

Disability Inclusion Reference Committee

Meeting Notes

When: Thursday 18 January 2018

Where: Main meeting room, Golden City Support Services (upstairs), 48 Mundy St

Time: 2pm to 5pm

1. Welcome

- a. Tristan Coote welcomed committee members, councillors and City staff. Tristan acted as Chair as Sara McQueenie and Andrew Barrett were unwell and unable to attend the meeting.
- b. Tristan Coote completed Acknowledgement of Country recognising the traditional land owners of the City of Greater Bendigo, the DjaDja Wurrung and Taungurung people.

2. Who is here and who is not

Chairperson	Tristan Coote
Who is here	Tristan Coote, Vincent Mammoliti, Teresa Iacono, Trevor Budge – Manager Regional Sustainable Development, Andy Walker – Manager Building and Property, Bridget Scilini, Cr Margaret O'Rourke, Bruce Duncan – Manager People and Performance, Graham Thomas – Traffic and Infrastructure Engineer, Ann-Marie Davis, David Williamson – Coordinator Inclusive Communities, Dr Noela Foreman, Juanita Miller
Who is not	a. Sara McQueenie b. Andrew Barrett c. Brett Martini, Manager of Engineering and Public Space c. Cr George Flack d. Andrew Smith – Transport Engineer e. Alison Musk f. Daniel Giles
City support staff at meeting	Jolie Middleton, Courtney Yam, Alison Jones & Ben Jones

3. Housekeeping

- a. Tristan reminded members afternoon tea would be at 3.30pm.

4. Are there any conflicts of interest?

- a. No members declared a conflict of interest.

5. Priority Area Updates

Accessible Greater Bendigo report on Action Plan progress

- a. Vinnie advised that the Accessible Greater Bendigo working group had decided the most accessible location for the forum in May was the Bendigo Tennis Centre.

Informed Greater Bendigo report Action Plan progress

- b. Juanita advised that there has been no meeting since the last DIRC meeting. The next meeting is scheduled for the week beginning Monday 22 January.

6. Community Access and Inclusion Plan (CAIP)

Year 2 Progress Report (Jolie Middleton)

- a. There are 34 actions listed in the CAIP. Of these, 24 actions have been completed. There are 5 actions currently in progress and 5 actions are yet to commence. There is 12 months remaining on the CAIP.

Significant projects of note:

- i. The City has been successful in receiving State Government funding for a Changing Place to be installed in the Bendigo CBD.
- ii. The City's website has been updated to be more accessible for people with a disability.
- iii. Central Victoria's first Marveloo was delivered in December and will be launched on 25th January at Lake Weeroona. Available for hire for events after this date.
- iv. The City obtained a grant through the National Disability Insurance Scheme to fund the continuation of the Inclusive Towns Project.

Other actions completed:

- v. A staff member within the Building and Property team became qualified to undertake building access audits. Ian Trapnell is the staff member.
- vi. The City's public toilet strategy has been reviewed and will be put forward for Council adoption Wednesday 24 January. Jolie to send out strategy.

Action	Action No.	Responsible person
Jolie to email DIRC the Public Toilet Strategy	46	Jolie Middleton

- vii. The City now accepts grant applications that are based on Infrastructure improvements.
- viii. The City's recruitment process in regards to people with a disability has been reviewed.
- ix. The City's Communications Team has made all Council documents available in alternative formats upon request.
- x. The City's Customer Support Unit has been working towards obtaining a Communication Access symbol. As a result, a communication board has been placed in Reception.
- xi. The City's Style Guide is now emphasizing the use of plain English in all council documents.
- xii. A social procurement schedule has been included in all new tenders for City service contracts.
- xiii. The City in partnership with VALiD ran an 'Our Choice' Disability Expo in March 2017.
- xiv. The City has introduced compulsory Diversity and Inclusion Training for all City Staff.

Actions to be completed:

- i. There are plans to conduct a disability awareness seminar for local builders & architects.
- ii. The introduction of Braille on City business cards.
- iii. Further awareness around use of the social procurement schedule to City managers.

- iv. The development of an accessible events policy for all City run events.

Action	Action No.	Responsible person
Jolie to distribute information on the accessible / electronic rate notices.	47	Jolie Middleton.

Development of the next Community Access and Inclusion Plan (Jolie Middleton)

- a. A review of the current plan and community consultation will be conducted.
- b. An Informed Greater Bendigo forum and an Accessible Greater Bendigo forum will be held in 2018. One is to be held in May, with the other to be held in September.
- c. Jolie asked the Committee if they want her to keep coming back to the whole Committee or a special meeting of the Committee to go over progress of the next plan's development.

Action	Action No.	Responsible person
The Committee decided that they would like a separate meeting to discuss the Community Access & Inclusion Plan rather than do so in DIRC meetings.	48	Jolie

7. Brainstorm discussion: What should be the priority disability access improvements to City buildings?

- a. Position of toilet roll dispensers in relation to handrails. The location of the dispenser opening poses a risk of cutting people's hands. An example of this is the accessible toilet in the Safe Transport Space in the Bendigo CBD.
- b. The level of accessibility for community halls that are for hire to the general public. This could be made into a public resource. It was suggested there should be at least one accessible community hall in each area. For example, Huntly.
- c. The food truck vendors at Lake Weeroona are not accessible for people who use a wheelchair or who are unable to reach the high windows. It was suggested that an accessible structure could be purpose built.
- d. It was suggested that Council owned building accessibility should be looked at from both the exterior and the interior of the building. For example: lighting, signage and doorway width. An example of how this could be improved is Dudley House which has poor lighting.

