



# Town Centre Master Plan Sub-Committee

## Business Paper

**date of meeting:** Wednesday, 24 July 2013

**location:** Emergency Operations Centre,  
Central Road,  
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.



**PORT MACQUARIE  
HASTINGS**

## **Town Centre Master Plan Sub-Committee**

### **CHARTER**

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1. To recommend works priorities to Council for the implementation of the Town Centre Master Plan.
2. To act as a communication conduit between Council and the CBD stakeholders in respect to the Town Centre Master Plan.
3. Advocate of the Town Centre Master Plan to the community.
4. To recommend an annual Works Program and Budget.
5. To account for and approve expenditures of funds raised externally to Council.

#### **Delegated Authorities to the Town Centre Master Plan Sub-Committee**

1. To manufacture, purchase, obtain and supply promotional material for the promotion of the CBD from external funds.
2. To expend funds raised outside of Council as the Sub Committee deems appropriate eg promotions, entertainment, etc.
3. To establish Sub Committees as deemed appropriate.
4. To raise funds other than rates and loans to fund the objectives of the Sub Committee.
5. To promote the advantages of the CBD inside and outside the area.
6. To make Press Releases promoting and supporting the Town Centre Master Plan project.
7. To expend funds allocated to the Town Centre Master Plan Sub Committee by Council within the approved budget.

# Town Centre Master Plan Sub-Committee

## ATTENDANCE REGISTER

Member	12/09/12	31/10/12	05/12/12	27/02/13 06/03/13	27/03/13	22/05/13
Councillor G Hawkins				✓	✓	✓
Councillor M Cusato (alternate)						
Jeffery Sharp	✓	✓	✓	✓	✓	✓
Cliff Toms	✓	A	✓	✓	✓	
Gary Randall	✓	✓	✓	✓	✓	✓
Stephen Byers	✓	A	✓	✓	✓	✓
Anthony Wilson	✓	✓	✓	A	X	
Michael Mowle	✓	✓	✓	✓	X	✓
David Capper	✓	X	✓	✓	✓	✓
Robert Turner	✓	resigned	resigned	resigned	resigned	resigned
Brian Buckett	✓	A	✓	✓	✓	✓
Tony Thorne	A	✓	✓	✓	✓	✓
Brian Tierney	A	✓	✓	✓	✓	✓
Jeff Gillespie	✓	✓	✓	✓	A	✓

Member	26/06/13					
Councillor G Hawkins	✓					
Councillor M Cusato (alternate)	✓					
Jeffery Sharp	✓					
Cliff Toms	✓					
Gary Randall	✓					
Stephen Byers	✓					
Anthony Wilson	A					
Michael Mowle	✓					
David Capper	A					
Brian Buckett	✓					
Tony Thorne	✓					
Brian Tierney	✓					
Jeff Gillespie	✓					

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



**PORT MACQUARIE  
HASTINGS**

# Town Centre Master Plan Sub-Committee Meeting

Wednesday, 24 July 2013

## Items of Business

Item	Subject	Page
01	Acknowledgement of Country .....	<u>1</u>
02	Apologies.....	<u>1</u>
03	Confirmation of Minutes .....	<u>1</u>
04	Disclosures of Interest.....	<u>11</u>
05	Business Arising from Previous Minutes.....	<u>15</u>
06	TCMP Project Summary Sheet Works and Activities - End FY 2013/13 and New FY 2013/14 Budget Summaries .....	<u>17</u>
07	General Business	



**PORT MACQUARIE  
HASTINGS**

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**Item: 01****Subject: ACKNOWLEDGEMENT OF COUNTRY**

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"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."

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**Item: 02****Subject: APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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**Item: 03****Subject: CONFIRMATION OF PREVIOUS MINUTES**

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**RECOMMENDATION**

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 26 June 2013 be confirmed.

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**PRESENT**

***Members:***

Councillor Geoffrey Hawkins  
Councillor Michael Cusato (alternate)  
Jeffery Sharp  
Cliff Toms  
Gary Randall  
Stephen Byers  
Michael Mowle  
Brian Buckett  
Tony Thorne  
Brian Tierney  
Jeff Gillespie

***Other Attendees:***

Councillor Robert Turner

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The meeting opened at 8.10am.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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**CONSENSUS:**

That apologies from Anthony Wilson and David Capper be accepted.

