

Meeting Minutes

Meeting Date	26/11/2024	Time	9.06am – 10.10am
Meeting Venue	Council House, MR 11 Wondju Reception Room, Level 11		
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	Habiba Farrag, Administration Officer		
Attendees	<p>Access and Inclusion Advisory Group members</p> <p>Individual members:</p> <ul style="list-style-type: none"> • Ben Cox • Glennys Marsdon • Nina-Marie Butler (<i>online</i>) • Stuart Jenkinson • Tayla Taseff <p>Organisational members:</p> <ul style="list-style-type: none"> • Emma Kenton, representing Neuromuscular WA • Eugene Glazman, representing National Disability Services <p>City of Perth administration/presenters</p> <ul style="list-style-type: none"> • Tracey Hirst, Alliance Manager Community Services • Jodi Lendrum, Community Services Coordinator • Habiba Farrag, Administration Officer • Ashleen Franz, Coordinator City Events • Brett Schreurs, Senior Urban Designer, Transport and Urban Design <p>Observers</p> <p>Cr Raj Doshi</p> <p>Cr Clyde Bevan</p> <p>Deputy Lord Mayor Bruce Reynolds</p> <p>Sam (Carer)</p>		
Apologies	<p>Individual Access and Inclusion Advisory Group members:</p> <ul style="list-style-type: none"> • Amber Dennis • Daniel Stokes • Emily Kendall • Melissa Northcott <p>Organisational Access and Inclusion Advisory Group members:</p>		

- Jill Dixon, representing Ability WA
- Gareth Goodway, representing Workpower
- Clare Gibellini, representing the Ministerial Advisory Council on Disability
- Katherine Campbell, representing Uniting WA

Agenda Items

1. Meeting opens

Meeting commencement at: 9.05am

Notification given that the meeting will be recorded.

2. Acknowledgement of Country (Tracey Hirst)

The City of Perth kaditj kalyakool moondang-ak kaaradj midi boodjar-ak ngala nyininy, Wadjak Noongar yoongar wer bandany Aboriginal yoongar yooarme boodjar-ool.

Ngalang woola Boorloo wer Derbal Yerrigan kalyakoort, wongin kadadjiny wer, wirn-yoodan.

Ngalang kaditj Birdiya koora wer yeyi moondang-ak kaaradjiny.

The City of Perth acknowledges the traditional custodians of the land we are situated on, the Whadjuk people of the Nyoongar nation and Aboriginal people from other lands.

We celebrate the continuing traditions, living culture, and the spiritual connection to Boorloo and the Derbal Yerrigan.

We offer our respects to Elders past and present.

3. Acknowledgement of Lived Experience (Tayla Taseff)

We acknowledge that each person's journey is unique, respected and valued. It's through the courage and determination of those sharing lived experience that we can identify the changes needed to move towards an inclusive space for all.

4. Attendance: as listed on previous page

Apologies noted by the Chair.

Notification that David Vosnacos has resigned due to work commitments and noted David's offer to be contacted should there be any specific queries relating to

blindness/visibility challenges. David was thanked for his participation in the group and support to the City as a member of the Access and Advisory Group.

Our new member, Eugene Glazman, representing National Disability Services was welcomed and introduced to the group.

5. Confirmation of previous meeting minutes

Minutes from meeting held on 20 August 2024.

- Moved: Glennys Marsdon
- Seconded: Emma Kenton

6. Disability, Access and Inclusion Plan Presentations

Item 6.1: City Events Update (presenter: Ashleen Franz)

Regarding DAIP Action 1.1 – Improve accessibility for events including expectations of event holders and mechanisms to check and improve event delivery.

An overview of the upcoming summer events season was provided to Advisory Group members. The events included: Rio Tinto Christmas Lights Trail, Lotterywest Summer Nights, Lotterywest Festive Lights, Hancock Prospecting Australia Day, Birak Concert.

The Advisory Group were informed that City staff are meeting with consultants for the Riverfront Market at Barrack Square and will liaise with the Access and Inclusion Advisory Group after this.

ACTIONS:

1. The City to provide information about the Riverfront Markets at Barrack Square.
2. The City to provide information on Christmas season movies and markets events at Northbridge Piazza to members.
3. The City to investigate the accessibility of portable accessible toilets at the City's summer events, including the width of door and size of bathroom (to allow a wheelchair and carer into the bathroom), ramps and potential for existing universal access toilets to be open for the duration of nearby events.
4. The City to investigate implementing an 'Accessible Concierge' zone at the Christmas Lights Trail and Australia Day events by the low sensory area/s (similar to the Accessible Concierge at PrideFEST Fairday).

