



Local Traffic Committee

Business Paper

date of meeting: Wednesday, 3 April 2013

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

time: 10.30am

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.



**PORT MACQUARIE
HASTINGS**

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
Local Member for Port Macquarie
Local 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 Technical Services 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	06/02/13	06/03/13			
Mayor Peter Besseling (PMHC)	A	A			
Deputy Mayor Trevor Sargeant (alternate)		✓			
Cliff Toms	✓	✓			
David Troemel (alternate) (PMHC)					
John Carrero	✓	✓			
Paul Dilley (alternate) (NSW Police)					
Daniel Boorman (RMS)	A	A			
John Simon (Rep. Member for Port Macquarie)	✓	A			
Noel Atkins	✓	A			
Andrew Stoner (alternate) (Rep. Member for Oxley)					
Non-voting:					
Dave Davies (Busways)	X				
Nick Gainsford (PMHC – Road Safety Officer)	✓				
Jacob Harty (PMHC – Trainee Traffic Engineer)	✓	✓			
John Hanlon (PMHC - Transport & Traffic Engineer)	✓	✓			
Steve Read (Port Macquarie Taxis)	A	✓			
Jaron Gawne (Busways)	✓	✓			
Phillip Marshal (PMHC Admin. Officer)	✓				

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

Local Traffic Committee Meeting

Wednesday, 3 April 2013

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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 6 March 2013 be confirmed.

PRESENT**Members:**

Deputy Mayor, Councillor Trevor Sargeant (PMHC)(Chair)
John Carrero (NSW Police)

Other Attendees:

Cliff Toms (PMHC)
Jacob Harty (PMHC – Trainee Traffic Engineer)
John Hanlon (PMHC - Transport & Traffic Engineer)
Steve Read (Port Macquarie Taxis)
Jaron Gawne (Busways)

The meeting opened at 10.33am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Mayor Peter Besseling (PMHC), Daniel Boorman (RMS), John Simon (Rep. Member for Port Macquarie) and Noel Atkins (Rep. Member for Oxley) be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Local Traffic Committee Meeting held on 6 February 2013 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 INSTALLATION OF A BUS ZONE - SHERWOOD ROAD, PORT MACQUARIE

CONSENSUS:

The Committee support the application for the installation of a Bus Zone along Sherwood Road, Port Macquarie.

Council - Y
RMS - Y (proxy)
Police - Y

06 HASTINGS RIVER DRIVE / BOUNDARY STREET TRAFFIC SIGNALS

CONSENSUS:

That the Committee support the proposed regulatory signs and line marking components of the civil designs proposed for the upgrades of the intersection of Hastings River Drive and Boundary Street.

RMS representative Daniel Boorman submitted comments regarding the proposed directional signage for the Hibbard Ferry suggesting that reference to the ferry be removed from all directional signage.

Jaron Gawne from Busways asked if bus turn movements had been catered for in the design. PMHC Manager Technical Services, Cliff Toms, indicated that the design accounted for the turning movements of buses.

Council - Y
RMS - Y (proxy)
Police - Y

07 FOCUS MEDICAL CENTRE CLARENCE STREET PARKING

CONSENSUS:

That the Committee support the implementation of 2 hour parking zone, covering 6 spaces, on the southern side of Clarence Street, just west of School Street, adjacent to the Focus building medical centre.

Council - Y
RMS - Y (proxy)
Police - Y

08 INFORMAL ITEM - STATUS REPORT

CONSENSUS:

That the LTC Status report be received and noted.

Deputy Mayor, Councillor Trevor Sargeant, made note of the considerable improvement in the amount of outstanding items.

Council - Y
RMS - Y (proxy)
Police - Y

09 ANZAC DAY MARCHES 2013

CONSENSUS:

That the partial road closures in the Port Macquarie, Wauchope and Laurieton Central Business Districts (CBDs) as detailed in this report be supported to enable the Anzac Day events on Thursday, 25 April 2013 to proceed, subject to the following conditions:

1. The event organisers obtain NSW Police approval.
2. The event organiser submit to Council prior to the commencement of the event evidence of Public Liability Insurance which is valid for the duration of the set-up, running and pull down of the event.
3. The proposed road closure be advertised in the local print media for a period of not less than seven (7) days advising of the time and duration of the event.
4. The event organiser notify the NSW Ambulance, NSW Fire and the State Emergency Services of the proposed road closures.
5. The event organiser notify local Transport Services (Bus Companies, Taxis) of the proposed road closures.
6. The event organisers provide a Traffic Management Plan for a Class 2 Special Event.
7. The event organiser abide by any other condition that Council, Roads and Maritime Services and the Police may impose.
8. RMS Accredited (Yellow card) personnel are to be used for the set up/down of barricades.
9. RMS accredited (Blue card) personnel are to be used to control traffic.

Police representative, John Carrero, noted the absence of a traffic control plan (TCP) for the Wauchope ANZAC Day march. Cliff Toms (PMHC) is to supply John Carrero with the TCP from last year's march.

Council - Y
RMS - Y (proxy)
Police - Y

10 2013 IRONMAN AUSTRALIA

CONSENSUS:

That the Committee support the temporary road closures associated with the 2013 Ironman Australia Triathlon on Sunday 5 May 2013, subject to the following conditions:

1. That the Ironman Australia Triathlon be categorised as a Class 1 special event.
2. That the event organiser advertise, at no cost to Council, the road event in the local print media for a period not less than 14 days advising of the time and duration of the road closures.
3. That the event organiser advertise the event by undertaking a letter box drop to all affected residents along the race route affected by the road closures advising of the event and the proposed actions to be undertaken to mitigate the impact of the road closures.
4. That the Traffic Control and Traffic Management Plans as submitted with the event application be implemented, and any modifications to the plans be approved by Council prior to the running of the event.
5. That the event organiser obtains written approval from the NSW Police.
6. That the event organiser notify the NSW Ambulance, NSW Fire and the State Emergency Services of the proposed road closures.
7. That the event organiser notifies local Transport Services (Bus Companies, Taxis) of the proposed road closures.
8. An RMS accredited (Yellow card) person is to be used for the establishment and removal of the traffic control devices;
9. Qualified traffic controllers (RMS-Blue or Grey card) are to be used to control traffic.
10. That the event organiser abides by any other condition that Council and the Police may impose.
11. That the event organiser submit to Council prior to the commencement of the event evidence of Public Liability Insurance which is valid for the duration of the event , including placement and removal of traffic control devices.

Council - Y

RMS - Y (proxy)

Police - Y

11 IRONKIDS TRIATHLON - LAURIETON

RECOMMENDATION

That the Committee support the temporary road closures associated with the 2013 IronKids Triathlon - Laurieton on Sunday 7 April 2013, subject to the following conditions:

1. That the event organiser advertise, at no cost to Council, the road event in the local print media for a period not less than 7 days advising of the time and duration of the road closures.
2. That the event organiser advertise the event by undertaking a letter box drop to all affected residents along the race route affected by the road closures advising of the event and the proposed actions to be undertaken to mitigate the impact of the road closures.
3. That the Traffic Control Plans as submitted be implemented, and any modifications to the Plans be approved by Council prior to the running of the event.
4. That the event organiser obtains written approval from the NSW Police.
5. That the event organiser notify the NSW Ambulance, NSW Fire and the State Emergency Services of the proposed road closures.
6. That the event organiser notifies local Transport Services (Bus Companies, Taxis) of the proposed road closures.
7. An RMS accredited (Yellow card) person is to be used for the establishment and removal of the traffic control devices.
8. Qualified traffic controllers (RMS-Blue or Grey card) are to be used to control traffic.
9. That the event organiser abides by any other condition that Council and the Police may impose.
10. That the event organiser submit to Council prior to the commencement of the event evidence of Public Liability Insurance which is valid for the duration of the event, including the establishment and removal the traffic control devices.

