

TOWN OF COTTESLOE



DISABILITY SERVICES ADVISORY COMMITTEE MEETING

AGENDA

**DISABILITY SERVICES ADVISORY COMMITTEE MEETING
TO BE HELD IN THE
Mayor's Parlour, Cottesloe Civic Centre
109 Broome Street, Cottesloe
10:30 Tuesday, 13 August 2019**

MAT HUMFREY
Chief Executive Officer

09 August 2019

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Agenda and minutes are available on the Town's website www.cottesloe.wa.gov.au

VISION

Our vision is for the Town of Cottesloe to be a community that recognises and values the participation of persons with disabilities.

TERMS OF REFERENCE

- a. To support and recommend to Council, action and policies relating to the provision of services to persons with disabilities in the Cottesloe community.
 - b. To advise Council on matters effecting persons with disability generally.
 - c. To oversee the implementation, regular reviews and evaluation of the Town of Cottesloe Disability Access Inclusion Plan and make recommendations to the Council on matters relation to the plan.
1. Assist Council with the implementation of the Disability Access and Inclusion Policy and review the Policy at regular intervals to ensure its ongoing accuracy and relevance.

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS**2 DISCLAIMER**

Refer to the Disclaimer on the inside of the cover page

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The meeting will be recorded, solely for the purpose of confirming the correctness of the Minutes.

4 ATTENDANCE**Members**

Cr Helen Sadler	Presiding Member, Elected Member
Ms Karena Sherrif	SHINE Community Services
Ms Joanne Downey	Lady Lawley Cottage
Mr Chris Wiggins	Committee Member
Ms Ellen Robinson	Committee Member

Officers

Mr Garry Bird	Deputy Chief Executive Officer
Mr Shaun Kan	Manager Engineering Services
Ms Jodee Harley	Community Development Officer
Ms Ann-Marie Donkin	Governance Officer

Visitors**Apologies**

Ms Hilary Rumley	Committee Member
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5 DECLARATION OF INTERESTS**6 CONFIRMATION OF MINUTES**

That the Minutes of the Disability Services Advisory Committee Meeting held on Tuesday 11 June 2019 be confirmed as a true and accurate record.

7 PRESENTATIONS

Nil

8 REPORTS**8.1 REPORTS OF OFFICERS****8.1.1 COMMUNITY DEVELOPMENT OFFICER UPDATE**

Attachments:	8.1.1(a)	2018/2019 Disability Access and Inclusion Plan Progress Report 
	8.1.1(b)	Inclusive Volunteering Workshop Flyer 

Community Development Officer Update

- 2018/19 DAIP progress report – Final
- Inclusive Volunteering Workshop flyer
- Hosting Inclusive Events workshop (City of Subiaco)
- Creating Accessible and Inclusive Communities workshop (WALGA)
- ACROD Parking Bay Upgrades

8.2 ITEMS FOR DISCUSSION

8.2.1 ACTION LIST

Attachments: **8.2.1(a) Disability Services Advisory Committee Action List - Updated August 2019** 

Refer to the action list.

9 GENERAL BUSINESS

9.1 COMMITTEE MEMBERS

9.2 OFFICERS

10 MEETING CLOSED TO PUBLIC

10.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

11 NEXT MEETING

12 MEETING CLOSURE

TOWN OF COTTESLOE



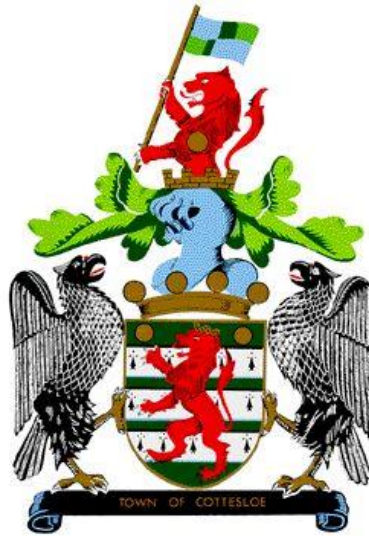
ATTACHMENTS

**DISABILITY SERVICES ADVISORY COMMITTEE MEETING – 13
AUGUST 2019**

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TOWN OF COTTESLOE



DISABILITY SERVICES ADVISORY COMMITTEE MEETING

ATTACHMENT

ITEM 8.1.1A: 2018/2019 DISABILITY ACCESS AND INCLUSION PLAN PROGRESS REPORT

Disability Access and Inclusion Plan (DAIP) Progress Reporting 2018-2019

#122

COMPLETE

Collector: Email Invitation 2 (Email)
Started: Monday, May 20, 2019 1:34:17 PM
Last Modified: Monday, July 01, 2019 9:48:38 AM
Time Spent: Over a month
Email: cdo@cottesloe.wa.gov.au
IP Address: 202.74.165.146

