

## Disability Access and Inclusion Committee

### Minutes

28 July 2021

#### 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.*

## Table of Contents

<u>Item No</u>	<u>Subject</u>	<u>Page No</u>
<b>1.</b>	<b>Declaration of Opening .....</b>	<b>1</b>
<b>2.</b>	<b>Disclaimer .....</b>	<b>3</b>
<b>3.</b>	<b>Announcements from the Presiding Member .....</b>	<b>3</b>
<b>4.</b>	<b>Attendances.....</b>	<b>4</b>
4.1	Apologies.....	4
4.2	Approved Leave of Absence .....	4
<b>5.</b>	<b>Declaration of Interest.....</b>	<b>5</b>
<b>6.</b>	<b>Public Question Time .....</b>	<b>5</b>
<b>7.</b>	<b>Confirmation of Minutes.....</b>	<b>5</b>
<b>8.</b>	<b>Petitions, Presentations and Deputations .....</b>	<b>6</b>
8.1	Petitions .....	6
8.2	Presentations .....	6
8.3	Deputations.....	6
<b>9.</b>	<b>Method of Dealing with Agenda Business .....</b>	<b>6</b>
<b>10.</b>	<b>Reports .....</b>	<b>7</b>
10.1	Most Accessible Community in WA Awards 2021.....	7
10.2	Co-Design Access Panel (CoDAP) Update.....	11
10.3	DAIC Nominations 2021.....	15
<b>11.</b>	<b>Applications for Leave of Absence.....</b>	<b>18</b>
<b>12.</b>	<b>Questions from Members .....</b>	<b>18</b>
12.1	Response to Previous Questions from Members taken on Notice .....	18
12.2	Questions from Members.....	18
<b>13.</b>	<b>Urgent Business .....</b>	<b>19</b>
<b>14.</b>	<b>Date of Next Meeting.....</b>	<b>19</b>
<b>15.</b>	<b>Close of Meeting .....</b>	<b>19</b>

## **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 28 July 2021**

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**

Cr Turner was the Presiding Member at the meeting. Cr Turner declared the meeting open at 4:03pm.

Cr Turner noted that Cr Steck had requested that she be able to participate in the meeting by phone.

#### **Participation of Cr Steck**

Cr Steck requests to participate in this Disability Access and Inclusion Meeting via telephone. In order for Cr Steck to participate, three conditions must be met in accordance with regulation 14A(1) of the Local Government (Administration) Regulations 1996:

- a) the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and
- b) the person is in a suitable place; and
- c) the council has approved of the arrangement.

Cr Steck has advised that she will be situated at 36 Frangipani Drive, Broome for the duration of the meeting.

Regulation 14A(4) defines a suitable place as a place that the council has approved as a suitable place for the purpose of this regulation and that is located:

- a) in a townsite or other residential area; and
- b) 150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling.

This location complies with the geographical requirements of regulation 14A(4)(b), being more than 150km from the place at which the meeting is being held.

To fulfil this request, the Disability Access and Inclusion Committee consideration is required as follows:

That the Disability Access and Inclusion Committee:

1. Approves 36 Frangipani Drive, Broome as a suitable place for the purposes of Regulations 14A(1)(b) and 14A(4).
2. Approves the participation of Cr Steck at the Disability Access and Inclusion Meeting held 28 July 2021 via telephone pursuant to Regulation 14A(1)(c).

### **Outcome of the Meeting held 18 28 July 2021**

The recommendation (as printed) was moved Charmaine Herbst, seconded Jessica 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:

1. Approves 36 Frangipani Drive, Broome as a suitable place for the purposes of Regulations 14A(1)(b) and 14A(4).
2. Approves the participation of Cr Steck at the Disability Access and Inclusion Meeting held 28 July 2021 via telephone pursuant to Regulation 14A(1)(c).

CARRIED

4 votes “for” / Nil votes “against”

Danika Wellington phoned Cr Steck who joined the meeting at 4:05pm.

## **2. Disclaimer**

Not applicable to this committee.

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

There were no announcements from the Presiding Member.

Danika Wellington, Senior Community Partnerships Officer introduced Lorraine Crook, Community Partnerships Officer – Inclusion who would be the Responsible Officer for the Committee going forward.

