



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday 27 July 2017

location: Emergency Operations Centre
Council Chambers
17 Burrawan Street
Port Macquarie

time: 8.00am

Town Centre Master Plan Sub-Committee

CHARTER

1. ROLE

- 1.1 The Committee has the responsibility to make recommendations regarding the development, review and amendment as required of the Town Centre Master Plan.
- 1.2 To recommend works priorities – Capital and Maintenance - to Council for the implementation of the Town Centre Master Plan.
- 1.3 To act as a communication conduit between Council and the CBD stakeholders in respect to the Town Centre Master Plan.
- 1.4 Advocate for the Town Centre Master Plan to the community.
- 1.5 To recommend an annual Works Program and Budget to be adopted by Council as part of the IP&R Framework.
- 1.6 To review expenditures of funds raised externally to Council.

2. DELEGATED AUTHORITIES

- 2.1 To oversee appropriately authorised funds allocated to the Town Centre Master Plan Sub-Committee by Council within the approved budget.
- 2.2 To raise funds other than rates and loans to fund the objectives of the Sub-Committee through partnerships with other stakeholders i.e. Port Macquarie Chamber of Commerce; Tourism Board.
- 2.3 To promote the advantages of the CBD inside and outside the area.
- 2.4 To propose Press Releases promoting, informing and supporting the Town Centre Master Plan project.
- 2.5 From any external funds raised by the Sub-Committee purchase, manufacture, obtain and supply material for the promotion of the CBD.
- 2.6 Establish Working Parties as deemed appropriate.

3. SUB-COMMITTEE MEMBERSHIP

- 3.1 Sub-Committee members will comprise of:
 - Councillor (Chairperson)
 - Council Director Infrastructure & Asset Management
 - Council Group Manager Infrastructure Delivery
 - Council Group Manager Transport & Stormwater Network
 - 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)
 - Non Council Members will be appointed for a two (a) / three (b) year terms. Terms will be staggered so that every year expressions for new members (a) or (b) will be called depending on rotation.
- 3.2 The Councillor appointed to the TCMP will hold the position of Chairperson.

- 3.3 The role of the Chairperson shall be:
- Chairperson of meetings of the Town Centre Master Plan Sub-Committee
 - Representative of Sub-Committee, as appropriate
 - Attend Council Sub-Committee meetings, as appropriate
- 3.4 Additional people with specialised relevant background and expertise may be invited to assist the Committee with specific projects and/or time periods as determined by the Committee. These attendees will have no voting rights.

4. MEETINGS

- 4.1 Meetings will be held monthly depending on demand.
- 4.2 Topics for the agenda should be forwarded to the Chairperson no later than 14 days prior to the meeting date.
- 4.3 Meeting agendas will be circulated to members at least 7 days prior to the meeting.
- 4.4 Minutes from TCMP meetings will be circulated to members within 7 days of the meeting having taken place.
- 4.5 Members must declare, in writing, any interest in any report and/or agenda item before the meeting.

5 QUORUM

- 5.1 A quorum will consist of at least 50% plus one members of the committee, at least one of whom must be a full time Council Employee and at least 3 of whom must not be Council members.

6 VOTING

- 6.1 Voting on recommendations are made by consensus and all decisions regarding the allocation of funding for works must be stated precisely for inclusion in the minutes.

7 COMMUNICATION

- 7.1 Members of the Sub-Committee are not permitted to speak to the media as representatives of the Committee unless approved by the Chairperson.
- 7.2 Where approval has been sought from (and granted by) the Chairperson, views and opinions expressed are those of the Town Centre Master Plan Sub-Committee and not of Port Macquarie-Hastings Council.
- 7.3 When endorsement is required from Port Macquarie-Hastings Council, approval must be sought through the formal process.

8 PARENT COMMITTEE

- 8.1 Ordinary Council Meeting.

9 CODE OF CONDUCT

- 9.1 All members of the Committee are to abide by Council's Code of Conduct.

Town Centre Master Plan Sub-Committee

ATTENDANCE REGISTER

Member	23/02/17	23/03/17	27/04/17	25/05/17	29/06/17
Councillor G Hawkins (Chair)	A	✓	A	A	✓
Councillor M Cusato (Deputy Chair)	✓	✓	✓	✓	A
Jeffery Sharp (Director Strategy & Growth)	✓	✓	✓	✓	✓
Rebecca Doblo (Landscape Architect)	✓	✓	A	✓	✓
Jeff Gillespie (CBD Landowner 2016-2018)	✓	✓	✓	✓	✓
Robert Sagolj (CBD Landowner 2016-2018)	✓	A	✓	✓	A
Michael Mowle (CBD Trader with expertise 2016-2018)	✓	✓	✓	A	A
Les Bailey (CBD Trader 2015-17)	✓	A	✓	✓	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	✓	✓

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology

Town Centre Master Plan Sub-Committee Meeting

Thursday 27 July 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 29 June 2017 be confirmed.



