



# Town Centre Master Plan Sub-Committee

## Business Paper

date of meeting: Thursday 24 June 2021

location: Function Room  
Port Macquarie-Hastings Council  
17 Burrawan Street  
Port Macquarie

time: 8:00am

## **Town Centre Master Plan Sub-Committee**

### **CHARTER**

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#### **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.

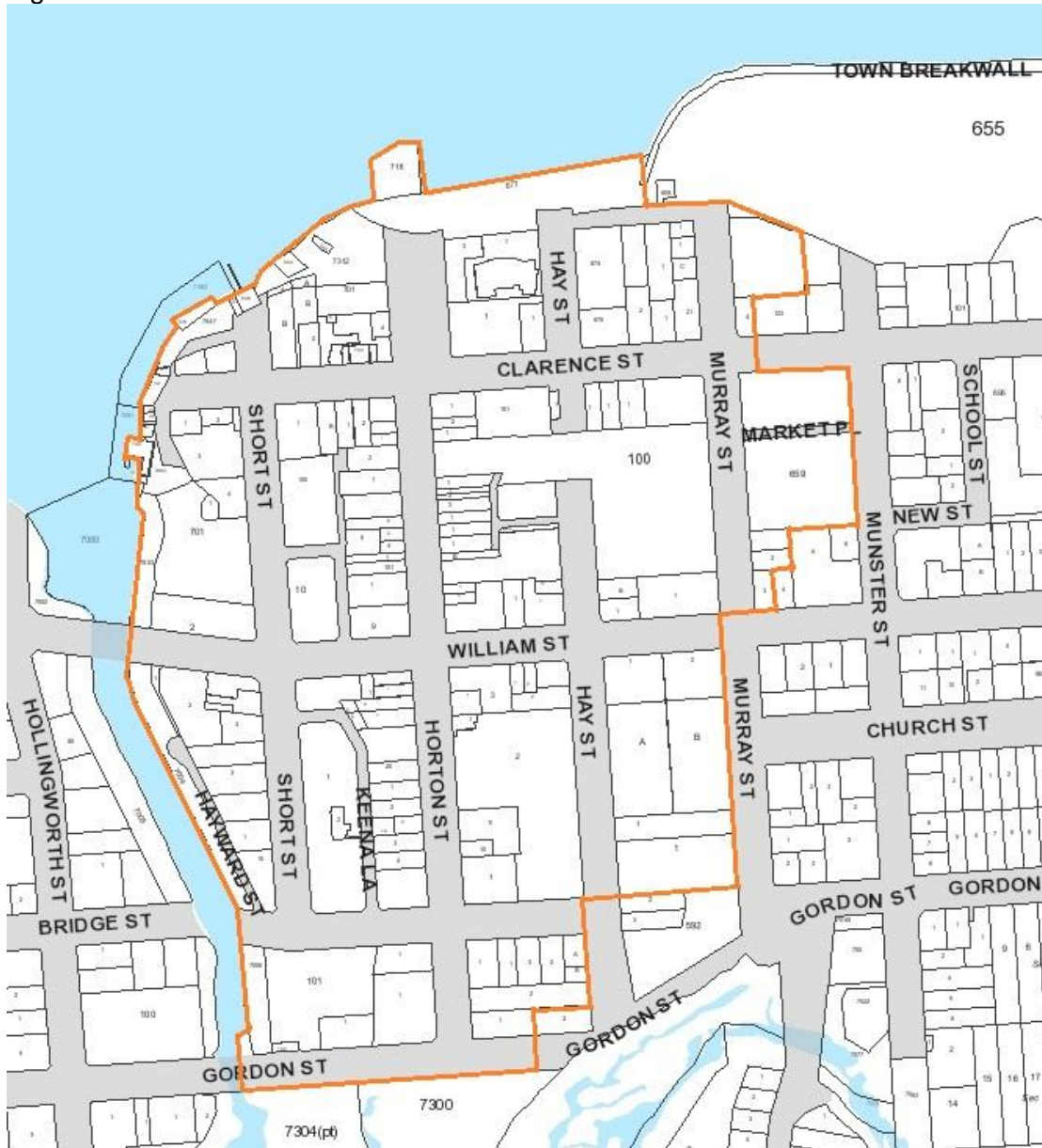
#### **2.0 KEY FUNCTIONS**

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 & Growth (Alternate Director Development & Environment)
- 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	28/01/21	25/02/21	22/04/21	29/04/21	27/05/21
Councillor G Hawkins (Chair)	✓	✓	✓	✓	✓
vacant (Deputy Chair)	X	-	-	-	-
Director Strategy & Growth (Jeffery Sharp)	A		A	A	
Alternate - Director Development & Environment (Melissa Watkins)	✓	✓	✓	✓	✓
Senior Landscape Architect (Craig Luff)	✓	✓	✓	✓	✓
CBD Commercial Property Owner (Jeff Gillespie)	✓	✓	✓	✓	✓
CBD Commercial Property Owner (Adam Spencer)	✓	A	✓	✓	✓
CBD Trader (Simon Thresher)	A	✓	A	A	✓
CBD Trader (Kieran Dell)	✓	✓	✓	✓	✓
Chamber of Commerce Representative (Tony Thorne)	✓	✓	✓	✓	✓
Greater Port Macquarie Tourism Representative (Janette Hyde)	✓	✓	✓	✓	A
Community Member (Michelle Love)	✓	✓	✓	✓	✓
Community Member (John McGuigan)	✓	✓	✓	✓	✓
Community Member (Tony McNamara)	✓	✓	✓	A	✓

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

### Meeting Dates for 2021

28/01/2021	Function Room	8:00am
25/02/2021	Function Room	8:00am
25/03/2021	Function Room	8:00am
29/04/2021	Function Room	8:00am
27/05/2021	Function Room	8:00am
24/06/2021	Function Room	8:00am
29/07/2021	Function Room	8:00am
28/10/2021	Function Room	8:00am
25/11/2021	Function Room	8:00am

# Town Centre Master Plan Sub-Committee Meeting

Thursday 24 June 2021

## Items of Business

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03	Confirmation of Minutes .....	<u>9</u>
04	Disclosures of Interest.....	<u>13</u>
05	Business Arising from Previous Minutes.....	<u>17</u>
06	Outdoor Dining Parklets Trial .....	<u>18</u>
07	Foreshore Projects Update .....	<u>19</u>
08	Bicentennial Walkway Projects Update.....	<u>21</u>
09	General Business	



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

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

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

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**RECOMMENDATION**

That the apologies received be accepted.

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

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**RECOMMENDATION**

