

Inclusion & Access Advisory Group

Meeting Date: Monday, 22 February, 2021
Location: Council Chambers / Microsoft Teams
Time: 11.00am

Please note: Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

Agenda

1. **Apologies**
2. **Confirmation of Minutes**
 - Inclusion & Access Advisory Group - 14 December 2020 1
3. **Declarations of Interest**
4. **Reports**
 - IA21.1 Membership Application 7
 - IA21.2 Update on Actions - February 2021 10
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 Annette Pham – (Representative Ms Shelley Hancock MP)
Ms Fiona Phillips (Lesley Zandstra)
Ms Jackie Kay AM
Mr Bill Deaves
Mr Neville Foord
Ms Andrea Wallace
Mr Theo Bagou
Mr Arthur Ball
Ms Nola Stephens
Mr Stephen Taylor
Mr Chris Mitchell
Ms Kylie Knight
Ms Penelope Espinoza Hallett
Mr Frederick Oberg
Ms Grace Kennedy - Youth
Ms Leonie Dippel – Shoalhaven Community Transport
Ms Jodie Hoger – Education Representative (TAFE Illawarra)
Ms Mel Gorman – Spinal Cord Injuries Australia
Mr Murray Hair – Health NSW (Occupational Therapy Department)
Ms Deb McKenzie – FOCAS Shoalhaven
Mr Paul Snudden / Ms Ruth Freeland - NDIS

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, 14 December 2020
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The following members were present:

Clr Patricia White – Chairperson
Clr Nina Digiglio – left at 11.37am
Mr Theo Bagou – (Remotely)
Mr Arthur Ball
Ms Nola Stephens
Ms Annette Pham – (Remotely)
Mr Chris Mitchell
Ms Kylie Knight – (Remotely)
Mr Frederick Oberg – (Remotely)
Mr Michael Paine - Senior Community Development Officer

Others present:

Susan Edwards – Unit Manager – Community & Recreation
Colin Wood – Section Manager – Building & Compliance
Peter Herald – Buildings & Operations Manager
Hayden Fineran – Community Development officer

Apologies / Leave of Absence

Apologies were received from Andrea Wallace, Grace Kennedy, Penelope Espinoza Hallett, Lesley Zandstra, Leonie Dippel, Jackie Kay and Bill Deaves.

Clr White, welcomed all members back and Frederick Oberg new member.

Confirmation of the Minutes

RESOLVED (Theo Bagou / Kylie Knight)

That the Minutes of the Inclusion & Access Advisory Group held on Monday 17 August 2020 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

IA20.7	Australian Building Code Board - Mandatory Access Levels for Housing - Consultation Submission	HPERM Ref: D20/471426
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Staff addressed the meeting and advised that due to timing the Working Group was unable to submit a response to the ABCB on the mandatory access levels.

Leading on, it was determined that the Working Group would provide a response to the Australian Building Codes Board Regulation Impact Statement (RIS) on mandatory access levels of housing in the National Construction Code.

The Working Group met remotely and provided a draft response (Attached to the report).

Staff and Councillors thanked Kylie Knight and Annette for their contribution to forming a response on the Regulation Impact Statement.

Recommendation (Item to be determined under delegated authority)

That the Inclusion and Access Advisory Group receive the Australian Building Code Board - Mandatory Access Levels for Housing - Consultation Submission report for information.

RESOLVED (Kylie Knight / Annette Pham)

That the Inclusion and Access Advisory Group receive the Australian Building Code Board - Mandatory Access Levels for Housing - Consultation Submission report for information.

CARRIED

IA20.8	Consultation Plan - Review of NSW Disability Inclusion Plan	HPERM Ref: D20/525191
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Staff addressed the meeting and advised that the NSW Disability Inclusion Plan is currently being reviewed. The community consultation was open from 4 November to 4 December 2020.

Community Development team made a staff submission, information contained in the report.

Recommendation (Item to be determined under delegated authority)

That the Inclusion & Access Advisory Group receive the report on the Consultation Plan – Review of NSW Disability Inclusion Plan report for information.

