



# Town Centre Master Plan Sub-Committee

## Business Paper

**date of meeting:** Thursday 29 June 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.



**PORT MACQUARIE  
HASTINGS**

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

### **CHARTER**

---

#### **1.0 OBJECTIVES**

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

#### **2.0 KEY FUNCTIONS**

The key functions of the Sub-Committee are to:

- Make recommendations to Council regarding the development, review and amendment as required of the Town Centre Master Plan
- Make recommendations to Council on works priorities - Capital and maintenance - for the implementation of the Town Centre Master Plan
- Act as a communication conduit between Council and the CBD stakeholders in respect to the Town Centre Master Plan
- Make recommendations to Council regarding an annual Works Program and Budget to be adopted by Council as part of the annual Operational Plan
- Maintain an awareness of the capital expenditure of Town Centre Master Plan Reserves and make recommendations to Council regarding such expenditure.
- Raise funds other than rates and loans to fund the objectives of the Sub-Committee through partnerships with other stakeholders
- Make recommendations to the relevant Director in relation to purchasing, manufacturing, obtaining and supplying material for the promotion of the CBD from any external funds raised by the Sub-Committee
- Advocate for the Town Centre Master Plan and promote the advantages of the CBD to the wider community

#### **3.0 MEMBERSHIP**

##### **3.1 Voting Members**

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

##### **3.2 Non-Voting Members**

- There may be occasions where other attendees are required at Sub-Committee meetings, such as funding partners, independent people, other levels of government, client side project managers (if applicable), stakeholder engagement specialists and

other Council staff. Such people will be invited to Sub-Committee meetings on an as needs basis.

### **3.3 Obligations of Members**

- As per Section 226 (c) of the NSW Local Government Act 1993, the Mayor is the principal spokesperson for the governing body and Councillors that are members of a Sub-Committee are to obtain the 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.



**PORT MACQUARIE  
HASTINGS**

## Town Centre Master Plan Sub-Committee

### ATTENDANCE REGISTER

Member	24/11/16	23/02/17	23/03/17	27/04/17	25/05/17
Councillor G Hawkins (Chair)	✓	A	✓	A	A
Councillor M Cusato (Deputy Chair)	-	✓	✓	✓	✓
Jeffery Sharp (Director Strategy & Growth)	✓	✓	✓	✓	✓
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	✓	✓	✓	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	✓
Michael Nunez (TCMP Project Manager / Co-ordinator) (non-voting)	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 29 June 2017

## Items of Business

Item	Subject	Page
01	Acknowledgement of Country .....	<u>8</u>
02	Apologies.....	<u>8</u>
03	Confirmation of Minutes .....	<u>8</u>
04	Disclosures of Interest.....	<u>14</u>
05	Business Arising from Previous Minutes.....	<u>18</u>
06	CBD Landscaping Plan .....	<u>21</u>
07	Quarterly Financial Report .....	<u>28</u>
08	CBD Maintenance Improvements - Monthly Progress Report.....	<u>31</u>
09	General Business	



**PORT MACQUARIE  
HASTINGS**

---

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

---

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

---

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

---

**RECOMMENDATION**

That the apologies received be accepted.

---

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

---

**RECOMMENDATION**

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 25 May 2017 be confirmed.



---

**PRESENT**

***Members:***

Councillor Michael Cusato (Deputy Chair)  
Jeffery Sharp (Director Strategy and Growth)  
Rebecca Doblo (Landscape Architect)  
Michael Nunez (TCMP Project Manager / Co-ordinator)  
Jeff Gillespie (CBD Landowner)  
Robert Sagolj (CBD Landowner)  
Les Bailey (CBD Trader)  
Tony Thorne (Chamber of Commerce Representative)  
Michelle Love (Community Member)  
Sharon Beard (Access Committee Representative)

***Other Attendees:***

N/A

---

The meeting opened at 8:02am.

