



# Town Centre Master Plan Sub-Committee

## Business Paper

**date of meeting:** Thursday 25 May 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.

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

### **CHARTER**

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#### **1.0 OBJECTIVES**

To advise Council on projects and issues which support and affect the continued development of the Port Macquarie Town Centre using funding from the Town Centre Master Plan Reserve.

#### **2.0 KEY FUNCTIONS**

The key functions of the Sub-Committee are to:

- Make recommendations to Council regarding the development, review and amendment as required of the Town Centre Master Plan
- Make recommendations to Council on works priorities - Capital and maintenance - for the implementation of the 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)



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### **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**

- 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.



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## Town Centre Master Plan Sub-Committee

### ATTENDANCE REGISTER

Member	28/07/16	24/11/16	23/02/17	23/03/17	27/04/17
Councillor G Hawkins (Chair)	✓	✓	A	✓	A
Councillor M Cusato (Deputy Chair)	A	-	✓	✓	✓
Jeffery Sharp (Director Infrastructure and Asset Management)	A	✓	✓	✓	✓
Rebecca Doblo (Landscape Architect)	-	-	✓	✓	A
Jeff Gillespie (CBD Landowner 2016-2018)	✓	✓	✓	✓	✓
Robert Sagolj (CBD Landowner 2016-2018)	-	✓	✓	A	✓
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)	✓	✓	✓	✓	✓
Sharon Beard (Access Committee Representative 2015-17)	✓	✓	✓	✓	A
Vacant (TCMP Project Manager / Co-ordinator) (non-voting)	vacant	vacant	vacant	vacant	vacant

**Key:** ✓ = Present

A = Absent With Apology

X = Absent Without Apology



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# Town Centre Master Plan Sub-Committee Meeting

Thursday 25 May 2017

## Items of Business

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

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

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

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**RECOMMENDATION**

That the apologies received be accepted.

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

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**RECOMMENDATION**

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 27 April 2017 be confirmed.



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**PRESENT**

***Members:***

Councillor Michael Cusato (Deputy Chair)  
Jeffery Sharp (Director Infrastructure and Asset Management)  
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)  
Vacant (TCMP Project Manager / Co-ordinator)

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The meeting opened at 8:04am.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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CONSENSUS:

That apologies from Councillor Hawkins, Sharon Beard and Rebecca Doblo be noted and accepted.

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**03 CONFIRMATION OF MINUTES**

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CONSENSUS:

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

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**04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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**05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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**Item 5 - Business Arising - Boat Shed / Foreshore / Town Square / Pedestrian Facilities Investigation workshop.**

Heritage Office has confirmed they approve the proposed changes to the Boat Shed

Director Infrastructure and Asset Management has drafted a letter to send to Leslie Williams MP in relation to Town Square. This will be discussed with the General Manager before being sent.

**Item 12 - General Business**

Time lapse photography will be used during the Town Square project.

Wet weather issues have caused delays in the completion of the Hayward Street Taxi Rank works.

Councillor Cusato met with the owners of the Urban Grain Bakery regarding the presentation of the premises to the outdoor dining area and the owner has confirmed they have no intention of changing this.

**CONSENSUS:**

That the Sub-Committee:

1. Request the Director Infrastructure and Asset Management seek confirmation of the Heritage Office approval from the Maritime Museum.
2. Request the Director Infrastructure and Asset Management report back to the Sub-Committee regarding a timeframe for completion of any actions from the Pedestrian Facilities Investigation workshop.
3. Request the Director Infrastructure and Asset Management provide a timeframe for the completion of works for additional motorcycle parking at the Short Street Plaza Car Park.
4. Request Councillor Cusato raise funding opportunities for the foreshore walkway path between Town Green east and the Kooloonbung Creek Bridge with The Hon. Melinda Pavey as the Minister for Roads.
5. Request Councillor Cusato to include information regarding modular self cleaning amenity units in his discussions regarding the Plaza Car Park with the Mayor.
6. Request the Director Infrastructure and Asset Management discuss the potential for DPI-Lands funding towards replacement and positioning of the amenities block in the Plaza Car Park.

