



# Economic Development Steering Group

## Business Paper

**date of meeting:** Wednesday 30 August 2017

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

**time:** 8.30am

# **Port Macquarie-Hastings Economic Development Steering Group**

## **CHARTER**

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### **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	05/04/17	05/05/17	07/06/17	05/07/17	
Councillor Rob Turner (Chair)	No quorum	✓	A	✓	
Councillor Geoff Hawkins (Deputy Chair)		A	✓	✓	
Councillor Mike Cusato - Chair of External Grants and Revenues Portfolio		A	✓	✓	
Kelly King (Hastings Business Women's Network)		A	✓	✓	
Paul Dawson (Greater Port Macquarie Tourism Association)		✓	✓	A	
Anthony Thorne (Hastings Construction Industry Association)		✓	✓	✓	
Professor Heather Cavanagh (Higher Education)		✓	A	A	
John Saunders (Camden Haven Chamber of Commerce)		✓	A	✓	
Haydn Oriti (Port Macquarie Chamber of Commerce)		✓	✓	✓	
Greg Freeman (Individual)		A	✓	✓	
Peter Halliwell (Individual)		✓	✓	✓	
Craig Swift-McNair (General Manager, PMHC)		A	✓	A	
Rebecca Olsen (Acting)				✓	
Jeffery Sharp (Director Strategy & Growth)		✓	✓	✓	
Liesa Davies (Group Manager Economic Development)		✓	✓	✓	

**Key:** ✓ = Present

A = Absent With Apology

X = Absent Without Apology

# Economic Development Steering Group Meeting

Wednesday 30 August 2017

## Items of Business

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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 5 July 2017 be confirmed.



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## **PRESENT**

### ***Members:***

Councillor Rob Turner (Chair)  
Councillor Geoff Hawkins (Deputy Chair)  
Councillor Mike Cusato (Chair, External Grants and Revenues Portfolio)  
Kelly King (Hastings Business Women's Network)  
Anthony Thorne (Hastings Construction Industry Association Inc.)  
John Saunders (Camden Haven Chamber of Commerce)  
Haydn Oriti (Port Macquarie Chamber of Commerce)  
Greg Freeman (Individual)  
Peter Halliwell (Independent)

### ***Other Attendees:***

Rebecca Olsen (Acting General Manager)  
Jeffery Sharp (Director Strategy & Growth)  
Liesa Davies (Group Manager Economic Development and Communications)  
Peter Cameron (Group Manager Strategic Land Use Planning)

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The meeting opened at 8:34am.

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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 apologies received from Craig Swift-McNair, Paul Dawson, and Professor Heather Cavanagh 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 7 June 2017 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**

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#### 09 Advocacy on Economic Development Matters

Director Strategy and Growth provided further information on potential approaches at the 5 July 2017 meeting.

#### 11.01 Inquiry into Support for start-ups in Regional NSW

Economic Development Steering Group discussed making submissions to the Inquiry at the 5 July 2017 meeting.

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### **06 UPDATE ON THE URBAN GROWTH MANAGEMENT STRATEGY REVIEW**

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#### **CONSENSUS:**

1. The Group noted the update on the drafting of Urban Growth Management Strategy by the Group Manager Strategic Land Use Planning and next steps for further consultation and public exhibition of the draft planned later in the year.
2. The Group requested a presentation to a future meeting from Council Officers on the progress of the Airport Business Park.

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**07 ADVOCACY ON ECONOMIC DEVELOPMENT MATTERS**

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**CONSENSUS:**

The Group agreed the need to focus on an issues-based approach to future advocacy on economic development matters locally. Further information on Local Members' economic development priorities is to be sought and considered by the Group at an upcoming meeting.

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**08 BUSINESS CONFIDENCE SURVEY**

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The Group provided feedback on the draft 2017 Business Confidence Survey questionnaire.

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**09 INQUIRY INTO SUPPORT FOR START-UPS IN REGIONAL NSW**

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**CONSENSUS:**

The Group contributed ideas to the draft submission on the 'Inquiry into support for start-ups in regional NSW'. Any further comment is to be provided to the Group Manager Economic Development & Communications by 12 July 2017 to enable lodgement of the submission by 21 July 2017.

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**10 INQUIRY INTO THE AUSTRALIAN GOVERNMENT'S ROLE IN THE DEVELOPMENT OF CITIES**

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The Group discussed matters to consider in drafting a Council submission to the 'Inquiry into the Australian Government's role in the development of cities'.

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**11 NEXT MEETING**

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**CONSENSUS:**

The Group agreed future Economic Development Steering Group meetings be held on the last Wednesday of the month. The next meeting will be held on Wednesday 26 July 2017.

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**12 GENERAL BUSINESS**

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**12.01 ALLIANCE AIRLINES INAUGURAL FLIGHT**

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The Acting General Manager provided an overview of Alliance Airlines, noting they will soon be servicing the Port Macquarie to Brisbane route. The Group Manager Economic Development and Communications noted invitations will be issued to the Group to attend an event on the day of the inaugural flight.

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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.

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**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

<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> )	
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 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.

