City of Bunbury – CoDAP Request Form - Internal

- Thank you for engaging with CoDAP.
- To provide the City's CoDAP members with information on your project/initiative, please complete the below form and email it to salexander@bunbury.wa.gov.au .
- This form will be shared with CoDAP members prior to the CODAP meeting.
- Please note that staff completing this form and lead project staff are required to informally present their projects to CoDAP and CoDAP meetings occur monthly (dependant on project demand) between 5 -6 PM.
- It is preferred that you fill in this request at least 8 weeks prior to wanting to engage CoDAP so that scheduling of projects is efficient.
- Once the CoDAP meeting agenda has been developed it will be emailed to yourself and members one week prior to the meeting.
- The Community Partnerships Officer – Inclusion will notify you of the outcome of your Co-DAP Request Form within one week.

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1. Project name: (Please provide the name of your project)
City of Bunbury Inclusion and Accessibility Waste Education Project

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2. Outline of your project: (Please provide some information on your project, bullet points are fine)

This Project involves developing a series of Waste Education initiatives that support accessibility and inclusion across our community.

Tactile Symbols
Almost half a million Australians live with low vision, which we predict will increase by 25% by 2030 (Vison Australia). The City of Bunbury have tactile symbols that can be used to help residents with vision impairments identify the different types of bins. The discreet clear plastic symbols are secured to the tops of bins allowing residents to feel the tactile symbol and identify whether it is a bin with a green, yellow, or red lid. A triangle represents a recycling bin, a square means it's a general waste bin, and a circle tells you that it is a Food Organics/ Garden Organics (FOGO) bin.

Special Bin Placement Stickers
Bins marked with a star indicates to the driver to replace the bin in the same location it was picked up. As the truck is constantly moving, bins can be moved during collection. This resolves issues for wheel bound residents who can't easily retrieve their bins if they have been moved off the pavement to grass or dirt.

Translated Waste Guides
The Waste Services Guide is available on the City's website in 11 languages for culturally and linguistically diverse (CALD) communities.

Communications Board
The development of Waste Education and Services Boards. The boards are a form of AAC – Alternative and Augmented Communication (AAC), which refers to any system, device or method that improves the ability of a person with a communication difficulty to communicate effectively.

3. Is this project a stand-alone project of linked to a bigger project?

☐ **Yes (Please provide information/context on how this project is linked to other projects)**

☒ **No, stand along project.**

4. Project stage and expected completion date:

☒   **Consultation occurring**
☐   **Planning project**
☐   **Designing**
☐   **Concept created**
☐   **Contract awarded**
☐   **Underway/implemented**

Expected date of completion of your project

On going

5. Is your project being designed for a specific target group? **Eg:** ☐ **Seniors** ☐**Young People** ☒ **People with disability** ☐**First Nations Community Members** ☐**Families** ☐**Children** ☐**General Community** ☐**Another target (please list below):**	

6. How will attending CoDAP influence your project/job? Assist with promoting the project and having input from people living with a disability and their carers.

7. Month of preferred CoDAP meeting: June

8. Resources: do you have plans/diagrams/design concepts/examples/documents to provide CoDAP on your project. If you do, please forward these to salexander@bunbury.gov.au at least a week prior to your allocated CoDAP meeting. These help CoDAP members prepare for the meeting. Design concepts and examples

9. Name, position and contact details of staff person or person presenting this project. Joanna Walker	

10. Name and positions of additional people who will be attending.	
11. Will anyone listed to attend require support or assistance to join the meeting? Please list details.	
12 A) What would you like CoDAP members to provide recommendations on? **Please tick more than one if applicable.** ☒ Design ☐ Material/s ☐ Environment ☐ Technical standard/s ☐ Other (Please provide further information below)	**12 B) Tell use more about what specific challenges you have faced in reference to your answers in 12 A). Bullet points are fine.** Advice promoting the Tactile Symbols project and reaching residents that would benefit from the project. Advice on developing the Waste Services Communications Board. Any suggests on making Waste Education more accessible and inclusive.

