

**COMMUNITY SERVICES COMMITTEE**

**SUMMARY OF “A” ATTACHMENTS**

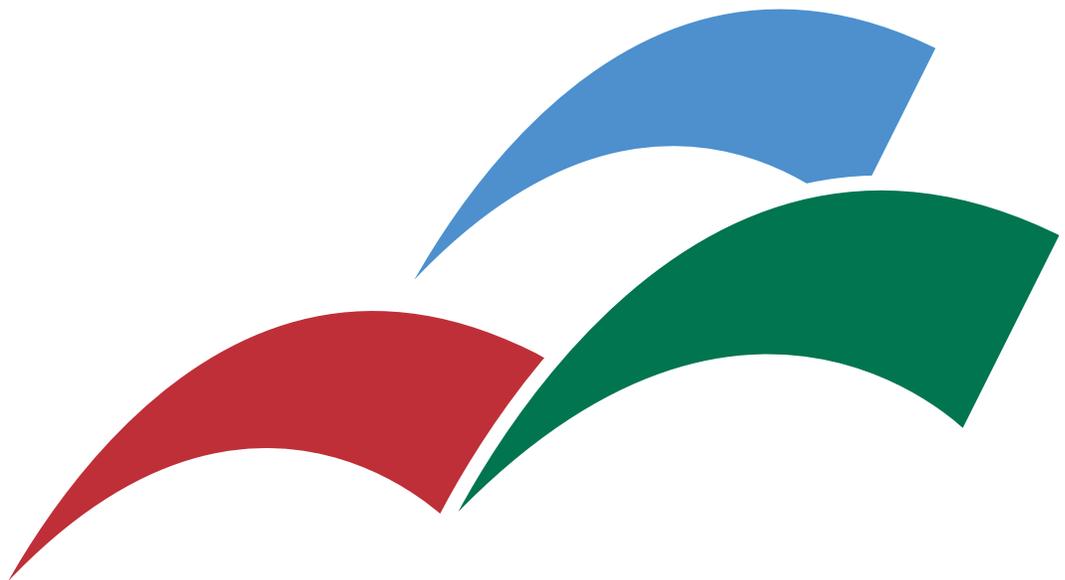
**19 APRIL 2005**

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***D R A F T***

***City of Armadale***

***Disability Access and Inclusion Plan  
2005 - 2009***



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**Acknowledgements:**

The City of Armadale acknowledges the input received from many individuals and groups within the community, which has been invaluable in the preparation of this plan.

In particular, thanks are given to Southside Care Inc, the Southern Districts Support Association, Independence Foundation, DSC Local Area Coordination, the City’s Disability Advisory Committee, City of Armadale staff and individual community members.

*Prepared for the City of Armadale*

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*This Plan is available in alternative formats such as computer disk, audiotape or Braille, on request from a person with a disability.*



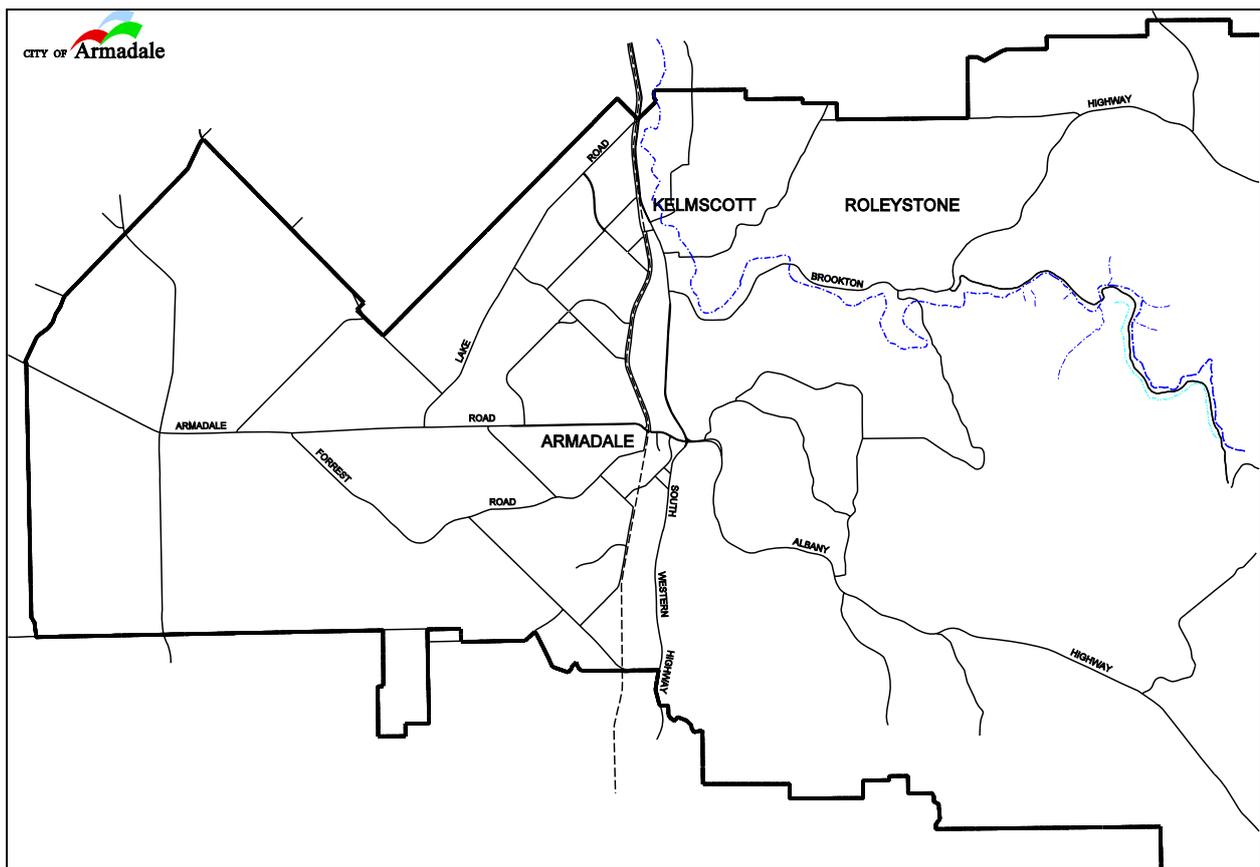
## Preface – City of Armadale

The City of Armadale covers an area of 545 square kilometres, stretching from the plains of the metropolitan area to the peaks of the hills, encompassing large lakes, dams, waterfalls and excellent bush walks.

Set against this scenic backdrop are the City's buildings, sculptures and 1,431 hectares of parks and reserves. The City Centre is also home to a wide range of retail and other businesses and is located strategically at the junction of major highways and the Perth commuter rail network. Local industries include a brickworks, beef cattle farming, light industry, orchards and tourism.

The City of Armadale comprises the suburbs of Armadale, Bedforddale, Brookdale, Forrestdale, Kelmscott, Karragullen, Mt Nasura, Roleystone, Westfield, Wungong and Mt Richon.

## The City of Armadale (map)



## **Executive Summary**

People with disabilities, their families and carers, as members of the community have the same rights as other people to access local government services and facilities. These rights are enshrined in both Commonwealth and State legislation and make it unlawful to discriminate on the grounds of disability.

Under the Western Australian Disability Services Act (1993), local governments are required to develop and implement a disability service plan (DSP) to ensure that people with disabilities can access Council services and facilities. In addition, disability service plans assist councils to meet their obligation under the Commonwealth Disability Discrimination Act (1992) and the Equal Opportunity Amendment Act Western Australia (1988).

