



Shire of
Serpentine
Jarrahdale

Access and Inclusion Advisory Committee

Confirmed Minutes

Monday 13 August 2018
4.30pm

Endorsed Council 27 August 2018
OCM8.1/08/18

Contact Us

Enquiries

Call: (08) 9526 1111
Fax: (08) 9525 5441
Email: info@sjshire.wa.gov.au

In Person

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



www.sjshire.wa.gov.au



Table of Contents

1. Attendances and apologies (including leave of absence):	3
1.1 Election of Chairperson	4
Declaration of Chairperson	4
1.2 Election of Deputy Chairperson	4
Declaration of Deputy Chairperson	4
2. Public question time:	4
2.1 Response to previous public questions taken on notice	4
2.2 Public questions	4
3. Public statement time:	4
4. Petitions and deputations:	4
5. Declaration of Councillors, Officers and Committee Members interest:	4
6. Receipt of minutes or reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meetings:	5
6.1 Minutes of previous Access and Inclusion Advisory Committee Meeting:	5
6.2 Reports for consideration:	5
AIAC001/08/18 – Disability Access and Inclusion Key Achievements 2017/2018 and Capital Improvement Prioritisation	5
7. Motions of which notice has been given:	11
8. Urgent business:	11
9. Closure:	11



Minutes of the Access and Inclusion Advisory Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong on Monday 13 August 2018.

The Deputy CEO / Director Community Services declared the meeting open at 4.47pm and welcomed Councillors, Committee Members and staff.

The Deputy CEO / Director Community Services, Ms Sarcich advised that she would be presiding over the meeting until the office of the Chairperson was elected.

Minutes

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

Councillors: Cr R Coales Chairperson (elected 4.50pm)
Cr B Denholm

Community Delegates: Ms L Hansen
Mrs B Brown

Officers: Ms H Sarcich..... Deputy CEO / Director Community Services
Mr F SullivanDirector Corporate Services
Mr S Harding Director Infrastructure Services
Mr D van der Linde.....Acting Director Development Services
Ms R Steinki.....Manager Community Development
Mr A Bowman Manager Corporate Services
Ms A Liersch Agendas and Minutes Officer (Minute Taker)

Apologies: Ms K Johnson, Community Delegate; Ms S Farrance, Coordinator
Community Development

Observers: Ms K Shailer, PA to Deputy CEO / Director Community Services

Members of the Public: 1



1.1 Election of Chairperson

The Deputy CEO / Director Community Services called for nominations for the position of Chairperson.

A written nomination was received from Councillor Coales nominating for the position of Chairperson.

Deputy CEO / Director Community Services called for further nominations.

There being no further nominations, Councillor Coales was elected unopposed to the position of Chairperson.

Declaration of Chairperson

The Deputy CEO / Director Community Services declared Councillor Coales as Chairperson of the Access and Inclusion Advisory Committee until 18 October 2019.

1.2 Election of Deputy Chairperson

The Chairperson, Councillor Coales called for nominations for the position of Deputy Chairperson.

A written nomination was received from Mrs Elizabeth (Beth) Brown nominating for the position of Deputy Chairperson.

The Chairperson, Councillor Coales called for further nominations.

There being no further nominations, Mrs Beth Brown was elected unopposed to the position of Deputy Chairperson.

Declaration of Deputy Chairperson

The Chairperson, Councillor Coales declared Mrs Beth Brown as Deputy Chairperson of the Access and Inclusion Advisory Committee until 18 October 2019.

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:

Nil.

6.2 Reports for consideration:

AIAC001/08/18 – Disability Access and Inclusion Key Achievements 2017/2018 and Capital Improvement Prioritisation	
Author:	Sarah Farrance – Coordinator Community Development
Senior Officer/s:	Rebecca Steinki – Manager Community Development Helen Sarcich – Deputy CEO/Director Community Services
Date of Report:	13 August 2018
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> .

Introduction

The purpose of this report is to present the Access and Inclusion Advisory Committee with a summary of progress against the Shire's Access and Inclusion Implementation Plan for 2017/18 and to identify areas of focus for the 2018/19 year.

Relevant Previous Decisions of Council

OCM154/11/17 – Disability Access and Inclusion Plan Review 2018-2022.

OCM059/06/18 – Adoption of 2018/19 Budget and 2019-2029 Long Term Financial Plan.

Background

The *Disability Services Act 1993* requires Local Governments to develop and implement an Access and Inclusion Plan to ensure that people with disability have equity of access and inclusion to functions, facilities and services. In early 2017, the Shire began the process of developing the Access and Inclusion Plan 2018-2022 (DAIP) and at the Ordinary Meeting of Council held 27 November 2017 Council resolved the following:

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.*

Community / Stakeholder Consultation

The consultation process in the preparation of the DAIP involved residents and ratepayers, in particular people with a disability, their families and carers. Consultation also occurred with disability service agencies and organisations, local community and sporting groups, Shire of Serpentine Jarrahdale employees and Executive Management Group. The results of the consultation are in part contained in attachment AIAC001.3/08/18

Statutory Environment

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

Comment

It is a requirement of the *Disability Services Act 1993* (amended 2004) (the Act) that all Local Governments develop and implement a Disability Access and Inclusion Plan (DAIP) which identifies barriers to access and inclusion and proposes solutions to ensure that people with a disability have equality of access to the organisation's facilities and services.

The Act also sets out the minimum reporting requirements for public authorities in relation to their DAIPs. Local Governments are required to complete the Disability Services Commission prescribed progress report template by July 4 each year and the Shire has fulfilled its obligation to submit this report with a summary contained in attachment AIAC001.1/08/18 (Key Achievements for 2017 / 2018).

