



PORT MACQUARIE-HASTINGS
COUNCIL



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday 29 March 2018

location: Committee Room
Port Macquarie-Hastings Council
17 Burrawan Street
Port Macquarie

time: 8.00am

Note: Council is distributing this agenda on the strict understanding that the publication and/or announcement of any material from the Paper before the meeting not be such as to presume the outcome of consideration of the matters thereon.

Town Centre Master Plan Sub-Committee

CHARTER

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 | 31/08/17 | 28/09/17 | 26/10/17 | 30/11/17 | 15/02/18 |
|--|----------|----------|----------|----------|----------|
| Councillor G Hawkins (Chair) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Councillor M Cusato (Deputy Chair) | A | A | A | X | ✓ |
| Jeffery Sharp (Director Strategy & Growth) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Rebecca Doblo (Landscape Architect) | ✓ | ✓ | ✓ | ✓ | A |
| Jeff Gillespie (CBD Landowner 2016-2018) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Robert Sagolj (CBD Landowner 2016-2018) | X | ✓ | A | A | A |
| Michael Mowle (CBD Trader with expertise 2016-2018) | ✓ | A | ✓ | ✓ | ✓ |
| Tony Thorne (Chamber of Commerce Representative 2015-17) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Michelle Love (Community Member 2016-2018) | A | ✓ | ✓ | ✓ | A |
| Sharon Beard (Access Committee Representative 2015-17) | ✓ | ✓ | ✓ | ✓ | A |
| Geraldine Haigh (CBD Trader 2017-19) | | ✓ | A | ✓ | ✓ |
| John McGuigan (non-voting) | | ✓ | ✓ | ✓ | A |
| Michael Nunez (TCMP Project Manager / Co-ordinator) (non-voting) | ✓ | ✓ | ✓ | ✓ | ✓ |

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology

Town Centre Master Plan Sub-Committee Meeting

Thursday 29 March 2018

Items of Business

| Item | Subject | Page |
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| 02 | Apologies..... | <u>6</u> |
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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 15 February 2018 be confirmed.

PRESENT

Members:

Councillor Geoffrey Hawkins (Chair)
Councillor Michael Cusato (Deputy Chair)
Jeffery Sharp (Director Strategy & Growth)
Jeff Gillespie (CBD Landowner)
Michael Mowle (CBD Trader with expertise)
Tony Thorne (Chamber of Commerce Representative)
Geraldine Haigh (CBD Trader)
Michael Nunez (TCMP Project Manager / Co-ordinator)

Other Attendees:

Liam Bulley (Group Manager, Recreation and Buildings)

The meeting opened at 8:12am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That apologies from John McGuigan, Sharon Beard, Michelle Love, Robert Sagolj and Rebecca Doblo be noted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 30 November 2017 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Item 07 Maritime Museum

Director Strategy & Growth provided an update on the engagement of an Architect to complete design planning for the proposed alterations to the Maritime Museum. It was advised that the Maritime Museum design will be incorporated into the Foreshore design.

Item 09 Quarterly Financial Report with YTD Actual and Projected Figures

A report will be tabled at the March 2018 meeting.

Item 10 Model for Trialling of Parklets in the Port Macquarie Town Centre

Cr Geoff Hawkins provided an update on discussions held with Councillors regarding parklet design and funding options.

Cr Geoff Hawkins has had several conversations with Councillors with positive feedback received so far.

Confirmation that Town Centre Master Plan Sub-Committee endorsed the trial of parklets at the September 2017 meeting

CONSENSUS:

That the Director Strategy & Growth advise the Town Centre Master Plan Sub-Committee the process on reporting the trial of parklets to Council.

06 TOWN SQUARE MONTHLY PROGRESS REPORT

CONSENSUS:

That the TCMP Sub-Committee:

1. Note the Town Square monthly progress report.
 2. Members email Executive Assistant Strategy & Growth any further questions relating to Town Square Progress Report by close of business Friday 2 March 2018 for reporting to the March 2018 meeting.
 3. Request the Director Strategy & Growth report back to the March 2018 meeting:
 - The amount of bollards within the Town Square.
 - The cost of bollards.
 - The specifications for the umbrella's on Town Square.
 - Investigation on further options for umbrellas on Town Square.
-

-
- Potential umbrella designs to the Committee Members for comment prior to the next meeting; noting the requirement for the umbrella's on Town Square to be zippered and retractable.
 - Alternatives to the lighting circuit on the Town Square Catenary lighting and advise when the current issues will be rectified.
 - The maintenance of cleaning and sealing regime of the bluestone paving on Town Square.
4. Does not support the proposal to raise all the seats within the Town Square.
 5. Request the Director Strategy & Growth to report on maintenance levels of service on the Town Square to the April 2018 meeting.
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07 TOWN GREEN DETAILED DESIGN AND FORESHORE PLANNING UPDATE

CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the information provided in the Town Green Detailed Design and Foreshore Planning Update report.
 2. Request the Director Strategy & Growth consider the following potential further resolution and report to the March 2018 meeting:
 - The Town Centre Master Plan Sub-Committee supports and endorses Council involving the Bicentenary Working Group in creating a Bicentenary project of linking via cycleway/shared pathway the foreshore pathway from the Park Street Marina East to the Kooloonbung Creek Footbridge.
 - The Town Centre Master Plan Sub-Committee consider providing some funding and expertise to enable acceleration of the necessary design work for this "one-off" Bicentenary Project.
-

08 CBD LANDSCAPING MAINTENANCE MONTHLY PROGRESS REPORT

CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the information provided in the CBD Landscaping Maintenance Monthly Progress report.
 2. Note that the CBD Landscaping Maintenance Monthly Progress Report will be presented, upon request, to future meetings.
-

09 TOWN CENTRE SERVICE PIT LID REPLACEMENT

CONSENSUS:

That the Town Centre Master Plan Sub-Committee note the information provided in the Town Centre Service Pit Lid Replacement report.

10 BARRACKS LANE QUARTERLY PROGRESS REPORT

CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the information provided in the Barracks Lane Quarterly Progress report.
2. Note that that Barracks Lane Quarterly Progress Report is no longer required to be reported at future meetings.

11 TOWN CENTRE MASTER PLAN OPERATIONAL PLAN 2018/2019

CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the information provided in the Town Centre Master Plan Operational Plan 2018/2019 report.
2. Request further discussions to be held on the TCMP Operational Plan at the March 2018 meeting.

12 GENERAL BUSINESS

Nil.

The meeting closed at 10:35am.

Item: 04Subject: 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: | 10 | Date: | 28/09/2017 |
| Subject: | Model for Trialling of Parklets in the Port Macquarie Town Centre | | |
| Action Required: | 1. That the Director Strategy & Growth advise the Town Centre Master Plan Sub-Committee the process on reporting the trial of parklets to Council. | | |
| Current Status: | 1. Verbal update to be provided at the March 2018 meeting | | |

| | | | |
|-------------------------|--|--------------|------------|
| Item: | 10 | Date: | 15/02/2018 |
| Subject: | Town Square Monthly Progress Report | | |
| Action Required: | <ol style="list-style-type: none"> Members email Executive Assistant Strategy & Growth any further questions relating to Town Square Progress Report by close of business Friday 2 March 2018 for reporting to the March 2018 meeting. Request the Director Strategy & Growth report back to the March 2018 meeting: <ul style="list-style-type: none"> The amount of bollards within the Town Square. The cost of bollards. The specifications for the umbrella's on Town Square. Investigation on further options for umbrellas on Town Square Potential umbrella designs to the Committee Members for comment prior to the next meeting; noting the requirement for the umbrella's on Town Square to be zippered and retractable. Alternatives to the lighting circuit on the Town Square Catenary lighting and advise when the current issues will be rectified. The maintenance of cleaning and sealing regime of the bluestone paving on Town Square. Request the Director Strategy & Growth to report on maintenance levels of service on the Town Square to the April 2018 meeting. | | |
| Current Status: | <ol style="list-style-type: none"> No further questions were received. A report to be presented at the March 2018 meeting. A report to be presented at the April 2018 meeting. | | |

