



# Economic Development Steering Group

## Business Paper

**date of meeting:** Wednesday 1 October 2014

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

**time:** 8.30am

**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  
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# Economic Development Steering Group

## CHARTER

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### 1.0 INTRODUCTION

The EDSG will provide a forum in which local government and business and industry leaders can discuss and debate, plan and progress local and regionally significant economic outcomes that continue the growth of the economy in the local government area.

The EDSG is to be an interactive group that provides a forum for developing the strategic economic development direction for the local government area. The EDSG is committed to collaboration, innovation and development of a 'whole-of-place' approach for the purpose of promoting local product and industry on a state, national and global market.

### 2.0 OBJECTIVES

The objectives of the EDSG are to:

- 2.1 Assist Council in the development of the overarching strategy for economic development across the local government area. The contents of this strategy will largely be based on the contents of this Terms of Reference (TOR) document.
- 2.2 Assist Council in developing an overarching economic development action plan incorporating whole-of-Council initiatives as well as internal division-specific initiatives.
- 2.3 Noting Council's agreed role, assist Council in the development of a plan that undertakes to prioritise various sectors and initiatives where Council can get the best leverage and value-add from carrying out its role.
- 2.4 Assist Council in the identification, prioritisation and establishment of industry-specific working groups. The objective of each working group is to develop industry specific strategies and action plans that feed into the overarching economic development action plan. Council will be accountable for carrying out its defined role within each plan and it is envisaged that EDSG member organisations will also have accountable roles within each plan.
- 2.5 Assist Council in the development of criteria by which to measure the success of the strategy;
- 2.6 Assist Council in the development of whole-of-place marketing strategy which includes tourism and destination marketing;
- 2.7 Assist Council in the prioritisation of its resources in economic development;
- 2.8 Following development of the above-mentioned strategy, the EDSG will assist Council in determining the most appropriate ongoing structure and budget to best achieve the following goals:

- a. Participate in regular meetings with Councillors and Council staff with the aim of monitoring the implementation of the strategy by all parties;
- b. To provide and receive two-way feedback from business and industry to Council

Once objectives 2.1 to 2.8 have been achieved and Council has adopted a proposed course of action and the relevant plans, the current charter of the EDSG will have been fulfilled.

It should be noted that the EDSG has no delegation to allocate funding on behalf of Council. The EDSG may make recommendations to Council about how funding should be spent in relation to the above-mentioned objectives, however those funds will only be applied and expended following a formal resolution of Council.

### **3.0 MEMBERSHIP**

A formal Expression of Interest (EOI) process will be undertaken across the local government area as a way of determining the independent representatives on the EDSG. Members of the EDSG will be representative of all business interests across the local government area rather than a single business issue and be able to demonstrate conceptual and forward-thinking skills. Applications from both individuals and also representatives from business groups, as shown below and in no particular order, and who meet the selection criteria will be encouraged:

- Port Macquarie Chamber of Commerce;
- Wauchope Chamber of Commerce;
- Camden Haven Chamber of Commerce & Industry;
- Greater Port Macquarie Tourism Association;
- Food Production;
- NSW Business Chamber;
- Industry Mid North Coast;
- Higher Education Reference Group;
- Hastings Construction Group.

PMHC representatives will be:

- Mayor & selected Councillors;
- General Manager;
- Director Corporate & Business Services;
- Other senior Council staff as required.

Other members, including State and Federal government representatives and specific constituent groups within various sectors may be invited to attend meetings on certain issues or to progress an agreed outcome, as approved by the EDSG.

The number of members appointed to the EDSG will be in line with the industry sectors, business groups and PMHC membership as detailed in this Clause.

### **4.0 QUORUM**

The quorum for the EDSG will be half of the members of the EDSG present plus one for any one meeting. A quorum must include a minimum of one Councillor and one PMHC staff member being present.

## **5.0 TERM**

The term of the EDSG will be for a period of twenty four (24) months, from commencement date of the EDSG.

## **6.0 APPOINTMENT OF CHAIRPERSON**

The Mayor of Port Macquarie-Hastings Council is ex-officio Chair of the EDSG.

