

## Inclusion & Access Advisory Committee

**Meeting Date:** Monday, 04 March, 2024  
**Location:** Osprey Training Room, Level 1, City Administrative Building, Bridge Road, Nowra  
**Time:** 11.00am

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

## Agenda

1. **Meeting Conduct Statement**
2. **Acknowledgement of Country**
3. **Apologies**
4. **Elect Chairperson for next meeting**
5. **Confirmation of Minutes**
  - Inclusion & Access Advisory Committee - 4 December 2023 ..... 1
6. **Declaration of Interests**
7. **Presentations**
  - IA24.1 Presentation - Community Engagement Check-In  
Last year, Council adopted the Shoalhaven City Council Community Engagement Strategy that the Manager Media and Communications, Caitlin Lewis sought your feedback about when it was being developed in November 2022.  
  
The Media and Communications Team is now in the early stages of developing the Community Engagement Framework to support the strategy and develop a consistent, best-practice approach for the whole organisation to engage with Shoalhaven communities and is seeking input and suggestions from the members of the Inclusion and Access Advisory Committee to be considered for inclusion in the framework.
8. **Reports**
  - IA24.2 Inclusion and Access Advisory Committee Updated Action Table Report - 4 March 2024 ..... 5
9. **General Business**

**Membership**

Mr Hayden Fineran - Chairperson  
Clr Patricia White  
Clr Paul Ell – Alternate  
Ms Jackie Kay AM  
Mr Bill Deaves  
Mr Chris Mitchell  
Mr Frederick Oberg  
Ms Lily Wright  
Ms Kylieanne Derwent  
Ms Kate Kinch  
Ms Veronica Rawlinson  
Ms Penelope Espinoza Hallett  
All other Councillors as non voting members  
Mr Gareth Ward MP (or nominee)  
Ms Liza Butler - MP South Coast  
Ms Fiona Phillips (Lesley Zandstra)  
Carers NSW - Vacant  
Mr Leslie Coster – Interchange Shoalhaven  
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 – Seven (7) voting members provided that a minimum of one (1) Councillor as Chair or acting chair with voting rights and six (6) community representatives

Note: Any non-voting Councillor in attendance at the Committee meetings may act as an alternate voting member in circumstances where achievement of a quorum is required.

**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 COMMITTEE

**Meeting Date:** Monday, 4 December 2023  
**Location:** Osprey Training Room, Level 1, City Administrative Building, Bridge Road, Nowra  
**Time:** 11.07am

The following members were present:

Mr Hayden Fineran – Chairperson  
Clr Evan Christen  
Clr Gillian Boyd (Joined Remotely at 12.28pm)  
Mr Bill Deaves  
Ms Penelope Espinoza Hallett (Remotely)  
Mr Frederick Oberg  
Ms Kylieanne Derwent  
Ms Lily Wright  
Ms Kate Kinch (Remotely)  
Ms Veronica Rawlinson  
Mr Chris Mitchell - (Left at 12.25pm)  
Ms Jackie Kay – (Left at 12.25pm)  
Mr Michael Paine - Manager - Community Connections

Others present:

Ms Carly McWalters – Lead – Community Capacity Building  
Ms Jessica Richardson – Community Capacity Builder  
Ms Lauren Buckingham – Manager Customer Experience  
Ms Ava Kaszonyi – Work Experience Student  
Mr Tony Pearman - Manager - Certification & Compliance  
Mr Gary George - Manager – Building Services (Remotely)  
Ms Hayley Byrne – Uniting (Remotely)  
Ms Elysha Oneill – Sport4All (Remotely) (Left at 12.35pm)

The meeting was opened with a reading of the Code of Meeting Practice Statement and an Acknowledgement of Country.

### Apologies / Leave of Absence

Apologies were received from Clr Ell, Clr D'Ath, Clr White, Clr Wells, Ms Jodie Hoger and Ms Karen Akehurst.

### IA23.26 Election of Chairperson

**RESOLVED** (By consent)

That the Inclusion and Access Advisory Committee nominate Mr Hayden Fineran as Chairperson for the next meeting in 2024.

CARRIED

### Confirmation of the Minutes

**RESOLVED** (By consent)

That the Minutes of the Inclusion & Access Advisory Committee held on Monday 30 October 2023 be confirmed.

