



Minutes

Access and Inclusion Advisory Committee

Tuesday 16 April 2024

Location: Dougherty Community Centre, Victor St, Chatswood

Chair: Wendy Norton

Attendees: **Members:** Glenda Hewitt, Margaret Kay, Elisha Mangassarian (via zoom), Wendy Norton, Audrey Thomas, Mark Tonga, Helen Woodman
WCC Staff: Ellen Miller (WCC Community Venues and Services Team Leader); Kate Valente (AHWW Co-ordinator)

Apologies/absent: Suzanne Hartley; Ella Gillis; Srishti Mahhajan

Guests: Councillor Anna Greco

Items

Item	Topic / Discussion	Action
1	Welcome The meeting was declared open at 4:02 pm when the quorum was reached.	
	Acknowledgement of Country Ellen Miller, Community Venues and Services Team Leader acknowledged Country on behalf of Council.	
	Apologies Members Suzanne Hartley; Ella Gillis; Srishti Mahhajan were the apologies.	
	Declarations of interest A link to the <i>Disclosure of interest by Committee Members</i> form was circulated with the Agenda. Glenda Hewitt has declared a standing non-pecuniary less than significant interest as a Board Member of The Housing Connection. Margaret Kay has declared a standing non-pecuniary less than significant interest as a Director of Yourside Australia, stating, "there may be (in the future) a relationship between Yourside Australia and WCC. None known at present."	

Committee Member - Resignation

Julia Norton (resigned)

2 Appointment of Committee Chair

Nominations for Chair of the meeting:

- Wendy Norton nominated Audrey Thomas
- Mark Tonga seconded her nomination
- Audrey Thomas declined, Wendy then asked Mark if he would accept nomination. Mark declined, Glenda Hewitt nominated Wendy Norton, Margaret seconded
- No other nominations were received
- The Committee voted the Chair of the meeting be Wendy Norton
- All in favour
- In accordance with Item 5.2 of the terms of Reference, the Committee appointed Wendy Norton as the Chair for this meeting.

3 Confirmation of Minutes – 20 February 2024

Moved by Audrey Thomas and seconded by Glenda Hewitt, the Committee unanimously adopted the minutes of the meeting held on Tuesday, 20 February 2024.

4 Actions from Previous Meetings

• Reconciliation Action Plan (RAP)

Ellen Miller advised that the Reconciliation Action Plan has been endorsed by Reconciliation Australia and will be launched at Dougherty Community Centre on 6 June 2024.

The approved version is now on the Willoughby City Council Website

Future Action: *Ellen Miller to ensure that members of the Access and Inclusion Advisory Committee are invited to the launch of the Reconciliation Action Plan.*

Times and services provided by branch libraries

Ellen Miller advised location, opening hours and information about Willoughby City Council's branch libraries is available on the

Willoughby City Council website: [Locations & Hours | Willoughby City Library \(nsw.gov.au\)](#)

Draft Digital Strategy

Ellen Miller advised by IT Team Leader that the Draft Digital Strategy will be going to Council at the June 2024 Council meeting.

Future Action: *Ellen Miller to circulate Draft Digital Strategy once it has gone to Council and Draft Digital Strategy to be discussed at next Access & Inclusion Advisory Committee Meeting.*

5 Strategic Activities

5.1 Standing item – Reconciliation Action Plan

No further discussion (discussed under 4. Actions from Previous Minutes.

5.2 Informal Working Group Update

Wendy Norton provided an update to the Committee. Minutes of the last Working Group meeting circulated to Committee prior to Committee Meeting.

Actions:

- Wendy Norton to follow up with Legal Education Officer from Seniors Rights Service around the possibility of them giving a presentation.
- Use feedback from Seniors Festival Surveys to identify gaps in services.

5.3 Introduction of new Open Space Team Leader

Postponed to next Committee meeting due to staff illness

6 Other Business

1.1 Draft Volunteer Strategy

Community Venues and Services Team Leader informed committee of Draft Volunteer Strategy was now on Council's Have Your Say and recommended the Committee Members provide feedback.

Future Action: Ellen Miller to invite Susan Chen, *Community Projects Officer* to the next Committee Meeting to give presentation outlining draft Volunteer Strategy.

1.2 Dementia Week, September 2024

Committee members asked if Council was running an event during

Dementia Week which is scheduled between 16 – 22 September 2024.

Future Actions:

- Ellen Miller to clarify at next Dementia Alliance meeting whether there will be cross promotion of events between members of the Alliance.
- Kate Valente to check that there is a link to Dementia Australia on the Willoughby City Council Older Adults webpage.

1.3 Support provided by Willoughby City Council to LGBT+ community

Committee requested information on what support Council provides to Willoughby LGVTI+ community.

Future Action: Ellen Miller to ask Susan Chen, *Community Projects Officer* to provide information around LGBT+ support provided by Willoughby City Council

1.4 What's on at the Dougherty Community Centre

Information on programs and activities delivered at the Dougherty Community Centre can be found in the *Dougherty Community Centre What's On Guide* - [Dougherty Community Centre | Willoughby City Council \(nsw.gov.au\)](https://www.willoughby.nsw.gov.au/dougherty-community-centre-what-s-on-guide)

1.5 Road Safety Issues

Wendy Norton stated that several concerns had been raised at Progress Association meetings regarding the recently approved eScooter trial by Council, especially in relation to older community members.

Future Action: Feedback to be provided to Traffic and Transport Manager.

7 Next Meeting

Date: Tuesday, 18 June 2024 (Last meeting)

Suggested agenda items

- Presentation of Draft Volunteer Strategy
 - Information on support of LGBTQI+ communities
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- Presentation by the New Council's Open Space Team Lead

8 Meeting Conclusion

The meeting concluded at 5:30 pm.
