



PORT MACQUARIE-HASTINGS  
COUNCIL



# Port Macquarie-Hastings Access Sub-Committee

## Business Paper

date of meeting: Tuesday 3 November 2020

location: via Skype

time: 1:00pm

**Note:** Council is distributing this agenda on the strict understanding that the publication and/or announcement of any material from the Paper before the meeting not be such as to presume the outcome of consideration of the matters thereon.

## **Port Macquarie-Hastings 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	04/12/18	05/02/19	02/04/19	04/06/19	06/08/19	01/10/19	04/02/20
Councillor Peter Alley (Chair)	✓	✓	✓	✓	✓	✓	X
Ben Oultram	✓	✓	✓	✓	✓	✓	✓
Bruce Gibbs	✓	✓	✓	✓	✓	A	✓
Elizabeth Rose	✓	✓	✓	X	A	A	X
Helen Booby	✓	✓	✓	A	✓	✓	✓
Ian Irwin	✓	✓	✓	✓	✓	A	✓
Julie Haraksin	✓	✓	✓	✓	✓	A	✓
Lyndel Bosman Lisa Sayers (alternate)	-	-	-	A	A	✓	X
Mike Ipsen	✓	✓	✓	A	A	X	✓
Phil White	✓	A	A	A	A	A	X
Sharon Beard	✓	✓	✓	✓	✓	✓	A
Lucilla Marshall PMHC Group Manager Community Engagement	✓	A	A	A	✓	A	A
<del>Julie Priest</del> Sandra Wallace PMHC Community Participation Manager	✓	✓	✓	✓	✓	✓	✓

**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 3 November 2020

## Items of Business

Item	Subject	Page
01	Acknowledgement of Country .....	<u>7</u>
02	Apologies.....	<u>7</u>
03	Confirmation of Minutes .....	<u>7</u>
04	Disclosures of Interest.....	<u>16</u>
05	Business Arising from Previous Minutes.....	<u>20</u>
06	Disability Inclusion Plan.....	<u>21</u>
07	Community Inclusion Committee .....	<u>43</u>
08	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 4 February 2020 be confirmed.

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## **PRESENT**

### **Members:**

Ben Oultram  
Bruce Gibbs  
Helen Booby  
Mike Ipsen  
Ian Irwin  
Julie Haraksin

### **Other Attendees:**

Sandra Wallace Community Participation Manager  
Carl Bennett GIS Team Leader  
Sunni Boulton GIS Specialist  
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:**

1. That the apologies received from for Lucilla Marshall, Pip Cox and Sharon Beard be accepted.
2. The Committee noted that Cr Peter Alley was not advised of the meeting therefore did not attend.



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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 1 October 2019 be confirmed.

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### **04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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

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

Due to current vacancies in Council's structure, the audit of the Camden Haven Anglican Church and the Lakewood Shopping Centre will be deferred until the Inclusion Team Leader role is filled in the coming months.

#### **5.02.01 Accessible Updates**

Carl Bennett presented an embossed 3-D map of the Library precinct for feedback from the Committee. A general discussion followed on pedestrian refuges, and accessibility issues across the LGA.

Council advised that the non-compliant accessible car park on Cameron Street, Wauchope has been decommissioned due to ongoing safety concerns. New accessible car parks have been constructed on High Street as part of the Main Street upgrade works.

A request has been made for an accessible carpark in a Council-owned carpark located midway between Hollingworth St and Gore St. Council advised that:

- the existing pavement quality is poor;
- there is no line marking in the carpark;
- Council would likely need to resurface an area for the pavement markings and funding would be required for this from the DIAP budget;
- there are no plans for carpark pavement upgrade in the future
- manoeuvrability is a concern and there is an existing accessible carpark 80m from the requested location on Gore Street and other accessible car parks in the Growers Market carpark, 150m from the requested location.

A request has been made for an accessible car park at Tacking Point Surf Club. The Committee discussed options for the carpark's location and a recommendation was made. Following the meeting, it was found that not all relevant information was put before the Committee and so this is provided as an attachment to these minutes for consideration at the next meeting.

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**CONSENSUS:**

1. That Council liaise directly with Lyndel Bosman and the Guide Dogs Assn to determine future development of the embossed map.
2. That the Access Committee request the installation of tactiles outside the main entrance to the Port Macquarie-Hastings Council main office at 17 Burrawan Street.
3. That the Access Committee request a review of the following pedestrian refuges considering width for mobility scooters and presence of tactiles:
  - a) Lake Road (near Private Hospital)
  - b) Coles @ Lake Innes
  - c) Near Finians on Gordon Street (the width does not allow for a mobility scooter to fit within the refuge area)
4. That the Access Committee request a review of the timing or commitment to the installation of kerb ramps at the following locations:
  - a) Cnr of Hill St & Lake Road and
  - b) Cnr of Lake Rd & Chapman St
5. That the Access Committee request Council to review the compliance of the Schools to Schools pathway (for slope) near St Albans Way, Laurieton.
6. That Council's report regarding pedestrian safety on Swift Street be held over to the next meeting to enable Pip Cox to present findings.
7. That the disability car parking map be updated to take into account the addition of new accessible carparks in High St, Wauchope and the removal of one car park in Cameron St, Wauchope.
8. That Council provide the Access Committee with the reasons for the request by the resident for a disability carpark in the carpark located off Gordon Street.
9. That a recommendation for the location and priority for an Accessible carpark at Tacking Point Surf Club be held over to the April 2020 meeting.

**05.02.02 Accessible Parking Project**

Thank you to Carl Bennet and Sunni Boulton (GIS specialists within Council's Digital Technology Team) who presented a beta version of a Disability Parking Map and sought feedback from the Access Committee as to the direction to take with the Map.

The City of Sydney website <https://www.cityofsydney.nsw.gov.au/explore/getting-around/accessibility/accessibility-map> was also demonstrated as a potential model to follow.

**CONSENSUS:**

1. The Committee agreed that in the first instance they would like to see:
  - a) All disability carparks to be shown but with different symbols if the parks are rear-to-kerb or standard
  - b) Different symbols to show whether the parks were private or public
  - c) Where possible a photo of the carpark to be displayed
2. Council to provide the Access Committee with a listing of all the fields captured and the Access Committee to recommend which fields they would like to see displayed on the map.
3. Once the display fields are determined, Council to provide Access Committee with any gaps in the data and request Access Committee to complete data. Carl to investigate whether the Access Committee might have access to the "app" that was used in the initial data gathering phase to update missing data.

