



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday 27 May 2021

location: Function Room
Port Macquarie-Hastings Council
17 Burrawan Street
Port Macquarie

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.

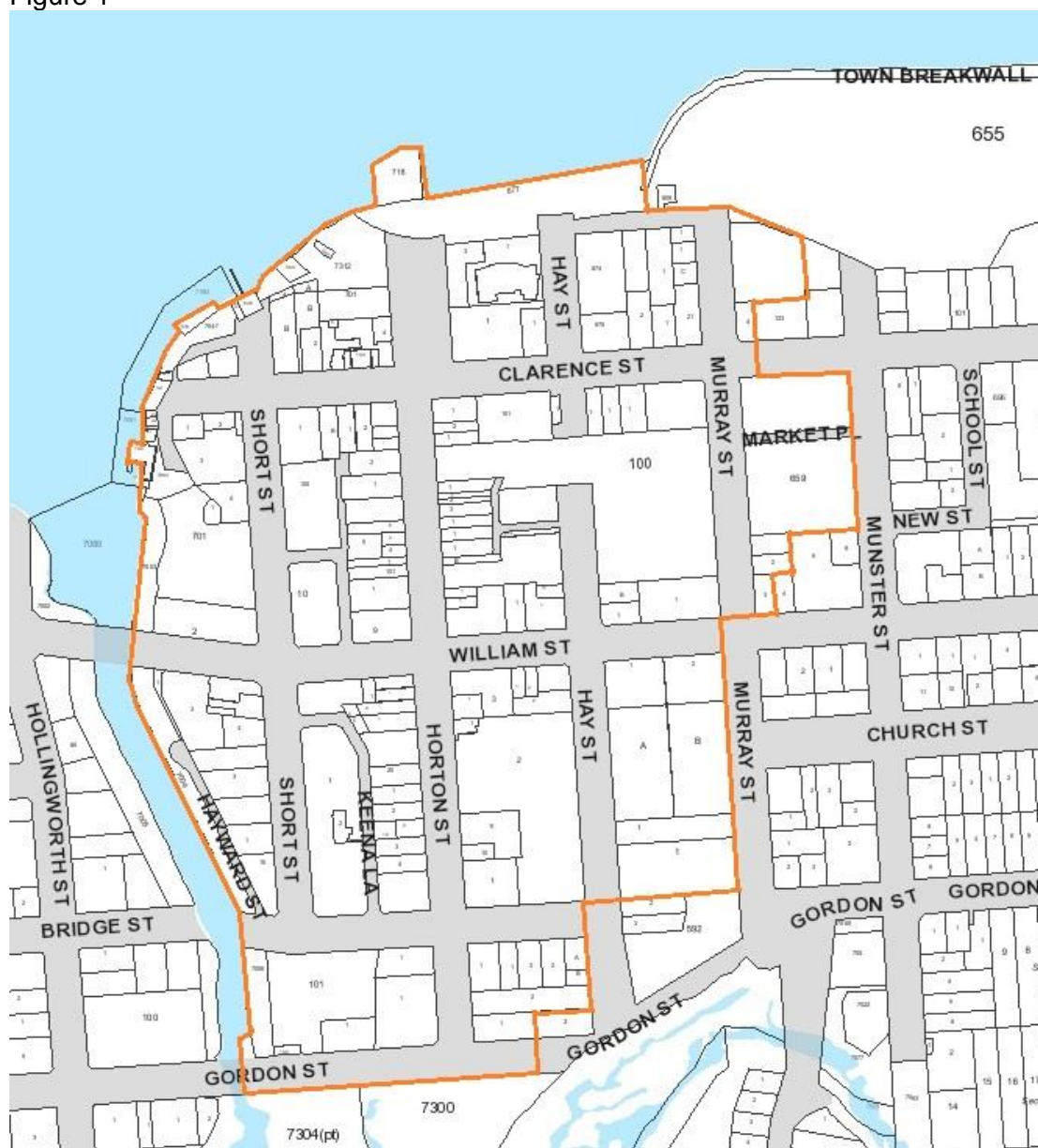
2.0 KEY FUNCTIONS

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 & Growth (Alternate Director Development & Environment)
- 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	17/12/20	28/01/21	25/02/21	22/04/21	29/04/21
Councillor G Hawkins (Chair)	A	✓	✓	✓	✓
vacant (Deputy Chair)	X	X	-	-	-
Director Strategy & Growth (Jeffery Sharp)		A		A	A
Alternate - Director Development & Environment (Melissa Watkins)	✓	✓	✓	✓	✓
Senior Landscape Architect (Craig Luff)	✓	✓	✓	✓	✓
CBD Commercial Property Owner (Jeff Gillespie)	✓	✓	✓	✓	✓
CBD Commercial Property Owner (Adam Spencer)	A	✓	A	✓	✓
CBD Trader (Simon Thresher)	✓	A	✓	A	A
CBD Trader (Kieran Dell)	✓	✓	✓	✓	✓
Chamber of Commerce Representative (Tony Thorne)	✓	✓	✓	✓	✓
Greater Port Macquarie Tourism Representative (Janette Hyde)	A	✓	✓	✓	✓
Community Member (Michelle Love)	✓	✓	✓	✓	✓
Community Member (John McGuigan)	✓	✓	✓	✓	✓
Community Member (Tony McNamara)	✓	✓	✓	A	A

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

Meeting Dates for 2021

28/01/2021	Function Room	8:00am
25/02/2021	Function Room	8:00am
25/03/2021	Function Room	8:00am
29/04/2021	Function Room	8:00am
27/05/2021	Function Room	8:00am
24/06/2021	Function Room	8:00am
29/07/2021	Function Room	8:00am
28/10/2021	Function Room	8:00am
25/11/2021	Function Room	8:00am

Town Centre Master Plan Sub-Committee Meeting

Thursday 27 May 2021

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>13</u>
05	Business Arising from Previous Minutes	<u>17</u>
06	Foreshore Projects Update	<u>19</u>
07	Defective Catenary Lights - Town Centre, Port Macquarie	<u>33</u>
08	Parklets Trial Review	<u>56</u>
09	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 29 April 2021 be confirmed.

PRESENT

Members:

Councillor Geoffrey Hawkins (Chair)
Director Development and Environment (Melissa Watkins)
Senior Landscape Architect /Acting Group Manager Recreation Property and Buildings (Craig Luff)
Jeffrey Gillespie (CBD Commercial Property Owner)
Adam Spencer (CBD Commercial Property Owner)
Kieren Dell (CBD Trader)
Anthony Thorne (Port Macquarie Chamber of Commerce Representative)
Janette Hyde (Greater Port Macquarie Tourism Representative)
Michelle Love (Community Member)
John McGuigan (Community Member)

Other Attendees:

Councillor Robert Turner
TCMP Project Manager / Co-ordinator (Michael Nunez)

The meeting opened at 8:03am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Tony McNamara, Simon Thresher and Jeffery Sharp be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

1. That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 25 February 2021 be confirmed subject to minor corrections in respect of the listed members of the Sub-Committee.
2. That the Minutes of the Extraordinary Town Centre Master Plan Sub-Committee Meeting held on 22 April 2021 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS:

That the Business Arising From Previous Minutes schedule be noted.

06 FORESHORE PROJECTS UPDATE

CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the information contained within the Foreshore Projects Update Report.
2. Request that a copy of the detailed design of Town Green West Playground be provided to the members of the Sub-Committee.
3. Request the Director Development and Environment provide advice to the Sub-Committee on the status of the architect engagement for the Pilot Boat Shed.
4. Agree to fund and commence stormwater works associated with the Fisherman's Wharf Project "tie in" works.

07 TOWN SQUARE CATENARY LIGHTS

CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the information contained within the catenary lights report.
2. Request a further report outlining the recommended actions to address the Town Square Catenary Lights be provided and considered as an out of session item by the Sub-Committee prior to the next Town Centre Master Plan Sub-Committee meeting.

08 PROJECT STRATEGIC PLANNING WORKSHOP OUTCOMES

CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the information contained within the Projects Strategic Planning Workshop Outcomes Report
2. Recommend to Council that the outcomes as modified by the Sub-Committee be adopted.

09 GENERAL BUSINESS

09.01 FLOOD CLEAN-UP

CONSENSUS:

That the Town Centre Master Plan Sub-Committee formally acknowledge and congratulate Council staff for their efforts and responsiveness during the recent flood clean-up.

The meeting closed at 9:46am.

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, the undersigned, hereby declare the following interest:	
<input type="checkbox"/> Pecuniary: Take no part in the consideration and voting and be out of sight of the meeting.	
<input type="checkbox"/> Non-Pecuniary – Significant Interest: Take no part in the consideration and voting and be out of sight of the meeting.	
<input type="checkbox"/> Non-Pecuniary – Less than Significant Interest: May participate in consideration and voting.	
For the reason that:	
Name: Signed:	Date:
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:
 - (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) 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:
 - (a) Your "relative" is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (i)
 - (b) "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)
 - (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) 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
 - (c) 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 Chief Executive Officer, such a disclosure is to be made to the staff member's manager. In the case of the Chief Executive Officer, 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) 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
 - b) 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.
 - c) 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.
 - d) 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
 - e) 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
 - f) 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:
 - a) 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
 - b) 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 Chief Executive Officer, 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 Chief Executive Officer, 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 Chief Executive Officer 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:	08		28 May 2020
Subject:	Historical Rating Comparisons and Business Rate Impacts		
Action Required:	<ol style="list-style-type: none"> 1. DDE 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 TCMP levy and report to go to future meeting 		
Current Status:	Ongoing		

Item:	06		29 April 2021
Subject:	Foreshore Projects Update		
Action Required:	<ol style="list-style-type: none"> 1. A copy of the detailed design of Town Green West Playground be provided to the members of the Sub-Committee 2. Director Development & Environment to provide advice to the Sub-Committee on the status of the architect engagement for the Pilot Boat Shed 3. Stormwater Works associated with the Fisherman's Wharf Project 'tie-in' works to be funded and commenced 		
Current Status:	<ol style="list-style-type: none"> 1. A copy is included with the Foreshore Projects Update report at this meeting 2. Pilot Boat Shed - engagement of Architect not commenced. This is not a current priority and will be removed from future TCMP reports until otherwise requested. 3. Preliminary drawing / scope from Crown Lands for tie in works associated with the wharf received with minor adjustments made by PMHC / agreed by Crown Lands (note that Crown Lands have confirmed that they will accommodate these works within their budget). Refer to Attachment 2 for the agreed scope. 		

