

MINUTES OF THE 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

The following members were present:

Clr Patricia White – Chairperson
Ms Kylie Knight
Mr Arthur Ball
Mr Bill Deaves
Ms Annette Pham
Ms Nola Stephens
Ms Leonie Dippel
Ms Jackie Kay

Others Present:

Clr Amanda Findley
Clr Nina Digiglio
Colin Wood – Building and Compliance Manager
Brad Davis – Asset Strategy Manager
Catherine Campbell – Senior Community Development Officer
Greg Pullen – Economic Development Manager
Marianne Jones – Economic Development Officer

Apologies / Leave of Absence

Apologies were received from Theo Bagou and Chris Mitchell.

Confirmation of the Minutes

Note: The following matters were raised as Business Arising from previous Minutes:

- IA18.30 - Update – Council Resolution – Access to Council Owned Property
 - Clr White updated the Group in relation to the above item and advised that the recommendation from the previous meeting was submitted to Council and the outcome was that of MIN18.1008:
The report be received for information.
 - The General Manager's Comment included in the report to Council can be viewed via this link:
https://shoalhaven.infocouncil.biz/Open/2018/12/CL_20181218_AGN_12920_AT.P

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- IA18.31 – Update – Council Resolution in relation to the Medium Density issue:
 - A Rescission Motion was lodged and dealt with at the January meeting which was defeated.
 - See General Business for Recommendation in relation to this matter.

RESOLVED (Jackie Kay / Bill Deaves)

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

CARRIED

Declarations of Interest

Nil

REPORTS

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

**HPERM Ref:
D18/440355**

Greg Pullen – Economic Development Manager addressed the meeting and spoke to the report.

Two (2) Videos describing Proudly Shoalhaven were provided to the Group.

Kylie Knight enquired if Economic Development can help collaborate with retailers for accessibility revitalisation in the CBD, Staff responded and advised that any building modifications decisions are made by the landlords.

Catherine Campbell – Senior Community Development Officer is currently working on a project plan for the CBD. This project aims to promote businesses that provide good access and asked if this project could be linked to Proudly Shoalhaven.

Clr White thanked Greg Pullen and Marianne Jones from Economic Development for the presentation.

Recommendation (Item to be determined under delegated authority)

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

RESOLVED (Nola Stephens / Bill Deaves)

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

CARRIED

IA19.2 Update on Actions

**HPERM Ref:
D19/15327**

See Action Table at the end of the Minutes for comments.

Recommendation (Item to be determined under delegated authority)

That the Committee receive this report for information.

RESOLVED (Arthur Ball / Nola Stephens)

That the Committee receive this report for information.

CARRIED

GENERAL BUSINESS

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

**HPERM Ref:
D19/44549**

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

Photos of the ramp were provided on the screen.

Staff advised that a DA/Permission for the ramp was not submitted however that has now been rectified.

**IA19.4 Additional Item - Access Presentation to Nowra CBD Revitalisation Strategy
Committee**

Clr Digiglio advised that she had contacted the Chairperson (James Caldwell) of the Nowra CBD Revitalisation Strategy Committee and sought approval for an Inclusion and Access Advisory Group member attend to make a presentation on accessibility in the Nowra CBD.

Arthur Ball advised that he would be willing to make the presentation.

It was also suggested that a presentation be made to the local Business Chambers after hours.

RESOLVED (Clr Digiglio / Annette Pham)

That:

1. Arrangements be made for Mr Ball to attend the Nowra CBD Revitalisation Strategy Committee to make a presentation on access in the Nowra CBD on behalf of the Inclusion and Access Advisory Committee;
2. A letter be forwarded to the local Business Chambers (after hours) seeking approval for a member of the Inclusion and Access Advisory Group to make a presentation on accessibility.

CARRIED

IA19.5 Additional Item - Medium Density Update - Disability Awareness Training

Jackie Kay updated the Group on Council recent determination of the Rescission Motion lodged

regarding the Medium Density.

It was advised that the Rescission Motion was lost. Members noted that they felt that Councillors are not fully aware of the accessible issues within the Shoalhaven.

It was suggested that Councillors participate in Disability Awareness Training as part of their training and development as Councillors.

RECOMMENDATION (Kylie Knight / Jackie Kay)

That Council consider including Disability Awareness Training for Councillors as part of their Training and Development Program.

CARRIED

IA19.6 Additional Item - Submission - Mandatory Access Levels for Housing

Annette Pham raised a question regarding if Council will be making a submission to the Building Board of Australia in relation to the Mandatory Access Levels for Housing.

Staff advised that if a submission is made it will come from Strategic Planning Section of Council. Council will make a submission if time permits.

