

MEETING MINUTES

Meeting	Port Stephens Disability Inclusion and Access Advisory Group (DIAAG)				
Team Name:	Vibrant Places		Theme:	Consultation & input	
Date:	Thursday 19 February 2026	Time:	4:30 pm – 6:30 pm	Venue:	Committee Room, Council Admin Building
Chairperson:	Cr Jason Wells		Minutes:	Holly Moltzen	
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
Lillian Shaddock Port Stephens Council	Billie Williams Sports4All	Assets Department Port Stephens Council	Holly Moltzen Port Stephens Council

Apologies

Cr Ros Armstrong
Port Stephens Council

Item	Topic	Time Required	Responsible officer	Details / Information
1.0	Welcome			
1.1	Introduction and Acknowledgement of country	2 mins	Chair	Record: Completed by Cr Wells
2.0	Previous Actions			
2.1	Review of actions from previous meetings	5 mins	Chair	Record: Completed by Steve McAlister See Action List below
3.0	Projects for Discussion			
3.1	Medowie Masterplan	20 mins	Lillian Shaddock	Record: A Lillian presented on the Medowie Masterplan. Key feedback from the group included: - Community centre: - Additional accessible parking is required. - Existing parking is positioned too high to allow safe movement between shops and park areas. - Mixed-use space: - Pathways to picnic areas must be wide enough to allow wheelchair users to turn around. - Shade structures must be suitable and usable for people with disability.

				• Public hoist / adult change facilities: ◦ While not currently planned, a Changing Places-style hoist should be considered early, rather than waiting until it becomes mandatory. • Parklands: ◦ Clarification sought regarding whether a dog-friendly area is proposed. • Pathways: ◦ Surfaces must be fully accessible. ◦ Raised boardwalks were suggested as an alternative to standard paths in flood-prone parkland areas, noting higher upfront costs but improved long-term outcomes. Action: Lillian advised that the feedback would be provided to the appropriate Council staff. The Medowie Masterplan now on public exhibition until Sunday 1 March 2026. Further information about the draft Masterplan can be found here
3.2	Pathways Plan methodology	20 mins	Joshua Chapman Assets Department	Record: Josh presented the draft Pathways Plan. It was clarified that: • The Pathways Plan is a Local Government Area wide prioritisation tool. • The Pedestrian Access and Mobility Plan (PAMP) is more location specific. Key feedback and discussion: • The group welcomed the move towards a standardised and equitable approach to prioritising new pathways. • Clarification was provided that the plan primarily focuses on prioritisation methodology rather than identifying entirely new pathways not already mapped.

				• Members raised the need for clearer treatment of upgrading existing pathways, and whether this would be covered through PAMPs or audits. • Questions were raised about connectivity between Raymond Terrace and Heatherbrae, including how those routes were scored and prioritised. • The current Pathways Plan was last updated in 2016 and did not previously include a prioritisation framework. • The updated methodology aims to: ○ identify future pathway locations, ○ improve accessibility, ○ create safer connections, and ○ ensure decisions are evidence-based. • The methodology introduces: ○ connection pathways and destination pathways (including tourism, placemaking and recreation), ○ data-informed decision-making, ○ greater transparency in how priorities are set. • The project does not currently include cycling infrastructure. • Growth areas are being considered as part of Stage 1, but not every suburb. • The group discussed the use of tools such as PlaceScore surveys and Strava Metro data. • The impact of e-bikes on shared pathways and safety was discussed, including recent changes to legislation and education campaigns in other councils. The Pathways Plan is scheduled for public exhibition at the end of May 2026.
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				Members were encouraged to continue submitting requests to Council for missing or required pathways so that feasible projects may be incorporated into future planning. Action: Remind the DIAAG about the public exhibition and consultation opportunity at the May meeting.
	BREAK	15 mins		
3.3	Sports4All Inclusion Coach	20 mins	Billie Williams	Record: Billie presented her new role as an Inclusion Coach with Sports4All. Discussion included: • The program focuses on improving inclusion within sports clubs and schools rather than infrastructure delivery. • Opportunities for grant support and cross-department collaboration were discussed. • Positive examples of inclusive sporting environments were shared, including baseball and touch football programs. • The importance of social connection and community participation through sport was highlighted. • The group discussed engagement with: ○ local bowls and walking groups, ○ Tomaree High School, ○ Port Stephens interagency groups, and ○ pony clubs. Billie can be contacted directly via Phone: 02 4988 0762 or email: billie.williams@sport4all.com.au Action: Billie to share the program video link and free resources with the group

