



# Town Centre Master Plan Sub-Committee

## Business Paper

**date of meeting:** Thursday 25 October 2018

**location:** Committee Room  
Port Macquarie-Hastings Council  
17 Burrawan Street  
Port Macquarie

**time:** 8.00am

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

### **CHARTER**

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#### **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	26/4/18	31/05/18	28/06/18	26/07/18	30/08/18
Councillor G Hawkins (Chair)	A	✓	A	✓	A
Councillor M Cusato (Deputy Chair)	✓	A	✓	A	✓
Jeffery Sharp (Director Strategy & Growth)	A	✓	✓	✓	✓
Rebecca Doblo (Landscape Architect)	✓	✓	✓	A	A
Jeff Gillespie (CBD Landowner 2018-2019)	✓	✓	✓	A	✓
Robert Sagolj (CBD Landowner 2018-2020)	A	X	✓	✓	✓
vacant (CBD Trader with expertise 2016-2018)	A	✓	-	-	-
Tony Thorne (Chamber of Commerce Representative 2018-2020)	✓	✓	✓	✓	✓
Michelle Love (Community Member 2018-2019)	✓	✓	✓	✓	✓
Sharon Beard (Access Committee Representative 2018-2020)	A	✓	✓	✓	✓
Geraldine Haigh (CBD Trader 2018-2020)	✓	✓	✓	✓	✓
John McGuigan (June 2018 - 2019)	✓	A	✓	✓	A
Michael Nunez (TCMP Project Manager / Co-ordinator) (non-voting)	✓	✓	✓	✓	✓

**Key:** ✓ = Present

A = Absent With Apology

X = Absent Without Apology

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

Thursday 25 October 2018

## **Items of Business**

<b>Item</b>	<b>Subject</b>	<b>Page</b>
01	Acknowledgement of Country .....	<u>6</u>
02	Apologies.....	<u>6</u>
03	Confirmation of Minutes .....	<u>6</u>
04	Disclosures of Interest.....	<u>11</u>
05	Business Arising from Previous Minutes.....	<u>15</u>
06	Quarterly Financial Report .....	<u>16</u>
07	Town Centre Project Update Report .....	<u>19</u>
08	Additional Infrastructure Funding for ArtWalk .....	<u>23</u>
09	General Business	

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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 30 August 2018 be confirmed.

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## **PRESENT**

### ***Members:***

Councillor Michael Cusato (Deputy Chair)  
Jeffery Sharp (Director Strategy & Growth)  
Jeff Gillespie (CBD Landowner)  
Robert Sagolj (CBD Landowner)  
Tony Thorne (Chamber of Commerce Representative)  
Michelle Love (Community Member)  
Sharon Beard (Access Committee Representative)  
Geraldine Haigh (CBD Trader)  
Michael Nunez (TCMP Project Manager / Co-ordinator)

### ***Other Attendees:***

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The meeting opened at 8.04am.

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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 the apologies received from Councillor Geoffrey Hawkins (Chair), John McGuigan, Liam Bulley and Rebecca Doblo (Landscape Architect) 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 26 July 2018 be confirmed with the following amendments:

Item 06 – Pedestrian Refuge(s) at Horton Street (Clarence – William)

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**Pedestrian Refuge(s) at Horton Street (Clarence – William)**

- Cr Hawkins suggested lowering the planting at the entrance to the pedestrian crossing to allow better visibility for pedestrians.
- The Sub Committee is in favour of a pedestrian facility at the front of Port Central.

*AMENDED TO:*

**Pedestrian Refuge(s) at Horton Street (Clarence – William)**

- Cr Hawkins suggested lowering the planting at the entrance to the pedestrian crossing to allow better visibility for pedestrians.
- The Sub Committee is in favour of non standard pedestrian accesses across Horton Street in their current localities ie Port Central and Peachtree Walk.

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**04 DISCLOSURES OF INTEREST**

There were no disclosures of interest presented.

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**05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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**05.01 BANNER POLES**

An update on the procurement process for the Banner Poles was provided. Committee enquired about the existing distribution of banners and requested that they view the map of the new banner locations and designs, which are attached.



