



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday 28 October 2021

location: Via MS Teams

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.

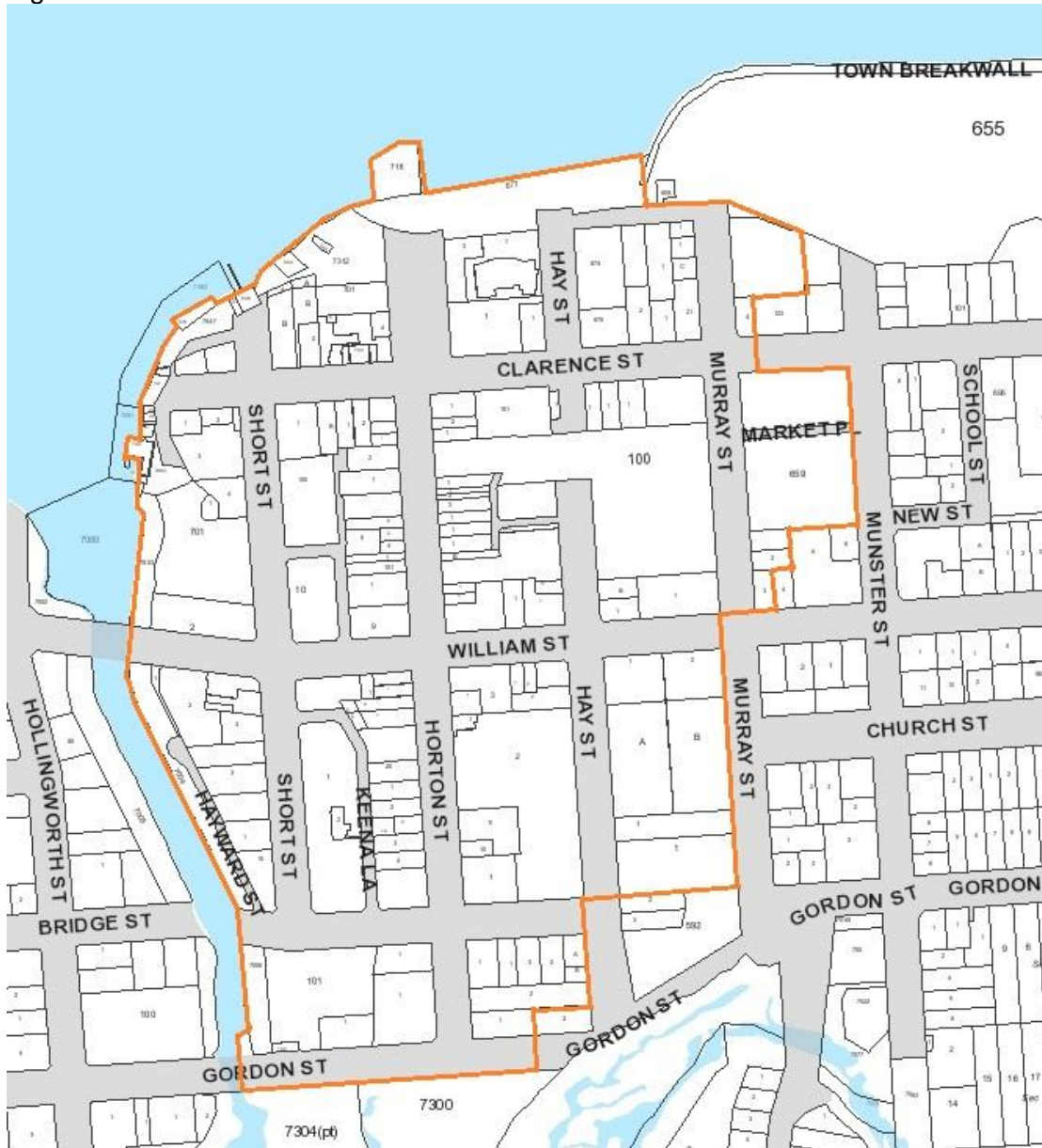
2.0 KEY FUNCTIONS

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	27/05/21	24/06/21	29/07/21	26/08/21	30/09/21
Councillor G Hawkins (Chair)	✓	A	✓	✓	✓
vacant (Deputy Chair)	-	-	-		
Director Strategy & Growth (Jeffery Sharp)		A		✓	
Alternate - Director Development & Environment (Melissa Watkins)	✓	✓	✓	A	✓
Senior Landscape Architect (Craig Luff)	✓	✓	✓	✓	✓
CBD Commercial Property Owner (Jeff Gillespie)	✓	✓	✓	✓	✓
CBD Commercial Property Owner (Adam Spencer)	✓	✓	✓	✓	✓
CBD Trader (Simon Thresher)	✓	X	✓	✓	✓
CBD Trader (Kieran Dell)	✓	✓	A	✓	✓
Chamber of Commerce Representative (Tony Thorne)	✓	✓	✓	✓	✓
Greater Port Macquarie Tourism Representative (Janette Hyde)	A	A	✓	✓	✓
Community Member (Michelle Love)	✓	A	✓	✓	✓
Community Member (John McGuigan)	✓	✓	✓	✓	✓
Community Member (Tony McNamara)	✓	✓	✓	✓	✓

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 28 October 2021

Items of Business

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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 30 September 2021 be confirmed.

PRESENT

Members:

Councillor Geoffrey Hawkins (Chair)
Director Development and Environment (Melissa Watkins) (alt. Director)
Senior Landscape Architect (Craig Luff)
Jeffrey Gillespie (CBD Commercial Property Owner)
Adam Spencer (CBD Commercial Property Owner)
Simon Thresher (CBD Trader)
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)
Tony McNamara (Community Member)

Other Attendees:

Acting Group Manager Recreation and Buildings (Lucilla Marshall)
TCMP Project Manager / Co-ordinator (Michael Nunez)

The meeting opened at 8:01am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

Nil.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 26 August 2021 be confirmed.

04 DISCLOSURES OF INTEREST

Anthony Thorne declared a Non-Pecuniary - Less than Significant Interest in Item 06 - Parklet Trial Outcome Report, reason being he is a director of King and Campbell, who were the design consultants for the parklet in Horton Street, adjoining the Ritz Centre, being one of the parklets considered. He remained in the meeting.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS:

