

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 10 June 2015, commencing at 10.00am.

Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

4 June 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 **ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

3.0 DEPUTATIONS

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of meetings held on 11 March 2015

OFFICER RECOMMENDATION – ITEM 4.1

That the minutes of the Access and Inclusion Advisory Committee meeting held on 11 March 2015, be confirmed as a true record.

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

6.0 DECLARATIONS OF INTEREST

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

8.0 REPORTS

8.1 Access All Areas

At the last meeting, the Committee considered and recommended Council adopts a similar grant funding program to that offered by the City of Swan titled "Access All Areas".

An Officer Report was prepared and presented for Council consideration at the May Ordinary Council meeting requesting that Council amends its Donations – Financial Assistance Policy (Policy 6.13) to include redress from disadvantage and promote equitable access to services.

Council adopted the amendment and inserted:

“e) Donations may be made to individuals to assist address disadvantage and ensure equity of access.”

To provide guidelines and assist applications, a procedure and standard form is being prepared to include that the recipient is:

- A Town of Bassendean resident;
- Able to verify evidence of a disadvantage that is a significant barrier to participation in their chosen recreational or arts activity or course;
- Participating in the activity as part of a tailored program to increase their social participation;
- Participating in the nominated activity within 3 months of the donation being approved; and
- Only booking or enrolling in an activity or course that will be held in the Town of Bassendean, except where the chosen activity or course is otherwise not available or accessible.

The procedure also states that:

- Requests for assistance are to be made by a Community Health Provider (Disability Services Commission, Department for Family Support and Child Protection or the like) to the Town in writing and in advance of the activity or service;
- The maximum donation be \$200 in any financial year; and
- The funding pool for the scheme be limited to \$2,500 in the initial year of operation.

OFFICER RECOMMENDATION – ITEM 8.1

That the information on the amended Donations Policy to include donations that assist address disadvantage and ensure equity of access, be received.

8.2 DAIP Action Plan Implementation

Attached as Appendix 1, please find the updated DAIP Action Plan.

These updates are provided at each meeting. Members are encouraged to direct queries on the update report to the Director Community Development in advance of the meeting so that definitive responses may be provided.

OFFICER RECOMMENDATION – ITEM 8.2

That the DAIP Action Plan Implementation Update report, be received.

8.3 Disability Services Commission e-Newsletter

Annual Report

Attached with the Agenda is the May edition of the Disability Services Commission e-newsletter that refers to the revised annual reporting process. For the first time the Annual Report to the Commission can be made electronically.

Note that the report is due by 3 July.

The Director Community Development proposes to submit the Report on-line and will present it to the next meeting of the DAIC.

DAIP Status

The remainder of the e-newsletter refers to compliance requirements for DAIPs. The Town is fully compliant with the requirements.

OFFICER RECOMMENDATION – ITEM 8.3

That the discussion on the DAIP Annual Report to DSC be received.

8.4 Seniors & Disability Services Business Unit Update

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

HR

- New Support Workers, Michelle Driscoll started 25th March and Ricky Nagarchi started Thursday 16th April. Roda G has gone on maternity leave and Nancy S will follow soon.
- Further recruitment is on hold until we know what the client requirements are after June 30 in the “new world”

Aged Care Reforms

- Transition in progress and proving extremely challenging and complex.
- Training sessions for staff are being held to make sure they understand the complex new changes and are able to support clients as well as the ability to represent the Town in a consistent way as a united front.

HRV

- Unit 19: We have a new resident. She was completely new to the waitlist as those on there were offered and have declined at this time. We advertised locally to source this lady.
- HRV Quarterly Residents’ meeting was held on 5/3/15. The committee voted to increase the Rental/Maintenance Fees by 5% for the 2015/16 financial year to keep up with rising costs of maintenance and upkeep.
- The next meeting is Thursday 4 June.

Assets

- Both Toyota HiAces have now arrived and have already been used, to the thrill of most! Council approved the use of the asset replacement reserve to fund the replacement of the Iveco and the other was funded through the Frank Marsh bequest.

