

Disability Access and Inclusion Committee

Notice of Meeting & Agenda 8 March 2023

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 disability, access and inclusion;*
- 5. To review any reports provided by the Co-Design Access Panel;*
- 6. To advise Council on issues relating to disability, access and inclusion within the City of Bunbury.*
- 7. To activate and drive the City's vision of becoming the Most Accessible Regional City in Australia (MARCIA).*

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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

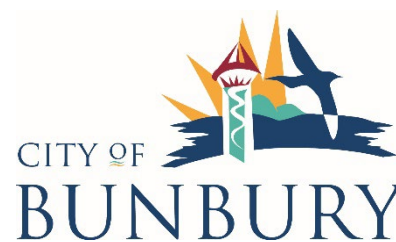
We are one team
We keep each other safe
We display empathy and respect
We have fun and celebrate our successes
We work together to achieve great outcomes

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 8 March 2023 at 4:00pm.

A handwritten signature in black ink, appearing to read 'Elizabeth Denniss'.

Signed:
Elizabeth Denniss
Manager Community Connection

Agenda 8 March 2023

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 Ben Andrew	Councillor Representative
Cr Gabi Ghasseb	Councillor Representative
Emily Northcott	Community Representative
Tania McInnes	Service Provider Representative - Advocacy WA
Mal Osborne	Chief Executive Officer

Support Staff:

Name	Title
Sue Alexander	Community Partnerships Officer - Inclusion
Elizabeth Denniss	Manager Community Connection

1. Declaration of Opening

The Presiding Member declared the meeting open at _____pm.

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

Not applicable.

7. Confirmation of Minutes

The Minutes of the meeting of the Disability Access and Inclusion Committee Meeting held 25 January 2023 have been circulated.

Recommendation

That the Minutes of the Disability Access and Inclusion Committee Meeting held 25 January 2023 be confirmed as a true and correct record.

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 Disability Access and Inclusion Plan 2023-2028

File Ref:	COB/1848
Applicant/Proponent:	Internal
Responsible Officer:	Sue Alexander, Community Partnerships Officer
Responsible Manager:	Elizabeth Denniss, Manager Community Connection
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 checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 1: City of Bunbury Disability Access and Inclusion Plan 2023-2028

Summary

The purpose of this report is for the Disability Access and Inclusion Committee (DAIC) to review and recommend Council endorse the City of Bunbury's Disability Access and Inclusion Plan (DAIP) 2023-2028. It also explores additional opportunities to expand service delivery, additional to DAIP, to improve access and inclusion in Bunbury.

Executive Recommendation

That the Disability Access and Inclusion Committee recommend Council:

1. Endorse the Disability Access and Inclusion Plan 2023-2038 (**attached** at Appendix 1).
2. Consider funding for the development of a Most Accessible Regional City in Australia (MARCIA) Plan in 2023-2024 budget.
3. Request the CEO investigates the feasibility of expansion of service delivery into broader areas of diversity and inclusion.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	People
Aspiration	A safe, healthy, and connected community
Outcome 4	A compassionate and inclusive community
Objective 4.2	Support vulnerable groups, including aged persons and those with disability

Regional Impact Statement

The City delivers a range of services and facilities which are accessed by people living in the Greater Bunbury. These services and facilities also support regional, state and international tourism. A DAIP will assist the City to plan and implement improvements to make the City's services and facilities as accessible as possible to people with disability across the region.

Background

The City adopted its first Community Access Plan (CAP) in 2002 to address the barriers within the community for people living with disability. This initial plan was replaced with the first DAIP 2007-2012. The City has since delivered DAIPs from 2012-2017 and 2017-2022. Under the Disability Services Act 1993, local governments are required to review their plan at least every five years.

The City's DAIP was due for renewal in 2022 however an extension was granted from Department of Communities to submit by April 2023. It is a legislative requirement for local governments to have a DAIP.

The Most Accessible Regional City in Australia (MARCIA) 2018 report was endorsed by Council in June 2018 (Council Decision 194-18).

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 DAIP 2023-2028 (**attached** at Appendix 1) outlines the City's commitment to ensuring people with disability, their carers and families have equal access to its information, facilities and services.

