



Local Traffic Committee

Business Paper

date of meeting: Wednesday, 27 July 2016

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

time: 10.00am

Note: Council is distributing this agenda on the strict understanding that the publication and/or announcement of any material from the Paper before the meeting not be such as to presume the outcome of consideration of the matters thereon.

Local Traffic Committee

CHARTER

The Local Traffic Committee is formed under the NSW Roads & Traffic Authority – "A Guide to the Delegation to Councils for the Regulation of Traffic (including the operation of Traffic Committees) – November 2006"

Formal (Voting) Members

Port Macquarie-Hastings Council
Roads & Traffic Authority
NSW Police
Member for Port Macquarie
Member for Oxley

Informal (Non-Voting) Advisors

Road Safety Officer
Ministry of Transport
NSW Fire Brigade
NSW Ambulance Service
Local Bus Company/s
Transport Workers Union
Chambers of Commerce

Informal advisors are only required to attend the LTC when items appear on the agenda which affect their area of expertise or responsibility

Quorum

There is no need for a specific quorum to allow a Committee meeting to proceed. The advice of the Roads & Traffic Authority and the NSW Police must be sought to allow Council to exercise its delegated authority.

Convenor

The Committee shall be convened by the Council voting representative. It shall be the responsibility of the convenor to ensure the conduct of the meeting including voting, informal advisor, public and media participation is undertaken in accordance with the RTA Guidelines.

Roles

- To advise Council on traffic related matters referred to the Committee
- To ensure matters referred to the Committee meets current technical guidelines
- To ensure matters referred to the Committee for which Council has delegated authority are voted upon.

Administration

Council's Transport and Stormwater Network Section is responsible for the co-ordination of Committee advice, scheduling of meetings, preparation and circulation of meeting minutes and providing general support services to the Committee. The Section is also responsible for providing advice in relation to the conduct of meetings.

Delegations

Council has delegations to authorise traffic control facilities and devices as prescribed in the Delegations to Councils – Regulation of Traffic October 2001.

Council has sub-delegated its powers in respect of Division 1 of Part 4 of the Road Transport (Safety and Traffic Management) Act 1999 and Division 2 of Part 5 of the Road Transport (Safety and Traffic Management) (Road Rules) Regulation 1999 to the Director of Infrastructure Services and the Technical Services Manager.



**PORT MACQUARIE
HASTINGS**

Local Traffic Committee
ATTENDANCE REGISTER

Member	27/05/15	27/08/15	19/11/15	24/02/16	23/03/16
Mayor Peter Besseling Councillor Justin Levido Councillor Adam Roberts Councillor Trevor Sargeant (alternate)	A ✓	✓	✓	✓	✓
Paul Dilley Anthony Brown (alternate) (NSW Police)	✓	✓	✓	✓	✓
Greg Aitken (RMS)	✓	✓	✓	✓	✓
John Simon Mrs Leslie Williams (Rep. Member for Port Macquarie)	A	✓	A	✓	✓
Mr Leslie Wells (alternate) Melinda Pavey MP (Rep. Member for Oxley)	✓	✓	✓	✓	✓
Non-voting:					
Duncan Clarke (PMHC - Group Manager Transport & Stormwater Network)	✓	✓	✓	✓	✓
Malcolm Britt (Busways)	✓	✓	A	✓	✓
John Hanlon (PMHC - Transport & Traffic Engineer)	A	✓	✓	✓	✓
Steve Read (Port Macquarie Taxis)	X	✓	A	✓	✓
Angela Chapman (PMHC Admin. Officer) Phillip Marshal (Alternate - PMHC Admin. Officer)	✓	✓	A	✓	✓

Key: ✓ = Present
PV = Proxy Vote
A = Absent With Apology
X = Absent Without Apology

Local Traffic Committee Meeting

Wednesday 27 July 2016

Items of Business

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**PORT MACQUARIE
HASTINGS**

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 Local Traffic Committee Meeting held on 22 June 2016 be confirmed.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

Name of Meeting:
Meeting Date:
Item Number:
Subject:
.....

I, declare the following interest:

☐

Pecuniary:

Take no part in the consideration and voting and be out of sight of the meeting.

☐

Non-Pecuniary - Significant Interest:

Take no part in the consideration and voting and be out of sight of the meeting.

☐

Non-Pecuniary - Less than Significant Interest:

May participate in consideration and voting.

For the reason that:
.....

Signed: Date:

(Further explanation is provided on the next page)

Further Explanation

(Local Government Act and Code of Conduct)

A conflict of interest exists where a reasonable and informed person would perceive that a Council official could be influenced by a private interest when carrying out their public duty. Interests can be of two types: pecuniary or non-pecuniary.

All interests, whether pecuniary or non-pecuniary are required to be fully disclosed and in writing.

Pecuniary Interest

A pecuniary interest is an interest that a Council official has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the Council official. (section 442)

A Council official will also be taken to have a pecuniary interest in a matter if that Council official's spouse or de facto partner or a relative of the Council official or a partner or employer of the Council official, or a company or other body of which the Council official, or a nominee, partner or employer of the Council official is a member, has a pecuniary interest in the matter. (section 443)

The Council official must not take part in the consideration or voting on the matter and leave and be out of sight of the meeting. (section 451)

Non-Pecuniary

A non-pecuniary interest is an interest that is private or personal that the Council official has that does not amount to a pecuniary interest as defined in the Act.

Non-pecuniary interests commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

The political views of a Councillor do not constitute a private interest.