## 4. Attendances

### *Committee Members:*

<b>Member Name</b>	<b>Representing</b>
Cr Karen Turner	Councillor Representative
Cr Michelle Steck <i>(from 4:05pm)</i>	Councillor Representative
Charmaine Herbst	Community Service Organisation Representative (Wanslea NDIS)
Jessica Te Ngaio	Community Representative
Gary Barbour	Director Sustainable Communities

### *Support Staff:*

<b>Name</b>	<b>Title</b>
Lorraine Crook	Community Partnerships Officer – Inclusion
Danika Wellington	Senior Community Partnerships Officer
Sarah Upton	Manager Community Services
Liz Allan	Executive Assistant (Research and Projects) to the Director Sustainable Communities.

### 4.1 Apologies

Mal Osborne, CEO was an apology and Gary Barbour, Director Sustainable Communities attended as his representative.

Mark Blowers and Steve de Meillon, Team Leader Community Partnerships were apologies for the meeting.

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 19 May 2021 had been circulated.

### Recommendation

That the Minutes of the Disability Access and Inclusion Committee Meeting held 19 May 2021 be confirmed as a true and correct record.

### Outcome of the Meeting held 28 July 2021

The recommendation (as printed) was moved Jessica Te Ngaio, seconded Charmaine Herbst.



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 19 May 2021 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**

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 Most Accessible Community in WA Awards 2021

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Lorraine Crook, 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 Regional Capitals Alliance WA are now seeking nominations for the 2021 Most Accessible Community in Western Australia (MACWA) Awards.

#### 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 with the Regional Capitals Alliance WA to develop the Most Accessible Community in Western Australia (MACWA) Awards in 2018. This aligned with the City's goal to be recognised as the Most Accessible Regional City in Australia (MARCIA) and provided a vehicle for Local Government authorities across the state to bring focus and recognition to the work they undertake to improve access and inclusion.

The awards have been delivered in 2018 and 2019 with the 2020 awards postponed due to the impact of COVID-19. This year's nominations will cover work undertaken since July 2019 to 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**

The MACWA Awards are an opportunity for the City to showcase and be recognised for the ongoing commitment the City has made to improve access and inclusion. The nomination period closes on 31 July 2021.

The City will nominate as a Regional City, highlighting projects in the following categories:

*Category 2: Infrastructure and public open space inclusion and accessibility*

- Youth Precinct Development

*Category 3: Leadership*

- Co-Design Access Panel

Local Government winners of each category will receive \$500 to donate to a local not-for-profit or community group in their area, with an overall winner receiving an extra \$500 from the Regional Capitals Alliance of WA. Winners will be announced at the WALGA AGM in September 2021.

**Analysis of Financial and Budget Implications**

There are no financial or budgetary implications associated with this report.

**Community Consultation**

Not applicable

**Councillor/Officer Consultation**

Not applicable

**Applicant Consultation**

Not applicable

**Timeline: Council Decision Implementation**

The City's application will be submitted prior to the closing date of 31 July 2021. The outcome will be announced on 20 September 2021 at the WALGA AGM.

**Outcome of the Meeting held 28 July 2021**

Danika Wellington, Senior Community Partnerships Officer noted that the closing date for application had been extended to 16 August 2021.

The recommendation (as printed) was moved Gary Barbour, seconded Jessica 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”

## 10.2 Co-Design Access Panel (CoDAP) Update

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Lorraine Crook, 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 purpose of this report is to provide an update on two key projects the Co-Design Access Panel (CoDAP) have been involved in being the Communication Boards and the Accessible Events Trailer.

### 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

Both projects provide widespread benefit for people with disability in the Greater Bunbury region.

## **Background**

The Co-Design Access Panel (CoDAP) has completed its first two-year tenure having been established in July 2019. The CoDAP was established out of the recommendations of the MARCIA report which was adopted by Council in 2018 (Council Decision 194/18). CoDAP seeks to provide access and inclusion advice at the concept and development phase of relevant City of Bunbury projects and has a primary focus on the built environment, parks and open spaces.

Since July 2019 CoDAP has consulted on several City of Bunbury projects, including the Youth Precinct and external projects including the Department of Conservation, Biodiversity and Attractions Mangrove Cove development and the Southern Ports Authority Outer Harbour accessible fishing jetty.