Police representative, John Carrero indicated that the Police are yet to receive any information in regards to this event from the Ironman organisers. He stated that if this event is classed as a race then approval would need to be sought from Police Regional Command. If it is not classified as a race the application can be processed by Local Area Command.

Council - Y
RMS - Y (proxy)
Police - Y

12 GENERAL BUSINESS

12.01 Boundary Street Flooding

Port Macquarie Taxis representative, Steve Read, explained that in the recent flood activity a section of Boundary Street was under water. He requested that flood markers be installed. Further enquiry was made into whether there are future plans to raise the level of Boundary Street.

In response Cliff Toms (PMHC) stated that the installation of flood markers in the area would be investigated further. Mr Toms also stated that in principle there is need to upgrade Boundary Street, although this would be a costly exercise. This will be investigated as part of the airport precinct planning process. In regards to raising the road level Mr Toms affirmed that any future design would consider flooding risk and be designed accordingly.

12.02 Junior State Cup

Busways representative, Jaron Gawne, indicated that in the recent Junior State Cup event, regular bus services had to be pulled from Tuffins Lane due to congestion. This information will be passed on to PMHC's Event Coordinator to be raised at the upcoming event debriefing with a view to improving traffic control at future events.

12.03 Bus Route Changes - CBD

Cliff Toms (PMHC) indicated to Jaron Gawne of Busways that the Town Centre Master Plan Committee would like to hold an on-site meeting with Busways representatives and Council members in the Port Macquarie CBD to better understand the proposed changes to bus services in the CBD. A meeting is to be organised in coming weeks.

The meeting closed at 11.20am.

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 Conflict:

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

☐

Non-Pecuniary - Insignificant Conflict:

May participate in consideration and voting.

For the reason that:
.....

Signed: Date:

(definitions are provided on the next page)

Definitions

(Local Government Act and Code of Conduct)

Pecuniary

An interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated. (*LG Act s442 and s443*).

A Councillor or member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or member of a Council Committee must not take part in the consideration and voting on the matter and be out of sight of the meeting. (*LG Act s451*)

Non-Pecuniary

An interest that is private or personal that the Councillor or member of a Council Committee has that does not amount to a pecuniary interest as defined in the LG Act.

If you have declared a non-pecuniary interest you have a number of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature and significance of your interest. You must deal with a non-pecuniary interest in one of the following ways.

Non Pecuniary – Significant Interest

(For example; family, a close friendship, membership of an association, sporting club, corporation, society or trade union).

- Have no involvement by absenting yourself from and not taking part in any consideration or voting on the issue as if the provisions in the LG Act s451(2) apply.
- A future alternative is to remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).

Non Pecuniary – Less than Significant Interest

- It may be appropriate that no action is taken. However, you must provide an explanation of why you consider that the conflict does not require further action.

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 INTERESTⁱⁱ	
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: ARAWA CLOSE/LAKE ROAD NO STOPPING SIGNAGE****Presented by: Infrastructure Services, Jeffery Sharp**

RECOMMENDATION

That the Committee support the installation of a No Stopping sign on Lake Road, to the east of the Arawa Close intersection.

Discussion

Arawa Close is a cul-de-sac which joins Lake Road and services 13 properties, residents of which must use the intersection with Lake Road to exit the street. Existing available safe intersection sight distance fails to meet the current standards set out in the Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections and the relevant Roads & Maritime Service (RMS) supplement. This sight distance is reduced below the required standard when vehicles park on the road side between the intersection and 118 Lake Road.

It is proposed to introduce a No Stopping zone in this area, effectively removing the possibility of parked vehicles having an impact upon sight distance from the intersection. This results in a loss of 2 vehicle on street spaces.

Attachments

1[View](#). Signage Plan

2[View](#). Affected Area



Proposed No Stopping sign location



Proposed No Stopping area

Item: 06

Subject: TUPPENNY LANE (FLYNNS BEACH) DELINEATION
IMPROVEMENTS

Presented by: Infrastructure Services, Jeffery Sharp

RECOMMENDATION

That the Committee support installation of the proposed linemarkings as shown on the plans attached to this report for the Flynns Beach access road, Tuppeny Lane.

Discussion

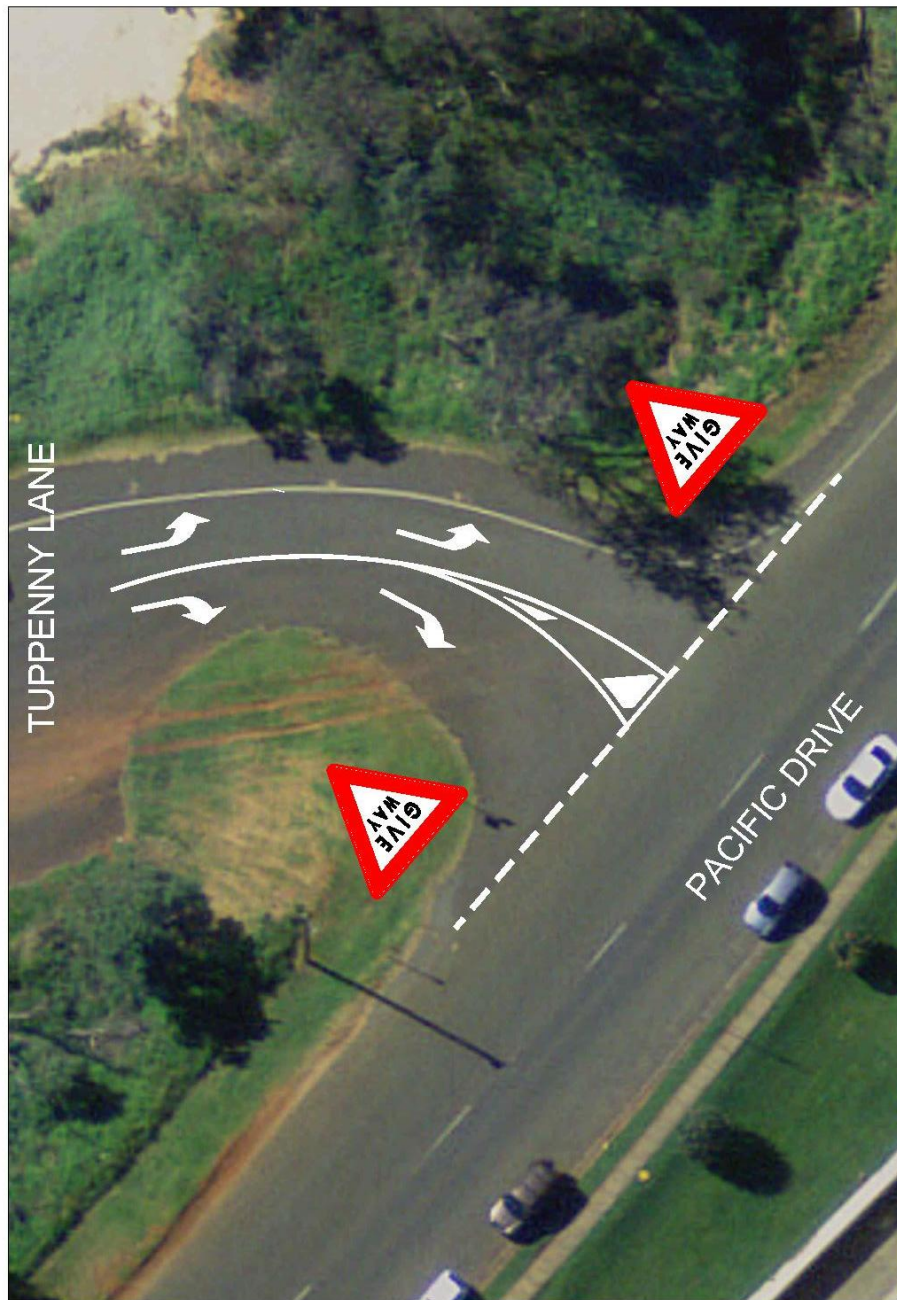
Representatives of the Port Macquarie Surf Life Saving Club have suggested that Council investigate options to better delineate the southern intersection of Tuppeny Lane and Pacific Drive. Traffic flows in one direction on Tuppeny Lane, but Club members have reported that motorists disobey the No Entry signage at this intersection regularly. A concept plan has been developed that would introduce separate left and right turning lanes with a line marked median island and Give Way signage, with the expectation that this will further deter motorists from entering the lane at this intersection. The markings will also deter motorists from short entry and exit movements at the intersection.

