



TOWN OF
VICTORIA PARK



Access and Inclusion
Advisory Group
Notes – 7 June 2023



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)
Asile Wong
Caitlin McLeod
Shirley Barnes
Mayor Karen Vernon
Deputy Mayor Claire Anderson
Cr Luana Lisandro

Acting Manager Community Coordinator Community Development Manager People and Culture

Tracy McQue
Annie Withrow
Graham Olson

Meeting secretary

Lizzie Shepande

Presenters

Manager Stakeholder Relations Manager Business Services Strategic Projects Manager

Roz Ellis
Trent Prior
Rizwan Check

Observers

Nil

Apologies

Access and Inclusion Advisory Group Members

Conor Mahady
Ian Tsolakis
Ingrid Moore
Merylyn Adamson
Pauline Wetternhall
Sally Willmott
Paul Gravett
Wajma Padshah

Acting Chief Community Planner Mission Australia Community Engagement Facilitator

3 Presentations

3.1 Town of Victoria Park website update

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

Purpose of the item

Access and Inclusion Advisory group members review upgraded website.

Outcome

Group members will test the website and give feedback.

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.

Social	
Community priority	Intended public value outcome or impact
S3 - Facilitating an inclusive community that celebrates diversity.	Ensure diverse community groups have access to information in various formats.

Outcome

Manager Stakeholder Relations gave the group a detailed presentation on current updates made to the Town's websites. Feedback from the discussions included:

- Provision for colour contrasts for people who have vision impairments.
- Provision to make browser pages larger or smaller according to needs of the individual.
- Provision to change browser to different languages (important information will be transported directly to top languages spoken in the Town).
- Hard coded accessibility features.
- Provision for people who use readers.
- Ensure people photos reflect and promote diversity of community.

Actions

- Feedback from the group has been taken on notice and will be considered.
- Manager Stakeholder Relations will send out website test site review and survey to group members for continuous improvement of the Town's website.

3.2 Transition to cashless parking meters

Time	30 minutes
Presenter	Manager Business Services
Attachments	Nil

Purpose of the item

Following the engagement with several internal working groups, the Town has selected to transition to cashless parking meters as part of next year's capital work project.

Outcome

The aim of the discussion is to identify how the Town should communicate this transition to the broader community and ensure that we motorists are informed in a meaningful way.

Discussion points

- What information should be included within a Frequent Asked Questions document?
- How can the best communicate this transition to cashless parking meters?
- What resources should be considered to assist with the rollout? (Businesses, community groups, newsletters, etc.)

Strategic outcomes

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Ensure that the Town resources provide the best long-term value for the community.

Environment	
Community priority	Intended public value outcome or impact
EN2 - Facilitating the reduction of waste.	Transitioning to ticketless and cashless parking meters reduces unnecessary maintenance and collection costs and removes the need for paper roles.

Next steps

The information gained from the discussion will be reflected within the Town's project and communication plan.

Outcome

Background of project:

- Reduce of cash collection cost to council
- Reduction on maintenance and damaged meters
- Auditing improvements and time savings
- Efficiencies for the customer
- Reduction in fraudulent activities by customers

- Increased accuracy in data
- Streamlined decision making on internal reviews.

Communication plan for cashless meters:

- Information on all Town social media platforms and channels
- Signage on meters (Pre-Transition)
- Inform Access and Inclusion Advisory groups and their networks
- Media Release (Posy Council Endorsement)
- Additional signage about Pay-by-Phone application
- Come and try out workshop at Town sites (Administration building, Library Aqua and Leisure)
- Business Advisory Group and Business E-newsletter

Timeline

June 2023

- Officers to evaluate Expression of Interest
- Officers conduct an audit of parking meters
- Internal working group meeting

June – July 2023

- Officers to present findings and their recommendations to Access and Inclusion Advisory Group
- Commence review of Vehicle Management Local Law

August 2023

- Officers to launch selected request for Tender.

Feedback from the group:

- Aim is to incorporate multiple apps for payment
- Determine appropriate distance for meters considering people with disability and their carers
 - Consider importance of proximity of parking meters to ACROD bays.
 - Consider parking meters being wheelchair accessible and visible to drivers
- Consider appropriate lighting on parking meters and around street lighting for safety reasons.

Actions

- Group members to share examples of frequently Asked Questions (FAQ) samples for Town staff to consider in communication campaign.
- Group members to share examples of meaningful engagement with the community (How, When and Where).
- Group members to share information and examples to engage with non-card holders.
- Group members to give feedback on meter-less parking

3.3 Archer Mint bike lane project update

Time	30 minutes
Presenter	Strategic Projects Manager
Attachments	1. 300303518-100-701- T 4 [3.3.1 - 6 pages]

Purpose of the item

Why is this item being presented to the advisory/working group?

