



Meeting Minutes

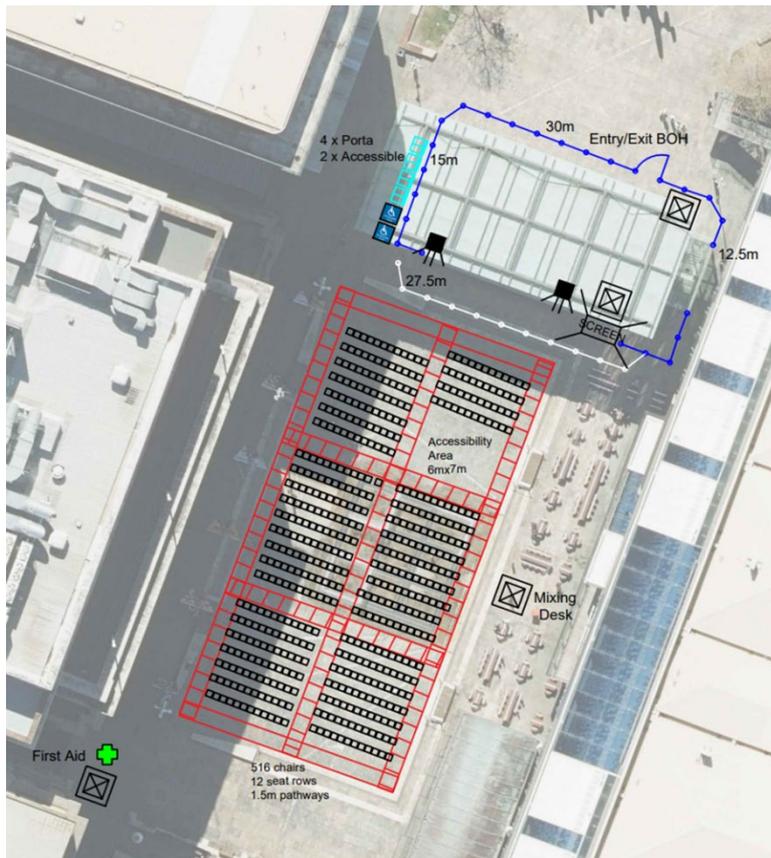
Meeting Date	12/11/2021	Time	11am to 1pm
Meeting Venue	City of Perth Library		
Topic / Meeting Name / Meeting Title	Access and Inclusion Advisory Group Meeting		
Chairperson	City of Perth Representative		
Scribe / Minute Taker	City of Perth Representative		
Attendees	Ben Cox, AIAG member David Vosnacos, AIAG member Eleana Bredemeyer, AIAG member Emma Kenton, AIAG member Gareth Goodway, AIAG member Glennys Marsdon, AIAG member Kylie Santella, AIAG member Melissa Northcott, AIAG member Richard Struik, Department of Communities Stuart Jenkinson, AIAG member		
Apologies	Bradley Bishop, AIAG member Caitlin White, AIAG member Cara Philpot, AIAG member Gwen Allpike, AIAG member Helen Berry, AIAG Member		

	Nobuo Hara, AIAG Member
Interpreters	

Agenda Items

1.	Welcome, Acknowledgement to Country	11.00
	<p>The City welcomed all attendees to the last meeting of 2021.</p> <p>The City carried out an acknowledgment to Country.</p> <p>The City welcome guests to the meeting. All attendees carried out a round table to introduce themselves.</p>	
2.	Follow up of actions from September meeting	11.05
	<p>Actions arising and associated updates were discussed.</p> <p>Actions discussed included:</p> <ul style="list-style-type: none"> - East End Revitalisation – Road Safety Audit; and - Christmas Lights Trail. <p>Please refer to Action List (Attachment 1 – CM 94022/20)</p> <p>An action arising from September Meetings</p>	
3.	Agenda Items for Discussion	11.15
	3.1 New Year’s Eve and Nativity	
	<p>A City Representative attended the AIAG meeting to provide an overview of upcoming City events including Nativity Play, New Year’s Eve and Skyworks.</p> <p>Nativity Play</p> <p>The Christmas Nativity will be held on stage at Forrest Place. DADAA have been engaged to provide AUSLAN and audio descriptors for both nights on the concert.</p> <p>The site plan has also been made to ensure plenty of pathway access between rows is set at 1.5m.</p> <p>An accessible viewing area will be to the front right of the stage is 6mx7m.</p>	

Two accessible toilets will be provided – these toilets will be the closest to the public.



