



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday 30 November 2017

location: Emergency Operations Centre
Council Chambers
17 Burrawan Street
Port Macquarie

time: 8.00am

Town Centre Master Plan Sub-Committee

CHARTER

1. ROLE

- 1.1 The Committee has the responsibility to make recommendations regarding the development, review and amendment as required of the Town Centre Master Plan.
- 1.2 To recommend works priorities – Capital and Maintenance - to Council for the implementation of the Town Centre Master Plan.
- 1.3 To act as a communication conduit between Council and the CBD stakeholders in respect to the Town Centre Master Plan.
- 1.4 Advocate for the Town Centre Master Plan to the community.
- 1.5 To recommend an annual Works Program and Budget to be adopted by Council as part of the IP&R Framework.
- 1.6 To review expenditures of funds raised externally to Council.

2. DELEGATED AUTHORITIES

- 2.1 To oversee appropriately authorised funds allocated to the Town Centre Master Plan Sub-Committee by Council within the approved budget.
- 2.2 To raise funds other than rates and loans to fund the objectives of the Sub-Committee through partnerships with other stakeholders i.e. Port Macquarie Chamber of Commerce; Tourism Board.
- 2.3 To promote the advantages of the CBD inside and outside the area.
- 2.4 To propose Press Releases promoting, informing and supporting the Town Centre Master Plan project.
- 2.5 From any external funds raised by the Sub-Committee purchase, manufacture, obtain and supply material for the promotion of the CBD.
- 2.6 Establish Working Parties as deemed appropriate.

3. SUB-COMMITTEE MEMBERSHIP

- 3.1 Sub-Committee members will comprise of:
 - Councillor (Chairperson)
 - Council Director Infrastructure & Asset Management
 - Council Group Manager Infrastructure Delivery
 - Council Group Manager Transport & Stormwater Network
 - 1 Community member (b)
 - 2 CBD Landowners (1a + 1b)
 - 1 Port Macquarie Chamber of Commerce representative (a)
 - 1 CBD Trader (a)
 - 1 CBD Trader/Landowner with demonstrated relevant technical expertise (b).
 - 1 Port Macquarie-Hastings Access Sub-Committee representative (a)
 - Non Council Members will be appointed for a two (a) / three (b) year terms. Terms will be staggered so that every year expressions for new members (a) or (b) will be called depending on rotation.
- 3.2 The Councillor appointed to the TCMP will hold the position of Chairperson.

- 3.3 The role of the Chairperson shall be:
- Chairperson of meetings of the Town Centre Master Plan Sub-Committee
 - Representative of Sub-Committee, as appropriate
 - Attend Council Sub-Committee meetings, as appropriate
- 3.4 Additional people with specialised relevant background and expertise may be invited to assist the Committee with specific projects and/or time periods as determined by the Committee. These attendees will have no voting rights.

4. MEETINGS

- 4.1 Meetings will be held monthly depending on demand.
- 4.2 Topics for the agenda should be forwarded to the Chairperson no later than 14 days prior to the meeting date.
- 4.3 Meeting agendas will be circulated to members at least 7 days prior to the meeting.
- 4.4 Minutes from TCMP meetings will be circulated to members within 7 days of the meeting having taken place.
- 4.5 Members must declare, in writing, any interest in any report and/or agenda item before the meeting.

5 QUORUM

- 5.1 A quorum will consist of at least 50% plus one members of the committee, at least one of whom must be a full time Council Employee and at least 3 of whom must not be Council members.

6 VOTING

- 6.1 Voting on recommendations are made by consensus and all decisions regarding the allocation of funding for works must be stated precisely for inclusion in the minutes.

7 COMMUNICATION

- 7.1 Members of the Sub-Committee are not permitted to speak to the media as representatives of the Committee unless approved by the Chairperson.
- 7.2 Where approval has been sought from (and granted by) the Chairperson, views and opinions expressed are those of the Town Centre Master Plan Sub-Committee and not of Port Macquarie-Hastings Council.
- 7.3 When endorsement is required from Port Macquarie-Hastings Council, approval must be sought through the formal process.

8 PARENT COMMITTEE

- 8.1 Ordinary Council Meeting.

9 CODE OF CONDUCT

- 9.1 All members of the Committee are to abide by Council's Code of Conduct.

