



Economic Development Steering Group

Business Paper

date of meeting: Wednesday 12 February 2020

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 OBJECTIVES

- Assist Council in the implementation and review of the Economic Development Strategy.
- Assist Council in monitoring the success of the Economic Development Strategy against established criteria.
- Engage with and provide input to Council on other economic development matters which are relevant to the future of the Local Government Area.
- To provide and receive two-way feedback from business and industry.

2.0 KEY FUNCTIONS

- 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 Port Macquarie Hastings 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 in the state, national and global market.

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
- Hastings Business Women's Network
- NSW Business Chamber
- Industry Mid North Coast
- Port Macquarie Hastings Education and Skills Forum
- Hastings Construction Industry Association.

Council representatives will be:

- Councillors, Economic and Cultural Development Portfolio

- General Manager
- Director
- 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 or participate in a working group on certain issues or to progress an agreed outcome, as approved by the Steering Group.

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.

3.1 Voting Members

- Councillors, Economic and Cultural Development Portfolio
- General Manager
- Director
- Group Manager Economic Development
- Community representatives, as appointed by Council

3.2 Non-Voting Members

- Other members, including State and Federal Government representatives and specific constituent groups within various sectors may be invited to attend meetings or working groups on certain issues or to progress an agreed outcome, as approved by the Steering Group.

3.3 Obligations of Members

- Commit to working towards advancement of economic development within the Local Government Area.
- Act honestly and in good faith.
- Act impartially at all times.
- Participate actively in the work of the Steering Group.
- Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances.
- Comply with this Charter document at all times.
- Facilitate and encourage community engagement with Steering Group and Council initiatives to support good cultural and social outcomes for our community.
- As per Section 226 (c) of the NSW Local Government Act 1993, the Mayor is the principal spokesperson for the governing body and Councillors that are members of a Steering Group are to obtain the Mayor's agreement to make media and other statements. Further, only the Mayor, or a Councillor with the Mayor's agreement and otherwise in accordance with Council policies and procedures, may release Council information through media statements or otherwise, and the release of such information must be lawful under the Council adopted Code of Conduct. Council officers that are members of Steering Groups are bound by the existing operational delegations in relation to speaking to the media.

- A Councillor as a member of a Steering Group or the Steering Group itself has no delegation or authority to make decisions on behalf of Council, nor to direct the business of Council. The only decision making power open to Councillors is through formal resolutions of Council.
- A Councillor as a member of a Steering Group or the Steering Group itself cannot direct staff and must abide by the decisions of Council and the policies of Council.
- 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 functions 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.

3.4 Member Tenure

- 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 require the approval of Council.

3.5 Appointment of Members

- 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 economic development interests across the Local Government Area rather than a single issue. The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to economic development, business and industry in the Port Macquarie Hastings region. Applications from individuals and representatives from interest groups, and who meet the selection criteria will be encouraged.
- Council, by resolution duly passed, will appoint members to the Steering Group.

4.0 TIMETABLE OF MEETINGS

- 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.

5.0 MEETING PRACTICES

5.1 Decision Making

- Recommendations of the Steering Group shall be by majority of the members present at each Meeting and each member shall have one (1) vote.
- The Chairperson shall not have a casting vote.
- In the event of an equality of votes on any matter, the matter shall be referred directly to Council's Executive Group and then to Council.
- Recommendations from the Steering Group are to be made through the General Manager or the relevant Director, who will determine under delegation, the process for implementation.
- 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.

- The Steering Group may establish working groups to support actions and activities within the strategies or to assist in the delivery of projects and events as deemed appropriate. All projects are to be aligned with Council's suite of Integrated Planning and Reporting documents.

5.2 Quorum

- A quorum must include a minimum of one (1) Councillor or one (1) Council Executive staff member being present. The quorum for the Steering Group will be met if half of the members plus one are present.

5.3 Chairperson and Deputy Chairperson

- The Chairperson shall be the Councillor, Chair Economic and Cultural Development Portfolio.
- The Deputy Chair shall be the Councillor, Alternate Chair Economic and Cultural Development Portfolio.
- At all Meetings of the Steering Group, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson and Deputy Chair, as the Steering Group's first item of business, the Steering Group shall elect one of its members to preside at the Meeting (elected chair must be a Council representative).

