

# AGENDA

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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**

**Disability Access Committee Meeting 30 November 2016**

**Extraordinary Disability Access Committee Meeting 1 February 2017**

### **Presentation – Accessible Icon Project**

Kylie Knight will attend the meeting to speak about the Accessible Icon Project

### 3. Staff Reports

#### 3.1 Access and Inclusion Plan (10838801)

The purpose of this report is to provide an update on the progress of the Access and Inclusion Action Plan (AIP).

At the previous Extraordinary Meeting of the Disability Access Committee held on 1 February, an update was provided on the outcomes of the community and staff engagement that was conducted to inform the plan.

This meeting provides a final opportunity for the Committee to make comment on the draft plan prior to the plan going to a Council meeting and being placed on exhibition.

#### **Actions and timeframes**

The preparation of the plan has fallen behind schedule and the revised timeline is below.

<b>Task</b>	<b>Timeframe</b>
Plan development Final opportunities for comment by Councillors, staff and DAC	Finalised March 2017
Draft AIP to Council	11 April 2017
AIP exhibition period	April / May 2017
Launch of AIP	June 2017

#### **The Themes from the Engagement**

The overriding theme from the engagement was for full inclusion, everything in the community needed to be accessible and this can only be achieved from access and inclusion being key considerations from initial planning to service delivery and evaluation.

The key themes were the need:

- For access and inclusion to underpin everything Council does
- To provide communities that are accessible for people of all ages and abilities
- For further improvements to make the community more accessible, particularly the parks, beaches and paths of travel
- To provide more opportunities for engagement as it is important to consult with people on matters that affect them
- For all events to be accessible and information on events to be available from one point

- To provide and advocate for employment opportunities for people with disabilities
- To provide information in simple English, a variety of formats including captioned and AUSLAN.
- Information on the web to be accessible
- To advocate for enhanced disability building standards and the provision of complimentary facilities such as additional parking, quiet spaces, adult change facilities and RECHARGE points

Matter for consideration by the Committee

Final comments from the Committee on the *Shellharbour Access and Inclusion Plan 2017-2021: An Inclusive City* are requested.

Ideas for the launch of the plan are also to be discussed.

**Recommendation:**

1. That the DAC receives and notes the report.
2. Date for the launch of the plan is set and ideas for the launch discussed.

**Responsible Manager:** Lauren Peters, Acting Manager Community & Cultural Life

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

**Date of Meeting:** 8 March 2017 – Disability Access Committee

**Attachments:** Draft Shellharbour Access and Inclusion Plan 2017-2021: An Inclusive City – to be provided at the meeting.

**3.2 Disability Access Committee - Terms of Reference (10838804)**

The purpose of this report is to initiate a review of the Terms of Reference for this Committee.

The latest review of the Terms of Reference of the Committee was last finalised on 26 February 2014. The ceasing of the forced merger of Shellharbour and Wollongong City Councils and the impending implementation of the Access and Inclusion Plan provides an opportunity for the committee to review their role and membership.

**Recommendation:**

1. That the DAC receives and notes this report.
2. That a review of the Terms of Reference for the Committee commence.

**Responsible Manager:** Lauren Peters, Acting Manager Community & Cultural Life

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

**Date of Meeting:** 8 March 2017 – Disability Access Committee

**Attachments:**

1. Terms of Reference of the Committee



**Shellharbour City Council  
Disability Access Committee  
Terms of Reference**

**1. Introduction**

Shellharbour City Council (SCC) has a vision to be a dynamic city that values and celebrates the unique diversity of its people, places and environment. It aims to nurture a connected community working together to create a safe, sustainable future that provides opportunities for all to achieve their potential (Shellharbour Community Strategic Plan 2013-2023). Embedded within this statement is a commitment to ensuring that residents with disabilities, or their carers, have access to all they need to reach their greatest potential as members of the community.

Council also has a commitment to ensuring that the community is actively involved in Council decision-making and activities, and implements engagement strategies that are appropriate and responsive to the needs of its diverse community (SCC Community Engagement Policy 2011). The Disability Access Committee (DAC) is one of those strategies specifically designed to give a voice to people within the community affected by issues of access and inclusion.

**2. Charter**

The Committee's role is to provide advice to Council and make recommendations that aim to improve the lifestyles of people living with disabilities, or those that care for them, and to advocate for better access to the physical environment, to services and to decision making activities.

