

Inclusion & Access Advisory Group

Meeting Date: Monday, 21 March, 2022

Location: Council Chambers, City Administrative Building, Bridge Road, Nowra

Time: 11.00am

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

Agenda

1. Apologies

2. Confirmation of Minutes

- Inclusion & Access Advisory Group - 15 November 20211

3. Declarations of Interest

4. Presentations

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

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

IA22.2 Presentation - Governance - Brief Induction

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

5. Reports

IA22.3 Notification of Council Resolution - Inclusion and Access Advisory Group Re-establishment7

IA22.4 Current Membership & A Best Practice Approach13

IA22.5 Update on Actions - March 202219

IA22.6 Discussion - Disability Inclusion Action Plan 2022-2026 Action Planning27

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

MINUTES OF THE INCLUSION & ACCESS ADVISORY GROUP

Meeting Date: Monday, 15 November 2021
Location: Council Chambers, City Administrative Building, Bridge Road, Nowra
Time: 11.07am

The following members were present:

Ms Kylie Knight – (Remotely) – Interim Chairperson 11.07pm – 12.07pm
Ms Carly McWalters – CEO Nominee – Interim Chairperson 12.07pm – 12.54pm
Mr Theo Bagou – (Remotely)
Mr Chris Mitchell
Mr Bill Deaves – (Remotely)
Ms Penelope Espinoza Hallett – (Remotely)
Mr Frederick Oberg – (Remotely)
Ms Lily Wright
Ms Annette Pham - arrived 11.27am

Others present:

Colin Wood – Manager Certification & Compliance
Hayden Fineran – Community Capacity Builder
Gary George – Manager Building Services
David Paisley-Topp – Roads Assets Manager
Alison Turner – The Flagstaff Group

Election of Chairperson

RESOLVED (Kylie Knight / Lily Wright)

That Kylie Knight be appointed as the Acting Chairperson for the meeting of Monday 15 November 2021.

CARRIED

Kylie Knight gave an Acknowledgement to the traditional custodians of the land and pay respect to Elders past and present and welcome everyone to the meeting today.

Apologies / Leave of Absence

An apology was received from Cllr White and Arthur Ball.

Confirmation of the Minutes

RESOLVED (Frederick Oberg / Bill Deaves)

That the Minutes of the Inclusion & Access Advisory Group held on Monday 11 October 2021 be confirmed.

CARRIED

Declarations of Interest

Nil

PRESENTATIONS

IA21.15	Emergency Management Backpack Evacuation Resource "EMBER" Project - The Flagstaff Group	HPERM Ref: D21/474743
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The Flagstaff Group are currently developing an **Emergency Management Backpack Evacuation Resource** or EMBER. EMBER is an emergency evacuation resource to be used during times of natural disaster for people living with a disability and their careers. To support the development of these resources Flagstaff are currently undertaking community consultation.

The Flagstaff group presented details of the project to the Group. The Group discussed the need for clear communications from community support agencies. The need for checklists and what to pack in bags. The kits will launch May 2022. Any further questions can be raised through Hayden Fineran.

Complete the survey online via: <https://www.surveymonkey.com/r/3QZDKJK>

REPORTS

IA21.16	Accessible Carparking Spaces Provided in Nowra CBD	HPERM Ref: D21/71736
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Colin Wood advised that the Compliance Team conducted a survey of the Accessible Parking spaces in the Nowra CBD area, this information is contained in the report.

It was also noted that the carpark at Autobarn was upgraded but there isn't an accessible parking space for that building. The closest is the space for McDonalds.

Recommendation (Item to be determined under delegated authority)

That the report be received for information.

RECOMMENDATION (By consent)

That the Inclusion & Access Advisory Group:

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 car parks to meet current Australian Standards.

CARRIED

IA21.17 Accessible Car Parking Spaces - Entrances to Stockland Nowra and K-mart Ulladulla

**HPERM Ref:
D21/71753**

Colin Wood advised that Stockland Nowra was approved in 1983 and parking spaces were compliant at that time. Council doesn't have any notices or orders available to require the carpark to be upgraded.

A suggestion was made that Council engage with Stockland Nowra to work towards getting the ramps improved to current Australian Standards and have the IAAG members present at the meeting as well.

It was noted that Chris Mitchell and Jackie Kay are volunteering to meet with Staff and Stockland.

The IAAG noted the design of parking layouts for accessibility when DA's are submitted.

Recommendation (Item to be determined under delegated authority)

That:

1. Council write to the owners of Stockland and identify the issues raised in the assessment. Council staff will encourage the owner to work on remedying the discrepancies to upgrade the premises to the current legislation as this would benefit all people with a disability visiting their premises.
2. The information be received concerning the compliant carparking spaces for Kmart Ulladulla.

RECOMMENDATION (By consent)

That:

1. Council write to the owners of Stockland and identify the issues raised in the assessment. Council staff will encourage the owner to work on remedying the discrepancies to upgrade the premises to the current legislation as this would benefit all people with a disability visiting their premises.
2. Council also request a meeting with Stockland concerning the ramp gradient providing access to the building.
3. The information be received concerning the compliant carparking spaces for Kmart Ulladulla.

CARRIED

IA21.18 Membership Applications - Kylieanne Derwent and Jennifer Anstiss

**HPERM Ref:
D21/259481**

Recommendation

That Council appoint Kylieanne Derwent and Jennifer Anstiss as community members of the Inclusion & Access Advisory Group.

RECOMMENDATION (Kylie Knight / Theo Bagou)

That Council appoint Kylieanne Derwent and Jennifer Anstiss as community members of the Inclusion & Access Advisory Group.

