

## Meeting Minutes

<b>Date:</b> 19 October 2023	<b>Time:</b> 10am – 12pm	<b>Venue:</b> Level 1, City Administration Centre
<p><b>Meeting Objective:</b> 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.</p>		

### 1. Welcome

#### Committee Members Present

Cr Margaret Wood	Councillor, City of Newcastle (Co-Chair)
Cr Dr Elizabeth Adamczyk	Councillor, City of Newcastle
Cr Katrina Ward	Councillor, City of Newcastle
Andrew Vodic	CDAH (Co-Chair)
Chad Ramage	Accessibility in the City
Lindsay Gardner	Community Representative
Stewart MacLennan	Community Representative
Lynn Duffy	Executive Manager, Community & Recreation (Facilitator)

#### Apologies

Cr Nuatali Nelmes	Lord Mayor, City of Newcastle
Petria Jukes	Community Planning & Development Manager, CN
Pat Bellamy	Clearsky
Sandra Irons	Community Representative

#### Guests:

Professor Simon Darcy	University of Technology Sydney (remotely)
Simone Soeters	Acting Manager Community Planning & Development
Stephen Warham	Community Development Facilitator, CN (Committee Advisor)
Nick Kaiser	Acting Executive Manager Media Engagement Economy & Corporate Affairs
Georgia Lazzari	City Economy & Destination Manager
Simon Mitchell	Executive Manager People & Culture
Stefanie Abrahams	Diversity and Inclusion Partner (remotely)

## 1.1 Acknowledgement of Country

An acknowledgement of Country was delivered. It was also noted that the result of the referendum was not the outcome of what Council supported and our thoughts are with the First Nations people at this difficult time.

## 1.2 Apologies

The Committee acknowledged apologies from Cr Nuatali Nelmes, Lord Mayor, Petria Jukes, Sandra Irons and Pat Bellamy

## 1.3 Declaration of Conflicts of Interest

No conflicts declared.

## 2. Minutes from the Previous Meeting

Amendments to pages 3 and 4 from Cr Adamczyk and Chad Ramage were noted and Minutes of the AIAC meeting held on 17 August 2023 were otherwise confirmed as true and accurate recording of the meeting. Committee members accepted the minutes.

## 3. Accessible Tourism

Professor Simon Darcy from UTS Business School presented on accessible tourism. Simon is an access consultant, academic, has Local Government experience and also an author. Simon has lived experience of disability, has written on accessible tourism and engaged with the UN World Tourism Organisation.

Simon encouraged CN to use authentic images of people with disabilities and not generic non representative images, pick the low hanging fruit and incremental growth/improvement is okay.

Refer attached presentation for more information including the definition of accessible tourism.

## 4. Update on Australian Regional Tourism Conference

Georgia Lazzari provided an update on the Australian Regional Tourism Conference held in Newcastle 10-12 October.

Georgia highlighted that one aspect of the discussion at the forum was the need for staff to have a positive attitude, be trained and informed to provide effective customer assistance/experience.

AV commented that people with lived experience always need to be asked to provide input on what makes tourism experiences inclusive/accessible.

## 5. Update on Inclusion Diversity and Equity Strategy

CN staff members Stefanie Abrahams and Simon Mitchell presented on the ID&E strategy. A recent staff survey included that 45% of staff participated in the survey, and 8% of those staff identified as having a disability.

CN's internal Accessibility Network was launched on 16 August 2023, Lynn Duffy and other employees spoke on the day along with Cr Wood.

Simon acknowledged the work of Julie Croft who was acting in Stefanie's position while Stef was on parental leave. Julie has now completed her contract at CN and is acknowledged with driving forward many of the actions of the ID&E Strategy.

For more information about the strategy, read presentation **attached**.

CR requested, if audits of buildings/CN assets are being undertaken in the future could they also include mapping details of the sites to enhance information gathering that can be shared more widely. Examples might include, width of doorway or location of doorway etc.

Noted by Simon/Stafanie.

It was acknowledged that the staff survey is a snapshot of those who feel comfortable to disclose at that time, and that CN wants to ensure that representation is at all levels of the organisation.

