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Acknowledgement to Country

Shellharbour City Council acknowledges the Traditional Owners and Custodians of the Land on which we are meeting and pays its respects to Elders past and present.

1. Apologies / Leave of Absence

2. Confirmation of Minutes

Disabilities Services Advisory Committee Meeting 20 July 2016

2a. Business Arising from Minutes

3. Staff Reports

3.1 Disability Inclusion Action Plan (10767564)

The purpose of this report is to inform the Committee about Council's requirement to develop a Disability Inclusion Action Plan (DIAP), in response to the NSW Disability Inclusion Act 2014.

Local Government NSW (LGNSW) have produced NSW Disability Inclusion Action Planning Guidelines to assist councils to meet these requirements and effectively plan for and deliver on the diverse needs of people with disability in their community. It is proposed that these guidelines inform the development of Council's DIAP.

This report also outlines the proposed actions and associated timeframes for the development of the Plan, including consultation with the community, key stakeholders and Council.

Background

Under the NSW Disability Inclusion Act 2014 (DIA), local government is required to undertake disability inclusion action planning by 1 July 2017. Local Government NSW (LGNSW) have produced NSW Disability Inclusion Action Planning Guidelines to assist councils to meet these requirements and effectively plan for and deliver on the diverse needs of people with disability in their community.

The DIAP will build on consultation and research undertaken in early 2014. However, due to the time-lapse since this consultation and changes to the Act, it is proposed that further engagement occur with the community, Councillors and staff to ensure that the Plan reflects current needs.

Policy and legislative framework

Disability inclusion action planning supports the fundamental right of choice for people with disability in our society. People with disability must have the same right to choose how they live their lives, to access opportunities and enjoy the benefits of living and working in our society as all residents do. The object is to ensure that local services facilities and programs provided by councils are inclusive.

The relevant policy and legislative instruments include:

- United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)
- National Disability Strategy 2010 -2020 (NDS)
- National Disability Insurance Scheme (NDIS)
- Commonwealth Disability Discrimination Act 1992 (DDA)
- Commonwealth Disability (Access to Premises – Building Standards 2010)
- NSW Anti-Discrimination Act 1977 (ADA)
- Local Government Act 1992 and Local Government (General) Regulations 2005.

Definition of Disability

The DIA defines disability as the long-term physical, mental, intellectual or sensory impairment which in interaction with various barriers may hinder the full and effective participation in society on an equal basis with others.

The definition reinforces the importance of the social model of disability which focuses on the interaction between people living with a range of impairments and their physical and social environment. The onus to break down the barriers rests with the community.

Focus areas

The NSW Disability Inclusion Action Plan identifies four key focus areas, nominated by people with disability, as being of primary importance in creating an inclusive community.

These are:

- Developing positive community **attitudes and behaviours** - the attitudes and behaviours of the general community towards people with disability have been described as the single greatest barrier to full access and inclusion
- Creating **liveable communities** – liveable communities are important for all people in the community and are achieved by applying the principles of universal design
- Supporting access to **meaningful employment** – employment and economic security for most people are closely related. Employment rates for people with disability are significantly lower than those without disability across all sectors
- Improving access to services through better **systems and processes** – a common issue for people with disability is the difficulty in navigating systems and processes to access the services and supports they need in the community.

These focus areas will inform the consultation process and priority areas in our DIAP.

Actions and Timeframes:

The table below provides an indication of the project actions and timeframes.

Task	Timeframe
Planning – literature review, development of consultation processes	August / September 2016
Engagement – Community, Staff and Councillors	September 2016 to December 2016
Plan development	September 2016 to January 2017
Draft DIAP to Council	February 2017
DIAP exhibition period	March 2017
Launch of DIAP	April 2017

Role of DAC in the development of the DIAP

The Disability Access Committee will have a role in the development of the plan, implementation and monitoring of the plan.

Regular reports will be made to the Committee on the progress of the report. Committee members also have an opportunity to participate and assist with the community engagement activities.

Engagement Strategy

Council's Community Engagement Policy will be utilised to inform community consultations during the strategy development. Community engagement strategies will target children through to older people. Consultation will also present opportunities for Council staff to meet with people with disabilities, allowing staff to hear firsthand the importance of accessible and inclusive communities.

Over the coming weeks, an engagement schedule will be developed that will aim to provide multiple ways for people with disabilities and other interested stakeholders to participate in the development of the Plan.

Ideas for community engagement currently include:

- Group and one on one meetings including coffee and conversations and pop up meetings
- Two surveys – one for staff and the other for community members. Staff will have an opportunity to complete both surveys.
- Email, phone, web and text contact
- 'Conversation Starters' postcards
- A Photographic exhibition or artistic workshop

The timeframe for the consultation is expected to be over a four-month period. The Committee's feedback on the engagement ideas is encouraged and welcome.

Recommendation:

1. That the DAC receives and notes the report
2. That the DAC provides suggestions for community engagement.

Attachments: Nil

Responsible Manager: Nicole Elliott, Manager, Community and Cultural Life

Report prepared by: Narelle Williams, Community Development Officer Access and Participation

Date of Meeting: 28 September 2016

3.2 International Day of People with a Disability Calendar of Events (10767840)

International Day of People with a Disability will be held on 3 December 2016. Each year, Council produces an 'Calendar of Events' that promotes local events that organisations are hosting in celebration. This project is in partnership with Wollongong City Council.

This year, the calendar will promote events held between Monday 21 November and Friday 9 December 2016. Groups interested in having their event listed in the calendar are asked to respond to Shellharbour City Council by 23 September 2016.

The calendar will be launched at 'Essential Personnel's Mini Olympics' due to be held on 27 October 2016 at Beaton Park, Wollongong.

At this stage Council has indicated that they will host three events. These events are:

1. Free use of Council pools across the City, including Aqua Aerobics between 21 November to 9 December 2016.
2. 'iPlay at my Library' at Warilla Library on 21 November 2016.
3. Forum for users of wheelchairs and motorized scooters at Stockland Community Room on 29 November 2016.

An event at Shellharbour City Stadium is being considered.

Recommendation:

That the DAC receives and notes this report.

Attachments:

Nil

Responsible Manager: Nicole Elliott, Manager, Community & Cultural Life

Report prepared by: Narelle Williams, Access and Participation Community Development Officer

Date of Meeting: 28 September 2016

3.3 Access to Shellharbour North Beach (10768251)

The purpose of this report is to provide an update on improving access to Shellharbour North beach including Mobi Matting, access improvements from the car park and the beach wheelchair.

1. *Mobi Matting*

As previously reported, a local resident approached Council in May offering that donations could be sourced to fund Mobi matting to improve beach access to one of the City's beaches.

Discussions were held with the resident and Shellharbour North beach was nominated as the most appropriate beach for this project due to the proximity to accessible toilets and parking. Funding for the matting is still to be sourced. The cost of the matting is estimated at \$20,000-\$30,000.

2. *Access improvements to and from the car park to the matting*

The committee has recommended access improvements from the car park to the top of the sand access ramp is required to enable a continuous accessible path of travel from the carpark to the matting.

Council's Design and Asset Teams have investigated the matter and recommend the provision of Replas 'Enduroplank' modular beach access that is 1.8 metres wide (fixed, sturdy and weather resistant) as the most appropriate option for this 35-metre-long access ramp.

The cost of the project is approximately \$30,000 which will be funded through Section 94 funds. There will be a grassed section from the car park to the access ramp of about 15 metres. It is not anticipated that this will impede access.

3. *Beach Wheelchair*

The procedures around the use of the beach wheelchair at Shellharbour North Beach has been reviewed and simplified. The beach wheelchair will be available on a first in basis from the Council lifeguards on duty. The user will obtain the beach wheelchair from a position near the car park once provided with the combination lock code from the lifeguard.

4. *Launch and availability*

An event to celebrate the launch of the access improvements will be held upon completion of the project. The aim is to have the project completed prior to the start of the December school holidays.

