



Port Macquarie-Hastings Access Sub-Committee

Business Paper

date of meeting: Tuesday 1 October 2019

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

time: 2.00pm

Port Macquarie-Hastings Access Sub-Committee

CHARTER

1. AIMS

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

2. SUB-COMMITTEE MEMBERSHIP

- 2.1 Sub-Committee members will comprise of:
 - Councillor (Chairperson)
 - Community Members (14 members)
 - Ex officio - Community Engagement staff
 - 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	07/08/18	09/10/18	04/12/18	05/02/19	02/04/19	04/06/19	06/08/19
Councillor Peter Alley (Chair)	✓	✓	✓	✓	✓	✓	✓
Ben Oultram	✓	✓	✓	✓	✓	✓	✓
Bruce Gibbs	A	✓	✓	✓	✓	✓	✓
Elizabeth Rose	✓	A	✓	✓	✓	X	A
Helen Booby	✓	A	✓	✓	✓	A	✓
Ian Irwin	✓	✓	✓	✓	✓	✓	✓
Julie Haraksin	✓	✓	✓	✓	✓	✓	✓
Lyndel Bosman Lisa Sayers (alternate)	-	-	-	-	-	A	A
Mike Ipsen	✓	✓	✓	✓	✓	A	A
Phil White	A	A	✓	A	A	A	A
Sharon Beard	✓	✓	✓	✓	✓	✓	✓
Lucilla Marshall PMHC Group Manager Community Engagement	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 1 October 2019

Items of Business

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Item: 01

Subject: ACKNOWLEDGEMENT OF COUNTRY

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

Item: 02

Subject: APOLOGIES

RECOMMENDATION

That the apologies received be accepted.

Item: 03

Subject: CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Port Macquarie-Hastings Access Sub-Committee Meeting held on 6 August 2019 be confirmed.

PRESENT

Members:

Councillor Peter Alley (Chair)
Ben Oultram
Bruce Gibbs
Helen Booby
Ian Irwin
Julie Haraksin
Sharon Beard
Lucilla Marshall (PMHC Group Manager Community Development)
Julie Priest (PMHC Aged & Disability Officer)

Other Attendees:

Pip Cox (PMHC Road Safety Officer)
Carl Bennet (PMHC GIS Team Leader)
Graham Saunders (Observer)
Anthony Mahr (Observer)
Barbara Radcliffe (Observer)

The meeting opened at 4:00pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Lyndel Bosman, Elizabeth Rose, Mike Ipsen and Phil White be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

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

04 DISCLOSURES OF INTEREST

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.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

05.01 Access Friendly Project

Julie Priest undertook a visit to Northpoint Apartments. The Strata have agreed to remove the non-compliant ramp that links to the outdoor patio and BBQ area, and replace it with compliant sliding doors that are level to the floor surface.

Sharon Beard and Julie Priest undertook a visit to Lake Cathie Bowling Club. It is an older facility with two accessible car parks, friendly staff, versatile floor plan and the bar has a very high counter. Also inspected the new public amenities at Lake Cathie Foreshore.

Julie Haraksin tabled photographs of the new accessible bathroom at Colonial Arcade.

Bruce Gibbs reported that Settlers Inn has widened the tiled area surrounding the bar. Helen Booby advised that they still have not re-marked the accessible car parks.

CONSENSUS:

1. That correspondence be sent to Lake Cathie Bowling Club recommending signage for the accessible bathroom door be installed.
2. That correspondence be sent to Colonial Arcade thanking the Strata for installing a new accessible bathroom and requesting that the door knob be changed to a compliant 'D' shape door knob.
3. That the next access visit be coordinated to audit the Wauchope accessible car parks and visit the Wauchope Golf Club.

05.02.01 Accessible Requests

Pip Cox tabled maps showing the connectivity of footpaths, kerb ramps and refuges along Lord Street. Cr Alley thanked Pip for her audit.

The Committee reviewed the request from Hastings Secondary College for a missing footpath link from Owen to Lord Street. Pip Cox advised this missing footpath link was in the PAMP and includes the whole block, not a portion. Discussion about school funding for access into the community garden and importance of inclusion of students.

