

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 2 December 2015, commencing at 10.00am.

Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

25 November 2015

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 ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

The Committee's Instrument of Appointment & Delegation states that the Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders Local Law 2011.

As this is the first Committee meeting since the Local Government Elections in October 2015, the positions for Presiding Member and Deputy Presiding Member must be decided.

The Director Community Development will conduct the election of the Presiding Member under delegated authority of the CEO. The Presiding Member will then call for nominations for Deputy Presiding Member.

Nominations must be made in writing (nomination form attached as Attachment 1) and a secret ballot will be conducted to decide the positions.

3.0 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.

4.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

5.0 DEPUTATIONS

6.0 CONFIRMATION OF MINUTES

6.1 Minutes of meetings held on 9 September 2015

OFFICER RECOMMENDATION – ITEM 6.1

That the minutes of the Access and Inclusion Advisory Committee meeting held on 9 September 2015, be confirmed as a true record.

7.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

8.0 DECLARATIONS OF INTEREST

9.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

10.0 REPORTS

10.1 Instrument of Appointment and Delegation

As this is the first meeting of the new Committee, members are asked to review the current Instrument (see attached as Attachment 2) for opportunities for improvement.

Of particular interest is the Committee's objectives that should continuously be reviewed to reflect contemporary legislation and terminology.

OFFICER RECOMMENDATION – ITEM 10.1

That the Committee recommends that Council approves the following amendments to the Committee Instrument of Appointment and Delegation:

_____.

10.2 Nomination to Committee

Membership to Committees of Council, including the DAIC was recently advertised. All nominations received to sit on the DAIC were supported by Council. Membership to Committee is seven being one Councillor and six community and agency representatives. The Instrument of Appointment and Delegation provides that the Committee shall consist of eight members and so one position is currently vacant.

In the past, where more nominations are received than required, practice has been to encourage participation and amend the Instrument of Appointment and Delegation to accommodate all nominees.

Now that nominations have not filled all vacancies, Committee is requested to consider the current Committee membership composition and whether additional members would benefit the functioning of Committee.

Alternatively, to ensure achieving a quorum at meetings and the Committee's ability to achieve an absolute majority vote when required, Council should be asked to amend membership in the Instrument of Appointment and Delegation to reflect current membership numbers.

Other Committees of Council exist where the number of nominations failed to fill the quota. Council has resolved to readvertise for those vacancies.

OFFICER RECOMMENDATION – ITEM 10.2

That Committee encourages nominations by suitable candidates for the vacant Committee position when next advertised.

10.3 DAIP Action Plan Implementation

An updated DAIP Action Plan was included with the Agenda as Attachment 3.

New comments are highlighted to make them easy to identify.

OFFICER RECOMMENDATION – ITEM 10.3

That the DAIP Action Plan Implementation Update report, be received

10.4 Seniors & Disability Services Business Unit Update

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

Human Resources

- Two new Support Workers commenced this month, Natalie Dober and Joan Dreyer.
- Roger Wooley, HGM Officer, retired on 27 November after 7 years with the Town. David Grosvenor has commenced in the role.
- Liz Lockley commenced as CDC Coordinator on 2 November, replacing Clare Allan who left to move interstate.
- Renae Hadley, Activity Officer, on maternity leave, has advised HR she will not be returning to the Town.

Home Care Packages

- We are still at 17 filled packages and 11 vacant.
- With the commencement of the new coordinator, a greater focus on marketing is now a priority. We are already utilising the Library and have negotiated a stand at the shopping centre in January.
- The client invoicing is getting easier as we continue to improve our processes.
- The Aged Care On-line Claiming system is working well and we are up to date with payments.

Unfortunately with the new subsidy allocations and the reduction in client numbers, we have only billed \$75,000.

Home and Community Care

- We had an out of area request by one RAS Assessor to provide home and garden maintenance, which we accepted. Apparently, all providers are full, so all RAS providers have been advised of our availability/capacity to go out of area.

Hyde Retirement Village

- Units 20 and 24 are now occupied; we have 2 new residents Blazenka Vukinovac and Inez Minc.

Brokerage

- Brokerage continues to grow in client numbers (13) and in revenue. Although its not completely offsetting the loss on HCP, its obviously helping and of course with the potential for future growth it provides for an additional revenue stream.
- For now Jenny Quartermaine is still coordinating the brokerage clients and providing the interface with their organisation in addition to her existing role of Day Centre Coordinator.