The management of a non-pecuniary interest will depend on whether or not it is significant.

Non Pecuniary – Significant Interest

As a general rule, a non-pecuniary conflict of interest will be significant where a matter does not raise a pecuniary interest, but it involves:

- (a) A relationship between a Council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the Council official or of the Council official's spouse, current or former spouse or partner, de facto or other person living in the same household.
- (b) Other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- (c) An affiliation between a Council official an organisation, sporting body, club, corporation or association that is particularly strong.

If a Council official declares a non-pecuniary significant interest it must be managed in one of two ways:

1. Remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Council official.
2. Have no involvement in the matter, by taking no part in the consideration or voting on the matter and leave and be out of sight of the meeting, as if the provisions in section 451(2) apply.

Non Pecuniary – Less than Significant Interest

If a Council official has declared a non-pecuniary less than significant interest and it does not require further action, they must provide an explanation of why they consider that the conflict does not require further action in the circumstances.

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

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 land in which councillor or an associated person, company or body has a proprietary interest (<i>the identified land</i>) ⁱ	
Relationship of identified land to councillor [Tick or cross one box.]	<input type="checkbox"/> Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease trust, option or contract, or otherwise). <input type="checkbox"/> Associated person of councillor has interest in the land. <input type="checkbox"/> Associated company or body of councillor has interest in the land.
MATTER GIVING RISE TO PECUNIARY INTEREST	
Nature of land that is subject to a change in zone/planning control by proposed LEP (<i>the subject land</i>) ⁱⁱⁱ [Tick or cross one box]	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Effect of proposed change of zone/planning control on councillor [Tick or cross one box]	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

Councillor's Signature: Date:

Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting in respect of which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

-
- i. Section **443** (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative^{iv} or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.
- ii. Section **442** of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section **448** of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
- iii. A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section **443** (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest—see section **448** (g) (ii) of the *Local Government Act 1993*.
- iv. **Relative** is defined by the *Local Government Act 1993* as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

Item: 05**Subject: BUSINESS ARISING FROM PREVIOUS MINUTES**

Item:	6	Date:	26/08/15
Subject:	Bus Zone on Morton Street, Port Macquarie		
Action Required:	Update on action items.		
Current Status:	Signage plan has been implemented.		

Item:	8	Date:	26/08/15
Subject	Parking Controls - Findlay Avenue, Port Macquarie		
Action Required	Provide update on action items.		
Current Status:	Signage plan has been implemented.		

Item: 06**Subject: TIMBERTOWN VILLAGE SHOPPING CENTRE - NEW LOADING AREA****Presented by: Infrastructure and Asset Management, Jeffery Sharp**

RECOMMENDATION

That it be a recommendation to the Director Infrastructure & Asset Management, under sub-delegation, for implementation:

- 1. That the Timbertown Village Shopping Centre new loading area signage and any associated line marking be approved.**
- 2. The Part-time Loading Zone be 30m in length and in operation between 6am-10am, Monday to Saturday.**

Discussion

The Timbertown Village Shopping Centre has a loading dock accessed from Nursery Lane at the rear of the complex. The front of the complex adjoining the Oxley Highway is car parking.

The operators of the Hastings Co-operative IGA Supermarket approached Port Macquarie-Hastings Council because of issues associated with the loading dock. The loading dock arrangement was not designed to cater for heavy vehicles such as that required to service the supermarket. It was reported that delivery drivers find the laneway and loading dock difficult for heavy vehicle manoeuvring and this results in the vehicles having to either extend into or park completely in the adjacent shared private access way. This creates safety issues for motorists and pedestrians using the access way. Both Hastings Co-operative IGA and Council have received complaints from residents in relation to safety and noise issues related to using the rear loading dock. Hastings Co-operative IGA Supermarket have requested that an alternative access to the front of the stores via the car park be investigated.

The Conditions of Consent for the operation of the supermarket restrict delivery access to occur after 7am with almost all deliveries occurring between 7am and 12pm. Delivery vehicles are varied and can include 19m articulated semi-trailers, large and medium rigid trucks as well as small delivery trucks and vans.

It is proposed to create a part time loading zone across a section of 11 parking bays within the car park as shown in the attached figure. The western end of the zone would be a concrete median island. The zone, 30m in length, would operate between 7am-12pm, Monday to Saturday. The demand for parking is relatively low during this time period.

Delivery vehicles would enter the loading zone in a forwards direction from the Oxley Highway. Goods would be transported to the front of the stores by fork-lift, trolley or hand across the car park. Once loading activities have been completed vehicles would reverse and then exit to the Oxley Highway in a forwards direction. Additional

line marking may be provided in the car park to highlight the area being trafficked by staff unloading the delivery vehicle. Additional line marking will be provided within the marked parking bays to highlight the area as a part-time loading zone. A traffic Guidance Scheme may be required for the unloading process should further management of the unloading process be identified following implementation of the zone.

Attachments

1 [View](#). Proposed Loading Area



PORT MACQUARIE
HASTINGS

Printed on: 16/06/2016

Compiled by: JohnH

Timbertown Village Shopping Centre

Proposed Loading Area



1:750 @ A4

Disclaimer

This map was produced by the Geographic Information Services Section of the Port Macquarie-Hastings Council using information available to Port Macquarie-Hastings Council and the Department of Lands, Bathurst. The data was captured at a scale of 1:25,000 for rural areas and 1:4,000 for urban areas. The positional accuracy of plots becomes less reliable when viewed at scales greater than the capture scale. Port Macquarie-Hastings Council accepts no responsibility either in contract or tort (and particularly in negligence) for any errors, omission or inaccuracies whatsoever contained within or arising from this map. NOTE: Cadastral information outside Port Macquarie-Hastings LGA not updated.