Have you previous consulted with CoDAP on this project?	☐ Yes ☒ No	Date:
Would you like to attend CoDAP in the future to provide information on outcomes/actions undertaken from their recommendations? This is called a "Outcome Session". This is recommended to complete the CoDesign process and provides an opportunity to inform CoDAP of the outcomes of their recommendations.	☒ Yes ☐ No	Proposed Month:
Would you like to provide feedback on your CoDAP experience? A short 4 min online survey will be sent to you to complete.	☒ Yes ☐ No	

What happens after you have attended CoDAP?
> You will be provided within one week of attending CoDAP with a copy of the **CoDAP Recommendation/Feedback Record** which will list all recommendations from CoDAP. This form will be saved on CM10 and on the **CoDAP register.**
> Your project will be added to the CoDAP register for future reference.

- You will have the opportunity to schedule in a future **Outcome Session** meeting with CoDAP if you would like to provide members with any update on actions undertaken from their recommendations. It is highly recommended that you do this as part of a quality CoDesign process.
- If needed, you can also schedule further sessions with CoDAP as your project progresses.
- If you have indicated that you would like to participate in providing **Feedback on your CoDAP experience** a link to the CoDAP Feedback survey will be sent to you within two weeks of the CoDAP meeting.

If you have any questions, please contact he Community Partnerships Officer – Inclusion – salexander@bunbury.wa.gov.au

City of Bunbury – CoDesign Feedback Record

Project title and number: 3/2024 Tactile Bin Symbols   **Date: 26 June 2024**

CoDAP member initials: TP, MR, RM, GB, MB, AJ and AB.

Project item: (List specific item that feedback relates to)	City of Bunbury Tactile Bin Shapes		
Feedback/recommendation area: (Can be more than one) X Design X Material/s ☐ Environment ☐ Technical standard/s ☐ Other	Considerations: (include specific details of consideration **please include images also if possible**) 1. Colouring shapes black/contrasting colour to highlight shape for people with visual disabilities and low vision. 2. Tactile dots/shape directly underneath bin handle.	Recommendations: (include expected outcome of recommendation and any specific materials, technical information and any other information that maybe helpful) • To colour the shapes in a contrasting/highlighting colour to support those with low vision • Use colours that support those with colour blindness.	Additional notes/information • Using braille dots under the bin handle to identify shape could be considered but would be helpful to only people who know braille.

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	3. Include FOGO bin tactile on bench top FOGO bin for consistent messaging. 4. Include an Accessibility and inclusion criteria in procurement guidelines reinforcing expectations of above and beyond standards for manufacturers **and** providers of waste services that the City uses. 5. Promotion of bin tactiles and extra care bin stickers within the community.	• Include small shapes (same a bigger tactile shapes) under handles on bin in addition to bigger shapes in middle of bin lid to enable easy location. These could be rough stickers, smaller and flatter shapes. • Include an accessible and inclusion criterion in procurement to ensure waste providers/bin manufactures consider this in future design and service delivery. • Vision impaired people listen to the local radio, good source for sharing information. • TV • Visability • South West Agency Partnerships (SWAP) email network • South West Allied Therapies (SWAT) Facebook group • Bunbury Accessibility and	• Discussion regarding embedding tactile symbol in bin at manufacturing level, benefits universal design and sustainability however does not have the capacity to be contrasting or tactile and could be expensive. Waste contracting changes annually so this would have to occur across multiple manufacturers.

		Inclusion Network (CoB run Facebook page) • NDIS Providers South West Facebook Group • Support Workers and Carer's South West Facebook Group • South West Access and Inclusion Network – Coordinated by CDO-I • Local networks and NDIS providers. Highlighted have been completed. • Consider public workshops and school holiday waste awareness program to raise awareness on access and inclusion.	• The need to have information on waste in general easy to read and apps relating to waste easy to navigate for screen readers and those that are colour blind or have low vision, accessible information sharing also such as alternative text on social media.
	6. Waste Communication Boards	• Develop communication boards with two different levels of understanding, e.g. School aged children and childcare aged children. Consider using more symbols within communication boards	

		including universal waste symbols that relate directly to bin tactiles. • Use colour contrast to make information easy to read and to support those with colour blindness.	