At this stage the Mobi matting and beach wheelchair will only be available when Council's lifeguards are on duty. This is 5 days / week (Monday to Friday) from the September/October school holidays to the start of the school holidays in December

and 7 days/ week (Sunday to Saturday) through the December / January school holidays to ANZAC Day (this includes Public Holidays).

An additional \$2,600 per annum is required to have the Mobi matting and beach wheelchair available throughout the surf lifesaving season.

Recommendation:

1. That the DAC receives and notes this report.
2. The Committee consider allocating some funding for the Mobi matting in case there is a shortfall in funds secured through donations.
3. The usage of the Mobi Matting and beach wheelchair be evaluated by the lifeguards for a 'snap shot' period from the start of the December school holiday to ANZAC day to determine:
 - a) whether the access improvements promote equity and inclusion for people with disabilities, their carers and the community generally as demonstrated through increased attendance at the beach
 - b) the days of the week that people with disabilities and their carers are more likely to visit the beach from the September/October school holidays to the start of the December school holidays.

If the evaluation demonstrates that attendance at the beach is 'popular' during Saturdays and Sundays, it is recommended that the Committee encourages Council to provide additional funds or sponsorship to enable the Mobi matting and beach wheelchair to be available 7 days per week for the period from September/October school holidays to the start of the December school holidays.

Attachments:

1. Replas product picture
2. Site map

Responsible Manager: Nicole Elliott, Manager, Community & Cultural Life

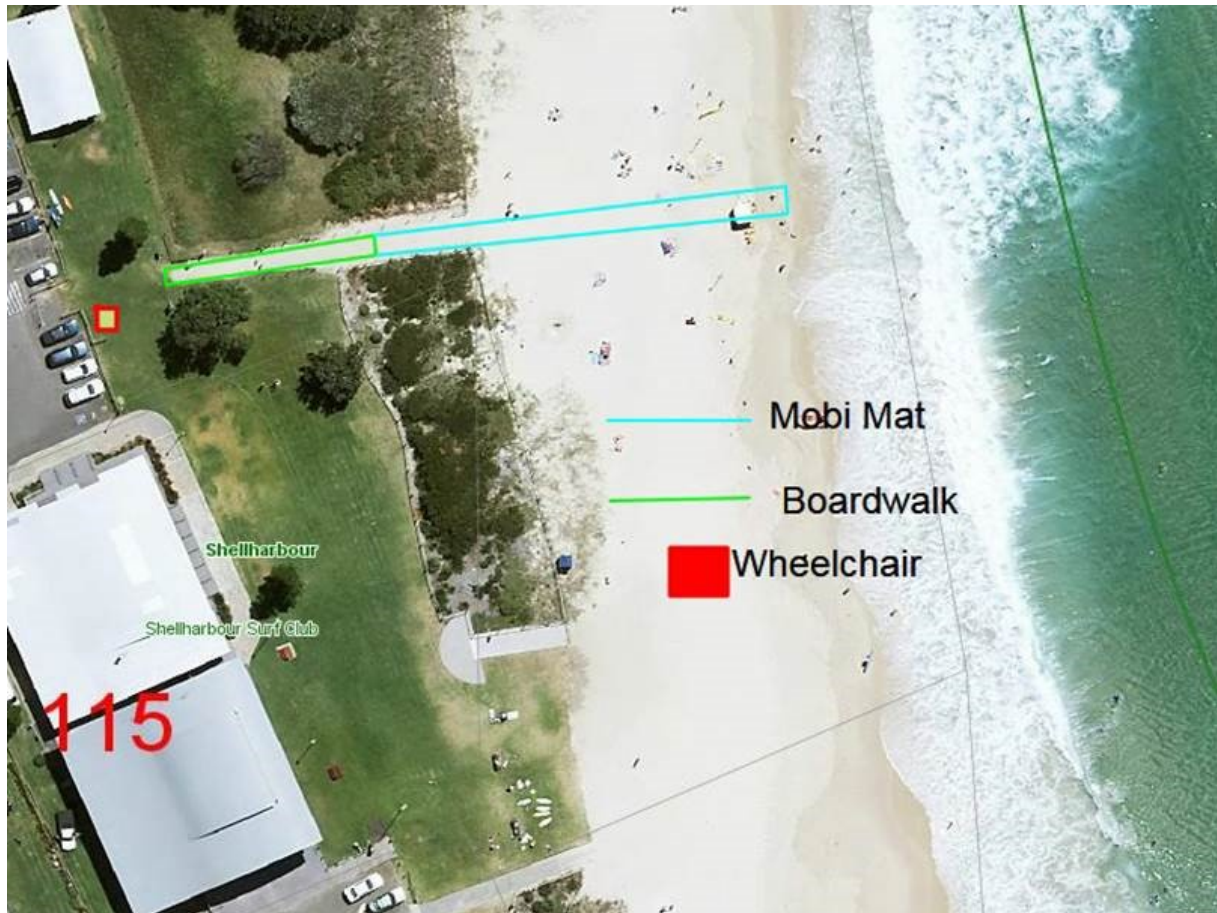
Report prepared by: Narelle Williams, Community Development Officer Access and Participation

Date of Meeting: 28 September 2016

Attachment 1: Replas product picture



Attachment 2: Site map



3.4 Review of accessible parking in the car park in the vicinity of Memorial Drive and Shellharbour City Centre (10768571)

At the DAC meeting of 20 July 2016 a number of issues were raised with regards to parking around the City Centre. This report details the progress of these matters.

Issue	Action
1. That the committee determines whether the two spaces to be relocated from the corner of Remembrance Place and Burra Place are relocated to the western side of Remembrance Lane or the eastern side of Remembrance Lane.	1. A progress report to be provided to the next meeting on the relocation of the parking spaced.
2. That line marking be installed to clearly indicate that no parking should occur across the kerb ramp at Bimbala Place and that this works be funded from the 2016/17 allocation of funds.	2. The Traffic Committee at their meeting of 3 August 2016 agreed to the installation of no stopping restrictions applying to the western and northern side of Commemoration Place extending for a length of 30 m from the disabled parking space adjacent to No.1 Burra Place. A progress report to be provided to the next meeting on the linemarking.
3. That, as a matter of course, when accessible ramps are included in DA consents, that line marking or appropriate signage to prevent ramps being blocked by parked cars, be included as a part of the ramp associated works.	3. The Team Leader - Traffic & Subdivision has advised it is a statutory offence for a driver to park in a way which blocks access to a footpath ramp (see below Road Rule 198). Council and the RMS have a general policy of not installing supplementary signage to reinforce the statutory requirements of the Road Rules. However, exceptions are made on a needs basis in high use areas where there are compliance issues – such as Bimbala Place in the City Centre. Obstructing access to and from a footpath, driveway etc <i>198 Obstructing access to and from a footpath, driveway etc</i> (1) A driver must not stop on a <u>road</u> in a position that obstructs access by <u>vehicles</u> or pedestrians to or from a footpath ramp or a similar way of access to a footpath, or a <u>bicycle</u> path or

	passageway unless: (a) the driver is driving a <u>public bus</u> that is dropping off, or picking up, passengers, or (b) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under these Rules. Maximum penalty: 20 penalty units.
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Recommendation:

1. That the DAC receives and notes this report.
2. That in relation to point 3, in line with current procedure that link marking or appropriate signage be installed at kerb ramps on a needs basis in high use areas only where there are compliance issues.

Attachments:

Nil

Responsible Manager: Nicole Elliott, Manager, Community & Cultural Life

Report prepared by: Narelle Williams, Community Development Officer Access And Participation

Date of Meeting: 28 September 2016

3.5 Accessible toilet facilities at Little Park and pedestrian access across Jindabyne Road and Wattle Road (10768572)

A resident emailed Council on 22 August 2016 to raise concerns about the accessible toilet at Little Park, Shellharbour Village and pedestrian access across Jindabyne Road and Wattle Road, Flinders.

1. Accessible toilet at Little Park

The concerns raised regarding the toilet at Little Park were as follows:

- the size of the toilet
- An inability to close the toilet door and
- That the toilet faces the park.