Item:	07		29 April 2021
Subject:	Town Square Catenary Lights		
Action Required:	<ol style="list-style-type: none"> 1. A further report outlining the recommended actions to address the Town Square Catenary Lights to be provided and considered as an out of session item prior to the next TCMP Sub-Committee Meeting 		
Current Status:	<ol style="list-style-type: none"> 1. An Out of Sessions Report was circulated to the members and the responses are included in the Town Square Catenary Lights report at this meeting 		

Item:	08	29 April 2021
Subject:	Project Strategic Planning Workshop Outcomes	
Action Required:	1. Recommend to Council the Project Strategic Planning Working Outcomes that were adopted by the Sub-Committee	
Current Status:	<p>A report was presented at the Ordinary Council Meeting on 19 May 2021 where Council:</p> <p><i>RESOLVED: Hawkins/Intemann</i></p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Note the information contained within the Port Macquarie Town Centre Master Plan Sub-Committee Strategic Workshop Outcomes report. 2. With one exception (Priority No. 3 – Police Station Site) adopt the outcomes as priorities for the Port Macquarie Town Centre Master Plan Sub-Committee and that funding be allocated in future Operational Plans and budgets accordingly. 3. Resolves, with respect to the Police Station Site to: <ol style="list-style-type: none"> a) Endorse current efforts to support appropriate Heritage Listing of the Police Constables Cottage; and b) Endorse the Town Centre Master Plan Sub-Committee urgently facilitating high level concept designs for the site on behalf of the community. c) Noting points a) and b) above, also incorporate appropriate design and pre-construction funding in future Operational Plans and budgets as per other TCMP priority projects. 4. Note the NSW Department of Planning, Industry and Environment's Draft Regional City Action Plan for Port Macquarie - Objective 9 - respect, protect, embrace and celebrate the distinctive culture, character and heritage of Port Macquarie. <p style="text-align: right;"><i>CARRIED: 6/0</i></p> <p style="text-align: right;"><i>FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner</i></p> <p style="text-align: right;"><i>AGAINST: Nil</i></p>	

Reports to Future Meetings		
Report	Due Date	Requested
Update on Accessible Parking Costs in the CBD	TBA	26 July 17
Foreshore Projects Update to be provided by the Project Manager and regular updates thereafter	Ongoing	28 Jan 21

Item: 06

Subject: FORESHORE PROJECTS UPDATE

Presented by: Development and Environment, Melissa Watkins

RECOMMENDATION

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

Discussion

1. TOWN GREEN WEST PLAYGROUND

Completed since last month:

- Community consultation conducted for concept design (refer to **Attachment 1** for concept design)
- Extension of time submitted (extension requested until June 2022)
-

Planned for next month:

- Detailed design finalisation
- Costing to lock in scope of works within budget
- Review of key milestones (*pending outcome of extension of time)

Key milestones:

- Tender process - June 2021, including procurement of off-the-shelf items
- Construction - August to end October 2021
- Funding deed project completion date - 17 December 2021

2. FORESHORE BICENTENNIAL WALKWAY (Town Green West Link, Town Wharf, Fisherman's Wharf Parklands, William Street Underpass, Kooloonbung Creek Stage 2; Westport Park Link Path)

-
- Completed since last report:
 - Crown license expected to be granted by late April (note is still pending an executive sign off from Crown Lands for them to prepare the licence offer). Followed up with Area Manager North Coast 20 May 2021
 - Drawing updated to address residual comments. Further comments issued for Consultant to address
 - Submission, review and approval of the Review of Environmental Factors
 - Quantity surveyor engaged to prepare priced Bill of Quantities
 - Project handed over to Infrastructure Delivery team

Planned work for the coming month:

- Submission of Bill of Quantities / review
- Develop PMF documentation

- Procure design for recycled water / sewer rising main
- Pilot Boat Shed - engagement of Architect not commenced. This is not a current priority and will be removed from future TCMP reports (until otherwise requested).
-
-

3. GORDON STREET UNDERPASS

Completed since last report:

- Development Approval granted
- Project handed over to Infrastructure Delivery team

Planned work for the coming month:

- Procure engineering details of approach path, stairway, ramp and lighting for arboretum
- Payment of credit obligations (\$11.5k) to Biodiversity Conservation Fund as offset for minor impact on local species.

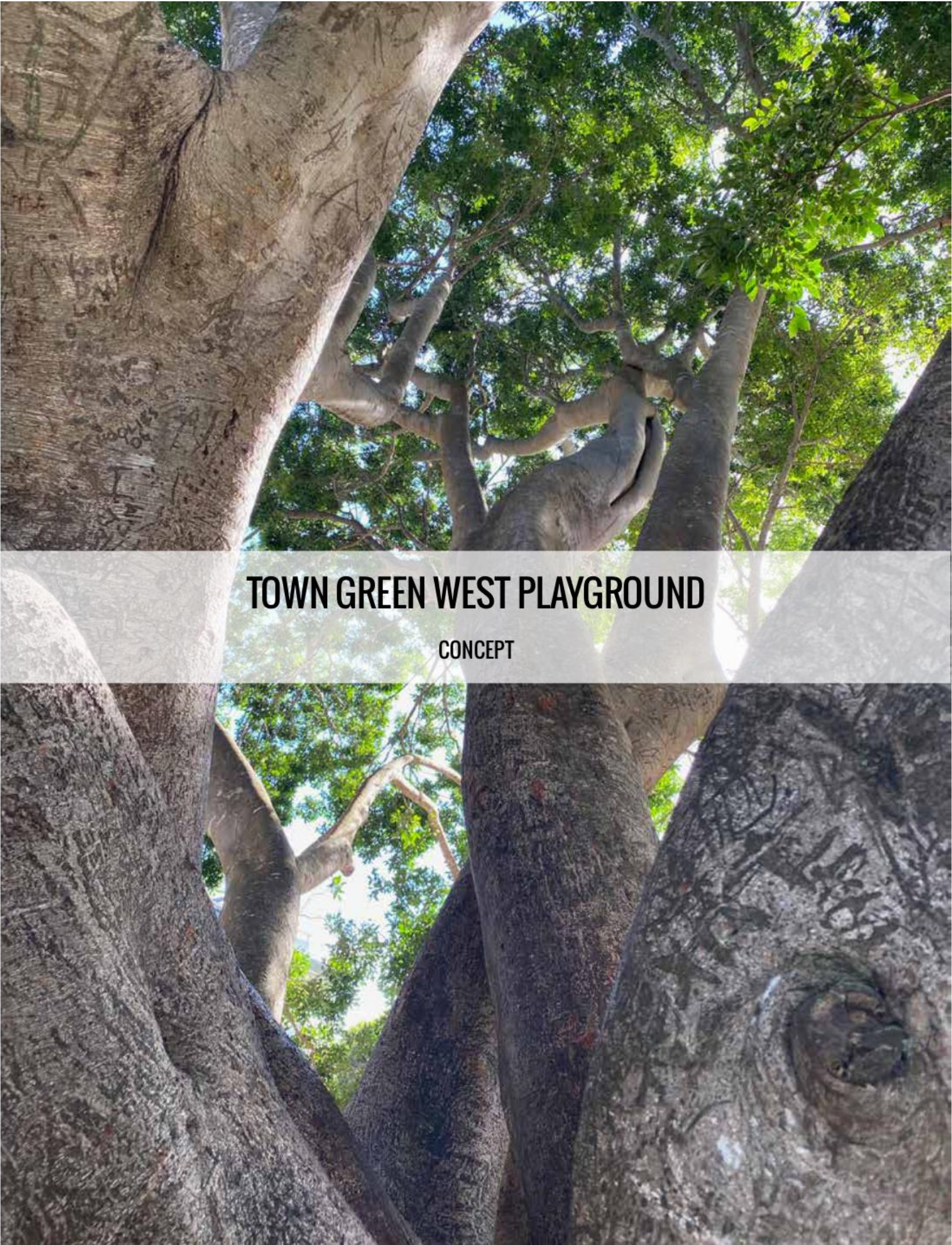
4. FISHERMEN'S WHARF - Maritime Infrastructure Delivery Office Project

-
- Revised completion date due to flooding setbacks is June 21 2021
- Preliminary drawing / scope from Crown Lands for tie in works associated with the wharf received with minor adjustments made by PMHC / agreed by Crown Lands. Note that Crown Lands have confirmed that scope identified in **Attachment 2** will be accommodated within their budget.

Attachments

1 [!\[\]\(bd3b31712ad9bab5a241210fa6925cdd_img.jpg\) !\[\]\(882be629d4a853dc90d60f084b0d185d_img.jpg\)](#) Town Green West Concept Design

2 [!\[\]\(0fb13ad0bfa3d86868cdd3883e5665b3_img.jpg\) !\[\]\(0f2e4c692d3a707bde52a963c276fa9a_img.jpg\)](#) Fisherman's Wharf Driveway - Crown Land Tie In Works



