

**Notes of Meeting
Disability Inclusion Access Reference Group
Thursday 6 June 2019.**

Meeting Room Batlow RSL

Present: Wendy Arentz, Narelle Nibbs, Martin Brown, Judi Boyd, Grace McEachern , Tracy Wiggins (12 md)

**Apologies:, Jo Shore, Grace McEachern
Meeting opened: 1100 am**

Business	Action	Who	Completed
1. Notes from last meeting	Accepted as true and accurate	Narelle Martin	
2. Business arising from Notes MLAK keys have been purchased . Narelle handed over 10 MLAK leys.	Presentation of keys. Social media piece to highlight DIARG and support of Ability links.	Tracy	
General Business <ul style="list-style-type: none"> • .Update on DIAP progress given. • Progress of Council Report 	Now 20 actions of DIAP started with 6 achieved. Prioritisation of actions to occur. Report carried over until next month. Discussion of information in relation to		

	DIARG Council Report carried over to other business,		
3. Other Business	<p>Tracy reported outcome of meeting with Governance and Risk Team in relation to Council report put up and to get the DIARG recognised as a Council Committee.</p> <p>Recommendation given is to merge the Disability Inclusion Access Resource Group and Community Welfare Committee to form the Disability and Welfare Committee.</p> <p>Motion: Proposed by Martin Brown "The Disability Inclusion Access Reference Group merge with the Community and Welfare Committee to become the Disability and Welfare Committee".</p> <p>Motion carried by all.</p>		
4. Meeting closed	12.30 pm		
5. Next meeting	11am 4 July Tumut. Organise venue, forward notes.	Tracy	

THE MINUTES OF THE COMMUNITY WELFARE COMMITTEE MEETING HELD on Thursday 4th July, 2019 in Meeting Room 2, Council Offices, Bridge Street, Tumbarumba.

COMMENCING AT: 1.30pm

PRESENT: Amanda Lewis, Garry McClelland, Narelle Nibbs, Ursula O'Brien, Marilyn Gilbert

IN ATTENDANCE: Martin Brown, Grace McEachern

APOLOGIES: Robin O'Dell, Tracy Wiggins, Karen Doyle

The sole purpose of this meeting was to discuss the future of the Community Welfare Committee in Tumbarumba.

Tracy had presented the meeting with a document outlining what each of the committees do; the DIRAG Committee had already seen this as they had a meeting in the morning.

We went through the document and clarified some of the information within the report.

The suggestions that we needed to look at:-
Merge the committees into one
Form a subcommittee to report to the main committee

It was felt unanimously that the merging of the committees would probably not work, members of the Community Welfare Committee had expressed concerns that travelling to meetings in Tumut or Batlow would be too hard for them and then it was felt that our community would miss out. It was suggested that Skype meetings could be set up to get around this. It was also felt that the Community Welfare Committee dealt with many more issues than the DIRAG but that it did deal with disability issues which are the sole purpose of the DIARG.

After lots of discussions around the table and every person in the room being asked their opinion it was suggested that the only way it appeared this would work is if the Community Welfare Committee be the subcommittee of the DIARG, this way both committees could keep their meeting cycles and that any issues of a disability interest that come before the Community Welfare Committee would then be actioned to the DIARG to follow up.

Therefore the recommendation to Council that the Community Welfare Committee put to Council is that-

The DIARG Committee be the main Advisory Committee of Council and the Community Welfare Committee report to the DIARG as a subcommittee.

The Community Welfare Committee also suggests to Council that they look at setting up a Community Welfare Committee in the Tumut area so that both subcommittees would have an input to the DIARG.

The Community Welfare Committees should send a report and representative to the DIARG meeting following their meeting and the DIARG Committee would then include this information in their report to Council.

The next meeting of the welfare committee will be on the 8th August 2019

There being no further business to discuss, the meeting closed at 2.15pm

MINUTES OF COMMITTEE MEETINGS**NOTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP – 6 JUNE 2019****RECOMMENDATION:****THAT COUNCIL:**

1. **Receive the report on the Disability Inclusion Access reference Group from Division Manager Community Services.**
2. **Note the Minutes of the disability Inclusion Access Reference Group meeting held on 6 June 2019.**
3. **Adopt the following recommendation/s from the minutes:**

The Disability Inclusion Access Reference Group merge with the Community and Welfare Committee to become the Disability and Welfare Committee”.