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4. Once data is complete, make live the map on Council's website and seek input/feedback from the public about the Map and any future enhancements (e.g. accessible toilets, kerb ramps).

#### **5.02.04 Tradies' Guide to good access**

##### **CONSENSUS:**

That Cr Peter Alley provide an update to the Committee at the April meeting regarding the outcomes from the Local Government NSW Annual Conference.

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

An update on the International Day of People with Disability was provided at the meeting. Council joined with Aces Foundation & NewIDAFE & Essential Energy staff in a game of Finska on Thursday 5 December at McInherney Park. It was a well-attended and very happy event. The trophy (donated by the Access Committee) was much admired ... and then stolen/hidden more than a few times during the event!

#### **05.02.07 Brisbane City Council Initiative**

##### **CONSENSUS:**

That exploration of the Queensland initiative to discount developer fees when building accessible universal design homes be held over to the April 2020 meeting and to be led by Cr Peter Alley.

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## **06 GENERAL BUSINESS**

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### **06.01 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 and help create an access map.

##### **CONSENSUS:**

That a meeting be arranged with Peter Allen (Airport Business Manager) and Ian Irwin, Julie Haraksin, Bruce Gibbs and Ben Oultram from the Access Committee after Mid-March 2020 to tour the Port Macquarie Airport.

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## **06.02 PROJECT UPDATES**

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Updates were provided on the Charlie Uptin Walk Upgrade, which is now complete and includes a wheelchair-friendly viewing platform and the Kew Playground Upgrade (which includes a wheelchair-accessible picnic table).

Revisions to the Wauchope Bundaleer Development Application were presented to the Committee:

The DA changes include:

- New accessible unisex WC added to entry foyer zone.
- Bathtubs on each level shown for clarification.
- Adjoining doors to link rooms added to all houses.
- Rooftop: Raised portion of building parapet (below height line) and added planting to surround and screen off the rooftop plant deck.
- Added second pedestrian access to western boundary.
- New pedestrian crossing and footpath access to local public transport, supermarket, tavern, café etc.
- Added site locality plan to show pedestrian travel access and local points of interest.
- Unisex accessible toilets shown on each level for clarification.
- Reconfigured houses 8, 10, 12 & 13 to address Council's concerns regarding privacy and noise impact.
- Elevations & Sections updated to suit the changes above.
- Accessible ramp into the Hydrotherapy pool added to plan.

### **CONSENSUS:**

1. The Access Committee request that Council provide a sign indicating accessible toilets at the new Kew Playground.
2. That Council provide the Committee with an update on revisions to the Development Application for the Entertainment Facility (on Park Street) at the next meeting.

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**06.03 SHORT STREET TOILETS**

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Julie Haraskin provided positive feedback from a visitor regarding the Short Street “Changing Places” facilities and also paid a compliment to Council staff regarding a recent repair to an issue at the change facility.

Discussion followed on the 10-minute timer that is in place with the accessible toilets at Short Street, which may not be long enough for people living with disability.

**CONSENSUS:**

The Access Committee requested Council investigate options for those with an MLAK Key to be able to override the timer and extend the time at the Short St facilities.

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**06.04 BILLABONG ZOO**

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Helen Booby highlighted the improvements that have been made to the Billabong Zoo since the Access Committee’s access audit. Further renovations are going to be taking place in the near future.

**CONSENSUS:**

That following renovations at the Billabong Zoo, the Access Committee add this venue (along with the newly-opened Sovereign Place Shopping Centre) to the Access Friendly Audit visit schedule.

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**06.05 BEACH MATS**

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Bruce Gibbs highlighted that Beach Mats have recently been introduced in Coffs Harbour and Bondi Beach. Although considered not suitable when investigated earlier, it was felt that the suitability of Beach Mats might be re-investigated, particularly in light of recent updates to Flynns Beach (with the accessible ramp).

**CONSENSUS:**

The Access Committee requested that Council look at how Beach Mats are being used at other Councils and reinvestigate whether appropriate for Port Macquarie beaches.

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**06.06 ACCESSIBILITY TO TACKING POINT LIGHTHOUSE**

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Council has been approached by Neil Black of Sunrise Rotary requesting to present to the Access Committee regarding a potential project to increase accessibility to the Tacking Point Lighthouse.

**CONSENSUS:**

The Access Committee requested Council to invite Neil Black to present at a future Committee meeting.

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**06.07 STINGRAY CREEK BRIDGE AND OPEN PROJECTS**

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An update was requested of progress against the investigation into the accessibility of Stingray Creek Bridge.

Discussion followed about the need for an "Open Items" list to be created to ensure that the status of Open Items be reviewed at each meeting.

**CONSENSUS:**

1. The Access Committee requested Council to provide an update as to the status of Stingray Creek Bridge.
2. That an "Open Items" List be created and presented as an Agenda Item at future Committee Meetings.

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**06.08 HAVE YOUR SAY ON DISABILITY INCLUSION**

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Council advised that the State Government is reviewing the *Disability Inclusion Act 2014* and is seeking input from people with disability, carers, service providers, peak bodies, government agencies and local Councils.

**CONSENSUS:**

That Council provide the Access Committee with the link to the website address in the minutes of this meeting to enable Committee members to provide feedback.

Link is [www.dcj.nsw.gov.au/dia-review](http://www.dcj.nsw.gov.au/dia-review)

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**06.09 ADDITION OF NEW MEMBERS TO THE ACCESS COMMITTEE**

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Council was asked about the process for new members to be admitted to the Access Committee, which has been an open issue for an extended period.

Council apologised for the delay but indicated that this process is currently being reviewed for a number of Sub-Committees. Following this review, the new process will become clear. It is hoped that this will be in the next few months.

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The meeting closed at 4:00pm.

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

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

<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> 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 November 2020 meeting.		