RESOLVED (Kylie Knight / Arthur Ball)

That the Inclusion & Access Advisory Group receive the report on the Consultation Plan – Review of NSW Disability Inclusion Plan report for information.

CARRIED

IA20.9 Disability Inclusion Action Plan - Annual Report & Review

HPERM Ref: D20/525400

Staff addressed the meeting and advised that the information contained in the report has 2 parts, being the DIAP Annual Report and the DIAP Review.

The Annual Report includes the actions that have been completed, commenced and those that have not started. The remaining (not started actions) will be reviewed in the DIAP review.

The DIAP Review consultant engagement and relevant EOI period closed 3 December 2020. Staff will work with the members through workshops, surveys and providing feedback.

Nola Stephens raised the issue of public transport, community transport and taxi's in the area. Staff suggested that the documentation open for comment at the moment be sent to Nola for information. Clr Digiglio suggested that staff provide support to Nola Stephens to assist her in formalising an online submission.

Frederick Oberg suggested a hop on/off bus that targets hot spot shopping areas. Mr Oberg also suggested that Council conduct an audit of all beach access points in the Shoalhaven and grade them to determine which beach access is satisfactory and which access points require improving. It is not clear on Council's website where the accessible beach access points are.

Staff responded and advised that in relation to the hop on/off bus, Council often advocates to private companies for improving public transport services. Susan Edwards advised she will follow up with Natural Resources regarding beach access points and Council's audit. Susan will provide feedback to the Committee.

Recommendation (Item to be determined under delegated authority)

That the Inclusion & Access Advisory Group:

1. Receive this report on the Disability Inclusion Action Plan Annual Report and Action Plan Review for information.
2. Take part in the formal Action Plan Review of Council's Disability Inclusion Action Plan during the community consultation period, making comment on the draft document before the Action Plan Review is adopted by Council.

RESOLVED (Kylie Knight / Frederick Oberg)

That the Inclusion & Access Advisory Group:

1. Receive this report on the Disability Inclusion Action Plan Annual Report and Action Plan Review for information.
2. Take part in the formal Action Plan Review of Council's Disability Inclusion Action Plan during the community consultation period, making comment on the draft document before the Action Plan Review is adopted by Council.

CARRIED

IA20.10 Update on Actions - December 2020

HPERM Ref: D20/512950

Note: Clr Digiglio left the meeting during discussion of the Action Table.

Staff addressed the meeting and advised the following in relation to the Actions List report:

- IA19.5 – Action remains open
 - The committee discussed implementing an annual training and development program, this will be a new recommendation.
- IA19.21 – Council have been working with the owner and Strata Manager, it was suggested

by staff that Council meet with them again with the Councillors. Colin Wood advised that he would arrange another meeting with Councillors and the Strata Manager regarding the Section 4.55 application. Clr White advised she will work with Colin on the matter.

- IA19.30 – completed and recommended to be removed
- IA19.52 – completed and recommended to be removed
- IA20.5 – completed and recommended to be removed
 - Chris Mitchell addressed the meeting in relation to peninsula toilets and Changing Places. Peter Herald responded and received Mr Mitchell's response.
 - Colin Wood advised that he would work with Susan Edwards and come back to the Committee regarding the % of use and whether it is mandatory in the building code. He also advised that a possible way forward is to make an application for a proposal for change, and that he would come back to Mr Mitchell in relation to this. Colin also requested from Mr Mitchell that he provide the statistics he addressed.
- IA20.6 – Action remains open

Recommendation (Item to be determined under delegated authority)

That:

1. The Inclusion & Access Advisory Group receive the Update on Actions report for information.
2. The following actions be noted as completed and removed from the Action Table:
 - a. IA19.30 - Additional Item - Working Group Formation - Mandatory Access Levels for Housing - ABCB – Submission
 - b. IA19.52 - Additional Item - Noah's Challenge - Inclusion & Access Advisory Group Stall - Report Request
 - c. IA20.5 - Lift & Change Facilities Masterplan Adoption - RMS - Princes Hwy New Facilities - Extra Toilet Design Investigation - Building Code - AS1428 Toilet
 - d. IA20.6 - Update on Action - August - Promotion / Engagement Working Group Formation

