

Meeting Minutes

Meeting Date	21/05/2024	Time	11.16am – 1.14pm
Meeting Venue	Council House, level 11 meeting room		
Meeting Name	Access and Inclusion Advisory Group		
Meeting Objective/s	To provide strategic guidance to the Administration on Equity, Diversity and Inclusion matters such as the Disability, Access and Inclusion Plan.		
Chairperson	Kylie Johnson, General Manager Community Development		
Minute Taker	Wanya Gunawardena, Administration Officer		
Attendees	<p>Access and Inclusion Advisory Group members</p> <ul style="list-style-type: none"> • Amber Dennis (accompanied by carer) • Emily Kendall (online) • Emma Kenton • Gareth Goodway • Melissa Northcott • Tayla Taseff (accompanied by carer) • Jill Dixon • Nina-Marie Butler (accompanied by carer) <p>City of Perth administration/presenters</p> <ul style="list-style-type: none"> • Kylie Johnson, General Manager Community Development • Jodi Lendrum, Community Services Coordinator • Erica Harris, Coordinator Events • Sebastian Davies-Slate, Senior Transport Planner Transport and Urban Design • Iain Roy, Senior Strategic Urban Designer • Tracey Hirst, Alliance Manager Community Services <p>External presenters</p> <ul style="list-style-type: none"> • Katie Anne Dixon, ARTRAGE • Verity Bennet, ARTRAGE • Luke Clynick, Botanic Gardens and Parks Authority <p>Observers (Elected members are invited to attend as an observer only).</p> <ul style="list-style-type: none"> • Cr Raj Doshi • Cr Bruce Reynolds 		
Apologies	<ul style="list-style-type: none"> • David Vosnacos • Katherine Campbell • Stuart Jenkinson • Glennys Marsdon • Daniel Stokes • Ben Cox • Clare Gibellini 		

Agenda Items

1. Meeting opens

Meeting commenced at 11.15am.

2. Acknowledgement of Country (Kylie Johnson)

*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 kalyakoorl, 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. Attendance: as listed on previous page

Apologies noted by the Chair.

4. Confirmation of previous meeting minutes

Minutes from meeting held on 12 March 2024.

- Moved: Melissa Northcott
- Seconded: Gareth Goodway

5. Disability, Access and Inclusion Plan Presentations

Item 5.1: Debrief of event site maps- Twilight Food Market, Forrest Place and City of Light show, Elizabeth Quay (Erica Harris)

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

A debrief of Twilight Food Market and City of Perth Light shows was provided, noting improvements made in response to past feedback from the Access and Inclusion Advisory Group. Feedback provided by the Advisory Group at the current meeting included the following.

Twilight Food Market – considerations for the City

- The current set up for the Food Market included two temporary regular toilets and one accessible toilet. The Advisory Group suggested to explore the option of having alternatives to Portaloos such as Marveloos which have in built ramps. However, it was noted that there are currently no Marveloos available in Perth. It was also noted that Fringe Russell Square included better inbuilt toilet options.
- Consider having decompression zones with seating.
- Consider having a dedicated viewing area for wheelchair users.
- Educating food vendors on height requirements in stalls/ trucks, updating menus to include photos of food, having staff members come out of trucks/ stalls to take orders to assist with accessibility.

City of Light Show– considerations for the City

- Consider having permanent toilet facilities open throughout the entirety of the event (feedback was provided that they were closed off too early), or accessible toilets which could be opened with a MLAK (Master Locksmith Access Key).
- All accessible toilets having both sided handrails.
- Reserving additional bays for ACROD parking.
- Covering some cobbled areas to improve accessibility for wheelchair and pram users.
- Consider locating the accessible toilets near the animal relief area.

ACTION:

1. *City: To find out which inbuilt toilet type was provided at Fringe Russell Square as a potential option for the Twilight Food Market.*
2. *City: To find out whether the permanent toilet facilities at Elizabeth Quay could be opened using a MLAK and report to the Advisory Group Members.*
3. *City: To share the accessible and sensory guides for the events with the Advisory Group Members to be promoted within their communities.*

***11.45am: Sebastian Davies-Slate, Iain Roy and Nina-Marie Butler joined the meeting. Erica Harris left the meeting.*

Item 5.2: City of Perth Bike Plan and Walking in the City Plan (Sebastian Davies-Slate)

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

An overview of the City's existing Cycle Plan 2029 and proposed timeline for developing the next Bike Plan and Walking in the City plan 2025- 2035 was provided. Advisory Group Members provided the following feedback for consideration:

- Broadening the footpaths.
- Increasing pedestrian crossing times at intersections.

