



Community Inclusion Committee

Business Paper

date of meeting: Thursday 11 February 2021

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

time: 4:30pm

Community Inclusion Committee

CHARTER

Adopted: OC 21/10/2021

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.

6.2 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.

6.3 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.

6.4 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).

6.5 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.

6.6 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.

Community Inclusion Committee

ATTENDANCE REGISTER

Member	11/02/21					
Councillor Cr Peter Alley (Chair)						
Director Strategy and Growth (Jeffery Sharp)						
Group Manager Community (Lucilla Marshall)						
Community Inclusion Team Leader (Hayley Owen)						
Beth Flynn (Refugee Network)						
Jenny Edmunds (General Community)						
Kelly Lamb, Liberty (Homelessness Network)						
Leesa-rae Harrison, Hastings Neighbourhood Services (Charity Organisation)						
Matthew Doeland (Health Organisation)						
Moses Costigan (Disability)						
Shalise Leesfield (Youth)						
Trish Davis (Senior)						
Vacant (Aboriginal / Torres Strait Islander)						
Vacant (LGBTQI+)						
Vacant (Culturally & Linguistically Diverse)						

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

Meeting Dates for 2021

11/02/2021	Function Room	4:30pm
Bi-monthly TBA		

Community Inclusion Committee Meeting

Thursday 11 February 2021

Items of Business

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Item: 01**Subject: ACKNOWLEDGEMENT OF COUNTRY**

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

Item: 02**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

Item: 03**Subject: CONFIRMATION OF PREVIOUS MINUTES**

Nil - this is the inaugural meeting.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

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

(Refer to next page and the Code of Conduct)

Pecuniary Interest

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

Non-Pecuniary

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

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the Chief Executive Officer, such a disclosure is to be made to the staff member's manager. In the case of the Chief Executive Officer, 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 Chief Executive Officer, 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 Chief Executive Officer, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

This form must be completed using block letters or typed.

If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of the affected principal place of residence of the councillor or an associated person, company or body <i>(the identified land)</i>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
MATTER GIVING RISE TO PECUNIARY INTEREST¹	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the subject land²)</i> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

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

Councillor's Signature: **Date:**

This form is to be retained by the council's Chief Executive Officer and included in full in the minutes of the meeting

Last Updated: 3 June 2019

Important Information

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

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

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

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

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

¹ Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Nil - this is the inaugural meeting.

Item: 06

Subject: WELCOME NEW MEMBERS AND INTRODUCTIONS

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Committee note the new membership and provide a short self-introduction to other members.

Discussion

At the 9 December 2020 Council Meeting it was resolved:

That Council:

1. *Appoint the following people as independent members of the Community Inclusion Committee for a four (4) year term:*
 - (a) *Shalise Leesfield (Youth)*
 - (b) *Trish Davis (Senior)*
 - (c) *Moses Costigan (Disability)*
 - (d) *Jenny Edmunds (General Community)*
 - (e) *Matthew Doeland (Health Organisation)*
 - (f) *Leesa-rae Harrison for Hastings Neighbourhood Services (Charity Organisation)*
 - (g) *Kelly Lamb for Liberty (Homelessness Network)*
 - (h) *Beth Flynn (Refugee Network)*
2. *Commence the appointments by inviting the new members to the first Community Inclusion Committee meeting at a date to be confirmed in February 2021.*
3. *Thank members of the community who made submissions via the Expression of Interest process and advise the outcome.*
4. *Call for further Expressions of Interest for the remaining three vacant Committee positions in February 2021 (Aboriginal / Torres Strait Islander, LGBTQI+ and Culturally & Linguistically Diverse (CALD) representatives).*
5. *Note the final meeting of the Port Macquarie-Hastings Access Sub-Committee will be held in February 2021 meeting.*
6. *Agree that existing members of the Access Sub-Committee be invited to transition to the Community Inclusion Committee's Access Working Group.*
7. *Agreed that the Access Sub-Committee be dissolved following its February 2021 meeting.*
8. *Maintain the confidentiality of the documents and considerations in respect of Expression of Interest EOI-20-05.*

We would like to welcome all the Committee members; we look forward to creating some great community outcomes, as we commence working together.

Team members will now have the opportunity to introduce themselves, their particular area of interest, and what they are hoping to achieve during their time on the community Inclusion Committee.

AGENDA

COMMUNITY INCLUSION COMMITTEE **11/02/2021**

Attachments

Nil

Item: 07

Subject: CODE OF CONDUCT

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Committee note the Code of Conduct for Port Macquarie-Hastings Council Committees.

Discussion

Michael Ferguson, Group Manager of Governance will provide an overview of the Code of Conduct.

Attachments

Nil

Item: 08**Subject: COMMUNITY INCLUSION COMMITTEE CHARTER AND
RESPONSIBILITIES****Presented by: Strategy and Growth, Jeffery Sharp**

RECOMMENDATION

That the Committee note the Community Inclusion Committee Charter and the responsibilities of the Committee.

Discussion

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

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 current CIP (attached) is due to be reviewed as it expires in June 2021, and this will be the first action for the Community Inclusion Committee. To ensure that the CIP reflects the needs of the wider Community, the members of the Community Inclusion Committee will be asked to provide feedback and/or ideas towards the new plan as the representatives of the Community.

Another document that will need to be reviewed in 2021 is the Disability Inclusion Access Plan (DIAP). This Plan will also be reviewed by the Access Working Group to determine actions for accessibility in the community. We are currently seeking guidance on if the DIAP can be included into the CIP, so we are working from one action plan for the whole community.

Attachments

1.   Community Inclusion Committee Charter
2.   Community Inclusion Plan
3.   Disability Inclusion Access Plan



COMMUNITY INCLUSION COMMITTEE CHARTER

Adopted: Ordinary Council 2020 10 21

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.

6.2 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.

6.3 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.

6.4 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).

6.5 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.

6.6 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.



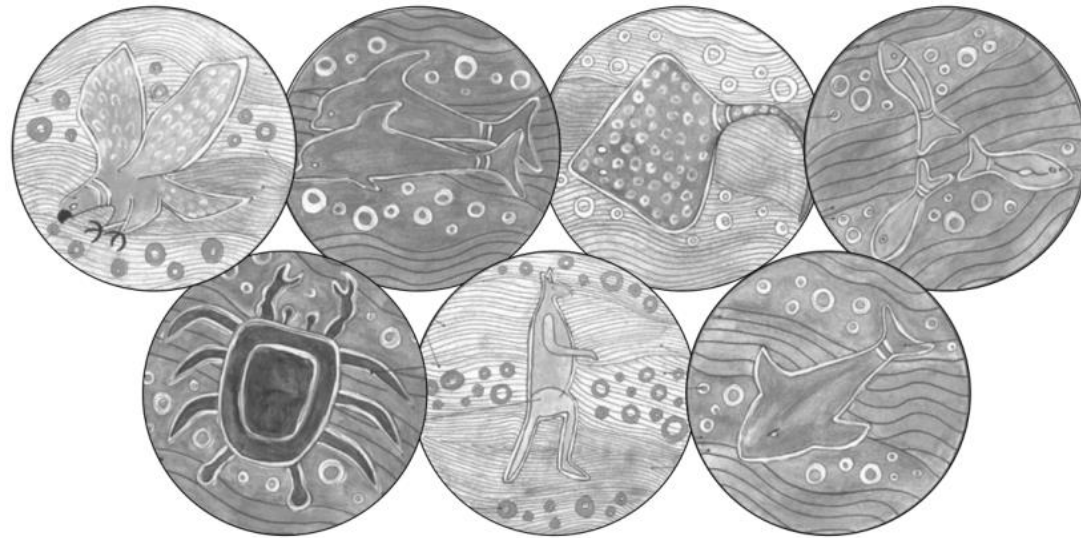
PORT MACQUARIE-HASTINGS
COUNCIL

Community Inclusion Plan 2020 - 2021



Acknowledgement Of Country

Port Macquarie-Hastings Council acknowledges the Birpai people as the traditional custodians of the lands within its local government boundaries. We would like to acknowledge Elders both past and present, and extend that respect to all Aboriginal and Torres Strait Islander people.