Council's Community Development Officer – Access and Participation conducted a site inspection and noted that the accessible toilet has an internal door that impedes the circulation space. In addition, the external door is 'latched' onto the building, that would be difficult to manage by a person with limited mobility.

2. Pedestrian access across Jindabyne Road and Wattle Road

The concerns raised on this matter regarded:

- the lack of a safe way to cross Jindabyne and Wattle Roads, Flinders and
- access to Flinders Oval and Myimbarr for people with prams, kids with bikes, people with disabilities and the general community.

The resident has requested that these issues be rectified immediately.

Council's Design and Assets team are investigating both matters.

Recommendation:

1. That the DAC receives and notes this report.
2. That the DAC considers appropriate action to both these matters.
3. That the resident be advised of the outcome.

Attachments:

1. Photo of the accessible toilet at Little Park
2. Photo of the roundabout intersection of Jindabyne and Wattle Roads Flinders
3. Photo of the roundabout intersection of Jindabyne and Wattle Roads Flinders

Responsible Manager: Nicole Elliott, Manager, Community & Cultural Life

Report prepared by: Narelle Williams, Community Development Officer Access and Participation

Date of Meeting: 28 September 2016

Attachment 1: Accessible toilet Little Park, Shellharbour Village



Attachment 2: Roundabout intersection of Jindabyne and Wattle Roads Flinders



Attachment 3: Roundabout intersection of Jindabyne and Wattle Roads Flinders



3.6 Recharge Scheme (10768694)

The purpose of this report is to provide an update on the RECHARGE Scheme including the proposed recharge points and information forums.

1. *Proposed RECHARGE POINTS – Council owned and managed facilities (and Warilla Library)*

Since the previous DAC meeting, the proposed locations to install RECHARGE have been assessed for suitability against the 'Are you RECHARGE ready' checklist.

The outcome of the assessment is as follows:

Location	Suitable / Not Suitable	Action Required
Albion Park Library	Not suitable – no 850 mm clear door opening	Nil
Oak Flats Library	Suitable	Provision of power point and RCD
Warilla Library	Not suitable – no 850 mm clear door opening	Nil
Pools	Not suitable – no outdoor locations	Nil
Albion Park HACC Centre	Suitable	RCD
Stadium	Suitable	
Shell Cove	Suitable	
Flinders	Suitable	

Information is to be provided to Property seeking approval for the locations identified as 'suitable' to become recharge points

2. *Forum for Businesses and Community Groups*

Information on the RECHARGE Scheme has been sent to local community groups, licenced premises, churches, medical centres, aged facilities, chemists, larger hardware stores, local chambers of commerce and major shopping centres outlining the RECHARGE Scheme and requirements to become a program partner.

An invitation was also sent inviting them to attend an information session that was held on Thursday 15 September 2016 at 2pm in the Council Chambers. At the session information was provided on motor scooter road safety, the RECHARGE Scheme and the value of the scheme from a motorised scooter user.

Three organisations attended the session and other contacts were made.

3. *Forum for people who use wheelchairs and motorised scooters*

A forum for people who use wheelchairs and motorised scooters has also been organised for Tuesday 29 November 2016 at the Stockland Community Room from 10am.

This forum will provide users of wheelchairs and motorized scooters with an opportunity to:

- discuss access issues they have across the Shellharbour Local Government Area (LGA);
- identify good access pathways across Shellharbour LGA for future mapping;
- inform Shellharbour Council's Disability Inclusion Action Plan;
- learn about the RECHARGE Scheme.

Recommendation:

1. That the DAC receives and notes this report.

Attachments:

Nil

Responsible Manager: Nicole Elliott, Manager, Community & Cultural Life

Report prepared by: Narelle Williams, Community Development Officer Access and Participation

Date of Meeting: 28 September 2016

4. General Business

4.1 Outcome of actions where input was requested from committee members outside committee meetings (10768252)

The purpose of this report is to provide information regarding outcomes of actions where input was requested from the committee outside scheduled DAC meetings.

1. Funding requests

At the DAC meeting held in July 2016, the committee agreed that once projects are designed and costed, that the Community Development Officer – Access and Participation would be advised and an email sent to individual committee members for approval of funding. This process will allow projects to be put into the works program and subsequently rolled out in a timely manner.

On Monday 22 August 2016, committee members who were in attendance at the July meeting were contacted and asked to comment on whether they approved to fund \$15,000 toward the provision of an access ramp at Reddall Reserve, Lake Illawarra. Comments were requested by Monday 29 August 2016.

By Tuesday 23 August 2016, five of the six committee members contacted had responded to the query. All responses agreed to the provision of the funds to support the project. As a result, the Project Officer was advised on 23 August 2016 that the DAC supports the use of funds to the value of \$15,000 for the access ramp and requested that the project proceeds.

2. Development Applications (DA) referrals requiring input from the Committee

At the DAC meeting held on 20 July 2016, it was also agreed that all committee members be advised when a DA referral is received to enable committee members to determine whether they want to be provided with an opportunity to give feedback.

Since the last meeting and the time of writing this report, no DA referrals have been received requiring input from the committee.

The Australian Human Rights Commission has produced *Access: Guidelines and Information that provides guidelines for people to consider when looking at access to building and services*. The 'Note on technical specification' on page 3 is out of date as it refers to information prior to the Disability (Access to Premises - Building) Standard 2010. However, the information is valid. The information contained in the guidelines may provide assistance to committee members when providing information on DA's.

Recommendation:

1. That the DAC receives and notes this report.
2. That Committee members discuss and decide what type of developments they would like the opportunity to comment on.

Attachment:

Access: Guidelines and Information – Australian Human Rights Commission

Responsible Manager: Nicole Elliott, Manager, Community & Cultural Life

Report prepared by: Narelle Williams, Community Development Officer Access
And Participation

Date of Meeting: 28 September 2016

Attachment: Access: Guidelines and Information – Australian Human Rights Commission

Access: Guidelines and information | Australian Human Rights Commission

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Access: Guidelines and information

Access to buildings and services:

Guidelines and information

Updated April 2008. [Click here for information on Premises Standards \(/disability_rights/buildings/access_to_premises.html\)](#)

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- [Guidelines](#)
 - [1. Accessible paths of travel to the main door or doors](#)
 - [2. Car Parks](#)
 - [3. Accessible paths inside the building to all services and facilities](#)
 - [4. Doorways](#)
 - [5. Toilets](#)
 - [6. Goods, services and facilities](#)
- [Note on use of chemicals and materials](#)
- [Action plans](#)
- [Examples of good and bad access](#)
- [Glossary](#)
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Introduction

Almost 4 million Australians have a disability. About 50% of people aged over 55 have difficulty with their mobility, hearing or vision. By 2050 more than 25% of the population will be over 65. If we add their families, friends and colleagues the number of people affected by disability is larger still.

Each of these people is a potential customer, client and employee.

So good access to the buildings from which you operate and the services you provide makes good business sense. Good access also benefits others including parents of young children in prams; people with temporary illness or injury; older Australians; delivery people and shoppers with heavy bags or trolleys.

Improving access also helps businesses and service providers to meet existing legal responsibilities under discrimination law.

These guidelines have been developed to assist people with limited knowledge of building and discrimination law who want to look at ways to provide the best access possible to their buildings and services.

Are these guidelines designed for you?

These guidelines are designed for:

- Businesses and service providers (for example, a hardware store, shopping centre, Government agencies or dentist surgery) wanting to improve their access, looking for new premises or re-designing services
- Property Management agencies looking for property for a prospective client
- Local Councils wanting to provide local businesses or development applicants with additional information

- Businesses or service providers (for example, financial institutions, employment agencies, Government Departments or consultant bodies) that are required to comply with discrimination laws as part of contractual arrangements or who require sub-contractors to comply with discrimination law
- Access consultants and others in the design, construction and certification area wishing to work with clients to identify access difficulty or provide 'building suitability' reports on premises being considered for lease.

