



Economic Development Steering Group

Business Paper

date of meeting: Wednesday 14 August 2019

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

time: 8:30am

Port Macquarie-Hastings Economic Development Steering Group

CHARTER

1.0 INTRODUCTION

The Port Macquarie-Hastings 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 Port Macquarie-Hastings 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
- 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.

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.

Port Macquarie-Hastings Economic Development Steering Group

ATTENDANCE REGISTER

Member	10/07/19
Councillor Rob Turner (Chair)	A
Councillor Geoff Hawkins (Deputy Chair)	✓
Councillor Mike Cusato (Chair of External Grants and Revenues Portfolio)	✓
Kelly King (Hastings Business Women's Network)	✓
Paul Dawson (Greater Port Macquarie Tourism Association)	A
Anthony Thorne (Hastings Construction Industry Association)	✓
Professor Heather Cavanagh Greg Linsdell (alternate) (Higher Education)	A
John Saunders Susan East (Camden Haven Chamber of Commerce)	✓
Hadyn Oriti (Port Macquarie Chamber of Commerce)	✓
Greg Freeman (Individual)	✓
Peter Halliwell (Individual)	✓
Craig Swift-McNair (General Manager, PMHC) Rebecca Olsen (Acting)	✓
Jeffery Sharp (Director Strategy & Growth) Holly McBride (Acting)	✓
Liesa Davies (Group Manager Economic Development) Jane Ellis (Acting)	✓

Member	14/08/19
Councillor Rob Turner (Chair)	
Councillor Geoff Hawkins (Deputy Chair)	
Councillor Mike Cusato (Chair of External Grants and Revenues Portfolio)	
Kelly King (Hastings Business Women's Network)	
Paul Dawson (Greater Port Macquarie Tourism Association)	
Anthony Thorne (Hastings Construction Industry Association)	
Kate Wood-Foye (Charles Sturt University)	
Stuart Bate (Camden Haven Chamber of Commerce and Industry)	
Hadyn Oriti (Port Macquarie Chamber of Commerce)	
Ross Cargill (Individual)	
Peter Halliwell (Individual)	
Jane Evans (Individual)	
Michelle Love (Wauchope Chamber of Commerce and Industry)	
Kellon Beard (NSW Business Chamber)	
Craig Swift-McNair (PMHC General Manager)	
Jeffery Sharp (PMHC Director Strategy & Growth)	
Liesa Davies (PMHC Group Manager Economic Development)	

Key: ✓ = Present
A = Absent With Apology
X = Absent Without Apology

Economic Development Steering Group Meeting

Wednesday 14 August 2019

Items of Business

Item	Subject	Page
01	Acknowledgement of Country	<u>7</u>
02	Apologies.....	<u>7</u>
03	Confirmation of Minutes	<u>7</u>
04	Disclosures of Interest.....	<u>12</u>
05	Business Arising from Previous Minutes.....	<u>16</u>
06	Introduction to the EDSG and Our Ongoing Focus.....	<u>17</u>
07	2019 Business Confidence Survey	<u>18</u>
08	Proposed Orbital Road Project Update.....	<u>19</u>
09	Next Meeting	<u>20</u>
10	General Business	

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 10 July 2019 be confirmed.

PRESENT

Members:

Councillor Geoff Hawkins (Deputy Chair)
Councillor Mike Cusato (Chair of External Grants and Revenues Portfolio)
Kelly King (Hastings Business Women's Network)
Anthony Thorne (Hastings Construction Industry Association Inc.)
Susan East (Camden Haven Chamber of Commerce)
Haydn Oriti (Port Macquarie Chamber of Commerce)
Greg Freeman (Individual)
Peter Halliwell (Independent)

Other Attendees:

Craig Swift-McNair (General Manager)
Holly McBride (Acting Director Strategy & Growth)
Liesa Davies (Group Manager Economic Development)
David Archer (Senior Economic Development Officer)

The meeting opened at 8:34am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Rob Turner, Paul Dawson, and Heather Cavanagh be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Economic Development Steering Group Meeting held on 12 June 2019 be confirmed with the following amendment:

The date of the Council decision referenced in the first paragraph to be amended to 15 May 2019, not 10 April 2019.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

06 2019/20 OPERATIONAL PLAN

The Acting Director, Strategy and Growth briefed the Group on Council's Operational Plan for 2019/20 including:

- how the Integrated Planning and Reporting framework operates;
- 19/20 budget highlights;
- key projects planned by region;
- the full plan being available at [Council's website](#).

The General Manager and Acting Director, Strategy and Growth answered a range of questions regarding Councils and State Government planning and legislative framework.

CONSENSUS:

The Group note Council's recent adoption of its Operational Plan for 2019/20 and the wide range of projects that will support our local economy and community.