**3. Objectives**

- To advise and educate Council and the broader Shellharbour community on access and inclusion issues
- To assist Council in the development of its Disability Strategic Plan (DSP) and policies relating to issues of access and inclusion
- Identify annual priorities for action in the DSP and Bus Stop Improvement Plan and monitor the progress of the actions
- To liaise with Council staff to ensure that all of Council's policies, procedures and programs allow for full access and participation
- To promote awareness within Council and the community of issues related to living with disabilities

**4. Membership**

- Up to three Council delegates.
- Representatives from organisations providing a service to people with disabilities in Shellharbour City.
- Residents with disabilities, their carers and/or interested community. Members to be determined by the committee by application. Priority given to people with disabilities and their carers who live in Shellharbour City.
- That a maximum of 12 people be appointed to the committee.

**5. Chairperson**

One of the Council Delegates

**6. Secretariate**

Agenda / Administration Officer

**7. Staff in attendance**

- Manager Community Support Services
- Team Leader Forward Planning and Assets
- Other Council staff as required

**8. Length of membership**

- The normal period of membership will be three years, with the exception of Council representatives who are elected each year in September.
- Membership will be staggered. Community representatives will be elected in one period and then Community Organisations. The stagger period will be 18 months.
- Vacancies will be advertised in the local media as they occur and selected by the Panel.
- The Panel will comprise of the Chairperson or Acting Chairperson, the Manager Community Support Services and one service user/carer representative.

**9. Filling of casual vacancies**

Casual vacancies will be filled by application or co-option with the recommendation of an existing Committee member and with full endorsement of the Committee

**10. Meetings**

Meetings will be held quarterly, normally on a Wednesday at 10.00am at the Home and Community Care (HACC) Centre on dates and venues determined at the November meeting of the committee each year.

**11. The responsibilities of members**

- All Committee members must abide by the behaviours and standards as specified in Council's Code of Conduct Policy.

**12. Meeting protocol**

- The recording and distribution of minutes shall be in accordance with Council's Council and Corporate Meetings – Minutes policy
- An agenda shall be developed and distributed a minimum of five working days before a meeting, together with minutes of the previous meeting.
- A quorum is required at all meetings and this shall consist of 50% plus one of all voting members.
- Any member not attending for six meetings without apologies can be removed by Committee resolution.

**13. Subcommittees**

Subcommittees can be developed in order to focus on specific issues as they arise. The Subcommittee will be appointed by the Committee at a Committee meeting and will work under the direction of that Committee. The Subcommittee will report back to the Committee at Committee meetings and will continue or conclude work as a sub group under that direction.

**14. Voting**

- If a situation arises where a decision cannot be made and opinion is closely divided, a vote can be taken to resolve the matter and reach a conclusion. The vote can be made with a show of hands, or some other means if deemed necessary by the Committee.
- All members (not including staff) have full voting rights.

**15. Problem solving**

- If a problem is unresolved or a member has a dispute or complaint, it should first be raised with the Chairperson who will seek to resolve the matter with the necessary parties. In the case that the complaint is against the Chairperson, the complaint should then be directed to the Manager Community Support Services.
- If the matter cannot be resolved through those channels then, if appropriate, the matter can be presented to the Committee for further consideration and action.
- If the matter is still unresolved, it can then be presented to Council for consideration and action. Council reserves the right to take whatever action it deems appropriate, in the event of gross misconduct by a Committee member. Dismissal from the Committee can be ordered.
- Council's Complaints Management Policy will be followed.



**Terms of Reference Endorsed by:**

Advisory Committee Name:  
Shellharbour City Council Disability Access Committee

Meeting Date:  
Wednesday 26 February 2014

### **3.3 Potential for Awards that recognise good business for people with disabilities (10838805)**

At the Council meeting on 13 December 2016, Council resolved that:

*Council officers prepare a report on how Council can provide an award or awards that recognise those businesses that advance the cause of persons with a disability in our community. Such a report shall include, but not be limited to, a possible award for businesses which employ the greatest number of workers who identify as disabled and a possible award for the best new disabled-friendly building design or feature. The report shall also include consideration of the nomination and judging process for any such awards and potential timing of the awards as well as any other consideration staff consider relevant. Further that the draft report be referred to the Disability Access Committee for their consideration prior to being reported to Council.*

The purpose of this report is to generate discussion at the meeting about:

1. Whether there is merit in commencing awards that recognise good business practices. This may be employment, accessibility, inclusiveness, design and innovation.
2. How the awards might operate – timing, nature of awards, nomination process, promotion, judging etc.
3. What role the Committee may have in the process.

