



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday, 24 November 2016

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

1. ROLE

- 1.1 The Committee has the responsibility to make recommendations regarding the development, review and amendment as required of the Town Centre Master Plan.
- 1.2 To recommend works priorities – Capital and Maintenance - to Council for the implementation of the Town Centre Master Plan.
- 1.3 To act as a communication conduit between Council and the CBD stakeholders in respect to the Town Centre Master Plan.
- 1.4 Advocate for the Town Centre Master Plan to the community.
- 1.5 To recommend an annual Works Program and Budget to be adopted by Council as part of the IP&R Framework.
- 1.6 To review expenditures of funds raised externally to Council.

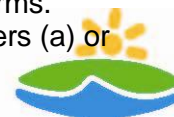
2. DELEGATED AUTHORITIES

- 2.1 To oversee appropriately authorised funds allocated to the Town Centre Master Plan Sub-Committee by Council within the approved budget.
- 2.2 To raise funds other than rates and loans to fund the objectives of the Sub-Committee through partnerships with other stakeholders i.e. Port Macquarie Chamber of Commerce; Tourism Board.
- 2.3 To promote the advantages of the CBD inside and outside the area.
- 2.4 To propose Press Releases promoting, informing and supporting the Town Centre Master Plan project.
- 2.5 From any external funds raised by the Sub-Committee purchase, manufacture, obtain and supply material for the promotion of the CBD.
- 2.6 Establish Working Parties as deemed appropriate.

3. SUB-COMMITTEE MEMBERSHIP

- 3.1 Sub-Committee members will comprise of:
 - Councillor (Chairperson)
 - Council Director Infrastructure & Asset Management
 - Council Group Manager Infrastructure Delivery
 - Council Group Manager Transport & Stormwater Network
 - 1 Community member (b)
 - 2 CBD Landowners (1a + 1b)
 - 1 Port Macquarie Chamber of Commerce representative (a)
 - 1 CBD Trader (a)
 - 1 CBD Trader/Landowner with demonstrated relevant technical expertise (b).
 - 1 Port Macquarie-Hastings Access Sub-Committee representative (a)
 - Non Council Members will be appointed for a two (a) / three (b) year terms. Terms will be staggered so that every year expressions for new members (a) or (b) will be called depending on rotation.

- 3.2 The Councillor appointed to the TCMP will hold the position of Chairperson



- 3.3 The role of the Chairperson shall be:
- Chairperson of meetings of the Town Centre Master Plan Sub-Committee
 - Representative of Sub-Committee, as appropriate
 - Attend Council Sub-Committee meetings, as appropriate
- 3.4 Additional people with specialised relevant background and expertise may be invited to assist the Committee with specific projects and/or time periods as determined by the Committee. These attendees will have no voting rights.

4. MEETINGS

- 4.1 Meetings will be held monthly depending on demand.
- 4.2 Topics for the agenda should be forwarded to the Chairperson no later than 14 days prior to the meeting date.
- 4.3 Meeting agendas will be circulated to members at least 7 days prior to the meeting.
- 4.4 Minutes from TCMP meetings will be circulated to members within 7 days of the meeting having taken place.
- 4.5 Members must declare, in writing, any interest in any report and/or agenda item before the meeting.

5 QUORUM

- 5.1 A quorum will consist of at least 50% plus one members of the committee, at least one of whom must be a full time Council Employee and at least 3 of whom must not be Council members.

6 VOTING

- 6.1 Voting on recommendations are made by consensus and all decisions regarding the allocation of funding for works must be stated precisely for inclusion in the minutes.

7 COMMUNICATION

- 7.1 Members of the Sub-Committee are not permitted to speak to the media as representatives of the Committee unless approved by the Chairperson.
- 7.2 Where approval has been sought from (and granted by) the Chairperson, views and opinions expressed are those of the Town Centre Master Plan Sub-Committee and not of Port Macquarie-Hastings Council.
- 7.3 When endorsement is required from Port Macquarie-Hastings Council, approval must be sought through the formal process.

8 PARENT COMMITTEE

- 8.1 Ordinary Council Meeting.

