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**DISABILITY INCLUSION & ACCESS COMMITTEE  
TO BE HELD IN THE COUNCIL CHAMBERS, GRIFFITH ON  
WEDNESDAY, 21 MAY 2025 AT 4:00 PM**

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- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
  - CL01 p5 Induction of Committee Members - Mandatory
  - CL02 p54 Terms of Reference
  - CL03 p61 Proposed Meeting Dates 2025
  - CL04 p62 Building a Culture of Accessibility and Inclusion - Online Training for Committee Members
  - CL05 p63 Regional Disability Advocacy Service - Request
  - CL06 p66 Kooyoo Street Mall - Installation of Tactile Indicators
  - CL07 p73 Item Raised by Committee Member
  - CL08 p76 Petition Received 29 April 2025
  - CL09 p79 Disability Inclusion Action Plan - Check-in & Review
- 6 p106 Outstanding Action Report
- 7 General Business
- 8 Next Meeting

**DISTRIBUTION LIST**

Councillor Shari Blumer (Chair), Councillor Laurie Testoni, Geoff Tarr (Community Representative), Jaimee Damini (Community Representative), Jodie Ridge (Community Representative), Marilyn Hams (Community Representative), Ralph Twaddell (Community Representative), Soheil Derakhshan (Community Representative), Suzanne Biondo (Community Representative)

Director Economic & Organisational Development, Shireen Donaldson; Urban Strategic Design & Major Projects Manager, Peter Badenhorst; Project Planner, Melanie Vella; Community Development Coordinator, Melissa Canzian and Minute Secretary, Antoinette Galluzzo

Quorum = 3

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If you are unable to attend this meeting please notify the Minute Secretary prior to commencement of the meeting by email or by telephoning Council on 1300 176 077.

This Committee meeting may be attended remotely and recorded by audio or audio-visual means for administrative purposes. No other recording is permitted.

### **Acknowledgement of Country**

Griffith City Council acknowledges the Wiradjuri people as the traditional owners and custodians of the land and waters, and their deep knowledge embedded within the Aboriginal community.

Council further pays respect to the local Wiradjuri Elders, past, present and those emerging, for whom we acknowledge have responsibilities for the continuation of cultural, spiritual and educational practices of the local Wiradjuri people.



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**DISABILITY INCLUSION & ACCESS COMMITTEE  
HELD IN COUNCIL CHAMBERS, GRIFFITH ON  
WEDNESDAY, 17 JULY 2024 COMMENCING AT 1:03 PM**

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**PRESENT**

Councillor Shari Blumer (Chair), Colin Beaton (Community Representative), Patricia Cox (Community Representative), Marilyn Hams (Community Representative), Simone Murphy (Community Representative), Val Woodland (Community Representative), Soheil Derakhshan (Community Representative)

Quorum = 3

**STAFF**

Acting Director Sustainable Development, Carel Potgieter, and Minute Secretary, Hannah Hall

**ABSENT**

Urban Strategic Design & Major Projects Manager, Peter Badenhorst

**1 APOLOGIES**

**RECOMMENDED** on the motion of Pat Cox and Marilyn Hams that apologies be received from Mike Neville, Jaimee Damini, Erin Fletcher, Project Planner Melanie Vella, Director Economic and Organisation Development Shireen Donaldson and Community Development Coordinator Melissa Canzian.

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Colin Beaton and Soheil Derakhshan that the minutes of the previous meeting held on 5 June 2024, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

Nil

**4 DECLARATIONS OF INTEREST**

**Pecuniary Interests**

There were no pecuniary interests declared.

### **Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

### **Less Than Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **5 ITEMS OF BUSINESS**

### **CL01 EQUAL EMPLOYMENT OPPORTUNITY POLICY - SUBMISSION WORKSHOP**

The Committee discussed the draft Equal Employment Opportunity Policy which is currently on Public Exhibition, and a submission was made.

In reference to section 4.2.1 – Direct discrimination, the Committee asked for clarification on the prohibited grounds of discrimination, in particular, “Criminal record”, and if and when Council take a criminal record into consideration during the recruitment process? This was **TAKEN ON NOTICE**.

*Carel Potgieter left the meeting, the time being 1:55pm.*

## **6 OUTSTANDING ACTION REPORT**

The Committee discussed and noted the Outstanding Action Report.

## **7 GENERAL BUSINESS**

The Committee agreed that this be the final meeting of this Council term. Councillor Blumer thanked the Committee for their service to the Disability Inclusion and Access Committee.

## **8 NEXT MEETING**

There being no further business the meeting terminated at 1:55pm.

**CLAUSE**      **CL01**

**TITLE**        **Induction of Committee Members - Mandatory**

**FROM**        **Joanne Bollen, Governance Officer**

**TRIM REF**    **25/27774**

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### **SUMMARY**

Community members appointed to Council Committees are required to undertake the Committee Induction process as outlined in this report.

### **RECOMMENDATION**

**The Committee members note the Committee Induction requirements and complete induction process outlined in this report.**

### **REPORT**

Members appointed to Council Committees are required to undertake the Committee Induction process as outlined below:

#### **Mandatory Induction Requirements:**

Step 1: Read the following Policies and Information on the [Committee Webpage Committee Member Induction](#)

- Code of Conduct Policy
- Model Code of Conduct at a Glance Committee Members & Delegates
- Code of Meeting Practice Policy
- Statements to the Media Policy
- Social Media Policy
- Information Protection Principles
- Child Safe Policy and Code of Conduct

Step 2: Complete the online [Committee Acknowledgment of Policies Form](#) after reading the above policies.

#### **Conflicts of Interest**

Your obligations to disclose and manage conflicts of interest that arise in your role will depend on what type of conflict of interest you have. Part 4 & 5 of the Code of Conduct policy describes Committee members' responsibilities for declaring Pecuniary and Non-Pecuniary conflicts of interests.

[Conflicts of interest forms](#) may be filled in on-line prior to the meeting or completed in writing at the meeting.

### **Gift and Benefits Register**

Part 6 of the Code of Conduct policy deals with gifts and benefits and outlines requirements for Committee members to submit a [Gift and Benefits form](#).

### **Social Media / Media Policies**

- When discussing Council or Committee matters, only share publicly available information and participate in conversations where you have sufficient knowledge.
- The Chairperson of a Council Committee is the primary spokesperson for matters discussed by the Committee.
- Follow the Code of Conduct and treat all individuals and with respect.
- Be mindful that your comments do not bring Council's reputation into disrepute.
- You must not use or disclose information obtained in the course of Committee business in a manner that reveals confidential discussions.

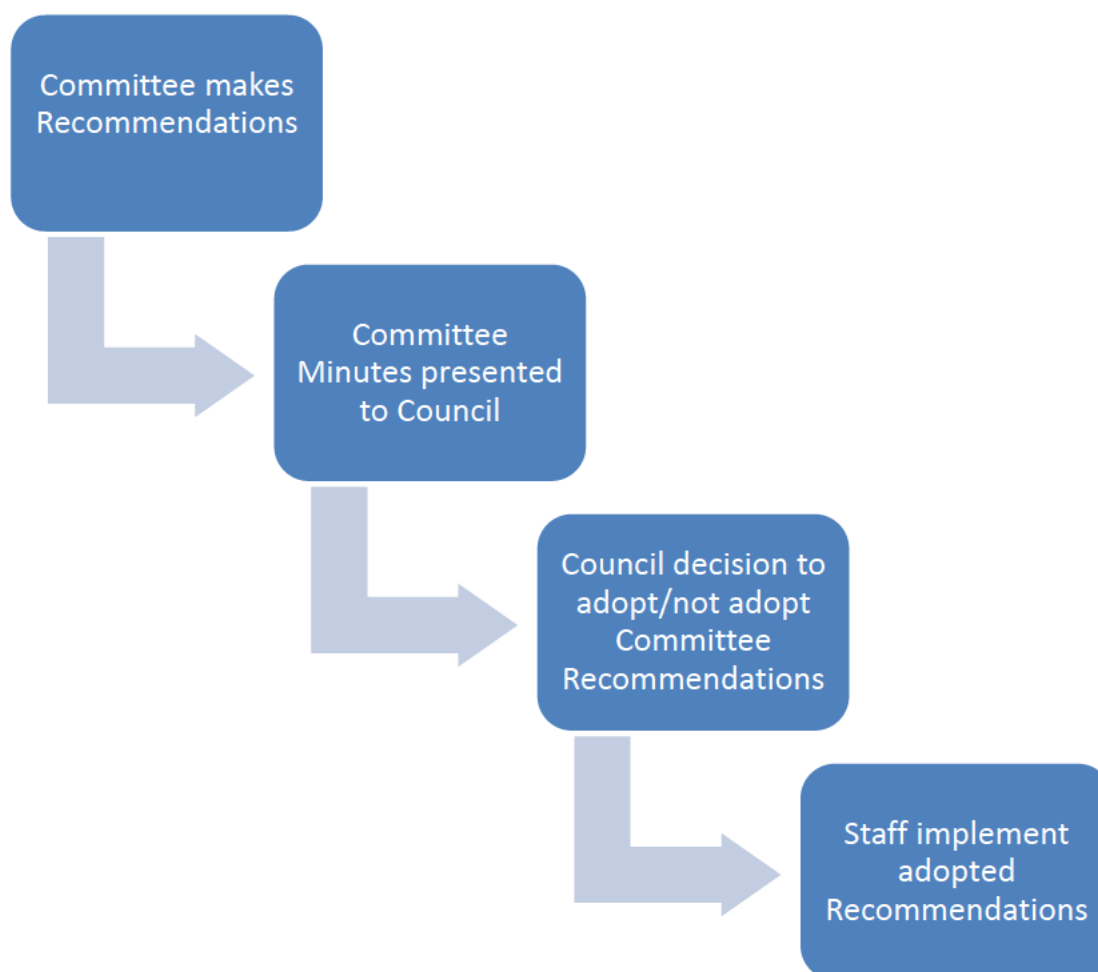
### **Terms of Reference**

The Terms of Reference for a Council Committee outline its purpose, structure, and operational guidelines, including its objectives, membership composition, meeting procedures, roles and responsibilities, decision-making authority and reporting obligations. They define how the Committee functions within the Council structure, ensuring clarity on delegation limits and governance requirements.

### **Agenda Items**

Committee Secretary will confer with the Chair and responsible Director regarding Agenda items. Should Committee members wish to raise a matter as part of the Agenda, they may email the Committee Secretary 2 weeks before the meeting date.

Alternatively, matters may be raised for discussion during General Business.

**Committee Recommendation Process****LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards.

**ATTACHMENTS**

- |     |  |    |
|-----|--|----|
| (a) | Code of Conduct At a Glance <a href="#">↓</a>      | 8  |
| (b) | OLG Code of Conduct Presentation <a href="#">↓</a> | 14 |

# MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW

## ‘AT A GLANCE’ GUIDE FOR COUNCIL COMMITTEE MEMBERS AND DELEGATES



### Introduction

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This guide summarises the key elements of the *Model Code of Conduct for Local Councils in NSW* that apply to committee members and delegates of councils and joint organisations.

The Model Code of Conduct is available at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).

Each council's and joint organisation's code of conduct must reflect the requirements of the Model Code of Conduct and may contain additional requirements.

While this guide refers to "councils" for simplicity, all references in it to "councils" are to be taken as including local and county councils and joint organisations.

Committee members and delegates should familiarise themselves with their council's code of conduct and understand their obligations and the obligations of others.

#### Who is a committee member?

A council committee member is any person (other than a councillor or council staff member) who is a member of a council committee that exercises functions of the council under delegation. It may also include members of advisory committees if your council has extended the application of its code of conduct to members of advisory committees.

#### Who is a delegate?

A delegate of a council is any person (other than a councillor or council staff member) who exercises a council function under delegation.

### General Conduct

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It is important that the local community has confidence in the council and those that serve it, whether as elected representatives, members of staff or as delegates or committee members.

As a committee member or a delegate of the council, you must ensure that your conduct and behaviour towards others meets the high standards that the community is entitled to expect of all council officials.

#### What conduct is expected of council committee members and delegates?

(Clauses 3.1 - 3.21)

##### You **must**:

- act lawfully and honestly and exercise care and diligence in undertaking your functions
- consider matters consistently, promptly and fairly and in accordance with established procedures
- ensure land use planning, development assessment and other regulatory decisions are properly made and that all parties are dealt with fairly, and
- comply with your duties under the *Work Health and Safety Act 2011* and take care of your own and others' health and safety.



You **must not** conduct yourself in a way that:

- will bring the council into disrepute
- is contrary to law and council policies
- is improper, unethical or an abuse of power
- involves misuse of your position for personal benefit
- constitutes harassment or bullying or is unlawfully discriminatory, or
- is intimidating or verbally abusive.