5.4 Secretariat

- The Director is to be responsible for ensuring that the Steering Group has adequate secretariat support. The secretariat will ensure that the business paper and supporting papers are circulated at least three (3) days prior to each meeting. Minutes shall be appropriately approved and circulated to each member within three (3) weeks of a meeting being held.
- All Steering Group agendas and minutes will be made available to the public via Council's web site, unless otherwise restricted by legislation.

5.5 Recording of explicit discussions on risks

- The Secretariat shall record all discussions that relate to risks.

6.0 CONVENING OF "OUTCOME SPECIFIC" WORKING GROUPS

- The Steering Group can at times request a working group to be convened, for a limited period of time, for a specific action, these specifics will be minuted clearly. The working group will report back to the Steering Group with outcomes.
- Any working groups established under this Steering Group will be responsible for providing updates to the Group. The working groups will be an informal gathering with notes collected and managed by the senior staff member in attendance and will be tabled at the Steering Group meetings.

7.0 CONFIDENTIALITY AND CONFLICT OF INTEREST

- Any independent members of the Steering Group will be required to complete a confidentiality agreement that will cover the period of their membership of the Steering Group.

- Steering Group members must declare any conflict of interests at the start of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest should be appropriately minuted.
- Where members or invitees at Steering Group meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that they be excused from Steering Group deliberations on the issue where the conflict of interest may exist.

Port Macquarie-Hastings Economic Development Steering Group

ATTENDANCE REGISTER

Member	14/08/19	11/09/19	09/10/19	13/11/19	27/11/19
Councillor Rob Turner (Chair)	✓	✓	No Quorum	No Quorum	✓
Councillor Geoff Hawkins (Deputy Chair)	✓	A			✓
Councillor Ally (Alt. Chair of External Grants and Revenues Portfolio)	X	X			X
Kelly King	✓	A			A
Paul Dawson	✓	✓			✓
Anthony Thorne	✓	✓			✓
Kate Wood-Foye	✓	✓			✓
Stuart Bate	✓	✓			✓
Hadyn Oriti	✓	✓			✓
Ross Cargill	✓	✓			✓
Peter Halliwell	✓	✓			✓
Jane Evans	✓	✓			✓
Michelle Love	✓	✓			✓
Kellon Beard	✓	✓			A
Craig Swift-McNair (PMHC General Manager)	✓	✓			A
Jeffery Sharp (PMHC Director Strategy & Growth)	✓	✓			✓
Liesa Davies (PMHC Group Manager Economic & Cultural Development)	✓	✓			✓

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology

Meeting Dates for 2020

12/02/2020	Function Room	8:30am
11/03/2020	Function Room	8:30am
8/04/2020	Function Room	8:30am
13/05/2020	Function Room	8:30am
10/06/2020	Function Room	8:30am
8/07/2020	Function Room	8:30am
12/08/2020	Committee Room	8:30am
14/10/2020	Function Room	8:30am
11/11/2020	Function Room	8:30am
9/12/2020	Committee Room	8:30am

Economic Development Steering Group Meeting

Wednesday 12 February 2020

Items of Business

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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 27 November 2019 be confirmed.

PRESENT

Members:

Councillor Rob Turner (Chair)
Councillor Geoff Hawkins (Deputy Chair)
Paul Dawson
Anthony Thorne
Kate Wood-Foye
Stuart Bate
Hadyn Oriti
Ross Cargill
Peter Halliwell
Jane Evans
Michelle Love

Other Attendees:

Jeffery Sharp (Director Strategy and Growth)
Liesa Davies (Group Manager Economic & Cultural Development)
Michael Ferguson (Group Manager Governance)
Kirsty Callander (Governance & Legal Officer)
David Archer (Senior Economic Development Officer)
Marissa Clift (Economic Development Officer)

The meeting opened at 8:30am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies from Craig Swift McNair, Kellon Beard and Kelly King be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Economic Development Steering Group Meeting held on 11 September 2019 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

06 CODE OF CONDUCT

Council's Governance & Legal Officer presented an overview of the elements of the Port Macquarie-Hastings Council Code of Conduct that apply to members of the Steering Group and answered questions. Members were encouraged to talk to any staff who are part of the Group, or the Governance & Legal Officer should they have questions or concerns relating to the Group, their role or potential conflicts.

