



Sustainability Advisory Sub-Committee

Business Paper

date of meeting: Wednesday 8 September 2021

location: via MS Teams

time: 3:30pm

Sustainability Advisory Sub-Committee

CHARTER

Adopted: OC 18/11/2020

1.0 INTRODUCTION

Port Macquarie-Hastings Council is committed to ensuring that the Port Macquarie-Hastings is a community for all. A community that offers everyone a great quality of life and the opportunity to realise their potential as part of a flourishing society.

The Sustainability Advisory Sub Committee will allow Council to seek input from members of the community on sustainability issues that directly affect them, provide technical resources and expertise and assist Council in its decision making process.

The Sustainability Advisory Sub Committee will provide advice to Council regarding sustainability initiatives and assist Council in responding to Climate Change in the Port Macquarie-Hastings.

2.0 OBJECTIVES

- To assist Council in implementation, monitoring and review of its strategic and operational planning, particularly the Sustainability and Climate Change Strategy and the Long Term Energy Strategy.
- To assist Council to provide and receive two-way feedback from the community and industry regarding issues relating to sustainability matters.
- To assist Council with projects and issues which support and affect Council programs, services, and projects to ensure we have an informed community.
- Assist Council in development of the Sustainability and Climate Change Strategy.
- Engage with and provide input to Council on other sustainability and climate changes matters and issues which are relevant to the Local Government Area.

3.0 KEY FUNCTIONS

The key functions of the Sustainability Advisory Sub Committee are to:

- Support Council in promoting projects, facilities and services with the wider community.
- Discuss issues of mutual concern in relation to Council policy, strategy or direction, so that they can be resolved to the benefit of all members of the community.
- Provide advice and guidance in the development of Council's plans and strategies.
- Advise Council on sustainability and climate change issues relating to the Port Macquarie-Hastings Local Government Area.
- Advise Council on the implementation of the adopted Sustainability and Climate Change Strategy.
- Review and provide feedback to Council in respect of new or emerging sustainability and climate change initiatives.
- Act as a Sub Committee for the purpose of relevant NSW guidelines as they relate to sustainability and climate change

4.0 MEMBERSHIP

4.1 Voting Members

All members are expected to have a broad technical understanding and/or commitment to environmental sustainability.

A. COUNCILLORS

- Councillor Chair and Deputy Chair as resolved by Council.

B. STAFF

- Director Development and Environment (or alternate Director).
- Group Manager Regulatory and Environmental Services.
- Group Manager Strategy (or nominee).
- Sustainability Officer.
- PMHC Staff Sustainability Action Group Chairperson (or nominee).

C. COMMUNITY

- 5 x Community representatives (1 person each representing Port Macquarie, Lake Cathie, Camden Haven, Wauchope, Rural area).
- 2 x Development industry representatives (with demonstrated interest in environment and sustainability).
- 3 x Sustainability industry representatives (with demonstrated experience and/or suitable qualifications in one or more of the following areas energy, waste, water, environmental management, natural resources, environmental science, climate science, sustainability or environmental education).

4.2 Non-Voting Members

Other attendees/members, including State and Federal Government representatives and specific community groups or organisations 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 Sub Committee. These are non-voting attendees and may only be invited with the approval of the Sub Committee or the Chairperson if the need for their attendance is identified between regular meetings.

4.3 Obligations of Members

- Act honestly and in good faith.
- Act impartially at all times.
- Participate actively in the work of this Committee
- 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 Sub Committee and Council initiatives.
- 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 Committee 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 permissible under Council's adopted Code of Conduct. Council officers that are members of Committees are bound by the existing operational delegations in relation to speaking to the media.

- A Councillor as a member of a Committee or the Committee 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 Committee or the Committee itself cannot direct staff and must abide by the decisions of Council and the policies of Council.
- Councillors, Council staff and members of this Committee 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 particularly with respect to conflicts of interest, confidentiality and general conduct obligations.

4.4 Member Tenure

Committee members will serve on this Sub Committee up until the next ordinary Local Government elections. Following the election, a review of all Council's Committees will be undertaken with the newly elected Council and membership of the Committees as resolved shall be filled by inviting expressions of interest from interested members of the community to fill any relevant vacant positions.

4.5 Appointment of Members

- A formal Expression of Interest process will be undertaken across the Local Government Area as a way of determining the representatives on the Sub Committee. Members of the Sub Committee will be representative of diverse interests and experience across the Local Government Area rather than a single issue. The members of the Sub Committee, taken collectively, will have a broad range of qualifications, skills and experience in the relevant sectors in the Port Macquarie-Hastings region. This Expression of Interest process shall be conducted in accordance with Council's Procedure for Calling Expressions of Interest for Community Members to Council Committees.
- Where practicable the membership will represent the geographical spread of the Port Macquarie-Hastings Local Government Area, and a diverse range of cultural, gender and age groups.
- Council, by resolution duly passed, will appoint members to the Committee.

5.0 TIMETABLE OF MEETINGS

Meetings will be held quarterly (or more regularly if required). Meetings will generally be held at the main administration office of Port Macquarie-Hastings Council. Electronic meetings may be held under certain circumstances with the approval of the chairperson.

6.0 MEETING PRACTICES

6.1 Decision Making

- Recommendations of the Sub Committee 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 Team and then to Council for consideration.

- Recommendations from the Sub Committee are to be made through the Chief Executive Officer or the relevant Director, who will determine under delegation, the process for implementation or referral to Council for consideration, whichever is appropriate under the circumstances.
- The Sub Committee has no delegation to allocate funding on behalf of Council. The Committee 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 Sub Committee may establish working groups to support actions and activities within Council Plans or to assist in the delivery of projects and services, as deemed appropriate. All projects are to be aligned with Council's suite of Integrated Planning and Reporting documents. Membership of working groups shall be determined by the Committee.
- The Sub Committee may be delegated authority by the Council to make decisions on behalf of Council in certain circumstances however delegation to commit funds will not be granted.

6.2 Quorum

- A quorum must include a minimum of one (1) Councillor or one (1) Council Director being present.
- The quorum for the Sub Committee shall be at least half of the **voting** members are present.

6.3 Chairperson and Deputy Chairperson

- The Chairperson shall be the Councillor resolved by Council to chair the Sub Committee.
- The Deputy Chair shall be the alternate Councillor as resolved by Council.
- At all meetings of the Sub Committee, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson and Deputy Chair, a member of Council's Executive Team who is a member on this Sub Committee, or their nominee, shall chair the meeting.

6.4 Secretariat

- The responsible Council Director shall ensure the Sub Committee has adequate secretariat support. The secretariat will ensure that business papers and supporting papers are circulated at least three (3) working days prior to each meeting. Minutes shall be circulated to members within seven (7) days of the meeting having taken place.
- All Sub Committee agendas and minutes will be made available to the public via Council's web site, unless otherwise restricted by legislation or confidentiality provisions.
- The responsible Council Director will coordinate a review of the Charter within 6 months of a new Council term and present to Council for adoption.

6.5 Recording of decisions and explicit discussions on risks

- The minutes shall reflect actions arising from the Sub Committee meeting.
- A summary of discussions shall only be recorded on specific items when agreed by the Sub Committee.
- The Secretariat shall record a summary of **all** discussions that relate to risks.

7.0 CONVENING OF “OUTCOME SPECIFIC” WORKING GROUPS

- The Sub Committee can at times request a working group to be convened, for a period of time, and/or for specific actions. These specifics will be clearly defined. The working group will report back to the Sub Committee with outcomes.
- Any working groups established under this Sub Committee will be responsible for providing updates to the Sub Committee. 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 Committee meetings.

8.0 CONFIDENTIALITY AND CONFLICT OF INTEREST

- Any independent members of the Sub Committee will be required to complete a confidentiality agreement that will cover the period of their membership of the Committee.
- Sub Committee 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 Sub Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that they be excused from Committee deliberations on the issue where the conflict of interest may exist and this is to be recorded in the minutes of the meeting.