## Submitting returns of interests

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Delegates of councils or members of committees that exercise functions of the council that may give rise to conflicts of interest are required to disclose their personal interests in publicly available returns of interests.

These operate as a key transparency mechanism for promoting community confidence in council decision making, whether by councillors or by staff or others under delegation.

### Do I need to submit a written return of interests?

(Clauses 4.8 – 4.10)

Delegates or committee members who are “designated persons” must complete and submit returns of their interests to the general manager.

### When do I need to submit a written return of interests?

(Clause 4.21)

If you are a designated person, you must submit a return of interests within three months of your appointment and submit a new return annually (within three months of the start of each financial year).

If you become aware of any new interest that needs to be disclosed in the return, you must submit a new return within three months of becoming aware of the interest.

### What interests do I need to disclose?

(Schedule 1)

If you are a designated person you will be required to disclose, among other things, the following types of interests in your return:

- interests in real property
- gifts
- contributions to travel
- interests and positions in corporations
- whether you are a property developer or a close associate of a property developer
- positions in trade unions and professional or business associations
- dispositions of real property
- sources of income, and
- debts.

## Conflicts of interest

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As a member of the local community, it is inevitable that at some point you will have a conflict of interest in a matter that you are dealing with. What is important is that you are able to identify that you have a conflict of interest and that you disclose and manage it appropriately.

There are two types of conflicts of interest – pecuniary and non-pecuniary. Your obligations to disclose and manage conflicts of interest will depend on what type of conflict of interest you have.

### What is a pecuniary conflict of interest?

(Clauses 4.1 – 4.5)

You will have a pecuniary interest in a matter you are dealing with where there is a reasonable likelihood or expectation that you or a related person (eg a relative, your employer or business partner or a company you hold shares in), will gain or lose financially appreciably as a result of any decision made in relation to the matter.

### How do I manage pecuniary conflicts of interest that I have in matters I am dealing with?

(Clauses 4.10, 4.12 and 4.18)

You must disclose in writing any pecuniary interest you may have in a matter you are dealing with as soon as you become aware of it.

The general manager will decide how the matter will be dealt with.

If you are a member of a committee, you must disclose any pecuniary interest you have in any matter being dealt with by the committee at each committee meeting that the matter arises and leave the meeting while the matter is being considered and voted on.

### **What is a non-pecuniary conflict of interest?**

(Clauses 5.1, 5.2 and 5.8)

Non-pecuniary interests are private or personal interests that are not pecuniary interests.

You will have a non-pecuniary conflict of interest in a matter you are dealing with if a reasonable and informed person would perceive that you could be influenced by a private interest that you have in that matter. This is also known as the "pub test".

How you deal with a non-pecuniary conflict of interest will depend on whether it is significant.

### **How do I know if I have a significant non-pecuniary conflict of interest in a matter I am dealing with?**

(Clause 5.9)

You will have a significant non-pecuniary conflict of interest in a matter you are dealing with where you have a:

- close relationship (including a business relationship) with a person who will be affected by any decision made in relation to the matter
- strong affiliation with an organisation that will be affected by any decision made in relation to the matter, or
- financial interest in the matter that is not a pecuniary interest, or you otherwise stand to gain or lose a personal benefit as a result of a decision made in relation to that matter.

### **How do I manage significant non-pecuniary conflicts of interest that I have in matters I am dealing with?**

(Clauses 5.9 and 5.10)

If you have a significant non-pecuniary conflict of interest in a matter you are dealing with, you must:

- disclose it in writing to the general manager
- disclose it on each occasion the matter arises, and
- not participate in any consideration of the matter.

If you are a member of a council committee you must also disclose your interest at each committee meeting that the matter arises and leave the meeting while the matter is being considered or voted on.

### **How do I manage non-pecuniary conflicts of interest that are not significant?**

(Clauses 5.6, 5.7 and 5.11)

If you believe that you have a non-pecuniary conflict of interest in a matter you are dealing with that is not significant and that does not require further action, you must still disclose your interest in writing to the general manager as soon as possible and explain why you believe it is not significant.

The general manager will help you decide how to manage your interest.

If you are a member of a committee, you must also disclose your interest at each committee meeting the matter arises and explain why you believe it is not significant and no further action is necessary to manage it.

### **What if I am not sure?**

(Clause 5.4)

Remember, no one knows your personal circumstances better than you and for that reason, the onus is on you to identify and disclose any potential conflict of interest you may have in a matter you are dealing with and to manage it appropriately.



If you are not sure whether you have a conflict of interest in a matter you are dealing with or what type of conflict of interest it is, always err on the side of caution. Disclose the interest in writing to the general manager and discuss with them whether you should continue to deal with the matter.

### How do I deal with council in my private capacity as a resident or ratepayer?

(Clauses 5.28 and 5.29)

As a member of the community, it is inevitable that you will need to deal with your council in your private capacity. Where this occurs, you should deal with the council in the same way as other members of the public. You should not expect or seek any preferential treatment.

You must not use your position to obtain a private benefit for yourself or for someone else or to influence others in the performance of their functions to obtain a private benefit for yourself or for someone else.

## Gifts and benefits

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In the course of performing your duties you may be offered a gift or a personal benefit. There are strict rules that govern what gifts or benefits you may accept and those that you must refuse.

These rules are informed by the following principles:

- you must not benefit personally from the performance of your duties on behalf of the council other than through the remuneration and any other benefits you receive as a delegate or committee member, and
- you must not be influenced or be seen to be influenced in the performance of your duties as a result of the receipt of a gift or personal benefit.

### What is a gift or benefit?

(Clauses 6.1 and 6.2)

A gift or benefit is something offered to or received by you or someone closely associated with you for personal use or enjoyment.

Gifts and benefits do not include:

- items with a value of \$10 or less
- a gift or benefit provided to the council as part of a cultural exchange or sister city relationship (provided it is not used for your personal use and enjoyment)
- attendance at a work-related event or function for the purpose of undertaking your council duties, or
- meals, beverages or refreshments that are provided to you while you are carrying out your council duties.

### What gifts or benefits must I refuse?

(Clause 6.5)

You **must not**:

- seek or accept bribes
- seek gifts or benefits of any kind
- accept any gift or benefit that may create a sense of obligation, or that may be perceived as intended or likely to influence you in undertaking your duties
- accept any gift or benefit that is worth more than \$100
- accept tickets to major sporting or cultural events with a ticket value of over \$100 or corporate hospitality at such events
- accept cash or cash-like gifts (such as gift vouchers, credit cards, debit cards with credit on them, phone or internet credit, lottery tickets etc) of any amount
- participate in competitions for prizes where eligibility is based on the council being a customer of the competition organiser, or
- personally benefit from reward points programs when purchasing on behalf of council.

### What if I can't refuse a gift or benefit?

(Clause 6.7)

If you are offered a gift or benefit that is worth more than \$100 that cannot be reasonably refused, you must surrender it to the council.

**What gifts can I accept and who must I report this to?**

(Clauses 6.6, 6.8 and 6.11)

You may accept gifts with a value of under \$100. However, if you receive further gifts from the same person or another person associated with them in the next 12 months with a value which, when combined with the value of the first gift exceeds \$100, you must refuse to accept the additional gifts.

If you accept a gift of any value above \$10, you must disclose this promptly to the general manager in writing. The following details must be recorded in the council's gift register:

- the nature of the gift or benefit
- the estimated monetary value of the gift or benefit
- the name of the person who provided the gift or benefit, and
- the date on which the gift or benefit was received.

## Use of council information and resources

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Council resources (including council information) are public resources. You must use council resources ethically, effectively, efficiently and carefully when performing your duties.

You must not use council resources for private purposes, or convert council property for your own use unless you are authorised to do so.

**What records should I keep?**

(Clauses 8.21 – 8.24)

All information created, sent or received in your official capacity (whether or not stored on a council device or a council email account) and any information stored in either soft or hard copy on council resources is considered to be a council record and must be kept in accordance with the *State Records Act 1998* and your council's records management policy.

Do not destroy, alter or dispose of records unless authorised to do so.

**What are my obligations in relation to the use of council information?**

(Clauses 8.9 – 8.11)

You can only access and use council information for council business. You must not use council information for private purposes and you must not seek to privately benefit from any council information you have obtained in your role as a delegate or committee member.

You must only release council information in accordance with established council policies and procedures and in compliance with relevant legislation (including privacy legislation).

You must maintain the integrity and security of any confidential or personal information you have access to. In particular, you must:

- only access confidential or personal information that you have been authorised to access and only for the purposes of performing your duties
- protect confidential and personal information
- only release confidential or personal information if authorised to do so
- only use confidential or personal information for the purpose for which it is intended to be used
- not use confidential or personal information to obtain a private benefit for you or for someone else
- not use confidential or personal information to cause harm to the council or anyone else, and
- not disclose confidential information discussed during a closed session of a council or committee meeting or any other confidential forum (such as councillor workshops or briefing sessions).

**What are my obligations when using my council computer or mobile device?**

(Clause 8.20)

You must not use council's computer or mobile devices to access, download or communicate any material that is offensive, obscene, pornographic, threatening, abusive or defamatory or could lead to civil or criminal liability and/or damage council's reputation.

## Making code of conduct complaints

Your council's code of conduct is the key mechanism for promoting and enforcing the ethical and behavioural standards the community rightly expects of those who serve the council.

For this reason, it is important that your council's code of conduct is correctly used and that code of conduct processes are respected and complied with.

### How do I make a code of conduct complaint?

(Part 4 of the Procedures)

Complaints alleging breaches of the code of conduct must be made in writing to the general manager. Complaints about the general manager must be made in writing to the mayor. Complaints must be made within 3 months of the conduct occurring or you becoming aware of the conduct.

To be dealt with under the council's code of conduct, a complaint must show or tend to show conduct by a member of staff, a councillor or a person exercising council functions under delegation or who is otherwise subject to the council's code of conduct in connection with their official role or the exercise of their official functions that would constitute a breach of the council's code of conduct if proven.

The following types of complaints must not be dealt with under a council's code of conduct and should instead be dealt with under the council's routine complaints management processes:

- complaints about the standard or level of service provided by the council or a council official
- complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
- complaints about the policies or procedures of the council, and
- complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the council's code of conduct.

Model Code of Conduct for Local Councils in NSW – 'At a Glance' Guide for Council Committee Members and Delegates

### What happens if a code of conduct complaint is made about me?

(Clauses 5.10 – 5.17 of the Procedures)

The general manager (or another member of staff authorised by the general manager) is responsible for dealing with code of conduct complaints about committee members and delegates.

In dealing with a complaint, the general manager may determine to take no action, to resolve it informally or to take disciplinary action. Prior to taking disciplinary action, the general manager must comply with certain procedural fairness requirements.

Where proven, code of conduct complaints may result in:

- censure
- requirement for an apology
- prosecution for any breach of the law
- removal or restriction of a delegation, and/or
- removal from membership of a committee

### What are my responsibilities in relation to code of conduct complaints?

(Clauses 9.1 – 9.7, and 9.13)

You have certain obligations in relation to any code of conduct complaints that you make or that are made about you. These obligations are designed to safeguard the integrity of your council's code of conduct and the processes for investigating and dealing with alleged breaches by ensuring code of conduct matters are dealt with in a manner that is robust, fair and confidential. Breaches of these obligations may themselves constitute a breach of your council's code of conduct.

In particular you must not:

- make code of conduct complaints for an improper purpose
- take or cause reprisal action to be taken against someone for making or dealing with a code of conduct complaint
- disclose any information about a code of conduct complaint you have made or that has been made about you except for the purpose of seeking legal advice, or
- impede or disrupt the consideration of a code of conduct complaint and you must comply with any reasonable and lawful requests.

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# Model Code of Conduct Training

## Committee Members and Delegates



Office of  
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# Overview

- General conduct
- Submitting returns of interest
- Conflicts of interest
- Gifts and benefits
- Use of council information and resources
- Code of conduct complaints







# What is the code of conduct?

- A council's code of conduct sets the minimum standards of conduct for all council officials.
- Every council and joint organisation must adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.
- It is important that the local community has confidence in the council and you.



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## General Conduct





**You must:**

- act lawfully and honestly and exercise care and diligence
- consider matters consistently, promptly and fairly and in accordance with procedures
- ensure regulatory decisions are properly made and that all parties are dealt with fairly
- take care of your own and others' health and safety





You **must not** conduct yourself in a way that:

- will bring the council into disrepute
- is contrary to law and council policies
- is improper, unethical or an abuse of power
- involves misuse of your position for personal benefit
- constitutes harassment or bullying or is unlawfully discriminatory
- is intimidating or verbally abusive.





## Returns of Interests



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## Returns of interests

disclosures by “designated persons”

- People who exercise council functions that may give rise to conflicts of interest (ie “designated persons”) are required to disclose their personal interests in publicly available returns of interests.
- “Designated persons” must complete and submit returns of their interests to the general manager.
- A return of interest must be submitted:
  - within 3 months of appointment and then annually
  - within 3 months of becoming aware of any new interest.



