

Minutes



DISABILITY SERVICES ADVISORY COMMITTEE

HELD IN THE COUNCIL'S COMMITTEE ROOM,
953 SOUTH COAST HIGHWAY, DENMARK
ON THURSDAY, 9 JULY 2015.

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Council Committee Meeting

9 July 2015

DISCLAIMER

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

10.02am – The Presiding Person, Cr Morrell, declared the meeting open.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**MEMBERS:**

Cr David Morrell (Presiding Person)

Mr Sam Barron, Health Service Manager, Denmark Health Service Representative (from 10.27am)

Mr Peter Boyes, Community Member

Mrs Dale Fewings, Professional Member (Community)

Mr Richard Keasy, Community Member

Ms Margaret Walker, Denmark Over 50s Association Representative

STAFF:

Ms Claire Thompson, Executive Assistant

APOLOGIES:

Ms Gabrielle Rose, Disability Services Commission Representative

Mrs Carolyn Birdseye, Community Member

Mr Dale Stewart, Chief Executive Officer

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Mr Adrian Hinds, Community Member (Deputy Presiding Person)

VISITORS:

Nil

DECLARATIONS OF INTEREST:

Nil

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

Nil

4. PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF MINUTES**5.1 COMMITTEE MEETING**

The Mover of a motion to confirm the Minutes of a Council or Committee meeting has to have been present at that meeting.

COMMITTEE RESOLUTION & OFFICER RECOMMENDATION**ITEM 5.1****MOVED:** Richard Keasy**SECONDED:** Margaret Walker

That the minutes of the Disability Services Advisory Committee meeting held on the 21 May 2015, be confirmed as a true and correct record of the proceedings.

CARRIED: 5/0

6. REPORTS

6.1 Document Distribution

At the meeting held on 12 January 2015, members resolved that all papers, from Council Officers or Committee Members, that have been not been distributed with this Agenda should be dealt with as the first item of business of the Agenda such that the Committee can determine whether to consider the matter at this meeting or schedule it for a subsequent meeting, or note the matter as no further action to be required.

Members to table any information which they wish to distribute to other members at the meeting.

There were no documents provided by members or Officers for distribution.

6.2 Paths & Trails Advisory Committee Representative Update

Mr Boyes, dual member of the Paths & Trails Advisory Committee, provided an update on the following matters relating to the Disability Services Advisory Committee.

- Mokare Walk Trail access – northern end accessibility being considered within stage 2 of the Denmark Riverside Club's development.

Cr Morrell stated that he believed that some time ago some design work had been done on some access solutions for the southern, eastern end of the trail.

Mrs Fewings added that Green Skills Inc. had some works scheduled through the 'green army' which included some works around the Mokare Walk Trail including dieback and weed control and construction of a boardwalk.

- Watsonia – Mr Boyes expressed concern about the abundance of watsonia growing around the Mokare Walk Trail and around the Shire in general stating that he believed that something more needed to be done.
- Sword Grass – Mr Boyes expressed concern about the abundance of sword grass growing around the Mokare Walk Trail.
- Broken Paving around the Mokare Walk Trail – Mr Boyes advised that there was a lot of broken pavers around the trail and that this could be of concern.

Cr Morrell noted Mr Boyes concerns and advised that the Executive Assistant could send a request through to Infrastructure Services for them to look into the watsonia, sword grass and the broken pavers.

Cr Morrell advised members of a new work for the dole scheme and gave an outline to the program. Cr Morrell stated that perhaps people participating in the program would be able to assist Green Skills Inc. with their projects.

Outcome

The Executive Assistant to forward a Works Request to the Infrastructure Services advising them of the concerns raised by Mr Boyes regarding the watsonia, sword grass and the broken pavers.

6.3 Audio Loops

A quote has been received for the installation of Audio Loops in the Council Chambers and the Denmark Civic Centre. A grant application through the Disability Services Commission's Community Infrastructure Grants Fund is being submitted for the installation of Audio Loops in the Council Chambers and the Civic Centre. The closing date for applications is 10 July 2015.

Noted.

6.4 International Day of People with Disability 2015

Await 2015/2016 budget adoption for any amount allocated by Council for the Committee to plan a function, event and/or activity in recognition of the International Day of People with Disability which is held on 3 December each year. This year's date will be Thursday, 3 December.

Council Policy P110709 (Recognition of People with Disability) includes reference to Council annually hosting a function, activity or event for the community of Denmark which;

a) aims to;

- *Promote an understanding of people with disability;*
- *Encourage support for their dignity, rights and well-being;*
- *Increase awareness of the benefits of integration of people with disability in every aspect of political, social, economic and cultural life; and*
- *Bring together individuals, businesses, community organisations and governments to celebrate and acknowledge the contributions, skills and achievements of people with disability.*

b) Is held;

- *Held on or as close to the United Nations International Day for People with Disability each year;*
- *Held in conjunction with local activities, functions or events organised by the Disability Services Commission or other relevant State agency or department, where possible;*
- *Held in conjunction with local community organisations, where possible;*

c) Is facilitated by the Council's Disability Services Advisory Committee.

Previous year's activities:

2012

- Gopher Accessibility Expo – featuring displays, demonstrations and the like held at the Denmark Recreation Centre.

2013

- Wheelchair Challenge – participants in wheelchairs (Councillors & Staff) undertaking set tasks within the Denmark CBD.
- Art Workshops & Exhibition of Artwork – facilitated in conjunction with Green Skills Inc.

