
PRESENT

Members:

Councillor Geoffrey Hawkins
Jeffery Sharp (Director of Infrastructure & Asset Management)
Cliff Toms (Group Manager Technical Services)
Gary Randall (Group Manager Infrastructure Delivery)
Michael Mowle
Brian Buckett
Tony Thorne
Brian Tierney
Jeff Gillespie

The meeting opened at 8.05am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Stephen Byers, Anthony Wilson and David Capper be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

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

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Item 13 - Marketing:

It was agreed that the communication pack for Port Macquarie CBD Business ratepayers will include the ultimate contribution by ratepayers and the percentage of their rates going to TCMP projects. The pack will make clear how much is collected and how it is spent. This will expand to include the details applicable to each individual project as well as overall operational costs. It was also agreed to create the pack and send it out as soon as reasonably possible and not wait for final audited figures. (An appropriate qualifier will be included).

CONSENSUS:

That the Director of Infrastructure & Asset Management present a draft update communication pack to the Committee at the August TCMP meeting.

Item 14 - Tastings of the Hastings Electrical Work:

Jeffery Sharp reported no further movement on this as we are waiting on advice from Essential Energy. Position of TCMP remains that there will be 'no further upgrades to the electrical works and the Tastings of the Hastings committee will need to supply their own power.'

CONSENSUS:

That the Director of Infrastructure & Asset Management provide further information once advice is received from Essential Energy.

Item 15 - Footpath Replacements:

- The Group Manager Infrastructure Delivery reported that sealer was used as part of the footpath replacements. This was something the contractor took upon himself to do and we were not charged for it (it was included in their original price). It may be a trip and slip hazard and we are having the street sweepers sweep it regularly until the sealer is removed. The situation will be monitored.
- Jeff Gillespie commended the job by the contractor. Provides a stark comparison to the work done by the Coles redevelopment, which is of a poor appearance. It was agreed that in future Council / TCMP would supervise any works undertaken by developments that form part of the TCMP works.
- The Group Manager Infrastructure Delivery said that these works are supervised under ordinary engineering. The method used at the Coles site was dry wash as opposed to wet wash. The Group Manager Infrastructure Delivery and the Group Manager Technical Services have been on site to inspect and propose accountability however the project specifications were not exact in the method used and correcting the problem would cause more harm than good at this stage.
- Jeff Gillespie suggested a standard template outlining exact specifications for works.
- The Group Manager Technical Services informed the committee that this template and specifications for paver finishes will be part of the TCMP Review.

CONSENSUS:

That a standard template of specifications for footpath works be developed.

Item 16 - Master Plan Review

- The Group Manager Technical Services has received a draft submission from George Gallagher and has circulated this to key internal staff for review. He is aiming to have this to the committee this week for feedback within the following week.
- The Group Manager Infrastructure Delivery suggested this may be something we need to discuss as a group to ensure we have a consensus interpretation and understanding of submission.
- The Group Manager Technical Services - the implications of the proposal need to be considered; this includes costs, planning, consultation etc. TCMP committee needs an overall comprehension of the scope and methodology proposed. Having a planning interface will be key to enforcing scope at a later time. Cliff will provide an overview with the email submission to committee and copy of original scope for submission to review in conjunction.
- Councillor Hawkins suggested a one week turn around for feedback to the Group Manager Technical Services. Comments will then be collated and we can decide on a way forward including the possible need for an additional meeting to discuss.

CONSENSUS:

That the Group Manager Technical Services distribute the draft submission, original scope and overview of submission to TCMP committee for comment to be returned within a week.

Item 17 - Short Street Flooding and Drainage Solution:

The Group Manager Technical Services advised that this was a Resolution of Council and a report was required to the August Council meeting. There will be a meeting with effected landowners next week. Draft report has been initiated and consultation from TCMP and the Design Working Party will be sought.

CONSENSUS:

That the Group Manager Technical Services provide an update following meeting with landowners (proposed for 30 July 2013) and prior to report to August Council Meeting.

