

## MINUTES

### DISABILITY INCLUSION AND ACCESS ADVISORY COMMITTEE COMMITTEE MEETING

COACHWOOD ROOM, YARRILA PLACE

10:00AM – 11:30AM, FRIDAY 10 OCTOBER 2025

Attendees	
Councillor Cath Fowler (Clr.CF)	Councillor Representative
Connor Bryant (CB)	Community Member
David Poverello (DP)	Community Member
Jean Willsher (JW)	Community Member
Trinette McPhee (TM)	Community Member
Gordon Stewart (GS)	Accessibility Experts (Community Organisation)
Vacant	Government Representative
Luke Perry (LP)	Group Leader Sustainable Places – City of Coffs Harbour
Michael Laing (ML)	Senior Community Planner – City of Coffs Harbour

Guest Attendees	
Ross Clark (RC)	Governance Coordinator – City of Coffs Harbour

Item	Discussion / Actions	Actioner
1. Acknowledgement of Country (CB) <i>The City of Coffs Harbour acknowledges the traditional custodians of the land, the Gumbaynggirr people, who have cared for this land since time immemorial. We pay our respects to their elders, past, present and emerging, and commit ourselves to a future with reconciliation and renewal at its heart.</i>		
2. Welcome and Introduction	All committee members provided introductions, and new members were welcomed to the committee.	Noted
3. Apologies:	Apologies from Jane Rowlands, Lynda Warwick, and Kristy Shaw.	
4. Terms of Reference <a href="#">Terms of Reference DIAAC</a>	LP and RC spoke to the Terms of Reference of the new committee.	Noted
5. Election of Chairperson and Deputy Chairperson	Nominations: GS nominated CB for Chair, seconded by JW. Carried. CB nominated JW for Deputy Chair, seconded by GS. Carried. Confirmed Chair: Connor Bryant (CB) Confirmed Deputy Chair: Jean Willsher (JW)	Noted
6. Confirmation of Minutes 10 May 2024 <a href="#">DIAAC Minutes10May2024</a>	Minutes of the previous DIAAC on 10 May 2024 were noted by the Chair (CB).	Noted

7. Conflicts of Interest	NIL. This was also covered in the Code of Conduct Induction.	Noted
8. Code of Conduct Training	Ross Clark, Governance Coordinator conducted the Code of Conduct Induction Training. Discussion followed. <b>Action:</b> ML to provide a copy of City of Coffs Harbour Management of Committee Policy to the committee members.	Noted ML
9. <b>General Business</b>		
9.1 Disability Inclusion Action Plan (DIAP) <a href="#">Disability Inclusion Action Plan (2022-2026)</a>	Review of the Disability Inclusion Action Plan (DIAP) <a href="#">Disability Inclusion Action Plan (2022-2026)</a> ML briefly reviewed the DIAP Targets. Discussion followed. <b>Action:</b> Comments from DIAAC members for review of the current DIAP by 31 October 2025 for discussion at next meeting (14.11.2025). <b>Action:</b> ML to share last 2 DIAP Progress Annual Reports and any relevant data from the Community Survey 2025.	Noted  ALL  ML
9.2 Member Updates	Moved to the end of Agenda. NIL updates.	Noted
9.3 Other General Business	Draft Active Transport Strategy <a href="https://haveyoursay.coffsharbour.nsw.gov.au/active-transport-plan">https://haveyoursay.coffsharbour.nsw.gov.au/active-transport-plan</a> on public exhibition until 11 November 2025; and West Coffs Shared Pathway consultation <a href="#">West Coffs Shared Path   Have Your Say Coffs Harbour</a> . <b>Action:</b> ML to forward links to Have Your Say.  MLAK improvements for discussion at next DIAAC.	Noted  ML  Noted
<b>Outstanding Actions Review</b>	Ongoing projects for discussion at next DIAAC (i.e. Item 7.5 from 10 May 2024 Minutes)	Noted
10. <b>Next Meeting:</b>	14 November 2025	

Meeting closed 11:45 AM

### Summary of meeting Actions

Date	Item	Decision/Action	Assigned To	Due Date
10 October 2025	8	ML to provide a copy of City of Coffs Harbour Management of Committee Policy to the committee members	ML	31 October 2025
10 October 2025	9.1	DIAAC members to send comments on current DIAP to ML by 31 October 2025 to collate for	ALL ML	31 October 2025

		discussion at the next DIAAC meeting (14.11.2025)		
10 October 2025	9.1	ML to share last 2 DIAP Progress Annual Reports and any relevant data from the Community Survey 2025.	ML	17 October 2025
10 October 2025	9.3	ML to send link for Have Your Say page <a href="https://haveyoursay.coffsharbour.nsw.gov.au/active-transport-plan">Have Your Say Coffs Harbour</a> for Draft Active Transport Plan <a href="https://haveyoursay.coffsharbour.nsw.gov.au/active-transport-plan">https://haveyoursay.coffsharbour.nsw.gov.au/active-transport-plan</a> and West Coffs Shared Pathway consultation <a href="#">West Coffs Shared Path   Have Your Say Coffs Harbour</a> .	ML	17 November 2025

#### Previous meeting Actions

Date	Item	Decision/Action	Assigned To	Due Date	Updates