2014

- Guide Dog Association presentation – presented to Primary School, High School, Denmark Over 50s Association and Council, the Committee and Senior Officers.
- Bus Trip to the National ANZAC Centre – provided free bus trip to the Centre for people with Disability in conjunction with the Denmark Health Service.

2015

- Mr Hinds has previously suggested that if Audio Loops get installed into the Civic Centre or Council Chambers then this could be launched as part of the IDoPWD.

10.27am – Mr Barron entered the room.

- List other ideas from members
 - A performance or event involving the audio loops should the grant be successful and they be installed prior to the IDoPWD.
 - A story told by an individual about how they have overcome their disability – perhaps a consideration for a future activity to give the story time to be written then published.

6.5 2013 - 2018 Disability Access & Inclusion Plan (DAIP)

A copy of the adopted DAIP had previously been provided to all members and a current version of the Implementation Plan was attached for consideration and action.

The DAIP has 7 overarching Outcomes, each Outcome has Strategies and each Strategy has Actions. Whilst keeping in mind each associated Outcome and Strategy, it is recommended that the Committee should concentrate on each Action and work towards achieving these within the next five years.

OFFICER COMMENT

Updates to the Implementation Plan since the last meeting have been highlighted yellow on the attached current version (current as at 3 July 2015).

Council endorsed the Committee's recommendation to review the DAIP and amend Outcome 7. Public consultation on the review and the proposed amendment has commenced with submissions closing Thursday, 9 July 2015.

Noted.

Members moved to Outcome 6 within the Implementation Plan and discussion ensued on ways to achieve the actions under Strategy 6.1. The following notes have been added to the Implementation Plan;

Action – Ensure that information provided when advertising public consultation forums is clear and concise.

Committee Comment: Officers to actively seek opinions of people with disability when there are matters that may concern people with disability by specifically engaging groups that may have members with disability such as the Denmark Over 50s Association.

Note Community Engagement Policy & Framework includes matrixes to assist Officers in identifying individuals, groups and/or sectors who may be impacted by a decision of Council and provides methods of engagement to seek their views on the matter.

Action – Investigate the introduction of online community forums, including partnerships and/or liaison with other organisations (eg. Denmark Community Resource Centre).

Committee Comment: Improve Facebook presence. Cr Morrell noted that there had been some recent discussion between Councillors regarding improving the Council's Facebook page.

Action: Venues where community consultation is taking place are to be accessible for people with a disability.

Committee Comment: Community consultation generally held in the Council Chambers, Council Reception Room and / or the Civic Centre all of which are accessible for people with disability including people in a wheelchair.

Action: Consider & investigate the installation of hearing assistance technology for the hearing impaired at Council venues.

Update status to state that quote being received and grant application being submitted.

Action: Provide a number of ways for people to provide feedback such as phone, face to face meetings, email and written feedback.

Update status to include "Community Consultation" page on Council's website.

7. GENERAL BUSINESS

7.1 William Bay Carpark

Mr Boyes asked whether they were going to expand the carpark at William Bay.

Cr Morrell stated that there were plans for an additional carpark.

Post Script: The Executive Assistant notes that the Chief Executive Officer has advised that whilst there is mention in the Department of Parks & Wildlife's (DPaW) William Bay Master Plan to increasing the capacity of the carpark, there were no current works scheduled and any such works would be subject to funds being available to undertake the work by either the DPaW or the Shire of Denmark.

7.2 Denmark Historical Society Museum – Access to Toilets

Mrs Walker raised concern about the access path to the toilets at the Denmark Historical Society Museum stating that they weren't very accessible.

The Executive Assistant advised that Council had recently approved some funds for the Denmark Historical Society through their Community Financial Assistance Grants and that whilst she was unaware of the detail of the request, the description for the purpose of the funding stated 'footpath to toilets'.

Mrs Walker stated that she believed that the funds that had been applied for under the Council's Community Grants would have been for the path to the toilet and that she was pleased that it had been approved.

7.3 Denmark Health Service – Disability Access Audit

Mr Barron advised that they had just undertaken their annual disability access audit at the Denmark Health Service however given that it was still a relatively new building he did not envisage that there would be the need for any major changes.

7.4 Old Hospital

Mr Keasy asked whether the Committee would be having a walk through the refurbished old hospital soon prior to the official opening and asked when the opening was likely to be.

The Executive Assistant advised that there were no plans for the Committee to walk through the building prior to the opening and she was confident that the Working Group and the architect had given due consideration to accessibility during the refurbishment process. Ms Thompson noted that there was no set date for the opening yet however it was likely to be sometime later this year.

7.5 Denmark Environment Centre Building

Mrs Fewings advised that they had recently opened the newly rebuilt Denmark Environment Centre and that Green Skills would be accommodated on the ground floor. Mrs Fewings noted that the Denmark Environment Centre had improved the access to the bottom floor as well as the entrance to the front of the building.

8. NEXT MEETING

The next meeting of the Disability Services Advisory Committee will be held on Thursday, 17 September 2015, in the Council's Committee Room, commencing at 10.00am.