9 CODE OF CONDUCT

- 9.1 All members of the Committee are to abide by Council's Code of Conduct.



Town Centre Master Plan Sub-Committee

ATTENDANCE REGISTER

Member	25/02/16	28/04/16	26/05/16	22/06/16	28/07/16
Councillor G Hawkins (Chair)	A	✓	✓	✓	✓
Councillor M Cusato (alternate) Councillor R Turner	✓	✓	X	A	A
Jeffery Sharp (Director Infrastructure and Asset Management)	✓	✓	✓	✓	A
Gary Randall (Group Manager Infrastructure Delivery)	✓	✓	✓	✓	✓
Jeff Gillespie (CBD Landowner 2016-2018)	✓	✓	✓	✓	✓
Michael Mowle (CBD Trader with expertise 2016-2018)	A	✓	✓	✓	✓
Michelle Love (Community representative 2016-2018)	✓	✓	A	A	✓
Tony Thorne (Chamber of Commerce representative 2015-17)	✓	✓	✓	✓	✓
Robert Sagolj (CBD Landowner 2016-2018)					
Sharon Beard (Access Committee representative 2015-17)	✓	✓	✓	✓	✓
Les Bailey (CBD Trader 2015-17)	✓	✓	✓	A	✓
Vacant (TCMP Project Manager / Co-ordinator) (non-voting)	✓	A	resigned	resigned	Resigned

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



**PORT MACQUARIE
HASTINGS**

Town Centre Master Plan Sub-Committee Meeting

Thursday 24 November 2016

Items of Business

Item	Subject	Page
01	Acknowledgement of Country	<u>6</u>
02	Apologies.....	<u>6</u>
03	Confirmation of Minutes	<u>6</u>
04	Disclosures of Interest.....	<u>7</u>
05	Business Arising from Previous Minutes.....	<u>11</u>
06	TCMP Priority Project Updates	<u>13</u>
07	Project Signage for Town Square	<u>16</u>
08	Town Centre Master Plan Financial Reserve Update.....	<u>17</u>
09	Sub-Committee Contact Details.....	<u>20</u>
10	2017 TCMP Sub-Committee Meeting Dates.....	<u>21</u>
11	General Business	



**PORT MACQUARIE
HASTINGS**

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

"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."

Item: 02**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

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

RECOMMENDATION

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 27 October 2016 be confirmed.

Item: 04
Subject: DISCLOSURES OF INTEREST

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:
.....

Name:

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. The Council official must not be present at, or in sight of, the meeting of the Council at any time during which the matter is being considered or discussed, or at any time during which the council is voting on any question in relation to the matter. (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

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

Councillor's Name:

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.

-
- 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^{iv} 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..
 - 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

Item:	5	Date:	13/07/2015
Subject:	Foreshore Walk		
Action Required:	1. Director Infrastructure & Asset Management follow up with General Manager's Office the letter from Boat Shed / Maritime		
Current Status:	1. DPI - Lands have reviewed the letter from Mid-North Coast Maritime Museum re Pilot Boatshed and are satisfied with the proposed modifications. Meeting with DPI - Lands scheduled for 26 August to further discuss		

Item:	11.01	Date:	22/6/2016 & 28/7/2016
Subject:	Achievements flyer		
Action Required:	1. Request the Director Infrastructure & Asset Management to further develop and circulate the draft Flyer to the Sub-Committee for feedback.		
Current Status:	1. Professional flyer will need to be sourced by external suppliers if Sub-Committee members deem appropriate and a budget will need to be provided from the TCMP Reserve. 2. Flyer circulated 29/7/2016 for feedback due 12/8/2016 3. Feedback taken into account and amended flyer circulated 2/9/16 for feedback due 23/9/2016 4. Feedback taken into account. Amended flyer to be distributed at November TCMP meeting for endorsement.		

