

**MINUTES**

Minutes from the meeting of the Access & Inclusion Advisory Committee held 10am Thursday 10 August 2023 at the Town Hall Meeting Room.



<b>1</b>	<p><b>Declaration of Opening of Meeting</b> In the absence of the chair, Cr. SDV, Cr. KS opened the meeting at 10:00am, noting a quorum.</p>
<b>2</b>	<p><b>Acknowledgement of Country</b> delivered by Cr. KS The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.</p>
<b>3</b>	<p><b>Attendance / Apologies</b> <b>Members Present:</b> Cr. K. Skoss K. Brown (Community Development Officer) C. Mills (Manager Technical Services) C. Smith (Disability Services Representative) D. Mottram (Disability Services Representative – <i>Proxy</i>) D. Tapley (Community Representative) N. Giblett (Community Representative)</p> <p><b>Apologies/Absences:</b> Cr. S. Dawson Vidovich C. Peet (WACHS) S. Alexander (Home &amp; Community Care) S. Edmonds (Community Representative) M. Hayhow (Community Representative) E. Stokes (Building Services) S. Markotis (Community Development Officer - <i>Proxy</i>) T. Della Franca (WACHS - <i>Proxy</i>) P. Krispyn (Manager, Building Services - <i>Proxy</i>) L. Lockyear (Manager, Home &amp; Community Care - <i>Proxy</i>)</p> <p><b>Guests:</b> Cr. D. Buegge G. Schipp (Administration Officer – minute taker)</p>
<b>4</b>	<p><b>Declaration of Interest</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>5</b>	<p><b>Confirmation of Minutes</b> Minutes from the Access &amp; Inclusion Committee Meeting on 2 February 2023 were accepted at this meeting as a true and correct record.</p> <p style="text-align: center;"><b>Moved:</b> Cr. KS                      <b>Seconded:</b> N.G                      <b>CARRIED 6/0</b></p>
<b>6</b>	<p><b>Council Decisions on Committee Recommendations</b> from Council Meeting held 18 May 2023. That Council:</p> <ol style="list-style-type: none"> <li>1. Receive the unconfirmed Minutes and Action Items of the Access and Inclusion Advisory Committee meeting held 18 May 2023.</li> </ol>

	<p>2. Consider supporting the investigation and subsequent implementation of the Pragmatic Organisation Dynamic Display Communication project, including the installation of communication signage at yet to be determined community facilities;</p> <p>3. Consider increasing the annual operational budget 'to implement DAIP Plan' from \$2,000 to \$5,000 to facilitate the purchase and installation of the Pragmatic Organisation Dynamic Display signage;</p> <p>4. Note that Gail Ipsen Cutts, Director of Community Services has stood down from the Committee;</p> <p>5. Endorse the nomination of Kelsie Brown, Community Development Officer to the Committee;</p> <p>6. Endorse the nomination of Shammara Markotis, Community Development Officer to the Committee as a proxy; and</p> <p>7. Adopt the amended Term of Reference for the Access and Inclusion Advisory Committee.</p>
7	<p><b>Business Arising from Action Sheet</b></p> <p>Accessible Playground Equipment</p> <ul style="list-style-type: none"> <li>The playground development concepts for Walpole have been included in the 2023/2024 Shire Budget. Pemberton missed out on funds this financial year.</li> </ul> <p>Communication Access</p> <ul style="list-style-type: none"> <li>DM informed the committee of the change of language used - from PODD (which is a device/product) to Augmentative and Alternative Communication (AAC) as the overarching term (a general term given to any communication support tools). DM provided resources to the committee on AAC including uses and types. DM demonstrated the PODD book and Aided Language Displays currently being used by MESC Staff for existing visits to the Manjimup Library and Regional AquaCentre. Cr. KS raised the idea that the committee should be encouraged to request more funding from Council to be utilised toward suggestions of this committee, potentially through Local Roads Community Infrastructure (LRCI) funds. Cr. KS suggested MESC plan an excursion to the mentioned facilities so staff can see how the AAC is used for communication with students. KB shared with the group information and images relating to the City of Bunbury's recent install of a communication board and some examples from Access Ability Australia that demonstrate what types of AAC are being utilised by other organisations in Western Australia. The City of Bunbury, in partnership with Emily Northcott (Micah) and Laura Rosenhart (Out Loud Developments) are running two online workshops on their recent AAC board installation. The first workshop is on 29 August and provides an overview of the communication boards with a follow up workshop on 12 September on the design, production and installation of their boards. KB and CM attending as Shire representatives. Resources will be shared by City of Bunbury and can be shared with the committee at a later date. After further discussion, the Access &amp; Inclusion Advisory Committee make the following recommendations to Council; <ul style="list-style-type: none"> <li>That Council support the trial of Augmentative and Alternative Communication at the Manjimup Regional AquaCentre and Manjimup Library;</li> <li>That Council support the research of copyright, production and installation of the Augmentative and Alternative Communication boards, including cost estimates at Manjimup Heritage Park Playground; and</li> <li>That Council support the investigation of training opportunities associated with the introduction of Augmentative and Alternative Communication mentioned in the above Shire facilities including trainer costs, staff professional development and whole of community awareness training.</li> </ul> </li> </ul> <p><b>Moved:</b> C.M                      <b>Seconded:</b> N.G                      <b>CARRIED 6/0</b></p>

