



Economic Development Steering Group

Business Paper

date of meeting: Wednesday 11 April 2018

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

time: 8:30am

Port Macquarie-Hastings Economic Development Steering Group

CHARTER

1.0 INTRODUCTION

The Port Macquarie-Hastings 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 Port Macquarie-Hastings 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
- 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.

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.

Port Macquarie-Hastings Economic Development Steering Group

ATTENDANCE REGISTER

Member	25/10/17	29/11/17	31/01/18	14/02/18	14/03/18
Councillor Rob Turner (Chair)	✓	✓	✓	✓	✓
Councillor Geoff Hawkins (Deputy Chair)	✓	✓	✓	✓	A
Councillor Mike Cusato - Chair of External Grants and Revenues Portfolio	A	✓	✓	A	A
Kelly King (Hastings Business Women's Network)	✓	A	✓	✓	A
Paul Dawson (Greater Port Macquarie Tourism Association)	✓	✓	✓	✓	✓
Anthony Thorne (Hastings Construction Industry Association)	✓	✓	✓	✓	✓
Professor Heather Cavanagh Greg Linsdell (alternate) (Higher Education)	✓	✓	✓	A	✓
Susan East (Camden Haven Chamber of Commerce)	✓	✓	✓	✓	A
Haydn Oriti (Port Macquarie Chamber of Commerce)	✓	✓	✓	✓	✓
Greg Freeman (Individual)	✓	✓	✓	✓	✓
Peter Halliwell (Individual)	✓	✓	✓	A	✓
Craig Swift-McNair (General Manager, PMHC) Rebecca Olsen (Acting)	✓	A	A	✓	A
Jeffery Sharp (Director Strategy & Growth)	✓	A	✓	✓	✓
Liesa Davies (Group Manager Economic Development) Jane Ellis (Acting)	✓	✓	✓	✓	✓

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology

Economic Development Steering Group Meeting

Wednesday 11 April 2018

Items of Business

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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 14 March 2018 be confirmed.

PRESENT

Members:

Councillor Rob Turner (Chair)
Paul Dawson (Greater Port Macquarie Tourism Association)
Anthony Thorne (Hastings Construction Industry Association Inc.)
Professor Heather Cavanagh (Higher Education)
Haydn Oriti (Port Macquarie Chamber of Commerce)
Greg Freeman (Individual)
Peter Halliwell (Independent)

Other Attendees:

Jeffery Sharp (Director Strategy & Growth)
Liesa Davies (Group Manager Economic Development)
Rebecca Olsen (Director Corporate Performance)
Jason Doyle (Group Manager Assets and Property Investment)
Sue East (Camden Haven Chamber of Commerce)

The meeting opened at 8:35am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That apologies received from Councillor Geoff Hawkins, Councillor Mike Cusato, Kelly King, John Saunders and Craig Swift-McNair be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Economic Development Steering Group Meeting held on 14 February 2018 be confirmed.

04 DISCLOSURES OF INTEREST

Tony Thorne declared a Non-Pecuniary – Less Than Significant Interest in Item 07. The reason being involvement in his professional capacity (representing King and Campbell) in the preparation of information to support planning proposal for the Airport Business Precinct.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

06 Update on Urban Growth Management Strategy Review

Jason Doyle, Group Manager Assets and Property Investment presented an update on the Airport Business Park.

09.01 Council Reports

Rebecca Olsen, Director Corporate Performance, provided and update on the Financial Sustainability and Reserves Review reports.

06 RECENT FINANCIAL REVIEWS

Director Corporate Performance provided background to and an overview of the key findings from the independent reviews of Council's Reserves and financial sustainability which were conducted by University of Technology Sydney, Centre for Local Government. The review findings were presented to the 21 February 2018 Ordinary Council meeting and full reports are available on Council's website at [Port Macquarie - Hastings Council Financial Reports](#)

CONSENSUS:

That the Group note the presentation on the findings of the recent independent Financial Sustainability and Financial Reserves reviews commissioned by Council.

07 AIRPORT BUSINESS PRECINCT

Group Manager Assets and Property Investment provided an overview of work in progress on the proposed Airport Business Precinct, as an opportunity to promote employment opportunities, facilitate economic development and support long term airport sustainability. The recent planning focus has been on addressing environmental constraints, obtaining rezoning to optimise land use, and strategic advice to confirm the vision and planning proposal.