Explore opportunities to award businesses that are accessible and inclusive is an action in the Draft Shellharbour Access and Inclusion Plan 2017-2021: An Inclusive City.

#### **Recommendation:**

- 1. That the DAC receives and notes this report.**
- 2. The Committee discusses the issues raised above.**

**Responsible Manager:** Lauren Peters, Acting Manager Community & Cultural Life

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

**Date of Meeting:** 8 March 2017 – Disability Access Committee

#### **Attachments:**

Nil

**3.4 Beach Wheelchair Signage (10838840)**

The purpose of this report is to seek comments from the Committee concerning proposed signage on the use of the Beach Wheelchair and determination of whether the cost of the signage can be funded from DAC funds.

The need for more promotion of accessible facilities has been identified as priority in the Access and Inclusion Plan. Funding the provision of the sign at Shellharbour North Beach provides a good opportunity to promote the provision of this facility at the beach.

Feedback from the Beach Lifeguard Supervisor indicates that the wheelchair was well utilised over the end of year break.

**Recommendation:**

1. That the DAC receives and notes this report.
2. The Committee agrees or disagrees with funding the cost of the signage.

**Responsible Manager:** Lauren Peters, Acting Manager Community & Cultural Life

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

**Date of Meeting:** 8 March 2017 – Disability Access Committee

**Attachments:**

1. Beach Wheelchair Signage 1
2. Beach Wheelchair Signage 2



# Shellharbour City BEACH WHEELCHAIR

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## THE WHEELCHAIR IS AVAILABLE AS BELOW:

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ANZAC day to  
September School  
Holidays

Wheelchair available  
by booking only,  
please contact  
customer service

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September School Holidays to  
Christmas School Holidays

Weekdays  
9.45am - 4.30pm

---

Christmas School Holidays

7 days a week  
9.15am - 4.30pm

---

End of Christmas School  
Holidays to ANZAC day

7 days a week  
9.45am - 4.30pm

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The chair is secured by a combination lock and the code is available at Customer Service or at the Patrol on the beach. Bookings are not required except during the winter months.

For more information contact 4221 6111  
or visit [www.shellharbour.nsw.gov.au](http://www.shellharbour.nsw.gov.au)





## Shellharbour City BEACH WHEELCHAIR

### THE WHEELCHAIR IS AVAILABLE AS BELOW:

ANZAC day to September School Holidays	Wheelchair available by booking only, please contact customer service
September School Holidays to Christmas School Holidays	Weekdays 9.45am - 4.30pm
Christmas School Holidays	7 days a week 9.15am - 4.30pm
End of Christmas School Holidays to ANZAC day	7 days a week 9.45am - 4.30pm

The chair is secured by a combination lock and the code is available at Customer Service or at the Patrol on the beach. Bookings are not required except during the winter months.

For more information contact 4221 6111  
or visit [www.shellharbour.nsw.gov.au](http://www.shellharbour.nsw.gov.au)



### 3.5 Request from Resident (10838895)

The purpose of this report is to advise the Committee of an access issue raised by a resident about a person in a wheelchair being unable to use the push button at the traffic lights at the intersection of Lake Entrance Road and Captain Cook Drive, Barrack Heights.

The issue was raised as follows:

*“No access to pedestrian push-button at intersection. See picture below. Recently they've put new concrete footpaths on this corner. There has been no thought given to elderly, disabled or parents with prams. We watched in horror (whilst in traffic in car) as a man in a wheelchair navigated this corner. He could not reach the button on the traffic light to get the lights to change so he could cross. He crawled out of his wheelchair onto the grass and crawled over to the light post reaching up to push the button. It was extremely difficult for him to manage and an accident waiting to happen! It's an appalling state of affairs that there was no forethought in regards to the paths around the traffic light post.”*

This issue has been forwarded to the Assets and Projects Team for investigation.

A letter has also been received from the Member for Shellharbour, Anna Watson MP, in relation to this matter.

