



PORT MACQUARIE-HASTINGS  
COUNCIL



# Economic Development Steering Group

## Business Paper

date of meeting: Wednesday 10 June 2020

location: Via Teams

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-Hastings Economic Development Steering Group**

## **CHARTER**

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### **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	09/10/19	13/11/19	27/11/19	12/02/20	11/03/20
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	✓	✓
Paul Dawson			✓	✓	✓
Anthony Thorne			✓	A	A
Kate Wood-Foye			✓	✓	✓
Stuart Bate			✓	✓	✓
Hadyn Oriti			✓	✓	✓
Ross Cargill			✓	✓	✓
Peter Halliwell			✓	✓	A
Jane Evans			✓	A	✓
Michelle Love			✓	✓	✓
Kellon Beard			A	✓	✓
Craig Swift-McNair (PMHC General Manager)			A	A	X
Jeffery Sharp (PMHC Director Strategy & Growth)			✓	✓	X
Liesa Davies (PMHC Group Manager Economic & Cultural Development)			✓	✓	X

**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 10 June 2020

## Items of Business

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

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"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."

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**Item: 02****Subject: APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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

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**RECOMMENDATION**

That the Minutes of the Economic Development Steering Group Meeting held on 11 March 2020 be confirmed.

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## **PRESENT**

### ***Members:***

Councillor Rob Turner (Chair)  
Kelly King  
Paul Dawson  
Kate Wood-Foye  
Stuart Bate  
Hadyn Oriti  
Ross Cargill  
Jane Evans  
Michelle Love  
Kellon Beard

### ***Other Attendees:***

Craig Swift-McNair (PMHC General Manager)  
Jeffery Sharp (PMHC Director Strategy and Growth)  
Liesa Davies (PMHC Group Manager Economic & Cultural Development)  
Lucilla Marshall (PMHC Group Manager Community Engagement)  
Dan Bylsma (Director Infrastructure)  
Cameron Hawkins, (PMHC Group Manager Infrastructure Planning)

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The meeting opened at 8:32am.

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## **01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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## **02 APOLOGIES**

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### **CONSENSUS:**

That the apologies received from Cr Geoff Hawkins, Peter Halliwell and Tony Thorne be accepted.

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**03 CONFIRMATION OF MINUTES**

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**CONSENSUS:**

That the Minutes of the Economic Development Steering Group Meeting held on 12 February 2020 be confirmed.

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**04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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**05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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**CONSENSUS:**

That the Group note the update on the Smart Community Roadmap proposed for the May 2020 meeting.

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**06 DRAFT DESTINATION MANAGEMENT PLAN**

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**CONSENSUS:**

That the Group note:

1. The exhibition period for the draft Destination Management Plan concluded on 12 February 2020 with eight submissions being received.
  2. The matters raised in the submissions are currently under consideration and will be presented to the April 2020 Council meeting with an updated draft Plan for adoption.
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## **07 WATER SUPPLY SECURITY**

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Council's Group Manager Infrastructure Planning provided an overview of the current water supply situation; the current water supply scheme; the recent Council decision to upgrade the Wauchope Water Treatment Plant; and the long term planning and ten year works program which proposes an investment of some \$297million into our future water supply scheme. It was noted that this sort of investment is typically reliant on funding Council financial reserves. Members of the Group strongly encouraged Council to share more of the data, graphs and targets around the water situation with the community, noting the value these can add in demonstrating water usage rates and trends.

### **CONSENSUS:**

That the Group note the current, short and long-term measures being taken by Council to ensure a sustainable water supply for our growing community.

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## **08 THINK 2050 - DEVELOPING OUR NEW COMMUNITY STRATEGIC PLAN**

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The Group Manager Community Engagement briefed the Group on the [Think 2050](#) Community Strategic Plan engagement which will take place over the next three months. She noted positive engagement with new Community Ambassadors for the project and encouraged the Group's involvement via things like the the FUTUREThink Symposium, Think 2050 roundtable sessions, responses to our postcard campaign, and pop-up engagements.

### **CONSENSUS:**

That the Group note and contribute to upcoming engagement across our community to develop the new *Think 2050* Community Strategic Plan.

