



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Wednesday, 31 October 2012

location: Emergency Operations Centre, Central Road,
Port Macquarie

time: 8.00am

Note: Council is distributing this agenda on the strict understanding that the publication and/or announcement of any material from the Paper before the meeting not be such as to presume the outcome of consideration of the matters thereon.



**PORT MACQUARIE
HASTINGS**

Town Centre Master Plan Sub-Committee

CHARTER

1. To recommend works priorities to Council for the implementation of the Town Centre Master Plan.
2. To act as a communication conduit between Council and the CBD stakeholders in respect to the Town Centre Master Plan.
3. Advocate of the Town Centre Master Plan to the community.
4. To recommend an annual Works Program and Budget.
5. To account for and approve expenditures of funds raised externally to Council.

Delegated Authorities to the Town Centre Master Plan Sub-Committee

1. To manufacture, purchase, obtain and supply promotional material for the promotion of the CBD from external funds.
2. To expend funds raised outside of Council as the Sub Committee deems appropriate eg promotions, entertainment, etc.
3. To establish Sub Committees as deemed appropriate.
4. To raise funds other than rates and loans to fund the objectives of the Sub Committee.
5. To promote the advantages of the CBD inside and outside the area.
6. To make Press Releases promoting and supporting the Town Centre Master Plan project.
7. To expend funds allocated to the Town Centre Master Plan Sub Committee by Council within the approved budget.



**PORT MACQUARIE
HASTINGS**

Town Centre Master Plan Sub-Committee

ATTENDANCE REGISTER

Member	04/04/12	09/05/12	11/07/12	18/07/12	01/08/12	22/08/12
Jeffery Sharp	✓	✓	✓	✓	✓	✓
Cliff Toms	A	A	✓	✓	✓	✓
Gary Randall	✓	A	✓	✓	✓	✓
Stephen Byers	A	✓	A	✓	X	✓
Anthony Wilson	✓	✓	A	✓	✓	A
Michael Mowle	✓	✓	A	✓	X	✓
David Capper	✓	✓	A	A	✓	✓
Robert Turner	✓	✓	A	✓	✓	✓
Brian Buckett	✓	✓	✓	✓	✓	✓
Tony Thorne	✓	✓	✓	✓	✓	✓
Brian Tierney	✓	✓	✓	A	A	A
Jeff Gillespie	✓	A	✓	✓	✓	✓

Member	12/09/12					
Jeffery Sharp	✓					
Cliff Toms	✓					
Gary Randall	✓					
Stephen Byers	✓					
Anthony Wilson	✓					
Michael Mowle	✓					
David Capper	✓					
Robert Turner	✓					
Brian Buckett	✓					
Tony Thorne	A					
Brian Tierney	A					
Jeff Gillespie	✓					

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



**PORT MACQUARIE
HASTINGS**

Town Centre Master Plan Sub-Committee Meeting

Wednesday, 31 October 2012

Items of Business

Item	Subject	Page
01	Acknowledgement of Country	<u>1</u>
02	Apologies.....	<u>1</u>
03	Confirmation of Minutes	<u>1</u>
04	Disclosures of Interest.....	<u>6</u>
05	Business Arising from Previous Minutes.....	<u>10</u>
06	Works Programme - Design Status.....	<u>12</u>
07	Town Centre Master Plan - Income vs Expenditure	<u>15</u>
08	Council's Procurement Methodology	<u>17</u>
09	General Business	



**PORT MACQUARIE
HASTINGS**

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 12 September 2012 be confirmed.

PRESENT

Members:

Jeffery Sharp
Cliff Toms
Gary Randall
Stephen Byers
Anthony Wilson
Michael Mowle
David Capper
Robert Turner
Brian Buckett
Jeff Gillespie

Other Attendees:

Nil

The meeting opened at 8.10am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Brian Tierney and Tony Thorne be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 22 August 2012 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

09 – waiting on trial rumble bars to arrive before installing trial at Council's depot. Additional design opportunities are being investigate, eg, combination seat/bike stand, possibility for sample to be sent. Change out of intersections to occur in the new calendar year.

