

Access & Inclusion Advisory Committee

8 February 2021



Minutes

HELD at the Bega Valley Commemorative Civic Centre

Present

Rosemary Oates (Chair)	Graham Carmody
Felicity Gates (Deputy Chair)	John Reynolds
Cr Robyn Bain	Ian Macfarlane (BVSC)
James Aulbury	Alice Howe (BVSC)
Colin Dunn	John Grady (BVSC)
Wendy MacDonald	Anne Cleverley (BVSC)
Nathan Johnston	Shelli Reid (BVSC)
Jenny Robb	

1 Welcome and apologies

Welcome to our newest member of the Access and Inclusion Advisory Committee (AIAC), Mr James Aulbury.

Absent: Jennifer Russell

2 Confirmation of minutes

That the minutes of the previous AIAC meeting held on 9 November 2021 be taken as read.
Motion moved by Rosemary Oates and seconded by Felicity Gates. Unanimously adopted.

3 Election of Chair and Deputy Chair

The following nominations were received:

Position	Committee Member
Chair	Rosemary Oates
Deputy Chair	Felicity Gates

The AIAC unanimously resolved that Rosemary Oates be appointed Chair and Felicity Gates be appointed Deputy Chair.

4 Presentations to the Committee

4.1 Discussion on access and inclusion improvement opportunities, including review of Blackfellows Lake project and roles and responsibilities of AIAC.

Dr Alice Howe addressed the Committee with the opportunity to discuss the potential process improvements in the access and inclusion realm.

Dr Howe met with outgoing members, Mr Ron Finneran (OAM) and Mr Chris Sparks who conveyed their feedback around the current business processes. Key elements of feedback included:

- Understand competing priorities
- Positive culture of organisation
- Time to retire from the AIAC
- Improve communication with project reference group members
- More time at the design stage, prior to seeking grant funding
- Include accessibility in contractor briefings
- Increase engagement with business sector, especially tourism

In addition to this, Dr Howe met with internal BVSC staff who discussed the following feedback:

- There has been a breakdown in communication on some projects
- Competing expectations of stakeholders
- Designs sometimes not well developed at grant application stage
- Changes due to budget and/or site constraints not always communicated to stakeholders
- Project managers could be better supported (within Council) through consultation process

Dr Howe discussed the Section 355 Access and Inclusion Advisory Committee Guidelines and requested feedback on whether any changes were required as part of the next renewal (after 4 September).

The following opportunities for improvement were noted by Dr Howe:

- Improve stakeholder analysis (have all stakeholders been identified?)
- Focus Project Reference Group composition on key stakeholders
- Clear documentation of commitments
- Develop tools to assist project managers
 - Multi-criteria analysis to assist with design priorities
 - Checklist to guide community engagement
 - Contractor pre-tender and kick off briefing guides
- Refresher training for project managers
- Increase resourcing for design and engagement to improve grant applications
- Review AIAC Guidelines for next term

Feedback from the Committee included:

- Cr Bain added that the Committee composition should consider groups wider than the current groups to include mothers with prams and the nursing home sector.
- Ms Jenny Robb commented that quite often it's a long time between the project concept, grant funding and project initiation and execution so initial quotations often don't consider changes in prices and delivery. Mr Ian Macfarlane added that in the past, often there is not enough time to reconsider accessibility issues when the project completion is pressing.
- Mr Grady added that there is a 'juggling act' between levels of design in concept and level of commitment before we get the committee involved in consultation. He added that most projects are asset renewals and are designed based from the Building Code of Australia for specifications.

Access and Inclusion Advisory Committee Minutes – 8 February 2021

- Mr Macfarlane added that there are a lot of community led/driven projects that are approved in principle by Council and executed by community groups (Community Project Proposals). Further education for community members would be beneficial to overall design concepts.
- Cr Bain added that a member of the AIAC should be part of each Section 355 Committee of Council to allow cross-fertilisation of knowledge.

New Action: Review the Access and Inclusion Advisory Committee Guidelines at the May 2021 meeting.

New Action: Committee members to provide feedback on Guidelines ahead of the next AIAC meeting. Consider promotion of accessibility more generally, staff and community group training.

5 Action Log

Please refer to the Action Log at the end of the minutes.

