

Community Access Committee


Minutes

03 June 2016

Committee Terms of Reference

The City of Bunbury Community Access Committee exists to guide the Bunbury City Council towards attaining best practice on matters of access and inclusion. The Community Access Committee is to make recommendations to Council based on the following Terms of Reference:

1. *To develop proposals and make recommendations to Council on matters of access and inclusion relating to City of Bunbury buildings, facilities, services and information.*
2. *To seek funding opportunities that improves access and inclusion within the City of Bunbury.*
3. *To provide advice and information to City of Bunbury Officers and Councillors on decisions of best practice on matters of access and inclusion relating to Council buildings, facilities, services or information throughout Bunbury, and*
4. *To provide information to the private sector in relation to access and inclusion to assist in development and redevelopment of buildings and facilities.*
5. *To monitor the implementation of the Disability Access and Inclusion Plan for City of Bunbury buildings, facilities, services and information.*


13/6/16.

Community Access Committee

A larger print size is used throughout this document
for the benefit of Committee members with visual impairment

Minutes 03 June 2016

Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury City Council.

Committee Members:

Member Name	Representing
Deputy Mayor Brendan Kelly	City of Bunbury
Councillor Karen Steele	City of Bunbury
Councillor Wendy Giles	City of Bunbury
Thomas Blair	Community Representative
Charlotte White	Community Representative
Kathryn Hewitt	Short on Sight Support Group
Jason Hall	Disability Services Commission
Michael Finn	Enable Southwest
Aishath Shizleen	Community Representative
Carol Szabo	Community Representative
Peter Needham	Community Representative
Peter Sears	Community Representative
Shelley Leech	Community Representative
Rhonda Alman	Community Representative

Support Staff:

Name	Title
Deanna Sullivan	Team Leader Community Development
Sharon Chapman	Manager Community & Library Services
John Kowal	Acting Director Corporate & Community Services

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1. Declaration of Opening

The Presiding member declared the meeting open at 2.15pm.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendances

Committee Members:

Member Name	Representing
Deputy Mayor Brendan Kelly	City of Bunbury
Councillor Wendy Giles	City of Bunbury
Thomas Blair	Community Representative
Kathryn Hewitt	Short on Sight Support Group
Michael Finn	Enable Southwest
Peter Sears	Community Representative
Aishath Shizleen	Community Representative

Support Staff:

Name	Title
Deanna Sullivan	Team Leader Community Development

Guests:

Name	Title
Leighton Jay	SOTICA
Adam Johnson	MARCIA PhD Student
Jenny Wood	Community Member

4.1 Apologies

Councillor Karen Steele, Charlotte White, Jason Hall, Shelley Leech, Carol Szabo, Rhonda Alman, John Kowal and Sharon Chapman

4.2 Approved Leave of Absence

Nil

5. Declaration of Interest

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member before the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.

Nil

6. Confirmation of Minutes

Committee Decision: Moved: Cr Wendy Giles Seconded: Aishath Shizleen

The minutes of the Community Access Committee Meeting held on 01 April 2016, are confirmed as a true and accurate record.

CARRIED UNANIMOUSLY

7. Petitions, Presentations and Deputations

7.1 Petitions

Nil

7.2 Presentations

7.2.1 Presentation by Dr Leighton Jay – SOTICA

Dr Leighton Jay shared his experience working with disability in the Human Services field and his personal commitment to facilitating the empowerment of people who are often marginalised and who live with significant challenges in their lives. He also shared that he is very passionate about enabling all people to have meaningful roles in society, exercise self-direction in their lives and develop social connections and deeper friendships.

Furthermore, Dr Jay talked about the projects he has been involved in both local and international communities and expressed his interest in engaging with regional WA and potentially arranging for experts in the disability field to come down to Bunbury to meet with Community Access Committee and other relevant parties.

8. Method of Dealing with Agenda Business

Nil

9. Reports

9.1 Community Access Committee Meeting Procedures

Applicant/Proponent:	Internal Report
Responsible Officer:	Deanna Sullivan, Team Leader Community Development
Executive:	John Kowal, Acting Director Corporate & Community Services
Attachments:	n/a

Summary

The purpose of this report is for the Community Access Committee to consider formalising general meeting procedures for the operation of the committee.

