



PORT MACQUARIE-HASTINGS
COUNCIL



Port Macquarie Transport Network Community Consultative Committee

Business Paper

date of meeting: Monday 8 March 2021

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

time: 10:00am

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

Port Macquarie Transport Network Community Consultative Committee

CHARTER

1.0 PURPOSE OF THE COMMITTEE

The purpose of the Port Macquarie Transport Network Community Consultative Committee is to provide a forum for discussion between Council and the community on issues directly relating to the investigation of proposed Orbital Road options, planned traffic network improvements and upgrades to the existing Port Macquarie road network, through the development of a Strategic Business Case.

At the 19 June 2019 Council meeting it was resolved:

7. Request the General Manager to establish a Proposed Orbital Road Community Consultative Committee that will be guided by a Council-adopted Charter (yet to be determined), with membership of the Committee to be determined via a formal Expression of Interest process, ensuring that a broad cross-section of interests and expertise are represented on the Committee.

2.0 KEY FUNCTIONS

The Committee will:

- Assist Council in meeting its commitment to address the proposed Orbital Road options and broader Port Macquarie road network improvements & upgrades.
- Promote information sharing between Council, local community members and other key stakeholders, on the proposed Orbital Road options and broader Port Macquarie road network improvements & upgrades.
- Work collaboratively with Council and provide feedback on the proposed Orbital Road options, Strategic Business Case studies or reports and broader Port Macquarie road network improvements & upgrades.
- Provide a forum for the community members and other stakeholders to share / seek information on and provide feedback to Council on the development of the Strategic Business Case for the proposed Orbital Road, including planned traffic network improvements and upgrades to the existing Port Macquarie road network,

3.0 MEMBERSHIP

Membership of the Committee will comprise eleven (11) members including:

1. One independent Chair
2. Two Councillor representatives
3. Up to six community and stakeholder representatives (including no more than 2 representatives from any one representative group)
4. Two Council staff representatives (Director and Project Manager)

If and when decision-making is required, this will be by consensus.

It is anticipated other Council staff may be present on an as needs basis in support of the project to present information and listen to discussion.

3.1 Independent Chair

The Independent Chair must be:

- A convenor, facilitator, mediator and advisor for the Committee
- Independent and impartial
- The key contact between the Committee and Council

The Chair will be chosen through an Expression of Interest (EOI) process and must be able to demonstrate detailed experience in community relations, facilitation, mediation and / or public advocacy.

The appointment of the Chair to the Committee will be for a period of 12 months at which time the Committee membership will be reviewed; with the option to extend the Independent Chair's tenure for another twelve-month period via a resolution of the Council, without the need to go through a formal EOI process.

The Chair will be responsible for:

- Convening and running the meetings in a fair and independent way
- Ensuring members comply with the Code of Conduct
- Resolving disputes between members
- Liaising with Council staff on minutes, agendas and reports

3.2 Community and Stakeholder representatives

Community and stakeholder representatives will represent a broad cross section of the community in age and gender and will be chosen through an EOI process.

Local community representative's must:

- Be a current resident or landowner in the Port Macquarie-Hastings Local Government Area
- Be able to demonstrate active involvement in local community groups or activities
- Have awareness and knowledge about the projects on which the Committee will be focussed
- Be able to represent and communicate the interests of the community
- Be willing to adhere to the Council's Code of Conduct at all times, including the need for confidentiality at times.

Representatives of stakeholder groups must:

- Be a member of a stakeholder group with an interest in the projects on which the Committee will be focussed
- Have awareness and knowledge about the projects on which the Committee will be focussed
- Be able to represent and communicate the interests of their group and share information with their respective groups
- Be willing to adhere to the Council's Code of Conduct at all times, including the need for confidentiality at times.

Appointment to the Committee will be for a period of twelve months, at which time a review of the membership of the Committee will take place; with the option to extend the existing

Committee for another twelve-month period via a resolution of the Council, without the need to go through a formal EOI process.

3.3 Obligations of Members

- As per Section 226 (c) of the NSW Local Government Act 1993, the Mayor is the principal spokesperson for the governing body and Councillors that are members of the Committee are to obtain the Mayor's agreement to make media and other statements on behalf of Council. Further, only the Mayor, or a Councillor with the Mayor's agreement and otherwise in accordance with Council policies and procedures, may release Council information through media statements or otherwise, and the release of such information must be lawful under the Council adopted Code of Conduct. Council officers that are members of the Committee are bound by the existing operational delegations in relation to speaking to the media.
- A Councillor as a member of the Committee or the Committee itself has no delegation or authority to make decisions on behalf of Council, nor to direct the business of Council. The only decision-making power rests with Councillors, through formal resolutions of Council.
- The Committee may make recommendations to Director of Infrastructure or General Manager who will have the discretion to prepare a report, for consideration by Councillors through a formal meeting of Council. Council will consider recommendations that come from the Committee, however is under no obligation to resolve in favour of such recommendations.
- A Councillor as a member of the Committee or the Committee itself cannot direct staff and must abide by the decisions of Council and the policies of Council.

Confidentiality and Conflict Of Interest:

- Councillors, Council staff and members of this Committee must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.
- Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest should be appropriately minuted.
- Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. This does not relate to where a Committee member resides.
- All members of the Committee will be required to complete a confidentiality agreement that will cover the period of their membership of the Committee.

3.4 Appointment of Members

Council will seek Expressions of Interest for the independent chair and community /stakeholder representatives for an appointment of 12 months by the following means:

- Advertising in the local paper
- Social media
- Council Website.

The EOI will be open for no less than 28 days. The EOI submissions will be reviewed and assessed against appropriate selection criteria.

A report will then be prepared for a future Council meeting in relation to the appointment of members to the Committee.

