



Hastings Access Sub-Committee

Business Paper

date of meeting: Monday, 14 October 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	11/02/13	11/03/13	08/04/13	13/05/13	17/06/13	08/07/13
Councillor Rob Turner	✓	✓	✓	✓	✓	A
Alternate - Councillor Lisa Intemann	A		A	A	A	A
Guide Dogs NSW	✓	✓	✓	✓	✓	✓
Access Building Designer	✓	✓	✓	A	✓	✓
Wauchope Seniors	A	A	A	✓	A	A
Physical Disability	✓			X	✓	X
Port Macquarie & Vision Impairment			✓	✓	✓	✓
Port Macquarie Access	✓	✓	A	A	X	✓
Camden Haven Access	✓	✓	✓	A	✓	✓
Care & Mobility	✓	✓	✓	✓	✓	A
Hastings Macleay Community Transport	A	✓	A	X	A	A
Wauchope Access	A	A	✓	✓	A	✓
Education & Access	✓	✓	✓	✓	✓	✓
PMHC Aged & Disability Officer	✓	✓	✓	✓	✓	✓

Member	09/09/13					
Councillor Rob Turner	✓					
Alternate - Councillor Lisa Intemann	A					
Guide Dogs NSW	✓					
Access Building Designer	✓					
Wauchope Seniors	A					
Physical Disability	A					
Port Macquarie & Vision Impairment	✓					
Port Macquarie Access	✓					
Camden Haven Access	✓					
Care & Mobility	✓					
Hastings Macleay Community Transport	X					
Wauchope Access	✓					
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, 14 October 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 9 September 2013 be confirmed.

PRESENT

Members:

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

Other Attendees:

Paul Bailey - PMHC Facilities Officer
Lucilla Marshall - PMHC Group Manager Community Development
Resident - Margaret Kostaganzis

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 and Vicky Whitfield be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Hastings Access Sub-Committee Meeting held on 8 July 2013 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

05.01 Yellow Brick Road:

Clr Turner advised that Council's Engineer and Julie Priest have assessed the Garden Village site on Findlay Avenue. Photographs of the site were tabled. There is approximately 50 metres of missing footpath. The works and stenciling can be completed within the grant funding. Nik Sandeman-Allen discussed extent of footpath which would be stenciled.

CONSENSUS:

1. That Council proceed with constructing the footpath.
2. That the Committee be advised at the October meeting how much stenciling can be achieved within budget ie. to 5 Star Precinct, to Growers Market.

05.12 Access Committee Submission and ALDI Car Park:

Clr Turner advised that Council has submitted the White Paper discussion paper. In regards to Aldi car park Brian Bucket advised he is currently drafting some words for a letter to Australian Standards and will send it to Julie Priest to draft a letter for the Chair to sign, including Coles as a positive example. Chair thanked Brian on behalf of the Committee for his work on this matter.

CONSENSUS:

That Brian Bucket will provide draft Australian Standards letter to Julie Priest for Chair to sign.

5.14 Access Friendly:

The Access Friendly project was launched at Café Abundance and received good coverage in the local newspaper. Julie Priest has also delivered a presentation to the Customer Care network. A listing was tabled of the venues visited including, the 5 Star Precinct and the IGA Timbertown & Wauchope, Farm Supplies, Lasiandra Service Station, The Department Store and to be included the Mykonos Greek Restaurant. Mike Ipsen discussed the 5 Star Fitness and will re-check accessible bathrooms at premises.

The Hastings Co-Operative invites the Access Committee to the Port Macquarie IGA stores. Clr Turner proposed that visits occur once a month with a few business grouped within a location. Julie Priest will arrange the next visit and will contact Access Committee members to confirm the booking for a Friday. Other business include 8 to 8 and Care+Mobility.

CONSENSUS:

-
1. Julie Priest to send letters to businesses visited and provide Access Friendly stickers for approved businesses
 2. Julie Priest to arrange next Port Macquarie visit on a Friday and will contact members to confirm the details.
 3. Cllr Turner will contact Port Central Management and discuss opportunity for Access Committee to visit retail stores.

5.17 Access Requests:

i) Wheelchair Access to the Ferry:

Council is undertaking a risk assessment of using a portable ramp for mobility scooter access onto the ferry. If the findings are favourable then trialling to commence. Cllr Turner advised that the Ferry tender will soon be in process.

CONSENSUS:

That the Committee be kept informed of the progress.

ii) Wauchope Indoor Stadium:

Paul Bailey advised that the works to remove the non-supporting wall in the disability bathroom is logged with Building Services and is planned to commence in two weeks. Brian Bucket request Paul to review access to the door as it is not 600mm clear on each side and if the nib wall could be as short as possible.