A Vice-Chairperson shall be appointed via a resolution of Port Macquarie-Hastings Council. All other Councillor representatives on the EDSG will also be appointed via a resolution of Port Macquarie-Hastings Council.

## **7.0 ADMINSTRATIVE ARRANGEMENTS**

Meetings will be held monthly (or more regularly if required) commencing in April 2013.

Meetings will generally be held at the main administration office of Port Macquarie-Hastings Council.

Administrative support will be provided to the EDSG by PMHC.

All EDSG agendas and minutes will be made available to the public via Council's web site.

## **8.0 OBLIGATIONS OF MEMBERS**

In performing their EDSG duties, members of the EDSG shall:

- 8.1 Commit to working towards advancement of the economic base of the local government area;
- 8.2 Act honestly and in good faith;
- 8.3 Act impartially at all times;
- 8.4 Participate actively in the work of the EDSG;
- 8.5 Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances;
- 8.6 Comply with this Terms of Reference document at all times and
- 8.7 Treat all matters that come before the EDSG as confidential. Members of the EDSG will agree by consensus when information is able to be released to people outside of the EDSG.



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## Economic Development Steering Group

### ATTENDANCE REGISTER

Member	02/04/14	07/05/14	06/08/14	10/09/14	
Councillor Peter Besseling (Mayor)	A	✓	A	✓	
Councillor Rob Turner	✓	✓	✓	✓	
Councillor Trevor Sargeant	✓	✓	A	✓	
Councillor Mike Cusato	A	✓	✓	✓	
Kelly Lamb (Hastings Business Women's Network)		✓	✓	A	
Ross Cargill (Mid North Coast NSW Business Chamber)	✓	✓	✓	✓	
Joy Corben (Port Macquarie-Hastings Education and Skills Forum)	✓	✓	✓	✓	
Kathryn Balodis (Greater Port Macquarie Tourism Association)	✓	A	A	✓	
Anthony Thorne (Hastings Construction Industry Association Inc.)	A	✓	✓	✓	
Lisa McPherson (Wauchope Chamber of Commerce)	✓	✓	✓	✓	
Haydn Oriti (Port Macquarie Chamber of Commerce)	✓	✓	✓	✓	
Dr Muyesser Durur (Higher Education)	A	A		✓	
John Saunders (Camden Haven Chamber of Commerce & Industry)	✓	✓	A	✓	
Jill Follington (Industry Mid North Coast)	A	✓	A	✓	
Craig Swift-McNair (Acting General Manager, PMHC)	A	✓	✓	✓	
Monika Bretmaisser (Acting Director, Commercial Services & Industry Engagement)	✓	✓			
Rebecca Olsen (Acting Director, Commercial Services & Industry Engagement)			✓	✓	
Liesa Davies (Group Manager Economic Development)	✓	✓	✓	✓	

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



**PORT MACQUARIE  
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# Economic Development Steering Group Meeting

Wednesday 1 October 2014

## Items of Business

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**PORT MACQUARIE  
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**Item: 01****Subject: ACKNOWLEDGEMENT OF COUNTRY**

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"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

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**Item: 02****Subject: APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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**Item: 03****Subject: CONFIRMATION OF PREVIOUS MINUTES**

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**RECOMMENDATION**

That the Minutes of the Economic Development Steering Group Meeting held on 10 September 2014 be confirmed.

**PRESENT**

**Members:**

Councillor Peter Besseling (Mayor)  
Councillor Rob Turner  
Councillor Trevor Sargeant  
Councillor Mike Cusato  
Ross Cargill (Mid North Coast NSW Business Chamber)  
Joy Corben (Port Macquarie-Hastings Education and Skills Forum)  
Kathryn Balodis (Greater Port Macquarie Tourism Association)  
Anthony Thorne (Hastings Construction Industry Association Inc.)  
Lisa McPherson (Chambers of Commerce in Port Macquarie & Wauchope)  
Dr. Muyesser Durur (Higher Education)  
John Saunders (Camden Haven Chamber of Commerce & Industry)  
Haydn Oriti (Port Macquarie Chamber of Commerce)  
Jill Follington (Industry Mid North Coast)

