



# Port Macquarie-Hastings Access Sub-Committee

## Business Paper

**date of meeting:** Tuesday 6 August 2019

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

**time:** 2.00pm

## Port Macquarie-Hastings Access Sub-Committee

### CHARTER

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#### 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.

- 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	05/06/18	07/08/18	09/10/18	04/12/18	05/02/19	02/04/19	04/06/19
Councillor Peter Alley (Chair)	✓	✓	✓	✓	✓	✓	✓
Ben Oultram	✓	✓	✓	✓	✓	✓	✓
Bruce Gibbs	✓	A	✓	✓	✓	✓	✓
Elizabeth Rose	A	✓	A	✓	✓	✓	X
Helen Booby	✓	✓	A	✓	✓	✓	A
Ian Irwin	✓	✓	✓	✓	✓	✓	✓
Julie Haraksin	✓	✓	✓	✓	✓	✓	✓
Lyndel Bosman Lisa Sayers (alternate)	-	-	-	-	-	-	A
Mike Ipsen	✓	✓	✓	✓	✓	✓	A
Phil White	A	A	A	✓	A	A	A
Sharon Beard	✓	✓	✓	✓	✓	✓	✓
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 Access Sub-Committee Meeting

Tuesday 6 August 2019

## Items of Business

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**Item: 01**

**Subject: ACKNOWLEDGEMENT OF COUNTRY**

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

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**Item: 02**

**Subject: APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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**Item: 03**

**Subject: CONFIRMATION OF PREVIOUS MINUTES**

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**RECOMMENDATION**

That the Minutes of the Port Macquarie-Hastings Access Sub-Committee Meeting held on 4 June 2019 be confirmed.

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**PRESENT**

**Members:**

Councillor Peter Alley (Chair)  
Ben Oultram  
Bruce Gibbs  
Ian Irwin  
Julie Haraksin  
Sharon Beard  
Julie Priest (PMHC Aged & Disability Officer)

**Other Attendees:**

A/Director Holly McBride (PMHC)  
Craig Luff (PMHC Landscape Architect)  
Graham Saunders (Observer)  
Barbi Radliffe (Observer)  
Anthony Mahr (Observer)

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The meeting opened at 2:00pm.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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**CONSENSUS:**

That the apologies received from Lyndel Bosman, Mike Ipsen, Phil White, Helen Booby and Lucilla Marshall be accepted.

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**03 CONFIRMATION OF MINUTES**

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**CONSENSUS:**

That the Minutes of the Port Macquarie-Hastings Access Sub-Committee Meeting held on 2 April 2019 be confirmed.

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## **04 DISCLOSURES OF INTEREST**

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Julie Haraksin disclosed her non-pecuniary interest in Item 5, the reason being she owns a dwelling in the Northpoint Apartments building and a business in Colonial Arcade.

Ian Irwin disclosed his non-pecuniary interest in Item 5, the reason being he owns a dwelling in the Northpoint Apartments building and a business in Colonial Arcade.

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

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### **05.01 Access Friendly Project**

Thank you to Sharon Beard, Helen Booby, Bruce Gibbs, Julie Haraksin, Ian Irwin, Ben Oultram and Julie Priest for undertaking a visit to Settlers Inn and the Hastings River Drive surrounding footpaths.

Discussion about three accessible car parks to be re-located and re-painted, obstructed link to footpath, new outdoor dining area, managing patrons at the bar service areas, signage required at the accessible toilet.

### **CONSENSUS**

1. That correspondence signed by Cr Alley will be sent to Settlers Inn with recommendations for access improvements.
2. Request for tree pruning along footpath be sent to the Council maintenance crew.
3. That the next access visit be coordinated to review the Northpoint Apartment and surrounding businesses.

### **05.02.01 Accessible Updates**

Discussion about the \$30k kerb ramp proposal and that the endorsed Access Committee recommendation for a Council Report has been delayed. The Committee are requesting \$30k to be identified within the existing 2019/20 Footpath Programme budget to fix 10 high priority kerb ramps as identified by the committee, which can be installed on existing footpaths. Acting Director McBride advised the Acting Director Infrastructure is reviewing the request, taking a holistic view of footpath works and the request made and will provide an update at the August Committee meeting.

The Committee noted that the tactiles requested by Guide Dogs have been installed at the pedestrian refuge near Coles at Innes Lake.

