

**Clarence Valley Access Committee Minutes  
Held in the Maclean Committee Room and via Teams  
On Wednesday 20 July 2022 at 11am – 12pm**

**Attendance:** Cr Karen Toms, Cr Steve Pickering, Laura Smith-Khan, Alana Brooks (Road Safety Officer CVC), Ross McCann (CVC) arrived 11:23am, Erin Brady (CVC), Kath Arndell (CVC). Via Teams: Dave Moran, Bligh Grant (CVC).

**Chair:** Cr Toms

**Minute Taker:** Erin Brady, CVC

**Guest Attendees:** Bligh Grant

**Apologies:** Bevan Sommerland, Vanette McLennan, Jennifer Obrien, Jody O’Brien, Jason Kingsley, Zoe Goodsell, Laura Black CVC GM and Kate Begbie

**ACKNOWLEDGEMNT TO COUNTRY** by Cr Karen Toms

We acknowledge the Yaegl people, Traditional Custodians of the land on which this meeting is taking place and pay tribute and respect to the Elders both past and present. We also acknowledge the Gumbaynggirr and Bundjalung Nations which lie within the Council boundary.

AGENDA ITEM	DISCUSSION / DECISION FOR ACTION	RESPONSIBILITY
<b>Minutes previous meeting –</b>		
CVC Planner, Jessica Summerhayes requested wording amendments to minutes in TDCC plans:		
Motion: Accept amended minutes.		
Moved- Cr Pickering		
Second - Laura Smith-Khan		



<b>Previous Business:</b>		
<p>Grafton Shoppingworld access for mindDogs training</p>	<ul style="list-style-type: none"> <li>• Laura Smith-Khan explained qualification and spoke about the letter she drafted, and research involved.</li> <li>• Cr Toms thanked Laura Smith-Khan for writing a draft letter.</li> <li>• The draft letter was not sent as part of the June business paper. Discussion at the June meeting included some concern in relation to the potential relationship damage between CVC and Grafton Shoppingworld so it was decided that the June Business Paper was not progressed at the June meeting until further work on the matter was undertaken.</li> <li>• Cr Pickering asked question about mindDogs and if they have contacted GSW and he queried whether the matter was a CVC issue. Cr Toms said in the TOR of the committee advising Council on this type of matter was in the scope of the committee.</li> <li>• Cr Toms – is the letter fit for purpose or are we over stretching?</li> <li>• Dave Moran – queried does ban on training dogs include The Linkway?</li> <li>• Cr Pickering – suggested was it possible for Access Committee to start a campaign in the Clarence Valley sharing information on rights of assistance animals. (broad – not just mindDogs).</li> <li>• Laura Smith-Khan thought it might be a good idea to speak with Jennifer and Jody O’Brien about their personal experiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Cr Toms to provide Council with contact details for Carol Bryant (trainer).</li> <li>• Council to speak to Carol Bryant and research options to help assistance dogs access public spaces in the CV for training. And report back to committee.</li> <li>• Cr Toms to share brochure on assistance dogs and companion dogs from Iluka Riverside Holiday Park.</li> <li>• CVC PO Erin Brady to conduct further research and provide feedback at next meeting or via email between meetings if relevant.</li> </ul>
<p>Treelands Drive Community centre (TDCC) DA</p>	<ul style="list-style-type: none"> <li>• In an email to the Access Committee, Jessica Summerhayes (CVC) said:             <ul style="list-style-type: none"> <li>- Amended plans have been received this week. Including improvements to pedestrian safety by adding crossing, detailing on the site plan the tactile floor indicators (as per the Access Report/standard requirements. This detail is on Construction Certificate drawings but has been added to the DA drawings to</li> </ul> </li> </ul>	



<p>Correspondence TOR</p>	<ul style="list-style-type: none"> <li>TOR have been updated with current committee members.</li> </ul>	<p>Send to committee members.</p>
<p>DAs for Consultation</p>	<ul style="list-style-type: none"> <li>nil</li> </ul>	
<p>General Business</p>	<ul style="list-style-type: none"> <li>Zoe Goodsell (via email) - New council path along Queen Street and North is great but ends abruptly. Struggle to get through gravel for prams, bikes etc.</li> <li>Laura Smith-Khan – Was approached by Cr Novak who heard from PWD during floods and emergencies and how accessibility was an issue. Queried Emergency Management Plan whether it considered accessibility issues.</li> <li>Kath went to Streets of Shared Spaces workshop. Invited Stephen Timms to come and update Access Committee on this project. Invite to August meeting.</li> <li>Arthur Street (west of Grafton Base Hospital) concrete footpath – ongoing concerns with motorists reversing back too far to park and obstructing the footpath. CVC to consider marking an edgeline to distinguish where the traffic lane ends to reduce the distance cars reverse to get safely off the road.</li> </ul> <p>Alana Brooks said there is a plan for increased accessible parking at GBH and there may be an opportunity to incorporate this extra linemarking in the plan.</p>	<ul style="list-style-type: none"> <li>Alana Brooks to review</li> <li>Invite CVC Coordinator Emergency Management &amp; Resilience Robyn Monk to discuss at next meeting.</li> <li>Invite Stephen Timms</li> <li>Dave Moran to re-send photos</li> </ul>
<p>Margaret Lawrence – service acknowledgement</p>	<ul style="list-style-type: none"> <li>Margaret Lawrence has been a community representative on the CVC Access Committee for a long time (number of years unknown). Dave Moran suggested it would be nice to recognise the work Margaret has done including a campaign to have hearing loops installed in the chambers. Cr Toms suggested inviting Margaret in for morning tea on same day as next meeting. Take photo for AC webpage.</li> </ul> <p>Proposed date/time: 17 August, 10:30am, Maclean Committee Room.</p>	<ul style="list-style-type: none"> <li>Cr Toms to find out how long Margaret Lawrence has been on AC and if she's available to attend morning tea.</li> <li>CVC to make certificate and organise morning tea.</li> <li>Invite Mayor and GM.</li> </ul>

<p>Guest Speaker – Bligh Grant (CVC Governance Officer)</p>	<ul style="list-style-type: none"> <li>- Provided a brief introduction of the role of Advisory Committees.</li> <li>- 3 foundations documents for all advisory committees – Code of Conduct; Terms of Reference TOR (approved by council in Feb 2022 and members approved in April 2022); Advisory Committee Handbook.</li> <li>- Committee page on Council webpage has been reinstated. Urge members to look at it and contribute photos: <a href="https://www.clarence.nsw.gov.au/Council/Governance-and-transparency/Committees/Advisory-Committees/Access-Advisory-Committee">https://www.clarence.nsw.gov.au/Council/Governance-and-transparency/Committees/Advisory-Committees/Access-Advisory-Committee</a></li> <li>- Recommend committee consider the TOR in a substantial way, to sharpen the focus of the committee.</li> <li>- Cr Toms – put on agenda to discuss conflict of interest.</li> </ul>	<ul style="list-style-type: none"> <li>- Add Jennifer O'Brien to website and TOR</li> <li>- Add conflict of interest to agenda</li> <li>- Send updated Advisory Committee Handbook to all committee</li> </ul>
<p><b>Meeting closed</b></p>	<p>12:25pm</p>	
<p><b>Next Meeting</b></p>	<p>Wednesday 17 August at 11am – 12pm (extended to 12:30pm agenda dependent).</p>	



Chair signature: Cr Karen Toms



