

AIAC Meeting Minutes

Date: 16 February 2023	Time: 10am – 12pm	Venue: Level 1, City Administration Centre
Meeting Objective: To provide advice and guidance in the application of planning instruments that prioritise access, social inclusion and overcoming discriminatory impediments to promote a highly accessible, inclusive and welcoming community that respects independence and human dignity.		

1. Welcome

Committee Members Present

Cr Margaret Wood	Councillor, City of Newcastle (Co-Chair)
Cr Dr Elizabeth Adamczyk	Councillor, City of Newcastle
Cr Katrina Wark	Councillor, City of Newcastle
Andrew Vodic	CDAH (Co-Chair)
Patrick Bellamy	Clear Sky
Chad Ramage	Accessibility in the City
Sandra Irons	Community Representative
Lindsay Gardner	Community Representative
Stewart MacLennan	Community Representative
Ben Moxey	Community Representative
Lynn Duffy	Acting Executive Director, Creative & Community Services (Facilitator)
Tanya Marmara	Senior Administration Officer, CN (Committee Secretary)

Apologies

Cr Nuatali Nelmes	Lord Mayor, City of Newcastle
-------------------	-------------------------------

Guests:

Stephen Warham	Community Development Facilitator, CN (Committee Advisor)
Petria Jukes	Community Planning & Development Manager, CN
Jack Slater	Senior Project Planner, CN
Abbey Dorman	Community Development Facilitator, CN
Emily Graham	Marketing & Communications Manager, Newcastle Airport Pty Ltd
Jan Lacki	Project Director Newcastle Airport
Christian Gonzales Diaz	Cox Architects
Caitlin Smoth	Marketing and Communications Coordinator
Burcak Sezer	General Manager Marketing and Communications

1.1 Acknowledgement of Country

An acknowledgement of Country was delivered by Co-Chair Andrew Vodic.

1.2 Apologies

No apologies

1.3 Declaration of Conflict of Interest

Andrew Vodic declared a non-pecuniary conflict of interest in relation to Agenda Item 6 *Count Us In Festival* as Executive Director of CDAH.

2. Minutes from the Previous Meeting

Minutes of the AIAC meeting held on 17 November 2022 were confirmed as true and accurate recording of the meeting. Committee members accepted the minutes. With the amendment of one sentence from Cr Dr Elizabeth Adamczyk.

3. Airport

Emily Graham and her team presented an overview of the Newcastle Airport Terminal Expansion, including the \$120million which is co-funded by the government grant of \$55million.

Lindsay Gardener questioned if the reason for the expansion with larger planes is due to surrounding areas such as the Central Coast preferring to come to Newcastle Airport. It was discussed in response that currently Newcastle Airport currently sees approximately 1.3million passengers whereas somewhere like Adelaide with a smaller city is still seeing approximately 8million passengers.

Cr Wood asked where in the design process they were up to and if they had reached the detailed design such as how many accessible toilets and if there will be a lift and change facility. Emily's team advised they have engaged an access consultant and are still in the early stages. General space planning has commenced, however the project is not at detailed design stage.

International examples of different space configuration and designs were shown in the presentation. With the group commenting optimum spaces for wheelchairs and movement including the need to design fixtures and fittings to be accessible.

Ben noted that every accessible bathroom is different, and it would be a good start if we could make them all standardised for example – always have the basin in the front left. Or have a voice over play when you enter explaining where the location of things are in the accessible bathroom. Chad agreed and mentioned there is normally a push button to enter accessible bathrooms and this could trigger an automated message with this information. Other committee members agreed this is a great idea and would like to see CN implement something like this for all future accessible bathrooms.

It was also noted that there will be a gender-neutral bathroom incorporated into all amenity blocks throughout the airport.

Stewart advised that check-in at airports is always difficult due to the height of the check in desks. Most wheelchairs aren't able to change their height to be able to hand over boarding passes etc. other committee members came up with some ideas of having all check-ins accessible, with every desk being universal and able to be lowered.

Newcastle Airport team also advised there will be sensory rooms and multi faith rooms at the airport however the design is yet to be developed. Cr Dr Adamczyk and Cr Wark discussed

what could different religions look like to different people and if it should be a simple room for everyone to be inclusive of all religions.

Emily spoke briefly about the parent rooms and associated children's play area.

Emily Graham also spoke about the webpage where the community can leave ideas and comments on the Social Pinpoint platform.

Stewart and Chad advised they don't use Newcastle airport due to the process of getting on to the plane. Stewart mentioned they have to go onto the tarmac and that is not appropriate. The Airport team advised there were investigations into an Aerobridge but there isn't any detail at the present time.

Cr Wood noted that journey planning is critical for she and her partner and know the accessibility elements before embarking on travel is critical. They need the dependability that things will work and they will be able to get on the plane.

Ben also mentioned that there should be disability training for staff that work at the airport for example – asking people what they need not just assuming what they will need. Lindsay and Cr Dr Adamczyk agreed there needs to be training for airport staff and Cr Dr Adamczyk spoke about the discrepancies between airlines and different staff. There needs to be a standard that is implemented.

The Newcastle Airport team advised they will review the feedback provided by the committee as they progress in the design process and thanked the committee for the detailed feedback.

4. Wickham Public Domain Plan

Jack presented the Wickham Public Domain Plan overview. A focus on the need for tree canopy was outlined at the beginning of the presentation.

Stewart questioned the level of redevelopment in the suburb. The group discussed the planning process including the Wickham Masterplan and the subject Wickham Public Domain Plan and the interplay with property development processes. Jack alerted the committee to the adopted masterplan as the overall plan for the area Stewart asked if this included Albert Street and Jack advised it doesn't go that far, that would fall under a separate process to this.

