



MINUTES

Access and Inclusion Advisory Committee Meeting Wednesday 24 June 2020

Date: Wednesday 24 June 2020

Time: 10.30am

Location: Council Chambers, York Town Hall, York

Order Of Business

1	Opening	3
1.1	Declaration of Opening.....	3
1.2	Disclaimer	3
1.3	Standing Orders.....	3
1.4	Announcement of Visitors	3
1.5	Declarations of Interest that Might Cause a Conflict	3
1.6	Declaration of Financial Interests	3
1.7	Disclosure of Interests that May Affect Impartiality	3
2	Attendance	3
2.1	Members	3
2.2	Staff	3
2.3	Apologies	4
2.4	Leave of Absence Previously Approved	4
3	Applications For Leave of Absence	4
4	Presentations	4
5	Confirmation of Minutes of Previous Meetings	4
6	Announcements by Presiding Member Without Discussion	4
7	Officer's Reports	
7.1	Socially Inclusive Communities WA - Update on program.....	5
7.2	Disability Access and Inclusion Plan progress report.....	11
7.3	Access & Inclusion Audit progress report.....	24
8	Questions from Members without Notice	28
9	Business of an Urgent Nature Introduced by Decision of the Meeting	29
10	Next Meeting	29
11	Closure	29

**MINUTES OF SHIRE OF YORK
ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK
ON WEDNESDAY 24 JUNE 2020 AT 10.30AM**

The York Shire Council acknowledges the traditional owners of the land on which this meeting will be held.

1 OPENING

1.1 Declaration of Opening

Ms Bev Penny, Chairperson, declared the meeting open at 10.34am.

1.2 Disclaimer

The Presiding Member advised the following:

"I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material."

1.3 Standing Orders

The Committee was ask to review the Local Government (Council Meetings) Local Law 2016 <https://www.york.wa.gov.au/documents/1355/council-meeting-local-law-2016>=

1.4 Announcement of Visitors

Joske Van Den Rydt - work placement position at the Shire for 2 weeks. Attending meeting.

1.5 Declarations of Interest that Might Cause a Conflict

Nil

1.6 Declaration of Financial Interests

Nil

1.7 Disclosure of Interests that May Affect Impartiality

Nil

2 ATTENDANCE

2.1 Members

Bev Penny, Chairperson; Cr Denese Smythe; Liz Christmas; Rosemary Parker; Marjorie Kerkhoff, Sarah Sloss

2.2 Staff

Chris Linnell, CEO

Jo Bryant, Project Officer

2.3 Apologies

Marie Forster, Deputy Chair, Tegan Walsh, Cr. Stephen Muhleisen

2.4 Leave of Absence Previously Approved

Nil

3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4 PRESENTATIONS

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RECOMMENDATION

Moved: Cr Denese Smythe

Seconded: Rosemary Parker

That the minutes of the Access and Inclusion Advisory Committee Meeting held on 6 February 2020 be confirmed.

CARRIED: 6/0

6 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Chairperson raised the following matters:

1. Welcome to new committee members Sarah Sloss and Marjorie Kerkhoff
2. Requested a further walk through of Avon Park in a few months when work has progress further

7 OFFICER'S REPORTS

7.1 SOCIALLY INCLUSIVE COMMUNITIES WA - UPDATE ON PROGRAM

File Number: OR.CMA.9

Author: Joanna Bryant, Acting Manager Community

Authoriser: Joanna Bryant, Acting Manager Community

Previously before Council: OCM – 6 February 2020

Appendices:

1. **Workshop 1 Attracting Talent - Evaluation Summary**
2. **Workshop 2 Building Better Clubs - Evaluation Summary**
3. **Inclusive Events Training**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

The Shire of York was successful in winning support to co-deliver the **Socially Inclusive Communities WA** (SICWA) 2019/20 Initiative within the York community. This report details the progress of the initiative.

Background

The SICWA Project supports local government authorities and their staff, as well as clubs and local groups, by building capacity, increasing knowledge and developing skills to ensure that people with disability are valued and included within local activities.

The program includes:

- 3 x training workshops as identified by Inclusion Solutions and the Shire of York
- Mentoring for up to 4 x local sporting clubs and/or community groups, as identified by the Shire of York
- Support and mentoring for Shire of York staff in regard to social inclusion as needed
- Advocacy on access and inclusion through committee involvement and support as per the Shire's Access and Inclusion Plan
- 5 x complementary tickets to all Social Inclusion forums, coordinated by Inclusion Solutions during the life of the project
- Provide a reporting template for acquittal of the SICWA 2019/20 Initiative
- Social Inclusion in Sport and Recreation resource to be provided to all mentored clubs, with the option of one workshop to implement practical elements.

