



## Meeting Minutes

<b>Meeting Date</b>	11 May 2022	<b>Time</b>	11am – 1pm
<b>Meeting Venue</b>	Library Auditorium, 573 Hay Street, Perth		
<b>Meeting Title</b>	Access and Inclusion Advisory Group		
<b>Chairperson</b>	City of Perth Representative		
<b>Minute Taker</b>	City of Perth Representative		
<b>Attendees</b>	<p><b>Access and Inclusion Advisory Group Members</b></p> <p>Cara Philpott David Vosnacos Emma Kenton Glennys Marsdon (Teams) Melissa Northcott Stuart Jenkinson (Teams)</p> <p><b>City of Perth Administration</b></p> <p>3 x City of Perth Representatives</p> <p><b>Presenters</b></p> <p>Marketing Lead – City Events Coordinator Sponsorship Coordinator Events</p> <p><b>Interpreters</b></p> <p>Not required.</p> <p><b>Observers</b></p> <p>No observers.</p>		

**Apologies**

Chief Executive Officer

General Manager Community Development

Community Services Team Lead

Ben Cox, AIAG Member

Bradley Bishop, AIAG Member

Gareth Goodway, AIAG Member

Gwen Allpike, AIAG Member

Helen Berry, AIAG Member

Kyle Santella, AIAG Member

Nobuo Hara, AIAG Member

Richard Struik, AIAG Member from Department of Communities

## Agenda Items

<p><b>1. Meeting welcome.</b></p> <p>Acknowledgement of Country.</p> <p>Meeting was not recorded.</p> <p>All attendees carried out round table introductions.</p>	11am	Alliance Manager Community Services
<p><b>2. Confirmation of Minutes from 11 January 2022</b></p> <p>Members were provided a copy of the minutes via email previously and allowed time to review them at the meeting. Advisory group member David queried the wording on page 4 of the January minutes regarding the Fringe App (refer action 2.1).</p> <p><b>Action 2.1:</b></p> <p>The minutes currently read “availability” and needs to be changed to “accessibility”. City will amend the January 2022 minutes and recirculate them to AIAG members.</p> <p><b>Action 2.2:</b></p> <p>Confirm the minutes for January and May at the meeting on 12 July.</p>	11.05am	Alliance Manager Community Services
<p><b>3. Actions from Previous Meeting</b></p> <p>All members were provided a copy of the outstanding actions list. Updates were shared and members were given the opportunity to ask questions. The attached action spreadsheet details the status and action discussions from the meeting.</p>	11.10am	Alliance Manager Community Services

#### 4. City of Perth New Municipality Brand

**DAIP Deliverable:** Access to Information.

**Presentation/Attachments:** Presentation inclusive of a launch video.

#### **Purpose**

The City of Perth developed a new municipality brand and the presentation detailed why and how the brand was developed. The City had a crest and a destination campaign logo and required a municipality logo. The Lord Mayor initiated a municipality brand campaign for Perth in July 2021 and involved consultation with community members. AIAG member Glennys attended the Brand Perth Forum.

A consistent theme developed from the consultation, with words like light, bright and beacon reoccurring in discussion. A major part of the consultation was with the City's Elders Advisory Group. The City was presented with a gift from one of the Elders Advisory group members, Whadjuk Elder, Margaret Culbong. The crochet blanket represented 'osmosis', the sharing of culture, knowledge and ideas. "It had the white man's shape and size but it was putting our mark and our claim on our country." Quoted by Elder Margaret Culbong. A short video of the City's Brand Launch was shown.

#### **Discussion**

AIAG member David queried the rationale behind the implementation of various aspects of the municipal brand logo and the consultation conducted with vision impaired persons. For example, in the crest, the orange on white and block capital letters. The presenter responded with "the orange and white colour contrasts represent the native flora and fauna of

