



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday 23 July 2020

location: Via Skype

time: 8.00am

Town Centre Master Plan Sub-Committee

CHARTER

1.0 OBJECTIVES

- To advise Council on projects and issues which support and affect the continued development of the Port Macquarie Town Centre using funding from the Town Centre Master Plan Reserve.

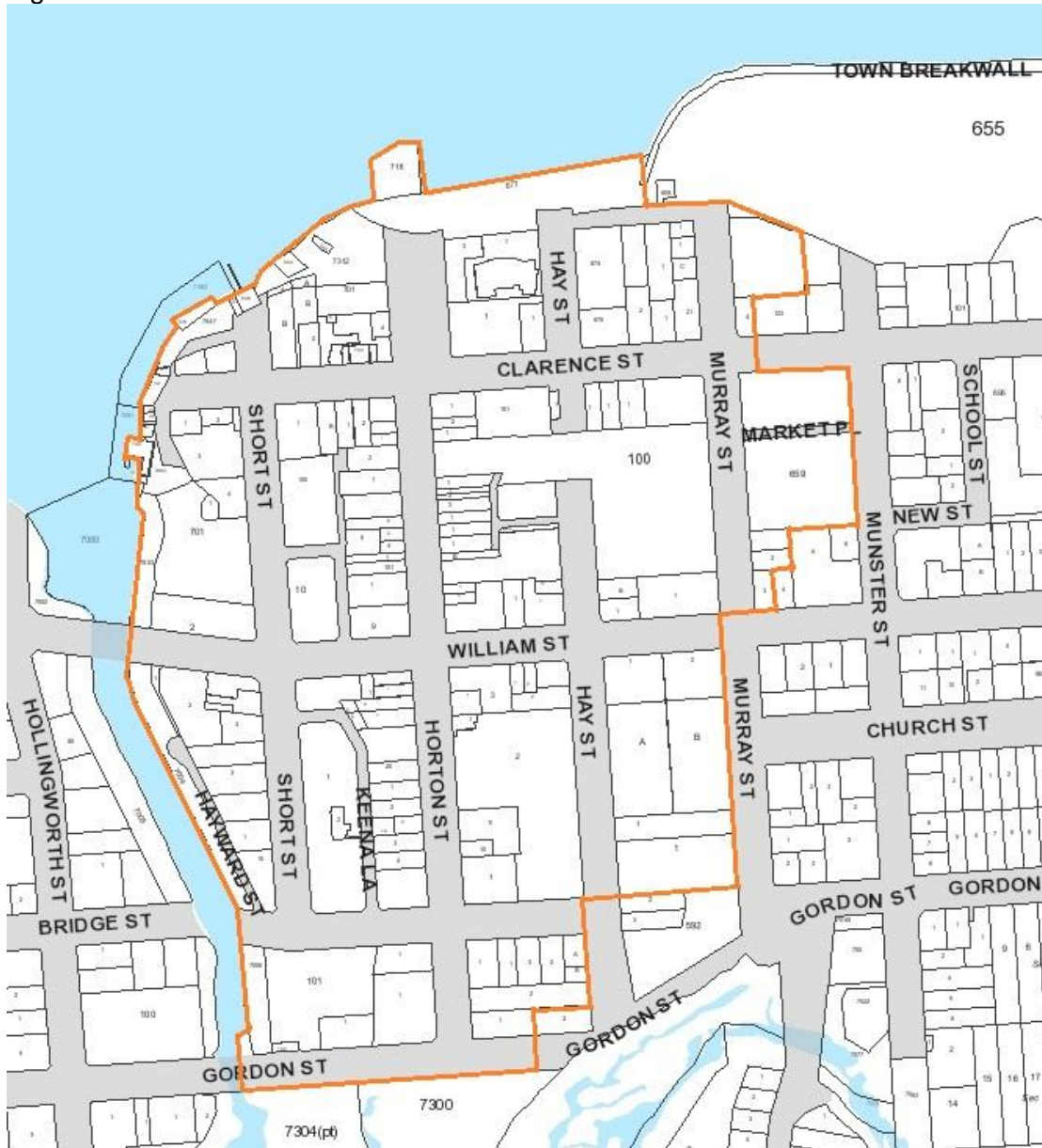
2.0 KEY FUNCTIONS

The key functions of the Sub-Committee are to:

- Make recommendations to Council regarding the development, review and amendment as required of the Town Centre Master Plan
- Make recommendations to Council on works priorities - Capital and maintenance - for the implementation of the outstanding projects and upgrades identified in the Town Centre Master Plan Review adopted in 2014.
- Act as a communication conduit between Council and the CBD stakeholders in respect to the Town Centre Master Plan
- Present to Council an annual Works Program and Budget in December, to be considered by Council as part of the annual Operational Plan
- Maintain an awareness of the capital expenditure of Town Centre Master Plan Reserves and make recommendations to Council regarding such expenditure.
- Raise funds other than rates and loans to fund the objectives of the Sub-Committee through partnerships with other stakeholders
- Make recommendations to the relevant Director in relation to purchasing, manufacturing, obtaining and supplying material for the promotion of the CBD from any external funds raised by the Sub-Committee
- Advocate for the Town Centre Master Plan and promote the advantages of the CBD to the wider community

Generally, the Sub-Committee will work within the adopted TCMP boundary highlighted in Figure 1, however there will be projects which will extend beyond these boundaries from time to time, in meeting the implementation of the adopted Town Centre Master Plan.

Figure 1



3.0 MEMBERSHIP

3.1 Voting Members

- Councillor & Alternate (resolved by Council)
- Director Strategy and Growth
- Senior Landscape Architect- Council
- 2 CBD Commercial Property Owners
- 2 CBD Traders
- 1 Greater Port Macquarie Tourism representative
- 1 Port Macquarie Chamber of Commerce representative
- 3 Community members

3.2 Non-Voting Members

- There may be occasions where other attendees are required at Sub-Committee meetings, such as funding partners, independent people, other levels of government, client side project managers (if applicable), stakeholder engagement specialists and other Council staff. Such people will be invited to Sub-Committee meetings on an as needs basis.

3.3 Obligations of Members

- 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 Sub-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 lawful under the Council adopted Code of Conduct. Council Officers that are members of Sub-committees are bound by the existing operational delegations in relation to speaking to the media.
- All Sub-Committee members are not permitted to speak to the media as representatives of the Sub-Committee unless approved by the Chairperson (prior to this from the Mayor as above)
 - Where approval has been granted by the Chairperson, the views and opinions expressed are those of the Town Centre Master Plan Sub-Committee and not of Port Macquarie-Hastings Council
- A Councillor or a non-Council member as a member of a Sub-Committee or the Sub-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 or a non-Council member as a member of a Sub-Committee or the Sub-committee itself cannot direct staff and must abide by the decisions of Council and the policies of Council.
- All Sub-Committee members must comply with Council's Code of Conduct and relevant Council policies and procedures with particular reference to Council's Work Health and Safety Policy.

3.4 Member Tenure

- Non Council members will be appointed for a two-year term.

3.5 Appointment of Members

- Council, by resolution duly passed, will appoint members to the Sub-Committee following an advertised expression of interest.

4.0 TIMETABLE OF MEETINGS

- Meetings of the Sub-Committee shall be held monthly at a date convenient to Sub-Committee members. During election caretaker mode, the Sub-Committee may be suspended until after the election, once Councillor representation is resolved by Council.

5.0 MEETING PRACTICES

5.1 Decision Making

- Recommendations of the Sub-Committee shall be made by consensus. If consensus is not reached, the item may be reported to Council for determination or deferred pending further information and debate.
- The Chairperson shall not have a casting vote.
- Recommendations to Council are to be made through the relevant Director, who will determine under delegation, the process for implementation.

5.2 Quorum

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

5.3 Chairperson and Deputy Chairperson

- The Chairperson shall be the Councillor, duly appointed by Council resolution.
- At all meetings of the Sub-Committee, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson, the alternate Councillor will preside at the Meeting.
- In the absence of the Chairperson and alternate Councillor, as the Sub-Committee's first item of business, the Sub-Committee shall elect one of its members to preside at the Meeting (elected chair must be a Council representative)

5.4 Secretariat

- The incumbent Council Director is responsible for ensuring the Sub-Committee has adequate secretariat support. The secretariat will ensure that business papers and supporting papers are circulated at least three (3) days prior to each meeting. Minutes shall be circulated to members within seven (7) days of the meeting having taken place.
- The incumbent Council Director will coordinate a review of the Charter within 12 months of a new Council term and present to Council for adoption.

