

Inclusion & Access Advisory Group

Meeting Date: Monday, 04 November, 2019

Location: Osprey Training Room, 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

IA19.41	Update on Actions - November 2019	9
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IA19.43	Notification - Council Resolution - Re-establishment of Inclusion and Access Advisory Group	23
IA19.44	Green Waste Disposal	28

5. General Business

Membership

Clr Patricia White – Chairperson
Clr Annette Alldrick – Alternate Chairperson
Clr Mark Kitchener
Clr Bob Proudfoot (Alternate member)
Clr Nina Digiglio (Alternate member)
All other Councillors as observers
Chief Executive Officer or nominee
Mr Gareth Ward MP (or nominee)
Ms Shelley Hancock (or nominee)
Ms Fiona Phillips (or nominee)
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, 5 August 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
Mayor Amanda Findley – arrived 11.14am
Clr Nina Digiglio
Mr Bill Deaves
Mr Arthur Ball
Ms Nola Stephens
Ms Kylie Knight
Ruth Freeland

Others present:

Coralie Bell – Acting Section Manager Community, Recreations and Culture
Susan Edwards – Unit Manager – Community and Recreation
Margaret Simoes – Acting Senior Community Development Officer
Colin Wood – Section Manager – Building and Compliance
Tom Dimec – CEO Nominee
Brad Davis – Asset Strategy Unit Manager
Scott Wells – Principal Traffic Engineer
Blair Oliver – Transport Engineer

Apologies / Leave of Absence

An apology was received from Clr Pakes, Annette Pham, Leonie Dippel, Jackie Kay, Chris Mitchell, Theo Bagou, Stephen Taylor.

Confirmation of the Minutes

RESOLVED (Bill Deaves / Arthur Ball)

That the Minutes of the Inclusion & Access Advisory Group held on Monday 06 May 2019 be confirmed.

CARRIED

Declarations of Interest

Nil

PRESENTATIONS

IA19.26 Information - Discussion - PAMP (Pedestrian Access & Mobility Plan)

**HPERM Ref:
D19/218437**

Scott Wells – Principal Transport Engineer addressed the meeting in relation to the previous item (IA19.24) and made the following comments:

The PAMP (Pedestrian Access & Mobility Plan) was originally adopted by Council back in 2000. The original document is 19 years old and there is a lot of information that is no longer relevant.

The PAMP was originally developed in two stages (Nowra-Bomaderry, Milton-Ulladulla, and Bay & Basin in 2000), and all remaining towns and village areas were later incorporated in 2005.

The PAMP currently has over 437 projects which include both footpaths and shared paths. From the original PAMP, staff annually review the mapping and path ranking spreadsheet to keep these vital elements up to date, however Council hasn't had an opportunity to revisit the PAMP in its entirety, since the original adoption of the strategy.

Following the adoption of the PAMP, Council later developed a bike plan (adopted in 2013 with different ranking criteria and priorities) and this conflicted with the PAMP. A series of workshops was then conducted to try and address the conflicts, this resulted in some refinement to the Bike Plan criteria and priorities to better align with PAMP.

Later this financial year Council will consider an updated strategy for active transport projects (footpaths, cycleways and pedestrian crossings) to better inform council decisions and grant funding applications. A ten year list of proposed path and crossings projects will be prepared for Council's consideration.

Mr Wells advised that Council had recently adopted a budget which included a ten year list of footpaths and matching funding for active transport applications, and noted these will be subject to review when Council further considers the ten year lists of projects later in 2019/20.

Subject to funding and resources updating the PAMP/Bike Plans in their entirety is a current priority, and the intention is to maintain these as separate documents, under the banner of a revised "Active Transport" strategy, to be consistent with the State Government's terminology/Active Transport strategy.

Council can apply to the State Government for funding under the Active Transport program, however the funding is limited, and projects need to address State Government criteria. The State Government don't fund "footpaths" (only wider 2.5m minimum shared paths/cycleways). Projects are also generally favoured by the State Government where they applied for on a 50/50 funding basis. Historically the funding available limits projects to 1 or 2 crossing projects and 1 or 2 shared path projects per year.

The Federal Government currently don't provide funding for paths.

Other community grants that could provide funding for paths is also generally very limited.

Larger path projects (such as the Moona Moona Creek shared path bridge) can be funded under other grant programs but need to be shovel ready, requiring survey/design expenditure up front. The State Governments Active Transport program occasionally provides funding for survey/design of these more expensive projects (examples were Moona Moona Creek, and Chris Creek bridge of which the designs were funded up front by the State Government with contributory funding from Council). A shared path bridge over Swan Lake Inlet (beside The Springs Road) has also received survey/design funding this year under the Active Transport Program.

Note: Cllr Findley arrived 11.14am

Following the introductory information provided by Mr Wells, criteria for the PAMP and Bike Plan and an example of a PAMP map were displayed on the screen.

It was suggested that a Workshop be held in relation to the current plan to review and provide

feedback on the Committee's priorities.

RESOLVED (Kylie Knight / Nola Stephens)

That:

1. A workshop will be scheduled prior to a future meeting for the IAAG to review and provide feedback on the Committee's priorities for paths.
2. Prior to the workshop, Committee members will identify which locations are of specific interest to them, and relevant PAMP/Bike Plan information for those areas will be forwarded to members for their consideration and review, prior to attending the workshop

CARRIED

IA19.27 Boongaree - Wayfinding Signage and Braille Trail to Boongaree from Berry Train Station, downtown and within the park. Working group required to ensure adequate delivery of inclusive signage.

**HPERM Ref:
D19/246740**

Susan Edwards – Unit Manager Community and Recreation addressed the meeting and advised that in relation to Boongaree, that a Working Group be formed to discuss the link between the Train Station to the Park and through the park, including Braille trail.

It was suggested that this be discussed as part of the Workshop covering the PAMP and Berry be first town to look at.