That the Town Centre Master Plan Sub-Committee note the Business Arising From Previous Minutes schedule.

06 PARKLET TRIAL OUTCOME REPORT

Anthony Thorne declared a Non-Pecuniary - Less than Significant Interest in this Item and remained in the meeting.

CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the information contained within this report.
 2. Recommend to Council that both existing parklets be offered the opportunity to renew their lease for their parklet based on Council's standard outdoor dining lease.
 3. Recommend to Council that a policy for parklets be developed with input from the Sub-Committee to encourage low cost, short-term parklet installations that are easily relocatable (i.e. 1-2months) to further activate the Town Centre.
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07 BICENTENNIAL WALKWAY UPDATE

CONSENSUS:

That the Town Centre Master Plan Sub-Committee note the information within the Bicentennial Walkway update report.

08 FORESHORE PROJECTS UPDATE

CONSENSUS:

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

09 GENERAL BUSINESS

09.01 CULTURAL PRECINCT PLAN

Director Development and Environment Melissa Watkins advised that Council has received a request from Cred Consulting to present to the Sub-Committee meeting in October 2021 on the Cultural Precinct Plan as they are looking to engage with all the major stakeholders.

09.02 FISH CLEANING TABLE AT FISHERMAN'S WHARF

Jeff Gillespie requested an update on the placement of a fish cleaning table at Fisherman's Wharf and at the rear of the Shelton fishing charter boat.

09.03 CATENARY LIGHTS

Tony McNamara requested an update on the Catenary lights.

09.04 LIFESAVING EQUIPMENT AT WHARVES

Tony McNamara asked whether lifesaving equipment is required to be provided at the 2 wharves where people are swimming.

09.05 TOWN GREEN / TOWN SQUARE - GENERAL MAINTENANCE

John McGuigan requested an update on general maintenance of the Town Centre/Town Square ie path cleaning, garden maintenance and trees (including alternate species to failing trees).

09.06 BRIDGE STREET BRIDGE DESIGN

John McGuigan requested an update on the Bridge Street bridge design.