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## **09 GENERAL BUSINESS**

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### **09.01 LOCAL ECONOMIC / BUSHFIRE RECOVERY UPDATES**

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### **CONSENSUS:**

That there be a standing agenda item for Local Economic/ Bushfire Recovery Updates at future meetings.

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**09.02 DRAFT 2002-2021 OPERATIONAL PLAN**

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CONSENSUS:

That an overview of the draft 2020/21 Council Operational Plan be presented at the next meeting, which will be during the exhibition period.

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The meeting closed at 10:00am.

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Item: 04  
Subject: DISCLOSURES OF INTEREST

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**RECOMMENDATION**

That Disclosures of Interest be presented

**DISCLOSURE OF INTEREST DECLARATION**

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

*(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:
- (a) your interest, or
  - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - (c) 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:
- (a) Your "relative" is any of the following:
    - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii)
  - (b) "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)
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - (b) 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
  - (c) 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) 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
  - b) 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.
  - c) 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.
  - d) 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
  - e) 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
  - f) 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:
- a) 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
  - b) 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.*

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of the affected principal place of residence of the councillor or an associated person, company or body <i>(the <b>identified land</b>)</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.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST<sup>1</sup></b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the <b>subject land</b><sup>2</sup>)</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.

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<sup>1</sup> 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.

<sup>2</sup> 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

<b>Item:</b>	08	11/03/2020
<b>Subject:</b>	THINK 2050 - DEVELOPING OUR NEW COMMUNITY STRATEGIC PLAN	
<b>Action Required:</b>	1. The Group note and contribute to upcoming engagement across our community to develop the new <i>Think 2050</i> Community Strategic Plan	
<b>Current Status</b>	1. Engagement is currently on hold due to COVID-19 restrictions although members can still contribute via Council's Have Your Say website. Active engagement will recommence in July 2020.	

<b>Item:</b>	09.02	11/03/2020
<b>Subject:</b>	DRAFT 2020-2021 OPERATIONAL PLAN	
<b>Action Required:</b>	1. An overview of the draft 2020/21 Council Operational Plan be presented at the next meeting which will be during the exhibition period.	
<b>Current Status</b>	1. Engagement of the Draft Operational Plan is now complete and it will be presented to Council on 17 June 2020 for adoption. As there were no Economic Development Steering Group meetings during the engagement period, engagement on the 2021-2021 Council Operational Plan was completed via Council's Your Say website.	

Discussion topics at future meetings		
	Due Date	Requested
Smart Community Roadmap	July 2020	12/02/2020

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**Item: 06**

**Subject: SUBMISSION - CLIMATE CHANGE AS A MATTER OF ECONOMIC SIGNIFICANCE**

**Presented by: Strategy and Growth, Jeffery Sharp**

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**RECOMMENDATION**

**That the Group consider the submission from Ms Rachel Sheppard “Climate Change as a matter of economic significance”.**

**Discussion**

Ms Rachel Sheppard has approached the EDSG Chair and Council’s General Manager asking the Group to consider the attached submission.

**Attachments**

1 [↓](#). Climate Change as a matter of economic significance - Submission

Rachel Sheppard  
[REDACTED]  
[REDACTED]

**EDSG Submission: Climate change as a matter of economic significance that should be communicated to our business community.**

It is not Council's responsibility to make decisions about climate change for businesses. But according to the EDS, Council has a responsibility to communicate matters of economic significance to the business community.

Council has been legislated to address climate change in operational planning for over a decade. Council has considered climate change projections in water security planning since the early 1990s. Council's insurers also treat climate change as a matter of economic significance to their business, currently requiring that council generate a climate change risk management plan.

Council's approach to climate change has been to protect council assets and mitigate risk of litigation, as legally mandated.

However, climate change has and will alter the landscape that our local businesses and economy will be operating in. Local businesses will be contending with higher temperatures, more heatwaves, longer and more intense bushfire seasons (with associated loss of key tourist season and business and capital put at risk of damage), heavier rain fall events (flooding), less frequent rain fall events (drought and water restrictions), and damage caused by inundation due to sea level rise. In short, climate change will affect local business assets and operations in the same ways that council infrastructure and operations would be affected had council not taken action to prevent this over the past decades. Clearly climate change is a matter of economic significance.