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 27 May 2021 be confirmed.

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## **PRESENT**

### **Members:**

Councillor Geoffrey Hawkins (Chair)  
Director Development and Environment (Melissa Watkins)  
Acting Group Manager Recreation Property and Buildings (Craig Luff)  
Jeffrey Gillespie (CBD Commercial Property Owner)  
Adam Spencer (CBD Commercial Property Owner)  
Simon Thresher (CBD Trader)  
Kieren Dell (CBD Trader)  
Anthony Thorne (Port Macquarie Chamber of Commerce Representative)  
Michelle Love (Community Member)  
John McGuigan (Community Member)  
Tony McNamara (Community Member)

### **Other Attendees:**

TCMP Project Manager / Co-ordinator (Michael Nunez)  
Group Manager Project Delivery (Gary Randall)  
Senior Project Manager (Michael Collins)

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The meeting opened at 8:01am.

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## **01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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## **02 APOLOGIES**

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### **CONSENSUS:**

That the apology received from Janette Hyde be accepted.

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### **03 CONFIRMATION OF MINUTES**

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#### **RECOMMENDATION**

1. That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 29 April 2021 be confirmed.
  2. That the attendance register be updated as Tony McNamara was an apology at the Town Centre Master Plan Sub-Committee meeting on 29 April 2021 and was present at the Extraordinary Town Centre Master Plan Sub-Committee meeting held on 22 April 2021.
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### **04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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### **05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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#### **CONSENSUS:**

That the Town Centre Master Plan Sub-Committee:

1. Note the Business Arising from Previous Minutes schedule.
  2. Note, in relation to Item 08 - 29/04/2021 - Project Strategic Planning Workshop Outcomes: *Police Station Site and Curtilage*:
    - a) The Council resolution of 19 May 2021 (Item 12.09).
    - b) The discussion regarding the desired outcomes for the Police Station site and request the Director Development and Environment develop a project plan to achieve the stated objectives for circulation to the TCMP sub-committee members.
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### **06 FORESHORE PROJECTS UPDATE**

