

Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday 31 August 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	23/03/17	27/04/17	25/05/17	29/06/17	27/07/17
Councillor G Hawkins (Chair)	✓	A	A	✓	✓
Councillor M Cusato (Deputy Chair)	✓	✓	✓	A	A
Jeffery Sharp (Director Strategy & Growth)	✓	✓	✓	✓	✓
Rebecca Doble (Landscape Architect)	✓	A	✓	✓	✓
Jeff Gillespie (CBD Landowner 2016-2018)	✓	✓	✓	✓	✓
Robert Sagolj (CBD Landowner 2016-2018)	A	✓	✓	A	A
Michael Mowle (CBD Trader with expertise 2016-2018)	✓	✓	A	A	✓
Les Bailey (CBD Trader 2015-17)	A	✓	✓	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	✓	✓	✓

Key: ✓ = Present
 A = Absent With Apology
 X = Absent Without Apology

Town Centre Master Plan Sub-Committee Meeting

Thursday 31 August 2017

Items of Business

Item	Subject	Page
01	Acknowledgement of Country	<u>6</u>
02	Apologies.....	<u>6</u>
03	Confirmation of Minutes	<u>6</u>
04	Disclosures of Interest.....	<u>12</u>
05	Business Arising from Previous Minutes.....	<u>16</u>
06	Master Plan Works Monitoring by Grids.....	<u>19</u>
07	Maritime Museum.....	<u>26</u>
08	Town Square Monthly Progress Report	<u>29</u>
09	Barracks Lane Monthly Progress Report	<u>31</u>
10	CBD Maintenance Improvement - Monthly Progress Report.....	<u>35</u>
11	Update on Town Green WiFi Trial.....	<u>36</u>
12	William Street Refurbishment Concept Plans	<u>38</u>
13	Modular Planters and Parklets	<u>43</u>
14	General Business	

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 27 July 2017 be confirmed.

PRESENT

Members:

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

Other Attendees:

Liam Bulley (Group Manager Recreation & Buildings)

The meeting opened at 8:05am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That apologies received from Councillor Michael Cusato , Robert Sagolj and Les Bailey be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 29 June 2017 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Item 05: Boat Shed / Foreshore / Town Square / Pedestrian Facilities Investigation Workshop

Director Strategy and Growth advised that Plaza Carpark Expression of Interest is still progressing with a further update to be provided at the August meeting.

Item 09: CBD Maintenance Improvement – Monthly Progress Report

Noted that Item 09: CBD Maintenance Improvement – Monthly Progress Report to be removed from business arising.

Item 08: Motorcycle Parking

TCMP Coordinator presented a flyer which is to be distributed throughout the CBD advising of Motorcycle Parking.

Motorcycle parking in Port Central is ongoing and yet to be finalised.

Councillor Geoff Hawkins commented on signage for Motorcycle parking in Horton Street is not clear.

Item 01 Town Square

Mr Jeff Gillespie suggested public visible access point around the Town Square worksite to enable the public to visually see progress of work.

Item 07 Quarterly Financial Report

Director Strategy and Growth advised that the Town Centre Master Plan loan term is for ten years.

Director Strategy and Growth advised no further comments were received from the Committee on the Quarterly Financial Report presented at the June meeting.

CONSENSUS:

1. Director Strategy and Growth to provide a report on Wi-Fi usage on the Town Green to the August meeting.
 2. Director Strategy and Growth to investigate alternative motorcycle line marking and signage in Horton Street.
 3. Director Strategy and Growth to coordinate drone footage of the Town Square works to be uploaded onto the Town Centre Master Plan website.
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06 CBD MAINTENANCE IMPROVEMENTS - MONTHLY PROGRESS REPORT

TCMP Coordinator advised that a number of complaints have been received in relation to CBD drainage. Council is working on prioritising the cleaning of drains as part of the CBD Maintenance Improvement works.

CONSENSUS:

1. That the Sub-Committee note the information provided in this report.
2. Councillor Geoff Hawkins requests that Group Manager Recreation and Buildings seek authority from Director Strategy and Growth for Councillor's to be able to have direct contact with Town Centre Master Plan Coordinator regarding maintenance issues in the Port Macquarie CBD.

07 UPDATE ON THE TOWN CENTRE MASTER PLAN FLYER

CONSENSUS:

1. That the Sub-Committee note the information provided in this report.
2. That the Sub-Committee feedback be incorporated into the Town Centre Master Plan flyer prior to distribution

08 STORMWATER AT BARRACKS LANE

CONSENSUS:

1. That the Sub Committee note the current status of drainage issues in Barracks Lane.
2. Councillor Geoff Hawkins requested for a monthly Barracks Lane progress report to be provided and add item to business arising.

09 TOWN SQUARE MONTHLY PROGRESS REPORT

CONSENSUS:

That the Town Centre Master Plan Sub Committee:

1. Note the Town Square monthly progress report.
2. Purchase umbrellas for installation in the Town Square.
3. Request a high priority review of the current Council Outdoor Dining Policy in relation to the Town Square to ensure a high quality street scape.

10 CBD LANDSCAPING PLAN

CONSENSUS:

That the Town Centre Master Plan 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. Request an update on the Town Centre Master Plan budget noting the impact of spending \$258,500 on CBD banner poles
5. Request that a report be presented at the August meeting on concepts for large scale planter box selection, locations, plant selections and associated cost estimates.
6. Note the Street Tree Master Plan with further discussion regarding its inclusions to be discussed at the August meeting.
7. Request that a detailed concept design for tree replacement within William Street be reported to the August meeting.
8. Council to distribute the Street Tree Master Plan designs with the minutes of the July meeting.

11 GENERAL BUSINESS

11.01 TOWN CENTRE MASTER PLAN EXPRESSION OF INTEREST

Councillor Geoff Hawkins provided an update on the Town Centre Master Plan Expression of Interest process. Both Anthony Thorne and Sharon Beard were successfully appointed to the committee for a further 2 years.

Director Strategy and Growth advised that alternative applications received the the Expression of Interest process were not suitable to fill the position for the Town Centre Master Plan Sub- Committee CBD Trader member.

Director Strategy and Growth advised that another Expression of Interest is currently being advertised for a Town Centre Master Plan Sub- Committee CBD Trader membership.

11.02 NBN TOWN SQUARE

Councillor Geoff Hawkins advised that Councillors received information on the upcoming NBN program of works within Port Macquarie CBD.

TCMP Coordinator held an on-site meeting with NBN representatives to discuss possible location of 12 NBN boxes within the CBD.

NBN are to advise Council where the final locations of the NBN boxes will be located within Port Macquarie CBD.

NBN have asked Council to recommend contractors to undertake the concreting works associated with box installation within the CBD.

CONSENSUS:

TCMP Coordinator to provide close personal supervision and guidance while NBN are completing rectification works to pebble footpaths.

11.03 BINS - HORTON STREET

Councillor Geoff Hawkins requested a review of the provision of recycling rubbish bins from the middle section of Horton Street between Clarence & William Streets in Port Macquarie CBD.

CONSENSUS:

Director Strategy and Growth to consult with the Council waste staff on the existing yellow bins within the CBD.

The meeting closed at 10:32am.

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	Date:	23/3/2017 27/04/2017 25/05/2017 29/06/2017 27/07/2017
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 contact DPI Lands regarding future Expression of Interest process for the Plaza Car Park. 5. 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 August meeting. 2. Set up a report in the Agenda as a standing item. 3. Set up a report in the Agenda as a standing item. 4. Verbal update to be provided at the August meeting. 5. Verbal update to be provided at the August meeting. 		

