# MEETING NOTES

## Disability and Carers Advisory Group
## Monday 9 November 2026
## Committee Rm 1, Administration Building

### 1.0 Official Opening:

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 The Presiding Person opened the meeting at 3.32pm.

### 2.0 Attendance, Apologies and Leave of Absence Previously Approved:

**Voting Members**

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|---|---|
| Brad Ogden | Community Representative (BO)<br>Presiding Person |
| Yvonne Huntley | Community Representative (YH) |
| Kezia Sharie Pettitt | Community Representative (KSP) Online |
| Mandy Corkill | Community Representative (MC) |
| Peta Crane | Community Representative (PC) |
| Cr Lisa Cooper | Councillor Delegate (LC) |

**City of Kalamunda Staff**

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|---|---|
| Ruth Chodorowski | Place Lead (Positive Ageing & Disabilities (PL) |
| Mpumi Sibiya | Coordinator Place & Community (CPC) |
| Freya Ayliffe | Manager Place and Community Experience (MPCE)<br>Online |

**Apologies**

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| James Milne | Community Representative (JM) |
| Angelina Watson | Community Organisation (AW) |

**Observers**

*Nil*

## 3.0 Confirmation of Meeting Notes from Previous Meeting:

That the committee acknowledges the meeting notes of the Disabilities and Carers Advisory Group held on 11 May 2026 as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: Brad Ogden
Seconded: Mandy Corkill
Vote: **Carried (6/0)**

### Statement by Presiding Person:

*"On the basis of the above Motion, I now sign the Meeting Notes as a true and accurate record of the meeting of 10 August 2026."*

*PL signed on Presiding Persons behalf.*

## 4.0 Disclosure of Interests:

### 4.1 Disclosure of Financial and Proximity Interests:

a) Members should disclose the nature of their interest in matters to be discussed at the meeting, in accordance with the principles of Section 5.65 of *the Local Government Act* 1995
b) Employees should disclose the nature of their interest in reports or advice when giving the report or advice to the meeting, in accordance with the principles of Section 5.7 of the *Local Government Act* 1995

*Nil.*

### 4.2 Disclosure of Interest Affecting Impartiality:

a) Members and staff should disclose their interest 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:

Communications received and sent regarding Access and/or Inclusion enquiries.

Advisory Group referred to the attached correspondence register.

- Removing the Canning Rd Signalised Crossing and Jorgensen Park Accessible Walk Trail from the running register.

  The Committee agreed to remove the signalised crossing item from the Correspondence Register.

  Discussion was then held regarding the proposed removal of the Jorgensen Park Accessible Walk Trail item. A query was raised as to whether additional trails within Jorgensen Park would also be upgraded to accessible standards. It was noted that the existing accessible trail is a 3 km loop and fulfils the original request.

  The Working Group discussed opportunities to improve signage and wayfinding within Jorgensen Park to better identify the accessible walk trail. Suggestions included the installation of accessible signage incorporating tactile elements, appropriate mounting heights for wheelchair users, and the use of consistent colours, shapes, and directional markers to support navigation. PL will investigate making the trail map available on the City's website and explore the inclusion of accessible wayfinding features within the map design to assist users in following the route.

  Advisory Group Action:
  The Advisory Group notes the correspondence register.

Action Summary:

- PL to investigate opportunities for improved wayfinding and accessible signage within Jorgensen Park to support navigation of the accessible walk trail.
- PL to remove the Canning Rd Signalised Crossing and Jorgensen Park Accessible Walk Trail from the register and replace with the Accessible Walk Trail Map Signage installation.
- PL to send the accessible walk trail map to YH.

## 6.0 Items for Advisory Group Consideration:

### Group member requests:

6.1 Central Road Mall Signage and Emergency Services Naming

- Update requested on the installation of signage for Central Road Mall. YH has confirmed this has now been installed.

- Consideration of naming or clearly identifying lanes within Kalamunda to assist emergency services with location identification.
- Refer to correspondence from the previous meeting.

