

**TWEED SHIRE COUNCIL
MEETING TASK SHEET**

Action Item - COUNCIL MEETING Thursday, 20 July 2017

Action is required for Item **39** as per the Council Resolution outlined below.

TITLE: [SUB-EAC] Minutes of the Equal Access Advisory Committee Meeting held Wednesday 10 May 2017

**Cr K Milne
Cr R Byrnes**

RESOLVED that:

1. The Minutes of the Equal Access Advisory Committee Meeting held Wednesday 10 May 2017 be received and noted; and
2. The Executive Management Team's recommendations be adopted as follows:
 4. Amendment to the Access and Inclusion Plan 2014-2018 in line with Disability Inclusion Action Plan process

That Council:

1. *Produces documents in accessible formats and in particular documents associated with the EAAC area.*
2. *Investigates the use of software which provides verbal descriptions of images in any publications or documentation.*

The Motion was **Carried**

**FOR VOTE - Unanimous
ABSENT. DID NOT VOTE - Cr J Owen**

TITLE: [SUB-EAC] Minutes of the Equal Access Advisory Committee Meeting held Wednesday 10 May 2017

SUBMITTED BY: Community and Cultural Services

mhm



People, places and moving around
Who we are and how we live

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 3 People, places and moving around
- 3.1 People
- 3.1.2 Community Services and Grants - To assist people to participate fully in social and economic life and build stronger, more inclusive communities.

ROLE: Collaborator

SUMMARY OF REPORT:

The Minutes of the Equal Access Advisory Committee Meeting held Wednesday 10 May 2017 are reproduced in the body of this report for the information of Councillors.

RECOMMENDATION:

That:

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2. The Executive Management Team's recommendations be adopted as follows:
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That Council:

1. ***Produces documents in accessible formats and in particular documents associated with the EAAC area.***
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REPORT:

The Minutes of the Equal Access Advisory Committee Meeting held Wednesday 10 May 2017 are reproduced as follows for the information of Councillors.

Venue:

Banora Point Community Centre

Time:

10am

Present:

Una Cowdroy, Wendy Gilbert, Suzanne Hudson, Milena Morrow, Nathan Quinell, Prospero Aplet (Community Representatives); Chris Vannucci (Alzheimer's NSW); Cr Warren Polglase, Chantelle Howse, Karen Collins, Alana Brookes, Neil Baldwin, Joel Jeffery (Tweed Shire Council); Gabby Arthur (Tweed Shire Council (Minutes)

Apologies:

Beverley Kelso (Community Representative); Cr Reece Byrnes, Robert Noakes (Tweed Shire Council)

Minutes of Previous Meeting:

Moved: Milena Morrow

Seconded: Suzanne Hudson

RESOLVED that the Minutes of the Equal Access Advisory Committee meeting held Wednesday 15 June 2016 be accepted as a true and accurate record of the proceedings of that meeting.

Suspension of Business for Agenda Item A1.

1. Committee Governance - Neil Baldwin (Tweed Shire Council)

Neil provided an overview of the responsibilities of the Committee Members. Neil reminded the Committee that they have been appointed for the term of the current Council which at this point in time is until September 2020. Neil advised that the Committee members will be requested to sign an acknowledgement that they have received a copy of the 'Standards of Conduct for Council Officials' and 'Your Obligations as a Council Committee Member' documentation. Neil advised that Committee Members need to be aware of the Code of Conduct and advised that he will leave a copy of that document with Karen for future reference.

Neil suggested that when electing the Chairperson, the Committee consider the Chairperson's term running forward to September 2018.

2. Election of Chair

Karen provided an overview of the Chairperson's role. Nominations were requested for the position of Chairperson of the Equal Access Advisory Committee until September 2018. Wendy Gilbert was nominated as Chairperson and accepted the position. Milena Morrow was nominated as Deputy Chairperson and accepted the position.

Neil Baldwin left the meeting at 10.15am

Wendy welcomed the EAAC to the meeting.

Business Arising:

Outstanding Matters Report

1. Designated Accessible Park Bays (DAPBs) at Tweed Centro Shopping Centre
Karen provided background information regarding this item. Item deferred to the next meeting to enable Beverley Kelso to provide an update.

2. Addressing Attacks on Guide Dogs by Other Dogs
Karen provided background information regarding this item. Karen advised there is an Action Item in the Access and Inclusion Plan regarding a research project to develop a strategy that supports a dog culture to improve the health and safety of guide dogs and assistance animals and their owners. Karen advised that she will follow up the recommendation and will report back to the next meeting.

