

## Inclusion & Access Advisory Group

**Meeting Date:** Monday, 04 June, 2018

**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

- Shoalhaven Access Advisory Committee – 5 March 2018

#### 3. Declarations of Interest

#### 4. Presentations

IA18.1 National Disability Insurance Scheme - Update

#### 5. Reports

IA18.2 Progress Report and Request to Fund Disability Inclusion Action Plan .....7

IA18.3 Action Table ..... 10

IA18.4 Adoption of Action Plan .....26

IA18.5 Proposed Medium Density DCP Amendment - Universal Design Provisions .....32

IA18.6 Community Infrastructure Grant Applications - Inclusivity and DIAP Compliance .....35

#### 6. General Business

IA18.7 Culburra Beach Progress Association - Requested Works - Warraine Beach and Tilbury Cove

The Chairperson, Cllr Cheyne requested that this matter be added to the Agenda of the Inclusion and Access Advisory Committee's May 2018 meeting. The attached correspondence from the Culburra Beach Progress Association to Councillor Cheyne dated 18 April 2018, outlines access matters relating to Warraine Beach and Tilbury Cove.

##### **Director, Assets & Works Note**

The issues raised by the Culburra Beach Progress Association have been referred to staff for action and advice. A verbal report will be conveyed to the meeting in respect to the issues raised.

**Membership**

Clr Nina Cheyne – Chairperson

Clr Annette Alldrick – Alternate Chairperson

All other Councillors as observers

Mr Russ Pigg or nominee

Ms Ann Sudmalis MP (or nominee Mr Gregory Coulthart)

Ms Leonie Dippel

Mr Alex Collins

Ms Jodie Hoger

Mr Bill Deaves

Ms Jackie Kay AM

Ms Mel Gorman

Mr Neville Foord

Ms Andrea Wallace

Mr Theo Bagou

Mr Arthur Ball

Ms Nola Stephens

Ms Deb McKenzie

Ms Annette Pham

Mr Stephen Taylor

Ms Donna Dives

Mr Brett Tory – non attending member

Mr Chris Mitchell

Ms Kylie Knight

Quorum – Five (5)

**Purpose**

- To identify the major needs of the different disability groups in the Local Government area.
- To make recommendations to Council to resolve the local access problems in priority order.
- To develop a policy on access which can be used in conjunction with the Building Code of Australia in the consideration of applications for building or development and generally in the preparation of Council's own plan for recreation facilities.
- To increase public awareness of access barriers and the extent to which they disadvantage people with disabilities, the aged and parents with children etc.

## MINUTES OF THE SHOALHAVEN ACCESS ADVISORY COMMITTEE

**Meeting Date:** Monday, 5 March 2018  
**Location:** Osprey Room, Level 1, City Administrative Building, Bridge Road, Nowra  
**Time:** 11.00am

The following members were present:

Clr Nina Cheyne - Chairperson  
Ms Kylie Knight  
Mr Arthur Ball  
Mr Theo Bagou  
Mr Bill Deaves  
Ms Annette Pham  
Mr Gregory Coulthart, representing Ms Ann Sudmalis - MP  
Ms Jackie Kay  
Ms Nola Stephens

Others present:

Mr Brad Davis – Manager, Asset Strategy  
Ms Melissa Andrews – Community Development Officer  
Ms Jenna Tague – Team Coordinator, Strategy South  
Mr Colin Wood – Section Manager, Building and Compliance  
Mr Ray Massie – Coast and Estuaries Officer  
Ms Helen Waterhouse – Community Development Officer  
Ms Donna Corbyn – Community Development Officer  
Mr Robert Chewying  
Ms Linda Robinson  
Ms Kate White – Uniting NDIS Illawarra & Shoalhaven Local Area Coordination  
Mr Paul Snudden – Uniting NDIS Illawarra & Shoalhaven Local Area Coordination

The meeting opened, the time being 11.03am.

### Apologies / Leave of Absence

Apologies were received from Mel Gorman, Chris Mitchell and Tom Dimec.

Note: The Chair noted that Brett Tory, non-attending member, had passed away.

### Confirmation of the Minutes

**RESOLVED** (Jackie Kay / Gregory Coulthart)

That the Minutes of the Shoalhaven Access Advisory Committee held on Monday 20 November 2017 be confirmed.

CARRIED

#### Declarations of Interest

Nil.

#### **SAA18.5 Action Table - Shoalhaven Access Advisory Committee**

**HPERM Ref:  
D18/63286**

Note: This item was brought forward to discuss Item 1 of the Action Table.

Jenna Tague provided a PowerPoint presentation on the amendments to the Car Parking Code and Standard.

#### **Recommendation (Item to be determined under delegated authority)**

That the Committee receive this report for information.

#### **RESOLVED** (By consent)

That the Committee receive this report for information and support the amendments to the Car Parking Code and Standard.

CARRIED

#### **Presentations**

#### **SAA18.1 National Disability Insurance Scheme - Update by Mel Gorman, Spinal Cord Injuries Australia**

**HPERM Ref:  
D17/274265**

Note: Mel Gorman was absent from the meeting and was unable to provide an update. This item is to be deferred to the next meeting.

#### **SAA18.3 Luke and Kim Stojanovic - Beach Access Vincentia**

**HPERM Ref:  
D18/68717**

Luke Stojanovic was a freestyle motocross rider, involved in an accident resulting in brain injury.

Luke raised \$78,000.00 for equipment to be used in hospital unit, riding on a recumbent pushbike from Nowra to Liverpool. The Chair and Committee acknowledged his efforts.

Luke now wants to raise money for a beach access for Vincentia.

Brad noted that beach access and mats have been researched and Council had previously installed mobi mats. Unfortunately these required high levels of resources as the sand moved with different weather conditions. Ray Massie joined the meeting, the time being 11.27am.

Ray advised that a product called polybelt used at Culburra Beach surf club for vehicular use, is still in place after 10 years of use. An alternative product was trialled unsuccessfully.

