

Meeting Minutes

Meeting Date	05/09/2023	Time	11.10am – 1pm						
Meeting Venue	Council House – Derbarl Yerrigan Meeting Room 9CR1								
Meeting Name	Access and Inclusion Advisory Group								
Meeting Objective/s	To provide strategic guidance to the Administration and Council on Equity, Diversity and Inclusion matters such as the Disability, Access and Inclusion Plan (DAIP) 2021 - 2025.								
Chairperson	Tracey Hirst, Alliance Manager Community Services								
Minute Taker	Jodi Lendrum, Coordinator Community Services								
Attendees	<p>Access and Inclusion Advisory Group members</p> <table border="0"> <tr> <td>Ben Cox</td> <td>Glennys Marsdon</td> </tr> <tr> <td>Emma Kenton</td> <td>Melissa Northcott</td> </tr> <tr> <td>Gareth Goodway</td> <td>Stuart Jenkinson (Teams)</td> </tr> </table> <p>City of Perth</p> <p>Michelle Reynolds, Chief Executive Officer Kylie Johnson, General Manager Community Development Tracey Hirst, Alliance Manager Community Services Jodi Lendrum, Coordinator Community Services</p> <p>External Presenters</p> <p>Samantha Stewart, Dept of Local Government, Sport & Cultural Industries Shauna Weeks, Dept of Local Government, Sport & Cultural Industries</p>			Ben Cox	Glennys Marsdon	Emma Kenton	Melissa Northcott	Gareth Goodway	Stuart Jenkinson (Teams)
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Apologies	<p>Access and Inclusion Advisory Group members</p> <table border="0"> <tr> <td>Gwen Allpike</td> <td>Helen Berry</td> </tr> <tr> <td>Bradley Bishop</td> <td>Kyle Santella</td> </tr> <tr> <td>David Vosnacos</td> <td>Nobuo Hara</td> </tr> </table> <p>External Presenters</p> <p>Glenn Hall, Arts and Culture Trust Daniel Bruce – Artrage</p>			Gwen Allpike	Helen Berry	Bradley Bishop	Kyle Santella	David Vosnacos	Nobuo Hara
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1. Meeting opened

Meeting commenced at: 11.10am.

2. Acknowledgement of Country

Completed by Chair.

3. Attendance

Apologies were noted by the Chair.

4. Confirmation of Meeting Minutes

Meeting minutes from 7 March 2023 were adopted.

Moved: Melissa Northcott, Seconded Gareth Goodway.

5. Disability, Access and Inclusion Plan Presentations

Item 5.1, regarding DAIP Outcome area 2: People with disability have the same opportunities to access buildings [and other built forms]

External Presentation: Perth Cultural Centre

Presented by: Samantha Stewart and Shauna Weeks from the Department of Local Government, Sport and Cultural Industries.

**** Attendees advised this is confidential information until it is announced by the Minister ****

Presenters gave an overview of Stage 1 of the Perth Cultural Centre works and requested feedback from an access and inclusion perspective. The project is due to commence on 9 October 2023, with a 12 – 18 month construction period.

In addition to the specific feedback provided by the Advisory Group members (see Table 1), members suggested a walkthrough with the Department and the architect with members of the Advisory group.

Table 1: Feedback on specific elements in the Perth Cultural Centre

Lighting	Members advised that Yagan Square is a good example of lighting that works well.
Disabled toilets	Presenters advised that there were no plans to incorporate toilets in Stage 1, however funding could be available from other sources. Members advised that Yagan Square was a good example of a disabled toilet.
Pedestrian movement	Presenters advised that a non-slip pavement is of highest consideration. It will be a stone pavement with durability and emergency access considered.

	<p>Members advised that:</p> <ul style="list-style-type: none"> • Cobblestones, such as those located at Elizabeth Quay, are problematic for wheelchairs and prams. • Ramps needed to be close by to pedestrian walkways so those walking with someone who needed to use the ramp would not need to be separated.
Street furniture	<p>Members advised that:</p> <ul style="list-style-type: none"> • Metal railings get very hot in summer particularly for those who need to hold the railings for guiding. • Seating with armrests are preferable
Transport access	<p>Sam will pass on to the Public Transport Authority who has remit over the taxi ramp whether one can be placed closer.</p>

12.30p.m.: Michelle Reynolds and Stuart Jenkinson left the meeting.

Item 5.2, regarding DAIP outcome area 1: Same opportunities to access services and events
External Presentation – Fringe Festival

Presenter: Daniel Bruce, Artrage

This presentation will be delayed until a future meeting.

Item 5.3, regarding DAIP Outcome area 1: Same opportunities to access services and events.

Presentation: City Events Program 2023/24

Presenter: Adam Gregory

Adam provided an overview of the City Events program for 2023/24. Adam provided dates and any changes that would be made based on previous events.

