

Inclusion & Access Advisory Group

Meeting Date: Monday, 06 May, 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

- Inclusion & Access Advisory Group - 18 February 20191

3. Declarations of Interest

4. Presentations

- IA19.17 Presentation - Pathway - Kings Point to Princes Highway
*Allan Haynes wishes to make a presentation in relation to the
Foot/Cycle path between Kings Point and the Princes Highway.*
- IA19.22 National Disability Strategy - Federal Government Review

5. Reports

- IA19.18 Update - Representation on Tourism Working Groups - Inclusion and
Access Group8
- IA19.19 Update on Actions - April 2019.....18
- IA19.20 Investigation into accessibility to buses24
- IA19.21 Ulladulla Subway and Services NSW accessible parking investigation28

6. General Business

Membership

Clr Patricia White – Chairperson
Clr Mitchell Pakes – Alternate Chairperson
All other Councillors as observers
Mr Stephen Dunshea 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, 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

DF

- 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 Worrige

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 Worrigee 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.	Annette Pham advised that a Grant has been approved for \$12,007 and have also received 2 other Grants for approximately \$10,000. Plans are being drawn, and then if all are happy with the plans, the next stage is to do engineering and fund raising. Brad Davis will circulate the plans to the members via email. Chris has designed a lockable mechanism for the electronics for the change facility.
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.	Community Development staff are seeking funding for a Public Transport Audit for the Shoalhaven which would include an accessibility audit of transport. A Grant Funding application has been submitted through the Building Better Regional Grant Program. Awaiting advice from relevant government department. Awaiting outcome of funding application	Still waiting for outcome of funding application that has been submitted through BBRF. Have identified some other funding that the Group may be able to access via TNSW TARP program. 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

					<p>Transport for NSW, to discuss 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 trialled 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</p>	

				<p>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 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.	Donna Corbyn created some 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 Park) - Survey	COMPLETE 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 –	Update to be provided by Sub Committee at February meeting.	To be removed from list for the next meeting.

			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.		
	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 Worrigee – 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.

IA19.18 Update - Representation on Tourism Working Groups - Inclusion and Access Group

HPERM Ref: D19/82646

Group: Finance Corporate & Community Services Group
Section: Tourism

Attachments: 1. Shoalhaven Tourism Advisory Group Strategic Plan [↓](#)

Purpose / Summary

To advise the Group next steps on being part of the Shoalhaven Tourism Advisory Group (STAG) Working Groups or meetings.

Recommendation (Item to be determined under delegated authority)

That the Inclusion and Access Advisory Group receive the report for information and;

1. Advise which groups they would like to have a representative, and
2. Confirm the nominated representatives on the STAG working group/s:
 - a. Strategy and Planning (*insert name*)
 - b. Industry Development (*insert name*)
 - c. Product Development (*insert name*)

Options

1. As recommended

Implications: Nil

2. Adopt an alternate recommendation

History

The Inclusion and Access Advisory Group (IAAG) at its meeting on Monday 3 September 2018 resolved:

That a request be sent to the Shoalhaven Tourism Advisory Group seeking to invite a member of the Inclusion and Access Group to become a member.

Following this IAAG resolution a report was submitted to the STAG as per the above resolution seeking representation on the STAG.

The STAG resolved as follows:

That:

1. *The Shoalhaven Tourism Advisory Group (STAG) submits relevant reports to the IAAG including the STAG's Strategic Plan; and*
2. *Offer IAAG members to sit on any of STAG's Working Groups; and*
3. *Welcome any submission or representation that the IAAG wish to submit to STAG.*

The Shoalhaven Tourism Advisory Group Strategic Plan 2018-2020 is attached.

In December 2018, the Tourism Manager, Coralie Bell, made representation to the Inclusion and Access Group requesting advice on who the Group's preferred representatives are and which groups the committee would like to be involved in.

However, following advice the IAAG have asked for some more clarity on next steps.

Next Steps

There are three (3) Working Groups associated with STAG; detailed information can be found on page 4 of the strategic plan (attached). Working groups are very informal and do not currently have regular meeting times. As required, staff often email the working groups for guidance and insight on key projects, issues or challenges.

These include:

- Strategy & Planning
- Industry Development
- Product Development

The Strategy and Planning Working Group

This working group is currently the most active, with the Destination Management Plan project now completed and the 360 Model ongoing.

