



Economic Development Steering Group

Business Paper

date of meeting: Wednesday, 4 May 2016

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

time: 8.30am

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
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Economic Development Steering Group

CHARTER

1.0 INTRODUCTION

The 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 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



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- 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.



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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.



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Economic Development Steering Group

ATTENDANCE REGISTER

Member	02/03/16	06/04/16			
Councillor Rob Turner	✓	A			
Councillor Trevor Sargeant	✓	✓			
Councillor Mike Cusato	A	✓			
Karen Archer (Hastings Business Women's Network)	✓	✓			
Ross Cargill (Mid North Coast NSW Business Chamber)	✓	✓			
Joy Corben (Port Macquarie-Hastings Education and Skills Forum)	✓	✓			
Rob Hamilton (Greater Port Macquarie Tourism Association)	A	✓			
Anthony Thorne (Hastings Construction Industry Association Inc.)	✓	✓			
Professor Heather Cavanagh (Higher Education)	✓	✓			
John Saunders (Camden Haven Chamber of Commerce & Industry)	✓	✓			
Haydn Oriti (Port Macquarie Chamber of Commerce)	✓	✓			
Jill Follington (Industry Mid North Coast)	X	A			
Belinda Richardson (Independent)	✓	A			
Craig Swift-McNair (General Manager, PMHC)	✓	A			
Rebecca Olsen (Acting)		✓			
Tricia Bulic (Director Community and Economic Growth)	✓	A			
Liesa Davies (Group Manager Economic Development)	✓	✓			

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology



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Economic Development Steering Group Meeting

Wednesday 4 May 2016

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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**

RECOMMENDATION

That the Minutes of the Economic Development Steering Group Meeting held on 6 April 2016 be confirmed.

PRESENT

Members:

Councillor Peter Besseling (Mayor)
Councillor Trevor Sargeant
Councillor Mike Cusato
Karen Archer (Hastings Business Women's Network)
Ross Cargill (Mid North Coast NSW Business Chamber)
Joy Corben (Port Macquarie-Hastings Education and Skills Forum)
Rob Hamilton (Greater Port Macquarie Tourism Association)
Anthony Thorne (Hastings Construction Industry Association Inc.)
John Saunders (Camden Haven Chamber of Commerce & Industry)
Professor Heather Cavanagh (Higher Education)
Haydn Oriti (Port Macquarie Chamber of Commerce)

Other Attendees:

Rebecca Olsen (Acting General Manager)
Liesa Davies (Group Manager Economic Development)
Amanda Hatton (Major Events Manager)
David Archer (Economic Development Officer)

The meeting opened at 8:33am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Rob Turner, Jill Follington, Belinda Richardson, Craig Swift-McNair and Tricia Bulic be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Economic Development Steering Group Meeting held on 2 March 2016 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM 07 03/02/2016 - ECONOMIC DEVELOPMENT STRATEGY REVIEW AND 2016 PRIORITIES

Quarterly updates against the four key priorities for 2016 to be presented to future Economic Development Steering Group meetings, commencing April 2016.

06 MAJOR EVENTS UPDATE

CONSENSUS:

That the presentation and positive economic impact of major events be noted. The Group emphasised the importance of future planning to support the needs of major events.

07 BUSINESS CONFIDENCE SURVEY RESULTS

CONSENSUS:

That the Group noted the top-line survey results from Wave 1 of the 2016 Local Business Confidence Survey and that a final report and summary would be distributed.

In discussing survey responses and constraints to local business, it was agreed that Council's position on local preference (with regard to Procurement Policy) be discussed at the May EDSG meeting.

08 ECONOMIC DEVELOPMENT STRATEGY - QUARTERLY IMPLEMENTATION UPDATE

CONSENSUS:

That the Group noted the update on progress against the 2016 Economic Development Strategy priorities and agreed that presentation be distributed to the Group via email. Any further questions or comments are to be emailed to the Group Manager Economic Development.

