



TOWN OF  
VICTORIA PARK



Access and Inclusion  
Advisory Group  
Notes – 7 December 2022



**WE'RE OPEN**  
**VIC PARK**

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## **1 Opening**

### **Acknowledgement of country**

*Ngany kaaditj Noongar moort keny kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaaditjin, moort, wer boodja ye-ye.*

I acknowledge the traditional custodians of this land and respect past, present and emerging leaders, their continuing cultural heritage, beliefs and relationship with the land, which continues to be important today.

## 2 Attendance

### **Access and Inclusion Advisory Group Members**

David Vosnacos (Chair)  
Petrina Scott (Deputy Chair)  
Merilyn Adamson  
Shirley Barnes  
Mayor Karen Vernon  
Deputy Mayor Claire Anderson

### **Manager Community**

Paul Gravett

### **Manager People and Culture**

Graham Olson

### **Meeting secretary**

Lizzie Shepande

### **Presenters**

#### **Manager Development Services**

Robert Cruickshank

#### **Manager Stakeholder Relations**

Rosalind Ellis

#### **Customer Engagement Coordinator**

Sandra Rodrigues

### **Observers**

Nil

### **Apologies**

#### **Access and Inclusion Advisory Group Members**

Asile Wong  
Caitlin McLeod  
Conor Mahady  
Ian Tsolakis  
Ingrid Moore  
Kim Elis  
Pauline Wetternhall  
Sally Willmot  
Cr Luana Lisandro

### **Approved Leave**

## 3 Presentations

### 3.1 Referral of Planning Proposals

<b>Time</b>	30 Minutes
<b>Presenter</b>	Manager Development Services
<b>Attachments</b>	Nil

#### Purpose of the item

1. Outlining what types of planning proposals could potentially be referred to the group.
2. Outlining the pros and cons associated with referral of each type of planning proposal.
3. Seeking feedback from the advisory groups on the above.

#### Outcome

Advice received from the advisory group on what type of planning proposals they would like to be referred to the group.

#### Strategic outcomes

Civic Leadership	
Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	The advisory group being able to provide comments on planning proposals.

#### Outcome

Manager of Development Services oversees development applications and proposals of the Town.

The purpose of the presentation outlined:

- Outlining what types of planning proposals could potentially be referred to the group.
- Outlining the pros and cons associated with referral of each type of planning proposal.
- Seeking feedback from the advisory group on the above.

Manager of Development Services described the Town's different planning proposals:

1. Scheme Amendments – Town planning scheme is a legal document that sets the rules and provision on how land is used/developed.
2. Structure Plans - Strategic documents that sets goals for future developments of dispersal of land uses.
3. Local Development Plan - Structured plan of lot, road layout and public space locations. Determines number of dwellings a lot can have and the height.
4. Planning Policy - Policies which outline standards of developments and expectations for future development which are assessed against.
5. Planning Application - Town Determined
6. Planning Application - Not Town Determined

Manager of Development Services recommended that the Access and Inclusion Advisory Group should be involved in providing access and inclusion related feedback for significant works; significant state-led infrastructure works that are accessible to the public.

## Actions

Nil.

## 3.2 Town of Victoria Park Website Upgrade

<b>Time</b>	15 minutes
<b>Presenter</b>	Manager Stakeholder Relations/Customer Engagement Coordinator
<b>Attachments</b>	Nil

### Purpose of the item

To seek feedback on the core considerations we should take into account when building the website.

### Outcome

- Confirmation of our approach
- Noting of any concerns

### Strategic outcomes

Civic Leadership	
Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Engage the community to participate in decision making of core projects.

