

# TOWN OF BASSENDEAN

## MINUTES

### ACCESS & INCLUSION COMMITTEE MEETING

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 13 SEPTEMBER 2017 AT 10.05AM

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#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open, welcomed all those in attendance and conducted an Acknowledgement of Country.

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

Nil

#### 3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

##### Present

Ms Annie Klaassen, Presiding Member  
Cr Gerry Pule, Town of Bassendean  
Ms Lilian Cottingham, Community Representative  
Mr Darren Taylor, Community Representative

##### Officers

Mr Graeme Haggart, Director Community Development  
Mrs Amy Holmes, Minute Secretary

##### Apologies

Ms Jennie MacLachlan, Community Representative  
Mr Scott Robinson, Community Representative

#### **4.0 DEPUTATIONS**

Nil

#### **5.0 CONFIRMATION OF MINUTES**

##### **5.1 Minutes of meeting held on 5 July 2017**

##### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 5.1**

MOVED Cr Pule, Seconded Annie Klaassen, that the minutes of the Access and Inclusion Advisory Committee meeting, held on 5 July 2017, be confirmed as a true record.

**CARRIED UNANIMOUSLY 4/0**

#### **6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

The Director Community Development thanked the members for their work and contribution to this Committee.

#### **7.0 DECLARATIONS OF INTEREST**

Nil

#### **8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

#### **9.0 REPORTS**

##### **9.1 Disability Access Improvement Plan (DAIP) 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 and will include 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.

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.1

**AIAC – 1/09/17** MOVED Lilian Cottingham, Seconded Darren Taylor, that the Committee notes that re-writing of the Town's DAIP is scheduled for the first quarter in 2018.

CARRIED UNANIMOUSLY 4/0

### **9.2 DAIP Action Plan Implementation**

There are no new implementation initiatives since the last meeting.

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.2

**AIAC – 2/09/17** MOVED Lilian Cottingham, Seconded Annie Klaassen, that the Committee notes that a DAIP Action Plan Implementation update report was not provided as there are no known new implementation initiatives commenced since the last meeting.

CARRIED UNANIMOUSLY 4/0

### **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)**

- We 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 65's) 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, we 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 three 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 two 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.

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.3

**AIAC – 3/09/17** MOVED Darren Taylor, Seconded Cr Pule, that the report on the Seniors and Disability Services Business Unit activity, be received.

CARRIED UNANIMOUSLY 4/0

### **9.4 Other Committee Business**

#### Bassendean Oval

Access facilities need updating, particularly the toilets. At a recent luncheon it was not announced to guests on the details of the provision and location of disabled toilets etc.

*These comments will be passed on to the Club to ensure it is aware for future events.*

*It is envisaged that any future upgrades to the Bassendean Football Club will include access upgrades and improvements.*

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.4

**AIAC – 4/09/17** MOVED Darren Taylor, Seconded Lilian Cottingham, that Other Committee Business items raised by members be received.

CARRIED UNANIMOUSLY 4/0

**10.0**                    **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11.0**                    **ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

**12.0**                    **CONFIDENTIAL BUSINESS**

Nil

**13.0**                    **CLOSURE**

This is the last meeting of this Committee prior to the Ordinary Council Elections scheduled for 21 October. As such, the Committee's term expires at this time. Council will appoint members to a new Committee for a 2-year term following the elections. All current members are entitled and encouraged to re-nominate for the new term of the Committee.

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

There being no further business, the Presiding Member declared the meeting closed, the time being 11.00am.