CoDAP Terms of Reference

The Co-Design Access Panel (CoDAP) has been established:

1. *To provide advice and insights on the design of City buildings, facilities, open spaces, services, programs and events based on lived experience of disability and/or professional experience;*

2. *To provide advice and insights on the development of the City of Bunbury's above-and-beyond access standards database;*

3. *To maintain an up-to-date database of above-and-beyond access standards and access lessons learnt;*

4. *To be available to attend meetings, site visits and utilise email or other online modes of communication to provide comment on projects referred to the Panel by the City of Bunbury;*

5. *To attend four quarterly face-to-face meetings per annum;*

6. *To provide advice and insights to businesses and community organisations upon request;*

7. *Resignation from the CoDAP must be provided in writing;*

8. *Failure to provide feedback on two (2) or more projects when requested and without providing apologies shall result in the member being removed from the CoDAP;*

9. *Tenure for CoDAP members is for a period of 2 years whereby all positions will become vacant and nominations will be advertised. Existing members may reapply;*

10. *CODAP members may be invited to participate in promotional activities that profile improvements in universal access.*

All material circulated in the CoDAP is to remain confidential and is not to be shared or distributed outside the group unless otherwise stated.

DAIC Action Register

Meeting Date (Identifies origin of action)	Workshop Date (Identifies origin of action)	Action Number	Topic (Identifies topic/context)	Action Item (Records action item)	DAIP Action Alignment	Responsible Team (City of Bunbury service team responsible for action)	Status (Red - Not Commenced Orange - In Progress Green - Completed)	Notes
	16.4.24	1	**Accessibility Audits** for City of Bunbury owned properties that are leased to local groups.	Acting Community Connection Manager to provide an update on what action the City of Bunbury has taken in regards to accessible audits.		Community Development	In Progress	Accessible audits have been offered to lessees at the Speedway - we are unable to provide updates on these audits. Discussions around inclusions n future leases is ongoing.
	16.4.24	2	**MARCIA** Confirm current funding within the City of Bunbury budgets.	Acting Community Connection Manager to confirm if there is current funding for MARCIA within the City of Bunbury budget.		Community Development	In Progress	Budget for 24/25 adopted - request for additional funding within the October budget review has been completed. Awaiting outcome post review.
	16.4.24	3	**MARCIA** evaluation report and roadmap development	Review of MARCIA Evaluation Report highlighting MARCIA recommendations that are included in DAIP 2023-2028, recommendations that have not been achieved and recommendations that are currenting being progressed to create a MARCIA Roadmap.	**DAIP Action: 2.2.4** Support DAIC to develop a framework to be recognised as the Most Accessible Regional City in Australia (MARCIA)	Community Development and DAIC	Completed	The activity was conducted during DAIP workshop 2 2024.
	16.4.24	4	**Funding** opportunities for accessibility and inclusive initiatives and projects query	Explore if there is additional accessibility funding opportunities through State Government. Confirm who co-ordinates monitoring funding opportunitieslinked to Access and Inclusion and who can complete these and register funding opportunties.		Community Development/Economic Development	In Progress	Business case completed to seek endorsement for additional resourcing to seek and apply for grants related to community services.
	16.4.24	5	**DAIP Outcomes** Marketing and Communication.	Implement marketing and communications plan to promote DAIP actions being undertaken/outcomes of DAIP 2023-2024 to increase external media to raise awareness of what is being undertaken and achieved.		Community Development Marketing and Communications	In Progress	DAIP Outcomes Marketing and Communications Plan has been developed by CDO-I. Need to clarify process for implementating actions. Does this also relate to internal information sharing?
	16.4.24	6	**Access and Inclusion Policy** City of Bunbury events.	Audit the use of Accessibility and Inclusion Council Policy across City of Bunbury hosted events. City of Bunbury Accessibility and Inclusion Council Policy to be implemented at Events hosted by the City of Bunbury.	**DAIP Action: 1.2.4** Educate contracted event planners about access and inclusion.	Community Development/ Facilities/ Place Activation	Completed	CDO-I has contacted TL at Libraries, museum, BRAG, SWSC, Mayor's office and place activation via email on 10.6.24 and asked two questions: 1. •Were you previously aware of this Council Policy? Outcomes: 1 response, Yes.•Have you implemented this Council Policy as part of any events you may have held? Outcomes: 24 responses, Yes - 2, No - 1, Unsure 1. Within this email was information on the policy and links to read the policy. The CDO-I has also meet with all service teams and explained the policy and has suggested reviewing the policy as part of the future team meetings and to add Access and Inclusion to team meeting agendas. The CDO-I has also spoken with CD TL about being able to provide a monthly resource/information to TL for their team meetings which may include videos/information sheets/ etc. This would activate A & I across service teams and ensure that the same information is being shared across the whole organisation.
	16.4.24	7	**Events** Accessible and Inclusive checklist	Provide an Accessible and Inclusive events checklist to be provided to all City of Bunbury event hosts to guide the enhancement of accessibility and inclusion.	**DAIP Action: 1.2.4** Educate contracted event planners about access and inclusion.	Community Development	Completed	Department of Communities provided to Place Activation team (October 2023) and embedded in Community Event Guidelines.
	16.4.24	8	**Events** Workshop	Deliver an accessibility and inclusion events workshops for event hosts across the City of Bunbury and the community.	**DAIP Action: 1.2.4** Educate contracted event planners about access and inclusion.	Community Development/Place activation.	Completed	The CDO-I collaborated with the Placemaking Team and Inclusion to deliver a inclusive and accessible events workshop for community in September 2023. The CDO-I participated in this event and staff were invited to attend.
10.7.24		9	**MARCIA/MARIA** Definition	Develop a clear definition of MARCIA/MARIA (Most Accessible Region in Australia) as part of MARCIA/MARIA aspiration roadmap. Identify aspiration/priorities actions/resources/milestones/inputs/outputs and community impact.	**DAIP Action: 2.2.4** Support DAIC to develop a framework to be recognised as the Most Accessible Regional City in Australia (MARCIA)	Community Development	In Progress	MARCIA has been registered as a major project within the City's project framework. This project will align with the key terms within the initial MARCIA report and support the City's aspiration in this space.