Item: 07

Subject: PORT MACQUARIE SCHOOL ZONE TIMES

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That it be a recommendation to the Director Infrastructure & Asset Management, under sub-delegation, for implementation:

That the existing afternoon school zone flashing light times be altered to reflect the new school operating times at:

- Westport campus in Findlay Avenue, 2.00pm to 4.00pm.
- East Port Macquarie campus in Burrawan Street, 2.00pm to 4.00pm.

Discussion

Westport High School and Port Macquarie High School have combined to form a new college, Hastings Secondary College. The college has a campus in Findlay Avenue, Westport and a campus in Owen Street, East Port Macquarie.

The college principal, Mr Ian Gowan, contacted Roads and Maritime Services requesting changes to the existing afternoon school zone flashing light times at both campuses because these schools have non-standard start and finish times and school day structures.

Both schools consulted with their school communities and the local bus company leading to the implementation of a common start and finish time. Following this consultation new school hours have been adopted with both campuses starting at 8.15am and finishing at 2.15pm. However, these are different from the usual standard start/finish times across NSW of 8.00 to 9.30am and 2.30 to 4.00pm. These are the current times displayed on the school zone signs around each school.

As both campuses commence at 8.15am there will be no need to alter the existing morning school zone flashing light time of 8.00am to 9.30am.

The afternoon school zone time for Westport campus on Findlay Avenue will require altering the standard time of 2.30pm to 4.00pm to the new time of **2.00pm** to 4.00pm.

The school zone for the campus in East Port Macquarie is on Owen Street and Burrawan Street. Owen Street shares a 40 km/h High Pedestrian Area Activity (HPAA) zone with Port Macquarie City Bowling Club. This zone operates 24/7 and therefore no changes are required.

The afternoon school zone on Burrawan Street will require altering the standard time to the new time of **2.00pm** to 4.00pm.

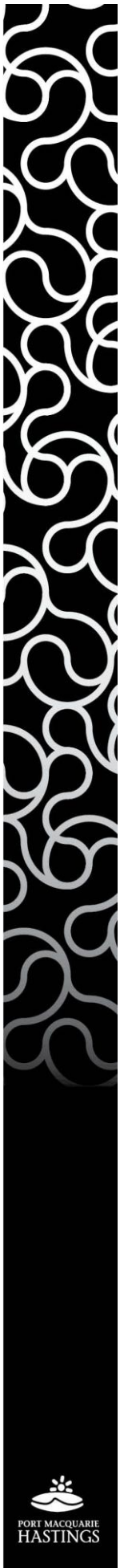
The proposed changes will involve replacing existing signs with new signs.

AGENDA

LOCAL TRAFFIC COMMITTEE
27/07/2016

Attachments

Nil



Item: 08

Subject: COUNTDOWN TO CHRISTMAS 2016

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That it be a recommendation to Council that Council approve the temporary road closure of Horton Street, Port Macquarie (between Town Green and Hayward Street) to conduct the annual Countdown to Christmas event on Thursday, 24 November from 5:30pm to 9:00pm, subject to the following conditions:

1. That the Countdown to Christmas event be categorised as a Class 2 special event.
2. That the event organiser advertise, at their cost, the following details of all temporary road closures and temporary parking restrictions associated with this event in the local print media on separate days, at least twice (2) within 14 days prior to the event:
 - temporary road closure dates
 - times and duration of the temporary road closures
 - alternative routes and access arrangements.
3. That the event organiser, at their cost, advertise the event by undertaking a letter box drop to all residents and businesses directly affected by the temporary road closures and temporary parking restrictions at least 14 days prior to the event, advising the following:
 - event name
 - event times
 - contact details of at least two (2) people involved in the organisation of the Event, in case of an emergency
 - proposed actions to be undertaken to mitigate the impact of the temporary road closures
4. That the Traffic Guidance Scheme dated 17 June 2016 be implemented. Any modifications to the plans must be agreed with Council's Transport Section prior to the running of the event.
5. That the event organisers obtain, and abide by, written approval from NSW Police.
6. That the event organiser notify the NSW Ambulance, NSW Fire & Rescue and the State Emergency Service of the proposed road closures at least 14 days in advance of the event.
7. That the event organiser abides by any other condition that Council and the Police may impose at any time.

- 8. That the event organiser notifies local Transport Services (Bus Companies, Taxis) of the proposed road closures at least 14 days in advance of the event and assists in developing alternatives for affected users.**
- 9. That RMS accredited persons are to be used to implement the Traffic Guidance Scheme (formerly known as the Yellow Card).**
- 10. That RMS accredited traffic controllers are to be used to control traffic (formerly known as the Blue Card).**
- 11. That the event organiser submit to Council not less than fourteen (14) days prior to the commencement of the event evidence of Public Liability Insurance for the amount of \$20 million which is valid for the duration of the event including the running and pull down of the event.**
- 12. The event organiser must have this approval, the Traffic Guidance Scheme described above and NSW Police approval on site at all times for the duration of the event.**

