



Shire of  
Serpentine  
Jarrahdale

# **Access and Inclusion Advisory Committee**

## **Unconfirmed Minutes**

**Monday 29 April 2019**

**(previously scheduled for 1 April 2019)**

**5.30pm**

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### **Contact Us**

#### **Enquiries**

Call: (08) 9526 1111

Fax: (08) 9525 5441

Email: [info@sjshire.wa.gov.au](mailto: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](http://www.sjshire.wa.gov.au)**



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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 29 April 2019.

The Chairperson, Councillor Coales declared the meeting open at 5.50pm 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.

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## Minutes

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

**Councillors:** Cr R Coales ..... Chairperson  
Cr B Denholm (present from 6.06pm)

**Community Delegates:** Mrs B Brown  
Ms K Johnson

**Officers:** Ms H Sarcich..... Deputy CEO / Director Community Services  
Mr S Harding..... Director Infrastructure Services  
Mr L Kosova .....Acting Director Development Services  
Mr A Bowman ..... Manager Governance  
Ms R Steinki.....Manager Community Development  
Ms A Liersch ..... Agendas and Minutes Officer (Minute Taker)

#### Apologies:

**Observers:** Councillor M Byas (present from 6.07pm)  
Councillor K McConkey (present from 6.07pm)

**Members of the Public:** 1

### 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.



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

Councillor Coales declared an Impartiality Interest in item AIAC001/04/19 as he is a Board Member of the Byford and Districts Country Club.

**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 – 13 August 2018**

**AIAC000/04/19**

**ACCESS & INCLUSION ADVISORY COMMITTEE RESOLUTION**

**Moved Ms B Brown, seconded Cr Coales**

**That the minutes of the Access and Inclusion Advisory Committee Meeting held on 13 August 2018 be confirmed (E18/8663).**

**CARRIED UNANIMOUSLY 3/0**



## 6.2 Reports for consideration:

**Councillor Coales declared an Impartiality Interest in item AIAC001/01/19.**

AIAC001/04/19 - Disability Access Facility Audit Report (SJ805)	
<b>Responsible Officer:</b>	Manager Community Development
<b>Senior Officer/s:</b>	Deputy Chief Executive Officer/Director Community Services
<b>Disclosure of Officers Interest:</b>	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 receive the Disability Access Facility Audit report and recommend that Council requests the Chief Executive Officer initiate a project to develop a works program to remediate access issues across Shire-owned and managed community facilities.

## Relevant Previous Decisions of Council

At the 13 August 2018 Committee Meeting, the Access and Inclusion Advisory Committee resolved (as per resolution AIAC001/08/18) to;

*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.*

## 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 November 2017, Council resolved (in part), 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 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.



In 2017, Council committed an annual allocation of funds to address access issues at Shire-owned and managed community facilities, and in August 2018, the Committee recommended to Council 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 are compliant to AS1428 (Design for access and mobility – General requirements for access).

## **Community / Stakeholder Consultation**

### Policy Concept Forum

Not Applicable.

## **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 report identifies 445 remedial works items within the 40 facilities, with the following priority listings:

- 203 identified as being High priority;
- 227 identified as being Medium priority; and
- 15 identified as Best Practice only.

The allocation of priority items can be subjective. The consultant has rated the ability for the public to be able to access the building safely as high priority. Community buildings for use by the general public are also rated a higher priority than low use secure buildings or specific purpose buildings.

A significant number of the issues identified in the report would be required to be remediated through a full redevelopment of the facility, due to size constraints or age of existing infrastructure. For example, the Mundijong Old Railway Station, currently utilised by one community group, does not have the physical space to allow it to be made compliant to access standards.

Broad estimated costs to complete each item have been provided by the consultant. However, given the large number of works identified as being high priority it is recommended



that further analysis be undertaken by Officers to identify a future works program for endorsement of the Committee, which would consider existing asset management plans, utilisation, ability to remediate and cost.

It is recommended not to progress with undertaking any improvement works until the report can be fully considered and to request that Council consider a carry forward of \$23,000 being unspent funds for remedial works from the 2018/2019 budget, into the 2019/2020 budget as part of the Council budget process.

This would allow for funds additional to the annual budget to undertake priority works on completion of the works programs.

## **Options and Implications**

### Option1

That the Access and Inclusion Advisory Committee recommend that Council 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, with the report to be presented for consideration at the Access and Inclusion Advisory Committee meeting to be held 7 October 2019; and

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.

### Option 2

That the Access and Inclusion Advisory Committee recommend that Council 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, with the report to be presented for consideration at the Access and Inclusion Advisory Committee meeting to be held 7 October 2019 and recommends to Council specific remedial works to be undertaken in the 2018/2019 financial year.

Option one is recommended.

## **Conclusion**

Officers have engaged a consultant to undertake audits of 40 Shire-owned and managed facilities. 445 works items were identified from the audit, with 203 being identified as high priority. Given the large number of works identified as high priority Officers recommend a formal project be initiated to develop a future works program to remediate access issues, to be presented at the October 2019 Access and Inclusion Advisory Committee meeting.

## **Attachments**

- [Attachment 1](#) - Shire of Serpentine Jarrahdale Access Audit Report (IN19/5227)



## Alignment with our Strategic Community Plan

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

## Financial Implications

The financial implications of the issues to be remediated as identified in the audit, as per attachment 1, have not been costed at this stage.

The Committee may request Council consider a carry forward of \$23,000 from account DIA900 from the 2018/2019 budget to the 2019/2020 budget.

Alternatively, the Committee may recommend that Council spend \$23,000 from account DIA900 in the 2018/2019 financial year on remedial works and make recommendation as to the works to be undertaken.

## Risk Implications

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

<b>Risk</b>	<b>Risk Likelihood (based on history and with existing controls)</b>	<b>Risk Impact / Consequence</b>	<b>Risk Rating (Prior to Treatment or Control)</b>	<b>Principal Risk Theme</b>	<b>Risk Action Plan (Controls or Treatment proposed)</b>
Committee does not accept Officers recommendation	Possible (3)	Minor (2)	Moderate (5-9)	Health - 1 Insignificant - Negligible injuries	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 rating of 6 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.

### AIAC001/04/19

#### ACCESS & INCLUSION ADVISORY COMMITTEE RESOLUTION

Moved Ms B Brown, seconded Ms K Johnson

That Standing Orders 9.5, 9.6, 10.7 and 10.13 be suspended at 5.55pm in order to further discuss item AIAC001/04/19.

**CARRIED UNANIMOUSLY 3/0**

Councillor Denholm arrived at 6.06pm.

### AIAC002/04/19

#### ACCESS & INCLUSION ADVISORY COMMITTEE RESOLUTION

Moved Ms B Brown seconded Ms K Johnson

That Standing Orders be reinstated at 6.08pm.

**CARRIED UNANIMOUSLY 4/0**



**Voting Requirements:** Simple Majority

Officer Recommendation

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, 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.

**Voting Requirements:** Simple Majority

**AIAC003/04/19**

**ACCESS & INCLUSION ADVISORY COMMITTEE RESOLUTION**

**Moved Cr Denholm, seconded Ms B Brown**

**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.**

**CARRIED UNANIMOUSLY 4/0**

*Reason for difference to Officer Recommendation:*

*The number and type of users at facilities will assist with prioritising the works required.*

*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.



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## 9. Closure:

There being further business, the Chairperson declared the meeting closed at 6.10pm.

I certify that these minutes were confirmed at the  
Access and Inclusion Advisory Committee Meeting held on 7 October 2019.

.....

Chairperson -

..... Date