

Inclusion & Access Advisory Group

Meeting Date: Monday, 29 August, 2022

Location: Osprey Training Room, Level 1, City Administrative Building, Bridge Road, Nowra

Time: 11.00am

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Agenda

1. Apologies

2. Confirmation of Minutes

- Inclusion & Access Advisory Group - 30 May 2022

3. Declarations of Interest

4. Presentations

IA22.10 Presentation - National Secretary of Myositis Association

*The National Secretary of Myositis Association - Anita Chalmers
OAM will make a presentation.*

IA22.11 Presentation - Footpaths & Accessibility - Simon Holt - City Services

5. Reports

IA22.12 Investigating all ability access - Shoalhaven beaches 1

IA22.13 Updated Action Table Report - August 2022 6

IA22.14 Disability Inclusion Action Plan 2022/26 15

6. General Business

Membership

Clr Liza Butler - Chairperson

Clr Patricia White

Clr Paul Ell – Alternate

All other Councillors as non voting members

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 Lily Wright

Ms Kylieanne Derwent

Ms Jennifer Anstiss

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)

FOCAS Shoalhaven (Representative)

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

IA22.12 Investigating all ability access - Shoalhaven beaches

HPERM Ref: D22/301477

Department: Environmental Services

Approver: James Ruprai, Director - City Development

Reason for Report

This report is to inform the Inclusion & Access Advisory Group of previous and current investigations into all-ability coastal access track improvements at Shoalhaven City Council managed beaches and estuaries, and to provide an overview of existing management strategies aligning to actions from the Coastal Zone Management Plan (2018).

Recommendation (Item to be determined under delegated authority)

That the Inclusion & Access Advisory Group receive this report for information.

Options

1. Adopt the recommendation

Implications:

- a) The current budget allocation for strategic identification of all-ability coastal access tracks as outlined in the Shoalhaven City Council Delivery Program Operational Plan & Budget (2022/2023) is limited to \$30,000.00
- b) Implementation and scheduling of some management actions as defined by the CZMP emergency action subplans for Culburra Beach and Callala Beach will be subject to conditions of the applicable licensing and permits, which are yet to be obtained from NSW Crown Land and Department of Primary Industries (DPI) - Fisheries.

2. Provide an alternative to the recommendation.

Implications: The details would need to be provided to Council and the outcome would remain unknown until further assessment.

Background

This report provides information on the previous and current investigations into all-ability coastal access track improvements at Shoalhaven City Council managed beaches and estuaries.

It will inclusively provide an update to address:

- Mayoral Minute **MM21.1** – which Council resolved to; “ *consult with National Parks and Wildlife to undertake a joint project to replace the existing stairs that access Berrara Beach and Berrara Lagoon with an accessible ramp*”.
- Strategy & Assets Committee **MIN16.959** which Council resolved to; “ *Council Staff to investigate and provide costs back to council to repair the car park and access track to Ocean Street Beach so it can be utilised by disabled users, family access and emergency responders and general beach users.*”

- Inclusion & Access Advisory Group **IA21.14** Storm damage to coastal access tracks at Callala beach; and
- Inclusion & Access Advisory Group **IA22.9** which requested a report and presentation on Coastal Management Programs (CMPs).

Shoalhaven Beach Asset Management Strategy

In 2021, Council completed the Shoalhaven Beach Asset Management Strategy project, which was funded under the NSW Department of Planning and Environment's (DPE) Coastal and Estuary Grants Program. This project involved an engagement of specialist coastal engineering consultants, Advisian, to complete an investigation aligning with an action from Council's certified Coastal Zone Management Plan (CZMP, 2018).

The action proposed an update of the Coastal Asset Management Plan to include a coastal access track management strategy and methodology for assessment based on environmental, social, and economic risks.

Approximately 250 coastal access tracks were assessed and inspected as part of this engagement, with a multi-criteria analysis developed and undertaken to provide a basis for rationalisation for coastal access tracks on a beach-by-beach basis. The criteria for assessing the coastal access tracks included consideration of the:

- Number of coastal access tracks available per linear distance in each locality (beach).
- Location of the coastal access tracks in relation to key local amenities and accessibility to high-use areas, such as carparking or local urban areas.
- Safety of coastal access tracks based on the site assessments.
- Impacts on the environment associated with each coastal access track based on site observations and factors including the positioning and orientation with respect to local winds, susceptibility to erosion, and other coastal processes.

The project also identified considerations for some existing coastal access tracks having the potential to be upgraded to accommodate all-ability access. The recommendation advised that further investigations should be made for these identified areas.

Environmental Services (City Development) submitted a budget bid for funding under the Shoalhaven City Council Delivery Program Operational Plan & Budget (DPOP 2022/2023) to undertake these further investigations. This budget bid was successful and will enable Environmental Services to pursue the strategic identification of all-ability beach access along the Shoalhaven coastline. This project will consider the previously identified sites, providing detail on the specific requirements to implement the potential all-ability beach access based on considerations including site feasibility, environmental constraints, environmental approval requirements, and intended use outcomes.

Mayoral Minute MM21.1 - Berrara Lagoon

In response to resolutions from MM21.1, Council initiated agency consultation with National Parks and Wildlife Service (NPWS) who are the landowner for the subject area adjacent to Council managed land at Berrara Lagoon. NPWS did not support the concept of installing a concrete path, as the proposed site was deemed not suitable to provide a "disabled access path to the lagoon". The primary reasons being:

- The intertidal area of Berrara Lagoon is highly dynamic (i.e., the sand is highly mobile). It is inevitable that any fixed asset installed in this environment will eventually be compromised or rendered inoperable.