| #	Action	Detail	Responsible Area	Status	Comments
10.7.24 10	**MARCIA/MARIA** Accessible business opportunities.	Explore potential to partner with BGGCI - Bunbury Geographe Chamber of Commerce and industry to provide local businesses with information on accessible and inclusive business principles, State Funding available for businesses to improve accessibility and inclusion. Create a star based accessible business rating system as an initiative for local businesses. Explore region opportunities and current local government opportunities to create regional accessible tourism. Invite BGGCI as guest speaker to next DAIC Workshop.	**DAIP Action 2.3.3** Support businesses to increase awareness and identify opportunities to improve access and inclusion. **DAIP Action 2.1.4** Encourage local businesses and service providers to establish agreemetns with City of Bunbury to help manage their parking (Including ACROD).	Community Development/Economic Development/Rangers	Not Commenced	Action on hold due to resourcing - further connection to occur with BGGCI prior to next DAIC workshop
11	**Planning and Building** Accessible Initiatives	Explore how planning and building services provide information to the community on accessible design/principles and funding available for these, above and beyond Australian Standards.		Planning and Building.	In Progress	CDO-I has been invited to meet with Planning and Building team as they would like to share some inititves/ideas they have regarding accessibiliy and inclusion.
12	**MACWA Awards** nomination	Explore projects for nominations for MACWA and complete nomination submission. Explore other awards that Bunbury can nominate for relating to diversity.		Community Development.	In Progress	A combined CoDAP/DAIC meeting will be held at in August (CoDAP meeting date) to identify projects for nomination.
13	**MARCIA/MARIA** Consult and project officer	Explore potential/capacity to hire a consultant to review MARCIA recommendations and considerations. Explore potential/capacity to employ .5 MARCIA Technical Officer to work across organisation to provide technical expertise for MARCIA project and organisational initatives.		People and Safety/Finance.	In Progress	Budget review requested to support funding of MARCIA as a project, business case has been completed to seek endorsement of additional grant/administration support across community services.
14	**MARCIA/MARIA** Alignment with City of Bunbury Strategic Community Plan	Map MARCIA recommendations and considerations into SCP Pillars.		Community Development	In Progress	MARCIA has been registered as a major project within the City's project framework. This project will align the key SCP pillars with the outcomes within this project.

