



# Economic Development Steering Group

## Business Paper

**date of meeting:** Wednesday 1 June 2016

**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.

# **Economic Development Steering Group**

## **CHARTER**

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### **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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HASTINGS**

- 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.

## Economic Development Steering Group

### ATTENDANCE REGISTER

Member	02/03/16	06/04/16	04/05/16		
Councillor Rob Turner	✓	A	✓		
Councillor Trevor Sargeant	✓	✓	✓		
Councillor Mike Cusato	A	✓	A		
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)	A	✓	✓		
Anthony Thorne (Hastings Construction Industry Association Inc.)	✓	✓	✓		
Professor Heather Cavanagh (Higher Education)	✓	✓	✓		
John Saunders (Camden Haven Chamber of Commerce & Industry)	✓	✓	✓		
Haydn Oriti (Port Macquarie Chamber of Commerce)	✓	✓	✓		
Jill Follington (Industry Mid North Coast)	X	A	✓		
Belinda Richardson (Independent)	✓	A	✓		
Craig Swift-McNair (General Manager, PMHC)	✓	A	✓		
Rebecca Olsen (Acting)		✓			
Tricia Bulic (Director Community and Economic Growth)	✓	A	✓		
Liesa Davies (Group Manager Economic Development)	✓	✓	✓		

**Key:** ✓ = Present

**A** = Absent With Apology

**X** = Absent Without Apology



**PORT MACQUARIE  
HASTINGS**

# Economic Development Steering Group Meeting

Wednesday 1 June 2016

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**PORT MACQUARIE  
HASTINGS**

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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 4 May 2016 be confirmed.

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**PRESENT**

Councillor Rob Turner  
Councillor Trevor Sargeant  
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.)  
John Saunders (Camden Haven Chamber of Commerce & Industry)  
Professor Heather Cavanagh (Higher Education)  
Haydn Oriti (Port Macquarie Chamber of Commerce)  
Jill Follington (Industry Mid North Coast)  
Belinda Richardson (Independent)

**Other Attendees:**

Craig Swift-McNair (General Manager)  
Tricia Bulic (Director Community & Economic Growth)  
Liesa Davies (Group Manager Economic Development)

**Guests:**

Ashley Grummitt (Group Manager, Commercial and Business Services)  
Paul Arrighi (Graphic Designer)

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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 received from Councillor Mike Cusato be accepted.

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**03 CONFIRMATION OF MINUTES**

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**CONSENSUS:**

That the Minutes of the Economic Development Steering Group Meeting held on 6 April 2016 be confirmed.

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**04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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**05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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**ITEM 08 03/02/2016 - ECONOMIC DEVELOPMENT STRATEGY - QUARTERLY IMPLEMENTATION UPDATE**

Quarterly updates against the four key priorities for 2016 be presented to future Economic Development Steering Group meetings, commencing April 2016.

- Next update on this item due at the EDSG Meeting on 06 July 2016.

**ITEM 07 06/06/2016 - BUSINESS CONFIDENCE SURVEY RESULTS**

That this item (as it related to questions around local procurement) be discussed by the Economic Development Steering Group by Group Manager, Commercial and Business Services, along with Item 10 of the agenda - Outdoor Dining.

- Item to be removed from the agenda.

**ITEM 09 02/03/2016 - TOWNS AND VILLAGES ENTRANCE SIGNAGE WORKING GROUP**

That the Economic Development Steering Group note the progress update by the Towns and Villages Entrance Signage Working Group.

- Item to be removed from the agenda.

**ITEM 10 06/04/2016 - RENTAL PROPERTY SUPPLY**

That the Economic Development Steering Group discuss the student accommodation uptake rate at the May 2016 Economic Development Steering Group meeting.

**ITEM 11 06/04/2016 - ADVOCACY ON ECONOMIC DEVELOPMENT MATTERS**

That this item be discussed by the Economic Development Steering Group along with Item 07 of the agenda - Major Infrastructure and Other Advocacy.