09.07 PORT MACQUARIE BREAKWALL PROJECT

CONSENSUS:

That the Town Centre Master Plan Sub-Committee note having received an update from Transport for NSW/Maritime Infrastructure Delivery Office (Dave Hopper, Sian Nivison and Crystal Lenane) regarding the Port Macquarie Breakwall Project.

The meeting closed at 9:33am.

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 (ii)
 - (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:	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		30 September 2021
Subject:	Parklet Trial Outcome Report		
Action Required:	1. Recommend to Council that both existing parklets be offered the opportunity to renew their lease for their parklet based on Council's standard outdoor dining lease. 2. Recommend to Council that a policy for parklets be developed with input from the Sub-Committee to encourage low cost, short-term parklet installations that are easily relocatable (i.e. 1-2months) to further activate the Town Centre.		
Current Status:	1. Recommendation presented to the Ordinary Council Meeting on 13 October 2021 and was resolved. 2. A report will be presented to Council at a future date.		

Item:	09.02		30 September 2021
Subject:	Fish Cleaning Table at Fisherman's Wharf		
Action Required:	1. Staff to provide an update on the placement of a fish cleaning table at Fisherman's Wharf and at the rear of the Shelton fishing charter boat.		
Current Status:	1. Refer to Foreshore Projects Update report.		

Item:	09.03		30 September 2021
Subject:	Catenary Lights		
Action Required:	1. Staff to provide an update on the Catenary lights		
Current Status:	1. Catenary Lights replacement works scheduled to start Monday the 8th of November.		

AGENDA**TOWN CENTRE MASTER PLAN SUB-COMMITTEE****28/10/2021**

Item:	09.04		30 September 2021
Subject:	Lifesaving Equipment at Wharves		
Action Required:	1. Staff to investigate whether lifesaving equipment is required to be provided at the two wharves where people are swimming.		
Current Status:	1. Meeting Requested with the Marine Infrastructure Delivery Office who are the asset owners and managers of the wharf.		

Item:	09.05		30 September 2021
Subject:	Town Green/ Town Square - General Maintenance		
Action Required:	1. Staff to provide an update on general maintenance of the Town Centre/Town Square ie path cleaning, garden maintenance and trees (including alternate species to failing trees)		
Current Status:	1. Council Senior arborist advised that it is too early in the season to determine tree health. A watering & fertiliser application regime has been adopted for this year. Alternative species to be considered in the coming months for probable procurement and replanting next winter.		

Item:	09.06		30 September 2021
Subject:	Bridge St Bridge Design		
Action Required:	1. Staff to provide an update on the Bridge St bridge design.		
Current Status:	1. Report being presented at this meeting.		

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
Breakwall Project Update	Future Meeting	26 August 21
Update on Bridge St Bridge - Future connection to Hayward St	Future Meeting	26 August 21

Item: 06

Subject: CULTURAL PRECINCT PLAN

Presented by: Community Utilities, Jeffery Sharp

RECOMMENDATION

That the Group participate in discussions with Cred Consulting that will help inform the development of the Port Macquarie CBD Cultural Precinct Plan

Discussion

Representatives from Cred Consulting will join the meeting to facilitate a discussion and seek input to support the development of the Port Macquarie CBD Cultural Precinct Plan.

In developing the Cultural Precinct Plan we aim to maximise the profile of our cultural and creative offerings in the CBD, unlock the potential of cultural tourism and grow our arts and cultural sector.

Attachments

Nil

Item: 07

Subject: BICENTENNIAL WALKWAY UPDATE

Presented by: Community, Planning and Environment, Melissa Watkins

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee note the information within the Bicentennial Walkway update report.

Discussion

FORESHORE BICENTENNIAL WALKWAY- Priority Projects Stage 1: (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:

- Tender T-21-36 for Major Contractor construction phase work Tender closed on 7 October 2021 with review underway. This procurement package is working towards the November 2021 Council meeting timeline.
- Heritage Permit - Town Green West Link - Excavation Exemption Permit 1B - formally submitted to Heritage NSW on 15 September 2021 following completion of additional Heritage Reporting by Council's Heritage Advisor. Approval expected in October 2021 following Heritage NSW mandatory 21 day review period.
- Final Determination of the REF document is expected in October 2021 following resolution of Heritage matters detailed above.
- Sewer Rising Main and Recycled Water main relocation design - issued as Tender Issue for inclusion in the T-21-36 Tender Scope - September 2021. Final design expected in late October 2021 following tender close and contractor comments from the tender process.
- TfNSW completed a referral to DPI Fisheries regarding the proposed Town Wharf maintenance scope of works including placement of armour rock to existing batters under the wharf. Fisheries response was supportive of the works to be completed with manageable controls to be implemented during construction.
- Further engagement with the Town Wharf Operators is expected in October / November 2021 following program advice from the tender submissions (T-21-36).
- Staff to review additional budget availability (from the TCMP fund) and requirements for the proposed T-21-36 tender scope - following tender closure - October 2021.

Planned work for the coming month:

- Obtain final Heritage Excavation Exemption Approval for TGWL.
- REF approval is now conditional on receiving final Heritage Licence approvals prior to Construction commencing.
- Complete procurement processes for Major Contractor engagement (T-21-36).

- Commence community and adjacent business / wharf operator notification and engagement activities once Tender Program is confirmed.

GORDON STREET UNDERPASS

Completed since last report:

- Gordon St Underpass DA - Obtained renewal of DPI Fisheries Permit, now valid to 30 September 2022 to reflect expected construction phase program.
- Design and Construction phase works are included within the tender scope for T-21-36 with works planned to be completed in co-ordination with the rest of the Bicentennial Walkway Stage 1 sub-projects.
- Remaining design to be completed by the successful Contractor includes, structural and civil design, boardwalk construction including piling and all electrical and lighting requirements.
- Contractor will be required to obtain construction certificate following completion of the design and before construction phase works can commence for this sub project.

Planned work for the coming month:

- Complete Procurement Process for Major Contractor engagement - T-21-36.

Attachments

Nil

Item: 08

Subject: FORESHORE PROJECTS UPDATE

Presented by: Community, Planning 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:

- Request For Quotation (RFQ) issued to contractors
- RFQ closed on 18 October 2021
- External safety review of the design documentation has been completed. Generally, only minor updates identified. Details have been forward to consultant to include in IFC set.

Planned for next month:

- Review and award playground construction
- Update construction documentation from Issue for Tender (IFT) to Issue for Construction (IFC)
- Commence construction planning / engagement

2. ALL FORESHORE PROJECTS Town Wharf, Fisherman's Wharf Parklands, William Street Underpass, Kooloonbung Creek Stage 2; Westport Park Link Path):

Note: Matters pertaining to the Priority Bicentennial Walkway projects are addressed in a separate report to provide focus on progress of this important priority project.

3. FISHERMEN'S WHARF - Maritime Infrastructure Delivery Office (MIDO) Project:

Completed since last month:

- Inspection for 3-month establishment period for lawn and plantings with a few groundcovers requiring replacement. Repair requested for damage to lawn from sewer line repair works.
- Final eight solid hardwood seats installed - six along the edge of the boardwalk and two more on the main deck.

- Meeting requested with Maritime Delivery Office - Transport for NSW to discuss preferred locations for fish cleaning tables and appropriate signage and lifesaving equipment on wharfs.
- Department of Primary Industries / Fisheries Enhancements NSW contacted regarding opportunity for grant funding for fish cleaning table/s along the Town Centre Wharves. Funding is available through the Recreational Fishing Trusts for fish cleaning facilities. Next round of grants open November 2021.

Planned actions for the next month:

- Relocation of existing twin bin enclosure from edge of car park to edge of wharf main deck (as requested by Council Waste Services Coordinator).
- Oil all 12-hardwood bench seats.
- Install three legless seat units with back and armrests on hardwood bench seats.
- Obtain MIDO consent for preferred locations for fish cleaning tables.
- Lodge application through Recreational Fishing Trusts for funding fish cleaning facilities.

Attachments

Nil

Item: 09

Subject: BRIDGE STREET - SOUTHERN PEDESTRIAN BRIDGE

Presented by: Community, Planning and Environment, Melissa Watkins

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee note the information contained within the report.

