



# Ordinary Council

## ADMINISTRATOR'S MINUTES

### Business Paper

**date of meeting:** Wednesday, 5 September 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, 5 September 2012

## ADMINISTRATOR'S MINUTES

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**PORT MACQUARIE  
HASTINGS**

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**Item: 07.01**

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

**Administrator, Neil Porter**

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## **RECOMMENDATION**

**That the Administrator's Duties for the period 16 August to 5 September 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.

With the Council elections taking place on 8 September 2012, this will be my final duties report to Council as the Administrator of Port Macquarie-Hastings Council.

### **Duties**

Listed below are my major duties and functions attended for the period 16 August to 5 September 2012 inclusive:

- Met with the Executive of the Greater PMQ Tourism Board, in the company of the General Manager, on 16/08/12
- Attended Annual Black & White Charity Concert at Port Panthers on 19/08/12
- Held a thank you function for the members of the former Consultation Panels on 23/08/12
- Met with the NSW Deputy Premier & Minister for Trade Investment & Minister for Regional Infrastructure & Services, the Hon Andrew Stoner MP, in the company of the Member for Port Macquarie, Ms Leslie Williams MP and the General Manager on 24/08/12
- Attended the PMQ Astronomical Association's 50th Birthday Luncheon on 26/08/12
- Met with the Federal Member for Lyne, Rob Oakeshott MP, in the company of the General Manager on 29/08/12
- Attended the Media Launch of "Tastings on Hastings" on 30/08/12
- Met with representatives of the Wauchope Chamber of Commerce, in the company of the General Manager, on 30/08/12
- Attended Ordinary Council Meeting on 05/09/12

I am also scheduled to attend the "Little Treasures" Tourism Media Launch on the morning of 06/09/12.

During this period, I also received 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.

As mentioned earlier in this report, this is my final duties report to Council as Administrator. Local residents will elect a new Mayor and Councillors on Saturday, 8 September 2012.

I would like to thank the local community for the support they have shown me during the last 15 months as Administrator and wish everyone the best for the future.

In particular, I would like to acknowledge the assistance provided to me and the Council from our Local Members. Ms Leslie Williams, Member for Port Macquarie and the Hon. Andrew Stoner, Deputy Premier and Member for Oxley, have provided the Port Macquarie-Hastings community with much needed infrastructure and services, including a new PCYC, Stingray Creek Bridge, and the Sancrox Overpass and Business Park.

Our Federal Member, Rob Oakeshott, Member for Lyne has been instrumental in gaining significant funding for the Port Macquarie Base Hospital, expansion of the University of NSW, University of Newcastle and TAFE presence in the form of Allied Health Company, Charles Sturt University presence in Port Macquarie and much needed funding to allow the expansion of the Airport, a major economic driver of the local economy.

I would also like to thank the General Manager and the Senior Staff team for their support and assistance that they have provided to me during my term as Administrator. While the Administrator makes the decisions and allocates revenue to enable the service delivery and various programmes to be undertaken, it is the staff who actually deliver the many projects that our residents rely upon. A very big thank you to all of the staff of Council. I commend you for the standard of service that you deliver and while there is always room for improvement, the Hastings community should also be proud of the achievements of the Council workforce.

## **Attachments**

Nil

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**Item: 07.02**

**Subject: ADMINISTRATOR'S MINUTE - NAMING OF THE PORT MACQUARIE AIRPORT TERMINAL**

**Administrator, Neil Porter**

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## **RECOMMENDATION**

**That Council undertake future community consultation on the renaming of the Port Macquarie Airport Terminal as part of the Terminal building upgrade and at that time, consider the "Bob Woodlands Terminal" as one of the naming options.**

## **Discussion**

Bob Woodlands passed away in September 2010. Following Bob's passing, Council's Executive Team discussed ways in which he could be acknowledged for his contribution to the growth and shape of the Hastings as we now know it. It was during this time, that the former General Manager parted company with the Council and the impetus for the acknowledgement of Bob's contribution was lost.

Robert (Bob) Woodlands served a total of 28 years in Local Government as a Councillor, Alderman, Deputy Mayor and Mayor, including:

- Hastings Shire Council 1971 - 1981;
- Hastings Municipal Council 1981 - 1991; and
- Hastings Council 1995 - 2003.

Alderman Woodlands was Deputy Mayor of the Hastings Municipal Council from 1981 to 1985, and Mayor from 1985 to 1991.

