



# Meeting Minutes

<b>Meeting Date</b>	11/01/2022	<b>Time</b>	11am to 1pm
<b>Meeting Venue</b>	City of Perth Library		
<b>Topic / Meeting Name / Meeting Title</b>	Access and Inclusion Advisory Group Meeting		
<b>Chairperson</b>	City of Perth Representative		
<b>Scribe / Minute Taker</b>	City of Perth Representative		
<b>Attendees</b>	Ben Cox, AIAG member David Vosnacos, AIAG member Emma Kenton, AIAG member Glennys Marsdon, AIAG member Melissa Northcott, AIAG member (via teams) Nobuo Hara, AIAG Member Shonagh Ruane – Artrage Dan Bruce – Artrage		
<b>Apologies</b>	Bradley Bishop, AIAG member Cara Philpot, AIAG member Eleana Bredemeyer, AIAG member Helen Berry, AIAG member Gareth Goodway, AIAG member Gwen Allpike, AIAG member Kylie Santella, AIAG member		

	Richard Struik, Department of Communities Stuart Jenkinson, AIAG member
<b>Interpreters</b>	Luke and Hannah – Access Plus WA

## Agenda Items

<b>1.</b>	<b>Welcome, Acknowledgement to Country</b>	<b>11.00</b>
	<ul style="list-style-type: none"> <li>• The City welcomed all attendees to the first meeting of 2022.</li> <li>• The City carried out an acknowledgement to Country.</li> <li>• The City introduced guests and announced changes to the attendee list.</li> <li>• All attendees conducted a round table and introduced themselves.</li> </ul>	
<b>2.</b>	<b>Follow up of actions from November meeting</b>	<b>11.05</b>
	<p>Actions arising and associated updates were discussed.</p> <p>Actions discussed included:</p> <ul style="list-style-type: none"> <li>• East End Revitalisation – Road Safety Audit;</li> <li>• Wellington Square Redevelopment – walkthrough;</li> <li>• Future Meetings; and</li> <li>• Art Exhibition in the City.</li> </ul> <p>Glenny’s asked the if the vision for the Art Exhibition is similar to the recent exhibition that the City of Subiaco held for people with disability. The City advised that the vision being the art exhibition is not yet known as further discussions are required. However, the City advised that the City would more likely play a support role, to support an organisation to host an art exhibition or similar through the City’s grants and sponsorship program.</p> <p>Please refer to Action List (Attachment 1 – CM 94022/20)</p>	
<b>3.</b>	<b>Agenda Items for Discussion</b>	<b>11.15</b>
	<b>3.1 Fringe Festival</b>	
	Dan Bruce and Shonagh Ruane, Artrage	

The City introduced Shonagh & Dan from Artrage.

Dan provided context on structure of Artrage. Artrage is a not-for-profit arts organisation with a purpose to enrich and evolve the culture of Western Australia by creating open artistic opportunities for audiences and artists.

Artrage manage the marketing and ticketing platform for the entire festival, however, are only responsible for the delivery of The Pleasure Garden and Girls School.

Independent Venues are independent to Artrage. Whilst we encourage and promote certain a standard level when it comes to access & inclusion, we are not legally able to enforce building compliance.

Due to COVID last year, Artrage decided to reduce the physical perspective of Fringe significantly for safety reasons. A reduced footprint provided opportunities for the Bricks and Mortar businesses.

Artrage implemented a 5-year Access and Inclusion plan in 2020, to consider the needs of not only people living with disability, but the holistic community including CALD, LGBTQIA+ etc. The plan aims to ensure that all events are accessible and inclusive and are reviewed annually. Annual reviews take place, whereby each deliverable is assessed and determined to have been fulfilled or requires attention. Those that require attention are flagged to be considered and attended to ahead of the next major event season.

The Access and Inclusion plan is modelled off the standards Local Governments are governed by and includes seven outcome areas.

Following the 2021 Festival, 109 of the 123 deliverables were achieved, completing 50 of the 60 actions. We are on track fulfil all actions and deliverables before the end of the current plan period (2020 - 2024). The plan is on track to complete plan by end date of 2024.

