



## Yorke Peninsula Council

### Access Advisory Working Party

#### **NOTICE OF MEETING**

Notice is hereby given that the next ordinary meeting of the Access Advisory Working Party will be held on 27 October 2023 in the Council Chambers, 57 Main Street, Minlaton commencing at 1.30pm.

Dustin Guthberg  
DIRECTOR DEVELOPMENT SERVICES

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## **A G E N D A**

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ITEM 1 Yorke Peninsula Council Access Advisory Working Party

- 1.1 Welcome by Chairperson
- 1.2 Present – Attendance sheet to be completed
- 1.3 Apologies
- 1.4 Minutes of previous meeting – for confirmation

Access Advisory Working Party meeting held on 28 July 2023.

## 1.5 MATTERS ARISING FROM MINUTES

### 1. Individual updates on projects allocated funding

#### **1.1 Minlaton Town Hall Proposed Access Ramp**

\$750 was committed to obtain design plans for a proposed ramp to be located at the back entrance of the hall. The plans will assist in obtaining further quotes for the construction of the ramp.

Update Dustin Guthberg

### 2. Other Matters Arising

2.1 Bruce Cook (Minlaton Progress Association) has previously requested that consideration be given to the installation of a crossover from the Gum Flat rest area to the Uniting Church, Minlaton. At the 28 July 2023 Access Advisory meeting, Nick Hoskin advised that DIT supports the proposed project and that he had obtained a quote from Wax Designs for a proposed design. Nick advised he was going to obtain a second quote. It was raised that the proposed project could result in the loss of five (5) car parking spaces, and therefore community consultation would need to be undertaken.

Nick Hoskin to provide an update.

2.2 Council to undertake proposed audit of access ramps for maintenance purposes.

Update from Nick Hoskin.

## 1.6 MATTERS REFERRED BY COUNCIL

Nil

## 1.7 PRESIDING MEMBER'S REPORT

Nil

## ITEM 2 CORRESPONDENCE

2.1 Correspondence (Record 23/88669) dated 15 September 2023 from Ardrossan Progress Association (APA) requesting financial assistance to purchase a disability accessible table and chair setting to be located at the pump track, Second Street, Ardrossan (on the old tennis court). The APA have submitted a quote for \$1,750 (inc GST). APA are offering a \$200 contribution towards the chair setting and in kind support by way of installing the setting. Therefore the APA is seeking a commitment of \$1,550 (inc GST) from Access Advisory Working Party to purchase the chair setting.

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2.2 Correspondence (Record 23/91145) dated 21 September 2023 from the Yorketown Progress Association on behalf of SYP Community Hub (Yorketown), requesting financial assistance for the replacement of the front double timber doors at the SYP Community Hub. Replacing the doors with a single glass swinging door is expected to improve accessibility to the building and promote inclusivity for accessing community services offered by the Hub. A quote for \$6,278 (inc GST) has been received for installation of the

new door. The Yorketown Progress Association are fully supportive of the project and are requesting that consideration be given to financially assisting with the full amount.

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ITEM 3 GENERAL BUSINESS

ITEM 4 NEXT MEETING

Friday, 2 February 2024 at 1.30pm

ITEM 5 CLOSURE

## Maddy Pulling

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**From:** progress@ardrossan.sa.au  
**Sent:** Friday, 15 September 2023 1:52 PM  
**To:** Maddy Pulling  
**Subject:** RE: Felton Industries Product Proposal - 132046  
**Attachments:** Map for Ardrossan Old Tennis Courts.pdf; Ardrossan Old Tennis Courts.JPG

**Caution:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please contact the Council's IT Team.

Hi Maddy

I have attached a map and a picture of the location we would like to get the picnic table for in Ardrossan.

I have spoken to the committee and the committee feel they are able to install the table for Council as in-kind contribution towards the project and Progress will put \$200.00 towards the table.

