



Port Macquarie-Hastings Access Sub-Committee

Business Paper

date of meeting: Tuesday 4 April 2017

location: Port Macquarie Sports Stadium Meeting Room
Corner of Hastings River Drive & Hibbard Drive
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 Access Sub-Committee

CHARTER

1. AIMS

- 1.1 To provide advice and recommendations to Council on strengthening accessibility to all public areas and public buildings within the Port Macquarie-Hastings LGA.
- 1.2 To develop projects that will improve physical access for people with a disability living in the Port Macquarie-Hastings LGA.
- 1.3 To oversee the implementation and monitoring of projects designed to meet the Disability Discrimination Act requirements in the relevant Council planning documents:
 - Delivery Program;
 - Operational Plans;
 - PMHC Disability Discrimination Act Action Plan 2008 2018; and
 - Other relevant documents.
- 1.4 To determine funding priorities for upgrades consistent with the 'Guidelines for Prioritising Access Funding' for PMHC Buildings and Facilities.

2. SUB-COMMITTEE MEMBERSHIP

- 2.1 Sub-Committee members will comprise of:
 - Councillor (Chairperson)
 - Community Members (14 members)
 - Ex officio - Place Making
 - Infrastructure
 - Development & Environment
- 2.2 Chairperson will be a nominated Councillor.
- 2.3 The role of the chairperson shall be to:
 - Chair meetings;
 - Compile agenda in consultation with Council staff member;
 - Ensure meetings are properly convened;
 - Oversee activities of the committee; and
 - Keep the order of proceedings, as set by the agenda.

In the absence of the chairperson, an alternate Councillor shall chair the meeting.

- 2.4 Council's Place Facilitator will be the Secretary for the meetings and will be responsible for:
 - Convening Committee meetings and provide written notice to all members at least 7 days prior to the scheduled meeting;

- Document minutes and forward a copy to Committee members within 14 days of the meeting;
 - Document the priorities for access works funding;
 - Maintain contact details of Committee members;
 - Provide support and resources to the Committee; and
 - Liaise with various areas of Council to bring access issues forward.
- 2.5 Membership of the Sub-Committee will be open to any member of the community that has a disability, is a parent/carer of a person with a disability, has some professional experience or has a demonstrated interest in access issues.
- 2.6 On an annual basis, all committee members will be requested to advise of their interest in remaining on the committee. Should there be any vacancies then membership will be open up to the community via a nomination process.
- 2.7 Members who are absent from three meetings without an apology may have their membership suspended.

3. MEETINGS

- 3.1 A minimum of six meetings will be held per annum.
- 3.2 Topics for the agenda should be forwarded to the nominated Community Development Officer no later than 14 days prior to the meeting date.
- 3.3 Agenda and minutes from the previous meeting will be circulated to members at least 7 days prior to the meeting.

All meetings of the Sub-Committee are public meetings. Members of the public and media can attend meetings as observers; however, they cannot speak at the meeting unless prior arrangements are made through the Sub-Committee Secretary. Presentations shall be limited to a maximum of 5 minutes.

4. QUORUM

- 4.1 A quorum will consist of at least six members of the Sub-Committee.

5. VOTING

- 5.1 Voting on recommendations are made by consensus and all decisions regarding the allocation of funding for works must be stated precisely for inclusion in the minutes.

6. COMMUNICATION

- 6.1 Members of the Sub-Committee are not permitted to speak to the media as representatives of the Committee unless approved by the chairperson.



**PORT MACQUARIE
HASTINGS**

- 6.2 Where approval has been sought from the chairperson, views and opinions expressed are those of the Port Macquarie-Hastings Access Sub-Committee and not of Port Macquarie-Hastings Council.
- 6.3 When endorsement is required from Port Macquarie-Hastings Council approval must be sought through the formal process.

7. PARENT COMMITTEE

- 7.1 Ordinary Council Meeting.

8. CODE OF CONDUCT

- 8.1 All members of the committee are to abide by Council's Code of Conduct.

Port Macquarie-Hastings Access Sub-Committee

ATTENDANCE REGISTER

Member	19/10/15	14/12/15	15/02/16	18/04/16	20/06/16	07/02/17
Councillor Rob Turner	✓	✓	✓	✓	✓	
Councillor Peter Alley						✓
Councillor Lisa Intemann (alternate)	✓	A	A	X	A	X
Anthony Clarke	✓	A	✓	✓	A	A
Ben Oultram	✓	✓	✓	✓	✓	✓
Bruce Gibbs	-	✓	A	A	A	✓
Elizabeth Rose	✓	✓	✓	✓	✓	✓
Helen Booby	✓	✓	A	✓	✓	✓
Ian Irwin	✓	✓	✓	✓	A	✓
Jeffrey Tapping	✓	✓	✓	✓	✓	A
Julie Haraksin	✓	✓	✓	✓	A	✓
Lyndel Bosman	✓	A	✓	✓	A	A
Max Waters	✓	✓	✓	✓	A	✓
Mike Ispen	✓	✓	✓	✓	A	A
Phil White	A	A	A	A	A	✓
Sharon Beard	✓	A	✓	✓	✓	✓
Lucilla Marshall PMHC Group Manager Community Development	A	A	✓	A	A	A
Julie Priest PMHC Aged & Disability Officer	✓	✓	✓	✓	✓	✓

Key: ✓ = Present A = Absent With Apology X = Absent Without Apology



**PORT MACQUARIE
HASTINGS**

Port Macquarie-Hastings Access Sub-Committee Meeting

Tuesday 4 April 2017

Items of Business

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**PORT MACQUARIE
HASTINGS**

Item: 01

Subject: ACKNOWLEDGEMENT OF COUNTRY

"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."

Item: 02

Subject: APOLOGIES

RECOMMENDATION

That the apologies received be accepted.

Item: 03

Subject: CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Port Macquarie-Hastings Access Sub-Committee Meeting held on 7 February 2017 be confirmed.

PRESENT

Members:

Councillor Peter Alley (Chairperson)
Ben Oultram
Bruce Gibbs
Elizabeth Rose
Helen Booby
Ian Irwin
Julie Haraksin
Max Waters
Phil White
Sharon Beard
Julie Priest (PMHC Aged & Disability Officer)

Other Attendees:

Pip Cox PMHC Road Safety officer
Rebecca Doblo PMHC Landscape Architect
Cheryl Dimmock Guide Dogs

The meeting opened at 2:00pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

1. That the apologies received from Anthony Clarke, Jeffrey Tapping, Lyndel Bosman, Mike Ipsen and Lucilla Marshall be received.
2. That it be noted that Max Waters withdrew his request for six months leave from the Committee.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Port Macquarie-Hastings Access Sub-Committee Meeting held on 20 June 2016 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING

5.01 Access Friendly Project

The Committee noted that Charles Sturt University has relocated the signpost from the middle of the footpath and that this is a pleasing outcome from the onsite review with the Facilities Manager.