## **6. General Business**

### **6.1 Count Us In (CUI) Business Program CDAH Next Steps**

Following on from CUI Business Lunch, AV suggested need to build on business engagement to produce positive business/employment outcomes for all. AV said that he wants businesses to make changes because it makes sense, not as an act of charity.

AV happy with profile raising that the lunch with Dylan Alcott provided. AV welcomes committee members to let him know if they want to be included with the follow up with business/ community partners. SM indicated he is interested in participating.

SM suggested that in future it may be best to seat/allocate Access Inclusion Advisory Committee members to a wide range of tables and not seat them together, perhaps a better networking and promotion opportunity.

SW indicated that a report will be presented to the committee regarding Count Us In 2023 in coming months as acquittals for grants and other evaluation actions are gathered.

### **6.2 Committee feedback on the findings of the Royal Commission into violence, abuse, neglect and exploitation of PWD**

AV said that the recent Royal Commission has 222 recommendations. AV suggests AIAC members read the recommendations and/or the overall report and may also want to read the forthcoming NDIS Review report. These two processes provide CN and AIAC with the opportunity to consider their findings and explore opportunities to respond.

SM suggested that the person driving matters related to Access and Inclusion at CN should be a person with disabilities.

### **6.3 Final Meeting for 2023**

It was agreed to bring the next meeting forward a week from 14 December to 7 December, to be held at 12 Stewart Avenue. It was further suggested that the committee also meet with the CN internal Accessibility Network, allowing an hour for a combined morning tea.

The time allocated for meeting and morning tea is proposed to be 9:30am-12:30pm. Further details to be confirmed along with provision of 2024 meeting dates.

### **6.4 A handout titled *The Ladder of Citizen Participation* was distributed and will be added to the minutes as this was an action from a previous meeting**

**Meeting closed:** 12:22pm

Attachments:

1. Amended minutes, AIAC Meeting 17 August 2023
2. Professor Simon Darcy's presentation:  
*Thoughts on Accessible Tourism Destination Development, Competitiveness & Sustainability.*
3. Stefanie Abraham's presentation: *Update on CN's Inclusion, Diversity and Equity Strategy 2023-2027.*
4. The Ladder of Citizen Participation.

## ACTIONS TABLE

Meeting Date	Item	Action	Update	Status
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&amp;C.</p> <p>Drafting of Terms of Reference for a Working Group.</p>	<p>In progress</p> <p>Noted</p> <p>Completed</p> <p>TBC</p>	<p>Is in Progress Refer to <a href="#">Principal Pedestrian Network   Have Your Say Newcastle (nsw.gov.au)</a></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>	<p>AIAC member representatives met with Civic Staff and clarified seating/booking arrangements</p>	<p>Completed.</p>
7 July 2022	Advisory Committee Membership Documents	<p>Working with Children forms required.</p> <p>Volunteer registration forms to be completed.</p>	<p>Completed</p>	<p>Completed</p>
7 July 2022	Briefing of Chair by Diversity and Inclusion Coordinator	<p>How employment data is captured and reported at CN. Discussion about proposed survey to be co-designed with A&amp;IAC.</p>	<p>Completed</p>	<p>People &amp; Culture attended and presented on CN's ID&amp;E strategy. Completed.</p>

# Access Inclusion Advisory Committee

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 have been finalised and published on CN's website at <a href="#">link</a>	Completed
15 September 2022	Handout for committee	Andrew asked to share with the committee the 'ladder of community engagement' he uses in his work.	Provided at AIAC 19/10/23 and via email	Completed
19 October 2023	Count Us In Report	CP&D to compile CUI report including feedback from Community Partner (CDAH)	In progress	Pending
19 October 2023	December meeting and 2024 AIAC dates	Confirm December 2023 meeting details in combination with CN's internal Accessibility Network. (Aligned to International Day of People with Disability)  Confirm AIAC meeting dates for 2024	TBC by Lynn Duffy via CP&D  TBC by Lynn Duffy via CP&D	Pending  Pending