



# Ordinary Council

## ADMINISTRATOR'S MINUTES

### Business Paper

**date of meeting:** Wednesday, 27 June 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.
- Telephoning your request through to Council's Call Centre on (02) 6581 8111.
- 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 Manager Executive Services (Governance) prior to the commencement of the meeting.
- Where speakers wish to make an audio visual presentation, a copy is to be provided to the Manager Executive Services (Governance) by 12 noon on the day of 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 Administrator 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.
- Telephoning your request through to Council's Call Centre on (02) 6581 8111.
- 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, 27 June 2012

## ADMINISTRATOR'S MINUTES

### Items of Business

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**PORT MACQUARIE  
HASTINGS**

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**Item: 07.01**

**Subject: ADMINISTRATOR'S MINUTE - ADMINISTRATOR MONTHLY DUTIES**

**Administrator, Neil Porter**

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## **RECOMMENDATION**

**That the Administrator's Duties for the period 24 May to 27 June 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 24 May to 27 June 2012:

- Attended Centenarian celebration for Edna May Blamire on 24/05/12
- Attended PCYC Funding announcement on 25/05/12
- Hosted Thanksgiving Prayer Breakfast at Port Panthers on 26/05/12
- Attended Official Opening of the "Slice of Haven" on 27/05/12
- Met with residents of Bonny Hills regarding Ocean Drive on 29/05/12
- Attended on-site coastal erosion meeting at Old Bar with Council representatives and representatives of Greater Taree City Council on 30/05/12
- Attended launch of the new look Laurieton HACC Centre on 31/05/12
- Attended Marsdens Law Conference in Campbelltown on 01/06/12
- Met with Minister Duncan Gay, Minister for Roads in Sydney, in the company of the General Manager, on 05/06/12
- Attended Meeting with representatives of the Camden Haven Chamber of Commerce on the evening of 05/06/12
- Presented cheque to Volunteer of the Year Award winner, Ralph Mueller, on 06/06/12
- Met with Local Member for Port Macquarie, Leslie Williams, in the company of the General Manager on 07/06/12
- Met with Minister Graham Annesley, Minister for Sport & Recreation, on 07/06/12
- Attended Port Macquarie Baptist Church 50<sup>th</sup> Anniversary planting of fruit trees on 09/06/12

- Officially opened the Annual Assembly & AGM of the AFC & RAAF Association on 14/06/12
- Attended AFC & RAAF Association wreath laying ceremony on the Town Green on the afternoon of 14/06/12
- Presented session at Kempsey Shire Council's "Councillor Information Session" on the evening of 14/06/12
- Attended unveiling of memorial chairs for Andrew Campbell and Steve Wood on 15/06/12
- Gave a presentation to students from Camden Haven High School re Women in Leadership on 18/06/12
- Attended 46<sup>th</sup> Rotary Club of Laurieton's Change-over Dinner on evening of 18/06/12
- Attended Citizenship Ceremony at the Glasshouse on 20/06/12 and welcomed 31 new Australian citizens to our local community
- Attended Port Macquarie Rotary Club Change-over Dinner on evening of 20/06/12
- Held regular catch-up meeting with representatives of the Wauchope Chamber of Commerce on 21/06/12
- Participated in "Give Me 5 for Kids" Charity Golf Day at the Camden Haven Golf Club on 22/06/12
- Attended official re-opening of the Port Macquarie Arts & Craft Centre on 23/06/12
- Attended Zone 5 Lions Combined Change-over Dinner on evening of 23/06/12
- Attended "Future Directions for Port Macquarie" presentation by students of Westport High School/Rural Clinical School on evening of 25/06/12
- Attended Grey Wolf presentation on evening of 25/06/12
- Attended Rotary Club of Port Macquarie West Change-over Dinner on evening of 26/05/12
- Held regular catch-up meeting with representatives of the Port Macquarie Chamber of Commerce, in the company of the General Manager, on 27/06/12
- Attended Ordinary Council Meeting on evening of 27/06/12.

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

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**Item: 07.02**

**Subject: ADMINISTRATOR'S MINUTE - REALLOCATION OF FUNDS TO KING CREEK ROAD**

**Administrator, Neil Porter**

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## **RECOMMENDATION**

**That the Director of Infrastructure Services investigate and report back to the July 2012 Council Meeting on the feasibility of reallocating funding in the 2012/13 budget for Sarahs Crescent to King Creek Road to enable Council to continue the upgrade of both roads.**

## **Discussion**

I have recently travelled along the completed section of King Creek Road that has been upgraded and would comment that this road upgrade is a very good outcome for residents and motorists alike.

Unfortunately, an upgrade of this quality has not been able to be extended towards Old King Creek Road through to Bago Road in 2012/13.

However, it is noted that in the Rolling Works Program for 2012/13, \$900,000 has been allocated to the upgrade of a section of Sarahs Crescent.

As King Creek Road is a much higher traffic road than Sarahs Crescent, I believe it would be beneficial to investigate the possibility of continuing the upgrade of King Creek Road, rather than Sarahs Crescent, as the upgrade would benefit many more motorists.

I believe that the relevant designs and approvals remain in place for any upgrade work to be commenced immediately in the new financial year, given the scope of works was reduced in 2011/12 to align with available funding.

Although I acknowledge that the residents of Sarahs Crescent may not approve of a change to the Works Program, I am recommending that the Director of Infrastructure Services investigate and report back to the July Council Meeting on the feasibility of reallocating funding from the 2012/13 budget for Sarahs Crescent to King Creek Road to enable Council to continue the upgrade of both roads.

## **Attachments**

Nil