



Local Traffic Committee

Business Paper

date of meeting: Wednesday 23 November 2016

location: electronic

time: electronic

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.



**PORT MACQUARIE
HASTINGS**

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	27/08/15	19/11/15	24/02/16	23/03/16	27/07/15
Mayor Peter Besseling	✓	✓	✓	✓	A
Councillor Justin Levido					
Councillor Adam Roberts					
Councillor Trevor Sargeant (alternate)					A
Paul Dilley	✓	✓	✓	✓	✓
Anthony Brown (alternate) (NSW Police)					
Greg Aitken (RMS)	✓	✓	✓	✓	✓
John Simon	✓	A	✓	✓	✓
Mrs Leslie Williams (Rep. Member for Port Macquarie)					
Mr Leslie Wells (alternate) Melinda Pavey MP (Rep. Member for Oxley)	✓	✓	✓	✓	A
Non-voting:					
Duncan Clarke (PMHC - Group Manager Transport & Stormwater Network)	✓	✓	✓	✓	✓
Malcolm Britt (Busways)	✓	A	✓	✓	A
John Hanlon (PMHC - Transport & Traffic Engineer)	✓	✓	✓	✓	✓
Steve Read (Port Macquarie Taxis)	✓	A	✓	✓	A
Angela Chapman (PMHC Admin. Officer)	✓	✓	✓	✓	✓
Phillip Marshal (Alternate - PMHC Admin. Officer)	✓	A	✓	✓	A

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

Local Traffic Committee Meeting

Wednesday 23 November 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 27 July 2016 be confirmed.

PRESENT**Members:**

Paul Dilley (NSW Police)
Greg Aitken (RMS)
John Simon (Rep. Member for Port Macquarie)
Duncan Clarke - Acting Chair (PMHC - Group Manager Transport & Stormwater Network)

Other Attendees:

John Hanlon (PMHC - Transport & Traffic Engineer)
Angela Chapman (PMHC Admin. Officer)

The meeting opened at 10:05am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

Malcolm Britt (Busways)
Mr Leslie Wells (Rep Member for Oxley)
Mayor Peter Besseling (PMHC) (Chair)
Phillip Marshall (Alternate - PMHC Admin. Officer)
Steve Read (Port Macquarie Taxis)
Clr Trevor Sargeant

03 CONFIRMATION OF MINUTES

That the Minutes of the Local Traffic Committee Meeting held on 22 June 2016 be confirmed and that it is noted that the date of the previous minutes is incorrect and should be 23 March 2016.

MAJORITY SUPPORT:

Council – Y

RMS – Y

Police – Y

Member for Port Macquarie (Rep) – Y

Member for Oxley (Rep) – A

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

That it be noted that the items listed on the Business Arising schedule be removed:

MAJORITY SUPPORT:

Council – Y

RMS – Y

Police – Y

Member for Port Macquarie (Rep) – Y

Member for Oxley (Rep) – A

06 TIMBERTOWN VILLAGE SHOPPING CENTRE - NEW LOADING AREA

Discussion:

- The RMS and NSW Police raised significant concerns with regards to proposed loading area, in particular the following were detailed;
- Heavy vehicles reversing in a car park presents a considerable safety issue for both pedestrians and motorists.
- In any loading situation where there are multiple users in the area then the deliveries should be in 'forward in, forward out' direction
- Vehicles entering from the Oxley Highway may not be seen by a reversing heavy vehicle and may collide
- Location of the proposed loading zone away from the shop means goods will be unloaded by a fork lift or pallet jack and transported across the car parking area and footpath which is unsafe for pedestrians and workers unloading

-
- As a medical centre is currently being constructed next to the shopping centre there will be an increase in less mobile drivers and pedestrians which increase the safety risk.
 - Medical centres can also require substantial areas of parking
 - Given the extent of the safety issues this proposal could not be supported.

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 not be approved.
2. That a formal submission via a Development Application be submitted to Council by Timbertown Village Shopping Centre to meet current standards should they wish to present an alternative location for a loading zone
3. That Council advise Timbertown Village Shopping Centre of the outcome of the Local Traffic Committee Meeting on 27 July 2016.
4. Council staff to investigate the original Development Consent for the supermarket to determine if consent conditions with regard to the loading of deliveries have been met.

UNANIMOUS SUPPORT:

Council – Y

RMS – Y

Police – Y

Member for Oxley (Rep) – A

07 PORT MACQUARIE SCHOOL ZONE TIMES

Discussion:

The Centre for Road Safety is the controlling body for the implementation of school zones. Whilst the Committee, Police and RMS all presented to The Centre for Road Safety that Burrawan Street should operate at the same time as Findlay Avenue, this recommendation was rejected.

That it be a recommendation to Council:

That the existing afternoon school zone flashing light times should be altered by The Centre for Road Safety to reflect the new school operating times at:

1. Westport campus in Findlay Avenue, 2.00pm to 4.00pm as agreed to by Centre for Road Safety.
2. Port Macquarie campus in Burrawan Street, 2.00pm to 4.00pm noting that the Centre for Road Safety does not concur with the alterations to the times and that Council should liaise with the Centre for Road Safety, School representatives and the community in relation to the implementation of these school zone times.

UNANIMOUS SUPPORT:

Council – Y

RMS – Y

Police – Y

Member for Port Macquarie (Rep) – Y

08 COUNTDOWN TO CHRISTMAS 2016

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 2016 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 and .
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.

UNANIMOUS SUPPORT:

Council – Y
RMS – Y
Police – Y
Member for Port Macquarie (Rep) – Y

09 KING OF THE MOUNTAIN FUN RUN 21 AUGUST 2016

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.

UNANIMOUS SUPPORT:

Council – Y

RMS – Y

Police – Y

Member for Port Macquarie (Rep) – Y

10 LTC PROJECT STATUS REPORT 2016

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

UNANIMOUS SUPPORT:

Council – Y

RMS – Y

Police – Y

Member for Port Macquarie (Rep) – Y

Member for Oxley (Rep) – A

11 GENERAL BUSINESS

11.01 CARETAKER MODE

Caretaker mode noted. No LTC to be held in August and September.