Discussion

Background

The Town Centre Master Plan Review 2014 identifies a pedestrian bridge across Kooloonbung Creek from Bridge Street to Hayward Street as a future action. Action 1.2 from the Implementation Table on page 92 of the Master Plan states:

“Consider and plan for long-term pedestrian bridge to the Bridge Street / Hayward Street crossing of Kooloonbung Creek, to ensure no infrastructure, public realm or other works are undertaken that compromise this future connection.”

The TCMP Subcommittee endorsed the top five Priority Projects in the April 2021 monthly meeting, this list of priorities was subsequently adopted by Council at its meeting on 19 May 2021. The pedestrian bridge recommended in the Master Plan Review was priority project number five as follows:

- **5. Pedestrian bridge from Bridge Street** - prepare shovel ready documentation (design and approvals). Design shall consider replication of existing pedestrian bridge along William Street and shall re-consider the alignment to minimise length.

The September 2021 TCMP Sub-Committee monthly meeting requested an update to be provided to the October meeting for the Bridge Street bridge design.

Preliminary Internal Stakeholder Engagement

A preliminary meeting was held on Thursday 7 October of the relevant Council officers on site and a number of considerations were raised:

- A bridge from Bridge Street would traverse mangroves on the western bank, which are within a Coastal Wetlands SEPP zone. Vegetation removal will trigger an EIS and DA pathway, including an Offset Credit Payment and/or replanting and maintenance of mangroves in an alternate location.
- Mangroves are a Key Fish Habitat. Approval from the Department of Primary Industries will also be required.
- Flood impact, king tides and storm surge flows will determine the minimum height of deck structure. A Flood Impact Assessment report will be required.
- Probable Conflict with high voltage overhead power lines in this location. Including cost of redirecting power and communications lines through bridge structure.

- Navigation Requirements for boats, kayaks etc. along Kooloonbung Creek. Consultation and approvals will be required with/from Transport for NSW.
- The LEP identifies on the eastern embankment an item of archaeological significance (long bridge on timber pylons in this location during the convict era circa 1821).
- Strategic Future Cycle Route - Education/Hospital Precinct to Port Macquarie CBD (Coles to Coles), Port Macquarie-Hastings Bike Plan. Links to this proposed cycleway are presently planned along Gordon Street Bridge. An alternative approach route for the cycleway may also be considered along Bridge Street which experiences lower vehicular traffic.
- The Development Control Plan for Port Macquarie Town Centre does not identify any requirement for a pedestrian / cyclist connectivity from Bridge Street to Hayward Street (is directed via William St bridge).
- Consideration should be given to the proposed structure impacting the current operation of Hayward Street (Option 1) - This area is used frequently by Coles delivery trucks.
- Gordon Street bridge has a narrow footpath (750mm wide) with no cycle lane however it is a major artery into the Town Centre. Improving pedestrian / cyclist access across Gordon Street Bridge could be considered.
- A bridge is likely result in an increase to parking on the western side of the Creek (traffic impact).

Proposed Next Steps

Determine whether, given the issues identified, this project is still a key priority for the Sub-Committee and if so then:

- Develop a business case / strategic options assessment for third pedestrian bridge (on-board a consultancy to do a needs assessment, strategic options assessment and environmental assessment).
 - Consultancy work is estimated to be in the rough order of magnitude of \$150,000 - \$250,000 plus approx. 10% project management cost.
 - Note we are awaiting confirmation on capacity within the Infrastructure Delivery team to deliver this project noting current priority is Operation Plan.
- Submit the project for Council's consideration in the development of the draft 2022-2023 Operational Plan.

Attachments

1.  Pedestrian Bridge Options

2.  TCMP Masterplan Review - Potential Pedestrian Bridge

BRIDGE LOCATION OPTIONS

BRIDGE OPTION 1

- 40M SPAN.
- REQUIRES RAMP ON EAST BANK.
- MANGROVE REMOVAL / TRIMMING ON WEST BANK.

BRIDGE OPTION 2

- 40M SPAN.
- REQUIRES RAMP ON EAST BANK.
- MANGROVE REMOVAL / TRIMMING ON WEST BANK.
- OVERHEAD POWER RE-ROUTED THROUGH BRIDGE STRUCTURE.