The Archer Mint Bike Lane part of the Archer Mint Streetscape Improvement Plan endorsed by Council is progressing at detail design stage. In addition to protected bike lanes, the project aims to improve critical infrastructure such as intersections, roundabouts, pedestrian crossings and bus stops by slowing down vehicles and creating raised crossings where possible.

The project team would like to seek guidance related to these matters to ensure that the mobility needs of various users are considered as part of the design process.

Outcome

What is the outcome being sought?

The project team aims to provide a Detail Design for the Archer Mint bike lane informed by accessibility requirements ahead of construction scheduled next financial year FY23/24.

Strategic outcomes

Civic Leadership	
Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Engagement with various group such as schools, local business and community to improve access to the Town Centre.

Social	
Community priority	Intended public value outcome or impact
S1 - Helping people feel safe.	Creation of slow speed environment with narrow road width and better pedestrian crossing infrastructure. Better access to the Town Centre with increased number of pedestrians.

Outcome

Strategic Project Manager gave extensive update on the Archer Mint Bike lane project and sought feedback on accessible considerations of the design.

Background

- Concept design and community consultation – March 2020
- Council report – September 2020

- Detail design – July 2021 to Dec 2021
- Procurement and construction of first stage of the streetscape –July to December 22
- Bike lane project underway
- Planning of future stages.

Transform Archer and Mint Street from distributed collateral road to be more pedestrian friendly by reducing speed on the Carlisle Town Centre. This is still under design and planned to be delivered the budget for financial year 2023/2024 and following years in various stages.

Feedback from the group

- Consider raised crossing or intersection to reduce speeding vehicles and give sense of priority for pedestrians.
- Consider reducing the round about to increase foot paths for pedestrians and cyclist.
- Consider wheel chair accessibility on the footpaths (1.5m width) and bike lane (1m width)

Public Transport Authority Bus Stop



- Protected bike lane intercepting bus stop. How does the design protect pedestrians on a shared space with cyclist (people with low vision/blind and people with disability). This project is to be considered in financial year 2023/2024. Design of the floating bus stop under review and subject to Main Roads and PTA approval. Wider footpath.
- Tactile indicators at crossing
- Visible signage or painting specific colour (from green to for pedestrian and cyclist to notify them of shared space
- Consideration for uneven slabs on footpath, drainage bus users disembarking on back door of buses.

Actions

Nil.

4 Items for discussion

4.1 Access and Inclusion Updates

Reporting officer	Inclusion Officer
Origin of request	Council resolution
Attachments	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

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

Strategic outcomes

Civic Leadership	
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.
Social	
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

- The group decided to have another meeting in September 2023 as the last meeting for the term.
- Staff are working internally to streamline the Expression of Interest process for new members in line with Elections in October 2023. Current members are encouraged to apply when positions are advertised.
- Access and Inclusion Plan 2023-2027 was launched on 2 June 2023.

Employment

- Manager People and Culture met with Petrina Scott (2/5/23 and 24/5/23) to assist the Town to build relationships with Disability Employment Providers.
- Manager People and Culture waiting on C-suite endorsement of Town targeted positions, targeted positions details will be sent to Disability Employment Providers for recruitment processes.

Actions

- Manager People and Culture will continue to bring updates to group meetings.

5 General business

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

Outcome

Nil.

Actions

Nil.

6 Actions from previous meetings

Action	Responsible Officer	Status/Comment	Close Date
Manager Business Services will give an update to the group at the June 2023 meeting re proposed parking system.	Manager Business Services	Complete – Update to 7 June meeting	7 June 2023
Group members to consider participating in Business Accessible Guide photoshoot for graphic design.	Economic Development and Inclusion Officer	Complete- Group members will be contact inclusion officer to participate in photoshoot.	7 June 2023
Town officers to consider not using overlays on the new website wireframe.	Customer Relations Manager	Complete – Customer Relations Manager brought back report to the group.	7 June 2023
Access and Inclusion Group members to participate in community review panel to user test.	Customer Relations Manager	Pending - Group members will be sent information on website review panel and survey before next meeting September 2023.	September 2023
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.	People and Culture Manager	Complete - Update given to 7 June 2023 meeting.	7 June 2023
The Town will seek to fill four job roles within 2023 calendar year.	People and Culture Manager	Complete- Update was given to the group by Manager of People and Culture.	7 June 2023

Access and Inclusion Advisory Group 7 June 2023

The Town consider mentorship program to support people with disability in the workplace.	People and Culture Manager	Complete- Update was given to the group by Manager of People and Culture.	7 June 2023
The Town to consider employing people with disability with diverse skill sets that they choose from to minimise extended interview processes.	People and Culture Manager	Complete- Update was given to the group by Manager of People and Culture.	7 June 2023

7 Close

Meeting was closed by chair at 7:35pm.