How will these guidelines assist you?

These guidelines will assist you to broadly identify issues that might affect the level of access provided by your current building, or a building you are thinking of buying or renting. They will also help you to look at whether the goods and services provided by your organisation are broadly accessible to people with a range of disabilities.

They are not, however, a technical compliance checklist for assessing whether or not you comply with either discrimination law or building law.

While the guidelines will help you to identify areas of possible access barriers, ticking the boxes will not necessarily mean you are providing equitable access. It is the responsibility of your organisation to ensure that all buildings, facilities, programs and services meet the requirements of relevant laws and codes.

The most relevant laws and codes are the Commonwealth *Disability Discrimination Act 1992* (DDA) (and similar State/Territory discrimination laws) and the Building Code of Australia (BCA). For more information about the BCA and the DDA refer to the 'Further information' section at the end of these guidelines.

If, after working through the guidelines, you are concerned you may not be providing the best access possible, you should seek assistance from someone with expertise in the areas of building law (the BCA) and discrimination law or a suitably qualified architect, designer, building surveyor or access expert. (See the 'Further information' section at the end of these guidelines and in particular the 'Information about access consultants and audits'.)

Note on discrimination law

The law says that a person with a disability must be able to access any building that the public is allowed to enter or use, and to have access to any goods, services or facilities just like any other customer or visitor. The law applies to all levels of Government and the private sector.

If a person with a disability cannot get into your building or cannot access your goods or services they could make a complaint of discrimination under either State or Territory discrimination laws, or the DDA.

The law does, however, include some defences. For example, there may be a defence where technical difficulties cannot be overcome or when the costs of improving access are prohibitive – this is known as the defence of 'unjustifiable hardship'.

The Australian Human Rights Commission (the Commission) is often asked if it can certify or approve buildings and services as providing access at a level that would comply with the law.

Because of the way the law works the Commission cannot do that; it can only assist the parties to reach an agreement if someone lodges a complaint or offer advice about how to achieve the best access possible.

If a complaint is made to the Commission but it is not possible to reach an agreement between the two parties the complainant is informed of their right to take their complaint to the Federal Court. Only a court can make a decision about whether the defence of unjustifiable hardship applies in any particular case.

Because each business or service provider is different, and their resources vary, every case needs to be considered on its own merit. No generalised dollar figure can be attached to what would involve an unjustifiable hardship.

Note on technical specifications

The DDA does not include technical specifications about how to provide equitable access to buildings. The Federal Attorney-General and the Minister for Innovation, Industry, Science and Research are continuing to consider the development of a DDA Disability Standard on Access to Premises which, if completed, will provide references to technical specifications.

The BCA does refer to technical specifications found in a series of Australian Standards, the main one being AS 1428.1. While compliance with these technical specifications will not provide certainty of compliance with the DDA they are relevant. Throughout these guidelines examples of current AS 1428.1 requirements are given.

Reference is also made to examples of technical specifications found in AS 1428.2. In most areas AS 1428.2 recommends higher levels of access, such as circulation spaces, be provided.

The Commission also advises people involved with buildings to consider its Advisory Notes on Access to Premises which also refer to AS 1428.1 and AS 1428.2. These can be found under the 'Commission resources' at

www.humanrights.gov.au/disability_rights/buildings/access_to_premises.html
(http://www.humanrights.gov.au/disability_rights/buildings/access_to_premises.html)

Terms in **bold and italic** in these guidelines are included in the Glossary.

Comments welcomed

The Commission welcomes comments on how to improve this guideline at any time. Please send your comments to disability@humanrights.gov.au (<mailto:disability@humanrights.gov.au>)

Acknowledgement

The guidelines were developed following an initiative of the Federal Department of Human Services. They may be reproduced and distributed so long as the Commission is acknowledged. July 2007 updated April 2008

Guidelines: Indicators of Access to Buildings and Services

Most of the features referred to below are described in detail in a number of Standards Australia technical documents. The most relevant are AS 1428.1 and AS 1428.2 which provide technical information about access features such as doorway widths, design of ramps, lifts, accessible toilets and signage.

A thorough access audit could only be completed with reference to these or similar technical documents. For more information on how to get copies of AS 1428.1 and other standards such as AS 1428.2 refer to the 'Further information' section at the end of these guidelines.

1. ACCESSIBLE PATHS OF TRAVEL TO THE MAIN DOOR OR DOORS

1.1 Is there a clear and **continuous accessible path of travel** with no steps or other barriers (such as steep inclines, bollards, uneven or loose surfaces) from the main points of entry on the buildings allotment boundary or car park to and through the main door or doors used by the public or employees? (See Note 1.)

1.2 Is the path wide enough for a person using a wheelchair or walking frame to pass by someone else or are there regular passing spaces along the path?

1.3 Is there good overhead clearance with nothing hanging down, such as tree branches or signs that might be a hazard for people who are blind or vision impaired?

1.4 If the path of travel includes a ramp, does it have a gradual slope/incline? Does it have handrails, safety kerbs or kerbrails at the floor level to stop wheels going over the edges? Does it have level landings at regular intervals to allow someone to rest and does it have warning **tactile ground surface indicators (TGSIs)** at the top and bottom? (See Note 2.)

1.5 If a lift has been installed are there handrails and is it large enough to allow someone using a wheelchair or walking frame to enter and turn around to access the lift control panel? (See Note 3 .)

1.6 Do the lift buttons have raised tactile and Braille information next to them and are they at a height and in a position that can be reached by all? Does the lift provide audible information telling passengers what floor they arrived at?

1.7 Is the signage identifying your organisation clear, large enough to be seen at some distance and of high contrast? (See Note 4 .)

1.8 If there are any stairs (in addition to the accessible path of travel) do they have continuous handrails on both sides, colour-contrasting strips on the leading edge or nosing, no open risers and warning TGSIs at the top and bottom?

1.9 If there is a car 'drop off' point at the main entrance is there a kerb ramp to allow someone using a wheelchair to access the footpath from the road?

Notes

1. *Providing access for people who use a wheelchair or a walking frame through a separate entrance to the one used by the general public is not acceptable if the main entrance can be adjusted and therefore made accessible without causing an unjustifiable hardship. This is particularly the case if entry to a building by an alternate access route is dependent on making prior arrangements such as by alerting staff to the need for doors to be unlocked.*

2. *For example, the current BCA refers to AS 1428.1 which requires a ramp to have a maximum incline of 1 in 14, a minimum width of 1000mm, level landings every 9 metres, safety kerb rails of at least 65mm height and handrails at heights between 865 and 1000mm. A step ramp rising no more than 190mm would not need to have handrails and could have an incline of up to 1 in 8 for a maximum length of 1520 mm.*

3. *Sometimes in older buildings lifts may be so small circulation is limited. In situations like this it is vital that the lift control buttons are placed so that a person using a wheelchair can reach them.*

4. *For example, good signage would include letters at least 17.5mm high for each metre of viewing distance. Signage should use a sans serif font, upper and lower case rather than just upper case and should never use a colour combination of the "tomato factor" i.e. the colours found in the ripening of a tomato, green, olive green, orange, yellow, pink and red. Signage should have a high contrast between the lettering and the surrounding background and not use colours such as silver on grey. Building*

owners would also improve access if they looked at ways to provide tactile and Braille signage in other areas such as tenant directories or room names and numbers.

Comments (including actions to be taken):

.....
.....
.....
.....

Do you need to seek expert advice on areas of concern?

2. CAR PARKS

2.1 Is there a wider parking space(s) designated for accessible parking and is it identified with the **international symbol for access** ?

2.2 Is there a clear accessible path of travel with no steps or other barriers such as kerbs from designated accessible parking space(s) to the nearest accessible public entrance?

2.3 Is the designated accessible parking space(s) on a firm and level surface and as close as possible to an accessible public entrance?

2.4 Is there good overhead clearance from the entrance of an undercover carpark to the accessible parking space(s)?

2.5 Is there good overhead height clearance over the accessible car space(s)?

2.6 If there is no carpark is there a set-down area at the entrance with a kerb ramp to allow access from the road to the entrance?

