



# Town Centre Master Plan Sub-Committee

## Business Paper

**date of meeting:** Wednesday, 23 October 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	26/06/13	24/07/13
Councillor G Hawkins	✓	✓
Councillor M Cusato (alternate)	✓	
Jeffery Sharp	✓	✓
Cliff Toms	✓	✓
Gary Randall	✓	✓
Stephen Byers	✓	A
Anthony Wilson	A	A
Michael Mowle	✓	✓
David Capper	A	A
Brian Buckett	✓	✓
Tony Thorne	✓	✓
Brian Tierney	✓	✓
Jeff Gillespie	✓	✓

Member	28/08/13	25/09/13				
Councillor G Hawkins	✓	✓				
Councillor M Cusato (alternate)		✓				
Jeffery Sharp	✓	✓				
Gary Randall	✓	✓				
Cliff Toms	✓	A				
Brian Tierney	A	✓				
Jeff Gillespie	✓	✓				
Michael Mowle	A	✓				
Michelle Love	✓	✓				
Stephen Byers	A	A				
Tony Thorne	✓	✓				
Brian Buckett	✓	✓				

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



**PORT MACQUARIE  
HASTINGS**

# Town Centre Master Plan Sub-Committee Meeting

Wednesday, 23 October 2013

## Items of Business

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**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 25 September 2013 be confirmed.

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**PRESENT**

***Members:***

Councillor Geoffrey Hawkins  
Councillor Michael Cusato (alternate)  
Jeffery Sharp  
Gary Randall  
Brian Tierney  
Jeff Gillespie  
Michael Mowle  
Michelle Love  
Tony Thorne  
Brian Buckett

***Other Attendees:***

Councillor Robert Turner

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The meeting opened at 8.06am.

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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 Stephen Byers and Cliff Toms be accepted.

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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 28 August 2013 be confirmed with an amendment to show Brian Buckett listed as a member on the attendance register.

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**04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

**CONSENSUS:**

That the Director Infrastructure & Asset Management provide the Committee with a list of Disclosures and contact members individually to finalise EOI paperwork.

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**05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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*Item 14 - Tastings of the Hastings Electrical Works*

Director of Infrastructure and Asset Management, through Council staff is still pursuing Gary Woods regarding opportunities for electrical work in the West end of Clarence Street.

*Item 15 - Footpath replacements*

**CONSENSUS:**

1. That the Summary Spreadsheet be amended to include details of this item and item be removed from Business Arising.

*Item 20 - CBD Landscaping*

Jeff Gillespie presented proposal of suggested works from Bonny Hills Garden Centre, as commissioned by the Property Owners Group for works on Horton Street, William to Clarence.

**CONSENSUS:**

1. That proposal from Bonny Hills Garden Centre be distributed to committee with Sept meeting minutes.
2. That the Director Infrastructure & Asset Management proceed, subject to consultation with Group Manager Recreation & Buildings and TRACT for landscaping of Horton Street - William to Clarence to proceed and be completed before the lighting of the Christmas Tree at the end of November 2013 with proposal presented by Bonny Hills Garden Centre to be used as a scope for a pilot project.
3. That this information be noted on the Summary Spreadsheet and the item removed from Business Arising.
4. That a report on landscaping specifications, standards and expectations in conjunction with TRACT consultant suggestions be provided to the October TCMP meeting.

*Item 21 - TCMP Project Manager*

**CONSENSUS:**

1. That this item be removed from Business Arising.
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**06 TCMP PROJECT SUMMARY SHEET  
WORKS AND ACTIVITIES - 2013/14 BUDGET SUMMARIES**

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

- Item 1301 - pilings are in the ground and the bridge is scheduled to arrive the week 28 October 2013.
- Item 1305 - Group Manager Infrastructure Delivery will investigate changing the paver bands surrounding the rumble bars and report back to October meeting.

