



Ordinary Council

MAYORAL MINUTES

Business Paper

date of meeting: Wednesday 16 November 2016

location: Council Chambers
17 Burrawan Street
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**

Community Vision

A sustainable high quality of life for all

Community Mission

Building the future together
People Place Health Education Technology

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.pmhc.nsw.gov.au/About-Us/How-Council-Works/Council-Committee-Meetings/Request-to-speak-on-an-Agenda-Item>

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.pmhc.nsw.gov.au/About-Us/How-Council-Works/Council-Committee-Meetings/Request-to-speak-in-a-Public-Forum>

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, 16 November 2016

MAYORAL MINUTES

Items of Business

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Item: 06.02

Subject: MAYORAL MINUTE - 2016-2017 GENERAL MANAGER'S PERFORMANCE REVIEW PANEL

Mayor, Peter Besseling

RECOMMENDATION

That Council:

- 1. Determine the composition of the General Manager's Performance Review Panel for the 2016-2017 period to consist of the Mayor, Deputy Mayor, one (1) Councillor nominated by Council and one (1) Councillor nominated by the General Manager.**
- 2. Appoint Councillor Lee Dixon as the Councillor nominated by the Council to the General Manager's Performance Review Panel for the 2016-2017 period.**
- 3. Note that Councillor Geoff Hawkins is the General Manager's nominated Councillor on the General Manager's Performance Review Panel for the 2016-2017 period.**
- 4. Delegate to the General Manager's Performance Review Panel:**
 - a) The whole process of performance management, including discussions about performance and performance reviews for the 2016-2017 period.**
 - b) The reporting to Council of findings and recommendations of reviews for the 2016-2017 period and any actions that should be taken.**
 - c) The determination of any new performance agreement for the period 2017-2018.**
- 5. Determine for the 2016-2017 period that there be one formal performance review at the completion of the period and an informal performance review at four months, noting that the 2016-2017 General Manager performance plan will run from 1 November 2016 to 30 June 2017 so that future performance plans are aligned to financial years.**

Discussion

The Director General of the Division of Local Government issued Guidelines in July 2011 for the Appointment and Oversight of General Managers. A copy of the Guidelines are attached for information.

The Guidelines recommend that the General Manager's Performance Review Panel comprise the Mayor, the Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager.

The Guidelines further provide that the whole process of performance management be delegated to the General Manager's Performance Review Panel including the conduct of performance reviews, reporting the findings and recommendations of those reviews to Council and the development of the performance agreement.

The Standard Contract for General Managers requires that the performance of the General Manager must be formally reviewed at least annually. It is proposed that there be one (1) formal review during the 2016-2017 period. At all times, those Councillors not on the General Manager's Performance Review Panel can contribute to the process by providing feedback to the Mayor on the General Manager's performance.

Attachments

1 [View](#). Guidelines for the Appointment and Oversight of General Managers

Item: 06.03

Subject: MAYORAL MINUTE - COUNCILLOR PORTFOLIO STRUCTURE

Mayor, Peter Besseling

RECOMMENDATION

That Council:

1. Adopt the revised Councillor Portfolio Structure as follows:

(a) Communication, Governance and Community Relations

Chair: Mayor Peter Besseling

Alt Chair: General Manager, Craig Swift-McNair

(b) Major Projects

Chair: Councillor Justin Levido

Alt Chair: Councillor Mike Cusato

(c) Roads & Transport Infrastructure

Chair: Councillor Sharon Griffiths

Alt Chair: Councillor Lee Dixon

(d) Economic and Cultural Development

Chair: Councillor Rob Turner

Alt Chair: Councillor Geoff Hawkins

(e) Water, Stormwater, Sewer and Waste

Chair: Councillor Lisa Intemann

Alt Chair: Councillor Justin Levido

(f) Towns, Villages and Public Spaces

Chair: Councillor Lee Dixon

Alt Chair: Councillor Sharon Griffiths

(g) Planning, Environment and Sustainability

Chair: Councillor Peter Alley

Alt Chair: Councillor Rob Turner

(h) External Grants and Revenues

Chair: Councillor Mike Cusato

Alt Chair: Councillor Peter Alley

(i) Finance, Corporate Services and Information Technology

Chair: Councillor Geoff Hawkins

Alt Chair: Councillor Lisa Intemann

to champion the advancement of Council's key priorities by providing a

means of gathering, receiving and discussing information in an efficient and timely manner.

2. Adopt the draft Councillor Portfolio Protocol attached to the report.

Discussion

The NSW Local Government Act 1993 (“the Act”) provides that the role of a Councillor is, as an elected person, to:

- represent the interests of the residents and ratepayers;
- provide leadership and guidance to the community;
- facilitate communication between the community and the Council.

In order to achieve these outcomes as prescribed in the Act, Councillors expressed a desire to play a more pro-active role in the advancement of key issues that affect our local community. This position was driven by a need to form better and more lasting partnerships between our elected officials, Council staff and our community.

In order to achieve better engagement processes, better information flow and ultimately, better decision making, a Portfolio Structure was adopted by Council on 12 December 2012 to allow for the efficient flow of information relating to key areas of interest within our community and within Council.

Each Councillor was designated a portfolio over which they had responsibility. The role of designated Chair and Alternate Councillors of each portfolio is to:

- be a key point of contact and to engage with industry and community groups and associations;
- participate and where appropriate, in consultation with the Mayor, lead any Council working groups or meetings formed in relation to the relevant portfolio issues;
- provide guidance and direction to the Council and the organisation through participation, discussion and debate at Council;
- provide a viewpoint as an elected Councillor; and to act as a sounding board for Directors and key staff on issues relating to the portfolio; and
- generally champion the advancement of Council’s key priorities and decisions relevant to the portfolio area.

The portfolios were revised in March 2015 and adopted as follows:

- Communication, Governance & Community Relations
- Future Planning and Environment
- Economic Development, Events & Tourism
- Glasshouse & Cultural Development
- Major Projects
- Roads & Infrastructure
- Public Spaces
- Organisational Efficiency & IT
- Corporate Services
-

Councillors have recently undertaken a review of the Portfolio structure, following the recent 2016 Local Government Election, with several changes proposed to include new Councillors and to better service the needs of our community.

Additional details regarding the Port Macquarie-Hastings Councillor Portfolio Protocol are attached for information.

Attachments

1 [View](#). Draft Councillor Portfolio Protocol