

## Disability Access and Inclusion Committee

### Minutes

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

### Minutes 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.

#### 1. Declaration of Opening

The Community Partnerships Officer declared the meeting open at 4:01 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.

## **Outcome of the Meeting held 27 May 2020**

Cr Turner nominated Cr Steck as the Presiding Member. No other nominations were received and Cr Steck accepted the nomination and was subsequently elected to the position unanimously.

### **Committee Decision**

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

CARRIED

7 votes “for” / NIL votes “against”

## **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 Karen Turner	Councillor Representative
Cr Michelle Steck	Councillor Representative
Mark Blowers	Community Representative
Jessica Te Ngaio	Community Representative
Mal Osborne	Chief Executive Officer
Gavin Harris	Director Infrastructure
Gary Barbour	Director Sustainable Communities

*Support Staff:*

<b>Name</b>	<b>Title</b>
Ms Kerry Shaw	Acting Manager People and Place
Liam Murphy	Administration Assistant

#### 4.1 Apologies

Dave Chandler, Danika Wellington and Liz Allan were apologies for the meeting.

#### 4.2 Approved Leave of Absence

Melissa Portolan is on 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.

Nil

## 6. Public Question Time

Not applicable to this Committee.

## 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.

### Outcome of the Meeting held 27 May 2020

The recommendation was moved Cr Turner, seconded Mark Blowers.

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

**Committee Decision**

That the Minutes of the Disability Access and Inclusion Committee Meeting held 6 September 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**

**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

<b>File Ref:</b>	COB/1772
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Danika Wellington, Community Partnerships Officer
<b>Responsible Manager:</b>	Kerry Shaw, Acting Manager People and Place
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<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 type="checkbox"/> Information Purposes
<b>Attachments:</b>	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.

### **Outcome of the Meeting held 27 May 2020**

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 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.

CARRIED

7 votes “for” / NIL votes “against”

## 10.2 DAIC Meeting Schedule

<b>File Ref:</b>	COB/1772
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Danika Wellington, Community Partnerships Officer
<b>Responsible Manager:</b>	Kerry Shaw, Acting Manager People and Place
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<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 type="checkbox"/> Information Purposes
<b>Attachments:</b>	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.

### **Outcome of the Meeting held 27 May 2020**

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 bi-monthly on the last Wednesday of the month at 4:00pm with the next meeting being Wednesday 29 July 2020.

CARRIED

7 votes "for" / NIL votes "against"

## 11. Applications for Leave of Absence

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

### Outcome of the Meeting held 27 May 2020

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

#### Committee Decision

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.

CARRIED

7 votes "for" / NIL votes "against"

## **12. Questions from Members**

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

Nil

### **12.2 Questions from Members**

Question 1: Who do we email Agenda items to?

Response: Members were advised that suggestions for Agenda items should be discussed with staff members and/or emailed through to the Community email address.

Question 2: Could the community email and staff contact be distributed.

Response: The community email is [community@bunbury.wa.gov.au](mailto:community@bunbury.wa.gov.au) and the contact person for the Committee is Danika Wellington whose contact number is 08 9792 7129.

Question 3: Can a letter be sent to local supermarkets requesting that wheelchair trollies be more easily accessible?

Response: Yes, this can be done.

## **13. Urgent Business**

Nil

## **14. Date of Next Meeting**

The next meeting of the Disability Access and Inclusion Committee will be 29 July 2020.

## **15. Close of Meeting**

The Presiding Member closed the meeting at 4:21pm.

## Disability Access and Inclusion Committee

This Group reports to: City of Bunbury



### Purpose

This committee was formerly known as the Disability Advisory Committee, and the Community Access Committee. It was established by the Council in response to the provisions of the *WA Disability Services Act 1993*. It advises Council on matters of access and monitors implementation of the *Disability Access and Inclusion Plan* for City of Bunbury buildings, facilities, services and information.

#### Committee Members (voting):

Councillor Karen Turner  
Councillor Michelle Steck

#### Community Members (voting):

Mark Blowers  
Melissa Portolan  
Jessica Te Ngaio

#### Executive Members (voting):

Chief Executive Officer (or his delegate)  
~~Director Infrastructure~~  
~~Director Sustainable Communities~~  
~~Director Strategy and Organisational Performance~~

#### Service Provider Member (voting):

(Vacant)

#### Ex-officio Members (non-voting):

Community Development Officer (changed 17 April 2018 Council Decision 115/18)

\*All other Elected Members are deputy members in accordance with s.5.11A Local Government Act 1995 (Council Decision 293/19)

### Support Staff

#### Professional/Technical Advice:

- Community Development Officer
- Engineering Technical Officer

#### Executive Officer:

- Director Sustainable Communities  
Contact details: [gbarbour@bunbury.wa.gov.au](mailto:gbarbour@bunbury.wa.gov.au) 9792 7234

### **Nominated Budget Officer**

- Director Sustainable Communities

### **Term of Office**

The term for a 'Standing Committee' of the Council is ongoing. The Committee will need to be formally re-appointed by Council following Election Day in 16 October 2021.

### **Terms of Reference** (as adopted 16/05/2017 Decision 179/17)

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/Co-Design Access Panel \(CoDAP\)](#).

### **Committee Membership Composition** (as adopted 16/05/2017 Decision 179/17)

- ~~Three~~Two elected members;
- Three community members with expertise/experience in relevant areas;
- One service provider member with expertise/experience in relevant areas;
- Chief Executive Officer or his delegate;
- ~~Executive Leadership Team;~~
- Community Access Officer.