



Community Inclusion Committee

Business Paper

date of meeting: Thursday 17 June 2021

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

time: 4:00pm

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)	✓				
Shalise Leesfield (Youth)	✓				
Trish Davis (Senior)	✓				
Vacant (Aboriginal / Torres Strait Islander)	-				
Vacant (Culturally & Linguistically Diverse)	-				
Moses Costigan vacant (Disability)	A				
Vacant (LGBTQI+)	-				

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

Meeting Dates for 2021

11/02/2021	Function Room	4:30pm
17/06/2021	Function Room	4:00pm
12/08/2021	Function Room	4:00pm
21/10/2021	Function Room	4:00pm

Community Inclusion Committee Meeting

Thursday 17 June 2021

Items of Business

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08	General Business	

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 Community Inclusion Committee Meeting held on 11 February 2021 be confirmed.

PRESENT

Members:

Councillor Peter Alley
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)
Shalise Leesfield (Youth)
Trish Davis (Senior)

Other Attendees:

Group Manager Governance (Michael Ferguson)

The meeting opened at 4:35pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apology received from Moses Costigan (Disability) be noted.

03 CONFIRMATION OF MINUTES

No minutes were confirmed as this was the first meeting of the Community Inclusion Committee.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

No business arising from previous minutes were available as this was the first meeting of the Community Inclusion Committee.

06 WELCOME NEW MEMBERS AND INTRODUCTIONS

Councillor Alley welcomed the new Committee and gave members the opportunity to introduce themselves. Each member provided a short introduction about themselves and who they represent.

The Committee discussed the opportunity to allow more than one representative on the Committee for the vacant positions of Aboriginal and Torres Strait Islander, CALD and LGBTQI+. The suggestion was to call for at least 2 representatives of the vacant areas and add an additional youth position

The Committee also discussed the potential for a member/s of the yet to be formed Aboriginal Advisory Group who could assist the outcomes of the Committee

CONSENSUS:

1. That the Committee note the new membership and to put out an Expression of Interest (EOI) for the vacant positions in March 2021.
2. That the EOIs be provided to schools, TAFE and CSU to encourage youth and multicultural representation.

07 CODE OF CONDUCT

Group Manager Governance provided a short presentation on the Code of Conduct of the Committee. A copy of the new Code of Conduct will be circulated to the Committee members once it has been adopted by Council at the February 2021 Ordinary Council meeting.

CONSENSUS:

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

08 COMMUNITY INCLUSION COMMITTEE CHARTER AND RESPONSIBILITIES

Community Inclusion Team Leader spoke to the Community Inclusion Charter and the responsibilities of the Committee.

The review of the Community Inclusion Plan and Disability Inclusion Action Plan were discussed as the first actions of the Committee.

CONSENSUS:

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

09 FUTURE MEETING DATES

Councillor Alley asked the Committee members which day and time would be preferable for the bi-monthly meetings. First preference would be Thursday at 4pm or Tuesday at 4pm, waiting on the response from Moses Costigan to confirm which day.

CONSENSUS:

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

10 GENERAL BUSINESS

Nil.

The meeting closed at 5:40pm.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

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

(Refer to next page and the Code of Conduct)

Pecuniary Interest

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

Non-Pecuniary

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

Managing non-pecuniary conflicts of interest

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

Item:	06	11/02/2021
Subject:	WELCOME NEW MEMBERS & INTRODUCTIONS	
Action Required:	1. The Committee put out an Expression of Interest for the vacant positions in March 2021 and the EOIs be provided to schools, TAFE and CSU	
Current Status	<p>1. The Expression of Interest for the below membership positions was open from 18 March to 2 May 2021.</p> <ul style="list-style-type: none"> • Culturally and Linguistically Diverse (CALD) • LGBTQI+ • Disability • Youth <p>The EOI was advertised on the PMHC website, social media and emailed to members of the Community Inclusion Committee, schools, TAFE, CSU and key community stakeholders to share within their networks.</p> <p>Unfortunately, we did not receive any applications for the vacant membership positions.</p> <p>It is recommended that the Community Inclusion Committee continue acknowledging the vacant positions may be filled in the future.</p>	

Discussion topics at future meetings		
	Due Date	Requested

Item: 06

Subject: RESIGNATION OF MOSES COSTIGAN

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Community Inclusion Committee note the resignation of committee member Moses Costigan.

Discussion

Council has received correspondence from Moses Costigan (Disability) tendering his resignation from the Community Inclusion Committee due to work commitments.