The Committee noted that the drop off no parking signage requested by Guide Dogs has been installed at the entrance to Wauchope Pool.

The Committee noted that the location of the Bold Street Pedestrian Crossing is currently being reviewed.

West Rotary Club has offered to build an accessible picnic setting at McInherney Park and are currently reviewing the technical drawings to see if it is viable for them to do.

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Phil White requested Council to prune the fig tree at Westport Park as the foliage was covering the pedestrian lights. The PMHC Crew undertook this job at 7am the very next day and completed the maintenance.

The Committee noted that the accessible car park and signage has been installed in front of the Comboyne War Memorial Hall.

**CONSENSUS:**

That an update be provided at the August Access Committee meeting about the high priority kerb ramp proposal.

**05.02.02 Access Reviews**

There were DA reviews to be undertaken.

**05.02.03 Accessible Parking Project**

Thank you to Julie Haraksin, Ian Irwin, Mike Ipsen and Julie Priest who undertook iPad audits of accessible parking spaces in Laurieton.

Ben Oultram suggested having a sticker or signage at accessible car parks to refer patrons to the App. Anthony Mahr discussed screen reader functionality of the App.

**CONSENSUS:**

1. That GIS be invited to the August Access Committee meeting to present how the App would work.
2. That Anthony Mahr test drives the App to check the compatibility of the screen reader.
3. That excursions to audit Lake Cathie and North Haven accessible car parks be organised.

**05.02.04 Changing Places Adult Change Table**

Council has sponsored a NSW Government grant application with ACES for a 'Boundless' accessible toilet and adult change table with gantry hoist. The application is for \$160k and if successful the Council contribution would be \$10k from the Disability Inclusion Action Plan budget. If the grant is successful, Council will seek a recommendation from the Access Committee and ACES for the preferred location in Wauchope.

The Port Macquarie 'Boundless' is now being installed in July and August with a planned launch for September.

**CONSENSUS:**

That the Access Committee members will be advised how to vote for the grant for the Wauchope 'Boundless', if the application proceeds to the voting round.

**05.02.05 Invitation to the ArtWalk event**

The Access Committee are invited to the ArtWalk event to view the Dementia Friendly video installation. Meeting at 6pm in front of the Historic Courthouse on Thursday 18 July.

**06 CHARLIE UPTIN WALK ACCESSIBLE DESIGN**

Mr Craig Luff, PMHC Landscape Architect, presented to the Access Committee about the Coastal Walk Upgrade. The Coastal Walk is classified as a Class 3 Trail, however wherever possible the footpath will be widened to 2.2metres along the Charlie Uptin Walk. Mr Luff proposed a viewing platform to be constructed which would provide a tourism destination point and turn around area before the stairs, and sought endorsement of \$20k funding from the DIAP budget.

**CONSENSUS:**

1. That the project includes wayfinding signage that clearly shows the accessible portion of the footpath with distance/ metres.
2. Noted the presentation by Mr Craig Luff, PMHC Landscape Architect; and will review endorsement of funding of the accessible viewing platform from the Disability Inclusion Action Plan Budget.

**07 PMHC BUILDINGS AND FACILITIES ACCESS PRIORITIES FOR 2019/2020**

The Access Committee reviewed the PMHC Buildings and Facilities Access Priorities document and discussed funding priorities.

**CONSENSUS:**

1. That the Access Committee recommends the following funding priorities of the \$107,700 Disability Inclusion Action Plan Budget for 2019/20

Asset	Work	Cost
Port Macquarie	'Boundless' accessible toilet and adult change table with gantry hoist and elevated change table	\$25,000 (previously committed)
Kew	iKew wheelchair friendly picnic table and shelter	\$15,000
Charlie Upton Walk	Accessible viewing platform	\$20,000
Wauchope	'Boundless' State Govt \$160k grant plus \$10k Council contribution if grant successful	\$10,000

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North Haven	Accessible picnic table	\$3,500
North Haven	Design of plan only (for a ramp to the water)	\$5,000
Wauchope Swimming Pool	Portable hoist to transfer to pool wheelchair	\$10,000
Lighthouse Beach	Install accessible car park and kerb ramp at picnic hub	\$2,000
	TOTAL of priorities	\$90,500

2. That the remaining DIAP budget to be reviewed in December 2019 when it will be known if the \$10k for the Wauchope Boundless will be required or not and available budget for other projects to be considered such as installing compliant accessible toilets at the Port Macquarie Senior Citizens Facility.

