

Community Access Committee

Notice of Meeting & Agenda

Friday 5 February 2016; 'Lost Bills', 41 Victoria Street, Bunbury

Committee Terms of Reference

The City of Bunbury Community Access Committee exists to guide the Bunbury City Council towards attaining best practice on matters of access and inclusion. The Community Access Committee is to make recommendations to Council based on the following Terms of Reference:

- 1.** To develop proposals and make recommendations to Council on matters of access and inclusion to City of Bunbury buildings, facilities, services and information.
- 2.** To seek funding opportunities that improves access and inclusion within the City of Bunbury.
- 3.** To provide advice and information to City of Bunbury Officers and Councillors on decisions of best practice on matters of access and inclusion relating to Council buildings, facilities, services or information throughout Bunbury, and
- 4.** To provide information to the private sector in relation to access and inclusion to assist in development and redevelopment of buildings and facilities.
- 5.** To monitor the implementation of the Disability Access and Inclusion Plan for City of Bunbury buildings, facilities, services and information.

City of Bunbury
4 Stephen Street
Bunbury WA 6230
Western Australia
Correspondence to:
Post Office Box 21
Bunbury WA 6231

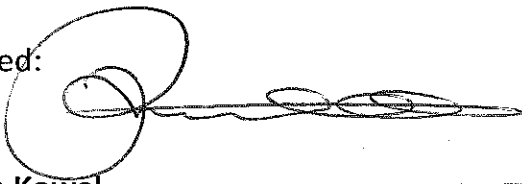
**Community Access Committee
Notice of Meeting**

**A larger print size is used throughout this document
for the benefit of committee members with visual impairment**

Dear Committee members,

The next Ordinary Meeting of the Community Access Committee will be held at local small business Lost Bills, at 41 Victoria Street, Bunbury on **Friday 5 February 2016** from 1:00pm – 3:00pm.

Signed:



John Kowal
Acting Director Corporate & Community Services
(Issued on: 29 January 2016)

**Agenda
Friday 5 February, 2016**

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
Deputy Mayor Brendan Kelly	City of Bunbury
Councillor Karen Steele	City of Bunbury
Thomas Blair	Community Representative
Charlotte White	Community Representative
Kathryn Hewitt	Short on Sight Support Group
Aishath Shizleen	Community Representative
Jason Hall	Disability Services Commission
Carol Szabo	Community Representative
Peter Needham	Community Representative
Peter Sears	Community Representative
Shelley Leech	Community Representative

Vacant position	
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Support Staff:

Name	Title
Deanna Sullivan	Team Leader Community Development
Elle Dixon	Community Development Officer
Julian Bowron	Manager Community, Arts and Culture
John Kowal	Acting Director Corporate & Community Services

Guests:

Name	Title
Adam Johnson	MARCIA PhD student
Jordan Gianfrancesco	Small business owner, Lost Bills

1. Declaration of Opening

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Councillor Brendan Kelly to recap on the key events, actions and achievements of the Community Access Committee in 2015.

4. Attendances and Introductions

4.1 Apologies

Nil.

4.2 Approved Leave of Absence

Aishath Shizleen to request approved leave of absence while in the Community Development Officer role.

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 <u>before</u> the meeting commences. After the meeting, the form is to be
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forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.

6. Public Question Time

7. Confirmation of Minutes

Committee Decision: Moved _____ Seconded _____

The minutes of the Community Access Committee meeting held on Friday 4 December 2015, are confirmed as a true and accurate record.

CARRIED/LOST

8. Presentations

8.1 Petitions

8.2 Presentations

8.2.1 Adam Johnson, MARCIA PhD student – presenting on the purpose and intention of his MARCIA studies

8.2.2 Community Access Committee – each presenting one item of importance to them, as members of the community access committee

8.3 Deputations

9. Method of Dealing with Agenda Business

Actions arisen from previous meetings are discussed in a permanent item in 10.3: Any other General Business.

In the absence of any 10.2: Members Reports, a roundtable update will take place following the discussion of all 10.3: General Business items.

10. Reports

10.1 Officer Reports

10.1.1 Membership of Community Access Committee

Applicant:	Internal Report
Author:	Deanna Sullivan, Team Leader Community Development
Executive:	John Kowal, Acting Director Corporate and Community Services

Summary

The purpose of this report is for the Community Access Committee to consider amending its membership composition.

Executive Recommendation

That the Community Access Committee recommends that Council:

1. Increase the membership of the Community Access Committee from ten community members to eleven (plus 2 elected members).
2. Appoint Rhonda Alman and Michael Finn as Community members of the Access Committee.
3. Reduce the quorum from 7 members to 5 members, on the condition that at least one Elected Member who is a member of the Committee is also in attendance.

*** Absolute Majority required**

Background

As the committee is aware, local government elections were held in October 2015, where all committee positions became vacant. As part of the process of re-establishing committees, Council sought community nominations to re-appoint a new Community Access Committee.

Nine applications were received to fill the ten vacant positions. All applicants were successfully appointed, leaving one (1) position still vacant, as is currently the case.

Officer Comments

Since the election process above, two more applications have been received, being from Rhonda Alman and Michael Finn.

Both applications are considered suitable for membership of the Committee, and it is therefore recommended to appoint both, which would increase the membership of the committee to thirteen (11 community members plus 2 elected members).

It is also recommended to reduce the quorum to five members.

Analysis of Financial and Budget Implications

Nil

Councillor/Officer Consultation

Nil

10.1.2 Community Development team update

10.1.3 Update on all current grants – where they have been received from, the amount of each grant, and what the grant was received for.

10.2 Members Reports

10.3 Any other General Business

10.3.1 Councillor Kelly update on the increase of accessible small businesses in the City of Bunbury

10.3.2 Update of actions from last meeting (see attached minutes)

10.3.3 Member round table update.

11. Applications for Leave of Absence

12. Motions of Which Previous Notice has been given

13. Questions from Members

13.1 Response to Previous Questions from Members taken on Notice

13.2 Questions from Members

14. Urgent Business

15. Date of Next Meeting

Friday 1 April 2016; 1:00pm – 3:00pm; 'Market Eating House', 9 Victoria Street, Bunbury.

16. Close of Meeting

Actions Required after Meeting

1. Minutes of meeting to be sent to Council for noting
2. Items to be raised for Council following requests/recommendations/motions by committee
3. Any other actions required