### Outcome

Stakeholder Relation officers presented on the Town's website upgrade progress. The review process began in January 2022 to determine accessibility issues and usage of the website. Results showed that:

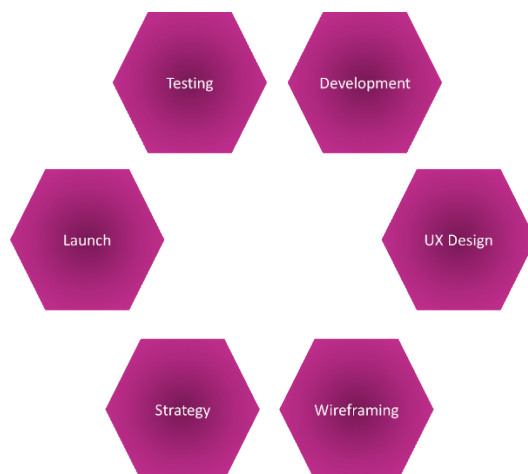
#### Health check

- Leisure and Aqua, Waste and Library are most viewed, this means, key corporate messages and activities are missed by the community.
- The search feature is heavily used. This means, users are finding it difficult to use the current navigation and search feature
- The Town's website is not compliant with WCAG and W3TC guidelines (we have links without discernible text and images not containing descriptive text, which is essential for screen readers, elements have insufficient contrast for visually impaired)
- The current website health check scored at 62.34% compared to 80% and above considered to be healthy.

#### Recommendations of new website

- Each website will be designed to consider accessibility that ensures contrast, navigation and content adhere to **WCAG 2.1 Level AA**.
- Accessibility controls are included by default. e.g., high contrast mode, keyboard navigation, control front sizes, alternative/descriptive text etc.
- Each website will be launched with new written content - specifically for screen readers.
- Conduct quarterly quality assurance (QA) reviews on each website, which include accessibility scans.
- Improve website speed, e.g., hosting video content via third party platform, improved hosting environment (will be local).
- Responsive design that will conform to mobile devices, laptop and desktop.

#### Project launch stage



## Engagement Approach

### Pre-Launch

- Initial internal staff survey and meetings with key stakeholders to develop scope and RFQ – **Complete**
- Three internal workshops with Library, Aqua/Leisure and Administration to comment on proposed sitemaps/navigation and submit ideas in December 2022.
- Present at Concept Forum website designs and navigation. Seek feedback and acceptance from Council in March/April 2023.
- Community review panel- testing (User Acceptance Testing) development website and provide feedback. This will identify future needs and gaps in March/April 2023.

### Post-launch

- Community feedback survey will be live on the websites. This will identify future needs and allow for continuous improvement.

## Actions

- Town officers to consider not using overlays on the new website wireframe.
- Access and Inclusion Group members to participate in community review panel to user test



## 4 Items for discussion

### 4.1 Access and Inclusion Updates

<b>Reporting officer</b>	Manager People and Culture/Inclusion Officer/Manager Community
<b>Origin of request</b>	Council resolution
<b>Attachments</b>	Nil

### Purpose of the item

Update on Access and Inclusion Plan implementation and progress.

### Outcome

Inform the group on Access and Inclusion actions and initiatives.

### Discussion points

- Priority Area updates
  - Physical spaces
  - Access to information
  - Employment
- Draft Access and Inclusion Plan 2022-2027 progress
- Access, Inclusion and Diversity updates

### Strategic outcomes

<b>Civic Leadership</b>	
Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Provide the group with information on Access and Inclusion implementation progress.
<b>Social</b>	
Community priority	Intended public value outcome or impact
S3 - Facilitating an inclusive community that celebrates diversity.	Empower the community to be engaged and confident in acknowledging and celebrating diversity.

### Next steps

Continue to bring updates of projects and initiatives in the Town to the group for discussion..

### Further information

Nil.

## Outcome

### Employment

- Manager People and Culture presented on current progress on recruiting people with disability. The Town to identify four positions to be employed by people with disability. These will be advertised specifically Disability Service Providers and mainstream.
- The Town has signed up and advertised on **theField.jobs** (launched by Dylan Alcott) <https://www.thefield.jobs/Job/SearchResult>.

### Access, Inclusion and Diversity Updates

The draft Access and Inclusion Plan (AIP) 2022-2027 taken to the October 2022 Ordinary Council meeting for endorsement to be launched for public comment. The feedback received included, but not limited to:

- Ensuring the wording/language was consistent and inclusive
- The Town got endorsed for considering variations in disability
- The Town got endorsed for the name change
- That the Town like many other Local Governments to consider supporting the Dementia community at large.

