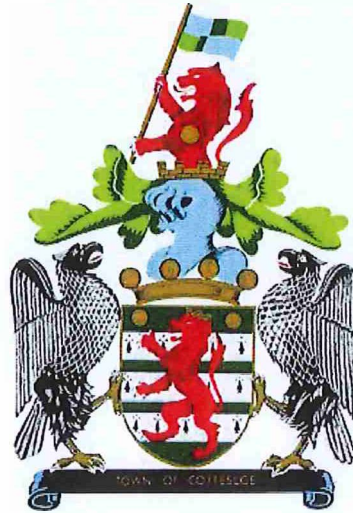

TOWN OF COTTESLOE



UNIVERSAL ACCESS AND INCLUSION REFERENCE GROUP MEETING

NOTES

Tuesday, 6 September 2022

9:30am – 10:30am

Mayor's Parlour, Cottesloe Civic Centre, 109 Broome Street, Cottesloe
and via Teams

A handwritten signature in black ink, appearing to read "Matthew Scott", written over a horizontal line.

Matthew Scott
Chief Executive Officer
9 September 2022

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

Cr Sadler declared the meeting open at 9:33am.

2 DISCLAIMER

Cr Sadler referred to the Disclaimer on the inside of the cover page.

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Ms Giacomini, representing SHINE Community Services, was welcomed to her first meeting.

Ms Harley will finish in her role at the Town of Cottesloe today. Cr Sadler thanked her for her dedication to the role.

The Community Development role is currently advertised for three days per week.

4 ATTENDANCE**Members**

Cr Helen Sadler	Presiding Member, Elected Member
Ms Ella Fitzpatrick	Community Representative
Ms Katrina Porter OAM	Community Representative

Officers

Mr Shaun Kan	Director Engineering Services
Ms Jodee Harley	Community Development Officer
Ms Kate Saunders	Executive Services Officer

Service Providers

Ms Abigail Sanchez <i>(in lieu of Mr Gordon Duus)</i>	Mission Australia (NDIS Partner)
Ms Janet Giacomini	SHINE Community Services

Apologies

Ms Patricia Alessi	Community Representative
Mr Shane Collie	Director Corporate & Community Services
Ms Paula Jones	Curtin Heritage Living (Wearne)
Ms Jenelle Macri <i>cancelled on the day)</i>	WA Foundation for Deaf Children (<i>Auslan Interpreter</i>)
Ms Ellen Robinson	Committee Representative
Mr Chris Wiggins	Committee Representative

5 DECLARATION OF INTERESTS

There were no conflicts of interest declared.

6 BUSINESS FROM THE PREVIOUS MEETING

The Universal Access and Inclusion Reference Group (UAIRG) noted:

- The Cottesloe ACROD Bay map was circulated to the group yesterday and suggestions are welcomed from members of the group for future locations. There is \$20k allocated towards improved access provision in the 2022-23 budget.
- Ms Robinson and Cr Sadler suggested Grant Street, near Daisy's café' and near the Café proposed for WEARNE.
- Existing private ACROD bays need to be added to the ACROD Bay Map, displayed with a private symbol (ie. Medical Centre on Forrest Street). It was noted the Cottesloe Tennis Club ACROD Bay wasn't on the map and needs to be updated.

6.1 REVIEW OF PREVIOUS NOTES

Attachment 6.1 Universal Access and Inclusion Community Reference Group meeting Notes – 14 June 2022.

6.2 ACTIONS TAKEN SINCE THE PREVIOUS MEETING

Responsible Officer	Action item
14 June 2022	
JH	1. Distribute the map of ACROD Bays to new members for feedback.
JH	2. Pursue the best means for providing access to the beach wheelchair at Cottesloe Beach.
KS	3. Invite Ms Freya Ayliffe to the next meeting to discuss how the local planning strategy and schemes can influence and deliver on the DAIP, and also how access can be improved via Developer Contributions.
JH	4. Invite Gordon Duus to provide an overview of the findings from the Disability Access Survey.
JH	5. Determine whether equality opportunity laws apply to retail businesses to provide access to people with disabilities.
JH	6. Investigate if there is an equivalent to <i>Good Access is Good Business</i> training (promoting businesses to provide access to people with disabilities) that can be facilitated by the Town for local businesses, potentially held in partnership with ProCott.
KS	7. Invite Universal Access and Inclusion Reference Group members to submit items for consideration on the agenda, at least 3 weeks prior to the next meeting.

