



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday 23 February 2017

location: Committee Room
Council Chambers
17 Burrawan Street
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

1.0 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 Town Centre Master Plan
- Act as a communication conduit between Council and the CBD stakeholders in respect to the Town Centre Master Plan
- Make recommendations to Council regarding an annual Works Program and Budget to be adopted 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

3.0 MEMBERSHIP

3.1 Voting Members

- Councillor (resolved by Council)
- Director Infrastructure and Asset Management
- Senior Landscape Architect- Council
- 1 Community member (b)
- 2 CBD Landowners (1a + 1b)
- 1 Port Macquarie Chamber of Commerce representative (a)
- 1 CBD Trader (a)
- 1 CBD Trader/Landowner with demonstrated relevant technical expertise (b)
- 1 Port Macquarie-Hastings Access Sub-Committee representative (a)

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. Terms will be staggered so that every year expressions of interest for new members (a) or (b) will be called depending on rotation.

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



**PORT MACQUARIE
HASTINGS**

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 Meeting shall not proceed unless a quorum of at least one (1) more than half the number of members are present, at least one of whom must be a full time Council employee and at least 3 of whom must not be Council employees.

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.

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 a 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.



**PORT MACQUARIE
HASTINGS**

Town Centre Master Plan Sub-Committee

ATTENDANCE REGISTER

Member	28/04/16	26/05/16	22/06/16	28/07/16	24/11/16
Councillor G Hawkins (Chair)	✓	✓	✓	✓	✓
Councillor M Cusato (alternate) Councillor R Turner	✓	X	A	A	-
Jeffery Sharp (Director Infrastructure and Asset Management)	✓	✓	✓	A	✓
Gary Randall (Group Manager Infrastructure Delivery)	✓	✓	✓	✓	A
Jeff Gillespie (CBD Landowner 2016-2018)	✓	✓	✓	✓	✓
Michael Mowle (CBD Trader with expertise 2016-2018)	✓	✓	✓	✓	A
Michelle Love (Community representative 2016-2018)	✓	A	A	✓	✓
Tony Thorne (Chamber of Commerce representative 2015-17)	✓	✓	✓	✓	✓
Robert Sagolj (CBD Landowner 2016-2018)					✓
Sharon Beard (Access Committee representative 2015-17)	✓	✓	✓	✓	✓
Les Bailey (CBD Trader 2015-17)	✓	✓	A	✓	✓
Vacant (TCMP Project Manager / Co-ordinator) (non-voting)	A	vacant	vacant	vacant	vacant

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology



**PORT MACQUARIE
HASTINGS**

Town Centre Master Plan Sub-Committee Meeting

Thursday 23 February 2017

Items of Business

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**PORT MACQUARIE
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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 24 November 2016 be confirmed.

PRESENT

Members:

Councillor Geoffrey Hawkins
Jeffery Sharp
Jeff Gillespie
Michelle Love
Tony Thorne
Robert Sagolj
Sharon Beard
Les Bailey

Other Attendees:

Councillor Robert Turner
Rebecca Doblo - PMHC Landscape Architect
Liesa Davies - Acting Director Community and Economic Growth

The meeting opened at 8:05am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Michael Mowle and Gary Randall be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 28 July 2016 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

05.01 ITEM 5 - FORESHORE WALK / BOAT SHED

Crown Lands are developing a plan for the Coop area of the Foreshore through their contractor. Draft plans will be provided to PMHC for review. Crown Lands only have funding to demolish and 'make safe' the Coop area this financial year.

Council have an 'in principal' agreement from Crown Lands regarding the modifications proposal for the Boat Shed.

05.02 ITEM 9 - KOOLONBUNG CREEK FORESHORE - GORDON TO HAYWARD STREET

Internal discussions have been had and an agreement reached regarding funding split between TCMP Reserve and Water and Sewer fund for these works.

CONSENSUS:

That the Sub-Committee:

1. In reference to Item 5 - Foreshore Walk, request the Director Infrastructure and Asset Management write to Crown Lands regarding Crown Lands plans for the Coop area, noting the Sub-Committee's concerns regarding WHS, refuelling and site issues and seek clarification as to the demolition and planned refurbishment of the area, a timeframe for each and an indication of how this fits into the Port Macquarie Foreshore Walkway: Town Green to Kooloonbung Creek Footbridge plan. Note previous advice from Crown Lands Strategic Manager that an implementation plan for the entire Foreshore / Breakwall area was to be developed. Provide a copy of this letter to The Hon. Leslie Williams MP.
 2. In reference to Item 5 - Foreshore Walk, request the Director Infrastructure and Asset Management meet again with Crown Lands regarding this project.
 3. In reference to Item 5 - Boat Shed, request the Chair and Jeff Gillespie approach the Maritime Museum regarding the Museum seeking assistance in furthering plans for Boat Shed modifications.
 4. In reference to Item 6 - Priority Project Updates, note information provided by Director Infrastructure and Asset Management regarding the Foreshore Walkway in item 5, list the requested landscaping report for April 2017, note the Town Square update provided at this meeting and remove this item from Business Arising.
 5. In reference to Item 11.01 - Achievements Flyer, request the Director Infrastructure
-

and Asset Management distribute to CBD property owners via post and request Tony Thorn through the Chamber of Commerce to arrange email distribution to business owners.

6. In reference to Item 11.01 - Achievements Flyer, request the flyer be listed for review at the end of financial year with a view to providing an annual update to property and business owners.
7. In reference to Item 9 - Kooloonbung Creek Foreshore Gordon to Hayward Street, request an update report be provided to the Sub-Committee in early 2017.
8. In reference to Item 9 - General Business Hay Street outdoor dining area, not the delay in construction and anticipated commencement date and remove this item from Business Arising.
9. In reference to Item 8 - Town Centre Master Plan Financial Reserve Update, note that the information requested was presented in a formal report to the 24 November 2016 meeting and remove this item from Business Arising.

06 TCMP PRIORITY PROJECT UPDATES

TCMP Landscape Upgrades

Sub-Committee noted Short Street works present good outcome and tree selection provides colour in the CBD.

