



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday 23 March 2017

location: Emergency Operations Centre
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.



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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 Mayors 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

5.1 Decision Making



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- 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.



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- 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.



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Town Centre Master Plan Sub-Committee

ATTENDANCE REGISTER

Member	26/05/16	22/06/16	28/07/16	24/11/16	23/02/17
Councillor G Hawkins (Chair)	✓	✓	✓	✓	A
Councillor M Cusato	X	A	A	-	✓
Jeffery Sharp (Director Infrastructure and Asset Management)	✓	✓	A	✓	✓
Rebecca Doblo (Landscape Architect)	-	-	-	-	✓
Jeff Gillespie (CBD Landowner 2016-2018)	✓	✓	✓	✓	✓
Robert Sagolj (CBD Landowner 2016-2018)	-	-	-	✓	✓
Michael Mowle (CBD Trader with expertise 2016-2018)	✓	✓	✓	A	✓
Les Bailey (CBD Trader 2015-17)	✓	A	✓	✓	✓
Tony Thorne (Chamber of Commerce Representative 2015-17)	✓	✓	✓	✓	✓
Michelle Love (Community Member 2016-2018)	A	A	✓	✓	✓
Sharon Beard (Access Committee Representative 2015-17)	✓	✓	✓	✓	✓
Vacant (TCMP Project Manager / Co-ordinator) (non-voting)	vacant	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 March 2017

Items of Business

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

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

Item: 02**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

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

RECOMMENDATION

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 23 February 2017 be confirmed.

PRESENT

Members:

Councillor Michael Cusato
Jeffery Sharp (Director Infrastructure and Asset Management)
Rebecca Doblo (Landscape Architect)
Jeff Gillespie (CBD Landowner)
Robert Sagolj (CBD Landowner)
Michael Mowle (CBD Trader with expertise)
Les Bailey (CBD Trader)
Tony Thorne (Chamber of Commerce Representative)
Michelle Love (Community Member)
Sharon Beard (Access Committee Representative)
Vacant (TCMP Project Manager / Co-ordinator)

Other Attendees:

Councillor Rob Turner

The meeting opened at 8:05am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

COSNENSUS:

That apology received from Councillor Hawkins be noted and accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 24 November 2016 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MEETINGS

Boat Shed - Meeting still outstanding. Report to be provided at March TCMP meeting.

Foreshore Walk - Meeting with Lands scheduled during March to discuss the Foreshore.

Achievements Flyer - No feedback from the community received to date. Flyer to be redrafted in June 2017 as per resolution of the 24 November TCMP meeting.

Financial Reserve Update - CBD landscape resources - Information is provided in agenda item 7 to this meeting.

TCMP Charter - Charter was adopted by Council at the December Ordinary Council meeting.

CONSENSUS:

That the Sub-Committee request the Director Infrastructure and Asset Management discuss designs for refuelling along the Foreshore, for example a loading zone or conduit well, with Lands at the March Foreshore Walkway meeting.

06 TOWN SQUARE

Due to lack of internal resources, Council will advertise a tender with results to be determined by Council at the April Ordinary Council meeting for construction works to be completed by December 2017.

CONSENSUS:

That the Sub-Committee:

1. Request Councillor Cusato approach the Local Members regarding funding opportunities for this project.
 2. Consider arranging presentations on the project to interested community groups including the Chamber of Commerce, Tourism Board, property owners following tender determination as part of the Community Engagement Plan.
-

07 CBD MAINTENANCE WORKS

Michelle Love tabled a document for discussion. This document is circulated separately with these Minutes.

CONSENSUS:

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 and Les Bailey as TCMP Landscape Representatives to directly liaise with the TCMP Coordinator / Landscape Architect to monitor improvements.
4. Request a monthly report on progress of improvements.
5. Request a report back to the Sub-Committee on the costs involved in the provision of additional resources for CBD maintenance.
6. Request Council staff investigate options for CBD storage or alternate transport means of the street sweeper and provide a report back to the Sub-Committee.

08 MOTORCYCLE PARKING UPDATE

CONSENSUS:

That the Sub-Committee:

1. Endorse the Director Infrastructure and Asset Management to modify locations 2, 5, 6 and 8 as noted in this report to provide additional motorcycle parking to be funded through the line marking budget with appropriate advertising to accompany these changes.
2. Request Councillor Cusato refer to the General Manager seeking to write to Woolworths regarding vermin safety concerns around the Food for Less building.
3. Defer to the Landscape Working Group for further consideration of location 7 and preparation of a report back to a future Sub-Committee meeting.