BPS04 Banner Pole  
Installation.pdf



PM Town Centre  
Banners.pdf



PM Bicentenary  
Banners.pdf

**CONSENSUS:**

Staff to investigate if there is a blanket approval available for the CBD.

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**05.02 TOWN SQUARE SHADE STRUCTURES**

An update on the procurement process for the Town Square Shade Structures was provided. Tenders closed on 6 September 2018.

**CONSENSUS:**

That the evaluation report will be presented at the 17 October 2018 Council Meeting.



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### **05.03 PARKLETS**

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An update on the expression of interest process for the Parklets was provided.



Invitation - Town  
Centre Parklet EOI N

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### **06 TOWN CENTRE PAVEMENT CLEANING STRATEGY**

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#### **CONSENSUS:**

That the TCMP endorse the proposed strategy for trialling a scrub and suck footpath clean for November in order to inform:

1. The next tender for footpath cleaning services; and
2. Whether Council should purchase an alternative cleaning machine when the current machine is due for replacement in 2019/20.

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### **07 COUNCIL'S GUIDELINES ON OUTDOOR FURNITURE**

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#### **CONSENSUS:**

That the Director Strategy & Growth:

1. Provide at a future meeting, options to consider for the supply of outdoor dining furniture, particularly in Town Square
2. Remove the pod seating from the Town Square and donate to other Council activities

Tony Thorne requested that options for fixed furniture to match the existing Town Square furniture be considered at a future meeting.

That the TCMP Sub-Committee note the existing guidelines in the Outdoor Dining Procedure document currently on the Outdoor Dining Application Council website.

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### **08 ADDITIONAL INFRASTRUCTURE FUNDING FOR ARTWALK**

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#### **CONSENSUS:**

That the Committee defer this item to the September 2018 meeting.

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**09 GENERAL BUSINESS**

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Nil

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The meeting closed at 9.50am.

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

<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> )	
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 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.

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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..
- 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**

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Nil.

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**Item: 06****Subject: QUARTERLY FINANCIAL REPORT****Presented by: Strategy and Growth, Jeffery Sharp**

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**RECOMMENDATION**

**That the Town Centre Master Plan Sub-Committee not the information within the Quarterly Financial Report.**

**Discussion**

The following table includes information from the TCMP Reserve from the 18 Oct 2018.

The below is a high level summary of the proposed position of the Reserve for the 2017-18 financial year:

<b>TCMP High Level Funds Summary 2018/19</b>		
	<b>BUDGET</b>	<b>ACTUAL</b>
Reserve Balance at 30 June 2018	\$2,240,534	\$2,240,534
Income 2018/19	\$1,354,200	\$1,294,200
Operational Expenses (to 17 Oct 2018)	-\$1,140,207	-\$237,894
Works Program Expenses (to 17 Oct 2018)	-\$1,755,440	-\$73,651
<b>Projected Reserve Balance at June 2018</b>	<b>\$699,087</b>	
<b>Current Position at 20 June 2018</b>		<b>\$3,223,189</b>

Attached is a financial spreadsheet showing the actual expenditure for the 2018-19 financial year to date.

Copies will be distributed at the Meeting for members.