Nativity Play Site Plan

A City representative proposed that instead of having one consolidated accessible area could the accessible areas be integrated with the main seating. The City explained that the reason the accessible area is where it is, is to allow for people to have a clear view of the Auslan Interpreters. The City advised that it may be possible to have a hybrid approach.

ACTION: Investigate the possibility of having integrated accessible areas both within the main seating and the designated area.

David asked what type of chairs the City would have at the Nativity Play, if there was a mix to be suitable for people with different needs. The City advised that alternative seating was not something that had been considered but that they would investigate this.

ACTION: Investigate alternative seating for the Nativity Play.

Gareth advised that clients attended an event in the City a number of weeks ago and advised that the strobe lighting was very intense and not suitable for people with epilepsy.

The City advise that no strobe lighting will be used at the Nativity Play.

The group also advised that any lighting that will be used should not be at eye level.

ACTION: Ensure lights are not place at eye level.

The City advised that the event is not ticketed.

Richard enquired about the level of feedback the City received from the public about these kind of events – in particular about things that would not be captured in the feedback from the AIAG. The City advised that the City receives a lot of feedback, but they are not aware of anything is particular around access and inclusion that is not captured in consultations with the group.

New Year's Eve

Toilet facilities:

There will be accessible toilets throughout the key event sites including Yagan Square, Perth Cultural Centre and Northbridge Piazza. There will also be security and cleaners assigned to these areas to ensure the toilets are clean and accessible at all times. A permanent accessible toilet can be found at Roe Street Car Park.

Audio and AUSLAN:

At the Variety Stage at Yagan Square, Auslan descriptors and Audio Describers have been engaged through DADAA. They will be present for the duration of the stage activation, from 6pm until midnight. There will also be an accessible viewing area at the front of the stage that will be marked out by tensa barriers and signage.

Accessible Parking:

The closest accessible parking can be found at:

- State Library Car Park (15 Francis Street, Northbridge)
- Citiplace Car Park (1 Roe Street, Perth)
- Cultural Centre Car Park (2 Roe Street, Northbridge)

- Roe Street Car Park (68 Roe Street, Northbridge)

Signage:

- Power Poles - looking at the option of QR code split at bottom of pole and top of pole.
- Bollard signage at Yagan Square.

A City representative asked if there is an optimum height for the QR codes to be placed on the poles. David advised there was and that he has sent an email to the City explaining the optimum height and other necessary details.

ACTION: Send the QR code email to the Events Team.

All areas of the New Years Eve events will be accessible by footpath or ramps.

Yagan Square will be the best accessible viewing area for the fireworks.

A City representative enquired if quiet area had been implemented in the New Year Eve events. The City advised that they had not considered quiet zones.

ACTION: Investigate quiet zones as part of the New Year Eves event.

Skyworks:

The Skyworks will be the exact same set up as 2019. It will include:

- Two quiet zones (Langley East and Terrace Road carpark).
- Accessible parking and matting.
- Perth Foreshore accessible viewing area – Audio Descriptors and Interpreter services run by DADDA.
- Birak Concert – accessible viewing area, Audio Descriptors and Auslan Interpreters.

Glennys advised that the set up was great, but that the rides in the accessible area were set up next to the quiet zone, which didn't quite work.

	<p>ACTION: Review set up for Skyworks and ensure rides are not placed next to quiet zones.</p> <p>Gareth shared that the accessible map was a great asset for his customers and asked when this would be released.</p> <p>ACTION: Advise when the Accessible Map for Skyworks will be released.</p> <p>The group spoke about how great the shuttle going up and down Terrace Road was. Unfortunately, the City has not been able to obtain an accessible golf shuttle for people who use a wheelchair. Stuart asked if it would be possible for the City to use an accessible bus. The City explained that we cannot use a vehicle only a shuttle as part of the City Hostile Vehicle and Emergency Plans.</p> <p>Richard noted that this event will fall on the date just before the 31 of January restrictions will come into place. The City advised that they are waiting on State Government guidelines and directions. If in the instance that restrictions come into place before the event, the City will run the smaller Australia weekend events over the weekend similar to 2020.</p>	
	<p>3.2 Disability Services Update – Process for Reviewing DAIPs</p>	<p>11.40</p>
	<p>Richard Struik – Department of Communities</p>	
	<p>The DAIP Process which was presented at the previous AIAG meeting was endorsed internally. This means that people might see some different type of looking DAIPs from their Local Governments. The intent of the process is to move away from legislation heavy plans.</p> <p>Richards advised that his position will be moving to the Office of Disability. Richard noted that he has some priorities he wants to raise once he has moved, is the role that the Department of Communities play and how they influence the private sector.</p> <p>Gareth informed the group that someone from PWDWA recently came to speak to clients about the State Disability Strategy.</p>	