5.5 Recording of decisions and explicit discussions on risks

- Minutes of Sub-Committee meetings shall include the decisions made, relevant details of discussions and the nature of any dissenting views expressed by members.

6.0 CONVENING OF "OUTCOME SPECIFIC" WORKING GROUPS

- The Sub-Committee can at times request a working group to be convened, for a limited period of time, for specific actions. These specifics will be minuted clearly. The working group will report back to the Sub-Committee with outcomes.

7.0 CONFIDENTIALITY AND CONFLICT OF INTEREST

- Councillors, Council staff and members of this Sub-Committee must comply with the applicable provisions of Council's Code of Conduct in carrying out their 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.

- 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 they be excused from Sub-Committee deliberations on the issue where the conflict of interest may exist.
- 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 Sub-Committee.

Town Centre Master Plan Sub-Committee

ATTENDANCE REGISTER

Member	28/11/19	23/01/20	05/03/20	28/05/20	25/06/20
Councillor G Hawkins (Chair)	✓	✓	✓	✓	✓
Councillor L Dixon (Deputy Chair)	X	X	X	X	X
Jeffery Sharp (Director Strategy & Growth)	✓	✓	✓	✓	✓
Craig Luff (Landscape Architect)	✓	✓	X	✓	✓
Jeff Gillespie (CBD Landowner 2018-2019)	✓	✓	✓	✓	✓
Robert Sagolj (CBD Landowner 2018-2020)	A	A	✓	✓	✓
vacant (CBD Trader with expertise 2016-2018)	-	-	-	-	-
Tony Thorne (Chamber of Commerce Representative 2018-2020)	✓	✓	✓	✓	✓
Michelle Love (Community Member 2018-2019)	✓	A	✓	✓	✓
Sharon Beard (Access Committee Representative 2018-2020)	✓	✓	✓	✓	A
Geraldine Haigh (CBD Trader 2018-2020)	✓	A	✓	✓	✓
John McGuigan (June 2018 - 2019)	✓	✓	✓	✓	✓

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

Meeting Dates for 2020

23/01/2020	Function Room	8:00am
27/02/2020	Function Room	8:00am
26/03/2020	Function Room	8:00am
23/04/2020	Function Room	8:00am
28/05/2020	Function Room	8:00am
25/06/2020	Function Room	8:00am
23/07/2020	Function Room	8:00am
27/08/2020	Function Room	8:00am
29/10/2020	Function Room	8:00am
26/11/2020	Function Room	8:00am

Town Centre Master Plan Sub-Committee Meeting

Thursday 23 July 2020

Items of Business

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

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

Item: 02**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

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

RECOMMENDATION

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 25 June 2020 be confirmed.

PRESENT

Members:

Councillor Geoffrey Hawkins (Chair)
Jeffery Sharp (Acting General Manager)
Craig Luff (Landscape Architect)
Jeff Gillespie (CBD Landowner)
Robert Sagolj (CBD Landowner)
Tony Thorne (Chamber of Commerce Representative)
Michelle Love (Community Member)
Geraldine Haigh (CBD Trader)
John McGuigan

Other Attendees:

Melissa Watkins (Director Development and Environment)
Liam Bulley (Group Manager Recreation and Buildings)
Craig Luff (Senior Landscape Architect)
Michael Nunez (TCMP Project Manager / Co-ordinator)

The meeting opened at 8:03am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apology received from Sharon Beard be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 28 May 2020 be confirmed.

04 DISCLOSURES OF INTEREST

Tony Thorne declared a Non-Pecuniary - Significant Interest in Item 07 - Parklet Trial Update, and took no part in the discussion or voting thereon.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS:

That the Business Arising Schedule be noted with the following additional information:

Item 06 - 5 March 2020: Port Macquarie Historic Courthouse:

TCMP members nominated are Jeff Gillespie, John McGuigan and Robert Sagolj.

