



UNCONFIRMED MINUTES

ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING

HELD AT THE SHIRE OF BROOME –
COMMITTEE ROOM AT 9.00AM

18 MARCH 2014

OUR MISSION

"To provide a quality range of affordable and sustainable services to our community with a strong commitment to customer focus so that our citizens and visitors enjoy a quality lifestyle."

CORE VALUES OF THE SHIRE

The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:

Communication

Respect

Integrity

Transparency

Courtesy

DISCLAIMER

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Broome expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

SHIRE OF BROOME
ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING
18 MARCH

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1. OFFICIAL OPENING

The Deputy Chief Executive Officer declared the meeting open at 9:02am, as the presiding person in accordance with section 5.12 of the Local Government Act 1995.

2. ATTENDANCE AND APOLOGIES

Attendance:	Cr Anne Poelina	Chairperson
	Cr Mark Manado	
	Josh du Boulay	Kimberley Individual and Family Services Association
	Jenni Lowe	Broome Circle
	Kristie Courtenay	Kimberley Training Institute
	Fleur Pedlar	Disability Services Commission
	Sally Eaves	
	Dorothy McKee	Broome Primary School
	Ann O'Brien	O'Brien Harrop Access
	Anita Harrop	O'Brien Harrop Access
Apologies:	Cr Harold Tracey	
	Melanie Howard	Kimberley Population Health Unit
	Steve Cook	Kimberley Personnel
	Liz Hatton	Disability Services Commission
	Caterina Ponzio	
Officers:	Paul Martin	Deputy Chief Executive Officer
	Suzie Haslehurst	Manager Community Development
	Brianna Aris	Asset Coordinator
	Mark Dudley	Manager Building Services
	Michael Dale	Director Engineering Services
	Amy Andison	Community Development Officer

3. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

The Deputy Chief Executive Officer called for nominations in writing for the position of Chairperson. One nomination was received.

1. *Cr Anne Poelina* *Nominated in writing by Cr Anne Poelina*

There being no further nominations received the Deputy Chief Executive Officer declared Cr Anne Poelina as Chairperson for the tenure of her membership pursuant to section 5.11 of the Local Government Act 1995.

Cr Anne Poelina assumed the Chair

The Chairperson called for nominations in writing for the position of Deputy Chairperson. One nomination was received.

1. *Kristie Courtenay* *Nominated in writing by Kristie Courtenay*

There being no further nominations received the Chairperson declared Kristie Courtenay as Deputy Chairperson for the tenure of her membership pursuant to section 5.11 of the Local Government Act 1995.

4. CONFIRMATION OF PREVIOUS MINUTES

Moved: Jenni Lowe

Seconded: Sally Eaves

That the Minutes of the Access and Inclusion Advisory Committee meeting held on 9 October 2013 be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY 8/0

5. ITEMS FOR DISCUSSION

5.1 ACCESS AND INCLUSION AUDIT – REPORT

LOCATION/ADDRESS:	Various as per scope
APPLICANT:	Nil
FILE:	COS09
AUTHOR:	Community Development Officer
CONTRIBUTOR/S	
RESPONSIBLE OFFICER:	Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 March 2014

SUMMARY: This report provides an update of the progress of the Access and Inclusion Audit of Shire of Broome facilities and major precincts. Access consultants, O'Brien Harrop Access have been engaged to conduct the Audit and will be in Broome from the 13th to the 19th of March to conduct site visits. The consultants will attend this meeting and brief the committee on their preliminary findings.