Comments (including actions to be taken):

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Do you need to seek expert advice on areas of concern?

3. ACCESSIBLE PATHS INSIDE THE BUILDING TO ALL SERVICES AND FACILITIES

3.1 Is there a clear accessible path of travel with no steps or other barriers (such as steep inclines, bollards, uneven or loose surfaces) from each accessible entrance to all areas and facilities used by the public including reception areas, interview rooms, toilets and other facilities?

3.2 Are passageways wide enough for a person using a wheelchair or walking frame to pass by someone else or are there regular passing spaces?

3.3 Are floor coverings slip-resistant, firm and smooth?

3.4 If the path of travel includes a ramp does it have a gradual slope/incline? Does it have handrails, safety kerbs or kerbrails at the floor level to stop wheels going over the edges? Does it have level

landings at regular intervals to allow someone to rest and warning TGSIs at the top and bottom? (See Note 2 in section 1 above)

3.5 If a lift has been installed are there handrails and is it large enough to allow someone using a wheelchair or walking frame to enter and turn around to access the lift control panel? (See Note 3 in section 1 above.)

3.6 Do the lift buttons have raised tactile and Braille information next to them and are they at a height and in a position that can be reached by all? Does the lift provide audible information telling passengers what floor they arrived at?

3.7 Does signage direct the public from the entrance to a reception desk or facilities and is it clear, large enough to be seen at some distance and of high contrast? (See Note 4 in section 1 above.)

3.8 Does the design and layout of the public area make it easy for the public to find their way to reception desks or other facilities? (See the guide produced by Vision Australia in the section on 'Information about other guides and checklists for access').

3.9 If there are any stairs (in addition to the accessible path of travel) do they have continuous handrails on both sides, colour-contrasting strips on the leading edge or nosing, no open risers and warning TGSIs at the top and bottom?

3.10 If any room has fixed seating are there spaces for people using wheelchairs spread throughout the room?

Comments (including actions to be taken):

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Do you need to seek expert advice on areas of concern?

4. DOORWAYS

4.1 Is there good circulation space to enable people using mobility aids such as a wheelchair or walking frame to open and go through all doorways? (See Note 1 and 2 .)

4.2 Are the doors heavy and difficult to open?

4.3 Are the door handles easy to use such as 'D-shaped' handles or difficult to manipulate such as round knobs?

4.4 If the doorway and surrounds are glass is there a clearly distinguishable colour-contrasting strip across the full width so that people with a vision impairment can more easily identify the doorway? (See Note 3 .)

Notes

1. For example, the current BCA refers to AS 1428.1 which requires at least 800mm clear doorway opening (AS 1428.2 recommends 850mm clear doorway opening).

2. A revolving doorway is not an accessible entrance so an accessible alternative would be required at the same place.

3. For example, AS 1428.1 states that a contrasting strip should be at least 75 mm deep at a height of between 900 mm and 1000mm from the floor. A series of dots or logos spaced along the strip might not provide a sufficient level of warning for people with a vision impairment.

Comments (including actions to be taken):

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Do you need to seek expert advice on areas of concern?

5. TOILETS

5.1 Do all toilets have clear identification signs including raised tactile and Braille information?

5.2 Is there a unisex accessible toilet at or close to the location of other toilet facilities and does it have the international symbol for access as well as the tactile and Braille signage?

5.3 Do unisex accessible toilets have good circulation space internally and are they fitted out with grabrails, sinks, mirrors, taps, shelves, coat hooks and towelling at heights and in positions that can be reached by people using wheelchairs?

5.4 Is the door to the toilet easy to open and close with handles and locks that are easy to manipulate?

Note

As with other areas technical details of the design and fitout of accessible toilets can be found in AS 1428.1 and other standards. Getting the design and fitout of accessible toilets right is vital if it is to be useable. For example, the current AS 1428.1 requires a circulation space of at least 1600mm by 2000mm whereas AS 1428.2 recommends 1900mm by 2300mm.

Comments (including actions to be taken):

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Do you need to seek expert advice on areas of concern?

6. GOODS, SERVICES AND FACILITIES

6.1 Is at least a part of any reception desk area at a height that can be used by a person using a wheelchair or someone of short stature? (See Note 1)

6.2 If customers or clients may have to wait in a reception area for some time is there seating that can be used by people with disabilities such as arthritis?

- 6.3 If there are any tables, cubicles, water coolers, telephones, computers, ticketing machines, turnstiles or other facilities, is at least one of each kind at a height that would be accessible to people using a wheelchair? (See *Note 2*)
- 6.4 If there is a system for queuing or notification of service, is it clearly identifiable and accessible to all clients, including people with a hearing or vision impairment and people with a learning disability? For example, a queuing system that simply flashes up a number without an auditory announcement would not be useful for customers who are blind.
- 6.5 If there is a public announcement system, is it supplemented with visual displays such as captioning or scroll bars of information and **assistive listening systems (ALS)** such as a hearing loop? (See 'Further information' for information on assistive listening systems and hearing loops).
- 6.6 If there is a hearing loop or other assistive hearing system, is there signage in the form of the **International Symbol for Deafness** to inform the public of its availability?
- 6.7 If there are changing rooms is at least one large enough to be used by a person using a wheelchair or walking frame?
- 6.8 Is there good lighting to assist people with a vision impairment to follow the safest pathway and to assist with communication, for example for people who might lip-read?
- 6.9 If facilities such as telephones, computers or transaction machines are made available to the public can they be used by all clients including those with a vision or hearing impairment? For example, a person with a hearing impairment may need a volume control on a telephone or a person with a vision impairment may need a large screen on the computer or audio instructions on an ATM.
- 6.10 Are controls and switches at an accessible/reachable height for everyone including people using wheelchairs?
- 6.11 Are staff trained to provide assistance and services in a non-discriminatory manner? For example, are they aware of the appropriate way to offer assistance to a blind person or how to best communicate with a Deaf person who may lip read?
- 6.12 Do staff know when and how to organise a sign language interpreter for clients who communicate using Auslan sign language? (See 'Further information' for information on the use of sign language interpreters.)
- 6.13 Do staff know how to access a **TTY (telephone typewriter)** and the National Relay Service for people who are Deaf or have a hearing or speech impairment? (See 'Further information' for information on the use of TTY and the National Relay Service.)
- 6.14 Do all your contact details on your website and publications include a TTY or e mail contact for people who are Deaf or who have a hearing or speech impairment?
- 6.15 Is information provided to clients available in a range of formats such as electronic, large print or Braille on request and do staff know how to access alternative formats when required? (See 'Further information' for more information on accessible formats.)
- 6.16 Is public information on your organisation's website accessible to all users and compliant with web accessibility guidelines? (See 'Further information' for more information on making your website accessible.)
- 6.17 If you provide your services outside your building on the footpath is there safe passage for pedestrians and is any street furniture, such as tables and chairs, placed away from the building line? (See *Note 3*.)
- 6.18 Is there an emergency evacuation procedure in place that addresses the needs of people with disability? (See 'Further information' for information on emergency evacuation procedures.)

Notes

1. For example, AS 1428.2 recommends a maximum height of between 830 and 870 mm for a counter or reception desk and provides guidance on how to design a counter that allows a person using a wheelchair to approach front-on.
2. For example, AS 1428.2 generally recommends operable parts of facilities such as ATMs or ticketing machines should be at a height no greater than 1200 mm.
3. The Commission's view is that the building line should be kept clear as blind and vision impaired people use the building line as a guide when using footpaths.

Comments (including actions to be taken):

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Do you need to seek expert advice on areas of concern?

