



Economic Development Steering Group

Business Paper

date of meeting: Wednesday 5 August 2015

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.



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Economic Development Steering Group

CHARTER

1.0 INTRODUCTION

The Economic Development Steering Group will provide a forum in which Local Government, 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 Steering Group is to be an interactive group that provides a forum for developing the strategic economic development direction for the Local Government Area. The Steering Group is committed to collaboration, innovation and development of a 'whole-of-place' approach for the purpose of promoting local product, industry and investment on a State, National and global market.

2.0 OBJECTIVES

The objectives of the Economic Development Steering Group are to:

- 2.1 Assist Council in the implementation and review of the Economic Development Strategy.
- 2.2 Assist Council in monitoring the success of the Economic Development Strategy against established criteria.
- 2.3 Engage with and provide input to Council on other economic development matters which are relevant to the Local Government Area.
- 2.4 To provide and receive two-way feedback from business and industry.

The Steering Group has no delegation to allocate funding on behalf of Council. The Steering Group 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 process will be undertaken across the Local Government Area as a way of determining the independent representatives on the Steering Group. Members of the Steering Group 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



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- Wauchope Chamber of Commerce
- Camden Haven Chamber of Commerce & Industry
- Greater Port Macquarie Tourism Association
- Food Production
- NSW Business Chamber
- Industry Mid North Coast
- Port Macquarie Hastings Education and Skills Forum
- Hastings Construction Industry Association.

Council representatives will be:

- Mayor and selected Councillors (as determined by Council)
- General Manager
- Director Community and Economic Growth
- Group Manager Economic Development
- 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 Steering Group.

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

Steering Group members will serve for a period of two (2) years after which Council will call expressions of interest for the next two (2) year period. Existing Steering Group members will be eligible to re-apply for a position and serve additional terms. Any changes in the composition of the Steering Group will be approved by Council.

4.0 QUORUM

The quorum for the Steering Group will be half of the members plus one. A quorum must include a minimum of one (1) Councillor and one (1) Council staff member being present.

5.0 TERM OF THE STEERING GROUP

A review of the Steering Group will be undertaken every two (2) years to ensure the purpose, membership and operations are appropriate.

6.0 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Steering Group will be appointed by the Council.

The Deputy Chairperson will be elected by the Steering Group.



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7.0 ADMINISTRATIVE ARRANGEMENTS

Meetings will be held monthly (or more regularly if required).

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

The Director Community and Economic Growth is responsible for ensuring that the Steering Group has adequate secretariat support.

All Steering Group agendas and minutes will be made available to the public via Council's web site, unless otherwise restricted by legislation.

8.0 OBLIGATIONS OF MEMBERS

In performing their Steering Group duties, members 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 Steering Group.
- 8.5 Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances.
- 8.6 Councillors, Council staff and members of this Steering Group must comply with the applicable provisions of Council's Code of Conduct in carrying out the duties as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.
- 8.7 Comply with this Charter document at all times; and
- 8.8 Facilitate and encourage business and industry engagement with Steering Group and Council initiatives to support good economic outcomes for our community.



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Economic Development Steering Group

ATTENDANCE REGISTER

Member	06/05/15	03/06/15	01/07/15		
Councillor Peter Besseling (Mayor)	✓	A	A		
Councillor Rob Turner	✓	✓	✓		
Councillor Trevor Sargeant	✓	A	✓		
Councillor Mike Cusato	✓	✓	✓		
Karen Archer (Hastings Business Women's Network)	✓	✓	✓		
Ross Cargill (Mid North Coast NSW Business Chamber)	✓	✓	✓		
Joy Corben (Port Macquarie-Hastings Education and Skills Forum)	✓	✓	✓		
Rob Hamilton (Greater Port Macquarie Tourism Association)	✓	✓	✓		
Anthony Thorne (Hastings Construction Industry Association Inc.)	✓	✓	✓		
Professor Heather Cavanagh (Higher Education)	✓	A	✓		
John Saunders (Camden Haven Chamber of Commerce & Industry)	A	X	X		
Haydn Oriti (Port Macquarie Chamber of Commerce)	✓	✓	✓		
Jill Follington (Industry Mid North Coast)	✓	A	✓		
Belinda Richardson (Independent)	✓	✓	A		
Craig Swift-McNair (General Manager, PMHC)	✓	A	✓		
Tricia Bulic (Director Community and Economic Growth)	✓	✓	✓		
Liesa Davies (Group Manager Economic Development)	✓	✓	✓		

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



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Economic Development Steering Group Meeting

Wednesday 5 August 2015

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

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

Item: 02**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

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

RECOMMENDATION

That the Minutes of the Economic Development Steering Group Meeting held on 1 July 2015 be confirmed.