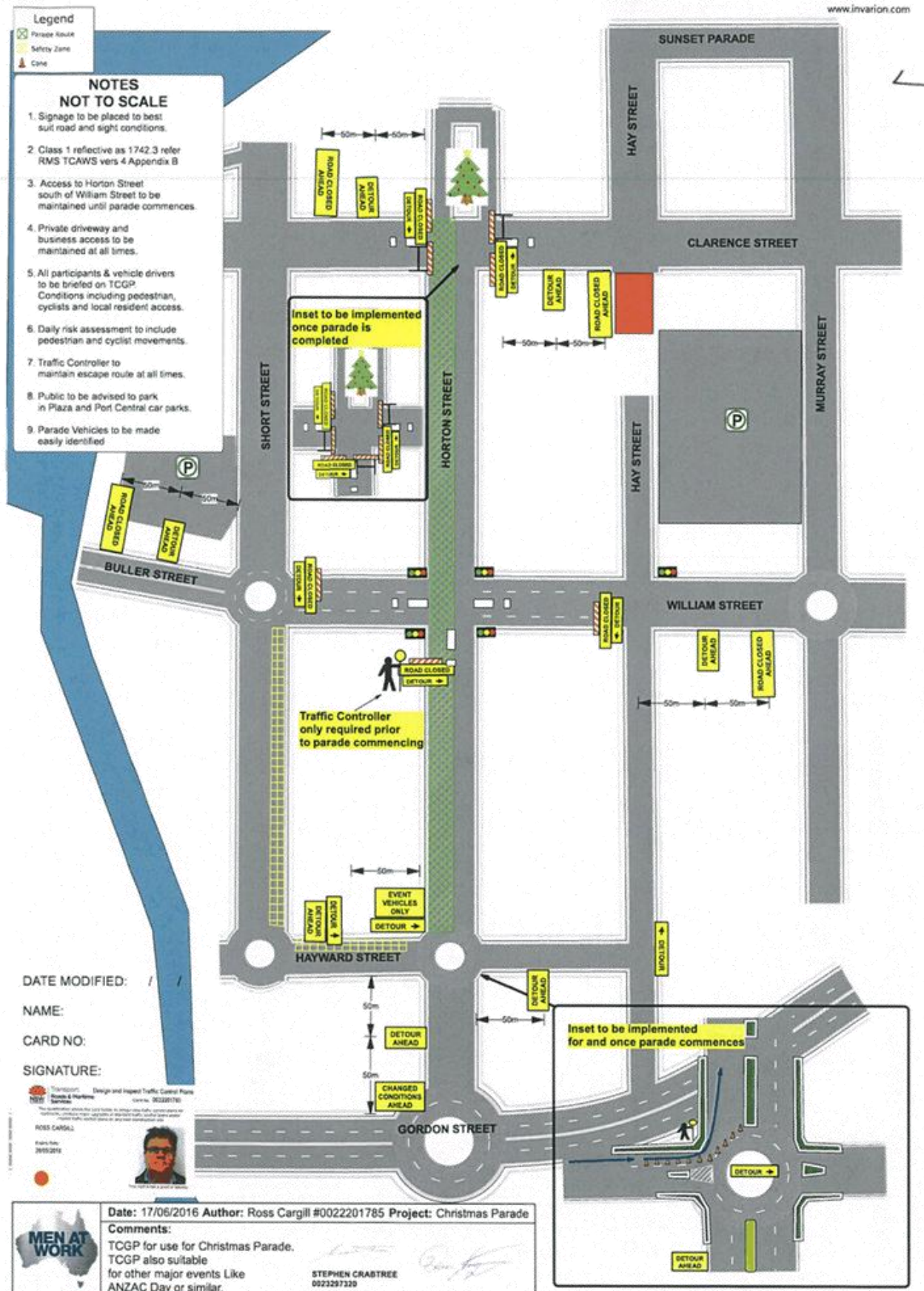
Discussion

Port Macquarie-Hastings Council in association with members of the Port Macquarie Chamber of Commerce is coordinating the 2016 Countdown to Christmas event to be held on Thursday 24 November 2016. The organisers seek approval for the closure of Horton Street between Hayward Street and Town Green to enable the proposed Mascot Race and Street Parade to take place.

An area along Short Street (in front of Office Works carpark) will also be required to allow for the assembly of vehicles participating in the street parade. Horton Street will be reopened to traffic once the parade is completed however the northern section of Horton Street between Clarence Street and Town Green will remain closed until approximately 9.00pm.

Attachments

- 1 [View](#). 2016 Countdown to Christmas Traffic Guidance Scheme
- 2 [View](#). 2016 Temporary Road Closure Signage



TEMPORARY ROAD CLOSURE - COUNTDOWN TO CHRISTMAS MASCOT RACE, STREET PARADE AND LIGHTING OF THE CBD CHRISTMAS TREE

Notice is hereby given in pursuant to the Roads Act 1993, that Horton Street (from the Corner of Hayward Street) will be closed for a short period of time from:

5.30pm Thursday 24 November 2016.

The temporary road closure is to permit the Mascot Race and Street Parade to be conducted as part of the "Countdown to Christmas" Event. This will be a rolling road closure. Once the Mascot Race and Street Parade have moved through, Horton Street (from the Corner of Hayward Street) will immediately reopen. Your assistance is sought in removing your vehicle from this section of Horton Street prior to the road closure coming into effect at 5.30pm.

The road closure will be sign posted to assist traffic detour and control. Any further enquiries, please contact Council on 65818111.