Council's Vision

A sustainable high quality of life for all.

Community Inclusion Plan

Help us build a stronger community

Port Macquarie-Hastings Council (PMHC) values and respects our diverse community. We value the range of identities, perspectives, lived experiences and lifestyles that Port Macquarie-Hastings people share and contribute to the wider community.

Council recognise that we have a role in promoting and facilitating active community participation and working with other levels of government and community organisations to help reduce disadvantage, strengthen community well-being and celebrate diversity in our community.

To help do this, Council has created this Community Inclusion Plan (CIP), which sets out Council's objectives, and proposed plan of action to help develop a socially just, resilient, connected, inclusive, livable and engaged community - a community that respects the rights of all people and encourages self-determination and equity. The CIP is a document that aims to guide a sustainable future from the grass roots, taking on a balanced approach to the region's environmental, social, cultural and economic factors, ensuring better outcomes for a cohesive and adaptable community.

The CIP has a focus on young people, seniors, Aboriginal & Torres Strait Islander people, volunteers, those with a disability and people from diverse backgrounds and cultures.

Council has engaged widely with the community in the development of the CIP and the feedback provided clear guidance on areas for action to strengthen the social wellbeing and inclusiveness of our community. We also looked at key trends in social issues that are occurring across Australia and benchmarked ourselves against other regions of a similar make-up to the Port Macquarie-Hastings Local Government Area (LGA) to help gain further insight into how we can create a brighter future for our community.

Council recognises the importance of ongoing partnerships, collaborative co-created projects, sustainable programs that will further enhance, empower and strengthen the inclusiveness of our community.

We are therefore committed to ongoing community consultation to ensure our focus and vision for the future continues to meet the needs and interests of the local community as they change over time.

To achieve the community aspirations expressed within the CIP, a two-year Action Plan has been developed which clearly sets out a roadmap of actions that Council will take in partnership with the community. The Action Plan (2020-2021) includes measures to track progress against the desired outcomes over time and will be implemented, monitored and reported on annually over the next two years.



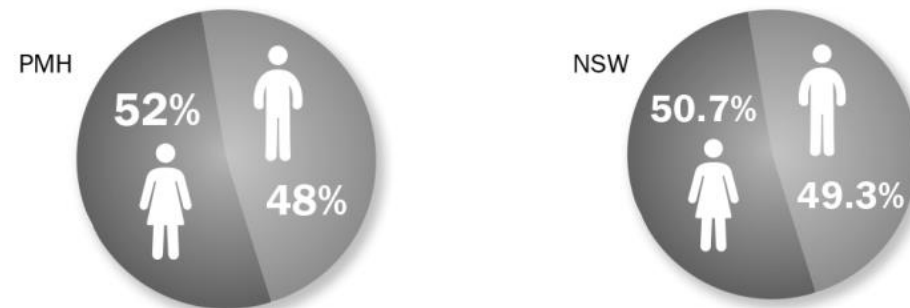
Facts & Figures

Figures shown are for the Port Macquarie-Hastings LGA - denoted as PMH below - and are from the Australian Bureau of Statistics 2016 Census data, except where stated otherwise.

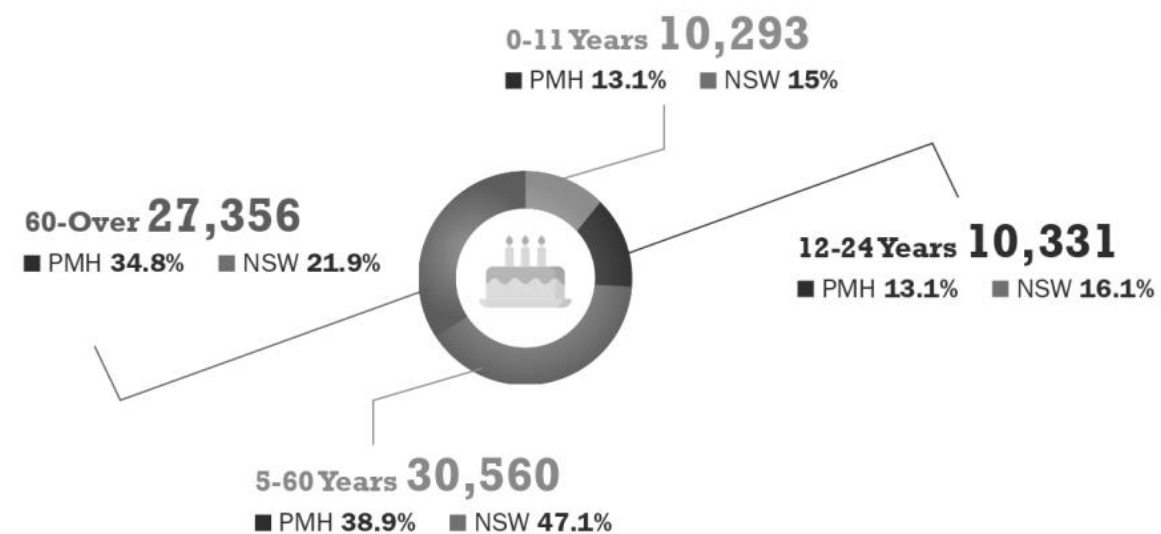
RESIDENTIAL POPULATION

83,131

Estimate ABS 2018



RESIDENTS AGE



WITHOUT A HOME

Includes people sleeping rough, people in shelters, boarding houses, temporary housing or those living in severely crowded houses.

280

+34%
2011-2016

ABORIGINAL AND TORRES STRAIT ISLANDERS

Port Macquarie-Hastings LGA population



42.9% of the Aboriginal and Torres Strait Islander population are aged between 0 and 17.

BORN OVERSEAS

8,914

■ PMH **11.4%**
■ NSW **27.6%**

VOLUNTEERS

13,762

■ PMH **21%**
■ NSW **18.1%**



RESIDENTS LIVING WITH A DISABILITY

6% of our residents need help in their daily lives because of a disability.

The Australian average is
4.6%

The state electorate of Port Macquarie has the 2nd highest prevalence of dementia in NSW *

* Source: Dementia Australia

LGBTQI+

Australians of diverse sexual orientation, sex or gender identity may account for up to

11% of the Australian population.*



Many older lesbian, gay, bisexual, transsexual, queer and intersex (LGBTQI+) have endured discrimination, persecution and social isolation.

*Source: The National LGBTI Mental Health & Suicide Prevention Strategy

What is Community Inclusion?

While there is no single definition of community inclusion, in this document we define community inclusion to be the process whereby every person (irrespective of age, disability, gender, religion, sexual preference or nationality) who wishes to, can access and participate fully in all aspects of an activity or service in the same way as any other member of the community.

