

Inclusion & Access Advisory Group

Meeting Date: Monday, 18 February, 2019

Location: Osprey Training Room, Level 1, City Administrative Building, Bridge Road, Nowra

Time: 11.00am

Please note: Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

Agenda

1. Apologies

2. Confirmation of Minutes

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3. Declarations of Interest

4. Reports

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5. General Business

IA19.3 Temporary Access Ramp - Commonwealth Bank Nowra - Question on Notice

Mr Arthur Ball seeks to raise a question of staff with respect to the Access Ramp at the Commonwealth Bank in Nowra.

Membership

Clr Patricia White – Chairperson
Clr Mitchell Pakes – Alternate Chairperson
All other Councillors as observers
Mr Russ Pigg or nominee
Ms Ann Sudmalis MP (or nominee Mr Gregory Coulthart)
Ms Jackie Kay AM
Mr Bill Deaves
Mr Neville Foord
Ms Andrea Wallace
Mr Theo Bagou
Mr Arthur Ball
Ms Nola Stephens
Ms Annette Pham
Mr Stephen Taylor
Mr Chris Mitchell
Ms Kylie Knight
Ms Leonie Dippel
Mr Alex Collins
Ms Jodie Hoger
Ms Mel Gorman
Mr Murray Hair
Ms Deb McKenzie
Ms Grace Kennedy
Mr Paul Snudden / Ms Sara Willan-Payne
Quorum – Five (5)

Purpose

To inform, educate and advise Shoalhaven City Council, its staff and residents on accessibility and inclusion with the purpose of creating accessible and inclusive community infrastructure by:

- Actively engaging with Council on policies,
- Inputting on submissions and relevant legislation affecting accessibility and inclusion
- Being a conduit for information and communication between community and Council,
- Raising awareness in the Council, with its staff and in the community around inclusion and accessibility issues

MINUTES OF THE INCLUSION & ACCESS ADVISORY GROUP

Meeting Date: Monday, 3 December 2018

Location: Osprey Training Room, Level 1, City Administrative Building, Bridge Road, Nowra

Time: 11.01am

The following members were present:

Clr Patricia White – Chairperson
Mr Arthur Ball
Ms Kylie Knight
Ms Annette Pham
Mr Bill Deaves
Mr Theo Bagou
Ms Nola Stephens
Ms Jackie Kay
Mr Chris Mitchell

Others Present:

Clr Amanda Findley
Clr Annette Alldrick
Clr Nina Digiglio
Mr Gordon Clark – Acting Director Planning Environment and Development
Sara McMahon – Governance unit Manager
Brad Davis – Manager Asset Strategy
Colin Wood – Building and Compliance Manager
Donna Corbyn – Community Development Officer

The Inclusion and Access Advisory Group acknowledged the International Day of People with Disability.

Apologies / Leave of Absence

An apology was received from Mel Gorman, Grace Kennedy and Greg Coulthart.

Confirmation of the Minutes

RESOLVED (Nola Stephens / Theo Bagou)

That the Minutes of the Inclusion & Access Advisory Group held on Monday 03 September 2018 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

IA18.25 Notification - Council Resolution - Re-Establishment of Committee

HPERM Ref:
D18/349068

The Group held an extensive discussion in relation to this matter including the expression of disappointment that the Group was not consulted prior to the change by Council.

The Group discussed a number of options and ways forward.

Clr Findley suggested that the Group express their views as a Group and advise the General Manager of the grievance regarding the change made at Council and the Terms of Reference.

Recommendation (Item to be determined under delegated authority)

That the Inclusion and Access Advisory Group:

1. Consider the report and receive for information.
2. Note the changes to the Terms of Reference as a result of the Council's Resolution of 25 September 2018
3. Note the Council Resolution of 25 September 2018 appointing Clr Patricia White as Chairperson and Clr Mitchell Pakes as Alternate Chairperson for the period to September 2019.