Item:	6	Date:	22/6/2016 & 28/7/2016
Subject:	Priority Project Updates		
Action Required:	1. Director Infrastructure & Asset Management take up discussion with Foreshore Walkway group regarding detailed design pedestrian bridge and Foreshore Walk and provide feedback to a future Sub-Committee meeting. 2. Request the new TCMP Project Coordinator, once employed, present a report on landscaping selections for the entire CBD area to a future meeting. 3. Request the Group Manager Infrastructure Delivery present an update on the detailed design for the Town Square to the September meeting.		
Current Status:	1. DPI - Lands have advised they will review the plan and provide a timeline regarding their interest - 26/8/2016		

Item:	9	Date:	22/6/2016 & 28/7/2016
Subject:	Kooloongbung Creek Foreshore - Gordon to Hayward Street including sewer pump station access		
Action Required:	<ul style="list-style-type: none"> • Note the construction cost estimates for the staged works and recommend that Stage 1 be included as a project within the 16/17 Operational Plan subject to confirmation of a funding contribution from Water and Sewer. • Note the proposed cost apportionment and subject to Water and Sewer funding confirmation of \$170,000 the TCMP allocate \$200,000 towards undertaking these works. 		
Current Status:	<ul style="list-style-type: none"> • Director Infrastructure and Asset Management in discussions with Water and Sewer July 2016 		

Item:	9	Date:	28/7/2016
Subject:	General Business		
Action Required:	<ul style="list-style-type: none"> • Support and fund the repair and upgrade of the outdoor dining area in Hay Street south (fronting the former Luxe Cafe) in accordance with the preliminary concept presented by Council's Landscape Architect consistent with the surrounding Master Plan spaces and request that expected construction costs are presented to a future meeting once confirmed. 		
Current Status:	<ul style="list-style-type: none"> • Correspondence sent to Committee members 6 October 2016 		

Item:	8	Date:	28/7/2016
Subject:	Town Centre Master Plan Financial Reserve Update		
Action Required:	<ul style="list-style-type: none"> • That a financial summary of the TCMP Reserve as at the end of 2015-16 financial year (pre-audit) and the proposed expenditure of the Reserve for the 2016/17 financial year be presented to the September Sub-Committee meeting. 		
Current Status:	<ul style="list-style-type: none"> • 		

Item: 06

Subject: TCMP PRIORITY PROJECT UPDATES

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the Sub-Committee note the information provided in this report.

Discussion

In November 2015, the TCMP Sub-Committee determined a number of high priority projects. Below is a status update on each identified project:

- **41270.9999 - TCMP Signage Installation**
 - Project Complete

- **41380.9999 - TCMP Landscape Upgrades**
 - Awaiting new TCMP Project Coordinator before furthering landscape upgrades - Anticipated start date - Feb 2017
 - 19 July 2016 - Implementation of Short Street landscaping plan to commence.
 - 23 Sept 2015 - Endorsed concept designs for Clarence Street landscaping to allow costings and staging plans to be developed and requested working group to develop a potential landscaping maintenance plan and budget for the CBD area
 - 22 Oct 2014 - Endorsed development of a landscaping plan for Clarence Street and endorsed the use of this plan as a prototype for future landscaping across the CBD
 - 28 May 2014 - Special Projects Working Group endorsed landscaping program proposed by PMHC Parks staff
 - 25 Sept 2013 - Resolved for landscaping of Horton Street - William to Clarence to proceed and be completed before the Nov 2013 with Bonny Hills Garden Centre proposal to be used as a scope for a pilot project
 - 24 Jul 2013 - Resolved to develop specification, standards and expectations for landscaping team
 - 22 May 2013 - Update report provided, Committee please to see and endorse the amount of work scheduled to take place 2012/13
 - 18 Jul 2012 - Resolved to add landscaping upgrades \$150,000 to the 2012/13 works programme
 - 4 April 2012 - Working party established to develop costings and timeline for landscaping refurbishments in the CBD.