---

---

**01 ACKNOWLEDGEMENT OF COUNTRY**

---

The Acknowledgement of Country was delivered.

---

---

**02 APOLOGIES**

---

CONSENSUS:

That apologies from Councillor Hawkins and Michael Mowle be noted.

---

---

**03 CONFIRMATION OF MINUTES**

---

CONSENSUS:

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

---

---

## **04 DISCLOSURES OF INTEREST**

---

There were no disclosures of interest presented.

---

## **05 BUSINESS ARISING FROM PREVIOUS MINUTES**

---

### Item 5 – Business Arising – Boat Shed / Foreshore / Town Square / Pedestrian Facilities Investigation Workshop

Director Strategy and Growth met with DPI Lands 19 May 2017 regarding commercial moorings. DPI - Lands will investigate further.

The Hon. Melinda Pavey Minister for Road directed Cr Cusato to the local member regarding the foreshore walkway path between Town Green east and the Kooloonbung Creek Bridge funding opportunities.

### Item 6 – Lighting Audit and Essential Energy LED Trial

Director Strategy and Growth advised that Council are unable to roll out new light poles throughout the CBD.

### Item 7 - TCMP Webpage

Director Strategy and Growth advised TCMP Webpage is live and one enquiry has already been received.

### Item 08 - Cost Involved in the Provision of Additional Resources for CBD Maintenance

Council is seeking quotes for the removal of algae on Kooloonbung Creek bridge.

Michael Nunez is considering landscaping on Bridge approaches as part of the landscape plan.

### Item 9 - CBD Maintenance Improvements – Monthly Progress update

Council confirmed that aggregate has been sealed and are currently in discussions with contractor on times for resealing. Further updates will be provided in monthly report.

Council is to consider budget available for consultancy.

### Item 10 - General Business

DPI Lands to advise licence conditions regarding Commercial Wharfs.

---

---

**Item 08 - Motorcycle Parking Update**

Director Strategy and Growth confirm Motorcycle parking has already been marked out in the CBD and is currently in use.

Director Strategy and Growth advised line marking in Horton Street to be complete to highlight motorcycle parking.

**Town Square**

Director Strategy and Growth confirmed construction tender has been awarded to CPG and Bespoke Furniture tender was awarded to Street Furniture Australia.

**CONSENSUS:**

That the Sub-Committee

1. Councillor Hawkins and Jeff Gillespie to meet with Maritime Museum to discuss Heritage approval on Boat Shed modifications.
2. Councillor Cusato to set up a meeting with Local Member regarding foreshore walkway path between Town Green east and the Kooloonbung Creek Bridge.

Director Strategy and Growth to investigate cost and funding opportunities for disabled amenities in the Plaza Carpark and report back to the June meeting.

---

**06 STORAGE AND TRANSPORT OPTIONS FOR STREET SWEEPER**

---

**CONSENSUS:**

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

---

**07 CBD MAINTENANCE IMPROVEMENTS - MONTHLY PROGRESS REPORT**

---

**CONSENSUS:**

That the Sub-Committee request:

1. That footpath cleaning be included in the monthly report.
2. Staff investigate in conjunction with cleaning work line marking of intersections.
3. Landscape working group to reconvene in a months' time.

---

**08 GENERAL BUSINESS**

---

---

**08.01 WI-FI TRIAL**

---

Feedback was received on the Wi-Fi Trial landing page. The page should be tailored to tourists rather than Council's homepage.

CONSENSUS:

Director of Strategy and Growth investigate and implement with Group Manager Economic Development and Communications

---

---

**08.02 TAXI RANK**

---

CONSENSUS:

Council to follow up on the completion date for the Horton Street Taxi Rank. Report back at the June meeting.

---

---

**08.03 TOWN GREEN BBQ AREA**

---

Note that the Town Green BBQ area to be removed from this year's works due to budget constraints.