Note: this item be dealt with in conjunction with IA19.26.

REPORTS

IA19.28 Update on Actions - August 2019

**HPERM Ref:
D19/199070**

The Group discussed the items in the Action Table and the following notes were made:

- IA19.24 – This Action remain open
- IA19.6 – Completed and to be removed
Colin Wood advised that it should be noted for the Action Table the correct name is the Australian Building Codes Board. It was suggested that a Working Group be formed to make a submission.
- IA19.8 – This Action remain open
- IA19.9 – A new report is included on the Agenda – Complete and Remove
- IA19.18 – This Action remain open
- IA19.24 – Complete and remove
- IA19.25 – Note correction in the Action Table (Development Application). This matter is aimed at Class 6 (Shopping Centres) and Class 9A (Public/Community Buildings). This Action remain open.
- IA19.23 – Complete and remove
- IA19.20 – This Action remain open
- IA19.21 – It was noted that this matter is going back to the Strata Management Meeting, more advice will be forthcoming. This Action remain open

- IA19.22 – It was advised that at the last meeting Annette Pham advised that she has an interest in this area and would attend. Complete and remove
- IA19.15 – This Action remain open
- IA19.10 – This Action remain open

Recommendation (Item to be determined under delegated authority)

That the Inclusion and Access Advisory Group:

1. Receive the Update on Actions report for information and;
2. The following actions be completed and removed from the action table:
 - a. IA19.6 – Additional Item – Submission – Mandatory Levels of Housing – Working group – Building Board
 - b. IA19.9 – Additional Item - Beach Wheelchairs - Maintenance - investigate - statistics - report required
 - c. IA19.22 – National Disability Strategy Workshop – Attendance / Cost – Review information – Website / Facebook
 - d. IA19.23 – Additional Item – Medium Density – Submission – Low Density – Public Exhibition
 - e. IA19.24 – Additional Item - Footpath issues - PAMP - Invitation Gareth Ward - Funding Options - Snap Send Solve
 - f. IA19.10 – Additional Item – Egans Lane Carpark – Line Marking and Walkway

RESOLVED (Arthur Ball / Clr White)

That the Inclusion and Access Advisory Group:

1. Receive the Update on Actions report for information and;
2. The following actions be completed and removed from the action table:
 - a. IA19.6 – Additional Item – Submission – Mandatory Levels of Housing – Working group – Building Board
 - b. IA19.9 – Additional Item - Beach Wheelchairs - Maintenance - investigate - statistics - report required
 - c. IA19.22 – National Disability Strategy Workshop – Attendance / Cost – Review information – Website / Facebook
 - d. IA19.23 – Additional Item – Medium Density – Submission – Low Density – Public Exhibition
 - e. IA19.24 – Additional Item - Footpath issues - PAMP - Invitation Gareth Ward - Funding Options - Snap Send Solve

CARRIED

IA19.29 Beach Wheelchair - Usage, Maintenance and Signage

**HPERM Ref:
D19/214749**

Susan Edwards – Unit Manager Community and Recreation addressed the meeting and advised that Council has received information and usage statistics back and is contained in the report.

The Draft signage attached to the report was displayed on the screen.

Recommendation (Item to be determined under delegated authority)

That the Inclusion and Access Advisory Group accept this report for information.

RESOLVED (Bill Deaves / Clr Digiglio)

That the Inclusion and Access Advisory Group accept this report for information.

CARRIED

GENERAL BUSINESS**IA19.30 Additional Item - Working Group Formation - Mandatory Access Levels for Housing**

The Group discussed this matter during the Action Table Item regarding IA19.6. It was suggested that a Working Group be formed to make a submission.

It was suggested that the Working Group consist of the IAAG Chairperson, Council Staff, Industry Representatives (Builders/Developers) a minimum of two (2) IAAG members.

A targeted Expression of Interest be called and IAAG members be notified once the application process is open.

RECOMMENDATION (Clr White / Kylie Knight)

That:

1. Council FORM A Working Group to review the Australian Building Codes Board (ABCB) draft requirements for Mandatory Access Levels for Housing. This Working Group will consist of the following members:
 - a. Inclusion and Access Advisory Chairperson
 - b. Key Staff
 - c. Industry Representatives (Building and Developers)
 - d. A Minimum of two (2) IAAG members
2. Membership of the Working Group be established by a targeted EOI process and IAAG members be notified once applications are open.
3. The aim of the Working Group is to collaborate and form a submission regarding the Australian Building Codes Board – Mandatory Access Levels for Housing.

CARRIED

IA19.31 Additional Item - National Disability Strategy - Monitor and Inform

The IAAG advised that members present were unable to attend the National Disability Strategy Workshop as recommended in IA19.22 at the previous meeting.

It was advised that Annette Pham was unable to attend this Workshop, however this is an area of interest for Annette.

RESOLVED (Kylie Knight / Arthur Ball)

That Annette Pham continue to monitor the National Disability Strategy and report back to the IAAG with any relevant information.

CARRIED

IA19.32 Additional Item - Membership - Invitation - Gareth Ward MP and Shelley Hancock MP

The Group discussed the invitation that was extended to The Hon Gareth Ward at the last meeting (IA19.24).

Staff advised that an invitation was extended and the Office of The Hon Gareth Ward responded and advised that he is unable to attend the meetings.

It was suggested that an invitation of membership and/or nominated representative be extended to the Hon Gareth Ward and The Hon Shelley Hancock.

RECOMMENDATION (Kylie Knight / Cllr Digiglio)

That Council invite The Hon Gareth Ward and The Hon Shelley Hancock to nominate a representative to be members of the Inclusion and Access Advisory Group.

CARRIED

IA19.33 Additional Item - Parking - Mollymook Cemetery - Maintenance - Kerb/Gutter

Nola Stephens raised concerns regarding the dirt car park at the Mollymook Cemetery.

