



Disability Access and Inclusion Committee

Notice of Meeting & Agenda 1 December 2017

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
4 Stephen Street
Bunbury WA 6230
Western Australia

Correspondence to:
Post Office Box 21
Bunbury WA 6231

Table of Contents

<u>Item No</u>	<u>Subject</u>	<u>Page No</u>
1.	Declaration of Opening	2
2.	Disclaimer	2
3.	Announcements from the Presiding Member	2
4.	Attendances	2
4.1	Apologies.....	2
4.2	Approved Leave of Absence.....	2
5.	Declaration of Interest	3
6.	Public Question Time	3
7.	Confirmation of Minutes	3
8.	Petitions, Presentations and Deputations	3
8.1	Petitions	3
8.2	Presentations	3
8.3	Deputations.....	3
9.	Method of Dealing with Agenda Business	3
10.	Reports	4
10.1	Disability Access and Inclusion Projects Update.....	4
10.2	Terms of Reference.....	7
10.3	DAIC Meeting times and frequency.....	9
10.4	Endorse Proposed DAIRG meeting times and functions.....	11
11.	Applications for Leave of Absence	13
12.	Questions from Members	13
12.1	Response to Previous Questions from Members taken on Notice.....	13
12.2	Questions from Members	13
13.	Urgent Business	13
14.	Date of Next Meeting	13
15.	Close of Meeting	13

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 in the *Ocean Room*, 2-4 Stephen Street, Bunbury, on 1 December 2017 at 10.00am.



Signed:

Stephanie Addison-Brown
Director Corporate and Community Services

Agenda

1 December 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.

Committee Members:

Member Name	Representing
Cr Brendan Kelly	Councillor Representative
Cr Michelle Steck	Councillor Representative
Cr Karen Steele	Councillor Representative
Paul D'Vorak	Community Representative
Kathryn Hewitt	Community Representative
Jethro Hepton	Community Representative
Mal Osborne	Acting Chief Executive Officer
Gavin Harris	Director Works and Services
Felicity Anderson	Acting Director Planning and Development
Stephanie Addison-Brown	Director Corporate and Community Services
Ryan Campbell	Community Development (Access) Officer

Support Staff:

Name	Title
Ms Liz Allan	Executive Research and Project Officer

1. Declaration of Opening

The Acting Chief Executive Officer declared the meeting open at _____.

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 2017 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*. Acting Chief Executive 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

7. Confirmation of Minutes

Committee Decision: Moved _____ Seconded _____

The minutes of the Community Access Committee Meeting held on 2 June 2017, are confirmed as a true and accurate record.

CARRIED/LOST

8. Petitions, Presentations and Deputations

8.1 Petitions

Nil

8.2 Presentations

Adam Johnson will make a presentation to the Committee on the MARCIA Research Project to date.

8.3 Deputations

Nil

9. Method of Dealing with Agenda Business

10. Reports

10.1 Disability Access and Inclusion Projects Update

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

With the introduction of the new Disability Access and Inclusion Committee (DAIC), it is an opportune time for City Officers to provide Elected Members with an update on projects that relate to disability access and inclusion across the City of Bunbury.

Executive Recommendation

That the Disability Access and Inclusion Committee note the information provided 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 purpose of this report is to provide an update on current projects and advice on what is expected to happen in the future.

Council Policy Compliance

There is no Council Policy applicable to this report.

Legislative Compliance

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

Officer Comments

Prior to the establishment of the DAIC, City Officers had been working alongside members of the Community Access Committee (CAC) on a number of projects that relate to access and inclusion throughout the City of Bunbury. These projects include:

(a) Disability Access and Inclusion Plan 2017-2022

The new Disability Access and Inclusion Plan 2017-2022 (DAIP) was completed and registered with the Disability Services Commission in September 2017. The DAIP included an Implementation Plan that was developed under the guidance of CAC members. A spreadsheet, based on the Implementation Plan, is being developed and will provide officers with a mechanism to monitor progress via a reporting framework. Elected Members will be provided regular updates on the DAIP progress via annual reporting to the Disability Services Commission of Western Australia.