CONSENSUS:

That the Group note the presentation on the Airport Business Precinct.

08 NEXT MEETING

CONSENSUS:

That the Group note the next meeting will be held on Wednesday 11 April 2018 at 8.30am at Council Headquarters.

09 GENERAL BUSINESS

09.01 NEW MEMBER

Director Strategy & Growth noted a report will be presented to 21 March 2018 Ordinary Council meeting recommending Mrs Susan East be appointed to the Economic Development Steering Group, replacing Mr John Saunders. The proposed appointment has resulted from Mrs East's appointment as Camden Haven Chamber Commerce President.

The meeting closed at 9:50am.

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:
.....

Name:

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. The Council official must not be present at, or in sight of, the meeting of the Council at any time during which the matter is being considered or discussed, or at any time during which the council is voting on any question in relation to the matter. (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>)	
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 Name:

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.

-
- 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..
 - 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**

SUB-COMMITTEE	Economic Development Steering Group
DATE	11 April 2018
TIME	8.30am - 10.00am
VENUE	Function Room - Council Headquarters
BUSINESS ARISING SCHEDULE	NIL

Item: 06

Subject: BIENNIAL STRATEGY IMPLEMENTATION UPDATE

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Group note the update on implementation of the 2017-2021 Port Macquarie Hastings Council Economic Development Strategy and provide feedback.

Discussion

In adopting the 2017-2021 Port Macquarie Hastings Council Economic Development Strategy on 17 May 2017, Council resolved:

11.01 2017-2021 ECONOMIC DEVELOPMENT STRATEGY

RESOLVED: Turner/Levido

That Council:

- 1. Note the submissions and feedback received on the draft 2017-2021 Economic Development Strategy during the public exhibition period 20 March - 17 April 2017.*
- 2. Adopt the 2017-2021 Economic Development Strategy as amended based on public comment and further review by the Economic Development Steering Group.*
- 3. Note six-monthly reports will be presented to Council to update on implementation of the Strategy.*

CARRIED: 6/0

FOR: Alley, Dixon, Griffiths, Intemann, Levido and Turner

AGAINST: Nil

This report is presented to the Group to provide an update and receive feedback in advance of the next six-monthly report to Council on implementation of the Strategy which will be presented on 16 May 2018.

Attachments

Nil

Item: 07

Subject: SMART REGIONAL CITY PLANNING

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Group note recent Council work to plan for Port Macquarie as a “Smart Regional City” and discuss future opportunities.

Discussion

Strategic Objective 9 in Council’s 2017-2021 Economic Development Strategy focuses on “Planning for a Smart Regional City”. The actions identified under this objective are:

- Develop a Regional City Strategy
- Implement the Town Centre Master Plan
- Implement the Cultural Plan
- Smart & Connected Communities - Value at Stake Analysis
- Continue to implement and plan for smart city initiatives
- Complete CBD Wifi rollout
- Continue to investigate feasibility of a Smart Work Hub
- Further implementation of the Digital Strategy

In the broader sense of the Federal Government’s Smart Cities Program, there is a range of other work underway which align with the principles of a “Smart City”:

- Jobs and Skills: the Government aims to boost employment by supporting education, skills and industry development.
- Infrastructure and Investment: the Government aims to improve accessibility and productivity in cities by supporting transport solutions that efficiently connect people with jobs and services.
- Liveability and Sustainability: the Government aims to improve safety, social cohesion and health in our cities. The Government also aims to improve air quality, access to green space and active transport, while acting to reduce carbon emissions.
- Innovation and Digital Opportunities: the Government aims to harness the productive potential of information and communications technologies and the digital economy, and to make more data publicly available.
- Governance, Planning and Regulation: the Government aims to deliver coordinated and integrated policy, planning and investment across all levels of government.
- Housing: the Government aims to improve housing supply and affordability, and encourage appropriate densities and diversity of housing options.

AGENDA

ECONOMIC DEVELOPMENT STEERING GROUP 11/04/2018

The Acting Director Strategy and Growth will provide an overview of Council's current focus in this regard and invite discussion and feedback from the Group.

Attachments

Nil

Item: 08

Subject: NEXT MEETING

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Group note the next meeting will be held on Wednesday 16 May 2018 at 8.30am at Council Headquarters.

Discussion

Not applicable.

Attachments

Nil