Plantation Point at Vincentia has been identified as the preferred location as the height gradient is achievable through an existing boat ramp and there is an accessible toilet facility. Ray discussed utilising the existing boat ramp, possibly with adaptations provided in path networks, to provide access to the beach. Investigations are continuing and Ray will undertake further investigation to

select an appropriate location to report back to the Committee.

*To inform the Committee on plans to fundraise for Vincentia Beach Access.*

**RESOLVED** (By consent)

That the Committee:

1. Support the Vincentia Beach Access project in principle;
2. Request a report to Council from staff in relation to the feasibility of the Beach Access project, including possible locations and use of existing boat ramps.

CARRIED

**SAA18.2 Berry District Park Detailed Concept Plan - Liliana Hutchinson HPERM Ref: D18/3356**

Melissa Andrews provided an update to the Committee on the Berry District Park and tabled a flyer.

Melissa noted that further consultation with children (aged 0-18) will be undertaken and that the project is not at formal design stage yet. Consultation with Rotary, Community Consultative Body and the Access and Advisory Committee has already been undertaken. To provide further feedback, please email Liliana Hutchinson at [liliana.hutchinson@shoalhaven.nsw.gov.au](mailto:liliana.hutchinson@shoalhaven.nsw.gov.au).

**SAA18.3 Luke and Kim Stojanovic - Beach Access Vincentia**

**HPERM Ref:  
D18/68717**

Note: This item was dealt with earlier in the meeting.

## Reports

**SAA18.4 Adoption of Terms of Reference**

**HPERM Ref: D18/7699**

### Recommendation

That the Shoalhaven Access Advisory Committee adopt the changes decided by the group at the Planning Day held on 15/11/2017.

1. Adopt the Terms of Reference as outlined in the attached document.
2. Change the name of the committee to Inclusion and Access Advisory Group.

### RECOMMENDATION (Nola Stephens / Arthur Ball)

That Council adopt the changes decided by the group at the Planning Day held on 15/11/2017 and supported by the Shoalhaven Access Advisory Committee.

1. Adopt the Terms of Reference as outlined in the attached document.
2. Change the name of the committee to Inclusion and Access Advisory Group.

CARRIED

**SAA18.6 Additional Item - Action Table - Shoalhaven Access Advisory Committee**

The attached Action Table was discussed and updated.

Note: Donna Corbyn and Helen Waterhouse arrived at the meeting, the time being 12.06pm

**RESOLVED** (By consent)

That this Committee receive this report for information.

CARRIED

**SAA18.7 Additional item - Action Table - Adult Lift and Change Toilet for Huskisson**

Annette Pham advised that she met with Anne Sudmalis, MP, and asked whether the \$600,000.00 originally provided for the pathways and the memorial at White Sands Park could be re-allocated towards a lift and change facility at the White Sands toilets.

Annette reported that Anne Sudmalis advised that she was not against the proposal, however, if Council would like to re-allocate the funds, Council would need to write to Anne Sudmalis, who would then write to the provider of the funds for approval.

Note: Staff commented that grant funding received would be specific to a project and that the project manager be contacted to discuss as they would be involved with stakeholders, especially in relation to the memorial.

**RECOMMENDATION** (By consent)

That:

1. Kylie Knight write to the provider of the funding to enquire whether, if funds were to be reallocated, would Council need to re-apply for the funding; and, if Council would not need to re-apply for the funding, then:
2. The Committee to write to Council seeking a variation/diversion of the funds (\$600,000.00) previously provided for the pathways and the memorial at White Sands Park, for the White Sands toilet facility.

**SAA18.8 Additional item - Action Table - Lift and Change - Regulatory Impact Statement (RIS)**

Annette Pham sent consultation document to the Committee on the Regulatory Impact Statement for the Lift & Change Toilet Facilities Standards out for comment.

Brad Davis noted that the Access and Advisory Committee have agreed that the toilet in the lift and change room must comply with AS1428 and not the Changing Places guidelines.

**RECOMMENDATION** (By consent)

That:

1. Council make a submission on the Regulatory Impact Statement (RIS).
2. The Shoalhaven Access Advisory Committee drafts a letter to include as an attachment to Council's submission.

CARRIED

## GENERAL BUSINESS

### **SAA18.9 Additional item - Accessible Buses - River Festival**

The issue of accessible buses for River Festival and other events, such as the Baton Relay, was discussed. Members suggested to source other funding and request directly through the River Festival Committee.

#### **RESOLVED** (By consent)

That the Committee:

1. Invite staff from Tourism department to the next Committee meeting to reinforce the Shoalhaven Access and Advisory Committee request for inclusivity by all for inclusive events.
2. Write to the River Festival Committee requesting they provide accessible transport for the 2018 event.

CARRIED

### **SAA18.10 Additional item - Beach Wheelchair Access**

Donna Corbyn provided an update on beach wheelchair access. Donna noted that Council provided initial support through applying for grant funding, promotion and development of materials and doesn't own the wheelchairs. The wheelchairs have been handed over to partners and Council has entered a Memorandum of Understanding (MoU) with partners. The MoU provides for Council to deal with any warranty issues and partners (surf clubs and two Holiday Haven Tourist Parks) to store and provide chairs for patrons through a booking at their discretion. Each partner has one adult and one child's wheelchair.

Donna agreed to provide a copy of the MoU for the Committee.

Concerns were raised about equitable access to the wheelchairs with an example shared of a chair being booked for a week. It was suggested that community members could write to partners about access to beach wheelchairs, in the first instance. If unsuccessful, it is proposed to discuss at a future meeting and draft a letter from this Committee.

### **SAA18.11 Additional item - Seniors Festival**

Helen Waterhouse provided an update on the Seniors Festival. Helen tabled a flyer at the meeting and noted that numbers are limited.