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**06 FEEDBACK ON DRAFT CULTURAL PLAN**

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Councillor Trevor Sargeant and Director Community & Economic Growth provided an overview of the development of the Draft Cultural Plan, overseen by the Heritage Arts and Culture Priorities Advisory Group, and discussed plans for the Draft Cultural Plan to go to Council and on exhibition in June 2016.

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The Group indicated strong support for the plan and the importance as it relates to business and creative industries.

The Group provided feedback around the opportunity to include more detail on potential partnerships with education institutions and the value of town centre activations involving creative industry and business partnerships.

**CONSENSUS:**

That the Economic Development Steering Group support the draft plan and note the opportunity to provide further feedback during the Draft Cultural Plan exhibition period.

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## **07 MAJOR INFRASTRUCTURE AND OTHER ADVOCACY**

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The General Manager discussed the exchange of correspondence with Member for Port Macquarie regarding funding for the Orbital Road Feasibility Study and the absence of Federal Government funding avenues for this study.

**CONSENSUS:**

1. That correspondence be written from the Economic Development Steering Group Chair to the Federal Members for Lyne and Cowper, on the Orbital Road and Town Green Upgrade projects.
2. That the Member for Port Macquarie be invited to brief the Economic Steering Group on State Government economic development initiatives such as the Jobs NSW Program.

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## **08 TOWNS AND VILLAGES ENTRANCE SIGNAGE**

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Councillor Turner noted the work undertaken by the Towns and Villages Signage Working Group and invited Paul Arrighi to present the proposed 3-tier signage concept.

The Group commended the work of Mr Arrighi and the Towns and Villages Signage Working Group.

**CONSENSUS:**

1. That the Economic Development Steering Group unanimously support the concept presented.
2. That the Economic Development Steering Group note the opportunity for the signage concept to demonstrate a strong connection with our region's places.
3. That the Economic Development Steering Group encourage early progress to the design costing, funding and implementation stage.

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**09 RENTAL PROPERTIES AND STUDENT ACCOMODATION UPTAKE**

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**CONSENSUS:**

That this item be deferred to the June 2016 Economic Development Steering Group meeting due to time constraints.

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**10 OUTDOOR DINING**

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The Group Manager Commercial and Business Services updated the Group on recent work around Council's Outdoor Dining Policy and Procedure and provided an update on Council's procurement strategy to assist local business.

**CONSENSUS:**

In relation to Outdoor Dining, the Group noted:

1. That the promotion of waiver of fees for new outdoor dining applications (outside Port Macquarie) would commence during May, with the trial to officially start 1 July 2016.
2. That updates to Council's Outdoor Dining Procedure/Guideline were nearing completion.
3. That Council is open to consideration of flexible outdoor dining/retailing on a case-by-case basis.
4. That further work is required if a formal trial or policy on footpath retailing is to be adopted.

**CONSENSUS:**

In relation to Local Procurement:

That the Economic Development Steering Group note the work carried out over the last 18 months on how Council procures from /supports local business.

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**11 LEGISLATIVE ASSEMBLY INQUIRY INTO ZONAL TAXATION**

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**CONSENSUS:**

That the Group Manager Economic Development draft a submission to the inquiry and circulate to members of the Economic Development Steering Group for comment.

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**12 GENERAL BUSINESS**

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Nil.

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The meeting closed at 10.12am.

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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 [Tick or cross one box.]	<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> [Tick or cross one box]	<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 [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Effect of proposed change of zone/planning control on councillor [Tick or cross one box]	<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>	08	<b>Date:</b>	03.02.2016.
<b>Subject:</b>	ECONOMIC DEVELOPMENT STRATEGY - QUARTERLY IMPLEMENTATION UPDATE		
<b>Action Required:</b>	That quarterly updates against the four key priorities for 2016 be presented to future Economic Development Steering Group meetings commencing April 2016.		
<b>Current Status:</b>	Next update scheduled for the EDSG Meeting 06 July 2016.		