9. CLOSURE OF MEETING

11.13am – *There being no further business to discuss the Presiding Person , Cr Morrell, declared the meeting closed.*

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

Signed: _____

Dale Stewart – Chief Executive Officer

Date: _____

These minutes were confirmed at the meeting of the _____

Signed: _____

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



SHIRE OF DENMARK

DISABILITY ACCESS & INCLUSION PLAN 2013 – 2018

IMPLEMENTATION PLAN

AS AT 9 JULY 2015

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OUTCOME 1

PEOPLE WITH DISABILITIES HAVE THE SAME OPPORTUNITIES AS OTHERS TO ACCESS THE SERVICES OF AND ANY EVENTS ORGANISED BY COUNCIL.

STRATEGY 1.1 : COUNCIL'S POLICIES AND FRAMEWORKS ARE CONSISTENT WITH THE DAIP.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
The Council's policies, frameworks and plans reference the DAIP, where applicable, as an informing document.	All Staff	Ongoing	<ol style="list-style-type: none"> Accessibility page includes; <ul style="list-style-type: none"> Downloadable DAIP; Overview of the DAIP; Access & inclusion policy; Information on beach wheelchairs, Council's policy regarding wheelie bin assistance; Have your say brochure; and Notation that council information is available in alternate formats for people with disability. To be done. 	<ol style="list-style-type: none"> EA to send memo to Directors requesting consideration of DAIP reference, where applicable.

STRATEGY 1.2 : IDENTIFY OPPORTUNITIES FOR PARTICIPATION IN RECREATIONAL ACTIVITIES THROUGH THE RECREATION CENTRE PROGRAM.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Carry out a survey to identify and assess the need for potential recreational activities specifically for people with a disability.	Director of Community & Regulatory Services	Ongoing	<p>1. To be done.</p> <p>2. To be done.</p> <p>3. To be done.</p> <p>4. <i>Completed. An additional handrail at the steps to the function room has been installed to assist with access mobility.</i></p>	<p>1. Refer strategy to the Director of Community & Regulatory Services, to request the Manager of Recreation & Youth Services to consider developing a poster (or the like) inviting feedback from members of the public (or patrons) on recreational activities (including youth activities) that could be provided or tailored to meet the requirements or people with disability.</p> <p>2. Write to the Disability Services Commission, Denmark Health Service and local health care providers encouraging them to provide feedback from their clients who may have any difficulties accessing or participating in recreational activities through the rec centre program(s).</p> <p>3. EA to liaise with MRYS & DCRS to draft a small article for the council conversations encouraging feedback from members of the community on the accessibility and adequateness of rec centre programs for people with disability.</p> <p>4. Investigate installation of additional handrail to assist with mobility.</p>

			<p>5. Completed. The MRYS advises that there 3 children enrolled in the following sporting clubs; Denmark Walpole Junior Football Club, Denmark Basketball Association and Denmark Little Athletics.</p>	<p>5. Investigate how many local children with disability are involved in the Kidsport program. 6 March 2015 - The MRYS advises that there 3 children enrolled in various sporting clubs.</p>
<p>Consider employing a carer during the school holiday program to enable children with disability to participate in the program.</p>	<p>Director of Community & Regulatory Services</p>	<p>2013 / 2014</p>	<p>1. Prior to July 2013 school holidays the question was raised with the Manager of Recreation & Youth Services (MRYS) – advised that should a request arise then they would endeavour to accommodate it. ea to follow up on whether any requests have been received thus far.</p> <p><i>Response: One request was received for a child with disability to participate in the Christmas 2013 holiday program. The MRYS advised that whilst the family did not go ahead with the enrolment they would have been happy to accommodate the child and structure some activities to enable them to participate. Question was raised in relation to carers... who provides? Gabrielle Rose from the Disability Services Commission (DSC) that generally the family would use a person who already cares for their child at school and at home. If the person did not</i></p>	

			<p><i>have a regular carer then the DSC could assist in providing information on how a support person could be assessed. Gabrielle notes that the family are still interested in their child attending the programme and would speak with the MRYS in the future to find out more.</i></p> <p>2. That the MRYS consider including a notation on future flyers and the enrolment form that the programme is all inclusive and that they will endeavour to accommodate children with disability, upon request – Email sent to MRYS 6 Jan 15.</p> <p><i>Completed.</i></p>	
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STRATEGY 1.3 : EVALUATION OF THE EVENTS HELD ANNUALLY BY THE COUNCIL TO INCORPORATE ACCESS & INCLUSION.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
<p>Evaluate the following annual council events to determine the adequacy of access & inclusion and make recommendations on improvement opportunities.</p> <ul style="list-style-type: none"> ○ Australia Day Breakfast (26 January) ○ National Youth Week ○ Denmark Youth Festival (Youth Week) ○ Seniors Function (Seniors Week) ○ Thank a Volunteer Day function (5 December 2013) ○ Feast Not Fire Night (May) ○ International Day of People with Disability (3 December) 	Disability Services Advisory Committee	Ongoing (as required)	<p>1. To be done – suggest after Aus Day 2015.</p> <p>2. Include reference to accessibility in the event & function evaluation form and send memo to directors who oversee regular council functions and events encouraging the use of the event evaluation form after each event.</p> <p><i>Completed. Event & Function Evaluation Form has been amended to include questions relating to accessibility (mobility and cost).</i></p>	<p>1. EA to draft a small article for the council conversations encouraging feedback from members of the community on the accessibility of council functions and events for people with disability. Event Evaluation Form included on Council's website.</p>

