



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday 25 June 2020

location: Via Skype

time: 8.00am

Town Centre Master Plan Sub-Committee

CHARTER

1.0 OBJECTIVES

- To advise Council on projects and issues which support and affect the continued development of the Port Macquarie Town Centre using funding from the Town Centre Master Plan Reserve.

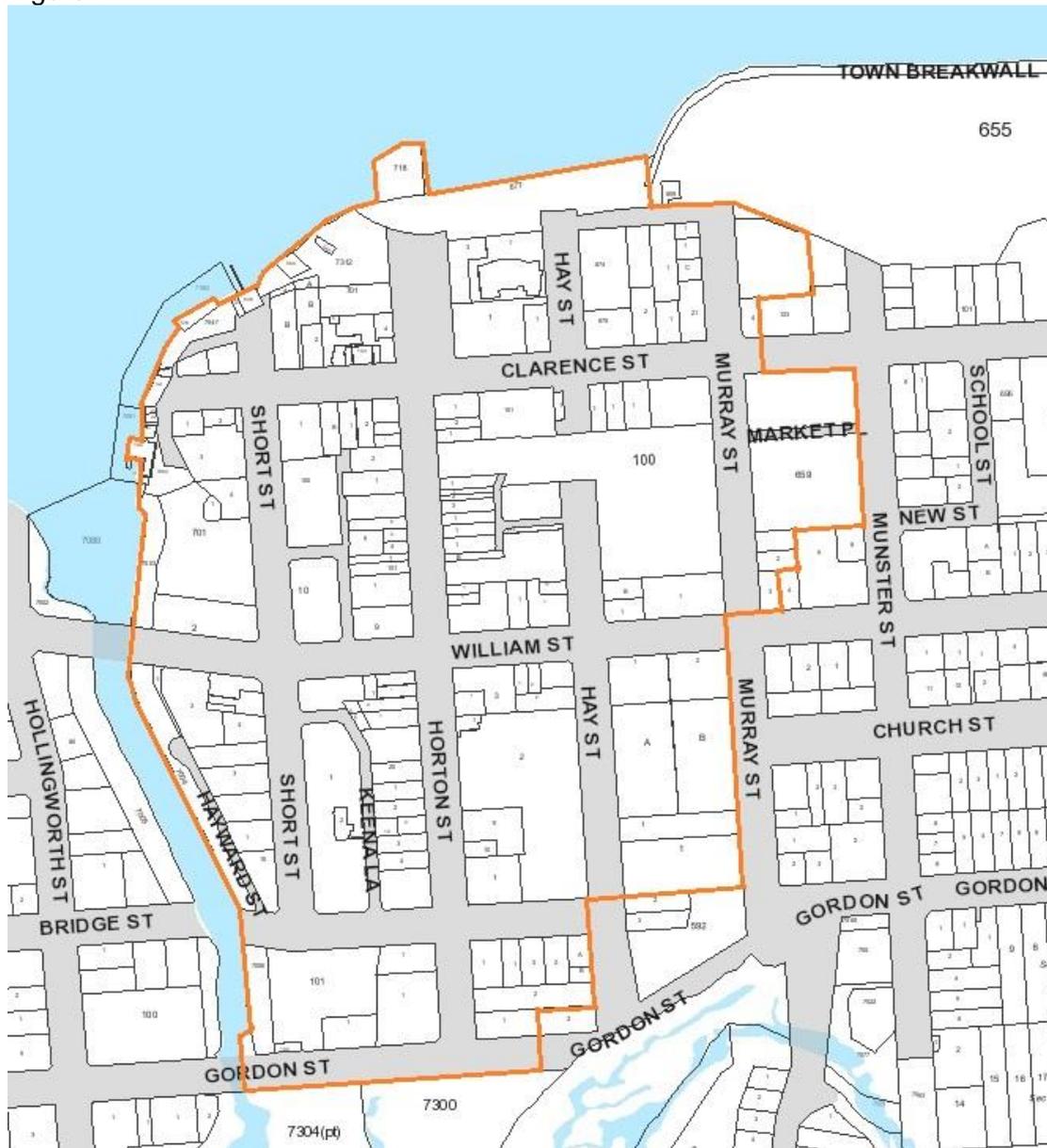
2.0 KEY FUNCTIONS

The key functions of the Sub-Committee are to:

- Make recommendations to Council regarding the development, review and amendment as required of the Town Centre Master Plan
- Make recommendations to Council on works priorities - Capital and maintenance - for the implementation of the outstanding projects and upgrades identified in the Town Centre Master Plan Review adopted in 2014.
- Act as a communication conduit between Council and the CBD stakeholders in respect to the Town Centre Master Plan
- Present to Council an annual Works Program and Budget in December, to be considered by Council as part of the annual Operational Plan
- Maintain an awareness of the capital expenditure of Town Centre Master Plan Reserves and make recommendations to Council regarding such expenditure.
- Raise funds other than rates and loans to fund the objectives of the Sub-Committee through partnerships with other stakeholders
- Make recommendations to the relevant Director in relation to purchasing, manufacturing, obtaining and supplying material for the promotion of the CBD from any external funds raised by the Sub-Committee
- Advocate for the Town Centre Master Plan and promote the advantages of the CBD to the wider community

Generally, the Sub-Committee will work within the adopted TCMP boundary highlighted in Figure 1, however there will be projects which will extend beyond these boundaries from time to time, in meeting the implementation of the adopted Town Centre Master Plan.

Figure 1



3.0 MEMBERSHIP

3.1 Voting Members

- Councillor & Alternate (resolved by Council)
- Director Strategy and Growth
- Senior Landscape Architect- Council
- 2 CBD Commercial Property Owners
- 2 CBD Traders
- 1 Greater Port Macquarie Tourism representative
- 1 Port Macquarie Chamber of Commerce representative
- 3 Community members

3.2 Non-Voting Members

- There may be occasions where other attendees are required at Sub-Committee meetings, such as funding partners, independent people, other levels of government, client side project managers (if applicable), stakeholder engagement specialists and other Council staff. Such people will be invited to Sub-Committee meetings on an as needs basis.

3.3 Obligations of Members

- As per Section 226 (c) of the NSW Local Government Act 1993, the Mayor is the principal spokesperson for the governing body and Councillors that are members of a Sub-Committee are to obtain the Mayor's agreement to make media and other statements. Further, only the Mayor, or a Councillor with the Mayor's agreement and otherwise in accordance with Council policies and procedures, may release Council information through media statements or otherwise, and the release of such information must be lawful under the Council adopted Code of Conduct. Council Officers that are members of Sub-committees are bound by the existing operational delegations in relation to speaking to the media.
- All Sub-Committee members are not permitted to speak to the media as representatives of the Sub-Committee unless approved by the Chairperson (prior to this from the Mayor as above)
 - Where approval has been granted by the Chairperson, the views and opinions expressed are those of the Town Centre Master Plan Sub-Committee and not of Port Macquarie-Hastings Council
- A Councillor or a non-Council member as a member of a Sub-Committee or the Sub-Committee itself has no delegation or authority to make decisions on behalf of Council, nor to direct the business of Council. The only decision making power open to Councillors is through formal resolutions of Council.
- A Councillor or a non-Council member as a member of a Sub-Committee or the Sub-committee itself cannot direct staff and must abide by the decisions of Council and the policies of Council.
- All Sub-Committee members must comply with Council's Code of Conduct and relevant Council policies and procedures with particular reference to Council's Work Health and Safety Policy.

3.4 Member Tenure

- Non Council members will be appointed for a two-year term.

3.5 Appointment of Members

- Council, by resolution duly passed, will appoint members to the Sub-Committee following an advertised expression of interest.

4.0 TIMETABLE OF MEETINGS

- Meetings of the Sub-Committee shall be held monthly at a date convenient to Sub-Committee members. During election caretaker mode, the Sub-Committee may be suspended until after the election, once Councillor representation is resolved by Council.

5.0 MEETING PRACTICES

5.1 Decision Making

- Recommendations of the Sub-Committee shall be made by consensus. If consensus is not reached, the item may be reported to Council for determination or deferred pending further information and debate.
- The Chairperson shall not have a casting vote.
- Recommendations to Council are to be made through the relevant Director, who will determine under delegation, the process for implementation.