The Committee will be established for the life of the development of the Strategic Business Case.

4.0 TIMETABLE OF MEETINGS

Meetings of the Committee shall be held on a quarterly basis as a minimum, with no more than six meetings in a 12-month period.

5.0 MEETING PRACTICES

5.1 Quorum

A meeting of the Committee shall not proceed unless a quorum of at least one (1) more than half the number of members are present.

5.2 Chairperson

- The Chairperson shall be the Independent Chair.
- If the Chair is not available, the most senior staff member at the meeting will act as Chair.

5.3 Secretariat

A Council Staff representative is to be responsible for ensuring that the Committee has adequate secretariat support. The secretariat will ensure that the business paper and supporting papers are circulated as early as possible but at least three (3) days prior to each meeting.

6.0 ATTENDANCE BY NON-COMMITTEE MEMBERS

There may be occasions where other attendees are required at Committee meetings, for example; funding partners, other levels of Government, project managers (if applicable), stakeholder engagement specialists and other Council staff. Invitations to Committee meetings will be on an as needs basis and upon the formal request of the Chairperson.

7.0 COMMITTEE INDUCTION

The Independent Chair will ensure that members are given a suitable induction training to equip them for their role in the Committee, in accordance with Council's Code of Conduct and the Council adopted Code of Meeting Practice.

Port Macquarie Transport Network Community Consultative Committee

ATTENDANCE REGISTER

Member	06/03/20	25/05/20	31/08/20	23/11/20		
Denise Wilson (Chair)	✓	✓	✓	✓		
Councillor Lisa Intemann	✓	✓	✓	X		
Councillor Peter Alley	✓	✓	✓	X		
Adele Graham	✓	✓	✓	✓		
Brad Thomas	A	✓	✓	A		
Craig Nethery	✓	✓	✓	✓		
Michael Mowle	✓	✓	A	✓		
Philip Lloyd	✓	A	✓	✓		
Tony Thorne	✓	✓	✓	✓		
Dan Bylsma (Director Infrastructure)	✓	✓	✓	✓		
Cam Hawkins (Group Manager Infrastructure Planning)	✓	✓	✓	✓		

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology

Meeting Dates for 2021

8/03/2021	Function Room	10:00am
24/05/2021	Function Room	10:00am
23/08/2021	Function Room	10:00am
22/11/2021	Function Room	10:00am

**Port Macquarie Transport Network Community Consultative
Committee Meeting**

Monday 8 March 2021

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AGENDA

PORT MACQUARIE TRANSPORT NETWORK COMMUNITY CONSULTATIVE COMMITTEE 08/03/2021

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 Port Macquarie Transport Network Community Consultative Committee Meeting held on 23 November 2020 be confirmed.

PRESENT

Members:

Denise Wilson (Chair)
Adele Graham (Independent member)
Craig Nethery (Independent member)
Michael Mowle (Independent member)
Philip Lloyd (Community member)
Tony Thorne (Independent member)
Director Infrastructure (Dan Bylsma)
Group Manager Infrastructure Planning (Cameron Hawkins)

The meeting opened at 9:04am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apology received from Brad Thomas (Independent member) be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Port Macquarie Transport Network Community Consultative Committee Meeting held on 31 August 2020 be confirmed.

04 DISCLOSURES OF INTEREST

Tony Thorne declared a Non-Pecuniary - Less than Significant Interest in Item 6 - Port Macquarie Transport Network Planning Project Update, the reason being King and Campbell have prepared submissions on behalf of Jim Newton, J. Newton Construction, St Agnes Care & Lifestyle, Charles Sturt University and St Columbas Anglican School in relation to the Port Macquarie Orbital Road Project and are presenting those parties in the VNW process and on the PMNTCCC.

Tony Thorne declared a Non-Pecuniary - Less than Significant Interest in Item 7 - Other Transport Improvement Projects, the reason being King and Campbell is currently preparing tender submission on Item 1 Maria River Road and have submitted tender on Item 1 Pappinbarra Road Bridge replacement. King and Campbell prepared detailed design on Item 2 The Runs Way Upgrade. King and Campbell represent PMHC as the operator of the Port Macquarie Airport in relation to Airport and Surround Lands LEP.

Michael Mowle declared a Pecuniary Interest in Item 7 - Other Transport Improvement Projects, the reason being Hopkins Consultants have been engaged by PMHC to design Boundary Street upgrade.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Discussion held regarding Ocean Drive Duplication funding gap and Council's continued conversations with Federal and State Government to resolve this.

CONSENSUS:

That the Committee:

1. Note the information provided, including discussions on the funding gap associated with Ocean Drive Duplication.
2. Remove completed items.
3. Request the Group Manager Infrastructure Planning provide a standing update on the progress of the Ocean Drive Duplication project planning.

06 PORT MACQUARIE TRANSPORT NETWORK PLANNING PROJECT UPDATE

Tony Thorne declared a Non-Pecuniary - Less than Significant Interest in this item, and remained in the meeting for the discussion and voting thereon.

Council staff will be meeting with TfNSW representatives on a number of projects on 4 December 2020. Road network planning intentions are to prioritise and determine improvement actions by end 2021.

CONSENSUS:

That the Committee:

1. Note the information provided in this report and discussed during the meeting.
2. Request the Group Manager Infrastructure Planning confirm the population growth figures used by TfNSW at the 4 December 2020 meeting.
3. Request Council write a letter of support to TfNSW regarding the prioritisation of Oxley Highway Corridor planning, with a copy to be provided to Leslie Williams MP, acknowledging the Committees endorsement.
4. Request the Group Manager Infrastructure Planning investigate secondary access to the Hospital and HEP precinct following relocation of the hospital helipad.
5. Request that staff note the importance of early notification for the revised Value Management workshop dates requested by the Committee.