Clr White advised that the Group can make their own submission and so can members as individuals of the public. If the Group wish to make a submission, members can contact Catherine Campbell who can conduct a Working Group who will put together the submission then it will need to be reported back to the Group for approval prior to formally lodging the submission. If this process results in the Submission period closing prior to the submission being approved, an extension can be sought.

RESOLVED (Annette Pham / Jackie Kay)

That:

1. Staff facilitate a Working Group of members comments to formulate a Submission to the Building Board of Australia from the Group on the mandatory access levels for housing.
2. Once the process from Part 1 is complete the comments and/or draft submission be reported to the Group for approval.
3. Should Parts 1 and 2 above not be finalised prior to the closing of the Submission period, Staff seek an extension for the submission.

CARRIED

IA19.7 Additional Item - Information on Playground - Plantation Point

Annette Pham advised that an item from the last meeting was raised in relation to the Playground at Plantation Point.

It was requested that a report be provided to the Group on the outcome.

Catherine Campbell advised that she would investigate and email information to the members.

IA19.8 Additional item - Parking - Community Transport

Staff noted that plans for the footpath on Berry Street are almost finalised.

It was requested that staff provide a report including plans to the Group.

Leonie Dippel – Shoalhaven Community Transport tabled a submission at the meeting (to be forwarded to Council electronically), requesting a review of the parking restrictions at key locations where Community Transport Vehicles are required to attend.

It was suggested that a sticker arrangement for volunteers and their vehicles be introduced in order for parking patrol officers to identify Community Transport Vehicles.

It was noted that there are also issues around safety, traffic and time constraints for Community Transport Vehicles and their drivers.

IA19.9 Additional Item - Beach Wheelchairs - Maintenance

The Group discussed the maintenance of the Beach Wheelchairs during the Action Table item. See notes in the Action Table.

RESOLVED (By consent)

That:

1. Staff investigate the statistics of usage and maintenance of the Beach Wheelchairs and report back to the Group.
2. This matter be added to the Action Table.

CARRIED

IA19.10 Additional Item - Egans Lane Carpark - Line Marking and Walkway

The Group discussed the Egans Lane Carpark and walkway during the Action Table item. See notes in the Action Table.

RESOLVED (By consent)

That:

1. Staff report on when the work is going to be carried out.
2. This matter be added to the Action Table.

CARRIED

IA19.11 Additional Item - Tourism Working Groups

The Group discussed the Tourism Working Groups during the Action Table item. See notes in the Action Table.

At a previous meeting the Inclusion and Access Advisory Group (IAAG) were notified by the Tourism Manager that an IAAG member is welcome to attend and be involved in the Tourism Working Groups when they meet.

The Group noted that since being advised of the Working Groups, no correspondence has been forthcoming.

RESOLVED (By consent)

That:

1. Staff to investigate an Inclusion and Access Advisory Group member being invited to join the Tourism Working Groups and report back.
2. This matter be added to the Action Table.

CARRIED

IA19.12 Additional item - Compliance Schofields Lane - Bus Loading Ramp

The Group discussed the Bus Loading Ramp in Schofields Lane, Nowra during the Action Table item. See notes in the Action Table.

RECOMMENDATION (By consent)

That:

1. Staff investigate the compliance of the Bus loading ramp in Schofields Lane and discuss with Bus companies and report back.
2. This matter be added to the Action Table.

CARRIED

IA19.13 Additional item - Ulladulla Subway and Services NSW Accessible Parking

The Group discussed the accessible parking at Subway/Services NSW, Ulladulla during the Action Table item. See notes in the Action Table.

RECOMMENDATION (By consent)

That:

1. Staff investigate the options for moving the accessible park at Ulladulla – Services NSW and report back.
2. This matter be added to the Action Table.

CARRIED

IA19.14 Additional item - Footpath - Near Nowra Post Office - Corner Berry and Junction Streets

The Group discussed the damage that the tree roots are causing to the footpath near the Nowra Post Office on the Corner of Berry and Junction Streets during the Action Table item. See notes in the Action Table.

RECOMMENDATION (By consent)

That:

1. Staff investigate the damage from tree roots to the footpath on Berry/Junction Street corner and report back.
2. This matter be added to the Action Table.

CARRIED

IA19.15 Additional Item - Memorial Gardens Access Ramp and Crossing

The Group discussed the accessible ramp and the crossing at the Memorial Gardens Worrigeer during the Action Table item. See notes in the Action Table.

RECOMMENDATION (By consent)

That:

1. Staff investigate and construct the accessible ramp/path and realign the crossing at the Memorial Gardens Worrigeer and report back.
2. This matter be added to the Action Table.