**Other Attendees:**

Craig Swift-McNair (General Manager)  
Rebecca Olsen (Acting Director Commercial Services & Industry Engagement)  
Liesa Davies (Group Manager Economic Development)  
Jeffery Sharp (Director Infrastructure and Asset Management)  
Duncan Clarke (Group Manager Transport & Stormwater Networks)  
Malcolm Griffin (PSA Consulting)

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The meeting opened at 8.30am.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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**CONSENSUS:**

That the apology from Kelly Lamb (Hastings Business Women's Network) be accepted.

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**03 CONFIRMATION OF MINUTES**

CONSENSUS:

That the Minutes of the Economic Development Steering Group Meeting held on 6 August 2014 be confirmed.

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**04 DISCLOSURES OF INTEREST**

There were no disclosures of interest presented.

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**05 BUSINESS ARISING FROM PREVIOUS MINUTES**

ITEM 10 - 02.04.2014 - DESTINATION SIGNAGE:

Item tabled at EDSG Meeting held on 03.09.2014. Please remove.

ITEM 09 - 04.06.2014 - FREE CAMPING:

Item to be tabled at EDSG Meeting scheduled for 05.11.2014.

ITEM 10 - 04.06.2014 - GENERAL BUSINESS:

International education opportunities is to be placed on the Agenda for an upcoming Economic Development Steering Group Meeting.

It was agreed that Prof Heather Cavanagh, Pro Vice Chancellor International Education and Partnerships at Charles Sturt Uni be invited to join the discussion.

Item to be tabled at EDSG Meeting scheduled for 01.10.2014.

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**06 INFRASTRUCTURE GAP ANALYSIS**

Malcolm Griffin of PSA Consulting presented an overview of the draft Infrastructure Gap Analysis and sought feedback from the Committee on transport gap priorities.

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**07 UPDATE ON ECONOMIC DEVELOPMENT STRATEGY**

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**CONSENSUS:**

That the monthly update be noted.

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**08 DESTINATION SIGNAGE**

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The Group Manager Economic Development briefed the Economic Development Steering Group.

**CONSENSUS:**

Destination Signage Update will be reported to the September Ordinary Council Meeting, specifically noting that there is further investigation required on the matter and the Economic Development Steering Group will be briefed at a future meeting on progress.

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**09 GENERAL BUSINESS**

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**09.01 Small Business Friendly Council Program:**

The Group Manager Economic Development briefed the Economic Development Steering Group on the fact that Council was currently considering a request to be involved in a 12 month trial of the NSW Small Business Commissioner's Small Business Friendly Council Program. It was noted the Program is supported by the NSW Business Chamber and the Charter aligns with many element identified as priority outcomes and actions in Councils' Economic Development Strategy.

**CONSENSUS:**

Further information on the Small Business Friendly Council Program is to be provided by email to the Economic Development Steering Group.

**09.02 Committee Vacancy:**

The Group Manager Economic Development advised the Committee that Council will be seeking expressions of interest for the Committee vacancy (as a result of the recent resignation of Muyessur Durur).

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The meeting closed at 10.30am.

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Item: 04  
Subject: DISCLOSURES OF INTEREST

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**RECOMMENDATION**

That Disclosures of Interest be presented

**DISCLOSURE OF INTEREST DECLARATION**

Name of Meeting: .....  
Meeting Date: .....  
Item Number: .....  
Subject: .....  
.....

I, ..... declare the following interest:

**Pecuniary:**  
Take no part in the consideration and voting and be out of sight of the meeting.

**Non-Pecuniary - Significant Interest:**  
Take no part in the consideration and voting and be out of sight of the meeting.

**Non-Pecuniary - Less than Significant Interest:**  
May participate in consideration and voting.

For the reason that: .....  
.....

Signed: ..... Date: .....

*(Further explanation is provided on the next page)*



**Further Explanation**

(Local Government Act and Code of Conduct)

A conflict of interest exists where a reasonable and informed person would perceive that a Council official could be influenced by a private interest when carrying out their public duty. Interests can be of two types: pecuniary or non-pecuniary.