Attachments

Nil

Item: 07

Subject: REVISION OF COMMUNITY INCLUSION PLAN

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Community Inclusion Committee:

1. Note that a revision of the Community Inclusion Plan is due to be completed by December 2021 to give a holistic view of the community.
2. Members email their suggested actions for the revised Community Inclusion Plan 2022 - 2026 by 30 June 2021.
3. Members discuss the suggested actions at the next Community Inclusion Committee meeting and identify the key issues affecting the wider community, for inclusion into the Community Inclusion Plan 2022 - 2026.

Discussion

The Community Inclusion Plan (CIP) 2020 - 2021 was adopted at the Ordinary Council Meeting on 06 May 2020. The CIP was developed to set out Council's objectives and proposed plan of action to help develop a socially just, resilient, connected, inclusive, liveable and engaged community. The document has a focus on young people, seniors, Aboriginal & Torres Strait Islander people, volunteers, those with a disability, and people from diverse backgrounds and cultures.

The current CIP is due to be reviewed by December 2021 and an updated CIP will be developed for 2022 -2026. As part of this review, Council's intention is to advocate for all community groups and have a holistic community approach where we will look at having key actions that will benefit wellbeing of the wider community.

To ensure that the key actions in the revised CIP are relevant across the whole community, we are requesting the Community Inclusion Committee members to provide three actions they feel should be included in the updated CIP.

Suggested actions should be emailed to the Community Inclusion Team by 30 June 2021 - community.inclusion@pmhc.nsw.gov.au.

It is proposed that these actions will be discussed within the Committee at the next meeting, to identify which are seen to be key issues affecting the wider community and proposed to be included in the updated CIP 2022 - 2026.

Attachments

- 1  Port Macquarie-Hastings Council Community Inclusion Plan 2020 - 2021



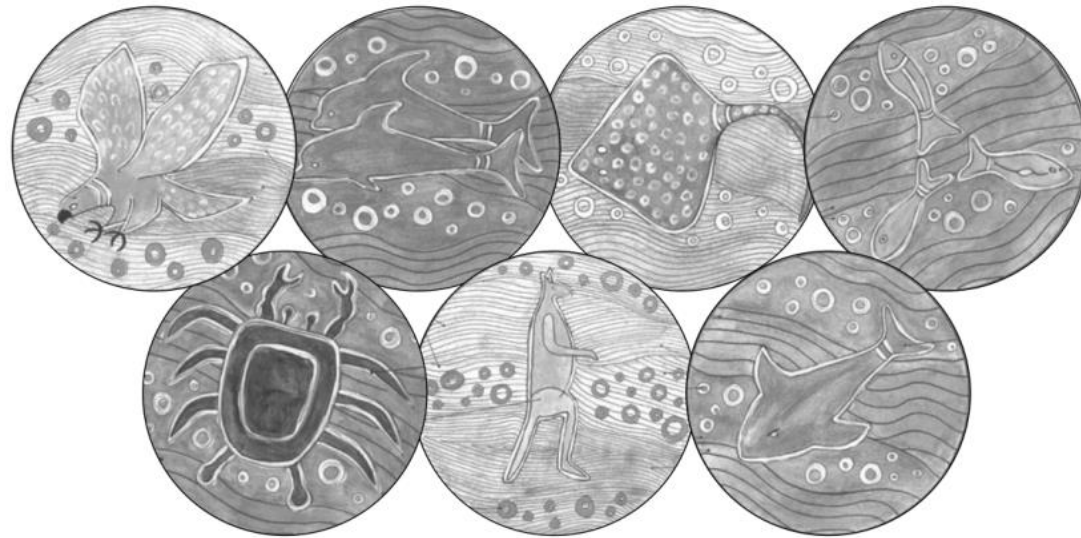
PORT MACQUARIE-HASTINGS
COUNCIL

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.



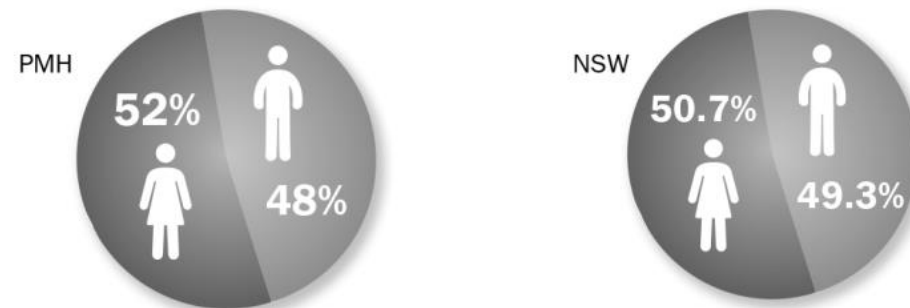
Facts & Figures

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.