09 TCMP SUB-COMMITTEE COMMUNITY INTERACTIONS

CONSENSUS:

That the Sub-Committee request the Director Infrastructure and Asset Management provide a report back to the Sub-Committee regarding possible TCMP web page designs and content including the possibility of a 'Have your Say' engagement page.

10 CBD LANDSCAPING PLAN

CONSENSUS:

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

11 GENERAL BUSINESS

11.01 CHRISTMAS TREE

At the December Ordinary Council Meeting it was resolved to engage with stakeholders regarding the recently completed Port Macquarie Town Centre - Pedestrian Facility Investigations report.

A document was tabled outlining the costs involved in the replacement of the Christmas Tree. This document is circulated separately with these Minutes.

CONSENSUS:

That the Sub-Committee:

1. Request the Director Infrastructure and Asset Management arrange a workshop meeting with the Sub-Committee regarding recommendations of the Port Macquarie Town Centre - Pedestrian Facility Investigations.
 2. Request the Director Infrastructure and Asset Management present a report to the March Sub-Committee meeting on the quarterly financial position of the TCMP Reserve.
 3. Support the refurbishment of the existing Christmas Tree from the TCMP Reserve until such time as the Town Square project is completed.
-

The meeting closed at 9:54am.

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.

-
- 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. Jeff Gillespie to provide a verbal update to the March TCMP meeting.		

Item:	5 - Business Arising	Date:	24/11/2016 & 23/2/2017
Subject:	Foreshore Walk		
Action Required:	1. Director of Infrastructure and Asset Management meet again with Crown Lands regarding this project. 2. Director of Infrastructure and Asset Management to discuss designs for refuelling along the Foreshore, for example a loading zone or conduit well, with Lands at the March Foreshore Walkway meeting.		
Current Status:	1. Council is meeting with Lands 20 March 2017. A verbal update will be provided at the March TCMP meeting. 2. Director spoke with DPI-Lands representative 8 March 2017. A verbal update will be provided at the March TCMP meeting.		

Item:	6 - Town Square	Date:	23/2/2017
Subject:	Town Square		
Action Required:	1. Councillor Cusato to approach the Local Members regarding funding opportunities for this project. 2. Consider arranging presentations on the project to interested community groups including the Chamber of Commerce, Tourism Board, property owners following tender determination as part of the Community Engagement Plan.		
Current Status:	Verbal update to be provided at meeting.		

Item:	7 - Maintenance Works	Date:	23/2/2017
Subject:	CBD Maintenance Works		
Action Required:	1. Request a monthly report on progress of improvements 2. Request a report back on the costs involved in the provision of additional resources for CBD Maintenance 3. Request Council staff investigate options for CBD storage or alternate transport means of the street sweeper and provide a report back to the Sub-Committee		
Current Status:	1. March report deferred as CBD Maintenance team leader ill at time of agenda preparation and approval. 2. Report listed in future reports below. Item can be removed from Business arising. 3. Report listed in future reports below. Item can be removed from Business arising.		

AGENDA**TOWN CENTRE MASTER PLAN SUB-COMMITTEE
23/03/2017**

Item:	8 - Motorcycle Parking	Date:	23/2/2017
Subject:	Motorcycle Parking update		
Action Required:	<ol style="list-style-type: none"> 1. Director Infrastructure and Asset Management to modify locations 2, 5, 6 and 8 as noted to provide additional motorcycle parking to be funded through the line marking budget with appropriate advertising to accompany these changes. 2. Councillor Cusato refer to the General Manager seeking to write to Woolworths regarding vermin safety concerns around the Food for Less building. 3. Defer to the Landscape Working Group for further consideration of location 7 and preparation of a report back to a future Sub-Committee meeting. 		
Current Status:	<ol style="list-style-type: none"> 1. This has been arranged and staff will commence planning this month. 2. Verbal update to be provided at meeting. 3. Report provided in March agenda. 		

