

Disability Access and Inclusion Committee

Minutes

18 September 2024

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 owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders past, present and emerging.

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 18 September 2024 at 4:00PM

Georgia-Mae O'Brien
Acting Manager – Community Connection



Minutes 18 September 2024

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 Ben Andrew	Chairperson - Councillor Representative
Cr Karen Turner	Councillor Representative
Cr Gabi Ghasseb	Councillor Representative
Rob Manning	Community Representative
Rebecca Shepherd	Community Representative
Georgia- Mae O'Brien	Proxy for Chief Executive Officer – City of Bunbury

Support Staff:

Name	Title
Sue Alexander	Community Development Officer – Inclusion
Amanda Gardiner	Community Development Officer – Diversity and Social Inclusion

1. Declaration of Opening

The Presiding Member declared the meeting open at 4.06 pm.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

4. Attendances

Rebecca Shepherd attended virtually and left meeting at 5.14PM.

Amanda Gardiner attended virtually and left meeting at 5.00PM.

4.1 Apologies

Cr. Gabbi Ghasseb was an apology.

Karin Strachan, Director of Corporate and Community, City of Bunbury was an apology.

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 Minutes in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the
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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 22 May 2024 have been circulated.

Recommendation

That the Minutes of the Disability Access and Inclusion Committee Meeting held 22 May 2024 to be confirmed as a true and correct record.

Committee Decision

The recommendation (as printed) was moved by Cr Karen Turner, seconded Rob Manning.

CARRIED UNANIMOUSLY
5 votes “for” / Nil votes “against”

7.1 Review of DAIC Action Register from DAIC Workshop 2 held 10 July 2024

Updated DAIC Action Register (attached at Appendix 4) for noting.

8. Petitions, Presentations and Deputations

8.1 Petitions

Nil

8.2 Presentations

Nil

8.3 Deputations

The following persons requested to address the Disability Access and Inclusion Committee in relation to the following items:

10.3 Additional Changing Places facility in Bunbury

- Adam Johnson
- Gemma Byrne
- Amy Wright

9. Method of Dealing with Minutes Business

Items are dealt with in the order that they appear.

10. Reports

10.1 CoDAP Feedback Report – Bin Tactiles and Communication Board – Waste Education

File Ref:	COB/1774
Applicant/Proponent:	Internal
Responsible Officer:	Sue Alexander, Community Development Officer
Responsible Manager:	Georgia-Mae O’Brien, Acting Manager Community Connection
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Appendix 1: CoDAP Request Form Appendix 2: CoDAP Feedback Report

Summary

The purpose of this report is to provide DAIC with the City’s Co-Design Access Panel (CoDAP) Feedback Report for the Bin Tactile and Waste Education Communication Board project.

The City’s Co-Design Access Panel (CoDAP) comprises of people with a lived experience of disability as well as industry professionals to assist the City to embed accessible and inclusion design principles across its services, buildings, facilities, open spaces, and other projects.

As per the Committee’s Terms of Reference (as below) DAIC is to be provided with any reports from the Co-Design Access Panel for review.

5. *To review any reports provided by the Co-Design Access Panel;*

Executive Recommendation

That the Disability Access and Inclusion Committee:

1. Review and accept the *CoDAP Request Form* (**attached** Appendix 1)
2. Review and accept the *CoDAP Feedback Report* (**attached** 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

The City's CoDAP also provides the same service to external State Departments across Bunbury such as the Transforming Bunbury Waterfront Project.

Background

The City's CoDAP collaborates with City staff to ensure we are exceeding community expectations in relation to disability access and inclusion through providing advice and insights relating to access and inclusion within a Co-Design Framework that may not necessarily be covered by the current Australian Standards.

CoDAP members are required to attend CoDAP meeting on a needs basis which is currently monthly. CoDAP panel members provide this valuable service within a volunteering context.

CoDAP co-ordination is the responsibility of the Community Development Officer – Inclusion and is positioned within the Corporate and Community Directorate.

The Team Leader for City Planning also attends all CoDAP meetings.