---

---

**08.04 BUS STOP SHORT STREET**

---

CONSENSUS:

Council to seek information from Busways on bus routes through Short Street in consideration of removing 1 bus stop with the installation of a pedestrian crossing.

---

---

## **08.05 TOWN CENTRE BANNERS**

---

Discussions held on the Committee to considering offering subsidised cost of installing banners associated with events.

### **CONSENSUS:**

Review of CBD banner poles to be included in the CBD Landscaping report in June.

---

## **08.06 TOWN CENTRE MASTER PLAN MEMBERSHIP ROLES**

---

Expressions of Interest for the following Town Centre Master Plan Membership roles are now being advertised:

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

Expression of Interest closes on the 15 June 2017 at 11.00am.

---

The meeting closed at 9:42am.

---

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

<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 <i>[Tick or cross one box.]</i>	<input type="checkbox"/> Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease trust, option or contract, or otherwise).  <input type="checkbox"/> Associated person of councillor has interest in the land.  <input type="checkbox"/> Associated company or body of councillor has interest in the land.
<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> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land.  <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain.  <input type="checkbox"/> Appreciable financial loss.

Councillor's 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<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 27/04/2017 25/05/2017
<b>Subject:</b>	Boat Shed / Foreshore / Town Square / Pedestrian Facilities Investigation workshop		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. General Manager to address funding for works, including specifically the lighting on Town Square with the State Member.</li> <li>2. Director Strategy and Growth report back to the Sub-Committee regarding a timeframe for completion of any actions from the Pedestrian Facilities Investigation workshop.</li> <li>3. Councillor Hawkins and Jeff Gillespie to meet with Maritime Museum to discuss Heritage approval on Boat Shed modifications.</li> <li>4. Councillor Cusato to set up a meeting with Local Member regarding foreshore walkway path between Town Green east and the Kooloonbung Creek Bridge.</li> <li>5. Councillor Cusato to include information regarding modular self-cleaning amenity units in his discussions regarding the Plaza Car Park with the Mayor</li> <li>6. Director Strategy and Growth to investigate cost and funding opportunities for disabled amenities 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 the June meeting.</li> <li>2. Verbal update to be provided at the June meeting.</li> <li>3. Verbal update to be provided at the June meeting.</li> <li>4. Councillor Cusato to provide a verbal update at the June meeting.</li> <li>5. Councillor Cusato to provide a verbal update at the June meeting.</li> <li>6. Verbal update to be provided at the June meeting.</li> </ol>		

<b>Item:</b>	08	<b>Date:</b>	27/04/2017 25/05/2017
<b>Subject:</b>	Cost Involved in the Provision of Additional Resources for CBD Maintenance		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Director Strategy and Growth 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.</li> <li>2. Director Strategy and Growth investigate budget allocations for the preliminary and detailed design works for Clarence Street and William/Short Street intersection as proposed in this report.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Verbal update to be provided at the June meeting.</li> <li>2. Verbal update to be provided at the June meeting.</li> </ol>		

<b>Item:</b>	09	<b>Date:</b>	25/05/2017
<b>Subject:</b>	CBD Maintenance Improvements - Monthly Progress Update		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. That footpath cleaning be included in the monthly CBD Maintenance Improvement Monthly Progress Report.</li> <li>2. Staff investigate in conjunction with cleaning work line marking of intersections.</li> <li>3. Landscape working group to reconvene in a months' time.</li> </ol>		

<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. An update on footpath cleaning be included in the June report.</li> <li>2. Verbal update to be provided at the June meeting.</li> <li>3. Verbal update to be provided at the June meeting.</li> </ol>
------------------------	---

