



Hastings Access Sub-Committee

Business Paper

date of meeting: Monday, 8 April 2013

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

- (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	13/08/12	10/09/12	08/10/12	12/11/12
Camden Haven & Vision Impairment	A	A	A	A
Guide Dogs NSW	A	A	A	✓
Access Building Designer	A	✓	✓	✓
Wauchope Seniors	A	A	A	A
Physical Disability	X		✓	X
Port Macquarie & Vision Impairment	✓	A	✓	✓
Camden Haven Access	✓	✓	A	✓
Care & Mobility	✓	✓	A	✓
Hastings Macleay Community Transport	A	A	A	A
Wauchope Access	✓	✓	A	X
Education & Access	✓	✓	A	A
PMHC Aged & Disability Officer	A	✓	✓	✓

Member	11/02/13	11/03/13				
Councillor Rob Turner	✓	✓				
Alternate - Councillor Lisa Intemann	A					
Guide Dogs NSW	✓	✓				
Access Building Designer	✓	✓				
Wauchope Seniors	A	A				
Physical Disability	✓					
Port Macquarie Access	✓	✓				
Camden Haven Access	✓	✓				
Care & Mobility	✓	✓				
Hastings Macleay Community Transport	A	✓				
Wauchope Access	A	A				
Education & Access	✓	✓				
PMHC Aged & Disability Officer	✓	✓				

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



**PORT MACQUARIE
HASTINGS**

Hastings Access Sub-Committee Meeting

Monday, 8 April 2013

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 Hastings Access Sub-Committee Meeting held on 11 March 2013 be confirmed.

PRESENT

Members:

Councillor Rob Turner
Brian Bucket - Access Building Designer
Helen Booby - Port Macquarie Access
Julie Priest- PMHC Aged & Disability Officer
Lyndel Bosman -Guide Dogs NSW
Max Waters - Port Macquarie & Vision Impairment
Mike Ipsen - Camden Haven Access
Nik Sandeman-Allen - Care & Mobility
Peter McLeod - Hastings Macleay Community Transport
Sharon Beard - Education & Access
Vicky Whitfield - Port Macquarie Access

Other Attendees:

Jaclyne Fisher - PMHC Group Manager Community Development

The meeting opened at 2.20pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from
George Payne - Wauchope Seniors
Phil White - Wauchope Access
be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the minutes of the Hastings Access Sub-Committee Meeting held on 11 February 2013 be confirmed with the following amendments:

6.3 Change text to *corner Grant and William Street (instead of Munster) for proposed bus shelter location*; and

6.4 Change text to *pedestrian crossing (instead of pedestrian refuge)*.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Yellow Brick Road (YBR):

Julie has met with Council's Manager Technical Services, Transport & Traffic Engineer and Road Safety Officer. A plan for implementation has been developed. Discussion about Hastings River Drive as no point in constructing a new footpath as it will have to be removed when planned road widening occurs. Widening Hastings River Drive by an extra lane will be integrated with construction of new footpaths.

YBR priority now to be piloted in Hill Street which will enable Bellevue Garden residents access to medical facilities and local store.

The Local Government Association of NSW and Shires who provided \$21.5k grant are very enthusiastic about YBR as they see it as a pilot project which has enormous potential to be transferred and rolled out through-out other Councils.

Suggestion that YBR could also be a project for rear of Garden Village to link with shops and health facilities as linking to Findlay back towards Gordon St is a quick win.

Technical Services can easily incorporate stencil design on pilot route. Consideration will need to be given for YBR in Town Centre. The upgrade to Town Green is a high-end boutique look so stencilling not consistent with this. Other ideas could be YBR mosaic or tile design to be in keeping with the style. This would require discussions with Chamber of Commerce and Town Centre Masterplan Committee.

CONSENSUS:

1. Council to proceed with Hill Street as the pilot location for YBR.
 2. Recommend linking Garden Village at Findlay to Gordon St as 2nd priority (and if any funding left-over from grant available).
-

5.8 Access map:

Julie Priest has sent mobility maps to retirement villages, Care + Mobility and Koala t-Care. The Access Committee will review the design prior to the next reprint especially in regards to contrast of Town Map names. Nik Sandeman-Allen advised Chargepoint could change its name/icon.