- The entrance of Berrara Lagoon is not considered a suitable location for persons with a disability to swim due to the strong currents evident, particularly in the middle of large tides.
- The access path on Council managed land adjacent to the subject site has gradient of 1V:8H, which this exceeds the maximum for unassisted use (1V:12H).
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Based on this agency correspondence, Council did not pursue NPWS for alternatives regarding all-ability access on land not managed by Council. It is considered that any options to investigate alternatives may depend on existing NPWS Plans of Management which are independent of Council management activities.

Investigations into all-ability access on Council managed land within the area will be addressed under the 2022/23 DPOP funding for strategic identification of all-ability coastal access across the Shoalhaven (as detailed above).

Strategy & Assets Committee - MIN16.959 - Tilbury Cove and Ocean St, Culburra Beach

The Shoalhaven Beaches Asset Management Strategy (Advisian, 2021) included investigations into the subject coastal access track at Tilbury Cove and Ocean St, Culburra Beach to address the resolutions from MIN16.959. The coastal access track at Ocean Street was identified to be retained as an existing flat access onto beach as it is the current main pedestrian beach access point for day visitors. The coastal access track is affected by erosion, leading to a general lowering of the track surface relative to the surrounding dune. A recommendation was made to rectify the erosion through periodic sand replenishment activities to raise the elevation of the lower portion, or by inclusion of reinforcement material to reduce erosion and allow easier access to the beach for emergency vehicles. The potential to create all-ability access was also identified as a consideration, however the ongoing impacts from windblown sand, coastal erosion from storms, and overland flow from nearby stormwater causing erosion are aspects which will need to be investigated further.

A design compliant with all-ability Australian Standards would likely require significant engineered infrastructure and any design would need to resolve these complex issues and include extensive dune vegetation clearing (and re-establishment), Aboriginal Heritage assessment, and consideration of a toilet block upgrade to the disabled standards. While the recommendation within the Shoalhaven Beaches Asset Management Strategy (Advisian, 2021) has advised there is potential to create all-ability access at this location, further investigations on this will be detailed through the 2022/23 DPOP funding for strategic identification of all-ability beach access across the Shoalhaven coastline.

Current management of coastal access tracks within this area will align with the CZMP – Culburra Beach Emergency Action Sub Plan (CZMP, 2018) to ensure that these are managed following storm events. Council has an application in progress for a 5-year Crown Land licence, which aims to gain holistic approval from Crown Land and DPI-Fisheries to implement the management actions as defined by the Emergency Action Subplan. This licensing is the environmental approval requirement to enable sand replenishment activities where required at the subject impacted coastal access tracks.

Inclusion & Access Advisory Group – IA21.14 – Storm damage at Callala Beach

The Shoalhaven Beaches Asset Management Strategy (Advisian, 2021) included investigations into all formal Council coastal access tracks at Callala Beach.

The management and monitoring of general coastal access tracks in this area following storm impacts will be in accordance with the CZMP – Callala Beach Emergency Action Sub Plan (CZMP, 2018). Council has an application in progress for a 5-year Crown Land licence,

which aims to gain holistic approval from Crown Land and DPI Fisheries to implement all of the management actions as defined by the Emergency Action Subplan. This licensing is the environmental approval requirement to enable sand replenishments where required at impacted coastal access tracks.

Investigations into all-ability access on Council managed land within the area will be addressed under the 2022/23 DPOP funding for strategic identification of all-ability coastal access across the Shoalhaven (as detailed above).

Community Engagements

Council is currently developing Coastal Management Programs (CMPs), a NSW Government legislative requirement, to outline the strategic management of the coastline and estuaries for the Shoalhaven Local Government Area (LGA). Council's CMPs will consider issues, such as those that have been identified in this report, to help shape and identify future management actions for the Shoalhaven coastline and estuaries. As it is essential Council affords the community an opportunity to provide feedback to these projects, a critical component of developing the CMPs is community consultation and engagement.

For further consultation regarding strategic management of Council's coastal access track assets, it is recommended that community stakeholders provide input through the consultation channels of the CMPs. To stay updated and informed with these projects it is recommended to subscribe to Council's Get Involved pages for these projects.

The **Shoalhaven Coastal Management Program [Get Involved page](#)** provides further information regarding the process and development stages of CMPs, as well as updates regarding the CMPs that are being undertaken.

For specific information dedicated to providing updates (drop-in information sessions, surveys, question & answers, and general progress reports) pertaining to the progress for a CMP for specific coastal areas, the following pages are available:

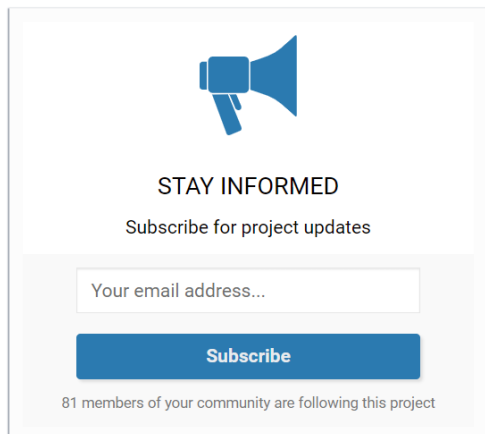
- [Open Coast and Jervis Bay CMP](#)
- [Sussex Inlet, St Georges Basin, Swan Lake and Berrara Creek CMP](#)
- [Lower Shoalhaven River CMP](#)
- [Lake Conjola CMP](#)

The '*Stay Informed*' box is used to enter an email address and by clicking '*Subscribe*' to receive future CMP updates.

