

Inclusion & Access Advisory Committee

Meeting Date: Monday, 17 November, 2025
Location: Jervis Bay Room, 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 - 25 August 2025 1
6. Declaration of Interests
7. Presentations
 - IA25.7 Disability Inclusion Action Plan - Community Engagement
8. Reports
 - IA25.8 Inclusion and Access Advisory Committee Updated Action Table Report - 17 November 2025 2
9. General Business

Membership

Clr Gillian Boyd
Mayor White – 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 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 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, 25 August 2025
Location: Osprey Room, Level 1, City Administrative Building, Bridge Road, Nowra
Time: 11.00am

The following members were present:

Clr Gillian Boyd
Mayor Patricia White
Mr Frederick Oberg
Ms Jackie Kay (Remotely)
Ms Kate Kinch (Remotely)
Ms Amanda Smith (Remotely)

Others Present:

Mr Justin Blunt – Interchange Shoalhaven
Ms Hayley Byrne - Uniting NDIS Local Area Coordination (Remotely)
Mr Michael Paine - Manager - Community Connections
Ms Carly McWalters – Lead – Community Capacity Building
Ms Beth Britton – Social Planner
Mr Gary George – Manager Building & Property Services
Ms Sakshi Lohia – Coordinator – Marketing & Community Engagement
Mr Mitchell Hawthorne – Community Engagement Officer
Mr Benjamin Fischer – Governance Officer (Minute Taker)

At 11:30am, Mr Michael Paine – Manager Community Connections advised the Committee that quorum had not been reached, and the meeting could not proceed.

IA25.8 Inclusion and Access Advisory Committee Updated Action Table Report - 17 November 2025

HPERM Ref: D25/187640

Department: Cultural & Community Services

Approver: Katie Buckman, Director - City Performance

Attachments: 1. Inclusion and Access Advisory Committee Updated Action Table Report - 17 November 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 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 them from the action table:
 - a. IA24.2 - Inclusion and Access Advisory Committee Updated Action Table Report - 20 May 2024 (Part 5).
 - b. IA24.3 - The State of Accessible Transport in the Shoalhaven LGA.
 - c. IA25.2 - Workshop - Disability Inclusion Action Plan Review
 - d. IA25.5 - Additional Items - General Business - Carparking associated with relocation of Centrelink.

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:

- a. IA24.2 - Inclusion and Access Advisory Committee Updated Action Table Report - 20 May 2024 (Part 5).
- b. IA24.3 - The State of Accessible Transport in the Shoalhaven LGA.

- c. IA25.2 - Workshop - Disability Inclusion Action Plan Review
- d. IA25.5 - Additional Items - General Business - Carparking associated with relocation of Centrelink.

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 that it be completed and removed from the action table. 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.

Staff advised Councillor Boyd that any advocacy work regarding affordable and accessible transport options which sits within Council's remit, will be included as an action of the new DIAP, effective from July 2026.

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.

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.

Inclusion & Access Advisory Committee Uncompleted as at 21 October 2025 Completed: 1 February 2025 to 21 October 2025			Action Sheets Report
Meeting Date: 20/05/2024	Item No: IA24.3	Officer: Kincade, Monica	Completed: 23/9/25
Title: The State of Accessible Transport in the Shoalhaven LGA - submit to next meeting			
RECOMMENDATION (By consent) That the Inclusion & Access Advisory Committee: 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: a. Coordinate data collection of current accessible transport options, b. Collect data on the accessible transport needs of people living with a disability. CARRIED <i>Post meeting note: On review of the minutes, staff have identified that the above recommendation requires further consideration. At the next meeting scheduled for 12 August, Council is expecting that the Illawarra Shoalhaven Local Health District and Coordinator – the South East Primary Health Network will be in attendance to provide further information on this subject. Once the Committee have heard from all parties, they will be in a better position to provide an informed recommendation. Staff have spoken with the Committee members that proposed this recommendation and they are supportive of deferring a recommendation to the next meeting.</i>		Notes: 17 Jun 2024 2:43pm Andriske, Claire In conjunction with Claire Andriske - Liaise with Governance. 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. 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. 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. 30 Apr 2025 11:17am 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. 23 Sep 2025 9:34am Kincade, Monica Part 2: Staff advised Councillor Boyd that any advocacy work regarding affordable and accessible transport options which sits within Councils remit, will be included as an action of the new DIAP, effective from July 2026. This item is now complete.	

Inclusion & Access Advisory Committee Uncompleted as at 21 October 2025 Completed: 1 February 2025 to 21 October 2025			Action Sheets Report
Meeting Date: 24/02/2025	Item No: IA25.3	Officer: Kincade, Monica	Completed:
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: 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.		Notes: 09 Apr 2025 9:44am Kincade, Monica A report will be prepared for a May 2025 Ordinary meeting following feedback regarding proposed changes to the TOR by members. 22 Sep 2025 4:38pm Kincade, Monica The report for the May Ordinary meeting had to be postponed and will now be presented at the 28 October Ordinary meeting.	
Meeting Date: 24/02/2025	Item No: IA25.4	Officer: Kincade, Monica	Completed:
Title: Action Table Report - Inclusion & Access Advisory Committee - February 2025			
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		Notes: 26 Mar 2025 2:57pm Andriske, Claire Monica Part 2 and 3 22 Sep 2025 4:39pm Kincade, Monica Parts 2 & 3 - These items could not be closed at the May and July IAAC meetings as quorum was not met. It is hoped that these items can be closed at the 17 November meeting. Refer to IA24.3, part 2, a & b.	