Item:	09	Date:	25/05/2017 29/06/2017 27/07/2017
Subject:	CBD Maintenance Improvements - Monthly Progress Update		
Action Required:	<ol style="list-style-type: none"> 1. Councillor Geoff Hawkins requests that Group Manager Recreation and Buildings seek authority from Director Strategy and Growth for Councillor's to be able to have direct contact with Town Centre Master Plan Coordinator regarding maintenance issues in the Port Macquarie CBD. 		
Current Status:	<ol style="list-style-type: none"> 1. Protocol agreed with Chair for trial. 		

Item:	10	Date:	27/04/2017 25/05/2017 29/06/2017 27/07/2017
Subject:	General Business		
Action Required:	<ol style="list-style-type: none"> 1. Director Strategy and Growth to review of Bus Stops within Port Macquarie CBD with particular focus on Short Street. 2. Director Strategy and Growth to investigate alternative motorcycle line marking and signage in Horton Street. 3. Director Strategy and Growth to coordinate drone footage of the Town Square works to be uploaded onto the Town Centre Master Plan website. 		
Current Status:	<ol style="list-style-type: none"> 1. Verbal update to be provided at the August meeting. 2. Verbal update to be provided at the August meeting. 3. Verbal update to be provided at the August meeting. 		

AGENDA

TOWN CENTRE MASTER PLAN SUB-COMMITTEE

31/08/2017

Item:	01	Date:	27/04/2017 25/05/2017 29/06/2017 27/07/2017
Subject:	Town Square		
Action Required:	<ol style="list-style-type: none"> 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. Request a high priority review of the current Council Outdoor Dining Policy in relation to the Town Square to ensure a high quality street scape. 		
Current Status:	<ol style="list-style-type: none"> 1. Verbal update to be provided at the August meeting. 2. Verbal update to be provided at the August meeting. 3. Verbal update to be provided at the August meeting. 		

Item:	07	Date:	27/07/2017
Subject:	Update on the Town Centre Master Plan Flyer		
Action Required:	<ol style="list-style-type: none"> 1. That the Sub-Committee feedback be incorporated into the Town Centre Master Plan flyer prior to distribution. 		
Current Status:	<ol style="list-style-type: none"> 1. Town Centre Master Plan flyer to be presented at the August meeting. 		

Item:	08	Date:	27/07/2017
Subject:	Stormwater at Barracks Lane		
Action Required:	<ol style="list-style-type: none"> 1. Councillor Geoff Hawkins requested for a monthly Barracks Lane progress report to be provided and add item to business arising. 		
Current Status:	<ol style="list-style-type: none"> 1. A report to be presented at the August meeting. 		

Item:	10	Date:	27/07/2017
Subject:	CBD Landscaping Plan		
Action Required:	<ol style="list-style-type: none"> 1. Request an update on the Town Centre Master Plan budget noting the impact of spending \$258,500 on CBD banner poles. 2. Request that a report be presented at the August meeting on concepts for large scale planter box selection, locations, plant selections and associated cost estimates. 3. Note the Street Tree Master Plan with further discussion regarding its inclusions to be discussed at the August meeting. 4. Request that a detailed concept design for tree replacement within William Street be reported to the August meeting. 5. Council to distribute the Street Tree Master Plan designs with the minutes of the July meeting. 		
Current Status:	<ol style="list-style-type: none"> 1. A report to be provided at the September meeting. 2. A report to be presented at the August meeting. 3. Verbal update at to be provided at the August meeting. 4. A report to be presented at the August meeting. 5. Street Tree Master Plan designs were distributed with the minutes of the July meeting. 		

Item:	11	Date:	27/07/2017
Subject:	General Business		
Action Required:	<ol style="list-style-type: none"> 1. TCMP Coordinator to provide close personal supervision and guidance while NBN are completing rectification works to pebble footpaths. 2. Director Strategy and Growth to consult with the Council waste staff on the existing yellow bins within the CBD. 		
Current Status:	<ol style="list-style-type: none"> 1. A verbal update to be provided at the August meeting. 2. A verbal update to be provided at the August meeting. 		

Reports to future meetings		
Report	Due Date	Requested
CBD Maintenance improvements Monthly Progress Report	Monthly	23 Feb 17
CBD Landscaping Plan	Monthly	24 Nov 16
Town Square Monthly Progress Report	Monthly	29 Jun 17
Barracks Lane Monthly Progress Report	Monthly	July 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	Sept 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: MASTER PLAN WORKS MONITORING BY GRIDS

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

The report be received and noted and the monitor be updated and reported annually to the August meetings of the Committee.

Discussion

At the 28 August 2013 Sub-Committee meeting it was resolved:

The report be received and noted and the monitor be updated and reported annually to the August meetings of the Committee.

This action has not been undertaken since 2013.

The intent of this report is to provide information on the distribution of works and costs across the Town Centre Master Plan area.

Accordingly Council staff prepared a "Grid" map (copy attached) comprising ten (10) grids within the TCMP area. The TCMP area is defined by the extent of properties to which the business rate is currently applied (copy of map attached).

A "works monitor" (copy attached) has been prepared showing the year, description of work, grid and costs since 1994/95. Approximately \$13 million has been expended on improvement works to date. Points to note when viewing the monitor are;

- The work descriptions are limited to available records;
- Assumptions on some cost apportionments between projects had to be made due to the multiple projects being costed under a single cost account.
- Costs for works undertaken in association with land developments are not included, these works have been developer funded. TCMP contributions towards development associated works are included.

The following table is a summary of capital works expenditure to date by grid;

Grid	Capital Works Expenditure
1	\$2,174,209.02
2	\$ 1,140,298.11
3	\$ 544,309.82
4	\$ 2,309,129.04
5	\$ 1,022,342.24
6	\$ 581,922.62
7	\$ 2,638,509.94
8	\$ 575,827.50
9	\$ 1,026,457.67
10	

The spreadsheet identifies expenditure across the area which has not been distributed across individual grid areas.

