

MINUTES

DISABILITY INCLUSION AND ACCESS ADVISORY COMMITTEE COMMITTEE MEETING

COACHWOOD ROOMS 1 & 2, YARRILA PLACE

FRIDAY 10TH MAY 2024, 9:00AM – 10:00AM

ATENDEES:

Cr. Tony Judge (Cr. TJ)	Councillor – City of Coffs Harbour
Steven Paul (SP)	Coffs Harbour Support Services (Committee Chair)
Brigit Mackenzie (BM)	Community Representative (Deputy Chair)
Jane Rowland (JR)	Buena Vida Support Services
Sophie Bek (SB)	Mid North Coast Local Health District
Tanya Watts (TW)	Community Representative
Madalyn Hails (MH)	Community Representative

GUEST ATENDEES:

Ian Fitzgibbon	Group Leader – City of Coffs Harbour
Marcy Mills	Section Leader – City of Coffs Harbour
Anna Lockwood	Community Planner – City of Coffs Harbour
Tim Ruge	Urban Engineer – City of Coffs Harbour

Item	Discussion	Actioner
1. Meeting opened at 9:07am.		Noted
2. Acknowledgement of Country		Noted
3. Apologies:	David Anderson – Community Representative Lynda Warwick – Blue Sky Community Services	Noted
4. Confirmation of minutes (7th October 2022):	Minutes Confirmed	Noted
5. General Business		
5.1 Introductions	Introductions and welcome to all including new City of Coffs Harbour (City) staff. Acknowledgement of Committee members Heather Coutts, Shalla Thomas and Khishkok Abdo who have resigned.	Noted

Item	Discussion	Actioner
<p>5.2 Review of Terms of Reference, meeting frequency & working together</p>	<p>Discussion on a review of the Terms of Reference (ToR) for the committee.</p> <p>Noted that the current ToR state that a minimum of 2 Committee Meetings are to be held each year.</p> <p>Agreed to review the ToR to prevent future quorum issues and ensure that they appropriately reflect the role of the committee.</p> <p>Agreed to amend ToR to state that meetings are to be called when necessary, based on feedback required on draft strategies, plans, projects and/or issues being raised by committee members.</p> <p><i>ACTION: AL to prepare a letter for the Chair's signature to go to all current committee members to ascertain their desire to continue as a committee member.</i></p> <p><i>ACTION: MM to contact IT about establishing a central avenue to log issues raised by the Committee.</i></p> <p><i>ACTION: MM to liaise with Governance on process for amending TOR's – 2 meetings as a minimum and then on an as needed basis. Draft amended ToR to be sent to committee for feedback.</i></p>	<p>Noted</p> <p>AL</p> <p>MM</p> <p>MM</p>
<p>6. Info/Exchange Round Table</p>		
<p>6.1 Movement & Place Strategy & Draft Active Transport Plan</p>	<p>TR gave presentation on <i>Movement & Place Strategy</i> and <i>Draft Active Transport Plan</i>.</p> <p>Discussion on importance of linking key destinations (e.g. Jetty to the Creek to the City Centre), challenges of crossing Harbour Drive, as well as crossing to parks from higher density living areas.</p> <p>Discussion on accessibility issues for the Jetty Strip, Brelsford Park, as well as impacts of e-scooters, e-bikes, and other mobility devices on those with walking challenges - need for consideration.</p> <p><i>Action: TR to gain feedback from DIAAC prior to public exhibition of draft Active Transport Plan.</i></p>	<p>Noted</p> <p>TR</p>
<p>MH and JR arrived at 9:25am.</p>		
<p>6.2 City Centre Parking Plan (currently in working draft form)</p>	<p>TR gave presentation on <i>Draft City Centre Parking Plan</i>.</p> <p>Discussion on accessible parking in highly used areas and supply. Discussed map from City's website of accessible parking spaces in the City Centre. Noted that the name of 'disability parking' on the map could be changed to 'accessible parking'.</p>	<p>Noted</p>

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	<p>ACTION: TR to gain feedback from DIAAC prior to public exhibition of draft Active Transport Plan.</p> <p>ACTION: TR to prompt an amendment to the map of accessible parking spaces on the City's website to change 'disability parking' to 'accessible parking'.</p>	<p>TR</p> <p>TR</p>
<p>Cr. TJ left at 9:57am SB arrived at 10:05am</p>		
<p>6.3 Delivery Program and Operational Plan (DP/OP)</p>	<p>Discussion on the City's Delivery Program and Operational Plan and how to make a submission.</p> <p>Clarity provided regarding challenges of funding and building footpath networks.</p> <p>Discussion around challenges for Group Homes and up take of in situ housing in the City.</p> <p>Noted that accessibility is a key consideration for tourism.</p> <p>Noted that fenced playgrounds and shade should be considered for future playground upgrades.</p> <p>Encouraged to provide feedback into the DP/OP.</p>	<p>Noted</p>
<p>6.4 General discussions</p>	<p>Discussion on the NSW's Government update to their Protocol for Homeless People in Public Spaces, including guidance to support people experiencing homelessness with a disability.</p> <p>AL noted that the City will also be developing a Homelessness Strategy over the coming months.</p> <p>Further discussion on people experiencing homelessness, affordable housing, opening hours of public toilets.</p> <p>ACTION: AL to follow up on data in relation to people experiencing homelessness with a disability in Coffs Harbour LGA.</p>	<p>AL</p>
<p>7. Outstanding Actions Review</p>		
<p>7.1</p>	<p>Action: Review ToR, meeting frequency and how the Committee can best work with the City</p>	<p>Resolved - See item 5.2</p>
<p>7.2</p>	<p>CBD Hill Street Footpath</p> <p>Action: Extend invitation for the City to attend a future committee meeting to discuss Movement and Place Strategy</p>	<p>Resolved - See item 6.1</p>
<p>7.3</p>	<p>Action: Investigate how many and location of accessible carparking spaces in CBD</p>	<p>Resolved - See item 6.2</p>
<p>7.4</p>	<p>Action: Invitation for sector information on cluster locations of inclusive accommodation to support Movement & Place Strategy/Active Transport Plan</p>	<p>Resolved - See item 6.1</p>
<p>7.5</p>	<p>Cr. TJ to follow-up on accessibility assessment of City Projects. Ongoing.</p>	<p>Cr. TJ</p>

Item	Discussion	Actioner
8. Next Meeting:	Date of next meeting TBC Prefer 10am – 12pm.	AL to arrange
Meeting closed at 10:40am		



Action Items

Date	Item	Decision / Action	Assigned To	Due Date	Updates
10/05/24	5.2	Prepare a letter for the Chair's signature to go to all current committee members to ascertain their desire to continue as a committee member.	AL	06/24	
10/05/24	5.2	Contact IT about establishing a central avenue to log issues raised by the Committee.	MM	06/24	
10/05/24	5.2	Liaise with Governance on process for amending TOR's – 2 meetings as a minimum and then on an as needed basis. Draft amended ToR to be sent to committee for feedback.	MM	06/24	
10/05/24	6.1 & 6.2	Gain feedback from DIAAC prior to public exhibition of draft Active Transport Plan.	TR	07/24	
10/05/24	6.2	Prompt an amendment to the map of accessible parking spaces on the City's website to change 'disability parking' to 'accessible parking'.	TR	06/24	
10/05/24	6.4	Follow up on data in relation to people experiencing homelessness with a disability in Coffs Harbour LGA.	AL	07/24	