RESOLVED (Arthur Ball / Kylie Knight)

That:

1. The Inclusion & Access Advisory Group receive the Update on Actions report for information.
2. The following actions be noted as completed and removed from the Action Table:
 - a. IA19.30 - Additional Item - Working Group Formation - Mandatory Access Levels for Housing - ABCB – Submission
 - b. IA19.52 - Additional Item - Noah's Challenge - Inclusion & Access Advisory Group Stall - Report Request
 - c. IA20.5 - Lift & Change Facilities Masterplan Adoption - RMS - Princes Hwy New Facilities - Extra Toilet Design Investigation - Building Code - AS1428 Toilet
 - d. IA20.6 - Update on Action - August - Promotion / Engagement Working Group Formation

CARRIED

IA20.11 Fencing - Plantation Point Park Liberty Swing - Playground Design (whole of Shoalhaven)

HPERM Ref: D20/543324

Annette Pham addressed the meeting, the Committee held a discussion in relation to this matter.

Recommendation

That:

1. The fencing be removed and new fencing at half the height be installed.
2. Council include a member of the Inclusion and Access Advisory Group in reviewing the designs submitted by those tendering for the design and installation of the playgrounds in the Shoalhaven before the proposed plans go out to the community for comment on the get involved page.

RECOMMENDATION (Clr White / Theo Bagou)

That:

1. Council receive report for information;
2. The fence height remains unchanged due to the manufacturers requirements that the fence surrounding the Liberty Swing must be 1500mm.

FOR: Clr White, Theo Bagou, Arthur Ball, Nola Stephens, Chris Mitchell, Kylie Knight and Frederick Oberg.

AGAINST: Annette Pham

CARRIED

**IA20.12 Holiday Haven White Sands Caravan Park - New
Glamping Cabins & other Cabins - Accessibility - Adult
Change Facilities (all Tourist Parks)**

**HPERM Ref:
D20/543398**

Annette Pham addressed the meeting, the Committee held a discussion in relation to this matter.

Recommendation

That Council:

1. Remove the steps and install a ramp to enter the new glamping tents and other cabins at White Sands Caravan Park
2. When building new cabins in Council Owned Caravan Parks make them all fully accessible
3. Build one adult change facility in each council owned caravan park.

RECOMMENDATION (Arthur Ball / Nola Stephens)

That the Inclusion and Access Committee request that:

1. Council receive this report for information.
2. Holiday Haven Tourist Parks consider the research carried out by Simon Darcy, Bruce Cameron & Shane Pegg – “Accessible tourism and sustainability: a discussion and case study” in the 10-year planning for Holiday Haven parks across the Shoalhaven.

CARRIED

**IA20.13 New Playground - Moona Moona Creek Huskisson -
Softfall - Playground design (whole of Shoalhaven)**

**HPERM Ref:
D20/543455**

Annette Pham addressed the meeting, the Committee held a discussion in relation to this matter.

Recommendation

That Council

1. Increase the amount of softfall coverage on the playground so people with disabilities can access the play equipment.

2. Allow a member of the Inclusion & Access Advisory Group to review plans before going out to tender.

RECOMMENDATION (Clr White / Arthur Ball)

That the Inclusion and Access Committee request that Council:

1. Receive this report for information.
2. Authorise a staff representative from the Inclusion and Access Committee is invited to sit on future playground assessment panels, providing advice on accessibility.

CARRIED

GENERAL BUSINESS

IA20.14 Additional Item - Consider Annual Disability Awareness Training Program for Councillors and Staff

During discussion on the Action table Item (IA20.10) the committee discussed the importance of regular training and awareness for councillors and staff. This matter related to Item IA19.5 / MIN19.123.

RECOMMENDATION (Annette Pham / Kylie Knight)

That the Inclusion and Access Advisory Group request that the CEO consider an Annual requirement for Disability Awareness Training for Councillors and Staff.

CARRIED

It was noted by Mr Frederick Oberg, that he authorises his email address to be shared with other IAAG members.

There being no further business, the meeting concluded, the time being 12.43pm.