6 New and other Business

6.1 Access and Inclusion Advisory Committee Updates and Requests

There were no update requests for this meeting.

6.2 Sub Committees reports and updates

Business (Colin Dunn)

Mr Dunn addressed the group informing the group that there is a new shipping container performance stage that is being launched in the next weeks in South Pambula. This will be sent around to other communities to brighten up their spirits.

Community (John Reynolds)

Nothing new to report in this space.

Tourism (Jenny Robb)

- There is a new website being developed for Sapphire Coast Tourism.
- There is a new high-end eco resort (Currajong Resort) that is looking to build a new development and making it fully accessible. Good to see that there is good engagement.

6.3 Major works/developments Projects Updates

Operational Plan 19/21 Projects of Interest

John Grady provided an update on progress with works commenced in the Bega Valley. Updates as below:

Financial Year Committed	Grant	Amount	Source	Progress
2020/21	Quarantine Bay Jetty		Application to the Recreational Fishing trust.	Update 9/11/20: To be repurposed for a fishing and viewing platform. Currently partly funded. Currently \$30,000 for project. It will eventually be funded but not currently. JG is confident that the entire project will be funded. Going to pursue funding for this project. The ramp can be retrofitted. Signage to be placed on site for the stages of the project (stage 1&2). Update 8/2/21: Redoing the platform and the jetty for fishing.

Access and Inclusion Advisory Committee Minutes – 8 February 2021

Financial Year Committed	Grant	Amount	Source	Progress
2019/20	Blackfellows Lake Boat Ramp upgrade ^	\$390,000	NSW Boating Now	Request for Tender underway Update 10/08/2020: Construction Contract awarded Update 9/11/20: Under construction underway due to completion early December Update 8/2/21: Blackfellows Lake – Project overview or Council resolution 27 January 2021 and planned community meeting for late February. Overview of consultation process (open consultation with information sessions on site) with feedback reported to Council. The project was discussed at AIAC particularly regarding difficulties with including an accessible car space in the design and the cultural heritage assessments undertaken as part of the project. The site is also subject to flooding which lead to recommendation of a fixed jetty (as apposed to a floating pontoon) Noted this project consultation occurred prior AIAC representatives being allocated to specific projects.
2019/20	Bermagui River Boat Ramp upgrade	\$485,000	NSW Boating Now	Request for Tender underway Update 10/08/2020: Construction Contract awarded Update 9/11/20: Under construction underway due to completion early December Update 8/2/21: A Hasa Davit lift to be installed into this project.
2019/20	Great South Coast Walk - Stage 1 (Wallaga Lake) ^	\$225,500	NSW Stronger Country Communities - Round 1	Commenced Update 10/08/2020: RFQ completed. Negotiations to finalise project scope and construction contracts. Expect construction to commence late August. Update 9/11/20: Construction commenced, the boardwalk was lost in the East Coast Low in 2016. Update 8/2/21: Complete.
2019/20	Bega Valley Regional Sports Hub (Bega & Pambula)*	\$13,500,000 Council Contribution: \$2,560,000	Regional Sports Infrastructure Fund	Final funding feeds signed and returned. Ford Park Courts - \$1m RFT out. Bega Sporting Complex - \$8.5M Pambula Sporting Complex - \$4m AIAC Committee representative on each project control groups. Update 10/08/2020: Project Control Groups formed and meetings underway. Costings / funding review underway for Merimbula Courts Project to be reported by Council 16 September 2020. Update 9/11/20: RFT currently out. Update 8/2/21: Merimbula: underway Pambula Pavilion: Meeting with Project Reference Group on 9/2/21. Bega Sports Hub: Underway Pambula Squash Courts: Shed up in shell mode and awaiting courts from overseas.