Of the twenty-six (26) strategies across the seven outcome areas in the Shire's Access and Inclusion Implementation Plan identified for completion in the 2017/18 financial year, seventeen (17) were implemented. The nine (9) outcomes not implemented are intended to be achieved in the 2018/2019 financial year.

Key achievements include:

- The establishment of the Access and Inclusion Advisory Committee to oversee the progress and achievements of the Access and Inclusion Implementation Plan as per attachment AIAC001.2/08.18.
- The attendance of interpreters at appropriate Shire organised events and workshops (on request).



- An annual allocation of funds to address access issues at Shire owned and managed community facilities.
- Works were undertaken to address access issues between the Shire Administration building and the Mundijong Public Library.

These achievements are mostly the result of strategies from Outcome One (relating to services and events), Outcome Six (relating to consultation) and Outcome Two (relating to accessibility of buildings and facilities).

The public consultation process undertaken to develop the DAIP identified a theme of inaccessibility to Shire owned facilities. Of the seven outcomes within the DAIP, this feedback is specific to Outcome Two – that people with disability have the same opportunities as other people to access the buildings and facilities of the Shire of Serpentine Jarrahdale.

This is demonstrated by the survey responses in attachment AIAC001.3/08/18, with the following specific issues being identified:

- Accessibility of the Shire Community bus.
- Car parks – lack of paving or ACROD bays.
- No Ramps at Briggs Park or Mundijong Sporting facilities.
- No ramp at 'The House' in Mundijong.
- No easily accessible (disabled) toilet at Mundijong Oval.
- Uneven paths at Serpentine Jarrahdale Community Recreation Centre.
- Lack of Bus shelters and / or no connection to footpaths.
- Footpaths missing or in poor condition.
- Insufficient toilet facilities in parks and reserves.

The following actions are being undertaken in relation to feedback received:

- The accessibility of the bus is being addressed through Outcome One; action 2.5 in the DAIP Implementation Plan. Opportunities to improve accessibility are to be investigated in the 2018/2019 financial year, within the capacity of the \$15,000 operational budget. Asset/fleet replacement is also to be taken into account.
- Areas referencing the Serpentine Jarrahdale Community Recreation Centre (SJCRC) will be discussed with the Centre Manager to investigate what actions may be undertaken to ensure that the footpath issues are remediated. The SJCRC is under management of the YMCA WA.
- The Shire's annual footpath maintenance program continues as identified through Outcome 2; action 3.1 of the DAIP Implementation Plan. During the 2018/19 financial year, the Shire is developing a Shared Footpath Plan and Officers will ensure that the results of the DAIP survey are considered through this process.
- Bus shelters are not referenced as a strategy in the current DAIP. The feedback in the survey was more specifically related to Public Transport Authority determined bus



stops or bus routes, and comments were not exclusive to one area. The feedback received will be provided to the Public Transport Authority and the Shire will advocate for action to remediate the concerns.

- Feedback regarding car parks showed a general lack of ACROD bays and paved surfaces. ACROD parking is addressed through Outcome Two; action 1.3 of DAIP Implementation Plan with the next car park to be addressed identified as the Shires Administration Offices.

Outcome Two within the DAIP Implementation Plan indicates an annual budget allocation be requested to address access issues (specifically actions 1.4 and 2.3). The 2018/19 financial year budget includes funds for this purpose; however, these funds are insufficient to address all areas of concern identified via the community consultation.

Additionally it is necessary to undertake an Access and Inclusion assessment of Shire owned community and public facilities in order to assist in guiding the prioritization of works to be undertaken to address access issues each year.

Officers propose that an Access and Inclusion specialist be engaged 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.

Options and Implications

Option One (Preferred Option)

That the Access and Inclusion Advisory Committee recommend 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.

Option Two

That the Access and Inclusion Advisory Committee recommend to Council an alternative project or projects be investigated/ undertaken.

Conclusion

The Shire has fulfilled its obligations under the Act by reporting on progress against the strategies outlined for completion in the 2017/18 financial year to achieve each of the seven outcome areas.

The Access and Inclusion Advisory Committee is requested to review the DAIP Implementation Plan 2018-2022 and the summary of responses received during the public consultation, and recommend Council endorses an audit of Shire owned community and public facilities, with a report to be presented for consideration at the next Access and Inclusion Committee meeting to be held 11 February 2019



Attachments

- [AIAC001.1/08/18](#) - Access and Inclusion Implementation Plan 2018-2022 (E18/1731)
- [AIAC001.2/08/18](#) - Key Achievements for 2017 / 2018 (E18/7591)
- [AIAC001.3/08/18](#) - Feedback from Community Consultation (E18/7925)

Alignment with our Strategic Community Plan

This item is relevant to the following objectives within the 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 and state laws, in the interests of the community.

Financial Implications

The budget allocation for the 2018/2019 financial year is \$15,000 for operational items and \$28,000 for capital improvements to facilities.

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)
Committee does not accept officers recommendation	Possible (3)	Insignificant (1)	Low (1-4)	Reputation - 2 Minor - Substantiated, localised impact on key stakeholder trust or low media item	Accept Officer Recommendation



Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
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 is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of Low has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements: Simple Majority

AIAC001/08/18 ACCESS AND INCLUSION ADVISORY COMMITTEE DECISION / Officer Recommendation:

Moved Mrs Brown, seconded Cr Denholm

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.

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:

There being further business, the Chairperson declared the meeting closed at 4.57pm.

I certify that these minutes were confirmed at the
Access and Inclusion Advisory Committee Meeting held on 11 February 2019.

.....

Chairperson - Councillor R Coales

..... Date