Regards  
Margie

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**From:** Maddy Pulling <Maddy.Pulling@yorke.sa.gov.au>  
**Sent:** Monday, 4 September 2023 11:30 AM  
**To:** Ardrossan Progress Association <progress@ardrossan.sa.au>  
**Cc:** Dustin Guthberg <Dustin.Guthberg@yorke.sa.gov.au>; Kelly Galley <Kelly.Galley@yorke.sa.gov.au>  
**Subject:** FW: Felton Industries Product Proposal - 132046

Hi Margie

Thanks for your email. If you could please provide the following:

- Map and photo of the proposed location for the setting
- Who will undertake the installation of the setting
- How much is Progress willing to contribute towards the setting

Once I have all that additional information then we can put it on the October Access Advisory Working Party Agenda for their consideration.

Many thanks and let me know if you have any further questions.

**Maddy Pulling** | Executive Assistant to Director Development Services  
Yorke Peninsula Council | Principal Office - Maitland  
Ph: 08 – 8832 0000 | F: 08-8853 2494  
E: [maddy.pulling@yorke.sa.gov.au](mailto:maddy.pulling@yorke.sa.gov.au) | W: [www.yorke.sa.gov.au](http://www.yorke.sa.gov.au)



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**From:** [progress@ardrossan.sa.au](mailto:progress@ardrossan.sa.au) <[progress@ardrossan.sa.au](mailto:progress@ardrossan.sa.au)>

**Sent:** Friday, 1 September 2023 9:28 AM

**To:** Maddy Pulling <[Maddy.Pulling@yorke.sa.gov.au](mailto:Maddy.Pulling@yorke.sa.gov.au)>

**Subject:** FW: Felton Industries Product Proposal - 132046

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Good Morning Maddy

The Ardrossan Progress Association would like to make application for an Access wheelchair table for the area near the new pump track on the old tennis courts in Ardrossan. The Progress Association would like to have a couple of picnic tables here and a couple of benches to enable people to come and sit and have a family friendly area where they can get together and relax while the children play.

Do you need me to provide you with a map?

Regards  
Margie

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**From:** Kevin Shi <[KevinS@felton.net.au](mailto:KevinS@felton.net.au)>  
**Sent:** Monday, 28 August 2023 2:51 PM  
**To:** [progress@ardrossan.sa.au](mailto:progress@ardrossan.sa.au)  
**Subject:** RE: Felton Industries Product Proposal - 132046

Good afternoon Margie,

Please see updated quote to reflect the wheelchair accessibility.

Let me know if you need more information.

Kind Regards,

Kevin Shi  
Territory Sales Manager



P 1800 22 00 55  
E [kevins@felton.net.au](mailto:kevins@felton.net.au)  
[felton.net.au](http://felton.net.au)

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**From:** [progress@ardrossan.sa.au](mailto:progress@ardrossan.sa.au) <[progress@ardrossan.sa.au](mailto:progress@ardrossan.sa.au)>

**Sent:** Monday, August 28, 2023 3:16 PM

**To:** Kevin Shi <[KevinS@felton.net.au](mailto:KevinS@felton.net.au)>

**Subject:** RE: Felton Industries Product Proposal - 132046

Hi Kevin

Thank you for the quotation, please could it state somewhere on the quotation the table is wheelchair friendly as the funding I am applying for is disabled funding.

Regards

Margie

## Margie Gaisford

Support Services Manager

Phone: 08 8837 4195

Mobile: 0491 171 438

Email:

[progress@ardrossan.sa.au](mailto:progress@ardrossan.sa.au)

Address:

14-16 Fifth Street, Ardrossan, S.A.  
5571

[www.ardrossan.sa.au](http://www.ardrossan.sa.au)



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**From:** Kevin Shi <[KevinS@felton.net.au](mailto:KevinS@felton.net.au)>

**Sent:** Monday, 28 August 2023 2:15 PM

**To:** [progress@ardrossan.sa.au](mailto:progress@ardrossan.sa.au)

**Subject:** Felton Industries Product Proposal - 132046

Good afternoon Margie,

Thank you for reaching out to Felton Industries,

Please see attached quote for supply and delivery.

Let me know if you need more information.

