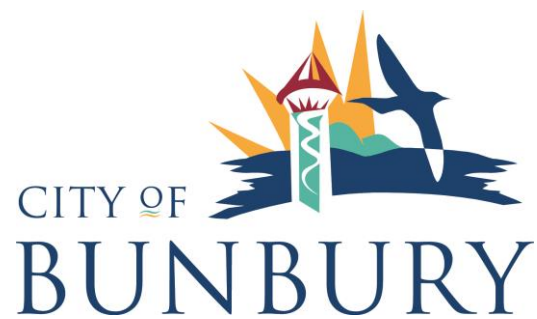


A larger font size is used throughout this document for the benefit of committee members with visual impairment



Community Access Committee

Minutes

2 June 2017

A handwritten signature in blue ink, appearing to read 'S. Adair', is positioned to the right of the title.

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 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.*
- 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.*

Table of Contents

Item No	Subject	Page
1.	Declaration of Opening	1
2.	Disclaimer	1
3.	Announcements from the Presiding Member	1
4.	Attendances	2
4.1	Apologies	3
4.2	Approved Leave of Absence	3
5.	Declaration of Interest	3
6.	Confirmation of Minutes	4
7.	Public Question Time	5
8.	Petitions, Presentations and Deputations	5
8.1	Petitions	5
8.2	Presentations	5
8.3	Deputations.....	5
9.	Method of Dealing with Agenda Business	5
10.	Reports	6
10.1	City of Bunbury meeting with City of Melville and Disability Services Commission.....	6
10.2	DAIP Progress Report 2016/2017	9
10.3	Proposed Changes to the Community Access Committee endorsed by Council	12
10.4	Update on DAIP Review - Public Workshops and Survey	15
11.	Applications for Leave of Absence	18
12.	Questions from Members	18
12.1	Response to Previous Questions from Members taken on Notice	18
12.2	Questions from Members.....	18
13.	Urgent Business	18
14.	Date of Next Meeting	19
15.	Close of Meeting	19

Community Access Committee Minutes

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Minutes 2 June 2017

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.

1. Declaration of Opening

The Presiding Member declared the meeting open at 1:03pm.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

The Presiding Member welcomed Grace Mills and Jack Meakins the Youth Disability Advocacy Network.

The Presiding Member introduced noted that Kylie West would now be the Disability Services representative on the CAC.

The Presiding Member mentioned the meeting which had been held between the City of Bunbury, representatives of the City of Melville, CAC

Members, MARCIA Working Group members and Bruce Langoulant of Disabilities Services Commission. He noted that this would be discussed in more detail at item 10.1.

4. Attendances

Committee Members:

Member Name	Representing
Deputy Mayor Brendan Kelly	City of Bunbury
Kathryn Hewitt (from 1:12pm)	Short on Sight Support Group
Kylie West	Disability Services Commission
Aishath Shizleen	Community Representative
Carol Szabo	Community Representative
Michael Finn	Enable South West

Ex-officio Members (non-voting):

Member Name	Representing
Stephanie Addison-Brown	Director Corporate and Community Services

Support Staff:

Name	Title
Ryan Campbell	Community Development Officer
Deanna Sullivan	Team Leader Community Development
Liz Allan	Executive Research and Project Officer

Guests:

Name	Title
Adam Johnson (from 1:42pm)	MARCIA PhD student
Grace Mills (until 2:15pm)	Youth Disability Advocacy Network
Jack Meakins (until 2:15pm)	Youth Disability Advocacy Network
Shae Szabo (until 1:22pm)	Guest

4.1 Apologies

Josef Bandera was an apology

Peter Needham was an apology

Cr Giles was an apology

Sharon Chapman, Manager Community and Library Services was an apology

Cr Steele was absent

Thomas Blair was absent

4.2 Approved Leave of Absence

Cr Giles is on approved Leave of Absence from all council-related business from 30 May 2017 to 17 June 2017.