CARRIED

### Declaration of Interests

Nil

## PRESENTATIONS

### IA23.21 Sanctuary Point Library Design

HPERM Ref:  
D23/130332

This item was deferred to the next meeting in 2024.

### IA23.22 Customer Service and Contact Centre accessibility and ease of access for all residents

HPERM Ref:  
D23/456976

Ms Lauren Buckingham – Manger Customer Experience presented to the Inclusion and Access Advisory Committee on Customer Service and Contact Centre accessibility ease of access for all residents. The presentation is attached to the Minutes.

Following the Presentation, the Committee requested an informal workshop to assist the Customer Experience Department in the process to develop and make suggestions for accessibility and ease of access to all residents.

**RESOLVED** (By consent)

That the Inclusion and Access Advisory Committee hold an informal workshop to provide feedback to the Customer Experience Department regarding accessibility and ease of access to all residents.

CARRIED

## REPORTS

### IA23.23 Member Resignation - Aaron Trott

HPERM Ref:  
D23/437354

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

That the Inclusion and Access Advisory Committee:

1. Accept the resignation of Mr Aaron Trott and thank him for his contribution and commitment to the Inclusion and Access Advisory Committee.
2. Fill the two (2) vacant 'family, friend/s and/or carer/s of people living with a disability who have an interest in advocating for improved access and inclusion for all' positions by an Assessment Panel review of previous applications to the Committee, followed by a new call for Expressions of Interest if required.

**RESOLVED** (Frederick Oberg / Bill Deaves)

That the Inclusion and Access Advisory Committee:

1. Accept the resignation of Mr Aaron Trott and thank him for his contribution and commitment to the Inclusion and Access Advisory Committee.
2. Fill the two (2) vacant 'family, friend/s and/or carer/s of people living with a disability who have an interest in advocating for improved access and inclusion for all' positions by an Assessment Panel review of previous applications to the Committee, followed by a new call for Expressions of Interest if required. Involve Chairperson in developing language of promotional material to ensure priority applicants (those from Aboriginal or Torres Strait Islander or Multicultural backgrounds) are highlighted and language is provided in an easy read and accessible manner.

CARRIED

**IA23.24 Report - IAAC Updated Action Table - 4 December 2023**

**HPERM Ref:  
D23/459646**

Mr Tony Pearman - Manager - Certification & Compliance provided an update to the Committee on item IA22.21 and advised that Staff are meeting with other Council's in the New Year to discuss how their program works and will use this as an opportunity to improve the current program. Council staff are also meeting with the Nowra CBD Revitalisation Strategy Committee on 5 December 2023 to identify any available funding to assist in the program implementation. An update will be provided back to the first IAAC meeting in 2024 of the findings and a way forward on this project.

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

That the Inclusion and Access Advisory Committee:

1. Receive the Update on Actions Report for information.
2. Acknowledge the following actions as completed and be removed from the action table.
  - a. IA23.19 - Updated Action Table Report - October 2023
  - b. IA23.18 - Informal Advisor Nominated - Hayden Fineran & Alternate Leslie Coster - Shoalhaven Traffic Committee – October 2023

**RESOLVED** (Jackie Kay / Veronica Rawlinson)

That the Inclusion and Access Advisory Committee:

1. Receive the Update on Actions Report for information.
2. Acknowledge the following actions as completed and be removed from the action table.
  - a. IA23.19 - Updated Action Table Report - October 2023
  - b. IA23.18 - Informal Advisor Nominated - Hayden Fineran & Alternate Leslie Coster - Shoalhaven Traffic Committee – October 2023

CARRIED

## GENERAL BUSINESS

**IA23.25 Dylan Alcott's Disability Inclusion Program - Sport4All**

**HPERM Ref:  
D23/475898**

Ms Elysha O'Neill, the NSW/ACT State Manager at Get Skilled Access presented to the Inclusion & Access Advisory Committee on Australian of the Year Dylan Alcott's Sport4All program. This program is run in partnership with Local Council's and is targeted at making sport more inclusive and breaking down barriers for people with a disability to participate. The presentation is attached to the Minutes.