06 BICENTENNIAL WALKWAY PROJECT

CONSENSUS:

That the TCMP recommend to Council that it:

1. Affirm the commitment to the Port Macquarie Foreshore Bicentenary project overall, with specific focus now on the Kooloonbung Creek and Town Green frontages as potential COVID-19 stimulus projects.
2. Note the current funding allocation from the Federal Government and the TCMP Reserve of \$2M for Town Green West to complete this project
3. Adopt the outstanding budget is \$3.05M on the priority sections of the Port Macquarie Foreshore Bicentenary project.
4. Consider including an additional project in the 2020-2021 Operational Plan being the "Port Macquarie Foreshore Bicentenary Walkway" with a 50% contribution of \$1.525M of funding from Council revenue and reserves.
5. Seek grant funding for the remaining 50% or \$1.525M from the local Federal Member for Cowper and State Member for Port Macquarie for the outstanding priority sections of the Port Macquarie Bicentennial Walkway Project.

07 PARKLET TRIAL UPDATE

Tony Thorne declared a Non-Pecuniary - Significant Interest in this Item and left the meeting.

CONSENSUS:

That the Committee note the progress on the reactivation of the EOI to submit proposals for additional parklets, and support the application received.

08 GENERAL BUSINESS

08.01 CLARENCE PLACE SIGNAGE

Clarence place Signage, a report to be presented to the next TCMP meeting on how the sign may be funded.

08.02 TOWN SQUARE TREES

Update provided on the replacement of the Town Square Trees. Staff to confirm that the works will not coincide with the upcoming school holiday period.

The meeting closed at 9:13am.

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

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

This form must be completed using block letters or typed.

If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of the affected principal place of residence of the councillor or an associated person, company or body <i>(the identified land)</i>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
MATTER GIVING RISE TO PECUNIARY INTEREST¹	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the subject land²)</i> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

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

Councillor's Signature: **Date:**

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

Last Updated: 3 June 2019

Important Information

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

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

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

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

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

¹ Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Item:	08		28 May 2020
Subject:	Historical Rating Comparisons and Business Rate Impacts		
Action Required:	1. DSG to investigate possible methods of assisting Port Macquarie CBD property owners to have greater visibility (particularly via the rates notice) on understanding the contribution individual properties make annually to the TCP levy and report to go to future meeting		
Current Status:	Ongoing.		

Item:	06		25 June 2020
Subject:	Port Macquarie Bicentennial Walkway Project		
Action Required:	<ol style="list-style-type: none"> 1. Affirm the commitment to the Port Macquarie Foreshore Bicentenary project overall, with specific focus now on the Kooloonbung Creek and Town Green frontages as potential COVID-19 stimulus projects. 2. Note the current funding allocation from the Federal Government and the TCMP Reserve of \$2M for Town Green West to complete this project 3. Adopt the outstanding budget is \$3.05M on the priority sections of the Port Macquarie Foreshore Bicentenary project. 4. Consider including an additional project in the 2020-2021 Operational Plan being the "Port Macquarie Foreshore Bicentenary Walkway" with a 50% contribution of \$1.525M of funding from Council revenue and reserves. 5. Seek grant funding for the remaining 50% or \$1.525M from the local Federal Member for Cowper and State Member for Port Macquarie for the outstanding priority sections of the Port Macquarie Bicentennial Walkway Project. 		
Current Status:	A report regarding this Item is scheduled for consideration at the 15 July 2020 Council meeting.		

Item:	08.02		25 June 2020
Subject:	General Business		
Action Required:	1. Update provided on the replacement of the Town Square Trees. Staff to confirm that the works will not coincide with the upcoming school holiday period.		
Current Status:	Tree planting rescheduled to occur after July school holiday period.		

Reports to Future Meetings		
Report	Due Date	Requested
Town Square Monthly Progress Report	Monthly	29 Jun 17
Update on Accessible Parking Costs in the CBD	TBA	26 July 17
Gordon St Underpass - Staff to provide a further report to a future meeting when project costs have been further developed	Jul 20	28 Feb 19
Staff to reconsider the recognition of Mayor Woodlands as part of a future report	TBA	05 May 20
Clarence Place Signage	Jul 20	25 Jun 20

Item: 06**Subject: RECOGNITION OF PREVIOUS MAYORS IN THE LGA****Presented by: Development and Environment, Melissa Watkins**

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee further consider the request to recognise former Mayor Mr Bob Woodlands.

Discussion

A report was presented to the TCMP Sub Committee in March 2020, requesting consideration be given to commemorate former Mayor Mr Bob Woodlands for his association with the development of the Port Macquarie Town Green. The March report is attached for reference.

At the time, the Sub Committee requested information on recognition of previous Mayors across the local government area (LGA).

To staff's knowledge, there are three Council Mayors who have received formal recognition of their service to Council in our LGA in more recent times.