5.2 Quorum

- A quorum must include a minimum of one (1) Councillor or one (1) Council Executive staff member being present. The quorum for the Steering Group will be met if half of the members plus one are present.

5.3 Chairperson and Deputy Chairperson

- The Chairperson shall be the Councillor, duly appointed by Council resolution.
- At all meetings of the Sub-Committee, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson, the alternate Councillor will preside at the Meeting.
- In the absence of the Chairperson and alternate Councillor, as the Sub-Committee's first item of business, the Sub-Committee shall elect one of its members to preside at the Meeting (elected chair must be a Council representative)

5.4 Secretariat

- The incumbent Council Director is responsible for ensuring the Sub-Committee has adequate secretariat support. The secretariat will ensure that business papers and supporting papers are circulated at least three (3) days prior to each meeting. Minutes shall be circulated to members within seven (7) days of the meeting having taken place.
- The incumbent Council Director will coordinate a review of the Charter within 12 months of a new Council term and present to Council for adoption.

5.5 Recording of decisions and explicit discussions on risks

- Minutes of Sub-Committee meetings shall include the decisions made, relevant details of discussions and the nature of any dissenting views expressed by members.

6.0 CONVENING OF "OUTCOME SPECIFIC" WORKING GROUPS

- The Sub-Committee can at times request a working group to be convened, for a limited period of time, for specific actions. These specifics will be minuted clearly. The working group will report back to the Sub-Committee with outcomes.

7.0 CONFIDENTIALITY AND CONFLICT OF INTEREST

- Councillors, Council staff and members of this Sub-Committee must comply with the applicable provisions of Council's Code of Conduct in carrying out their functions as

Council Officials. It is the personal responsibility of Council Officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

- Sub-Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest should be appropriately minuted.
- Where members or invitees at Sub-Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Sub-Committee deliberations on the issue where the conflict of interest may exist.
- Any independent members of the Sub-Committee will be required to complete a confidentiality agreement that will cover the period of their membership of the Sub-Committee.

Town Centre Master Plan Sub-Committee

ATTENDANCE REGISTER

| Member | 24/10/19 | 28/11/19 | 23/01/20 | 05/03/20 | 28/05/20 |
|--|----------|----------|----------|----------|----------|
| Councillor G Hawkins (Chair) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Councillor L Dixon (Deputy Chair) | X | X | X | X | X |
| Jeffery Sharp (Director Strategy & Growth) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Craig Luff (Landscape Architect) | ✓ | ✓ | ✓ | X | ✓ |
| Jeff Gillespie (CBD Landowner 2018-2019) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Robert Sagolj (CBD Landowner 2018-2020) | A | A | A | ✓ | ✓ |
| vacant (CBD Trader with expertise 2016-2018) | - | - | - | - | - |
| Tony Thorne (Chamber of Commerce Representative 2018-2020) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Michelle Love (Community Member 2018-2019) | ✓ | ✓ | A | ✓ | ✓ |
| Sharon Beard (Access Committee Representative 2018-2020) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Geraldine Haigh (CBD Trader 2018-2020) | ✓ | ✓ | A | ✓ | ✓ |
| John McGuigan (June 2018 - 2019) | ✓ | ✓ | ✓ | ✓ | ✓ |

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

Meeting Dates for 2020

| | | |
|------------|---------------|--------|
| 23/01/2020 | Function Room | 8:00am |
| 27/02/2020 | Function Room | 8:00am |
| 26/03/2020 | Function Room | 8:00am |
| 23/04/2020 | Function Room | 8:00am |
| 28/05/2020 | Function Room | 8:00am |
| 25/06/2020 | Function Room | 8:00am |
| 23/07/2020 | Function Room | 8:00am |
| 27/08/2020 | Function Room | 8:00am |
| 29/10/2020 | Function Room | 8:00am |
| 26/11/2020 | Function Room | 8:00am |

Town Centre Master Plan Sub-Committee Meeting

Thursday 25 June 2020

Items of Business

| Item | Subject | Page |
|-------------|---|-------------|
| 01 | Acknowledgement of Country | <u>9</u> |
| 02 | Apologies..... | <u>9</u> |
| 03 | Confirmation of Minutes | <u>9</u> |
| 04 | Disclosures of Interest..... | <u>14</u> |
| 05 | Business Arising from Previous Minutes..... | <u>18</u> |
| 06 | Bicentennial Walkway Project | <u>19</u> |
| 07 | Parklet Trial Update..... | <u>23</u> |
| 08 | General Business | |

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 28 May 2020 be confirmed.