The City of Armadale is committed to ensuring that the City is accessible to all members of the community. The City developed its first Disability Service Plan in 1995 to address the barriers within the community for people with disabilities, and was the first local government in Western Australia to lodge its DSP with the Disability Services Commission. The implementation of this first plan has resulted in a wide range of initiatives which have improved access to the City’s services and facilities.

In 2004, the City contracted a consultant (specialising in the disability field) to review the existing DSP, conduct a consultation with stakeholders and provide guidance and documentation for a new plan.

This new Disability Access and Inclusion Plan has been developed to incorporate the findings of the review and consultation and to ensure that the City has a plan which meets any changing legislative developments and strives for best practice in creating an accessible and inclusive community.

The Disability Services Commission recommends that disability service plans include five key outcomes.

These are:

- Existing functions, facilities and services are adapted to meet the needs of all community members, including people with disabilities.
- Access to buildings and facilities is improved.
- Information about functions, facilities and services is provided in formats which meet the communication requirements of all community members.
- Councillors and staff members have a greater awareness of the needs of people with disabilities, and increase their skills to ensure the City is accessible to all.
- Opportunities are provided for all community members, including people with disabilities to participate in public consultations, grievance mechanisms and decision making processes.

The City has included a sixth objective in this plan, aimed at creating a more accessible and inclusive community through greater community awareness.

- Council will provide information, opportunities and encouragement to raise the awareness to the community regarding disability access and inclusion.

The plan contains:

1. Information on the role of the City of Armadale in providing facilities and services to the community.
2. Information on the demographics of disability in the City of Armadale
3. A description of the review and consultation process and its findings and recommendations.
4. A strategy for the review and evaluation of the plan.
5. Information about how the plan is being communicated to staff, people with disabilities and the wider community.
6. An Action Plan which identifies barriers to access and inclusion, identified during the consultation, as well as strategies to address the barriers, priorities, timelines and responsibilities.
7. Appendices including:
  - the Principles and Objectives of the WA Disability Services Act (1993),
  - a list of current disability legislation and standards, which will be updated as required to maintain currency,
  - the Principles of Universal Design,
  - the State Government Access Guidelines 2003,
  - the DSC Guide to Access Resources, and
  - the DSC Fact Sheet on Disability and Appropriate Language.

## **Background**

### *Role of the City of Armadale*

The City is responsible for a range of functions, facilities and services, including:

#### Services to property:

- Construction and maintenance of roads, footpaths and cycle facilities
- Construction and maintenance of Council owned buildings
- Land drainage and development
- Waste collection and disposal
- Litter control and street cleaning
- Planting and caring for street trees
- Numbering of buildings and lots
- Street lighting
- Bush fire control

#### Services to the community:

- Youth, Seniors and general development
- Planning for services for people in the community
- Immunisation and health education
- Supporting communities in recognising their own potential
- Provision and maintenance of playing areas and reserves, parks and gardens and facilities for sporting groups, recreation centres, swimming pools and halls,
- Citizenship ceremonies
- Public library and information services
- Environmental health services

#### Regulatory services:

- Planning of road systems, sub-divisions and town planning schemes
- Building approval for any construction, addition or alteration to a building
- Dog control, including registration of dogs
- Development, maintenance and control of parking

#### General administration services:

- Provision of general information to the public
- Responding to community feedback
- Payment of rates

#### Processes of government:

- Ordinary and special Council and committee meetings
- Electors meetings

- Election of Council members
- Community consultations

### *People with disabilities in the City of Armadale*

The residential population of the City of Armadale is currently estimated to be 54,000. According to the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (1998), approximately 20% of Australians, or 1 in 5 people, identify themselves as having some form of disability. Based on the population estimate and these findings, it is estimated that there are more than 10,000 people with disabilities living within the City of Armadale. In addition, the City’s population is ageing in line with national trends, with the fastest growth over the past ten years among those aged 45 to 54 and over 65. According to ABS figures, around half of people aged over 60 identified themselves as having a disability.

Australian Bureau of Statistics data indicates that most people with disabilities residing in the City of Armadale have a physical impairment, followed by sensory, psychological, acquired brain injury and intellectual disability. These residents identify the need for accommodation support, personal/health care and transport assistance as being of most importance to them.

In addressing the needs of all people living within the City of Armadale, it is essential that access and equity issues for people with disabilities be considered.

It is a requirement of the Disability Services Act (1993) that all local government authorities develop and implement a Disability Service Plan (DSP) that outlines the manner in which the authority will ensure that people with disabilities have equal access to its facilities and services.

The City of Armadale is committed to providing access to facilities and services for all people. Towards this goal the City adopted its initial DSP in 1995 to address the barriers within the community for people with disabilities. The City of Armadale was the first local government in Western Australia to lodge its DSP with the Disability Services Commission. The DSP was intended to address both its statutory requirements under the Western Australian Disability Services Act (1993) and its obligations under the Commonwealth Disability Discrimination Act (1992). The DSP has undergone two internal reviews since 1995.

Since the adoption of its initial DSP, the City has implemented many initiatives and made significant progress towards better access. Some of these are detailed here under the relevant Key Outcomes of the 1995 DSP.

- 1. Existing functions, facilities and services are adapted to meet the needs of people with disabilities.**
  - Recreation and swimming programs developed to include people with disabilities.
  - Library services significantly enhanced by introducing physical aids to enhance access to existing and expanded services.
  
- 2. Access to buildings and facilities is improved.**
  - Improved access to the Administration building including car parking, access ramps, signage and toilet fittings.
  - Program of access improvements to the City’s halls, community, libraries and recreational facilities.
  - Public toilets upgraded to improve accessibility.
  - Access to amphitheatre upgraded.
  
- 3. Information about functions, facilities and services is provided in formats which will meet the communication requirements of people with disabilities.**
  - Council makes information available in alternative formats upon request.
  - The development of a register to facilitate the provision of information in alternative formats.
  - The installation of a Textphone (otherwise known as a TTY – Telephone Type Writer) to facilitate communication for people who are deaf.
  
- 4. Staff awareness of the needs of people with disabilities and skills in delivering advice and services are improved.**
  - Staff received disability awareness training.
  
- 5. Opportunities are provided for people with disabilities to participate in public consultations, grievance mechanisms and decision making processes.**
  - Council promotes the Disability Advisory Committee and its role in advising Council to the community.

***Review of the Disability Services Plan***

In 2004 the City contracted E-QUAL (disability consultants) to review the inaugural Disability Services Plan, undertake a consultation with key stakeholders and draft a new plan to guide further access improvement.

### *Development and Consultation Process*

The process has included:

1. A review of the 1995 Disability Service Plan in light of current legislative requirements, particularly considering the outcomes of the review of the WA Disability Services Act (1993) and the development of standards under the Commonwealth Disability Discrimination Act (1992). Relevant literature was reviewed including the existing DSP, subsequent review reports, other Council documents and strategies, Armadale Redevelopment Authority documentation regarding disability access and also other councils' DSPs in order to review contemporary practice.

A report on this review, as well as a synopsis of the main points to be considered, was provided to the City and its Disability Advisory Committee for consideration. The review found that many of the initial objectives in the first Disability Service Plan had since been achieved and that the Plan was in need of renewal to ensure currency and relevance. The report contains a number of recommendations to assist the new Plan to not only address current access issues in the City, but also reflect contemporary values and practices, and keep abreast of legislative and regulatory changes.