07 OTHER TRANSPORT IMPROVEMENT PROJECTS

Tony Thorne declared a Non-Pecuniary - Less than Significant Interest in this item, and remained in the meeting for the discussion and voting thereon.

Michael Mowle declared a Pecuniary Interest in this item, left the meeting for the discussion and took no part in the discussion of voting thereon.

CONSENSUS:

That the Committee:

1. Note the information provided in this report.
2. Request the Group Manager Infrastructure investigate the dedication of the laneway from the parking area between Gordon and Ackroyd Street to Gore Street as part of the condition of consent for the associated development.

08 2021 MEETING DATES

CONSENSUS:

That the Committee:

1. Accept the advice from Adele Graham, Tony Thorne and Philip Lloyd regarding continued membership and request all other members provide advice regarding their availability to continue a further 12 month membership of the Committee to Director Infrastructure.
2. Request the Director Infrastructure provide a report to Council on the continued membership and functionality of this Committee.
3. Reschedule the first meeting to 8 March 2020 and endorse remaining proposed meeting dates.
4. Recommend meetings return to face-to-face with the option to participate by electronic means, where possible and unless otherwise recommended under COVID public health restrictions.

-
5. Request the Group Manager Infrastructure Planning confirm if a meeting prior to the Value Management Workshop to discuss options is necessary and viable and if this may replace the March Committee meeting.
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09 GENERAL BUSINESS

09.01 SEALING OF ROAD NETWORK

CONSENSUS:

That the Committee request the Group Manager Infrastructure Planning include a report on the percentage of sealing undertaken across the road network on an annual basis.

09.02 WORKSHOP WITH TfNSW - UPDATE REPORT

CONSENSUS:

That the Committee request the Group Manager Infrastructure Planning provide an update to the Committee following the December workshop with TfNSW.

09.03 VALUE MANAGEMENT WORKSHOPS

CONSENSUS

That the Committee request members are provided with appropriate time to consult with and engage community members prior to the Value Management Workshops to ensure a comprehensive representation

The meeting closed at 10.32am.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

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

(Refer to next page and the Code of Conduct)

Pecuniary Interest

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
 - (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
 - (a) Your "relative" is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii)
 - (b) "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c)
 - (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

Non-Pecuniary

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the Chief Executive Officer, such a disclosure is to be made to the staff member's manager. In the case of the Chief Executive Officer, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
 - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
 - b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
 - c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
 - d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
 - e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
 - f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
 - a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
 - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the Chief Executive Officer, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the Chief Executive Officer, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

AGENDA**PORT MACQUARIE TRANSPORT NETWORK
COMMUNITY CONSULTATIVE COMMITTEE****08/03/2021****SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION***This form must be completed using block letters or typed.**If there is insufficient space for all the information you are required to disclose,
you must attach an appendix which is to be properly identified and signed by you.*

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the <i>identified land</i>)	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
MATTER GIVING RISE TO PECUNIARY INTEREST¹	
Nature of land that is subject to a change in zone/planning control by proposed LEP (the <i>subject land</i>²) <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

*[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest]***Councillor's Signature:** **Date:***This form is to be retained by the council's Chief Executive Officer and included in full in the minutes of the meeting*

Last Updated: 3 June 2019

Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

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

¹ Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Item:	6	Date:	31 August 2020
Subject:	Other Transport Improvement Projects		
Action Required:	1. Group Manager Infrastructure Planning provide a report to the Committee on the proposed Airport Access Road following receipt of information from TfNSW. If this information is received prior to the next Committee meeting, this report should be provided as an interim report.		
Current Status:	1. Still awaiting updates from TfNSW at 2020 11 09.		

Item:	7	Date:	31 August 2020
Subject:	Port Macquarie Transport Network Improvement Planning Project Update		
Action Required:	1. Group Manager Infrastructure Planning provide a copy of the 'Do minimum technical note'.		
Current Status:	1. Loaded to OneDrive 2021 02 05 - "20210119_Future Year Model Methodology_Final".		

Item:	5	Date:	23 November 2020
Subject:	Business Arising from Previous Minutes		
Action Required:	1. Request the Group Manager Infrastructure Planning provide a standing update on the progress of the Ocean Drive Duplication project planning.		
Current Status:	1. Included in agenda report format.		

AGENDA**PORT MACQUARIE TRANSPORT NETWORK
COMMUNITY CONSULTATIVE COMMITTEE
08/03/2021**

Item:	6	Date:	23 November 2020
Subject:	Port Macquarie Transport Network Planning Project Update		
Action Required:	<ol style="list-style-type: none">1. Request the Group Manager Infrastructure Planning confirm the population growth figures used by TfNSW at the 4 December 2020 meeting.2. Request Council write a letter of support to TfNSW regarding the prioritisation of Oxley Highway Corridor planning, with a copy to be provided to Leslie Williams MP, acknowledging the Committees endorsement.3. Request the Group Manager Infrastructure Planning investigate secondary access to the Hospital and HEP precinct following relocation of the hospital helipad.4. Request that staff note the importance of early notification for the revised Value Management workshop dates requested by the Committee.		
Current Status:	<ol style="list-style-type: none">1. Verbal update to be provided at meeting.2. Letter sent from CEO to TfNSW 2021 02 24 - copy placed in OneDrive.3. Council have been advised relocation of the hospital helipad is a 2 year project. The project is funded but modelling and approvals are still to be completed. The existing helipad is intended to be used as additional car parking space.4. Noted		

Item:	7	Date:	23 November 2020
Subject:	Other Transport Improvement projects		
Action Required:	<ol style="list-style-type: none">1. Request the Group Manager Infrastructure Planning investigate the dedication of the laneway from the parking area between Gordon and Ackroyd Street to Gore Street as part of the condition of consent for the associated development.		
Current Status:	<ol style="list-style-type: none">1. Email from Director Infrastructure to Committee on 2020 12 08.		