CONSENSUS:

That Julie Priest will arrange the next visit to Town Beach café and Breakwall Café and to also review the car parking. Other venues to visit include Sea Acres, the new Mexican café and Chop 'n Grill.

5.02 Accessible car park requests.

5.02.1 The Committee reviewed the request at Flynn's Beach and Pip Cox spoke about car park requests for Tuffins Lane and Findlay avenue.

CONSENSUS:

That Flynn's Beach is a high priority and an additional accessible (disabled) parking space be installed at Flynn's beach in the first available parallel park (next to where the surf lesson trailer is) and it is suitable for a long vehicle. That Pip Cox investigate usage of the Findlay Avenue site and report back at the next Access Committee Meeting. That Tuffins Lane is a medium priority for two accessible (disabled) car parks to be installed.

5.02.2 Disability friendly bus stops

The Committee noted that the grant application for 10 new accessible bus shelters has been submitted.

5.02.03 Access Works

The Committee were advised that the accessible Long Flat public toilet was installed and is open. The Wauchope Public swimming pool ramp has been installed and council is investigating the purchase of an aquatic wheelchair. Ben Oultram advised NewIDAFE has asked for a hoist and Julie Priest will contact Paul at NewIDAFE to discuss.

5.02.04 Website

The Council website page has been updated about the Access Committee and Access Friendly Businesses.

5.02.05 Accessible Toilets

The Committee reviewed the request from Bonny Hills Progress Association. Ben Oultram spoke about trialling an adult change table. There may be some scope to add this to the design of the new Wauchope soccer venue.

CONSENSUS:

That the Committee recommends \$20k from the DDA budget be allocated to the Rainbow Beach project for 2 x accessible toilets and showers. This is dependent on Bonny Hills Progress Association securing \$70k grant funding for the project. The Committee will provide a letter of support for the grant application upon request.

5.02.06 Advocacy

The Committee noted that Council had submitted feedback to the State Government Legislative Assembly about the lack of access to transport for seniors and disadvantaged people in the Port Macquarie-Hastings region.

5.02.07 Mobi mats

The Committee noted that a trial at Town Beach using accessible mats was included in the draft Disability Inclusion Action Plan.

06 LAKE CATHIE PLAYGROUND UPGRADE CONCEPT PLAN

Rebecca Doblo, PMHC Landscape Architect, presented to the Committee concept plans for the Lake Cathie Playground upgrade. Discussion covered Rebecca seeking cheaper quotes for speaking tubes, location of playground and what costings were included.

Rebecca presented to the Committee concept plans for the Tacking Point Lighthouse footpath upgrade. Discussion covered visual perspective and possible objections, estimated \$200k costing, acknowledged Rotary's huge contribution and already completed footpaths, car parking and viewing platform.

CONSENSUS:

That the Committee recommended the allocation of \$50k from the Disability Discrimination Act Action Plan budget for the Lake Cathie Foreshore Playground upgrade including the installation of an accessible carousel as Option 1.

3. That the Committee reviewed the concept plan of the Tacking Point Lighthouse upgrade and prioritised it as a low priority. The Committee supports the principle of an accessible ramp and will provide a letter of support for this project for any grant funding applications.

07 SMALL VILLAGES PEDESTRIAN ACCESS AND MOBILITY DRAFT PLAN

The Committee reviewed the plan. Submissions close 24 February for any comments.

CONSENSUS:

That the Committee compliment ARUP and Council staff on such a well put together draft Small Villages Pedestrian Access and Mobility Plan.

08 DRAFT DISABILITY INCLUSION ACTION PLAN

Julie Priest spoke about the draft plan which is mandated by State Government. Bruce Gibbs discussed audit of accessible car parking spaces. Max Waters provided changes and Julie Haraksin requested KPI's include numbers and targets.

CONSENSUS:

That changes to the draft Disability Inclusion Action Plan include targets for KPI's and amendments as discussed.

4. That Bruce Gibbs will coordinate an audit of the accessible car parking spaces.

09 GENERAL BUSINESS

09.01 DISABILITY INFO SUPPORT HUB (DISH)

Julie Haraksin discussed the Disability Info Support Hub (DISH) group she coordinates as part of her volunteer portfolio at Disability Advocacy. She and Phil White emphasised that anyone approached by NDIS to insist on a face-to-face meeting, not over the phone interview.

CONSENSUS:

That Julie Haraksin to provide an information flyer about DISH to be forwarded to the Committee

09.02 TGSI'S

Phil White advised that the TGSI's at Ocean Drive opposite the treatment centre were broken.

CONSENSUS:

That Julie Priest to forward the request to Traffic & Transport to action repair of broken TGSI's at Ocean Drive. Port Macquarie.

09.03 TRAFFIC SIGNAL AUDIO

Julie Haraksin advised that the audio at the traffic crossing on Gordon and Grant Streets does not work.

CONSENSUS:

That Julie Priest will forward request to Transport & Traffic to action RMS to repair broken audio at signalised crossing on Gordon and Grants Streets Port Macquarie.

09.04 TRANSPORT OPTIONS TO GLASSHOUSE

El Rose discussed lack of transport options to Glasshouse scheduled for residents to attend performances and need for a courtesy coach.

CONSENSUS:

That El Rose and Julie Priest meet with Community Transport to discuss transport options.

The meeting closed at 4:23pm.

Item: 04
Subject: DISCLOSURES OF INTEREST

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:
.....

Name:

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. The Council official must not be present at, or in sight of, the meeting of the Council at any time during which the matter is being considered or discussed, or at any time during which the council is voting on any question in relation to the matter. (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

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of land in which councillor or an associated person, company or body has a proprietary interest (<i>the identified land</i>)	
Relationship of identified land to councillor [Tick or cross one box.]	<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.
MATTER GIVING RISE TO PECUNIARY INTEREST	
Nature of land that is subject to a change in zone/planning control by proposed LEP (<i>the subject land</i>) ⁱⁱⁱ [Tick or cross one box]	<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 [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Effect of proposed change of zone/planning control on councillor [Tick or cross one box]	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

Councillor's Name:

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.

-
- 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^{iv} 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..
 - 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

Item:	5.01	7 February 2017
Subject:	Access Friendly Project	
Action Required:	<ul style="list-style-type: none"> • Committee to provide an update about the Breakwall Kiosk and the Town Beach Kiosk • Discuss next Access Friendly venues 	
	Discuss at April meeting.	