Health and Well Being Expo

- The Expo was held on 17 April with a great turnout. This year the program consisted of fewer but longer workshops with the highlight being an African Drumming session. Perth Central and East Metro Medicare Local supported the day by providing a number of staff to run the sessions, as did Central Bassendean Physio and Greg's Pharmacy, Midland.

Annual Client Cruise

- The annual Mandurah cruise was held 24/3/15 and was well attended and enjoyed.

Fee For Service/Brokerage

- We've entered into agreements with Brightwater and Perth Home Care to provide services on a full fee paying basis, which will provide an additional income stream to hopefully buffer the loss on the HCP.
- We are looking at others to supplement our diminishing income from HCP

Application for Growth Funding

- GFA 2015/2016 is due on 12 June and is just about complete. We are seeking additional hours in domestic assistance, social support and home and garden maintenance.
- We are also seeking a capital grant to upgrade the accessible toilets in the Day Centre as well as for the purchase of African drums, iPads, outdoor heaters and RCD adaptors.

OFFICER RECOMMENDATION – ITEM 8.4

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

8.5 Informal Meeting with Bayswater DAIC

At the last meeting it was agreed to pursue an informal meeting with the City of Bayswater DAIC.

In consultation with the City of Bayswater's Manager Community Services, it is proposed the gathering be hosted by the Town for 10am on 29 July 2015.

OFFICER RECOMMENDATION – ITEM 8.5

That the informal meeting with the Town of Bassendean DAIC and the City of Bayswater DAIC be hosted in the Town at 10am on 29 July.

8.6 Accessible Toilets in Swan Districts Football Club

At the last meeting, it was raised that while the Swan Districts Football Club, to its credit, have installed a lift that ensures the Club's social facilities on the first floor are accessible to people with mobility impairment, the facility is not equipped with accessible toilet facilities.

The Director has requested that the Manager Recreation and Culture discusses solutions to the issue with the Club's CEO when they next meet. A further progress report will be brought to the next meeting.

OFFICER RECOMMENDATION – ITEM 8.6

That the information on accessible toilets in the Swan Districts Football Club facilities be received.

8.7 Cyril Jackson Senior Campus Art House

At the last meeting, the Committee was appraised of the Cyril Jackson Senior Campus Art House project that is intended to be made accessible to facilitate use by the Cerebral Palsy Association and others.

The project continues to be pursued and funding to renovate the interior of the “house” has been committed and tenders for the work sought.

OFFICER RECOMMENDATION – ITEM 8.7.

That the information on the Cyril Jackson Senior Campus Art House project be received.

8.8 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 8.8

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

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

11.0 CONFIDENTIAL BUSINESS

12.0 CLOSURE

The next meeting is scheduled to be held on Wednesday, 9 September 2015, commencing at 10.00am.

Attachment 1

**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.
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
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, adjustable tables, illuminated	Budget planning cycle	Good levels of equipment are provided and maintained.

No.	STRATEGIES	TIME FRAME	STATUS
	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	Ongoing	Arrangement provided with waste management

No.	STRATEGIES	TIME FRAME	STATUS
	and recycling bins and other such services.		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>	<p>Remedial works determined by audit and allocated budget</p>	<p>Compliance to BCA mandatory. Practical accessibility audit undertaken for remedial work. Program of remedial work developed and works budgeted and scheduled</p>
2.2	<p>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</p>	<p>Updated lists & Brochures</p>	<p>Business as usual</p>

	STRATEGIES	TIMEFRAME	STATUS
	materials in appropriate formats.		
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	Remedial work subject to audit, priority &	Program of remedial works developed and

	STRATEGIES	TIMEFRAME	STATUS
	<p>continuously upgraded to provide access in keeping with the updated provisions of the BCA and the relevant Australian Standards.</p> <p>Ensure new works meets or exceeds disability access standards.</p> <p>Continue annual footpath renewal program that meets or exceeds Standards requirements</p>	budget	works budgeted and scheduled BCA compliance met
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	Submissions made when aware of the consultation

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 each year and improves with each upgrade</p> <p>All major event planning provides information on</p>