Item:	11 - General Business	Date:	23/2/2017
Subject:	Port Macquarie Town Centre Pedestrian Facility Investigations		
Action Required:	<ol style="list-style-type: none"> 4. Director Infrastructure and Asset Management to arrange a workshop meeting regarding recommendations of the Port Macquarie Town Centre Pedestrian Facility Investigations report. 		
Current Status:	Workshop scheduled for 1.30pm 23 March 2017.		

Item:	FUTURE REPORTS	Date:	23/2/2017
Subject:	Lighting Audit and Essential Energy LED trial		
Action Required:	<ol style="list-style-type: none"> 1. Report to March 2017 meeting. 		
Current Status:	<ol style="list-style-type: none"> 1. Council is currently investigating a bulk LED upgrade of category P lights based on a recently negotiated pricing structure. Staff are working to identify category P lights and will report back to the April meeting with a location list to better inform the Sub-Committee. 		

Reports to future meetings		
Report	Due Date	Requested
CBD Maintenance improvements monthly progress	Mar 2017 Apr 2017	23 Feb 17
Lighting Audit and Essential Energy LED trial	Mar 2017 Apr 2017	24 Nov 16
CBD Landscaping Plan - including consideration of hanging flowers from light poles	Apr 2017	24 Nov 16
Costs involved in the provision of additional resources for CBD maintenance	Apr 2017	23 Feb 17
Storage and transport options for the street sweeper	May 2017	23 Feb 17
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: TCMP PRIORITY PROJECT UPDATES

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the Sub-Committee note the information provided and consider its priority projects in terms of inclusion in the 2017/18 Operational Plan.

Discussion

In November 2015, the TCMP Sub-Committee determined a number of high priority projects. Below is a status update on each identified project:

- **41270.9999 - TCMP Signage Installation**
 - Project Complete
-
- **41380.9999 - TCMP Landscape Upgrades**
 - February 2017 - Landscape Working Group established
-
- **41385.9999 - TCMP Town Green Master Plan Stage Construction**
 - Documentation currently nearing completion with construction planning commenced. Some heritage issues are still to be resolved in consultation with the LALC. Construction commencement anticipated for mid May 2017.
-
- **41471.9999 - TCMP Preconstruction Foreshore Walkway - Town Beach to Kooloonbung Creek Bridge**
 - 20 March 2017 - Council staff meeting with Crown Lands to discuss overall Foreshore Concept plans
 - 2 November 2016 - Report detailing community engagement for the breakwall was adopted by Council in October 2016. The project is now with Crown Lands to develop an implementation plan.
-
- **41476.9999 - TCMP Banner Poles**
 - Awaiting new TCMP Project Coordinator before furthering banner pole replacement program
-
- **41480.9999 - TCMP Construction Town Square**
 - February 2017 -

REPORT	STATUS
Civil Engineering Detailed Design Drawings	With stakeholders for review
Catenary Lighting & Electrical Detailed Design Drawings	With stakeholders for review
Catenary Lighting & Electrical ASP3 Design	With Essential Energy
Cost estimate	Awaiting outcome of ASP3 design
Safety in Design Assessment	Complete
Review of Environmental Factors	With stakeholders for review
Heritage Assessment Report	Complete
Street Furniture Request for Tender	To be advertised week ending 17 March 2017
Construction planning	Underway

In summary, the outstanding activities remaining include:

- Final review and signoff from key stakeholders (due 7 March 2017)
- Completion of ASP3 design and receipt of Essential Energy certification (End of March 2017)
- Pre-planning of the construction phase
- **TCMP Construction Foreshore Walkway - Town Green to Kooloonbung Creek Bridge**
 - On hold pending finalisation of pre-construction works

2017/2018 Projects

The Sub-Committee urgently need to consider projects for inclusion in the 2017/18 Operational Plan. Aside from the current projects listed in the 2016/17 Operational Plan (see above), the following projects have previously been discussed by the Sub Committee.