***9.11am: Deputy Lord Mayor Bruce Reynolds joined the meeting*

Item 6.2: James Street Revitalisation (presenter: Brett Schreurs)

Regarding DAIP Action 2.1 – Improve access in the public realm and availability of accessible public amenities.

Regarding DAIP 6.1 – Ensure access and inclusion is considered in all the consultative processes of the City of Perth.

Consultation is currently in progress for the revitalisation of James Street, with draft concept designs in June 2025. The Advisory Group provided the following advice:

- Consider the width of footpaths and obstructions along pedestrian walkways
- Consider the width of universal access toilets
- Consider animal relief friendly areas
- Consider including charging stations for mobility aids such as electric wheelchairs
- Consider an educational campaign to raise awareness of local businesses/the public regarding their use of space which may narrow the footpath (through placement of bins, café seating, parking etc.)
- Recommend that the pedestrian priority precinct principles (as per Hay Street in the CBC) are considered for implementation in James Street as well.

ACTION:

5. The City to alter survey graphics to include representation of individuals with a disability.

7. General Business

7.1 Feedback on PrideFEST Fairday (presenter: Glennys Marsdon)

Accessible components of Fairday were presented (photos in the presentation), including matting and an ‘Accessible Concierge’. The concierge offered attendees umbrellas, sunscreen, earplugs, drinking straws and others.

***9.50am: Ashleen Franz left the meeting.*

7.2 Disability Access and Inclusion Plan, Minister’s Progress Report 2023 – 2024
(presenter: Tracey Hirst)

The Minister’s Report on Disability Access and Inclusion 2023 – 2024 was tabled in the Legislative Assembly on 14 November 2024. The City of Perth was highlighted as two best practice examples below. The City thanked the group for their contribution towards these best practice items.

- The accessibility features Australia Day Light Show 2024; and
- The City's Access and Inclusion Advisory Group 'walk/wheel-through' of the Kings Park Lightscape event, providing accessibility advice.

7.3 Rebound WA City Showcase 2024 (presenter: Tracey Hirst)

The City, as a sponsor of the Rebound WA City Showcase 2024, has been approached to participate in the event on Tuesday, 3 December 2024.

General feedback was that if City of Perth staff are participating (as a team competing with other corporate teams, in wheelchairs) it is preferable to include an educational component to inform able bodied people in the experience of living with disability so these learnings can inform the way the City provides services to our diverse community.

ACTION

6. [The City will liaise with the Access and Inclusion Advisory Group in early 2025 for ideas regarding what educational activities could be provided to staff for International Day of People with Disability 2025.](#)

7.4 Update on the 'Make your Event Shine' Guide (presenter: Tracey Hirst)

The guide now includes image of accessible features from the Olympians and Paralympians Welcome event at Forrest Place. Thank you to the Access and Inclusion Advisory Group members that participated for this photo shoot.

The updated guide is available on the City of Perth website.

6.5 Accessible changing places map (presenter: Eugene Glazman)

Updates to the National Accessible Changing Places platform will be made regarding the Elizabeth Quay toilets and changerooms.

6.6 Congratulations to group member Amber Dennis

The City and AIAG members congratulated Amber on winning the 2024 Strong Man/Women Strong Abilities Competition.

Amber is now the WA State Champion first place Women's Open Seated division holder.