11 July 2024

Attn: City of Bunbury Disability Access & Inclusion Committee
via Sue Alexander
Community Development Officer – Inclusion

RE: NEW CHANGING PLACES / ACCESSSIBLE TOILET BLOCK DEVELOPMENT PROPOSAL FOR BUNBURY CBD / MUSEUM

Dear Disability Access and Inclusion Committee members,

Gemma and Adam are members of the City of Bunbury's Co-Design Access Panel. We believe there is a need for a new Changing Places facility to be built in the Bunbury CBD. This would provide change facilities for teens and adults with disabilities, including a hoist, adult change table, and a host of other features in accordance with the Changing Places standard specifications: https://changingplaces.org.au/

We propose that the toilet block adjacent to the Bunbury Museum (near Centrepoint shopping centre) be renovated to modern standards and expectations, and a new toilet / shower / change facility be built for the benefit of the whole community, with the important addition of a Changing Places facility.
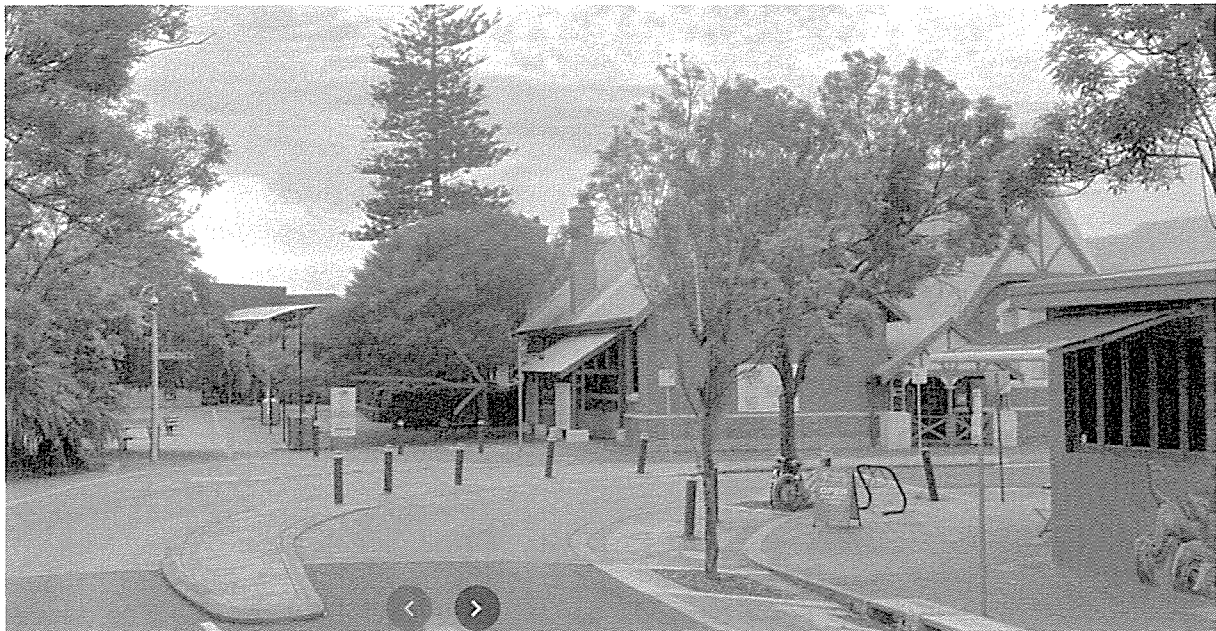
The chosen location and final design would need to be verified through consultation and co-design with other end users, but from our perspective this location would fit the bill for many

Each Changing Places facility has:

a constant-charging ceiling track hoist system

a centrally-located peninsula toilet with space for a carer either side

a height-adjustable adult-sized change table

A privacy screen

extra circulation space

A typical Changing Places facility

A Changing Places facility with an adult change table, ceiling hoist and shower.

