



# Port Macquarie-Hastings Access Sub-Committee

## Business Paper

**date of meeting:** Tuesday 4 February 2020

**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 - 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   | 09/10/18 | 04/12/18 | 05/02/19 | 02/04/19 | 04/06/19 | 06/08/19 | 01/10/19 |
|--|----------|----------|----------|----------|----------|----------|----------|
| Councillor Peter Alley<br>(Chair)                              | ✓        | ✓        | ✓        | ✓        | ✓        | ✓        | ✓        |
| Ben Oultram  | ✓        | ✓        | ✓        | ✓        | ✓        | ✓        | ✓        |
| Bruce Gibbs  | ✓        | ✓        | ✓        | ✓        | ✓        | ✓        | A        |
| Elizabeth Rose   | A        | ✓        | ✓        | ✓        | X        | A        | A        |
| Helen Booby  | A        | ✓        | ✓        | ✓        | A        | ✓        | ✓        |
| Ian Irwin  | ✓        | ✓        | ✓        | ✓        | ✓        | ✓        | A        |
| Julie Haraksin   | ✓        | ✓        | ✓        | ✓        | ✓        | ✓        | A        |
| Lyndel Bosman<br>Lisa Sayers (alternate)                       | -        | -        | -        | -        | A        | A        | ✓        |
| Mike Ipsen   | ✓        | ✓        | ✓        | ✓        | A        | A        | X        |
| Phil White   | A        | ✓        | A        | A        | A        | A        | A        |
| Sharon Beard   | ✓        | ✓        | ✓        | ✓        | ✓        | ✓        | ✓        |
| Lucilla Marshall<br>PMHC Group Manager<br>Community Engagement | A        | ✓        | A        | A        | A        | ✓        | A        |
| Julie Priest<br>PMHC Aged & Disability<br>Officer              | ✓        | ✓        | ✓        | ✓        | ✓        | ✓        | ✓        |

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

### Meeting Dates for 2020

|           |               |        |
|-----------|---------------|--------|
| 4/02/2020 | Function Room | 2:00pm |
| 7/04/2020 | Function Room | 2:00pm |
| 2/06/2020 | Function Room | 2:00pm |
| 4/08/2020 | Function Room | 2:00pm |
| 6/10/2020 | Function Room | 2:00pm |
| 1/12/2020 | Function Room | 2:00pm |

**Port Macquarie-Hastings Access Sub-Committee Meeting**  
Tuesday 4 February 2020

**Items of Business**

| <b>Item</b> | <b>Subject</b>                              | <b>Page</b> |
|-------------|---|-------------|
| 01          | Acknowledgement of Country .....            | <u>7</u>    |
| 02          | Apologies.....                              | <u>7</u>    |
| 03          | Confirmation of Minutes .....               | <u>7</u>    |
| 04          | Disclosures of Interest.....                | <u>13</u>   |
| 05          | Business Arising from Previous Minutes..... | <u>17</u>   |
| 06          | General Business                            |             |

**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 1 October 2019 be confirmed.

**PRESENT**

**Members:**

Councillor Peter Alley (Chair)  
Ben Oultram  
Helen Booby  
Lyndel Bosman  
Sharon Beard  
Julie Priest (PMHC Aged & Disability Officer)

**Other Attendees:**

Sandra Wallace (PMHC Community Participation Manager)  
Pip Cox (PMHC Road Safety Officer)  
Jasmine Wood (CSU intern)  
Barbara Radcliffe (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 Bruce Gibbs, Elizabeth Rose, Ian Irwin, Julie Haraksin, Phil White and Lucilla Marshall (PMHC Group Manager Community Engagement) be accepted.

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### **03 CONFIRMATION OF MINUTES**

#### CONSENSUS:

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

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### **04 DISCLOSURES OF INTEREST**

There were no disclosures of interest presented.

