

**Minutes of the Disability Access Committee Meeting  
held at the Home & Community Care Centre, Albion Park  
on Wednesday 08 March 2017 commencing at 10.02 pm**

**Present:**

Mr Alex Traill	Community Representative
Ms Luise Bourne	Community Representative
Mr Mario Russo	Community Representative
Ms Mel Gorman	Spinal Cord Injuries Australia
Melissa Smith	Community Representative

**In Attendance:**

Melinda Montgomery	Everyone – Accessible Icon Project (part)
Kylie Knight	Everyone – Accessible Icon Project (part)
Ms Lauren Peters	Acting Manager Community & Cultural Life
Ms Narelle Williams	Community Development Officer
Mr Kyle Stevens	Senior Assets Officer
Karri Ryan	Trainee Civil Engineer – Assets & Projects
Ms Julie Larsen	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.

**1. Apologies / Leave of Absence**

An apology was tendered on behalf of Paul Hartley, the Mayor – Cr Saliba and Councillor Stewart.

COMMITTEE RECOMMENDATION: That the apologies as tendered be accepted.

**Presentation**

**Accessible Icon Project**

Melissa Montgomery and Kylie Knight from "Everyone" attended the meeting to explain the Accessible Icon Project.

An image of the icon they would like to see replace the standard one was provided with the business paper.

The Community Development Officer thanked Kylie and Melissa for their presentation.

This matter was further discussed at Item 3.7 later in the agenda.

## **2. Confirmation of Minutes**

### **Disability Access Committee Meeting 30 November 2016**

COMMITTEE RECOMMENDATION: Traill / Russo

That the Minutes of the Disability Access Committee Meeting held on 30 November 2016 as circulated be taken as read and confirmed as a correct record of proceedings.

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

COMMITTEE RECOMMENDATION: Russo / Bourne

That the Minutes of the Extraordinary Disability Access Committee Meeting held on 1 February 2017 as circulated be taken as read and confirmed as a correct record of proceedings.

## **2a. Business Arising from Minutes**

Nil

## **3. Staff Reports**

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

Deferred to later in the agenda.

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

Some proposed amendments were provided to the committee.

Consideration of the first section is to be left to the next meeting.

It was also suggested and recommended that the number of meetings committee members can miss without apology be reduced from six to three considering that there are only four meetings in one year. Also that if a committee member misses all

meetings, even with an apology, over one year that their position on the committee be reconsidered.

Once the review of the Terms of Reference has been finalised a call for new members of the committee will be made. Existing members can reapply with no restriction on the number of times they can renominate.

The Community Development Officer advised that she will provide a draft and include examples from other committees' Terms of Reference to the next meeting.

COMMITTEE RECOMMENDATION: Traill / Bourne

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

CARRIED UNANIMOUSLY

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

The Committee was requested to consider the following points as part of a report that is to be presented to Council.

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.

The Committee agreed that there is value in exploring opportunities to award businesses that are accessible and inclusive. This is an action in the Draft Shellharbour Access and Inclusion Plan 2017-2021: An Inclusive City.

The committee agreed that criteria for the proposed awards and a check list in line with Standards needs to be developed.

It was agreed that a subcommittee be formed to consider this matter further. Melissa Smith and Mario Russo volunteered to be on the subcommittee. Mel Gorman advised she will share information she has from SCIA.

COMMITTEE RECOMMENDATION: Russo / Smith

1. That the DAC receives and notes this report.

2. That a subcommittee be formed to discuss and explore the issues raised above.

CARRIED UNANIMOUSLY

### **3.4 Beach Wheelchair Signage (10838840)**

The committee was requested to provide comments 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.

Paul Hartley has provided comments relating to the sign's suitability for the vision impaired. He advised that he has no issues with either sign but requests that the lettering be changed to upper and lower case.

The committee indicated that they preferred sign No.2 – with blue on white background.

The benefits of a MLAK key over a combination lock to secure the chair was discussed. A combination lock for the wheelchair is preferred at this time.