Use of chemicals and materials

A growing number of people report being affected by sensitivity to chemicals used in the building, maintenance and operation of premises. This can mean that premises are effectively inaccessible to people with chemical sensitivity. People who own, lease, operate and manage premises should consider the following issues to eliminate or minimise chemical sensitivity reactions in users:

- the selection of building, cleaning and maintenance chemicals and materials (see *Note* below);
- the provision of adequate ventilation and ensuring all fresh air intakes are clear of possible sources of pollution such as exhaust fumes from garages;
- minimising use of air fresheners and pesticides;
- the provision of early notification of events such as painting, pesticide applications or carpet shampooing by way of signs, memos or e-mail.

For more information on ways to eliminate or minimise chemical and fragrance sensitivity reactions look at <http://www.jan.wvu.edu/media/MCS.html> (<http://www.jan.wvu.edu/media/MCS.html>) and <http://www.jan.wvu.edu/media/fragrance.html> (<http://www.jan.wvu.edu/media/fragrance.html>)

Note: There are a number of relevant environmental and occupational health and safety regulations and established standards, however, as is currently the case with other standards referenced in building law, compliance with those standards may not necessarily ensure compliance with the DDA.

Action plans

If you have identified some access barriers or gaps in your services they need to be fixed as soon as possible in order to avoid continuing discrimination.

Some issues, such as changing your queuing system, putting in a handrail or improving signage can be quickly addressed, but there may be bigger issues, or a number of barriers or gaps in service that need to be addressed over a period of time.

For example, it may be that a service provider is leasing a small old building that cannot be made accessible because of technical or cost reasons. The only way to fix this problem may be to move when the current lease expires. Similarly, a business may identify 10 issues that need to be addressed over a period of 2 years because of budget constraints.

The DDA allows for service providers to develop Action Plans which set out what will be done, by when and by whom. Action plans can be lodged with the Commission and can be used as part of a defence of unjustifiable hardship should a complaint be made.

For more information on Action Plans see the Commissions website at www.humanrights.gov.au/disability_rights/action_plans/index.html (http://www.humanrights.gov.au/disability_rights/action_plans/index.html)

Examples of good and bad access

The Commission has another resource called *The good, the bad and the ugly* which includes photographs of good and bad examples of the design of features such as TGSI, ramps, signage, accessible toilets and doorways. This can be found at www.humanrights.gov.au/disability_rights/buildings/good.htm (http://www.humanrights.gov.au/disability_rights/buildings/good.htm)

Glossary

Continuous accessible path of travel – this is an uninterrupted path of travel to or within a building providing access to all facilities that are required to be accessible. A continuous accessible path of travel must not include a step, stairway, turnstile, revolving door, escalator, moving walkway or other impediment. AS 1428.1 provides technical details of what makes a path of travel accessible.

Assistive listening system (ALS) – an ALS is a means of improving speech intelligibility at the ear of a listener. This is normally achieved through the process of reducing background noise and reverberation and increasing volume.

An example would be a Hearing Loop system or an Infra red system. A Hearing Loop system assists people using hearing aids to hear more clearly by cutting out background noise. A loop system can be set up with a microphone and a transmitter to send signals via a loop system to be picked up by hearing aids that are switched to 'T' setting. In larger event situations, infra-red systems that allow for stereo sound may be more practical.



International symbol for access – also known as the (International) Wheelchair Symbol, consists of a blue square overlaid in white with a stylized image of a person using a wheelchair. Details of the design, colors and location of this symbol can be found in AS 1428.1

International symbol for deafness – this symbol should be used to indicate the availability of an assistive listening system such as a hearing loop.

Warning tactile ground surface indicators (TGSIs) – Warning TGSIs are areas of raised surface domes or cones on the ground designed to provide pedestrians who are blind or who have a vision impairment with warning information about features such as stairs, ramps or hazards.

Telephone typewriter (TTY) – a machine that has a keyboard and a screen. It may be built into a telephone or be connected to one. A Deaf person, or a person with a speech impediment, can use the machine to communicate with another person who also has a TTY by typing the message and reading the reply. TTY users can call people who do not have a TTY by using the National Relay Service provided by the Australian Communication Exchange (ACE). This allows the Deaf person to send or receive messages from ordinary 'voice' telephones. See 'Further information' for more information on TTY and the National Relay Service.

Further information

1. Information about anti-discrimination law

Australian Human Rights Commission

Disability Rights homepage

www.humanrights.gov.au/disability_rights/index.html
(http://www.humanrights.gov.au/disability_rights/index.html)

State and Territory anti-discrimination agencies

www.humanrights.gov.au/disability_rights/links/links.html#EOCs
(http://www.humanrights.gov.au/disability_rights/links/links.html#EOCs)

Attorney-General's Department human rights page:

<http://www.ag.gov.au/Humanrightsandantidiscrimination/Pages/default.aspx>
(<http://www.ag.gov.au/Humanrightsandantidiscrimination/Pages/default.aspx>)

2. Information about building specifications and technical requirements

While there are technical details available concerning the design and construction of buildings in the Building Code of Australia (BCA) and its referenced Australian Standards (AS), case law has shown that compliance with those requirements may not be sufficient to ensure compliance with the Disability Discrimination Act (DDA).

However, the BCA and its referenced standards continue to be relevant technical compliance documents.

The BCA is developed by the Australian Building Codes Board www.abcb.gov.au/
(<http://www.abcb.gov.au/>)

The BCA references a number of Australian Standards that provide details of the technical specifications. AS 1428.1 is the primary reference and is available from Standards Australia at: www.saiglobal.com/shop/script/search.asp (<http://www.saiglobal.com/shop/script/search.asp>)

Other standards such as AS 1428.2 can also be obtained from Standards Australia.

3. Information about access consultants and audits

The Association of Consultants in Access Australia has a list of members who can provide audit services: www.access.asn.au/ (<http://www.access.asn.au/>)

4. Information about building certification and building surveyors

Contact your Local Government building section or the local chapter of the Australian Institute of Building Surveyors (AIBS) www.aibs.com.au/ (<http://www.aibs.com.au/>)

5. Information about other guides and checklists for access

The Commission's *Advisory Notes on Access to Premises*

http://www.humanrights.gov.au/disability_rights/standards/Access_to_premises/premises_advisory.html
(http://www.humanrights.gov.au/disability_rights/standards/Access_to_premises/premises_advisory.html)

Meeting Events Australia/HREOC *Accessible Events – a guide for organisers*

<http://www.meetingevents.com.au/research/> (<http://www.meetingevents.com.au/research/>)

WA Disability Services Commission Access Resource Kit (see Access publications)

<http://www.disability.wa.gov.au/DSC:STANDARD:903700591:pc=L5>

(<http://www.disability.wa.gov.au/DSC:STANDARD:903700591:pc=L5>)

Melbourne City Council has checklists under their *Good Access is Good Business* Program

www.melbourne.vic.gov.au/info.cfm?top=112&pa=1066&pg=1073

(<http://www.melbourne.vic.gov.au/info.cfm?top=112&pa=1066&pg=1073>)

Vision Australia has produced a guide to good design for public buildings for people with a vision impairment:

www.visionaustralia.org.au/info.aspx?page=721 (<http://www.visionaustralia.org.au/info.aspx?page=721>)

The Cooperative Research Centre (CRC) for *Construction Innovation* has produced two valuable publications on wayfinding. The first is *Wayfinding design guidelines* at <http://www.construction-innovation.info/indexa916.html?id=44> (<http://www.construction-innovation.info/indexa916.html?id=44>) (<http://www.construction-innovation.info/index.php?id=1097>) and the second is a *Wayfinding system audit* which can be found at <http://www.construction-innovation.info/indexa916.html?id=44> (<http://www.construction-innovation.info/index.php?id=1096>)

6. Information about Disability Awareness Training

Free on-line training program

<http://home.vicnet.net.au/~dakit/welcome.htm> (<http://home.vicnet.net.au/~dakit/welcome.htm>)

WA Disability Services Commission Disability Awareness Training

<http://www.disability.wa.gov.au/DSC:STANDARD:1386098991:pc=L5C4C9>

(<http://www.disability.wa.gov.au/DSC:STANDARD:1386098991:pc=L5C4C9>)

Some members of Association of Consultants in Access Australia also provide Disability Awareness Training: www.access.asn.au/ (<http://www.access.asn.au/>)

7. Information about disability organisations that can assist

There are a number of national peak disability organisations many of which have local branches or will know of local groups who may provide advice and contacts. Many Local Government bodies also have Community or Disability Officers who may be able to provide advice and identify local contacts.