PRESENT

Members:

Councillor Geoffrey Hawkins (Chair)
Jeffery Sharp (Director Strategy & Growth)
Craig Luff (Landscape Architect)
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)
John McGuigan

Other Attendees:

Liam Bulley (Group Manager Recreation and Buildings)
Michael Nunez (TCMP Project Manager / Co-ordinator)

The meeting opened at 8:05am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

Nil.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 5 March 2020 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS:

That the Business Arising Schedule be noted.

06 QUARTERLY FINANCIAL REPORT

CONSENSUS:

That the Town Centre Master Plan Sub-Committee note the information within the Quarterly Financial Report.

07 FORESHORE PRIORITY PROJECTS - UPDATE

CONSENSUS:

That the TCMP recommend to Council:

1. Affirm the commitment to the Port Macquarie Foreshore Bicentenary project overall, with specific focus now on the Kooloonbung Creek and Town Green frontages as potential COVID-19 stimulus projects
2. Note the current funding allocation from the Federal Government and the TCMP reserve for Town Green West to complete this project
3. Allocate sufficient funding to meet 50% of the outstanding budget estimates for segments and improvements, continuing west from Town Green West to Gordon Street in Port Macquarie in the 2020/2021 Operational Plan when it is further considered in June 2020.
4. Seek from the local State and Federal Members grant funding for the remaining 50% of the project upgrade works.

08 HISTORICAL RATING COMPARISONS AND BUSINESS RATE IMPACTS

CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the information.
2. Request the Director Strategy and Growth discuss with the General Manager possible methods of assisting Port Macquarie CBD property owners to have greater visibility (particularly via the rates notice) on understanding the contribution individual properties make annually to the TCMP levy and report back to a future meeting.

09 PARKLET TRIAL - EOI FOR NEW PARKLET IN PORT MACQUARIE TOWN CENTRE

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee:

1. Note the information contained within this report.
2. Endorse sub-committee member Geraldine Haigh be included on the panel for evaluation of Parklet submissions.

10 PORT MACQUARIE HISTORIC COURTHOUSE CURTILAGE - POLICE CONSTABLES COTTAGE AND LOCKUP

Nil.

11 RECOGNITION OF PREVIOUS MAYORS IN THE LGA

CONSENSUS:

That this matter be deferred until the next meeting.

12 GENERAL BUSINESS

12.01 TOWN CENTRE MASTER PLAN SUB-COMMITTEE CHARTER

New TCMP charter to be presented for consideration of Council at the next Ordinary Council Meeting on 3 June 2020.

12.02 NEW TOWN SQUARE TREES

6x 400lt Zelcova Serrata 'Vase' replacement trees have been delivered, expected planting during June 2020.

The meeting closed at 9:27am.

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: | |
| <p>I, the undersigned, hereby declare the following interest:</p> <p><input type="checkbox"/> Pecuniary: Take no part in the consideration and voting and be out of sight of the meeting.</p> <p><input type="checkbox"/> Non-Pecuniary – Significant Interest: Take no part in the consideration and voting and be out of sight of the meeting.</p> <p><input type="checkbox"/> Non-Pecuniary – Less than Significant Interest: May participate in consideration and voting.</p> | |
| For the reason that: | |
| Name: | Date: |
| Signed: | |
| Please submit to the Governance Support Officer at the Council Meeting. | |

(Refer to next page and the Code of Conduct)

Pecuniary Interest

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will 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 you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- your interest, or
 - the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- Your "relative" is any of the following:
 - your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - the spouse or de facto partner of a person referred to in paragraphs (i) and (ii)
 - "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c)
- if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

Non-Pecuniary

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
- a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
 - other relationships with persons who are affected by a decision or a matter under consideration 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.
 - an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
 - membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
 - a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
 - the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
- by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
 - if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

