

Disability Access and Inclusion Committee

Notice of Meeting & Agenda 27 May 2020

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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Acknowledgement of Country

We acknowledge the Traditional Custodians of this land, the Wardandi Noongar people, and pay our respects to Elders past, present and future.

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

WE ARE COMMUNITY

We are one team
We keep each other safe
We display empathy and respect
We have fun and celebrate our successes
We work together to achieve great outcomes

WE ARE OPEN

We are open to opportunities
We actively listen and think things through
We are inclusive and treat everyone equally
We are honest and open in our communications
We are open to feedback to improve our performance

WE ARE BRAVE

We lead the change, we own it
We trust and empower each other
We have the difficult conversations early
We hold ourselves to the highest standard
We have the courage to improve and simplify

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 27 May 2020 at 4:00pm.



Signed:

Gary Barbour

Director Sustainable Communities

Agenda 27 May 2020

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 Karen Turner	Councillor Representative
Cr Michelle Steck	Councillor Representative
Vacant	Councillor Representative
Mark Blowers	Community Representative
Melissa Portolan	Community Representative
Jessica Te Ngaio	Community Representative
Mal Osborne	Chief Executive Officer
Gavin Harris	Director Infrastructure
Gary Barbour	Director Sustainable Communities
Dave Chandler	Director Strategy and Organisational Performance

Support Staff:

Name	Title
Danika Wellington	Community Partnerships Officer
Ms Kerry Shaw	Acting Manager People and Place
Ms Liz Allan	Executive Research and Project Officer

1. Declaration of Opening

The Community Partnerships Officer declared the meeting open at _____pm.

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 2019 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*. The Community Partnerships 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

7. Confirmation of Minutes

The Minutes of the meeting of the Disability Access and Inclusion Committee Meeting held 6 September 2019 had been circulated.

Recommendation

That the Minutes of the Disability Access and Inclusion Committee Meeting held 6 September 2019 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 Review of Disability Access and Inclusion Committee Terms of Reference and Committee Structure

File Ref:	COB/1772
Applicant/Proponent:	Internal
Responsible Officer:	Danika Wellington, Community Partnerships Officer
Responsible Manager:	Kerry Shaw, Acting Manager People and Place
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 1: Terms of Reference

Summary

The Disability Access and Inclusion (DAIC) Terms of Reference are due for review following the 2019 Local Government Elections. This takes into account the formal DAIC and associated informal Disability Access and Inclusion Reference Group (DAIRG) as well as the Co-Design Access Panel (CoDAP) which was introduced in July 2019 which will impact on the review.

Executive Recommendation

That the Disability Access and Inclusion Committee recommend Council:

1. Note the intent to disband the Disability Access and Inclusion Reference Group as the Co-Design Action Panel has now been introduced.
2. Endorse the amendment of the Terms of Reference as follows:
 1. Committee Membership Composition be amended to reflect:
 - a) Removal of the Executive Leadership Team, retaining the CEO or his representative;
 - b) Two Elected Members (instead of three); and
 - c) One Service Provider Member.

2. Point 5 of the Terms of Reference be amended through replacing “...review any reports provided by the Disability Access and Inclusion Reference Group...” with “...review any reports provided by the Co-Design Access Panel...”
3. Endorse advertising for a Service Provider voting position on the Disability Access and Inclusion Committee, the outcome of which is to be referred to Council.

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 Disability Access and Inclusion Committee provides opportunity for community members to make a contribution in decisions that benefit Bunbury, through input on the provision of accessible and inclusive facilities, open spaces, programs and services. This ensures that Bunbury is welcoming and inclusive for all who visit and live in the Bunbury Geographe Region.

Background

The Community Access Committee (CAC) structure was reviewed in 2017. The CAC consisted of 10 community representative member positions and two elected member positions and met on a bi-monthly basis. The review found that the CAC members sometimes found the formality of a Committee too restrictive and it didn't allow for free flowing discussion around general access and inclusion issues.

To ensure continuity and allow for recommendations to continue to be considered by Council, it was recommended that the Committee be renamed the Disability Access and Inclusion Committee and the membership be changed to consist of the Executive Leadership Team, three elected members and three community representatives who would meet quarterly and have a strategic focus around the Disability Access and

Inclusion Plan (DAIP) and the Most Accessible Regional City in Australia (MARCIA) activities and initiatives as outlined in the Strategic Community Plan.