The Industry Development Working Group

There are no current projects being delivered in the Industry Development Working Group; however, this may change as time allows.

The Product Development Working Group

This working group has been working to assist with the Arts and Culture Guide.

STAG have opened invitation to the Inclusion and Access Group to nominate which groups they wish to participate in and nominate a representative to be included on correspondence and projects as they arise.

Shoalhaven
SOUTH COAST - NSW

**SHOALHAVEN TOURISM
ADVISORY GROUP**
DRAFT STRATEGIC PLAN
2018-2020

IA19.18 - Attachment 1

Role of STAG

Provide valuable
insight + advocate
for tourism
industry in the
region

Strategic input to
direction via
Working Groups

Events Support
Program Assistance

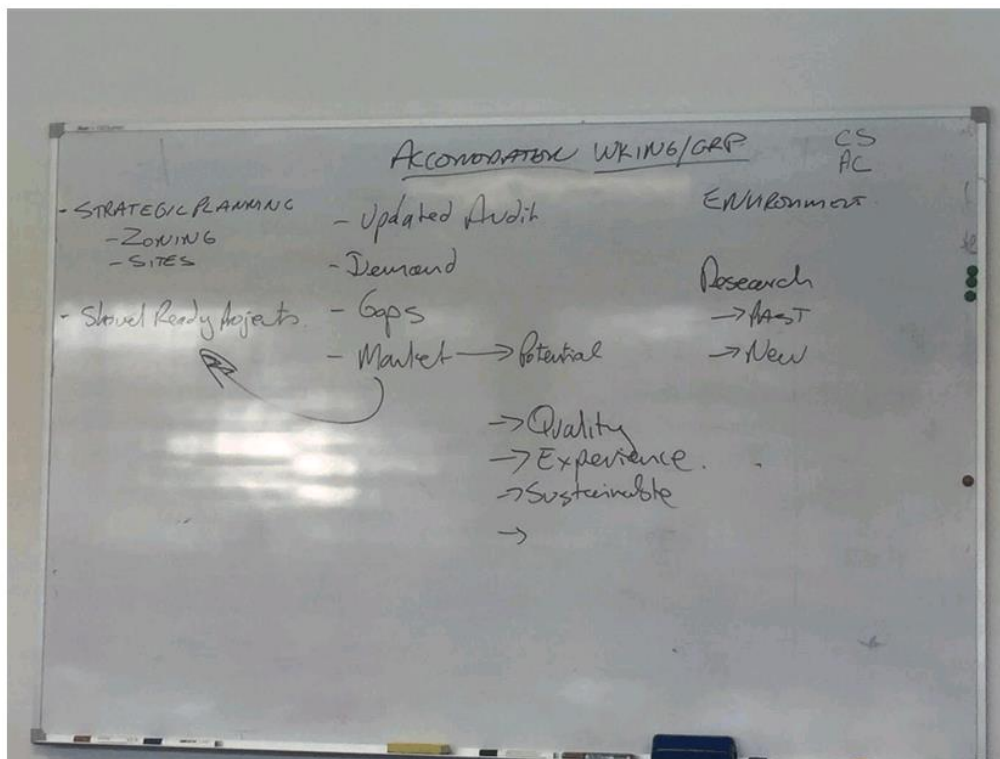
Overall Goals

GOALS	1. ADVOCACY & INSIGHT	2. STRATEGIC DIRECTION VIA WORKING GROUPS	3. SUPPORT EVENTS A MAJOR ECONOMIC DRIVER IN THE REGION
	<p>The Shoalhaven Tourism industry is an important economic development sector, contributing to essential jobs in the region.</p> <p>The goal is to ensure council recognizes the importance of the industry, both direct and indirect, and continues to support the sector growth.</p>	<p>Provide valuable industry insight and hands on support to the council tourism team by undertaking in-depth project work to develop key areas and sectors in the region, on key areas, as identified yearly, and provide advice to the sector and planning.</p>	<p>Support the tourism team and tourism visitation in the region by providing professional advice on the tourism event support program.</p>
ACTIONS + STRATEGIES	<ol style="list-style-type: none"> 1. Lobby Council to ensure tourism is acknowledged as a vital industry now and into the future, with impact cross sector supporting high value jobs throughout the region across various sectors. 2. Provide advice to Council and stakeholders on key tourism matters and how to integrate tourism in all elements of planning and policy making 3. Advise stakeholders on the development of measurable outcomes for tourism throughout the region 	<ol style="list-style-type: none"> 1. Formation of working groups on identified strategic topic areas <ul style="list-style-type: none"> - Accommodation - Industry development - Overall strategic direction - Product development 2. Identify priorities across each working group area 3. Creation of key objectives and outcomes for the working groups 4. Regular updates back to STAG in the larger group via meeting updates 	<ol style="list-style-type: none"> 1. Review and make recommendations on the event support program annually 2. Members of the Advisory Group actively involved in making recommendations on event support 3. Ongoing advocacy to council for continued funding program to support driving the visitor economy with events 4. Advocate for the program throughout the region
INDICATORS OF SUCCESS	<ol style="list-style-type: none"> 1. Recognise and advocate for Council's support and investment in tourism and economic development 2. Advocate for the Shoalhaven and improvements to tourism development 'up chain'. DNSSSS etc. 3. Successful recommendations by STAG to Council on behalf of the overall industry and visitor economy 4. Regular attendance at industry events and meetings including business chambers and networking events 5. Positive feedback from the tourism industry at functions and via surveys 6. Provide moral and written support of grant applications 	<ol style="list-style-type: none"> 1. Regular attendance at working groups 2. Gain agreement from broader STAG by working groups on actions, strategies and indicators of success. 3. Meeting objectives and reporting back to STAG regularly 4. Agreed outcomes achieved, driving change in the industry 5. Recognition of STAG as industry leaders in the community. 	<ol style="list-style-type: none"> 1. STAG members actively participating in making recommendation for event support program 2. Industry making application to participate in the event support program 3. STAG regular attendance at tourism events supported throughout the region and providing feedback. 4. Evidence of quality events meeting strategic goals in the region driving off season visitation