The feedback received from the community has been incorporated into the final AIP 2022-2027 version.

The Town also sent the refined version to the Department of Communities for comment. According to the Department of Communities, the Town's new Access and Inclusion Plan complies with the Act, however we were given some areas to consider in terms of the graphics for people with disability. The feedback has been considered and the Town will produce various versions to accommodate all abilities including Easy English Read versions and Braille for the Access and Inclusion Plan.

The Plan is going to the December 2022 Ordinary Council meeting for final endorsement.

The Town celebrated and acknowledged three major events in the Inclusion portfolio

- **Pride month in November** - The Town organised a sundowner flag raising ceremony event which was well attended on 2 November 2022. This followed a staff lunch and learn and some incorporations of Pride during the Summer Street Party.
  - The Town's Library also acknowledged Pride month by incorporating inclusion in their story time sessions and display Pride book the whole of November
- **Senior's week in November** - The Town's Library hosted a paint and tea with a great audience. Leisure Life Centre hosted a Bollywood dance which was a lot of fun and needed much coordination. Unfortunately, the Senior's disco had to be cancelled due to low registration numbers. Overall, it was a great week.
- **IDPwD 2022** - Town celebrated the day in various ways. This included
  - Learning to Sign at the Library, raising the IDPwD flag and a morning tea with school aged children.
  - The Town hosted the Perth Montessori School and Kensington Secondary School for a flag raising ceremony and morning tea to celebrate IDPwD.
  - The Town supported the West Coast Eagles at an all abilities sporting event which included a variety of fun games. Supporters for the event included, WADSA, WA All Abilities Football, Healthy Strides, Mission Australia, Guide Dogs Australia and others.
  - **On 3 December 2022** - The Town supported the Vic Park Community Centre and Jirdurup Bushland to present a Nature and Art event in celebration of people with disability. These

featured a bushwalk, talk about endangered species and an art collage session. The bush walk incorporated a special guest Rex the Cockatoo. In addition, the West Coast Eagles AFLW player Aisling McCarthy attended.

- **South-East Corridor Council Alliance (SECCA)**

SECCA is a formalised collaborative initiative between various Local government agencies in the South-East Corridor. Town officers from the four local governments represented by several service areas attended a forum facilitated by Tim Muirhead to assist in the development of an action plan that will respond to the increased cultural diversity in the region.

## Actions

### Employment

- Access and Inclusion Advisory Group recommend all job vacancies to be advertised to all disability agencies and mainstream portals.
- People and culture officers to work with Access and Inclusion member (Petrina Scott) to support with employment of people with disability process at the Town.
- The Town will seek to fill four job roles within 2023 calendar year.
- The Town consider mentorship program to support people with disability in the workplace.
- The Town to consider employing people with disability with diverse skill sets that they choose from to minimise extended interview processes.

### Access and Inclusion Initiatives

Town officers to consider promptly sharing social media stories on occurred events within punctual timeframes.

## 5 General business

(Group members can table feedback, ideas and general discussion topics regarding Access and Inclusion within the Town here).

### Outcome

Town officers to consider diverse training for Town businesses.

### Actions

- Town officers to progress Business Access Guide to promote among business in the Town.
- Include Business Access Guide and recorded videos on the website.

## 6 Actions from previous meetings

Action	Responsible Officer		Status/Comment	Close Date
Strategic Planner to keep the group members informed on the METRONET project and launch off the final design around December 2022.	Place Leader-Strategic Planning	Outcome 5	Lodgment of the second METRONET development application (including the final station designs and public areas) has been delayed and is expected to be lodged February 2023.	February 2023
Manager People and Culture to follow up with Visibility to ensure they are working together.	Manager People and Culture	Outcome 7	Ongoing	NA

## 7 Close

The meeting was closed by the chair at 6:00pm.