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**Item:          06**

**Subject:    DISABILITY INCLUSION PLAN**

**Presented by: Strategy and Growth, Liesa Davies**

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## **RECOMMENDATION**

**That the Sub-Committee note the Disability Inclusion Action Plan 2019-2020 Annual Progress Report.**

### **Discussion**

This report demonstrates how Council has continued to deliver on its Disability Inclusion Action Plan, with a specific focus on the 3<sup>rd</sup> year implementation (2019-20). It was considered at the 23 October 2020 Council meeting and resolved:

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#### **11.04 DISABILITY INCLUSION ACTION PLAN ANNUAL PROGRESS REPORT**

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*BLOCK RESOLVED: Alley/Turner*


*That Council note the Disability Inclusion Action Plan 2019-2020 Annual Progress report.*

Attachment A provides the full detail of implementation progress, with highlights including:

- The installation of 1650m of footpaths connecting the community and 13 kerb ramps across the Local Government Area
- Success in securing a Stronger Country Communities Grant of \$255,030 for new amenities at the Port Macquarie Plaza car park, including an adult change table and gantry hoist
- New dog park facilities at Wauchope to be used by people with assistance animals and guide dogs to train their puppies
- Accessible picnic tables at Town Beach park and Kew
- An on-going strong commitment to accessible dementia programming at the Glasshouse
- An active Access Sub-Committee, involved in auditing car parks and meeting with local businesses to discuss and promote the need for disability access to their premises.

### **Attachments**

1.  DIAP - 3rd year Annual Report

2.  DIAP - 3rd Annual Report Card - Easy Read Highlights

## Disability Inclusion Action Plan Annual Report: Year 3 of 4 years

For actions occurring between 1 July 2019 to 30 June 2020

1. Attitudes and Behaviours						Disability Inclusion Action Plan	
1 Focus Area	Action	KPI	Responsibility	Timing	Status	Supporting comment and \$ allocated budget	
1.1 To increase opportunities for all residents to participate in civic life within the LGA	People with disability participate in Council meetings, community consultations, ceremonies and events	Monitor and report annually on the participation rates of people with disability	Community Inclusion Team	Short term (1-2 years)	100% Achieved	Council community events and engagement meetings are held at accessible venues.  Seniors Expo held at Panthers, free sponsored venue. 1450 attendees and 102 stallholders.  Access Committee (PMHC Function Room). Cr Peter Alley, Chairperson and 11 members.  COVID impacted ability to undertake other event and activities from March to June	
1.2 Council works with its community partners to	Participate in disability services regional forums and	Attend minimum 3 industry meetings per year	Community Inclusion Team	Short term (1-2 years)	100% Achieved	-Attended NDIS Interagency Network meeting.	

2019 - 2020 Disability Inclusion Action Plan

1

advocate for appropriate service levels to the region	inter-agency networks	6 Access Committee meetings held per year	Community Inclusion Team	Short term (1-2 years)	100% on target	-Attended 2 Dementia Friendly Communities Steering Committee Meetings. - Covid Recovery Wellbeing Group -MNC Health and Wellbeing Recovery Committee - x 12 -Healthy Communities MNC x3
1.3 Participation by people with a disability in Council's decision making processes is encouraged and supported	Ensure Access Committee's continued effectiveness as an advisory body on access issues					Due to COVID we were only able to hold 3 x Access Committee meetings. Focus included prioritisation of projects such as footpath and kerb ramp requests from residents and reviews of draft Council works designs. 3x access-friendly business excursion days 27x car parks audited and data collected to be entered into an 'app' that will enable those with a disability to easily locate disability-friendly carparks across the LGA.
1.4 Council works with its community partners to advocate	Advocate to State and Federal Government for	Report annually on advocacy	Community Inclusion Team	Medium term (2-4 years)	100% Achieved	Annual report card and Council report submitted to State Government

2019 - 2020 Disability Inclusion Action Plan

2

for appropriate service levels to the region	increased services for people with disability and their carers	1 event delivered per year	Community Inclusion Team	Short term (1-2 years)	100% Achieved	Int Day of People with Disability held at McInherney Park with a BBQ lunch, Finska competition and trophy presentation. In attendance were disability service providers Aces Foundation and NewIDAFE, plus members of the Hastings Access Sub-Committee.
1.5 Positive attitude towards people with a disability in the LGA are promoted	Coordinate and widely promote an International Day of People with a Disability event (IDPwD)	1 event delivered per year	Community Inclusion Team	Short term (1-2 years)	100% Achieved	Due to COVID-19 only 3 local businesses were visited: Wauchope Country Club Lake Cathie Bowling Club Northpoint Apartments Port Macquarie
1.6 To facilitate change towards more accessible and inclusive business practices by operators in all areas of tourism and commercial industry in the LGA	Access Committee continues to roll out the Access Friendly Business Project	10 businesses visited per year	Community Inclusion Team	Short term (1-2 years)	75% Achieved	In 2018 Economic Development completed the Port Macquarie-Hastings Skills Audit which outlined the significant employment growth - and likely skills gaps - in the
1.7 Council works with local industry providers to identify and	Provide education and promotion around accessible tourism and encourage	2 business and tourism presentations	Group Manager Economic Development	Medium term (2-4 years)	100% Achieved	

2019 - 2020 Disability Inclusion Action Plan



resolve issues associated with providing inclusive tourism and other services to people with a disability	business to use access symbols on their marketing collateral and windscreen view points marked on maps				Health and Social Services Sector. Council has since directed efforts to growing the number and capability of providers operating under the NDIS program, and attracting skills to meet the demands of this growing industry. Support to NDIS start-ups includes selection of a disability transport provider in the PMHC/CSU Hackathon, and in 2019 Council worked with NDIS providers to support the trial of a monthly NDIS Industry network at The Hub Business and Co-Working Centre. Efforts to attract skills for the Health and Social Services Sector include development of a relocation attraction video targeting the health sector, and plans for a flyer-drop of the Live, Grow, Be industry attraction brochure at the 2020 National Disability Services Conferences in NSW and QLD (both cancelled due to COVID).
<b>2. Focus Area: Liveable Communities</b>					
<b>Disability Inclusion Action Plan</b>					

2 Focus Area	Action	KPI	Responsibility	Timing	Status	Supporting comment and \$allocated budget
2.1 To progressively improve access to public spaces, buildings and infrastructure for all residents and visitors	Upgraded footpaths and kerb ramps provide a continuous accessible path-of-travel throughout town centres and between town centres and key retail, leisure, residential aged care and community facilities	Report annually on new or upgraded footpath, kerb ramps and pedestrian refuges and crossings installed – subject to resources and Budget availability	Group Manager Transport & Stormwater Network	Short term (1-2 years)	100% Achieved	Footpaths completed in 2019-2020 include: <ul style="list-style-type: none"> <li>• Hill Street, from Parker Street to Lake Road (Port Macquarie, 150m)</li> <li>• Ocean Drive, from Brotherglen Drive to Sirius Drive (Lakewood, 700m)</li> <li>• Mooney Street, from Telegraph Point Public School to Log Wharf (Telegraph Point, 800m).</li> </ul> 13 kerb ramps at: <ul style="list-style-type: none"> <li>• Port Macquarie: Hollingworth &amp; Bridge Street, Ackroyd &amp; Gore Street, Parker &amp; Savoy Street, Heather &amp; Morton Street, Table &amp; Gore Street</li> <li>• Wauchope: Glenview Drive, Cameron &amp; Azalea Street, High Street &amp; Gowrie Street</li> </ul>
2.2 To progressively improve	Scope, design and prioritise disability access improvements	Access Committee review and prioritise	Community Inclusion Team	Short term (1-2 years)	100% Achieved	Port Macquarie Senior Citizen Hall has been reviewed and only the toilet in the Pioneer Room is