(b) Most Accessible Regional City of Australia (MARCIA) Aspiration

The City's MARCIA aspiration has been built into the deliverables of the DAIP. This has been evidenced by Outcome 8 which focuses on engaging the business sector and broader community regarding access and inclusion. Recommendations will also be provided regarding this aspiration by student Adam Johnson at the conclusion of his PhD studies in 2018.

The City has also developed a new informal group, entitled the Disability Access and Inclusion Reference Group (DAIRG). This Group will assist in researching and driving forward actions from this PhD research project and the DAIP. This will assist the City to reach its MARCIA aspiration by 2020 and meet statutory outcomes that have been outlined within the DAIP document.

(c) Access Audits

In May 2017 eleven City of Bunbury staff were trained by the Institute of Access Training Australia to conduct access audits on buildings, facilities and open spaces. To be accredited the eleven students were required to conduct an audit of a building or facility. The following facilities were audited by the students as part of their studies:

- * Bunbury City and Regional Library
- * Bunbury Museum and Heritage Centre
- * Bunbury Regional Art Gallery
- * Bunbury Regional Entertainment Centre - Cube
- * Bunbury Wildlife Park
- * Hands Oval Memorial Change Rooms
- * Hay Park South Sports Pavilion
- * Len Nisbett Pavilion
- * Michael Eastman Pavilion
- * Parade Road Community Hall
- * Withers Community Library

The recommended actions from the audits will be assessed and prioritised according to cost and achievability. They will be submitted to Elected Members for future budget considerations as required.

(d) Changing Places Facility and Koombana Access Ramp

In July 2016 the City of Bunbury was the recipient of two grants for a Changing Places Facility and an access ramp at the Koombana Bay Foreshore. It is expected that both projects will be completed by December 2017 in line with the overall Koombana Redevelopment Project.

(e) Disability Awareness Week Activities

City access and inclusion committees in the past have been involved in the planning for Disability Awareness Week celebrations in December each year. At the final CAC meeting in August 2017 it was decided that we would participate in a wheelchair challenge and host WA iSports Bocce in the Council Gardens. This event has since been arranged for Friday 8 December 2017 at 2:30pm. In addition there will be an afternoon tea and launch of the new DAIP 2017-2022 in the City Function Room.

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

10.2 Terms of Reference

Applicant/Proponent:	Internal
Responsible Officer:	Ryan Campbell, Community Development Officer
Responsible Manager:	Sharon Chapman, Manager Community & Library Services
Executive:	Stephanie Addison-Brown, Director Corporate & Community Services
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 terms of reference for the new Disability Access and Inclusion Committee was conceptualised following a review by the then Community Access Committee and the Executive Leadership Team on 3 March 2017. It was noted during the review that the CAC was lacking direction and was being more reactive rather than responding strategically. The new terms of reference were drafted in a discussion paper produced after the meeting. Along with the new terms of reference the discussion paper recommended the development of less formal reference group.

Executive Recommendation

That the Disability Access and Inclusion Committee note the new terms of reference and receive the information provided 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

In March 2017 it had been requested that the Community Access Committee (CAC) review its Terms of Reference (ToR), operations, structure and membership composition in time for local government elections being held in October 2017. On 3 March 2017 a meeting was held between the Community Access Committee (CAC) and the Executive Leadership Team (ELT) for the purposes of reviewing the CAC. Following the meeting a discussion paper was produced outlining a proposed new structure which encompassed a less formal reference group as well as a formal committee that would meet on a quarterly basis.

The proposed new structure was endorsed by the CAC on 7 April 2017 and later by Council on 16 May 2017 with the restructure taking effect when the Community Access Committee spilled in October 2017 in line with Council elections.

The new terms of reference are as follows;

The City of Bunbury Disability Access and Inclusion Committee (DAIC) exists to guide the Bunbury City Council towards attaining best practice on matters of access and inclusion. The DAIC is to make recommendations to Council based on the following 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.*

Council Policy Compliance

There is no Council Policy applicable to this report.

Legislative Compliance

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

Officer Comments

The reference group may review its meeting times and frequency and key functions once the group is more established in which in case it will report to the DAIC with recommendations.

Analysis of Financial and Budget Implications

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

Community Consultation

The discussion paper outlining the proposed restructure of the committee was sent to all members prior to a separate briefing session held on 31 March 2017 where members discussed the proposed changes before endorsing them at the following Committee meeting held on 7 April 2017.