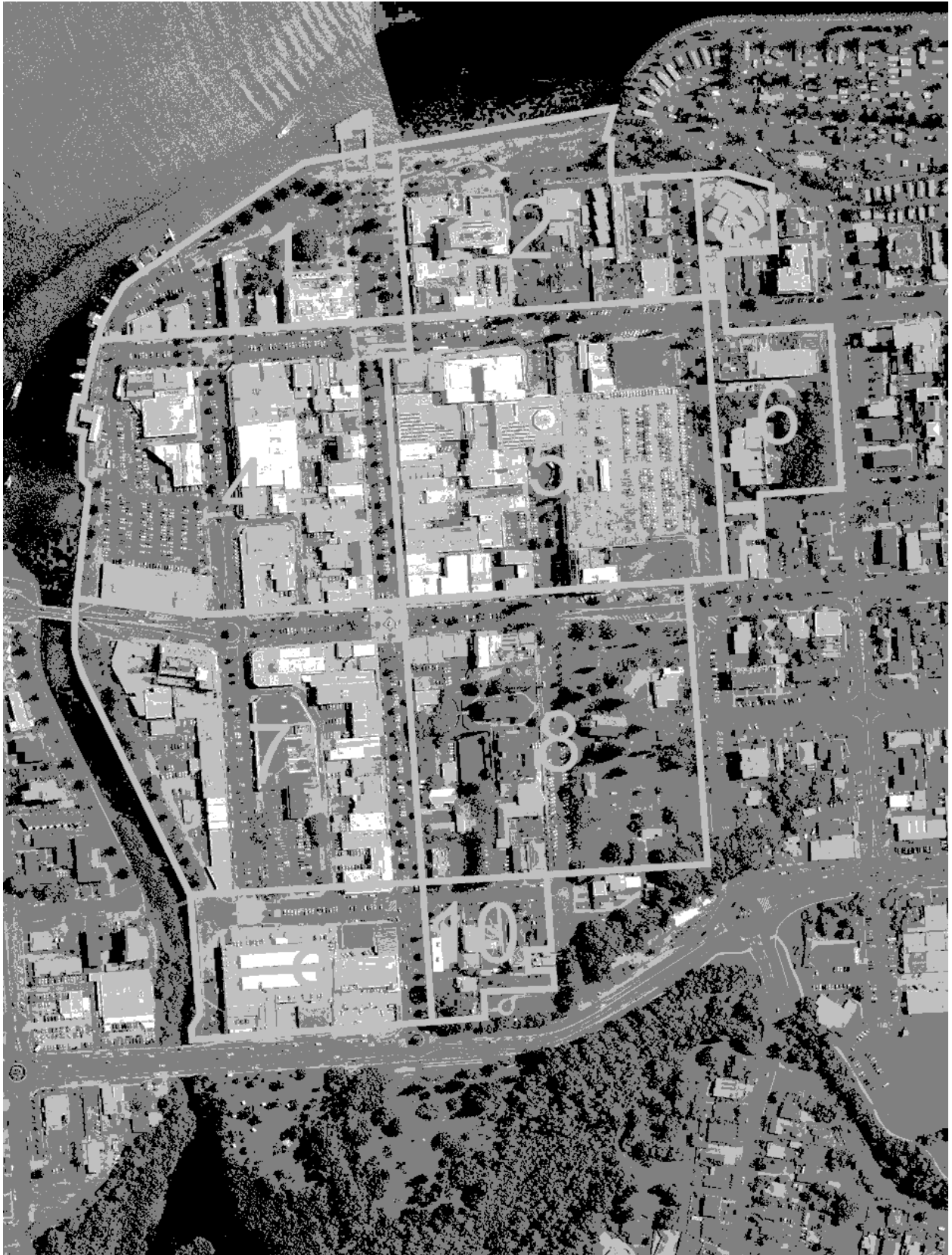
Attachments

- 1 [View](#). Town Centre - Special Reate Area Layout
- 2 [View](#). Master Plan Grid Monitor
- 3 [View](#). Town Centre Master Plan - Works Progress Monitor

Port Macquarie Town Centre Masterplan Special Rate Area

Scale 1:2000 @ A1





Port Macquarie Town Centre Master Plan
Works Monitor Grids

TOWN CENTRE MASTER PLAN - WORKS PROGRESS MONITOR					
Financial Year	Item	Location	Grid	Cost	Cumulative Cost
94/95	Banners & town green playground equipment	Town Green	1	\$34,000	\$ 34,000.0
95/96	Town Green carpark and square; Clarence & Horton Street intersection; Banners	Town Green	1&4	\$ 1,512,737.00	\$ 1,546,737.0
96/97	Reconstruction Clarence Street, Horton to Hay Streets & Horton to Short Streets; Short St , Clarence St to Laneway.	Clarence Street	4&5	\$ 1,048,670.00	\$ 2,595,407.0
97/98	Clarence St crossing and Lady Nelson Wharf	Clarence Street	1&4	\$ 221,145.00	\$ 2,816,552.0
98/99	Reconstruction Horton St, Clarence St to William St; William St intersection; William St, Horton to Hay St.	Horton & William Streets	4,7&8	\$ 1,648,776.00	\$ 4,465,328.0
99/00	Reconstruction Horton St, William To Hayward St; Roundabout Horton/Hayward St intersection; Hayward Street to laneway	Horton Street	7&9	\$ 1,131,724.00	\$ 5,597,052.0
00/01	Reconstruction Balance of Short & Hayward Streets	Short & Hayward Streets	7&9	\$ 216,552.00	\$ 5,813,604.0
01/02	Hay Street north; Hayward and Short Streets; Lady Nelson Wharf	Hay St, Short St, Hayward St and Town Green	1,2,7&9	\$ 799,299.00	\$ 6,612,903.0
02/03	Reconstruction Sunset Parade; Hay St Port Central to William St	Hay St & Sunset Parade	2,3&5	\$ 140,967.00	\$ 6,753,870.0
03/04	No Capital Works	NA		\$ -	\$ 6,753,870.0
04/05	Pavement repairs Hortons St, William to Hayward Streets;Town Green design work	Horton Street	1&7	\$ 160,968.00	\$ 6,914,838.0
05/06	Pavement repairs Hortons St, William to Clarence Streets.	Horton Street	4	\$ 109,134.00	\$ 7,023,972.0
06/07	Development works Town Green; Town Centre Master Plan	Town Green	1	\$ 103,713.00	\$ 7,127,685.0
07/08	Reconstruction William & Short Streets Intersection	William & Short Streets	7	\$ 887,408.00	\$ 8,015,093.0
08/09	Reconstruction William & Short Streets Intersection	William & Short Streets	7	\$ 1,035.00	\$ 8,016,128.0
09/10	Footpath Repairs	TBC	TBC	\$ 5,761.00	\$ 8,021,889.0
10/11	Preconstruction Buller/ Hollingworth St intersection	Buller St	NA	\$ 37,751.00	\$ 8,059,640.0
10/11	Preconstruction Kooloobung Ck foreshore	Kooloonbung Creek	7&9	\$ 8,906.00	\$ 8,068,546.0
10/11	Pavement repairs Town Centre	Various	All	\$ 25,253.00	\$ 8,093,799.0
10/11	Preconstruction William St - Hay to Murray Streets	William Street	8	\$ 114.00	\$ 8,093,913.0
10/11	Upgrades Clarence St west of Short St	Clarence Street	4	\$ 11,000.00	\$ 8,104,913.0
10/11	Preconstruction Murray Street - Clarence to William Streets	Murray Street	6	\$ 114.00	\$ 8,105,027.0
11/12	Preconstruction Kooloonbung Creek pedestrian bridge	Buller & William Streets	7	\$ 6,323.00	\$ 8,111,350.0
11/12	Preconstruction Buller/ Hollingworth St intersection	Buller Street	NA	\$ 117.00	\$ 8,111,467.0
11/12	Pavement repairs Town Centre	Various	All	\$ 58,233.00	\$ 8,169,700.0
11/12	Preconstruction William St - Hay to Murray Streets	William Street	8	\$ 11,227.00	\$ 8,180,927.0
11/12	Preconstruction Murray Street - Clarence to William Streets	Murray Street	6	\$ 13,699.00	\$ 8,194,626.0
11/12	Preconstruction William St - Short to Kooloonbung Creek	William Street	7	\$ 10,350.00	\$ 8,204,976.0
12/13	Preconstruction Buller/ Hollingworth St intersection	Buller Street	NA	\$ 1,186.00	\$ 8,206,162.0

