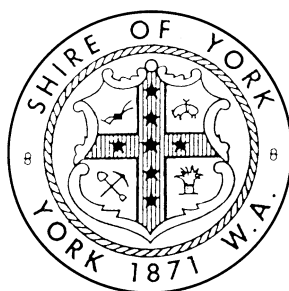


SHIRE OF YORK

**MINUTES OF THE ACCESS &
INCLUSION ADVISORY COMMITTEE
HELD ON 24 JANUARY 2018
COMMENCING AT 3.05PM
IN COUNCIL CHAMBERS
YORK TOWN HALL, YORK**

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SHIRE OF YORK

THE ACCESS & INCLUSION ADVISORY COMMITTEE
HELD ON WEDNESDAY, 24 JANUARY 2018, COMMENCING
AT 3.05PM IN COUNCIL CHAMBERS, YORK TOWN HALL, YORK

1. OPENING

1.1 Declaration of Opening
Executive Manager, Corporate & Community Services, Suzie Haslehurst declared the meeting open at 3.05pm.

1.2 Election of Chairperson
Nominations where called for the Election of a Chairperson.

*Cr Denese Smythe nominated Ms Bev Penny for Chairperson.
Ms Bev Penny accepted the nomination and was declared Chairperson unopposed.*

1.3 Election of Deputy Chairperson
Nominations where called for the Election of a Deputy Chairperson.

*Ms Heather Bates nominated Cr Denese Smythe for Deputy Chairperson.
Cr Denese Smythe accepted the nomination and was declared Deputy Chairperson unopposed.*

At the conclusion of the Elections Ms Bev Penny took the Chair at 3.17pm.

2. ATTENDANCE

2.1 Members
*Ms Bev Penny, Chairperson; Cr Denese Smythe, Deputy Chairperson;
Ms Liz Christmas, Community Representative; Ms Rosemary Parker, Community Representative; Ms Wendy Hoare, Essential Personnel; Ms Heather Bates, Alzheimers Australia; Cr Jane Ferro*

2.2 Staff
*Suzie Haslehurst, Executive Manager Corporate & Community Services;
Helen D'Arcy-Walker, Council and Executive Support Officer*

2.3 Apologies
Ms Carolyn Robinson, Senses Australia; Paul Martin, Chief Executive Officer

3. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
Nil – this is the first meeting of the Access & Inclusion Advisory Committee
4. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
Nil
5. **PRESENTATIONS**
Nil
6. **OFFICER'S REPORTS**

SY001-01/18 (AIAC) – Development of a Disability Access and Inclusion Plan 2018-2023

FILE REFERENCE: OR.CMA.9.1
APPLICANT OR PROPONENT(S): Shire of York
AUTHORS NAME & POSITION: Suzie Haslehurst – Executive Manager, Corporate and Community Services
RESPONSIBLE OFFICER: Suzie Haslehurst – Executive Manager, Corporate and Community Services
PREVIOUSLY BEFORE COUNCIL: Nil
DISCLOSURE OF INTEREST: Nil
APPENDICES: A. Shire of York DAIP 2013-18

Nature of Council's Role in the Matter:

- Executive

Purpose of the Report:

This report provides the Access and Inclusion Advisory Committee with a proposed project plan for the preparation of the Shire of York Disability Access and Inclusion Plan 2018 – 2023 for consideration and recommendation to Council.

Background:

In accordance with the *Disability Services Act 1993 (amended 2004)*, public authorities are required to develop and implement a Disability Access and Inclusion Plan (DAIP) that identifies barriers to access and to propose solutions to ensure equitable access to services and facilities for people with disabilities. The Shire of York adopted its current DAIP 2013-18 on 18 February 2013. This is attached at Appendix A to this report.

Council established an Access and Inclusion Advisory Committee to oversee the development of the Shire's new DAIP and to provide input into matters relating to access and inclusion within the Shire.

Officers have drafted a project plan for the development of the Shire's DAIP 2018-2023 for the Committee's consideration and recommendation to Council.

Comments and details:

Local Government Requirements

When developing or reviewing the DAIP, a local government is required to:

- meet the seven Standards in Schedule 3 of the *Disability Services Regulations 2013*
- take all practicable measures to ensure that the plan is implemented by the local government, its officers, employees, and relevant agents and contractors review its plan at least every five years
- undertake public consultation, as specified in the regulations, when preparing, reviewing or amending its plan
- communicate the review or amended plan to its employees and the community through the methods specified in the Disability Services Regulations 2013
- lodge review reports, amended plans or new plans (after following consultative process required by legislation in relation to amended or new plans) with the Disability Services Commission.

