



SHIRE OF WYNDHAM EAST KIMBERLEY

DISABILITY ACCESS AND INCLUSION COMMITTEE

MINUETS OF MEETING

MONDAY 14 FEBRUARY 2022

4:00PM – 5:00PM

SHIRE OF WYNDHAM EAST KIMBERLEY – COUNCIL MEETING ROOM

1. ATTENDEES AND APOLOGIES

ATTENDEES	
Nick Allen	Shire of Wyndham East Kimberley
Brooke Coleman-Smeekens	Chairperson and Minuet Taker
Biba Nicholson	Patches
Sophie Darcy Evans	Far North
Laura Little	East Kimberley Job Pathways
Tom Davidson	East Kimberley Job Pathways
Denise Galo	Community Member
Tarna Waters	Community Member
APOLOGIES	

2. ACTIONS ARISING FROM PREVIOUS MINUTES

Complete:

- Create a draft Terms of Reference
- Organise International Day of People With Disability

3. GENERAL BUSINESS

3.1 Acceptance of the Terms of Reference

Some minor changes were made to the document and the revised version will be adopted at the next meeting.

3.2 The Building Inclusive Communities WA Project (BICWA)

The Shire applied in early February. We will inform the committee when we know if we are successful or not.

3.3 Access Checklist for Event Applications

- The committee suggested some minor changes to make to the document
- The document will be sent to the committee for more comments to be made by the next meeting
- A final copy will be approved by the committee at the next meeting to be sent to event organisers
- The intent once this information is collected for each event is to advertise on the Shires Event Calendar the accessibility of each event
- This form is to be available on the Shires website for private event organisers to consider
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3.4 Other General Business

- The frequency of meetings moving forward was discussed with the committee deciding meetings should be held every second month. The next meeting is to be held in April before the school holidays.
- The Wyndham Pool hoist is on its way to Kununurra and will hopefully be installed in March 22
- The Shire is currently seeking quotes for an audit and will aim to have it done by end of financial year. The Shire hopes that when the auditor is in town other businesses will have to opportunity to utilise the specialist

4. FUTURE AGENDA ITEMS

- Acceptance of updated terms of reference
- Acceptance of updated checklist
- Creating an information pamphlet on organising an accessible event

5. CONFIRMATION OF NEXT MEETING

Monday 4th April 4pm – 5pm in the Council Meeting Room at the Shire of Wyndham East Kimberley.

6. ACTIONS

ACTION	PERSON RESPONSIBLE	DUE DATE
Create an info pamphlet on creating an accessible event based off the questionnaire.	Brooke will create the pamphlet with the help of the committee.	MAY 2022
Talk to SWEK HR about training for staff and remind them about outcome set in DAIP.	Brooke	FEB 2022

Put out a media release seeking new members for the DAIC.	Brooke and Sebastian	FEB 2022
Minutes of DAIC meeting to be available on the Shires website along with accessibility related links and forms.	Brooke and Sebastian	MAY 2022
Discuss with the CEO and Councilors who will be the best Council representatives moving forward.	Nick	FEB 2022
Email Brooke feedback regarding accessibility at the Ord Valley Muster so Brooke can forward the information to Margot McTaggart.	Tarna	FEB 2022
Invite Wendy Carter (Wendy.carter@health.wa.gov.au) to the committee.	Brooke	FEB 2022
Ask KEYS to fill in the questionnaire for their school holiday activities program.	Brooke	MAR 2022
Share the event accessibility checklist on the Facebook Community Noticeboard.	Brooke Sebastian	MAY 2022

7. MEETING CLOSE

5:00PM