During the early 1980s, Bob Woodlands was instrumental in the establishment of the Tourism Board, the Hastings Economic Development Board, the Business Enterprise Centre and through the work of these groups, in growing the tourism and economic development potential of the region.

Bob oversaw the appointment of the Council's first Economic Development Manager and Tourism Manager. Whilst the Hastings' natural beauty and features are attractive to tourism, no doubt the growth since the early 1980's can be attributed to the successive marketing campaigns that have promoted the Hastings to the wider Australian population. Many of those tourists arrive by air transport and their first experience of Port Macquarie-Hastings is the Airport terminal building. It is for this reason that I feel it is entirely appropriate that Bob Woodlands' contribution to the development of the Hastings be celebrated by the naming of the new Airport terminal building in his memory.

The existing passenger terminal building at Port Macquarie Airport was officially opened by the then Mayor, Councillor Ray Cooper, on 27 June 1994. However, due to the significant growth in passenger numbers witnessed over recent years, and to cater for further growth as outlined in the Port Macquarie Airport Master Plan 2010, it has been proposed to expand the existing passenger terminal building as part of the currently proposed Stage 1 upgrade of the Airport.

The proposed upgrade sought to extend the existing passenger terminal building to provide a new 180-seat departure lounge facility, and to refurbish and upgrade the existing building to provide improved areas for check-in, security screening and arrivals. The proposed works will provide significant improvements in the standard of facilities and level of service provided to passengers using the Airport. An architectural image of the new extension / departure lounge is shown below:



It should be noted that Council is still working closely with CASA (Civil Aviation Safety Authority) in order to obtain regulatory approval for the proposed upgrade and Council is still awaiting formal confirmation from CASA as to the specific requirements for Port Macquarie Airport before reviewing options for moving forward with the project.

The Stage 1 Scope of Works for the Port Macquarie Airport Upgrade project will only include the airside components of the works, with the Terminal Building and Car Park, as designed, being deferred to later stages until further clarity is obtained regarding the proposed revision to the regulations by CASA.

## **Conclusion**

To recognise the contribution of the late Bob Woodlands to the Port Macquarie-Hastings community, I am proposing that the incoming Council consider, at the appropriate time, naming the future upgraded Port Macquarie Airport Terminal as the "Bob Woodlands Terminal".

## **Attachments**

Nil

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**Item: 07.03**

**Subject: ADMINISTRATOR'S MINUTE - SHOWGROUND CAMPSITES AND DEVELOPER CONTRIBUTIONS (PIN 40135)**

**Administrator, Neil Porter**

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## **RECOMMENDATION**

**That a report on the options for dealing with the application of development contributions for campsites uses at Kendall and Wauchope Showgrounds be presented to Council.**

### **Discussion**

Over recent months, representatives of the Camden Haven P.H.A. & I Society and the Wauchope Show Society have made representations to the Council about their desire to formalise the use of campgrounds at each showground for short-term camping stays.

There is no documented evidence of formal approvals for the use of campsites at the showgrounds for short-term stays. Planning laws mean that only camping that can be considered as ancillary to the use of the showgrounds can be permitted.

Both Show Societies have indicated a preparedness to seek development consent for campsites, seeing this use as an important source of funding for the upkeep of the grounds.

Council's Developer Contributions Policy states that contributions would be required to be paid as part of any consent that may be issued for the use of campsites at the showgrounds. The Societies' argue that any requirement to pay contributions makes the short-term campsite proposal unviable.

Variation to contributions policy should not be made without consideration of the revenue implications for Council and any precedent that may be set.

It is considered that this is an issue that requires further exploration and a decision by Council.

### **Attachments**

Nil

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**Item: 07.04**

**Subject: ADMINISTRATOR'S MINUTE - INTEGRATED PLANNING - END OF TERM REPORT**

**Administrator, Neil Porter**

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## **RECOMMENDATION**

**That the Integrated Planning End of Term Report be noted.**

### **Discussion**

The Integrated Planning and Reporting legislation was introduced in NSW in 2009. The Local Government Act, Section 406 provides that an End of Term report be presented at the final meeting of the outgoing Council.

The Community Strategic Plan (CSP) is a document which was developed after extensive community engagement and encapsulates the aspirations and vision Towards 2030 of the Port Macquarie-Hastings community. As the CSP was adopted in 2011, this End of Term report reflects only a limited timeframe.

This End of Term report provides the Council with the opportunity to report back to the community on the effectiveness of the strategies outlined in the 2011-2015 Delivery Program (DP) in response to the key aspirations that the CSP outlines.

