



Ordinary Council

ADMINISTRATOR'S MINUTES

Business Paper

date of meeting: Wednesday, 15 August 2012

location: Laurieton School of Arts Hall
Corner Bold and Laurie Streets, Laurieton

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.
- Telephoning your request through to Council's Call Centre on (02) 6581 8111.
- 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 Manager Executive Services (Governance) prior to the commencement of the meeting.
- Where speakers wish to make an audio visual presentation, a copy is to be provided to the Manager Executive Services (Governance) by 12 noon on the day of 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 Administrator 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.
- Telephoning your request through to Council's Call Centre on (02) 6581 8111.
- 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, 15 August 2012

ADMINISTRATOR'S MINUTES

Items of Business

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Item: 07.01

Subject: ADMINISTRATOR'S MINUTE - ADMINISTRATOR DUTIES

Administrator, Neil Porter

RECOMMENDATION

That the Administrator's Duties for the period 26 July to 15 August 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.

With the Council elections taking place on 8 September 2012, I will table my last duties report at Council Meeting to be held on 5 September 2012.

Duties

Listed below are my major duties and functions attended for the period 26 July to 15 August 2012 inclusive:

- Met with the Executive of the Greater Port Macquarie Tourism Board, in the company of the General Manager, on 26/07/12
- Held an afternoon tea welcome reception for the teachers and students of Handa Higashi Senior High School from Japan on 27/07/12
- Took the Handa Higashi Senior High School teachers from Japan on a day tour of the local area on 28/07/12
- Addressed the Youth Advisory Committee on the upcoming Council elections on 31/07/12
- Attended the Mid North Coast Community Safety Precinct Committee Meeting held in Port Macquarie on 31/07/12
- Attended farewell functions for the teachers and students from Handa Higashi Senior High School on the evening of 31/07/12
- Met with the Shadow Minister for Transport in Port Macquarie on 01/08/12
- Met with representative of the NSW Touch Association on 01/08/12
- Gave a presentation to the Dutch Australian Festival Team on 02/08/12
- Met with representatives of the Camden Haven Chamber of Commerce at the former Kew VIC on 02/08/12
- Attended Independent Local Government Review Panel Meeting in Taree, in the company of the General Manager, on 07/08/12

- Held regular catch-up meeting with the Local Member for Port Macquarie, Ms Leslie Williams, in the company of the General Manager on 07/08/12
- Attended the MNC Local Area Command Awards Ceremony in Port Macquarie on the morning of 08/08/12
- Met with representatives of the SES, in the company of staff, on the afternoon of 08/08/12
- Attended the Media Launch of Stage 2 of the Tacking Point Lighthouse Project, in the company of the Federal Member for Lyne, Rob Oakeshott, on 09/08/12
- Attended inaugural meeting of the Hastings Young Leaders Forum on the evening of 09/08/12
- Officially opened the new Port Macquarie Officeworks Store on 10/08/12
- Attended the funeral on behalf of Council for the late Patti Flack, former Hastings Shire Councillor and Hastings Municipal Council Alderman on 10/08/12
- Held regular catch-up meeting with the Executive of the Port Macquarie Chamber of Commerce, in the company of the General Manager, on 15/08/12
- Attended the Ordinary Council Meeting in Laurieton on 15/08/12

During this period, I also received 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