Some access and inclusion considerations within the Plan are:

- Companion card holders can contact us to set up access for them to book their companion card comp ticket online (either via the FW app or website);
- For events on at Girls School if they take place in a venue which is not wheelchair accessible, Fringe try to accommodate

by adding an additional session in another venue which is wheelchair accessible – will continue in 2022.

- Provided employment to nine persons who identified to have a disability (increase from 6 in 2020 / 0 in 2019).

Last year, Artrage introduced the Fringe World App, to replace the historical thick/ large program books as well as an option to meet COVID precautions. The App was intended to be launched next year however plans were escalated due to safety concerns during COVID. The money saved in printing of the booklets were put towards speeding up the app delivery. By removing the booklets, Artrage saved up to 250,000 booklets going to landfill.

The City opened the floor to the Advisory Group to ask questions.

David asked if the app is accessible and had been tested for accessibility on both Apple & Android. Dan advised that the app is accessible for the platforms, however, would need to make further enquiries regarding the testing of the app by people with a disability.

**ACTION: Check if App was tested for accessibility by people with a disability on both Apple & Android.**

David enquired if alternative formats of the program will be available. The City explained that they include a statement on all public documents stating that the publication is available in alternative formats upon requests. Alternative formats include, Braille, Large Font, Audio etc.

Dan advised that this is not something that has been provided in the past, however they would be happy to include this as an option.

**ACTION: Include a statement that the program and other publications are available in alternative formats.**

Nobuo asked where the guidance for Disability, Access and Inclusion Plans (DAIP's) come from. The City advised that DAIP's are governed by the Disability Services Act 1993 which stipulates that all public authorities must have an access and inclusion plan. The legislation also outlines that public authorities must meet seven prescribed outcomes.

Nobuo asked if the legislation is applicable to all of Australia? The City advised that the legislation only applies to WA.

Nobuo asked if there is an option to book a companion card ticket online/in the app or via email etc. Dan advised that in addition to being able to book this online, you email or call Artrage to assist. The email address is [access@fringeworld.com.au](mailto:access@fringeworld.com.au)

Glennys enquired if ACROD signage that was on paper version is still in the app.

Dan explains that each individual of the 2,700 events will have accessibility information available online and in app.

Glennys asked for clarification on the “some” disability access details on some events as to what that actually meant.

Dan explains that the independent events that register are required to input all their own information and that some of them think they are accessible but actually aren't. As not all venues can be monitored due to the large number of events & venues. New checklist introduced to check what levels of accessibility a venue has (elevator, entry, bathrooms, etc.).

The City asked if Artrage could provide venues with some educational material and a checklist when registering their events to encourage them to record accurate information and include access and inclusion considerations. Dan advised that this is something Artrage would explore.

**ACTION: Artrage to develop a checklist to for independent venues when recording accessibility information.**

David asked if the information in the program is also available on the website and if the website has had accessibility testing. Dan advised that the information is available and that it has undergone accessibility testing as required.

Melissa asks if it would be possible for people with disability to preview sessions prior the commencement of the show to review how accessible and inclusive the show is.

**ACTION: Investigate preview sessions for people with disability.**

	<p>Dan explains that they evaluate a venue after the fringe festival to review for the use of that venue in following years. Dan mentions that newer venues tend to hold previews.</p> <p>Nobuo asked if the app and website will advise if an interpreter is available for a show. Dan advised that this would be included within the accessibility information. Artrage promote the use of interpreters at events but since the venues/ events are independent they cannot enforce it. Artrage are currently exploring the opportunity to implement grants/ incentives for venues/ events to use.</p> <p>Nobuo advised that he offers deaf awareness training and would be happy to offer this to Artage and independent venues free of charge.</p> <p><b>ACTION: Send Artrage Nobuo’s contact details.</b></p> <p>Access and Inclusion considerations for 2022 include:</p> <ul style="list-style-type: none"> <li>• Acknowledge this workshop being offered to artists to understand Australian indigenous culture and learn the correct format to deliver an acknowledgement to country.</li> <li>• 8 sessions confirmed for FW22 with an Auslan interpreter.</li> <li>• A significant number of relaxed performances are scheduled for people living with autism.</li> <li>• Upgraded accessible toilet blocks (rather than accessible single toilet) have been installed at Girls School, The Pleasure Gardens and Rooftop Movies.</li> <li>• All venue and major facility ramps at The Pleasure Garden Girls School and Rooftop Movies have had custom rounded handrails manufactured and installed to assist with gripping.</li> <li>• For the first time ever, The Pleasure Garden will have a second entry point for all patrons (off Aberdeen Street), that is single level accessible directly from the sidewalk.</li> </ul>	
	<b>3.2 Heritage Perth</b>	<b>11.35</b>
	City of Perth Representative	
	The Heritage Perth Festival (Boorloo Kwedjang Bardip Yanginy) for 2022 will be facilitated from 8-10 of April.	