Town Green Master Plan Stage Construction

Detailed design 95% completed. Infrastructure Delivery now working on project plan for delivery. Due to Heritage issues the project will be staged and some redesign may be required around potential archaeologically important sites. Stage 1 - Lady Nelson Wharf to Breakwall Caravan Park will address the 5m wide foreshore walk, upgrade of seawall and stormwater pipes, lighting, seating, advanced tree planting and irrigation around the walk.

Town Square

Tentative commencement of preliminary works in March 2017 with investigations continuing on how the impact can be limited around specific events such as ANZAC Day.

CONSENSUS:

That the Sub-Committee:

1. Request the TCMP Project Coordinator undertake a landscaping report as a priority with a report to be presented back to the Sub-Committee in April 2017 including consideration of the proposal for hanging flower planters from light poles.
2. Request the Director Infrastructure and Asset Management investigate previous information gathered during the 2014 Lighting Audit, noting recent advice from Essential Energy regarding their LED trial and report back to the Sub-Committee early 2017.

07 PROJECT SIGNAGE FOR TOWN SQUARE

CONSENSUS:

That the Sub-Committee note the information provided by Council staff and revisit project signage for Town Square following designs completion and public exhibition.

08 TOWN CENTRE MASTER PLAN FINANCIAL RESERVE UPDATE

CONSENSUS:

That the Sub-Committee request the Director Infrastructure and Asset Management discuss with Group Manager Recreation and Buildings the potential for additional resources in the CBD for landscape maintenance and the costs involved in doing so.

09 SUB-COMMITTEE CONTACT DETAILS

CONSENSUS:

That the Sub-Committee defer the proposal of a TCMP webpage to the February 2017 meeting.

10 2017 TCMP SUB-COMMITTEE MEETING DATES

CONSENSUS:

That the Sub-Committee endorse the meeting dates for 2017 provided in this report and request an extra-ordinary meeting of the Sub-Committee be held 2 February 2017 to specifically discuss the Town Square project.

11 GENERAL BUSINESS

11.01 BINS IN CBD

Bins in CBD being replaced next week. Bollards are also being replaced in Clarence Street. October footpath cleaning was very successful and all adjacent businesses to the areas cleaned were satisfied with the outcome.

11.02 PROJECT CO-ORDINATOR

Project Coordinator commencing 6 March 2017.

11.03 OUTDOOR DINING

Economic Development team involved in a review earlier this year, of the requirements for outdoor dining applications and approvals.

11.04 TOWN CENTRE MASTER PLAN CHARTER

CONSENSUS:

That the Sub-Committee request the Chair circulate proposed changes to the Charter prior to the December Council meeting.

11.05 WIFI TRIAL

CONSENSUS:

That the Sub-Committee support the wifi trial on the basis that the TCMP Reserve will fund the initial 12 month trial only, at an approximate cost of \$12,000, with a report to be presented back to the Sub-Committee regarding the outcomes of the trial and potential options moving forward.

11.06 ADDITIONAL SEAT - HAY STREET

CONSENSUS:

Support the installation of an additional seat in the Hay Street cul-de-sac south to be funded by the TCMP Reserve.

The meeting closed at 10:45am.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

Name of Meeting:

Meeting Date:

Item Number:

Subject:
.....

I, declare the following interest:

☐**Pecuniary:**

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

☐**Non-Pecuniary - Significant Interest:**

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

☐**Non-Pecuniary - Less than Significant Interest:**

May participate in consideration and voting.

For the reason that:

.....

Name:

Signed: Date:

(Further explanation is provided on the next page)

Further Explanation

(Local Government Act and Code of Conduct)

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

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

Pecuniary Interest

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

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

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

Non-Pecuniary

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

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

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

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

Non Pecuniary – Significant Interest

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

- (a) A relationship between a Council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the Council official or of the Council official's spouse, current or former spouse or partner, de facto or other person living in the same household.
- (b) Other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- (c) An affiliation between a Council official an organisation, sporting body, club, corporation or association that is particularly strong.

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

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

Non Pecuniary – Less than Significant Interest

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

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

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

Councillor's Name:

Councillor's Signature: Date:

Important Information

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

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

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- i. Section **443** (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative^{iv} or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.
- ii. Section **442** of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section **448** of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
- iii. A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section **443** (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest..
- iv. **Relative** is defined by the *Local Government Act 1993* as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Item:	5 - Business Arising	Date:	24/11/2016
Subject:	Boat Shed		
Action Required:	1. Chair and Jeff Gillespie to approach the Maritime Museum regarding the Museum seeking assistance in furthering plans for Boat Shed modifications.		
Current Status:	1. A verbal update will be provided at the meeting.		

Item:	5 - Business Arising	Date:	24/11/2016
Subject:	Foreshore Walk		
Action Required:	1. Director Infrastructure and Asset Management write to Crown Lands regarding the inclusion and consideration of the Port Macquarie Foreshore Walkway plan in any future Crown Lands plans, noting concerns regarding WHS, refuelling and site issues. Note previous advice from Crown Lands Strategic Manager that an implementation plan for the entire Foreshore / Breakwall area was to be developed. Provide a copy of this letter to Leslie Williams MP. 2. Director of Infrastructure and Asset Management meet again with Crown Lands regarding this project.		
Current Status:	1. Letter sent to Crown Lands via email 1 December 2016. <ul style="list-style-type: none"> Refuelling facilities are not provided or managed by the Crown. In Port Macquarie, the Marina does have refuelling facilities. No complaints regarding the demolition of the Coop had been received by Crown. This work is now complete. It is understood that the implementation plan is PMHC's master plan which is supported by Lands. The facility to replace the Coop building will be delivered by DoI Lands as Coastal Infrastructure. Lands has agreed that breakwater upgrade works will likely come from the Coastal Infrastructure budget, however the first step in this process is for PMHC to formally write to Lands to request funding / delivery of the upgrade. 2. Council is currently attempting to schedule a further meeting regarding this project.		