5. Declaration of Interest

<p>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 <u>before</u> 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.</p>

6. Confirmation of Minutes

The Minutes of the meeting of the Community Access Committee Meeting held 7 April 2017 had been circulated.

Recommendation

That the Minutes of the Community Access Committee Meeting held 7 April 2017 be confirmed as a true and correct record.

Outcome – Council Meeting 2 June 2017

The recommendation (as printed) was moved Michael Finn, seconded Aishath Shizleen.

The Presiding member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the Minutes of the Community Access Committee Meeting held 7 April 2017 be confirmed as a true and correct record.

CARRIED

6 votes "for" / Nil votes "against"

7. Public Question Time

Nil

8. Petitions, Presentations and Deputations

8.1 *Petitions*

Nil

8.2 *Presentations*

Grace Mills and Jack Meakins of the Youth Disability Advocacy Network presented the organisation's ideas on accessibility and inclusion from a youth perspective.

8.3 *Deputations*

9. Method of Dealing with Agenda Business

Items are dealt with in the order that they appear.

10. Reports

10.1 *City of Bunbury meeting with City of Melville and Disability Services Commission*

Applicant/Proponent:	Internal
Responsible Officer:	Ryan Campbell, Community Development Officer
Responsible Manager:	Sharon Chapman, Manager Library and Community Services
Executive:	Stephanie Addison-Brown, Director Corporate and Community Services
Attachments:	Appendix 1: Notes - Meeting between the City of Bunbury, the City of Melville and the Disability Services Commission

Summary

On 2 May 2017 the City of Bunbury hosted a meeting between: Russell Aubrey, Mayor of the City of Melville; Dr Shayne Silcox, CEO at the City of Melville; Bruce Langoulant, Chairman of the Disability Services Commission; City of Bunbury representatives; MARCIA Working Group members; and Community Access Committee members, to discuss the City's MARCIA aspiration. The visit proved very fruitful with lots of ideas shared on access and inclusion as well as a commitment from both Councils to partner together and be leaders in the disability access and inclusion space.

Executive Recommendation

That the Committee receives this report and Appendix.

Strategic Relevance

Key Priority Area 1: Community and Culture
Objective 1.1: Establish Bunbury as the most accessible regional City in Australia by 2020

Background

The meeting between the City of Bunbury, the City of Melville and the Disability Services Commission was arranged by the Chairman of the Disability Services Commission Bruce Langoulant following discussions he had with MARCIA PhD student Adam Johnson with regard to the City's MARCIA initiative.

Presentations were provided by Community Development Officer, Ryan Campbell and MARCIA PhD Student Adam Johnson on the background to MARCIA and its future direction. MARCIA Research Group member Jenna Davis also spoke about her experience as a mother with a non-verbal autistic daughter.

The representatives from the City of Melville shared some of their access and inclusion initiatives such as their policy that all major development applications are referred to their Access and Inclusion Advisory Panel for review. City of Melville CEO Dr Shayne Silcox put forth a proposal for that the City of Bunbury work in partnership with the City of Melville on developing a 'Quality Framework' around access and inclusion for local governments.

The complete Notes of the Meeting between the City of Bunbury, the City of Melville and the Disability Services Commission are **attached** at Appendix 1.

Council Policy Compliance

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

Legislative Compliance

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

Officer Comments

The City of Bunbury and City of Melville are in the process of developing an ongoing working relationship focussing on disability access and inclusion initiatives.

The City of Bunbury Director Corporate and Community Services and the City of Melville Director of Community Development will continue to liaise further in June to determine the way forward.

Analysis of Financial and Budget Implications

Not applicable.

Community Consultation

Nil

Councillor/Officer Consultation

Deputy Mayor Brendan Kelly and Councillors Wendy Giles and Karen Steele were present and active participants in the meeting with Deputy Mayor Brendan Kelly playing a facilitative role.

Applicant Consultation

Not applicable.

Outcome – Council Meeting 2 June 2017

The recommendation (as printed) was moved Katherine Hewitt, seconded Michael Finn.