Item:	5.02	7 February 2017
Subject:	Access Requests	
Action Required:	<ol style="list-style-type: none"> 1. Accessible public toilets Update about Lake Cathie. 2. Access ideas Update about mobi mats idea for Town Beach . 3. Access parking Pip Cox, Road Safety Officer, to provide an update about the Findley Avenue request for accessible car park. 4. Access updates <ul style="list-style-type: none"> • Broken TGSI's at Ocean Drive, Port Macquarie. • Broken audio at the traffic signal crossing on Gordon and Grant Streets. • Meeting with Community Transport about scheduling transport for Glasshouse performances. 5. Town Centre Master Plan Committee Sharon Beard to provide any updates. 6. Review of the <i>Disability Standards Report (Access to Premises– Buildings)</i> and the Federal Government response to the Report. 	
	Discuss at April meeting.	

Item: 06

Subject: DRAFT DISABILITY INCLUSION ACTION PLAN

Presented by: Community and Economic Growth, Liesa Davies

RECOMMENDATION

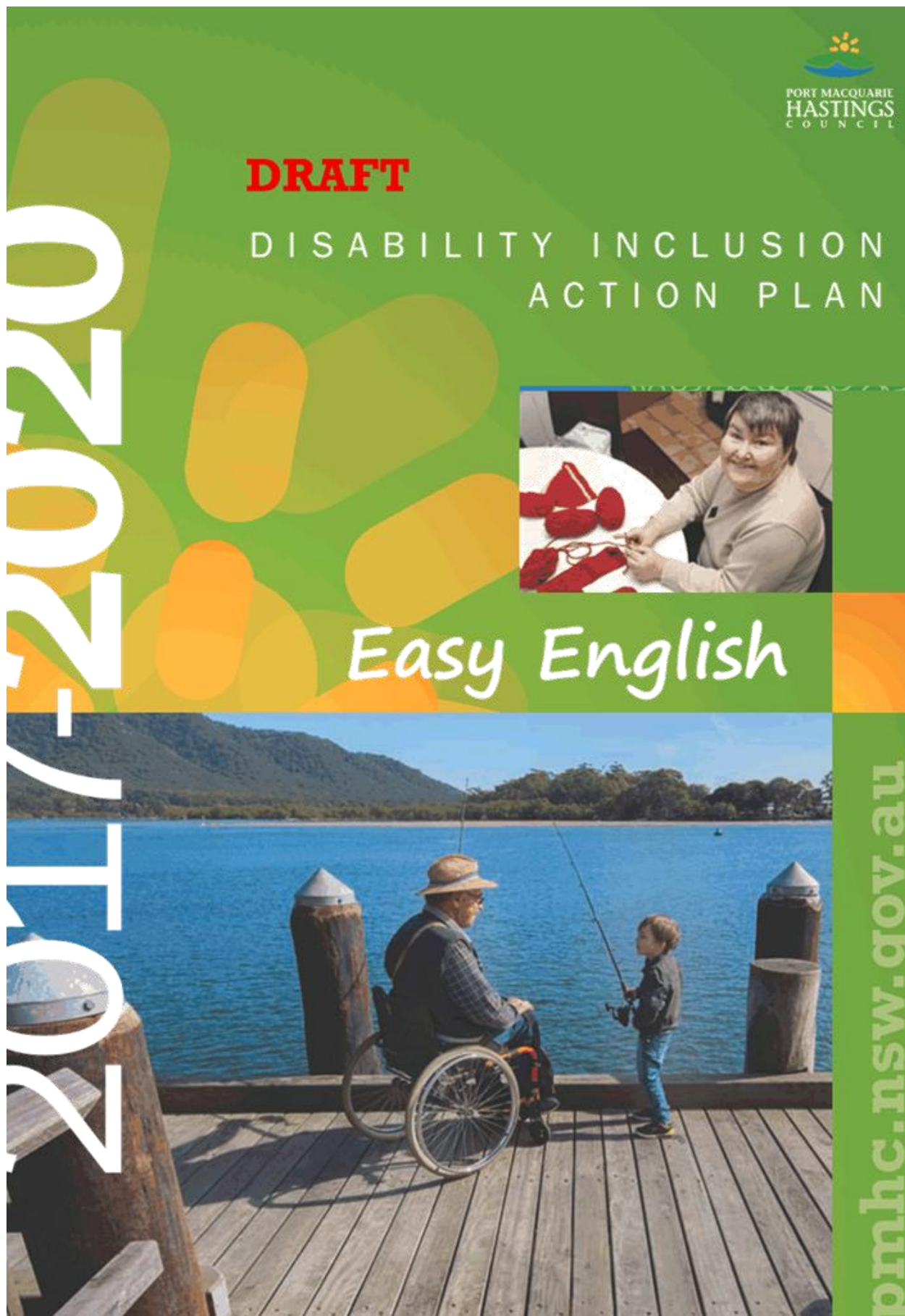
That the Committee review the draft Disability Inclusion Action Plan.

Discussion

Julie Priest, Aged & Disability Officer, will present the draft Disability Inclusion Action Plan for the Committee to review. The Plan is a requirement of the NSW Disability Inclusion Act 2014 which mandates that NSW councils have to write, implement and monitor the Plan.

Attachments

1 [View](#). Draft Disability Inclusion Action Plan







This book is in Easy English.
It uses easy words and
pictures.

Easy English books are mainly
for people who may have
trouble reading.

Easy English books are useful
to lots of other people too.

In this book we will write the
plan. This is a short way of
saying the Port Macquarie-
Hastings Council Disability
Inclusion Action Plan for 2017,
2018, 2019 and 2020.



Mayor Peter Besseling

Port Macquarie- Hastings Council

I am very happy to give you this Plan from Council.

This Plan says that everything Council says, does and builds will be more disability friendly.

Council wants people with a disability to be able to join in with all parts of the community.

The council asks all the different groups and people in the area to work with us to make these things happen.

Port Macquarie-Hastings will be a better place for everyone when these things happen.

Thank you to everyone who helped us with the Plan. We hope it makes a difference.



Councillor Peter Alley

**Chairperson
Port Macquarie-
Hastings Access
Sub Committee**

We have met lots of people with a disability, their families and carers.

We have listened to what you said.

What you said helped the council to write this Plan.

The Access Committee gives council advice about making things more disability friendly.

Thank you for your ideas. This Plan will help our community be more disability friendly.

Council has a Disability Discrimination Act Action Plan 2009-2018. This will stop on 30 June 2017 and be replaced with this new Disability Inclusion Action Plan.

About this Plan

This is what we want for a better future. It is a plan.

This Plan starts on 1 July 2017 and finishes on 30 June 2020. It is for everyone with a disability, their families, carers, friends and the whole community.



The community is all the people who live in Port Macquarie-Hastings area.

This Plan sets out actions that Council will deliver in the next four years to help make life better for people with a disability, their families and carers.

People with a disability know what is most important to them. People with a disability

helped us to write this Plan.

Sometimes people with a disability need extra help to live a full life and join in with other people.

The council wants to make sure this Plan is making life better for people with a disability and their families and carers.