Sustainability Advisory Sub-Committee

ATTENDANCE REGISTER

Member	09/06/21			
Councillor Peter Alley (Chair)	A			
Councillor Rob Turner (Deputy Chair)	✓			
Director Development and Environment (Melissa Watkins)	✓			
Group Manager Regulatory and Environmental Services (Debbie Archer)	✓			
Group Manager Strategy (Duncan Coulton)	A			
Sustainability Officer (Gavin Hughes)	✓			
PMHC Staff Sustainability Action Group Chairperson (Sandra Wallace)	✓			
Harry Creamer (Community Representative - Port Macquarie)	✓			
Stephen Healy (Community Representative - Wauchope)	✓			
Rachel Sheppard (Community Representative - Lake Cathie)	✓			
John Handford (Community Representative - Camden Haven)	✓			
Jim Hutcheon (Community Representative - Rural Areas)	✓			
Stephen Lockhart (Development Industry)	✓			
Nigel Swift (Development Industry)	✓			
Stuart Watson (Sustainability Industry)	✓			
Nicky Julian (Sustainability Industry)	✓			
Angela Frimberger (Sustainability Industry)	✓			

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

Meeting Dates for 2021

14/07/2021	Function Room	3:30pm

Sustainability Advisory Sub-Committee Meeting

Wednesday 8 September 2021

Items of Business

Item	Subject	Page
01	Acknowledgement of Country	<u>9</u>
02	Apologies.....	<u>9</u>
03	Confirmation of Minutes	<u>9</u>
04	Disclosures of Interest.....	<u>13</u>
05	Business Arising from Previous Minutes.....	<u>17</u>
06	Climate Change Response Action Plan	<u>18</u>
07	Draft Sustainability and Climate Change Policy - Community Feedback	<u>21</u>
08	Sustainable Energy Use and Future Planning	<u>41</u>
09	Port Macquarie-Hastings Council Staff Sustainability Action Group.....	<u>45</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 Sustainability Advisory Sub-Committee Meeting held on 9 June 2021 be confirmed.

PRESENT

Members:

Councillor Rob Turner (Deputy Chair)
Director Development and Environment (Melissa Watkins)
Group Manager Regulatory and Environmental Services (Debbie Archer)
Sustainability Officer (Gavin Hughes)
PMHC Staff Sustainability Action Group Chairperson (Sandra Wallace)
Harry Creamer (Community Representative - Port Macquarie)
Stephen Healy (Community Representative - Wauchope)
Rachel Sheppard (Community Representative - Lake Cathie)
John Handford (Community Representative - Camden Haven)
Jim Hutcheon (Community Representative - Rural Areas)
Stephen Lockhart (Development Industry)
Nigel Swift (Development Industry)
Stuart Watson (Sustainability Industry)
Nicky Julian (Sustainability Industry)
Angela Frimberger (Sustainability Industry)

Other Attendees:

Nil

The meeting opened at 3:30pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Peter Alley and Duncan Coulton be accepted.

03 CONFIRMATION OF MINUTES

Nil - inaugural meeting.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil - inaugural meeting.

06 WELCOME NEW MEMBERS AND INTRODUCTIONS

The Sustainability Advisory Sub-Committee noted the new membership and provided a short self-introduction to other members.

07 SUSTAINABILITY SUB-COMMITTEE INDUCTION

An overview was provided to members regarding the Sustainability Advisory Sub-Committee Charter and the Code of Conduct for Port Macquarie-Hastings Council committees.

CONSENSUS:

That the Sustainability Advisory Sub-Committee note the induction overview provided to members regarding the Sustainability Sub-Committee Charter and Code of Conduct for Port Macquarie-Hastings Council committees.

08 FUTURE MEETING DATES

CONSENSUS:

That the Sustainability Advisory Sub-Committee meet quarterly as per the Charter with the future meeting dates to be agreed to following the September 2021 Local Government election.

09 GENERAL BUSINESS

09.01 CLIMATE CHANGE RESILIENCE WORKSHOP

CONSENSUS:

That a Sub-Committee Workshop for Climate Change Resilience (virtual and in-person option) be scheduled for 14 July 2021 and that a collaborative (Microsoft Teams) workspace be established to be able to collaborate on the outcomes of the session.

The meeting closed at 4:38pm.

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: Signed:	Date:
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:
- (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 (i)
 - (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 Chief Executive Officer, such a disclosure is to be made to the staff member's manager. In the case of the Chief Executive Officer, 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 Chief Executive Officer, 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 Chief Executive Officer, 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 Chief Executive Officer 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: CLIMATE CHANGE RESPONSE ACTION PLAN

Presented by: Development and Environment, Melissa Watkins

RECOMMENDATION

That the Sustainability Advisory Sub Committee note:

1. The information provided in the report; and
2. That Council is proceeding with the development of a Climate Change Response Action Plan utilising the Climate Change Response Framework and the Proposed Plan Development Process documents as guidance.

Discussion


Following the declaration of a Global Climate Emergency it is now necessary for Council to develop a Climate Change Response Action Plan to outline actions, that are within Council's control and ability, that will address Climate Change appropriately.

A Climate Change Framework diagram (**Attachment 1**) has been developed to show how the climate change framework can be separated into Primary, Secondary, Tertiary and Integration Action stages. These stages each outline the various strategies, plans and actions that can be developed to achieve the desired outcome of embedding climate change into all council operations.

Attachment 2 is a proposed Plan Development Process covering engagement, emissions analysis and adaptation planning. The process is designed to find actions where technical and financial viability overlap with social desirability. The process also accounts for the fact that many actions deliver both emissions reductions and adaptation outcomes. The delivery of co-benefits will be a key factor in developing the final set of actions.

Ongoing committee input into how to best educate our whole community to gain better community engagement with well informed and considered feedback will be vital to the process. Community support to help develop the strategy, action plans and ambitious achievable emission reduction targets will be key to achieving Climate Change outcomes.

Attachments

1.  Climate Change Response Framework
2.  Proposed Plan Development Process

ACTION AREAS

A Climate Change Response Framework can be separated into the following four action areas

PRIMARY

Commitments that include declarations and policy development

SECONDARY

Key Council plans to address climate change causes and impacts

TERTIARY

Special actions that would usually be committed to through one of the core actions

INTEGRATION

Embedding the commitments, and actions into day-to-day Council activities

ACTIONS

Make a climate emergency declaration

Develop an overall Climate Change Response Policy

Join Cities Power Partnership

Join a state-wide climate change program

ACTIONS**COUNCIL**

Develop a Climate Change Response Strategy

Develop a Council Mitigation Action Plan

Develop a Council Adaptation Action Plan

COUNCIL & COMMUNITY

Coastal Hazards Reduction Action Plan??