These recommendations are:

- Change the name of the DSP to a “Disability Access and Inclusion Plan” in keeping with the recommendations of the Review of the Disability Services Act.
  - Ensure the new Plan furthers the principles **and objectives** of the Act.
  - Ensure the new Plan is reviewed **at least** every five years.
  - Ensure the Plan is developed in consultation with people with disabilities and other key stakeholders.
  - Current standards and regulations be referenced in the new Plan.
  - Ensure the Plan is publicly available and accessible.
  - Ensure the Plan is reported on annually to the Disability Services Commission as prescribed.
  - Be mindful of the Human Rights Equal Opportunity Commission suggestions for local governments to prepare for the introduction of the Premises Standard.
  - Include the need for ongoing monitoring of best practice in access improvement.
  - Incorporate the principles of Universal Design.
  - Be mindful of the need to develop sustainable communities.
  - Consider broadening the scope of the Plan by the addition of other outcomes, such as Employment, Community Awareness.
  - Ensure ongoing links with other Council strategies.
2. The development of an information session for councillors and senior staff. This consisted of a PowerPoint presentation and handout notes detailing the legislative obligations of local governments regarding access, DSPs, disability demographics, the impact on the community and contemporary changes and trends.
  3. Consultation with key stakeholders, to gather information regarding the City's past achievements, identify current access barriers, seek suggested outcomes and strategies for inclusion in the new plan, and help set priorities for access improvement. The DSP review was advertised in the local Community newspaper and on Information Radio,

advising people of the range of ways they could have their say including face to face meetings, phone interviews, or by emailing, faxing or posting written surveys.

Nine local service providers were contacted by the consultant to seek their assistance with the review and were provided with electronic and hard copy survey forms for both their consumers and their staff. Several service providers assisted by promoting the review to their consumers and 3 used the survey forms to collect input. Survey forms were also made available at the City’s libraries and at the Administration building front counter. A total of 42 completed survey forms were received from people with disabilities, their families and carers.

Meetings were held with key City staff and all City of Armadale staff were invited to complete an emailed survey. 15 completed surveys were returned.

Meetings were held with staff of 3 local service provision agencies to gather their feedback. In addition 7 completed survey forms were received from service provision staff.

The consultant met with 28 people with disabilities, their families and carers and spoke with 3 on the telephone.

The consultation with the community and other key stakeholders identified a number of access barriers and issues as well as some suggested strategies and recommendations to improve access, which have been included in this new plan.

4. Ongoing consultation with the City’s Community Development Team.

### **Implementation, Review and Evaluation of the Plan**

This plan is a dynamic document intended to guide the City of Armadale in its work to continue to create an accessible and inclusive community for all. To facilitate its implementation:

- The plan will be forwarded to Council for approval,
- Required actions identified in this plan will be included in the Strategic Plans for each Directorate within Council, and linked with other relevant Council strategies.
- The availability of the plan will be promoted amongst staff and publicised widely within the community, including key community disability groups and through the media. Copies of the plan will be available for viewing on the City’s website, in its libraries and in the foyer of the Administration Building.
- The Disability Advisory Committee will be consulted on the further development, implementation and monitoring of the plan. The committee has a key role to play in providing strategic advice to Council on behalf of people with disabilities, their families and carers.
- The Disability Access and Inclusion Plan will be reviewed at least every four years, in consultation with the Disability Advisory Committee, key staff and community members and be updated to reflect achievements, new issues and changing priorities.
- Existing State legislation governing services to people with disabilities is currently being reviewed and amended. These amendments are expected to include changes to the nature and content of requirements for Disability Service Plans. During the implementation period of this Disability Access and Inclusion Plan, Council will monitor these changes and may need to adapt and modify this plan accordingly.

**Appendices:**

1. Principles and Objectives of the WA Disability Services Act (1993)
2. List of current disability legislation and standards
3. Principles of Universal Design
4. State Government Access Guidelines 2003 – refer Community Development Department, City of Armadale
5. Disability Services Commission Guide to Access Resources 2003 – refer Community Development Department, City of Armadale
6. Disability Services Commission Fact Sheet on Disability and Appropriate Language – refer Community Development Department, City of Armadale

## **Appendix 1 – Principles & Objectives of the WA Disability Services at 1993**

### **Schedule 1.**

#### **Principles applicable to people with disabilities:**

1. People with disabilities are individuals who have the inherent right to respect for their human worth and dignity.
2. People with disabilities, whatever the origin, nature, type or degree of disability, have the same basic human rights as other members of society and should be enabled to exercise those basic human rights.
3. People with disabilities have the same rights as other members of society to realize their individual capacities for physical, social, emotional, intellectual and spiritual development.
4. People with disabilities have the same right as other members of society to services which will support their attaining a reasonable quality of life in a way that also recognizes the role of the family unit.
5. People with disabilities have the same right as other members of society to participate in, direct and implement the decisions which affect their lives.
6. People with disabilities have the same right as other members of society to receive services in a manner which results in the least restriction of their rights and opportunities.
7. People with disabilities have the same right of pursuit of any grievance in relation to services as have other members of society.
8. People with disabilities have the right to access the type of accommodation and employment that they believe is most appropriate.
9. People with disabilities who reside in country areas have a right, as far as is reasonable to expect, to have access to similar services provided to people with disabilities who reside in the metropolitan area.

**Schedule 2.**

**Objectives for services and programmes relating to people with disabilities:**

1. Services are to have as their focus the achievement of positive outcomes for people with disabilities, such as increased independence, employment opportunities and integration into the community.
2. Services are to contribute to ensuring that the conditions of the everyday life of people with disabilities are the same as, or as close to possible to, norms and patterns which are valued in the general community.
3. Wherever possible, services are to be integrated with services generally available to members of the community.
4. Services are to be tailored to meet the individual needs and goals of the people with disabilities receiving those services.
5. Programmes and services are to be designed and administered so as to meet the needs of people with disabilities who experience additional disadvantage as a result of their age, gender, ethnic origin, geographical remoteness, or aboriginality.
6. Programmes and services are to be administered so as to promote recognition of the competence of, and enhance the community perception of, people with disabilities.
7. Programmes and services are to be designed and administered so as to promote the participation of people with disabilities in the life of the local community through maximum physical and social integration in that community.
8. Programmes and services are to be designed and administered so as to ensure that no single organization providing services shall exercise control over all or most aspects of the life of a person with disabilities.
9. Organisations providing services, whether those services are provided specifically to people with disabilities or generally to members of the community, are to be accountable to those people with disabilities who use their services, the advocates of such people, the State and the community generally for the provision of information from which the quality of their services can be judged.

## **Appendix 2 – Access Legislation, Regulations and Standards**

### **Disability Services Act (1993):**

The Western Australian Disability Services Act (1993) includes nine principles applicable to people with disabilities. In summary, these principles state that a person with a disability has the right to be respected for their human worth and dignity and has the same human rights as other community members, regardless of the degree and nature of their disability.

Under Part 5, Section 28 of the Act, state government agencies and local governments are required to develop and implement a disability service plan that will further the principles of the Act. This essentially means planning to ensure that people with disabilities have equitable access to services provided by public authorities in Western Australia.

Each public authority is also required to report on the implementation of their plan in the agency's annual report.

The Disability Services Act was reviewed in 2001-02. Ten recommendations were made relating to Disability Service Plans. At the time of development of this plan for the City of Armadale, the amendments to the Act were expected to be put to Parliament during 2004. The City's plan was developed to be mindful of these expected reforms.