COMMENTS AND DETAILS

Workshops

Workshop 1 - *Attracting talent & time to your community group or club* – was delivered on Tuesday 10 December 2019 at the YRCC. There were 13 attendees. **See Appendix 1: Workshop 1 Attracting Talent - Evaluation Summary.**

Workshop 2: *Building Stronger, Better Connected* - was delivered on Saturday 14 March at the YRCC. There were 9 attendees. **See Appendix 2: Building Stronger, Better Connected Clubs – Evaluation Summary**

Due to the onset of the COVID-19 pandemic Workshop 3: Inclusive Events Training scheduled for Thursday 28 May 2020 was cancelled. Officers are proposing to re-schedule this session in August 2020, tentative date Thursday 20 or 27 August 2020. See Appendix 3: Inclusive Events Flyer

Mentoring

The mentoring sessions are only between Inclusion Solutions and the club involved. Shire staff do not attend mentoring sessions and information in the sessions are only shared with them if permitted by the club. This is to ensure clubs can have open and honest conversations about their barriers and goals.

The mentoring opportunity has been promoted directly to clubs, through Facebook, the Shire website, Community Matters and flyers at the YRCC. In addition, Inclusion Solutions has made contact with State Sporting bodies and clubs direct.

The York Agricultural Society and the York Community Resource Centre has expressed an interest in taking up the mentoring opportunity.

OPTIONS

Nil

IMPLICATIONS TO CONSIDER

Consultative

Access & Inclusion Advisory Committee

York Sporting Groups

Strategic

The 2016 – 2026 Strategic Community Plan was adopted by Council on 27 June 2016 and the following outcomes fit with SICWA outcomes to build capacity of LGAs to create more inclusive, better connected communities:

Outcome 1.7 York is known for being a positive, active and involved community

Outcome 3.5 Opportunities exist for skills development and associated education linked to York business and organisations including the shire of York

The Shire of York Access & Inclusion Plan 2018 – 2023 was adopted by Council on 25 June 2018 and the following outcomes fit with SICWA outcomes to make positive, sustainable change:

Outcome 1.6 Develop strategic partnerships with key agencies to maximise access to services for people with disability

Outcome 4.1 Ensure staff are aware of access and inclusion requirements and equipped to provide a high level of service to all people.

Outcome 4.2 Improve the awareness of new employees and new councillors about disability access and inclusion issues

Outcome 7.2 Facilitate a culture of access and inclusion within the organisation

Policy Related

Nil

Financial

The cost of this initiative is \$3,200 + GST

Legal and Statutory

Nil

Risk Related

Nil

Workforce

The Shire assists with the delivery of the Social Inclusion project by providing space for workshops in the York Recreation and Convention Centre. The Shire's Project Officer role includes elements of community engagement and support for this project.

Voting Requirements: Not applicable.

COMMITTEE RECOMMENDATION

Moved: Cr Denese Smythe

Seconded: Rosemary Parker

That the Committee recommends:

That Council:

- (a) **Notes the information regarding the SICWA initiative, and;**
- (b) **Requests the Chief Executive Officer to report back to the Access and Inclusion Advisory Committee on the ongoing progress of the initiative.**

CARRIED: 6/0

TRAINING EVALUATION STATISTICS	
Course Title	Attracting Talent and Time through Inclusion
Presenter 1	Jehu Dagohoy
Presenter 2	Amy Perrie
Date	10-Dec-19
Client Name	
Project	SICWA 2
Demographics	Community Members
Attendees	12

	Education Prior	Education After	Capacity	Recommendation
AVERAGE RATING	3.2	4.3	4.3	4.2

WHAT WERE THE MOST POSITIVE ASPECTS OF THE TRAINING?

- Involvement of younger presenters.
- Great theory, nice revision through activities and role play.
- Sharing ideas and connecting with community members again in relaxed environment.
- The ideas from everywhere. Positive thinking.
- Preparedness to ask us questions and listen to us.
- The video of people identifying themselves as they appeared, then merging and interacting happily as what they have in common became known.
- Learning about self and capacity to draw others in.
- Thinking about boxes and classifications. Inclusion is a mindset.
- The importance of positiveness and to avoid negativeness.
- Interactive. Creative thinking encouraged.
- Change of mindset. Practical strategies that I can see will be successful.
- New tools on how to attract the right people.

WHAT DO YOU PLAN TO IMPLEMENT IN YOUR COMMUNITY AS A RESULT OF THIS WORKSHOP?

- Better engagement and education on what my group does to achieve better utilisation of our services.
- Use head, heart, hands strategy to identify assets that can be utilised.
- Revisit how our club assesses the skills of our members and includes new members in roles.
- Prepare and strategy.
- Continuing to encourage inviting people to fulfill roles/join a group.
- Continue as was, but keeping my mind open as to other possibilities.
- I will take this back to my group and encourage new initiatives.
- Power of 10.
- It would be nice to have our whole club on board.
- Insist on inclusiveness in all involvements.

WHAT TOPICS WOULD YOU LIKE COVERED IN FUTURE TRAINING?