CARRIED

Election of Chairperson

Kylie Knight advised some audio technical problems.

RESOLVED (By consent)

That Carly McWalters be appointed as the Interim Chairperson for the remainder of the meeting.

CARRIED

Note: Carly McWalters assumed the Chair at 12.07pm

IA21.19 Update on Action - August 2021**HPERM Ref:**
D21/319070**Recommendation (Item to be determined under delegated authority)**

That the Inclusion & Access Advisory Group:

Receive the Update on Actions report for information.

Acknowledge the following actions as completed and be removed from the action table:

- a. IA21.5 - Additional Item - Investigate Accessible Car Parking Spaces - Nowra Carparks - Roxy Cinema - Stockland's - Junction St - Report request
- b. IA21.6 - Additional Item - Ramp Exits from Stockland's and Accessible Spaces at Kmart Ulladulla - Investigation / Report request

RESOLVED (Kylie Knight / Bill Deaves)

That the Inclusion & Access Advisory Group:

1. Receive the Update on Actions report for information.
2. Acknowledge the following actions as completed and be removed from the action table:
 - a. IA21.5 - Additional Item - Investigate Accessible Car Parking Spaces - Nowra Carparks - Roxy Cinema - Stockland's - Junction St - Report request
 - b. IA21.6 - Additional Item - Ramp Exits from Stockland's and Accessible Spaces at Kmart Ulladulla - Investigation / Report request

CARRIED

IA21.20 Cultural Signage - Kangaroo Valley**HPERM Ref:**
D21/312083

The Group was advised that the report also was submitted to the Aboriginal Advisory Committee and the Shoalhaven Tourism Advisory Group. The Aboriginal Advisory Committee resolved:

That:

1. *The Aboriginal Advisory Committee provide feedback on the proposal to install cultural signage at Kangaroo Valley.*
2. *Council staff work with Clr Digiglio and the LALC's (including Nowra, Jerrinja, Ulladulla, Wingecaribee and Illawarra) to seek feedback via an EOI (community consultation) from the wider community.*
3. *Council staff reach out to the Kangaroo Valley Community Group who initiated the request and work with them to consult and engage with the LALC.*
4. *Council assist with and request the LALC's to distribute the EOI (when it is*

established) to their communities.

Recommendation (Item to be determined under delegated authority)

That the Inclusion & Access Advisory Group provide feedback on the proposal to install cultural signage at Kangaroo Valley.

RESOLVED (By consent)

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

CARRIED

IA21.21 Adult Change Facility - Shoalhaven Indoor Sports Centre**HPERM Ref:
D21/322491**

Annette Pham advised that she has received a response from Council therefore the report on the Agenda is mute.

She expressed the importance of the opportunity to have another adult change facility in the Shoalhaven.

Information relating to the Shoalhaven Indoor Sports Extension was provided to members via email on 21 October 2021.

Recommendation

That:

1. An adult change facility be included in the Shoalhaven Indoor Sports Centre as promised in the original design and presented to the Inclusion & Access Committee.
2. Council investigates why a decision was made to exclude the provision of an adult change facility at the Shoalhaven Indoor sports centre. Why remove facilities for people with a disability without any consultation with the Inclusion & Access Committee?

RECOMMENDATION (By consent)

That the Inclusion & Access Advisory Group recommend that Council:

1. Receive for information as staff have provided a response.
2. Invite a member of the IAAG to attend any design meetings in relation to council facilities and redesign of facilities.
3. Considers another ramped exit in the redesign of the Basketball Stadium, in case of fire there is an additional exit point for those in wheelchairs.
4. Investigate the inclusion of an adult change facility in the redesign/refurbishment of the old Shoalhaven Basketball Stadium under the National Construction Code.

CARRIED

GENERAL BUSINESS

IA21.22 Additional Item - Council Online Mapping Include Accessible Facilities.

Staff advised that Community Connections are working on incorporating accessible Council facilities as part of the DIAP review.

Using the new and more empowered icon in relation to this graphic for online mapping and website upgrades.

RECOMMENDATION (Kylie Knight / Bill Deaves)

That Council consider including information on accessible amenities in the online mapping. Information include accessible icons particularly in relation to Tourism areas.

CARRIED

IA21.23 Additional Item - Investigate Identified Accessible Positions/Roles within Council

Kylie Knight raised the question about a matter that was brought to a previous meeting regarding investigations into Council having Identified Accessible Positions/Roles within Council.

This matter was part of the Action Table report and there is an updated comment contained in the Action Table. Staff noted that Council is bound by the Merit based system process within the Local Government Act. Staff will be investigating and workshopping opportunities for identified roles with the People & Culture Department in the review of the DIAP.

IA21.24 Additional Item - Investigate replacement of Yellow Metal Bollards to prevent vehicle damage.

Annette Pham raised concerns regarding the large metal yellow bollards placed at accessible parking spaces and the vehicle damage as the poles cannot be seen by some vehicles. It was suggested that the metal bollards be replaced by a bendy pole, similar to roadside reflector poles to prevent damage to vehicles.

RECOMMENDATION (By consent)

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.

CARRIED

There being no further business, the meeting concluded, the time being 12.54pm.

Ms Kylie Knight/Ms Carly McWalters
ACTING CHAIRPERSON

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

HPERM Ref: D22/72938

Department: Business Assurance & Risk

Approver: Kevin Voegt, Director - City Performance

Attachments: 1. Draft Terms of Reference [↓](#)

Reason for Report

To advise the Group of Council's resolution in relation to the re-establishment of the Inclusion and Access Advisory Group.