Item 5.4, regarding DAIP Actions:

4.1.7: Review the DAIP working group and their role in delivering the DAIP

2.1.6: Seek representation from the Chamber of Commerce Industry WA on the Access and Inclusion Advisory Group

Presentation: Revised Terms of Reference and new document: Advisory Group Member Handbook

Presenter: Kylie Johnson

The Terms of Reference (TOR) are being revised to strengthen the Advisory Groups and create consistency between their TORs. The revised TORs are being presented to all Advisory groups for feedback.

To help further the aforementioned aims, an audit has been scheduled for later this year.

Kylie provided the key changes to the TOR. (The draft revised TOR and draft Advisory Group Member handbook were provided in hard copy to all members at the meeting and also emailed with the agenda for this meeting).

The feedback from the group was as follows:

1. Concern that if all groups are brought together for strategic workshops, members would not like to provide feedback on another area that they do not have all the details on (in other words, 'staying in their lane').

Response: Advisory Group members would be expected to provide feedback on their areas of their lived experience/feedback from their community. Examples of common areas across multiple Advisory Groups include issues such as employment at the City, or the Perth Cultural Centre item presented in this meeting; it would be more efficient to discuss at one meeting. Combining meetings also addresses intersectionality, for example, we have had interest from an LGBTQIA+ Advisory Group member who also lives with disability.

2. Privacy and Confidentiality clause: The question was asked how the confidentiality and conflicts of interest impacts the members of this group.

Response: This clause is saying that Advisory Group members cannot comment on behalf of the City. However, Advisory Group members are invited to share their own views and experience at the meetings. It was noted that Advisory Group members are not covered under the Local Government Act, as this is targeted to Elected Members in terms of privacy and confidentiality

It was clarified that advising of a Conflict of Interest only needs to be made as relevant to a particular meeting item and there does not need to be a generalised Conflict of Interest submission to participate in the Advisory Group.

3. Type/frequency of meetings: The draft TOR states there will be two strategic meetings plus two general meetings a year. There was a concern that time-sensitive items could be missed if we are moving to only two general meetings to discuss things like upcoming events.

Response: The City confirmed that group would continue to be kept updated, however this change would allow two meetings that provide feedback and discuss DAIP action items, while allowing more scope less formal, but more in-depth workshops on particular matters.

4. Recruitment for the Advisory Group: Mention was made that some of the current members of the group are not attending, which means a space in the group is not available to a person who would be able to attend and contribute.

Response: Once the TOR review has been complete, the City will recruit new members to this Advisory Group. The Advisory Group members confirmed that Tuesdays 11a.m. to 1p.m. is a good meeting time. The City will include in the expression of interest form to become/remain an Access and Inclusion Advisory Group member that the person must be available to meet at this time.

6. Other Business

6.1 General Business - Items from the Advisory Group members

The 2023 Most Accessible Communities WA (MACWA) Awards are now open. The City was encouraged to submit a nomination.

6.2 General Business – Items from the City of Perth

The City has received correspondence from the Minister commending the City on submitting an excellent DAIP report which is ‘outstanding’ and advising that the communication books for customer-facing staff is being shortlisted as an example for the Minister’s DAIP Progress Report which will be tabled in Parliament later this year.

Action: The City to send Advisory Group members the annual DAIP report with the minutes.

7. Next Meeting

Tuesday 5 December 2023, 11am – 1pm at Council House or via Teams.

8. Close

Meeting Closed: 1p.m.

9. Appendix - actions

Actions	Responsibility	Comments
Completed actions		
DAIP action 1 People with disability have opportunity to access events	<ul style="list-style-type: none"> City Library 	Commence Book Club for people with intellectual and developmental disability Completed May 2023
DAIP action 2.1.8 Implement recommendations from Toilet Audit	<ul style="list-style-type: none"> Infrastructure 	Recommendations have been integrated into the City's Toilet Plan review. Fact sheet was distributed to AIAG members. Completed February 2023
DAIP action 6 Participate in consultation	<ul style="list-style-type: none"> Community Services 	Equity, Diversity and Inclusion survey 2022 completed and outcomes reported to the Advisory Group.
Items in progress		
DAIP action 1 People with disability have opportunity to access events	<ul style="list-style-type: none"> City Library AIAG 	Commence Book Club for people with intellectual and developmental disability Completed May 2023
Annual DAIP report	City of Perth	Send the annual DAIP report out with the minutes of the Access and Inclusion meeting held 5 Sept. 2023
Items deferred/on hold		
New Membership/Expired Terms of Reference for AIAG	<ul style="list-style-type: none"> Jess Wallis AIAG Members 	To be presented as a general business item at a future meeting, following update to the Terms of Reference. New membership is on hold.