

Disability Access and Inclusion Committee

Minutes

7 June 2019

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

7 June 2019

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 11:03am.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

The Presiding Member noted that the Director Corporate and Community Services would be leaving the City of Bunbury at the end of June 2019 and welcomed James Shepherd who would be the Acting Director Corporate and Community Services once she had left, and who was her proxy for this meeting.

The Presiding Member noted that the Director Corporate and Community Services had been a champion for the Committee since she had started at the City of Bunbury and advised he would contact her on behalf of the Committee to offer his and the Committee's thanks for all she had done.

4. Attendances

Committee Members:

Member Name	Representing
Cr Brendan Kelly	Councillor Representative
Cr Karen Steele	Councillor Representative
Paul D’Vorak	Community Representative
Kathryn Hewitt	Community Representative
Gavin Harris	Director Works and Services
Gary Barbour	Director Planning and Development
James Shepherd	Manager Sport and Recreation

Support Staff:

Name	Title
Ryan Campbell	Community Partnerships Officer (Disability and Seniors)
Kerry Shaw	Acting Manager People and Place
Ms Liz Allan	Executive Research and Project Officer

4.1 Apologies

The Chief Executive Officer, Director Corporate and Community Services and Cr Steck were apologies for the meeting.

Jethro Hepton was absent from the meeting.

4.2 Approved Leave of Absence

Nil

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 March 2019 had been circulated.

Recommendation

That the Minutes of the Disability Access and Inclusion Committee Meeting held 1 March 2019 be confirmed as a true and correct record.

Outcome of the Meeting held 7 June 2019

The recommendation (as printed) was moved Cr Steele, 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 Disability Access and Inclusion Committee Meeting held 1 March 2019 be confirmed as a true and correct record.

CARRIED

7 votes "for" / Nil votes "against"

8. Petitions, Presentations and Deputations

8.1 Petitions

Nil

8.2 Presentations

Nil

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 Co-Design Access Panel Expression of Interest Nominees

Applicant/Proponent:	Internal
Responsible Officer:	Ryan Campbell, Community Partnerships Officer
Responsible Manager:	Isabell Evans , Manager People and Place
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

The City advertised for Expressions of Interests from the community to be part of the Co-Design Access Panel (CoDAP) from 13 May 2019 to 29 May 2019. The City received two (2) applications for the seven (7) vacant positions. It was therefore decided that the Expression of Interest period be extended for three (3) weeks ending 28 June 2019 to provide further opportunity for community members and professionals to submit an application to fill the vacant positions and for a more targeted effort to attract applicants would be implemented.

Executive Recommendation

That the Disability Access and Inclusion Committee receive the information outlined in this report.

Voting Requirement: Simple Majority

Strategic Relevance

Theme 1: Our community and culture
Goal: A safe, healthy and cohesive community, with a rich cultural life, and supportive social environment

Objective 1.5: Establish Bunbury as the Most Accessible Regional City in Australia by 2020

Regional Impact Statement

The CoDAP will influence all City of Bunbury future infrastructure and open space projects from the initial design phase will have a significant impact on provision of facilities and spaces for people with disability, both for residents and visitors alike.

Background

Recommendation 4 of the MARCIA Research Report endorsed by Council in 2018 states that the City of Bunbury promote the use of co-design by involving people with disabilities in the design of its facilities, events and services. A Draft City of Bunbury Co-Design Model has been developed as a way of implementing this recommendation. The Model was endorsed by the Executive Leadership Team (ELT) at their meeting held 4 September 2018.

A Work Procedure for the CoDAP was subsequently developed and endorsed by City Managers at the Managers Meeting held 7 February 2019. The CoDAP Work Procedure was put before the Disability Access and Inclusion Reference Group (DAIRG) at their meeting held 15 February 2019 for their information. The Work Procedure was then presented to the DAIC for noting at the meeting held 1 March 2019. A draft nomination form was then workshopped at the next DAIRG meeting held on 19 April 2019.

On 13 May 2019 the City advertised for Expressions of Interest for community members to be part of the Co-Design Access Panel. The City received two applications for the seven vacant positions.

Council Policy Compliance

The DAIC operates under the Councils Code of Conduct.

The City's commitment to implementing the MARCIA Research Report is outlined in the Access and inclusion Council Policy.

Legislative Compliance

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

Officer Comments

A variety of panel members with a range of skills, knowledge and experience is crucial to the overall success of the CoDAP. It is therefore imperative to provide further time and resources to attract the diverse range of panel members needed to fill all the vacant positions in order for the panel to be effective.

Analysis of Financial and Budget Implications

The marketing plan to attract applicants includes paid advertisements in the local newspaper and sponsored social media posts which will be funded for using the DAIP operating budget.

