

## Disability Access and Inclusion Committee

### Minutes

29 July 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 Co-Design Access Panel.*

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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**  
**29 July 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 Presiding Member declared the meeting open at 4:11pm.

### **2. Disclaimer**

Not applicable to this committee.

### **3. Announcements from the Presiding Member**

There were no announcements from the Presiding Member.

## 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

### *Support Staff:*

<b>Name</b>	<b>Title</b>
Ms Danika Wellington	Community Partnerships Officer
Mrs Kerry Shaw	Senior Community Partnerships Officer
Mrs Sarah Upton	Manager Community Services
Ms Liz Allan	Executive Research and Project Officer

### *Other:*

<b>Name</b>	<b>Title</b>
Ms Chloe Instance	Support Person for Jessica Te Ngaio

### 4.1 Apologies

Melissa Portolan was absent from the meeting.

### 4.2 Approved Leave of Absence

Nil.

## 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

Not applicable to this committee.

## 7. Confirmation of Minutes

The Minutes of the meeting of the Disability Access and Inclusion Committee Meeting held 1 July 2020 had been circulated.

### Recommendation

That the Minutes of the Disability Access and Inclusion Committee Meeting held 1 July 2020 be confirmed as a true and correct record.

### Outcome of the Meeting held 29 July 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 1 July 2020 be confirmed as a true and correct record.*

CARRIED

5 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 Mangrove Cove Update

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Danika Wellington, Community Partnerships Officer
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Services
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Nil

#### Summary

The City of Bunbury's Co-Design Access Panel (CoDAP) are actively working with the Department of Biodiversity, Conservation, and Attractions - Parks and Wildlife Service (DBCA) to co-design the development of Mangrove Cove public open space area. This report provides an update on the project.

#### Executive Recommendation

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

#### 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

Mangrove Cove is a Department of Biodiversity, Conservation, and Attractions - Parks and Wildlife Service owned site and presents an



opportunity to work alongside City facilities and infrastructure to create a connected, inclusive and inviting space for locals and tourists, particularly people living with a disability.

## **Background**

The City of Bunbury's Co-Design Access Panel (CoDAP) are actively working with the Department of Biodiversity, Conservation, and Attractions - Parks and Wildlife Service (DBCA) to co-design the development of Mangrove Cove public open space area.

Involvement of the City's CoDAP in this co-design project was advocated by the Minister for Environment; Disability Services; Electoral Affairs Hon. Stephen Dawson MLC and the Department of Biodiversity, Conservation and Attractions (DBCA) to make the Mangrove Cove Lookout Tower universally accessible in 2019.

Initially the CoDAP were presented with two concept designs with full costings to make the existing Mangrove Cove Tower more accessible, however the CoDAP committee advised the DBCA that their preference was to further develop the public open space around the tower to ensure that it is accessible and user friendly.

The DBCA met with CoDAP on 25 June 2020 to present a concept design for feedback as works are due to commence in December 2020.

## **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**

Members of the CoDAP were very pleased with the designs presented and the high level of accessible play equipment and structures were welcomed. The connectivity and accessibility of the design from all angles was applauded with only minor suggestions around spacing in seating and some above standard suggestions for ramps.

The plans that were presented to the CoDAP on 25 June 2020 did not include the Mangrove Cove boardwalk as the funding for this will come later. It was noted that the CoDAP will be engaged for this aspect of the project once a timeline is set.

The DBCA are now in Stage 2 development of Mangrove Cove with concepts co-designed with CoDAP including: universal access toilets near the existing education pavilion; seating area; a central universal elevated accessway that ends over mangroves; nature play equipment that hangs off and under the ramp; and a playground (proposed to have a mangrove theme). The DBCA have noted they are not wanting to duplicate facilities that already exist in Bunbury.

## **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**

Not applicable

### **Outcome of the Meeting held 29 July 2020**

The recommendation was moved Cr Turner, seconded Cr Steck.

