

## Disability Access and Inclusion Committee

### Minutes

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**  
4 Stephen Street  
Bunbury WA 6230  
Western Australia  
*Correspondence to:*  
Post Office Box 21  
Bunbury WA 6231

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## Disability Access and Inclusion Committee

**Minutes**  
**2 March 2018**

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 11:08am.

**2. Disclaimer**

Not applicable to this committee.

**3. Announcements from the Presiding Member**

Nil

**4. Attendances**

*Committee Members:*

<b>Member Name</b>	<b>Representing</b>
Cr Brendan Kelly	Presiding Member
Paul D'Vorak	Community Representative
Kathryn Hewitt	Community Representative

<b>Member Name</b>	<b>Representing</b>
Mal Osborne	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:*

<b>Name</b>	<b>Title</b>
Sharon Chapman	Manager Community and Library Services
Ms Liz Allan	Executive Research and Project Officer

#### **4.1 Apologies**

Cr Steck, Cr Steele and Jethro Hepton were apologies for the meeting.

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

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

Nil

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

Nil

## **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.

### **Outcome of the Meeting held 2 March 2018**

The recommendation (as printed) was moved Paul D’Vorak, seconded Kathryn 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 Minutes of the Community Access Committee Meeting held 1 December 2017 be confirmed as a true and correct record.

CARRIED

8 votes “for” / Nil votes “against”

## **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 which 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;*
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 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.

### **Outcome of the Meeting held 2 March 2018**

Executive Recommendation 1 (as printed) was moved Paul D’Vorak, seconded Kathryn 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 Disability Access and Inclusion Committee note the information provided.

CARRIED

8 votes “for” / Nil votes “against”

Executive Recommendation 2 (as printed) was moved Paul D’Vorak, seconded Kathryn 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 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)'.

CARRIED

8 votes "for" / Nil votes "against"

**11. Applications for Leave of Absence**

The Presiding Member noted that he would be applying for leave of absence for all Council-related business from 18 April 2018 to 28 April 2018.

**12. Questions from Members**

**12.1 Response to Previous Questions from Members taken on Notice**

Nil

**12.2 Questions from Members**

Nil

**13. Urgent Business**

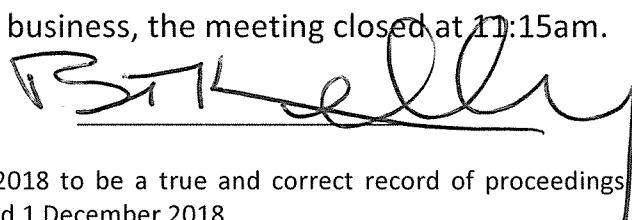
Nil

**14. Date of Next Meeting**

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

**15. Close of Meeting**

There being no further business, the meeting closed at 11:15am.



Confirmed this day 1 June 2018 to be a true and correct record of proceedings of the City of Bunbury Council Meeting held 1 December 2018.

1/6/2018  
Mr Brendan Kelly  
Presiding Member