

## AIAC Meeting Minutes

<b>Date:</b> 15 September 2022	<b>Time:</b> 10am – 12pm	<b>Venue:</b> Lord Mayors Reception Rooms, 12 Stewart Avenue Newcastle West
<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.		

### 1. Welcome

#### Committee Members Present

Cr Margaret Wood (Co-Chair) Cr Katrina Wark Chad Ramage Lindsay Gardner Sandra Irons	Cr Dr Elizabeth Adamczyk Patrick Bellamy Ben Moxey Stewart MacLennan Andrew Vodic (Co-Chair)
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#### Apologies

Kathleen Hyland Stephen Warham Delia O'Hara	Interim Director Strategy & Engagement, CN Strategic Advisor, CN Manager Civic Services, CN
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#### Guests

Nick Kaiser  Emmalea Moulton  Lynn Duffy Stefanie Abrahams Petria Jukes Timothy Daley Kirsty Russell Mardi Osborne	Interim Manager Community Strategy & Innovation, CN (Facilitator) Interim Senior Administration Officer, CN (Committee Secretary) Acting Director City Wide Services, CN Diversity & Inclusion Partner, CN Community Planning & Development Manager, CN Senior Project Planner, CN Community Representative Ticketing & Sales Coordinator, CN
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### 1.1 Acknowledgement of Country

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

### 1.2 Introductions

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

## 1.3 Emergency evacuation procedure

Procedure to be circulated to Committee prior to the next meeting.

## 2. Endorsement of Minutes and Meeting Dates

Minutes of the AIAC meeting held on 7 July 2022 were confirmed as true and accurate of previous meeting. Committee members accepted the minutes.

Matters arising - Cr Wood noted she would give an update on the discussion of the footpaths Working Group that arose from the last meeting.

Next meeting to be held 17 November 2022.

## 3. Co-design principles

Chair raised the discussion of co-design as in CN principles, as reflected in the meeting objective (located at the top of each meeting Agenda). Cr Wood suggested that as the committee was established in 2018 that Terms of Reference would have been developed then. Petria Dukes noted in 2018 a whole of Council review of Strategic advisory committees and all TORs were reviewed.

Andrew advised that he would like a clearer understanding of the Terms of Reference and noted it would be beneficial to have clear roles for the committee to know exactly where the committee sits to better enable to committee to support change of processes, or providing advice and guidance.

Andrew spoke about three 'ladders' he is familiar with of community participation; being tokenism, non-participation, and empowerment. He stated a reflection on our role is, and isn't, in this context, could strengthen our work.

**Action:** Andrew indicated he would share with the committee the 'ladder of community engagement' he uses in his work.

Andrew requested to place the Objective statement on our next agenda. Director Lynn Duffy asked if we should place this as an action item to workshop the objective statement. Stewart McLennan affirmed. Lindsay Gardner suggested we might consider how we engage community perspectives to inform our work.

**Action:** Objective statement to be workshopped at next meeting

Committee agreed for Terms of Reference to be an agenda item for the next meeting.

## 4. CN's draft Inclusion, Diversity and Equity Strategy 2022-2026

Stefanie presented an overview of CN's draft Inclusion, Diversity and Equity (IDE) Strategy 2022-2026. The committee was advised that a launch of this strategy is anticipated for the end of this month. Previous Disability Inclusion Access Committee engaged in development of audit last September of IDE in CN. Aim of the IDE Strategy is to create a positive and inclusive workplace culture, leadership to drive the strategy, and a diverse workforce that reflects the communities that we serve. Stefanie noted focus area of accessibility and workforce participation as of interest to AIAC. Next 2-3 years will involve developing resources to support staff in applying the document -

AIAC input when these resources are developed. Noted accessibility in events, and importance of awareness. Need to establish a better data baseline. Stefanie invited conversation about what can CN still include, change, or make better.

Stewart noted he had provided input via email. Key points: getting a balance between training staff, and disclosure. Importance for PWD to be treated equitably within the workforce, rather than the 'elephant in the room'. Noted that a high proportion of PWD are unemployed, underemployed, or employed below their abilities, and would like to focus on how we assess and improve these targets. Stefanie noted the importance of extinguishing 'fear' around breaking down barriers (e.g. having conversations with PWD about the needs in the workforce), and understanding how our 'targets' align and track with State regulatory requirements.

Andrew noted that targets need to consider the breadth of disability. Targets should be representative of the population, the broader the targets the easier to achieve, need to be representative of society, to make sure they are measurable. Stefanie shared slides on data, and complexity of capturing accurate data, particularly around disclosure, and trust between employees and an organisation, safety, and aggregation of data.

Cr Adamczyk noted the question of safety. DIAP notes 1 in 6 people in CN are with disability whether invisible, visible, physical, mental. Idea of privilege mentioned in document - some PWD have to confront their disability every day, others are able to 'hide' it. How / do we need to measure this?

Cr Wark noted her experience with many patients with physical disability, important for no stigma to be attached to conditions. Stefanie talked about importance of aggregated data across different roles to be able to track where CN is achieving in different parts of the organisation.

Lindsay noted a culture shift is needed; in attitudes to inclusiveness. Posed question of whether culture change should be bottom up, and what are the indicators? Stefanie noted that a priority should be set, with leadership championing and all employees educated.