Milena advised that she was a member of the Companion Animals Sub-Committee and enquired whether this Sub-Committee was still meeting. Wendy advised that she will do some research regarding this item.

Action: *Karen and Wendy to meet with Council staff regarding the Companion Animals Sub-Committee and the recommendation regarding the research project in the Access and Inclusion Plan supporting a dog culture to improve the health and safety of guide dogs and assistance animals and their owners. Responsibility: Karen Collins and Wendy Gilbert.*

3. Future Recruitment Strategy for EAAC Members
Karen provided background information regarding this item and advised there are some great models from other Councils. Karen enquired whether this project should be continued or placed on hold. The EAAC agreed that it should proceed.

Action: *Karen to undertake research and prepare information regarding a Recruitment Strategy for the EAAC for discussion at the next meeting. Responsibility: Karen Collins.*

Action: *Karen to discuss having a photograph and profile of the EAAC on Council's website with Neil Baldwin. Responsibility: Karen Collins.*

Karen advised that she will recommence the monthly articles in the Tweed Link now that the EAAC has commenced meeting again.

Agenda Items:

3. Terms of Reference
Karen advised that the EAAC's Terms of Reference (ToR) need to be updated and provided an overview of the items that need to be considered. An induction will need to be done with the new EAAC members.

Action: *Karen to send ToR to EAAC with her comments for their consideration and discussion at the next meeting. Responsibility: Karen Collins.*

Action: *Milena and Wendy to arrange for the induction of Prospero and Nate at the next meeting. Responsibility: Wendy Gilbertt and Milena Morrow*

4. Amendment to the Access and Inclusion Plan 2014-2018 in line with Disability Inclusion Action Plan process

Karen provided the EAAC with background information regarding the legislative requirements for the Access and Inclusion Plan. Prior to today's meeting, Karen circulated information to the EAAC regarding what is required to update the current Plan. The structure of the current Plan has to be updated, endorsed by Council and submitted to the Department by 30 June 2017. When the new Access and Inclusion Plan is prepared the words 'Disability Inclusion Action Plan' will need to be included beneath the title. Consultation to develop the new Plan will commence in the second half of the year and be submitted to Council for public exhibition and adoption by mid 2018.

Prospero provided feedback that the photos included in the Plan do not represent cultural diversity and has requested that this be changed in the next Plan and it would be good to include some diversity.

Action: *Prospero was requested to email feedback to Karen regarding the photos included in the Access and Inclusion Plan to be included as feedback for the new Plan. Responsibility: Prospero Aplet.*

Moved: Suzanne Hudson

Seconded: Una Cowdroy

RECOMMENDED that Council:

1. produces documents in accessible formats and in particular documents associated with the EAAC area.
2. investigates the use of software which provides verbal descriptions of images in any publications or documentation.

Karen advised that she will be attending a training course in Melbourne in relation to translating documents into EasyRead version.

5. Evaluation of the Access and Inclusion Plan 2014-2018

Joel advised that he is a university student and is undertaking an evaluation project in relation to the Access and Inclusion Awards. Joel advised he is consulting with the EAAC and community.

6. NDIS rollout

Karen advised that the NDIS rollout will be a permanent Agenda Item. Karen advised that there are some NDIS brochures and information sheets now available on the NDIS website and the NSW State Government has already put out some information in relation to the NDIS rollout.

Karen sought advice from the EAAC as to what it thinks Council can do to support people in the community with the NDIS rollout.

- Suzanne suggested that a forum be held as there are still a lot of people in the community who access services who aren't aware of the NDIS.
- Information be placed in the Tweed Link and on Council's website regarding the NDIS rollout in July 2017, and providing some links to information.

- Milena advised that Council could alert the community to some scams targeting people for the NDIS. Milena recommended that people be made aware that they should not be giving information over the phone and to request a face to face meeting with NDIS approved representatives.
- Prospero requested that Council consider having an information hub so that people can find out which service providers are registered for the NDIS in this area. Wendy advised that she will follow up with Prospero regarding this item.

Action: *Wendy to liaise with Prospero and investigate a peak body which is able to compile and circulate information in relation to NDIS service providers in the Shire. Responsibility: Wendy Gilbertt and Prospero Aplet.*

7. Access Funds

Karen provided details of the pool of reserve funds. The balance is currently \$63,000. Karen provided details in relation to the projects that have been funded:

- Hearing augmentation loops are presently being installed in the Murwillumbah Auditorium, Canvas and Kettle and at three customer service counters at Murwillumbah and Tweed Heads offices.
- Planning section regarding an accessible canoeing launching place at Byangum Bridge.
- Pool disability subsidy.
- All Access Playground.
- Toilet audits.