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 Disability Access and Inclusion Committee note the information presented in this report.*

CARRIED

5 votes "for" / NIL votes "against"

## 10.2 MARCIA Projects 2020/21

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Danika Wellington, Community Partnerships Officer
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Services
<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 checked="" type="checkbox"/> Information Purposes
<b>Attachments:</b>	Appendix 1: MARCIA Priority Projects 2019/20

### Summary

The City has rolled over MARCIA funds from 2019/20 to the 2020/21 financial year to enable the delivery of the BRAG ablutions as the top priority project.

### Executive Recommendation

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

### 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 MARCIA project and access audits provide guidance to the City in improving its key facilities and open spaces to ensure Bunbury is a welcoming, accessible and inclusive destination for visitors in the South West region.

## **Background**

The City annually undertakes access audits of its facilities and prepares a list of priority projects for improved accessibility and inclusion.

The priority projects for 2019/20 (**attached** at Appendix 1) highlighted the top project as the BRAG unisex accessible toilet installation, as determined through the City's access audits and in consultation with the Disability Access and Inclusion Reference Group (DAIRG) in 2019.

The MARCIA funding allocation of \$100,000 (PR-4112) was allocated to this identified priority project however project costings were approximately \$200,000 which was double the funding allocation. To ensure the delivery of this priority project the 2019/20 funds were rolled over for the 2020/21 financial year as the cumulative sum would cover the costs of the BRAG ablution project.

## **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**

The project is currently in progress with works commencing in 2019/20 and there is approximately \$185,000 remaining in the MARCIA budget for this financial year to be used on the BRAG Unisex Accessible Toilet Installation.

The second priority project was recently completed with improved accessibility to BRAG's building entry.

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

The \$100,000 MARCIA allocation in the City's budget (PR-4112) has been rolled over from 2019/20 to the 2020/21 financial year.

### **Community Consultation**

Not applicable

### **Councillor/Officer Consultation**

Not applicable

### **Applicant Consultation**

Not applicable

### **Timeline: Council Decision Implementation**

Not applicable

### **Outcome of the Meeting held 29 July 2020**

The recommendation was moved Mark Blowers, seconded Cr Turner.

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 Disability Access and Inclusion Committee note the information presented in this report.*

CARRIED

5 votes "for" / NIL votes "against"

### 10.3 MACWA Awards Postponed

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Danika Wellington, Community Partnerships Officer
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Services
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Nil

#### Summary

The Most Accessible Community in Western Australia (MACWA) Awards have been deferred until 2021 and will be advertised as having a two-year nomination period (2019-2021).

#### Executive Recommendation

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

#### 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.

## **Background**

The City of Bunbury worked in collaboration with the Regional Capitals Alliance WA to develop the Most Accessible Community in Western Australia (MACWA) Awards in 2018, which was inspired by the City's Most Accessible Regional City in Australia (MARCIA) initiative for the purpose of promoting MARCIA and improving access and inclusion across the state.

The awards have been delivered over the last two years with the City entering on both occasions in the Regional City/Capital category.

The Regional Capitals Alliance WA resolved at their April 2020 meeting to defer the 2020 awards to 2021 and to include a two-year nomination of projects from 2019 to 2021. The Alliance's discussion around this decision was based on the recognition of the pressure currently placed on local governments due to the impact of COVID-19 and the belief that it would be inappropriate to impose additional workloads at this time.

## **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**

The MACWA Awards are an excellent opportunity for the City to showcase the developments and progression of access and inclusion. The City intends to make a submission in the 2021 awards.

The Regional Capitals Alliance WA noted that a feedback exercise was conducted at the completion of last year's Awards, resulting in the acknowledgement that the processes could be streamlined, and the



categories changed so that local governments could enter one or more at their own discretion.

### **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**

Not applicable

### **Outcome of the Meeting held 29 July 2020**

The recommendation was moved Cr Turner, seconded Jessic Te Ngaio.