Changing Places locations in Mandurah

- Mandurah Aquatic and Recreation Centre
- Mandurah's Eastern Foreshore
- Mandurah Forum Shopping Centre
- Next to the Madurah Visitors Centre

Loan keys are not provided at these locations.

For more information about Changing Places in Mandurah

Unlock better access to Mandurah and apply for your own MLAK key.

Osprey Waters Foreshore Reserve
Keep your eyes peeled for the resident ospreys who call this place home! Use the word grid below to uncover other types of wildlife you may spot in this area.

G	H	D	O	L	P	H	I	N	T	M
P	O	S	T	I	N	G	R	A	Y	F
W	E	P	E	L	I	C	A	N	T	I

Dawesville Foreshore Reserve
Nestled along the Peel-Harvey Estuary, this is a popular spot for fishing, boating and crabbing. The estuary provides a unique habitat for aquatic animals like prawns and dolphins. Can you think of other animals that might live here?

Samphire Cove Nature Reserve
The reserve is an important feeding and resting area for migratory birds, who fly all the way from Northern Asia and Alaska. How many types of birds can you spot and/or hear? Don't forget to keep a tally!

Changing Places
A Changing Places facility is a secure and clean bathroom for people with disability who need space and assistance to manage their bathroom needs while in the community.

Scan here to have this booklet read out loud!

Examples of Changing Places promotional material and community awareness information.

Door Sign for a Changing Places

Corporate and Community Services
People & Place

Work Procedure No: PP001

Work Procedure – Co-Design Access Panel

This work procedure may be of interest to:	All City of Bunbury Departments and in particular Facilities, Engineering & Landscape and Open Space

Objective:

The purpose of this work procedure is to outline the terms of reference and engagement principles for the Co-Design Access Panel (CoDAP) as well as the responsibilities of all City departments in referring projects to the Panel.

Background:

The Disability Services Act (1993) defines a disability as any continuing condition that restricts everyday activities and which: 　- is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments; 　- is permanent or likely to be permanent; 　- may or may not be of a chronic or episodic in nature; 　- results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services. At the Ordinary Council Meeting held 26 June 2018 Council endorsed the MARCIA Research Final Report ("the Report") as per Council decision 194/18. Recommendation 4 of the Report states that, "…the City of Bunbury consider joint strategies for promoting the use of co-design, whereby people with disabilities become actively involved as partners in the design of facilities, services and events." ~~As a result the Co-Design Access Panel (CoDAP) has been developed to facilitate a disability access-specific consultation mechanism for City buildings, facilities, open spaces, services, programs and events in consultation with relevant City staff and other LGAs including the Cities of Mandurah, Cockburn and Melville, who have developed similar robust consultation methods in collaboration with people with disability regarding similar matters.~~ ~~Alongside the CoDAP the~~ City shall develop a database of above-and-beyond-standard disability access specifications which City departments shall provide contract documentation as required, and which shall be managed by the City's Community Partnerships Team. The City aims to develop and deliver its community engagement initiatives in line with the International Association for Public Participation and the organisation's Code of Ethics and Core Values.

Procedure/Instructions:

Membership

Primary responsibility for coordinating all administrative and logistical matters pertaining to the CoDAP shall be that of the City's Community Partnerships Team.

Membership of the CoDAP shall comprise up to 12 individuals with lived and/or technical experience encompassing;
- 6 x community members with lived experience of disability and or family members/carers who represent the following three areas of disability; 1) physical (i.e. wheelchair or mobility aid user), 2) sensory (i.e. vision or hearing impairment) and 3) intellectual or learning disability;
- 4 x professionals with industry experience in disability access and inclusion (eg occupational therapist, building design, visibility guide, disability service provider);
- 1 x member of the City of Bunbury's Sustainability, Planning & Development Department who has completed Institute of Access Training Australia access audit training or other relevant training (to be scheduled and funded by the City's Community Partnerships Team).