Pip Cox spoke about the NSW Active Transport Funding Grant that includes \$30k for construction of kerb ramps. Cr Alley recommended that the list is double checked with schools to Schools so that it is not doubled up.

Julie Priest received a request from a resident for directional tactiles at Port Macquarie Library entrance and Council office entrance. Anthony Mahr spoke about embossed maps.

Screening the Dementia Friendly animation on a building wall at Artwalk event was a huge success. Julie Haraksin advised that the access into the sand drawing performance at Laing & Simmons car park was unsafe.

CONSENSUS:

1. That the request from resident Mr Davidson for a kerb ramp on the corner of Lord and Lachlan streets was allocated a MEDIUM priority.
2. That the request from Hastings Secondary College for a linking footpath between Owen and Burrawan St was allocated a HIGH priority, paired and contingent on the school receiving funding to install footpath connectivity into the community garden.
3. That Pip Cox will review the NSW Active Transport Funding agreement and nominated kerb ramps as if there is any flexibility to swap such as for Port City Bowling Club and to check there are no double-ups with the School to Schools proposed footpath works.
4. That Lyndel Bosman investigate directional tactiles at Port Macquarie Library entrance and Council office entrance and report back at the next meeting.
5. That Lyndel Bosman bring an example of an embossed map for discussion at the next meeting.
6. That the footpath access into the Laing & Simmons ArtWalk area be reviewed and changes made so that it is safe for the 2020 event.

05.02.02 Access Reviews

Thank you to Bruce Gibbs, Julie Haraksin, Sharon Beard and Ian Irwin for reviewing the DA for the Bundaleer proposed 140 bed residential aged care development. Main findings included insufficient car parking (22 spaces for 44 staff), no accessible public toilet near the foyer for visitors and only 10% of rooms were accessible.

Cr Alley spoke about the Bold Street Pedestrian Crossing with three options for location, and the design plans were discussed.

Discussion about the Aquatic Centre community engagement that is currently open with six possible locations and Committee members are encouraged to visit haveyoursay.pmhc.nsw.gov.au to nominate their preferred location.

CONSENSUS:

That the Access Committee recommend the Bold Street Pedestrian Crossing be located at Option 1, as this is mid-block and creates a safe link to all businesses.

05.02.03 Accessible Parking Project

Thank you to Sharon Beard and Julie Priest who audited the car parks in Lake Cathie. They identified a car park space near the shops that looks as if it has been scrubbed out and the Development Assessment team are investigating in case it was a designated accessible car park.

05.02.04 Changing Places Adult Change Table

The concrete foundations for the amenities at Short Street have been laid and are curing. The modular unit will be craned in on the 12 August.

The \$160k grant for Wauchope is currently open for voting, for residents who live in the Oxley electoral area <https://mycommunityproject.service.nsw.gov.au/projects>

05.02.05 Tradies' Guide to Good Access.

Thank you to Bruce Gibbs who tabled the guide from Lismore City Council. Discussion about the complexities of the Australian Standards and cost to purchase a copy of the Standards is prohibitive. The Committee had concerns with simplifying the information and some errors in the content, if the guide had copyright, however agreed that it would be a help to tradies.

(Editor's note AS1428 Access Standards costs \$249.16 and the full set of Access Standards costs \$565.61 inc GST from SAI Global)

CONSENSUS:

That Cr Peter Alley will raise the need for a simplified Tradies Guide to Good Access at the Local Government NSW meeting, with a discussion if the Australian Standards could be freely available.

05.02.06 Tips for making your event accessible.

Thank you to Bruce Gibbs for tabling the guide. Julie Priest is meeting with Council's Tourism Coordinator and representatives from Opportunity Travel Network next week to discuss accessibility.

05.02.07 Planning for International Day of People with Disability event (IDPwD)

Last year the Access Committee and Mayor joined with SailAbility to celebrate the day.

CONSENSUS:

That an event idea and plan to celebrate IDPwD will be formulated at the next Access meeting.

06 ACCESSIBLE CAR PARK 'APP'.

The Access Committee noted the presentation by Mr Carl Bennett, PMHC GIS Team Leader, Digital Technology.