**Action:**

That the note of "Leave of absence for the period of 22 June 12013 to 27 July 2013 previously granted to Councillor Levido" be removed from the Agenda of 26 June 2013.

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### 03 CONFIRMATION OF MINUTES

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#### CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 22 May 2013 be confirmed with the following change:

Item 08 Town Centre Master Plan - Financial Model Consensus be amended to remove duplicates of items a), b) and c).

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### 04 DISCLOSURES OF INTEREST

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There were no disclosures of interest presented.

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### 05 BUSINESS ARISING FROM PREVIOUS MINUTES

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#### TCMP Marketing approach:

- Councillor Hawkins advised that following internal discussions with the Mayor and the GM, a decision had been made to downplay the earlier strategy of highlighting the TCMP itself. Rather, going forward the focus for TCMP funded projects would be on the projects themselves.
- TCMP projects can be included in the general works of Council, however will be strongly distinguished as being funded by the unique 'special purpose' levy paid by the landowners of business premises in the Port Macquarie CBD. This will demonstrate a model for Laurieton and Wauchope illustrating what can be achieved with TCMP funds and to assist in the rollout of the desired model to these areas.
- Notwithstanding the above, all agreed that it was still important and helpful for ratepayers that contribute to the special levy to know where the funds are being used. Promoting TCMP works will assist in breaking down the barriers of perception of works taking place in Port Macquarie versus Wauchope/Laurieton.

**Action: It was agreed that it would be an excellent idea to send an annual update to ratepayers contributing to the special levy in the form of a generic letter, detailing what had been achieved, what was proposed for the next year. This would be in addition to strategically well timed media releases coinciding with TCMP funded works being undertaken. E.G. one at the start and another at the completion of the Kooloonbung Creek pedestrian bridge.**

#### Tastings of Hastings Electrical works:

- The organisers of the Tastings of Hastings approached the TCMP Sub Committee seeking support in providing additional electrical infrastructure in the CBD. The four areas requested were: Clarence Street West heading towards the river, northern end of Horton Street (turnaround area) and 2 areas of Town Green (between Horton Street and the caravan park and Short Street and Horton Street) .
  - Further electrical infrastructure was investigated however it appears that return on investment in allocating funds to upgrades will not be achieved.
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- It was agreed that Horton Street North would benefit most from an electrical upgrade in the long term.

CONSENSUS:

That Jeffery Sharp provide quotation of electrical infrastructure upgrade to Horton Street North to the August TCMP meeting when costs have been determined.

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**06 TCMP PROJECT SUMMARY SHEET  
WORKS AND ACTIVITIES - 2012/13 EXPENDITURES TO-DATE - OVERALL  
SUMMARY**

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The summary sheet was reviewed and the following comments were noted on major projects:

- The Activity budget figures in the summarised tables does not reconcile with totals in A3 mastersheet due to the operational expenditure balances.

Kooloonbung Creek pedestrian bridge:

- Final detailed design is almost complete.
- The following items remain outstanding and will be discussed by the Working Party:
  - a. Footpaths on the eastern side of approach
  - b. Upward facing lighting and the possibility of including lighting on the towers.
  - c. Symbolism on balustrading which may incorporate public art designs, logos, however not critical to the delivery.
  - d. Deck level is now 6 metres off the existing bridge and at the same height in the centre with a drop of 200mm either side to allow for maximum load capacity.
- The projected cost from Essential Energy for electrical infrastructure is in the order of \$100,000. Essential Energy have signed off on the design and are in the process of obtaining a quote for the installation (estimate is \$60-70,000). Council will coordinate electrical infrastructure installation.
- Approval from Crown Lands has been received however a Fisheries Permit remains outstanding.
- Commencement date of works is late July 2013 subject to the delivery of infrastructure components, of which Fleetwood Urban have ordered the steel components. Completion date is envisaged to be late November/early December 2013. The consultants will be providing an ongoing review of the delivery timetable.
- The Federal Government have been informed of the timetable of works and appear to have no issues with grant funding.
- Council surveyors have pegged the approach abutments with the original markings still visible.
- Jeff Gillespie questioned whether communication has taken place between members of the TCMP Sub Committee and Woolworths with reference to their intentions for landscaping and alfresco dining. Jeffery Sharp noted that Council will seek a contribution from Woolworths for works in this area, similar to the new Coles development in Hayward Street.