Town Centre Master Plan Sub-Committee

ATTENDANCE REGISTER

Member	29/06/17	27/07/17	31/08/17	28/09/17	26/10/17
Councillor G Hawkins (Chair)	✓	✓	✓	✓	✓
Councillor M Cusato (Deputy Chair)	A	A	A	A	A
Jeffery Sharp (Director Strategy & Growth)	✓	✓	✓	✓	✓
Rebecca Doblo (Landscape Architect)	✓	✓	✓	✓	✓
Jeff Gillespie (CBD Landowner 2016-2018)	✓	✓	✓	✓	✓
Robert Sagolj (CBD Landowner 2016-2018)	A	A	X	✓	A
Michael Mowle (CBD Trader with expertise 2016-2018)	A	✓	✓	A	✓
Tony Thorne (Chamber of Commerce Representative 2015-17)	✓	✓	✓	✓	✓
Michelle Love (Community Member 2016-2018)	✓	✓	A	✓	✓
Sharon Beard (Access Committee Representative 2015-17)	✓	✓	✓	✓	✓
Geraldine Haigh (CBD Trader 2017-19)				✓	A
John McGuigan (non-voting)				✓	✓
Michael Nunez (TCMP Project Manager / Co-ordinator) (non-voting)	✓	✓	✓	✓	✓

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

Town Centre Master Plan Sub-Committee Meeting

Thursday 30 November 2017

Items of Business

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

"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

Item: 02**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

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

RECOMMENDATION

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 26 October 2017 be confirmed.

PRESENT

Members:

Councillor Geoffrey Hawkins (Chair)
Jeffery Sharp (Director Strategy & Growth)
Rebecca Doblo (Landscape Architect)
Jeff Gillespie (CBD Landowner)
Michael Mowle (CBD Trader with expertise)
Tony Thorne (Chamber of Commerce Representative)
Michelle Love (Community Member)
Sharon Beard (Access Committee Representative)
Michael Nunez (TCMP Project Manager / Co-ordinator)

Other Attendees:

John McGuigan (Non-voting member)

The meeting opened at 8:05am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Geraldine Haigh, Robert Sagolj and Councillor Michael Cusato be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 28 September 2017 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

05 Boat Shed / Foreshore / Town Square / Pedestrian Facilities Investigation Workshop

Director Strategy and Growth advised Council has no further information from DPI Lands in relation to the Plaza Car Park Expression of Interest. Further information expected at the end of November 2017.

Director Strategy and Growth confirmed with the Town Centre Master Plan Sub-Committee that the recommendation to Council for representation on the Department of Primary Industries Lands 97A Committee and the request for the General Manager to write to Hon. Leslie Williams MP seeking support to have representation on the Committee was carried at October Ordinary Council meeting.

Director Strategy and Growth discussed the announcement by the NSW Premier Gladys Berejiklian and Port Macquarie MP Leslie Williams for the \$2.8 million NSW Government funding for the foreshore commercial wharf. The funding also includes \$1 million dollars from DPI Lands.

Port Macquarie-Hastings Council's Landscape Architect presented the DPI Lands commercial wharf concept plan to the Town Centre Master Plan Sub-Committee.

It was noted that Council further develop the Council's Foreshore Masterplan incorporating the concept plan from DPI Lands.

CONSENSUS:

1. Town Centre Master Plan Sub-Committee request a report from Council on concept plans for proposed works required from public wharf to Lady Nelson Wharf to the November meeting.

10 General Business

Director Strategy and Growth provided a verbal update on the alternative motorcycle line marking and signage in the CBD locations.

TCMP Project Manager / Co-ordinator confirmed linemarking is completed for motorcycle parking in Hay Street.

07 Maritime Museum

Director Strategy and Growth advised the Town Centre Master Plan Sub-Committee that no further action has been taken in the engagement of an Architect to complete designs for the Maritime Museum, but it was anticipated that this would be actioned before the next meeting.

13 CBD Maintenance Improvements Monthly Progress Report

Director Strategy and Growth confirmed with the Town Centre Master Plan Sub-Committee that the recommendation to Council in relation to prohibiting of paint the rocks from the breakwall to William Street footbridge, installation of signage and to implement a media and communication strategy was carried at October Ordinary Council meeting.

Director Strategy and Growth advised that Town Green no painting signage is being delivered to Council on Thursday 26 October 2017 and will be installed by Friday 27 October 2017.

Director Strategy and Growth advised that Council was investigating options on the removal of paint on the rocks at Town Green.

08 Town Square Monthly Progress Report

An update on Town Square Monthly Progress Report was referred to Item 7 on the meeting agenda.

09 Quarterly Financial Report with YTD Actual and Projected Figures

Councillor Geoff Hawkins confirmed that further discussions on the Quarterly Financial Report with YTD Actual and Projected Figures will be held at the November meeting.