Council values and respects the experiences, ideas, perspectives and lifestyle choices of our community. We want to encourage equal opportunities for all individuals who work, live and play within our place and create an environment in which diverse members share a sense of belonging, mutual respect and are valued for who they are.

Developing this plan

We used the four building blocks and their supporting statements - shown below - to work with the community to identify and prioritise their needs and aspirations, develop a vision for an inclusive community and then develop actions that would lead to achieving this vision.

1

- Access to community spaces and places
- Opportunities for volunteering
- Participation & collaboration across community groups
- Social networks – online and face-to-face
- Positive ageing
- Inclusive decision-making

2

- Connecting with Aboriginal and multicultural communities
- Representation & advocacy for all
- Intergenerational opportunities
- Celebrating diversity

3

- Access to social services
- Actively addressing disadvantage & social isolation
- Create a sense of belonging
- Access to local services, facilities & amenities
- Good neighbours

4

- Accessible and friendly
- Ensure clean & safe amenities
- Supporting education, training and employment opportunities
- Sustainable design & planning



Our vision for an inclusive community

The following vision was developed from feedback at a Community Think Tank taking into account responses from Council's online "Have Your Say" engagement where we asked the question "What does an inclusive community mean to you?"



Council's approach to achieving our vision

OUTCOMES

Council will focus on the following four key desired outcomes:

- Outcome 1: A Connected Community
- Outcome 2: A Diverse Community
- Outcome 3: A Resilient Community
- Outcome 4: A Liveable Community

OBJECTIVES

The plan's outcomes will be supported by a range of objectives which optimise the collective strengths within our community.

ACTIONS

Each objective is supported by a series of actions. It is proposed that following formal adoption of the Plan by Council, the following steps will take place:

- Consideration of the budget and staff resourcing required to implement the first-year actions;
- Allocation of responsibilities.

EVALUATION AND REVIEW

Monitoring and evaluating the effectiveness of actions will be ongoing. A range of methods will be employed to track the impact and analyse the outcomes achieved. These methods may include surveys, focus groups, analysis of community participation, ABS data and case studies.

An annual report to Council and a Community Report Card will provide feedback on progress against achieving the Plan's objectives.



1

A Connected Community

A connected community is one in which people are able to actively participate in community life, having input into shaping the future of their local spaces, and feel empowered to contribute to positive outcomes with sustainable influence.

A connected community:

- promotes collaboration, a shared vision and purpose;
- fosters a sense of place, belonging and engagement;
- results in people experiencing greater wellbeing and having much more opportunity to lead rich, meaningful lives; and
- is an integral part of social change as it encourages people to be actively involved in shaping their local environments therefore influencing wider social connectedness.

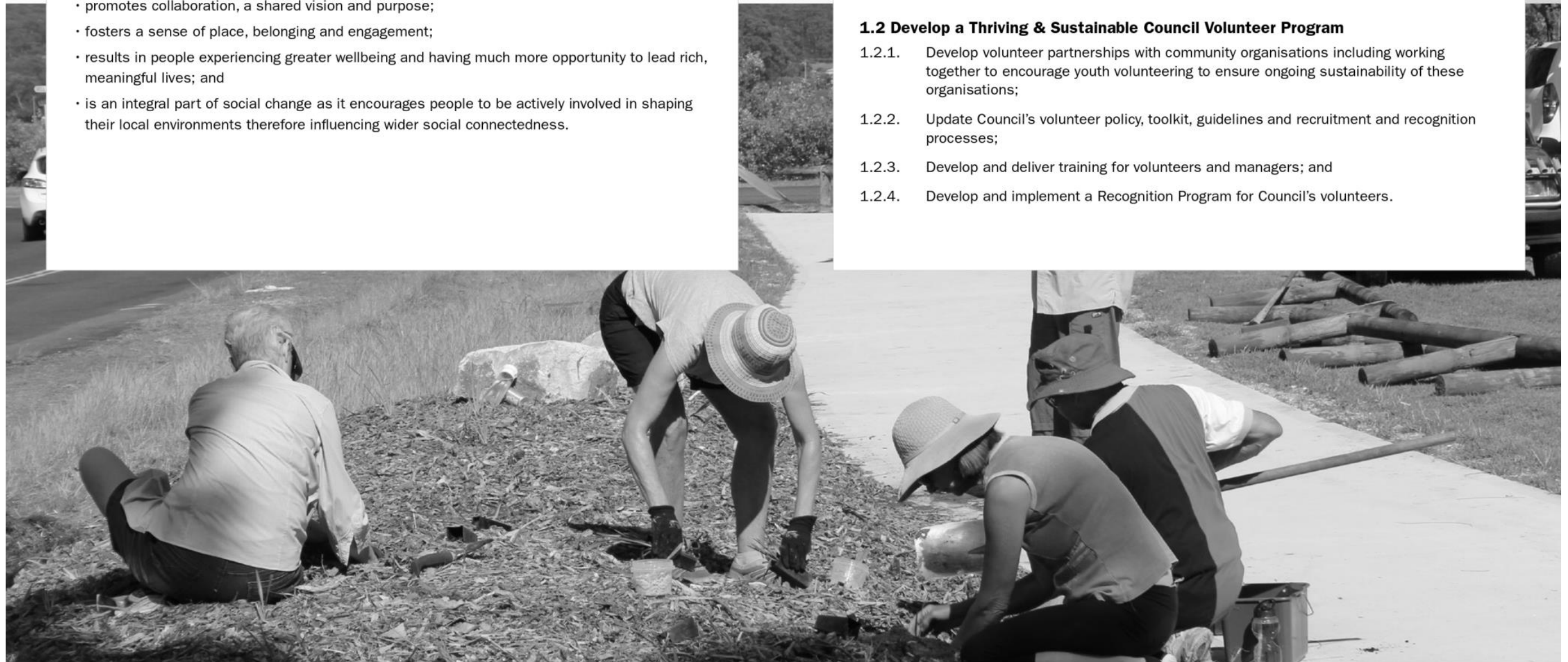
ACTIONS

1.1 Create opportunities for coming together

- 1.1.1. Implement a Community Directory;
- 1.1.2. Refine Council's Community Grants program to better reflect the diversity of residents, community groups, events, and programs in our Local Government Area;
- 1.1.3. Audit & Plan for community places and spaces; and
- 1.1.4. Support Council and non-Council owned hall network and community-owned infrastructure to encourage regular usage by a wide range of community groups.

1.2 Develop a Thriving & Sustainable Council Volunteer Program

- 1.2.1. Develop volunteer partnerships with community organisations including working together to encourage youth volunteering to ensure ongoing sustainability of these organisations;
- 1.2.2. Update Council's volunteer policy, toolkit, guidelines and recruitment and recognition processes;
- 1.2.3. Develop and deliver training for volunteers and managers; and
- 1.2.4. Develop and implement a Recognition Program for Council's volunteers.



2

A Diverse Community

Diversity can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs or other ideologies.

A diverse community:

- understands that each individual is unique;
- recognises, respects and celebrates individual differences;
- builds mutual respect and tolerance through education and understanding;
- supports and encourages an individual's expressions by ensuring new opportunities for participation; and
- A diverse community is a strategic advantage only if there is a truly vibrant community, sustained by a web of relationships (i.e. is well-connected).