- Managing anti-social behaviour at night, particularly near the entry way to Mc Donalds restaurant on William Street.
- Minimizing trip hazards during maintenance.
- Better management of directional foot traffic.

*** 12.00pm: Luke Clynick joined the meeting and Sebastian Davies-Slate left the meeting.*

ACTION:

4. *City: To share the link to the community consultation for the two plans with the Advisory Group members when it is open for comment.*

Item 5.3: Russell Square (Iain Roy)

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

Background to Russell Square- the only significant sized green open recreation space in Northbridge which has been identified as a high priority for enhancement in the City's Open Space Plan 2023- 2038 was provided. The following feedback was provided by the Advisory Group Members for consideration:

- Relocating existing ACROD bays and creating additional ACROD bays.
- Creating more spacious parking bays especially for larger vehicles and vans.
- Public toilets to be cleaned and maintained regularly as the toilets on the corner of James street and Melbourne Street are currently unkempt.
- Providing amenity and different uses to the park to encourage private businesses to set up in the area.
- Opportunity to light up the trees to improve safety.
- Review feedback provided by the Advisory Group for Wellington square.
- Suggested to use Hyde Park Water playground for community engagement opportunities.

ACTION:

5. *City: To pass on feedback regarding the public toilets on the corner of James Street and Melbourne Street to the City's Waste team.*
6. *Advisory Group members: to provide any further feedback by 31 May 2024.*

***12:30pm: Katie Anne Dixon, Verity Bennet and Tracey Hirst joined the meeting. Iain Roy left the meeting.*

Item 5.4: External presentation: Kings Park Lightscape (Luke Clynick)

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 2023 Kings Park Lightscape was provided highlighting key accessibility challenges. An invitation was extended to the Advisory Group members to join the team for a walkthrough before the event is open to the public for their feedback on accessibility. The Advisory Group also provided feedback to improve traffic management and providing temporary seating at the entry.

ACTIONS:

7. *City: To send the formal invitation to the Advisory Group members for the pre-event walkthrough on 5 June 2024.*

*** 12.46pm: Luke Clynick left the meeting.*

Item 5.5: External Presentation: ARTRAGE Access and Inclusion Plan (Katie Anne Dixon, Verity Bennett)

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 organisation's current Access and Inclusion Plan was provided to the group. ARTRAGE is seeking input from the Advisory Group on considerations for its next Access and Inclusion Plan.

The Advisory Group provided positive feedback to ARTRAGE regarding their ticketing process and having a dedicated customer service team member who specializes in access support during the festival period. The Group also provided feedback to consider open employment for people with disabilities.

ACTIONS:

8. *City: To share the link to employment and volunteer opportunities at Fringe World with the Advisory Group Members. [Employment opportunities | FRINGE WORLD Festival - 19 Jan to 18 Feb 2024](#)*

9. *City: To share information on the Russell Square project with ARTRAGE (Katie Dixon).*

***1pm: Michelle Reynolds joined the meeting.*

Item 5.6: Diversity Decals (Tracey Hirst)

Regarding DAIP Action 2.3 Promote accessible facilities and public spaces to the community.

The background to the draft sticker design proposed to be displayed at selected City of Perth venues to as a sign of the City's commitment to embracing diversity was provided.

The sticker shows the Disability Flag (also known as the overcoming flag), the Aboriginal and LGBTQIA+, Aboriginal flags as the three Advising groups that the City operates. The sticker includes QR codes linking to the City's website pages for each of the Advisory Groups.

The group advised that the Disability flag holds no significance for them, and the community of people with disability currently does not have a symbol or flag that represents their group. There were queries on whether this may inadvertently exclude some groups and in response to feedback the City will review the proposed decal.

ACTIONS:

10. Advisory Group members: To provide suggestions on alternative symbols that could be used.

11. City: Review the proposed decal.

6. General Business

6.1 Good Practice Event Guide

A copy of approved guideline has been emailed with the agenda.