Heritage Perth Weekend 2021 was successfully carried out on 16-18 April 2021 with over 130 events presented over the three days. The 2021 Festival introduced a third day – Family Friday – for the first time with over 45 events especially curated for families.

Following on from earlier engagement with the Access and Inclusion Advisory Group (AIAG), the City the Disability in the Arts, Disadvantage in the Arts, Australia (DADDA)– to discuss how to increase accessibility to specific events and the overall program. Discussion carried out with Ricky Arnold, Director Art and Jacqueline Home, Access Program Producer. This resulted in two audio described and tactile tours being developed, in partnership with DADAA and event stakeholders:

**1. Dirty Deeds Resurrected at Cathedral Square.**

- i) Tactile Tour on Friday 16 April
- ii) Audio Description & Tactile Tour for people who are blind, or vision impaired on Friday 5.45-6.30pm

**2. Department of Fire and Emergency Services Education and Heritage Centre**

- i) Audio Description & Tactile Tour for people who are blind, or vision impaired on the Saturday.

The tours were fully booked out and a great success. Such was the success that the Fire Station Museum (DFES) plan to program these accessibility tours throughout the year in association with DADAA. The Royal Perth Hospital Museum were approached to take part in these tours but declined due to insufficient time to plan. However, as a result they plan to program a tactile tour for next years weekend.

AUSLAN interpretation was provided by Access Plus WA. Five public talks in the City of Perth Library were interpreted:

- Celia Tait’s Every Family Has a Secret;
- Something Fishy in the Water of Perth, WA Museum Curator of Fishes, Dr Glenn Moore;
- Perth Oldest Buildings, Richard Offen;
- What Lies Beneath –Stirling Gardens, Flavia Kiperman; and

	<ul style="list-style-type: none"> <li>• Archaeology of Elizabeth Quay, Fiona Hook.</li> </ul> <p>The City engaged with the AIAG for recommendations following the 2021 festival. The AIAG recommended that the City incorporate a shorter, 20-minute max, guided tour into the program for next year.</p> <p><b>Heritage Perth Weekend 2022</b></p> <p>Heritage Perth Weekend will once again work with DADAA for more tours on Heritage Perth Weekend. Events will also be looked at for which would be the best for AUSLAN interpretation.</p> <p>The City is exploring working with CircusWA on provision of quiet times for children with sensory needs requiring sensory spaces.</p> <p>The City is working with the Royal Perth Hospital Museum on programming a tactile tour and for walking tours for those whose living with a hearing impairment.</p> <p>The City will attend the next AIAG meeting to provide a further update.</p> <p><b>ACTION: Attend March AIAG meeting.</b></p>	
<b>4.</b>	<b>Lunch</b>	<b>11.55</b>
<b>5.</b>	<b>Agenda Items for Discussion (continued)</b>	
	<b>5.1 Access in City Toilets</b>	<b>12.05</b>
	City of Perth Representative	
	<p>The City provided an update on the scope of works for the access audit of City toilets. The City advised that they met with accredited access consultant to discuss the existing scope of works and additions. The additions included identifying the gaps in distance between public toilets, suggestion of appropriate distance between toilets, identify toilets which would be suitable to be converted to accessible all gender toilets and prime locations for changing place facilities.</p> <p>The City has a City’s Public Toilet Plan which was developed in 2017. The Public Toilet Plan suggests a 300-metre distance between toilets</p>	



in high traffic areas, and 1000 metres in low traffic areas. The Public Toilet Plan works in conjunction with the City Planning Strategy.