The Group were advised that the whole of Ocean Street needs to be addressed by Council as there is no kerb and guttering.

RECOMMENDATION (By consent)

That Council note the dirt car park at Mollymook cemetery needs upgrading and that staff provide advice to the IAAG in relation to the dirt car park and making it more accessible.

CARRIED

IA19.34 Additional Item - Concrete Footpath - North Street near Leongs Chinese Restaurant - Streetscape

Bill Deaves and Nola Stephens raised concerns regarding the concrete footpath near Leongs Chinese Restaurant on North Street. Photos were provided on screen.

Staff advised that the concrete that was placed in the footpath is a result of some work carried out by Shoalhaven Water and that the concrete is temporary.

IA19.35 Additional Item - Update Nowra CBD

Cllr White advised that the Nowra CBD Revitalisation Strategy Committee recently conducted a walk around the CBD following reports of various issues in relation to safety and cleanliness.

The walk looked at all the footpaths, cleanliness of buildings, bins etc.

It was noted that some buildings are privately owned.

Many areas of footpaths around the CBD were identified as requiring rectification, for example Berry Street and also the area outside the Post Office.

Feedback received is that the rubbish issue has improved.

Bill Deaves and Nola Stephens raised concerns regarding the car parking signs and suggested that all signs at the entry to car parks be amended to indicate the number of accessible car parks.

RECOMMENDATION (By consent)

That the CEO (Director of Assets and Works) investigate amending the car parking signs in the

Nowra CBD to identify the number of accessible parking spaces within each carpark.

CARRIED

IA19.36 Additional Item - Pedestrian Crossing - North and Graham Street, Nowra - Lighting

Nola Stephens raised concerns regarding the lighting at the Pedestrian Crossing at the corner of Graham and North Streets, Nowra.

The new complex in Graham Street, will create more traffic during the day and night.

It was noted that lighting needs to be improved in this area.

IA19.37 Additional Item - Harry Sawkins Park - Water Bubbler - Accessibility

Nola Stephens advised that the water bubbler in Harry Sawkins Park is not Wheelchair accessible.

IA19.38 Additional Item - Pedestrian Lights Crossing - Princes Highway / Junction Street - Timing/Phasing - Investigate

Bill Deaves raised concerns that the timing/phasing of the crossing at the traffic lights at the Princess Highway and Junction Streets are out and need to be fixed. He noted that there isn't enough time for pedestrians to cross the whole way and end up getting stuck in the middle.

This is a safety issue and needs to be addressed by the RMS.

RECOMMENDATION (Bill Deaves / Cllr White)

That Council make representations to the RMS seeking a safe amount of time to cross at the pedestrian lights at Princess Highway and Junction Streets.

CARRIED

IA19.39 Additional Item - Proposed Adult Lift and Change Facility - White Sands Park - Information - Budget - Grant Funding

Brad Davis – Unit Manager – Asset Strategy advised that Annette Pham has secured Grant funding for the proposed Adult Lift and Change Facility at White Sands Park. Proposed plans were displayed on the screen.

The Design is proposed in a secure lockable cabinet and the prototype is ready to be viewed by appointment.

The Group discussed the need to understand the full cost of the build and exactly what the Grant funding will cover and if there will be any requirement for additional funding on top of the Grant.

It was also noted that a Notice of motion has been received for a toilet facility in Tomerong. Council is proceeding with drawings and then plans will be reported to Council at a later date.

RESOLVED (Nola Stephens / Kylie Knight)

That:

1. The IAAG be provided a cost breakdown of the total build cost for the proposed adult lift and change facility at White Sands Park and what the Grant funding will cover and if it is anticipated that additional funding will be required.

2. Those members interested to view the prototype of the lockable storage for the lift be contacted by staff and a suitable time be arranged.

CARRIED

IA19.40 Additional item - Green Waste Disposal Assistance

Nola Stephens raised concerns regarding the disposal of green waste, including the cost to pensioners and some residents with limited accessibility may not have the ability to carry out the work and dispose of the green waste.

Clr White advised that there may be some Community Groups that can assist.

RESOLVED (Nola Stephens / Bill Deaves)

That Staff from Waste Services be invited to attend the next meeting to advise the Group in relation to green waste:

1. What services and/or concessions can be made for pensioners and other people with accessibility; and
2. Advise what community groups can assist with the removal of the green waste.

CARRIED

There being no further business, the meeting concluded, the time being 12.50pm.

Clr Patricia White
CHAIRPERSON

IA19.41 Update on Actions - November 2019

HPERM Ref: D19/324343

Group: Finance Corporate & Community Services Group

Section: Recreation Community & Culture

Attachments: 1. IAAC November - update on actions [↓](#)

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

1. The Inclusion and Access Advisory Group receive the Update on Actions report for information; and
2. The following actions be noted as completed and removed for the action table:
 - a. IA19.31 Additional Item - National Disability Strategy - Monitor and Inform - report required
 - b. IA19.40 Additional item - Green Waste Disposal Assistance
 - c. IA19.28 Update on Actions - August 2019
 - d. IA19.20 Investigation into accessibility to buses - Pre book tickets for accessibility - Nowra Coaches - Premier - Feedback - Advanced Bookings
 - e. IA19.27 Boongaree - Wayfinding Signage - Braille Trail Boongaree Berry Train Station - downtown park. Working group - Workshop required
 - f. IA19.33 Additional Item - Inclusion & Access Advisory Group - Mollymook Cemetery - Carpark - Maintenance / Accessibility
 - g. IA19.32 Additional Item - Inclusion & Access Advisory Group - Membership - Invitation - Gareth Ward MP / Shelley Hancock MP

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

This report is to update the Inclusion and Access Advisory Group on the actions and resolutions of Council from previous reports.