- TCMP Place making activation at the Hay Street Forecourt, Foreshore and Clarence Shoreline - \$50,000
- TCMP Construct lighting and banner poles - \$250,000
- TCMP Kooloonbung Creek pedestrian works - \$700,000
- TCMP Entertainment Precinct works - \$50,000
- TCMP options study street furniture and waste management - \$50,000
- TCMP Clarence/Murray St Intersection Gateway (Construction/delivery) - \$40,000

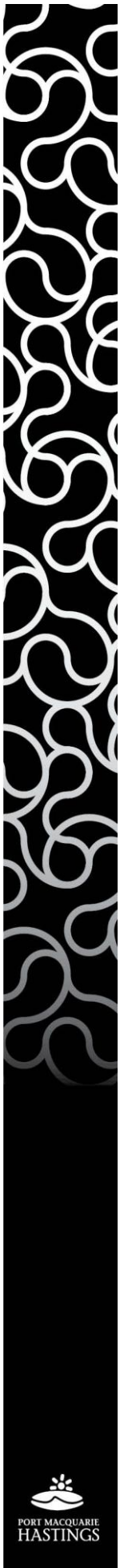
At the March 2014 Ordinary Council meeting, Council endorsed the proposed Project Implementation Matrix including the 4 principal phases as per Attachment 1, with all Phase 1 projects to be completed in the three financial years finishing on 30 June 2016.

For a number of reasons, some of these projects are yet to commence, however it is timely for the Sub-Committee to review the list of outstanding projects and develop a priority order for future upgrades.

Whilst the focus of delivery in the early part of 2017/18 FY will be the completion of the Town Square and Town Green East, Sub-Committee members may have additional projects to be added and prioritised for future Operational Plans.

Attachments

1 [View](#). 2014 TCMP Project Implementation Matrix



PORT MACQUARIE TCMP REVIEW PROJECT IMPLEMENTATION PLANNING GRID

Project #		GL	PROJECT LIST	PHASE 1 - Immediate		
				TIME HORIZON: 3 YRS.		
				"TERM OF THIS COUNCIL"		
				Year 1	Year 2	Year 3
			13/14	14/15	15/16	
1. Phase I Immediate						
Planning						
1311	41381	Masterplan Forward Planning and Updates. (Masterplan Review) Allocation of \$100K in Draft OP on exhibition for FY13/14.	COMMENCED (Budget \$100,000 current spending \$145,625)	\$20,000.00		
	41378	Masterplan	\$25,000 (use for Masterplan Forward Planning and Updates, remove from list for 2014)			
1319		Project Manager	COMMENCED (\$127,300)	\$145,000.00	\$160,000.00	
1320		Marketing	COMMENCED (0)	\$25,000.00		
Action						
1422		Cyclist Friendly Actions		\$50,000.00		
1421		Place Making Activation, e.g. Glasshouse Foreshore, Clarence Shoreline		\$75,000.00	\$50,000.00	
1423	41269	Entertainment precinct - Management Plan and Works	\$100,000 (not spend this year rebudget for next 2 years)	\$50,000.00	\$50,000.00	
Town Green						
1404	41385	Town Green Masterplan Stage 2	COMMENCED (\$500,000) carry over remaining amount into the 14/15 financial year			
Town Square						
1414		Town Square PRE-CON AND DESIGN		\$60,000.00		
1414C		Town Square CONSTRUCTION		\$650,000.00		
Works						
1402	41272	Footpath Replacements - PM CBD 2013/14 budget to pay for footpath replacements along Clarence Street, 2014/15 Footpath replacement Short St. at Clarence to Midblock William east side, 15/16 Short west side	COMMENCED (100,000)	\$75,000.00	\$75,000.00	
1315	41092	Landscaping Upgrades, including Horton refresh next year's budget may include hire landscaping contractor	COMMENCED (150,000)	\$100,000.00	\$100,000.00	
1316	41092	Rehabilitation Works	COMMENCED (\$150,000)	\$150,000.00	\$150,000.00	
1317	00389.3307	Footpath cleaning	COMMENCED (100,000)	\$150,000.00	\$150,000.00	
Lighting, signage and furniture						
1401	41376	Uplighting of Trees - Horton Street b/w William and Hayward (INCLUDED IN THE LIGHTING STUDY)	COMMENCED (60,000) remove from list			
1401		Lighting Option Study including upgrades on Banner Poles and uplighting of the trees (Need to meet with Essential Energy to find out what is required for Council to take over the lights within the CBD and if TCMP sub-committee endorses such consideration, prepare report to Council for consideration). PRE-CON AND DESIGN		\$100,000.00		
1401C		Lighting and Banner Poles including uplighting of the trees UPGRADES/CONSTRUCTION		\$250,000.00	\$250,000.00	
1303	41271	Street furniture and waste management audit, option study and upgrades/replacement(add bicycle stands) PRE-CON AND DESIGN AND CONSTRUCTION	COMMENCED (150,000) carry over to 14/15		\$50,000.00	
1413	41270	Signage Option Study - Upgrade and replace Information, directional signage, branding, gateway and wayfinding signage PRE-CON AND DESIGN	COMMENCED (50,000)			
1413C		Signage installation CONSTRUCTION		\$100,000.00	\$75,000.00	