TOWN GREEN WEST PLAYGROUND
CONCEPT

PLUMMER & SMITH
01.02.21

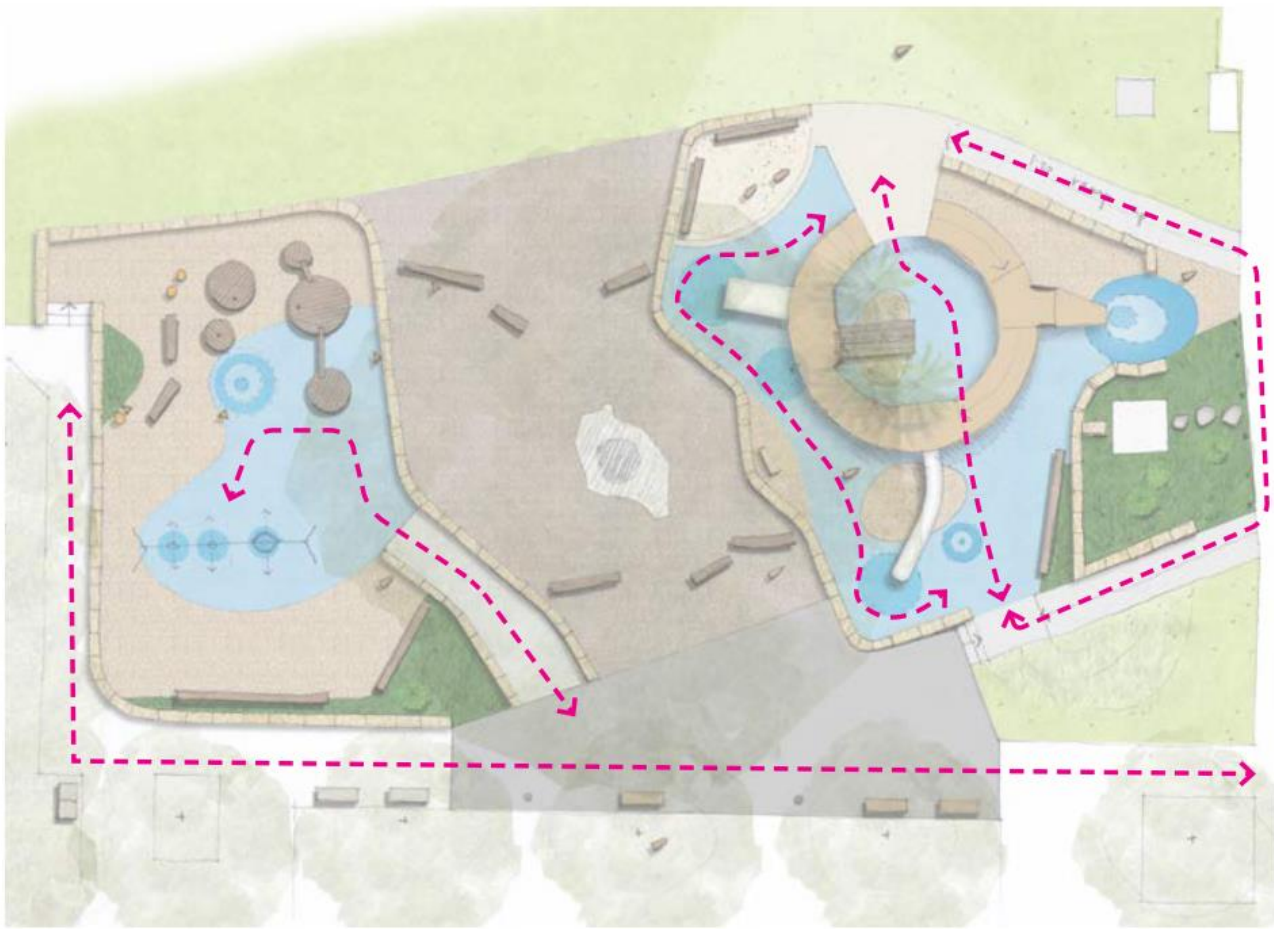
CONCEPT PLAN

1. Sandstone block wall for retaining and seating- this lifts levels and minimises any excavation
2. Swings - 2 swings and a basket swing
3. Timber seat- reclaimed bridge timber bench
4. Main feature play element - refer following pages for detail
5. Slides - small & large
6. 'Lilly Pad' decks- stages for imaginative play, balancing and jumping, picnic platforms with 'BYO umbrella' slots
7. Listening / talking tubes
8. Rope and bollard edge barrier
9. Carved elements - cultural/ environmental interpretation
10. Rubber softfall
11. Softfall mulch - 'Takura' or similar
12. Mulch area
13. Locally sourced natural timber logs- balance trail and informal seating
14. Stone steppers through garden
15. Feature concrete - sand & shell
16. Decomposed granite
17. Plain grey concrete
18. Bluestone paving to match plaza
19. Existing fig tree to be retained
20. Palms- existing and new
21. Planting area
22. Turf Area
23. Existing backrest seats to be retained
24. Bin enclosure- existing bins relocated to this location

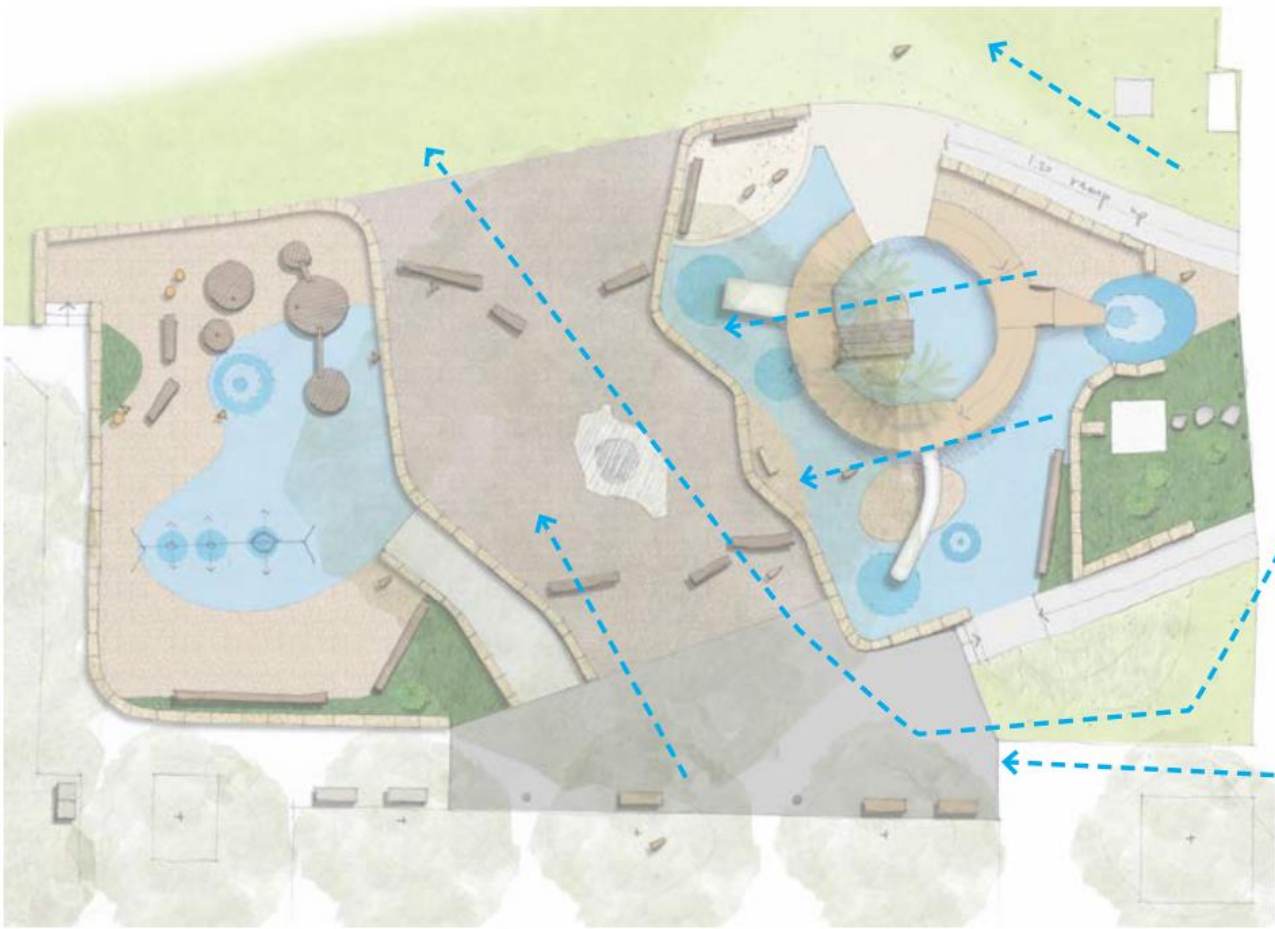


PLUMMER & SMITH
01.02.21

ACCESSIBILITY



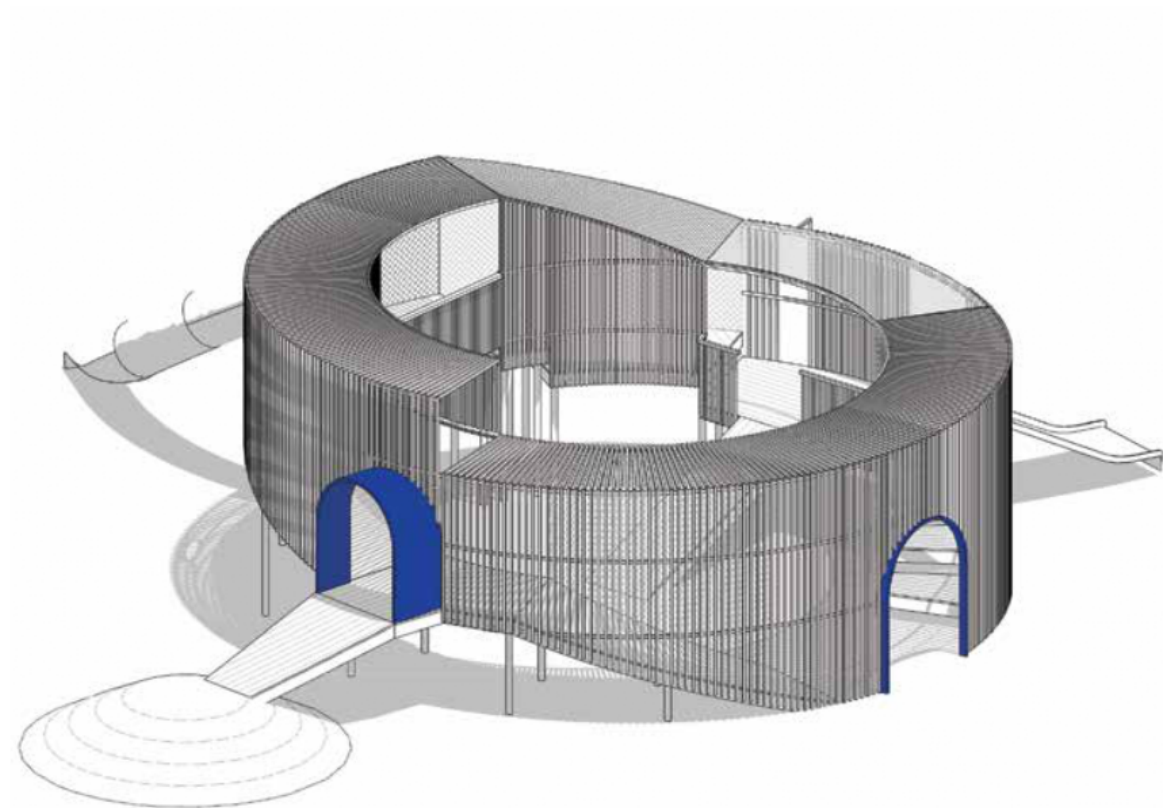
INDICATIVE DRAINAGE



MAIN ELEMENT

The focal point of the play zone- a built counterpart to the existing fig tree. The play element includes:

- elevated play and outlook
- undercroft spaces
- large and small slides
- a ramping and stepping circuit passage
- net climb
- fire-pole
- sky and canopy views
- shadow play
- social play



'LILLY PAD' DECKS

Small lilly pad shaped decks in varying sizes that can fulfill various roles:

- gathering and picnic decks with 'bring your own umbrella' slots
- stages for imaginative play
- highlights within a balancing and jumping trail



MAIN ELEMENT

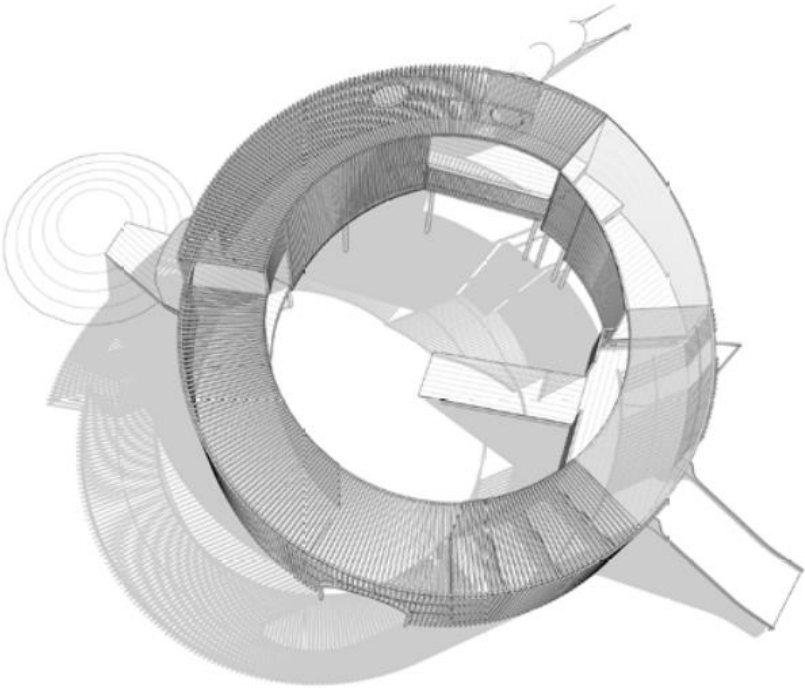
The main play element is carefully positioned to suit a series of constraints and opportunities within the play zone. The element is located to ensure it has a compatible relationship with the river foreshore parkland, the Town Green public square, and the existing fig tree. The play element is designed to cater for a range of play experiences and a range of user ages. The following pages explain the intent of the element in further detail.