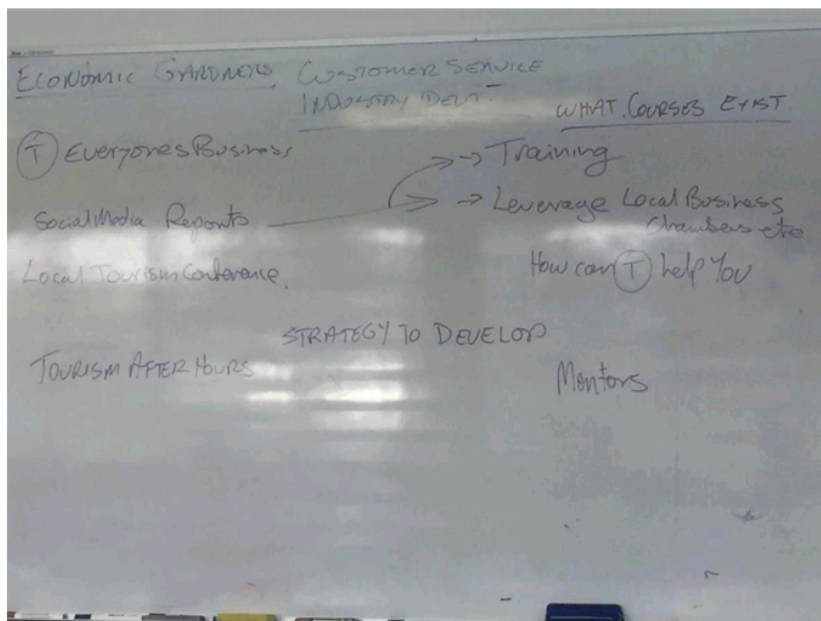
Working Groups

PRIORITY AREA	1. STRATEGY + PLANNING	2. INDUSTRY DEVELOPMENT	3. PRODUCT DEVELOPMENT
	Provide professional advice on long term strategic direction for the industry See attachment 2	Advocate and assist in the skills development and sharing to grow the industry.	Assist in product development to meet strategic outcomes. Identified as a second priority and on hold until the completion of the DMP. NOTE: An Arts and Culture Working Group currently exists with members outside STAG
ACTIONS AND STRATEGIES	<ol style="list-style-type: none"> 360 Model, development and delivery Destination Management Plan Review of staff yearly action plans and provide recommendations Review of other stakeholder plans like DNSSS to provide feedback to STAG for formal comments Advocate for long term strategic industry needs to drive ongoing investment and change 	<ul style="list-style-type: none"> Provide feedback and insight into training skills gaps and opportunities Investigate opportunities for further skills development including ideas brainstorm: Tourism is Everyone's business: opportunities to leverage local business chambers; Advocacy, could STAG members talk to businesses one on one? Mentor or human library? How can tourism help you? Can STAG play a role in feedback? Local tourism / business conference? Tourism after hours networking events Customer Service Mentors Economic Gardening Aussie Host training? Incentives e.g. reduced-price advert in Visitor Guide for achieving competence? Investigate different council and business meetings in the region. Mobilising industry to be more proactive and engaged