Councillor/Officer Consultation

Presiding Member Brendan Kelly was present at the briefing session held on 31 March 2017.

10.3 DAIC Meeting times and frequency

Applicant/Proponent:	Internal
Responsible Officer:	Ryan Campbell, Community Development Officer
Responsible Manager:	Sharon Chapman, Manager Community & Library Services
Executive:	Stephanie Addison-Brown, Director Corporate & Community Services
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 committee to consider a program of future meeting dates for the new Disability Access and Inclusion Committee (DAIC).

Executive Recommendation

That the Disability Access and Inclusion Committee meet quarterly on the first Friday of every 3rd month at 10:00am with the next meeting being Friday 2 March 2018.

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

At its meeting held 26 November 2013 Council decided (335/13):

Council Decision 335/13

“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.*
- 2. Require that the Minutes of all Committees are to be provided to Council for noting with a separate report being provided on all items requiring a resolution of Council.*
- 3. Require each Committee to set an annual meeting program which will be advertised to enable members of the public to attend.*
- 4. Require all agendas for each of the Committees to be made available on the Council’s website and distributed to all Councillors prior to each meeting.*
- 5. Request that each of the Committees commence a review of their terms of reference in March 2015 to enable a complete review of the operations to be completed prior to the next Ordinary Elections.”*

Council Policy Compliance

There is no Council Policy applicable to this report.

Legislative Compliance

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

Officer Comments

Given the informal reference group (DAIRG) will be meeting on a bi-monthly basis it is felt that it would be sufficient for the formal Committee to meet on a quarterly basis.

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

10.4 Endorse Proposed DAIRG meeting times and functions

Applicant/Proponent:	Internal
Responsible Officer:	Ryan Campbell, Community Development Officer
Responsible Manager:	Sharon Chapman, Manager Community & Library Services
Executive:	Stephanie Addison-Brown, Director Corporate & Community Services
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 proposed new structure to the Community Access Committee included an informal reference group running in conjunction with the formal committee. The forming of a Disability Access and Inclusion Reference Group (DAIRG) has since commenced and meeting times, frequency of meetings and strategic direction and key functions of the group needs to be established.

Executive Recommendation

That the Disability Access and Inclusion Committee endorse the following recommendations:

1. The DAIRG meets on a bi-monthly basis at a time that will suit group members;
2. Key functions of the DAIRG will be to;
 - (a) Guide the City of Bunbury in delivering on its Disability Access & Inclusion Plan (DAIP)
 - (b) Provide a consultative role to the City of Bunbury and broader community on disability access and inclusion
 - (c) Work with the broader community and stakeholders around promoting and raising awareness of disability access and inclusion
 - (d) Report to the Disability Access and Inclusion Committee (DAIC) on access and inclusion initiatives and progress on DAIP activities

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

In March 2017 it had been requested that the Community Access Committee (CAC) review its Terms of Reference (ToR), operations, structure and membership composition in time for local government elections being held in October 2017. On 3 March 2017 a meeting was held between the Community Access Committee (CAC) and the Executive Leadership Team (ELT) for the purposes of reviewing the CAC. Following the meeting a discussion paper was produced outlining a proposed new structure which encompassed a less formal reference group as well as a formal committee that would meet on a quarterly basis.

The proposed new structure was endorsed by the CAC on 7 April 2017 and later by Council on 16 May 2017 with the restructure taking effect when the Community Access Committee spilled in October 2017 in line with Council elections.

Council Policy Compliance

There is no Council Policy applicable to this report.

Legislative Compliance

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

Officer Comments

The reference group may review its meeting times and frequency and key functions once the group is more established in which in case it will report to the DAIC with recommendations.

Analysis of Financial and Budget Implications

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

Community Consultation

The discussion paper outlining the proposed restructure of the committee was sent to all members prior to a separate briefing session held on 31 March 2017 where members discussed the proposed changes before endorsing them at the following Committee meeting held on 7 April 2017.

Councillor/Officer Consultation

Presiding Member Brendan Kelly was present at the briefing session held on 31 March 2017.

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

13. Urgent Business

Nil

14. Date of Next Meeting

The next meeting of the DAIC will be 18 February 2016

15. Close of Meeting

The Presiding Member closed the meeting at _____.