International Day Of People With Disability – 2015 (IDPWD)

- IDPWD was again held in conjunction with St Michaels Primary School on Wednesday 25 November. The event has proved slightly earlier than the designated UN day due to the schools commitments.

TADWA, Catch Music and Robyn Lambird, (a brilliant wheelchair rugby player and athlete) manned separate activity stations. The students participated in the activities and rotated thorough the stations. To accommodate all the children the day ran from 10 am to 1 pm with 6 half hour timeslots.

OFFICER RECOMMENDATION – ITEM 10.4

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

10.5 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 10.5

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

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

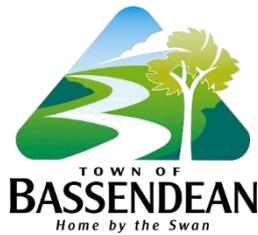
12.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

13.0 CONFIDENTIAL BUSINESS

14.0 CLOSURE

The next meeting is scheduled to be held on Wednesday, 9 March 2016, commencing at 10.00am.

Attachment 1



TOWN of BASSENDEAN

2015/17 TERM

I would like to nominate _____ (insert name) for the position of Presiding Member/Deputy Presiding Member (circle position applicable) of the Disability Access and Inclusion Committee.

Name: _____

Signed: _____

Dated: _____

Attachment 2



TOWN *of* BASSENDEAN

DISABILITY ACCESS & INCLUSION COMMITTEE

INSTRUMENT OF APPOINTMENT & DELEGATION

1. INTRODUCTION

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Bassendean Disability Access & Inclusion Committee, (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in Section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Town's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act in accordance with this instrument and the Local Government Act 1995, local laws and the policy of the Town of Bassendean.

2. NAME

The name of the Committee shall be the Bassendean Disability Access & Inclusion Committee.

3. OBJECTIVES

The Committee will have the following objectives.

- 3.1 To consult with the community to identify barriers to access and inclusion existent in the community;

- 3.2 To work with and support the Town in working towards a genuinely inclusive community for all;
- 3.3 To prepare for Council a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have the same level of access to Council's facilities, functions, services and employment opportunities as all other members of the community;
- 3.4 To monitor the implementation of the Town's Disability Access and Inclusion Plan (DAIP) and prepare statutory obligation reports to Council and other stakeholders on the progress of the DAIP;
- 3.5 To review the Disability Access and Inclusion Plan in accordance with legislative obligations and make recommendations to Council to improve and update the plan; and
- 3.6 To maintain networks with people with disability, their carers and service providers.

4. MEMBERSHIP

Membership of the Committee shall consist of 8 members, being:

- One appointed Councillor;
- Residents and others with disability who express identification with the community in the Town;
- Carers of residents and others with disability who express identification with the community in the Town,
- Representatives of organisations who provide services for people with disability; and
- Individuals who have skills, experience, interest and commitment to contribute to a truly inclusive community for all.

5. PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders (Local Law No 1).

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the Mayor, or the CEO if the Mayor agrees.

The Presiding Member and members of Council committees are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the Committee or Council without the prior approval of the Mayor.

6. MEETINGS

The Committee shall meet quarterly, or as agreed by the members.

Notice of meetings shall be given to members at least 3 days prior to each meeting.

If any member is absent from 3 consecutive meetings without leave of the Committee, then the member shall immediately forfeit their position on the Committee. The Council shall be informed of the vacancy and will appoint a replacement member for the balance of the term of appointment.

The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.

All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding must cast a second vote.

7. QUORUM

Quorum for a meeting shall be four members. A decision of the Committee does not have effect unless it has been made by a simple majority.

8. DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

9. TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) At the direction of Council.

10. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT & DELEGATION

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days' notice to the Committee.

11. COMMITTEE DECISIONS

Committee decisions shall not be binding on Council if such decisions are in conflict with the powers delegated by the Council to the Committee.

