

TOWN OF BASSENDEAN
NOTICE OF MEETING OF THE
ACCESS AND INCLUSION ADVISORY COMMITTEE

Dear Committee Member

A meeting of the Access and Inclusion Advisory Committee will be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Wednesday 13 September 2017, commencing at 10.00am.

Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

6 September 2017

A G E N D A

1.0 **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Acknowledgement of Country

The Town of Bassendean acknowledges the Nyoongar People as the traditional custodians of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

2.0 **PUBLIC QUESTION TIME AND ADDRESS BY MEMBERS OF THE PUBLIC**

Members of the public who wish to do so may ask questions and address the Committee at this point in the agenda.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

4.0 DEPUTATIONS

5.0 CONFIRMATION OF MINUTES

5.1 Minutes of meeting held on 5 July 2017

OFFICER RECOMMENDATION – ITEM 5.1

That the minutes of the Access and Inclusion Advisory Committee meeting held on 5 July 2017, be confirmed as a true record.

6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

7.0 DECLARATIONS OF INTEREST

8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

9.0 REPORTS

9.1 Disability Action Improvement Plan Review

Funds have been secured in the 2017/18 Budget to engage a consultant to re-write the Town's DAIP. A process is required to be followed. This includes a comprehensive community engagement process.

While the DCD position will be backfilled during his extended long service leave, it is not anticipated the work will commence on this project until his return in February 2018.

OFFICER RECOMMENDATION – ITEM 9.1

That the Committee notes that re-writing the Town's DAIP is scheduled for the first quarter in 2018.

9.2 DAIP Action Plan Implementation

Ordinarily, the agenda would be accompanied by a report detailing the DAIP actioned implemented since the previous meeting. There are no new implementation initiatives since the last meeting.

OFFICER RECOMMENDATION – ITEM 9.2

That the Committee notes that a DAIP Action Plan Implementation update report was not provided as there is no known new implementation initiatives commenced since the last meeting.

9.3 Seniors & Disability Services Business Unit Update

The Manager Seniors and Disability Services provided the following update report on the Business Unit activity:

Workforce Update

- Temporary arrangements continue to be in place to manage client coordination, due to departures and returns from leave, as well as the NDIS implementation.
- All staff members have been asked to be flexible with working across the business unit as client numbers continue to stay low in the day centre but increase in home care.
- Continue to reorganise workloads in the office to manage the increased administration and compliance requirements across the business unit.

Home Care Packages (HCP)

- We are at 30 packages all up – 2 level 4, 2 level 3 and 26 level 2. Very few new level 3 and 4 packages being released across the sector and clients are waiting.
- Reasons for movement include, going into care and one chose to transfer out to another provider.
- We did gain one that chose to transfer to us from a Brokerage organisation however.

Home and Community Care (HACC)

- I have completed the mapping exercise requested for the transitioning from HACC to CHSP (Commonwealth) in 2017-2018.
- With the Cities of Bayswater and Wanneroo transitioning out of HACC Services I have expanded our geographic boundaries beyond our LGA and notified RAS. We are starting to see a nice flow of referrals again and are getting new enquires from word of mouth as well as those LGAs.

NDIS

- We continue to work through participants (under 65s) as they become eligible for NDIS, negotiating Agreements in line with their plans and their budgets. This has been a complex and laborious endeavour as most plans are poorly written and only NDIS can see how the budget is set up or being accessed. This leaves providers scrambling in the dark after the same bucket of money and its first in best dressed otherwise spend days and weeks trying to unravel the mess after the fact.
- So far, I have set up 10 participants on the NDIS Portal and have claimed for the services we have provided directly up to the end of July. This part of the system is brilliant once set up and working. Claims are processed immediately and payment is in our bank account within days.
- We have billed other organisations for a further 3 participants who have “plan management” as well as a couple more directly as they are self-managed so the money is starting to flow through.

Hyde Retirement Village

- The fee structure has been revised with changes to the ingoing fee for the first time in quite a significant time. It is now \$60,000 and everyone the waitlist has been notified of the change.
- The admin fee has also gone up slightly.
- 1 unit still vacant due to prospective resident withdrawing
- Preparations are complete for the upcoming AGM in October.

Brokerage

- Still going well and supplementing the Business Unit's revenue; we doubled the budgeted income for the 2016-2017 financial year and with some of the Under 65's receiving NDIS funding are coming through as fee for service/private through other organisations I anticipate the trend to continue.

New Client Management Software

- We are learning more about the system and have just scratched the surface of its capabilities, however, there are still some bugs to work out such as invoicing and payroll. Unfortunately, we have had to generate manual client invoices this month but are hopeful the issue will be resolved for next month.
- The team is doing exceptionally well to master its intricacies with rostering/scheduling and managing client records.
- The Mobile Time and Attendance (MTA) side of it has made the lives of the schedulers and the workers using it much easier. Everyone has adapted very well.

Finance

- Acquittals are due over the next 2 months for HACC, CACP and the HRV AGM and a lot of time is going into preparing the data and doing the financial analysis/ breakdown between programs.

OFFICER RECOMMENDATION – ITEM 9.3

That the report on the Seniors and Disability Services Business Unit activity, be received.

9.4 Other Committee Business

This item is retained as a standing item and allows Committee members to raise items of importance that have not otherwise been dealt with at the meeting.

OFFICER RECOMMENDATION – ITEM 9.4

That the Other Committee Business items raised by members be received.

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

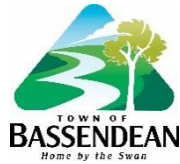
12.0 CONFIDENTIAL BUSINESS

13.0 CLOSURE

This is the last meeting of Committee prior to the Ordinary Council Elections scheduled for 17 October. As such, the Committee's term expires with this meeting. Council will appoint members to Committee for a 2-year term following the elections. All current members are entitled and encouraged to re-nominate for the new term of Committee.

Please find attached a nomination form. Members are encouraged to complete the form at the meeting.

The next meeting is to be held on Wednesday, 6 December 2017, commencing at 10.00am.



TOWN *of* BASSENDEAN

NOMINATION FOR COMMITTEE — 2017/2018

I wish to nominate for the following:

COMMITTEE: _____

NAME: _____

ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____ (H) _____ (W)

_____ (M) _____ (Email Address)

Please provide some information on why you would like to join the Committee and any skills you can use to assist the Committee.

This section must be completed.

Please indicate below how you would like to receive correspondence. **Members are encouraged to receive correspondence by email.**

Email

Mailing Address

SIGNED: _____ DATE: _____

Please return to Yvonne Zaffino at the Town of Bassendean, 48 Old Perth Road, Bassendean, or email to yzaffino@bassendean.wa.gov.au .