Executive Recommendation

That the Community Access Committee recommends that Council adopt the following general procedures for the Community Access Committee:

1. Formation, meetings and general procedures

- 1.1. *The formation and conduct of the Bunbury Community Access Committee is to be as determined by the Bunbury City Council in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements e.g. Section 20 of the City of Bunbury Standing Orders Local Law, except the requirement of the Standing Orders in relation to a 'quorum' for the meeting.*
- 1.2. *The quorum for a meeting of the committee is set at five members with the condition that at least one elected member of the committee is also in attendance.*
- 1.3. *The term of membership on the committee shall be a two year period with membership reviewed and elections held for new members to coincide with biennial Local Government Elections*
- 1.4. *Members shall act in the best interests of the committee and their represented organisation at all times.*
- 1.5. *The committee will meet bi monthly.*
- 1.6. *Committee members will be relieved of the requirement to attend the bimonthly meetings by requesting a leave of absence.*
- 1.7. *Should a committee member fail to attend two consecutive meetings without a leave of absence, unless the failure was due to a reason approved by the committee, the membership will be ceased.*

Background

This report proposes the development of meeting guidelines for the Access Committee, as detailed within the Officers Comment.

Council Policy Compliance

n/a

Legislative Compliance

Subdivision 2 of Division 2 of Part 5 of the Local Government Act 1995 deals with committees and their meetings.

Budget Implications

There are no financial or budgetary implications impacting from the recommendations of this report.

Officer Comments

The current Terms of Reference for the Community Access Committee is as follows:

- 1.1. To develop proposals and make recommendations to Council on matters of access and inclusion to City of Bunbury buildings, facilities, services and information.*
- 1.2. To seek funding opportunities that improves access and inclusion within the City of Bunbury.*
- 1.3. To provide advice and information to City of Bunbury Officers and Councillors on decisions of best practice on matters of access and inclusion relating to Council buildings, facilities, services or information throughout Bunbury.*
- 1.4. To provide information to the private sector in relation to access and inclusion to assist in development and redevelopment of buildings and facilities.*
- 1.5. To monitor the implementation of the Disability Access and Inclusion Plan for City of Bunbury buildings, facilities, services and information.*

It is proposed to add a new section to the terms of reference as follows:

1. Formation, meetings and general procedures

- 1.1. The formation and conduct of the Bunbury Community Access Committee is to be as determined by the Bunbury City Council in accordance with the requirements of the*

Local Government Act 1995 and any other statutory requirements e.g. Section 20 of the City of Bunbury Standing Orders Local Law, except the requirement of the Standing Orders in relation to a 'quorum' for the meeting.

- 1.2. *The quorum for a meeting of the committee is set at five members with the condition that at least one elected member of the committee is also in attendance.*
- 1.3. *The term of membership on the committee shall be a two year period with membership reviewed and elections held for new members to coincide with biennial Local Government Elections*
- 1.4. *Members shall act in the best interests of the committee and their represented organisation at all times.*
- 1.5. *The committee to meet bi monthly following the 17 October 2015 elections.*
- 1.6. *Committee members will be relieved of the requirement to attend the bimonthly meetings by requesting a leave of absence.*
- 1.7. *Should a committee member fail to attend two consecutive meetings without a leave of absence, unless the failure was due to a reason approved by the committee, the membership will be ceased.*

The procedures outlined above complement the statutory requirements for the operation of Council Committees, and provide clarification as to quorum for the committee, term of membership, as well as attendance requirements.

Councillor/Officer Consultation

This report seeks to consult with members of the Community Access Committee to establish general meeting procedures for the Community Access Committee.

Outcome of Community Access Committee Meeting – 03 June 2016

The executive recommendation was moved by Michael Finn and seconded by Thomas Blair and was carried unanimously.

Committee Decision:

The Community Access Committee recommends that Council adopt the following general procedures for the Community Access Committee:

1. Formation, meetings and general procedures

- 1.1. *The formation and conduct of the Bunbury Community Access Committee is to be as determined by the Bunbury City Council in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements e.g. Section*

20 of the City of Bunbury Standing Orders Local Law, except the requirement of the Standing Orders in relation to a 'quorum' for the meeting.

- 1.2. The quorum for a meeting of the committee is set at five members with the condition that at least one elected member of the committee is also in attendance.*
- 1.3. The term of membership on the committee shall be a two year period with membership reviewed and elections held for new members to coincide with biennial Local Government Elections*
- 1.4. Members shall act in the best interests of the committee and their represented organisation at all times.*
- 1.5. The committee will meet bi monthly.*
- 1.6. Committee members will be relieved of the requirement to attend the bimonthly meetings by requesting a leave of absence.*
- 1.7. Should a committee member fail to attend two consecutive meetings without a leave of absence, unless the failure was due to a reason approved by the committee, the membership will be ceased.*

9.2 Disability Access and Inclusion Plan 2015-16 Financial Year Progress Report

Applicant/Proponent:	Internal
Responsible Officer:	Deanna Sullivan, Team Leader Community Development
Executive:	John Kowal, Acting Director Corporate & Community Services
Attachments:	Attachment A – DAIP 2015-16 Reporting Template DSC Attachment B – DAIP 2015-16 Financial Year Overview Attachment C – City of Bunbury Access and Inclusion Policy Attachment D – City of Bunbury Council Minutes 11 November 2014 – Access and Inclusion Policy

Summary

At the close of each financial year all Western Australian public authorities are required to report to the Disability Services Commission on progress made on objectives identified in their Disability Access and Inclusion Plans throughout the previous year.