### **SAA18.12 Additional item - Revitalisation of Access within Nowra CBD**

Helen Waterhouse spoke to the Committee about the Access Improvement Financial Assistance Program within Nowra. Commercial business within Nowra have been given the opportunity to obtain funding to make their shops more accessible. Two applications made so far. The funding is available until end of this financial year. Helen sought volunteers to door-knock around the CBD to encourage additional applications. Interested members are to contact Helen, whose details are on

the flyer circulated among members present, or contact Melissa Andrews.

#### **SAA18.13 Additional item - Livvi's Place - Mollymook All Inclusive Play Space**

The Chair and Committee acknowledged Helen Waterhouse's efforts in arranging Livvi's Place at Mollymook.

The Chair acknowledged the work of committee members and staff.

There being no further business, the meeting concluded, the time being 1.06pm.

Clr Nina Cheyne  
CHAIRPERSON



## IA18.2 Progress Report and Request to Fund Disability Inclusion Action Plan

**HPERM Ref:** D18/139950

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

**Attachments:** 1. Attachment - Disability Inclusion Action Plan - Strategies & Actions - Progress Report - 2017-18 (under separate cover)

### Purpose / Summary

To provide a progress report for the Disability Inclusion Action Plan (DIAP) for the period 1 July 2017 to 17 May 2018 and recommending the development of a DIAP Implementation Plan.

### Recommendation (Item to be determined under delegated authority)

That a DIAP Implementation Plan be developed in conjunction with relevant staff and presented to Council for consideration.

### Options

1. As Recommended

Implications: DIAP Implementation Plan developed for consideration by Council

2. Council does not support the recommendation.

Implications: Completion of a fully costed DIAP Implementation Plan will enable effective planning and subsequent delivery of actions that are contained in the DIAP. The Implementation Plan will be compiled by staff from Community Development. Staff from various other sections (Human Resources and Communications) and Council's Access and Inclusion Group will be actively engaged in development. The Access and Inclusion Group will be particularly involved in monitoring progress towards the completion of actions. Without an Implementation Plan many actions that are contained in the DIAP will not be completed.

### Background

Shoalhaven City Council's DIAP was adopted on 27<sup>th</sup> June 2017.

The DIAP was prepared in accordance with *The Disability Inclusion Act (2014)*. Progress towards the completion of DIAP actions are reported to elected representatives biannually. Outcomes are also reported to the NSW State Government in Shoalhaven City Council's Annual Report.

**Attachment A** contains an overview of progress that has been made regarding completion of actions to date. Highlights include:

- Ten staff members from Graphic Design, Communications, Tourism, Shoalhaven Entertainment Centre and Library Services completed Accessible Online Content Creation training. As a result, staff will be updating online content to ensure that it is accessible and inclusive.

- Executive Strategy have commenced procurement of a photo library of accessible and inclusive images. These images will be used to help promote inclusion on Council's website and media campaigns.
- Delivered Shoalhaven Ability Expo in August 2017 and the inaugural Ulladulla Ability Expo, March 2018.
- Accessible Shuttle bus secured for 2017 Shoalhaven River Festival.
- Planning commenced on a number of community events that aim to enhance the community's general awareness of the importance of inclusivity. Events include:
  - o Ability Expo Bomaderry, August 15.
  - o International Day of People with Disability (IDPWD) December 3
  - o Mental Health Week events
- Council's first accessible and Inclusive Event Policy was completed and adopted. [POL16/266](#).
- A number of resources were acquired for people with print disabilities including:
  - o Dyslexia-Friendly collection of 180 youth and junior books held at Shoalhaven Libraries [Dyslexia-Friendly Collection](#) .
  - o eBook service (Overdrive) has dyslexic font as an option on platform/eMagazine.
  - o eNewspaper database/ (Pressreader) has text to voice capabilities.
  - o Large print books have been purchased and are available for loan at Shoalhaven Libraries
  - o A growing collection of audio books in various formats have been added to the collection
  - o Extension of Council's Home Library Service to members of the community that are not able to physically access library services
- Council's Community Development Team have been actively working with Ability Links NSW staff to develop the project "Shoalhaven Includes You", a project that aims to provide accessible and inclusive space at festivals and community events.
- Investigations have commenced into the provision of inclusive beach access at Warrain Beach, Hyams Beach, Mollymook Beach. A grant application has been submitted to install inclusive access to Barfleur Beach, Vincentia.
- A double page information article about inclusive itineraries has been included in the 2018 Shoalhaven LGA Visitor Guide.
- Council's Tourism website was updated to include accessible product. New inclusive itineraries feature prominently and Council's Tourism Team continue to collect accessible information from tourism operators for inclusion on <https://www.shoalhaven.com/inclusive>.
- Speech and hearing assistance information has been added to the [contact us](#) page on Council's website.
- Investigations have commenced for Council to become a registered provider of specialist swimming programs with the National Disability Insurance Scheme (NDIS). Once complete this will enable Council to provide programs and services via Shoalhaven Swim and Fitness and through other public programs at the Shoalhaven Regional Gallery.

- Eleven beach wheelchairs have been purchased and placed in Shoalhaven Surf lifesaving Clubs, White Sands Holiday Park and Grevilles Corner Store for free hire.
- Delivered Shoalhaven's first fully fenced, all-inclusive playground in Mollymook. Officially opened 8/12/2017.

The above outcomes have been delivered without the provision of additional funding. However if Council is to meet its statutory requirements and community expectations a budget allocation will be required in future years.

### **Financial Implications**

Nil.

## IA18.3      Action Table

**HPERM Ref:** D18/150293

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

**Attachments:** 1. Email - Beach Wheels for Inclusion - MOU - Holiday Haven Park - Grevilles Store - Beach Wheels [↓](#)  
2. Response Sheet - Adult Change Facilities - Lift and Change - May 4 2018 [↓](#)

### Purpose / Summary

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

### Recommendation (Item to be determined under delegated authority)

That the Group receive this report for information.