CONSENSUS:

That the Group noted the Port Macquarie Hastings Council Code of Conduct and their obligations as Steering Group members to comply with the applicable provisions of Council's Code of Conduct.

07 ANNUAL BUSINESS CONFIDENCE SURVEY RESULTS

Council's Senior Economic Development Officer presented an overview of the results of the 2019 Port Macquarie Hastings Business Confidence Survey. It was noted that whilst business conditions have softened, our region continues to perform well (when compared with other State and National Business Confidence results), and businesses were positive about future performance. The innovation section of the survey indicated quite clearly that businesses who were innovating, reported significantly better outcomes across all measures, with higher sales and profitability, and a higher propensity to invest in increased staffing and capital expenditure.

CONSENSUS:

That the Group noted the overview provided of the 2019 Port Macquarie Hastings Business Confidence Survey.

08 LOCAL ECONOMIC PERFORMANCE UPDATE

Council's Economic Development Officer presented an update on local economic performance, considering key indicators and performance measures noted in the Port Macquarie-Hastings Economic Development Strategy 2017-2021.

CONSENSUS:

That the Group:

1. Noted the update on local economic performance and suggested further consideration of data relating to:
 - Population trends (looking at births and deaths, as well as migration)
 - Aged Care / Higher Density Residential Building Approvals.
2. Requested that the presentation by Council's Economic Development Officer be distributed to members along with the minutes of the meeting.

09 BIENNIAL STRATEGY IMPLEMENTATION UPDATE

The Group discussed progress regarding the implementation of the Strategy, noting there are 2 years remaining, in terms of its implementation. The Group Manager Economic and Cultural Development notes work is progressing for the development of the 2020-2021 Council Operational Plan and encouraged feedback on key priorities. Members requested further consideration of:

- The night time economy (noting potential for broader research project with CSU)
- Connectivity - both transportation and digital
- Smart City initiatives.

CONSENSUS:

That the Group note the update on implementation of the 2017-2021 Port Macquarie-Hastings Council Economic Development Strategy and provided feedback.

10 ECONOMIC DEVELOPMENT STEERING GROUP MEETING DATES FOR 2020

CONSENSUS:

That the Economic Development Steering Group members accept the proposed dates for the 2020 Economic Development Steering Group meetings.

11 NEXT MEETING

CONSENSUS:

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

12 GENERAL BUSINESS

12.01 BUSHFIRE RESPONSE

The Director of Strategy and Growth noted recovery actions underway and the need for planning for future community emergency support.

12.02 LEVEL 3 WATER RESTRICTIONS

Group Manager Economic and Cultural Development gave a reminder and advice to the Group regarding Level 3 Water Restrictions. She encouraged them to direct local businesses to the Council website for information or to contact Council directly to discuss their individual circumstances.

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, 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: WATER RESTRICTIONS - BUSINESS ENGAGEMENT AND IMPACTS

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Group note the recent introduction of Level 4 water restrictions and engagement with the business and commercial users.

Discussion

Level 4 'severe' water restrictions were introduced on Tuesday 28 January 2020 for residents and businesses, and Tuesday 25 February for commercial users. A commercial user is a registered business that relies on the use of water as part of their business activities to produce an income. For businesses who do not rely on water to produce an income, residential water restrictions apply.

The combined water levels in our region's storage dams has fallen to 39%, and in an effort to further reduce overall demand and extend the limited water storage levels, Council resolved to move to Level 4 'severe' water restrictions before reaching the adopted 35% trigger level. The aim of Level 4 'severe' water restrictions is to reduce overall demand by 20%.

The potentially significant impacts on commercial users prompted Council to delay the implementation of Level 4 'severe' water restrictions for commercial users until Tuesday 25 February. During this time, Council staff are engaging with commercial users and businesses around water saving measures that could be implemented to minimise the impact the restrictions may have.

Residential, business or commercial customers who may be unable to comply with the Level 4 'severe' water restrictions can apply for an exemption, and an assessment by Council staff will be undertaken on an individual basis. In addition, Council staff will work with residents, businesses and commercial users to reduce their water use by assisting in completing a Water Savings Action Plan.