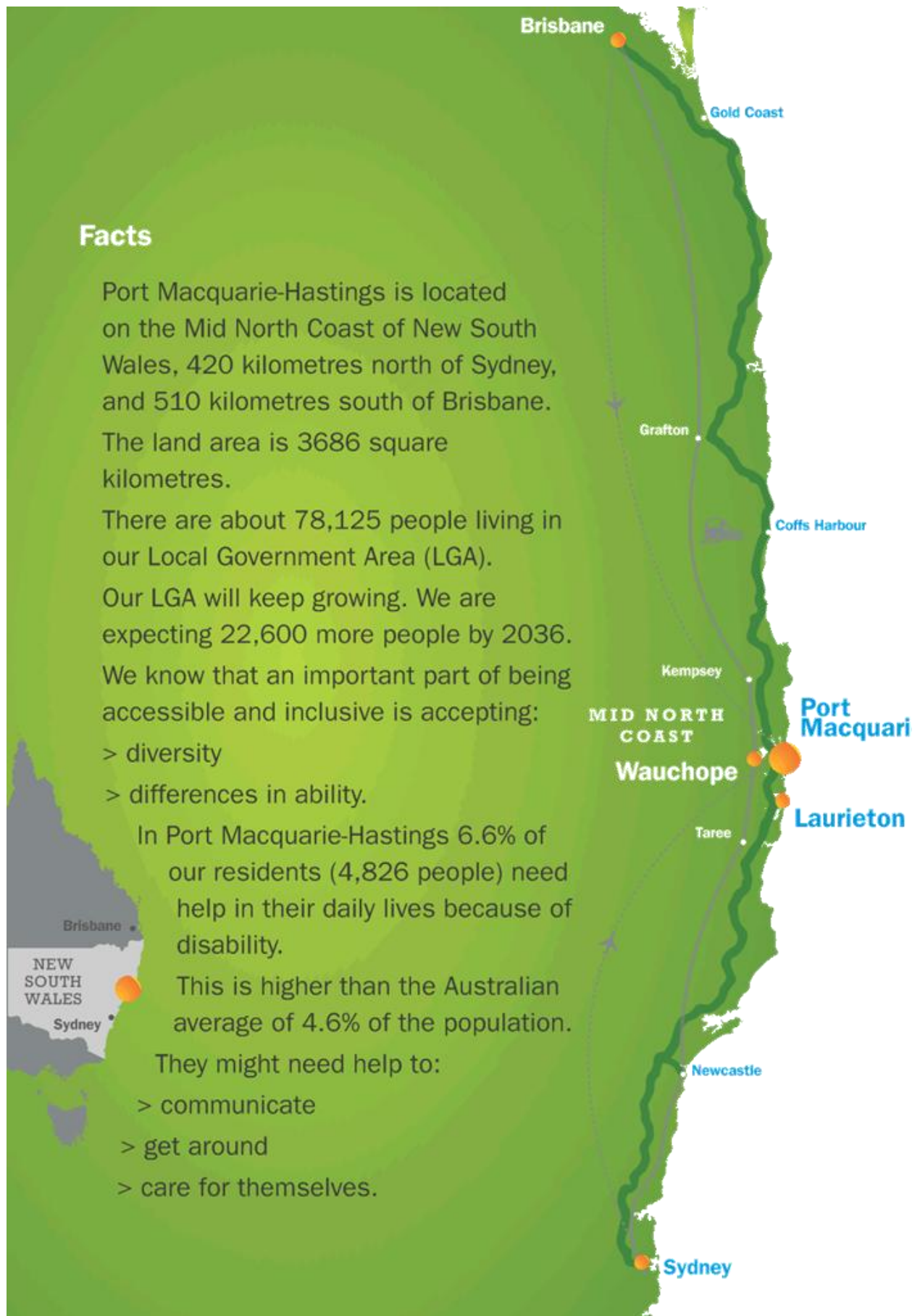
Ideas to help make this Plan work well for people with a disability

You should have services that are easy to use.
It will be easier for you to join in with your community if you want to.

Access to Council information, buildings and services is your right by law.

This will help Council remove barriers or make them smaller. It helps make sure all areas of council – what we say, do, write and build is more disability friendly.

For example by building accessible footpaths that link to places you want to go helps everyone in the community.





Port Macquarie has the 3rd highest percentage of population with dementia in NSW. We are in the top 5 federal electoral districts for dementia in Australia.

Carers do a very important job in our community.

A carer is somebody who supports:

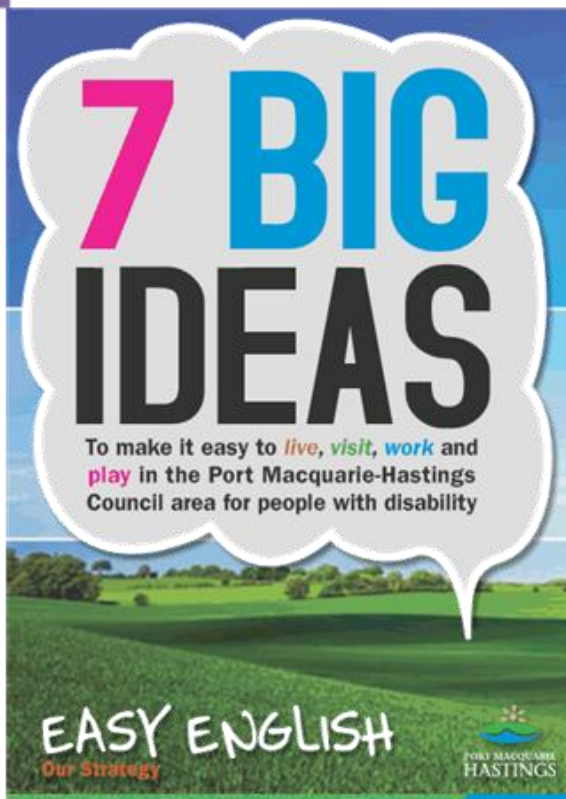
- > older people
- > people with disability
- > people with long-term health problems.

Many carers give their time without getting paid.

12.9% of our residents are carers who give unpaid care assistance. There are 7,710 carers supporting their loved ones.

There are 17,927 people 65 years and older who live here. This is 24.7% of our citizens who will also benefit from a disability friendly community.





Council has a Disability Strategy – the 7 Big Ideas

This is part of our long term thinking about the future. The 7 Big ideas are:

1. Give better access to council buildings and outdoor areas
2. Have your say about council decisions
- 3 Council information is easier to read, get and understand
4. Make it easier to join in with your community
5. Encourage shops and businesses to be disability friendly
6. Council listens and supports
7. Council is a disability friendly workplace

These ideas are included in this Disability Inclusion Action Plan.





Legislation and Standards

There are different laws and agreements that help make sure people with disability:

- > Have access
- > Are included.