Community Consultation

The Disability Access and Inclusion Reference Group provided valuable input into the design of the Expressions of Interest form and marketing and promotion of the Expression of Interest nomination period.

Councillor/Officer Consultation

Manager City Facilities Shawn Lombard provided useful suggestions on the design of some of the questions on the Expressions of Interest form and provided strategies on marketing the Expressions of Interest to attract community members.

Applicant Consultation

Nil

Timeline: Council Decision Implementation

Not applicable.

Outcome of the Meeting held 7 June 2019

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

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 receive the information outlined in this report.

CARRIED

7 votes “for” / Nil votes “against”

10.2 PR-4112 MARCIA 2019/20 allocation

Applicant/Proponent:	Internal
Responsible Officer:	Ryan Campbell, Community Partnerships Officer
Responsible Manager:	Isabell Evans, Manager People and Place
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:	Appendix 1: Access Audit Priorities

Summary

DAIRG members used the access audit matrix to score projects and determine priorities (**attached** at Appendix 1). The Stirling Street boat ramp project came in under several other access audit priorities at 8.7. The instalment of a unisex accessible toilet (UAT) and other improvements to access ways at the BRAG came out on top at 9.3. It was therefore determined that the 2019/20 MARCIA funds will be spent on the instalment of a UAT at BRAG and other improvements to access ways into the entry of the building.

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

Theme 1: Our community and culture
Goal: A safe, healthy and cohesive community, with a rich cultural life, and supportive social environment
Objective 1.5: Establish Bunbury as the Most Accessible Regional City in Australia by 2020

Regional Impact Statement

The BRAG is an iconic building and significant tourist attraction in Bunbury and having a unisex accessible toilet and accessible pathways and entry is essential to ensuring that residents and visitors with a disability are able to access this facility.

Background

At the DAIRG meeting held 15 June 2018 Paul D’Vorak put forth a proposal to have the Stirling Street boat ramp converted into an accessible fishing spot. This was supported through receipt of support letters from local disability service providers such as Activ Inc. and Enable South West. A work scope, which included renovating the existing ablutions to be accessible and safety railing to the concrete platform, was provided to Manager Engineering and Civil Operations.

Initial plans for the safety railing have been designed in consultation with Paul D’Vorak and the Access and Inclusion Officer and a Request for Quote is now being sought for the railing. Funds for the railing have been allocated from the 18/19 DAIP budget and works will commence before the end of the financial year.

Initial plans for the upgrade to the existing ablutions at the Stirling Street boat ramp have been provided by Manager City Facilities with an estimated cost of \$70K. It was proposed that the 19/20 MARCIA funds be allocated for the upgrade to the ablutions.

Given the MARCIA funds are designed to implement recommendations arising from access audits all new proposals or projects must be measured against the access audit priorities. At the DAIRG meeting held 19 April 2019 members were instructed to use the access audit matrix to score the proposed Stirling Street accessible fishing project. The final score was 8.7 which came below several other access audit priorities. The instalment of a unisex accessible toilet and other improvements to access ways at the BRAG came out on top at 9.3. It was therefore settled that the 2019/20 MARCIA funds be spent on the instalment of a unisex accessible toilet at BRAG and other improvements to access ways into the entry of the building.

Council Policy Compliance

The DAIC operates under the Councils Code of Conduct.

The City's DAIP commitments are outlined in the Access and inclusion Council Policy.

Legislative Compliance

Disability Services Act 1993 (amended 2004)

Local Government Act 1995

Officer Comments

The proposed Stirling Street Accessible Fishing project was prioritised against the access audit priorities by Disability Access and Inclusion Reference Group (DAIRG) members however this came in below the instalment of a unisex accessible toilet and other improvements to access ways at the BRAG. The installation of a unisex accessible toilet at BRAG along with improvements to the entry and access ways is the top priority from the matrix assessment undertaken by the DAIRG. This is especially true given that the BRAG receives a high level of foot traffic from the public. It is important that any funds set aside for access and inclusion are spent in a careful and considered way to ensure that the most important projects have priority.

Analysis of Financial and Budget Implications

The 2019/20 MARCIA funds will be allocated to the BRAG unisex accessible toilet and improvements to the accessway to the building entry.

Community Consultation

The DAIRG were consulted on the prioritisation for the MARCIA funds and considered the proposed Stirling Street Accessible Fishing project against the access audit priorities.

Councillor/Officer Consultation

The Community Partnerships Officer (Disability and Seniors) and Senior Community Partnerships Officer discussed the MARCIA 2019/20 funds and access audit prioritisation with the Director Works and Services and Manager City Facilities.