Several different methods will be utilised to communicate and engage with key stakeholders throughout the stages of each CMP. Each communication channel and tool has been selected to target specific audiences to ensure the information is disseminated effectively and efficiently to the community.

Policy Implications

Implementation of all-ability coastal access tracks on Council managed land is subject to land tenure and legislated licensing and environmental approval considerations. The strategic investigation into all-ability coastal access tracks will take into consideration these implications as required.



The image shows a 'Stay Informed' subscription box. At the top is a blue megaphone icon. Below it, the text reads 'STAY INFORMED' and 'Subscribe for project updates'. There is a text input field with the placeholder 'Your email address...'. Below the input field is a blue 'Subscribe' button. At the bottom, it says '81 members of your community are following this project'.

Financial Implications

The current Shoalhaven City Council 2022/23 DPOP budget for strategic investigation into all-ability coastal access across the Shoalhaven is \$30,000. This budget aims to solely investigate the most applicable areas currently flagged as having potential for all-ability coastal access tracks. The proposed identification of the most applicable sites for all-ability access resulting from the current investigations will serve as a significant resource.

The investigative works will enable Council to seek further funding opportunities for implementation if all-ability coastal access tracks through internal DPOP budgets and/or funding partnership programs.

Installation of any infrastructure, where required to enable compliance with all-ability standards, will involve costs associated with geotechnical investigations, survey, engineering design, environmental assessments, and environmental licenses and approvals.

Risk Implications

There is a risk that the strategic investigations will result in limited options being identified to implement all-ability coastal access tracks when there is holistic consideration for site parameters including existing site amenities, current access, environmental conditions, and cost aspects. However, it should be considered that the purpose of the strategic investigation stage is to ensure the most applicable sites are identified to ensure a successful outcome.

IA22.13 Updated Action Table Report - August 2022

HPERM Ref: D22/343419

Department: Community Connections

Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Updated Action Table - Inclusion Access Advisory Group - August 2022
[↓](#)

Reason for Report

To provide the Inclusion & Access Advisory Group with a progress report on outstanding actions.

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:
 - i. IA22.4: Item 1 - Inclusion & Access Advisory Group - Terms of Reference adoption - Membership - Audit - Expression of Interest - Assessment panel - ToR review workshop

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 request further information.

Background

This report is to update the Inclusion & Access Advisory Group on outstanding actions from previous meetings.

Subject to the Group concurring that satisfactory progress has been made to complete the item on the August 2022 Action Table Report, the Group is requested to adopt the Recommendation to note completion of:

1. IA22.4: Item 1 - Inclusion & Access Advisory Group - Terms of Reference adoption - Membership - Audit - Expression of Interest - Assessment panel - ToR review workshop.

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.

Inclusion & Access Advisory Group	Action Sheets Report
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Meeting Date: 28/05/2019	Item No: IA19.21	Officer: Wood, Colin	Completed:
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Title: Ulladulla Subway and Services NSW accessible parking investigation - defer to Staff - Strata Owners

<p>RESOLVED (Clr White / Clr Digiglio) MIN19.319 That the matter be deferred back to staff to work with the Strata Owners to achieve a positive outcome. CARRIED</p>	<p>Notes: 04 Feb 2021 2:07pm Wood, Colin Email sent to Managing agent on 03/02/2021 requesting an on-site meeting with the stakeholders. 23 Mar 2022 3:17pm Wood, Colin At the Inclusion and Access Committee meeting on 21/03/2022, it was agreed to make further contact with the Owner/Owners Agent to move this item forward. This will be reported back to the next meeting. An email was sent to the Managing Agent on 23/03/2022 requesting a site meeting to discuss this matter (D22/117846). 09 May 2022 11:23am Sperring, Debbie Claire Clarke from Integrity Strata advised there are new owners involved., Claire requested a copy of the minutes from Inclusion & Access Advisory Group meeting, 06/05/2019 (pages 28 to 32) along with the recommendations from those minutes. Claire intends to explain the current situation concerning the accessible parking to the new owners., An email was sent to Claire with this information on 07/04/2022, see D22/148515. Awaiting response from Claire. 03 Aug 2022 2:23pm Sperring, Debbie Claire Clarke from Integrity Strata has advised there are new owners involved., Claire requested a copy of the minutes from Inclusion & Access Advisory Group meeting, 06/05/2019 (pages 28 to 32) along with the recommendations from those minutes. This was sent to Claire on 07/04/2022 (See D22/148515) and she intends to explain the current situation concerning the accessible parking to the new owners. Council is still awaiting response from Claire.</p>
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Meeting Date: 23/03/2021	Item No: IA21.4	Officer: Holt, Simon	Completed:
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Title: Additional Item - Footpath & Kerb Ramp Repairs - Nowra - Scenic Dr / Hyam St / Bridge Rd