# Returns of interests

## What interests do I need to disclose?

A designated person is required to disclose:

- interests in real property
- gifts
- contributions to travel
- interests and positions in corporations
- whether you are a property developer or a close associate of a property developer
- positions in trade unions and professional or business associations
- dispositions of real property
- sources of income
- debts



## Conflicts of Interest



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# Conflicts of Interest

- There are two types of conflicts of interest:
  - pecuniary and
  - non-pecuniary.
- Your obligations to disclose and manage conflicts of interest will depend on what type of conflict of interest you have.





You will have a **pecuniary interest** in a matter where there is a reasonable likelihood or expectation that you or a related person will gain or lose financially as a result of any decision made in relation to that matter.





## Conflicts of interest

### managing pecuniary interests

- Where you have a pecuniary interest in a matter you are dealing with, you must disclose it as soon as you become aware of it in writing to the general manager.
- The general manager will decide how the matter will be dealt with.
- If you are a member of a committee, you must disclose any pecuniary interest you have in any matter being dealt with by the committee at each committee meeting that the matter arises and leave the meeting while it is being considered and voted on.





- **Non-pecuniary interests** are private or personal interests that are not pecuniary interests.
- You will have a non-pecuniary conflict of interest in a matter you are dealing with if a reasonable and informed person would perceive that you could be influenced by a private interest that you have in that matter.
- How you deal with a non-pecuniary conflict of interest will depend on whether it is **significant**.



# Conflicts of Interest

## significant non-pecuniary conflicts of interest

You will have a **significant non-pecuniary conflict of interest** in a matter where you have:

- a close relationship (including a business relationship) with a person who will be affected by a decision
- a strong affiliation with an organisation that will be affected by a decision
- a financial interest in the matter that is not a pecuniary interest, or you otherwise stand to gain or lose a personal benefit as a result of a decision



# Conflicts of Interest

managing significant non-pecuniary conflicts of interest

- Disclose it in writing to the general manager as soon as possible,
- disclose it on each occasion the matter arises, and
- do not participate in any consideration of the matter.
- If you are a member of a council committee you must also disclose your interest at each committee meeting that the matter arises and leave the meeting while the matter is being considered and voted on.



# Conflicts of Interest

managing non-pecuniary conflicts of interest  
that are not significant

- A **non-pecuniary conflict of interest will not be significant** where it arises from a relationship or affiliation that is not particularly strong.
- You must still disclose your interest in writing to the general manager as soon as possible and explain why you believe it is not significant. They will help you decide how to manage it.
- If you are a member of a committee, you must also disclose your interest at each committee meeting the matter arises and explain why you believe it is not significant and no further action is necessary to manage it.



# Conflicts of Interest

## What if I am not sure?

- The onus is on you to identify and disclose any potential conflict of interest you may have in a matter you are dealing with and to manage it appropriately.
- If you are not sure, always err on the side of caution. Disclose the interest in writing to the general manager and discuss it with them.



# Conflicts of Interest

## dealing with council as a resident

- You should deal with the council in the same way as other members of the public.
- You should not expect or seek any preferential treatment.
- You must not use your position to obtain a private benefit for yourself or for someone else or to influence others to obtain a private benefit for yourself or for someone else.



## Gifts and Benefits







# Gifts and Benefits

- **A gift or benefit is** something offered to or received by you, or someone closely associated with you, for personal use or enjoyment.
- Key principles:
  - You must not benefit personally from your work other than through the remuneration and any other benefits you receive as a delegate or committee member.
  - You must not be influenced or be seen to be influenced as a result of the receipt of a gift or personal benefit.





Gifts and benefits **do not** include:

- items with a value of \$10 or less
- a gift or benefit provided to the council as part of a cultural exchange or sister city relationship
- attendance at a work-related event for the purpose of undertaking your council duties
- meals, beverages or refreshments that are provided to you while you are carrying out your council duties.



**You must not:**

- seek or accept bribes
- seek gifts or benefits of any kind
- accept any gift or benefit that may create a sense of obligation, or that may be perceived as intended or likely to influence you
- accept any gift or benefit that is worth more than \$100
- accept tickets to major sporting or cultural events with a ticket value of over \$100 or corporate hospitality at such events
- accept cash or cash-like gifts of any amount
- participate in competitions for prizes where eligibility is based on the council being a customer of the competition organiser
- personally benefit from reward points programs when purchasing on behalf of council.



If you are offered a gift or benefit that is worth more than \$100 that cannot be reasonably refused, you must surrender it to the council.





# Gifts and Benefits

## What you can accept?

- You can accept gifts valued under \$100.
- **But**, if the same person, or someone associated with them, offers you another gift in the next 12 months, which, if added to the value of the first gift, has a value that exceeds \$100, you must refuse to accept the additional gift.
- You must promptly disclose any gift of any value over \$10 to the general manager in writing for entry into council's gift register.



## Use of Council Resources





## Use of Council Resources

- Council resources are public resources.
- You must use council resources ethically, effectively, efficiently and carefully when performing your duties.
- You must not use council resources for private purposes, or convert council property for your own use unless you are authorised to do so.



## Use of Council Resources

### What records should be kept?

- All information created, sent or received in your official capacity and any information stored on council resources is considered to be a council record and must be kept in accordance with the *State Records Act 1998* and the council's records management policy.
- Do not destroy, alter or dispose of records unless authorised to do so.





## Use of Council Resources

using council information

- You can only access and use council information for council business.
- You must not use council information for private purposes.
- You must not seek to privately benefit from any council information you have obtained in your role.
- You must only release council information in accordance with council policies and procedures and in compliance with relevant legislation.



## Use of Council Resources

protecting council information

You must maintain the integrity and security of any confidential or personal information you have access to. In particular, **you must:**

- only access confidential or personal information that you have been authorised to access and only for the purposes of performing your functions
- protect confidential and personal information
- only use confidential or personal information for the purpose for which it is intended to be used
- only release confidential or personal information if authorised



**You must not:**

- use confidential or personal information to obtain a private benefit for you or for someone else
- use confidential or personal information to cause harm to the council or anyone else
- disclose confidential information discussed during a closed session of a council or committee meeting or any other confidential forum.





## Use of Council Resources

using council devices

You **must not** use council's computer or mobile devices to access, download or communicate any material that is:

- offensive
- obscene
- pornographic
- threatening
- abusive or defamatory
- could lead to civil or criminal liability and/or damage council's reputation.



## Code of Conduct Complaints





## Code of Conduct Complaints

- The council's code of conduct is the key mechanism for promoting and enforcing ethical and behavioural standards.
- It is important that the council's code of conduct is correctly used and that code of conduct processes are respected and complied with.





To be dealt with under the code of conduct, complaints must:

- be made in writing to the general manager, or if about the general manager, to the mayor
- be made within 3 months
- show conduct that would constitute a breach of the council's code of conduct if proven







Complaints about the following **are not** “code of conduct complaints” and should not be dealt with under the council’s code of conduct:

- the standard or level of service provided by the council
- the merits of a decision
- policies or procedures of the council
- conduct in good faith, that would not otherwise constitute a breach of the council’s code of conduct.



## Code of Conduct Complaints

How are complaints about delegates and committee members dealt with?

- The general manager is responsible for dealing with code of conduct complaints about committee members and delegates.
- The general manager may determine to take no action, to resolve the complaint informally or to take disciplinary action.
- Prior to taking disciplinary action, the general manager must comply with certain procedural fairness requirements.



## Code of Conduct Complaints

How are complaints about delegates and committee members dealt with?

Where proven, code of conduct complaints about delegates and members of committees may result in:

- censure
- requirement for an apology
- prosecution for any breach of the law
- removal or restriction of a delegation
- removal from membership of a committee





**You must not:**

- make code of conduct complaints for an improper purpose
- take reprisal action for making or dealing with a code of conduct complaint
- disclose any information about a code of conduct complaint
- impede or disrupt the consideration of a code of conduct complaint and comply with any reasonable and lawful requests



Questions?



**CLAUSE**      **CL02**

**TITLE**        **Terms of Reference**

**FROM**        **Joanne Bollen, Governance Officer**

**TRIM REF**    **25/27776**

---

### **SUMMARY**

Committee to review the Terms of Reference attached.

### **RECOMMENDATION**

The Committee adopt the Terms of Reference attached to the report.

### **REPORT**

Not Applicable

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards.

### **ATTACHMENTS**

- (a) (TOR-016) Disability Inclusion and Access Committee - Terms of Reference 55  
[↓](#)



Committee Terms of Reference 2024 - 2028

**DISABILITY INCLUSION & ACCESS COMMITTEE****(TOR-016)****1. Establishment and Guidelines:**

- 1.1 The Disability Inclusion & Access Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of Council may, subject to this Chapter, be exercised:*  
*(b) By a committee of the council*

- 1.2 The Disability Inclusion & Access Committee and its members are bound by practices as established in Council policies including:

GC-CP-402 – Council Committees  
 GC-CP-404 – Code of Conduct  
 GC-CP-413 – Code of Meeting Practice  
 COMM-CP-401 - Statements to the Media Policy  
 COMM-PO-401 - Social Media Policy  
 GOV-CP-316 – Child Safe Policy

Each Committee member will be required to sign an acknowledgment form indicating their acceptance of the above policies which are available on [Council's Committee Induction webpage](#).

**2. Authority to Act:**

- 2.1 The Disability Inclusion & Access Committee does not have authority to implement actions in areas over which management has responsibility. The Committee does not have any management functions and is therefore independent of management.
- 2.2 The Disability Inclusion & Access Committee has no delegated authority to make decisions, it can only refer or recommend matter to the Council for consideration. The Committee forwards the Minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.
- 2.3 The Disability Inclusion & Access Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.
- 2.4 Any recommendation for expenditure other than within an adopted budget must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee Minutes at the next Ordinary Meeting of Council.

**3. Purpose & Scope:**

- 3.1 To advise and make recommendations to Council on matters relating to access and mobility issues with particular emphasis on issues for people with disabilities;
- 3.2 To provide input into the review of Council's [Disability Inclusion Access Plan \(DIAP\)](#).
- 3.3 To advise Council on accessibility issues pertaining to the [Pedestrian and Bicycle Strategy](#), CBD Strategy, Development Control Plans, Tourism and Economic Development Strategy or other Plans of Council and their implementation;

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Committee Terms of Reference 2024 - 2028

**DISABILITY INCLUSION & ACCESS COMMITTEE****(TOR-016)**

- 3.4 To prepare advice to Council during planning and design of public buildings, open space and recreation facilities;
- 3.5 To prepare submissions following public notification of Development Applications or significant development proposals in the public domain.
- 4. Alignment to Community Strategic Plan**
- Objective 1.2 Actively engage with and seek direction from our community and stakeholders.
- Objective 4.2 Encourage an inclusive community that celebrates social and cultural diversity.
- Objective 4.3 Provide and promote accessibility to services.
- Objective 4.4 Provide a range of cultural facilities, programs and events.
- Objective 4.5 Improve access to local health services.
- 5. Frequency of Meetings:**
- 5.1 Meetings will be held quarterly at dates and times as determined.
- The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.
- 5.2 Meetings will normally be held at either the Council Administration Building at 1 Benerambah Street, Griffith, or at another accessible venue.
- 6. Membership and Quorum:**
- 6.1 The membership of the Disability Inclusion & Access Committee will be:
- 1 Mayor
  - 1 Councillor - Councillor Shari Blumer (Chair)
  - 1 Alternate Councillor Laurie Testoni
  - 7 Community Representatives
- 6.2 Membership shall be appointed by resolution of Council.
- 6.3 The Mayor, by virtue of holding the office of Mayor, is appointed as a member to all Committees established by Council.
- 6.4 Minimum number for quorum will be 3.
- 6.5 Number of Voting Members will be 9 (including the Mayor if in attendance).
- 6.6 A quorum is not required for meetings to take place. However, for a decision to be made at a meeting, a quorum of members must be present. If a quorum is not reached, the meeting can be held for information purposes only and discussion recorded as a Report of the Meeting (in lieu of Minutes of the Meeting).

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Committee Terms of Reference 2024 - 2028

**DISABILITY INCLUSION & ACCESS COMMITTEE****(TOR-016)****7. Voting:**

- 7.1 For the vote to be carried, a majority (more than half) of the voting members present is required.
- 7.2 In the event of a tied vote, the Chair will have the casting vote.
- 7.3 The Mayor will have a voting right at any meeting the Mayor attends.
- 7.4 Council staff do not have the authority to move or second motions nor vote on issues.

