

MINUTES OF THE INCLUSION & ACCESS ADVISORY GROUP

Meeting Date: Monday, 21 March 2022
Location: Council Chambers, City Administrative Building, Bridge Road, Nowra
Time: 11.02am

The following members were present:

Chairperson Liza Butler – Chairperson
Clr Patricia White
Clr Evan Christen
Ms Jackie Kay
Mr Bill Deaves (Remotely)
Mr Theo Bagou (Remotely)
Mr Arthur Ball
Ms Annette Pham – arrived 12.40pm
Mr Chris Mitchell
Ms Kylie Knight
Mr Frederick Oberg
Ms Lily Wright
Ms Jennifer Anstiss
Ms Kylieanne Derwent (Remotely)

Others present:

Colin Wood – Manager – Certification and Compliance (Remotely)
Michael Paine – Manager – Community Connections
Carly McWalters – Team Leader – Community Capacity Building (Remotely)
Brooke Aldous – Senior Governance Officer
Hayden Fineran – Community Capacity Builder
Casey Holtom – Social Planner

Clr Butler gave an Acknowledgement to Country followed by and introduction of members.

Apologies / Leave of Absence

An Apology was received from Mayor Amanda Findley, Lesley Zandstra

Confirmation of the Minutes

RESOLVED (Frederick Oberg / Chris Mitchell)

That the Minutes of the Inclusion & Access Advisory Group held on Monday 15 November 2021 be confirmed.

CARRIED

Declarations of Interest

Nil

PRESENTATIONS

IA22.1 City Lifestyles Presentation - Overview of the Inclusion & Access Advisory Group

HPERM Ref:
D22/83453

City Lifestyles staff provided a presentation in relation to:

- Overview of the Committee/Board
- Terms of Reference
- Strategic Plan
- Relevant Policies and Procedures
- Overview of the Committee/Board

IA22.2 Presentation - Governance - Brief Induction

HPERM Ref:
D22/83460

Brooke Aldous – Senior Governance Officer provided a Presentation and brief induction in relation to:

- Code of Conduct
- Code of Meeting Practice
- Delegations
- Declaration of Interests
- External Member Reports

REPORTS

IA22.3 Notification of Council Resolution - Inclusion and Access Advisory Group Re-establishment

HPERM Ref:
D22/72938

Clr Butler addressed the meeting and asked the members present if they are comfortable and agree to continue the meetings at 11.00am and as per the Council Resolution if they agree to accept her as the Chairperson.

Recommendation (Item to be determined under delegated authority)

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

RESOLVED (By consent)

That Inclusion & Access Advisory Group:

1. Receive the Notification of Council Resolution – Inclusion and Access Advisory Group Re-establishment report for information.
2. Agree to continue to hold the meetings from 11.00am
3. Accept Clr Butler as the Chairperson as resolved by Council.

CARRIED

IA22.4 Current Membership & A Best Practice Approach

**HPERM Ref:
D22/48721**

Recommendation

That the Inclusion & Access Advisory Committee.

1. Accept the minor amendment to the Terms of Reference to:
 - a. Introduce a membership cap of 25 voting memberships, and
 - b. Introduce a member attendance quorum.
2. Support a membership audit to provide summary of attendance quorum for 2021.
3. Support an Expression of Interest to fill identified vacant positions through the audit in line with the updated Terms of Reference.
4. Nominate a member of the Committee to sit on the assessment panel for the proposed new membership appointment recommendations:
 - *Name of IAAG Member nominated to be inserted at the meeting*
5. Support a Terms of Reference workshop which will be scheduled after the membership recruitment period is completed to facilitate a full review of the Terms of Reference.

RECOMMENDATION (By consent)

That Council adopt the recommendation of the Inclusion & Access Advisory Group to:

1. Accept the minor amendment to the Terms of Reference to:
 - a. Introduce a membership cap of 25 voting memberships, and
 - b. Introduce a member attendance quorum.
2. Support a membership audit to provide summary of attendance quorum for 2021.
3. Support an Expression of Interest to fill identified vacant positions through the audit in line with the updated Terms of Reference.
4. Nominate the following members of the Committee to sit on the assessment panel for the proposed new membership appointment recommendations:
 - a. Kylie Knight
 - b. Kylieanne Derwent
5. Support a Terms of Reference workshop which will be scheduled after the membership recruitment period is completed to facilitate a full review of the Terms of Reference.

IA22.5 Update on Actions - March 2022

**HPERM Ref:
D22/48676**

Council Staff provided an update on the Actions Table, the following comments were made:

- IA19.21 – Council staff along with Clr White and been working with the owner to submit a Development Application for Car Parking space, The Owner has not come to the party regarding the request. Clr White advised that she will continue to work with Lee Carmichael to attempt to get the owner to change his mind regarding the car parking. The Action to remain open until the next update.
- IA20.14 – Recommended to remove from the action table.

