



# Town Centre Master Plan Sub-Committee

## Business Paper

**date of meeting:** Thursday 29 August 2019

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

**time:** 8.00am

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

### **CHARTER**

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#### **1.0 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 Town Centre Master Plan
- Act as a communication conduit between Council and the CBD stakeholders in respect to the Town Centre Master Plan
- Make recommendations to Council regarding an annual Works Program and Budget to be adopted 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

#### **3.0 MEMBERSHIP**

##### **3.1 Voting Members**

- Councillor (resolved by Council)
- Director Strategy and Growth
- Senior Landscape Architect- Council
- 1 Community member (b)
- 2 CBD Landowners (1a + 1b)
- 1 Port Macquarie Chamber of Commerce representative (a)
- 1 CBD Trader (a)
- 1 CBD Trader/Landowner with demonstrated relevant technical expertise (b)
- 1 Port Macquarie-Hastings Access Sub-Committee representative (a)

### **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 Mayors 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. Terms will be staggered so that every year expressions of interest for new members (a) or (b) will be called depending on rotation.

### **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 Meeting shall not proceed unless a quorum of at least one (1) more than half the number of members are present, at least one of whom must be a full time Council employee and at least 3 of whom must not be Council employees.

### **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.

### **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 a 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	28/02/19	28/03/19	23/05/19	28/06/19	25/07/19
Councillor G Hawkins (Chair)	✓	A	No quorum	✓	✓
Councillor M Cusato (Deputy Chair)	✓	✓		✓	A
Jeffery Sharp (Director Strategy & Growth)	✓	✓		✓	✓
Craig Luff (Landscape Architect)	✓			✓	✓
Jeff Gillespie (CBD Landowner 2018-2019)	✓	✓		✓	✓
Robert Sagolj (CBD Landowner 2018-2020)	✓	X		✓	✓
vacant (CBD Trader with expertise 2016-2018)	-	-		-	-
Tony Thorne (Chamber of Commerce Representative 2018-2020)	✓	✓		✓	✓
Michelle Love (Community Member 2018-2019)	✓	✓		✓	✓
Sharon Beard (Access Committee Representative 2018-2020)	✓	✓		✓	✓
Geraldine Haigh (CBD Trader 2018-2020)	✓	A		A	✓
John McGuigan (June 2018 - 2019)	✓	A		✓	✓

**Key:** ✓ = Present

A = Absent With Apology

X = Absent Without Apology

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

Thursday 29 August 2019

## **Items of Business**

<b>Item</b>	<b>Subject</b>	<b>Page</b>
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**Item: 01****Subject: ACKNOWLEDGEMENT OF COUNTRY**

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"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

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**Item: 02****Subject: APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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

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**RECOMMENDATION**

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 25 July 2019 be confirmed.



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## **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:**

Michael Nunez (TCMP Project Manager / Co-ordinator)

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The meeting opened at 8:03am.

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## **01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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## **02 APOLOGIES**

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### **CONSENSUS:**

That the apology received from Councillor M Cusato (Deputy Chair), be accepted.

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## **03 CONFIRMATION OF MINUTES**

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### **CONSENSUS:**

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 28 June 2019 be confirmed.

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#### **04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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#### **05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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CONSENSUS:

That the Committee:

1. Remove Item 06 - 28/03/19 as being resolved.
  2. Note the progress on the other items.
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#### **06 SPECIAL RATES AT 97 WILLIAM STREET**

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CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the information presented by Mr Thompson regarding his request.
  2. Request the DSG to respond to Mr Thompson using the discussion from the Sub Committee Meeting as a guide.
  3. Request the DSG provide a report to a future meeting on the history of the TCMP rate.
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#### **07 TOWN CENTRE WORKS / PROJECT UPGRADE**

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CONSENSUS:

1. That the Town Centre Master Plan Sub-Committee note progress on the following items from the previous meeting, as well as Town Centre works and other projects.
2. Amend the wording of Item 2.Tree Specifications Point c) as follows:

Updates to PMHC standards required; will include a departure clause to allow some flexibility during review of stock - i.e

Tree stock shall conform to requirements within AS3203:2015. Tree stock which falls short of requirements within AS3203:2015 may be deemed suitable on a case-by-case basis, at the discretion of Council.

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**08 TOWN GREEN CENTRAL AND WEST**

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CONSENSUS:

That the Town Centre Master Plan Sub-Committee note progress on the following items.

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**09 GENERAL BUSINESS**

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Nil.

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The meeting closed at 10:10am.

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Item: 04  
Subject: DISCLOSURES OF INTEREST

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**RECOMMENDATION**

That Disclosures of Interest be presented

**DISCLOSURE OF INTEREST DECLARATION**

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

*(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 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) 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 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.*

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of the affected principal place of residence of the councillor or an associated person, company or body <i>(the <b>identified land</b>)</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.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST<sup>1</sup></b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the <b>subject land</b><sup>2</sup>)</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.

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<sup>1</sup> 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.

<sup>2</sup> 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

<b>Item:</b>	06	<b>Date:</b>	28/02/2019
<b>Subject:</b>	Gordon Street Underpass		
<b>Action Required:</b>	Staff to provide a further report to a future meeting when project costs have been further developed.		
<b>Current Status:</b>	Work is continuing on finalisation of costs for this project.		