*This form must be completed using block letters or typed.
If there is insufficient space for all the information you are required to disclose,
you must attach an appendix which is to be properly identified and signed by you.*

| | |
|---|---|
| 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 the affected principal place of residence of the councillor or an associated person, company or body <i>(the identified land)</i> | |
| Relationship of identified land to councillor <i>[Tick or cross one box.]</i> | <input type="checkbox"/> The 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"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land. |
| MATTER GIVING RISE TO PECUNIARY INTEREST¹ | |
| Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the subject land²)</i> <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 or associated person <i>[Tick or cross one box]</i> | <input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss. |

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest]

Councillor's Signature: **Date:**

This form is to be retained by the council's general manager and included in full in the minutes of the meeting

Last Updated: 3 June 2019



Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will 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.

"Relative" is defined by clause 4.4 of the Model Code of Conduct 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.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at 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.

¹ Clause 4.1 of the Model Code of Conduct 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 clause 4.6 of the Model Code of Conduct.

² 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 clause 4.3 of the Model Code of Conduct has a proprietary interest

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

| | | | |
|-------------------------|---|--|---------------|
| Item: | 06 | | 05 March 2020 |
| Subject: | Correspondence from Port Macquarie Historic Courthouse Curtilage - Police Constables Cottage and Lockup | | |
| Action Required: | Staff to provide response to Port Macquarie Historic Courthouse Curtilage to their request | | |
| Current Status: | Matter was considered at the CSG meeting on 3 June 2020. Staff to arrange a meeting with the PM Historic Courthouse Curtilage and selected members of CSG and TCMP groups to seek further information on the desired outcome. | | |

| | | | |
|-------------------------|---|--|-------------|
| Item: | 07 | | 28 May 2020 |
| Subject: | Foreshore Priority Projects - Update | | |
| Action Required: | <ol style="list-style-type: none"> 1. Allocate sufficient funding to meet 50% of the outstanding budget estimates for segments and improvements, continuing west from Town Green West to Gordon Street in Port Macquarie in the 2020/2021 Operational Plan when it is further considered in June 2020. 2. Seek from the local State and Federal Members grant funding for the remaining 50% of the project upgrade works. | | |
| Current Status: | Once estimates are finalised, report will be presented to an Ordinary Council Meeting - anticipated to be in July 2020 or with COVID-19 priority projects. | | |

| | | | |
|-------------------------|--|--|-------------|
| Item: | 08 | | 28 May 2020 |
| Subject: | Historical Rating Comparisons and Business Rate Impacts | | |
| Action Required: | <ol style="list-style-type: none"> 1. DSG to investigate possible methods of assisting Port Macquarie CBD property owners to have greater visibility (particularly via the rates notice) on understanding the contribution individual properties make annually to the TCP levy and report to go to future meeting | | |
| Current Status: | Ongoing | | |

| Reports to Future Meetings | | |
|--|----------|------------|
| Report | Due Date | Requested |
| Town Square Monthly Progress Report | Monthly | 29 Jun 17 |
| Update on Accessible Parking Costs in the CBD | TBA | 26 July 17 |
| Gordon St Underpass - Staff to provide a further report to a future meeting when project costs have been further developed | TBA | 28 Feb 19 |
| Staff to reconsider the recognition of Mayor Woodlands as part of a future report | TBA | 05 May 20 |

Item: 06

Subject: BICENTENNIAL WALKWAY PROJECT

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Committee note the information contained within the Bicentennial Walkway Project report.

Discussion

At the May 2020 TCMP monthly meeting, it was decided to reduce the extent of priority works for each project, focussing on completing a continuous Bicentennial Walkway from Town Green East to the Arboretum South of Gordon Street bridge.