Recruitment of members shall be through an Expression of Interest process and each candidate will be selected based on the above criteria. The membership period shall be for 2 years.

A minimum of three (3) members will consult on each project, with selection of these members based on availability and specific experience as it relates to the project in question.

Terms of Reference
1. To provide advice and insights on the design of City buildings, facilities, open spaces, services, programs and events based on lived experience of disability and/or professional experience;
2. To provide advice and insights on the development of the City of Bunbury's above-and-beyond access standards database;
3. To be available to attend meetings, site visits and utilise email or other online modes of communication to provide comment on projects referred to the Panel by the City of Bunbury;
4. To attend four scheduled quarterly face to face meetings per annum and attend additonal meetings according to referrals to the panel
5. To provide advice and insights to businesses, government agencies and community organisations upon request;
6. To provide advice on recommendations arising from community feedback as requested
7. Resignation from the CoDAP must be provided in writing;
8. Failure to provide feedback on two (2) or more projects when requested and without providing apologies shall result in the member being removed from the CoDAP.
9. Tenure for CoDAP members is for a period of 2 years whereby all positions will become vacant and nominations wil be advertised. Existing members may reapply.
10. CoDAP members may be invited to participate in promotional activities that profile improvements in universal access
11. All material circulated in the CoDAP shall be treated as confidential and not to be shared or distributed outside the group unless otherwise stated.

Trigger Points for Referral to CoDAP
Primary responsibility for referring a project to the CoDAP shall be that of the department delivering the project.

Should the project in question meet three (3) or more of the following criteria it shall be referred to the CoDAP:
1. Does the project involve a community facility, service or amenity which will result in a high level of daily interaction by the public?
2. Is the community facility, service or amenity frequented by people with disability?
3. Does the project relate specifically to disability access?
4. Does the project align to any Disability Access and Inclusion Plan task or strategy?

5. Is the project related to recommendations resulting from an access audit?

Should a project require general community consultation, the CoDAP shall be considered a key stakeholder group.

Should the project in question not meet three (3) or more of the above Trigger Points and therefore not be referred to the CoDAP, previously accepted or utilised standards and/or the City's above-and-beyond access standards database will be reviewed and standards met as practically possible during the design process.

It is noted that there are limitations placed on projects involving locations listed on the State Register of Heritage Places which may restrict what action may be undertaken.