Recommendation (Item to be determined under delegated authority)

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

Options

1. As recommended

Implications: The membership structure as specified in the Council Resolution is adopted for the period to 30 September 2022.

2. Propose a different membership arrangement.

Implications: Should the Group wish to make the recommendation; this is required to be reported to Council for approval.

Background

Each year, (generally in September) Council reaffirms all its committees for the next 12 months. At that meeting, Council has the option to reaffirm its committees; make any change to membership, purpose, delegation, quorum, and the number of meetings required for those committees; or disband committees.

This report is provided to inform the Group members of the resolution of the Council. Should the Group wish to make any changes to the above, a recommendation to Council will be required to that effect.

Due to the postponement of the Local Government Elections, the decision to reaffirm Committees was held in January 2022. At the Ordinary meeting on 25 January 2022 Council resolved as follows:

CL22.27 Inclusion and Access Advisory Group

RESOLVED (Clr Gray / Clr Butler)

MIN22.24

That Council continue the operation of Inclusion and Access Advisory Group for the period to September 2022 as outlined below.

Meetings per year – Four (4) Commencement time – 11.00 am	Quorum – Five (5) Terms of Reference: POL20/79 (1228E) Amended: 22 September 2020
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: <ul style="list-style-type: none"> • 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 	
Delegation – NIL	
Chairperson – Appointed by Committee and reaffirmed by Council	
2022 Councillor/Staff Membership Clr Butler (Chairperson) Clr White Clr Ell (Alternate) All other Councillors (Non-voting members) CEO or Nominee	
Community / Organisational Representatives Currently 15 Community representatives One (1) Youth representative Member for Gilmore or nominee; Member for South Coast or nominee; Member for Kiama or nominee; Currently four (4) representatives from disability organisations (non-voting) One (1) Health representative One (1) Education representative	

CARRIED

Policy Implications

Council has resolved that Councillor Butler be determined Chair of the Inclusion Access Advisory Committee, no further amendments to the Terms of Reference have been made by this resolution.

IA22.3

Inclusion and Access Advisory Group – Terms of Reference

Adoption Date:	27/03/2018
Amendment Date:	22/09/2020
Minute Number:	MIN18.224, MIN20.688
Review Date:	01/12/2020
Directorate:	City Lifestyles
Record Number:	POL22/68

Inclusion and Access Advisory Group – Terms of Reference

1. Purpose

To inform, educate and advise Shoalhaven City Council, its staff and residents on accessibility and inclusion with the purpose of creating accessible and inclusive community infrastructure by:

- Actively engaging with Council on policies,
- Inputting on submissions and relevant legislation affecting accessibility and inclusion
- Being a conduit for information and communication between community and Council,
- Raising awareness in the Council, with its staff and in the community around inclusion and accessibility issues

2. Statement

Shoalhaven City Council recognises the experience, knowledge, expertise and insight of the Inclusion and Access Advisory Group. Council acknowledges the Group's role as a conduit for strategic input into Council's decision-making processes.

3. Terms of Reference

3.1. Relationship to Council

The Group is a Section 355 Committee of Council (Local Government Act 1993). It is a strategic advisory committee to advocate for and inform Council's decision-making process related to people with disability in the Shoalhaven.

3.2. Chairperson

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

Council will appoint the Chairperson.

3.3. Membership

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

Membership is by application and is open to:

- People who have lived experience of physical, sensory, intellectual and mental health issues.
- Parents/carers of people with disability.
- Representatives from disability organisations (non-voting).
- 1 x Health Representative (from an organisation providing health services in the Local Government Area)
- 1 x Education Representative (from an organisation providing Educational services in the area)
- State & Federal Parliament Representation
- 3 Councillors
- All other Councillors as observers
- People who are passionate about advocating for access & inclusion.
- Young person

Council will manage the application process. All applications will be considered by the Group and appointment decided at the next scheduled meeting.

3.4. Quorum

Inclusion and Access Advisory Group – Terms of Reference

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

3.5. Meetings

- Frequency - Quarterly
- Duration - 2½ hours to be reviewed after 6 months
- Agendas - Will be distributed to members one week prior to the meeting. Priorities identified by participants at the beginning of each meeting will be used to order the business of the meeting.
- Minutes - Council will perform administrative support for the meetings of the Group

3.6. Voting

- Members do not need to be present to have an input. Should they wish to make comment on items when they cannot be in attendance, they can be submitted via email on one working day before the meeting. People can also video or tele-conference (where available).
- Where possible, all decisions will be reached by consensus
- All decisions must be stated precisely for the inclusion of the minutes
- Alternative views are to be minuted.
- Every possible avenue will be explored to reach consensus. If consensus cannot be reached, and there is no urgency to the business, it will go to vote at the third meeting.
- Where an item cannot be determined by consensus after 3 meetings or an urgent decision is required before the next meeting, a vote will be taken from those members in attendance (including those who have joined by video or tele-conference). The chairperson will have a casting vote.

3.7. Code of Conduct

- All members of the Group are to abide by Council's Code of Conduct. A copy of the Code of Conduct is distributed to prospective members upon application to the Group.
- Members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest
- Group members should act in a professional and responsible manner with the information they obtain as a member, as the Group requires openness and honesty to function well,
- Group members should feel free to express their opinions and views without fear of recrimination.