Council-owned community buildings to provide equal access for people with disability	at community facilities within budget constraints	improvements annually				suitable to bring up to DDA compliance at a cost of \$15,000
2.3 To progressively improve access to public amenities for all residents and visitors	Audit council public toilets. Review scope of works and design and implement to upgrade existing public toilets in the LGA	2 new accessible toilets installed  Public toilet and Adult change facility completed for PMQ Plaza car park amenities.	Group Manager Recreation & Buildings	Short term (1-2 years)  Medium term (2-4 years)	100% Achieved  3 new accessible toilets installed  New Plaza car park amenities opened December 2019	Comboyne Hall installed new toilet at \$77k (18/19). Completed  Bonny Hills amenities reconstructed due to vandalism. Completed  Grant received through the Stronger Country Communities Fund (\$255,030) for new amenities at PMQ Plaza car park. An additional contribution from the Access Committee resulted in the inclusion of an adult change table & gantry hoist within this facility. Completed  Pilot Beach Amenities to be rebuilt to meet all current standards Construction to start in October 2020.

2019 - 2020 Disability Inclusion Action Plan

2019 - 2020 Disability Inclusion Action Plan

Building Code of Australia	- subject to budget availability	Building reviewed	Airport Business Manager	Short term (1-2 years)	100% Achieved	
2.6 Services and facilities provided by Council are compliant with the requirements of Disability Discrimination Act, Australian Standards AS1428 & Building Code of Australia	Review construction of Airport Terminal Building upgrade for disability access considerations					<p>The terminal has been completed to meet requirements of AS1428, with specific access and mobility features incorporated into the design including:</p> <ul style="list-style-type: none"> <li>-Provision of compliant ambulant and disabled amenities to both the male and female landside and airside areas.</li> <li>-Compliance with thresholds, walkways, ramps and landing grade requirements.</li> <li>-Continuous accessible paths of travel and circulation space.</li> <li>-Provision of low-height DDA compliant check in counter and car rental service desk.</li> <li>-Provision of low-height DDA complainant flight information display screen to departures lounge.</li> <li>-Inclusion of hearing loops to the check in and departure lounge areas</li> <li>-Statutory signage inclusion.</li> <li>-Access Committee undertook an inspection of the new facility.</li> </ul> <p>Additional changes to the security and being accessible will be part of the 20/21 report.</p>

2.7 Improve access to beaches and outdoor recreational facilities	Investigate viability of an access mat trial which connects carpark to beach	Town Beach assessed for viability of an access mat trial	Group Manager Recreation & Buildings	Short term (1-2 years)	100% On Target	Reviewed. Access Committee decided not to proceed due to cost of mobi-mat (\$26k for 60metres), inefficiencies of set up and pack down requiring 4 x staff twice per day and beach tractor, and difficulties with high and low tide requiring different lengths of matting. During 2020/21 Recreation & Buildings are to explore other options such as more permanent solutions with recycled tyre ramps.
	Review and scope signage about how to hire free beach wheelchair	Signage reviewed for promoting beach wheelchair		Short term (1-2 years)	100% Achieved	2018/19 Budget \$170 for 450 x brochures distributed to Visitor Information Centre, CSC's & disability groups. 2019/20 Budget \$200 for signage to be displayed at Shelly Beach.
2.8 All residents and visitors have access to beaches and outdoor recreational facilities	Review design for Wauchope Regional Sporting Fields to trial an adult change table at this venue	Facility complies with Australian Standards AS1428 & Building Code of Australia	Group Manager Recreation & Buildings	Short term (1-2 years)	100% on Target	Detailed design of these facilities is underway

2.9 To improve accessibility to playgrounds for all residents and visitors	Lake Cathie Playground access improvement	Accessible play equipment and fence installed	Group Manager Recreation & Buildings	Short term (1-2 years)	100% Achieved	Completed \$50k DIAP budget allocated for wheelchair-friendly carousel and playground fencing completed November 2018.
2.9 To improve accessibility to playgrounds for all residents and visitors	Liberty wheelchair swing	Accessible play equipment and fence installed	Group Manager Recreation & Buildings	Short term (1-2 years)	100% Achieved	\$10k DIAP budget contribution to Liberty Swing, Town Beach completed 2017/18.
2.10 Scope, design and prioritise disability access improvements at community facilities	Port Macquarie Pool upgrade design to include disability access	Facility reviewed	Group Manager Recreation & Buildings	Medium term (2-4 years)	100% on Target	Site selection complete. Tender for detailed design and approval has closed, currently reviewing submissions. Note: disability access to be included within the facility's design.
2.11 All Council-owned community halls within LGA provide equal access for people with disability	Scope, design and prioritise disability access improvements at community facilities - subject to budget availability	All facilities reviewed	Group Manager Recreation & Buildings	Medium term (2-4 years)	100% On target	All council-owned buildings and facilities have been scoped and prioritised for any access improvements. The Access Committee reviews this on an annual basis. Port Macquarie Seniors Facility investigating costings to install

2.12 To improve access to public spaces, buildings and infrastructure for all residents and visitors.	Proactive approach to selecting street and park furniture that includes a mix of accessible products	Report annually on accessible street and park furniture installed	Group Manager Recreation & Buildings  Group Manager Transport & Stormwater Network	Medium term (2-4 years)	100% Achieved	compliant wheelchair-accessible amenities 20/21 as per item 2.2. \$30k DIAP budget allocated for Town Beach accessible picnic setting completed 20/21 \$15k DIAP budget allocated to Kew wheelchair-accessible picnic table and shelter 2019/20
2.13 Roads & public transport are suitable for people with a disability	Access Committee to conduct an audit of all bus shelters and upgrade in accordance with Council adopted bus shelter improvement program	Apply for grants when appropriate Access Committee to prioritise location of new bus shelters	Community Inclusion Team	Short term (1-2 years)	75% On target	Auditing commenced with over 90 bus stops reviewed.  In 2019-20 we installed 5 new bus shelters, funded via the NSW Government CPTIGS program, at: Port Macquarie x 2 Laurieton x 1 Wauchope x 1 Herons Creek x 1
2.14 Roads & public transport are suitable for people with a disability	Investigate feasibility for a Taxi Zone to have a grate transition	Taxi Zone transition investigated	Group Manager Infrastructure Planning	Medium term (2-4 years)	100% Achieved Kerb ramp installed instead.	Grate for Coles Port Macquarie taxi zone found to be not feasible and kerb ramp installed instead at taxi zone.

