



CITY OF BAYSWATER

AGENDA

**FOR THE
COMMUNITY ACCESS AND INCLUSION
ADVISORY COMMITTEE
MEETING**

Commencing at 10:30am

9 March 2018



COMMUNITY ACCESS AND INCLUSION ADVISORY COMMITTEE AGENDA

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CITY OF BAYSWATER

Dear Members

I have the pleasure in advising that the next meeting of the **Community Access and Inclusion Advisory Committee** will take place in the Committee Room, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on **9 March 2018** commencing at **10:30am**.

Yours sincerely

ANDREW BRIEN
CHIEF EXECUTIVE OFFICER

2 March 2018

AGENDA

- 1. OFFICIAL OPENING**
- 1.1 Election of Chairperson**
- 2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE (PREVIOUSLY APPROVED) & ABSENCE**

Members

Cr Stephanie Gray
Cr Sally Palmer
Cr Elli Petersen-Pik
Cr Catherine Ehrhardt
Ms Catherine Marion
Mr Tony Santoro
Mr Galvin Phuong
Mr Tim Priest
Mr Don Francis
Mr Kevin Howard

Officers

Mr Darren Beltman	A/Director Community Services
Ms Karen Quigley	Manager Community Services
Ms Caitlin Ciovica	Community Development Officer
Ms Marie Walker	Senior Community Development Officer
Ms Sherilee Macready	Community Development Officer
Ms Karen D'Cunha	Personal Assistant - Director Community Services

Observers

Nil.

Leave of Absence

Nil.

Apologies

Nil.

3. DELEGATED AUTHORITY BY COUNCIL

There are no items appearing in this agenda for which the Community Access and Inclusion Advisory Committee has been granted delegated authority by Council.

4. TERMS OF REFERENCE

TERMS OF REFERENCE - Community Access and Inclusion Advisory Committee (CAIAC)	
Meeting occurrence:	As required (Generally 3-4 times per year)
Day of Meeting:	When suitable
Time of Meeting:	When suitable, 10:30am
Location of Meeting:	City of Bayswater, Civic Centre, 61 Broun Ave Morley WA 6062
Liaison Officer:	Director Community Services or nominated officer
Purpose of Committee:	<p>The Community Access and Inclusion Advisory Committee (CAIAC) considers and makes recommendations on the implementation of the City's:</p> <ul style="list-style-type: none"> • Disability Access and Inclusion Plan (DAIP); • Age Friendly Strategy; • Other City plans and strategies with a focus on access and inclusion. <p>The CAIC ensures that all members of the community regardless of their race, disability, age, religion or education level have access to all Council services, information and facilities, in accordance with the <i>Disability Services Act 1993</i> and the <i>Equal Opportunity Act 1984</i>.</p>
Role of Representatives	<p>The roles and responsibilities of the City of Bayswater representatives on this Committee are:</p> <ul style="list-style-type: none"> • Member in own right; and • Spokesperson for City of Bayswater
Elected Members:	<ul style="list-style-type: none"> • Cr Sally Palmer • Cr Catherine Ehrhardt • Cr Stephanie Gray, and • Cr Elli Petersen-Pik. • All other Councillors are deputies.
Non-Council Members:	<ul style="list-style-type: none"> • Maximum of six (6) community members residing within the City of Bayswater. • One (1) x representative from the Disability Service Commission.

TERMS OF REFERENCE - Community Access and Inclusion Advisory Committee (CAIAC)	
Non-Voting Members:	<ul style="list-style-type: none"> • Director Community Services; • Manager Community Services; • Other business unit Managers as relevant and as required to be invited to attend meetings; • Community Development Officer; and • Other officers as required.
Terms of Membership	Elected members - Two years commencing after each Ordinary Council election Non-Council members - from the date of appointment by Council until October 2019.
Delegated Authority	Nil.
Sitting Fees	Nil. (included as part of the annual Sitting Fees paid to Councillors)

5. DECLARATION OF INTEREST

In accordance with section 5.65 of the *Local Government Act 1995*:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

6. CONFIRMATION OF MINUTES

Nil.

Moved: **Seconded:**

7. DEPUTATIONS

Nil.

8. BUSINESS

8.1 Access and Inclusion Initiatives

Reporting Branch: Community Services
Responsible Directorate: Community Services
Refer: Item 13.2.1: OCM 27.6.17

EXECUTIVE SUMMARY

Application:

For the Community Access and Inclusion Advisory Committee (CAIAC) to receive the Disability Access and Inclusion Plan (DAIP) progress report summary from July to December 2017 and receive an update on access and inclusion initiatives across the portfolio areas of seniors, youth and multiculturalism.