12/13	Pavement repairs Town Centre	Various	All	\$ 238,468.00	\$ 8,456,085.0
12/13	Preconstruction William St - Hay to Murray Streets	William Street	8	\$ 35,195.00	\$ 8,491,280.0
12/13	Preconstruction Murray Street - Clarence to William Streets	Murray Street	6	\$ 24,006.00	\$ 8,515,286.0
12/13	Horton /Clarence St intersection paver repairs.	Clarence & Horton Streets	4	\$ 65,837.00	\$ 8,581,123.0
12/13	Preconstruction William St - Short to Kooloonbung Creek	William Street	7	\$ 3,360.00	\$ 8,584,483.0
12/13	TCMP Footpath Replacements		All	\$ 94,200.00	\$ 8,678,683.0
13/14	Buller/Hollingsworth Street Traffic Lights	Buller & Hollingsworth Streets	NA	\$11,352.16	\$ 8,690,035.1
13/14	Kooloonbung Creek Foreshore	Kooloonbung Creek	7	\$ 1,190.00	\$ 8,691,225.1
13/14	Town Centre Master Plan Rehabilitation	NA	All	\$ 36,200.63	\$ 8,727,425.7
13/14	William Street to Murray Street	William & Murray Streets	8	\$ 5,437.50	\$ 8,732,863.2
13/14	Upgrade Murray Street	Murray Street	5&6	\$ 2,956.70	\$ 8,735,819.9
13/14	Pavement repairs Horton Street	Horton Street	4&7	\$ 73,369.37	\$ 8,809,189.3
13/14	Preconstruction William Street - Short to Buller	William Street	7	\$ 1,110.00	\$ 8,810,299.3
13/14	Signage	Various	All	\$ 30,570.94	\$ 8,840,870.3
13/14	Footpath Replacement	Various	All	\$ 13,997.50	\$ 8,854,867.8
13/14	Preconstruction Clarence Street - Hay to Murray Streets	Clarence Street	2, 5 & 6	\$ 42,927.89	\$ 8,897,795.6
13/14	Uplighting of Trees Horton Street	Horton Street	4	\$ 4,586.19	\$ 8,902,381.8
13/14	Masterplan			\$ 185.67	\$ 8,902,567.5
13/14	Landscape Upgrades	Various	All	\$ 70,486.48	\$ 8,973,054.0
13/14	Masterplan Forward Planning	N/A	All	\$ 90,360.00	\$ 9,063,414.0
13/14	Short Street - William Street to Bourne House West	Short Street	4	\$ 66,257.35	\$ 9,129,671.3
14/15	Entertainment Precinct	N/A		\$ 4,160.98	\$ 9,133,832.3
14/15	Signage	Various	All	\$ 34,116.75	\$ 9,167,949.1
14/15	Footpath Replacement	Various	All	\$ 166,114.00	\$ 9,334,063.1
14/15	Preconstruction Pedestrian Access West Horton Street	Horton Street	4	\$ 6,500.00	\$ 9,340,563.1
14/15	Clarence Street - Preconstruction Hay to Murray Streets	Clarence Street	2, 3, 5, 6	\$ 69,664.21	\$ 9,410,227.3
14/15	Landscape Upgrades	Various	All	\$ 49,757.98	\$ 9,459,985.3
14/15	Short Street - Preconstruction North of Clarence Street	Short Street	1	\$ 4,576.26	\$ 9,464,561.5
14/15	Short St - William Street to Bourne House West	Short Street	7	\$ 6,163.20	\$ 9,470,724.7
14/15	Town Green Masterplan Stage 2 Construction	Town Green	2	\$ 14,600.00	\$ 9,485,324.7
14/15	Clarence/Murray Street Intersections & Clarence-Hay to Murray Street	Clarence/Murray and Hay Streets	2, 3, 5, 6	\$ 290,997.15	\$ 9,776,321.9
14/15	Preconstruction Foreshore Walkway - Town Beach to Kooloonbung Creek	Kooloonbung Creek	1, 2 & 4	\$ 19,166.54	\$ 9,795,488.4
14/15	Preconstruction Horton Street, New Midblock Crossing	Horton Street	4	\$ 5,633.38	\$ 9,801,121.8
14/15	Construction Horton Street, New Midblock Crossing	Horton Street	4	\$ 20,550.09	\$ 9,821,671.9
14/15	Preconstruction Kooloonbung Foreshore - Gordon/William Streets	Gordon/William Street	7 & 9	\$ 7,000.00	\$ 9,828,671.9
14/15	Lighting Option Study	N/A	All	\$ 10,000.00	\$ 9,838,671.9
14/15	Lighting & Banner Poles	Various	All	\$ 7,500.00	\$ 9,846,171.9
14/15	Placemaking Activation	Various	All	\$ 16,563.75	\$ 9,862,735.6
14/15	Preconstruction Short Street Footpath Replacement	Short Street	1 & 4	\$ 54,680.00	\$ 9,917,415.6
14/15	Preconstruction Town Square	Town Square	1	\$ 29,725.04	\$ 9,947,140.7
015/16	Entertainment Precinct	Various	All	\$ 5,026.72	\$ 9,952,167.4
015/16	Signage Installation	Various	All	\$ 50,947.83	\$ 10,003,115.2
15/16	Street Furniture & Waste Management Review	N/A	All	\$ 152,079.94	\$ 10,155,195.2

15/16	Preconstruction Pedestrian Access West Horton Street	Horton Street	4	\$	1,200.00	\$	10,252,905.9
15/16	Landscape Upgrades	Various	All	\$	55,620.12	\$	10,308,526.0
15/16	Short Street - William Street to Bourne House West	Short Street	7	\$	2,604.41	\$	10,311,130.4
15/16	Town Green Masterplan Stage 2 Construction	N/A	2	\$	3,520.00	\$	10,314,650.4
15/16	Short Street Drainage	Short Street	7 & 9	\$	50,000.00	\$	10,364,650.4
15/16	Clarence/Murray Intersection Clarence-Hay to Murray Streets	Clarence/Murray and Hay Streets	2, 3, 5, 6	\$	1,656,417.51	\$	12,021,067.9
15/16	Preconstruction Foreshore Walkway - Town Beach to Kooloonbung Creek	Town Beach to Kooloonbung Creek	1, 2 & 4	\$	9,725.59	\$	12,030,793.5
15/16	Preconstruction Kooloonbung Foreshore - Gordon/William Streets	Gordon/William Streets	7 & 9	\$	19,551.94	\$	12,050,345.4
15/16	Lighting & Banner Poles	Various	All	\$	4,736.15	\$	12,055,081.6
15/16	Preconstruction Town Square	Town Square	1	\$	92,012.54	\$	12,147,094.1
15/16	Construction Town Square	Town Square	1	\$	109,095.37	\$	12,256,189.5
16/17	Entertainment Precinct	Various	All	\$	206.54	\$	12,256,396.0
16/17	Signage Installation	Various	All	\$	13,011.95	\$	12,269,408.0
16/17	Street Furniture & Waste Management Review	N/A	All	\$	10,882.74	\$	12,280,290.7
16/17	Footpath Replacement	Various	All	\$	3,552.50	\$	12,283,843.2
16/17	Landscape Upgrades	Various	All	\$	51,663.33	\$	12,335,506.5
16/17	Town Green Masterplan Stage 2 Construction	N/A	2	\$	26,387.65	\$	12,361,894.2
16/17	Clarence/Murray Intersection, Clarence-Hay to Murray Streets	Clarence/Murray and Hay Streets	2, 3, 5, 6	\$	160.40	\$	12,362,054.6
16/17	Preconstruction Foreshore Walkway - Town Beach to Kooloonbung Creek	Town Beach to Kooloonbung Creek	1, 2 & 4	\$	2,746.89	\$	12,364,801.5
16/17	Preconstruction Kooloonbung Foreshore - Gordon/William Streets	Gordon/William Streets	7 & 9	\$	1,615.40	\$	12,366,416.9
16/17	Preconstruction Town Square	Town Square	1	\$	173,978.00	\$	12,540,394.9
16/17	Construction Town Square	Town Square	1	\$	447,128.47	\$	12,987,523.4
16/17	Hay Street Footpath Outdoor Dining Area	Hay Street	5	\$	31,911.77	\$	13,019,435.1

Source References : Port Macquarie CBD Town Improvement Works - Reserve Balance;
Port Macquarie Downtown by Peter Denton 2012;

Notes: 1. Costs for Works across one or more grids have been apportioned by work area;
Costs for works carried out in association with building developments are not included.

Item: 07

Subject: MARITIME MUSEUM

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Committee engage the services of an Architect to complete design planning and documentation for the proposed alterations to the Maritime Museum.