**Action: Jeffery Sharp/Cliff Toms to obtain timeline and current levels of footbridge and relay this information to Woolworths.**



Paver band repairs:

- Gary Randall gave an update on the status. Due to sub-standard quality of paver band, the Supplier is making a new batch of pavers allowing enough to re-lay the 2 ramps already been completed.
- A media release will be distributed giving an update on status. Ramps may not be constructed consecutively over 4 weeks. Estimated completion is for August 2013.

Footpath replacements:

- Short Street and Murray Street have been completed with works currently taking place outside of the Courthouse. Additional funds will be used from renewals to cover off over-expenditure forecasted.
- Jeff Gillespie asked whether a sealer was used on the footpaths of which Gary Randall undertook to investigate as it is not part of Auspec.

**Action: Gary Randall to investigate if sealer was used as part of the footpath replacements.**

Preconstruction of Town Green Master Plan & Design:

- A presentation and briefing note will be provided to the Councillors this week in order for a strategic vision to be adopted.
- The current design is on hold with 95% of concept plan finalised.
- Councillors present advised that, as a generalization, Councillors have concerns of concept plans being adopted when funds have not been allocated to these projects.

Master plan forward planning and updates:

- An expression of interest is with George Gallagher for the Masterplan review. TCMP are waiting for two quotes for 1) a revisit of the current Master Plan and 2) reverse brief with a variation in methodology.

**Action: Jeffery Sharp/Cliff Toms to update TCMP Sub Committee with quotes including critical milestone dates once received.**

Short Street Flood and drainage solution:

- Options for drainage will be included in the August 2013 Council Meeting.
- Cliff Toms proposed to run any options past the TCMP Design Working Party prior to completing the options report for Council.

**Action: Amend commentary on spreadsheet to reflect any changes from Council meeting keeping the original comments.**

Preconstruction of Buller/Hollingsworth Street Traffic Lights:

Cliff Toms gave an update on this project.

- RMS have given approval in principle. Council's Traffic Section are investigating phasing options for the traffic signals.
- This project is not currently a high priority for Council's delivery.
- Cllr Turner noted that Council's Access Committee headed by Julie Priest have

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prioritised the safety of the intersection and tabled a pedestrian refuge island and an upgrade of the footpaths in this vicinity. This will need to be considered for future works in particular with the construction of the Kooloonbung Creek Pedestrian Footbridge.

- Brian Tierney mentioned that it will be embarrassing if no interim arrangements have been made for the safety for pedestrians prior to the construction of the footbridge.

**Action: Jeffery Sharp to liaise with Councils Access Committee via Julie Priest in relation footpaths and pedestrian refuge island.**

The following comments were noted on secondary projects:

Buller Street Bridge Level 2 Inspection:

- Report still outstanding pending the appointment of the Group Manager Asset Systems.

Bus Routing:

- Council's directive from the June 2013 Meeting whilst Busways is using William Street, Council wants Clarence Street to be the major stop for the CBD.
- Steven Byers noted the decline in patronage of the bus stop in Clarence Street and that there is angst amongst the community regarding the shuttle bus. Busways operate a shuttle bus from Hayward to Clarence Streets as a separate service.
- The bus stop in Hay Street at the southern side of Port Central was investigated but found to be unsafe/unfeasible.
- Busways did not engage with the community in their process of moving the main CBD stop in Clarence Street.
- Cllr Turner mentioned it was resolved at the Extraordinary council meeting of 30 May 2013 that there needs to be a bustop in both Clarence and Short Streets.
- Jeffery Sharp noted that Council's in cities do not influence the location of bustops, however for regional Council's bus operators should liaise with Councils.