The recommendations from the Review of the Act, which related to DSPs were:

#### ***Recommendation 20***

*Disability service plans be renamed ‘Disability access and inclusion plans’.*

#### ***Recommendation 21***

*Section 28 (1) be amended to require agencies to develop disability access and inclusion plans which further the principles and objectives of the Disability Services Act.*

#### ***Recommendation 22***

*Agencies be required to lodge a disability access and inclusion plan with the Disability Services Commission.*

#### ***Recommendation 23***

*Agencies be required to review their disability access and inclusion plan at least every five years.*

#### ***Recommendation 24***

*Section 28 (1) be amended to require agencies to consult with people with disabilities and other key stakeholders in the development and review of their disability access and inclusion plan.*

#### ***Recommendation 25***

*Section 28 (1) be amended to require agencies' disability access and inclusion plans to meet standards as specified in the regulations.*

#### ***Recommendation 26***

*Plans to be publicly available and accessible.*

#### ***Recommendation 27***

*Agencies be required to report annually to the Disability Services Commission on the implementation of their plans and key outcomes, in the format as prescribed in the regulations.*

***Recommendation 28***

*The Minister for Disability Services to report annually to Parliament on achievements and compliance with respect to Part 5 of the Act.*

***Recommendation 29***

*Agencies not complying with the disability access and inclusion plan requirements to be named in Parliament as a part of the Minister for Disability Services’ annual report to Parliament on disability access and inclusion plan achievements. These agencies to be provided with a written warning that this will occur unless compliance is established.*

***Recommendation 30***

*Public authorities to require their funded and/or contracted service providers to meet the requirements of the public authority’s disability access and inclusion plan or alternatively to develop their own disability access and inclusion plan.*

To obtain a full copy of the Disability Services Act (1993), contact the State Law Publisher on 9321 7688 or on [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

**Commonwealth Disability Discrimination Act (1992):**

The Disability Discrimination Act is a Commonwealth Act that seeks to provide uniform protection against discrimination based on disability for everyone in Australia.

Under the Act it is unlawful to discriminate against a person, or their associate, if they have a disability in the following areas of life:

- Employment
- Education
- Access to premises used by the public
- Provision of goods, services and facilities
- Accommodation
- Buying land
- Activities of clubs and associations
- Sport
- Administration of Commonwealth Government laws and programs

The definition of disability is broad and covers a disability that a person has now, had in the past, may have in the future or is believed to have.

A person who believes they have suffered discrimination may make a complaint to the Human Rights and Equal Opportunities Commission. Enquires can also be directed to the Sussex Street Law Service at [www.sscls.asn.au](http://www.sscls.asn.au) or telephone (08) 9470 2676.

More information about the Human Rights and Equal Opportunities Commission, The Act and making a complaint is available at [www.hreoc.gov.au](http://www.hreoc.gov.au) .

### **Western Australian Equal Opportunity Act (1984):**

The Western Australian Equal Opportunity Act (1984) was amended in 1988 recognising that people with disabilities require and are entitled to the same level of service as is available to other members of the community.

The amendment to the Act makes it unlawful for a person to discriminate against any person on the grounds of impairment. Under the legislation, an action is regarded as being discriminatory if a person with an impairment is treated less favourably than others in the same or similar circumstances.

Impairment is defined as any condition existing at birth or from illness or injury. It also includes impairments that existed in the past and no longer exist.

If a person believes they have been discriminated against by a public agency because of their impairment, they have the right to complain to the Commissioner of Equal Opportunity in Western Australia.

More information about the Equal Opportunity Commission, the Act and making a complaint is available at [www.equalopportunity.wa.gov.au](http://www.equalopportunity.wa.gov.au) or phone (08) 9216 3934.

### **Australian Standards on Access:**

There are several Australian Standards relevant to providing access to buildings and facilities - some are listed below. It is important to refer to the latest version of the relevant Standard.

- **AS 1428.1** General requirements for access - New building work
- **AS 1428.1** Supplement 1 General requirements for access - buildings - commentary
- **AS 1428.2** Enhanced and additional requirements - buildings and facilities
- **AS 1428.3** Requirements for children and adolescents with physical disabilities
- **AS 1428.4** Tactile ground surface indicators for the orientation of people with vision impairment
- **AS 1735.7** Stairway lifts
- **AS 1735.12** Escalators and moving walks Part 12. Facilities for people with disabilities
- **AS 3769** Automatic teller machines (ATMs) - user access
- **AS 2890.1** Off-street parking: Mandatory requirements
  
- **AS 2890.5** On-street parking

### **Building Code of Australia:**

The Building Code of Australia (BCA) sets out the minimum requirements for building design and construction throughout Australia, it references various Australian Standards and Codes to provide technical building requirements. Standards referenced by the BCA have legal application.

### **DDA Draft Premises Standard:**

Work has been underway for some years to develop an Access to Premises Standard under the DDA, to ensure that premises built to comply with the BCA will also comply with the DDA. The Australian Building Codes Board's Building Access Policy Committee, which includes

representatives from the disability sector, industry, design professionals, government, property owners, local government and building surveyors, has developed a draft standard and regulatory impact statement. These are currently undergoing an Australia wide consultation process. When the Standard is in its final form, the relevant sections of the BCA will be identical ensuring consistency between the two.

## **Appendix 3 – The Principles of Universal Design**

*Version 2.0 - 4/1/97*

Compiled by advocates of universal design, listed in alphabetical order:

Bettye Rose Connell, Mike Jones, Ron Mace, Jim Mueller, Abir Mullick, Elaine Ostroff, Jon Sanford, Ed Steinfeld, Molly Story, and Gregg Vanderheiden

Major funding provided by: The National Institute on Disability and Rehabilitation Research, U.S. Department of Education

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### **UNIVERSAL DESIGN:**

**The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.**

The authors, a working group of architects, product designers, engineers and environmental design researchers, collaborated to establish the following Principles of Universal Design to guide a wide range of design disciplines including environments, products, and communications. These seven principles may be applied to evaluate existing designs, guide the design process and educate both designers and consumers about the characteristics of more usable products and environments.

The Principles of Universal Design are presented here, in the following format: name of the principle, intended to be a concise and easily remembered statement of the key concept embodied in the principle; definition of the principle, a brief description of the principle's primary directive for design; and guidelines, a list of the key elements that should be present in a design which adheres to the principle. (Note: all guidelines may not be relevant to all designs.)

#### **PRINCIPLE ONE: Equitable Use**

The design is useful and marketable to people with diverse abilities.

##### **Guidelines:**

- 1a.** Provide the same means of use for all users: identical whenever possible; equivalent when not.
- 1b.** Avoid segregating or stigmatizing any users.
- 1c.** Provisions for privacy, security, and safety should be equally available to all users.
- 1d.** Make the design appealing to all users.

#### **PRINCIPLE TWO: Flexibility in Use**

The design accommodates a wide range of individual preferences and abilities.

**Guidelines:**

- 2a. Provide choice in methods of use.
- 2b. Accommodate right- or left-handed access and use.
- 2c. Facilitate the user's accuracy and precision.
- 2d. Provide adaptability to the user's pace.

**PRINCIPLE THREE: Simple and Intuitive Use**

Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.

**Guidelines:**

- 3a. Eliminate unnecessary complexity.
- 3b. Be consistent with user expectations and intuition.
- 3c. Accommodate a wide range of literacy and language skills.
- 3d. Arrange information consistent with its importance.
- 3e. Provide effective prompting and feedback during and after task completion.

**PRINCIPLE FOUR: Perceptible Information**

The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.

**Guidelines:**

- 4a. Use different modes (pictorial, verbal, tactile) for redundant presentation of essential information.
- 4b. Provide adequate contrast between essential information and its surroundings.
- 4c. Maximize "legibility" of essential information.
- 4d. Differentiate elements in ways that can be described (i.e., make it easy to give instructions or directions).
- 4e. Provide compatibility with a variety of techniques or devices used by people with sensory limitations.

**PRINCIPLE FIVE: Tolerance for Error**

The design minimizes hazards and the adverse consequences of accidental or unintended actions.