Chad advised that he is looking at existing procurement lists for office spaces around the city for accessible office furniture (i.e. desk spaces), accessible parking spaces or accessing lifts and amenities. Noted data baseline management around disability as very difficult, given many PWD just will not declare. Stefanie advised that she will pass this information onto the company who are engaged to conduct the IDE audit.

Ben noted that data pushes positive change. Noted that everyone in the room is passionate about inclusion, but many others come to work to simply 'do their job', so welcomes making this a part of KPIs. Stefanie agreed not everyone sees the relevance of this work, we need to work harder.

Cr Wark and Chad noted the usefulness of having an inclusion and accessibility training module as part of mandatory workplace training, as happens in nursing, e.g. like working with children, bullying and harassment. Stefanie noted that CN is also designing a new IDE e-learning program as part on onboarding and induction for new CN staff and also ongoing (optional) training.

Committee members invited to send Stefanie any feedback on the strategy by early the following week.

## **5. CN's draft Harbour Foreshore Masterplan**

Tim provided the members an overview of engagement to date and next steps.

A draft plan was created in 2020 and CN's Harbour Foreshore Masterplan will be released next month to the community for consultation. Aiming for completion in 2024.

As part of the masterplan a playspace program has been created to develop an all accessible new playground which focuses on side-by-side play (no separate areas for less abled). This will be the city's first regional inclusive playground and water play space. The foreshore reserve events space has been designed with a focus on easy all ability access and to be as user friendly as possible.

Kirsty introduced herself and her role as a participant of the Design Reference Group and as a member of the community as a previous member of the former Disability Inclusion Access Committee, with a child with disability. She overview her role with providing input into designing the masterplan and what her main focuses were when developing this plan. She emphasised that the comprehensiveness of the co-design process and joy of knowing how this space would be engage with.

Questions from Lindsay on pedestrian zones, and Chad about designation of pedestrian crossings, having even gradients between footpaths and road crossings, and not having speed humps. Andrew requested if all slides presented to AIAC in future could have descriptions for accessibility for vision- impaired people. Ben offered support to go over slides from a blindness perspective.

**Action:** Slides to be accessible.

## 6. Civic Theatre, Playhouse and City Hall

During the previous meeting held in July, a discussion took place around the limited accessibility options in the Civic Theatre, Playhouse and City Hall. Stewart and Chad tasked from the 25 July AIAC meeting to investigate accessibility around the Civic Theatre and City Hall, noted things progressing extremely well and thanked Mardi for the work to date.

Mardi advised that CN has been looking at accessible areas in these spaces and looking to make improvements. Mardi gave members an update on the actions CN is already looking at, and outcomes of the meeting with Stewart and Chad. Potential for announcements in the lifts and gradient and access of entries into lifts and doors of facilities. Improvements to accessibility of webpage implemented. The availability of wheelchair allocations will be increased from two to four in the theatre (to be implemented in February 2023).

Staff will actively monitor sales to ensure available access allocated for wheelchairs. An option to book a wheelchair space online instead of calling ticketing office will also be implemented. Tickets will specify whether the ticket is in an accessible space or not and there will be an option to book a companion seat if required.

Stewart mentioned that it would be beneficial having wheelchair accessible parking space close by for easy access. Chad noted and thanked Mardi for her work in the process, and also noted the opportunity for improvements to be made so tickets to have an identifiable marker on accessible tickets which will assist purchasers and CN with planning and events. Stewart noted accessible parking and drop off areas remain an issue. Cr Wood confirmed this is an ongoing conversation.

Cr Wood thanked Stewart and Chad for the fantastic results in taking on this work.

## 7. Carers Week

*This item was skipped due to the meeting running over time.*

## 8. General Business

Cr Wood noted the discussion about the footpath working group delayed. Noted that any members who flagged interest will be communicated with asap.

Lindsay asked two questions on notice for next meeting.

- Shared responsibility of the Airport between CN and PS - how is this included in our inclusion access and disability strategy? Do the airline companies respond to these questions? and
- Queried the process for lodging complaint for rate payers for issues with discrimination.

Chad Ramage noted it seemed the one accessible carpark to the drop off zone has been removed. Stewart confirmed this is an important question of human rights. Cr Wood noted CN avenues to pursue in Council assets, and Cr Adamczyk noted that two members of the board - Lord Mayor and CEO of CN as an opportunity to request advocacy to resolve any issues of discrimination at Newcastle Airport.

Cr Adamczyk noted the breadth and depth of AIAC engagement with the draft IDE strategy emphasised the importance of our conversations, as well as being the first opportunity for this AIAC to engage with the strategy. With our next meeting on the 17<sup>th</sup> November it would be useful to consolidate our feedback. Ben confirmed, Andrew confirmed. Members agreed to include the IDE Strategy on the next meeting Agenda. Cr Wood confirmed she would seek an extension of deadline for the AIAC to give feedback on the draft IDE.

Cr Wood invited members to put forward Agenda items for next meeting.

**Meeting closed: 12:04pm**

**ACTIONS TABLE**

<b>Meeting Date</b>	<b>Item</b>	<b>Action</b>	<b>Update</b>	<b>Status</b>
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 Manager (Delia O'Hara) and Community Development Facilitator (Stephen Warham).	Report back next meeting.	SMcL and CR have met with Civic representatives. Expecting report from 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	Completed

			(internal) 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.	
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 members invited to provide feedback by 20 September. The Strategy has been approved and will not be	Completed

		committee can be re-addressed and further time allowed for discussion.	coming back to the Committee.	
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).		