Further enhancement to line marking is also proposed where the Pacific Drive coastal walk meets the northern end of Tuppeny Lane. Additional line marking is proposed to better delineate parking and travel lanes, as well as the removal of previous line marking.

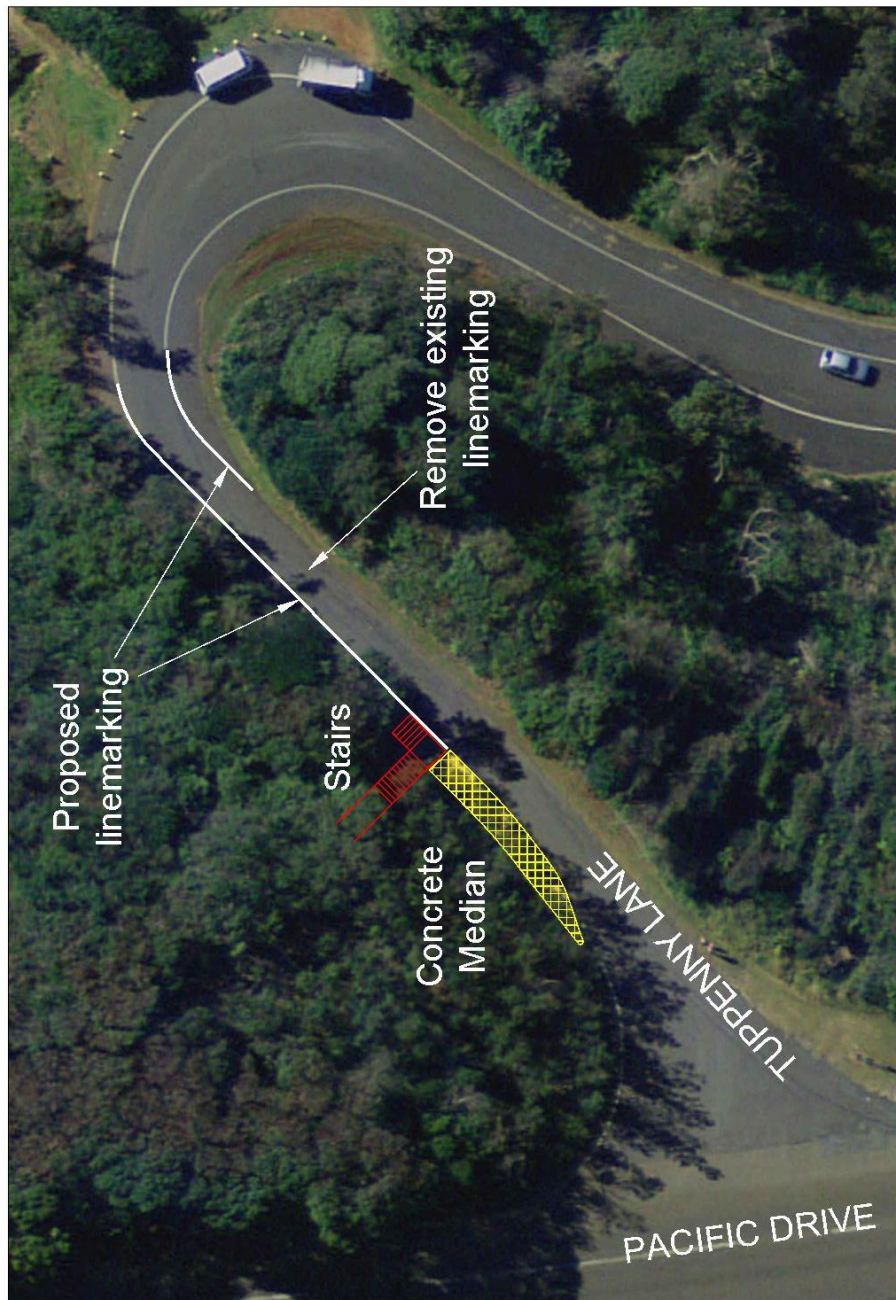
Attachments

1 [View](#). Plan - Southern Intersection

2 [View](#). Plan - Northern Intersection



LINEMARKING PLAN
Tuppeny Lane - South



LINEMARKING PLAN
Tuppenny Lane - North

Item: 07

Subject: NSW CYCLING FEDERATION 2013 ROAD RACE SEASON - PORT
MACQUARIE

Presented by: Infrastructure Services, Jeffery Sharp

RECOMMENDATION

1. That the Transport Management Plans (TMP's), submitted with the events application be endorsed.
2. That the event organiser be responsible for the implementation of the TMP's as submitted with the application.
3. That the event organiser obtain, prior to the running of the events, the written approval of the NSW Police.
4. The event organiser notify local Transport Services (Bus Companies, Taxis) of the proposed road closures.
5. That the public be notified of the events through Council's Public Notices issued through local newspapers.
6. RMS Accredited (Yellow card) personnel are to be used for the set up/down of barricades.
7. RMS accredited (Blue card) personnel are to be used to control traffic.
8. That the event organiser carry out a letter box drop to affected residents and business proprietors advising of the proposed partial road closures.
9. The event organiser submit to Council prior to the commencement of the event evidence of Public Liability Insurance which is valid for the duration of the set-up, running and pull down of the event.
10. The event organiser notify the NSW Ambulance, NSW Fire and the State Emergency Services of the proposed partial road closures.
11. The event organiser abide by any other condition that Council, Roads and Traffic Authority and the Police may impose.

Discussion

The Port Macquarie Cycle Club hosts their road racing program on Pacific Parkway, 15km west of Port Macquarie, starting on 1 April, and running every Saturday afternoon from 2:45pm, until the end of the year.

There are no proposed road closures for the listed events, however the event organiser proposes the use of authorised traffic controllers to control traffic movement at some locations in accordance with the traffic management plans as submitted.

A copy of the traffic management plan is attached for the Committee's information.

Attachments

1 [View](#). Cycle Club Road Race Season 2013 TMP

PORT MACQUARIE CYCLE CLUB LTD.