BRIDGE OPTION 3

- 30M SPAN - CAN BE BUILT OFF SITE AS SINGLE SPAN AND DROPPED INTO PLACE.
- REQUIRES RAMP ON EAST SIDE.
- ADDITIONAL CAPACITY TO 750MM WIDE PEDESTRIAN / CYCLE PATH OVER GORDON STREET BRIDGE.

VERTICAL ALIGNMENT OPTIONS

OPTION A.

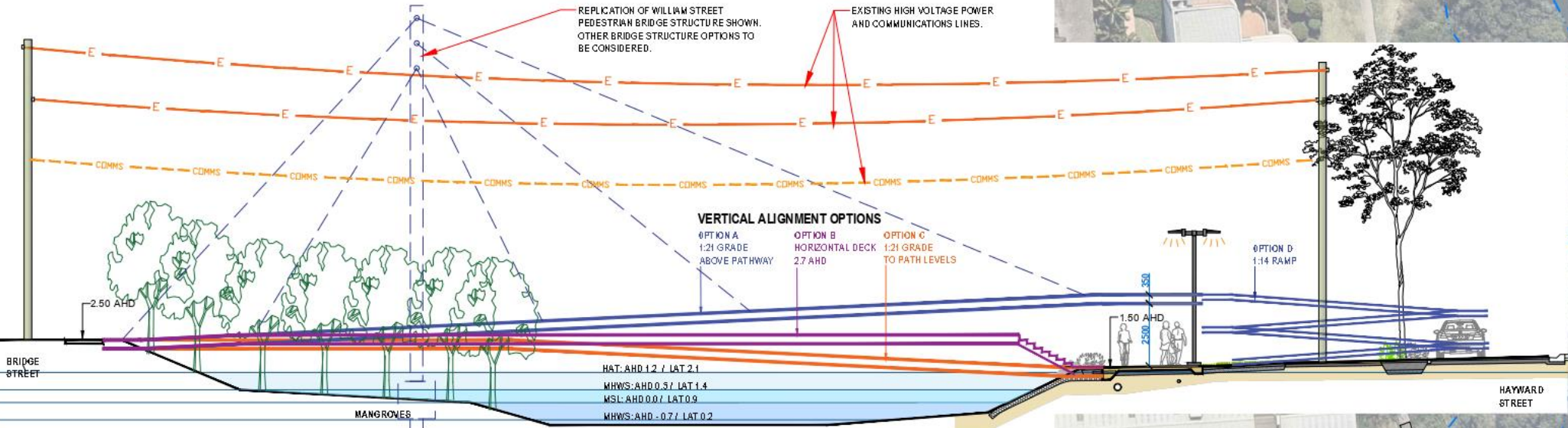
- GOOD INCREMENTAL HEIGHT ABOVE TIDAL WATER BODY.
- 44M LONG RAMP REQUIRED FOR A 2.9 DESCENT OVER THE MAIN PEDESTRIAN PATH.
- LIKELY CONFLICT WITH HIGH VOLTAGE OVERHEAD POWER LINES FOR LOCATION OPTION 2.

