

Inclusion & Access Advisory Committee

Meeting Date: Monday, 25 August, 2025
Location: Osprey 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 - 24 February 2025 1
6. Declaration of Interests
7. Presentations
 - IA25.5 Disability Inclusion Access Plan - Project Plan to Develop New DIAP 2026-30
Under the NSW Disability Inclusion Act 2014, Councils are required to develop a new Disability Inclusion Action Plan (DIAP) every four years. In developing the new DIAP councils must consult with people with a disability, carers and service providers, including a range of identified social cohorts. This presentation will introduce Council's plan for the development of the new DIAP 2026-30, including community consultation in October and November 2025.
8. Reports
 - IA25.6 Inclusion and Access Advisory Committee Updated Action Table Report - 26 May 2025 6
9. General Business

Membership

Clr Gillian Boyd
Clr Ben Krikstolaitis – Alternate
Ms Jackie Kay AM
Mr Bill Deaves
Mr Chris Mitchell
Mr Frederick Oberg
Ms Lily Wright
Ms Kylieanne Derwent
Mr Hayden Fineran
Ms Kate Kinch
Ms Veronica Rawlinson
Ms Penelope Espinoza Hallett
Ms Amanda Smith
Ms Juliette Boyd
All other Councillors as non voting members
Mr Gareth Ward MP (or nominee)
Ms Liza Butler - MP South Coast (Sandra Gray)
Ms Fiona Phillips (Lesley Zandstra)
Ms Karen Akehurst – Carers NSW
Mr Sarah Ottley – Interchange Shoalhaven
Ms Leonie Dippel – Shoalhaven Community Transport
Ms Jodie Hoyer – 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 with voting rights and six (6) community representatives

Note: Any non-voting Councillor in attendance at any of the above Committees may act as an alternate voting member in circumstances where achievement of a quorum is required, noting that this doesn't apply when quorum specifies the quorum to require community member attendance.

Purpose:

Guided by lived experience and expertise, provide advice and guidance to Shoalhaven City Council to promote an accessible, inclusive and welcoming community that respects independence and human dignity by:

- Ensuring that all residents can participate actively in all aspects of community and civic life and ensure that Council recognises and values the diversity of its community.
- Identifying and addressing barriers preventing people from participating in programs, services and facilities across the City.

And advocate for:

- Adherence to the principles of the Disability Discrimination Act 1992 and the NSW Disability Inclusion Act 2014 which will benefit the community.
- Inclusion in our community through recommendations to improve the built environment, changes in community attitudes and behaviours, and creating better systems and processes for meaningful participation of people of all abilities.

Strategic Plan AlignmentDisability Inclusion Action Plan (2022-26)

Create positive attitudes and behaviours within community

Create accessible and liveable communities

Improve access to our systems and processes

Support access to meaningful employment.

Community Strategic Plan 2032

Resilient, Safe, Accessible and Inclusive Communities

1.1 - Support inclusive, safe and connected communities

1.2 - Preserve, support and develop cultural and creative vitality across our communities

1.3 - Support community wellbeing through fostering active and healthy communities

Role:

To receive and disseminate information and updates to and from the community about regarding issues of accessibility and inclusion in the Shoalhaven.

To provide and receive information to Council staff and Councillors regarding the reports and presentations made to the Committee.

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 will be dealt with at an informal meeting.

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

Mr Hayden Fineran
CHAIRPERSON

IA25.6 Inclusion and Access Advisory Committee Updated Action Table Report - 26 May 2025

HPERM Ref: D25/187640

Department: Cultural & Community Services

Approver: Lindsay Usher, Acting Director - City Development

Attachments: 1. Inclusion & Access Advisory Committee Action Table - 26 May 2025 [↓](#)

Purpose:

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

Summary and Key Points for Consideration:

This report aims to update the Inclusion & Access Advisory Committee on the current status of pending actions, including actions that are recommended for completion.

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. IA25.3 - Inclusion and Access Advisory Committee Terms of Reference Review 2025
 - b. IA25.5 - Additional Items - General Business - Carparking associated with relocation of Centrelink
 - c. IA24.3 - The State of Accessible Transport in the Shoalhaven LGA - submit to next meeting
3. As part of developing the new Disability Inclusion Action Plan, staff will hold a workshop with the IAAC to discuss transport needs in the Shoalhaven LGA and collaborate with other Council teams to identify achievable actions within the Council's responsibilities and report back to the IAAC on the workshop and potential opportunities in 2026.