#### **Recommendation:**

- 1. That the DAC receives and notes this report.**
- 2. The Committee determines whether this is a matter to be funded from DAC funds.**

**Responsible Manager:** Lauren Peters, Acting Manager Community & Cultural Life

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

**Date of Meeting:** 8 March 2017 – Disability Access Committee

#### **Attachments:**

1. Photo of intersection of Lake Entrance Road and Captain Cook Drive, Barrack Heights



### 3.6 Live Work Play Conference (10838896)

The purpose of this report is to:

1. Inform the Committee about a two day conference that the NSW Department of Family and Community is hosting to show case the progress being made in NSW towards building an inclusive society for people with disabilities.
2. Determine whether the Committee supports up to two Committee members attending the conference using DAC funds.
3. Determining whether up to two Committee members are interested and available to attend the conference.

The conference will be held on Wednesday 17 and Thursday 18 May 2017 at the new International Convention Centre, Sydney.

Attendance at the conference will provide an opportunity to increase Committee members' knowledge and experience in the Disability Inclusion Action Planning process. It will also expose members to different ideas and experiences designed to improve the accessibility and inclusiveness of a community.

Estimated cost per person

Early Bird Rate for two day conference	\$250
Train and Taxi fares	\$50 or car
Reimbursement of petrol costs and parking	
Meals (Dinner and Breakfast)	\$60 (maximum \$30 per meal – no alcohol)
Accommodation	<u>\$300</u> (one night 17 May)
	<b><u>\$660</u></b>

Estimated costs are in line with allowable expenses as per Council's Reimbursement and Attendance for a Work Related Event. Payment and / or reimbursement of expenses would be in line with the policy.

#### **Recommendation:**

1. That the DAC receives and notes this report.
2. Determine whether the Committee supports up to two Committee members attending the conference using DAC funds.
3. Determine whether up to two Committee members are interested and available to attend the conference.

**Responsible Manager:** Lauren Peters, Acting Manager Community & Cultural Life



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

**Date of Meeting:** 8 March 2017 – Disability Access Committee

**Attachments:**

1. Reimbursement and Attendance for a Work Related Event - Policy



## Policy

# Reimbursement and Attendance for a Work Related Event

## Operational Policy

<b>Policy Name:</b> Reimbursement and attendance for a work related event	<b>Policy Number:</b> POL-0096-V01
<b>Date Adopted:</b> 13 December 2016	<b>Review Date:</b> 13 December 2019
<b>Policy Owner:</b> Group Manager Organisation Development	

### Contents:

#### 1. Policy Statement/Objective(s)

This policy outlines claimable expenses when staff attend courses, conferences, seminars, workshops, offsite meetings or similar in accordance with the provision of this document.

Fraudulent or dishonest claims may result in disciplinary action including termination of employment.

#### 2. Scope

This policy applies to all employees.

#### 3. References

Council's Code of Conduct and associated procedures  
Claiming Petty Cash procedure  
Application for reimbursement of employee expenses for conference/seminar

#### 4. Definitions

Work Related Event – course, conference, seminar, workshop, offsite meeting and training approved by Council.

Claim – expenses incurred as a result of attending an event.

#### 5. Variation and Review

Council reserves the right to review, vary or revoke this policy.

#### Review History

Date Policy first adopted - Version 1	13 December 2016
Date amendment adopted – Version 2	

**Policy Name:** Reimbursement and Attendance for a work related event  
**Date of Adoption:** 13 December 2016  
**Page 1 of 5**

## **6. Claiming expenses**

The objectives of this Policy is:

- To establish clear guidelines on what is claimable;
- To ensure accountability and compliance with relevant legislation and standards.

- 6.1 Attendance at an event that is of a single day's duration does not generally, attract expenses or payment.
- 6.2 Staff are required to complete the attached application form before attending an event.
- 6.3 All events requiring an overnight stay and associated travel arrangements will be booked by the department's Executive Assistant once approval is received from the Director.
- 6.4 The Director may approve an advance payment for meals where a legitimate case can be made.

## **7. Transport**

- 7.1 Travel should be undertaken by Council vehicle (where available and appropriate).

The mode of transport used should balance overall cost effectiveness and practicality in the best interests of Council and the employee. Consideration should be given to the cost of travel to the venue in question and the requirement for transport during the event.

When determining transport arrangements, the number of Council employees attending should also be considered and the number of vehicles used minimised to reduce cost to Council and minimise the impact on the environment.