BACKGROUND

Previous Considerations

OMC 18 December 2012	Item 9.1.4
AIAC 13 February 2013	Item 5.4
AIAC 17 April 2013	Item 5.1
AIAC 12 June 2013	Item 4.1
AIAC 28 August 2013	Item 4.1
OMC 19 September 2013	Item 10.1

At the 18 December 2012 OMC, Council adopted the 2012-2017 Shire of Broome Disability Access and Inclusion Plan and resolved to conduct an audit of Shire facilities, Chinatown footpaths and disabled parking as part of the Plan. Council's resolution was as follows:

That Council;

1. *Adopts the Access and Inclusion Plan 2012 – 2017 and submit it to Disability Services Commission.*
2. *Requests the Chief Executive Officer to conduct an Access and Inclusion audit of Shire facilities, Chinatown footpaths and disabled parking.*
3. *Amends the Terms of Reference for the Access and Inclusion Advisory Committee to include a representative from Broome CIRCLE.*

Moved: Cr A Poelina

Seconded: Cr C R Mitchell

CARRIED UNANIMOUSLY 8/0

At the 19 September OMC 2013 Council endorsed the scope of works for an Access and Inclusion Audit presented by the Access and Inclusion Advisory Committee. Council resolved the following:

Moved: Cr E Yu

Seconded: Cr J Bloom

That Council receives the Minutes of the Access and Inclusion Advisory Committee meeting held on 28 August 2013, and;

1. *Endorses the Access Audit scope of works as attached, and requests the Chief Executive Officer to engage a consultant to conduct the audit;*
2. *Requests the Chief Executive Officer to obtain a separate costing for the audit of all existing ACROD parking bays within the Broome townsite outside of the scope of the audit, on Shire and privately owned land, to be considered for inclusion in the audit dependent on available budget.*
3. *Endorses the Disability Access and Inclusion Plan (DAIP) 2012-2017 Progress Report as attached and requests the CEO to lodge the Report with the Disability Services Commission;*
4. *Requests the Chief Executive Officer to invite a representative from Broome Hospital to attend the next Access and Inclusion Advisory Committee meeting to provide an update on the availability of ACROD parking at the Broome Hospital.*

CARRIED UNANIMOUSLY 5/0

In accordance with Shire's procurement policy a request for quote process was conducted and O'Brien Harrop Access was engaged to conduct the Access Audit. Representatives from O'Brien Harrop Access will be in Broome from the 13th to the 19th of March 2014 to conduct site visits to inform the audit.

Representatives from O'Brien Harrop Access will attend this meeting of the Access and Inclusion Advisory Committee and brief the committee on their findings.

COMMENT

The Access Audit will identify the Shire's compliance both legislatively and practically in relation to disability access and inclusion in several major tourism precincts and key community facilities. The audit will have a focus on carpark compliance and approach to facilities within these precincts as well as a more comprehensive internal audit of the Broome Recreation and Aquatic Centre (BRAC).

The Audit will include three parts as outlined below. Site visits will be conducted between the 13th and 19th of March and will encompass each of the areas outlined below.

Part 1

Precinct audit and reports for each of the three following precincts:

- Cable Beach Foreshore
- Town Beach Foreshore
- Chinatown

This part of the audit shall include the following outcomes;

- An overall summary of non compliance for the identified precinct areas and some practical solutions to existing issues;
- Detailed prioritised checklists for the carparking areas;
- Detailed prioritised checklist for the amenities buildings;

- Recording of any barriers to approach to public entrances of other significant destinations,
- Beach access and to pedestrian thoroughfares (where applicable);
- Signage and way finding relevant to people with disabilities.

Part 2

A comprehensive audit and report of the buildings, carpark and access ways at BRAC will consider disability access compliance.

This part of the audit will include the following outcomes;

- Detailed prioritised checklists for all carparking areas
- Detailed prioritised checklist for the recreation and aquatic buildings
- Access to surrounding sporting courts and fields
- Access to aquatic services and convenience of amphibious wheelchair storage
- Signage and way finding relevant to people with disabilities

This facility is currently subject to a master planning process and it is anticipated the outcomes of this part of the audit will form a part of the overall master plan for future development of this site.