Community Connections Staff advised that they would investigate further with appropriate Departments regarding Council partnering with Sports4All and set up a meeting in January with Ms Elysha O'Neill to provide more information.

**RESOLVED** (Clr Christen / Hayden Fineran)

That the Inclusion and Access Advisory Committee receive a report back at the next meeting scheduled for 4 March 2024 on Council's next steps in relation to this program.

CARRIED

There being no further business, the meeting concluded, the time being 12.37pm.

CHAIRPERSON  
Mr Hayden Fineran

## IA24.2 Inclusion and Access Advisory Committee Updated Action Table Report - 4 March 2024

**HPERM Ref:** D24/33302

**Department:** Community Connections

**Approver:** Jane Lewis, Director - City Lifestyles

**Attachments:** 1. Updated Action Table 4 March 2024 - Inclusion and Access Advisory Committee [↓](#)

### Reason for Report

The purpose of this report is to provide the Inclusion & Access Advisory Committee (IAAC) with a progress report on outstanding actions.

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

That the Inclusion and Access Advisory Committee:

1. Receive the Update on Actions Report for information.
2. Acknowledge the following actions as complete and remove from the action table:
  - a. IA22.21 - Additional Item - Accessibility to Shops - Nowra CBD.
  - b. IA23.25 - Dylan Alcott's Disability Inclusion Program - Sport4All - Presentation Received - January Informal Meeting - Report Back to IAAC.
  - c. IA23.20 - Public / Community Transport & Taxi Services - Regional Areas - Advocate for improved access - State Members / Minister for Transport / Taxi companies - Invitation to IAAC (taxi).

### Options

1. Adopt the recommendation as written.

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

2. Request more information.

Implications: Members of the Inclusion & Access Advisory Committee request further information.

### Background

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

Attachment 1 provides information regarding the status of actions and resolutions made at previous meetings, including items which are still works in progress. Staff can provide an update at the meeting, should members have any further questions on the status of actions.

The following actions in the Action Table report are considered as complete and will be removed from the Action Table:

- IA22.21 - Additional Item - Accessibility to Shops - Nowra CBD.

- IA23.25 - Dylan Alcott's Disability Inclusion Program - Sport4All - Presentation Received - January Informal Meeting - Report Back to IAAC.
- IA23.20 - Public / Community Transport & Taxi Services - Regional Areas - Advocate for improved access - State Members / Minister for Transport / Taxi companies - Invitation to IAAC (taxi).

### **Internal Consultations**

It is important that the members of the Inclusion & Access Advisory Committee are kept informed on progress towards the completion of actions and projects. This report provides a structured approach to facilitate this information exchange.



<b>Inclusion &amp; Access Advisory Committee</b> Uncompleted as at "Date"	<b>Action Sheets Report</b>
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<b>Meeting Date:</b> 21/11/2022	<b>Item No:</b> IA22.21	<b>Officer:</b> Pearman, Tony	<b>Completed:</b>
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**Title:** Additional Item - Accessibility to Shops - Nowra CBD