	<p>AquaCentre Bathroom Repair</p> <ul style="list-style-type: none"> <li>• Has been completed. To be removed from action sheet.</li> </ul>
<b>8</b>	<p><b>General Business / New Matters</b></p> <ul style="list-style-type: none"> <li>• KB stated that the Shire of Manjimup's Annual Disability Access &amp; Inclusion Progress Report has been completed and was submitted to the Department of Communities by the deadline of 31 July. A summary of the Shire's achievements was provided to the committee, with a copy attached to these minutes.</li> <li>• Access &amp; Inclusion Plan Review – KB provided background on the status of the Community Wellbeing Plan discussed at the last committee meeting. The Plan has since been put on hold with Emily O'Neil, Community Development Officer, now working on the review of the Access and Inclusion Plan in the interim to meet the deadline given by Department of Communities. Any further feedback on the plan needs to be submitted to Emily by 16 August. An overview of the proposed edits from the committee was provided to the committee for reference. Discussions were had on the existing communications data in the current Access &amp; Inclusion Plan (2018-2023). The question that provided this data was removed from the 2021 Census with no other reputable alternate source to replace the information. Committee discussed 2 options, one to keep the communications data in the plan with reference to 2016 Census data or to remove it completely from the Plan. Cr. KS stated that there are still blackspots and with the closure of local banks and shops, access to internet is now more required than ever. Committee in favour to leave 2016 census data in updated plan but make reference to outdated info. KB to feed information back to Emily.</li> <li>• Cr. DB raised the request of installing an ACROD parking bay at the Manjimup Heritage Park to create easier access to the park. At the current rate, the pathway going in to the park is quite steep and not easy if you have someone in a wheelchair. This has also been discussed at the Manjimup Heritage Park Advisory Committee. Suggested location would be in the existing Park Café staff carpark, Cr. DB confirmed she had received owner permission to date. Another suitable location would be near the bus pull in bay. These 2 locations have been suggested as they access the front of the building complex. Committee in favour to add to the action list for further discussion. CM to bring plan to the next meeting to discuss with committee.</li> <li>• Cr. DB raised issue of access to Quinninup Post Office, they are currently using a plastic crate and questioned if the Shire are responsible for fixing this. CM &amp; KB to investigate current lease agreement as this will state whose responsibility it is and report back to the group.</li> <li>• DT gave compliments on the Walpole footpath upgrades. The only outstanding path he would like to see completed is the Boronia Ridge to Walpole Hotel path.</li> <li>• CM informed the committee that the Shire have completed all components in the 2017-2027 Local Bicycle &amp; Footpath Plan – within 6 years. A great achievement.</li> <li>• CM mentioned that path/road works have been put on hold over the winter months and will be picking back up late August/September. Priority works are Ipsen &amp; Bath Street.</li> <li>• Cr. KS noted his term as a Shire Councillor is ending in October and acknowledged the commitments from all those on the Access and Inclusion Committee.</li> </ul>
<b>9</b>	<p><b>Meeting Closure</b></p> <p>Cr. KS declared the meeting closed at 10:49am</p>
<b>10</b>	<p><b>Remaining 2023 Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• 10am, Thursday 9 November. Location TBC</li> </ul>