- Community education -- how to engage them and to build understanding of differences and tolerance.
- Working on actual outcome (ie develop inclusion policy). Generic, everyone can use.
- How to get colleagues more interested in being inclusive using people's skills.
- Including people who don't already belong to a given group or club.
- Talking around difficult objects.
- More of the same -- in a bit more detail. Practical strategies/ideas.
- Tools to obtain feedback from community members -- how to design surveys for example.

DO YOU HAVE ANY FURTHER COMMENTS TO ADD?

- I think this could have become a whole day workshop. It was so much fitted into too short a space of time.
- Great example of using inclusive strategies. I learnt a lot about the hidden assets within the small group that attended.
- Thank you!
- Opportunity to take notes.
- Thank you for choosing York and travelling out here.
- Thank you!
- Thank you!

- Really appreciate the presenters' attitude and openness.

TRAINING EVALUTION STATISTICS	
Course Title	Building Stronger, Connected Clubs
Presenter 1	Amy Perrie
Presenter 2	Jehu Dagohoy
Date	14-Mar-20
Client Name	Shire of York
Project	SICWA 2
Demographics	Community Members
Attendees	9

	Education Prior	Education After	Capacity	Recommendation
AVERAGE RATING	2.3	4.3	4.3	3.8

WHAT WERE THE MOST POSITIVE ASPECTS OF THE TRAINING?

- Great trainers, engaging, allowed discussion time.
- Presentable presenters.
- Need to change, everyone with common values.
- 2nd half was excellent, very informative.
- Being more inclusive.
- Expanding knowledge of roles and responsibility.
- Giving ideas on how to implement change in community by change in clubs.
- 2nd half was about committees and skills, etc.
- Good reinforcement of how our committee operates.

WHAT DO YOU PLAN TO IMPLEMENT IN YOUR COMMUNITY AS A RESULT OF THIS WORKSHOP?

- Think about head, heart, hands.
- Involve younger people in our clubs.
- Develop relationships with others in the community.
- Ask more questions to ensure we are being inclusive.
- Be aware of groups of people we can make feel more included.
- More proactive, more accepting approach.
- What have been doing already.
- Keep working on inclusion.

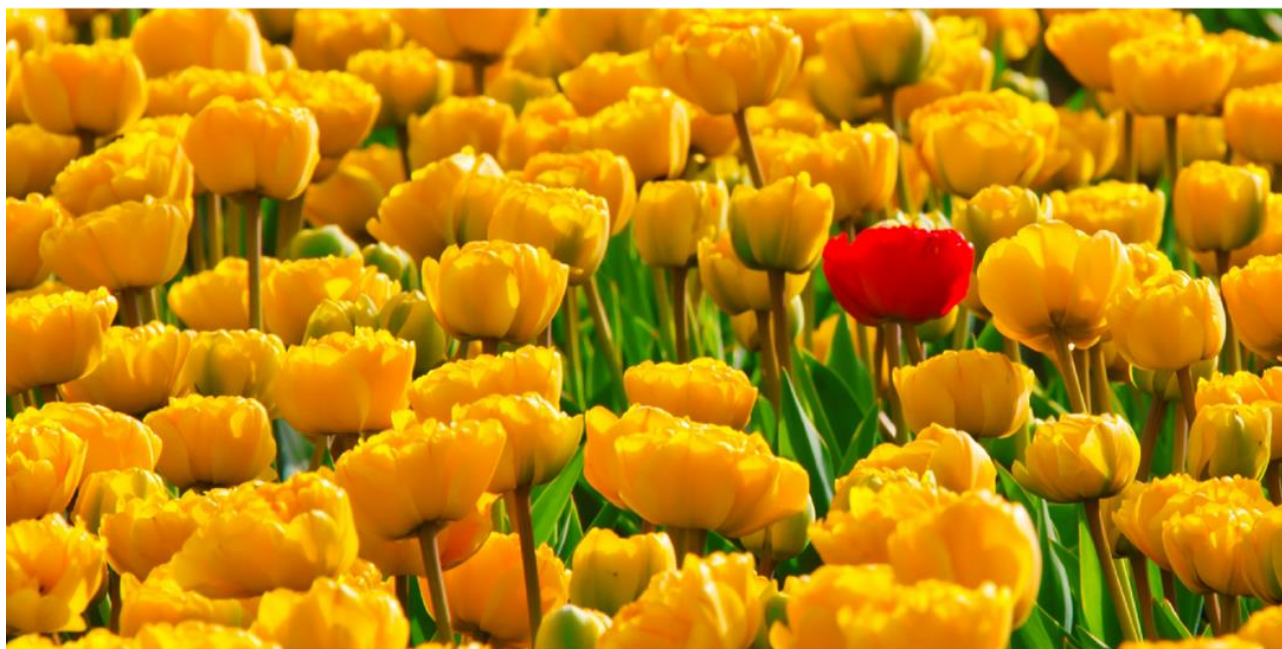
WHAT TOPICS WOULD YOU LIKE COVERED IN FUTURE TRAINING?

- Events.
- Volunteering.
- More on club development.
- Committee roles.