Attachment 3

**DAIP 2012 – 2017 ACTION PLAN
STRATEGIES IDENTIFIED TO OVERCOME BARRIERS
AND DEVELOP OPPORTUNITIES**

Outcome 1 People with disabilities will have the same access to services of and any events organised, by a public authority

No.	STRATEGIES	TIME FRAME	STATUS
1.1	Council, Corporate Management Team meetings and other planning sessions are to consider the needs of people with disability (PWD) to maximise access through advertising, venue selection and support services	Ongoing	Inclusiveness a mandatory consideration with all decision making
1.2	PWD to be informed that alternative arrangements can be made for the payments of rates, e.g., Visa Card, electronic banking etc. Officers to investigate alternative payment methods that enhance accessibility for all.	Ongoing	EFT provided & used by 70%. New methods assessed as emerge. ToB investigating use of new digital strategies
1.3	Facilitate inclusion of members of the WINGS group in all SDS services	Ongoing	Business as usual
1.4	Supplement and complement transport services, encourage community use of wheelchair accessible bus including on weekends.	Ongoing	Business as usual
1.5	Children's Services has an inclusion policy for both Out of School Care and Long Day Care	Ongoing	OSC no longer offered. Policy in place for Long Day Care

No.	STRATEGIES	TIME FRAME	STATUS
1.6	Special Needs Support Scheme funding is accessed from Special Resource Unit for Children with Special Needs when 1 to 1 care is required.	Ongoing	Acquired on an as required basis. Children currently in care with support workers
1.7	Staff work with Eastern Region Metropolitan Supplementary Services Team in Midland on training and placement programs.	Ongoing	SUPPS and other support agencies
1.8	Ensure staff and volunteers are trained to support PWD in a welcoming and inclusive way	Ongoing	Business as Usual Sourcing new trainer. Being planned for Q1 2016
1.9	Purchase suitable equipment or modify to enhance communication with people with disabilities.	Ongoing	Updated as become available
1.10	Course providers to be made aware of disability access and awareness. Provide specific support, such as volunteers, to assist people with disabilities to participate. Brochure promotes: "people with special needs encouraged to participate" on the cover.	Ongoing	Business as Usual
1.11	Courses offered include activities designed for PWD's and be as inclusive as possible. Venue suitability judged against access criteria and accessible venues to be priority for community events. Course instructors' recruitment to include awareness of the needs of PWD.	Ongoing	Ongoing. In conjunction with S&DS where appropriate
1.12	Accessible furniture and equipment for the Bassendean Library Services to be purchased as required in the annual budget, eg,	Budget planning cycle	Good levels of equipment are provided and maintained.

No.	STRATEGIES	TIME FRAME	STATUS
	adjustable tables, illuminated magnifying glasses, large print books, audiocassettes, large print screens etc. Wheelchairs and trolleys to be available for PWD's on request.		This is ongoing
1.13	Utilise new technology as it emerges to facilitate accessibility. Internet access to be promoted to PWDs, their families and carers. Library housebound delivery service to be promoted to PWD & carers.	Ongoing	Increased awareness of services is an ongoing programme; Increased use of technology will continue to improve access.
1.14	Provide transport for PWD's to activities, outings and medical appointments as appropriate and promote services through pamphlets, newsletters, Internet, marketing, and through community groups.	Ongoing within Business planning cycle	Ongoing where available and appropriate
1.15	Ensure programs are inclusive and meet legislative requirements.	Ongoing	Business as usual
1.16	Advertise programs widely and include clause on the inclusion of PWD's. Liaise with other groups, Disability Services Commission, Local Area Co-ordinators and Leisure Services to ensure services are being offered to the target group.	Ongoing	Business as Usual
1.17	Provide Planning and Building information sheets and information on the website.	Ongoing	Info sheets and policies accessible on the website

1.18	Identify people with disabilities in the community who need assistance with waste collection and recycling bins and other such services.	Ongoing	Arrangement provided with waste management contractor
1.19	Ensure parking local laws provide adequate bays for Australian Disability Parking Permit holders and penalties for misuse of bays.	Ongoing	Business as usual
1.20	Monitor and enforce the parking local laws.	Ongoing	Business as usual
1.21	Provide individualised attention to residents with disabilities if appropriate	Ongoing	As appropriate

Outcome 2: People with disabilities will have the same opportunity as others to access Buildings and Facilities of the public authority