Attachments

Nil

Item: 07

Subject: BUSHFIRE RECOVERY - ENGAGEMENT WITH AND FEEDBACK FROM LOCAL BUSINESS

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Group note:

1. Feedback from local business regarding the impact of the November 2019 bushfires;
2. Actions taken by Council to support the local community and business and encourage visitors to continue with existing and plan new stays in the region.

Discussion

In the period since the November 2019 bushfires, Council has continued to work with our local community and stakeholders (including all levels of government) to understand the bushfire impact and support recovery efforts. Council staff will share with the Group feedback on business impacts to date (and invite further insights) and outline recent, current and planned Council action to support affected communities and businesses.

Attachments

Nil

Item: 08

Subject: DRAFT DESTINATION MANAGEMENT PLAN

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Group note:

1. **The Draft Destination Management Plan is on exhibition until 24th February 2020 and feedback/submissions are encouraged.**
2. **It is anticipated that the final plan will be presented to the March 2020 Ordinary Council meeting.**

Discussion

Following discussions with a broad range of stakeholders (including members of the Cultural Steering Group and Economic Development Steering Group), in December 2019 Port Macquarie-Hastings Council completed a second, whole of region Destination Management Planning process to develop a new Destination Management Plan (DMP) to guide the region beyond 2020.

The Destination Management process focused on engaging stakeholders from industry, government and our community to plan for the future and manage our destination. It embraces a holistic approach and aims to bring our community together to develop a road map to enhance the financial and social benefits of visitor expenditure. To undertake this process, Council engaged the services of Claire Ellis Consulting and Wray Sustainable Tourism Planning and Research - tourism consultancy and advisory businesses offering services related to the development of new product and tourism experiences and creating sustainable long-term outcomes for business, communities and the wider region.

Extensive stakeholder engagement activities during September 2019, including sessions with both the Cultural Steering Group and the Economic Development Steering Group, aimed to determine stakeholder perceptions around important issues, challenges and opportunities to sustainably grow tourism in the Port Macquarie Hastings region over the next five years. Analysis involved collating and synthesising the issues, challenges and opportunities identified in the various stakeholder engagement activities to determine common themes to inform the development of the DMP.

The [Draft Destination Management Plan](#) outlines why we are creating a Destination Management Plan, our approach to this process, an analysis of the recent research and performance of our visitor economy, our strengths and opportunities as a destination and recommends strategic priorities, which will help us to grow visitation expenditure. The document is on exhibition until February 24th 2020 and we encourage all members of the Economic Development Steering Group to take this opportunity to review it.

Further detail on Draft Destination Management Plan will be presented at the meeting.

Attachments

Nil

Item: 09

Subject: NSW SMALL BUSINESS STRATEGY 2020 - OPPORTUNITY TO PROVIDE INPUT

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Group;

1. Note the opportunity to provide feedback on the NSW Government's Small Business Strategy 2020 Discussion Paper;
2. Consider input to a submission on behalf of the Group.

Discussion

The NSW Government has released the '[NSW Small Business Strategy 2020: Discussion Paper](#)' to seek public feedback to inform development of a refreshed NSW Small Business Strategy (the current Strategy was released in 2017).

The refreshed Strategy will have five key themes:

1. Building resilient, connected and prepared businesses in NSW
2. A strong economy for small businesses to thrive
3. Making it easier for small businesses to contract with Government
4. Making it easier to do business
5. Building the capability of small business

Feedback on the Strategy is due on 4 March 2020.

Attachments

Nil

Item: 10

Subject: SMART COMMUNITY ROADMAP

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Group note the commencement of a Smart Community Roadmap project and opportunity to provide input.

Discussion

Council's 2017-2021 Economic Development Strategy includes as Strategic Objective 9 "Planning for a Smart Regional City".

In May 2019, Council resolved to undertake work on a Smart City Strategy as part of the 2019/2020 Operational Plan. Investigative work on the project has been informed by a discussion with Councillors, the EDSG at the 12 June 2019 meeting and research into a wide variety of Council approaches on 'Smart Cities'. Project definition has now been finalised and determined that a stage approach will take place, with a focus on 'Smart Communities' to ensure we have a 'customer centred' approach.

Council's Economic Development Officer will brief the Group on the Project, its scope, planned engagement and future stages.

Attachments

Nil