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

#### **5.01 Access Friendly Project**

Thank you to Helen Booby, Sharon Beard, Julie Haraksin, Ian Irwin and Julie Priest for their visit to the Wauchope Country Club. The management team were very helpful.

#### CONSENSUS:

1. That correspondence be sent to the Wauchope Country Club recommending improved accessible car park signage, re-fit of downstairs accessible bathroom to Australian Standards and replace doorhandle to a 'D' shape lever for the main accessible toilet.
2. That the next access visit be coordinated to audit the Camden Haven Anglican Church and the Lakewood Shopping Centre.

#### **5.02.01 Accessible Updates**

Pip Cox reported that the nominated kerb ramp locations were identified and awarded under the NSW Active Transport grant funding. She tabled maps plotting the kerb ramp locations. Pip advised that current footpath projects included Telegraph Point (800m), Lakewood (700m) and planned for Hill Street Port Macquarie (150m). Discussion about a 14m section of 'missing link' footpath at 73 Lord Street.

Lyndel Bosman investigated the request for tactiles at the entrance to Port Macquarie Library. She advised that because of the difficult location of the trees, clients are unable to get a straight line. She trains clients to use the shoreline of the building. She recommends tactiles are not needed. Lyndel investigated the entrance of the Port Macquarie Council building. Directionals not recommended, however could include tactiles closer to the door.

Lyndel discussed the request for TGSI's at the Ocean Street/Pacific Drive medium break. Pip advised that due to loose aggregate and it is not a formal refuge it is difficult to retro-fit tactiles. Discussion about Swift Street with no barrier or kerb rail when the road crosses over a creek bed.

Lyndel discussed the Clarence Street Shared Zone which has continuous pebblecrete, with no delineation, no TGSI's or signage. Lyndel tabled photos showing Coffs Harbour mall treatment as an example. Pip advised that Council and RMS are looking in to changing our shared zone into a 40 km/hr High Pedestrian Activity Area.

Correspondence has been sent to Laing & Simmons requesting them to review pedestrian safety access into their private car park, especially for the ArtWalk event and recommended to install a threshold ramp.

Thank you to Julie Haraksin who invited the Committee to a screening of 'Standing up for Sunny' as part of the travelling Sydney Film Festival. Sharon Beard, Julie Priest and Ian Irwin joined Julie for the screening which was fantastic and also met the producer.

**CONSENSUS:**

1. That the Access Committee assessed the 17m missing footpath section at 73 Lord Street as a HIGH Priority and for it to be added to the Infrastructure Request Register.
2. That Council consider retro-fitting tactiles at the entrance door to the Port Macquarie Office.
3. That Council undertake a risk assessment process for Swift Street in regards to pedestrian safety and Pip Cox to report the outcome back to the Committee.
4. That the Access Committee request a pedestrian safety review of Clarence Street (Hay Street to Short Street) in regards to pedestrian infrastructure with a 40 km/hr Zone.
5. That an example of an embossed map be held over until the December meeting.

**5.02.02 Accessible Parking Project**

Thank you to Sharon Beard, Helen Booby, Julie Haraksin, Ian Irwin and Julie Priest who audited 16 car parking spaces in Wauchope.

**5.02.03 Changing Places Adult Change Table**

Thank you to Cr Peter Alley, Ben Oultram, Helen Booby and Sharon Beard who attended the commissioning of the new amenities with Mayor Peta Pinson and MP Leslie Williams.

The Committee noted that the Wauchope Changing Places application with ACES was unsuccessful for the NSW My Community Project grant.

**5.02.04 Tradies' Guide to good access**

Cr Peter Alley advised that he brought a notice of motion to the Council Meeting for the General Manager to write to the Local Government NSW to propose inclusion as an agenda item at the Local Government NSW Conference for more affordable access to the full suite of Australian Standards. This request was accepted for the Conference in two weeks' time. The Australian Local Government Association as a lobby group have raised it on their platform.

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**CONSENSUS:**

That Cr Peter Alley report back to the Committee the outcomes from the Local Government NSW Conference.

