



Disability Access and Inclusion Committee

Notice of Meeting & Agenda 9 February 2022

Committee Terms of Reference

The Disability Access and Inclusion Committee has been established:

- 1. To provide an oversight role in the development and implementation of the statutory requirements of the Disability Access and Inclusion Plan (DAIP);*
- 2. To review progress of the organisation in the achievement of the objectives of the DAIP;*
- 3. To review the Statutory Reports required under the DAIP;*
- 4. To review the progress of the organisation in relation to progress against the objectives of the Community Strategic Plan as it relates to MARCIA;*
- 5. To review any reports provided by the Disability Access and Inclusion Community Reference Group.*

City of Bunbury
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Table of Contents

<u>Item No</u>	<u>Subject</u>	<u>Page No</u>
<u>1.</u>	<u>Declaration of Opening</u>	<u>2</u>
<u>2.</u>	<u>Disclaimer</u>	<u>2</u>
<u>3.</u>	<u>Announcements from the Presiding Member</u>	<u>3</u>
<u>4.</u>	<u>Attendances.....</u>	<u>3</u>
4.1	Apologies.....	3
4.2	Approved Leave of Absence	3
<u>5.</u>	<u>Declaration of Interest</u>	<u>4</u>
<u>6.</u>	<u>Public Question Time</u>	<u>4</u>
<u>7.</u>	<u>Confirmation of Minutes.....</u>	<u>4</u>
<u>8.</u>	<u>Petitions, Presentations and Deputations</u>	<u>4</u>
8.1	Petitions	4
8.2	Presentations	5
8.3	Deputations.....	5
<u>9.</u>	<u>Method of Dealing with Agenda Business</u>	<u>5</u>
<u>10.</u>	<u>Reports</u>	<u>6</u>
10.1	Review of Disability Access and Inclusion Committee Terms of Reference.	6
10.2	Schedule of Meetings	11
10.3	DAIP Outcomes July to December 2021.....	14
10.4	Most Accessible City in WA (MACWA) Awards Outcome.....	17
10.5	Co-Design Access Panel Update.....	20
<u>11.</u>	<u>Applications for Leave of Absence.....</u>	<u>24</u>
<u>12.</u>	<u>Questions from Members</u>	<u>24</u>
12.1	Response to Previous Questions from Members taken on Notice	24
12.2	Questions from Members.....	24
<u>13.</u>	<u>Urgent Business</u>	<u>24</u>
<u>14.</u>	<u>Date of Next Meeting.....</u>	<u>24</u>
<u>15.</u>	<u>Close of Meeting</u>	<u>24</u>

Acknowledgement of Country

We acknowledge the Traditional Custodians of this land, the Wardandi Noongar people, and pay our respects to Elders past, present and future.

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

WE ARE COMMUNITY

We are one team
We keep each other safe
We display empathy and respect
We have fun and celebrate our successes
We work together to achieve great outcomes

WE ARE OPEN

We are open to opportunities
We actively listen and think things through
We are inclusive and treat everyone equally
We are honest and open in our communications
We are open to feedback to improve our performance

WE ARE BRAVE

We lead the change, we own it
We trust and empower each other
We have the difficult conversations early
We hold ourselves to the highest standard
We have the courage to improve and simplify

Disability Access and Inclusion Committee

Notice of Meeting

Dear Committee Members

The next Ordinary Meeting of the Disability Access and Inclusion Committee will be held electronically via Zoom on 9 February 2022 at 4.00pm.



Signed:

Sarah Upton

Manager Community Services

Agenda 9 February 2022

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
Cr Karen Turner	Councillor Representative
Cr Ben Andrew	Councillor Representative
Cr Gabi Ghasseb	Councillor Representative
Cory Crombie	Community Representative
Keira Evans	Community Representative
Lisa Laschon	Community Representative
Rachel Halkyard	Service Provider Representative – Advocacy WA
Malcolm Osborne	Chief Executive Officer

Support Staff:

Name	Title
Danika Wellington	Senior Community Partnerships Officer
Steve de Meillon	Team Leader Community Partnerships & Events
Sarah Upton	Manager Community Services

1. Declaration of Opening

The Senior Community Partnerships Officer declared the meeting open at _____pm.