### Access and Inclusion Advisory Committee - Action Items as at 10 August 2023

Item	Description	Updated Status	Responsibility	Action by
1.	<b>Accessible Playground Equipment</b> Manjimup Heritage Park	<ul style="list-style-type: none"> <li>The Shire have received some quotes for accessible equipment.</li> <li>Still awaiting formal confirmation of funding from Windmill Farms as part of their proposal to wind-up operations. KB to follow up.</li> <li>Walpole playground upgrades have been included in the Shire's 2023/2024 annual budget. Pemberton on hold.</li> </ul>	K Brown	Ongoing
2.	<b>Fencing</b> Manjimup Heritage Park	<ul style="list-style-type: none"> <li>Investigating the option of a 'barrier' between water and playground. This is to impede access to water by runaway children to give carer more time to stop the runaway.</li> <li>Feedback from Manjimup Macedonian Club is that they would like to be involved in some historic display within the Park. Idea around creating timeline on involvement of our people displayed on some screening idea to act as both educational and 'barrier'.</li> <li>Further need to investigate funding options and costs – in liaison with the Manjimup Heritage Park Advisory Committee.</li> </ul>	K Brown (in liaison with Spencer Roberts, Parks Manager)	Ongoing
3.	<b>Old School Site Manjimup</b> – Cherry Glades Housing development	<ul style="list-style-type: none"> <li>1<sup>st</sup> stage fully sold. Stages 2 &amp; 3 will meet gold standard.</li> <li>Conversations are continuing with the Shire of Manjimup and Ministers and Premier on the future of affordable housing in Manjimup.</li> <li>The Shire are still negotiating with the Government on ownership and management on the west side of the site.</li> <li>Currently parked by the government.</li> </ul>	K Brown	Ongoing
4.	<b>Communication Access</b> - Introducing AAC communication in the Shire of Manjimup	<ul style="list-style-type: none"> <li>Committee supportive of AquaCentre &amp; Manjimup Library as a starting point – trial.</li> <li>KB and DM to continue to work together to progress this action item, including sourcing training options.</li> <li>Suggestion of planning an excursion from MESC to facilities so staff can see AAC in use by MESC students and staff.</li> <li>Once implemented at the AquaCentre &amp; Manjimup Library, look into implementing installation of communication board in playground at Heritage Park (budget to be determined).</li> </ul>	D Mottram K Brown	Ongoing

Access &amp; Inclusion Advisory Committee Action Items

page 1 of 2

<p><b>5.</b></p>	<p><b>ACROD Parking Bay</b> Manjimup Heritage Park in improve better accessibility.</p>	<ul style="list-style-type: none"> <li>• Suggested location in the existing Park Café staff carpark (supported by owner). Alternative location near the bus pull in bay.</li> <li>• CM to provide plan at November meeting to present to the committee.</li> </ul>	<p>C Mills</p>	<p>November 2023</p>
<p><b>6.</b></p>	<p><b>Access to Post Office</b> Quinninup</p>	<ul style="list-style-type: none"> <li>• Group currently using a plastic crate as access. Building is utilised frequently by Quinninup residents.</li> <li>• CM &amp; KB to investigate current lease agreement to determine if Shire or lease holder responsibility. Report information back to the group for November meeting.</li> </ul>	<p>K Brown C Mills</p>	<p>November 2023</p>

**Current Parked Ideas**

- **Attraction Package Concept** - Proposal to develop a promotional package that will attract Retirees – Tree Changers. Seniors Housing Site in Manjimup should be included in promotional material.

**Operational Items**

- **Inclusive Equipment in Playgrounds Audit** – S Markotis is updating website and will include information on accessibility within our playgrounds.
- **Manjimup Footpaths** – Shire’s Community Services Department to maintain spreadsheet of current areas of concerns. Group encouraged to take photos and email them through so they can be captured.