MANAGEMENT COMMITTEE MEETING 17 - 05

Teleconference

4:00pm – 6:00 pm (EST), Wednesday 5 April 2017

**AGENDA**

## Welcome 4:00pm

Guest: Michael Small to address Item 5.

## Apologies 4:01pm

## Declaration of Conflict of Interest 4:02pm

Refer Action Item:

All committee members have a responsibility to declare any pecuniary or non-pecuniary conflicts of interest that may arise from any discussions held at this meeting. Standing Conflicts of Interest letters received and accepted from [Terry Osborn](#_From_Terry_David), [Cathryn Grant](#_From_Cathryn_Grant.) duly noted and recorded on file.

A pro-forma template is available, if other committee members wish to use this by contacting the [Secretary…](mailto:secretary@access.asn.au?subject=Request%20for%20Standing%20Conflict%20of%20Interest%20pro-forma%20template)

## Minutes of Previous Meeting(s) 4:04pm

Refer Action Item: [17- 02/01](#_17-02/01), [17 – 03/01](#_17-03/01), [17-04/01](#_17-04/01)

**Motion:** The ratification of minutes for the Management Committee Meeting 17-04 held on Wednesday 1 March 2017 be accepted.

**Motion:** That the Summary of Decisions of the Management Committee Meeting 17-04 held on Wednesday 1 March 2017 be accepted.

## Premises Standard Review 4:05pm

## Correspondence 4:20pm

Refer Action Item:

#### 6.1 Email from Stuart McDowell regarding [Government Training Subsidy Program](#_5.3_Email_from_1) dated 2.1.2017

Refer Action Item: [17 – 03/02](#_17-03/02), [17 – 03/03](#_17-03/03)

#### 6.2 Email from Andrew Heaton, Sourceable regarding [Access and building safety](#_6.1.4.1_ABCB_Quantification) dated 1.2.2017

Refer Action Item: [17 – 03/04](#_17-03/04)

#### 6.3 Email from Southern Cross Brokers Pty Ltd, regarding [Management Liability Insurance – ACAA](#_5.4_Email_from_1) dated 21.02.2017

#### 6.4 Email from Michael Small regarding sending a letter to Senator Carr on the [Progress of the Disability (Access to Premises – Buildings) Standards 2010 (Premises Standards) review](#_5.5_Email_from).

#### 6.5 Email dated 1.3.2017 from Secretary regarding [Changing Places Accreditation Certification for Accredited Access Consultants…](#_5.5_Email_dated_2)

#### 6.6 Email dated 6.3.2017 from Secretary regarding the [Release of the Disability (Access to Premises – Buildings) Standards 2010 Review Report...](#_5.6_Email_dated) [Link to a copy of the report…](../../../../Administration/Admin%20ONLY/ACAA%20Submission%20Access%20Standard/2015%20Access%20to%20Premises%20Standard%20Review/Review-of-the-Premises-Standards-Report-20170303.docx)

#### 6.7 Email dated 8.3.2017 from Secretary regarding the [Disability Strategy 2010-2020 – To Build Inclusive and Accessible Communities...](#_5.7_Email_dated_1) [Link to a copy of the report…](../../../../Administration/Admin%20ONLY/ACAA%20Submission%20Access%20Standard/2017%20National%20Disability%20Strategy%202010-2020/info-national_disability_strategy_2010_2020.pdf)

#### 6.8 Email dated 28.03.2017 from Secretary regarding [MOD.A 2017 Sponsorship & Exhibition Opportunities…](#_5.8_Email_dated) [Link to Prospectus…](Agenda%20Papers/MOD.%20A%202017%20Prospectus.pdf)

## Committee Reports 4:35pm

### 7.1 Executive

#### 7.1.1 Finance - Lindsay Perry

Refer to Action Item:

**Motion:** That the April Financial Report be accepted

#### 7.1.2 Policies - Terry Osborn

Refer to Action Item: [15 – 02/11](#_15_–_02/11), [16-03/08](#_16-03/08)

#### 7.1.3 Contract - Mark Relf

#### 7.1.4 Inter organisation relationships - Mark Relf

#### 6.1.4.1 ABCB Quantification & Increased Use of Performance Solutions Project [Click link for information…](#_6.1.4.1_ABCB_Quantification)

#### 7.1.5 Governance / Strategic Plan - Mark Relf

Refer to Action Item: [17 – 03/12](#_17-03/12), [17 – 03/13](#_17-03/13), [17 – 03/14](#_17-03/14)

#### 6.1.5.1 2016 AGM Minutes - Terry Osborn

Refer Action Item: [17 - 01/10](#_17-01/10)

### 7.2 Membership 4:50pm

#### 7.2.1 Process Membership Applications - Farah Madon

Refer Action Item: [17 – 01/04](#_17-01/04), [17 – 04/02](#_17-04/02)

#### 7.2.1.1 Flying Minute 17-05, not issued to date.

#### 7.2.2 Accreditation Process Farah Madon

Refer to Action Item: [15 – 06/05](#_15_–_06/05)

#### 7.2.3 Mentoring - Mark Relf

Refer to Action Item: [15 – 09/05](#_15_–_09/05), [16 – 01/09](#_16_–_01/09), [17 – 01/05](#_17-01/05)

#### 7.2.3.1 ACAA Website Mentoring Proposal

#### 7.2.4 Membership Growth & Retention - Mark Relf

#### 7.2.5 CPD Review - Terry Osborn

Refer Action Item: [16 – 03/14](#_16-03/14), [17- 02/06](#_17-02/06)

### 7.3 Events 5:10pm

#### 7.3.1 ACAA Conference - Bryce Tolliday

Refer Action Item: [16 – 03/15](#_16-03/15)

##### 7.3.1.1 ACAA LinkedIn Account - Terry Osborn/Bryce Tolliday

#### 7.3.2 ACAA Seminars/Webinars - Mark Relf

#### 7.3.3 State/Territory Network Support - Mark Relf

#### 7.3.4 Events Calendar - Terry Osborn

#### 7.3.5 RTO Training Events - Terry Osborn

### 7.4 Information – Codes & Standards 5:20pm

#### 7.4.1 Practice Notes

Refer Action Item: [16 – 06/08](#_16-06/08) , [17 – 03/07](#_17-03/07), [17 – 03/08](#_17-03/08)