	<p>Gareth also advised that RTR Event are looking for members for their advisory group.</p> <p>ACTION: Send State Disability Strategy.</p>	
	<p>3.3 City of Perth Library – Access and Inclusion Commitment</p>	<p>11.50</p>
	<p>City of Perth Representative</p>	
	<p>A City representative attended the AIAG meeting to provide a snapshot of the City’s accessible collection services. The City aims to provide physically accessible collections as well as promote digital inclusion and literacy and to encourage use by the whole community.</p> <p>In the physical collection - The library holds a selection of Large Print and audio books and we receive a small number of new items on a regular basis. While these areas do not have high circulation numbers, they are an important part of the collection. There are also Large Print books available. This is for older people and people with a vision impairment. The City’s library provides a home delivery service to people who live within the City of Perth. This service is aimed at people who because of an illness, injury or a disability are unable to visit the library. The City currently deliver to 13 individuals, a supported accommodation facility and two aged care facilities.</p> <p>The Languages other than English (LOTE) are also available at the Library. The Library has an excellent selection of LOTE resources are also available as eBooks. The e-resource use has grown a lot over the past two years.</p> <p>ESL Circle:</p> <p>The Library also runs informal English Language sessions for people wanting to practice their conversational, written and reading skills. The sessions are run on Monday mornings by experienced tutors and involve grammar, vocabulary, reading and comprehension, the students also share personal stories and experiences. The students have various levels of English competency and they enjoy being able to contribute in an encouraging space. The sessions have been well received with attendees from over</p>	

eight countries and we have seen friendships form between attendees which is rewarding.

Sessions are held during school term times. This helps parents or guardians who have school aged children to attend on a consistent basis.

E-resources – extending the reach of the library:

The Library's e-resources page has recently had an upgrade and is now much more attractive and easier to use. These resources are free to our members and come with tutorials and easy to follow instructions.

They can be accessed remotely by members, and there is no need to visit the library to join. Online memberships are quick and easy to organize and new online members are emailed everything they need to get started.

Audiobooks, eBooks, comics, graphic novels, magazines, newspapers movies and a selection of courses.

English online language learning

[Road to IELTS \(Clarity English\) Academic Module](#)

[Road to IELTS \(Clarity English\) General Training Module](#)

[Transparent Language Online](#)

[Transparent Language Online tutorial](#)

User devices can adjust font size or sound levels while using eBooks or e-Audiobooks.

For in library use there are adjustable fonts on the OPACs which is a significant assistance for users with a visual impairment, as they may use them in the library and maintain their independence and privacy while conducting their searches.

PCs are available to use free of charge to members and non-members. For those without a membership card guest passes are provided.

For library visitors with a hearing impairment, the William Sound IR system is available. The William Sound IR system uses invisible

infrared light to carry sound to portable receivers, i.e. devices used by the hearing impaired. The hearing device needs to include a T-Switch or Telecoil feature to use this system.

The auditorium, study rooms, meeting rooms and a Level 4 breakout space have the system in place. Being a newer build, the system was included in the interests of inclusivity.

Information in Braille is included on the Williams Sound IR System signs located outside the various areas.

To promote these services the library has a newsletter which patrons can subscribe to and our Facebook page which highlights events, collections, and services.

Some future planning initiatives include:

- Outreach to community groups.
- More workshops in the library.
- Visitor tours.

Overview of accessible collections size and use.

- 854 large Print books in both fiction and non-fiction. With only 153 currently on loan, that's 18% of the collection.
- 474 fiction audio books, 60 are on loan, 13% of the collection.
- 305 adult non-fiction audio books, 11 on loan, 4% of the collection.
- LOTE collection includes Arabic, Chinese, French, Hindi, Punjabi, Gujarati, Tamil, Indonesian, Italian, Japanese, Korean, and Spanish.
- 102 mixed media resources on learning English. More popular are the online English language courses.

David asked if a patron asks for audio CD's, does the Library loan devices. The library advised that they do not. The Library trialed this previously and it did not work out.

David asked if the PC 's have assisted equipment on them.

ACTION: Enquire if PC's have assistive equipment.

Gareth asked if the Library has height adjustable tables. The City advised that there are adjustable tables in the library.