Item 18 - Christmas Celebrations and special activities:

- Jeffery Sharp advised that Council will be writing to the Chamber of Commerce regarding their intent for this year's working party.
- Tony Thorne indicated that the Chamber of Commerce is keen to be involved.
- Jeffery Sharp will advise Lesley Atkinson that Jenny Mead should contact Janet Hyde from the Chamber of Commerce.
- Looking to have the tree up by 28 November 2013

CONSENSUS:

That the Director of Infrastructure & Asset Management advise the Director of Community & Organisational Development of the Chamber of Commerce contact.

Item 19 - TCMP Works Monitor Grid Options:

- The Group Manager Technical Services is working on historical financial data to

populate the grid, however this is proving difficult as descriptions and values for historical works are not readily available. Hoping to have a draft to the August TCMP meeting with indicative figures. Members agreed to send details of any works that they are aware of via email to Cliff to assist with this process. Status of Works grid has been provided to give a snapshot of the area of works completed, undertaken or not yet commenced.

- Brian Tierney suggested that everything we produce should have the TCMP area outlined with the scheme boundaries.

CONSENSUS:

That the Group Manager Technical Services distribute the draft grid with historical data to August TCMP meeting. TCMP boundaries are to be recorded on Status of Works grid and henceforth to be automatically included in all relevant mapping of the CBD relative to TCMP activities.

Item 20 - CBD Landscaping Review:

LED trial finishes within the coming month. We should have a report then. This will be put to the committee for comment regarding standard fittings, lights, costs and efficiencies.

CONSENSUS:

That the Group Manager Technical Services provide report on LED trial to committee for comment.

Item 21 - TCMP Project Manager:

Jeffery Sharp advises that applications close this week.

CONSENSUS:

That the Director of Infrastructure & Asset Management advise of the cost implications for TCMP once appointment of Project Manager is made.

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

The Summary Sheet was reviewed and the following comments were noted:

- Jeffery Sharp noted that the final audited figures will be added to the report for end of financial year 2012/2013
- Brian Tierney requested clarification of the term 'budget' as used in this summary
- The Chair advised that 'budget' referred to the "Budget" figures the Council approved (which were "The Budget" figures submitted by the TCMP).
- Following a request by Brian Tierney The Chair agreed to support adding a column to the 2013/14 Summary for the 'Budget approved by Council (date)' and a second column headed 'Amended Budget (date)'
- Jeffery Sharp advises that the carry over figures are reported to Council in August and will be adjusted in our budget following this, leading to an increase in budget, which helps explain the difference in forecasted expenditure and budget for 2013/14.

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- Members were requested to check the 2013/14 Summary spreadsheet carefully & report any concerns/issues/errors to Councillor Hawkins with cc to Cliff and Bree.
 - Jeffery Sharp advised that the critical milestones will show amended milestone dates under the forecasted dates to show a continuity in reporting from 2013/14.

CONSENSUS:

That a column be added to Summary for 'Budget approved by Council (date)' and 'Amended Budget (date)'. Include additional column in spreadsheet for grant and carry over funding so we can see exactly what the TCMP is contributing to each project. Update critical milestones.

Kooloonbung Creek Bridge (TCMP Project No 1301):

- Fisheries permit has been received
- Revised program of works indicates handover to Council on 6 Dec 2013. Occupation of site will commence 16 August 2013.
- Council resolved to accept lump sum figure of \$828,766.
- Need to revise timeline for completion and link this to contract to ensure we have an accountability measure for contractors.
- Feedback from Federal Government is positive. They have accepted progress report and have advised of options to submit variation to timeline.
- Yet to provide concept designs for floor levels to Woolworths as they are currently in discussion with Crown Lands and Council anticipate a DA will be submitted.

CONSENSUS:

That the Group Manager Technical Services circulate detailed timeline to TCMP.