ACTIONS

2.1 Support Programs & Events that Recognise & Celebrate Diversity

- 2.1.1. Support and promote programs and events which enable Seniors to be well-connected and lead a full and valued life (e.g. Seniors Festival, dementia-friendly programs);
- 2.1.2. Develop and implement an integrated youth voice and leadership model;
- 2.1.3. Support youth programs and activities including Youth Week;
- 2.1.4. In collaboration with our local Aboriginal and multicultural communities, support, promote and facilitate programs, events and dates of significance that support, recognise and celebrate the cultural diversity of our region (e.g. NAIDOC Week, Harmony Day); and
- 2.1.5. Implement Council's Disability Inclusion Action Plan.

2.2 Council as Leader in Promoting Diversity

- 2.2.1. Develop a Council Community Inclusion Committee;
- 2.2.2. Develop and conduct Cultural Awareness Training for Council staff;
- 2.2.3. Develop and implement Birpai Community Protocols for use by Council staff including Acknowledgement of Country on Council's e-mail signature;
- 2.2.4. Review and re-affirm Council's Statement of Reconciliation & Commitment; and
- 2.2.5. Review and re-affirm Council's Statement to make the area a Refugee Welcome Zone.





3

A Resilient Community

Community resilience is about making a community better, in both good times and bad, for the benefit of all its residents, particularly the poor and vulnerable.

A resilient community:

- possesses the necessary resources to overcome vulnerabilities and adapt positively to change;
- has the ability to 'bounce back' after negative experiences and to cope in unknown circumstances;
- has the capacity to grow and learn from experience and transform itself to make it more sustainable in the future; and
- is one in which residents have a strong sense of wellbeing.

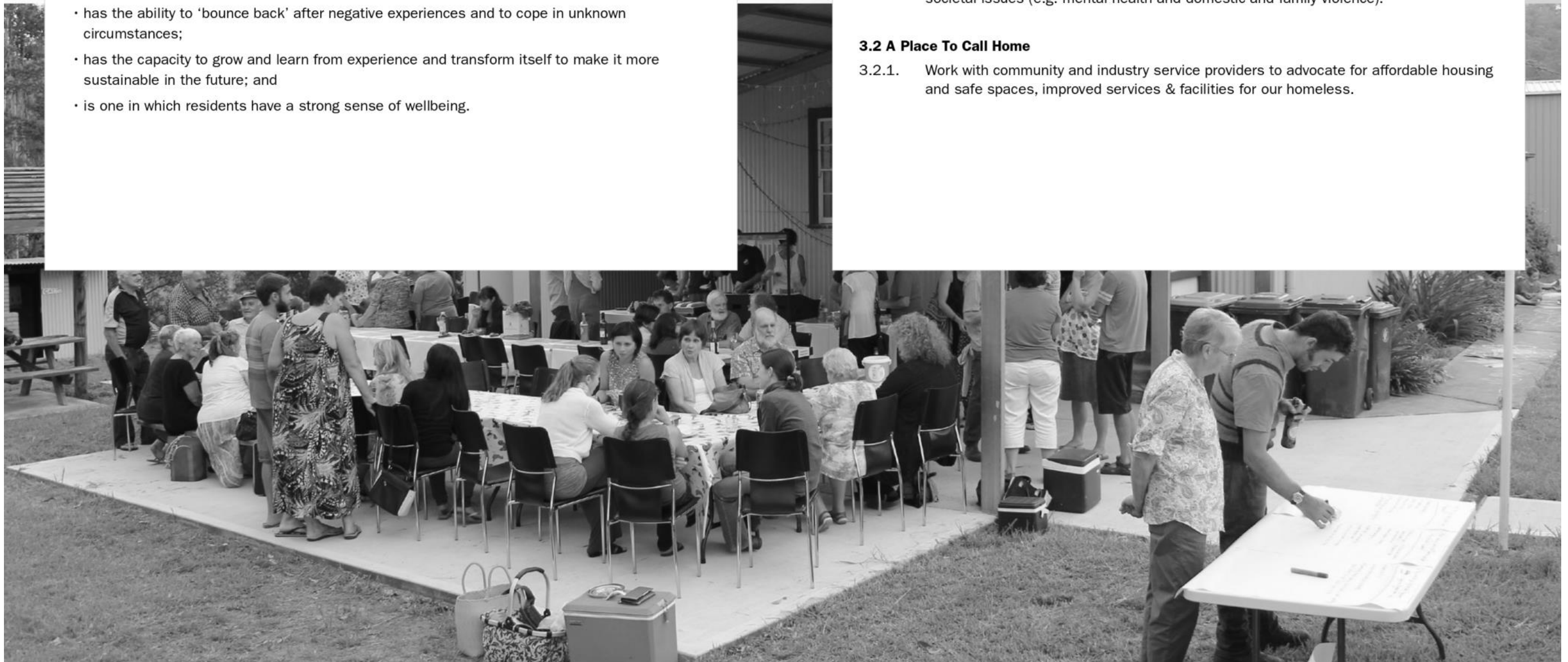
ACTIONS

3.1 Build Community Capacity

- 3.1.1. Promote and support community events and programs that build community resilience e.g. Neighbour Day, grass-roots community events, R U Ok Day, Reclaim the Night, Mental Health Month;
- 3.1.2. Work collaboratively with relevant organisations to develop improved services for marginalised and lower socio-economic groups in our community;
- 3.1.3. Develop and promote information and resources on dealing with emergencies; and
- 3.1.4. Work collaboratively with relevant organisations to raise awareness of and help address societal issues (e.g. mental health and domestic and family violence).

3.2 A Place To Call Home

- 3.2.1. Work with community and industry service providers to advocate for affordable housing and safe spaces, improved services & facilities for our homeless.



4

A Liveable Community

Residents are the custodians of thriving liveable communities.

A liveable community:

- supports people of all ages, backgrounds and circumstances to engage and participate in community life, and live safe and healthy lives;
- provides safe, affordable, adaptable and manageable neighbourhoods and supporting services;
- is one in which residents recognise and act on issues such as health, wellness, safety, work, education, environment and social engagement to enable all members of the community to live the best version of their lives; and
- features vibrant, engaging centres and distinctive local neighbourhoods, offering a great range of facilities, services and experiences.

ACTIONS

4.1 People-Focused Urban Design & Planning

- 4.1.1. Design & deliver intergenerational and inclusive public spaces and precincts.

4.2 Build Healthy Communities

- 4.2.1. Integrate Healthy Eating Active Living (HEAL) principles in Council's Community Strategic Plan;
- 4.2.2. Work collaboratively with Mid North Coast Local Health District (MNCLHD) to build capacity and increase knowledge of healthy built environments that promote HEAL principles;
- 4.2.3. Identify and encourage/ facilitate access to suitable Council-managed locations/ facilities for community-led activities;
- 4.2.4. Progressively audit built environments to identify improvements to amenability (well-lit areas, undercover spaces, clean and usable facilities) to increase the probability of physical and social activity in community spaces; and
- 4.2.5. Collaborate with local service providers and agencies to promote health and wellbeing initiatives and programs within our communities.



pmhc.nsw.gov.au

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PORT MACQUARIE-HASTINGS
COUNCIL



DISABILITY INCLUSION ACTION PLAN



Easy English



pmhc.nsw.gov.au





This book is in Easy English.
It uses easy words and
pictures.

Easy English books are mainly
for people who may have
trouble reading.

Easy English books are useful
to lots of other people too.