#### 7.4.2 Advisory Notes

#### 7.4.3 Responses to Governments

##### 7.4.3.1 Premises Standard Review - Farah Madon

#### 7.4.4 Publish e\_forum summaries

#### 7.4.5 Book & Research Paper Reviews

##### 7.4.5.1 Luminous Contrast Research - Mark Relf

Refer Action Item: [17 – 01/08](#_17-01/08)

#### 7.4.6 ACAA Reps on Standards Committee

##### 7.4.6.1 AS1428.4.2 - Development Project - Bryce Tolliday

##### 7.4.6.2 Carpet Institute - Mark Relf

### 7.5 Marketing & Promotion - Mark Relf

Refer to Action Item [11 – 04/16](#_11_–_04/16), [16 – 04/05](#_16-04/05), [16 – 06/05](#_16-06/05), [16 – 06/06](#_16-06/06)

#### 7.5.1 Advertising & Sponsor Income

#### 7.5.2 Promotion of ACAA to Industry Groups

##### 7.5.2.1 LHA - Mark Relf

Refer Action Item: [17 -03/09](#_17-03/09), [17 -03/10](#_17-03/10)

#### 7.5.3 Airwaves Newsletter - Terry Osborn

#### 7.5.4 Conduct member surveys - Farah Madon

#### 7.5.5 Access Awards

##### 6.5.5.1 NSW Access Awards - Mark Relf

#### 7.5.6 ACAA Website

Refer Action Item: [14 – 06/11](#_14_–_06/11), [17 – 01/06](#_17-01/06)

## Other business 5:50pm

#### 8.1.1 MS Walk & Fun Run - Farah Madon

## Date of Next Meeting 5:59pm

Management Committee meeting dates:

* 3 May 2017
* 7 June 2017
* 5 July 2017
* 2 August 2017
* 6 September 2017
* 4 October 2017

## Close 6:00pm

# ACTION ITEMS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Item # | **Action Item** | **Date last discussed** | **Comment** | **Delete** |
| 17-04/01 | **Secretary to post the Summary of Decisions of the Management Committee on the Members Portal and Airwaves** |  |  |  |
| 17-04/02 | **Secretary to issue Membership Packages to new members.** | **17 – 05** | **Completed** | **3.5.17** |
| 17-03/01 | Secretary to post the Summary of Decisions of the Management Committee on the Members Portal and Airwaves |  |  |  |
| 17-03/02 | Mark Relf to correspond with Stuart McDowell to gather more information on the Government Training Subsidy Program | 17 – 05 | Delete | 3.5.17 |
| 17-03/03 | Francis Lenny to follow up with Stuart McDowell regarding the Government Training Subsidy Program. | 17 – 05 | Delete | 3.5.17 |
| 17-03/04 | Mark Relf to call Andrew Heaton regarding Access and Building Safety. |  |  |  |
| 17-03/07 | Mark Relf to finalise outstanding Practice Notes by the end of March 2017. |  |  |  |
| 17-03/08 | Cathryn Grant and Anita Harrop to review the Practice Note originally prepared by Con Livanos in regards to Alternative/Performance Solution. |  |  |  |
| 17-03/09 | Terry Osborn to arrange for membership with LHA | 17 – 05 | Completed | 3.5.17 |
| 17-03/10 | Develop a list of potential organisations that ACAA can become members with. |  |  |  |
| 17-03/12 | Farah Madon to send Bryce Tolliday the list of NSW network members so that Iceberg can send out a link to the conference. | 17 – 05 | Delete | 3.5.17 |
| 17-03/13 | Terry Osborn to set up an ad with advertising prices for Airwaves. |  |  |  |
| 17-03/14 | Airwaves needs to be sent out in pdf or html format. | 17 – 05 | Completed | 3.5.17 |
| 17-02/01 | Secretary to post the Summary of Decisions of the Management Committee on the Members Portal and Airwaves |  |  |  |
| 17-02/06 | Lindsay Perry to contact Penny Galbraith and gather further information in regards to her concerns with member details on the website. Penny may also be invited to join a working group on the matter. |  |  |  |
| 17-01/06 | Secretary to contact Nikki Jackson to discuss the intended use of a specific Queensland Network Facebook site. With a preference for a Queensland Network Group to be established within the existing ACAA Facebook site |  |  |  |
| 17-01/08 | Mark Relf to forward to the committee the paper on Testing door frames/handles using a screen based assessment on an iPad |  |  |  |
| 17-01/10 | Terry Osborn to prepare draft version of minutes from AGM for Mark Relf to finalise |  |  |  |
| 16-09/02 | Terry Osborn to advise Lucas Wheeler that ACAA will advertise in the IATA publication | 16 - 10 | Lucas Wheeler advised of ACAAs decision to advertise, artwork currently being prepared. |  |
| 16-06/05 | Bryce Tolliday to contact Marketing firms and get an idea as to cost for developing marketing blurb. |  |  |  |
| 16-06/06 | Farah Madon to investigate possible publications for advertising. |  |  |  |
| 16-06/08 | Farah Madon to develop a practice note on the topic of handrails. |  |  |  |
| 16-04/03 | Terry Osborn to investigate the options of advertising at the Home Modifications Australia National Conference. |  |  |  |
| 16-04/06 | Bryce Tolliday to contact LHA and invite them to submit a letter for Airwaves. Bryce is also to request a list of major LHA sponsors in each State. |  |  |  |
| 16-03/07 | Farah Madon & Mark Relf to initiate a review of the complaint and take appropriate steps to contact Murray Mountain to respond to the alleged complaint for breaching the Rules of Conduct | **16 – 10** | **Review now complete. Waiting on Mark Relf to finalise response letters to the complainant & defendant.** |  |
| 16-03/08 | Anita Harrop & Catherine Grant to review the Rules of Conduct and ACAA Complaints Procedure to make any recommended amendments |  |  |  |
| 16-03/09 | Kellie Millar contact Bruce Bromley requesting proof payment and confirmation of any reuse of airfares & or travel/credit card insurance claims needs to be provided to consider, if 50% reimbursement is justified |  |  |  |
| 16-03/14 | Bryce Tolliday to draft a brief to define ACAAs requirements to record/film State/Territory Access Consultant Network CPD events |  |  |  |
| 16-03/15 | Bryce Tolliday proceeds with planning for the 2017 ACAA Conference hosted by Queensland |  |  |  |
| 16 – 01/02 | Mark Relf to respond to Stuart McDowall in relation to the QLD Vet System. |  |  |  |
| 16 – 01/09 | Terry Osborn and Mark Relf to determine how to collate information in order to establish Mentoring partnerships. | **17 – 05** | **Completed** | **3.5.17** |
| 15 – 09/05 | Terry Osborn to contact Nikki Jackson to determine the list of tasks she is willing to provide mentoring on. | 16 – 10  **17 - 05** | 16 – 01, Contacted Nikki Jackson but no response to date  Secretary sent to Chris Porter draft Mentor Scope of Services and Protégé/Mentee Application Form for comment.  **Completed** | 3.5.17 |
| 15 – 07/05 | Terry Osborn to proceed with establishing a donation button on the website. | 15 - 08 | Jacqui Blanch has been advised to add to the website a donation button |  |
| 15 – 06/05 | New contract to be drawn up confirming that IATA will to continue to administer the accreditation test post June 30, 2015. |  |  |  |
| 15 – 06/07 | IATA provide a quote to ACAA to develop a course based on the application of unjustifiable hardship. |  |  |  |
| 15 – 02/11 | Terry Osborn to review the e-forum policy | 15 – 02 |  |  |
| 14 – 10/5 | Nadia Morgante & Secretary to arrange accredited members not submitting CPD as requested for the audit to have their membership transfer to associate. |  |  |  |
| 14 – 10/11 | Farah Madon coordinate ACAAs response to the Emergency Egress for Occupants with Disability- Consultation RIS |  |  |  |
| 14 – 07/5 | Secretary to arrange an acceptance to the IATA Offer to partner with ACAA to deliver LHA Registered Assessor Courses. |  |  |  |
| 14 – 06/11 | Terry Osborn to finalise and confirm website completion timeline. | 15 – 01 | Ongoing |  |
| 14 – 04/3 | Monthly financial summary to include current number of members |  |  |  |
| 14 – 03/11 | Develop process to check the accredited members and validate contact details. |  |  |  |
| 14 – 03/16 | Terry and VACANT to make initial investigations into the process for Recognising Significant Member Services. |  |  |  |
| 12 -10/1 | Secretary to post the Summary of decisions of the Management Committee on the Members Portal |  |  |  |
| 12 – 09/9 | Mark Relf to follow-up with the NAGW to see if standard formatting of Practice Notes can be arranged |  |  |  |
| 12 – 05/7 | Mark Relf to contact Max Murray to ascertain what formal approached will be made to RTO’s expressing interest in delivering the TARP |  |  |  |
| 12- 02/06 | Membership Committee to review outstanding applications to make a recommendation |  |  |  |
| 11 – 04/16 | Secretary to arrange an Airwaves page on the Committee Portal to include dates for the receipt of copy, issue dates, etc. |  |  |  |