6.2 Causeway Pedestrian and Cyclist Bridges

Highlighted that a summary of the Causeway Link Alliance's responses to remaining questions from Access and Inclusion Advisory Group Members was emailed with the agenda.

6.3 Invitation to Sisters of Invention event

The Chief Executive Officer invited the Advisory Group members to the 'The Sisters of Invention: You Ready For This' event on the 19 June at His Majesty's Theatre, in recognition of their valuable contribution to the Advisory Group.

6.4 Financial compensation for Advisory Group Members

An inquiry was made if the City was exploring the potential of financial payments to Access and Inclusion Advisory Group members.

The CEO spoke to this question noting that all current members of the Access and Inclusion Group accepted the position as a voluntary role, although this will be reviewed closer to the end of the current term. However, for now the City is continuing with the approach as advertised in

the 2024 nomination process. It was further noted that the City is now providing free parking for members attending Advisory Group meetings at the CPP car park underneath Council House.

The CEO acknowledged that the City greatly appreciates the feedback and contribution of all four of its Advisory Groups.

7. Next Meeting Date

Tuesday, 20 August 2024 at 11am.

9. Close

Meeting closed at 1.14pm

Appendix 1 – Action list from previous and current meeting

Actions	Responsibility	Comments
<p>1. Debrief of event site maps- Twilight Food Market and City of Light Show</p> <p>a. <i>City: To find out which inbuilt toilet type was provided at Fringe Russell square as a potential option for the Twilight Food Market.</i></p> <p>b. <i>City: To find out whether the permanent toilet facilities at Elizabeth Quay could be opened using a MLAK and report to the Advisory Group Members.</i></p> <p>c. <i>City: To share the accessible and sensory guides for the events with the Advisory Group Members to be promoted within their communities.</i></p>	<p>a and b. Erica Harris, Coordinator Events/ c. Jodi Lendrum, Coordinator Community Services</p>	<p>Actions from meeting 21/5/2024 (item 5.1)</p>
<p>2. City of Perth Bike Plan and Walking in the City Plan</p> <p><i>City: To share the link to the community consultation for the two plans with the Advisory Group members when it is open for comment.</i></p>	<p>Sebastian Davies-Slate, Senior Transport Planner Transport and Urban Design/ Jodi Lendrum, Coordinator Community Services</p>	<p>Action from meeting 21/5/2024 (item 5.2)</p>

<p>3. Russell Square</p> <p>a. City: <i>To pass on feedback regarding the public toilets on the corner of James Street and Melbourne Street to the City's Waste team.</i></p> <p>b. Advisory Group members: <i>To provide further feedback for improvement by the end of May 2024.</i></p>	<p>Jodi Lendrum, Coordinator Community Services</p>	<p>Action from meeting 21/5/2024 (item 5.3)</p>
<p>4. Kings Park Lightscape</p> <p>City: <i>To send formal invitation to the Advisory Group members for the pre-event walkthrough on 5 June 2024.</i></p>	<p>Jodi Lendrum, Coordinator Community Services</p>	<p>Action from meeting 21/5/2024 (item 5.4)</p>
<p>5. ARTRAGE Access and Inclusion Plan</p> <p>a. City: <i>Share the link to employment and volunteer opportunities at Fringe World with Advisory Group members.</i></p> <p>b. City: <i>Share information on the progress of the Russell Square project with ARTRAGE (Katie Dixon)</i></p>	<p>Jodi Lendrum, Coordinator Community Services</p>	<p>Action from meeting 21/5/2024 (item 5.5)</p> <p>ACTON a. completed: <u>Employment opportunities</u> <u> FRINGE WORLD Festival -</u> <u>19 Jan to 18 Feb 2024</u></p> <p>Action b. in progress</p>
<p>6. Diversity stickers</p> <p>a. Advisory Group members: <i>To provide suggestions on alternative symbols that could be used.</i></p> <p>b. City: <i>Review the proposed decal.</i></p>	<p>a. Advisory Group members b. Tracey Hirst, Alliance Manager Community Services</p>	<p>Action from meeting 21/5/2024 (item 5.6)</p>