Page 3: Your details

Q1 Name of public authority:

Town of Cottesloe

Q2 Type of public authority:

Local government

Q3 Name of contact person:

Jodee Harley

Q4 Phone number:

9285 5000

Q5 Email:

cdo@cottesloe.wa.gov.au

Page 4: About your Disability Access Inclusion Plan

Q6 Which part of your organisation leads the implementation of your DAIP? (Pick the category which best describes)Corporate
Services**Q7** Please describe how this aligns best for your organisation's structure and objectives.

The DAIP aligns with the Town's Strategic Community Plan 2013 - 2023 and its six interrelated priorities: Protecting and enhancing the wellbeing of residents and visitors; Achieving connectivity between east and west Cottesloe; Enhancing beach access and the foreshore; Managing Development; Providing sustainable infrastructure and community amenities; and Providing open and accountable local governance.

Disability Access and Inclusion Plan (DAIP) Progress Reporting 2018-2019

Q8 In 2018-19, which of the following mechanisms helped your organisation identify and implement DAIP activities? (Please choose single or multiple options)

An internal working group or committee

Q9 In 2018-19, which strategy or strategies were adopted within your organisation to raise awareness of your DAIP and/or general access and inclusion? (Please choose single or multiple options)

All new staff receive a copy of the DAIP
Access and Inclusion workshops/seminars/training/events

Page 5: Challenges in implementing your DAIP

Q10 In 2018-2019, did your organisation plan activities in your DAIP which were not implemented? **Yes**

Q11 If Yes, what were the main reason(s)? (Please choose single or multiple options)

Other:

1) Requested that the external event Sculpture by the Sea, which is held annually at Cottesloe beach, increase the number of access days for people with disability. Due to budget constraints and the logistics of laying down beach matting access days remained at two. 2) Funding allocated to Seaview Golf Club to install accessible toilets did not go ahead as quotes exceeded available funding.

Q12 The State Disability Plan will be the 10-year vision driven by the aspirations of people with disability. It will build and expand upon current initiatives to ensure people with disability are empowered to participate in full civic life in their local communities. From your organisation's experiences in implementing your DAIP, please advise of any actions, ideas or key priority areas that you want to see included in the State Disability Plan. You may also have insights into creating positive change around that action/idea and the players (organisations, departments etc) that might be involved to create that change.

More funding is required to make structural changes that improve access for those with a disability to public facilities, for example beach matting, changing places, ramps.

Page 6: 1. General services and events

Q13 For this Outcome, how many new activities were commenced in 2018-2019?

1

Q14 For this Outcome, how many activities were progressed (but not new) in 2018-2019?

1

Disability Access and Inclusion Plan (DAIP) Progress Reporting 2018-2019

Q15 Activity 1

An AUSLAN interpreter attended Carols by Candlelight Christmas Concert 16/12/18. All event programs were printed in 12 font, ACROD parking and disabled toilet facilities were also provided.

Q16 Activity 2

It is now a condition that the organisers of all Council approved major events provide a Disability Access and Inclusion Plan. If the event charges an entrance fee organisers are asked if they are affiliate members of the Companion Card program.

Q17 Activity 3

Respondent skipped this question

Q18 Activity 4

Respondent skipped this question

Q19 Photograph

DSC_9912.JPG (6.9MB)

Q20 Permission to use image

Respondent skipped this question

Page 7: 2. Buildings and facilities

Q21 For this Outcome, how many new activities were commenced in 2018-2019?

2

Q22 For this Outcome, how many activities were progressed (but not new) in 2018-2019?

0

Q23 Activity 1

Installation of a universal access path at Cottesloe beach. The path ensures universal access from Marine Parade, which has an ACROD bay, through to the beach and the public toilets.

Q24 Activity 2

An audit of all ACROD bays within the Town was conducted. As a result an additional 2 bays were installed in front of Barchetta Café on Marine Parade. A list has also been compiled of priority areas to install additional ACROD bays in the near future.