**Attachments**

1 [View](#). TCMP Financial Model October 2018



D2018 237436 Report - TCMP Financial Model - 18 October 2018.XLSX

Port Macquarie Town Centre Masterplan Financial Model																	
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19 Budget	2018/19 YTD Actuals (incl commitments)	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
41269	TOMP - Entertainment Precinct		4,161	5,027	207	0	0	0									
41270	TOMP - Signage Installation	30,571	64,285	50,948	13,012	4,978	0	944									
41271	TOMP - Street Furniture & Waste Audit, Options Study etc		0	152,080	10,863	0	0	0									
41272	TOMP - Footpath Replacement	13,998	166,114	96,511	3,553	5,565	0	0									
41297	TOMP - Precinct Pedestrian Access West of Horton Street		6,900	1,200		0	0	0									
41374	TOMP - Clarence St - Precinct Hay to Murray	42,928	69,864			0	0	0									
41376	TOMP - Horton St - Uplighting of Trees	4,566	0			0	0	0									
41378	TOMP - Masterplan	186	0			0	0	0									
41380	TOMP - Landscape Upgrades	70,486	49,758	55,620	51,663	26,525	0	0									
41391	TOMP - Masterplan Forward Planning	90,360	0			0	0	0									
41393	TOMP - Short St - Precinct North of Clarence St		4,576		0	0	0	0									
41394	TOMP - Short St - William St to Bourne House West	66,257	6,163	2,004		0	0	0									
41395	TOMP - Town Green Masterplan Stage Construction		14,600	3,520	26,388	480	0	0									
41398	Short Street Drainage			50,000		0	0	0									
41466	TOMP - Clarence/Murray Int & Clarence-Hay to Murray		290,997	1,656,418	160	0	0	0									
41468	TOMP - Const Clarence/Murray St Intersect Gateway		0			0	0	0									
41469	TOMP - Cyclist Friendly Actions					0	0	0									
41471	TOMP - Precinct Foreshore Walkway - Town Beach to Kool Ck		19,167	9,726	2,747	0	0	0									
41472	TOMP - Precinct Horton St - New Midblock crossing		5,633			0	0	0									
41473	TOMP - Const Horton St - New Midblock Crossing		20,550			0	0	0									
41474	TOMP - Precinct Kooloonbung Foreshore - Gordon/William		7,000	19,552	1,615	0	0	0									
41475	TOMP - Lighting Options Study		10,000			0	0	0									
41476	TOMP - Lighting & Banner Poles		7,500	4,736		0	250,000	250,000									
41477	TOMP - Placemaking Activation		16,564			0	0	0									
41478	TOMP - Precinct Short St Footpath Replacement		54,680			0	0	0									
41479	TOMP - Reconstruction Town Square		28,725	92,013	173,978	16,940	0	0									
41480	TOMP - Construction Town Square		0	103,095	447,128	2,865,803	295,974	689									
41592	TOMP - Kooloonbung Creek Works - Eastern Bank south of Hayward		0			0	0	0									
41719	TOMP - Hay St Footpath Outdoor Dining Area				31,912	0	0	0									
41792	TOMP - Kooloonbung Ck Foreshore - Gordon to Hayward				17,099	0	17,136	0									
41793	TOMP - Clarence St Landscaping - Design					0	0	0									
41816	TOMP - PM CBD Activation					25,000	0	0									
41886	TOMP - Clarence Street - Tree and Understorey Replanting					500,000	0	0									
41889	TOMP - Foreshore Landscaping - General Embankment					200,000	0	0									
41970	TOMP - Gordon Street Bridge - Pedestrian Underpass					80,000	0	0									
41971	TOMP - William Street - Tree and Understorey - Short to Hay					50,000	0	0									
Total Works Program Expenditure		935,444	1,175,974	2,454,237	763,246	3,462,862	1,755,440	250,000	0	0	0	0	0	0	0	0	0
WORKS PROGRAM RESULT		935,444	1,175,974	2,454,237	500,023	301,105	1,755,440	73,651	250,000	0	0	0	0	0	0	0	0
Balance of Reserve 1 July				3,374,373	1,800,311	2,123,673	2,240,534	699,067	678,883	925,618	1,189,502	1,471,029	1,765,872	2,039,071	2,357,773	2,639,486	2,939,193
Transfer to Reserve - Operating Result				880,175	823,384	417,968	213,993	239,786	246,736	263,884	281,527	294,843	313,188	278,702	281,713	289,796	293,183
Transfer from Reserve - Capital Expenditure				-2,454,237	-500,023	-301,105	-1,755,440	-250,000	0	0	0	0	0	0	0	0	0
Balance of Reserve 30 June		0	3,374,273	1,800,311	2,123,673	2,240,534	699,067	678,883	925,618	1,189,502	1,471,029	1,765,872	2,039,071	2,357,773	2,639,486	2,939,193	3,201,657