In 1987, Port Macquarie Municipal Council Mayor CC Mac Adams, had the Music Centre in the car park adjacent to the Port Macquarie Swimming Pool named after him. This was in appreciation of his efforts to secure funding from the Federal Government and the support of local business operators for this purpose built facility which is still being used today.

During his term as Mayor, Wayne Richards drove the campaign for the construction of a first-class sporting facility for the Hastings community, seeking support and funding from the Federal and State governments. Following his untimely death in 2003, a decision was made in 2005 to name the then new facility in Koala St 'Wayne Richards Park' as testimony to his vision and determination.

More recently, Alban Charles Elliot, MC who was Port Macquarie's longest serving Mayor from 1925-1936, had two roads leading down to Town Beach named after him - Alban Place and Elliot Way. Earlier this year, a plaque was unveiled honouring his civic service to our community and his military service in WWI and WWII which resulted in him being awarded the Military Cross for bravery shown at the Battle of Polygon Wood in 1917.

Since 2012, Council have received requests for both Mr Bob Woodlands and Mr Norm Matesich to be recognised. Consideration was given to naming one of the public meeting rooms in Council's Officers after each of these Mayors but this never progressed.

Attachments

- 1 [Download](#). Copy of Report and Correspondence - Recognition of Bob Woodlands - TCMP Meeting 2020 03 05

AGENDA

TOWN CENTRE MASTER PLAN SUB-COMMITTEE
05/03/2020

Item: 07

Subject: REQUEST FOR COMMEMORATION MAYOR BOB WOODLANDS'
CONTRIBUTION TO TOWN GREEN

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee consider the request and potentially refer the matter to the March 2020 Ordinary Council Meeting for resolution.

Discussion


Council have received a request from Mr Ron Mooney for the former Mayor Mr Bob Woodlands, to be commemorated for his association with the Port Macquarie Town Green (see attachments).

Staff suggest that the former Mayor's contribution to the Port Macquarie Town Green be recognised by way of a small plaque to be placed on a seat in Town Green.

Staff will provide further details regarding the request at the meeting.

Attachments

1. Correspondence - Ron Mooney - Request for commemoration of former Mayor Bob Woodlands 2017 06 21
2. Correspondence - Ron Mooney - Further comments regarding commemoration of former Mayor Bob Woodlands

 PORT MACQUARIE HASTINGS	
TRIM No	COMM No
21 JUN 2017	
Keyword	
Activity	
Subject	Sf61103
Folder	

Ken Mooney
21 Waugh St
Port Macquarie
NSW 2444
02 65 834034

To: Lisa Interman.

Hi,

Hope this finds you well - I'm in Alaska - flying out 20-6-17 - be home 5/7/17.

We meet at the George Bain plaque sitting in Bain Park -

We "I" talked about the town green - How Bob Woodlands played a major role; It all played out like this.

(1) I was on the Board of Directors Hastings River Fish Co-op.

We were being (the fishing ports of NSW) upgraded, Port Macquaries turn came up. \$720,000 - \$720,000 was allocated to P.P. However the Town had to agree.

We had to have an open public meeting so the public at large could vote yea or nay.

(2) Public meeting was held - Two movers and shakers tried their best to get the spending (upgrade of the Port) postponed. "They didn't have their fingers in the pie!" Portien and Gerseppie left the meeting when a vote of 35 to 27 voted yea go head, steam expelling from their ears.

①

While at the meeting, I approached the Dept of Works Engineers for the West Port Boat Ramp to be upgraded - Requested 'fingers whaves' but got a side on for a ton set up - But now the Town has the original requested fingers whaves.
Now to the Green.

③ Bob Woodlands was the Mayor.
He (Bob) approached the Co-op board and put forward a proposal!

"Would you (Co-op Board) agree to me 'Bob' creating a Rock wall - 'from end of existing Breakwall to where ship boat now takes off' and laying sand / silt proof matting on inside of said wall and when the Dept of Works dredges the channel to fish (ob) - all dredged material be placed inside of said wall"

In Union we replied "go for it Bob" so the town green was at least expanded x 3 times in one hit.

Bob Woodlands needs to be remembered in some way in association with the "Town Green"

Please Help -
Regards Ron Poney.

P.T.O.

& Previous Dredging material went of
onto Pelican Island! after rain we
know ~~it~~ where that dredged material
ended up. (Back in the channel).

