

Community Inclusion and Wellbeing Reference Group

Date	28/08/20	Time	9:30am – 11:00
Venue	Zoom	Note-taker	Hannah Earley
Present	Hannah Earley, Felicity Carter, Cr Katheryn Smith, David Isbel, Elizabeth Green, John Price, Paul De Szell and Mark Norris		
Apologies	Mave Richardson, Kylie Atkinson, Karen Fuller, Cr Dave Keegan, Anna Burley, Bree Katsamangos, Jane Stevenson & Judy Hollingsworth		
Not present			

Meeting items

Item	Key points/actions
1	Acknowledgement of Country Hannah Earley
2	Declaration of any conflicts of interests Nil
3	Action items update The group reviewed progress on action items from their previous meeting.
4	General discussion The group had general discussion on relevant issues.
5	Presentation of Delivery Program & Operational Plan (DPOP)
6	Inclusion process with employment and recruitment
7	International Day of People With Disability
8	Meeting review and Close

Next meeting

Date	30 October 2020	Time	9:30am – 11:00am
Venue	Via Zoom (unless otherwise specified)		

Community Inclusion and Wellbeing Reference Group

Action items update

Item No	Description	Date Raised	Action for	Due Date/ Timeframe	Status Update as at 27/09/19
1	Consult Aboriginal community on Aboriginal representation on the reference group.	29/3/19	HE	27/8/19	Ongoing
2	Members were interested in viewing the minutes from the Bushfire Health and Wellbeing committee and the opportunity to offer a supporting partnership	28/02/20	PDS		Paul to circulate minutes when available
3	Walk around community for disability	28/02/20	HE	Deferred	→ Resume planning walk when COVID-19 laws allow
4	Invite new caretaker CEO of community transport to attend next meeting	28/02/20	HE		Hannah Earley to invite new CEO to attend next meeting
5	Red Cross Webinar	24/04/20	PDS		W
6	Vacant Generalist position MCC and DCJ funding	24/04/20	PDS		Position now filled and updated
7	Distribute DPOP with members	26/06/20	HE		DPOP sent to members
8	Invite Head of Community Housing and Department of Housing to future meeting to talk about broader strategies of housing.	26/06/20	FC & HE		Try lock in for next meeting
9	Presentation of DPOP	26/06/20	MCC		Present DPOP to look at next 12 months
10	Enquire with HR for input and understand for Inclusion Policy for council	26/06/20	HE		

Key:

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yet scheduled for commencement	Commenced and on schedule	Commenced and not on schedule or overdue	Complete	→	Deferred	W	Withdrawn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

Community Inclusion and Wellbeing Reference Group

3. Action items update

- 1 **Consult Aboriginal community on Aboriginal representation on the reference group – ongoing**
- 2 **Members were interested in viewing the minutes from the Bushfire Health and Wellbeing committee and the opportunity to offer a supporting partnership – Paul still trying to track down.** Changing space in bushfire recovery, resilience NSW pulling out regionals across the whole of landscape. Keep on agenda for update at next meeting and what resilience NSW are doing. MCC currently recruiting 2 roles to replace what resilience NSW were doing.
- 3 **Walk around community for disability –** Find out limitations on moving forward with walk. Check with Karen and others with mobility impairment that are potentially interested in taking part. There would be a couple interested from valley industries. John suggested Kelly to attend the walk also. Hannah to organise date in the next couple of weeks. Hannah to check when Karen and Kelly are available then work around date. MidCoast Council also raising awareness with internal staff organising event for White Cane day, 15th October – council signed off for staff to participate.
- 4 **Invite new caretaker CEO of community transport to attend next meeting –** Cr Katheryn Smith to email Anna Burley for contact
- 5 **Red Cross Webinar –** remove from actions
- 6 **Vacant Generalist position MCC and DCJ funding –** We have filled the generalist position. Calypso Watson has been appointed to the position. The position is fully council funded. There is a second position advertised as a Community Strengthening Officer Aboriginal. Calypso's role is specifically linked to some issues in this network and therefore would see future involvement in this network.
- 7 **Distribute DPOP with members –** Sent out with agenda and minutes.
- 8 **Invite Head of Community Housing and Department of housing to future meeting to talk about the broader strategies of housing –**Amanda Murray is state manager for community housing. October meeting to have housing on agenda. Felicity to invite Amanda to October meeting pending availability.
- 9 **Presentation of DPOP –** present in general business
- 10 **Enquire with HR for input and understand Inclusion policy for council employment –** *MidCoast Council Equal Employment Opportunity – Management Plan* was distributed with minutes. Invite a couple of key people from HR to next meeting. Disability employment funding is changing, opportunity for council to access. Invite a couple of people from HR team to attend next meeting David Isbel mentioned disability employment funding is changing, going to be open to all employees.

4. General business

Update and refocus activities for 2021.

5. Presentation of Delivery Program & Operational Plan (DPOP)

Paul DeSzell presented DPOP – The way a DPOP works is there's a cascade of planning and reporting documentation that's required legislatively by department of local government. There's an overarching community strategic plan that goes out to 2036 and every 3-4 years (depending on council cycle) there's a delivery plan (DP) and every year there's an operational Plan, which sets out what council will do in a within the month period. That was on exhibition last June.

Paul explained the structure and how other plans flow into the Community Strategic Plan such as the DIAP (Disability Inclusion Action Plan) (The progress report for the DIAP was sent to all members via email yesterday from Michelle Jobson), Land use strategies, and Economic Development Strategy, Resourcing Strategy.

The purpose of a delivery program is to provide future planning and capacity to plan for long term projects and to allow the delivery of projects. The community strategic plan is a document that is driven by the community. It's designed to meet the aspirational goals of the community.

Katheryn suggested adding task list from this Network recommend to be included in the next strategic plan. Felicity suggested members take the time to read the plan and review against what we consider as priorities for this network then set priorities for the council to consider. Paul agreed that this would be really important for members to read the DPOP.

Felicity suggested identifying our critical success factors and barriers. We could identify areas in the DPOP where we could provide our considered opinion and a priority pathway. Start with what we think is important and see where it matches.

Liz agreed with the Felicity's ideas and interested in identifying gaps that council might have missed.

An action was then agreed for each member to read the DPOP and identify our own gaps then discuss further at the next meeting. Paul mentioned the DIAP that's been sent out and asked members to read the annual report and bring anything to the table. David Isbel had read the report and gave credit where its due and that a lot has been done. He gave comments around opportunity for improvement around intellectual and psychosocial disabilities, such as support groups but commented the overall amount that has been done already is impressive.

6. Inclusion process with employment and recruitment

Carry over to next meeting to have HR involved. Paul will invite HR representatives to next meeting to have a discussion around inclusive employment.

Dave mentioned to inform HR that NDIS now allows non-registered providers (Council would be a non-registered provider) to fund support for employees with disabilities which is a real game changer.

7. International Day of People with Disability

MidCoast, Community Strengthening Officer Coordinator, Lyndie Hepple is planning on forming a working group to start planning a day for International Day of People with Disability. We would like this to be inclusive group where people with disability can have a say and how they would like to mark and respect the day.

Dave Isbel suggested Lyndie to contact him if she would like engage with Valley Industries clients and employees. Hannah to inform Lyndie.

8. Meeting review and Close

Next meeting in person on the 30th October, change from large committee room to Chambers room.

Additional meeting end of year Christmas meeting November Tentatively

Hannah to send poll for future meetings with a start date to be decided 2021

Block out Mondays and Wednesdays