

**Minutes of the Disability Access Committee Meeting  
held at the Home & Community Care Centre, Albion Park  
on Wednesday 28 September 2016 commencing at 10.00 am**

**Present:**

Mayor Councillor M Saliba

Mr Alex Traill

Ms Mel Gorman

Shellharbour City Council

Community Representative

Spinal Cord Injuries Australia

**In Attendance:**

Ms Narelle Williams

Mr Nagitha Jayasinghe

Mr Kyle Stevens

Michael Tuffy

Bernadette Sharp

Ms Julie Larsen

Community Development Officer, Access  
and Participation

Team Leader Asset Management

Senior Assets Officer

Senior Strategic Planner (part)

Strategic Planner (part)

Agenda / Administration Officer

**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.

Note: The Community Development Officer chaired the meeting until the Mayor arrived.

**1. Apologies / Leave of Absence**

An apology was tendered on behalf of Mario Russo and Cr Stewart and Luise Bourne.

COMMITTEE RECOMMENDATION: That the apologies as tendered be accepted.

CARRIED UNANIMOUSLY

**2. Confirmation of Minutes**

**Disabilities Services Advisory Committee Meeting 20 July 2016**

COMMITTEE RECOMMENDATION: Traill / Gorman

That the Minutes of the Disability Access Committee Meeting held on 20 July 2016 as circulated be taken as read and confirmed as a correct record of proceedings.

CARRIED UNANIMOUSLY

### **3. Staff Reports**

#### **Presentation: Revision of Council's Development Control Plan (DCP)**

Senior Strategic Planner - Michael Tuffy – Revision of the DCP

Council's Senior Strategic Planner, Michael Tuffy, explained the provisions of the current DCP with regard to access.

The DCP is now undergoing a comprehensive revision. The revised chapter on access will include provisions for mobility scooters, the use of which have increased considerably due to the city's aging population. There is currently no State planning policy relating to mobility scooter use to base provisions in our DCP on which will mean that Council will need to put some provisions together.

See the File Note providing a summary of the draft DCP provisions – Attachment 1.

Bernadette advised that the draft provisions will be provided to the Disability Access Committee at the next meeting for comment.

The Mayor thanked Michael and Bernadette for attending the meeting.

The Mayor took the chair at this point.

#### **Update on proposed merger between Wollongong and Shellharbour Councils**

The Mayor provided an update on the merger process at the moment. She advised that the Land and Environment Court found against Shellharbour's case. Council has now decided to appeal that decision.

At the moment the case is listed for mention on 23 November then a date will be set for the hearing.

#### **3.1 Disability Inclusion Action Plan (10767564)**

The Community Development Officer advised that she will take advantage of activities planned for the week of People with a Disability to undertake public consultation regarding the Action Plan.

COMMITTEE RECOMMENDATION: Traill / Gorman

1. That the Disability Access Committee receive and note this report
2. That the Disability Access Committee provide suggestions for community engagement

CARRIED UNANIMOUSLY

### **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 a 'Calendar of Events' that promotes local events that organisations are hosting in celebration. This project is in partnership with Wollongong City Council.

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

The Mayor suggested that any advertising regarding free use of the pools include information on access availability.

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

1. Free use of Council pools across the City, including Aqua Aerobics between 21 November and 9 December 2016. Be clear on access for the pools. Offer to provide one at Shellharbour – to hard. Not staffed.
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.
4. Lets Try Wheelchair Sports Day on 12 November – partnering with SCIA

COMMITTEE RECOMMENDATION: Traill / Gorman

That the DAC receive and note this report.

CARRIED UNANIMOUSLY

### **3.3 Access to Shellharbour North Beach (10768251)**

The aim is to have the project completed prior to the start of the December school holidays.

The proposal is for use of the matting during the week only when Council Lifeguards are on duty and available to roll out and pack up the matting.

The committee suggested that perhaps Shellharbour Surf Club could be approached for assistance with provision of the wheelchair on the weekends. A procedure for leaving the matting out over the weekends, weather permitting, could be developed.

The project is still dependent on the resident involved accessing funding for the matting as proposed.

COMMITTEE RECOMMENDATION: Traill / Gorman

That:

1. The DAC receive and note this report.
2. 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.

3. Shellharbour Surf Life Savings Club be approached regarding the possibility assistance with access and use of the wheelchair and the matting on weekends.

CARRIED UNANIMOUSLY

**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. The report provided in the business paper details the progress of these matters.

COMMITTEE RECOMMENDATION: Traill / Gorman

1. That the DAC receives and notes this report.
2. That line marking or appropriate signage be installed at kerb ramps to prevent the ramps being blocked by parked cars on a needs basis in high use areas only where there are compliance issues.

CARRIED UNANIMOUSLY

**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 Senior Assets Officer noted that this facility is not compliant. He suggested that the small internal wall and door be removed and that the external door be modified so that it can be opened and closed easily.

2. Pedestrian access across Jindabyne Road and Wattle Road, Flinders

Council's Design and Assets team are investigating the best way to ensure continuous path of travel at this location.