<b>Item:</b>	10	<b>Date:</b>	27/04/2017 25/05/2017
<b>Subject:</b>	General Business		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Councillor Cusato raise the pedestrian access issues along Gordon Street with the Mayor, specifically regarding works to enable safe access across Gordon Street.</li> <li>2. Director Strategy and Growth request a copy of the current contract between the Marina and DPI-Lands for the wharf, specifically regard commercial use purposes.</li> <li>3. Director Strategy and Growth to provide an update to the Sub-Committee through business arising regarding the stormwater issues at Barracks Lane.</li> <li>4. Director of Strategy and Growth investigate and implement and update on the Wi-Fi Trial landing page with Group Manager Economic Development and Communications.</li> <li>5. Council to follow up on the completion date for the Horton Street Taxi Rank. Report back at the June meeting.</li> <li>6. Council to seek information from Busways on bus routes through Short Street inconsideration of removing 1 bus stop with the installation of a pedestrian crossing.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Councillor Cusato to provide a verbal update at the June meeting.</li> <li>2. Verbal update to be provided at the June meeting.</li> <li>3. Verbal update to be provided at the June meeting.</li> <li>4. Group Manager Economic Development and Communications has advised the landing page when people log-into our free Wi-Fi is <a href="http://www.portmacquarieinfo.com.au">www.portmacquarieinfo.com.au</a>. This is the Greater Port Macquarie Tourism website (managed by Council's Economic Development Team). It provides a vast array of information on what's on in the Port Macquarie-Hastings region, attractions, activities, restaurants and accommodation. It also includes a "Live Work Invest here" page which provides an introduction to doing business here. The intent in using <a href="http://www.portmacquarieinfo.com.au">www.portmacquarieinfo.com.au</a> as the landing page was to connect with visitors and encourage them to take the time to explore more of the things to see and do in our region.</li> <li>5. Verbal update to be provided at the June meeting.</li> <li>6. Buses travel around the Port Macquarie CBD in a two-way direction since the network changes in 2013. This necessitated bus zone pairs to be operational on both sides of the road at Clarence St, Short St (north) and Short St (south), and increased the required number of bus zones compared to the one-way loop. The bus zones on both sides of Short Street, between William Street and Hayward Street are currently used by Busways service and also the occasional charter service, i.e. buses travel both north-bound and south-bound on Short St. Council contacted Busways regarding the length of these two zones and their response was as follows: <i>"In regards to the length of bus stop zones. More than one bus can be in the bus zone picking up/setting down"</i></li> </ol>		

	<i>passengers at any one time. This is either scheduled or unscheduled. Scheduled in regards to service frequency, unscheduled when services are interrupted by roadwork's (anywhere), diversions or Charter Operators (not often) or Coaches (not often) using the zone. If the bus zones are reduced in size, the buses waiting to enter the bus zone would block traffic movement and become safety issues for both vehicle drivers and pedestrians."</i>
--	--

<b>Item:</b>	08 - Motorcycle Parking	<b>Date:</b>	23/2/2017 23/3/2017 27/04/2017 25/05/2017
<b>Subject:</b>	Motorcycle Parking update		
<b>Action Required:</b>	1. Director Strategy and Growth engage the local Motorcycle businesses and social media in advertising the new motorcycle parking opportunities.		
<b>Current Status:</b>	1. Verbal update to be provided at the June meeting.		

<b>Item:</b>		<b>Date:</b>	27/04/2017 25/05/2017
<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. Verbal update to be provided at the June meeting.		

Reports to future meetings		
Report	Due Date	Requested
CBD Maintenance improvements monthly progress	Monthly	23 Feb 17
CBD Landscaping Plan - including consideration of hanging flowers from light poles and review of CBD Banner poles.	Apr 2017 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
Quarterly Financial report with YTD actual and projected figures	September 2017	23 Mar 17
Wifi Trial outcomes and potential options moving forward	Jan 2018	24 Nov 16



---

Item: 06

Subject: CBD LANDSCAPING PLAN

Presented by: Strategy and Growth, Jeffery Sharp

---

## RECOMMENDATION

That the TCMP Sub Committee:

1. Adopt the William Street West Entryway plans for implementation.
2. Note the monthly report schedule proposed on the development of the Soft Landscaping Plans and banner poles within the Port CBD.