The United Nations Conventions on the Rights of Persons with Disabilities is an international agreement. This agreement applies to many countries including Australia.



There are important national laws:

- > Disability Discrimination Act
- > Australian Standards 2010 and AS1428 Disability Access to Premises Standards – Buildings.



There are also some laws just for the state of New South Wales:

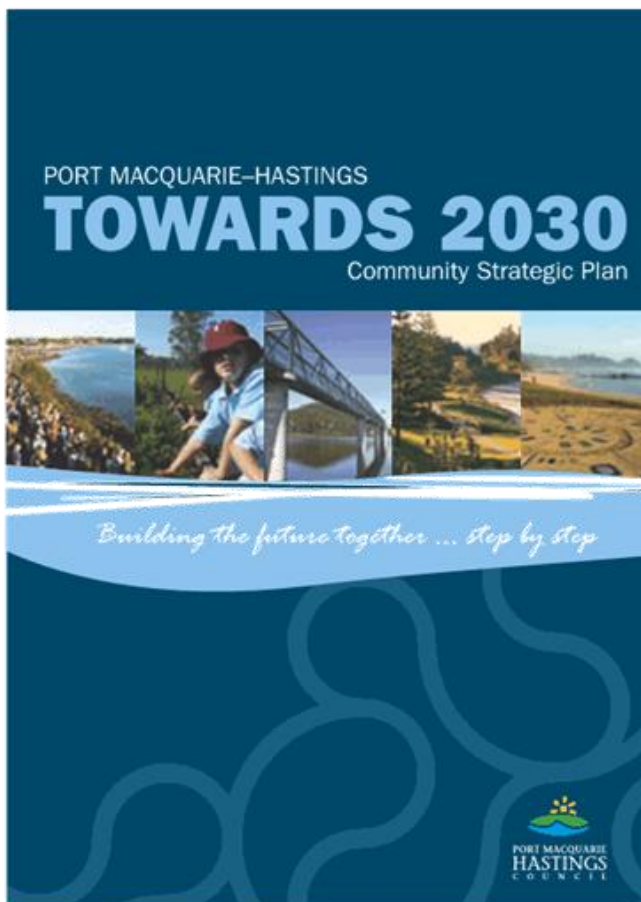
- > Disability Inclusion Act (DIA) 2014
- > NSW Carers (Recognition) Act 2010
- > NSW Anti-Discrimination Act 1977
- > Disability Standards for Accessible Public Transport 2002
- > Local Government Act 1993
- > Local Government (General) Regulation 2005

**This Plan is consistent with the activities
in the PMHC Towards 2030 Community
Strategic Plan.**

The Towards 2030 Plan aims to create a healthy, inclusive and vibrant community. Our population growth is supported through public infrastructure, land use and development

strategies that create a connected, sustainable and accessible community.

Its aim is to help create a collaborative community that works together and recognises opportunities for community participation in decision making that is ethically, socially and environmentally responsible.





The NSW Disability Inclusion Act 2014

This law tells us we have to write a new Disability Inclusion Action Plan.

The Plan has to last for the next 4 years and focus on 4 areas:

1. Developing positive attitudes and behaviours in our community.
2. Creating communities that are nice for people to live in.
3. Helping people find good jobs and work they like doing.
4. Having good ways of doing things that will help people use our services.

The Plan also needs to include:

- > what we know and understand about life for people with disability
- > how we will make buildings, events and facilities accessible
- > ways to get information
- > take part in community activities
- > how we have talked to people with disability while we developed the plan
- > how the plan supports the goals of the NSW Government.




What State and Federal Governments do in our community

State and Federal Governments look after:

- > health
- > education
- > police
- > housing
- > transport
- > National Disability Insurance Scheme (NDIS)
- > social services.

There are charities and not-for-profit groups in Port Macquarie-Hastings providing services for:

- 
- > supported employment
 - > respite care
 - > carers support
 - > access to food
 - > aged care
 - > mental health
 - > community transport
 - > homelessness
 - > emergency accommodation.





What Port Macquarie-Hastings Council looks after

- > 335 parks and reserves and 63 playgrounds
- > 54 sports fields and 2 indoor sports stadiums
- > 21 Rural Fire Service & 3 SES facilities
- > 1 crematorium and 1 Airport
- > 3 Libraries and 3 customer service centres
- > Glasshouse Arts Conference and Entertainment Centre
- > Glasshouse Regional Gallery
- > Visitor Information Centre
- > 17 community halls and 47 public toilet blocks
- > 5 sewerage, 4 water treatment plants & 1 environmental laboratory
- > 152 sewerage & 19 water pumping stations
- > 16 boat ramps
- > 875km sealed & 465km unsealed roads
- > 183km of footpaths and 137 bridges
- > 804km water mains & 726km sewer mains
- > 268km of stormwater pipes & 10360 stormwater pits
- > 5 waste transfer stations, 1 recycling centre, 1 organic waste centre & 1 landfill
- > 4 public swimming pools, tennis courts and skate parks
- > 2 café kiosks



We provide money for programs by offering grants to community groups.

We run community festivals and events

- > Australia Day
- > Seniors Week
- > Youth Week
- > Heritage Week
- > Reconciliation Week
- > Artwalk
- > Tastings on Hastings
- > International Day of People with Disability
- > Hastings outdoor Moonlight Movies
- > Countdown to Christmas



We work in community participation and engagement across 32 communities in our Local Government Area.

We promote our area across Australia to attract tourists and businesses





Listening to the Community

We listened to our community a lot while we were getting this Plan ready. You helped us understand what life is like for people with disability in Port Macquarie-Hastings.

We did workshops and worksheets with organisations before the draft was written.

We listened to:

- > Aces Incorporated
- > Alzheimer's Australia
- > Bago Magic Performance Group
- > Disability Advocacy NSW – Disability Information Support Hub
- > Hastings Aboriginal Disability and Mental Health Network
- > Hastings District Respite Care
- > Hastings Headway
- > House with No Steps
- > Mid North Coast Local Health District
- > NewIDAFE
- > NewHorizons
- > Port Macquarie Dementia Friendly Community Steering Group
- > PMHC Access Sub-Committee
- > Riding for Disabled
- > St Agnes Parish



We did an online survey for the community to 'Have Your Say' at www.PMHCListening

The surveys were also at our 3 Libraries and 3 Customer Service Centres.

We did an email blast about this Plan through databases reaching over 2100 individuals from the community and the disability sector.

We had newspaper advertisements asking the community to Have Your Say.





An Access Committee

We have an Access Committee made up of a Councillor who chairs the committee and 13 people from the community who are people with disability, industry professionals and carers.