| | | | |
|-------------------------|--|--------------|------------|
| Item: | 07 | Date: | 15/02/2018 |
| Subject: | Town Green Detailed Design and Foreshore Planning Update | | |
| Action Required: | <ol style="list-style-type: none"> Request the Director Strategy & Growth consider the following potential further resolution and report to the March 2018 meeting: <ul style="list-style-type: none"> The Town Centre Master Plan Sub-Committee supports and endorses Council involving the Bicentenary Working Group in creating a Bicentenary project of linking via cycleway/shared pathway the foreshore pathway from the Park Street Marina East to the Kooloonbung Creek Footbridge. | | |

| | |
|------------------------|---|
| | <ul style="list-style-type: none"> The Town Centre Master Plan Sub-Committee consider providing some funding and expertise to enable acceleration of the necessary design work for this “one-off” Bicentenary Project. |
| Current Status: | 1. Verbal update to be provided at the March 2018 meeting. |

| | | | |
|-------------------------|---|--------------|------------|
| Item: | 11 | Date: | 15/02/2018 |
| Subject: | Town Centre Master Plan Operational Plan 2018/2019 | | |
| Action Required: | 1. Request further discussions to be held on the TCMP Operational Plan at the March 2018 meeting. | | |
| Current Status: | 1. Further discussions to be held at the March 2018 meeting. | | |

| Reports to future meetings | | |
|--|-----------------|------------------|
| Report | Due Date | Requested |
| CBD Landscaping Maintenance Monthly Progress Report | Upon Request | 23 Feb 17 |
| Town Square Monthly Progress Report | Monthly | 29 Jun 17 |
| Quarterly Financial Report with YTD actual and projected figures | Mar 2018 | 23 Mar 17 |
| Bicentenary Foreshore Shared Pathway West of Town Centre | Mar 2018 | 15 Feb 18 |
| Fencing and Hoarding corner William and Murray Street | April 2018 | 31 Aug 17 |
| Wifi Trial outcomes and potential options moving forward | April 2018 | 24 Nov 16 |
| Maintenance Levels of Service on the Town Square | April 2018 | 15 Feb 18 |
| Master Plan Works Monitoring by Grids | Aug 2018 | 31 Aug 17 |

Item: 06

Subject: TOWN SQUARE MONTHLY PROGRESS REPORT

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the TCMP Sub-Committee:

1. Determine the preferred option of those presented for the long term umbrellas.
2. Consider the allocation of funds for works to minimise damage to pavement when bollards are struck by vehicles.
3. Determine whether to seal bluestone elements following investigations into the ongoing maintenance strategy and costs.

Discussion

UMBRELLAS / SHELTER STRUCTURES

At the February 2018 meeting the Sub-Committee requested that we pursue the installation of sturdier shade structures rather than continue the rollout of the interim umbrellas within the Town Square. The criteria discussed at this meeting included:

- A preference for canopies which are joined where they are positioned side by side as to redirect rainwater between them.
- Another preference is for structures to allow the option to easily take down the canopies during the winter months.
- Cantilevered canopies would serve better as the posts will not be in the way to accommodate large tables. However, a sturdier, more costly structure is required for this configuration.
- Other permanent, fixed structural elements in the town Square have been designed for a local wind loading of 47 m/s (170 km/hr).
- Positioning the posts of the double umbrellas within 4 metres of each other would enable them to be fixed into the existing 4 x 4 metre pole light footings, negating the need to remove existing pavement to create new wide, shallow footings (due to heritage constraints).

The potential suppliers confirmed that all of these preferences can be built into their proposed models.

Each of these options have been positioned on the Town Square plan to consider how these will fit within the existing spaces and preferably on existing footings. See attached plans.

There are two general design options, double classic rectangular/square pyramid joined canopies or an asymmetrical cantilevered canopy, directing all of the runoff away from the shopfront pathway side so that customers do not face a curtain of water.



Skyspan Vista



Weathersafe Custom

As the preferred category of shade structures will likely exceed \$150,000 an open tender process will be required for this procurement. On this basis, it will be several months before supply and installation could be achieved.

BOLLARD PAVEMENT DAMAGE CONTROL

The issue of pavement damage arising from vehicle strike of bollards was discussed at the February 2018 TCMP Sub-Committee meeting. Options of reducing the size of the connecting bolts or creating crack control joints around the bollard were discussed. The Sub-Committee indicated a preference crack control joints as reducing the bolt sizes may compromise the safety of pedestrians.

Professional concrete cutting contractors have been approached to offer advice and quotes to cut control joints into the pavement and install colour matching cording and seal.

Stocks and Hogan, undertook the jointing works for the Town Square. They propose to install a 40mm deep isolation cut around bollards 80mm away from the base plate. There are 33 bollards in insitu concrete areas which require this treatment. These will also be sealed with the same joint sealant used for the rest of the square. The total quoted for this exercise will be \$1,533 (\$46 for each bollard).

In regards to the one case of bollard damaged surrounding pavement, cutting of pavement to a depth of 170mm for base plate (to be removed by others) will cost \$250.

BLUESTONE STAINING MANAGEMENT

As requested at the recent TCMP meeting, staff have had further discussions regarding bluestone pavement maintenance strategies with our regular Town Centre pavement clean and seal contractor as well as the supplier of the bluestone for Town Square.

The supplier of the bluestone, Bamstone, advised that most councils, including the City of Melbourne, Port Fairy etc. do not seal their bluestone pavers (See images below). The pavers may look unsightly for a year or so but eventually naturally darken. In areas receiving a few good hours of daily sunlight the oil stains are eventually burnt out to a degree out by UV rays. Heavy foot traffic may also help reduce the stain. Applying sealer may lock in the stain.



Our regular clean and seal contractor, Wasp Industries, advised that the proposed darker penetrating mineral based sealer includes a stain which should lock in the colour for at least 3 years. This is a once off treatment to reduce the visual impact of oil stains on a relatively light pavement. See attached photos of Town Square. There are approximately 1,100m² of bluestone in the Town Square, x \$11/m² to clean and seal = \$12,100.

Public vehicles would require exclusion from Town Square parking for a couple of days.

Other pavements within the Town Centre are sealed every couple of years or so. The darkened bluestone pavement disguises grime and thus is unlikely to require sealing again. The pavement should still be cleaned as required on a yearly basis, less than the other lighter pavements within the Town Centre. The Glasshouse Forecourt bluestone is cleaned less often than the exposed aggregate pavements in the Town Centre.

Sealing the bluestone paver with a darkening tint is not a maintenance issue. Not sealing the pavement does not prolong the physical integrity of the material, as it would for timber. This treatment is proposed as a one off treatment to have the town square looking its best in the first year when it is most vulnerable to the visual impact of oil stains. It will however create a darker contrast relative to the adjacent exposed aggregate paver sooner than later. From an aesthetic perspective, we welcome contrast as it adds dramatic effect on the ground plane. Only a few of the parking matt black line markings are in bluestone paver areas where the contrast will be diminished.

CATENARY LIGHTS OPERATIONAL UPDATE

The builder's electrician were on site again with more attempts to repair the catenary lights. Whilst they could get the lights to turn on by bypassing the main control unit in the switchboard, they were not able to do so through the control panel – the lights would just cycle through colours without an ability to control them.

The control panel to the main switchboard was originally damaged by the power surge/ lighting strike and was supposedly repaired but did not work a few weeks back. The electrician replaced the control unit and still cannot get it to work.

The project electrical contractor engaged a catenary lighting specialist from Brisbane to attempt to diagnose and fix the problem. Despite having the system up and running again, they have only been able to have them operational for a handful of days before the latest issue occurred. It now seems that the northern end of the Town Square lights have gone out as a result of failure of the light fittings themselves. Council's electrician has contacted the lighting supplier directly to determine how they propose to remedy these product issues. On this basis, this issue is unresolved.

These are expensive lights, all of the existing fittings will be required to be checked and tested to ensure that we do not inherit any product issues long term. Staff will be requesting that once the lights are resolved that the 12 months defects period is reset, given the high proportionate number of failed fittings. The light fitting supplier is from Newcastle, this should make the resolution process faster.