AGENDA**PORT MACQUARIE TRANSPORT NETWORK
COMMUNITY CONSULTATIVE COMMITTEE
08/03/2021**

Item:	8	Date:	23 November 2020
Subject:	2021 Meeting dates		
Action Required:	<ol style="list-style-type: none">1. Accept advice from Adele Graham, Tony Thorne and Philip Lloyd regarding continued membership and request all other members provide advice regarding their availability to continue a further 12-month membership of the Committee to Director Infrastructure.2. Request Director Infrastructure provide a report to Council on the continued membership and functionality of this Committee.3. Reschedule the first meeting of 2021 to 8 March and endorse remaining proposed meeting dates.4. Recommend meetings return to face-to-face with the option to participate by electronic means, where possible and unless otherwise recommended under COVID public health restrictions.5. Request the Group Manager Infrastructure Planning confirm if a meeting prior to the Value Management Workshop to discuss options is necessary and viable and if this may replace the March Committee meeting.		
Current Status:	<ol style="list-style-type: none">1. Advice accepted and a reminder sent regarding membership confirmation, with minutes 2020 12 07.2. Report prepared for February 2021 Council meeting.3. Meeting has been rescheduled and invites sent 2020 12 07.4. Noted.5. Verbal update to be provided at meeting.		

Item:	9	Date:	23 November 2020
Subject:	General Business		
Action Required:	<ol style="list-style-type: none">1. Request the Group Manager Infrastructure Planning include a report on the percentage of sealing undertaken across the road network on an annual basis.2. Request the Group Manager Infrastructure Planning provide an update to the Committee following the December workshop with TfNSW.3. Request members are provided with appropriate time to consult with and engage community members prior to the Value Management Workshops to ensure a comprehensive representation.		
Current Status:	<ol style="list-style-type: none">1. Report included in March agenda.2. Verbal update to be provided at meeting.3. Verbal update to be provided at meeting.		

Item: 06**Subject: PORT MACQUARIE TRANSPORT NETWORK PLANNING PROJECT
UPDATE****Presented by: Infrastructure, Dan Bylsma**

RECOMMENDATION**That the Committee note the information provided in this report.****Discussion**

Council are continuing to wait for the Oxley Highway options (model outputs) from Transport for NSW for the Wrights Road/Oxley Highway intersection. This information is critical to facilitate 'future year' modelling of the network.

Based on the current delays, a review of the project programme and significant uncertainty on the timing of receiving information from TfNSW, the Value Management Workshop indicative timeframe is now within the next six months.

Key activities undertaken since last committee meeting include:

- Formal TfNSW endorsement of the base model
- Determining the 'Do minimum case'
- Endorsement of the 'Future year' modelling methodology

Key activities planned for the coming months:

- 'Do minimum case' modelling
- Input of TfNSW Oxley Highway improvement options
- Determining improvement options
- Value Management workshop

'Do minimum case'

The 'Do minimum case' is defined as the scenario of projects with a high likelihood of implementation in the traffic network in the near future (i.e. funding source identified). This scenario will also set a benchmark, which allows for comparison and ranking of the performance analyses for further proposed upgrade scenarios.

It has been determined that the following three projects have high likelihood of implementation by the year 2030.

AGENDA

PORT MACQUARIE TRANSPORT NETWORK COMMUNITY CONSULTATIVE COMMITTEE 08/03/2021

1 - Lake Road upgrade between Fernhill Road & Jindalee Road: This project is expected to be operational by the end of 2022

2 - Signalisation of the Gordon Street / Horton Street: This project is expected to be operational by the end of 2023

3 - Extension of Gordon Street right turn bay into Hastings River Drive: This project is expected to be operational by the end of 2022

Congestion points in the network will be identified against prescribed performance thresholds, from which upgrades would then be recommended. The following performance thresholds are identified as the trigger for investigation of intersection and mid-block road upgrades:

- Intersection trigger/warrants:
 - Overall LoS E
 - A movement with LoS F
 - A movement with a queue extending to the nearest upstream intersection
- Mid-block trigger/warrant:
 - Volume/capacity ratio > 70%

To help inform the up-coming 'future year' modelling and expand on the above trigger points, a discussion with the Committee on areas of concern from a community perspective will be undertaken.

Attachments

Nil

Item: 07**Subject: OTHER TRANSPORT IMPROVEMENT PROJECTS****Presented by: Infrastructure, Dan Bylsma**

RECOMMENDATION**That the Committee note the information provided in this report.****Discussion**

The following is a non-exhaustive list of transport/road related projects that are being delivered by Council. As projects are initiated or closed this list will be updated.

The projects have been grouped into two broad categories, being Detailed Design/Construction Ready/Under Construction projects and Strategic Planning/Concept Design Projects.