Item:	5 - Business Arising	Date:	24/11/2016
Subject:	Achievements flyer		
Action Required:	1. Director Infrastructure and Asset Management to distribute the achievements flyer to CBD property owners via post 2. Tony Thorne through the Chamber of Commerce to arrange email distribution of the flyer to business owners		
Current Status:	1. Flyers have been distributed 2. Tony Thorne has distributed flyers through Chamber of Commerce ITEM IS COMPLETE		

AGENDA**TOWN CENTRE MASTER PLAN SUB-COMMITTEE
23/02/2017**

Item:	8	Date:	24/11/2016
Subject:	Town Centre Master Plan Financial Reserve Update		
Action Required:	1. Director Infrastructure and Asset Management discuss with Group Manager Recreation and Buildings the potential for additional resources in the CBD for landscape maintenance and the costs involved in doing so.		
Current Status:	1. A CBD Maintenance Works report is being presented to the 23 February 2017 TCMP Sub-Committee meeting to address this issue.		

Item:	11 - General Business	Date:	24/11/2016
Subject:	TCMP Charter		
Action Required:	1. Chair to circulate proposed changes to Charter prior to December Council meeting.		
Current Status:	1. Charter has now been updated. ITEM IS COMPELTE		

Reports to future meetings		
Report	Due Date	Requested
Improved Sub-Committee interactions with business owners	Feb 2017	24 Nov 16
TCMP web page	Feb 2017	24 Nov 16
Lighting Audit and Essential Energy LED trial	Mar 2017	24 Nov 16
Town Square project signage	Mar 2017	24 Nov 16
Kooloonbung Creek Foreshore - Gordon to Hayward Street update	Mar 2017	24 Nov 16
Landscaping report - including consideration of hanging flowers from light poles	Apr 2017	24 Nov 16
Update of TCMP Flyer	Jul 2017	24 Nov 16
Wifi Trial outcomes and potential options moving forward	Jan 2018	24 Nov 16

Item: 06

Subject: TOWN SQUARE

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the Sub-Committee note the information provided in this report.

Discussion

At the 24 November 2016 TCMP Sub-Committee meeting it was reported that:

- *Civil design furniture palette* - concept designs for the custom furniture palette were completed in August. A tender for the detailed design and supply of the custom furniture would be released at the same time as the construction tender. The construction tender will include the procurement of the 'off the shelf' items of furniture.
- *Cultural assessment* - initial assessment was complete. As the lighting design had only just been received, the finalisation of this cultural assessment was placed on hold, with anticipated completion in December 2016 once lighting infrastructure impacts were clearly identified.
- *Lighting System Design* – Initial tenders for Design and Construction of the lighting component of the project had exceeded estimates. Council staff had subsequently requested quotes for the design component of the lighting only with initial detailed design received for review in mid-November 2016.
- *Environmental Assessment* - The receipt of the lighting design would also inform the development of the overall project REF. Staff were anticipating design and approvals completion in December 2016 with construction then to follow in 2017.
- *Construction Commencement* - A tentative commencement was set for preliminary works in March 2017 with investigations continuing on how the impact can be limited around specific events such as Anzac Day.

This report aims to provide the Town Centre Masterplan Committee with an updated position of the Town Square Project as at 16 January 2017.

Design

Since the previous report to the TCMP Sub-Committee, the design documentation has progressed generally to program. The following is a summary of the status of the key deliverables required for the project:

1. *Civil Engineering Detailed Design Drawings*

As previously reported, the detailed design (based on the endorsed concept design prepared by King and Campbell) was undertaken by Council's

Infrastructure Delivery Design Team with Council's Landscape Architect and King & Campbell contributing as advisors.

The civil engineering detailed design drawings have been completed and are being circulated to the key stakeholders for final review and signoff. The drawings are attached to this report for awareness and noting by the TCMP Sub-Committee.

2. *Catenary Lighting and Electrical Detailed Design Drawings*

As part of the upgrade works, new catenary lighting, street lighting and general purpose power outlets will be installed. The new lighting and electrical infrastructure will be council owned assets on a private meter with power supplied from the Essential Energy network.

GHD were engaged to undertake the structural and electrical engineering design of the catenary lighting and electrical components of the project. Council's Infrastructure Delivery Design Team was responsible for managing the contract and ensuring co-ordination with the civil design. Council's Landscape Architect and King & Campbell also contributed as advisors.

The final lighting system designed includes a premium control system which will allow for customisation of virtually all aspects of the town square lighting, including colour, brightness, patterns, etc.

Two sets of drawings (structural and electrical) relating to the lighting system have been completed and are being circulated to the key stakeholders for final review and signoff. The drawings are attached to this report for awareness and noting by the TCMP Sub-Committee.

3. *Catenary Lighting and Electrical ASP3 Design*

Following completion of the design as outlined in Item 2 above, an application for connection was submitted to Essential Energy. A connection offer and Design Information Package (DIP) was received from Essential Energy in December 2016. The DIP outlines the works required to be undertaken on Essential Energy infrastructure as a result of the proposed Town Square Upgrade.

To facilitate the installation of the new lighting and electrical infrastructure, the existing Essential Energy infrastructure within the extent of works must first be removed and the substation supplying power to the area must be upgraded to cater for the increased electrical demand. An Accredited Service Provider Level 3 (ASP3) design is required for both the removal of the existing infrastructure and the substation upgrade. Morleigh Electrical Consultants have been engaged to complete the ASP3 designs and obtain Essential Energy certification. This certification is required prior to commencement of construction.

The current program estimates that the ASP3 design will be submitted to Essential Energy at the end of February 2017, with the aim of receiving design certification from Essential Energy by the end of March 2017. This design component will occur in parallel with construction planning.

Note: the connection application to Essential Energy included an electrical demand value which also provides sufficient capacity for the estimated increase in electrical demand of the future Town Green upgrade works (a portion of the

Town Green's power is supplied from the same Main Switch Board/ Essential Energy substation as the Town Square).

4. *Cost Estimate*

A capital cost estimate has been prepared by Council's Infrastructure Delivery Design Team. An estimate for the catenary lighting and electrical works was prepared separately by GHD which was incorporated into the Council estimate.

