

12.2. MINUTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP - 27 OCTOBER 2022 - ATTACHMENTS

Attachment Titles:

1. REVIEW Disability Inclusion Access Reference Group Terms of Reference
2. Minutes - Disability Inclusion Access Reference Group - 27 October 2022

Attachment 1 - 20221017 - REVIEW Disability Inclusion Access Reference Group Terms of Reference - SVC-TofR-025-02

DISABILITY INCLUSION ACCESS Reference Group Terms of Reference

ToR No: SVC-TofR-025-02

In addition to the Terms of Reference, the committee must abide by the Council Committees Policy and Council Committees Operation Manual.

1. NAME

The name of the Committee is the Disability Inclusion Access Reference Group (DIARG).

The Disability Inclusion Access Reference Group 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 the Council and other major stakeholders where relevant.

2. PURPOSE

The purpose of the committee is to:

- Provide feedback to Council on the actions prescribed in the Disability Inclusion Action Plan (DIAP)
- Provide appropriate advice and recommendations on key strategic matters in accordance with Council's DIAP
- Assist and encourage the enhancement of services, facilities and activities within the Local Government Area with consideration of persons who have a disability.
- Partner with organisations and community members to assist in the delivery of Council's DIAP

3. OBJECTIVES OF THE COMMITTEE

The Disability Inclusion Access Reference Group is an advisory committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

The focus of the Committee shall be on long-term strategic planning, with the outcome being recommendations for inclusion in Council's Delivery Program, Resourcing Strategy and Disability Inclusion Action Plan. Discussions should consider funding priorities, service levels and planning for a sustainable future.

Furthermore, the Disability Inclusion Access Reference Group shall provide feedback on promoting an inclusive community through positive behaviours and attitudes, that are presented in Disability Inclusion Access Reference Group reports.

4. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) MEETINGS

Meetings will be held **Bimonthly** at locations within the Local Government Area of Snowy Valleys Council. To ensure ongoing accountability and accessibility meetings can be in person or via video link.

b) MEMBERSHIP

Membership should consist of not less than three and not more than twelve voting members, inclusive of a Councillor representative. Membership should be representative of all communities within the Local Government Area.

c) 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.

d) SECRETARIAT

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committee.

e) 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.

f) QUORUM

A quorum of members must be present for each meeting and shall be half-plus-one (more than 50%) of appointed voting members. If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned and rescheduled to a later date.

The voting 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.

g) ATTENDANCE OF NON-MEMBERS

All residents and rate payers of the Local Government Area can attend meetings of the committee.

h) MEDIA COMMENT AND CONFIDENTIALITY

The Committee must not make comments to the media on any other matter without approval, which is obtained through the nominated staff delegate.

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.

i) GENERAL OPERATIONS

Appointment, selection, membership and term will be in accordance with the Snowy Valleys Council Committee's Operation Manual and Policy. In addition to the manual and policy all members must abide by Council's Code of Conduct.

j) WORKING GROUPS

The committee is able to form Working Groups, as required, for specific purposes relating to the activity associated with the committee.

5. 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.

Any amendments to the Terms of Reference must be adopted by a resolution at a formal meeting of the Snowy Valleys Council.

6. ASSOCIATED DOCUMENTS

Snowy Valleys Council Committees Policy SVC-GOV-PO-110-01

Snowy Valleys Council Committees Operation Manual SVC-GOV-GdI-028-01

Snowy Valleys Council Code Of Conduct SVC-RP-STY-001-03

Snowy Valleys Strategic Asset Management Plan

Snowy Valleys Council Resourcing Strategy

Snowy Valleys Delivery Program

7. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0	24 October 2019	M331/19	
2.0			

Attachment 2 - Minutes - Disability Inclusion Access Reference Group**Notice of Meeting**

**DISABILITY INCLUSION ACCESS
REFERENCE GROUP COMMITTEE**

Thursday, 27 October 2022 at 11:30 AM
Via Video Link

MINUTES

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1. COMMENCING AT:

11.40am

2. PRESENT:

Voting Members - Catherine Anderson (Kurrajong), Christine Webb (Tumut Community Association), Sonia Ratley (Connect me Counselling), Kerein Mullins (Intereach), Melissa Bradshaw (Snowy Valleys School).

In Attendance - Lisa McAuliffe - Community Development Officer - (Council Delegate) and Kayley Dickinson - Coordinator Place Activation

3. ACKNOWLEDGEMENT OF COUNTRY:

An acknowledgement of the traditional custodians of the land was delivered by Kerein Mullins

4. APOLOGIES:

Cr Thomson (Councillor Delegate), Amanda Lewis (SVC Multi Service Outlet Coordinator), Fiona Scott (Valmar - Senior Coordinator).

5. DECLARATION OF PECUNIARY INTEREST:

Nil.