3.8. Confidentiality and Privacy

- Members may have contact with private and confidential or personal information retained by Council. If so members are required to maintain security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

3.9. Communication

- All issues must be clearly communicated including priorities, limitation and benefits to the community
- Members of the Advisory Group are not permitted to speak to the media as a Group of Council representatives of the Advisory Group unless approved by the Chairperson
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes
- The Chair of the Advisory Group is the point of contact for communication between Board members and Council staff.
- Communication methods must be accessible in all instances and may take place via email, direct mail and phone calls where necessary.

Inclusion and Access Advisory Group – Terms of Reference**3.10. Working Sub Groups**

- The Group may establish working sub groups as deemed appropriate to assist in fulfilling their role and purpose.
- Working sub groups will be formed around specific tasks and a convenor from the group will be appointed.

3.11. Responsibility of Council

- Council will provide secretarial support to arrange meetings and take minutes and provide professional officer support where required.
- Council at its discretion may review and change the Terms of Reference, Role and Structure of the Advisory Group.

4. Implementation

The Finance, Corporate and Community Services Group of Council is allocated responsibility for the administration of the policy.

5. Review

To be reviewed within one (1) year of the election of a new Council, or earlier at the direction of Council.

DRAFT

IA22.4 Current Membership & A Best Practice Approach

HPERM Ref: D22/48721

Department: Community Connections

Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Current Inclusion & Access Terms of Reference [↓](#)

Reason for Report

To update the Inclusion and Access Advisory Group on current membership and to seek support from the Committee for minor amendments to the Terms of Reference (TOR) to reflect a best practice approach

Recommendation (Item to be determined under delegated authority)

That the Inclusion & Access Advisory Committee.

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

Options

1. The Committee accept the recommendations as above
Implications: The terms of reference will be updated to include a membership cap and a member attendance quorum. A membership audit will be conducted, and an Expression of Interest (EOI) will be run to raise the membership of the committee
2. The Committee recommend alternative recommendations
Implications: the committee will recommend an alternative recommendation
3. The Committee request further information
Implications: the committee will be provided with more information

Background on Expression of Interest

Terms of Reference (TOR) – POL20/79

At Council's Ordinary meeting held 29 June 2021 it was resolved - MIN21.415

"That Council:

- 1. Develops an EOI application process to increase membership for the Committee.*
- 2. Acknowledges that the Committee endorse the proposed actions developed by the working group as stated below.*
 - a. Increased promotion of the IAAG and its functions.*
 - b. Increased promotion of people with a disability within the Shoalhaven via inclusive and positive social media/media campaign*
 - c. Increased committee membership through a membership expression of interest (EOI)*
- 3. Acknowledges that the Committee endorse a Planning Day, to be scheduled for the first quarter of 2022 after a completed membership recruitment period".*

To assess the potential number of community members who may be interested in joining the Committee, Council incorporated survey questions into the community consultation for the Disability Inclusion Action Plan review. This process ensured engagement with the appropriate community members who met the membership requirements for the Committee. Requirements are set out within the Terms of Reference (**Attachment 1**)

This process returned 34 people who meet the criteria and expressed interest in joining the Committee.

Background on Terms of Reference & suggested amendments to move to a best practice approach

The Inclusion and Access Advisory Group TOR are set to define the purpose, scope, structure, and authority of the Committee. The TOR are currently due for review within one year of the election of a new Council. The review provides an opportunity to offer feedback on the formal structure of the Committee.

Council has a responsibility to ensure the committees are operating in a best practice approach. As it currently stands the TOR do not reflect this. It is proposed to fully review the TOR with the Committee to better align them with Council's best practice approach in mid-2022. In the interim it is proposed that a minor amendment to the TOR to allow for a membership recruitment period.

The proposal is to introduce a membership quorum and membership cap for the Committee. The incorporation of a membership quorum will ensure the Committee keep active participation while ensuring current members retain their position on the Committee. This approach will lead to increased accountability of members, both current and future, while still providing a mechanism for effective outcomes and increased participation.

The introduction of a membership cap will ensure meetings are facilitated in a manner where all members have an opportunity to express viewpoints, opinions, and information and participate meaningfully. This will continue to allow for outcome driven meetings, ensuring the Committee can continue to provide a strategic direction for inclusion and accessibility throughout the Shoalhaven.

Current Membership

3.3 Membership

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

Membership is by application and is open to:

- People who have lived experience of physical, sensory, intellectual, and mental health issues.
- Parents/carers of people with disability.
- Representatives from disability organisations (non-voting).
- 1 x Health Representative (from an organisation providing health services in the Local Government Area)
- 1 x Education Representative (from an organisation providing educational services in the area)
- State & Federal Parliament Representation
- 3 Councillors
- All other Councillors as observers
- People who are passionate about advocating for access & inclusion.
- Young people

Proposed amendment Membership

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

The Group will have a membership made up of the following positions:

- Up to 25 community members who are either a;
 - Parents/carers of people with disability.
 - A person who has lived experience of physical, sensory, intellectual, and mental health issues.
 - young person
 - a person who are passionate about advocating for access & Inclusion
- Representatives from disability organisations (non-voting).
- 1 x Health Representative (from an organisation providing health services in the Local Government Area)
- 1 x Education Representative (from an organisation providing educational services in the area)
- State & Federal Parliament Representation
- 3 Councillors
- All other Councillors as observers

Council will conduct an EOI for applications to fill the vacant membership positions and are proposing that the following amendment be made to the TOR.

- An assessment panel will consist of a Council staff member, the Chair of the Inclusion & Access Advisory Group (IAAG) and one (1) Community Committee representative to assess the applications against the agreed criteria for the Committee. Appointment recommendations to IAAG to be submitted to Council at the next Ordinary Meeting for endorsement.