CONSENSUS:

1. Paul Bailey review the door so that there is 600mm of wall on either side or as another solution rehang the door so it swings out. To remove the non-supporting wall.
2. That the Committee be advised when these works have been completed.

iii) Access Committee attended the launch of the Port Macquarie Courthouse Wheelchair Lifts.

iv) Bus Shelters:

Brian Bucket led a discussion about the older bus shelters whose bench seats need to be shorter to enable access. He asked how many buses / bus routes are accessible?

Phil White advised that he contact Busways and told that by 2020 all buses will be accessible in Port Macquarie-Hastings and that by 2013 40% of fleet will be accessible. This may be 2016. Discussion about approaching Busways and costing to Council for modifying benches if bus not accessible. Cllr Turner proposed that the Access Committee provide a list of 5 to 7 priority bus shelters on major bus routes which require modification to the bench seat.

CONSENSUS:

1. That the Committee be advised at next meeting on number of accessible buses and which bus routes are accessible (and frequency)

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2. Phil White to forward Julie the email correspondence with Busways.
 3. Several of the Committee to undertake a drive along major bus routes and priorities top 5 to 7 bus shelters which require modification.

v) Clarence Street Shared Zones:

CONSENSUS:

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

vi) Rebel Sports Accessible parking space:

The DA has been archived and is being searched for but currently cannot be found.

CONSENSUS:

Deferred until next meeting.

vii) Lighthouse new staircase:

CONSENSUS:

Nik Sandeman-Allen will provide an update at the next meeting.

viii) Medical Centre in Park Street:

Brian Bucket has tabled sketches of the proposed vehicle drop-off area. As this wasn't picked up in the DA this has been added to the Council works list.

CONSENSUS:

Committee to receive an update when works completed.

ix) Committee to prioritise the 2013-14 access improvements for Council's Facilities and Buildings:

Paul Bailey provided an update of the completed 2012-13 projects including Findlay Park accessible toilet, Lank Bain accessible toilet, Glasshouse installation of two wheelchair seating spaces and the designs for the Dunbogan accessible fishing platform.

With the remaining funding from last year Paul has purchased bright yellow fibreglass stair nosings. The strips will be fixed to the edge of steps and will be trialled at Gaol Point. If the trial is successful then other staircases at Flynn's Beach and Tacking Point will be installed with the nosings. Max Waters thanked Paul, as he has been championing for this improvement for a number of years.

Paul discussed Log Wharf amenities at Telegraph Point and tabled photos which shows that the accessible toilet has a step to access this amenity. Paul has retrofitted automatic door opening sensor at the Glasshouse (ramp next to the lift) and asked for feedback from the Committee. The funds could be used to create automatic doors at the 2nd ramp (near

the Glasshouse café) at a cost of \$6k.

CONSENSUS:

1. That Council's Building Services proceed with the works at Sancrox Reserve Amenities (approx \$15k).
2. That Paul Bailey invites several of the Committee members to trial the stairs with the new nosings once they have been afixed.
3. That Paul Bailey advise costings for Log Wharf amenities to be compliant at the October Access Committee meeting and also provide any other project ideas.
4. That the Committee members take the opportunity to test drive the automatic opening doors at the Glasshouse. At the October meeting decide whether to allocate \$6k to enabling the entrance doors at the Café ramp to be automatic.

06 GENERAL BUSINESS

06.1 Resident Margaret Kostaganzis:

Ms Kostaganzis addressed the committee and spoke about mobility scooter access. Widderson Street to Fernhill Rd is impeached by trees and needs to be re-trimmed as it is growing out again. Request for construction of footpath from Oxley to Fernhill St which is missing. She thanked the access Committee for their attention.

CONSENSUS:

1. That Council be requested to trim trees on Widderson Street.
2. That request for footpath along Oxley to Fernhill Street be added to list of footpath requests.

06.2 Vacancies available for community positions on the Access Committee:

The Committee reviewed the applications received from Scott Barnes, Elizabeth Rose, Elizabeth Conroy and Julie Rixon to fill two vacant positions. To ensure a good mix of skills, knowledge and community spirit, to invite the two leading applicants to attend as observers the next Access Committee meeting. This will provide an opportunity for them to understand how the Committee operates and within what parameters it does so.

CONSENSUS:

That Elizabeth Rose and Elizabeth Conroy be invited to attend the October Access Committee meeting as observers.

06.3 Activities for International Day of People with Disabilities:

The Glasshouse has offered to host a screening of the national touring short film festival "Access All Areas" to celebrate this day. Are the Access Committee interested and if so to nominate a date and time for the screening. Clr turner advised this would be in the Ross

Family Studio which is on the ground floor.

Discussion about Wheelchair Cavalcade roll and stroll first thing followed by morning tea and Short Film Festival. Brian Bucket suggested that this be videoed to show access issues.

CONSENSUS:

That the Access All Areas Short Film Festival be screened 10.30am on Tuesday 2nd December 2013 at the Glasshouse.