6. MINUTES OF PREVIOUS MEETING:

6.1. MINUTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP - 24 FEBRUARY 2022**DAI02/22 RESOLVED:**

THAT:

1. The Minutes of the Disability Inclusion Access Reference Group meeting held on 24 February 2022 be received.

Melissa Bradshaw/Kerein Mullins

CARRIED

6.2. NOTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP - 28 APRIL 2022**DAI03/22 RESOLVED:**

THAT:

1. The Notes of the Disability Inclusion Access Reference Group meeting held on 28 April 2022 be received.

Christine Webb/Kerein Mullins

CARRIED

Minutes of the Meeting of the Disability Inclusion Access Reference Group Committee held in Via Video Link on Thursday, 27 October 2022

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6.3. NOTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP - 23 JUNE 2022**DAI04/22 RESOLVED:****THAT:**

1. The Minutes of the Disability Inclusion Access Reference Group meeting held on 23 June 2022 be received.

Christine Webb/Kerein Mullins

CARRIED**6.4. NOTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP - 25 AUGUST 2022****DAI05/22 RESOLVED:****THAT:**

1. The Minutes of the Disability Inclusion Access Reference Group meeting held on 25 August 2022 be received.

Christine Webb/Kerein Mullins

CARRIED**7. BUSINESS ARISING:**

Discussion held regarding an update on the footpath on Currawong Street. People, using scooters and with disability are having to walk on the Hwy. This matter has been raised in the past and the Community Development Officer was asked to provide an update if possible at the next meeting on the progression.

8. AGENDA ITEMS:**8.1. DISABILITY INCLUSION REFERENCE GROUP MATTERS - 27 OCTOBER 2022****DAI06/22 RESOLVED:****THAT THE COMMITTEE:**

1. Receive the report on Matters presented to the Committee.
2. Review and discuss the report - Disability Inclusion Access Reference Group Committee - Matters - 27 October 2022.

Kerein Mullins/Christine Webb

CARRIED**8.1 Adoption of new members to DIARG**

Council received six DIARG committee member applications. Sonia Rattey (connectmecounselling), Fiona Scott (Valmar), Kerein Mullins (Intereach), Melissa Bradshaw (Snowy Valleys School), Christine Webb (Tumut Community Association), Martin Brown (Community member) and Catherine Anderson (Kurrajong).

RECOMMENDATION:

That Council;

1. Except Sonia Rattey (connectmecounselling), Fiona Scott (Valmar), Kerein Mullins (Intereach), Melissa Bradshaw (Snowy Valleys School), Christine Webb (Tumut Community Association), Martin Brown (Community member), Catherine Anderson (Kurrajong) as the voting members for the Disability Inclusion Access Reference Group Advisory Committee.

2. Notify applicants of the outcome.

Kerein Mullins/Christine Webb

CARRIED

8.2 Adopted Snowy Valleys Council, Disability Inclusion Action Plan (DIAP) 2022 - 2026

The Community Development Officer provided an update to the committee on the adoption of DIAP at Councils September meeting and that the Manager Community Services has been responsible for reporting on the progress of the DIAP, however reporting will now be the responsibility of the Place Activation Team.

8.3 DIAP Progress matrix

The DIAP progress matrix is a document used to track progress of the DIAP. Future tracking will be entered into Councils reporting system.

8.4 DIARG Terms of Reference

The Committee discussed and reviewed the Terms of Reference and agreed to recommend adopting the Terms of Reference with a change to the meeting frequency from quarterly to Bimonthly.

RECOMMENDATION:

That Council;

1. Adopt the reviewed Disability Inclusion Access Reference Group Terms of Reference.

Kerein Mullins/ Christine Webb

CARRIED

9. GENERAL BUSINESS:

Discussions

The committee agreed to elect the chairperson for the committee at the next committee meeting through the new appointed committee.

The Pedestrian Crossing in Wynard Street is concerning regarding the speed that vehicles are travelling when approaching the pedestrian crossing. Reducing the speed limit in Wynard Street and more signage to alert drivers of the crossing may help provide a safer crossing for people with disability.

Organisations are finding it hard to access the local pools with groups of people with disabilities during busy times. This can be challenging and quite overwhelming for these groups and the committee would like to know if organisation can apply for access outside of the busy times. A lifeguard would need to be present.

Community Development to discuss with relevant staff the possibility of having a simple process for people with a disability to provide feedback to Council to help improve the safety and access for people with disability, provide update to the next committee meeting.

2023 Meeting Dates

Bimonthly - The fourth Thursday of that month. The first committee meeting of 2023 to be held on Thursday the 23rd of February 2023.

10. NEXT MEETING:

The next meeting will be held on the 23rd of February 2023 commencing at 11.30am via video link.

There being no further business to discuss, the meeting closed at 11.58am.