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**06 LIGHTING AUDIT AND ESSENTIAL ENERGY LED TRIAL**

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**CONSENSUS:**

That the Sub-Committee:

1. Note Council is awaiting further advice from Essential Energy on cost structures prior to determining any action.
  2. Request the Director Infrastructure and Asset Management distribute the CBD Category P Lights map in colour with the minutes for this meeting.
  3. Request the Director Infrastructure and Asset Management inspect the light poles fronting Casualties to determine if this is a new or repurposed pole and lighting and report back to a future meeting through Business Arising.
  4. Request the Director Infrastructure and Asset Management investigate if existing lighting poles can be retrofitted for the Sub-Committee to then determine if a whole of area replacement needs to be undertaken.
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**07 TCMP WEBPAGE**

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**CONSENSUS:**

That the Sub-Committee:

1. Request the proposed webpage include in the 'Related Links' section links to current projects such as Town Square.
  2. Request that current projects the Sub-Committee are involved in include in the 'Related Links' section a link to this webpage.
  3. Endorse the proposed webpage to 'go live' with the above noted changes.
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**08 COSTS INVOLVED IN THE PROVISION OF ADDITIONAL RESOURCES FOR  
CBD MAINTENANCE**

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**CONSENSUS:**

That the Sub Committee:

1. Endorse the new TCMP Co-ordinator is to complete landscape plans, finalise program of upgrades and manage implementation upon their commencement.
  2. Endorse contractors from the Council's preferred supplier list for Landscape Services will be used to progressively upgrade and assist in maintaining CBD gardens in accordance with the landscape plans.
  3. Endorse the Landscape maintenance budget increase to \$100,000 pa from 17/18 for Council staff to continue with ongoing maintenance.
  4. Request the Director Infrastructure and Asset Management investigate maintenance to the landscaping on both approaches to the Kooloonbung Creek Pedestrian Bridge and the removal of algae build up on the bridge structure.
  5. Request the Director Infrastructure and Asset Management investigate budget allocations for the preliminary and detailed design works for Clarence Street and William/Short Street intersection as proposed in this report.
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**09 CBD MAINTENANCE IMPROVEMENTS - MONTHLY PROGRESS UPDATE**

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**CONSENSUS:**

That the Sub-Committee request the Director Infrastructure and Asset Management investigate the benefits or otherwise of the additional aggregate coating in Short Street and the worth of continuing this throughout the CBD area.

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**10 GENERAL BUSINESS**

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**10.01 TCMP MEMBERSHIP ROLES**

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Expressions of Interest for the following TCMP Membership roles will be advertised in May 2017:

- Chamber of Commerce Representative
- Port Macquarie-Hastings Access Sub-Committee Representative
- CBD Trader

The role of CBD Landowner awarded to Robert Sagolj will be extended to 2019 in line with the current Charter requirements.

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**10.02 ORGANISATIONAL STRUCTURE**

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At the 19 April 2017 Ordinary Council meeting it was resolved to implement a new Council structure from 1 May 2017. This restructure will see Jeffery Sharp move into the role of Director Strategy and Growth, taking the TCMP Sub-Committee with him to this new Division. A report will be presented to the May 2017 Council meeting to amend the TCMP Charter.

**CONSENSUS:**

That the Sub-Committee:

1. Include Town Square as a future business arising item.
  2. Request Councillor Cusato raise the pedestrian access issues along Gordon Street with the Mayor, specifically regarding works to enable safe access across Gordon Street.
  3. Request the Director Infrastructure and Asset Management discuss the issue of wharf leasing with the Mayor and DPI-Lands specifically in relation to commercial use.
  4. Request the Director Infrastructure and Asset Management request a copy of the current contract between the Marina and DPI-Lands for the wharf, specifically
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- regarding commercial use purposes.
  5. Request Councillor Cusato and Jeff Gillespie discuss wharf licence arrangements and use offline.
  6. Contact Kirsty Speelman, EA for Strategy and Growth regarding TCMP matters from 1 May 2017 via email: [Kirsty.speelman@pmhc.nsw.gov.au](mailto:Kirsty.speelman@pmhc.nsw.gov.au).
  7. Request the Director Infrastructure and Asset Management provide an update to the Sub-Committee through business arising regarding the stormwater issues at Barracks Lane.
  8. Request the Director Infrastructure and Asset Management distribute a copy of the new Council structure with the minutes.
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The meeting closed at 9:49am.