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#### **CONSENSUS:**

That the Town Centre Master Plan Sub-Committee:

1. Note the information contained within the Foreshore Projects Update Report.
  2. Request the Director Development and Environment to advise the TCMP Sub-Committee members when a decision is made regarding tendering for the Town Green West Playground.
  3. Establish a sub-working group for the Bicentenary Foreshore Projects comprising the following members:  
Cr Geoff Hawkins, Anthony Thorne, Jeffrey Gillespie, John McGuigan, Tony McNamara and Craig Luff as the project sponsor.
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**07 DEFECTIVE CATENARY LIGHTS - TOWN CENTRE, PORT MACQUARIE**

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CONSENSUS:

That the Town Centre Master Plan Sub-Committee note:

1. The information contained within the report.
2. That Option 2 (repairs) will not require endorsement by Council as there is no additional cost to Council.
3. That the repair works will now proceed.

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**08 PARKLETS TRIAL REVIEW**

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CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the information contained within this report.
2. Adopt the reporting schedule identified in this report.

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**09 GENERAL BUSINESS**

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Nil.

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The meeting closed at 9:20am.

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Item: 04  
Subject: DISCLOSURES OF INTEREST

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**RECOMMENDATION**

That Disclosures of Interest be presented

**DISCLOSURE OF INTEREST DECLARATION**

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

(Refer to next page and the Code of Conduct)

### Pecuniary Interest

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
  - (a) your interest, or
  - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
  - (a) Your "relative" is any of the following:
    - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii)
  - (b) "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c)
  - (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
  - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

### Non-Pecuniary

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

#### Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the 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.*

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of the affected principal place of residence of the councillor or an associated person, company or body <i>(the <b>identified land</b>)</i>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST<sup>1</sup></b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the <b>subject land</b><sup>2</sup>)</i> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

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

**Councillor's Signature:** ..... **Date:** .....

*This form is to be retained by the council's 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.

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

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

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

<b>Item:</b>	08		28 May 2020
<b>Subject:</b>	Historical Rating Comparisons and Business Rate Impacts		
<b>Action Required:</b>	1. DDE 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 TCMP levy and report to go to future meeting		
<b>Current Status:</b>	Ongoing		

<b>Item:</b>	05.2		27 May 2021
<b>Subject:</b>	Business Arising from Previous Minutes		
<b>Action Required:</b>	1. The DDE develop a project plan to achieve the stated objectives for the Police Station site and curtilage for circulation to the TCMP sub-committee members.		
<b>Current Status:</b>	Complete. Report presented to Council on 16 June 2021 with high level concept design.		

<b>Item:</b>	06		26 May 2021
<b>Subject:</b>	Foreshore Projects Update		
<b>Action Required:</b>	1. The DDE to advise the TCMP members when a decision is made regarding tendering for the Town Green West Playground 2. Establish a sub-working group for the Bicentenary Foreshore Projects comprising Cr Geoff Hawkins, Anthony Thorne, Jeffrey Gillespie, John McGuigan, Tony McNamara and Craig Luff as the project sponsor		
<b>Current Status:</b>	Onsite meeting to be arranged.		

<b>Item:</b>	08		26 May 2021
<b>Subject:</b>	Parklets Trial Review		
<b>Action Required:</b>	1. Parklet Trial Process Outcome Progress Report including any feedback from the Sub-Committee to be presented to Council in June 2021 2. Parklet Trial Process Outcome Report for both Parklet's, including any feedback from the Sub-Committee to be presented to Council in October 2021		
<b>Current Status:</b>	1. Update report presented to Council on 16 June 2021. 2. A final outcomes report will be presented to the October 2021 Ordinary Council Meeting		

Reports to Future Meetings		
Report	Due Date	Requested
Update on Accessible Parking Costs in the CBD	TBA	26 July 17
Foreshore Projects Update to be provided by the Project Manager and regular updates thereafter	Ongoing	28 Jan 21
Parklet Trial Process Outcome Progress Report	September 2021	26 May 2021

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**Item: 06****Subject: OUTDOOR DINING PARKLETS TRIAL****Presented by: Development and Environment, Melissa Watkins**

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**RECOMMENDATION**

**That the Town Centre Masterplan Sub-Committee note the report submitted for the 16 June 2021 Ordinary Council Meeting.**

**Discussion**

The Parklet Trial Process Update report was tabled at the 16 June 2021 Ordinary Council meeting, which recommended that the Parklet Trial Outcome Report will be presented to Council in October 2021 for both Reyhana's Turkish Restaurant Parklet, and The Ritz Parklet. The Council report also noted that feedback will be sought from operators and the community for input into the final outcome report.

