

# Minutes

## Minutes of the Equal Access Advisory Committee Meeting held Wednesday 3 May 2023

### Venue:

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

### Time:

10:07am

### Present:

Pat Miller (Chair); Suzanne Hudson (Deputy Chair); Kyle Sculley; Karen Sculley; Colin Usher (Community Representatives); Cr James Owen; Cr Meredith Dennis (Tweed Shire Council delegates).

### Ex-officio:

Giselle Benitez Hetherington (Community Development Officer Inclusion/Secretariat), Emily West (Minutes Officer) (Tweed Shire Council).

### Guests:

Tiffany Stodart (Manager Destination Communication & Customer Experience, Tweed Shire Council); Warren van Wyk (Director Corporate Services, Tweed Shire Council); Jodie Hewett (Recreation Planner Parks and Active Communities, Tweed Shire Council); Cr Nola Firth (Tweed Shire Council); Tim Morrissey (Community Member).

### Apologies:

Vanessa Riggs (Committee Member); Wendy Buckingham (Committee Member); Helen Carter (Manager Inclusive and Creative Communities, Tweed Shire Council).

### Minutes of Previous Meeting:

Members were advised that the Minutes of the Equal Access Advisory Committee meeting held 5 April 2023 were being considered by the Executive Leadership Team prior to adoption by Council.

### Agenda Items:

#### **A1. Meeting Open and Acknowledgement of Country**

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

#### **A2. Agenda and Correspondence**

##### **a) Summary of general access issues from community feedback**

Community Development Officer Inclusion reported the main theme of enquiry was in relation to access to heritage buildings on retail/commercial land. Council officers provide support to property owners through the development assessment process to meet building and parking access standards and can encourage but cannot require additional improvements. Council officers encourage customers to contact property owners or managers to provide direct feedback about their access experiences and ask for improvements to be made.

**Agreed Action:** *That the EACC receives the report from CDO-Inclusion.*

**b) Update on Pottsville Masterplan and Burringbar Memorial Reserve and Masterson Park Plan – provided by Tarra Martel, Recreation Planner**

Members noted Appendix B written update included as supplementary information with the draft agenda. The Chair resolved that a vote on whether to invite Tarra to table a presentation at the next meeting would be considered as part of General Business.

**c) Update on Proposed Changes to Terms of Reference (ToRs) – provided by Mat Greenwood, Acting Manager Corporate Governance**

The update on proposed changes to the ToRs provided 2 options:

- o Option A: Council can either consider this condition be added to all other ToRs when the next review of ToRs is performed. The inclusion of this condition makes it clear to members the expectation for attendance.
- o Option B: A revised EAAC ToR with this condition removed can be presented for approval with the minutes. If the Committee has issues with attendance, then they can make a specific request to Council, through the minutes, for a member to be removed.

Committee members discussed Appendix C written update in relation to item 6.2 of the Terms of Reference: *'Attendance and Meeting and Quorums: Membership will be reviewed if absence is recorded at three consecutive meetings'* and voted on Option B.

**Moved:** Pat Miller

**Seconded:** Kyle Sculley

**RECOMMENDATION** that the Equal Access Advisory Committee recommends that item 6.2 of the Terms of Reference be amended to remove the last paragraph:

*'Attendance and Meeting and Quorums: Membership will be reviewed if absence is recorded at three consecutive meetings'*.

**Agreed Action Item:** *Item 6.2 of the Terms of Reference to be amended to remove the last paragraph 'Attendance and Meeting and Quorums: Membership will be reviewed if absence is recorded at three consecutive meetings'.*

**A3. Update on Northern Rivers Rail Trail (NRRT) – provided by Tiffany Stodart, Manager Destination Communication & Customer Experience, Jodie Hewett, Recreation Planner and Warren van Wyk, Director Corporate Services**

Members were presented with an update on accessibility of the current rail trail and plans for future improvements. Tiffany Stodart and Jodie Hewett led the discussion as follows:

- Hundreds of daily users, including by people with disability, have been recorded since opening, with positive feedback received.
- Council staff are working on improving the accessible toilet facilities at two sites to ensure they meet current Australian standards. These are at:

- Murwillumbah Rail Station heritage site - plans are being developed and can be shared with the Committee for comment when available, and
  - Burringbar - an invitation to tender to construct is currently being advertised.
- Council's Open Space Strategy and draft Public Toilet Strategy, which is being prepared, will identify and prioritise the delivery of other improvement works, subject to funding - including at Stokers Siding, Mooball and Crabbes Creek.

