



# SHIRE OF WYNDHAM EAST KIMBERLEY

## DISABILITY ACCESS AND INCLUSION COMMITTEE

MINUETS OF MEETING

MONDAY 2 MAY 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
Laura Little	East Kimberley Job Pathways
Tom Davidson	East Kimberley Job Pathways
Maria Geier	Dep. Local Government, Sport and Cultural industries
Sajo Prasad	OVAHS
Karina Grey	OVAHS
Michael Farmer	Building Inclusive Communities WA
Emma Moss	Wunan
APOLOGIES	
Biba Nicholson	Patches
Sophie Darcy Evans	Far North
Mat Dear	Shire of Wyndham East Kimberley
Michelle McKittrick	Shire of Wyndham East Kimberley
Sheridan Dessert-Lauder	Patches

This week was the first week Emma Moss and Karina Grey joined us, welcome. The committee is always open to new members and representation.

### 2. ACTIONS ARISING FROM PREVIOUS MINUTES

ACTION	PERSON RESPONSIBLE	DUE DATE	COMPLETE	NOTES
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
Share the event accessibility checklist on the Facebook Community Noticeboard.	Brooke Sebastian	MAY 2022		
Send committee invitation to new community member (nurse).	Laura Little	JUNE 2022		
Share Michael Farmer's email and BICWA information with the committee.	Nick Allen	JUNE 2022		
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		
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		
Share Wayfinder Weekly Planner with Committee	Brooke	JUNE 2022		
Add checklist to the event application process	Brooke	JUNE 2022		

### COMPLETE ACTIONS

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	

Ask KEYS to fill in the questionnaire for their school holiday activities program.	Brooke	MAR 2022	23 MAR 22	
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### 3. GENERAL BUSINESS

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#### 3.1 Acceptance of the Terms of Reference

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The committee was happy to adopt the document.

#### 3.2 The Building Inclusive Communities WA Project (BICWA)

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The Shire of Wyndham East Kimberley is proud to be included in the BICWA project this year. Included in the program is an in person workshop and online webinars open to the public, a one on one mentorship with one of the local sporting groups, club renovation series and SWEK staff training sessions. For more information visit this link: <https://drive.google.com/drive/folders/1qbwGCdu47G-ei6YCYq2BgYQxm6sYAx?usp=sharing>

The Shire are still trying to find a local club to do the mentorship. One of the larger groups such as EKAFL would have a very wide reach. Nick Allen is also very aware of what has been done in the past for the inclusion forum and will insure that BICWA will not overlap, rather will work with it.

#### 3.3 Acceptance of Access Checklist for Event Applications & Creating Inclusive Events Word Document

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Slight change in wording recommended, otherwise the committee was happy to approve the checklist. This will now be added to the Shire event application forms as an optional to fill out for 6 months. After November 2022 it will be compulsory for all event applications to include this checklist. The information pamphlet will be included below the checklist.

Both of these documents are able to be modified at any time if the committee has further recommendations.

#### 3.4 Wayfinder Weekly Planner

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- See attached poster and flow chart
- The new program is trying to appeal to a wider audience
- The 1 on 1 sessions are available to book Fridays 8am – 3:30pm
- Tom is looking for more clients to book for the 1 on 1 sessions, these will be specifically tailored to the individual and their needs

#### 3.5 Other General Business

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- The hoist for Wyndham pool has been delivered and will be installed in the next fortnight
- The access audit is confirmed and coming to the Shire at the end of June/start of July
- The Talent Pool Program is currently running with the Shire, is accessible to people with all abilities and is aiming at future employment with the Shire – contact Nick Allen for more info.

#### 4. FUTURE AGENDA ITEMS

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- Meeting start time moving forward

#### 5. CONFIRMATION OF NEXT MEETING

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Meeting will trial a 9am start for the next meeting with possibility of permanently moving to early starts based on Committees requirements. Meeting date to be confirmed, but will likely be in June before the BICWA visit.

#### 6. MEETING CLOSE

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4:40PM