- **41385.9999 - TCMP Town Green Master Plan Stage Construction**
 - 2 November 2016 - Documentation currently under review with construction planning commenced. Some heritage issues are still to be resolved in consultation with the LALC. Construction commencement anticipated for mid to end February 2017.
 - 18 July 2016 - Construction documentation is underway.
 - Concept design commenced November 2014 / Feb 2016?
 - Public exhibition closed 23/4/2014
 - 22 May 2013 - Sub-Committee were advised that preconstruction and design of Town Green Master Plan is a Council project.
 - 5 Dec 2012 - Design working group developed a staged plan
 - 1 Aug 2012 - Resolved that the priority for Town Green improvement works is the pathway (linkage with Kooloonbung Pedestrian Bridge)
 - 18 Jul 2012 - Resolved to add Town Green Master Plan & design \$150,000 to the 2012/13 works programme

- **41471.9999 - TCMP Preconstruction Foreshore Walkway - Town Beach to Kooloonbung Creek Bridge**
 - 2 November 2016 - Report detailing community engagement for the breakwall was adopted by Council in October 2016. The project is now with Crown Lands to develop an implementation plan. The Fisherman's Coop is under demolition and we are awaiting plans from Crown Lands to show what they propose to do with this area to ensure it meets the Master Plan.
 - 19 August 2016 - Breakwall Concept Plan exhibition finishes
 - 7 July 2016 - Breakwall Concept Plan on public exhibition
 - 20 Apr 2016 - Concept Plan adopted by Council
 - 26 Nov 2015 - Resolved to recommend exhibition to Council
 - 26 Aug 2015 - Resolved to prioritise progression of Foreshore Plan with a focus on pedestrian connectivity with the broader CBD, particularly between William Street and Town Green and present to Council for adoption

- **41476.9999 - TCMP Banner Poles**
 - Awaiting new TCMP Project Coordinator before furthering banner pole replacement program - Anticipated start date - Feb 2017
 - Banner pole removal completed September 2015
 - Banner pole replacement program commenced 30 March 2015
 - Banner pole audit completed by Complete Urban
 - Committee feedback required by 31 October 2014

- **41480.9999 - TCMP Construction Town Square**

REPORT	DUE DATE	STATUS
Geo-tech report	Mid April	Complete
Concept lighting/electrical design	Late April	Complete
Cultural Heritage Assessment awarded	April	Complete
Lighting/electrical design & construction tender prepared	Late April	Complete
Civil design completion furniture palette	Late May/June	Complete *
Cultural assessment complete	May/June	Complete **
Lighting/electrical design & construction awarded	July	Awaiting ***
Construction	TBC	****

* Civil design furniture palette - Concept designs for the custom furniture palette were completed in August. A tender for the detailed design and supply of the custom furniture will be released at the same time as the construction tender. The construction tender will include the procurement of the 'off-the-shelf' items of furniture.

** Cultural assessment - initial assessment complete. As the lighting design has only just been received, the formal cultural assessment has been delayed. We now anticipate this to be completed in December.

*** Tenders have been evaluated with a report being presented to the July Council meeting. At the July Council meeting it was resolved to decline all tenders for the lighting design. Council staff went out for quote for the design proponent of the lighting only and have this week received the detailed design for review.

**** The receipt of the lighting design also informs the development of the overall project REF. Staff anticipate design and approvals to be now completed in December 2016 with construction to follow in 2017. Staging of construction is still being determined with consideration of impacts on key events and adjoining stakeholders being taken into account.

- 29 Oct 2015 - Endorsed detailed concept to progress to detailed design
- Public exhibition closed 23/4/2014
- Concept designs presented to Committee 26 Nov 2014

- **TCMP Construction Foreshore Walkway - Town Green to Kooloonbung Creek Bridge**

Attachments

Nil

Item: 07

Subject: PROJECT SIGNAGE FOR TOWN SQUARE

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the Sub-Committee note the information provided by Council staff and revisit project signage for Town Square following designs completion and public exhibition.

Discussion

At the Town Centre Master Plan Sub-Committee meeting held on 27 April 2016, it was resolved that the Sub-Committee:

“Request the Director Infrastructure and Asset Management provide a report to the next meeting regarding project signage as part of a larger communications package to promote the Town Square project.”