STRATEGY 1.4 : TRANSPORT				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Consider public transport options within the shire in liaison with government and non-government services to come up with solutions in meeting the need for transport of people with a disability.	Disability Services Advisory Committee	Ongoing	<ol style="list-style-type: none"> 1. Email sent 6 Jan 15. Follow up email sent 9 March 2015. 2. Ascertain availability of HACC Bus. <i>Completed. The Denmark Health Service, Home and Community Care (HACC) Co-ordinator has confirmed that the bus is available to non-HACC clients however preference is given to HACC clients.</i> 3. To be done. Await outcome of parts 1 & 2. 4. Possible follow up at a later stage to investigate relevance and need in Denmark. 	<ol style="list-style-type: none"> 1. Liaise with the Disability Services Commission (Great Southern) to ascertain what the level of need is for transport in Denmark for people with disability and find out what options are available for people. 3. Write to the Department of Transport re provision of transport for people with a disability in the Shire of Denmark, noting that there are no wheelchair taxis available in Denmark. 4. UBER Taxis – discussed concept at meeting held 3 Nov 14. New services, possible issues related with existing services in major cities.

Investigate the need for a wheelchair lift in the council's community bus, if and when the vehicle is considered for upgrade.	Director of Community & Regulatory Services (DCRS)	As required.	1. Await quote & consider.	1. Bus to be upgraded in approx. 2 years (2016). DCRS has requested that the quote be submitted for the 2014/15 budget process be reviewed to show the cost of providing a wheelchair hoist in the community bus.
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STRATEGY 1.5 : WASTE MANAGEMENT				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Identify ways to communicate to the community that alternative arrangements can be made for removal of general household rubbish for the aged or infirm (pursuant to Council Policy P100103).	Disability Services Advisory Committee	Ongoing	<ol style="list-style-type: none"> EA to draft a small article for Council Conversations. <i>Completed. Article published in the July 2014 Council Conversations.</i> Include reference to the Policy under the Accessibility page of Council's website. <i>Completed. Reference included under accessibility page on Council's website.</i> 	
Investigate including reference to this service on the waste collection application form.	Director of Finance & Administration (DFIN)	2013 / 2014	<ol style="list-style-type: none"> Include reference to Council's Policy on the new waste service application form, on 25 June 2014. <i>Completed. The Application Form has been amended.</i> 	

STRATEGY 1.6 : PARKING				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Investigate the need for the development of a Council Policy regarding the design and construction of all new accessible public parking bays within the Shire.	Director of Infrastructure Services (DIS)	2013 / 2014	<p>1. Walk around undertaken 12 March 2015. Areas of concern have been provided by members and collated for consideration of the Committee 14 May 2015 - for referral back to the Infrastructure Services.</p> <p>Engineering Assistant has advised that position and 'style' of on/off ramps have also been considered in the draft Bike Plan. Emailed DIS 4 May 2015 for update on finalisation of Bike Plan.</p>	1. Investigate the position of on / off ramps, including signs, particularly at the northern end of Strickland St – no ramps in north Strickland St carpark and limited 'connection' of on/off ramps between Supa IGA and carpark.
Investigate the existing ACROD bays within the Shire of Denmark with respect to compliance (particularly width, condition of surface areas & access to footpaths) with current Australian Standards and consider upgrading in future capital works and line marking.	Director of Infrastructure Services (DIS)	2013 / 2014	<p>1. Three ACROD parking bays near IGA on Mt Shadforth Road identified during the Committee's walk around on 12 March 2015 – the details have been included in the collated 'areas of concern' for consideration of the Committee 14 May 2015 – for referral back to Infrastructure Services.</p> <p><i>Completed. Inspection undertaken prior to CBD Redevelopment and Disability Services Committee provided input to redevelopment plan – particularly with respect to ACROD Bays.</i></p>	

			2. 21 May 2015 – question asked whether ACROD signs could be any bigger because they were difficult to see.	2. Email sent to Infrastructure Services 3 June 2015.
Investigate the acquisition of portable ACROD bays (portable blue bollards and lay flat vinyl signage) so that they can be used for Council & community events.	Director of Community & Regulatory Services (DCRS)	2015 / 2016	<p>1. <i>Completed. DCRS has ordered a ACROD 'set down and pick up' sign together with a portable ACROD mat.</i></p> 	

STRATEGY 1.7 : INFORMATION AVAILABLE ABOUT THE ACCESSIBILITY OF BUILDINGS AND FACILITIES.

ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Check the facilities of the Shire of Denmark's entries on the You're Welcome website and advise Access WA of any identified corrections / amendments to the information are up to date on, at least, an annual basis.	Director of Community & Regulatory Services	Annually	<p>1. EA to email to Access WA to see whether we can extract a 'database' of entries, with a view to creating a database for annual review of Council buildings and facilities.</p> <p><i>Access WA advised that there isn't any way of extracting a database of Denmark entries.</i></p> <p>2. To be done.</p>	<p>2. Manually extract all of the entries relating to Council buildings and facilities to proceed with check.</p>