### Options

1. That the Group receive this report for information.

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

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

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

File Number	Added to Action Table	Issue	Actions	Outcome
7481E	Sept 2016	Car Parking Code and Car Parking Standard	Jenna Tague Team Coordinator – Strategy Planning South still working on Amendment 7 and I will let you know when we are ready for consultation with the Committee.	JT to provide report and seek feedback at this meeting.
SAA18.3	March 2018	Beach Access Vincentia	Luke and Kim Stojanovic - Plantation Point preferred location. Ray discussed utilising the existing boat ramp, possibly with adaptations provided in path networks, to provide access to the beach. Investigations are continuing and Ray will undertake further investigation to select an appropriate location to report back to the Committee.	Staff have applied for funding through stronger Country Communities Fund for beach access and L&C Facility at Plantation Point.  Further consultation will occur when the outcome is known.  Staff and Committee to consult with Luke re: additions to the planned project that can be fundraised for if funding is successful.
SAA18.7	March 2018	Adult Lift and Change Toilet for Huskisson	That:  1. Kylie Knight write to the provider of the funding to enquire whether, if funds were to be reallocated, would Council need to re-apply for the funding; and, if Council would not need to re-apply for the funding, then:  2. The Committee to write to Council seeking a variation/diversion of the funds (\$600,000.00) previously provided for the pathways and the memorial at White Sands Park, for the White Sands toilet facility.	Council staff advised that the funds have already been allocated to Community Infrastructure in Voyager park.  No further action.

IA18.3

SAA18.8	March 2018	Accessible Buses - River Festival 2019	<p>1. Invite staff from Tourism department to the next Committee meeting to reinforce the Shoalhaven Access and Advisory Committee request for inclusivity by all for inclusive events.</p> <p>2. Write to the River Festival Committee requesting they provide accessible transport for the 2018 event.</p>	Letter sent to River Festival Committee, no reply received to date.
SAA18.10	March 2018	Beach Wheelchair Access	<p>Donna agreed to provide a copy of the MoU for the Committee.</p> <p>Concerns were raised about equitable access to the wheelchairs with an example shared of a chair being booked for a week. It was suggested that community members could write to partners about access to beach wheelchairs, in the first instance. If unsuccessful, it is proposed to discuss at a future meeting and draft a letter from this Committee</p>	MOU attached to this report.
SAA18.8	March 2018	Lift and Change - Regulatory Impact Statement (RIS)	<p>1. Council make a submission on the Regulatory Impact Statement (RIS).</p> <p>2. The Shoalhaven Access Advisory Committee drafts a letter to include as an attachment to Council's submission</p>	Council Staff provided feedback to the Australian Building Codes Board, (see attached).

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is entered into by and between: Shoalhaven City Council (Lead Partner) & Collaborative Partner - Greville's Corner Store, Palm Beach.

### **Purpose.**

**To provide an agreement of the roles and responsibilities between Shoalhaven City Council and Greville's Corner Store, Palm Beach for Beach Wheels for Inclusion project.**

**AGENCY A - LEAD PARTNER:** Shoalhaven City Council agrees to:

- Develop all the required promotional, safety procedure/indemnity/hire/use material/forms required for the project and provide to collaborative partners.
- Deal with any warranty issues for the warranty period of chairs on behalf of partnership.
- Promote the project & partners via a variety of formats including hard and electronic media on an ongoing base.
- Support Greville's Corner Store, Palm Beach at the end of the life of the beach wheel chairs with a collaborative partnership; for any further maintenance/replacement; to be sourced from local community groups & business with the development of organic local replacement solutions via consultation, for example, but not limited to Go Fund Me pages, inclusive fundraising beach events, sponsorship of chairs by business houses etc.
- Complete any & all the reporting requirements as per the funding agreement for project.
- Shoalhaven City Council carries public liability insurance

**AGENCY B - COLLABORATIVE PARTNER:** Greville's Corner Store, Palm Beach agrees to:

- Use/file & share with council all the required completed safety procedure/indemnity/hire/use material or forms for the project, for reporting and or evaluation purposes for each individual use of the chair.
- Take ownership of the chair/s on their site.
- Offer in kind ongoing support that is not reliant on recurrent funds in any way for the project to be sustainable.
- Offer ongoing storage and do the day to day maintenance (hose down at the end of each use) required for the chairs; as a part of operational practice & business as usual.
- Have their own public liability insurance.

This MOU will commence on January, 2017 and will dissolve or be reviewed on January, 2022

This Memorandum of Understanding is the complete agreement between Shoalhaven City Council and Greville's Corner Store, Palm Beach & and may be amended only by written agreement signed by each of the parties involved.

<b>AGENCY A</b>	
Authorised Official: <u>[Signature]</u>	<u>ALAN BLACKSHAW (Co-ordinator Community Dev.)</u>
Address: <u>Shoalhaven City Council, Bridge Rd. Nowra</u>	
Telephone(s): <u>02 44293111</u>	
E-Mail Address: <u>council@shoalhaven.nsw.gov.au</u>	

  

<b>AGENCY B</b>	
Authorised Official: <u>[Signature]</u>	<u>Daniel Hill Director</u>
Address: <u>272 Greville Ave, Sanctuary Pt, NSW, 2540</u>	
Telephone(s): <u>02 44432330</u>	
E-Mail Address: <u>dhillau@gmail.com</u>	

**Shoalhaven**  
City Council



## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is entered into by and between: Shoalhaven City Council (Lead Partner) & Collaborative Partner – Tabourie Holiday Haven Tourist Park.

