

# **DISABILITY ACCESS AND INCLUSION COMMITTEE**

## **MINUETS OF MEETING**

**MONDAY 17 OCTOBER 2022**

**10:00AM – 11:00AM**

**SHIRE OF WYNDHAM EAST KIMBERLEY – COUNCIL MEETING ROOM**

### 1. ATTENDEES AND APOLOGIES

| <b>ATTENDEES</b>        |  |
|-------------------------|--|
| Nick Allen              | Shire of Wyndham East Kimberley - Chairperson  |
| Brooke Coleman-Smeekens | Shire of Wyndham East Kimberley - Minuet Taker |
| Mat Dear                | Shire of Wyndham East Kimberley                |
| Michelle McKittrick     | Shire of Wyndham East Kimberley                |
| Jasmine Schubert        | Wayfinder                                      |
| <b>APOLOGIES</b>        |  |
| Laura Little            | East Kimberley Job Pathways                    |
| Ben Waters              | Community member                               |

### 2. ACTIONS ARISING FROM PREVIOUS MINUTES

See below action register.

### 3. GENERAL BUSINESS

#### 3.1 Equal Access Audit

The Audit was completed in July 2020 and the Shire received an extensive report which includes hundreds of recommendations and findings. Shire offices are currently going through the documents and will present a refined list of Shire priorities, based on risk. Once the Shire has a list of priorities, it will be shared with the DAIC for endorsement. Shire offices will present a refined list to Council at the December 2022 Ordinary Council Meeting.

#### 3.3 Sport 4 All

Sport 4 All are currently running a national pilot program aimed at giving people with disability the opportunity to participate in grassroots and school sports when, where and how they choose. The Shire was approached by Sport 4 All to have the program run in Kununurra, this would mean the Shire signing an MOU with Sport 4 All and assisting the employee with community connections. At this stage we are in discussions regarding the MOU and will inform the DAIC when it has been signed. Once the MOU is signed, Sport 4 All will employ someone to fill the role locally and ideally, they would like someone with lived experience with disability.

### 3.4 General Updates

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- The concept design for the all abilities playground has been shared with the DAIC. Indicative costs are at 1.5million
- The Touch Footy Club and the Neighbourhood house are currently being coached by the Inclusion Solution team as a part of the Building Inclusive Communities WA (BICWA) program that the Shire is a part of.
- If any DAIC member comes across a Shire facility where the disability toilet is being used as a store room, please inform Nick or Brooke as soon as possible. If there are other disability toilets that are not Shire run that have the same problem the DAIC is able to advocate for it to be cleaned out.
- It is the responsibility of the person booking the flight to provide the airline information regarding any access requirements at time of booking. The appropriate equipment will then be made available at the airport by the airlines.

### 4. FUTURE AGENDA ITEMS

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- Actions arising from today's meeting

### 5. CONFIRMATION OF NEXT MEETING

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It was discussed that future meetings will return to 4pm – 5pm on Mondays, as these were better attended. The next meeting will be Monday December 12, in the Shire Council Meeting Room.

### 6. MEETING CLOSE

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10:40AM

### Disability Access and Inclusion Committee Action List as of 17 October 2022

| <b>ACTION</b>  | <b>PERSON RESPONSIBLE</b> | <b>DUE DATE</b> | <b>COMPLETE</b> | <b>NOTES</b>   |
|--|---------------------------|-----------------|-----------------|--|
| Share on social media information around leaving disability toilets clear and not using them as a store room.              | Brooke                    | DEC 2022        |                 |  |
| Confirm with the airport who owns the access equipment such as lift  | Brooke                    | DEC 2022        |                 |  |
| Share Sport 4 All information with the DAIC  | Brooke                    | DEC 2022        |                 |  |
| Discuss with the CEO and Councilors who will be the best Council representatives moving forward.                           | Nick                      | FEB 2022        |                 | Nick Kearns to bring it up at the April briefing meeting.                  |
| Invite Wendy Carter ( <a href="mailto:Wendy.carter@health.wa.gov.au">Wendy.carter@health.wa.gov.au</a> ) to the committee. | Brooke & Tom              | FEB 2022        | 11 MAR 22       | Email address given does not work – Tom will send Brooke correct email     |
| Send Zane's (accessible Tourism) contact info to Matt Dear   | Laura                     | JULY 2022       |                 |  |
| Email Brooke complaint made to KNX Post Office   | Tarna                     | JULY 2022       |                 |  |
| Write letter on behalf of DAIC to Aus Post regarding access complaint  | Brooke                    | AUG 2022        |                 |  |
| Email Brooke access complaint about Shell Express  | Laura                     | JULY 2022       |                 |  |
| Write letter on behalf of DAIC to Shell Express regarding access complaint   | Brooke                    | JULY 2022       |                 |  |
| <b>COMPLETE ACTIONS</b>  |                           |                 |                 |  |
| Share BICWA webinar workshop links with DAIC   | Brooke                    | JULY 2022       | 25 JUL 2022     |  |
| Share the full Disability Access and Inclusion Audit with the committee  | Brooke                    | OCT 2022        | 19 OCT 22       |  |
| Circulate DAIP Annual Report once approved   | Nick Allen                | JULY 2022       | 17 AUG 2022     |  |
| Send Cambridge DA to Brooke to circulate with DAIC   | Matt & Brooke             | JULY 2022       | 1 AUG 2022      |  |
| Forward email complaint regarding airport services to Brooke and Nick to follow up   | Tarna, Brooke & Nick      | JULY 2022       | 25 JUL 2022     | Tarna forwarded complaint through on 25 July and nick followed up same day |
| Share the event accessibility checklist on the Facebook Community Noticeboard.   | Brooke Sebastian          | MAY 2022        | 5MAY 22         |  |
| Send committee invitation to new community member (nurse).   | Laura Little              | JUNE 2022       | 11 MAY 22       |  |

|  |   |           |           |   |
|--|---|-----------|-----------|---|
| Share Michael Farmer's email and BICWA information with the committee.   | Nick Allen  | JUNE 2022 | 3 MAY 22  |   |
| Send contact info for the access auditors to committee members and share with the community for anyone else who wants to utilise them.       | Nick Allen  | JUNE 2022 | 3 MAY 22  |   |
| Send Talent Pool Program information to committee, anyone who has any recommendations should contact Nick Allen or Jae at the Leisure Centre | Nick Allen / All committee members                              | JUNE 2022 | 3 MAY 22  |   |
| Share Wayfinder Weekly Planner with Committee  | Brooke  | JUNE 2022 | 3 MAY 22  |   |
| Add checklist to the event application process   | Brooke  | JUNE 2022 | 9 MAY 22  |   |
| 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  | 15 MAR 22 | Brooke found an existing pamphlet online and created one based off that. For the committee to approve at next meeting |
| Talk to SWEK HR about training for staff and remind them about outcome set in DAIP.  | Brooke  | FEB 2022  | 21 FEB 22 |   |
| Put out a media release seeking new members for the DAIC.  | Brooke and Sebastian  | FEB 2022  | 15 MAR 22 | Request has been sent to Seb, post will be out this week  |
| Minutes of DAIC meeting to be available on the Shires website along with accessibility related links and forms.                              | Brooke and Sebastian  | MAY 2022  | 11 MAR 22 |   |
| Email Brooke feedback regarding accessibility at the Ord Valley Muster so Brooke can forward the information to Margot McTaggart.            | Tarna   | FEB 2022  | 21 FEB 22 |   |