11.25am

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<p>Perth (e.g. the Moodja Tree) and the block capitals represent the strength and boldness of the City”.</p> <p>AIAG members Melissa and Glennys commended the City on the development of the new brand and stated the launch they attended was well done.</p> <p><b>Action 4.1:</b> City’s Marketing Lead, City Events to liaise with the Project and Administration Support Officer, regarding feedback on the municipal brand logo, consultations completed and to provide the Ex Code as requested by AIAG member David. AIAG members to be updated with the response at the meeting in July.</p>		
<p><b>5. Lunch</b></p>	<p>12.00pm</p>	
<p><b>6. City of Perth Grants and Sponsorships</b> <b>DAIP Deliverable:</b> Accessible and Inclusive Events and Services.</p> <p><b>Presentation/Attachments:</b> City Grants and Sponsorship Presentation. All members were provided with a handout of the Local Activation Grant Guidelines 2021/22.</p> <p><b>Purpose</b> Provided a brief snapshot of the 2021/22 sponsorship activity and shared opportunities and timeframes for upcoming programs.</p> <p><b>Discussion</b> The City developed a new outcomes focused approach to programs by sharing the local activation grant guidelines and</p>	<p>12.20pm</p>	<p>Coordinator Sponsorships</p>

how the City is encouraging applicants to consider inclusivity as part of event planning.

A budget of 6.4 million dollars has been allocated to the overall sponsorship program, and budget preparations are underway for the 2022/23 financial year.

A strategic sponsorship review investigated the current processes and identified areas for improvement and became more outcomes focused. New consolidated programs have been developed for areas of activation, vibrancy and safety. The review identified clearer criteria for applicants and will lead to successful outcomes that better align with their organisation and City's outcomes.

COVID-19 support and recovery grants provided support for local businesses, home based companies and local organisations. These grants were designed to support short term projects, for example marketing strategies, or to develop alfresco areas and rebuild their resilience during COVID.

It was discussed that the grants and sponsorship application form, now guides applicants to host inclusive and accessible events, with options for Auslan interpreter services, wheelchair access and resources from the Department of Communities. This addition to the sponsorship investment framework, endeavors to change the mindset of event holders to consider diversity, access and inclusion principles when planning their events and applying for funding from the City.

AIAG member Glennys commented on an event sponsored by the City recently. It was held upstairs and wasn't inclusive, so for the City to ensure this is included in the application process is a very positive outcome. The presenter also advised that

<p>the City has a Venue Support Program, offering free venue space and hire for non-profit organisations. AIAG members were encouraged to take this up for future events or meetings. AIAG member David queried how AIAG members' organisations can work with the City, to apply for sponsorship for their own events. The presenter stated the City can assist with this process if required.</p>		
<p><b>7. Events Plan</b></p> <p><b>DAIP Deliverable:</b> Accessible and Inclusive Services and Events.</p> <p><b>Presentation/Attachments:</b> Events Plan.</p> <p><b>Purpose</b></p> <p>Provided an update on the proposed events for the City to deliver in 2022/23 and excluded sponsored events.</p> <p>The events team, work with the Community Services Team, to prioritise budget allocation and options available. Prior learnings from the AIAG are taken into consideration for existing annual events. These will require less consultation than new events.</p> <p><b>Discussion</b></p> <p>The Events Plan 2022/23 was endorsed by Council at the 29 March 2022 ordinary Council meeting. This Plan outlines all proposed events to be delivered by the City of Perth.</p> <p>The Event Strategy prioritises facilitating external events over direct delivery of City events. An events budget of \$1,800,000 was reallocated to the Sponsorship and Grants program, to support third-party events e.g. Fringe Festival, Awesome</p>	<p>12.30pm</p>	<p>Coordinator Events</p>

Festival etc. City-led events are still important to fill gaps in the calendar and meet community expectations and needs, however, will have a reduced budget than in previous years. An increased focus will now be on attracting sponsorship. One of the biggest changes for the 2022/23 Event Plan, is that the annual Skyworks event is not proposed in 2023. A smaller scale celebration is proposed instead. Australia Day will still be celebrated by the City only differently to previous years.

The City of Light shows will be held once per month between October to February. Larger New Year's Eve and Australia Day editions will include the use of drones, fireworks, or other light-based shows (lasers and/or projections) at Elizabeth Quay. Food trucks and other pre-entertainment such as roving performers will be present. Australia Day celebrations are downscaled from Skyworks to an event at Langley Park and Supreme Court Gardens. A larger-scale City of Light show over the Swan River may include drones and fireworks but is TBC. Entertainment and food trucks at Langley Park as well as a Birak Concert.