<p>RESOLVED* (Clr Digiglio / Clr White) MIN21.155 That Council:</p>	<p>Notes: 09 Feb 2022 4:10pm Dunn, Melissa This is completed – An all Councillor email has been drafted.</p>
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Inclusion & Access Advisory Group	Action Sheets Report
<p>1. Make urgent representations to Fulton Hogan in relation to the deteriorating footpath from Nowra Aquatic Park to Bridge Road, Nowra which needs urgent repairs to meet AS1428.</p> <p>2. Investigate the curb ramps and undertake all necessary work to ensure a safe crossing and that it meets AS1428:</p> <p>a. On the corner of Hyams Street and Bridge Road, Nowra (northern side); and</p> <p>b. Bridge Road near the Fire Brigade (northern side)</p> <p>CARRIED</p>	<p>08 Aug 2022 10:36am Lehdey, Ellann - Reallocation Action reassigned to Holt, Simon by Lehdey, Ellann - Re-assigned to Asset Custodian. Design work has been completed.</p> <p>Mr Holt will be attending the IAAG meeting of 29 August 2022 to present on this matter.</p>

Meeting Date: 23/03/2021	Item No: IA21.7	Officer: Tulubinska, Olena	Completed:
<p>Title: Additional Item - Funding from Accessible Parking Fines - Budget Allocation - Implementation of Disability Inclusion Action Plan - Report request</p>			
<p>RESOLVED (Clr Proudfoot / Clr White) MIN21.158 That Council receive the report for information and the CEO (Director City Performance) report back on a budget for an annual allocation of funds for the implementation of actions in the Disability Inclusion Action Plan. CARRIED</p>		<p>Notes: 09 Dec 2021 9:00am Cassar, Nicole - Target Date Revision Revised Target Date changed by: Cassar, Nicole From: 22 Apr 2021 To: 01 Feb 2022, Reason: City Lifestyles need to implement a Disability Action Plan before any budget allocations can be made</p>	

Meeting Date: 11/10/2021	Item No: IA21.14	Officer: Smith, Nigel	Completed:
<p>Title: Additional Item - Storm Damage to Beach Access at Callala Beach</p>			
<p>RESOLVED (Frederick Oberg / Arthur Ball) That a report be submitted on the accessible Beach access points around the Shoalhaven and the conditions of the accessibility. CARRIED</p>		<p>Notes: 19 Oct 2021 2:22pm Massie, Ray inspect and advise on repair scenario for district engineer and maintenance crew previously completed by coastal maintenance contractor Paul McNally 09 Nov 2021 9:02am Massie, Ray</p>	

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	<p>repair notes added to TRIM equitable access ramp to be submitted as a Capital Works bid in conjunction with environmental services based on lake Tabourie boardwalk replacement</p> <p>09 Nov 2021 3:15pm Andriske, Claire</p> <p>Below comment by Ray Massie:, Thankyou for your enquiry regarding maintenance of equitable beach access across the city. Environmental services are currently determining what access ways are suitable for upgrade to disabled standard from a consultant’s report and are organising for sand nourishment at Callala Beach during November. The district maintenance engineer has also requested cost estimates to upgrade the Callala Beach Road access for a budget bid in the Capital Works program for consideration.</p> <p>22 Mar 2022 3:31pm Andriske, Claire - Reallocation</p> <p>Action reassigned to Windsor, Josh by Andriske, Claire - From Ray Massie</p> <p>26 Apr 2022 10:24am Andriske, Claire - Reallocation</p> <p>Action reassigned to Smith, Nigel by Andriske, Claire - Report required</p> <p>22 August 2022 Michael Paine</p> <p>Report submitted to the meeting of the 29 August addressing the minute.</p>
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Meeting Date: 07/02/2022	Item No: IA21.16	Officer: Tipton, Micaiah	Completed:
Title: Australian Standards - Accessible Parking Spaces - Nowra CBD - Private carparks - write to owners - Council carparks - investigate upgrade			
<p>RESOLVED* (Clr White / Clr Wells) MIN22.58</p> <p>That the Inclusion & Access Advisory Group:</p> <ol style="list-style-type: none"> 1. The report be received for information; 2. Request that Council write to the privately owned car parks noting the spaces do not comply with current Australian Standard; 3. Investigate/seek funding to upgrade accessible spaces in Council owned carparks to meet current Australian Standards. <p>FOR: Clr Findley, Clr Christen, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Kotlash, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray</p>	<p>Notes:</p> <p>01 Apr 2022 2:25pm Lehdey, Ellann</p> <p>Report has been drafted for Ordinary Meeting on 23 May 2022 for consideration by Council on the upgrading of accessible parking spaces in Nowra CBD to Australian Standards.</p> <p>02 May 2022 9:24am Lehdey, Ellann</p> <p>A letter seeking funding has been sent to TfNSW - D22/176412</p> <p>30 May 2022 3:51pm Lehdey, Ellann</p> <p>A letter seeking funding options has been sent to TfNSW D22/176412.</p> <p>06 Jul 2022 12:26pm Lehdey, Ellann</p>		