Community representatives that do not attend three (3) meeting without an apology will be sent a reminder/courtesy letter advising that their membership will lapse unless they confirm their membership in writing.



City Administrative Centre
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

Southern District Office
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the Finance Corporate & Community Services Group

Inclusion and Access Advisory Group – Terms of Reference

Policy Number: POL20/79 • **Adopted:** 27/03/2018 • **Amended:** 22/09/2020 • **Minute Number:** MIN18.224,
MIN20.688 • **File:** 1228E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:**
1/12/2021

1. PURPOSE

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- Actively engaging with Council on policies,
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- Being a conduit for information and communication between community and Council,
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2. STATEMENT

Shoalhaven City Council recognises the experience, knowledge, expertise and insight of the Inclusion and Access Advisory Group. Council acknowledges the Group's role as a conduit for strategic input into Council's decision-making processes.

3. TERMS OF REFERENCE

3.1. Relationship to Council

The Group is a Section 355 Committee of Council (Local Government Act 1993). It is a strategic advisory committee to advocate for and inform Council's decision-making process related to people with disability in the Shoalhaven.

3.2. Chairperson

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

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

3.3. Membership

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

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- 3 Councillors
- All other Councillors as observers
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- Young person

Council will manage the application process. All applications will be considered by the Group and appointment decided at the next scheduled meeting.

3.4. Quorum

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

3.5. Meetings

- Frequency - Quarterly
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- Alternative views are to be minuted.
- Every possible avenue will be explored to reach consensus. If consensus cannot be reached, and there is no urgency to the business, it will go to vote at the third meeting.
- Where an item cannot be determined by consensus after 3 meetings or an urgent decision is required before the next meeting, a vote will be taken from those members in attendance (including those who have joined by video or tele-conference). The chairperson will have a casting vote.

3.7. Code of Conduct

- All members of the Group are to abide by Council's Code of Conduct. A copy of the Code of Conduct is distributed to prospective members upon application to the Group.

Shoalhaven City Council - Inclusion and Access Advisory Group - Terms of Reference

- Members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest
- Group members should act in a professional and responsible manner with the information they obtain as a member, as the Group requires openness and honesty to function well,
- Group members should feel free to express their opinions and views without fear of recrimination.

3.8. Confidentiality and Privacy

- Members may have contact with private and confidential or personal information retained by Council. If so members are required to maintain security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

3.9. Communication

- All issues must be clearly communicated including priorities, limitation and benefits to the community
- Members of the Advisory Group are not permitted to speak to the media as a Group of Council representatives of the Advisory Group unless approved by the Chairperson
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes
- The Chair of the Advisory Group is the point of contact for communication between Board members and Council staff.
- Communication methods must be accessible in all instances and may take place via email, direct mail and phone calls where necessary.

3.10. Working Sub Groups

- The Group may establish working sub groups as deemed appropriate to assist in fulfilling their role and purpose.
- Working sub groups will be formed around specific tasks and a convenor from the group will be appointed.

3.11. Responsibility of Council

- Council will provide secretarial support to arrange meetings and take minutes and provide professional officer support where required.
- Council at its discretion may review and change the Terms of Reference, Role and Structure of the Advisory Group.

4. IMPLEMENTATION

The Finance, Corporate and Community Services Group of Council is allocated responsibility for the administration of the policy.

5. REVIEW

To be reviewed within one (1) year of the election of a new Council, or earlier at the direction of Council.

IA22.5 Update on Actions - March 2022

HPERM Ref: D22/48676

Department: Community Connections

Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Action table update March 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:
 - a. IA20.14 - Additional Item - Consider Annual Disability Awareness Training Program for Councillors and Staff
 - b. IA21.11 - Accessible Parking - Berry / Milton & Other Showgrounds - Public Venues - Disability Inclusion Action Plan
 - c. IA21.3 - Additional Item - Investigate opportunity for targeted employment for people with disabilities
 - d. IA21.4 - Additional Item - Footpath & Kerb Ramp Repairs - Nowra - Scenic Dr / Hyam St / Bridge Rd

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 February 2021 Action Sheet Report, the Group is requested to adopt the Recommendation to note completion of:

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

- b. IA21.11 - Accessible Parking - Berry / Milton & Other Showgrounds - Public Venues - Disability Inclusion Action Plan
- c. IA21.3 - Additional Item - Investigate opportunity for targeted employment for people with disabilities
- d. IA21.4 - Additional Item - Footpath & Kerb Ramp Repairs - Nowra - Scenic Dr / Hyam St / Bridge Rd

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 Uncompleted as at 9 February 2022			Action Sheets Report
Meeting Date: 28/05/2019	Item No: IA19.21	Officer: Wood, Colin	Completed:
Title: Ulladulla Subway and Services NSW accessible parking investigation - defer to Staff - Strata Owners			
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		Notes: 18/08/2020 3:55:20 PM - Colin Wood Meeting was held with Patricia White, Lee Carmichael, Tony (Strata Manager) and Colin Wood on Monday 15/07/2019. Lee Carmichael advised he has spoken with his client, and they did not raise any significant concerns subject to Service NSW accepting the proposal that was put at the time of the site meeting on 15/07/2019 (i.e., an accessible space near the entry of Service NSW). PDC Lawyers advised that Services NSW has given consent to the amendment of the parking layout to include accessible parking at the entrance to the leased premises. 16/05/2021 10:55:30 AM – Colin Wood Email sent to Managing agent on 03/02/2021 requesting an on-site meeting with the stakeholders. During the May meeting Clr Patricia White indicated she would make contact to re-address the action item.	
Meeting Date: 25/01/2021	Item No: IA20.14	Officer: Fineran, Hayden	Completed:
Title: Additional Item - Consider Annual Disability Awareness Training Program for Councillors and Staff			
RESOLVED* (Clr White / Clr Gash) MIN21.42 That the Inclusion and Access Advisory Group request that the CEO consider an Annual requirement for Disability Awareness Training for Councillors and Staff. CARRIED		Notes: 14/03/2022 11:47:21 AM – Hayden Fineran	