AIAG member Melissa queried if themes or dates of significance could be incorporated at the City of Light shows and the presenter affirmed this would be considered in the planning.

Twilight Hawkers Markets will be held in Forrest Place every Friday evening and include International food markets with live music and entertainment. The season dates are currently November to March.

The Christmas Lights Trail is the City's signature event now and will be held over 46 nights from 18 November 2022 to 2



January 2023. It will include Christmas lighting installations, projections and more. The CBD and Northbridge will be the primary focus for the trails. Accompanying activation such as festive entertainment and performances will be included. There are plans to include audio described tactile tours.

Christmas Nativity will be held on a Saturday and Sunday night in December at Forrest Place, with a forecasted scale to last year. A Nativity concert on stage with performers singing and dancing will be held. The event will endeavor to include children and an opportunity for ability groups to participate again.

New Year's Eve will see streets in Northbridge closed and a midnight fireworks display from building rooftops. No other entertainment will be organised. A family friendly event with an early countdown at 9pm will be held at Elizabeth Quay as part of the City of Light shows.

Lunar New Year celebrating the Year of the Rabbit, will be held from 21 January to 5 February by the Chung WA Association. Featuring red lanterns across the streets in Northbridge and in the Murray and Hay Street Malls. The lunch-time Lion Dance performances in the Malls will return.

Heritage Perth has been extended to a month of activity (instead of one weekend in April), to celebrate Perth's natural, cultural and built heritage. The event will incorporate children's activities, talks, walks, Aboriginal storytelling, 'behind the scenes' tours and more.

The City is working with Neighborhood groups and utilising their priorities and needs, to enhance neighborhood activation

opportunities. This will include small-scale events such as community concerts. This activation will be undertaken in each Neighbourhood including in the CBD, Northbridge, Claisebrook, East Perth, West Perth and Crawley/Nedlands and may coincide with Australia Day or other times of the year.

Leveraging and activation of ad hoc events have not yet been confirmed. The City may leverage major sporting events e.g. State of Origin, English Premier Leagues and Cricket, with activation events and respond to new opportunities as they arise. This may include music performances, city-wide decorations and creative placemaking at key locations. AIAG member Melissa commended the City for its successful dealings with external organisations, who speak very highly of the care and communication that occurs when planning events.

AIAG member Glennys commented that the Fun Fair train was very successful, as evidenced by the queues. Glennys reported a safety issue to be forwarded to the event organisers. Roads were closed off at the West end and not the East end. Despite a traffic controller being onsite, the traffic allowed to enter the area could be a pedestrian hazard.

**Action 7.1:**

AIAG member Glennys enquired about the Van Gough exhibition entrances accessibility and requested that matting be implemented at the entrance to the event, due to the uneven and unlevel grassed area. Presenter to follow up with the third-party event organisers for the Van Gough exhibition, to request matting.

<p><b>Action 7.2:</b> City to invite Events Team to AIAG meeting in July to update on the City of Light events and consult on accessibility, including the presence of assistant animals at the City of Light shows.</p> <p><b>Action 7.3:</b> City to provide Fun Fair event organisers with feedback.</p>		
<p><b>8. Disability, Access and Inclusion Plan Update</b> <b>DAIP Deliverable:</b> Access to Information.</p> <p><b>Presentation/Attachments:</b> Verbal Update – Annual Progress Report on the Disability, Access and Inclusion Plan 2021 - 2025.</p> <p><b>Purpose</b> Provided an update on the progress of the Disability Access and Inclusion Plan (DAIP) 2021 – 2025.</p> <p><b>Discussion</b> The City is regularly undertaking and implementing actions to enhance access and inclusion for all of community and meet the obligations outlined in the DAIP 2021 - 2025.</p> <p>Under the Disability Services Act 1993 (amended 2004) (the Act), the Minister for Disability Services is required to table a report in Parliament each year on the progress of Disability Access and Inclusion Plans (DAIPs) in Western Australia.</p> <p>The information provided by public authorities in the DAIP Progress Reporting Template will inform this report and show how DAIP strategies have been progressed to meet the</p>	12.50pm	Community Development Officer

desired outcomes specified in the Act. This includes services to the public delivered by agents and contractors.