Access and Inclusion Advisory Committee Minutes – 8 February 2021

Financial Year Committed	Grant	Amount	Source	Progress
2020/21	Barclay Street Eden-Sportsground Revitalisation	Grant \$653,948 Council contribution \$146,000	Infrastructure NSW- Stronger Country Communities – Round 2	<p>Update 9/11/20: Report to Council for endorsement next.</p> <p>Funding for the Everyone can Play Application: this is the application for this project. Using the playground guidelines in this project. Funding application underway.</p> <p>Update 8/2/21: Detailed design of play-skate area underway.</p>
2020/21	Barclay Street Football (Soccer) Pavilion Improvements	\$154,646 (Club submitted application)	Club Grants R3	<p>Update 9/11/20: Council endorsed concept plan. DDA and BCA accessibility requirements taken into consideration when constructing.</p> <p>Umpires change room and access to the disabled toilet is an issue.</p> <p>Update 8/2/21: Council have compromised with the design of the umpires rooms and the disabled amenities.</p>
2020/21	Bermagui Apex Park-Inclusive Play Space	Grant \$376,000 Council contribution \$42,000	Infrastructure NSW	<p>Update 8/2/21: Under construction</p>
2020/21	Quaama Memorial Park Play Ground Upgrade	Grant \$90,000 Council contribution \$20,000	Stronger Country Communities Round 3	<p>Update 9/11/20: Concept design work underway. Landscape architects working on the initial design.</p> <p>Update 8/2/21: Reforming an interest group so that the community can work at the local level to get better outcomes for design and use.</p>
2019/20	'A Destination for All' – Coastal Accessibility Project (Bruce Steer Pool Bermagui, Short Point Merimbula and Pambula Beach Reserve)*	\$2,927,000	NSW Regional Growth Fund - Environment and Tourist Fund	<p>Commenced.</p> <p>Update 11/05/20: Great job done by Council.</p> <p>Update 10/08/2020: Bruce Steer – Amenities and paths complete. Ramp design being finalised. Short Point – Stakeholder workshop held. Updated concept in Council agenda 26/08/2020. Pambula Beach – Site works underway.</p> <p>Update 9/11/2020: Design for ramp into water for Bruce Steer is still underway.</p> <p>CAP – Pambula Beach and Short Point – aiming to have project completed by early December.</p> <p>Update 8/2/21: Pambula Beach Playground – Project overview and discussion the playground part of a much bigger accessibility project in the Pambula Beach precinct that makes improvements for range of different activities and uses. Including improved pathways, accessible parking, BBQs and picnic areas, accessible amenities, beach showers, compacted</p>

Access and Inclusion Advisory Committee Minutes – 8 February 2021

Financial Year Committed	Grant	Amount	Source	Progress
				<p>granite used around some exercise equipment and seating around the playspace. Through these projects it is aimed to see balance in provision across the facilities and updates are provided to project stakeholder groups.</p> <p>Bruce Steer Pool Ramp – Overview of the project to date including outcomes of site meeting with AIAC reps in October 2020. Discussion on relationship between ramp length, ramp grade, tide levels and movement and potential differing uses of the ramp. (as well as access for swimming) Differing use and access at tidal change was noted. Positive discussion and feedback from those present.</p>
2019/20	Accessible Nature Trails - Tura Coastal Reserves*	\$200,000 + Council Contribution \$102,084	NSW Stronger Country Communities - Round 2	<p>Commenced</p> <p>Update 10/08/2020: RFQ completed. Works underway Dolphin Cove & The Point Awarded. Tura Head. Awaiting AHIP permit for construction methodology.</p> <p>Update 9/11/20: Underway.</p> <p>Update 8/2/21: Not current 1:14 compliant but motorised wheelchairs will be able to access. This is a highly sensitive site. Project currently in design phase and awaiting AHIP.</p>

6.4 Other Business

6.4.1 Proposed changes to grant management (Alice Howe)

Dr Howe briefed the group on the potential changes to the grants process in Council. A report is going to the 10 March 2021 Council meeting and will go on public exhibition thereafter.

Main changes to the program include:

- Provide non-competitive allocation for significant annual community events (NAIDOC, ANZAC Day Australia Day)
- Standardise governance framework, with determinations made by new S355 Grant Committees of Council on recommendations by SME panels.
- Annual review of grant funding priorities and guidelines
- Release one round with multiple grant streams each year (release February, close April, award June, for expenditure the following year).
- Community groups will be able to apply for multiple year grants rather than having to apply for the same grants each year.
- Develop and apply template for post-grant evaluation
- There will be sub-committees of Council to assess the grants rather than having to send each grant submission to the full Council.

Key benefits to this change include:

- Supporting community groups and organisations to deliver outcomes for the community

Access and Inclusion Advisory Committee Minutes – 8 February 2021

- Supports volunteerism
- Enables innovation in community events and programs

Action: Secretariat to send the exhibition information around to Committee following Council determination.

