

PRESENT

Members:

Councillor G Hawkins
Jeffery Sharp
Cliff Toms
Gary Randall
Stephen Byers
David Capper
Brian Buckett
Tony Thorne
Brian Tierney

Other attendees:

Councillor R Turner

The meeting opened at 8.10am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

Michael Mowle was absent without an apology.

CONSENSUS:

That the apology received from Jeff Gillespie be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 27 February 2013 be confirmed with the following amendments and to be re-circulated.

Item 10 Update for rumble bar replacement in Port Macquarie CBD:

“Gary Randall explained that the pavers go in under the bedding” be changed to “Gary Randall explained that the pavers go in over the bedding”.

Item 14 General Business 14.01 Terms of Reference:

The meeting unanimously and enthusiastically endorsed the above plan and proposed the following resolutions in order to avoid the need to go through the tender process be changed to:

The meeting endorsed the above plan and proposed the following resolutions in order to avoid the need to go through the tender process.

Consensus of Item 14 General Business 14.01 Terms of Reference:

1. That the Committee engage Track Consulting to review the TCMP original document with a view to providing specific project items over the next 4 years and beyond.
2. Jeffery Sharp obtain the original TCMP document from Track Consulting and circulate to Committee.

Be changed to:

1. That the Committee support the engagement of Tract Consulting to review the TCMP original document with a view to providing specific project items over the next 4 years and beyond.
2. Jeffery Sharp obtain the original TCMP document from Tract Consulting and circulate to Committee.

That a line be drawn between the initial and reconvened meetings with attendees and apologies noted and recirculated to members.

04 DISCLOSURES OF INTEREST

Tony Thorne declared a Non-Pecuniary - Insignificant Conflict of Interest in Item 9 - Town Centre Master Plan Design Progress because it is a progress report on work being undertaken by his firm, King and Campbell, under contracts already issued by Council and there is no reasonable expectation or likelihood of financial gain as a result of Item 9.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Item 11 of 4/4/12- Port Macquarie CBD Landscaping Review.

Tony Thorne has not spoken with Liam Bulley for an update on the landscaping since the walk around with Anthony Wilson. Anthony Wilson asked whether TCMP Committee should seek professional advice from George Gallagher/Tract Consulting for the landscaping review. Tony Thorne suggested that George Gallagher is a higher level operator and the landscaping does not need input from consultants. Gary Randall reiterated that \$100,000 this financial year and \$150,000 in 2013/14 is in the budget for landscaping upgrades to include Horton Street from KFC to the lights. Clarence Street to West of Horton Street and all of Short Street are to be included in these works.

CONSENSUS:

1. That the landscaping review of the CBD be removed from Business Arising and made a standalone agenda item from the next TCMP meeting.
2. That Liam Bulley provide the Committee with a detailed status report of the CBD landscaping.

Item 9 of 5/12/12 – General Business TCMP Book Down Town.

Brian Buckett confirmed with the Historical Museum in relation to the sale of the book. The Historical Museum enthusiastically support the sale and internal promotion and are willing to proceed once advice from the TCMP Committee is received. The Chairman of the Historical Museum thinks that the book is an excellent publication and is willing to support the sale of the book with a \$2 commission per book.

CONSENSUS:

1. That Committee support the sale of the book at the Historical Museum for a price of \$12 which includes \$2 commission to the Museum.
2. That Brian Buckett provide contact details for the Museum to Jeffery Sharp. Jeffery Sharp to confirm stock of book for sale.

Item 10 of 27/2/13- Update on rumble bar replacement in Port Macquarie CBD.

Brian Tierney stated that TCMP proactive marketing approach aligns with the sale of the TCMP Down Town Book and suggested that a working party be set up to investigate TCMP marketing and promotion. Clr Hawkins, Brian Buckett also agreed. Clr Hawkins advised that he had previously discussed the marketing of TCMP with the Mayor who is in general support.