Bob got us a workable channel
and a spacious Teen Green all in
one hit.
Rest in Peace "Bob"

Hon Mooney
21 Waugh St
T/M. FR. 7/8.

To Teta

Hi. Thanks for the covering note - was wondering if I should write again - Never intended for the Town Green to be renamed Bob Woodlands - all I wanted was some small acknowledgement of his part in extending this Town Green to the size it is now. (Such as a small plaque in a corner etc) I grew up when when we had a bandstand, etc at the end of Hoston St - now its a concrete jungle full of cars (progress) Find it hard to have any faith in local government as to when we have a system where a person with 150 votes sits in council where a person

with over 1000 doesn't!!

also fair —

you asked for inputs.
a while back, the road in
Waverly St P/M was tested to
be redone over 15 years ago
when I inputted as asked
I was told it's (the road) is
beyond repair and won't be
done for at least 5 years —

Only time anything is done
is when a block is DA
developed and (you) impose
a road upgrade (footpath/
kerb gutting etc — I pay
approx \$10000 every 4 years
rates — 'get nothing in
my street for the cash
input.

Not fair.

signed Ron Mooney

Port Macquarie-Hastings Council
PO Box 84
Port Macquarie
NSW Australia 2444
DX 7415
• council@pmhc.nsw.gov.au

ABN 11 236 901 601



3 September 2018

Refers to: CRM 12221/2017

Mr R Mooney
21 Waugh Street
PORT MACQUARIE NSW 2444

Dear Mr Mooney

Request to Name the Port Macquarie Town Green after the late Bob Woodlands

Thank you again for your correspondence to Council last year requesting consideration of naming the Port Macquarie Town Green after the late Mayor and Alderman, Bob Woodlands. *never asked this - see notes*

Firstly, please accept my sincere apologies in providing a formal response to your correspondence. Unfortunately, a formal response to you was inadvertently overlooked and I again apologise for this.

At the Ordinary Council Meeting held in October 2017, Council resolved to place on public exhibition revised policies relating to the Naming and Renaming of Reserves and Roads. Following exhibition of the draft policies, a further report was tabled at the Ordinary Council Meeting held on 13 December 2017, wherein the revised policies were adopted.

A copy of the "Naming and Renaming of Reserves" policy and the "Naming and Renaming of Roads" policy are attached for your information. Both policies state that the use of names of people (living and deceased) are excluded as a source of reserve and road names, except in exceptional circumstances by a formal resolution of Council.

The dedication and commitment to our local area by the former Mayor and Alderman, Bob Woodlands, is acknowledged and I thank you for writing to Council with this suggestion. However, at this point in time, it is not intended to rename the Town Green in Bob's memory.

Thank you again for writing to Council and again please accept my sincere apology for the length of time to respond.

Yours sincerely

Peta Pinson
MAYOR

Encls.

PORT MACQUARIE HASTINGS	
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WAUCHOPE OFFICE
49 High Street, Wauchope NSW 2446
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LAURIETON OFFICE
9 Laurie Street, Laurieton NSW 2443
t 02 6559 9958

Item: 07

**Subject: PORT MACQUARIE HISTORIC COURTHOUSE CURTILAGE - POLICE
CONSTABLES COTTAGE AND LOCKUP**

Presented by: Development and Environment, Melissa Watkins

RECOMMENDATION

That the Committee note the information contained within the report.

Discussion

As determined at the Town Centre Master Plan Sub-Committee (TCMP) meeting of 5 March 2020, this matter has been added as a standing agenda item.

At the TCMP meeting of 25 June 2020, it was resolved that Robert Sagolj, Jeff Gillespie and John McGuigan would represent the TCMP in a joint meeting with nominated members of the Cultural Steering Group and the Port Macquarie Historic Courthouse Curtilage. The purpose of the meeting is to gain further understanding of the desired outcomes for the project and has been scheduled for Friday 21 August 2020 at 10am. The outcome of this meeting will be reported to a future TCMP meeting.

Attachments

Nil

Item: 08**Subject: SPECIAL ENCLAVE PLACE ENTRY SIGN - CLARENCE PLACE****Presented by: Development and Environment, Melissa Watkins**

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee concur with the proposed funding source for the supply and installation of the Clarence Place entry sign.

