

AIAC Meeting Minutes

Date: 07 July 2022	Time: 10am – 12:24pm	Venue: Lord Mayor's Reception Rooms, Level 6, 12 Stewart Avenue, Newcastle West
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 (Co-Chair)	Cr Dr Elizabeth Adamczyk
Cr Katrina Wark	Patrick Bellamy
Chad Ramage	Ben Moxey
Lindsay Gardner	Stewart MacLennan
Sandra Irons	Caitlin McCulloch (Secretary, CN)
Kathleen Hyland (Facilitator, CN)	Stephen Warham (Strategic Advisor, CN)

Apologies

Andrew Vodic

Guests

David Clarke (CN)	Nick Kaiser (CN)
Georgia Lazzari (CN)	Ryan Tranter (CN)
Petria Jukes (CN)	Jacqueline Hicks (CN)
Adrian Burnett, Director of the New Annual (CN)	

1. Acknowledgement of Country

An Acknowledgement of Country was delivered by Chair Cr Margaret Wood.

2. Introductions

The Committee Members and guests introduced themselves and outlined their position on the Committee or their role at CN.

3. Finalisation of Co-Chair Position

Round one voting was conducted for Co-Chair position using Mentimeter and absentee voting, Kathleen Hyland advised the Committee that information about the final round of voting for the remaining two candidates would be emailed within the week.

Note: Following final round voting, the Committee was notified via email on 15 July 2022 that Mr Andrew Vodic had been elected as Co-Chair.

4. Endorsement of Minutes and Meeting Dates

Minutes of the AIAC meeting held on 18 May 2022 were confirmed with the below amendment.

The minutes shall reflect that Ms Sandra Irons was an apology at the 18 May meeting.

Cr Wood advised that meetings for 2022 will be approximately 6 weeks apart to enable at least four meetings to be held this calendar year.

Cr Wood advised that the administrative management of the Committee has been updated to better align with CN's other Advisory Committees.

5. Principal Pedestrian Network (PPN)

Ryan Tranter, Traffic & Transport Manager provided an overview of CN's Transport and Compliance (T&C) service unit and its role in infrastructure development and transport programs. A further overview of the alignment of T&C strategic planning and the Disability Inclusion Action Plan (DIAP) was provided.

The Draft Principal Pedestrian Network was outlined. Currently the Pedestrian Access and Mobility Plans (PAMP) contribute towards Community Strategic Plan objectives, including the vision of 15-minute neighbourhoods. The outline of the Walking/Pedestrian Plan was also provided, allowing for development for the Plan over the coming 6 months and the key highlights for CN in conjunction with improved access for the community.

Jacqueline Hicks outlined the community engagement on the PPN and that it has been designed to identify highest volume pedestrian improvements which ensures the greatest outcomes for the community. It's an instrument to highlight where we can improve access to shops, schools, parks and transport stops, which will improve engagement with the community around pedestrian infrastructure.

The committee discussed issues such as applying criteria around accessibility for the PPN, key targets for the Walking Plan, the overall provision of accessible parking across the city, parking provision on narrow streets, lack of footpaths in many suburbs and transport disadvantage. The importance of quality data mapping gradients of footpaths and the role of gradients in journey planning was also discussed as a goal for inclusion under the PPN tool.

The option of a working group on the Walking Plan was discussed. A&IAC members to send an email to Cr Wood if wanting to participate. The Transport and Compliance team and Director Governance expressed commitment to work with the Committee on the Walking Plan and provide Committee with future briefings on the project as it progresses.

Target completion date for the draft Walking Plan is early 2023. As a strategic Plan, this will include further public consultation and will be tabled to the Council for adoption.

Cr Adamczyk requested that the committee defines its top priorities in terms of accessibility such as ramps, gradients, continuous pathways especially to bus stops, with a view to supporting project development.

6. Major Events Program

Adrian Burnett provided overview of New Annual program, and highlighted working with Accessible Arts to enhance inclusiveness of events, program and venues. The team aim to ensure accessibility is front of mind in planning and delivery. For the festival, CN is working to deliver an accessibility hub, safe space/s, quiet spaces, including using the museum for some of these aspects.

The committee noted the approach to accessibility by the New Annual program. The group then discussed:

- issues around accessible seating/spaces in venues, including Civic Theatre options
- booking systems/websites may not cater effectively for people with disabilities
- Community Disability Alliance Hunter as a good option for distributing information about events and accessibility.

7. Disability Inclusion Action Plan

Petria Jukes provided an overview of the DIAP 2022-2026 and how it relates to CN's mandated reporting under the Integrated Planning and Reporting Framework. This included:

- Community Strategic Plan-Newcastle 2040
- The Four-year Delivery Program
- The Operational Plan (Annual plan of works/programs)

The presentation also covered required aspects of the DIAP as outlined in the Disability Inclusion Act 2014, the four focus areas of the DIAP and said that a snapshot of each focus area will be provided to the committee.

- Attitudes and Behaviours
- Liveable Communities
- Employment
- Systems and Processes

Stewart MacLennan inquired about the number of people with a disability working at CN and what CN does to ensure these numbers are representative of the community. CN staff outlined that HR numbers are not entirely accurate as they only include employees that have declared they are living with a disability. Ms Hyland offered to take this question on notice and organise a future agenda item.

Action: Facilitator to coordinate a briefing paper or presentation by the People and Culture team on question around disability employment and to outline CN's Diversity and Equity Strategy 2022-2026, currently in development.

8. General Business

Cr Adamczyk raised that a Working Party has been established under the Liveable Cities Advisory Committee for the Development Control Plan and invited members interested in participating to express interest.

Lindsay Gardner raised issue of AEC polling places and poor disability access. It was discussed that this is indeed an issue but as this is outside control of Local Government, this would be noted only.

Stephen Warham requested members complete the paperwork sent to them that is required of all CN strategic advisory committee members, including forms for Working with Children checks and agreement to abide by policies, such the Code of Conduct and Media Policy.

Next meeting dates were then confirmed as 15 September and 17 November. Venue to be confirmed as Lord Mayor's Reception Room.

Cr Wood requested if members want to suggest agenda items, email to

mwood@ncc.nsw.gov.au or to Kathleen Hyland khyland@ncc.nsw.gov.au

Meeting closed: 12:24pm

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	Traffic and Compliance to engage further with Committee on draft PPN, including presenting draft of PPN to AIAC before it is finalised. AIAC members to email Cr Wood if desire to join Working Group. Community Planning and Development Team to review DIAP consultation to yield potential comments related to Principal Pedestrian Network and provide to T&C. Drafting of Terms of Reference for a Working Group.	SW to follow up SW to follow up with Petria	In Progress (Updated 12/08/22) In Progress (Updated 12/08/22)
7 July 2022	Accessible seating at Civic	Clarify with Civic Theatre booking of accessible seating/spaces and actual number of available spaces. Committee members Stewart McLennan and Chad Ramage to meet with CN's Civic	Report back next meeting.	SMcL and CR have met with Civic representatives. Expecting report from

		Manager (Delia O'Hara) and Community Development Facilitator (Stephen Warham).		AIAC members. In Progress (Updated 12/08/22)
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) Inclusion, Diversity and Equity Strategy 2022-2026	Completed
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)

Attachment 1: Powerpoint Slides