

# 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 11 March 2015, commencing at 10.00am.

Mr Bob Jarvis  
**CHIEF EXECUTIVE OFFICER**

6 March 2015

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## **A G E N D A**

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### **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**

#### **3.1 Carers WA**

Elizabeth Thom, Advisory Coordinator for Carers WA, will be in attendance and is offered opportunity to make a presentation to the Committee.

Carers WA website describes the organisation as: *“the peak body that represents the needs and interests of carers in Western Australia. We work to achieve an improved quality of life for family carers in our state.*

*Carers WA is a non-profit, community based organisation and registered charity dedicated to improving the lives of the estimated 310,000 family carers living in Western Australia. Part of the National Network of Carers Associations, we are the peak body recognised by both State and Federal governments as the voice of family carers. Carers WA represents carers interests in the Western Australian community.*

*Our role is to work in active partnership with carers, persons with care and support needs, health professionals, service providers, government and the wider community to achieve an improved quality of life for carers.”*

### **4.0 CONFIRMATION OF MINUTES**

#### **4.1 Minutes of meetings held on 3 December 2014**

##### **OFFICER RECOMMENDATION – ITEM 4.1**

That the minutes of the Access and Inclusion Advisory Committee meeting held on 3 December 2014, 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 DAIP Action Plan Implementation**

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

These updates are ongoing and provided at each meeting.

**OFFICER RECOMMENDATION – ITEM 8.1**

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

**8.2 Local Government Reform**

The State Government has abandoned their Local Government Reform initiative following all three amalgamation proposals being voted down by the affected residents. The Premier announced that only proposals that have the support of all parties will proceed. Council resolved to withdraw from the process.

Accordingly, the Committee will continue to function as normal.

Proposed meeting dates for Committee for the remainder of the 2015 calendar year are:

10 June; 9 September and 11 November.

Committee had sought to host a joint meeting with the Bayswater DAIC. Members may wish to consider whether to continue planning for such an event.

### OFFICER RECOMMENDATION – ITEM 8.2

That the Local Government Reform process update report, be received.

## **8.3 BIC Project**

The Committee would recall that sustaining progress made was a concern expressed with the winding up of the Bassendean Inclusive Communities project. The Committee resolved to be the conduit to report on activity beyond the funded period.

An enquiry was recently received into whether the Town provides “Access All Areas” or a like program. Access All Areas is a City of Swan Community Funding Scheme available to residents of the City and subsidises access to life-skills, recreation and cultural activities.

A fact sheet on the City of Swan’s scheme has been included with the agenda at Attachment 2.

The item is put for consideration, given the budget cycle has now re-commenced.

### OFFICER RECOMMENDATION – ITEM 8.3

That:

1. The Town develops an “Access All Areas” funding scheme; and
2. A request be made to the Swan Valley Rotary Club to provide funding of \$2,500 to the scheme and for Council to consider a matching allocation of \$2,500 toward the project in the draft 2015/16 Budget.

#### **8.4 Seniors & Disability Services Business Unit Update**

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

**“HR**

*With 2 impending pregnancies and 2 other staff leaving, we are recruiting again for Aged Care Staff. We are also in the process of finalising the Scheduler-Home & Garden Maintenance position. This newly created role will take some of the pressure of the existing Scheduler whose work load has increased exponentially since its creation two years ago due to three rounds of Growth funding and increased client demand.*

#### **CACP/CDC Transition**

*With the July 2015 deadline closing in we are moving more quickly towards transitioning our 28 packages over to CDC. We are working with Corporate Services to set up the internal structures/systems and purchased CDC Manager (a client/financial management program to manage client budgets).*

## **HACC**

*We were advised in January that the 2014/15 Growth Funding Application was successful and recurrent funding of \$8,435 was received for Social Support and Domestic Assistance (60% of total annual amount of \$16,869) and non-recurrent funding of \$34,942 was received for the purchase of the replacement of day centre and office equipment. The success of this application will result in the 2015-2016 Deed of Variation including 100% growth funding in the new Annual Funding Level of \$1,543,081.*

## **Assets**

*We are part way through the purchase of the assets that were funded having already bought the dishwasher, outdoor setting, massage chair and printer/copier. We are still in the process of finalising the CareAssist server and desktops.*

*A bequest to the Town was recently finalised and we have now received the \$50,000 for a day centre bus to replace the Iveco. We are in the process of sourcing quotes for two 12 seater vehicles, the second of which to replace the old Hiace.*

## **HRV**

*The HRV Compliance visit was held on 12 February and there were no major issues.*

*Following approval by Council in the February budget review, the common garden beds are being retained with limestone walls - replacing the current rotting timber sleepers. The limestone retaining walls will also serve to prevent flooding of lower lying units during rain periods which is quite hazardous.”*

## **OFFICER RECOMMENDATION – ITEM 8.4**

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

## **8.5 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 8.5**

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, 10 June 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

<b>No.</b>	<b>STRATEGIES</b>	<b>TIME FRAME</b>	<b>STATUS</b>
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 &amp; Brochures</p>	<p>Business as usual</p>

	<b>STRATEGIES</b>	<b>TIMEFRAME</b>	<b>STATUS</b>
	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>

	<b>STRATEGIES</b>	<b>TIMEFRAME</b>	<b>STATUS</b>
			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.**

	<b>STRATEGIES</b>	<b>TIMEFRAME</b>	<b>STATUS</b>
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

	<b>STRATEGIES</b>	<b>TIMEFRAME</b>	<b>STATUS</b>
	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.**

	<b>STRATEGIES</b>	<b>TIMEFRAME</b>	<b>STATUS</b>
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](http://www.swan.wa.gov.au/funding)**

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#### **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).

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#### **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](mailto:grants@swan.wa.gov.au)

Web: [www.swan.wa.gov.au/funding](http://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