



# Ordinary Council

## LATE REPORTS

### Business Paper

**date of meeting:** Wednesday, 28 March 2012

**location:** Council Chambers, Port Macquarie

**time:** 5.30pm

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



**PORT MACQUARIE  
HASTINGS**

**Council's Vision**

A sustainable high quality of life for all.

**Council's Mission**

To provide regional leadership and meet the community's needs in an equitable and inclusive way that enhances the area's environmental, social and economic qualities.

**Council's Corporate Values**

- ★ Sustainability
- ★ Excellence in Service Delivery
- ★ Consultation and Communication
- ★ Openness and Accountability
- ★ Community Advocacy

**Council's Guiding Principles**

- ★ Ensuring good governance
- ★ Looking after our people
- ★ Helping our community prosper
- ★ Looking after our environment
- ★ Planning & providing our infrastructure



**PORT MACQUARIE  
HASTINGS**

## How Members of the Public Can Have Their Say at Council Meetings

Council has a commitment to providing members of the public with an input into Council's decision making. The Council's Code of Meeting Practice provides two (2) avenues for members of the public to address Council on issues of interest or concern at the Ordinary Council Meeting. These are:

### Addressing Council on an Agenda Item:

If the matter **is** listed in the Council Business Paper, you can request to address Council by:

- Completing the *Request to Speak on an Agenda Item at a Council Meeting*, which can be obtained from Council's Offices at Laurieton, Port Macquarie and Wauchope or by downloading it from Council's website.
- On-line at <http://www.hastings.nsw.gov.au/www/html/2924-addressing-a-council-meeting-in-relation-to-an-agenda-item.asp?intSiteID=1>

**Your request to address Council must be received by Council no later than 4:30pm on the day prior to the Council Meeting.**

Council's Code of Meeting Practice sets out the following guidelines for addressing Council:

- Addresses will be limited to 5 minutes.
- If you wish any written information, drawings or photos to be distributed to the Council to support the address, two (2) copies should be provided to the Group Manager Governance & Executive Services prior to the commencement of the meeting.
- Where speakers wish to make an audio visual presentation, a copy is to be provided to the Group Manager Governance & Executive Services by 4.30pm on the day prior to the Council Meeting.
- Council will permit only two (2) speakers "Supporting" and two (2) speakers "Opposing" the *Recommendation* contained in the Business Paper. If there are more than two speakers supporting and opposing, the Mayor will request the speakers to determine who will address Council.

### Addressing Council in the Public Forum:

If the matter **is not** listed in the Council Business Paper, you can request to address Council by:

- Completing the *Request to Speak in the Public Forum at Ordinary Council Meeting*, which can be obtained from Council's Offices at Laurieton, Port Macquarie and Wauchope or by downloading it from Council's website.
- On-line at <http://www.hastings.nsw.gov.au/www/html/2926-addressing-council-in-the-council-meeting-public-forum.asp?intSiteID=1>

**Your request to address Council must be received by Council no later than 4:30pm on the day prior to the Council Meeting.**

A maximum of eight (8) speakers will be heard in the Public Forum. Each speaker will be limited to 5 minutes. Council may ask questions of speakers but speakers **cannot** ask questions of Council.

Council will not determine matters raised in the Public Forum session, however may resolve to call for a further report, when appropriate.

Speakers will be allowed to address Council in the Public Forum on the same issue no more than three (3) times in each calendar year. (Representatives of incorporated community groups may be exempted from this restriction).



**PORT MACQUARIE  
HASTINGS**

# Ordinary Council Meeting

Wednesday, 28 March 2012

## LATE REPORTS

### Items of Business

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**PORT MACQUARIE  
HASTINGS**

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**Item: 07.01**

**Subject: ADMINISTRATOR'S MINUTE - ADMINISTRATOR MONTHLY DUTIES**

**Administrator, Neil Porter**

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## **RECOMMENDATION**

**That the Administrator's Duties for the period 15 February to 28 March 2012 inclusive be noted.**

### **Discussion**

On 29 April 2011, I was appointed as Administrator of Port Macquarie-Hastings Council up until the Local Government elections in September 2012.

As previously advised, I have given an undertaking to report to Council monthly on my duties/functions and every three (3) months on actual expenditure incurred by the Administrator's office. I will also report quarterly to the Department of Local Government on my activities as Administrator.

### **Monthly Duties:**

Listed below are my major duties and functions carried out for the period 15 February to 28 March 2012:

- Attended MIDGOC Dinner in Tuncurry on the evening of 16/02/12
- Attended MIDGOC Meeting in Tuncurry on 17/02/12
- Attended Official Opening of the Syd Hopkins Senior Studies Centre on 21/02/12
- Hosted GSE Team Leader from Canada on 22/02/12
- Attended the Wayne Richards Sporting Talent Grant Presentation Evening on 22/02/12
- Attended PMHC University of Sydney Industry Placement Program Thank You Luncheon and Presentation on 23/02/12
- Addressed the Camden Haven High School Student Representative Council on Leadership on 23/02/12
- Attended the University of Newcastle Graduation Ceremony Luncheon on 24/02/12
- Announced the winners of the Journey of Flavour on the afternoon of 26/02/12
- Attended the Lakeside Way Public Meeting in Lake Cathie on the evening of 28/02/12
- Met with Minister Don Page, Minister for Local Government, on the morning of 29/02/12
- Attended Extra-Ordinary Council Meeting on 29/02/12
- Met with Leslie Williams, MP for regular catch-up meeting, in the company of the General Manager, on 29/02/12
- Met with representatives of the Kendall Tennis Club, in the company of the General Manager, on 01/03/12