The current estimate for the works is \$3,885,000+GST. This includes a 15% contingency. It is noted that quantities are still being checked and final values may result in an adjusted estimate.

It shall also be noted that a provisional amount has been included for the removal of existing Essential Energy Infrastructure within the extent of work (\$25,000) and the substation upgrade (\$250,000). The substation upgrade was not included in previous cost estimates as the scope of work could not be known until the design lighting and electrical design had been completed. The value of these items will be confirmed following completion of the ASP3 design and approval by Essential Energy.

The current available budget allocation for the construction of Town Square is approximately \$3.48m. The TCMP committee may recall that this budget allocation was notionally established based on early conceptual works and TCMP fund borrowing capacity only, not on a detailed construction estimate. Upon finalisation of final design, and during construction planning process, a detailed resource estimate will be prepared. Should this estimate exceed the current available budget, a report to Council will be required seeking additional budget allocation.

5. *Safety in Design (SID) Assessment*

A SID assessment has been completed by both Council and GHD for their respective components of design work.

6. *Review of Environmental Factors (REF)*

A draft REF has been completed and will be finalised once the Heritage Assessment Report has been finalised. Cosmos Archaeology was engaged to complete an Aboriginal and non-Aboriginal heritage assessment of the site.

The detailed design was completed with consideration of the advice received from the initial due diligence assessment. A draft of both the Aboriginal and non-Aboriginal reports were prepared following completion of the design documentation as outlined in Items 1 and 2 above. The draft heritage reports were received by Council in late December 2016. The Aboriginal Heritage Report required further review by the Local Aboriginal Land Council (LALC) prior to its finalisation. Once the LALC comments have been received, the Heritage reports and the REF will be finalised. It is anticipated this will be in February 2017.

The recommendations included within the heritage reports require disturbance of any potential Aboriginal and European heritage items to be avoided. To achieve this, any excavation works required for the project are required to stay above any natural alluvial soils in the site, typically found approximately 0.7m – 1m below the existing surface. This constraint has been accommodated through the raising

of new finished surface levels, as well as a redesign of the lighting poles (changed to a shallow footing) and tree boxes/tree planting size.

Whilst these design changes have been incorporated, and every effort been made to minimise risk of impact (including significant additional site investigation works to determine as accurately as possible the exact depth of the alluvial soils), there remains a risk that the actual soil profile will vary in some areas, and that redesign and/or additional consultation with the LALC and OEH may be required during construction should these soils be discovered shallower than anticipated. This additional consultation and design will obviously cause some delay and cost to the construction phase of the project.

7. Street Furniture Request for Tender (RFT)

RFT documentation for the design and supply of bespoke furniture has been prepared by Council's Infrastructure Delivery Design Team. As previously reported the intention is for the RFT to be advertised at the same time as the Construction tender.

The objective of the design and supply bespoke furniture RFT is to procure the services of an appropriately qualified and experienced company to:

- Complete detailed design documentation for the bespoke furniture (bollards and bench seats) associated with the Town Square upgrade, suitable for manufacture and based on the concept designs prepared by King and Campbell; and
- Supply and Deliver the bespoke furniture (fully manufactured/assembled) as detailed by the design documentation outlined above.

In summary, the outstanding design activities remaining include:

- Final review and signoff from key stakeholders (end of February 2017)
- Completion of ASP3 design and receipt of Essential Energy certification (End of March 2017)
- Finalisation of heritage reports and REF upon receipt of LALC comments (February 2017)

Construction

Pre-planning of the construction phase is underway with determination of the staging being made considerate of key events and the priorities of adjoining stakeholders.

Key events such as the Port Macquarie Ironman (7 May 2017), Anzac Day (25 April 2017) and others that utilise the proposed workspace have been identified and the scheduling of activities and staging of the works being determined to avoid/minimise impact on these significant events.

It is acknowledged that there will be conflicting priorities amongst the various stakeholders and a balance will need to be achieved. Adjoining businesses are primarily focussed on minimising the duration of works and at the same time maximising accessibility to their premises during the work. Those stakeholders involved in major events however are tolerant of a longer delivery timeframe providing the works do not immediately impact their event. Determination of the staging will therefore be made to best balance the priorities of all stakeholders.

The staging plan is still in development and yet been finalised. Forecast commencement, subject to completion of the various outstanding design elements as detailed earlier in this report is forecast for April however the ability to undertake some preliminary works prior to both Anzac Day and Ironman is being investigated. The planned commencement of the project may however be delayed subject to the any requirements for additional Council reporting and approval processes in relation to final budget allocation requirements.

Notes from 2 February update

- Construction cost estimate to be presented at 23 Feb TCMP meeting
- Councillor Hawkins to discuss EE costs with GM and Mayor in relation to approaching EE to negotiate costs
- Council staff to ensure EE substation is ordered and a delivery date is locked in well in advance as there have been significant delays on these items previously.
- Tree plantings will have specially designed planting and watering systems and receive a high level of after care.
- Council staff to present a report on the short list of tree species considered for this location including pros and cons for each to the 23 Feb TCMP meeting.
- Removable bollards at both ends of the square are incorporated into the design.
- The concrete will have a rougher honed finish in a darker colour to hide any tyre marks, the pavement will also be sealed and cleaned quarterly.
- A report will be presented back to the TCMP once staging has been finalised - this will potentially occur as another update meeting if plans are finalised outside of regularly scheduled meetings.
- The community will be notified of the construction plans rather than consulted
- The TCMP would like to be made aware of any plans for project signage and location of such at a future meeting / update.