<p><b>RESOLVED</b> (By consent)</p> <p>That the Inclusion &amp; Access Advisory Group request to receive a verbal report following the presentation (IA22.15) to the Nowra CBD Revitalisation Strategy Committee.</p> <p>CARRIED</p>	<p><b>Notes:</b></p> <p><b>15 Dec 2022 2:33pm Wood, Colin</b> Colin Wood attended the Nowra CBD Revitalisation Strategy Committee on 13/12/2022 and presented a case for the proposed programme. The Committee has resolved to support the program and this will be included in the report back to the Access Committee in 2023.</p> <p><b>02 Feb 2023 2:20pm Wood, Colin</b> A meeting with Council's Grants Officer Phil Schafer on 02/02/2023 discussed the possibility of grant funding to support this programme. Phil will investigate if there is funding available for this programme and provide feedback. The Committee will be advised on the outcome.</p> <p><b>26 Apr 2023 9:45am Wood, Colin</b> Council's Grants Officer advised there are no open funding sources or grant programs that are focused on accessibility. The program will need to proceed on the understanding there are no grants currently available for this work.</p> <p><b>29 May 2023 3:32pm Wood, Colin</b> A meeting is to be scheduled with Council's Media Team to promote the program for the Commercial Premises in Nowra. There is no available grant funding and this will need to be stressed in the media campaign.</p> <p><b>05 Sep 2023 2:49pm Bowley, Kay - Reallocation</b> Action reassigned to Pearman, Tony by Bowley, Kay - Colin Wood has retired.</p> <p><b>13 Nov 2023 2:14pm Pearman, Tony</b> Item will be raised at the 5 December 2023 Nowra CBD Committee meeting to identify if there is any funding available to assist Council with the implementation for this project. An update will be provided to the first IAAC meeting of 2024 including the outcomes of the Nowra CBD Committee meeting and way forward on this project.</p> <p><b>12 Feb 2024 Pearman, Tony</b></p>
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<b>Inclusion &amp; Access Advisory Committee</b> Uncompleted as at "Date"	<b>Action Sheets Report</b>
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	Staff are exploring funding options for this program as there is no operational budget available at this time. Staff are committed to continued investigation so that when Council are in a position to identify or allocate funding they are able to advance this program. <b>ACKNOWLEDGE AS COMPLETE AND REMOVE FROM ACTION TABLE</b>
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<b>Meeting Date:</b> 04/12/2023	<b>Item No:</b> IA23.23	<b>Officer:</b> Andriske, Claire	<b>Completed:</b>
<b>Title:</b> Member Resignation - Aaron Trott - Expressions of Interest / Vacancy			
<p><b>RESOLVED</b> (Frederick Oberg / Bill Deaves)</p> <p>That the Inclusion and Access Advisory Committee:</p> <ol style="list-style-type: none"> <li>Accept the resignation of Mr Aaron Trott and thank him for his contribution and commitment to the Inclusion and Access Advisory Committee.</li> <li>Fill the two (2) vacant 'family, friend/s and/or carer/s of people living with a disability who have an interest in advocating for improved access and inclusion for all' positions by an Assessment Panel review of previous applications to the Committee, followed by a new call for Expressions of Interest if required. Involve Chairperson in developing language of promotional material to ensure priority applicants (those from Aboriginal or Torres Strait Islander or Multicultural backgrounds) are highlighted and language is provided in an easy read and accessible manner.</li> </ol> <p>CARRIED</p>		<p><b>Notes:</b></p> <p><b>06 Dec 2023 8:36am Goodman, Rylee</b> This action has been assigned to Monica and Rylee for action. Please liaise with Rylee if EOI is required or if a review of previous applications for vacancy will occur. Rylee to action Aaron Trotts resignation.</p> <p><b>14 Dec 2023 3:55pm Goodman, Rylee</b> Monica is arranging a panel meeting for the previous applications received in the recent EOI, this is scheduled for January 2024. Reassigning action to Claire Andriske as she is now managing this committee. Claire to consult with Monica and arrange EOI if required to fill 2 x vacancies.</p> <p><b>14 Dec 2023 3:58pm Goodman, Rylee - Reallocation</b> Action reassigned to Andriske, Claire by Goodman, Rylee - Hi Claire, reassigning this action as panel meeting won't be held until January 2024, you will need to consult with Monica if EOI is required or proceed with panel recommendation etc.</p> <p><b>02 Jan 2024 4:46pm Andriske, Claire</b> Confirmed with Monica, she is convening the panel, waiting on Clr White's availability.</p> <p><b>03 Jan 2024 9:32am Andriske, Claire</b> Part 1 complete</p>	

<b>Inclusion &amp; Access Advisory Committee</b> Uncompleted as at "Date"	<b>Action Sheets Report</b>
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<b>Meeting Date:</b> 04/12/2023	<b>Item No:</b> IA23.25	<b>Officer:</b> McWalters, Carly	<b>Completed:</b>
<b>Title:</b> Dylan Alcott's Disability Inclusion Program - Sport4All - Presentation Received - January Informal Meeting - Report Back to IAAC			
<b>RESOLVED</b> (Clr Christen / Hayden Fineran)  That the Inclusion and Access Advisory Committee receive a report back at the next meeting scheduled for 4 March 2024 on Council's next steps in relation to this program.  CARRIED		<b>Notes:</b>  <b>06 Dec 2023 8:39am Goodman, Rylee</b> This action has been assigned to Carly McWalters. Michael Paine advised Community Connections would set up a meeting in January with Elysha O'Neill to provide more information re Council partnership with Sports4All and the responsible department to arrange this.  <b>12 Feb 2024 McWalters, Carly</b> Staff have had conversations with the foundation regarding the Dylan Alcott's Disability Inclusion Program. As there is a requirement to introduce a position within Council with in-kind financial support Council are unable to commit to this as there is currently no funding available. Staff have committed to continued dialogue with the foundation so that when Council is in a position to consider additional staff positions, we are able to advance quickly. <b>ACKNOWLEDGE AS COMPLETE AND REMOVE FROM ACTION TABLE</b>	