DO YOU HAVE ANY FURTHER COMMENTS TO ADD?

- Find the disability inclusion to be not connected with what I thought workshop was about. Was informative.
- I wish other from my organisation had participated and come.
- The training was too short to take it all in.

INCLUSIVE EVENTS TRAINING



Thursday 28 May 2020

12.30pm - 2.30pm

York Recreation and Convention Centre

OVERVIEW

Events play a major role in creating social cohesion in our communities. Events give residents the opportunity to share experiences with one another, while learning more about the community around them.

The training is aimed at ensuring all people may feel included, valued and celebrated whether its at your AGM or your flagship event.

CONTENT

The workshop will cover the following topics:

- Principles of social inclusion
- Social Role Valorization
- Accessible venues, stalls & activities
- Suitable signage
- Efficient transport
- Communication
- Event promotion
- Staff/Vendor Preparation



RESERVE YOUR FREE PLACE:

Phone (08) 9641 2233

Email: records@york.wa.gov.au

Visit: Shire Office, 1 Joaquina Street, York

7.2 DISABILITY ACCESS AND INCLUSION PLAN PROGRESS REPORT 2019/20

File Number:	CS.SSP.1
Author:	Joanna Bryant, Acting Manager Community
Authoriser:	Joanna Bryant, Acting Manager Community
Previously before Council:	Not applicable
Appendices:	1. DAIP Progress Report 2019/20

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

Executive

PURPOSE OF REPORT

A review of the Shire's Disability Access and Inclusion Plan (DAIP) has been conducted by officers and the draft 2019/20 Progress Report is presented for the Committee's recommendation to Council before submission to the Department of Communities Disability Services team.

See appendix 1. **DAIP Progress Report 2019/20**

BACKGROUND

In accordance with the *Disability Services Act 1993 (amended 2004)*, public authorities are required to develop and implement a 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 2018-23 on 25 June 2018.

Local governments are required to report no later than 1 July each year on their progress in implementing their Disability Access and Inclusion Plans (DAIPs). The Minister for Disability Services uses the information provided to develop a report that showcases the work being done by public authorities across Western Australia, highlighting examples of best practice and demonstrating the value of DAIPs. This report is tabled in Parliament and made publicly available by the Department of Communities.

COMMENTS AND DETAILS

The Shire is required to develop and implement strategies under 8 key outcome areas;

Outcome 1:	Services and Events
Outcome 2:	Buildings and Other Facilities
Outcome 3:	Information and Communication
Outcome 4:	Quality of Service
Outcome 5:	Complaints and Safeguarding
Outcome 6:	Consultation and Engagement
Outcome 7:	Employment, people and culture
Outcome 8:	Agents and Contractors

The DSC provides an on-line reporting template via Survey Monkey that officers are required to complete. The draft 2019/20 Progress Report is attached at Appendix 1 for the Committee's consideration.

Activities undertaken during 2019/20 to address the Shire's DAIP include the following;

- Progressing actions following the access and inclusion audit of Shire owned and operated buildings and the York CBD
- Encouraging staff and Councillors to undertake online Disability Awareness Training during Disability Awareness Week

- Initiating regular staff information sessions that include refresher training on the Shire's DAIP
- Including a question in the community survey regarding disability, access and inclusion.
- Delivering the Socially Inclusive Communities program of training and mentoring support
- Partnering with APM to deliver and NDIS Information Session
- Ensuring that at all times during the re-development of Avon Park considering was given to opportunities to make the park accessible and enjoyable for all.

OPTIONS

The AIAC could choose not to recommend the DAIP Progress Report for 2019/20 for acceptance by Council. However, the Shire is required by legislation, to submit a report no later than 1 July. Therefore, officers are seeking the Committee's recommendation of the report as attached. Once approved, officers will submit the report to the Department of Communities via the online portal.

IMPLICATIONS TO CONSIDER

Consultative

Department of Communities Disability Services team

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.*

Policy Related

G 4.1 *Integrated Planning and Reporting: (Planning)*

G 4.2 *Integrated Planning and Reporting: (Reporting)*

Financial

Implementation of the DAIP is considered as part of the annual budget process.

Legal and Statutory

Disability Services Act 1993

29C. Annual report by Commission about plans

- (1) *As soon as practicable after each 1 July the Commission must give the Minister a report on the effectiveness of disability access and inclusion plans, and the extent to which they have been complied with, during the year that ended on the preceding 30 June.*
- (2) *The Minister must cause the report received under subsection (1) to be laid before each House of Parliament within 14 sitting days after the Minister receives it.*

Risk Related

While it is not legislated that the Shire must submit a Progress Report, it is a requirement of the Disability Services Commission for that agency to meet its own statutory obligations. Failure to submit a Progress Report will result in a reputational risk to the Shire.

Workforce

The development and administration of the Shire's DAIP is led by the Corporate & Community Services directorate as access and inclusion falls within this portfolio. However, responsibility for implementing the actions within the DAIP lies with relevant officers across the organisation.