09 TOWNS AND VILLAGES ENTRANCE SIGNAGE

CONSENSUS:

That the Group noted the update from the Towns and Villages Entrance Signage Working Group and that further information would be provided at the May 2016 Economic Development Steering Group meeting.

10 RENTAL PROPERTY SUPPLY

CONSENSUS

1. That the Group note the update provided by John Saunders.
 2. That the student accommodation uptake rate be discussed at the May 2016 Economic Development Steering Group meeting.
-

11 ADVOCACY ON ECONOMIC DEVELOPMENT MATTERS

CONSENSUS:

That this item be deferred to the May 2016 Economic Development Steering Group meeting.

12 GENERAL BUSINESS

Nil.

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.

Non-Pecuniary - Less than Significant Interest:
May participate in consideration and voting.

For the reason that:
.....

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. (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

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 <i>[Tick or cross one box.]</i>	<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 INTEREST	
Nature of land that is subject to a change in zone/planning control by proposed LEP (<i>the subject land</i>) ⁱⁱⁱ <i>[Tick or cross one box]</i>	<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 <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor <i>[Tick or cross one box]</i>	<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**

Item:	08	Date:	03.02.2016.
Subject:	ECONOMIC DEVELOPMENT STRATEGY - QUARTERLY IMPLEMENTATION UPDATE		
Action Required:	That quarterly updates against the four key priorities for 2016 be presented to future Economic Development Steering Group meetings commencing April 2016.		
Current Status:	Item to be updated at the EDSG Meeting 06 July 2016.		

Item:	07	Date:	06.04.2016.
Subject:	BUSINESS CONFIDENCE SURVEY RESULTS		
Action Required:	That the Economic Development Steering Group discuss Council's position on local preference with regard to Procurement Policy at the May 2016 Economic Development Steering Group meeting.		
Current Status:	Item to be updated at the EDSG Meeting 04 May 2016.		

Item:	09	Date:	02.03.2016.
Subject:	TOWNS AND VILLAGES ENTRANCE SIGNAGE WORKING GROUP		
Action Required:	That the Economic Development Steering Group be further updated by the Towns and Villages Entrance Signage Working Group on progress at the May 2016 Economic Development Steering Group meeting.		
Current Status:	Item to be updated at the EDSG Meeting 04 May 2016.		

Item:	10	Date:	06.04.2016.
Subject:	RENTAL PROPERTY SUPPLY		
Action Required:	That the Economic Development Steering Group discuss the student accommodation uptake rate at the May 2016 Economic Development Steering Group meeting.		
Current Status:	Item to be updated at the EDSG Meeting 04 May 2016.		

Item:	11	Date:	06.04.2016.
Subject:	ADVOCACY ON ECONOMIC DEVELOPMENT MATTERS		
Action Required:	That the Economic Development Steering Group consider how it may work collectively and/or individually to advocate on projects that will deliver positive local economic outcomes.		
Current Status:	Item to be updated at the EDSG Meeting 04 May 2016.		

Item: 06

Subject: FEEDBACK ON DRAFT CULTURAL PLAN

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That the Group review and provide feedback on the draft Cultural Plan.

Discussion

The Director Community and Economic Growth will provide an overview of the drafting of Council's Cultural Plan, (which is being overseen by the Heritage Arts and Culture Priorities Advisory Group) and invite feedback from the Group. The draft will be distributed via email prior to the meeting.

Attachments

Nil



Item: 07

Subject: MAJOR INFRASTRUCTURE AND OTHER ADVOCACY

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That the Group:

1. Note the recent exchange of correspondence between the Council's General Manager and the Member for Port Macquarie regarding the orbital road.
2. Discuss and consider how it may work collectively and/or individually to advocate on projects that will deliver positive local economic outcomes.

Discussion

Council's General Manager will table with the Group the response received from the Member for Port Macquarie to his request for support in investigating any potential funding sources for Council to undertake the full orbital road feasibility study.

Following on from the presentation by Council's Director of Infrastructure and Asset Management at the 2 March 2016 meeting, it has been suggested that the Group also consider upcoming opportunities to act collectively and individually to advocate for Council and/or private sector initiatives.