CONSENSUS:

1. That a working party be set up to investigate marketing and promotion of TCMP works. Jeff Sharp to advise details at the April meeting.
2. That Jeffery Sharp liaise with Council's communications team for the design of a TCMP logo and marketing plan.

Stephen Byers stated that the current status of TCMP does not get updated and reflected in the minutes and suggested outstanding items require ownership and a timeframe of when the item is to be finalised. Business Arising items should relate back to the line item

of the financial model so the expenditure can be visualised.

Clr Hawkins noted that he and Jeffery Sharp had discussed various appropriate alternative formats for recording responsibility and timeframes of action items for the TCMP committee prior to the meeting. Stephen Byers said that the minutes do not have to be narrative and rather a brief snapshot of conversation and outstanding actions.

Item 10 of 27/2/13- Update on rumble bar replacement in Port Macquarie CBD.

Gary Randall pointed out that Committee members should all prepare for the meeting by reading the agenda so the meeting can be run through more quickly and updates are then not required during the meeting.

Cliff Toms agreed that the agenda/business arising items relating to expenditure can be cross referenced with items from the costings and activities spreadsheet.

David Capper queried the outcome of the money for the Beatles extravaganza. Jeffery Sharp confirmed that a report went to the Council meeting on 20 March 2013 seeking the approval of \$1,500 in support of the event. The report was noted at the Council meeting however it was not supported and only noted. Clr Intemann raised a question on notice in relation to how the TCMP funding arrangements are broken down in sectors, with respect to the recent flooding in Short Street and feedback from effected residents/business owners. Clr Hawkins and Jeffery Sharp have been working on the Works Program which will be provided to Councillors as a briefing note, rather than a report to Council.

Numerous photos have been received from ratepayers in relation to flooding in Short Street. Cliff Toms and Jeffery Sharp have had discussions on some remedial works in Short Street involving flood gates/valves to alleviate further damage in future flood events.

Gary Randall raised the rumble strips program as it was not formally part of the agenda. The Construction trial for the rumble strips took place on Saturday 23 March 2013. The concrete underneath the rumble strip was not found to be compromised. This means that a change to the order of pavers can be made and construction can take place with the existing slab. These works will begin after the school holidays with the continuation of all ramps to be upgraded. It takes one week to chip out bedding and relay. The program will commence on 6 May 2013 (day after Ironman) and continue for 5 weeks weather permitting.

Given the condition of the bedding slab, once the bedding is jack hammered out it is now proposed to lay a 60mm pavers rather than 80mm. Melbourne City Council have used the Bluestone pavers and they were also used at Darling Harbour. The bedding is a solid membrane and has a cushioning effect and the glue has flexibility.

CONSENSUS:

That Gary Randall circulate to the TCMP committee a memo with details of the change in construction methodology for the CBD Paver ramps rather than the resource estimate.

Item 12 of 27/02/12 Town Centre Bus Routing.

Cliff Toms has written to the Chamber of Commerce in relation to the impacts of the proposed changes to bus routes. The letter is to be tabled at the Chamber of Commerce meeting next week.

CONSENSUS:

1. That Cliff Toms forward the letter for the Chamber of Commerce to Tony Thorne to discuss at Chamber meeting.

At this point Jeffery Sharp vacated the Chair and handed proceedings over to the incoming Chair Clr Hawkins. Jeffery Sharp thanked all members of the committee for their support in what has been an interesting and challenging role. Clr Hawkins thanked Jeffery Sharp for his dedicated service over a long and sometimes difficult period. He particularly noted the additional challenges throughout the recent flood event. Clr Hawkins asked the Committee for patience whilst he familiarises himself with all the issues.

06 TOWN CENTRE MASTERPLAN TERMS OF REFERENCE

Clr Hawkins asked for feedback on The Terms of Reference document which was attached to the agenda.