Principles of Consultation
Primary responsibility for coordinating the consultation shall be that of the City's Community Partnerships Team.
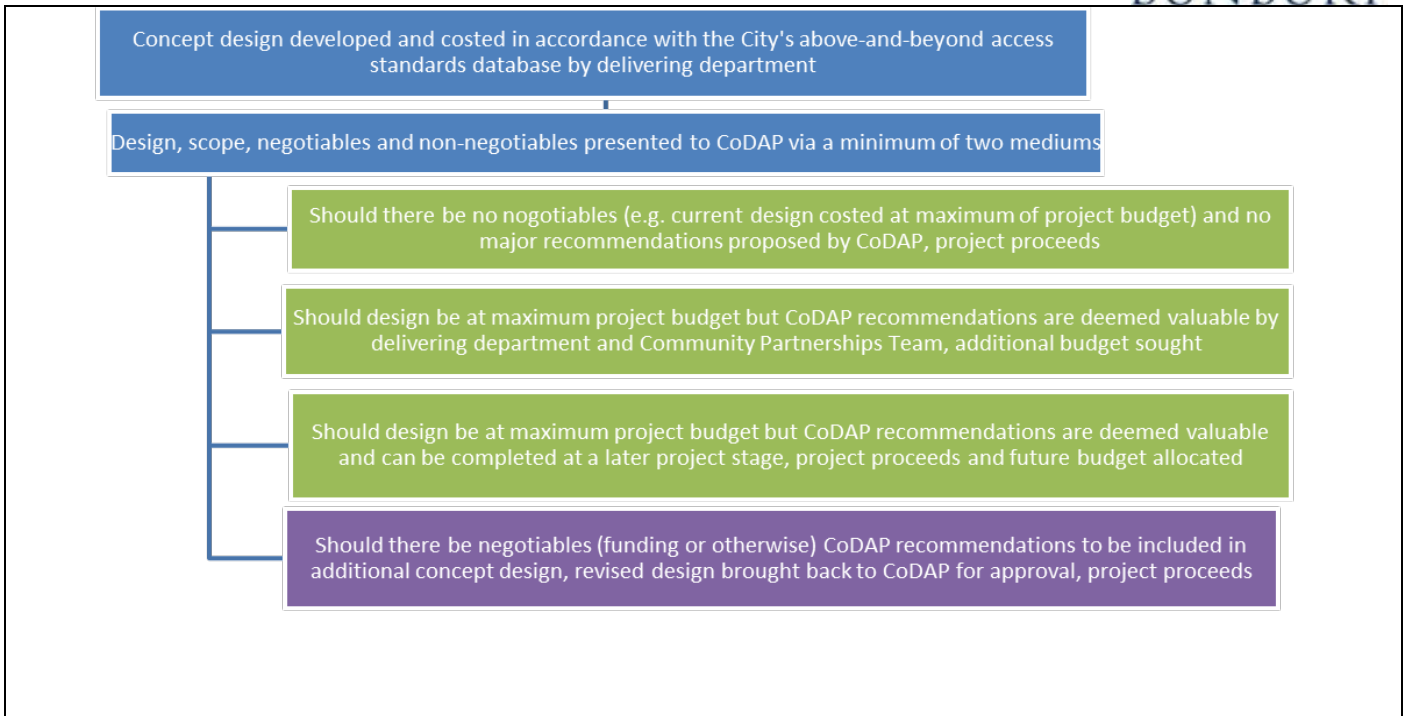
- o Consultation shall take place at the concept design stage to ensure there is ample opportunity for meaningful input and to ensure time and resources are used efficiently and effectively;
- o Multiple opportunities for consultation throughout all stages of the project shall be provided;
- o A variety of consultation methods shall be used to Panel members of differing abilities have an opportunity to be included in the process;
- o A feedback loop between CoDAP members and designers/project managers shall exist throughout all stages until the final design is completed;
- o The CoDAP consultation process may affect the overall timeline of the project delivery and therefore this process needs to be accounted for within project management timelines;
- o The CoDAP consultation process will reduce the likelihood of future complaints and the need to retrofit to address access related issues and so whilst this consultation may extend the project timeline and/or budget in the beginning stages, it decreases the likelihood of user dissatisfaction and retrofit following implementation;
- o Should there be turnover of key staff in delivering departments, incoming staff shall complete a minimum of one (1) site visit with member/s of the CoDAP in order to understand the lived experience of disability;
- o Should a project arise that meets CoDAP referral criteria however a project of similar scope has been addressed by CoDAP in the last six (6) months, staff may plan the project in accordance with previous recent lessons learnt rather than referring it to CoDAP;
- o City delivered projects requiring statutory approval via the Development Coordination Unit (DCU) must have been reviewed by the CoDAP prior to approvals being granted, apart from instances wherein as per the above point projects of a similar scope have been addressed by CoDAP in the last (6) months.

Methods of Consultation
Consultation with the CoDAP must involve at least one (1) of the following tools as well as email correspondence, noting that the methods of consultation selected must ensure that members of the Panel with varying abilities can meaningfully participate:
- o PowerPoint presentations of the project using illustrations, photos and plain English explanations;
- o Site visits and walk throughs at project location with the project's design team;
- o Face-to-face meetings to review preliminary plans.
Consultation
flowchart

*** THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED – LATEST VERSION ON SERVER – DO NOT RETAIN PREVIOUS VERSIONS ***

City of Bunbury Policy/Guideline Relevance:

Strategic Community Plan 2018 – 2028
Disability Access & Inclusion Plan 2017 – 2022
MARCIA Research Report 2018
Access & Inclusion Policy

Procedure Owner:	*Manager, Community Services*
Next Review Date:	*7 February 2020*
First Adopted:	*7 February 2019*