Christmas Celebrations and special activities:

- Jeffery Sharp confirmed that Council have organised storage of the Christmas tree. Last year together with a Working Party consisting of Jeffery Sharp, David Capper and the Chamber of Commerce was formed. There appeared no need for TCMP to be involved this year.

**Action: Jeffery Sharp to provide an update to the TCMP on the Christmas Tree by contacting Council's Events Section.**

Port Macquarie TCMP Works Monitor Grids Options:

- Cliff Toms tabled Option A and B for footprints of existing special rate boundaries.
- Option A keeps the entire road segment in one section.
- Gary Randall suggested that Segment 8 be moved to the right to include the intersection of William and Murray Streets.
- Jeffery Sharp and Cliff Toms reiterated that adopting a grid does not change the list of contributors to the special rate.

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- Cliff Toms tabled a colour coded map of the CBD with TCMP works that are completed, preconstructed and not commenced.

**Action: Cliff Toms to circulate copy of map of works completed/designed/yet to commence to TCMP members.**

CONSENSUS:

1. That Option A be adopted for the CBD TCMP Status of Works with Segment 8 extended to include the William/Murray Sts intersection.
2. The report be received and noted.

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## **07 PORT MACQUARIE CBD LANDSCAPING REVIEW UPDATE**

The Port Macquarie CBD Landscaping review report by Liam Bulley was discussed with the following noted:

- Tony Thorne tabled that Noosa utilise barriers such as seats on pedestrian islands to prevent pedestrians walking amongst garden beds. Other options can be bollards. This can be explored with George Gallagher in the review of the Masterplan.
- A new treatment is being used at the base of trees near McDonalds as well as flexible footpath options/permeable surfaces.
- The palms south of Hay Street are all completed, with this flexible finish.
- Further consultation between Council and Essential Energy was taking place in relation to street lighting in the CBD. A trial of LED lights in the CBD is nearing completion.

**Action: Jeffery Sharp to follow up with Essential Energy and brief TCMP on this LED trial.**

CONSENSUS:

That the information contained in the Port Macquarie CDB Landscaping Review report be noted.

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## **08 TCMP PROJECT MANAGER**

This report was discussed with the following points noted:

- The TCMP Project Manager will be advertised on Seek/Web in the next fortnight. A broad grading range for this role has been included in the role description and the cost implications for the TCMP will not be known until an appointment has been made.
- Michael Mowle mentioned someone with more experience (rather than a graduate) would be preferred as they will not require as much mentoring.
- The successful applicant will report to Gary Randall.

**Action: Jeffery Sharp to inform TCMP Sub-Committee of appointees salary/cost implications for TCMP.**

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CONSENSUS:

That the Committee support the appointment of a TCMP Project Manager within the Infrastructure Delivery Section of Council from the existing allocation within the TCMP budget.

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**09 OUTDOOR DINING POLICY**

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The outdoor dining policy was discussed with the following points:

- Jeff Gillespie questioned what is being achieved by charging for car spacing and whether it was permissible without a Section 94 approval. It is his opinion that funds collected for outdoor spaces in the CBD are better spent on TCMP projects such as the upgrade of footpaths.
- The average price of a car space is approximately \$20,000. Jeff Gillespie believes it would take Council many years to re-coup funds from car spaces and questioned whether it is legal to collect money without Section 94 approval.
- Cliff Toms tabled that the contributions are collected from developments. Outdoor dining can potentially create additional patronage from extra demands from customers.
- The 2013 Adopted Operational Plan included a revision of the parking strategy of the CBD which included options for centralised parking. This policy was adopted by Council and any amendments require a further adoption. TCMP can request a review of the policy.
- Jeffery Sharp noted over a 12 month period, subject to seasonal trends, patronage of car spaces vary.
- Tony Thorne suggested that TCMP revisit the Parking Policy together with Tract Consulting's review of the Masterplan. He also confirmed that any new developments/DA approvals in the CBD are subject to an assessment of car parking. Tony Thorne agreed that funds from car spaces would be best spent for TCMP improvement works.
- Cllr Turner was in agreement with Tony Thorne's suggestion of reviewing the parking strategic plan in conjunction with the Masterplan.
- There is \$150,000 budgeted for a parking strategy review.

