



Ordinary Council

LATE REPORTS

Business Paper

date of meeting: Wednesday, 23 May 2012

location: Council Chambers, Port Macquarie

time: 5.30pm

Note: Council is distributing this agenda on the strict understanding that the publication and/or announcement of any material from the Paper before the meeting not be such as to presume the outcome of consideration of the matters thereon.



**PORT MACQUARIE
HASTINGS**

Council's Vision

A sustainable high quality of life for all.

Council's Mission

To provide regional leadership and meet the community's needs in an equitable and inclusive way that enhances the area's environmental, social and economic qualities.

Council's Corporate Values

- ★ Sustainability
- ★ Excellence in Service Delivery
- ★ Consultation and Communication
- ★ Openness and Accountability
- ★ Community Advocacy

Council's Guiding Principles

- ★ Ensuring good governance
- ★ Looking after our people
- ★ Helping our community prosper
- ★ Looking after our environment
- ★ Planning & providing our infrastructure



**PORT MACQUARIE
HASTINGS**

How Members of the Public Can Have Their Say at Council Meetings

Council has a commitment to providing members of the public with an input into Council's decision making. The Council's Code of Meeting Practice provides two (2) avenues for members of the public to address Council on issues of interest or concern at the Ordinary Council Meeting. These are:

Addressing Council on an Agenda Item:

If the matter **is** listed in the Council Business Paper, you can request to address Council by:

- Completing the *Request to Speak on an Agenda Item at a Council Meeting*, which can be obtained from Council's Offices at Laurieton, Port Macquarie and Wauchope or by downloading it from Council's website.
- On-line at <http://www.hastings.nsw.gov.au/www/html/2924-addressing-a-council-meeting-in-relation-to-an-agenda-item.asp?intSiteID=1>

Your request to address Council must be received by Council no later than 4:30pm on the day prior to the Council Meeting.

Council's Code of Meeting Practice sets out the following guidelines for addressing Council:

- Addresses will be limited to 5 minutes.
- If you wish any written information, drawings or photos to be distributed to the Council to support the address, two (2) copies should be provided to the Group Manager Governance & Executive Services prior to the commencement of the meeting.
- Where speakers wish to make an audio visual presentation, a copy is to be provided to the Group Manager Governance & Executive Services by 4.30pm on the day prior to the Council Meeting.
- Council will permit only two (2) speakers "Supporting" and two (2) speakers "Opposing" the *Recommendation* contained in the Business Paper. If there are more than two speakers supporting and opposing, the Mayor will request the speakers to determine who will address Council.

Addressing Council in the Public Forum:

If the matter **is not** listed in the Council Business Paper, you can request to address Council by:

- Completing the *Request to Speak in the Public Forum at Ordinary Council Meeting*, which can be obtained from Council's Offices at Laurieton, Port Macquarie and Wauchope or by downloading it from Council's website.
- On-line at <http://www.hastings.nsw.gov.au/www/html/2926-addressing-council-in-the-council-meeting-public-forum.asp?intSiteID=1>

Your request to address Council must be received by Council no later than 4:30pm on the day prior to the Council Meeting.

A maximum of eight (8) speakers will be heard in the Public Forum. Each speaker will be limited to 5 minutes. Council may ask questions of speakers but speakers **cannot** ask questions of Council.

Council will not determine matters raised in the Public Forum session, however may resolve to call for a further report, when appropriate.

Speakers will be allowed to address Council in the Public Forum on the same issue no more than three (3) times in each calendar year. (Representatives of incorporated community groups may be exempted from this restriction).



**PORT MACQUARIE
HASTINGS**

Ordinary Council Meeting

Wednesday, 23 May 2012

LATE REPORTS

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**PORT MACQUARIE
HASTINGS**

Item: 07.01

Subject: ADMINISTRATOR'S MINUTE - ADMINISTRATOR MONTHLY DUTIES

Administrator, Neil Porter

RECOMMENDATION

That the Administrator's Duties for the period 19 April to 23 May 2012 inclusive be noted.

Discussion

On 29 April 2011, I was appointed as Administrator of Port Macquarie-Hastings Council up until the Local Government elections in September 2012.

As previously advised, I have given an undertaking to report to Council monthly on my duties/functions and every three (3) months on actual expenditure incurred by the Administrator's office. I will also report quarterly to the Department of Local Government on my activities as Administrator.

