

NATIONAL FILM AND SOUND ARCHIVE ACCESS ACTION PLAN



Prepared by

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For

National Film and Sound Archive

EMA

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TABLE OF CONTENTS

1.0	INTRODUCTION	3
1.1	Background	3
1.2	Brief	3
1.3	Action Plans	4
1.4	Methodology	5
1.5	Authorship	5
1.6	Acknowledgements	5
1.7	Limitations	5
2.0	NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA (NFSA)	6
2.1	The Organisation	6
2.2	Organisation Structure	6
2.3	Program and Strategic Objectives	8
2.4	Current Disability Policies/Strategies	8
3.0	BUILDINGS	11
3.1	Existing Buildings	11
3.2	Accessibility of Buildings	11
4.0	PROGRAMS	12
5.0	OTHER FACILITIES	13
6.0	ACTION PLAN	14
6.1	Policy Scope	14
6.2	Buildings	14
6.3	Programs/Activities	14
6.4	Staff	15
6.5	Procurement	15
6.6	Implementation	15
6.7	Actions	16
ATTACHMENT 1:	Building Plans	18
ATTACHMENT 2:	Building Access Requirements and	23
	Access Audit Comments on Access to NFSA Facilities	23
ATTACHMENT 3:	The National Arts and Disability Strategy Jurisdiction Implementation	
	Report Notes	35
	Extract from NFSA Website – Accessibility	35
	Extract from NFSA Workplace Diversity Program 2011-2013	35

1.0 INTRODUCTION

1.1 Background

NFSA resolved to initiate an Access Action Plan to provide a structured strategy to consider the needs of people with disabilities in their whole of business.

The Action Plan is written to enable NFSA meets its wider responsibilities for compliance with the Disability Discrimination Act (DDA) 1992 and APS requirements.

The initiating issues for the Action Plan was the lack of wheelchair access at their McCoy Circuit entry of their Heritage listed building and new ventures with the refurbished theatre. However rather than just consider the above issues in isolation; a broader Action Plan was commissioned.

1.2 Brief

This is a document that outlines the requirements of the relevant legislation for all facilities and services managed and provided by NFSA, what is the current situation in meeting these requirements and then an implementation program of work to action outstanding issues and for ongoing review.

The scope includes:

- All buildings and all areas (including Mitchell)
- The programs managed by NFSA for staff and public
- The facilities for staff and public.

The work includes:

- Clarification and definition of all buildings, programs and facilities
- Collection of existing provisions and policies related to disability access
- An outline of requirements as per Codes/Standards/DDA
- An analysis of existing provisions and their compliance
- Prepare a Draft Report and Action Plan
- Consultation with management/staff as required
- Finalisation of Action Plan.

The Disability Discrimination Act 1992 defines disability, in relation to a person, as:

- Total or partial loss of the person's bodily or mental functions
- Total or partial loss of a part of the body
- The presence in the body of organisms causing disease or illness
- The presence in the body of organisms capable of causing disease or illness
- The malfunction, malformation or disfigurement of a part of the person's body
- A disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction
- A disorder, illness or disease that affects a person's thought processes, perception or reality, emotions or judgement or that results in disturbed behaviour and includes a disability that:

- Presently exists
- Previously existed but no longer exists
- May exist in the future
- Is imputed to a person.

1.3 Action Plans

The Australian Human Rights Office publishes information on “Developing an effective Action Plan” and suggests that the contents be:

- Introduction
- Organisational size and deciding to develop an Action Plan
- This resource and the Action Plan Guides
- What about other planning processes?
- What is an effective action Plan?
- Organisational environment
- A favourable climate
- Effective monitoring, evaluation and review
- Writing your plan
- Registering an action plan with the Commission
- Appendix one – Commission Action Plan Guides
- Appendix two - Resources
- Appendix three – action Plans and Complaint Handling.

They also suggest that an action Plan should:

- Eliminate discrimination in an active way
- Improve services to existing consumers or customers
- Enhance organisational image
- Reduce the likelihood of complaints being made
- Increase the likelihood being able to successfully defend complaints
- Increase the likelihood of avoiding costly legal action
- Allow for a planned and managed change in business or services
- Open up new markets and attract new consumers.

An Action Plan will be effective in ensuring compliance with the DDA if it convinces complainants and ultimately a Hearing Commissioner of the Federal Court that it:

- Demonstrates commitment to eliminating discrimination
- Shows clear evidence of effective consultation with stake holders
- Has priorities which are appropriate and relevant
- Provides continuing consultation, evaluation and review
- Has clear timelines and implementation strategies and
- Is in fact being implemented.

1.4 Methodology

The methodology adopted included:

- Research into existing Action Plans from similar institutions that are registered with the Australian Human Rights Office to ascertain how similar organisation have structured their Actions Plans.
- Research into publications on the content of Action Plans and guide documents from the Australian Human Rights Office.
- Detailed study into NFSA policies, procedures, arrangements through the NFSA Web Site, the 2011-12 annual report.
- Meeting with NFSA to discuss details, clarify details and obtain additional information including:
 - NFSA Workforce Planning Strategy 2011/12 – 2012/13
 - NFSA submission to the National Arts and Disability Strategy – Jurisdiction Implementation Report
 - Copies of leaflets on NFSA including a guide to Canberra's most beautiful Art Deco Building
 - NFSA Workplace Diversity Program 2011 - 2013
 - NFSA Group Booking Form and proforma letter of confirmation
 - Copies of plans and details of NFSA buildings.
- Inspection of all Canberra NFSA properties/places to understand NFSA operation and issues related to each facility.

Develop a draft Action Plan for review by NFSA and consultation as they considered appropriate. Prepare a final draft action plan for further comment, review and acceptance and then finalize the Action Plan.

1.5 Authorship

The report has been prepared by Eric Martin of Eric Martin & Associates.

1.6 Acknowledgements

The assistance and information on NFSA provided by Craig Revell, Building Services Manager has been greatly appreciated.

Access and information on the Mitchell sites was made available by Graeme Lipman.

1.7 Limitations

Direct access to the Sydney and Melbourne offices of NFSA was not possible but relevant details were provided so they could be included.

2.0 NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA (NFSA)

2.1 The Organisation

Aspiration

NFSA aspires to be the world's premier archive of Australian film, sound and emerging new media cultural heritage.