COMMITTEE RECOMMENDATION: Traill / Bourne

1. That sign No. 2 - blue on white background be installed with upper and lower case lettering.
2. That the availability be noted as being from September to Anzac Day.
3. That a Combination lock for security is preferred.
4. That the Committee agree to funding the cost of the signage.

CARRIED UNANIMOUSLY

### **3.5 Request from Resident (10838895)**

The Committee were informed 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.

This matter was forwarded to the Assets and Projects Team for investigation.

The senior Assets Officer has investigated this matter. He advised that a work order has now been issued to correct the gap in continuity of the footpath at this location.

COMMITTEE RECOMMENDATION: Traill / Russo

That the DAC receives and notes this report.

CARRIED UNANIMOUSLY

**3.6 Live Work Play Conference (10838896)**

The NSW Department of Family and Community is hosting a two day conference to showcase the progress being made in NSW towards building an inclusive society for people with disabilities.

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

Mario Russo indicated an interest in attending. Melissa Smith expressed an interest if no other committee member wishes to attend. If anyone else is interested they should let the Community Development Officer know as soon as possible.

COMMITTEE RECOMMENDATION: Traill / Bourne

That the Disability Access Community supports up to two Committee members attending the conference using DAC funds.

CARRIED

**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.

**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.

Melissa Montgomery and Kylie Knight explained that they wanted to work at ground level to gather support. They are taking the message to Councils and other organisations initially and then will work on changing the Standards.

The committee were supportive of the concept but felt that for Council, as a regulator, it is important that compliance with the Australian Standards is the highest priority. Any deviation from that would dilute that message. The committee advocates for enhanced Standards where possible.

COMMITTEE RECOMMENDATION: Traill / Russo

That, while the committee is supportive of the idea behind the proposed sign, it recommends that the Committee continue to advocate that Council ensure that Australian Standards are upheld.

CARRIED UNANIMOUSLY

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

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

Nil

##### **4.2 Outstanding Actions**

###### **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 Section 94 funds for the remaining costs have been approved.

Options for the design of the ramp were presented to the meeting. Option B with direct access rather than running parallel with the wall was considered the preferred option.

**Action:** A works order will be issued to commence installation of the Reddall Reserve access ramp.

###### **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. \$15,000 originally allocated to the Reddall Reserve Ramp project will fund the difference.

**Action:** The design has been completed. A Works Order to be issued.

###### **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:** The design is complete. A Works Order is to be issued.

**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.

COMMITTEE RECOMMENDATION: Traill / Russo

That the committee agree to fund works at this location if a design can be developed that does not produce an increase in the gradient

**Action:** Asset Officer to pursue a final design and costing for the works with the one constraint that there be no increase in the gradient.

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

A design for this work was presented to the Committee and agreed upon.

**Action:** That a Works Order be issued for this work.

**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:** A design and costing for this work has been approved. A Works Order is to be issued.

**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:** A Works Order is to be issued.

**No. 27 - Step on Shared Use Path - Koona 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. A design has been developed.

**Action:** A Works Order has been issued.

**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. A design to replace the gate with bollards has been developed.

**Action:** A works order needs to be issued.

**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.

This matter was investigated. The path was deemed to be satisfactory and does meet Council's DCP.

**Action:** No further action required.

**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:** A design and costing to improve the access has been approved. A work order has been issued.

**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.

**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. A works order is to be issued.

**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:** Report back once a response has been provided.

### **Policy for Family advocates in hospitals**

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.

Mel Gorman advised that she has contacted the hospital but has not received a response as yet. She will provide the Community Development Officer with her contact at the hospital.

**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 Russo 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 Okkonen 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. Work to proceed.

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

The pathway that has been installed does not go all the way to the carpark.

**Action:** The Senior Assets Officer will investigate provision of an extension of the footpath to the carpark.

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

Nil

#### **4.4 New Business**

##### **Kerb ramp at the rear of the Central Hotel**

Alex advised that the kerb ramp at the carpark at the rear of the Central Hotel was again blocked by parked cars when he recently attempted to use it.