Create a strategy to move forward 	<ol style="list-style-type: none"> Create analysis of current product and identify gaps Identify strategic opportunities for product development Create an action plan with clear actions, measures of success and timelines and gain agreement from STAG on next steps. <p><i>This could include: Packaged experiences, itineraries; a review of business opportunities like Book Easy ticketing; How do we help National Parks Wildlife Service?</i></p>
INDICATORS OF SUCCESS	<ol style="list-style-type: none"> Long term strategic plans endorsed by council Ongoing tourism support and funding from council to the industry Long term growth and sustainable industry 	<ol style="list-style-type: none"> Identify key opportunities Industry and skills development plan of action reported back to STAG with clear timelines and actions. 	<ol style="list-style-type: none"> Active Product Development Working group, meeting regularly Agreed action plan and success indicators with broader STAG members Clear evidence of product development and economic growth Advocate on behalf of the Tourism Industry to identify and foster industry growth opportunities
MEMBERS	<p>Project Lead: Louise Hallum STAG Members: Rob Crowe, Neil Rogers, Brenda Sambrook, Kylie Pickett Staff Representative: Shannan Perry-Hall + Coralie Bell</p>	<p>Project Lead: Juliet Barr STAG Members: James Lin, Lynn Locke, Louise Hallum, Brenda Sambrook Staff Representative: Kristy Mayhew</p>	<p>Project Lead: David Duffy STAG Members: David Goodman, Kylie Pickett Staff Representative: Coralie Bell + others as required</p>

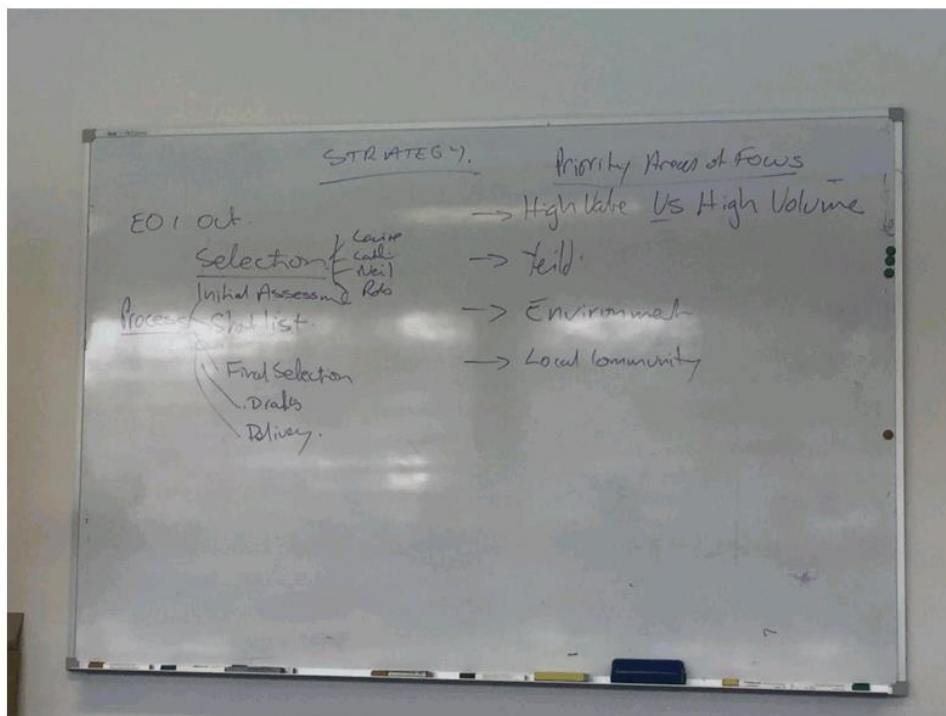
Attachment 1:



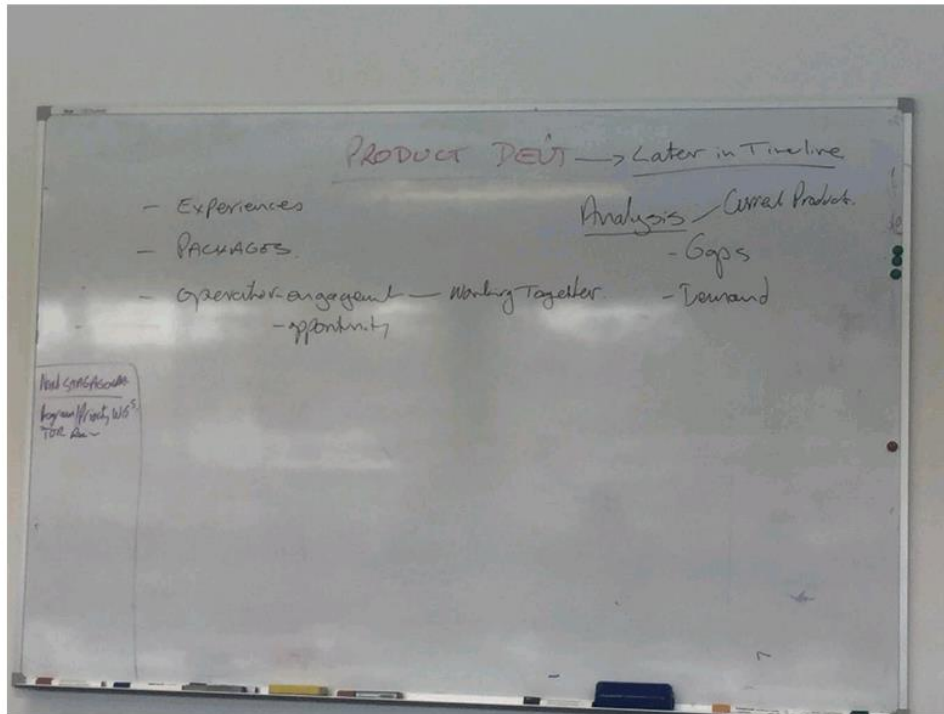
Attachment 2



Attachment 3



Attachment 4



IA19.19 Update on Actions - April 2019

HPERM Ref: D19/127125

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

Attachments: 1. Inclusion and Access Advisory Group Status Report - April 2019 [↓](#)

Purpose / Summary

To provide the committee with a progress report regarding actions and resolutions that have been made at previous meetings of the Shoalhaven Inclusion and Access Committee.

Recommendation (Item to be determined under delegated authority)

That the Inclusion and Access Advisory Group receive the Update on Actions report for information.

Options

1. Adopt the recommendation as above.

Implications: The Inclusion and Access Advisory Group is updated about progress of actions and recommendations made at previous meetings of the Committee.

2. Request more information.

Implications: Members of the Inclusion and Access Advisory Group will be provided additional detail as requested.

Background

Attachment 1 provides information regarding the status of actions and resolutions that have been made at previous meetings. New comments are indicated in red.

Community Engagement

It is important that the members of the Inclusion and Access Advisory Group are kept informed about progress towards the completion of actions and projects. This report provides a structured approach to facilitate this information exchange.

Policy Implications

Not Applicable

Financial Implications

Not Applicable

Risk Implications

Not Applicable

Inclusion and Access Advisory Group Status Report				
File Number	Added to Action Table	Issue	Actions	Outcome
IA18.12	June 2018	Lift and Change - RIS - White Sands Toilet Facilities	The Group discussed a design (Chris Mitchell) that includes a hoist and adult change table that can be locked away with access via MLAK key.	<p>Council Officers from the Asset Strategy and Development Section 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> <p>17/4/2019 Awaiting submission of final design. Community Development sought advice regarding costing for proposed design with view to seeking external funding to meet any shortfall in funding.</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 LGA through the Building Better Regional Grant Program. Awaiting advice from relevant Government department.</p> <p>17/4/19 Funding application was not successful. Community Development Team currently working with representatives from Transport for NSW to identify alternative funding opportunities.</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. Implementation Plan to be presented to Senior Staff within Council February 2019.</p> <p>17/4/2019 Implementation Plan for DIAP in draft form. Presentation has been delayed. Presentation will be made during May 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	<p>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.</p> <p>17/4/2019 Waiting for artwork to be returned from graphic design.</p>