VOTING REQUIREMENTS

Not applicable.

COMMITTEE RECOMMENDATION

Moved: Cr Denese Smythe

Seconded: Marjorie Kerkhoff

That the Committee recommends:

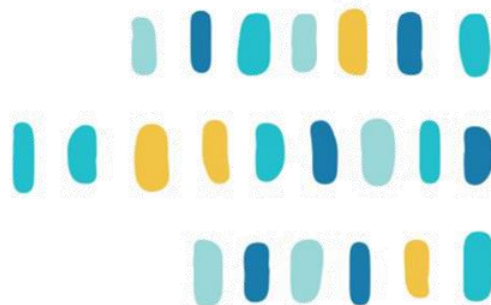
That Council:

- 1. Adopts the 2019/20 DAIP Progress Report noting the progress made to date; and**
- 2. Requests the Chief Executive Officer the submit the 2019/20 DAIP Progress Report to the Department of Communities by 1 July 2020.**

CARRIED: 6/0



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



Disability Access and Inclusion Plan (DAIP) Progress Report 2019–2020

Table of contents

Introduction.....	1
Important notes.....	1
Your details	2
Access and inclusion progress	2
1. General services and events	2
2. Buildings and facilities.....	4
3. Information and Communication.....	5
4. Quality of service	5
5. Complaints and safeguarding	6
6. Consultation and engagement.....	6
7. Employment, people and culture.....	7
8. Agents and Contractors	7
9. General feedback.....	8

Introduction

Welcome to Disability Access and Inclusion Plan (DAIP) reporting for 2019-2020.

Collecting information about the extent of the effectiveness of DAIPs through a Progress Report is an important requirement of the Disability Services Act 1993. The information is used by the Minister for Disability Services to report to Parliament. Your contribution is greatly appreciated.

The format of the report this year reflects previous report feedback about the confidence, awareness and progress public authorities have made to access and inclusion. As you consider your responses, we are particularly interested in:

- The extent to which access and inclusion is effectively integrated into policies and practices
- The influence of access and inclusion measures on customers, clients, residents or communities.

Once you have approval from your organisation, please send your completed report to access@dsc.wa.gov.au.

Please complete your DAIP progress report by Friday 31 July 2020.

Help in completing your Progress Report is available by contacting the Access and Inclusion team:

Email: access@dsc.wa.gov.au Phone: 08 9222 4580 or 08 6217 6263

Important notes

- Please answer all questions.
- Please include as much detail on key initiatives as possible to share the narrative about the initiative. This may include how the issue arose and the responsiveness required; who was involved or helped inform the activity; what the activity was and whether it was successful or not. You can add extra text boxes if needed.
- Activities reported should also consider those reported by agents and contractors on behalf of your organisation.
- Photographs are most welcome, they may be used in the Minister for Disability Services' yearly report on DAIPs. You can upload a photograph for each outcome area, or if you have a series of photographs for one outcome area, upload a document file with the photographs inside. NOTE that photos of people cannot be featured in the Minister's report without written permission from the person or their guardian. A sample permission form is [available](#).

Your details

Name of public authority: [Shire of York](#)

Name of contact person: [Joanna Bryant, Acting Manager Community](#)

Phone number: [9641 0519](#)

Email: projectofficer@york.wa.gov.au

Access and inclusion progress

1. General services and events

DAIP Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Ensuring all people can access your organisations public events and general services is fundamental to good customer service.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? [Yes](#)

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

Activity 1 - SICWA

The Shire of York was successful in winning support to co-deliver the **Socially Inclusive Communities WA** (SICWA) 2019/20 Initiative within the York community.

Background

The SICWA Project supports local government authorities and their staff, as well as clubs and local groups, by building capacity, increasing knowledge and developing skills to ensure that people with disability are valued and included within local activities.

The program includes:

- 3 x training workshops as identified by Inclusion Solutions and the Shire of York
- Mentoring for up to 4 x local sporting clubs and/or community groups, as identified by the Shire of York
- Support and mentoring for Shire of York staff in regard to social inclusion as needed
- Advocacy on access and inclusion through committee involvement and support as per the Shire's Access and Inclusion Plan

- 5 x complementary tickets to all Social Inclusion forums, coordinated by Inclusion Solutions during the life of the project
- Provide a reporting template for acquittal of the SICWA 2019/20 Initiative
- Social Inclusion in Sport and Recreation resource to be provided to all mentored clubs, with the option of one workshop to implement practical elements.