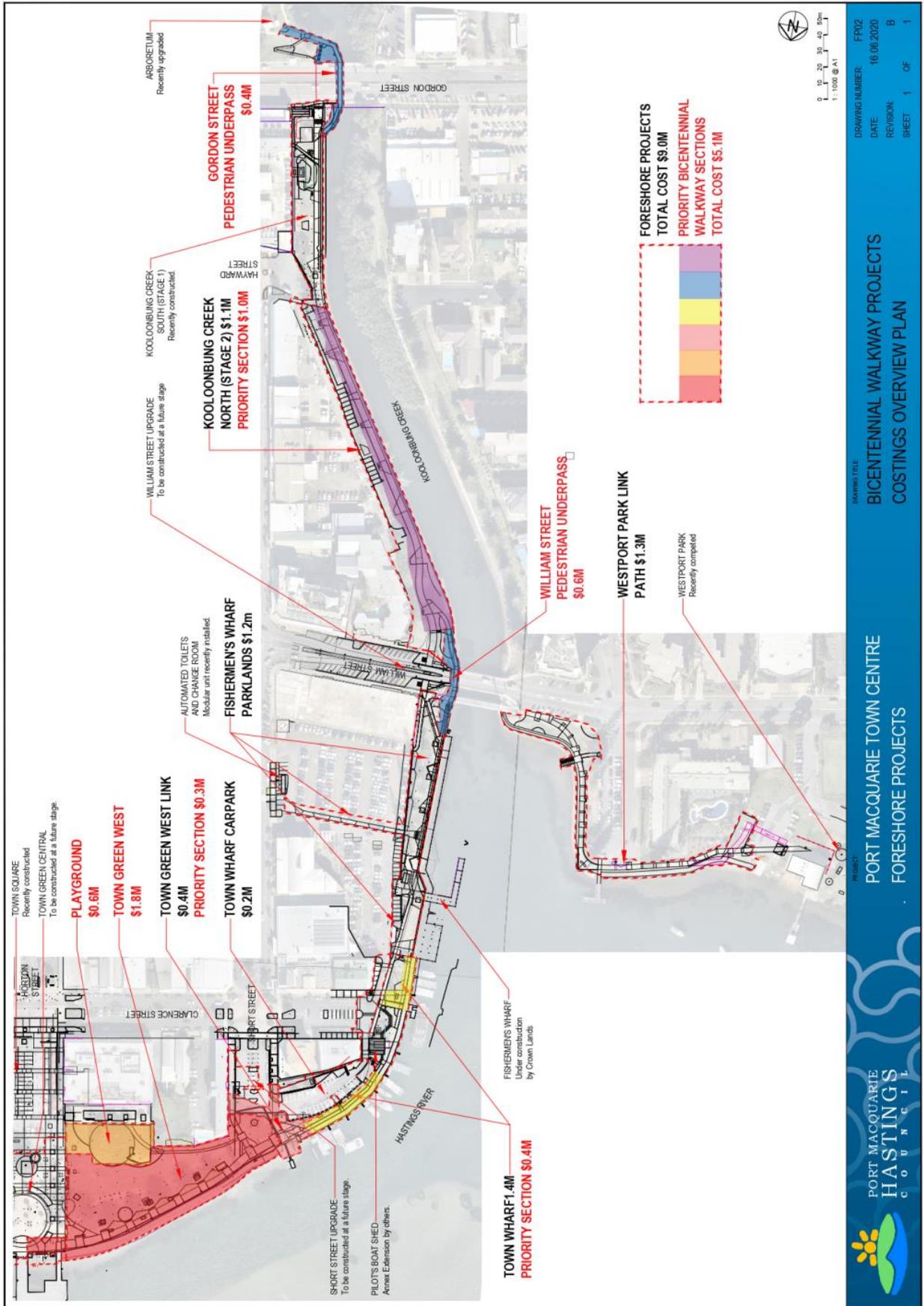
The goal is to achieve a significantly reduced estimate, to increase the opportunities for funding in the short term, with the residual extents of each project to be constructed at a later stage.

A site walk-through meeting was held on Tuesday 9 June 2020 with members of the TCMP sub-committee and Council Staff, to discuss the extents to which each project would be reduced or omitted from the priority extent.

The attached plan and estimate show the original total cost as calculated by O'Brien Quantity Surveying and the proposed reduced 'Priority Extent' as adjusted by Council staff following the site walkthrough.

