



UNCONFIRMED MINUTES

Access and Inclusion Advisory Committee Meeting Wednesday, 5 May 2021

Date: Wednesday, 5 May 2021

Time: 2.00pm

Location: Council Chambers, York Town Hall, York

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**MINUTES OF SHIRE OF YORK
ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK
ON WEDNESDAY, 5 MAY 2021 AT 2.00PM**

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

1 OPENING

1.1 Declaration of Opening

Mrs Bev Penny, Presiding Member, declared the meeting open at 2.15pm.

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

Nil

1.4 Announcement of Visitors

Nil

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

Mrs Bev Penny; Cr Kevin Trent; Mrs Liz Christmas; Mrs Rosemary Parker; Mrs Teagan Walsh; Mrs Marjorie Kerkhoff

2.2 Staff

Mrs Alina Behan, Executive Manager Corporate & Community Services; Mrs Jo Bryant, YRCC Project Officer

2.3 Apologies

Cr Jane Ferro; Mrs Sarah Sloss; Mrs Marie Forster

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 Kevin Trent

Seconded: Mrs Liz Christmas

That the minutes of the Access and Inclusion Advisory Committee Meeting held on 3 March 2021 be confirmed as a correct record of proceedings.

CARRIED: 6/0

6 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member advised the Committee that Alina Behan; Sujan Bhattarai, Shire Technical Officer; Peter Gallagher, Shire Works Coordinator; Jo Bryant and herself had undertaken a town walk-about to highlight and discuss access related issues on footpaths, kerbing and pram ramps. The route went from the Town Hall to Johanna Whitely Park, along Howick Street to Grey Street, up to Faversham House and back to Avon Park. Some issues were able to be immediately attended too and others are part of the current work plan with initial drawings expected from the contractor soon.

The Presiding Member also referenced the ANZAC Day service which was well run during the COVID-19 restrictions and no evidence of access issues were observed or reported. Congratulations to the RSL.

7 OFFICER'S REPORTS

7.1 ACROD CONDITIONS AND CRITERIA

File Number:	OR.CMA.9.1
Author:	Joanna Bryant, Project Officer
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	n/a
Appendices:	Nil

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report provides the Committee with information on the conditions and criteria for ACROD parking permits.

BACKGROUND

At the Access & Inclusion Advisory Committee meeting on Wednesday 3 March Presiding Member Bev Penny asked Officers to investigate ACROD permit criteria and eligibility. The EMCCS responded that the staff will investigate and bring information back to the May 2021 AIAC Meeting.

COMMENTS AND DETAILS

The ACROD Parking Program supports Western Australians with a severe walking restriction to access the community.

ACROD Parking Permits are free. The cost of the permit is funded by the Government of Western Australia.

ACROD Individual Eligibility Criteria

An ACROD Parking Permit may be issued to an applicant:

- who is unable to walk and always requires the use of a wheelchair; or
- whose ability to walk is severely restricted by a permanent disability or medical condition; or
- whose ability to walk is severely restricted by a temporary disability or medical condition.

The ACROD Parking Program deems a severe walking restriction to apply to a person who:

- walks less than 60 meters before stopping; and/or
- has a very poor gait pattern; and/or
- uses a complex walking aid; and/or
- experiences a significant health impact from walking less than 100 meters.

Applicants with sensory, cognitive, intellectual, or psychiatric impairment alone do not meet the eligibility criteria. The eligibility criteria are strictly based upon a person's ability to walk.

Organisation Eligibility Criteria

An ACROD Parking Permit may be issued to an organisation that regularly transports people with severe walking restrictions. An ACROD Parking Permit can only be used by staff and volunteers when transporting an eligible person who is exiting or entering the vehicle.

The permit is only valid if both the Australian Disability Parking Permit (plastic pocket) and the ACROD Parking Program Card are displayed together.

OPTIONS

n/a

IMPLICATIONS TO CONSIDER

Consultative

<https://acrod.org.au/eligibility/>

Strategic

Strategic Community Plan 2020 - 2030

Goal 1: A Place to Be

1.2 Increase disability access and senior's services.

Access & Inclusion Plan 2018 – 2023

Strategy 4.2: Improve the awareness of new employees and new Councillors about disability access and inclusion issues.