|  | RECURRENT ACTION ITEMS | | |  | |
| --- | --- | --- | --- | --- | --- |
| Year – Meeting **No Action No:** | **Action Item** | **Last meeting discussed** | **Update** | **Archive Date** | |
| 08- 04/12 | Airwaves Editor & all committee members to consider articles for the Newsletter & News Pages | **10-11** | **ACAA Airwaves to be issued monthly.** |  | |
| 08 -06/10 | The Secretary to update the website events calendar with suitable CPD events on an ongoing basis | **10 - 11** | **As recommended by the committee. Further review required** |  | |
| 10-09/8 | All Chairs & Committee Members to prepare documents to be added to the Sub Committee website pages | **10-11** | **Ongoing**  **Sub Committee website pages periodically updated as a repository of committee operations and procedures to ensure successive members are able to maintain seamless and continual operation of the association should key members no longer be active.**  **Secretary to review six monthly the Sub Committee pages for development and updating** |  |
| 11 – 05/5 | All to periodically review the website and provide suggestions to improve and update the content | **11 – 07** | **Ongoing** |  |
| 12 – 01/15 | Nominated committee member required to take on the role of Policies, Procedures & Forms reviewer annually |  |  |  | |
| 12 – 03/9 | Secretary has the authority to approve CPD points claimed providing documentary evidence is provided for events the association has preciously allocated points to |  | **As recommended by the committee. Further review required** |  | |
| 12 – 03/10 | Membership Committee members to seek reimbursement for venue hire to administer accreditation testing when necessary | **17 - 01** | **As recommended by the committee. Further review required**  **Delete as all testing is now online** | **7.12.16** | |
| 12 – 04/6 | All - until otherwise advised the use of email for all formal committee business is preferred rather the ACAA Committee acaaforum |  |  |  | |
| 12 – 08/8 | Secretary to coordinate with Nadia Morgante to issue new certificates each year on renewal of membership and on completion of the Reaccreditation Test. |  |  |  |
| 12 – 09/8 | Practice Notice prepared by State/Territory Networks be considered for national endorsement and published under the ACAA logo for all members with acknowledgement to the authors |  |  |  |
| 12 – 09/16 | Secretary, once scanned hardcopy original membership application forms have been uploaded to the members’ customer case can now be archived by destroying | **13 – 01** |  |  |
| 12 – 09/17 | Secretary to issue electronic new member Membership Packages to include email cover letter, annual certificate, Articles of Association and for accredited, associate and corporate members a copy of the CPD Activity Return Forms | **13 – 01** |  |  |
| 13 – 04/6 | Airwaves in the future directs all feedback to the Secretary to minimise differences of opinion being targeted at any one individual | **13 - 05** |  |  |
| 15 – 02/07 | Terry Osborn to divert phone calls to Nadia Morgante if unavailable for a period of time | **15 – 06** |  |  |
| 16 – 03/01 | All committee members have a responsibility to declare any pecuniary or non-pecuniary conflicts of interest that may arise from any discussions held at this meeting. Standing Conflicts of Interest letters received and accepted, duly noted.  [**Standing Conflict of Interest Statement**](#_3.1_Standing_Conflict) **tabled by Terry David Osborn.** |  |  |  |