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 and Supplementary information

This report is to update the Inclusion & Access Advisory Committee (IAAC) 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:

- IA25.3 - Inclusion and Access Advisory Committee Terms of Reference Review 2025
- IA25.5 - Additional Items - General Business - Carparking associated with relocation of Centrelink
- IA24.3 - The State of Accessible Transport in the Shoalhaven LGA - submit to next meeting

Community Connections staff met with the IAAC Chair (Hayden Fineran) and Councillor Boyd to discuss a way forwards for IA24.3 - The State of Accessible Transport in the Shoalhaven LGA. During this discussion, staff highlighted that there were no further actions that they could take on the current item and suggested completing and removed from the action table, replacing it with a new action. The Chair and Councillor Boyd emphasised the importance of keeping this issue on Council's agenda and agreed that it should be addressed within the Council's mandated responsibilities.

Since accessible transport is not within Council's mandated responsibilities, it was recommended that staff hold a workshop with the IAAC to discuss transport gaps and opportunities in the Shoalhaven LGA. This workshop will be conducted as part of the development of the new Disability Inclusion Action Plan (DIAP) in FY 25/26. Staff will collaborate with other Council teams to identify achievable actions within Council's mandated responsibilities. A report on the workshop and potential opportunities for the Council in the area of transport within the DIAP will be submitted to the IAAC in 2026.

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.

External Consultations

Members of the Inclusion and Access Advisory Committee will be informed about the progress of outstanding actions at the next sitting of the committee.

Community Consultations

This report relates to actions that arose from previous Inclusion and Access Advisory Committee meetings and that are the responsibility of staff to complete. As such, no community consultation was required.

Policy and Statutory Implications

There are no changes required to any Council policy as a result of the production of this report.

Financial Implications

There is no budget associated with the Inclusion and Access Advisory Committee so there are no financial implications.

Risk Implications

Council recognises the importance of maintaining good relationships and upholding core organisational values in all interactions with members of our Section 355 Committees. Council will tolerate appropriate and effective interventions to improve the functioning of these Committees.

Inclusion & Access Advisory Committee Uncompleted as at "Date" Completed: "Date From" to "Date to"			Action Sheets Report
Meeting Date: 24/02/2025	Item No: IA25.5	Officer: Freeman, Luke	Completed: 31 Mar 2025
Title: Additional Items - General Business			
<p>The following matters were raised in General Business and discussed:</p> <ul style="list-style-type: none"> 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. 		<p>Notes:</p> <p>31 Mar 2025</p> <p>Point 2: Carparking associated with relocation of Centrelink: The building at 26 Berry St was approved for a change of use from retail premises to an office premises with a café under DA20/1410 and an occupation certificate was issued 10/09/2021. Council Policy POL18/73 waives the requirement for additional car parking for a change of use on existing buildings and the consent determined the existing carpark complied with the requirements of the Shoalhaven Development Control Plan Chapter G21. Consent condition 66 of DA20/1410 provides the following:</p> <p>It is understood Centrelink relocated to the building in 2024. This move from the previous location did not require development approval allowing the existing space was already approved for the use and there is no requirement for Centrelink to provide parking for customers. For example, Centrelink could have moved into Nowra Mall, or to South Nowra with Service NSW and consent would not have been required under NSW State legislation. For an explanation as to how this site was chosen by Centrelink, contact may be made to the Federal Minister's Office for a response. Should the above consent condition not be currently complied with, it can be referred to Council's Compliance Team for action. Complete.</p>	
Meeting Date: 24/02/2025	Item No: IA25.4	Officer: Kincade, Monica	Completed:
Title: Action Table Report - Inclusion & Access Advisory Committee - February 2025			
<p>RESOLVED (By consent)</p> <p>That the Inclusion and Access Advisory Committee:</p> <ol style="list-style-type: none"> Receive the Update on Actions Report for information. Acknowledge the following action as complete and remove from the action table: 		<p>Notes:</p> <p>26 Mar 2025 2:57pm Andriske, Claire</p> <p>Part 1: Complete.</p> <p>Part 2: Complete.</p>	

Inclusion & Access Advisory Committee Uncompleted as at "Date" Completed: "Date From" to "Date to"	Action Sheets Report
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<p>a. IA24.2 – Inclusion & Access Advisory Committee Update Action Table – 20 May 2024 – Part 4</p> <p>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.</p> <p>CARRIED</p>	<p>Part 3: A meeting is scheduled between the Chair, Manager - Community Connections and Clr Boyd on 1 May 2025 and the outcome will be reported to the committee at the next meeting.</p>
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Meeting Date: 24/02/2025	Item No: IA25.3	Officer: Kincade, Monica	Completed: 09 Apr 2025
Title: Inclusion and Access Advisory Committee Terms of Reference Review 2025			
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: Clr 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.		Notes: 09 Apr 2025 9:44am Kincade, Monica Part 1: Noted. Complete.	