PRESENT

Members:

Councillor Rob Turner
Councillor Trevor Sargeant
Councillor Mike Cusato
Karen Archer (Hastings Business Women's Network)
Ross Cargill (Mid North Coast NSW Business Chamber)
Joy Corben (Port Macquarie-Hastings Education and Skills Forum)
Rob Hamilton (Greater Port Macquarie Tourism Association)
Anthony Thorne (Hastings Construction Industry Association Inc.)
Professor Heather Cavanagh (Higher Education)
Haydn Oriti (Port Macquarie Chamber of Commerce)
Jill Follington (Industry Mid North Coast)

Other Attendees:

Craig Swift-McNair (General Manager)
Tricia Bulic (Director Community & Economic Growth)
Liesa Davies (Group Manager Economic Development)
Guests:
Tracie Sanim (Group Manager Community Engagement & Planning)
Paul Arrighi (Graphic Designer) (part of meeting)
Susanne Ech (Economic Development Graduate)

The meeting opened at 8.35am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Peter Besseling (Mayor) and Belinda Richardson be accepted..

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Economic Development Steering Group Meeting held on 3 June 2015 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM 08 - 06/05/2015 - HANDA SISTER CITY VISIT

That Group Manager, Economic Development to liaise with Handa Sister City Sub-Committee on plans for the August Handa delegation visit.

Item to be tabled at the EDSG Meeting 04 August 2015.

06 PLACE MARKETING APPROACH

CONSENSUS:

That the progress in developing and implementing Council's 'place marketing' approach be noted.

07 INDUSTRY ACTION PLANS - IMPLEMENTATION PROGRESS

CONSENSUS:

That the progress made in developing and implementing the Industry Action Plans identified in Council's 2013-2016 Economic Development Strategy be noted.

08 BUSINESS ENQUIRY MANAGEMENT

CONSENSUS:

That, given time constraints, Item 08 Business Enquiry Management be deferred to the next EDSG meeting (8 August 2015).

09 ECONOMIC DEVELOPMENT STRATEGY IMPLEMENTATION UPDATE

CONSENSUS:

That the monthly update be noted.

10 GENERAL BUSINESS

10.01 Rebuilding NSW Fund:

Hadyn Oriti sought update on the process required and Council's efforts to secure funding from the Rebuilding NSW (poles and wires) fund.

CONSENSUS:

That the update on work undertaken to date and planned, as briefed by the General Manager, be noted.

The meeting closed at 10.00am.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

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

I, 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

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of land in which councillor or an associated person, company or body has a proprietary interest (<i>the identified land</i>) ⁱ	
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.
MATTER GIVING RISE TO PECUNIARY INTEREST	
Nature of land that is subject to a change in zone/planning control by proposed LEP (<i>the subject land</i>) ⁱⁱⁱ <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^{iv} 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.

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

Item:	06	Date:	06.05.2015
Subject:	HANDA SISTER CITY VISIT		
Action Required:	That the Group Manager, Economic Development to liaise with Handa Sister City Sub-Committee.		
Current Status:	Item to be tabled at the EDSG Meeting 05 August 2015.		

Item:	08	Date:	01.07.2015
Subject:	BUSINESS ENQUIRY MANAGEMENT		
Action Required:	That the Group note Council's proposed improvements to business enquiry management		
Current Status:	Item to be deferred to the next EDSG meeting 5 August 2015.		

Item: 06

Subject: ECONOMIC DEVELOPMENT STRATEGY IMPLEMENTATION - SIX MONTHLY REPORT TO COUNCIL

Presented by: Community & Economic Growth, Tricia Bulic

RECOMMENDATION

That the Economic Development Steering Group provide input to the six monthly report to Council regarding the implementation of Economic Development Strategy Actions.

Discussion

In endorsing the 2013-2016 Economic Development Strategy, Council requested that six monthly reports be provided to update on implementation. The next report is scheduled to be considered at the 19 August 2015 Ordinary Council Meeting. The Group are asked to consider the implementation update and provide input and key messages for the Council report.

Attachments

Nil

Item: 07

Subject: PLANNING FOR THE HANDA SISTER CITY VISIT

Presented by: Community & Economic Growth, Tricia Bulic

RECOMMENDATION

That the Group note the plans for the Handa Sister City visit from 18 - 21st August 2015.

Discussion

The Group Manager Economic Development will provide an update on planning for the visit, including the draft itinerary and Chamber of Commerce support.

Attachments

Nil



Item: 08

Subject: BUSINESS ENQUIRY MANAGEMENT

Presented by: Community & Economic Growth, Tricia Bulic

RECOMMENDATION

That the Group note the proposed approach to improving Council's business enquiry management.

Discussion

Action item 3 of the Economic Development Strategy details a need for Council to: *"Establish an effective enquiry management system within Council for businesses and potential investors."* This action was also included as one of the 'business improvement processes' to be completed as part of Council's participation in the Small Business Friendly Councils Program. Members of the Economic Development Steering Group are asked to consider the proposed protocol for effective enquiry management.

Attachments

Nil

Item: 09

Subject: PLAZA CARPARK SHORT STREET

Presented by: Community & Economic Growth, Tricia Bulic

RECOMMENDATION

That the Group note the update regarding the Plaza Carpark site and potential Council role in consideration of a possible future development application.

Discussion

The Director Development and Environment will provide an update and answer questions regarding the potential Council role in considering a development application for the site.

Attachments

Nil