Mission

NFSA's mission is to excite people's curiosity and inspire their creativity through collection development and preservation, and an informed understanding of Australian audiovisual and emerging media heritage, its cultural diversity and significance.

Governance

The NFSA is accountable to the Australian Parliament through the Minister of Arts, the Hon Simon Crean MP.

The NFSA is governed by three pieces of legislation:

- The National Film and Archive of Australia Act 2008 (The NFSA Act) which sets out their broad functions and activities.
- The Commonwealth Authorities and Companies Act 1997 (the CAC Act) which sets out their financial management, accountability, reporting and audit obligations, (including the standards of conduct for Directors and the requirements for ensuring that Ministers and Parliament are kept informed).
- The Public Service Act 1999 which sets out the CEO's powers in relation to staffing.

This legislative framework provides them with a clear and coherent basis, reflecting the importance of audiovisual cultural heritage and the professional roles that safeguard and disseminate the collection.

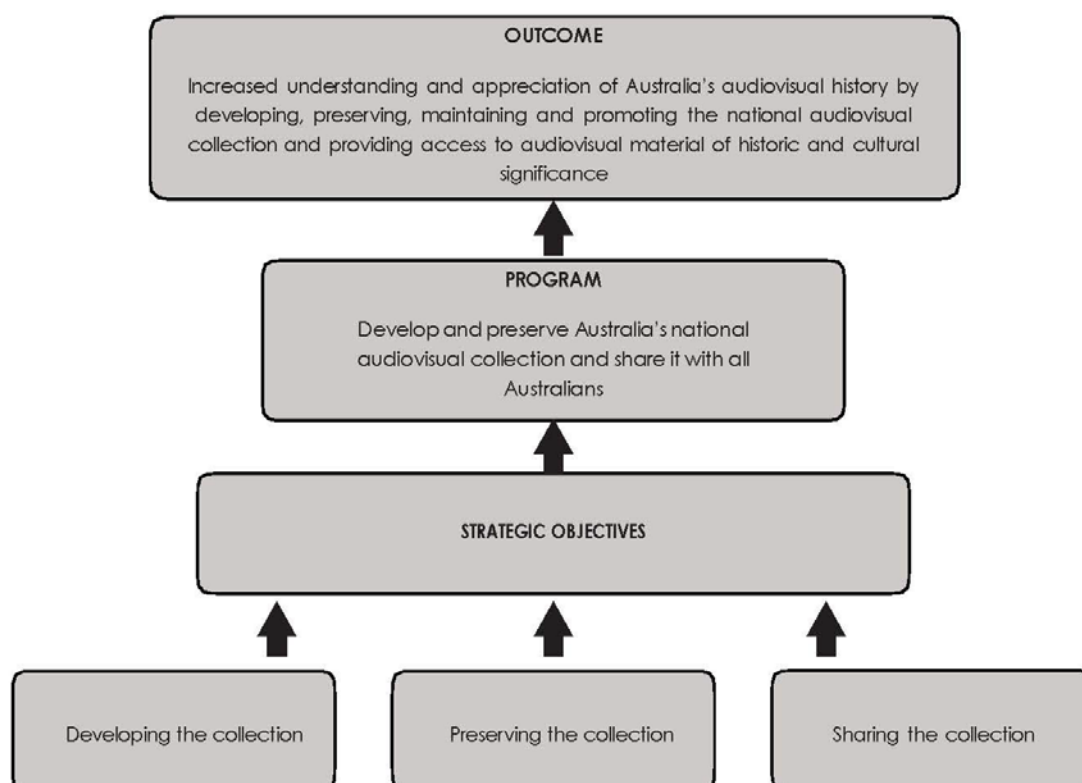
This framework is supplemented by a comprehensive business planning framework that ensures they achieve high standards of governance and accountability. Key corporate documents include:

- The Corporate Plan 2011-12 to 2013-14
- Guiding Principles
- Collection Policy, and
- A number of key business strategies and implementation plans.

2.2 Organisation Structure



2.3 Program and Strategic Objectives



2.4 Current Disability Policies/Strategies

An outline of policies/strategies is provided below with details included in Attachment 3.

2.4.1 The National Arts and Disability Strategy

The NFSA engages with people with a disability through existing screening programs held in the Arc Cinema, education programs, its exhibitions and websites.

Arc Cinema: hosts and promotes 'The Other Film Festival – new cinema by, with and about people with disabilities annually.

Hosts Mindscape Film Festival for Mental Health Week annually.

Has a hearing loop for the hearing impaired and designated wheelchair seating. The new digital projection system allows the NFSA to provide audio description to people with sight impairment.

The NFSA's Education Program:

- Can be modified for groups of people with disabilities and this has been done successfully on a number of occasions.
- Worked with Canberra Blind Society to develop a program for people with vision impairment.

- Presented programs for a number of community groups servicing people with disabilities including Belconnen Community Service Bridges Program.
- Presented programs for Alzheimer's ACT group.

The NFSA's exhibition provides:

- Labels that are suitable for people with visual impairments – high contrast, large font size and positioned for easy reading.
- Displays that are appropriate for wheelchair access and viewing and/or listening. The NFSA's websites have been reviewed against the latest WCAG 2.0 Accessibility Guidelines. The NFSA has captioned all educational clips on aso.gov.au and is developing an Accessibility Action Plan to strategise future captioning and accessibility of all NFSA online platforms.

2.4.2 General Accessibility

(<http://nfsa.gov.au/search/?q=general+accessibility>)

Wheelchair Access

All areas of the NFSA are wheelchair accessible. Wheelchair access to the building is available from the south-facing entrance (Liversidge St). Bathrooms (with disabled facilities) are located in the main building.

A wheelchair is available from NFSA reception. Use of this resource can be pre-arranged by calling (02) 6248 2000, or may be requested on arrival.

Hearing Assistance

There are T switch loops available in Arc Cinema and the Theatrette.

Disabled Bathrooms

Bathrooms with disabled facilities are located in the main building.

Assisted Animals

Recognised assistance animals are welcomed into the building.

2.4.3 NFSA Workplace Diversity Program 2011-2013

Strategy for the employment of people with a disability from the NFSA Workplace Diversity Program are included in Attachment 3.

2.4.4 Complaints

There have been no formal DDA complaints to NFSA for any building, program or facilities owned, occupied or managed by NFSA.