**Guidelines:**

- 5a. Arrange elements to minimize hazards and errors: most used elements, most accessible; hazardous elements eliminated, isolated, or shielded.
- 5b. Provide warnings of hazards and errors.
- 5c. Provide fail safe features.
- 5d. Discourage unconscious action in tasks that require vigilance.

**PRINCIPLE SIX: Low Physical Effort**

The design can be used efficiently and comfortably and with a minimum of fatigue.

**Guidelines:**

- 6a. Allow user to maintain a neutral body position.
- 6b. Use reasonable operating forces.
- 6c. Minimize repetitive actions.
- 6d. Minimize sustained physical effort.

**PRINCIPLE SEVEN: Size and Space for Approach and Use**

Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

**Guidelines:**

- 7a. Provide a clear line of sight to important elements for any seated or standing user.
- 7b. Make reach to all components comfortable for any seated or standing user.
- 7c. Accommodate variations in hand and grip size.
- 7d. Provide adequate space for the use of assistive devices or personal assistance.

Please note that the Principles of Universal Design address only universally usable design, while the practice of design involves more than consideration for usability. Designers must also incorporate other considerations such as economic, engineering, cultural, gender, and environmental concerns in their design processes. These Principles offer designers guidance to better integrate features that meet the needs of as many users as possible.

## **Action Plan**

**The following is a Disability Access and Inclusion Action Plan developed by consultants in conjunction with City of Armadale Councillors & staff, government and non-government organizations, the community. The plan has been prepared to enable implementation taking into consideration available budgets, resources and time constraints.**

**The Plan does not include:**

- **services that the City does not provide and**
- **actions that are already covered in other areas of the plan.**

### **City of Armadale Disability Access and Inclusion Action Plan 2005 - 2009**

The Disability Services Commission recommends that statutory authorities develop plans, which include five key outcome areas. These outcomes need to be considered by Local Governments when planning improved access for people with disabilities and provide a framework for translating the principles under the Disability Services Act into tangible and achievable results. This plan also includes two additional outcomes, relating to the employment of people with disabilities within Council and also working to increase community awareness of disability and access. The key outcomes for the 2005 plan are:

1. Existing functions, facilities and services are adapted to meet the needs of people with disabilities.
2. Access to buildings and facilities is improved.
3. Information about functions, facilities and services is provided in formats, which meet the communication needs of people with disabilities.
4. Staff awareness of the needs of people with disabilities and skills in delivering advice and services are improved.

5. Opportunities for people with disabilities to participate in public consultations, grievance mechanisms and decision-making processes are provided.
6. Information, opportunities and encouragement will be provided to the community to raise awareness of disability, access and inclusion

Each of these outcome areas is addressed under five headings to provide a coordinated Action Plan:

<b>Issues</b>	The issue preventing access and/or inclusion
<b>Strategies</b>	What we want to do
<i>Timeline</i>	When we will do it
<i>Responsibility</i>	Who is responsible for ensuring it is done
<i>Cost of Implementation</i>	How much each ‘Functions, facilities and services’ item will cost to action

***Outcome One: Existing functions, facilities and services are adapted to meet the needs of people with disabilities.***

Guiding Principles:

- Council will endeavour to be responsive and adaptable in responding to the barriers experienced by people with various disabilities.
- Council will ensure that all policies and practices governing the operation of Council functions, facilities and services should be consistent with the Council’s Disability Access and Inclusion Plan.
- Council programs and services for people with disabilities should be consistent with the Principles and Objectives of the WA Disability Services Act (1993).
- Council will ensure that all contracts for services to the community ensure that provision is made for access for people with disabilities.
- Council will ensure that all planning processes will consider the needs of people with disabilities.

<i>Issues</i>	<i>Strategies</i>	<i>Timeline</i>	<i>Prime Responsibility</i>	<i>Cost of Implementation</i>
Accessible and safe footpaths.	Inspection of footpaths and kerbs in high use areas.	Ongoing	Technical Services	<i>Undertake as part of operational inspections</i>
	Ensure that when driveways are constructed they do not create barriers to safe access	Ongoing	Technical Services	<i>Conditions of subdivision and development.</i>
	Continue program of upgrading footpaths and kerbs. Consider access needs of residents as a priority for provision/upgrade.	Ongoing	Technical Services	<i>Path programme.</i>

<i>Issues</i>	<i>Strategies</i>	<i>Timeline</i>	<i>Prime Responsibility</i>	<i>Cost of Implementation</i>
Communication between Council and the ARA.	Ensure strong links with the ARA to ensure cooperation and coordination of access improvement in the City of Armadale.	Ongoing	Technical Services	<i>Nil</i>
Accessing busy roads.	Investigate ways of improving safety and access for people with disabilities in crossing busy roads. eg Armadale Road and Albany Highway.	2006	Technical Services	<i>Nil</i>
Mobility routes and distances between services.	In partnership with the ARA undertake an audit of the Armadale and Kelmscott business and retail area, identifying access barriers.	2006	<i>Technical Services</i>	<i>\$15,000 with volunteer help. This amount is not included in the City’s 15 Year Financial Plan.</i>
	In consultation with people with disabilities, identify a network of priority mobility routes and ensure a continuous accessible path of travel on these routes, including rest points with seating, tactile paving as required and accessible paths and kerbs.	2007	<i>Community Services</i>	<i>\$15,000 with volunteer help. This amount is not included in the City’s 15 Year Financial Plan.</i>
	Promote these mobility routes to the community eg a mobility map showing routes, facilities – toilets, parking etc.	2007	<i>Community Services</i>	<i>\$500 printing costs.</i>

<i>Issues</i>	<i>Strategies</i>	<i>Timeline</i>	<i>Prime Responsibility</i>	<i>Cost of Implementation</i>
Access needs of all community members	Relevant key staff to become familiar with best practice in access and inclusion for people with all types of disability.	2005	Chief Executive’s Office	Refer Page 29 4.1 HR Training budget
Accessible events.	Ensure all events are planned using the Accessible Events checklist included in Appendix of the City’s Disability Access and Inclusion Plan 2005. Make the Accessible Events checklist available to staff on the City’s Intranet.	2005 and Ongoing	Community Services	Nil

***Outcome Two: Access to buildings and facilities is improved.***

**Guiding Principles:**

- The City of Armadale is committed to ensuring that its buildings and facilities are accessible to all community members, including people with disabilities, their families and carers.

<b><i>Issues</i></b>	<b><i>Strategies</i></b>	<b><i>Timeline</i></b>	<b><i>Responsibility</i></b>	<b><i>Cost of Implementation</i></b>
Accessible Council buildings	Undertake a current access audit (including various Council Buildings eg: Administration building and ramp) considering all types of disability and Universal Design Principles and Implement remedial works program to improve access.	Ongoing	<i>Technical Services</i>	<i>\$15,000 per annum as per the 15 year financial programme.</i>
Compliance with ACROD ‘Blue Bays’ parking	Undertake an audit of ACROD bays and implement a program to rectify any non-compliance. Consider the need for additional bays at some locations.	2006	<i>Technical Services</i>	<i>Audit to be conducted as part of the Parking Strategy with ARA.</i>
	Investigate ways of minimising illegal use of the bays in collaboration with businesses.	Ongoing	<i>Community and Development Services</i>	<i>Existing Resources.</i>
Awareness of new Premises Standard.	Relevant key staff to be registered for email updates from the Human Rights and Equal Opportunity Commission.	2005	<i>Development Services</i>	<i>Nil</i>