PORT MACQUARIE TCMP REVIEW PROJECT IMPLEMENTATION PLANNING GRID

Project #	GL	PROJECT LIST	PHASE 1 - Immediate		
			TIME HORIZON: 3 YRS.		
			"TERM OF THIS COUNCIL"		
			Year 1 13/14	Year 2 14/15	Year 3 15/16
Foreshore					
	41038	Kooloonbung Creek pedestrian Bridge	COMMENCED (995,780) expected to be completed, remove from list		
1420		Foreshore Walkway Town Beach to Kooloonbung Creek PRE-CON AND DESIGN		\$100,000.00	
1403	41075	Kooloonbung Foreshore - Gordon to William PRE-CON AND DESIGN	50,000 (Design completed; however, revision might be necessary to meet Tract's upgrade proposal)	\$30,000.00	
1403.1C		Kooloonbung Creek eastern bank south of Hayward Street CONSTRUCTION			\$700,000.00
1403.2C		Kooloonbung Creek - Pedestrian path and public realm upgrades - eastern creek bank between William Street and Hayward Street CONSTRUCTION			
1403.3C		Kooloonbung Creek - Pedestrian path and public realm upgrades - eastern creek bank between Gordon Street and Hayward Street CONSTRUCTION			
William Street					
1410	41093	William Street Hay to Murray	COMMENCED (\$44,613)		
1314	41219	William Street from Buller bridge to Short PRE-CON AND DESIGN	COMPLETE (Budget \$76,790 remaining \$59,356 carry over)		
1314C		William Street from Buller bridge to Short CONSTRUCTION		\$600,000.00	
1306	41163	William/Horton Streets Repair of Pavers Intersection CONSTRUCTION	COMMENCED (\$150,000) remaining amount to carry over to		
Short Street					
1312		Short Street Flood and Drainage Solution funding came from Gordon Street Gateway upgrades (50,000) CONSTRUCTION	COMMENCED (to be completed before June 30)		
1415		Short St Footpath replacement Hayward to/short of William PRE-CON AND DESIGN		\$50,000.00	
1415C		Short St Footpath replacement Hayward to short of William CONSTRUCTION			\$350,000.00
1408	41384	Short St from William St to Bourne House west side only PRE-CON AND DESIGN	COMMENCED (100,000)		
1409	41383	Short St north of Clarence St PRE-CON AND DESIGN	COMMENCED (50,000)		
Horton Street					
1416		Horton St New mid-block crossings (between Clarence Street and Hayward Street) PRE-CON AND DESIGN		\$30,000.00	
1416C		Horton St New mid-block crossings (between Clarence Street and Hayward Street) CONSTRUCTION		\$100,000.00	
Clarence Street					
1406	41374	Clarence St Hay to Murray Street PRE-CON AND DESIGN	COMMENCED (\$100,000 remaining amount to be carried over into the 14/15 financial year to implement a "Gateway" effect)		
1407	41375	Clarence/Murray St Intersection PRE-CON AND DESIGN	COMMENCED (\$60,000) this project was included in the Clarence St Hay to Murray St, carry over \$ to Gateway pre-con and design and construction		
1406C/ 1407C		Clarence/Murray St Intersection and Clarence St Hay to Murray Street CONSTRUCTION		\$1,000,000.00	
1424		Clarence/Murray St Intersection Gateway PRE-CON AND DESIGN		\$20,000.00	
1424C		Clarence/Murray St Intersection Gateway CONSTRUCTION		\$40,000.00	
Misc. Roads					
1417	41158	Gordon St Gateway upgrades - Horton to Kooloonbung Ck Bridge (not a priority at this time, signage upgrade included in the signage option study) PRE-CON AND DESIGN	\$50,000 used for Short Street drainage improvements		
1418	41074	Buller/Hollingsworth St Traffic Signals PRE-CON AND DESIGN	COMMENCED (\$50,945)		
	41105	Murray Street adjacent to Courthouse PRE-CON AND DESIGN	COMMENCED (\$5,529)		
1405	41297	Pedestrian Access west of Horton St Clarence to William Sts PRE-CON AND DESIGN	\$60,000.00		
				\$3,970,000.00	\$2,160,000.00
Carry over from 13/14				\$794,356.00	
				\$4,764,356.00	

Item: 07

Subject: COMMUNITY ENGAGEMENT THROUGH INTERNET

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the Sub-Committee request the Director Infrastructure and Asset Management present a draft webpage to the April meeting for review.