Meeting Date: 20/05/2024	Item No: IA24.3	Officer: Kincade, Monica	Completed:
Title: The State of Accessible Transport in the Shoalhaven LGA - submit to next meeting			

Inclusion & Access Advisory Committee Uncompleted as at "Date" Completed: "Date From" to "Date to"		Action Sheets Report	
<p>RECOMMENDATION (By consent)</p> <p>That the Inclusion & Access Advisory Committee:</p> <ol style="list-style-type: none"> 1. Acknowledge the presentation and thank Mr James Gould for presenting. 2. Request staff write to the Local Members (Liza Butler MP, Gareth Ward MP and Fiona Phillips MP) to seek funding to identify a peak body to undertake the following work, so that future community funding can be tailored to the accessible transport needs in the /Shoalhaven: <ol style="list-style-type: none"> a. Coordinate data collection of current accessible transport options, b. Collect data on the accessible transport needs of people living with a disability. <p>CARRIED</p>		<p>Notes:</p> <p>17 Jun 2024 2:43pm Andriske, Claire In conjunction with Claire Andriske - Liaise with Governance.</p> <p>01 Jul 2024 10:41am Kincade, Monica Part 1: Noted - no further action required, Part 2: A report has been prepared for the 12 August IAAC requesting to delay endorsing any recommendations relating to the State of Accessible Transport in the Shoalhaven. This is so additional information can be provided to the committee to better inform a proposed recommendation regarding this matter.</p> <p>03 Oct 2024 9:25am Kincade, Monica Part 1: Complete. Part 2: 12 August IAAC did not have quorum, endorsement of any recommendation on this matter has now been deferred to the 18 November meeting. It is still expected that the Illawarra Shoalhaven Local Health District and Coordinator – the Southeast Primary Health Network will be in attendance to provide further information on this subject.</p> <p>09 Apr 2025 9:41am Kincade, Monica Part 2: It was agreed at the 24 February meeting 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.</p> <p>30 April 2025 11.18am Kincade, Monica Part 2: A meeting is scheduled between the Chair, Manager - Community Connections and Clr Boyd on 1 May 2025 and the outcome will be reported to the committee at the next meeting.</p>	
Meeting Date: 20/05/2024	Item No: IA24.3	Officer: Andriske, Claire	Completed:
Title: The State of Accessible Transport in the Shoalhaven LGA - submit to next meeting			
<p>RECOMMENDATION (By consent)</p> <p>That the Inclusion & Access Advisory Committee:</p>		<p>Notes:</p> <p>17 Jun 2024 2:44pm Andriske, Claire In conjunction with Monica Kincade</p>	

Inclusion & Access Advisory Committee Uncompleted as at "Date" Completed: "Date From" to "Date to"	Action Sheets Report
<ol style="list-style-type: none"> 1. Acknowledge the presentation and thank Mr James Gould for presenting. 2. Request staff write to the Local Members (Liza Butler MP, Gareth Ward MP and Fiona Phillips MP) to seek funding to identify a peak body to undertake the following work, so that future community funding can be tailored to the accessible transport needs in the /Shoalhaven: <ol style="list-style-type: none"> a. Coordinate data collection of current accessible transport options, b. Collect data on the accessible transport needs of people living with a disability. <p>CARRIED</p>	<p>02 Jul 2024 11:51am Andriske, Claire Report drafted for the next meeting. This action will be completed once the report has been added to the next agenda.</p> <p>31 Jul 2024 4:57pm Andriske, Claire Note, the August meeting was cancelled by JXL, presentation deferred to November meeting. Once the November Agenda has been published, this action will be completed.</p> <p>01 Oct 2024 4:35pm Andriske, Claire Note, the August meeting was cancelled by JXL, presentation deferred to November meeting</p> <p>04 Nov 2024 4:32pm Andriske, Claire Note, the August meeting was cancelled by JXL, presentation deferred to November meeting., The November Meeting has now been cancelled with approval from Kevin Norwood - Acting Director. Any reports will be deferred to the first meeting in 2025. This action will remain open to ensure its inclusion on the agenda in 2025.</p> <p>20 Jan 2025 10:01am Andriske, Claire Part 2: 18 November IAAC meeting did not take place. Endorsement of any recommendation on this matter was relying on The Illawarra Shoalhaven Local Health District and Coordinaire attending an IAAC to provide information for members. Neither service provider has responded to invitations to attend. IAAC members will now need to decide at the next meeting whether they wish to pursue this or complete the action.</p> <p>22 Jan 2025 4:23pm Andriske, Claire Noted in the Action Table report for meeting of 24 February for the Committee to decide if this action will be completed. This action will be completed following the 24 February Meeting.</p>