Please note Council Decision 335/13 from the Ordinary Meeting held on 26 November 2013 when administering Committees of Council states in part:

“That Council:

1. Request that the Committees retained appoint a Councillor as the Presiding Member to enable more effective reporting back to Council in relation to Committee items and recommendations.

...

3. Require each Committee to set an annual meeting program which will be advertised to enable members of the public to attend.”

As this is the first meeting of the Disability Access and Inclusion Committee since the 2021 local government elections, the Committee is required to elect a Presiding Member from amongst themselves in accordance with section 5.12 of the *Local Government Act 1995*. The City’s Nominated Responsible Officer will call for nominations for the position of Presiding Member, and if necessary, conduct a ballot.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

4. Attendances

4.1 Apologies

4.2 Approved Leave of Absence

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.

6. Public Question Time

Not applicable to this committee.

7. Confirmation of Minutes

The Minutes of the meeting of the Disability Access and Inclusion Committee Meeting held 28 July 2021 have been circulated.

Recommendation

That the Minutes of the Disability Access and Inclusion Committee Meeting held 28 July 2021 be confirmed as a true and correct record.

8. Petitions, Presentations and Deputations

8.1 Petitions

8.2 Presentations

8.3 Deputations

9. Method of Dealing with Agenda Business

Items are dealt with in the order that they appear.

10. Reports

10.1 Review of Disability Access and Inclusion Committee Terms of Reference

File Ref:	COB/516
Applicant/Proponent:	Internal
Responsible Officer:	Danika Wellington, Senior Community Partnerships Officer
Responsible Manager:	Sarah Upton, Manager Community Services
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 1: Disability Access and Inclusion Committee Terms of Reference

Summary

The Disability Access and Inclusion Committee (DAIC) Terms of Reference are due for review following the 2021 Local Government Elections.

Executive Recommendation

That the Disability Access and Inclusion Committee recommend Council endorse the amendment of the Committee Composition and Terms of Reference as follows:

The Disability Access and Inclusion Committee has been established:

- 1. To provide an oversight role in the development and implementation of the statutory requirements of the Disability Access and Inclusion Plan (DAIP);*
- 2. To review progress of the organisation in the achievement of the objectives of the DAIP;*
- 3. To review the Statutory Reports required under the DAIP;*
- 4. To review the progress of the organisation against the objectives of the Community Strategic Plan as it relates to disability, access and inclusion;*

5. *To review any reports provided by the Co-Design Access Panel; and*
6. *To advise Council on issues relating to disability, access and inclusion within the City of Bunbury.*

Voting Requirement: Simple Majority

Strategic Relevance

Theme 1	Our community and culture
Goal	A safe, healthy and cohesive community, with a rich cultural life, and supportive social environment
Objective 1.5	Establish Bunbury as the Most Accessible Regional City in Australia by 2020

Regional Impact Statement

The DAIC provides opportunity for community members to contribute to decisions that benefit Bunbury. The committee provides input on the provision of accessible and inclusive facilities, open spaces, programs and services. This ensures that Bunbury is welcoming and inclusive for all who visit and live in the Bunbury Geopraphe Region.

Background

DAIC was established in 2019 to provide a strategic focus on the Disability Access and Inclusion Plan (DAIP), and activities relating to the City's aspiration to become the Most Accessible Regional City in Australia (MARCIA). In July 2019, the Co-Design Access Panel (CoDAP) was created as an opportunity for people with lived experience of disability to collaborate and consult on City projects. In 2020 the informal Disability Access and Inclusion Reference Group (DAIRG) was disbanded due to the introduction of the CoDAP

Council Policy Compliance

The DAIC operates under the Council's Code of Conduct.

The City's DAIP commitments are outlined in the Access and Inclusion Council Policy.

Legislative Compliance

Disability Services Act 1993 (amended 2004)
Local Government Act 1995

Officer Comments

The City identified an aspiration to become the Most Accessible Regional City in Australia (MARCIA) by 2020. This milestone has now passed and reference to MARCIA within the Terms of Reference is no longer applicable. The MARCIA aspiration continues to influence the City's activities and services and has resulted in established practices to ensure accessibility is considered across City functions, projects, facilities and services. In addition, the Disability, Access and Inclusion Plan (DAIP) identifies the City's commitments to each of the DAIP outcomes.