**CONSENSUS:**

1. The report be received and noted.
2. That the financial report outlining Operational, Capital works and current year costings be attached monthly with this summary report.
3. That the summary report and any additional A3 attachments be emailed as a separate A3 attachment with future agenda's and also mailed out to committee members.
4. That the Director Infrastructure & Asset Management provide a report to the October meeting regarding the committee's financial position as at 30 June 2013.
5. That the Director Infrastructure & Asset Management distribute lighting proposal from TRACT to committee with Sept meeting minutes.
6. That the Director Infrastructure & Asset Management confirm with TRACT lighting proposal scope and suppliers prior to engagement.
7. That the Bus Routing and Parking Allocations items be removed from the summary spreadsheet.
8. That the Director Infrastructure & Asset Management present a report to the October meeting on the cost dispersion and communication protocols for the TCMP Project Manager and consider inviting the Project Manager to the next TRACT consultation meeting.

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**07 PROPOSED AMENDMENT TO THE TERMS OF REFERENCE**

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**CONSENSUS:**

1. That the Town Centre Master Plan Sub-Committee amend the Terms of Reference to include the additional position of a representative of the Hastings Access Sub Committee.
2. That it be a recommendation to Council
  - a) That the Terms of Reference for the TCMP Sub-Committee be adopted to include the addition of a representative of the Hastings Access Sub-Committee.
  - b) That with the addition of a representative of the Hastings Access Sub-Committee that Mr Brian Buckett be that representative.

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## **08 CBD PROPERTY OWNERS COMMUNICATION PACK**

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### **CONSENSUS:**

1. The Town Centre Master Plan Committee adopt the draft communication pack for CBD Property Owners following minor amendments by the Chair including but not limited to;
    - Addition of a paragraph outlining the re-establishment of the CBD Property Owners Group and contact details.
    - Amendment of wording 'Review of TCMP Master Plan' to reflect terminology in the TRACT scope and proposal.
    - Amendment of wording 'major works' to 'total TCMP funded works' and adjust costing to show \$13,500,000.
  2. That following the mail out, a press release also be completed.
  3. That the Director Infrastructure & Asset Management present a report to the October meeting regarding opportunities for celebration and promotion of the 20 year anniversary of the TCMP Sub-Committee February 2014.
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## **09 "HELLO KOALAS"**

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Arts and Health Australia are managing this project, which will see a minimum of 50 large scale fibreglass koala sculptures 1m x 86cm each displayed across the LGA for a period of 2 years commencing September 2014. Council have committed \$80,000 over the 2 year period to this project.

Each Koala costs \$12,500 to sponsor, with sponsor's allocated an artist to create a design for their Koala. The Koala's will remain the property of Arts and Health Australia, however they will endeavour to continue the project after the initial two years with the assistance of sponsors.

Arts and Health Australia are developing a smart phone app to locate and follow the trail of Koalas and also identify the location of other sculptures in the region. It is estimated that this project has the potential to inject millions in tourist dollars into the community as well as improving the culture and wellbeing of the community.

At present Arts and Health Australia envisions 6 Koala's within the CBD, with the remainder spread across the LGA - approx 35 in Port Macquarie region from Panthers to Tacking Point, 5 in the Lake Cathie region, 5 in Bonny Hills, and 5 spread over Camden Haven, Kendall and Comboyne. Additional Koalas would assist in increasing the impact and attraction.

TCMP possible roles include sponsorship, recommendations for CBD locations and spreading the word to assist in encouraging businesses and community groups to become sponsors.

### **CONSENSUS:**

1. That information provided to the committee be distributed to TRACT for review and inclusion in the refreshment and reinvigoration of the Master Plan.
  2. That committee members review information provided and return to October meeting with thoughts on possible TCMP involvement.
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3. That a report be developed on the TCMP Involvement in the “Hello Koala’s” promotion.
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**10 GENERAL BUSINESS**

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Nil.

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The meeting closed at 10.28am.

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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 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: .....  
.....

