



Shire of
Serpentine
Jarrahdale

Access and Inclusion Advisory Committee

Unconfirmed Minutes

Monday 7 October 2019

5.30pm

Minutes received by Council
Adopted Resolution AIAC007/10/19
Ordinary Council Meeting – 18 November 2019
OCM245/11/19

Access and Inclusion Advisory Committee dissolved
Ordinary Council Meeting – 16 December 2019
OCM294/12/19

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In Person

Shire of Serpentine Jarrahdale
6 Paterson Street, Mundijong WA 6123
Open Monday to Friday 8.30am-5pm (closed public holidays)



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Minutes of the Access and Inclusion Advisory Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong on Monday 7 October 2019.

The Chairperson, Councillor Coales declared the meeting open at 5.30pm and welcomed Councillors, Committee Members, Member of the Gallery and Staff, and acknowledged that the meeting was being held on the traditional land of the Noongar People and paid his respects to their Elders past and present and emerging.

Minutes

1. Attendances and apologies (including leave of absence):

Councillors: Cr R Coales Chairperson
Cr B Denholm

Community Delegates: Mrs B Brown
Ms K Johnson

Officers: Ms H Sarcich..... Deputy CEO / Director Community Services
Mr A Trosic Director Development Services
Mr S Harding..... Director Infrastructure Services
Mr F Sullivan Director Corporate Services
Dr K Parker Manager Governance
Ms T Johnson Manager Community Development
Ms A Liersch Agendas and Minutes Officer (Minute Taker)

Apologies: Nil.

Observers: Councillor M Byas;
Ms S Stewart, Coordinator Community Facilities and Projects

Members of the Public: 2



2. Public question time:

2.1 Response to previous public questions taken on notice

Nil.

2.2 Public questions

Nil.

3. Public statement time:

Nil.

4. Petitions and deputations:

Nil.

5. Declaration of Councillors, Officers and Committee Members interest:

Nil.

6. Receipt of minutes or reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meetings:

6.1 Minutes of previous Access and Inclusion Advisory Committee Meeting:

6.1.1 Access and Inclusion Advisory Committee Meeting – 29 April 2019

AIAC004/10/19

ACCESS AND INCLUSION ADVISORY COMMITTEE RESOLUTION

Moved Mrs Brown, seconded Cr Denholm

That the minutes of the Access and Inclusion Advisory Committee Meeting held on 29 April 2019 be confirmed (E19/5192).

CARRIED UNANIMOUSLY 4/0



6.2 Reports for consideration:

6.2.1 – Access and Inclusion Priority Works Plan (SJ805)	
Responsible Officer:	Manager Community Development
Senior Officer/s:	Deputy CEO / Director Community Services
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.
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Report Purpose

The purpose of this report is for the Access and Inclusion Advisory Committee to recommend that Council ENDORSES the Shire of Serpentine Jarrahdale Access and Inclusion Shire Facilities Priority Works Plan as contained within **attachment 1**.

Relevant Previous Decisions of Council

27 November 2017 – Ordinary Council Meeting - OCM154/11/17 - COUNCIL DECISION / Officer Recommendation

That Council:

- 1. Endorses the Access and Inclusion Plan and Implementation Plan 2018-2022 in accordance with attachments OCM154.1/11/17 and OCM154.2/11/17.*
- 2. Considers 10% of the total renewal expenditure for buildings and footpaths for Access and Inclusion initiatives for future budgets, which amounts to approximately \$50,000.00 in 2018/2019.*
- 3. Establishes an Access and Inclusion Advisory Committee pursuant to Section 5.8 of the Local Government Act 1995 and endorses the Terms of Reference as per attachment OCM154.3/11/17.*

27 August 2018 – Ordinary Council Meeting - Access and Inclusion Advisory Committee Meeting - AIAC001/08/18 / OCM8.1/08/18 ACCESS AND INCLUSION ADVISORY COMMITTEE / COUNCIL RESOLUTION

That the Access and Inclusion Advisory Committee recommends:

That Council instructs the Chief Executive Officer to engage an Access and Inclusion specialist to undertake an audit of Shire owned community and public facilities, with the



report to be presented for consideration at the next Access and Inclusion Committee meeting to be held 11 February 2019.

20 May 2019 – Ordinary Council Meeting – 8.1 - AIAC003/04/19 / OCM72/05/19 - ACCESS AND INCLUSION ADVISORY COMMITTEE / COUNCIL RESOLUTION

That the Access and Inclusion Advisory Committee recommends that Council:

- 1. REQUESTS the Chief Executive Officer to initiate a project to develop a works program to remediate access issues across Shire-owned and managed community facilities, taking into account the number of users and type of users at each facility, irrespective of the risk rating, with the report to be presented for consideration at the Access and Inclusion Advisory Committee meeting to be held 7 October 2019; and*
- 2. REQUESTS that Council consider a carry forward of \$23,000 from account DIA900 into the 2019/2020 budget to allow for additional funds to be spent on remedial works on completion of the works program report.*

Background

The *Disability Services Act 1993* requires Local Governments to develop and implement an Access and Inclusion Plan to ensure that people living with disabilities have equity of access and inclusion to functions, facilities and services. At the November 2017 Ordinary Council Meeting, Council resolved, to endorse the Access and Inclusion Plan and Implementation Plan 2018-2022.