I-NG

*Established 1988**President: Kevin Fletcher
Vice President : Brad Miles
Secretary: Julie McInnes
A.C.N 094 814 543***Traffic Management Plan
For NSW Cycling Federation sanctioned
Road Race Season, Pacific Parkway Circuit,
Port Macquarie, NSW**

1-4-2013 till 31-12-2013

**Contents:**

1. Club Background
2. Event Background
3. Purpose of Traffic Management Plan
4. Description of Event
 - 4.1 The Race Route
 - 4.2 Scheduled Events
 - 4.3 The event Program
 - 4.4 Race Route Logistics
5. Impact on Road Users
6. Adherence to Road Rules
7. Risk Management Analysis

Appendix:

1. Course Maps

 PORT MACQUARIE HASTINGS	
TRIM No	CRM No
21 MAR 2013	
Keyword	
Activity	
Subject	
Folder SF12/18880	

1. Club Background

The Port Macquarie Cycle Club has been operating in the Hastings region for 25 years and has members aged between 8 and 70 years. The Club President, Kev Fletcher is an approved bicycle coach and along with other members of the club is also a Australian Cycling Federation accredited cycling Commissaire. These skills and those of the senior most experienced members of the club have facilitated a culture that respects safety and riding within the road rules, whether training or racing. This reputation for safety and education of young or new riders has meant that the number of junior riders has increased over the last two years as parents and their children embrace this safe healthy sport. Four other club members are ACF accredited commissaires..

The club has always worked closely with the Police, Hastings Council and residents and all road racing has received official police approval annually since changes to legislative requirements in 2003.

2. Event Background

Sanctioning: All events conducted by Port Macquarie Cycle Club are sanctioned by the peak cycling body in NSW the Cycling Federation of NSW Inc and are conducted under the Technical Regulations, By laws & Constitution of that organization.

Event Name: Port Macquarie Cycle Club, Road Racing Program

Event Location: Burrawan Forest Drive, 15km West of Port Macquarie

Event Date and Time: Scheduled events are on Saturdays and Sundays and Tuesday evenings

Event Organiser: Port Macquarie Cycle Club

Document Author : Kev Fletcher Port Macquarie Cycle Club

Club Executives : Kev Fletcher – President
Mark Magennis - Secretary

3. Purpose of this Traffic Management Plan

The purpose of this Traffic Management Plan is to ensure that traffic is managed in a way that;

- a) provides maximum safety for event participants and spectators
- b) allows the races to proceed smoothly
- c) minimises as much as possible the traffic impact on other road users

4. Description of the Event

The Port Macquarie Cycle Club has been conducting road races on Saturday afternoons in winter for a number of years without incident.

A typical event involves between 35 and 40 riders incorporating both junior and senior competitors.

Proposed Sunday morning events would use a shortened course, be held not more frequently than fortnightly and attract a similar number of riders.

4.1 The route

A course map has been provided as Appendix 1. The Map shows the designated signage and turnaround points.

Races vary in length on this course depending on the age and grading of the competitors. The maximum race length is 4 laps of the full proposed course which is 50 kilometres. The minimum race distance is ridden by junior competitors, consisting of two shortened laps and totalling 12 kilometres.

4.2 Scheduled Events

Saturday and/or Tuesday racing is planned for many consecutive weeks from January - December. This allows cyclists to develop consistency in training and racing routines, thus increasing overall performance and success of the club in representative fixtures. Some weeks racing will not occur as club members will attend representative fixtures at other circuits. The peak road racing season is winter, i.e. Saturdays from June to September, where the club envisages holding events each weekend. During the summer October – April criterium races are held “off road” on the club’s purpose built circuit.

It is proposed that the club may wish to use the circuit, or part thereof, for short Time Trial events during the summer months (January, 2013 – December, 2013). These would may held irregularly on Sunday mornings between 8:00am and 9:30am. This form of racing is very safe and creates a minimal impact on other road users. This is due to the format of the event requiring riders to start individually at designated intervals. Consequently, riders do not ‘bunch up’ at any given time during the event and, hence, require minimal space on the road.

4.3 The Event Program

The event program is repeated each week. Cyclists meet at in the car park of the new Port Macquarie Cycle Club track on Burrawan Forest Drive. The Cycling Club has facilities for a meeting point/ registration area that enables cars to be parked well off the road and not cause any hindrance to traffic or safety. Competitors ‘sign on’ by 2:30pm for a planned 2:45pm race start.

Juniors (aged under 15)

- Junior riders complete a maximum of two laps of the proposed circuit.
- Turn around points are marked by standards approved signage. These signs do not impede traffic and turnarounds are marshalled by licensed and insured club members wearing appropriate traffic safety vests.
- Junior riders complete their race before any senior riders start, ensuring safety and minimum numbers of cyclists using the road at the same time.

Seniors (aged 15 and over)

- Senior riders start racing at 2:45pm.
- Riders are split into three grades or handicapped into small groups. Groups generally start at two to five minute intervals.
- Senior riders complete a maximum of four laps of the proposed circuit.
- There are two turnaround points on Burrawan Forest Drive and a third on the Cowarra Access Rd.
- These turnarounds are marked by standards approved signage, do not impede traffic and are marshalled by licensed / insured club members wearing appropriate traffic safety vests.
- The last senior riders are off the course by around 4:30pm.

Proposed Sunday Morning Events

- First rider to start at 8:00am with subsequent riders starting at one minute intervals thereafter.
- Riders would only use the Pacific Parkway portion of the aforementioned course, turning at the northern and southern marshalled turning points. This eliminates the turns at the Cowarra Dam Access Rd.
- Riders would complete a maximum of two laps for a total of 12 kilometres.
- All riders would be off the course by 9:30am.

4.4 Race Route Logistics (Winter road circuit)

There are a number of elements that make the proposed circuit an ideal safe venue for road racing. These include;

- The road is the former Pacific Highway which means it is two lanes wide in all areas, but is also rarely used by through traffic.
- The width of the road allows for safe clearance and good vision when cars are required to pass the cyclists travelling in the same direction.
- The road surface is of a good quality, making it safe for cyclists.
- The section of Pacific Parkway planned for bicycle racing events contains only three intersecting roads;
 - The Cowarra Access Rd, a council access point. This road is a no-through road and rarely utilised by council vehicles on weekends, thus minimising through traffic. The road is not marked with any traffic signs including give way.
 - Aintree Close, a minor access road from the Pacific Highway. Not marked with any traffic signage.
 - Coolamon Road, a minor dirt road leading to a maximum of three residences.
- Aside from the Coolamon Road entrance there are no domestic driveways on the proposed course thus very few residents are affected by the two hours of weekly cycling events.
- At no point in the race will cyclists exceed the speed limit of Pacific Parkway, therefore formal road closures will not be required.
- The Port Macquarie Cycle Club provides signage to alert oncoming motorists to the presence of cyclists on the road. These signs comply with Australian Traffic Control standards in size.
- The 'Caution Cyclists Ahead' signs are placed approximately 100 metres past the turnaround points and before the intersection of Cowarra Access Rd and the entrance to the Go Kart Track.

4

- Each intersection and turnaround point is marshalled by volunteers who have completed the RTA Traffic Controllers course. These marshals will wear appropriate safety clothing and carry two way radios to ensure communication regarding all aspects of cyclist and motorist safety is fast and accurate.

Note: There will be no road closures required for these events.

5. Impact on Road Users

The section of Pacific Parkway that the Port Macquarie Cycle Club propose using has no specific destination and few residential driveways therefore causing minimal impact on traffic. The primary reason for vehicles to be on the proposed section of road on Saturday afternoons is attend events at the Go-Kart track or by members of the Motocross Club.

The Port Macquarie Cycle Club has liaised with both organisations to advise of the proposed cycle racing schedule. Both are very supportive of the cycle racing and have advised their members to take care on the identified section of road.

The previously identified signage serves to warn road users of the existence of cyclists and the turnaround marshals are a visible reminder to motorists of the cyclists and the need for caution.