Key Issues:

- Disability Access and Inclusion Plan Progress Report;
- Recharge Scheme Initiative - Noranda; and
- Other City of Bayswater inclusive community development programs.

BACKGROUND

Disability Access and Inclusion Plan Progress Report Summary

The Disability Services Act 1993 requires State Government authorities and local governments to develop and implement a Disability Access and Inclusion Plan (DAIP).

The City has an active DAIP (2016-2020), which was endorsed by the previous DAIP Advisory Committee in 2016. The overarching goal of the DAIP is to provide equity of access and inclusion to all services, facilities, functions and information provided by the City of Bayswater by identifying and addressing barriers that either restrict or prevent the full participation of people with disability in the community. There are eight Outcomes within the City's DAIP with actions to be delivered under each Outcome.

Each year in July, the City reports to the Department of Communities on its progress against tabled DAIP actions. City Officers also provide DAIP progress reports to the CAIAC twice per year.

Recharge Scheme Initiative

The Recharge Scheme was endorsed by Council at its Ordinary Meeting held on 15 April 2014. The scheme provides peace of mind to gopher, scooter and electric wheelchair users by enabling users to recharge without fear of transport vehicles running out of charge.

In July 2015, the City entered into an agreement with Recharge Scheme Australia (RSA). This scheme provides the City with access to RSA branding, online RSA services (such as promotion on the official Recharge Scheme website, local listing and Council profile) and cross promotion of the Council's Recharge Scheme initiative.

The City of Bayswater is a 'Recharge Partner' and recharge points are currently available at The RISE, Bayswater Library and Bayswater Waves.

In April 2017, local shopping centres, Coventry Village, Hawaiian Noranda and Galleria were approached to register for the Recharge Scheme, but no response was received. At the

DAIP Advisory Committee meeting of 2 June 2017, members recommended not progressing the scheme any further, as members felt that there were sufficient recharge points located within the City. This was noted at the Ordinary Council Meeting of 27 June 2017.

Other City of Bayswater inclusive community development programs

Beyond the City's DAIP, the City also currently provides inclusive services and development opportunities for seniors and youth through various initiatives such as the Age-Friendly Strategy and Seniors Centres and Youth Advisory Council (YAC) respectively.

The City's Age Friendly Strategy details how the City will support the broader older population (aged over 60) in the City over the next four years. This will largely be done through partnership, advocacy and facilitation.

The City has two active Seniors Centres at Morley and Bayswater.

CONSULTATION

As part of the responsibilities of implementing the City's DAIP strategies, the City has formed an internal Community Access and Inclusion Working Group (CAIWG). This group meet quarterly to discuss access and inclusion initiatives across the City. All City departments are responsible for implementing the DAIP, and representatives from several business units are represented on the CAIWG. The CAIWG was consulted in December 2017 to determine the City's progress against its DAIP actions.

ANALYSIS

Disability Access and Inclusion Plan Progress Report Summary

The City has recently completed its internal mid-term DAIP progress status report with the assistance of the City's internal CAIWG. This mid-term report will inform the final annual report completed by the City to be submitted to the Department of Communities in July.

The mid-term report reflects how the City has progressed with the actions listed in its DAIP Implementation Plan, which has allocated timeframes and responsibilities associated with relevant departments across the City. The Implementation Plan outlines operational strategies and is for internal use by City of Bayswater staff.

Approximately 50% of the DAIP's Implementation Plan is complete. Below is a summary of the most recent achievements against strategies within the DAIP Implementation Plan:

Services and events conducted in buildings and facilities that are accessible to everyone.

- Community Services engaged Inclusion Solutions to run Social Inclusion training with staff who engage with events in their role, either as a core part of their work (eg: Events Team, Community Development) or on a secondary basis (eg: Environmental Health, Rangers and Security). The training provided an opportunity for staff to learn strategies to innovate and continuously improve in delivering events to ensure that they are accessible and inclusive to all in the community.

Ensure recruitment policies and practices reflect the desire for a diverse workforce as one way of achieving equitable service delivery.

- Human Resources have reviewed their recruitment processes and have removed some system barriers to employment. For example, unnecessary drivers licence requirements are being progressively removed from Position Descriptions.