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01.02.21

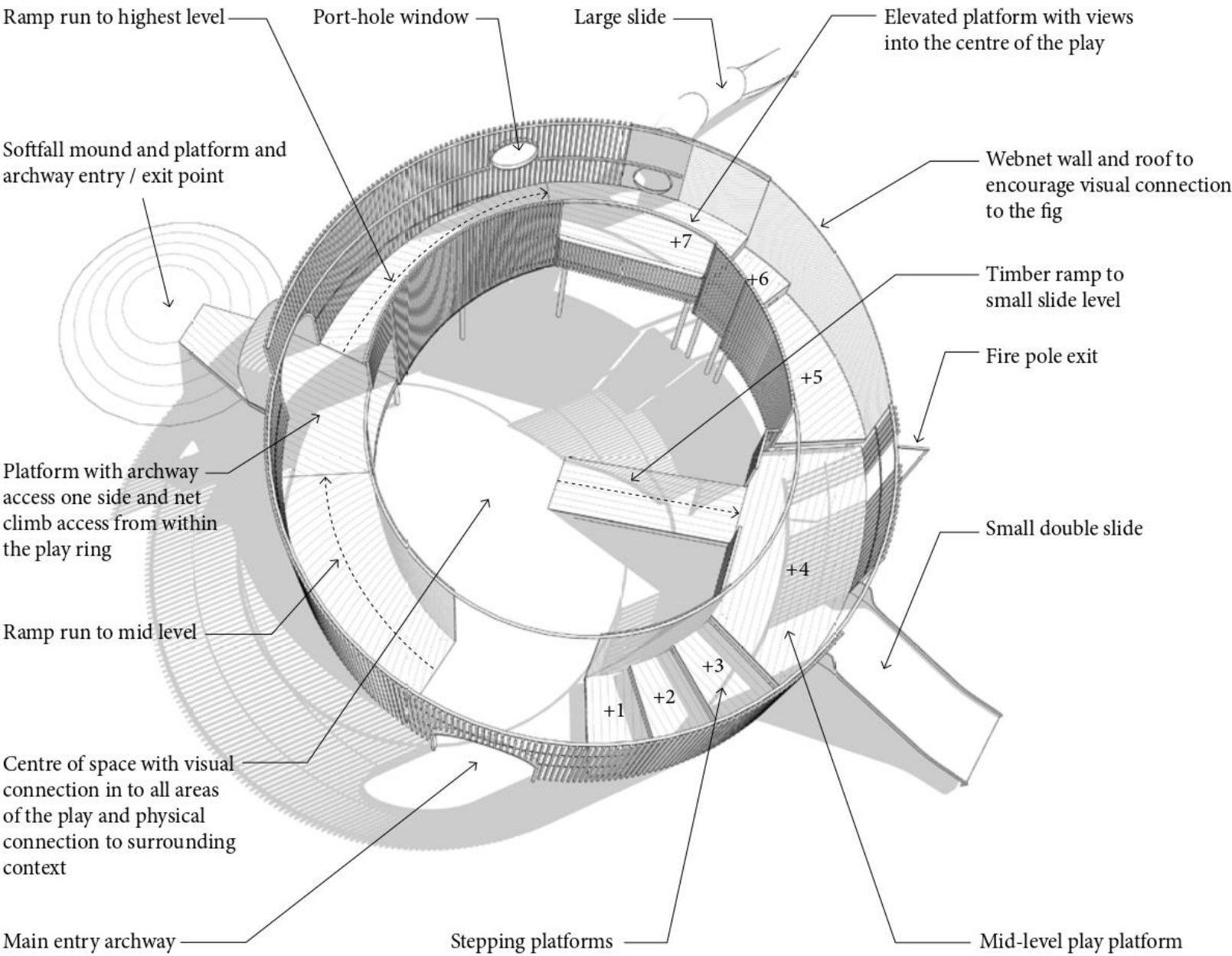
SHADE

The element is designed to provide shade within the play experience. It is also sited to ensure it receives afternoon shade from the fig



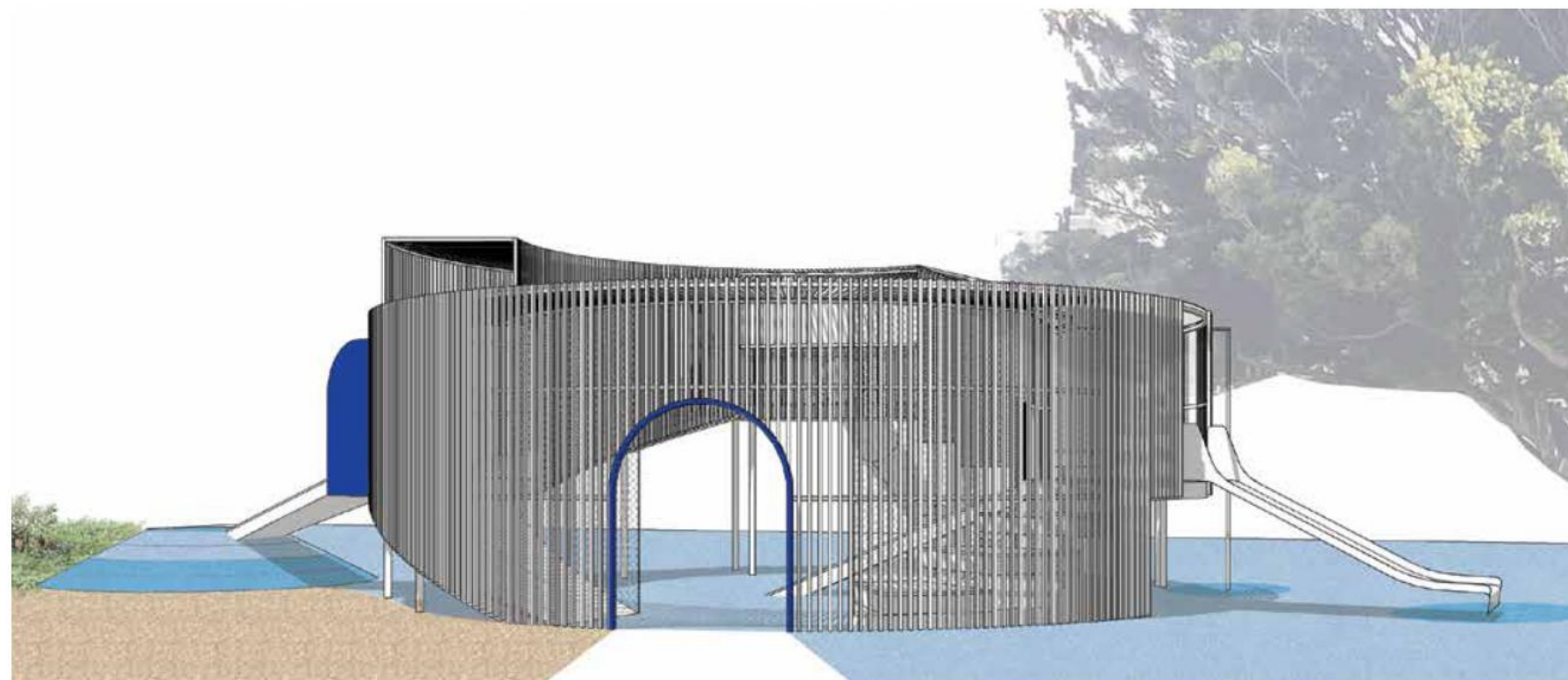
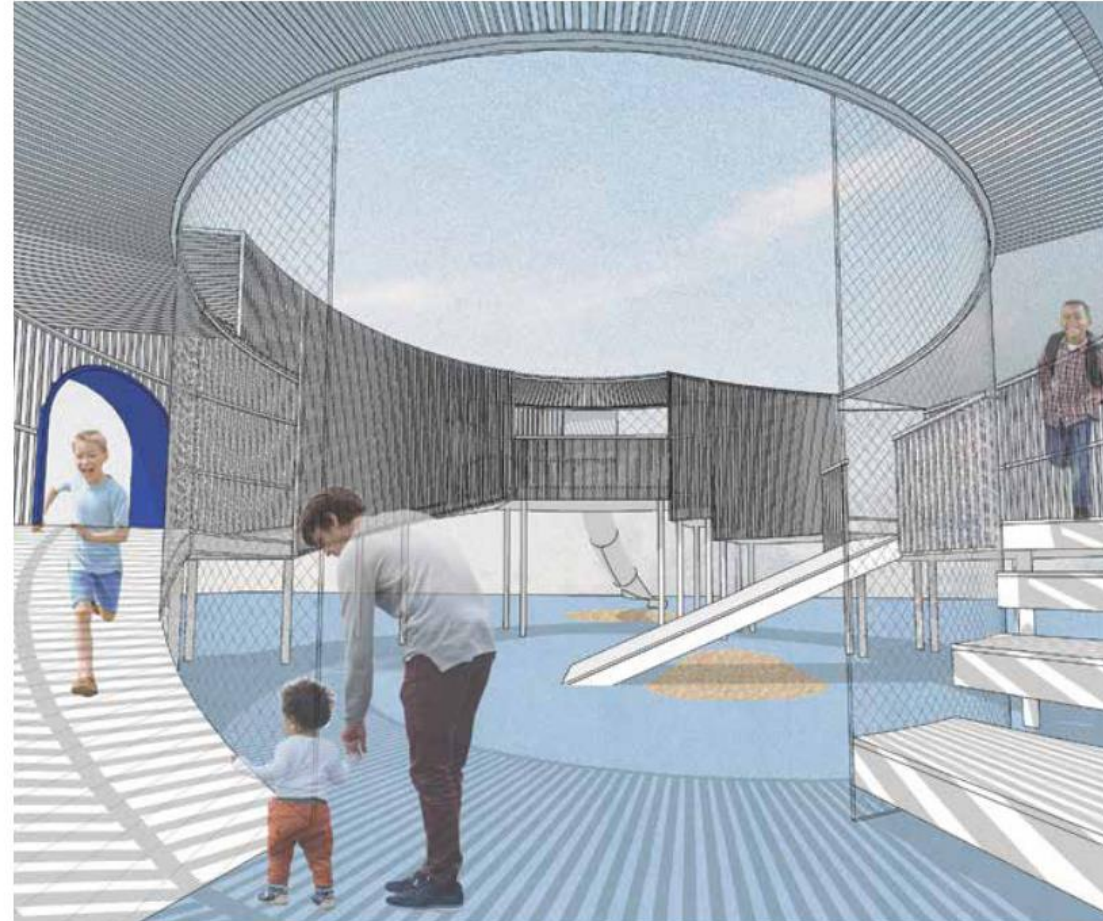
PLAY CONTENT

Play variety in the one element



CREATING A SENSE OF WELCOME & FUN

While the play element has multiple locations where users can move through, across, and under it- the focal point of entry is on the northern or river frontage of the element. The archway and the overhead height of the element at this entry point establishes a grand welcome- a space for shared fun and connection.