The Club will undertake a letter box drop to the residents of Pacific Parkway, beyond those on the specific section of road, to advise of the dates of races and the willingness of the club to work with local residents to ensure safety of road users.

6. Adherence to Road Rules

The Port Macquarie Cycle Club is committed to educating members about the importance of safety on the bike and the necessity to adhere to road rules. All members have been briefed about the rules for racing at Pacific Parkway including;

- at no point riding more than two abreast
- never crossing the centre line in the road at any point
- not exceeding the road speed limit

Marshals, the Club Captain and Executive members undertake to enforce these rules throughout proposed races. Any members who break these rules will be disciplined which could include suspension from further racing.

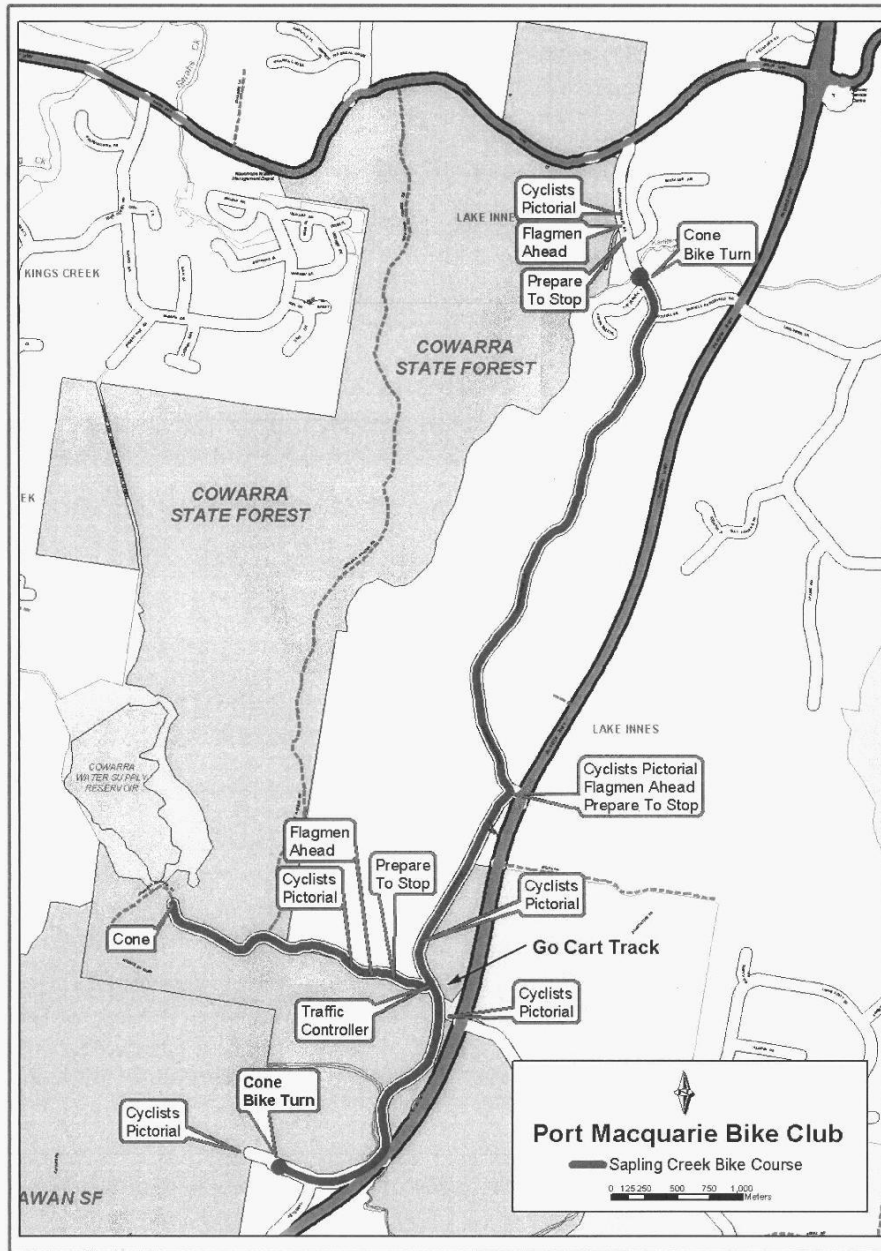
7. Risk Management Analysis

A: RISK IDENTIFICATION

RISK	Likelihood LOW	MEDIUM	HIGH	VERY HIGH
Bike and car accident		X		
Bike and bike accident			X	
Single bike accident			X	
Car accident blocks road	X			
Bike/spectator/marshal incident	X			
Electrical storm	X			

B: RISK MANAGEMENT STRATEGY

RISK	Management Protocol
1. Bike/car accident.	1. Marshal or other riders to advise Race Commissaire and/ or Club executive that athlete is down and location on course and if ambulance required.
	2. Race Commissaire dispatches ambulance to scene of accident if required, otherwise support vehicle to retrieve cyclist.
	3. Ambulance treats athlete and subject to situation athlete continues, or is taken back to medical centre or hospital.
	4. If required accident reported to Police
2. Bike/bike accident	As above
3. Single bike accident	1. Marshals or other cyclists to notify Race Commissaire and / or Club Executive of situation.
4. Car accident blocks road	1. Race neutralised and stopped.
	2. All cyclists advised to return to marshalling area
	3. Matter reported to Police
5. Bike/spectator accident	1. Report to Race Commissaire, medical services dispatched if required
6. Biker collapses on course	1. Qualified first aid officers (at least one always in attendance through executive and club members who are medical practitioners) assess injury and dispatch medical services if required.



Item: 08**Subject: PORT IRON 5KM FUN RUN 2013****Presented by: Infrastructure Services, Jeffery Sharp**

RECOMMENDATION

That the Committee give their support to the staging of the Port Iron 5km Fun Run and the associated temporary road closures on 4 May 2013, subject to the following conditions:

1. That the event organiser advertise, at no cost to Council, the road event in the local media for a period not less than 7 days advising of the time and duration of the road closures.
2. That the event organiser advertise the event by undertaking a letter box drop to all affected residents along the race route affected by the road closures advising of the event and the proposed actions to be undertaken to mitigate the impact of the road closures.
3. That the Traffic Control Plans as submitted are implemented, and any modifications to the Plans be approved by Council prior to the running of the event.
4. That the event organiser obtains written approval from the NSW Police.
5. That the event organiser notify the NSW Ambulance, NSW Fire and the State Emergency Services of the proposed road closures.
6. That the event organiser notifies local Transport Services (Bus Companies, Taxis) of the proposed road closures.
7. An RMS accredited (Yellow card) person is to be used for the establishment and removal of the traffic control devices.
8. Qualified traffic controllers (RMS-Blue or Grey card) are to be used to control traffic.
9. That the event organiser abides by any other condition that Council and the Police may impose.
10. That the event organiser submit to Council prior to the commencement of the event evidence of Public Liability Insurance which is valid for the duration of the event, including the establishment and removal the traffic control devices.

Discussion

The Port Macquarie Triathlon Festival Local Organising Committee is seeking approval to once again host the Port Iron 5km Fun Run on Saturday the 4th of May 2013, with a field of 500 – 700 athletes.

The proposed closures are the same as the 2011 and 2012 events, which involved closing Clarence Street (Grant to Horton Streets) & Stewart Street, from approximately 7:15am for a 7:30am race start. These roads will be reopened as soon as the last athlete has entered the ramp to Town Beach, expected around 8:00am at the latest.

AGENDA

LOCAL TRAFFIC COMMITTEE 03/04/2013

One lane of Buller Street Bridge would be closed with traffic flow operating under traffic control, as the first athletes leave Town green, expected around 7:40am and reopened when the last athlete crossed back over, at approximately 8:00am.