Support local businesses to develop their access awareness, and improve accessibility of people with disability in their workforce.

- An online resource was established on the City's website for local businesses, promoting the economic and social benefits of improved access and inclusion within daily business. The page also provides links and resources to assist businesses to provide equity of access to all in the community.
<http://www.bayswater.wa.gov.au/business/access-and-inclusion>

Ensure that all City facilities and infrastructure comply with minimum access standards as required by Australian Standards on Access and Mobility and are physically accessible and safe: particularly pedestrian facilities such as footpaths, bus stops, parks, reserves, and gardens.

- The City's Parks and Gardens staff have installed a number of accessible picnic tables at the City's parks, most recently at Bardon Park in Maylands. The tables allow side access for wheelchair users by providing a shorter bench on one side of the picnic table (illustrated below):



An example of an accessible picnic table installed at the City's parks.

The next reporting period (end of June 2018) will focus on progressing the following DAIP strategies:

- *All staff to have a high level of awareness and DAIP competency in their interactions with people with disability;*
- *The City's website complies with W3C Web Accessibility Guidelines and provides downloadable information in a range of file formats; and*
- *Ensure that the City's employment related policies and procedures are consistent with the DAIP.*

Recharge Scheme Initiative

In November 2017, Hawaiian Noranda Shopping Centre approached the City to express interest in registering for the Recharge Scheme. As the previous DAIP Committee recommended not progressing the scheme any further, Hawaiian Noranda's involvement in the scheme is subject to the approval of CAIAC.

Should the CAIAC approve Hawaiian Noranda Shopping Centre to register for the scheme, the City's Community Development Officer will contact the Shopping Centre to proceed with arranging the installation of a Recharge Point at the cost of the shopping centre.

Other City of Bayswater inclusive community development programs

Further to the City's DAIP progress reporting to the CAIAC, City Officers will also report to CAIAC on progress made within the seniors and youth portfolios through initiatives such as the Age-Friendly Strategy, Seniors Centres and Youth Advisory Council (YAC). The City will also be developing a Youth Strategy in 2018/19 and will provide information to CAIAC on this project, as it develops.

It is important to note that there are also community development areas in which the City is not currently actively providing services or playing an active inclusive role in, such as multiculturalism and early childhood initiatives. Very few multicultural and early childhood initiatives are planned and delivered by the City, as there are limited allocated resources to support activities in this space and there is no specific annual operational budget allocation for them.

OPTIONS

The following options are available to Council:

	OPTION	BENEFIT	RISK
1.	<p>Council approve for Hawaiian Noranda Shopping Centre and any other businesses who express interest in future to register for the City's Recharge Scheme.</p> <p>Estimated Cost: No additional cost. The City's annual \$300 subscription to Recharge Scheme Australia covers participation for both the City and local businesses.</p>	<ul style="list-style-type: none"> • Provide Recharge Point service to community in Noranda (there are not currently any recharge points located in this area). • Expand the Recharge Scheme. • Develop relationships with local businesses, which could lead to future partnerships and other initiatives to improve access in their facilities; • Respond to interest and demand from a local business; • Address DAIP Outcome 7. 	<ul style="list-style-type: none"> • Recharge Points may be underutilised or misused to recharge phones (which has occurred for the Recharge Points at the City's venues); • Recharge points may not benefit local businesses if they are used for different purposes, such as phone charging, and could therefore cause an inconvenience to them.
2.	<p>Council and CAIAC reject the request for businesses to register for the City's Recharge Scheme.</p> <p>Estimated Cost: Nil.</p>	<ul style="list-style-type: none"> • Avoid misuse or lack of use of recharge points, potentially causing inconvenience to local businesses. 	<ul style="list-style-type: none"> • The City misses opportunity to expand the Recharge Scheme and develop relationships with local businesses.

CONCLUSION

It is recommended that Option 1 above is considered by CAIAC, as there is no cost to the City to extend the Recharge Scheme to local businesses (businesses must pay for the provision of a sign and nylon carpet at their Recharge Point). If the Recharge Point is underutilised or misused, it can be dismantled easily.

In addition, this report aims to provide the CAIAC with information on a range of access and inclusion matters and it is recommended that this information is noted.