In Towards 2030, the vision of the community is that the people of the Port Macquarie-Hastings will be:

- Living in a harmonious, safe and connected community
- Enjoying participatory local democracy
- Accessing quality infrastructure including roads, waste, water and sewerage management
- Benefitting from quality urban design that encourages open use of spaces and provides easy access between our towns and villages
- Enjoying economic prosperity and having access to quality education and training
- Actively participating in inclusive community activities
- Preserving and protecting our natural habitats

This report considers the progress made by Council for the first 18 months of the CSP.

## Consultation

Over the past two (2) years, Port Macquarie-Hastings Council has carried out significant community engagement as part of our commitment to embracing the Integrated Planning and Reporting Framework applicable to all Council's in NSW.

The draft Towards 2030 Community Strategic Plan (CSP) was the first step in the Integrated Planning process. The CSP was developed following a lengthy community engagement process conducted throughout 2008 and 2009. The consultation involved two major surveys, a full day community workshop and over 700 people participating in group workshops throughout the Local Government Area.

Throughout the engagement process residents have been encouraged to join the Community Reference Group (CRG) and be part of the ongoing process of working with Council and the community on planning for the future. Members of the CRG receive regular newsletters advising of the opportunities to contribute to Councils planning. Invitations are extended to complete surveys, make submissions on certain issues or attend consultation workshops.

### Towards 2030 – CSP Overview

The table below represents the progress that Council has made towards achieving the desired outcomes that are detailed in the Community Strategic Plan for each of the five focus areas. Consideration should be given to the relationship of these statistics which have been derived from the Operational Plan 2011-12 actions and only relate to the first year of the Delivery Program 2011-15.

Review of the targets for the last 12 months shows an average of 68.5% of targets being achieved which is a good indicator that Council is on the right track to achieve what the community wants us to achieve given that it is only 18 months into the process.

<b>Focus Area</b>	<b>% Targets Achieved</b>	<b>% Targets Not Achieved</b>
Ensuring Good Governance	64%	36%
Looking after our People	81%	19%
Helping our Community Prosper	66%	34%
Looking after our Environment	60%	40%
Planning and Providing our Infrastructure	58%	42%

### Focus Area Analysis

#### 1) Ensuring Good Governance

The CSP reflects the following key desire of the community; a collaborative community that works together and recognises opportunities for community participation in decision making that is defined as ethically, socially and environmentally responsible.

Council has worked towards the achievement of these aspirations by:

- Demonstrating a continued change in communication behaviour within Council with key actions taken that directly link into the desired outcomes of the community.
- Reinforcing “A community that has the opportunity to be involved in decision making” outcome through extensive community consultation and communication relating to the IPART Special Rate Variation application. This was achieved through various communication channels such as media releases, E-News drops, website, video messages, advertising and social media.
- Developing strong partnerships that address the relevant expectation, needs and challenges of the Port Macquarie-Hastings region through a wide range of regular meetings held with State and Federal members for the Port Macquarie-Hastings area . Groups such as the Hospital Board, Chambers of Commerce and Progress Associations throughout the local government area have all ensured that Council keeps in touch with key stakeholders in our community.
- Development of a Governance Panel by the Administrator in anticipation of an incoming Council in 2012. The independent community members on the panel worked with Council to develop transparent governance policies and procedures to assist the new Council in its day to day governance role of Council.

## 2) Looking after our People

The CSP reflects the following key desire of the community; that our social infrastructure and community programs create a healthy, inclusive and vibrant community.

Council has worked towards the achievement of these aspirations by:

- Delivery of a number of programs and services that have contributed towards creating a safe, caring and connected community. Examples include; Lifeguard services that were delivered on time and under budget for the year 2011-12 summer season; implementation of a smoke free policy in public playgrounds; adoption of the Crime Prevention Strategy 2011 in March 2012 and mobility scooter safety workshops held in Laurieton, Wauchope and Port Macquarie.
- Contributing towards creating a healthy and active community through the funding of a number of healthy lifestyle programs across the Region. Funding was also secured to commence the implementation of the Healthy Communities Initiative for the Move, Eat, Live Well program.
- Successful application to the Independent Pricing and Regulatory Tribunal (IPART) for a special rate rise that will generate approximately \$4.1 million additional revenue in 2012-2013 to be spent on transport infrastructure.

## 3) Helping our Community Prosper

The CSP reflects the following key desire of the community; that the Port Macquarie-Hastings region is able to thrive through access to a range of educational, employment and business opportunities.