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 Disability Access and Inclusion Committee note the information presented in this report.*

CARRIED

5 votes "for" / NIL votes "against"

## 10.4 Service Provider Nominations

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Danika Wellington, Community Partnerships Officer
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Services
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Nil

### Summary

One vacancy on the Disability Access and Inclusion Committee (DAIC) is now available and being advertised for a local service organisation to be a representative on the DAIC.

### Executive Recommendation

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

### 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 contribute to 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**

At the Ordinary Council Meeting held 23 June 2020 Council endorsed new the Terms of Reference for the Disability Access and Inclusion Committee (Decision 126/20) as recommended by the Disability Access and Inclusion Committee at its Meeting held 27 May 2020. As part of this decision, it was agreed that the Committee Membership Composition be amended to include one service provider member and endorsed the advertising for a Service Provider voting position on the Disability Access and Inclusion Committee, the outcome of which is to be referred to Council.

Nominations for the service provider are opened for organisations working in the disability, access and inclusion industry on Monday 27 July 2020 to with nominations closing on Wednesday 26 August 2020.

## **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**

All submissions must be made online via the City's online platform, SmartyGrants: <https://bunbury.smartygrants.com.au/DAIC2020>

The assessment criteria includes:

- Background, experience and qualifications
- Organisation's main function of disability, access and inclusion
- Important issues impacting access and inclusion
- Teamwork experience and consideration of people with varying needs
- Previous involvement in community activities
- Previous membership in community organisations/committees

### **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 recommended service provider will be presented to Council for endorsement on 29 September 2020.

### **Outcome of the Meeting held 29 July 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 Disability Access and Inclusion Committee note the information presented in this report.*

CARRIED

5 votes "for" / NIL votes "against"

## **11. Applications for Leave of Absence**

Nil

## **12. Questions from Members**

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

#### **Cr Turner had requested the MARCIA Priority Projects**

The priority list determined for the 2019/20 financial year is **attached** at Appendix 1.

Due to a higher cost than anticipated for the BRAG Unisex Accessible Toilet Installation, with the quote returning at approximately \$200,000, at the February Budget Review Council endorsed carrying over the 2019/20 funds to 2020/21 to bring the total funds available to \$200,000 in order to cover the costs of this project.

This project is in progress with works having commenced in 2019/20. There is approximately \$185,000 remaining in the MARCIA budget for this financial year to be used on the BRAG Unisex Accessible Toilet Installation (PR-4112).

### **12.2 Questions from Members**

Nil

### 13. Urgent Business

The CEO requested that a matter of urgent business regarding the DAIC Meeting Schedule be considered.

The DAIC Committee agreed to discuss this item.

#### 13.1 DAIC Meeting Schedule

<b>File Ref:</b>	COB/1772
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Liz Allan, Executive Assistant (Research and Projects)
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Services
<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 quarterly on the last Wednesday of the month at 4:00pm with the next meeting being Wednesday 30 October 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 27 May 2020 the Disability Access and Inclusion Committee Decided:

*“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.”*

This decision was made based on that review of the DAIC and its group structure and the disbanding of the Disability Access and Inclusion Reference Group (DAIRG).

A further review has noted that items being presented to the DAIC are predominantly for noting and quarterly meetings may provide the additional time for additional reportable works to occur.

## **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**

It is proposed to hold the meetings quarterly as it is not believed that this would create undue waiting periods for decisions.

## **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 Community Services Team.

## **Applicant Consultation**

Not applicable

## **Timeline: Council Decision Implementation**

Implementation will be immediate

## **Outcome of the Meeting held 29 July 2020**

The recommendation was moved Cr Turner, seconded Mal Osborne.

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 Disability Access and Inclusion Committee meet quarterly on the last Wednesday of the month at 4:00pm with the next meeting being Wednesday 28 October 2020.*

CARRIED

5 votes “for” / NIL votes “against”

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

The next meeting of the DAIC will be 28 October 2020.

#### **15. Close of Meeting**

The Meeting closed at 4:26pm.