Kind Regards,

Kevin Shi

Territory Sales Manager

P 1800 22 00 55

E [kevins@felton.net.au](mailto:kevins@felton.net.au)

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 Virus-free. [www.avg.com](http://www.avg.com)



Quote Number 00132046  
 Account Name Ardrossan Museum and Information Centre  
 Contact Name Margie Gaisford  
 Mobile 0888374195  
 Email [progress@ardrossan.sa.au](mailto:progress@ardrossan.sa.au)  
 Ship To 14-16 Fifth Street  
 Ardrossan SA 5571  
 Australia

Dear Margie  
 We are pleased to submit the following proposal for your consideration.  
 To Supply and Deliver;

Quantity	Code	Product Description	Unit Price
1	FELPS	PARK SETTING ALUMINIUM 2 SIDED  * Product is wheelchair accessible Seats up to 8 Adults - 4 Each Side Table Dimensions: 1808mm L x 774mm W x 730mm H Seat Dimensions: 1808mm L x 385mm W x 418mm H Overall Dimensions: 1808mm L x 1840mm W x 730mm H Free Standing with provision for Dyna Bolting Finish: All Planks Marine Grade Anodised Frames: Plain Aluminium 7 year warranty on workmanship and materials	1,440.00
1	DELIVERY	DELIVERY COST	150.00
Total Cost (Excl. GST)			1,590.00

This proposal is valid for 30 days & is subject to standard terms and conditions.

**\*UNLOADING: Please Note** - Unloading will be required to get the goods off the truck at your agreed delivery point (as detailed on your order confirmation). Unloading is the responsibility of the client at your agreed delivery point (standard delivery trucks do not have unloading facilities). If Felton International Group Pty Ltd arranges for the freight company to unload your order at site unloading fees will be applied at the expense of the client. (Please request an unloading quote to be included in the above proposal if you do not have unloading equipment available)

PROPOSAL 00132046 ACCEPTANCE:

To order, please complete and return via Fax: 1800 05 91 58 or Email: [kevins@felton.net.au](mailto:kevins@felton.net.au)

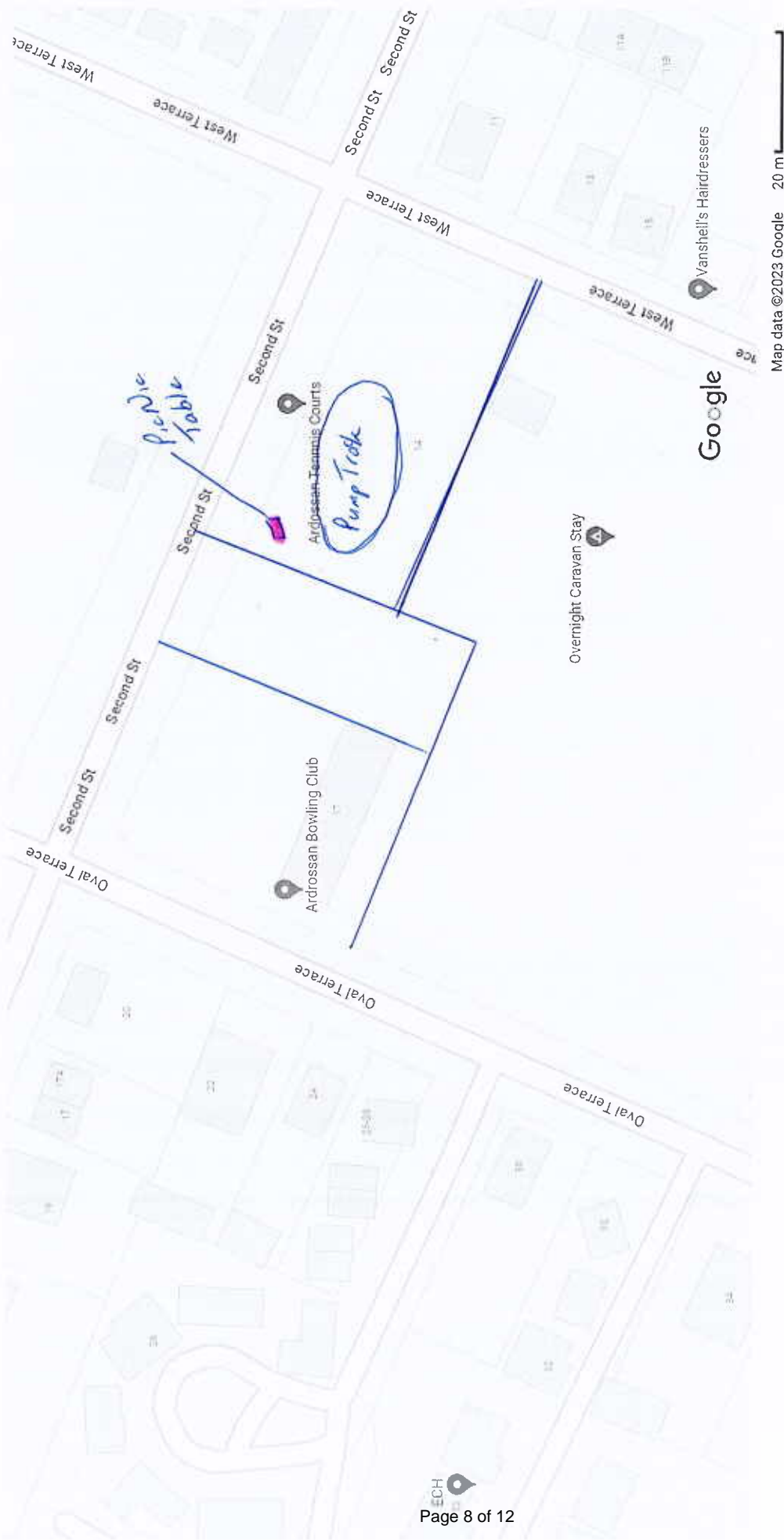
Full Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kind regards,