Significant achievements have been made towards the aspiration of MARCIA. Eleven staff were trained in 2017 to undertake access audits of City facilities and recommendations for priority tasks were assessed by the Disability Access and Inclusion Committee. Two of these staff remain with the City.

Since 2017 the City has allocated up to \$500,000 to achieve improved accessibility within the City facilities and spaces. This funding has resulted in major improvements within the City including:

- Purchase, installation and maintenance of two beach wheelchairs and permanent beach matting installed at Koombana Bay
- Upgrade of Universal Access Toilets in the Bunbury Regional Entertainment Centre including automatic sliding door and additional railing to exceed minimum standards
- Upgrade of entry ramp and doors to the Bunbury Regional Art Gallery including replacement of internal floor covering to promote wheelchair accessibility and installation of an automatic opening entrance door
- Upgrade of ablutions in the Bunbury Regional Art Gallery
- Upgrade to the Bunbury Geographe Senior Citizens and Community Centre to improve accessibility for all community users.

In addition to these improvements, identified priority tasks have been assessed and/or completed including:

- Installation of an access ramp to the entry of the Bunbury Regional Art Gallery
- Relocation of bike racks at the Bunbury Library
- Installation of solid non-transparent strips fixed to the doors and windows at the Bunbury Regional Entertainment Centre and Withers library
- Adjustment of kerb ramp at the Hay Park Multi Sports Pavilion
- Installation of Tactile Ground Surface Indicators (TGSi) at various locations around the City
- Adjustments to doors within facilities as needed to ensure the opening force is no more than 20 newtons.

The establishment of a Co-Design Access Panel (CoDAP) was a key recommendation of the MARCIA report adopted by Council in 2018. Established in 2019 the panel provides insight, guidance and advice to the City on designing for improved accessibility and inclusion. Referral to the CoDAP is now an established practice for new City projects and programs.

The CoDAP has provided input into projects undertaken by external agencies and has been involved in community driven projects including the trial of communication boards in City playgrounds, and equipping an accessible events trailer. CoDAP is recognised as a key stakeholder by City staff and external parties.

Removing the reference to MARCIA from the Committee's Terms of Reference reflects the established commitment to achieving a high level of accessibility within the City of Bunbury and the cessation of funds allocated to achieve MARCIA related outcomes as of June 2022.

The DAIC has provided an oversight and review role since its inception however as a Committee of Council, it may be asked to provide advice to Council as requested. Objective 6 with the proposed Terms of Reference provides this function and recognises the expertise of the Committee as community representatives with lived and/or professional expertise.

Analysis of Financial and Budget Implications

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

Community Consultation

Not applicable

Councillor/Officer Consultation

Not applicable

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

The recommended Terms of Reference will be referred to Council for endorsement at the next Ordinary Council Meeting.

10.2 Schedule of Meetings

File Ref:	COB/516
Applicant/Proponent:	Internal
Responsible Officer:	Danika Wellington, Senior Community Partnerships Officer
Responsible Manager:	Sarah Upton, Manager Community Services
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Nil

Summary

The purpose of this report is for the Disability Access and Inclusion Committee (DAIC) to endorse the schedule of future meeting dates for the Committee.

Executive Recommendation

That the Disability Access and Inclusion Committee endorse the following meeting schedule for the next two years up to the October 2023 Local Government elections:

1. Wednesday 9 February 2022 at 4pm
2. Wednesday 25 May 2022 at 4pm
3. Wednesday 28 September 2022 at 4pm
4. Wednesday 25 January 2023 at 4pm
5. Wednesday 31 May 2023 at 4pm
6. Wednesday 27 September 2023 at 4pm

Voting Requirement: Simple Majority

Strategic Relevance

Theme 4	Our City
Goal	Civic leadership, partnerships and sound governance in delivering with and for the community
Objective 4.3	Trusted leadership and robust decision-making

Regional Impact Statement

The DAIC provides opportunity for community members to contribute to decisions that benefit Bunbury. The Committee provides input on the provision of accessible and inclusive facilities, open spaces, programs and services. This ensures that Bunbury is welcoming and inclusive for all who visit and live in the Bunbury Geographe Region.