PRESENT

Members:

Councillor Geoffrey Hawkins (Chair)
Jeffery Sharp (Director Strategy & Growth)
Rebecca Doblo (Landscape Architect)
Jeff Gillespie (CBD Landowner)
Tony Thorne (Chamber of Commerce Representative)
Michelle Love (Community Member)
Sharon Beard (Access Committee Representative)
Michael Nunez (TCMP Project Manager / Co-ordinator)

Other Attendees:

Councillor Robert Turner

The meeting opened at 8:03am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That apologies from Robert Sagolj, Michael Mowle, Les Bailey and Councillor Michael Cusato be noted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

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

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

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

Director Strategy and Growth provided actions from the Pedestrian Facilities Investigation workshop.

Jeff Gillespie confirmed a meeting has been held with Steve Booker, Council Heritage Advisor regarding Maritime Museum. Mr Booker confirmed that he has undertaken an assessment Maritime Museum.

Michael Nunez provided an update on the self – cleaning amenity units at Plaza Car Park. Council advised funding contribution of \$80,000 from the Access Committee.

Item 8 – Cost Involved in the Provision of Additional resources for CBD Maintenance

An update on maintenance to the landscaping on both approaches to the Kooloonbung Creek Pedestrian Bridge and the removal of algae build up on the bridge structure was provided in the CBD Landscaping Plan report.

Item 9 – CBD Maintenance Improvements – Monthly Progress Update

An update on footpath cleaning was included in the monthly CBD Maintenance Improvement Monthly Progress Report. Michael Nunez confirmed that the footpath cleaning and resealing has been completed.

Item 10 – General Business

Director Strategy and Growth confirmed the Wi Fi Trail landing page is www.portmacquarieinfo.com.au

CONSENSUS:

1. Director Strategy and Growth to provide a report on the Maritime Museum at the next meeting. The report to include steps required to progress the Development Application including indicative costs.
 2. Director Strategy and Growth to contact DPI Lands regarding future Expression of Interest process for the Plaza Car Park.
 3. 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
 4. Director Strategy and Growth to provide a report on stormwater issues at Barracks Lane at the next meeting.
 5. Director Strategy and Growth to discuss with Group Manager Economic
-

Development and Communications potential banner advertising for local business on the trail Wi-Fi landing page.

6. Director Strategy and Growth to undertake a review of Bus Stops within Port Macquarie CBD with particular focus on Short Street.

Item 08 Motorcycle Parking

Director Strategy and Growth confirmed that Motorcycle Parking is now complete and operational in the CBD.

CONSENSUS:

1. Director Strategy and Growth to liaise with Group Manager Economic Development and Communications on social media advertising on new Motorcycle parking opportunities.

Item 01 Town Square

An update was provided on the current Town Square Works Program.

Town Square Civil works budget was confirmed at \$3.5 million with \$500,000 available as a contingency.

Archaeological excavation currently being undertaken out the front of the CWA in relation to historical drainage and building footings.

An Archaeologist is available at all times during the Town Square works as there is potential for other archaeological items to be discovered.

Main risks to the Town Square works program are archaeological findings and delays due to wet weather with 2 days delay experienced already.

Completion date for the Town Square works is 19 November 2017, works around the cenotaph to be completed by Remembrance Day.

A sample of the proposed granite to be used in the Town Square was presented.

Bespoke outdoor furniture design was presented and it was confirmed Council is installing umbrella sleeves throughout the CBD.

Current community engagement activities to local business on Town Square works was confirmed.

Media Releases will be sent out providing updates during the Town Square Works Program, the time lapse camera has been installed and Council drone is being used to record progress of works.

Town Square staging works program was presented and it was confirmed that access to all business would be provided for the duration of works.