The Presiding member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the Committee receives this report and Appendix.

CARRIED

6 votes "for" / Nil votes "against"

10.2 DAIP Progress Report 2016/2017

Applicant/Proponent:	Internal
Responsible Officer:	Ryan Campbell, Community Development Officer
Responsible Manager:	Sharon Chapman, Manager Community and Library Services
Executive:	Stephanie Addison-Brown, Director Corporate and Community Services
Attachments:	Appendix 2: DAIP Progress Report 2016-2017

Summary

The City has gone through the DAIP implementation plan and documented the progress of all the items projected to be completed for the 2016/17 financial year. The DAIP progress report is now completed (**attached** at Appendix 2) and will need to be endorsed by Council for submission to the Disability Services Commission by 1 July 2017.

Executive Recommendation

That the Community Access Committee:

1. Note the DAIP progress report; and
2. Recommend that Council endorse the report for submission to the Disability Services Commission.

Strategic Relevance

Key Priority Area 1: Community and Culture
Objective 1.1 Establish Bunbury as the most accessible regional city in Australia by 2020

Background

The City of Bunbury's annual Disability Access and Inclusion Plan (DAIP) Progress Report for 2016/17 is due for submission to the Disability Services Commission by 1 July 2017. The Disability Services Commission recently

announced that the progress reporting templates and online reporting were open for submissions. The City has gone through the DAIP implementation plan and documented the progress of all the items projected to be completed for the 2016/17 financial year.

Council Policy Compliance

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

Legislative Compliance

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

Officer Comments

One of the core functions of this Committee is to monitor the implementation of the City's DAIP which is outlined in point 5 of its Terms of Reference. It is therefore important that the CAC is informed and kept up to date with anything involving the DAIP.

Analysis of Financial and Budget Implications

Not applicable

Community Consultation

Nil

Councillor/Officer Consultation

Nil

Applicant Consultation

Not applicable.

Outcome – Council Meeting 2 June 2017

The recommendation (as printed) was moved Kylie West, seconded Aishath Shizleen.

The Presiding member put the motion to the vote and it was adopted to become the Committee’s decision on the matter.

Committee Decision

That the Community Access Committee:

1. Note the DAIP progress report; and
2. Recommend that Council endorse the report for submission to the Disability Services Commission.

CARRIED

6 votes “for” / Nil votes “against”

10.3 Proposed Changes to the Community Access Committee endorsed by Council

Applicant/Proponent:	Internal
Responsible Officer:	Ryan Campbell, Community Development Officer
Responsible Manager:	Sharon Chapman, Manager Library and Community Services
Executive:	Stephanie Addison-Brown, Director Corporate and Community Services
Attachments:	Nil

Summary

The Council endorsed the proposed changes to the Community Access Committee (CAC) at the Ordinary Council Meeting on 16 May 2017. The new changes will take effect following the Council elections in October 2017. It is therefore suggested that Friday 4 August 2017 be the last Community Access Committee meeting held in its current format before disbanding and transitioning into the new Committee structure.

Executive Recommendation

That the Community Access Committee endorse the recommendation that Friday 4 August 2017 be the final meeting for the Committee in its current format.

Strategic Relevance

Key Priority Area 1: Community and Culture
Objective 1.1: Establish Bunbury as the most accessible regional City in Australia by 2020

Background

The Community Access Committee (CAC) has reviewed its Terms of Reference (ToR), operations, structure and membership composition. A *Community Access Committee Discussion Paper* has been developed which outlines the proposed revised framework for the CAC.

The proposed changes were put to Council on 16 May 2017 and endorsed unanimously as per Council decision 179/17.

Council Policy Compliance

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

Legislative Compliance

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

Officer Comments

Council has recently endorsed a Committee recommendation to change the structure and Terms of Reference of the Community Access Committee and the current Committee needs to be part of the transition.

Analysis of Financial and Budget Implications

Not applicable

Community Consultation

Nil

Councillor/Officer Consultation

Not applicable.

