



Town of Cottesloe

I hereby certify that the minutes of the Disability Services Advisory
Committee meeting held on

12 March 2019

were confirmed as a true and accurate record by committee
resolution.

Name (Print) *W. J. Keller* Signed:
Presiding Member *11/6/19*

Date: 11 June 2019

TOWN OF COTTESLOE



DISABILITY SERVICES ADVISORY COMMITTEE MINUTES

TOWN OF COTTESLOE MAYORS PARLOUR
109 BROOME STREET, COTTESLOE
10.30AM, TUESDAY 12 MARCH 2019

GARRY BIRD
Deputy Chief Executive Officer

14 March 2019

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1. DECLARATION OF MEETING OPENING / ANNOUNCEMENT OF VISITORS

Cr Sadler declared the meeting opened at 10.35am.

Cr Sadler acknowledged the traditional owners of the lands.

2. ATTENDANCE**Committee Members**

Cr Helen Sadler	Presiding Member
Joanne Downey	Lady Lawley Cottage
Ms Judith Kenny	Department of Communities
Mr Chris Wiggins	Community Member
Ms Ellen Robinson	Community Member

Officers

Mr Garry Bird	Deputy Chief Executive Officer
Mr Shaun Kan	Manager Engineering Services - entered at 10:58am
Ms Jodee Harley	Community Development Officer
Ms Ann-Marie Donkin	Governance Officer

Apologies

Ms Hilary Rumley	Community Member
Ms Karena Sherriff	SHINE Community Services
Ms Brooke Stafford	Department of Communities

Visitors

Nil

3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

MOVED: Mr Garry Bird SECONDED: Ms Jodee Harley

The Minutes of the meeting of the Disability Services Advisory Committee minutes held 23 October 2018 be confirmed as a true and accurate record.

Carried 6/0

4. DECLARATION OF INTERESTS

Nil

5. ACTION LIST

This item was dealt with as the last item of the meeting.

The action list was reviewed and discussed by the committee.

6. OTHER BUSINESS

6.1 Seaview Golf Course

Mr Garry Bird (DCEO) provided an update on the Seaview Golf Course advising the following:

- Late November, early December the Seaview Golf Course wrote to Council asking for a variation to their funding agreement whereby the Town of Cottesloe contributed funds in return for upgrade works including to their building, including a number of universal access projects
- Unfortunately, going through their process and received quotes for the universal access works specifically it was far beyond their budget
- The cost being in excess of \$150k
- They are have asked Council to not proceed with that and to spend the funds on other projects
- Council has asked for a further report, this will go to Council in April

6.2 Audit of ACROD Bays

Mr Garry Bird provided spoke to the attached map advising the following:

- Prepared by ToC Engineering staff
- 43 marked ACROD bays in the Town
- 38 don't comply with modern standards, 5 do
- It is important to note that the 38 that don't comply did when constructed
 - standard has changed over that period
- Engineering has been asked to come up with 'hit list' of bays that can be upgraded to be compliant relatively easily and cost effectively
- The map does not include the new bays at Barchetta – these meet specified standards as does the one at the Ocean Beach Hotel

The committee discussed compliant bays vs non compliant bays vs no bays. It was generally felt that non-compliant bays as opposed to no bays were a better option – standards are changed all the time.

The committee identified the following areas for future bays to be considered

- Second bay at the Groyne beside existing bay – Marine Parade
- A bay at the second Groyne (South Cottesloe) – Marine Parade
 - Noted previously identified – priority beach access paths – South Cottesloe, Napier Street and the dog beach
- Marine Parade to align with future universal beach access paths
- Swanbourne Shops- possibly work with Claremont

COMMITTEE RECOMMENDATION**MOVED: Cr Sadler SECONDED: Ms Jo Downey**

The Disability Services Advisory Committee requests the administration to write a letter to the Town of Claremont requesting they investigate the possibility of improving ACROD parking on their side of Swanbourne Village

Carried 4/0

It was noted that the Eric Street IGA requires an ACROD bay on Chamberlain Street as an alternative bay for vehicles to that are too high (vans) to park in the underground ACROD bay.

Other areas where further ACROD bays maybe required were identified as follows:

- Daisies
- John Street
- Sensory Park Area – South Cottesloe – Vlamingh Memorial

COMMITTEE RECOMMENDATION**MOVED: Cr Sadler SECONDED: Ms Jo Downey**

The Disability Services Advisory Committee recommends to Council that the following sites be investigated for an upgrade of current ACROD bays or the installation of new ACROD bays and be presented to Council for consideration in the budget:

- **Second bay at the Groyne beside existing bay – Marine Parade**
- **A bay at the southern Groyne (South Cottesloe) – Marine Parade**
- **Marine Parade to align with future universal beach access paths**
- **Swanbourne Shops- possibly work with Claremont**
- **Daisies**
- **John Street**
- **Sensory Park Area – South Cottesloe – Vlamingh Memorial**
- **Eric Street IGA on Chamberlain Street**

Carried 4/0**6.3 DSAC Planning Meeting**

Cr Sadler lead discussion on this item requesting the committee to consider a meeting to plan initiatives derived from the Disability Access and Inclusion Plan (DAIP). Prioritising a list of what the committee hoped to achieve over the next year with consideration given to the 2019/20 budget.