Discussion

At the 23 February 2017 Town Centre Master Plan Sub-Committee meeting it was resolved:

Request the Director Infrastructure and Asset Management provide a report back to the Sub-Committee regarding possible TCMP web page designs and content including the possibility of a 'Have your Say' engagement page.

Following internal discussions regarding webpage options the following advice is provided to the Sub-Committee:

'Have your Say' engagement page

- Used for specific projects that require engagement / feedback e.g. Town Square
- Specific questions are asked to manage the expectations of both the community and the project team
- Specific groups can be targeted and contact information collected, in accordance with Privacy regulations
- All contact requires a response
- Engagement pages are usually only open for a set period of time, i.e. 28 days

Webpage

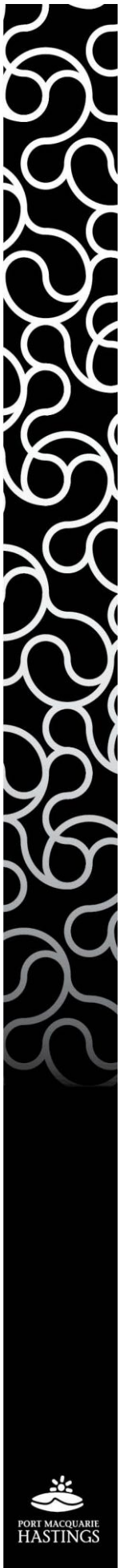
- Can include a feedback section on the bottom for example: "if you are a CBD business owner and would like to receive updates regarding Town Centre works please provide your contact details"
- Can include photos / video from current / completed projects and historical photos to increase awareness of site users as to what affect the TCMP has had on the CBD area
- Can include an option / contact for purchase of the Downtown Book
- Can include an interactive Google map of the TCMP Boundary area
- Can include the 20yr celebration video
- Should include the Master Plan

Based on the above advice it is recommended to focus on a webpage with a feedback option rather than the engagement page.

The above items can be included in a draft webpage template for the Sub-Committee's review.

Attachments

Nil



Item: 08

Subject: QUARTERLY FINANCIAL REPORT

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee note the information provided in this report.

Discussion

At the 23 February 2017 Town Centre Master Plan Sub-Committee meeting it was resolved:

Request the Director Infrastructure and Asset Management present a report to the March Sub-Committee meeting on the quarterly financial position of the TCMP Reserve.

The below is a high level summary of the proposed position of the Reserve for the 2016-17 financial year:

TCMP High Level Funds Summary 2016/17		
	BUDGET	ACTUAL
Reserve Balance at July 2016	\$1,800,311	\$1,800,311
Income 2016/17	\$1,301,600	\$1,301,600
Loan 2016/17	\$3,425,000	\$3,425,000
Operational Expenses	-\$606,234	-\$306,701
Works Program Expenses	-\$4,648,272	-\$357,860
Projected Reserve Balance at June 2017	\$1,272,405	
Current Position at 7 March 2017		\$5,862,350

Attached is a financial spreadsheet showing the actual expenditure for the 2016-17 financial year to date.