- 7.2 When arranging travel staff should refer to the Road and Driver Safety section on the intranet. This includes information on how to book an E-Tag, Navmans and Glove Box Resources.
- 7.3 For staff wanting to use public transport, Opal cards are available through the directorates Executive Assistant.
- 7.2 If travel is to be air-travel, the standard shall be economy class. When booking airfares, the most practical and economic mode of transport should be used, for example an economy seat on a low cost carrier. Airfares will be booked by the departments Executive Assistant.

## **8. What is Claimable**

- 8.1 Employees must only claim expenses incurred as a result of attending an event. Receipts must be provided with the claim. An example of a claim includes things such as travel, taxi fares, parking, Wifi and in exceptional circumstances other expenses agreed to by the Director.

- 8.2 Actuals on presentation of receipts to a maximum of \$30 per meal can be claimed for overnight stays. When seeking reimbursement, the employee must exclude the cost of any meals provided as part of the event. Staff are not to claim the cost of meals when they are provided with a meal as part of the event or accommodation.

Council will not reimburse the cost of alcohol. These costs will need to be covered by the individual.

- 8.4 Employees are required to lodge reasonable and honest claims for expenses. Where possible expenses such as meals, Wifi and car parking should be paid at the time of the booking.

**9. Necessity for overnight stay**

- 9.1 In determining whether or not to grant approval for an overnight stay the Director or Group Manager should consider the hours of attendance, the distance/time required to the venue, the health and safety of the employee and the costs to Council.

**10. Review**

- 10.1 Council reserves the right to review or vary this policy

**11. Attachments**

- 11.1 Application for payment of employee expenses for work related event.

**Policy Authorised by:**

Name: MANEX

Date: 13 December 2016

### 3.7 Outcome of Actions where input was requested from Committee Members outside of committee meetings (10838897)

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. Development Assessment Referral

On 13 December 2016, the Committee were advised of a Development Assessment Referral that was received for the construction of a new library building (Warilla Library) and associated parking.

A meeting was held with available Committee members and the following comments were provided to the requesting officer by email.

*'Thanks for providing the Disability Access Committee with an opportunity to provide comments on the plans.*

*The committee agrees with the recommendations from Morris Goding, Accessibility Consultants. However, the Committee considers that the advisory recommendations should be adopted.*

*The Committee has the following additional comments:*

- *Consider providing a quiet area in the library for people with sensory disability (this is an emerging issue from the community engagement undertaken to inform the Access and Inclusion Plan).*
- *Ensure part of the counter is lower for people using a wheelchair*
- *If an out of hours library book drop off chute is provided, ensure that it is accessible*
- *Access is provided from both sides of the car park – kerb ramps, footpath to existing footpath*
- *No lips at door openings*
- *That sufficient layback is provided at the doors leading to the veranda.*
- *Adequate colour contrast to be provided.'*

#### 2. Accessible Icon Project

On 16 January 2017, the Committee was advised that a guest speaker would be attending the March meeting to discuss the Accessible Icon Project. Links to the project were also distributed.

The Committee was asked to respond to the following two questions:

1. Do you think Signage 1 Proposed indicates to you a more accessible world? Yes / No
2. If the signage meets the appropriate standards – would you prefer to see Signage 1 Proposed used when signage is replaced or new signage installed? Yes/No

Four Committee members responded and a mixed response was received. Advice has since been sought and it was determined that the accessible icon does not meet Australian Standards.

The representative from Spinal Cord Injuries Australia was asked to forward information on to their members for comment and their feedback is outlined in the attachments.

### **3. Terms of Reference of the Committee**

On 2 February 2017, copies of the Terms of Reference of the Committee and Council's Code of Meeting Practice were forwarded to the Committee for information.

### **4. Feedback on the Access and Inclusion Plan**

On 7 February 2017, comments were requested from the Committee on what individual community members and businesses can do to help improve the accessibility and inclusiveness of the City.

No additional comments were received.

### **5. Date / Time for a Photograph for the Access and Inclusion Plan**

On 9 February 2017, the Committee was sent a meeting request for a photograph to be taken and included in the Access and Inclusion Plan. The photograph was taken on 15 February 2017. Apologies were received from three members who were unable to attend.