The committee give council advice about making things:

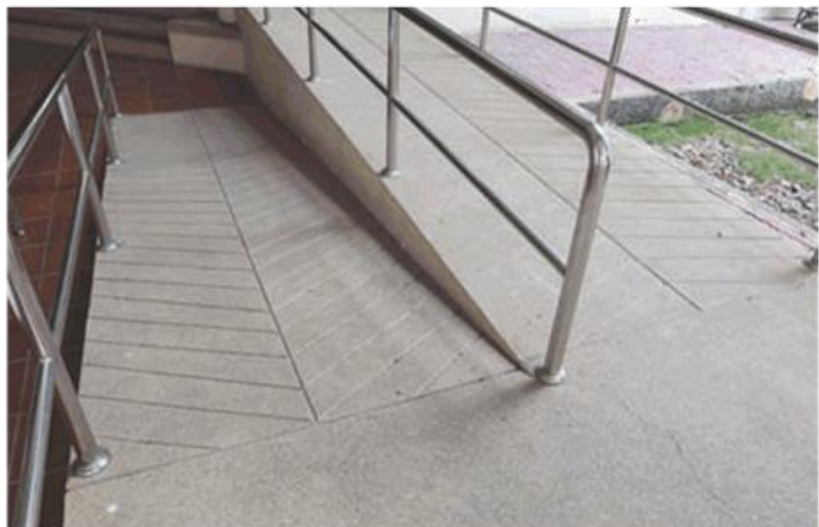
- > accessible
- > inclusive
- > advocate for what is most important
- > help communication between council and the community.

Making public spaces better for people with disability

We want to give better access to Council libraries, parks, sporting ovals, swimming pools, beaches, council offices, airport, community halls, car parking, footpaths, Glasshouse, cycleways, playgrounds and other outdoor areas like the community garden.

Access means buildings and places in the community will be:

- > easier to get into
- > easier to move around in
- > safer
- > more wayfinding – things we put in public areas to help people get around like signage and tactiles





These are the ideas that came out of our consultation:

More footpaths and kerb ramps

Footpaths link people to their community. Council receives a lot of footpath and kerb ramp requests. We have many communities spread across a 3600 km² area. Council looks after about 183km of footpaths.

The Access Committee reviews this long list of requests and recommends which footpaths and kerb ramps are most important.



Parkland and street furniture

People told us that they wanted more:

- > park benches (seats) with arm rests to help people getting up and down from the seat
- > the concrete pad to be big enough to fit the park bench and a space for a wheelchair
- > more large picnic settings and large covered areas like at McInherney Park. This will help disability groups go on excursions to the park
- > trial a wheelchair friendly BBQ
- > more bus shelters.





Dog park

We understand that some people have an emotional support animal (ESA) or a guide dog. They have asked for a safe area where they can train and play with their dog.

Council has a plan for leash free dog areas. We are planning to build a fenced area where dogs can run, exercise and socialise leash-free with other dogs and dog park visitors.

Beach access

The Access Committee understands that it is hard to access our beaches. To help we will:

- > investigate if an access mat pathway can be trialled from the car park to the ocean at Town Beach
- > audit access to our beaches
- > tell people about the free beach wheelchairs they can borrow and have signage.



Accessible swimming pools

People told us that they would like to use the council swimming pools but find it hard to use the steps to get in and out of the pool.

They would like an:

- > access ramp into the pool
- > accessible bathroom with shower and adult change table and hoists
- > aquatic wheelchair.

Council can look at the design plan to see what is possible.





Accessible public toilets

People told us that we need more accessible public toilets in Lake Cathie, Port Macquarie and Wauchope.

The Access Committee will look at all the public toilets and changing rooms and if:

- > they are of a good standard
- > recommend the best way to provide public toilets and changing rooms.

The design of accessible public toilets is very important to include:

- > clear signage
- > doors painted a different colour
- > toilet bowl a different colour to the pan
- > exit clearly marked
- > hand rails
- > good lighting
- > hook for handbags next to the toilet pan
- > trial an adult change table.



We need to tell people about the Master Locksmith Access Key (MLAK). People with disability and their carers can request council or their doctor for permission so they can buy this restricted key. This key unlocks accessible (disabled) public toilets across Australia and New Zealand.

The MLAK information needs to be:

- > accessible
- > updated often
- > shared widely.



Accessible car parking

Finding accessible car parking is often an important part of everyday life for people with disability and their carers.

Managing accessible parking and the permit system is an important part of what we do.

The Access Committee takes part in how we manage accessible parking, including:

- > planning
- > auditing the number of car parks
- > making sure they are in the right spot.

We need to give people better information about where to find accessible parking.



Accessible Playgrounds

People told us they would like more disability friendly playground equipment. They liked the carousel at Livvy's Place Westport Park.

They would like more:

- > fenced playgrounds with child proof gates
- > accessible toilet close to the playground
- > more accessible equipment such as carousels, swings, water play, musical instruments and sand play
- > more picnic areas at the playground
- > more shade
- > play equipment for adults with a disability

Community and council events

People with disability want to:

- > take part
- > have a good time
- > be included.

They need:

- > ways to get in and out
- > accessible parking
- > accessible transport



- > accessible toilets
- > accessible viewing platform or area where they can see the show.



Council can do more to include people with a disability to join in activities, go to events and work

together with community groups. That:

- > Council events are disability friendly
- > Council has disability friendly programs such as accessible art workshops at the Glasshouse
- > Council promotes events and activities in words and pictures.

Communicating and involving people

We want to make information about what we do:

- > easier to read
- > easier to get
- > easier to understand.

People told us we need to make sure:

- > our website is accessible
- > documents we publish are accessible
- > we think about accessibility when we start new projects
- > we share information about projects that affect people's daily life in an accessible way



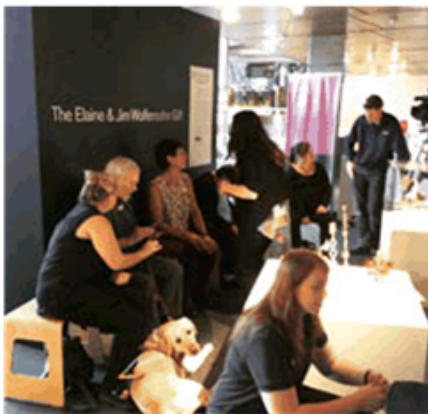
Give you a say in decisions



We want to live in a community where people with disability can take part – just like everyone else.

- > get involved
- > take part
- > tell us what you think
- > Have Your Say about Council plans and issues that affect you
- > Council will keep talking to people with a disability to make sure this plan is working.

Accessible Council Programs



About 15% of the Library books are already in large print. We also have eBooks and Daisy players available for free loan, computer access, wifi, a recording studio and weird techie stuff.

The Library has an autism, Asperger's and dementia book collection. They also run a home delivery service in Port Macquarie for people who are housebound.

- > The Glasshouse continues to run its popular art & dementia workshops and is planning to run digital art programs. Gallery tours are also available on request.