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. (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

<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</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> <ol style="list-style-type: none"> <li>That Jeffery Sharp and Geoff Hawkins oversee the development of a marketing and communications strategy to present at 26 June 2013 meeting.</li> <li>That Jeffery Sharp liaise with Council's communications team for the design of a TCMP logo and marketing plan.</li> </ol> <p><b>JUNE MEETING</b> Projects to be included in the general works of Council however; it will be distinguished as being funded by the 'special' levy.</p> <p><b>JULY MEETING</b> The following wording should be used on all marketing and media releases to recognise contributions: Contributions from Port Macquarie CBD Property Owners Special Rate Levy through the Port Macquarie Town Centre Master Plan Committee"</p>		
<b>Current Status:</b>	<ul style="list-style-type: none"> <li>• 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. Draft to be presented to August TCMP meeting</li> <li>• Clr Hawkins to follow up the special levy rate figures, they reasons behind them and why they are not listed on rates notices.</li> <li>• Clr Hawkins and Jeffery Sharp to take signage on signature projects with Mayor and Councillors</li> </ul>		

<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> <p>Waiting on advice from Essential Energy. Position of TCMP remains that there will be 'no further upgrades to the electrical work and the Tastings of the Hastings committee will need to supply their own power.'</p>		
<b>Current Status:</b>	<p>Jeffery Sharp to provide further information once advice is received from Essential Energy</p> <p>AUGUST: Nothing further to report at this stage.</p> <p>OCTOBER: Installation of 3 phase outlet on Clarence St west pedestal to be completed 17 October 2013.</p>		

Item: 06

Subject: TCMP FINANCIAL POSITION 30 JUNE 2013

Presented by: Infrastructure & Asset Management, Jeffery Sharp

## RECOMMENDATION

That the financial position of the committee at 30 June 2013 be noted.

## Discussion

The following figures are correct as at 30 June 2013:

Unexpended loans - \$0.00

Total Reserve balance - \$3,880,122.54

Income 2012/13 Financial year:

Rate Revenue	1,028,000.00
2012/13 General Fund Contribution. (40145)	140,000.00
Sundry Income (Book)	1,214.73
Roadside Cafes	31,442.00
<b>Total</b>	<b>1,200,656.73</b>

Expenditure 2012/13:

CBD Works	302,286.09
Overhead Costs - CBD	12,046.13
Port Macquarie Foreshore Works (Pedestrian Bridge)	172,896.00
Buller/Hollingsworth St Traffic Signals	1,186.00
Kooloonbung Creek Foreshore	11,455.00
TCMP Rehabilitation	238,468.00
William St - Hay to Murray	35,195.00
Murray St - Upgrade	24,006.00
Gordon St - Gateway Upgrade	319.00
Horton St - Repair Pavers	65,837.00
William St - Precon Short to Buller	3,360.00
TCMP Entertainment Precinct	85,550.00
TCMP - Footpath Replacement	94,200.00
41038 Funded by Grant	-172,896.00
<b>Total</b>	<b>873,908.22</b>
Transferred to Reserve	326,748.51

## Attachments

Nil

Item: 07

Subject: TCMP PROJECT SUMMARY SHEET  
WORKS AND ACTIVITIES - 2013/14 BUDGET SUMMARIES

Presented by: Infrastructure & Asset Management, Jeffery Sharp

## RECOMMENDATION

The report be received and noted.

## Discussion

The attached spreadsheet highlights the recently adopted carryovers.

Details of 2013/14 expenditures to 21 October 2013 are summarised in the table below:

Activity	Budget	Expenditure	Forecast Expenditure
Operational	\$ 501,506	\$28,799	\$485,335
Capital Renewals	\$ 710,000	\$79,159	\$710,000
Capital New Works	\$ 2,418,657	\$406,308	\$2,265,280
<b>Totals</b>	<b>\$ 3,630,163</b>	<b>\$514,266</b>	<b>\$3, 460,615</b>

Details of 2013/14 expenditures to 23 September 2013 are summarised in the table below:

Activity	Budget	Expenditure	Forecast Expenditure	Difference Bud v FE \$
Operational	\$ 501,506	\$22,572	\$485,335	\$16,171
Capital Renewals	\$ 710,000	\$76,138	\$710,000	0
Capital New Works	\$ 2,418,657	\$215,904	\$2,265,280	\$153,337
<b>Totals</b>	<b>\$ 3,630,163</b>	<b>\$314,614</b>	<b>\$3,460,615</b>	

## Attachments

1 [View](#). Town Centre Master Plan Project Summary Sheet 2013 14 (for 23 Oct 2013)