The Disability Access and Inclusion Plan identifies a theme of inaccessibility to Shire-owned facilities. Of the seven outcomes within the Plan, this report pertains to Outcome Two – that people living with disabilities have the same opportunities as other people to access the buildings and facilities in the Shire of Serpentine Jarrahdale.

At the 27 November 2017 Ordinary Council Meeting, Council committed to consider an annual allocation of funds to address access issues at Shire-owned and managed community facilities, being 10% of the total renewal expenditure for buildings and footpaths per year. In August 2018, Council endorsed the Access and Inclusion Advisory Committee's recommendation that an audit be completed to identify areas for accessibility improvements across Shire facilities.

In January 2019, access consultants CODE Group were engaged to undertake audits across 40 facilities and deliver a report outlining required and best practice works to ensure the facilities were compliant to AS1428 (Design for Access and Mobility – General Requirements for Access).

Officers assessed the audit report completed by CODE Group and determined further work needed to be undertaken to provide a logical and prioritised order to the works items. Officers also identified that usage and demographic information were not considered in the audit report.

On this basis, Officers requested at the meeting of the Access and Inclusion Advisory Committee held on 29 April 2019 that the Committee recommend to Council to initiate a project to develop a more holistic works plan, with additional considerations to highlight which works items would achieve the best outcome for the community in regards to accessibility of facilities and value for money.



Officers have since reformulated the recommendations and developed an Access and Inclusion Shire Facilities Priority Works Plan as per the Council resolution.

Additionally, \$23,000 was carried forward from the 2018/19 financial year, resulting in a capital works budget of \$48,000 in the 2019/2020 financial year for access and inclusion capital improvements to Shire facilities.

Community / Stakeholder Consultation

Policy Concept Forum

Not Applicable.

No community consultation has been undertaken in relation to this report.

Statutory Environment

The Disability Access and Inclusion Plan (of which the audit is an outcome) is legislated by the following;

- *Western Australia Disability Services Act 1993 (amended 2004).*
- *Western Australia Equal Opportunities Act 1984 (amended 1988).*
- *Commonwealth Disability Discrimination (DDA) Act 1992.*
- *United Nations convention on the Rights of Persons with a Disability 2007.*

The audit and Shire facilities are legislated by;

- *Australian Standards 1428 – Design for Access and Mobility.*
- *Building Code of Australia*

Comment

The initial audit report provided by the consultant identified 445 remedial works items within the 40 facilities.

The allocation of priority items is subjective and varies based on which factors were considered. The initial audit report by the consultant rated the ability for the public to be able to access the building safely as a high priority.

When Officers re-assessed the 445 remedial works within the report, a number of additional considerations were included, and scores assigned to each works item accordingly. These being;

- A priority score based on the frequency and type of usage at facilities;
- A project difficulty score, to separate projects that can easily be completed from projects that would likely require additional funds;
- A practicality rating, to provide logic to the order of works at a facility.

This resulted in the creation of a Priority Works Plan focusing on 85 remedial works prioritised on this basis.



Considerations

Usage

Facilities were assigned a priority score based on usage and demographic, being;

- Score 1: High Use: Public Facility. These are facilities that the public can visit without a booking, for example the Serpentine Jarrahdale Recreation Centre, or Shire Civic Centre. These facilities are expected to cater to the broadest range of community members.
- Score 2: High Use: Community/Casual Hire Facility. These were identified as being facilities where high numbers of groups utilise the buildings, and this is managed through a booking system for specific groups.
- Score 3: Demographic of Users: Facilities that may have visitors with accessibility issues. These include facilities such as the Hugh Manning Tractor Museum, or the SJ Men's Shed which may not be used as frequently, though have a high proportion of visitors that are of senior age.
- Score 4: High Use: Sole Use Facilities. These are facilities such as Byford Kindergarten, or Byford BMX which are used frequently, but only by one specific group of patrons.

Officers classified facilities as 'high-use' based on usage being 400-hours and above per annum. This indicates that a facility is used, on average, for at least one hour per day.

Project Difficulty

Works items were assigned scores to determine whether the item can be completed without additional works required. The scores being;

- Score 1: Remediation work is straight-forward.
- Score 2: Some minor building modifications required to facilitate works
- Score 3: Project is complex and should be a stand-alone project requiring its own budget item or should be taken into account in asset renewal processes.