<b>Item:</b>	10	<b>Date:</b>	06.04.2016.
<b>Subject:</b>	RENTAL PROPERTY SUPPLY		
<b>Action Required:</b>	That the Economic Development Steering Group discuss the local rental property supply and student accommodation uptake rate at the June 2016 Economic Development Steering Group meeting.		
<b>Current Status:</b>	Item to be updated at the EDSG Meeting 01 June 2016.		

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**Item: 06****Subject: START-UP SPACES PROJECT****Presented by: Community and Economic Growth, Tricia Bulic**

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**RECOMMENDATION****That the Group note planning for the 'Start-Up Spaces' project.****Discussion**

The Group Managers Economic Development and Community Place will brief the Group on a new project to encourage micro-businesses, start-ups and creative industries to connect and negotiate with landlords, commercial real estate agents and business owners for short term low-rent leases on vacant business premises or space in an existing enterprise.

**Attachments**

Nil

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**Item: 07**

**Subject: PORTRAITS OF MEMORY & ART WALK PROJECT OUTCOMES**

**Presented by: Community and Economic Growth, Tricia Bulic**

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### **RECOMMENDATION**

**That the Group note the outcomes of the recent Portraits of Memory and Art Walk Projects.**

### **Discussion**

The Group Manager Community Place will join the meeting to present an overview of the recent Portraits of Memory and Art Walk projects, funded through the Australian Government from the Anzac Centenary Arts and Culture Fund Public Grants Program.

### **Attachments**

Nil

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**Item: 08**

**Subject: DIGITAL STRATEGY IMPLEMENTATION UPDATE**

**Presented by: Community and Economic Growth, Tricia Bulic**

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**RECOMMENDATION**

**That the Group note the update on the implementation of Council's Digital Strategy.**

**Discussion**

The Group Manager Economic Development and Council's Digital Project Officer will brief the Group on progress and planning for the implementation of Councils' Digital Strategy.

**Attachments**

Nil

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**Item: 09**

**Subject: RENTAL PROPERTIES AND STUDENT ACCOMODATION UPTAKE**

**Presented by: Community and Economic Growth, Tricia Bulic**

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### **RECOMMENDATION**

**That the Group discuss the status quo for local rental property market and student accommodation, and consider advocacy options or potential action.**

### **Discussion**

At the 2 March meeting, John Saunders discussed with the Group anecdotal feedback that there had been a marked increase in properties available for rent in the region.

At the 6 April 2016 meeting, the Group noted that this and the student accommodation uptake rate be discussed at the May 2016 Economic Development Steering Group meeting. The item was subsequently deferred to June 2016, due to time constraints at the May meeting.

### **Attachments**

Nil

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**Item: 10**

**Subject: LEGISLATIVE ASSEMBLY INQUIRY INTO ZONAL TAXATION**

**Presented by: Community and Economic Growth, Tricia Bulic**

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### **RECOMMENDATION**

**That the Group consider the draft submission to the NSW Parliamentary Inquiry into zonal taxation.**

### **Discussion**

The Chair of the Legislative Assembly Committee on Investment, Industry and Regional Development has written to Council's General Manager inviting a submission to the inquiry by 3 June 2016. A draft response will be circulated for review prior to the meeting.

### **Attachments**

1 [View](#). NSW Legislative Assembly Inquiry into Zonal Taxation Terms of Reference



LEGISLATIVE ASSEMBLY  
COMMITTEE ON INVESTMENT, INDUSTRY AND REGIONAL DEVELOPMENT

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## Inquiry into zonal taxation

### Terms of Reference

That the Committee inquire into and report on the possible benefits of zonal taxation for regional economies, infrastructure and services in NSW, with particular reference to:

- i. Exemptions from, or concessions in relation to, payroll tax, stamp duty, and land tax;
- ii. Concessions in relation to utility charges;
- iii. The impact of fuel levies on regional growth; and,
- iv. Any other related matters.

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**Item: 11**

**Subject: NEXT MEETING**

**Presented by: Community and Economic Growth, Tricia Bulic**

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**RECOMMENDATION**

**That the next meeting of the Economic Development Steering Group be held on Wednesday 6 July 2016, commencing at 8.30am at Council Headquarters.**

**Discussion**

Nil.

**Attachments**

Nil