Responsible Officer	Action item
29 March 2022	
SK/ Freya Ayliffe	8. Administration is requested to investigate the appropriate Disability Access and Inclusion project items, costings and timings to be proposed for incorporation in the Town of Cottesloe's Developer Contributions Plan.
Freya Ayliffe	9. Administration is to consider a submission to the State Administrative Tribunal to encourage access and inclusion provision for developments in their jurisdiction to extend beyond legislative minimums; an additional portion of hotel/ short-stay accommodation per development application, plus the architectural and interior design brief encouraged to provide for universal access.
Freya Ayliffe	10. Administration is requested to explore how universal access and inclusion can be enhanced through its integration into the Local Planning Strategy and Scheme.
KS	11. Invite Freya Ayliffe to attend a future meeting to discuss possibilities to enhance universal access and inclusion through the Local Planning Strategy and Scheme.

The UAIRG noted:

- Items 3 and 8 - On behalf of Ms Ayliffe, Mr Kan informed the group that existing legislation ensures that all new buildings provide compliant universal access. The Town is developing a Planning Policy. The Planning Policy aims to demonstrate local needs and nominate ample amenity for the growing population. This policy may also influence the State Government to enforce contributions towards infrastructure and amenity by developers.
- There is expected to be opportunities for the community to contribute to the Community Strategic Plan, Strategy, Scheme and Policy, with group members encouraged to share their insights. These documents are important for improving access.
- The open actions for Freya Ayliffe are to be consolidated, to capture the group's desire to influence strategic outcomes beyond the legislation for the future of universal access at Cottesloe.

7 ENGINEERING UPDATE

The Town has undertaken extensive investigations for the provision of universal access to the water at Cottesloe Beach. There are many technical constraints. Several options have been explored and costs are estimated to be between \$300-500k. Further alternative options are being pursued.

Mr Kan left the meeting at 9:59am.

8 ITEMS FOR DISCUSSION

8.1 Disability Access and Inclusion Plan Progress Report 2021/2022

Attachment 8.2 - Disability Access and Inclusion Plan Progress Report 2021/2022

The UAIRG noted:

- The annual progress for the Town's Disability Access and Inclusion Plan (DAIP) has been submitted, as provided.
- The DAIP was developed in 2018. The current plan will conclude at the end of 2023.

8.2 Beach wheelchair bookings.

The SpacetoCo new booking system for beach wheelchair access at Cottesloe Beach was demonstrated to the group. A link will be provided from the Town's website to this external site for the community to book the equipment for free. Access will be provided over the Surf Life Saving Season, commencing in October, from 6am until 6pm whilst manned by Life Savers. Instant bookings will be piloted, where community members simply show their email confirmation, bypassing confirmation from the Town and the Cottesloe Surf Life Saving Club and removing the current 6 day advance booking requirement. Feedback is welcomed from the group.

8.3 Universal Access and Inclusion inquiries regarding developer contributions, building and planning controls

A verbal updated was provided under item 6.2 instead.

8.4 Mission Australia – 2022 Access and Inclusion Survey Findings

This item will be carried forward to the next meeting.

9 SERVICE PROVIDER UPDATES

No service provider updates were provided.

9 GENERAL BUSINESS

Nil.

11 NEXT MEETING

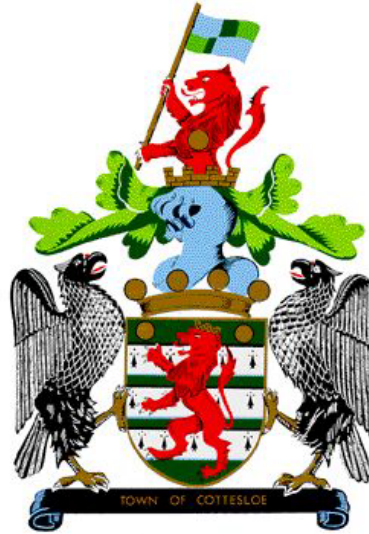
Tuesday 22 November, 9:30-11:00am.