### **Recommendation:**

**That the DAC receives and notes this report.**

**Responsible Manager:** Lauren Peters, Acting Manager, Community & Cultural Life

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

**Date of Meeting:** 8 March 2017 – Disability Access Committee

### **Attachments:**

1. Feedback from members from Spinal Cord Injuries Australia on the Accessible Icon Project – 1 March 2017.

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**Accessible Icon Project**

**Feedback received from Spinal Cord Injuries Australia (SCiA)**

**Illawarra and South Coast Members 1 March 2017**

**Email to members:**

We are seeking your feedback on the accessible icons below on behalf of Shellharbour City Council, who have been approached by the Accessible Icon Project.

Signage 1 – Proposed Signage

Signage 2 - Existing Signage



Your feedback on the following would be greatly appreciated:

- Which icon you prefer and why
- Do you think Signage 1 Proposed indicates a more accessible world?

For more information on the Accessible Icon Project you can visit <http://accessibleicon.org/>

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**Responses from SCiA members**

1. I prefer the old icon which is recognised world wide.

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2. Down here in the Bega Valley we are gradually moving to the new icon & it is very well received.

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3. When I looked at the 2 signs I thought not number 1 but then I looked at them again and number 2 not doing anything just leaning back doing nothing where number 1 is moving its like its sending a message yea we do need access we do go places we do move and yes it is a wheelchair.

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4. The proposed signage no 1, yes while it is new and dose reflect a lot of wheelchair users as being able to propel themselves, its new and fresh which is good, but I'm not sure if it will be worth the costing to change already existing signs.

In saying that however, some wheelchair users may have a positive outlook seeing a new sign which portrays them being capable somewhat.

- 
5. The proposed signage no 1, yes while it is new and dose reflect a lot of wheelchair users as being able to propel themselves, its new and fresh which is good, but I'm not sure if it will be worth the costing to change already existing signs.

In saying that however, some wheelchair users may have a positive outlook seeing a new sign which portrays them being capable somewhat.

- 
6. Sorry, but this is "rearranging the deckchairs on the Titanic" to me.  
When I see a disabled icon it's usually when I am fighting for a car space with someone who doesn't have a wheelchair, crutches, limp or walking stick etc.  
Or it's some able-bod, who leaves the disabled person in the car, while they do a wander around the supermarket and wheelchair user gets nowhere to park.  
In the Eurobodalla I can't think of one disabled car park, in the whole Shire, with the icon that doesn't have something fundamentally wrong with it for a wheelchair user.  
I tried to put some input about the above by joining the ESC Disability Advisory Committee ( now Disability Inclusion Advisory Group ) but quit after I realised it was a complete waste of time.  
Just another bureaucratic nightmare, as the NDIS is turning out to be.  
The usual banging my head against a brick-wall constructed by well-paid, able-bodied, do-gooders.  
38 years of it.  
If I sound disillusioned, it's because I am.  
PS For what it's worth, Signage 1 looks more like me!

- 
7. Always been a fan of the proposed version. It looks more active and independent.  
And, yes, it does represent a more accessible world.

- 
8. I'm not sure if changing the sign will make any difference.



I think that the general public need to be educated on what the sign means as I think that in general they think you need to be using a wheelchair to be disabled and use the designated spots.

As for the signs I think sign 1 looks like the person is falling out of the chair, so I would say stick to the original sign unless a more appropriate one is made.

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9. I love the new sign, proposed sign 1. I think it has such a better feel to it, as it doesn't look so "disabled" it looks they are "competing" in something. As the existing one looks like we cant do anything and has a slow / negative feel to it.

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10. I prefer the first icon by far (but I think it should also show the foot. (That statement can be expended)). The existing icon portrays a totally non active person which many/most of us are not. I like the perception of people with a mobility disability being shown as active, (active in our society and that can happen in many ways. (That statement also can be expended.)) There is also a two sided message here, one for society and one for a person with a mobility disability. For the latter, it sends out a message of encouragement that we can and do and should contribute like able bodied people. We are able and active

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11. I prefer signage number #2 because it is more clearer especially if you have poor vision. Signage number #1 I feels like it is for sports people. I dont' think that it portrays accessibility for wheelchair uses.

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#### **4. General Business**

##### **4.1 Development Applications requiring input from the Committee**

##### **4.2 Outstanding Actions (10836554)**

###### **Bus Stop Upgrade Priority List**

See table - Attachment 1.

###### **Disability Access Projects Table**

See Table 2 attached.

###### **No. 4 – Reddall Reserve Ramp**

The Disability Access Committee has approved funding for half the costs for the ramp. The Senior Asset Officer advised that he is investigating the possibility of using Section 94 funds for the remaining costs rather than using funds from the Asset Improvement Program. This would allow \$15,000 to be reallocated to fund the works proposed for Wattle Road. This will be confirmed at the next meeting.