CONSENSUS:

-
1. Director Strategy and Growth to report back on the consistent approach how Council is to inform CBD traders on protocol throughout CBD. The report to include process of installation of umbrella's and standards, furniture style/standards and planting.
 2. Director Strategy and Growth to ensure engagement continues with local community groups advising of Town Square works till November 2017.
 3. A sample of proposed red umbrella fabric to be presented at the next meeting. Council to provide specifications relating to fabric susceptibility of fading and stain resistance.
 4. A Town Square Monthly Progress Report providing updates on the program of works and budget to be presented to each meeting until completed of the works.
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06 CBD LANDSCAPING PLAN

CBD Landscaping plan was presented.

CONSENSUS:

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.
 3. Jeff Gillespie has requested the next CBD Landscaping Plan report include financial estimate for the replacement of 42 new banner poles within the CBD and to note impact on financial reserves. Report to also include indicative banner costs.
-

07 QUARTERLY FINANCIAL REPORT

Quarterly financial report was presented.

CONSENSUS:

1. That the Town Centre Master Plan sub-Committee note the information provided in this report.
 2. Councillor Geoff Hawkins requested confirmation of the Town Centre Loan Term be reported back to the next meeting.
 3. Any further feedback on the Quarterly Financial Report to be discussed at the July meeting.
-

08 CBD MAINTENANCE IMPROVEMENTS - MONTHLY PROGRESS REPORT

CBD Maintenance Improvement Progress Report was presented.

CONSENSUS:

1. That the Sub-Committee note the information provided in this report.
2. Councillor Geoff Hawkins requested that the removal of debris from ground lighting within the CBD be incorporated as part of the CBD Maintenance Improvement works.

09 GENERAL BUSINESS

09.01 TOWN CENTRE MASTER PLAN EXPRESSION OF INTEREST

Town Centre Master Plan Expression of Interest submissions are currently under evaluation with a report to be presented at the July Ordinary Council meeting.

The meeting closed at 10:50am.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

Name of Meeting:
Meeting Date:
Item Number:
Subject:
.....

I, declare the following interest:

☐**Pecuniary:**

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

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

Councillor's 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:	05 - Business Arising	Date:	23/3/2017 27/04/2017 25/05/2017 29/06/2017
Subject:	Boat Shed / Foreshore / Town Square / Pedestrian Facilities Investigation workshop		
Action Required:	<ol style="list-style-type: none"> 1. General Manager to address funding for works, including specifically the lighting on Town Square with the State Member. 2. Councillor Cusato to set up a meeting with Local Member regarding foreshore walkway path between Town Green east and the Kooloonbung Creek Bridge. 3. Councillor Cusato to include information regarding modular self-cleaning amenity units in his discussions regarding the Plaza Car Park with the Mayor. 4. Director Strategy and Growth to provide a report on the Maritime Museum at the next meeting. The report to include steps required to progress the Development Application including indicative costs. 5. Director Strategy and Growth to contact DPI Lands regarding future Expression of Interest process for the Plaza Car Park 6. 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. 		
Current Status:	<ol style="list-style-type: none"> 1. Verbal update to be provided at the July meeting. 2. Councillor Cusato to provide a verbal update at the July meeting. 3. Councillor Cusato to provide a verbal update at the July meeting. 4. A report to be provided at the August meeting as information is not available at the time of finalising the July meeting agenda. 5. Verbal update to be provided at the July meeting. 6. Verbal update to be provided at the July meeting. 		

Item:	09	Date:	25/05/2017 29/06/2017
Subject:	CBD Maintenance Improvements - Monthly Progress Update		
Action Required:	1. Landscape working group to reconvene in a months' time.		
Current Status:	1. Verbal update to be provided at the July meeting.		

Item:	10	Date:	27/04/2017 25/05/2017 29/06/2017
Subject:	General Business		
Action Required:	<ol style="list-style-type: none"> 1. 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. 2. Director Strategy and Growth to provide a report on stormwater issues at Barracks Lane at the next meeting. 3. Director Strategy and Growth to discuss with Group Manager 		



AGENDA**TOWN CENTRE MASTER PLAN SUB-COMMITTEE****27/07/2017**

	<p>Economic Development and Communications potential banner advertising for local business on the trail Wi-Fi Trial landing page.</p> <p>4. Director Strategy and Growth to review of Bus Stops within Port Macquarie CBD with particular focus on Short Street.</p>
Current Status:	<p>1. Verbal update to be provided at the July meeting.</p> <p>2. Report provided at the July meeting.</p> <p>3. Verbal update to be provided at the July meeting.</p> <p>4. Verbal update to be provided at the July meeting.</p>