In this book we will write the
plan. This is a short way of
saying the Port Macquarie-
Hastings Council Disability
Inclusion Action Plan for 2017,
2018, 2019, 2020 and 2021.



**Deputy Mayor
Lisa Intemann**

**Port Macquarie-
Hastings Council**

I am very happy to give you this Disability Inclusion Action Plan from council.

It says that everything council says, does and builds will be more disability friendly.

Council wants people with a disability to be able to join in with all parts of the community.

The council asks all the different groups and people in the area to work with us to make these things happen.

Port Macquarie-Hastings will be a better place for everyone when these things happen.

Thank you to all those people and groups who helped us with the Plan. With your continued help, it will make a difference.



**Councillor
Peter Alley**

**Chairperson
Port Macquarie-
Hastings Access
Sub Committee**

We have met lots of people with a disability, their families and carers.

We have listened to what you said.

What you said helped the council to write this Plan.

The Access Committee gives council advice about making things more disability friendly.

Thank you for your ideas. This Plan will help our community be more disability friendly.

About the old Plan

Council has a Disability Discrimination Act Action Plan 2009-2018. This will stop on 30 June 2017 and be replaced with this new Disability Inclusion Action Plan.

About the new Plan

We want a better future so we need a Plan.

This Plan starts on 1 July 2017 and finishes on 30 June 2021. It is for everyone with a disability, their families, carers, friends and the whole community.

The community is all the people who live in Port Macquarie-Hastings area.



This Plan sets out actions that council will deliver in the next four years to help make life better for people with a disability, their families and carers.

People with a disability know what is most important to them. People, with a disability, their families, friends and carers helped us to write this Plan.

Sometimes people with a disability need extra help to live a full life and join in with other people.

The council wants to make sure this Plan is making life better for people with a disability and their families and carers.



Port Macquarie-Hastings Council 2017 Access Committee

Ideas to help make this Plan work well for people with a disability

You should have services that are easy to use.

It will be easier for you to join in with your community if you want to.

Access to council information, buildings and services is your right by law.

This will help council remove barriers or make them smaller. It helps make sure all areas of council – what we say, do, write and build is more disability friendly.

For example by building accessible footpaths that link to places you want to go helps everyone in the community.

Facts

Port Macquarie-Hastings is located on the Mid North Coast of New South Wales, 420 kilometres north of Sydney, and 510 kilometres south of Brisbane. The land area is 3686 square kilometres.

There are about 78,125 people living in our Local Government Area (LGA).

Our LGA will keep growing. We are expecting 22,600 more people by 2036.

We know that an important part of being accessible and inclusive is accepting:

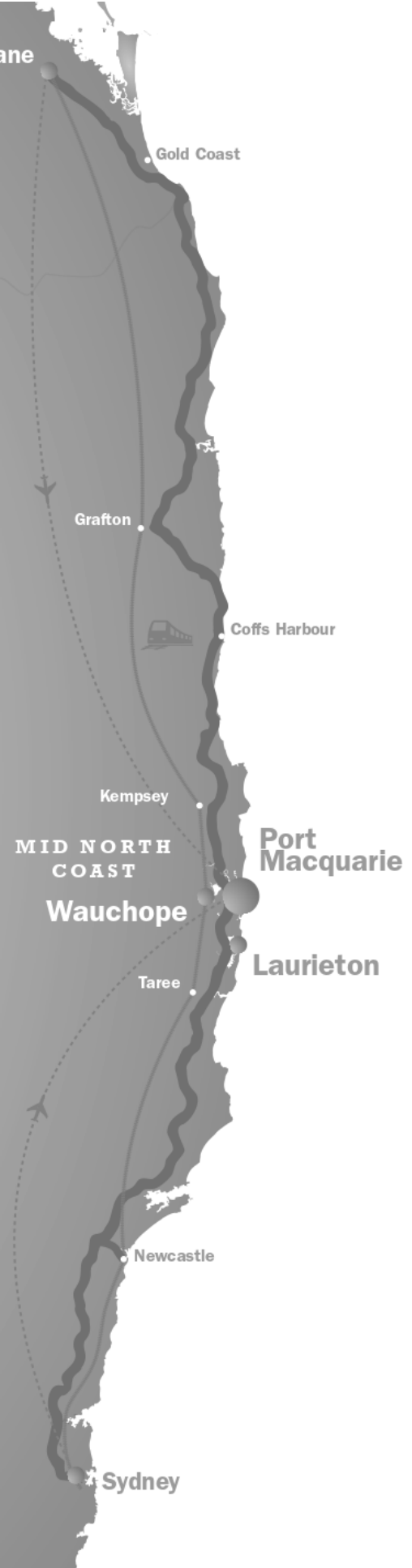
- > diversity
- > differences in ability.

In Port Macquarie-Hastings 6.6% of our residents (4,826 people) need help in their daily lives because of disability.

This is higher than the Australian average of 4.6% of the population.

They might need help to:

- > communicate
- > get around
- > care for themselves.





Dementia friendly

Port Macquarie has the 3rd highest percentage of population with dementia in NSW. We are in the top 5 federal electoral districts for dementia in Australia and the number of people living with dementia is expected to triple by 2050. Port Macquarie is becoming a Dementia Friendly community where people with dementia can lead a purposeful, meaningful and engaged life in their community.

Carers

Carers do a very important job in our community.

A carer is somebody who supports:

- > older people
- > people with disability
- > people with long-term health problems.

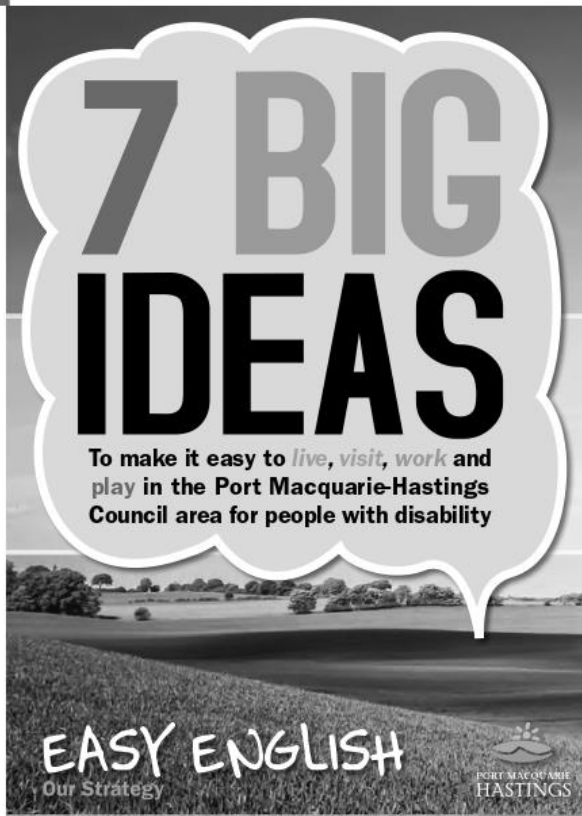
Many carers give their time without getting paid.

12.9% of our residents are carers who give

unpaid care assistance. There are 7,710 carers supporting their loved ones.

There are 17,927 people 65 years and older who live here. This is 24.7% of our citizens who will also benefit from a disability friendly community.





Council has a Disability Strategy – the 7 Big Ideas

This is part of our long term thinking about the future. The 7 Big ideas are:

1. Give better access to council buildings and outdoor areas
2. Have your say about council decisions
- 3 Council information is easier to read, get and understand
4. Make it easier to join in with your community
5. Encourage shops and businesses to be disability friendly
6. Council listens and supports
7. Council is a disability friendly workplace

These ideas are included in this Disability Inclusion Action Plan.