Tony Thorne tabled whether the role of review of designs, construction and monitoring of projects should be stipulated in Terms of Reference (TOR). Brian Tierney noted that this role is broadly mentioned in Item 2.1. He also stated that the renaissance, administration and project management may be too big a task for Council officers to successfully manage with busy workloads. Clr Hawkins noted that Councillors are currently reviewing the proposal from the General Manager of the structure of the Council as an organisation and that it was his personal view that there appears to be a deficiency of people/staffing in the infrastructure division. Clr Hawkins also advised that it was his view that The TCMP would benefit significantly if two things were done:

- a) The appointment of a TCMP Project Manager (even if not a full time role), and
- b) with the contracting of George Gallagher to the earlier mentioned role.

Stephen Byers queried whether the TOR assumes a static TCMP committee; it doesn't seem to accommodate the review and renewal of important roles. The TOR also doesn't specifically make mention of the upcoming review by George Gallagher.

Clr Hawkins reminded the Committee of discussions held at the previous meeting of 27 February 2013 in relation to the importance of the vision of the TCMP. Clr Hawkins plan is for the TOR to be very much a live and evolving document.

Jeffery Sharp noted that the appointment of George Gallagher will need to cost less than \$150,000 otherwise the brief and scope of works may need to be altered. If this occurs there will need to be a tender process for the appointment of a Project Manager.

Clr Turner also noted that any Councillor may attend TCMP Sub Committee meetings, however they will not have voting rights. This does not need to be added to the TOR as Councillors are entitled to attend any Sub Committee meeting of Council. Clr Cusato is the

alternate Councillor for the TCMP sub Committee.

Gary Randall asked what the appetite is for observers to attend the meeting. Clr Hawkins stated that he welcomed any additional attendee if they can contribute and this is included in Item 3.4 of TOR.

Clr Hawkins intends to distribute an expression of interest to call TCMP Sub Committee members before 30 June 2013. He also noted that The TOR has added another position to the TCMP Sub Committee.

Jeffery Sharp noted that in the past an invitation was sent out for EOI after only having 3 active members as well as Clr Turner and the Chamber of Commerce representative. There was a reasonable interest and the Administrator opted to increase from the traditional base for members for the current Committee. The TOR does not have a timeframe for membership and does not allow for the vitality of the Committee to continue. Jeffery Sharp stated that the mechanics of the TOR should be put up to Council and for EOI to be renewed every 2 years. Brian Buckett suggested that half of the members should be renewed every 2 years so there is a continuation of experience at all times amongst the Committee.

Jeffery Sharp stated that the mechanics of the TOR should be put up to Council and for EOI to be renewed every 2 years. Brian Buckett suggested that half of the members should be renewed every 2 years so there is a continuation of experience at all times amongst the Committee.

Clr Hawkins asked whether it be possible to have a geographical grid to describe where TCMP works are being conducted which would illustrate allocation of funds to sections of the CBD. Gary Randall and Tony Thorne noted that previously works are described in blocks e.g. Horton Street East and West.

Cliff Toms mentioned that a mapping approach can be used giving reference to the capital works items and Council have the mapping resources at hand.

Clr Hawkins noted that there was a reference from the TCMP minutes of 6 December 2011 to a report describing precincts – e.g. entertainment precinct. Clr Turner noted that this terminology is used in the Urban Growth Strategy.

CONSENSUS:

1. That Jeffery Sharp, Gary Randall and Cliff Toms draft a brief of scope of works for George Gallagher and investigate the impact on the proposed works program if the brief needs to be altered. This information is to be circulated by 17 April 2013, prior to the agenda being distributed for the TCMP meeting of 24 April 2013.
2. That Jeffery Sharp, Gary Randall and Cliff Toms present a proposal to the Committee for identifying a model (potentially grid based) which presents past, current and future projects and their costings for the TCMP works.
3. That Jeff Sharp and Geoff Hawkins review the TOR noting the comments above with respect to rotating periods of appointment of members and also the need to include an ongoing requirement for the TCMP to maintain its relevance via a constant systematic search for renewal and excellence.