IA19.10	Sept 2018	Nowra - Egans Lane Carpark - Walkway - Investigate - Pathway - repainting - Report Request	Staff to report back on when work is going to be carried out.	<p>Work in progress. Line marking being incorporated into workplan.</p> <p>17/4/2019</p> <p>This item being dealt with in a separate report that will be submitted to the May 2019 meeting of the Inclusion and Access Committee.</p>
IA19.11	Sept 18	Tourism Marketing Update - Request Representative on Tourism Advisory Group - Visitor Guide Working Group - Reps	<p>1. Request be sent to Shoalhaven Tourism Advisory group to request a member of this Group become a member.</p> <p>2. JK, AP, KK and AP be included on a working group to advise on access info in the Visitors Guide</p>	<p>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 Advisory Group but that reports are accepted from the Inclusion and Access Advisory Group 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> <p>17/4/2019</p> <p>Report was submitted to the Inclusion and Access Advisory Group in December 2018. Further report being presented to the May 2019 Inclusion and Access Advisory Group. Representative to be selected by Group.</p>
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>	<p>Update to be provided by Sub Committee at February 2019 meeting.</p> <p>17/4/2019</p> <p>Update to be provided by Sub Committee at May 2019 meeting.</p>

			member report from the Sub-Committee or correspondence to Council.	
IA19.4	February 2019	Access Presentation to Nowra CBD Revitalisation Strategy Committee		17/4/2019 Community Development Team is working with Arthur Ball with view to making presentation at the May 2019 meeting of the Nowra CBD Revitalisation Strategy Committee.
IA19.5	February 2019	Disability Awareness Training	Disability Awareness Training for Elected Representatives	17/4/2019 Information regarding possible courses has been forwarded to Council's Executive Strategy Department.
IA19.6	February 2019	Submission - Mandatory Access Levels for Housing	Action 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.	17/4/2019 Update to be provided at meeting.
IA19.7	February 2019	Information Playground Plantation Point	Action Information regarding playground at Plantation Point to be forwarded to members for information.	17/4/2019 Information regarding status of upgrade of playground at Plantation Point forwarded by email to Group members for information.
IA19.13 MIN19.125	February 2019	Ulladulla Subway and Service NSW - Accessible Parking – investigation	Staff investigate the options for moving the accessible carpark at Ulladulla – Services NSW and report back	17/4/2019 Item being dealt with as a separate report to the May 2019 Inclusion and Access Advisory Group.
IA19.16 MIN19.127	February 2019	Councils website – community page – provision for	Staff to investigate the incorporation of an accessible icon on Council's Community	17/4/2019 Community Development working with Media and Communications to facilitate. New platform for Councils

		accessible icon and information	Website which includes helpful information relating to accessibility and report back	website being developed. Provision of information regarding Access and Inclusion to be developed to ensure that it meets relevant standards. Use of accessible icon to on Council's website to be considered as part of the review.
IA19.12 MIN19.124	February 2019	Bus loading Ramp – Nowra Schofields Lane - Compliance	Investigate the compliance of the bus loading ramp in Schofields Lane and discuss with Bus companies and report back	17/4/2019 Item to be addressed in a report to May 2019 meeting of the Inclusion and Access Advisory Group.
IA19.15	February 2019	Memorial Gardens Access ramp and crossing	Investigate and construct the accessible ramp/path and realign the crossing at the memorial gardens Worrigee and report back	17/4/2019 Issue being investigated by Assets and Works section. Update to be provided at May 2019 meeting.
IA19.14 MIN19.126	February 2019	Footpath damage near Nowra Post Office – corner Berry & Junction Streets	Investigate the damage from tree roots to the footpath on Berry/Junction Street corner and report back to committee	17/4/2019 Issue being investigated by Assets and Works section. Update to be provided at May 2019 meeting.
IA19.8	February 2019	Parking - Community Transport	IA19.8 Additional item - Parking – CommunityTransport Shoalhaven 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.	17/4/2019 Update regarding receipt of submission to be provided at May 2019 meeting.
IA19.9	February 2019	Beach Wheelchairs - Maintenance	Staff investigate the statistics of usage and maintenance of the Beach Wheelchairs and report back to the Group.	17/4/2019 Verbal report to be provided to members at the May 2019 meeting.
D18/156274	June 2018	Proposed Medium Density DCP Amendment - Universal Design Provisions	RESOLVED 1. The Inclusion & Access Advisory Group make a submission on the proposed Medium Density DCP Amendment 2. The draft submission be circulated by Kylie Knight and Melissa Andrews prior to making the final submission.	COMPLETE Submission prepared by Annette Pham and Kylie Knight on behalf of the Group. Submission was reviewed by staff and incorporated into a report prepared for Council. This was presented to the Development Committee on 14 August 2018. The matter was referred to Council's Ordinary meeting on 28 August.

