

Meeting Minutes

Meeting Date	08/11/2022	Time	11am – 1pm
Meeting Venue	Council House – Derbarl Yerrigan Meeting Room 9CR1		
Topic / Meeting Name / Meeting Title	Access and Inclusion Advisory Group		
Meeting Objective/s	A forum to seek consultation from the Access and Inclusion advisory group members on matters of Disability, Access and Inclusion as per the City’s DAIP		
Chairperson	A/Alliance Manager, Community Services		
Scribe / Minute Taker	Project and Administration Support Officer		
Attendees	<p>Access and Inclusion Advisory Group members</p> <p>Ben Cox</p> <p>Cara Philpott (Teams)</p> <p>Emma Kenton</p> <p>Gareth Goodway</p> <p>Glennys Marsdon</p> <p>Mary Butterworth</p> <p>Melissa Northcott</p> <p>Stuart Jenkinson (Teams)</p> <p>City of Perth Administration</p> <p>Presenters from the City of Perth</p> <p>Coordinator City Events</p> <p>Infrastructure and Assets and Arup</p> <p>Observers</p> <p>Lord Mayor (11.15 – 11.25am)</p>		

Apologies	Access and Inclusion Advisory Group members Bradley Bishop Gwen Allpike Helen Berry Kyle Santella Nobuo Hara City of Perth Administration General Manager, Community Development Community Services Lead
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1. Meeting opens

Meeting commenced at: 11.15am.

Notification was given that the meeting would be recorded.

2. Acknowledgement of Country

Completed by Chairperson.

3. Attendance

Apologies were noted by the Chair.

4. Confirmation of Meeting Minutes

Meeting minutes from 13 September 2022 were adopted unanimously by those present.

5. Deputation: Disability, Access and Inclusion Plan Presentations

The Lord Mayor arrived at 11.15am.

The Lord Mayor thanked the advisory group members for their valuable contributions.

The Lord Mayor addressed a query emailed from an Advisory Group member regarding the AFL Fixture Lighting National Inclusion Carnival being broadcast in the future for inclusion considerations for those unable to attend. The Lord Mayor advised that he will follow this up with his industry contacts.

a. International Day of People with Disability (IDPwD) 2022 – Photo Opportunity

Immediately prior to this meeting the advisory group members participated in a photo opportunity with City photographer and the Lord Mayor. The photo will accompany advisory group member testimonials, to recognise IDPwD 2022 via the City's socials and website.

The Lord Mayor departed at 11.25am.

b. DAIP Outcome #1: People with disability have the same opportunities as other people to access the services of, and any event organised or approved by the City of Perth

City Events Consultation Presentation (Coordinator Events)

The City shared the proposed events plan for 2022/23 and sought consultation from the advisory group regarding:

- Christmas Nativity
- New Year's Eve
- Australia Day
- Neighbourhood Events

Re: Christmas Nativity show

The City asked for suggestions for Ability Groups who may be interested in delivering the Christmas Nativity pre-show (6.30pm – 7.20pm). The Advisory Group's suggestions were:

- *All Abilities Choir*
- *Music Rocks Australia*

Action: David and Melissa will forward to contacts to (City Events).

- *The Advisory Group queried ramp access, accessible toilets and recommended positioning electrical cords overhead to minimise issues with access.*
- *It was discussed that unfortunately; Forrest Place does not lend itself to sensory areas for people with intellectual disability. However, this will be considered for other events.*

Action: Gareth to share his contact for the Sensory Packs.

Re: The Elizabeth Quay Fun Fair

The Advisory Group recommended that:

- *The City to promote accessibility via an Easy English Q&A fact sheet on the website, so families can be fully informed and encourage their inclusion at the event.*
- *Uber/Taxi drop off Zones are clearly marked and located in safe areas.*
- *The inclusion of animal relief areas at events (noting that this will be a new inclusion at the Hawkers Market).*

General event notes:

- *The members would like the City to showcase a diverse abilities program for events in future.*
- *The City is investigating the portable changing place/public toilets as part of the Toilet Plan Review and City investigate funding opportunities to purchase one for future events.*
- *Inclusion of Auslan and audio description if events are broadcast with TV partners.*
- *Inclusion of closed captions for the movie nights.*
- *Gareth discussed the inclusion of Migrant Enterprise Markets at the last meeting and Erica confirmed the Hawkers Markets are for food vendors only. Migrant Enterprise Markets will be considered for future events.*
- *The Garden Show did not include accessible matting for wheelchair users and this feedback will be passed on to the City's Sponsorship and Activity Approvals teams.*

Action: Gareth to forward the contact details for Migrant Enterprise Markets.

c. DAIP Outcome #6: People with disability have the same opportunities as other people to participate in any public consultation by the City of Perth

Perth City Deal (Senior Project Advisor)

The City consulted on the project at the access and inclusion meeting in May 2022. The City also engaged an access consultant to address any design process constraints.