Policy Related

n/a

Financial

n/a

Legal and Statutory

n/a

Risk Related

n/a

Workforce

n/a

VOTING REQUIREMENTS

Not applicable.

COMMITTEE RECOMMENDATION

Moved: Mrs Liz Christmas

Seconded: Mrs Rosemary Parker

That, with regard to ACROD Conditions and criteria, the Committee:

1. Notes the information regarding the criteria for ACROD Parking Permits.

CARRIED: 6/0

7.2 ACCESSIBLE PARKING - ACROD PARKING BAY COMMUNITY AWARENESS PROJECT

File Number:	OR.CMA.9.1
Author:	Joanna Bryant, Project Officer
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	N/A
Appendices:	1. How To Guide - This Bay is Someone's Day

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report provides the Committee with information on the community awareness campaign 'This Bay Is Someone's Day'.

BACKGROUND

At the Access & Inclusion Advisory Committee meeting on Wednesday 3 March Presiding Member Bev Penny shared a news article describing a project for painting ACROD bays to highlight the importance of not parking

in the ACROD bays without a permit. The EMCCS responded that the staff will investigate and bring information back to the May 2021 AIAC Meeting.

COMMENTS AND DETAILS

'This Bay Is Someone's Day' is an ACROD Parking Awareness Campaign launched in 2020 for the ACROD Parking program. The campaign aims to reduce the misuse of ACROD Parking bays across Western Australia...and beyond.

Working in partnership with permit holders, local governments and businesses the campaign focuses on spreading the message that ACROD bays are not just blue symbols painted on a car bay, they represent real people with real stories, highlighting the impact that parking without a permit can have on someone's day.

To date 30 Local Governments have partnered with the campaign to share the message.

The campaign materials include:

- Posters and flyers
- Ranger services posters
- Corflute signage that can be tied to lamp posts
- Decals to be stuck on the footpath next to the parking space
- Digital elements to be shared through social media e.g. videos and images

See full info on the campaign assets in **Appendix 1. How To Guide - This Bay is Someone's Day**

In addition, to date 10 Local Artists & Permit Holders have collaborated to 'activate' the bays to showcase how ACROD bays are someone's day. Whilst the activation of the bays has finished for 2020/21, the highlighting of the message can be done year-round. Subject to funding next financial year being secured by National Disability Services who run the ACROD Parking program the

campaign will continue with further bays being activated. The Shire can express interest to NDS to be considered to be part of the activations in the next financial year.

Anecdotally there has been reported misuse of the ACROD bays in York, specifically the one at the IGA, used by people without a permit who perhaps do not appreciate that their 'quick pop to the shop' may impact someone else negatively. Several infringement notices have been issued by the Ranger over the past two years and otherwise a warning has been given.

Officers consider an option to address this behaviour would be to hold a month-long awareness campaign, where decals and corflute signs are put by the bays, flyers and notices distributed, newspaper and social media used to advertise the awareness month and posters placed in Shire Assets and other facilities where possible, e.g.

Library, Visitors Centre, Swimming Pool, Avon Park, IGA etc

Officers recommend that the IGA management is also contacted to discuss how they can support the campaign.

Options

Option 1: The Committee could request Council to direct the CEO to undertake an ACROD Parking Awareness Campaign for a month-long period.

Option 2: The Committee could choose not to put a request to Council however, Officer's consider this campaign would be an effective and easily delivered way of highlighting the long standing issue of misuse of the ACROD parking bays.

Option 3: The Committee could propose a solo venture into painting a bay, however Officer's believe more impact can be achieved being part of a state-wide campaign with consistent messaging.

Officers recommend Option 1.

IMPLICATIONS TO CONSIDER

Consultative

Access & Inclusion Advisory Committee

ACROD Parking Program

Strategic

Strategic Community plan 2020 – 2030

Goal 1: A Place to Be

1.2 Increase disability access and senior's services.

Access & Inclusion Plan 2018 – 2023

Strategy 1.6 Develop strategic partnerships with key agencies to services for people with disability

Strategy 3.2 Provide information to town regarding disability services

Policy Related

N/A

Financial

Cost associated with printing of campaign assets would be attributed to the 'Implementation of the DAIP' budget.

Legal and Statutory

N/A

Risk Related

There is no risk to the Shire should the committee choose to support or not to support the ACROD Parking Awareness Campaign

Workforce

The development and administration of the Shire's Access & Inclusion Plan is led by the Corporate & Community Services directorate, and responsibility for implementing the actions within the plan lies with relevant officers across the organisation.