COMMITTEE RECOMMENDATION: Traill / Gorman

1. That Council remove the small internal door and wall at the accessible toilet at Little Park and make adjustments so that the external door can be opened and closed easily.
2. That Council officers investigate and recommend rectifications to ensure path of travel across Jindabyne Road and Wattle Road.
3. That the resident be advised of the outcome.

### **3.6 Recharge Scheme (10768694)**

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

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

COMMITTEE RECOMMENDATION: Traill / Gorman

That the DAC receive and note this report.

## **4. General Business**

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

COMMITTEE RECOMMENDATION: Gorman / Traill

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

### **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 ramp has been preliminary scoped for suitability at the proposed location, and a design request has been sent to Engineering. When the design is completed, the cost estimate will be assessed for suitability. Should the works be deemed feasible, the works program will be updated to include the ramp at the next quarterly review.

**Action:** Project has been sent to the design team.

**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 update.

**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.

**Action:** The design has been completed. Funding should be available this quarter for implementation.

**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.

The Assets officer advised that facilities within the building and the carpark are compliant. Access from the side street is adequate and all ramps are compliant. It is just the part at the front of the building that needs addressing.

**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 (Priority 5)**

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 - Kona 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 Kona 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 lockable gate removed.

**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.

### **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:** Letters to Stockland and the Shellharbour Club have been written asking that the Shellharbour Club and Stockland include adult sized changing facilities when they are doing major upgrades. Waiting on response.

### **Signalisation of Traffic Signals**

The Community Development Officer advised that she has emailed RMS regarding this and is waiting on a response.

**Action:** waiting on response.

## **4.3 Feedback from other Council Meetings**

Nil

## **4.4 New Business**

### **Bus stop priorities list**

The Community Development Officer will ask the participants in the Forum for users of wheelchairs and motorized scooters at Stockland Community Room on 29 November 2016 about their use of bus stops in the city and request their suggestions for improvements to add to the bus stops list.

### **Covering of picnic tables on the foreshore**

Alex Trill expressed a desire to have the accessible picnic table covered at some stage.

### **Passive Open Space Working Party**

The Mayor stated that recommendations from this committee could go to the Passive Open Space Working Party as they consider master plans for open space in the city. They will be looking at things like the provision of water bubblers and accessible toilets.

### **5. Next Meeting**

30 November 2016 - End of year meeting and lunch – 11.00am at the Shellharbour Club.

**Meeting closed 11.15 am**

CONFIRMED as a correct record of proceedings at the Disability Access Committee Meeting held 30 November 2016.

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General Manager

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Chairperson

## **SHELLHARBOUR CITY COUNCIL**

# ***FILE NOTE***

**SUBJECT:** DCP AM 2 - Access for people with a disability chapter - presentation to and feedback from Disability Access Committee

Attendees: Michael Tuffy, Bernadette Sharpe (City Strategy) at Disability Access Committee of 28-9-16

**DATE:** 28/09/2016

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Michael Tuffy (Senior Strategic Planner) and myself were invited to attend Council's Disability Access Committee to present and seek comment on proposed additional advice to be placed in the DCP Chapter on Access for People with a Disability.

**Michael presented draft DCP provisions as per the following summary:**

1. Provisions for mobility scooters in terms of access to charging points, allocation of storage space, turn around space and door widths. Types of development where this will apply were also discussed. Research has failed to uncover substantial existing planning policy on motorised scooters.
2. Provisions for parking for mobility impaired people in addition to formal disabled parking spaces and in addition to parking for parents with prams.
3. Provisions to avoid cars parking and obstructing ramps for wheelchairs and scooters.
4. Construction of roundabouts/associated traffic facilities – ensuring access through traffic islands and onto paths is accessible, accounting for desire lines.
5. Kerb and gutter – roll top versus layback.

**Comments from committee:**

1. Prefer Australian Standard AS 14282 is recommended in all circumstances instead of AS 14281
2. There is an increasing gap between the AS size and the size of mobility scooters due to scooters becoming bigger.
3. Discussed parking standard options similar to QLD where there is a 2 tiered parking system.
4. Signage confusion with amenities blocks. Need the disabled persons sign to be larger to avoid people thinking it is a unisex toilet.

5. Query on the VPA for Calderwood and what is required in terms of pathways.

Advised committee that the provisions will be drafted and they will have an opportunity to make further comment on the draft version. Was informed that they will invite us to the November meeting for an update.

Bernadette Sharpe  
**Strategic Planner**

**Attachment 1 – Disability Access Projects Table for Bus Stops**

The following table includes projects recently completed, current funded projects and unfunded projects. For details on project completed prior, see previous Disability Access Committee Meeting Minutes.