MOTION (Annette Pham / Nola Stephens)

That the Inclusion and Access Advisory Group:

1. Consider the report and receive for information.
2. Note the changes to the Terms of Reference as a result of the Council's Resolution of 25 September 2018
3. Note the Council Resolution of 25 September 2018 appointing Clr Patricia White as Chairperson and Clr Mitchell Pakes as Alternate Chairperson for the period to September 2019.

FOR: Clr White, Nola Stephens and Annette Pham

AGAINST: Jackie Kay, Bill Deaves, Theo Bagou, Arthur Ball, Chris Mitchell and Kylie Knight

LOST

Note: As this recommendation was LOST and no alternative recommendation was put forward. The Committee has not resolved any further action to the resolution from Council of 25 September 2018 with respect to the Chairperson and/or the Term of the Chairperson.

IA18.26 Update on Actions

HPERM Ref:
D18/363953

The Group discussed the items in the Action Table and made comments (See Attachment to the Minutes).

Recommendation (Item to be determined under delegated authority)

That the Committee receive this report for information.

RESOLVED (Jackie Kay / Annette Pham)

That the Committee receive this report for information.

CARRIED

IA18.27 Update - Tourism Representation - Inclusion and Access Group

**HPERM Ref:
D18/389147**

Coralie Bell – Tourism Manager addressed the meeting and advised that the Shoalhaven Tourism Advisory Group are happy for the Inclusion and Access Advisory Group to be included and the most effective way to be involved is through the Working Groups.

Clr White congratulated Coralie Bell – Tourism Manager for the recent Award and appointment.

Coralie Bell advised that Council has received the NSW State Award for Destination Marketing for the 100 Beach Challenge and Coralie has been appointed as the Chairperson for Australian Regional Tourism.

Recommendation (Item to be determined under delegated authority)

That the report on the response from the Shoalhaven Tourism Advisory Group on membership be received for information.

RESOLVED (Arthur Ball / Jackie Kay)

That the report on the response from the Shoalhaven Tourism Advisory Group on membership be received for information.

CARRIED

IA18.28 Proudly Shoalhaven Economic Development Campaign

**HPERM Ref:
D18/384780**

It was requested that a member of the Economic Development Section come to the next meeting to provide information on the Proudly Shoalhaven Campaign.

Recommendation (Item to be determined under delegated authority)

That a member of the Economic Development Team brief IAAG on SSC's Proudly Shoalhaven Campaign.

RESOLVED (Kylie Knight / Jackie Kay)

That a member of the Economic Development Team brief IAAG on SSC's Proudly Shoalhaven Campaign.

CARRIED

IA18.29 Shoalhaven - Proudly Accessible Project**HPERM Ref:
D18/384805**

The Group held a discussion in relation to the Proudly Accessible Project.

There are already premises that have good access, and the Group wanted to acknowledge those businesses in the CBD, that have embraced the campaign. It's not about the ticking all the boxes for Australian Standards, its about whether there is a good vibe and being able to get around the isles of the business and being able to access the counter etc and customer reviews of the access.

This project will start with the CBD to see how it goes. The proposal is to use a Gold Silver Bronze sticker.

There is no licensing on the design of the sticker

Staff will investigate a way forward regarding purchasing orders.

Donna Corbyn – Community Development Officer advised that everything needs to be in place before the project is launched with the media.

Recommendation (Item to be determined under delegated authority)

That Committee Members Kylie Knight and Arthur Ball brief the Committee on the Shoalhaven – Proudly Accessible project.

RESOLVED (Kylie Knight / Arthur Ball)

That:

1. The Briefing by Kylie Knight and Arthur Ball on the Shoalhaven – Proudly Accessible project, be noted for information.
2. This matter be added to the Action Plan report and continue the development of the toolkit

CARRIED

IA18.30 Access to Council Owned Property**HPERM Ref:
D18/388140**

The Group held a discussion in relation to this matter.

Brad Davis – Assets Strategy Manager spoke to the report.

Recommendation

That Council:

1. Undertake an access audit of all Council owned properties in the Shoalhaven, whether they are operated by Council or leases to businesses.
2. Upgrade any of its premises that cannot be accessed by a person with a disability to allow all persons with a disability to enter.