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01.02.21

CREATING A SPACE FOR PLAY

An inclusive and socially connected space- interactions from the ground to the elevated areas, interactions across the element, interactions to the public space context.

The centre of the element is also the 'negative' of the fig canopy- the fig is a key component of the play zone- a dense, sheltered canopy. The centre of the play element provides the counterpoint- a contained, empty volume of sky views.



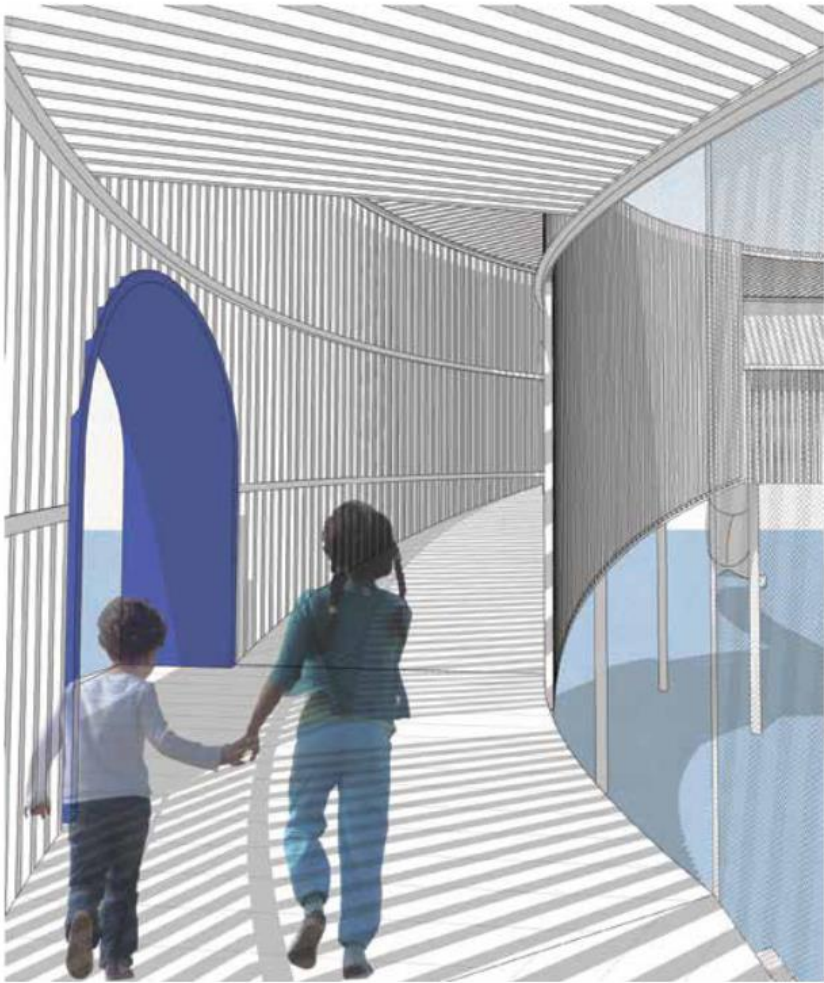
PLUMMER & SMITH
01.02.21

CREATING A CIRCUIT OF PLAY

A sequence of experiences and connections are established within the play element. There are connections to the 'internal' space created by the structure (the centre of the play ring) and to the external spaces and views including the river, the fig, and the parkland and town square contexts. There are also varying degrees of enclosure and exposure within the play that respond to sun, shade, and outlook.

Key to the play experience is the establishment of a circuit with multiple entry and exit points and multiple modes of entry, exit and travel.

The circular motion of movement through the element means that at all times users are experiencing an unfolding sequence of context- the town centre, the fig, the parkland, the river...and at the centre of all of it- the sky.