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## **08 GENERAL BUSINESS**

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### **08.01 REQUEST FOR KERB RAMP**

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A request from resident Mr Davidson was referred to the Access Committee from Director Sharp to review, prioritise and potentially fund from the DIAP budget. The resident is requesting a kerb ramp at the corner of Lord and Lachlan Streets.

#### **CONSENSUS:**

That the Road Safety Officer review the location and connectivity of the surrounding footpaths and provide an overview at the August Committee meeting

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### **08.02 LAKE CATHIE FISH CLEANING TABLE**

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The Committee noted that the new fish cleaning table funded by the Fisheries Trust was installed last week.

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### **08.03 EMERGENCY SERVICES TRAINING AND AUTISM**

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The Committee noted that Council hosted two training workshops this week for people living with Autism and Emergency Services. The workshops were to help design disaster evacuation plans for people living with Autism in our area.

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#### **08.04 MASTER LOCKSMITH ACCESS KEYS**

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Bruce Gibbs has undertaken research and reviewed 65 NSW Councils (51% of Councils). Of these 45% actively use MLAK on their public accessible toilets. Cr Alley thanked Bruce for his research.

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#### **08.05 DISABILITY INCLUSION ACTION PLANS**

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Bruce Gibbs has undertaken research and reviewed the Disability Inclusion Action Plans of 27 Councils and gave them a qualitative score. He congratulated Julie Priest as the PMHC plan is excellent. Cr Alley thanked Bruce for his very interesting research.

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#### **08.06 COLONIAL ARCADE**

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Julie Haraksin advised that Colonial Arcade have finished upgrading their toilet and has forwarded photos to Julie Priest.

#### **CONSENSUS:**

That the photos of the upgraded Colonial Arcade be shared with the Committee and that the Committee considers approaching the building management asking them to consider installing an MLAKey.

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#### **08.07 THE "TRADIES" GUIDE TO GOOD ACCESS**

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Bruce Gibbs tabled the 'tradies' guide to good access booklet. The document is an initiative of the Northern Rivers Regional Access Forum and developed by Hobsons Bay City Council.

#### **CONSENSUS:**

That the guide be circulated amongst the Committee and appraised in regards to the Australian Standards and reviewed at the August Committee Meeting.

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**08.08 TIPS FOR MAKING YOUR EVENT ACCESSIBLE**

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Bruce Gibbs tabled the Blayney Shire Council guide 'Tips for making your event accessible'.

**CONSENSUS:**

That the guide be circulated amongst the Access Committee and PMHC Tourism Team, and reviewed at the August Committee Meeting.

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The meeting closed at 3:45pm.

Item: 04  
Subject: DISCLOSURES OF INTEREST

**RECOMMENDATION**

That Disclosures of Interest be presented

**DISCLOSURE OF INTEREST DECLARATION**

<b>Name of Meeting:</b>	
<b>Meeting Date:</b>	
<b>Item Number:</b>	
<b>Subject:</b>	
<b>I, the undersigned, hereby declare the following interest:</b>	
<input type="checkbox"/> <b>Pecuniary:</b> Take no part in the consideration and voting and be out of sight of the meeting.	
<input type="checkbox"/> <b>Non-Pecuniary – Significant Interest:</b> Take no part in the consideration and voting and be out of sight of the meeting.	
<input type="checkbox"/> <b>Non-Pecuniary – Less than Significant Interest:</b> May participate in consideration and voting.	
<b>For the reason that:</b>	
<b>Name:</b> <b>Signed:</b>	<b>Date:</b>
<b>Please submit to the Governance Support Officer at the Council Meeting.</b>	

*(Refer to next page and the Code of Conduct)*

**Pecuniary Interest**

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will 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 you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
  - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your "relative" is any of the following:
    - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii)
  - (b) "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c)
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
  - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

**Non-Pecuniary**

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

**Managing non-pecuniary conflicts of interest**

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
- a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
  - b) other relationships with persons who are affected by a decision or a matter under consideration 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 the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
  - d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
  - e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
  - f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
  - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.



**SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION**

*This form must be completed using block letters or typed.  
 If there is insufficient space for all the information you are required to disclose,  
 you must attach an appendix which is to be properly identified and signed by you.*

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of the affected principal place of residence of the councillor or an associated person, company or body <i>(the <b>identified land</b>)</i>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The 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"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST<sup>1</sup></b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the <b>subject land</b><sup>2</sup>)</i> <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 or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

*[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest]*

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

*This form is to be retained by the council's general manager and included in full in the minutes of the meeting*

Last Updated: 3 June 2019



### **Important Information**

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will 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.

"Relative" is defined by clause 4.4 of the Model Code of Conduct 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.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at 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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<sup>1</sup> Clause 4.1 of the Model Code of Conduct 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 clause 4.6 of the Model Code of Conduct.

<sup>2</sup> 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 clause 4.3 of the Model Code of Conduct has a proprietary interest

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

<b>Item:</b>	5.01	4 June 2019
<b>Subject:</b>	Access Friendly Project	
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• Committee to provide an update about the access visit to Northpoint Apartments and Lake Cathie Bowling Club.</li> <li>• Discuss venues for next visit and when this will be scheduled.</li> <li>• Settlers Inn - correspondence sent from Cr Alley to the owner.</li> <li>• Colonial Arcade upgraded amenity - Committee to consider approaching Building Management to consider installing an MLAKey.</li> </ul>	
	Discuss at August meeting.	

<b>Item:</b>	5.02	4 June 2019
<b>Subject:</b>	Access Requests	
<b>Action Required:</b>	<p><b>1. Accessible updates</b></p> <ul style="list-style-type: none"> <li>• Update about Lord Street footpaths and connectivity (Pip Cox).</li> <li>• Request from Hastings Secondary College - missing footpath link from Owen to Lord Street.</li> <li>• Update about the NSW Active Transport Funding Grant that includes \$30k for construction of kerb ramps.</li> <li>• Request for directional tactiles at Port Macquarie Library entrance and Council Office entrance (Resident Mel Patton request).</li> <li>• ArtWalk event - Dementia Friendly screening on building.</li> </ul> <p><b>2. Access Reviews</b></p> <ul style="list-style-type: none"> <li>• DA Review of Bundaleer proposed 140 bed residential aged care development.</li> <li>• Bold Street Laurieton Pedestrian Crossing location is open for community</li> </ul>	

	<p>engagement until 19 August.  <a href="http://haveyoursay.pmhc.nsw.gov.au">haveyoursay.pmhc.nsw.gov.au</a></p> <ul style="list-style-type: none"> <li>Proposed Aquatic Centre community engagement about 6 possible locations  <a href="http://haveyoursay.pmhc.nsw.gov.au">haveyoursay.pmhc.nsw.gov.au</a></li> </ul> <p><b>3. Accessible Parking Project</b>  Update about the field excursion to Lake Cathie, to map the car parking spots.</p> <p><b>4. Changing Places Adult Change Table</b>  Update about the State Govt <i>My Community Grant</i> application for a Wauchope 'Boundless' facility, led by ACES.</p> <p><b>5. Tradies' Guide to good access</b>  Guide appraised in regards to Australian Standards and if this is a document we could use.  (Bruce Gibbs)</p> <p><b>6. Tips for making your event accessible</b>  Guide appraised and if this is a document we could use. (Bruce Gibbs)</p> <p><b>7. Planning for International Day of People with Disability</b>  Discussion about an event for the 3 December 2019.</p>
	Discuss at August meeting.

**Item: 06**

**Subject: ACCESSIBLE CAR PARK 'APP'.**

**Presented by: Strategy and Growth, Jeffery Sharp**

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### **RECOMMENDATION**

**That the Access Committee note the presentation by Mr Carl Bennett, PMHC GIS Team Leader, Digital Technology.**

### **Discussion**

Mr Carl Bennett will discuss the functionality of the accessible car park 'app'.

### **Attachments**

Nil

**Item: 07**

**Subject: ANNUAL REPORT - DISABILITY INCLUSION ACTION PLAN**

**Presented by: Strategy and Growth, Jeffery Sharp**

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### **RECOMMENDATION**

**That the Access Committee note the presentation about the delivery of the Disability Inclusion Action Plan by Ms Julie Priest, PMHC Community Participation - Inclusion.**

### **Discussion**

The PMHC Disability Inclusion Action Plan is reported on an annual basis, this being the second year of the four year Plan.a

### **Attachments**

Nil