Additional lightning surge protection devices have now been installed in the main cabinet to reduce the risk of damage to multiple outgoing circuits and lights.

PAVEMENT STAINING FROM CHRISTMAS TREE

The Town Square Christmas tree left a rust stain the size of the tree canopy over our stone pavement. After various attempts and trialling various cleaners and chemicals, the stain was eventually removed.

The rust is now replaced by a light patchy area. This is not permanent discolouring, it is simply that this area is now very clean relative to the surrounding pavement. It will darken over time.

The rust was caused by the poor condition of the tree. Staff have been advised that the Sub-Committee have previously considered options for replacing the tree. Given the issues identified above, the Sub-Committee may want to consider funding replacement of the tree. An early 2016 quote for a new tree was \$25,000 – 40,000 for a 10-15 metre high tree.

Attachments

- 1[View](#). Town Square - Issues raised by TCMP members
- 2[View](#). Layout Options Vista
- 3[View](#). Layout options Mono Hypar
- 4[View](#). Layout Options Pacifica Duo
- 5[View](#). Skyspan Vista Square 3.5
- 6[View](#). Skyspan Vista Proposal

| Town Square issues raised by the TCMP Committee – Last updated 22 March 2018 | | | |
|--|--|--|--|
| Issue | Comment | Response | Who pays? |
| Seat cleats | Who was at fault in regard to the skate stop installation delay? | <p>Street Furniture Australia (SFA) were engaged to manufacture the skate stops. There were two delays associated with the supply of the skate stops, both of which were the fault of SFA.</p> <p>The first issue was that despite agreeing to make and supply the skate stops, an internal communication breakdown resulting from poor SFA work systems meant that work didn't commence on making the stops until Council staff followed up their location with SFA.</p> <p>The second issue was that the stops were not constructed as per the provided design. SFA accepted fault. The stops were sent back to SFA and new stops made and subsequently installed.</p> | <p>TCMP paid for supply and installation of skate stops.</p> <p>SFA met costs associated with non-compliant product.</p> |
| Seat damage | <i>[No further information provided. Presumably relates to skateboarding activities in this area?]</i> | No lasting damage caused to seats – addressed at time of additional oil application to timber furniture | TCMP |
| Issues with light poles | Repainting of light poles to the contract specification after original paint coat failed | <p>Poor pre-treatment of posts resulted in paint failure. Issue was identified by staff and addressed by the builder prior to opening of Town Square.</p> <p>This additional work did create noise impacts for adjacent businesses and pedestrians.</p> | Works undertaken by Contractor at no additional cost. |

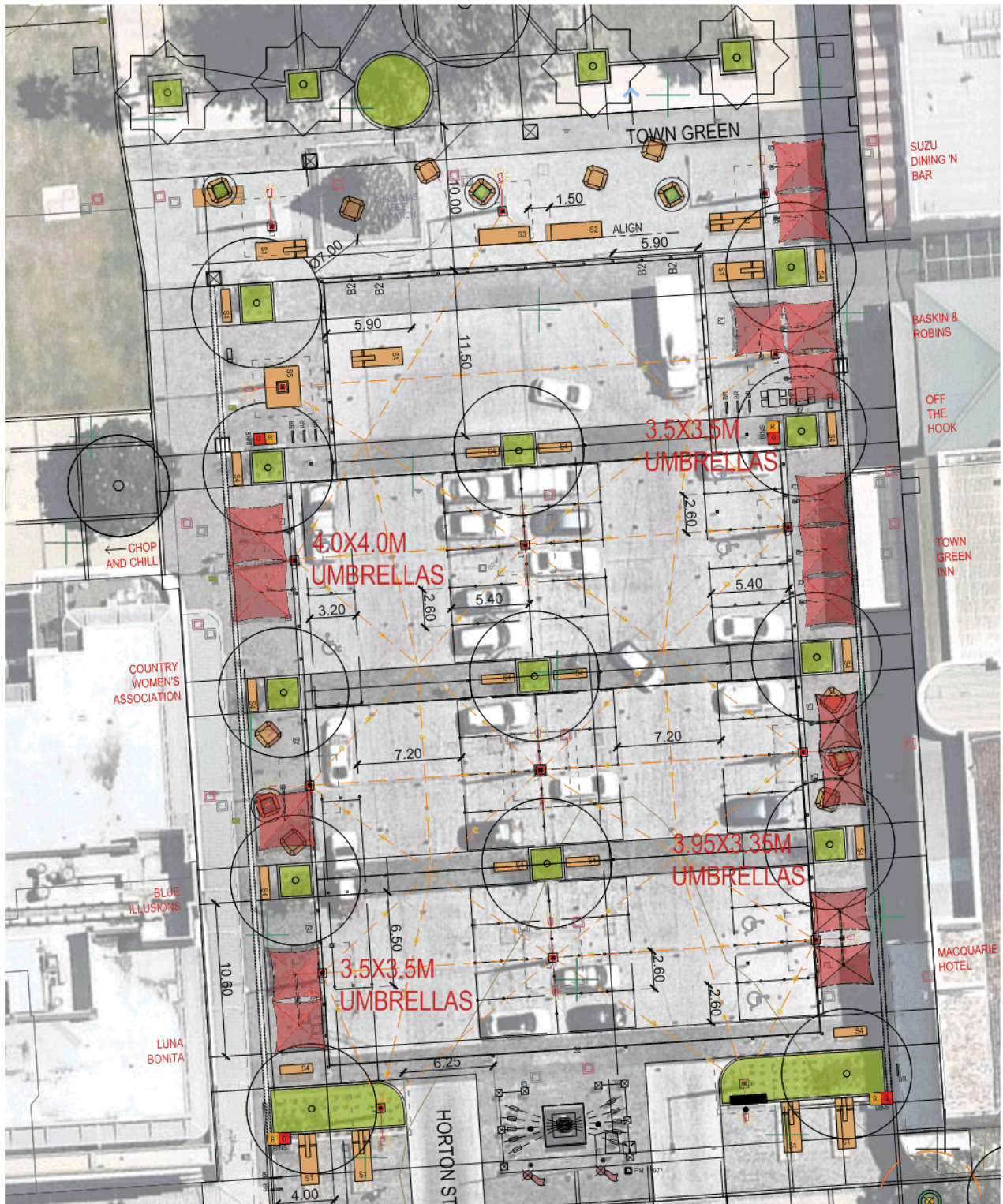
| | | | |
|-------------------------|--|--|------|
| Quality of seat timber | seat planks arrived sub-standard and (potentially) requiring re-varnishing before installation | <p>Seats came oiled rather than stained. The need to apply additional coats of oil soon after installation was known by staff. This is normal for new hardwood as the timber became much more absorbent after being subjected to the harsh summer sun and rain at Town Square. Timber will not absorb much oil while stored undercover in the factory. Therefore, all of the coats ultimately required can't be applied prior to delivery.</p> <p>Applications will reduce to 1 – 2 coats per year over time, as the timber becomes increasingly saturated with oil, as per maintenance advice from the manufacturers.</p> | TCMP |
| Under seat lighting | Issues required attention post opening of Town Square | <p>Lighting design was not part of the overall design documentation. Detailed design included reference to 'bespoke seating with lighting underneath'.</p> <p>Stainless steel seat end plates created high level of reflection from their internal faces, lighting up, electricals and litter.</p> <p>Solution – inside of metal surface were painted matt black.</p> | TCMP |
| Parking bay delineation | Issues with contrast between pavement surfaces & parking bay markers | <p>Original installation as per design. Significant review of design drawings did not identify that this would be an issue. In reality, dust and grime dulls original reflective quality of the ribbed polished stainless steel disks.</p> <p>Significant staff effort was made in testing and resolving this issue in accordance with the original design intent and cost effective options (black paint line marking)</p> <p>Additional works completed prior to opening of Town Square.</p> | TCMP |