IA19.41

Subject to the Group concurring that satisfactory progress has been made to complete a number of items on the November Action Sheet Report, the Group is requested to adopt the Recommendation to note the completion of:

- IA19.31 Additional Item - National Disability Strategy - Monitor and Inform - report required
- IA19.40 Additional item - Green Waste Disposal Assistance
- IA19.28 Update on Actions - August 2019
- IA19.20 Investigation into accessibility to buses - Pre book tickets for accessibility - Nowra Coaches - Premier - Feedback - Advanced Bookings
- IA19.27 Boongaree - Wayfinding Signage - Braille Trail Boongaree Berry Train Station - downtown park. Working group - Workshop required
- IA19.33 Additional Item - Inclusion & Access Advisory Group - Mollymook Cemetery - Carpark - Maintenance / Accessibility
- IA19.32 Additional Item - Inclusion & Access Advisory Group - Membership - Invitation - Gareth Ward MP / Shelley Hancock MP

Attachment 1 provides information regarding the status of actions and resolutions that have been made at previous meetings, including items that are still works in progress. Staff will be able to provide an update at the meeting should members have any further questions on the status of actions.

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.

Inclusion & Access Advisory Group Uncompleted as of 05/10/2019 Completed of as: 18/09/2019	November Action Sheets Report
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Outstanding Actions

Meeting Date: 06/05/2019	Item No: IA19.18	Officer: Perry-Hall, Shannan	Completed:
Title: Update - Representation Tourism Working Groups - Inclusion Access Group - IAAG - Strategy Planning - Industry - Product - Annette Pham - Kylie Knight - Jackie Kay - STAG			
RESOLVED (Annette Pham / Kylie Knight) 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 <i>Annette Pham</i> b. Industry Development <i>Kylie Knight</i> c. Product Development <i>Annette Pham</i> 3. Jackie Kay be provided with all information and documentation from all Working Groups. CARRIED		Notes: <i>09/10/2019 1:24:40 PM - Shannan Perry-Hall</i> The STAG Strategic Planning session was conducted on the 26 th August where Working Groups were determined. Working Group members have been informed of the Inclusion and Access Advisory Group representatives details and will be in contact with an invitation to meetings as they occur.	

Inclusion & Access Advisory Group Uncompleted as of 05/10/2019 Completed of as: 18/09/2019			November Action Sheets Report
Meeting Date:	06/05/2019	Item No:	IA19.25
		Officer:	Fineran, Hayden
		Completed:	
Title: Additional Item - Access to Council Owned Property - Sub-Committee - Meeting - Report required			
RESOLVED (By consent) That the Sub-Committee meet prior to the next meeting and submit a report. CARRIED		Notes: <i>08/10/2019 11:31:54 AM - Hayden Fineran</i> Council at its Ordinary meeting of 18 December 2018 resolved to not endorse the recommendation of the IAAG for the formation of the Sub-Committee to look at accessibility of commercial development applications, and received the report for information, at the February 2019 IAAG meeting the Group were advised of Council's resolution. It is proposed this action is completed and be removed from action table	
Meeting Date:	05/08/2019	Item No:	IA19.26
		Officer:	Andriske, Claire & Wells, Scott & Simoes, Margaret
		Completed:	
Title: Information - Discussion - PAMP (Pedestrian Access & Mobility Plan) - Workshop required			
RESOLVED (Kylie Knight / Nola Stephens) That: 1. A workshop will be scheduled prior to a future meeting for the IAAG to review and provide feedback on the Committee's priorities for paths. 2. Prior to the workshop, Committee members will identify which locations are of specific interest to them, and relevant PAMP/Bike Plan information for those areas will be forwarded to members for their consideration and review, prior to attending the workshop CARRIED		Notes: <i>09/09/2019 11:39:04 AM - Claire Andriske</i> Workshop scheduled - 28 October 2019. Forwarded information to Inclusion and Access Committee from Scott Wells in relation to the Pedestrian Access Mobility Plan (PAMP). IAAG to advise staff of which PAMP maps/suburbs were of interest so those particular areas could be reviewed at the workshop and maps provided in advance.	

Inclusion & Access Advisory Group Uncompleted as of 05/10/2019 Completed of as: 18/09/2019	November Action Sheets Report
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Meeting Date: 05/08/2019	Item No: IA19.31	Officer: Simoes, Margaret	Completed:
Title: Additional Item - National Disability Strategy - Monitor and Inform - report required			
RESOLVED (Kylie Knight / Arthur Ball) That Annette Pham continue to monitor the National Disability Strategy and report back to the IAAG with any relevant information. CARRIED		Notes: 04//10/2019 4:32:38 PM – Hayden Fineran Information only for Council staff. Annette Pham to monitor the National Disability Strategy and report back to IAAG as needed. It is proposed this action is completed and be removed from action table	

Meeting Date: 05/08/2019	Item No: IA19.39	Officer: Davis, Brad & Simoes, Margaret	Completed:
Title: Additional Item - Proposed Adult Lift and Change Facility - White Sands Park - Information - Budget - Grant Funding			
Brad Davis – Unit Manager – Asset Strategy advised that Annette Pham has secured Grant funding for the proposed Adult Lift and Change Facility at White Sands Park. Proposed plans were displayed on the screen. The Design is proposed in a secure lockable cabinet and the prototype is ready to be viewed by appointment. The Group discussed the need to understand the full cost of the build and exactly what the Grant funding will cover and if there will be any requirement for additional funding on top of the Grant. It was also noted that a Notice of motion has been received for a toilet facility in Tomerong. Council is proceeding with drawings and then plans will be reported to Council at a later date.		Notes: 08/10/2019 11:44:31 AM – Hayden Fineran No update provided at time of submitting action table report. This is likely to be provided as a separate report to the Advisory Committee.	