Attachments

1 [View](#). TCMP predicted end of year position - March 2017

Item 08
Attachment 1
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Port Macquarie Town Centre Masterplan Financial Model															
	2013/14	2014/15	2015/16	2016/17 YTD Budget	2016/17 YTD Actuals	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
68.9999	TCMP - William St. - Short to Butler St Bridge	0			0										
68.9999	TCMP - Entertainment Precinct	4,161	5,027		207										
68.9999	TCMP - Signage Installation	30,571	64,285	50,948	75,000	4,243									
71.9999	TCMP - Street Furniture & Waste Audit, Options Study etc.	0		152,080	11,479	10,883									
72.9999	TCMP - Footpath Replacement	13,998	166,114	96,511	0	102,721									
97.9999	TCMP - Precinct Pedestrian Access West of Horton Street	0	6,500	1,200	0	2,403									
74.9999	TCMP - Clarence St. - Precinct Hay to Murray	42,928	69,664		0	0									
76.9999	TCMP - Horton St. - Up-lighting of Trees	4,595			0	0									
78.9999	TCMP - Masterplan	186			0	0									
80.9999	TCMP - Landscape Upgrades	70,486	49,758		39,398										
80.9999	TCMP - Landscape Upgrades		55,620	44,386											
81.9999	TCMP - Masterplan Forward Planning	90,360			0	0									
83.9999	TCMP - Short St. - Precinct North of Clarence St	4,576			0	0									
84.9999	TCMP - Short St. - William St to Bourne House West	6,163	2,604		0	0									
85.9999	TCMP - Town Green Masterplan Stage Construction	14,600	3,520	481,866	23,828										
88.9999	Short Street Drainage		50,000		0										
96.9999	TCMP - Clarence/Murray Int & Clarence-Hay to Murray	290,997			160										
98.9999	TCMP - Const Clarence/Murray St Intersect Gateway	0	1,656,418		0	0									
98.9999	TCMP - Cyclist Friendly Actions	0			0	0									
71.9999	TCMP - Precinct Foreshore Walkway - Town Beach to Kool Ok	19,167	9,726	20,000	2,856										
71.9999	TCMP - Precinct Foreshore Walkway - Town Beach to Kool Ok			71,197											
72.9999	TCMP - Precinct Horton St - New Midblock crossing	5,533			0	0									
73.9999	TCMP - Const Horton St - New Midblock Crossing	20,550			0	0									
74.9999	TCMP - Precinct Kooloonburg Foreshore - Gordon/William	7,000	19,552		1,615										
75.9999	TCMP - Lighting Options Study	10,000			0	0									
76.9999	TCMP - Lighting & Banner Poles	7,500	4,736	90,000		0									
77.9999	TCMP - Placemaking Activation	16,564		50,000	0	0									
78.9999	TCMP - Precinct Short St Footpath Replacement	54,680			0	0									
79.9999	TCMP - Precinct Short St Footpath Replacement	29,725	92,013		131,124										
80.9999	TCMP - Construction Town Square	0			0										
80.9999	TCMP - Construction Town Square		109,095	290,905	5,096										
82.9999	TCMP - Kooloonburg Creek Works - Eastern Bank south of Hayward	0			0										
														</	

Item: 09

Subject: TOWN SQUARE PROJECT SIGNAGE

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

The Town Square Community Engagement Plan be implemented in accordance with PMHC engagement policy and procedures.

Discussion

At the 24 November 2016 Town Centre Master Plan Sub-Committee meeting it was resolved:

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

A Community Engagement Plan is currently being prepared for the Town Square. The plan identifies all stakeholders and a range of consultation strategies. These include:




- Media release/editorial to inform the general community about the works and the proposed timeframes
- One on one meetings will be held with surrounding businesses, residents and key stakeholders at relevant stages of the design including preconstruction and throughout the build
- Signage will be placed on site to allow the community to understand the project outcomes and the impacts of the construction timetable. This signage will be in at least 4 locations in the Town square and Town Green and will show the final plan, a construction timetable and Council officer contact details
- The project will be placed on Councils website with regular updates to keep the community informed.
- Letters will be sent to surrounding residents and businesses
- Pop up information kiosks will be placed at key milestones to assist in informing the community
- Open for business signs and pedestrian access will be provided to businesses in the vicinity of the works
- Alternative Disability parks will be provided with associated signage.
- A deliveries program will be developed in consultation with the local businesses to provide appropriate access during the construction of the works


These actions are currently being signed off and implemented. A sign for the Town Square has been drafted however needs graphic design input (attached).

Attachments

1 [View](#). Town Square proposed signage

TOWN SQUARE redevelopment



**PORT MACQUARIE
HASTINGS
COUNCIL**

WHAT IS THE TOWN SQUARE REDEVELOPMENT?