Legislation and Standards

There are different laws and agreements that help make sure people with disability:

- > Have access
- > Are included.



The United Nations Conventions on the Rights of Persons with Disabilities is an international agreement. This agreement applies to many countries including Australia.



There are important national laws:

- > Disability Discrimination Act
- > Australian Standards 2010 and AS1428
Disability Access to Premises Standards – Buildings.



There are also some laws just for the state of New South Wales:

- > Disability Inclusion Act (DIA) 2014
- > NSW Carers (Recognition) Act 2010
- > NSW Anti-Discrimination Act 1977
- > Disability Standards for Accessible Public Transport 2002
- > Local Government Act 1993
- > Local Government (General) Regulation 2005

This Plan is consistent with the activities in the PMHC Towards 2030 Community Strategic Plan.

The Towards 2030 Plan aims to create a healthy, inclusive and vibrant community.

Our population growth is supported through public infrastructure, land use and development strategies that create a connected, sustainable and accessible community.

Its aim is to help create a collaborative community that works together and recognises opportunities for community participation in decision making that is ethically, socially and environmentally responsible.





The NSW Disability Inclusion Act 2014

This law tells us we have to write a new Disability Inclusion Action Plan.

The Plan has to last for the next 4 years and focus on 4 areas:

1. Developing positive attitudes and behaviours in our community.
2. Creating communities that are nice for people to live in.
3. Helping people find good jobs and work they like doing.
4. Having good ways of doing things that will help people use our services.



The Plan also needs to include:

- > what we know and understand about life for people with disability
- > how we will make buildings, events and facilities accessible
- > ways to get information
- > take part in community activities
- > how we have talked to people with disability while we developed the Plan
- > how the Plan supports the goals of the NSW Government.



What State and Federal Governments do in our community

State and Federal Governments look after:

- > health
- > education
- > police
- > housing
- > transport
- > National Disability Insurance Scheme (NDIS)
- > social services.

There are charities and not-for-profit groups in Port Macquarie-Hastings providing services for:

- > supported employment
- > respite care
- > carers support
- > access to food
- > aged care
- > mental health
- > community transport
- > homelessness
- > emergency accommodation.





What Port Macquarie-Hastings Council looks after

- > 335 parks and reserves and 63 playgrounds
- > 54 sports fields and 2 indoor sports stadiums
- > 21 Rural Fire Service & 3 SES facilities
- > 1 crematorium
- > 1 Airport
- > 3 Libraries and 3 customer service centres
- > Glasshouse Arts Conference and Entertainment Centre
- > Glasshouse Regional Gallery
- > Visitor Information Centre
- > 17 community halls and 47 public toilet blocks
- > 5 sewerage, 4 water treatment plants & 1 environmental laboratory
- > 152 sewerage & 19 water pumping stations
- > 16 boat ramps
- > 875km sealed & 465km unsealed roads
- > 183km of footpaths and 137 bridges
- > 804km water mains & 726km sewer mains
- > 268km of stormwater pipes & 10360 stormwater pits
- > 5 waste transfer stations, 1 recycling centre, 1 organic waste centre & 1 landfill
- > 4 public swimming pools, tennis courts and skate parks.





We provide money for programs by offering grants to community groups.

We run community festivals and events

- > Australia Day
- > Seniors Week
- > Youth Week
- > Heritage Week
- > Reconciliation Week
- > Artwalk
- > Tastings on Hastings
- > International Day of People with Disability
- > Hastings Outdoor Moonlight Movies
- > Countdown to Christmas

We encourage community participation and engagement across 32 communities in our Local Government Area.

We promote our area across Australia to attract tourists and businesses.





Listening to the Community

We listened to our community a lot while we were getting this Plan ready. You helped us understand what life is like for people with disability in Port Macquarie-Hastings.

We did workshops and worksheets with organisations before the draft was written.

We listened to:

- > Aces Incorporated
- > Alzheimer's Australia
- > Bago Magic Performance Group
- > Disability Advocacy NSW – Disability Information Support Hub
- > Hastings Aboriginal Disability and Mental Health Network
- > Hastings District Respite Care
- > Hastings Headway
- > House with No Steps
- > Mid North Coast Local Health District
- > NewIDAFE
- > New Horizons
- > Port Macquarie Dementia Friendly Community Steering Group
- > PMHC Access Sub-Committee
- > Riding for Disabled
- > St Agnes Parish

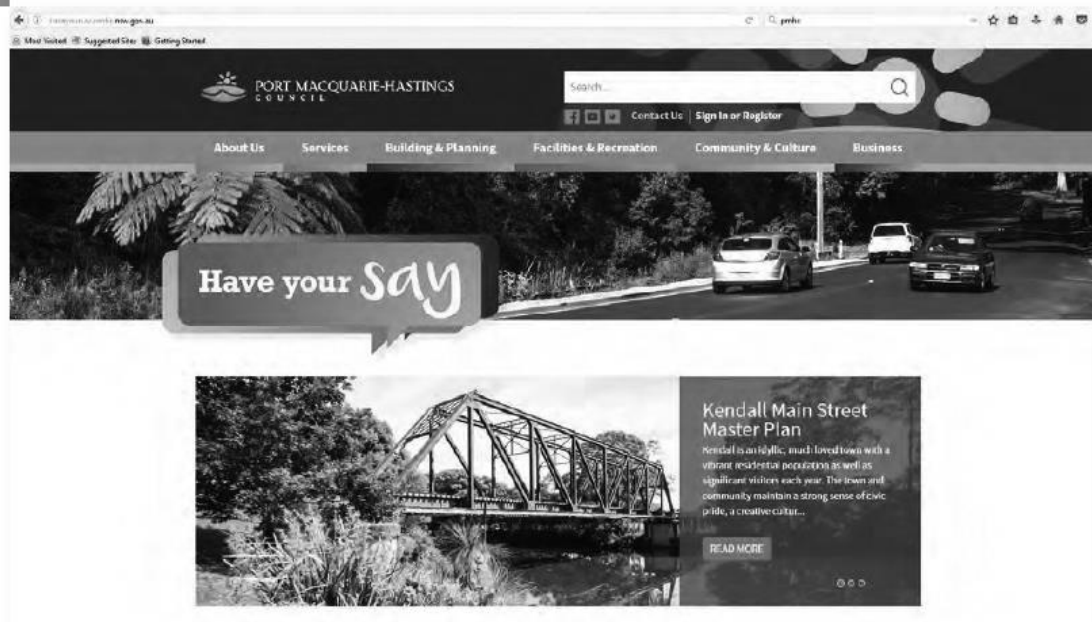


We did an online survey for the community to 'Have Your Say' at www.PMHCListening

The surveys were also at our 3 Libraries and 3 Customer Service Centres.

We did an email blast about this Plan through databases reaching over 2100 individuals from the community and the disability sector.

We had newspaper advertisements asking the community to 'Have Your Say'.



'Have Your Say' – online engagement portal



Port Macquarie-Hastings Council 2017 Access Committee Members

An Access Committee

We have an Access Committee made up of a Councillor who chairs the committee and 13 people from the community who are people with disability, industry professionals and carers.

The committee give council advice about making things:

- > accessible
- > inclusive
- > advocate for what is most important
- > help communication between council and the community.