3.0 BUILDINGS

3.1 Existing Buildings

Owned buildings/sites are all in the ACT and include:

- McCoy Circuit, Acton
 - Main Building
 - Former Residence
 - Site up to property boundary.
- Mitchell 1
- Mitchell Nitrate

ACT Leased Buildings

- Mitchell 2
- Mitchell 4
- Mitchell 5
- Annex – 6

Interstate Leased Buildings

- Sydney
- Melbourne

Other than storage facilities all are facilities requiring general access.

Building Plans are included in Attachment 1. (*redacted for online publication*)

3.2 Accessibility of Buildings

There has been no detailed disability access audit on the buildings, but all are reasonably accessible and access has been considered in various work programs in the past.

Detailed accessibility requirements for buildings and some comments on accessibility of NFSA facilities are included in Attachment 2.

4.0 PROGRAMS

This extends to any activity, function and program undertaken by NFSA, especially when including the public, Arc Cinema, education, exhibitions, regional programs and website. The current programs include:

- Stewardship of the National Audiovisual Collection
- Preserving the National Audiovisual Collection
- Providing Access to the National Audiovisual Collection
- Undertaking Research and Development
- Making the Collection Accessible
- Taking the National Audiovisual Collection to the Regions
- School Screen Hooks up with Students
- Black Screen – Sharing the Indigenous Collection
- Reaching Audiences through Festivals
- Screening Films around Australia and the World
- Sharing Knowledge
- Reaching out Online
- Sponsored Awards
- Working with the States and Territories

Most programs do not consider hearing or vision impaired but NFSA do work with Disability groups to enhance the experience with all the programs.

5.0 OTHER FACILITIES

This includes all items that do not include buildings and programs mentioned in the previous section. It will include items such as parking, external areas, objects/goods, displays and the like.

Parking is generally provided or available but not to the current standards and external areas are reasonably accessible.

6.0 ACTION PLAN

6.1 Policy Scope

This policy applies to all employees, contractors and the community who are part of or interact with NFSA.

NFSA are committed to providing accessible buildings, programs and activities and reaching the broadest possible community.

Many of the existing programs (refer 2.4) already meet some of the following actions.

6.2 Buildings

6.2.1 Owned

A Disability Access Audit will be undertaken of each owned building to identify non conformances, recommendations made to address issues and then a program set for implementation.

6.2.2 Leased

In principle NFSA will only lease accessible buildings or buildings that meet current Building Code requirements.

When existing leases expire part of the negotiation of new Lease Agreements will include ensuring the buildings meet the latest access requirements.

6.2.3 Information

All promotional and information material for staff and visitors including websites, contain information of the access arrangements of all buildings.

6.2.4 Maintenance

All maintenance and minor works to consider impact on people with disabilities and not make the existing situation worse.

When improvements to disability access can be integrated with work programs, it is to be included.

6.3 Programs/Activities

This extends to any activity, function and program undertaken by NFSA, especially when including the public, Arc Cinema, education, exhibitions and website.

6.3.1 Existing

All existing programs to be reviewed to ensure they consider how to include all people with disabilities, [mobility, sensory (vision and hearing), intellectual and psychiatric].

6.3.2 New

When new programs and activities are being considered then they consider how to include all people with disabilities.

6.3.3 Language

Programs to also consider the needs of people who do not have English as their primary language and endeavor to cater for as many nationalities as is reasonable.

6.3.4 Format

Reports, submissions, media releases and the files of all material to be available in a wide variety of accessible formats. This can be enhanced by consultation with disability organisations.

Website to be W3c/WAI compliant.

Film to be captioned and have audio descriptions wherever possible.

Stay abreast with the latest technologies and implement as appropriate.

6.4 Staff**6.4.1 Employment**

NFSA is an equal opportunity employee and continuation of existing policies to be maintained.

6.4.2 Staff Activities

All activities, functions and the like consider the needs of people with disabilities to ensure full opportunity to inclusion in the activity.

6.4.3 Staff Training

Undertake training of staff to ensure those that interface with the public are capable of managing people with disabilities and specific disability groups. Develop relevant tool kits.

6.4.4 Reasonable Adjustment

Make reasonable adjustments to workplace to suit a staff with disabilities.

6.5 Procurement**6.5.1 Contracts**

All contracts especially those for delivery of goods and services including Cafe and shops need to provide a detailed statement as to how they will address the needs of people with disabilities and also ensure consistency with NFSA Action Plan and Disability Procedures.

6.6 Implementation**6.6.1 Roles and Responsibilities**

Every Manager and Employee is responsible for ensuring that there is no discrimination based on disability.

The Management Group is responsible for reporting and preparing plans in relation to equity matters.

Administrative Managers, CEO, Branch and Section Supervisors are responsible for advising Contractors of NFSA Equity related policies and procedures and ensure the relevant clauses are included in contracts.

6.6.2 Privacy

Staff are not required to disclose their disability unless they are seeking accommodation or environmental adjustments.

NFSA observes confidentiality in matters relating to disability.

Claims of discrimination on the grounds of a disability will be investigated, respecting people's privacy and information will only be given on a need to know basis.

6.6.3 Reasonable Adjustment

Workplaces will undergo a reasonable adjustment to suit a person's disability. Each situation will be considered on its own merits.

NOTE: It is not unlawful to discriminate against a person with a disability if the adjustment would impose unjustifiable hardship on NFSA.

NOTE: Australian Human Rights Commission information paper on Employment and the DDA Part 1; particularly "*What are an employer's obligations under the DDA.*"

6.6.4 Complaints

All Employees are expected to comply with NFSA policies and refrain from engaging in any discriminatory or harassing behaviour.

Any Employee, Contractor or Visitor who believes they have been unfairly treated on the grounds of a disability are encouraged to discuss the matter with the Management Group.

Complaints will be investigated in a confidential manner.

Appropriate action may follow the outcome including expulsion or, dismissal.

Maintain a formal complaints process.

6.6.5 Monitor

Monitor all programs and activities to ensure continuous improvement and implementation of change to provide the best outcome.

6.6.6 Review

The policy/action plan will be reviewed when there are relevant changes in the DDA Legislation, Regulations or at a maximum 10 year interval.