COMMENTS AND DETAILS

Workshops

Workshop 1 - *Attracting talent & time to your community group or club* – was delivered on Tuesday 10 December 2019 at the YRCC. There were 13 attendees. **See Appendix 1: Workshop 1 Attracting Talent - Evaluation Summary.**

Workshop 2: *Building Stronger, Better Connected* - was delivered on Saturday 14 March at the YRCC. There were 9 attendees. **See Appendix 2: Building Stronger, Better Connected Clubs – Evaluation Summary**

Due to the onset of the COVID-19 pandemic Workshop 3: Inclusive Events Training scheduled for Thursday 28 May 2020 was cancelled. Officers are proposing to re-schedule this session in August 2020, tentative date Thursday 20 or 27 August 2020. See Appendix 3: Inclusive Events Flyer

Mentoring

The mentoring sessions are only between Inclusion Solutions and the club involved. Shire staff do not attend mentoring sessions and information in the sessions are only shared with them if permitted by the club. This is to ensure clubs can have open and honest conversations about their barriers and goals.

The mentoring opportunity has been promoted directly to clubs, through Facebook, the Shire website, Community Matters and flyers at the YRCC. In addition, Inclusion Solutions has made contact with State Sporting bodies and clubs direct.

The York Agricultural Society and the York Community Resource Centre has expressed an interest in taking up the mentoring opportunity.

Activity 2 - NDIS Workshop

The Shire partnered with APM Communities to provide a FREE COMMUNITY INFORMATION SESSION for people with disability, as well as their families and carers to learn more about the NDIS (National Disability Insurance Scheme).

The session provided information about how the NDIS works and help participants get ready for their planning meeting. Information will include accessing the NDIS and how to prepare your plan.

There were 12 attendees to the workshop.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response.

2. Buildings and facilities

DAIP Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

This outcome area is about how your organisation has ensured and safeguarded accessibility in the planning, design, and improvement of built infrastructure.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

1. Access & Inclusion Audit

During the 2018/19 budget year, the Shire undertook an Access and Inclusion Audit of all owned and operated Shire buildings and the York CBD.

The 2019/20 budget adopted 3 July 2019 allocates \$87,000 specifically to Access and Inclusion which can be identified as follows;

- CBD Access and Inclusion Improvements \$10,000
- Implement disabled access requirements \$27,000, and
- Avon Terrace Capital Main Street Improvement Programme – Access and Inclusion \$50,000

Furthermore, Council allocated an additional \$50,000 in 2019/20 to deliver footpath access and connectivity improvements.

During 2019/20 progress on this audit included: improved access to the Administration Centre, up to standard signage for York Recreation and Community Centre, improved access to the Residency Museum plus fully accessible toilet added and accessible parking bay created, signage and hearing loop provided in the Town Hall, toilet improvements to the Swimming Pool and various improved foot paths throughout the York CBD.

2. AVON PARK REDEVELOPMENT During the redevelopment of the park the Shire consulted with the Access & Inclusion Advisory Committee, community members to ensure that the park is developed to be accessible and enjoyable for all. The park opened in June 2020 and has wide accessible paths and play elements that cater for all abilities

including a flying fox with secure bucket seat, sound and tough equipment and swings suitable for all.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response.

3. Information and Communication

DAIP Outcome 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.

Good practice in this area involves considering your target audience: language and terminology; format; location and sensory access for physical signage; technology and customer service delivery.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? [Yes](#)

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

[Hearing loops have been purchased and installed at the Administration building front counter to service the admin, licensing and library areas. A hearing loop has also been purchased and installed in the Visitors Centre.](#)

c. Please attach any labelled photos and permission forms (where appropriate) to your email response.

4. Quality of service

DAIP Outcome 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.

This outcome area involves the safeguards and initiatives which ensure that your services and processes are consistent, inclusive or readily adjust to people's needs.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? [Yes](#)

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

[An all staff training session took place, which included a re-fresher presentation on the Shire's DAIP.](#)

c. Please attach any labelled photos and permission forms (where appropriate) to your email response.

5. Complaints and safeguarding

DAIP Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

Equitable complaints mechanisms can effectively receive and address complaints from all members of the community and play a fundamental role in making sure that services meet the needs of intended consumers.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? [Yes](#)

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

[Content on the Shire of York website was assessed, and modifications made to improve the opportunity for feedback and reporting on access and inclusion issues](#)

c. Please attach any labelled photos and permission forms (where appropriate) to your email response.

6. Consultation and engagement

DAIP Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Good consultation and engagement strategies consider the ways in which all people are encouraged and supported to engage or participate with information, strategies or decision-making processes of an organisation. This in turn can provide public authorities with more inclusive outcomes and potentially awareness of different perspectives.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes or No (delete non-applicable)

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

[MAJOR STRATEGIC REVIEW – COMMUNITY ENGAGEMENT PLAN](#) Community consultation for the Shire's Major Strategic Review was undertaken using the widest channels available including website, notice boards, word of mouth, radio, social media and newspaper articles. In addition, community groups were asked to support the community engagement by sharing information with their members. Finally face to face

engagement took place at two Australia Day events (designed to target both older and younger demographics) and finally two open workshops were delivered in a fully accessible space.