COMMUNITY

Develop a Community Mitigation Action Plan

Develop a Community Adaptation Action Plan

ACTIONS**Examples**

100% renewable energy target & implementation plan

Develop an Urban Forest Strategy

Adjust Council's Risk Management Strategy

Set emissions reduction targets

Adjust Council's Financial Strategy

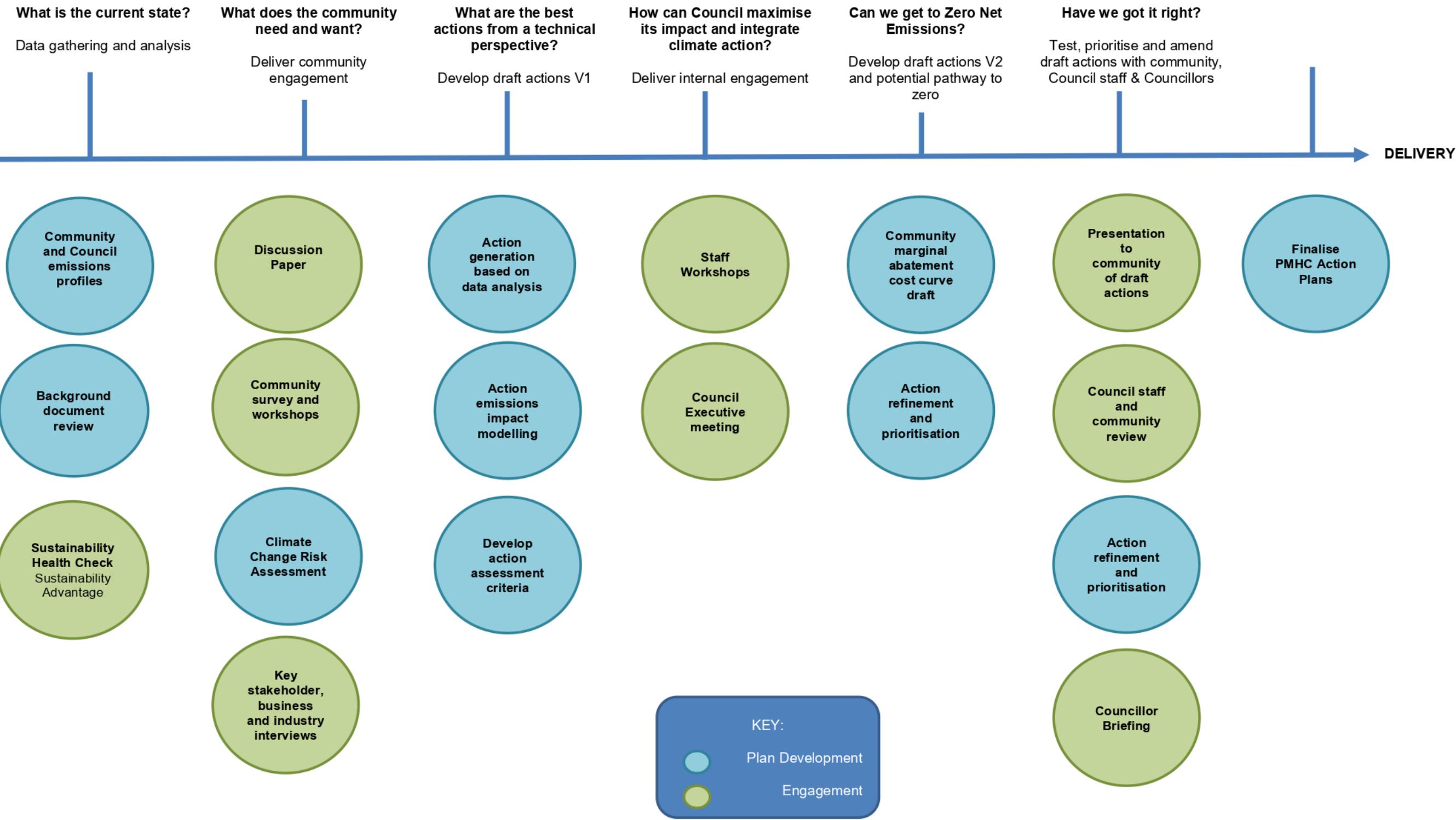
ACTIONS

Embed climate change commitments, actions and projects in Council strategies, plans and activities

PROPOSED PLAN DEVELOPMENT PROCESS

The three key elements of the process – engagement, emissions analysis and adaptation planning – are described in the following pages. They are described separately for the sake of clarity. In reality, they necessarily overlap and influence each other.

The diagram below shows the iteration between the “technical plan” development and the engagement activity. The process is designed to find actions where technical and financial viability overlap with social desirability. The process also accounts for the fact that many actions deliver both emissions reductions and adaptation outcomes. The delivery of co-benefits will be a key factor in developing the final set of actions.



Item: 07

Subject: **DRAFT SUSTAINABILITY AND CLIMATE CHANGE POLICY -
COMMUNITY FEEDBACK**

Presented by: Development and Environment, Melissa Watkins

RECOMMENDATION

That the Sustainability Advisory Sub-Committee:

1. **Note the key themes identified in survey responses received on the draft Sustainability Policy and draft Climate Change Response Policy; and**
2. **Support that each of the themes be incorporated into the policies.**

Discussion

The development of a sustainability framework is designed to create a culture of sustainable practice within our organisation that will help us address significant future challenges like climate change. It will help ensure accountability for sustainable outcomes associated with a number of Council resolutions and guide the strategy and policy work to date. The 4 August 2021 report to Council provides a good summary of the key considerations and decision points in the journey so far.



This report is in response to Council's resolution of 17 March 2021 declaring a Climate Emergency and the 4 August 2021 Council resolution to place the draft Sustainability Policy and Climate Change Response policy on public exhibition.

The draft policies were on public exhibition from 5 August - 1 September 2021. As a result of the exhibition there were 105 people aware of the project and Council received 23 survey submissions. **Attachment 1** details the responses received. The key themes raised in survey comments were as follows:

1. Support for these policies being created;
2. Suggested options to strengthen the policies and wording;
3. The need for Council to provide education on its roles to meet the sustainability/climate change policies;
4. Suggested inclusion of First Nations perspectives; and
5. Inclusion of a principle regarding targets around achieving net zero carbon emissions in both policies

This report provides the details of the submissions received and seeks any further comment from the Sub-Committee on the issues raised by the community to assist with the preparation of the final policies for Council's consideration which is anticipated for reporting to the Ordinary Council Meeting on 13 October 2021.

Attachments

1   Policy Survey Submission Feedback

Feedback about Sustainability Policy					
No.	Comments on our definition of sustainability	Comments on the objectives	Comments about these principles	Is anything missing?	Further thoughts or comments
1	As a resident of PMHC LGA and the planet, I am totally behind this strong sustainability definition which will allow council and community to better assess and account for prudent decision making.	I love the objectives and feel they should be applied to all government agencies within levels of government. They use public funds and should show good governance by having such a policy.	It would be great if all significant Council decision making can be reported for how it has considered and delivers to these 9 excellent sustainability principles.	May need to reference the IP&R to OLG and 2030 agenda for sustainable development to UN in this Sustainability policy like we have in the climate change response policy.	This policy will help draw a line under what has happened to date and help make better decisions into the future.
2	Perhaps the definition would have more punch if you included something about acting and behaving: Sustainability refers to a continual way of thinking and (ACTING or BEHAVING) that focuses on the best outcomes for people, environment and the economy both now and in the future all within the framework of transparent and accountable leadership and decision-making.	No	These are fabulous, but only a powerful are the actions taken to implement them. The strength will be in the organisation wide understanding of sustainability, and collaboration and communication with the wider community. What plans do you have to act upon the about principles, how will you implement them, and what are your intentions to take this beyond the council building and into the community to create a community wide understanding of true sustainability?	It would be great to know that Council intends to include Indigenous perspectives and authentic engagement within all of these principles. We have much to learn from traditional owners, both in relation to how we can 'close the gap' for their communities, but also lessons for Council around how sustainability succeeded so well prior to colonisation. ATUNMANKUPA YI (to always nurture) - is a powerful and impactful sustainability principle employed by the Pitjantjatjara people for tens of thousands of years. What can we learn from that? Let's ask ourselves what	We are one community within a sea of communities that needs to act on sustainability. What plans do you have the collaborate with, and learn from, other councils and communities? How are you thinking global, and how will Council make a more powerful impact that the soil we are on?

				true sustainability it, embed it within our organisations and communities as a new frame of thinking, and employ it as best we can in the modern world, in collaboration with the traditional owners of this land.	
3	nil	nil	nil	Does the policy need a scale or scoring system for actions/initiatives ?	Does the policy need some accountability or a way that projects can use the policy in the PMF reporting?
4	"Live within carrying capacity and resources limits of the planet" are grandstanding words trapping us in hypocrisy of the UN bureaucrats. We should simply state "commitment to caring for our environment" instead.	nil	Social equity is a very loaded term. I already lived in the Soviet Union, thank you very much. It should read "equal opportunity". 4. b) and 4. c) is the road to bureaucratic nightmare, increased cost of compliance for residents and businesses, suppress economy and freedom and will do nothing for the environment. But that's nothing for true believers, right? 4. b) in particular should be excluded from the council policy. Item 9 should exclude the United Nations which serves the billionaires, China and itself. The Council should be in alignment with NSW policies instead.	Yes, fiscal responsibility is missing. And continuous strive to reduce the cost of living and doing business.	Sustainability Pillars part: Social Sustainability should be first, economic sustainability second. Then the rest. Socially sustainable communities are not diverse, they are inclusive and free (in liberty sense). I'm surprised you don't see a contradiction here. Economic sustainability cannot be always "without negatively impacting..." there must be a balance there, otherwise you will trap us in a race towards "noble savage" state. Civic leadership and governance must include strive to reduce the cost of living and rates for all residents.