06.4 Review DA of Lake Cathie Primary School:

The Committee reviewed the DA and were disappointed at the lack of disability friendly planning and submit the following feedback:

- There is a step to access all classrooms, special program room, front office, canteen and hall. Change of flooring from 20mm to 580mm for canteen. Remove ALL steps, replace with small threshold ramps so that students, staff, canteen volunteers and parents/carers with a disability can access all facilities;
- Ensure no steps to amenities;
- Ensure there is unobstructed path of travel from parent parking footpath to assembly area and Administration ie. no steps;
- Footpath does not connect properly to 2 accessible car parking space - footpath to connect square on to space next to accessible car parks;
- 2nd Footpath does not connect properly to car park. Footpath will be blocked by parked vehicle;
- Circulation space at doorways to Accessible shower / toilets as per AS, there to be a minimum 560mm wall space on hinge side of door. Or instead recommend sliding door which is easier for people with a disability to use. See AS 1428.1-2009 13.2 and 13.3;
- Access Shower / toilet as this is a primary school will one of the toilets be a child size?
- Admin office - from drawings could not see if there were 3 unisex toilets. Is a shower included? As likely staff may cycle to work. A unisex disabled toilet/shower to be included for staff;
- Height of canteen counter - a section of the counter to be at wheelchair height;
- Height of Administration front desk - a section of the counter to be at wheelchair height;
- Is there shade covering over assembly bitumen area, concrete paving and area between hall and canteen? and
- A member of the Access Committee and officer of Guide Dogs Australia offers to go onsite and assist with providing advice on location of warning and directional TGSi's as these are often located in incorrect places.

06.4 Review DA of PCYC at Hibbard Drive:

The Committee reviewed the DA and submits the following feedback:

- Pleased to see 6 x accessible car parking spaces. Please ensure shared area zone is painted with horizontal stripes;

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- Entry foyer - is there a drop off area here? Require a pedestrian ramp if levels from street are different to entry foyer level;
 - No floor level noted for outside area. Ensure unobstructed accessible path of travel (no steps) from car park footpath to entry foyer; and
 - Review compliance with door access to Accessible shower / toilets as per AS, there to be a minimum 560mm wall space on hinge side of door. Or instead recommend sliding door which is easier for people with a disability to use. See AS 1428.1-2009 13.2 and 13.3.
-

The meeting closed at 4.10pm.

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:
.....

Signed: Date:

(Further explanation is provided on the next page)



Further Explanation

(Local Government Act and Code of Conduct)

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

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

Pecuniary Interest

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

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

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

Non-Pecuniary

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

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

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

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

Non Pecuniary – Significant Interest

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

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

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

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

Non Pecuniary – Less than Significant Interest

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



SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

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	
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:	<ol style="list-style-type: none"> 1. That Council proceed with constructing the footpath. 2. That the Committee be advised at the October meeting how much stencilling can be achieved within budget ie. to Star Precinct, to Growers Market. 		
Current Status:	Provide update t October meeting.		

Item:	5.12		14 May 2012
Subject:	Aldi Car Park		
Action Required:	That Brian Bucket will provide draft Australian Standards letter to Julie Priest for Chair to sign.		
Current Status:	Discuss at October meeting.		

Item:	5.14		14 June 2012
Subject:	Access Friendly Project		
Action Required:	<ol style="list-style-type: none"> 1. Julie Priest to send letters to businesses visited and provide Access Friendly stickers for approved businesses. 2. Committee to provide an update about the IGA Growers visit. 3. Clr Turner to contact Port Central Management and discuss opportunity for Access Committee to visit retail stores. 		
	Discuss at October meeting.		

Item:	5.17	9 September 2013
Subject:	Access Requests	
Action Required:	<ol style="list-style-type: none"> 1. Wheelchair Access to the Ferry update. 2. Shared Zone in Clarence Street. That Brian discuss with the Town Centre Masterplan Committee about Shared Zone signs and advise of the outcome. 3. Rebel Sports Accessible parking space update. 4. Lighthouse new staircase update. 5. Pedestrian crossings on Findlay and Lord streets. 6. Parking at the Wauchope Hospital. Palliative Care unit. 7. Chair's letter to PMQ Chamber of Commerce about cancelling the disability friendly award. 8. Facilities upgrade discussion <ul style="list-style-type: none"> - Update about Wauchope Indoor Stadium internal wall. - Committee provide feedback on Glasshouse auto door and instruct if \$6k be allocated on retrofitting the other entry door. - Committee provide feedback on stair nosings at Town Beach. - Costing for compliant access to Log Wharf toilet. 9. Successful launch of Council's Beach Wheelchair held Wednesday 18th September. 10. Committee to plan activities for International Day of People with Disability. (3rd December). 	
	Discuss at October meeting.	

Item: 06

Subject: GENERAL BUSINESS

Presented by: General Manager, Anthony Hayward