CoDAP members include four (4) CoDAP members that are continuing their membership as they were previous members, (2) members who are also current DAIC members and (4) new community members.

Council Policy Compliance

The City's CoDAP has two (2) guiding documents.

- CoDAP Terms of Reference latest version 2020 (**attached** Appendix 5)

Review currently being undertaken involving Community Development Team, CoDAP and Infrastructure.

- Co-Design Access Panel Work Procedure latest version 2019, (**attached** Appendix 7)

CoDAP links to DAIP 2023-2028 and

- **DAIP 2023-2024**
Action 2.2.1, Review work procedure for CoDAP to ensure all major project design systems include consultation with CoDAP.
- **Health and Wellness Plan 2021-2026**
City of Equity 3.5.5, Facilitation of disability access consultation through the Co-Design Access Panel (CoDAP).

Legislative Compliance

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

Officer Comments

City staff who wish to engage with CoDAP are required to complete a “CoDAP Request Form” (**attached** Appendix 1) which provides an overview of their project and what they would like CoDAP members to provide feedback/recommendations on.

Once City Staff have attended a CoDAP Meeting a “CoDAP Feedback Report” (**attached** Appendix 2) is produced by the Community Development Officer – Inclusion to Report feedback and recommendations from CoDAP relating to the project presented to CoDAP and as a planning tool for staff when planning similar future projects.

All City of Bunbury projects that are presented to CoDAP are recorded on an internal CoDAP Register which can be accessed to review past CoDAP Feedback Records as part of the ongoing development of any services or projects.

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.

Committee Decision

The recommendation (as printed) was moved by Rob Manning, seconded Cr Karen Turner.

CARRIED UNANIMOUSLY
5 votes “for” / Nil votes “against”

10.2 DAIC Action Record Review from Workshop 2- 10 July 2024

File Ref:	COB/516
Applicant/Proponent:	Internal
Responsible Officer:	Sue Alexander, Community Development Officer
Responsible Manager:	Georgia-Mae O’Brien, Acting Manager Community Connection
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<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
Attachments:	Appendix 4: DAIC Action Register July 2024

Summary

The purpose of this report is for the Disability Access and Inclusion Committee (DAIC) to review the DAIC Action Record from the DAIC Workshop 2 held on 10 July 2024 (attached Appendix 4).

Executive Recommendation

That the Disability Access and Inclusion Committee note:

1. Actions recorded in the DAIC Action Record for DAIC Workshop held 10 July 2024.

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 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

Members of the Disability Access and Inclusion Committee requested the implementation of quarterly (4) workshop sessions in addition to the current quarterly (4) DAIC meetings within a 12-month period.

The purpose of the Disability Access and Inclusion Committee workshops, as decided by DAIC members include:

- To discuss and explore potential agenda items to be included in the DAIC meetings.
- To enhance DAIC's connection to City of Bunbury Co-Design Access Panel by inviting them to two future DAIC workshops to share knowledge and experiences relating to access and inclusion.
- To engage in presentations, guest speakers and other activities.
- To plan future actions relating to the City of Bunbury's aspiration of becoming the Most Accessible Regional City in Australia.
- Other activities as identified by DAIC members.

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

Coordination of the DAIC workshops will be undertaken by the Community Development Officer – Inclusion.

Actions from DAIC workshops will be recorded in the DAIC Action Register for review at DAIC meetings.

Analysis of Financial and Budget Implications

Budget and financial implications may arise via the action register, should actions proceed to internal operational projects/motions to council.

Community Consultation

Not applicable.

Councillor/Officer Consultation

Not applicable.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Not applicable.

Committee Decision

The recommendation (as printed) was moved by Rob Manning, seconded Cr, Karen Turner.