9. Next Meeting Dates

Tuesday 25 February 2025

Tuesday, 27 May 2025

Tuesday, 26 August 2025

Tuesday, 25 November 2025

10. Close

Meeting closed at 10.10am

Appendix 1 – Action list

Actions	Responsibility	Comments
COMPLETED ACTIONS		
<p>1. Debrief of event site maps- Twilight Food Market and City of Light Show</p> <p>a. <i>City:</i> To find out which inbuilt toilet type was provided at Fringe Russell square as a potential option for the Twilight Food Market.</p> <p>b. <i>City:</i> To find out whether the permanent toilet facilities at Elizabeth Quay could be opened using a MLAK and report to the Advisory Group Members.</p> <p>c. <i>City:</i> To share the accessible and sensory guides for the events with the Advisory Group Members to be promoted within their communities.</p>	<p>a and b. Erica Harris, Coordinator Events/ c. Jodi Lendrum, Coordinator Community Services</p>	<p>COMPLETED</p> <p>a. Fringe hired a regular toilet block however fabricated their own ramp system which they own and install. The City does not have access to something similar and space would not allow for this set-up in Forrest Place during the Twilight Food Market.</p> <p>b. Development WA have confirmed that whilst the permanent changing places toilet is accessible using a MLAK key, access after 8pm requires security to be contacted to open the front gate (available 24/7). This information is provided on the National Public toilet website. The toilets are now open until 10pm on event days.</p> <p>c. Ongoing.</p>
<p>2. City of Perth Bike Plan and Walking in the City Plan</p> <p><i>City:</i> To share the link to the community consultation for the two plans with the Advisory Group members when it is open for comment.</p>	<p>Sebastian Davies-Slate, Senior Transport Planner Transport and Urban Design/ Jodi Lendrum, Coordinator Community Services</p>	<p>COMPLETED</p> <p>Community Consultation was sent to the AIAG members on 3 July for feedback.</p>
<p>3. Russell Square</p> <p>a. <i>City:</i> To pass on feedback regarding the public toilets on the corner of James</p>	<p>Jodi Lendrum, Coordinator Community Services</p>	<p>COMPLETED</p> <p>a. Information on public toilets sent through to the City's waste team.</p> <p>b. No further feedback provided.</p>

<p>Street and Melbourne Street to the City's Waste team.</p> <p>b. Advisory Group members: To provide further feedback for improvement by the end of May 2024.</p>		
<p>4. Kings Park Lightscape City: To send formal invitation to the Advisory Group members for the pre-event walkthrough on 5 June 2024.</p>	<p>Jodi Lendrum, Coordinator Community Services</p>	<p>COMPLETED Invite sent on 27 May to AIAG members. Seven members attended on the night and provided feedback to Kings Park.</p>
<p>5. ARTRAGE Access and Inclusion Plan a. City: Share the link to employment and volunteer opportunities at Fringe World with Advisory Group members. b. City: Share information on the progress of the Russell Square project with ARTRAGE (Katie Dixon)</p>	<p>Jodi Lendrum, Coordinator Community Services</p>	<p>ACTON a. COMPLETED: Link: Employment opportunities FRINGE WORLD Festival - 19 Jan to 18 Feb 2024 Action b. COMPLETED</p>
<p>6. Diversity stickers (LGBTQIA+ Plan action) a. Advisory Group members: To provide suggestions on alternative symbols that could be used. b. City: Review the proposed decal.</p>	<p>a. Advisory Group members b. Tracey Hirst, Alliance Manager Community Services</p>	<p>MOOT ACTION As it is proving challenging for an agreed design across all Advisory Groups, the diversity stickers are not being progressed.</p>
<p>7. Acknowledgement of Lived Experience City: To include the acknowledgement of lived experience as a standing item in the Advisory Group meeting agenda.</p>	<p>Tracey Hirst, Alliance Manager Community Services.</p>	<p>COMPLETED Action from meeting 20/08/2024 (item 6.1)</p>
<p>8. 'Make your event shine' guide City: To include image/s of people with disability in the digital version of the guide.</p>	<p>Tracey Hirst, Alliance Manager Community Services.</p>	<p>COMPLETED Action from meeting 20/08/2024 (item 6.2)</p>

NEW ACTIONS/ACTIONS IN PROGRESS		
<p>9. Summer events debrief</p> <p>a. <i>City to provide information about the Riverfront Markets.</i></p> <p>b. <i>City to provide information on Christmas Season Movies and Markets at Northbridge Piazza.</i></p> <p>c. <i>City to investigate the accessibility of portable accessible toilets at the City's summer events, including the width of door and size of bathroom (to allow a wheelchair and carer into the bathroom), ramps and potential for existing universal access toilets to be open for the duration of nearby events.</i></p> <p>d. <i>City to investigate implementing an 'Accessible Concierge' zone at the Christmas Lights Trail and Australia Day events by the low sensory area/s (similar to the Accessible Concierge at PrideFEST Faiday).</i></p>	<p>Ashleen Franz, Coordinator City Events</p>	<p>Action from meeting 26/11/2024 (Item 6.1)</p>
<p>10. James Street Revitalisation</p> <p><i>City to include image/s of people with disability in the community survey graphics.</i></p>	<p>Brett Schreurs, Senior Urban Designer</p>	<p>Action from meeting 26/11/2024 (Item 6.2)</p>
<p>11. International Day of People with Disability 2025</p> <p><i>City to include this as an agenda item in early 2025 for ideas regarding what educational activities could be provided to staff.</i></p>	<p>Administration Officer Community Services</p>	<p>Action from meeting 26/11/2024 (Item 7.3)</p>