Q25 Activity 3

Respondent skipped this question

Disability Access and Inclusion Plan (DAIP) Progress Reporting 2018-2019

Q26 Activity 4

Respondent skipped this question

Q27 Photograph

Barchetta new ACROD bays.docx (1.2MB)

Q28 Permission to use image

Respondent skipped this question

Page 8: 3. Information and Communication

Q29 For this Outcome, how many new activities were commenced in 2018-2019?

3

Q30 For this Outcome, how many activities were progressed (but not new) in 2018-2019?

1

Q31 Activity 1

The Town launched its new website which allows users to change the colour contrast and make text larger or smaller. The Disability Access and Inclusion page includes Community Access Information and has now been expanded to include Business Access Information on understanding disability, improving access to your business, and employing people with a disability.

Q32 Activity 2

Disability access and inclusion services information and events are promoted through the Town's Facebook page, community contacts list, newsletter and on screen in our customer service area. For example, the NDIS workshops, SHINE community services, National disability strategy for beyond 2020 workshop, Sculptures by the Sea Access Days, Lady Lawley IDPWD activities were promoted and more.

Q33 Activity 3

A morning tea for local carers was held during Carers week on 14 October at the Grove Library. This was a joint initiative between the Town of Cottesloe, Shire of Peppermint Grove and Town of Mosman Park. Despite intensive promotion of the event numbers were low at about 5 people. This may be due to the difficulty of leaving those they are caring for to socialise. Consideration will be given to how we can better support carers this year.

Q34 Activity 4

Several Mental Health Week activities were conducted in October as part of a joint initiative between the Town of Cottesloe, Shire of Peppermint Grove and Town of Mosman Park. Two workshops for parents and carers were held on Kids & Anxiety (30 attendees) and Teens and Anxiety (23 attendees). A free yoga session was offered to residents and held at Freshwater Bay Mosman Park, although numbers were low with only 2 attendees.

Disability Access and Inclusion Plan (DAIP) Progress Reporting 2018-2019

Q35 Photograph

Respondent skipped this question

Q36 Permission to use image

Respondent skipped this question

Page 9: 4. Quality of service

Q37 For this Outcome, how many new activities were commenced in 2018-2019?

2

Q38 For this Outcome, how many activities were progressed (but not new) in 2018-2019?

0

Q39 Activity 1

The Town of Cottesloe contracted E-QUAL Disability Consultants to deliver Disability Awareness Training in November. The workshop was attended by 16 staff, Councillors and local services providers. Pre and post evaluation indicated increased knowledge and awareness of access and inclusion issues for people with disabilities and greater confidence to provide an accessible service.

Q40 Activity 2

The Town has supported E-QUAL Disability Consultants to co-design Inclusive Volunteering workshops by surveying local residents and service providers. The Town plans to host an E-QUAL Inclusive Volunteering workshop in September 2019.

Q41 Activity 3

Respondent skipped this question

Q42 Activity 4

Respondent skipped this question

Q43 Photograph

IMG_20181129_110718.jpg (6.6MB)

Q44 Permission to use image

Respondent skipped this question

Page 10: 5. Complaints and safeguarding

Q45 For this Outcome, how many new activities were commenced in 2018-2019?

0

Disability Access and Inclusion Plan (DAIP) Progress Reporting 2018-2019

Q46 For this Outcome, how many activities were progressed (but not new) in 2018-2019?

2

Q47 Activity 1

The Town's new website prominently displays options for users to 'Get in Touch' and provide 'Feedback'. The website has the option to change the colour contrast and increase text size.

Q48 Activity 2

The Town's Disability Services Advisory Committee meets bi-monthly and includes representation from community members with lived experience, Councillors, Council officers, and local disability service providers. This year the committee welcomed a new community member with lived experience of disability.

Q49 Activity 3

Respondent skipped this question

Q50 Activity 4

Respondent skipped this question

Q51 Photograph

Respondent skipped this question

Q52 Permission to use image

Respondent skipped this question

Page 11: 6. Consultation and engagement

Q53 For this Outcome, how many new activities were commenced in 2018-2019?

0

Q54 For this Outcome, how many activities were progressed (but not new) in 2018-2019?

2

Q55 Activity 1

The Disability Services Advisory Committee continues to provide guidance on access and inclusion principles as part of Cottesloe's Foreshore Masterplan process.

Q56 Activity 2

The Disability Services Advisory Committee recruited a community member with a lived experience of disability. The Committee now has 3 community representatives.