D2018.237.436 Report - TCMP Financial Model - 18 October 2018.XLSX

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**Item: 07****Subject: TOWN CENTRE PROJECT UPDATE REPORT****Presented by: Strategy and Growth, Jeffery Sharp**

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**RECOMMENDATION**

**That the Town Centre Master Plan Sub-Committee note the information contained within the Town Centre Project Update Report.**

**Discussion**

A number of Port Macquarie Town Centre projects have commenced with a brief update report provided on each as follows:

**Banner Poles and Banners**

- 25 Banner poles have been installed on existing footings.
- 55 Bicentennial banners were delivered and 25 installed on the new poles.
- 42 Christmas Banners have been ordered.
- 4 additional banner poles for existing footings to be delivered.
- 12 new banner poles to be installed in new footings once heritage approvals have been granted.
- Email sent to Environment NSW (Heritage) requesting authorisation to excavate.
- Still waiting for geotechnical and engineered footing sizes to inform Environment NSW.
- A resident has complained of noise from banner buckles hitting the poles in high winds.
- The banner strut sown on sleeve is white presenting a conspicuous graphic interruption on one side. Staff were not made aware of this mismatch, with photos sent from the manufacturer only from the front side.
- The Christmas and Standard Town Centre banners have been ordered without strut sleeves.
- Council will investigate alternative horizontal support units for future event banners requiring clear legibility.

**Town Square - Shade Structures**

- Four (4) tenders were received.
- None of the tenderers provided certified engineer's confirmation that the attachment of the shade structures can be accommodated on the existing footings without compromising the structural integrity of the light poles and their footings.
- The valuation panel agreed to request quotes for structural loading calculations and resulting confirmation from their engineer's prior to formally selecting the preferred tender.

- At the time of writing this report, two of the tenderers have supplied their calculations and confirmed as required, including the highest scoring tender.

#### Town Square – Other works

- The defective components of the catenary lights were replaced by the manufacturer and subcontractor for 40 of the 76 lights this week. A few lights that were not previously working were also repaired. Staff will be conducting a systems check with the contractor this afternoon to ensure that all components are in fully operational.
- All of 8 seating pods have been removed from Town Square.
  - o 4 were placed around the big fig tree in Town Green.
  - o 4 were returned to the Council Depot with 2 requiring repairs prior to deployment. Installation site/s yet to be determined.
- The Macquarie Hotel has submitted an application for outdoor dining including 4 bolt down table and bench settings. Image and brochure attached location plan requested.
  - o Positions may require adjustment (and pavers with holes replaced) following confirmation of preferred shade structure tender.
  - o This is a quality, robust product. Complementary, without matching the Town Square furniture style. This point of difference here is recommended to help make the public aware that these are not public furniture for general public use.

#### Outdoor Dining Parklets Trial

- Two (2) submissions were received
- The evaluation panel selected both entries with a few adjustments required during the next construction details submission stage.
- The panel also agreed to check that the existing outdoor dining insurances and rents are up to date. Yet to be confirmed.
- Although not a requirement in the Council's resolution in their approval this trial scheme, senior management advised that we may non-the-less be required to present these submissions to Council prior to notifying the winning entries.

#### Kooloonbung Creek Foreshore Works - Stage 1 (Gordon to Hayward)

- Scope of works were adjusted to bring latest project estimate in line with budget including
  - o Existing ramp base retained – new balustrading redesigned to fit.
  - o Sewer mains under ramp to be retained not to be replaced.
  - o Screening structure deleted.
  - o Unnecessary extent of balustrading deleted.
- Structural and Electrical Adjustments are being made due to 'simplification' of works.
- Works are now programmed to commence construction before the end of the year, actual date not yet confirmed.