- IA21.3 – Recommended to remove from the action table.
- IA21.4 – This matter to remain open. It was suggested that both sides of the footpath be investigated and the installation of signs advising which footpath is usable for accessibility. Note: New Action Item, See IA22.7
- IA21.7 – Action to remain open. Councillors will receive a briefing on 5 May 2022 regarding the DIAP. A suggestion was made that Council utilise the funding from the parking fines to fund extra DIAP Actions. New Action Item See IA22.8
- IA21.9 – This matter to remain open.
- IA21.11 – This matter to remain open.
- IA21.14 – This matter to remain open. The Group held a discussion in relation to how the Coastal Management Program can complement the actions within the DIAP, it was noted that deadline for adoption of the DIAP is end of Financial Year.

Concerns were raised regarding the time frame between information being provided and the action being completed.

It was requested that the report be submitted to the next meeting.

New Action Item See IA22.9.

Note: Annette Pham arrived at 12.40pm during discussion on this item.

Recommendation (Item to be determined under delegated authority)

That the Inclusion & Access Advisory Group:

1. Receive the Update on Actions report for information.
2. Acknowledge the following actions as completed and be removed from the action table:
 - a. IA20.14 - Additional Item - Consider Annual Disability Awareness Training Program for Councillors and Staff
 - b. IA21.11 - Accessible Parking - Berry / Milton & Other Showgrounds - Public Venues - Disability Inclusion Action Plan
 - c. IA21.3 - Additional Item - Investigate opportunity for targeted employment for people with disabilities
 - d. IA21.4 - Additional Item - Footpath & Kerb Ramp Repairs - Nowra - Scenic Dr / Hyam St / Bridge Rd

RESOLVED (By consent)

That the Inclusion & Access Advisory Group:

1. Receive the Update on Actions report for information.
2. Acknowledge the following actions as completed and be removed from the action table:
 - a. IA20.14 - Additional Item - Consider Annual Disability Awareness Training Program for Councillors and Staff
 - b. IA21.11 - Accessible Parking - Berry / Milton & Other Showgrounds - Public Venues - Disability Inclusion Action Plan
 - c. IA21.3 - Additional Item - Investigate opportunity for targeted employment for people with disabilities

CARRIED

The Chairperson adjourned the meeting to allow for a break at 1.01pm.

The Meeting reconvened the time being 1.13pm.

The following members were present:

Chairperson Liza Butler – Chairperson
Clr Patricia White
Clr Evan Christen
Ms Jackie Kay
Mr Bill Deaves (Remotely)
Mr Theo Bagou (Remotely)
Mr Arthur Ball
Ms Annette Pham
Mr Chris Mitchell
Ms Kylie Knight
Mr Frederick Oberg
Ms Lily Wright
Ms Jennifer Anstiss
Ms Kylieanne Derwent (Remotely)

**IA22.6 Discussion - Disability Inclusion Action Plan 2022-2026
Action Planning**

**HPERM Ref:
D22/69423**

A presentation was made in relation to the DIAP and various Actions were discussed.

Recommendation (Item to be determined under delegated authority)

That Inclusion & Access Advisory Group (IAAG)

1. Discuss the proposed actions to be supported by the IAAG
2. Agree on which actions are supported, and propose actions to be integrated into the DIAP 2022-2026

RESOLVED (By consent)

That Inclusion & Access Advisory Group (IAAG)

1. Discuss the proposed actions to be supported by the IAAG
2. Agree on which actions are supported, and propose actions to be integrated into the DIAP 2022-2026.

CARRIED

GENERAL BUSINESS

IA22.7 Additional Item - Investigate and Report back Footpath from Nowra Bridge to Junction Street and Scenic Drive to bridge Road

In addition to IA21.4 the Group held a discussion regarding the timeline and safety around the footpath and kerb ramps.

RECOMMENDATION (By consent)

That Council investigate the accessibility of the footpath from the Nowra Bridge to Junction Street and the safety of the accessibility footpath from Scenic Drive to Bridge Road.

CARRIED

IA22.8 Additional Item - Councillor Training - Inclusion & Access

This action was raised in addition to IA21.7.

RECOMMENDATION (By consent)

That Councillors receive Inclusion & Accessibility Training prior to the 5 May 2022 Councillor Briefing on the DIAP.

CARRIED

IA22.9 Additional Item - Presentation and Report Request - Coastal Management Programs (CMP)

This Item was raised in addition to IA21.14.

RECOMMENDATION (By consent)

That:

1. Council Staff (Manager – Environmental Services) provide a presentation to the next meeting of the Inclusion & Access Advisory Committee (IAAG) on the CMP's and how the IAAG can best advocate for beach access when developing actions within the CMP.
2. The Report requested at the October 2021 IAAG meeting in relation to IA21.14 be submitted to the next meeting.

CARRIED

Note:

Staff confirmed that the further planning workshop will be rescheduled, following the calling for Expression of Interests for Membership and following the new members being appointed. It is envisioned to review the Committees Terms of Reference at the future Planning Workshop.

There being no further business, the meeting concluded, the time being 1.59pm.

Chairperson Liza Butler
CHAIRPERSON