Inclusion & Access Advisory Group Uncompleted as of 05/10/2019 Completed of as: 18/09/2019	November Action Sheets Report
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RESOLVED (Nola Stephens / Kylie Knight)

That:

1. The IAAG be provided a cost breakdown of the total build cost for the proposed adult lift and change facility at White Sands Park and what the Grant funding will cover and if it is anticipated that additional funding will be required.
2. Those members interested to view the prototype of the lockable storage for the lift be contacted by staff and a suitable time be arranged.

CARRIED

Meeting Date: 05/08/2019	Item No: IA19.40	Officer: Hojem, David	Completed:
Title: Additional item - Green Waste Disposal Assistance			
<p>Nola Stephens raised concerns regarding the disposal of green waste, including the cost to pensioners and some residents with limited accessibility may not have the ability to carry out the work and dispose of the green waste.</p> <p>Clr White advised that there may be some Community Groups that can assist.</p> <p>RESOLVED (Nola Stephens / Bill Deaves)</p> <p>That Staff from Waste Services be invited to attend the next meeting to advise the Group in relation to green waste:</p> <ol style="list-style-type: none"> 1. What services and/or concessions can be made for pensioners and other people with accessibility; and 		<p>Notes:</p> <p>03/08/19 - Hayden Fineran</p> <p>This action is being dealt with as a separate report</p> <p>It is proposed this action is completed and be removed from action table</p>	

Inclusion & Access Advisory Group Uncompleted as of 05/10/2019 Completed of as: 18/09/2019		November Action Sheets Report	
<p>2. Advise what community groups can assist with the removal of the green waste.</p> <p>CARRIED</p>			
Meeting Date: 05/08/2019	Item No: IA19.28	Officer: Fineran, Hayden	Completed:
Title: Update on Actions - August 2019			
<p>RESOLVED (Arthur Ball / Clr White)</p> <p>That the Inclusion and Access Advisory Group:</p> <p>1. Receive the Update on Actions report for information</p> <p>CARRIED</p>		<p>Notes:</p> <p>03/10/2019 – Hayden Fineran</p> <p>This action is being dealt with by this report.</p> <p>It is proposed this action is completed and be removed from action table</p>	
Meeting Date: 26/03/2019	Item No: IA19.15	Officer: Green, Pamela	Completed:
Title: Additional Item - Worrigeer Memorial Gardens - Access Ramp & Crossing - Investigation & Construction - 2019 / 2020 Budget - Parking review			
<p>RESOLVED* (Clr Gartner / Clr Digiglio) MIN19.169</p> <p>That:</p> <p>1. Staff investigate and construct the accessible ramp/path and realign the crossing at the Memorial Gardens Worrigeer and report back.</p>		<p>Notes:</p> <p>28/08/2019 9:39:22 AM - Pamela Green</p> <p>Council staff have inspected the site and are preparing designs for corrections to kerb and crossing. Awaiting survey of area before completion of designs.</p>	

Inclusion & Access Advisory Group Uncompleted as of 05/10/2019 Completed as of: 18/09/2019	November Action Sheets Report
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<p>2. This matter be added to the Action Table.</p> <p>3. This matter be included in the 2019/2020 budget and works be delivered as a priority.</p> <p>4. When carparking is under review, Council consider the number of parking spaces with a view to increasing the ratio of disability/accessible carparking spaces.</p> <p>CARRIED</p>	
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Meeting Date: 28/05/2019	Item No: IA19.21	Officer: Wood, Colin	Completed:
Title: Ulladulla Subway and Services NSW accessible parking investigation - defer to Staff - Strata Owners			
<p>RESOLVED (Clr White / Clr Digiglio) MIN19.319</p> <p>That the matter be deferred back to staff to work with the Strata Owners to achieve a positive outcome.</p> <p>CARRIED</p>		<p>Notes:</p> <p>17/07/2019 12:44:57 PM - Colin Wood</p> <p>Meeting was held with Patricia White, Lee Carmichael, Tony (Strata Manager) and Colin Wood on Monday 15/07/2019. Lee Carmichael advised he has spoken with his client and they did not raise any significant concerns subject to Service NSW accepting the proposal that was put at the time of the site meeting on 15/07/2019 (i.e. an accessible space near the entry of Service NSW).</p> <p>Mr Carmichael advised he has written to Service NSW and he is still awaiting confirmation from them. Council will be notified on the outcome shortly after the advice is received</p>	

Inclusion & Access Advisory Group Uncompleted as of 05/10/2019 Completed of as: 18/09/2019			November Action Sheets Report
Meeting Date:	27/08/2019	Item No:	IA19.30
		Officer:	Fineran, Hayden
		Completed:	
Title: Additional Item - Working Group Formation - Mandatory Access Levels for Housing - ABCB - Submission			
RESOLVED (Clr Digiglio / Clr White)		MIN19.591	Notes:
That:			08/10/2019 – Hayden Fineran
1. Council form a Working Group to review the Australian Building Codes Board (ABCB) draft requirements for Mandatory Access Levels for Housing. This Working Group will consist of the following members:			Email sent to IAAC on 8.10.19 requesting for Expressions of Interest from members to form the working group to submit a response to the Australian Building Codes Board (ABCB) in early 2020. the closing date for the expression of Interested is 29.10.19
a. Inclusion and Access Advisory Chairperson			
b. Key Staff			
c. Industry Representatives (Building and Developers)			
d. A Minimum of two (2) IAAG members			
2. Membership of the Working Group be established by a targeted EOI process and IAAG members be notified once applications are open.			
3. The aim of the Working Group is to collaborate and form a submission regarding the Australian Building Codes Board – Mandatory Access Levels for Housing.			
CARRIED			

