



## Disability Access and Inclusion Committee

### Notice of Meeting & Agenda 2 March 2018

#### 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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## **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 2 March 2018 at 11:00am.



Signed:

**Stephanie Addison-Brown**  
**Director Corporate and Community Services**

<b>Agenda</b> <b>2 March 2018</b>
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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.
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*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	Chief Executive Officer
Gavin Harris	Director Works and Services

<b>Member Name</b>	<b>Representing</b>
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

**1. Declaration of Opening**

**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

## 7. Confirmation of Minutes

The Minutes of the meeting of the Disability Access and Inclusion Committee Meeting held 1 December 2017 had been circulated.

### Recommendation

That the Minutes of the Disability Access and Inclusion Committee Meeting held 1 December 2017 be confirmed as a true and correct record.

## 8. Petitions, Presentations and Deputations

### 8.1 Petitions

Nil

## **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 Terms of Reference - Disability Access and Inclusion Committee

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Liz Allan, Executive Research and Project Officer
<b>Responsible Manager:</b>	Stephanie Addison-Brown, Director Corporate and Community Services
<b>Executive:</b>	Stephanie Addison-Brown, Director Corporate and Community Services
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input checked="" 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>	Appendix 1: Minutes Excerpt 16 May 2017 Appendix 2: Community Access Committee Discussion Paper (Appendix RAC-11 from the Ordinary Council Meeting 16 May 2017) Appendix 3: Current DAIC Terms of Reference

#### Summary

This report is presented to outline the process behind the Terms of Reference for the Disability Access and Inclusion Committee (DAIC) and provide the DAIC with the opportunity to amend the Terms of Reference as required.

#### Executive Recommendation 1

That the Disability Access and Inclusion Committee note the information provided.

#### Executive Recommendation 2

That the Disability Access and Inclusion Committee recommend to Council that the Terms of Reference (as **attached** at Appendix 3) be amended so that the Community Access Officer be moved from 'Executive Members (voting)' to 'Ex-officio Members (non-voting)'.

## **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**

A *Community Access Committee Discussion Paper* (**attached** at Appendix 2) was prepared in response to a meeting held between the Community Access Committee (CAC) and the Executive Leadership Team on 3 March 2017.

The Paper proposed a new Terms of Reference and Framework for the Committee. The proposed new structure consisted of a formal Standing Committee made up the Executive Leadership Team, CEO, Community Access Officer, three elected members and three community representatives

At a meeting held on 31 March 2017 members voted unanimously to endorse the proposed changes outlined in the *Community Access Committee Discussion Paper*.

At its meeting held 16 May 2017 Council Decided (179/17):

*“That Council endorses the proposed new structure and Terms of Reference outlined in pages 9-13 of the Community Access Committee Discussion Paper (**attached** at Appendix RAC-11), to take effect following the Council elections on 21 October 2017. The new structure will consist of the following;*

- a) Standing Committee; and*
- b) Community Reference Group.”*

An excerpt from the Minutes is **attached** at Appendix 1.

## **Council Policy Compliance**

The City of Bunbury is bound by the City’s Disability Access and Inclusion Plan 2012 – 2017 (DAIP) which is a legislative 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**

The *Community Access Committee Discussion Paper* outlined the following:

*“The City 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;*
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- 5. To review any reports provided by the City Access and Inclusion Community Reference Group.*

*The Committee will comprise the following:*

- 1) Three elected members*
- 2) Three community members with expertise/experience in relevant areas*
- 3) Chief Executive Officer*
- 4) Executive Leadership Team*
- 5) Community Access Officer”*

### **Analysis of Financial and Budget Implications**

There are no financial implications associated with this report.

### **Community Consultation**

Not applicable.

### **Councillor/Officer Consultation**

Council was provided with the *Community Access Committee Discussion Paper* and endorsed the structure outlined within it at its meeting held 16 May 2017.

### **Applicant Consultation**

CAC members, including Presiding Member Brendan Kelly, and ELT staff were present at the meeting held 3 March 2017.

**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**

No questions had been received at the time of printing.

**13. Urgent Business**

Nil

**14. Date of Next Meeting**

The next meeting of the DAIC will be 1 June 2018.

**15. Close of Meeting**