**11.02 EASTERN INTERSECTION HASTINGS RIVER DRIVE AND
HIBBARD DRIVE PORT MACQUARIE**

Letter from constituent - Janice McGilcrist presented and noted.
RMS representative has spoken verbally to Janice McGilchrist also in relation to this matter.

11.03 ADVICE FOR ROAD CLOSURES AFFECTING ROUTES

Email from Malcolm Britt representing Busways regarding Council advising on road closures affecting routes presented and noted.

Council to notify all Sections that close roads to inform Busways.

Council request a school route map be supplied by Busways to assist.

11.04 SPEED IN STEWART ST AND HASTINGS RIVER DRIVE AREA

Stewart Street and Hastings River Drive - Police representation from the community relating to speed in these areas - provided for information only.

The meeting closed at 11:09am.

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:
.....

Name:

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. The Council official must not be present at, or in sight of, the meeting of the Council at any time during which the matter is being considered or discussed, or at any time during which the council is voting on any question in relation to the matter. (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>)	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<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 <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

Councillor's Name:

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..
 - 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

Nil.

Item: 06

Subject: 2016 NSW STATE CUP TOUCH FOOTBALL CHAMPIONSHIPS

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 temporary road closures and traffic management arrangements associated with the NSW State Touch event between 2-4 December 2016, subject to the following conditions:

- 1. That the event organiser advertise, at no cost to Council, 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 times
 - duration of the temporary road closures
 - temporary parking restrictions times and duration.
 - alternative routes and access arrangements.
- 2. That the event organiser 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 and temporary parking restrictions.
- 3. That the Traffic Management Plan dated 6 September 2016 and associated Traffic Guidance Scheme dated 6 September 2016 be implemented. Any modifications to the plans must be agreed with Council prior to the running of the event.**
- 4. That the event organiser abides by the written approval from the NSW Police.**
- 5. 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.**
- 6. 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.**
- 7. An RMS accredited (Yellow card) person is to be used for the establishment and removal of the traffic control devices.**
- 8. RMS accredited traffic controllers (Blue 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 at any time.
10. That the event organiser submit to Council 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 placement and removal of traffic control devices.
11. The event organiser must have this approval and the Traffic Management Plan and Traffic Guidance Scheme described above on site at all times for the duration of the event.

Discussion

The NSW State Cup Touch Football Championships is an annual event held in the Regional Stadium / Tuffins Lane sporting precinct of Port Macquarie. The 2016 event will be held between Friday 2 and Sunday 4 December 2016.

It is expected that 210 teams will compete resulting in up to 4,000 participants, spectators and officials in attendance each day. The majority of these people will travel to Port Macquarie from all parts of NSW and will stay in accommodation in and around Port Macquarie.

The attached document details the transport management arrangements for transporting people to and from the site, including details of temporary road closures, temporary parking restrictions, car parking arrangements and a shuttle bus service to the car parking areas.

Attachments

- 1 [View](#). Transport Management Plan



TO PROVIDE, TO BE, TO GROW

Transport Management Plan

NSW State Cup Tuffins Lane, Port Macquarie 2-4 December 2016

Prepared For
NSW Touch Association
By
Men At Work Traffic Services

Issued to
NSW Touch Association (Rob Summers)
Port Macquarie Hastings Council (John Hanlon)
Port Macquarie Hastings Council (Amanda Hatton)

Prepared by: Ross Cargill
RMS Design & Audit Certification - 0022201785
Ph 02 6581 4600
Email ross@menatwork.net.au

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4/6 Belah Road, Port Macquarie NSW 2444
P.O. Box 2101
Phone 02 6581 4600
Fax 02 6581 4154
www.menatwork.net.au
NEWADA Pty Ltd ABN 13 009 458 590

Training www.menatworktms.net.au
MAWTA Pty Ltd ABN 71 129 869 783
RTO 41067

TEMPS
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TRAINING & ASSESSMENT



TO PROVIDE, TO BE, TO GROW

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4/6 Belah Road, Port Macquarie NSW 2444
P.O. Box 2101
Phone 02 6581 4600
Fax 02 6581 4154
www.menatwork.net.au
NEWADA Pty Ltd ABN 13 009 458 590

Training www.menatworktms.net.au
MAWTA Pty Ltd ABN 71 129 869 783
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TO PROVIDE, TO BE, TO GROW

1. INTRODUCTION

1.1. General

The NSW State Touch Football Championships will be held in Port Macquarie at the Tuffins Lane Sports Fields. The event will run from Friday 2 to Sunday 4 December 2016.

The NSW Touch Association has appointed Men At Work to prepare the following Traffic Management Plan (TMP) to ensure the safety for participants, spectators, the general public and business' surrounding the event.

The TMP has been developed in accordance with Port Macquarie Hastings Council (PMHC) requirements. It is to be used in conjunction with associated Traffic Control Guidance Plan's (TCGP's), and the Traffic Control At Worksites Manual Volume 4 (2010). All aspects of the TMP and TCGP's are to be erected, undertaken and monitored by qualified traffic controllers to allow access to adjoining property owners as required and to maintain traffic flows during both local and event peak periods.

The TMP allows for all modes to traffic accessing the event. As the event has been held for over 25 years in Port Macquarie NSW Touch has an experienced understanding of the impact peak traffic flows have. To ensure the events success a designated event parking in the event precinct and off site, road closures, designated bus stops and drop of area will be implemented.

It is the intention of this Transportation Management Plan to minimise / reduce these expected traffic flows.

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4/6 Belah Road, Port Macquarie NSW 2444
P.O. Box 2101
Phone 02 6581 4600
Fax 02 6581 4154
www.menatwork.net.au
NEWADA Pty Ltd ABN 13 009 458 590

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1.2 Event Description

On the basis of the history of the event, it is anticipated that 4000 participants and spectators will be in attendance on Friday and Saturday. 3000 participants and spectators are expected on site for the Sunday events, including finals and presentation. The 2016 event sees the NSW Touch Association responsible for the management of traffic with Port Macquarie Hastings Council responsible for the provision of the playing area for the competition.

Participants will travel to Port Macquarie from all over New South Wales with the main concentration being from the South Coast, Sydney, Central Coast and Newcastle. The NSW Touch Association has advised that a large majority of Port Macquarie's accommodation has been booked out for the weekend.