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

2017-18 BUDGET ALLOCATION	2017-18 BUDGET RECONSIDERATION	PROPOSED 2018-19 BUDGET ALLOCATION	ONGOING COSTS (e.g. MAINTENANCE)	LIFE OF PROJECT/LIFE EXPECTANCY OF ASSET
<i>Recharge Scheme Subscription Disability Services - Ad/Media</i> 270400-4310 \$300	-	<i>Recharge Scheme Subscription Disability Services - Ad/Media</i> 270400-4310 \$300	Nil	Ongoing

STRATEGIC LINK

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Our Community
 Aspiration: An active and engaged community.
 Outcome C2: Accessible services that recognise diversity.
 Strategy C2.1: Ensure the City's services and facilities are accessible and inclusive.

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Disability Access and Inclusion Plan (DAIP) 2016-2020

VOTING REQUIREMENTS

Simple Majority Required.

ATTACHMENTS

1. Nil

OFFICER'S RECOMMENDATION

That Council:

1. Notes the DAIP (2016-2020) Progress Report Mid-Term Summary for 2017-18.
2. Approve for Hawaiian Noranda Shopping Centre and any other businesses who express interest in the future to register for the City's Recharge Scheme, to the satisfaction of the City.

Moved:

Seconded:

8.2 CAIAC Meeting Structure and Schedule

Reporting Branch: Community Services
Responsible Directorate: Community Services
Refer: Item 13.4.3: OCM 12.09.2017

EXECUTIVE SUMMARY

Application:

To propose a future structure and schedule for the Community Access and Inclusion Advisory Committee (CAIAC) meetings and review of its Terms of Reference.

Key Issues:

- Meeting structure for future CAIAC meetings
- Meeting schedule for future CAIAC meetings
- Committee Code of Conduct
- Removal of Disability Services Commission representation on the CAIAC's Terms of Reference

BACKGROUND

Meeting structure for future CAIAC meetings

The purpose of the CAIAC is to advise and make recommendations to Council on a range of issues which affect the quality of life for people with a disability or other access and inclusion issue who live or work in the City of Bayswater.

The CAIAC ensures that all members of the community regardless of their race, disability, age, religion or education level have access to all Council services, information and facilities, in accordance with the Disability Services Act 1993 and the Equal Opportunity Act 1984.

The CAIAC's main focus is on strategic access and inclusion initiatives.

Meeting schedule for future CAIAC Meetings

The previous Disability Access and Inclusion Plan (DAIP) Advisory Committee met on a quarterly basis, usually on a Friday from 10:30am to 12pm at the City of Bayswater Civic Centre. The DAIP Committee was only concerned with disability access issues.

Committee Code of Conduct

In accordance with section 5.103 of the *Local Government Act 1995* every Western Australian local government is to adopt a code of conduct to be observed by Elected Members, Committee Members and employees.

At the Ordinary Council Meeting held on 30 January 2018, Council resolved that it requires each Community Representative to participate in an induction regarding their role in the Community Access and Inclusion Advisory Committee and Code of Conduct.

Disability Services Commission representation on CAIAC

The CAIAC Terms of Reference currently notes the involvement of one representative from the Disability Service Commission on the Committee as a Non-Council Member.

The Local Area Coordinator from the Bayswater Office of Disability Services was previously a member of the City's Disability Access and Inclusion Committee, whose term ended in October 2017. Attendance from the Local Area Coordinator was sporadic.

CONSULTATION

In relation to the Department of Communities - Disability Services representation for the CAIAC, the City has consulted with the Department's Area Manager for the Swan West and North East Metropolitan areas.

ANALYSIS

Meeting structure for future CAIAC meetings

The purpose of the CAIAC is to focus on strategic access and inclusion matters rather than operational matters. The CAIAC will consider and make recommendations on the implementation of the City's:

- Disability Access and Inclusion Plan (DAIP);
- Age Friendly Strategy; and
- Other City plans and strategies with a focus on access and inclusion.

To that end, City Officers will deliver presentations to the CAIAC from time to time, as strategic access and inclusion matters arise and in order to continuously consult with the CAIAC. For example, a City Officer from the Strategic Planning team may deliver a presentation to the CAIAC on a significant city development/project to receive specific access and inclusion feedback from the Committee.

City Officers will also report on progress against its DAIP actions twice per year.

Meeting schedule for future CAIAC meetings

The previous DAIP Advisory Committee met on a quarterly basis, for 1.5 hours at the City's Civic Centre. It is recommended that the CAIAC meet on a similar basis for consistency, however preferred times and days will be discussed with members at the first Committee meeting on 9 March 2018.

