

## Disability Access and Inclusion Committee

### Minutes

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**

### **Minutes 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.

#### **1. Declaration of Opening**

The Presiding Member declared the meeting open at 4.15 pm.

#### **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 Ben Andrew	Councillor Representative
Cr Gabi Ghasseb	Councillor Representative
Emily Northcott	Community Representative
Mal Osborne	Chief Executive Officer

### *Support Staff:*

<b>Name</b>	<b>Title</b>
Sue Alexander	Community Partnerships Officer - Inclusion
Elizabeth Denniss	Manager Community Connection

Elizabeth Denniss attended the meeting virtually.

### 4.1 Apologies

Sarah Bowes tendered her resignation from the Committee on 18 January 2023 and therefore did not attend.

Tania McInnes was an apology.

### 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 Minutes 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.

### **Outcome of the Meeting held 8 March 2023**

The recommendation (as printed) was moved Cr Ben Andrew seconded Cr Karen Turner.

The Presiding Member put the motion to 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 25 January 2023 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY  
4 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 Minutes Business**

Items are dealt with in the order that they appear.

## 10. Reports

### 10.1 Disability Access and Inclusion Plan 2023-2028

<b>File Ref:</b>	COB/1848
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Sue Alexander, Community Partnerships Officer
<b>Responsible Manager:</b>	Elizabeth Denniss, Manager Community Connection
<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 checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
<b>Attachments:</b>	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 request 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/department 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 document (**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.

### **Outcome of the Meeting held 8 March 2023**

General discussion took place in relation to this item.

The Committee noted some action items presented in the DAIP 2023-2028 related to broader areas of diversity and inclusion, and specifically discussed how action item *7.2.3 Become Rainbow Accredited (Gender Diversity)* could be better aligned with the recommended future direction in regards to inclusion (refer to Recommendation 3).

Accordingly, Cr Ben Andrew moved and Chief Executive Officer Mal Osborne seconded an amended motion to that of the Executive Recommendation through an additional point 4.

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

### **Committee Decision**

That the Disability Access and Inclusion Committee request that Council:

1. Endorse the Disability Access and Inclusion Plan 2023-2028 (**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.
4. Remove action item 7.2.3 from the DAIP 2023-2028 to re-align with the broader focus of diversity and inclusion (prior to submission to Department of Communities).

**CARRIED UNANIMOUSLY**

**4 votes “for”/ Nil votes “against”**



## **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.

### **Outcome of Meeting held 8 March 2023**

The recommendation (as printed) was moved Cr Ben Andrew, seconded Emily Northcott.

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

### **Committee Decision**

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

CARRIED UNANIMOUSLY  
4 votes "for" / Nil votes "against"



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.

### **Outcome of Meeting held 8 March 2023**

The recommendation (as printed) was moved Mal Osborne, seconded Emily Northcott.

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

### **Committee Decision**

That Council:

1. Accept the resignation of Sarah Bowes from the DAIC (**attached** at Appendix 3).
2. Request the Chief Executive Officer formally thanks Sarah Bowes for her contribution to the DAIC including supporting the development of the DAIP in writing.

CARRIED UNANIMOUSLY

4 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**

Nil

### **12.2 Questions from Members**

Mal Osborne asked the following question.

**Question 1:**

Has the draft DAIP 2023-2028 been circulated to others?

**Answer:**

As part of the development of the Disability Access and Inclusion Plan 2023-2038 (**attached** at Appendix 1) the document has been circulated to the following with the opportunity to provide feedback:

- Disability Access and Inclusion Committee (DAIC)
- Co-Design Access Panel (CoDAP)
- Executive Leadership Team
- Managers and Team Leaders
- Marketing and Communication Team

Councillor Andrew asked the following question.

**Question 2:**

Have other Council members provided feedback on DAIP 2023-2028?

**Answer:**

All Council members were invited to participate in community consultation activities. Councillor representatives in the DAIC were able to provide direct feedback throughout the process. Councillors also were able to view the

DAIP prior to endorsement when it was circulated as part of the DAIC agenda.

### **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 4.23 pm.