YORKIND SOCIAL ISOLATION SUPPORT CENTRE In response to the COVID pandemic, the Shire initiated the YORKIND Social Isolation Support Centre to provide assistance to members of the community facing challenges and increasing social isolation due to COVID-19 with a coordinated approach linking services to the community. As part of this project the Shire identified 679 most vulnerable residents and undertook a series of Kind Calls to check in and see if assistance was needed. Three rounds of calls were made over a 6 week period.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response.

7. Employment, people and culture

DAIP Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

This outcome is focused on your organisation's activity in directly employing people with disability; including considering the environment, culture and processes which support the maintenance of employment.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

PAID WORK TRIAL Shire of York undertook a paid work trial with a client of APM Employment - A Paid Work Trial is designed for employers to create a work environment and trial the suitability of a jobseeker in the employer's business with no cost to the employer with the aim of providing a suitable employee for the business & sustainable employment for the jobseeker. The client has a disability that makes him eligible for the scheme. The results were that the APM client was able to experience employment in a number of different departments within the Shire.

c. Please attach and share any photographs you have of the activities, and if there are people in your photo, please included signed permission.

8. Agents and Contractors

The Disability Services Act 1993 requires authorities to take practicable measures to implement DAIPs through agents and contractors. Engaging key agents and contractors about your DAIP helps to make sure that services delivered to the public on your

organisation's behalf share the values and reputation associated with your commitment to access and inclusion.

a. Does your organisation have measures in place to influence your agents and contractors to act in accordance with your access and inclusion values? we have no identified agents or contractors

9. General feedback

If you have anything else you wish to share about your organisation's experiences, or general feedback or advocacy about access and inclusion, please include below.

Thank you for completing the 2019-2020 DAIP Progress Report.

7.3 ACCESS & INCLUSION AUDIT - PROGRESS REPORT

File Number:	OR.CMA.9, CS.SSP.1
Author:	Joanna Bryant, Acting Manager Community
Authoriser:	Joanna Bryant, Acting Manager Community
Previously before Council:	OCM – 6 February 2020
Appendices:	Nil

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report provides an update on priorities for action identified in the Shire's Access and Inclusion Audit and at the subsequent, facilitated workshop with Councillors, Shire staff and members of the Access and Inclusion Advisory Committee (AIAC).

BACKGROUND

At the facilitated workshop on 26 March 2019 members of the AIAC, senior staff and four Councillors worked through the recommendations that were considered by the consultants who delivered the Access & Inclusion Audit to be high priority actions in relation to:

- York CBD
- Shire Administration Building
- York Town Hall and Visitor Centre
- York Residency Museum
- YRCC
- York Memorial Swimming Pool
- Old Recreation Stadium
- Shire of York Depot

A list of quick wins was identified for immediate implementation, and a second list of core focus areas identified for short term implementation to be considered as part of the 2019/20 budget process.

COMMENTS AND DETAILS

Quick Wins – Immediate Implementation

Asset	Recommendation	Amount	Status
Avon Terrace / CBD	Avon Terrace 7A and 7B – midblock crossing TGSI's	\$1,250	To be included in CBD works August 2020
Administration Centre	Door threshold - front door - raven ramp	\$250	Complete
	Counter top hearing augmentation system & signage	\$750	Complete
YRCC	Maintenance of drinking fountains		Complete
	Parents room UAT – knob and signage	\$400	Complete
	UAT – Convention Centre: <ul style="list-style-type: none"> • Reposition sanitary bin 	\$750	Complete

	<ul style="list-style-type: none"> Coat hooks and shelf Backrest 		
	UAT – Gym <ul style="list-style-type: none"> Shelf Backrest Coat hooks 	\$750	Complete
Residency Museum	Main entrance threshold (raven ramp)	\$250	Complete
	Access to reference desk - circulation space		Complete
Town Hall	York Visitor Centre Toilets - Door handles and signage	\$1,025	Complete
	Stairs - Management - use internal stairs		Complete
	Main Hall: Supply and install egress ramps x 2	\$1,000	Not feasible.
	Town Hall lift – regular servicing		Complete
	Railing, holders - minor improvements to existing facilities	\$1,250	Complete
	Signage - Main Hall, Lesser hall, Toilets and egress doors	\$500	Complete
	Mezzanine level access. Management Solution		Complete
	Audio Loops - Chambers and York Visitor Centre	\$1,695	Visitor Centre fitted. Chambers still in research.
Swimming Pool	Unisex Toilet: <ul style="list-style-type: none"> Reduce length of internal bench Pathway and signage 	\$1,400	Bench complete, signage at depot, pathway to be re-worked at end of pool season
	Service and maintain Hoist - provide training for staff and advertise availability.		Hoist returned from second servicing one month before COVID shut down.
Old Recreation Centre	Accessible parking marking & signage	\$1,850	Not appropriate in area suggested by audit, accessible parking sign to be installed on gravel parking at front of building.
	Male & Female Signage for toilets	\$450	Additional signs to be ordered
	Wayfinding signage \$1,000	\$1,000	Hold pending re-branding / YRCC management
	Egress doors - signage to wheelchair accessible egress exit inside hall \$150	\$150	Sourcing overlay cover for existing sign
	Directional signage at gates & processes \$950	\$950	Hold pending re-branding / YRCC management

	Total Quick Wins	\$15,670	
--	-------------------------	-----------------	--

Core Focus – Short Term Implementation

The group identified the following as core focus areas for short term implementation. These were considered as part of the 2019/20 budget process.