2019 - 2020 Disability Inclusion Action Plan

11



2.15 There is an adequate level of accessible parking and its use is effectively monitored	Regularly police use of accessible parking spaces	Ongoing on a daily basis Report annually	Group Manager Compliance	Short term (1-2 years)	100% Achieved	Rangers have continued to enforce illegal parking in disabled zones. 44 infringements were issued in the 2019 - 2020 year for disability access offences. Note: parking infringements were suspended for 4 months due to COVID-19
2.16 There is an adequate level of accessible parking and its use is effectively monitored	Access Committee to review locations and suitability of existing accessible parking throughout the LGA to ensure adequate and appropriate provision	Audit by Access Committee undertaken, map produced and to further investigate accessible parking solutions.	Community Inclusion Team	Short term (1-2 years)	100% on Target  Audit completed App in early development stage	Access Committee has audited 127 accessible parking spaces in Port Macquarie. An App is in early development stage with Geospatial Information Systems team to input data on accessible car parks in our LGA. Upon project completion the app will be available for the community and will be widely promoted.
<b>3 Focus area: Employment</b>						
<b>Disability Inclusion Action Plan</b>						
<b>3 Focus Area</b>	<b>Action</b>	<b>KPI</b>	<b>Responsibility</b>	<b>Timing</b>	<b>Status</b>	<b>Supporting comment</b>
3.1 To develop greater awareness and build a positive attitude	Provide EEO training to raise awareness of the legislative requirements	Inclusiveness Training provided via general awareness training modules	Human Resources Manager	Medium term (2-4 years)	100% Achieved	The Equity and Diversity Strategy 2019-2024 was adopted in November 2019. The strategy outlines initiatives to promote

2019 - 2020 Disability Inclusion Action Plan

12

towards access issues. Staff have the appropriate level of skills and knowledge to provide equitable services and an accessible environment	to ensure discriminatory practices are eliminated from the workplace					diversity and inclusion within Council's workforce.  Supportive practices are used in Council's recruitment processes, to remove potential barriers to employment.
3.2 To develop a more disability-friendly workplace	Assist line managers and supervisors to work effectively with staff with a disability and ensure that occupational health and safety requirements are met	Compliance with WHS Safety Measures  Modifications in the workplace where appropriate	Human Resources Manager	Medium term (2-4 years)	100% Achieved	A Health Plan template and process has been introduced and is being actively used. A health plan is a tool that supports reasonable adjustment in the workplace and documents adjustments and support for employees who may have a temporary or permanent disability or medical condition that requires support.
3.3 To develop a more disability friendly workplace	Provide opportunities for redeployment and retraining where a disability is acquired in the workplace if possible	Report annually on the number of staff with an acquired disability that have been reassigned to other duties	Human Resources Manager	Short term (1-2 years)	100% Achieved	During 19/20 there have been 23 employees who have been provided with flexible working arrangements, adjusted duties and other supports due to temporary and permanent disabilities acquired.

2019 - 2020 Disability Inclusion Action Plan

3.4 Employer of choice	Review our obligations under the Carers Recognition Act and implement appropriate practices	Employees aware of flexibility provisions	Human Resources Manager	Short term (1-2 years)	100% on Target	Carer's Leave Procedure reviewed and adopted June 2018.  New Flexible Working Arrangements Policy is currently in draft, with consultation with staff expected during 2020/21.
<b>4 Focus Area: Systems and Processes</b>						
<b>4 Focus Area</b>	<b>Action</b>	<b>KPI</b>	<b>Responsibility</b>	<b>Timing</b>	<b>Status</b>	<b>Supporting comment</b>
4.1 Provide council information in a range of formats that provides best practice accessibility to services and support for people with disability	Audit and revise council's website to be compliant with WCAG 2.0AA	Accessibility of council's website against WCAG 2.0AA	Communications Manager	Short term (1-2 years)	100% Achieved.	Council's website is compliant with the WCAG 2.0 AA checklist. Auto review reminders are set for every 12 months.
4.2 To provide equitable access to appropriate and responsive	Provide training to staff in National Relay Service use and protocols	1 Training workshop completed	Customer Service Team Leader	Medium term (2-4 years)	100% Achieved.	Staff attended National Relay online training in late 2018 with updates set out to staff regularly. We have the new staff familiarise

2019 - 2020 Disability Inclusion Action Plan

14

services across the LGA. The process of information dissemination and communication with all customers is improved						<p>themselves with the site and provide them with the link to the website and access to the Tip Sheet. The online training is no longer available however there is a PDF that shows an introduction to the relay calls and we go through that with the new staff.</p> <p>The tip sheet&amp; introduction information is in our team room for easy access.</p>
4.3 Information is provided in 'user-friendly' accessible formats	Provide Council information and publications in alternative formats on request and promote availability	Report annually the number of requests for information in alternative formats and the average response time	Communications Manager	Short term (1-2 years)	100% Achieved	<p>No requests have come in for an alternative format to receive information.</p> <p>Information is distributed in pdf format, recognised universally as the most accessible format.</p>
4.4 Appropriate services are provided to meet the needs of	Continue to develop and promote the spoken word and large-print	20.4% of the Library collection budget is allocated to large	Library Manager	Short term (1-2 years)	100% Achieved	<p>In 2019-2020 \$55,000 was allocated to large print, \$27,000 was allocated to audio and \$10,000 to Eaudio. The delivery service for people who are housebound</p>

2019 - 2020 Disability Inclusion Action Plan

15

people with a disability and frail older people	book collections at libraries	print and audio books.	Glasshouse Venue Manager	Short term (1-2 years)	100% Achieved	continued as normal except during the COVID-19 lockdown.
4.5 Appropriate programs are provided to meet the needs of people with a disability to access arts and culture	Continue to develop, promote and deliver the art program and the Digital Art program	20 sessions delivered per year			8 sessions delivered in 2019-20 with 44 participants up until February. March -June were cancelled due to COVID-19. Annual budget spend for this programme is \$1,062.	There was a shift in programming to digital programming and the following were delivered via digital platforms: -3D interactive digital tours - creating an opportunity for anyone to get up close and personal with the artworks on display digitally. -Zoom Craftanoons- an accessible program that assisted and delivered interactive learning. Attendants included elderly, young children or teens and visually impaired, and people with mobility issues. Often attending the sessions with their carer each participant had access to personalised instruction.