Town Centre Masterplan - Projects Summary Sheet 2013/14 - for 23 Oct 2013

Town Centre Masterplan - Projects Summary Sheet 2013/14 - for 23 Oct 2013										Values					
TCMP Project No.	Sub Type	Type of Project	Description	Comments on Progress	CBD Grid Location	Project Owner	Commencement	Critical Milestone A	Critical Milestone B	Critical Milestone C	2013/14 Original Budget	2013/14 Actual YTD	2013/14 Spend %	Forecast for 2013/14 Financial Year	
1301	Capital New	Major Projects	Construction of new bridge over the River Tyne, including the new bridge structure, approach roads, and landscaping. The bridge is to be constructed in two stages, with the first stage completed by the end of FY 12/13 and the second stage completed by the end of FY 13/14.	<ul style="list-style-type: none"> <li>* Estimated design, approve and complete.</li> <li>* Early start of construction works due to the bridge being a priority project.</li> <li>* Power restrictions have now been completed (05/01/13).</li> <li>* Site safety barriers in place.</li> <li>* Contractor has provided initial construction programme.</li> <li>* Bridge expected to be completed by the end of FY 13/14.</li> <li>* Work on site start, works temporarily suspended.</li> <li>* Report and initial works programme.</li> <li>* Report and initial works programme.</li> </ul>	4	Guy Renda	1/01/2013	Final Price Known Tender 2003/13	Final Price Known Tender 2003/13	Bridge opened (06/08/13) in accordance with funding agreement. Total project cost over two financial years: 1,211,315,086 (Actual) 1,211,315,086 (Forecast) Total: £1,211,315,086	995,700	395,119	40%	995,700	
1302	Renewals	Minor Projects	Street furniture and waste management improvements in the area of the bridge.	<ul style="list-style-type: none"> <li>* Connected to the bridge project.</li> <li>* Works commencing May 2013. No work in the area of the bridge.</li> </ul>	Various	Jeff Sharp	When scope confirmed				150,000	0	0%	150,000	
1303	Renewals	Minor Projects	Repair of Pavers intersection and drainage works.	<ul style="list-style-type: none"> <li>* Works commencing May 2013. No work in the area of the bridge.</li> </ul>	4	Guy Renda	22/05/2013	Completed 26/06/2013	Revised completion date May 2013 Revised completion date: Sept 13	Paver repairs at Horton/Clarence St intersection was completed Sept 13	150,000	72,270	48%	150,000	
1311	Capital New	Major Projects	Major works for the new bridge, including the new bridge structure, approach roads, and landscaping. The bridge is to be constructed in two stages, with the first stage completed by the end of FY 12/13 and the second stage completed by the end of FY 13/14.	<ul style="list-style-type: none"> <li>* Estimated design, approve and complete.</li> <li>* Early start of construction works due to the bridge being a priority project.</li> <li>* Power restrictions have now been completed (05/01/13).</li> <li>* Site safety barriers in place.</li> <li>* Contractor has provided initial construction programme.</li> <li>* Bridge expected to be completed by the end of FY 13/14.</li> <li>* Work on site start, works temporarily suspended.</li> <li>* Report and initial works programme.</li> <li>* Report and initial works programme.</li> </ul>	All	Jeff Sharp	22/05/2013	Engagement June 13 Revised Aug 13 Revised Sept 13	Final Report June 13 Revised Aug 13 Revised Sept 13	Milestones / deliverables to be agreed following TRACAT visit 16/07/13	100,000	0	0%	54,000	
1401	Renewals	Minor Projects	Upgrading of Tress - Horton Street blue paving and drainage works.	<ul style="list-style-type: none"> <li>* Preliminary scope determined.</li> <li>* Program to be determined by working party established in June meeting.</li> <li>* Member have provided feedback to Guy Renda. Guy Renda has provided feedback to the working party.</li> <li>* Special confirming rates and scope of works.</li> <li>* Working Party.</li> </ul>	7	Jeff Sharp	TBC	TBC	TBC	TBC	60,000	187	0%	60,000	
1402	Renewals	Minor Projects	Upgrading of Tress - Horton Street blue paving and drainage works.	<ul style="list-style-type: none"> <li>* Preliminary scope determined.</li> <li>* Program to be determined by working party established in June meeting.</li> <li>* Member have provided feedback to Guy Renda. Guy Renda has provided feedback to the working party.</li> <li>* Special confirming rates and scope of works.</li> <li>* Working Party.</li> </ul>	Various	Guy Renda	TBC	TBC	TBC	TBC	100,000	0	0%	100,000	