In preparing for this event the following organisations / authorities will be consulted with:

Port Macquarie Hastings Council

- John Hanlon (Transport and Traffic Engineer)
- Amanda Hatton (Sports and Events Manager)

NSW Police Department

- Paul Dilley
- Roads and Maritime Services
- Hibbard Sports Club
- NSW Ambulance Association
- Port Macquarie Base Hospital
- Aqua Golf / Water Slide

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Phone 02 6581 4600
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2. SEQUENCE OF EVENTS

2.1. Friday 2 December 2016 Day 1

6:30am – Compulsory Staff briefing at fields
 6:45am – Fields Set up
 7:00am – Implement Tuffins lane Closure and Traffic Controllers in place for parking management
 7:30am – Volunteers Arrive
 8:30am – First Games Commence
 5:50pm – Last games finish, pack up
 6:00pm – Open Tuffins Lane
 6:15pm – Compulsory Staff briefing – Volunteers depart
 7:00pm – NSWTA staff return to accommodation

2.2 Saturday, 3 December 2016 – Day 2

6:00am – Compulsory Staff briefing at fields
 6:15am – Fields Set up
 7:00am – Implement Tuffins lane Closure and Traffic Controllers in place for parking management
 7:15am – Volunteers Arrive
 7:40am – Move to starting positions
 8:00am – First games commence
 6:25pm – Last games finish, pack up
 6:30pm – Open Tuffins Lane
 6:45pm – Compulsory Staff briefing – Volunteers depart
 7:00pm – NSWTA staff return to accommodation

2.3. Sunday, 4 December 2016 - Day 3

6:00am – Compulsory Staff briefing at fields
 6:15am – Fields Set up
 7:00am – Implement Tuffins lane Closure and Traffic Controllers in place for parking management
 7:15am – Volunteers Arrive
 7:40am – Move to starting positions
 8:00am – First games commence
 4.45pm – Last games finish, pack up
 7:00pm – NSWTA staff and volunteers staff dinner Hogs Breath

It is typical for players and support staff (trainers, physios, etc) to attend the event by either Mini Bus or car. In previous years up to 30 (25 seat) Mini Buses have transported teams from their locality and then to and from the event each day and then returning to their origin of destination on the Sunday afternoon. Historically no large buses attend the event to bring teams.

All teams will compete between 8.00am and 10.00am on the Saturday with approximately 15 to 20% of the people arriving every half hour during this period. It is assumed that once all teams have

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4/6 Belah Road, Port Macquarie NSW 2444
 P.O. Box 2101
 Phone 02 6581 4600
 Fax 02 6581 4154
www.menatwork.net.au
 NEWADA Pty Ltd ABN 13 099 458 590

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arrived they will stay for the day with minimal numbers leaving and returning during the day. This assumption is based on the fact parking will be at a premium and accessing the event area. Based on this data, it is expected the peak traffic demand for arrivals will reach approximately 1747 vehicles an hour for the period between 9.00am and 10.00am. The peak demand for departures will reach approximately 1774 vehicles an hour between 4.00pm and 5.00pm.

3. GENERAL ARRANGEMENT

3.1. Tuffins Lane

Tuffins Lane will be closed for the duration of the event: Access will be provided for 1 Resident, VIP's and permitted buses. Entry is via permit/ ticket only. There will be no roadside parking along Tuffins Lane to prevent pedestrian activity along the travelled path with a single crossing point between the two playing areas as shown on TCGP NSW STATE TOUCH 2016 to reduce incidence of crossover between pedestrian and vehicles.

3.2. Boundary Street

Access is to be maintained for all local businesses and residents throughout the event with road side parking to be prevented with the use of parrawebbing, as per TCGP NSW STATE TOUCH 2016. This is also to minimise pedestrian activity along the travelled path. There will be a tariff control point adjacent to the exit of the regional stadium carpark to monitor traffic flows and assist with VIP, Mini Bus ingress and Egress.

A number of properties have access to Boundary Street within 100m of its junction with Hastings River Drive. Access to and from these properties should not be adversely affected by the event with the banning of roadside parking along Boundary Street.

3.3. Drop Off Zone

A Drop Off Zone in the Regional Stadium car park will be implemented to aid in the management of traffic in and around the event precinct. Access to the drop off zone will be via the existing entry to the Panthers Sports club car park. Barriers are to be place to block access to the Sports Club carpark. This carpark will only be available to VIPs and Sports Club parking.

The drop off zone will utilise the existing parking bays of the carpark. On entry to the drop off zone patrons will be directed to either one of two zones where participants can be dropped off. Vehicles will leave the drop off to the south where they will be directed to the carparking at the southern end of Boundary Street and the eastern section of Tuffins Lane.

Access for pedestrians through the drop off area will be via centrally placed pedestrian access paths and onto the playing fields. Figure 3 provides the proposed layout of the drop off zone.

The drop off zone is to be used throughout the day. There will be no designated pick up zone to be used. All patrons will leave the event precinct from the carparks for which they have parked in.

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3.4. Parking Arrangements

As shown on TCGP NSW STATE TOUCH 2016 Parking is in the following locations:

VIP & Permit Holder Car Parks

- P7 & P8 Tuffins Lane (North) - 90 Spaces Approx
- P5 Panthers Sport Club – 66 Spaces Approx

Mini Bus Parking

- P6 Regional Stadium/ 128 + 4 Disabled

Event Non-Ticketed Parking

- P3 & P4 Boundary Street - 1900 Spaces Approx
- P1 & P2 Tuffins Lane (South) - 1300 Spaces Approx

3.5. Pedestrians

Pedestrian access to and from the event precinct will be via the existing footways. Access for P4 & P5 will be via a pathway direct to the playing precinct as shown on TCGP NSW STATE TOUCH 2016. Pedestrian access an interface with vehicles is to be minimised at all times through use of parrawebbing around the precinct as shown on the TCGP. Pedestrian need to be included in the daily risk assessment, and Tuffins Lane needs to be considered a live road although it is closed to the general public.