The erection of a sign for the Town Square project at this point in the project development is not appropriate for the following reasons:

- Detailed designs
- The majority of Councillors are yet to have any exposure to the plans
- The heritage issues are yet to be finalised which could make significant changes to the design
- The project is not on exhibition.

To-date, all other project signage of this kind has been installed following periods of public exhibition. As the original concept for Town Square was on exhibition during April 2014 and there has been very little public conversation since then, installation of this type of signage without engagement regarding the significant public impact is not suitable.

Council staff are happy to support additional signage for projects when all approvals are in place and designs completed but do not support the erection of signage for Town Square at this point in time.

Attachments

Nil

Item: 08

Subject: TOWN CENTRE MASTER PLAN FINANCIAL RESERVE UPDATE

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee note the information provided in this report.

Discussion

At the Town Centre Master Plan Sub-Committee meeting held on 28 July 2016, it was resolved:

“That a financial summary of the TCMP Reserve as at the end of 2015-16 financial year (pre-audit) and the proposed expenditure of the Reserve for the 2016-2017 financial year be presented to the September Sub-Committee meeting.”

Given the September Sub-Committee meeting was postponed pending the first meeting of the newly elected Council in October 2016, this information is presented to the October Sub-Committee meeting.

The below is a high level summary of the proposed position of the Reserve for the 2016-17 financial year:

TCMP High Level Funds Summary 2016/17	
Reserve Balance at July 2016	\$1,800,311
Income 2016/17	\$1,301,600
Loan 2016/17	\$3,425,000
Operational Expenses	-\$606,234
Works Program Expenses	-\$4,648,272
Projected Reserve Balance at June 2017	\$1,272,405

Attached is a financial spreadsheet showing the actual expenditure (pre-audit) for the 2015-2016 financial year.