Applicant Consultation

Nil

Timeline: Council Decision Implementation

Not applicable

Outcome of the Meeting held 7 June 2019

The recommendation (as printed) was moved Kathryn Hewitt, 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.

Committee Decision

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

CARRIED

7 votes "for" / Nil votes "against"

10.3 Most Accessible Community in WA (MACWA) Awards 2019

File Ref:	
Applicant/Proponent:	Internal
Responsible Officer:	Ryan Campbell, Community Partnerships Officer
Responsible Manager:	Kerry Shaw, Acting Manager People and Place
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:	Appendix 2: MACWA Award Nomination

Summary

Following the success of the inaugural Most Accessible Community in WA awards held in 2018, the Regional Capitals Alliance WA are now seeking nominations for the 2019 MACWA Awards. Given the City of Bunbury's efforts towards the introduction of the awards and its progress since the last awards, the City intends to submit an application under the Regional City category.

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

Theme 1: Our community and culture
Goal: A safe, healthy and cohesive community, with a rich cultural life, and supportive social environment
Objective 1.5: Establish Bunbury as the Most Accessible Regional City in Australia by 2020

Regional Impact Statement

The MACWA awards offer an opportunity to be recognised across the State for achieving excellence in access and inclusion. If the City of Bunbury is recognised this will promote Bunbury as a desirable place to live and visit especially for those families and individuals with access requirements.

Background

2018 brought the initial roll out of the MACWA Awards with 11 nominations across the three (3) different categories being received from Local Governments across Western Australia. The awards which were initiated by the City of Bunbury in 2016, were a great achievement for the (then) Community Access Committee who championed the idea as far back as 2014.

The awards ceremony was held at the WALGA AGM at the Crown in Perth, presented by Paul Rosair on behalf the Regional Capitals Alliance WA. The City of Bunbury unfortunately did not take out an award with City of Geraldton taking the Regional City title.

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 development of the MACWA awards in conjunction with the Regional Capitals Alliance WA has been a great achievement in itself by the City of Bunbury and Disability Access and Inclusion Committee. The City has come a long way with access and inclusion and has some significant initiatives worthy of celebration and recognition.

Analysis of Financial and Budget Implications

There are no financial implications associated with this report.

Community Consultation

The MACWA Award nomination was put before the Disability Access and Inclusion Reference Group to gather ideas to include in the nomination.

Councillor/Officer Consultation

N/A

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Not applicable.

Outcome of the Meeting held 7 June 2019

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

7 votes “for” / Nil votes “against”

10.4 Endorse DAIP Progress Report 2018/19

Applicant/Proponent:	Internal
Responsible Officer:	Ryan Campbell, Community Partnerships Officer
Responsible Manager:	Kerry Shaw, Acting Manager People and Place
Executive:	Stephanie Addison-Brown, Director Corporate and Community Services
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 3: DAIP Progress Report 2018/19

Summary

The City has reviewed the DAIP implementation plan and documented the progress of all the items projected to be completed for the 2018/19 financial year. The DAIP progress report is now complete and will need to be endorsed by Council for submission to the Disability Services Commission by 1 July 2019.

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.

Voting Requirement: Simple Majority

Strategic Relevance

Theme 1: Our community and culture
Goal: A safe, healthy and cohesive community, with a rich cultural life, and supportive social environment

Objective 1.5: Establish Bunbury as the Most Accessible Regional City in Australia by 2020

Regional Impact Statement

The DAIP progress report will be submitted to the State Government, and it is possible some achievements may be recognised by the Minister for Disability Services to be included in the State DAIP report which is published across the State.

Background

Each financial year local governments are required by law (*Disability Services Act 1993 (amended 2004)*) to submit a DAIP Progress Report documenting strategies implemented over a twelve month period. The Department of Communities, Disability Services recently announced that the progress reporting templates and online reporting were open for submissions and are due to be submitted by 1 July 2019. The City has gone through the DAIP implementation plan and documented the progress of all the items projected to be completed for the 2018/19 financial year.

Council Policy Compliance

The DAIC operates under the Council's Code of Conduct

The City's DAIP commitments are outlined in the Access and inclusion Council Policy

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 3 of its Terms of Reference. The DAIC is requested to endorse this report so it may be considered for adoption by Council.

Analysis of Financial and Budget Implications

There are no financial implications associated with this report.

Community Consultation

Nil

Councillor/Officer Consultation

Nil

Applicant Consultation

Nil

Timeline: Council Decision Implementation

The DAIP progress report will be submitted to Council for endorsement at the next Ordinary Council meeting on 25 June 2019.

Outcome of the Meeting held 7 June 2019

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 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

7 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

Nil

13. Urgent Business

Nil

14. Date of Next Meeting

The next meeting of the DAIC will be 6 September 2019.