Tiffany invited Committee members to visit the Rail Trail and agreed to liaise with the Secretariat to arrange a suitable date for an onsite visit.

### **Agreed Action items:**

1. *Tiffany Stodart be invited to an upcoming EAAC meeting to present plans for accessible bathrooms at Murwillumbah Rail Station when they are available.*
2. *Secretariat to coordinate with Tiffany Stodart a site visit of the Rail Trail by EAAC members.*

### **A4. Update on developing a new Tweed Access and Inclusion Plan. Provided by CDO Inclusion. (Refer to Appendix E)**

Due to time constraints, the Chair resolved to defer this item as a major item of business at the next meeting.

**Agreed Action Item:** *Secretariat and Chair to table the item at the next meeting.*

### **A5. Proposal for 'Ageing' to be added to the Committee brief via the Terms of Reference (ToRs)**

Cr Nola Firth addressed the Committee about her concerns about age discrimination and to request their consideration of 'Ageing' to be included in the Committee's ToRs. The Committee acknowledged the high proportion of older people living in the Tweed. The Committee and Cr Firth discussed the nuances of the term 'Ageing' and how this might fit under the ToRs.

**Agreed Action Item:** *Secretariat to conduct research into the framework of the TORs to include 'Ageing'.*

### **A6. Options for celebrating International Day of People with Disability (IDPWD) 3 December 2023 - Tim Morrissey invited as guest.**

Tim Morrissey joined online to raise his idea for a film festival event.

Wendy Buckingham's feedback tabled at Business Arising BA1 was considered and discussed. The Secretariat reminded members that the budget only allows for a large-scale celebration biannually, noting such an event was held in December 2022. Members discussed the opportunity for Council and the Committee, for 2023, to promote activities that the disability support sector may host to celebrate the International Day. This could be tabled for discussion at the next Tweed Disability Network forum. Members noted that organisers interested in hosting events often face barriers and lengthy timeframes in navigating Council's events approvals processes. Members requested Council support to

streamline these processes and timeframes for IDPWD events. The Committee agreed to consider ideas from Tim, Wendy and others for IDPWD 2024 and send these to Kyle Sculley prior to the next EAAC meeting.

## **Agreed Action Items:**

- *CDO Inclusion to table with the Tweed Disability Network, comprising local disability support services.*
- *CDO Inclusion to discuss with Council staff ways to facilitate event organisers to navigate the events approval process.*
- *Committee members to send IDPWD celebration ideas for 2024 to Kyle Sculley prior to next EAAC meeting.*

## **Business Arising:**

### **BA1. Wendy Buckingham Feedback re: IDPWD**

Wendy shared feedback and her preference to celebrate through media stories promoting living with disability in community, as opposed to a physical event. An example was given of her positive experiences living in Murwillumbah with the access to the hydrotherapy pool at the Tweed Regional Aquatic Centre.

### **BA2. Disability Inclusive Emergency Planning Forum on 28 June 2023**

Due to time constraints, the Committee resolved to defer this item to next meeting, noting it will be a post-event update.

**Agreed Action Item:** *Secretariat and Chair to table the item at the next meeting.*

## **Next Meeting:**

The next meeting of the Equal Access Advisory Committee will be held Wednesday 19 July 2023.

The meeting closed at 12:04pm.

## **EXECUTIVE LEADERSHIP TEAM'S COMMENTS:**

### **A2. Agenda and Correspondence**

#### **c) Update on Proposed Changes to Terms of Reference (ToRs) – provided by Mat Greenwood, Acting Manager Corporate Governance**

That the Equal Access Advisory Committee recommends that the item 6.2 of the Terms of Reference be amended to remove the last paragraph: 'Attendance and Meeting and Quorums: Membership will be reviewed if absence is recorded at three consecutive meetings'.

The recommendation is not supported by the Executive Leadership Team. The current mechanism of review if a member is unable to attend 3 consecutive meetings is a consistent provision in Advisory Committee Terms of Reference, which enables Council a review mechanism to consider the circumstances of each extended absence and make decisions for consistency of meetings. It is for Council to determine the replacement of

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committee members based on ongoing absence should the committee raise it through their minutes for Council's consideration.

## **EXECUTIVE LEADERSHIP TEAM'S RECOMMENDATIONS:**

### **A2. Agenda and Correspondence**

**c) Update on Proposed Changes to Terms of Reference (ToRs) – provided by Mat Greenwood, Acting Manager Corporate Governance**

The Executive Leadership Team recommends that item 6.2 of the Terms of Reference not be removed.