<i>Issues</i>	<i>Strategies</i>	<i>Timeline</i>	<i>Responsibility</i>	<i>Cost of Implementation</i>
	Ensure relevant staff are provided with information and training regarding the new Premises Standard and any other legislative or regulatory changes regarding access.	2005	<i>Development Services</i>	<i>Costs can be accommodated within the current budget strategies. \$500.</i>
Accessible non-Council buildings	Investigate ways of providing advice and assistance to improve access.	2005	<i>Community Services</i>	<i>\$2,000 per annum. This amount is not included in the City’s 15 Year Financial Plan.</i>
	Liaise with government services such as Centrelink and Australia Post to improve access to their premises.	2005	<i>Development Services</i>	<i>\$300</i>
	Promote to business the economic benefits of being accessible.	2006	<i>Community Services</i>	<i>\$2,000 per annum. This amount is not included in the City’s 15 Year Financial Plan.</i>
	Develop information for businesses on access/universal design especially shopping centre, small shops in the Mall, banks, Centrelink and Pioneer Village.	2006	<i>Development Services</i>	<i>\$1,000</i>
	Make access information available on the City’s website.	2006	<i>Corporate Services</i>	<i>\$800. This amount is not included in the City’s 15 Year Financial Plan.</i>

<i>Issues</i>	<i>Strategies</i>	<i>Timeline</i>	<i>Responsibility</i>	<i>Cost of Implementation</i>
	Develop local access awards.	2006	Community Services	\$2,500 per annum. This amount is not included in the City's 15 Year Financial Plan.

***Outcome Three: Information about functions, facilities and services is provided in formats which meet the communication needs of people with disabilities.***

Guiding Principle:

- Council will ensure that information about its functions, facilities and services is written in clear and concise language, and is available in formats to meet the needs of all people including people with disabilities.

<b><i>Issues</i></b>	<b><i>Strategies</i></b>	<b><i>Timeline</i></b>	<b><i>Responsibility</i></b>	<b><i>Cost of Implementation</i></b>
Awareness of Council information in alternative formats.	Ensure documents carry a notation regarding availability in alternative formats.	2007	<i>All Directorates</i>	<i>\$1,000 budgeted for Alternative Formats for publications Example: Approximately \$300 for an audio tape of a 100 page document.</i>
	Continue to invite applications for inclusion on a register of people requiring other formats.	Ongoing	<i>Community Services</i>	<i>\$500</i>
Promotion of Council information in alternative formats.	Make use of newspapers and radios when promoting local news.	2006	<i>Chief Executive's Office</i>	<i>Within existing resources.</i>
	Develop a list of key disability groups and send relevant media releases to them for dissemination to their members.	2006	<i>Community Services</i>	<i>\$2,000 per annum. This amount is not included in the City's 15 Year Financial Plan.</i>

<i>Issues</i>	<i>Strategies</i>	<i>Timeline</i>	<i>Responsibility</i>	<i>Cost of Implementation</i>
Accessible Website.	Redevelop website according to the State Government Access Guidelines.	2007	Corporate Services	\$1,600. This amount is not included in the City’s 15 Year Financial Plan.
	Liaise with the Association for the Blind to ensure accessibility.	2007	Corporate Services	\$1,800 per month. This amount is not included in the City’s 15 Year Financial Plan.
	Ensure forms and applications are available electronically.	2007	Corporate Services	\$1,800 per month. This amount is not included in the City’s 15 Year Financial Plan.

***Outcome Four: Staff awareness of the needs of people with disabilities and skills in delivering advice and services are improved.***

**Guiding Principle:**

- Council is committed to ensuring that services are provided by skilled and competent staff and that Councillors and staff are aware of the needs of all community members including people with disabilities, their families and carers.

<b><i>Issues</i></b>	<b><i>Strategies</i></b>	<b><i>Timeline</i></b>	<b><i>Responsibility</i></b>	<b><i>Cost of Implementation</i></b>
Staff awareness of disability issues.	Conduct survey of all staff to determine training needs.	Ongoing	Chief Executive's Office	Costs can be accommodated within existing strategies.
	HR to liaise with appropriate training agencies to develop and implement staff training courses including general disability awareness training for all staff, accessible information training, specific training for recreation facility staff, building and planning staff, communication training eg using the TTY etc.	Ongoing	Chief Executive's Office	Costs can be accommodated within existing strategies.
	Conduct training and convey information on a regular basis.	Ongoing 2005	Chief Executive's Office	Approximately \$2,500 per training session. (HR budget).
Staff recognition for good practice.	Develop and implement a staff recognition program for good practice in access and inclusion.	2005	Chief Executive's Office	Existing Resources.
	Develop and maintain register of staff with skills and experience eg sign language	2005	Chief Executive's Office	Existing Resources.

***Outcome Five: Opportunities are provided for all community members, including people with disabilities to participate in public consultations, grievance mechanisms and decision making processes.***

Guiding Principle:

- The City of Armadale is committed to ensuring that all community members are able to participate in public consultations, grievance mechanisms and decision-making processes.

<b><i>Issues</i></b>	<b><i>Strategies</i></b>	<b><i>Timeline</i></b>	<b><i>Responsibility</i></b>	<b><i>Cost of Implementation</i></b>
Monitoring of Disability Access and Inclusion Plan.	Disability Advisory Committee to regularly monitor the progress of the plan and be involved in all reviews of the plan.	Ongoing	<i>Community Services</i>	<i>\$2,000 per annum. This amount is not included in the City's 15 Year Financial Plan.</i>
	Ensure the Plan is reported annually to the Disability Services Commission as prescribed.	Annually	<i>Community Services</i>	<i>Existing Resources.</i>
	Develop a register of experienced persons to provide comment on access and inclusion issues on request.	2006	<i>Community Services</i>	<i>\$1,000. This amount is not included in the City's 15 Year Financial Plan.</i>
Disability Access and Inclusion in community surveys.	Include appropriate questions about access and inclusion in surveys and consultation events.	2006	<i>Corporate Services</i>	<i>\$2,000 bi-annually.</i>
Accessible Consultation processes.	Investigate the current methods of communicating and promoting all consultations, including Town Planning Scheme advertisements, to the community.	2005	<i>Community Services</i>	<i>Implement during the Community Consultation Policy development.</i>

***Outcome Six: Opportunities are provided for people with disabilities to be employed within the City of Armadale.***

Guiding Principle:

- The City of Armadale is committed to the principles of Equal Employment Opportunities.

<i>Issues</i>	<i>Strategies</i>	<i>Timeline</i>	<i>Responsibility</i>	<i>Cost of Implementation</i>
Employment opportunities for People with Disabilities.	Implement the EEO legislation Consider as part of an equal opportunity policy.	Ongoing	Chief Executive's Office	Within Existing Resources.
Awareness of resources and support available.	Ensure Managers / Supervisors are aware of the capacities and capabilities of people with disabilities when employing staff.  Run awareness sessions in conjunction with supported employment agencies, regarding responsibilities and resources available.	Ongoing	Chief Executive's Office	Within Existing Resources.

***Outcome Seven: Council will provide information, opportunities and encouragement to raise the awareness of the community regarding disability access and inclusion.***

Guiding Principle:

- The City is committed to working to create an inclusive community that is aware of and provides for the access needs of all of its members, including people with disabilities.