12 MEETING CLOSURE

The meeting closed at 10.17am.

Responsible person/s	Action item
All UAIRG	1. For consideration, provide any suggestions for ACROD bays or improved access locations in Cottesloe to CR.Sadler@cottesloe.wa.gov.au.
JH	2. Add ACROD bay locations to the website.
HS	3. Liaise with Matthew Scott to encourage the inclusion of universal access provisions within the Planning Policy being developed.
JH	4. Submit a funding request for the development of a new DAIP, either at the 2022-23 mid-year budget review or for the 2023-24 budget.
JH	5. Universal access information to be updated on the website.
KS	6. Circulate the link to the SpacetoCo Beach Wheel chair booking page for feedback from UAIRG members.
JH	7. Promote the new Beach wheel chair booking process to the community. i.e. website, social media, service groups.
JH	8. Add/ update Cottesloe Beach details on the Accessible Beaches website.
Freya Ayliffe	9. Provide advice on how can the Town of Cottesloe can imbed universal access beyond the legislation into the Community Strategic Plan, Planning Strategy, Planning Schemes and other to enhance equitable access into the future. i.e. modifying policy (including developer contributions), building and planning documents, potential for advocacy to the State Administrative Tribunal or others.

TOWN OF COTTESLOE



UNIVERSAL ACCESS AND INCLUSION REFERENCE GROUP MEETING NOTES

Universal Access and Inclusion Reference Group meeting
Mayor's Parlour, Cottesloe Civic Centre, 109 Broome Street, Cottesloe
and via Microsoft Teams
9:30am – 11:00am Tuesday, 14 June 2022

Matthew Scott
Chief Executive Officer
1 September 2022

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

Cr Sadler declared the meeting open at 9.35am.

1.1 ACKNOWLEDGEMENT OF COUNTRY

The Chair begun by acknowledging the Whadjuk Nyoongar people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past and present. She extended that respect to Aboriginal and Torres Strait Islander peoples here today.

2 DISCLAIMER

Cr Sadler referred to the Disclaimer on the inside of the cover page.

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Cr Sadler acknowledged the relatively high proportion of Aboriginal and Torres Strait Islander people living with a disability and encouraged members of the Universal Access and Inclusion Reference Group (UAIRG) to consider this during their participation in this group.

4 ATTENDANCE

Members

Cr Helen Sadler	Presiding Member, Elected Member
Mr Chris Wiggins	Committee Representative
Ms Ellen Robinson	Committee Representative
Ms Ella Fitzpatrick	Community Representative
Ms Katrina Porter OAM	Community Representative
Ms Patricia Alessi	Community Representative

Officers

Mr Shane Collie	Director Corporate & Community Services
Mr Shaun Kan	Director Engineering Services
Ms Jodee Harley	Community Development Officer
Ms Kate Saunders	Executive Services Officer

Service Providers

Paula Jones	Curtin Heritage Living (Wearne) (via Microsoft Teams)
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Ms Jones was intermittently present throughout the meeting due to external internet issues.

Observer

Ms Hilary Rumley	Community member (via Microsoft Teams)
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Ms Rumley and Ms Jones joined via the same internet connection and were intermittently present throughout the meeting due to external internet issues.

Apologies

Ms Jenelle Macri WA Foundation for Deaf Children
 Ms Janet Giacomini SHINE Community Services
 (Previously Ms El Bennett)
 Mr Gordon Duus Mission Australia (NDIS Partner)
 (Previously Mr Christopher Barty)

5 DECLARATION OF INTERESTS

There were no conflicts of interest declared.

6 BUSINESS FROM THE PREVIOUS MEETING**6.1 REVIEW OF PREVIOUS NOTES**

Attachment 6.1 Universal Access and Inclusion Community Reference Group meeting Notes - 29 March 2022.