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Item: 04  
Subject: DISCLOSURES OF INTEREST

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**RECOMMENDATION**

That Disclosures of Interest be presented

**DISCLOSURE OF INTEREST DECLARATION**

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

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of 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.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST</b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP ( <i>the subject land</i> ) <sup>iii</sup> [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<sup>iv</sup> 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

<b>Item:</b>	05 - Business Arising	<b>Date:</b>	23/3/2017
<b>Subject:</b>	Boat Shed / Foreshore / Town Square / Pedestrian Facilities Investigation workshop		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Director Infrastructure and Asset Management raise the boat shed project with DPI-Lands.</li> <li>2. Director Infrastructure and Asset Management follow up with DPI-Lands the issue of commercial moorings and wharf lease along the foreshore.</li> <li>3. General Manager to address funding for works, including specifically the lighting on Town Square with the State Member.</li> <li>4. Director Infrastructure and Asset Management seek confirmation of the Heritage Office approval from the Maritime Museum.</li> <li>5. Director Infrastructure and Asset Management report back to the Sub-Committee regarding a timeframe for completion of any actions from the Pedestrian Facilities Investigation workshop.</li> <li>6. Councillor Cusato raise funding opportunities for the foreshore walkway path between Town Green east and the Kooloonbung Creek Bridge with The Hon. Melinda Pavey as the Minister for Roads.</li> <li>7. Councillor Cusato to include information regarding modular self cleaning amenity units in his discussions regarding the Plaza Car Park with the Mayor.</li> <li>8. Director Infrastructure and Asset Management discuss the potential for DPI-Lands funding towards replacement and positioning of the amenities block in the Plaza Car Park</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Verbal update to be provided at May meeting</li> <li>2. Verbal update to be provided at May meeting</li> <li>3. Verbal update to be provided at May meeting</li> <li>4. Director has requested contact details for the Maritime Museum from Jeff Gillespie. Verbal update to be provided at May meeting.</li> <li>5. Verbal update to be provided at May meeting</li> <li>6. Councillor Cusato to provide a verbal update at the May meeting</li> <li>7. Councillor Cusato to provide a verbal update at the May meeting</li> <li>8. To be discussed at the next Foreshore Walkway Project Control Group meeting on 15 May 2017. Verbal update to be provided at May meeting.</li> </ol>		

<b>Item:</b>	06	<b>Date:</b>	27/04/2017
<b>Subject:</b>	Lighting Audit and Essential Energy LED trial		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Director Infrastructure and Asset Management distribute the CBD Category P Lights map in colour with the minutes for the April meeting.</li> <li>2. Director Infrastructure and Asset Management inspect the light poles fronting Casualties to determine if this is a new</li> </ol>		

	<p>of repurposed pole and lighting and report back to a future meeting through Business Arising.</p> <p>3. Director Infrastructure and Asset Management investigate if existing lighting poles can be retrofitted for the Sub-Committee to then determine if a whole of area replacement needs to be undertaken.</p>
<b>Current Status:</b>	<p>1. Map sent with minutes 3 May 2017</p> <p>2. Verbal update to be provided at May meeting</p> <p>3. Verbal update to be provided at May meeting</p>

<b>Item:</b>	07	<b>Date:</b>	27/04/2017
<b>Subject:</b>	TCMP Webpage		
<b>Action Required:</b>	<p>1. The proposed webpage include in the 'Related Links' section, links to current projects such as Town Square</p> <p>2. The current projects the Sub-Committee are involved in include in the 'Related Links' section, a link to the TCMP page.</p> <p>3. Endorse the proposed webpage to 'go live' with the above noted changes.</p>		
<b>Current Status:</b>	<p>1. Ongoing pending action item 3</p> <p>2. Ongoing pending action item 3</p> <p>3. Infrastructure EA is working with Les Bailey regarding some requested changes</p>		