The City advised that the current Public Toilet Plan needs to undergo a review. The Plan will need to be tested and reworked to meet the changing needs of the City since 2017. When considering locations for new toilet, a number of factors need to be considered; the locations need to locate near pre-existing sewer line, accessibility i.e. lighting, safety, pedestrian level etc. The City advised that it has proved difficult to find suitable locations for public toilets in the CBD. The City has a large number of assets that can be considered as locations.

In order to update the Public Toilet Plan, the City will engage with the community to determine a baseline for what each of the neighbourhood areas needs are and what assets need improvements.

The City asks if the AIAG has any feedback on the plan or the audit?

Glennys says that she is thrilled that the audit and the plan will address the distance between toilets and identify gaps in the City. She advised that when traveling along Adelaide Terrace she must go to Wellington Square and the Bell Tower whenever she is out and about in the city and needing to go to the bathroom.

The City explains that they will work with all advisory groups when undertaking the review of the Plan and work within professional standards.

Glennys advises that she uses the exelooos in the City and finds them great as she knows she is safe and that there isn't someone waiting on the other side of the door for her. Also likes the cleanliness and music. Glennys advised that the public toilets in Langley have people living inside them.

The City hopes that the renewed Public Toilet Plan will not just meet requirements but will go above and beyond.

David mentions that the map provided by the City in the meeting should be clearer on the specifics of each toilet and the level of their accessibility.

<p><b>5.2 Local Planning Strategy</b></p>	<p><b>12.25</b></p>
<p>City of Perth Representative</p>	
<p>The City carried out an Acknowledgement of Country.</p> <p>The City explains that a Local Planning Strategy (LPS) is required under state planning regulations and informs a local planning scheme (LPSC). An LPSC is how a City gets new buildings in the private realm to do what a City wants them to do. But to inform that scheme, a City needs a strategy first. The strategy will act as a driver/ vision document and speaks to how a City wishes to look in both the private and the public realm. From that strategy comes a LPSC and some local planning policies.</p> <p>Both the Strategy and Scheme will sit alongside the City’s building code. These separate plans are considered the baseline in terms of requirements, but the City’s LPS will go beyond that and speak about accessibility and inclusivity</p> <p>The LPS informs a LPSC, which gives the City better buildings through Development Approvals. Thus, more public benefits in the private realm.</p> <p>The City’s original LPS was created in 2004, the drafting of the new LPS has been going on since 2018. The draft form was taken to council and adopted in 2019 and will next be taken to the WA Planning Council to get approved.</p> <p>The City is looking to get comments from all advisory groups for the 6-week consultation period starting 27/01/2022 and ending 10/03/2022</p> <p>The City highlights the need to thoroughly go through the plan in order to truly understand it and provide the best feedback. The City would like as many questions as possible to be asked and answered, to allow a better understanding on the community’s opinions/ concerns as to best inform the new plan.</p> <p>Surveys will be launched on the 27<sup>th</sup> of January.</p> <p>The City will organise three community information sessions, two on a weekend and one on a Wednesday afternoon, all at the City library.</p>	

	<p>The City is planning to send out an email with the document attached and maybe point to some relevant itemised actions within the strategy.</p> <p><b>ACTION: Send Plan to AIAG members.</b></p>	
<b>6.</b>	<b>General Business/ Other updates</b>	<b>12:35</b>
	<p><b>6.1 Community Engagement in the City</b></p> <p>City of Perth Representative</p>	
	<p>The City updated the advisory group on the upcoming consultations and ongoing projects of:</p> <ul style="list-style-type: none"> <li>• Rowe Street enhancement project <ul style="list-style-type: none"> <li>○ Most recent information on impacts on road works on Engage Perth</li> </ul> </li> <li>• Road renewal program &amp; impacts on accessibility in Perth (begins in February)</li> <li>• Open space framework being developed in draft form, to be up for community consultation in late January. <ul style="list-style-type: none"> <li>○ Plan about the management of green open spaces in Perth with survey to ask community members about the usage and feelings towards green open spaces in the city.</li> </ul> </li> </ul> <p><b>ACTION: City to send out survey to advisory group.</b></p>	
	<b>DAIP 2021 – 2025</b>	
	City of Perth Representative	
	<p>The City advised that a six month review of the DAIP was undertaken December 2021. The review outlined that:</p> <p>Of the 81 actions set for the City to achieve for the 2021/2022 financial year (Year 1):</p> <ul style="list-style-type: none"> <li>• 4 actions have been completed;</li> <li>• 11 actions have been progressed;</li> <li>• 42 actions have not yet been implemented;</li> <li>• 23 actions are ongoing; and</li> <li>• 1 action was not reported on.</li> </ul>	

