



Hastings Access Sub-Committee

Business Paper

date of meeting: Monday, 8 July 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	08/04/13	13/05/13	17/06/13	
Councillor Rob Turner	✓	✓	✓	✓	✓	
Alternate - Councillor Lisa Intemann	A		A	A	A	
Guide Dogs NSW	✓	✓	✓	✓	✓	
Access Building Designer	✓	✓	✓	A	✓	
Wauchope Seniors	A	A	A	✓	A	
Physical Disability	✓			X	✓	
Port Macquarie & Vision Impairment			✓	✓	✓	
Port Macquarie Access	✓	✓	A	A	X	
Camden Haven Access	✓	✓	✓	A	✓	
Care & Mobility	✓	✓	✓	✓	✓	
Hastings Macleay Community Transport	A	✓	A	X	A	
Wauchope Access	A	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 July 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**

Leave of absence for the period 22 June 2013 to 27 July 2013 was previously granted to Councillor Levido.

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 17 June 2013 be confirmed.

PRESENT

Members:

Councillor Rob Turner (Chairperson)
Lyndel Bosman -Guide Dogs NSW
Brian Bucket - Access Building Designer
Helen Booby - Physical Disability
Max Waters - Port Macquarie & Vision Impairment
Mike Ipsen - Camden Haven Access
Nik Sandeman-Allen - Care & Mobility
Sharon Beard - Education & Access
Julie Priest- PMHC Aged & Disability Officer

Other Attendees:

Nil

The meeting opened at 2.00pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Lisa Intemann, George Payne, Peter McLeod, Phil White and Vicky Whitfield be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Hastings Access Sub-Committee Meeting held on 13 May 2013 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Yellow Brick Road:

The Yellow Brick Road technical drawings and cost estimate was tabled for the Hill Street works. Cllr Turner advised that the cost for the works was approximately \$65k as Council's Road Safety Officer and Traffic Engineers advised that a pedestrian refuge and street lighting had to be included for safety issues, especially as there was a pedestrian fatality last year. There could be an opportunity for Council to apply for Black Spot funding as this exceeds the grant budget of \$21.5k.

Discussion about relocating the project to Garden Retirement Village to construct the missing footpath link to Gordon Street so that the residents can access the medical facilities, pharmacy, Growers Market and the IGA.

CONSENSUS:

That Julie Priest and Council's Technical Services review the Garden Retirement Village missing footpath and provide a costing and design for these works to the Committee.

5.12 Aldi Car Park:

Nik Sandeman-Allen advised that he had observed a person with a disability who was unable to get out of their car due to shoppers using the 'shared zone'.

Discussion about white paper planning and for a submission from the Access Committee.

CONSENSUS:

1. That Julie Priest will include the feedback from the Access Committee in Council's White Paper submission.
2. That Brian Bucket drafts some words for a letter to Australian Standards and sends it to Julie Priest to draft a letter for the Chair to sign, including Coles as a positive example.
3. That Lyndel provides information at the next meeting about Nambucca and Kempsey's experience.

5.14 Access Friendly Project:

Mike Ipsen and Nik Sandeman-Allen advised that the Abundance café is suitable as a venue and that the gravel is easily navigable. Sharon Beard and Helen Booby concurred that this venue is accessible.

Discussion about Port Macquarie Chamber of Commerce and Disability Friendly Award.

CONSENSUS:

Julie Priest to arrange launch at Abundance Café.

06 GENERAL BUSINESS

6.1 Wheelchair Access to the Ferry:

Brian Bucket advised he has investigated the ferry and travelled on it and it is a complex issue. Between the walkway railings is 900mm width and turns a 45degree angle. When the ferry docks the top of the pavement ramp and the ferry ramp varies from 50mm to 100mm. He recommends the ferry needs a secondary flap on the edge where the walkway is located.

CONSENSUS:

Council's Officer in charge of the Ferry Service to be invited to the next Access Meeting.

6.2 Ferry Reserve, North Shore:

Clr Turner advised that the new accessible public toilet has been completed at Ferry Reserve.

6.3 Wauchope Indoor Stadium:

Clr Turner advised that the works to remove the non-supporting wall in the disability bathroom is logged with Building Services.

CONSENSUS:

That the Committee be advised when this work has been completed.

6.4 Lank Bain Sporting Complex:

Clr Turner advised that the installation of a new access compliant toilet/shower has been completed and tabled photos of the new amenity.

6.5 Finalise The Top 11 Footpath / Pedestrian Access Priorities In The LGA For 2013/14:

Clr Turner tabled the document and discussed the opportunity for this to be documented for the Councillors information.

CONSENSUS:

1. That the Access Committee's top 11 footpath / pedestrian access priorities in the LGA for 2013/14 be submitted to Infrastructure Services.
2. That these priorities be documented, costed and communicated to the Councillors.

6.6 List Of Locations For Memorial Seating (Park Benches):

Brian Bucket recommended a location at Westport Park for Jaci Cartwright who was the president of the Port Macquarie- Hastings Foreshore Preservation Association.

CONSENSUS:

That the updated list of locations for the Memorial park bench locations be submitted to Parks and Recreation.