Detailed Design/Construction Ready/Under Construction

1. Maria River Road Upgrade
2. Bago Road Upgrade - Stage 3
3. The Ruins Way Upgrade - Major Innes Road to Sitella Street
4. Gordon Street Pavement and Stormwater Upgrade
5. Kew Main Street Upgrade - Stage 3
6. Lord & Herschell Street; and Owen & Home Street Safety Improvement
7. King Creek Road Safety Improvement
8. Thompson's Bridge Replacement
9. Scrubby Creek Bridge Replacement
10. Lorne Road Upgrade
11. Pappinbarra Road Bridge Replacement
12. Boundary Street Upgrade
13. Ocean Drive Duplication (Matthew Flinders to Green Meadows)
14. Road sealing

Strategic Planning/ Concept Design

15. Lake Road (west) Duplication
16. Hastings River Drive Upgrade
17. Beach to Beach pathway project (remaining sections)
18. Schools to School pathway project (remaining sections)
19. Proposed Airport Access Road
20. Ocean Drive - Hastings River Drive - Corridor Planning Project
21. John Oxley Drive Upgrade
22. Bril Bril Road Sealing and Upgrade
23. Beechwood Road Upgrade - Stages 5 and 6
24. Pembroke Road/Stoney Creek Road upgrade
25. Kindee Bridge Management Strategy and Design

26. Gordon Street and Horton Street Traffic Signals**1. Maria River Road Upgrade**

- This project is in the **DESIGN PHASE**
- This project will deliver the sealing of the remaining 24km of Maria River Road that is currently unsealed. Spanning both the Port Macquarie-Hastings Council and Kempsey Shire Council Local Government Areas, the project is being delivered by PMHC through a Memorandum of Understanding with Kempsey Shire Council. The project is funded to the value of \$17M through the NSW Government Fixing Local Roads Grant scheme.

2. Bago Road Upgrade - Stage 3 - Bluewater to Azalea Avenue

- Stage 3 in the **CONSTRUCTION PHASE**.
- Stage 3 will be the final stage of upgrades required to Bago Road and includes rehabilitation of the final 4.5kms of road. A \$2.7M budget has been allocated, of which \$1.1M will be provided by the State Government as part of the funding grant 'Fixing Local Roads'.
- In addition to these works, upgrade of major intersections on Bago Road - King Creek Road and Commerce Street will be undertaken. The addition of turning lanes, stormwater drainage upgrade and widening. Additional funds will be allocated for the upgrade of this intersection.

3. The Ruins Way Upgrade - Major Innes Road to Sitella Street

- The project is currently in the **COMPLETING PHASE**.
- Preliminary road resurfacing works along Major Innes Drive and The Ruins Way have been completed. These additional works were possible due to redistribution of Federal grant funding from Bago Road project due to new State grant funding.
- This project will see upgrades of approximately 500m of The Ruins Way, between the Major Innes Road and Sitella Street. The work area is identified as Section 1D to 1E in the Innes Peninsula Road Works Contributions Plan and included pavement reconstruction and widening, stormwater upgrades, road lighting improvements, a combined cycleway and footpath along the eastern side of The Ruins Way and a standard pedestrian footway on the western side.

4. Gordon Street Pavement and Stormwater Upgrade

- The project is currently in the **CONSTRUCTION PHASE**.
- The project has moved into the Construction phase with community engagement and construction tender substantially complete. The project is due to commence construction in late March 2021.

- This project seeks to deliver the design and construction of upgrades to Gordon Street between Hastings River Drive and Horton Street. The project involves the reconstruction of the existing road pavement, upgrade to stormwater and replacement of existing water and sewer mains.
5. Kew Main Street Upgrade - Stage 3
- This project is currently in the **DESIGN PHASE**.
 - Stage 3 of the Kew Main Street project focuses on upgrading the main roundabout to reduce approach speed and increase safety, and upgrades to the northwestern corner car park to improve functionality and amenity.
 - Preliminary design is now complete, final design has commenced.
 - Council received \$800,000 grant funding under the Building Better Regions fund for a total project budget of \$1,600,000. Construction will commence following design completion in late 2020/21.
6. Lord and Herschell Street; and Owen and Home Street Safety Improvement
- This project is currently in the **CONSTRUCTION PHASE**.
 - This project seeks to improve the safety of the intersections at Lord and Herschell Street and Owen and Home Streets with a single lane roundabout at Owen and Home Street and pedestrian refuges at Lord and Herschell Streets. This is part of the NSW Government Black Spot funding program. These two projects have been combined to enable a single source of reporting. Construction is scheduled to be completed by June 2021.
7. King Creek Road Safety Improvement
- This project is in the detailed **DESIGN PHASE**.
 - King Creek Road is a sub arterial road that provides access to the King Creek Rural Residential Estate. It also acts as a link road between the Oxley Highway and the Bago Road Industrial Area. Concerns with the project area include relatively high vehicle speeds (80 km/hr) in conjunction with sweeping bends, narrow sealed shoulders and limited roadside barriers.
 - The objective of this project is to upgrade a 330m section of King Creek Road east of Berowra Place. The project will involve design and construction works for shoulder widening and safety barrier installation. Project funding is from the Capital Projects, Transport and Traffic, Infrastructure Planning and includes TfNSW State Government Funding.
8. Thompson's Bridge Replacement
- This project is in **COMPLETING PHASE**.
 - Thompson's Bridge is located on Upper Rolland Plains Road approximately 9kms northwest of Rolland Plains. This project seeks to

improve accessibility of the area and increase safety by replacing the existing timber bridge with a new proprietary concrete bridge across the unnamed creek. This project also forms part of the broader Local Roads Transport Strategy, which aims to provide a safe and reliable road and transport network today, tomorrow and into the future. The project will be completed with some impact to the community and will take approximately 10 weeks to complete. The Bridge construction is now 100% complete with the new bridge open to traffic.

- Council received \$415,000 grant funding under the Federal Bridge Renewal Program for a total \$830,000 project budget.

9. Scrubby Creek Bridge Replacement

- The project is currently at **COMPLETING PHASE**.
- The Scrubby Creek Bridge is located on Upper Pappinbarra Road approximately 14kms west of Beechwood in the Upper Pappinbarra Valley. This project seeks to improve accessibility to the valley and increase safety by replacing the existing timber bridge with a new proprietary concrete bridge across Scrubby Creek. This project also forms part of the broader Local Roads Transport Strategy which aims to provide a safe and reliable road and transport network today, tomorrow and into the future. The project will be completed with minor impact to the community and will take approximately 10 weeks to complete.
- Construction works are now 100% complete and the bridge is open to traffic.
- Council received \$455,000 grant funding under the Federal Bridge Renewal Program for a total \$910,000 project budget.