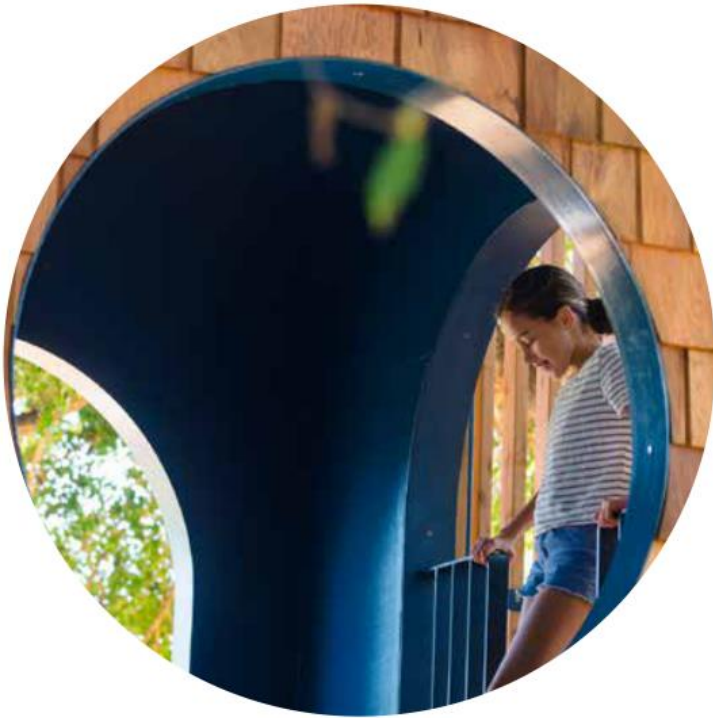


INDICATIVE MATERIALS
MAIN PLAY ELEMENT

FILTERED BARRIERS



OPEN



OPEN BUT PROTECTED



OTHER ELEMENTS

EDGES / WALLS



DECKING



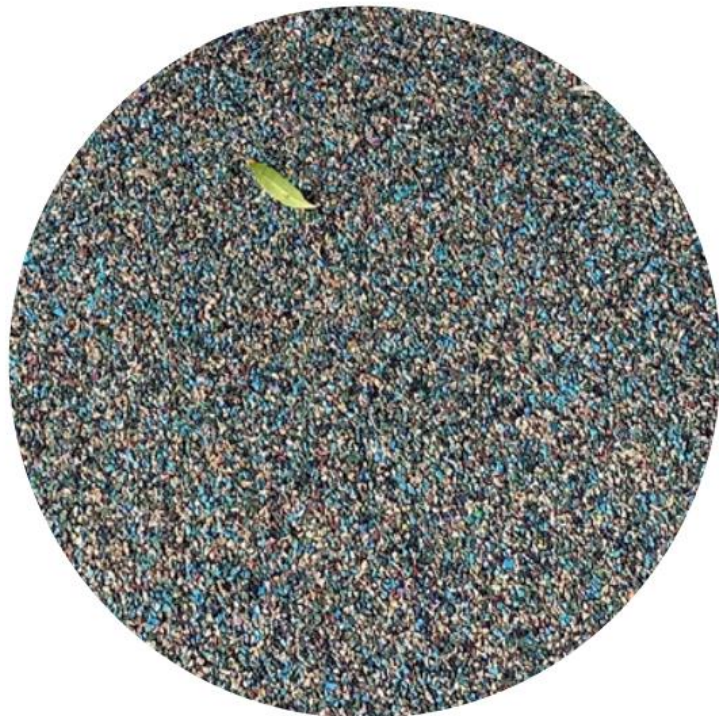
SLIDES



PLUMMER & SMITH
01.02.21

OTHER ELEMENTS / SURFACES

RUBBER SOFTFALL



MULCH SOFTFALL



BALANCE LOGS



LISTENING TUBES



SWINGS



CARVED ELEMENTS

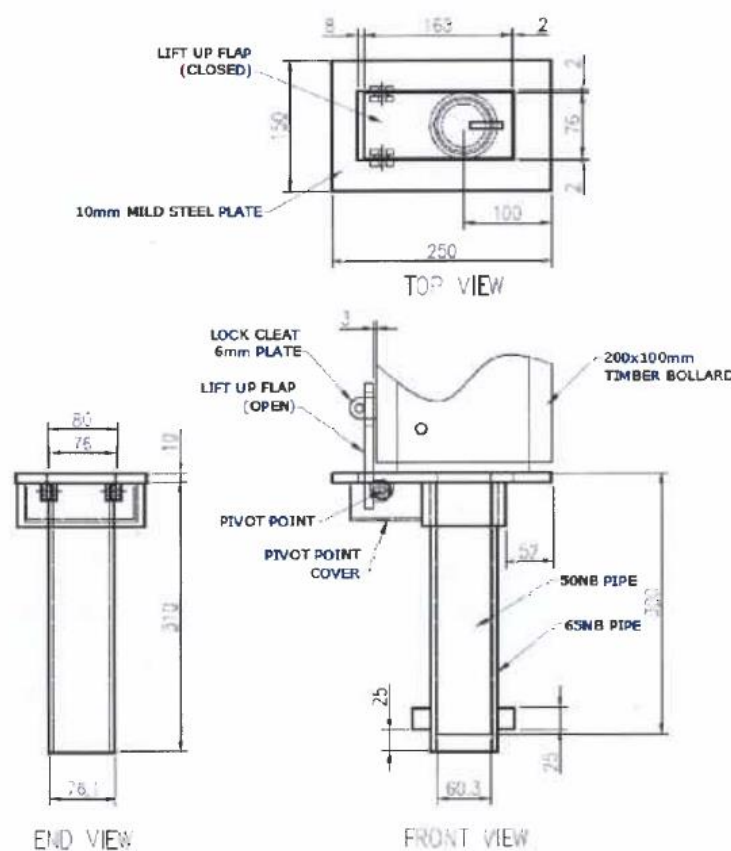
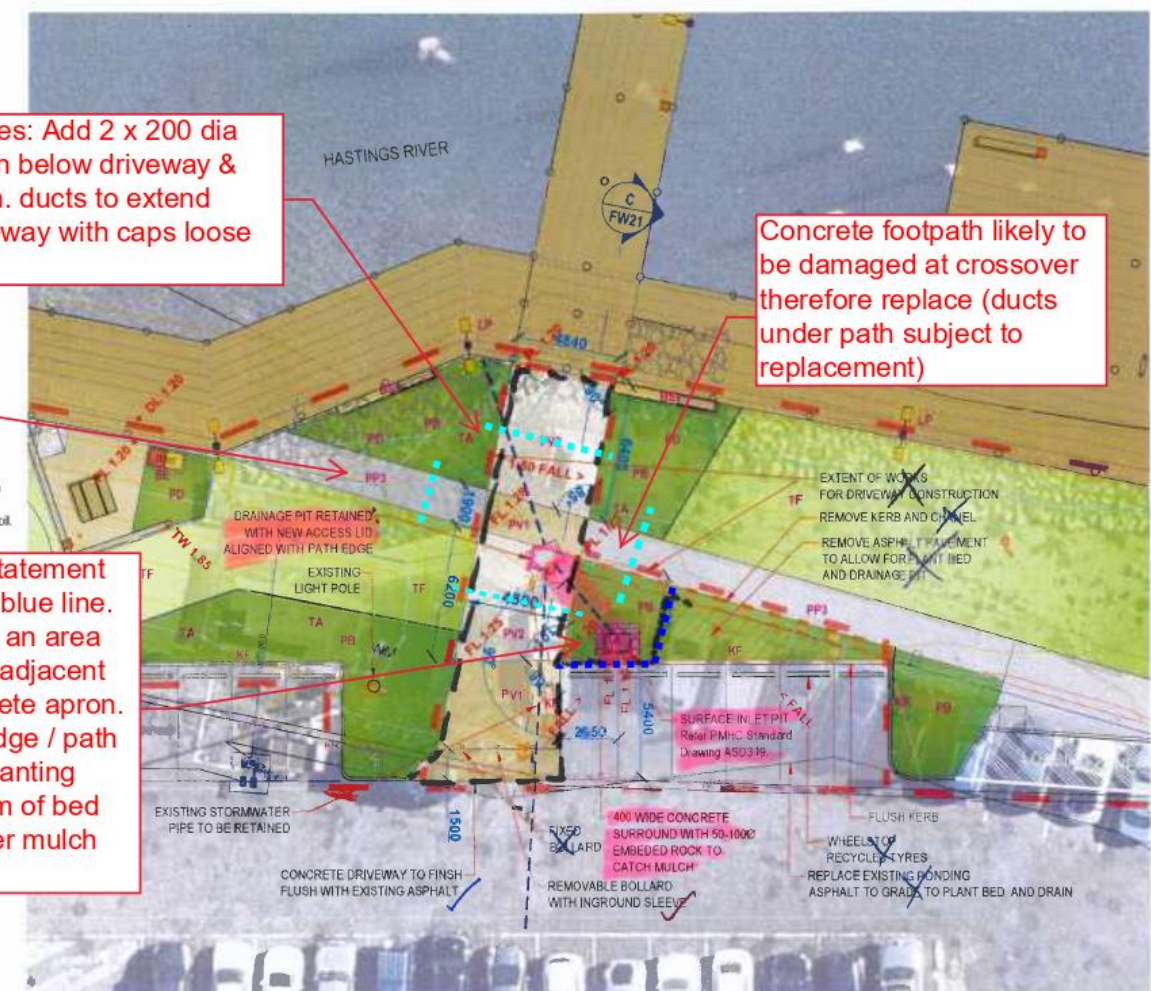


PLUMMER & SMITH
01.02.21

Light blue dashed line
ducts at each location
path at 600mm depth.
500mm beyond drive
fitted on ends.

Concrete footpath likely to be damaged at crossover therefore replace (ducts under path subject to replacement)

Cut asphalt (straight edge) no reinstatement of kerb required along dashed dark blue line. New pit to have grated cover (i.e. is an area drain) and be set 50mm lower than adjacent asphalt. Pit to have a 400mm concrete apron. Backfill 'green' area (between cut edge / path and driveway) with 300mm depth planting medium (grow lush) ensuring bottom of bed has been loosened. Add 75mm layer mulch on top.



REMOVABLE BOLLARD INGROUND SLEEVE

STORMWATER MODIFICATIONS

--- DRIVEWAY

KEYS TIE IN BETWEEN DRIVEWAY, NEW PIT, AND EXISTING KEYS

NOTE 3x REMOVABLE COLLARS
(NOT 2x FIXED AND 1x REMOVABLE)

PMHC will supply three removable bollards

RETAIN EXISTING PATHWAY & KERBLING

CAR PALIC / ASPHALT PER SULFIDATION REPORT.

TIFF - TUFF TURFING

Item: 07

Subject: DEFECTIVE CATENARY LIGHTS - TOWN CENTRE, PORT
MACQUARIE

Presented by: Development and Environment, Melissa Watkins

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee:

1. Note the information contained within the report.
2. Note that Option 2 (repairs) will be recommended to Council for endorsement at the June 2021 Ordinary Council Meeting.


Discussion

The catenary lights in Town Square are defective. Two options to address the defective lights were put forward to the Town Centre Master Plan Sub-Committee in the out-of-session report dated 10/05/2021 (**Attachment 1**).

At time of writing this report, the majority (nine members) of Town Centre Master Plan Sub-Committee members have confirmed Option 2 (repairs) as the preferred way forward (**Attachment 2**). It is noted that three members did not respond, and nil members preferred Option 1 (legal recourse).

Option 2 will be put forward to the June 2021 Council Meeting as the Town Centre Master Plan Sub-Committee's recommended course of action to address the defective catenary lights.

Attachments

1.  Out of Sessions Report - Catenary Lights
2.  Responses - Out of Sessions Report - Catenary Lights

AGENDA

TOWN CENTRE MASTERPLAN SUB COMMITTEE
10/05/2021

Item: OUT OF SESSION ITEM

**Subject: DEFECTIVE CATENARY LIGHTS TOWN CENTRE PORT
MACQUARIE**

Presented by: Development and Environment, Melissa Watkins

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee note the information contained within this report and resolve to accept Option 2 (repairs) as the proposed action.

Executive Summary

The catenary lights in Town Square are faulty. Two options to address the faulty lights were presented by staff to the Town Centre Master Plan Committee on 29 April 2021. At that meeting the Town Centre Master Plan Sub-Committee resolved:

1. *Note the information contained within the catenary lights report.*
2. *Request a further report outlining the recommended actions to address the Town Square Catenary Lights be provided and considered as an out of session item by the Sub-Committee prior to the next Town Centre Master Plan Sub-Committee meeting.*

This report outlines the options to address the faulty Town Square Catenary Lights and recommends that Option 2 (repair of existing lights) be the adopted action.

Option 1 - Legal Action to Recover of Costs for the Faulty Lighting

Council obtained preliminary advice from a legal firm with regards to the recovery of costs for the faulty lighting.

Following legal recourse, the intent would be that recovered costs be used to replace the existing light fittings with a new more appropriate fitting. It is unlikely that the costs recovered would cover replacement costs, and additional funds would be required.

Advice from the legal firm is as follows:

1. It is not recommended that Council pursue the lighting manufacturer on the following basis:
 - a. It is unlikely that Consumer Law under the Fair Trading Act would apply as there is a limit of \$40,000 purchase cost and the item must be deemed as a domestic consumer product.
 - b. Other issues which make this avenue less viable include Council did not directly purchase the lights from the lighting manufacturer, and that

OUT OF SESSION ITEM 10/5/2021

Page 1

AGENDA

TOWN CENTRE MASTERPLAN SUB COMMITTEE
10/05/2021

the lighting manufacturer is an international company (Australian law may not apply).

2. If Council were to pursue recovery of costs, legal action should be directed at the head contractor (Commercial Projects Group), through the conditions set out by the Contract which they were engaged to execute the works under (GC21).
 - a. The approximate cost for investigations and preparing the letter of demand (up to but not including court proceedings) is approximately \$6,000.
 - b. The cost of taking this issue to court will be upwards of \$50,000, depending on the length of the court dispute.

Option 2 - Repair of Existing Lights

The lighting manufacturer (WEEF) has inspected the faulty lights, identified the issues, found solutions and tested to validate that issues are resolved and the lights works as intended. The lighting manufacturer has proposed the following:

1. Waterproof sheath with valve added to the exterior of the light (negligible impact to appearance and weight). All internal components with water damage will be replaced (**Attachment 1**)
2. Costs for the removal, shipping, reinstatement, testing and commissioning will be covered by the lighting manufacturer (**Attachment 2**).
3. 10-year warranty will be re-started for the repaired lights (**Attachment 3**).
4. Estimated duration to carry out the work is 3 to 3.5 months.

Attachments

1. Presentation /Manufacturer's Proposal Retrofit Upgrade
2. Email - Manufacturer's Additional Assurances
3. Warranty PMHC 2021

we-ef

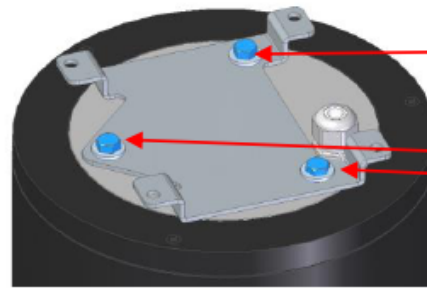
Port Macquarie Town Centre DAS240

■ Background

Qty of fittings 77 fitted to catenary system @ Port Macquarie Town Centre

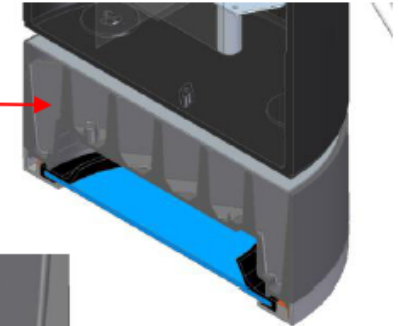
Sporadic failures due to water ingress. 2 points of ingress were identified, top cover and bottom frame.

Weight: 14.6 kg



Corroded sealing washer,
causing ingress to gear
chamber

Water pooling inside heatsink
leading to excess weight. Note
this is outside sealed area and not
an ingress point.



