

Community Inclusion and Wellbeing Reference Group

Date	28 January 2021	Time	10:00am – 11:30
Venue	Council Chambers, Yalawanyi Ganya	Note-taker	Lyndie Hepple
Present	Anna Burley, Felicity Carter, Hannah Earley, Lyndie Hepple, Karen Fuller, David Isbel, John Price, Cr Katheryn Smith		
Apologies	Paul De Szell, Elizabeth Green, Mark Norris, Judy Hollingworth		
Not present	Cr David Keegan		

Meeting items

1. Meeting opened welcome and Acknowledgement of Country

Mayor David West

2. Declaration of Conflicts of Interest

None

3. Action Items Update

- Aboriginal representation – agreed to issue standing invitation to CEOs of Tobwabba and Biripi Medical Centres to alternate meetings. Hannah has spoken the CEOs who are keen but weren't available for this meeting.
- Walk around community for disability. Set for Thursday 22 April.
- Invite new CEO of Community Transport to next meeting – Lyndie Hepple has sent email invitation and followed up, Cr Smith has phoned and left messages – no response yet.
- Housing Forum planning has progressed for last week of April/1st week of May. Need to identify stakeholders, MC/moderator.
- Statement re EEO/Inclusiveness in recruitment adverts – Advertising has been revised and statement will appear in all jobs from now on.
- Carers of the Future School to Work program – pilot program still in progress. Not in a position to extend to other providers until pilot is complete and evaluated.
- Promotion of Elsa Dixon opportunities in the Aboriginal Community – broad promotion within the community will occur next time we advertise (not just through schools).
- Relationships between HR recruitment team and specialist disability employment services – currently looking to engage with those service providers
- DPOP review – hard copies of DPOP sent to group. Liz Green has emailed her thoughts through for consideration.
- Disability Inclusion Action Plan Progress Report – hard copy sent to group.
- Disability Inclusion Action Plan – consultation due to commence soon. Consultation results will be brought to CIWRG when consultation is complete.

- North Tuncurry Development – Development Application and accompanying SIA has not been lodged yet.
- Road surfacing – LH spoke to engineers. No other complaints received. Fact sheet provided to help understand the process. Anna Burley provided photos of the problem with electric wheelchairs. Lyndie will take those back to Engineering.
- Policy on non-working dogs in Council buildings. No policy currently exists. A briefing note has been prepared for MANEX consideration.
- Disabled parking in Memorial Drive unusable due to wheely bins. Lyndie consulted with rangers – was referred to the Waste team. Local businesses have been advised of this problem in the past. Letters are being sent to remind local businesses of the need to keep the parking spaces clear.
- Access to toilets in Forster office closed. MANEX advised of the issues caused. Forster office is now closed apart from the front counter. No meeting rooms are available.
- Covered disability parking spots. Lyndie spoke to Engineering team who will consider this for future development and projects. Letters sent to Stockland Shopping Centre and Myall Quays Shopping Centre alerting them to the need and requesting consideration of installing covers. Members requested the same letter be sent to RSL and Bowling Clubs across the LGA.

4. **Housing Forum**

Aiming for 30 April – waiting for confirmation of Amanda Murray’s availability. Need to agree clear outcomes and design the workshop to achieve those outcomes. Need a strong moderator to enable that.

Stakeholders identified: Compass Housing, Samaritans, Mission Australia, Neighbourhood Centres (Gloucester, Taree, Manning), Women’s Shelter (Forster), Taree Shelter, Taree Youth Refuge, Homebase, Wesley, NSW Police, Aboriginal Medical Centres, Aboriginal Housing, Homebase, Homelessness Interagency, Mental Health Service Providers (who are they?), Council staff (Community Development, Strategic Planning (Housing), State and Federal members? Group to email Lyndie with any other suggestions.

We need accurate and up-to-date statistics and information before the Forum, to ensure relevant discussions, and avoid wasted time arguing about the current state.

5. **Walk-About planning**

Date set for Thursday 22 April 10 am start, meet at old Council building. Date specifically chosen to avoid the worst of the summer heat. Involves small groups walking around to advise businesses of improvements they can make and to raise awareness and understanding. Ask rep from Guide Dogs, Dennis Christensen, Kelly in her wheelchair and 2 female carers, parent with a pram, person with mobility walker (Aunty Pam).

Consider an accessibility award for local business – ask MidCoast business awards if they would consider a new category for inclusion.

Set dates for Forster and Tuncurry Walk Abouts.

6. Delivery Program and Operational Plan (DPOP)

Discussion regarding 1-year outcomes. Group advised that the draft document will be workshopped with Councillors on 17 March and 8 April (dates subject to change). Public Exhibition period will probably be for 28 days from the end of April. The CIWRG should have their say during the exhibition period. Lyndie will convene a special meeting of the group to facilitate a group response to the draft.

Discussion regarding MidCoast Assist inclusion in the DPOP. Service providers in the room feel MCA has an unfair advantage and there is no competitive neutrality when MCA has Council resources behind it.