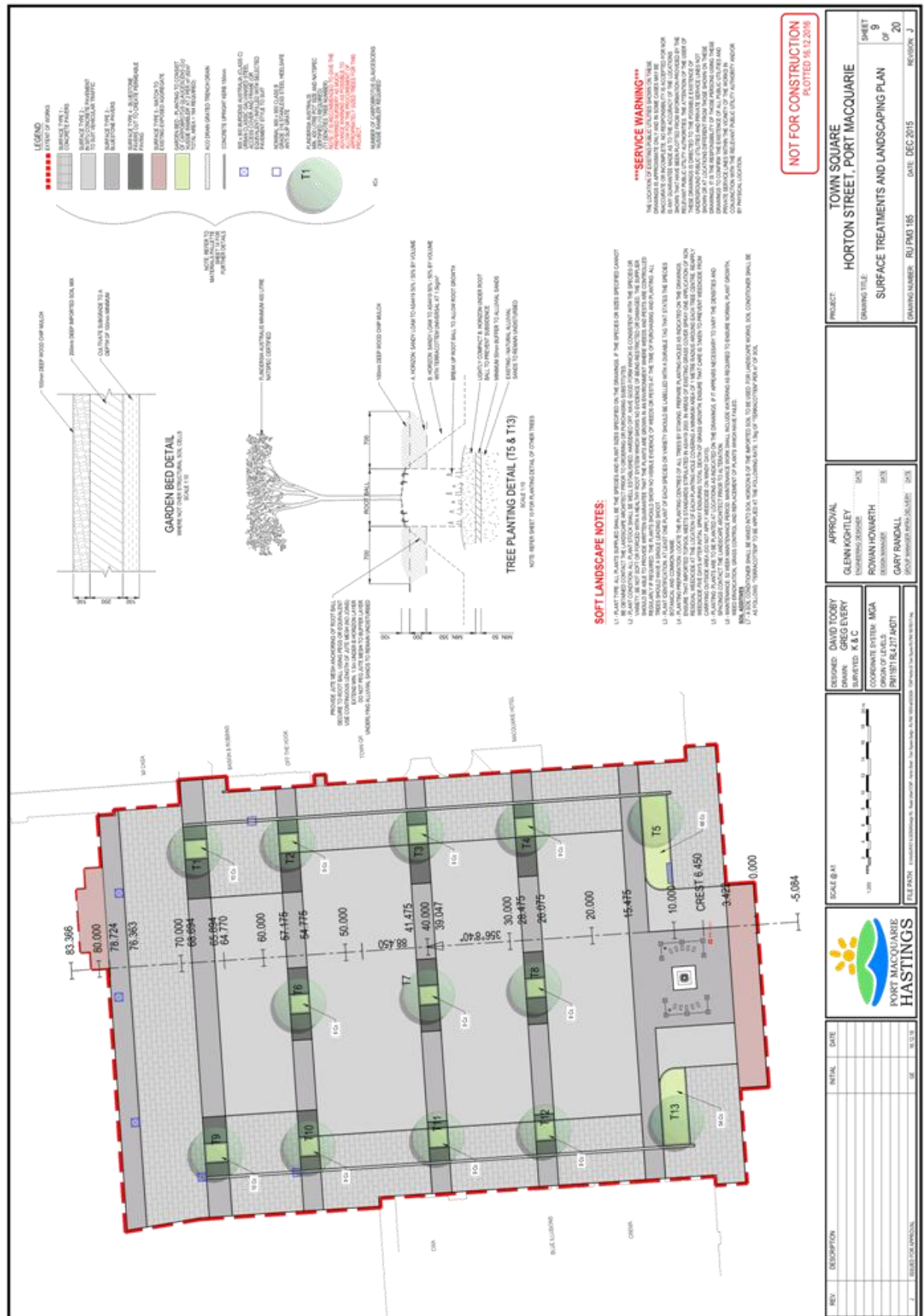
Update as at 15 February 2017

- Construction cost estimate remains outstanding as we are still awaiting EE certification of our design in order to confirm costs. We anticipate this by the end of the month.
- Following confirmation of the EE certification, staff will be able to provide more detailed costings for discussion with EE.
- A report is attached on the short list of tree species considered for this project for the Sub-Committee's information.
- Staging has yet to be finalised with ongoing discussions occurring.
- Once staging is finalised a report will be presented on project signage.

Attachments

1 [View](#). Extract of Design Package (General Arrangement and Lighting Structural elements)

2 [View](#). Tree selection report







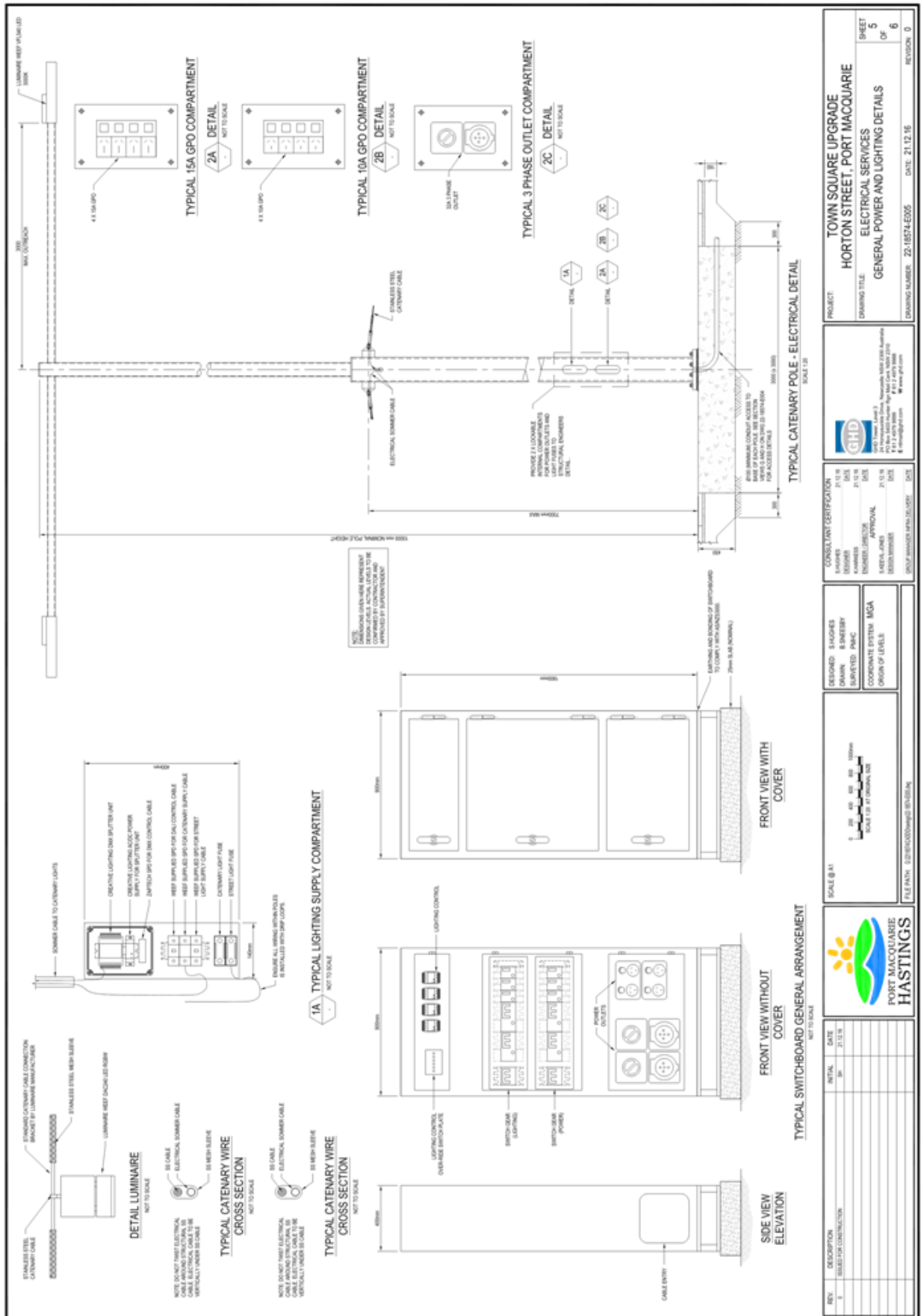
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Town Centre Master Plan

