



# Hastings Access Sub-Committee

## Business Paper

**date of meeting:** Monday 15 June 2015

**location:** Function Room  
Port Macquarie-Hastings Council  
17 Burrawan Street  
Port Macquarie

**time:** 2.00pm

**Note:** Council is distributing this agenda on the strict understanding that the publication and/or announcement of any material from the Paper before the meeting not be such as to presume the outcome of consideration of the matters thereon.



**PORT MACQUARIE  
HASTINGS**

## Hastings Access Sub-Committee

### CHARTER

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- (a) To advise Council regarding issues of access and facilities for persons with disabilities to all public areas and public buildings within the Hastings Local Government area.
- (b) To provide expert advice and recommendations, including pre-lodgement advice on building and development applications relating to public buildings, where necessary.
- (c) To develop guidelines for assessing building and development applications relating to private buildings.



**PORT MACQUARIE  
HASTINGS**

## Hastings Access Sub-Committee

### ATTENDANCE REGISTER

Member	15/09/14	17/11/14	16/02/15	20/04/15		
Councillor Rob Turner	✓	A	✓	✓		
Councillor Lisa Intemann (alternate)	X	✓	X	A		
Lyndel Bosman Guide Dogs NSW	✓	X	✓	✓		
Nik Sandeman-Allen Care & Mobility	X	X	X	X		
Brian Bucket	✓	✓	✓	A		
Elizabeth Rose	A	✓	✓	✓		
George Payne	✓	✓	A	✓		
Helen Booby	X	✓	✓	A		
Liz Faassen	✓	A	A	A	resigned	resigned
Max Waters	✓	✓	✓	✓		
Mike Ispen	A	A	✓	A		
Phil White	A	A	A	A		
Sharon Beard	✓	✓	✓	✓		
Lucilla Marshall PMHC Group Manager Community Development	A	A	A	✓		
Julie Priest PMHC Aged & Disability Officer	✓	✓	✓	✓		

**Key:** ✓ = Present

A = Absent With Apology

X = Absent Without Apology



**PORT MACQUARIE  
HASTINGS**

# Hastings Access Sub-Committee Meeting

Monday 15 June 2015

## Items of Business

<b>Item</b>	<b>Subject</b>	<b>Page</b>
01	Acknowledgement of Country .....	<u>5</u>
02	Apologies.....	<u>5</u>
03	Confirmation of Minutes .....	<u>5</u>
04	Disclosures of Interest.....	<u>12</u>
05	Business Arising from Previous Minutes.....	<u>16</u>
06	Pedestrian Egress & Safety .....	<u>18</u>
07	Applications for Membership to the Port Macquarie-Hastings Access Sub-Committee .....	<u>19</u>
08	General Business	



**PORT MACQUARIE  
HASTINGS**

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**Item: 01****Subject: ACKNOWLEDGEMENT OF COUNTRY**

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"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

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**Item: 02****Subject: APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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**Item: 03****Subject: CONFIRMATION OF PREVIOUS MINUTES**

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**RECOMMENDATION**

That the Minutes of the Hastings Access Sub-Committee Meeting held on 20 April 2015 be confirmed.

**PRESENT**

**Members:**

Councillor Rob Turner (Chairperson)  
Lyndel Bosman (Guide Dogs NSW)  
Elizabeth Rose  
George Payne  
Max Waters  
Sharon Beard  
Lucilla Marshall (PMHC Group Manager Community Development)  
Julie Priest (PMHC Aged & Disability Officer)

**Other Attendees:**

Nil

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The meeting opened at 2.00pm.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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**CONSENSUS:**

That the apologies received from Councillor Lisa Intemann (alternate), Brian Bucket, Liz Faassen, Mike Ipsen, Phil White, Helen Booby and Vicky Whitfield be accepted.

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**03 CONFIRMATION OF MINUTES**

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**CONSENSUS:**

That the Minutes of the Hastings Access Sub-Committee Meeting held on 16 February 2015 be confirmed.

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## **04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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## **05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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### **5.12 Development and Compliance:**

Accessible car parking spaces - Lucilla Marshall reported that Dan Croft Group Manager Development & Environment is reviewing this issue.

#### **CONSENSUS:**

That this issue be included in the Access Committee submission to Premises Australian Standards Review.

### **5.14 Access Friendly:**

Discussion about accommodation providers. Cr Turner advised he opened the wheelchair basketball competition and had emailed organisers requesting any feedback on accommodation and disability access during their visit. No response has been received yet.

#### **CONSENSUS:**

That Julie Priest arrange Disability Friendly visit and advise Committee of the itinerary.