| | | | |
|--------------------------|------------------------------|--|--|
| Catenary lighting system | Continued issues with system | <p>There have been a number of issues relating to this system:</p> <ol style="list-style-type: none"> 1. System earthing due to cable coating damage during installation – issue identified and rectified (noting that it took some time to identify this as the source of the issue) 2. 1 light was faulty and was replaced under warranty. 1 faulty light affects the whole row. 3. Lightning strike 26/12 – initially thought to have affected control board. Control board replaced by Builder; Design includes light control devices designed to be sacrificial in such an event. Requires replacement of all light control devices – est. cost \$10,000 (this design is considered to be the cheapest up-front way to deal with lightning risk; costly rectification works required. <p>Additional lightning surge protection devices have now been installed in the main cabinet to reduce the risk of damage to multiple outgoing circuits and lights.</p> <ol style="list-style-type: none"> 4. The project electrical contractor engaged a catenary lighting specialist from interstate to attempt to diagnose and fix the problem. According to the contractors, it now seems that the northern end of the Town Square lights have gone out as a result of failure of several of the light fittings themselves. 5. All of the existing fittings will be required to be checked and tested to ensure that we do not inherit any product issues long term. Staff will be requesting that once the lighting issues are resolved that the 12 months defects period is reset. | <ol style="list-style-type: none"> 1. Builders cost 2. No cost to Council/TCMP - warranty issue 3. Builders cost; TCMP cost |
|--------------------------|------------------------------|--|--|

| | | | |
|--|--|--|--|
| Umbrellas | Concern about cost of failed umbrellas | <p>Legal advice is that we have a strong case for – ‘rejecting the goods in accordance with Australian Consumer Law’. A letter from our lawyers has been sent to the supplier.</p> <p>Permanent replacements are being considered by TCMP.</p> <p>Four economical Interim replacement umbrellas have been purchased and installed for the operators that have taken up outdoor dining. The operators have complained that the Interim umbrellas are significantly smaller than the original umbrellas.</p> <p>More may be purchased as in concurrence with outdoor dining applications. When replaced, they could be reused for the outdoor dining</p> | <p>TCMP expenditure for original umbrellas - \$60,000.</p> <p>The cost of purchasing & installing 4 interim umbrellas & removal of original umbrellas - \$4,102.</p> |
| Drainage of surface water (uneven parts) | Water ponding in northern section of Town Square | <p>Constructed as per design.</p> <p>There was minimal possible fall in this area given the need to tie in with existing adjacent Town Green Central pavements and grassed area, both outside the scope of works.</p> <p>This issue is a design consideration to be resolved as part of the Town Green Central design works currently underway.</p> | No cost at this stage. |
| Modular planter and seat pods | Ordering and placement of modular planters & seat pods as well as determination of an appropriate maintenance regime | <p>Planters and seat pods purchased and delivered to PM Depot. Installation to occur in coming weeks.</p> <p>Purchase & installation costs aligned with budget endorsed by TCMP Sub-Committee (\$60,000) – refer to meeting minutes 31/08/2017.</p> | TCMP – Town Square budget |

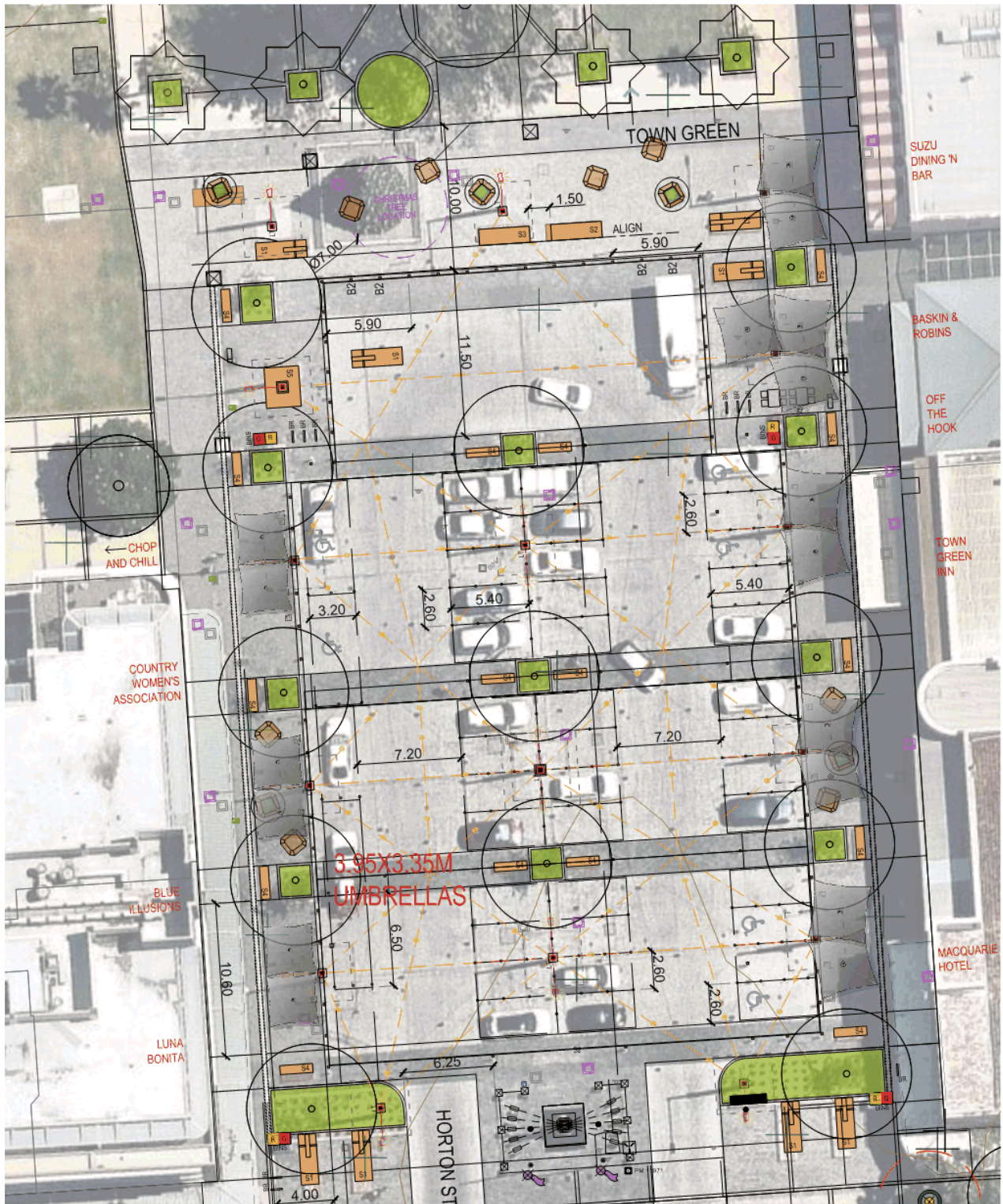
| | | | |
|-------------------------|--|---|-----|
| Liquor licencing issues | Unresolved issues relating to outdoor dining remains in sections of the Town Square. | <p>This is not an issue for café's & restaurants. The process associated with rezoning of the area has commenced with public exhibition occurring 14 – 28 February. The matter has subsequently been reported to the March 2018 Ordinary Council Meeting.</p> <p>The next step is for Council to report the matter to Dept. of Planning for adoption. Staff advise this process will take between 4 weeks and 4 months.</p> <p>In the interim, a temporary licence has been issued to Taphouse Group allowing up to 52 days outdoor dining activity across a 12 month period.</p> <p>The Macquarie Hotel has not as yet taken up this offer. They are concerned that after the interim 52 days, the rezoning application may not have been resolved.</p> <p>Also, they are required to take in their outdoor furniture after 10pm. They are still operating indoors after this external curfew and so the stored furniture would get in the way. A proposal to allow them to have fixed furniture, with an added bond, is currently being considered by staff. These would be situated in unit paved areas. Individual pavers can be replaced if too many unsightly holes result if the furniture is removed in future.</p> <p>The hotel operators have also stated that they would prefer to wait for larger umbrellas to be installed prior to their utilisation of this space.</p> | N/A |
| Paver slip issues | Concern regarding slipperiness of pavers when wet. | Verbal update provided at September 2017 meeting – pavements exceed Australian Standard requirements at P4. Pavements were independently assessed at P5. | N/A |

| | | | |
|---------------------------------------|---|--|---|
| Pavement staining issues | Stains resulting from oils (food and vehicular), graffiti/tagging and garden mulch. | <p>Plant bed kerbs affected by mulch have been cleaned and sealed.</p> <p>Tannins released from fresh mulch have now completely leached out and have ceased causing problems.</p> <p>Bluestone is the most porous and thus the most susceptible material type in Town Square. Investigations have been made and advice from the manufacturers sought. The bluestone has already been sealed once as part of the construction works.</p> <p>Additional sealer has been proposed as an agent to get the darkening tint into the paver. Approximate cost of applying a one off darkening penetrating seal with a tint to all bluestone elements \$12,000.</p> | Works undertaken by Contractor at no additional cost. |
| Cleaning & maintenance of Town Square | The cleaning and maintenance regime for this space has not yet been determined. | There was discussion regarding this matter at the February 2018 TCMP meeting. It was determined that a report on maintenance levels of service for the Town Square will be presented at the April 2018 TCMP meeting. | TBC |