The committee discussed this at some length with a meeting scheduled for 4 April 2019. Ms Jodee Harley was appointed as facilitator.

6.4 Most Accessible Business Award

The committee discussed the establishing an award for the most accessible business in Cottesloe briefly before deciding to carry it over to the workshop in April.

7. OFFICER REPORTS

7.1 Disability Services Advisory – Meeting Schedule 2019

File Ref:	N/A
Attachments:	Proposed Disability Services Advisory Committee Meeting Schedule 2019 Committee Meeting Administrative Procedure
Responsible Officer:	Garry Bird, Deputy Chief Executive Officer
Author:	Ms Ann-Marie Donkin, Governance Officer
Proposed Meeting Date:	19 February 2019
Author Disclosure of Interest:	Nil

SUMMARY

Under Section 5.8 of the *Local Government Act 1995* a Local Government may establish committees.

All ToC committees are open to the public unless closed due to confidentiality reasons under the parameters of the *Local Government Act 1995*.

BACKGROUND

Currently the Disability Services Advisory Committee meeting dates are determined on an ad hoc basis before the conclusion of a meeting, or by email after the meeting.

To ensure an equitable process, committee recommendations should follow the same due process as an officer's report, in that it is presented in a timely manner to Elected Members prior to an Agenda Forum or Ordinary Council Meeting, thus providing them with enough time to seek clarification, and/or seek guidance from the administration that will assist in their decision making.

To encourage best practice in governance and ensure actions from committee recommendations are not being undertaken prior to Council's endorsement, a set meeting schedule for 2019 has been prepared for the committee's consideration.

The meetings, where possible, have been scheduled to be held prior to an Agenda Forum meeting to allow time for committee minutes to be circulated and provided to all Elected Members for due consideration at the monthly Ordinary Council Meeting.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Strategic Community Plan 2013 – 2023*.

Priority Area 6: Providing open and accountable local governance

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

This report is consistent with the Town's *Corporate Business Plan 2017 – 2021*.

Priority Area 6: Providing open and accountable local governance.

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

There are no perceived financial implications arising from the officer's recommendation.

STAFFING IMPLICATIONS

Setting meeting dates for the year will allow for a more structured approach to allocating resources. It is the aim of the administration to ensure each committee is provided with the support it requires to meet agreed outcomes.

The current scheduling places an inordinate strain on resources. Several committee meetings can be scheduled on a day and often in conjunction with Agenda Forums, Special Meetings and Ordinary Council Meetings.

Staff responsible for meetings are required to meet deadlines in relation to agenda settlement, compilation and delivery undertaken Thursdays, Fridays and Mondays. Most committee meetings are held early in the week; Minutes preparation and distribution must be undertaken within 5 days of the meeting.

SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

CONSULTATION

Transparency and accountability in decision making is a community expectation. Set meeting dates provides the Cottesloe community with an opportunity to plan to attend committee meetings, to be involved with or bear witness to that process.

STAFF COMMENT

Nil

VOTING

Simple Majority

OFFICER RECOMMENDATION

MOVED: Mr Chris Wiggins SECONDED: Ms Judith Kenny

That the Disability Services Advisory Committee ADOPT the amended meeting schedule as attached for the 2019 meeting calendar; and advertise the dates on the Town of Cottesloe website.

The Disability Services Advisory Committee recommends;

THAT Council ENDORSE the Disability Services Advisory 2019 meeting schedule as attached.

Carried 4/0

8. COMMUNITY DEVELOPMENT OFFICER UPDATE**• Business Access Information – Town of Cottesloe website**

Ms Jodee Harley advised the following:

- The website has been updated
- Needs to be more visual - more photos
- ProCott has been emailed the information also

• Disability Awareness Training Evaluation Report

Cr Sadler formally thanked the administration for holding the workshop.

• NDIS Workshops

Ms Jodee Harley advised that Mission Australia will be holding NDIS community workshops in Cottesloe, Mosman Park and Peppermint Grove for in June/July. The administration has offered to host the workshops at the Town of Cottesloe Civic Centre.

9. GENERAL BUSINESS**COMMITTEE RECOMMENDATION**

MOVED: Cr Sadler SECONDED: Mr Chris Wiggins

The Disability Services Advisory Committee recommends to Council;

That Ellen Robinson be formally appointed to the Disability Services Advisory Committee as a voting member.

Carried 4/0

Committee Membership

Cr Sadler asked the committee to consider further membership opportunities for interested community members and encouraged them to look within their groups advising that membership can be as an observer to start with. Interested persons are to be put in contact with Ms Jodee Harley.

Universal Access – Indianna Toilets

Mr Wiggins raised concerns about disability access to the Indianna Male and Female toilets. Both surfaces were uneven/rough and made it difficult for access and return for those in wheelchairs, with the males' access particularly steep and dangerous.

When asked if this could be dealt with as an immediate concern, Mr Kan advised that it was to be addressed as part of the Foreshore Masterplan.

June Meeting

Ms Jo Downey (Lady Lawley Cottage) advised that they would like to host a committee meeting. It was agreed that the June meeting would be held at Lady Lawley Cottage.

10. NEXT MEETING

The next meeting will be held on the 4 April 2019.

11. MEETING CLOSURE

Cr Sadler thanked everyone for their attendance and closed the meeting at 11:35am.