**Action: An update on the parking strategy should be added to the Masterplan Summary plan sheet**

Cllr Cusato departed the meeting at 10.08am

CONSENSUS:

1. The report be received and noted.
  2. That the review of parking strategy be monitored in conjunction with the Masterplan Review.
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**10 BUS ROUTE REVIEW**

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**CONSENSUS:**

The report be received and noted.

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**11 SHORT STREET DRAINAGE**

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Short Street Drainage Options:

- Cliff Toms suggested that the current Working Party for project investigation be used for to investigate Short Street Drainage Options.
- A report will be included in the Ordinary Council Meeting of August 2013.

**CONSENSUS:**

1. That the Working Party for Design investigation be used for the Short Street Drainage project.
2. That the Report be received and noted.

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## 12 GENERAL BUSINESS

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### 12.01 Capital Renewals:

Gary Randall suggested that a Sub-Committee of the TCMP be devised in the next month to confirm capital renewals for the FY2013/14 which will minimize potential delays in the completion of projects.

Gary Randall will then update the TCMP Sub-Committee

### CONSENSUS:

That Cllr Hawkins, Gary Randall, Jeff Gillespie and Brian Buckett form a Sub Committee to discuss Capital renewals for next financial year.

### 12.02 Expression of Interest for TCMP Sub-Committee:

- EOIs for Independent members are being advertised.
- Tony Thorne will be representing the Chamber of Commerce as per discussion at their Monthly Board Meeting.
- Jeffery Sharp noted that it is a requirement that letters of endorsement should come from organisation in support of members.
- All EOIs are being processed via Tenderlink.

**Action: Jeffery Sharp to forward details of EOI to current TCMP members.**

### 12.03 Projects Summary Sheet:

Councillor Hawkins noted that at the next meeting, the current sheet relating to the 2012/13 would be updated and replaced by a new sheet with data relating to 2013/14.

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The meeting closed at 10.17am.

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Item: 04  
Subject: DISCLOSURES OF INTEREST

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**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 Conflict:**

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

☐**Non-Pecuniary - Insignificant Conflict:**

May participate in consideration and voting.

For the reason that: .....  
.....

Signed: ..... Date: .....

*(definitions are provided on the next page)*



**Definitions**

(Local Government Act and Code of Conduct)

**Pecuniary**

An interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated. (*LG Act s442 and s443*).

A Councillor or member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or member of a Council Committee must not take part in the consideration and voting on the matter and be out of sight of the meeting. (*LG Act s451*)

**Non-Pecuniary**

An interest that is private or personal that the Councillor or member of a Council Committee has that does not amount to a pecuniary interest as defined in the LG Act.

If you have declared a non-pecuniary interest you have a number of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature and significance of your interest. You must deal with a non-pecuniary interest in one of the following ways.

**Non Pecuniary – Significant Interest**

(For example; family, a close friendship, membership of an association, sporting club, corporation, society or trade union).

- Have no involvement by absenting yourself from and not taking part in any consideration or voting on the issue as if the provisions in the LG Act s451(2) apply.
- A future alternative is to remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).

**Non Pecuniary – Less than Significant Interest**

- It may be appropriate that no action is taken. However, you must provide an explanation of why you consider that the conflict does not require further action.

## SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of land in which councillor or an associated person, company or body has a proprietary interest ( <i>the identified land</i> ) <sup>i</sup>	
Relationship of identified land to councillor [Tick or cross one box.]	<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.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST<sup>ii</sup></b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP ( <i>the subject land</i> ) <sup>iii</sup> [Tick or cross one box]	<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 [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Effect of proposed change of zone/planning control on councillor [Tick or cross one box]	<input type="checkbox"/> Appreciable financial gain.  <input type="checkbox"/> Appreciable financial loss.

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.