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<p>AGAINST: Nil CARRIED</p>	<p>TfNSW has responded to Council's funding request (D22/235435) advising that there are no grant funding programs through which TfNSW can administer funding to Council for this purpose. Options for funding will be the subject of a future report to Council</p> <p>03 Aug 2022 2:48pm Lehdey, Ellann</p> <p>TfNSW has responded to Council's funding request (D22/235435) advising that there are no grant funding programs through which TfNSW can administer funding to Council for this purpose. Options for funding will be the subject of a future report to Council.</p>
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Meeting Date: 07/02/2022	Item No: IA21.16	Officer: Irwin, Garon	Completed:
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Title: Australian Standards - Accessible Parking Spaces - Nowra CBD - Private carparks - write to owners - Council carparks - investigate upgrade

<p>RESOLVED* (Clr White / Clr Wells) MIN22.58</p> <p>That the Inclusion & Access Advisory Group:</p> <ol style="list-style-type: none"> 1. The report be received for information; 2. Request that Council write to the privately owned car parks noting the spaces do not comply with current Australian Standard; 3. Investigate/seek funding to upgrade accessible spaces in Council owned carparks to meet current Australian Standards. <p>FOR: Clr Findley, Clr Christen, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Kotlash, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray</p> <p>AGAINST: Nil CARRIED</p>	<p>Notes:</p> <p>10 Feb 2022 12:21pm Bowley, Kay Part 2 Garon Irwin - Part 3 Craig Exton</p> <p>01 Jun 2022 8:58am Irwin, Garon</p> <p>The privately owned carparks have been identified and the property owners will be sent a letter advising them of the accessible carparking issues identified.</p>
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Meeting Date: 07/02/2022	Item No: IA21.24	Officer: Dando, Trevor	Completed:
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Title: Inclusion & Access Advisory Committee - Additional Item - Accessible parking spaces - Yellow Metal Bollards replacement / flexible poles - Investigation

<p>RESOLVED* (Clr White / Clr Wells) MIN22.63</p>	<p>Notes:</p>
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<p>That Council investigate the removal of the yellow metal bollards at accessible parking spaces and replaced with a more flexible product/bumper pole to prevent damage to vehicles.</p> <p>FOR: Clr Findley, Clr Christen, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Kotlash, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray</p> <p>AGAINST: Nil</p> <p>CARRIED</p>	
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Meeting Date: 11/04/2022	Item No: IA22.4	Officer: Kincade, Monica	Completed:
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Title: Inclusion & Access Advisory Group - Terms of Reference adoption - Membership - Audit - Expression of Interest - Assessment panel - ToR review workshop

<p>RESOLVED* (Clr Wells / Clr Kotlash) MIN22.248</p> <p>That Council adopt the recommendation of the Inclusion & Access Advisory Group to:</p> <ol style="list-style-type: none"> 1. Accept the minor amendment to the Terms of Reference to: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Kylie Knight b. Kylieanne Derwent 	<p>Notes:</p> <p>13 Apr 2022 3:32pm Bowley, Kay Part 1 Kay Bowley - Part 2 to 5 Hayden Fineran</p> <p>04 Aug 2022 1:54pm Kincade, Monica</p> <p>1. To be noted as completed and removed from the action table., 2 - 5 On hold. An organisational review of Terms of Reference has begun across section 355 advisory committees. Once this review is complete, items 2 - 5 will be revisited.</p>
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Inclusion & Access Advisory Group	Action Sheets Report
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<p>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.</p> <p>FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray</p> <p>AGAINST: Nil</p> <p>CARRIED</p>	
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Meeting Date: 11/04/2022	Item No: IA22.7	Officer: Holt, Simon	Completed:
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Title: Additional Item - Footpath accessibility (Nowra Bridge to Junction St / Scenic Dr to Bridge Rd)- Investigations - Clr Briefing - Report request

<p>RESOLVED (Clr Butler / Clr Gray) MIN22.249</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Investigate the accessibility of the footpath from: <ol style="list-style-type: none"> a. The Nowra Bridge to Junction Street; and b. Scenic Drive to Bridge Road; 2. Receive a report via a Councillor Briefing prior to the next Inclusion and Access Advisory Group meeting (scheduled for Monday 30 May 2022) outlining the findings of the accessibility investigation. <p>FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray</p> <p>AGAINST: Nil</p> <p>CARRIED</p>	<p>Notes:</p>
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Meeting Date: 11/04/2022	Item No: IA22.9	Officer: Smith, Nigel	Completed:
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Inclusion & Access Advisory Group

Action Sheets Report

Title: Additional Item - Inclusion & Access Advisory Group - Coastal Management Programs (CMP) - Presentation & Report Request

RESOLVED* (Clr Wells / Clr Kotlash) MIN22.251

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 IAAG meeting.

FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray

AGAINST: Nil

CARRIED

Notes:

22 August 2022 Michael Paine

Report submitted to the meeting of the 29 August addressing the minute.

IA22.14 Disability Inclusion Action Plan 2022/26

HPERM Ref: D22/347142

Department: Community Connections
Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Post Exhibition - Disability Inclusion Action Plan 2022-2026 [↓](#)
2. Ordinary Report attachment 27.6.2022 - DIAP Implementation Table Master [↓](#)

Reason for Report

The purpose of this report is to provide the Inclusion and Access Advisory Group (IAAG) with a summary of the public exhibition process undertaken for the Disability Inclusion Action Plan 2022/26 and outlines Council's response to this feedback. In addition, it provides IAAG with the full Disability Inclusion Action Plan 2022/26 (DIAP) and Implementation Table.

Recommendation (Item to be determined under delegated authority)

That Inclusion and Access Advisory Group receive this report for information.