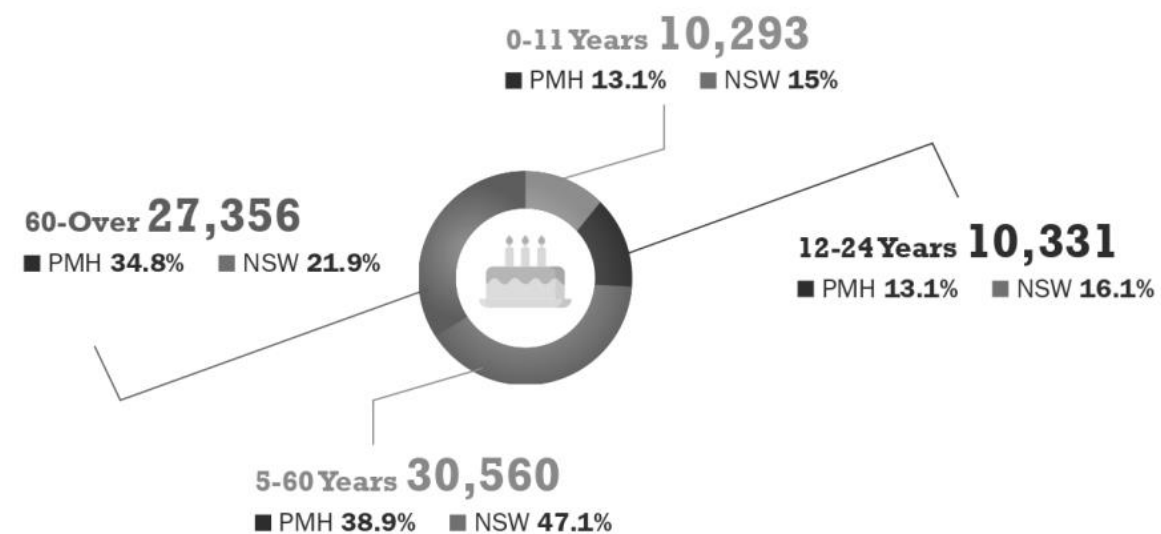
RESIDENTIAL POPULATION

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.

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- 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

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- 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

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- 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.