6.7 Actions

Section	What	Who	Timeframe
BUILDINGS			
6.2.1	Audit owned Buildings	Facility & Services Security	2014/15
After 6.2.1	Audit recommendations	Facility & Services Security	TBA
6.2.2	Review Leases	Facility & Services Security	When leases are available for review.
6.2.3	Information on Buildings	?	2014/15

Section	What	Who	Timeframe
6.2.4	Maintenance	Facility & Services Security	Ongoing
PROGRAMS/ACTIVITIES			
6.3.1	Review existing Program	?	2014/15
6.3.2	New Programs	?	When they occur
6.3.3	Language	Information Communications Technology Branch	2014/15
6.3.4	Format	Information Communications Technology Branch	2014/15
STAFF			
6.4.1	Employment	People and Culture Section	2014/15
6.4.2	Staff Activities	People and Culture Section	Ongoing
6.4.3	Staff Training	People and Culture Section	Schedule 2014/15
6.4.4	Reasonable Adjustment	People and Culture Section	On request
PROCUREMENT			
6.5.1	Contracts	Finance	Ongoing

ATTACHMENT 1: Building Plans
Pages 19-22 redacted for online
publication.

**ATTACHMENT 2: Building Access Requirements and
Access Audit Comments on Access to NFSA Facilities**

1.0 INTRODUCTION

This Access Policy/Brief details requirements for base building and fitout of buildings and considers both the mandatory requirements of the National Construction Code (NCC)¹ and consideration of potential Disability Discrimination Act (DDA) requirements not covered in the NCC or Access to Premises Standard.

For existing buildings the NCC normally applies to new work only except in major upgrades when it can apply to the whole building. There is also a requirement to consider the affected part which is generally the path of travel to the new work. Sometimes a client may also request a general upgrade but this is determined in each particular case. There is also the provision in the DDA for unjustifiable hardship where work may not be mandatory if unjustifiable hardship is determined by the Australian Human Rights Office, the Federal Court or other accepted process determined by State/Territory Legislation.

¹ The Building Code of Australia 2011 is now referred to as the National Construction Code (NCC).

2.0 CODES AND REGULATIONS

Access requirements recognise and make reference to the following acts, codes and regulations.

- Disability Discrimination Act (DDA) 1992
- Disability (Access to Premises – Buildings) Standard 2010
- Disability Standards for Accessible Public Transport including amendments. 2010
- Guideline on the Application of the Premises Standard March 2011
- AS2890.1 2004 Parking Facilities Part 1 Off street parking
- AS2890.6 2009 Parking facilities – Off street parking for people with disabilities
- AS1735.12 1999 Lifts, escalators and moving walks Part 12 facilities for people with disabilities
- AS3661.1 1993 Slip resistance of pedestrian surfaces
- National Construction Code (NCC) 2013 Volume 1 Building Code of Australia (BCA)
- AS1428.1 2001 Design for access and mobility Part 1 General requirements for access to buildings – New Building Work
- AS1428.1 2009 Design for access and mobility – General requirements for access – New building work
- AS1428.1 2009 Amendment 1/2010-11-26
- AS1428.2 1992 Design for access and mobility part 2. enhanced and additional requirements – Buildings and facilities
- AS1428.4 2002 Design for access and mobility Part 4 Tactile Indicators.
- AS1428.4.1 2009 Design for access and mobility – Means to assist the orientation of people with vision impairment – Tactile ground surface indicators
- AS1428.4.1 2009 Amendment 1/2010-11-26
- AS1680.0 1998 Interior lighting – Safe Movement
- AS4586 1999 Slip resistance classification of new pedestrian surface materials.
- AS2899 1986 Public Information Symbol Signs – Part 1 General Information Signs

The mandatory requirement for buildings is the Building Code of Australia which refers to AS1428.1 2009, AS1428.4.1 2009 and AS2890.6 2009 except in Section H2 Public Transport Buildings which references AS1428.1 2001 and AS1428.2 1992.

Compliance with the Disability Discrimination Act is also required.

The alignment of the DDA and NCC is achieved through the development of the Disability Standards for Access to Premises (Premises Standard) containing identical technical requirements for access to those in NCC 2013. The alignment of the DDA and NCC provides consistency and certainty for the community and industry by ensuring that compliance with the NCC means compliance with the Premises Standard and ultimately the DDA for the areas covered by the NCC.

The method to manage unjustifiable hardship is controlled by state/territories.

There are also some comments made in Report of the Parliamentary Inquiry, June 2009 "Access All Areas" Report.

The principle areas that remain as potential DDA issues and are not covered in NCC 2013 are:

- Egress.
- Way finding.
- Fitout, particularly counters, tea points, drinking fountains, telephones.
- Design for hearing impaired.
- Common area of existing premises that are not one owner/ tenant (refer Clause 4.5).
- Existing building not upgraded.
- Management issues including behaviour of staff.

3.0 NCC 2013 (Vol 1 BCA) REQUIREMENTS

The following sets out what is required in NCC 2013 (Vol 1 BCA).

3.1 Building Access Requirements (NCC 3.1 and Table D3.1)

Buildings are required to provide disability access including Class 1b Short Term Accommodation, Class 2 Common Areas and Class 3 – 10. A percentage of accommodation units are to be accessible.

3.2 Access to Building (NCC Clause D3.2)

Access is required to at least 50% of all entrances including the principal public entrance. This includes access from allotment or lease boundary, another accessible building connected by a pedestrian link plus an accessible car park within the allotment or lease.

An entry with multiple doors requires at least one to be accessible.

3.3 Within Building (NCC Clause D3.1, Table D3.1, Clause D3.3)

All areas normally used by occupants with a % of accommodation units to be accessible.

Ramp and stairs to meet AS1428.1. Access ways, including passing and turning spaces, at maximum 20m intervals.

Carpet pile to be a maximum 11mm and backing a maximum 4mm.

3.4 Exemptions or Areas where Complying Access is not Required (NCC Clause D3.4)

Access as indicated above is not required to plant rooms, cleaner's rooms, service areas, bulk stores, upper levels of warehouses, mezzanine stores, ramp or lift to upper levels of small buildings (max 3 storeys and 200m² per floor. NCC D3.3).

3.5 Car Parking (NCC Clause D3.5, Table D3.5)

1% of spaces to be designated for people with disability except Class 6 buildings, Hospitals and Assembly Buildings which are 2%.

3.6 Signage (NCC Clause D3.6 and Specification D3.6)

The minimum required signage is to each toilet including accessible toilet and ambulant toilet, each space with hearing augmentation and lift to include tactile and Braille signage. Toilet signage to indicate which hand the pan is.