RECOMMENDATION (Annette Pham / Bill Deaves)

That:

1. The report be received for information;
2. A Sub-Committee be formed (consisting of members Colin Wood, Arthur Ball, Annette Pham, Bill Deaves and Jackie Kay) to review access audits and reports for Development Applications

- Note that for future meetings, any Council Building (Class 6 – Major Shops and Class 9 – Public Facilities) that is proposed to be the subject to a future access audit, are to be identified via a member report from the Sub-Committee or correspondence to Council.

CARRIED

IA18.31 Citywide DCP Chapter for Accessibility

**HPERM Ref:
D18/388163**

Gordon addressed the meeting in relation to the General Manager's comment in the report. Council is currently trying to build accessibility into each Chapter as it is reviewed.

Recommendation

That Council develop a Citywide DCP Chapter for accessibility.

RECOMMENDATION (Annette Pham / Jackie Kay)

That when Council considers the 2019/20 Strategic Planning Works Program, Council consider the preparation of a DCP Chapter related to accessibility or the integration of accessibility requirements into relevant DCP Chapters.

CARRIED

GENERAL BUSINESS

IA18.32 Additional Item - Appreciation to Melissa Andrews

Clr Patricia White and members of the Group expressed their thanks and appreciation for the work Melissa Andrews has conducted over the time she was involved with the Committee/Group.

IA18.34 Additional Item - Funding for Playground - Plantation Point

Annette Pham raised concerns about extra funding for the Playground at Plantation Point and advised that to make the playground accessible, extra funding would be required.

Staff and Clr White advised that the Group does not have delegated authority to commit funding from Council.

It was suggested that staff from the Community & Recreation section report to the next meeting of the Group and that report include funding options and plans for the playground.

RESOLVED (Annette Pham / Clr White)

That the Inclusion and Access Advisory Group receive a report to regarding the plans for the playground at Plantation Point and funding options to make the playground accessible.

CARRIED

There being no further business, the meeting concluded, the time being 1.10pm.

Clr Patricia White
CHAIRPERSON

IA19.1 "Proudly Shoalhaven" - a business location marketing campaign

HPERM Ref: D18/440355

Group: General Manager's Group
Section: Economic Development

Purpose / Summary

Office.

Recommendation (Item to be determined under delegated authority)

That the report on the "Proudly Shoalhaven" business development marketing campaign be received for information.

Options

1. The recommendation be accepted as written.
2. An alternative resolution be proposed.

Background

"Proudly Shoalhaven" – Campaign Objectives and Development

In April 2017 the NSW Department of Premier and Cabinet announced the Regional Growth – Marketing and Promotion Fund. The Regional Growth – Marketing and Promotion Fund aimed to promote the benefits for businesses, investors, and skilled workers looking for better opportunities and quality of life, to consider setting up, investing or moving to regional NSW. The fund's aim was to attract new businesses, investment or skilled workers to a regional NSW location. Projects that target tourist visitors to a regional NSW location were not eligible.

The Economic Development Office was successful in securing \$50,000 from the Regional Growth - Marketing and Promotion to deliver the Productive Shoalhaven – You're in Good Company campaign. The crux of this campaign was to use local business people to promote the benefits of operating in the Shoalhaven. The "You're in Good Company" campaign quickly morphed into the "Proudly Shoalhaven" campaign as it became apparent that this tag line more fully captured the essence of the marketing material. The video case studies show how proud our local businesses are of their achievements and of operating the in Shoalhaven. The tag line was first used on the 29th November 2017.

The program was officially launched on 12th September 2018 at the Shoalhaven Entertainment Centre.