Clr Patricia White
CHAIRPERSON

IA21.1 Membership Application

HPERM Ref: D21/27656

Department: Business Assurance & Risk

Approver: Kevin Voegt, Director - City Performance

Attachments: 1. Membership Application - Lily Wright [↓](#)

Reason for Report

For the Committee and Council to consider an application for membership from Lily Wright.

Recommendation

That Council appoint Lily Wright as a community member of the Inclusion & Access Advisory Group.

Options

1. As Recommended
2. Adopt an alternate recommendation.

Background


Council received a membership application from Lily Wright (attached) who wishes to become a member of the Inclusion and Access Advisory Group.

Ms Wright attended the Local Government Youth Council event held on the 8 August 2020; since then Ms Wright has shown interest in advocating for her community. Ms Wright stated in her application that she wishes to advocate for and improve access in the Shoalhaven for people with a disability.

The application from Ms Wright is attached for review and consideration by the Inclusion and Access Advisory Group.

12/27/2020

IMG_0652.jpg



Application for Membership
Inclusion & Access Advisory Group

Applications are currently being sought for members of Shoalhaven City Council's Inclusion & Access Advisory Group.

Members of the Inclusion & Access Advisory Group are encouraged to become actively involved in the purpose of the Committee and to be an advocate between community and Council. The role of the Committee is:-

- 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.

The Committee meets four (4) times per year usually on a Monday.

1 Details of Applicant	
Mr / Mrs / Miss / Ms Surname Wright	Given Name: Lily
Email* [REDACTED]	
Postal Address [REDACTED]	
Phone: (H) [REDACTED]	(M) [REDACTED] (B) [REDACTED]

*Correspondence with Committee Members will be sent via email unless otherwise advised.

2 I am applying to represent the following organisation or group (if relevant)

3 I am applying for the membership for the following reasons:

I want to advocate for the rights of people with disability and improve the access in the Shoalhaven area for people with disability.

IA21.1 - Attachment 1

12/27/2020

IMG_0653.jpg

4 My relevant experience and attributes and how it relates to Inclusion and Access:

I have gained personal experience from having disability myself and know of improvements that can be made in the Shoalhaven area relating to Inclusion and Access.

5 Signature of Applicant

Signed: [Redacted]

Date: 27.12.2020

Please complete the above form and return by post to " The General Manager, Shoalhaven City Council , PO Box 42, NOWRA NSW 2541" or email it to council@shoalhaven.nsw.gov.au

Attachments of further information supporting your application are permitted.

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council@shoalhaven.nsw.gov.au www.shoalhaven.nsw.gov.au
Phone: (02) 4429 3111 Fax: (02) 4422 1816

IA21.1 - Attachment 1

IA21.2 Update on Actions - February 2021

HPERM Ref: D21/20657

Department: Community Connections

Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Action table report - February (under separate cover)

Reason for Report

To provide the Inclusion & Access Advisory Group with a progress report regarding actions and resolutions that have been made at previous meetings.

Recommendation (Item to be determined under delegated authority)

That

1. The Inclusion & Access Advisory Group receive the Update on Actions report for information.
2. The following actions be noted as completed and removed from the Action Table:
 - a. IA20.13 - Moona Moona Creek Huskisson Playground - Report Received - Inclusion & Access Advisory Group Staff Representative - Playground Assessment Panels

Options

1. Adopt the recommendation as written.

Implications: The Inclusion & Access Advisory Group is updated on progress of actions and recommendations made at previous meetings.

2. Request more information.

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

Background

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

Subject to the Group concurring that satisfactory progress has been made to complete the item on the February 2021 Action Sheet Report, the Group is requested to adopt the Recommendation to note completion of:

- a. IA20.13 - Moona Moona Creek Huskisson Playground - Report Received - Inclusion & Access Advisory Group Staff Representative - Playground Assessment Panels

Attachment 1 provides information regarding the status of actions and resolutions made at previous meetings, including items which are still works in progress. Staff are 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 & Access Advisory Group are kept informed on progress towards the completion of actions and projects. This report provides a structured approach to facilitate this information exchange.