CARRIED UNANIMOUSLY
5 votes “for” / Nil votes “against”

10.3 Additional Changing Places Facility in Bunbury.

File Ref:	COB/1731
Applicant/Proponent:	Internal
Responsible Officer:	Sue Alexander, Community Development Officer
Responsible Manager:	Georgia-Mae O'Brien, Acting Manager Community Connection
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<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
Attachments:	Appendix 5: Letter from Adam Johnson and Gemma Byrne (CoDAP Members) proposing new Changing Places facility. Appendix 6: Images of Changing Places Information

Summary

The purpose of this report is for the Disability Access and Inclusion Committee (DAIC) to review correspondence addressed to the Disability Access and Inclusion Committee from Adam Johnson and Gemma Byrne (**attached** Appendix 5) advocating for a need for a Changing Places Facility within the City of Bunbury central business district.

Executive Recommendation

That the Disability Access and Inclusion Committee note:

1. The request outlined in the correspondence received from Adam Johnson and Gemma Byrne on for a new Changing Places facility to be located within the City of Bunbury Central Business District.
2. Determine if further investigation should be undertaken by internal City officers to produce a report for council consideration.

3. Respond to this request based on outcomes from committee discussions via a letter to Adam Johnson and Gemma Byrne.

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 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

City of Bunbury Co-Design Access Panel members, Dr Adam Johnson and Gemma Byrne emailed the Community Development Officer – Inclusion on 19 July 2023, this letter was addressed to the Disability Access and Inclusion Committee to advocate for the need for a Changing Places facility to be built within the toilet block located next to the Bunbury and Heritage Centre. (attached Appendix 5).

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

A Changing Places toilet facility allows people with high support needs to participate in all elements of community life, without having to limit their time out due to concerns about being able to access a suitable toilet.

Without Changing Places toilets, many people are unable to fully immerse themselves in the community, not out of choice, but because of the lack of suitable public toilets.

Changing Places facilities include:

- A height-adjustable adult-sized change table.
- A constant-charging ceiling track hoist system.
- A centrally located peninsula toilet.
- Additional circulation space more than standard accessible toilets.
- An automatic door with a clear opening of 950mm at a minimum and a privacy screen. (Changing Places, 2024)

The City of Bunbury has implemented two Changing Places facilities which are located at:

- Koombana Bay (all hour's facility) Established in 2018.
- SouthWest Sports Centre (available during opening hours) established in 2018.

Koombana Bay Changing Places facility was constructed using partial funding from Department of Social Services. Department of Social Services funding for Changes Places is currently not receiving applications and it is unknown when this funding will be available in the future.

Alignment of this request to actions within the City of Bunbury Disability Access and Inclusion Plan 2023-2028 include:

DAIP Objective 2.1 Review City of Bunbury existing buildings and facilities and upgrade where possible to improve accessibility.

DAIP Action 2.1.1 Identify opportunities to increase the number of accessible toilets across Bunbury as part of the of the City’s condition audits -2023/2024.

DAIP Objective 2.3 Improve access within Bunbury CBD with a focus on making it more pedestrian friendly.

DAIC Action 2.3.2 Review signage in CBD for toilets, amenities, and other important information to ensure it its accessible and available – 2026/2027.

Prior to the meeting, the DAIC Chairperson was provided with information regarding Changing Places for approval. Approval was granted to present the information during the meeting. The DAIC members viewed the following videos during the meeting:

1. [Changing Places - How to Use the Changing Places Toilet](#)
2. [Changing Places - Installation Example](#)
3. [Changing Places - Introduction](#)

The following images were shared with DAIC members during the meeting for reference refer (**attached** Appendix 7)

Analysis of Financial and Budget Implications

Should the committee choose to request further investigation resulting in a report for council consideration, there may be future budgetary impacts required to implement recommendations.

Community Consultation

Not applicable.

Councillor/Officer Consultation

The Community Development Officer – Inclusion provided information on the Department of Communities current Changing Places expression of interest questionnaire which will be exploring interest from Local Governments and organisations wanting to implement a Changing Places facility within the next 2 years.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Not applicable.

Committee Decision

The recommendation as amended was moved by Cr Karen Turner, seconded by Rob Manning.

That the Disability Access and Inclusion Committee:

1. Note the request outlined in the correspondence received from Adam Johnson and Gemma Bryne for a new Changing Places facility to be located within the City of Bunbury Central Business District.
2. Request further investigation be undertaken by City officers to produce a report for council consideration by 24 November 2024.
3. Respond to this request based on outcomes from committee discussions via a letter to Adam Johnson and Gemma Bryne.