Item:	08 - Motorcycle Parking	Date:	23/2/2017 23/3/2017 27/04/2017 25/05/2017 29/06/2017
Subject:	Motorcycle Parking update		
Action Required:	1. Director Strategy and Growth to liaise with Group Manager Economic Development and Communications on social media advertising on new Motorcycle parking opportunities.		
Current Status:	1. Verbal update to be provided at the July meeting		

Item:	01	Date:	27/04/2017 25/05/2017 29/06/2017
Subject:	Town Square		
Action Required:	<p>1. Director Strategy and Growth to report back on the consistent approach how Council is to inform CBD traders on protocol throughout CBD. The report to include process of installation of umbrella's and standards, furniture style/standards and planting.</p> <p>2. Director Strategy and Growth to ensure engagement continues with local community groups advising of Town Square works till November 2017.</p> <p>3. A sample of proposed red umbrella fabric to be presented at the next meeting. Council to provide specifications relating to fabric susceptibility of fading and stain resistance.</p> <p>4. A Town Square Monthly Progress Report providing updates on the program of works and budget to be presented to each meeting until completion of the works.</p>		
Current Status:	<p>1. Verbal update to be provided at the July meeting.</p> <p>2. Verbal update to be provided at the July meeting.</p> <p>3. Examples to be provided at the next meeting.</p> <p>4. A report provided at the July meeting.</p>		

Item:	07	Date:	29/06/2017
Subject:	Quarterly Financial Report		
Action Required:	<p>1. Councillor Geoff Hawkins requested confirmation of the Town Centre Loan Term be reported back to the next meeting.</p> <p>2. Any further feedback on the Quarterly Financial Report to be discussed at the July meeting.</p>		
Current Status:	<p>1. Verbal update to be provided at the July meeting.</p> <p>2. Further feedback to be provided at the July meeting.</p>		



Reports to future meetings		
Report	Due Date	Requested
CBD Maintenance improvements Monthly Progress Report	Monthly	23 Feb 17
CBD Landscaping Plan	Apr 2017 June 2017 July 2017	24 Nov 16
Update of TCMP Flyer	Jul 2017	24 Nov 16
Town Square Monthly Progress Report	Monthly	29 June 17
Stormwater at Barracks Lane	July 2017	June 2017
Master Plan works monitoring by grids	Aug 2017	Aug 2013
Maritime Museum	Aug 2017	June 2017
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	Sept 2017	23 Mar 17
Wifi Trial outcomes and potential options moving forward	Jan 2018	24 Nov 16



Item: 06

**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 completed in June 2017:

- Mulching in Short Street,
- Rubbish removal throughout the CBD
- Collection of fronds / branches throughout the CBD
- Removal of Lomandras from Buller and William Street footbridge gardens
- Strelizia deadheading throughout the CBD
- Hand weeding throughout the CBD
- Mulching in Clarence Street
- Removed Nandinas from Town Green cenotaph
- Replanting in bare gardens on Hayward Street
- Watered Nandinas on Hayward Street
- Mulching Clarence Street

The above work was undertaken over 18 days, with 12 days spent in the CBD. Two Council Staff members undertook 5 days work with three Council Staff members undertaking 13 days work in and around the CBD area.

Total Working Days - 18

Days in CBD - 12

Days with 2 staff - 5

Days with 3 staff - 13

Attachments

Nil

Item: 07

Subject: UPDATE ON THE TOWN CENTRE MASTER PLAN FLYER

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

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

Discussion

Attached is a revised draft Town Centre Master Plan Achievements flyer for review and feedback.

The last Town Centre Master Plan Achievement flyer was distributed at the end of 2016 to local businesses, with the Director Strategy and Growth distributing to CBD property owners via post. Mr Tony Thorne through the Chamber of Commerce arranged email distribution of the flyer to business owners.

Attachments

1 [View](#). Town Centre Master Plan Flyer

P O R T M A C Q U A R I E

Town Centre Master Plan

Property Owners within the Port Macquarie CBD pay a special levy for streetscape, landscaping and beautification works in the Port Macquarie CBD. This levy was formally introduced in 1989 after being established by a group of prominent business owners. Port Macquarie-Hastings Council has worked with the Town Centre Master Plan Committee to revitalise the CBD using money raised from the levy, grants and other funding since that time.