Options

1. IAAG members note report for information
Implications: IAAG members are made aware of DIAP the public exhibition process and Council's response to this feedback. In addition, the IAAG receive the Disability Inclusion Action Plan 202/26 and Implementation Table.
2. IAAG members determine an alternate recommendation
Implications: unknown until discussed

Background

The Shoalhaven Disability Inclusion Action Plan (DIAP) outlines Council's strategy to remove barriers and ensure equitable access to infrastructure, services, employment, and opportunities and promote the rights of people living with a disability in the Shoalhaven.

Since 2017, the NSW Disability Inclusion Act 2014 has required NSW Local Governments to undertake disability inclusion action planning every four years and always have a DIAP in place. The Act requires Local Government organisations to review their plan before the end of the 4-year period. The review must involve a consultation process, evaluation and updated DIAP as outlined in the Act.

All NSW Local Government organisations were granted a 12-month extension due to the impacts of Covid-19, and as a result the current Shoalhaven Disability Inclusion Action Plan 2017-2021 expires in July 2022.

Shoalhaven DIAP Development

In 2021, Council's Community Connections team commenced a review of the 2017-2021 DIAP and development of the new plan. Council engaged a consultant, The Flagstaff Group, and extensive community engagement was used to identify the priority areas for Council's inclusion work over the next four years. Community Connections worked with teams across Council to develop actions that will address the identified priorities. By developing the actions with the teams who will deliver them, we could ensure that the actions reflect the expert knowledge and experience of Council's teams.

The Shoalhaven Disability Inclusion Plan 2022-2026 represents Council's commitment to integrating inclusion into our work, with the aim of ensuring that people living with disability have fair access to services and can participate in life in the Shoalhaven.

To reflect the four key outcome areas recommended across the state, the DIAP is structured into the following focus areas:

1. Create Positive Attitudes and Behaviours Within Community
2. Create Accessible and Liveable Communities
3. Improve Access to Our Systems and Processes
4. Support Access to Meaningful Employment

Across the four focus areas, the Shoalhaven DIAP 2022-2026 identifies 15 priorities and 43 actions that will be undertaken. These actions are set out in the attached DIAP document, with further details on implementation resourcing provided in the document's Appendix 1.

The DIAP actions will be incorporated into the Integrated Planning and Reporting (IP&R) framework, and any actions that require additional funding outside of existing budgets will be integrated into Council's Operational Plans between 2022 and 2026.

The DIAP also uses Council's Annual Reports, required by the IP&R framework, to monitor and report annually on progress made in implementing the DIAP. This reporting informs the community on progress, and a copy is provided to NSW Disability Council to meet legislative requirements for DIAPs.

The Draft – Disability Inclusion Action Plan 2022-2026 – Public Exhibition Report (CL22.219) provided to Council at the Ordinary Meeting on 9 May 2022 resulted in the following resolution (MIN22.330):

That Council:

1. *Endorse the Draft Disability Inclusion Action Plan 2022-2026 for the purpose of placing on Public Exhibition for a period of 28 days to seek further community feedback.*
2. *Receive a report on feedback from the community on the Draft Disability Inclusion Action Plan 2022-2026 following the 28 days public exhibition period.*
3. *Thank the community for their participation to date and invite further feedback during the public exhibition period.*

This report includes an overview of the community engagement activities, outlines any recommended changes, and presents the final draft Disability Inclusion Action Plan 2022-2026 to be endorsed.

Public Exhibition

In accordance with the resolution of Council, the Draft Disability Inclusion Action Plan was placed on public exhibition from 11 May until 12 June 2022.

The focus of the engagement process was to inform the community about the revised DIAP and to seek feedback on the draft document. Submissions could be made to Council either via the online Get Involved page or via email or letter to Council.

A Community Engagement Plan was implemented to ensure people living with a disability, their families, carers, local business, service providers and people living in the Shoalhaven were given the opportunity to send feedback on the Draft DIAP.

A Get Involved Page was established, and community was asked the following questions:

- Overall, how happy are you with the Draft DIAP 2022-26?
- What would you like to change?
- Would you like to provide any additional feedback?

Information on the DIAP public exhibition, including the link to the Get Involved page where people could submit feedback, was shared across a range of networks including Community Consultative Bodies, Advisory Committees and Disability Service Providers across the Shoalhaven.

This was supported by the following communications and media:

- Four social media posts directing people to the Get Involved page were posted on Facebook, Instagram, Twitter, and LinkedIn
- A media release and news item outlining public exhibition information on how to make a submission and encouraging people to send their feedback was posted on Council's website and provided to 126 local media network contacts
- ABC Illawarra hosted an interview on the DIAP Public Exhibition
- Three radio stations, including Power FM, I98FM Illawarra and 2ST mentioned the DIAP in their broadcasts
- Information on the public exhibition and link to the Get Involved page was included in the 2 June 2022 *'In Your Neighbourhood'* Council Newsletter

In addition to the above, a workshop was held for the Inclusion and Access Group (IAAG) to ensure they were supported to provide feedback to the Draft DIAP. The group was asked the following questions: *Overall, how happy are you with the Draft DIAP 2022-26?, How easy is it to read and understand?, What do you like the most?, What would you like to change?*

Feedback from this workshop has been considered as part of the key themes outlined in the table below and has led to a number of amendments to the DIAP.