10 Model for Trialling of Parklets in the Port Macquarie Town Centre

Councillor Geoff Hawkins advised the Town Centre Master Plan Sub-Committee that he is yet to hold discussions with Councillors regarding Model for Trialling of Parklets in the Port Macquarie Town Centre. A further update to be provide at the November meeting.

06 CBD LANDSCAPING MAINTENANCE MONTHLY PROGRESS REPORT

The Town Centre Master Plan Sub-Committee discussed ongoing maintenance level of the Town Green going forward in the context of it being the highest level public space within the entire LGA. The Committee raised a question if the cost of the Town Green maintenance is to be incorporated into the CBD Landscaping Maintenance budget and to be included in the Monthly Report.

Council is holding an onsite meeting to discuss the maintenance program for the Town Green. Council to investigate capacity of internal staff and contractors

Town Green is to be opened to the public on Friday 3 November 2017.

CONSENSUS:

That the Sub-Committee note the information provided in this report and await a further report from staff at the November meeting.

07 TOWN SQUARE MONTHLY PROGRESS REPORT

TCMP Project Manager / Co-ordinator provided an update to the Town Centre Master Plan Sub-Committee on the costs associated with the works to be undertaken between Town Square and commercial wharf.

Councillor Geoff Hawkins congratulated the Town Centre Master Plan Sub-Committee and advised that a lot of compliments have been received on the Town Square.

Council staff advised the Committee that the outdoor furniture approval is through Council's Outdoor Dining Policy.

Councillor Geoff Hawkins raised a question on the cleaning regime of Town Square paths and the removal of stains from garden wood chips.

TCMP Project Manager / Co-ordinator highlighted the need for additional funding for the paving of steps from the water next to Lady Nelson's wharf and additional landscaping in front of Edmund Barton Statue. The funding of works would be against the Town Square Budget.

Director Strategy and Growth advised on temporary linemarking for car parking on Town Square. Councillor Geoff Hawkins suggested that staff consider further onsite assistance for parking upon opening of Town Square.

The Town Square opening is to be delayed until after remembrance day 11 November 2017.

Councillor Geoff Hawkins will raise Town Square parking with Councillors on the back of Councils Parking Strategy.

CONSENSUS:

1. That the Town Centre Master Plan Sub-Committee note that the Town Square monthly progress report.
 2. That the Town Centre Master Plan Sub-Committee supports the allocation of \$60,000 from the Town Square budget to fund the proposed additional works to be undertaken on the Town Green/Town Square linkage.
 3. That a report be brought to the next meeting detailing the proposed cleaning and maintenance regime for the Town Square, noting that this is likely to be at a higher level and frequency of other CBD regimes and is likely to come at a higher cost.
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08 KOOLOONBUNG CREEK FORESHORE WALKWAY BETWEEN GORDON STREET AND HAYWARD STREET

TCMP Project Manager / Co-ordinator presented a concept plan for work to be undertaken on the pedestrian footpath under the bridge on Gordon Street.

CONSENSUS:

1. That the information provided on the Kooloonbung Creek foreshore walkway upgrade between Gordon and Hayward Streets be noted.
2. Town Centre Master Plan Sub-Committee agree in principal on the concept for the footpath for pedestrians under the bridge on Gordon Street project.

09 TOWN CENTRE SERVICE PIT LID REPLACEMENT

CONSENSUS:

That the approval for the purchase and installation of replacement water meter lids for the Town Centre feature pavements be deferred to the November meeting when correct pricing is to be provided.

10 PROJECT UPDATE

Councillor Geoff Hawkins suggested a full day planning meeting to look at our major projects in early December 2017 or late January 2018.

CONSENSUS:

1. That the project update be noted.
2. The Town Centre Master Plan Sub-Committee agreed that a planning meeting be held on the 30 November 2017.
3. Director Strategy and Growth to provide a report on project priorities to the November meeting.

11 GENERAL BUSINESS

11.01 BUS STOP SHORT STREET, PORT MACQUARIE

TCMP Project Manager / Co-ordinator advised on successful discussions between Council and Busways in relation to outdoor dining in front of Luigi Bros in Short Street.

Outdoor dining in front of Luigi Bros in Short Street will be activated prior to Christmas.

The meeting closed at 9:43am.

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, declare the following interest:

Pecuniary:
Take no part in the consideration and voting and be out of sight of the meeting.

Non-Pecuniary - Significant Interest:
Take no part in the consideration and voting and be out of sight of the meeting.

Non-Pecuniary - Less than Significant Interest:
May participate in consideration and voting.

For the reason that:
.....