### **5.17.1 Access Requests - Taxi Layback:**

Cr Turner advised that a notice of motion for provision of suitable taxi rank laybacks or ramps in Horton and Hayward Streets Port Macquarie was carried at the Council meeting on 15 April. This was resolved by the General Manager to provide advice on the implications of bringing forward, on the works program, the construction of suitable ramps or laybacks so as to enable wheelchairs, gophers and similar to more safely load and off-load over the gutter sections at both locations.

Julie Priest had provided Jeff Sharp with the drawing from Brian Bucket and had also forwarded a design from Brisbane City Council which had done similar works.

#### **CONSENSUS:**

That an update be provided at the next Committee meeting.

### **5.17.2 Sailability:**

#### **CONSENSUS:**

That the Committee attend Sailability at 10.30am Wednesday 13 May 2015 at McInherney

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Park.

### **5.17.3 Accessible Car park Requests:**

Council's Volunteer Coordinator is arranging a group of volunteers to count every car parking space in Wauchope, Laurieton and Port Macquarie CBD and the location and number of disability (accessible) spaces.

The Residents Group of Melaleuca Caravan Park has requested an accessible car parking space adjacent to Aldi's on Hughes Place (off Hastings River Drive). Julie met onsite with Alan Willoughby the President of the Residents Action Committee. They have a number of residents with disability and nursing staff who visit. Hughes Place is full of vehicles from staff who work at the car yards and it is untimed parking.

#### CONSENSUS:

That:

1. The Committee be provided with an updated upon the completion of the car park counting project and review the ratio and location of accessible parking spaces.
2. The Committee recommends the installation of an accessible parking space at Hughes Place.

### **5.17.4 Public Seating:**

Clr Turner suggested a seat be recycled from Mrs Yorks Garden.

#### CONSENSUS:

That Recreation and Buildings investigate if a park bench seat from Mrs Yorks Garden can be recycled and installed near Tea & Treasures on William Street.

### **5.17.5 Footpath Site Lines:**

Lyndel Bosman reported on site lines for footpaths. She referenced the Vision Impaired audit tool and white line at pedestrian ramp corners. The Pavement Marking Manual does not generally encourage edge-lined wayfaring and instead endorses tactile markers and directional Tactile Ground Surface Indicators (TGSI's). Running white paint along the footpath is costly and if a person needs to find the drop off of a footpath then using a cane would be an assistive tool for them to find it. Lyndel concluded that other tools such as long canes and changing behaviours is the way forward.

### **5.17.6 Dunbogan Fishing Platform:**

The Engineer has advised that there is no funding to extend the platform. The Lake Cathie application has been submitted and this is an opportunity if successful to create a good design and the Access Committee to have a closer look at the design.



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**5.17.7 Yellow Brick Road:**

Clr Turner advised that the 2015/16 budget includes \$500k for more footpaths and this year \$500k was spent on completing some of the missing footpath links and was focussed on the CBD's. Two ambitious footpath projects Beach to Beach (Pilots Beach to North Haven) and Schools to Schools (Kew to Laurieton) is being undertaken. The Dunbogan Park section has just been completed

**5.17.8 The Observatory Taxi Set Down Area:**

This is currently on hold while Engineering works with the community to resolve the pedestrian crossing. If the pedestrian crossing is re-instated then the cement apron will have to remain clear and not have a taxi set down area within it.

**5.17.9 Accessible Arts:**

Julie Priest spoke about the \$70k project Accessible Arts is doing in Port Macquarie. The three projects include the development of a wheelchair puppet schools touring show, a young 22 year old illustrator being mentored for 20 weeks with an artist and writer to create a book which will be launched at the Library and a community art forum. Max Waters and Mike Ipsen also attended the Community forum. The concept idea was an artist to work with disability groups on an art installation such as creating a pod of dolphins made out of recycled water bottles.

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**06 GENERAL BUSINESS**

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**06.01: Resignation of Liz Faassen and Vicky Whitfield from the Committee:**

Liz Faassen submitted a letter of resignation to the Access Committee.

*Dear Julie,*

*I am sorry to announce that I am going to have to resign from the Access Committee due to work commitments.*

*I have thoroughly enjoyed my time on the committee and I'm sure the other members will carry on doing excellent work and making a big difference to people with disabilities in Port Macquarie.*

*Regards,*

*Liz Faassen*

Vicky Whitfield also rang Julie Priest this morning and advised she would be resigning as she has missed all the meetings this year due to ill health and due to family illness will not be able to continue with the Committee. Vicky will send a written resignation.

**CONSENSUS:**

That:

1. The resignation of Liz Faassen and Vicky Whitfield be accepted. That a thank you letter be sent to both of them.
2. That the call for new members be undertaken as per Council's usual Expression of Interest process.

**06.02 Review of Lake Road and Blackbutt Road Roundabout Construction:**

The Committee reviewed the plans.