07 MASTER PLAN WORKS AND ACTIVITIES - 2012/13 EXPENDITURES TO DATE

Cliff Toms presented the 2012/13 Expenditure and Activity Mastersheet and noted that the main capital works item is the Kooloonbung Creek Pedestrian Footbridge. He also stated that there is a shortfall in resources in order to complete all projects in this financial year. Cllr Hawkins queried Item 5 Electricals and Item 21 Tastings of the Hastings in CBD in the Operational Expenditure. These items will be added to Item 9 Entertainment Precinct in Capital (New) Projects.

Jeffery Sharp noted item 23 Christmas celebrations and special activities includes the installation of conduits and power outlets. David Capper noted that there is no provision for the maintenance of the Christmas tree for cleaning, storage etc and asked whether there should be a provision in the operational expenditure. The Christmas tree is currently in Sydney and is being stored with the supplier. The life of the tree is approximately 3 years. Jeffery Sharp suggested that a working group be set up now to organise/discuss Christmas for 2013. Baubles are also subjected to UV degradation and need replacing.

CONSENSUS:

That the agenda/business arising items be relating to expenditure be cross-referenced with items from the Expenditure and Activities Mastersheet.

08 TOWN CENTRE MASTER PLAN - FINANCIAL MODEL

Brian Buckett suggested that a date rather than month be shown on financial model more clearly.

Cllr Hawkins noted that another spreadsheet by Kerrie Avery, Council's Corporate & Financial Planning Manager will be tabled in the future at TCMP meetings in conjunction with Cliff Tom's spreadsheets.

Jeffery Sharp mentioned that the proposed 13/14 works program will be adopted into the operational and delivery plans at the next Council meeting.

CONSENSUS:

That the Committee adopt a \$5,000 allocation each financial year for the Christmas tree into the budget for ongoing operational maintenance.

09 TOWN CENTRE MASTER PLAN - DESIGN PROGRESS

The Kooloonbung Creek Pedestrian Footbridge was adopted by Council on 20 March 2013 and Fleetwood Urban Pty Ltd were the accepted tenderer, who will work with the designer Opus International and the working party in order to deliver the project.

Clr Hawkins enquired about the price reviews at various stages on variations of materials/structure in the contract. Cliff Toms answered that a review is done at 60% within 3 to 4 weeks of the project and he will have further details by the next TCMP meeting.

Cliff Toms tabled the Town Green Staging Plan by David Tooby. Stage 1 focuses on the main footpath connections between the breakwall and in front of Rydges.

Stage 2 & 3 start from the West and Short Street and include the transition of the existing wharf. The hot issue was the removal of the boatramp, however this was deferred to a later stage. Stage 2 includes a multi-purpose viewing platform which can cater for bands, informal seating arrangements, etc. The next step is to present the recommendations to Councillors, immediately followed by community consultation and to add the plan onto exhibition for comment.

Stage 3 includes a boardwalk along the foreshore.

Stage 4 is the centre piece of Town Green and upgrade to of the path to the cenotaph and playground.

CONSENSUS:

Cliff Toms to circulate a copy of Town Green plan to TCMP Committee. Committee member to ensure the plan is kept in strict confidence until it is endorsed for public distribution.

10 PMHC GENERAL MANAGER AND TCMP MEMBERS WALKAROUND 20.4.2012

Item 10 was not discussed as Jeffery Sharp left the meeting at 10.20am.

Tony Thorne moved a vote of thanks to outgoing Chair Jeffery Sharp, seconded by all.

CONSENSUS:

That Jeffery Sharp and Clr Hawkins work through the list of items from the GM's walkaround and bring feedback to the next meeting.

11 GENERAL BUSINESS

Nil.

The meeting closed at 10:24am.