	STRATEGIES	TIMEFRAME	STATUS
2.1	<p>Planned new Council facilities are to meet or exceed Australian standards. Civic Centre refurbishment.</p> <p>Remedial action to be undertaken on existing facilities in accordance with revised remedial works plan.</p> <p>Conduct bi-annual audits of publicly owned buildings and facilities and carry out remedial works to ensure the facilities are practically accessible.</p>	Remedial works determined by audit and allocated budget	<p>Compliance to BCA mandatory. Practical accessibility audit undertaken for remedial work.</p> <p>Program of remedial work developed and works budgeted and scheduled</p>
2.2	Encourage and acknowledge businesses in the Town to improve access (at their expense) to their buildings. To promote accessible places in the Town of Bassendean by compiling and distributing materials in appropriate formats.	Updated lists & Brochures	Business as usual

2.3	Implement special projects such as 'You're Welcome' to provide accurate information to PWD about the accessibility of council facilities, local businesses and services.	Ongoing	Implemented Bassendean Inclusive Communities Project funded by DSC Local Government Count Me In Inclusion Grant
2.4	Hyde Retirement Village (HRV) access maintenance to be replaced as needed. Additional handrails to be located around HRV as required.	Remedial work subject to audit, priority & budget	Done
2.5	Ensure hazard management compliance for all Town of Bassendean facilities.	Ongoing	Business as usual.
2.6	All significant events of the Town to be conducted in venues that are accessible to people with disabilities. e.g. Australia Day Fireworks and other events, Leisure Courses, etc.	Ongoing	Accessibility considered as part of event planning. Venue choice considered as part of the planning for the Town's programs and projects
2.7	Ensure compliance with the Building Code of Australia (BCA) as amended for all new buildings and significant alterations/ additions.	Ongoing	Compliance to BCA mandatory.
2.8	Continue annual program of remedial works to ensure that all Council buildings and facilities are continuously upgraded to provide access in keeping with the updated provisions of the BCA and the relevant Australian Standards.	Remedial work subject to audit, priority & budget	Program of remedial works developed and works budgeted and scheduled BCA compliance met

	<p>Ensure new works meets or exceeds disability access standards.</p> <p>Continue annual footpath renewal program that meets or exceeds Standards requirements</p>		
2.9	<p>Council to be aware of and provide submissions into the review processes associated with Australian Standards to ensure input into changes to facilities accessibility.</p>	Ongoing	<p>Submissions made when aware of the consultation</p>

Outcome 3 People with disabilities will receive information in a format that will enable them to access the information as readily as other people are able to access it.

	STRATEGIES	TIMEFRAME	STATUS
3.1	<p>Council website to be reviewed for ease of access to Council information, use of graphics and other aids if needed.</p> <p>Advertising of events and invitations that are inclusive for people with disabilities</p> <p>Advertising of TTY availability</p>	Ongoing	<p>The library website is upgraded monthly and improves with each upgrade</p> <p>All major event planning provides information on accessibility.</p> <p>Provision made to cater for people with disabilities (eg parking, accessibility to site, facilities</p> <p>ToB now subscribes to NRS</p>
3.2	<p>Website to be user friendly for people with vision impairments and to contain relevant information for people with disabilities.</p>	Ongoing	<p>Documents in HTML format wherever possible</p>

	STRATEGIES	TIMEFRAME	STATUS
3.3	TTY to be used as required and advertised to the community through the Bassendean Briefings.	Ongoing	ToB now subscribes to NRS
3.4	14 point font size to be used wherever possible.	Ongoing	Where ever possible
3.5	Leisure courses and public events to be advertised in clear brochures and provided in alternate formats.	Ongoing	Leisure courses and public events advertised through different methods. No alternative formats (eg print) currently available.
3.6	Council facilities such as the library and customer services to include a variety of materials in varied formats e.g. Large print, audio tapes, video & DVD's,	Ongoing	The library provides information in a wide variety of formats and can respond to individual requests for another format
3.7	Advertise and use TTY and appropriate IT tools when required. Ensure all information formats meet or exceed disability standards.	Ongoing	Town now subscribes to NRS and promotes the same.
3.8	Information provided to households to be clear and legible with contrasting colours and published on the website. Internet access to be promoted to PWD, their families and their carers	Ongoing	Being met
3.9	The Town's corporate documents such as the Strategic and other corporate plans are informative and comply with disability standards.	Ongoing	Being met
3.10	All Electoral Commission and Council official electoral notices and information to be accessible to all.	Ongoing	In accordance with WAEC policy