**CONSENSUS:**

That the Engineer be advised that the committee welcomed the installation of a footpath, however have concerns about the narrowness of the pedestrian refuge as it is non-compliant and have concerns about encouraging pedestrians to cross busy Lake Road.

**06.03 Review of the Disability (access to premises - Building) Standards:**

The Committee reviewed the standards.

**CONSENSUS:**

That a submission on behalf of the Committee is submitted and includes no pedestrian egress within an accessible car parking space, that ratios are included in car parking spaces, that minimum door width is extended from 850 to 950mm, wayfinding signage is improved with large font size and dual symbol and size of emergency exit signs increased.

**06.04 Invitation to Physical Disability Council of NSW Workshop:**

The Committee members were invited to the PDCN workshop at Port Macquarie on 27 and 28 April 2015.

**06.05 Community Pre-school Parking Request:**

The Committee reviewed the request for an accessible (disability) parking space to be installed at the front of a Day Care Centre which links to a driveway to access the premises.

**CONSENSUS:**

The Access Committee endorses the request for an accessible (disability) parking space to be installed outside a Community Preschool at 41 Munster Street, Port Macquarie.

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**06.06 Bus Shelter Project:**

The Director of Infrastructure and Asset Management has requested data on the number of disability friendly bus shelters. The Volunteer Coordinator can organise an audit of all bus stops, which have shelters and which have disability shelters by harnessing a group of volunteers to travel on the buses. This information will be used in future grant applications. Cr Roberts suggested Google Earth may assist. El Rose volunteered to assist.

**CONSENSUS:**

That the Volunteer Coordinator proceed with the bus shelter audit and for a photo to be taken of each shelter. El Rose to be invited to assist.

**06.07 Access issues - Hollingsworth:**

El Rose reported that the section of footpath and kerb and gutter at Bridge and Hollingsworth needs to be inspected. Max Waters enquired if the footpath had been improved near Joeys day care centre.

**CONSENSUS:**

That an update be provided at the next Committee meeting.

**06.08 Wauchope Access:**

George Payne spoke about need for a standard kerb at the parking spaces. Cllr Turner advised that the RMS is holding a 4 day workshop in Wauchope to hear all pedestrian egress issues and then to come up with a plan.

**06.09 International Guide Dog Day:**

Lyndel Bosman spoke about the event on Wednesday 29<sup>th</sup> April with a media campaign. In the following weeks it will be a good opportunity to promote positive media stories via our Disability Friendly access visits.

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The meeting closed at 4.00pm.

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Item: 04  
Subject: DISCLOSURES OF INTEREST

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**RECOMMENDATION**

That Disclosures of Interest be presented

**DISCLOSURE OF INTEREST DECLARATION**

Name of Meeting: .....  
Meeting Date: .....  
Item Number: .....  
Subject: .....  
.....

I, ..... declare the following interest:

**Pecuniary:**  
Take no part in the consideration and voting and be out of sight of the meeting.

**Non-Pecuniary - Significant Interest:**  
Take no part in the consideration and voting and be out of sight of the meeting.

**Non-Pecuniary - Less than Significant Interest:**  
May participate in consideration and voting.

For the reason that: .....  
.....

Signed: ..... Date: .....

*(Further explanation is provided on the next page)*



**Further Explanation**

(Local Government Act and Code of Conduct)

A conflict of interest exists where a reasonable and informed person would perceive that a Council official could be influenced by a private interest when carrying out their public duty. Interests can be of two types: pecuniary or non-pecuniary.

All interests, whether pecuniary or non-pecuniary are required to be fully disclosed and in writing.

**Pecuniary Interest**

A pecuniary interest is an interest that a Council official has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the Council official. (section 442)

A Council official will also be taken to have a pecuniary interest in a matter if that Council official's spouse or de facto partner or a relative of the Council official or a partner or employer of the Council official, or a company or other body of which the Council official, or a nominee, partner or employer of the Council official is a member, has a pecuniary interest in the matter. (section 443)

The Council official must not take part in the consideration or voting on the matter and leave and be out of sight of the meeting. (section 451)

**Non-Pecuniary**

A non-pecuniary interest is an interest that is private or personal that the Council official has that does not amount to a pecuniary interest as defined in the Act.

Non-pecuniary interests commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

The political views of a Councillor do not constitute a private interest.

The management of a non-pecuniary interest will depend on whether or not it is significant.

*Non Pecuniary – Significant Interest*

As a general rule, a non-pecuniary conflict of interest will be significant where a matter does not raise a pecuniary interest, but it involves:

- (a) A relationship between a Council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the Council official or of the Council official's spouse, current or former spouse or partner, de facto or other person living in the same household.
- (b) Other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- (c) An affiliation between a Council official an organisation, sporting body, club, corporation or association that is particularly strong.