3.6. Cyclists

Provision for cyclists will via the existing road network to the event precinct by way of existing road shoulders, traffic lanes and cycle lanes where provided. Around the event precinct, there is no formal provision of off road shared pedestrian / cycle ways or on road cycle lanes except for a section of cycle lane at the southern end of Boundary Street from Newman College, which stops at the road shoulder north of the site. Cyclist will be asked to dismount their bikes if moving around the event site and should be provided with appropriate racks as required.

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4. EXTERNAL CONSULTATION

As discussed previously various organisations will be consulted with regard to the management, impacts and possible emergency needs the event will require during the days it will be running.

NSW Police Department – Event notification.

RMS - Event notification

Port Panthers Sports Club – Arrange parking for members and staff during the event

NSW Ambulance Association – Arrangement of emergency procedures in the event of an injury, medical requirement, etc.

Port Macquarie Base Hospital - Arrangement of emergency procedures in the event of an injury, medical requirement, etc.

Aqua Golf – Consultation with management on ways to minimise the effect of the event on their business and ways to improve parking concerns, in the past NSW Touch have assisted the company in moving any cars that may hamper their parking during the event.

Water Slide – Held talks with the company on ways to ensure that they have parking for staff and visitors. Company management are happy to have the event as they have a resultant increase in the number of patrons visiting the facility and are investigating having special event vouchers to utilise the water slide.

5. CONTINGENCY PLANNING

5.1. Weather

Weather may affect the operation of the event, but will not affect the operation of the traffic management plan. The main issue will be the ability to use the temporary grass parking areas in boundary Street and Tuffins Lane. NSW Touch Association will have the final say with respect to the completion of the championship in the event of a weather event.

5.2. Pedestrian access during and after weather event

As for monitoring of the temporary parking sites monitoring of the temporary pedestrian access locations is to be completed during and after an extreme weather event. Should it be found the preferred pedestrian access points from the temporary carpark become unsafe or impassable then an alternate pedestrian access path via the western side of Boundary Street (behind the temporary barriers) is to be used for access between the temporary carpark and the grounds.

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P.O. Box 2101
Phone 02 6581 4600
Fax 02 6581 4154
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5.3. Accidents in and around the site

Access for emergency vehicles to the main site is via Boundary Street and the Regional Stadium Car Park. Ambulance access for emergencies is also available via Tuffins Lane.

5.4. Port Macquarie Airport

Where possible peak traffic flows to and from Port Macquarie Airport need to be given priority. Traffic Controllers need to work in conjunction with the Traffic Light sequence at the corner of Boundary Street and Hastings River Drive.

5.5. Public Transport

The event is not serviced by public or private bus services. There is extensive use of taxis to access the site, particularly the maxi cab that can cater for up to a full team. It is essential that School Buses be given priority on Friday during the Morning and evening peak.

5.6. Delayed Event

While some delay to the finalisation of the event is possible, it is not possible to extend the event beyond Sunday afternoon. As a result, any delay to the event will not have an impact on the operation of the traffic management plan.

5.7. Event Risk Assessment

The NSW Touch Association has prepared a Risk Management Plan for the event. A copy of the plan is provided in Appendix D of this report.

6. PUBLIC SAFETY

The NSW Touch Association has accepted responsibility for the provision for public safety on the site. This traffic management plan makes satisfactory arrangements for all matters associated with access to and from the site only.

7. ADVERTISING

The NSW Touch Association has indicated they will be providing participants all the relevant information with regard the parking, access and the like for the event. Further to this the following should also be included in any advertising. In the information packs to be provided to all participants inform them of the following:

- I. Drop Off Zone location
- II. Locations of Event Precinct parking, and

Provide a public announcement (i.e. Radio, newspapers, etc) advising the availability and location of the various types of car parking. This should first be commenced two (2) weeks prior to the event with lead in announcements leading up to the event.

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P.O. Box 2101
Phone 02 6581 4600
Fax 02 6581 4154
www.menatwork.net.au
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Where issues arise or the operation of the event changes and this impacts this traffic management plan, public announcements will be made via the options outlined above.

Consultation / liaising with all emergency services needs to be undertaken prior to the event to make them aware of possible traffic impacts relative to the event that may impact their day to day operation during the event. As a minimum, they all should be provided with a copy of this traffic management plan for the event.

The NSW Touch Association will also update participants via their website, emails, text messages and Smart Phone App's.

8. STATEMENT OF DUTY.

Men At Work Traffic Services will be responsible for the application of the Traffic Management Plan and associated Traffic Control Guidance Plans.

All signage must be of a type which satisfies the requirements of AS1742.3. Such signs are to be clean and in good condition. Locations shown on the drawings are approximate and should be adjusted on site in consultation with council for maximum visibility to both traffic and pedestrians allowing sufficient time to take appropriate action.

Ross Cargill



Ph 02 6581 4600

Email ross@menatwork.net.au

RMS Design & Audit Certification - 7333014152

Attachments

TCGP NSW STATE TOUCH 2015
TCGP NSW State Touch Tuffins Lane Arial View
TCGP NSW State Touch Boundary Drop Off Zone
NSW State Cup 2016 Event Staff Handbook
NSW Touch Football Risk Management Plan



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4/6 Belah Road, Port Macquarie NSW 2444
P.O. Box 2101
Phone 02 6581 4600
Fax 02 6581 4154
www.menatwork.net.au
NEWADA Pty Ltd ABN 13 009 458 590

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NOT TO SCALE

SIGNAGE TO BE PLACED
TO BEST SUIT ROAD CONDITIONS
CLASS 1 REFLECTIVE AS 1742.3
TCP PER TCAWS VERS 4 JUNE 2010

www.invarion.com

Legend

-  MINI BUS PARKING
-  DROP OFF ZONE
-  VIP & PERMIT PARKING
-  Parawebbing



Date: 06/09/2016 Author: Ross Cargill #0022201785 Project: NSW State Touch

Comments:

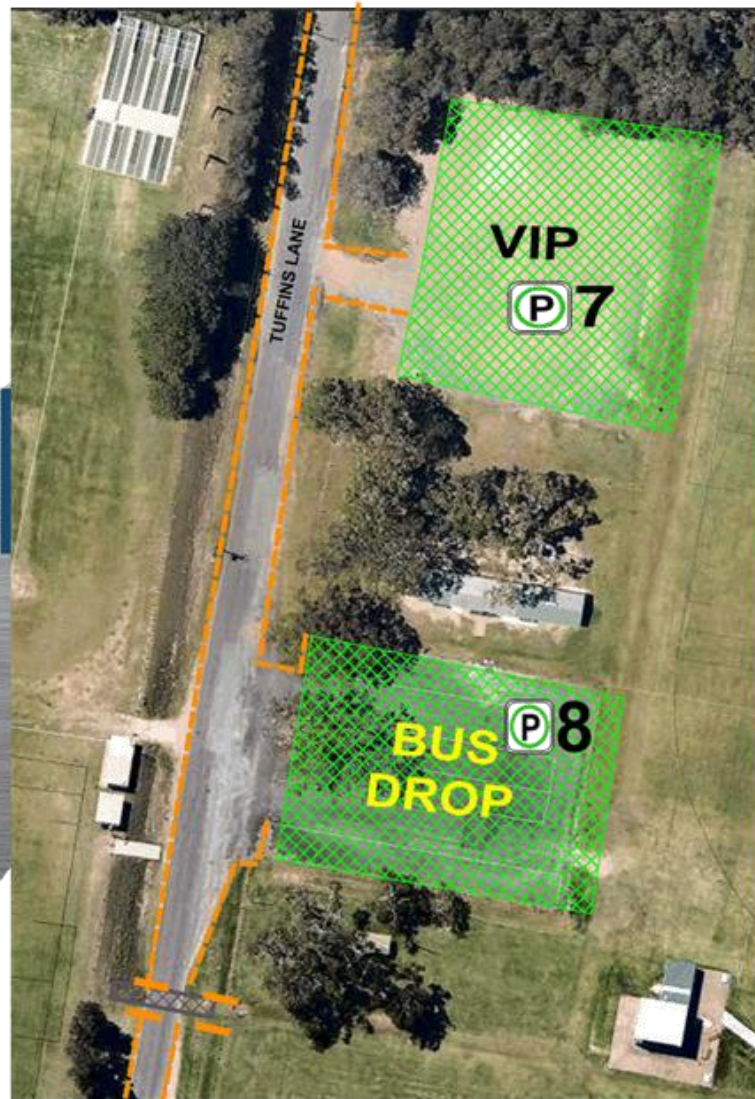
TCGP for Management of Event Traffic



STEPHEN CRABTREE
0023297320

NOT TO SCALE

SIGNAGE TO BE PLACED
TO BEST SUIT ROAD CONDITIONS
CLASS 1 REFLECTIVE AS 1742.3
TCP PER TCAWS VERS 4 JUNE 2010

www.invarion.com



	Date: 06/09/2016 Author: Ross Cargill #0022201785 Project: NSW State Touch
	Comments: TCGP for Management of Event Traffic
	 STEPHEN CRABTREE 0023297320

Item: 07

**Subject: 2017 NSW JUNIOR STATE CUP TOUCH FOOTBALL
CHAMPIONSHIPS**

Presented by: Infrastructure and Asset Management, Jeffery Sharp

RECOMMENDATION

That it be a recommendation to Council:

That Council approve the temporary road closures and traffic management arrangements associated with NSW Junior State Touch event between 17-19 February 2017, subject to the following conditions:

- 1. That the event organiser advertise, at no cost to Council, 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 times
 - duration of the temporary road closures
 - temporary parking restrictions times and duration.
 - alternative routes and access arrangements.
- 2. That the event organiser 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 and temporary parking restrictions.
- 3. That the Traffic Management Plan dated 7 November 2016 and associated Traffic Guidance Scheme dated 13 October 2016 be implemented. Any modifications to the plans must be agreed with Council prior to the running of the event.**
- 4. That the event organiser abides by the written approval from the NSW Police.**
- 5. 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.**
- 6. 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.**
- 7. An RMS accredited (Yellow card) person is to be used for the establishment and removal of the traffic control devices.**
- 8. RMS accredited traffic controllers (Blue 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 at any time.
10. That the event organiser submit to Council 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 placement and removal of traffic control devices.
11. The event organiser must have this approval and the Traffic Management Plan and Traffic Guidance Scheme described above on site at all times for the duration of the event.

Discussion

The NSW Junior State Cup Touch Football Championships is an annual event held in the Regional Stadium / Tuffins Lane sporting precinct of Port Macquarie. The 2017 event will be held between Friday 17 and Sunday 19 February 2017.

It is expected that 300 teams will compete resulting in up to 16,500 participants, spectators and officials in attendance each day. The majority of these people will travel to Port Macquarie from all parts of NSW and will stay in accommodation in and around Port Macquarie.

The attached document details the transport management arrangements for transporting people to and from the site, including details of temporary road closures, temporary parking restrictions, car parking arrangements, shuttle bus service to the car parking areas and shuttle bus service to town.

Attachments

- 1 [View](#). Transport Management Plan

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Transport Management Plan
for
NSW Junior State Touch
Football Championships
at
Tuffins Lane Sports Fields
Tuffins Lane, Port Macquarie
For
NSW Touch Association
17th to 19th February 2017

Prepared For
NSW Touch Association & Port Macquarie Hastings Council
By
Men At Work Traffic Services

Issued to
NSW Touch Association (Daniel Rushworth)
Port Macquarie Hastings Council (John Hanlon)
Port Macquarie Hastings Council (Amanda Hatton)

Prepared by: Ross Cargill
RMS Design & Inspect Certification - 0022201785
Ph 02 6581 4600
Email ross.cargill@menatwork.net.au

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4/6 Belah Road, Port Macquarie NSW 2444
P.O. Box 2101
Phone 02 6581 4600
Fax 02 6581 4154
www.menatwork.net.au
NEWADA Pty Ltd ABN 13 009 458 600

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MAWTA Pty Ltd ABN 71 129 889 763
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4/6 Belah Road, Port Macquarie NSW 2444
P.O. Box 2101
Phone 02 6581 4600
Fax 02 6581 4154
www.menatwork.net.au
NEWADA Pty Ltd ABN 13 009 458 600

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1. Introduction

1.1. General

The NSW Junior State Touch Football Championships will be held in Port Macquarie at the Tuffins Lane Sports Fields and Port Macquarie Regional Stadium. The event will run from Friday 17 to Sunday 19 February 2017.