Since July 2016 the Town Centre Master Plan Reserve has funded the following works:

- Commencement of Town Square development (right)
- Town Green East Concept Plan and detailed design
- Commencement of Town Green East upgrade
- Signage and banner pole upgrades
- Streetscape improvements on Short Street
- Annual funding of ongoing street sweeping & footpath sealing cleaning program
- Design for redevelopment of foreshore
- CBD Landscape design and upgrade



- Street furniture replacement
- Ongoing landscape upgrades
- Upgrade to bins in CBD area
- Installation of CBD motorcycle parking

pmhc.nsw.gov.au



Item: 08

Subject: STORMWATER AT BARRACKS LANE

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Sub Committee note the current status of drainage issues in Barracks Lane.

Discussion

Drainage issues within the CBD continue to be an area requiring management from time to time.

An upgrade to Barracks Lane has also been the discussed at Sub Committee Meetings over a long period, with no priority or resolution to date.

A current issue at Barracks Lane has been under review and PMHC staff have provided a response to King & Campbell.

Generally centring on Bourne House, the drainage infrastructure in the immediate area is not appropriate to cater to all the properties discharging to Barracks Lane.

With design work to commence from within existing PMHC stormwater design budgets, the Committee is being made aware of this issue and may wish to consider future works in the area.

Attachments

1 [View](#). Correspondence regarding Bourne House and Barracks Lane Stormwater

Port Macquarie-Hastings Council
PO Box 84
Port Macquarie
NSW Australia 2444
DX 7415
e council@pmhc.nsw.gov.au



ABN 11 236 901 601



29 June 2017

Refers to: Barracks Lane

Tony Thorne
King and Campbell
PO Box 243
Port Macquarie NSW 2444

Dear Tony

**RE: BOURNE HOUSE AND BARRACKS LANE STORMWATER
LOT 100 DP 1193420, 10 SHORT STREET PORT MACQUARIE**

I refer to your letter dated 3 March 2017 and to the subsequent investigations undertaken by Council staff into the existing stormwater drainage issues effecting Bourne House, Port Macquarie.

I advise that Council has now concluded the initial phase of investigations into the range of issues affecting this laneway and property and offer the following advice / solutions to the issues raised in your letter referred to above:

- Issue 1 - Drainage in the east-west section of Barracks Lane

Council maintenance staff coordinated the cleaning and CCTV of the small diameter stormwater pipeline servicing the grated drain crossing the entry to the east-west portion of Barracks Lane during late March 2017. At this time, the alignment of the stormwater system was confirmed and the remaining debris cleaned from the system as per your prior request.

In relation to your request for Council to undertake further works to this piped drainage system to provide an overflow relief and to repair the substandard smaller diameter section of pipeline identified in the CCTV inspection, please be advised that given the nature and small diameter of this piped drainage system, Council considers this system to be a private drainage system, installed primarily for the benefit and use of Bourne House.

In order to minimise the potential for further debris to enter this system and to reduce the contributing catchment area, Council's Transport & Stormwater Network Operational Maintenance Staff are proposing to coordinate the completion of kerb and gutter construction and asphalt regrading works generally in accordance with the preliminary works plan submitted with your letter dated 20 January 2017.

These works are being scheduled to be undertaken as part of the 2017/18 Stormwater Maintenance Program and will redirect the drainage of the entry to Barracks Lane away from the abovementioned small diameter piped drainage system.

Refers to: Barracks Lane

- Issue 2 - Connection of Council Drainage in Barracks Lane to the Short Street Drainage Network

As outlined above, CCTV inspections undertaken by Council during late March 2017 revealed that the piped drainage system adjacent to Bourne House in Barracks Lane extends to the existing kerb inlet pit within Bourne House's frontage to Short Street. This system does not extend across Short Street as originally assumed.

The CCTV inspections revealed a blind junction pit buried within the footpath on the corner of Barracks Lane and Short Street, from where the small diameter piped drainage extended north to an existing kerb inlet pit.

The alignment of this system is sketched in red on the image below:



- Issue 3 - Illegal Connections to Bourne House Stormwater Network from Barracks Lane and Horton Street Properties

As suggested, the ultimate solution to the drainage issues in Barracks Lane is for Council to design and construct an extension of the public piped drainage system from Short Street to and along the length of Barracks Lane, to provide all properties fronting Horton Street with a legal point of connection.



Refers to: Barracks Lane

These works are currently un-funded, however in light of the issues effecting your clients property, we propose to utilise a portion of the 2017/18 stormwater design funding allocation to fund a detailed design for these works.

These designs will be prioritised and coordinated by Council's Infrastructure Delivery Team for completion within the coming financial year.