Investigate a sustainable process to update the public facilities in the Shire of Denmark on the You're Welcome website.	Director of Community & Regulatory Services	December 2013	<p>1. EA to ascertain Council's process when there is a change of business ownership, with a view that perhaps this could be an opportunity to encourage businesses to provide / update their information for the website.</p> <p><i>The Director of Planning & Sustainability and Principal Building Surveyor advised that most of the time Council is not advised unless there is a change of use of the premises.</i></p> <p>2. Include information on Council's website about the availability of the You're Welcome website and information on how businesses can access the service.</p> <p><i>Link has been added to the Council's website under business & investing section, Supporting Local Business.</i></p> <p>3. Establish system to prompt businesses to check their listing under the You're Welcome website.</p> <p><i>Annual task set for EA to place an annual reminder of the Access WA website in the Council Conversations for businesses to keep their details current and/or instructions on how to</i></p>	
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			<p><i>be included on the website.</i></p> <p>4. EA to email to Access WA to see whether we can extract a 'database' of entries, with the view to a possible annual mail out.</p> <p><i>Access WA advised that there is no way of extracting a database of entries.</i></p> <p>5. To be done.</p>	<p>5. Manually extract all of the entries and construct a database for possible general mail out.</p>
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OUTCOME 2

PEOPLE WITH DISABILITIES HAVE THE SAME OPPORTUNITIES AS OTHERS TO ACCESS THE BUILDINGS AND OTHER FACILITIES OF COUNCIL.

STRATEGY 2.1 : INFRASTRUCTURE, PLANNING & REFURBISHMENT OF BUILDINGS TO INCORPORATE ACCESS & INCLUSION REQUIREMENTS.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
PUBLIC TOILETS				
Conduct an audit of all public toilets and make recommendations on the need for retrofitting existing public toilets.	Disability Services Advisory Committee	December 2014	1. Find out from DCRS what is involved in undertaking an audit – 25 Aug 14. <i>An audit of all public toilets was done a few years ago however the DCRS stated that if the Committee wished they would investigate details such as the provision of hooks and types of door handles and taps.</i>	1.
Investigate the need and cost of a portable universal access toilet that can be hired by event organisers.	Director of Community & Regulatory Services	December 2015	1. Establish community need for Council to provide service. <i>The Committee agreed that they couldn't perceive a great need within the community for Council to purchase and hire a universally accessible toilet, particularly given that most events were held at venues which would generally have toilets and that there were already businesses that hire portable toilets. concerns were raised in relation to initial cost, storage, insurance and frequency of use.</i>	

			2. To be done.	2. Find out who (businesses) provides portable toilets now and whether they are accessible.
COMMUNITY HALLS				
Investigate options of providing access to Council maintained Community Halls, such as the Parryville Hall, which may not currently comply with Australian standards with respect to disability access.	Director of Community & Regulatory Services	2015 / 2016	<p>1. To be commenced.</p> <p>2. 12 May 2015 - Executive Assistant & Principal Building Surveyor met with an audio loop supplier and installer regarding building requirements and quotes.</p>	<p>1. EA to liaise with Council's Principal Building Surveyor about the possibility of incorporating this review into annual building inspections.</p> <p>2. Quote received. Applying for Community Infrastructure Grant through the Disability Services Commission / WALGA.</p>
COUNCIL ADMINISTRATION BUILDING				
Explore the need for a disabled staff toilet.	Director of Community & Regulatory Services	2015 / 2016	<i>2014 - Members agreed that there wasn't a current need for a 'disabled' staff only toilet and that if required, employees could use the public one near the Committee Room.</i>	
Consider retrofitting a lower portion of counter to provide better access for people in wheelchairs.	Director of Community & Regulatory Services	2013 / 2014	<p>1. Members noted that administration staff had previously indicated that they could meet with people at the low table in the foyer if so required.</p> <p>2. Memo sent to the Director of Finance & Administration (DFIN) to establish whether there is any need to explore this further at this time 25 august 2014.</p>	

			<p><i>Response: Administration Staff did not consider it necessary at this stage and noted the following;</i></p> <ul style="list-style-type: none"> <i>• All administration staff are sensitive to clients with special needs and cater to that need when required;</i> <i>• We have a table and chairs available within the reception area and staff attend to customers who are either disabled, infirm or elderly at this facility with the utmost respect and understanding;</i> <i>• Generally only have two or three people who are in a wheelchair who frequent the office.</i> <p>3. The DFIN to liaise with Council's Principal Building Surveyor about installing somewhere at the counter a place where people who use a walking stick can lean or hang their stick while they are at the counter.</p> <p><i>Completed. Installation done.</i></p>	
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STRATEGY 2.2 : INFRASTRUCTURE, PLANNING & REFURBISHMENT OF FACILITIES TO INCORPORATE ACCESS & INCLUSION REQUIREMENTS.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
DENMARK CEMETERY				
Identify any accessibility issues relating to the Denmark cemetery and make recommendations to the Denmark cemetery advisory committee for the consideration in the concept development plan.	Disability Services Advisory Committee	2014 / 2015	1. EA advised that accessibility would be considered for each project element during implementation phase and that she was confident of the Cemetery Advisory Committee's capacity to consider such matters, noting that the EA was also Secretariat of that Committee.	1. Budgeted works include (\$60,000); <ul style="list-style-type: none"> - Kingia Australis niche wall and memorial tree; - Jacksonii & Ficifolia niche walls - Parkland clearing between old and new sections of burial ground - Survey, plot and plinth installation of new burial ground. Due to be completed by 30 June 2015.
PARKS, GARDENS & RESERVES				
Council's Infrastructure Services Directorate including parks & gardens give consideration to the incorporation of access and inclusion requirements when creating or refurbishing recreational areas such as parks & gardens.	Director of Infrastructure Services (DIS)	ongoing	1. Memo to the DIS to consider Strategy 2.2 when creating or refurbishing recreational areas such as parks & gardens. <i>Response from DIS – Agree that all playgrounds (and other things) should be practicably accessible to all users.</i>	
Conduct an audit of Council's main active, passive & coastal recreational areas and make recommendation to council on areas which may require future budget	Disability Services Advisory Committee	2016 / 2017	Researched coastal and inland water accessibility undertaken for the initial feedback to Recfishwest on Shire of Denmark's top 5 accessible fishing locations. long term view – to produce a brochure in conjunction with the Denmark Boating and Angling Club and the	

