



PORT MACQUARIE-HASTINGS
COUNCIL



Port Macquarie-Hastings Access Sub-Committee

Business Paper

date of meeting: Tuesday 2 February 2021

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

time: 2:00pm

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

Port Macquarie-Hastings Access Sub-Committee

CHARTER

1. AIMS

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

2. SUB-COMMITTEE MEMBERSHIP

- 2.1 Sub-Committee members will comprise of:
 - Councillor (Chairperson)
 - Community Members (14 members)
 - Ex officio - Community Engagement staff
 - Infrastructure
 - Development & Environment
- 2.2 Chairperson will be a nominated Councillor.
- 2.3 The role of the chairperson shall be to:
 - Chair meetings;
 - Compile agenda in consultation with Council staff member;
 - Ensure meetings are properly convened;
 - Oversee activities of the committee; and
 - Keep the order of proceedings, as set by the agenda.

In the absence of the chairperson, an alternate Councillor shall chair the meeting.

- 2.4 Council's Place Facilitator will be the Secretary for the meetings and will be responsible for:
 - Convening Committee meetings and provide written notice to all members at least 7 days prior to the scheduled meeting;
 - Document minutes and forward a copy to Committee members within 14 days of the meeting;

- Document the priorities for access works funding;
 - Maintain contact details of Committee members;
 - Provide support and resources to the Committee; and
 - Liaise with various areas of Council to bring access issues forward.
- 2.5 Membership of the Sub-Committee will be open to any member of the community that has a disability, is a parent/carer of a person with a disability, has some professional experience or has a demonstrated interest in access issues.
- 2.6 On an annual basis, all committee members will be requested to advise of their interest in remaining on the committee. Should there be any vacancies then membership will be open up to the community via a nomination process.
- 2.7 Members who are absent from three meetings without an apology may have their membership suspended.

3. MEETINGS

- 3.1 A minimum of six meetings will be held per annum.
- 3.2 Topics for the agenda should be forwarded to the nominated Community Development Officer no later than 14 days prior to the meeting date.
- 3.3 Agenda and minutes from the previous meeting will be circulated to members at least 7 days prior to the meeting.

All meetings of the Sub-Committee are public meetings. Members of the public and media can attend meetings as observers; however, they cannot speak at the meeting unless prior arrangements are made through the Sub-Committee Secretary. Presentations shall be limited to a maximum of 5 minutes.

4. QUORUM

- 4.1 A quorum will consist of at least six members of the Sub-Committee.

5. VOTING

- 5.1 Voting on recommendations are made by consensus and all decisions regarding the allocation of funding for works must be stated precisely for inclusion in the minutes.

6. COMMUNICATION

- 6.1 Members of the Sub-Committee are not permitted to speak to the media as representatives of the Committee unless approved by the chairperson.
- 6.2 Where approval has been sought from the chairperson, views and opinions expressed are those of the Port Macquarie-Hastings Access Sub-Committee and not of Port Macquarie-Hastings Council.

- 6.3 When endorsement is required from Port Macquarie-Hastings Council approval must be sought through the formal process.

7. PARENT COMMITTEE

- 7.1 Ordinary Council Meeting.

8. CODE OF CONDUCT

- 8.1 All members of the committee are to abide by Council's Code of Conduct.

Port Macquarie-Hastings Access Sub-Committee

ATTENDANCE REGISTER

Member	05/02/19	02/04/19	04/06/19	06/08/19	01/10/19	04/02/20	03/11/20
Councillor Peter Alley (Chair)	✓	✓	✓	✓	✓	X	No quorum
Ben Oultram	✓	✓	✓	✓	✓	✓	
Bruce Gibbs	✓	✓	✓	✓	A	✓	
Elizabeth Rose	✓	✓	X	A	A	X	
Helen Booby	✓	✓	A	✓	✓	✓	
Ian Irwin	✓	✓	✓	✓	A	✓	
Julie Haraksin	✓	✓	✓	✓	A	✓	
Lyndel Bosman Lisa Sayers (alternate)	-	-	A	A	✓	X	
Mike Ipsen	✓	✓	A	A	X	✓	
Phil White	A	A	A	A	A	X	
Lucilla Marshall PMHC Group Manager Community Engagement	A	A	A	✓	A	A	
Julie Priest Sandra Wallace Hayley Owen PMHC Community Inclusion Team Leader	✓	✓	✓	✓	✓	✓	

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

Meeting Dates for 2021

02/02/2021	Function Room	2:00pm
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Port Macquarie-Hastings Access Sub-Committee Meeting

Tuesday 2 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

RECOMMENDATION

That the Minutes of the Port Macquarie-Hastings Access Sub-Committee Meeting held on 3 November 2020 be confirmed.

PRESENT

Members:

Councillor Peter Alley (Chair)
Ben Oultram
Mike Ipsen

Apologies Received:

Lucilla Marshall (PMHC Group Manager Community Engagement)
Bruce Gibbs

A quorum was not present, therefore this meeting was not held.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

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

(Refer to next page and the Code of Conduct)

Pecuniary Interest

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

Non-Pecuniary

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

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the 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

Action Required	5.02.04. Tradies' Guide to good access 1. That Cr Peter Alley report back to the Committee the outcomes from the Local Government NSW Conference.
Current Status	1. An update from Cr Peter Alley to be provided at the February 2021 meeting.

