

## Nambour Activation Plan Project Control Group

### CHARTER

#### **Purpose**

The purpose of the Nambour Activation Plan (NAP) Project Control Group (PCG) is to oversee and guide the implementation of the Nambour Activation Plan which provides a framework for the development of a Nambour Centre Master Plan.

The NAP PCG is not a decision-making body. The decision-making body is Council with the decisions of Council being implemented in accordance with the delegations approved by the Chief Executive Officer.

#### **Background**

On 15 October 2015, Council adopted the Nambour Activation Plan.

The Nambour Activation Plan provides the framework to activate the streets and places of Nambour and enable local businesses and community to continue to energise their township, celebrate their place and promote the town as a thriving and extraordinary place to live, work and play. The plan was developed as a collaborative project by the Nambour Project Working Group which comprises members of the Nambour Alliance, and business and community sectors, and council representatives

The primary focus of the Nambour Activation Plan PCG is to investigate economic revitalisation outcomes, innovation and leadership unity in Nambour.

The Nambour Activation Plan PCG reports to the Chief Executive Officer.

The term of the Nambour Activation Plan PCG is for an initial period to 30 June 2018. At that point in time, there will be a review of the PCG to incorporate progress of the Draft Nambour Centre Master Plan (December 2017), including consideration of councillor representation on the PCG.

#### **Responsibilities of the Nambour Activation Plan Project Control Group**

- Act objectively and impartially for the greater good of Nambour (with a focus on the town centre)
- Undertake preliminary investigations into strategies for positioning Nambour as a thriving and extraordinary place through the five key placemaking locations within the town centre
- Undertake preliminary investigations into strategies that will enhance Nambour's point of difference and promote its network of cultural, recreational and heritage assets
- Provide monthly reports to the CEO in relation to the PCG's progress on the above.

## Membership

- Manager Community Planning and Development: Liam Mayo (Chair)
- Divisional Councillor: Cr Greg Rogerson
- Group Executive Economic and Community Development: Greg Laverty
- Head of Economic Development: Paul Martins
- Manager Design and Placemaking Services: Jamie Franklin
- Manager Property Management: Frances Cayley
- Manager Strategic Planning: Stephen Patey

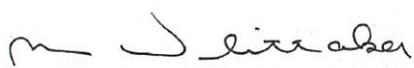
## Meeting protocols and procedures

- The Chair of the Nambour Activation Plan Project Control Group is responsible for scheduling meetings on an as needs basis and may call special meetings, as required, and conduct meetings by tele/video conference and by flying minute.
- The Chair of the Nambour Activation Plan Project Control Group is responsible for overseeing agendas and minutes, including distribution of the agenda and minutes, and maintaining a list of outstanding matters.
- A quorum is 50% members of the Nambour Activation Plan Project Control Group, including the Chair.
- Members of the Nambour Activation Plan Project Control Group may nominate an Acting Chair for a meeting if the Chair is not available.
- A member of the Nambour Activation Plan Project Control Group may nominate a delegate if unable to attend a meeting.
- Non Nambour Activation Plan Project Control Group members may be invited by the Chair to attend meetings to discuss issues associated with the Nambour Action Plan.
- All matters considered by the Nambour Activation Plan Project Control Group are treated as commercial-in-confidence and are not to be disclosed to any party unless otherwise agreed by the Chief Executive Officer.
- Members are responsible for the declaration and management of any conflicts of interest on items considered by the Nambour Activation Plan Project Control Group.

## Authority

The Charter of the Nambour Activation Plan Project Control Group is authorised by the Chief Executive Officer and may be amended from time to time.

Authorised

  
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Michael Whittaker  
Chief Executive Officer, Sunshine Coast Council

Date 16 May 2018