10 – Cliff Toms displayed concept design for Murray Street (William to Clarence Streets) including William Street (Hay to Murray Streets).

CONSENSUS

1. The Town Centre Master Plan Sub-Committee endorse the concept design for Murray Street (William to Clarence Streets) including William Street (Hay to Murray Streets) as presented.
2. That Cliff Toms review to the Town Centre Master Plan Sub-Committee financial model to ensure that the preconstruction for Clarence and Murray Street intersection is listed to commence in 2013/14.

11 – no further update presented.

14 – Works will be undertaken on Sunday 16 September 2012 and Sunday 23 September 2012. Issues with Essential Energy are being worked through. Street furniture change outs will be occurring soon. Jeff Gillespie raised some concerns conflicting event approvals given to sponsor/stall holders by the event organiser and John Laurie.

CONSENSUS:

That Jeffery Sharp review the approvals issued by Council and follow up with Council's events team regarding the event plans.

12 – Crime prevention meeting being held on Monday. David Capper is attending and will provide feedback from the Town Centre Master Plan Sub-Committee regarding the Hay Street Forecourt.

Port Macquarie CBD Christmas – Tree has been ordered and the working party has signed off on the location of the tree. Discussions are being held with the tree provider for storage and maintenance. Options for adding height being investigated.

06 HAY STREET FORECOURT

Jeff Gillespie advised that Kerry Lucinsky has engaged King & Campbell to undertake design for outdoor dining. Jeffery Sharp advised that Council is working on activating the Glasshouse. Rob Turner suggested a committee is established to arrange various temporary activities in the forecourt. Ideas raised from the Town Centre Master Plan Sub-Committee regarding temporary activities in the forecourt were; ice-cream van, temporary visitor information centre, busking, small kiosk, touring operators selling tickets, local produce kiosk.

Rob Turner raised possible performance criteria to be set for Kerry Lucinsky to achieve activation, fitting/fixture specifications, possible discount for first 3 months.

CONSENSUS

That the Town Centre Master Plan Sub-Committee recommend to Council that:

The Town Centre Master Plan Sub-Committee supports the outdoor dining application to be submitted by Kerry Lucinsky.

A plan of management for temporary activities in the Hay Street Forecourt be developed before commencing an Expression of Interest.

Council look at activation of the Glasshouse forecourt frontage.

07 KOOLONBUNG CREEK PEDESTRIAN BRIDGE COMMUNITY ENGAGEMENT

Jeffery Sharp advised that due to the increased funding required for the design selected, the funding agreement terms will need to be amended. Community engagement on the Kooloonbung Creek pedestrian bridge will commence soon, Town Centre Master Plan Sub-Committee members requested to assist in engagement sessions held. A media release incorporating statements from Robert Oakeshott MP, Port Macquarie Chamber of Commerce, FLAG Committee, Port Macquarie Tourism Board and Access Sub-Committee to be released at the commencement of the community engagement.

CONSENSUS:

That a media release incorporating statements from Robert Oakeshott MP's office, Port Macquarie Chamber of Commerce, FLAG Committee, Port Macquarie Tourism Board and Access Sub-Committee be released at the commencement of the community engagement on the Kooloonbung Creek Pedestrian Bridge.

08 GENERAL BUSINESS

08.01 Parking Contributions:

Jeff Gillespie raised an issue currently being experienced with parking contributions associated with a DA and a concern that funds were not being allocated to the Town Centre Master Plan Sub-Committee but were being allocated to the car parking fund.

CONSENSUS:

Jeffery Sharp to investigate the concerns raised.

08.02 Boardwalk:

Brian Buckett raised concerns with the work completed on the boardwalk as sight impaired people are having difficulty due to the mix of new planks and old planks (edges of newer planks higher than the older planks) and there was no edge protection on the water side, especially where there are no boats moored. Gary Randall advised that the works were being undertaken by NSW Maritime and Brian Buckett should discuss his concerns with NSW Maritime.