The NSW Touch Association and Port Macquarie Hastings Council (PMHC) has appointed Men At Work to prepare the following Traffic Management Plan (TMP) to ensure the safety for participants, spectators, the general public and business' surrounding the event.

The TMP has been developed in accordance with Port Macquarie Hastings Council (PMHC) requirements. It is to be used in conjunction with associated Traffic Guidance Schemes, and the Traffic Control At Worksites Manual Volume 4 (2010). All aspects of the TMP and TCGP's are to be erected, undertaken and monitored by qualified traffic controllers to allow access to adjoining property owners as required and to maintain traffic flows during both local the and event peak periods.

The TMP allows for all modes to traffic accessing the event. As the event is being held for the fifth time in Port Macquarie NSW Touch has an experienced understanding of the impact peak traffic flows have. To ensure the events success a designated event parking in the event precinct and off site, road closures, designated bus stops and drop off areas will be implemented.

It is the intention of this Transportation Management Plan to minimise / reduce these expected traffic flows with the implementation of an extensive shuttle bus service during the event. As part of this service, it is recognised it will also reduce the reliance on parking in the event precinct with the shuttle bus service being provided.

1.2. Event Description

The NSW Junior State Touch Football Championships will be held over three days. Over the course of the three days, it is estimated 16 500 participants and spectators will visit Port Macquarie in conjunction with the event. It is anticipated there will be over 300 teams (approximately 5200 players and 930 officials and volunteers) in attendance. As this is a junior event, it is expected there will be a large number of supporters / parents travelling with the teams.

As this is a state event it is expected participants will travel to Port Macquarie from all over New South Wales with the main concentration being from the South Coast, Sydney, Central Coast and Newcastle. The NSW Touch Association has advised that a large majority of Port Macquarie's accommodation has been booked out for the weekend.

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4/6 Belah Road, Port Macquarie NSW 2444
P.O. Box 2101
Phone 02 6581 4600
Fax 02 6581 4154
www.menatwork.net.au
NEWADA Pty Ltd ABN 13 099 458 690

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It is expected spectators not connected with the teams will generally be from the local area (Port Macquarie, Wauchope and the Camden Haven) The first games are scheduled to commence at 9:00am Friday morning with the Grand Finals in each division being completed by approximately 3:30pm on Sunday with the presentation of trophies at the completion of each Final to allow for steady departure of teams during the day.

While events are scheduled for completion at 7:00pm on the Saturday, experience shows that there may be some delay in completion of events. However, it is not expected that any delays will extend beyond 7:30pm. It is also noted some divisions will finish early on the Saturday to allow for a steady departure from the grounds (ie not all players and spectators leaving at the onetime creating possible traffic delays at the Hastings River Drive intersections). Some of the teams will play their last game at 4.30pm with only 24 teams / 12 games scheduled to be played in the last timeslot.

As this is a junior event, it is typical for players and support staff (trainers, physios, etc) to attend the event by car as the players will more than likely be travelling with parents or guardians. It is expected there will be a number of teams travelling to the event by bus.

Approximately 70% of those attending event car pool and access designated parking areas.

Access and parking for this type of transport during the event is dealt with in detail in Section 4 of this Traffic Management Plan..

In preparing for this event the following organisations / authorities will be consulted with:

Port Macquarie Hastings Council
 - John Hanlon (Transport and Traffic Engineer)
 - Amanda Hatton (Sports and Events Manager)
 NSW Police Department
 - Paul Dilley
 Roads and Maritime Services
 Hibbard Sports Club
 NSW Ambulance Association
 Port Macquarie Base Hospital
 Aqua Golf / Water Slide



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1.3.History

The NSW Junior State Touch Football Championships prior to 2013 were held in Wollongong with Port Macquarie taking over the running of the event in 2013. In 2013 the event experienced traffic congestion. This was mainly due to a large influx of traffic into the area where there is now only one vehicle access point (Boundary Street) as the southern section of Tuffins Lane has been closed to traffic due to the Port Macquarie Airport upgrade. Modifications to traffic management assisted the event in 2014, however changes to event parking, spreading games from Friday onwards and public education about the event are strategies that set out to ease congestion. Traffic Lights at the corner of Hastings River Drive and Boundary Street run successfully on altered sequence at the previous NSW State Touch events to ease congestion.

It is the aim of this Traffic Management Plan to address and reduce the traffic congestion in the area for the event.

The 2017 event sees the NSW Touch Association responsible for the management of traffic with Port Macquarie Hastings Council responsible for the provision of the playing area for the competition.



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2. Sequence OF Events

2.1. Friday, 17 February 2017 Day 1

6:30am – Compulsory Staff briefing at fields
 6:45am – Fields Set up
 7:00am – Implement Tuffins Lane Closure
 7:00am – Traffic Controllers in place for parking management
 7:00am – Volunteers Arrive
 9:00am – First Games Commence
 7:00pm – Last games finish, pack up
 7:10pm – Open Tuffins Lane
 7:25pm – Compulsory Staff briefing – Volunteers depart
 7:45pm – NSWTA staff return to accommodation

2.2. Saturday, 18 February 2017 Day 2

6:00am – Compulsory Staff briefing at fields
 6:15am – Fields Set up
 7:00am – Implement Tuffins Lane Closure and Traffic Controllers in place for parking management
 7:15am – Volunteers Arrive
 7:40am – Move to starting positions
 8:00am – First games commence
 7:00pm – Last games finish, pack up
 7:30pm – Open Tuffins Lane
 7:45pm – Compulsory Staff briefing – Volunteers depart
 8:00pm – NSWTA staff return to accommodation

2.3. Sunday, 19 February 2017 Day 3

6:00am – Compulsory Staff briefing at fields
 6:15am – Fields Set up
 7:00am – Implement Tuffins Lane Closure and Traffic Controllers in place for parking management
 7:15am – Volunteers Arrive
 7:40am – Move to starting positions
 8:00am – First games commence
 3.30pm – Last games finish, pack up
 4:00pm – Open Tuffins Lane
 7:00pm – NSWTA staff and volunteers staff dinner Hogs Breath

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4/6 Belah Road, Port Macquarie NSW 2444
 P.O. Box 2101
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 Fax 02 6581 4154
www.menatwork.net.au
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3. General Arrangement

3.1. Tuffins Lane

Tuffins Lane will be closed for the duration of the event: Access will be provided for 1 Resident, VIP's and permitted buses. Entry is via permit/ ticket only. There will be no roadside parking along Tuffins Lane to prevent pedestrian activity along the travelled path with a single crossing point between the two playing areas as shown on TCGP NSW JUNIOR STATE TOUCH 2017 to reduce incidence of crossover between pedestrian and vehicles. TCGP NSW State Touch Tuffins Lane Arial View shows the Traffic Arrangement also.