Attachments

Nil

Item: 08

Subject: TOWNS AND VILLAGES ENTRANCE SIGNAGE

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That the Group consider and provide feedback on the Towns and Villages Signage Working Groups' recommended concept and approach for entrance signage.

Discussion

At the 2 March 2016 meeting, the Director Community & Economic Growth briefed the Group on the proposed way forward and composition of a Towns and Villages Entrance Signage Working Group.

The minutes reflected the following consensus:

1. That the Group note the Placemaking team's extensive work with a number of communities in gathering ideas for the Towns and Villages Entrance Signage Working Group.
2. That the Group note the members of the Towns and Villages Entrance Signage Working Group are; Councillor Rob Turner, Director Community & Economic Growth, Tricia Bulic, Group Manager Economic Development, Liesa Davies and Group Manager Community Place, Lucilla Marshall.
3. That the Economic Development Steering Group be updated by the Towns and Villages Entrance Signage Working Group on progress at the April 2016 Economic Development Steering Group meeting.

An update was provided by the Group Manager Economic Development, on behalf of the Working Group, at the 6 April EDSG meeting.

Working Group members and Council's Graphic Designer, Mr Paul Arrighi, will present a recommended entrance signage concept for discussion and invite feedback.

Attachments

Nil

Item: 09

Subject: RENTAL PROPERTIES AND STUDENT ACCOMODATION UPTAKE

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That the Group discuss the status quo for local rental property market and student accommodation, and consider advocacy options or potential action.

Discussion

At the 2 March meeting, John Saunders discussed with the Group anecdotal feedback that there had been a marked increase in properties available for rent in the region.

At the 6 April 2016 meeting, the Group noted that this and the student accommodation uptake rate be discussed at the May 2016 Economic Development Steering Group meeting.

Attachments

Nil



Item: 10

Subject: OUTDOOR DINING

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That the Group note the update on the proposed waiver of fees for new outdoor dining licences (excluding Port Macquarie) and next steps for this process and the review of Council's Outdoor Dining Policy and Procedure.

Discussion

At the 3rd February 2016 meeting, Economic Development Steering Group members:

1. supported Council consideration of the waiving outdoor dining fees in areas of the local government area outside Port Macquarie, for a trial period of approximately 2 years.
2. requested that a further report be presented to the Economic Development Steering Group in relation to other outdoor dining/retailing matters raised, at or before the 6 April meeting.

At the 2nd March 2016 meeting the Group noted:

1. the update on progress regarding the proposed fee waiver, the current review of Council's Outdoor Dining Policies and Procedures.
2. that further investigation is to occur regarding footpath retailing.
3. that the Economic Development Steering Group receive an update at the May 2016 meeting.

The Group Managers Commercial and Business Services and Economic Development will brief the Group on recent developments and next steps.

Attachments

Nil

Item: 11

Subject: LEGISLATIVE ASSEMBLY INQUIRY INTO ZONAL TAXATION

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That the Group consider the invitation to make a submission to the NSW Parliamentary Inquiry into zonal taxation.

Discussion

The Chair of the Legislative Assembly Committee on Investment, Industry and Regional Development has written to Council's General Manager inviting a submission to the inquiry by 3 June 2016. The inquiry terms of reference are attached for consideration.

Attachments

1 [View](#). NSW Legislative Assembly Inquiry into Zonal Taxation Terms of Reference



LEGISLATIVE ASSEMBLY
COMMITTEE ON INVESTMENT, INDUSTRY AND REGIONAL DEVELOPMENT

Inquiry into zonal taxation

Terms of Reference

That the Committee inquire into and report on the possible benefits of zonal taxation for regional economies, infrastructure and services in NSW, with particular reference to:

- i. Exemptions from, or concessions in relation to, payroll tax, stamp duty, and land tax;
- ii. Concessions in relation to utility charges;
- iii. The impact of fuel levies on regional growth; and,
- iv. Any other related matters.