Summary of Submissions

Council's DIAP Get Involved page received 154 unique page visits and resulted in 10 online submissions during the exhibition period of 11 May to 12 June 2022. Within these submissions there was a variety of feedback across multiple areas within the DIAP.

The Summary of Submissions, and Table 1 below outlines staff responses and recommended actions to the feedback received.

All submissions will receive email correspondence to thank people for taking the time to provide feedback on the Draft DIAP and Implementation Plan and will include staff responses and any subsequent actions relating to their submission following adoption of the final documents.

Table 1 - Submission items and recommended actions

Submission Theme	Community Feedback	Recommended Action
Positive Feedback	<p><i>‘The activation of inclusion across recreational and public spaces is great. The inclusion of a disability specific design element is also great. I commend your efforts on actions incorporated to date to build a stronger inclusive and accessible Shoalhaven’</i></p> <p><i>‘Upon reading the document it is evident that a lot of thought has been done and many efforts are being made for the inclusion of those with a disability. I find that most people are always helpful within our community.’</i></p>	Note comments & thank the community
Beach access	<p><i>‘Correct names of beaches, there is no ramp at Barfleur beach in Vincentia, and why was a wheelchair ramp put on the roughest beach that has soft sand, which will not allow wheelchairs and where rough seas wash the sand out from underneath.’</i></p> <p><i>‘Need to make improved beach access a priority on the draft DIAP plan’</i></p> <p><i>‘Council needs to include improved beach and waterway access for people living with a disability/ elderly. This addition of a point 2.6 in Section 2: Create Accessible and Liveable Communities, page 21 of the Draft document should be a high priority.’</i></p> <p><i>‘For people with a pram or in a wheelchair to be able to get to the beach and enjoy our area is important please ensure this is included in your plans.’</i></p> <p><i>‘Shoalhaven needs to conduct a review of beach access, with a view to targeting those beaches that have most potential to providing access for people with disabilities. Existing topography should be considered - i.e., relatively short distance from accessible car parking, access points with small grades from car parking to beach, other features such as part access already in place (e.g., Callala Beach Rd access). In keeping with the current 100 beach challenge - a quantitative target should be set e.g., 10% or 15% of the 100</i></p>	It is acknowledged that significant community feedback on this issue has been received. This feedback has been provided to the Coastal Management team. This means that accessibility at beaches will be considered as part of the development of the Coastal Management Plans and able to reflect the specific feedback and needs identified through those processes which will seek to balance community access and environmental management priorities.

IA22.14

	<p><i>beaches to have improved beach access by 2026.</i></p> <p><i>An appropriate beginning point could be a survey of which beaches are currently regarded as most accessible (with or without assistance) by beach users with disabilities. And which beaches/waterways people would like to access if they could.'</i></p> <p><i>'Considering that there are 100 beaches and numerous waterways in the Shoalhaven, our association believe that inclusive access to these areas is of vital importance and must be included in this policy. There is money regularly budgeted by council for inclusive / disabled foreshore access'</i></p>	
Parks & Recreational Play	<p><i>'I think Council have missed the opportunity to make our recreational areas more inclusive such access ways to beaches and parks. This is not only for those with defined disabilities as we live in a community it's of a large ageing population but also families with prams, etc. This has not been represented strongly enough if at all in this plan.'</i></p>	<p>Improved recreational play and parks is currently addressed in priority:</p> <p><i>2.2 Increase access to inclusive parks that are designed to support use by people with disability.</i></p>
Accessible Parking	<p><i>'I am now in the single person household. My disability is nowhere as serious as many others. I can walk and stand for only a short time or distance and require a support walker.</i></p> <p><i>The parking in Nowra main shopping centre is very difficult. On many occasions I have driven into Nowra and have had to return home because I was unable to find a parking spot close enough for me to walk to shopping precinct. so, the parking issue is high. For medical appointments I use the community bus, so that I have definite access to my medical appointments.'</i></p>	<p>Improved accessible parking is currently addressed in priority:</p> <p><i>2.5 improve accessibility in the community.</i></p> <p>Action:</p> <p><i>2.5.3 Support the inclusion and access advisory group to provide advice on accessible parking from the community to Council's traffic committee</i></p>
Disability Signage	<p><i>'I know that you are aware of the need for more allocated disability parking, but I would like to acknowledge that the signage for these spaces e.g., person in wheelchair is so very outdated. Not all disabilities are visible and not all disabilities require a wheelchair, that to me is not inclusive of all disabilities, the same signage is on specific allocated toilets also.'</i></p>	<p>The International Symbol of Access has been in place for over 50 years across more than 160 countries. To modify these designs within the Shoalhaven would create a lack of consistency and understanding of accessible locations.</p>
Private Access	<p><i>'Access to businesses e.g., ramps. Although not a requirement for businesses to have this access, perhaps a rebate program from council to compensate those businesses wishing to make this access available that would be</i></p>	<p>A pilot program of this sort was run through a grant process in 2017/18 with limited uptake from businesses and landlords.</p>

	<i>otherwise unable to afford to do it.'</i>	
General Feedback	<i>'I am the National Secretary of the Myositis Association-Australia Inc and we have been collecting information regarding all aspects of facilities which would help make life easier for our members living in the Shoalhaven. These points could also apply to anyone with a disability.'</i>	Submission included legislative requirements for specific National Construction Codes & design considerations surrounding universal design principles. Acknowledge as feedback to better inform Council's work.
Feedback outside of Council's functional responsibilities.	<i>'My personal qualitative analysis of the 1000 Aboriginal people I work with, 17% live with a disability but due to cultural shameful practices will not register as an Indigenous person living with a disability on NDIS or with local Disability Providers.'</i> <i>'There is also a lack of medical specialists visiting our region which means people are having to travel out of area for treatments, sometimes this isn't possible due to inability to sit in a vehicle for hours. Our area has lost too many visiting medical specialists over the last few years.'</i>	Feedback will be provided to appropriate services.