The meeting closed at 9.50am.

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

Non-Pecuniary - Insignificant Conflict:
May participate in consideration and voting.

For the reason that:
.....

Signed: Date:

(definitions are provided on the next page)



Definitions

(Local Government Act and Code of Conduct)

Pecuniary

An interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated. (LG Act s442 and s443).

A Councillor or member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or member of a Council Committee must not take part in the consideration and voting on the matter and be out of sight of the meeting. (LG Act s451)

Non-Pecuniary

An interest that is private or personal that the Councillor or member of a Council Committee has that does not amount to a pecuniary interest as defined in the LG Act.

If you have declared a non-pecuniary interest you have a number of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature and significance of your interest. You must deal with a non-pecuniary interest in one of the following ways.

Non Pecuniary – Significant Interest

(For example; family, a close friendship, membership of an association, sporting club, corporation, society or trade union).

- Have no involvement by absenting yourself from and not taking part in any consideration or voting on the issue as if the provisions in the LG Act s451(2) apply.
- A future alternative is to remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).

Non Pecuniary – Less than Significant Interest

- It may be appropriate that no action is taken. However, you must provide an explanation of why you consider that the conflict does not require further action.

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>) 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 ⁱⁱ	
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 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.

-
- 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—see section 448 (g) (ii) of the *Local Government Act 1993*.
 - 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

Item:	09	Date:	20/10/2011
Subject:	Background and Status Report of Town Centre Master Plan works		
Action Required:	That a working party consisting of Gary Randall, Jeff Gillespie and Tony Thorne investigate approach ramp (rumble bar) options and present a report back to the Committee for consideration. Consensus 01/08/2012 – Council proceed with pouring the trial ramp.		
Current Status:	Update to be provided to Committee meeting.		

Item:	10	Date:	04/04/2012
Subject:	Master Plan works – Design Progress		
Action Required:	That a working party consisting of Cliff Toms, Michael Mowle and Brian Tierney work with David Tooby to finalise the design of items listed in the report. Consensus 01/08/2012 – Brian Buckett be included on the working party during Brian Tierney's unavailability. Council approach Essential Energy regarding the possible relocation of the power poles located near the Kooloongbung Creek pedestrian bridge site.		
Current Status:	Refer to report in agenda.		

Item:	11	Date:	04/04/2012
Subject:	Port Macquarie CBD Landscaping Review		
Action Required:	That a working party consisting of Liam Bulley, Rob Turner, Anthony Wilson and Tony Thorne develop costings and timeline for landscaping refurbishments in the Port Macquarie CBD.		
Current Status:	Palm frond removal programmed for coming weeks with a focus on Horton Street North, Clarence/Short Street intersection and Horton/Clarence Street intersection. Tree removal in Clarence Street also programmed for coming weeks. Once trees are removed, root mass will be removed and those beds will be landscaped. Mulch replenishment was undertaken prior to Tastings on Hastings. Garden infill plantings programmed for coming weeks.		

Item:	14	Date:	30/05/2012
Subject:	Tastings on Hastings		
Action Required:	Options for power upgrade to be tabled at the next Committee meeting. Consensus 01/08/2012 – the Town Centre Master Plan Sub-Committee endorse a maximum payment of \$18,000 for the hiring of marquees for the October 2012 Tastings on Hastings event subject to a meeting with representatives from the Town Centre Master Plan Sub-Committee, Tastings on Hastings and Council's Events team. That the representatives from the Town Centre Master Plan Sub-Committee be Jeffery Sharp, Rob Turner and Jeff Gillespie.		
Current Status:	Update to be provided to Committee meeting.		

Item:	12	Date:	11/07/2012
Subject:	Town Centre Master Plan Sub-Committee Police Patrol		
Action Required:	That NSW Police representatives be invited to the next Hay Street Forecourt Working Party meeting to discuss options about better managing the perceived nuisance behaviour in the Hay Street Forecourt.		
Current Status:	Update to be provided to Committee meeting.		