<p>allocation(s) to make them accessible. priority of works should also be made.</p>			<p>Denmark fishing club – expected approx. 2016/2017.</p> <p>1. Investigate improved access to ocean beach viewing platform – installation of rails along footpath and redesign of steps near the car park.</p> <p><i>That the Disability Services Advisory Committee recommend Council administration staff that access to ocean beach be a priority.</i></p> <p><i>That the Disability Services Advisory Committee request that the Shire conduct an audit of the access to Ocean Beach either internally or externally with the view to improving access for people with disability.</i></p> <p><i>EA has referred the matter to the CEO who will arrange for an internal audit to be conducted. Main areas of focus will be access from main car park, provision of disability car park bay in “Surf Club Only” area, access to viewing platform and investigate the sloping pathway – potentially installing some rails.</i></p> <p>2. Review accessibility to prawn rock channel swimming area and lookout.</p> <p><i>That the Disability Services Advisory Committee recommend that disability access to the prawn rock channel swimming area and nearby lookout be reviewed.</i></p> <p>This has been included in the Terms of Reference for Council’s newly</p>	
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			formed Prawn Rock Channel Concept Plan Development Working Group. Draft Concept Plans for the area are now being advertised.	
Review the need for an accessible playground.	Director of Infrastructure Services	2016 / 2017	<p>Actioned. Ongoing review by Infrastructure Services.</p> <p><i>Photos of Shire of Plantagenet's model for accessible playground considered by the Committee in 7 July 2014 and referred to the DIS in consideration for future new playgrounds or existing playground refurbishment with reference to new playground at Peaceful Bay.</i></p>	
In liaison with local business and the Denmark Visitor Centre, investigate the need for the provision of "off road" wheelchairs (buggies) which can be used in a similar fashion as the beach wheelchairs.	Disability Services Advisory Committee	2017 / 2018		
Review the suitability of access ramps to Berridge Park from Hollings road.	Disability Services Advisory Committee	June 2014	1. To be done.	1. Include area in Committee audit of high use, active, passive recreational areas.
BEACHES & INLETS				
Investigate the use of an ACROD card access to unlock the beach wheelchairs at Parry Beach & Ocean Beach.	Disability Services Advisory Committee	2016 / 2017	1. <i>Use of the Parry Beach & Ocean Beach beach wheelchairs are 'monitored' and 'managed' by the Parry Beach Voluntary Management Group (PBVMG) and the Denmark Surf Life Saving Club (respectively).</i>	

			<p><i>Design and function of ACROD cards determined by State Govt. and current system appears to be working adequately.</i></p> <p>1. <i>DCRS liaising with the Denmark Surf Lifesaving Club about their willingness and ability to 'monitor and manage' its use during times of club patrols. Emailed 9 March 2015, 23 April 2015, 13 May 2015, 3 June 2015 and 3 July 2015 to follow up.</i></p>	<p>1. Ocean Beach Wheelchair to be replaced. Refer to DCRS.</p>
Promote the availability of beach wheelchairs at Parry Beach & Ocean Beach.	Disability Services Advisory Committee	Ongoing	<p>1. <i>Reference included under accessibility & tourism pages on Council's website.</i></p> <p>2. To be done.</p> <p>3. To be done.</p>	<p>2. EA to contact the Denmark Visitor Centre to provide information about the availability of the wheelchair(s).</p> <p>3. EA to request the community groups who look after the chairs to assist with promoting their availability.</p>
Review the opportunity of the provision of a beach wheelchair at Peaceful Bay.	Disability Services Advisory Committee	2014 / 2015	<p>1. To be done.</p>	<p>1. EA to contact the Peaceful Bay Progress Association (PBPA), Peaceful Bay Sea Rescue and Peaceful Bay Caravan Park to ascertain their thoughts on the need for a beach wheelchair at Peaceful Bay.</p>
Investigate accessible community grants for the funding of:	Disability Services Advisory Committee	Ongoing	<p>1. <i>The DSAC look at available grants when presented with concept briefs and issues arising from upcoming</i></p>	

<ul style="list-style-type: none"> • An investigation and conceptualisation; <ul style="list-style-type: none"> ○ of universal access opportunities along the Shire of Denmark's high value foreshore recreational areas; and ○ For installing the universal access play equipment in the shire of Denmark's high value recreational areas and the types of equipment that could be installed in those locations and the typical cost of that equipment. 			<p><i>audit and/or when the need or opportunity arises.</i></p>	
FOOTPATHS & TRAILS				
<p>Undertake an audit of existing footpaths, including on & off ramps, slopes, railing & tactile warning strips, within the Denmark Townsite, for consideration in the path development plan.</p>	<p>Paths & Trails Advisory Committee</p>	<p>December 2014</p>	<p>1. Walk around undertaken 12 March 2015. Areas of concern have been provided by members and collated for consideration of the Committee 14 May 2015. 3 July 2015 - referred to the Infrastructure Services for comment.</p> <p>Engineering Assistant has advised that position and 'style' of on/off ramps have also been considered in the draft Bike Plan, which is currently out for public comment.</p>	