If facility or entry is not accessible, signage is required to indicate location of the accessible facility/entry. If a bank of toilets does not have an accessible toilet signage to the nearest accessible toilet is required.

Details are defined in Specification D3.6.

3.7 Hearing Augmentation (NCC Clause D3.7)

Where an inbuilt amplification system is installed in meeting rooms, judicatory rooms, and ticket offices, a hearing augmentation system is to be provided to at least 80% of the area for induction loops and 95% of the area for other systems and appropriate signage included.

Where ticket control or similar is screened additional signage and hearing induction loops are required.

Any screen or scoreboard in an assembly building must be capable of displaying public announcements and supplement a PA system.

3.8 Tactile Indicators (NCC Clause D3.8)

Tactile indicators are required to ramps (excluding step ramp and kerb ramp), stairs, escalators, low height (less than 2m), a vehicular way adjacent to a pedestrian entry and other hazards.

Aged care and hospitals need not comply if there is a button on the handrail.

3.9 Wheelchair Spaces in assembly Buildings (NCC Clause D3.9, Table D3.9)

Where there is fixed seating spaces for wheelchairs to be provided as per Table D3.9.

For cinemas less than 300 seats, wheelchair positions cannot be in the front row. For cinemas over 300 seats, at least 75% have to be in rows other than the front seat.

The grouping to be in 1, 2 and not more than 5.

For Assembly Buildings with more than 800 seats, the location of wheelchair spaces is to be representative of the range of seating provided.

3.10 Swimming Pools (NCC Clause D3.10 and Spec D3.10)

An accessible entry by means of a ramp, zero depth entry, pool lift or sling lift is required to pools with a perimeter more than 40m (Table D3.1) and by means of a ramp, zero depth entry or a pool lift to pools with a perimeter more than 70m.

Gate latching devices can be higher. Refer AS 1428.1 Clause 13.5.3.

3.11 Ramps (NCC Clause D3.11)

Maximum vertical rise of 3.6m. Landings for step ramps not to overlap with landing of other ramps.

3.12 Glazing in an Accessway (NCC Clause D3.12)

Full height glazing (i.e. no chair rail, handrail or transom) to have contrasting band of decals.

3.13 Lifts (NCC Clause E3.6, Table E3.6))

The lift to comply with AS 1735.12. Minimum car size 1600mm x 1400mm if travel more than 12m and a minimum car size of 1400mm x 1100mm if travel less than 12m.

A stairway platform lift use is not permitted in buildings accommodating more than 100 persons or over two storeys or where it is possible to install another type of passenger lift.

Low rise platform lifts are possible for heights up to 4m.

Lifts to not rely on constant pressure operation if lift car is enclosed

3.14 Toilets (NCC Clause F2.4, Table F2.4)

An accessible toilet is required in each bank of toilets for both staff and public or if there is more than one bank at least one accessible toilet per floor or on a minimum 50% of those banks. This to include a pan, basin, shelf/bench and a sanitary towel disposal unit.

Accessible toilets required to all accessible units and common areas.

One ambulant disability sanitary compartment with each group of toilets.

Toilet layout to be alternated to provide left and right handed facilities.

Accessible shower facilities be provided if showers are included with a minimum 1 per 10 showers.

If male and female facilities are separated only one accessible facility is required.

Doors to open out, slide, be removable unless there is a clear space of 1.2m inside (NCC Fig 2.5)

3.15 Lighting (NCC F4.4)

Lighting to meet AS 1680.

3.16 Public Transport Buildings (NCC H2)

There are numerous details that apply to Public Transport Buildings

3.17 Premises Standard

The NCC 2013 mirrors the provisions of the Disability (Access to Premises – Buildings) Standard 2010 (referred to as the Premises Standard) but there are some additional requirements for existing buildings in that the affected part, being the path of travel to the new work from the main entry, also needs to comply. This is more fully discussed in Section 4.5.

4.0 DDA REQUIREMENTS

4.1 Introduction

The NCC does not cover all potential discrimination issues as mentioned in Section 2. This section provides further information on potential DDA issues that need to be considered in preparing the detailed access policy/brief for projects as set down in Section 5.

4.2 Other Items

None of these are in the NCC 2013 or Access to Premises Standard but can still be considered as discriminatory and therefore may be subject to an action under the DDA.

- Reception counters. Part of counters to be lower and counters be designed to accommodate people with disabilities who may be staff or visitors with consideration given to adjustable counter height.
- Warning and alarm systems to include visual and audible signals.
- Desks in work areas should be adjustable.
- All signage particularly to public areas (may include tactile and Braille).
- Any rubbish bins to be at accessible heights.
- Drinking fountains to be at dual heights to suit different people.
- All controls/switches including door handles, light switches, swipe card entry, photocopiers and vending machines etc to be at accessible height above finished floor level. Luminance contrast to background to be used for essential controls. Controls not to be located too close to an internal corner.
- Tea Room/facilities to be accessible particularly sink and a power point.
- External Seating to be preferably timber and include arm rests and be adjacent to main circulation routes at regular intervals. Internal seating to include arm rests and located through foyers and main circulation routes.
- Any public telephone to be accessible and include TTY.
- Coat hooks and shelves not to project from the wall within circulation routes.
- Refuges in fire stairs should be provided where there is no direct egress to outside or lifts designed for use in fire evacuation.

4.3 Recommendations from Report of the Inquiry into Draft Disability (Access to Premises, Buildings Standards June 2009)

The following recommendations were made by the committee but have yet to be actioned:

- 4 Standards should be developed for fitout.
- 8 Heritage building provisions be investigated further.
- 10 Fire stairs to comply with access provisions as far as is possible.

4.4 Design for Hearing Impaired

3.19.1 AS 1428.5 Design for access and mobility Part 5 Communication for people who are deaf or hearing impaired

This is defined in AS 1428.5 "Communication for people who are deaf or hearing impaired" but is not referenced in the NCC or the Access to Premises Code. However it contains details which assist in the understanding of DDA (signage in Clause D3.6 and Spec 3.6 (refer Section 3.6), Hearing augmentation in Clause D3.7 (refer Section 3.7), lifts in Clause E3.6 and Table E3.6 (refer Section 3.13) and alarm systems (refer 3.17 above)).

The standard also highlights other potential DDA issues which should be considered.

The Standard (Section 3) suggests that hearing augmentation should be provided for:

- All counters serving the public;
- Meeting rooms for more than 5 participants;
- Lifts;
- Communication systems including phones, PA;
- Emergency warning systems; and
- Security checkpoints.