<b>Item:</b>	08	<b>Date:</b>	27/04/2017
<b>Subject:</b>	Cost Involved in the Provision of Additional Resources for CBD Maintenance		
<b>Action Required:</b>	<p>1. Director Infrastructure and Asset Management investigate maintenance to the landscaping on both approaches to the Kooloonbung Creek Pedestrian Bridge and the removal of algae build up on the bridge structure.</p> <p>2. Director Infrastructure and Asset Management investigate budget allocations for the preliminary and detailed design works for Clarence Street and William/Short Street intersection as proposed in this report.</p>		
<b>Current Status:</b>	<p>1. Verbal update to be provided at the May meeting</p> <p>2. Verbal update to be provided at the May meeting</p>		

<b>Item:</b>	09	<b>Date:</b>	27/04/2017
<b>Subject:</b>	CBD Maintenance Improvements - Monthly Progress Update		
<b>Action Required:</b>	<p>1. Director Infrastructure and Asset Management investigate the benefits or otherwise of the additional aggregate coating in Short Street and the worth of continuing this throughout the CBD area.</p>		
<b>Current Status:</b>	<p>1. Verbal update to be provided at the May meeting.</p>		

<b>Item:</b>	10	<b>Date:</b>	27/04/2017
<b>Subject:</b>	General Business		
<b>Action Required:</b>	<p>1. Include Town Square as a future business arising item.</p> <p>2. Councillor Cusato raise the pedestrian access issues along Gordon Street with the Mayor, specifically regarding works to enable safe access across Gordon Street.</p> <p>3. Director Infrastructure and Asset Management discuss the</p>		

	<p>issue of wharf leasing with the Mayor and DPI-Lands specifically in relation to commercial use.</p> <ol style="list-style-type: none"> <li>4. Director Infrastructure and Asset Management request a copy of the current contract between the Marina and DPI-Lands for the wharf, specifically regarding commercial use purposes.</li> <li>5. Councillor Cusato and Jeff Gillespie discuss wharf licence arrangements and use offline.</li> <li>6. Director Infrastructure and Asset Management provide an update to the Sub-Committee through business arising regarding the stormwater issues at Barracks Lane.</li> <li>7. Director Infrastructure and Asset Management distribute a copy of the new Council structure with the minutes.</li> </ol>
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Noted</li> <li>2. Verbal update is to be provided at the May meeting</li> <li>3. Wharf leasing will be discussed at the next Foreshore Walkway Project Control Group meeting on the 15 May 2017. Verbal update to provided at the May meeting</li> <li>4. PMHC will request copy of the current Contract between Marina and DPI-Lands at the next Foreshore Walkway Project Control Group meeting on the 15 May 2017. Verbal update to provided at the May meeting</li> <li>5. Verbal update is to be provided at the May meeting</li> <li>6. In March staff completed cleaning and CCTV of the stormwater pipelines downstream of the grated drain crossing Barracks Lane. Works were also undertaken to improve access to the grated inlet in Barracks Lane. CCTV reports are expected within the coming week and will hopefully provide a complete picture regarding this section of drainage network. Following review of the CCTV report and footage we will be able to assess the available options. It is important to note that no funding has been allocated to this project at this point in time.</li> <li>7. Council structure sent with minutes 3 May 2017</li> </ol>

<b>Item:</b>	08 - Motorcycle Parking	<b>Date:</b>	23/2/2017 & 23/3/2017 &
<b>Subject:</b>	Motorcycle Parking update		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Director Infrastructure and Asset Management engage the local Motorcycle businesses and social media in advertising the new motorcycle parking opportunities.</li> <li>3. Request the Director Infrastructure and Asset Management provide a timeframe for the completion of works for additional motorcycle parking at the Short Street Plaza Car Park.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Works are expected to be completed prior to the end of financial year.</li> <li>2. Advertisement through businesses and social media to occur following completion of all new motorcycle parking areas.</li> <li>3. Verbal update to be provided at May meeting</li> </ol>		



<b>Item:</b>		<b>Date:</b>	27/04/2017
<b>Subject:</b>	Town Square		
<b>Action Required:</b>	1. As requested in item 10 of the April 2017 meeting Town Square is listed as a Business Arising item for future updates.		
<b>Current Status:</b>	1. Tender assessment is currently underway and will be reported at the May Ordinary Council meeting.		