### **Purpose.**

**To provide an agreement of the roles and responsibilities between Shoalhaven City Council and Tabourie Holiday Haven Tourist Park for Beach Wheels for Inclusion Project.**

**AGENCY A - LEAD PARTNER:** Shoalhaven City Council agrees to:

- Develop all the required promotional, safety procedure/indemnity/hire/use material/forms required for the project and provide to collaborative partners.
- Deal with any warranty issues for the warranty period of chairs on behalf of partnership.
- Promote the project & partners via a variety of formats including hard and electronic media on an ongoing base.
- Support Lake Tabourie Holiday Haven Tourist Park at the end of the life of the beach wheel chairs with a collaborative partnership; for any further maintenance/replacement; to be sourced from local community groups & business with the development of organic local replacement solutions via consultation, for example, but not limited to Go Fund Me pages, inclusive fundraising beach events, sponsorship of chairs by business houses etc.
- Complete any & all the reporting requirements as per the funding agreement for project.
- Shoalhaven City Council carries public liability insurance

**AGENCY B - COLLABORATIVE PARTNER:** Tabourie Holiday Haven Tourist Park agrees to:

- Use/file & share with council all the required completed safety procedure/indemnity/hire/use material or forms for the project, for reporting and or evaluation purposes for each individual use of the chair.
- Take ownership of the chair/s on their site.
- Offer in kind ongoing support that is not reliant on recurrent funds in any way for the project to be sustainable.
- Offer ongoing storage and do the day to day maintenance (hose down at the end of each use) required for the chairs; as a part of operational practice & business as usual.
- Have their own Public Liability Insurance.

This MOU will commence on January, 2017 and will dissolve or be reviewed on January, 2022

This Memorandum of Understanding is the complete agreement between Shoalhaven City Council and Tabourie Holiday Haven Tourist Park and may be amended only by written agreement signed by each of the parties involved.

<b>AGENCY A</b>	
Authorised Official: <u>[Signature]</u>	<u>Alan Blackshaw</u> (Coordinator Community Dev)
Address: <u>Bridge Rd Nowra</u>	Printed Name and Title
Telephone(s): <u>44293111</u>	
E-Mail Address: <u>council@shoalhaven.nsw.gov.au</u>	
<b>AGENCY B</b>	
Authorised Official: <u>[Signature]</u>	<u>KEVIN SULLIVAN</u>
Address: <u>PO BOX 42 NOWRA</u>	Printed Name and Title
Telephone(s): <u>4429 3417</u>	<u>HOLIDAY HAVEN GROUP MANAGER</u>
E-Mail Address: <u>KEVIN@holidayhaven.com.au</u>	

**Shoalhaven**  
City Council

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is entered into by and between: Shoalhaven City Council (Lead Partner) & Collaborative Partner – Huskisson Beach Holiday Haven Tourist Park.

### **Purpose.**

**To provide an agreement of the roles and responsibilities between Shoalhaven City Council and Huskisson Beach Holiday Haven Tourist Park for Beach Wheels for Inclusion Project.**

#### **AGENCY A - LEAD PARTNER:** Shoalhaven City Council agrees to:

- Develop all the required promotional, safety procedure/indemnity/hire/use material/forms required for the project and provide to collaborative partners.
- Deal with any warranty issues for the warranty period of chairs on behalf of partnership.
- Promote the project & partners via a variety of formats including hard and electronic media on an ongoing base.
- Support Huskisson Beach Holiday Haven Tourist Park with a collaborative partnership; for any further maintenance/replacement; to be sourced from local community groups & business with the development of organic local replacement solutions via consultation, for example, but not limited to Go Fund Me pages, inclusive fundraising beach events, sponsorship of chairs by business houses etc.
- Complete any & all the reporting requirements as per the funding agreement for project.
- Shoalhaven City Council carries public liability insurance

#### **AGENCY B - COLLABORATIVE PARTNER:** Huskisson Beach Holiday Haven Tourist Park agrees to:

- Use/file & share with council all the required completed safety procedure/indemnity/hire/use material or forms for the project, for reporting and or evaluation purposes for each individual use of the chair.
- Take ownership of the chair/s on their site.
- Offer in kind ongoing support that is not reliant on recurrent funds in any way for the project to be sustainable.
- Offer ongoing storage and do the day to day maintenance (hose down at the end of each use) required for the chairs; as a part of operational practice & business as usual.
- Have their own public liability insurance.

This MOU will commence on January, 2017 and will dissolve or be reviewed on January, 2022

This Memorandum of Understanding is the complete agreement between Shoalhaven City Council and Huskisson Beach Holiday Haven Tourist Park and may be amended only by written agreement signed by each of the parties involved.

<b>AGENCY A</b>	
Authorised Official: <u><i>[Signature]</i></u>	<u>ALAN BLACKHAW</u> (Co-ordinator Community Development)
Address: <u>Shoalhaven City Council, Bridge Rd. Nowra</u>	Printed Name and Title
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E-Mail Address: <u>council@shoalhaven.nsw.gov.au</u>	
<b>AGENCY B</b>	
Authorised Official: <u><i>[Signature]</i></u>	<u>Kevin Sullivan</u>
Address: <u>PO Box 42 Nowra</u>	Printed Name and Title
Telephone(s): <u>4429 3417</u>	<u>HOLIDAY HAVEN GROUP MANAGER</u>
E-Mail Address: <u>Kevin@holidayhaven.com.au</u>	

**Shoalhaven**  
City Council

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## Consultation RIS: Adult Change Facilities

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### Response sheet

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This response sheet has been provided to assist with preparing responses to the questions contained in the Consultation RIS that considers the impact of the inclusion of adult change facilities in new Class 6 shopping centres and new Class 9b assembly buildings.

<b>How to complete this response sheet</b>
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1. Provide your details, including your name, organisation and contact details.
2. For each response—
  - Clearly articulate your answer to each question;
  - Avoid including information that is not relevant to responding to the question;
  - Provide data and sources of information where appropriate.
3. Submit your comment at [abcbris@abcb.gov.au](mailto:abcbris@abcb.gov.au) with the subject title "Adult Change Facilities RIS".
4. Comments close COB Friday 13 April 2018.



## Response sheet

### Your details

**Name:** Melissa Andrews

**Organisation:** Shoalhaven City Council

**Email:** melissa.andrews@shoalhaven.nsw.gov.au

**Phone:** 02 4429 3411

### Comments

**Question 1:** Is the selection of the types of Class 9b assembly buildings considered appropriate?

**Response:**

Compliance team response: It is considered that the selection of the types of 9b assembly buildings for AACFs is appropriate. The nominated Class 9b buildings within the RIS are additional to what is currently required and therefore should be supported.