	05.02.07 Brisbane City Council initiative 1. That exploration of the Queensland initiative to discount developer fees when building accessible universal design homes to be discussed at the December meeting.
	1. Cr Peter Alley to lead discussion at February 2021 meeting.

Item:	06		1 October 2019
Subject:	General Business		
Action Required:	06.02 Visit to Airport to Create an Access Map 1. That a meeting will be arranged with Peter Allen and a contingent of the Access Committee.		
	1. An update to be provided at the February 2021 meeting.		

Item: 06

Subject: DISBURSEMENT OF DISABILITY ACCESS FUNDS

Presented by: Strategy and Growth, Liesa Davies

RECOMMENDATION

That the Sub-Committee note disbursement of funds from the Disabled Access Funds for the 2020/2021 Financial Year.

Discussion

This year, Council have approximately \$80,000 allocated for Disabled Accesses projects within the LGA. For the 2020/2021 Financial Year, the below projects have been identified through the Disability Inclusion Action Plan and Council staff priorities to receive funds:

- \$20,000 Blackbutt Park - accessible toilet upgrade
- \$20,000 Port Macquarie Senior Citizens Hall - accessible toilet upgrade
- \$20,000 Accessible lift & wheelchair for 50-meter pool - Port Macquarie
- \$8,000 Mrs York's Garden - 2 x accessible car parks
- \$8,000 Lighthouse Beach - 4 x accessible car parks

Total \$76,000 approx.

In the future, the Access Working group will once again be engaged with on the annual financial spend on Disabled Accesses projects within the LGA. Unfortunately, this year due to COVID19 and the inability to have meetings, decisions were made based on previous discussion and needs.

All of these projects are either currently underway or will commence in the very near future with anticipated completion by 30 June 2021.

Attachments

Nil

Item: 07

Subject: COMMUNITY INCLUSION COMMITTEE

Presented by: Strategy and Growth, Liesa Davies

RECOMMENDATION

That the Sub-Committee note the resolution from Council regarding the formation of the Community Inclusion Committee and that the Port Macquarie-Hastings Access Sub-Committee will be dissolved following the February 2021 meeting.

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.*
-

Council acknowledges and appreciates the significant work undertaken by the Access Committee to ensure better outcomes for our community. Whilst the Community Inclusion Committee has now been formally established, this does not diminish the value of the work that will continue under the Access Working Group.

The establishment of the Community Inclusion Committee was identified to assist in guiding the further development the whole range of Community Inclusion projects across our region. 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 show that we have a wide, diverse range of residents in our LGA and the Community Inclusion Committee will provide a platform for those 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.

In December 2020 the membership of the Community Inclusion Committee was finalised for the below positions:

- Disability
- Seniors
- Youth
- General Community
- Charity
- Health
- Homelessness Network
- Refugee Network

The below positions are yet to be filled and EOI will be called for:

- Aboriginal and Torres Strait Islander people
- Culturally and Linguistically Diverse (CALD)
- LGBTQI+

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

The Access Working Group is proposed to ensure a continued focus on Access matters, which have to-date been supported by the Port Macquarie-Hastings Access Sub-Committee.

As identified in the Council report the current Sub-Committee was to continue to meet until the Community Inclusion Committee membership was confirmed and an initial meeting scheduled. The Community Inclusions Committee is now confirmed with the first meeting scheduled for 11th February.


This means, this meeting, held on 2nd February 2021 will be the last official meeting of the Port Macquarie-Hastings Sub-Committee and from this point, the current group will continue to meet every two months however will now be the Access Working Group.

The Access Working Group will continue to:

- provide advice and recommendations to Council on strengthening accessibility to all public areas and public buildings within the Port Macquarie-Hastings LGA.
- review development applications, where necessary, for disability access and inclusion for significant buildings in the LGA
- advocates to Council to create a more disability friendly community in line with our Disability Inclusion Action Plan (DIAP).
- To determine funding priorities for upgrades consistent with the 'Guidelines for Prioritising Access Funding' for PMHC Buildings and Facilities.

It is also intended that the Working Group will continue to undertake specific access projects including the Access Friendly visits to businesses as well as providing advice to Council on any Access issues that may arise. Any key recommendation from the Working Group will be forward to Council through the Community Inclusion Committee.

Attachments

1   Community Inclusion Committee Charter



COMMUNITY INCLUSION COMMITTEE - Draft Charter

Adopted: XXXXXXXXXX

1.0 INTRODUCTION

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

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

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

2.0 OBJECTIVES

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

3.0 KEY FUNCTIONS

The key functions of the Community Inclusion Committee are to:

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

4.0 MEMBERSHIP

4.1 Voting Members

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

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

4.2 Non-Voting Members/Attendees

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

4.3 Obligations of Members

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

4.4 Member Tenure

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

4.5 Appointment of Members

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

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

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

5.0 TIMETABLE OF MEETINGS

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

6.0 MEETING PRACTICES

6.1 Attendance

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

Decision Making

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

6.2 Quorum

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

6.3 Chairperson and Deputy Chairperson

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

6.4 Secretariat

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

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

6.5 Recording of decisions and explicit discussions on risks

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

7.0 CONVENING OF "OUTCOME SPECIFIC" WORKING GROUPS

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

8.0 CONFIDENTIALITY AND CONFLICT OF INTEREST

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