Item: 09

Subject: KING OF THE MOUNTAIN FUN RUN 21 AUGUST 2016

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That it be a recommendation to the Director Infrastructure & Asset Management, under sub-delegation, for implementation:

To approve the use of Captain Cook Bicentennial Drive on Sunday, 21 August 2016 from 8.00am to 12.00 noon for the King of the Mountain Fun Run/Walk subject to the following conditions:

1. That the event organiser advertise, at no cost to Council, the following details of the use of Captain Cook Bicentennial Drive associated with this event in the local print media at least once within 7 days prior to the event:
 - Location & duration of the event
 - Event details, impacts on road users.
2. That the event organiser advertise the event, at no cost to Council, by undertaking a letter box drop to all residents and businesses directly affected by the use of Captain Cook Bicentennial Drive associated with this event at least 7 days prior to the event, advising the following:
 - event name
 - event times
 - contact details of at least two (2) people involved in the organisation of the Event, in case of an emergency
 - proposed actions to be undertaken to mitigate the impact of the event on road use.
3. That an updated Traffic Management Plan be prepared and submitted to Council at least 7 days prior to the event, with the following:
 - The plan shall clearly indicate how the event shall provide for adequate and safe pedestrian and motorist access throughout the road reserve.
 - The applicant will not alter traffic flow unless they have provided a certified copy of a Traffic Guidance Scheme (TGS) prepared by a person accredited by the Roads & Maritime Services (RMS), detailing the devices required to control traffic movements during the course of the event.
4. That the event organiser obtains, and abides by, written approval from the NSW Police and submit a copy of the NSW Police approval to Council 7 days prior to the Event.
 - NSW Police application for notice of intention to hold a public assembly dated 7/7/2016 is noted.
5. That the event organiser obtains approval from National Parks and Wildlife Service PO Box 5657 Port Macquarie BC NSW 2444.
6. That the event organiser notify the NSW Ambulance, NSW Fire & Rescue and the State Emergency Service of the proposed event at least 7 days in advance of the event.

7. That the event organiser notifies local Transport Services (Bus Companies, Taxis) of the proposed event at least 7 days in advance of the event.
8. That the event organiser abides by any other condition that Council and the Police may impose at any time.
9. That the applicant agrees to indemnify Port Macquarie-Hastings Council from and against all actions, costs, claims and damages which may be brought or claimed against the Council arising out of or in relation to the approval of this application. A copy of the applicant's current public liability insurance policy for the value of \$20 million is to be submitted to Council at least 7 days prior to the event.
 - Insurance, Certificate of Currency reference # T039504, issued by Jardine Lloyd Thompson Pty Ltd, dated 18 July 2016 with an expiry date of 7 October 2016 is noted.
10. That the event Co-ordinator must be onsite and have the Council approval and documents listed below in their possession on site at all times for the duration of the event.
 - The approval document.
 - Public Liability Certificate of Currency
 - Approval letter from National Parks and Wildlife
 - Approval letter from NSW Police
11. That the road reserve area is to be maintained and left in a clean and tidy condition at the completion of the event.
12. That any damage to footpaths, roadways or other public facilities used in conjunction with the event is to be paid for by the applicant.

Discussion

The King of The Mountain Fun Run / Walk is an annual charity event where participants run or walk up North Brother Mountain using Captain Cook Bicentennial Drive, Laurieton. The 2016 event will be held on Sunday, 21 August 2016 between 6:00am and 12 noon.

It is expected that approximately 400 participants will take part in the event. The application is for the temporary partial closure of the road during the event. The road won't be fully closed with participants marshalled to one side of the road to allow vehicles to continue to use the road, with site marshals and mobile traffic control in place.

A Traffic Management Plan has been provided within the application for the event (attached) however this plan needs to be further improved and better detailed. A condition of the approval is to have a revised plan submitted to Council prior to the event.

Attachments

1 [View](#). 2016 King of the Mountain Application

CRM. 14388/2016.

APPLICATION FOR USE OF PUBLIC ROAD - WORK SITES AND EVENTS

(Exempt Developments) Revision: 32

Application Form Description

1. This application;
 - a. is not an approval document.
 - b. only relates to the use of a public road associated with exempt developments within public property.
(Exempt development in NSW is development that is exempt from Council control and does not require the submission of a Development Application (DA) or of an application for a Complying Development Certificate)
 - i. Work Sites - affecting pedestrian and or vehicular traffic, Hoardings, Painting, Skip Bins.
 - ii. Use of CBD/Industrial Parking Spaces for Work Sites
 - iii. Special events requiring temporary road closures or affecting pedestrian and or vehicular traffic.
 - iv. Installation of Rural Cattle Gates/Grids
 - v. Removal of roadside vegetation.
2. For information on Government Acts and standard conditions for this type of application please refer to Council's web site or D2015/211582 - INFORMATION FOR - APPLICATIONS RELATING TO USE OF PUBLIC ROAD
3. If you require assistance in completing this form please contact the following Council representative;
 - a. Transport and Stormwater Network, Attention: Transport Engineer on Ph 02 6581 8111, council@pmhc.nsw.gov.au

Part A - Application Type

Please tick the application type below that is as close as possible to the works or event you are organising.