Asset Management Team response: Yes. Further investigation is required on the benefit of the peninsula type toilet rather than the current As1428 compliant toilet. The RIS state 350,350 people in Australia live with a complex disability and this is the core cohort. Is the design meeting their requirement. This design now introduces a fourth toilet design, able bodied, ambulant, accessible and adult lift and change facility.

**Question 2:** Do you consider that the case studies selected are representative of the types of building likely to be constructed over the next 10 years?

**Response:**

Community Development: It is considered that the case studies selected are partially representative of the type of buildings likely to be constructed over the next 10 years.

However the buildings selected:

A major shopping centre

► A medium sized shopping centre

► A stadium with a capacity of 35,000 people

► A medium sized museum or cultural facility

Are not representative of the types of buildings found in regional and remote areas. We ask that the ABCB consider building types in regional and rural areas that would prompt the need for AACFs.

Asset Management: Yes. Shoalhaven has 5 – details are available on the National toilet map and not the Changing places webpage, which has 82 identified adult change facilities and we have a population of 100,000.

Compliance: It is considered that the selection of the types of 9b assembly buildings for AACFs is appropriate. The nominated Class 9b buildings within the RIS are additional to what is currently required and therefore should be supported.

---

**Question 3:** Do you agree with the process described in Section 4.1 to estimate the core cohort of people with a complex disability? If not, can you suggest an alternative method? *[Click here to enter text.](#)*

**Response:**

Asset Management: Further advice is needed to determine what number of persons with disabilities are having their toileting needs met by the current, ambulant and accessible toilets. This is critical in relation to the design especially the peninsula toilet and whether and adult lift and change can be incorporated into a compliant accessible design.

---

**Question 4:** Do you agree with the inclusion of the 22,372 people with a disability and profoundly or severely limited in core activities who do not leave home in the core cohort?

**Response:**

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**Question 5:** Do you agree with the description of the problem given in Section 2?

**Response:**

---

**Question 6:** Are there any other characteristics of the problem that should be included in the analysis?

**Response:**

---

**Question 7:** Is the currently defined population (see Section 4) appropriate for the analysis?

**Response:**

Asset Management: As per 3 – need to define the persons who currently cannot use existing toilets. are those that will benefit greatly from an adult lift and change facility.

---

**Question 8:** Are the cost estimates applied in this analysis appropriate and reasonable?

**Response:**

---

**Question 9:** Are there any additional establishment and maintenance costs that should be considered?

**Response:**

Asset Management: Yes, vandalism prevention and/or mitigation costs.

---

**Question 10:** As a person with a disability or carer, how do you think you will benefit from the introduction of adult change facilities?

**Response:**

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**Question 11:** How will the introduction of adult change facilities in Class 6 shopping centres and Class 9b assembly buildings impact on your level of community engagement and sense of inclusion in daily life and community activities?

**Response:**

*[Click here to enter text.](#)*

---

**Question 12:** How will the introduction of adult change facilities in Class 6 shopping centres and Class 9b assembly buildings impact on your overall quality of life?



**Response:**

---

**Question 13:** Are there other types of qualitative benefit that should be considered?

**Response:**

---

**Question 14:** Do you agree with the preliminary finding that adult change facilities be provided in Class 6 shopping centres larger than 10,000sqm and Class 9b assembly buildings?

**Response:**

Compliance: It is considered that AACFs should be provided in Class 6 shopping centres as this would be an additional provision to what is currently required however it is our view that the nominated floor area of 10,000m<sup>2</sup> should be reduced. As stated above, we are in support of AACF being provided in the nominated Class 9b buildings.

---

**Question 15:** Should an adult change facility be allowed to be counted as a standard accessible sanitary facility?

**Response:**

Community Development: Yes, but only where a AS1428 accessible toilet compliant toilet facility is installed and where the facility is kept unlocked. In the local LGA AACF facilities in unattended locations have MLAK locks installed to protect the expensive infrastructure housed in them.

Local wheelchair users who self-transfer to the toilet tell us that they are prevented from using the peninsular style toilets because the lift away handrails do not provide adequate support and stability for them to use the toilet independently.

Asset Management: Yes – further investigation is needed as to design of peninsula toilet – if this was to contain an accessible pan then – yes. There may be a perception of segregating persons with disabilities whereas there is an opportunity for inclusivity by enabling all to use the one facility.

---

**Question 16:** Should an adult change facility be allowed to be counted as a standard accessible sanitary facility only where there is at least one other accessible facility provided in its own right?

**Response:**

*Click here to enter text.*

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**Question 17:** What do you consider to be the policy implications of these findings?

**Response:**

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**Question 18:** Do you agree that adult change facilities should be mandated for shopping centres with a design occupancy in excess of 2000 people?

**Response:**

Compliance: Currently the DTS provisions of the BCA does not require sanitary facilities to be provided for patrons if the total number of persons accommodated in the building is not more than 600 people. Therefore, it is considered that should a proposed shopping centre accommodate more than 600 people, AACFs should be provided.

---

**Question 19:** Should adult change facilities be mandated for museums and stadiums? If so, what should the 'cut-off' thresholds be for incorporation into the NCC?

**Response:**

**Question 20:** Are there any other thresholds apart from design occupancy/seating capacity that could be used to trigger the requirement for an AACF?

**Response:**

*Click here to enter text.*

---

**Question 21:** Is the assumption that every visitor makes a 15km round trip, and that this trip takes 20 minutes, a reasonable assumption? Are you able to suggest an alternative assumption?

**Response:**

Community Development: This is a reasonable assumption in urban areas. For regional dwellers a 60km round trip may be more reasonable and for rural dwellers an estimate of 150km might be more realistic.