PL to include community consultation on laneway naming and identification as part of future Place Plan engagement activities undertaken by the Place Team.

CPC will further investigate with City's planning team.

6.2 Community Familiarisation Request for McDonald's

- Consider whether the City (DACAG) could approach McDonald's to explore a community familiarisation event prior to the official opening, providing an opportunity for seniors, people with disability, and other community members to visit and become familiar with the site.

The committee agreed that a community soft launch would be a valuable initiative. BO to construct a letter on behalf of DACAG and send through to PL for review and distribution.

McDonald's cannot commence operations until the City of Kalamunda has issued an Occupancy Completion Certificate and completed the required Food Business Inspection.

Action Summary:
6.1 PL to include community consultation on laneway naming and identification as part of future Place Plan engagement activities undertaken by the Place Team. CPC to further investigate.

6.2 BO to prepare a letter on behalf of DACAG and send it to PL for forwarding to McDonald's in support of a proposed community soft launch.

**7.0 Business Unit Update:** Provide Group members with update on business unit.

7.1 **High Wycombe Hub Update:**

- General update on the Hubs progress.

PL advised that the City called for an Expressions of Interest (EOI) from qualified contractors for the High Wycombe Community Hub construction works, which closed July 2026. Shortlisted applicants will later be invited to submit a formal Request for Tender (RFT).

YH asked whether the detailed design had been presented to the Group. PL advised that the presentation scheduled for the previous meeting was circulated with the meeting notes. As

members could not recall receiving or reviewing the presentation, PL agreed to resend it with the current meeting notes.

The Working Group discussed playgrounds and the inclusion of accessible playground equipment. PL asked if the group would like the Recreation Services team to make a presentation at the next meeting on the Community Infrastructure Strategy (CIS) around their assessment on playgrounds. The working group agreed.

7.2 Carers Week October 2026

- Update on the Art Exhibition Opening and Morning Tea held on Friday 16 October 2026.

PL advised that the Carers Art Exhibition and Morning Tea was highly successful, attracting a record number of carers and demonstrating strong community engagement.

7.3 International Day of People with Disabilities

- Develop business recognition criteria for Access and Inclusive initiatives.
- Develop the design of the business recognition certificate.

PL requested that the Working Group develop criteria to recognise businesses that demonstrate accessibility and inclusion. Discussion identified a range of considerations, including level access, clear signage and markings, accessible aisles and walkways, inclusive customer service practices, sensory-friendly environments, appropriate lighting, engaging directly with the person rather than their carer, provision of handrails, and accessible toilet facilities.

The Working Group acknowledged that some businesses operating from older buildings may face physical accessibility constraints but may nevertheless demonstrate strong accessibility outcomes through inclusive customer service and sensory-friendly environments.

Discussion also considered the introduction of a tiered recognition program, such as bronze, silver and gold levels, to acknowledge varying levels of accessibility achievement.

PL advised that an existing Accessible Business Guide is available and will be circulated to the Working Group for review and feedback.

PL further advised that development of a new recognition program would not be achievable prior to the 3 December IDPWD event. The Working Group subsequently discussed promoting existing City initiatives that support access and inclusion, including the Footpath Awareness video and Gopher Charging Stations.

PL advised that she will work with the Communications Team to promote existing access and inclusion initiatives and raise awareness of the City's approach to recognising accessible businesses. PL will also liaise with the Kalamunda Chamber of Commerce regarding the establishment of a Most Accessible Business Award.

The Working Group endorsed a proposal to explore a Sport Expo as part of future IDPwD celebrations. BO will develop a project plan for consideration by the Working Group.

Action Summary:

7.1 PL to resend the HW Hub presentation with the current meeting notes.

7.2 PL to invite Rec Services to present on the CIS – playgrounds

7.3.1 PL to circulate the Accessible Business Guide to the Working Group for feedback.

7.3.2 PL to work with the Communications Team to promote existing access and inclusion initiatives and raise awareness of proposed business recognition opportunities.