**8. Chairperson:**

- 8.1 Councillor appointed Chairperson is Councillor Shari Blumer
- 8.2 Duties of the Chairperson:
  - 8.2.1 Ensure preparation of agenda before the meeting.
  - 8.2.2 Chair meetings in accordance with Council's Code of Meeting Practice and agreed Terms of Reference. Ensure agenda items are discussed, decisions are made and recorded, as appropriate.
  - 8.2.3 Approve draft meeting minutes.
  - 8.2.4 Represent the Committee as spokesperson.
  - 8.2.5 Comment to the media on minor matters only. Media contact on larger projects are to be channelled through the Mayor's Office.
  - 8.2.6 The Chairperson may cancel scheduled meetings if there are no scheduled Agenda items for consideration.

**9. Directorate and Staff Support**

- 9.1 The Responsible Directorate is: Sustainable Development.
- 9.2 The Director Sustainable Development will determine staff support to the Committee.
- 9.3 Duties of the Director:
  - Be the nominated contact officer for the Committee.
  - Be the main conduit between the Committee and Council.
  - Be the custodian of information required for the Committee.
  - Coordinate meetings.
  - Provide and or collect reports for inclusion in the Agenda.
  - Approve items for inclusion in Agenda.
  - Monitor and follow-up Action Report.

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Committee Terms of Reference 2024 - 2028

**DISABILITY INCLUSION & ACCESS COMMITTEE****(TOR-016)****10. Secretary:**

10.1 Griffith City Council Governance staff will provide a secretary and administrative support to the Committee for the purpose of preparing Agendas, Minutes and Action Reports.

**10.2 Duties of the Secretary:**

- Preparation and distribution of agendas.
- Issuing notices for meetings (Agendas) at least three days prior to the meeting, ensuring all necessary documents requiring discussion or comment are attached to the Agenda.
- Taking minutes and notes of proceedings and preparing and distributing minutes of the meeting. Minute taking at Meetings may be shared among Governance staff and technical staff attending the meeting depending on staff loads.
- Update Action Report and distribute to responsible officer for action.

**11. Responsibility of Committee Members:**

- 11.1 Attend meetings and be punctual.
- 11.2 Send an apology if unable to attend a meeting.
- 11.3 Read business papers in advance and undertake necessary research.
- 11.4 Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members.
- 11.5 Participate in discussions and decision making.
- 11.6 Follow through actions minuted and subsequently adopted by Council.
- 11.7 It is the responsibility of all Committee members to familiarise themselves with and follow practices as contained in the governing Council policies. Refer to Council policies - Section 1.2.
- 11.8 Members must declare any real or perceived conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest are to be recorded in the minutes. If members or those invited to Committee meetings find they do have a real or perceived conflict of interest or pecuniary interest they are not allowed to be a part of Committee discussions on the issue. Refer to Council's Code of Conduct for management of conflicts of interest.
- 11.9 Members must only use Council and Committee information for Council purposes and for the purposes for which it was collected. Members are required to maintain the integrity and security of confidential information for which they are responsible.

**12. Attendance at Meetings**

Attendance at meetings may be by audio visual (such as Zoom).

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Committee Terms of Reference 2024 - 2028

**DISABILITY INCLUSION & ACCESS COMMITTEE****(TOR-016)****13. Other Attendees:**

Members of the public/agency representatives who are not Committee members may attend Committee meetings by invitation of the Chairperson or Committee only. Such persons shall not be entitled to vote on any decision arising out of that meeting. It is preferred that if a member of the public/agency representative wish to attend a meeting that they address the Committee in relation to the item and leave the meeting before any vote is taken on the matter.

**14. Term of Office:**

The term of office for Section 355 committees will be the same term as the current Council, unless established as a sunset committee i.e. with a finite time specified.

**15. Reporting Framework:**

The Committee will report to Griffith City Council via minutes presented to Ordinary Council Meetings.

**16. Media Contact**

The Chairperson of a Council Committee is the primary spokesperson on matters that have been discussed by a Committee. Priority should be given to the Chairperson to comment on Council decisions, projects and initiatives associated to the relevant Committee unless the Mayor elects to do so.

Contact with the media should be done in the first instance (where possible) by Media Release. All Chairpersons should notify Council's Communications and Integrated Planning team of any contact with the media that relates to Council matters.

Committee members may not speak to the media on behalf of the Committee or Council without approval in advance from Council's Communications and Integrated Planning team.

When communicating with the media, Council Committee members are not to use or disclose information gained during the ordinary course of business of Council in a way that may:

- (a) cause significant damage or distress to a person;
- (b) damage to the interests of Council or a person; or
- (c) confer an unfair commercial or financial advantage on a person or business when dealing with the media; and
- (d) disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, Workshops or briefing sessions).

**17. Expenses of Committee Members**

Council will not generally authorise payment or provide remuneration to Committee members.

**18. Insurance**

Committee members are covered by Council's public liability and professional indemnity insurance.

**19. Recording of Meetings**

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Committee Terms of Reference 2024 - 2028

**DISABILITY INCLUSION & ACCESS COMMITTEE****(TOR-016)**

Meetings may be recorded by audio or audio-visual means for administrative and minute taking purposes. No other recording is permitted.

**20. Review of Terms of Reference**

The Terms of Reference for the Committee will be adopted for the duration of the Council Term. Any amendment to the Terms of Reference as accepted by the Committee shall be forwarded to Council for consideration but cannot be applied until adopted by Council.

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Adopted: Council Meeting – 28 February 2017	Minute No: 17/049
Amended: Council Meeting - 25 June 2019	Minute No: 19/204
Adopted: Council Meeting – 24 May 2022	Minute No: 22/134
Amended: Council Meeting – 22 November 2022	Minute No: 22/310
Amended: Council Meeting – 14 February 2023	Minute No: 23/040
Adopted: Council Meeting – 11 March 2025	Minute No: 25/069

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**CLAUSE**      **CL03**

**TITLE**        **Proposed Meeting Dates 2025**

**FROM**        **Antoinette Galluzzo, Governance Officer**

**TRIM REF**    **25/27775**

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### **SUMMARY**

The proposed meeting dates for 2025 are:

Wednesday, 21 May 2025

Wednesday, 17 September 2025

Wednesday, 17 December 2025

### **RECOMMENDATION**

The Committee note the proposed meeting dates for 2025.

### **REPORT**

As above.

### **ATTACHMENTS**

Nil

<b>CLAUSE</b>	<b>CL04</b>
<b>TITLE</b>	<b>Building a Culture of Accessibility and Inclusion - Online Training for Committee Members</b>
<b>FROM</b>	<b>Leanne Austin, Governance Manager</b>
<b>TRIM REF</b>	<b>25/36688</b>

---

### **SUMMARY**

Committee members are encouraged to participate in free online training provided by the Australian Human Rights Commission – Building a Culture of Accessibility and Inclusion – this eLearning course is designed to enhance understanding of disability in the workplace and to identify practical ways to build an accessible and inclusive workplace culture.

Click on the link to access: [Building a culture of accessibility and inclusion - Overview](#)

### **RECOMMENDATION**

Committee members undertake the Building a culture of accessibility and inclusion eLearning course.

### **REPORT**

N/A

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 4.3 Provide and promote accessibility to services.

### **ATTACHMENTS**

Nil



**CLAUSE**      **CL05**

**TITLE**        **Regional Disability Advocacy Service - Request**

**FROM**        **Antoinette Galluzzo, Governance Officer**

**TRIM REF**    **25/51871**

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### **SUMMARY**

Please see attachment received from Ben Foley, Executive Officer of Regional Disability Advocacy Service on the 29 April 2025.

### **RECOMMENDATION**

**Committee to discuss**

### **REPORT**

Refer to Attachment (a).

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item Z1 - Not applicable

### **ATTACHMENTS**

(a)    Email - Regional Disability Advocacy Service - 29 April 2025 [↓](#)

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## Antoinette Galluzzo

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**From:** Leanne Austin  
**Sent:** Wednesday, 30 April 2025 8:13 AM  
**To:** Ben Foley  
**Cc:** Melissa Canzian; Antoinette Galluzzo  
**Subject:** Griffith Disability Inclusion & Access Committee

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning Ben

Thank you for your email below.

Our DIAC will be meeting on 21 May. We will include your request as an Agenda item for discussion.

I have also forwarded your email to Councillor Shari Blumer, the Chair of our DIAC.

Melissa Canzian is Council's Community Development Coordinator. She is currently on leave however you can email her on [REDACTED] should you wish to discuss the June Workshop prior to the May Committee meeting.

Kind regards,

Leanne

**Leanne Austin**  
Governance Manager  
p 02 6962 8186



Griffith City Council  
a 1 Benerembah Street Griffith NSW 2680  
p PO Box 485 Griffith NSW 2680  
w [griffith.nsw.gov.au](http://griffith.nsw.gov.au)

Griffith City Council acknowledges and respects the Wiradjuri people as the traditional custodians and ancestors of the land and waters where we work.

There is no expectation for you to read or respond to this email outside of your normal working hours



**From:** Ben Foley [REDACTED]  
**Sent:** Tuesday, 29 April 2025 12:56 PM  
**To:** GCC Admin Mailbox <admin@griffith.nsw.gov.au>  
**Subject:** Griffith Disability Inclusion & Access Committee

To Whom It May Concern,

With whom can I speak with regarding your Griffith Disability Inclusion & Access Committee?

Your website suggests that the last meeting of this committee was in July 2024 and the minutes don't indicate the date of your next meeting.

Not only would RDAS ideally like to seek involvement in the committee, we are collaborating with the Physical Disability Council of NSW (PDCNSW) to facilitate a local community/ networking/ educational workshop in Griffith in mid-June. It would be great if we could involve committee members and or coincide the workshop with the next committee meeting.

I look forward to hearing from you.

Kind Regards,

**Ben Foley**  
**Executive Officer**  
**Regional Disability Advocacy Service**  
[REDACTED]

This email and any attachments are confidential and may contain legally privileged information and/or copyright material of RDAS or third parties. If you are not the authorised recipient of this email, please contact RDAS immediately by return email or telephone on 1800 250 292. If you believe that you have received this email in error, you must not re-transmit, store or act on this email or any attachments. Confidentiality and legal privilege are not waived or lost as a result of mistaken delivery. Please destroy the message and any attachments. Thank you.



*RDAS acknowledges the traditional owners of the lands on which we work and pay our respects to elders, past, present and future, for they hold the memories, the traditions and the culture of all Aboriginal and Torres Strait Islander people. RDAS is welcoming of people from all diverse backgrounds.*

**CLAUSE** CL06**TITLE** Kooyoo Street Mall - Installation of Tactile Indicators**FROM** Phil King, Director Infrastructure and Operations**TRIM REF** 25/54292

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### **SUMMARY**

Council upgraded Kooyoo Street into a mall in 2022. The original concept of the mall design allowed for traffic to drive from Banna Avenue south through the mall to Banna Lane. At the completion of this project, it was decided after public consultation to close the mall to traffic.

Council has received reports that pedestrians with vision impairment are unable to easily navigate across the mall between the Westpac Bank and Commonwealth Bank. There are many obstacles in the way that a person with vision impairment can find difficult to navigate.

### **RECOMMENDATION**

**Install White tactile indicator tiles in accordance with *AS 1428.4 Means to assist the orientation of people with vision impairment – Tactile ground surface indicators (TGS)***

### **REPORT**

Council staff have prepared a design for the installation of tactile ground surface indicators (TGSIs) to allow pedestrians with vision impairment to navigate their way across the Kooyoo Street Mall. See Attachment a)

Tactile ground surface indicators (TGSIs) are tactile and visual cues, installed on the ground or floor surface that may help people who are blind or have low vision orientate themselves within a space. Orientation relates to a person being aware of where they are, where they are going and where they have been. In Australia, there are two types of TGSIs; warning and directional. The design specifications of tactile ground surface indicators are as required under *AS/NZS 1428.4.1:2009 (Design for access and mobility. Part 4.1: means to assist the orientation of people with vision impairment – Tactile ground surface indicators)*.

Staff have followed the Australian Standards *AS 1428.4 Means to assist the orientation of people with vision impairment – Tactile ground surface indicators (TGS)* as presented in the Griffith City Council Standard Drawing see attachment b).

In most situations, the use of directional TGSIs can be minimised through appropriate design of unobstructed and unhindered shorelines. Even though directional TGSIs are used as a navigational cue for people with vision impairment, they cannot always be a solution to mitigate poor design.

Directional TGSIs are just one means of providing direction for people who are blind or have low vision. When navigating transport precincts, people may utilise aural cues, lighting and other cues within the environment, in conjunction with TGSIs. These can be used when there is an absence of other cues in the built environment.

Care should be taken to minimise the use of TGSIs in the built environment. Overuse can be confusing for users and can cause discomfort for people using wheelchairs or other mobility devices.