VOTING REQUIREMENTS

Not applicable.

COMMITTEE RECOMMENDATION

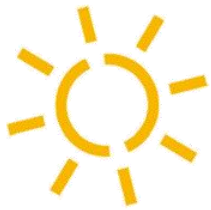
Moved: Mrs Rosemary Parker

Seconded: Cr Kevin Trent

That, with regard to Accessible Parking - ACROD Parking Bay community awareness project:

1. Requests Council to direct the CEO to undertake an ACROD Parking Awareness Campaign for a month-long period.

CARRIED: 6/0



THIS BAY IS SOMEONE'S DAY

Campaign Asset Guide

Thank you for helping us to raise awareness to reduce the misuse of ACROD Parking bays through the 'This Bay Is Someone's Day' community awareness campaign. Together we are on a mission to show how doing the right thing helps make everyone's day brighter.

The following guide outlines how to use the campaign materials you have received. Additional campaign material can be downloaded [HERE](#) as well as the links on the following pages. To ensure consistency we recommend, contacting [ASB Marketing](#) for all re-print needs. If using another printer, please ensure materials match GSM and sizing as specified.



*Your Kit may include

DL Flyer, A3 Corflute Sign, Ranger card, Poster & Parking Decal



Government of Western Australia
Department of Communities



Print Files

If you wish to print more flyers, you can find the direct link [HERE](#)

**THIS BAY IS
SOMEONE'S DAY**

DL Flyer



We Recommend

The flyers would look great in a [stand](#) at your front reception. Other key places can include libraries, offices, concierge desk or any high traffic areas.

Tips & Tricks

You can also add the flyer to mail outs and Community Newsletter drops. The flyers are DL size and are ideal for DLX envelopes if you wish to send in the mail.

DL FLYER / Campaign Asset Guide 2020



Print Files

If you wish to print more posters, you can find the direct link [HERE](#)

Materials Required

3M double-sided tape

THIS BAY IS SOMEONE'S DAY

Poster



How To

Posters are best put up on smooth surfaces using tape or double sided adhesive.

Where To

Try and place them near ACROD parking bays or high traffic locations. If you happen to have an ACROD parking bay location that doubles as one of our campaign activation sites, we highly recommend you erect nearby if possible. The posters are also effective in front reception and any public waiting areas.

We Recommend

As the posters are quite large, we recommend the use of double sided tape rather than blu tac.

Tips & Tricks

If you have one at your disposal, light boxes are an effective way to display these posters too.

POSTER / Campaign Asset Guide 2020



Print Files

If you wish to print more signs, you can find the direct link [HERE](#)

Materials Required

- Cable Ties.
We recommend using **370mm Cobra cable ties** which can be purchased from Bunnings.
- 3M Tape

**THIS BAY IS
SOMEONE'S DAY**

Corflute Sign



How To

The corflute signage is best displayed when attached to a vertical pole. This can easily be done with a standard sized hole punch and some cable ties.



STEP 1

Place Double hole punch in the middle and punch holes at both top and bottom of the corflute sign.

STEP 2

Thread cable tie through holes and attach at the back of the pole. If the pole is overly wide, you may need to use two and thread them together.

CORFLUTE SIGN / Campaign Asset Guide 2020



Corflute Sign cont...



Where To

Try and place them near ACROD parking bays. If you happen to have an ACROD parking bay location that doubles as one of our campaign activation sites, we highly recommend you erect them at those specific sites.

Affix them to the pole at an approximate 'eye level'. If you do not want to put the sign on a pole, you can also affix it to a flat surface with double sided tape. We recommend, but you are not limited to, using 3M tape. These can be applied with the same preparation as any double sided tape.

Tips & Tricks

Cut the excess cable off after it has been pulled tight for a cleaner look.

CORFLUTE CONT... / Campaign Asset Guide 2020



Print Files

If you wish to print more ranger cards, you can find the direct link [HERE](#)

**THIS BAY IS
SOMEONE'S DAY**

Ranger Card



A6 Ranger cards have been designed to educate people who misuse ACROD Parking bays as to why they have received the fine and to encourage them to do the right thing in the future.