CONSENSUS:

Agenda item closed and to be re-activated when next re-print of brochures is required.

5.11 Access Improvement Works for Buildings - Dunbogan Accessible Fishing Platform:

CONSENSUS:

To re-visit the item in May when the results of the grant application will be advised.

5.12 Aldi Car Park:

Ongoing concern in regards to the 'shared zone' of the accessible car parking space which is also used as the main entry pathway to the Aldi supermarket. There are potential safety issues with shoppers and trolleys and people with a disability.

CONSENSUS:

Cr Turner and Mike Ipsen will visit Aldi and speak with management about the shared zone and accessible car parking space and provide an update at the next meeting.

5.14 Access Friendly Project:

Discussion about the appraisal form. Form to include threshold issues such as entry to premises is not negotiable and must score 100%. The scoring sheet Nik Sandeman-Allen provided was for different types of establishments such as cafés and restaurants have different criteria than a clothes shop. Brian and Nik to distil the essentials as quick top tips to making your premises access friendly as per the Australian Standards i.e. width of entry doorways and aisles.

Sharon Beard advised that Abundance Café in Sancrox is access friendly and opportunity to review it.

CONSENSUS:

1. Brian and Nik to develop 6 to 8 points for an Access Friendly Top Tips quick fact sheet.
2. Appraisal form to include threshold criteria and points system.
3. Visit to Abundance by Sharon, Helen and Julie.

5.16 Development Approval and footpaths - Flynn's Beach Seawall:

Brian Bucket conducted a site inspection of Flynn's Beach and recommends that the accessible car park currently tucked up under the steps to be relocated to the first car parking bay closest to the ramp and that there be two accessible car parking spaces

located here. That the proposed promenade to link with the access ramp.

CONSENSUS:

Access Committee submit that the Flynn's Beach Seawall include two accessible car parking spaces located in the first two parking bays. That the parking spaces are linked to the promenade (and SLSC toilets and café) and linked to the access ramp.

5.17 Access Requests:

- 5.17.1 Wheelchair Access to the Ferry.
Item deferred to April meeting

CONSENSUS:

Brian Bucket to conduct onsite assessment of the ferry and advise recommendation at next Access meeting.

- 5.17.2 New Coles in Port Macquarie.

Julie Priest has inspected the taxi zone and there is no kerb ramp from the footpath to the taxi's. The round-a-bouts all have Australian Standard TGSIs. Nik asked about the TGSIs on the footpath leading to nowhere.

CONSENSUS:

Julie Priest to request Infrastructure to install a kerb ramp. To inspect the TGSIs on the footpath that lead to nowhere and report back at the next meeting.

- 5.17.3 Litterbin located near Port Macquarie Coach Terminal.

Max Waters identified an access issue with the new litterbin obstructing the footpath.

CONSENSUS:

Julie Priest to approach Technical Services and ask them to provide a solution or to relocate the litterbin.

- 5.17.4 Park bench furniture for William Street.

Request has been submitted to Recreation and Buildings

- 5.17.5 Pedestrian Crossing - Lake Road Port Macquarie between Hill and Savoy Street.

Lyndel Bosman identified an access issue with her client using the pedestrian refuge and recommended it be transformed into a pedestrian crossing. Cr Turner provided an update about the proposed 40km/hr zone as this was not inclusive of construction of a pedestrian crossing as Road Maritime Services (formerly RTA) advises there are not enough pedestrian movements to warrant this and there is an issue of funding the works.

Brian Bucket tabled a concept design to improve pedestrian safety and traffic flow. He proposed a round-a-bout placed at each end of the section, creating a 2 way lane with hard median strip.

CONSENSUS:

Brian Bucket's concept design to be submitted to Technical Services. Julie Priest to provide an update at the next meeting.

5.17.6 Tea & Treasures Footpath.

Max Waters identified an access issue on William street Port Macquarie. The footpath adjacent to Tea and Treasures is a tripping hazard.

CONSENSUS:

Julie Priest to inspect footpath and refer to Infrastructure.

06 ACCESS COMMITTEE TERMS OF REFERENCE

Discussion about updating the Hastings Access Committee Terms of Reference (TOR). Now that Council is no longer operating under Administration the TOR needs to be updated to reflect the new Councillor roles.