6.4.2 Proposed Merimbula Chamber of Commerce Summit for 19-20 February (Rosemary Oates)

Ms Oates addressed the Committee about the Merimbula Town Summit scheduled for Friday 19 and Saturday 20 February 2021. The Summit is a face-to-face and online forum with the aim to promote a stronger, aligned community face for rebuilding and achieving implemental action. It is an opportunity to reflect on future projects, address issues for improvement in the town centre. Ms Oates suggested that anyone who was willing, should register to attend.

New Action: Secretariat and Dr Howe to share some issues brought up from previous minutes that are Merimbula specific to share with Rosemary for the summit.

6. Correspondence

AIAC Correspondence In

Correspondence from	Subject	Action taken
Nil		

AIAC Correspondence Out

Correspondence to	Subject
Jason Apps	Invitation to join the Committee
Ron Finneran	Letter of appreciation
Chris Sparks	Letter of appreciation
Sue Thomas	Letter of appreciation

Meeting closed at 2:25pm

Next ordinary meeting to be held at 11am on Monday 10 May 2021 at Bega Valley Commemorative Civic Centre.

5 Review of Action Items & Outcomes Register

Meeting Date	Item No	Access/Inclusion Issue	Desired Outcome	Due Date	Status	Person Responsible
12/11/2018	18/2018	Aboriginal people not being consulted about access issues	AIAC is all inclusive	03/02/2020	<p><u>10/8/20 meeting update</u></p> <p>Secretariat to approach Two-fold Aboriginal Corporation to be involved in the Committee.</p> <p><u>9/11/20 meeting update</u></p> <p>Action Complete. Awaiting a response. Secretariat to follow up.</p> <p><u>8/2/21 meeting update</u></p> <p>TFAC politely declined. Cr Bain to follow up with Biamanga Board</p>	Cr Bain
27/08/2018	11/2018	RMS Eden has moved their driver testing area near an accessible ramp	Relocate driver testing area to a place clear from accessible ramp.	03/02/2020	<p><u>10/8/20 Update</u></p> <p>New Action: BVSC Planning Team are following up property owners for compliance action.</p> <p><u>9/11/20 meeting update</u></p> <p>Secretariat to follow up.</p> <p><u>8/2/21 meeting update</u></p> <p>No further update.</p>	Secretariat
05/12/2016	18/2016	Camber of footpath out the front of Club	Easy access to Club Sapphire	03/02/2020	<p><u>12/11/2019 meeting update</u></p> <p>Anthony McMahon noted the budget for this project is available and</p>	Ian Macfarlane

Access and Inclusion Advisory Committee Minutes – 8 February 2021

Meeting Date	Item No	Access/Inclusion Issue	Desired Outcome	Due Date	Status	Person Responsible
		Sapphire, Merimbula is very steep and dangerous.			<p>currently working through the design stage.</p> <p>Action: Ian Macfarlane to circulate plans to AIAC before February meeting.</p> <p><u>02/03/2020 meeting update</u></p> <p>Peter Newton advised plans due by May meeting. Club Sapphire are looking at redeveloping and bringing back down to road level.</p> <p><u>11/05/2020 meeting update</u></p> <p>New Action: The Club has a proposal to develop land. Secretariat to confirm the DA has addressed accessibility issues. Inform Committee of outcome via email.</p> <p><u>10/08/2020 meeting update</u></p> <p>Felicity Gates asked about the new Woolworths and the rest of the Merimbula. Asked whether there is a masterplan for Merimbula. Funding applied for the improve the traffic flow.</p> <p>Traffic analysis needs to be undertaken before any future funding is applied for. Traffic analysis to be undertaken in this financial year.</p> <p><u>9/11/2020 meeting update</u></p> <p>Peter Newton following up around the traffic analysis.</p> <p><u>8/2/21 meeting update</u></p> <p>On Hold: There is a current Development Application for some</p>	<p>Ian Macfarlane</p> <p>Secretariat</p>