Inclusion & Access Advisory Group Uncompleted as of 05/10/2019 Completed of as: 18/09/2019			November Action Sheets Report
Meeting Date:	27/08/2019	Item No:	IA19.32
		Officer:	Andriske, Claire
		Completed:	
Title: Additional Item - Inclusion & Access Advisory Group - Membership - Invitation - Gareth Ward MP / Shelley Hancock MP			
RESOLVED (Clr Digiglio / Clr White)		MIN19.592	Notes:
That Council invite The Hon Gareth Ward and The Hon Shelley Hancock to nominate a representative to be members of the Inclusion and Access Advisory Group.			08/10/2019 – Claire Andriske
CARRIED			An invitation will be forwarded, and this action will be completed when invitation has been sent.
			It is proposed this action is completed and be removed from action table
Meeting Date:	27/08/2019	Item No:	IA19.35
		Officer:	Apolo, Matthew
		Completed:	
Title: Additional Item - Inclusion & Access Advisory Group - Nowra CBD - Carpark signs (Accessible parking spaces) investigation			
RESOLVED* (Clr Gartner / Clr Alldrick)		MIN19.594	Notes:
That the CEO (Director of Assets and Works) investigate amending the car parking signs in the Nowra CBD to identify the number of accessible parking spaces within each carpark.			08/10/2019 – Ryleigh Bowman
CARRIED			Council's Engineering Design Unit has investigated the matter. This item can be effectively addressed within a complimenting action item (CBD19.7) which resolved , <i>That the Nowra CBD Revitalisation Strategy Committee allocate \$15,000 from the Nowra CBD Revitalisation funds to augment the existing All Day off street carparking signage arrangement with larger, more prominent signage, update the existing public information on Council's website and add the updated information to a multi-user platform, such as Google Maps</i>
			The number of accessible parking spaces located in certain carparks within the Nowra CBD can be identified and listed on newly designed carpark entry signs. Council staff will commence investigations into collecting necessary data as well as consulting relevant parties to address this matter.

Inclusion & Access Advisory Group Uncompleted as of 05/10/2019 Completed of as: 18/09/2019			November Action Sheets Report
Meeting Date:	27/08/2019	Item No:	IA19.38
		Officer:	Fineran, Hayden
		Completed:	
Title: Additional Item - Inclusion & Access Advisory Group - Traffic lights Pedestrian Crossing - Princes Hwy / Junction St - Timing / Phasing - Representation to RMS			
RESOLVED (Clr Proudfoot / Clr Gartner)		MIN19.595	Notes:
That Council make representations to the RMS seeking a safe amount of time to cross at the pedestrian lights at Princess Highway and Junction Streets.			08/10/2019 9:35:41 AM - Hayden Fineran
CARRIED			Council contacted RMS seeking an extension to the crossing times at Princess Highway and Junction street, awaiting a response from RMS

Meeting Date:	12/03/2019	Item No:	IA19.5
		Officer:	McMahon, Sara / Hayden Fineran
		Completed:	
Title: Additional Item - Disability Awareness Training - Councillors - Clr Training & Development Program			
RESOLVED (Clr Findley / Clr Digiglio)		MIN19.123	Notes:
That:			16/09/2019 11:36:50 AM - Sara McMahon
1. Council includes Disability Awareness Training for Councillors as part of their Training and Development Program for the incoming Councillors in 2020.			The Content for the program is being developed by the Community Development Team. Once finalised arrangements will be made for Councillors and staff to attend.
2. The General Manager organise Disability Awareness Training for the existing Councillors prior to 30 June 2019.			
CARRIED			

Inclusion & Access Advisory Group Uncompleted as of 05/10/2019 Completed of as: 18/09/2019			November Action Sheets Report
Meeting Date: 06/05/2019	Item No: IA19.20	Officer: Fineran, Hayden	Completed: 18/09/2019
Title: Investigation into accessibility to buses - Pre book tickets for accessibility - Nowra Coaches - Premier - Feedback - Advanced Bookings			
RESOLVED (Bill Deaves / Arthur Ball) That: 1. The investigation report on accessibility to buses be received for information. 2. Council and the IAAG write to Premier (Nowra Coaches) seeking feedback on the requirement for advanced bookings. CARRIED		Notes: Action completed by: Fineran, Hayden Nowra Coaches reported accessible buses are marked on the bus timetable and further inquiries can be made by calling Nowra Coaches. when making an advanced booking you need to notify Nowra Coaches of any accessible needs It is proposed this action is completed and be removed from action table	
Meeting Date: 05/08/2019	Item No: IA19.27	Officer: Hutchinson, Liliana	Completed: 10/09/2019
Title: Boongaree - Wayfinding Signage - Braille Trail Boongaree Berry Train Station - downtown park. Working group - Workshop required			
Susan Edwards – Unit Manager Community and Recreation addressed the meeting and advised that in relation to Boongaree, that a Working Group be formed to discuss the link between the Train Station to the Park and through the park, including Braille trail. It was suggested that this be discussed as part of the Workshop covering the PAMP and Berry be first town to look at. Note: this item be dealt with in conjunction with IA19.26.		Notes: 10/09/2019 12:29:55 PM - Liliana Hutchinson Council spoke with Berry Forum regarding a connecting footpath from the train station to Boongaree (park in North Street). The preference is for Alexandra St to be the main road for footpath infrastructure. Majority of footpath is complete. Workshop has been planned for late October with IAAG, and Boongaree has been put on the agenda for discussion of footpath.	