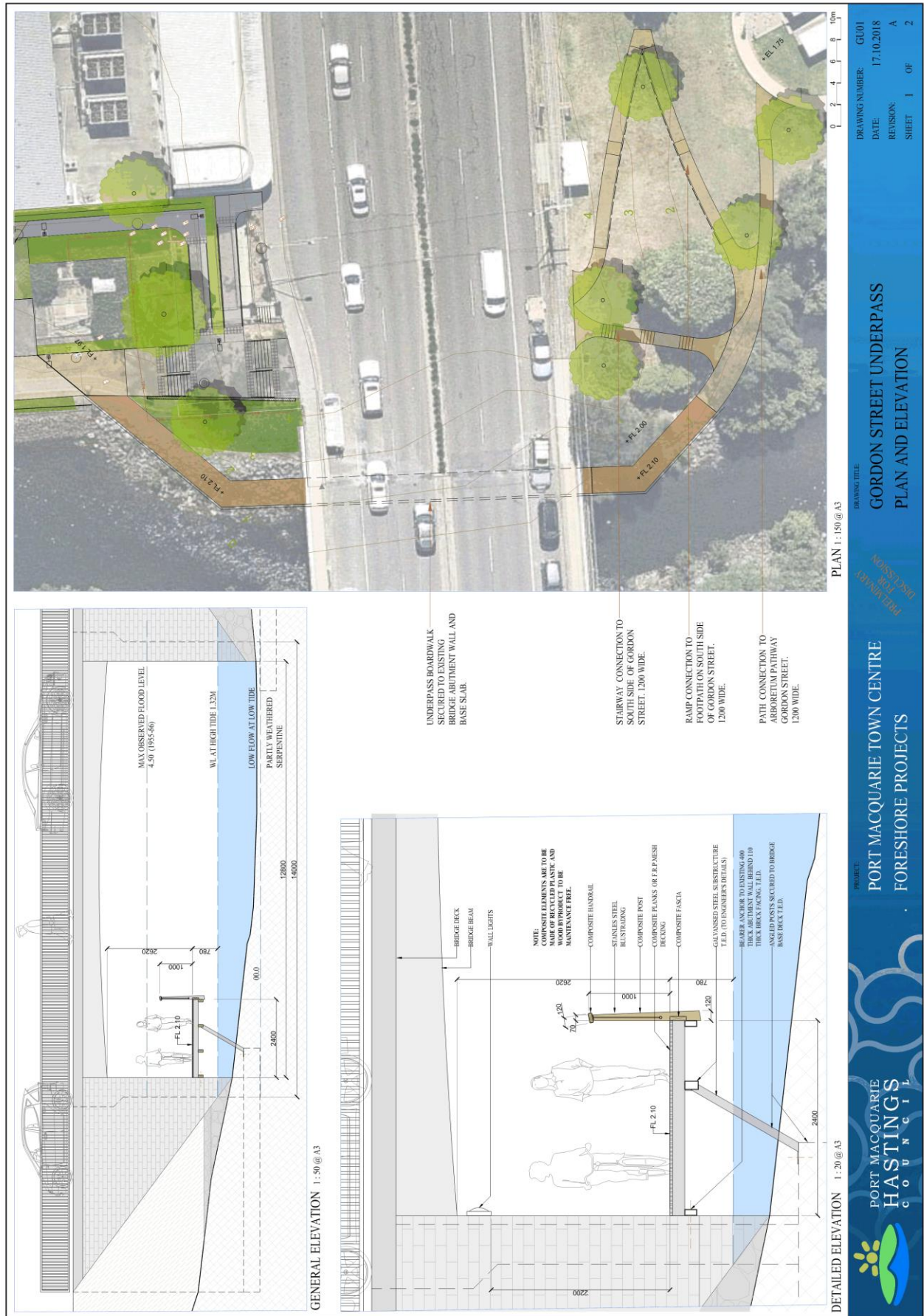
Gordon Street Underpass

- Council Bridge and Structures Engineer advised that the underpass boardwalk can and should be attached to the bridge structure and will progress the structural design in-house.
- Consultation with Water and sewer investigations engineer confirmed that there is no conflict with services.
- Stair and ramp access back to other side of Gordon street suggested (refer to attached drawing sheet). The additional cost of these additional connections would be in the vicinity of \$10,000 for the stairway and \$20,000 for the ramp.