Access friendly businesses

Residents and visitors told us that they want to visit businesses, cafes, tourism accommodation and attractions but it is hard to know which are disability friendly.

One of the main functions of the Access Committee is to visit businesses to find out if they are accessible.

They also help shops and businesses be disability friendly for you and tourists by:

- > Encouraging business owners to have a shop that you can easily get in and out of
- > Helping business owners train staff in friendly customer service
- > Listing access friendly businesses on our website.



Council advocates for the community

Council champions for better State and Federal services and support in our region.

Council advocates on issues that are important to the community. For example better regional transport and safety concerns around mobility scooters.



Employment

507 people work at council. About 2% identify as having a disability.

We want to make work at the Council fair and equal for everybody.

We want everybody to have a fair chance.

We want everyone that works with us to be happy. Then they will work with us for a long time.

We're planning to:



- > Make our Council a place where people of all abilities can enjoy meaningful employment
- > find out what the staff with disability who already work with us need
- > find out what the staff who work with us and are also carers need
- > give specialised training in important areas to staff who need it the most for the work they do
- > training may include access and inclusion, relevant codes and standards and how to do programs which aim to include everybody and connect the community.



The way we do things

Council departments will work together to help achieve this Plan.

We want our staff to treat people with disability in a way that is:

- > positive
- > respectful
- > inclusive
- > welcomes diversity



We're planning to:

- > help our staff understand what life is like for people with a disability so they can offer better service
- > keep working with the community and organisations to remove barriers to access and inclusion.



Checking and assessing

Every year we write our Annual Report. When we write the report we will talk about things that are in this Plan.

We will talk about the progress we have made.
We will talk about what we have achieved.
We will also tell the NSW Disability Council about our achievements.



Funding the Plan

Some actions in this Plan are about continuing to do what we are doing well and others are about improving the way we do things.

Many actions will not cost Council additional money but require us to do things differently. However some actions in the Plan will require additional funds to build something or upgrade an existing facility or service.

Council must consider all priorities and may apply for funding from external sources to help achieve the actions in the Plan.



Contact us

We are always looking for ways for the community to be involved. We want to hear from you if:

- > you have questions
- > there is a problem or issue we need to fix
- > you want a copy of this plan.



There are different ways you can contact us.

You can find lots of information on our website:
pmhc.nsw.gov.au

You can phone us 8am to 5pm Monday to Friday
on 02 6581 8111



You can send an email to:

council@pmhc.nsw.gov.au

You can visit us at one of our council offices
between 8.30am to 4pm, Monday to Friday

- > 17 Burrawan Street Port Macquarie
- > 49 High Street Wauchope
- > 9 Laurie Street Laurieton

Post a letter to us:

Port Macquarie-Hastings Council

PO Box 84

Port Macquarie NSW 2444

You can contact the National Relay Service on
relayservice.com.au or call 1300 555 727 or
SMS Relay 0423 677 767

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PORT MACQUARIE-HASTINGS
COUNCIL**Focus Area:
Attitudes and behaviours****Action****KPIs****Responsibility****Timing**

1.1 To increase opportunities for all residents to participate in civic life within the LGA

People with disability participate in Council meetings, community consultations, ceremonies and events.

Monitor and report annually on the participation rates of people with disability

Aged & Disability Officer

Short term
(1-2 years)

1.2 Council works with its community partners to advocate for appropriate service levels to the region

Participate in disability services regional forums and inter-agency networks

Attend minimum 3 industry meetings per year (FACS, Interagency and networks)

Aged & Disability Officer

Short term
(1-2 years)

1.3 Participation by people with a disability in Council's decision-making processes is encouraged and supported

Ensure Access Committee's continued effectiveness as an advisory body on access issues

6 Access Committee meetings held per year

Aged & Disability Officer

Short term
(1-2 years)

1.4 Council works with its community partners to advocate for appropriate service levels to the region

Advocate to State and Federal Government for increased services for people with disability and their carers

Report annually on advocacy

Aged & Disability Officer

Medium term
(2-4 years)

1.5 Positive attitude towards people with a disability in the LGA are promoted

Coordinate and widely promote an annual International Day of People with a Disability event

1 event delivered per year

Aged & Disability Officer

Short term
(1-2 years)

1.6 To facilitate change towards more accessible and inclusive business practices by operators in all areas of tourism and commercial industry in the LGA.

Access Committee continues to roll out the Access Friendly Business Project

10 businesses visited per year

Aged & Disability Officer

Short term
(1-2 years)

1.7 Council works with local industry providers to identify and resolve issues associated with providing tourism and other services to people with a disability

Provide education and promotion around accessible tourism and encourage business to use access symbols on their marketing collateral and windscreen viewpoints marked on maps

2 business and tourism presentations

Tourism & Economic Growth Group Manager

Medium term
(2-4 years)

2

PORT MACQUARIE-HASTINGS
COUNCIL**2. Focus Area:
Liveable Communities****Action****KPIs****Responsibility****Timing**

2.1 To progressively improve access to public spaces, buildings and infrastructure for all residents and visitors.

Upgraded footpaths and kerb ramps provide a continuous accessible path-of-travel throughout town centres and between town centres and key retail, leisure, residential aged care and community facilities

Report annually on new or upgraded footpath, kerb ramps and pedestrian refuges and crossings installed – subject to resources and budget availability

Transport & Stormwater Group Manager

Short term
(1-2 years)

2.2 To progressively improve Council-owned community buildings to provide equal access for people with disability

Scope, design and prioritise disability access improvements at community facilities within budget constraints

Access Committee review and prioritise improvements annually

Aged & Disability Officer

Short term
(1-2 years)

2.3 To progressively improve access to public amenities for all residents and visitors

Audit council public toilets. Review scope of works and design and implement to upgrade existing public toilets in the LGA.

Access committee audited public amenities.
2 new accessible toilets installed.

Buildings & Recreation Group Manager

Short term
(1-2 years)

Medium term
(2-4 years)

2.4 To progressively improve access to public amenities for all residents and visitors.

Scope, design and build Dog Parks with input from Guide Dogs

2 Dog Parks created

Buildings & Recreation Group Manager

Medium term
(2-4 years)

2.5 Services and facilities provided by Council are compliant with the requirements of Disability Discrimination Act, Australian Standards AS1428 & Building Code of Australia

Resolve access issues at Wauchope Library arising from poorly located accessible parking, inappropriate ramp gradients, paving and benches - subject to budget availability

Improvements undertaken at Wauchope Library

Buildings & Recreation Group Manager

Medium term
(2-4 years)

2.6 Services and facilities provided by Council are compliant with the requirements of Disability Discrimination Act, Australian Standards AS1428 & Building Code of Australia

Review design of Airport Terminal Building upgrade for disability access considerations

Design reviewed

Business Enterprise Manager – Airport

Short term
(1-2 years)

2.7 All residents and visitors have access to beaches and outdoor recreational facilities

Investigate viability of an access mat trial which connects carpark to beach.