Reference <https://www.transport.nsw.gov.au/system/files/media/documents/2022/Principles-and-guidance-for-good-design.pdf>

See attachment c) and d) images showing the path between the Commonwealth Bank and Westpac Bank. The proposed TGSI's could be perceived as ugly and messing up a newly constructed street scape.

The committee has the opportunity to endorse the proposed TGSI's or provide an alternate non-standard option. See attachment e) for the cost of supply of the AS1428.4 compliant design. A non-standard design could be to use a single individual direction units rather than a tile. These units require considerably more effort to install as each unit requires a drill and glue fixture. The tile supplier has provided the following commentary on the installation of single units.

*We do not supply the stainless steel individual tactiles, only the Access Tile.*

*ESP are proud that we supply a tactile that is built to last and becomes a long-term asset for Councils where they don't have to replace or run maintenance programs.*

*You will see from the photo's below that there are a lot of missing dots and bars also missing. This is not unusual for these stainless or polly individual tactiles when installed outside.*

*If you can get the Access Tile signed off, I would suggest the white Access Tile as it is more aesthetically pleasing to the eye, would suit this streetscape and is generally considered compliant for the long term. The yellow definitely stands out a lot more.*



An alternate non-compliant solution would be to mark the pavers permanently with a cut groove to provide a simulated directional path for someone with vision impairment to follow. This option is not recommended as it would provide a track for water and debris to gather, it would not provide a visual stimulation for someone who is not using a vision cane. It could potentially provide a weak point in the pavers.

#### OPTION 1

As per the recommendation

#### OPTION 2

Install yellow TGSi tiles

#### OPTION 3

Install individual TGSIs

#### OPTION 4

Install a single line of tactile direction guides

#### OPTION 5

Cut a groove into the pavers

### **FINANCIAL IMPACTS**

It is estimate that staff would take approximately one day to install the compliant TGSi's as shown in Attachment a). This would bring the total cost of supply and labour to approximately \$5,500

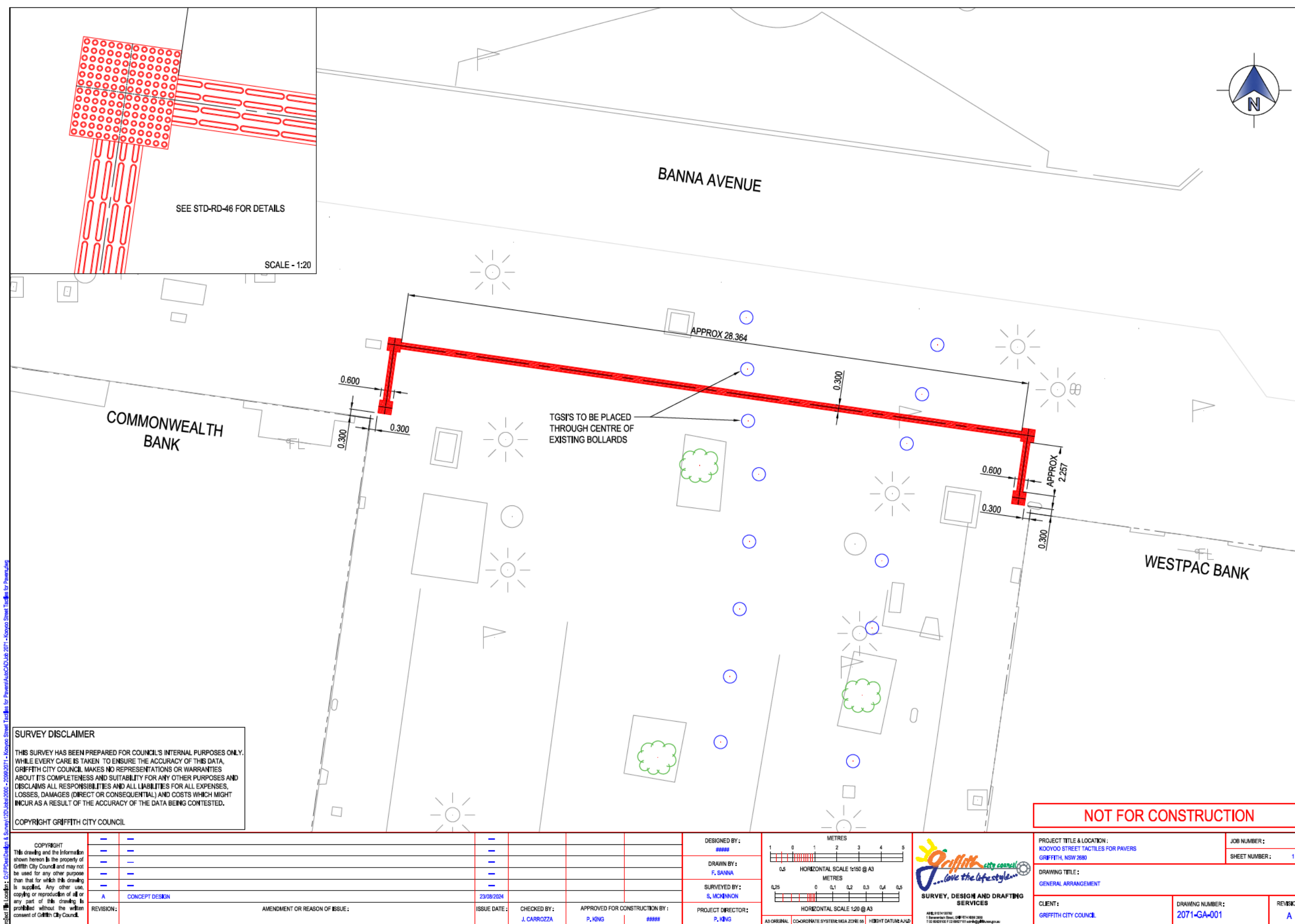
The alternate options would all be a higher cost due to more intensive labour required.

### **LINK TO STRATEGIC PLAN**

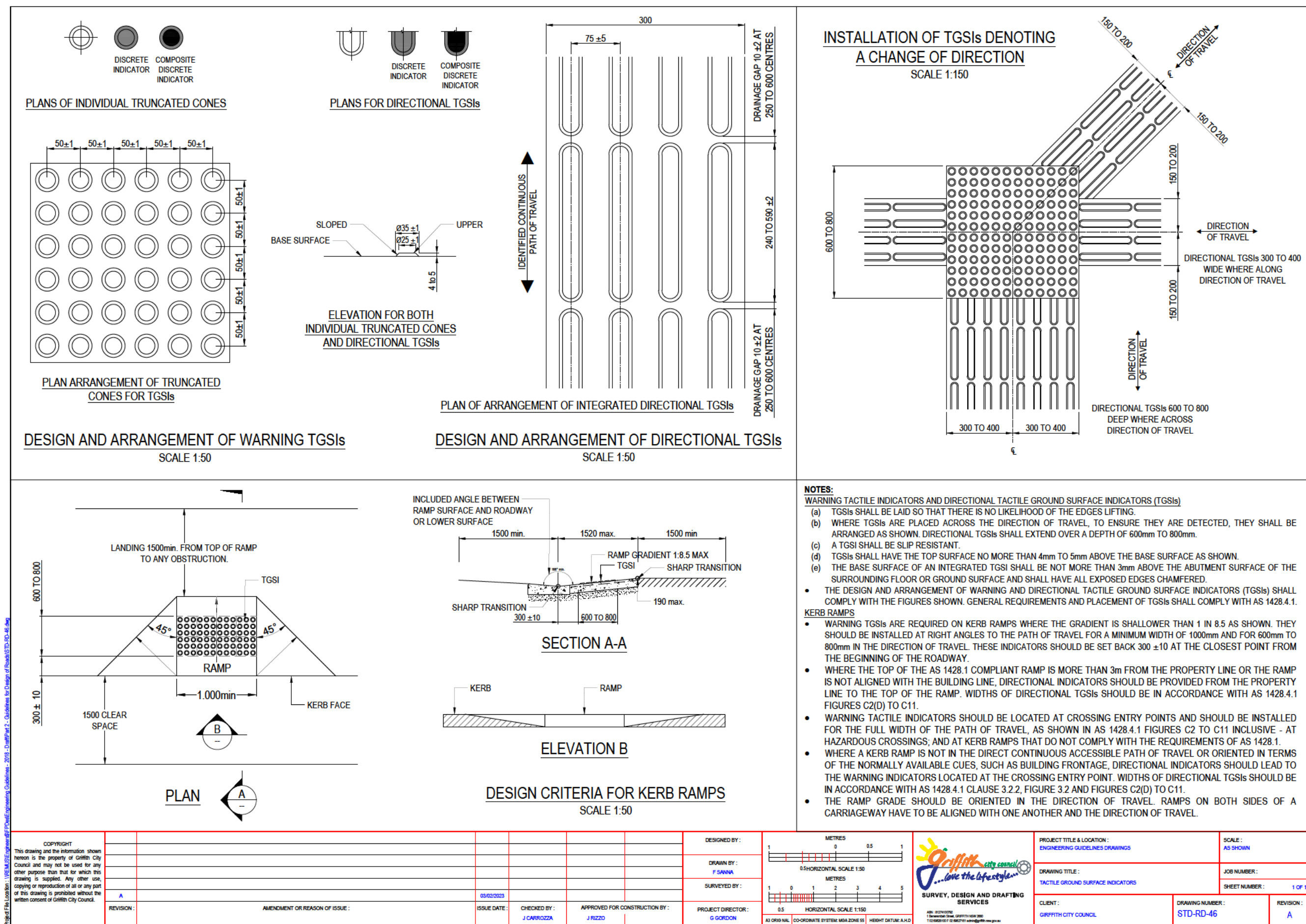
This item links to Council's Strategic Plan item 4.3 Provide and promote accessibility to services.

### **ATTACHMENTS**

(a)	Kooyoo Street Tactiles for Pavers <a href="#">↓</a>	69
(b)	Tactile Indicator Standard Drawing - Griffith City Council <a href="#">↓</a>	70
(c)	Image 1 showing mall and obstacles <a href="#">↓</a>	71
(d)	Image 2 showing mall and obstacles <a href="#">↓</a>	72
(e)	Confidential Quote for supply of tactile indicators (Confidential)	















**CLAUSE**      **CL07**

**TITLE**            **Item Raised by Committee Member**

**FROM**            **Antoinette Galluzzo, Governance Officer**

**TRIM REF**      **25/54393**

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### **SUMMARY**

Please see attachment received from Committee member, Marilyn Hams on 2 May 2025.

### **RECOMMENDATION**

For discussion.

### **REPORT**

Please see attachment received from Committee member, Marilyn Hams on 2 May 2025.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item - Not applicable

### **ATTACHMENTS**

(a)      Questions - Marilyn Hams [↓](#)

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Griffith City Council  


Po box 106

2 MAY 2025

Yenda nsw 2681

RECEIVED BY

INFORMATION MANAGEMENT

Dear Antoinette and Shari

Questions for disability access inclusion committee meeting on wed  
21<sup>st</sup> may 2025 at 4pm.

1. Council catch-up adds for Yenda council meeting was very poor.  
Also needed photo copy to be put up at pub, 2 fuel stations,  
supermarket, post office and chemist. I missed this meeting  
knew nothing about it. Told after the meeting suggestion that  
allocate time limit to 5 or 10 minutes so everyone gets a say or  
people wont.
2. Yenda post office access? Nothing been done for prams scoters  
and people with walkers.
3. The kerb and guttering is too high near shops?
- 4/ About last October the disable parking was removed from  
service nsw parking bay. Service nsw staff said council did it  
.when I asked the staff.
- 5/ The disable people would like it back.
- 6/ Some people have to completely open the door to get out, not  
possible in normal car park. Unless angle parking like Leeton.
- 7/ Need to get walker or portable electric scooter out of car  
doesn't work. Not everyone lives in town.
- 8/ If you park across the road than dodging traffic when disable  
person walks slower than normal.

*Kindest Regards*



Antoinette & Shari

For 21<sup>st</sup> May 2025 meeting

Disability Access Inclusion Committee



**CLAUSE**      **CL08**

**TITLE**        **Petition Received 29 April 2025**

**FROM**        **Antoinette Galluzzo, Governance Officer**

**TRIM REF**    **25/54446**

---

### **SUMMARY**

At the Council meeting held on the 13 May 2025, a petition was received, noted and referred to the Disability Inclusion and Access Committee. Please see attached petition.

### **RECOMMENDATION**

**Committee to discuss.**

### **REPORT**

At the Council meeting held on the 13 May 2025, a petition was received, noted and referred to the Disability Inclusion and Access Committee. Please see attached petition.

Councillor Shari Blumer requested the options and costings of a charging point for mobility scooters to be included in the Committee agenda. Due to time constraints, the Director Economic & Organisational Development will table options at the meeting.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 4.3 Provide and promote accessibility to services.