Discussion

Further work and investigation have been completed on the proposed alteration to the Maritime Museum building which has been the topic of discussion in previous Town Centre Master Plan Sub-Committee meetings.

It is apparent that to achieve a mutually agreeable outcome to meet the heritage issues, allow for better presentation and viewing opportunities within the building and access along the foreshore, more detailed planning and design is required.

For this to progress to meet all parties' desires, it is proposed that the Sub-Committee engage a local Architect to develop up plans that could be submitted as part of a development application.

Opportunities to fund this engagement are available through the consultancy budget allocation for the Town Centre Master Plan Sub-Committee.

The Sub-Committee may also be aware of some of the current issues with the building which need to be rectified in the near future.

The original correspondence from the Maritime Museum inclusive of the initial sketches are attached for information.

Attachments

1 [View](#). Mid-North Coast Maritime Museum Inc submission of plans - Boatshed and Foreshore Walkway

MID-NORTH COAST MARITIME MUSEUM INC



'PRESERVING AUSTRALIA'S MARITIME HERITAGE'
PATRON: Mr Alan Stannard Shipwright & Captain.

POST OFFICE BOX 481,
PORT MACQUARIE, NSW 2444

TELEPHONE:
Museum (02) 6583 1866
Pilot Boat Shed (02) 6584 2987
Office: (02) 6584 3055
Hibbard: (02) 6583 8011
E-MAIL: mncmminc@exemail.com.au

17th March 2016

General Manager
Craig Swift-McNair
Port Macquarie Hastings Council
PO Box 84
Port Macquarie NSW 2444

Re: The proposed widening of the Foreshores Walkway

Dear Sir,


It has been brought to our attention by the Representatives of the Town Centre Master Plan Committee that in order for the Foreshore Walkway to be widened as proposed by the Council and Crown Lands, part of the Historic Pilot Boatshed, at the wharf end of Clarence Street will have to be removed.

After consultations with other interested parties the suggestion has been made that to improve and enhance the new frontage of the historic boatshed and slipway, a new extension on the southern side of the building be erected to house the "Anzac", in itself an important and historic artefact of our local maritime history.

We believe that this will require a Development Application to be submitted (The museum is exempt from the fees) and approved by the council, please see the attached suggested plan for these alterations and improvements.

Yours faithfully,

Ted Kasehagen
President MNCMM Inc

 PORT MACQUARIE HASTINGS	
TRIM No	CRM No
24 MAR 2016	
Keyword
Activity
Subject	S.F.1.6/6.1.6
Folder

Item: 08

Subject: TOWN SQUARE MONTHLY PROGRESS REPORT

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the TCMP Sub Committee note the Town Square monthly progress report.

Discussion

Overall the project continues to run close to scheduled program with 5 days extension of time approved (Inclement weather 3 days, design change for electrical reticulation 2 days). The current estimated date of Practical Completion is 21 November 2017.

Heritage Office approval has been received to proceed with works in the area of the convict era barrel drain including light pole installation with revised above ground footing detail.

The Substation design has not been finalised. A draft design has now been received which means that Council can now arrange for easements to be created through Crown Lands. While the substation will not be available for project completion the site can be commissioned with a reduced power availability.

Works programmed for August include:

- Complete reticulation of electrical and comms
- Complete installation grated drains
- Complete concrete pavements
- Commence cenotaph area
- Erect light posts
- Commence installation of street furniture
- Install trees
- Continue paving
- Handover of northern area (Off the Hook entry door to the North)

The official opening is planned to occur in conjunction with the Countdown to Christmas event on 30 November when the Christmas tree is lit. Further details of this event are currently being developed and timing will depend of favourable weather and no other delays.

KEY PERFORMANCE INDICATORS

	Planned	Actual
PROGRAM	30.97%	30.97%
CASHFLOW	900,000	1,084,374

CONSTRUCTION EXPENDITURE (excl. GST)

Item	Original Budget \$	Forecast Total Cost \$	Costs to Date \$
<i>Total Cost</i>	\$4,020,833	\$3,496,376	\$1,084,374



Attachments

Nil

Item: 09

Subject: BARRACKS LANE MONTHLY PROGRESS REPORT

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the TCMP Sub Committee note the Barracks Lane Monthly Progress report and consider receiving quarterly updates on this matter.

Discussion

Barracks Lane Monthly Project Report

Below is an update on works Port Macquarie – Hasting Council committed to undertake in correspondence to King & Campbell dated 29 June 2017:

1. Undertake maintenance improvements utilising operational stormwater funding in Barracks Lane including construction of K&G and asphalt regrading works generally as per the prior plan prepared by King and Campbell.

To date no works have been undertaken or planned the basis that the additional survey and design information requested in our prior letter from King and Campbell has not yet been received. This information is needed to assist with the scoping and budgeting of required works.

2. Prepare a design for an extension of the existing public stormwater drainage in Short Street to and along the length of Barracks Lane, to provide all properties with a point of connection to the public drainage system.

The design project is still in the early planning phase and is yet to be handed over to the Infrastructure Delivery team for scheduling and design.

Attachments

- 1 [View](#). Letter of response to King and Campbell regarding stormwater issues in Barracks Lane Port Macquarie

Port Macquarie-Hastings Council
PO Box 84
Port Macquarie
NSW Australia 2444
DX 7415
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.

pmhc.nsw.gov.au

Page 1

PORT MACQUARIE OFFICE
17 Burrawan Street, Port Macquarie NSW 2444

WAUCHOPE OFFICE
49 High Street, Wauchope NSW 2446

LAURIETON OFFICE
9 Laurie Street, Laurieton NSW 2443

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 blue ink, appearing to read 'Duncan Clarke', written over a horizontal orange line.

Duncan Clarke
Group Manager Transport & Stormwater Network

Item: 10

Subject: CBD MAINTENANCE IMPROVEMENT - 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 July 2017

- Collection of fronds throughout the CBD
- Mulching in Clarence Street
- Planted gaps in Cafe 66 garden bed on Clarence Street with Agapanthus and Cordyline including watering,
- Watering of Nandinas on Hayward Street
- CBD rubbish pickup
- Spraying William Street
- Watered, Handweeded and Rubbish Pickup on Hayward and Clarence Street
- Pruned Syzygium hedges on Short Street
- Spraying Short Street
- Sprayed Short Street, Murray Street and William Streets

The above work was undertaken over a 19 days period, with 9 days spent in the CBD. Two Council staff members undertook 4 days work along with three Council Staff members undertaking 15 days work in and around the CBD area. Note that work hours are between 6am and 9am to minimise disruption to traders.

Total working days in July = 19

Days in CBD = 9

Days on median upgrades and spraying/other = 10

Days with 2 Staff = 4

Days with 3 Staff = 15

Attachments

Nil

Item: 11

Subject: UPATE ON TOWN GREEN WIFI TRIAL

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Sub-Committee note:

- 1. The update on the Town Green free WiFi trial.**
- 2. That a further report will be provided in March 2018, at the end of the one year trial.**

Discussion

The 12 month Town Green Free WiFi trial is an initiative under Council's Digital Strategy and commenced on 1 March 2017. The trial seeks to assess community and visitor use of/engagement with free WiFi in this space and add value and vibrancy in our town centre.

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

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

CISCO provided the hardware for the trial and the Town Centre Master Plan Sub-Committee funded the installation, coordinated by Council's ICT team, and on-going costs of the service. The installation cost was approximately \$9,833 and the monthly cost of the connection is approximately \$60.00.

The free WiFi service was launched late in February 2017. Adjacent businesses were advised of the trial with the view to test the service and spread the message amongst customers. Initial take-up was good based on local media, word of mouth and the fact that WiFi customers are generally on the lookout for a free service.