5	I agree with the definition. It is concise and clear.	They are clearly defined and measurable. I particularly like how the objectives extend beyond Council to the wider community	These principles cover all aspects of sustainability. They are succinct and easy to understand. I agree with them all and particularly like the inclusion of Principle 9 - too often is governance inconsistent. Principle 9 speaks to a coordinated response across LGA boundaries, borders and countries. We all share the same planet.	No.	It is a great relief that Council has decided to take meaningful action to ensure all its decisions henceforth will be considered in terms of their impact on future generations and on the local environment. I hope that this powerful document will be endorsed by Council without being watered down. Our descendants and our environment depend on us to make responsible decisions today.
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6	nil	nil	<p>I suggest more investigation of the applicability of the precautionary principle. Top thinkers have expressed concern that implementing this principle can lead to excessive caution and a failure to innovate. We have to be careful of social equity in that it seems better that equity be earned and not given free of charge to people unwilling to make the sacrifices necessary to achieve an equitable society. What does "improved economic valuation" mean? This needs to be defined more clearly. Or do you mean "evaluation"? i.e. evaluating the economic merits of developments or Council investments. What is "integrated decision-making"? A definition, please. As to "responsible decision-making" - this is known in management as "motherhood and apple pie" - it is expected and does not have to be part of Council's sustainability principles. Somewhere in here, there needs to be a "devil's advocate". Too much collaboration leads to group</p>	<p>What about enforcement of these principles? Great to have them but useless unless enforced.</p>	<p>The policy has been written, I feel, by people who are more academic than practical. It seems to me to need a more hard-nosed approach to reflect the real world we live in.</p>
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			think, stifling diverse views. Perhaps this could be worked into the continual improvement principle. Improvement will go much better when decision-making has people asking hard questions.		
7	"The outcomes for people, environment and economy". I think economy should be given lesser attention than people and the environment. Environment needs to be front and centre. Economic growth drives the destruction of the environment, eg, look at what is already happening in Port Macquarie, too many estates are being built, too much of the environment is being cleared and destroyed for houses and economic gain.	There needs to be objectives for the environment. No clearing of land or habitat destruction needs to be an objective.	These principles seem vague and can be taken in many ways.	More explicit, measurable and data driven goals for environmental protection	Council need to keep what is left of the environment. Council need to make a strong stand. Port Macquarie is not as beautiful as it was but it is still beautiful. Keep it beautiful by keeping the environment, stop the land clearing and stop the new estates. It's not only the environment that is suffering, the traffic is becoming horrible, people are stressed out because if the

	Look after the environment and the economy will be fine.				traffic, people are stressed out because of the growing population. People live in the Port Macquarie area because it is, relaxed, laid back and quiet. We don't want a city full of concrete and traffic. Growth is not everything; people enjoy Port Macquarie as a smallish country town. Keep it that way.
8	I agree with the holistic approach of the definition and that transparency and accountability are acknowledged	Fantastic!!! Great to see my local Council taking Climate Change seriously. It gives me hope, thank you	They are broad and encompass the current catastrophe whilst being future focused	No, it is cognisant of the current situation. Well thought out and visionary for a local council	Love your work, keep it going!!!
9	The word "development" implies growth. Growth and sustainability are not compatible	The word "growth" appears several times in the Sustainability Policy and the Climate Change Response Policy. "Sustainable growth" is an oxymoron - growth is unsustainable by definition. You have a forest and put up a Sovereign Hills, and that forest isn't coming back. It's a one-way action, at least on the timescales you're talking about. Growth means growth in resource consumption, growth in pollution, growth	nil	nil	nil

		in population - technology will not resolve this collision. I urge council to adopt a "no growth" strategy to seriously address the sustainability and climate issues. Your constituents will love you - no increase in traffic, and sky-high housing prices for current owners. Courage.			
10	It's an appropriate level of detail.	There's no mention of working with Aboriginal groups. Objectives are generally good but heavy focus on greenhouse gas emissions as primary driver. While obviously this is incredibly important, I believe it's important to also include specific mention of biodiversity, circular economy, urban ecology etc.		No mention of working with Aboriginal groups. No mention of Net Zero either in the policy text (outside international precedents) or as aspirations for Council's operations or any commitment to carbon neutrality in the short term. A net-zero definition would also be welcome. No evidence of consultation with other areas of Council that will be key stakeholders implementing the policy prior to public consultation. The responsibilities and authorities does not mention how the policy will apply to contractors, suppliers, grant recipient or other	I think it's a great start and long overdue. Looking forward to seeing the detail in the Sustainability Framework and the draft Climate Change Response Strategy and its associated draft Action Plans.

				external parties to council.	
11	They appear to be reasonable & workable	include wording for "Council to provide both physical and financial support, wherever possible, to residents & communities, within the LGA, who suffer from the effects of Climate Change and the resulting Global Warming and rising sea levels."	no they appear adequate	refer to comment in previous section.	no
12	Confirming that this is the definition: 'the commitment to live within the carrying capacity and resource limits of the planet, without compromising the ability of future generations to meet their own needs'!? I have no issue with this as a definition, it is very similar to the internationally recognised definition for sustainable development outlined in the Brundtland Report (and acknowledged in the draft policy. However, I question whether 'sustainability' is the same as 'sustainable development'. I note that the terms are being used interchangeably.	Given that the NSW Government requires Councils to work within the Integrated Planning & Reporting Framework, I believe that the only way to achieve the objectives of the draft policy is to ensure that they are reported as part of this framework. Not only are Council's legally required to report in this way, it provides clarity on where sustainability would sit within Council and can be framed using the quadruple bottom line as a way of measuring and reporting on objectives and targets.	I advocate for the simple principles designed by Bioregional in their One Planet Living framework; The framework provides support in generating an action plan using 10 principles that cover the three pillars of sustainability. Through an action plan, these principles can be used at a local level to navigate towards a sustainable future. The principles follow: 1) Health and happiness 2) Equity and local economy 3) Culture and community 4) Land and nature 5) Sustainable water 6) Local sustainable food 7) Travel and transport 8) Materials and products 9) Zero waste 10) Zero carbon	nil	I worry that the policy won't hold much weight unless it is integrated into the IP&R framework.

