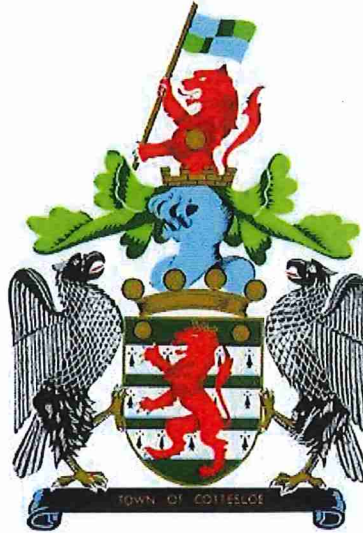


# TOWN OF COTTESLOE



## UNIVERSAL ACCESS AND INCLUSION REFERENCE GROUP MEETING

# MEETING NOTES

UNIVERSAL ACCESS AND INCLUSION REFERENCE GROUP MEETING  
TO BE HELD IN THE

Mayor's Parlour, Cottesloe Civic Centre  
109 Broome Street, Cottesloe

10:30am – 12:00pm Tuesday, 4 August 2020

A handwritten signature in black ink, appearing to read 'MATTHEW SCOTT', is positioned above the printed name.

**MATTHEW SCOTT**  
Chief Executive Officer  
11 August 2020

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**1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS**

Cr Sadler declared the meeting open at 10:36am, welcoming all those in attendance.

**2 DISCLAIMER**

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

**3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

**4 ATTENDANCE**

**Members**

Cr Helen Sadler	Presiding Member, Elected Member
Ms Karena Sherriff	SHINE Community Services
Ms Ellen Robinson	Committee Member

**Officers**

Mr Shane Collie	Manager Corporate Services and Governance
Mr Shaun Kan	Manager Engineering Services
Ms Jodee Harley	Community Development Officer
Ann-Marie Donkin	Governance Officer

**Visitors**

Nil

**Apologies**

Ms Joanne Downey	Lady Lawley Cottage
Mr Chris Wiggins	Committee Member
Snr Constable Stephen Flanagan	

**5 DECLARATION OF INTERESTS**

Nil

**6 CONFIRMATION OF MINUTES**

**Moved: Karena Sherriff      Seconded: Ellen Robinson**

**That the Minutes of the Disability Services Advisory Committee Meeting held on 3 March 2020 be confirmed as a true and accurate record.**

**CARRIED 3/0**

## 7 ITEMS FOR DISCUSSION

### 7.1 DAIP 2020/21 Plan & Budget

**Presented by Ms Jodee Harley – Community Development Officer**

Ms Harley provided the following information to the Group:

- DAIP update includes feedback that was provided by members through the recent online survey.
- Budget highlights 2020-2021:
  - \$3k has been allocated for the continuation of Seniors Week (November) and Seniors First Aid (early 2021).
- ACROD bay on Eric Street has been completed with 4 on the priority list to go - \$20k budget for this.
  - ACROD bay updates to Council are provided via briefing forum report (Capital Works)
- Beach Wheelchair Storage - \$10k has been allocated for a purpose built storage shed at Cottesloe Beach (request near current ACROD parking bays).
- Beach Matting Cottesloe Beach – 20k has been carried over.
- Working with SHINE to promote International Day of People with Disability.
- Undertaking the development of an Access Map for the Administration and Civic Centre and grounds;
  - The Group suggested an access map for navigation of the Town as a whole would also be greatly beneficial to people with disabilities.

### 7.2 ACROD Parking Bays

**Presented by Ms Jodee Harley – Community Development Officer**

#### **Background**

At the 11 June 2019 Disability Services Advisory Committee meeting it was recommended to Council that funds be provided to upgrade or install the following ACROD bays as listed below (in order of priority). At the 27 August 2019 OCM approval was given to engage with Eric Street shopping centre on locations for an ACROD bay.

1. IGA – Eric Street - *Complete*
2. Vlamingh Memorial, new Coastcare Nature Walk – Marine Parade
3. SHINE Community Services – Forrest Street
4. Cottesloe Tennis Club – Napier Street
5. Seaview Community Kindergarten – Jarrad Street.

The Group suggested that with the works now complete at Vlamingh Memorial the next ACROD bay/s be installed there, with the aim of installing all 4 remaining bays within this financial year.