2019 - 2020 Disability Inclusion Action Plan

16

							-Short films- digital up close and personal with local and established artists. Accessible to all. -Online downloadable kids and craft activities - free resources with instructions. Accessible to all. 215 companion card tickets issued in 2019-20, noting the venue was only operating for 9 months due to COVID-19
4.6 To improve access to public spaces, buildings and infrastructure for all residents and visitors	Integrate people with a disability into Glasshouse audiences and activities	Report annually the number of companion card tickets issued	Glasshouse Venue Manager	Short term (1-2 years)	100% Achieved		
4.7 Appropriate services are provided to meet the needs of frail aged residents and residents with a disability	Promote and continue to provide assisted waste collection services for residents who are unable to take their bins to the kerbside	Report annually the number of assisted residences	Group Manager Commercial Business Units	Ongoing	100% Achieved		JR Richards currently provides Wheel Out - Wheel Back services to 48 residences and the service is available to any residents that require it (based on a property assessment).
4.8 Appropriate services are provided to meet the needs of people with a disability	Plan & scope considerations for disability friendly council event experience	Provide and promote suitable viewing areas and amenities	Community Events Officer	Short term (1-2 years)	100% Achieved Each community event that is planned, staged and		-Opportunities will continue to be explored to include better viewing areas or platforms for future event design plans if the site permits. -Ground level viewing areas made available at side of VIP tents/side of stage at Australia Day

2019 - 2020 Disability Inclusion Action Plan

17

					<p>celebrations held in Wauchope and PMQ in 2020.</p> <ul style="list-style-type: none"> <li>-Collaboration between SailAbility NSW - PMQ Branch and PMHC staged aquatic activities on Australia Day 2020 providing an inclusive sailing experience for all along the Hastings River.</li> <li>-Ground level viewing areas made available adjacent to Town Square and on Town Green as part of Council's Annual Countdown to Christmas Celebrations held in the CBD</li> </ul>	<p>delivered by Council is held on Council-owned land that provides access to amenities.</p>
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2019-2020



## DISABILITY INCLUSION ACTION PLAN REPORT CARD



Council has a 4 year plan for how we can be a more disability friendly community.

It is known as the “Disability Inclusion Action Plan”

This **report card** outlines some of the highlights that have been achieved in the 3<sup>rd</sup> year of the plan.





The installation of 1650m of footpaths connecting the community and 13 kerb ramps across the Local Government Area.



Success in securing a *Stronger Country Communities Grant* of \$255,030 for new amenities at the Port Macquarie Plaza car park, including an adult change table and gantry hoist.



New dog park facilities at Wauchope to be used by people with assistance animals and guide dogs to train their puppies.



Accessible picnic tables at Town Beach park and Kew.





New facilities at Stuart Park Regional Sporting Precinct including Accessible amenities, shelters, seating, picnic tables, BBQ's and bubblers.



A new inclusive playground at Blair Street Reserve with wheelchair accessible picnic table, in ground spinner, seesaw and bubbler.



An on-going strong commitment to accessible dementia programming at the Glasshouse.



An active Access Sub-Committee, involved in auditing car parks and meeting with local businesses to discuss and promote the need for disability access to their premises.

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**Item:          07**

**Subject:      COMMUNITY INCLUSION COMMITTEE**

**Presented by: Strategy and Growth, Liesa Davies**

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**RECOMMENDATION**

**That the Sub-Committee note the resolution from Council regarding the formation of the Community Inclusion Committee and the transition of the current Access Committee to a working group of the Community Inclusion Committee.**

**Discussion**

At the 23 October 2020 Council Meeting it was resolved:

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**11.03 FORMATION OF A COMMUNITY INCLUSION COMMITTEE**

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*MOVED: Alley/Intemann*

*That Council:*

- 1. Create a Community Inclusion Committee.*
- 2. Adopt the Community Inclusion Committee Charter with the amendment in 7.0 of replacing the words "may include" to "will include".*
- 3. Appoint Councillor Alley as Chair of the Community Inclusion Committee.*
- 4. Appoint Councillor Turner as Deputy Chair of the Community Inclusion Committee.*
- 5. Call for expressions of interest from the community to be members of the Community Inclusion Committee for a four-year term.*
- 6. Request the General Manager table a future report:*
  - a) Seeking Council endorsement of the membership of the Community Inclusion Committee.*
  - b) Outlining the transition arrangements for the members of the current Access Committee to a working group of the Community Inclusion Committee.*

**CARRIED:      7/0**

**FOR:    Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner**

**AGAINST:      Nil**

Over the past two years, Council staff worked with the community to develop the Community Inclusion Plan (CIP), which was adopted by Council in May 2020. The CIP aims to guide a sustainable future from the grass roots, taking on a balanced approach to our region's environmental, social, cultural and economic factors, ensuring better outcomes for a cohesive and adaptable community.

The CIP also determined a community vision:

*Port Macquarie Hastings is a community for all. A community that offers everyone a great quality of life and the opportunity to realise their potential as part of a flourishing society.*

The establishment of the Community Inclusion Committee will assist in guiding the further development of Community Inclusion projects across our region. It has been identified that the Port Macquarie-Hastings Local Government Area (LGA) has:

- 3% identified Aboriginal & Torres Strait Islander people
- 11.4% residents born overseas
- 34.8% seniors (aged 60 years & over)
- 26.2% youth (aged between 0-24 years)
- 6% residents living with a disability
- 11% LGBTQI+ (est.)

These statistics prove that we have a wide, diverse range of residents in our LGA who need to have a voice within Council regarding decisions around our communities' future.