Attachments

1 [View](#). Actual expenditure (pre-audit) 2015-16

Port Macquarie Town Centre Masterplan Financial Model												
2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
		Actuals										
Job No												
	% Rate Increase											
	General Increase											
	Expenditure % Increase											
Operational Income												
11320	Gross Levy - Special Rates	1,042,400	1,066,400	1,091,900	1,111,600	1,128,274	1,145,198	1,179,812	1,197,509	1,215,472	1,215,472	1,233,70
	Sundry Income	92	30									
40145	Contribution From General Fund	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
	Income from Roadside Cafes	22,754	35,647	54,063	50,000	51,000	52,020	54,122	51,000	55,204	52,020	53,06
	TOTAL OPERATIONAL INCOME	1,205,246	1,242,077	1,285,963	1,301,600	1,319,274	1,337,218	1,373,933	1,388,509	1,392,713	1,407,492	1,426,76
089.3007	Advertising	1,175	71	1,003	300	306	312	325	331	345	351	35
089.3076	Bridework	33	0	0	0	0	0	0	0	0	0	0
089.3173	Contract Administration	0	0	0	2,000	2,040	2,081	2,165	2,208	2,297	2,343	2,39
089.3180	Contributions	0	0	0	0	0	0	0	0	0	0	0
089.3210	Consultants	10,179	0	0	5,000	5,100	5,202	5,412	5,520	5,631	5,743	5,858
089.3226	Electrical	906	1,892	539	5,500	5,610	5,722	5,953	6,072	6,318	6,444	6,57
089.3300	Landscape Maintenance	37,532	42,891	28,968	59,999	61,199	62,423	64,945	66,244	67,599	68,920	70,298
089.3307	Footpaths - Maintenance	73,924	40,825	13,296	30,600	31,212	31,836	32,473	33,122	33,785	34,461	35,15
089.3353	Bollards/Barriers	5,849	5,894	4,752	14,999	15,299	15,605	16,235	16,560	16,891	17,229	17,574
089.3408	Insurances	19	19	17	0	0	0	0	0	0	0	0
089.3444	Litter Bins	102	1,305	0	4,800	4,896	4,994	5,196	5,300	5,408	5,514	5,73
089.3490	Maintenance of Barriers	18,897	26,720	21,937	37,000	37,740	38,495	40,050	40,851	41,666	42,501	44,21
089.3498	Marketing & Promotion	0	0	0	0	0	0	0	0	0	0	0
089.3506	Telephones	0	0	29	0	0	0	0	0	0	0	0
089.3578	Oncost Adjustment	-7,363	-5,117	-6,824	0	0	0	0	0	0	0	0
089.3655	Printing	138	0	0	0	0	0	0	0	0	0	0
089.3664	Project Management	77,871	118,987	81,984	133,435	136,104	138,826	144,434	147,323	150,269	153,275	159,48
089.3722	Line-marking	1,850	9,171	2,388	30,000	30,600	31,212	32,473	33,122	33,785	34,461	35,15
089.3866	Sign Maintenance	0	0	0	1,600	1,530	1,581	1,624	1,656	1,689	1,723	1,757
089.3940	Street Lighting	41	0	0	21,606	22,038	22,479	23,387	23,855	24,332	24,819	25,315
089.3941	Street Seats	29,446	20,255	3,778	4,000	4,080	4,162	4,330	4,416	4,505	4,595	4,687
089.3942	Street Sweeping Contribution	81,008	81,950	75,121	91,546	93,377	95,244	99,092	101,074	103,096	105,158	109,40
089.3949	Sundry Expenses	0	0	0	2,700	2,754	2,809	2,865	2,921	3,041	3,163	3,22
089.4223	Tastings of the Hastings	455	0	0	0	0	0	0	0	0	0	0
089.3984	Traveling	0	0	218	1,500	1,530	1,561	1,624	1,656	1,689	1,723	1,757
089.4277	Leaseback Vehicles	0	0	5,900	11,800	12,036	12,277	12,773	13,028	13,289	13,554	14,10
089.4453	Parking Strategy Integration with TCHP	0	0	0	1,000	1,020	1,040	1,082	1,104	1,126	1,149	1,19
089.4454	Christmas Celebrations & Special Activities	9,663	0	1,096	0	0	0	0	0	0	0	0
089.4510	Footpath Cleaning	0	94,950	99,693	102,400	104,448	106,537	110,841	113,058	115,319	117,625	122,37
089.4146	Flagpole Repainting	0	0	0	0	0	0	0	0	0	0	0
	Total Maintenance Expenditure	341,733	439,622	336,423	561,065	572,307	583,753	607,336	619,483	644,510	657,401	670,54
	Interest on Loans	0	0	135,191	123,617	111,572	99,036	85,990	72,413	58,283	43,578	28,27
	Principle Repayment	0	0	284,339	295,913	307,959	320,494	333,540	347,117	361,247	375,952	391,25
	Total Loan Repayments	0	0	419,530	419,530	419,530	419,530	419,530	419,530	419,530	419,530	419,53
091.3066	Administration Charge	7,945	0	6,495	7,298	7,444	7,593	7,745	7,900	8,058	8,219	8,383
091.3084	Building Costs	0	2,192	2,883	2,981	3,241	3,247	3,099	3,121	3,163	3,247	3,44
091.3391	Human Resource Charge	0	2,516	3,478	3,478	3,619	3,619	3,765	3,840	3,917	3,995	4,15
091.3397	IT Charge	0	7,251	5,629	7,411	7,559	7,710	7,865	8,022	8,182	8,346	8,513
091.3495	Management Charge	18,153	14,266	21,449	24,079	24,561	25,052	25,553	26,064	26,585	27,117	27,659
091.4207	Survey & Design Overhead	0	0	0	0	0	0	0	0	0	0	0
091.4208	Centralised Construction Overhead	17,816	15,195	17,312	0	0	0	0	0	0	0	0
	Total Overheads	43,914	36,713	69,365	45,149	46,052	46,973	47,912	48,871	49,848	50,845	51,862
	TOTAL OPERATIONAL EXPENDITURE	385,647	476,335	405,788	806,234	1,037,899	1,050,256	1,075,737	1,088,862	1,115,902	1,129,830	1,144,03
	OPERATIONAL RESULT	819,599	765,742	880,175	695,366	281,385	286,962	298,196	299,647	276,810	277,662	282,72
Capital Income												
	Jan Funding	0	0	0	0	0	0	0	0	0	0	0
	Total Works Program Income	0	0	0	0	0	0	0	0	0	0	0
	Total Works Program Income	0	0	0	0	0	0	0	0	0	0	0