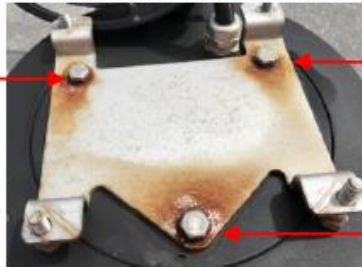
Water pooling inside frame
area resulting in failure due
to high pressure/vacuum
effect during heat up and
cool down of the luminaire



■ Failure summary

26 reported failures since 12/2020

Corroded sealing washers



Corrosion of aluminium caused by sealing washer



Gear chamber full of water



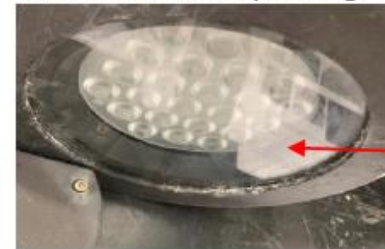
Chamber full of water



Water pooling in frame outside sealed area



Corrosion on frame as a result of water pooling



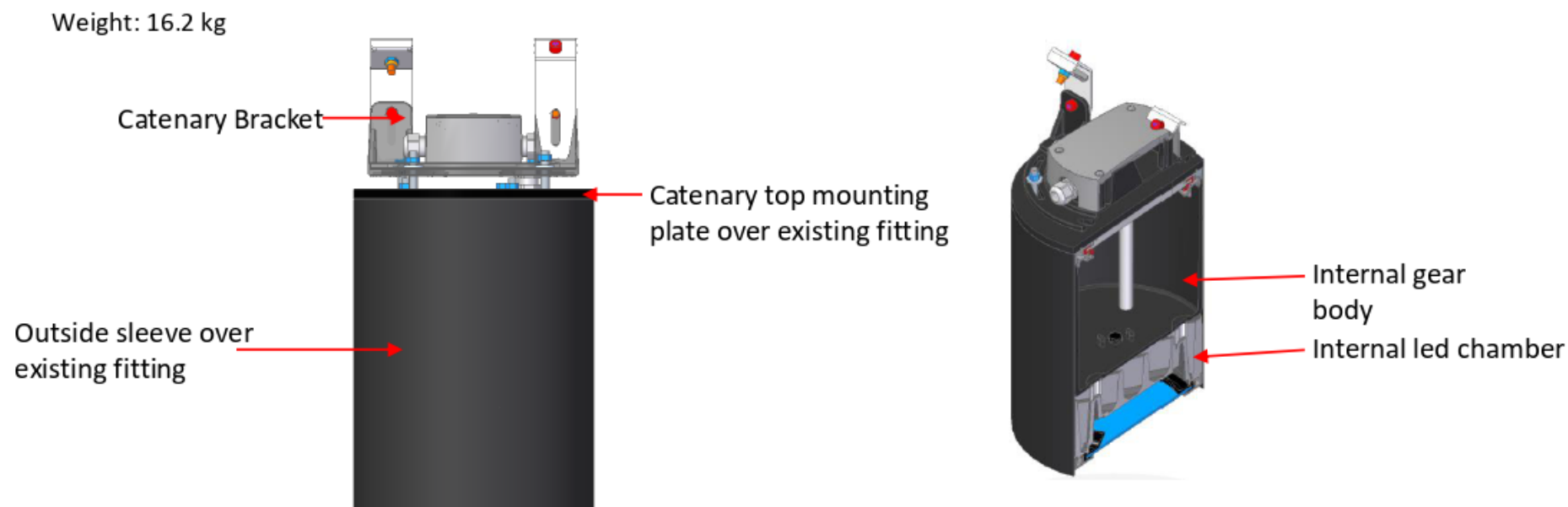
we-ef

Solution and retrofit plan

■ SOLUTION SUMMARY & UPGRADE RETRO FIT PLAN

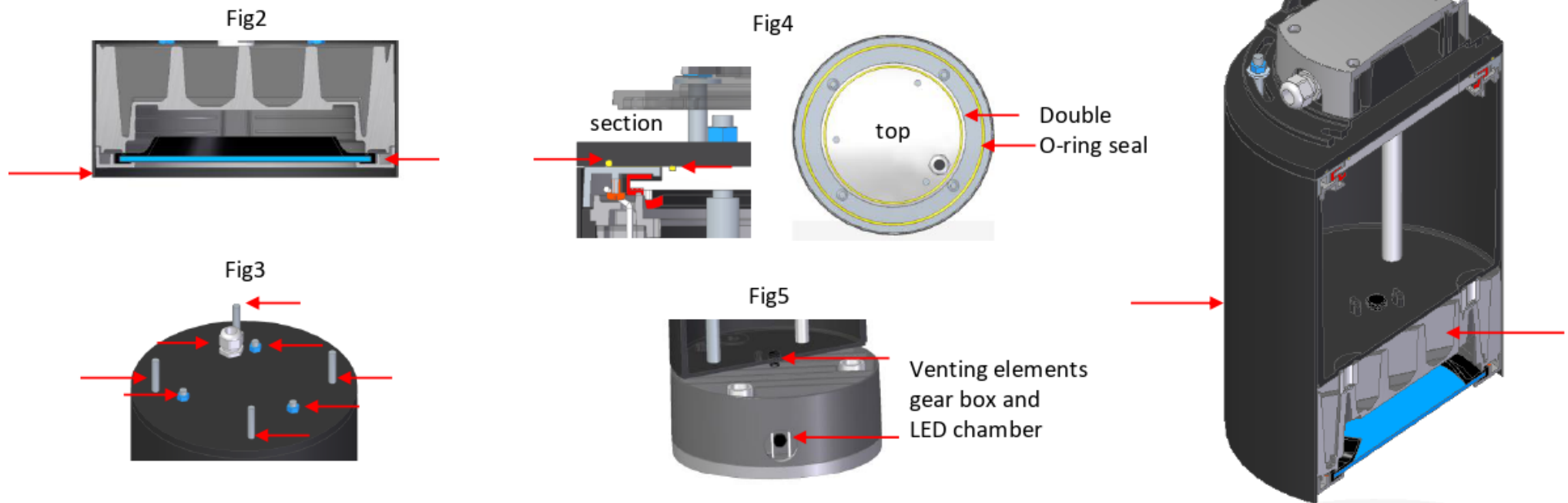
NEW re-design programme launched locally in Au to address any future potential water ingress by developing a sleeve solution and adding features to the design to “bullet proof” the fitting from any further opportunity for water ingress. Each feature has been selected for complete elimination of potential ingress.

** Design has been proven under rigorous & extreme testing in our AUST Braeside facility **

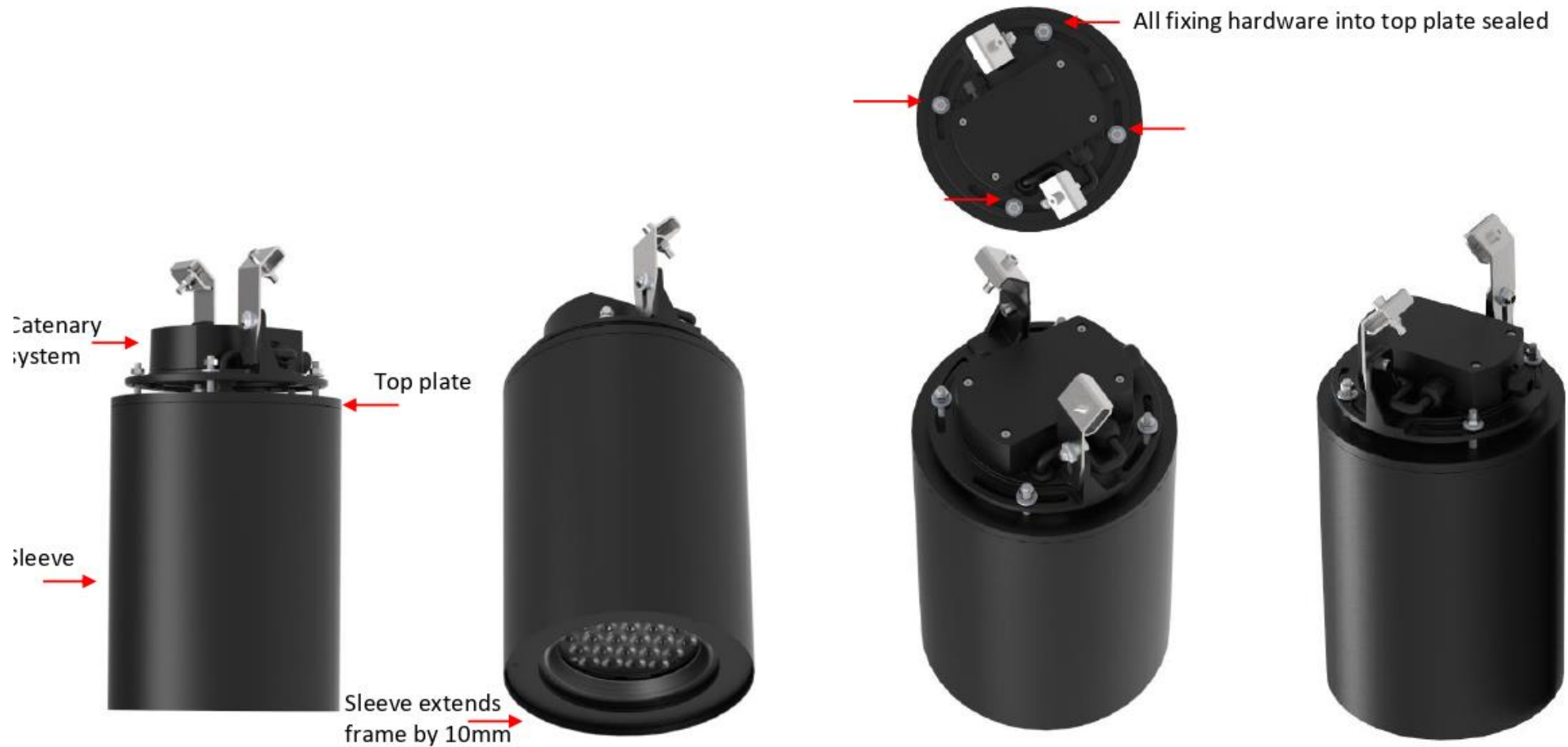


■ SOLUTION SUMMARY & UPGRADE RETRO FIT PLAN

- New design complete outer aluminium sleeve to avoid water pooling on LED chamber. Fig1
- Extending sleeve proud of frame making it impossible for water to pool in the area. Fig2
- All fixing hardware shall be sealed with industrial sealant. Fig3
- New design - Double O-ring seal between top mounting plate and body. Fig4
- New design IP68/IP69K venting element in both gear chamber and LED chamber to relief stress on seals. Fig5



■ RENDER OF UPGRADE SOLUTION



■ Upgrade - Fit out plan timeline

Expected time for fit out readiness (components) = 6-8 weeks*

**Some of the casted components have a minimum lead-time from the German casting plant - due to the unknown total qty required until disassembly, lead time will be confirmed once qty's are confirmed. We-Ef will be airfreighting all components required for this project at our cost.*

Expected time for disassembly, inspection & repair / replace = 1 week

**All fittings will be stripped bare in our Braeside factory, all components will be inspected, any components including internals & wiring affected by water or moisture ingress – or not fit for our 10 year warranty- will be replaced by WE-EF at our cost.*

Expected time for reassembly, enhancements and testing = 2 weeks

**For this support activity we are upgrading the existing design to include new features to eliminate the possibility of water ingress. Testing inhouse will consist of electrical test and DMX test.*

Expected time to be returned total = app. 3.5 weeks

*) depending on supply of casted components from Germany

■ Our Commitment

WE-EF will honour & restart our industry leading 10 year warranty recommencing upon supply of upgraded new design luminaires

WE-EF will make a Tech team member available during recommissioning

WE-EF Aust Managing Director & Head of Operations & Technical Manager can attend with PMHC for review & post / during recommissioning

we-ef

THANK YOU

From: Mark Pipunic <m.pipunic@we-ef.com>
Sent: Wednesday, 28 April 2021 12:08 PM
To: Michael Nunez <michael.nunez@pmhc.nsw.gov.au>
Cc: Jonathan Cleland <j.cleland@we-ef.com>; Stefan Kisser <s.kisser@we-ef.com>; Johannes Schweden <j.schweden@we-ef.com>; Gavin Lunn <Gavin.Lunn@pmhc.nsw.gov.au>; Gavin Macrae <gavin@stramaclighting.com.au>
Subject: RE: Upgrade - Retro fit plan trials successful.