## Discussion

The CBD Landscaping plans will be developed over coming months. The William Street bridge area has been reviewed and plans prepared for landscape upgrades in conjunction with the bridge cleaning. As a gateway to the CBD, the bridge and its surrounds need to display a more manicured presentation. The plans include 2 stages. The first stage (attached: William Street West Entryway) recommends softscape improvements including groundcovers, trees, painting and cleaning. The second stage includes larger changes to the hardscape including improving accessibility beneath the bridge and some minor retaining walls with additional planting. Details of Stage 2 are to be discussed at the meeting.

Landscaping plans are being developed for the other areas as agreed in the April meeting. It is proposed to report back with the following plans:

- Overall Street Tree Master Plan- July
- Hanging Baskets/ Planters/ Understorey Planting - July
- William Street Concept Plan - August
- Horton Street Improvements - September
- Clarence Street detailed concept - October
- Clarence Street detailed design - February

The May meeting resolved that the CBD banner poles should be reviewed as a part of the CBD Landscaping. The banner plan including cost estimates and proposed staging is currently under development and will be presented at the June meeting.

## Attachments

1 [View](#). William Street West Entryway























---

Item: 07

Subject: QUARTERLY FINANCIAL REPORT

Presented by: Strategy and Growth, 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 Strategy and Growth present a quarterly report to the Sub-Committee meeting on the quarterly financial position of the TCMP Reserve.*

Below is a high level summary of the proposed position of the Reserve for the 2016 – 2017 financial year;

<b>TCMP High Level Funds Summary 2016/17</b>		
	<b>BUDGET</b>	<b>ACTUAL</b>
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	-\$440,159
Works Program Expenses	-\$4,648,272	-\$749,673
<b>Projected Reserve Balance at June 2017</b>	<b>\$1,272,405</b>	
<b>Current Position 19 June 2017</b>		<b>\$5,337,079</b>

Attached is a financial spreadsheet showing the actual expenditure for the 2016-17 financial year to date. An A3 hard copy will be provided at the June meeting.