1403	Capital New	Major Projects	New Green Masterplan Stage 2 - Construction of new bridge over the River Tyne, including the new bridge structure, approach roads, and landscaping. The bridge is to be constructed in two stages, with the first stage completed by the end of FY 12/13 and the second stage completed by the end of FY 13/14.	<ul style="list-style-type: none"> <li>* Estimated design, approve and complete.</li> <li>* Early start of construction works due to the bridge being a priority project.</li> <li>* Power restrictions have now been completed (05/01/13).</li> <li>* Site safety barriers in place.</li> <li>* Contractor has provided initial construction programme.</li> <li>* Bridge expected to be completed by the end of FY 13/14.</li> <li>* Work on site start, works temporarily suspended.</li> <li>* Report and initial works programme.</li> <li>* Report and initial works programme.</li> </ul>	1,2	Jeff Sharp	When scope confirmed			500,000	0	0%	500,000		
1404	Capital New	Major Projects	Construction of new bridge over the River Tyne, including the new bridge structure, approach roads, and landscaping. The bridge is to be constructed in two stages, with the first stage completed by the end of FY 12/13 and the second stage completed by the end of FY 13/14.	<ul style="list-style-type: none"> <li>* Estimated design, approve and complete.</li> <li>* Early start of construction works due to the bridge being a priority project.</li> <li>* Power restrictions have now been completed (05/01/13).</li> <li>* Site safety barriers in place.</li> <li>* Contractor has provided initial construction programme.</li> <li>* Bridge expected to be completed by the end of FY 13/14.</li> <li>* Work on site start, works temporarily suspended.</li> <li>* Report and initial works programme.</li> <li>* Report and initial works programme.</li> </ul>	4	Cliff Toms	Not commenced	Sept 2013 SOW approved Revised Oct 13		60,000	0	0%	60,000		
1405	Capital New	Major Projects	Construction of new bridge over the River Tyne, including the new bridge structure, approach roads, and landscaping. The bridge is to be constructed in two stages, with the first stage completed by the end of FY 12/13 and the second stage completed by the end of FY 13/14.	<ul style="list-style-type: none"> <li>* Estimated design, approve and complete.</li> <li>* Early start of construction works due to the bridge being a priority project.</li> <li>* Power restrictions have now been completed (05/01/13).</li> <li>* Site safety barriers in place.</li> <li>* Contractor has provided initial construction programme.</li> <li>* Bridge expected to be completed by the end of FY 13/14.</li> <li>* Work on site start, works temporarily suspended.</li> <li>* Report and initial works programme.</li> <li>* Report and initial works programme.</li> </ul>	5	Cliff Toms	Not commenced	Sept 2013 SOW approved Revised Oct 13		100,000	2,767	3%	100,000		
1406	Capital New	Major Projects	Construction of new bridge over the River Tyne, including the new bridge structure, approach roads, and landscaping. The bridge is to be constructed in two stages, with the first stage completed by the end of FY 12/13 and the second stage completed by the end of FY 13/14.	<ul style="list-style-type: none"> <li>* Estimated design, approve and complete.</li> <li>* Early start of construction works due to the bridge being a priority project.</li> <li>* Power restrictions have now been completed (05/01/13).</li> <li>* Site safety barriers in place.</li> <li>* Contractor has provided initial construction programme.</li> <li>* Bridge expected to be completed by the end of FY 13/14.</li> <li>* Work on site start, works temporarily suspended.</li> <li>* Report and initial works programme.</li> <li>* Report and initial works programme.</li> </ul>	5	Cliff Toms	Not commenced	Sept 2013 SOW approved Revised Oct 13		60,000	0	0%	60,000		