6.7 Invitation To The Launch Of The Port Macquarie Courthouse Wheelchair Lifts:

Clr Turner advised that the Courthouse is still awaiting their compliance certificate for the works. A new invitation will be issued to the Access Committee to attend the event.

CONSENSUS:

That the invitation be provided to the Access Committee members when it is received.

6.8 Bus Shelters:

Brian Bucket discussed how some of the bus shelters (not the brand new ones) are non-compliant in that the wheelchair space is 750mm, whereas 1000mm in the new ones.

He suggests that a shorter seat replaces the current seat in the older bus shelters. Julie Priest discussed the meeting she and Brian attended with the Disability Council and that there is only one wheelchair friendly bus that operates between town and Lighthouse Beach. Problem is that Busways does not supply disability friendly buses on most routes or even between Wauchope and PMQ.

CONSENSUS:

Develop a priority list of bus shelters whose bench seats need to be shorter.

6.9 Clarence Street Shared Zones:

Lyndel Bosman discussed the issue of pedestrian safety and the shared zone, especially during peak tourism seasons. Confusion with which are designated pedestrian crossings and there is no posted speed limit on Horton and Clarence Street. Suggest a "shared zone" sign especially for tourist and out-of-towners so that drivers approach the crossings with caution.

Brian advised that the Town Centre Masterplan is currently being reviewed. Julie advised that she met with a resident in a wheelchair and his case manager and crossing the shared

intersection was difficult and the person felt uncomfortable and unsafe.

Clr Turner advised that the Courthouse is still awaiting their compliance certificate for the works. A new invitation will be issued to the Access Committee to attend the event.

CONSENSUS:

That Brian Bucket discuss with the Town Centre Masterplan Committee and advise the Access Committee of the outcome.

6.10 Rebel Sports Accessible Parking Space:

Nik Sandeman-Allen discussed an issue raised by Tom Kennedy. The accessible car parking spot in front of Rebel Sports has been moved. The DA was contingent on the location of this parking space.

CONSENSUS:

Julie Priest to investigate with Development Assessment and advise the Committee of the outcome.

6.11 Lighthouse New Staircase:

Brian Bucket identified a trip hazard at the top edge on one of the flight of stairs is a 10mm difference in height from the landing. Julie enquired if a handrail was being installed.

Nik advised that the staircase was built with volunteer labour.

CONSENSUS:

Nik Sandeman-Allen to discuss trip hazard and handrail with Rotary Sunrise and advise Committee of outcome.

6.12 Boat Ramp at Westport Park:

Max Waters discussed the issue of launching dragon boats and outriggers from the boat ramp as due to the storm the little beach has been washed away. Brian recommended a longer finger-wharf to accommodate a 12.5m boat.

CONSENSUS:

Julie Priest to create a Customer Request (CRM) and log the request with Recreation and Buildings.

6.13 Medical Centre in Park Street:

Brian discussed the access to the Medical Centre and how the layback for taxi's and cars to set down is not linked to the footpath. Concerns that if taxi's try to drop-off passengers the height of the undercroft may not be sufficient for maxi taxis. There is also a lack of signage.

CONSENSUS:

Julie Priest to discuss with Technical Services and Medical Centre and advise Committee of outcome.

The meeting closed at 3.40pm.

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 INTERESTⁱⁱ	
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.

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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^{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:	That Julie Priest and Councils Technical Services review the Garden Retirement Village missing footpath and provide a costing and design for these works to the Committee.		
Current Status:	Provide update at July meeting.		

Item:	5.12		14 May 2012
Subject:	Aldi Car Park		
Action Required:	<ol style="list-style-type: none"> 1. That Julie will include the feedback from the Access Committee in Council's White Paper submission. 2. That Brian Bucket drafts some words for a letter to Australian Standards and sends it to Julie to draft a letter for the Chair to sign, including Coles as a positive example. 3. That Lyndel provides information at the next meeting about Nambucca and Kempsey's experience. 		
Current Status:	Discuss at July meeting.		

Item:	5.14		14 June 2012
Subject:	Access Friendly Project		
Action Required:	Julie Priest to arrange launch at Abundance Café.		
Current Status:	Provide update at July meeting.		

Item:	5.17		8 October 2012
Subject:	Access Requests		
Action Required:	<ol style="list-style-type: none"> 1. Wheelchair Access to the Ferry update and Glenn Reece will address the Committee. 2. Wauchope Indoor Stadium accessible bathroom update. 3. Invitation to review the wheelchair accessible lifts installed at the Port Macquarie Courthouse at 10.00am Wednesday 7 August. 4. Develop a priority list of bus shelters whose bench seats need to be shorter. 5. Shared Zone in Clarence Street. Brian Bucket will provide an update from the Town Centre Masterplan Committee. 6. Rebel Sports Accessible parking space update. 7. Lighthouse new staircase update. 8. Medical Centre in Park Street update. 9. Committee to prioritise the 2013-14 access improvements for Council's Facilities and Buildings. 10. Committee to provide comment on the draft design for the Town Green Masterplan. 11. Invitation accepted for Access Committee to meet with the NSW Parliament Committee regarding road safety and mobility scooters on Monday 5 August. 		
Current Status:	Discuss at July meeting.		

Item: 06

Subject: GENERAL BUSINESS

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Committee Members raise and discuss any matters of general business.

Attachments

Nil