Item:		Date:	01/08/2012
Subject:	Christmas Tree		
Action Required:	Consensus 01/08/2012 – Council arrange a meeting between the Tourism Board, Port Macquarie Chamber of Commerce and Town Centre Master Plan Sub-Committee representatives to discuss the Christmas Tree options.		
Current Status:	Update to be provided to Committee meeting.		

Item:	08	Date:	01/08/2012
Subject:	General Business		
Action Required:	Jeff Gillespie raised an issue currently being experienced with parking contributions associated with a DA and a concern that funds were not being allocated to the TCMP Sub-Committee but were being allocated to the car parking fund. Jeffery Sharp to investigate the concerns raised.		
Current Status:	Update to be provided to Committee meeting.		

Item: 06

Subject: WORKS PROGRAMME - DESIGN STATUS

Presented by: Infrastructure Services, Jeffery Sharp

RECOMMENDATION

The progress of designs currently committed and listed in the recently adopted Master Plan financial model (works programme) be received and noted.

Discussion

Progress of detailed engineering designs for the Master Plan proposed works is reported as follows;

Kooloonbung Creek – Pedestrian Bridge

A preferred concept design previously endorsed by the Committee is currently on exhibition for community and stakeholder comment. Following closure of the exhibition 8th November 2012 comments received will be reviewed and a further report submitted to the Committee for a recommendation to Council on a preferred concept design to proceed with for the preparation of detailed engineering designs and environmental assessments. In order to ensure the project proceeds as scheduled, this may require a special meeting of the Committee to enable a report to the November meeting of Council.

Kooloonbung Creek Foreshore Upgrades – Gordon to William Streets

Final designs, REF and construction cost estimates for this project are now complete. The works are estimated to cost in the vicinity of \$600,000 including a 15% contingency. It is now proposed following exhibition of the Kooloonbung Creek pedestrian bridge to exhibit the final designs and consult with adjoining property owners. The works are currently scheduled for construction in the TCMP current Financial Model during 2014/15. The Committee has previously discussed the option of bringing forward construction of these works to 2013/14.

William Street Upgrades – Short to Kooloonbung Creek

Final designs, REF and construction cost estimates for this project are now complete. The design works have not been fully costed at present. This design may require some minor amendments on completion of the Kooloonbung Creek pedestrian bridge design to ensure the pedestrian linkages for both designs interface. There will be an opportunity to exhibit this design in conjunction with the Kooloonbung Creek Foreshore design.

William Street Upgrades – Hay to Murray Streets

Concept designs and geotechnical investigations complete. Designers King & Campbell Pty Ld currently preparing pavement designs for further consideration by the Committee Design Working Party during early November 2012. Completion of this design by end of December 2012 is on schedule.

Murray Street Upgrades – Clarence to William Streets

Concept designs and geotechnical investigations complete. Designers King & Campbell Pty Ld currently preparing pavement designs for further consideration by the Committee Design Working Party during early November 2012. Completion of this design by end of December 2012 is on schedule.

Town Green

A design scope has been completed and the following Consultants invited to submit design proposals and quotations;

Turf Design
King & Campbell Pty Ltd
Macroplan
Geolink
Complete Urban

The design scope is essentially for the provision of a concept design for the overall upgrade of the Town Green precinct, utilizing as a basis for the design, the Draft Master Plan 2006 Option B1 Concept Plan by Turf Design Pty Ltd.

The concept design is to include a staging plan supported by concept design construction cost estimates for each stage. Following approval of the concept design, staging and estimates, a detailed construction design and cost estimates for the Stage 1 works is to be prepared.

Submissions closed on 25th October 2012 and are to be reviewed by an assessment panel in accordance with Council's procurement procedures. The Committee may wish to nominate an assessment panel representative to assist the assessment of the preferred supplier to be engaged.

This project will involve ongoing consultations with the Committee, other stakeholders and the wider community.