Opportunity for Committee to review the document as currently it does not include how members join, duration of membership etc. Lyndel could provide information about proviso of positions held, Max advised that quorum of four persons as previously Access Committee was poorly attended (happy to advise this is no longer the case). Opportunity for more people to be involved.

CONSENSUS:

Committee Members to provide their feedback to Julie Priest prior to the next meeting.

07 TOP 10 FOOTPATH WORKS / PEDESTRIAN ACCESS IN PORT MACQUARIE-HASTINGS LGA

Julie tabled the listing of footpath requests and our current priorities. A number of the works have been completed so it is time to reprioritise the list.

CONSENSUS:

Committee Members to review the requests and provide their feedback to Julie Priest. The Top 10 footpath requests to be prioritised at the April meeting.

08 WEST PORT PARK ALL INCLUSIVE PLAYGROUND - REVIEW CONCEPT PLAN

Julie Priest tabled the concept designs of the Westport Park Playground upgrade. Council has joined with the Touched By Olivia Foundation who is approaching businesses for corporate sponsorship of large pieces of equipment such as the wheelchair carousel. Council has allocated \$100k to the project and also received a \$50k NSW Sport & recreation grant. Julie has met with autism and special needs groups as well as Chamber of Commerce, Foreshore Protection Association and the Foreshore Markets organisers.

Vicky Whitfield suggested water play includes random spurts of water. Lyndel recommended an acoustic pipe /funnel as well as a circular swing. Discussion about toilets and distance from playground which Helen Booby and Max recommended a toilet block closer to the playground and include a child's toilet amenity. Sharon Beard discussed concerns about the tree as the proposed decking around it may be a possible falls issue.

CONSENSUS:

Committee Members are very supportive of the plans to create an inclusive playground for Westport Park. Julie will forward all comments to the Landscape architect.

09 GENERAL BUSINESS

09.1 Bus Shelters:

Max raised question about the manufacturing of the new bus shelters and why a local design and manufacturing company not contracted. This could be an opportunity to link with local TAFE students. Nick advised that bus shelter design copyright is with a manufacturer then procurement would have to be exclusive.

Max also identified the bus shelter bench seat opposite the Library / swimming pool has been damaged and needs to be replaced. Jaci Fisher advised any issues identified such as this can be logged directly with Customer Service (6581 8111) for speedy referral.

CONSENSUS:

1. Committee to be advised at next meeting about the procurement contract for manufacturing the bus shelters.
2. Julie will report Bus Shelter seat needing replacement to Recreation and Buildings.

09.2 Disabled Travel & Accommodation:

Nik tabled an article from the Weekend Australia and the issue of accessible tourism accommodation which is woeful in this LGA. Helen concurred that her experience has been difficult with guides such as NRMA directory being unreliable. Nik proposed as an agenda item in April for a comprehensive review of tourism accommodation. Also to encourage tourism providers especially travellers to rent equipment upon arrival. There is a link with judging Disability Friendly Awards with Tom Kennedy.

Vicky advised that Billabong does not have an accessible toilet - so this could be expanded to include tourism destinations.

Sharon advised that Tamworth Council also has good promotional material about access in their CBD.

CONSENSUS:

Include as an Agenda item for April meeting.

The meeting closed at 4.00pm.

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

Non-Pecuniary - Insignificant Conflict:
May participate in consideration and voting.

For the reason that:
.....

Signed: Date:

(definitions are provided on the next page)



Definitions

(Local Government Act and Code of Conduct)

Pecuniary

An interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated. (LG Act s442 and s443).

A Councillor or member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or member of a Council Committee must not take part in the consideration and voting on the matter and be out of sight of the meeting. (LG Act s451)

Non-Pecuniary

An interest that is private or personal that the Councillor or member of a Council Committee has that does not amount to a pecuniary interest as defined in the LG Act.

If you have declared a non-pecuniary interest you have a number of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature and significance of your interest. You must deal with a non-pecuniary interest in one of the following ways.

Non Pecuniary – Significant Interest

(For example; family, a close friendship, membership of an association, sporting club, corporation, society or trade union).

- Have no involvement by absenting yourself from and not taking part in any consideration or voting on the issue as if the provisions in the LG Act s451(2) apply.
- A future alternative is to remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).