Any surplus funds will be rolled over to next year.

General Business:

1. Access and inclusion during natural disasters

Karen provided information in relation to access and inclusion during natural disasters and effects on buildings, clients and staff. Karen has emailed a copy of the documentation to the EAAC.

Suzanne and Una provided accounts of their experiences during the flooding event. Chantelle advised that Council is looking at what can be learnt from the community as a result of the recent event and going forward a Recovery Plan will be produced.

2. Beach access matting and aquatic wheelchair

Karen advised that beach access matting is now available at Kingscliff Beach as a result of a grant obtained from Fundability. There was a shortfall in the funding, which has been picked up by Council. The matting is managed by Cudgen Surf Life Saving Club.

Karen has received an enquiry regarding the availability of an aquatic wheelchair in the Shire as the aquatic wheelchair can go in the water whereas the beach wheelchairs can only go onto the beach.

Prospero suggested that Karen seek information from a local family as she believes they have some information regarding aquatic wheelchairs.

Action: *Karen to investigate cost of aquatic wheelchair and report back to next meeting. Responsibility: Karen Collins.*

3. Access to beach at Pottsville - Blacks Rocks

Karen advised that Nate has placed this item on the agenda. Nate provided some background in relation to his request for modification to the beach access at Blacks Rocks.

Karen advised that she is working on a foreshores review which is looking at access to beaches and waterways and she has inspected this beach access. Karen advised the access is in a very bad position and that she has included this item in her report for review. Karen advised that 30m down the road there is an area for parking and better access to the beach and if a better footpath was provided it may be a better beach access point. Karen advised that a map of accessible beaches will be produced as a part of this project.

4. Accessible Service Stations

A member of the public who uses a wheelchair and drives a car has advised that it is very difficult for people who use a wheelchair and drive to get petrol. Karen has emailed the letter to the EAAC.

Alana advised that it would be necessary for Service Stations to volunteer to be involved in this project and that a universal access symbol could be placed on the Service Centre signs provided by Council. Karen suggested that Council focuses on the Service Stations that have accessible toilets and that the accessible toilet signage incorporates a petrol sign.

Action: *Alana to carry out research in relation to service stations which may be interested in participating as Accessible Service Stations. Responsibility: Alana Brookes.*

5. Companion Card and Twin Towns - Letter from Ability Incorporated

Council received a letter from Ability Incorporated in July 2016 regarding Twin Towns Services Club not honouring the Companion Card. The Club's response was that it already provides low cost facilities and shows. Today is the first meeting of the EAAC since receiving the letter. The EAAC noted that honouring of Companion Cards is done on a volunteer basis.

Action: *Council to send a letter on behalf of the EAAC to ClubsNSW and Tweed Clubs requesting that they honour the Companion Card. Responsibility: Karen Collins.*

6. Launch nominations for 2017 Access and Inclusion Awards

Karen provided an update on the launch of the 2017 Access and Inclusion Awards nominations. The Access and Inclusion Awards Committee would like to return to Twin Towns Services Club for the awards this year.

Action: *Cr Polglase to contact Twin Towns Services Club to advocate for their support again this year. Responsibility: Cr Polglase.*

7. Congratulations to Members presenting at conferences
Karen passed on her congratulations to Suzanne and Una for being involved in the Toilet Audit which has resulted in invitations to present at conferences. These include a regional community sector conference in Coffs Harbour and an international Universal Design conference in Sydney. Una has also been invited as guest speaker to a local Probus Club.

8. Minister meeting
Nate and Wendy will be meeting with the Minister in Lismore on Tuesday 16 May 2017.

Next Meeting:

The next meeting of the Equal Access Advisory Committee will be held 21 June 2017 at Banora Point Community Centre.

The meeting closed at 11.53am.

EXECUTIVE MANAGEMENT TEAM COMMENTS:

4. **Amendment to the Access and Inclusion Plan 2014-2018 in line with Disability Inclusion Action Plan process**

Nil.

EXECUTIVE MANAGEMENT TEAM'S RECOMMENDATIONS:

4. **Amendment to the Access and Inclusion Plan 2014-2018 in line with Disability Inclusion Action Plan process**

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1. ***Produces documents in accessible formats and in particular documents associated with the EAAC area.***
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COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

Terms of Reference - Adopted 19 September 2013 (ECM 3146605).

b. Budget/Long Term Financial Plan:

Not applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.