Reports to future meetings		
Report	Due Date	Requested
CBD Maintenance improvements monthly progress	<del>Mar 2017</del> Apr 2017 May 2017	23 Feb 17
Storage and transport options for the street sweeper	May 2017	23 Feb 17
CBD Landscaping Plan - including consideration of hanging flowers from light poles	<del>Apr 2017</del> June 2017	24 Nov 16
Quarterly Financial report with YTD actual and projected figures	Jun 2017	23 Mar 17
Update of TCMP Flyer	Jul 2017	24 Nov 16
Master Plan works monitoring by grids	Aug 2017	Aug 2013
TCMP funding and expenditure from inception of the fund in 1994	Aug 2017	23 Mar 17
Grid Monitor Expenditure	Aug 2017	23 Mar 17
Wifi Trial outcomes and potential options moving forward	Jan 2018	24 Nov 16

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Item: 06

Subject: STORAGE AND TRANSPORT OPTIONS FOR STREET SWEEPER

Presented by: Strategy and Growth, Jeffery Sharp

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## RECOMMENDATION

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

## Discussion

At the 23 February 2017 TCMP Meeting it was resolved:

*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.*

The CBD street sweeper was previously stored at the old cemetery toilet facilities at Kooloonbung Creek. This location is now too small for the new street sweeper and as a result the machine is now stored at the Koala Street depot.

In addition to the size of the cemetery amenities storage facility, this location presented a number of Work Health and Safety concerns relating to operator security during the early hours of the morning. On a number of occasions, the operator was confronted by people in the area which led to an increased concern for the operators safety and wellbeing.

The old SES building at the corner of Gordon Street and Lake Road was considered as an alternative site, however this location presents the same Work Health and Safety issues.

The Koala Street depot provides for daily maintenance to be undertaken in line with relevant Environmental Laws regarding the disposal of human contaminants which are often encountered by the street sweeper. In addition, this location also allows the operator to undertake pre-start checks and any associated minor maintenance. The ability to undertake regular maintenance in a timely manner also effectively assists in lengthening the useful life of the machine.

The street sweeper travels at approximately 45km per hour and takes between 7 to 10 minutes to make the journey from the Koala Street depot to the CBD. The return journey takes approximately 15 minutes on average, due to the mid morning traffic.

The Koala Street depot is currently considered to be the most appropriate location for the storage of the street sweeper. Given the travel time between the depot and the CBD, an alternate means of transport is not considered necessary.



## **AGENDA**

**TOWN CENTRE MASTER PLAN SUB-COMMITTEE**  
**25/05/2017**

### **Attachments**

Nil

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Item: 07

Subject: CBD MAINTENANCE IMPROVEMENTS - MONTHLY PROGRESS  
REPORT

Presented by: Strategy and Growth, Jeffery Sharp

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## RECOMMENDATION

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

## Discussion

At the 23 February 2017 Sub-Committee meeting it was resolved to:

*Request a monthly report on progress of CBD Maintenance improvements*

The following is a list of maintenance works that we completed in April 2017:

- Spraying / hand weeding on Short Street
- Pruned Strelizias on corner of Short Street / William Street adjacent to newsagency
- Spraying/ hand weeding on Short Street, Clarence Street, Town Green
- Spraying/ hand weeding on Town Green, Clarence Street, Hay Street
- Collection of fronds / branches in CBD
- Pruned Strelizias on Town Green and mulched garden bed
- Mulched Agapanthus beds on Clarence Street
- Pruned Tricolor on Clarence Street / Hay Street intersection
- Spraying/ hand weeding on Clarence Street, Hay Street, Sunset Parade and Murray Street
- Mulched Agapanthus beds on Clarence Street
- Rubbish removal throughout the CBD
- Hand weeding on William Street

It should be noted that the public holidays impacted on number of maintenance days available for April. A total of 10 of 15 available working days were spent in the CBD.

## Attachments

Nil