# Agenda Documents

#### 3.1 Standing Conflict of Interest Statement tabled

#### From Terry David Osborn.



#### From Cathryn Grant.



#### 5.1 Email from Stuart McDowell regarding Government Training Subsidy Program dated 2.1.2017

**From:** Terry Osborn [mailto:secretary@access.asn.au]   
**Sent:** Wednesday, February 1, 2017 07:42 AM  
**To:** 'Anita Harrop (anita@ohaccess.com.au)' <anita@ohaccess.com.au>; 'Bryce Tolliday' <bryce@accessallways.com>; 'Cathryn Grant (cgrant@architectureandaccess.com.au)' <cgrant@architectureandaccess.com.au>; 'Farah Madon (admin@accessarchitects.com.au)' <admin@accessarchitects.com.au>; 'Francis Lenny (francisl@onegroupid.com.au)' <francisl@onegroupid.com.au>; 'Lindsay Perry' <Lindsay.Perry@philipchun.com>; 'Mark Relf' <markrelf@bigpond.com>; 'Terry Osborn (secretary@access.asn.au)' <secretary@access.asn.au>  
**Subject:** FW: Request for input - Government training subsidy programs

Morning All

See below a request from Stuart McDowell to arrange a telephone discussion regarding training subsidies.

Mark is this something you have spoken to Stuart about on behalf of ACAA and if not can you follow-up with this request.

Regards

Terry Osborn

Secretary/Office Administrator



[Link for more conference information…](http://www.access2017.com.au/)

|  |  |
| --- | --- |
| Head Office  20 Maud Street  Geelong Victoria  Australia 3220 | Postal Address  20 Maud Street  Geelong Victoria  Australia 3220 |
| Contact  Telephone +61 3 5221 2820  Facsimile +61 3 5221 2820 | Website  [access.asn.au](http://www.access.asn.au/)  acn 978 370 019  abn 45 978 370 019 |

From: Stuart McDowall [<mailto:Stuart.McDowall@au.gt.com>]   
**Sent:** Friday, January 27, 2017 05:13 PM  
**To:** [secretary@access.asn.au](mailto:secretary@access.asn.au)  
**Cc:** Yvonne Huang <[Yvonne.Huang@au.gt.com](mailto:Yvonne.Huang@au.gt.com)>  
**Subject:** Request for input - Government training subsidy programs

Hello

I am seeking your assistance please. As you may know, Grant Thornton Australia has an ongoing role on behalf of the Queensland Department of Education and Training, to gather feedback from businesses in the Property Services sector, on matters relating to training and skills.

We have recently been asked to gather feedback from industry stakeholders on Government training subsidy programs and policy settings; specifically whether they are seen as effective and/or suitable. The results from this feedback will be used by Government to inform decisions on new programs or changes to existing programs in the VET area.

I would like to discuss your perspectives and suggestions over the phone if possible. If you would prefer to provide feedback in writing, this can be arranged also.

Please let me know if you are happy to be consulted as part of this process, and we will arrange a time to have a chat over the next few weeks.

Thanks

Stuart

**Stuart McDowall | Associate Director - Public Sector Advisory**

Grant Thornton Australia

King George Central | Level 18 | 145 Ann Street | Brisbane | QLD 4000 | Australia

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**E** [stuart.mcdowall@au.gt.com](mailto:stuart.mcdowall@au.gt.com) | **W** [www.grantthornton.com.au](http://www.grantthornton.com.au)



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#### 5.2 Email from Andrew Heaton, Sourceable regarding Access and building safety dated 1.2.2017

**From:** andrew.heaton@sourceable.net [mailto:andrew.heaton@sourceable.net]   
**Sent:** Wednesday, February 1, 2017 01:56 PM  
**To:** secretary@access.asn.au  
**Subject:** (Media enquiry) Invitation for ACAA to comment for article about access and building safety)

Dear Mr Osborn

My name is Andrew Heaton and I am a journalist at Sourceable, a news web site for the architecture and construction sector in Australia.

I am writing to invite a suitable representative from ACAA Australia to comment for an article which I am currently preparing for publication on our site about some of the areas whereby those who have limited vision, mobility or intellectual function may face danger in terms of becoming lost or trapped in stairwells and other places in retail or commercial buildings. This follows the death of an elderly man who suffered from dementia and who became trapped in a Westfield Shopping Centre in Sydney (<http://www.news.com.au/lifestyle/real-life/nightmare-in-westfield-how-bernard-gore-died-after-being-trapped-in-westfield-shopping-centre-stairwell/news-story/d06bc0b1917e88059015eab73e9c2867>)

Toward this end, if any suitable representative is willing and available, I would be delighted to conduct a short phone interview with them at some stage either later today or alternatively tomorrow (apologies about the short timeframe) during which time I would ask the following questions:

(1) We obviously saw the tragic death of an elderly man who suffered from dementia within in a shopping mall in Sydney recently. From your point of view, what do you feel are some of the critical lessons which arise out of cases such any others like it as this in terms of building safety from an access point of view especially for people with disabilities such as those with limited sight, mobility or intellectual function?

(2) When you look at retail and commercial buildings around Australia, where do you see as being some of the critical danger points and danger areas where those of limited vision, mobility or intellectual function? What are some of the ways in which those who have impairments of various kinds experience commercial and retail buildings as opposed to those without disabilities? How does this impact their safety?

(3) With regard to retail and commercial buildings, what do you feel are some of the critical strategies needed to overcome these risks? In areas where security and automatic locking doors etc. are necessary, how can the needs for security and those to avoid people being trapped be simultaneously overcome?

(4) Going forward, what do you feel needs to change so that incidents like this don’t happen again? Should new building code changes be considered?

Would you be willing/available to comment? If so, what time would suit best?