Kevin Shi

[kevins@felton.net.au](mailto:kevins@felton.net.au) | Phone: 1800 22 00 55









P O Box 208  
Yorketown  
SA 5576

Email: [yorketownprogressassoc@hotmail.com](mailto:yorketownprogressassoc@hotmail.com)

22 September 2023

**Attention: Access Committee Working Party**

To whom it may concern,

We write on behalf of the SYP Community Hub, who are working to improve the accessibility of their services.

The SYP Community Hub is based at the old Yorketown School building, 33 Stansbury Rd Yorketown. The building is YP Council owned, with the SYP Community Hub operations and employees supported by a voluntary committee. The SYP Community Hub provides many essential services to the community. These include Centrelink and Service SA agent support, outreach programs operate from the Hub, printing and laminating, digital technology assistance, computer classes, Salt Lakes gallery and Tourist Information Centre, various workshops, community resilience and youth worker programs. The SYP Community Hub is community-led, taking an active role in supporting individuals to access the services they require and responding to community need wherever possible.

While the building retains many features that were part of the original build, the heavy and cumbersome front entrance doors have been identified as a priority for improvement. The doorway consists of two narrow (600mm) doors. One door remains bolted shut the majority of the time, with the second door acting as the front entrance to the Hub. There are also screen doors in the same formation on the outside of the heavy wooden doors.

Staff and volunteers at the SYP Community Hub often need to unbolt both the second screen door and second heavy wooden door to allow access to any clients requiring a wheelchair, walker or prams etc. This can be a tedious process, particularly as some staff cannot reach the latches and bolts. We feel this causes unnecessary embarrassment and frustration for both clients wishing to utilise our services, as well as staff. This is exacerbated when clients are left waiting in bad weather for a staff member to see they are struggling to enter the centre. Staff are concerned the lack of accessibility may prevent some community members from feeling welcome and accessing our services.

We have obtained quotes to replace the existing wooden and screen doors with a singular glass and aluminium frame door that is easy for both clients and staff to open (with the added feature of hold open and limit stop functions to improve accessibility). The glass doorway will also improve safety for staff as they can easily see who is entering the building and improve the natural light entering the space making our entrance feel warm, welcoming and inviting.

The SYP Community Hub requests \$6,278.00 to complete the refurbishment of the front entrance with accessibility of our most vulnerable community members front of mind. We thank the Access Committee Working Party for their time and consideration of the SYP Community Hub's proposal to improve access of the front doorway entrance.

Warm regards,

Katie Hughes