Dear Michael, I have attached an updated final presentation for your and the Councils consideration.

In short, any components that have been either affected, damaged or corroded will be replaced at our cost.
As we won't know the extent until we have all of the luminaires at our facility, we have opted to allow for all.

The inspection of the 11 returned luminaires has shown damage to the LED PCB in the bottom chamber as well as water damage to the driver in the upper chamber. Signs of corrosion and water line (on the ones that were dry) are evidence of water ingress. See attached findings & analysis summary.

It is the LED PCB in the lower chamber and the driver in the upper chamber will be replaced with new internals (including wiring) in all fittings as part of the upgrade - retrofit activity.

The returned housings will receive design upgrades as per slide 6 of the "PMHC DAS Upgrade retrofit final" presentation (this includes adding venting elements in the castings and adding the sleeve to prevent pooling water)

WE-EF will cover all reasonable costs for the removal, shipping, reinstatement testing and commissioning.

Our attached 10 year warranty will take effect upon date of supply of the upgraded luminaires.

I have also attached our internal working document on our findings for the failures.

Please let me know where we can offer you further support to this project and we are poised to continue with this support on your direction/instruction.

Kind regards,

Mark Pipunic
Head of Operations



Tel [+61 3 8587 0404](tel:+61385870404)
Mob [+61 447 563 139](tel:+61447563139)
m.pipunic@we-ef.com



WE-EF LIGHTING Pty Ltd Warranty

Valid from April 2021, superseding all prior warranty documentation.

TEN (10) YEAR WARRANTY, LED LUMINAIRES, ACCESSORIES and POLES

Warranty

10 Years	For supply only of all WE-EF parts as required
1 st Year	After purchase, we cover 100% of the labour for product assembly/re-manufacturing as well as re-installation*
2 nd Year	After purchase, we cover 100% labour for in house product assembly/ re-manufacturing only

* Includes all costs associated with the removal of faulty Luminaires and their subsequent reinstallation on site.

Warranty Statement

All LED Luminaires, WE-EF accessories and Poles manufactured by WE-EF LIGHTING Pty Ltd (Australia / New Zealand); and purchased in Australia or New Zealand directly from WE-EF Authorised Sales Partners are covered by the warranty. WE-EF LIGHTING Pty Ltd (referred to as 'WE-EF' from hereon) guarantee our products to be free of material and manufacturing defects and operate in their intended manner, in accordance with the following details and exclusions:

Details

- Warranty term commences at date of completion of warranty works
- Warranty is void if the installation is found to be non-compliant with WE-EF installation instructions and or not adequately protected with an approved surge protection device
- WE-EF has absolute discretion regarding how a warranty claim will be remedied and will make the final decision as to whether a Luminaire is repaired or replaced
- In cases where WE-EF replaces old parts for new parts under the warranty terms, the warranty for all replacement parts is capped at Ten (10) years from date that the warranty works are completed.
- WE-EF will cover the transport cost to send replacement parts to site for all approved warranty claims or to bring the product back to our Braeside Manufacturing plant and to return to site after the warranty work is completed
- WE-EF does not accept any costs or liability for any warranty claim until it has conducted a review and or inspection and a true root cause has been determined
- If the product under any warranty claim has been discontinued and replacement parts are not available, WE-EF may at its sole discretion offer a refund of the original purchase price, less 10% for each year the Luminaire was in working service
- WE-EF Light Poles carry a Twenty Five (25) year structural guarantee and comply with AS 1170, in addition to the general warranty as above



- All Flux product is covered by the warranty as per the terms of this document in all respects EXCEPT the warranty term for Flux is Five (5) years from date of purchase
- Retro fit kits are covered by the warranty for a period of Ten (10) years for the new electronics and lens and the existing/original housing/cabling etc is covered by the Luminaires original warranty if any remains

Specific Exclusions

- The failure of one or more of the LED's in an array of LED's does not necessarily represent a product failure
- The Surge Protection Device or SPD is not covered by the warranty
- WE-EF is not responsible for any consequential loss or damages arising from any potential warranty claim
- Normal wear and tear or vandalism or abuse by the general public is not covered by the warranty
- Incorrect specification, extreme temperature conditions, or other conditions that may render the product unfit for its intended application/purpose are also excluded

Warranty Claim Process

It is the Sales Partners responsibility to take the initial call from the end user and complete an initial evaluation of the problem including a site visit with photographs as required. It is important that the Sales Partner makes no promises to the End user / Client regarding fault or liability at the initial stage.

Every warranty claim must be lodged via the new online warranty form. Only once this claim is completed, is WE-EF able to act on investigating a warranty claim.

Once the warranty form is completed, WE-EF will evaluate, and, if required, organise an additional onsite inspection. Upon assessment of the cause of the claim, WE-EF will prepare and send a formal response to the originator.

WE-EF operates in good faith as to determining the cause of any potential issue and will accept responsibility for any warranty claim we believe is genuinely at our fault under the terms laid out in this document.

This warranty is provided by WE-EF LIGHTING Pty Ltd
ABN: 78 064 570 065
6/13 Downard Street, Braeside, Victoria 3195
Tel: 03 8587 0444
Fax: 03 8587 0499
www.we-ef.com.au
info.australia@we-ef.com

From: [REDACTED]
To: [Sonya Worth](#)
Subject: Re: TCMP - Out of Session Report - Catenary Lights Town Centre PMQ
Date: Monday, 10 May 2021 4:11:38 PM

Good afternoon Sonya

I am in total agreement with Option 2 (Being the repair of the existing lights) as the preferred way forward.

Regards
Jeff Gillespie



We acknowledge the Birpai people, the traditional owners of the land in which we work and live, and pay our respects to Elders past, present and emerging. We extend our respect to all Aboriginal and Torres Strait Islander people who choose to call Port Macquarie-Hastings home.

DISCLAIMER - This electronic mail message is intended only for the addressee and may contain confidential information. If you are not the addressee, you are notified that any transmission, distribution or photocopying of this email is strictly prohibited. The confidentiality attached to this email is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this email transmission may also be subject to the Government Information (Public Access) Act, 2009.

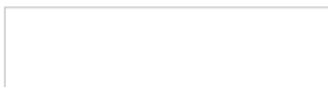


Dear Sonya,
I am in support of accepting the Manufacturers offer and acting on as soon as.

Regards
John McGuigan



Thanks Sonya
I was not present at the last TCMP meeting but, base on information contained in the report concur with recommendation to adopt option 2.
Best regards
Tony McNamara



From:
To:
Subject:
Date:
Attachments:

Hi Ally
Sorry to be slow in replying. I think that Option 2 is the only way to proceed.
Thanks
Kind Regards
Janette
Janette Hyde
President



From: [REDACTED]
To: [Ally Coyne](#)
Subject: RE: TCMP - Out of Session Report - Catenary Lights Town Centre PMQ - responses needed
Date: Monday, 17 May 2021 3:21:13 PM
Attachments: [image002.jpg](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.jpg](#)

Sorry Ally – been away!

Option 2 has my support.

regards,

Kieren Dell

CEO



Wynnum. Port Macquarie. Nambucca Heads. Singleton. Inverell. Nambour. Sawtell. Kempsey

[REDACTED]

From: [Adam Spencer](#)
To: [Ally Coyne](#)
Subject: Re: TCMP - Out of Session Report - Catenary Lights Town Centre PMQ - responses needed
Date: Monday, 17 May 2021 3:18:31 PM
Attachments: [image001.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)

Hi Ally I support option 2 (repair).

Thanks
Adam

Adam Spencer
Chief Executive Officer
St Agnes' Parish



From: [Simon Thresher](#)
To: [Ally Coyne](#)
Subject: Re: TCMP - Out of Session Report - Catenary Lights Town Centre PMQ - responses needed
Date: Tuesday, 18 May 2021 9:25:57 AM
Attachments: [image001.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)

Option 2 please Ally from myself and Hopkins Consultants

Cheers

Simon Thresher



From: [Melissa Watkins](#)
To: [Craig Luff](#); [Ally Coyne](#)
Subject: RE: TCMP - Out of Session Report - Catenary Lights Town Centre PMQ - responses needed
Date: Friday, 21 May 2021 9:06:44 AM

[Option 2 for me too](#)

Melissa Watkins

Director
Development and Environment



From: Craig Luff >
Sent: Thursday, 20 May 2021 6:35 PM
To:

Subject: RE: TCMP - Out of Session Report - Catenary Lights Town Centre PMQ - responses needed

[Option 2](#)

Craig Luff

Acting Group Manager
Recreation, Property and Buildings
Development and Environment Services



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Item: 08

Subject: PARKLETS TRIAL REVIEW

Presented by: Development and Environment, Melissa Watkins

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee:

- 1. Note the information contained within this report**
- 2. Adopt the reporting schedule identified in this report.**

Discussion

Two parklets were activated in the Town Centre almost a year apart as follows:

1. REYHANA'S TURKISH RESTAURANT PARKLET - offered a 2-year trial scheme, after which Council may select to extend or discontinue the parklets. Reyhanas was activated in October 2019 so their trial period would end in October 2021.

The Council report for the Parklet Trial indicated that the trial would end on 27 of October 2021.

2. THE RITZ COMPLEX PARKLET - offered a period of 1 year after installation date. The Ritz Parklet was activated on December 2020 so their trial period is scheduled to end in December 2021.

The Council report for the Parklet Trial indicated that the trial would end on 27 October 2021 (this date does not align with the period offered to the Ritz).

The following schedule for reporting on the Parklet Trials is put forward for Town Centre Master Plan Sub-Committee consideration:

1. Parklet Trial Process Outcome Progress Report, including any feedback from the Sub-Committee, to be presented to Council in June 2021
2. Parklet Trial Process Outcome Report for both Parklet's, including any feedback from the Sub-Committee to be presented to Council in October 2021

This report recommends adoption of the revised reporting schedule.

Attachments

Nil