Outcome 4 People with disabilities will receive the same level and quality of service from the staff of Bassendean as other people receive from the staff of that public authority

	STRATEGIES	TIMEFRAME	STATUS
4.1	All staff to receive compulsory disability awareness training as part of their orientation/professional development. Refresher courses to be conducted every three years	Ongoing	Training scheduled for Q4 deferred to Q1 2016 – sourcing new provider.
4.2	DAIC members will assist with the development of a training package and recommend other relevant organisations	Ongoing	DAIC maintained informed on staff training program
4.3	Council members and volunteers to be given the opportunity to attend disability awareness training	Ongoing	New Councillor induction process
4.4	Commitment to all members of the local community in Council documents ensuring clear understanding that people with disabilities are included	Ongoing	Being met
4.5	Training for TTY and other appropriate tools for Customer Service and other relevant staff	Ongoing	Town now subscribes to NRS.

Outcome 5 People with disabilities will have the same opportunities as other people to make complaints to a public authority.

	STRATEGIES	TIMEFRAME	STATUS
5.1	The Disability Access and Inclusion Committee is to include PWD and their carers as one vehicle for Council consultations.	Ongoing-within election cycle	DAIC included PWD, carers and reps of industry groups
5.2	Grievance procedures to be advertised in various avenues including internet (Town's website) and Bassendean Briefings.	Ongoing	No further action taken.

5.3	The DCD to convene meetings of the DAIC and implement recommendations.	Ongoing	Quarterly meetings convened
5.4	Business Units to adhere to the Town Complaint Handling Manual and grievance procedures which are inclusive of people with disabilities.	Ongoing	Action includes new External Grievance Procedure currently being developed by the Wellbeing Committee

Outcome 6 People with disabilities will have the same opportunities as other people to participate in any public consultation by a public authority.

	STRATEGIES	TIMEFRAME	STATUS
6.1	Election advertising is to offer assistance for PWD to cast votes in the election. Postal voting to be used to maximise vote from PWDs. The internet to be accessible by PWD.	Ongoing- within election cycle	Postal voting used for all Council elections.
6.2	Community Transport and Seniors and Disability Services to assist PWD to access transport services if required to attend defined Council events/meetings	Ongoing	Community transport available to attend Town activities and medical appointments. Other transport opportunities such as to special events/meetings etc considered on a case by case basis.
6.3	The DCD to convene meetings of the DAIC and implement recommendations.	Ongoing	Quarterly meetings conducted

6.4	The DCD will conduct consultations through the DAIC with PWD's, their families, carers and disability organisations to provide an update on the implementation of the DAIP. This will include feedback on how well strategies are overcoming barriers and providing opportunities for people with disabilities to access services and facilities and fully participate in community life.	Quarterly and ongoing	Encouraging approach by DCD for DAIC members to be informed on barriers experienced by PWD's and to advocate on their behalf at the DAIC.
6.5	When undertaking community consultations, the Town will ensure that the information and processes are in accessible format to ensure the consultations are inclusive for all.	Ongoing	Multifaceted consultation tools apply routinely and include web-based, accessible public meetings, etc.
6.6	Officers are to ensure that community consultation mechanisms allow PWD's capacity to input into the consultation process.	Quarterly and Ongoing	Multifaceted consultation tools apply routinely and include web-based, accessible public meetings, etc.
6.7	PWD to provide feedback to Town's staff on required improvements to the Town's physical infrastructure and HRV if required.	Determined by audit priority and allocated budget	Consulted as a matter of practice for all planned new infrastructure
6.8	The Council's DAIC will continue to be a key mechanism for sourcing community comment and advice. The DAIC is encouraged to provide representation to public events and meetings of Council.	Ongoing	The DAIC continues to be the principle advisory source to Council and Committees

Outcome 7 People with disability have the same opportunities as other people to obtain and maintain employment.

	STRATEGIES	TIMEFRAME	STATUS
7.1	Ensure equal employment principles are upheld and reflected in all recruitment policies procedures and practices	ongoing	Equal Opportunity paragraph included in all job advertisements. Recruitment & Selection Procedure implemented which includes EEO principals.
7.2	Ensure equal employment principles are upheld and reflected in all workforce development activities	ongoing	Business as usual.