Regards,

Andrew Heaton| **Industry Journalist**

0437595848

[andrew.heaton@sourceable.net](mailto:andrew.heaton@sourceable.net)

cid:img-0.png@1485917773.6261

#### 5.3 Email from Southern Cross Brokers Pty Ltd, regarding Management Liability Insurance – ACAA dated 21.02.2017

From: Dominic Roberts [<mailto:dominic@southerncrossbrokers.com.au>]   
Sent: Tuesday, February 21, 2017 10:05 AM  
To: [secretary@access.asn.au](mailto:secretary@access.asn.au)  
Cc: Chris Porter <[cporter@architectureandaccess.com.au](mailto:cporter@architectureandaccess.com.au)>  
Subject: Management Liability - Association of Consultants in Access Australia

Dear Terry,

**Re: Management Liability Insurance - 41A000392MNL**

**Expires: 10/03/2017**

The above Insurance policy is due to expire on the **10th March 2017**. All cover under this policy will cease at that time no further claim can be made against this policy, other than in respect to claims or circumstances reported to insurers prior to expiry.

Your insurer requires attached declaration form to be completed, and this is attached for your attention.

We look forward to receiving your completed form, however if you have any queries with the above or require any assistance please do not hesitate to contact me.

Kind Regards,

**Dominic Roberts**

cid:image001.png@01D0EA48.7AB71C70

PO BOX 593 Port Melbourne VIC 3207

Phone: (03) 9645 3822 Fax: (03) 9645 1533

Email: [dominic@southerncrossbrokers.com.au](mailto:dominic@southerncrossbrokers.com.au)

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#### 5.4 Email from Michael Small regarding sending a letter to Senator Carr on the Progress of the Disability (Access to Premises – Buildings) Standards 2010 (Premises Standards) review.

**From:** Michael Small [mailto:small.consulting@bigpond.com]   
**Sent:** Friday, January 13, 2017 03:15 PM  
**To:** Chris Porter <cporter@architectureandaccess.com.au>  
**Cc:** Terry Osborn <secretary@access.asn.au>  
**Subject:** Letter to AG and Minister

Do you know the end of the year was a blur to me!!

Did I send this draft letter through to you?

If not here it is. I have been asking regularly for updates and have had Senator Carr’s office make some inquiries but am getting no-where. I think it would be good for ACAA to keep a bit of pressure on so hope you might consider sending it.

If not then please let me know and I will get some other organisation to do it.

Michael

**Draft Letter:**

Dear Minister Hunt and Attorney General Brandis

I am writing to you to seek information on the progress of the Disability (Access to Premises – Buildings) Standards 2010 (Premises Standards) review.

ACAA is …….

As you know the initial review report was delivered over 9 months ago in May 2016 and inquiries with the Review Team within the Department of Industry, Innovation and Science have provided no information other than that it was anticipated the report and Government response would be made available sooner rather than later.

ACAA made the most substantial of the published 353 submissions, which gained wide support from a number of stakeholder groups.

The ACAA submission recommended the establishment of a mechanism for consideration of, and negotiation over, matters raised in the submissions that may lead to proposed changes to the Premises Standards.

ACAA understands that during the development of the Premises Standards, direct negotiations occurred between representatives from various interested sectors in the form of the Building Access Policy Committee and later the Disability Access Reference Group.

These negotiations sought to address differences of opinion between sector groups and, when there was limited data to allow for evidence based decision making, to find compromises that would be consistent with the objects of the Premises Standards and Disability Discrimination Act 1992 (DDA).

ACAA anticipated that many of the issues raised during the development of the Premises Standards would resurface during the review process and a number of new issues would be raised that needed to be considered by technical experts, skilled negotiators and policy developers.

The Premises Standards represent 10 years of transparent consultation, negotiation and compromise between stakeholders and are an expression of Australia’s responsibility to not discriminate under existing domestic laws and obligations under the UN Convention on the Rights of Persons with Disabilities.

The Premises Standards continue to play a progressively important role in realising Government’s commitment to improving employment opportunities for people with disability and achieving the aims of the National Disability Insurance Scheme (NDIS) to support people with disability in their active participation in the community.

It is our view that if changes are to be made to the Premises Standards those changes must balance the views of the building and property sectors with the views and interests of people with disability if our national and international obligations are to be met.

Any changes to the Premises Standards that are inconsistent with the objects of the DDA and Articles of the UN Convention would invalidate the Premises Standards.

ACAA recommended that the way forward to ensure the objects of the DDA and the Premises Standards were met was to establish a Premises Standards Access Working Group (AWG) to consider any potential changes.

ACAA proposed that the AWG should include representatives from:

• Association of Consultants in Access Australia;

• Australian Building Codes Board;

• Australian Council of Human Rights Agencies;

• Australian Institute of Building Surveyors;

• Australian Institute of Architects;

• Australian Local Government Association;

• Disability community;

• Property Council of Australia;

• State and Territory regulators on behalf of the states and territories.

The Premises Standards embody many years of negotiation on how to reflect the human rights of people with disability in the design and construction of buildings and if they are to retain their integrity any changes to them must be negotiated with the disability community and people with expertise in access in the built environment.

I would appreciate an update on how the review process is progressing and what the next phase of the review will be.

Yours sincerely

Cc

Disability Discrimination Commissioner

State and Territory Anti-Discrimination Agencies

People with Disability Australia

Hon Mark Dreyfus Shadow Attorney General

Hon Kim Carr Shadow Minister for Innovation, Industry, Science and Research

#### 5.5 Email dated 1.3.2017 from Secretary regarding Changing Places Accreditation Certification for Accredited Access Consultants…

Dear All

This correspondence has just come through which is too late for today’s meeting.

Can we have a read to give our initial thoughts and decide if we can give a response before the April meeting, or not?

Regards

Terry Osborn

Secretary/Office Administrator



[Link for more conference information…](http://www.access2017.com.au/)

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From: Joshua Derezyckyj [<mailto:JoshuaD@acd.org.au>]   
**Sent:** Wednesday, March 1, 2017 11:50 AM  
**To:** [secretary@access.asn.au](mailto:secretary@access.asn.au)  
**Subject:** RE: Changing Places Accreditation Certification for Accredited Access Consultants

Good Morning Terry,

Changing Places Australia is proposing ACAA endorsement for Changing Places Accreditation Training that will soon be delivered to Accredited Access Consultants in Australia. As the number of Changing Places being built across the country steadily increases, Changing Places Australia has decided to introduce an accreditation training model that will provide the necessary knowledge, skills and resources to be able to provide accurate and complete consultation and accreditation for Changing Places toilets in Australia.