## **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**

CoDAP has recently been consulted on two innovative projects currently being developed:

1. **Communication Boards**  
Two community members approached the City to install communication boards in City playgrounds and facilities. These communication boards utilise Boardmaker, an evidence-based alternative communication system to enhance communication opportunities for children with limited or non-verbal communication capacity. The boards provide the child a means to communicate their

needs to provide a more typical play experience and to communicate with other people and children around them.

The CoDAP provided feedback on the draft design and concept of the communication boards. The design is now being finalised and installation is planned for September 2021.

The boards will be trialled in two City of Bunbury playgrounds – Koombana Bay and Big Swamp playgrounds. Upon review of the trial, the City will look to support an expansion to relevant playgrounds and City facilities.

This is the first trial of this kind in Western Australia, based on a similar project in Queensland.

## 2. Accessible Events Trailer

The City is working in collaboration with Enable WA to support event organisers to deliver more accessible and inclusive events through the provision of an accessible events trailer.

CoDAP was consulted on the trailer concept and asked to provide feedback on proposed equipment. Some of the proposed equipment includes kerb ramps, parking signage and portable tactiles.

The City intends to repurpose its current events trailer (previously used for traffic management however currently underutilised) and provide it to Enable WA to use for this initiative. In addition, the City will provide a safe place to store the trailer, proposed to be Hay Park Multi-Sports Pavilion carpark and equipment to be used in the trailer, such as mobi-matting and beach wheelchairs.

The trailer will be free for community groups to use with Enable WA taking sole responsibility for the ownership and administration.

As CoDAP has completed its first two-year tenure, nominations for panel members will be invited in late 2021.



### **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 projects identified in the report are ongoing and updates will be provided at the next DAIC meeting.

### **Outcome of the Meeting held 28 July 2021**

The recommendation (as printed) was moved Jessica Te Ngaio, seconded Charmaine Herbst.

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 DAIC Nominations 2021

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Lorraine Crook, 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 purpose of this report is to advise that due to local government elections being held in October 2021, all Council Committee positions become vacant.

#### Executive Recommendation

That the Disability Access and Inclusion Committee (DAIC) 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 DAIC provides opportunity for community members to make decisions that benefit Bunbury through the provision of accessible and inclusive facilities, open spaces, programs and services. This contributes to Bunbury

being a welcoming and inclusive city for residents and visitors to the Bunbury Geopraphe region.

### **Background**

Council elections will occur in October 2021 which means all Committees of Councils will spill and re-elect for all positions. The current DAIC is now coming to the end of its two-year tenure, with the 28 July 2021 meeting being the final meeting before the election.

### **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 DAIC provides an opportunity for community members with lived experience of disability to oversee the implementation and review of the City's Disability Access and Inclusion Plan and MARCIA initiatives.

Current Committee members are welcome to re-apply for their position on the DAIC for the next round.

The City would like to thank all members for their contribution over the last two years and wish them all the best for their future endeavours.

### **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**

Membership on the Committee, including Elected Member representation should be determined within two Ordinary Council Meetings from the Local Government Elections.

### **Outcome of the Meeting held 28 July 2021**

The recommendation (as printed) was moved Jessica Te Ngaio, seconded Charmaine Herbst.

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 (DAIC) note the information presented in this report.

CARRIED

5 votes "for" / Nil votes "against"

Cr Turner and Cr Steck thanked the Committee Members and staff and encouraged Committee Members to reapply for the new term.

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

Nil

## **12. Questions from Members**

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

Nil

### **12.2 Questions from Members**

Cr Turner asked whether the Committee could look at offering an incentive to shop owners to make their shops more accessible.

Cr Steck asked whether clip-on ramps could be considered.

The Director Sustainable Communities advised that the biggest challenge was the fact that Victoria Street is full of heritage buildings. Once a business changes the fabric of the building, they are then required to upgrade which is costly.

Danika Wellington, Senior Community Partnerships Officer noted that Lorraine Crook, Community Partnerships Officer- Inclusion would be focussing on working more with shop owners to increase accessibility.

Cr Turner noted that the area used for elections and COVID-19 vaccinations at the Homemaker Centre were not accessible. She asked whether the City could require this.

The Director Sustainable Communities advised that this was private property and the City cannot require that this be made more accessible.

### **13. Urgent Business**

Nil

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

The next meeting of the Disability Access and Inclusion Committee will be held once the new Committee has been appointed.

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

The Presiding Member declared the meeting closed at 4:17pm.