7.3.3 PL to liaise with the Kalamunda Chamber of Commerce regarding the establishment of a Most Accessible Business Award.

7.3.4 BO to develop a project plan for a Sport Expo as part of future International Day of People with Disability celebrations.

Group Action:

The Group notes the information.

## 8.0 General Business with the Approval of the Presiding Person

8.1 BO noted that the invitation for Thank a Volunteer Day did not clearly communicate that attendees requiring support workers were welcome to bring them to the event. Discussion also highlighted the importance of clearly promoting companion card acceptance and support person arrangements in future event communications to ensure accessibility and inclusion. The Events Team will be advised to incorporate this information into promotional materials for future events.

8.2 Discussion took place regarding opportunities for new developments, including commercial developments, to be presented to DACAG for consideration and feedback.

MPCE advised that a formal requirement for developments to be presented to DACAG could only be implemented through the development and Council endorsement of an appropriate policy. MPCE noted that several local governments have adopted similar policies. While the development of such a policy would require further investigation and time to prepare, CPC will explore opportunities to incorporate consideration of DACAG consultation within the City's Project Management Framework as an interim measure.

**Action Summary:**

**8.1** PL to ensure future event and workshop communication clearly state that support workers are welcome to attend with participants.

8.2 PL to send out Policy AI search to group. CPC to investigate inclusion of DACAG consultation requirements within the City's Project Management Framework.

**Advisory Group Action:**

The Advisory Group notes the information.

## 9.0 Urgent Business with the Approval of the Presiding Person

*Nil*

## 10.0 Date of Next Meeting

The next meeting of Disability and Carers Advisory Group is scheduled to be held on 8 February 2027 between 3.30pm and 5.00pm at the City's Administration Building, 2 Railway Road Kalamunda.

## 11.0 Closure

There being no further business, the Presiding Person declared the Meeting closed at 5:05pm.

I confirm these Meeting Notes to be a true and accurate record of the proceedings of this Meeting.

Signed: _____

Presiding Person

Dated this _____ day of _____ 2026.

## Correspondence Register

| Date | Correspondence Item |
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| **Signalised Crossing outside IGA on Canning Rd – Keep on Running Register** | |
| 16/02/24<br>OUT | • Email sent to Manager Asset Planning and Delivery requesting an update on the progress of the signalised crossings. |
| 23/04/24<br>IN | • Manager Asset Planning and Delivery advised that the project is currently at the end of design and being reviewed by Main Roads WA. It is expected that the delivery of this project will be carried forward into next financial year. |
| 10/6/25<br>IN | • Administration Officer Asset Planning and Delivery advised the project is currently sitting with MRWA and design review. |
| 1/7/25 | • Allocated budget has been rolled over to 25/26 |
| **Woodlupine Brook – Keep on Running Register** | |
| 9/04/24<br>IN | • Email received from Peta Crane (PC). 3 large boulders are blocking access to the bridge near the shops at Hawaiians, Forrestfield. This prevents people using gophers, wheelchairs, parents with prams, etc from using the bridge to access the shopping centre. The only way to access the shops is via Coles carpark entrance which is on a slope and has heavy traffic usage, plus delivery trucks are exiting and entering through this entrance. Why is the access blocked? |
| 16/4/24<br>OUT | • CDO-IC spoke to Coordinator Natural Assets (CNA). Building a new bridge over the brook has been placed into the capital works budget process. Budget is currently being workshopped with Kalamunda Leadership Team (KLT) and Council. |
| 16/5/24<br>OUT | • Email sent to CNA asking why the footbridge was removed in the first place during Stage 1 of the project. and what was the reason for it to be decommissioned? The email asked if the bridge has progressed into the capital works budget and if it didn't what were the plans to enable safe access to the Forrestfield shops. |