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Undertake an audit of desired installation of fully accessible dual-use paths in residential areas.	Paths & Trails Advisory Committee	December 2015	1. Await finalisation of the Bike Plan which has done similar reviews. Bike Plan is out for public comment, closing date for submissions is 21 August 2015.	
Provide support for funding applications for the installation of dual use paths.	Disability Services Advisory Committee	Ongoing		
Explore options & funding for conversion of the south east steps to the Denmark traffic bridge, off the Mokare Walk Trail, to an accessible ramp.	Paths & Trails Advisory Committee	December 2015	<p>1. Await outcome from Paths & Trails Advisory Committee regarding liaison with Riverside Club with respect to incorporating improvements into development.</p> <p><i>Advice provided at Council meeting held 10 February 2015 was that consideration of the incorporation of an alternative, accessible access from the Mokare Walk Trail to South Coast Highway (eastern side) would be given during Stage 2 of the Riverside Club Development Plan.</i></p> <p><i>Recommendation from Committee 21 May 2015 to prepare report for Council – report to July 2015 Council meeting with Officer Recommendation.</i></p>	

OUTCOME 3

PEOPLE WITH DISABILITIES RECEIVE INFORMATION FROM COUNCIL IN A FORMAT THAT WILL ENABLE THEM TO ACCESS THE INFORMATION AS READILY AS OTHER PEOPLE ARE ABLE TO ACCESS IT.

STRATEGY 3.1: INFORMATION ABOUT COUNCIL FUNCTIONS, FACILITIES AND SERVICES TO USE CLEAR AND CONCISE LANGUAGE AND TO BE MADE AVAILABLE IN ACCESSIBLE FORMATS UPON REQUEST.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Promote that Council information is available in alternative formats.	All Staff.	Ongoing	<ol style="list-style-type: none"> 1. Accessibility page on Council's website updated to include reference to information being available in alternative formats upon request. 2. Added reference on Policy Manual, Customer Service Charter, Delegations Register and Code of Conduct that alternative formats for Council information availability upon request. 3. The CEO has implemented a new Organisation Procedure (OP040256) requesting that all staff note on all substantive documents that the information is available in alternate formats for people with disability upon request. 4. Added photo ID to all pictures on Council's website to improve accessibility. 	

STRATEGY 3.2 : DENMARK LIBRARY				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
The Denmark Library continue to grow its alternative format resources such as large print and talking book collections.	Director of Finance & Administration & Senior Librarian	June 2015	<p>1. Liaise with the Denmark Library to acquire a list of services and products they provide for people with Disability. Email sent to Denmark Library 13 Jan 15. Library advised,</p> <p><i>“The Library provides access to Large Print books, Audio books on CD and MP3 format, E books, E magazines and E Audio Books, which can be used on computers, and mobile devices such as tablets and smartphones.</i></p> <p><i>Library Staff will assist any person with a disability in regards to selecting items and ordering items of which we may have limited stock.</i></p> <p><i>At this we do not have a Home Delivery Services, but do assist people with special needs, by having books ready for a nominated person to collect.”</i></p>	Completed.

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Investigate ways of providing current technology to assist people with disabilities, particularly vision impairments, and train staff to support and promote its use.	Director of Finance & Administration & Senior Librarian	June 2015		
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OUTCOME 4

PEOPLE WITH DISABILITIES RECEIVE THE SAME LEVEL AND QUALITY OF SERVICE FROM THE STAFF OF COUNCIL AS OTHER PEOPLE RECEIVE FROM THE STAFF OF COUNCIL.

STRATEGY 4.1 : DISABILITY AWARENESS TRAINING FOR COUNCIL STAFF				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
In liaison with the Disability Services Commission identify disability awareness training programs which cover current legislation and best practice.	Disability Services Advisory Committee	Ongoing		

STRATEGY 4.2 : STAFF INDUCTION & ORIENTATION INCLUDES ACCESS & INCLUSION				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Give consideration to access & inclusion issues for new staff members.	Director of Finance & Administration	June 2014		
Incorporate the principles of the DAIP into the orientation and induction process for new staff & elected members.	Director of Finance & Administration	June 2014		

STRATEGY 4.3 : INFRASTRUCTURE STAFF & CONTRACTORS TRAINING				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Identify opportunities for Infrastructure staff & contractors to be trained in practical access requirements.	Director of Infrastructure Services	June 2014	<ol style="list-style-type: none"> 1. <i>Participated in Wheelchair Challenge - December 2013.</i> 2. <i>Presentation by Guide Dog Association scheduled for December 2014 to increase awareness (IDoPWD event). Presented to Council, Senior Officers & Committee members - 2 December 2014.</i> 	

OUTCOME 5

PEOPLE WITH DISABILITIES HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO MAKE COMPLAINTS TO COUNCIL.

