

Shire of Denmark Minutes

DISABILITY SERVICES COMMITTEE OF A MEETING HELD IN THE LIBRARY MEETING ROOM, STRICKLAND STREET, DENMARK, WEDNESDAY, 23 APRIL 2008, COMMENCING AT 10.00AM

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Person opened the meeting at 10.00 am.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCEMEMBERS:**Present:**

Cr Adrian Hinds - Chairperson

Ms Gabrielle Rose – Disability Services Commission

Mr Geoff Hill – Deputy Chairperson, Community

Ms Shirley Fletcher – Community

Ms Muriel Brenton – Community

Mr Peter Boyes – Community

STAFF:

Mr Mel Cheverton (Senior Administration Officer)

APOLOGIES:

Ms Jodie Hockey – Denmark Community Service

Ms Peta Clarke – Community

Ms Robyn Grey – Community Professional member

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Nil

DECLARATIONS OF INTEREST:

Nil

Name	Item No	Interest	Nature

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

Reported that the committee should ensure that the track proposed from the new hospital into town, is suitable for the needs of persons with disabilities as some 22 aged persons, will be residing there.

4. CONFIRMATION OF MINUTES**4.1 COMMITTEE MEETING 12 March 2008**

COMMITTEE DECISION / OFFICER RECOMMENDATION	ITEM 4.1
Moved: S Fletcher	Seconded: P Boyes
That the minutes of the Disability Services Committee Meeting held on the 12 March 2008, be confirmed as a true and correct record of the proceedings.	
Carried 6/0	

5. BUSINESS ARISING

- a. Professional Member Vacancy – Ms Robyn Grey has been appointed by Council to the vacant member position and will attend today's meeting.
- b. Liberty (Wheelchair) Swing – Gabrielle agreed to gather information of the Swing for the committee to consider and will make a presentation at the April meeting.
Geoff to report on his investigations of funding sources.

Gabrielle made a presentation by way of a CD which gave a visual display of the swing and its operation. Geoff tabled a list of proposed funding sources and a copy of the Liberty Swings specifications and installation drawings for possible later use. Prior to making any recommendation on the matter, the meeting considered that further investigation was needed. The City of Albany is currently installing a Liberty Swing at Ayre Park and Donna Blythe of Disability Services Commission (Albany) was involved with this project from its beginning.

COMMITTEE DECISION	Seconded: G Hill
Moved: G Rose	
That Gabrielle and Geoff continue to investigate the Liberty Swing and meet with Donna Blythe of the Disability Services Commission.	
Carried 6/0	

- c. Recent Federal Election – Gabriel reported that she was yet to make contact with the Electoral Commission to enquire of their requirements for polling places.
Gabrielle reported that her contact at the Electoral Commission is away and this will be followed up in due course.

6. OFFICER REPORTS

6.1 DISABILITY SERVICES COMMITTEE CHARTER

File Ref:	SER 8
Applicant / Proponent:	N/A
Subject Land / Locality:	N/A
Disclosure of Officer Interest:	Nil
Date:	9 May 2008
Author:	Mel Cheverton, Senior Administration Officer
Authorising Officer:	N/A
Attachments:	Yes

Summary:

For members to adequately know their 'reason for being', or purpose the attached Charter (draft) is recommended to be adopted by the Committee and recommended to be then adopted by Council.

Background:

This item was deferred from the March meeting of the committee to enable the members to review the relevant sections of the Local Government Act.

The author is not aware of any previous charter having been adopted although terms of reference and membership for the Committee were the subject of Council consideration in January 2007 and those matters have been included within this draft Charter.

Comment:

A charter helps guide staff, Council and a Committee member as to what is sought from them and how they can seek to influence the community and Council. It defines responsibilities, powers, delegated authority, membership and legislative parameters.

Consultation:

Nil.

Statutory Obligations:

There are statutory obligations as detailed in the Charter, regarding establishing a Council Committee.

Policy Implications:

There are no existing Council policies that relate specifically to Persons with Disabilities however the Council has adopted its Disability Access and Inclusion Plan, as required by legislation, and this document has greater accountability requirements than an adopted policy.

Budget / Financial Implications:

There are no known financial implications upon the Councils current Budget or Plan for the Future.