Town Beach assessed for viability of an access mat trial.

Buildings & Recreation Group Manager

Short term
(1-2 years)

Review and scope signage about how to hire free beach wheelchair

Signage reviewed for promoting beach wheelchair

Short term
(1-2 years)

<div>  PORT MACQUARIE-HASTINGS COUNCIL </div>				
<div> <div>2</div> <div> Focus Area: Liveable Communities </div> </div>				
	Action	KPIs	Responsibility	Timing
2.8 All residents and visitors have access to beaches and outdoor recreational facilities	Review design for Wauchope Regional Sporting Fields to trial an adult change table at this venue	Facility complies with Australian Standards AS1428 & Building Code of Australia	Buildings & Recreation Group Manager	Short term (1-2 years)
2.9 To improve accessibility to playgrounds for all residents and visitors.	Lake Cathie Playground access improvements	Accessible play equipment and fence installed	Buildings & Recreation Group Manager	Short term (1-2 years)
2.10 Scope, design and prioritise disability access improvements at community facilities	Port Macquarie Pool upgrade design to include disability access	Facility reviewed	Buildings & Recreation Group Manager	Medium term (2-4 years)
2.11 All Council-owned community halls within LGA provide equal access for people with disability	Scope, design and prioritise disability access improvements at community facilities - subject to budget availability	All facilities reviewed	Buildings & Recreation Group Manager	Medium term (2-4 years)
2.12 To improve access to public spaces, buildings and infrastructure for all residents and visitors.	Proactive approach to selecting street and park furniture that includes a mix of accessible products	Report annually on accessible street and park furniture installed	Buildings & Recreation Group Manager Transport & Stormwater Group Manager	Medium term (2-4 years)
2.13 Roads & public transport are suitable for people with a disability	Access Committee to conduct an audit of all bus shelters and upgrade in accordance with Council adopted bus shelter improvement program	Apply for grants when appropriate Access Committee to prioritise location of new bus shelters	Aged & Disability Officer	Short term (1-2 years)
2.14 Roads & public transport are suitable for people with a disability	Investigate feasibility for a Taxi Zone to have a grate transition	Taxi Zone transition investigated	Transport & Stormwater Group Manager	Medium term (2-4 years)
2.15 There is an adequate level of accessible parking and its use is effectively monitored	Regularly police use of accessible parking spaces	Ongoing on a daily basis Report annually	D&E Compliance Group Manager	Short term (1-2 years)
2.16 There is an adequate level of accessible parking and its use is effectively monitored	Access Committee to review locations and suitability of existing accessible parking throughout the LGA to ensure that there is adequate and appropriate provision	Audit by Access Committee undertaken and to further investigate accessible parking solutions.	Aged & Disability Officer	Short term (1-2 years)

<div>  </div>				
Focus Area: Employment	Action	KPIs	Responsibility	Timing
3.1 To develop greater awareness and build a positive attitude towards access issues with PMH Council. Council staff have the appropriate level of skills and knowledge to provide equitable services and an accessible environment	Provide EEO training to raise awareness of the legislative requirements to ensure discriminatory practices are eliminated from the workplace	Under the EEO all positions are merit based and a competitive transparent process is undertaken	Human Resources Manager	Medium term (2-4 years)
3.2 To develop a more disability friendly workplace	Assist line managers and supervisors to work effectively with staff with a disability and ensure that occupational health and safety requirements are met	Compliance with WHS Safety measures Modifications in the workplace where appropriate	Human Resources Manager	Medium term (2-4 years)
3.3 To develop a more disability friendly workplace	Provide opportunities for redeployment and retraining where a disability is acquired in the workplace if possible	Report annually on the number of staff with an acquired disability that have been reassigned to other duties	Human Resources Manager	Short term (1-2 years)
3.4 Employer of choice	Review our obligations under the Carers Recognition Act and implement appropriate practices	Employees aware of flexibility provisions	Human Resources Manager	Short term (1-2 years)

4

 PORT MACQUARIE-HASTINGS
COUNCIL

Focus Area: Systems and Processes	Action	KPIs	Responsibility	Timing
14.1 Provide council information in a range of formats that provides best practice accessibility to services and support for people with disability	Audit and revise council's website to be compliant with WCAG 2.0AA	Accessibility of council's website against WCAG 2.0AA	Communications Manager	Short term (1-2 years)
4.2 To provide equitable access to appropriate and responsive services across the LGA. The process of information dissemination and communication with all customers is improved.	Provide training to staff in National Relay Service use and protocols	1 Training workshop completed	Customer Service Manager	Medium term (2-4 years)
4.3 Information is provided in 'user-friendly' accessible formats	Provide Council information and publications in alternative formats on request	Report annually the number of requests for information in alternative formats and the average response time	Communications Manager	Short term (1-2 years)
4.4 Appropriate services are provided to meet the needs of people with a disability and frail older people	Continue to develop and promote the spoken word and large-print book collections at libraries	20% of the Library collection budget is allocated to large print, and audio books. Continue Port Macquarie delivery service for people who are housebound	Library Services Manager	Short term (1-2 years)
4.5 Appropriate programs are provided to meet the needs of people with a disability to access arts and culture	Continue to develop, promote and deliver the art and dementia program and the Digital Art program	25 sessions delivered per year	Venue Manager	Short term (1-2 years)
4.6 To improve access to public spaces, buildings and infrastructure for all residents and visitors.	Integrate people with a disability into Glasshouse audiences and activities	Report annually the number of companion card tickets issued.	Venue Manager	Short term (1-2 years)
4.7 Appropriate services are provided to meet the needs of people with a disability	Promote and provide assisted waste collection services for residents who are unable to take their bins to the roadside	Report annually the number of assisted residents	WS&B Manager	Short term (1-2 years)
4.8 Appropriate services are provided to meet the needs of people with a disability	Plan & scope considerations for disability friendly council event experience	Provide and promote suitable viewing areas and amenities	Community Events Coordinator	Short term (1-2 years)

4

PORT MACQUARIE-HASTINGS
COUNCIL**Focus Area:
Systems and Processes****Action****KPIs****Responsibility****Timing**

4.9 Appropriate services are provided to meet the needs of people with a disability

Advocate to event owners and delivery organisations to plan and scope considerations for disability friendly event experience

Report annually the number of event owners advocated to.

Tourism & Economic Growth Manager

Short term
(1-2 years)


4.10 Appropriate services are provided to meet the needs of people with a disability

Provision of Auslan sign language interpreter at council community event as required subject to resources and budget.

Report annually the number of interpreted events

Community Events Coordinator

Short term
(1-2 years)



PORT MACQUARIE
HASTINGS
COUNCIL

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