



# Minutes

Disability Access Committee  
 Wednesday 4 February 2015  
 Hartley Building Meeting Room  
 Lithgow City Council  
 4.00-5.00pm

Name of Committee	
Item Number	Agenda
1	Welcome/Present/ Apologies
2	Confirmation of minutes
3	Business Arising
4	Laybacks on Bent and Hassan's Street
5	2015 Meetings Schedule
6	Disability Inclusion Act 2014
7	Role and Function of the committee
8	Disability Access Plan
9	General Business

## **ITEM 1 WELCOME, PRESENT AND APOLOGIES**

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**PRESENT:** Mayor Maree Statham (Lithgow Council); Julie Favell (Manager Uniting Care); Janine Smith (Community Representative); Dan Smith (Community Representative).

**APOLOGIES:** Kathy Dickson (Manager, Lithgow Community Transport); Debby Ong (Occupational Therapist, Lithgow Hospital) and Matthew Johnson (Lithgow City Council).

**OFFICERS:** Juli-Ann Brozek (Group Manager Corporate and Community); Iain Stewart (Group Manager Operations); Jim Nichols (Development Manager Environment and Development); Viktoria Gulabovski (Community Development Officer).

**DECLARATION OF INTERESTS:** Nil

## **ITEM 2 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

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### **SUMMARY**

Ratification of the minutes from the previous Disability Access Committee meeting.

### **COMMENTARY**

The minutes of the 3 September 2014 meeting were ratified by email and reported to Council on 29 September 2014.

### **ACTION**

**THAT** the ratification by email of the minutes of the 3 September 2014 Disability Access Committee meeting and their reporting to Council on 29 September 2014 be noted.

**MOVED:** Janine Smith

**SECONDED:** Julie Favell

## **ITEM 3 BUSINESS ARISING**

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### **SUMMARY**

An update was provided on Business Arising.

### **COMMENTARY**

#### **3.1 Inclusion of access symbol on tourism app.**

The access symbol has been placed on relevant items on the tourism app including toilets and places. Committee members will inform Council when new items need to be included and labelled with the access symbol.

**ACTION**

**THAT** the update provided under Business Arising be noted.

**MOVED:** Janine Smith

**SECONDED:** Julie Favell

**ITEM 4 LAYBACKS ON BENT AND HASSAN STREETS**

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**SUMMARY**

Discussion about layback improvements in the Lithgow area.

**COMMENTARY**

Due to telephone lines located under the footpath at the intersection of Bent and Hassan streets, it has been technically difficult to install a layback to ensure safe access for pedestrians, particularly for people in wheelchairs. Further investigation will be undertaken to address this issue.

**ACTION**

**THAT** The discussion about layback improvements in the Lithgow area be noted.

**MOVED:** Janine Smith

**SECONDED:** Jim Nichols

**ITEM 5 2015 MEETINGS SCHEDULE**

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**SUMMARY**

The 2015 Disability Access Committee meeting schedule was discussed.

**COMMENTARY**

There was discussion about the frequency of meetings which are currently at least eight (8) times each year. With the development of the Disability Access Plan now finalised, it was resolved that the Committee meet two (2) times each year.

**RECOMMENDATION**

**THAT** The Terms of Reference of the Disability Access Committee be amended to allow for a minimum of two (2) meetings per year.

**MOVED:** Julie Favell

**SECONDED:** Janine Smith

**ITEM 6 DISABILITY INCLUSION ACT 2014**

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**SUMMARY**

An update was provided on the NSW Disability Inclusion Act and the regulated requirements on all councils in NSW.

**COMMENTARY**

The NSW Disability Inclusion Act was passed in Parliament on 3 December 2014. Under this Act all NSW Councils are required to develop a Disability Inclusion Action Plan by 1 July 2017. As part of this process, Council staff will review the current Disability Access Plan in 2015/16 together with the Disability Access Committee. The purpose of the review is to ensure that current accessibility needs are being met in our community and to identify ways to expand the document to embrace inclusive practices. In addition, Council staff will organise consultations with relevant groups, organisations, services and individuals, which will provide local insight into the current status of social inclusion in our community.

**ACTION**

**THAT** The discussion around the Disability Inclusion Act 2014 be noted.

**MOVED:** Julie Favell

**SECONDED:** Janine Smith

**ITEM 7    ROLE AND FUNCTION OF THE COMMITTEE**

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**SUMMARY**

The Committee reviewed the Terms of Reference in relation to its role and functions.

**COMMENTARY**

With the completion of the Disability Access Plan, the Committee resolved to amend its role and functions to include the following:

- (i) Review and monitor the implementation of the Disability Access Plan in line with Council's Community Strategic Plan and Delivery Program, and relevant Commonwealth and State legislation;
- (ii) Assist in the development of the Disability Inclusion Action Plan as required by the NSW Disability Inclusion Act.

**RECOMMENDATION**

**THAT** The Terms of Reference of the Disability Access Committee be amended to include the review and monitoring of the implementation of the Disability Access Plan and to assist in the development of the Disability Inclusion Action Plan as required by the NSW Disability Inclusion Act.

**MOVED:** Julie Favell

**SECONDED:** Janine Smith

**ITEM 8    DISABILITY ACCESS PLAN PROJECTS**

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**SUMMARY**

An update on completed and current access projects in the Lithgow area.