A review of the Terms of Reference resulted in changes to reflect the new more strategic focus. In addition to the DAIC, it was also recommended to introduce an informal Disability Access and Inclusion Reference Group (DAIRG) to provide a space for community members to have open discussion around access and inclusion projects and ideas. The DAIRG was set up to have bi-monthly meetings with no set membership limit.

More recently DAIRG attendance and membership has dropped off which has meant smaller meetings and less engagement and consultation on projects. The CoDAP came into effect in July 2019 and this Panel has taken on the role of collaboration and consultation on City projects, which has lessened the role of the DAIRG. With the introduction of the CoDAP there are now three disability access and inclusion groups meeting, which has had an impact on staff resources.

It is now recommended that the attendance of the Executive Leadership Team no-longer be required and that the CEO or his representative be the voting member on the Committee to allow for Directors to attend on behalf of the CEO where required and relevant.

Following Council elections held in October 2019 there was only one elected member nomination for DAIC despite the Terms of Reference requiring three Elected Member voting members. In accordance with the Terms of Reference, another two elected members were required on the DAIC.

At the Ordinary Meeting of Council held 4 February 2020 Council decided (028/20) to appoint Cr Steck to the Disability Access and Inclusion Committee. This still left a third elected member position vacant

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 trial of a reference group, to have who could be called upon to consult and workshop projects in an informal non-restrictive format, worked to a certain extent, with the DAIRG being instrumental in the design to improve the UAT at the BREC as well as the beach matting at Koombana.

With the introduction of the CoDAP the need for, and function of the DAIRG has diminished and staff capacity to facilitate and deliver on outcomes resulting from the three groups is not an effective use of time or resources. A consolidated approach would result in staff time saved and increased efficiency. City Officers recognise that a number of members sit across the DAIRG, DAIC and CoDAP simultaneously and in respect of volunteer time a more consolidated approach would improve engagement and attendance of members.

With the introduction of the CoDAP, it is felt that the best way forward would be to disband the DAIRG and increase the frequency of DAIC meetings bi-monthly with the provision of space for informal discussions/workshops after each Committee meeting. In accordance with these proposed changes point five of the DAIC Terms of Reference will need to be amended from *'reviewing DAIRG reports'* to *'reviewing CoDAP reports.'*

It is now recommended that one elected member position which has not been filled be removed from the committee membership composition and that this be replaced by a service provider position.

It is also felt that the Executive can be adequately represented through the CEO or his representative and this representative can change depending on the items on the Agenda. It is therefore recommended that the Terms of Reference be amended to remove the Executive Leadership Team other than the CEO and note that the CEO can choose to send his representative as required.

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

Timeline: Council Decision Implementation

The outcome of the DAIC decision on this matter will be referred to Council.

10.2 DAIC Meeting Schedule

File Ref:	COB/1772
Applicant/Proponent:	Internal
Responsible Officer:	Danika Wellington, Community Partnerships Officer
Responsible Manager:	Kerry Shaw, Acting Manager People and Place
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input 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 Disability Access and Inclusion Committee (DAIC) to consider a program of future meeting dates for the DAIC.

Executive Recommendation

That the Disability Access and Inclusion Committee meet bi-monthly on the last Wednesday of the month at 4:00pm with the next meeting being Wednesday 29 July 2020.

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 Disability Access and Inclusion Committee provides opportunity for community members to make decisions that benefit Bunbury through

providing accessible and inclusive facilities, open spaces, programs and services. This ensures that Bunbury is welcoming and inclusive for all who visit and live in the Bunbury Geographe region.

Background

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

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.”*

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

A review of the DAIC and the group structure recommended disbanding the Disability Access and Inclusion Reference Group (DAIRG) and increasing the DAIC meeting frequency from quarterly to bi-monthly.

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

Internal discussions took place within the People and Place team.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Implementation will be immediate

11. Applications for Leave of Absence

File Ref:	COB/1772
Applicant/Proponent:	Melissa Portolan
Author:	Liz Allan, Executive Research and Project Officer
Executive:	Gary Barbour, Director Sustainable Communities
Attachments:	Nil

Melissa Portolan requests a leave of absence from all Council-related business for the period 18 March 2020 to 18 June 2020 inclusive.

Section 2.25 of the *Local Government Act 1995*, allows a council to grant leave of absence to one of its members provided that the period of leave does not exceed six (6) consecutive ordinary meetings of the Council.

Executive Recommendation

Pursuant to Section 2.25 of the Local Government Act 1995, Melissa Portolan is granted leave of absence from all Committee-related business for the period 18 March 2020 to 18 June 2020 inclusive.

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 29 July 2020.

15. Close of Meeting