10. Lorne Road Upgrade

- The project is currently in the **PLANNING PHASE**.
- This project initially seeks to deliver a strategic concept design to upgrade the remaining 13.5km unsealed portion of Lorne Road and subsequently undertake construction of commencing with the highest priority section(s). The strategic design will provide enough detail to inform the construction cost and allow for sections of the road to be designed and prioritised. The project will also see construction of the highest priority section as funding permits.
- Federal grant funding of \$160,000 has been confirmed to commence the investigations and concept designs for this project.

11. Pappinbarra Road Bridge Replacement

- This project is in the **DESIGN PHASE**.
- The project seeks to deliver the design and construction of a new road bridge on Pappinbarra Right Arm Road required to replace the existing timber bridge which was destroyed by fire in November 2019. In late 2019,

Council applied for and was successful in receiving \$7,423,100 in disaster funding for this replacement project. The funding application was based on replacing the existing single lane timber bridge with a single lane concrete bridge.

- Design and Environmental tender has been awarded in November 2020.

12. Boundary Street Upgrade

- This project is in the **DESIGN PHASE**.
- This project seeks to deliver the detailed design upgrade of Boundary Street from Hastings River Drive to Oliver Road (Airport Car Park). This upgrade will consist of road widening to dual lanes in both directions, realigned and new infrastructure and flood immunity against the 20yr flood event. The end state being shovel ready designs and estimated construction costs suitable to support and inform construction funding application for the project.
- This project aims to address the strategic growth of the region by providing a safe road environment and improved operation of Boundary Street for Port Macquarie and our broader region.
- The detailed design and environmental approvals have commenced.

13. Ocean Drive Duplication - between Matthew Flinders Drive and Greenmeadows Drive (South)

- The project is currently in the **PLANNING PHASE**.
- Council is continuing to hold discussions with the Federal Government in order to mitigate the current approximately \$30 Million funding gap risk. This risk needs to be mitigated prior to commencing construction. Council has also assessed the potential for borrowing all or a significant portion of the funding gap to commence this project.
- Council has resolved to commence the detailed construction planning and tender documentation development in collaboration with Transport for NSW. This will ensure that a construction tender can be released relatively quickly once the funding gap risk has been mitigated.

14. Road Sealing

- The Committee asked for a report on the percentage of sealing undertaken across the road network on an annual basis. The below table outlines the amount of road resealing / resurfacing undertaken over the last 5 years.

	Area of Reseals / Resurfacing (m2)	Length of Reseals / Resurfacing (km)	Total Area of Sealed Road Network (m2)	Total Length of Sealed Road Network (km)	% of Network Resealed / Resurfaced Area (m2)	% of Network Resealed / Resurfaced Area (km)	Average of Combined Totals
2019-2020	446,065.92	63.36	7,028,999.06	920.73	6.35%	6.88%	6.61%
2018-2019	187,043.30	23.27	6,930,194.36	909.15	2.70%	2.56%	2.63%
2017-2018	352,725.80	44.19	6,867,296.56	900.55	5.14%	4.91%	5.02%
2016-2017	179,013.00	23.26	6,739,363.05	884.86	2.66%	2.63%	2.64%
2015-2016	389,251.80	46.09	6,615,914.45	869.55	5.88%	5.30%	5.59%

Excludes Developer Contributed Assets (e.g. New Subdivisions)

15. Lake Road (West) Duplication

- The project is currently in the **DESIGN PHASE**.
- This project seeks to duplicate/upgrade Lake Road (between Fernhill Road and Jindalee Road) and between Chestnut Road and Ocean Drive. Detailed design and approvals suitable for construction of traffic signals are complete for the upgrade of the Jindalee and Fernhill Road intersections. Concept designs have been completed for the duplication of the section from Chestnut Road to Ocean Drive.
- Consideration will be given to funding the commencement of construction for the upgrade of the Jindalee/Fernhill Road intersections in 2021/22 Operational Plan. Consideration will also be given to commencing the detailed designs for the duplication of the section from Chestnut Road to Ocean Drive.

16. Hastings River Drive Upgrade

- The project is currently in the **DESIGN PHASE**.
- This project seeks to upgrade the remaining section of the Hastings River Drive Upgrade between Hughes Place and Boundary Street to four lanes. Detailed design and approvals suitable for construction are planned to be completed within the 20/21 financial year. Construction timing is yet to be determined and is subject to funding allocation. This project aims to address the strategic growth of the region by providing a safe road environment and improved capacity and operation of Hastings River Drive.