The Minister's report is produced from data submitted to the Disability Services Commission by public authorities in their annual DAIP Progress Report, including progress by their agents and contractors. Public authorities must provide a progress report to the Commission by 30 June each year.

Community Development Officer is currently compiling the annual progress report for the 2021-22 financial year.

Of the 81 actions, the City committed to complete in 2021/22, 9 actions were completed, 17 actions have been progressed, 28 actions have not yet been implemented and 27 actions are ongoing.

Examples of initiatives implemented through 2021/22 include:

- The Lord Mayors office has written a letter of support for the Special Olympics to be hosted in Perth in 2027.
- The City Events and Development Approvals Teams have been facilitating education sessions for large event holders i.e. Artrage (Fringe Festival), to investigate ways to plan events that are more accessible and inclusive.
- The City is working with the Public Transport Authority (PTA) to upgrade boarding areas on footpaths to ensure they are Disability Discrimination Act (DDA) compliant and allow access to bus shelters.
- The City engaged an accredited accessibility consultant, CODE group, to undertake an access audit of all City owned public toilets. The aim of the audit was to report on areas where universal access

<p>can be improved and upgraded. Another finding was mapping the distance between toilets and the need to upgrade facilities to all gender bathrooms. Moving forward, a schedule of works will be determined, however the Financial Asset Management Officer has advised there is limited budget to proceed and works will be budgeted in the next financial year. City Alliance Manager Community Services reported that the City’s Toilet Plan has been flagged for review for next financial year and the upgrades of the toilets and the strategy will be tied in as one piece of work.</p> <ul style="list-style-type: none"> <li>• The City is currently undertaking a digital strategy review and will include an update of the current style guidelines.</li> <li>• The City has included procurement of Disability Enterprises or business support employment of people with disability in the purchasing policy.</li> </ul>		
<p><b>9. General Business</b></p> <p>Advisory Group Member Resignation: Eleana Bredemeyer resigned effective April 2022. CEO will send a letter of thanks to Eleana for her valued contributions to the AIAG.</p> <p>AIAG member David enquired about current members tenures. There are a few members who are overdue for renomination or to step down. These members will be contacted by the City to discuss their options.</p> <p>The City will be seeking to recruit new Access and Inclusion Advisory group members in June 2022. The nomination process will be completed via Engage Perth with a new</p>	12.55pm	Alliance Manager Community Services

nomination page. The City will advise the group when this page is live and will receive the URL link. Members are encouraged to promote the site to their networks.

**Staff Movements:**

Community Development Officer will be taking leave from May 2022 and this is their last AIAG meeting. Community Services Team Lead will be chairing the meetings. Community Project and Administration Officer will be covering the DAIP portfolio and will be the members liaison for AIAG matters in the interim.

**Advisory Group Process:**

Community Development Officer updated the attendees regarding the advisory group meeting process. As advised at the January 2022 meeting, the Advisory Group process has changed. Some changes include new meeting templates e.g. agenda and minutes. The Advisory Group meeting templates have changed. The new process will ensure the meetings are streamlined, consistent across the organisation and General Managers, Elected Members and CEO are invited to attend and observe the meetings. These organisational changes won't impact the meeting proceedings. Advisory group members were encouraged to provide any feedback regarding the new templates and to forward this in writing to the City.

**Conducting AIAG Teams Meetings:**

AIAG member David commented that it was difficult not seeing the Teams attendees and asked if the City could arrange a screen with a camera for future meetings.

**Action 9.1:**

<p>City to investigate Teams meeting options for future meetings. Contact ICT regarding the potential to acquire a screen with a camera for the Library Auditorium.</p> <p><b>Action 9.2:</b> Establish an AIAG nomination page via Engage Perth. The page will feature an online nomination form, CV upload feature, Terms of Reference and frequently asked questions.</p> <p>The City will advise the group when this page is live and will receive the URL link. Members are encouraged to promote the information to their networks. It will be promoted via the City's social media, including LinkedIn. CDO to action with Community Engagement.</p> <p>The City will contact members who are overdue for renomination or to step down and discuss options available. A thank you letter from the CEO will be mailed to outgoing AIAG member, Eleana Bredemeyer.</p>		
<p><b>10. Close</b></p>	<p>1pm</p>	<p>Alliance Manager Community Services</p>