The Committee Charter (attached) outlines the objectives, key functions and membership of the Committee to ensure that all members of the community are represented:

Objectives:

- To advise Council on projects and issues which support and affect community inclusion including Council programs, services, projects and celebrations to ensure we build a community that respects the rights of all people and encourages self-determination and equity.
- To assist Council in implementation, monitoring and review of the Community Inclusion Plan.
- To provide and receive two-way feedback from the community regarding issues relating to our diverse community

Key functions:

- Provide a forum in which Local Government and community leaders can discuss and debate, plan and progress local and regionally significant community inclusion outcomes that continue the growth of our community and our places in the Port Macquarie-Hastings Local Government Area.
- Support Council in promoting appropriate celebrations with the wider community.
- Discuss issues of mutual concern in relation to Council policy, strategy or direction, so that they can be resolved to the benefit of all members of our community.
- Provide advice and guidance on the development of active and inclusive community participation.

Membership:

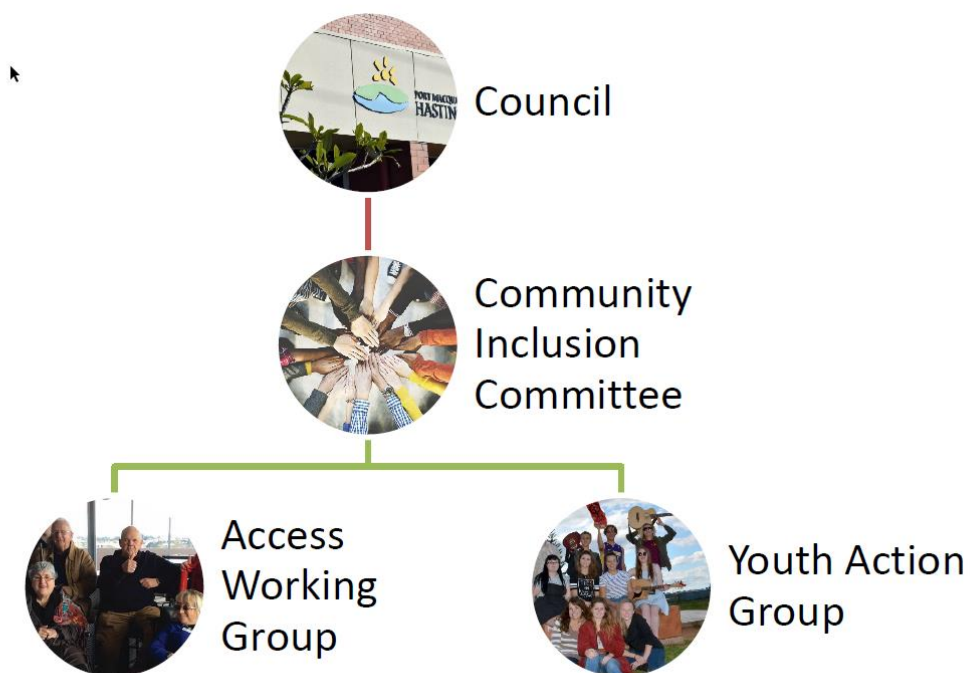
- Councillor(s) (resolved by Council)
- Director Strategy and Growth
- Group Manager Community

- Community Inclusion Team Leader
- 1 Community member from the following groups:
  - Aboriginal and Torres Strait Islander people
  - Culturally and Linguistically Diverse (CALD)
  - LGBTQI+
  - Disability
  - Seniors
  - Youth
  - General Community
- 1 representative from an organisation from the below categories:
  - Charity
  - Health
  - Homelessness Network
  - Refugee Network

The Committee Charter outlines the provision to establish a range of specific working groups under (and reporting to) the Committee. Initially, in line with the Community Inclusion Plan 2020 - 2021, this includes an Access Working Group and Youth Advisory Group (as illustrated overleaf).

**The Access Working Group** is proposed to ensure a continued focus on Access matters, which have to-date been supported by the Hastings Access Sub-Committee. The current Sub-Committee will continue to meet until the Community Inclusion Committee membership is confirmed and an initial meeting scheduled [Access Sub-Committee members are welcome to nominate for membership of the Community Inclusion Committee also]. From that point, the current group will meet every two months however will now be a Working Group. The Working Group will continue to review development applications for disability access and inclusion for significant buildings, prioritise new footpaths, kerb ramps and pedestrian crossings and advocates to Council to create a more disability friendly community in line with our Disability Inclusion Action Plan (DIAP). It is also intended that the Working Group will continue to undertake specific access projects including the Access Friendly visits to businesses. Any key recommendation from the Working Group will be forward to Council through the Community Inclusion Committee.

**The Youth Action Group** will be proposed to replace the former Port Macquarie-Hastings Youth Advisory Committee (which needs to be formally dissolved by Council). Its focus will be providing a youth voice to Council's strategies, programs, activities, policies and events. The Action Group will also provide Council with a communication channel to young people aged 12-25 as well as youth groups across the region, to create better connections for our young people. This approach has been determined and discussed over the past 10 months through the YOUTHinkers Youth leadership program run by Council and supported by Building Better Regions funding.



### Attachments

1 [Download](#) Community Inclusion Committee Charter



## COMMUNITY INCLUSION COMMITTEE - Draft Charter

Adopted: XXXXXXXXXX

### 1.0 INTRODUCTION

Port Macquarie-Hastings Council is committed to ensuring that the Port Macquarie-Hastings is a community for all. A community that offers everyone a great quality of life and the opportunity to realise their potential as part of a flourishing society.

The Community Inclusion Committee will allow Council to seek input from members of diversity groups within the community on issues that directly affect them, assist in the promotion of a society where self-determination and inclusive participation is valued, and help demonstrate these principles in all that we do.

Broadly, the Community Inclusion Committee will enable Port Macquarie-Hastings Council (Council) to deliver its Community Strategic & Community Inclusion Plans, by actively removing barriers to inclusive participation faced by different people, reducing disadvantage, strengthening community well-being and celebrating diversity in our community.

### 2.0 OBJECTIVES

- To advise Council on projects and issues which support and affect community inclusion including Council programs, services, projects and celebrations to ensure we build a community that respects the rights of all people and encourages self-determination and equity.
- To assist Council in implementation, monitoring and review of the Community Inclusion Plan.
- To provide and receive two-way feedback from the community regarding issues relating to our diverse community

### 3.0 KEY FUNCTIONS

The key functions of the Community Inclusion Committee are to:

- Provide a forum in which Local Government and community leaders can discuss and debate, plan and progress local and regionally significant community inclusion outcomes that continue the growth of our community and our places in the Port Macquarie Hastings Local Government Area.
- Support Council in promoting appropriate celebrations with the wider community.
- Discuss issues of mutual concern in relation to Council policy, strategy or direction, so that they can be resolved to the benefit of all members of our community.
- Provide advice and guidance on the development of active and inclusive community participation.