STRATEGY 5.1 : PROMOTE AND MAKE READILY AVAILABLE THE SHIRE OF DENMARK'S CUSTOMER SERVICE CHARTER				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
<p>The Charter be promoted and made available;</p> <ul style="list-style-type: none"> o on Council's website; o at the Recreation Centre; o at the Denmark Library; o at the Denmark Youth Centre. 	Director of Finance & Administration	December 2014	<p>1. <i>Completed. Customer Service Charter (CSC) is available on Council's website and at Administration Office front counter.</i></p> <p><i>CSC is included in the Council's welcome pack.</i></p> <p><i>Rec Centre confirmed that they already had copies available & the Library have been sent copies to make available at their premises.</i></p>	1. Ensure that the CSC is available and promoted to all customers at all Council Offices.
<p>The Charter be promoted as being available in alternative formats and a notation placed on the front of the brochure to that effect.</p>	Director of Finance & Administration	December 2013	<p>1. <i>Completed. A notation has been included on the 'e' version of the CSC noting that it is available in alternate formats.</i></p> <p>2. <i>Completed. Council still has thousands of pre-printed copies – Staff will ensure any re-print includes appropriate words so that people know that it can be made available in alternate formats.</i></p>	2. Liaise with DFIN about modifying the pre-printed copies – practicality and process to be identified.
<p>Investigate other methods which could be used to enable people to provide</p>	Disability Services Advisory Committee	Ongoing	1. Council Officers investigating a "Have Your Say" page on Council's website.	

feedback, suggestions, compliments or complaints about Shire services & facilities.			<i>Have Your Say page and amendments to how Council's "Notice Board" is shown on website completed. Includes details on how different ways to provide feedback on Council's services and facilities.</i>	
Provide a number of ways for people to provide feedback such as phone, face to face meetings, email and written feedback.	All Staff	Ongoing		

STRATEGY 5.2 : ACTIVELY PROMOTE THE DISABILITY SERVICES COMMISSION'S "HAVE YOUR SAY" BROCHURE

<i>ACTION</i>	<i>RESPONSIBILITY</i>	<i>TIMEFRAME</i>	<i>STATUS</i>	<i>COMMENT</i>
The brochure be promoted and made available; <ul style="list-style-type: none"> ○ through Council's website; ○ at the Recreation Centre; ○ at the Denmark Library; ○ at the Denmark Youth Centre. 	All Staff	June 2014	<ol style="list-style-type: none"> <i>1. Accessibility page on website includes a link to a downloadable version of the Have Your Say brochure.</i> <i>2. Printed copies available at the Shire Administration Office Reception Area.</i> 	

OUTCOME 6

PEOPLE WITH DISABILITIES HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO PARTICIPATE IN ANY PUBLIC CONSULTATION BY COUNCIL.

STRATEGY 6.1 : ENCOURAGE PARTICIPATION FROM THE WHOLE COMMUNITY IN RELATION TO MATTERS WHICH REQUIRE PUBLIC CONSULTATION				
<i>ACTION</i>	<i>RESPONSIBILITY</i>	<i>TIMEFRAME</i>	<i>STATUS</i>	<i>COMMENT</i>
Ensure that information provided when advertising public consultation forums is clear and concise.	All Staff	Ongoing		Officers to actively seek opinions of people with disability when there are matters that may concern people with disability by specifically engaging groups that may have members with disability such as the Denmark Over 50s Association. Note Community Engagement Policy & Framework includes matrixes to assist Officers in identifying individuals, groups and/or sectors who may be impacted by a decision of Council and provides methods of engagement to seek their views on the matter.
Investigate the introduction of online community forums, including partnerships and/or liaison with other organisations (eg. Denmark Community Resource Centre).	All Staff	Ongoing		Improve Facebook presence. Cr Morrell noted that there had been some recent discussion between Councillors regarding improving the Council's facebook page.
Venues where community consultation is taking place are to be accessible for	All Staff	Ongoing		Community consultation generally held in the Council Chambers, Council Reception Room and / or the Civic

people with a disability.				Centre all of which are accessible for people with disability including people in a wheelchair.
Consider & investigate the installation of hearing assistance technology for the hearing impaired at Council venues.	Director of Community & Regulatory Services	June 2014	1. Quote received. Grant application submitted through Disability Services Commission 10 July 2015. Await outcome.	1. Council Officers investigate the requirements and cost of installing Audio Loops in the Council Chambers/ Reception Room and/or the Denmark Civic Centre.
Provide a number of ways for people to provide feedback such as phone, face to face meetings, email and written feedback.	All Staff	Ongoing	Details of these various ways of providing feedback to Council have been included on the Council's website under the "Have Your Say" section and also in Council's Customer Service Charter.	

OUTCOME 7

PROVIDE INFORMATION, OPPORTUNITIES AND ENCOURAGEMENT TO RAISE THE AWARENESS OF THE COMMUNITY REGARDING DISABILITY ACCESS AND INCLUSION.

STRATEGY 7.1 : RAISE COMMUNITY AWARENESS OF DISABILITY ACCESS AND INCLUSION WHICH ENCOURAGES INCLUSIVE COMMUNITIES.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Refer issues identified through consultations which are not the responsibility of the Shire, to relevant parties, such as government agencies or local businesses.	All Staff	Ongoing		
Investigate Mentally Health WA's Act Commit Belong program to encourage people to take action to improve their mental health and wellbeing.	Director of Community & Regulatory Services; & Manager of Recreation & Youth Services	Ongoing		