Paver band repairs (TCMP Project No 1305):

- Replacement pavers have now arrived & been graded for width, height and tolerance. Project confirmed to take 3 weeks - completion date set at 19 August 2013.
- Interface and possible reversion of bus routes could cause problems, however we are working to circumvent any issues.
- Cracks in pavers near Ritz have been reported - feel this is due to large EWP working on area
- Will look at replacing the pavers that are not up to standard following the completion of remainder.

Kooloonbung Foreshore - Gordon to William (TCMP Project No 1403):**CONSENSUS:**

That the TCMP Project No be 1309 / 1312. Short St drainage should be removed from comments as it does not relate to this project.

Masterplan Forward Planning and Updates (TCMP Project No 1311):**CONSENSUS:**

That the Critical Milestone A be updated.

07 GENERAL BUSINESS

07.01 EOI:

- Close 25th July 2013
- Jeffery Sharp, Councillor Hawkins, Mayor and Council General Manager meeting to finalise criteria for selection and review of applicants including assessment of roles, prior to report to Council on recommendations for members.
- It was noted that the Terms of Reference provide the capacity for the appointment of additional members based on skill and experience.

07.02 Capital Renewals:

- Jeff Gillespie, Gary Randall, Brian Buckett and Geoffrey Hawkins to meet and discuss philosophical approach to works then conduct a walk around of sites.

07.03 Marketing Transparency:

- Tony Thorne suggested that we need to get advertising out to the community to coincide with major projects.
- The Group Manager Infrastructure Delivery advised that we are pushing for media releases with TCMP branding. The Council's Communications section interfaces with stakeholders and other sections to arrange media releases.
- Councillor Hawkins supports the need for transparency to contributors - advising how much they are contributing and what projects they are contributing to.
- Jeffery Sharp advises that the Council Communications team are driven by the information we provide them.
- Michael Mowle put forward the need for signage on signature projects advising that 'CBD property owners are funding this project' or similar
- Councillor Hawkins advised that this was knocked back in the past as it was seen to set the TCMP up as a target.

CONSENSUS:

That the following wording be used "Contributions from Port Macquarie CBD Property Owners Special Rate Levy through the Port Macquarie Town Centre Masterplan Committee" in future media releases to recognise contributions towards TCMP projects. Councillor Hawkins to follow up the rate figures and the reasons behind them and why they are not listed on rates notices. Councillor Hawkins and Jeffery Sharp to take up signage on signature projects with Mayor and Councillors again.

07.04 Bus routes

- Brian Buckett requested information on revised bus routes for events
- Jeffery Sharp advised that the bus stop for events will be William Street, as determined in previous Council Meetings. Busways is looking at reverting back to the Clarence and Short Street bus stops.

07.05 Mid Pacific Motel refurbishment:

- Jeff Gillespie has been approached by Mid Pacific regarding the footpaths surrounding the building and advising their redevelopment approval had no requirement to undertake footpath works but they would like to improve the appearance of the area in conjunction with the TCMP
- Jeffery Sharp advised that their application was for refurbishment not redevelopment and as such Council cannot impose conditions for upgrades to the footpath. Need to proceed on this issue carefully so as not to create a liability to the Committee.
- The Group Manager Infrastructure Delivery advised that Mid Pacific need to formally present their plan for the footpath to Council through a planning application which could then lead to a discuss around TCMP involvement.

07.06 Cleaning of CBD Footpaths:

- Jeffery Sharp is preparing a report for the August TCMP meeting regarding areas we currently clean, what we can afford to lean and what our intent is including a push for CBD businesses to take some responsibility and control.

07.07 Landscaping Reviews:

- Michael Mowle requested (and the Chair agreed) that the CBD landscaping review become a rolling action item with a standing budget and specifications of work.
- Jeffery Sharp advised that the Landscaping team face constraints around what they can do and when they can undertake works due to other focuses such as flood clean ups, major events and other competing priorities.

CONSENSUS:

Develop specification, standards and expectations for landscaping team.

The meeting closed at 10.18am.