Council has worked towards the achievement of these aspirations by:

- Focussing on marketing business tourism by facilitating five training and development courses to assist business operators in the tourism industry develop sound business practices. The overall satisfaction of the participants in these courses was that they were relevant to their needs.
- Completing the Upgrade Project Plan of the Airport during 2011-12 with the progression to tender of Stage 1A of the project to commence. This upgrade is a key in the provision of infrastructure that promotes and supports businesses in the Port Macquarie-Hastings Region.
- Attaining a 3% growth in passenger numbers at Port Macquarie Airport with 5,512 aircraft movements over the year.
- Entering into a funding agreement with the Federal Government for \$15 million to upgrade the Port Macquarie Airport runway, to be delivered in 2012-2013.
- Continuing discussions with a range of universities and the Federal Member for Lyne regarding opportunities for further development of university campuses in Port Macquarie.
- Developing a Major Events Strategy and securing two new major events and four conferences for the region
- Commencing a review of how economic development and tourism services are delivered to the community.

#### 4) Looking after our Environment

The Community Strategic Plan reflects the following key desires of the community; that we understand and manage the impact that the community has on the natural environment; and that we protect the environment now and into the future.

Council has worked towards the achievement of these aspirations by:

- Mapping the vegetation and habitats of the area for use in natural resource management and planning decisions
- Engaging with the community on the nature of coastal erosion hazards at Lake Cathie and how to manage future risks
- Completion of a climate change risk assessment
- In partnership with Landcare, implementing a regime of new bushland management plans for public reserves across the area and implementing an Invasive Plant Species Strategy
- Operating the sewage treatment plants in accordance with licence conditions and extending the reclaimed water network
- Diverting around 55% of waste from landfill through kerbside recycling and organics services and commercial recycling initiatives
- Implementing best practice development assessment processes including meeting industry benchmarks for processing times and decision making through the Development Assessment Panel

#### 5) Planning and Providing our Infrastructure

The Community Strategic Plan reflects the following key desire of the community; that our population growth is supported through public infrastructure, land use and development strategies that create a connected, sustainable and accessible community.

Council has worked towards the achievement of these aspirations by:

- Upgrading King Creek Road – Narran Close to Old King Creek Road
- Construction of footpath on Lake Road, eastern side, Hospital exit to Savoy Street
- Footpath and interim landslip protection on Kennedy Drive, Boambee Street to Parklands Avenue
- Provision of bus bay in Ruins Way Port Macquarie
- Road pavement rehabilitation on identified Wauchope streets
- Implemented bridges and culverts maintenance and repair program including inspections, monitoring and bridge repair works
- Implemented Local and Regional Bike Plan activities as scheduled in the Roads and Transport delivery program
- Developed 10 year capital works program for the delivery of open space and recreational facilities including upgrade works
- Upgraded Pilot Beach playground
- Upgraded Town Beach Reserve
- Improvements to Sancrox Park
- Upgraded Laurieton Common
- Improvements to Vince Inmon Sporting Complex carpark
- Upgraded Pembroke playground
- Delivery of tree management services in accordance with the Tree Preservation Order (TPO)
- Delivery of lifeguard services, education programs and beach facilities
- Developed 30 Capital Works Program for the delivery of water supply assets
- Construction and commissioning of fluoridation facilities at the Rosewood Reservoir
- Developed 30 year Capital Works Program for the delivery of sewer supply assets
- Implemented sewer pumping station maintenance program
- Continued operation of Environmental Laboratory to provide specialist advice, sampling, analysis and reporting of water quality
- Developed 20 year Capital Works Program for the delivery of stormwater assets including stormwater flood relief works and quality controls
- Construction of stormwater overflow channel at Milton Circuit
- Treated drinking water to meet Australian Drinking Water Guidelines (ADWG)
- Managed and monitored water supply catchments
- Continued implementation of Rural Grading Program to maintain unsealed road network
- Completed kerb and guttering and drainage works on Lighthouse Road, Matthew Flinders Drive to Davis Crescent

Areas that require further emphasis include completion of Stage 3 Timber Bridge Ratings, upgrade of Ocean Drive, from Houston Mitchell Drive to Bonny View Drive, commencement of construction to replace Stingray Creek Bridge at North Haven, construction of traffic signals at the intersection of Hastings River Drive and Boundary Street, full implementation of the sealed road repairs program.

#### **Attachments**

Nil