SKYSPAN
VISTA OPTIONS
3.95X3.35M, 3.5X3.5M, 4.0X4.0M
3615H, 2370 head clearance





SKYSPAN
MONO-HYPAR OPTIONS
3.5X3.5M, 4.0X4.0M





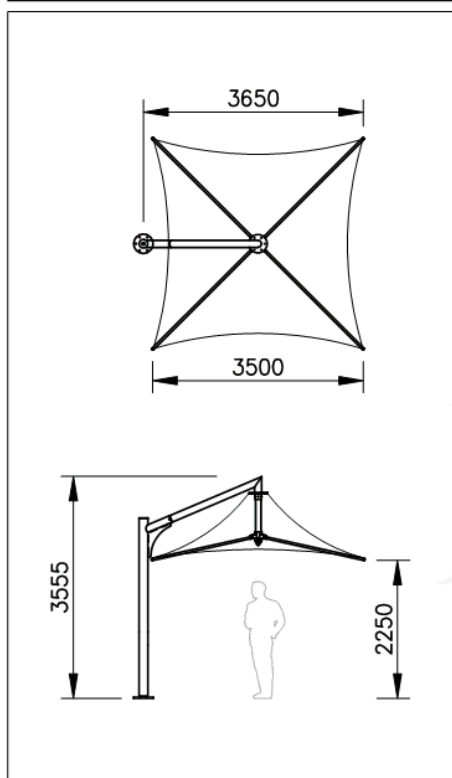
SHADE & SHELTER
PACIFICA DUO
3.5X10.0M





| STYLES AVAILABLE | WIND RATING | FRAME MATERIAL | COLUMN TYPE | FEATURES | PRICE |
|------------------------------------|---|-------------------|---|----------------------------------|------------------------------------|
| SQUARE HEXAGONAL RECTANGULAR | W41 W33 148kmh CLOSED 112kmh OPEN | ALUMINUM STEEL | CENTRE COLUMN CANTILEVERED GAZEBO | PORTABLE FIXED RETRACTABLE | ENTRY LEVEL STANDARD PREMIUM |

V35S DIMENSIONS



The Vista range has a cantilevered frame ideal for pools, cafes and public spaces where clear space under the canopy is preferred. The optional 360 degree pivoting base is perfect for utilising the shade at varying times of the day or for covering more than one area.

- Available in square, hexagonal and rectangular shapes.
- 2.4m – 5.6m standard sizing.
- Proprietary concealed winding mechanism allows for quick retracting in extreme weather.
- Made from a hot dipped galvanised structural steel, powder coated to any Dulux/Interpon colour.
- Low maintenance, translucent, heat reflective, UV treated and fully welded architectural grade PVC membrane available in a large variety of colours.
- Marine grade stainless steel catenary cable and fittings.
- 5 year structural warranty on the frame & 2 year warranty on the canopy.
- Engineer wind rated to 112 kph (W33) open & 148 kph (W41) closed.
- Accessory options include 360 degree pivot base, PVC curtains, rain diverters, link panels (joining umbrellas), corporate branding, down/up lights, heaters and speaker systems.



4M VISTA HEXAGONAL CANTILEVER UMBRELLAS



VISTA 4M SQUARE UMBRELLAS WITH INTERNAL FRAME OPTION

SKYSPAN™ UMBRELLAS | WWW.SKYSPAN-UMBRELLAS.COM.AU | INFO@SKYSPAN-UMBRELLAS.COM.AU | PH: 1300 667 176



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www.skyspanshade.com.au
www.skyspan-umbrellas.com.au



PROPOSAL

SKYSPAN™ WIND-RATED ARCHITECTURAL UMBRELLAS

| | |
|--------------|--|
| DATE | 24 November 2017 |
| CLIENT | Port Macquarie Hastings Council |
| ATTENTION | Michael Nunez |
| PROJECT | SK 5747 |
| SUBMITTED BY | Carman Goldblatt |
| | Business Development Manager – SKYSPAN |





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| WHAT OUR CLIENTS SAY | 7 |
| SOME SKYSPAN™ SATISFIED CLIENTELE | 8 |
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| UMBRELLA ACCESSORIES | 10 |
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Our Ref: **SK 5747**

24 November 2017

Mr. Michael Nunez

Address: Port Macquarie Hastings Council
Tel: 02 6581 8583
E-mail: michael.nunez@tmhc.nsw.gov.au

Dear Michael,

SK 5747 – PRICING PROPOSAL - SKYSPAN™ VISTA UMBRELLAS

Thank you for the opportunity in presenting our Pricing Proposal for Skyspan Vista Umbrellas required for your premises in Port Macquarie, NSW.

Our Proposal is based on the Fabrication, Supply and Delivery of the Umbrella to Port Macquarie, NSW.

The Vista range has a cantilevered frame ideal for pools, cafes and public spaces where clear space under the canopy is preferred. The optional 360 degree pivoting base is perfect for utilising the shade at varying times of the day or for covering more than one area.

- Available in square, hexagonal and rectangular shapes.
- 2.4m – 5.6m standard sizing.
- Proprietary concealed winding mechanism allows for quick retracting in extreme weather.
- Made from a hot dipped galvanised structural steel, powder coated to any Dulux/Interpon colour.
- Low maintenance, translucent, heat reflective, UV treated and fully welded architectural grade PVC membrane available in a large variety of colours.
- Marine grade stainless steel catenary cable and fittings.
- 5 year structural warranty on the frame & 5 year warranty on the canopy.
- Engineer wind rated to 112 kph (W33) open & 148 kph (W41) closed.
- Accessory options include 360 degree pivot base, PVC curtains, rain diverters, link panels (joining umbrellas), corporate branding, down/up lights, heaters and speaker systems.

Kind regards,

Carman Goldblatt

Business Development Manager – SKYSPAN

(Mobile: +61(0)434 705 222 E-mail: carman@skyspanshade.com.au)

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SECTION A1: PRICING PROPOSAL

| ITEM & CODE | UNIT PRICE | NO. OF UNITS | SUB-TOTAL |
|--|-------------|--------------|----------------------|
| V43R - Vista 4m by 3m Umbrella. White Canopy & Frame | \$ 5,780.00 | 20 | \$ 115,600.00 |
| Sub-Total -1 (excl. GST): | | | \$ 115,600.00 |
| <i>Discount: 5.0%</i> | | | \$ 5,780.00 |
| Sub-Total -2 (excl. GST): | | | \$ 109,820.00 |
| Delivery to Port Macquarie, NSW | | | \$ 7,320.00 |
| Sub-Total -3 (excl. GST): | | | \$ 117,140.00 |
| GST 10% | | | \$ 11,714.00 |
| TOTAL: | | | \$ 128,854.00 |