Discussion and recommendations from the Advisory Group members.

- *Rest areas require arm rests where feasible.*
- *Stagger the crossings to accommodate people using wheelchairs and prams.*

Actions: Schedule an update on the Perth City Deal for the Access and Inclusion Advisory Group meeting in March 2023.

6. Chairpersons Report

6.1 Most Accessible Community in WA Award Commendation

The City received a certificate of commendation in the category of Leadership for the Equity, Diversity and Inclusion (EDI) Framework, Advisory Groups and EDI actions and programs.

Action: Melissa to forward photos of the event so the City and Advisory Group members can share this story via their social media.

7. Business Arising from Previous Minutes

Actions from previous meeting were addressed.

Actions	Responsibility	Comments
<p>DAIP action 1.3.2: Promote events and services 1. Investigate micro enterprise Value Lives as a potential stall holder where accessibility of food trucks is enhanced. 2. Investigate offering virtual tours of City Events for increased inclusion. 3. Investigate potential for Diverse Radio Network to promote or broadcast at inclusive City events. 4. Heritage Perth Month: Boorloo Heritage Festival: Inclusion of Historical people with disability (unsung heroes)</p>	<p>AIAG Community Development</p>	<p>1. AIAG Member Gareth to provide City with the contact information for Value Lives and Diverse Radio Network. By 10 November 2022</p> <p>2 and 3. City Events to investigate. By 10 November 2022</p> <p>4. Culture and Arts to investigate. By 10 November 2022</p>
<p>DAIP action 1.3.4: Investigate implementation of audio descriptors and closed captions at movie screenings owned by the City Neighbourhood Groups Movie Nights and Pride Piazza Film Screenings</p>	<p>Community Development</p>	<p>Events and Sponsorship to report outcome of this inclusion. By 20 November 2022</p>

8. Other Business

8.1 General Business – No business from Advisory Group Members

8.2 General Business - Items from the City of Perth

- Members will be posted an invitation shortly to attend the Advisory Group End of Year function. This will be held at Council House on Thursday 15 December 2022 from 12pm to 2.30pm.
- Members were advised Advisory group meetings will be held quarterly from 2023, with consultation workshops held as required in between meeting dates.

9. Next Meeting

Tuesday 7 March 2023, 11am – 1pm at Council House or via Teams.

10. Close

Meeting Closed: 1.00pm

11. Appendix

Action Plan

Actions	Responsibility	Comments
Completed actions		
<p>DAIP action 2.4.2 Build capacity of Hoteliers for understanding of accessibility requirements</p>	<ul style="list-style-type: none"> • City • Access Consultant 	<p>Friday 28 October 2022, facilitated by Ben Sgherza, Independent Access Consultant. Completed Friday, 28 October 2022</p>
<p>DAIP action 2.1.8 Implement recommendations from Toilet Audit Suggested incorporation of Marveloos (portable toilets/changing places for City events)</p>	<ul style="list-style-type: none"> • Infrastructure 	<p>Recommendations have been integrated into the City's Toilet Plan review. The Elected Members will advise if further consultation with the AG's is required on 29 November. If so, a presentation will be scheduled into the agenda for all groups. If consultation is not required, an information presentation of the endorsed Toilet Plan will be scheduled for 2023.</p>
Items in progress		
<p>DAIP action 7.3.2 Celebrate International Day of People with Disability 2022 with staff</p>	<ul style="list-style-type: none"> • City • Communications • WAPOL/LETR 	<p>Promote the Law Enforcement Torch Run (LETR) IDPWD event on Friday 2 December 2022 at Government House. City staff invited to participate.</p>
Items deferred/on hold		
<p>New Membership/Expired Terms of Reference for AIAG</p>	<ul style="list-style-type: none"> • City • AIAG Members 	<p>To be presented as a general business item at a future meeting, following update to the Terms of Reference. New membership is on hold.</p>