**Attachments**

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

Port Macquarie Town Centre Masterplan Financial Model															
Job No	2013/14	2014/15	2015/16	2016/17 YTD Budget	2016/17 YTD Actuals (incl commitments)	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
% Rate Increase						1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
General Increase						2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Expenditure % Increase						2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Operational Income															
11320 Gross Levy - Special Rates	1,042,400	1,066,400	1,091,900	1,111,600	1,111,600	1,111,600	1,128,274	1,145,198	1,162,376	1,179,812	1,197,509	1,179,812	1,197,509	1,215,472	1,197,509
Sundry Income	92	30													
40145 Contribution From General Fund	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
Income from Roadside Cales	22,754	35,647	54,063	50,000	50,000	50,000	51,000	52,020	53,060	50,000	51,000	54,122	51,000	52,020	55,204
TOTAL OPERATIONAL INCOME	1,205,246	1,242,077	1,285,963	1,301,600	1,301,600	1,301,600	1,319,274	1,337,218	1,355,436	1,369,812	1,388,509	1,373,933	1,388,509	1,407,492	1,392,713
00389.3007 Advertising	1,175	71	1,003	300	0	300	306	312	318	325	331	338	345	351	359
00389.3076 Brickwork	33	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00389.3173 Contract Administration	0	0	0	2,000	0	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390
00389.3180 Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00389.3210 Consultants	10,179	0	0	5,000	0	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858	5,975
00389.3236 Electrical	906	1,892	539	5,500	342	5,500	5,610	5,722	5,837	5,953	6,072	6,194	6,318	6,444	6,573
00389.3300 Landscape Maintenance	37,532	42,691	28,968	59,999	107,152	61,500	62,730	63,965	65,264	66,570	67,901	69,259	70,644	72,057	73,498
00389.3307 Footpaths - Maintenance	73,924	40,825	13,296	30,000	34,861	30,800	31,416	32,044	32,685	33,339	34,006	34,686	35,380	36,087	36,809
00389.3353 Bollards/Barriers	5,849	5,894	4,752	14,999	28,125	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
00389.3408 Insurances	19	19	17	0	0	0	0	0	0	0	0	0	0	0	0
00389.3464 Litter Bins	102	1,305	0	4,800	0	4,900	4,998	5,098	5,200	5,304	5,410	5,518	5,629	5,741	5,856
00389.3490 Maintenance of Barriers	18,897	26,720	21,937	37,000	3,394	37,900	38,658	39,431	40,220	41,024	41,845	42,682	43,535	44,406	45,294
00389.3496 Marketing & Promotion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00389.3506 Telephones	0	0	29	0	22	0	0	0	0	0	0	0	0	0	0
00389.3576 Oncost Adjustment	-7,363	-5,117	-5,874	0	0	0	0	0	0	0	0	0	0	0	0
00389.3655 Printing	130	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00389.3665 Project Management	77,871	118,987	81,984	133,435	11,055	133,435	136,104	138,828	141,602	144,434	147,323	150,269	153,275	156,340	159,467
00389.3722 Road Marking	1,858	9,171	2,388	30,000	7,027	30,800	31,416	32,044	32,685	33,339	34,006	34,686	35,380	36,087	36,809
00389.3806 Sign Maintenance	0	0	1,500	1,500	0	1,500	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793
00389.3940 Street Lighting	41	0	0	21,605	0	22,100	22,542	22,993	23,453	23,922	24,400	24,888	25,386	25,894	26,412
00389.3941 Street Seats	29,446	20,255	3,778	4,000	6,153	4,100	4,182	4,266	4,351	4,438	4,527	4,617	4,710	4,804	4,900
00389.3942 Street Sweeping Contribution	81,008	81,950	75,121	91,546	83,917	83,800	95,676	97,590	99,541	101,532	103,563	105,634	107,747	109,902	112,100
00389.3949 Sundry Expenses	0	9	1,326	2,700	5,273	200	204	208	212	216	221	225	230	234	239
00389.4223 Tastings of the Hastings	455	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00389.3894 Travelling	0	0	218	1,500	517	1,500	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793
00389.4277 Leaseback Vehicles	0	0	5,900	11,800	12,773	11,800	12,036	12,277	12,522	12,773	13,028	13,289	13,554	13,826	14,102
00389.4453 Parking Strategy Integration with TCMP	0	0	1,098	1,000	0	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195
00389.4454 Christmas Celebrations & Special Activities	9,663	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00389.4510 Footpath Cleaning	0	94,950	99,893	102,400	99,943	105,000	107,100	109,242	111,427	113,655	115,928	118,247	120,612	123,024	125,485
00389.4146 Flagpole Repainting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00389.4693 WiFi Trial	341,733	439,622	336,423	561,095	399,796	568,435	579,804	591,400	603,228	615,292	627,598	640,150	652,953	666,012	679,332
TOTAL Maintenance Expenditure															
Interest on Loans	0	0	0	0	0	135,191	123,617	111,572	99,036	85,990	72,413	58,283	43,578	28,274	28,274
Principle Repayment	0	0	0	0	0	284,339	295,913	307,959	320,494	333,540	347,117	361,247	375,952	391,256	391,256
Total Loan Repayments															
00381.3006 Administration Charge	7,945	6,688	6,495	7,286	6,868	7,676	7,830	7,986	8,146	8,309	8,475	8,644	8,817	8,994	9,174
00381.3064 Building Costs	2,640	2,192	2,192	2,653	2,640	2,927	2,986	3,045	3,106	3,168	3,232	3,296	3,362	3,429	3,498
00381.3391 Human Resource Charge	7,190	2,516	2,516	3,478	3,190	3,478	3,549	3,620	3,692	3,766	3,841	3,918	4,006	4,076	4,158
00381.3397 IT Charge	11,715	8,251	8,251	10,939	9,785	10,939	11,195	11,453	11,713	11,973	12,235	12,500	12,768	13,038	13,310
00381.3405 Management Charge	18,153	14,266	21,449	24,079	22,077	24,087	24,369	25,000	25,681	26,073	26,594	27,168	27,668	28,222	28,766
00381.4007 Survey & Design Overhead	17,816	15,195	13,713	17,372	0	0	0	0	0	0	0	0	0	0	0
00381.4508 Centralised Construction Overhead	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Overheads	43,914	49,231	69,385	45,149	41,393	45,564	46,496	47,426	48,374	49,342	50,328	51,335	52,362	53,409	54,477
TOTAL OPERATIONAL EXPENDITURE	385,647	489,853	405,080	606,234	440,159	1,033,549	1,045,930	1,059,356	1,071,132	1,084,164	1,097,457	1,111,015	1,124,845	1,138,951	1,153,340
OPERATIONAL RESULT	819,599	755,224	880,175	695,366	861,441	268,051	273,444	278,863	284,304	285,648	291,052	262,918	263,664	268,540	239,373
Capital Income															
Loan Funding															
Total Works Program Income	0	0	0	3,425,000	0	0	0	0	0	0	0	0	0	0	0
Works Programme															
41035.9999 Port Macquarie Foreshore Works (Pedestrian Bridge)	484,456	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41074.3987 Buller/Hollingsworth St Traffic Signals	11,352	12,982	0	0	0	0	0	0	0	0	0	0	0	0	0
41075.9999 Kooloonung Creek Foreshore	1,190	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41092.9999 TCMP Rehabilitation	36,201	158,452	145,189	0	0	0	0	0	0	0	0	0	0	0	0
41093.9999 William St - Hay to Murray	5,438	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41105.9999 Murray St - Upgrade	2,957	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41163.9999 Horton St - Repair Pavers	73,369	156,902	0	0	0	0	0	0	0	0	0	0	0	0	0