The DAIP is considered the City's minimum service delivery and therefore Council has been requested to consider options as part of this report exploring a stronger commitment of operational time and resources to both achieving the vision of MARCIA and expansion into diversity and inclusion.

DAIC members have expressed a strong interest in developing and driving a MARCIA Plan, that expands on the recommendations from the 2018 MARCIA report to outline a strategic approach to creating an accessible and inclusive town. This has been noted within the DAIP as Action 2.2.4 however requires additional support and resources. The Community Partnerships team will undertake a review of the 2018 MARCIA report as a baseline and present to DAIC later in the year.

During community consultation as part of the DAIP 2023-2028 development, particularly with DAIC and Co-Design Access Panel (CoDAP), it was acknowledged the DAIP was heavily concentrated on disability and did not prioritise other areas of diversity and inclusion such as gender, age and cultural diversity. This is due to the DAIP 2023-2028 reflecting current operational capacity and strategic direction and legislative requirements to deliver and report specifically matters of disability, access and inclusion to the State Government.

Therefore, recommendation 3 in this report has been put forward for the CEO to investigate the viability of an expansion of service delivery into broader areas of diversity and inclusion. This allows for consideration of internal resources and capacity to support an organisational commitment to diversity and inclusion. Currently the Community Partnership team has a strong focus

on disability as part of its inclusion portfolio and supports minor community initiatives surrounding diversity and inclusion.

The obligation to develop and implement the City's DAIP 2023-2028 is a shared commitment and responsibility across the organisation. The Community Partnerships team has coordinated the development of the City's DAIP 2023-2028 which commenced in June 2022 and will be responsible for monitoring progress and reporting of the DAIP.

External and internal engagement was undertaken as part of the DAIP 2023-2028 development process and were pivotal in identifying the current barriers to accessibility and inclusion in Bunbury. The feedback captured directly influenced the development of the actions outlined in the City's DAIP 2023-2028.

The Department of Communities outlines seven outcome areas which are aligned to the first seven of the City's DAIP 2023-2028 themes. The engagement process identified a need for an additional eighth outcome to establish a commitment to organisational change to embed access and inclusion across all service delivery. Therefore, the City's DAIP 2023-2028 has a total of eight themes:

- Theme 1: Events and Services
- Theme 2: Buildings and Facilities
- Theme 3: Access to Information
- Theme 4: Quality of Service
- Theme 5: Feedback
- Theme 6: Community Engagement
- Theme 7: Employment
- Theme 8: Organisation Commitment

Officers, team leaders and managers across all service delivery areas were invited to participate in the development of the DAIP actions through attending individual focus groups for each of the themes. The focus groups provided an opportunity for staff to:

- Hear community feedback with City staff to raise awareness of current barriers.
- Review outstanding actions from the City's DAIP 2017-2022.
- Identify realistic and achievable actions across each of the eight themes.

- Identify timeframes for achieving these actions.
- Identify team/departments responsible for delivering each action.

Actions identified within the focus groups were directly translated into a draft action plan. This draft was then reviewed by the DAIC and Co-Design Access Panel (CoDAP) to provide any additional feedback. Managers approved the final action plan and was then combined with the overall DAIP document resulting in the City's DAIP 2023-2028 being created (**attached** at Appendix 1).

The final Council endorsed version of the City's DAIP 2023-2028 will be provided to Department of Communities on or before 28 April 2023 for expected compliance as per requirements.

Department of Communities requires an annual progress report outlining the achievements of the City's DAIP. A quarterly DAIP report will be provided to DAIC to outline progress made towards actions in the DAIP 2023-2028.

Analysis of Financial and Budget Implications

Accepting recommendation 2 and 3 would require additional allocation of budget and resources.

Community Consultation

An extensive community engagement strategy was delivered, as outlined in the DAIP 2023-2028 (**attached** at Appendix 1).

Councillor/Officer Consultation

DAIC members were:

- Informed of the process of the development of the City's DAIP 2023-2028 at a Committee meeting in August 2022.
- Provided with an update on the progress of the City's DAIP 2023-2028 at the DAIC meeting in September 2022.
- Invited to participate in community engagement activities including community workshops.
- Invited to participate in a review session of the City's DAIP 2023-2028 in November 2022. This review session also involved members of the Co-Design Access Panel.