SECTION A2: PRICING PROPOSAL – OPTIONAL EXTRAS

| ITEM & CODE | UNIT PRICE | NO. OF UNITS | SUB-TOTAL |
|------------------------------|-------------|--------------|---------------------|
| Non-Standard - Colour Canopy | \$ 300.00 | 20 | \$ 6,000.00 |
| Non-Standard - Colour Frame | \$ 110.00 | 20 | \$ 2,200.00 |
| Vista Pivot Base | \$ 1,300.00 | 20 | \$ 26,000.00 |
| Sub-Total -1 (excl. GST): | | | \$ 34,200.00 |
| <i>Discount: 5.0%</i> | | | \$ 1,710.00 |
| Sub-Total -2 (excl. GST): | | | \$ 32,490.00 |
| GST 10% | | | \$ 3,249.00 |
| TOTAL: | | | \$ 35,739.00 |

Please note:

Wholesale pricing has been provided with an additional discount based on volume

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**SECTION B: TERMS AND CONDITIONS**

| ITEM | DETAILS |
|-------------------------|---|
| Payment Terms | 50% Deposit, balance prior to Despatch |
| Delivery Program | Estimated 4-6 weeks to shipping ex-works and based on current capacity, to be reviewed on receipt of Purchase Order. Program to be provided |
| Defect Liability Period | 12 months from Practical Completion |
| Proposal Validity | 30 days |
| Installation | No Installation has been included within the Pricing Proposal |
| Warranty | 5 year structural warranty on the frame & 2 Year on the canopy |
| Wind Rating | Engineer wind rated to 118 kph (W33) |
| Fixings & Fittings | Fabric is an Architectural Grade PVC Catenary Cables, Fittings & Fixings are Marine Grade Stainless Steel |

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WHY CHOOSE SKYSPAN™

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Award winning company recognised by our Peers & Industry Association (STA) |
| <input checked="" type="checkbox"/> | Operating since 2002 in its current format |
| <input checked="" type="checkbox"/> | Trade qualified Installers |
| <input checked="" type="checkbox"/> | Associations include; Specialised Textiles Association (STA) Master Builders Association Australia Made VinylLoop & VinylPlus (Fabric Recycling & Green Fabric Fabrication Associations) |
| <input checked="" type="checkbox"/> | In-House Design & Engineering Team (to ensure your Product is compliant, fit for purpose and to the Clients requirement) |
| <input checked="" type="checkbox"/> | All products Engineer Certified – Product & Installation |
| <input checked="" type="checkbox"/> | Offices - we have our head office based in Yatala (South Brisbane) should any assistance be required or the client wish to visit our showroom or speak with a Consultant |
| <input checked="" type="checkbox"/> | Distributors – Skyspan have distributors placed both Nationally & Internationally in order to provide the best possible service to our valued Clients |
| <input checked="" type="checkbox"/> | After-Sales Service & Maintenance – supplied by Skyspan to ensure the product supplied operates as it should at all times |
| <input checked="" type="checkbox"/> | Accessories – there are numerous integrated accessories available with our most of our Product Ranges in efforts to ensure the Client enjoys the best possible solution |
| <input checked="" type="checkbox"/> | Giving back to the Community – aside from all that is associated with the Australian Made logo, including the use of local suppliers and materials , the Skyspan Team are proud to be supporters of the following inspirational Charities & Organisations; Look Good Feel Better Ovarian Cancer (along with the Woman in Textiles Association) Drug Arm Ride to Conquer Cancer NSRI Life Saving Australia |

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WHAT OUR CLIENTS SAY

...‘I always had faith in Skyspan. If we had gone to anyone else I'm sure I would have panicked!’...

Jorgen Liaris – Project Manager, Hayman Island Project (FKP Hayman PTY LTD)

...‘Skyspan were very professional with their production, timelines, paperwork, advice on installs and all-round follow up.

I highly recommend Skyspan for your Project’...

Craig Bartlett – Solar Domes Australia

...‘We experienced a great working relationship with Skyspan on the Project and throughout the initial Design Phase.

Their Shade Structure Product and Quality of Finish was second to none and was well received by the Client and the local Community shopping at the Woolworths facility’...

Robert Levens – Project Manager, Construction FK Gardner & Sons Group



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SOME SKYSPAN™ SATISFIED CLIENTELE



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THE SKYSPAN™ DIFFERENCE



AUSTRALIAN DESIGN, MANUFACTURE & SUPPORT

When you buy a Skyspan™ Umbrella you are not only supporting Australian industry. Skyspan™ customers receive world class quality products specifically designed to suit Australian conditions in shorter time frames than competitors who import their product. Skyspan™ quality control process includes inspection of EACH unit prior to packaging, crating and shipping.



INDUSTRY LEADING AUSTRALIAN WARRANTY

Skyspan™ Umbrellas offer true peace of mind with **lifetime anti rust warranty** on Aluminium umbrellas and up to 10 years structural and 5 year canopy warranties on selected product lines.



MAINTENANCE

Skyspan™ offer a comprehensive maintenance program to ensure correct operation of your Skyspan™ umbrella to fulfil your warranty. With a Skyspan™ professional service you will receive the following:

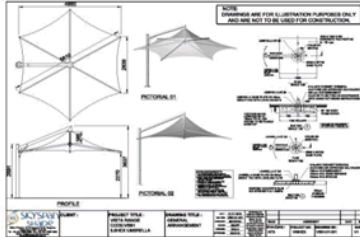
- Ensure canopy edge cable is seated correctly.
- Tighten and secure edge cable.
- Review positioning and condition of fabric.
- Ensure canopy is positioned correctly over top plate.
- Check and tighten all nuts and bolts
- Apply grease to moving parts
- Check jack and winding mechanism (if applicable)
- Check anti-creep lock is correctly positioned (if applicable)
- Check pivot locking bolt is correctly positioned (if applicable)
- Ensure sail track is tight on perimeter frame (if applicable)
- Free end caps and base plugs
- Full written report (emailed)

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UMBRELLA ACCESSORIES



ENGINEERED & WIND RATED

Skyspan™ Architectural Umbrellas come with an Engineer Wind Rating Certification, be it our Portable Umbrellas (60Km/h), Vista & Sunset ranges (112Km/h open, 148Km/h retracted) or our cyclone rated Typhoon & Panorama ranges (148Km/h open).

Stylish Cast Base Plates

At Skyspan™ we pay attention to detail. Starting at the bottom our custom cast alloy base plates provide a clean look whilst adding durability and strength to the design.



EASY WIND OPENING & RETRACTING

In the middle our "Easy Wind" retraction system utilises a unique "rack and pinion" gear system which along with our "Anti-Jam" crank lift allow for easy, fast and reliable opening/closing of canopies. A simple but unique lever allows the umbrella to be locked in the open position for safety when used in public spaces. The removable handle leaves a clean aesthetic appearance whilst preventing unauthorised operation.

Concealed Cables

At the canopy level, our concealed stainless perimeter cable gives the canopy it's curved contemporary profile and overall chic quality. All hardware is manufactured from marine grade stainless steel for maximum strength and longevity.



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Electrical Heating

Skyspan™ Offers the option of including integrated Electrical Wiring to be supplied ex-factory for accessories including electrical heating units, lighting & speaker systems

Lighting

Up-lighting, down-lighting & strip-lighting are able to be provided, both Factory-Fitted and Retro-fitted.



Curtain Systems

Skyspan™ Umbrellas offer the facility of side-curtains in order to create a more sheltered and cosy environment, note will may effect the umbrellas Wind Rating.

Fabric and Frame colour options

Skyspan™ offer a complete range of powdercoating colours from the Dulux/Interpon range for frames and a comprehensive set of canopy colours from the Ferrari 502 range.



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Corporate Branding

Corporate branding options available, including full-colour screen printing.

Electrical Plug Sockets

Electrical Plug Sockets are offered as an option to assist in ensuring patrons on the go are able to stay longer if the need arises.

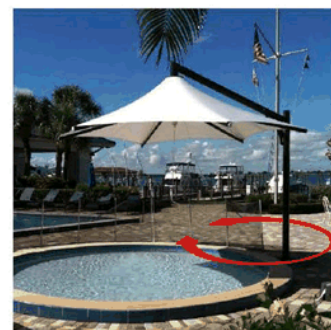


Joiner Panels

Joiner panels are used to link umbrella units together to provide a simple but effective weather-proof solution between adjacent Skyspan™ Umbrellas.