Name:

Signed: Date:

(Further explanation is provided on the next page)

Further Explanation

(Local Government Act and Code of Conduct)

A conflict of interest exists where a reasonable and informed person would perceive that a Council official could be influenced by a private interest when carrying out their public duty. Interests can be of two types: pecuniary or non-pecuniary.

All interests, whether pecuniary or non-pecuniary are required to be fully disclosed and in writing.

Pecuniary Interest

A pecuniary interest is an interest that a Council official has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the Council official. (section 442)

A Council official will also be taken to have a pecuniary interest in a matter if that Council official's spouse or de facto partner or a relative of the Council official or a partner or employer of the Council official, or a company or other body of which the Council official, or a nominee, partner or employer of the Council official is a member, has a pecuniary interest in the matter. (section 443)

The Council official must not take part in the consideration or voting on the matter and leave and be out of sight of the meeting. The Council official must not be present at, or in sight of, the meeting of the Council at any time during which the matter is being considered or discussed, or at any time during which the council is voting on any question in relation to the matter. (section 451)

Non-Pecuniary

A non-pecuniary interest is an interest that is private or personal that the Council official has that does not amount to a pecuniary interest as defined in the Act.

Non-pecuniary interests commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

The political views of a Councillor do not constitute a private interest.

The management of a non-pecuniary interest will depend on whether or not it is significant.

Non Pecuniary – Significant Interest

As a general rule, a non-pecuniary conflict of interest will be significant where a matter does not raise a pecuniary interest, but it involves:

- (a) A relationship between a Council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the Council official or of the Council official's spouse, current or former spouse or partner, de facto or other person living in the same household.
- (b) Other relationships 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 a Council official an organisation, sporting body, club, corporation or association that is particularly strong.

If a Council official declares a non-pecuniary significant interest it must be managed in one of two ways:

1. Remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Council official.
2. Have no involvement in the matter, by taking no part in the consideration or voting on the matter and leave and be out of sight of the meeting, as if the provisions in section 451(2) apply.

Non Pecuniary – Less than Significant Interest

If a Council official has declared a non-pecuniary less than significant interest and it does not require further action, they must provide an explanation of why they consider that the conflict does not require further action in the circumstances.

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

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

Councillor's Name:

Councillor's Signature: **Date:**



Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting in respect of 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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- i. Section 443 (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative^{iv} or because your business partner or employer has a pecuniary interest. You may 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.
 - ii. Section 442 of the *Local Government Act 1993* 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 section 448 of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
 - iii. 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 section 443 (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest..
 - iv. **Relative** is defined by the *Local Government Act 1993* 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.

Item: 05**Subject: BUSINESS ARISING FROM PREVIOUS MINUTES**

Please note:

The business arising schedule will not be considered at this meeting as this meeting is concentrating on the planning of TCMP priorities.

Item: 06

**Subject: TOWN CENTRE MASTER PLAN SUB-COMMITTEE PROJECT
PRIORITIES**

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee determine priorities for future years Capital Program.

Discussion

Staff will present current status of the adopted Town Centre Master Plan priorities including projects completed and those to be considered.

The Sub-Committee, through discussion, will need to prioritise the future projects for consideration into Council's Operational Plan.

Attachments

Nil

Item: 07

Subject: 2018 TOWN CENTRE MASTER PLAN SUB-COMMITTEE MEETING DATES

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Sub-Committee endorse the meeting dates for 2018 provided in this report.

Discussion

As per the 2017 meetings, the proposed meetings for 2018 will be held on a Thursday from 8.00am – 10.30am.

The following dates are proposed for 2018 Town Centre Master Plan Sub-Committee meetings:

Date	Time	Venue
15 February 2018	8.00am – 10.30am	Function Room, Council Headquarters
29 March 2018	8.00am – 10.30am	Committee Room, Council Headquarters
26 April 2018	8.00am – 10.30am	Committee Room, Council Headquarters
31 May 2018	8.00am – 10.30am	Committee Room, Council Headquarters
28 June 2018	8.00am – 10.30am	Committee Room, Council Headquarters
26 July 2018	8.00am – 10.30am	Committee Room, Council Headquarters
30 August 2018	8.00am – 10.30am	Committee Room, Council Headquarters
27 September 2018	8.00am – 10.30am	Committee Room, Council Headquarters
25 October 2018	8.00am – 10.30am	Committee Room, Council Headquarters
29 November 2018	8.00am – 10.30am	Committee Room, Council Headquarters

Invitations will be sent to the Town Centre Master Plan Sub-Committee following the endorsement of these dates.

Attachments

Nil