Access and Inclusion Advisory Committee Minutes – 8 February 2021

Meeting Date	Item No	Access/Inclusion Issue	Desired Outcome	Due Date	Status	Person Responsible
					apartments on Club Sapphire land so there are many moving parts. Committee to continue to advocate for the change.	
10-08-2020	9-2020	Zingel Place Redesign	AIAC have input to design of new BVSC Building	12-20	<p><u>10/08/2020 meeting update</u></p> <p>New Action: Daniel Djikic to liaise with Felicity Gates regarding vision impairment accessibility aspects and invite along to stakeholder working group meetings.</p> <p><u>9/11/20 meeting update</u></p> <p>Felicity has been to some meetings and the working group have taken on some recommendations. Iain Dawson has been forthcoming with the actions. Ongoing consultation underway.</p> <p><u>8/2/21 meeting update</u></p> <p>Concept design work still underway. Ms Gates not yet had involvement in the project.</p>	Daniel Djikic
10-08-20	10-2020	Sapphire Coast Tourism Proposal	Sapphire Coast businesses advertise their accessibility issues on websites to inform travellers.		<p><u>10/08/2020 meeting update</u></p> <p>Jenny Robb and Colin Dunn to work with Council's Grant Officer to write a grant funding submission for the implementation of the Sapphire Coast Accessible Tourism Proposal including the employment of an individual to consult with businesses about accessibility issues. Jenny Robb and Colin Dunn to engage with Council regarding statistics of accessible tourism locations that are Council owned to support the grant application.</p> <p>Write to Sapphire Coast Destination NSW and congratulate them for their work so far pulling together the landing pages for promoting accessibility.</p>	

Access and Inclusion Advisory Committee Minutes – 8 February 2021

Meeting Date	Item No	Access/Inclusion Issue	Desired Outcome	Due Date	Status	Person Responsible
					<p><u>9/11/20 meeting update</u></p> <p>Complete. Secretariat sent letter of appreciation to Sapphire Coast Destination NSW.</p> <p>Dr Howe to follow up with Council's Recovery Team about resources for Recovery Business Support. May be able to flag in discussions with the businesses about disability inclusion. Add content in the business newsletter.</p> <p><u>8/2/21 meeting update</u></p> <p>Promoted through the business recovery newsletter.</p>	Secretariat
10-08-20	11-2020	Eden whale Museum – AIG – disability parking	Ensure that disability parking was designed correctly	10/11/20	<p><u>10/08/2020 meeting update</u></p> <p>Write to Eden Whale Museum seeking feedback on the condition of the accessible parking space funded through an Accessibility Improvement Grant.</p> <p><u>9/11/2020 meeting update</u></p> <p>Completed. Council inspected the facility. Letter sent to Eden Killer Whale Museum to re-stencil the car park.</p> <p>Dr Howe to follow up on Council's action internally.</p> <p><u>8/2/21 meeting update</u></p> <p>Council have engaged and asked the group to redo the stencil. Continued work to advocate for this change.</p>	Secretariat
09-11-2020	12-2020	Disability Inclusion Action Plan 2021-25	Appropriate and relevant information is included in the		<p>Close: Mr Johnston and Mr Grady to discuss the facilities at the pool to see what can be done about the change table situation.</p> <p>Close: Ms Gates to pass on information for contacts for accessible toilets to Ms Bunt for the events planning part of the DIAP.</p>	John Grady Secretariat

Access and Inclusion Advisory Committee Minutes – 8 February 2021

Meeting Date	Item No	Access/Inclusion Issue	Desired Outcome	Due Date	Status	Person Responsible
			DIAP		New Action: Secretariat to circulate the Disability Inclusion Action Plan for feedback when on public exhibition.	
09-11-2020	13-2020	BVSC Water and Sewer Administration Building Design	AIAC have input to design of new BVSC Building	03-2021	Mr Best and Ms Gates to discuss potential vision impairment issues. 8/2/21 meeting update New Action: Secretariat to circulate the plans.	Secretariat
09-11-2020	14-2020	Barclay Street Pavilion Layout	AIAC have input about the design of the Barclay Street Pavilion to ensure it meets requirements	03-2021	New Action: Ms Robb, Mr Finneran and Mr Grady to review the layout of the Barclay Street Pavilion layout to ensure suitability for multi-purpose use. 8/2/21 meeting update Close. Design amended to address concerns with access to the accessible amenities during matches.	Jenny Robb, Ron Finneran and John Grady