1. Road Opening requiring Restoration (installation or maintenance of utilities)
2. Works within Public Road (road reserve/footpath)
3. Use of parking space.
4. Placement of a Skip Bin on Public Road reserve.
5. Removal of vegetation on a public road.
6. Special Event effecting pedestrian or vehicular traffic (i.e. fun run) ✓
7. Special Event within Glasshouse Forecourt (Hay Street)
8. Will this Special Event use a Council Park or Reserve
(If yes please also submit the Parks, Reserves, Beaches Application to stage an event)
9. Application for Cattle to graze on a Public Road *(Use Application for Public Gate Permit form D2015/046818)*
10. Other - requiring a Development Application *(Please refer to PMHC form DE001)*



APPLICATION FOR USE OF PUBLIC ROAD - WORK SITES AND EVENTS

Part B - Contact Details

Part B.1 - Applicant Details

Applicant(s) Surname/Company		Given Name	
CAMDEN HAVEN SLSC (INC.)			
Postal Address			
PO Box 46			
Suburb/Town		State	Postcode
LAURIE TON		NSW	2443
Telephone Number	Mobile Number	Email Address	
	0425 206 683	president@chslsc.com	

39131

Part B.2 - Event Co-ordinator (if applicable)

Tick if same as above

Co-ordinators Surname/Company		Given Name	
O'BRIEN		GLEN	
Postal Address			
PO Box 46			
Suburb/Town		State	Postcode
LAURIE TON		NSW	2443
Telephone Number	Mobile Number	Email Address	
	0425 206 583	president@chslsc.com	

APPLICATION FOR USE OF PUBLIC ROAD - WORK SITES AND EVENTS

Part C - Works Event Details

Part C.1 - Work/Event Dates

Work Description/Event Name

KING OF THE MOUNTAIN 2016.

Work/Event Date

From

21-08-16

To

21-08-16

Work/Event Times

From

8:00 AM/PM

To

11:30 AM/PM

Event Bump In/Out Times ??

Bump In

AM/PM

Bump Out

AM/PM

Part C.2 - Location Address

House #

Street Name

CAPTAIN COOK DRIVE (NORTH BROTHER MOUNTAIN)

Suburb/Town

LAURIE TON

State

NSW

Postcode

2443

Office Use Only

Lot #

DP :

Pin:

House #

Street Name

Suburb/Town

State

Postcode

Office Use Only

Lot #

DP :

Pin:


PORT MACQUARIE
HASTINGS

APPLICATION FOR USE OF PUBLIC ROAD - WORK SITES AND EVENTS**Part C.3 - Location - Glasshouse Forecourt Hay Street Port Macquarie**

1. The Glasshouse Forecourt is located on Hay Street between the Glasshouse Port Central, Garrison Building and Clarence Street, Port Macquarie.
2. This section of Hay Street is still gazetted as a dedicated road and therefore any approvals for its use has to be made under NSW State Government Roads Act 1993.

Are you requesting to use the Glasshouse Forecourt for this Event?

NO <input checked="" type="checkbox"/>	If No Go to Part C.3	YES <input type="checkbox"/>	If YES continue with the following
--	----------------------	------------------------------	------------------------------------

This section of Hay Street is used by Glasshouse staff for the delivery and removal of event equipment and or supplies. If you have answered YES above, it is a requirement of this application, to contact Glasshouse Staff and confirm that your event date does not interfere with the use of Hay Street by the Glasshouse or a private event booking. (Please attach a copy of the Glasshouse response to this application)

Glasshouse can be contacted on;	Corner of Clarence and Hay Streets, Port Macquarie NSW 2444 Ph: 02 6581 8888, Fax: 02 6581 8107 Email: info@glasshouse.org.au
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Contact Date	Event Date confirmed by Glasshouse Staff (name)	Confirmed Event Date	Email copy Attached
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part C.4 - Notifying NSW Police

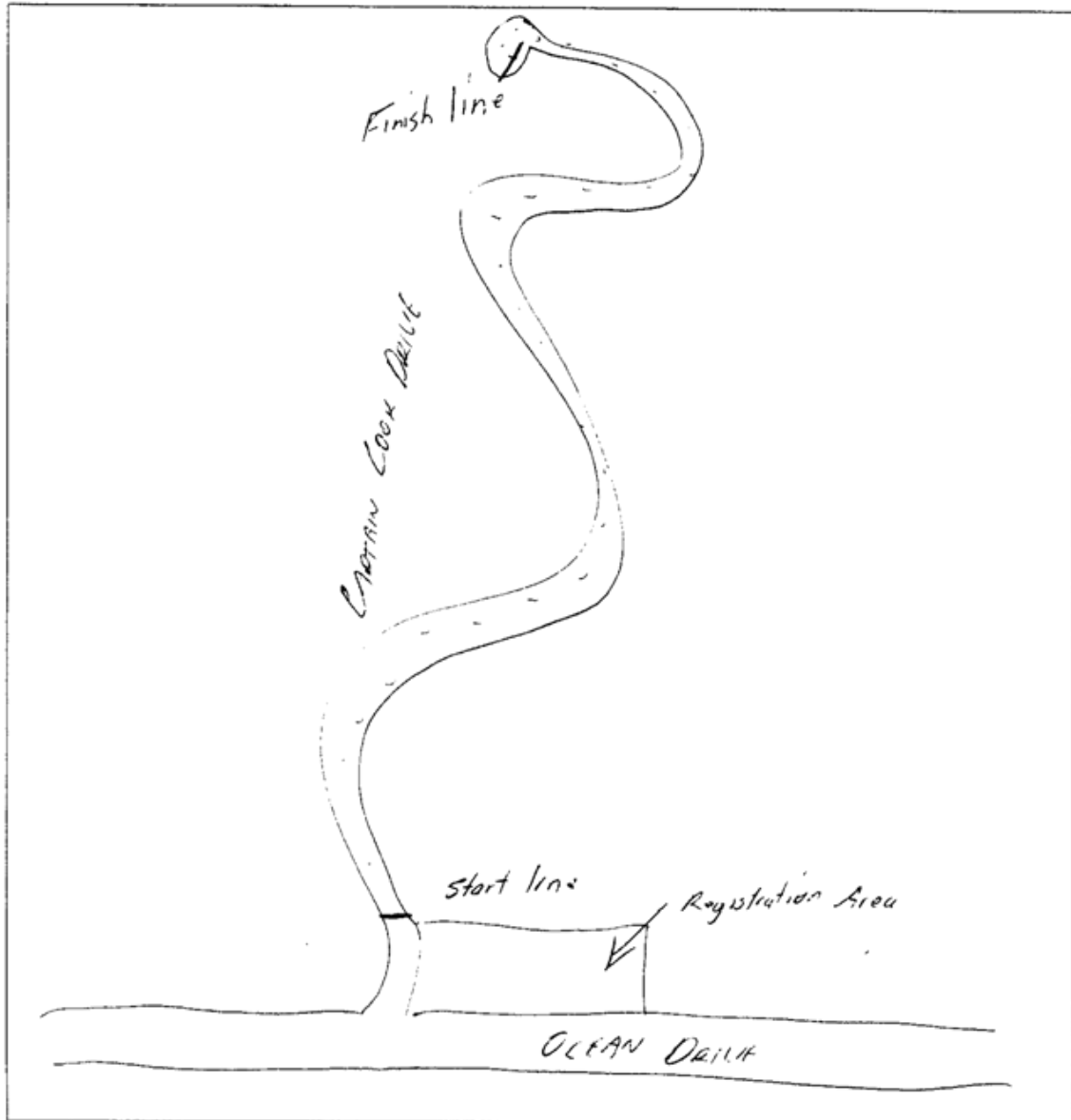
For Special Events, the Event organiser is to notify NSW Police.