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| 17/5/2024<br>IN | • Email from CNA advising that the bridge was decommissioned as part of the river restoration project. Cost blowouts in the construction of the river restoration meant there was no budget to construct a new bridge as was originally planned. The bridge is currently in the long-term financial plan to be considered by Council as a CAPEX project. |
| 28/6/24<br>IN | • Email from PC requesting the rubbish around Woodlupine Brook and all the tree branches be cleaned up. |
| 2/7/24<br>OUT | • ICS created for Parks ICS-283110 |
| **Updates on Jorgenson Park Accessibility Walk Trail – Keep on Running Register** | |
| 15/4/24<br>IN | • Email received from Yvonne Huntley (YH) requesting an update on the accessibility walk trail.<br>No further updates since last meeting. Coordinator Asset Management has added the project for design 24/25 and construction 25/26 as part of the capital works budget process. Budget is currently being workshopped with KLT and Council. |
| 1/7/24 | • $10,000 allocated into the 24/25 budget for project design |
| 11/10/24<br>IN | • Email from YH asking when the design for the accessibility walk trail will begin and reiterating that she would like to be involved from the beginning. |
| 11/10/24<br>OUT | • Email sent to Coordinator Design and Survey (CDS) asking is there any progression on the design and reminding him that YH would like to be involved from the beginning. |
| 15/10/24<br>IN | • Email received from CDS confirming the design has not yet commenced. Once initial planning has started CDS will ensure the designer will contact ICO and YH for insight along with other relevant stakeholders. |
| 13/03/25<br>ON SITE | • YH and CDO-IC met with the design team, engineering surveyor and coordinator natural areas at Jorgensen Park to walk through proposed trail and provide feedback. |
| 10/4/25<br>ON SITE | • YH, PC, COD-IC and CEO met to discuss Accessible Parking options and Accessible Walk Trail at Jorgensen Park. |
| 4/6/25<br>IN | • The remaining budget of $10,000 will be used for Aboriginal Cultural Heritage assessment. |

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| 4/6/26<br>OUT | • Followed up with Administrator Officer Design and Construction regarding the $10,000 to be used for Aboriginal Cultural Heritage assessment. |
| 8/6/26<br>IN | • Response received from Administrator Officer Design and Construction<br>Initial early design schematics estimated the trail remediation works at approximately $398,618.76. Based on this cost estimate, the project was subsequently reviewed alongside other City priorities and reallocated within the City's Long Term Financial Plan. As a result, detailed design activities did not progress beyond the initial stage. Consequently, the requirement to undertake an Aboriginal Heritage Assessment for Jorgensen Park was not actioned, as the design scope had not advanced to a level that would trigger further assessment. |
| 20/8/26<br>OUT | • Email sent inviting DACAG members to walk and give feedback on the accessibility of the trails following the Harry Potter event, while the fencing is still in place and before the park reopens to the public. 1 September at 12noon. |
| **Local Government Property Local Law** | |
| 18/8/26<br>OUT | • Email sent to DACAG members regarding the draft Local Government Property and Facilities Local Law, which relates to the regulation and management of activities on local government property within the district, was presented to Council in May 2026 and subsequently released for public comment. The consultation period closed on 17 July 2026.<br>• The draft local law can be viewed here: 10-5-1-1-draft---local-government-property-and-facilities-local-law.pdf<br>• Based on the feedback received, it appears that clause 5.3(2)(g) may be omitted from the final local law, as it is considered difficult to enforce.<br>• This clause relates to: "Use a camera or other form of recording device to capture still or video imagery of patrons without the consent of those patrons." |
| **Invitation - Harmony in High Wycombe - SDA Development** | |

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| 8/09/26<br>OUT | • Email sent to DACAG members invited to attend the opening of Harmony in High Wycombe: Nesti Housing's newest Specialist Disability Accommodation development delivered in partnership with Solterra Homes. Friday 11 September at 11am, 17 Barbary Rd, High Wycombe. |