All interests, whether pecuniary or non-pecuniary are required to be fully disclosed and in writing.

**Pecuniary Interest**

A pecuniary interest is an interest that a Council official has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the Council official. (section 442)

A Council official will also be taken to have a pecuniary interest in a matter if that Council official's spouse or de facto partner or a relative of the Council official or a partner or employer of the Council official, or a company or other body of which the Council official, or a nominee, partner or employer of the Council official is a member, has a pecuniary interest in the matter. (section 443)

The Council official must not take part in the consideration or voting on the matter and leave and be out of sight of the meeting. (section 451)

**Non-Pecuniary**

A non-pecuniary interest is an interest that is private or personal that the Council official has that does not amount to a pecuniary interest as defined in the Act.

Non-pecuniary interests commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

The political views of a Councillor do not constitute a private interest.

The management of a non-pecuniary interest will depend on whether or not it is significant.

*Non Pecuniary – Significant Interest*

As a general rule, a non-pecuniary conflict of interest will be significant where a matter does not raise a pecuniary interest, but it involves:

- (a) A relationship between a Council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the Council official or of the Council official's spouse, current or former spouse or partner, de facto or other person living in the same household.
- (b) Other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- (c) An affiliation between a Council official an organisation, sporting body, club, corporation or association that is particularly strong.

If a Council official declares a non-pecuniary significant interest it must be managed in one of two ways:

1. Remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Council official.
2. Have no involvement in the matter, by taking no part in the consideration or voting on the matter and leave and be out of sight of the meeting, as if the provisions in section 451(2) apply.

*Non Pecuniary – Less than Significant Interest*

If a Council official has declared a non-pecuniary less than significant interest and it does not require further action, they must provide an explanation of why they consider that the conflict does not require further action in the circumstances.



**SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION**

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of land in which councillor or an associated person, company or body has a proprietary interest ( <i>the identified land</i> ) <sup>i</sup>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease trust, option or contract, or otherwise).  <input type="checkbox"/> Associated person of councillor has interest in the land.  <input type="checkbox"/> Associated company or body of councillor has interest in the land.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST</b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP ( <i>the subject land</i> ) <sup>iii</sup> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land.  <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain.  <input type="checkbox"/> Appreciable financial loss.

**Councillor's Signature:** ..... **Date:** .....



### Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting in respect of which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

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- i. Section **443** (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative<sup>iv</sup> or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.
  - ii. Section **442** of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section **448** of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
  - iii. A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section **443** (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest—see section **448** (g) (ii) of the *Local Government Act 1993*.
  - iv. **Relative** is defined by the *Local Government Act 1993* as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.



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**Item: 05****Subject: BUSINESS ARISING FROM PREVIOUS MINUTES**

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<b>Item:</b>	09	<b>Date:</b>	04.06.2014
<b>Subject:</b>	FREE CAMPING		
<b>Action Required:</b>	The Economic Development Steering Group noted the update provided and agreed to receive updates on Free Camping trial and research at the EDSG Meeting scheduled for the 5 <sup>th</sup> November 2014.		
<b>Current Status:</b>	Item to be tabled at EDSG Meeting scheduled for 05.11.2014.		

<b>Item:</b>	10	<b>Date:</b>	04.06.2014
<b>Subject:</b>	GENERAL BUSINESS		
<b>Action Required:</b>	International education opportunities is to be placed on the Agenda for the next Economic Development Steering Group Meeting.		
<b>Current Status:</b>	Item to be deferred to 15.02.2015		

<b>Item:</b>	06	<b>Date:</b>	10.09.2014
<b>Subject:</b>	INFRASTRUCTURE GAP ANALYSIS		
<b>Action Required:</b>	Malcolm Griffin of PSA Consulting presented an overview of the draft Infrastructure Gap Analysis and sought feedback from the Committee on transport gap priorities.		
<b>Current Status:</b>	Item to be tabled at EDSG Meeting scheduled for 01.10.2014.		