The trial started using the PortConnect log-in but feedback from local businesses influenced a change of name to PMHCouncil-FREE-WIFI. This change had an immediate impact on numbers connecting to the service.

With the commencement of the Town Green upgrade and declining usage it was decided to place a hold on actively marketing the service but there are plans for greater 'in-space' promotions during the November 2017 to February 2018. This may include temporary signage/messaging in the Town Green precinct and promotion within adjacent businesses. This will ensure the trial concludes under the best possible conditions.

For the period 1 March to 31 July 2017 the following results were recorded:

- 2921 unique clients who access via the log in page (average of 19 per day)
- When including those users with apps which automatically connect this more than doubles to 39 users per day.
- Average usage per client is 56MB.

Usage was affected by events occurring within the space where spikes were experienced. Like all free WiFi networks the system is challenged at peak times, for example Ironman in May where an overload occurred (with greater than 500 users).

As a general comment, Staff are pleased with the early response to the trial. The only local benchmark is the free WiFi service at the Glasshouse. At this location there is approximately 50 connections per week however this is a significantly different environment.

Usage and trends will continue to be monitored monthly and at the conclusion of the trial at the end of February 2018, at which time a comprehensive review will be undertaken and further report provided.

Attachments

Nil

Item: 12

Subject: WILLIAM STREET REFURBISHMENT CONCEPT PLANS

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Concept Plans for the William Street Refurbishment are adopted for implementation.

Discussion

A program of street soft landscape upgrades was identified in the April TCMP Sub Committee with a complete upgrade to William Street identified as an early priority. It was estimated that the cost of upgrades to William Street would be in the order of \$40,000.

The consensus of the meeting was to:

Endorse the new TCMP Co-ordinator is to complete landscape plans, finalise program of upgrades and manage implementation upon their commencement.

The June meeting report on the CBD Landscaping Plan proposed a schedule for reporting on the soft landscaping improvements as follows:

- William Street Concept Plan - August
- Horton Street Improvements - September
- Clarence Street detailed concept - October
- Clarence Street detailed design – February

In accordance with these reports the attached Concept Plans show proposed refurbishment of William Street including consideration of fencing, pavements, planter boxes, trees and understorey planting. Improvements to Horton Street will be reported on at the October meeting.

Once the William Street Refurbishment plans are adopted, detailed design will commence. Quotes will be obtained and a further report will be made to the Sub Committee if costs exceed initial estimates.

Existing Tree Analysis

Generally, William Street is relatively well treed along the middle section between Short and Hay Streets. Some areas have plant beds which can accommodate trees without compromising sight lines but remain treeless.

In several verges there are insufficient plant beds of to accommodate trees and the streetscape would be barren and hot in summer. Some car parks may require to be turned into plant beds 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 Blueberry Ash along William Street make good screening trees but have performed poorly and are not suitable for Port Macquarie streets. The Crows Ash trees along the middle of William Street support sparse, uneven canopy. Most likely due to poor maintenance in their early years of growth regarding pruning and soil conditioning.

Proposed Upgrade Strategy

The overall Tree Strategy is to strengthen street avenues by completing the treed colonnades with the designated tree species. A dramatic sense of entryway into the CBD is created by establishing avenues along major approaching roadways. The occasional character tree of good form and health is retained even though they may not be of the designated street tree species. The occasional intruder within a row of repeated elements should not significantly weaken the overall strength of the corridor.

Trees that are in poor health, of poor form or/and a declared weed species are removed. The Bumpy Ash along William Street median are replaced with *Waterhousia* 'Green Avenue' and the Blueberry Ash along William Street verges are replaced with the *Harpulia pendula*.

It is proposed that the expansive hard surfaced areas are broken up by creating plant beds to accommodate trees. In areas which are to undergo significant redevelopment in the foreseeable future advanced trees are proposed in modular relocatable planting containers. These areas include 'hole in the ground' and the expansive car park between Short Street and Kooloonbung Creek. All tree species chosen are high branching formation to allow views to vehicular sightlines, shop fronts and waterscape. Trees should be positioned as to not impede street pole lighting and views to street signage and banner poles.

Views to St Thomas Church from William Street are impeded by a corridor of shrubby and weed species trees in church grounds along the street boundary. A coordinated effort with the church management is proposed to replace these tree species with a more suitable line of trees, which will allow views to this important town centre landmark building.

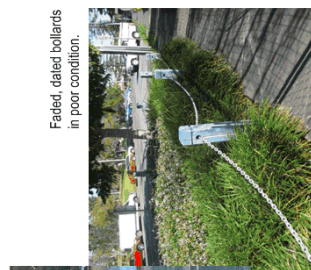
Attachments

- 1 [View](#). TC-WSR1 Existing Conditions
- 2 [View](#). TC-WSR2 Proposed Landscape Plan
- 3 [View](#). TC-WSR3 Proposed Planting Palette



- EXISTING TREES**
- Araucaria heterophylla
 - Norfolk Island Pine
 - Lophostemon confertus
 - Brush Box
 - Cupanopsis anacardioides
 - Tuckeroo
 - Flindersia schottiana
 - Bumpy Ash
 - Lagerstroemia 'Natchez'
 - Crepe Myrtle
 - Elaeocarpus reticulatus
 - Blueberry Ash
 - Phoenix canariensis
 - Canary Island Pine
 - Other Broadleaf Species

Tree to be Removed/ Replaced
Due to poor form or weed species.



EXISTING TREE ANALYSIS

Generally, William Street is relatively well treed along the middle section between Short Street and Hay Street Street.

Some areas with wide plant beds, which can easily accommodate trees without compromising sight lines, remain treeless. In other areas there are few plant beds of sufficient size to accommodate trees and the streetscape presents a barren and hot environment in summer. Some car parks may require to be turned into plant beds 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 Blueberry Ash along William Street make good screening trees but are not suitable for the street as are poorly shaped and block views to shopfronts and safety viewlines.
- The Crows Ash trees along the middle of William Street support sparse, uneven canopy. Most likely due to poor maintenance in their early years of growth regarding pruning and soil conditioning.

DRAWING TITLE: WILLIAM STREET REFURBISHMENT EXISTING CONDITIONS

PROJECT: PORT MACQUARIE TOWN CENTRE URBAN LANDSCAPE IMPROVEMENTS

DRAWING NUMBER: TC-WSR11
DATE: 21.08.2017
REVISION: A
SHEET 1 OF 3



DRAWING NUMBER: WSR2
DATE: 21.08.2017
REVISION: A
SHEET 2 OF 3

DRAWING TITLE
WILLIAM STREET REFURBISHMENT
PROPOSED LANDSCAPE PLAN

PROJECT
PORT MACQUARIE TOWN CENTRE
URBAN LANDSCAPE IMPROVEMENTS



<p>EXISTING RETAINED TREES In medians of intersecting streets</p>  <p><i>PHOENIX canariensis</i> Canary Island Pine</p>	<p>PROPOSED MEDIAN TREES</p>  <p><i>WATERHOUSIA 'Green Avenue'</i> Weeping Lilly Pilly</p>	<p>PROPOSED MEDIAN SHRUBS to centre of plantbeds</p>  <p><i>GARDENIA RADICANS</i> Ixora</p>	<p>PROPOSED MEDIAN GROUND-COVERS along edges of plantbeds</p>  <p><i>TRACHELOSPERMUM 'Tricolour'</i> Star Jasmine</p>	<p>EXISTING RETAINED TREES gateways in corner peninsulas</p>  <p><i>ARACAUARIA heterophylla</i> Norfolk Island Pine</p>	<p>PROPOSED VERGE TREES</p>  <p><i>HARPULLIA pendula</i> Tulipwood</p>	<p>PROPOSED VERGE SHRUBS to centre of plantbeds</p>  <p><i>IXORA Dwarf Orange</i> Ixora</p>	<p>PROPOSED VERGE GROUND-COVERS along edges of plantbeds</p>  <p><i>LOMANDRA 'Tropic Cascade'</i> Mat Rush</p>	<p>PROJECT: PORT MACQUARIE TOWN CENTRE URBAN LANDSCAPE IMPROVEMENTS</p> <p>DRAWING TITLE: WILLIAM STREET REFURBISHMENT PROPOSED PLANTING PALETTE</p> <p>DRAWING NUMBER: WSR4 DATE: 17.08.2017 REVISION: A SHEET 4 OF 4</p>  <p>PORT MACQUARIE HASTINGS C O U N C I L</p>
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Item: 13

Subject: MODULAR PLANTERS AND PARKLETS

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Town Centre Master Plan Sub Committee:

1. Proceed with the purchase of large scale planter boxes and seats for the Town Square as a trial for later use in other areas.
2. Consider and discuss the concept of Parklets for the Port Macquarie Town Centre.