Attachments

1 [View](#). 5km Fun Run 2013 LTC Letter and TCP



Jacob Harty
Port Macquarie-Hastings Council
PO Box 84,
Port Macquarie NSW 2444

21 March 2013

Dear Jacob,

Re: Port Macquarie 5km Fun Run – Saturday 4 May 2013

I am writing to once again seek the approval of the Local Traffic Committee to conduct a 5km Fun Run in conjunction with the Australian Ironman triathlon being held in Port Macquarie.

This event, which has been conducted on the Saturday before an Ironman event for the last six years, raises funds to be donated back to community groups who provide volunteers for the main Ironman event.

It is proposed to conduct the 2013 Fun Run in conjunction with the main Ironman event using the same course that has been successfully used for the last two races.

To summarise the detail in the attached application form;

Course:

The Fun Run will utilise the existing Ironman infrastructure and require the assistance of Men@Work for traffic control.

- Start in Clarence Street outside Macquarie Hotel
- Run up Clarence street
- Along Stewart Street
- Down the first ramp to Breakwall carpark at Town Beach
- Along path at Town Beach, along Breakwall and along the town wharf boardwalk
- Over Buller Street bridge (Men @Work controlling traffic)
- Along waterside of Country Comfort
- Lap of Westport Park
- Return back over Buller Street Bridge to boardwalk
- Finish on Town Green in Ironman Finish Arch

Competitors –Anticipating a field of around 500 athletes. Winners complete 5km in around 15 minutes, while last finisher is expected in around 40 minutes.

Port Macquarie Triathlon Festival - Local Organising Committee
PO Box 626 Port Macquarie NSW 2444



Road Closure – A simple road rolling closure managed under guidance from Men@Work with Port Macquarie Triathlon Club qualified marshals.

- Closure of Clarence Street to Stewart Street at 7:15 for 7:30 race start
- Reopened as soon as athletes turn down Town beach ramp – expected 7:40am
- Marshalls on Town beach ramp to prevent any oncoming traffic for 5 minutes of athletes descending
- Buller Street Bridge closed as first athletes leave Town Green. Remain closed until all have returned back bridge over from Westport Park lap. Expected closure for 20 minutes approximately 7:35 – 8:00am

Men@Work have developed formal traffic control plans for Clarence Street, Stewart Street and Buller St bridge. The plans for the previous year are attached with revised plans dated for 2013 to be forwarded as soon as possible.

A letter advising of the rolling road closure will be delivered to all affected businesses / residents on Clarence Street and advertised in print.

Marshalls – as mentioned Men@Work will provide traffic marshals at Buller Street bridge and a traffic safety vehicles following the last runner up Clarence Street. The other road crossings up Clarence Street will be marshalled by members of the Port Macquarie Triathlon Club who have traffic controller qualifications. Community volunteers will guide runners along the Breakwall and Westport Park.

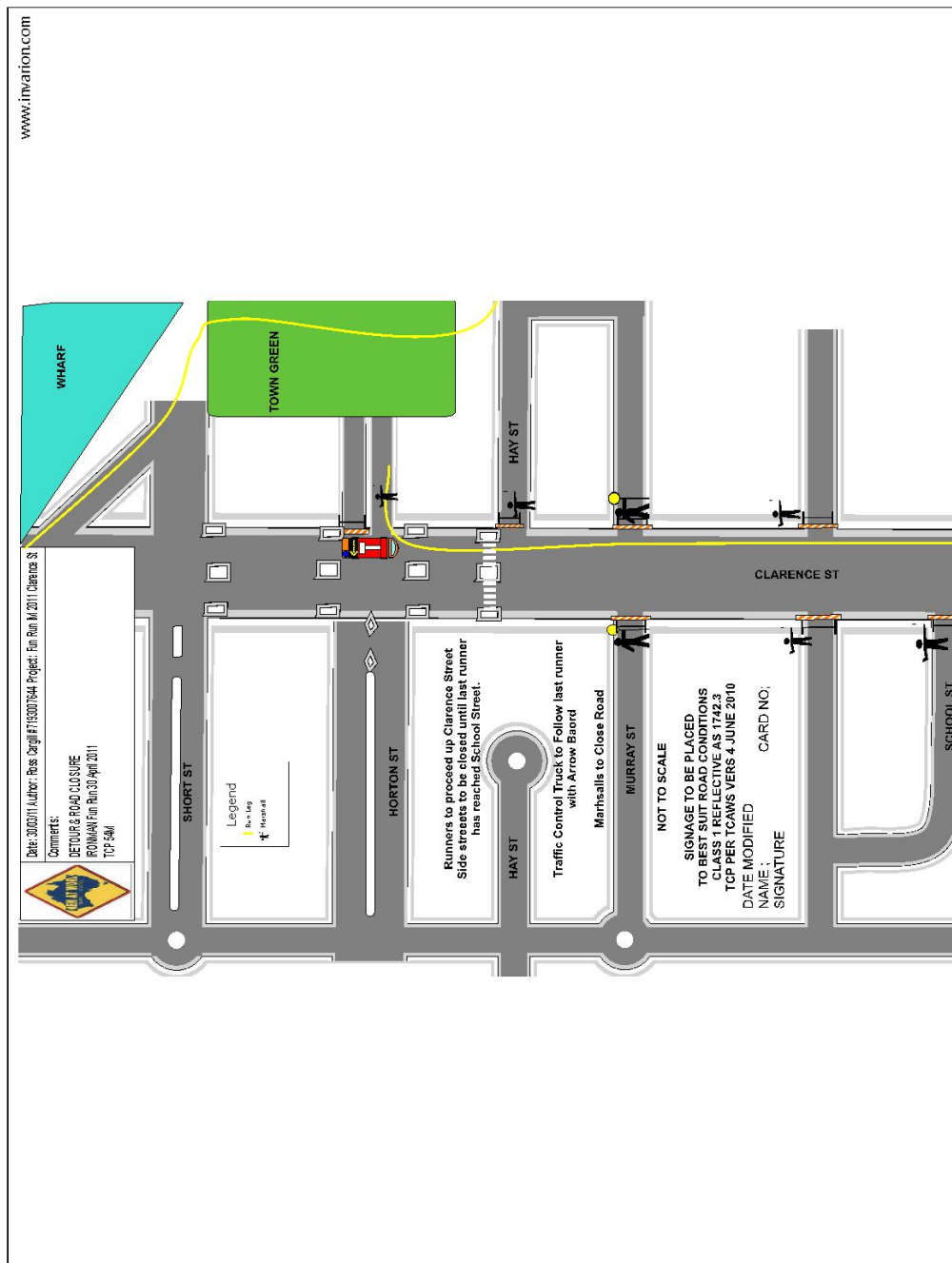
Further details are along with course maps are attached with the Special Event Application. Please don't hesitate to contact me for information or to advise of approval.

