



**MINUTES**  
**Disability and Carers Advisory Committee**  
**Monday 10 August 2020**  
**Function room, Administration Building**

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**1.0 OPENING OF MEETING**

We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk Noongar people. We wish to acknowledge their Elders past, present and future and respect their continuing culture and the contribution they make to the life of this City and this region.

1.1 **Start time of committee meeting:** 3:41 pm

**2.0 ATTENDANCE AND APOLOGIES**

**2.1 Members:**

Cr. Dylan O'Connor	Councillor Delegate
Justin O'Meara Smith	Representative Organisation Providing Services
Peter Thorpe	Community Representative
Michael Serjeant	Community Representative
Yvonne Huntley	Community Representative

**Staff:**

Nadine Popelier	Coordinator Community Services (CCS)
Annelies Gevers	Seniors and Disability Officer (SDO)
Nicole O'Neil	Manager Customer and Public Relations (MCPR)

**Apologies:**

Laetitia Thompson	Community Representative
Darren Jones	Manager of Community Development Services

**3.0 CONFIRMATION OF MINUTES**

3.1 That the minutes of the Disabilities and Carers Advisory Committee held on 10 February 2020 as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: Justin O'Meara Smith

Seconded: Michael Serjeant

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**4.0 DISCLOSURE OF INTERESTS****4.1 Disclosure of Financial and Proximity Interests:**

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the *Local Government Act 1995*)

*Nil*

**4.2 Disclosure of Interest Affecting Impartiality**

- a) Members and staff must disclose their interests in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice.

*Nil*

**5.0 CORRESPONDENCE**

Coordinator Community Services provided a flyer from Disability Legal Support which was distributed through the committee.  
<https://yourstorydisabilitylegal.org.au/Home>

**6.0 ITEMS FOR COMMITTEE CONSIDERATION**

**6.1** The Manager of Customer and Public Relations (MCPR) provided an update on the business unit and how they use the Disability Access and Inclusion Plan when delivering services to the community. Manager provided input on the outcomes from the DAIP and how the team address these.

The committee discussed the results from the recent Community Resilience Scorecard in relation to how people with disabilities view the City's various processes and customer service models and there has been a steady positive increase perceived in comparison to recent years.

MCPR discussed the consultation process of the development and implementation of the City's new website.

**Action**

The Committee thanked Manager of Customer and Public Relations for her presentation and commended the City for the improvements regarding communication and social media presence.  
The committee notes the information.

**6.2 DAIP Update**

Coordinator Community Services provided an update on projects that the City has completed in relation to Access and Inclusion: The annual DAIP report has been submitted to department for communities. The main updates of the report include:

- 3 bus shelters were upgraded to be compliant to align with the Building Access Guidelines
- 4 ACROD parking bays were installed
- 8 paths were widened to allow for wheelchair access
- Rangeview play space was redeveloped in address access and inclusion upgrades.
- An accessible drink fountain was installed at Flemming reserve
- A new staff member, who lives with a disability was employed at the Hartfield Park Recreation Centre.

- Inclusive Kalamunda Program was a partnership with Inclusion Solutions.
- The website was redeveloped to be more inclusive and accessible.

**Action**

The Committee notes the information.

**6.3 Inclusive Training: WebKeyIT**

Selected staff will be attending training to develop skills in creating accessible documents and websites.

**Action**

The Committee notes the information.

**6.4 Business Unit Update:**

Coordinator Community Services provided the Committee members with update on the business unit and the projects that were undertaken. A community register was set up for vulnerable community members who needed assistance and for volunteers to provide support. The City made calls to residents to check in and neighbourhood cards were developed to distribute. Rotaract and Meerilinga Young Children’s Foundation handmade cards that were distributed to the community

**7.0**

**General Business with the Approval of the Presiding Member**

Justin shared the following resources with the committee:

A PHD student from Edith Cowan University had completed a research study on Accessibility and Inclusion. For more information visit:  
<https://ro.ecu.edu.au/cgi/viewcontent.cgi?article=3250&context=theses>

The Western Australian Leadership offer the LeadAbility Course. It develops the potential of people with disability and those in the sector, who have the potential to lead and generate change. For more information visit:  
<https://leadershipwa.org.au/programs/leadability-course/>

**Carers Week**

Coordinator Community Services requested the committee to contribute some ideas on how to celebrate Carers week 2020. Some of the ideas presented were:

- Deliver a rose and a poem to each carer within the City of Kalamunda
- Place a letter in the rates notice recognising carers
- At the night markets hold a stall where the City can giveaway products to carers for example mobile phone portable chargers or solar torches
- Have a coffee van deliver coffee to the homes of carers
- Gifting of a plant to local carers
- Display a thankyou message on variable messaging boards
- Pamper sessions including workshops on self-care

Committee agreed Carers Week is a great opportunity to recognise the effort carers put in to look after the vulnerable population. An opportunity to recognise and thank them for their services during Carers Week .

**Action**  
To circulate the final idea for Carers week to the committee.

**8.0**

**Urgent Business with the Approval of the Presiding Member**

- The City received a resignation of Chantelle Jamieson who was the local organisation representative on DACAC. Nadine to prepare report for council.

**9.0**

**DATE OF NEXT MEETING**

The next meeting of Disability and Carers Advisory Committee will be held on Monday 9 November 2020 between 3.30pm and 5.00pm at the City's Administration Building 2 Railway Road Kalamunda.

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**CLOSURE**

There being no further business, the Presiding Member declared the Meeting closed at 5.07pm.

I confirm these Minutes to be a true and accuracy record of the proceedings of this meeting.

Signed: ..... Presiding Member

Dated this Monday Day of 10 August 2020

Aged Care Advisory Committee  
Minutes – 10 August 2020

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