**Attachments**

1 [View](#). Gordon Street Underpass Plan and Elevation





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Item: 08

Subject: ADDITIONAL INFRASTRUCTURE FUNDING FOR ARTWALK

Presented by: Strategy and Growth, Jeffery Sharp

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## RECOMMENDATION

That the Town Centre Master Plan Sub-Committee:

1. Note that the Committee agreed to defer this item to the September 2018 Meeting. As this meeting did not proceed, this item is to be reviewed at the October 2018 Meeting.
2. Consider allocating funding to support infrastructure for future ArtWalk events.

## Discussion

The Cultural Steering Group have been discussing the opportunity to develop infrastructure to support digital projects across key building sites in the Port Macquarie CBD. Primarily based on the success of ArtWalk, however having wider long term benefits for ongoing projections within the CBD.

At the 1 August 2018 Cultural Steering Group meeting it was resolved;

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## 06 MONTHLY ARTWALK REPORT

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### CONSENSUS:

1. *That the Cultural Steering Group note progress with the development of ArtWalk 2019.*
2. *An update on costing's on appropriate projection equipment and projector housing to be presented at the September 2018 meeting*
3. *A report to be presented at the next Town Centre Master Plan Sub-Committee in relation to additional funds for infrastructure.*

Port Macquarie-Hastings Council commissioned Esem Projects to provide advice on opportunities to enhance creative exhibition and placemaking activities within the Port Macquarie Town Centre. The focus was to identify locations and specifications for digital exhibition infrastructure such as digital projection to support creative activities.

The advice received was developed in consultation with Council and informed by a site visit on Thursday 27 July 2017. Esem Projects advised on appropriate spaces and the constraints and opportunities that shape their use for creative activation purposes.

The attached Draft Technical Specification report describes a number of sites and proposes one of a number of projection kits for each location. Each kit is a stand-

alone set of equipment which provides basic projection capacity. Further information on sites and projection kits and costs is contained within this document. This report is being updated for the Cultural Steering Group, however consideration of Infrastructure funding from the TCMP has been requested.

**Attachments**

1 [View](#). Draft ESEM Projects Technical Specification Report

2 [View](#). Cultural Steering Group Monthly ArtWalk Report - 1 August 2018





# **Port Macquarie CBD Scoping Study Draft Report**

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## Port Macquarie CBD Scoping Study

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Esem Projects have been commissioned by Port Macquarie-Hastings Council to provide advice on opportunities to enhance creative exhibition and placemaking activities within the Port Macquarie town centre public domain. This work focuses on identifying locations and specifications for digital exhibition infrastructure such as digital projection to support creative activities.

This advice has been developed in consultation with Council and is informed by a site visit on Thursday 27 July 2017 to locate appropriate spaces and the constraints and opportunities that shape their use for creative activation purposes.

The recent success of Port Macquarie Council's ArtWalk initiative, and the Portrait of Memory project, aligns with our own experience of working with local councils; events which offer a projection and lighting component alongside a range of key events have great success in the community. The events also become a draw in the wider region, attracting travellers and tourists. Esem Projects recently acted as Illumination suppliers for Bathurst's Winter Festival which took place over two weekends in July. Despite the weather, which dipped to minus 7, the two key Saturday nights of the event saw a total of 24,000 people attend, making these very successful events and setting up the Festival as a key future event in the regional calendar.

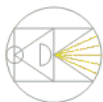
In considering an approach to projection infrastructure of Port Macquarie CBD we have drawn on our previous experience producing and installing Portraits of Memory with Port Macquarie council, the success of ArtWalk, and a recent in depth review of the CBD. There are a number of primary sites that will work very successfully as permanent or semi permanent installation locations. These are sites that can be set for easy installation and high impact and are easily repeatable. There are also a number of secondary sites that are smaller, and could be thought of as more agile, pop-up spaces. We list these with images and proposed technical solutions further in this document.