Tree Selection

Town Square

Criteria considered include:

- Ability to withstand coastal salt laden winds and sandy soil
- Large canopy to provide shade and greenery in expansive hardstand area
- Reliable
- Hardy
- Attractive
- Medium to large scale
- Readily available in super advanced stock
- Doesn't drop excessive leaves or fruit

Well known nurseryman/ horticulturalist Ross Clarke was consulted. *Flindersia australis* was selected as meeting our criteria. 600L stocks are available at around 5m tall.

Common Name	Scientific Name	Height/	Spread	Pros	Cons
CROW ASH	<i>Flindersia australis</i>	15-20m	12-15m	Tried and tested in PMQ. Dark green rounded canopy. Great shade tree.	Can be variable if poor stock selected
LEOPARD TREE	<i>Caesalpinia ferruginea</i>	20m	12-15m	Tried and tested in PMQ. Highly decorative bark	Deciduous so can drop debris on pavements
BENNETT'S ASH	<i>Flindersia bennettiana</i>	15-20m	12-15m	Similar to Crows Ash but bigger leaves	Untested in PMQ
TUCKEROO	<i>Cupaniopsis anacardioides</i>	10-15m	10-15m	Solid option for coastal plantings. Known performer in PMQ. Small tree with rounded canopy.	Common tree- not special for Town Square
LIVE OAK	<i>Quercus virginiana</i>	15-20m+	10-15m	Salt tolerant, hardy, large shade tree.	Slow growing. Untested in PMQ. Can be very large.
QUONDONG	<i>Elaeocarpus eumundii</i>	6-8m	2.5-3.5m	Small upright tree with dark glossy green foliage; new bronze growth. Fragrant white flowers.	Too small for space. Prefers more sheltered positions.
BROAD LEAFED WATER GUM	<i>Tristania laurina</i> "Luscious"	8-12m	5-7m	Tried and tested in PMQ. Dark green canopy with small yellow flowers	Too small for space

Item: 07

Subject: CBD MAINTENANCE WORKS

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the Sub-Committee:

1. Note the maintenance activities currently undertaken in the CBD.
2. Support proposed actions to improve the landscapes in the CBD.
3. Endorse Michelle Love as TCMP Landscape Representative to directly liaise with TCMP coordinator to monitor improvements.
4. Request a monthly report on progress of improvements.

Discussion

At the 25 February 2016 TCMP Sub-Committee meeting it was resolved that:

The Director of Infrastructure and Asset Management provide a report back to the Sub-Committee regarding current actual work effort in the CBD and costs to CBD for maintenance works.

The average annual expenditure for CBD landscape maintenance is \$100,000pa, of which approximately 40-50% is funded by the TCMP Reserve. These figures include tree care.

The Port Macquarie CBD is currently serviced by a 3 person landscape maintenance crew. On average, this crew spend approximately 50 hours per month in the CBD area. The crew is tasked with undertaking the following works throughout the year:

Landscape maintenance tasks:

- Rubbish removal (one morning/week)
- Hedging and pruning
- Deadheading e.g. agapanthus
- Weeding / weedicide application
- Mulching
- Replanting
- Watering
- Picking up palm/ tree debris

Tree maintenance tasks:

- Palm pruning (10 days annually around midyear)
- General tree pruning. A major pruning programme has recently commenced between 7-9am every morning. This is anticipated to be completed in April.
- Tree removal / storm damage
- Watering - Short Street is watered twice a week

Other maintenance:

- Furniture upgrades / installs (oiled biannually, timber replacement) \$4,000pa
- Graffiti removal
- Footpath cleaning \$75,000pa
- Pavement works - trip hazard treatments, paver band repairs / loose pavers - varies in cost
- Bollard repairs (oiled annually) \$5000pa
- Electrical work for Tastings on Hastings
- Banner maintenance \$25,000pa
- Footpath deep clean (quarterly) \$100,000pa
- Trader requests

The attached report provides a more specific and detailed look at the landscape crew's workload over the January / February period to provide the Sub-Committee with a clear indication of how this resource is employed.

The TCMP contribution to CBD landscape maintenance is generally spent early in the calendar year. During the 2014/15 financial year Recreation and Buildings covered an additional \$53,882 for maintenance services. These costs cover staff, equipment, materials and plant.