17. Beach to Beach shared pathway project - Dunbogan Bridge to Pilot Beach in Dunbogan (Sections D3, D5, D8, D10, D11, D11b, D11c).
- The project is currently in the **DESIGN PHASE**.
 - The Beach to Beach Shared Path is a community based project that aims to deliver 11 kilometres of uninterrupted footpath/cycleway between North Haven Beach and Pilot Beach in Dunbogan. The path will follow the banks of the local river system creating a scenic route that begins in North Haven, loops through Laurieton and ends on Pilot Beach adjacent to the starting point.
 - Concept design packages for each section are completed. Ecology study is underway to determine environmental impacts. Issues around property acquisition to redefine the road reserve in D10 and D11 is progressing with the NSW Aboriginal Land Council.
18. Schools to School pathway project - Design and Planning for remaining Sections
- The project is currently in the **DESIGN PHASE**.
 - The project seeks to improve vehicular and pedestrian safety along Ocean Drive, between Laurieton and Kew through design and construction of the remaining sections of shared pathway and pedestrian refuges.
 - Project plan has now been approved and concept planning and design has commenced.
19. Proposed Airport Access Road
- This project is in the **INVESTIGATION PHASE**.
 - The Options planning workshop with TfNSW for the Airport Access Road and the Oxley HWY occurred on 18 March 2020. TfNSW have modelled several intersection configurations for the proposed Airport Access Road and Oxley Highway, including the revised intersection layout options, removing the need to realign Fernhill Road leg. Based on this modelling and investigations by TfNSW they have concluded that a single consolidated intersection is not required, therefore any realignment of Fernhill Road is not required.
20. Ocean Drive / Hastings River Drive (MR538/MR600) Corridor Planning Project
- The project is currently in the **DELIVERY PHASE**.
 - The MR538 / MR600 Corridor Strategy project is for the delivery of a long-term corridor strategy for the MR600 and MR538 corridors, which spans from Blackmans Point - Port Macquarie - Lake Cathie - Laurieton to Kendall. To support such a strategy, the project will conduct investigations, data gathering, analysis, and strategy development, through the engagement of Professional Services and Council resources.

- The MR538 / MR600 Corridor Strategy will align with a number of strategies to improve safety, traffic efficiency and sustainability on the region's transport network. These include the Port Macquarie-Hastings Local Government Area Traffic Study, Future Transport Strategy 2056, Road Safety Strategy and North Coast Regional Plan.

21. John Oxley Drive Upgrade

- The project is currently in the **DESIGN PHASE**.
- This project seeks to deliver the design for the upgrade of John Oxley Drive from Kingfisher Road to The Ruins Way. Detailed design and approvals suitable for construction are planned to be completed within the 2020/21 financial year. Construction timing is yet to be determined and is subject to funding allocation. This project forms part of the broader Lake Innes planning and aims to provide a safe road environment and to improve the capacity and operation of John Oxley Drive.

22. Bril Bril Road Sealing and Upgrade

- The project is currently in the **DESIGN PHASE**.
- This project initially seeks to deliver a strategic concept design to upgrade as much of the 6.8km section of Bril Bril Road based on the assumption of \$6 million being made available for construction. A strategic concept will provide enough detail to inform the costs associated with detailed design and construction to allow for the highest priority section of road to be constructed. The project will also see construction of the highest priority section as funding permits.
- The need for this project has been raised by the community of Rollands Plains over a long period of time due the current poor quality of the road geometry and surface (currently unsealed) leading to increased travel times and risks to driver safety.
- At Council's ordinary meeting dated 16 October 2019, Council resolved (based on a Councillor Notice of Motion) to carry out preconstruction Works to a value of \$450,000 (funded via borrowings) noting that future funding may be made available following completion of the design in the order of \$6,000,000 (again funded via borrowings).

23. Beechwood Road Upgrade - Stages 5 and 6

- The project is currently in the **DESIGN PHASE**.
- This project seeks to deliver the design and preconstruction activities related to the upgrade of Beechwood Road between Riverbreeze Drive and Yippin Creek Road (Stage 5) and Yippin Creek Road to Waugh Street (Stage 6). There is no commitment to construction for either stage at this point in time.
- Council resolved at the October 2020 meeting to adopt a 6-8 month road closure as the preferred construction methodology. The concept design for Stage 6 will now be completed.

24. Pembroke Road / Stoney Creek Road Upgrade

- The project is currently in the **DESIGN PHASE**.
- This project will deliver construction designs for the upgrade of the Pembroke Road / Stoney Creek Road intersection, including the sealing of Stoney Creek Road. This project will also include the upgrade of three single lane timber bridges (two on Stoney Creek Road and one on Pembroke Road). The bridge on Pembroke Road is the last single lane timber bridge on Pembroke Road causing a pinch point on a northern link arterial road. This location also has a bad crash history with a fatality at the bridge in 2018.
- The engineering scoping study is complete with detailed design continuing to be delivered in 2020/21.

25. Kindee Bridge Management Strategy and Designs

- This project is in the **PLANNING PHASE**.
- This project seeks to deliver a management strategy and designs for Kindee Bridge as it approaches 100 years old. This unique heritage (Local LEP listing) cable truss suspension bridge was constructed in 1936 as one of the first bridge crossings of the Hastings River. It was designed for 10 tonnes and current still has that load limit today. It was undergone major maintenance works throughout its life with more planned in 2019/20 - 2020/21. As the bridge nears 100 years old a detailed management strategy and designs are required to ensure the properties in the Kindee area can continue to receive an adequate level of service from the transport network.

26. Gordon Street and Horton Street Traffic Signals

- The project is currently in the **DESIGN PHASE**.
- This project seeks to deliver the design for the upgrade to the Gordon Street and Horton Street intersection to traffic signals. Detailed design and approvals suitable for construction are planned to be completed within the 2019/20 and 20/21 financial years. Construction timing is yet to be determined and is subject to funding allocation. The project aims to provide a safe road environment and to improve the operation of the Gordon and Horton Street intersection.
- Final Transport for NSW approvals will need to be part of the construction pre-planning once construction funding has been confirmed.
- Consideration is being given to funding the commencement of construction in the 2021/22 Operational Plan.

Attachments

Nil

Item: 08

Subject: COMMUNICATION PLAN

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION





That the Committee note the information provided in this report.

Discussion

In December 2020, Council committed to tabling a community focussed communication plan at the next meeting of the Port Macquarie Transport Network Community Consultative Committee for the proposed Orbital and new Airport Road projects.

Attached are two communications plans - one for the Orbital Road and one for the Port Macquarie Transport Network.