Inclusion & Access Advisory Group Uncompleted as of 05/10/2019 Completed of as: 18/09/2019			November Action Sheets Report	
			10/09/2019 12:31:27 PM - Liliانا Hutchinson Action completed by: Hutchinson, Liliانا. It is proposed this action is completed and be removed from action table	
Meeting Date:	27/08/2019	Item No:	IA19.33	Officer: Dimec, Tom Completed: 10/09/2019
Title: Additional Item - Inclusion & Access Advisory Group - Mollymook Cemetery - Carpark - Maintenance / Accessibility				
RESOLVED* (Clr Gartner / Clr Alldrick)			MIN19.593	Notes:
That Council note the dirt car park at Mollymook cemetery needs upgrading and that staff provide advice to the IAAG in relation to the dirt car park and making it more accessible.				10/09/2019 10:19:42 AM - Ellann Lehdey Discussion with Bereavement Manager who advised that there is no dirt car park at the Mollymook Cemetery. People have been parking in an area that is not for parking. That area is designated for expansion of lawn cemetery. There is also an informal car park on opposite side of Ocean St on corner of Mitchell Parade that will not be formalised. There is a project underway to kerb and gutter Ocean Street for more formalised car parking on the street. There was a CEO note regarding this as well. No further action.
CARRIED				Action completed by: Lehdey, Ellann It is proposed this action is completed and be removed from action table

IA19.42 Membership Application - Inclusion and Access Advisory Group

HPERM Ref: D19/319735

Group: Finance Corporate & Community Services Group
Section: Human Resources, Governance & Risk

Purpose / Summary

The Group and Council consider an application for membership from Penelope Espinoza Hallett.

Recommendation

That Penelope Ezpinoza Hallett be appointed as a member of the Inclusion and Access Advisory Group.

Options

1. As recommended
2. The Group adopt an alternate recommendation.

Background

Council received an application for membership from Penelope Espinoza Hallett who wishes to become a member of the Inclusion and Access Advisory Group.

Mrs Espinoza Hallett states in her application:

I live with Spina Bifida and am passionate about inclusion and accessibility with the community.

I am a natural therapist with 15 years experience in Naturopathy. Currently working as a Local Area Coordinator with Uniting's Community Capacity Building and Information Linkages Team.

The Terms of Reference for the Inclusion and Access Advisory Group does not set a limit for Community Members. Mrs Espinosa Hallett meets both selection criteria for Community Members given that she is a local resident who both lives with a disability and works in the disability sector.

IA19.43 Notification - Council Resolution - Re-establishment of Inclusion and Access Advisory Group

HPERM Ref: D19/355529

Group: Finance Corporate & Community Services Group
Section: Human Resources, Governance & Risk

Attachments: 1. Terms of Reference [↓](#)

Purpose / Summary

To advise the Group of Council's resolution in relation to the re-establishment of the Inclusion and Access Advisory Group.

Recommendation (Item to be determined under delegated authority)

That the Group receive the report on the Council Resolution – Re-establishment of Inclusion and Access Advisory Group for information.

Options

1. As recommended.

Implications: The membership structure as specified in the Council Resolution is adopted for the period to 30 September 2020.

2. Propose a different membership arrangement.

Implications: Should the Group wish to make the recommendation in option 2, this is required to go to Council for approval.

Background

Each year in September Council reaffirms all its committees for the next 12 months. At that meeting Council has the option to: reaffirm its committees; make any change to membership, purpose, delegation, quorum, and the number of meetings required for those committees; or disband committees.

At the Extra Ordinary meeting on 20 September 2019 Council resolved as follows:

CL19.244 Inclusion and Access Advisory Group (1228E)

RESOLVED

MIN19.1

That Council continue the operation of Inclusion and Access Advisory Group for the period to 30 September 2020 as outlined below:

<u>Meetings per year</u> – Four (4)	Quorum – Five (5)
Commencement time – 11.00 am	Terms of Reference: POL18/7 Adopted 27 March 2018
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	

<p>infrastructure by:</p> <ul style="list-style-type: none"> • 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
Delegation – NIL
Chairperson – Appointed by Committee and reaffirmed by Council
<p>2019-2020 Councillor/Staff Membership*</p> <p>Clr White (Chairperson) Clr Alldrick (Alternate Chairperson) Clr Kitchener Clr Proudfoot (Alternate) Clr Digiglio (Alternate) CEO or Nominee</p>
<p>Community / Organisational Representatives</p> <p>Currently 12 Community representatives Member for Gilmore or nominee; Member for South Coast or nominee; Member for Kiama or nominee; Currently six (6) representatives from disability organisations One (1) Health representative One (1) Education representative</p>

This report is provided to inform the Group members of the resolution of the Council. Should the Group wish to make any changes to the above, a recommendation to Council will be required to that effect.

Policy Implications

No amendments to the Terms of Reference have been made by this resolution.



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Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

Southern District Office
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the Finance Corporate & Community Services Group

Inclusion and Access Advisory Group – Terms of Reference

Policy Number: POL18/7 • **Adopted:** 27/03/2018 • **Minute Number:** MIN18.224 • **File:** 1228E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:** 1/12/2020

1. 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

2. STATEMENT

Shoalhaven City Council recognises the experience, knowledge, expertise and insight of the Inclusion and Access Advisory Group. Council acknowledges the Group's role as a conduit for strategic input into Council's decision-making processes.

3. TERMS OF REFERENCE

3.1. Relationship to Council

The Group is a Section 355 Committee of Council (Local Government Act 1993). It is a strategic advisory committee to advocate for and inform Council's decision-making process related to people with disability in the Shoalhaven.

3.2. Chairperson

The Chairperson position is open to Councillors who are members of the Group

The Group will appoint the Chairperson with the position limited to one (1) Council term. (4 years)

3.3. Membership

Members must live, work or volunteer within the Shoalhaven City Council Local Government Area.

Membership is by application and is open to:

Shoalhaven City Council - Inclusion and Access Advisory Group - Terms of Reference

- People who have lived experience of physical, sensory, intellectual and mental health issues.
- Parents/carers of people with disability.
- Representatives from disability organisations (non-voting).
- 1 x Health Representative (from an organisation providing health services in the Local Government Area)
- 1 x Education Representative (from an organisation providing Educational services in the area)
- State & Federal Parliament Representation
- 3 Councillors and (2 Councillors as alternates)
- People who are passionate about advocating for access & inclusion.
- Young person

Council will manage the application process. All applications will be considered by the Group and appointment decided at the next scheduled meeting.