Port Macquarie Town Centre Masterplan Financial Model													
	2013/14	2014/15	2015/16 Actuals	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Jorks Programme													
018.9999	Port Macquarie Foreshore Works (Pedestrian Bridge)	484,456	0	0	0	0	0	0	0	0	0	0	0
074.9997	BullenHollingsworth St Traffic Signals	11,352	12,982	0	0	0	0	0	0	0	0	0	0
075.9999	Kooloobung Creek Foreshore	1,190	0	0	0	0	0	0	0	0	0	0	0
1092.9999	TCMP Rehabilitation	36,201	158,452	145,189	0	0	0	0	0	0	0	0	0
093.9999	William St - Hay to Murray	6,438	0	0	0	0	0	0	0	0	0	0	0
105.9999	Murray St - Upgrade	2,957	0	0	0	0	0	0	0	0	0	0	0
163.9999	Horton St - Repair Pavers	73,369	156,902	0	0	0	0	0	0	0	0	0	0
219.9999	William St - Precon Short to Buller	1,110	0	0	0	0	0	0	0	0	0	0	0
265.9999	TCMP - William St - Short to Buller St Bridge	0	0	0	0	0	0	0	0	0	0	0	0
280.9999	TCMP - Entertainment Precinct	4,161	5,027	0	0	0	0	0	0	0	0	0	0
270.9999	TCMP - Signage Installation	30,571	64,285	75,000	0	0	0	0	0	0	0	0	0
271.9999	TCMP - Street Furniture & Waste Audit, Options Study etc	0	152,080	0	0	0	0	0	0	0	0	0	0
272.9999	TCMP - Footpath Replacement	13,996	166,114	96,511	0	0	0	0	0	0	0	0	0
297.9999	TCMP - Precon Pedestrian Access West of Horton Street	6,500	6,500	1,200	0	0	0	0	0	0	0	0	0
374.9999	TCMP - Clarence St - Precon Hay to Murray	42,928	69,684	0	0	0	0	0	0	0	0	0	0
376.9999	TCMP - Horton St - Uplighting of Trees	4,586	0	0	0	0	0	0	0	0	0	0	0
378.9999	TCMP - Masterplan	186	0	0	0	0	0	0	0	0	0	0	0
380.9999	TCMP - Landscape Upgrades	70,486	49,758	0	0	0	0	0	0	0	0	0	0
380.9999	TCMP - Landscape Upgrades	0	0	55,020	44,396	0	0	0	0	0	0	0	0
381.9999	TCMP - Masterplan Forward Planning	90,360	0	0	0	0	0	0	0	0	0	0	0
383.9999	TCMP - Short St - Precon North of Clarence St	4,576	0	0	0	0	0	0	0	0	0	0	0
384.9999	TCMP - Short St - William St to Bourne House West	66,257	6,163	2,604	0	0	0	0	0	0	0	0	0
385.9999	TCMP - Town Green Masterplan Stage Construction	14,600	14,600	3,520	481,890	0	0	0	0	0	0	0	0
388.9999	Short Street Drainage	0	50,000	50,000	0	0	0	0	0	0	0	0	0
466.9999	TCMP - Clarence/Murray lit & Clarence-Hay to Murray	290,997	0	1,656,418	0	0	0	0	0	0	0	0	0
468.9999	TCMP - Const Clarence/Murray St Intersect Gateway	0	0	0	0	0	0	0	0	0	0	0	0
469.9999	TCMP - Cyclist Friendly Actions	0	0	0	0	0	0	0	0	0	0	0	0
471.9999	TCMP - Precon Foreshore Walkway - Town Beach to Kool Ck	19,167	0	9,726	20,000	0	0	0	0	0	0	0	0
471.9999	TCMP - Precon Foreshore Walkway - Town Beach to Kool Ck	0	0	0	0	71,107	0	0	0	0	0	0	0
472.9999	TCMP - Precon Horton St - New Midblock crossing	5,633	0	0	0	0	0	0	0	0	0	0	0
473.9999	TCMP - Const Horton St - New Midblock Crossing	20,560	0	0	0	0	0	0	0	0	0	0	0
474.9999	TCMP - Precon Kooloobung Foreshore - Gordon/William	7,000	19,552	0	0	0	0	0	0	0	0	0	0
475.9999	TCMP - Lighting Options Study	10,000	0	0	0	0	0	0	0	0	0	0	0
476.9999	TCMP - Lighting & Banner Poles	7,500	4,736	90,000	0	0	0	0	0	0	0	0	0
477.9999	TCMP - Placemaking Activation	16,564	50,000	50,000	0	0	0	0	0	0	0	0	0
478.9999	TCMP - Precon Short St Footpath Replacement	54,680	0	0	0	0	0	0	0	0	0	0	0
479.9999	TCMP - Precon Short St Footpath Replacement	29,725	92,013	3,425,000	0	0	0	0	0	0	0	0	0
480.9999	TCMP - Construction Town Square	0	0	0	0	0	0	0	0	0	0	0	0
480.9999	TCMP - Construction Town Square	0	0	109,095	290,905	0	0	0	0	0	0	0	0
992.9999	TCMP - Kooloobung Creek Works - Eastern Bank south of Hayward	0	0	0	0	0	0	0	0	0	0	0	0
Total Works Program Expenditure													
		935,444	1,175,974	2,454,238	4,648,272	0	0	0	0	0	0	0	0
WORKS PROGRAM RESULT													
		935,444	1,175,974	2,454,238	1,223,272	0	0	0	0	0	0	0	0
	Balance of Reserve 1 July		3,374,373	1,800,311	1,272,405	1,553,790	1,640,762	2,133,318	2,431,514	2,731,162	3,036,405	3,313,215	3,590,877
	Transfer to Reserve - Operating Result		880,175	695,366	281,385	286,962	292,566	298,196	299,647	305,243	276,810	277,662	282,72
	Transfer from Reserve - Capital Expenditure		-2,454,238	1,223,272	0	0	0	0	0	0	0	0	0
	Balance of Reserve 30 June	0	3,374,373	1,800,311	1,272,405	1,553,790	1,640,762	2,133,318	2,431,514	2,731,162	3,036,405	3,313,215	3,590,877