Attachments

- 1   Communication Plan - Orbital Road
- 2   Communication Plan - Transport Network



PROJECT NAME/CUSTOMER
Port Macquarie Transport Network

CAMPAIGN
Orbital Road

BUDGET
TBC

TIMING
March-April

ORGANISATIONAL OBJECTIVE/S

CSP/ORG PLAN/OTHER

For the complete list of the priorities [click here](#).

Port Macquarie Transport Network Improvement Planning Project (PMTNIPP).

PROJECT OBJECTIVE

Alleviate significant congestion across the extent of the city, particularly on Lake Road, Ocean Drive and the Oxley Highway.

CAMPAIGN OBJECTIVE/S

1. To inform and update the community and impacted properties of where the project is now.

2. To tie off the conversation about Orbital Road to move it into the greater communications about the Port Macquarie Transport Network Planning.

TARGET AUDIENCE/S

Property owners within the proposed Orbital Rd route investigation zone.

All invested and effected stakeholder groups, such as the Orbital Rd Alliance.

PMTNCCC.

Business Community.

The broader Port Macquarie-Hastings Community, who travel within our region to work, study and visit.

KEY MESSAGE/S

We engaged with the community in 2019, listened to their feedback, and heard they want a solution to the traffic congestion but strongly oppose the proposed Orbital Rd.

Solutions to road congestion are now being investigated as part of our PMTNIPP, to address the congestion issue on a broader scale.

CONTEXT - Economic, political, social, cultural

CONTEXT - Economic, political, social, cultural

INPUTS

Feedback from external and internal stakeholders, and an understanding of the existing community sentiment.

Recommendations from the RPS report inform planned communications.

SWOT analysis conducted.

Feedback from the PMTNCCC to determine discreet priorities, actions and timelines to inform strategic and tactical communications activity.

Think 2050 Community Strategic Plan.

Value management workshop outcomes.

ACTIVITIES

Communications Strategy developed.

Tactical Communications Action Plan for each component, utilising communications channel.

OUTPUTS

Updated website content to inform the community of the current stage of the project.

Utilise Council spokespeople to promote key messages in media activities.

Crafting written assets for our communications channels.

Crafting media communications to distribute our key messages to the media, for wider consumption than through Council channels.

Informing stakeholder groups of project updates or milestones.

Facilitating two-way communication and fielding media or stakeholder inquiries to address any questions.

OUTCOMES

Short term

Ensure the community feel well informed and updated with what has transpired the past 2 years.

Long term

The long term communications outcome will be to ensure, going forward, the community will be talking about the Port Macquarie Transport Network Planning.

IMPACT

The impact from a clear and well executed communications plan will show PMHC are willing to be transparent, and are perceived to be working towards regaining the trust of the impacted residents.



PROJECT NAME/CUSTOMER
Port Macquarie Transport Network

CAMPAIGN
Port Macquarie Transport Network

BUDGET
TBC

TIMING
Ongoing

ORGANISATIONAL OBJECTIVE/S

CSP/ORG PLAN/OTHER

For the complete list of the priorities [click here](#).

Port Macquarie Transport Network Improvement Planning Project (PMTNIPP).

PROJECT OBJECTIVE

Develop strategies to manage our transport network for the long-term benefit of our community.

CAMPAIGN OBJECTIVE/S

1. To ensure the greater community, impacted property owners in the Orbital Roads Project engagement consultation, and key community group stakeholders, are continuously informed on the Port Macquarie Transport Network Planning.
2. To ensure that opportunities for participation in planning and advising are communicated broadly throughout the community.

TARGET AUDIENCE/S

Residents within the affected investigation zone.

All invested and effected stakeholder groups, such as the Orbital Rd Alliance.

PMTNCCC.

Business Community.

The broader Port Macquarie-Hastings Community, who travel within our region to work, study and visit.

KEY MESSAGE/S

- The PMTN Plan is a multi project multi year long term vision that aims to improve multi-modal transport access through Port Macquarie and connection to the local coastal villages and towns.
- We are working with State Government to develop and explore viable options to improve accessibility, connectivity and road safety with minimal impact to amenity.
- The views of all levels of government, community and other key stakeholders are important to capture and to share to inform the community of progress.

CONTEXT – Economic, political, social, cultural

INPUTS

Recommendations from the RPS report inform planned engagement and communications.

Feedback from the PMTNCCC to determine discreet priorities, actions and timelines to inform strategic and tactical communications activity.

Agreed project milestones and developments.

Think 2050 Community Strategic Plan.

Relevant State Planning instruments Transport.

Value management workshop outcomes.

ACTIVITIES

12 month strategic communications strategy to be informed by Transport NSW and outcomes of value management workshops - anticipated April 2021.

Tactical Communications Action Plan for each component.

OUTPUTS

Updated website content to inform the community of the current stage of the project.

Utilise Council spokespeople to promote key messages in media activities.

Crafting written assets for our communications channels.

Crafting media communications to distribute our key messages to the media, for wider consumption than through Council channels.

Informing stakeholder groups of project updates or milestones.

Facilitating two-way communication and fielding media or stakeholder inquiries to a

Agreed engagement activity outputs that inform future communications planning.

OUTCOMES

Short term

All communications effort must reference back to the 'Port Macquarie Transport Network Planning'.

Community are informed that transport planning is interconnected and multi layered.

Easily accessible information is available to community & complements technical reporting and content.

Long term

Clear and well executed communications plan will show a transparent PMHC and gain trust with key audiences. Ultimately, enhancing the transport planning brand part of council.

Target audiences feel well informed of our key messages and they understand.

IMPACT

Improved transparency between community and decisions of Council

Increased trust as community better informed of complexities of identifying solutions and the related causal impacts.

CONTEXT – Economic, political, social, cultural