The purpose of this report is for Community Access Committee to review and to consider recommending the City's Disability Access and Inclusion Plan 2015-16 Financial Year Progress Report (attached at Appendix A) as required by the Disability Services Commission as well as a qualitative Overview of activities (attached at Appendix B) to the Council for endorsement.

Executive Recommendation

That the Community Access Committee recommends that Council endorse the Disability Access and Inclusion Progress Report and Overview 2015/16, to be submitted to the Disability Services Commission by 30 June 2016.

Background

Under the Disability Services Act 1993 (amended 2004), the Minister for Disability Services is required to table a report in Parliament each year on the progress of Disability Access and Inclusion Plans (DAIPs) in Western Australia.

Western Australian public authorities, including the City of Bunbury, are required to report to the Disability Services Commission on disability access and inclusion initiatives and DAIP progress undertaken in the previous year.

The City of Bunbury has in place a DAIP 2012 – 2017 which, along with the Community Access Committee, guides staff on the development of disability access and inclusion

projects and initiatives. This development is coordinated by the Community Development Team; however access initiatives are undertaken by all departments as required.

Council Policy Compliance

In line with Council Policy - "Access and Inclusion Policy" which states; "the City of Bunbury will provide facilities, services and information that is accessible and inclusion for community members of all abilities" (attached at Appendix C). This Policy applies to all Elected Members, staff volunteers, and contractors providing services on behalf of the City of Bunbury and was adopted by Council on 11 November 2014, Council Decision 412/14 (attached at Appendix D).

Legislative Compliance

Under the Disability Services Act 1993 (amended 2004) all Western Australian public authorities are required to report to the Disability Services Commission annually on progress made on objectives contained within their Disability Access and Inclusion Plans.

Budget Implications

n/a

Officer Comments

The Disability Access and Inclusion Plan Progress Report is a document legislatively required by the Disability Services Commission. The Disability Access and Inclusion Plan Overview has been developed to provide a qualitative, easy-to-read outline of activities undertaken for Council and community.

Councillor/Officer Consultation

This report is presented to Community Access Committee for consideration and approval.

Outcome of the Community Access Committee Meeting – 03 June 2016

General discussion took place regarding the report content and how to best integrate MARCIA related outcomes into the DAIP reporting. The Committee discussed various ways of reporting such as using accessible technology, pictures and multimedia formats. One Community Access Committee member volunteered to demonstrate the accessible technology in a future meeting and the committee discussed the importance of accessible technology in attaining MARCIA status. The Committee, while acknowledging it would not be very straightforward, agreed the importance of coming up with a strategy on accessing information.

Committee Decision:

Cr Wendy Giles Moved and Thomas Blair Seconded the following motion which was carried unanimously:

That the Community Access Committee recommends that Council endorse the Disability Access and Inclusion Progress Report and Overview 2015/16, to be submitted to the Disability Services Commission by 30 June 2016.

9.3 Accessible Picnic Tables

The Community Development Team shared a picture of an accessible picnic table set up in Gasgoyne River, WA and the presiding member let the committee members know that the possibility of doing a similar project in Bunbury is being investigated. Another member declared that there are picnic tables setup in Bunbury and surrounding areas that are accessible but lacks the identification and inquired the possibility of marking and promoting these spaces as accessible. The committee also agreed on the importance of ensuring that all future outdoor settings that are setup in public spaces need to be accessible.

9.4 Update of grants – Community Development Team

Community Development Team Leader shared that the access ramp project will be starting in a near future given that the Koombana foreshore redevelopment project has commenced. She also shared that the successful recipients for the Changing Places grant would be announced in a near future and if successful; the implementation of this project too will go ahead alongside the foreshore redevelopment project. Furthermore, the team leader announced that induction video project is moving at a steady pace and is anticipated to be completed by the end of October 2016.

9.5 Disability Support Awards 2016 Gala Dinner

All members were encouraged to let the Community Development Team know if they would be interested in attending the Gala Dinner organised by the Disability Services Commission by the 10th of June 2016.

10. Applications for Leave of Absence

Nil

11. Questions from Members

11.1 Response to Previous Questions from Members taken on Notice

Nil

11.2 Questions from Members

Nil

12. Date of Next Meeting

Friday, 12 August 2016; 1:00pm – 3:00pm; Ocean Room - City of Bunbury Administrative Building, 4 Stephen Street, Bunbury.

13. Close of Meeting

The Presiding Member closed the meeting at 4pm.

Confirmed this day 12 August 2016 to be a true and correct record of proceedings of the Community Access Committee meeting held 03 June 2016.

Cr Brendan Kelly
PRESIDING MEMBER