Disability Access and Inclusion Plan (DAIP) Progress Reporting 2018-2019

Q57 Activity 3	Respondent skipped this question
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Q58 Activity 4	Respondent skipped this question
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Q59 Photograph	Respondent skipped this question
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Q60 Permission to use image	Respondent skipped this question
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Page 12: 7. Employment, people and culture

Q61 For this Outcome, how many new activities were commenced in 2018-2019?

2

Q62 For this Outcome, how many activities were progressed (but not new) in 2018-2019?

0

Q63 Activity 1

The Town has been liaising with Down Syndrome WA to employ a Customer Service Officer on a 12 month traineeship for the 2019/20 year. Budget has been allocated waiting final approval from Council.

Q64 Activity 2

The Community Development Officer attended the LG Professionals Lighthouse Project training workshop in May. The workshop provided practical information on increasing the employment of people with disability in local government.

Q65 Activity 3	Respondent skipped this question
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Q66 Activity 4	Respondent skipped this question
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Q67 Photograph	Respondent skipped this question
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Q68 Permission to use image	Respondent skipped this question
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Page 13: Agents and contractors

Disability Access and Inclusion Plan (DAIP) Progress Reporting 2018-2019

Q69 Which of the following methods are used by your organisation to support your DAIP? (Please choose single or multiple options)

Inform agents and contractors about the DAIP through contracts or agreements

Require agents and contractors to implement a DAIP or have access and inclusion policies and procedures

Q70 Please provide a description of any significant DAIP activities driven or led by your organisation's agents and contractors in 2018–2019.

The Town contracts Workpower to provide catering for Council meetings and events. Workpower is a not-for-profit organisation dedicated to creating opportunities for people with disability, their families, and carers.

Q71 How many of your agents or contractors were considered to have a role in your DAIP? (please choose one)

1-20

Page 14: Feedback about our access and inclusion services

Q72 In 2018-2019, did your organisation use any of the access and inclusion resources on www.disability.wa.gov.au?

Yes

Q73 Were you satisfied with the resources?

Very satisfied,

Comment:

Links to these access and inclusion resources are included on the Town's website under Business Access Information.

Q74 In 2018-2019, has your organisation contacted the access and inclusion team?

Yes

Q75 Were you satisfied with the service provided?

Very satisfied

Q76 Do the changes to the DAIP reporting questions for 2018-2019 better suit your organisation's approaches to managing access and inclusion?

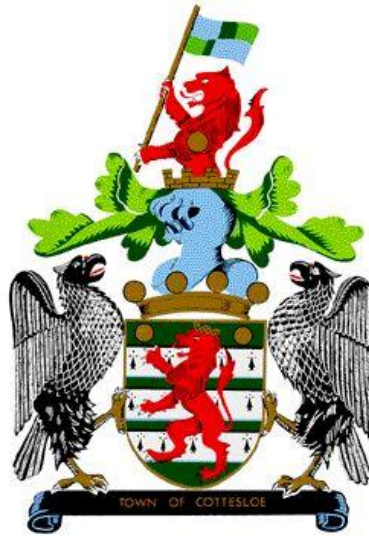
No difference

Page 15: Ready to lodge your report

Q77 My DAIP progress report is complete and I wish to lodge it with the Department of Communities

Yes

TOWN OF COTTESLOE



DISABILITY SERVICES ADVISORY COMMITTEE MEETING

ATTACHMENT

ITEM 8.1.1B: INCLUSIVE VOLUNTEERING FLYER



INCLUSIVE VOLUNTEERING WORKSHOP

This workshop is designed to support volunteers and volunteer organisations to welcome and include people with disability as colleagues or clients. It includes information and activities to raise awareness about:

- How to talk about disability in a respectful way
- How to communicate clearly with people with different types of disability
- How to provide support to people with cognitive impairments
- How to encourage other volunteers or community members to be inclusive
- Real examples of accessible and inclusive volunteering
- And more!!

Tuesday, 24 September 2019
6pm – 8pm
(light supper & registration from 5.45pm)

Lesser Hall, Town of Cottesloe
109 Broome St

To register please contact:

Jodee Harley
9285 5000
cdo@cottesloe.wa.gov.au

The workshop is presented by E-QUAL Disability Consultants and all facilitators have a lived experience of disability. This project is an NDIS information, Linkages and Capacity Building (ILC) Initiative.

