

PRESENT

Members:

Jeffery Sharp
Gary Randall
Anthony Wilson
Michael Mowle
Tony Thorne
Brian Tierney
Jeff Gillespie

Other Attendees:

Craig Swift-McNair
Janette Hyde

The meeting opened at 8.10am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies from Cliff Toms and Stephen Byers be accepted.

Jeffery Sharp advised that Rob Turner has submitted his resignation from the Town Centre Master Plan Sub-Committee and that the membership of the Sub-Committee should remain as is until the Council review of all Sub-Committees is completed.

CONSENSUS:

That the membership of the Sub-Committee remain as is until the Council review of all Sub-Committees is completed.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 12 September 2012 be confirmed.

04 DISCLOSURES OF INTEREST

Tony Thorne advised that King and Campbell have been involved in some items in the works programme.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

09 – Gary Randall advise that the trial ramp has not been poured yet as Council is waiting on blue stone and currently have a backlog of contracting work. Currently considering engaging a contractor to pour the trial. Jeff Gillespie raised concern that the work won't be ready for the April 2013 date due to a procurement delay. Jeffery Sharp advised that Council have preferred contractors which can be engaged quickly. Gary Randall further advise that the project is not yet on critical path. Tony Thorne enquired if the deeper ones were being procured. Gary Randall advised yes.

CONSENSUS

That Gary Randall bring back a project plan for the rumble bars to the next Town Centre Master Plan Sub-Committee meeting.

11 – Landscaping Review – Jeffery Sharp advised that Recreation & Buildings staff will be in the CBD doing substantial work, irrigation on the Town Green is being tested, tree light fittings have been ordered.

14 – Tasting on Hastings – Gary Randall requested that the Town Centre Master Plan Sub-Committee pass on thanks back to Council staff that were involved in the CBD works for Tastings on Hastings.

Jeff Gillespie enquired if the bollards at the bus stop on Town Green that were taken out for the event but have been reinstated can be removed permanently? Gary Randall suggested that the bollards create a physical buffer for people getting off buses and people reversing from the nearby car parks. Jeff Gillespie further enquired if there could be a bus drop off area and allow the buses to park elsewhere. Jeffery Sharp advised that the matter will be investigated further.

CONSENSUS

1. That thanks from the Town Centre Master Plan Sub-Committee be passed on to the Council staff involved in the Tastings on Hastings.
2. That the bollards at the bus stop on Town Green be permanently removed and bus drop off area with permanent bus parking elsewhere be investigated.

That Sonia and Grey Fingleton be invited to a future Town Centre Master Plan Sub-Committee to provide a report on the Tastings on Hastings event.

Christmas Tree – Janette Hyde attended the meeting to provide information regarding the Count Down to Christmas event. Jeffery Sharp advised that the Christmas Tree has arrived, Coates Hire are provided an elevated work platform (EWP) as sponsorship for the event. Christmas Tree will be erected 19 November and the lighting of the tree event is scheduled for 22 November. Janette Hyde advised that the Count Down to Christmas event will involve a parade, fun run and entertainment. Janette Hyde also thanked the Town Centre Master Plan Sub-Committee for contributing to the event by purchasing the Christmas tree. Janette Hyde advised an issue with public liability insurance for the public fun run has arisen, which has turned the public fun run into a business houses fun run, for which each business must provide their own public liability insurance specific for the event. The Port Macquarie Chamber of Commerce has a URL for businesses to register and provide their public liability insurance. Schools and dancing schools will be approached to participate. The Christmas flags will be going up and this year's event is step 1 of where the working party would like it to be. The Port Macquarie Chamber of Commerce will be sending emails to businesses encouraging participation and the Horton Street businesses will be visited to ensure they will be open on the event night and decorated. Jeffery Sharp further advised that an application has been made to the Local Traffic Committee (LTC) to close the turn-around section at Horton and William Streets with the fun run to commence at the clock.

08 – Parking Contributions – Jeffery Sharp advised that parking contributions are imposed on outdoor dining area with the rental offsetting the contribution until paid where funds are then redirected to the Town Centre Master Plan. Jeff Gillespie advised that he believed this was never the intention and has recently been changed without consideration by the Town Centre Master Plan Sub-Committee. Jeff Gillespie requested that the Town Centre Master Plan Sub-Committee review and discuss further. Jeffery Sharp advised that he will investigate and obtain a chronology of changes and report back to the Town Centre Master Plan Sub-Committee.

CONSENSUS:

That Jeffery Sharp investigate the parking contributions changes and report back to the Town Centre Master Plan Sub-Committee.