13	OK	Very broad based, which I understand is how policy documents are written	Principle 4 I think should/does include the cost of NOT caring for the environment. Long term valuation essential.	nil	I look forward to this policy being the basis for prompt concrete actions to care for our environment which will benefit us all
14	Please amend to: "to live within the carrying capacity and resource limits of the planet while conserving its biodiversity, without compromising the ability of future generations to meet their own needs".	Please amend paragraph on adaptation to: "land use planning, biodiversity conservation and disaster management."	4. Improved economic valuation and sustainable economic development. I prefer the term "sustainable economic management", instead of "sustainable economic development" because the latter implies increasing GDP and continual growth of the economy - which is unsustainable because resources are limited. There are better alternatives such as a stable, circular economy	nil	1. Precautionary Approach Council will maintain a precautionary approach to climate change adaptation and greenhouse gas emissions reduction in order to mitigate the threats of serious or permanent harm to the environment or our community by developing and implementing short and long term actions that seek to achieve resilience and a reduction in greenhouse gas emissions while also delivering other social, economic and environmental benefits. Make the following changes to this paragraph to avoid ambiguity, and to make absolutely clear that harm is not the result of the actions that are then described: End first sentence at "our community." Begin next sentence with, "Council will do

					this by developing..."
15	Sustainability should involve making decisions to ensure our community and future generations can experience and live a life as fortunate and with the environmental beauty and longevity that this generation has been lucky enough to have.	They need to be more specific, how are you going to achieve these goals?	Leadership and collaboration could also involve Education. Of our community in sustainability	Leadership and collaboration could also involve Education. Of our community in sustainability	This draft is very encouraging and I hope council will stay true to working toward a more sustainable future for this community. I have lived in the area for 4 short years but I have already been witness to extensive environmental degradation and mismanagement due to the power of 'progress' this is never sustainable.
16	Very good. I like that it covers the 4 dimensions of sustainability.	Very good. I like the commitment to raising awareness in the community and striving for a common understanding and commitment to sustainability.	It's a very comprehensive list of principles. I like the way it draws on the UN SDGs	nil	nil
17	No	Spelling error in 2. Policy Statement table row 1 column 2 should read 'Environmental sustainability'	Principle 7 It should read 'We empower and educate our employees'... Reasoning: The vast majority of people in our community have no qualifications in Sustainability. Council has a vital role to play in the education of all Council staff and the wider community. We need the word 'educate' in Principal 7, as per above suggestion. When recruiting for	The word 'education'	No thank you

			council positions, particularly in leadership roles, communication roles and in face-to-face education, staff need demonstrated qualifications in Sustainability. Likewise, all existing Council staff who do not have qualifications in Sustainability need to undertake a mandatory training program to assist them in their roles. This is vital for the effective implementation of this policy.		
18	replace "and balanced" with "and with a degree of acceptable balance"	no	no	Without padding out each principle further, no.	No
19	I agree that sustainability is a worthwhile goal, however, I do believe that we could also be looking at Regeneration of much of our already degraded landscape...and social structures also really...	I think that a Regenerative focus might envisage not just living within the Planetary limits but also growing social, environment and economic resources within our LGA....and how do we build the environmental and social connections. Where there are connections, there is life and energy! That is what we want and need to develop going into the future.	We are so fortunate to live in an area where we still have the opportunity to engage with our local aboriginal population. They carry such a rich history, knowledge and understanding of our place in the world and we need to develop meaningful pathways and lines of communication in order to even begin to understand our place in the world and in order to gain guidance in our future trajectory. These sentiments may be inherent in the Objectives stated, however, I do believe that they need to be much	We are currently being assailed by massive changes in the environment, as we question the limitations of our western reductionist mindset and the inherent values and significant problems associated with both Colonisation and Capitalism. The International focus is moving from America to China, and we are being advised to localise products and services to strengthen our capacity in the face of these changes. We will require a holistic approach to	Kate Rushworth, author of "Donut Economics" says that a healthy economy should be designed to thrive, not just grow. Are these objectives inclusive of these sentiments?

			more clearly spelt out.	problem solving in order to rise to the challenges we will be facing into the future. Do you think that these sentiments are reflected in the draft policy statement	
20	Support	Support	Support	Support	Support
21	No it is comprehensive	No it is comprehensive	No if we must follow these principles	no it is a great document	This is a great document the difficulty will be in adhering to and enforcing these principles.
22		Overall this policy looks very useful. This is an extremely important issue that needs strong policy and leadership.		Please ensure the business community are accountable to the vision and sustainability policy, especially in relation to their impact on the environment. The business community could be great leaders in creating change if acting in a sustainable way.	Please ensure this policy is implemented as it is, it shouldn't be watered down. Our community depends on it. Thanks very much.
23	no	no	no	no	Need for educating local residents and businesses about the policy

Feedback about Climate Change Response Policy				
No.	comments on the objectives	comments about these principles	anything is missing	further thoughts or comments
1	As a local resident who has experienced recent environmental conditions that show our LGA can be negatively affected now and into the future by climate change and the scientific consensus predictions. We had long drought conditions which ran our water supply down to alarmingly low levels and underground peat spontaneously combusted in fires that couldn't be put out for almost a year. This produced dangerous local air quality worse than Delhi India for many residents who couldn't escape breathing it while they had to live or work in it. This was then followed by 2 declared natural disasters where locals lost their homes and livestock, along with habitats and wildlife in devastating bushfires and then floods. These are not isolated events but part of the record breaking series of markers that show we can no longer fail to act on mitigating and adapting for global climate change risks to us all.	Good governance will be aided by following these 5 prudent principles and again, I think all government agencies in all levels of government should be encouraged to adopt them too.	I think both policies will help take us towards our community vision for the most liveable, sustainable and innovative place in Australia if Council adopts them both in their entirety.	I love it but know it may be an inconvenient truth to many to accept we all need to change our mindset and behaviour, plus invest for the future to prevent runaway climate change consequences.
2	nil	nil	Scoring or scale system for reporting the impact in council projects.	nil
3	It is dangerous to commit to implementing "ANY" government policies and guidelines. We should word the policy to leave some room for adaptation of those policies to our local circumstances. There are many reasons. A simple example could be latest push by the IPCC to reduce Methane from animal agriculture. Our region has many farmers and cattle farming is important.	nil	Yes. Fiscal responsibility and strive to formulate the Climate Change Response actions in such a way which would reduce the cost of living, council rates and doing business for the community	We must decouple our policy from the increasingly corrupt UN institutions.
4	Nil	Nil	Nil	Nil

5	I agree with all of the objectives. It is critical that Council bases its decisions on accurate, peer-reviewed climate science and is guided by the advice of international experts in the climate field. The inclusion of the community in the Council's climate mitigation journey via the development of a target for greenhouse gas emissions reduction is appreciated and it is a fantastic opportunity for broader community education on this issue. It is vital that climate change adaptation is a core component of planning decisions - it makes financial and environmental sense. and is morally the right thing to do.	Fantastic! What a relief to have a sensible, strong policy that references evidence-based decision-making and has the courage to employ the Precautionary Principle - a concept that the current State and Federal governments are loathe to discuss for fear of short-term economic loss. There is no time to waste. We all need to act now to reduce our emissions and employ adaptive strategies. otherwise, our collective losses will be of a magnitude as yet unforeseen.	No. It is strong, powerful, and is a moral statement that the Port Macquarie-Hastings community does, in fact, care about the state of the planet we leave to our children and all other life on earth	It is a great relief that Council is deciding to take meaningful action to ensure all its decisions henceforth will be considered in terms of their impact on our local and global climate. I hope that this powerful document will be endorsed by Council without being watered down. Our descendants and our environment depend on us to make responsible decisions today.
6	nil	Too much reliance on the precautionary principle can lead to inertia and lack of innovation. I think this could be better stated and dropped further down the list. I was looking for a fast response and I think this should be included. Often (too often, maybe) we can't forecast bad climate events, so we have to rely on the way we respond. "Adaptive" is usually a response not an approach, which smacks of pre-planning. "Evidence-based decision-making" sounds good but, when it comes to climate events, the evidence is not always clear when	We have to include a "devil's advocate" in decision-making processes. It has been proved that this improves decisions.	As with sustainability, I feel it is too academic an approach. More practical ways of responding to climate change are needed, I feel. The Council should also be considering how it can better serve the community with regard to climate change. For instance, people cannot get flood or fire insurance in certain places (or, if they can, it is far too expensive.) We advise people to have a short-term fire plan to evacuate, for example. This is a short-term approach. Could the Council give more long-term advice? e.g. use money from the