	<p>ACTION: Email Library brochures</p> <p>Glennys asked what the usage of the audio books are.</p> <p>ACTION: Send details about online audio books.</p> <p>Gareth asked if the Library has young people/people with disability doing work experience in the library. The Library advised that they currently don't offer work experience opportunities but would follow up.</p> <p>ACTION: Follow up regarding work experience opportunities.</p> <p>Glennys asked if somebody using a gopher can charge their gopher in the Library. The Library advised that they don't promote that.</p> <p>ACTION: Investigate RECHARGE Scheme – and locations for charging gophers.</p> <p>Glennys advised Australian Society of Authors would be a good resource to advise on trends. The Library informed the group that they purchase stock from the State Library every 10 weeks and participate in the inter library loan scheme.</p>	
4.	Lunch	12:00
5.	Agenda Items for Discussion (continued)	
	5.1 Access in City Toilets	12.05
	City of Perth Representative	
	<p>A City representative attended the meeting to inform the AIAG of an upcoming project regarding accessibility in City toilets. The City has gone out for RFQ for an access consultant to undertake access audits on City toilets around the Perth City.</p> <p>The City advised that the City has some newer style accessible toilets and still some old non-accessible toilets.</p> <p>David asked which consultants have been looking at. The City advised that the RFQ is requesting access consultants.</p> <p>Richard said that the audit will not only need to consider access but also workability and security.</p>	

	<p>Richard advising against a key system. It's a choice of protecting the asset but leads barrier to access. The scope of works should request the consultant to advise best practice to ensure security and accessible.</p> <p>Glenny advised that the exelooos are great.</p> <p>Glenny made note that there are no public toilets along Adelaide Terrace.</p> <p>The group recommended that the scope of works also request that the consultant undertake a mapping exercise of City toilets and identify gaps similar to the one along Adelaide Terrace.</p> <p>ACTION: Include mapping of toilets in the consultant scope of works.</p> <p>ACTION: Host an additional consultation session with the AIAG RE: City's toilet strategy and audit.</p> <p>Melissa asked if there an opportunity for the City to make a commitment for a changing place facility within this project. The City advised that they undertook an internal audit of changing place facilities 2/3 years previous to identify prime locations for future changing place facilities to be captured in the City's toilet strategy.</p> <p>ACTION: Changing Place audit send with minutes</p> <p>A City representative noted that wherever there is a bank of toilets – there should be an ambulant toilet.</p> <p>Stuart advised this is a great opportunity to identify opportunities for improvements and gaps.</p>	
	5.2 International Day of People with Disability	12:25
	City of Perth Representative	
	The City advised that the original community sports day event that was planned will unfortunately not proceed this year due to a lack of commitment from other organisations. The march in collaboration with the LETR will proceed as planned.	
6.	General Business/ Other updates	12:35
	6.1 Community Engagement in the City	

	<p>A City representative attended the AIAG to provide an update on current community engagement opportunities, these include:</p> <ul style="list-style-type: none"> • Local Planning Strategy – feedback on the draft plan in mid-January (Engage Perth survey and some community information drop-in sessions). AIAG will be approached directly for feedback. • Open Space Framework - consultation methodology currently being developed – mid January consultation likely • Rolling construction updates continue the Roe Street Enhancement project on Engage Perth (Nov – Dec look ahead) <p>Visit https://engage.perth.wa.gov.au for information updates on projects currently underway at the City.</p> <p>Gareth asked if there was any follow up from the Wellington Square walkthrough the AIAG undertook recently.</p> <p>ACTION: Wellington Square CEO Briefing Note.</p>	
	<p>DAIP 2021 - 2025</p>	
	<p>The City advised that they will be undertaking the first progress reporting on DAIP actions in December 2021. The AIAG will be informed of the progress report outcomes.</p>	
	<p>Future Meetings</p>	
	<p>The City asked the AIAG members about future meetings and what they would like to cover in future meetings. The group advised that they are very happy with the current format. The City thanks the members for their contribution.</p> <p>Melissa asked if the group could have a member of the LGBTQIA+ group/community sit on the AIAG.</p> <p>ACTION: Enquire with the LGBTQIA+ member</p> <p>The group conversed and agreed that it would be great if future recruitment of members consider people from diverse backgrounds.</p>	
	<p>End of Year Recognition Function</p>	
	<p>The City advised that there will be an end of year function for all advisory groups on the 2 December 2021. All members have been sent an official invitation.</p>	

	Other Business	
	Gareth asked if the City would consider hosting an annual art exhibition for artists with disability. ACTION: Investigate the possibility of hosting an annual art exhibition.	
7.	CLOSE OF MEETING	13.00