3.4. Quorum

The quorum to be 5 (five) members in attendance at the meeting (including those who have joined by video or tele-conference)

3.5. Meetings

- Frequency - Quarterly
- Duration - 2½ hours to be reviewed after 6 months
- Agendas - Will be distributed to members one week prior to the meeting. Priorities identified by participants at the beginning of each meeting will be used to order the business of the meeting.
- Minutes - Council will perform administrative support for the meetings of the Group

3.6. Voting

- Members do not need to be present to have an input. Should they wish to make comment on items when they cannot be in attendance, they can be submitted via email on one working day before the meeting. People can also video or tele-conference (where available).
- Where possible, all decisions will be reached by consensus
- All decisions must be stated precisely for the inclusion of the minutes
- Alternative views are to be minuted.
- Every possible avenue will be explored to reach consensus. If consensus cannot be reached, and there is no urgency to the business, it will go to vote at the third meeting.
- Where an item cannot be determined by consensus after 3 meetings or an urgent decision is required before the next meeting, a vote will be taken from those members in attendance (including those who have joined by video or tele-conference). The chairperson will have a casting vote.

3.7. Code of Conduct

- All members of the Group are to abide by Council's Code of Conduct. A copy of the Code of Conduct is distributed to prospective members upon application to the Group.
- Members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest

Shoalhaven City Council - Inclusion and Access Advisory Group - Terms of Reference

- Group members should act in a professional and responsible manner with the information they obtain as a member, as the Group requires openness and honesty to function well,
- Group members should feel free to express their opinions and views without fear of recrimination.

3.8. Confidentiality and Privacy

- Members may have contact with private and confidential or personal information retained by Council. If so members are required to maintain security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

3.9. Communication

- All issues must be clearly communicated including priorities, limitation and benefits to the community
- Members of the Advisory Group are not permitted to speak to the media as a Group of Council representatives of the Advisory Group unless approved by the Chairperson
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes
- The Chair of the Advisory Group is the point of contact for communication between Board members and Council staff.
- Communication methods must be accessible in all instances and may take place via email, direct mail and phone calls where necessary.

3.10. Working Sub Groups

- The Group may establish working sub groups as deemed appropriate to assist in fulfilling their role and purpose.
- Working sub groups will be formed around specific tasks and a convenor from the group will be appointed.

3.11. Responsibility of Council

- Council will provide secretarial support to arrange meetings and take minutes and provide professional officer support where required.
- Council at its discretion may review and change the Terms of Reference, Role and Structure of the Advisory Group.

4. IMPLEMENTATION

The Finance, Corporate and Community Services Group of Council is allocated responsibility for the administration of the policy.

5. REVIEW

To be reviewed within one (1) year of the election of a new Council, or earlier at the direction of Council.

IA19.44 Green Waste Disposal

HPERM Ref: D19/351473

Group: Assets & Works Group

Section: Commercial Services

Purpose / Summary

This report is responding to Item IA19.40 raised in the Inclusion and Access Advisory Group meeting of 5 August 2019.

Recommendation (Item to be determined under delegated authority)

That the Green Waste Disposal report be accepted for information.

Background

The Inclusion and Access Advisory Group resolved on 5 August 2019 *that Staff from Waste Services be invited to attend the next meeting to advise the Group in relation to green waste:*

1. *What services and/or concessions can be made for pensioners and other people with accessibility; and*
2. *Advise what community groups can assist with the removal of the green waste.*

Details

1 Services and concessions

Waste Services currently provide services and concessions to assist people within the community who are unable to access the ten recycling and waste transfer facilities located throughout the Shoalhaven.

In the early 2000's Council introduced an on-call pick up service for garden waste and bulky waste. Details of this convenient service are provided at

<https://shoalhaven.nsw.gov.au/Environment/Waste-and-recycling/Garden-waste-pick-up>

and the brochure can be found at

<http://doc.shoalhaven.nsw.gov.au/DisplayDoc.aspx?record=D19/217664>

There is a charge for the pickup service that is directly linked to the charge levied at the recycling and waste facility, so the transport and labour component of the pickup service is fully subsidised. Additionally, Council issues two vouchers to each homeowner each year and the vouchers can be used to pay for the service.

Council also encourage home composting as a means to manage garden and other organic waste at home. All residents are invited to attend free Spring or Autumn home composting workshops which are advertised online. At the end of the workshop attendees are provided with a free composting bin and kitchen caddy.

A small volume of garden waste can be placed in the red lid bin which is collected weekly. The standard pensioner concession that is applied to Council Rates is applied to the annual charge for this bin service. Material in the red lid bin is currently sent to landfill; however, Council plans to process this material in future and recover all the organics.

Waste Services welcome suggestions to further assist people with accessibility.

2 Green waste removal

There are numerous clubs (Garden Clubs, Lions, Rotary, Probus and others) and volunteer groups (Scouts, Mens Sheds and local churches) operating around the Shoalhaven. Some of these may be open to providing assistance.

Organisations such as Conservation Volunteers Australia (formerly Green Army) provide volunteers to assist with various conservation projects, but are considered unlikely to provide volunteers for private home gardening services, as their core focus is cleaning up community land.

Any organisation intending to assist residents with removal of green waste to Council waste facilities would need to pay to do so. They may consider approaching Council for assistance under Council's Donations Policy, which states, in part :

Council's Donations Policy provides for Council to consider financial assistance by way of donation, sponsorship and subsidies to local service, cultural, sporting, charitable or non-profit organisations who operate within or provide benefit to the residents of Shoalhaven City. The granting of all donations, sponsorships and subsidies are made pursuant to Section 356 of the Local Government Act, 1993 subject to the constraints outlined in Section 377 of the Act.

This policy is implemented by Council's Finance and Corporate Services Group, who need to receive a written request for support.

Waste Management representatives have accepted an invitation to attend the next meeting of the Inclusion and Access Advisory Group.