BACKGROUND:A meeting of the Disability Inclusion Access Reference Group was held on 6 June 2019 at the Batlow RSL.

Business arising from notes.

Narelle Nibbs (Ability Links), presented 10 Master Locksmiths Access Keys for disabled toilets. An official presentation of keys to highlight DIARG and support of AbilityLinks was discussed to occur in the future.

An update on progress of the Disability Inclusion Action Plan (DIAP) was given. 20 actions started to date and six of these have been completed.

Other Business

Division Manager, Community Services reported outcome of meeting with Governance and Risk Team on 30 May 2019, in relation to Council report put up and to get the DIARG recognised as a Council Committee.

Recommendation from the Governance and Risk Team, is to merge the Disability Inclusion Access Resource Group and Community Welfare Committee to form the Disability and Welfare Committee.

Motion: Proposed by Martin Brown “The Disability Inclusion Access Reference Group merge with the Community and Welfare Committee to become the Disability and Welfare Committee”.

Motion carried by all.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:
CSP Outcome 2028**

Theme 4: Communication & Engagement

Delivery Outcomes

4.5 Council demonstrates strong leadership through a governance framework which drives progress towards achieving the community vision.

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

N/A

Financial and Resources Implications

N/A

Costs and Benefits

N/A

Policy, Legal and Statutory Implications:

Local government Act , 1993

Disability Inclusion Act, 2014

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Merge of Community Welfare and Disability Inclusion Access Reference Group – There is risk that if not merged, the actions of the Disability Inclusion Action Plan may not be achieved.

OPTIONS:

N/A

COUNCIL SEAL REQUIRED

No

COUNCIL ENGAGEMENT AND COMMUNICATION:

N/A

Attachments

Notes from DIARG Meeting 6 June 2019.



Disability Inclusion Access Reference Group

DRAFT Terms of Reference

ToR No: SVC-TofR-[]-[]

(Number to be obtained from CSO)

1. NAME

The Disability Inclusion Access Reference Group (DIARG) is an advisory committee to Snowy Valleys Council.

2. STATUS

The Disability Inclusion Access Reference Group does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

3. DELEGATION

All decisions of the Committee will constitute recommendations to Council and other major stakeholders where relevant.

4. PURPOSE

The purpose of the committee is to:

- Provide feedback to Council on the actions out of the Disability Inclusion Action Plan (DIAP)
- Provide a forum for discussion for achieving actions out of the DIAP.
- Assist and encourage enhancement of services, facilities and activities within the Council region to include people who have disability.
- Develop links between service providers and Council.

5. OBJECTIVES OF THE COMMITTEE

The Disability Inclusion Access Reference Group is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support. The objectives are:

- Provide insight to council's plans and actions in order to facilitate access to services, facilities and activities within the area for people who have disability.
- Be a sounding board / group for consultation to council and its committees when they plan services, facilities and activities.

6. DECISION MAKING

The Committee is to make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item, the recommendation to Council should note the dissenting views.

7. MANAGEMENT AND OPERATION OF THE COMMITTEE**a) STRUCTURE / MEMBERSHIP**

The Committee shall be comprised of a minimum of three (3) of community representatives, the General Manager or nominated delegate and one Councillor. It is desirable that there is a representation from the entire Council area, a reasonable gender balance and age distribution within the Committee.

b) APPOINTMENT AND SELECTION OF MEMBERS

The Snowy Valleys Council will call for applications from community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Disability Inclusion Access Reference Group by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or an organisation.

c) TERM

The term will be in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Disability Inclusion Access Reference Group may cease to hold office:

- If the member provides a written resignation;
- By death, mental incapacitation or by serving of a criminal sentence;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

d) CHAIRPERSON

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

e) COUNCIL STAFF MEMBERS ON COMMITTEES

Snowy Valley's Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights;
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

f) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

g) QUORUM

A quorum of the Committee will be three (3) appointed voting members.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 5h).

h) INQUORATE MEETINGS

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes. The members present at an inquorate discussion cannot put or carry any motion or resolution.

i) DECISIONS AND VOTING

The Committee's business is conducted on a consensus model.