Where To

Ranger Cards are designed to be used in conjunction with the issue of a parking infringement when illegal use of an ACROD parking bay occurs.



RANGER CARD/ Campaign Asset Guide 2020



Ranger Card Cont...

We Recommend

These cards are strictly only to be issued by Rangers and Parking Inspectors for use by any other use will be considered an offence under the Litter Act 1979 (the Act), which is Western Australia's principle litter legislation.

Tips & Tricks

Ranger cards are designed to be accompanied with an infringement ticket, however it's up to the discretion of the Ranger if the card is to be used as a warning.

RANGER CARD CONT../ Campaign Asset Guide 2020



Print Files

If you wish to print more decals, you can find the direct link [HERE](#)

Materials Required

- Broom
- J-Roller/Hard Rubber roller

Safety

We recommend workers applying the decals take necessary safety precautions (for example high vis clothing) in line with their organisational OH&S guidelines.



Parking Decal



The parking decals are made from anti-slip aluminium film with an aluminium reverse and a clear high tack removable adhesive. They are a textured non-slip surface and conform well to highly textured floor and wall surfaces such as asphalt, brick, concrete, tiles, untreated natural stone

Tips, Tricks & Warnings

The decals are not suitable for untreated natural stone, polished marble or other polished surfaces. Please do not adhere decals to those surfaces as to avoid any damage. We recommend avoiding concrete or bitumen seams where possible.

We Recommend

Depending on traffic, the decals will last up to 6 months, but potentially longer. We recommend placing decals where possible where they are positioned for foot traffic. If you wish to remove, see following removal notes. Please be aware that decals should not be placed over the Universal Access Symbol (blue wheelchair symbol).

PARKING DECAL/ Campaign Asset Guide 2020



Parking Decal Cont...

The parking decals are made from anti-slip aluminium film with an aluminium reverse and a clear high tack removable adhesive. They are a textured non-slip surface and conform well to highly textured floor and wall surfaces such as asphalt, brick, concrete, tiles, untreated natural stone.

How To

Step One: Sweep the application surface to remove contaminants (dust, dirt, water etc.) and ensure it is completely dry. If the surface is oily, please power wash with commercial degreaser.

Step Two: Peel off the release liner, lay the vinyl flat on the surface and apply pressure over the complete surface area of the vinyl.

Step Three: With a hard rubber roller, roll, moving from the centre to the edge making sure all edges of the film have completely adhered to the surface.

Removal

To remove decal, use a stanley knife to peel up a corner, then pull the vinyl away from the surface at an angle less than 45 degrees. No residue should remain on the surface with peel-off removal.

If the graphics are installed on asphalt or other rough surfaces in locations with heavy vehicle traffic, the vinyl could be difficult to remove and may require power washing at a low angle to remove worn-in graphics.

PARKING DECAL CONT.../ Campaign Asset Guide 2020



Where To

We recommend that decals be placed around the bay, not in the bay, but we understand that it is not always an option.



PARKING DECAL CONT.../ Campaign Asset Guide 2020



PARKING DECAL CONT.../ Campaign Asset Guide 2020



Thanks for your support of This Bay Is Someone's Day community awareness campaign and for following the recommendations outlined in this guide. We look forward to working with you to maximise campaign exposure, and reduce the misuse of ACROD Parking bays.

This guide is intended for information purposes only. MDP Supplies, nor NDS cannot be held responsible for any errors, omissions or any loss, whether actual or consequential, from following the advice given in this guide.

Campaign Asset Guide 2020

7.3 DISABILITY ACCESS AND INCLUSION PLAN PROGRESS REPORT 2020/21

File Number:	CS.SSP.1
Author:	Joanna Bryant, Project Officer
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Not applicable
Appendices:	1. DAIP Progress Report 2020/21 2. DAIP Progress Report 2020/21 Supporting Photos

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 2020/21 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 2020/21 and Appendix 2 Supporting Photos**

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 that officers are required to complete. The draft 2020/21 Progress Report is attached at Appendix 1 for the Committee's consideration.

Activities undertaken during 2020/21 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 – namely continued improvements to pathways and access improvements to the York Swimming Pool

OPTIONS

The options available to the committee are as follows:

- Option 1:** The AIAC could choose not to recommend the DAIP Progress Report for 2020/21 for acceptance by Council. However, the Shire is required by legislation, to submit a report no later than 1 July.
- Option 2:** The Committee could chose to recommend the DAIP Progress Report for 2020/21 for acceptance by Council.
- Option 3:** The Committee could chose to recommend the DAIP Progress Report for 2020/21 for acceptance by Council with minor amendments provided to the Officers.