6.2 ACTIONS TAKEN SINCE THE PREVIOUS MEETING

Responsible Officer	Action item	Status
JH	1. Circulate a list of DAIP projects proposed to be included in the 2022/23 budget to the group for feedback.	<i>Verbal update</i>
JH	2. Explore how other Council's manage Beach Wheelchair access.	<i>Verbal update</i>
All	3. Members are encouraged to complete Mission Australia's Community Access and Inclusion survey and promote to their networks.	<i>Completed</i>
CB, JP, JM	4. Service providers have the option to circulate their updates via email, due to members departing the meeting prior to the opportunity.	<i>Ongoing</i>
SK	5. Administration is requested to investigate the appropriate Disability Access and Inclusion project items, costings and timings to be proposed for incorporation in the Town of Cottesloe's Developer Contributions Plan.	<i>Verbal update</i>
Freya Ayliffe	6. Administration is to consider a submission to the State Administrative Tribunal to encourage access and inclusion provision for developments in their jurisdiction to extend beyond legislative minimums; an additional portion of hotel / short-stay accommodation per development application, plus the architectural and interior design brief encouraged to provide for universal access.	<i>Carried forward</i>
Freya	7. Administration is requested to explore how universal	<i>Carried</i>

Responsible Officer	Action item	Status
Ayliffe	access and inclusion can be enhanced through its integration into the Local Planning Strategy and Scheme.	<i>forward</i>
KS	8. Invite Freya Ayliffe to attend a future meeting to discuss possibilities to enhance universal access and inclusion through the Local Planning Strategy and Scheme.	<i>Carried forward</i>

Verbal updates were provided for the open action items:

6.2.1 Ms Harley outlined that her submission for the 2022-23 budget included:

- \$3,000 for interpreter services to enable participation in meetings/ forums;
- \$1,500 for an access map to be created of Cottesloe Civic Centre;
- Funds for staff to attend disability access training. This usually coincides with International Day for People with Disability.
- Funds for Seniors Week initiatives and Seniors First Aid workshops.

Mr Kan outlined that the ACROD Bays Plan will continue to be implemented in 2022-23. He also outlined that a Beach Access Strategy will be presented to Council early next financial year, as well as a Council briefing regarding universal access to Cottesloe Beach.

6.2.2 Ms Harley outlined that other Council's provide Beach Wheelchair access via other agencies/ coffee shops, similar to our arrangement with Cottesloe Surf Life Saving Club (CSLSC). The use of the wheelchair is covered by the Town of Cottesloe's Public Liability Insurance. The chair is currently available during CSLSC's hours of operation, with a carer (or two) required to assist with its use. In practice CSLSC staff often assist, however this is not supported by the organisation. The new website booking system via Spacetoco will display wheel chair availability in real time and will significantly improve the turn around time for booking confirmations.

Ms Fitzpatrick joined the meeting at 9.55am.

6.2.3 The Mission Australia survey is closed. We hope to receive an overview of the findings.

6.2.5 Mr Kan outlined that this is a joint project with Ms Freya Ayliffe, Director of Development and Regulatory Services and follows a formal amendment process. A strategy is being developed to progress Developer Contributions for new projects.

6.2.6 Items 6-8 are carried forward to the next meeting, as Ms Ayliffe has been unwell and is on leave.

7 ENGINEERING UPDATE

Mr Kan noted that the ACROD bays in front of Cottesloe Surf Club have been completed.

8 ITEMS FOR DISCUSSION

8.1 Beach wheelchair booking system.

This item was discussed at 6.2.2.

8.2 Universal beach access path(s) in South Cottesloe.

Ms Harley outlined that Wearne has requested a universal access path in South Cottesloe in front of their building.

Cr Sadler outlined that the Town has a comprehensive asset schedule, which considers the needs and priorities for new assets, the cost for the ongoing maintenance of assets and the replacement cost of all assets. The Foreshore Masterplan has cost almost \$1m to be ready for advocacy to pursue external funding. This plan is expected to include a second universal access path north of the Indiana.

Mr Collie explained that there are a number of entities that provide services within the Town that are exempt from paying rates, this limits the Town's capacity to provide for the community. This has a significant impact, particularly for smaller local government authorities. If Wearne are interested in paying for the asset, the Town is willing to assess the need and consider a proposal.