07 RECENT IMPORTANT COUNCIL DECISIONS

CONSENSUS

The Group noted the information provided by the General Manager on the June 2019 Council decisions regarding the Proposed Orbital Road and Lake Cathie, and current and next steps.

08 EDSG 2017-2019 WRAP UP

CONSENSUS:

The Group considered and shared views on the Group's activity and progress over its two year membership term.

09 NEXT MEMBERSHIP TERM AND MEETING

The Acting Chair and Group Manager Economic Development and Communications extended thanks to all members of the Group for their commitment and contribution to over the past two years.

CONSENSUS:

The Group noted that:

1. Advice on the new membership of the Group will be communicated after the Council meeting on 17 July 2019.
2. The next meeting of the Group (for returning members) will be on Wednesday 14 August 2019 in the Function Room, PMHC Headquarters at 8:30am.

10 GENERAL BUSINESS

10.01 WAGGA WAGGA CITY COUNCIL - INNOVATIVE APPROACH

Tony Thorne and the General Manager lead a short conversation on the innovative approach being taken by Wagga Wagga City Council in establishing a branch office in Sydney and its plans to host a Smart Cities event (also in Sydney) in coming months.

The meeting closed at 10:10am.

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, the undersigned, hereby declare the following interest:	
<input type="checkbox"/>	Pecuniary: Take no part in the consideration and voting and be out of sight of the meeting.
<input type="checkbox"/>	Non-Pecuniary – Significant Interest: Take no part in the consideration and voting and be out of sight of the meeting.
<input type="checkbox"/>	Non-Pecuniary – Less than Significant Interest: May participate in consideration and voting.
For the reason that:	
Name:	Date:
Signed:	
Please submit to the Governance Support Officer at the Council Meeting.	

(Refer to next page and the Code of Conduct)

Pecuniary Interest

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will 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 you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- your interest, or
 - the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- Your "relative" is any of the following:
 - your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - the spouse or de facto partner of a person referred to in paragraphs (i) and (ii)
 - "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c)
- if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

Non-Pecuniary

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
- a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
 - other relationships with persons who are affected by a decision or a matter under consideration 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.
 - an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
 - membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
 - a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
 - the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
- by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
 - if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

*This form must be completed using block letters or typed.
If there is insufficient space for all the information you are required to disclose,
you must attach an appendix which is to be properly identified and signed by you.*

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 the affected principal place of residence of the councillor or an associated person, company or body <i>(the identified land)</i>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The 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"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
MATTER GIVING RISE TO PECUNIARY INTEREST¹	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the subject land²)</i> <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 or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest]

Councillor's Signature: **Date:**

This form is to be retained by the council's general manager and included in full in the minutes of the meeting

Last Updated: 3 June 2019



Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will 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.

"Relative" is defined by clause 4.4 of the Model Code of Conduct 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.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at 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.

¹ Clause 4.1 of the Model Code of Conduct 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 clause 4.6 of the Model Code of Conduct.

² 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 clause 4.3 of the Model Code of Conduct has a proprietary interest

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

Item: 06

Subject: INTRODUCTION TO THE EDSG AND OUR ONGOING FOCUS

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That new members note the recent focus of the Group and observations from members over the previous two year membership term.

Discussion

At the July 2019 meeting, being the last in the previous two-year Economic Development Steering Group term, the members reflected and shared views on the work of the Steering Group.

The Group Manager Economic Development and Communications and returning members will present this and other information on the work of the Group as an introduction for new members.

Attachments

Nil

Item: 07

Subject: 2019 BUSINESS CONFIDENCE SURVEY

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Group:

1. Note the 2019 Port Macquarie Hastings Business Confidence Survey is currently underway.
2. Promote participation in the survey via local networks and business community contacts.

Discussion

At the 12 June 2019 Economic Development Steering Group meeting it was resolved:

07 2019 BUSINESS CONFIDENCE SURVEY

CONSENSUS:

That the Group:

1. *Noted the draft timeline for the rollout of the 2019 Port Macquarie Hastings Business Confidence Survey commencing August 2019.*
2. *Provided feedback on supplementary survey questions for 2019.*

The survey is now live, with responses being gathered on-line and via telephone until 31 August. As per previous surveys, the target sample size is 400 businesses, broadly representative across the LGA and by industry-type. It is anticipated that survey results will be presented at the 9 October 2019 Economic Development Steering Group and distributed more broadly thereafter.

Attachments

Nil

Item: 08

Subject: PROPOSED ORBITAL ROAD PROJECT UPDATE

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Group note the update on the Proposed Orbital Road Project.

Discussion

The General Manager will present an update on the current status of actions relating to the Orbital Road Project, as resolved by Council at the 19 June 2019 Council meeting.

Attachments

Nil

Item: 09

Subject: NEXT MEETING

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Group note the next meeting will be on Wednesday 11 September 2019 in the Function Room, PMHC Headquarters at 8:30am.

Discussion

Nil.

Attachments

Nil