Item: 09

Subject: SUB-COMMITTEE CONTACT DETAILS

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the Sub-Committee discuss the proposal of a TCMP webpage.

Discussion

In the absence of a TCMP Project Coordinator and in the interests of advertising the TCMP Sub-Committee's role within the community, it is proposed to create a webpage on Council's website for the TCMP Sub-Committee.

This webpage would be maintained by the TCMP Project Coordinator upon their appointment and would offer the following information to the community:

- A brief history on the Town Centre Master Plan, how and why it was created
- A summary of how Master Plan works are funded
- A summary of recent works undertaken
- The purpose of the Sub-Committee
- The members of the Sub-Committee
- Information on who to contact for more information or to discuss works

This may involve the Sub-Committee members providing contact details for the community.

Attachments

Nil

Item: 10

Subject: 2017 TCMP SUB-COMMITTEE MEETING DATES

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the Sub-Committee endorse the meeting dates for 2017 provided in this report.

Discussion

As per the 2016 meetings, the proposed meetings for 2017 will be held on a Thursday from 8.00am - 10.30am.

The following dates are proposed for 2017 TCMP Sub-Committee meetings:

23 February 2017 - 8am - Council HQ Committee Room
23 March 2017 - 8am - EOC
27 April 2017 - 8am - EOC
25 May 2017 - 8am - EOC
29 June 2017 - 8am - EOC
27 July 2017 - 8am - EOC
31 August 2017 - 8am - EOC
28 September 2017 - 8am - EOC
26 October 2017 - 8am - EOC
30 November 2017 - 8am - EOC

Invitations will be sent to Sub-Committee members following endorsement of these dates.

Attachments

Nil