1. Notify NSW Police by completing the following application NSW Police Form 1 and submitting it to Port Macquarie Station NSW Police.
 - a. Form 1 can be obtained from <https://www.police.nsw.gov.au/> or using the following link, [Form 1 Notice of Intention to Hold a Public Assembly](#).
2. A copy of the completed Form 1 is to be submitted with this application, or prior to any fees being paid.
3. Council will forward to NSW Police a copy of the applicant's APPLICATION FOR USE OF PUBLIC ROAD as submitted to Council.

APPLICATION FOR USE OF PUBLIC ROAD - WORK SITES AND EVENTS**Part C.5 - Location Site Plan**

The applicant must provide a site plan showing the location of the construction or event site, adjacent street, existing kerbside parking restriction sign posting, driveways and the preferred location of the Work Zone/Event Location, including impact on pedestrians (including provisions for people with disabilities), cyclists and public transport.

(Please attach the site plan to this application if this space is insufficient)



APPLICATION FOR USE OF PUBLIC ROAD - WORK SITES AND EVENTS

Part D - Traffic Impact

For all traffic including bicycles & pedestrians

YES NO

Will the Works/Event use one of the following

- 1) a) Use of the Public Road for Fun Run (Yes or No) ☒
- b) Restricted vehicle parking space/s (marked or unmarked) (Yes or No) ☒
- c) If Yes to 1.b) above how many parking spaces or the length of parking lane to be utilised (No./m)

Will one of the following major traffic control devices be in use during the Works/Event; (including but not limited to)

- 2) a) Speed restriction signs (Permanent or otherwise) (Yes or No) ☒
- b) Stop or give way signs (Yes or No) ☒
- c) Traffic control signals & Stop/Go bats (Yes or No) ☒
- d) Stop here on red signal sign (Yes or No) ☒

Will the works:

- 3) a) Require deviation of vehicular traffic into on-coming traffic lane? (Yes or No) ☒
- b) Be conducted on, partly on or affect a bridge or other structure? (Yes or No) ☒
- c) Require removal of vegetation within a Public Road (Yes or No) ☒

Will closure of the road or part of the road to vehicular traffic be required for:

- 4) a) A period of less than 12 hours? (Yes or No) *Road not being closed*
- b) A continuous period of more than 12 hours? (Yes or No) *Road not being closed*
- c) More than 24 hours in a 7 day period? (Yes or No) *Road not being closed*

If "Yes" to either 4.a, 4.b or 4.c, then what is:

- 5) a) The number of traffic lanes to be closed?
- b) The length of traffic lane to be closed (1st lane)? (m/km)
- c) The length of traffic lane to be closed (2nd lane)? (m/km)

APPLICATION FOR USE OF PUBLIC ROAD - WORK SITES AND EVENTS

Part E - Traffic Management

Part E.1 - Traffic Management - Road Closure

If You answered **Yes** either item in **Part D section 3** Road Closures, then you are required to seek approval from Council no later than 12 weeks prior to your event so a report can be prepared and submitted to Local Traffic Committee and or Council.

Roads requested to be closed.

ROADS NOT BEING CLOSED.

Road Name	Suburb/Town	Location		Time		Road to be Closed - Y/N
		Start	Finish	Start	Finish	

Part E.2 - Traffic Management - Work Health and Public Safety

Refer Part M Site specific Risk Assessment Form

If your work/event will impact on vehicle or pedestrian movement in a public open space, please outline measures to reduce traffic/parking impacts affected by the works/event including WHS issues.