				Action: Billie to present to the four local sports councils within the LGA
3.4	Making Business and Tourism more accessible	10 mins	Steve McAlister	Record: Steve provided an update on the draft Action Plan and the three main areas of focus. Key feedback included: • The layout of the Action Plan was well received. • Revenue from parking and tourism could help support small accessibility upgrades and town centre improvements. • Businesses should be supported to understand how inclusive practices benefit their business and customers. • Sports4All should be referenced within the business and tourism action framework. • Bowling clubs and local pools should be included. • Businesses demonstrating good accessibility practices should be promoted as champions. • Collaboration with Destination Port Stephens was supported, particularly around eco-tourism and accessible tourism. • The group emphasised the importance of promoting accessible accommodation, including: ◦ accessible cabins, ◦ communal kitchens, and ◦ inclusive playgrounds. Steve advised that Council is also considering ways to promote inclusive businesses across the region. Action: Members are invited to provide any further comments on the draft Action Plan by Friday 6 March 2026.
3.5	Quick update items	5 mins	Steve McAlister	Record: Steve gave an update: • Raymond Terrace Place Plan

	• Raymond Terrace Place Plan • Anna Bay Planning Proposal • Placemaking Guidelines • Sea Access Demonstration			Community engagement will occur from mid-March to early April 2026 • Anna Bay Planning Proposal A community workshop will be held on 26 February 2026 for the Anna Bay Planning Proposal. Further information on this proposal can be found here • Placemaking Guidelines The guidelines are now available on the Council website – Click here • Sea Access Australia – demonstration All welcome to attend. Date: Friday 6 March 2026 Time: 2:00 pm Location: Little Beach Port Stephens If you are unable to make the demonstration, feel free to send Steve any thoughts/comments you may have.
4.0	Future items			
4.1	Items for future discussion	10 mins	Steve McAlister	Record: Please email Steve prior to the next meeting with any items they wish to have included on the agenda.
5.0	General Business			
5.1	Future meeting schedule and time	5 mins	Chair	Record: Steve proposed holding the next meeting at Newcastle Airport. Members discussed preferred meeting start times, noting that later start times support attendance. Decision: The next meeting will commence at 4:30 pm. Action: Steve to confirm Airport availability prior to next meeting

MEETING CLOSED AT: 6:35PM

NEXT MEETING

Date: 21 May 2026

Time: 4:30pm

Venue: Newcastle Airport - TBC

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					
3.1	Introduction to the DIAP	Action: Group suggested Council inviting Newcastle Airport, Business Port Stephens and Destination Port Stephens at future meetings	Steve		Listed for future meeting
		Action: Invite a staff member from the emergency section (Janice) to the next meeting.	Steve		Listed for future meeting

		Action: Share details of Councils Emergency committee with the group.	Steve		Listed for future meeting
3.3	Medowie Masterplan	Action: Strategic Planner to present the Salamander Bay Town Centre at next meeting.	Steve		Listed for future meeting
27 NOVEMBER 2025					
2.6	Encouraging Participation in Programs	Action: Confirm if pool passes can be used at all Council pools for all holders.	Kate		Contacted manager – waiting for a response
		Action: Call Belgravia Leisure to provide feedback on program / flyer	Kate		Contacted manager – waiting for a response
19 FEBRUARY 2026					
3.1	Medowie Masterplan	Action: Lillian advised that feedback would be provided to the appropriate Council staff.	Lillian		
3.2	Pathways Plan methodology	Action: Remind the DIAAG about the Pathways Plan public exhibition and consultation at the May meeting	Steve		
3.3	Sports4All Inclusion Coach	Action: Billie to share the program video link and free resources with the group	Billie		
		Action: Billie to present to the four local sports councils within the LGA	Billie		
3.4	Accessible Business & tourism	Action: Members are invited to provide any further comments on the draft Action Plan by Friday 6 March 2026.	All		
5.1	General Business	Action: Steve to confirm Airport availability prior to next meeting	Steve		