A problem-focused approach would be to argue that it is negligent to continue to fail to share known information on a matter of economic significance, when it is considered significant enough for council to substantially incorporate into its own business operations and planning.

But the more productive approach is to consider the benefits of starting this communication process. If council communicates transparently and clearly with local businesses about climate change, businesses could make informed and innovative decisions toward their own viability and prosperity. Clear communication would unlock business resources to create their own risk management strategies and to identify innovation and growth opportunities in our region and beyond. The outcome would be a more resilient economy that is better placed to respond flexibly to the predicted conditions ahead.

**Examples of business impacted by climate change**

- Construction: safe working conditions during heat waves, during hazardous air quality.
- Tourism industry: loss of ability to rely on summer (bushfire season) for key tourist season. A big issue as tourist industry continues to be heavily concentrated on summer despite attempts to spread events over the year.
- Agriculture: outputs affected by changes in rainfall patterns, temperature and damage from bushfires
- Businesses impacted by water availability/restrictions: e.g. pool business owners, breweries, wineries, farmers, nurseries, pavement companies.
- Widespread business impacts across all sectors from extreme weather events, which BOM and CSIRO advise will be more frequent and more intense under effects of climate change.

**Resources to support communication**

Councils March 2020 Climate Information Report (pg 116 of meeting agenda)

Attached 2019 literature review of best practice climate change communication from the VIC government.

Dr Angela Frimberger is a Climate Reality educator with years of experience engaging with our community on this issue. She is also a local business owner and member of the Port Macquarie Chamber of Commerce.

[REDACTED]  
[REDACTED]

Camden Haven Chamber of Commerce have experience engaging with the local business community around environmental sustainability issues.

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**Item: 07**

**Subject: COVID IMPACT - INSIGHTS TO DATE**

**Presented by: Strategy and Growth, Jeffery Sharp**

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**RECOMMENDATION**

**That the Group note the impacts of COVID-19, as understood at the present time.**

**Discussion**

As various information on the impacts of COVID-19 on business and our economy is being released, staff will present an overview of insights to date, particularly with regard to the Mid North Coast and Port Macquarie-Hastings Region.

**Attachments**

Nil

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**Item: 08****Subject: LOCAL ECONOMIC/BUSHFIRE RECOVERY UPDATES****Presented by: Strategy and Growth, Jeffery Sharp**

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**RECOMMENDATION**

**That the Group note the update provided by staff regarding bushfire recovery priorities and progress.**

**Discussion**

As determined at the Economic Development Steering Group meeting of 11 March 2020, this matter has been added as a standing agenda item. Staff will provide an update on projects and programs that are currently/soon to be undertaken with the funding received by Council from the Federal and State Governments, other project funding for which applications and have been made, and broader recovery matters.

**Attachments**

Nil

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**Item: 09****Subject: 2020 PORT MACQUARIE HASTINGS BUSINESS CONFIDENCE  
SURVEY****Presented by: Strategy and Growth, Jeffery Sharp**

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**RECOMMENDATION**

**That the Group note planning for the 2020 Port Macquarie-Hastings Business Confidence Survey.**

**Discussion**

The annual Port Macquarie-Hastings Business Confidence Survey provides local businesses with the opportunity to connect with Council, have their say and be part of the collective local business community voice. The Business Confidence Survey will be conducted from 1 - 31 August 2020, with the data gathered used to help measure local business confidence and gauge the overall condition of our local economy.

A sample group of 400 businesses representing a broad cross section of the business community will be surveyed through online and telephone survey methods.

In addition to capturing business demographics, the survey questionnaire is delivered in two parts:

1. an objective assessment on actual and projected business conditions across 5 key indicators (trading, profit, staffing, capital expenditure and confidence); and,
2. topical questions relevant to influences or specific occurrences of the time.

The business conditions component has remained the same since it was updated in 2017, with additional, topical questions included each year. In 2019, questions surrounding innovation were included and it is intended that they be retained as core questions (in lieu of further topical questions) to measure this indicator over time.

At present, we do not propose to directly address COVID-19 matters in the 2020 questionnaire as impacts to business will be captured throughout the survey, within open text response options and in the innovation questions. We anticipate the survey results will be collated for presentation to the October 2020 Economic Development Meeting.

**Attachments**

Nil