3.2. Boundary Street

Access is to be maintained for all local businesses and residents throughout the event with road side parking to be prevented with the use of parrawebbing, as per TCGP NSW JUNIOR STATE TOUCH 2017. This is also to minimise pedestrian activity along the travelled path. There will be a tariff control point adjacent to the exit of the regional stadium carpark to monitor traffic flows and assist with VIP, Mini Bus and Shuttle Bus ingress and Egress.

A number of properties have access to Boundary Street within 100m of its junction with Hastings River Drive. Access to and from these properties should not be adversely affected by the event with the banning of roadside parking along Boundary Street.

3.3. Shuttle Buses

To ease congestion around the event and lessen the impact of this congestion on local residents, business and Port Macquarie Airport a shuttle bus service will operate during the event.

A further shuttle will operate:

- Flynns Beach Bus Stop - 2 Bus (128 Seats)
- The Glasshouse – 2 Busses (Via Short Street) (128 Seats)
- Short Street – 1 Busses (64 Seats)
- Regional Stadium – 1 Bus from P1- P4 (14 Seats)

Times of Operation

- Friday 6:00am to 8:00pm
- Saturday 6:00am to 8:00pm
- Sunday 6:00am to 6:00pm

This is shown in the TCGP NSW JUNIOR STATE TOUCH 2017.

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3.4.Drop Off Zone

A Drop Off Zone for all shuttles buses in the Regional Stadium car park will be implemented to aid in the management of traffic in and around the event precinct. Access to the drop off zone will be via the existing entry to the Hibbard Sports club car park. Barriers are to be place to block access to the Sports Club carpark. This carpark will only be available to VIPs and Sports Club parking.

The drop off zone will utilise the existing parking bays of the carpark. On entry to the drop off zone patrons will be directed to either one of two zones where participants can be dropped off. Vehicles will leave the drop off to the south where they will be directed to the carparking at the southern end of Boundary Street and the eastern section of Tuffins Lane.

Access for pedestrians through the drop off area will be via centrally placed pedestrian access paths and onto the playing fields. TCGP NSW State Touch Boundary Drop Off Zone provides the proposed layout of the drop off zone. The drop off zone is to be used throughout the day. There will be no designated pick up zone to be used. All patrons will leave the event precinct from the carparks for which they have parked in.

3.5.Parking Arrangements

As shown on TCGP NSW JUNIOR STATE TOUCH 2017 Parking is in the following locations:

VIP & Permit Holder Car Parks

- P7 & P8 Tuffins Lane (North) - 92 Spaces Approx
- P5Hibbard Sport Club – 66 Spaces Approx

Mini Bus Parking

- P6 Regional Stadium/ 128 + 4 Disabled

Event Non-Ticketed Parking

- | | |
|-----------------------------|--------------------|
| • P1 Tuffins Lane (South) - | Spaces Approx 1300 |
| • P2 Tuffins Lane (South)- | |
| • P3 Boundary Street - | |
| • P3 Boundary Street - | Spaces Approx 1900 |
| • P4 Boundary Street - | |



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Car Parks will be monitored by 2 Ticketed Traffic Controllers that will fill the car parks in the following order:

- P1 Tuffins Lane (South)
- P2 Tuffins Lane (South)
- P3 Boundary Street
- P3 Boundary Street
- P4 Boundary Street

3.6. Pedestrians

Pedestrian access to and from the event precinct will be via the existing footways, grass verges and also via shuttle bus from P3 & P4. Access for P1 & P2 will be via a pathway direct to the playing precinct as shown on TCGP NSW JUNIOR STATE TOUCH 2017. Pedestrian access and interface with vehicles is to be minimised at all times through use of parrawebbing around the precinct as shown in NSW STATE TOUCH HRD PARRAWEBBING. Pedestrian need to be included in the daily risk assessment, and Tuffins Lane needs to be considered a live road although it is closed to the general public.

All participants are to be advised of parking areas and urged to use the shuttle buses available to minimise the impact and volume of pedestrians accessing the event from Hastings River Drive.

3.7. Cyclists

Provision for cyclists will be via the existing road network to the event precinct by way of existing road shoulders, traffic lanes and cycle lanes where provided. Around the event precinct, there is no formal provision of off road shared pedestrian / cycleways or on road cycle lanes except for a section of cycle lane at the southern end of Boundary Street from Newman College, which stops at the road shoulder north of the site. Cyclist will be asked to dismount their bikes if moving around the event site and shall be provided with appropriate racks as required shown in the TCGP NSW JUNIOR STATE TOUCH 2017.



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4. External Consultation

As discussed previously various organisations will be consulted with regard to the management, impacts and possible emergency needs the event will require during the days it will be running.

NSW Police– Engagement on event dates and Police approvals process

RMS Traffic Management Centre (TMC) – Control of Hastings River Drive Traffic Lights

Busways, Port Taxi's and Silver Services Taxi's - Advise of the event and run schedule

Port Macquarie Airport – Advise of the event and run schedule

Hibbard Sports Club – Arrange parking for members and staff during the event

NSW Ambulance Association – Arrangement of emergency procedures in the event of an injury, medical requirement, etc.

Port Macquarie Base Hospital - Arrangement of emergency procedures in the event of an injury, medical requirement, etc.

Aqua Golf – Consultation with management on ways to minimise the effect of the event on their business and ways to improve parking concerns, in the past NSW Touch have assisted the company in moving any cars that may hamper their parking during the event.