COMMITTEE RECOMMENDATION: Traill / Russo

That line marking, previously approved, to clearly identify that there is no parking across the kerb ramp at the rear of the Central Hotel be installed as a matter of urgency.

CARRIED UNANIMOUSLY

##### **Roo Theatre – lack of accessible seating arrangements**

Alex advised that there is no actual area for a wheelchair to back into at the Roo Theatre.

COMMITTEE RECOMMENDATION: Traill / Smith

That the provision of accessible seating at the Roo Theatre in Shellharbour Village be explored to align with Australian Standards.

CARRIED UNANIMOUSLY

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

This matter was deferred from the start of the meeting and was considered here.

The Community Development Officer distributed the Draft Shellharbour City Council Access and Inclusion Plan 2017 – 2021.

She requested that the committee review the plan and particularly the action plan on Page 19 and provide feedback to her as soon as possible.

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The Plan will be presented to Council on April 11 and then placed on public exhibition for one month. Another forum will be held while it is on public exhibition.

COMMITTEE RECOMMENDATION: Bourne / Traill

That the Disability Access Committee receive and note the report.

**5. Next Meeting**

10 May 2017

**Meeting closed 11.50 am**

CONFIRMED as a correct record of proceedings at the Disability Access Committee Meeting held 10 May 2017

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General Manager

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Chairperson

## SHELLHARBOUR CITY COUNCIL

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### 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 Completed.
B27	25/11/2015	Bus Stop	Bus Stop Upgrade - South East side of Dawes Park, Barrack Heights	No details known. Bus stop replaced in 2015.
B28	25/11/2015	Bus Stop	Bus Stop Upgrade - 95 Shellharbour Road, Warilla	Works Programmed with City Services.
B30		Bus Stop	Bus Stop Upgrade - Terry Street, Albion Park	Investigation (Assets staff)

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**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	Design B chosen. Construction folder to be prepared.
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
19	2014/15	Footpath	Wattle Rd Access (intersection Baragoot/Wattle)	Design Completed. Awaiting final funding confirmation before preparation and scheduling of works with City Services
21	11/05/2016	Footpath	Shop Access - Burdekin Drive/ Delecia Ave	Construction Folder sent to City Services
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	Design on hold - feedback from DAC required re compliance with AS1428
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	Works and funding transferred to project 040
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	Construction Folder Ready
28	11/05/2016	Footpath	Shared Path - Spoonbill Place, Albion Park Rail - Steel Gate Entrance investigate options	Quotation received, Design to be finalised by Assets
29	NOT APPROVED	Footpath	Footpath - Carvel Crescent, Shell Cove -	Investigated. No action required.

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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	Work order issued to City Services
32	11/05/2016	Parking	Parking - Addison Street, Shellharbour - Garden bed encroaching onto accessible parking Space	Investigation (priority 1)
O33	11/05/2016	Amenities	Amenities - Shellharbour (Nth Beach) - Remove lockable gate from accessible toilets.	Work Order issued
O34	20/07/2016	Parking	Accessible parking Memorial Drive & Kerb Ramp on Bimbala Place, Shellharbour City Centre	Investigation
O35	20/07/2016	Facilities	Recharge Scheme	Investigation
O36	NOT APPROVED	Footpath	Intersection crossing of New Lake Entrance Road and Captain Cook Drive.	Work order issued to City Services.
O37	NOT APPROVED	Footpath	Intersection of Wattle Road and Jindabyne Road Crossing rectification	Construction Folder Ready
O38	NOT APPROVED	Amenities	Amenities - Shellharbour (Little Park) - Remove partition wall and fix latch from accessible toilets.	Work Order issues to City Services.
O39	NOT APPROVED	Open Spaces	Picnic Table Shelter (one missing and above new tables) - Shellharbour Foreshore (across from Beverly Whitfield Pool)	Investigation
O40	NOT APPROVED	Footpath	Access Improvements Mackenzie Ave Shops to Reddall Pde	Construction Folder in preparation
O41	NOT APPROVED	Open Spaces	Reddall Reserve Jetty - connection plate	Work Order issued to City Services