Maintenance is best undertaken in the early morning to minimise disruption to traders caused by closure of car parks and roads, flashing lights, dust and noise, with staff working between 6-9am 3-4 days per week.

It is proposed that the following actions be taken to improve the appearance of the CBD landscape:

1. Source 2 additional resources to work in the CBD between 6-9am through staff recruitment, casual labour pool, or contracted labour
2. Consider restructuring / rationalising workload to streamline those tasks that take a significant allocation of time
3. Commence upgrades as per the below list using a variety of contracted labour and internal resources.

Proposed upgrade programme:

1. Gradual removal of *Dietes bicolour* throughout the Town Centre especially Horton Street.



2. Gradual removal of *Liriope sp.* throughout the Town Centre eg William Street



3. Horton/Hayward roundabout and medians to be upgraded in the winter works period per approved plan (to be reviewed by landscape architect)



4. Removal of hedges and planting near Black Fish on William Street to improve sight lines, soil condition and presentation



5. Clarence Street edge gardens to be removed and replaced as per Clarence Street Landscape Plans including planting *Magnolia grandiflora*



6. Short Street Plaza car park frontage upgrade per motorbike parking plan



7. Short Street edge gardens to be supplemented with more planting



Attachments

1 [View](#). January / February CBD Landscape tasks

CBD Landscape Maintenance Tasks Undertaken in Jan/Feb**Week 3/1/17 - 6/1/17**

- Town Green Mulching
- Agapanthus deadheading
- Hand weeding
- Frond and rubbish removal

Week 9/1/17 - 13/1/17

- Frond/Branch pickup
- Agapanthus deadheading
- Hand weed Short St
- Town Green Rubbish Pickup

Week 16/1/17 - 20/1/17

- Pruned Hardenbergia 'meema' on Clarence/Murray St
- Deadheading agapanthus and hand weeding various streets
- Pruned Trachelospermums and Alternanthera on Clarence, Murray and William St's
- Picked up branches and fronds in CBD,
- watered new plantings on Hayward St and Short St
- CBD Rubbish Pickup (All Streets and Town Green)

Week 23/1/17 - 27/1/17

- CBD Rubbish pickup and frond removal
- CBD Spraying

Week 30/1/17 - 3/2/17

- CBD Rubbish pickup,
- hand weeding,
- Agapanthus deadheading

Week 6/2/17 - 10/2/17

- Watered new plantings on Short st and hand weeded
- Sprayed Clarence st, Food for less car park, William St
- CBD Watering,
- Rubbish Pickup

This Week 13/2/17 - 14/2/17

- Wind damage cleanup/ Tree Staking
- Pruned Trachelospermum on Murray St

Planned for next month 15/2/17 - 15/3/17

- Murraya and Acmena hedge pruning
- Trachelospermum pruning
- Weed spraying/Hand weeding
- Mulching (various locations)
- Watering
- Rubbish and Frond Removal

Item: 08

Subject: MOTORCYCLE PARKING UPDATE

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee support the modification of locations 2, 3, 4, 5, 6, 7 and 8 to provide additional motorcycle parking opportunities as detailed in the attachment to this report.

Discussion

The Town Centre Master Plan Sub-Committee previously discussed the merits of increasing the opportunity for motorcycle parking spaces within the Port Macquarie CBD.

A review of the current motorcycle parking has been completed and the following photographic report produced to allow further discussion.

The merits of each site can be debated; however on further consideration site 1 is adjacent to existing parking bays and may cause some confusion for motorists. There are no proposed amendments to site 9.

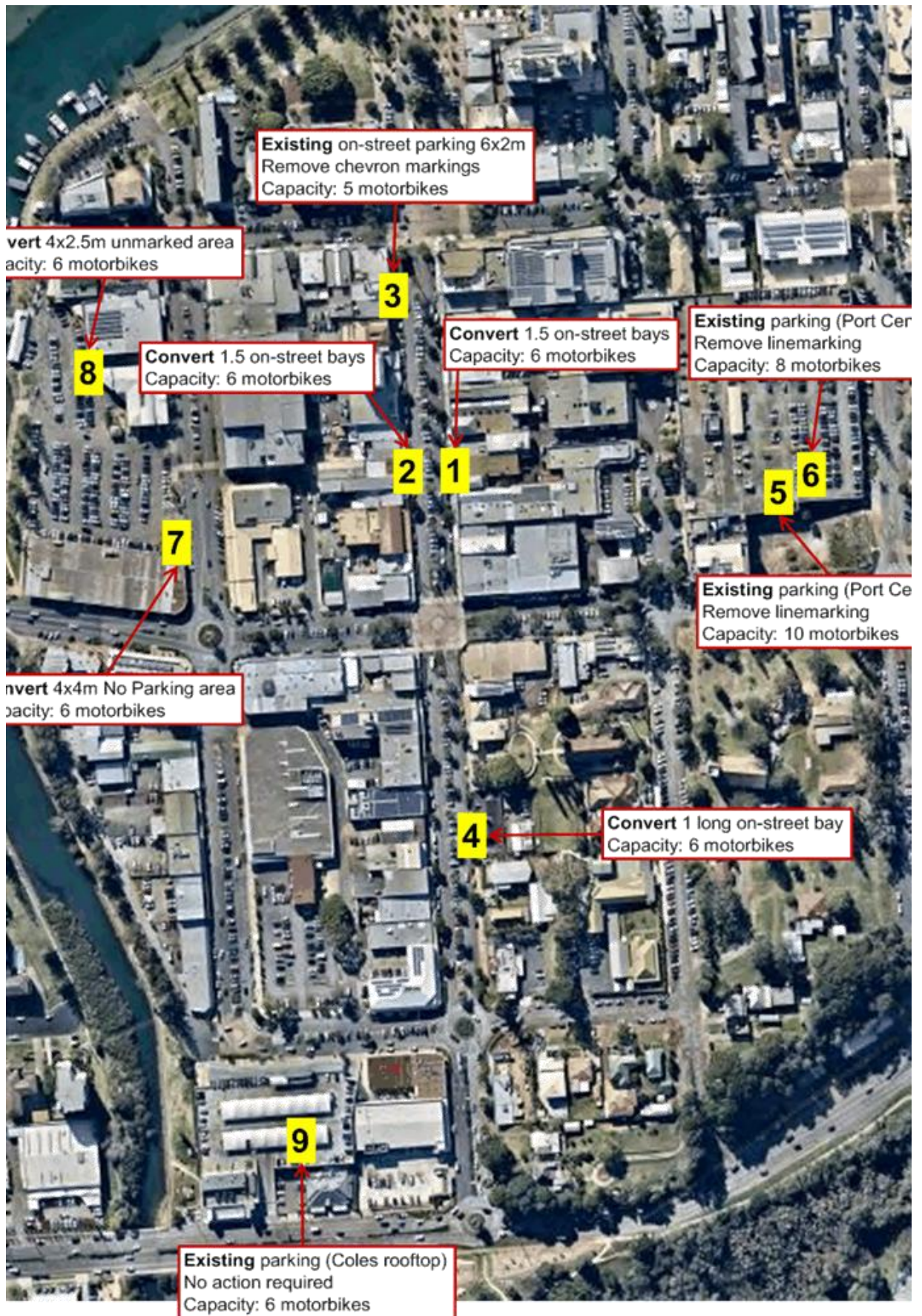
Additional design work has been completed by Council's Landscape Architect for site 7 which is included for consideration as a separate attachment.