**Action:** The Senior Assets Officer will forward copies of the options for the ramp at Reddall Parade and the accessible path of travel to the shared path to the Committee for consideration prior to the next meeting.

###### **No. 19 - Housing Trust Development – Wattle Road**

The Committee has allocated \$5,000 to the cost of installation of disabled access within the Wattle Road and Baragoot Road roundabout to the 2016/17 budget. It is proposed to use the \$15,000 allocated to the Reddall Reserve Ramp project to fund the difference.

**Action:** The design has been completed. Senior Asset Officer to confirm funding allocation for the remaining costs for the project.

###### **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)**

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 \$1,500.

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

**No 23. Madigan Boulevard / Mackenzie Avenue to Reddall Parade, Mt Warrigal – safe access to cycle way (Priority 5)**

Council has received a 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.

The Community Development Officer advised that the resident who made the original request has now approached Council with a different proposal. They suggest that they would prefer access to be provided from the Mackenzie Avenue shopping centre car park.

**Action:** The Senior Assets Officer will forward copies of the accessible path of travel to the shared path to the Committee for consideration prior to the next meeting.

**Action:** The Peer and Social Support Coordinator - Spinal Cord Injuries Australia will confirm that the location for the pathway is Mackenzie Avenue and not Madigan Boulevard prior to design being finalised.

**Mackenzie Avenue Shops, Mt Warrigal**

A resident has raised concerns with regards to the accessible parking at the Mackenzie Avenue Shops. To access the kerb ramp he has to push behind parked cars that may reverse and not see him.

**Action:** Assets Officer to investigate and organise a design and costing to improve the access from the parking space to the shops and the Reddall Parade shared path.

**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 approved funding from the Disability Access budget for this project.

**Action:** Asset Officer to organise design and pursue with Construction. Provide update to the meeting.

**No. 27 - Step on Shared Use Path - Koono 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 Koono Street, Albion Park Rail 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 options for improvement.

**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)**

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.

The Assets Officer advised that the toilets at Little Park were inspected and are not compliant with current standards.

**Action:** That improvements to the functionality of the accessible toilets at Little Park be implemented including removal of the nib wall and replacement of the locks and latch.

**Other Outstanding Actions****Fisher Street, Oak Flats – Car Park**

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

**Action:** Assets Officer to check and report on progress and that the accessible parking spaces are compliant.

**Provision of adult sized change table**

**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. Still waiting on a 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.

**Policy for Family advocates in hospitals**

Alex advised that he recently attended a forum to inform Council's Disability Inclusion Action Plan. Whilst at the meeting he was approached by a community member who had concerns regarding the ability of family members/carers to act as advocates to support their family members with a disability who are accessing services from Shellharbour hospital.

The committee agreed to write to Shellharbour Hospital to determine whether they had a policy addressing the ability of a family advocate to support people with a disability whilst at Shellharbour Hospital and to advocate for the development of a policy if one doesn't exist.

**Action:** That Council write to Shellharbour Hospital in support of implementing a policy for family advocates for people with a disability.

**Croom Stadium parking**

Mario noted that there is a steep slope from the parking area at Croom Stadium to the entrance which is difficult for people with a disability to negotiate. He suggested that a handrail would be of assistance. There are two accessible parking spaces on the upper level but these are often occupied.

Eino suggested that another accessible parking space could be provided where the grass area near the entrance on the top level is.

**Action:** The Senior Asset Officer will investigate improvements including providing another accessible space on the top level and the possible availability of Section 94 funds to fund improvements.

### **Shelters at Picnic Tables**

The Committee agreed to the provision of a shelter above the accessible picnic table near the Beverly Whitfield Pool.

**Action:** The Senior Assets Officer to add this to the Disability Access Projects Table for Bus Other Projects list as a funded project.

The Committee also requested costings on the provision of shelters for the new accessible picnic tables provided between Little Park and Beverly Whitfield Pool for consideration at the next meeting.

**Action:** The Senior Assets Officer to provide costing to the next meeting.

### **Deakin Park access to Lake Illawarra**

**Action:** The Senior Assets Officer to provide the Committee with an update on this Capital Works project at the next meeting.

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

### **4.4 New Business**

## **5. Next Meeting**

10 May 2017