Officers, team leaders and managers had input into the development of the DAIP actions. Managers approved the final action plan.
Officers presented to the Executive Leadership Team on 21 February 2023.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

The City's DAIP 2023-2028 will be presented to Council for endorsement at the Ordinary Council Meeting on the 4 April 2023.

10.2 Access and Inclusion Council Policy Review

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Sue Alexander, Community Partnerships Officer
Responsible Manager:	Elizabeth Denniss, Manager Community Connection
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 2: Amended Disability Access and Inclusion Council Policy

Summary

The purpose of this report is for the Disability Access and Inclusion Committee (DAIC) to review the amended Access and Inclusion Council Policy (**attached** at Appendix 2) and recommend Council endorse the revised policy.

Executive Recommendation

That the Committee recommends Council endorse the amended Disability Access and Inclusion Council Policy (**attached** at Appendix 2).

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	People
Aspiration	A safe, healthy, and connected community
Outcome 4	A compassionate and inclusive community
Objective 4.2	Support vulnerable groups, including aged persons and those with disability

Regional Impact Statement

Not applicable.

Background

The City of Bunbury Access and Inclusion Council Policy applies to Elected Members, staff, volunteers, and contractors providing services on behalf of the City of Bunbury and underpins legislative, industry and organisational compliance relating to accessibility and inclusion.

Bunbury City Council last reviewed and adopted the policy on 29 June 2021 (Council Decision 116/21).

Whilst this Policy was not due for review, it was a requirement as part of the development of the City of Bunbury's Disability Access and Inclusion Plan (DAIP) 2023-2028. The DAIP is due for submission in April 2023.

Council Policy Compliance

The DAIC operates under the Council's Code of Conduct.

Legislative Compliance

Disability Services Act 1993 (amended 2004)
Local Government Act 1995

Officer Comments

The current City of Bunbury Access and Inclusion Council Policy sets a whole-of-organisation commitment to implementing the actions included in the City's DAIP 2017-2022 as well as the six recommendations outlined in the MARCIA 2018 research report.

The revised Policy (**attached** at Appendix 2) has been updated to clearly articulate the City's commitment to access and inclusion; reflect the new Disability Access and Inclusion Plan developed for 2023-2028; and reference the City's DAIC and Co-Design Access Panel (CoDAP).

A workshop was held on 18 January 2023 with members of the DAIC to review the Access and Inclusion Council Policy as well as the Committee's Terms of Reference.

At this meeting, members of the DAIC workshopped the proposed Access and Inclusion Policy. The following recommendations were raised:

- Include 'disability' in the policy title to clearly denote the policy's focus on disability
- Reword the policy statement to include the City's intent to be a leader in the disability space; commitment to ongoing improvement; and change 'best practice' to 'universal design principles' (based on advice through the DAIP community engagement)

At the meeting, Committee members discussed the scope of the policy, noting it was strongly focused on disability and many other areas of inclusion were not referenced, such as gender diversity, cultural diversity and age diversity. The Committee acknowledged that this was broader than the current policy being reviewed, and therefore recommended the word 'disability' be included in the policy title and a separate policy document be recommended to be explored that focuses on diversity and inclusion.

The expansion of service delivery into broader areas of diversity and inclusion have been presented in the previous report (item 10.1).

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

DAIC members were invited to make comment on the revised Policy at a briefing session held 18 January 2023.

Members of the Co-Design Access and Inclusion Panel were given the opportunity to provide feedback on the Policy. No feedback was received.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

The revised City of Bunbury Access and Inclusion Council Policy will be presented at the Ordinary Council Meeting held 4 April 2023.

Objective 4.2 Support vulnerable groups, including aged persons and those with disability

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 Greater Bunbury region.

Background

Sarah Bowes was appointed to the DAIC by Bunbury City Council at the Ordinary Council Meeting held on 8 November 2022 (Council decision 250/22).

Council Policy Compliance

The DAIC operates under the Council's Code of Conduct.

Legislative Compliance

Disability Services Act 1993 (amended 2004)

Local Government Act 1995

Officer Comments

Due to the close proximity of the Committee's disbandment, the community representative position will not be advertised. All positions will be recruited later in the year in line with the City of Bunbury Ordinary Elections.

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.

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

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 31 May 2023.

15. Close of Meeting

The Presiding Member declared the meeting closed at _____pm.