Links to national peak disability groups

www.humanrights.gov.au/disability_rights/links/links.html#community

(http://www.humanrights.gov.au/disability_rights/links/links.html#community)

Organisations such as Vision Australia , 454 Glenferrie Road Kooyong Victoria (03 9864 9607) and 4 Mitchell Street Enfield New South Wales (02 9334 3556) may also be or assistance:
www.visionaustralia.org.au/ (<http://www.visionaustralia.org.au/>)

8. Information about how to access sign language interpreters

The web addresses below provide access to organisations that will assist in booking a sign language interpreter.

ACT: www.actdrc.org.au/ (<http://www.actdrc.org.au/>)

NSW: www.deafsocietynsw.org.au/ (<http://www.deafsocietynsw.org.au/>)

NT: www.nt.gov.au/dcm/multicultural/interpreter/inter_service.html
(http://www.nt.gov.au/dcm/multicultural/interpreter/inter_service.html)

South Australia : www.deafsa.org.au/main/ (<http://www.deafsa.org.au/main/>)

Tasmania : www.tasdeaf.org.au/ (<http://www.tasdeaf.org.au/>)

Victoria : www.vicdeaf.com.au/ (<http://www.vicdeaf.com.au/>)

WA: www.wadeaf.org.au/ (<http://www.wadeaf.org.au/>)

Queensland : www.deafservicesqld.org.au (<http://www.deafservicesqld.org.au/>)

9. Information about website accessibility

Human Rights Commission Advisory Notes

www.humanrights.gov.au/disability_rights/standards/www_3/www_3.html
(http://www.humanrights.gov.au/disability_rights/standards/www_3/www_3.html)

World Wide Web Consortium Guidelines

www.w3.org/TR/WAI-WEBCONTENT/ (<http://www.w3.org/TR/WAI-WEBCONTENT/>)

Vision Australia , 454 Glenferrie Road Kooyong Victoria (03 9334 3333)

www.visionaustralia.org.au/ (<http://www.visionaustralia.org.au/>)

10. Information about Telephone typewriters TTY

Telstra Aged and Disability Centre (National Disability Line, phone: 1800 068 424). Rental TTYs are available from Telstra on application.

11. Information about the National Relay Service

The National Relay Service (NRS) is an Australia-wide telephone access service which provides access to anyone, at no additional charge, in the wider telephone network for people who are Deaf or have a hearing or speech impairment. As a business you could ensure people with a speech or hearing impairment are aware that they can contact you through the NRS. For a Fact Sheet on this see:
<http://www.relayservice.com.au/> (<http://www.relayservice.com.au/>)

12. Information about how to provide information in Braille and other alternative formats

- Vision Australia (<http://www.visionaustralia.org.au>), 454 Glenferrie Road Kooyong Victoria (03 9864 9607) and 4 Mitchell Street Enfield New South Wales (02 9334 3556)

13. Information on assistive listening systems

While not recommending any particular company the following can provide further information on products:

www.printacall.com.au/docs/index.php (<http://www.printacall.com.au/docs/index.php>)

www.wom.com.au/ (<http://www.wom.com.au/>)

www.phoenixhearing.com.au/ (<http://www.phoenixhearing.com.au/main.html>)

14. Information about Accessibility Action Plans

Information on Action Plans and examples of current plans can be viewed at:

www.humanrights.gov.au/disability_rights/action_plans/index.html

(http://www.humanrights.gov.au/disability_rights/action_plans/index.html)

15. Information about emergency egress procedures

- For information see: www.access-board.gov/evac.htm (<http://www.access-board.gov/evac.htm>)

And see the emergency procedures checklist at:

http://www.jobaccess.gov.au/JOAC/Employers/Tool_kits/Checklists/Evacuation_and_emergency.htm

(http://www.jobaccess.gov.au/JOAC/Employers/Tool_kits/Checklists/Evacuation_and_emergency.htm)

4.2 Outstanding Actions (10771883)

Bus Stop Upgrade Priority List

See table - Attachment 1.

Disability Access Projects Table

See Table 2 attached.

No. 4 – Reddall Reserve Ramp

The Project Officer was advised on 23 August 2016 that the DAC supports the use of funds to the value of \$15,000 for the access ramp and requested that the project proceeds.

Action: Report back on progress when available

No. 17 - Yovelton House, Albion Park Rail (Priority 3)

Action: Asset Officer to provide specifications and costing to provide hand rails inside the internal bathroom and hand rails at the back steps, within heritage requirements.

No. 19 - Housing Trust Development – Wattle Road

The Committee previously allocated 50% of the cost of installation of disabled access within the Wattle Road and Baragoot Road roundabout to the 2016/17 budget.

The Team Leader Forward Planning and Assets at that time advised that the estimated cost for these works would be \$10,000.

The Assets Officer advised that this project is not eligible for Black Spot funding from the RMS. Other sources of funding are being sought.

Action: Mayor to discuss the possibility of Capital Works funding being provided for the remaining 50% of the cost of installation.

No. 21 - Access to shops on Burdekin Drive, Albion Park (Priority 9)

A request has been received for provision of disabled access to the front of the shops on Burdekin Drive, Albion Park. This is a high use area. There is a community benefit in making the area more accessible.

Action: Asset Officer to organise a concept design and costing for works at this location.

No. 22 - Elliot Lake Bridge – Access (Priority 6)

The Community Development Officer reported that a cyclist using a three-wheeled bike has requested the curve leading up to the Elliot Lake bridge be widened to make a smoother curve after a recent accident.

A concept design has been developed with an estimated cost of \$1500.

Action: Asset Officer to pursue a final design and costing for the works.

No. 23 - Madigan Boulevard to Reddall Parade, Mt Warrigal – safe access to cycleway (Priority 5)

Council has received a customer request to upgrade access to the share way along Reddall Parade from Madigan Boulevard. This matter was also raised with Spinal Cord Injuries Australia at a recent community meeting.

Action: Assets Officer to organise a concept design and costing for this work and submit the design to the Traffic Committee for consideration.

No. 24 - Konrads Road to Reddall Parade, Mt Warrigal – safe access to cycleway

Council has received a customer request to improve access to the share way along Reddall Parade from Konrads Road.

Action: Assets Officer to organise a concept design and costing for this work and submit the design to the Traffic Committee for consideration.

No. 26 - Accessible picnic table (across the road from Beverly Whitfield Pool) (Priority 2)

The committee has agreed to approve funding from the Disability Access budget for this project.

Action: Asset Officer to organise design and pursue with Construction. An update will be provided at the next meeting.

No. 27 - Step on Shared Use Path - Koonas Street, Albion Park Rail (Priority 7)

At a previous meeting the Community Development Officer tabled a photograph of a section of the Shared Use Path at the Koonas Street APR intersection. There is a step which would cause access issues for those using mobility devices or wheelchairs as well as cyclists.

Action: Asset Officer to organise removal of the lip on the kerb ramp.

No. 28 - Shared use path – Spoonbill Place, Albion Park Rail

A steel gate at the entrance to the Shared Use Path from Spoonbill Place, Albion Park Rail is impeding access.

Action: Asset Officer to investigate and determine what purpose the gate has.

No. 29 - Carvele Crescent, Shell Cove

A resident has complained that the path on Carvele Crescent, Shell Cove is a poor design for cyclists or for those using mobility aids as it is too narrow with a sharp bend.

Action: Asset Officer to investigate if this path has been handed over to Council and determine if it is a shared use path or footpath and if it meets Councils DCP.

No. 30 - Pathway shared between Church Street and Macquarie Street, Albion Park (Priority 8)

The footpath/ sharepath between Church Street and Macquarie Street is in poor condition and requires investigation.