Yours sincerely,

Lyndal Harper

Lyndal Harper
Fun Run Director - Port Macquarie Triathlon Festival
Local Organising Committee
Phone: 0403 963 708

Port Macquarie Triathlon Festival - Local Organising Committee
PO Box 626 Port Macquarie NSW 2444



TCP 19

Legend
 Run Lag
 Barrier
 Marshall

NOT TO SCALE

SIGNAGE TO BE PLACED TO BEST SUIT ROAD CONDITIONS CLASS T REFLECTIVE AS 1742.3 TCP PER TCAMS VERS 4 JUNE 2010

DATE MODIFIED: / /

NAME:

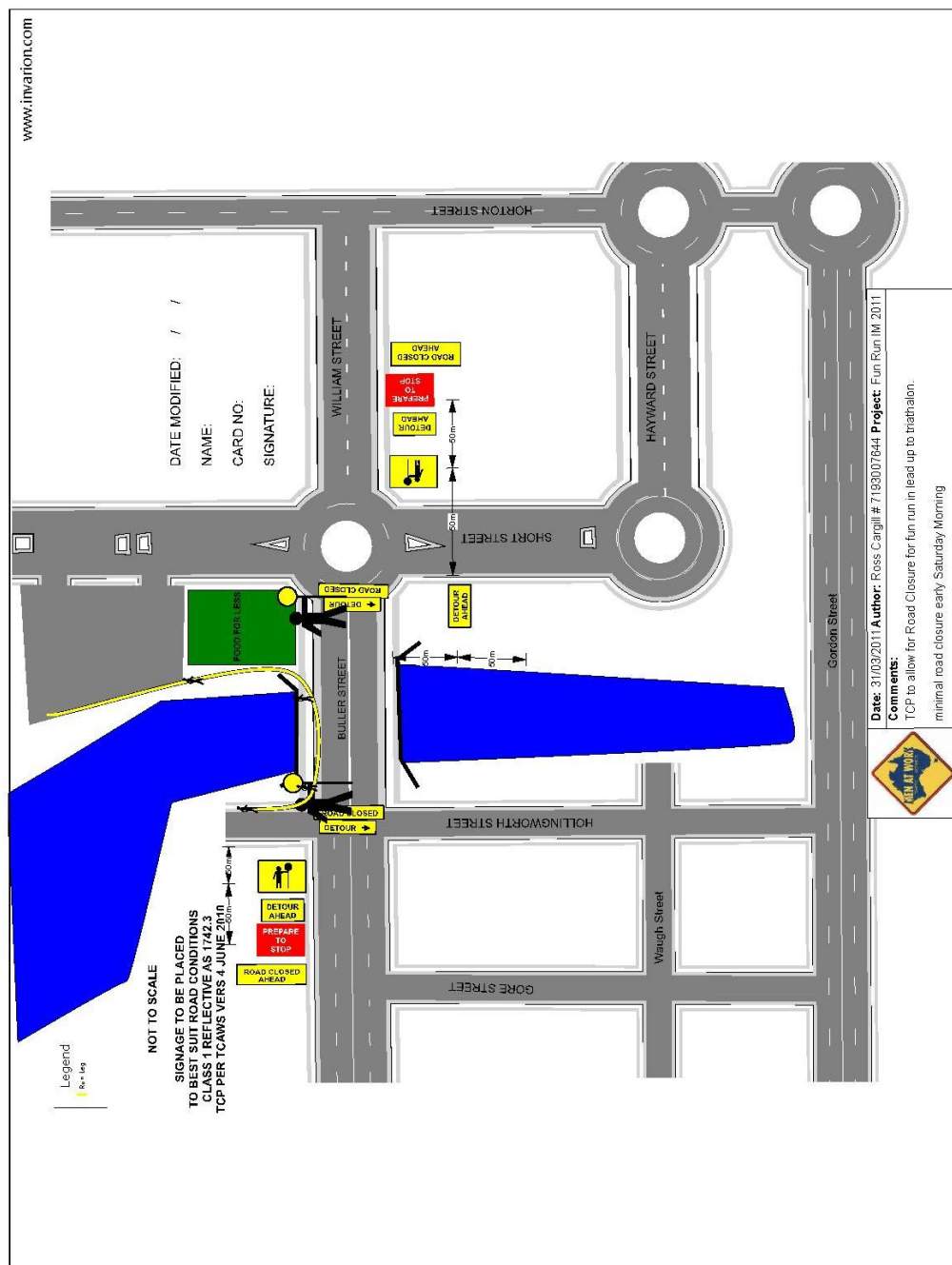
CARD NO:

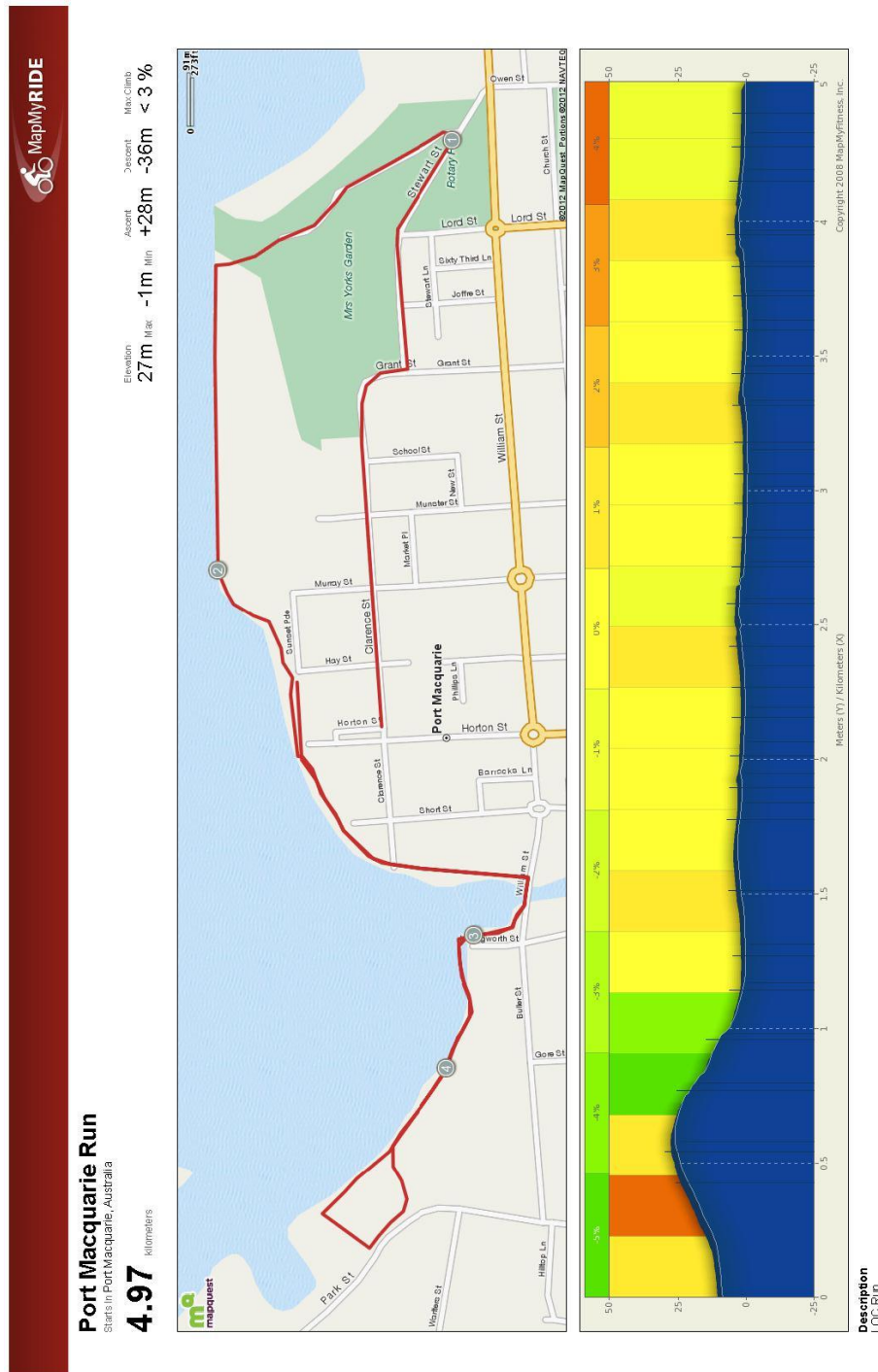
SIGNATURE:

Comments:
 TCP to allow for Road Closure for fun in lead up to triathlon.
 minimal road closure early Saturday Morning

Date: 31/03/2011 **Author:** Ross Cargill # 7193007644 **Project:** Fun Run IM 2011

www.innovation.com





Special Event Resources**Special Event Transport Management Plan Template***Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan***I EVENT DETAILS****1.1 Event summary**

Event Name: Port Iron SK Fun Run
 Event Location: Town Green Port Macquarie
 Event Date: 4/5/13 Event Start Time: 7:30am Event Finish Time: 8:30am
 Event Setup Start Time: 6am Event Packdown Finish Time: 9am
 Event is ☐ off-street ☒ on-street moving ☐ on-street non-moving
☐ hold regularly throughout the year (calendar attached)

1.2 Contact names

Event Organiser * Ironman Local Organising Committee
Lyndal Harper
 Phone: 65815044 Fax: Mobile: 0403963708 E-mail: lyndal.harper@pmhc.nsw.gov.au
 Event Management Company (if applicable)
 Phone: Fax: Mobile: E-mail:
 Police
 Phone: Fax: Mobile: E-mail:
 Council
 Phone: Fax: Mobile: E-mail:
 Roads & Traffic Authority (if Class 1)
 Phone: Fax: Mobile: E-mail:

Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.*1.3 Brief description of the event (one paragraph)**

5km Fun Run with approximately
500 competitors. Run in conjunction
with Ironman Australia Triathlon.

2 RISK MANAGEMENT - TRAFFIC

CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police
	<input type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance
	<input type="checkbox"/> Fire brigades notified
	<input type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 2 CLASS 3	3.1 The route or location
	<input checked="" type="checkbox"/> Map attached
	3.2 Parking
	<input type="checkbox"/> Parking organised - details attached
	<input checked="" type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
3.4 Trusts, authorities or Government enterprises	
<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached	
<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise	
3.5 Impact on/of Public transport	
<input type="checkbox"/> Public transport plans created - details attached	
<input checked="" type="checkbox"/> Public transport not impacted or will not impact event	
3.6 Reopening roads after moving events	
<input checked="" type="checkbox"/> This is a moving event - details attached.	
<input type="checkbox"/> This is a non moving event	
3.7 Traffic management requirements unique to this event	
<input type="checkbox"/> Description of unique traffic management requirements attached	
<input type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	
<input type="checkbox"/> Contingency plans attached	

Class 2	3.9 Heavy vehicle impacts
	<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
Class 3	3.10 Special event clearways
	<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES	
Class 3	4.1 Access for local residents, businesses, hospitals and emergency vehicles
	<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
Class 2	4.2 Advertise traffic management arrangements
	<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <i>To be finalised with Ironman</i> <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
Class 3	4.3 Special event warning signs
	<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs
Class 3	4.4 Permanent Variable Message Signs
	<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
Class 3	4.5 Portable Variable Message Signs
	<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999* and the *Roads Act 1992*).
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6 APPROVAL

TMP Approved by: Event Organiser Date

7 AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Council Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: RTA Date

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988, Sec 23

To the Commissioner of Police

1	<p>I, <u>Lyndal Harper</u> (name)</p> <p>of <u>11 The Plateau Port Macquarie</u> (address)</p> <p>on behalf of <u>Ironman local organising committee</u> (organisation)</p> <p>notify the Commissioner of Police that</p> <p>on the <u>4</u> (day) of <u>5</u> (month), <u>2013</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately <u>500</u> (number) persons,</p> <p>which will assemble at <u>Town Green PMD</u> (Place)</p> <p>at approximately <u>7.30 am</u></p> <p>and disperse at approximately <u>8.30 am</u></p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately</p> <p>..... (number) persons,</p> <p>which will assemble at approximately am/pm, and at</p> <p>approximately am/pm the procession will commence and shall proceed</p> <p>.....</p> <p>.....</p> <p>(Specify route, any stopping places and the approximate duration of any stop, and the approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is</p> <p><u>Port Iron 5km Run</u></p> <p><u>Run, community event</u></p> <p><u>supporting Ironman</u></p> <p><u>Australia triathlon</u></p> <p>.....</p> <p>.....</p> <p>.....</p>

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Item: 09**Subject: NO PARKING SIGNS NANGARRA PLACE PORT MACQUARIE****Presented by: Infrastructure Services, Jeffery Sharp**

RECOMMENDATION

The Committee support the installation of No Parking signs at the entry of the public laneway in Nangarra Place Port Macquarie.

Discussion

Recent complaints to Council regarding persons parking adjacent to the entry of an existing public laneway in Nangarra Place have revealed the need to install No Parking signs to reinforce road rules. Council is normally hesitant to install No parking signs in residential streets due to the undesirable precedent in terms of amenity and the potential proliferation of signs of this type throughout residential areas.

Unfortunately it is not obvious to motorists that a lane way exists in this location and persons (rear property owners) reliant upon access to the laneway have been denied access due to random parking across the laneway entrance.

It is recommended the Committee support the installation of the No parking signs.



Plan showing existing Laneway (shaded green)

AGENDA

LOCAL TRAFFIC COMMITTEE
03/04/2013

Attachments

Nil



Item: 10

Subject: INFORMAL ITEM - STATUS REPORT

Presented by: Infrastructure Services, Jeffery Sharp

RECOMMENDATION

That the LTC Status report be received and noted.

Discussion

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

Attachments

1 [View](#). Traffic and Transport Traffic Facilities Request Register as of 2013 03 21



TRAFFIC FACILITIES REQUEST REGISTER

As at : 21-March-2013

LTC Meeting Date	Minute Item No	Description	Council Resolution/Committee Consensus	Date Instrument/Treatment Requested	Finalised	Date Instrument Finalised
06-Apr-11	05	Give Way sign Manzanillo Drive Wauchope	The Committee gave majority support to the placement of a Give Way sign and hold line on Manzanillo Drive, at the intersection with Old King Creek Road, Wauchope.	TBC	NO	
06-Dec-12	09	09 OCEAN DRIVE & GREENMEADOWS DRIVE, PORT MACQUARIE - PROPOSED INTERSECTION IMPROVEMENTS	1. Change the configuration of the line marking at the intersection of Ocean Drive and Greenmeadows Drive (south), Port Macquarie. 2. Investigate options to increasing the corner radius at the apex of the Ocean Drive centre divide at the southern approach to the Greenmeadows Drive intersection.	TBC	NO	
06-Mar-13	05	INSTALLATION OF A BUS ZONE - SHERWOOD ROAD, PORT MACQUARIE	The Committee support the application for the installation of a Bus Zone along Sherwood Road, Port Macquarie	7/03/2013	NO	
06-Mar-13	06	HASTINGS RIVER DRIVE / BOUNDARY STREET TRAFFIC SIGNALS	That the Committee support the proposed regulatory signs and line marking components of the civil designs proposed for the upgrades of the intersection of Hastings River Drive and Boundary Street	TBC	NO	
06-Mar-13	07	FOCUS MEDICAL CENTRE CLARENCE STREET PARKING	That the Committee support the implementation of 2 hour parking zone, covering 6 spaces, on the southern side of Clarence Street, just west of School Street, adjacent to the Focus building medical centre.	7/03/2013	NO	

Date : 21/03/2013 : 2:44 PM

Traffic and Transport: Traffic Facilities Request Register-2.xlsm.XLSM

Page 1 of 1



Attachment