Applicant Consultation

Not applicable.

Outcome – Council Meeting 2 June 2017

The recommendation (as printed) was moved Cr Kelly, seconded Michael Finn.

The Presiding member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the Community Access Committee endorse the recommendation that Friday 4 August 2017 be the final meeting for the Committee in its current format.

CARRIED

6 votes "for" / Nil votes "against"

10.4 Update on DAIP Review - Public Workshops and Survey

Applicant/Proponent:	Internal
Responsible Officer:	Ryan Campbell, Community Development Officer
Responsible Manager:	Sharon Chapman, Manager Library and Community Services
Executive:	Stephanie Addison-Brown, Director Corporate and Community Services
Attachments:	Nil

Summary

The City of Bunbury recently held public workshops on 15 May 2017 and is currently running an online survey ending 5 June 2017 as part of the review of its Disability Access and Inclusion Plan (DAIP) 2012-2017. The City received valuable insights from people with disability, their carers and family regarding access issues in the Bunbury area. The information received will be used in the development of the City's updated DAIP 2017-2022.

Executive Recommendation

That the Community Access Committee receives the information outlined in this report.

Strategic Relevance

Key Priority Area 1: Community and Culture
Objective 1.1: Establish Bunbury as the most accessible regional City in Australia by 2020

Background

The City of Bunbury's current DAIP 2012-2017 is due to expire on 19 September 2017. It is therefore required that the City review its DAIP and develop an updated DAIP 2017-2022. This will then be submitted to the Disability Services Commission for endorsement.

As part of the review process it is required that the City consult people with disability in the community. The City has employed the services of a consultant to run public workshops and as well as an online survey. The consultant will collate all the information gathered from the workshops and survey and present this to the City of Bunbury staff across all Departments, in order to take the ideas captured by the public and turn them into achievable projects and goals that can be delivered over the next five years.

The Community Access Committee will also be presented with the information from the workshops and survey and will assist in the development of the DAIP strategies as well as review the projects and goals proposed by the City.

Council Policy Compliance

The CAC operates under the Council's Code of Conduct. The City of Bunbury is bound by the City's Disability Access and Inclusion Plan 2012 – 2017 (DAIP) which is a legislated requirement under the *Disability Services Act 1993 (amended 2004)*. The City of Bunbury's DAIP 2012 – 2017 outlines the City's commitment to Outcome 6 of the DAIP which states that "People with disability have the same opportunities as other people to participate in any public consultation by the City of Bunbury".

Legislative Compliance

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

Officer Comments

One of the CAC's core functions is to monitor the implementation of the City's DAIP which is outlined in point 5 of its Terms of Reference. It is therefore important that the CAC is informed and kept up to date with anything involving the DAIP

Analysis of Financial and Budget Implications

Not applicable

Community Consultation

Nil

Councillor/Officer Consultation

Deputy Mayor Brendan Kelly was informed about the community consultation workshops and Cr Murray Cook was present at one the workshops.

Applicant Consultation

Nil

Outcome – Council Meeting 2 June 2017

The recommendation (as printed) was moved Aishath Shizleen, seconded Katherine Hewitt.

The Presiding member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the Community Access Committee receives the information outlined in this report.

CARRIED

6 votes "for" / Nil votes "against"

11. Applications for Leave of Absence

12. Questions from Members

12.1 Response to Previous Questions from Members taken on Notice

Nil

12.2 Questions from Members

Question 1: Is there scope for the initiatives of the City of Stirling to be considered by Council?

Reply 1: Ryan will look at this further and provide information to the Community Access Committee.

Question 2: What is the process for determining priorities for which projects are to be undertaken in the next twelve months?

Reply 2: An internal staff workshop will be held on 19 June 2017 to determine what is achievable. This will then be referred to the Community Access Committee and Marcia Working Group.

13. Urgent Business

14. Date of Next Meeting

4 August 2017

15. Close of Meeting