### **ATTACHMENTS**

- (a) Signed Petition - Request for Charging Point for Mobility Scooters [↓](#) 77

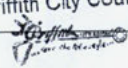



**Petition:**

**Request to Council to provide: A Charging point for mobility scooters in the main street that is easy to access by those with limited mobility who use mobility scooters.**

29 APR 2025

RECEIVED BY  
INFORMATION MANAGEMENT

Name/ signature	Town	
Wayne Dean	GRIFFITH	1
STEVEN MILLS	GRIFFITH	2
Juan Williams	GRIFFITH	3
Doyle Campbell	GRIFFITH	4
Ross Stephens Rother	GRIFFITH	5
B Buckley BB	GRIFFITH	6
Anna Tolu	GRIFFITH	7
DOMINIC VIOLI	GRIFFITH	8
ROBERT MCINTOSH	GRIFFITH	9
Judge Webb	GRIFFITH	10
Rhonda Cullen	Marbury	11
Ann Gatty	GRIFFITH	12
Wendy Clark	GRIFFITH	13
Suzanne Cwik	Wenda	14
WILLIAM KING	GRIFFITH	15
John V. Turner	GRIFFITH	16
Kinda Cook	LE	17
DAVID MCCARTHY	GRIFFITH	18
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Griffith City Council    29 APR 2025  REGISTERED </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Griffith City Council    29 APR 2025  RECEIVED BY  CUSTOMER SERVICE </div> </div>		

4 1008



**CLAUSE**      **CL09**

**TITLE**          **Disability Inclusion Action Plan - Check-in & Review**

**FROM**          **Antoinette Galluzzo, Governance Officer**

**TRIM REF**      **25/54464**

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### **SUMMARY**

Council is currently reviewing its Disability Inclusion Action Plan and is seeking feedback from the Committee, namely pages 17-22 of the document which outline the key focus areas and actions over the next 4 years.

Online submissions can be made here:

[Disability Inclusion Action Plan - Check-in | Connect Griffith](#)

### **RECOMMENDATION**

**The Committee to provide feedback.**

### **REPORT**

Griffith City Council is inviting residents to provide feedback on their experiences of living with a disability or caring for someone who does within the Griffith Local Government Area (LGA).

This engagement forms part of a review of Council's Disability Inclusion Action Plan (DIAP), which was developed in close consultation with the community in late 2021. The Plan reflects Council's ongoing commitment to creating a more inclusive and accessible Griffith, supporting equal opportunity and full participation for all residents.

The DIAP has played a key role in improving Council's understanding of the barriers encountered by people with disabilities, as well as their carers, families, and support networks. It continues to serve as a guiding framework for actions and advocacy through to 2026, with a focus on addressing the priorities identified by the community.

Community feedback is now being sought through the DIAP Check-In Survey, available online at <https://connect.griffith.nsw.gov.au>

The survey will help Council assess how well it is delivering on the Plan's objectives and where further focus is needed.

To make it easier for members of the community to share feedback and have a conversation Council Café will be held at the Kooyoo Street Kiosk on Thursday 15 May 2025, from 10am to 11.30am. The Disability Inclusion and Access Committee will also meet for the first time on 21 May 2025 where they will have the chance to provide feedback.

Council strongly encourages all community members with lived experience to participate in the check-in, as their insights are vital to ensuring Griffith continues to evolve as an inclusive and equitable place to live, work, and visit.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 4.3 Provide and promote accessibility to services.

### **ATTACHMENTS**

- |     |  |    |
|-----|--|----|
| (a) | Media Release - Disability Inclusion Action Plan Check-in Council wants to hear from you <a href="#">↓</a> | 81 |
| (b) | Disability Inclusion Action Plan 2021-2025 <a href="#">↓</a>   | 82 |





## MEDIA RELEASE

Griffith City Council

Wednesday 23 April 2025

### Disability Inclusion Action Plan check-in – Council wants to hear from you

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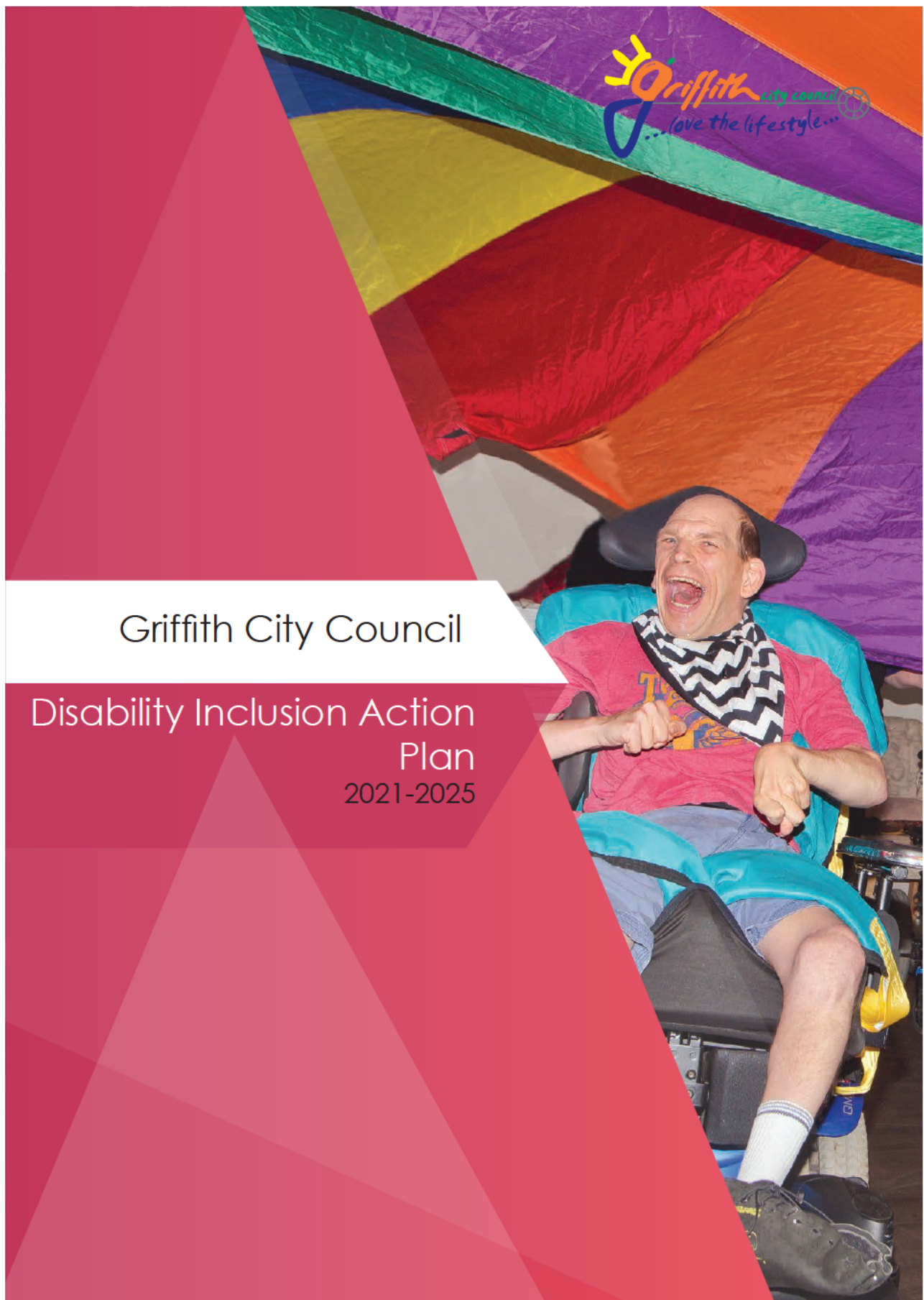
Council strongly encourages all community members with lived experience to participate in the check-in, as their insights are vital to ensuring Griffith continues to evolve as an inclusive and equitable place to live, work, and visit.

\*\*\*ends\*\*\*

#### Media Information:

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Griffith City Council

# Disability Inclusion Action Plan 2021-2025







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## What is disability?

A disability is any continuing condition that restricts everyday activities. The Disability Services Act (1993) defines 'disability' as meaning a disability:

- which is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments
- which is permanent or likely to be permanent
- which may or may not be of a chronic or episodic nature
- which results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services.

With the assistance of appropriate aids and services, the restrictions experienced by many people with a disability may be overcome.

*Source: Disability Services Commission*



## Wiradjuri Country

Griffith is located in the heart of the Wiradjuri Nation – the largest nation of Aboriginal and Torres Strait Islander people in Australia.

Griffith City Council recognises Aboriginal people in the history and growth of Griffith and its surrounding villages. As such, Council acknowledges the Wiradjuri people as the traditional owners of the land and pays respect to Wiradjuri Elders past, present and future.

We recognise and respect the Wiradjuri cultural heritage, beliefs and their ongoing relationship with the land for people living today.

Council also acknowledges the contribution made to this community by the many and diverse cultural groups that have greatly contributed to the social and economic wealth of this region.

## Message from the Mayor



As Mayor, I am proud to endorse the Griffith City Council Disability Inclusion Action Plan (DIAP). Disability inclusion planning is about Council supporting the basic human rights of people living with a disability to have access and choice to live, work and enjoy community life in Griffith.

Our revised DIAP 2021 – 2025 sets out Council's commitment to making our local government area a welcoming and inclusive place for people of all abilities in all aspects of community life. Council listened to the community's concerns about existing barriers which limit their choices in participation and interactions and Council will work towards improving these conditions.

The DIAP can also be a guide for other businesses, services and agencies to review and amend their business practices to improve access for people living in and visiting our community and I recommend this document to them.

A handwritten signature in black ink, appearing to read 'John Dal Broi'.

**John Dal Broi**  
Mayor



## Message from the General Manager

Council's aim is to ensure that our services, programs and facilities are accessible and inclusive. The DIAP will guide Council staff to integrate inclusive practices into their day-to-day operations and interactions with people living with a disability.

The Plan demonstrates Council's commitment to improve the quality of our existing services, built facilities, systems and programs.

The Plan was developed in consultation with the community, non-government and government agencies, people who access their service and Council staff and following the 2021 review, outlines new actions we will take to provide more accessible and inclusive services.

A handwritten signature in black ink, appearing to read 'Brett Stonestreet'.

**Brett Stonestreet**  
General Manager





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## Background

Under the NSW Disability Inclusion Act 2014, councils are required to review their DIAP every four years. Legislation also requires councils to report progress on DIAP implementation in their Annual Report.

### Purpose

A Disability Inclusion Action Plan demonstrates local government's commitment to people with a disability on improving access to services, facilities and jobs. It's also designed to change perceptions about people with a disability.

### Council's commitment to improving access and inclusion

Council's aim is for an inclusive, respectful and diverse community, where residents and visitors enjoy a safe, friendly and accessible environment.

Council's DIAP identifies strategies we will introduce over time to provide better access to Council information, services and facilities ensuring people living with a disability can fully participate in this community.

Council will achieve this by:

- Making improvements to ensure that Griffith is a liveable community
- Promoting positive community attitudes and behaviours towards people with disabilities
- Supporting access to meaningful employment
- Improving access to services through better systems and processes.

# Overview and vision

## What is a Disability Inclusion Action Plan?

The Disability Inclusion Action Plan (DIAP) presents an opportunity for Council to work towards meeting the objectives of our Community Strategic Plan, which is aligned with the principles of social justice and sustainability. The goals and strategies of both plans seek to attain achievable outcomes for access, participation and equal rights for everyone.

It is a requirement that all DIAP's cover four key focus areas and this Plan identifies priority areas, strategies and actions for improved access and inclusion of people with a disability. The key areas are:

- **Liveable communities** – this is about continuing to make our community easier to access and get involved in
- **Systems and processes** – this is about continuing to improve the way people with disability access information, provide feedback, and find services and facilities
- **Employment opportunities** – this is about encouraging more employment opportunities for people with disability in our community
- **Attitudes and behaviours** – this is about positive attitudes and behaviours towards people with disability

## What will the plan do?

The DIAP identifies what Council needs to do to help people with disability feel and be more included in the community, and be able to access the same services, facilities, activities and opportunities as everybody else.

## Who is responsible for the plan?

The Plan involves all areas of Council, with support from members of the Disability Inclusion & Access Committee.

## How will Council make the improvements identified in this Plan?

The DIAP covers a four year period and includes short, medium and long term approaches to improving Griffith for people with disability. Some of the actions identified will have cost implications.

Actions with cost implications will be considered as part of Council's regular budget allocation and review process and will progress as resources allow.