Monthly Duties:

Listed below are my major duties and functions carried out for the period 19 April to 23 May 2012:

- Attended Hastings Respite Care Committee Meeting on the afternoon on 19/04/12
- Attended the official opening of the Wauchope Show on the afternoon of 21/04/12
- Attended Dawn Service on the Port Macquarie Town Green and Memorial Service at Laurieton on Anzac Day, 25/04/12
- Hosted morning tea with CEO of Life Education of NSW on morning of 26/04/12
- Met with Deputy Premier and Member for Oxley, in the company of the General Manager, on the afternoon of 26/04/12
- Attended Wauchope All Abilities Playground Community Consultation on the morning of 27/04/12
- Attended Henry Kendall's Birthday Memorial Luncheon in Kendall, as part of the Heritage Week celebrations, on the afternoon of 28/04/12
- Attended dinner function with Vice Chancellor and other representatives of Charles Sturt University, in the company of the General Manager, on 30/04/12
- Attended official opening of Charles Sturt University Port Macquarie Campus, in the company of the General Manager, on the morning of 01/05/12
- Attended Youth Advisory Committee Meeting on the afternoon of 02/05/12 to announce winners of the "Gnome" Hunt conducted as part of the Youth Week activities
- Officially opened the Camden Haven STP on the morning of 03/05/12
- Met with riders participating in the Kids Foundation Ride to Port at the Port Macquarie Public School on 03/05/12
- Launched the "Garage Sale Trail" on the morning of 05/05/12

- Attended the Wauchope Fire Station Open Day on the morning of 05/05/12
- Met with the Local Member for Port Macquarie, Ms Leslie Williams, in the company of the General Manager, on the morning of 07/05/12
- Attended the Ironman Awards Presentation Dinner on the evening of 07/05/12
- Attended Ironman Volunteers Thank You Function on the evening of 08/05/12
- Met on-site with representatives of the Laurieton Men's Shed on the morning of 10/05/12
- Attended the Lake Cathie Coastline Management Study – Stage 2 – Information Session on the afternoon of 10/05/12
- Gave a presentation on becoming a Councillor at the RAN Forum held on the evening of 10/05/12
- Attended the Salvation Army's Red Shield Appeal Breakfast on the morning of 11/05/12
- Met with representative of Planning Institute of Australia regarding Conference in Port Macquarie on morning of 11/05/12
- Met on-site with representatives of the Kendall Tennis Club on the afternoon of 11/05/12
- Hosted a one-day "Prospective Councillor Information Session" on 12/05/12
- Met with representatives from Sparke Films regarding the proposed movie to be filmed in Timbertown on the afternoon of 16/05/12
- Attended Extra-Ordinary Council Meeting on afternoon of 16/05/12
- Attended "Sea of Blue" Celebration Service and Luncheon on 17/05/12
- Attended "Volunteer of the Year" Awards on 17/05/12
- Hosted a Kew Community Information Session at Kew on the evening of 17/05/12
- Met with Minister Don Page, in the company of the General Manager, on 22/05/12
- Attended Ordinary Council Meeting on the evening of 23/05/12

During the month, I also received numerous briefings from the General Manager and Directors on current issues before Council. I also met with a number of local community members and residents on various issues.

Attachments

Nil

Item: 07.02

Subject: ADMINISTRATOR'S MINUTE - KEW VISITOR INFORMATION CENTRE

Administrator, Neil Porter

RECOMMENDATION

- 1. That the Kew Visitor Information Centre be withdrawn from the For Sale market.**
- 2. That Council enter into negotiations with the Camden Haven Chamber of Commerce to ascertain if they are interested in operating the Kew Visitor Information Centre.**
- 3. That the future of the Kew Visitor Information Centre be further reviewed by Council by June 2014.**

Discussion

In August 2010 the Camden Haven Chamber of Commerce prepared a Business Plan for the operation of the Kew Visitor Information Centre.

The Chamber President also had a series of meetings with the Council Administrators in relation to the Business Plan and in October 2011 Council offered the Information Centre for lease, subject to a number of performance related conditions.

In November 2011 the Chamber wrote to Council advising that the Chamber could not accept the Council offer as the objectives of the Chamber could not be achieved due to the restrictive conditions imposed by the Council.

The property was then listed for sale by the Council. Whilst there has been some interest in the property, it has not progressed to contract at this time.

On Thursday 17 May 2012 the Administrator and Council staff met at Kew with interested residents and business operators in relation to the Kew Mainstreet Beautification Plan and the lack of progress in achieving the planned works.

The community members present at this meeting requested that Council withdraw the Visitor Information Centre from sale and instead reinstate the Centre in order to attract tourists off the Highway into Kew and the Camden Haven.

While Council is not interested in operating the Visitor Information Centre, I will withdraw the Information centre from the For Sale market and make contact with the Camden Haven Chamber of Commerce to ascertain their interest in operating the building as an Information Centre in line with their original business plan.

After I have held discussions with the Chamber I will hold another meeting with the Kew community to outline progress in meeting their identified priorities:

1. in the Mainstreet Beautification Plan,

2. the completion of the roundabout at the intersection of Nancy Bird Walton Drive and Ocean Drive,
3. the operation of the Kew Visitor Information Centre,
4. a dump point for RV vehicles,
5. maintenance of the two roundabouts at the southern entrance and the Pacific Highway/Ocean Drive entrance to Kew.

At that meeting, other priorities can be raised and discussed by the local community.

Attachments

Nil