CARRIED UNANIMOUSLY

5 votes “for”/Nil votes “against”

10.4 Most Accessible Regional City in Bunbury (MARCIA) Update

File Ref:	COB/1731
Applicant/Proponent:	Internal
Responsible Officer:	Sue Alexander, Community Development Officer
Responsible Manager:	Georgia-Mae O’Brien, Acting Manager Community Connection
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<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
Attachments:	

Summary

The purpose of this report is to provide members of the Disability Access and Inclusion Committee (DAIC) with information on current action being undertaken to re-activate the City of Bunbury’s aspiration to become the Most Accessible Regional City in Australia (MARCIA) with discussions relating to the broader ambition of becoming the Most Accessible Region in Australia (MARIA).

Executive Recommendation

That the Disability Access and Inclusion Committee:

1. Note actions currently being undertaken to activate the City of Bunbury’s aspiration to become the Most Accessible Regional City in Australia.
2. Note the commitment the Disability Access and Inclusion Committee has made to undertake future actions to support his aspiration.
3. Are advised that the City has registered MARCIA as a major project within the City’s project framework, with budget review requested to establish a project budget in October 2024.

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 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

Since 2013 the City of Bunbury, the former City of Bunbury Community Access Committee initiated the aspiration for Bunbury to become the Most Accessible Regional City in Australia. This is related to Bunbury as a capital city in a non-metro area, focusing on the City of Bunbury geographic footprint.

The below brief timeline outlines activation that has been undertaken to support this aspiration.

- **2013** - MARCIA was first conceived by the City of Bunbury's Community Access Committee in 2013 when members of the Committee began to inquire about how Bunbury compared, in terms of disability access and inclusion to another similar-sized regional City's in Western Australia such as Geraldton, Albany and Kalgoorlie.
- **2014** - The Community Access Committee explored the idea of developing a 'friendly completion' for the title of Most Accessible Regional City in Australia, as a way of promoting action on access and

inclusion. The Committee then proposed a challenge: What would it for Bunbury to become the most accessible regional city in Australia?

- **2014** - Council responded by adopting the following resolution: Council Decision 263/2014: The Council sets a goal to become the Most Accessible Regional City in Australia by 2020-21.
- **2018 MARCIA Research Report** - A 12-month research project was undertaken to identify recommendations for the City of Bunbury to achieve MARCIA. This project was undertaken by Dr. Adam Johnson in collaboration with Edith Cowen University.
- **2023 MARCIA Review Report** – this report provides information on outcomes of the MARCIA Recommended Actions as mentioned in the MARCIA Research Report 2018 and the correlation between some MARCIA recommendations and the City’s current Disability Access and Inclusion Plan 2023-2028.
- **2024 - Disability Access and Inclusion Committee.** The City of Bunbury’s Disability Access and Inclusion Committee (DAIC) commences exploring developing a roadmap to support ongoing actions that support the achievement of this aspiration.

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 City has registered MARCIA as a major project within the City’s project framework. A project manager has been assigned, with a budget review being requested to establish a project budget in October 2024. By implementing a project-based approach relating to our aspiration to be the Most Accessible Regional City in Australia, the City will undertake a review of current and future resourcing to ensure longevity and success of this project.

Analysis of Financial and Budget Implications

This action will just in ongoing budget implications (yet to be fully conceived) including the review of the project budget in October – requested amount is \$75,000. Additionally, an annual operating budget will be requested via the City’s internal operating processes.

Community Consultation

Not applicable.

Councillor/Officer Consultation

Not applicable.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Not applicable.

Committee Decision

The recommendation (as printed) was moved by Rebecca Shepherd, seconded by Cr Karen Turner.

CARRIED UNANIMOUSLY
5 votes “for” / Nil votes “against”

11. Applications for Leave of Absence

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 held on 20 November 2024.

15. Close of Meeting

The Presiding Member declared the meeting closed at 5.28 pm.