MEETING MINUTES

Meeting	**Port Stephens Disability Inclusion and Access Advisory Group (DIAAG)**
Team Name:	Vibrant Places
Theme:	Skill development & first projects
Date:	Thursday 4 September 2025
Time:	4pm – 6pm
Venue:	Committee Room, Council Admin Building
Chairperson:	Cr Jason Wells
Minutes:	Jessica McDonald
Purpose of Meeting:	To provide expert advice and community perspectives to identify and address barriers to access and participation, ensuring that Council policies, programs, and infrastructure align with the principles of inclusion and universal design.

Invitees

Cr Jason Wells Port Stephens Council	Cr Ros Armstrong Port Stephens Council	Kate Connor Port Stephens Council	Steve McAlister Port Stephens Council
Alex Goodwin Committee Member	Kayla Sharp Committee Member	Juanita Vernon Committee Member	Henry Flegg Committee Member
Olivia Hamilton Committee Member	Susan Hopkins Committee Member	David Sams Committee Member	Rosaria Strazzeri Committee Member
Andrew Vodic Community Disability Alliance Hunter (CDAH)	Michelle Teear Community Disability Alliance Hunter (CDAH)	Lillian Shaddock Port Stephens Council	

Item	Topic	Time Required	Responsible officer	Action	Status / Date to be completed
1.0	**Welcome**				

1.1	Introduction and Acknowledgement of country	2 mins	Cr Wells	**Record:** Completed by Cr Wells Everyone completed the introduction.	
2.0	**The DIAAG and Skill Development**				
2.1	The Terms of Reference	5 mins	Steve McAlister	**Record:** Completed by Steve	
2.2	Election of Co Chair	5 mins	Cr Wells	**Record:** Steve explained the role of the position, to lead and facilitate meetings and work with Council regarding agenda and issues raised. Position is a 12 month position. **Members who expressed interest:** Juanita Vernon, Sue Hopkins and Alex Goodwin **Decision:** Juanita Vernon elected as the co-chair. Sue Hopkins offered support Juanita in the role.	
2.3	Working effectively as a group to meet our goals	10 mins	CDAH	Outlined Disco / CDAH and its purpose in the community. Main barriers group discussed -Internal -Social -Organisation -Medical -Systems -Communications	
2.4	Setting aspirations	25 mins	CDAH	Suggested using a Terms of Reference as a mantra to set the tone and keep the ToR active and positive	

2.5	Advocacy and building connections	25 mins	CDAH	Suggestion to build a community map – look at places of importance and significant to each individual. Consider the Have Your Say page as an interactive map to pin locations. **Action:** Include CDAH contact details to the group **Record:**CDAH's next welcome event is on the 17 September.	
	BREAK	5 mins	All		
3.0	**Projects for Discussion**				
3.1	Introduction to the DIAP	10 mins	Steve McAlister	After reviewing the DIAP, the group decided that their focus would be on the priority area of 'attitudes and behaviours'. **Action:** Group suggested Council inviting Newcastle Airport, Business Port Stephens and Destination Port Stephens at future meetings **Action:** Invite a staff member from the emergency section (Janice) to the next meeting. **Action:** Share details of Councils Emergency committee with the group. **Action:** Monitor and report on actions including the team responsible, times frames and any updates. **Action:** Send out the details for the Have Your Say page	

3.2	Business Toolkit	10 mins	Steve McAlister	Item not discussed. **Action:** Group to be forwarded information and invited to provide comment / input (if they wish)	
3.3	Medowie Masterplan	15 mins	Lillian Shaddock	Group would like to see the following considered in the Masterplan, reported to Lillian: -Sheltered disabled parking -Bus stops close to community centre -Appropriate crossings -Spaces for rear wheel chair loading -Wide spaces for wheelchairs and mobility access. Taking into account animal aids -Appropriate seats (with backs) and tables that can accommodate wheelchairs comfortably -Pathways to all the seating areas Matters identified will be forwarded to the architects for consideration in the Masterplan **Action:** Strategic Planner to present the Salamander Bay Town Centre at next meeting.	
3.4	Placemaking Guidelines	5 mins	Steve McAlister	Item not discussed. **Action:** Group to be forwarded information and invited to provide comment / input (if they wish)	

4.0	General Business				
4.1				**Action:** Steve to share everyone's contact details with the group to further open communication	

MEETING CLOSED AT: 6:25pm

NEXT MEETINGS

Date: 27 November 2025	**Time:** 4-6pm	**Venue:** PSC Administration Building, Raymond Terrace

MEETING CODE OF COOPERATION

We start on time and finish on time.

We all participate and contribute – everyone is given opportunity to voice their opinions.

We use improvement tools that enhance meeting efficiency and effectiveness.

We actively listen to what others have to say, seeking first to understand then to be understood.

We follow up on the actions we are assigned responsibility for and complete them on time.

We give and receive open and honest feedback in a constructive manner.

We use data to make decisions (whenever possible).

We strive to continually improve our meeting process and build time into each agenda for reflection.

We will promote best practice, keeping open minds, combining our experiences and shared learnings to inform our deliberations.

Disability Inclusion and Access Advisory Group - Actions

Item	Topic	Action/Decision	Responsible Officer	Date to be Completed	Status
4 SEPTEMBER 2025					

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