SHINE Community Services has advised there are issues with its current bays in that;

- They are the farthest away from SHINES access points
- One is situated directly in front of the ramp (Forrest St), limiting access/creating an obstacle to the ramp.
- Ideally the first and second bays outside Forrest St access should be ACROD bays.
- Investigate the additional bays here – within existing budget.
- Mr Kan (Executive Manager Engineering Services) will engage with the SHINE to organise a site visit with the Tech Services team to address these issues.

### **7.3 Community Feedback**

**Presented by Ms Jodee Harley – Community Development Officer**

**Support railings at the groyne on Cottesloe beach.**

Ms Harley advised the Group that a community member has requested/suggested the extension of the existing handrail that runs along the groyne from the beach into the sea. The rail assists people who need support getting in and out of the ocean.

The Group suggested that in addition:

- Possibly locating the beach matting near this access point.
- Consider the rail as a 'seasonal' installation/removal as per the Shark Barrier.
- Check that in considering the suggestion it fits within the DAIP and Corporate Business Plans.

## 8 ACTION LIST

### 8.1 Universal Access and Inclusion Reference Group Action List

The Action List was discussed by the committee with the following comments and suggestions made:

1. Feedback received from Cottesloe Surf Life Saving Club (CSLSC) regarding the beach matting – liability/insurance; roles and responsibilities; public misinterpretation/expectation of CSLSC controls/responsibility for the use of the matting; potential to impinge on CSLSC's current daily tasks.

The Group agreed that a Beach Matting Agreement was required that addressed the issues related to:

- Risk to CSLSC Members
  - Imposition to CSLSC Members
  - Establishes ground rules
2. Legislated Health Department Changes – The Town's Public Health Plan
    - Mr Collie - Executive Manager Corporate Services and Governance, will work with the CEO and Executive Manger Compliance and Regulatory Services to have this included in WESROC, enabling this process to share resources.

All other items were deemed complete, requiring no further action. Cr Sadler thanked the engineering team for there work in this regard.

## 9 SERVICE PROVIDER UPDATES

### 9.1 Shine Community Services

Ms Karena Sherriff – SHINE, advised the following:

- Coronavirus (COVID-19) restrictions;
  - Thanked the Town for its support particularly Ms Harley's support and liaison with SHINE and the work done through the Town's Communication and Marketing Coordinator.
  - SHINE also received support from the other LGA's and Celia Hammond's office.
  - Centre based services restarted early July.
  - Social Club is now on site only (no excursions).
  - All staff are now Coronavirus (COVID-19) trained in infection control and cleaning.
  - Shuttle bus services have resumed 3 days per week.
  - Exercise, Art Classes and monthly lunches have resumed.
  - Replace onsite assistance with shopping assistance and home visits.
- Request for the Town to continue to promote SHINE through its newsletters, particularly highlighting the services they have available.
- Assisting transition from HAAC to NDIS (with Mission Australia), though some clients have opted to remain with SHINE as their provider.
- Seeking volunteers particularly, drivers (shuttle bus) and for the social club – request possibility for this to be shared on Town's social media.
- Aged Care Employee Day – 7 August 2020.

Cr Sadler (and Group members) suggested it would be beneficial to SHINE for the Town to continue to highlight SHINE's services through the Town's media platforms. To assist with this Ms Sherriff will provide SHINE media release to the Town's Communication and Marketing Coordinator.

### 9.2 Lady Lawley Cottage

Lady Lawley Cottage representative Ms Downey was not in attendance.

The Group briefly discussed this item highlighting the angst the closure of the facility has caused the community including:

- There has been no communication with Red Cross about what will be happening with Lady Lawley Cottage (Building).
- Sadness felt for the residents, their families and the staff.



**10 GENERAL BUSINESS**

**Group Membership Numbers**

Cr Sadler raised the need for additional Universal Access and Inclusion Reference Group Members, identifying that the current membership makes it difficult to reach quorum at times. The Group briefly discussed the matter with the following agreement:

- WEARNE and Mission Australia to be approached by the Administration for representatives to the Group.
- It was noted that new memberships are to be approved by Council (report to Council – Ms Harley).

**11 NEXT MEETING**

The Group agreed that to ensure meaningful and productive meetings, that meetings should only be held as required at the request of the Chair (Cr Sadler) and/or the Administration. The current bi-monthly meeting schedule is to be retained as a prompt.

The Administration will maintain regular liaison with community service providers SHINE and Lady Lawley Cottage (until closure).

**12 MEETING CLOSURE**

Cr Sadler called the meeting closed at 11:21am