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- 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<sup>iv</sup> 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—see section **448** (g) (ii) of the *Local Government Act 1993*.
- 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

<b>Item:</b>	13	<b>Date:</b>	22/5/2013
<b>Subject:</b>	Marketing		
<b>Action Required:</b>	<p>That a TMCP works marketing approach be developed by Council's communications team and presented to a future meeting.</p> <p>A TCMP logo is to be used above/below and immediately adjacent to "Port Macquarie Town Centre Master Plan" in order to clearly distinguish ourselves from "normal" Council funded works / activities. This can be set up something that is easily copied and replicable in Wauchope, Camden Haven, etc. to enable a poster / boarding / fence etc to have the words added easily, simply and at low cost to the effect for example "Another project of..."</p> <p>Recommendation to put together a design as TCMP and Council joint works.</p> <ul style="list-style-type: none"> <li>a) That Jeffery Sharp and Geoff Hawkins oversee the development of a marketing and communications strategy to present at 26 June 2013 meeting.</li> <li>b) That Jeffery Sharp liaise with Council's communications team for the design of a TCMP logo and marketing plan.</li> </ul> <p>JUNE MEETING</p> <p>Projects to be included in the general works of Council however; it will be distinguished as being funded by the 'special' levy.</p>		
<b>Current Status:</b>	Jeffery Sharp to action an annual update to ratepayers contributing to the special levy in the form of a generic letter detailing what had been achieved and what was proposed for the coming year.		

<b>Item:</b>	14	<b>Date:</b>	26/6/2013
<b>Subject:</b>	Tastings of the Hastings Electrical Works		
<b>Action Required:</b>	<p>Organises approached TCMP seeking support in providing additional electrical infrastructure in the CBD</p> <p>Following investigation it appears that return on investment in allocating funds to upgrades will not be achieved.</p> <p>It was agreed that Horton St would most benefit from an electrical upgrade in the long term.</p>		
<b>Current Status:</b>	Jeffery Sharp provides quotation of electrical infrastructure upgrade to Horton St North to a future TCMP meeting when costs have been determined.		

<b>Item:</b>	15	<b>Date:</b>	26/6/2013
<b>Subject:</b>	Footpath replacements		
<b>Action Required:</b>	Gary Randall to investigate if sealer was used as part of the footpath replacements.		
<b>Current Status:</b>	This has been confirmed and item can be closed.		

<b>Item:</b>	16	<b>Date:</b>	26/6/2013
<b>Subject:</b>	Master Plan Review		
<b>Action Required:</b>	An expression of interest is with George Gallagher for the Masterplan review. TCMP are waiting on two quotes 1. For a		

	revisit of the current Masterplan and 2. Reverse brief with a variation in methodology.
<b>Current Status:</b>	Jeff Sharp / Cliff Toms to update TCMP with quotes including critical milestone dates once received.

<b>Item:</b>	17	<b>Date:</b>	26/6/2013
<b>Subject:</b>	Short Street Flood and Drainage Solution		
<b>Action Required:</b>	Options for drainage will be included in August Council meeting. Cliff Toms proposed to run any options past the TCMP Design Working Party prior to completing the options report for Council.		
<b>Current Status:</b>	Amend commentary on spreadsheet to reflect any changes from Council meeting keeping the original comments.		

<b>Item:</b>	18	<b>Date:</b>	26/6/2013
<b>Subject:</b>	Christmas Celebrations and special activities		
<b>Action Required:</b>	Jeff Sharp confirmed Council have organised storage of the Christmas tree. Last year a Working Party consisting of Jeffery Sharp, David Capper and the Chamber of Commerce was formed. There appears to be no need for TCMP involvement this year.		
<b>Current Status:</b>	Jeffery Sharp to update TCMP on Christmas Tree by contacting Council's Events Section.		

<b>Item:</b>	19	<b>Date:</b>	26/6/2013
<b>Subject:</b>	TCMP Works Monitor Grid Options		
<b>Action Required:</b>	Option A be adopted for the TCMP Status of Works with Segment 8 extended to include the William/Murray Sts intersection		
<b>Current Status:</b>	Cliff Toms to circulate copy of map of works completed/designed/yet to commence to TCMP members.		