### 4.0 MEMBERSHIP

#### 4.1 Voting Members

- Councillor(s) (resolved by Council)
- Director Strategy and Growth
- Group Manager Community
- Community Inclusion Team Leader
- 1 Community member from the following groups:
  - Aboriginal and Torres Strait Islander people
  - Culturally and Linguistically Diverse (CALD)
  - LGBTQI+
  - Disability



- Seniors
  - Youth
  - General Community
- 1 representative from an organisation from the below categories:
  - Charity
  - Health
  - Homelessness Network
  - Refugee Network

#### 4.2 Non-Voting Members/Attendees

Other attendees/members, including State and Federal Government representatives and specific constituent groups within various sectors, may be invited to attend meetings or working groups on certain issues or to progress an agreed outcome, as approved by the Committee. These are non-voting attendees and may only be invited with the approval of the Committee or the Chairperson if the need for their attendance is identified.

#### 4.3 Obligations of Members

- Commit to working towards advancement of the cultural endeavours within the Local Government Area.
- Act honestly and in good faith.
- Act impartially at all times.
- Participate actively in the work of the Committee
- Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances.
- Comply with this Charter document at all times.
- Facilitate and encourage community engagement with Committee and Council initiatives to support good inclusion outcomes for our community.
- As per Section 226 (c) of the NSW Local Government Act 1993, the Mayor is the principal spokesperson for the governing body and Councillors that are members of a Committee are to obtain the Mayor's agreement to make media and other statements. Further, only the Mayor, or a Councillor with the Mayor's agreement and otherwise in accordance with Council policies and procedures, may release Council information through media statements or otherwise, and the release of such information must be lawful under the Council adopted Code of Conduct. Council officers that are members of Committees are bound by the existing operational delegations in relation to speaking to the media.
- A Councillor as a member of a Committee or the Committee itself has no delegation or authority to make decisions on behalf of Council, nor to direct the business of Council. The only decision making power open to Councillors is through formal resolutions of Council.
- A Councillor as a member of a Committee or the Committee itself cannot direct staff and must abide by the decisions of Council and the policies of Council.
- Councillors, Council staff and members of this Committee must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind particularly with respect to conflicts of interest, confidentiality and general conduct obligations.

#### 4.4 Member Tenure

- Committee members will serve for a period of four (4) years after which Council will call expressions of interest for the next four (4) year period. Existing Committee members will be eligible to re-apply for a position and serve additional terms. Any changes in the composition of the Committee require the approval of Council.

#### 4.5 Appointment of Members

- A formal Expression of Interest process will be undertaken across the Local Government Area as a way of determining the independent representatives on the Committee. Members of the Committee



will be representative of diverse interests across the Local Government Area rather than a single issue. The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to community sectors in the Port Macquarie-Hastings region.

- Where practicable the membership will represent the geographical spread of the Port Macquarie-Hastings Local Government Area, and a diverse range of cultural, gender and age groups.
- Council, by resolution duly passed, will appoint members to the Committee.

## 5.0 TIMETABLE OF MEETINGS

- Meetings will be held bi-monthly (or more regularly if required). Meetings will generally be held at the main administration office of Port Macquarie-Hastings Council.

## 6.0 MEETING PRACTICES

### 6.1 Attendance

- Meetings are not open to the public to attend, however, as noted above, specific members of the public may be invited to address the Committee regarding a specific matter on which the Committee seeks their input.

### Decision Making

- Recommendations of the Committee shall be by majority of the members present at each Meeting and each member shall have one (1) vote.
- The Chairperson shall not have a casting vote.
- In the event of an equality of votes on any matter, the matter shall be referred directly to Council's Executive Group and then to Council.
- Recommendations from the Committee are to be made through the General Manager or the relevant Director who will determine, under delegation, the process for implementation.
- The Committee has no delegation to allocate funding on behalf of Council. The Committee may make recommendations to Council about how funding should be spent in relation to the above-mentioned objectives, however those funds will only be applied and expended following a formal resolution of Council.
- The Committee may establish working groups to support actions and activities within Council Plans or to assist in the delivery of projects and events, as deemed appropriate. All projects are to be aligned with Council's suite of Integrated Planning and Reporting documents.

### 6.2 Quorum

- A quorum must include a minimum of one (1) Councillor or one (1) Council Executive staff member being present. The quorum for the Committee will be met if six (6) members are present, or greater than half of the total membership at that point in time, whichever is the smallest.

### 6.3 Chairperson and Deputy Chairperson

- The Chairperson shall be the Councillor (resolved by Council)
- The Deputy Chair shall be the alternate Councillor (resolved by Council)
- At all Meetings of the Committee, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson and Deputy Chair, as the Committee's first item of business, the Committee shall elect one of its members to preside at the Meeting (elected chair must be a Council representative).

### 6.4 Secretariat

- The responsible Council Director is responsible for ensuring the Committee has adequate secretariat support. The secretariat will ensure that business papers and supporting papers are circulated at least three (3) days prior to each meeting. Minutes shall be circulated to members within seven (7) days of the meeting having taken place.

- All Committee agendas and minutes will be made available to the public via Council's web site, unless otherwise restricted by legislation.
- The responsible Council Director will coordinate a review of the Charter within 12 months of a new Council term and present to Council for adoption.

#### 6.5 Recording of decisions and explicit discussions on risks

- The Secretariat shall record a summary of all discussions that relate to risks.

#### 7.0 CONVENING OF "OUTCOME SPECIFIC" WORKING GROUPS

- The Committee can at times request a working group to be convened, for a period of time, and/or for specific actions. These specifics will be minuted clearly. The working group will report back to the Committee with outcomes.
- Working Group membership will be determined by the Committee following consultation with Staff.
- These Working Groups, will include, but are not limited to
  - Access Working Group - To highlight the need for equal access for the community to public facilities, programs and events
  - Youth Action Group - To further build the relationship between the organisation and our young people
- Any working groups established under this Committee will be responsible for providing updates to the Committee. The working groups will be an informal gathering with notes collected and managed by the senior staff member in attendance and will be tabled at the Committee meetings.

#### 8.0 CONFIDENTIALITY AND CONFLICT OF INTEREST

- Any independent members of the Committee will be required to complete a confidentiality agreement that will cover the period of their membership of the Committee.
- Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest should be appropriately minuted.
- Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that they be excused from Committee deliberations on the issue where the conflict of interest may exist and this is to be recorded in the minutes of the meeting.