Water Slide – Held talks with the company on ways to ensure that they have parking for staff and visitors. Company management are happy to have the event as they have a resultant increase in the number of patrons visiting the facility and are investigating having special event vouchers to utilise the water slide.

Newman Senior Technical College – To be advised of the events commencement on Friday Morning and consulted on possible conflict of afternoon School Bus Services.

5. Contingency Planning

5.1. Weather

Weather may affect the operation of the event, but will not affect the operation of the traffic management plan. The main issue will be the ability to use the temporary grass parking areas in boundary Street and Tuffins Lane. Should these areas become inoperable due to wet weather, there will be more of reliance placed on the shuttle bus service and the ability to use parking external to

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the precinct. NSW Touch Association will have the final say with respect to the completion of the championship in the event of a weather event in consultation with PMHC staff.

5.2. Pedestrian access during and after weather event

As for monitoring of the temporary parking sites monitoring of the temporary pedestrian access locations is to be completed during and after an extreme weather event. Should it be found the preferred pedestrian access points from the temporary carparks become unsafe or impassable then an alternate pedestrian access path via the western side of Boundary Street (behind the temporary barriers) is to be used for access between the temporary carpark and the grounds.

5.3. Accidents in and around the site

Access for emergency vehicles to the main site is via Boundary Street and the Regional Stadium Car Park. Ambulance access for emergencies is also available via Tuffins Lane.

5.4. Port Macquarie Airport

Where possible peak traffic flows to and from Port Macquarie Airport need to be given priority. Traffic Controllers need to work in conjunction with the Traffic Light sequence at the corner of Boundary Street and Hastings River Drive.

5.5. Public Transport

The event is not serviced by public or private bus services. A shuttle bus service will be implemented to minimise parking and traffic flow issues in and around the event precinct.

5.6. Delayed Event

While some delay to the finalisation of the event is possible, it is not possible to extend the event beyond Sunday afternoon. As a result, any delay to the event will not have an impact on the operation of the traffic management plan.

5.7. Event Risk Assessment

The NSW Touch Association has prepared a Risk Management Plan for the event. A copy of the plan is provided in Appendix D of this report.

6. Public Safety

The NSW Touch Association has accepted responsibility for the provision for public safety on the site. This traffic management plan makes satisfactory arrangements for all matters associated with access to and from the site only.

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7. Advertising

The NSW Touch Association has indicated they will be providing participants all the relevant information with regard the parking, access and the like for the event. Further to this the following should also be included in any advertising. In the information packs to be provided to all participants inform them of the following:

- i. Shuttle bus service, where it runs, times it runs
- ii. Drop Off Zone location
- iii. Locations of Event Precinct parking, and
- iv. External Carpark options (Stuarts Park and old "Food for Less" carpark)

Provide a public announcement (i.e. Newspapers, etc) advising the availability and location of the various types of car parking. This should first be commenced two (2) weeks prior to the event with lead in announcements leading up to the event.

Where issues arise or the operation of the event changes that impacts this traffic management plan make public announcements via the options outlined above.

Consultation / liaising with all emergency services needs to be undertaken prior to the event to make them aware of possible traffic impacts relative to the event that may impact their day to day operation during the event. As a minimum, they all should be provided with a copy of this traffic management plan for the event.

The NSW Touch Association will also update participants via their website, emails, text messages and Smart Phone App's.



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8. Statement of Duty.

Men At Work Traffic Services will be responsible for the application of the Traffic Management Plan and associated Traffic Guidance Schemes.

Parrawebbing, Bollards and temporary fencing are the responsibility of NSW State Touch and or PMHC.

RMS TMC has control of Traffic Lights at the corner of Boundary Street and Hastings River Drive. NSW State touch will liaise with Port Macquarie Police LAC and RMS TMC to modify signally as was successful at previous NSW State Touch events.

All signage must be of a type which satisfies the requirements of AS1742.3. Such signs are to be clean and in good condition. Locations shown on the drawings are approximate and should be adjusted on site in consultation with council for maximum visibility to both traffic and pedestrians allowing sufficient time to take appropriate action.

Ross Cargill

Ph 02 6581 4600
Email ross.cargill@menatwork.net.au
RMS Design & Inspect Certification - 0022201785

Attachments

NSW State Touch HRD Parrawebbing
TCGP NSW JUNIOR STATE TOUCH 2017
TCGP NSW State Touch Tuffins Lane Arial View
TCGP NSW State Touch Boundary Drop Off Zone
NSW State Cup 2017 Event Staff Handbook
NSW Touch Football Risk Management Plan

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4/6 Belah Road, Port Macquarie NSW 2444
P.O. Box 2101
Phone 02 6581 4600
Fax 02 6581 4154
www.menatwork.net.au
NEWADA Pty Ltd ABN 13 009 458 600

Training www.menatworktms.net.au
MAWTA Pty Ltd ABN 71 129 889 763
RTO 41067

TEMPS
LABOUR HIRE
TRAFFIC SERVICES
TRAINING & ASSESSMENT



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9. Appendices

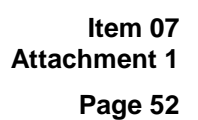


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Appendix 5 NSW State Cup 2017 Event Staff Handbook

Appendix 6 NSW Touch Football Risk Management Plan









Item: 08**Subject: K-MART DEVELOPMENT, WARLTERS STREET, PORT MACQUARIE****Presented by: Infrastructure and Asset Management, Jeffery Sharp**

RECOMMENDATION

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

Endorse the External Works Linemarking and Signage Plan (15883_CC_EX20 Rev C) for the K-Mart development on Warlters Street, Port Macquarie to allow for a future Roads Act application for the development.

Discussion

Council has consented to a Development Application (2013/300) for a K-Mart development at Warlters Street, Port Macquarie. Conditions of consent require various roadworks along Warlters and Park Streets to address site access, pedestrian connectivity and to provide for increased capacity of the local road network. These roadworks include new traffic signals at the intersection of Warlters and Park Streets, and a new pedestrian refuge facility on Park Street.

Henry & Hymas has provided an External Works Linemarking and Signage Plan (attached) associated with the required works for LTC to endorse prior to Council granting approval for a future Roads Act (s138) application.

Attachments

1 [View](#). K-Mart Linemarking and Signage Plan