				<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>
D18/325511	D18/325511	Sept 18	Boongaree (Berry District Park) - Survey	<p>COMPLETE</p> <p>Meeting held to facilitate input from Committee. Lift and Change Facility to be included in design.</p>
D18/388163	Dec 2018	Citywide Chapter for Accessibility	Preparation of a DCP Chapter related to accessibility or the integration of accessibility requirements into relevant DCP Chapters.	<p>COMPLETE</p> <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	<p>COMPLETE</p> <p>Invitation extended to Economic Development – Report being presented to February meeting.</p> <p>Presentation made February 2019 meeting</p>

IA19.20 Investigation into accessibility to buses

HPERM Ref: D19/93908

Group: Planning Environment & Development Group
Section: Building & Compliance Services

Purpose / Summary

To provide Group members with the results of an investigation into the bus loading ramp in Schofields Lane and the discussions with bus companies on the suitability of the site.

The report also provides an update on the accessibility of bus services within the Shoalhaven.

Recommendation (Item to be determined under delegated authority)

That the investigation report on accessibility to buses be received.

Options

1. That the information be received.

Implications: Nil

2. The Group provide an alternative recommendation.

Implications: Direction will need to be given for the alternative recommendation.

Background

At the Strategy and Assets Committee meeting held on 12 March 2019, the following was resolved (MIN19.124):

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.*

The information sought by the Group is unclear; however, it has been taken that it relates to the ability of people in a wheelchair to access the bus terminal areas at Schofields Lane together with their ability to access the bus from the terminal areas.

Legislation provides that 75% of all route passenger services were required to be compliant with *Disability Discrimination Act 1992* (DDA) by January 2018. By 2022, all route passenger services are required to be compliant.

There are 3 main bus companies in the Shoalhaven and these are Nowra Coaches, Shoal Bus and Kennedy's. All three have been contacted as part of this assessment.

- (a) Nowra Coaches: Nowra Coaches are 100% compliant.
- (b) Shoal Bus Company: Shoal Bus Company have accessible buses on route. School buses may not all provide accessibility, but the company is happy to ensure the service is available if requested.
- (c) Kennedy's Coaches: Kennedy Coaches are 98% compliant and will be 100% compliant by 2022.

Report

The following photographs depict the bus terminal at Schofields Lane. These photographs clearly show the access ramps at low/complying grade and the flat pavement areas allow good wheelchair access.



All bus companies have confirmed they can easily access the Schofields Lane bus terminal and provide a good service for all people with a disability.

On 21 March 2019 Nowra Coaches were kind enough to provide a practical demonstration at their premises. They have two systems, and these are identified as the hydraulic lifter and the manual ramp.

The following photograph montage illustrates the hydraulic lifter system. The height of the kerb and pavement is irrelevant as the hydraulic lifter systems are placed flat on the pavement for easy wheelchair access.



Slide 1



Slide 2



Slide 3



Slide 4



Slide 5



Slide 6

With the hydraulic lifter system, the space immediately next to the door is reserved for the wheelchair.

The following photograph montage illustrates the manual system. Slide 2 does not do the system justice because it can be at grade when placed directly on top of the kerb and the bus hydraulic system is lowered. The bus can be lowered to approximately 100mm from the ground.

IA19.20



Slide 1



Slide 2

With the manual system, the space behind the driver is reserved for the wheelchair.

It is acknowledged that not all pavement infrastructure throughout the city is suitable. This is particularly the case where passengers enter or exit from grassed areas or the pavement is very narrow. It is suggested that for some of these areas a pavement pad and kerb would be needed into the future.

IA19.21 Ulladulla Subway and Services NSW accessible parking investigation

HPERM Ref: D19/102914

Group: Planning Environment & Development Group
Section: Building & Compliance Services

Attachments:

1. Letter from Council to the Proprietors of SP74967 requesting their approval to support an accessible carparking space outside the Service NSW tenancy [↓](#)
2. Email from Integrity Strata (Nowra) declining approval for the accessible carparking space. [↓](#)

Purpose / Summary

To report back on investigations for providing an additional accessible carparking space to the Services NSW tenancy located at 161 Princes Highway, Ulladulla.