**5.02.05 Tourism Initiatives**

Thank you to Helen Booby, Julie Haraksin and Ian Irwin who attended the Destination Tourism Planning workshops. Helen reported that it was a good opportunity for Port Macquarie as a point of difference to be known as an accessible town.

Julie Priest spoke about her recent meeting with Opportunity Travel Network, who will be submitting a proposal to Council about their planned website to promote accessible tourism destinations and accommodation.

**05.02.06 Planning for International Day of People with Disability**

**CONSENSUS:**

That the Access Committee host a BBQ lunch on Thursday 5 December at McInherney Park with Aces Foundation & newIDAFE clients, carers and staff. We have challenged them to a game of Finska, which is a Finnish lawn competition and will present the winning group with an inaugural trophy to celebrate IDPWD.

**05.02.07 Brisbane City Council Initiative**

**CONSENSUS:**

That exploration of the Queensland initiative to discount developer fees when building accessible universal design homes to be discussed at the December meeting.

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**06 GENERAL BUSINESS**

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**06.01 PROPOSED DATES OF THE 2020 ACCESS SUB-COMMITTEE**

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**CONSENSUS:**

That the following meeting dates are endorsed by the Committee, to be held 2pm to 4pm in the PMHC Function Room:

- Tuesday 4 February 2020
  - Tuesday 7 April 2020
  - Tuesday 2 June 2020
  - Tuesday 4 August 2020
  - Tuesday 6 October 2020
  - Tuesday 1 December 2020.
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**06.02 VISIT TO AIRPORT TO CREATE AN ACCESS MAP**

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Peter Allen, the Airport Manager invites a contingent of the Access Committee to tour the upgraded airport in the last week of October and create an access map.

**CONSENSUS:**

That a meeting will be arranged with Peter Allen and a contingent of the Access Committee.

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**06.03 RESIGNATION FROM ACCESS SUB-COMMITTEE - JULIE PRIEST**

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Julie Priest will have a new role at Council from mid-October as the Grants Officer. The Committee will be advised of their new contact person soon.

**CONSENSUS:**

The Committee moved a vote of thanks, passed by acclamation, for the significant contribution Julie Priest has made to the Access Committee and to accessibility across the community.

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The meeting closed at 3:35pm.

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><br>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><br>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><br>May participate in consideration and voting.                           |              |
| <b>For the reason that:</b>   |              |
| <b>Name:</b><br><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 (i)
  - (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><br><i>[insert full name of councillor]</i>  |   |
| <b>In the matter of</b><br><i>[insert name of environmental planning instrument]</i>  |   |
| <b>Which is to be considered at a meeting of the</b><br><i>[insert name of meeting]</i>   |   |
| <b>Held on</b><br><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<br><i>(the identified land)</i>                     |   |
| Relationship of identified land to councillor<br><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).<br><input type="checkbox"/> An associated person of the councillor has an interest in the land.<br><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 subject land<sup>2</sup>)</i><br><i>[Tick or cross one box]</i>         | <input type="checkbox"/> The identified land.<br><input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.  |
| Current zone/planning control<br><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<br><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<br><i>[Tick or cross one box]</i>   | <input type="checkbox"/> Appreciable financial gain.<br><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  |  | 1 October 2019 |
| <b>Subject:</b>         | Access Friendly Project   |  |                |
| <b>Action Required:</b> | <ol style="list-style-type: none"> <li>1. That correspondence be sent to the Wauchope Country Club recommending improved accessible car park signage, re-fit of downstairs accessible bathroom to Australian Standards and replace doorhandle to a 'D' shape lever for the main accessible toilet.</li> <li>2. That the next access visit be coordinated to audit the Camden Haven Anglican Church and the Lakewood Shopping Centre.</li> </ol> |  |                |
| <b>Current Status</b>   | <ol style="list-style-type: none"> <li>1. Correspondence was sent to Wauchope Country Club on 9 October 2019</li> <li>2. Update to be provided at the February 2020 meeting.</li> </ol>   |  |                |