IA22.14

Amendments

As part of the exhibition process some changes were identified and amendments made to the Draft DIAP and Implementation Plan. A number of these amendments were identified through the IAAG workshop. These amendments are outlined below:

The final draft Disability Inclusion Action Plan 2022-2026 and Implementation Plan are included as **Attachment 1** and **2**.

1. Amendment 1

Action 1.4.1 – Advocate for applicant businesses to address inclusion as part of the Shoalhaven business awards assessment

Change to:

1.4.1 Advocate for *all* applicant businesses to address inclusion as part of the Shoalhaven business awards assessment

2. Amendment 2

Action 2.5.1 – Review development controls in Shoalhaven DCP with a view to improving accessibility outcomes and implement amendments to Shoalhaven DCP with support from Council

Change to:

2.5.1 Review development controls in Shoalhaven DCP with a view to improving accessibility outcomes and implement amendments to Shoalhaven DCP with support

from Council. *This aims to improve availability and quality of accessible housing in the Shoalhaven in the long-term.*

3. Amendment 3

Action 3.3.1 - Use the Procurement Policy review to improve consideration of social and sustainability outcomes in procurement processes

Change to:

3.3.1 Use the procurement policy review to improve consideration of social and sustainability outcomes in procurement processes. *This aims to improve the ability of Council teams to consider social outcomes of potential suppliers, such as disability employment by social enterprises*

4. Amendment 4

Focus Area 4 – Support Access to Meaningful Employment

The steps we will take – Council recognises the challenges of finding employment for people living with a disability. That is why Council have set a goal to remove those barriers when applying and working for Council.

Change to:

Focus Area 4 – Support Access to Meaningful Employment

The steps we will take – Council recognises the challenges of finding employment for people living with a disability. That is why Council have set a goal to remove those barriers when applying and working for Council, *and to help Shoalhaven businesses improve employment opportunities for people living with a disability.*

5. Amendment 5

Priority 4.1 – Provide an accessible recruitment and onboarding process for new employees

Change to:

Priority 4.1 – Provide an accessible recruitment and onboarding process for new Council employees

Community Engagement

To ensure the development of the DIAP met the needs of Council and the community, the Community Connections team and The Flagstaff Group undertook internal consultation with representatives from across the organisations prior to beginning external consultation.

This process ensured staff had an opportunity for input on future actions and responsibilities under the DIAP as adopted by Council. This process also set expectations for community consultations and requirements when developing the new DIAP.

The following internal consultation occurred:

- One-on-one conversations with the CEO and each Director to determine outcomes, challenges, threats, and opportunities for the review
- Staff workshop with 34 staff from across the organisation to determine inclusion aspirations within the organisation
- Management representatives from each of the five Directorates and Shoalhaven Water sat on the Project Control Group to support the action plan development

- Individual meetings with each department manager responsible for implementing actions to ensure future work aligned with the strategic direction and future planning for each department of Council

These internal consultations ensured that senior management, middle management, and operational staff from across the organisation had opportunity for input. This allowed development of a DIAP that has organisation-wide support from the earliest stage.

An extensive community engagement process was led by The Flagstaff Group and engaged with over 300 people, including:

- 120 people completed online survey
- 6 face-to-face community workshops
- 20 face-to-face individual meetings, including with Councillors
- 2 meetings with Federal and State MPs
- 9 meetings with disability service providers
- 14 disability employment providers consulted
- 5 representatives of Indigenous disability organisations
- 52 employees with disability from various organisations
- Community Consultative Bodies contacted, and one formal submission received
- Social media and media relations campaign including a Mayoral video and interviews

Council used a range of methods to engage with community to identify communities' aspirations. These methods included:

- Electronic Direct Mail
- Production of Mayoral video for web and social media
- Social media stories and notices
- Creation of a Council Get Involved page
- Posters across Council facilities
- Direct invitation to partners in the not-for-profit disability sector
- Face-to-face drop-ins to Disability Employment Providers
- One-on-one telephone interviews to support people with disability
- Group sessions with providers and stakeholders across the City including Nowra, Bay and Basin (2), and Ulladulla
- Indigenous disability providers group
- Articles in Council's newsletter "In Your Neighbourhood"
- Group session with Council staff
- Face-to-face interviews with Council's Executive Leadership Team
- Face-to-face and phone interviews with Councillors
- Media releases

It should be noted that the delivery of community engagement and action planning was delayed due to NSW restrictions and staff absences due to Covid-19. These delays were used to offer an extended community engagement process and allowed for a greater action planning process with Council departments.

A wealth of community input and insights were provided by the extensive engagement. This was used to identify the priority areas for Council's future inclusion work and used as the basis for developing actions that will be undertaken to address the identified priorities.

Shoalhaven
City Council
**Disability Inclusion
Action Plan
2022-2026**