The standard (Section 4) also details requirements for various systems i.e.:

- AFILS audio frequency induction loop system.
- Modulated radio systems.
- Infra red (IR) systems

The Standard details signage requirements (Section 5) and requirements for warning and alerting systems (Section 6).

3.19.2 AS1603 Automatic fire detection and alarm system

This Standard relates to Automatic Fire Detection and Alarm Systems and includes:

Part 11 – Visual warning devices

Part 17 – Warning equipment for people with hearing impairment

Part 11 includes details of design and construction.

Part 17 includes general requirements for warning equipment.

3.19.3 AS1670.4 Sound system and intercom systems for emergency purposes.

Clause 4.31 Distribution of audible signals states:

The audible warning signals shall be distributed throughout the appropriate zones by a system of loudspeakers.

NOTES:

1. Consideration should be given to the need for the distribution of warning signals for the hearing impaired via means other than loudspeakers, such as,
 - a. Visual warning devices (see AS 1603.11);
 - b. Induction loop systems (see AS 1428.2) where it augments a sound reinforcement system; and
 - c. Other sensory systems.

4.5 Existing Buildings

The Disability (Access to Premises – Buildings) Standards 2010

Clause 2.1 (1)(b) states that the Standards apply to “a new part and any affected part of a building”.

Clause 2.1(5) defines an affected part as;

- *“(a) the principal pedestrian entrance of an existing building that contains a new part: and*
- *(b) any part of an existing building, that contains a new part, that is necessary to provide a continuous accessible path of travel from the entrance to the new part.”*

There is an exemption for lessees (who do not control common areas).

This will apply to all work that triggers a Building Approval.

The NCC 2012 provisions to implement this are embodied in the Performance Requirements:

DP1 – Performance requirement

Access must be provided, to the degree necessary, to enable:

- (a) People to:
 - (i) approach the building from the road boundary and from any *accessible* carparking spaces associated with the building; and
 - (ii) approach the building from any *accessible* associated building; and
 - (iii) access work and public spaces, accommodation and facilities for personal hygiene; and
- (b) identification of access ways at appropriate locations which are easy to find.

Furthermore Part D3.0 (required to meet DP1), D3.1 (access required “*to and within*”), D3.2 (access to a building and through the main entry) and D3.3 (defines what is required to be met for access ways).

The Guidelines on the application of the Premises Standard March 2011 Part 2.1 P.23 provides additional information.

CONCESSIONS

The Premises Standard Part 4 permits some concessions including:

- A lessee is not required to provide an access way through common property.
- An existing lift, if it has a floor area at least 1100mm x 1400mm, can travel more than 12m.
- Existing toilets if comply to AS1428.1 2001, can remain without upgrading to AS1428.1 2009 and can be in the new area or an affected part of a building.

ACCESS AUDIT COMMENTS ON NFSA FACILITIES

A full access audit of the buildings was not undertaken but a brief summary of the accessibility of the buildings is presented below.

McCoy Audit

Main Building	<ul style="list-style-type: none"> – Designated parking provided but to old standards – Access off Liversidge Street but not complying to current standards – Steps with non-complying handrail to main entry (Heritage Listed Building) – Circulation within building at one level but most doors are too narrow and knob hardware too high. Ramps have been added to overcome steps internally – Lifts provide access to all floors – Accessible toilets do not meet current standards and there are no ambulant facilities – Counters are too high – Theatres include hearing augmentation – Old ramp (exit from Theatre) remains and does not comply – Galleries of Library and Exhibition areas not accessible – Light switches are too high.
Residence	<ul style="list-style-type: none"> – Steps to ground floor overcome by temporary ramps – No lift to upper floor (artists in residence space) – Doors generally too narrow and knob hardware too high – Some circulation areas are too narrow.
Mitchell Annex	<ul style="list-style-type: none"> – Step at entry – Controls too high – No accessible or ambulant toilets – No lift – No accessible facilities – No designated parking on site.
Mitchell 1	<ul style="list-style-type: none"> – Step at entry

Mitchell 1 cont.	<ul style="list-style-type: none"> – No Lift – No accessible or ambulant toilets – No accessible facilities – No designated parking on site.
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Interstate facilities not inspected or reviewed.

**ATTACHMENT 3: The National Arts and Disability Strategy Jurisdiction
Implementation Report Notes
Extract from NFSA Website – Accessibility
Extract from NFSA Workplace Diversity Program 2011-
2013**

THE NATIONAL ARTS AND DISABILITY STRATEGY

JURISDICTION IMPLEMENTATION REPORT

○ The National Film and Sound Archive of Australia (NFSA) engages with people with a disability through existing screening programs held in the Arc cinema, education programs, its exhibitions and websites.

Arc cinema: hosts and promotes 'The Other Film Festival – new cinema by, with and about people with disabilities' annually.

○ hosts Mindscape Film Festival for Mental Health Week annually.

○ has a hearing loop for the hearing impaired and designated wheelchair seating. The new digital projection system allows the NFSA to provide audio description to people with sight impairment.

The NFSA's education program:

○ can be modified for groups of people with disabilities and this has been done successfully on a number of occasions.

○ worked with Canberra Blind Society to develop a program for people with vision impairment.

○ presented programs for a number community groups servicing people with disabilities including Belconnen Community Service Bridges Program.

○ presented programs for Alzheimer's ACT group.

The NFSA's exhibitions provides:

○ labels that are suitable for people with visual impairments - high contrast, large font size and positioned for easy reading

○ displays that are appropriate for wheelchair access and viewing and/or listening

The NFSA's websites have been reviewed against the latest WCAG 2.0 accessibility guidelines. The NFSA has captioned all educational clips on aso.gov.au and is developing an Accessibility Action Plan to strategise future captioning and accessibility of all NFSA online platforms.²

² Notes for The National Arts and Disability Strategy Jurisdiction Implementation Report emailed by Craig Revell 26 February 2013

NATIONAL
FILM
& SOUND
ARCHIVE

A U S T R A L I A

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WHAT'S ON ▾

COLLECTION ▾

PRESERVATION ▾

RESEARCH ▾

LEARNING ▾

COMMUNITY ▾

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Accessibility

Wheelchair access

All areas of the National Film and Sound Archive of Australia are wheelchair accessible. Wheelchair access to the building is available from the south-facing entrance (Liversidge St). Bathrooms (with disabled facilities) are located in the main building.