**Attachments**

Nil

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**Item: 07**

**Subject: FORESHORE PROJECTS UPDATE**

**Presented by: Development and Environment, Melissa Watkins**

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## **RECOMMENDATION**

**That the Town Centre Master Plan Sub-Committee note the information contained within the Foreshore Projects Update Report.**

### **Discussion**

#### **1. TOWN GREEN WEST PLAYGROUND**

Completed since last month:

- 100% detailed design drawings submitted for review, comments provided back to the consultants
- Targeted community engagement conducted with adjoining property and business owners
- Issue For Tender drawings submitted for review.
- Construction Works Order developed in preparation for issuing for pricing

Planned for next month:

- Comments provided for Issue For Tender drawings and documents
- Works Order to be issued for construction
- Award construction works

#### **2. ALL FORESHORE PROJECTS Town Wharf, Fisherman's Wharf Parklands, William Street Underpass, Kooloonbung Creek Stage 2; Westport Park Link Path).**

Note: Matters pertaining to the Priority Bicentennial Walkway projects are addressed in a separate report to provide focus on progress of this important priority project.

Completed since last report:

- Review of Environmental Factors (REF) approved
- Bill of Quantities (priced and unpriced) is expected from the Quantity Surveyor by 18/06/21
- Project Charter - Approved by Director Development and Environment, Melissa Watkins on 10/06/21

Planned work for the coming month:

- Crown license approval expected late June 2021 (advice received that this is pending executive sign off from Crown Lands for them to prepare the licence offer).

**3. FISHERMEN'S WHARF - Maritime Infrastructure Delivery Office (MIDO) Project**

- Revised completion date has been pushed out by MIDO one month to the end of July 2021.
- Crown Lands confirmed to construct the service driveway / entry path, relocate drainage pit and construct associated kerbing and plant bed at interface with the carpark.
- Proposed Fishermen's Wharf tie-in Works (by Council through the TCMP)
  - Re-grade and re-surface the carpark (area with ponding issues only) so that it achieves positive drainage to the new kerb
  - Install flush kerb to edge of carpark
  - Install bin enclosures and hardwood bench seats. Seats were from the tourism grant and are available at the Council Depot.
  - Install four large 3-4m high pandanus (offered to Council at cost of transplanting only).

**Attachments**

Nil

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**Item: 08****Subject: BICENTENNIAL WALKWAY PROJECTS UPDATE****Presented by: Development and Environment, Melissa Watkins**

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**RECOMMENDATION**

**That the Town Centre Master Plan Sub-Committee note the information contained within the Bicentennial Walkway Update Report.**

**Discussion**

The priority foreshore projects are to be referred to as the Bicentennial Walkway Project. They are addressed in this report, separate to the remainder of the Port Macquarie Foreshore Projects to be constructed at later stages. The purpose of the separate report for this project is to maintain a focus on this priority project.

The Bicentennial Walkway projects includes:

- Town Green West Link
- Town Wharf Stage 1
- William Street Underpass
- Kooloonbung Creek Stage 2
- Gordon Street Underpass

Completed since last report:

- Heritage report was updated to address Stage 1 scope of works.
- Review of Environmental Factors (REF) approved.
- Bill of Quantities (priced and unpriced) is expected from the Quantity Surveyor by 18/06/21.
- Project Charter - Was approved by Director Development and Environment, Melissa Watkins on 10/06/21.

Planned work for the coming month:

- Re-issue of Issued For Construction drawings following PMHC review.
- Develop Project Management Framework documentation and planning phase works including Detailed Project Plan.
- Procure design for recycled water / sewer rising main.
- Crown license approval is expected late June 2021 (pending executive sign off from Crown Lands for them to prepare the licence offer).
- Procure engineering details of approach path, stairway and lighting for Gordon Street Underpass.
- Payment of credit obligations to Biodiversity Conservation Fund as offset for minor impact on local species.

**Attachments**

Nil