Inclusion & Access Advisory Group Uncompleted as at 9 February 2022			Action Sheets Report
			<p>Annual requirement for Disability Awareness Training for all staff and Councillors will need to be assessed on a risk management scale and availability of funding for training and development.</p> <p>As it currently stands the only mandatory training for Council still is training related to the core functions of staff's roles. As all funding for staff training and development is allocated from public funds there is ongoing competing priorities within the organisations for increased training opportunities.</p> <p>Increased training for staff on disability Awareness is being considered in the review of the Disability Inclusion Action Plan. The training is proposed across a number of functions within council to support increased inclusion across the Shoalhaven for people living with a disability.</p> <p>Training is proposed in the following aspects</p> <ul style="list-style-type: none"> - Delivery of training to staff on council specific communication boards to support people who are nonverbal while they are accessing council services - Training to council specific teams who will be working with a person living with a disability as part of their core role - Front line staff undertaking disability awareness and education training - Providing training for content authors across the Shoalhaven surround accessibility standard for digital inclusion <p>It is proposed this actions is completed and removed from the action table.</p>
Meeting Date: 23/03/2021	Item No: IA21.3	Officer: Crangle, Amanda	Completed:
Title: Additional Item - Investigate opportunity for targeted employment for people with disabilities - Report request			
RESOLVED* (Clr Digiglio / Clr White)		Notes:	
That:		01/02/2022 02:24:13 PM – Amanda Crangle	
1. Council investigates the opportunity for targeted employment within Council for people with identified disabilities.		Item 1 – At current Shoalhaven City Council conduct recruitment through a meritorious selection process under Section 349 of the Local Government Act (1993), this prevents Council from conducting a targeted recruitment based on applicants having an identified disability.	

Inclusion & Access Advisory Group Uncompleted as at 9 February 2022		Action Sheets Report
<p>2. The Inclusion and Access Advisory Group receive a report back on the statistics of council's employment.</p> <p>3. Staff source resource options and budgets for annual training programs.</p> <p>CARRIED</p>		<p>To support increased employment opportunities for people with a disability within Shoalhaven City Council, Council is applying to Anti-Discrimination NSW for an exception for identified positions for people living with a disability. In turn allowing Council to establish identified roles for people living with a disability, where appropriate.</p> <p>This process has formed part of a larger concept within the review of the Disability Inclusion Action Plan 2022-2026 where Council teams will identify and support the development of positions for people with disability.</p> <p>Item 2 – A report was run on 2 August 2021 and there is 1 confirmed member of staff that identify with a disability. Information related to identified disabilities provided by applicants and staff is voluntary and not compulsory. Of 532 records 315 answered 'no' and 216 didn't assign an answer.</p> <p>Item 3 – This item is being addressed in IA20.14</p> <p>It is proposed this actions is completed and removed form the action table</p>

Meeting Date: 23/03/2021	Item No: IA21.4	Officer: Dunn, Melissa	Completed:
Title: Additional Item - Footpath & Kerb Ramp Repairs - Nowra - Scenic Dr / Hyam St / Bridge Rd			
RESOLVED* (Clr Digiglio / Clr White) MIN21.155 That Council:		Notes: 27/08/2021 9:06:33 PM - Melissa Dunn	
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. 2. Investigate the curb ramps and undertake all necessary work to ensure a safe crossing and that it meets AS1428: <ul style="list-style-type: none"> a. On the corner of Hyams Street and Bridge Road, Nowra (northern side); and 		Item 1 - Fulton Hogan have been contacted and are expediting temporary restoration works to ensure footpath compliance, permanent repair (slab replacement) has been and are now complete.	

Inclusion & Access Advisory Group Uncompleted as at 9 February 2022		Action Sheets Report	
<p>b. Bridge Road near the Fire Brigade (northern side)</p> <p>CARRIED</p>		<p>Item 2 - Councils Technical Services Department has been engaged and undertaken a detailed survey, compliance review with provision of a design for kerb ramps. Survey is completed. Council design engineer have undertaken detailed design checks.</p> <p>2a - Hyams St/Bridge Rd - survey completed. Upgrade not technically viable due to numerous major services adjustments. Future works are proposed for the area to upgrade the surrounding road and pedestrian path, these works will be submitted for grant funding. All proposed works for the site will met AS1428</p> <p>2b - Design complete. Site currently 40mm out of standard. Sewer manhole would need to be lowered to support the proposed works. Additional works would need to be done to determine full costs to upgrade the site to AS1428</p> <p>It is proposed this action is completed and removed from the action table</p>	
Meeting Date: 23/03/2021	Item No: IA21.7	Officer: Tulubinska, Olena	Completed:
Title: Additional Item - Funding from Accessible Parking Fines - Budget Allocation - Implementation of Disability Inclusion Action Plan - Report request			
<p>RESOLVED (Clr Proudfoot / Clr White) MIN21.158</p> <p>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.</p> <p>CARRIED</p>		<p>Notes:</p> <p>09/12/2021 10:00:54 AM – Hayden Fineran</p> <p>The review of the Disability Inclusion Action Plan (DIAP) and action table will include an implementation plan, covering required costings and proposed budgets to implement of actions. At this time council will work with Corporate Planning and Reporting and Finance to integrate action items into Council DPOP over the four-year lifecycle of the revised DIAP. During this time a report will provided to the CEO on an annual allocation of funds for the implementation of action in the DIAP</p>	
Meeting Date: 29/06/2021	Item No: IA21.9	Officer: Fineran, Hayden	Completed:
Title: Inclusion & Access Advisory Group - Membership EOI - Working Group Actions endorsed - Promote and Engage - Planning Day 2022			
		Notes:	

