

Minutes

Minutes of the Equal Access Advisory Committee Meeting held Wednesday 19 July 2023

Venue:

The Harvard Room, Tweed Heads Administration Office and online via MS Teams

Time:

10:05am-12:12pm

Present:

Pat Miller (Chair); Suzanne Hudson; Kyle Sculley; Karen Sculley; Wendy Buckingham (Committee Members); Cr Meredith Dennis; Cr James Owen (Tweed Shire Council delegates).

Ex-officio:

Shannon Carruth (Acting Manager Inclusive & Creative Communities), Giselle Benitez Hetherington (Community Development Officer Inclusion/Secretariat), Emily West (Minutes Officer) (Tweed Shire Council).

Guest:

Lily Morgan (Road Safety Officer, Tweed Shire Council).

Apologies:

Colin Usher; Vanessa Riggs (Committee Members).

Minutes of Previous Meeting:

Moved: Pat Miller

Seconded: Suzanne Hudson

RECOMMENDATION that the Minutes of the Equal Access Advisory Committee meeting held Wednesday 5 April 2023 be accepted as a true and accurate record of the proceedings of that meeting.

Agenda Items:

A1. Meeting Open and Acknowledgement of Country

The Chair opened the meeting with a welcome to all present and paid respect to Elders past, present and emerging.

A2. Attendance and Apologies

Shannon Carruth was introduced to members as Acting Manager Inclusive and Creative Communities. Helen Carter's contribution in the role previously was acknowledged. Shannon spoke to her background and Committee members welcomed her.

Karen Sculley and Kyle Sculley advised they would have to depart the meeting at 11am.

A3. Agenda changes and inclusions

The Chair considered whether a quorum would be met and resolved to make changes to the agenda.

Minutes

Moved: Pat Miller
Seconded: Suzanne Hudson

RESOLVED that the Equal Access Advisory Committee meeting agenda change as follows:

- Item 4 stands, as per resolution of previous minutes 5 April 2023 (above).
- Advance item 7 “Workshop on Draft Tweed Access and Inclusion Plan (DIAP)” as item 5.
- Advance item 8 “Disability Inclusive Emergency Planning (DIEP) Forum – Committee Feedback” as item 6.
- Subsume item 6 “Summary of general access issues and enquiries from community” into item 5.
- Suspend item 5 “Recap of key points and Action Items of previous Minutes 3 May 2023” as item 7.

Secretariat note – The EAAC Terms of Reference states that “A *quorum* will consist of the majority of Committee members, including at least one independent member and one Councillor member (item 6.2). A quorum is considered to have been met for the entire meeting, with at least 5 of the Committee’s 9 voting members in attendance.

The Chair led discussions about changes to improve the Committee’s function, including the following:

- Members be recorded as ‘Voting Members’, not “Present” in meeting minutes and all official documentation;
- Members take part in developing documents, not only being asked for feedback;
- Meetings agendas are streamlined to make efficient use of time for important discussions.

Members considered whether the changes were within the Terms of Reference and suggested inviting Corporate Governance staff to join discussions or advise further. Members were reminded of the many achievements of past Committee tenures.

A5. Workshop on Draft Tweed Access and Inclusion Plan (DIAP) – Led by Giselle Benitez Hetherington

Members were referred to 2 attachments shared prior to meeting – 1) the Draft Tweed Access and Inclusion Plan (DIAP) document and 2) Draft DIAP action delivery plan, as well as a written update detailing project milestones, engagement plan and 2 questions, as follows:

Question 1 - How effective do you think Council has been to make improvements in each of the Focus areas?

Question 2 - For each Focus Area, what are your top 3 priority actions?

Members discussed the previous community engagement strategy, which targeted the local disability sector and networks to reach people with disability in community. Members asked about the community survey data, and noted the draft document provided a summary of community views and experiences for each Focus Area. These summaries include feedback received from the Committee, as representatives of people living, working and caring for disability.

Suzanne and Karen left the room briefly at 11:04am and returned at 11:07am.

Members discussed their priorities as follows:

- Disability inclusive emergency planning (Focus Area 1,2 and 4)
- Accessible mapping or information including tactile or braille format (Focus Area 2)

- Improving access to meaningful employment (Focus Area 3).

Members thanked Giselle for the work conducted on the draft version of the DIAP. Giselle welcomed any further feedback in relation to the questions via email or phone conversations.

Karen Sculley and Karen Sculley left the meeting at 11.10am.

Action: Members asked Giselle for the raw and depersonalised community survey data.

Action: Committee members to review the material and provide feedback to Giselle in relation to the questions.

A6. Disability Inclusive Emergency Planning (DIEP) Forum – Committee Feedback

The Chair led feedback about the Disability Inclusive Emergency Planning (DIEP) forum held on 28 June 2023 and referred to 2 documents prepared and shared with members prior to the meeting, as follows:

1. “EAAC Tweed DIEP Forum feedback” word document; and
2. “Data sets for emergency response” powerpoint.

Members discussed the multiple challenges including the lack of data about where people with disability live, and whether the Committee could assist, for example, writing to the NDIS to make this data accessible. Members agreed there were no simple solutions and expressed a strong interest to participate in an ongoing project, subject to the outcomes of the forum being received and recommendations considered by Council, if any. Members also discussed the opportunity to individually complete the Person-Centred Emergency Preparedness online short course, as was suggested by the Forum facilitator.