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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..
  - 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>	06	<b>Date:</b>	05/07/2017
<b>Subject:</b>	Update on the Urban Growth Management Strategy Review		
<b>Action Required:</b>	1. The Group requested a presentation to a future meeting from Council Officers on the progress of the Airport Business Park.		
<b>Current Status:</b>	1. Presentation of the Airport Business Park at the September 2017 meeting.		

<b>Item:</b>	07	<b>Date:</b>	05/07/2017
<b>Subject:</b>	Advocacy on Economic Development Matters		
<b>Action Required:</b>	1. The Group agreed the need to focus on an issues-based approach to future advocacy on economic development matters locally. Further information on Local Members' economic development priorities is to be sought and considered by the Group at an upcoming meeting.		
<b>Current Status:</b>	1. Further information on Local Members' economic development priorities to be presented at the September 2017 meeting.		





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**Item: 06**

**Subject: OUTDOOR DINING TRIAL 2016/17 - UPDATE**

**Presented by: Strategy and Growth, Jeffery Sharp**

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### **RECOMMENDATION**

**That the Group note:**

- 1. The outcomes of the Outdoor Dining Trial waiver of fees during 2016/17;**
- 2. That the trial has been extended for a further 12 months;**
- 3. The draft Outdoor Dining Policy being developed by the Office of the NSW Business Commissioner.**

### **Discussion**

In May 2016 Council finalised work to update its Outdoor Dining Policy and Procedure and implement a 12 month trial waiver of fees for new outdoor dining applications (outside Port Macquarie). The focus of the trial was to encourage greater footpath activation and to promote our vibrant towns and villages. The trial was developed in consultation with the Economic Development Steering Group.

The Group Manager Economic Development will brief the Group on the outcome of the trial to date and other engagement on Outdoor Dining matters, including a state-wide pilot policy about to be trialled by the Office of the NSW Business Commissioner.

### **Attachments**

Nil

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Item: 07

Subject: **PARLIAMENTARY INQUIRY INTO REGIONAL DEVELOPMENT AND DECENTRALISATION**

Presented by: **Strategy and Growth, Jeffery Sharp**

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## RECOMMENDATION

That the Group:

1. **Note the appointment of the Select Committee on Regional Development and Decentralisation to inquire and report on best practice approaches to regional development, the decentralisation of Commonwealth entities, and supporting corporate decentralisation.**
2. **Provide feedback which may be included in a Council submission.**

## Discussion

On 1 June 2017, the House of Representatives resolved to appoint the Select Committee on Regional Development and Decentralisation. The Committee is due to produce an issues paper by 31 August 2017, an interim report by 31 December 2017 and a final report by 28 February 2018. Submissions to the Committee are now open and close on 15 September.

The Committee Inquiry's Terms of Reference are included in the Committee's Resolution of Appointment. They are:

- 1) this House establish a select committee, to be known as the Select Committee on Regional Development and Decentralisation, to inquire and report on the following matters:
  - a) best practice approaches to regional development, considering Australian and international examples, that support:
    - i) growing and sustaining the rural and regional population base;
    - ii) the benefits of economic growth and opportunity being shared right across Australia;
    - iii) developing the capabilities of regional Australians;
    - iv) growing and diversifying of the regional economic and employment base;
    - v) an improved quality of life for regional Australians;
    - vi) vibrant, more cohesive and engaged regional communities;
    - vii) leveraging long-term private investment; and
    - viii) a place-based approach that considers local circumstances, competitive advantages and involves collective governance;
  - b) decentralisation of Commonwealth entities or functions, as a mechanism to increase growth and prosperity in regional areas, considering Australian and international examples, including:
    - i) examining the potential for decentralisation to improve governance and service delivery for all Australians, considering the administrative arrangements required for good government;

- ii) identifying the characteristics of entities that would be suited to decentralisation without impacting on the ability to perform their functions;
  - iii) identifying the characteristics of locations suitable to support decentralised entities or functions, including consideration of infrastructure and communication connectivity requirements;
  - iv) considering different models of decentralisation, including:
    - relocation of all or part of a Commonwealth entity to a regional area;
    - decentralisation of specific positions, with individual employees telecommuting, considering any limitations to this in current Australian Public Service employment conditions and rules; and
    - co-location of decentralised Commonwealth entities or employees in existing regionally based Commonwealth or State Government offices; and
  - v) examining the family, social and community impacts of decentralising;
- c) actions of the Commonwealth that would encourage greater corporate decentralisation and what can be learned from corporate decentralisation approaches, including:
- i) considering the role of the private sector in sustainably driving employment and growth opportunities in regional areas in both existing and new industries;
  - ii) comparing the access to early stage equity and or debt finance of metropolitan and regional businesses for both start up and established businesses;
  - iii) examining access to capital for regional business, including agribusiness, manufacturing and technology
  - iv) considering the adequacy of regional businesses access to early stage accelerators and incubators, including access to business mentors, business networks and capital (debt or equity);
  - v) considering the adequacy to support the private sector to attract and retain skilled labour to regional areas; and
  - vi) examining the extent to which employment and growth can be supported by growing existing and new industries in regional areas, leveraging strong transport and communications connectivity;
- d) any related matters.

**Attachments**

Nil