Over the last 20 years the streetscape and landscape in the CBD have been upgraded significantly due to the implementation of the Town Centre Master Plan (TCMP) which outlines improvements throughout the town. The 2013 review of the TCMP identified the northern end of Horton Street as an opportunity to create a Town Square that could enliven the streets, draw people through to the Town Green and waterfront and be a gathering space for visitors and residents of Port Macquarie Hastings area. Significant community engagement occurred in 2014 to understand the community wishes for this area. These comments have been taken into account in the development of the plans. Key changes include:

- > Reconfiguration of the car park including removal of the bus bay and central island
- > Significantly wider footpaths to encourage all people doing
- > Removal of the kerb to create a flush plaza surface
- > New furniture including additional seating, bike racks and drinking fountains
- > Large shade trees
- > New bluestone entry signage
- > A canopy of lights on catenary wires create an exciting and safe space for events
- > Removable bollards so that the space can easily be transformed into a vehicle free, pedestrian plaza for events, markets and festivals

WHO WILL FUND THE WORKS?

Funding for Town Centre Master Plan (TCMP) projects is sourced from a special tax levied on the property owners of the Port Macquarie CBD called the 'Town Centre Master Plan Reserve Fund'. This fund is administered by the TCMP Sub-Committee made up by representatives from the community, CBD landholders, Port Macquarie Chamber of Commerce, CBD traders and Council staff.

WHEN WILL THE CONSTRUCTION START?

Construction is planned to start in 2017. Further information on construction timelines will be available once a contractor has been engaged.

WHAT OTHER PROJECTS ARE HAPPENING IN TOWN?

There are several other upgrades planned for the Port Macquarie Town Centre within the next year including:

- > Town Square (Horton Street north of Clarence Street)
- > Landscaping upgrades including new street trees and planting
- > Furniture upgrades
- > New banner poles

coming soon!

For more information visit haveyoursay.pmhc.nsw.gov.au or call Council's Customer Service Centre (02) 6581 8111

Item: 10

Subject: MOTORCYCLE PARKING

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

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

Discussion

At the 23 February 2017 Town Centre Master Plan Sub-Committee meeting it was resolved:

“Defer to the Landscape Working Group for further consideration of location 7 and preparation of a report back to a future Sub-Committee meeting”

The Landscape Working Group, Michelle Love, Les Bailey and Rebecca Doblo, met with the Parks and Open Space Coordinator, Trent Arnold on Thursday 2 March 2017 to discuss issues with landscaping maintenance and upgrades in the Town Centre. The first site discussed was the Short Street Plaza frontage. It was generally agreed that the area is in very bad condition, presents very poorly and should be upgraded as a matter of priority.

A reasonable quote has now been received for the upgrade of this area. It is in accordance with the contractors previously supplied schedule of rates submitted as a part of his tender for listing on our preferred supplier list. The landscapers quote, with estimated minor electrical works, jet patching and project management should total no more than \$15,000.

The Working Group have agreed that, as there is \$60,000 remaining in the landscaping upgrades budget, this project should proceed without delay.

The contractor has now been engaged and will start as soon as he can schedule it into his works program.

The plan as presented to the February meeting is attached for reference.

Attachments

1 [View](#). Plan - Plaza Short Street Frontage - Motorbike Parking Area

**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: 11

Subject: KOOLOONBUNG CREEK FORESHORE - GORDON TO HAYWARD STREET UPDATE

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

The Sub-Committee consider the allocation of funding within the 2017/18 financial year for the completion of the Kooloonbung Creek Foreshore - Gordon to Hayward Street upgrade, noting the impact on the TCMP Reserve.

Discussion

At the 24 November 2016 Town Centre Master Plan Sub-Committee meeting it was resolved:

Request an update report be provided to the Sub-Committee in early 2017.

The following estimate reflects agreed outcomes with Water and Sewer.

Total Project Cost	\$ 371,564.28 (inc. 20% Contingency)			
	Original Allocation (September 2016)		Revised Allocation (December 2016)	Difference
Water and Sewer Contribution	\$ 169,335.00	45.6 %	\$ 133,935.00 36%	- \$35,400 -9.6%
TCMP Residual Contribution	\$ 202,229.28	54.4 %	\$ 237,629.28 64%	+ \$35,400 +9.6%

TCMP funding has not been allocated within the current financial year as this project was removed from the works list pending detailed cost estimates on Town Square.

The Sub-Committee could consider the allocation of funding within the 2017/18 financial year for these works, noting the impact this will have on the Reserve.

Attachments

Nil