Action: Asset Officer to investigate the footpath/ sharepath between Church & Macquarie Street and determine if there are any planned projects at this location.

If no work is planned in this location provide concept design and costings for required improvements.

No. 31 - O'Gorman Street Albion Park in the vicinity of Warrigal Care – request for layback at Drop off / pick up zone (Priority 10)

Council has received a customer request to improve access particularly where buses drop off and pick up residents of Warrigal Care. A layback is requested.

Action: Assets Officer to investigate and organise a design and costing to improve the access.

No. 32 - Addison Street, Shellharbour – Garden bed encroaching onto accessible parking space (Priority 1)

The Mayor previously noted that a garden bed has been placed inside the marked disabled parking space on Addison Street opposite the Ocean Beach Hotel in Shellharbour Village.

The garden beds also encroach on other parking spaces in this location.

Action: Asset Officer to investigate, organise scope of works/ design (if required) and costings to address this issue.

No. 33 – Amenities – Shellharbour North Beach (Priority 4)

The toilet block at Shellharbour Beach has an iron security gate at the entrance. If this gate is locked, access would be unavailable for those using a MLAK key to the accessible toilets.

It was noted that the toilet block at Pelican Park has a similar gate.

The Community Development Officer advised she will speak to the Building Coordinator about this.

Action: Asset Officer to have the doors removed or left open given that MLAK is now fitted.

Other Outstanding Actions

Fisher Street, Oak Flats – Car Park

Works to the carpark and access path along Fisher Street, Oak Flats are underway.

Cr Stewart advised that it doesn't appear that the two parking spaces that have been provided are accessible.

Action: Assets Officer to check and report on progress for the next meeting.

Footpath along Wollongong Street, Shellharbour

A resident has requested Council to consider providing a footpath along Wollongong Street, Shellharbour in the vicinity of the foreshore.

The Assets Officer noted the difficulty in providing a footpath at this location due to slope and terrain.

Action: Assets Officer to bring the Footpath Master Plan to the meeting for the committee's information.

Provision of adult sized change table

There is no adult sized change table with a hoist in Shellharbour. There are only two adult sized change rooms in New South Wales; one is at Stockland in Nowra.

The Community Development Officer will investigate the Nowra experience to see what costs are involved and how it is working. She added that Wollongong City Council is looking at the possibility of installing a change table at Stuart Park.

The committee agreed that it would be good to provide one in Shellharbour somewhere. It would be worth considering when larger buildings are being developed or renovated.

The Mayor noted that the Shellharbour Club is currently undergoing major renovations including the provision on a swimming pool in conjunction with McKeon's swimming school. She proposed that we suggest inclusion of an adult sized change room with them.

Action: The Committee approach the Shellharbour Club and Stockland to suggest that they include adult sized changing facilities when they are doing major upgrades.

4.3 Feedback from other Council Meetings**4.4 New Business****5. Next Meeting**

30 November 2016

Last Updated 27/07/2016 By: Courtney Kadwell

DSAC Project Ref.	Approved by DSAC	Project Description	Project Status
Bus Stop Projects			
14	NOT APPROVED	Bus Stop Upgrade - Wattle Rd, Shellharbour - Sth-Wst Side/ Myimbarr	No Action/ awaiting completion of adjacent development
15	NOT APPROVED	Bus Stop Upgrade - Tongarra Road, Albion Park - Sth Side/ Albion Park School	Investigation - User demand to be determined (priority 3)
16	NOT APPROVED	Bus Stop Upgrade - Shellharbour Road, Barrack Heights - Near Roberts Ave	No Action
20	2014/15	Bus Stop Upgrade - Southern Cross Bvd, Shell Cove.	Design In Progress
21	2014/15	Bus Stop Upgrade - Baragoot Road, Flinders Inst. footpath connections, kerb ramps and tactile	Design In Progress
22	2014/15	Bus Stop Upgrade - Wentworth Street Shellharbour Install tactile, make access compliant	Design Review
23	25/11/2015	Bus Stop Upgrade - 179 Shellharbour road (Oakleigh Park), Warilla	Works Being Programmed
24	25/11/2015	Bus Stop Upgrade - Corner of 1 Arcadia Street and George Street, Warilla Install tactile, make access compliant	Works Being Programmed
25	25/11/2015	Bus Stop Upgrade - 51 Lake Entrance road, Warilla	Works Being Programmed
26	25/11/2015	Bus Stop Upgrade - 71 Shellharbour Road, Warilla	Works Being Programmed
27	25/11/2015	Bus Stop Upgrade - South East side of Dawes Park, Barrack Heights	Works Being Programmed
28	25/11/2015	Bus Stop Upgrade - 95 Shellharbour Road, Warilla	Design Review
29		Bus Stop Upgrade - Elinor Avenue & Lake Entrance Road, Oak Flats	Investigation (priority 1)
30		Bus Stop Upgrade - Terry Street, Albion Park	Investigation (priority 2)

Last Updated 21/07/2016 By: Courtney Kadwell

DSAC Project Ref.	Approved by DSAC	Project Description	Project Status
Other Projects			
3	NOT APPROVED	Footpath - John Street, Shellharbour - Provide connection from Bev Whitfield Pool to Shellharbour Sth Beach	No Action
4	2014/15	Reddall Reserve Ramp	The DAC has agreed to put \$15k into a capital project number. Council is to investigate possibility of matching the funding for this project in 2016/17 or 17/18
14	NOT APPROVED	Footpath - Holm Place, Shellharbour City Centre - Install new footpath, Wst Side/ KFC to Aldi (Shellharbour)	No Action - S94
16	NOT APPROVED	Seating - Albion Park Community Centre, Albion Park - Provide Seating	Investigation
17	11/05/2016	Yovelton House/ Koori Men's Group Handrail inside the men's bathroom and handrail at the back steps (within heritage requirements)	Investigation (priority 3)
19	2014/15	Wattle Rd Access Improvements	Investigation
21	11/05/2016	Shop Access - Burdekin Drive/ Delecia Ave	Investigation (priority 9)
22	11/05/2016	Shared Path - Elliot Lake Bridge, Warilla - Widen the path on the Sth side of bridge to provide a smoother curve	Investigation (priority 6)
23	11/05/2016	Share Path Access - Madigan Boulevard to Reddall Pde, Mount Warrigal - Investigate provision of safe access to cycleway along Reddall Pde	Investigation (priority 5)
24	11/05/2016	Share Path Access - Konrads Road to Reddall Pde, Mount Warrigal - Investigate provision of safe access to cycleway along Reddall Pde	Investigation (priority 5)
25	NOT APPROVED	Beach Access	Investigation
26	11/05/2016	Picnic Table - Shellharbour Foreshore (across from Beverly Whitfield Pool)	Investigation (priority 2)
27	11/05/2016	Shared Path - Koon Street, Albion Park Rail - Remove step	Investigation (priority 7)
28	11/05/2016	Shared Path - Spoonbill Place, Albion Park Rail - Steel Gate Entrance investigate options	Investigation (priority 7)
29	NOT APPROVED	Footpath - Carvele Crescent, Shell Cove - Has this been handed to council and meet councils DCP	Investigation
30	11/05/2016	Footpath - between Church Street and Macquarie Street, Albion Park - Poor condition and req investigation	Investigation (priority 8)

DSAC Project Ref.	Approved by DSAC	Project Description	Project Status
31	11/05/2016	Kerb Ramp - O'Gormans Street, Albion Park (near warrigal care) - request addition of layback at drop off pick up location	Investigation (priority 10)
32	11/05/2016	Parking - Addison Street, Shellharbour - Garden bed encroaching onto accessible parking Space	Investigation (priority 1)
33	11/05/2016	Amenities - Shellharbour (Nth Beach) - Remove lockable gate from accessible toilets.	Investigation (priority 4)
34	20/07/2016	Accessible parking Memorial Drive & Kerb Ramp on Bimbala Place, Shellharbour City Centre	Investigation
35	20/07/2016	Recharge Scheme	Investigation