



## MINUTES

The Minutes of the **Access and Inclusion Committee** meeting held in the Genia McCaffery Centre at The Coal Loader, 2 Balls Head Drive, Waverton on Tuesday 29 October 2024.



## Table of Contents

<b>1. Opening of Meeting .....</b>	<b>3</b>
<b>2. Apologies .....</b>	<b>3</b>
<b>3. Confirmation of Minutes .....</b>	<b>3</b>
<b>4. Disclosures of Interest.....</b>	<b>3</b>
<b>5. Reports .....</b>	<b>4</b>
5.1. <i>The Coal Loader - Tour.....</i>	<i>4</i>
5.2. <i>Proposed Public Dining Policy Amendment .....</i>	<i>4</i>
5.3. <i>Community Transport Contract .....</i>	<i>6</i>
<b>6. General Business.....</b>	<b>7</b>
6.1. <i>Future Committee meeting dates .....</i>	<i>7</i>
6.2. <i>Strategic Plan Consultation .....</i>	<i>7</i>
<b>7. Closure.....</b>	<b>7</b>

## **1. Opening of Meeting**

The meeting opened at 5.35pm.

### In Attendance

Chair:	Councillor MaryAnn Beregi
Councillors:	Mayor, Zoe Baker Councillor Chris Holding Councillor Shannon Welch
Committee Members:	Jaci Armstrong (remotely) Jillian Christie Naomi Deck Judy Harwood Kate Hooke (remotely) Alistair Lee
Council staff:	Therese Cole, Chief Executive Officer Gary Parsons, Director Open Space and Infrastructure Marcelo Occhiuzzi, Director Planning and Environment Gabrielle Rennard, Service Unit Manager Community Resilience and Sustainability George Carrick, Access and Inclusion Coordinator Michael Puterflam, Videographer Miranda Shoppee, Minutes Secretary

## **2. Apologies**

Committee member Kate Wilson

## **3. Confirmation of Minutes**

The Minutes of the meetings held on 21 May 2024 and 6 August 2024 will be confirmed via circular resolution.

## **4. Disclosures of Interest**

Nil

## 5. Reports

### 5.1. The Coal Loader - Tour

The Access and Inclusion Coordinator conducted the tour of the Coal Loader, advising that it would be an abridged version of the standard tour but with a focus on physical access.

The Committee provided the following feedback:

- signage for the Aboriginal rock engravings should be adjacent to the rocks
- wooden deck pathway - fall risk
- stone pathways (" external footpath") - uneven loose pebbles of varying sizes
- new location for accessible parking is better but challenges remain (no pedestrian crossing)
- raised metal lip of weigh station - install a gradual rise and/or add a ramp to the wooden deck at the entrance to the cottage
- add handrail to left wall of cottage
- doors of the cottage are very heavy
- provide access information for each event so people can make informed decisions.
- each event should have a map or a wayfinder.

Any further feedback is to be provided to the Access and Inclusion Coordinator.

### 5.2. Proposed Public Dining Policy Amendment

**AUTHOR:** George Carrick – Access and Inclusion Coordinator

**PURPOSE:**

The purpose of this report is to share proposed changes to the Outdoor Dining and Goods on Footpath Policy, with the intent of seeking comment and feedback from the Access and Inclusion Committee on how both the policy and related Design Guidelines may be adjusted to improve accessibility and inclusion.

**EXECUTIVE SUMMARY**

- The current iteration of the Outdoor Dining and Goods on Footpath Policy does not adequately prioritise access and inclusion for pedestrians. While it does contain references to 'safe and equitable' footpaths and public spaces, it does not sufficiently consider access as a priority.
- Proposed changes (highlighted in yellow) have been made to the policy with the intent that the committee provide input to guide further changes both to the policy and to the related guidelines.

**RECOMMENDATION:**

- 1. THAT** the Access and Inclusion Committee note the proposed changes to the Outdoor Dining and Goods on Footpath Policy.
- 2. THAT** the Access and Inclusion Committee provide feedback or proposed amendments to the outdoor Dining and Goods on Footpath Policy and/or the Design Guidelines for Outdoor Dining and Goods on Footpath

The Committee provided the following feedback:

- messaging to be consistent with relevant examples and demonstrative photos showing why things are necessary. Much of the policy suggests putting items against buildings or footpaths which causes issues for visually impaired people who use the shorelining technique.
- That the policy be established as a "live" reference/education tool
- That the policy and guidelines be established a leading practice rather than reactionary
- suggest that Council design staff e.g., engineers, spend time with a visually impaired person, navigating the public domain in the North Sydney Local Government Area to provide practical insights into accessibility issues
- Council encouraged to provide further accessible design education to staff to improve planning and design of the public domain
- That Council consider establishing access awards for best practice

**Resolved to Recommend:**

- 1. THAT** the Access and Inclusion Committee note the proposed changes to the Outdoor Dining and Goods on Footpath Policy.
- 1. THAT** the Access and Inclusion Committee feedback and proposed amendments be considered in the review of the outdoor Dining and Goods on Footpath Policy and/or the Design Guidelines for Outdoor Dining and Goods on Footpath.
- 3. THAT** relevant accessibility education/training be provided to Council staff.
- 4. THAT** Accessible Design be embedded as a requirement of tenders for public domain improvements
- 4. THAT** Council establish Access Awards for best practice

Mover: Naomi Deck

Secunder: Judy Harwood

Result: Unanimous

Any further feedback is to be provided to the Access and Inclusion Coordinator.

### 5.3. Community Transport Contract

**AUTHOR:** George Carrick – Access and Inclusion Coordinator

**PURPOSE:**

The purpose of this report is to inform the Access and Inclusion Committee of the current status of Council’s community transport contract, and options for future community transport arrangements.

**EXECUTIVE SUMMARY**

- North Sydney Council is reaching the end of its current community transport contract arrangement with Lower North Shore Community Transport.
- To support the upcoming tender process, Council has prepared a report (attached) identifying the status of its current community transport arrangement and considerations for future requirements when preparing tender documentation.

**RECOMMENDATION:**

**1. THAT** the Access and Inclusion Committee consider the Community Transport Contract Report and provide feedback to assist in its consideration and refinement of the procurement process.

The Committee provided the following feedback:

- Improve community awareness of community transport including schedules and vehicle accessibility (with many local Seniors unaware)
- provide broader utilisation so more people can access the service
- consider private equity sponsorship e.g., for new accessible transport options

Any further feedback is to be provided to the Access and Inclusion Coordinator.

**Resolved to Recommend:**

**1. THAT** the Access and Inclusion Committee feedback to the Community Transport Contract Report be considered to assist Council in its consideration and refinement of the procurement process.

**2. THAT** Council improve community awareness of Community transport including transport schedules and vehicle accessibility

Mover: Jillian Christie

Seconder: Alistair Lee

Result: Unanimous

## **6. General Business**

### **6.1. Future Committee meeting dates**

The Terms of Reference allow for four meetings of the Committee per annum. It was proposed that 2025 meetings be held on the third Tuesday of February, May, August and November. Actual dates to be circulated.

### **6.2. Strategic Plan Consultation**

An informal meeting of the committee to be held 10 December 2024 so the Committee can be briefed on Council's Draft 10-year Strategic Plans by the Executive Manager Organisational Performance.

### **Other General Business**

The form 'PERMISSION TO USE PHOTOGRAPH/AUDIO/VISUAL RECORDING' is to be completed by all committee members present (in person) at tonight's meeting and returned to the Access and Inclusion Coordinator.

Query as to whether there is still a document expander screen available at Stanton Library.

## **7. Closure**

The Meeting concluded at 7.01pm.