



Economic Development Steering Group

Business Paper

date of meeting: Wednesday, 17 April 2013

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

time: 8.00am

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**

Economic Development Steering Group

CHARTER

1.0 INTRODUCTION

The EDSG will provide a forum in which local government and 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 EDSG is to be an interactive group that provides a forum for developing the strategic economic development direction for the local government area. The EDSG is committed to collaboration, innovation and development of a 'whole-of-place' approach for the purpose of promoting local product and industry on a state, national and global market.

2.0 OBJECTIVES

The objectives of the EDSG are to:

- 2.1 Assist Council in the development of the overarching strategy for economic development across the local government area. The contents of this strategy will largely be based on the contents of this Terms of Reference (TOR) document.
- 2.2 Assist Council in developing an overarching economic development action plan incorporating whole-of-Council initiatives as well as internal division-specific initiatives.
- 2.3 Noting Council's agreed role, assist Council in the development of a plan that undertakes to prioritise various sectors and initiatives where Council can get the best leverage and value-add from carrying out its role.
- 2.4 Assist Council in the identification, prioritisation and establishment of industry-specific working groups. The objective of each working group is to develop industry specific strategies and action plans that feed into the overarching economic development action plan. Council will be accountable for carrying out its defined role within each plan and it is envisaged that EDSG member organisations will also have accountable roles within each plan.
- 2.5 Assist Council in the development of criteria by which to measure the success of the strategy;
- 2.6 Assist Council in the development of whole-of-place marketing strategy which includes tourism and destination marketing;
- 2.7 Assist Council in the prioritisation of its resources in economic development;
- 2.8 Following development of the above-mentioned strategy, the EDSG will assist Council in determining the most appropriate ongoing structure and budget to best achieve the following goals:

- a. Participate in regular meetings with Councillors and Council staff with the aim of monitoring the implementation of the strategy by all parties;
- b. To provide and receive two-way feedback from business and industry to Council

Once objectives 2.1 to 2.8 have been achieved and Council has adopted a proposed course of action and the relevant plans, the current charter of the EDSG will have been fulfilled.

It should be noted that the EDSG has no delegation to allocate funding on behalf of Council. The EDSG 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 (EOI) process will be undertaken across the local government area as a way of determining the independent representatives on the EDSG. Members of the EDSG 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;
- Higher Education Reference Group;
- Hastings Construction Group.

PMHC representatives will be:

- Mayor & selected Councillors;
- General Manager;
- Director Corporate & Business Services;
- 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 EDSG.

The number of members appointed to the EDSG will be in line with the industry sectors, business groups and PMHC membership as detailed in this Clause.

4.0 QUORUM

The quorum for the EDSG will be half of the members of the EDSG present plus one for any one meeting. A quorum must include a minimum of one Councillor and one PMHC staff member being present.

5.0 TERM

The term of the EDSG will be for a period of twenty four (24) months, from commencement date of the EDSG.

6.0 APPOINTMENT OF CHAIRPERSON

The Mayor of Port Macquarie-Hastings Council is ex-officio Chair of the EDSG.

A Vice-Chairperson shall be appointed via a resolution of Port Macquarie-Hastings Council. All other Councillor representatives on the EDSG will also be appointed via a resolution of Port Macquarie-Hastings Council.

7.0 ADMINSTRATIVE ARRANGEMENTS

Meetings will be held monthly (or more regularly if required) commencing in April 2013.

Meetings will generally be held at the main administration office of Port Macquarie-Hastings Council.

Administrative support will be provided to the EDSG by PMHC.

All EDSG agendas and minutes will be made available to the public via Council's web site.

8.0 OBLIGATIONS OF MEMBERS

In performing their EDSG duties, members of the EDSG 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 EDSG;
- 8.5 Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances;
- 8.6 Comply with this Terms of Reference document at all times and
- 8.7 Treat all matters that come before the EDSG as confidential. Members of the EDSG will agree by consensus when information is able to be released to people outside of the EDSG.