Committee Code of Conduct

The City's Governance Officer will present to the Committee on the Code of Conduct at the first meeting on 9 March 2018. The purpose of the Committee's Code of Conduct presentation will be to ensure the roles and responsibilities of Committee Members are understood and respected. This will enable professional relationships to be established and maintained in the interests of providing good governance.

The City's Code of Conduct has been written in a way that requires committee members to fill out an Annual Return and to declare interests prior to any items being discussed. It is envisaged that this committee is unlikely to be considering matters that require members to declare an interest, making this requirement unreasonable and onerous upon community members volunteering their time. It is recommended that the Terms of Reference for this committee are amended to reflect that community members do not need to complete an Annual Return.

Representative from Department of Communities - Disability Services on CAIAC

In December 2017 and subsequently on 13 February 2018, City Officers contacted the Department of Communities - Disability Services' Bayswater Office (formerly the Disability Services Commission) regarding involvement of a staff representative on the City's CAIAC. The Department of Communities advised that they are unable to offer a representative, as they are

transitioning out of local area coordination in the North East region, which includes Bayswater, by 30 June 2018. The National Disability Insurance Agency, which is a Commonwealth department, will then be responsible for services within the North East region.

As there will no longer be any active local coordination within the City of Bayswater from 1 July 2018, it is recommended that the position is removed from the Terms of Reference. If local representation is provided again in the future then the Terms of Reference can be amended at that time.

OPTIONS

The following options are available:

OPTION		BENEFIT	RISK
1.	For the CAIC to meet on a quarterly basis for 1.5 hours at the City's Civic Centre. At a time to be determined.	<ul style="list-style-type: none"> Provides consistency from previous Advisory Committee. Meeting frequency allows for a strategic focus. 	Nil.
2.	For the CAIAC to meet on a frequency to be determined, at a time to be determined.	<ul style="list-style-type: none"> Frequency may be more amenable to members. 	<ul style="list-style-type: none"> Higher frequency may reduce the strategic focus of the committee.
3.	For the CAIAC to amend its Terms of reference to remove: <i>"One (1) x representative from the Disability Service Commission" (now the Department of Communities-Disabilities Services)</i>	<ul style="list-style-type: none"> The Terms of reference would accurately reflect current CAIAC membership. The position can be added in the future if the local office reopens. 	<ul style="list-style-type: none"> External professional representation is not provided on the committee.

Feedback from Advisory Committee

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CONCLUSION

It is recommended that the CAIAC meets four (4) times annually to ensure the committee can maintain a strategic focus. It is recommended that a time is selected so as to allow forward planning for members of the committee.

It is further recommended that the Terms of Reference are amended to remove the Disability Services Commission representation due to closure of the local office. Similar representation could be added in the future should a suitable, similar local office reopen.

As this committee is unlikely to consider matters that require community members to declare an interest, it is also recommended that the Terms of Reference are amended to reflect that members are not required to complete an annual return.

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

2017-18 BUDGET ALLOCATION	2017-18 BUDGET RECONSIDERATION	PROPOSED 2018-19 BUDGET ALLOCATION	ONGOING COSTS (e.g. MAINTENANCE)	LIFE OF PROJECT/LIFE EXPECTANCY OF ASSET
N/A	N/A	N/A	N/A	Ongoing

STRATEGIC LINK

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Our Community
 Aspiration: An active and engaged community.
 Outcome C2: Accessible services that recognise diversity.
 Strategy C2.1: Ensure the City's services and facilities are accessible and inclusive.

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

The Disability Services Act 1993 (amended 2004).

VOTING REQUIREMENTS

Simple Majority Required.

ATTACHMENTS

Nil.

OFFICER'S RECOMMENDATION

That Council:

1. Approves for the Community Access and Inclusion Advisory Committee to meet four times annually;
2. Approves for Community Access and Inclusion Advisory Committee Meetings to be held on _____ at _____ AM/PM;
3. Notes that a Code of Conduct presentation was delivered by a City Officer at the first CAIAC meeting on 9 March 2018; and
4. Approves to amend the CAIAC Terms of Reference to remove "One (1) x representative from the Disability Service Commission".
5. Approves to amend the CAIAC Terms of Reference to allow Community Members to participate in the committee without completing an Annual Return.

Moved:

Seconded:

9. CONFIDENTIAL ITEMS

Nil.

10. GENERAL

10.1 Age Friendly Presentation

11. NEXT MEETING

12. CLOSURE