<b>Item:</b>	08	<b>Date:</b>	10.09.2014
<b>Subject:</b>	DESTINATION SIGNAGE		
<b>Action Required:</b>	Destination Signage Update was reported to the September Ordinary Council Meeting, specifically noting that there is further investigation required on the matter and the Economic Development Steering Group will be briefed at a future meeting on progress.		
<b>Current Status:</b>	Item to be tabled at a EDSG Meeting prior to March 2015.		

<b>Item:</b>	09.01	<b>Date:</b>	10.09.2014
<b>Subject:</b>	GENERAL BUSINESS - SMALL BUSINESS FRIENDLY COUNCIL PROGRAM		
<b>Action Required:</b>	The Group Manager Economic Development briefed the Economic Development Steering Group on the fact that Council was currently considering a request to be involved in a 12 month trial of the NSW Small Business Commissioner's Small Business Friendly Council Program. It was noted the Program is supported by the NSW Business Chamber and the Charter aligns with many element identified as priority outcomes and actions in Councils' Economic Development Strategy.		
<b>Current Status:</b>	Item to be tabled at EDSG Meeting scheduled for 01.10.2014.		

<b>Item:</b>	09.02	<b>Date:</b>	10.09.2014
<b>Subject:</b>	GENERAL BUSINESS - COMMITTEE VACANCY		
<b>Action Required:</b>	The Group Manager Economic Development advised the Committee that Council will be seeking expressions of interest for the Committee vacancy (as a result of the recent resignation of Muyessur Durur).		
<b>Current Status:</b>	Update to be provided by the Group Manager, Economic Development.		



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**Item: 06**

**Subject: INFRASTRUCTURE GAP ANALYSIS**

**Presented by: Commercial Services & Industry Engagement, Rebecca Olsen**

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**RECOMMENDATION**

**That the Economic Development Steering Group support the presentation of the Infrastructure Gap Analysis Project Report to Council.**

**Discussion**

Group Manager Economic Development will invite comment on the final draft Infrastructure Gap Analysis Report and seek agreement that the report be presented to Council with the support of the EDSG.

**Attachments**

Nil



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**Item: 07**

**Subject: MANUFACTURING INDUSTRY ACTION PLAN**

**Presented by: Commercial Services & Industry Engagement, Rebecca Olsen**

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**RECOMMENDATION**

**That the Economic Development Steering Group agree Council work with regional Councils, Industry Mid North Coast and the NSW Business Chamber on a regional approach to development of a manufacturing industry action plan.**

**Discussion**

The Group Manager Economic Development and Executive Officer Industry Mid North Coast will brief the group of the proposed regional approach, project objectives and methodology and invite feedback.

**Attachments**

Nil



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**Item: 08**

**Subject: SMALL BUSINESS FRIENDLY COUNCIL PROGRAM**

**Presented by: Commercial Services & Industry Engagement, Rebecca Olsen**

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**RECOMMENDATION**

**That the Economic Development Steering Group note Council's recent decision to participation in a 12 month trial of the Small Business Friendly Councils Program.**

**Discussion**

The Group Manager Economic Development will provide an overview of key initiatives linked to Program participation and answer any questions.

**Attachments**

Nil



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**Item: 09**

**Subject: BUSINESS CONFIDENCE SURVEY RESULTS**

**Presented by: Commercial Services & Industry Engagement, Rebecca Olsen**

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**RECOMMENDATION**

**That the Economic Development Steering Group note the results from the second in the local business confidence survey series.**

**Discussion**

That the Group Manager Economic Development will discuss with the steering group the results from the second in the local business confidence survey series.

**Attachments**

Nil





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**Item: 10**

**Subject: ECONOMIC DEVELOPMENT STRATEGY IMPLEMENTATION  
PROGRESS**

**Presented by: Commercial Services & Industry Engagement, Rebecca Olsen**

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**RECOMMENDATION**

**That the Economic Development Steering Group note progress related to the Economic Development Strategy implementation.**

**Discussion**

The Group Manager of Economic Development will address/answer questions on progress regarding the implementation of Economic Development Strategy actions.

**Attachments**

Nil