- Report to the Commission by 4 July each year about:
 - Progress made by the Local Government in achieving the desired outcomes in Schedule 3 of the regulations
 - Progress made by any agents and contractors of the local government in achieving the desired outcomes in Schedule 3 of the regulations
 - The strategies used by the local government to inform its agents and contractors about its plan
- Report in its Annual Report about the implementation of its plan.

Desired Outcomes of a DAIP

Schedule 3 of the *Disability Services Regulations 2013* states the seven desired outcomes of a DAIP:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
3. People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
5. People with disability have the same opportunities as other people to make complaints to a public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation by a public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Key elements of a Disability Access and Inclusion Plan

A Disability Access and Inclusion Plan (DAIP) should be a clearly written document that outlines how a public authority is ensuring that people with disability have access to its functions, facilities and services.

Plans will vary according to the functions and services provided by each authority and the needs of the consumers of the services. However, each plan should contain some basic elements.

A DAIP should include:

- a policy statement that incorporates a commitment to furthering the principles and objectives applicable to people with disability, their families and carers by achieving the desired outcomes
- a policy and procedures regarding the Act's requirements around agents and contractors
- an outline of the authority's functions, facilities and services, (including inhouse and contracted services)
- a description of the consultation process with people with disability and staff used to assist in the preparation of the plan

- identification of barriers experienced by people with disability in accessing services strategies designed to progress towards achieving the seven desired outcomes for people with disability
- dates for achievement of the proposed strategies
- a strategy to communicate the plan to staff and people with disability
- a mechanism by which people with disability can provide feedback
- a method to monitor, measure and review results so that the effectiveness of the plan can be evaluated.

Proposed Project Plan to Develop a new DAIP

A proposed project plan and timeline for the development of the Shire of York Disability Access and Inclusion Plan 2018-2023 is provided below.

STAGE ONE: INCEPTION	
Inception meeting with AIAC - 24 January 2018	<ul style="list-style-type: none"> ▪ Agenda distributed (19 January 2018) ▪ Guidelines for the development of a DAIP ▪ Project Plan ▪ Review of Markyt Community Survey, Age-Friendly Plan etc ▪ Agreed consultation points and methods
STAGE TWO: CONSULTATION AND ENGAGEMENT ON DAIP PRIORITIES	
Market and promote community workshops	<ul style="list-style-type: none"> ▪ Community News (31 January 2018) ▪ Media Release, Posters, Website (12 February) ▪ Email reminder (21 February) ▪ Telephone follow-up (26 February) ▪ Social Media (26 February)
Prepare materials for consultation	<ul style="list-style-type: none"> ▪ 12-28 February 2018
Community Workshops	<ul style="list-style-type: none"> ▪ Thursday 1 March 2018 ▪ Venue tbc
STAGE THREE: DEVELOPMENT OF DAIP	
Development of Draft DAIP	<ul style="list-style-type: none"> ▪ First Draft (9 March 2018) ▪ Consultation with EMG and other relevant staff) ▪ Amendments as required (13 March)
AIAC Meeting - 21 March 2018	<ul style="list-style-type: none"> ▪ Distribute agenda (14 March) ▪ Consider draft DAIP ▪ Provide feedback
Council Concept Forum - 3 March	<ul style="list-style-type: none"> ▪ Brief Council on feedback received from consultations and introduce draft DAIP
STAGE FOUR: ADOPTION AND SUBMISSION	
Council meeting (April) - 23 April 2018	<ul style="list-style-type: none"> ▪ Submit to Council Meeting (agenda close 5 April 2018) ▪ Endorse for the purposes of public advertising (23 April)
Public Advertising	<ul style="list-style-type: none"> ▪ Community News (24 April 2018) ▪ Media Release, Posters, Website (27 April) ▪ Closing date for submissions – 4 weeks (23 May)
AIAC Meeting - 6 June 2018	<ul style="list-style-type: none"> ▪ Distribute agenda (30 May 2018) ▪ Consider feedback and final amended DAIP ▪ Recommend to Council

Council Meeting (June) - 25 June 2018	<ul style="list-style-type: none"> ▪ Agenda close 7 June 2018 ▪ Adoption and request submission to Disability Services Commission
Make publicly available	<ul style="list-style-type: none"> ▪ Submit adopted Plan to DSC by 4 July 2018 ▪ Upload to Shire website ▪ Media release

Options:

The Committee could recommend to Council that a further period of consultation is undertaken. However, targeted workshops are proposed to provide input into the development of the draft Plan which will then be publicly advertised for comment and feedback. In addition, it is anticipated that the members of the Committee will use their networks, knowledge and experience to ensure the plan is drafted in accordance with the needs of people with a disability in the community.