Background

The terms of reference require the Committee to provide an oversight and review role in relation to the activities of the City in relation to disability access and inclusion.

Council Policy Compliance

The DAIC operates under the Council's Code of Conduct.

The City's DAIP commitments are outlined in the Access and Inclusion Council Policy.

Legislative Compliance

Disability Services Act 1993 (amended 2004)
Local Government Act 1995

Officer Comments

The proposed schedule of meetings is presented following a review of meeting minutes since 2019. Over the past few years, items being presented to the DAIC were predominantly for noting information as opposed to for strategic input and/or review. A reduced schedule of three meetings per year still provide sufficient opportunity for items requiring decision or

review to be brought to the Committee without compromising the effectiveness of the Committee and its role. This revised schedule will allow meetings to be productive and purposeful for members while reducing the number of meetings with minimal reports for noting by committee members.

Analysis of Financial and Budget Implications

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

Community Consultation

Not applicable

Councillor/Officer Consultation

Not applicable

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Implementation will be immediate.

10.3 DAIP Outcomes July to December 2021

File Ref:	COB/516
Applicant/Proponent:	Internal
Responsible Officer:	Danika Wellington, Senior Community Partnerships Officer
Responsible Manager:	Sarah Upton, Manager Community Services
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Appendix 2: DAIP Outcomes July-December 2021

Summary

The purpose of this report is for the Disability Access and Inclusion Committee (DAIC) to note recorded outcomes related to the Disability Access and Inclusion Plan reporting.

Executive Recommendation

That the Committee note the information presented in this report.

Voting Requirement: Simple Majority

Strategic Relevance

Theme 4	Our City
Goal	Civic leadership, partnerships and sound governance in delivering with and for the community
Objective 4.2	A highly engaged and involved community, working together on strategy development and implementation
Objective 4.3	Trusted leadership and robust decision-making

Regional Impact Statement

The DAIC provides opportunity for community members to contribute to decisions that benefit Bunbury. The committee provides oversight of the implementation of the statutory requirements of the Disability Access and Inclusion Plan.

Background

It is a requirement of the *Disability Services Act (1993)* that all Local Governments develop and implement a Disability Access and Inclusion Plan (DAIP). The DAIP outlines the ways in which the City will ensure that people with disabilities have equal access to its facilities and services.

The terms of reference for the DAIC states a key functions of the Committee is to review the City's progress to achieving DAIP outcomes including review the statutory reports required under the Act.

Council Policy Compliance

The City's DAIP commitments are outlined in the Access and Inclusion Council Policy.

Legislative Compliance

Disability Services Act 1993 (amended 2004)
Local Government Act 1995

Officer Comments

The City is required to report to the Department of Communities an annual basis, on initiatives in relation to the seven outcomes as defined within the Disability Services Act. The attached report identifies the activities undertaken within the City since the last report submitted in July 2021.

Analysis of Financial and Budget Implications

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

Community Consultation

Not applicable

Councillor/Officer Consultation

Not applicable

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Not applicable

10.4 Most Accessible City in WA (MACWA) Awards Outcome

File Ref:	COB/516
Applicant/Proponent:	Internal
Responsible Officer:	Danika Wellington, Senior Community Partnerships Officer
Responsible Manager:	Sarah Upton, Manager Community Services
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Nil

Summary

This report is to advise the outcome of the City of Bunbury's application to the Most Accessible Community in WA (MACWA) awards 2021.

Executive Recommendation

That the Committee note the information presented in this report.

Voting Requirement: Simple Majority

Strategic Relevance

Theme 1	Our Community and Culture
Goal	A safe, healthy and cohesive community, with a rich cultural life, and support social environment
Objective 1.5	Establish Bunbury as the most accessible regional city in Australia

Regional Impact Statement

The MACWA awards offer an opportunity to be recognised across the state for achievements in access and inclusion.