*SES Sag Wagon behind field warning "runners ahead." Marshalls ensuring participants stay to side of the road to allow traffic to pass.
NB: Event held early on Sunday morning: minimal traffic.*

APPLICATION FOR USE OF PUBLIC ROAD - WORK SITES AND EVENTS

Part F - Public Liability Policy Details

To be forwarded

Any activity within a Public Road/Road Reserve requires the applicant to hold a current Public Liability Insurance to the value of \$20 million.

As a condition of this application, Council require the applicant to arrange endorsement on the Policy indemnifying Port Macquarie-Hastings Council (as an interested Party) in the event of any injury to any person or property consequential to the carrying out of the activity on the public road.

Certificate of Currency supplied by:

Dated

Insurer

Insurance Number

Expiry Date

Amount

A current copy of the certificate of currency of the contractor's public liability insurance policy must be attached to this application (minimum \$20 mill).

Part G - Signature

I declare that I carry all the relevant credentials required to carry out the specified activity and all parts thereof and accept the role of principal contractor in the effect of the activity.

Signature

Date

Part H - Application Process

- 1) Once the application has been received by Council's Transport and Stormwater Network section, it will be reviewed by a Transport Engineer.
 - a) Council's Transport Engineer;
 - i) may need to contact the applicant, to clarify application details
 - ii) and/or organise a site meeting to review and determine location specific safety concerns
 - iii) will determine what fees and charges are required to issue a determination
 - iv) will issue the applicant a quote for fees and charges and may also request additional documentation required to make a determination.
 - v) A copy of the APPLICATION FOR USE OF PUBLIC ROAD as submitted to Council will be forwarded to NSW Police.
- 2) A Determination/Condition document will be created only when Council have received:
 - a) all additional documentation requested by the Transport Engineer
 - b) A copy of the NSW Police Form 1 - Notice of Intention to Hold a Public Assembly (Summary Offences Act 1988) as submitted to NSW Police. This is a requirement for Event applications refer Part C.4 - Notifying NSW Police).
 - c) review the application with other sections of Council to determine if this type of event is appropriate on Council property
 - d) All fees and charges have been paid (if applicable)
 - e) all requested documentation has been reviewed by the Transport Engineer
- 3) Transport and Stormwater Network Administration
 - a) Create the Determination/Condition document as established by the Transport Engineer
 - b) Determination/Conditions document will be issued to the Group Manager for Transport and Stormwater Network for signing.
- 4) The signed approved Determination/Condition document will be issued to the applicant;
 - a) by Email unless otherwise requested.
 - b) original signed copy will be sent to the applicant by post.
 - c) NSW Police and/or the RMS will be issued a copy of the approved determination for their reference.

(This process does not remove the applicant's requirements to notify the above authorities if they are included as part of the conditions relating to this application or as required by law to notify relevant authorities.)



PORT MACQUARIE
HASTINGS

NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, Alan O'Brien
Name
 of 128 The Parade North Haven NSW 2443
Address
 on behalf of Corndon Haven SLSC (Inc)
Organisation
 notify the Commissioner of Police that on the 21st
Day
 of August 2016
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

.....persons which will assemble
Numberat
Placeat approximateam/pm
Timeand disperse at approximatelyam/pm
Time

or

(b) a public assembly, being a procession of approximately 400
Numberpersons which will assemble at bottom of North Brother Mountain
Placeat approximately 8:30am/pm
Timeand at approximately 9:00am/pm the procession willcommence and shall proceed to the top of North
Brother Mountain via Captain Cook
Bicentennial DriveSpecify route, any stopping places and the approximate duration of any stop; and the
 approximate time of termination. A diagram may be attached.

- 2 The purpose of the proposed assembly is King Of The
Mountain 2016 Charity Fun Run/Walk.

State purpose

- 3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

- * (i) There will be 1 (number) of vehicles and/or* floats involved and their type and dimensions are as follows:

small SES truck

- * (ii) There will be 0 (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

- * (iii) The following number and type of animals will be involved in the assembly

0

- * (iv) Other special characteristics of the proposed assembly are as follows:

- 4 I take responsibility for organising and conducting the proposed public assembly.

- 5 Notices for the purposes of the Summary Offences Act 1988 may be served on me at the following:

Address: 128 The Parade
North Haven
NSW Post Code 2443

Telephone: 0425 206 683

Signed: [Signature]

Capacity/Title Race Director

Date 7-7-16

* Delete as applicable

Item: 10

Subject: LTC PROJECT STATUS REPORT 2016

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That the LTC Status report as at 21 July 2016 be received and noted.

Discussion

Attached is the updated Status Report 2016 for traffic matters relating to matters considered by this Committee and resolved by Council. The Status Report is provided for the information of all Committee members and to assist in finalising their actions to ensure that all items are completed as soon as practical.

Attachments

1 [View](#). LTC Status Report 2016

LOCAL TRAFFIC COMMITTEE - LIST OF AGENDA ITEMS 2016

LTC Meeting Date	Agenda Item			Complete (yes/no)
	Item #	Description	Action	
2015 - Carry over items			No carry over items	
27 January 2016			Meeting cancelled	
24 February 2016	6	Junior State Cup Touch Football	Traffic management arrangements for event approved with conditions	Yes
23 March 2016	6	2016 Ironman Triathlon Australia	Traffic management arrangements for event approved with conditions	Yes
27 April 2016			Meeting cancelled	
25 May 2016			Meeting cancelled	
22 June 2016			Meeting cancelled	
27 July 2016		Timbertown Village Shopping Centre - New Loading Area Port Macquarie School Zone Times King of the Mountain Fun Run - 21 August 2016 Countdown to Christmas		