|                         |  |  |                |
|-------------------------|--|--|----------------|
| <b>Item:</b>            | 5.02   |  | 1 October 2019 |
| <b>Subject:</b>         | Access Requests  |  |                |
| <b>Action Required:</b> | <p><b>5.02.01 Accessible updates</b></p> <ol style="list-style-type: none"> <li>1. That the Access Committee assessed the 17m missing footpath section at 73 Lord Street as a HIGH Priority and for it to be added to the Infrastructure Request Register.</li> <li>2. That Council consider retro-fitting tactiles at the entrance door to the Port Macquarie Office.</li> <li>3. That Council undertake a risk assessment process for Swift Street in regards to pedestrian safety and Pip Cox to report the outcome back to the Committee.</li> <li>4. That the Access Committee request a pedestrian safety review of Clarence Street (Hay Street to Short Street) in regards to pedestrian infrastructure with a</li> </ol> |  |                |

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|                       | <p>40 km/hr Zone.</p> <p>5. That an example of an embossed map be held over until the December meeting.</p>  |
| <b>Current Status</b> | <p>1. The 17m missing footpath section at 73 Lord Street has been added to the Infrastructure Request Register.</p> <p>2. An update to be provided at the February 2020 meeting.</p> <p>3. The risk assessment for Swift Street in regards to pedestrian safety has been referred to infrastructure operations team. Risk assessment and review feasibility and options ongoing.</p> <p>4. The pedestrian safety review of Clarence Street (Hay Street to Short Street) in regards to pedestrian infrastructure with a 40 km/hr Zone is ongoing. Note that the current speed zoning is 50km/h not 40km/h.</p> <p>5. Example of an embossed map to be discussed at the February 2020 meeting.</p> |

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| <b>Action Required</b> | <p><b>5.02.04. Tradies' Guide to good access</b></p> <p>1. That Cr Peter Alley report back to the Committee the outcomes from the Local Government NSW Conference.</p> |
| <b>Current Status</b>  | <p>1. An update from Cr Peter Ally to be provided at the February 2020 meeting.</p>  |

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| <b>Action Required</b> | <p><b>05.02.06 Planning for International Day of People with Disability</b></p> <p>1. That the Access Committee host a BBQ lunch on Thursday 5 December at McInherney Park with Aces Foundation &amp; newIDAFE clients, carers and staff. We have challenged them to a game of Finska, which is a Finnish lawn competition and will present the winning group with an inaugural trophy to celebrate IDPwD.</p> |
| <b>Current Status</b>  | <p>1. An update on the International Day of People with Disability activities to be</p>  |

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|  | provided at the February 2020 meeting. |
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| <b>Action Required</b> | <b>05.02.07 Brisbane City Council initiative</b><br>1. That exploration of the Queensland initiative to discount developer fees when building accessible universal design homes to be discussed at the December meeting. |
| <b>Current Status</b>  | 1. Cr Peter Alley to lead discussion at February 2020 meeting.   |

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| <b>Item:</b>            | 06   |  | 1 October 2019 |
| <b>Subject:</b>         | General Business   |  |                |
| <b>Action Required:</b> | <b>06.02 Visit to Airport to Create an Access Map</b><br>1. That a meeting will be arranged with Peter Allen and a contingent of the Access Committee. |  |                |
|                         | 1. An update to be provided at the February 2020 meeting.  |  |                |

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| <b>Item:</b>            |   |  |  |
| <b>Subject:</b>         | Project Updates   |  |  |
| <b>Action Required:</b> | 1. Charlie Uptin Walk Upgrades<br>2. Commercial Hub Precinct<br>3. Kew Playground<br>4. Disability Parking App<br>5. Wauchope Bundaleer revised DA<br>6. DIAP Budget Update |  |  |
|                         | An update to be provided at the February 2020 meeting.  |  |  |