The owners of the land are Proprietors of SP74967 and they have not supported the change to the current carparking arrangements. The proposed new accessible carparking space will therefore not proceed.

Recommendation (Item to be determined under delegated authority)

That the report on the Ulladulla Subway and Services NSW accessible parking investigation be received for information.

Options

1. That the report be received for information

Implications: No further action

2. That the committee provide an alternative recommendation.

Implications: Council

Background

At the Strategy and Asset Committee meeting on 12 March 2019, Council resolved the following (MIN19.125):

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

Report

The Service NSW tenancy is located at No.161, SP74967, Princes Highway, Ulladulla. This is a Strata Plan development.

Council Officers inspected the site on 19 February 2019 and confirmed there could be an opportunity to provide an accessible space immediately outside the tenancy. This would result in the two spaces closest to the entrance door being deleted to provide one accessible space with a suitable set down area. This arrangement would comply with AS1428.

The location of the proposed area is shown in Figure 1 below.



Figure 1: a view of the area where the accessible spaces could be located.

The development requires a total of 101 carparking spaces and these have been provided. The site also requires a minimum of two (2) accessible spaces and these have been provided on the lower level of the carparking area. There is an issue with people needing to traverse the long ramp at the side of the building linking the lower and upper level carparking areas (Refer Figure 2).



Figure 2: A view of the long accessible ramp linking the 2 levels of the carparking area.

Discussions with the Development Planner at Ulladulla confirmed that the reduction of spaces from 101 to 100 would be supported given the overall benefit to the community. There would be no need to delete the lower level accessible carparking spaces. This would result in a total of 100 spaces with three (3) being accessible for people with a disability. This change would require an amendment to the development consent via Section 4.55 of the Environmental Planning and Assessment Act. A Section 4.55 amendment requires the consent of the owner(s).

On 28 February 2019 Council's Officer spoke of this issue with the major shareholder of the strata who indicated he could not speak on behalf of the Strata and requested that Council send a letter to them for consideration. The letter was sent on 14 March 2019 (Refer Attachment No.1).

On 25 March 2019 Council received an email response from Integrity Strata (Nowra) advising that SP74967 had determined they do not want to proceed with any changes to the carparking area at this stage (Refer Attachment No.2). Without the approval of the Proprietors, this change cannot proceed.

Council Reference: 1021E (D19/82105)

Proprietors of SP74967
C/- Strata Management Specialists
PO Box 813,
NOWRA NSW 2541

Dear Sir/Madam

**Request for an additional accessible car parking space
H/N 161, SP74967, Princes Highway, Ulladulla**

Reference is made to the above matter and to a telephone conversation I had with Mr. Francesco Pirrello on 28/02/2019.

During the conversation I advised that Council has received several requests from the public for an additional accessible car parking space directly outside the Service NSW tenancy. These requests relate to concerns from patrons needing to park in the lower level and then transfer some distance to the tenancy.

Firstly, Council acknowledges the property has 101 car parking spaces and 2 of these are accessible. The site technically complies with the car parking requirements in accordance with the development consent.

This change would be great benefit to the community and we would like the Proprietors to consider amending the development consent for this to happen. This would convert 2 spaces nearest to the tenancy into one accessible space (i.e. reducing the overall carparking spaces to 100).

The Development Planner in Ulladulla is supportive of this change. It will only require the completion of the application form and the submission of a site plan showing all carparking spaces and highlighting the new accessible space.

Mr Pirrello suggested that I write to you in the first instance to obtain your agreement in principle. If you are of the mind to support this change, we will then engage with Service NSW to discuss it further.

If you need further information about this matter, please contact Colin Wood, Planning Environment & Development Group on (02) 4429 3454. Please quote Council's reference 1021E (D19/82105).

Yours faithfully



Colin Wood
Section Manager - Building & Compliance
14/03/2019

From: [REDACTED]
Sent: [REDACTED]
To: Monday, 25 March 2019 12:49 PM
Council Email
Subject: SP74967 - Council reference 1021E (D/1982105)

Good afternoon,

We confirm receipt of the letter with council reference as per above.

Please note that we have discussed this with the strata liaison committee member and that they have determined they do not want to proceed with any changes to the car park at this stage.

Yours Faithfully,