

MINUTES OF THE INCLUSION & ACCESS ADVISORY COMMITTEE

Meeting Date: Monday, 24 February 2025
Location: Osprey Room, Level 1, City Administrative Building, Bridge Road, Nowra
Time: 11.05am

The following members were present:

Mr Hayden Fineran - Chairperson
Clr Gillian Boyd (Remotely)
Mr Frederick Oberg
Ms Jackie Kay (Remotely)
Ms Amanda Smith
Ms Veronica Rawlinson – arrived 11.12am
Ms Kate Kinch (Remotely) - joined 11.19am
Ms Kylieanne Derwent (Remotely) – joined 11.19am

Others present:

Ms Kristy Mayhew - Acting Manager for Cultural & Community Services
Mr Jim Fraser – Manager – Corporate Performance & Reporting
Ms Carly McWalters – Lead Community Capacity Building
Ms Monica Kincade – Senior Community Capacity Builder
Ms Alix Gillet – Coordinator Marketing & Communications
Ms Fiona Ellis – Community Engagement Officer
Ms Sarah Ottley – Interchange Shoalhaven (Remotely)
Ms Lesley Zandstra (Remotely) – joined 11.12am

Ms Kristy Mayhew – Acting Manager for Cultural & Community Services assumed the role of Chairperson and advised that at 11.00am quorum was not reached and that following the Acknowledgement to Country and Code of Conduct Statement the members present will receive a brief presentation/workshop on the Community Strategy Plan.

An Acknowledgement to Country and a Code of Conduct Statement was provided to the meeting.

Apologies / Leave of Absence

Apologies were received from Penelope Espinoza Hallett, Chris Mitchell, Sandra Gray and Clr White.

PRESENTATIONS

IA25.1 Presentation - Community Strategic Plan - Feedback

**HPERM Ref:
D25/42637**

Note: This item was brought forward.

Quorum was achieved at 11.12am during the presentation.

The Community Strategic Plan (CSP) is the community's plan for the Shoalhaven. It has a minimum 10-year timeframe and should reflect the community's main priorities and aspirations (needs and wants) for the Shoalhaven.

Council is engaging multiple stakeholder groups across the Shoalhaven to understand what they love about the Shoalhaven, what they would like to see less of, challenges facing the Shoalhaven and their vision for the Shoalhaven.

Feedback and contributions from the Inclusion & Access Advisory Committee will help ensure we are capturing key community priorities in the new plan.

The members present provided feedback to the Workshop.

Election of Chairperson

RESOLVED (By consent)

That Mr Hayden Fineran be appointed as the Acting Chairperson for the meeting of 24 February 2025.

CARRIED

Confirmation of the Minutes

RESOLVED (Frederick Oberg / Jackie Kay)

That the Minutes of the Inclusion & Access Advisory Committee held on Monday 20 May 2024 be confirmed.

CARRIED

Declaration of Interests

Nil

REPORTS

IA25.3	Inclusion and Access Advisory Committee Terms of Reference Review 2025	HPERM Ref: D25/26818
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Members present provided feedback on the draft Terms of Reference (TOR) and made the following suggestions:

- In relation to the Chairperson, the TOR be amended to allow for a Councillor to be appointed to the role of Chairperson and Community member as Co-Chair for 12 months with an option to renew for another 12 months.
- In relation to the meeting schedule, the TOR be amended to allow for two (2) formal meetings per year with an additional two (2) informal workshops
- In relation to the sunset Clause, this be removed.

Recommendation (Item to be determined under delegated authority)

That the Inclusion and Access Advisory Committee receive the draft Terms of Reference for information and provide staff with feedback.

RESOLVED (By consent)

That the Inclusion and Access Advisory Committee:

1. Receive the draft Terms of Reference for information and provide staff with the following feedback:
 - a. The Committee meeting schedule be amended to allow for two (2) formal meetings per year with an additional two (2) informal workshops
 - b. The 'Sunset Clause' be removed

CARRIED

Note: Cllr Boyd be nominated as Chair and Mr Hayden Fineran and Ms Veronica Rawlinson (upon training being provided) as Co-Chair for 12 months and this will be voted by the committee at the next meeting, provided Council adopts the TOR.

IA25.4	Action Table Report - Inclusion & Access Advisory Committee - February 2025	HPERM Ref: D25/29133
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The members present discussed the Actions and the following comments were made:

- IA24.2 – Inclusion & Access Advisory Committee Update Action Table – 20 May 2024 – Part 4
 - The Community Grants Officer can send out emails in relation to available Community Grants. Members need to opt in and give consent to Governance for their email to be included for the grants information. Veronica Rawlinson and Sarah Ottley provided consent at the meeting.
 - Cllr Boyd advised that Fiona Phillips MP also has a Grants Officer and for members to contact Cllr Boyd for further information.
- IA24.3 – The State of Accessible transport in the Shoalhaven
 - It was suggested that this matter be complete and removed from the action table as it cannot be actioned by staff due to council not being the peak body responsible for public transport in the Shoalhaven
 - It was noted that the Pedestrian Access Mobility Plan (PAMP) and Bike Plan was updated in August 2024 and information is linked [here](#).

- Clr Boyd suggested that public transport needs to be a regular item for discussion. Staff and the Chairperson advised that State Government is responsible for public transport and Council has no jurisdiction.

It was noted that if members are aware of any issues in the Shoalhaven to use the App 'Snap Send Solve'. Members can also report feedback on the Council website linked [here](#).

It was suggested that although Council is not the peak body responsible for Public transport in the Shoalhaven that Council continue to advocate for (through the Advocacy Document) accessible transport and other providers in the Shoalhaven.

Recommendation (Item to be determined under delegated authority)

That the Inclusion & Access Advisory Committee receive the update on Actions Report for information.

MOTION (Hayden Fineran / Frederick Oberg)

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. IA24.2 – Inclusion & Access Advisory Committee Update Action Table – 20 May 2024 – Part 4
 - b. IA24.3 – The State of Accessible transport in the Shoalhaven

FOR: Frederick Oberg and Hayden Fineran

AGAINST: Clr Boyd, Jackie Kay, Kylieanne Derwent, Amanda Smith, Kate Kinch and Veronica Rawlinson

MOTION LOST

RESOLVED (By consent)

That the Inclusion and Access Advisory Committee:

1. Receive the Update on Actions Report for information.
2. Acknowledge the following action as complete and remove from the action table:
 - a. IA24.2 – Inclusion & Access Advisory Committee Update Action Table – 20 May 2024 – Part 4
3. Note that IA24.3 – The State of Accessible transport in the Shoalhaven, remain deferred and will be reported back to the next meeting following discussions between the Chair, key staff and Clr Boyd.

CARRIED

GENERAL BUSINESS

IA25.5 Additional Items - General Business

The following matters were raised in General Business and discussed:

- Filming of issues around the Shoalhaven, including accessible parking issues in the Shoalhaven
- Planning approval and DA Assessment for the Centrelink building on Berry Street, Nowra and the requirement for accessible parking. Staff advised they would take it on notice and report back to the committee via email.
- Accessible picnic tables, these should be installed in more spaces around the Shoalhaven. Staff advised that when consultation goes out on the CISP, that is when the public can suggest more accessible picnic tables

IA25.2 Workshop - Disability Inclusion Action Plan Review

**HPERM Ref:
D25/53803**

Note: This item was deferred to the next meeting.

There being no further business, the meeting concluded, the time being 1.14pm.

Mr Hayden Fineran
CHAIRPERSON