Changing Places toilets are based on Best Design Practice and are “not required” toilets under the “deemed-to-satisfy” provisions of the Building Code of Australia (BCA) or Disability (Access to Premises - Buildings) Standards 2010 (Premises Standards) AS1428.1. As such, the provision of any Changing Places toilet is considered to be above and beyond the current legislated requirement within each State or Territory in Australia.  However, it is for this reason that even Accredited Access Consultants are often unfamiliar with Changing Places design requirements, compliance advice and other necessary processes involved when providing access consultation and accreditation of these facilities.

Changing Places Accreditation is required in order to be classified as a Changing Places toilet and use the Changing Places logo. In order to bear the Changing Places logo, they must be approved by an Accredited Access Consultant who has completed Changing Places Accreditation Training. However, our problem is that as the demand for these facilities increase rapidly, the Changing Places Technical Advisory Group Consultants (Bruce Bromley, Francesca Davenport and Helen Fearnwannan), can no longer keep up with the workload. Therefore, together with the TAG, we have revised a training system that will be delivered by the TAG and  once completed, will enable other Accredited Access Consultants across Australia to also be able to accredit facilities. They will be able to assess if a facility complies with Changing Places design requirements or meets the key requirements in terms of circulation space and features. Once they accredit a facility, they will be required to notify Changing Places Australia so we can send out an accreditation kit to the client and add the facility to the website map.

We will be promoting trained consultants on a new page on the Changing Places website that will be title “ Accredited Access Consultants”, and would like to include an small paragraph on the page that communicates that the training has been endorsed by ACAA. This is still in the works but I will send it to you for review before we do so. Also, we would like it if you could include this training in the “Specialised Services Offered” section of consultants profiles on your website.

Training is currently in the development stage and we should have a working model in the next two weeks, when Bruce will be delivering the first session to WA based Access Consultants on the 17th March. When all the material has been completed, I will be able to send you a copy of the training for you to review. Eventually, we would like to see this deliverable online, using a PowerPoint presentation, webinar and test. Total training time should take no longer than three hours however, once trained, Access Consultants will be entitled to benefits such as regular CP communications and updates via email, an online CP chat portal and operational support from Changing Places Australia.

Look forward to hearing from you soon.

Kind Regards,

**Joshua Derezyckyj**

Advisor, Marketing & Communications

Project Coordinator, Changing Places Australia

T: 03 9818 2000

M: 0435 713 648

ACD_e_sign_Logo_V2changing-places2

Please note I work part time, Monday, Tuesday & Wednesday only.

From: Joshua Derezyckyj   
**Sent:** Monday, 27 February 2017 12:40 PM  
**To:** 'secretary@access.asn.au' <[secretary@access.asn.au](mailto:secretary@access.asn.au)>  
**Subject:** RE: Changing Places Accreditation Certification for Accredited Access Consultants

Afternoon Terry,

Apologies for the delayed response. I will be able to send you something in writing by tomorrow afternoon as tomorrow morning I am meeting with Changing Places TAG to discuss what CP accreditation will entail.

Sorry for the delay as I did mention I would provide you this last Thursday.

**Joshua Derezyckyj**

Advisor, Marketing & Communications

Project Coordinator, Changing Places Australia

T: 03 9818 2000

M: 0435 713 648

ACD_e_sign_Logo_V2changing-places2

Please note I work part time, Monday, Tuesday & Wednesday only.

**From:** Joshua Derezyckyj   
**Sent:** Tuesday, 21 February 2017 9:46 AM  
**To:** 'secretary@access.asn.au' <[secretary@access.asn.au](mailto:secretary@access.asn.au)>  
**Subject:** Changing Places Accreditation Certification for Accredited Access Consultants

Morning Terry,

Thanks for the chat yesterday. As discussed, I will put it in writing exactly what we are proposing to ACAA. You should receive this by Thursday morning.

Kind Regards,

**Joshua Derezyckyj**

Advisor, Marketing & Communications

Project Coordinator, Changing Places Australia

T: 03 9818 2000

M: 0435 713 648

ACD_e_sign_Logo_V2changing-places2

Please note I work part time, Monday, Tuesday & Wednesday only.

#### 5.6 Email dated 6.3.2017 from Secretary regarding the release of the Disability (Access to Premises – Buildings) Standards 2010 Review Report.

Dear All

Many of you may be on the recipient list but it’s a pity the ACAA letters have already been sent in the post requesting the release of the review report.

Ho well it’s too late now.

Regards

Terry Osborn

Secretary/Office Administrator



[Link for more conference information…](http://www.access2017.com.au/)

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**From:** Premises Standards Review [<mailto:PremisesStandardsReview@industry.gov.au>]   
**Sent:** Friday, March 3, 2017 12:24 PM  
**Cc:** Building Industry <[buildingindustry@industry.gov.au](mailto:buildingindustry@industry.gov.au)>  
**Subject:** Review of the Disability (Access to Premises - Buildings) Standards 2010 (Premises Standards) Report [SEC=UNCLASSIFIED]

Dear All

Today the Government released the Review of the *Disability (Access to Premises – Buildings) Standards 2010* (Premises Standards) Report and its Response to the Report. The Government response sets out reforms to be made to the Premises Standards to improve their effectiveness and clarity, as well as new measures to assist with their application and evaluation by government and industry.

The Premises Standards Review Report and the Government’s response to the Report can be accessed at the Department of Industry, Innovation and Science website at <https://industry.gov.au/PremisesStandardsReview>. An easy read version is also available on the website.

A joint media release from the Minister for Industry, Innovation and Science, Senator the Hon Arthur Sinodinos AO, and the Assistant Minister for Industry, Innovation and Science, the Hon Craig Laundy MP, can be accessed at <http://prod-minister-industry-gov-au.industry.slicedtech.com.au/ministers/sinodinos/media-releases/disability-access-standards-reforms-set-improve-access-public>.

We would like to thank you for your participation and continued interest in the Premises Standards Review.

Regards

Premises Standards Review

#### 5.7 Email dated 8.3.2017 from Secretary regarding the Disability Strategy 2010-2020 – To Build Inclusive and Accessible Communities.

Dear All

The review of the [Disability Strategy 2010-2020 To Build Inclusive and Accessible Communities](http://www.aph.gov.au/Parliamentary_Business/Committees/Senate/Community_Affairs/AccessibleCommunities) has just been drawn to my attention. Do you think ACAA should respond? Submissions are required by 28 April 2017.