Report - TCMP Financial Model predicted end of year position - March 2017



Report - TCMP Financial Model predicted end of year position - March 2017

---

Item: 08

Subject: CBD MAINTENANCE IMPROVEMENTS - MONTHLY PROGRESS  
REPORT

Presented by: Strategy and Growth, Jeffery Sharp

---

## 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 garden maintenance works that were completed in May 2017:

- Pruned Trachelospermum 'Aziaticum' in Clarence Street
- Pruned / sprayed Trachelospermum 'Aziaticum' in Buller/ Hollingworth Streets
- Pruned Hardenbergia, Tricolor, Jasmine and Alternanthera in Clarence Street
- Pruned Golden Cane Palms out the front of Pancake Place, Cedros and Winkys.
- Pruned Tricolor, Jasmine and Acmena on William Street
- Pruned Jasmine and Murraya on Murray Street
- Underpruned trees in Short Street
- Collection of fronds / branches in CBD
- Sprayed / hand weeded William Street, Hayward Street, Horton Street and Town Green
- Selective spraying for nutgrass on Short Street, Hay Street and Murray Street
- Hand weeding in Short Street and Clarence Street
- Mulched Tricolor beds in Clarence Street and Murray Street
- Rubbish removal throughout the CBD
- Sprayed in Food For Less Car park
- Mulching on Short Street

A total of 13 of 19 available working days were spent in the CBD on garden maintenance. 6 days were spent median spraying outside of the CBD.

Days spent in CBD = 13

Days Median Spraying Outside CBD= 6

Days with 2 staff = 10

Days with 3 staff = 9

Total Work Days = 19

CBD quarterly footpath cleaning started on Monday 5 June 2017 and has now been completed. Sealing of the CBD footpaths was deferred due to bad weather and will be completed by Thursday 22 June 2017 subject to weather conditions.

**Attachments**

Nil