A wheelchair is available from NFSA reception. Use of this resource can be pre-arranged by calling (02) 6248 2000, or may be requested on arrival.

Hearing assistance





There are T switch loops available in Arc cinema and the theatrette.

Disabled bathrooms

Bathrooms with disabled facilities are located in the main building.

Assistance animals

Recognised assistance animals are welcomed into the building.

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Visit us

Getting here

+ Exhibitions and presentations

+ School visits

Families and children

Venue hire

Teatro Fellini Café

NFSA Shop

Accessibility

The building

Terms and conditions of entry

<http://www.nfsa.gov.au/visit-us/accessibility/>



Workplace Diversity Program

2011 – 2013

Foreword

The National Film and Sound Archive is committed to ensuring its national collection and employees represent the cultural diversity within Australia. This Workplace Diversity Program not only guides us to attract, recruit, develop and retain a culturally diverse workforce but also restates our work environment commitment to provide staff with a supportive work environment that is free from discrimination and bullying. The NFSA also strives to be a socially inclusive organisation.

The NFSA's strategic objectives, Collection Policy and Collection Development Strategy cover the NFSA's priority on how to ensure the national collection reflects the cultural diversity of Australia, including the engagement with Indigenous communities and their film and sound industries. This program integrates the NFSA's Indigenous Employment Strategy and states our commitment to advertise jobs as identified positions where the role requires an understanding of Aboriginal and Torres Strait Islander cultures or requires significant or ongoing communication and consultation with those communities.

A workforce that is representative of the Australian community is a practical means of achieving a broader and deeper contribution to the corporate values of the NFSA and our responsibility to the wider Australian public and cementing our reputation as a world class cultural organisation both nationally and internationally.

We respect the diverse backgrounds, skills, talents and perspectives of all people and recognise and utilize these skills of our employees. All employees are encouraged to take responsibility for working co-operatively with each other in a professional and respectful manner. This program provides us with the framework to achieve this.

All employees are encouraged to familiarise themselves with this program and support the implementation of identified actions.

CEO

Contents

Abbreviations	4
Glossary of terms	5
NFSA Diversity Program 2011 – 2013	8
Attract	13
Recruit and select	15
Retain	17
Develop	20
Manage performance	22
Strategy for the employment of people a with disability	23
Strategy for the employment of mature-aged workers.....	28
Strategy for the attraction, development and retention of Indigenous Australians	31
Indigenous Employment Strategy	31
Strategy for the employment of culturally and linguistically diverse people	38
Appendix – Legal Framework	40

Abbreviations

AT	Assistive technologies	HR	Human Resources
APS	Australian Public Service	IAPSEN	Indigenous Australian Public Service Employees Network
APSC	Australian Public Service Commission	IEC	Indigenous Employment Coordinator
ABS	Australian Bureau of Statistics	MAC	Management Advisory Committee
CA	Collective Agreement	NFSA	National Film and Sound Archive
DDA	<i>Disability Discrimination Act 1992</i>	PCB	People and Culture Branch
EAP	Employee Assistance Program	W3C	World wide web consortium
EEO	Equal employment opportunity	WCAG 1.0	Web Content Accessibility Guidelines 1.0
EVP	Employment value proposition	WCAG 2.0	Web Content Accessibility Guidelines 2.0

Glossary of terms

Term	Definition
Assistive technologies	Assistive or adaptive technology includes devices, tools, hardware or software, which enables people with disabilities to perform functions that might otherwise be difficult or impossible.
Disability	According to the United Nations Standard Rules on the Equalisation of Opportunities for Persons with Disabilities, the term disability 'summarises a great number of different functional limitations occurring in any population in any country of the world. People may be disabled by physical, intellectual or sensory impairment, medical conditions or mental illness. Such impairments, conditions or illnesses may be permanent or transitory in nature.'
Discrimination	Treating people differently through prejudice; unfair treatment of one person or group, usually because of prejudice about race, ethnicity, age, religion, gender or disability.
Diversity	Diversity (or workplace diversity) in this context covers gender, age, disability, language, ethnicity, cultural background, sexual preference, religious belief and family responsibilities. Diversity also refers to the other ways in which people are different, such as educational level, life experience, work experience, socio-economic background, personality, marital status and abilities/disabilities. Workplace diversity involves recognising the value of individual differences and managing them in the workplace.
Flexible working arrangements	Flexible working arrangements are agreements between a supervisor and an employee about the pattern of hours an employee will work. The agreement normally involves alternate arrangements or schedules from the standard working day and week, and is designed to provide a mutually beneficial balance between achieving work outcomes and the personal circumstances of the employee. Flexible working arrangements are included in the NFSA Collective Agreement 2009-2012, and will be included in NFSA guidelines and policy.
Harassment	Harassment (or workplace harassment) is offensive, belittling, intimidating or threatening behaviour at an individual worker or group of workers. Harassment is often focused on the gender, sexual preference, cultural or racial background or disability of the individual or group. Harassment is behaviour that is unwelcome, unsolicited, usually unreciprocated and usually (but not always) repeated. It makes the workplace or association with work unpleasant, humiliating or intimidating for

	the individual or group targeted by this behaviour. It can make it difficult for effective work to be done. Workplace harassment should not be confused with advice or counselling on the work performance or work-related behaviour of an individual or group which might include critical comments indicating performance deficiencies.
Indigenous Employment Coordinator (IEC)	The person identified as the contact person for Indigenous employment matters.
Information Privacy Principles (IPPs)	The <i>Privacy Act 1988</i> (the Act) recognises the importance that individuals place on the manner in which federal and state government agencies treat their personal information and imposes stringent standards with which agencies must comply. Within the Act, eleven Information Privacy Principles (IPPs) govern the collection, storage, use and disclosure of personal information by Commonwealth Government and local agencies, as well as providing individuals with certain rights to access their personal information and correct errors.
Mature-aged workers	The APSC defines mature-aged employees as 45 years to 54 years, and older workers aged 55 years and older. For the purposes of this program mature-aged workers are referred to as all employees over 45 years of age.
Mental illness	Mental illness is a broad term used to denote a disorder of one or more functions of the mind such as emotion, perception, memory or thought.
Mental health first aid	Mental health first aid is the help provided to a person developing a mental health problem or in a mental health crisis. The first aid is given until appropriate professional treatment is received or until the crisis resolves. The first course was developed in 2000 by the Australian National University.
Mentoring	Mentoring is widely-recognised as a planned pairing of a more experienced person with a lesser skilled or experienced individual for the purpose of achieving mutually agreed-upon outcomes. It is a partnership in which both individuals share in the growth and personal development of one another.
Performance (PMDP)	Performance Management and Development Plan, an element of the Performance Management and Development Scheme which is an annual cycle where managers and staff set and review key performance indicators, behaviours and capabilities.
Reasonable adjustments	Making key changes to ensure equal opportunity for people with a disability is commonly referred to as 'reasonable adjustment' or 'reasonable accommodation'. For many people with a disability, a major barrier to equal opportunity, equal participation or equal performance at work is some feature of the work situation which could readily be altered. Removal of discrimination, as required by the <i>Disability</i>