The full range of case studies can be seen at:

<https://business.shoalhaven.nsw.gov.au/essential-information/proudly-shoalhaven>

The businesses featured included:

<ul style="list-style-type: none"> • IJED • Kardina HR • Climax • South Coast Dairy 	<ul style="list-style-type: none"> • Aerospace Training Services • University of Wollongong – Shoalhaven • Global Defence Solutions
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<ul style="list-style-type: none"> • MI Engineers • Edmiston Jones • Venus Shell Systems • Tovedale • Air Affairs • SMETEC 	<ul style="list-style-type: none"> • Hanlon Windows • Pepperell • Financial Dynamics • Cupitts • Nowchem
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Other videos included:

- Shoalhaven Professional Business Association
- Economic Development Office
- 2 compilation videos

Strong interest has been observed with many views being recorded.

Participating businesses have been encouraged to use the link to their videos which are stored in a Council YouTube channel. A “PROUDLY SHOALHAVEN” logo was developed and has featured on the website, email signature blocks, street banners and other places.



Two short videos will be shown at the meeting, time permitting.

Strategic Alignment

The development of a marketing campaign is identified as key action within the Productive Shoalhaven – Economic Development Strategy 2017-2026. The “Proudly Shoalhaven” campaign also addresses a number of actions identified in the Shoalhaven Economic Development Strategy – Business Attraction Plan. The Economic Development Office was assisted by Executive Strategy in the development of the “Proudly Shoalhaven” campaign.

Community Engagement

The Proudly Shoalhaven campaign has created a good deal of interest within the business and wider community.

The collateral is available on Council’s “Productive Shoalhaven” website with links to other media platforms.

Financial Implications

The Proudly Shoalhaven campaign and production of material was funded through the Economic Development budget after receiving a grant from the NSW Department of Premier and Cabinet.

IA19.2 Update on Actions

HPERM Ref: D19/15327

Group: Finance Corporate & Community Services Group
Section: Recreation Community & Culture

Purpose / Summary

To update the Committee about the progress on actions from previous committee meetings.

Recommendation (Item to be determined under delegated authority)

That the Committee receive this report for information.

Options

1. That the Committee receive this report for information.

Implications: The Committee is informed about progress on actions arising from past business.

2. That the Committee does not accept this report for information and makes an alternative recommendation.

Implications: Areas of priority identified by the Committee are not addressed in a timely way.

Background

An Action Table for the Inclusion and Access Committee is provided below. This provides a status update on matters arising from past meeting. New comments are indicated in red.

Community Engagement

Not Applicable

Policy Implications

Not Applicable

Financial Implications

Not applicable

Risk Implications

Not Applicable

File Number	Added to Action Table	Issue	Actions	Outcome
IA18.12	June 2018	Lift and Change - RIS - White Sands Toilet Facilities	The Committee discussed a design (Chris Mitchell) that includes a hoist and adult change table that can be locked away with access via MLAK key.	Council officers from Asset Strategy and Development Services have met with Annette Pham and other representatives of the IAAG as well as a designer to seek an outcome that enables the modification of the existing toilet for persons with disabilities to include an adult lift and change facility and have compliance with the current Australian regulations and standards.
IA18.11	June 2018	Request for Transport Report	Nola Stephens raised concerns regarding accessible transport in the Shoalhaven and requested that a report be submitted to the next meeting outlining services currently available and options to improve.	<p>Community Development staff are seeking funding for a Public Transport Audit for the Shoalhaven which would include an accessibility audit of transport.</p> <p>A Grant Funding application has been submitted through the Building Better Regional Grant Program. Awaiting advice from relevant government department.</p> <p>Awaiting outcome of funding application</p>
D18/156274	June 2018	Proposed Medium Density DCP Amendment - Universal Design Provisions	<p>RESOLVED</p> <p>1. The Inclusion & Access Advisory Group make a submission on the proposed Medium Density DCP Amendment</p> <p>2. The draft submission be circulated by Kylie Knight and Melissa Andrews prior to making the final submission.</p>	<p>COMPLETE</p> <p>Submission prepared by Annette Pham and Kylie Knight on behalf of the Committee</p> <p>Submission was reviewed by staff and incorporated into a report prepared for Council. This was presented to the Development Committee on 14 August 2018.</p> <p>The matter was referred to Council's Ordinary meeting on 28 August.</p> <p>AP made a deputation, however Council resolved to make significant changes that in essence equate to a Silver (or less) standard of accessibility. A rescission motion was received on this item.</p>