Discussion

At the July meeting the consensus was that:

....a report be presented at the August meeting on concepts for large scale planter box selection, locations, plant selections and associated cost estimates.

A number of initiatives have been considered to contribute to streetscape beautification and amenity including the installation of planter boxes, modular seating and off kerb 'parklets'.

A variety of these solutions are proposed in three distinct areas within the town centre:

- Town Square – Ample new outdoor dining spaces with some areas unlikely to be taken over by eateries in the short term.
- Western end of Clarence Street - A popular location in need of more outdoor dining space and amenity.
- Southern section of Short street - A harsh and desolate streetscape not conducive to outdoor dining with some existing and potential (vacant premises) eateries. Existing kerbside bus laybys are restricting the introduction of street furniture and outdoor dining and the beautification and activation of long extents of the street. Actual bus layby clearzone requirements and alternative layouts were explored in reference to the NSW Bus Infrastructure Guidelines, attached.

A quote has been received for 8 Planter boxes and 12 seats to use within the Town Square. The cost of the planters, plants, self-watering system, soil, mulch and installation will in the order of \$70,000.

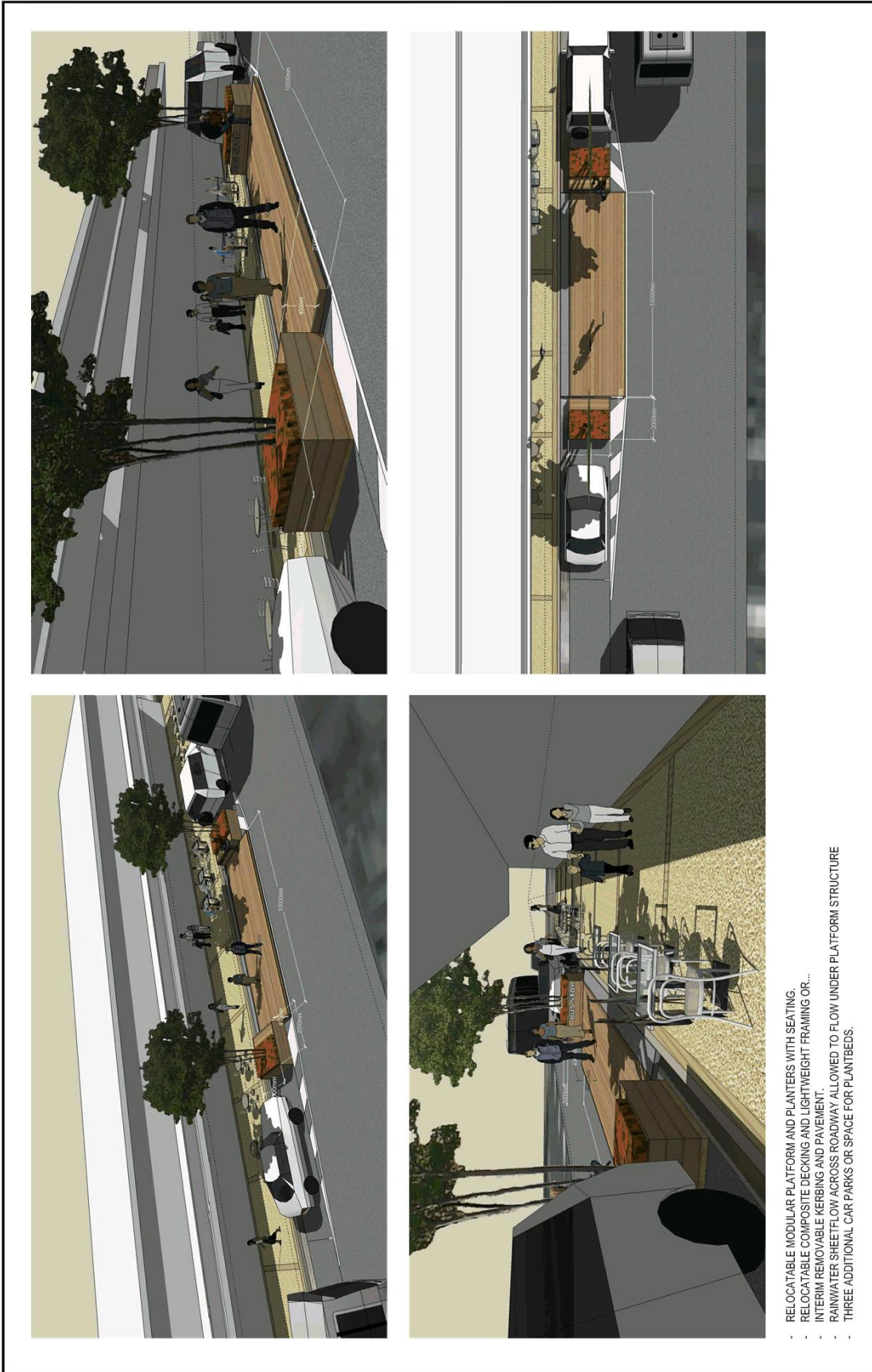
The concept of parklets have been adopted in a number of cities including Sydney, Adelaide and Hobart. A parklet is a footpath extension that provides more space and amenities for people using the street. They are installed on the full length and width of parking lanes and can use one or several parking spaces. These have been considered for Short Street and Clarence Street and are shown on the attached concepts for further discussion. Any plans for parklets and modifications to bus bays will need to be considered as a part of the Parking Strategy that will be developed

this financial year. In addition, modifications to Short Street bus parking will require consultation with Busways.

Ideas for the incorporation of parklets into the Outdoor Dining Policy and Procedures will be sent to Sub Committee Members separately.

Attachments

- 1 [View](#). TC-ODB1 Short St Bus Stop Options
- 2 [View](#). TC-ODB2 Short St Option 3
- 3 [View](#). TC-MSF1 Town Square
- 4 [View](#). TC-MSF2 Clarence St West
- 5 [View](#). NSW Bus Infrastructure Guidelines - Extract



DRAWING NUMBER: TC-08D2
DATE: 17.08.2017
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SHEET 2 OF 2

PRELIMINARY FOR DISCUSSION

**SHORT STREET BUS STOP
OPTION 3 - IN-LANE BUS STOP**

PROJECT: **PORT MACQUARIE TOWN CENTRE
URBAN LANDSCAPE IMPROVEMENTS**

**PORT MACQUARIE
HASTINGS
C O U N C I L**



DRAWING NUMBER: TC MSF1
DATE: 21.08.2017
REVISION: A
SHEET 1 OF 2

MOBILE STREET FURNITURE
TOWN SQUARE

PROJECT
PORT MACQUARIE TOWN CENTRE
URBAN LANDSCAPE IMPROVEMENTS



UMBRELLAS

- Umbrellas supplied by council with LED strip lighting.
- No advertising on canopy.
- The occasional umbrella is left out where not required, replaced by a removable planter and/or seat pod.
- Quality approved outdoor dining furniture to be selected and supplied by operator.