1407	Capital New	Major Projects	Construction of new bridge over the River Tyne, including the new bridge structure, approach roads, and landscaping. The bridge is to be constructed in two stages, with the first stage completed by the end of FY 12/13 and the second stage completed by the end of FY 13/14.	<ul style="list-style-type: none"> <li>* Estimated design, approve and complete.</li> <li>* Early start of construction works due to the bridge being a priority project.</li> <li>* Power restrictions have now been completed (05/01/13).</li> <li>* Site safety barriers in place.</li> <li>* Contractor has provided initial construction programme.</li> <li>* Bridge expected to be completed by the end of FY 13/14.</li> <li>* Work on site start, works temporarily suspended.</li> <li>* Report and initial works programme.</li> <li>* Report and initial works programme.</li> </ul>	4	Cliff Toms	Not commenced	Sept 2013 SOW approved Revised Oct 13		100,000	142	0%	100,000		
1408	Capital New	Major Projects	Construction of new bridge over the River Tyne, including the new bridge structure, approach roads, and landscaping. The bridge is to be constructed in two stages, with the first stage completed by the end of FY 12/13 and the second stage completed by the end of FY 13/14.	<ul style="list-style-type: none"> <li>* Estimated design, approve and complete.</li> <li>* Early start of construction works due to the bridge being a priority project.</li> <li>* Power restrictions have now been completed (05/01/13).</li> <li>* Site safety barriers in place.</li> <li>* Contractor has provided initial construction programme.</li> <li>* Bridge expected to be completed by the end of FY 13/14.</li> <li>* Work on site start, works temporarily suspended.</li> <li>* Report and initial works programme.</li> <li>* Report and initial works programme.</li> </ul>	1	Cliff Toms	Not commenced	Sept 2013 SOW approved Revised Oct 13		50,000	0	0%	50,000		
1409	Capital New	Major Projects	Construction of new bridge over the River Tyne, including the new bridge structure, approach roads, and landscaping. The bridge is to be constructed in two stages, with the first stage completed by the end of FY 12/13 and the second stage completed by the end of FY 13/14.	<ul style="list-style-type: none"> <li>* Estimated design, approve and complete.</li> <li>* Early start of construction works due to the bridge being a priority project.</li> <li>* Power restrictions have now been completed (05/01/13).</li> <li>* Site safety barriers in place.</li> <li>* Contractor has provided initial construction programme.</li> <li>* Bridge expected to be completed by the end of FY 13/14.</li> <li>* Work on site start, works temporarily suspended.</li> <li>* Report and initial works programme.</li> <li>* Report and initial works programme.</li> </ul>	7	Cliff Toms	When scope confirmed			50,000	0	0%	50,000		
1410	Capital New	Major Projects	Construction of new bridge over the River Tyne, including the new bridge structure, approach roads, and landscaping. The bridge is to be constructed in two stages, with the first stage completed by the end of FY 12/13 and the second stage completed by the end of FY 13/14.	<ul style="list-style-type: none"> <li>* Estimated design, approve and complete.</li> <li>* Early start of construction works due to the bridge being a priority project.</li> <li>* Power restrictions have now been completed (05/01/13).</li> <li>* Site safety barriers in place.</li> <li>* Contractor has provided initial construction programme.</li> <li>* Bridge expected to be completed by the end of FY 13/14.</li> <li>* Work on site start, works temporarily suspended.</li> <li>* Report and initial works programme.</li> <li>* Report and initial works programme.</li> </ul>	5	Cliff Toms	1/04/2011	NA	NA	5,529	427	8%	0		
1411	Capital New	Major Projects	Murray Street - Adjacent to Courthouse	<ul style="list-style-type: none"> <li>* This is for construction needs Committee recommendation to remove from program.</li> </ul>	7	Cliff Toms	Not commenced	NA	NA	NA	0	79,790	0	0%	0
1412	Capital New	Major Projects	Preservation Williams Street - Start to	<ul style="list-style-type: none"> <li>* This is for construction needs Committee recommendation to remove from program.</li> </ul>	7	Cliff Toms	Not commenced	NA	NA	NA	0	44,813	0	0%	0
1413	Capital New	Major Projects	Preservation Williams St, Hay to Murray	<ul style="list-style-type: none"> <li>* This is for construction needs Committee recommendation to remove from program.</li> </ul>	8	Cliff Toms	1/03/2011	NA	NA	NA	0	44,813	0	0%	0