9 SERVICE PROVIDER UPDATES

9.1 WA Foundation for Deaf Children

Ms Macri is an apology.

9.2 Mission Australia

Mr Barty has a new position within Mission Australia.

Mr Duus is their new representative; he is an apology.

9.3 Curtin Heritage Living (Wearne)

Ms Giacomini was not present at this time in the meeting to provide an update for Wearne.

10 GENERAL BUSINESS

Ms Porter outlined the need for Cottesloe businesses to consider how they can make their business more welcoming for people with disabilities, following her recent experience and observations since living in Cottesloe.

Mr Kan and Mr Collie outlined that new buildings need to comply with building regulations, however existing buildings don't have such requirements. There may be equal opportunity requirements that are applicable to improve access.

Ms Robinson outlined the need for more accessible play equipment in the Town. Mr Kan outlined that the swing at the Dutch playground is accessible. Cr Sadler explained that the playground equipment is considered based on the size and type of reserve. For example a small reserve is less likely to cater all abilities, compared to the foreshore.

11 NEXT MEETING

The next meeting is scheduled for Tuesday, 6 September 2022.

12 MEETING CLOSURE

The meeting closed at 10.30am.

13 ACTIONS ARISING FROM THE MEETING

Responsible Officer	Action item
14 June 2022	
JH	1. Distribute the map of ACROD Bays to new members for feedback.
JH	2. Pursue the best means for providing access to the beach wheelchair at Cottesloe Beach.
KS	3. Invite Ms Freya Ayliffe to the next meeting to discuss how the local planning strategy and schemes can influence and deliver on the DAIP, and also how access can be improved via Developer Contributions.
JH	4. Invite Gordon Duus to provide an overview of the findings from the Disability Access Survey.
JH	5. Determine whether equality opportunity laws apply to retail businesses to provide access to people with disabilities.
JH	6. Investigate if there is an equivalent to <i>Good Access is Good Business</i> training (promoting businesses to provide access to people with disabilities) that can be facilitated by the Town for local businesses, potentially held in partnership with ProCott.
KS	7. Invite Universal Access and Inclusion Reference Group members to submit items for consideration on the agenda, at least 3 weeks prior to the next meeting.



Disability Access and Inclusion Plan (DAIP) Progress Report 2021/2022

[A Western Australia for Everyone: State Disability Strategy 2020-2030](#) (the Strategy) sets the foundation for building a more inclusive Western Australia. The Strategy intends to protect, uphold and advance the rights of people with disability living in Western Australia. The vision of the Strategy is that people with disability, and those who share their lives, are engaged and feel empowered to live as they choose in a community where everyone belongs.

The Strategy references the role of Disability Access and Inclusion Plans (DAIPs) as an important way of ensuring that public authorities continue to improve access and inclusion outcomes for people with disability.

Collecting information about the effectiveness of DAIPs through a Progress Report is a requirement of the [Disability Services Act 1993](#). The information will be used by the Minister for Disability Services to report to the Western Australian Parliament in by December 2022.

DAIP progress report due date is **Friday 29 July 2022**.

To send completed Progress Reports, or for enquiries, email:
statedisabilitystrategy@communities.wa.gov.au

Reporting guidelines

- You need to answer all questions.
- Submit a Word version of your report to statedisabilitystrategy@communities.wa.gov.au
- An activity is an action or initiative which advanced your DAIP strategies over the reporting period. In most cases, activities will have been completed within the reporting period. Where ongoing key actions or established practices have significantly progressed, you may consider these relevant to your report.
- Detail as many activities as you consider appropriate. The description of an activity should include:
 - Why the activity was implemented.
 - What was done.
 - The outcome or impact of the activity, and any learnings associated with the activity.
 - Where possible, include evidence such as direct quotes or feedback, quantitative/qualitative data and photos or other imagery. Permission from individuals featured in photos should be sought and made available upon request.
- Key areas of interest for the 2021/2022 Reporting period include:
 - Disability employment - In particular, any available data about the number of people with disability employed in your organisation, and where activities have increased the rate of employment under DAIP Outcome 7.
 - How the influence of your DAIP extends outside your organisation- For example activities led by agents or contractors of your organisation, or by other external parties. Please include such activities in the most appropriate outcome area.
 - Examples of innovation - Where you have adopted new approaches or techniques to enhance or safeguard access and inclusion or improved the capacity to implement and evaluate DAIP activities.