Do you want me to email this information to members & post an article on the website?

Regards

Terry Osborn

Secretary/Office Administrator



[Link for more conference information…](http://www.access2017.com.au/)

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#### 5.8 Email dated 28.03.2017 from Secretary regarding MOD.A 2017 Sponsorship & Exhibition Opportunities

Dear Terry,

I’m Brittany Hull, the Sponsorship and Exhibition Manager for the Home Modifications Australian National Conference 2017.

Home Modifications Australia invites Association of Consultants in Access Australia to participate as a sponsor at the 2017 National Conference to be held at ANZ Stadium Sydney from 14-15 August 2017. As a valued sponsor of the 2016 Meeting, we would certainly welcome the opportunity to continue our partnership with you.

This year’s conference – ***Going for Gold: the pursuit of best practice in the age of reform***–  **will focus on quality and innovation within the home modification industry**, and how we as a sector can make a real and positive improvement to the lives of Australians in their homes.

We expect more than 250 participants at the conference including key decision makers such as Government representatives, service providers, builders, occupational therapists, architects, academics and many more.

For your consideration, I’ve [attached the Prospectus](Agenda%20Papers/MOD.%20A%202017%20Prospectus.pdf) with this email.

Following your review, I’d welcome the opportunity to speak with you about participating at the Conference. I can be contacted on 07 3226 2800 or by reply email at [bhull@arinex.com.au](mailto:bhull@arinex.com.au).

I hope to hear from you soon.

Kind regards,

Brittany

|  |  |  |
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| arinex | **Brittany Hull** **Operations Coordinator Sponsorship & Exhibitions**  Tel: +61 (7) 3226 2803   Switchboard: +61 (7) 3226 2800 Fax: +61 (7) 3226 2899  [bhull@arinex.com.au](mailto:bhull@arinex.com.au) | **Arinex Pty Ltd** S3, The Precinct, 12 Browning St West End Brisbane Queensland 4101 Australia ABN 28 000 386 676 Website: [www.arinex.com.au](http://www.arinex.com.au)   Adelaide • Brisbane • Melbourne • Perth • Sydney |
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#### 6.1.4.1 ABCB Quantification & Increased Use of Performance Solutions Project

Hi Terry

Late agenda Item to circulate

ABCB Quantification & Increased Use of Performance Solutions Project

The ABCB has initiated a project to examine how the use of Performance Solutions can save money for the construction and property sector.

<http://www.abcb.gov.au/Initiatives/All/Performance>

I am meeting the Shane Keating from the ABCB on Wed before our meeting to commence an engagement between ACAA and the ABCB on the topic.

I have drafted the attached Table of often used PS based on their survey monkey questionnaire.

I am concerned that the COST saving question will provide a distorted view of PS relating to Accessibility.

Can the committee please consider the attached and drop me a quick line by Wed AM please.

Regards

Mark Relf

Accessibility Solutions (NSW) Pty Ltd  
Tel: 02 9695-1940     0417-467-007    Fax: 02 9695-1906  
20 Begonia Street, Pagewood  NSW  2035