Stewart queried what a 'raised intersection' mentioned in the presentation was. Jack explained that the centre of a 4-way intersection is raised instead of just the crossings being raised.

Ben raised the issue of flush or at grade design treatment for consideration. There are many examples of public space design implementing a flush finish which is a problem for low vision people and guide dogs. Having a gutter is invaluable to someone is blind or low vision. Jack is open to hear how to make it safer for everyone and is looking to make a continuous footpath which you will be able to differentiate between the footpath and going onto the road.

Chad asked if Union Street will be used as a throughfare. Jack advised that Station and Railway will be the main throughfare and the plan is to make it undesirable for vehicles to travel along Union Street for which pedestrians would be prioritised.

Chad asked if the wooden bridge would be fixed in this PDP. Jack advised that TNSW owns this and therefore is not included in this plan.

Lindsay queried whether there would be any plans or implications for Maryville with Wickham being such high density. Jack took that question on notice and committed to provide an answer in the near future.

Committee members discussed the transition from footpath to road having a 300 instead of 600 grade separation being enough for low vision. And the use of tactile indicators to help detect gradient however the overuse of tactiles could also be confusing. The group agreed that there needs to be consistency within the developments across the entire LGA not just this one

5. Count Us In Festival

Stephen summarised the history of the Count Us In Festival and provided, a recap of the committee's decision from the November 2022 meeting (continue current format) and commenced an overview of the current event model for committee consideration.

The Count Us In program has included a breadth of activities and events across multiple years that has engaged the broader community and those with lived experience into opportunities to better understand what inclusion can look like.

The four pillars of the event planning model were outlined. These include:

- Grants and Inclusion in the Count Us In Program
- Community Partner and Community Based Event Activities
- CN Facilitated Events
- Marketing and Messaging

The committee discussed elements such as the community grants program, the emergence of the community partnership model in 2023 which is preliminary stages (supporting CDAH Peer Model program), the CN facilitated events and the elements of community engagement which staff will pursue to inform event development.

6. Bindi Maps Promotion / opportunities for improvement

Due to time constraints, this item was not discussed.

7. General Business

7.1 Update emergency Preparedness forum

8. Forward Agenda

Meeting closed: 12:05pm

ACTIONS TABLE

Meeting Date	Item	Action	Update	Status
7 July 2022	Co-Chair Election	Send out round 2 voting information	Voting undertaken week of 7 July	Completed
7 July 2022	Draft Principal Pedestrian Network	<p>Traffic and Compliance to engage further with Committee on draft PPN, including presenting draft of PPN to AIAC before it is finalised.</p> <p>AIAC members to email Cr Wood if desire to join Working Group.</p> <p>Community Planning and Development Team to review DIAP consultation to yield potential comments related to Principal Pedestrian Network and provide to T&C.</p> <p>Drafting of Terms of Reference for a Working Group.</p>	<p>SW to follow up</p> <p>SW to follow up with Petria</p>	<p>In Progress (Updated 12/08/22)</p> <p>In Progress (Updated 12/08/22)</p>
7 July 2022	Accessible seating at Civic	<p>Clarify with Civic Theatre booking of accessible seating/spaces and actual number of available spaces.</p> <p>Committee members Stewart McLennan and Chad Ramage to meet with CN's Civic Manager (Delia O'Hara) and Community Development Facilitator (Stephen Warham).</p>	Report back next meeting.	<p>SMcL and CR have met with Civic representatives. Expecting report from AIAC members.</p> <p>In Progress (Updated 12/08/22)</p>
7 July 2022	Question taken on notice regarding disability employment numbers at CN.	Provide information on employment of people with disabilities at CN.	KH has coordinated an agenda item for next meeting involving a presentation by CN's Diversity and Inclusion Coordinator on employment and CN's draft (internal)	Completed

Access Inclusion Advisory Committee

			Inclusion, Diversity and Equity Strategy 2022-2026	
7 July 2022	Advisory Committee Membership Documents	Working with Children forms required. Volunteer registration forms to be completed.		In Progress with SW (Updated 12/08/22)
7 July 2022	Briefing of Chair by Diversity and Inclusion Coordinator	How employment data is captured and reported at CN. Discussion about proposed survey to be co-designed with A&IAC.		People & Culture rep confirmed to attend and present on CN ID&E strategy (Updated 12/08/22)
15 September 2022	Emergency Evacuation Procedure	Circulate the procedure to the committee members prior to the next meeting.	Committee meetings will now take place on the ground floor of 12 Stewart Avenue. An update will be provided at the November meeting.	Complete
15 September 2022	Co-design principles – Terms of Reference	Petria to advise when the process was established in 2018 and who created it and was consulted with.		
15 September 2022	Co-design principles – Terms of Reference	Workshopping the AIAC objective. The committee to develop a clearer understanding of the Terms of Reference. To understand where the committee sits to better enable to committee to support change of processes, or providing advice and guidance.	Terms of Reference to be listed as an item for discussion at the first meeting of 2023.	
15 September 2022	Diversity and Inclusion Strategy 2022-2026	Committee members expressed a strong view that the Strategy was included in the November meeting agenda. Whether the consultation process with the committee can be re-addressed and further	Committee members invited to provide feedback by 20 September. The Strategy has been approved and will not be coming back to the Committee.	Complete

Access Inclusion Advisory Committee



		time allowed for discussion.		
15 September 2022	Andrew Vodic	Andrew indicated share with the committee the 'ladder of community engagement' he uses in his work.		
15 September 2022		AIAC slides and presentations to be accessible (e.g. to vision-impaired members).	Cr Wood circulated Vision Australia guidelines for inclusive presentations. All presenters to receive these guidelines. CN Learning & Development team have also confirmed they will include these guidelines in future staff training.	Complete