		decisions have to be made. Sometimes a best guess is necessary using experience and intuition to make decisions. But how to include this as a principle?		"saving" of insurance premiums to build defences against flood and fire to minimise personal losses. Encourage people to be more pro-active by giving sound advice and support by way of ideas and plans.
7	I agree with most of it but I didn't read anything about keeping what is already here, e.g. trees and land. Stop clearing land.	Again these are way too vague	Protection of what is already here. Uncleared land, farmlands and habitats. Stop the new estates. To truly keep the area sustainable, you need to put a gault to the growing population.	Look after what is already here. Re wild the wild
8	It's great that council see Climate Change as an emergency and have the foresight to act before it's too late.	Precautionary Approach concerns me; we need to act now. Don't let bureaucracy get in the way for our future generations and the environments sake.	nil	nil
9	nil	nil	nil	nil
10	As per the community vision of being "the most liveable, sustainable and innovative place in Australia" (Ref CONSULTATIVE COMMITTEE AGENDA 02/09/2021) I think the objectives need to reflect this desire, with a focus on the "most". The language around the targets and objectives needs to reflect the climate emergency urgency and the community desire to lead. The language used currently is conservative (I understand why) but I think it could better convey the urgency and opportunity available to Council.	No mention of working with Aboriginal groups. No specific commitments.	No mention of working with Aboriginal groups. No mention of Net Zero either in the policy text (outside international precedents) or as aspirations for Council's operations or any commitment to carbon neutrality in the short term. A net-zero definition would also be welcome. No evidence of consultation with other areas of Council that will be key stakeholders implementing the policy prior to public consultation.	Great start, congratulations to the staff for their hard work on this.

			The responsibilities and authorities does not mention how the policy will apply to contractors, suppliers, grant recipient or other external parties to council.	
11	no	no they appear to cover all required aspects.	a comment on supporting the residents & communities to adjust and support them in with changes brought about as a result of climate change.	no
12	An objection about legal compliance seems unnecessary	Need to ensure that the principles portray the need for a resilient and long term approach that is both flexible and dynamic. An added principle could be included to outline how the identified principles will be delivered e.g. through a communication strategy?	Reference to the National Climate Resilience and Adaptation Strategy (2015) in the Policy Context of the draft Policy	I believe that strong governance is a key to success, furthermore the policy needs to be agile, which can sometimes be a challenge in a local government environment, which is often seen as both rigid and hierarchical.
13	OK	nil	In that official type language is there somewhere that says that necessary action will not be sidelined because of monetary cost? What price survival? 50 years ago people wouldn't dream of paying \$1.40 for a litre of petrol, but now we do it all the time. If it costs to protect our environment and therefore our survival, then so be it.	Just hoping it will result in swift and decisive action.

14	Amend to "land use planning, biodiversity conservation and disaster management."	Precautionary Approach: Amend to two sentences to remove ambiguity: "the environment or our community. Council will do this by developing and implementing" Principle 3: avoid ambiguity by correcting verbs and changing sentence to: Council will ensure that its actions, decisions and policy response to climate change remain current as the science of climate change develops, and that they reflect Council's financial and operational capacity.	Amend definition of sustainability to include biodiversity conservation (as per Sustainability Policy).	Please clarify who is responsible for Principle 3, to ensure that actions, decisions and policy response to climate change remain current and targets are appropriately revised?
15	Again it would be good to know more detail and information on how these 5 principles will be implemented.	No	Community, national and global collaboration? There is a lot of information being collated and available	This must be taken seriously and should influence all decisions made for our community in the future.
16	Very good. I like the way that the draft policy balances mitigation and adaptation, and the way it involves the community	I support the principles. I think they are well presented.	I can't find any reference to establishing baselines although there is a reference to using regional studies where possible. I'm thinking of data like long-term temperatures for each month, compared with last decade temperatures. Or rainfall and flood records. But maybe that is more an action than a principle.	I like that you have included the Sharma court case in the context. I suggest a very minor re-wording as follows - The Sharma v Minister for the Environment judgement (2021), in which it was held that the Federal Minister is required... (only bold Sharma v Minister for the Environment, and note use of is not was.

17	No	Yes, Principle 4 The vast majority of the community have no formal education about climate change, and yet the existence this policy is testimony that the whole community needs to understand it. If Council truly intends for the community to enact behaviour change to reduce climate change, there must be education taking place. In Principle 4, the term 'learning opportunity' is weak - does this mean an 'opt-in' focus group or a post on social media? 'Education' and 'communications' are not the same thing. Council can't rely on teachers in schools or Tafe to educate our community about climate change - many teachers trained prior to 'climate change' even being a thing, and very few have specific training in this area. Council needs to be a key educator for the community providing education to its own staff, to educators and the community for this policy to be adopted to its potential, and this role needs to be clearly stated in Principal 4.	Yes, that Council has a role to educate across the whole of its business - not just to communicate - about climate change and climate change mitigation.	No, thank you
18	Not sure how Council can "achieve" community GHG reduction targets? Doesn't feel like a realistic statement to be included in this policy. Suggest	No	Not sure	This is a good document and provides a firm base for future

	removing "community" from that particular sentence			planning polices and activities.
19	These objectives need to be prefaced by a vision statement which identifies our place in the rhythm and cycles of the natural world and our determination to live within those limits. We need to be able to identify the need for urgent action whilst also focusing on opportunities for Hope and Opportunity, and commit to taking Nature's cyclic model of take and give, death and renewal as inspiration for future development/s. Words like Regenerate, Restore, Repair, Reuse, Refurbish and Recycle provide for inspiration and focus for current and future transitioning. We do already understand what it is that we need to do, in order to successfully mitigate the changes which are bearing down upon us. (i.e. Project Drawdown) ...now we just need to do them!	The Principles are very practical! and I think that we also need some dreaming about where these principles can take us....and that dreaming really requires ongoing and constant engagement with the Community (sorry!) in order to maintain its life and vitality, and to continue to keep the community alive to developments which are occurring around the rest of Australia and the world i.e. The Countdown Project as well as our own more local area.	Maybe a positive sense that moving toward Climate Change adaption can be an opportunity for building stronger and more cohesive communities...there are some amazing ideas and actions occurring around the world and we humans are a resilient species. We need to actively involve young people(10-18years), through well-constructed focus groups and collaboration with schools, to truly capture the needs of future populations.	We need to be moving forward with our First Nations brothers and sisters in this venture. Their people and culture is owed much, and they also hold many understandings which have the potential to assist and support the process, not least in relation to their understanding that we are all a part of the natural world....and that what happens to our world and our planet, also happens to us and the rest of life!
20	Support	Support	Support	Support
21	No these are comprehensive and well presented	No these are comprehensive and well presented	No I strongly support this document	I look forward to the Council implementing this policy and commend the work done so far.
22			Overall this policy looks strong and will be very useful for council/councillors. This is an extremely important issue that needs strong policy and leadership.	Please ensure this policy is implemented as it is, it shouldn't be watered down. Our community depends on it. Thanks very much.
23	no	no	no	Need to educate local residents and businesses about the Climate Change policy

Item: 08

Subject: SUSTAINABLE ENERGY USE AND FUTURE PLANNING

Presented by: Development and Environment, Melissa Watkins

RECOMMENDATION

That the Sustainability Advisory Sub-Committee note that Council has accepted a scope of works from Presync P/L to develop an Integrated Energy Strategy for more sustainable energy use and future planning.

Discussion

The Department of Planning, Industry and Environment are generously funding 50 hours of work by Presync P/L to provide an Integrated Energy Strategy (see **Attachment 1**) for Council as new members of their Sustainability Advantage program.

The Integrated Energy Strategy will be developed by assessing current energy use and production with interval data to create load profiles. Through the process, cost drivers, carbon impact and potential efficiency opportunities will be sought. Additional large and small scale solar PV system options will also be assessed for Council with community sharing and battery storage options considered.

A data model will be developed for Council's future electricity spend under business-as-usual and a variety of renewable PPA arrangements, with the ability to substitute or add multiple sources of local renewable generation. The scenario modelling will reveal the impact of different future wholesale electricity prices and compares various options against each other in terms of total spend, net present value over the term and in terms of risk.