Action: Further discussion on the Disability Inclusive Emergency Planning forum to be paused to await the University of Sydney research report.

Action: Giselle to resend the Person-Centred Emergency Preparedness training workbooks to members.

A7. Recap of key points and Action Items of previous Minutes of 3 May 2023

a. Quorum and additional member

The Chair requested advice as to whether the vacant member position would be recruited, as per the ToRs providing for eight community members.

Action: Secretariat to liaise with Corporate Governance staff and advise if a recruitment process for one member will be conducted.

b. Standardised Terms of Reference (ToRs)

The Committee noted Council’s endorsement of recommendation relating to Item 6.1. Members also discussed the importance of standardised Terms of Reference for all other Advisory Committees of Council, covering baseline issues such as conflict of interest, accessibility, code of conduct and the usual commonalities.

Secretariat note: Standardised ToRs and Code of Conduct are in place for all Advisory Committees of Council.

Action: Secretariat to liaise with Corporate Governance staff to confirm advice.

c. Mid-term evaluation

Members discussed Item 6.5. *Committee Performance* in the ToRs, as follows:

“The Chair of the Committee will initiate a review of the performance of the Committee at least twice during the appointment of the Committee; at the midpoint and conclusion of the appointment.

The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.”

The Chair raised concerns about the timeframe and scope of the mid-term review and resolved not to complete this task.

Moved: Pat Miller
Seconded: Suzanne Hudson

RECOMMENDATION that the Equal Access Advisory Committee recommends that the Chair’s mid-term evaluation of the progress of the Equal Access Advisory Committee is not undertaken.

d. Meeting Minutes

Members discussed whether the draft minutes may be shared with members shortly after the meeting, rather than as a standing meeting item “Recap of key points and actions of previous minutes” as previously agreed.

Moved: Pat Miller
Seconded: Suzanne Hudson

RECOMMENDATION that the Equal Access Advisory Committee members request to receive a draft of the minutes within 10 working days of the meeting.

Action: Secretariat to liaise with Corporate Governance staff to review the minuting cycle.

e. Councillor Recommendations

Members discussed the merits of member Councillors presenting one of the key recommendations at each Council meeting where EAAC minutes are tabled.

Moved: James Owen
Seconded: Meredith Dennis

RECOMMENDATION that the Equal Access Advisory Committee member Councillors present one of the key recommendations at each Council meeting where EAAC minutes are tabled.

f. International Day of People with Disability celebration

The Chair noted previous action: *Committee members to send IDPWD celebration ideas for 2024 to Kyle Sculley prior to next EAAC meeting*, and Kyle not being in attendance. The Chair suggested this item be deferred to the next meeting.

Action: Item to be tabled at next Committee meeting.

A8. Update on Pottsville Masterplan provided by Tarra Martel, Recreation Planner

Members discussed the best approach to being kept informed or consulted on for the project. It was suggested that 2 member representatives to meet on-site with the project team (if necessary) and report back to the Committee.

Action: Secretariat to liaise with the project team about an onsite meeting with elected members to discuss the draft Pottsville Masterplan.

A9. Update on Northern Rivers Rail Trail provided by Tiffany Stodart, Manager Destination Communication & Customer Experience

The Chair requested advice on the status of the action from previous meeting: *Secretariat to coordinate with Tiffany Stodart a site visit of the Rail Trail by EAAC members.*

Giselle clarified that a date is pending the completion of construction works at Burringbar, as to ensure appropriate accessibility for committee members.

General Business:

GB1. Library Storytelling

Members suggested an opportunity for storytelling and positive life experiences to be shared via the libraries, noting that Gold Coast City Council has a similar program.

GB2. Harvard Room Entry Point

Harvard Room entry point was noted as difficult for powerchair users.

Action: Secretariat to liaise with Building Manager to address access issues entering the Harvard Room.

Next Meeting:

The next meeting of the Equal Access Advisory Committee is scheduled for Wednesday 6 September 2023, to be confirmed.

The meeting closed at 12:12pm.

EXECUTIVE LEADERSHIP TEAM'S COMMENTS:

That the Executive Leadership Team:

1. Receives the Minutes of the Equal Access Advisory Committee Meeting held 19 July 2023; and

2. Adopts the Equal Access Advisory Committee's recommendations as follows:

A7. Recap of key points and Action Items of previous Minutes of 3 May 2023

c. Mid-term evaluation

That as per the Terms of Reference that staff undertake a mid-term review of the Committee with individual committee members.

d. Meeting Minutes

That the Executive Leadership Team agree to Equal Access Advisory Committee members receiving a draft of the minutes within 10 working days, or as soon as practical, of the meeting, noting they will not include ELT comments or have Council endorsement.

e. Councillor Recommendations

That the Executive Leadership Team has no objection to the Councillor Committee member presenting one of the key recommendations at each Council meeting where EAAC minutes are tabled noting that this process is currently available to Councillors on all committees.

EXECUTIVE LEADERSHIP TEAM'S RECOMMENDATIONS:

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