Pivot Base

Our Pivot-Base allows the Vista Cantilevered Umbrella to rotate freely through 360 degrees, allowing optimal use of the umbrellas shade throughout the day.



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**ANNEXURE TABLE**

| REFERENCE: | DETAIL: |
|------------|------------------------------|
| Annexure 1 | General Arrangement Drawings |
| Annexure 2 | Product Data Sheets |
| | |
| | |
| | |
| | |

Upon acceptance of this proposal please complete below and initial with date each page.

Name of authorised personnel

Signature of authorised personnel

Date

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Item: 07

Subject: QUARTERLY FINANCIAL REPORT

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee be presented with information on the Quarterly Financial Report at the next Town Centre Master Plan Sub-Committee meeting

Discussion

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

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

The below is a high level summary of the proposed position of the Reserve for the 2017-18 financial year:

| TCMP High Level Funds Summary 2017/18 | | |
|---|--------------------|--------------------|
| | BUDGET | ACTUAL |
| Reserve Balance at 30 June 2017 | \$2,924,921 | \$2,924,921 |
| Income 2017/18 | \$1,328,300 | \$1,268,300 |
| Loan 2017/18 | \$3,161,777 | \$3,161,777 |
| Operational Expenses | -\$1,018,616 | -\$615,049 |
| Works Program Expenses | -\$3,653,342 | -\$2,999,743 |
| | | |
| Projected Reserve Balance at June 2018 | \$2,743,040 | |
| Current Position at 21 March 2018 | | \$3,740,206 |

Attached is a financial spreadsheet showing the actual expenditure for the 2017-18 financial year to date.

Attachments

1 [View](#). Town Centre Master Plan Quarterly Financial Report - March 2018

Item 07
Attachment 1
Page 48

| Port Macquarie Town Centre Masterplan Financial Model | | | | | | | | | | | | | | | | |
|--|---------|-----------|------------|-----------|-----------------------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 YTD Budget | 2017/18 YTD Actuals (incl commitments) | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 |
| 41266.9999 | | 0 | | | | 0 | 0 | | | | | | | | | |
| TOMP - William St - Short to Buller St Bridge | | 4,161 | 5,027 | 207 | | 0 | 0 | | | | | | | | | |
| 41269.9999 | | | 50,948 | 13,012 | | 0 | 3,522 | | | | | | | | | |
| TOMP - Entertainment Precinct | 30,571 | 64,295 | 50,948 | 13,012 | | 0 | 3,522 | | | | | | | | | |
| 41270.9999 | | | 152,080 | 10,883 | | 0 | 5,565 | | | | | | | | | |
| TOMP - Signage Installation | | | 152,080 | 10,883 | | 0 | 5,565 | | | | | | | | | |
| 41271.9999 | | 166,114 | 96,511 | 3,553 | | 0 | 2,403 | | | | | | | | | |
| TOMP - Street Furniture & Waste Audit, Options Study etc | 13,998 | 166,114 | 96,511 | 3,553 | | 0 | 2,403 | | | | | | | | | |
| 41272.9999 | | 6,500 | 1,200 | | | 0 | 0 | | | | | | | | | |
| TOMP - Footpath Replacement | | 6,500 | 1,200 | | | 0 | 0 | | | | | | | | | |
| 41273.9999 | | 69,664 | | | | 0 | 0 | | | | | | | | | |
| TOMP - Precon Pedestrian Access West of Horton Street | 42,928 | 69,664 | | | | 0 | 0 | | | | | | | | | |
| 41274.9999 | | 0 | | | | 0 | 0 | | | | | | | | | |
| TOMP - Clarence St - Precon Hay to Murray | 4,596 | 0 | | | | 0 | 0 | | | | | | | | | |
| 41376.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Horton St - Up-lighting of Trees | 186 | | | | | 0 | 0 | | | | | | | | | |
| 41378.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Masterplan | 70,486 | 49,758 | | | | 0 | 0 | | | | | | | | | |
| 41380.9999 | | | 55,620 | 51,663 | 50,000 | 29,085 | | | | | | | | | | |
| TOMP - Landscape Upgrades | | | 55,620 | 51,663 | 50,000 | 29,085 | | | | | | | | | | |
| 41381.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Masterplan Forward Planning | | | | | | 0 | 0 | | | | | | | | | |
| 41382.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Short St - Precon North of Clarence St | | 4,576 | | | | 0 | 0 | | | | | | | | | |
| 41383.9999 | | | 2,604 | | | 0 | 0 | | | | | | | | | |
| TOMP - Short St - William St to Bourne House West | 66,257 | 6,163 | 2,604 | | | 0 | 0 | | | | | | | | | |
| 41384.9999 | | 14,600 | 3,520 | 26,388 | | 2,520 | | | | | | | | | | |
| TOMP - Town Green Masterplan Stage Construction | | 14,600 | 3,520 | 26,388 | | 2,520 | | | | | | | | | | |
| 41385.9999 | | | 50,000 | | | 0 | 0 | | | | | | | | | |
| TOMP - Short Street Drainage | | | 50,000 | | | 0 | 0 | | | | | | | | | |
| 41386.9999 | | 290,997 | 1,656,418 | 160 | | 0 | 0 | | | | | | | | | |
| TOMP - Clarence/Murray Int & Clarence-Hay to Murray | | 290,997 | 1,656,418 | 160 | | 0 | 0 | | | | | | | | | |
| 41406.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Const Clarence/Murray St Intersect Gateway | | | | | | 0 | 0 | | | | | | | | | |
| 41408.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Cyclist Friendly Actions | | | | | | 0 | 0 | | | | | | | | | |
| 41471.9999 | | 19,167 | 9,726 | 2,747 | | 110 | 0 | | | | | | | | | |
| TOMP - Precon Foreshore Walkway - Town Beach to Kool Ck | | 19,167 | 9,726 | 2,747 | | 110 | 0 | | | | | | | | | |
| 41472.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Precon Foreshore Walkway - Town Beach to Kool Ck | | | | | | 0 | 0 | | | | | | | | | |
| 41473.9999 | | 5,633 | | | | 0 | 0 | | | | | | | | | |
| TOMP - Precon Horton St - New Midblock Crossing | | 5,633 | | | | 0 | 0 | | | | | | | | | |
| 41474.9999 | | 20,550 | | | | 0 | 0 | | | | | | | | | |
| TOMP - Consl Horton St - New Midblock Crossing | | 20,550 | | | | 0 | 0 | | | | | | | | | |
| 41475.9999 | | 7,000 | 19,552 | 1,615 | | 0 | 0 | | | | | | | | | |
| TOMP - Precon Kooloonbung Foreshore - Gordon/William | | 7,000 | 19,552 | 1,615 | | 0 | 0 | | | | | | | | | |
| 41476.9999 | | 10,000 | | | | 0 | 0 | | | | | | | | | |
| TOMP - Lighting Options Study | | 10,000 | | | | 0 | 0 | | | | | | | | | |
| 41477.9999 | | 16,954 | 4,736 | | 50,000 | 0 | 0 | | | | | | | | | |
| TOMP - Placemaking Activation | | 16,954 | 4,736 | | 50,000 | 0 | 0 | | | | | | | | | |
| 41478.9999 | | 54,680 | | | | 0 | 128,388 | | | | | | | | | |
| TOMP - Precon Short St Footpath Replacement | | 54,680 | | | | 0 | 128,388 | | | | | | | | | |
| 41479.9999 | | 29,725 | 92,013 | 173,978 | | 0 | 2,804,080 | | | | | | | | | |
| TOMP - Preconstruction Town Square | | 29,725 | 92,013 | 173,978 | | 0 | 2,804,080 | | | | | | | | | |
| 41480.9999 | | | 109,095 | 447,128 | 3,161,777 | 2,804,080 | | | | | | | | | | |
| TOMP - Construction Town Square | | | 109,095 | 447,128 | 3,161,777 | 2,804,080 | | | | | | | | | | |
| 41481.9999 | | 0 | | | | 0 | 0 | | | | | | | | | |
| TOMP - Kooloonbung Creek Works - Eastern Bank south of Hayward | | 0 | | | | 0 | 0 | | | | | | | | | |
| 41482.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Kooloonbung Creek Works - Eastern Bank south of Hayward | | | | | | 0 | 0 | | | | | | | | | |
| 41716.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Hay St Footpath Outdoor Dining Area | | | | | | 0 | 0 | | | | | | | | | |
| 41717.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Kooloonbung Ck Foreshore - Gordon to Hayward | | | | | | 0 | 0 | | | | | | | | | |
| 41718.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Kooloonbung Ck Foreshore - Gordon to Hayward | | | | | | 0 | 0 | | | | | | | | | |
| 41782.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Clarence St Landscaping - Design | | | | | | 0 | 0 | | | | | | | | | |
| 41783.9999 | | | | | | 0 | 0 | | | | | | | | | |
| TOMP - Clarence St Landscaping - Design | | | | | | 0 | 0 | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Total Works Program Expenditure | | | | | | | | | | | | | | | | |
| | 935,444 | 1,175,974 | 2,454,238 | 763,246 | 3,653,342 | 2,999,743 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| WORKS PROGRAM RESULT | | | | | | | | | | | | | | | | |
| | 935,444 | 1,175,974 | 2,454,238 | 500,023 | 491,565 | 2,999,743 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Balance of Reserve 1 July | | | 3,374,373 | 1,800,311 | 2,123,673 | 2,924,921 | 2,924,921 | 3,239,339 | 3,559,700 | 3,886,039 | 4,218,386 | 4,551,629 | 4,891,245 | 5,202,445 | 5,514,129 | 5,831,260 |
| Transfer to Reserve - Operating Result | | | 880,175 | 823,384 | 309,684 | | 314,418 | 320,361 | 326,338 | 332,348 | 333,443 | 339,416 | 311,200 | 311,684 | 317,131 | 666,961 |
| Transfer from Reserve - Capital Expenditure | | | -2,454,238 | -500,023 | -491,565 | | -514,418 | -320,388 | -326,338 | -332,348 | -333,443 | -339,416 | -311,200 | -311,684 | -317,131 | -666,961 |
| Balance of Reserve 30 June | 0 | 3,374,373 | 1,800,311 | 2,123,673 | 2,924,921 | 2,924,921 | 3,239,339 | 3,559,700 | 3,886,039 | 4,218,386 | 4,551,629 | 4,891,245 | 5,202,445 | 5,514,129 | 5,831,260 | 6,528,220 |