Background

The City of Bunbury worked with the Regional Capitals Alliance WA to develop the Most Accessible Community in Western Australia (MACWA) awards in 2018. This provided a vehicle for Local Government authorities across the state to bring focus and recognition to the work undertaken to improve access and inclusion.

The awards have been delivered in 2018, 2019 and 2021. The 2021 award covered the period between July 2019 and December 2021.

Council Policy Compliance

The City's DAIP commitments are outlined in the Access and Inclusion Council Policy.

Legislative Compliance

Disability Services Act 1993 (amended 2004)
Local Government Act 1995

Officer Comments

The City nominated as a Regional City and submitted applications in two categories:

Category 2: Infrastructure and public open space inclusion and accessibility

- Youth Precinct Development

Category 3: Leadership

- Co- Design Access Panel

The City was not successful in gaining an award in either category. The winner of Category 2 was the City of Mandurah and Category 3 was the Shire of Augusta-Margaret River.

Analysis of Financial and Budget Implications

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

Community Consultation

Not applicable

Councillor/Officer Consultation

Not applicable

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Not applicable

10.5 Co-Design Access Panel Update

File Ref:	COB/516 & COB 1774
Applicant/Proponent:	Internal
Responsible Officer:	Danika Wellington, Senior Community Partnerships Officer
Responsible Manager:	Sarah Upton, Manager Community Services
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Nil

Summary

The purpose of this report is to provide an update on the Co-Design Access Panel (CoDAP).

Executive Recommendation

That the Committee note the information presented in this report.

Voting Requirement: Simple Majority

Strategic Relevance

Theme 1	Our Community and Culture
Goal	A safe, healthy and cohesive community, with a rich cultural life, and support social environment
Objective 1.5	Establish Bunbury as the most accessible regional city in Australia

Regional Impact Statement

CoDAP provides opportunity for community members to provide input into City projects to ensure the provision of accessible and inclusive facilities,

open spaces, programs and services. This ensures that Bunbury is welcoming and inclusive for all who visit and live in the Bunbury Geographie Region.

Background

CoDAP was established in 2019 based on the recommendations of the MARCIA report adopted by Council in 2018 (Council Decision 194/18). CoDAP provides access and inclusion advice at the concept and development phase of relevant City of Bunbury projects and has a primary focus on the built environment, parks and open spaces. CoDAP members bring lived experience of disability and industry expertise to the co-design process.

Since July 2019 CoDAP has consulted on several City of Bunbury projects, including the Youth Precinct and external projects including the Department of Conservation, Biodiversity and Attractions Mangrove Cove development and the Southern Ports Authority Outer Harbour accessible fishing jetty. In addition the CoDAP has been consulted on two community-led initiatives. CoDAP is recognised as a key stakeholder when considering projects relating to access and inclusion.

The composition of the CoDAP includes the following:

- Five (5) community representatives
- Two (2) industry representatives
- City staff as required

Council Policy Compliance

The City's DAIP commitments are outlined in the Access and Inclusion Council Policy.

Legislative Compliance

Disability Services Act 1993 (amended 2004)

Local Government Act 1995

Officer Comments

The Tenure for CoDAP members ended mid-2021. Recruitment for the next panel was conducted in line with Committees of Council nominations. Following this process, the CoDAP now comprises of five new members:

Industry representatives

- Mohamed Asar – South Regional TAFE
- Emily Northcott – Micah Inclusion

Community representatives

- Shane Hewerdine
- Tristan Payne
- Jenny Pittman
- 2 x vacant positions

Staff from various departments attend CoDAP depending on the nature and/or stage of projects.

CoDAP meet quarterly on Wednesday afternoons with additional meetings scheduled as required for urgent consultation.

Analysis of Financial and Budget Implications

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

Community Consultation

Not applicable

Councillor/Officer Consultation

Not applicable

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Not applicable

11. Applications for Leave of Absence

Not applicable to this committee.

12. Questions from Members

12.1 Response to Previous Questions from Members taken on Notice

Nil

12.2 Questions from Members

No questions had been received at time of printing.

13. Urgent Business

Nil

14. Date of Next Meeting

The next meeting of the Disability Access and Inclusion Committee will be held 25 May 2022.

15. Close of Meeting

The Presiding Member closed the meeting at _____.