- e. It was suggested that a mobile or tablet app could be developed that uses a QR code to directly contact the City and provide accessibility feedback.
- f. There should be coat hooks in all accessible toilets.
- g. Smooth surfaces with no cobblestones make accessibility easier.
- h. Toilet Cubicle latches should be consistent and meet the Australian Standards.
- i. Accessible parking should be located near public toilets.

Jolie will work with Andy's team to prioritize these areas.

Action		
Jolie to work with Andy's team to prioritize disability access improvements to City buildings.	49	Jolie Middleton & Andy Walker

Action		
Arrange for DIRC members to tour the Gurri Wanyarra Swimming Centre before it opens.	50	Jolie Middleton & Andy Walker

Action		
DIRC members to advocate to Centro Lansell to make changes to their public toilets.	51	All

8. Election of Office bearers

- a. The Committee suggested that there will be significant changes to the membership of the DIRC in September and it would be better to continue the current Office bearers until then. The Committee agreed unanimously that the current Office Bearers will continue their current roles until September.

9. Confirm updated Terms of Reference

- a. The Committee voted to adopt the new Terms of Reference. The new Terms of Reference were adopted by Committee and will now become active.

10. Confirm minutes of previous meeting

- a. Minutes were passed by the Committee.

11. Updates on actions from previous meetings

- a. See Attachment 1, the Rolling list of actions table at the end of the notes.

12. Correspondence from Community to DIRC & Information Sharing

- a. Marveloo Central Vic launch: to be held on January 25, 2018 at Lake Weeroona. Jolie invited Committee members to please come along and have a look at the facility. The launch will be at Lake Weeroona at the main central car park at 2pm and will be left in place for use during the Australia Day celebrations.
- b. Changes with City's disability inclusion staff: Cara Smith will be finishing up her work in the Disability Inclusion Team on Friday 19 January. The position will be advertised internally shortly. Jolie will advise of the successful candidate. In order to ensure correspondence is directed appropriately, please use the DIRC email address rather than individual email addresses.
- c. Bendigo Autistic Advocacy and Support Service community meeting: Friday 19 January at 5pm. An email was received on Wednesday 17 January from the Bendigo Autistic Advocacy and Support Service inviting Committee members the opportunity to attend a meeting at 5pm, Friday 19 January at the East Bendigo Community Hall. This is a great opportunity to network and get involved.
- d. Inclusive Towns Steering Group: A Committee member was invited to join the Inclusive Towns steering group. Bridget Scilini volunteered and will attend on behalf of the Committee.

13. Finish of Meeting

Tristan Coote thanked the committee members and guests for attending the meeting. Meeting closed at 4:20pm.

Rolling list of actions

Action	Action No.	Responsible person	Date listed	Comments / date completed
Ann-Maree to email Leah Sertori to request meeting time to discuss possible new award category for accessibility in businesses.	14	Ann-Maree	19/01/17	<p>Steven Abbott, Manager Community Partnerships received an email from Leah Sertori saying that Be Bendigo would be happy to work with the City on including a new category of business accessibility in the Bendigo Business Awards. They will need the award to be sponsored to the value of \$6600 inc GST.</p> <p>The Committee now need to decide how it can obtain these funds.</p> <p>Invite Be Bendigo to March Meeting.</p>
A letter is sent to the Bendigo hospital from the Committee explaining parking concerns.	26	Cr O'Rourke and Committee	18/05/17	<p>Waiting for update from Mayor Cr O'Rourke.</p> <p>Jolie to follow up with Cr O'Rourke.</p>
Arrange for DIRC members to visit the new Hospital and give feedback from the DIRC's perspective. People to be included: Lyn Hartland, Daniel Giles, Jessica Stone and Ann-Maree Davis.	32	Jolie Middleton	20/07/17	<p>A visit to the hospital has been arranged for 22 January 2018. Meeting at Mercy Street entrance.</p> <p>Action completed.</p>
A working group to get together and a set of principles to guide the Building & Property team and others in the City on what are the most	33	Jolie Middleton, Cara Smith, Ian McLean, Tristan Coote, Ann Maree Davis & Vinni Mammoliti.	20/07/17	<p>Discussion held during January meeting.</p> <p>Action completed.</p>

important accessibility improvements. Aim to have a response to Stephen Van der Werf 6 weeks from this meeting.				
DIRC member to be invited to sit on Transport Forum Committee	34	Mayor Cr O'Rourke	20/07/17	Trevor confirmed that Daniel Giles will be invited to the new Regional Transport Committee when it is created. Daniel has also been invited to be on the ITLUS reference group. Action completed.
To see if a DIRC member can be invited to attend the HR Network meetings.	37	Kylie Cheal	21/09/17	A meeting was held with Committee members and People & Culture staff to talk about employment and work experience opportunities for people with a disability. Discussions will be ongoing. Action completed.
To see if Daniel Giles can be invited to sit on the Regional Transport Forum.	38	Mayor Cr O'Rourke	21/09/17	Complete. Not appropriate for DIRC member to sit on as it is a meeting of CEOs and senior executive representatives across the region.
Present a list of the City's Committee's at the next meeting to discuss opportunities for DIRC members to become involved.	40	Cara Smith	21/09/17	List has been compiled and has been distributed via email. Action completed.
Ann-Maree Davis to present information on employment of people with a disability at a future meeting.	41	Cara Smith & Ann-Maree Davis	21/09/17	Plan for Ann-marie to present at March Meeting.

Jolie to amend the terms of reference and present at the next meeting.	43 & 46	Jolie Middleton	21/09/17	Terms of Reference amended and confirmed at January meeting. Action completed.
Andrew Barrett to be invited to the "From Vulnerable to Resilient" project reference group.	44	Andrew Barrett & Frances Ford	16/11/17	Action completed.
Find out more information from 123 Cabs, Uber and Shebah to invite them to future meetings.	45	Jolie Middleton	16/11/17	Still to be followed up.

DRAFT