	<p>The following initiatives were completed or progressed during this reporting period:</p> <ul style="list-style-type: none"> <li>• An events checklist for external event holders was developed and is available on the City’s website.</li> <li>• Community Safety and Amenity (CSA) have been working with large event organisers to consider accessibility feature within their event planning.</li> <li>• CSA and Development Approvals (DAU) have developed an Event Planning Guideline and Temporary Structure Guidelines to further educate event organisers.</li> <li>• City Events engaged an access consultant to review the Christmas Nativity, Christmas Lights Trail, New Year’s Eve and Skyworks events.</li> <li>• Infrastructure and Assets (ASU) engaged an access consultant to undertake an access audit of all City owned public toilets.</li> </ul>	
	<p><b>Code of Conduct</b></p>	
	<p>City of Perth Representative</p>	
	<p>The City provided a copy of the City’s new Code of Conduct. The Code of Consult is applicable to all volunteers including members of the City’s advisory groups.</p>	
	<p><b>Future Meeting Format and Schedule</b></p>	
	<p>City of Perth Representative</p>	
	<p>The City advised that the City is moving towards a more diverse approach to facilitating advisory groups.</p> <p>2021 was the first time all advisory groups were brought together in the annual recognition function to not only thank all advisory groups but also encourage more cross over work.</p> <p>Previously, Elected Members have expressed interest to be more involved in advisory group meetings. In order to provide both Elected Members and the CEO with an understanding of what is covered in advisory group meetings and to identify synergies between the groups, Elected Members will be invited to attend future advisory group meetings as an observer, and all agendas and minutes will be shared with both Elected Members and the CEO.</p>	

	<p>The City is currently reviewing the Terms of Reference (TOR) for all advisory groups to have one TOR applicable to all groups.</p> <p>Melissa asks if the City about involvement of Elected Members in the advisory group meetings. The City advises that the role of the Elected Members will be to understand the direction of groups but not be directly involved, but to act as observers.</p> <p><b>ACTION: The City to follow up with Melissa about role of elected members as observers in advisory group meetings</b></p> <p>Ben queries about Skyworks as being an opportunity to present to elected members about the advisory group &amp; local community. Through methods like advertisements.</p> <p>The City advises that the aim is for everyone to feel welcomed to the City in a proactive and accessible way.</p> <p>The City's updated the advisory group that a new Community Development Officer will commence at the City in late January and the Disability, Access and Inclusion portfolio will be handed over to them. This means that a new Community Development Officer will be responsible for the facilitation and management of the AIAG.</p> <p>Glennys asked about getting to know the actions of other Advisory groups.</p> <p>The City agrees to the approach of sharing actions of groups so that synergies can be identified and worked on together. Plans for more collaborative meetings in future.</p> <p><b>ACTION: The City to send out a compiled list of all advisory group Actions as a list to the advisory group</b></p> <p>The City mentions the possibility of Equity Inclusion group to meet about shared actions.</p> <p><b>ACTION: Send out meeting schedule until the end of 2022</b></p> <p>Meetings now every 2<sup>nd</sup> Tuesday of every 2 months</p>	
7.	<b>CLOSE OF MEETING</b>	<b>13.00</b>
	David makes closing comment on the updating of the new SafeWA app.	

	The City reminds all members that there are alternative options for members to attend the meeting i.e. via teams.	
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