<b>Item:</b>	06	<b>Date:</b>	28/06/2019
<b>Subject:</b>	Town Centre Works/Project Update		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Staff to investigate the potential for more spontaneous footpath cleaning within available budget.</li> <li>2. Staff to contact Essential Energy regarding landscaping around the substation along Kooloonbung Creek Foreshore.</li> <li>3. Staff to work develop an advertisement to promote the Town Centre Master Plan Reserve and present a concept back to the July meeting.</li> <li>4. Staff to present a bi-annual report on funding sources for maintenance works within the CBD.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. A report regarding this matter is included in Agenda item at this meeting.</li> <li>2. Staff have been in contact with Essential Energy who have provided approval for landscaping scope of works. Quote for landscaping works has been sought.</li> <li>3. Updated flyer to be presented at August meeting.</li> <li>4. Information to be provided at a future meeting.</li> </ol>		

<b>Item:</b>	09.01	<b>Date:</b>	28/06/2019
<b>Subject:</b>	Proposed Signage - 'Clarence Place'		
<b>Action Required:</b>	TCMP Chair and businesses and property owners at river end of Clarence Street to contact Council regarding renaming via signage only, the area as Clarence Place.		
<b>Current Status:</b>	Information to be provided at December meeting.		

<b>Item:</b>	06	<b>Date:</b>	25/07/2019
<b>Subject:</b>	Special Rates at 97 William Street		
<b>Action Required:</b>	Staff to provide a report to a future meeting on the history of the TCMP rate.		
<b>Current Status:</b>	Information to be provided at a future meeting.		

**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



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**Item: 06****Subject: SHORT STREET ACCESSIBLE AMENITIES UPDATE****Presented by: Development and Environment, Melissa Watkins**

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**RECOMMENDATION**

**That the Town Centre Master Plan Sub-Committee note the information contained in the Short Street Accessible Amenities Update Report.**

**Discussion**

The accessible amenities modular building has been installed with the required services lines in place.

Access pavements will be completed by Saturday, 24 August 2019. Kerbing will be completed by the end of August. Formal commissioning of the fully automated facility will occur mid-September (18<sup>th</sup>).

As required by the Funding Deed associated with this project, an official opening of the facility is scheduled to occur at 10.30 am on Friday, 13 September 2019.





**Attachments**

Nil

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**Item: 07****Subject: PAVEMENT CLEANING SERVICE****Presented by: Development and Environment, Melissa Watkins**

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**RECOMMENDATION**

**That the Town Centre Master Plan Sub-Committee note the information contained within the Pavement Cleaning Service Report.**

**Discussion****CLEANING WORKS COMPLETED**

The interim contractor has now completed the allocated extent of pavement within the CBD. It was decided to focus on cleaning only larger extents of pavement rather than cleaning and sealing a proportion of a smaller extent.

The cost of this effort so far is \$21,733. A post completion inspection was conducted on 22 August 2019, with additional problem areas noted to be cleaned to bring the total up to approximately \$25,000 for 6,000m<sup>2</sup>.

**CLEANING CONTRACT PROCUREMENT**

As previously informed, the 2 years with a 2 year optional contract period expired in May. We are now in the process of securing these services for the same period.

As the total cost of this contract is well above the minimum for requests for quotes, Council is required to go through the tender process, as was the case when we secured the previous contract.

The yearly budget is \$125,000. The proposed brief now includes quarterly sessions (previously 3 per year) with \$25,000 set aside for spontaneous cleaning as required.

**Procurement Schedule:**

Submit Documentation for approval	11 <sup>th</sup> September
Advertise for tender submissions	17 <sup>th</sup> September
Tenders Close	10 <sup>th</sup> October
Present to Council Meeting	20 <sup>th</sup> November
Contract first Cleaning session	01 <sup>st</sup> December

We intend to continue to engage the present contractor for spontaneous cleaning as required prior to the first scheduled contracted cleaning session.

**Attachments**

Nil

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**Item: 08**

**Subject: FORESHORE WALKWAY PROJECTS**

**Presented by: Development and Environment, Melissa Watkins**

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## **RECOMMENDATION**

**That the Town Centre Master Plan Sub-Committee note the information contained in the Foreshore Walkway Projects Report.**

### **Discussion**

#### **Progress for July / August:**

1. Geotechnical consultant engaged. Reports completed for approximately 20% of the scope of works.
2. Surveyors engaged. Target to achieve 50% by the end of August.
3. The Heritage consultant engaged with investigations to commence in August.
4. Native Title and AHIMS (Aboriginal Heritage Information Management System) searches commenced.
5. Internal consultation with various internal stakeholders for development of the brief regarding the RFQ for Consultants.
6. Fisherman's Wharf Parklands design at detailed concept (attached for information and comments).

#### **One month look ahead:**

1. Update design and issue Fisherman's Wharf Parklands design to Crown Lands for review and procurement.
2. Develop the procurement framework, RFQ and commence procurement for the following services:
  - a. Structural, Hydraulic and Electrical Engineers
  - b. Quantity Surveyor
  - c. Public artist
3. Heritage investigations ongoing
4. Target to complete survey work end September

#### **Key Project Risks:**

1. Crown Lands consent to remove / relocate sea plane ramp - decision required by 30<sup>th</sup> October 2019 - likely time / cost impact
2. Duration of AHIMS / Native Title assessments
3. Development of Fisherman's Wharf design prior to OEH approvals - likely time / cost impact
4. Change in strategy later than 22<sup>nd</sup> January 2020 to acquire private property - likely time / cost impact

**Attachments**

- 1 [View](#). Fishermans Wharf Parklands Detailed Concept Plan
- 2 [View](#). Foreshore Walkways Design Programme