Inclusion & Access Advisory Committee Uncompleted as at 21 October 2025 Completed: 1 February 2025 to 21 October 2025		Action Sheets Report
meeting following discussions between the Chair, key staff and Clr Boyd. CARRIED		

COMPLETED ACTIONS

Meeting Date: 20/05/2024	Item No: IA24.2	Officer: Kincade, Monica	Completed: 09/04/2025
Title: Inclusion and Access Advisory Committee Updated Action Table Report - 20 May 2024			
RESOLVED (By consent) 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). 3. Receives an update on Accessibility to Shops in the Nowra CBD when a funding source becomes available, or changes to relevant infrastructure occur. 4. Request to be added to Councils grants notification list. 5. In relation to IA23.20, re-send an additional letter to 13Cabs due to the new ownership.		Notes: 03 Jul 2024 12:30pm Kincade, Monica Part 4 - Phil Schafer, Grants Officer, clarified that he does not send out a grants newsletter. He shares an adhoc email to business chambers when he finds suitable grants for businesses and not for profits. The purpose of the ad hoc email is more so the chambers can share with their members. 03 Jul 2024 12:42pm Kincade, Monica Part 1: Noted - no further action required. Part 2: Noted - no further action required. Part 3: Noted - Grants Office have been informed. Part 4: Councils Grants Officer clarified that he does not send out a grants newsletter. He shares an adhoc email to business chambers when he finds suitable grants for businesses and not for profits. The purpose of the ad hoc email is more so the chambers can share with their members. Part 5: Letter has been sent to 13Cabs as at 4 July - D24/275886 - No further action required. 09 Apr 2025 9:36am Kincade, Monica - Completion Completed by Kincade, Monica (action officer) on 09 April 2025 at 9:36:30 AM - All items have been completed or deferred and this has been agreed by IAAC members.	

Inclusion & Access Advisory Committee Uncompleted as at 21 October 2025 Completed: 1 February 2025 to 21 October 2025			Action Sheets Report
CARRIED			
Meeting Date: 20/05/2024	Item No: IA24.3	Officer: Andriske, Claire	Completed: 07/07/2025
Title: The State of Accessible Transport in the Shoalhaven LGA - submit to next meeting			
RECOMMENDATION (By consent) That the Inclusion & Access Advisory Committee: - Acknowledge the presentation and thank Mr James Gould for presenting. - 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: - Coordinate data collection of current accessible transport options, - Collect data on the accessible transport needs of people living with a disability. CARRIED		Notes: 17 Jun 2024 2:44pm Andriske, Claire In conjunction with Monica Kincade 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. 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. 01 Oct 2024 4:35pm Andriske, Claire Note, the August meeting was cancelled by JXL, presentation deferred to November meeting 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. 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 Coordinare 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. 22 Jan 2025 4:23pm Andriske, Claire	

Inclusion & Access Advisory Committee Uncompleted as at 21 October 2025 Completed: 1 February 2025 to 21 October 2025	Action Sheets Report
--	-----------------------------

	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. 02 Jul 2025 10:48am Andriske, Claire Action to remain open see IA25.4 (part 3) - needs a report back. 07 Jul 2025 3:04pm Andriske, Claire - Completion Completed by Andriske, Claire (action officer) on 07 July 2025 at 3:04:01 PM - Actioned to Monica
--	--

Meeting Date: 24/02/2025	Item No: IA25.2	Officer: Andriske, Claire	Completed: 01/04/2025
Title: Defer - Workshop - Disability Inclusion Action Plan Review			
<i>Note: This item will be dealt with at an informal meeting.</i>		Notes: 01 Apr 2025 4:41pm Andriske, Claire Item deferred to May Meeting 01 Apr 2025 4:46pm Andriske, Claire - Completion Completed by Andriske, Claire (action officer) on 01 April 2025 at 4:46:04 PM - deferred 20 May 2025 9:31am Bowley, Kay Item dealt with in an informal meeting, report moved back to Feb meeting in Infocouncil.	

Meeting Date: 24/02/2025	Item No: IA25.5	Officer: Pearman, Tony	Completed: 29/09/2025
Title: 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.		Notes: 31 Mar 2025 12:13pm Andriske, Claire	

Inclusion & Access Advisory Committee

Uncompleted as at 21 October 2025

Completed: 1 February 2025 to 21 October 2025

Action Sheets Report

- 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

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 carparking 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:

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. Please feel free to reply if you have any further questions.

24 Sep 2025 3:19pm Potter, Matilda - Reallocation

Action reassigned to Pearman, Tony by Potter, Matilda - Advised by Manager to reassign.

29 Sep 2025 8:25am Pearman, Tony - Completion

Completed by Pearman, Tony (action officer) on 29 September 2025 at 8:25:05 AM - A review of Development Application DA20/1410, including subsequent modification applications and associated Council records, confirms that a Final Occupation Certificate (OC21/1963) was issued for the development on 10 September 2021. This certificate verifies that all conditions of the development approval have been satisfactorily met, including those relating to accessible building solutions.