Non Pecuniary – Less than Significant Interest

- It may be appropriate that no action is taken. However, you must provide an explanation of why you consider that the conflict does not require further action.

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>) ⁱ	
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.
MATTER GIVING RISE TO PECUNIARY INTEREST ⁱⁱ	
Nature of land that is subject to a change in zone/planning control by proposed LEP (<i>the subject land</i>) ⁱⁱⁱ <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.

-
- 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—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

Item:	5.1	Date:	12 March 2012
Subject:	Yellow Brick Road		
Action Required:	<p>3. Council to proceed with Hill Street as the pilot location for YBR.</p> <p>4. Recommend linking Garden Village at Findlay to Gordon St as 2nd priority (and if any funding left-over from grant).</p>		
Current Status:	Provide update at April meeting		

Item:	5.12		14 May 2012
Subject:	Aldi Car Park		
Action Required:	Cr Turner and Mike Ipsen to visit Aldi and speak with management about the shared zone and accessible car parking space and provide an update at the next meeting.		
Current Status:	Provide update at April meeting.		

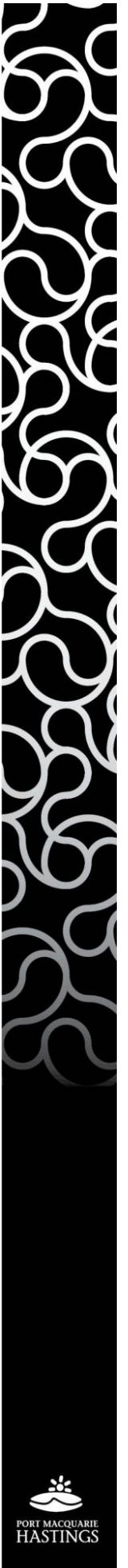
Item:	5.14		14 June 2012
Subject:	Access Friendly Project		
Action Required:	<p>4. Brian and Nik to develop 6 to 8 points for an Access Friendly Top Tips quick fact sheet.</p> <p>5. Appraisal form to include threshold criteria and points system.</p> <p>6. Visit to Abundance by Sharon, Helen and Julie.</p>		
	Provide update at April meeting.		

Item:	5.16		14 June 2012
Subject:	Development Approval & Footpaths		
Action Required:	<p>1. Two new wheelchair seating spaces have been installed at the Glasshouse Auditorium.</p> <p>2. Works soon to begin on automatic entry</p>		

	door at Glasshouse (at ramp entry).
Current Status:	Provide update at April meeting.

Item:	5.17	8 October 2012
Subject:	Access Requests	
Action Required:	<ol style="list-style-type: none"> 1. Wheelchair Access to the Ferry. Brian Bucket to conduct onsite assessment of the ferry and advise recommendation at next Access meeting. 2. New Coles in Port Macquarie Julie to request Infrastructure to install a kerb ramp. To inspect the TGSI's on the footpath that Nik identified which lead to nowhere and report back at the next meeting. 3. Litterbin located near Port Macquarie Coach Terminal Julie Priest to approach Technical Services and ask them to provide a solution or to relocate the litterbin which Max has identified as an access issue. 4. Pedestrian Crossing - Lake Road near Medical facilities Lyndel identified this access issue. Brian Bucket's concept design to be submitted to Technical Services. Julie Priest to provide an update at the next meeting. 6. Tea & Treasures Footpath Max submitted this as a falls hazard. Julie Priest to inspect footpath and refer to Infrastructure. 7. Bus Shelters Committee to be advised at next meeting about the procurement contract for manufacturing the bus shelters. Julie will 	

	report Bus Shelter seat needing replacement to Recreation and Buildings.
Current Status:	Provide update at April meeting.



Item: 06

Subject: HASTINGS ACCESS SUB-COMMITTEE - TERMS OF REFERENCE

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the Terms of Reference be considered.

Discussion

Committee members to provide feedback to Julie Priest prior to the meeting.

Attachments

Nil



Item: 07

Subject: TOP 10 FOOTPATH WORKS / PEDESTRIAN ACCESS

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the top 10 footpath works / pedestrian accesses be prioritised for the Port Macquarie-Hastings Local Government Area.

Discussion

Attachments

Nil



Item: 08

Subject: DISABLED TRAVEL AND ACCOMMODATION

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

Listed for discussion.

Discussion

Attachments

Nil