Making public spaces better for people with disability

We want to give better access to council libraries, parks, sporting ovals, swimming pools, beaches, council offices, airport, community halls, car parking, footpaths, Glasshouse, cycleways, playgrounds and other outdoor areas like the community garden.

Access means buildings and places in the community will be:

- > easier to get into
- > easier to move around in
- > safer
- > more wayfinding – things we put in public areas to help people get around like signage and tactiles.



Wayfinding using tactile paving



These are the ideas that came out of our consultation:

More footpaths and kerb ramps

Footpaths link people to their community. council receives a lot of footpath and kerb ramp requests. We have many communities spread across a 3600 km² area. Council looks after about 183km of footpaths. Council has pedestrian access and mobility plans.

The Access Committee reviews this long list of requests and recommends which footpaths and kerb ramps are most important.

Parkland and street furniture

People told us that they wanted more:

- > park benches (seats) with arm rests to help people getting up and down from the seat
- > the concrete pad to be big enough to fit the park bench and a space for a wheelchair
- > more large picnic settings and large covered areas like at McInherney Park. This will help disability groups go on excursions to the parks
- > trial a wheelchair friendly BBQ
- > more bus shelters.



Dog park

We understand that some people have an emotional support animal, a service dog or a guide dog. They have asked for a safe area where they can train and play with their dog.

Council has a plan for leash free dog areas. We are planning to build a fenced area where dogs can run, exercise and socialise leash-free with other dogs and dog park visitors.

Beach access

The Access Committee understands that it is hard to access our beaches. To help we will:

- > investigate if an access mat pathway can be trialled from the car park to the ocean at Town Beach
- > audit access to our beaches
- > tell people about the free beach wheelchairs they can borrow and have signage.



*Beach Wheelchair –
Town Beach*

Accessible swimming pools

People told us that they would like to use the council swimming pools but find it hard to use the steps to get in and out of the pool.

They would like an:

- > access ramp into the pool
- > accessible bathroom with shower and adult change table and hoists
- > aquatic wheelchair.

Council will look at the design plan to see what is possible.





Accessible public toilets

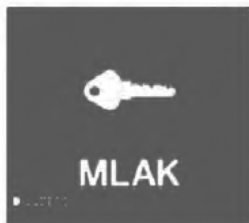
People told us that we need more accessible public toilets in Lake Cathie, Port Macquarie and Wauchope.

The Access Committee will look at all the public toilets and changing rooms and if:

- > they are of a good standard
- > recommend the best way to provide public toilets and changing rooms.

The design of accessible public toilets is very important to include:

- > clear signage
- > doors painted a different colour
- > toilet bowl a different colour to the seat and cistern
- > exit clearly marked
- > hand rails
- > good lighting
- > hook for handbags next to the toilet pan
- > trial an adult change table.



We need to tell people about the Master Locksmith Access Key (MLAK). People with disability and their carers can request council or their doctor for permission so they can buy this restricted key. This key unlocks accessible (disabled) public toilets across Australia and New Zealand.

The MLAK information needs to be:

- > accessible
- > updated often
- > shared widely.



Accessible car parking

Finding accessible car parking is often an important part of everyday life for people with disability and their carers.

Managing accessible parking and the permit system is an important part of what we do.

The Access Committee takes part in how we manage accessible parking, including:

- > planning
- > auditing the number of car parks
- > making sure they are in the right spot.

We need to give people better information about where to find accessible parking.

Council Rangers monitor the accessible car parks to ensure they are used by people with a Mobility Parking Scheme Permit.



Accessible playgrounds

People told us they would like more disability friendly playground equipment. They liked the carousel at Livvy's Place Westport Park.

They would like more:

- > fenced playgrounds with child proof gates
- > accessible toilet close to the playground
- > more accessible equipment such as carousels, swings, water play, musical instruments and sand play
- > more picnic areas at the playground
- > more shade
- > play equipment for adults with a disability

Community and council events

People with disability want to:

- > take part
- > have a good time
- > be included.

They need:

- > ways to get in and out
- > accessible parking
- > accessible transport
- > accessible toilets
- > accessible viewing platform or area where they can see the show.



Council can do more to include people with a disability to join in activities, go to events and work

together with community groups that:

- > Council events are more disability friendly
- > Council has disability friendly programs such as accessible art workshops at the Glasshouse
- > Council promotes events and activities in words and pictures.

Communicating and involving people

We want to make information about what we do:

- > easier to read
- > easier to get
- > easier to understand.

People told us we need to make sure:

- > our website is accessible
- > documents we publish are accessible
- > we think about accessibility when we start new projects
- > we share information about projects that affect people's daily life in an accessible way



Give you a say in decisions



We want to live in a community where people with a disability can get involved – just like everyone else.

- > get involved
- > take part
- > tell us what you think
- > 'Have Your Say' about council plans and issues that affect you
- > Council will keep talking to people with a disability to make sure this Plan is working.

Accessible Council Programs



About 15% of the Library books are already in large print. We also have eBooks and Daisy players available for free loan, computer access, wifi, a recording studio, virtual reality and 3D printing.

The Library has an autism, Asperger's and dementia book collection. They also run a home delivery service in Port Macquarie for people who are housebound.

- > The Glasshouse continues to run its popular art & dementia workshops and is planning to run digital art programs. Gallery tours are also available on request.



Access friendly businesses

Residents and visitors told us that they want to visit businesses, cafes, tourism accommodation and attractions but it is hard to know which are disability friendly.

One of the main functions of the Access Committee is to visit businesses to find out if they are accessible.

They also help shops and businesses be disability friendly for you and tourists by:

- > Encouraging business owners to have a shop that you can easily get around in and out of
- > Helping business owners train staff in friendly customer service
- > Listing access friendly businesses on our website.



Council advocates for the community

Council champions for better State and Federal services and support in our region.

Council advocates on issues that are important to the community. For example better regional transport and safety concerns around mobility scooters.



Employment

507 people work at council. About 2% identify as having a disability.

We want to make work at the council fair and equal for everybody.

We want everybody to have a fair chance.

We want everyone that works with us to be happy. Then they will work with us for a long time.

We're planning to:



- > Make our council a place where people of all abilities can enjoy meaningful employment
- > find out what the staff with disability who already work with us need
- > find out what the staff who work with us and who are also carers need
- > give specialised training in important areas to staff who need it the most for the work they do
- > training may include access and inclusion, relevant codes and standards and how to do programs which aim to include everybody and connect the community.



The way we do things

Council departments will work together to help achieve this Plan.

We want our staff to treat people with disability in a way that is:

- > positive
- > respectful
- > inclusive
- > welcomes diversity

We're planning to:



- > help our staff understand what life is like for people with a disability so they can offer better service
- > keep working with the community and organisations to remove barriers to access and inclusion.



Checking and assessing

Every year we write our Annual Report. When we write the report we will talk about things that are in this Plan.

We will talk about the progress we have made.
We will talk about what we have achieved.
We will also tell the NSW Disability Council about our achievements.



Funding the Plan

Some actions in this Plan are about continuing to do what we are doing well and others are about improving the way we do things.

Many actions will not cost council additional money but require us to do things differently. However some actions in the Plan will require additional funds to build something or upgrade an existing facility or service.

Council must consider all priorities and may apply for funding from external sources to help achieve the actions in the Plan.



Contact us

We are always looking for ways for the community to be involved. We want to hear from you if:

- > you have questions
- > there is a problem or issue we need to fix
- > you want a copy of this Plan.