This work will be presented with advice to Council to consider for the best pathway to reach its current 100% renewable energy by 2027 target as adopted within the Long Term Energy Strategy. An option for an additional 25hrs to develop a net zero emissions pathway is also provided but has not been taken up by Council at this time.

The Integrated Energy Strategy, once developed, will be presented to the Sustainability Advisory Sub-Committee for their input and endorsement.

Attachments

1   Integrated Energy Strategy Scope 3 August 2021

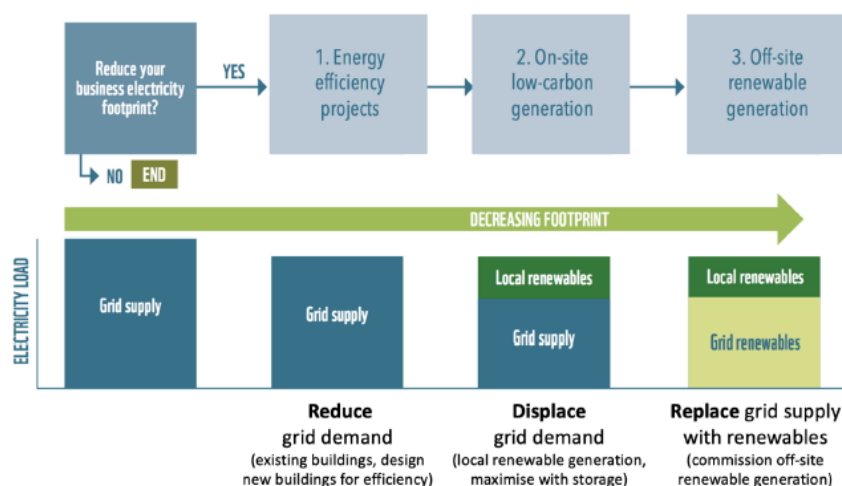
Integrated Energy Strategy - 50 hours

NSW councils face the twin challenges of high energy costs and the need to decarbonise their operations and demonstrate a path towards net zero emissions. We have found a “**Reduce, Displace, Replace**” strategy can neatly address both challenges.

Reduce means energy efficiency: Improving energy efficiency is a “no-regrets” measure and first step of any energy strategy, as it reduces both cost and emissions. Try to use as little energy as possible to achieve the task at hand. Look for opportunities to use less through behaviour change, facility design and equipment selection. Behaviour change can often yield up to 20% savings with no capital investment. Other low-hanging fruit may include replacing existing lights with LEDs, which often offers a payback of two years or less, with larger gains possible using variable-speed drives, efficient HVAC equipment, and by replacing gas heating with electric heat pumps.

Displace means using locally-generated instead of grid-supplied energy, typically through on-site renewable generation and storage. Look for opportunities to maximise the solar PV capacity installed behind each meter at each site, and depending on load profiles it may be able to increase this capacity using battery storage.

Replace means buying grid renewable electricity: this can be cheaper, and offer greater long-term cost stability, than business-as-usual electricity procurement. Local government is now able to access the low generation cost of large-scale, new renewable projects directly, and this is bringing savings and long-term cost stability.

General carbon and electricity cost reduction approach

We propose to develop a model which captures Council's current, aggregated load, incorporating the impact of the development program and any new efficiency or solar projects contemplated. The model adds the capability to forecast future electricity bills under a wide variety of future energy price scenarios. We will use this model to baseline current energy costs, create a business case for efficiency and solar projects, and then understand

the comparable costs of a retail renewable power PPA similar to those recently adopted by other organisations. This stage of work will culminate with a comparison of economics of a generic retail PPA based on NSW wind and solar projects against your current contract, essentially a “backcast” comparison of PPA and business-as-usual (BAU) costs over the past twelve months.

Phases of work

Analyse baseline consumption:

- Produce a list of all large site and street lighting accounts
- Work with Council and use electricity retailer portal to get a recent bill and at least one year's interval data for each, ideally 30-minute interval data from 01Jan19 to present.
- Compile the data to produce an aggregate Council load profile for the entire period
- Review bills to establish current electricity cost and cost drivers
- Build a quantitative model of current electricity use for each of your sites, individually and combined, in terms of:
 - load profile and total consumption
 - peak load
 - cost
 - carbon impact

Load profile review and efficiency insights:

- Site by site analysis for the 6 highest-usage facilities
- Provide any efficiency insights by comparing the load profiles of these sites to similar facilities elsewhere
- Discussions with your facilities managers informed by this granular data to identify efficiency opportunities

Solar suitability analysis:

- Site by site analysis for the 6 highest-usage facilities to judge suitability for further solar PV generation
- Initial solar design review using Nearmap and Open Solar
- Business case analysis of multiple potential solar installations and recommend optimal system size for each.

Local and community energy options:

- Beyond on-site PV, look for opportunities for large-scale solar installations on Council land, possibly working with local institutions and businesses.
- Examine opportunities for community sharing of solar generation and battery storage.
- This work should take into account the opportunities and challenges of connecting to the local Essential Energy distribution network, potentially including a discussion with them.
- Beyond physical local energy resources, examine ways of sharing purchased grid renewable electricity (see following section) with the community.

Renewable PPA analysis:

- Create a business-as-usual baseline scenario based on current electricity costs.

- Develop a model capable of calculating your future electricity spend under business-as-usual and a variety of renewable PPA arrangements, particularly the ability to substitute or add multiple sources of local renewable generation.
- Model future costs under particular renewable PPA offers we're aware of, including several scenarios showing the impact of different wholesale electricity price futures.
- Compare the BAU and renewable PPAs against each other in terms of total spend and net present value over the term, and in terms of risk.

Integrated Energy Strategy presentation:

- Powerpoint presentation bringing together all the work above with a set of recommendations and proposed timeline
- Present the results to the broader council team and leadership, along with overview and educational material to ensure the results are understandable.

Net zero pathway - 25 hours

- Review existing strategy and planning documents and current carbon footprint reporting.
- Kick-off meeting to establish project boundaries in terms of Council's geography, operations (e.g. buildings and facilities, street lights, fleet, water treatment, waste) and emissions scopes (Scope 1, Scope 2 and Scope 3).
- Calculate baseline carbon footprint.
- Assess emissions reduction opportunities and recent projects (high-level work and some detailed modelling) including:
 - Electricity: efficiency, solar PV, possible addition of battery storage and renewable electricity procurement (informed by stage above, ie this stage of work cannot be completed alone or first)
 - Gas: efficiency and electrification opportunities
 - Fleet: efficiency, alternate fuels and electrification
 - Water treatment facilities: compare current situation to best practice
 - Waste management facilities: compare current situation to best practice
- Capture the results of past, planned and possible future projects in a total emissions waterfall stepping back a few years and forward to 2030
- Create a marginal abatement cost curve
- Use this data to suggest appropriate interim emission reduction targets on the pathway to net zero emissions
- Identify priority emission reduction actions for electricity, gas, fuel and fugitive emissions from waste management facilities to achieve these targets
- Set out the net zero pathway with a set of recommendations and proposed timeline

Item: 09

Subject: PORT MACQUARIE-HASTINGS COUNCIL STAFF SUSTAINABILITY ACTION GROUP

Presented by: Development and Environment, Melissa Watkins

RECOMMENDATION

That the Sustainability Advisory Sub Committee note that Council has now established a Staff Sustainability Action Group.

Discussion

To support the development and delivery of Council's sustainability and climate change response strategies, and continue the earlier work undertaken by the previous staff sustainability working group, Expressions of Interest were invited for creating a formalised Staff Sustainability Action Group.

The Staff Sustainability Action Group Charter (**Attachment 1**) was endorsed by the Executive on 27/8/2021. Staff representatives from each Division have now been selected (below) with the appointments recognising individual passion and skills in sustainable considerations and knowledge of Council's asset management and delivery programs.