Part 3

A basic audit of other relevant facilities will consider car park compliance, approach to facilities and public entrances. The following facilities will be included

- Broome Boulevard Shopping Centre
- Broome Civic Centre
- Shire Administration Building
- Broome Public Library
- Amenities & Rotunda Gantheaume Point
- Broome Visitors Centre
- Kimberley Regional Offices
- Broome Lotteries House
- Glenn & Pat Medlend Pavilion
- Broome Historical Museum

Availability and compliance of ACROD parking and connecting access ways, footpaths and building approaches was identified as a priority by the Committee. As such this was included as a focus of the audit. The audit will include a comprehensive review of ACROD parking with the following considerations:

- Compliance with current standards in relation to size and location
- Quantity and availability of ACROD bays
- Existence and maintenance of 'appropriate and required' signage

The Audit of ACROD parking bays will focus on the buildings and precincts as listed above that are the subject of this audit.

CONSULTATION/STAKEHOLDERS

Access and Inclusion Advisory Committee
O'Brien Harrop Access

STATUTORY ENVIRONMENT

Local Government Act 1995

*Disability Services Act 1993***POLICY IMPLICATIONS**

Nil

FINANCIAL IMPLICATIONS

The cost of conducting the access audit and preparation of reports has been quoted at \$30,347. An allocation of \$50,000 was included in the 2013/14 budget. The Access Audit will identify priorities for action and it is envisaged that there will be ongoing costs associated with the actioning of recommendations drawn from the audit which will be implemented dependent on available budget.

Access and Inclusion Audit	Initial Cost	Lifecycle Cost (Annual)	Remarks
Start Up costs			
Budget Impact	\$30,347		
Loan Interest			
Operational (Annual)			
Less Additional Revenue (Annual)			
TOTAL	\$30,347		
Operational Costs – Labour, IT requirements etc.			
Start Up costs – New position, Office space.			

The table below outlines funding sources for the capital and lifecycle costs.

Funding Source: Access and Inclusion Audit

Funding Type	Capital or Start Up Expense	Life Cycle Costs (Annual)		Funding Details (eg RLCIP)	Account Number
		Cost \$	*Cost Type		
Grant					
Reserve					
Budget	\$30,347				GL147104
TOTAL					
*Cost Type – Asset: New, Upgrade, Renewal, Maintenance, Operating. Service: Start up and Operating					

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Accessible and safe community spaces.

A healthy and safe environment.

Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:

Best practice asset management to optimise the Shire's infrastructure whilst minimising life cycle costs.

Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:

Affordable and equitable services and infrastructure.

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

An organisational culture that strives for service excellence.

Responsible resource allocation.

Effective community engagement.

Improved systems, processes and compliance.

VOTING REQUIREMENTS

Simple Majority

<i>Moved: Cr Mark Manado</i>	<i>Seconded: Sally Eaves</i>
<i>That Standing Orders be suspended at 9:18am</i>	
<i>CARRIED UNANIMOUSLY 8/0</i>	

Anne O'Brien and Anita Harrop of O'Brien Harrop Access addressed the committee to provide a report on the preliminary findings of the access audit.

<i>Moved: Cr Mark Manado</i>	<i>Seconded: Kristie Courtenay</i>
<i>That Standing Orders be reinstated at 9:55am</i>	
<i>CARRIED UNANIMOUSLY 8/0</i>	

COMMITTEE RECOMMENDATION:

The Committee recommends that Council:

- 1. Notes the progress made towards completion of the Access Audit through the conduct of site visits.*
- 2. Requests that the final audit reports are presented to the June 2014 meeting of the Access and Inclusion Advisory Committee.*

Moved: Cr Mark Manado

Seconded: Dorothy McKee

CARRIED UNANIMOUSLY 8/0

6. OTHER BUSINESS

Given this was the first meeting of the newly appointed committee an opportunity was provided to the committee to update and discuss outstanding matters the committee has previously raised. Any follow up to these items will be in the form of officer reports to the committee.

7. NEXT MEETING

The next meeting of the Access and Inclusion Advisory Committee will be held in the Committee Room of the Shire Offices on Tuesday 3 June 2014 commencing at 10am.

8. MEETING CLOSURE

There being no further business the Chairperson declared the meeting closed at 10am.