| **Performance Requirements / DtS** | **PS Building Element** | **Occupant Needs** | **Reason for PS** | **Cost Savings** | **Commonly Used** |
| --- | --- | --- | --- | --- | --- |
| DP1, Table D3.1, D3.2, D3.3, D3.6, D3.8, E3.6 | Accessible pathway from site entrance to building(s) | Access | Industrial developments and developments on steep sites or on flood prone land sometimes provide driveway access into the site and the driveways are too steep to include access ramps with complying gradients.  The PS will often rely on accessible on–site parking and accessible drop-off points for taxis, etc rather than installing long ramps or lifts. | YES | Common in certain circumstances. |
| DP1, DP2, D3.2, D3.3 | Ramps – Gradient & Length | Wheelchair Access | Ramp either exceeds the required gradient or the length exceeds the maximum intervals between landings or combination of gradient and length.  E.g. 1:10 step ramp is 2 metres in length. Or 1:13.5 ramp that is maybe 6 metres in length.  Often due to building error, survey or design error. | YES | Occasionally |
| DP1, DP2, D3.2, D3.3(a) | Ramp & Stair Width | Access | The clear width between handrails is less than 1000mm OR stair / ramp has one handrail and 1000mm minimum clear width.  Often due to building error, survey or design error. | YES | Commonly |
| DP1, DP2, D3.2, D3.3(a), D3.8 | Ramp & Stair handrail extensions | Access | Ramps and stairs within buildings are often poorly planned and do not provide sufficient landing areas to accommodate handrail extensions and tactile ground surface indicators as specified by AS1428.1. | YES, an obvious cost saving which is at the detriment of safe access for people with disabilities. | Commonly |
| DP1, DP2, D3.3 | Fire Exit Ramp & Stair width and handrails | Egress | Fire exit stairways from basement levels or external exit stairs are often not “Fire Isolated Stairs” and hence only provide one handrail. | YES | Commonly |
| DP1, DP2, D3.3(a)(iii), D2.17(a)(vi) and Clause 12 / Figure 28 of AS1428.1. | Fire Exit Stair handrails | Egress | The stairway includes quarter landings which may also have 2 risers, which inherently requires vertical sections in the handrails, which conflicts with the offset riser requirements illustrated in Figure 28 and Clause 12 of AS1428.1. | YES - However, this compromises safety | Extremely common |
| DP1, DP2, D3.3(a)(ii), Part H | Stairway Nosings within tiered auditoria | Access/Egress | Illuminated stairway nosings inherently have an overhanging lip which is contrary to the requirements of AS1428.1. | YES - However, this compromises safety | Extremely common in auditoria |
| DP1, DP2, D3.2, D3.3, D3.8 | Bleacher Seating Steps | Access  Hazard warning | The top landing area of seating steps which are often 450mm in height provide nothing to distinguish them from an ordinary stair and hence no appropriate hazard protection for people with vision impairment. | YES - However, this compromises safety | Extremely common in auditoria |
| DP1, DP2, D3.2, D3.3 | Doors – Clear Opening Widths | Wheelchair Access | The installed door does not provide 850mm clear opening widths, or 1060mm to access an SOU in a 9c development.  Often due to building error or design error. | YES, as the rectification to achieve DtS compliance is a much higher cost. | Commonly |
| DP1, DP2, D3.2, D3.3 | Doors – Circulation Spaces and Level Landings | Wheelchair Access | Doorway circulation spaces do not comply with AS1428.1 or the slope of the doorway landing exceeds 1:40.  Often due to building error, survey or design error.  Depending on the severity of the non DtS installation either a functional assessment or auto door is installed. | YES, as the rectification to achieve DtS compliance is a much higher cost. | Commonly |
| DP1, D2.17 | Corridor Handrails in 9c and 9a buildings. | Access / Egress | No handrails or reduced handrails, which is a client/operator request. | YES, Obviously deleting handrails is a cosy saving. However, the safety of resident is highly dependent on staffing practices and provision of rest seating which arguably is a potential hazards blocking corridors. | Increasingly common |
| DP1, FP2.1, F2.4. | Unisex Wheelchair Accessible Toilets – Circulation Spaces & Layout in 9C accessible SOUs | Wheelchair Access | Room size and circulation spaces are often reduced to conveniently fit within a building / structural grid to maximise the number of SOU’s And reduce building costs, which usually compromises the wheelchair access.  Toilet pan setout is often moved further from the aside wall than the 450-460mm specified in AS1428.1 arguably to allow nursing staff to assist with manual transfers to and from the toilet pan.  No folding shower seat is occasionally requested on the basis that residents use commode chairs which provide greater comfort and support. | YES, reduced cost from smaller bathrooms.  NO, just perpetuates antiquated practice of using manual lifting.  NO, cost is about the same. | Very common  Very Common  Common |
| DP1, FP2.1, F2.4. | Unisex Wheelchair Accessible Toilets – Circulation Spaces & Layout | Wheelchair Access | The size is marginally too small to fully satisfy AS1428.1 (2009) but still provides adequate wheelchair access and manoeuvring spaces.  Encroachments exist within the circulation spaces due to column intrusions of fittings and fixtures that have been added. Eg. Wall mounted bins, hand driers, baby change tables, basin/vanity unit.  Doorway circulation space compromised due to in adequate clearance to a basin or other fixtures. | YES, as a Performance Solution will likely be less than the rectification works. | Common  Common  Common |
| DP1, FP2.1, F2.4. | Ambulant Accessible Toilets - Circulation Spaces | Access | Width – cubicle width it too wide or too narrow outside the 900-920mm range specified in AS1428.1 and hence reach to grabrails does not comply or pan is in the wrong location.  Doorway clearance – The 900 X 900mm circulation space is not achieve in front of the pan due to the door sing or basin encroachment. | YES, as a Performance Solution will likely be less than the rectification works. | Common  Common |
| DP1, FP2.1, F2.4. | Ambulant Accessible Toilets combined with the UAT | Access | Drop down grabrails | YES, as the construction of the ambulant accessible cubicle is saved, which to the detriment of people with disabilities. | Occasional |
| DP1, D3.3(f) | 200 SqM | Access | Areas exceed 200 sq metres that do not provide lift or ramp access.   1. In some cases where plant rooms or storage is on a first floor and when added to a small 150 sq metres office then the aggregate exceeds 200 sq metres. 2. Where a small 100 sq metre first floor office within a tenancy and other tenancies have similar offices then the aggregate first floor areas exceed 200 sq metres. | YES, Obviously installing a lift to access a small first floor office is costly, whereas a Performance Solution maybe able to demonstrate the stairway access to “singular” areas less than 200 sq metres satisfies DP1. | Occasional |
| DP1, D3.3(f) | 200 SqM | Access | Split level areas which do not provide lift or ramp access due to cost | YES, avoidance from installation of a lift or ramp is an obvious cost saving. However, equitable access ***to and within all areas normally used by the occupants*** is denied for wheelchair users. | Common |
| DP1, Table D3.1 | Accessible SOUs in **Class 3 Student Accommodation**  – Quantity | Access | **Student** **Accommodation** - Deferred installation of accessibility features within accessible bathrooms due to reduced demand within the younger population demographic. This is often bourne out by operator experience of occupancy.  The incidence of physical disability is much lower in younger people of 16-25 compared to all ages and hence the argument is that not a full compliment of accessible rooms is NOT required to meet demand and that a managed approach of upgrading a bathroom is deemed acceptable in the right conditions. | YES | Increasingly Common |
| DP1, Table D3.1 | Accessible SOUs in **Resident Accommodation** in 9c development – Quantity | Access | **Aged Resident Accommodation** – Operators argue that when ageing residents reach the point of needing a wheelchair for mobility that they are often supported by staff and are not independent users.  While this maybe true is some circumstances it is not consistent with the DDA or Performance Objectives and cannot justify the complete deletion of Accessible SOU’s. | YES | Increasingly Common |
| EP3.1, E3.6 & Table E3.6(a) | Stairway Platform Lifts | Wheelchair Access | The conditions of Table E3.6(a) virtually demand a Performance Solution for every installation, which in the opinion of ACAA is very reasonable. | Not always a cost saver as wider stairs, larger landings and substantial headroom are required ion stairways that accommodate stairway platform lifts. | Occasional |
| D3.8 | Tactile Ground Surface Indicators on **escalator** and **travelator** **landings**. | Hazard warning for people with vision impairment. | The machine floor plates for the escalator/travelator landings are not designed to have holes drilled for discrete and composite TGSI’s and will void the warranties. | YES, avoidance of disputes between product sellers, builders and property owners | Very common |
| DP8 and D3.5 | Accessible Parking | Access | A column in the shared area to replace the bollard.  Overhead Services and Beams encroach upon the required headroom which requires a functional assessment of how a roof mounted wheelchair hoist operates. | YES, Efficient use of parking area  YES, significant savings compared to raising the building level | Commonly  Commonly |
| All of the above | All of the above within **Heritage** **buildings**. | Access / Egress | The existing structure and heritage significance are the most common reasons to applying performance solutions to all sorts of building elements. | YES, However the heritage significance of the building fabric is also of high importance and is often balanced against equitable access. | Extremely common |