- Attended World Day of Prayer Service on the morning of 02/03/12
- Attended International Women's Day Dinner with Zonta PMQ on evening of 06/03/12
- Met with Police representative and Council staff to discuss the 150 year NSW Police celebrations planned for 17 May 2012 on 07/03/12
- Met with representatives of NSW Touch Football on 07/03/12
- Attended the LGMA Governance Conference as a Guest Speaker on the morning of 09/03/12 in the Hunter Valley
- Met on-site with NSW Touch Football Reps on-site at Tuffins Lane on 12/03/12
- Met with representatives of the Greater PMQ Tourism Board on the morning of 14/03/12
- Attended the Wauchope "Listening to the Community", in the company of the General Manager and Directors, on the afternoon of 15/03/12
- Attended the Arts Mid North Coast Strategic Planning Forum on the morning of 15/03/12
- Met on-site with representatives of the Camden Haven SES on the afternoon of 15/03/12
- Attended Seniors' Week Launch on the Town Green on 19/03/12
- Attended the Annual General Meeting of the Bonny Hills Progress Association on the evening of 20/03/12
- Met with Muyesser Durur, PMQ Campus Director of Charles Sturt University, in the company of the General Manager, on 22/03/12
- Attended the 6<sup>th</sup> Annual Coca Cola Sporting Fund Bowls Challenge on afternoon of 23/03/12
- Attended Memorial Morning Tea for the late Terry Kelly on the morning of 24/03/12
- Participated in a "Celebrity Cook-off" against Leslie Williams, MP at Relay for Life on 24/03/12
- Participated in the judging of the "My Community" Campaign photographs on the morning of 26/03/12
- Attended Morning Tea to celebrate the Rosendahl Reserve Upgrade on 27/03/12
- Attended Ordinary Council on 28/03/12
- Hosted Civic Reception for U3A on the evening of 28/03/12

During the month, I also received numerous briefings from the General Manager and Directors on current issues before Council. I also met with a number of local community members and residents on various issues.

#### **Attachments**

Nil

## Ensuring Good Governance

### What are we trying to achieve?

A collaborative community that works together and recognises opportunities for community participation in decision making that is defined as ethically, socially and environmentally responsible.

### What will the result be?

- A community that has the opportunity to be involved in decision making.
- Open, easy, meaningful, regular and diverse communication between the community and decision makers.
- Partnerships and collaborative projects, that meet the community's expectations needs and challenges.
- Knowledgeable, skilled and connected community leaders.
- Strong corporate management that is transparent.

### How do we get there?

- 1.1 Engage the community in decision making by using varied communication channels that are relevant to residents.
- 1.2 Create professional development opportunities and networks to support future community leaders.
- 1.3 Create strong partnerships between all levels of government and their agencies so that they are effective advocates for the community.
- 1.4 Demonstrate conscientious and receptive civic leadership.
- 1.5 Implement innovative, fact based business practices.

## Ensuring Good Governance

**Item:** 08.14

**Subject:** CONFIDENTIAL CORRESPONDENCE TO ORDINARY COUNCIL MEETING

**Presented by:** General Manager, Craig Swift-McNair

### Alignment with Delivery Program

1.4.1 Comply with Local Government legislation, policies and agreed standards and communicate the impacts of this to the community.

### RECOMMENDATION

**That Council determine that the attachments to Item Numbers 08.06, 08.10, 08.11 and 08.13 be considered as confidential, in accordance with Section 11(3) of the Local Government Act.**

### Discussion

The following confidential attachments have been submitted to the Ordinary Council Meeting.

**Item No.:** 08.06  
**Subject:** Tender T-12-02 Supply & Installation of Photovoltaic System – Port Macquarie Library  
**Attachment Description:** Evaluation Analysis  
**Confidential Reason:** Business relating to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**Item No.:** 08.10  
**Subject:** Tender T91112MNC (T-12-04) Traffic Control Services  
**Attachment Description:** Evaluation Analysis  
**Confidential Reason:** Business relating to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**Item No.:** 08.11  
**Subject:** Tender for one (1) Road Maintenance Patching Machine and one (1) Cab/Chassis Truck  
**Attachment Description:** Evaluation Analysis  
**Confidential Reason:** Business relating to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council.



## Ensuring Good Governance

<b>Item No.:</b>	08.13
<b>Subject:</b>	Tender T-12-03 Provision and Installation of Synthetic Turf and Shock Pad, Port Macquarie Hockey Facility
<b>Attachment Description:</b>	Evaluation Analysis
<b>Confidential Reason:</b>	Business relating to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

### Attachments

Nil