Option 1 is the recommended option. Once approved by Council, 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

Goal 1: The Place to be

1.2 *Increase disability access and senior's services*

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 Kevin Trent

Seconded: Mrs Liz Christmas

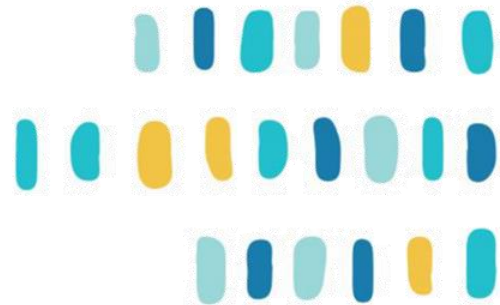
That, with regard to the Disability Access and Inclusion Plan Progress Report 2020/21 Committee recommends that Council:

- 1. Adopts the 2020/21 DAIP Progress Report noting the progress made to date.**
- 2. Requests the Chief Executive Officer to submit the 2020/21 DAIP Progress Report to the Department of Communities by 1 July 2021.**
- 3. Authorises the Chief Executive Officer to make any minor typographical and formatting changes as necessary.**

CARRIED: 6/0



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



Disability Access and Inclusion Plan (DAIP) Progress Report 2020–2021

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Introduction

Welcome to Disability Access and Inclusion Plan (DAIP) reporting for 2020-2021.

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@communities.wa.gov.au

Please complete your DAIP progress report by **Friday 16 July 2021**.

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

Email: access@communities.wa.gov.au

Please note in your email if you wish to discuss this matter by phone, a staff member will call you on the number you provide)

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.
- The Department of Communities (Communities) welcomes the efforts of public authorities to influence access and inclusion outcomes outside your organisation. Please include any such initiatives in the most appropriate outcome area.
- 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. Please 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

Phone number: 9641 0500

Email: Joanna.bryant@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 2020-21? [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.

[The keynote speaker for Australia Day 2020 used a wheelchair. Officers were able to hire a wheelchair ramp and travel matting to allow easy access to the stage area that was set up the local footy field.](#)

c. Please attach any labelled photos and permission forms (where appropriate) to your email response. [See Photo 1 - Australia Day 2020](#)

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 2020-21? [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.

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.

During 2020/21 progress on this audit included: a number of improved foot paths throughout the York CBD and the access ramp to the York Memorial Swimming Pool was completely rebuilt to meet the standards highlighted in the Access & Inclusion Audit.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response. [See photo 2](#)

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 2020-21? [No](#)

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.

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 2020-21? [No](#)

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.

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 2020-21? No

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.

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 2020-21? No

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.

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 2020-21? 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. [The Shire is currently employing an acting EMIDS who uses a wheelchair.](#)

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

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](#)

b. If Yes, please briefly describe your organisation's approach.

General questions about your approach to access and inclusion

a. Which part of your organisation leads the implementation of your DAIP, and how this aligns best for your organisation's structure and objectives? (Tick the most appropriate category)

Corporate Services	X
Service delivery	
Office of Director General/Chief Executive Officer	
Infrastructure Planning	
Policy	
Other	

b. In 2020-2021, which of the following mechanisms helped your organisation respond to new and existing access and inclusion issues? (Please tick single or multiple options)

DAIP Implementation plan	X
Internal working group or committee	
External working group or committee	X
Community feedback and/or co-design mechanisms	X
Other	

c. In 2020-2021, which strategy or strategies were adopted within your organisation to raise awareness of your DAIP and/or general access and inclusion? (Please tick single or multiple options)

All new staff receive a copy of the DAIP	X
Workshops/seminars/training/events	
DAIP is referenced in internal policies and procedures	
DAIP planning is integrated into other organisational commitments	X
Other	

d. In 2020-2021, did your organisation plan activities in your disability access and inclusion plan which were not implemented? (Please tick a single option)

Yes	
No	X

e. If Yes, what were the main reason(s)? (Please tick single or multiple options)

Change in budget resources	
Change in staffing capacity/leadership	
Change of priority	
Loss of engagement with stakeholders	
Other	

f. (optional) As manager of your agency's plan, please provide any observations about how well your plan and its implementation relate to the following?