Funded by:



Government of **Western Australia**
Department of **Communities**

This workshop is hosted by:

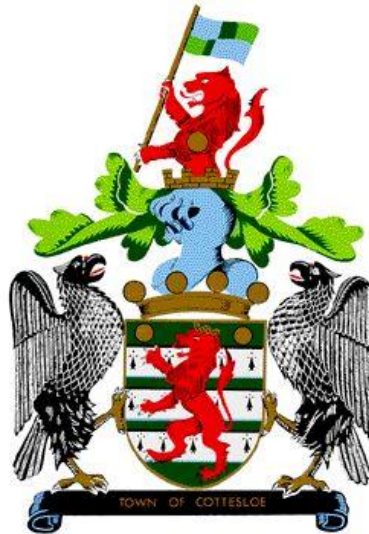


Town of Cottesloe



SHIRE OF PEPPERMINT GROVE

TOWN OF COTTESLOE



DISABILITY SERVICES ADVISORY COMMITTEE MEETING

ATTACHMENT

ITEM 8.2.1A: DISABILITY SERVICES ADVISORY COMMITTEE ACTION LIST - UPDATED AUGUST 2019

Disability Services Advisory Committee Action List					
Meeting Date	Item Number	Responsible Officer	Action item	Complete (Y/N)	Minutes/Action
	2018/2	DCEO	Formalise the process of booking the Beach Wheelchair at Cottesloe Beach.	Ongoing	Request a record of bookings be kept by the lifeguards and volunteer surf life savers, to include ad hoc bookings. Meeting with representatives of CSLSC, NCSLSC, and Surf Life Saving WA on 9/3/18. Project on hold while further improvements made to the electronic booking system.
	2018/5	MES	Crossing at the intersection of Gibney Street and Marine Parade.	Ongoing	MRWA approval will take 2-3 months. Edge Transport traffic engineering consultants will be liaising with MRWA for the full crossing. Awaiting Wearne development to be approved before approaching Main Roads Department.
	2018/8	DCEO/CDO	Attract more representatives to the DSAC.	Ongoing	Hold one DSAC meeting per year at a Cottesloe Disability Services Agency. The 11/6/19 DSAC meeting was held at Lady Lawley Cottage.
	2018/10	DCEO	Ensure that events are accessible to people with disabilities.	Y	Make available temporary ACROD event passes. Discussion item to be presented to Council Briefing Forum regarding event approval processes including event accessibility. The Town's event application form has been amended to request information on membership of the WA Companion Card and if applicants have a DAIP. Applicants are also referred to the Guide to Providing Accessible Events on the town website.
	2018/11	MES	Ensure that signs and signals are carefully designed to inform all users.	In Progress	Signage for significant projects such as the Cottesloe Foreshore Renewal to be reviewed by the DSAC. Follow up with the FPIC regarding braille and size of the signs. Feedback will be provided to Masterplan consultant.
28-August-2018	2018/22	DCEO	Research opportunities to engage disability employment services.	Y	Recruited a new staff member August 2019 to complete an 18 month Cert 2 in Customer Engagement. Receiving ongoing support from Down Syndrome WA and EDGE Employment Solutions.
23-October-2018	2018/25	DCEO	Obtain price on beach matting as a short term solution to universal water access and discuss with two Surf Clubs.	Ongoing	Quote for beach matting obtained. Beach matting did not qualify for funding under the Community Sporting and Recreation Facilities Fund (CSRFF). Funding sources will continue to be investigated.
	2019/26	Cr Sadler	The committee requested Cr Sadler liaise with ProCott regarding improving access to business premises in Cottesloe.	In Progress	The July ProCott meeting was cancelled and Cr Sadler was unable to attend the August meeting. Deferred to September 2019 meeting.
	2019/27	DCEO	The committee requests Mr Bird to contact Ms Hilary Rumley in relation to her enquiry about the funding provided to the Sea View Golf Club for accessibility improvements.	Y	CDO forwarded an email to Ms Rumley stating at the April 2019 OCM the request by Sea View Golf Club to vary the projects funded by the \$48,000 contribution from Council was approved.
	2019/28	CDO	Consider/investigate universal wayfinding and accessibility in Cottesloe. Check what Bunbury have done - Most Accessible Regional City in Australia (MARCIA).	Ongoing	
	2019/29	CDO	Include an item in the next agenda for the committee to discuss ideas related to Community Engagement - Engaging people with Disability	In Progress	Placed on DSAC agenda for 13 August 2019.