If it is not possible to arrive at a consensus on a particular item, the recommendation to Council should note the dissenting views.

Major decisions and recommendations will be referred to Council for adoption.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Disability Inclusion Access Reference Group for Snowy Valleys Council.

Only those Councillors appointed to the Disability Inclusion Access Reference Group have voting rights.

j) ATTENDANCE OF NON MEMBERS

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

4. COMMITTEE OPERATION AND MEETINGS

a) MEETINGS

Meetings will be held at least quarterly, as arranged by the committee Chairperson. The location of meetings are to be distributed within locations of Council.

b) SPECIAL MEETINGS

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

c) NOTICE OF MEETINGS

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings.

A minimum of one week's notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at Council offices, Council website and libraries.

d) MINUTES

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee.

e) MEETING PROCEDURES AND PROTOCOL

The procedures and protocols to be observed at the Committee meetings are those of Council's Code of Meeting Practice.

5. SUPPORT AND RESOURCING THE COMMITTEE

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes to support the function of the Committee and any working groups.

6. MEDIA COMMENT AND CONFIDENTIALITY

The Committee has no delegated authority to make comments to the media.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

7. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

8. AMENDING THE TERMS OF REFERENCE

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

9. DISSOLUTION

Council may at any time dissolve the Committee.

10. LIABILITY OF MEMBERS

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

11. SUPERSEDING POLICY NO AND TITLE

No superseding policies

12. TERMS OF REFERENCE PREPARED AND AMENDED BY:

Division Manager Community Services

13. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			

**THE MINUTES OF THE COMMUNITY WELFARE COMMITTEE MEETING HELD
on Thursday 20th June, 2019 in Meeting Room 2, Council Offices, Bridge
Street, Tumbarumba.**

COMMENCING AT: 1.40pm

PRESENT: Amanda Lewis, Tracy Wiggins, Ann Cluley, Narelle Nibbs,
Ursula O'Brien, Karen Doyle

IN ATTENDANCE: Wendy Arnetz, Judy Boyd, Amos

APOLOGIES: Marilyn Gilbert, Robin O'Dell Cllr Ham, Cllr Wright

1. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 18th April 2019 were confirmed as a true and accurate record.

Ann Cluely/Karen Doyle

2. BUSINESS ARISING FROM PREVIOUS MINUTES

- A small success with the fridge issue at the hospital for residents and residents and families can see they are trying very hard to accommodate everyone.
- Historical Society contact about garage – this had not been followed up on but the Historical Society were due to have their AGM on Thursday 4th July so Tracy will contact them about this then.

3. MSO COORDINATOR'S REPORT

The MSO Coordinator presented her reports to the Committee.

4. FINANCE REPORT

Tracy gave a verbal report to say everything was going well and we had no worries. The MSO had income of around \$130,000 and the expenses were sitting around \$100,000.

Community Transport was all good too and money is being put into the vehicle replacement fund.

5. GENERAL BUSINESS

- The plants near the kiosk in the street are very overgrown and need pruning as they are making it difficult to see around them.
- The lights opposite the Catholic church are not working near the top of the steps on Murray Street making it hard to see in the evening.

- The NILS program is still running for Vinnies and both they and Amanda have been helping clients to get this.
- Vinnies also have contacts for drug and alcohol issues and we can contact Ann for this information.
- There is no form of emergency housing in town now because of the caravan park issues, pubs are sometimes not suitable for families.
- Tracy mentioned that Council are currently looking at all their committees including ours and looking at ways of changing or merging some committees. It was suggested that the DIARG and the Community Welfare Committee merge as the cross over is similar. Wendy, Narelle and Tracy all act on the DIARG and gave an overview of this. The DIARG committee had already spoken about this and decided that they would like to become part of our committee in some way. Some members of the Welfare committee felt we needed some time to think about this and have another meeting giving other members the information needed to make the decision. Therefore another special meeting was called on Thursday 4th July 2019.
- A refugee welcome forum will be held in Batlow on 27th June, all welcome.

6. COMPLAINTS AND FEEDBACK

None at this time.

7. NEXT MEETING

The next meeting of the welfare committee will be on the 4th July 2019

There being no further business to discuss, the meeting closed at 2.45pm

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