## Next steps

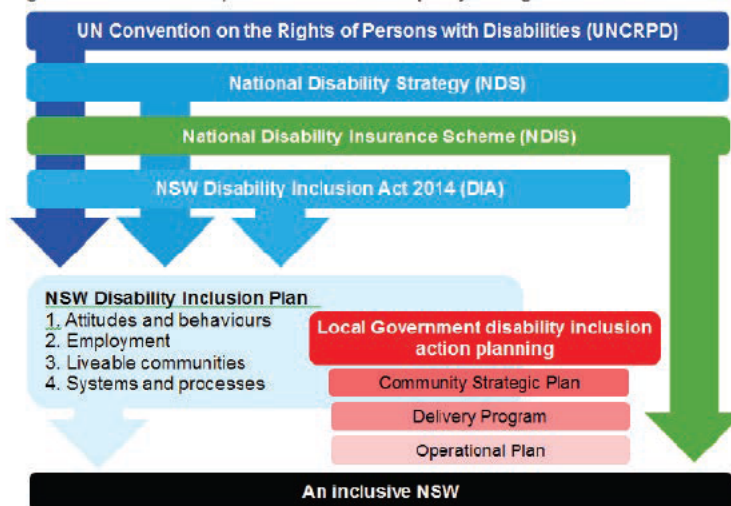
As part of the review process, the DIAP was presented to the Disability Inclusion & Access Committee in May 2021 and then reported back to Council for endorsement and adoption in November 2021.

The adopted DIAP will be lodged with the Disability Council NSW and made publicly available.

Implementation of the final Disability Inclusion Action Plan will commence across Council following adoption.

# Policy and legislative context

Figure 1 The relationships between the relevant policy and legislative instruments



## United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)

- Endorsed by Australia in 2008.
- Acknowledges that people with disability have the same human rights as everyone.
- Supports the social model of disability; which recognises that attitudes, practices and structures are disabling and can create barriers to people with disability from enjoying economic participation, social inclusion and equality.

## National Disability Strategy 2010-2020 (NDS)

- Developed in partnership by the Commonwealth, State, Territory and Local Governments.
- Sets out a national plan for improving life for Australians with disability, their families and carers, to support the commitment made to the UNCRPD.

## National Disability Insurance Scheme

- A major reform that will deliver a national system of disability support focused on the

individual needs and choices of people with disability.

- Gives participants more choice and control over how, when and where supports are provided.

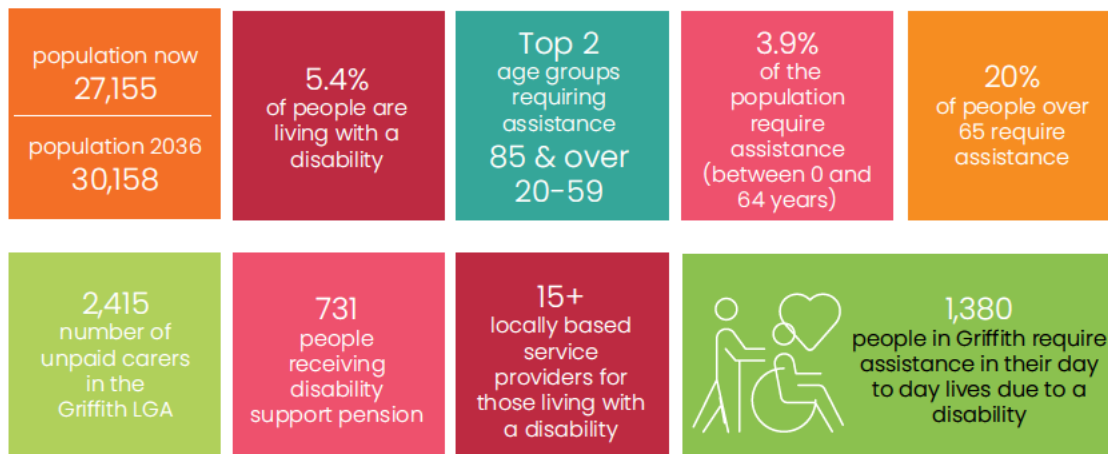
The role of councils in the NDIS will vary depending on their community, their relationship with local disability interests, and role within disability service provision. Disability inclusion action planning is complementary to the NDIS, and will assist councils in breaking down local barriers to full participation by people with disability in the community.

## Disability Inclusion Act 2014 (NSW)

- Provides the legislative framework to guide State and Local government disability inclusion and access planning. The Act supports people with disabilities to access:
  - The same human rights as other members of the community
  - Independence and social and economic inclusion within the community; and
  - Choice and control in the pursuit of their goals and the planning and delivery of their supports and services.



## Snapshot of disability in Griffith



Source: Australian Bureau of Statistics, Census of Population and Housing, 2016 (Usual residence data)  
Compiled and presented in profile.id by .id, the population experts.





## How you told us – consultation

### Developing our DIAP

Council adopted the original Griffith DIAP on 27 June 2017.

At the Ordinary Meeting on February, 9 2021 Council resolved to place the existing DIAP on exhibition for an extended period of 42 days to allow consultation to be undertaken.

### Community and Staff engagement

To inform the content of this Action Plan, Council undertook community engagement with people with disabilities and carers as well as service providers.

Face-to-face, an online survey and social media were all utilised in this process where we received 110 direct responses from our community. Council also invited all staff to provide input via an emailed survey.

A link to the survey was also emailed to 1,147 contacts, asking for feedback to help review the DIAP. These included all services listed in Council's Community Services Directory. The survey ran throughout February and March 2021.

Email, casual face-to-face discussions and phone consultation was carried out with a number of service providers including Griffith Post School Options, Griffith Aged Care Support Service, Griffith Interagency Network, Kurrajong Waratah and Kalinda School. Hard copies of the survey were also available at the monthly Council Café information booth, Griffith City Library and Council's administration building.

### Griffith City Council Disability Inclusion & Access Committee

This group represent a diverse range of people with various disabilities. The primary function of the group is to:

- Provide Council with advice and information on areas of need including the development of the DIAP.
- Provide information on potential partnerships within the broader community and successful initiatives in other areas.

### Consultation with Council departments

- Human Resources – Employment opportunities incorporating recruitment procedure and Council policies, e.g. Carers Leave Policy.
- Urban Design – Existing and new developments.
- Development Assessments – systems developed to initiate involvement of the DIAP Committee.
- Communications – accessing Council Information and publication.
- Community Development – forming partnerships to improve the lives of people with a disability.
- Customer Service – communication methods/ tools.
- Infrastructure and Operations – Pedestrian and Bicycle Strategy.
- Council facilities– physical access to Council facilities and social inclusion.

## What you told us

”

The existing public transport buses do not have enough vehicles to cater for people with disabilities.

For example wheelchair accessible front entry.

”

”

Continue seeking improvements, it is much appreciated.

”

”

It would be great if you could share any information on events or sports.

”

“

The Theatre is good. Pioneer Park is very hard to get around and only 2 of the areas are really accessible which is a pity.

Consult before projects are planned eg. Yambil Street redevelopment.

Listen to what is said rather than just having a token disabled person on a committee.

“

Footpaths require improvement/maintenance and expansion.

Footpaths, wider doorways, big public toilets with room for wheelchairs.

I believe more disability parking would be extremely beneficial to all Griffith citizens who have a physical disability.

More spacious car parking, when using hoist they come out on the road.

”

Toilet blocks which include adult size change tables plus ceiling hoists, where non ambulant high needs people receive personal care instead of travelling all the way home to have their personal needs met.

Inadequate disabled toilet facilities and limited disabled parking access.

”

## What we heard

In reviewing Griffith City Council's Disability Inclusion Action Plan (DIAP) more than 100 residents took the time to respond to a survey which ran throughout early 2021.

Council asked what can be done to make life easier for people with disabilities in Griffith. The survey was available online, as well as hard copies available at the Library and customer service or by contacting Council. An eNewsletter was sent to 1,147 contacts, asking for feedback to help review the DIAP. Of those who responded, around 13% were people with a disability, 24% were workers in the disability field, 37% were carers, family or friends and 25% other.

The key messages from the consultation summarised:

### Footpaths and ramps

The importance of footpaths that are in good condition, level, wide enough for wheelchairs and clear of obstacles, trip hazards and overhanging vegetation was identified as a high priority. Footpaths are needed to provide links from homes to transport, shops and services and for recreational exercise. Kerb ramps need to be available to cross roads and access footpaths. They need to be located appropriately and not be too steep. Garden planter boxes located on or near footpaths were identified as a hazard that Council should monitor.

### Accessible parking

The availability of accessible parking was important to people with disability to access services. The size and location of the accessible spaces should be considered due to the increased use of larger wheelchair accessible vehicles and the space required for parking to allow easy and safe access. Additional accessible parking in Banna Avenue was raised.

### Public toilets

Access and availability of public toilets including the addition of a centrally located

adult change facility with ceiling hoist was considered important. Issues around, signage and cubicle size to accommodate wheelchairs and mobility scooters were also noted.

### Public transport

Accessible public transport was identified as a major barrier for people with a disability in Griffith.

### Signage

Using appropriate and recognised signage for identification of accessible entries to buildings, accessible toilet facilities and other accessible features would make it easier for people with disability to be aware of this information.

### Events

Access at events was seen as a barrier to participation and inclusion. Throughout the consultation period the need for more inclusive Council and community events was raised. The accessibility of events should be advertised and promoted with information provided on the event location, transport options, parking and accessible toilet facilities. Barriers to access should also be advertised to allow people with disability to make their own decision on the suitability of the event or activity.

### Education and awareness

The need to raise awareness and educate the community about what is available for people with disability was also highlighted during the consultation process.

### General comments

Access to local shops and businesses can be difficult with steps preventing entry and no access to a ramp, doorways too narrow, and limited space to move around between displays. A safe pedestrian crossing between the two major shopping centres, Griffin Plaza and Griffith Central, was identified as a high priority. More work needs to be done in places such as Scenic Hill Look Out/Hermits Cave and Pioneer Park Museum so that the ageing population can enjoy these attractions.

## What has been done?

Location	Action
Griffith Regional Sports Precinct <ul style="list-style-type: none"> <li>Griffith Regional Aquatic &amp; Leisure Centre</li> <li>Westend Oval</li> </ul>	<ul style="list-style-type: none"> <li>New 50m pool with accessible ramp</li> <li>Upgrade slip resistant surfaces</li> <li>Adult change facility with hoist included in new public toilet</li> <li>Swimming lesson sight cards</li> </ul>
Public Toilets	<ul style="list-style-type: none"> <li>Upgrade of public toilets for people living with a disability. Located Memorial Gardens and City Park</li> <li>All disabled toilets are now open in line with all other public toilets</li> </ul>
Griffith Regional Theatre	<ul style="list-style-type: none"> <li>Upgraded accessible toilets on both levels of the building and one of the backstage dressing rooms, as well as a new parents' room</li> <li>Noise cancelling earplugs available for those who find loud noises difficult</li> <li>Ability to remove seats in back row to allow access for wheelchairs</li> <li>Handrails installed in back five rows of the auditorium</li> </ul>
Griffith Art Gallery	<ul style="list-style-type: none"> <li>Ramp installed at the front entrance</li> </ul>
Griffith City Council	<ul style="list-style-type: none"> <li>Live-streaming of Council meetings with closed caption option for Live broadcasts</li> </ul>
Griffith City Park	<ul style="list-style-type: none"> <li>Liberty Swing relocated from CWA Park</li> </ul>
Olympic Street	<ul style="list-style-type: none"> <li>New accessible parking spaces</li> </ul>
Enticknap Park	<ul style="list-style-type: none"> <li>Large precinct park that is inclusive including accessible playground equipment</li> </ul>
Henderson Oval Play Space, Yoogali	<ul style="list-style-type: none"> <li>Accessible play equipment</li> </ul>
Shopping Centre Parking	<ul style="list-style-type: none"> <li>The no parking zone in front of Griffith Central allows for people with mobility parking permits to drop-off and pick-up, as well as taxis. There are also disabled parking spaces in the underground car park out of the elements.</li> </ul>