Inclusion & Access Advisory Group Uncompleted as at 9 February 2022		Action Sheets Report
<p>RESOLVED* (Clr Gartner / Clr Wells) MIN21.415</p> <p>That Council</p> <ol style="list-style-type: none"> 1. Develops an EOI application process to increase membership for the Committee. 2. Acknowledges that the Committee endorse the proposed actions developed by the working group as stated below. <ol style="list-style-type: none"> a. Increased promotion of the IAAG and its functions. b. Increased promotion of people with a disability within the Shoalhaven via inclusive and positive social media/media campaign c. Increased committee membership through a membership expression of interest (EOI) 3. Acknowledges that the Committee endorse a Planning Day, to be scheduled for the first quarter of 2022 after a completed membership recruitment period. <p>CARRIED</p>		<p>28/07/2021 3:55:20 PM – Hayden Fineran</p> <p>Item 1 & 3 – This item is being discussed via a separate report</p> <p>Item 2 – The action table was developed by the committee and directly links to focus area 1 of the DIAP – Attitudes and Behaviours. The following action have been incorporated into the DIAP</p>

Meeting Date: 24/05/2021	Item No: IA21.11	Officer: Fineran, Hayden	Completed:
Title: Accessible Parking - Berry / Milton & Other Showgrounds - Public Venues - Disability Inclusion Action Plan			
<p>Lesley Zandstra advised that she had recently attended Berry Showground for an event and discovered that disabled community members are not permitted to park inside the Showground premises and are required to park at Berry train station. They then have to make their way along the footpath to the Showground, which is challenging for people using walkers and similar support equipment. Additionally, there is no clear direction of travel from the train station to the Showground.</p> <p>This is common at other Showgrounds in the Shoalhaven, for example Milton and Kangaroo Valley Showgrounds, as well as at other public venues. Clear direction for people with disabilities needs to be provided for any event held at public venues across the Shoalhaven.</p>		<p>Notes:</p> <p>30/12/2021 11:10:03 AM - Hayden Fineran</p> <p>Throughout community consultation for the Disability Inclusion Action Plan, accessible parking throughout the Shoalhaven was raised as a concern. To ensure current and future requests for improved accessible parking are actioned and assigned within existing council processes, future reports and requests will be submitted to Councils Traffic Committee, a section 35 committee with the purposes to.</p> <ul style="list-style-type: none"> - To ensure proposed road and traffic facilities conform to current standards and best practice 	

Inclusion & Access Advisory Group Uncompleted as at 9 February 2022			Action Sheets Report
<p><i>Note: This matter has been noted and will be considered in the review of the Shoalhaven City Council Disability Inclusion Action Plan.</i></p>			<ul style="list-style-type: none"> - Make recommendation to Council on items relating to traffic facilities, signage and line marking within the Shoalhaven as delegated by the Roads and Maritime Services (RMS) under the Transport Administration Act 1988 (Section 50) <p>Council will support the committee on processes and procedures to submit requests for accessible parking to the Shoalhaven Traffic Committee</p> <p>It is proposed this action is completed and removed from the action table</p>
Meeting Date: 11/10/2021	Item No: IA21.14	Officer: Massie, Ray	Completed:
Title: Additional Item - Storm Damage to Beach Access at Callala Beach			
<p>RESOLVED (Frederick Oberg / Arthur Ball)</p> <p>That a report be submitted on the accessible Beach access points around the Shoalhaven and the conditions of the accessibility.</p> <p>CARRIED</p>		<p>Notes:</p> <p>19/10/2021 2:22:21 PM - Ray Massie</p> <p>Council to inspect and advise on repair scenario for district engineer and maintenance crew. Previously this was completed by coastal maintenance contractor.</p> <p>Environmental services are currently determining what access ways are suitable for upgrade to disabled standard from a consultant's report and have organising for sand nourishment at Callala Beach November 2021. 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>	

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

HPERM Ref: D22/69423

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

Attachments: 1. DIAP action worksheet [↓](#)

Reason for Report

To host a discussion with the Committee surrounding proposed actions within the Disability Inclusion Action Plan (DIAP) 2022-2026 to be supported by the Inclusion & Access Advisory Group.

Recommendation (Item to be determined under delegated authority)

That Inclusion & Access Advisory Group (IAAG)

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

Options

1. The Committee accept the recommendations as above

Implications: A Discussion will be hosted with the Committee surround the proposed actions the IAAG will support during the implementation of the DIAP 2022-2026, and the Committee will agree on which actions they see appropriate to support

2. The Committee provide alternative recommendations

Implications: the Committee will provide an alternative recommendation

Background

Shoalhaven City Council's Community Connections department are currently reviewing the DIAP 2022-2026.

Council engaged a consultant to review the DIAP Action Table. The Flagstaff Group was awarded the contract to lead the community consultation processes for the DIAP.

To ensure a robust process and that the revised DIAP meets the needs of the community, Shoalhaven Council carried out consultations with various sections of the community. As well as an internal consultation with Council staff the Community Connections Team conducted community consultations across the Shoalhaven.