Practicality

Works items were rated as either 'Ready' or 'Delay' based on a logical order of works to ensure value for money expenditure. For example, the construction of a universal access toilet would not be a good spend of funds should the facility entry doors not adhere to width standards for accessibility. In instances such as this, a door widening would be assigned a 'Ready' rating, while a Universal Access Toilet upgrade would be assigned a 'Delay' rating.

Cost estimations

Indicative costings were provided by CODE Group within the initial audit report. The financial objectives for the Priority Works Plan are outlined further in the Financial Implications section of this report.



It is recommended that the Priority Works Plan be reviewed on an annual basis, in consultation with the Access and Inclusion Committee, and confirm the scope of works for the following financial year and understand costs prior to budget deliberations each year.

Based on the initial costs in the audit report the Priority Works Plan and the commitment outlined in the Long Term Financial Plan, it is estimated that it will take at least 10 years to complete the 85 works outlined in the Priority Works Plan.

Options and Implications

Option 1

The Access and Inclusion Advisory Committee recommends:

That Council ENDORSES the Shire of Serpentine Jarrahdale Access and Inclusion Shire Facilities Priority Works Plan.

Option 2

The Access and Inclusion Advisory Committee recommends;

That Council does NOT ENDORSE the Shire of Serpentine Jarrahdale Access and Inclusion Shire Facilities Priority Works Plan

Option 1 is recommended.

Conclusion

There is an obligation to improve accessibility and inclusion across the Shire of Serpentine Jarrahdale. A Priority Works Plan has been developed after an initial audit of Shire-owned facilities undertaken by CODE Group. The Priority Works Plan has considered the usage of facilities, demographic of facility users, ease of project and a logical work order to produce the report. The Works Plan highlights a total of 85 issues that may be remediated across the Shire.

Attachments

- [Attachment 1](#) - Shire of Serpentine Jarrahdale Access and Inclusion Shire Facilities Priority Works Plan (E19/11081)
- [Attachment 2](#) – Audit Report as undertaken by consultant – CODE Group (IN19/21334)

Alignment with our Strategic Community Plan

Outcome 1.1	A healthy, active, connected and inclusive community
Strategy 1.1.1	Provide well planned and maintained public open space and community infrastructure.
Outcome 1.3	A safe place to live.
Strategy 1.3.1	Comply with relevant local state laws, in the interests of the community.



Financial Implications

Indicative costings contained within the audit document developed by CODE Group indicate the total cost of all works to be \$1,347,950.

There is a total capital works budget of \$48,000 in the 2019/2020 financial year for access and inclusion capital improvements to Shire facilities, due to \$23,000 carried forward from the 2018/19 financial year in addition to current budget of \$25,000.

The Shire's Long Term Financial Plan indicates that an annual budget of \$20,000 is allocated to access and inclusion works which can be used as a guide for the planning of projects to be delivered in the following financial year.

Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Works Plan not being undertaken resulting in reputational consequence	Possible (3)	Moderate (3)	Moderate (5-9)	Reputation - 3 Moderate - Substantiated, public embarrassment, moderate impact on key stakeholder trust or moderate media profile	Ensure access and inclusion projects are considered in budget deliberations each year

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic	
		1	2	3	4	5	
Likelihood	Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk rating of **9** has been determined for this item.



Voting Requirements: Simple Majority

AIAC005/10/19

ACCESS AND INCLUSION ADVISORY COMMITTEE RESOLUTION

Moved Cr Denholm, seconded Mrs Brown

That Standing Orders 9.5, 9.6, 10.7 and 10.13 be suspended at 5.33pm in order to further discuss item 6.2.1.

CARRIED UNANIMOUSLY 4/0

AIAC006/10/19

ACCESS AND INCLUSION ADVISORY COMMITTEE RESOLUTION

Moved Cr Denholm, seconded Ms Johnson

That Standing Orders be reinstated at 5.58pm.

CARRIED UNANIMOUSLY 4/0

AIAC007/10/19

ACCESS AND INCLUSION ADVISORY COMMITTEE RESOLUTION / Officer Recommendation

Moved Cr Denholm, seconded Ms Brown

That the Access and Inclusion Advisory Committee recommends:

That Council ENDORSES the Shire of Serpentine Jarrahdale Access and Inclusion Shire Facilities Priority Works Plan as contained within attachment 1.

CARRIED UNANIMOUSLY 4/0

Please note that the Access and Inclusion Advisory Committee does not have delegated authority to make decisions. All recommendations of the Access and Inclusion Advisory Committee are presented to Council for ratification.

7. Motions of which notice has been given:

Nil.

8. Urgent business:

Nil.



9. Closure:

The Chairperson, Cr Coales thanked all Committee Members and staff for their contribution to the Access and Inclusion Advisory Committee. In accordance with section 5.11 of the *Local Government Act 1995*, all Committee Member positions on Committees expire at the October 2019 Council Elections.

There being no further business, the Chairperson declared the meeting closed at 6pm.

I certify that these minutes were confirmed at the
Access and Inclusion Advisory Committee Meeting held on

.....
Chairperson -

..... Date