In the interim, our Operational Maintenance Staff will be coordinating the completion of the kerb and gutter construction and asphalt regrading works generally as outlined in the preliminary works plan submitted with your prior letter.

In conjunction with these works, we will liaise with the upstream landowners adjoining the regraded section of laneway with the aim of having any substandard stormwater connections redirected overland to the new kerb and gutter.

Prior to the programming of those works, it would be appreciated if you could provide the following additional information to support the previously submitted preliminary design:

- a. A copy of the site survey. This will assist in the set-out for the proposed works.
- b. A longitudinal section of the proposed kerb and gutter.
- c. Details of the maximum depth of asphalt overlay required. This would ideally be by way of a cross section at a critical location.
- d. Details of the volume of asphalt required to complete the works as designed.

Following the receipt of the above and during the works planning phase, our Operations Engineers will contact you to coordinate the timing of the road works component with the internal works required by Bourne House within the adjoining carpark area.

- **Issue 4 - Existing Steel Plate within Barracks Lane**

The existing steel plate and grated inlet crossing Barracks Lane has been cleared of debris and modified to allow its removal in two pieces as discussed on site with Council's Senior Stormwater Engineer. This will facilitate easier maintenance access in future on the basis that the removal of either segment will still allow the passage of vehicular traffic.

Should you have any queries regarding the above, please do not hesitate to contact Council's Senior Stormwater Engineer, Mr Mark Edenborough via phone at 6581 8645 or email: mark.edenborough@pmhc.nsw.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "Duncan Clarke", written over a horizontal orange line.

Duncan Clarke
Group Manager Transport & Stormwater Network

Item: 09

Subject: TOWN SQUARE MONTHLY PROGRESS REPORT

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the TCMP Sub Committee:

1. Note the Town Square monthly progress report.
2. Purchase umbrellas for installation in the Town Square.

Discussion

1. Town Square Monthly Progress Report

At the end of June works are on program for completion in late November. 2 days extension of time have been approved.

Due to heritage constraints the areas under construction are being moved around on the program. If these areas that are on hold cannot be resolved prior to them becoming on the critical path, there is a risk in delaying the completion date.

Five light footings required redesign and some rework to fit around heritage elements. One footing will need be above ground with seating to be redesigned around it.

The heritage elements are also restricting excavation depths for a few trees. Options are being considered for these trees including installation of smaller stock or, alternatively, the plant beds will be mounded and/or raised with a low surrounding hob.

The project is currently on budget with expected expenditure \$3.5 million plus \$500,000 contingency.

KEY PERFORMANCE INDICATORS

	Planned	Actual
PROGRAM	10.97%	10.97%
CASHFLOW	\$400,000	\$437,171

CONSTRUCTION EXPENDITURE (excl. GST)

Item	Original Budget \$	Forecast Total Cost \$	Costs to Date \$
<i>Total Cost</i>	\$4,020,833	\$3,496,376	\$437,171

Images of the site from the time-lapse video from 13 July and drone from 14 July can be seen below.



2. Umbrellas

The June TCMP Sub Committee meeting discussed the option of increasing the outdoor dining lease fees for the Town Square in order to purchase new umbrellas on a regular basis to retain a high quality appearance in the Square.

16 umbrellas are shown on the Town Square plans. Some of these are shown in locations where there is no current outdoor dining (e.g. outside Blue Illusion) or in areas where the trader may not choose to purchase an umbrella due to cost (e.g. Baskin and Robbins). If umbrellas are purchased up front, the whole Square will be complete and won't rely on waiting for traders to provide them. The provision of umbrellas also provides some compensation for hardships endured during construction.

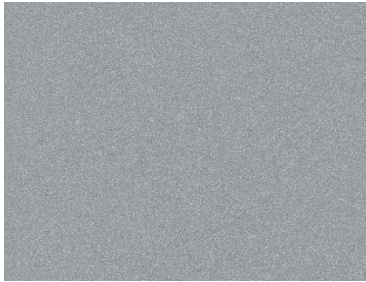
We have received a quote of \$57,600 (including GST) to supply all 16 umbrellas in one shipment. This includes an \$8,000 savings for a bulk order. There will be an additional cost for installation by a local contractor estimated at \$2-3,000.

The colour scheme chosen for the umbrellas is Silver Pearl for the post and Red for the canopy. Refer to images below for colours.