---

**Question 22:** Do you agree with the assumptions regarding the number of 'additional' trips to shopping centres, museums and stadiums as a result of adult change facilities being introduced (1 for shopping centres, 0.5 for museums, and 4 for stadiums)? Are you able to suggest an alternative assumption?

**Response:**

Community Development: The National Disability Insurance Scheme (NDIS) provides support to individuals and families but does not include community infrastructure. Despite all the support of the NDIS, many people's lives will remain restricted because community infrastructure is not available to meet their needs. Adult Change Facilities is one type of infrastructure that can help people meet NDIS goals by removing a considerable barrier to social inclusion and community participation.

---

**Question 23:** Do you agree with the assumptions regarding the estimated entry fee and additional spending for museums and stadiums? Are you able to suggest an alternative assumption?

**Response:**

## IA18.4 Adoption of Action Plan

**HPERM Ref:** D18/163685

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

**Attachments:** 1. Terms of Reference - Inclusion and Access Advisory Group [↓](#)

### Purpose / Summary

To request that the Group adopt the 2018/19 Inclusion and Access Group Action Plan.

### Recommendation (Item to be determined under delegated authority)

That the Inclusion and Access Advisory Group adopt the 2018/19 Inclusion and Access Group Action Plan.

### Options

1. The Group adopts the 2018/19 Inclusion and Access Group Action Plan.

Implications: The plan will provide strategic direction to the Group and assist them to focus on identified areas of need.

2. The Group does not adopt the 2018/19 Inclusion and Access Group Action Plan and provides further direction.

Implications: If strategic direction is not established in a timely manner, the Group will be at risk of not meeting identified community need.

### Background

The General Manager has given a directive to Staff to develop Strategic Plans for all of Council's Advisory Committees prior to the new financial year. Strategic Plans will help to ensure that Council committees are working towards meeting identified needs of the community in a focussed, efficient, effective and timely way.

Terms of Reference for the Access and Inclusion Group are provided in **Attachment 1**. The purpose of Council's Access and Inclusion Group is to inform, educate and advise Shoalhaven City Council, its staff and residents on accessibility and inclusion 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.

Shoalhaven City Council's Disability Inclusion Action Plan (DIAP) contains a number of actions that could be considered by the Group as key strategic projects for the Group during 2018–2019. The DIAP can be found at:

<http://doc.shoalhaven.nsw.gov.au/DisplayDoc.aspx?record=D17/209261>.

Given that the Inclusion and Access Group has a number of focus areas other than the actions that are contained in the DIAP (i.e. beach access, lift and change policy, Nowra CBD

Access), a workshop will be held on June 4, commencing at 9.30am to prioritise projects that the Group will work to complete in 2018-2019.

Group members should also consider Council's Integrated Strategic Plan (ISP) when prioritising actions. The ISP can be found here: <https://shoalhaven.nsw.gov.au/My-Council/Integrated-Strategic-Plan>

### **Community Engagement**

Extensive community engagement has been undertaken to inform the Council's ISP and DIAP.



**City Administrative Centre**  
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](mailto:council@shoalhaven.nsw.gov.au)

Website: [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

For more information contact the Finance Corporate & Community Services Group

## Policy - Terms of Reference - Inclusion and Access Advisory Group

**Policy Number:** POL18/7 • **Adopted:** [\[Click here to enter date\]](#) • **Minute Number:** [\[Click here to enter Minute number\]](#) • **File:** 1228E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:**

### 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

#### 1.1 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.

#### 1.2 Chairperson

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

*Shoalhaven City Council - Title*

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

### **1.3 Membership**

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

Membership is by application and is open to:

- 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 Councillor 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.

### **1.4 Quorum**

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

### **1.5 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

### **1.6 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

*Shoalhaven City Council - Title*

- 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.

**1.7 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
- 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.

**1.8 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.

**1.9 Communication**

- All issues must be clearly communicated including priorities, limitation and benefits to the community
- Members of the Board are not permitted to speak to the media as Group of Council representatives of the Board unless approved by the Chairperson
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Board and not of Shoalhaven City Council
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes
- The Chair of the Board 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.

**1.10 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.



*Shoalhaven City Council - Title*

#### **1.11 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 Board.

#### **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.

## IA18.5 Proposed Medium Density DCP Amendment - Universal Design Provisions

**HPERM Ref:** D18/156274

**Group:** Planning Environment & Development Group  
**Section:** Strategic Planning

**Attachments:** 1. Draft Chapter G13: Medium Density and Other Residential Development (under separate cover)  
2. Draft Dictionary (under separate cover)

### Purpose / Summary

Advise the Group of the universal design provisions that are included in the proposed Medium Density Amendment to Shoalhaven Development Control Plan (DCP) 2014.

### Recommendation (Item to be determined under delegated authority)

That the Inclusion and Access Advisory Group receive this report for information and consider making a submission in relation to the universal design provisions during the exhibition of the Medium Density Amendment to Shoalhaven Development Control Plan 2014.

### Options

1. As recommended.

Implications: This will allow the Inclusion and Access Advisory Group to make a formal submission in relation to the proposed universal design provisions in the Medium Density Amendment.

2. Accept this report for information and not make a submission to the Medium Density Amendment during the formal exhibition period.

Implications: The Inclusion and Access Advisory Group would not make a formal submission in relation to the proposed universal design provisions in the Medium Density Amendment in a general sense, or in relation to the Livable Housing Design Guidelines standard.

### Background

On Tuesday 8 May 2018, Council's Development Committee resolved (MIN18.340) to:

1. *Support the exhibition of the draft Medium Density Amendment to Shoalhaven Development Control Plan 2014 for a period of 28 days as per legislative requirements.*
2. *Receive a further report on the draft Medium Density Amendment following the conclusion of the public exhibition period.*
3. *Advise key stakeholders, including relevant industry representatives, of this decision.*

The Medium Density Amendment to Shoalhaven DCP 2014 focuses on the review of the following existing chapters (and supporting information):

- [Chapter G13: Dual Occupancy Development.](#)
- [Chapter G14: Other Residential Development.](#)
- [Dictionary.](#)

The draft Medium Density Amendment package includes the following proposed draft Chapter (and supporting changes to the Dictionary):

- Draft Chapter G13: Medium Density Development and Other Residential Development (**Attachment 1**); and
- Draft Dictionary (**Attachment 2**).