DSAC Project Ref.	Approved by DSAC	Category	Project Description	Project Status
<b>Bus Stop Projects</b>				
B14	NOT APPROVED	Bus Stop	Bus Stop Upgrade - Wattle Rd, Shellharbour - Sth-Wst Side/ Myimbarr	No Action/ awaiting completion of adjacent development
B15	NOT APPROVED	Bus Stop	Bus Stop Upgrade - Tongarra Road, Albion Park - Sth Side/ Albion Park School	Investigation - User demand to be determined (priority 3)
B16	NOT APPROVED	Bus Stop	Bus Stop Upgrade - Shellharbour Road, Barrack Heights - Near Roberts Ave	No Action
B20	2014/15	Bus Stop	Bus Stop Upgrade - Southern Cross Bvd, Shell Cove.	Design In Progress
B21	2014/15	Bus Stop	Bus Stop Upgrade - Baragoot Road, Flinders Inst. footpath connections, kerb ramps and tactile	Design In Progress
B22	2014/15	Bus Stop	Bus Stop Upgrade - Wentworth Street Shellharbour Install tactile, make access compliant	Design Review
B23	25/11/2015	Bus Stop	Bus Stop Upgrade - 179 Shellharbour road (Oakleigh Park), Warilla	Works Being Programmed
B24	25/11/2015	Bus Stop	Bus Stop Upgrade - Corner of 1 Arcadia Street and George Street, Warilla Install tactile, make access compliant	Works Being Programmed
B25	25/11/2015	Bus Stop	Bus Stop Upgrade - 51 Lake Entrance road, Warilla	Works Being Programmed
B26	25/11/2015	Bus Stop	Bus Stop Upgrade - 71 Shellharbour Road, Warilla	Works Being Programmed
B27	25/11/2015	Bus Stop	Bus Stop Upgrade - South East side of Dawes Park, Barrack Heights	Works Being Programmed
B28	25/11/2015	Bus Stop	Bus Stop Upgrade - 95 Shellharbour Road, Warilla	Design Review
B29		Bus Stop	Bus Stop Upgrade - Eleanore Avenue & Lake Entrance Road, Oak Flats	Investigation (priority 1)
B30		Bus Stop	Bus Stop Upgrade - Terry Street, Albion Park	Investigation (priority 2)

**Attachment 2 – Disability Access Projects Table for Bus Other Projects**

The following table includes projects recently completed, current funded projects and unfunded projects. For details on project completed prior, see previous Disability Access Committee Meeting Minutes.

DSAC Project Ref.	Approved by DSAC	Category	Project Description	Project Status
<b>Other DAC Projects</b>				
3	NOT APPROVED	Footpath	Footpath - John Street, Shellharbour - Provide connection from Bev Whitfield Pool to Shellharbour Sth Beach	No Action
4	23/08/2016	Beach Accessibility	Reddall Reserve Disability Access 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	Footpath - Holm Place, Shellharbour City Centre - Install new footpath, Wst Side/ KFC to Aldi (Shellharbour)	No Action - S94
16	NOT APPROVED	Seating	Seating - Albion Park Community Centre, Albion Park - Provide Seating	Investigation
17	11/05/2016	Amenities	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	Footpath	Wattle Rd Access Improvements	Design completed. Proposed to allocate \$7k DAC from Eleanore Bus Stop project and \$15k AIP from Mobility Mat project (777714) to fund difference.
21	11/05/2016	Footpath	Shop Access - Burdekin Drive/ Delecia Ave	Investigation (priority 9)
22	11/05/2016	Footpath	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	Footpath	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	Footpath	Share Path Access - Konrads Road to Reddall Pde, Mount Warrigal - Investigate provision of safe access to cycleway along Reddall Pde	Investigation (priority 5)
25	28/07/2016	Beach Accessibility	Mobility Mat Shellharbour North Beach (Beach Access)	Undertaken as Council S94 Project
26	11/05/2016	Open Spaces	Picnic Table - Shellharbour Foreshore (across from Beverly Whitfield Pool)	Investigation (priority 2)
27	11/05/2016	Footpath	Shared Path - Koona Street, Albion Park Rail - Remove step	Investigation (priority 7)

**SHELLHARBOUR CITY COUNCIL**  
 Disability Access Committee Meeting –

28	11/05/2016	Footpath	Shared Path - Spoonbill Place, Albion Park Rail - Steel Gate Entrance investigate options	Investigation (priority 7)
29	NOT APPROVED	Footpath	Footpath - Carvele Crescent, Shell Cove - Has this been handed to council and meet councils DCP	Investigation
30	11/05/2016	Footpath	Footpath - between Church Street and Macquarie Street, Albion Park - Poor condition and req investigation	Investigation (priority 8)
31	11/05/2016	Footpath	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	Parking - Addison Street, Shellharbour - Garden bed encroaching onto accessible parking Space	Investigation (priority 1)
33	11/05/2016	Amenities	Amenities - Shellharbour (Nth Beach) - Remove lockable gate from accessible toilets.	Investigation (priority 4)
34	20/07/2016	Parking	Accessible parking Memorial Drive & Kerb Ramp on Bimbala Place, Shellharbour City Centre	Investigation
35	20/07/2016	Facilities	Recharge Scheme	Investigation