CARRIED

IA19.16 Additional item - Councils Website - Community Page - Provision for Accessible Icon and Information

The Group discussed Council's Community Page on the Website and the provision of incorporating an Accessible Icon during the Action Table item. See notes in the Action Table.

RECOMMENDATION (By consent)

That:

1. Staff investigate the incorporation of an Accessible Icon on Council's Community Webpage which includes helpful information relating to accessibility and report back.
2. This matter be added to the Action Table.

CARRIED

There being no further business, the meeting concluded, the time being 1.03pm.

Clr Patricia White
CHAIRPERSON

File Number	Added to Action Table	Issue	Actions	Outcome	Comments 18/2/19 - Meeting
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.	<p>Annette Pham advised that a Grant has been approved for \$12,007 and have also received 2 other Grants for approximately \$10,000.</p> <p>Plans are being drawn, and then if all are happy with the plans, the next stage is to do engineering and fund raising.</p> <p>Brad Davis will circulate the plans to the members via email.</p> <p>Chris has designed a lockable mechanism for the electronics for the change facility.</p>
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>	<p>Still waiting for outcome of funding application that has been submitted through BBRF.</p> <p>Have identified some other funding that the Group may be able to access via TNSW TARP program.</p> <p>Catherine Campbell attended a Community Services Industry Group Meeting to identify issues in relation to seniors transport. Catherine has recently met with senior staff member from Transport for NSW, to discuss</p>

					<p>reinstating a Shoalhaven Transport Working Group these meetings will recommence and he will attend these meetings.</p> <p>Looking for gaps in public transport to address</p> <p>Clr Findley advised that that an electric bus from Bomaderry to Kiama will be trialed for 6 months</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>	

				<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>	Implementation plan is currently being developed.
D18/276058	Sept 18	Beach Wheelchair	Council install signs	All sites visited. Posters to	Donna Corbyn created some

		Access locations - Signage	advertising beach wheelchairs at locations where they are available with contact details for hire	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.	posters, and is working with traffic and transport sections. Will be setting up a meeting with SLSC's to look at funding replacements of the wheelchairs Is there a record of how often the chairs are used? Catherine Campbell to investigate and report back
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.	Has been put into the works program. Staff to report on when is the work going to be carried out.
D18/325515	Sept 18	Tourism Marketing Update - Request Representative on Tourism Advisory Group - Visitor Guide Working Group - Reps	1. Request be sent to Shoalhaven Tourism Advisory group to request a member of this committee become a member. 2. JK, AP, KK and AP be included on a working group to advise on access info in the Visitors Guide	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 sit on the Inclusion and Access Committee but that reports are accepted from the Inclusion and Access Committee to the Tourism Advisory Group. 2. Members provided feedback to Tourism on top accessible locations. This info to be included in the 2018 Visitors guide.	Catherine to investigate about the working groups
D18/325511	D18/325511	Sept 18	Boongaree (Berry District	COMPLETE	

			Park) - Survey	Meeting held to facilitate input from Committee. Lift and Change Facility to be included in design.	
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.	Following a recommendation by the Group, Council resolved to consider this as part of the preparation of the 2019/2020 Strategic Planning Works Program. Note: this overall work program will be considered by Council as part of the 2019/20 budget process	
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.	Complete
D18/388140	Dec 2018	Access to Council Owned Property	Access Audit Council Owned Facilities 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	Update to be provided by Sub Committee at February meeting.	To be removed from list for the next meeting.

			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.		
	February 2019	Compliance, Schofields Lane, Bus loading ramp Raised by Bill Deaves			Colin Wood to look at the compliance of the bus loading ramp in Schofields lane and discuss with the bus companies and report back to the group
	February 2019	Community Transport – Parking allowances Raised by Nola Stephens			Community transport, can they stop in a bus stop Legally not able to, council gives the community transport and volunteers extra time
	February 2019	Ulladulla Subway and Services NSW Accessible Parking			Ulladulla – subway – accessible parking Staff to investigate and report back
	February 2019	Tree roots Nowra Post Office			Tree roots at post office in Nowra – Staff to investigate and report back
	February 2019	Accessible toilet doors			The Grand Pacific Medical Centre have a toilet door that can easily be opened and self closes others are hard to open. Bill Deaves and Nola Stephens to provide a list of the toilets that

					require attention
	February 2019	Memorial Gardens Worrigeer – Access ramps and crossing			Memorial Gardens access ramps to be fixed and also line marking Brad Davis will investigate and report back
	February 2019	Councils website – Community Page Icons - Accessibility			On Councils website – the community page icons, there isn't anything there for accessibility, can an icon and information be added to the page for accessibility? Staff to investigate and report back.