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We do not suggest creating installations at all these locations, however they cover a good range of available sites and allow for a range of applications. The equipment we are proposing will create a series of kits that can be expanded over time and applied to the sites as needed. The current proposed solution is for a series of stand-alone sites, however there is the capacity to network these over time, or to combine several projectors to create a wider or larger projection. These applications may require additional technology specific to circumstances.

It is important to consider the maintenance, security and storage of this equipment over time. Epsom provides ongoing service and extended warranties on equipment for a fee. The technical staff at The Glasshouse may also be able to undertake simple maintenance of equipment as required.

This document describes a number of sites, and proposes one of a number of projection kits for each. These kits are described at the end of the document. Each is a stand-alone set of equipment in a case which provides basic projection capacity. Some sites may require additional elements, such as ceiling mounts, scaffolding or poles to hold the projector case, and access to power / cable trays.

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### Primary Site 1: Historic Courthouse

This is a key Primary site and can be used for multiple events throughout the year. The inclusion of a permanent pole to mount the projector infrastructure onto, with power available at the pole, would be highly desirable at this location. We are currently investigating the design and cost of this structure.

#### Proposed Kit — Large Venue G

#### Additional elements — Permanent pole for installation



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### Primary Site 2: Majestic Cinema

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This is a key Primary site and can be used for multiple events throughout the year.

The projector to be located on the awning opposite. We have previously used Projector Kit G in this location, however it would be preferable to use the larger Projector Kit Z. The equipment recommended for this site would work at any of the proposed location along this street.

#### Proposed Kit — Large Venue G / Large Venue Z

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projects**Primary Site 3: 113 Horton St (both sides)**

This is a key Primary site. Both sides of this building should be considered for their high visibility throughout the CBD and low ambient light hitting the surfaces.

**Proposed Kit — Large Venue G**

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### Primary Site 4: St Thomas Church

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St Thomas Church is a prominent location and potentially an excellent projection site. The current lighting makes projection unrealistic, however this should be easily addressed. This site will work as a single side projection, or as a wrap around design. The Large Venue G kit should be enough here if the ambient lighting is controlled however we advise further tests.

#### Proposed Kit — Large Venue G

#### Additional elements — Display and control items for multiple projector setup





## Secondary Sites

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Each of the secondary sites can act as pop-ups for events throughout the year, based on the projection kits available. These will require scaffolding or stands to hold the projectors depending on the duration of the installations, and power will need to be sourced from nearby businesses or residents. This document does not recommend activating all these sites at once, but this does give a good overview of possible locations.

### Cnr Grant & Church Street

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#### Proposed Kit — Mid Range Projector Kit

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### 2 Clarence Street

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#### Proposed Kit — Mid Range Projector Kit

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### 9 Short Street

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#### Proposed Kit — Mid Range Projector Kit

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### 99 William Street

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#### Proposed Kit — Large Venue Projector (G)

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### 144 Horton St

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#### Proposed Kit — Large Venue G / Large Venue Z

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**Barracks Lane – Comm Bank****Proposed Kit – Small Projector Kit**

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**Barracks Lane****Proposed Kit – Mid Range Projector**

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**El Paso Motor Inn****Proposed Kit – Small Projector Kit**

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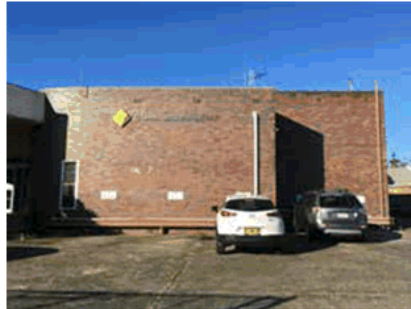
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### The Glasshouse

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**Proposed Kit — Large Venue G** *(No case required but will need ceiling mount )*

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### Grant Street

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**Proposed Kit — 2 x Large Venue G** *(With additional Matrox Triple Head to Go)*

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### Hay St – Vacant lot

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**Proposed Kit — Small Projector Kit**

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## Hay St

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### Proposed Kit — Small Projector Kit