Buller & Hollingworth Streets – Intersection Upgrade

A concept design has been prepared and investigations into the traffic signal component design have commenced. The traffic signal component design initial investigations involves a detailed analysis of existing and forecasted traffic movements. This information will be used to "fine tune" the intersection layout to ensure appropriate traffic lanes (including turning lanes) are provided. All traffic signals in NSW must be approved by the Roads and Maritime Services. The outcomes of the initial investigations are to be forwarded to RMS for approval in principal to the intersection layout, which normally includes an approval to proceed with the detailed signal component design. Further updates will be provided once



these detailed investigations for the traffic signal component of the designs are complete, at this stage expected early 2013.

Gordon Street - Gateway

Not commenced. A design for this project is carried over from the 2011/12 works programme. A detailed scope of works is to be prepared for Committee comment during November 2012.

Hay St – Glasshouse Forecourt Review Designs

Not commenced. It is proposed design scope be developed as an outcome of the Forecourt Working Party initial meetings.

Entertainment Precinct Investigations and Plans

Not commenced. A clear brief for this project needs to be developed through the Committee and other stakeholders.

Information and Directional Sign Upgrades

Not commenced. A scope of works is to be developed and circulated to the Committee for comment.

Attachments

Nil



Item: 07

Subject: TOWN CENTRE MASTER PLAN - INCOME VS EXPENDITURE

Presented by: Infrastructure Services, Jeffery Sharp

RECOMMENDATION

This report be received and noted; and a further report be presented to the Committee following completion of the 2012/13 works and operations.

Discussion

It was the consensus of the Committee at the 11th July 2012 meeting that an expenditure report be presented to the Committee.

Income and Expenditure details on Town Centre Master Plan works and operations was last reported to the Committee on 6th December 2011.

The total reserve balance at the 30th June 2012 = **\$ 3,553,374.03**

Income and Expenditures to date are summarised in the following table;

Town Centre Master Plan – Income vs Expenditure To Date Summary			
Income		Expenditures	
Item	Amount \$	Item	Amount \$
Rate Income	12,791,653.54	Loan Repayments	8,529,813.49
Interest on Investments	374,039.74	Overheads	192,847.95
General Fund Contribution	1,520,000	CBD Maintenance	1,262,336.49
Grants & Contributions	40,758.50	CBD Capital Works	8,867,538.65
Roadside Cafes	217,337.75	Less Funded by Loans	6,310,000.00
Flag Auction Income	3,704.54		
Totals	14,947,494.07	Totals	12,542,536.58

A copy of the spreadsheet showing for each details of all income and expenditures to date will be distributed separately.

The following works and activities have been completed during 2011/12;

Horton Street AC Overlay, Hayward to Gordon Street;
 Horton/William Streets NW corner localised drainage problem;
 Short St south of William rehabilitate Date Palm;
 Horton/Clarence St intersection surface drainage works;
 Clarence St Trees - Hay to Short Street
 Hayward St upgrades - Short to Horton St

The following works and activities have been carried over to 2012/13;

William/Horton Streets - Paver band repairs
Clarence/Horton Street Paving Band Replacement
Preconstruction Murray Street adjacent to courthouse
Preconstruction Kooloonbung Creek pedestrian bridge
Preconstruction Williams St, Hay to Murray Street
Preconstruction Kooloonbung Creek Foreshore - Gordon to William
Preconstruction Hollingworth/Buller Traffic Signals
Preconstruction Williams Street from Short Street to Buller Bridge TCMP

Submitted to the Committee for discussion and recommendations to Council as required.

Attachments

Nil



Item: 08

Subject: COUNCIL'S PROCUREMENT METHODOLOGY

Presented by: Infrastructure Services, Jeffery Sharp

RECOMMENDATION

That the presentation by Director Corporate and Business Services be noted.

Discussion

Council's Director Corporate and Business Services, Mr Craig Swift-McNair will be presenting an overview of Council's procurement methodology at this meeting.

Attachments

Nil