Strategic Implications:

There are no known significant strategic implications relating to the report or the officer recommendation.

Sustainability Implications:**> Environmental:**

There are no known significant environmental considerations relating to the report or officer recommendation.

> Economic:

There are no known significant economic considerations relating to the report or officer recommendation.

> Social:

There are no known significant social considerations relating to the report or officer recommendation.

Voting Requirements:

Simple majority.

COMMITTEE DECISION / OFFICER RECOMMENDATION

ITEM 6.1

Moved: G Hill

Seconded: P Boyes

That the Disability Services Committee recommend to Council the adoption of the attached Charter as amended by the Committee as follows:

In Clause 8.11, change word "appoint" to "elect" and following the word "Deputy", add the word "Chairperson".

Carried 6/0

6.2 WALK AROUND TOWN

File Ref:	SER 8
Applicant / Proponent:	N/A
Subject Land / Locality:	Central Business District
Disclosure of Officer Interest:	Nil
Date:	9 May 2008
Author:	Mel Cheverton, Senior Administration Officer
Authorising Officer:	N/A
Attachments:	Yes – List of items requiring attention.

Summary:

This report considers the items found by committee members in the recent walk around town which require some attention.

Background:

It was agreed from the March meeting of the committee that members would assemble and leave from the Library at 10am on Wednesday 2 April to walk around the Central Business District and identify areas of concern.

Comment:

The committee accompanied by Ms Kim Daniel, Disability Services Commission, walked the CBD area and identified several matters which would impinge on members of the community and more particularly, disabled community members. Several of the items identified would be "easy fix" items and carried out by works staff in the normal course of road / footpath repairs. Others will require further enquiry and possible Council funding commitment prior to carrying out.

A list of the items identified is attached. A copy has been provided to the Engineer for his action.

Consultation:

Nil.

Statutory Obligations:

Nil.

Policy Implications:

There are no known policy implications.

Budget / Financial Implications:

Subject to considerations, there may be financial implications.

Strategic Implications:

There are no known significant strategic implications relating to the report.

Sustainability Implications:➤ **Environmental:**

There are no known significant environmental considerations relating to the report.

➤ **Economic:**

There are no known significant economic considerations relating to the report.

Social:

There are no known significant social considerations relating to the report or officer recommendation.

Voting Requirements:

Simple majority.

Shirley advised that the one item not appearing on the list was that relating to “off-ramps” not aligning to their opposite “on-ramps” along Strickland Street. Agreed this would be included at 29 on the list.

COMMITTEE DECISION / OFFICER RECOMMENDATION	ITEM 6.2
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Moved: G Rose

Seconded: M Brenton

1. That the list of issues identified from the CBD walkabout, be received.
2. That the Disability Services Committee recommends to Council that the list, as amended with the inclusion of number 29 as above, be referred to the Shire Engineer for the completion of the maintenance works identified or referral for budget consideration of those works deemed outside maintenance.

Carried 6/0

6.3 GENERAL BUSINESS

Matters raised by members:

- a. Gabrielle reported that she had been approached by a community member with a sight disability who was interested in seeking membership of the Disability Services Committee. Currently all member positions on the committee were filled with their terms expiring in October 2009. It was agreed that the current membership was of an adequate size and that Gabrielle would meet with the interested party and advise them of when the next opportunity for membership will arise.
- b. Geoff reported that he considered the “walk around town” to be very successful and that such an event should be held each year. Item to be formally considered at next meeting.

7. NEXT MEETING

The next meeting of the committee is due for Wednesday 18 June however the Senior Administration Officer is away for a period in June and returns to work on Friday 20 June.

Rescheduling the meeting to the last Wednesday in June would leave an insufficient time to prepare and send out an agenda and it is suggested the meeting be put out two weeks.

OFFICER RECOMMENDATION

That the next meeting of the Disability Services Committee be held on Wednesday 2 July 2008, commencing at 10am.

Chairperson reported having discussed this with the CEO who has agreed to make available is Personal Assistant to act in Mel's place for the 18 June meeting.
Members agreed to leave the scheduled meeting date as 18 June, commencing at 10.00 am in the Library meeting room.