Canopy colour: Red



Structure Colour: Powder coated Precious Silver – Pearl



In response to queries about the quality and longevity of the umbrella fabric information from the supplier has been included below:

‘Umbrella canopy is made of durable Marine Grade Material – fabric is totally waterproof and has a specially constructed top surface which has created a fabric with exceptional wear and stability, formulated with the highest quality UV inhibitor, it will resist fading in all conditions and it is sanitised against mould and mildew. Tropicover umbrellas are wind rated and certified by a structural engineer and come with an exclusive 5 year warranty.’

Samples of the fabric and structure finish have been requested and will be provided at the meeting.

Attachments

Nil

Item: 10

Subject: CBD LANDSCAPING PLAN

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the TCMP Sub Committee:

1. Note the information provided about the William Street West Entryway upgrades.
2. Endorse the replacement of all banner poles within the CBD.
3. Proceed to schedule in removal of deleted banners and poles
4. Consider at the August meeting, concepts for large scale planter selection, locations, plant selections and cost estimates.
5. Adopt the Street Tree Master Plan.

Discussion

4 Topics are discussed in this report:

1. William Street West Entryway
2. Banner Poles
3. Hanging Baskets
4. Street Tree Master Plan.

1. William Street West Entryway

The mould on the bridge has been cleaned off, graffiti has been removed and the abutment walls have been painted.

The bridge manufacturer has agreed to rectify the extensive premature rust problem due to defective finishing at no cost to Council.

Quotes for plant stock have been received, both are approximately \$18,000. We are awaiting confirmation of the plant delivery timeframe before programming the works.

2. Banner Poles

In the June Sub-Committee Meeting, it was resolved to request a financial estimate for the replacement of all banner poles in the CBD.

A total of 42 banner poles are proposed for the CBD. Some require new footings, others require custom bases to fit existing footings. According to a 2015 quote for the same preferred product and allowing for inflation, installation and traffic control we estimate costs as:

8m high custom base poles on existing footings 29no. x \$6000	= \$174,000
8m high standard banner poles on new footings 13no. x \$6500	= \$ 84,500
Total estimated cost	= \$258,500

Each banner pole includes:

Twin internal halyard raising system including twin arms sheaves & cleats.
Two banners, each 1200 wide x 4000 long.
Transport and installation.

In accordance with Council's procurement guidelines, the value of this purchase will require a tender process.

While the tender documentation is prepared, existing tattered and faded banners will be replaced. As we are out of stock of standard town banners, revised artwork will be prepared for purchase and installation as soon as possible. These should cost approximately \$500 each x 10no. = \$5,000.

19 banner poles are proposed to be removed and not replaced. Footings for these banners will be retained and made safe so as not to disturb surrounding infrastructure. 10 banners with associated wires and brackets on light poles will also be removed. Removal can commence once Council internal crews become available.

3. Hanging Baskets

The notion of hanging baskets or other means of adding colour to the CBD has been raised in a number of TCMP Sub Committee meetings.

Hanging baskets were installed in the Canberra CBD over a number of years. They were recently removed due to high maintenance requirements and costs. Refer to attached article for more information.

Hanging baskets require intense and costly maintenance including equipment to lift them down for maintenance activities, frequent watering and fertilisation and regular plant replacement. There are a limited number of nurseries and contractors in the area who would be capable and experienced in this intense horticultural work.

It is recommended that as an alternative, moveable planters are used. While these also require intense maintenance, they are more easily moveable, provide colour at eye height and are easier to access for maintenance. 3 potential options are proposed:

1. **Outdoor Dining Planter Boxes** with colourful planting to be specified as part of outdoor dining approved barriers. These also can be used where a burst of colour is desired. Plants are maintained by a contractor paid with TCMP funds.
2. **Large Scale Modular Planter / seating** with small trees and colourful plants to be placed in areas with long rows of parking and expansive paved areas with a significant lack of amenity e.g. the south section of Short Street, areas of Town Square without outdoor dining, key intersections. Example image provided below.



3. Temporary Car Park Planter. These type of installations are becoming popular around Australia to provide more colour and other amenity such as outdoor dining, public seating or bike racks. Traders are able to request the installation of one of these or they are installed in locations such as the southern end of Short Street where street planting has been limited due to the need for major upgrades to address flooding. Example images are provided below.





4. Street Tree Master Plan

The proposed Street Tree Master Plan will be presented at the meeting. Attached is a plan of existing street trees with some analysis.