Implications to consider:

- **Consultative**

One of the integral requirements of the DAIP is community consultation. The amendments to the *Disability Services Act (1993, amended 2004)* now make community consultation mandatory.

The **minimum** requirements are that public authorities must call for submissions regarding DAIPs “either generally or specifically in:

- the local area newspaper or printed media
- on the authority’s website”.

The Shire’s Community Perceptions (Markyt) Survey undertaken early in 2017 identified footpaths and cycleways as the priority for improvement to allow mobility for seniors and people with a disability.

The Age-Friendly Community Plan adopted in 2017 identifies the following priorities that are relevant to the development of the Shire’s DAIP:

- Provision of medical services
- Maintain and improve HACC services
- Access to public toilets
- Accessible seating in public areas
- Review and potential increase of ACROD parking in the CBD
- Footpath maintenance and upgrades
- Accessibility of Council Chambers
- Access to information

- **Strategic**

Theme 1: A Place to Live

1.4 There are few barriers to people moving safely, freely and easily around the town of York and rural townships and to other communities.

1.5 Health, disability and family support services are accessible and locally provided wherever possible.

Theme 4: Built for Resilience

4.6 The town of York has a network of well-maintained and well-integrated, safe and reliable, roads, footpaths and cycle paths.

4.8 The town of York and other Shire communities have adequate public health services which are managed in a sustainable way.

- **Policy related**

G2.9 Community Engagement and Consultation

- **Financial**

Financial implications of the proposed risk mitigation strategies are presented to Council as they emerge and will inform the annual budget process.

- **Legal and Statutory**

Disability Services Act 1993

28. Disability access and inclusion plans

- (1) *Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule.*
- (2) *A disability access and inclusion plan must meet any prescribed standards.*
- (3) *A public authority must lodge its disability access and inclusion plan with the Commission —*
 - (a) *if the authority was established before the commencement of the Disability Services Amendment Act 2004, without delay;*
 - (b) *if the authority is established after the commencement of the Disability Services Amendment Act 2004, within 12 months after the day on which it is established.*
- (4) *A public authority may amend its disability access and inclusion plan at any time.*
- (5) *A public authority may review its disability access and inclusion plan at any time.*
- (6) *After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection.*
- (7) *Not more than 5 years is to elapse —*
 - (a) *between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or*
 - (b) *between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.*
- (8) *After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.*
- (9) *If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.*
- (10) *A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.*

Disability Services Regulations 2004

10. Procedure for public consultation by authorities (s. 28)

(1) For the purposes of section 28(10) of the Act, a public authority is to undertake consultation in relation to its disability access and inclusion plan by calling for submissions either generally or specifically —

- (a) by notice in a newspaper circulating throughout the State or, in the case of a local government, the district of that local government under the Local Government Act 1995; and
- (b) on any website maintained by or on behalf of the public authority.

(2) Nothing in subregulation (1) prevents a public authority from also undertaking any other consultation.

Local Government Act 1995

The Access and Inclusion Committee is established under Part 5 – Division 2 (Subdivision 2) of the *Local Government Act 1995 – Committees and their meetings*. No authority is delegated to the Committee and all recommendations made by the Committee will be brought to Council for decision.

- **Risk related**

Should the Shire fail to develop a new plan or review its current plan, it will be in breach of Section 28 (7) of the *Disability Services Act 1993*. The development of a new plan mitigates this risk.

- **Workforce Implications**

The Executive Manager, Corporate and Community Services is responsible for this project which will be undertaken within current resources.

Absolute Majority Required: No

**COMMITTEE RESOLUTION
010118 AIAC**

Moved: Cr Smythe

Seconded: Cr Ferro

“That the Access and Inclusion Advisory Committee recommends that Council endorses the Project Plan for the development of the Shire of York DAIP 2018-2023 as contained within this report with minor date changes as discussed.”

7. QUESTIONS FROM MEMBERS WITHOUT NOTICE

General discussion was held regarding the inclusion of Outcome 7 into the Disability Access and Inclusion Plan (DAIP) 2013 – 2018.

8. NEXT MEETING

The next Access & Inclusion Advisory Committee Meeting will be held on Tuesday, 20 March 2018 at 10.00am in Council Chambers, York Town Hall, York

9. CLOSURE

The Chairperson thanked everyone for their attendance and closed the meeting at 4.10pm.