Mel reported that the Disability Services Commission have agreed to allow the Toilet Audit and Disability Awareness Training for staff to be included as an authorised expenditure under the DAIP grant funding and the DSC request to utilize underspent You're Welcome grant funding of \$5,000 on assessment of some further accommodation premises outside the CBD. The consultant who oversaw the volunteer University student (Laura Brennan) who carried out, in conjunction with Geoff Hill, the primary part of the information gathering and report writing stage of the project, will be coming to Denmark during May to carry out this extra assessment work.
Disability Awareness Training is scheduled for mid June and some 12 staff will be involved. Access to this training has also been offered to adjoining Local Governments.

8. CLOSURE OF MEETING

There being no further business to discuss the Presiding Person closed the meeting at 11.35am.

The Chief Executive Officer recommends the endorsement of these minutes at the next meeting.

Signed: _____
Dale Stewart – Chief Executive Officer

Date: 9 May 2008

These minutes were confirmed at a meeting on the 18 June 2008.

Signed: _____
(Presiding Person at the meeting at which the minutes were confirmed.)

Shire of Denmark Charter



DISABILITY SERVICES COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Disability Services Committee, established by Council pursuant to Section 5.8 of the Local Government Act 1995.

1.0 NAME

The name of the Committee shall be the Shire of Denmark Disability Services Committee, hereinafter referred to in its abbreviated form as the Committee.

2.0 ESTABLISHMENT

The Committee is established pursuant to Section 5.8 of the Local Government Act 1995.

3.0 DISTRICT

The Committee shall operate within the local government boundaries of the Shire of Denmark.

4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25.

5.0 VISION

Our vision is for the Shire of Denmark to be a community that recognizes and values the participation of persons with disabilities.

6.0 TERMS OF REFERENCE

6.1 To support and recommend to Council, action and policies relating to the provision of services to persons with disabilities in the Denmark community.

6.2 To advise Council on matters effecting persons with disabilities generally.

6.3 To oversee the implementation, regular reviews and evaluation of the Shire of Denmark Disability Access and Inclusion Plan and make recommendations to Council on matters relating to the Plan.

7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 9 members being a Councillor, three community professional members and five community members appointed by Council from time to time with the Chief Executive Officer (CEO) or that officer's nominee (currently the Senior Administration Officer) being non voting secretariat support. Membership is for the term from appointment by Council through to the next October date of Local Government Ordinary Elections in Western Australia or resignation by the member or a date from which the Council determines the Committee shall no longer operate.

Current membership (with effect from October 2007)

- Councillor Hinds
- Community professional – Ms Gabrielle Rose (Disability Services Commission)
- Community professional – Ms Jodie Hickey (Denmark Community Health Services, HAAC)
- Community professional - vacant
- Community member – Ms Murial Brenton
- Community member – Ms Peta Clarke
- Community member – Mr Geoff Hill
- Community member – Mr Peter Boyes
- Community member - Ms Shirley Fletcher

8.0 MEETINGS**8.1 Annual General Meeting:**

Nil

8.2 Committee Meetings:

Meetings shall be held as determined by the Committee.

8.3 Quorum:

The quorum at any meeting shall be a half plus one of the numbers of members of the Committee whether in attendance or not.

8.4 Voting:

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the LGA). Officers of Council servicing the Committee are not entitled to vote unless specifically approved under the charter.

8.5 Minutes:

Shall be in accordance with the Local Government Act, Section 5.22.

8.6 Who acts if no presiding member?

Shall be in accordance with the Local Government Act, Section 5.14.

8.7 Meetings

Meetings shall be generally open to the public pursuant to the Local Government Act, Section 5.23.

8.8 Public Question Time

The Committee if empowered with any delegated powers will allow for Public Question Time at the start of its Meetings in accordance with the Local Government Act, Section 5.24.

8.9 Members Interests to be Disclosed

Members of the Committee are bound by the provisions of the Local Government Act, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

8.10 Secretary

The CEO, or that officers appointed nominee (currently the Senior Administration Officer) will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

8.11 Chairperson

The members will elect the Chairperson and Deputy Chairperson of the Committee pursuant to the Local Government Act 1995, Section 5.12.

8.12 Meeting Attendance Fees

Nil.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

The Committee has no delegated authority.

Adopted by Council