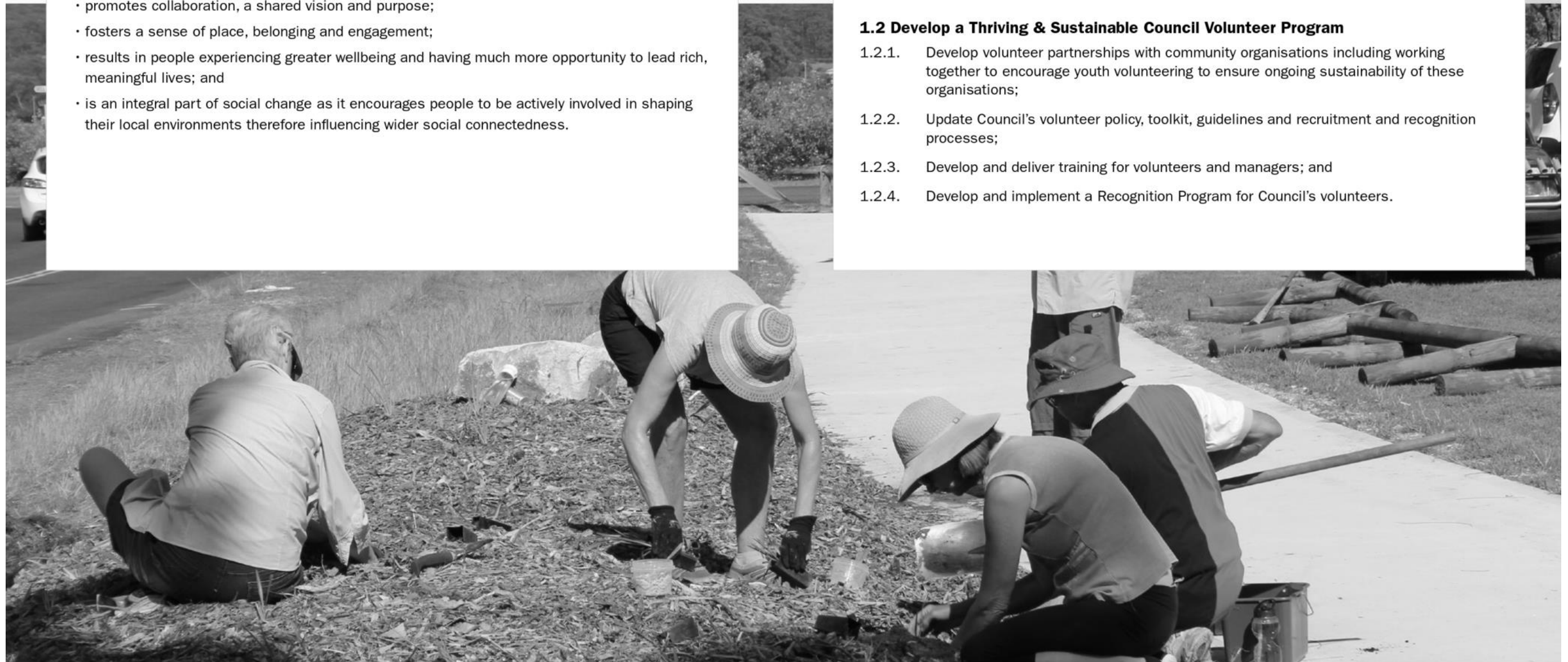
ACTIONS


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.





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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 development 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.

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DRAFT COMMUNITY INCLUSION PLAN



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.

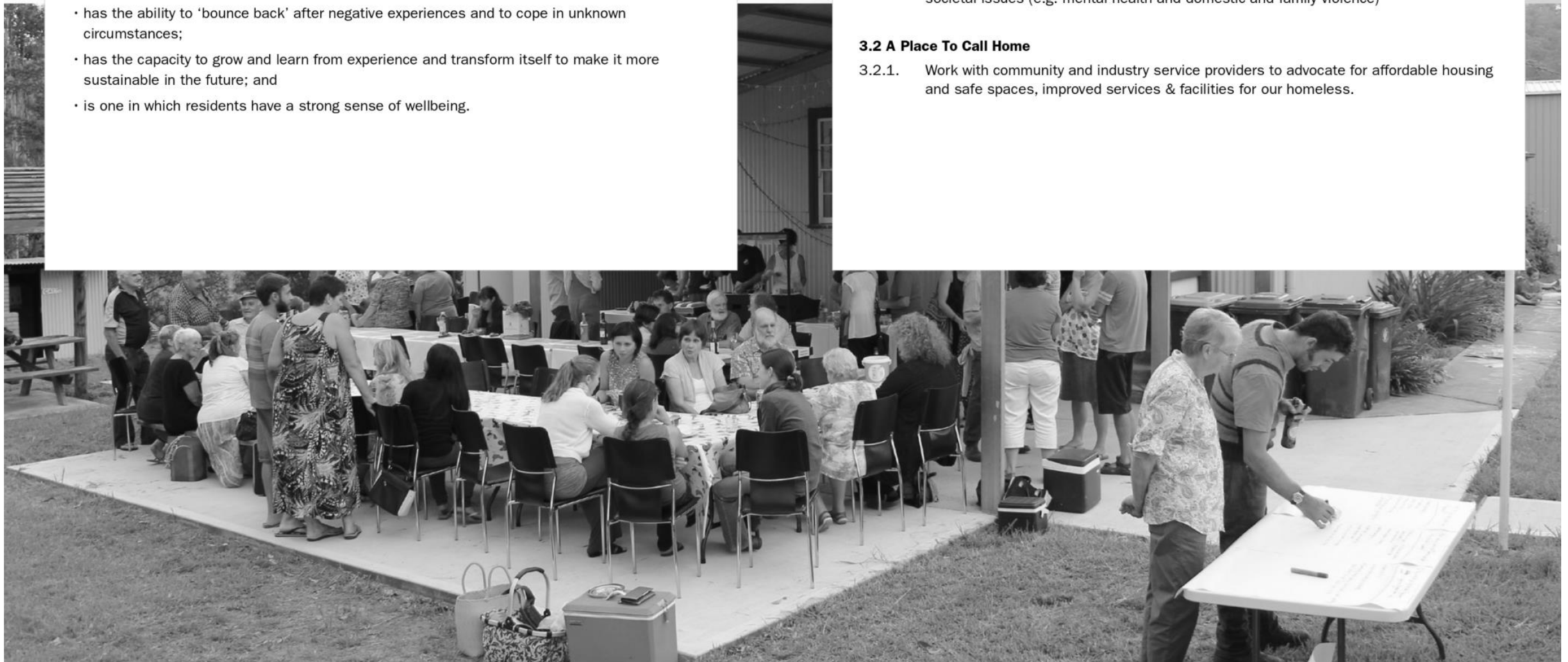
ACTIONS

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.



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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 (Healthy Eating and Living) 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.



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