<b><i>Issues</i></b>	<b><i>Strategies</i></b>	<b><i>Timeline</i></b>	<b><i>Responsibility</i></b>	<b><i>Cost of Implementation</i></b>
Awareness of disability and access issues in the general community	Promote the aims and availability of the Disability Access and Inclusion Plan in the community.	2005	<i>Community Services</i>	<i>\$1,000 per annum. This amount is not included in the City’s 15 Year Financial Plan.</i>
	Run regular articles on disability and access issues, particularly promoting positive stories on access improvement and inclusion, in the Council newsletter and local newspapers.	Ongoing	<i>All Directorates</i>	<i>Within existing resources.</i>
	Develop a brochure on the City’s commitment to improving access and make available in public venues.	Ongoing	<i>Community Services</i>	<i>\$500 printing costs. This amount is not included in the City’s 15 Year Financial Plan.</i>

<i>Issues</i>	<i>Strategies</i>	<i>Timeline</i>	<i>Responsibility</i>	<i>Cost of Implementation</i>
Awareness of disability and access issues in the local business community.	Provide advice and support to local businesses to become more accessible and inclusive.	2008	<i>Community Services</i>	<i>This is not included in the City’s 15 Year Financial Plan beyond 2005-06.</i>
	Develop a Local Access Award for businesses. Promote businesses that have improved their access or services for people with disabilities.	2008	<i>Community Services</i>	<i>Training approx. \$2,500 per year. This amount is not included in the City’s 15 Year Financial Plan.</i>
	Liaise with and give talks to the local Chamber of Commerce and retailers’ associations	2008	<i>Community Services</i>	<i>\$1,600 per year. This amount is not included in the City’s 15 Year Financial Plan.</i>



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## → INTERACTIVE LEARNING WITH WORLD EXPERTS



## Burswood Convention Centre

Perth, Western Australia - 30 and 31 May 2005

Community engagement is critical in the successful development of acceptable policies and decisions in government, the private sector and the community. We know it can be done much better.

In Western Australia we have taken a leading role in exploring innovations in community engagement, with 21st Century Town Meetings (Dialogues), Deliberative Surveys, Citizens' Juries, Multi Criteria Analysis Conferences and Consensus Forums.

Now we are taking the next giant step forward by assembling here in Perth some of the most progressive innovators and experts from the USA and Australia, to lead a unique experiment in community engagement.

These initiators and experts will guide us through their leading edge techniques –Citizens' Juries, Wisdom Councils, Dynamic Facilitation, Deliberative Surveys, World Café, and 21st Century Town Meeting.

We will learn by doing.

Never before has such an impressive group of practitioners been assembled for such a purpose.

Come and learn with:

- Dr Ned Crosby, of Washington USA, inventor of the Citizens' Jury process which has been used more than 30 times in the US and some 300 times in the UK.
- Dr John Gastil, Associate Professor in the Department of Communication at the University of Washington, where he specialises in political deliberation. He is the author of *By Popular Demand: Revitalizing Representative Democracy through Deliberative Elections*.
- Mr Tom Atlee, founder and co-director of the non-profit Co-Intelligence Institute in Oregon USA, a social change visionary and author of *The Tao of Democracy*.

- Mr Jim Rough, consultant, author, speaker and social innovator who developed the practice of Dynamic Facilitation and the concept of the Wisdom Council, from Washington USA.
- Dr Lyn Carson, Senior Lecturer in applied politics in the School of Economics and Political Science, University of Sydney, co-author of *Ideas for Community Consultation*, which has been distributed to all local governments in NSW, and Australian innovator in community engagement initiatives.

Dr Janette Hartz-Karp, who has facilitated many of Western Australia's unique trials in innovative community engagement, will work with the experts to lead you through an interactive forum that weaves these techniques together.

- **Deliberative Survey:** Understand how a poll of a representative, random sample of the population, undertaken before and after dialogue, provides the best of both worlds with informed and representative views on complex issues.
- **21st Century Town Meeting:** Learn how a forum involving anywhere from 100 to 5000 people representing the community, industry and government come together in small groups, connected via computers, to deliberate on broad and complex issues to influence decision making.
- **Dynamic Facilitation:** Explore a new style of facilitation that helps people achieve rapid consensus by following the energy of a group without constraining that energy to agendas or exercises. ([www.ToBE.net](http://www.ToBE.net))
- **Wisdom Council:** Participate in a demonstration of how a large system of people, such as a whole city, can dialogue together and even reach consensus. ([www.WiseDemocracy.org](http://www.WiseDemocracy.org))
- **Citizens' Jury:** Discover how an independent, representative group of people can deliberate on an issue with the assistance of a facilitator and other experts to help seek common ground, and then present their findings to decision makers – a useful technique for decision makers seeking to find out what an informed public wants and why.

By the end of the two days, we will all have participated in new methodologies, learnt where they can be applied, and modelled ways we can engage the whole community in self-government.

As this is a one-off opportunity, seats are limited - so register now.

We look forward to seeing you.

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## Program Day One

Subject to change

<b>Session 1</b>	<b>Getting to know you</b>
8.40 am	Welcome
8.50 am	Outline of program
9.00 am	Introductions
<b>Session 2</b>	<b>Deliberative Survey</b>
9.30 am	Individuals fill out survey.
9.45 am	Each expert panelist talks for approx 6 mins and provides exa Deliberative Democracy experiences world-wide.
10.20 am	Small group, interactive dialogue: What else do you need to k these techniques?
10.45 am	<b>Morning tea</b>
11.05 am	Expert panelists respond to themed questions from participan
11.45 pm	Small group interactive dialogue about: <ul style="list-style-type: none"><li>■ How should these techniques relate to one another?</li><li>■ Are some better suited to some purposes than others</li><li>■ Are they equally good alternatives for addressing the problems?</li></ul>
12.20 pm	Expert panelists respond to themed questions from participan
1.00 pm	<b>Lunch</b>
<b>Session 3</b>	<b>World Café</b>
1.30 pm	What needs to happen for: <ul style="list-style-type: none"><li>■ society to safely give more influence to groups of ordi</li><li>■ citizens to participate in thoughtful, informed deliberat reflection on public issues?</li><li>■ How do you feel about that prospect?</li><li>■ What excites you?</li><li>■ What concerns you?</li></ul>
3.20 pm	<b>Afternoon tea</b>

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- Session 4**      **21st Century Town Meeting**
- 3.40 pm      What are the essential features, if any, of a Deliberative Democracy or institution?
- If none:
- What are examples of some of the best practices, and those “best”?
- 4.20 pm
  - What background conditions, if any, are required for a Deliberative Democracy?
  - Does it require a certain kind of political culture or pre-democratic institutions?
  - What cultural, economic, technological, or political trends are necessary for the development of Deliberative Democracy programs or institutions?

- Session 5**      **Feedback**
- 5.20 pm      **Participant Feedback Day 1**

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## Program Day Two

Subject to change

8.00 am	<b>Early morning coffee</b>
<b>Session 1</b>	<b>Icebreaker</b>
8.40 am	What were some of the most important insights for you from y sessions?
<b>Session 2</b>	<b>Deliberative Survey Citizens' Jury</b>
9.00 am	Presentation of Jury process and findings
9.30 am	Small group, interactive dialogue: <ul style="list-style-type: none"> <li>• What else do you need to understand about the Jury</li> <li>• What would you like to know about experience of beir</li> </ul>
10.50 am	Jury and moderators respond to themed question. Themed qd projected back into the room.
10.50 am	<b>Morning tea</b>
<b>Session 3a</b>	<b>Wisdom Council</b>
11.10 am	'Fish Bowl' of participant groups volunteering to be on the Wis
1.00 pm	<b>Lunch</b>
<b>Session 3b</b>	<b>Dynamic Facilitation</b>
1.30 pm	Choose one aspect of Community Engagement / Deliberative you want to explore further and dialogue.
3.20 pm	<b>Afternoon tea</b>
<b>Session 4</b>	<b>Deliberative Survey</b>
3.40 pm	Individuals fill out the repeat Deliberative Survey.
<b>Session 5</b>	<b>21st Century Town Meeting</b>
3.55 pm	Individuals choose the best 'fit' between Deliberative Democr techniques/programs and issues.
<b>Session 6</b>	<b>Expert panel closing remarks</b>
4.35 pm	Each member of the expert panel comments briefly on a key i

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arisen.