UMBRELLA SUPPLIED BY COUNCIL

TABLES AND CHAIRS SUPPLIED BY EATERY

PROPOSED PLANTER AND SEAT PODS

- Seat pods under umbrellas which are not occupied by eateries with tables.
- Seat and planter pods in extensive paved area at northern end of the square when area not required for installations, marquees, bandstands etc
- Self watering system with drain sump installed at base.



GEM1500 PLANTER

GEM1200 PLANTER

GEM1500 SEAT

PERMANENT BENCH SEAT

Some of the available CCS colours:

001 BROWN	002 BROWN	003 BROWN	004 BROWN	005 BROWN	006 BROWN	007 BROWN	008 BROWN	009 BROWN	010 BROWN
011 BROWN	012 BROWN	013 BROWN	014 BROWN	015 BROWN	016 BROWN	017 BROWN	018 BROWN	019 BROWN	020 BROWN
021 BROWN	022 BROWN	023 BROWN	024 BROWN	025 BROWN	026 BROWN	027 BROWN	028 BROWN	029 BROWN	030 BROWN



RELOCATABLE / REMOVABLE PENINSULAS
Relocatable decks or removable paved areas and kerbing.
Corner planters and fencing for safety and amenity.
Flush crossover to span roadside kerb gutter.
Parking bays would be taken over so must be considered holistically, as part of the general town centre parking strategy.
Expressions of interest and invitations to all eateries within the town centre with special financial contributions required.



MODULAR SPLANTER AND SEAT PODS
Planter and seat pods in areas where streetscape requirements may change or where a future complete streetscape upgrade is envisaged.
Self watering system with internal drainage.



OVERALL STRATEGY
This Western end of Clarence Street lends itself to outdoor dining. It is situated near the waters edge and does not experience through vehicular traffic.
At present, the majority of the area is a mass of carparking, largely devoid of landscape amenity such as trees, planting and seating.
This valuable space lends itself as a candidate for a future square with quality paving throughout.
In the short term, the streetscape can be significantly improved with a variety of minor measures, some permanent and other relocatable or removable.



DRAWING TITLE: STREET FURNITURE CLARENCE STREET WEST
 PROJECT: PORT MACQUARIE TOWN CENTRE URBAN LANDSCAPE IMPROVEMENTS
 DRAWING NUMBER: TC MSF2
 DATE: 17.08.2017
 REVISION: A
 SHEET 2 OF 2
 PREPARED BY: JACQUES
 CHECKED BY: JACQUES

Kerbside

Kerbside Bus Stops are the most common type. They can be readily increased in length to accommodate the changing dimensions and types of buses.

Open bus bay

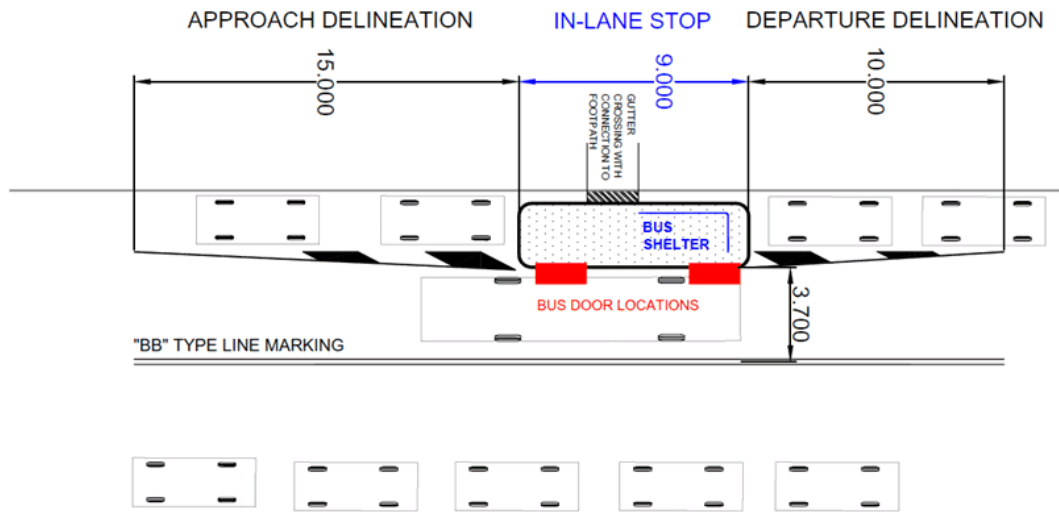
An open bus bay is a variant of the indented bus bay. It allows buses to drive straight into or out off the stop. They are generally located in advance or after intersections. A bus zone should regulate open bus bays.

In-lane bus stop

Consideration for in-lane bus stops will be on a case by case basis. Factors that need to be taken into account when considering the suitability of an in-lane bus stop include;

- Average Annual Daily Traffic (AADT) of the road in question
- Route service frequency
- Passenger loadings and bus dwell time
- On-street parking demand
- Obstructions on the footpath such as trees that prevent the bus from manoeuvring close and parallel to the kerb.

If an in-lane bus stop is deemed appropriate, the kerb extension to facilitate the in-lane stop should be a minimum of 9m long to accommodate both doors on a rigid and 3 door articulated bus (see section 2.2 for bus door locations). The kerb extension should be sufficient in width to allow the bus a straight and unimpeded run in to the stop. A suitable pedestrian connection that complies with AS 1428.1—2001 Design for Access and Mobility should be provided from the in-lane bus stop to the nearest sealed footpath. A typical in-lane bus stop arrangement is shown below.



3.7 Draw in and draw out lengths

The minimum lengths for draw in and draw out are shown in the table below.

Bus Stop Dimension (m)	Standard	Long Rigid	Articulated
Length of Bus	12.5	14.5	18.0
Minimum draw-out length	6.0	6.5	8.0
Minimum draw-in length	11.5	14.0	14.0
Bus Zone length for one bus	30.0	35.0	40.0

Note: (1) Dimensions are based on stopping at the bus stop sign with a suitable length of straight, flat standard height kerb to stop alongside.

Independent and nose to tail operation

The independent operation of bus movements requires the full length of bus zone as specified in the table above. For nose to tail operation of a bus zone a clear distance of 6m should be allowed between buses.

3.8 Bus stop accessibility

The provision of accessible bus stops is the responsibility of council. Bus stops should be designed in accordance with AS 1428.1—2001 Design for Access and Mobility.

3.9 Shelters

State Transit does not undertake provision of bus shelters and seats. Bus shelters and bench seats should be designed and located so that they do not interfere with passenger movements on and off buses (see section 2.2 for door locations). The positioning and dimensions of bus shelters are to comply with AS 1428.1—2001 Design for Access and Mobility.

3.10 Bus stop capacity

Bus stop capacity is dependant on the frequency of bus arrival and the dwell time at the stop. The following table is provided as a guideline to the number of spaces required. It is based on a 20 – 30 second dwell time.

Minimum Bus Stop Capacity

Buses Passing Stop in Busiest Hour	Number of Bus Spaces
Up to 15	1
30 -45	2
60 – 75	3
75 – 90	4
90-120	5
120-180	6

Note: Source: TCRP Report 19. Guidelines for the Location and Design of Bus Stops

- (1) Space requirements for buses dependant on operational, ticketing and scheduling.
- (2) Scheduling and operational circumstances may require up to 50% more bus stop space
- (3) Bus spaces required could be standard, long rigid and articulated buses depending on the type(s) of buses used.