Location	Action
Memorial Park Griffith	<ul style="list-style-type: none"> <li>• Disabled toilet facility</li> <li>• Accessible community event stage</li> <li>• Accessible drinking fountain</li> </ul>
Griffith City Library	<ul style="list-style-type: none"> <li>• Ramp access and automatic doors</li> <li>• Monthly sensory movies</li> </ul>
Skate Park Upgrade	<ul style="list-style-type: none"> <li>• Redeveloped to include disabled friendly ramps and access</li> </ul>
Yambil Street Redevelopment	<ul style="list-style-type: none"> <li>• Disabled parking spaces installed</li> </ul>
Hanwood Footpath Installation	<ul style="list-style-type: none"> <li>• 2.5m wide shared path along the eastern side of Hanwood Road between the children's crossing and School Street</li> <li>• 1.2m wide footpath along the northern side of School Street between Hanwood Rd and the children's crossing</li> </ul>
Yoogali Footpath Installation	<ul style="list-style-type: none"> <li>• 2.0m wide Shared Path along the western side of Hebden Street between Post School Options and Edon Street</li> <li>• 2.0m wide Shared Path along the northern side of Edon Street between Hebden Street and East Street</li> <li>• 1.2m wide footpath along the eastern side of Gorton Street between Henderson Oval and Edon Street</li> <li>• 1.2m wide footpath along the western side of East Street between Edon Street and Moura Street</li> <li>• 2.0m wide shared path along the northern side of Moura Street between East Street and Hebden Street</li> <li>• 2.0m wide shared path along the western side of Hebden Street between Griffith Post School Options and Moura Street</li> </ul>
Griffith Footpath Installation	<ul style="list-style-type: none"> <li>• 2.0m wide shared path on the western side of Noorebah Ave from Warrambool Street to Kooba Street</li> <li>• 1.2m wide footpath on the southern side of Railway Street from Tranter Place to existing footpath</li> <li>• 1.2m wide footpath along the eastern side of Warrambool Street</li> </ul>
Burley Griffin Community Gardens	<ul style="list-style-type: none"> <li>• Accessible community event stage</li> </ul>



Location	Action
Yenda Footpath Installation	<ul style="list-style-type: none"> <li>• 1.2m wide footpath along the northern side of West Avenue between Yenda Place and Cyrill Morris Rest Area.</li> <li>• 1.2m wide footpath along the western side of Park Street between West Avenue and entrance to the retirement village.</li> <li>• 1.2m wide footpath through War Memorial Park in Yenda linking to the amenities block</li> <li>• 1.2m wide footpath along the northern side of East Ave between Yenda Place and Burley Griffin Way</li> <li>• 1.2m wide footpath along the northern side of Short Street between South Avenue and Bingar Street</li> </ul>
Public Transport Information	<ul style="list-style-type: none"> <li>• Griffith Buslines operates wheelchair accessible route services in Griffith and surrounds <a href="http://www.griffithbuslines.com.au">www.griffithbuslines.com.au</a></li> <li>• Griffith Taxis has five (5) wheelchair accessible vehicles and at least one (1) wheelchair accessible vehicle available 24/7. There are government subsidies available for eligible passengers.</li> </ul>

## Future projects

### Community Centre

- Accessible toilets
- Food bank
- Counselling services
- Information resources, IT and printing facilities
- Change rooms for people with disabilities
- Automated change facility, wash facility and automatic sliding door

### Griffith Pioneer Park Museum

- Improve access around the Museum, Pioneer Park Museum Committee to undertake review.

### Griffith City Library

- Wheelchair accessible toilet included in future capital budget for Library upgrade

### Griffith Regional Theatre

- Investigate wheelchair accessible specific tickets and accessibility on to the stage

### Yambil Street

- Redevelopment future stages- New footpath level, additional pedestrian crossings, seating and proposed disabled parking spaces in Stage 2 Kooyoo Street redevelopment

### Parking

- Railway Street carpark
- New accessible parking spaces near CBD

### Other

- Pedestrian Bridge over canal - Merrigal St between Noorla St and Kywong St
- Additional parking and a shared pathway around Westend Oval as part of the Sports Precinct development
- Digital QR Codes throughout Pioneer Park for videos with captions
- Council's new Child Safe Policy to align with DIAP



## Key focus areas and actions

The DIAP covers four key focus areas:

1. Liveable communities
2. Systems and processes
3. Employment opportunities
4. Attitudes and behaviours

These are the planned actions and strategies to be undertaken over the next 4 years, which align with the aims in Council's Community Strategic Plan.



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## Creating a liveable City

Griffith City Council acknowledges the importance of creating a liveable community for all residents to live, learn, work and play as they wish.

Action	Measure	Responsibility	Timeframe	guiding griffith 2040
Improve access into Council facilities where possible e.g. appropriate entrance to Council services	Increase positive feedback (Individual Facility Survey) on access in Council facilities and services	Sustainable Development	Ongoing	AIM 4: Ensure Griffith is a great place to live.
Upgrade and maintain Council facilities e.g. public toilets	- Percentage of facilities accessible - Decrease in resident complaints	Infrastructure & Operations	Ongoing	4.2. A shared responsibility for the safety of individuals and the community.
Hard-copies of maps that identify Council's toilet facilities User-friendly/ interactive friendly online link on Council's website	- Copies of toilet maps in Council's facilities. E.g. Griffith Information Centre. - Map link on Council's website - Toilet app	Sustainable Development	Updated annually	4.4. Provide and promote accessibility to services and facilities.
Review and maintain Priority Actions in Council's Pedestrian Access Mobility Plan (PAMP)	- Number of accessible pathways or footpaths to Council facilities - Number of priority actions completed - Feedback from DIAP survey submitted	Infrastructure & Operations	Annually	4.6. Encourage a socially inclusive community that cares for all age groups and genders, people of different abilities, disadvantaged or minority groups.
Review placement and construction of communal resources in all public areas	- Increase in access satisfaction rate in facility satisfaction surveys - Decrease in resident complaints	Sustainable Development	Annually	AIM 8: Provide and manage assets, services and facilities.
Ensure significant development applications (DAs) are reviewed by Disability Inclusion Access Committee	Number of developments reviewed	Council's 355- DIAP Committee	Ongoing	8.1. Provide, renew and maintain a range of quality infrastructure, assets, services and facilities delivered in a cost effective and sustainable manner.
Council will comply with the National Construction Code (NCC) with new DAs	DAs comply with the NCC	Sustainable Development	At time of DA	

## Improving systems & processes

Council acknowledges how important it is for people to access the services and support they need. Council is committed to improving ways to deliver and promote information, events, and services and interact with residents and stakeholders.

Action	Measure	Responsibility	Timeframe	guiding griffith 2040
Review key Council documents to develop "easy English version"	Revised and easy-readable documents	Customer Service Communications	Ongoing	AIM 1: Develop an engaged and connected community  1.1. Provide clear and transparent communication to the community.  1.2. Be well informed, proactive and responsive to current issues that impact our community.
Review Council Website to ensure its compliant	Website is user friendly	Communications	Ongoing	
Review employment and recruitment processes and procedures for accessibility	Wording on application forms and job description simplified	Workforce Planning	Updated annually	
Produce significant Council documents in a range of formats for the public	Number of available & accessible Council documents in different format e.g. audio and video	Communications	Ongoing	
Promote and advertise key events, consultation and information in a number of formats	Number of promoted events	Communications	Ongoing	
Develop a database of local qualified interpreters	Number of key contacts and Ausland/Signed English Interpreters at formal events	Customer Service	Annually	
Investigate ways to make Council meetings more accessible e.g. Live Streaming on Facebook	Streaming of Council Meetings Audio available on Council's website	Sustainable Development Governance	Ongoing	
Community Service Directory updated on a regular basis (as needed)	Increase in the number of registered organisations and community groups	Community Development Communications	Ongoing	
Promote and advertise accommodation which provides disability access	Number of accommodation venues stating accessibility	Marketing & Promotions	Ongoing	









## Access to meaningful employment

Council understands the important role employment plays, providing people with a sense of independence and security.

Council is an Equal Opportunity Employer and welcomes diversity in the workplace. Council encourages all people regardless of their individual differences to apply for any advertised positions. Council commits to providing its staff with the appropriate support and resources required to assist their individual needs.

Action	Measure	Responsibility	Timeframe	guiding griffith 2040
Promote inclusive workplace practices	Number of people employed with a disability	Human Resources	Ongoing	AIM 7: Encourage a skilled workforce with employment opportunities.  7.1. Increase the range of opportunities to work locally.  7.2. Develop partnership to build on quality education and training opportunities.  7.3. Advocate for safe work practices and employment standards.
Review Council's Workforce Management Plan	Gaps identified and addressed	Human Resources, Workforce Planning & Senior Management Team	Ongoing	
Review employment and recruitment processes and procedures for accessibility	Wording on application forms and job description are simplified	Human Resources	Updated annually	
Actively continue to conduct and respond to disability inclusion survey including staff	Survey conducted. Update DIAP with results	Human Resources, Workforce Planning	Ongoing	
Promote an inclusive workplace culture through induction training	Number of training days held	Human Resources, Workforce Planning	Ongoing	
Review Council's Carers Leave Policy	Number of recommendations endorsed	Human Resources, Workforce Planning	2021	

## Attitudes & behaviours

Council recognises the importance of promoting positive attitudes and behaviour towards people with a disability. Council demonstrates their commitment through the development and implementation of this Plan and by working closely with members of the Disability Inclusion Access Committee to continue to improve.

Action	Measure	Responsibility	Timeframe	Guiding Griffith 2040
Develop or introduce more detailed training for front-line/customer service staff on access	Percentage of staff completed accredited service provision	Workforce Planning	Ongoing	AIM 4: Ensure Griffith is a great place to live.  4.3. Promote and celebrate our social and cultural diversity  4.6. Encourage a socially inclusive community that cares for all age's groups and genders, people of different abilities, disadvantaged or minority groups.
Investigate or introduce new methods or mediums for communication, distribution and provision of Council information and resource	Implement National Relay Service, Telephone Interpreter Service (TIS) and other	Communications	Ongoing	
Audit Council's Website to ensure it includes pictures of people with disabilities and that layout, language and design is appropriate	Website include appropriate images and language	Communications	Updated annually	
Celebrate and participate in key events or special days that promote and celebrate people with disability	Celebrating International disability Day e.g. Carers Day etc. Positive media coverage after event	Community Development, Council facilities Communications	Ongoing	
Promote inclusive community based groups to help educate residents	Number of times promoted by Community Development Officer at Interagency level	Community Development	Ongoing	
Provide training for Council staff to recognise and incorporate different types of needs	Number of programs offered	Urban Design, Community Development, Communications and Planning	Ongoing	







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**TITLE** Outstanding Action Report

**TRIM REF** 25/55542

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**RECOMMENDATION**

The report be noted.

**ATTACHMENTS**

(a) Action Report - Disability Inclusion and Access Committee - 21 May 2025 [↓](#) 107



**ACTION REPORT****DISABILITY INCLUSION AND ACCESS COMMITTEE – 21 May 2025**

<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Action Officer</b>	<b>Comment</b>
17 July 2024	<b>CL01 Equal Employment Opportunity Policy</b>	<p>The Committee discussed the draft Equal Employment Opportunity Policy which is currently on Public Exhibition, and a submission was made.</p> <p>In reference to section 4.2.1 – Direct discrimination, the Committee asked for clarification on the prohibited grounds of discrimination, in particular, “Criminal record”, and if and when Council take a criminal record into consideration during the recruitment process? This was TAKEN ON NOTICE.</p>	Shireen Donaldson	<b>14/05/2025:</b> During the recruitment process Council does not require disclosure of a criminal record. Disclosure is an individual choice. Should Council request a police check (for positions that carry high risk of fraud etc) an evaluation and risk assessment will be made on the results of the police check.
1 May 2024	<b>6.1 Pathway from 3-Ways to Benerembah Street</b>	<p><b>RECOMMENDED</b> on the motion of Pat Cox and Mike Neville that Council:</p> <p>(a) Consider the priority of a pathway extending from 3-Ways, down Noorla Street, connecting with Benerembah Street.</p> <p>(b) Initiate conversations with the Aboriginal Lands Council.</p>	SMT/Councillors Melissa Canzian	<b>30/05/2024:</b> Coolah Street & Noorla Street have been identified as priority in the PAMP, and are dependent on funding. Funding has been applied for, and Council has been unsuccessful for the past two years.
2 February 2023	<b>Adult Change Facilities</b>	Ms Owen to prepare a letter to Griffith City Council and Griffith Sports Council requesting that Adult Change Facilities be installed in at	Peter Badenhorst	<b>3/5/2023:</b> Ms Owen sent a letter to the GRSC asking that adult change facilities be considered for their venue. Councillor Blumer advised that Councillor Testoni and

Date of Meeting	Agenda Item	Action	Action Officer	Comment
		GRSC.		<p>the Sports Council will progress this matter.</p> <p><b>6/06/2024: RECOMMENDED</b> on the motion of Pat Cox and Marilyn Hams that Council investigate the cost of installing adult change facilities at the Griffith Regional Sports Centre.</p> <p><b>SMT Comment:</b></p> <p>Should Council support the above recommendation, Council staff will be required to undertake an assessment of the GRSC as to its ability to accommodate the equipment required. As part of this assessment, Council staff will obtain a costing to purchase a mobile adult change table and mobile hoist.</p> <p>The Committee further discussed the lack of accessible adult change facilities outside of business hours and central to the community, with possible MLAK system facilities to be looked at.</p> <p><b>RECOMMENDED</b> on the motion of Nickolette Owen and Soheil Derakhshan that Council investigate the creation of a 24 hour accessible adult change facility with a hoist in a central location in Griffith, an option being Memorial Park.</p>