<b>Meeting Date:</b> 27/11/2023	<b>Item No:</b> IA23.20	<b>Officer:</b> Andriske, Claire	<b>Completed:</b>
<b>Title:</b> Public / Community Transport & Taxi Services - Regional Areas - Advocate for improved access - State Members / Minister for Transport / Taxi companies - Invitation to IAAC (taxi)			
<b>RESOLVED</b> (Clr Christen / Clr White) <span style="float: right;">MIN23.675</span>  That Council  1. On behalf of the Inclusion & Access Advisory Committee, write to State Members, the Minister for Transport Ms Jo Haylen, Taxi Companies and other interested parties, to advocate for improved access to transport in regional areas.  2. Invite taxi companies to attend next Inclusion & Access Advisory Committee meeting, or other meeting, to hear the concerns of the Committee.		<b>Notes:</b>  <b>30 Nov 2023 10:40am Bowley, Kay</b> For action – Part 1 Michael Paine - Part 2 Claire Andriske - Separate action sheets have been created for each officer.  <b>06 Dec 2023 4:21pm Andriske, Claire</b> Spoke with Carly, agreed that the invitation should be sent along with the letter from part 1 of the recommendation.  <b>12 Feb 2024 Andriske, Claire</b> Letters to Taxi companies drafted and to be sent w/c 12 February 2024.	

<b>Inclusion &amp; Access Advisory Committee</b> <b>Uncompleted as at "Date"</b>	<b>Action Sheets Report</b>
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FOR: Clr Findley, Clr D'Ath, Clr Boyd, Clr Norris, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Wells, Clr Kitchener and Clr Gray  AGAINST: Nil  CARRIED	<b>ACKNOWLEDGE AS COMPLETE AND REMOVE FROM ACTION TABLE</b>
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<b>Meeting Date:</b> 26/09/2022	<b>Item No:</b> IA22.15	<b>Officer:</b> Lewis, Caitlin	<b>Completed:</b>
<b>Title:</b> Additional Item - Funding Program for Accessibility to Shops - Clr Briefing - Presentation to Nowra CBD Revitalisation Strategy Committee - Education campaign - Businesses			
<b>RESOLVED*</b> (Clr White / Clr Copley) MIN22.669 That Council:		<b>Notes:</b> <b>29 Sep 2022 12:21pm Bowley, Kay</b> Part 1 & 2 Colin Wood - Part 3 & 4 Bree Whittle <b>11 Apr 2023 9:02am Bowley, Kay - Reallocation</b> Action reassigned to Lewis, Caitlin by Bowley, Kay - Reassigned in TRIM <b>NO UPDATE PROVIDED</b>	
<ol style="list-style-type: none"> <li>1. Request staff to provide a Briefing to Councillors in relation to the funding program/campaign for accessibility of shop frontages.</li> <li>2. Request staff be invited to make a presentation to the Nowra CBD Revitalisation Strategy Committee to request that the funding program for accessibility of shop frontages be reactivated.</li> <li>3. Request the Media Team to run a campaign to educate businesses about accessibility issues in conjunction with relevant Directorates to include:             <ol style="list-style-type: none"> <li>a. Development and compliance matters</li> <li>b. Economic development factors</li> <li>c. Community accessibility considerations; and</li> </ol> </li> <li>4. Staff liaise with the Nowra CBD Revitalisation Strategy Committee Chair in relation to part (3).</li> </ol>			
FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Wells, Clr Watson and Clr Kitchener			

**Inclusion & Access Advisory Committee**  
**Uncompleted as at "Date"**

**Action Sheets Report**

AGAINST: Nil  
CARRIED