Economic Development Steering Group Meeting

Wednesday, 17 April 2013

Items of Business

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**PORT MACQUARIE
HASTINGS**

Item: 01**Subject: ACKNOWLEDGEMENT OF COUNTRY**

"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."

Item: 02**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

Item: 03**Subject: CONFIRMATION OF PREVIOUS MINUTES**

Not applicable.

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 Conflict:**

Take no part in the consideration and voting and be out of sight of the meeting.

☐**Non-Pecuniary - Insignificant Conflict:**

May participate in consideration and voting.

For the reason that:
.....

Signed: Date:

(definitions are provided on the next page)

Definitions

(Local Government Act and Code of Conduct)

Pecuniary

An interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated. (*LG Act s442 and s443*).

A Councillor or member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or member of a Council Committee must not take part in the consideration and voting on the matter and be out of sight of the meeting. (*LG Act s451*)

Non-Pecuniary

An interest that is private or personal that the Councillor or member of a Council Committee has that does not amount to a pecuniary interest as defined in the LG Act.

If you have declared a non-pecuniary interest you have a number of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature and significance of your interest. You must deal with a non-pecuniary interest in one of the following ways.

Non Pecuniary – Significant Interest

(For example; family, a close friendship, membership of an association, sporting club, corporation, society or trade union).

- Have no involvement by absenting yourself from and not taking part in any consideration or voting on the issue as if the provisions in the LG Act s451(2) apply.
- A future alternative is to remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).

Non Pecuniary – Less than Significant Interest

- It may be appropriate that no action is taken. However, you must provide an explanation of why you consider that the conflict does not require further action.

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of land in which councillor or an associated person, company or body has a proprietary interest (<i>the identified land</i>) 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.
MATTER GIVING RISE TO PECUNIARY INTERESTⁱⁱ	
Nature of land that is subject to a change in zone/planning control by proposed LEP (<i>the subject land</i>) ⁱⁱⁱ [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.

-
- 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^{iv} 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.

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Not applicable.

Item: 06

Subject: TERMS OF REFERENCE

Presented by: Corporate & Business Services, Craig Swift-McNair

RECOMMENDATION

That the Terms of Reference of the Economic Development Steering Group be noted.

Discussion

At its Ordinary Council Meeting held on the 20 February 2013, Council adopted the Terms of Reference of the Economic Development Steering Group. A copy of the adopted Terms of Reference is attached.

Attachments

1 [View](#). Economic Development Steering Group Terms of Reference

Economic Development Steering Group - Terms of Reference - 22 February 2013.docx



PORT MACQUARIE
HASTINGS

TERMS OF REFERENCE

**PORT MACQUARIE-HASTINGS
ECONOMIC DEVELOPMENT
STEERING GROUP**

22 February 2013

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Attachment



Economic Development Steering Group - Terms of Reference - 22 February 2013.docx

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Item: 07

**Subject: ADDRESS BY BOARD MEMBERS ON LOCAL ECONOMY AND
INDUSTRY SECTOR**

Presented by: Corporate & Business Services, Craig Swift-McNair

RECOMMENDATION

That each independent Board member address the Economic Development Steering Group on their thoughts on the Local Economy and the current strengths of their own industry sector / business organisation.

Discussion

That each Board Member listed below address the Economic Development Steering Group on local economy and their own industry sector:

- Kelly Lamb (Hastings Business Women's Network)
- Ross Cargill (Mid North Coast NSW Business Chamber)
- Joy Corben (Port Macquarie-Hastings Education and Skills Forum)
- Kathryn Balodis (Greater Port Macquarie Tourism Association)
- Lisa McPherson (Chambers of Commerce in Port Macquarie & Wauchope)
- Dr. Muyesser Durur (Higher Education)
- John Saunders (Camden Haven Chamber of Commerce & Industry)
- Jill Follington (Industry Mid North Coast)

Attachments

Nil