The draft Amendment proposes to combine the coverage of the current Chapters G13 and G14 and applies to land where dual occupancy, multi dwelling housing, multi dwelling housing (terraces), attached dwellings, semi-detached dwellings, manor houses, integrated housing development, residential flat buildings, shop top housing, seniors housing, boarding houses, group homes and hostels are permissible with development consent. As such the proposed chapter will apply to residential developments above a single dwelling. It also considers the more complex issues relating to medium and higher density residential development arising from the:

- Low Rise Medium Density Housing Code and Design Guide.
- Outcomes of the Dual Occupancy Review.
- Resolutions of Council.
- Operational issues or matters that need clarification that have been identified since the Shoalhaven DCP 2014 became effective on 22 October 2014.

#### Proposed Universal Design Provisions

The proposed Medium Density Amendment includes new universal design (adaptability and accessibility) provisions which include:

- Introduction of rates for provision of accessible and adaptable housing.
- New class 1a or 2 dwellings to meet a **gold standard** as per the [Livable Housing Design Guidelines](#).

For convenience, an excerpt of the proposed universal design provisions is provided in Figure 1 on the following page.

Feedback will be sought during the public exhibition period as to whether a 'silver' or 'platinum' standard would be more appropriate. Feedback via a formal submission from the Inclusion and Access Advisory Group, during the public exhibition period, would be welcomed.

#### **Community Engagement**

The proposed amendment to DCP 2014 will be advertised for a minimum of 28 days as required by legislation.

#### **Financial Implications**

There are no immediate financial implications for Council. Costs associated with reviewing and amending DCP 2014 are managed within Council's existing Strategic Planning budget.

### 5.4.3 Universal Design

The specific **objectives** are to:

- i. Ensure a suitable proportion and wider variety of **dwelling**s include layouts and design features to accommodate the changing access and mobility requirements of residents and visitors.
- ii. Promote ageing in place by extending the usability of **dwelling**s to meet 'whole of life' needs of the **community**.

#### Mandatory Controls:

1. All Class 1a and 2 **developments**, as defined in the **Building Code of Australia**, must provide **accessible** or **adaptable** housing at the following rate:
  - **Developments** containing 1-10 **dwelling** – 1 **dwelling**.
  - **Developments** containing 11 – 40 **dwelling**s – 2 **dwelling**s.
  - **Development** containing 41 – 60 **dwelling**s – 3 **dwelling**s.
  - **Development** containing 61 – 80 **dwelling**s – 4 **dwelling**s.
  - **Developments** containing 81 – 100 **dwelling**s – 5 **dwelling**s.

#### General Controls:

<i>Performance Criteria</i>	<i>Acceptable Solutions</i>
<p>P34.1 The required proportion of new Class 1a or 2 <b>dwelling</b>s achieve appropriate levels of accessibility or are designed to be 'easily and affordably <b>adaptable</b>'.</p> <p><b>Note:</b> 'Easily and affordably adaptable' includes the future installation or alterations of inclusions to comply with the requirements of a gold standard as outlined in the '<a href="#">Livable Housing Design Guidelines</a>'. It does not include alterations and additions resulting in a change to the configuration of a room but may include, for example, the installation of a future domestic elevator or lift meeting compliance with a gold standard as outlined in the '<a href="#">Livable Housing Design Guidelines</a>'.</p> <p>P34.2 Access is provided from the car <b>parking space</b> located on the premises to the principal entrance of the <b>dwelling</b> and access to and within the following areas:</p> <ul style="list-style-type: none"> <li>• A bedroom.</li> <li>• Laundry.</li> <li>• A bathroom that includes a shower, WC and vanity.</li> <li>• Kitchen.</li> <li>• A <b>living area</b>.</li> <li>• An external <b>private open space</b>.</li> </ul>	<p>A34.1 The required proportion of new Class 1a or 2 <b>dwelling</b>s, must:</p> <ul style="list-style-type: none"> <li>• Be designed to meet a gold standard for accessibility as outlined in the '<a href="#">Livable Housing Design Guidelines</a>'.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Be designed in accordance with an alternative solution report prepared by an accredited access consultant that specifies how the proposal can be 'easily and affordably <b>adaptable</b>' at a gold standard as outlined in the '<a href="#">Livable Housing Design Guidelines</a>'.</li> </ul> <p><b>Note:</b> The alternative solution report is to be submitted with the development application.</p>

Figure 1: Proposed Universal Design Provisions

## IA18.6 Community Infrastructure Grant Applications - Inclusivity and DIAP Compliance

HPERM Ref: D18/169616

Submitted by: Annette Pham

### Recommendation

That Council consults the Inclusion and Access Advisory Group or a member of the Group in a meaningful and inclusive manner to:

1. Assist with and vet community infrastructure grant applications to ensure they are inclusive and representative of community need.
2. Assist with the planning and design of Council-built community infrastructure to ensure they are inclusive and representative of community need.

### Details

Council will be applying for many grants now and in the future to fulfill its aspirations made in the Disability Inclusion Access Plan. The DIAP has not been funded and Council is expected to find revenue from within its current budget or through grant funding.

The Inclusion and Access Advisory Group would like to be consulted in a meaningful and respectful manner to ensure the grants applied for by Council staff for community infrastructure are inclusive and represent community needs for access and inclusion.

The DIAP calls for a change in Attitudes and Behaviours. The Inclusion and Access Advisory Group does not wish to be a body who rubber stamps Council initiatives but wishes to be consulted in a meaningful and respectful manner, and therefore asks that the above recommendations be accepted by Council.

### Director Assets and Works Comments

The following is extracted from the Group's 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**

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