The Sub-Committee has the option to support all or none of the proposals, alternatively a phased approach could be considered.

Attachments

1 [View](#). CBD Motorcycle Parking

2 [View](#). Plan - Plaza Short Street Frontage



PORT MACQUARIE TOWN CENT

1. Convert 1.5 on-street bays

Location: East side Horton Street adjacent to NAB

Capacity: 6 motorbikes

Restriction: 1P, 8.30am-6pm Mon-Fri, 8.30am-12.30pm Sat

**2. Convert 1.5 on-street bays**

Location: West side at No 63 Horton Street

Capacity: 6 motorbikes

Restriction: 1P, 8.30am-6pm Mon-Fri, 8.30am-12.30pm Sat



3. Existing on-street parking 6x2m

Location: West side Horton Street south of Clarence Street

Capacity: 5 motorbikes (remove pavement hatching)

Restriction: As per adjacent parking - 1P, 8.30am-6pm Mon-Fri, 8.30am-12.30pm Sat

**4. Convert** 1 long on-street bay

Location: East side at No.124 Horton Street

Capacity: 6 motorbikes

Restriction: As per adjacent parking - 2P, 8.30am-6pm Mon-Fri, 8.30am-12.30pm Sat



5. Existing parking

Location: Port Central – undercover near Murray Street ramp

Remove linemarking

Capacity: 8 motorbikes

Restriction: Change from 3P to All Day

**6. Existing parking**

Location: Port Central – undercover near Murray Street ramp

Remove linemarking

Capacity: 10 motorbikes

Restriction: Change from 3P to All Day



7. Convert 4x4m No Parking area

Location: Food for Less car park – SE corner near Short Street

Capacity: 6 motorbikes

Restriction: All Day

**8. Convert 4x2.5m unmarked area**

Location: Food for Less car park – Northern section

Capacity: 6 motorbikes

Restriction: All Day



9. Existing parking
Location: Coles rooftop
Capacity: 6 motorbikes
Restriction: All Day



**LEGEND**

- ① Remove brick wall
- ② Remove palm, garden, light pole and hot mix area
- ③ Remove palms, gardens, uplights and hot mix area
- ④ Remove treated pine koppers log garden edge and install n treated pine sleeper edge (150mm x 50mm). Stain edging.
- ⑤ Replant Crepe Myrtle "Natchez" (min 75L) and mulch
- ⑥ Linemark for motorbike parking (approx 20 spaces)
- ⑦ Install 2 standard Town Centre bench seats



PLAZA CAR PARK
SHORT ST FRONTAGE TREATMENT CONCEPT
5.1.2017

Item: 09

Subject: TCMP SUB-COMMITTEE COMMUNITY INTERACTIONS

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the Sub-Committee:

- 1. Determine whether a webpage on Council's website would benefit the TCMP.**
- 2. Discuss how to improve interactions with CBD Business Owners.**

Discussion

At the 24 November 2016 TCMP Sub-Committee meeting, it was resolved:

- That the Sub-Committee defer the proposal of a TCMP webpage to the February 2017 meeting.

As per the deferred report submitted in November:

In the absence of a TCMP Project Coordinator and in the interests of advertising the TCMP Sub-Committee's role within the community, it is proposed to create a webpage on Council's website for the TCMP Sub-Committee.

This webpage would be maintained by the TCMP Project Coordinator upon their appointment and would offer the following information to the community:

- A brief history on the Town Centre Master Plan, how and why it was created
- A summary of how Master Plan works are funded
- A summary of recent works undertaken
- The purpose of the Sub-Committee
- The members of the Sub-Committee
- Information on who to contact for more information or to discuss works

This may involve the Sub-Committee members providing contact details for the community.

In addition, Sub-Committee members indicated a desire to improve interactions with business owners on the whole, to increase awareness of and involvement in the TCMP.

Attachments

Nil

Item: 10

Subject: CBD LANDSCAPING PLAN

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the TCMP Coordinator presents a report on the overall CBD Landscaping Plan to the Sub-Committee as a priority project following their engagement.

Discussion

At the 27 April 2016 Town Centre Master Plan Sub-Committee meeting it was resolved that the Sub-Committee:

Request the Director Infrastructure and Asset Management provide a report to a future meeting regarding an overall landscaping plan for the entire CBD.

The previously engaged TCMP Coordinator, due to commence in February / March 2017 has advise he will no longer be taking up this position. Staff are attempting to engage a temporary Landscape Architect until the role can be permanently filled. This position will be advertised in early March 2017.

The overall Landscaping Plan for the CBD will be a priority project for the new TCMP Coordinator.

In the meantime a series of upgrade projects will be undertaken as listed in the CBD maintenance works report of this agenda.

Attachments

Nil