Attachments

- 1 [↓](#). Bicentennial Walkway Projects
- 2 [↓](#). Estimate Bicentennial Walkway Priority Project Extents



PORT MACQUARIE TOWN CENTRE FORESHORE
BICENTENNIAL WALKWAY PRIORITY PROJECTSPMHC
14 06 2020**ADJUSTED ESTIMATES**

| ITEM | QNTY | UNIT | RATE | COSTS \$ |
|--|------|------|------|------------------|
| 1.00 TOWN GREEN WEST - No Change to scope | | | | 1,752,765 |
| 2.00 TGW PLAYGROUND - No Change to scope - not yet designed | | | | 600,000 |
| 3.00 TOWN GREEN WEST CONNECTION (few changes - original sum adjusted) | | | | 390,524 |
| 3.01 ORIGINAL SUBTOTAL | | | | 294,013 |
| 3.02 Remove water access structure | | | | -85,300 |
| 3.03 Remove screw piling for structure | | | | -3,500 |
| 3.04 Addit demolition | 140 | m2 | 50 | 7,000 |
| 3.05 Addit Kerb & Gutter | 35 | lm | 60 | 2,100 |
| 3.06 Addit kerb ramp | 2 | item | 750 | 1,500 |
| 3.07 Add Road base & resurfacing | 100 | m2 | 80 | 8,000 |
| 3.08 Add Street pedestrian pavement | 30 | lm | 175 | 5,250 |
| Adjusted Priority Extent Subtotal | | | | 229,063 |
| Prelim & margin 15%, contingency 20%, Cost escalation 5% | 0.4 | 40% | | 91,625 |
| PRIORITY EXTENT TOTAL (excl gst) | | | | 320,688 |
| 4.00 TOWN WHARF (greatly reduced extent - recalculation required) | | | | 1,382,235 |
| 4.01 Sediment & erosion control | 1 | item | 3000 | 3,000 |
| 4.02 Existing Top of wall reduction | 58 | lm | 100 | 5,800 |
| 4.03 Excavation & disposal | 290 | m2 | 50 | 14,500 |
| 4.04 Insitu off-form Retaining Wall 500 high | 58 | lm | 600 | 34,800 |
| 4.05 concrete base for deck extension | 180 | m2 | 125 | 22,500 |
| 4.06 Subsoil drainage | 58 | lm | 45 | 2,610 |
| 4.07 Stormwater drainage | 1 | item | 5000 | 5,000 |
| 4.08 Removal and disposal of existing deck | 246 | m2 | 30 | 7,380 |
| 4.09 addit sub-structure - joists on pads | 180 | m2 | 200 | 36,000 |
| 4.10 200x50 hardwood decking, installed. | 450 | m2 | 200 | 90,000 |
| 4.11 Colour concrete pavement | 33 | m2 | 195 | 6,435 |
| 4.12 Seat benches on retaining wall | 4 | each | 1500 | 6,000 |
| 4.13 double head pole lights | 4 | each | 5000 | 20,000 |
| 4.14 electrical reticulation & connection - lights | 90 | lm | 150 | 13,500 |
| 4.15 Plantbed with plants & irrigated | 116 | | 80 | 9,280 |
| 4.16 Turf & topsoil - irrigated | 180 | m2 | 20 | 3,600 |
| 4.17 Reinforced turfing including compcsted road base | 33 | m2 | 80 | 2,640 |
| 4.18 Allowance for any other water works | 1 | item | 5000 | 5,000 |
| Adjusted PRIORITY EXTENT SUBTOTAL | | | | 288,045 |
| Prelim & margin 15%, contingency 20%, Cost escalation 5% | 0.4 | 40% | | 115,218 |
| PRIORITY EXTENT TOTAL (excl gst) | | | | 403,263 |