Division	Function Area
Development & Environment	Building Services
Development & Environment	Development Services
Development & Environment	Coast, Estuary and Flood
Strategy & Growth	Strategic Projects (Chair)
Strategy & Growth	Events & Economic Development
Strategy & Growth	Engagement
Corporate Performance	Glasshouse Event Services
Corporate Performance	Procurement & Contracts
Corporate Performance	Waste Services

Infrastructure	Water/Sewer Planning
Infrastructure	Electrical Projects
Infrastructure	Asset Management

Also part of this group and required to attend meetings as key staff are Gavin Hughes Sustainability Coordinator, Debbie Archer Group Manager Environment and Regulatory Services and Melissa Watkins Director Development and Environment.

The inaugural meeting of the Staff Sustainability Action Group is planned for 27/9/2021. Council's Executive will also be present as Council is a member of the State Government Sustainability Advantage program and as part of this meeting an organisational sustainability diagnostic will be undertaken to help us determine where we are now, where we need to go and how we can get there together.

Attachments

1 [Download](#)  Charter - Staff Sustainability Action Group



STAFF SUSTAINABILITY ACTION GROUP CHARTER

1.0 INTRODUCTION

Port Macquarie-Hastings Council (Council) is committed to ensuring that the Port Macquarie-Hastings is a community for all. A community that offers everyone a great quality of life and the opportunity to realise their potential as part of a flourishing society.

Council would like to gain input from all its valued staff for their sustainability related ideas, opportunities and issues which are important to them, Council and the community. Staff across the organisation are well placed to lead sustainability through the organisation through providing key insights, technical resources and professional expertise to assist Council in its decision-making process and delivery of initiatives.

The PMHC Staff Sustainability Action Group (Staff Group) will be formalised with this Charter. The Staff Group has Executive approval of allocated work time for the Director appointed representatives to represent their division. Non appointed staff who wish to contribute or attend meetings in work time will need their Group Manager's approval, or attend within their own time with approval from their supervisor.

Council's Sustainability Advisory Sub Committee (Sub Committee) provides advice to Council regarding sustainability initiatives and assists Council in responding to Climate Change in the Port Macquarie-Hastings. The Staff Sustainability Action Group's appointed Chairperson (or alternate) will attend Sub Committee meetings to contribute the Group's perspective and report back at Staff Group meetings accordingly.

2.0 OBJECTIVES

- Assist Council in development of the Sustainability Framework and Climate Change Response Strategy and Action Plans.
- Assist Council in the implementation, monitoring and review of its strategic and operational planning, particularly with respect to the Climate Change Response Strategy and Action Plans.
- Assist Council with sustainability-related projects and issues which support and affect Council programs, services, and projects to ensure we have an informed staff community and assistance for implementation initiatives.
- Engage with and provide input to Council on other sustainability and climate changes matters and issues which are relevant to staff, Council, community and the Local Government Area.

3.0 KEY FUNCTIONS

The key functions of the Staff Group are to:

- Support Council in promoting projects, facilities and services internally with other staff and stakeholders to achieve sustainability outcomes for Council and the community.
- Discuss issues of mutual concern in relation to Council's operations, policy, strategy or direction, so that they can be resolved for the benefit of the organisation.
- Provide advice and guidance in the development of Council's plans and strategies with a quadruple bottom line approach, to duly consider economic, social, environmental and governance perspectives.
- Provide feedback to the organisation on sustainability and climate change issues relating to Council's operations and the Port Macquarie-Hastings Local Government Area.

- Assist Council with the implementation of the adopted Climate Change Response Strategy and associated Action Plans
- Review and provide feedback to the organisation in respect of new or emerging sustainability and climate change initiatives.
- Assist with implementing approved and adopted sustainability initiatives and projects.
- Lead and encourage staff to contribute sustainability ideas and follow Council's sustainability principles.

4.0 MEMBERSHIP

4.1 Members

- All members are expected to work for the benefit of Council and its community, and have a broad technical understanding and/or commitment to sustainability.
- The Chairperson is appointed by the Executive Group.
- Representative voting members attending in work-time are appointed by their Director to provide adequate representation across the organisation. Directors may appoint an additional member to represent differing groups from within their division as required.
- Representative voting members may change between meetings with work commitments or availability such that appointed members will work with their Director to nominate an alternate as required.
- To ensure efficient organisational costs are maintained, representative membership can change over time as required but not exceed a maximum of 8 ongoing work-time members, plus Council's Sustainability Coordinator.
- Non-appointed staff who wish to contribute or attend a particular meeting within work time will need their Director's approval, or attend within their own time with approval from their supervisor.

4.2 Non-Voting Members

Other attendees/presenters may be invited to attend meetings or working groups on certain issues, or to progress an agreed outcome, as approved by the Staff Group. These are non-voting attendees and may only be invited with the approval of the Staff Group Chairperson if the need for their attendance is identified.

4.3 Obligations of Members

- Act honestly and in good faith.
- Act impartially at all times.
- Participate actively in the work of this Staff 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 staff engagement within their section and sphere of influence.

4.4 Member Tenure

The Staff Sustainability Action Group is expected to be ongoing with members continuing as long as mutually agreed by them and their respective Manager with consideration of attendance within work-time and work commitments.

4.5 Appointment of Members

Membership is to be filled by respective Directors selecting or inviting expressions of interest from their staff to help decide who can represent their section. With the 8 ongoing member limit, each of the 4 Directors can choose up to 2 representatives plus any potential alternates if required.

5.0 TIMETABLE OF MEETINGS

- Meetings will be held quarterly (or more regularly if required).

Staff Sustainability Action Group Charter
Page 2

- Meetings will generally be held at the main administration office of PMHC.
- Electronic meetings may be held under certain circumstances with Chairperson approval.

6.0 MEETING PRACTICES

6.1 Decision Making

- Recommendations of the Staff Group shall be by majority of the representative voting 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 equal number of votes on any matter, the matter shall be referred directly to Council's Executive Group for consideration.
- The Staff Group has no delegation to allocate funding on behalf of Council. The Staff Group may make recommendations to the Senior Leadership Team about how funding should be allocated in relation to the above-mentioned objectives.
- The Staff Group may establish working groups to support actions and activities within Council Plans or to assist in the delivery of projects and services, as deemed appropriate. All projects are to be aligned with Council's suite of Integrated Planning and Reporting documents. Membership of working groups shall be determined by the Staff Group.

6.2 Quorum

- A quorum must include a minimum of one (1) Chairperson or one (1) nominee as that role being present.
- The quorum for meetings of the Staff Group is 50% of the representative voting members present.

6.3 Chairperson

- The Chairperson (and alternate) is appointed by the Executive Group.
- At all meetings of the Staff Group, the Chairperson shall occupy the Chair and facilitate the meeting. In the absence of the Chair the alternate or Sustainability Coordinator shall assume the Chair.

6.4 Secretariat

The Sustainability Coordinator will be the secretariat. Any documents will be made available on the Staff intranet and will not be made public.

The secretariat will ensure that meeting agendas and supporting documents are circulated at least three (3) working days prior to each meeting. Minutes shall be circulated to members within seven (7) days of the meeting having taken place.

The responsible Council Director will coordinate a review of the Charter as required.

6.5 Recording of decisions

The minutes shall reflect actions arising from the Staff Group meeting. A summary of discussions shall only be recorded on specific items when agreed by the Staff Group.

7.0 CONVENING OF "OUTCOME SPECIFIC" WORKING GROUPS

Any special working groups established under this Staff Group will be responsible for providing updates to the Staff Group and/or its Chairperson. The special working groups will be an informal gathering with notes collected and managed by the senior representative staff member in attendance and will be tabled at the next meeting.

8.0 CONFIDENTIALITY AND CONFLICT OF INTEREST

Staff must comply with Council's code of conduct.

Staff Sustainability Action Group Charter
Page 3