There are different ways you can contact us.
You can find lots of information on our website:
pmhc.nsw.gov.au

You can phone us 8am to 5pm Monday to Friday
on **(02) 6581 8111**



You can send an email to:
council@pmhc.nsw.gov.au

You can visit us at one of our council offices
between 8.30am to 4.30pm, Monday to Friday

- > 17 Burrawan Street Port Macquarie
- > 49 High Street Wauchope
- > 9 Laurie Street Laurieton

Post a letter to us:

Port Macquarie-Hastings Council
PO Box 84

Port Macquarie NSW 2444

You can contact the National Relay Service on
relayservice.com.au or call 1300 555 727 or
SMS Relay 0423 677 767

1

PORT MACQUARIE-HASTINGS
COUNCIL**Focus Area:
Attitudes and behaviours****Action****KPIs****Responsibility****Timing**

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 Participation Officer Aged & Disability

Short term
(1-2 years)

1.2 Council works with its community partners to advocate for appropriate service levels to the region

Participate in disability services regional forums and inter-agency networks

Attend minimum 3 industry meetings per year (FACS, Interagency and networks)

Community Participation Officer Aged & Disability

Short term
(1-2 years)

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

6 Access Committee meetings held per year

Community Participation Officer Aged & Disability

Short term
(1-2 years)

1.4 Council works with its community partners to advocate for appropriate service levels to the region

Advocate to State and Federal Government for increased services for people with disability and their carers

Report annually on advocacy

Community Participation Officer Aged & Disability

Medium term
(2-4 years)

1.5 Positive attitude towards people with a disability in the LGA are promoted

Coordinate and widely promote an annual International Day of People with a Disability event

1 event delivered per year

Community Participation Officer Aged & Disability

Short term
(1-2 years)

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 Participation Officer Aged & Disability

Short term
(1-2 years)

1.7 Council works with local industry providers to identify and resolve issues associated with providing inclusive tourism and other services to people with a disability

Provide education and promotion around accessible tourism and encourage business to use access symbols on their marketing collateral and windscreen viewpoints marked on maps

2 business and tourism presentations

Group Manager Economic Development

Medium term
(2-4 years)

2

PORT MACQUARIE-HASTINGS
COUNCIL**2. Focus Area:
Liveable Communities****Action****KPIs****Responsibility****Timing**

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)

2.2 To progressively improve Council-owned community buildings to provide equal access for people with disability

Scope, design and prioritise disability access improvements at community facilities within budget constraints

Access Committee review and prioritise improvements annually

Community
Participation
Officer Aged &
Disability

Short term
(1-2 years)

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

Access committee audited public amenities.
2 new accessible toilets installed

Group Manager
Recreation &
Buildings

Short term
(1-2 years)

Medium term
(2-4 years)

2.4 To progressively improve access to public amenities for all residents and visitors

Scope, design and build Dog Parks with input from Guide Dogs

2 Dog Parks created

Group Manager
Recreation &
Buildings

Medium term
(2-4 years)

2.5 Services and facilities provided by Council are compliant with the requirements of Disability Discrimination Act, Australian Standards AS1428 & Building Code of Australia

Resolve access issues at Wauchope Library arising from poorly located accessible parking, inappropriate ramp gradients, paving and benches - subject to budget availability

Improvements undertaken at Wauchope Library

Group Manager
Recreation &
Buildings

Medium term
(2-4 years)

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 design of Airport Terminal Building upgrade for disability access considerations

Design reviewed

Business
Enterprise
Manager – Airport

Short term
(1-2 years)

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)

Review and scope signage about how to hire free beach wheelchair

Signage reviewed for promoting beach wheelchair

Short term
(1-2 years)

2

**Focus Area:
Liveable Communities**PORT MACQUARIE-HASTINGS
COUNCIL

Focus Area: Liveable Communities	Action	KPIs	Responsibility	Timing
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)
2.9 To improve accessibility to playgrounds for all residents and visitors	Lake Cathie Playground access improvements	Accessible play equipment and fence installed	Group Manager Recreation & Buildings	Short term (1-2 years)
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)
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)
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)
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 Participation Officer Aged & Disability	Short term (1-2 years)
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 Transport & Stormwater Network	Medium term (2-4 years)
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)
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 that there is adequate and appropriate provision	Audit by Access Committee undertaken, map produced and to further investigate accessible parking solutions.	Community Participation Officer Aged & Disability	Short term (1-2 years)

3

**Focus Area:
Employment**PORT MACQUARIE-HASTINGS
COUNCIL

Action	KPIs	Responsibility	Timing
3.1 To develop greater awareness and build a positive attitude towards access issues with PMH Council. Council staff have the appropriate level of skills and knowledge to provide equitable services and an accessible environment	Inclusiveness Training provided via general awareness training modules	Human Resources Manager	Medium term (2-4 years)
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)
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)
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)

4

**Focus Area:
Systems and Processes**PORT MACQUARIE-HASTINGS
COUNCIL

	Action	KPIs	Responsibility	Timing
14.1 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)
4.2 To provide equitable access to appropriate and responsive services across the LGA. The process of information dissemination and communication with all customers is improved	Provide training to staff in National Relay Service use and protocols	1 Training workshop completed	Customer Service Team Leader	Medium term (2-4 years)
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)
4.4 Appropriate services are provided to meet the needs of people with a disability and frail older people	Continue to develop and promote the spoken word and large-print book collections at libraries	20% of the Library collection budget is allocated to large print, and audio books. Continue Port Macquarie delivery service for people who are housebound	Library Manager	Short term (1-2 years)
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 and dementia program and the Digital Art program	20 sessions delivered per year	Glasshouse Venue Manager	Short term (1-2 years)
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)
4.7 Appropriate services are provided to meet the needs of people with a disability	Promote and continue to provide assisted waste collection services for residents who are unable to take their bins to the roadside	Report annually the number of assisted residents	Group Manager Environmental Services	Ongoing
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 Participation Officer – Community Events	Short term (1-2 years)

4

PORT MACQUARIE-HASTINGS
COUNCIL**Focus Area:****Systems and Processes****Action****KPIs****Responsibility****Timing**

4.9 Appropriate services are provided to meet the needs of people with a disability

Advocate to event owners and delivery organisations to plan and scope considerations for disability friendly event experience

Report annually the number of event owners advocated to

Group Manager
Economic
Development

Short term
(1-2 years)

4.10 Appropriate services are provided to meet the needs of people with a disability

Provision of Auslan sign language interpreter at council community events as required subject to resources and budget

Report annually the number of interpreted events

Community
Participation
Officer –
Community Events

Short term
(1-2 years)



PORT MACQUARIE
HASTINGS
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17 Burrawan Street
Port Macquarie NSW 2444
Telephone (02) 6581 8111
Facsimile (02) 6581 8123

WAUCHOPE OFFICE

49 High Street
Wauchope NSW 2446
Telephone (02) 6589 6500

LAURIETON OFFICE

9 Laurie Street
Laurieton NSW 2443
Telephone (02) 6559 9958

Item: 09

Subject: FUTURE MEETING DATES

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Community Inclusion Committee meet bi-monthly on the date nominated at the meeting.

Discussion

As per the Community Inclusion Committee Charter, meetings are to be held bi-monthly (or more regularly if required). Discussion to be held to determine a mutually agreeable day and time for the regular meetings to be held.

Attachments

Nil