Op4 expenditure																
Town Centre Masterplan - Projects Summary Sheet 2013/14 - for 23 Oct 2013																
Sub Type	TCMP Project No.	Type of Project	Description	Comments on Progress	CRB Gold Location	Project Status	Commence-ment	Critical Milestone A	Critical Milestone B	Critical Milestone C	Values	2013/14 Actual YTD	2013/14 Budget	2013/14 Spend %	Forecast Expenditure for Financial Year	
Secondary Projects	0313	Capital New	Short Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
Secondary Projects	0314	Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
		Capital New	Shaw Street Flood and Drainage Solution	<ul style="list-style-type: none"><li>* Options agreed by Council Sept 2013</li><li>* Options submitted delivery to permit report to Oct meeting</li><li>* Options to be provided to Sept meeting</li><li>* Council Engineer progressing design details</li><li>* Received quotes for flood flaps and making for quotes on Sept meeting</li><li>* Delivery to project sub-committee</li></ul>	7 JLF Sharp	Not commenced	1/05/2013	Completed 1/05/2013	0	0	0	0	0	0	0%	25,000
Secondary Projects Total																

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**Item: 08**

**Subject: TCMP PROJECT MANAGER**

**Presented by: Infrastructure & Asset Management, Jeffery Sharp**

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### **RECOMMENDATION**

**That the TCMP Sub-Committee receive and note the information provided regarding the cost dispersion and communication protocols for the TCMP Project Manager.**

### **Discussion**

Communication and task presentations will need to fit into the existing Port Macquarie-Hastings Council process.

With a focussed TCMP Project Manager town centre requests will be given a ‘high’ priority with the assessments generating quicker response times to TCMP issues.

### **Communication with TCMP Project Manager:**

Council has an existing customer request system which captures and directs all requests to Council Officers on various matters.

Requests are then prioritised based on risk and immediate need of rectification.

All TCMP requests will be made through the identified phone number or email for the TCMP Project Manager to assess, resource appropriately and report back to the TCMP sub-committee. This is a higher level of service than other routine requests and will deliver improved and more timely rectification of issues.

### **Town Centre Inspections:**

Numerous Council Staff visit the CBD on operational matters daily, and additional requests for repairs and or improvements will be captured and tasked accordingly.

The TCMP project manager will also undertake regular routine (minimum weekly) inspections of works underway, completed and upcoming.

Task inspections, as is currently the case with staff, will continue as appropriate.

### **Cost Apportionment:**

Whilst engaged on TCMP matters, time will be costed against operational and works program items. Administrative costs associated with agendas, investigation and follow up of sub-committee members enquiries and correspondence will also be attributed to the budget.

Other Council projects undertaken as time commitments allow, will be direct costed against projects with separate budget allocations.

An update on monthly expenditure will be presented to sub-committee meetings.

**Attachments**

Nil

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**Item: 09**

**Subject: 20 YEAR TCMP SUB-COMMITTEE ANNIVERSARY**

**Presented by: Infrastructure & Asset Management, Jeffery Sharp**

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### **RECOMMENDATION**

- 1. That the Town Centre Master Plan Sub-Committee suggest opportunities for celebration and promotion of the TCMP in light of the 20 year Anniversary in February 2014.**
- 2. Establish a working party to progress this matter with the cooperation of the Group Manager Community Development, Lucilla Marshall, to assist the working party.**

### **Discussion**

At the last TCMP Sub Committee Meeting it was recognised that the 20 year anniversary of the Masterplan will be in February 2014.

To focus celebration, a working party be established. The working party would need to suggest ideas to the next sub-committee meeting 27 November 2013.

It is considered membership would benefit from cooperating with Port Macquarie-Hastings Council's Group Manager Community Development, Lucilla Marshall, to assist in discussions and generation of a suitable program. In time the TCMP Project Manager would also be available.

Suggested members for discussion include community member, Michelle Love, and CBD Landowners, Jeff Gillespie and Brian Tierney.

### **Attachments**

Nil

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**Item: 10**

**Subject: HELLO KOALA**

**Presented by: Infrastructure & Asset Management, Jeffery Sharp**

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### **RECOMMENDATION**

**That the Committee discuss the current status of the Hello Koala project.**

### **Discussion**

Following the presentation at the last Committee Meeting, some members have had further discussion with the Hello Koala organising committee.

It is proposed to discuss the current expectations and understanding as a Sub Committee.

### **Attachments**

Nil