<b>Item:</b>	20	<b>Date:</b>	26/6/2013
<b>Subject:</b>	CBD Landscaping Review		
<b>Action Required:</b>	A new treatment is being used at the base of trees as well as flexible footpath options/permeable surfaces. Palms south of Hay St are all completed with this flexible finish. Further consultation between Council and Essential Energy in relation to street lighting is taking place. A trial of LED lights in the CBD is nearing completion. Options for barriers to prevent pedestrians walking in garden beds can be explored in review of Masterplan.		
<b>Current Status:</b>	Jeffery Sharp to follow up with Essential Energy and brief TCMP on LED Trial.		

<b>Item:</b>	21	<b>Date:</b>	26/6/2013
<b>Subject:</b>	TCMP Project Manager		
<b>Action Required:</b>	TCMP Project Manager will be advertised as of 11 July 2013. Jeffery Sharp to inform TCMP of appointees salary/cost implications for TCMP.		
<b>Current Status:</b>	Cost implications for TCMP will not be known until an appointment has been made. Currently advertised, closing 28 July 2013.		



Item: 06

Subject: TCMP PROJECT SUMMARY SHEET  
WORKS AND ACTIVITIES - END FY 2013/13 AND NEW FY 2013/14  
BUDGET SUMMARIES

Presented by: Infrastructure & Asset Management, Jeffery Sharp

## RECOMMENDATION

The report be received and noted.

## Discussion

Since the report to the meeting of the Committee in March 2013 Council Finance staff have developed a "master data base" to enable more efficient and clear financial reporting to the Committee.

Incorporated into the data base is now a facility to enable the "automatic" creation of a monthly standing report designed to be more reader friendly for the Committee as well as highlighting key reporting data such as expenditure to date , forecasted expenditure and % expenditure on budget. This spreadsheet has been developed from an original presented to Council by Councillor Hawkins.

Other data on project milestones is also provided to enable tracking of progress against agreed timelines. A copy of the new Monthly report is attached for information and discussion by the Committee

Details of 2013/14 expenditures are summarised in the table below:

Activity	Budget	Expenditure	Forecast Expenditure
Operational	\$ 501,506	\$0	\$485,335
Capital Renewals	\$ 710,000	\$0	\$910,000
Capital New Works	\$ 2,140,000	\$0	\$2,295,000
<b>Totals</b>	<b>\$ 3,351,506</b>	<b>\$0</b>	<b>\$3,690,335</b>

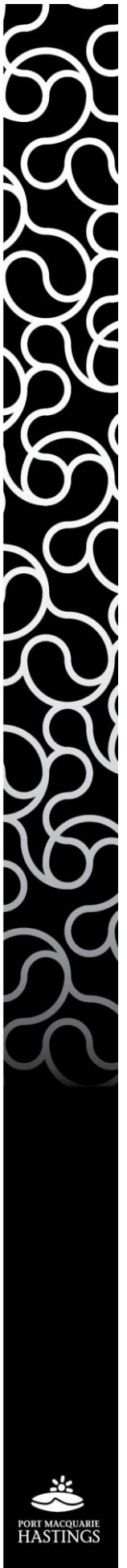
Details of 2012/13 expenditures to 30 June 2013 are summarised in the table below:

Activity	Budget	Expenditure	Forecast Expenditure	Difference Bud v FE \$	Difference Bud v FE %
Operational	\$ 486,755	\$295,750	\$378,333	-108,422	- 22.3
Capital Renewals	\$ 720,764	\$491,761	\$583,700	-137,064	-19.0
Capital New Works	\$ 1,955,482	\$328,551	\$555,000	-1,400,482	-71.6
<b>Totals</b>	<b>\$ 3,163,001</b>	<b>\$1,116,062</b>	<b>\$1,537,033</b>		

**Attachments**

1 [View](#). Town Centre Masterplan Project Summary Sheet 2012/13 EFY

2 [View](#). Town Centre Masterplan Project Summary Sheet 2013/14





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