OPTION B

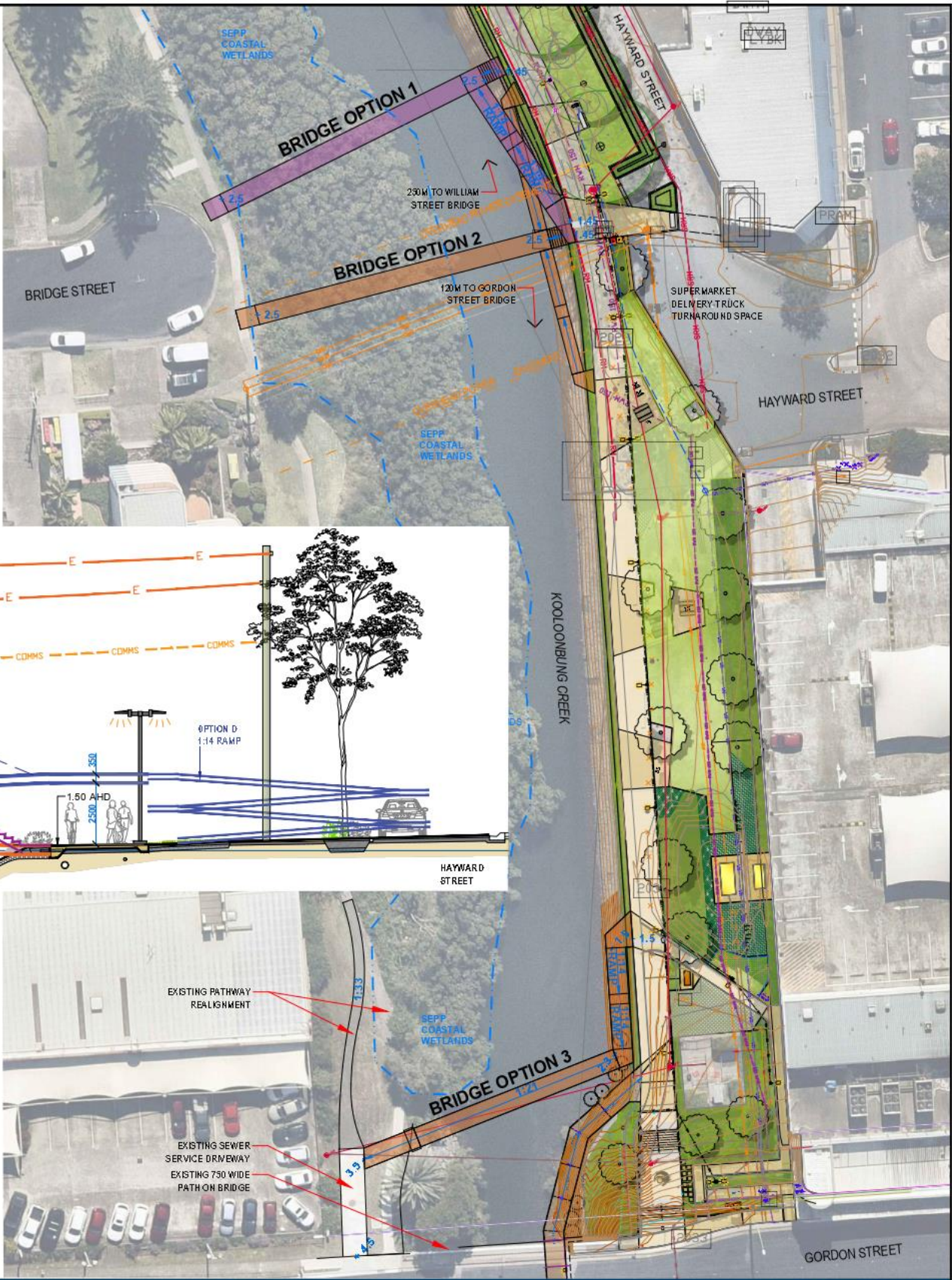
- REASONABLE CONSTANT HEIGHT ABOVE CLEAR TIDAL WATER BODY.
- 18M LONG RAMP REQUIRED FOR A 1.2M DESCENT TO THE MAIN PEDESTRIAN PATH.

OPTION C

- LOW INCREMENTAL HEIGHT ABOVE TIDAL WATER BODY. LIKELY FLOOD IMPACT AND NAVIGATION ISSUES.
- NO RAMP REQUIRED



BRIDGE TO HAYWARD STREET
VERTICAL ALIGNMENT OPTIONS



6.4.2 Design Response

- Provide a wider footpath along Kooloonbung Creek edge to accommodate a variety of users (including pedestrians and cyclist).
- Landscaping to soften and screen the adjacent blank wall and loading area.
- Replacement of the series of ramps and stairs with a single ramp that provides a visual connection with Gordon Street and seeks to uncomplicate the space.
- Improve lighting and wayfinding facilities to enhance legibility and create a more inviting environment for pedestrians.
- Provide a consistent palette of materials and planting along this edge to strengthen the character and landscape amenity of Kooloonbung Creek.
- Provide a vehicular entry point into the site to enable easy access to the sewer pump station, the electrical sub station and landscape maintenance.
- Potentially provide a pedestrian bridge as a connection between Bridge Street (residential areas) and the Town Centre.
- Locate art work / wayfinding at the termination of Hayward Street to help assist people moving between the Town Centre and Kooloonbung Creek.



Existing Supermarket Interface Images



Figure 41 – Proposed Supermarket Interface