06 WORKS PROGRAMME - DESIGN STATUS

Kooloonbung Creek Pedestrian Bridge – Jeff Gillespie requested a meeting with the Councillors to discuss the history and background of the Kooloonbung Creek Pedestrian bridge. Jeffery Sharp advised that a meeting with the Councillors was possible and will be scheduled and that the members that meet on Wednesday morning should develop a presentation and forward to Rachael Millett prior to the meeting. Jeffery Sharp further advised that an Extra-Ordinary Council meeting may be able to be held prior to the Ordinary Council meeting scheduled for 12 December 2012. Brian Tierney advised he will send through photos of a similar cable stay bridge to be shown at the meeting.

Kooloonbung Creek Foreshore Upgrades - Jeffery Sharp advised that the Kooloonbung Creek Foreshore Upgrades have been presented to the Councillors and that the designs need to go on public exhibition as soon as possible. Brian Tierney enquired if the Town Centre Master Plan Sub-Committee should hold on these designs until a determination of

the pedestrian flow is made. Jeff Gillespie advised that discussions regarding the Food for Less site are progressing and the Town Centre Master Plan Sub-Committee requires an indication of these discussions. Anthony Wilson agreed that the Town Centre Master Plan Sub-Committee should hold on the designs until the Food for Less site is resolved. Gary Randall advised that road upgrades would be required for any pedestrian interfaces. Jeffery Sharp advised that Council will hold on exhibiting the Kooloonbung Creek Foreshore Upgrades.

CONSENSUS:

1. That the Town Centre Master Plan Sub-Committee meet with the Councillors on Thursday 15 November at 4:30pm with the meeting to be confirmed by Rachael Millett.
2. The progress of designs currently committed and listed in the recently adopted Master Plan financial model (works programme) be received and noted.
3. That Council hold on placing the Kooloonbung Creek Foreshore Upgrades design on exhibition.

07 TOWN CENTRE MASTER PLAN - INCOME VS EXPENDITURE

Jeff Gillespie raised concern over Operational Expenditure Item 21 – Tastings of the Hastings in CBD in the Operational Expenditure shown as an ongoing commitment which was not previously agreed to. Jeffery Sharp agreed and advised this would be amended.

Jeffery Sharp advised that there has been an error where the grant funding has been placed in the Town Centre Master Plan funds and further that the expenditure has not been listed but will be tabled separately.

CONSENSUS:

1. This report be received and noted; and a further report be presented to the Committee following completion of the 2012/13 works and operations.
2. That Operational Expenditure Item 21 – Tastings of the Hastings in CBD be amended to reflect a commitment for 2012/13 only.

08 COUNCIL'S PROCUREMENT METHODOLOGY

08 – Craig Swift-McNair presented information on Council's procurement process and the regulation/requirements that Council must follow. Points raised and discussed as follows:

- There are regulations that guide Tenders and internal policies and processes and checklists that must be followed
- Projects under \$150,000 can be dealt with under Council's policies
- Can follow an EOI process, which can provide a selective tender from shortlisting EOI applications
- To engage a consultant over \$100,000 requires a tender process
- Relevant Council policies are: Tendering Policy; Engaging Consultants Policy; Purchasing Policy
- Tenders require Council adoption

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- Approximate time for EOI process is 12 weeks
 - Approximate time for Tender process is 6 weeks (if no issues arise)

Jeff Gillespie enquired how do you determine the level of expertise from the tender process? Craig Swift-McNair advised that the EOI process assists in determining the level of expertise however the EOI documents need to be specific in what is required.

Gary Randall further advised that the tenderers need to ensure information is supplied (and the tender document need to specify what is required to be assessed). Gary Randall also advised that as part of the tender review, you cannot take personal experience with the tenderer into account, if the tenderer has not supplied the information required, it cannot be assessed.

Brian Tierney enquired why can't the Town Centre Master Plan Sub-Committee get a local company we know can do the job to give hourly rate and then get them to do the job? Craig Swift-McNair advised that there needs to be a panel of companies which have supplied relevant information (and that have been through a tender process to be part of a panel) and can be quickly engaged. Currently Council has a preferred supplier database which went through a tender process already. Council is governed by Department of Local Government regulations.

CONSENSUS:

That the presentation by Director Corporate and Business Services be noted.

09 GENERAL BUSINESS

CONSENSUS:

1. That the Town Centre Master Plan Project Manager be keep as a current item on the Town Centre Master Plan Sub-Committee agenda.
2. That a report on the status of the Town Centre Master Plan book (Downtown) be presented to a future Town Centre Master Plan Sub-Committee meeting.

The meeting closed at 10.00am.