



## Disability Access and Inclusion Committee

### Minutes

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.*

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## Disability Access and Inclusion Committee

### Minutes

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.

#### 1. Declaration of Opening

The Acting Chief Executive Officer declared the meeting open at 10:03pm.

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.*
- 2. 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.

#### Outcome of the Meeting held 1 December 2017

Cr Steele nominated Councillor Kelly as the Presiding Member. No other nominations were received and Councillor Kelly was elected to the position unanimously.

#### Committee Decision

That Cr Kelly be appointed as the Presiding Member of the Disability Access and Inclusion Committee

CARRIED

8 votes “for” / Nil votes “against”

## 2. Disclaimer

Not applicable to this committee.

## 3. Announcements from the Presiding Member

The Presiding Member took the opportunity to have the Committee Members introduce themselves to the Meeting.

The Presiding Member noted the new Terms of Reference and makeup of voting members on the Committee. He requested that the CEO prepare a report to the next DAIP Meeting on the current Terms of Reference and Statutory Requirements for Advisory Committees and that this information be forwarded in advance to all Committee Members.

## 4. Attendances

### *Committee Members:*

<b>Member Name</b>	<b>Representing</b>
Cr Brendan Kelly	Councillor Representative
Cr Karen Steele	Councillor Representative
Paul D'Vorak	Community Representative
Jethro Hepton	Community Representative
Mal Osborne	Acting Chief Executive Officer
Felicity Anderson	Acting Director Planning and Development
Stephanie Addison-Brown	Director Corporate and Community Services
Ryan Campbell	Community Development (Access) Officer

### *Support Staff:*

<b>Name</b>	<b>Title</b>
Ms Liz Allan	Executive Research and Project Officer
Sharon Chapman	Manager, C

### 4.1 Apologies

Gavin Harris, Director Works and Services was an apology at the meeting.  
Kathryn Hewitt, Community Representative was an apology at the meeting.

#### 4.2 **Approved Leave of Absence**

Cr Steck was absent from the meeting.

#### 5. **Declaration of Interest**

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the Minutes 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.
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Nil

#### 6. **Public Question Time**

Not applicable

#### 7. **Confirmation of Minutes**

The minutes of the Community Access Committee Meeting held on 2 June 2017 had previously been distributed.

##### **Executive Recommendation**

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

##### **Outcome of the Meeting held 1 December 2017**

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

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

<h5><b>Committee Decision</b></h5>
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<p>That the Minutes of the Community Access Committee Meeting held 2 June 2017 be confirmed as a true and correct record.</p>
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<p>CARRIED</p>
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<p>8 votes “for” / Nil votes “against”</p>
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**8. Petitions, Presentations and Deputations**

**8.1 Petitions**

Nil

**8.2 Presentations**

Adam Johnson, PhD Student, presented to the Committee on the MARCIA Research Project to date.

**8.3 Deputations**

Nil

**9. Method of Dealing with Agenda Business**

Items are dealt with in the order that they appear.

## 10. Reports

### 10.1 Disability Access and Inclusion Projects Update

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

**Outcome of the Meeting held 1 December 2017**

The recommendation (as printed) was moved Cr Steele, seconded Paul D’Vorak.

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 Disability Access and Inclusion Committee note the information provided in this report.

CARRIED

8 votes “for” / Nil votes “against”

## 10.2 Terms of Reference

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Ryan Campbell, Community Development Officer
<b>Responsible Manager:</b>	Sharon Chapman, Manager Community & Library Services
<b>Executive:</b>	Stephanie Addison-Brown, Director Corporate & Community Services
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	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.

### **Outcome of the Meeting held 1 December 2017**

The recommendation with amendment, was moved Cr Kelly, seconded Paul Steele.

*That the Disability Access and Inclusion Committee:*

1. *Note the new terms of reference and receive the information provided in this report.*
2. *Note that a review of the discussion paper in terms of voting members will be provided as an Agenda item at the next DAIC Meeting.*

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 Disability Access and Inclusion Committee:

1. Note the new terms of reference and receive the information provided in this report.
2. Note that a review of the discussion paper in terms of voting members will be provided as an Agenda item at the next DAIC Meeting.

CARRIED

8 votes "for" / Nil votes "against"

### 10.3 DAIC Meeting times and frequency

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

### **Outcome of the Meeting held 1 December 2017**

The recommendation as amended, was moved Jethro Hepton, seconded Cr Steele.

*That the Disability Access and Inclusion Committee meet quarterly on the first Friday of every 3rd month at ~~10:00am~~ 11:00am with the next meeting being Friday 2 March 2018.*

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 Disability Access and Inclusion Committee meet quarterly on the first Friday of every 3rd month at 11:00am with the next meeting being Friday 2 March 2018.

CARRIED

8 votes "for" / Nil votes "against"

#### 10.4 Endorse Proposed DAIRG meeting times and functions

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Ryan Campbell, Community Development Officer
<b>Responsible Manager:</b>	Sharon Chapman, Manager Community & Library Services
<b>Executive:</b>	Stephanie Addison-Brown, Director Corporate & Community Services
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	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.

### **Outcome of the Meeting held 1 December 2017**

The recommendation (as printed) was moved Cr Steele, seconded Ryan Campbell.

Discussion was held on the makeup of the DAIRG, how to register to be a part of the group and the role the Community Development (Access) Officer would play in recruitment of members.

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 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

CARRIED

8 votes “for” / Nil votes “against”

**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**

Question: Jethro Hepton asked whether the Committee Members needed to sign the Code of Conduct.

Answer: The Acting CEO advised that whilst the Code of Conduct is written for and distributed to Councillors, Committee Members and Staff, it can only be enforced with Staff and therefore Staff are the only ones required to sign the document.

**13. Urgent Business**

Nil

**14. Date of Next Meeting**

The next meeting of the DAIC will be 2 March 2018

**15. Close of Meeting**

The Presiding Member closed the meeting at 10:52am.