Please respond with either Yes, No, Mostly or Sometimes along with any additional comments.

Is informed by internal and external stakeholders	Yes, we have an active advisory committee who regularly highlight areas for improvement
Is relevant to the values of the organisation	Yes, the Shire's stated values are Respect, Courage and Empathy. Continued implementation of the DAIP Action plan demonstrates our commitment to the values of Respect and Empathy.
Works together with other organisational strategies	Yes, 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
Generally, has some form of assessment or evaluation of its strategies	Sometimes

Is reinforced within the organisation as a 'living' document.	Sometimes
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General feedback

If you have anything else you wish to share about your organisation's experiences (including initiatives which do not readily fit into the outcome areas) or general feedback or advocacy about access and inclusion, please include below.

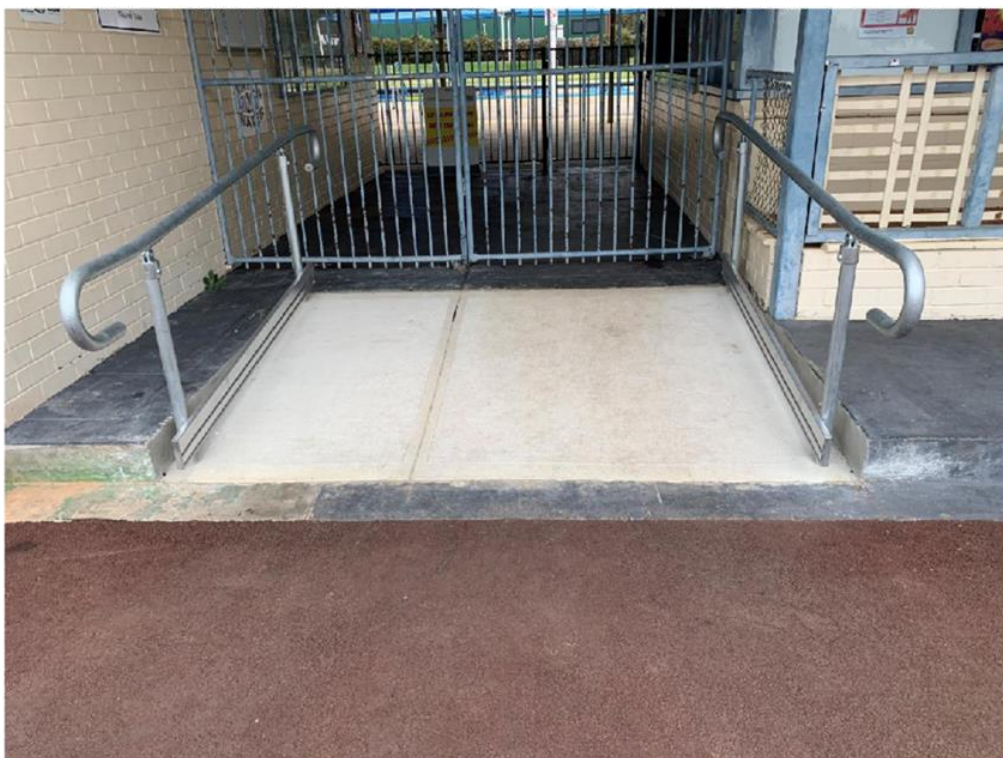
Click or tap here to enter text.

Thank you for completing the 2020-2021 DAIP Progress Report.

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



1. Accessible ramp provided for Australia Day Council Ambassador Priya Cooper OAM



2. New improved ramp and footpath at the York Memorial Swimming Pool

8 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Councillor Kevin Trent

Are members of the Acces & Inclusion Advisory Committee aware of the Declaration of Interest Form.

The EMCCS responded advising that infromation would be sent to all Committee members after the meeting explaining the declaration of interest process.

Presiding Member Bev Penny

I would like to recommend a review of the Committee's Terms of Reference to ensure it is current and relevant.

The EMCCS responded that the staff will investigate this and bring information back to the August 2021 AIAC Meeting.

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

Nil

10 CLOSURE

The Presiding Member thanked everyone for their attendance and closed the meeting at 2.44pm.