Progress Report 2021/2022

Your details

Name of public authority: Town of Cottesloe

Name of contact person: Jodee Harley

Phone number: 9385 5000

Email: cdo@cottesloe.wa.gov.au

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.

This outcome area is about enhancing or ensuring that all people can access your organisations public events and general services.

- An Auslan interpreter was provided at both Australia Day and ANZAC Day ceremonies.
- Membership of the Town's Universal Access and Inclusion Community Reference Group was increased to include 2 additional community representatives and service provider WA Foundation for Deaf Children.
- The Seniors Week morning tea was held (November 2021) in partnership with Mosman Park and Peppermint Grove Councils. The event was held at accessible venue Mosman Park Bowling Club with spacing for those with mobility aids and bus transport provided.
- Building has commenced to replace Cottesloe's local sporting pavilion on Harvey Field which will now include accessible toilets and facilities for use by all sport players.
- A Disability access program was delivered by external event provider Sculptures by the Sea in Cottesloe (March 2022).

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 enhancing or ensuring accessibility in the planning, design, and improvement of built infrastructure.

- Five new ACROD bays were installed on Marine Parade in front of the surf club and Indiana's linking to the accessible beach path. An additional bay was also installed at Forrest Street carpark improving access to nearby coffee shops and restaurants.

- An accessible swing has been installed at the Dutch Inn Playground on Marine Parade for use by children with disability.

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.

This outcome area is about enhancing and ensuring that information and communications are inclusive and accessible.

- Two Auslan interpreters are provided for the Universal Access and Inclusion Community Reference Group meetings. An Auslan interpreter was also provided at both Australia Day and ANZAC Day ceremonies.
- The Town's officers have assisted many customers to book the beach wheelchair and appeal parking fines over the phone and in person as an alternative to submitting forms online.
- The Town's website offers viewing in alternate formats and includes business and community access and inclusion information.

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 is about enhancing and ensuring that the quality and range of your services and processes are consistent, inclusive, or readily adjust to people's needs.

- The Community Development Officer completed Deafblind Awareness Training for Local Government in WA (Deafblind Australia 2022).
- The Grove Library provides a free books-on-wheels delivery service to members of the local community who are unable to visit the library. The library also provides a collection of large print books and audio resources for those who are vision or hearing impaired.
- Strong partnerships with recreation facilities, disability and aged care services assist the Town to build capacity and provide inclusive services. Organisations include Wearne, SHINE Community Services, Mission Australia (NDIS partner), COTA WA, Mens Shed, Mosman Park Bowling Club, and Cottesloe Tennis Club.

5. Complaints and safeguarding

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

This outcome area is about enhancing and ensuring that complaints mechanisms effectively receive and address complaints from any members of the community, staff or customers.

- Community representatives attending the Town's quarterly Universal Access and Inclusion Community Reference Group meetings have the opportunity to make complaints to Town staff and Councillors.
- Community members can make complaints to the Town by phone, email, in person, on the website and through social media.

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.

This outcome is about enhancing and ensuring consultation and engagement strategies consider the ways in which all people can participate to inform information, strategies, or decision-making processes of an organisation.

- The Town has conducted several community consultations in the last year. The community are informed of these consultations through: public notices, e-newsletters, social media, the website, and display of flyers in prominent locations. The community are able to provide feedback in person at the front administration counter, online, by phone and by requesting hard copies.

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 about your organisation's activity in directly employing people with disability; and enhancing the recruitment and maintenance of the employment of people with disability.

- a. Describe your activities below:
 - b. If you have no activities to report, please briefly detail why:
- The Town has had limited staff this year due to Covid leave and staff changes. Over the next year the Town intends to focus on recruitment policies and procedures and incorporating social procurement into the Town's purchasing policy wherever possible.

General feedback

If you have anything else you wish to share about your organisation's experiences, please include below:

Thank you for completing the 2021/2022 DAIP Progress Report.