If a Council official declares a non-pecuniary significant interest it must be managed in one of two ways:

1. Remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Council official.
2. Have no involvement in the matter, by taking no part in the consideration or voting on the matter and leave and be out of sight of the meeting, as if the provisions in section 451(2) apply.

*Non Pecuniary – Less than Significant Interest*

If a Council official has declared a non-pecuniary less than significant interest and it does not require further action, they must provide an explanation of why they consider that the conflict does not require further action in the circumstances.



**SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION**

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of land in which councillor or an associated person, company or body has a proprietary interest ( <i>the identified land</i> ) <sup>i</sup>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease trust, option or contract, or otherwise).  <input type="checkbox"/> Associated person of councillor has interest in the land.  <input type="checkbox"/> Associated company or body of councillor has interest in the land.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST</b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP ( <i>the subject land</i> ) <sup>iii</sup> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land.  <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain.  <input type="checkbox"/> Appreciable financial loss.

**Councillor's Signature:** ..... **Date:** .....



### Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting in respect of which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

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- i. Section 443 (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative<sup>iv</sup> or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.
  - ii. Section 442 of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section 448 of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
  - iii. A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section 443 (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest—see section 448 (g) (ii) of the *Local Government Act 1993*.
  - iv. **Relative** is defined by the *Local Government Act 1993* as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.



Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

<b>Item:</b>	5.12	14 May 2012
<b>Subject:</b>	Aldi Car Park - Submission to Australian Standards	
<b>Action Required:</b>	Julie Priest to provide update about submission to Premises Australian Standards Review.	
<b>Current Status:</b>	Provide at June meeting.	

<b>Item:</b>	5.14	14 June 2012
<b>Subject:</b>	Access Friendly Project	
<b>Action Required:</b>	Committee to report on excursion to SailAbility. Committee to nominate businesses to visit during 2015.	
<b>Current Status:</b>	Discuss at June meeting.	

<b>Item:</b>	5.17	10 February 2014
<b>Subject:</b>	Access Requests	
<b>Action Required:</b>	<p><b>1. Taxi requests for kerb ramp at Coles and layback on Horton St cab rank</b> Traffic Engineer to provide advice on the implications of bringing forward, on the works program, the construction of suitable ramps or laybacks so as to enable wheelchairs, gophers and similar to more safely load and offload over the gutter sections at both locations.</p> <p><b>2. Accessible car park requests</b> 1. The Committee review the community request for letter of support for additional accessible car parks to be installed at Lake Cathie Woolworths 2. The Committee be provided with an updated upon the completion of the car park counting project and review the ratio and location of accessible parking spaces.</p>	



	<p><b>4. Public seating</b> That Recreation and Buildings investigate if a park bench seat from Mrs Yorks Garden can be recycled and installed near Tea &amp; Treasure on William Street.</p> <p><b>5. Disability Friendly Bus stops</b> That the Volunteer Coordinator proceed with the bus shelter audit and for a photo to be taken of each shelter. El Rose to be invited to assist.</p> <p><b>6. Access issues</b> El Rose reported that the section of footpath and kerb and gutter at Bridge and Hollingsworth needs to be inspected. Max Waters enquired if the footpath had been improved near Joeys day care centre.</p> <p><b>7. Access works completed</b></p> <p><b>North Haven Public Toilet, path &amp; parking</b> The installation of an accessible public toilet &amp;, shower, linking footpath and car parking space has been completed.</p> <p><b>Dunbogan Footpath</b> Park land footpath has been completed and 200 metres of footpath along river.</p>
<b>Current Status:</b>	Provide update at June meeting

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**Item: 06**

**Subject: PEDESTRIAN EGRESS & SAFETY**

**Presented by: Community & Economic Growth, Tricia Bulic**

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**RECOMMENDATION**

**That the Committee note the verbal report presented by resident Brodie Rafferty under the aegis of Ability Links.**

**Discussion**

Mr Rafferty to address the Committee regarding his concerns of skateboarders in the Port Macquarie CBD posing a risk for the safety of pedestrians including people with disability travelling along footpaths and in Hay Street forecourt.

**Attachments**

Nil



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Item: 07

Subject: APPLICATIONS FOR MEMBERSHIP TO THE PORT MACQUARIE-  
HASTINGS ACCESS SUB-COMMITTEE

Presented by: Community & Economic Growth, Tricia Bulic

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#### RECOMMENDATION

That the Committee review and endorse applications for new members to join the Port Macquarie-Hastings Access Sub-committee.

#### Discussion

That the Committee review the applications received from Ian Irwin, Julie Haraksin, Ben Oultram, Bruce Gibbs, Jeffrey Tapping and Carmel Tapping.

#### Attachments

Nil