## **COMMENTARY**

As part of the Disability Access Plan and the Community Strategic Plan the following accessibility works programs have been undertaken by Council:

### Completed Projects

- An accessible toilet and ramp has been installed at the Union Theatre and new pavers have been laid at the main entrance.
- An access ramp has been installed at the Meadow Flat Hall and internal accessibility to dance floor has also been added.
- An accessible entry point has been installed into the Lithgow Valley Plaza.

### Current Projects:

- New accessible unisex toilets will be installed in Cook St Plaza and Eskbank St Taxi Rank. Work should be completed by 30 June 2015.
- Work towards replacing the old toilets in Clarence Pirie Park is underway. Work should be completed by 30 June 2015.
- An access pathway is currently being developed from Blast Furnace Park to Lake Pillans.
- Work towards installing a new toilet block at Lake Lyell. Project will be finalised by 30 June 2015.
- The 25 metre fully accessible heated indoor pool is almost completed.

## **ACTION**

**THAT** The discussion under Disability Access Plan projects be noted.

**MOVED:** Julie Favell

**SECONDED:** Janine Smith

## **ITEM 9 GENERAL BUSINESS**

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### **SUMMARY**

An update on the discussions brought up under General Business.

### **COMMENTARY**

**9.1** There is no wheelchair access on Main Street near the Professionals and Charcoal Chicken retail outlets. A site inspection will be conducted by DAC members who will report back prior to the next meeting.

**9.2** A proposal was discussed to tender for a coffee cart at Hassan's Walls Lookout. The matter will be investigated by Council staff.

### **ACTION**

**THAT** The discussion under General Business be noted.

**MOVED:** Julie Favell

**SECONDED:** Dan Smith

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**There being no further business the meeting closed at 4.40pm.**

Next meeting 3 June 2015  
Venue: Hartley Building Meeting Room  
Time: 4.00pm-5.00pm



## LITHGOW CITY COUNCIL ACCESS COMMITTEE Terms of Reference

### Committee Name

Access Committee (Committee)

### Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:  
(b) by a committee of the council*

### Resolutions

Resolution to establish the Committee: Min: 12-79 of the Ordinary Meeting of Council held 5 March 2012.

### Delegations

The Committee has no delegations from the Council

### Financial Arrangements

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

### Term of the Committee

The Committee shall operate for a period of two years, until 5 March 2016, and will be reviewed by Council prior to the end date. The Committee will conduct a minimum of two (2) meetings per year.

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The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

### Committee's Responsibilities

The principal responsibilities of the Committee are to:

1. Identify the access needs of people that are frail aged and/or living with a disability within the Lithgow Local Government Area.
2. Work with the community to identify strategies to improve access to and within public buildings, parks and other public facilities.
3. Develop an Access Plan in line with Council's Management and Strategic Plans and the Commonwealth Disability Discrimination Act (1992).
4. Inform and educate the community about access issues.

### **Councillor Membership**

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee. (Council policy 9.2)

### **Committee Membership**

Membership will be sought on the basis of a broad interest, understanding and commitment to disability and access issues in the Lithgow Local Government Area.

Membership shall aim to include a broad range of people from a range of ages and backgrounds.

The Committee will be comprised of the following representation:

- Two (2) Councillors
- Lithgow City Council General Manager or his nominee
- Three (3) community representatives with a disability or frail aged or caring for a person who is frail aged.
- Three (3) representatives of organisations involved in advocacy for and/or the provision of services for people with a disability or people that are frail aged.

Council Officers (non-voting)

- Group Manager Operations Group or his nominee
- Group Manager Environment and Development Group or his nominee.
- Community Development Officer

Other industry representatives may be called upon as and when required.

### **Committee Member Responsibilities**

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's OHS system objectives and instructions.
- Review and monitor the implementation of the Disability Access Plan and to assist in the development of the Disability Inclusion Action Plan as required by the NSW Disability Inclusion Act.

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## **Appointment**

All members of the Committee will be appointed by a resolution of Council.

In September each year:

- Council will nominate 2 (two) Councillors to the Committee.
- Council will advertise for nominations for Committee members on the Council website, in the local newspapers, disability and access service providers, agencies and venues, and other appropriate means.
- All group members will live, work or participate significantly in Lithgow LGA.

A member ceases to be a member of a Committee if the member (other than the Mayor)

- (a) has been absent for 3 consecutive meetings of the committee without having given reasons acceptable to the Committee for the members absences; or
- (b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absence.

## **Term of office of Committee Representatives**

The term of office shall be 12 months unless otherwise resolved by the Council.

## **Executive Officer**

The Community Development Officer shall be the non-voting Executive Officer to the Committee.

The Executive Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

## **MEETING PRACTICE**

### **Code of Meeting Practice**

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

### **Office Holders**

The Chair of the Committee shall be a Councillor.

The Deputy Chair shall not be a Councillor or member of Council Staff.



These positions shall be determined by an election at the first meeting of a new term of the committee.

### **Frequency of Meetings**

Meetings shall be held at least eight (8) times every year at a time and date agreed by the Committee. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

### **Meeting Protocol**

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 50% plus one of all voting members.
- Members, including service providers, not playing a constructive role in the Committee or not attending for six meetings without apologies, can be removed by Council resolution.

### **Minutes and Reports to Council**

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.