Asset	Core focus recommendations	Amount	Status
CBD	Avon Terrace	\$38,950	Talis Consultants have been engaged and have provided a draft specification document that is in discussion. Funds have been carried over to the 2020/21 budget. Construction anticipated in August 2020.
	Howick and Macartney Streets Kerb Ramps and TGSIs	\$5,250	
	Howick Street Footpath	\$6,500	
	Joaquina Street Intersection - Consultant	\$8,000	
	Adjoining footpath from Avon Park to Avon terrace	\$3,250	
	Macartney Street Footpath Connectivity	\$10,000	
YRCC	Directional signage – road side	\$1,000	Hold pending re-branding / YRCC management
	Destination signage – front of building	\$450	
Residency Museum	Accessible parking - change sign to accessible not disabled (install new bay and signage)	\$10,000	Complete
	Men's toilet - accessible path of travel and steps and signage from main building and compliant	\$3,350	Museum now has fully accessible toilet, with access ramp.
Town Hall	Improve York Visitor Centre counter - drop down section	\$3,500	Problem solved with an alternative desk, normal height
Pool	Steps and ramps to entry	\$6,250	To be done at end of pool season
	Kerb ramp from carpark to footpath	\$1,750	Complete
Old Recreation Centre	Entrance external - double glass doors - landing with a ramp to brick paving	\$4,025	Complete
	Inside of glass doors - raven ramp required	\$275	Complete
Total high priority actions		\$102,550	

IMPLICATIONS TO CONSIDER

Consultative

O'Brien Harrop Access

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.

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.

Policy Related

Nil

Financial

The 2019/20 budget adopted 3 July 2019 allocates \$87,000 specifically to Access and Inclusion which can be identified as follows;

- CBD Access and Inclusion Improvements \$10,000
- Implement disabled access requirements \$27,000, and
- Avon Terrace Capital Main Street Improvement Programme – Access and Inclusion \$50,000

Furthermore, Council has allocated an additional \$50,000 in 2019/20 to deliver footpath access and connectivity improvements.

Legal and Statutory

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.

The reports reference the following legislation and standards;

Disability Discrimination Act 1992

Building Code of Australia

Australian Standards on Access and Mobility

Risk Related

There is a high reputational risk to the Shire should the actions recommended in the Access and Inclusion audit not be implemented in a structured and timely manner.

Workforce

Workforce resources will be required to implement the actions identified and this has been considered as part of the annual budget process.

VOTING REQUIREMENTS

Not applicable.

COMMITTEE RECOMMENDATION**Moved: Cr Denese Smythe****Seconded: Rosemary Parker**

That the Committee recommends:

That Council notes the status and progress to date on the actions from the Access and Inclusion Audit and congratulations the Council on work done to date.

CARRIED: 6/0**8 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Marie Forster: Congratulations on the completion of the Avon Park redevelopment project, sorry I couldn't make it to the tour with the AIAC committee members this morning.

I had a question that I hoped you can answer regarding when the planned outdoor adult exercise equipment, which was in the initial design, might go ahead? I'm very keen to see the next stage take shape given the older demographic and future health needs of York as well as the emerging focus on planning healthy public spaces and infrastructure that supports ageing well in the community. The culmination of this project would greatly benefit a large proportion of the population and be viewed in a favourable light as a very proactive initiative which could help to directly influence community health outcomes for the better. I would be happy to discuss the query and potential benefits further if helpful.

Response provided by Darren Wallace, Executive Manager Infrastructure and Development Services

Thanks for the kind words. The Shire is very please with the way the park has come up.

There are still a few bits to finish of including garden bed planting and two pieces of all abilities play equipment that were held up in Europe due to Covid-19.

The concept plan listed a number of future aspects which were not able to be funded at this stage including;

- The fitness equipment.
- Sensory Garden
- Pump track
- Bike maintenance pillars.

These elements were not included in this stage as it was felt that it is likely that the Shire will be able to attract grant funding for these projects in the future.

To this end Shire staff keep an eye open for funding opportunities. We have already been successful in obtaining a grant to remove invasive plant species and plant out the river bank with endemic species.

Having the support of the adopted concept plan is beneficial when applying for grants.

I am happy to discuss at any time, particularly any input on what type of exercise equipment is applicable for an aging community.

9 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

10 NEXT MEETING

The next Access and Inclusion Advisory Committee Meeting will be held on Wednesday 5 August 2020 at 10.30am in Council Chambers, York Town Hall, York.

11 CLOSURE

The Chairperson thanked everyone for their attendance and closed the meeting at 11.06am.