10P7YH18

Item: 08

Subject: BICENTENARY FORESHORE SHARED PATHWAY WEST OF TOWN CENTRE

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee:

1. Note that the Westport Park Promenade construction is listed as a current action within Council's 2017/18 Operational Plan.
2. Clarify the scope of works and timelines for the Bicentenary Project.

Discussion

This matter was first raised at the Town Centre Master Plan Sub-Committee meeting held on 15 February 2018 where the following was determined:

Request the Director Strategy & Growth consider the following potential further resolution and report to the March 2018 meeting:

- *The Town Centre Master Plan Sub-Committee supports and endorses Council involving the Bicentenary Working Group in creating a Bicentenary project of linking via cycleway/shared pathway the foreshore pathway from the Park Street Marina East to the Kooloonbung Creek Footbridge.*
- *The Town Centre Master Plan Sub-Committee consider providing some funding and expertise to enable acceleration of the necessary design work for this "one-off" Bicentenary Project.*

The purpose of this report is to update the Sub-Committee on Council plans to upgrade the walkway/cycleway through Westport Park, and potential for the alignment of this project with the Bicentenary project.

Current plans for Westport Park improvements

The upgrade of the shared walkway/cycleway through Westport Park is a current priority for Council with this project being identified within the 2017/18 Operational Plan. A project budget of \$375,000 was allocated for:

- The detailed design of broad reserve improvements, and
- For construction of the shared walkway/cycleway.

The detailed design plans are based on the Coastal Walk Master Plan which was adopted by Council in December 2017 (refer to attached plans).

The design scope includes:

- A 3 metre wide central walkway/cycleway.
- Pole luminaires along this pathway.
- Seating along the pathway.
- Trees and minimal understorey planting along pathway.

- Minor grading works and re-grassing to create relatively flat areas for markets.
- Service line upgrades and realignments.

The project scope does not include connection upgrades to the Kooloonbung Creek pedestrian bridge. One of the key challenges to upgrading the pedestrian linkage between the pedestrian bridge and Westport Park is land tenure. A section of the existing walkway is constructed on private land and there is insufficient reserve space available to allow for walkway realignment. This land tenure issue is recognised in the Crown Lands Hastings Regional Crown Reserve Precinct 'A' Plan of Management. Specifically, the plan recognises the need for Crown Lands to 'Ensure ongoing community access along foreshore in front of Waters Edge Motel' as a Short Term priority. At this point in time, this issue has not been resolved by Crown Lands.

The shared walkway/cycleway is programmed to be constructed in May this year, after the Ironman event.

Bicentenary Project

The planned shared walkway/cycleway presents opportunity to include elements of interest consistent with the concept of the Bicentenary project.

The key avenue for progressing this concept is for Town Centre Master Plan Sub-Committee representation on Council's Bicentenary Working Group, the chair of the TCMP and Director S&G are both represented on the working group.

The desire to provide some funding and expertise to enable acceleration of the necessary design work for this "one-off" Bicentenary Project is understood by staff. Project scope and timelines need to be determined and agreed by the Sub-Committee to allow staff to assess work load impact and required funding requirements.

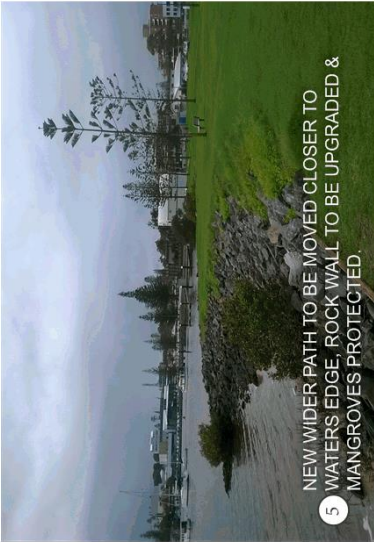
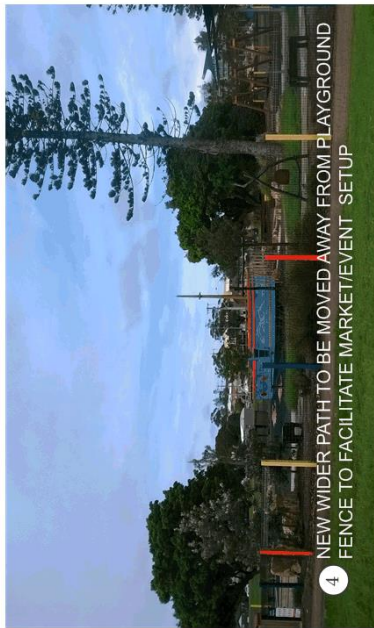
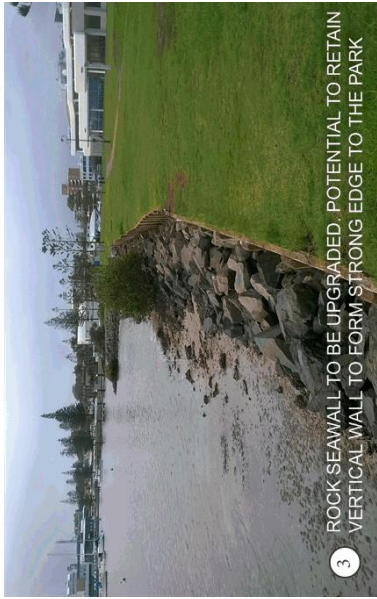
Attachments

1 [View](#). Coast Walk Masterplan WP

2 [View](#). Westport Park Upgrade - General Layout - Preliminary



COASTAL WALK MASTER PLAN
DETAIL PLAN 1 WESTPORT PARK



COASTAL WALK MASTER PLAN
DETAIL PLAN 1 WESTPORT PARK