	STRATEGIES	TIMEFRAME	STATUS
			accessibility. Provision made to cater for people with disabilities (eg parking, accessibility to site, facilities ToB now subscribes to NRS
3.2	Website to be user friendly for people with vision impairments and to contain relevant information for people with disabilities.	Ongoing	Documents in HTML format wherever possible
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

	STRATEGIES	TIMEFRAME	STATUS
			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	Completed on the 17, 18, 31 July and 1 November 2013
4.2	DAIC members will assist with the development of a training package and recommend other relevant	Ongoing	DAIC maintained informed on

	organisations		staff training program
4.3	Council members and volunteers to be given the opportunity to attend disability awareness training	Ongoing	New Councillor induction process continuing
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	Quarterly and ongoing	Encouraging approach by DCD for DAIC members to be informed on barriers experienced by PWD's and to advocate on their

	STRATEGIES	TIMEFRAME	STATUS
	people with disabilities to access services and facilities and fully participate in community life.		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.

Attachment 2

City of Swan Access All Areas Funding Scheme

Access All Areas Information

This Information paper must be read in conjunction with the Swan Community Funding Scheme Guidelines available from our website: www.swan.wa.gov.au/funding

What is Access All Areas?

Access All Areas aims to redress disadvantage and promote equality of access to services and to target particular groups that are under-serviced.

Access All Areas provides vouchers for subsidised access to recreation or arts activities and courses. The vouchers should be considered as a part of a support program which enables people to gain benefits from social and recreational participation.

The Access All Areas vouchers can be issued for a value of up to \$200. Applicants are eligible for a maximum of \$200 per financial year. The funds are provided on a one off basis **and should not be considered to be ongoing**.

The voucher can be used to subsidise part or all of the cost of the individual's chosen activity (such as the cost of enrolment in a season of activities e.g. netball, football, golf, martial arts, horse riding, dancing, or quilting).

Eligibility Criteria for Applicants

To be eligible for an Access All Areas Voucher the applicant must:

Be a City of Swan resident.

Be able to verify evidence of a disadvantage that is a significant barrier to participation in her or his chosen recreational or arts activity or course.

Be participating in the nominated activity as part of a tailored program to increase their social participation.

Participate in the nominated activity within 3 months of receiving the voucher.

Only book or enrol for an activity or course that will be held within the City of Swan, except where the chosen activity or course is otherwise not available or accessible.

How do eligible people obtain an Access All Areas Voucher?

Individuals can obtain a voucher from a registered Issuer.

The Issuer assesses the individual to ensure that she or he is eligible and then issues a voucher. It is anticipated that the *Issuer* will have an existing relationship with the applicant or be in a position to continue to work with the applicant to support them.

It is recommended that the *Issuer* contacts the *Recouper* at this point to ensure they are aware that an Access All Areas voucher will be used as payment or part payment for the activity or course. The *Issuer* will complete all details on the voucher including the value of the subsidy.

The individual then takes the voucher to the *Recouper*.

The *Recouper* subtracts the value of the voucher from the amount normally charged to the individual for their enrolment in the activity or course. The individual is responsible for payment of the balance to the *Recouper*.

The *Recouper* then sends the voucher to the City of Swan for reimbursement.

Issuers

A number of community service organisations across the City of Swan are registered Access All Areas *Issuers*.

Note: City of Swan staff do not issue Access All Areas vouchers.

Recoupers

A number of sporting clubs, leisure services and arts organisations in the City of Swan accept Access All Areas vouchers. These clubs and organisations are called *Recoupers*.

Recoupers are required to attach the vouchers to an invoice and post it to the Senior Grants Officer at the City of Swan (see address below) to receive payment.

Note: An organisation cannot be a *Recouper* **and** an *Issuer*.

Who to Contact

For further information about Access All Areas or the Swan Community Funding Scheme:

Phone: 9267 9131

Fax: 9267 9150

Email: grants@swan.wa.gov.au

Web: www.swan.wa.gov.au/funding

Street Address: 2 Midland Square (off Morrison Rd) Midland WA
6056

Postal Address: PO Box 196 MIDLAND WA 6936