	<i>Discrimination Act 1992</i> , required removing this kind of barrier, not just more obvious or direct discrimination based on disability.
Sensory disability	People with sensory disability include those who have significant impairment of the senses or are blind, and those who have significant hearing impairment or are deaf. Impairment can include other senses such as touch, taste and smell.
State of the Service report	Section 44 of the <i>Public Service Act 1999</i> (the Act) provides that the Public Service Commissioner must provide a report each year to the Prime Minister for presentation to the Parliament, which includes a report on the state of the Australian Public Service during the year. The State of the Service report draws on a range of information sources including a survey sent to all APS agencies employing 20 or more employees under the Act and the results of the APS employee survey.

Strategy for the employment of people with disability

Purpose

The NFSA is committed to supporting the decision of people with disability to disclose their disability and to ensure that our workplaces are accessible and barrier free for people with disability and that relevant legislative requirements are met.

The purpose of this strategy is to outline:

- The actions the NFSA will undertake over the next three years to remove barriers to, and encourage the participation of, people with disability in the NFSA workforce.
- The roles and responsibilities of NFSA employees and managers for implementation of the strategy.

This strategy supports the *NFSA Workplace Diversity Program*. Outlined in this strategy are the initiatives which will be undertaken by the NFSA in order to increase attraction, recruitment and retention of people with disability.

What is disability?

The *Disability Discrimination Act 1992* defines disability, in relation to a person, as:

- Total or partial loss of the person's bodily or mental functions
- Total or partial loss of a part of the body
- The presence in the body of organisms causing disease or illness
- The presence in the body of organisms capable of causing disease or illness
- The malfunction, malformation or disfigurement of a part of the person's body
- A disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction

- A disorder, illness or disease that affects a person's thought processes, perception or reality, emotions or judgement or that results in disturbed behaviour and includes a disability that:
 - Presently exists
 - Previously existed but no longer exists
 - May exist in the future
 - Is imputed to a person

In accordance with the recommendations of the Management Advisory Committee (MAC) Report¹, another definition of disability is used for data collection purposes (from the Australian Bureau of Statistics 2003 Disability, Ageing and Carers Survey). This definition states that:

"... a person has a disability if they report that they have a limitation, restriction or impairment, which has lasted, or is likely to last, for at least 6 months and restricts everyday activities. This includes:

- loss of sight (not corrected by glasses or contact lenses)
- loss of hearing where communication is restricted, or an aid to assist with, substitute for, hearing is used
- speech difficulties
- shortness of breath or breathing difficulties causing restriction
- chronic or recurrent pain or discomfort causing restriction
- blackouts, fits, or loss of consciousness
- difficulty learning or understanding
- incomplete use of arms or fingers
- difficulty gripping or holding things
- incomplete use of feet or legs
- nervous or emotional condition causing restriction
- restriction in physical activities or in doing physical work
- disfigurement or deformity
- mental illness or condition requiring help or supervision
- long-term effects of head injury, stroke or other brain damage causing restriction

¹ Management Advisory Committee (2006), *Employment of People with Disability in the APS*

- receiving treatment or medication for any other long-term conditions or ailments and still restricted
- any other long-term conditions resulting in a restriction.”

Benefits

The labour market participation on people with disability in Australia is low and therefore they represent an untapped pool of potential employees. There are many extra benefits of employing and retaining people with disability, including:

- Attracting and retaining the best talent pool
- Improved customer service through a workforce more representative of the Australian community
- Improved workplace morale and productivity
- Complying with legislative requirements (see Appendix A– Legal Framework for Diversity in Australia)

Focus Area 1 – Disclosure

Actions	Outcome	Primary responsibility
Provide a link to resources on the disclosure of disability on the NFSA's employment internet page and intranet.	Link provided on employment internet page and intranet. Increased disclosure of disabilities by employees enabling more accurate reporting.	NFSA Online in liaison with PCB

Focus Area 2 – Workplace environment

Actions	Outcome	Primary responsibility
Review accessibility to all NFSA buildings and facilities, including toilets.	Accessible buildings and facilities for people with disability.	Facilities, Services and Security
Review existing NFSA IT systems against the <i>Web Content Accessibility Guidelines 1.0</i> (WCAG 1.0) to determine whether IT systems are accessible and usable by everybody, particularly people with disability.	WC3 standard met for NFSA website and applications and Accessibility Guidelines and Standards met for all systems.	Information Communication Technology Branch
Employees responsible for managing reasonable adjustments to stay abreast of current assistive technologies (AT) available, and share information with relevant employees.	Information on AT shared with employees involved in reasonable adjustments.	PCB
Develop and implement reasonable adjustment policy and guidelines.	Reasonable adjustment guidelines implemented.	PCB
Provide reasonable adjustment information on the NFSA intranet, including: <ul style="list-style-type: none"> Reasonable adjustment policy and guidelines Links to useful websites Details of contact officer A reasonable adjustment request form 	Information provided on NFSA intranet.	HR Advisor, PCB

Actions	Outcome	Primary responsibility
Develop a list of reasonable adjustments made in the workplace to be used as a reference tool for future cases.	Information about reasonable adjustments made at the NFSA collected.	PCB
Provide the definition of disability used for data collection purposes on intranet.	Understanding of what a disability is by employees. Increased disclosure of disabilities by employees.	PCB
Develop a mental health toolkit to better inform employees about how to maintain good mental health and enable those with mental health issues to lead productive, fulfilling work lives.	Mental health toolkit developed.	PCB
Develop a business case for offering training on disability awareness, such as Mental Health First Aid, to all employees.	Training delivered	PCB