7. Disability Inclusion Action Plan (DIAP) Annual Progress Report

Hard copies of the Progress Report for the 2019/20 year were distributed to the group for information. All agreed there has been a lot done.

Discussion re Strategy 3, the group commented that it appeared nothing had occurred during the past year, however the staff census has remained a priority for Council. Delays in rolling the census out were caused by the design and rollout of the new MC1 software and systems. Currently scheduled for messaging to staff mid Feb, with the Census running through March 2021. The information we are seeking from existing employees has been asked of new employees since July.

8. General Discussion

- Anna Burley would like more information about mobility scooter workshops and if there would be a workshop at Gloucester. Lyndie will follow up.
- Anna Burley raised the issue around the font sizing (in flyers and brochures) for people that might require less wording and larger text.
- LHD Committee are looking into wayfaring and accessibility through signage around the Manning Rural referral hospital.
- Toilets in Little street Forster
 - There is no unisex in the accessible toilets which can make it difficult when assistance is required from a carer of the opposite sex.
 - It was also raised that the width of the entrance also makes it difficult to easily manoeuvre into the toilets.
 - John mentioned that DCJ currently have funding available that could allow the purchase of toilet lifts. There seems to be a large gap in lifts in toilets in the area. There is a website that identifies the lifts – [National Public Toilet Map](#)
- Pools
 - The group enquired which pools have lifts and if there is a need for more.

9. Meeting review and Close

Lyndie requested the meeting originally scheduled for 25 March, be brought forward a week to Thursday 18 March due to medical leave, which was agreed to by those in attendance.

Next meeting

Date	Thursday 18 March 2021	Time	10.00am
Venue	Council Chambers, Yalawanyi Ganya, 2 Biripi Way, Taree		

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Action items update

Item No	Description	Date Raised	Action for	Due Date/ Timeframe	Status Update as at 27/09/19
1	Invite medical centre CEOs to attend on alternating basis.	29/3/19	HE	28/1/2021	Ongoing
2	Walk around community for disability	28/02/20	LH		Resume planning walk when COVID-19 laws allow
3	Invite new caretaker CEO of community transport to attend next meeting	28/02/20	LH/Cr KS		LH sent an invite to Kate Gilmour, CEO of Manning and Area Community Transport 25/11/2020, f/up 27/11. Cr Smith has phoned and left messages. No response.
4	Housing Forum – set date, identify relevant stakeholders, MC	15/12/20	LH	End Jan 21	Initial planning in progress
5	Statement re EEO/Inclusiveness in recruitment adverts	15/12/20	Paul Martin	ASAP	Statement has been revised and will appear in all jobs from now on
6	Consider extending Carers of the Future School to Work program to Valley Industries. Provide info to CIWRG re participating schools	15/12/20	Paul Martin	June 2021	Too early to look at extending. It's a pilot program so we need to see how the program goes.
7	Promotion of Elsa Dixon opportunities within the Aboriginal Community – not just through schools	15/12/20	Paul Martin	ASAP	This will happen when we next advertise positions
8	Does Recruitment Team have relationships with specialist disability employment services?	15/12/20	Paul Martin	ASAP	Advised by HR no we don't, but will look to engage with them
9	DPOP review – for discussion at Jan 2021 meeting. Send hard copies to group	15/12/20	LH	Jan 2021	Hard copies mailed on 15/1/20

10	Disability Inclusion Action Plan progress report – for discussion at Jan 2021 meeting. Send hard copies	15/12/20	LH	Jan 2021		Hard copies mailed on 15/1/21
11	Disability Inclusion Action Plan – bring consultation outcomes to CIWRG for information	15/12/20	LH	March 21		Consultation not yet commenced.
12	North Tuncurry Development – SIA	15/12/20	LH	Jan 2021		DA not yet lodged.
13	Road resurfacing/patching. Loose gravel causes problems with wheelchairs	15/12/20	LH	Jan 2021		LH spoke to Engineers. No other complaints have ever been received before. Info sheet provided for CIWRG.
14	Policy on non-working dogs in Council Buildings.	15/12/20	LH	Jan 2021		Council does not have a policy. LH has prepared a briefing note for Management Executive to consider
15	Disabled parking in Memorial Drive unusable due to wheely bins	15/12/20	LH	Jan 2021		LH discussed with Waste Services. They will write to businesses highlighting the problem, however not much more can be done. Businesses have been spoken to about this in the past.
16	Access to toilets in Forster office closed	15/12/20	LH	Jan 2021		LH brought up with MANEX, Forster office is now closed apart from the customer service function. No meeting rooms are available.
17	Covered disability parking spots	15/12/20	LH	Jan 2021		LH discussed with Engineers. Will be considered in future developments. LH sent letters to Stockland and Myall Quay shopping centres requesting consideration of this need.

Key:

	Not yet scheduled for commencement		Commenced and on schedule		Commenced and not on schedule or overdue		Complete	→	Deferred	W	Withdrawn
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