## Session 7

## Feedback

5.05 pm

Feedback of results from Deliberative Survey

5.20 pm

Feedback of Priorities

Participant Feedback from Days 1 and 2

5.30 pm

Thank you and close

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Carl Askew  
Executive Director Community Services  
City of Armadale

Armadale Soccer Club  
P.O. Box 74  
Armadale  
W.A. 6112  
ABN 90 195 497 612

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CITY OF ARMADALE

REC'D	29 MAR 2005	
TO:	PQ	INIT
REFER/NOTE:		INIT
FILE/S	ORG/S	

Dear Carl,

Re: Armadale Soccer Club & City of Armadale meeting of the 24<sup>th</sup> March 2005-03-29

Thank you for the meeting last Thursday with yourself, Pat Quinlivan and Henry Zelones. It gave me a good opportunity to find out what the Council wanted from us, in regards to commitment on retiring debt and future plans for the Club and area.

I have listed below a brief critic on each of the 5 Agenda issues raised at that meeting;

- **The Clubs Current financial position.**

As confirmed my wife Linda Campos was elected Treasurer as at 01.10.2004. We have donated a computer and the Club has purchased the MYOB program for future use by the Club. The Club's books are upto date and will be able to be audited later this year. We have been able to clear a trading debt of around \$5,000 (a carry over from the 2004 year) and are currently in the black, noting that the majority of the expenses will be higher during the on-coming Season.

The future debt to the Council has been arrested by creating a separate account for registrations. Also for the first time, the current Committee were able to and had the courage to increase registration fees to include the \$48 Council Player Fee. A consequence which the Committee considered to increasing Fees was the withdrawal of some of our Social Teams for 2005, which unfortunately one did. Nevertheless it had to be done. As a Club, we could not continue to accrue debts.

A cheque for \$1,500 is attached as part payment for these Fees and as mentioned at the meeting, that by mid to late April, we'll be in a position to pay the balance to Council for the current period. We set our annual Fees around December / January each year and it would be helpful if Council was able to notify us of the Fees by this time each year.

- **Audited financial statements**

As mentioned, we are able to give you the financials you currently have, but as no formal accounting system existed last year, it would be impossible to reconcile the accounts. The Treasurer last year unfortunately did not have an understanding of accounting and did the best job she could under the circumstances. The Club has learnt that who ever holds this position in the future, they will have to have some knowledge of accounting. With the computer, MYOB program and a 'Job Description', it has also made the job much easier for future years to come.

- **Business Plan for 2005 including budget forecasts**

Mr Anton Coates has formalised a Budget and Development Plan for our Club upto 2010. A copy of this has been supplied to Council and a further copy is attached. Anton, like many other Committee Members wears a number of hats and later this year will be concentrating on the Development Plan for the Club. This will include continuous dialogue with Council on the future grow of the Club and the surrounding area.

**Some issues which do require attention more urgently than others are;**

- the building of a storeroom and / or change room to house all our equipment (we are currently using a complete change room and part of another. This has made it very dangerous to move about in these rooms. Also the growth of Women's Soccer, is putting a strain on us to provide more Changerooms)
- the erection of 2 more light towers and updating the lights on two existing towers. We currently only have sufficient lighting for our main pitch. The other two pitches are poorly lit and is putting a strain on our main pitch. Whilst the weather is relatively fine, it is able to cope. But during our main (winter) season, it can not handle all the use. By providing the additional lights it would remove the strain on the main pitch for playing and training. As a safety issue, it is very hard to see and train on these pitches when they are dimly lit. It would also give us opportunity to utilise these pitches all year round and possibly raise more income.

**Other issues that we would like consideration for next year are;**

- the extension to the hall as it has been too small for our Club virtually from the start. The extension could also double as an in-door training area (Futsal etc) allowing us to raise additional revenue during the off season.
- Last year we had to use the Armadale RSL Hall for our end of year wind-up and lost some \$5,000 in revenue for that one night alone.
- The construction of an office. There is a referee's change room next to the boiler room which could be converted to an office. But there would have to be a referee's change room constructed elsewhere, possibly with the storeroom.
- Additional pitches 2 if possible. A number of years ago, Council had the opportunity to purchase the land west of Alfred Skeet. This would have been the perfect solution, as there is growing pressure on us and our facilities by additional senior teams and junior teams, especially from women's soccer.
- We are having our next Armadale Seniors Committee meeting on the 4<sup>th</sup> April and I'm sure they would also want to raise some issues. I will formalise this section again for you then.

- **Debt Repayment Plan**

I have already incorporated the Debt Repayment Plan in our Budget for 2005 (copy attached). As mentioned we will make repayments during our regular season (From April to September) and look to make some lump sum payments in our off season, if finances allow. We have already ensured that this debt does not grow any further, as mentioned above. We are asking Council for a consideration to reduce the debt by the amount that Armadale Soccer Club has had to spend on improvements to the building and paving over the last 1-2 years. I have expanded on this in the following note.

- **Vandal damage and security issues with the Pavilion building.**

Armadale Soccer Club has had a problem with regards to break-ins to the Pavilion, so much so that we have had installed 2 Fire Door Metal Grills, to conform with building and safety regulations at a cost of \$2,000 per door (ie total cost \$4,000) and Metal Grills to all the external windows at a cost of \$2,000. This \$6,000 expenditure was necessary otherwise the premises would have been uninsurable. We also have a monitored back to base alarm on the premises as well. All the Counsellors that have come down to the Alfred Skeet have seen that the Grills have been done to fit the architecture of the building. Even with the grills in question, the last break-in occurred in October 2004 when thieves forced their way through the small roller door metal grill. Eventhough the club has received some compensation via the insurance, some items were irreplaceable as they were signed framed shirts by Perth Glory and a Malaysian Team. The shirts can be replaced but not the signatures or the authenticity. The Club had to be seen as taking necessary steps to ensure the security of the building and contents. We believe we have done this, otherwise a major loss was imminent.

The Club instead of monetary sponsorship last year (\$2,000 from Blok pave) accepted goods (pavers) to the value of \$3,000. To conform with Council regulations, The Club paid for a limestone base for the pavers together with soakwells. This cost the Club \$1,000 in cash. This paving was critical as we needed access to the Pavilion from the car park and playing area. Again this represented a safety issue to the patrons and visitors to the Club. More paving is required but this can be planned for later on. It might help for the Councillors to visit the Clubrooms and see the progress that has been made.

We have also paid \$1,000 for each dug-out as the metal ones provided were too dangerous and on one occasion one of the dug-outs was uprooted with string winds and we were lucky no one was injured. The current ones are built from brick.

**Would Council please give consideration to reducing the debt by the \$6,000 that was spent for security on the Pavilion and the Monetary loss of \$2,000 plus the \$1,000 paid by the Club for the paving and the \$2,000 spent on the new dug-outs representing a total of 11,000 that the Armadale Soccer Club has at least spent over the last two years.**

We have also paid \$500 for each of the Soccer goals as the old ones were weakened by repeated collisions with the mowing of the pitch and were a danger to the players and anyone that played around them. On another note, one of the new goal posts was hit hard last Thursday 24<sup>th</sup> March, when the grass was cut. We may need to have the post replaced. We will have a look tonight and advise.

We have also spent a lot on this club, in money and in kind that we are not claiming for and I do realise and thank the Council for doing their bit as well, but I ask the Council for their consideration of the items listed above. When your decision has been made I will complete the budget item for the Council Repayment on our Budget. This way we can all proceed forward.

Carl thank you and the Councillors for your time last Thursday and await to hear from you. Please call if you have any questions.

Regards  
Lou Campos  
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