Attachments

1 [View](#). Canberra CBD Abandons City's Hanging Flower Pots

2 [View](#). Existing Tree Analysis Plan

The Canberra Times 23.05.2016

<http://www.canberratimes.com.au/act-news/canberra-life/canberra-cbd-abandons-citys-hanging-flower-pots-20160523-gp1c5k.html>

Canberra CBD abandons city's hanging flower pots



• **Kirsten Lawson**

The Canberra CBD group has abandoned the city's hanging flower pots, directing the money instead to more lights in the city's trees.

For about eight years, the Planter People have had the contract to install hanging baskets on light poles in the city over the summer months. Numbers and costs have been cut in the past two years to 1364 pots of petunias, costing \$194,000 a year (including GST).



Flowers on light poles in Canberra's CBD, as photographed on the Planter People website. *Photo: The Planter People*

This year, Canberra CBD, a business group funded by a government levy on owners, went to tender for the first time for the flower displays.

But chairman Tony Hedley said after considering the tenders submitted the group had decided not to renew the contract and to spend the money instead on significant extra lighting.

"In considering the tenders we took the view that we could get bigger bang for our buck in extending the lights," he said.

"The flowers were only there for a few months in the summer ... The board took the view that the lights would be a permanent 365 days of the year beautification to the city."

Canberra CBD chief executive Jane Easthope said lights were currently in 130 trees. The plan was to install more on a longer east-west axis, if possible all the way to Childers Street near the Australian National University, and to create a new north-south axis linking the city to Braddon. But with no power in the centre of Lonsdale Street, the group was exploring solar lighting or another method to get lights to the centre trees.

It had also offered to put money towards an upgrade of Elouera Street between Lonsdale and Mort, if the government provided budget funding, she said.

AM & PM Update Newsletter

Ms Easthope said city traders did not believe the flowers would "bring new trade to their door".

"It certainly improved the amenity of the city, there's no doubt. People admired them and commented positively. But we need to think about what we can do with our budget," she said.

Peter Conway, of the Braddon Forum business group, said the CBD group should now consider funding Floriade's move into the city, including, he suggested, plantings in the heritage areas of Braddon, such as the bottom oval at Ainslie School and the centre strip of Ainslie Avenue.

Canberra CBD is considering new flower arrangements in the city, but Mr Hedley said the concept was yet to be refined.

The lights bring their own challenges, with ongoing vandalism and constant repairs, and Ms Easthope said lights in 26 of the trees were in desperate need of replacement. Mr Hedley said Canberra CBD was looking for "more durable and economical" lighting solutions.

It will also need approval from the ACT government to install the lights, but Mr Hedley said he didn't anticipate a problem, given the lights were seen as "activating and enlightening" the area.

The hanging flower baskets were first installed in 2008 when the CBD group signed a three-year contract with the Planter People to install pots over summer, from November to March. In all, 1400 baskets were installed in 350 locations.

The following year, the Planter People produced a new strain of petunias that draped over the pots better, CBD reported. In 2011, 89 locations in Braddon and 25 in the city's west were added, costing an extra \$74,000.

The flowers cost \$258,000 a year, with the CBD group also trialling winter flower pots at the Garema Place skate rink for two years. Costs and pot numbers were cut back in the past two years.

The CBD group has also been pushing for an "arbour" in City Walk leading towards Glebe Park.

The Planter People could not be contacted.

Poll

What do you think of the decision to end the practice of putting flower pots on light poles in Civic?

- Sure they looked nice, but that was a lot of money for some petunias. 21%
- I loved them. We needed more across Canberra. 40%
- More lights in the trees is a much better idea. 32%
- Bah humbug. We shouldn't be spending any money on such frivolities. 6%
- Total votes: **605**

Poll closed **27 May, 2016**

PROPOSED BANNER LOCATIONS

- NEW POLE IN EXISTING POSITION
- NEW POLE IN NEW POSITION

There are two main strong character avenue of trees within the town centre

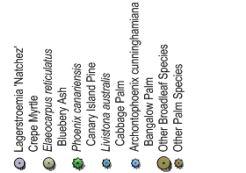
- Norfolk Pines along along Clarence Street approaching from the East and the-
- Canary Island Palms through the middle of Horton Street.

Some areas have plantbeds which can accommodate trees without compromising sight lines remain treeless.

In other areas there insufficient plantbeds of sufficient size to accommodate trees and the streetscape would be barren and hot in summer. Some carparks may require to be turned into plantbeds in order to introduce trees in these locations.

Trees of varied irregular form and/or low branching habit block views to shopfronts and character buildings.

- The native shinduby trees along the Eastern side of May Street would block views to St Thomas Church.

[illegible]