| ITEM | QNTY | UNIT | RATE | COSTS \$ |
|--|------|------|------|------------------|
| 5.00 WILLAM STREET UNDERPASS (few reductions - original sum adjusted) | | | | 741,599 |
| 5.01 Reduced excavation & disposal | 670 | m2 | 50 | -33,500 |
| 5.02 Reduced concrete pavement | 187 | m2 | 200 | -37,400 |
| 5.03 Plantbed with plants - non-irrigated | 182 | | 65 | -11,830 |
| 5.04 Turf & topsoil - inon-irrigated | 230 | m2 | 15 | -3,450 |
| 5.05 Reduced timber edging | 35 | lm | 25 | -875 |
| 5.06 Reduced pole lights | 1 | ea | 5000 | -5,000 |
| 5.07 Reduced electrical reticulation & connection - lights | 15 | lm | 150 | -2,250 |
| Total Reduced Extent | | | | -94,305 |
| Original Subtotal | | | | 511,800 |
| Adjusted Priority Extent Subtotal | | | | 417,495 |
| Prelim & margin 15%, contingency 20% , Cost escalation 5% | 0.4 | 40% | | 166,998 |
| PRIORITY EXTENT TOTAL (excl gst) | | | | 584,493 |
| 6.00 KOOLOONBUNG CREEK STAGE 2 (few changes - original sum adjusted) | | | | 1,023,980 |
| Original Subtotal | | | | 706,680 |
| Extent Transferred from William St Unerpass | | | | 94,305 |
| Extended Scope Subtotal | | | | 800,985 |
| Prelim & margin 15%, contingency 20% , Cost escalation 5% | 0.4 | 40% | | 320,394 |
| Extendeed scope Subtotal - excluding gst | | | | 1,121,379 |
| 6.01 Reduced excavation & disposal | 340 | m2 | 30 | -10,200 |
| 6.02 Remove Main Path approach to William St (future raising of roadway) | 52 | m2 | 240 | -12,480 |
| 6.02 Remove Carparking Bays -trim, crushed rock, timber edging | 240 | | 65 | -15,600 |
| 6.03 Reduce plant beds - non irrigated | 730 | | 70 | -51,100 |
| 6.04 Reduced turfing - non irrigated | 630 | | 15 | -9,450 |
| 6.05 Remove Timber Edging - deleted carparkng & plant beds | 216 | | 15 | -3,240 |
| 6.06 Remove Pole Light | 1 | | 5000 | -5,000 |
| 6.06 electrical reticulation & connection - lights | 15 | | 150 | -2,250 |
| 6.06 Remove Picnic set | 1 | | 6500 | -6,500 |
| 6.07 Remove Bike Rack | 1 | | 1000 | -1,000 |
| Total Reduced Extent | | | | -116,820 |
| Priority Extent Subtotal | | | | 684,165 |
| Prelim & margin 15%, contingency 20% , Cost escalation 5% | 0.4 | 40% | | 273,666 |
| PRIORITY EXTENT TOTAL (excl gst) | | | | 957,831 |
| 7.00 GORDON STREET UNDERPASS | | | | 358,715 |
| 7.01 Environmental Impact Statement - advised approximate cost | | | | 70,000 |
| PRIORITY EXTENT TOTAL (excl gst) | | | | 428,715 |
| ALL PROJECTS PRIORITY EXTENT TOTAL (excl gst) | | | | 5,047,755 |

Item: 07

Subject: PARKLET TRIAL UPDATE

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Committee note the progress on the reactivation of invitations to submit Expressions of Interest to allow an additional parklet to be installed.

Discussion

Only one submission was received by Council and is presently under consideration by the evaluation team. Staff will provide a verbal update at the TCMP meeting on 25 June 2020.

The program moving forward remains unchanged as shown below:

| DATE | MILESTONE | TIME - FRAME | NOTES |
|--------------|--|--------------|--|
| 17 June 2020 | Concept submission due. | 4 weeks | Submission to include a cost estimate and confirmation of capacity to fund. |
| 24 June 2020 | Notification of successful applicant | 1 week | |
| 1 July 2020 | Design kick-off meeting | 1 week | Applicant, designer and Council to be present. |
| 29 July 2020 | Construction submission due | 4 weeks | |
| 5 Aug 2020 | Approval of construction documentation | 1 week | |
| 19 Aug 2020 | Construction kick-off meeting | 2 weeks | Applicant and Contractor to be present at this meeting. Weekly progress meetings implemented to monitor progress. |
| 30 Sep 2020 | Construction completion / activation | 6 weeks | |
| 27 Oct 2021 | Parklet trial ends | 56 weeks | A report to Council regarding the Parklet Trial will be developed upon conclusion of the trial period. The report will include feedback from operators and public. |

Attachments

Nil