CONSENSUS:

1. That the Accessible Car Park 'App' will have filters including separate layers for accessible playgrounds, amenities, picnic tables, fishing tables etc.
2. That Wauchope and Rainbow Beach will be audited before the App or webpage is published.
3. That Vision Australia and/or Guide Dogs will be approached to discuss accessible functionality of the 'App' with Carl Bennett.

07 ANNUAL REPORT - DISABILITY INCLUSION ACTION PLAN

Congratulations to the Committee, Cr Alley, Julie Priest and the Council teams for such significant outcomes and commitment in delivering the Plan and creating a more accessible and connected community.

CONSENSUS:

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

08 GENERAL BUSINESS

08.01 KEW COMMUNITY PLAYGROUND

The concept plan for the Kew Community Playground was tabled. The Plan includes an accessible picnic setting with linked footpath.

08.02 "STANDING UP FOR SUNNY" SYDNEY FILM FESTIVAL

Julie Haraksin spoke about the film that stars R J Mitte, an actor living with cerebral palsy. She invited the Committee members to join her at the cinema on Friday 16 August. Tickets are \$14.50.

08.03 BRISBANE CITY COUNCIL - DEVELOPERS FEES DISCOUNT TO BUILD MORE DISABILITY-FRIENDLY HOMES

Julie Haraksin tabled the media article about the concept with Brisbane City Council with \$2 million set aside to offset the reduced developers' infrastructure charges. Under the scheme, a developer can apply for a reduction of between \$3000 and \$5000 in infrastructure charges if they build homes that meet the Liveable Housing Design Guidelines for people with disabilities.

CONSENSUS:

That Cr Peter Alley meet with the Director Development & Environment to discuss the Brisbane City Council's initiative of developers fees discount to build more disability-friendly homes.

The meeting closed at 4:15pm.

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

(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.*

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 the affected principal place of residence of the councillor or an associated person, company or body <i>(the identified land)</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.
MATTER GIVING RISE TO PECUNIARY INTEREST¹	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the subject land²)</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.

¹ 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.

² 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

Item:	5.01	6 August 2019
Subject:	Access Friendly Project	
Action Required:	<ul style="list-style-type: none"> • Committee to provide an update about the access visit to Wauchope Country Club. • Discuss venues for next visit and when this will be scheduled. • Colonial Arcade - correspondence sent recommending 'D' shape door handle for accessible toilet. • Lake Cathie Bowling Club - correspondence sent recommending signage for the accessible bathroom door be installed. 	
Status:	Discuss at October meeting.	

Item:	5.02	6 August 2019
Subject:	Access Requests	
Action Required:	<p>1. Accessible updates</p> <ul style="list-style-type: none"> • Update about NSW Active Transport Funding agreement and nominated kerb ramps if there is any flexibility to swap such as for Port City Bowling Club and to check there are no double-ups with the School to Schools (Pip Cox). • Request for 14m section of 'missing link' footpath at 73 Lord St (Pip Cox). • Investigate directional tactiles at Port Macquarie Library entrance and Council office entrance and provide a recommendation to the Committee (Lyndel Bosman). • Review an example of an embossed map. • Update about ArtWalk footpath safety at Laing & Simmons building. • Update about the 'Standing up for Sunny' Sydney Film Festival screening (Julie Haraksin). 	

	<p>2. Accessible Parking Project Update about the field excursion to Wauchope, to map the car parking spots</p> <p>3. Changing Places Adult Change Table</p> <ul style="list-style-type: none"> • Update about the Short St Launch on Friday 13 September. • Update about the Wauchope grant application. <p>4. Tradies' Guide to good access Update about need for a simplified or freely available access to the Australian Standards (Cr Peter Alley).</p> <p>5. Tourism Initiatives</p> <ul style="list-style-type: none"> • Update about the Destination Tourism Planning workshops. • Update about Opportunity Travel Network. <p>6. Planning for International Day of People with Disability Discussion about an event for the 3 December 2019.</p> <p>7. Brisbane City Council initiative Update about their initiative for a Developer fees discount to build more accessible universal homes (Cr Peter Alley).</p>
Status:	Discuss at October meeting.