IA19.2

				<p>The rescission motion was lost, and as such, Council’s resolution of Tuesday 28 August 2018 (MIN18.646) stands.</p> <p>This means that the provisions requiring communal open space (including the requirement for accessible communal open space) have been deleted, and the standards for universal design have been reduced. The universal design provisions do not apply to dual occupancy development (only developments with 3 or more dwellings), and a silver standard has been adopted for adaptable housing only. The acceptable solution option for accessible from the outset has been removed.</p> <p>New Medium Density Chapter of the DCP became effective on 31st October 2018.</p>
D18/139950	June 2018	Progress Report and Request to Fund Disability Inclusion Action Plan	That a fully costed DIAP Implementation Plan be developed by the Community Development Unit with input from Inclusion & Access Advisory Group members and presented to Council for consideration.	<p>Work in progress. Draft Implementation Plan developed.</p> <p>Implementation Plan to be presented to Senior Staff within Council February 2019</p>
D18/276058	Sept 18	Beach Wheelchair Access locations - Signage	Council install signs advertising beach wheelchairs at locations where they are available with contact details for hire	All sites visited. Posters to promote availability of beach wheelchairs created and distributed to all sites. Currently working with Council’s traffic and transport section to ascertain if new signs can be fixed to existing signs and remain compliant with relevant standards. Quotes and estimates for new signs received.
D18/325518	D18/325518	Sept 2018	Nowra - Egans Lane Carpark - Walkway - Investigate - Pathway - repainting - Report Request	COMPLETE Work in progress. Line marking being incorporated into workplan.
D18/325515	Sept 18	Tourism Marketing Update - Request Representative on Tourism Advisory	1. Request be sent to Shoalhaven Tourism Advisory group to request a member of this committee become a member.	COMPLETE 1. Membership request to be considered at meeting on 29 October – a minute will be passed back through via Governance. Resolved that a member of the group does not

IA19.2

		Group - Visitor Guide Working Group - Reps	2. JK, AP, KK and AP be included on a working group to advise on access info in the Visitors Guide	<p>sit on the Inclusion and Access Committee but that reports are accepted from the Inclusion and Access Committee to the Tourism Advisory Group.</p> <p>2. Members provided feedback to Tourism on top accessible locations. This info to be included in the 2018 Visitors guide.</p>
D18/325511	D18/325511	Sept 18	Boongaree (Berry District Park) - Survey	<p>COMPLETE Meeting held to facilitate input from Committee. Lift and Change Facility to be included in design.</p>
D18/388163	Dec 2018	Citywide DCP Chapter for Accessibility	Preparation of a DCP Chapter related to accessibility or the integration of accessibility requirements into relevant DCP Chapters.	<p>Following a recommendation by the Group, Council resolved to consider this as part of the preparation of the 2019/2020 Strategic Planning Works Program.</p> <p>Note: this overall work program will be considered by Council as part of the 2019/20 budget process</p>
D18/384780	Dec 2018	Information. Accessibility Nowra CBS	Invite representative from Council's Economic Development Section to provide information about Council's Proudly Shoalhaven Campaign	Invitation extended to Economic Development – Report being presented to February meeting.
D18/388140	Dec 2018	Access to Council Owned Property	<p>Access Audit Council Owned Facilities</p> <p>A Sub-Committee be formed (consisting of members Colin Wood, Arthur Ball, Annette Pham, Bill Deaves and Jackie Kay) to review access audits and reports for Development Applications</p> <p>Note that for future meetings, any Council Building (Class 6 – Major Shops and Class 9 – Public Facilities) that is proposed to be the subject to a future access audit, are to be identified via a</p>	Update to be provided by Sub Committee at February meeting.

IA19.2

			member report from the Sub-Committee or correspondence to Council.	
D18/384805	Dec 2018	Shoalhaven - Proudly Accessible Project	Progress Updates to be provided at Committee meetings	Update to be provided at February 2019 meeting by Sub-Committee.