Discussion

At the November 2019 monthly meeting, Council presented the Town Centre Master Plan Sub-Committee (the Sub-Committee) with 3 options for a place making special enclave entry sign. Option 1 was chosen by the Sub-Committee, which is a bluestone stone plinth with 'Clarence Place' embossed to match the Town Square entry sign. These are to set the precedent for future 'Place' entry signs for street end extents near the foreshore.

Subsequently, 2 quotes were requested with the lowest at \$4,745, from the supplier for the Town Square plinth. Another \$2,000 of costs is estimated to include footings, installation, plant bed reinstatement and traffic management.

It is proposed to fund this sign from the Port Macquarie Town Centre Master Plan Operating / Maintenance Works budget. Council also proposes that a 'Place-making' budget item be created with the required \$7,000 transferred to this new budget item from Landscape Maintenance, currently with a \$107,004 annual budget.

**Attachments**

Nil

Item: 09

Subject: TOWN CENTRE FORESHORE PROJECT UPDATE

Presented by: Development and Environment, Melissa Watkins

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee note the information contained in the Town Centre Foreshore Project Update Report.

Discussion

1. **FORESHORE WALKWAY (KOOLOONBUNG CREEK STAGE 2; WILLIAM STREET UNDERPASS; FISHERMAN'S WHARF; TOWN WHARF)**

Drawings

- Complete

REF

- Ecology assessment - target to engage by mid-August
- Commenced - target completion end October

Fisheries

- Fisheries permit - submit application by end July

OEH (Heritage)

- Heritage permit - submit application by end July

Crown Lands

- Awaiting Crown licence for these walkway segments

2. **TOWN GREEN WEST**

REF (King and Campbell)

- Draft REF (Rev 2) submitted back to Council - 13/07/2020.
- Awaiting final Crown / Heritage approvals prior to Completion - final submission for Endorsement.

Crown Lands

- Draft REF submitted by K+C to Crown Lands - 23/06/2020.
- Crown Lands sent correspondence back 14/07/2020 confirming all notifications and preliminary checks have been completed - with expected 28-day notification period being completed by 14/08/2020.
- Advice from Crown Lands that approval will be provided to commence works on 03/08/2020 in all PMHC managed Crown Lands - until full approval (for all areas) is received 14/08/2020. This will allow works to proceed.

Fisheries

- Submitted Section 7 Fisheries permit with ecology report - 19/05/2020.
- Response received back - No fisheries permit will be required to undertake the works.
- Fisheries requirements are integrated into the Crown Lands Approval process.

OEH (Heritage)

- Final Aboriginal and non-Aboriginal heritage (due diligence) reports were completed by Cosmos Archaeology / Cultural Heritage Connections - 13/07/2020.
- Excavation exemption application submission to Heritage Office - Completed 13/07/2020.
- Expecting approvals to be obtained in time for proposed construction commencement 03/08/2020.

Resources

- Council staff construction resources are available to commence works - 03/08/2020 - pending approvals.

Funding agreement

- At the time of writing this report, the funding agreement was yet to be provided to Council for final signing.

3. TOWN GREEN WEST LINK

- Variation request quote for additional engineering work for \$13,270 accepted. Final drawings expected in mid-August.
- Town Green West Environmental and Heritage study variation request for \$9,640 accepted. Completed study expected by end August.

4. GORDON STREET UNDERPASS

As previously reported to the TCMP Sub-Committee, a section of the proposed underpass is mapped within State Environmental Planning Policy (Coastal Management) as Coastal Wetlands protection zone. This proposed development triggers the requirement for a development and an Environmental Impact Statement (EIS).

The TCMP Sub-Committee concurred at a previous meeting that Council was to seek quotes for the required EIS. Proposals were requested from 4 companies and 2 submissions were received.

Niche Environment & Heritage have been engaged to complete the EIS and Biodiversity Development Assessment Report (BDAR) at a cost of \$29,399. The TCMP Preconstruction Foreshore Walkways Budget will be used to fund this work.

5. WESTPORT PARK LINK PATH**Drawings**

- Complete

REF

- on hold

Fisheries

- Fisheries permit - on hold

OEH (Heritage)

- Heritage permit - on hold

Crown Lands

- Awaiting Crown licence for these walkway segments

It is recommended that the information provided in this report regarding progress of the various components the Town Centre Foreshore Project be noted.

Attachments

Nil