

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

Dear Committee Member

The meeting of the Town of Bassendean's Access and Inclusion Committee will be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Wednesday 14 March 2018, commencing at 10.00am.



Mr Bob Jarvis

CHIEF EXECUTIVE OFFICER

8 March 2018

AGENDA

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

Acknowledgement of Traditional Owners

The Town of Bassendean acknowledges the past and present traditional owners 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.

As this is the first Committee meeting, the positions for Presiding Member and Deputy Presiding Member are to be decided.

The Director Community Development will conduct the election of the Presiding Member under delegated authority of the Chief Executive Officer.

The Presiding Member will then call for nominations for Deputy Presiding Member.

Nominations for both of the aforementioned positions are to be made in writing on the provided nomination form. If there is more than one nomination for each position a secret ballot will be conducted to decide the positions.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

4.0 DEPUTATIONS

5.0 CONFIRMATION OF MINUTES

Nil.

6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

7.0 DECLARATIONS OF INTEREST

8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil.

9.0 **REPORTS**

9.1 **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) for opportunities for improvement.

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

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 not all vacancies have not been filled, the Committee is requested to consider the current Committee membership composition and how many additional members would benefit the functioning of the Committee.

OFFICER RECOMMENDATION – ITEM 9.1

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

9.2 **Nomination to Committee**

Membership to Committees of Council, including the Access and Inclusion Committee (AIC), was recently advertised. All nominations received to sit on the AIC were endorsed by Council. Membership to Committee is six being one Councillor and five community and agency representatives. The Instrument of Appointment and Delegation provides that the Committee shall consist of ten members and so four positions are currently vacant.

Council has resolved to readvertise to fill the vacancies. Members are encouraged to encourage those who may wish to make a contribution to nominate.

OFFICER RECOMMENDATION – ITEM 9.2

That Committee members encourage nominations by suitable candidates for the vacant Committee positions when next advertised.

9.3 Access & Inclusion Plan

It is a legislative requirement that the Town has an Access and Inclusion Plan (AIP) to address barriers to engagement and participation in community affairs that are experienced by members of the community.

The AIP is required to be rewritten each 5 years. The Town's AIP is now due for replacement and an allocation provided in the current budget to engage a consultant to assist the Town prepare the AIP.

A consultant's brief has been prepared to commence the request for quotes process.

It is expected the consultant will be in place at the next meeting of the Committee and will be in attendance and provide a progress report.

Once adopted, the Committee will receive an AIP Action Plan implementation update report to each meeting.

OFFICER RECOMMENDATION – ITEM 9.3

That the information on the Access and Inclusion Plan, be received

9.4 Seniors & Disability Services Business Unit Update

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

Workforce Update

- One new Support Worker commenced in February
- Recruitment for 2 more casual Support Workers has been finalised.
- Replacement for a Home Garden Maintenance officer remains in progress. The position has been readvertised.

Home Care Packages (HCP)

- The Town currently has 26 level 2 – 4 HCP clients.

Home and Community Care (HACC)

- There was 7 new referrals received in February.
- There only remains 12 clients to transition from HACC to NDIA
- Several HACC clients have been assessed as ineligible for NDIA. HACC will continue to fund them in the interim.

NDIA

- The Town currently has 13 participants funded and managed by the Federal Scheme.

WANDIS

- There remains 4 clients funded under the WA NDIS (managed by Dept. Communities, Disability Services) receiving services by the Town. They will transition to the Federal system by the end of the financial year.

FEE FOR SERVICE

- 9 clients funded by NDIA but managed by other organisations or themselves
- 12 clients funded by HCP and managed by other organisations
- One new client commenced in our Day Centre this year, otherwise no changes

Commonwealth Home Support Program (CHSP)

- Due to commence in July 2018 with all current HACC clients over the age of 65 being transitioned to the Federal scheme
- New agreements are being finalised and will be dispatched for signing in the near term
- Unit prices are the same as the current HACC prices however there's flexibility in fee that can be charged to clients

Hyde Retirement Village

- Units 8, 24 and 15 have been filled.
- Units 6 and 7 vacant.

TRACCS - New Client Management Software

- Working with developer on financial and payroll reporting

OFFICER RECOMMENDATION – ITEM 9.4

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

9.5 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 9.5

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

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

11.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

12.0 CONFIDENTIAL BUSINESS

13.0 CLOSURE

The next meeting is to be held on Wednesday, 16 May 2018, commencing at 7.00pm.



TOWN OF
BASSENDEAN
Home by the Swan

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 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 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 10 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.

COUNCIL RESOLUTION OCM-12/9/17 DATED 25 September 2017.



TOWN *of* BASSENDEAN

NOMINATION FOR PRESIDING/DEPUTY PRESIDING MEMBERS

2017/19 TERM

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

Name: _____

Signed: _____

Dated: _____