Internal Consultation

Internal consultation across the Council included invitations to all staff, Councillors, and group Directors. This aims to ensure that all levels of Council are committed to delivering on future actions once the DIAP is adopted. This process also set achievable expectations for community consultations and requirements when developing the new DIAP.

External Consultation

Community consultation was launched the second week of May 2021 and closed the last week of July 2021. Community consultation took place over eleven weeks to ensure community had maximum time to participate.

To support community consultation, Council and Flagstaff developed four surveys for Community, Business, Council staff and Councillors.

Council hosted 12+ workshops and focus groups across the Shoalhaven, including a session with the Inclusion & access Advisory Group.

To support the community in accessing the consultation, Council where available to support any requests for help to complete the survey via a one-on-one phone conversation, in person meeting or alternative and additional community workshops and focus groups as required.

Action Planning

Following an extensive community consultation, The Flagstaff Group and Council developed a consultation report and draft action table based on feedback and themes received from the consultation process.

The Community Connections Team met with each department across the organisation who was responsible for implementing the relevant action within the DIAP. This was done to further develop and align the actions with the work of these departments.

Throughout the action plan phase, actions were developed that would benefit from partnering, liaising and advice from the Inclusion & Access Advisory Group. To ensure these actions align with the functions of the Committee and best reflect the needs of the Committee a copy has been provided of all proposed actions for partnership and support from the Committee (**attachment 1**).

The purpose of today's discussion is to review the attached action table and discuss with the Committee their involvement in the implementation of the proposed actions for the DIAP 2022-2026.

DIAP 2022-2026 – Suggested Actions to be LED by Council's Inclusion & Access Advisory Group

Attitudes & Behaviours

Outcome: Build a welcoming and inclusive community by improving understanding of people with a disability					
Priority	Action	Implementation notes	Lead Team	Supporting Teams	Timeframe
1.2 Improve awareness of Council's inclusion initiatives and existing services	1.2.3 Raise awareness of IAAG and their work within the Shoalhaven community	Good news stories, links to minutes.	Community Connections, Media & Communications	-	-

Liveable & Accessible Communities

Outcome: Create a community where people with disability can participate by improving access to community places and activities					
Priority	Action	Implementation notes	Lead Team	Supporting Teams	Timeframe
2.1 Improve kerbs, pathways and ramps throughout the Shoalhaven	2.1.3 Use an annual IAAG workshop to seek input on road asset projects to improve accessibility.	IAAG could seek input from community groups/CCB's before workshop	Works & Services (District Engineers)	Principal Traffic Engineer, Community Connections	Annual Jul-Sep
2.4 Improve accessibility in Council buildings	2.4.2 For all new publicly-accessible buildings, seek accessibility feedback on the design from the IAAG		Building Services		
2.5 Improve accessibility in the community	2.5.1 Participate in workshops with IAAG to explore options for improving accessibility outcomes in the Shoalhaven using land use development controls		Strategic Planning, Community Connections	City Development, Community Connections	-
	2.5.3 Support the IAAG to provide advice on accessible parking requests from the community to the Traffic Committee	Requests received by Traffic Committee to be taken to IAAG for advice on implementation.	Community Connections	Works & Services	

Systems & Processes

Outcome: Provide equitable access to services and information by ensuring Council systems and processes are inclusive for people with disability and address barriers to access					
Priority	Action	Implementation notes	Lead Team	Supporting Teams	Timeframe
3.3 Improve inclusion in advisory committees and community events/engagement	3.3.1 Restructure the IAAG to improve participation	Provide more informal opportunities through working groups, support increased membership diversity.	Community Connections	Business Assurance & Risk (Governance)	-

Employment

Outcome: Improve access to employment for people with disability in the Shoalhaven					
Priority	Action	Implementation notes	Lead Team	Supporting Teams	Timeframe
-	-	-	-	-	-

DIAP 2022-206 – suggested Action to be SUPPORTED by Council Inclusion & Access Advisory Group

Attitudes & Behaviours

Outcome: Build a welcoming and inclusive community by improving understanding of people with a disability					
Priority	Action	Notes	Lead Team	Supporting Teams	Timeframe
1.1 Deliver activities to improve community awareness and understanding of disability	1.1.1 Deliver a campaign with lived experience ambassadors to tell stories of inclusion and experiences of living with a disability	Ensure neurodiversity and dementia included, explore possibility of a Living Library project	Community Connections	Media & Communications	-
	1.1.3 Increase image and video library of diverse people available for use in Council documents/material	Photo-shoot or photograph events.	Media & Communications, Community Connections		2022

Liveable & Accessible Communities

Outcome: Create a community where people with disability can participate by improving access to community places and activities					
Priority	Action	Implementation notes	Lead Team	Supporting Teams	Timeframe
2.3 Provide inclusive events for the whole community	2.3.2 Develop and use resources that support the community to plan accessible events		Community Connections	Tourism, Swim Sport & Fitness	-

Systems & Processes

Outcome: Provide equitable access to services and information by ensuring Council systems and processes are inclusive for people with disability and address barriers to access					
Priority	Action	Implementation notes	Lead Team	Supporting Teams	Timeframe
3.1 Improve useability of the Council websites	3.1.4 Improve inclusion and accessibility of Council's community engagement activities through reviewing the Engagement Strategy		Media & Communications		-

Employment

Outcome: Improve access to employment for people with disability in the Shoalhaven					
Priority	Action	Implementation notes	Lead Team	Supporting Teams	Timeframe
-	-	-	-	-	-