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## Mid Pacific Hotel

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### Proposed Kit — Large Venue G

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## Philips Lane

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### Proposed Kit — Mid Range Projector Kit

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### Short St

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#### Proposed Kit — Small Projector Kit

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### St Agnes Parish Church

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#### Proposed Kit — Large Venue G / Large Venue Z

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### The Observatory

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#### Proposed Kit — 2 x Small Projector Kit *(With additional Matrox Triple Head to Go)*

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projects**Projector Kits****Small Projector Kit**

Item	Model	Price (RRP)
Small projector	EB-U42 (3600 lumen)	1149
Small projector case	Custom	1900
Media player	VonHaus / Viewstream 300 / BrightSign - LS423	100 - 475
Digital timer	HPM 7 Day Digital Timer	25
Cables & fixings		150
<b>Total</b>		<b>3,699</b>

**Wide Projector Kit**

Item	Model	Price (RRP)
Wide projector	Epson EB-535W (3400 lumen)	1499
Small projector case	Custom	1900
Media player	VonHaus / Viewstream 300 / BrightSign - LS423	100 - 475
Digital timer	HPM 7 Day Digital Timer	25
Cables & fixings		150
<b>Total</b>		<b>4,099</b>

**Mid Range Projector Kit**

Item	Model	Price (RRP)
Mid range projector	EB-2155W (5000 Lumen)	1999
Small projector case	Custom	1900
Media player	VonHaus / Viewstream 300 / BrightSign - LS423	100 - 475
Digital timer	HPM 7 Day Digital Timer	25
Cables & fixings		150
<b>Total</b>		<b>4,599</b>

**Large Venue Projector Kit (G)**

Item	Model	Price (RRP)
Large venue projector G	EB-G7200WNL (7500 Lumen)	5499
Lens	ELPLM08 Middle Throw Zoom Lens 1	599
Lens	ELPLU03 Short Throw Lens 1	3699
Projector case	Custom	2500
Media player	VonHaus / Viewstream 300 / BrightSign - LS423	100 - 475
Digital timer	HPM 7 Day Digital Timer	25
Cables & fixings		150
<b>Total</b>		<b>12,947</b>

**Large Venue Projector Kit (Z)**

Item	Model	Price (RRP)
Large venue projector Z	EB-Z11000WN (11000 Lumen)	12499
Lens	ELPLW04 Wide zoom lens	3449
Projector case	Custom	3500
Media player	VonHaus / Viewstream 300 / BrightSign - LS423	100 - 475
Digital timer	HPM 7 Day Digital Timer	25
Cables & fixings		150
<b>Total</b>		<b>20,098</b>



## AGENDA

CULTURAL STEERING GROUP  
01/08/2018

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Item: 06

Subject: MONTHLY ARTWALK REPORT

Presented by: Strategy and Growth, Jeffery Sharp

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## RECOMMENDATION

**That the Cultural Steering Group note progress with the development of ArtWalk 2019.**

## Discussion

At the 4 July 2018 Cultural Steering Group meeting it was resolved;

- 1. That Council report on how to utilise vacant buildings, the cost of new digital projectors for better outcomes for Artwalk at a future meeting.*

Council staff have been investigating the opportunity to develop infrastructure in the Port Macquarie CBD to support digital projections across key building sites (including those in the Historic Courthouse Precinct).

We are currently awaiting costing for the necessary electrical infrastructure and updated costings on appropriate projection equipment and projector housing. It is expected that a full proposal will be tabled at the October 2018 Cultural Steering Group meeting.

Preliminary discussions have also taken place regarding the development of ArtWalk into a 3-day Arts & Culture Festival to take place from Friday April 26<sup>th</sup> through to Sunday April 28<sup>th</sup> 2019.

This Festival will build on the success of the 2018 ArtWalk event, and will include participants in the 2018 ArtSmarts program, an extended ArtBites program and additional activities over the weekend.

A more extensive outline of the program and its elements will be tabled for consideration at the September 2018 Cultural Steering Group meeting.

## Attachments

Nil