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**PRESENT**

The meeting was conducted electronically in accordance with clause 5.3.1 of the Delegation to Councils for the Regulation of Traffic with the agenda being provided to the following participants via email.

**Members:**

Deputy Mayor Lisa Intemann (PMHC)(Chair) - *Provided concurrence with the recommendations contained in the report*  
Daniel Finch (NSW Police) - *Provided concurrence with the recommendations contained in the report*  
Linda Makejev (TfNSW) (PV) - *Provided concurrence with the recommendations contained in the report*

**Other Attendees:**

Carl Eade (Port Macquarie Taxis)  
Malcolm Britt (Busways) - *Provided concurrence with the recommendations contained in the report*  
PMHC - Group Manager Infrastructure Planning (Cameron Hawkins)  
PMHC - Transport & Traffic Engineer (vacant)  
PMHC - Transport and Stormwater Engineer Planning Manager (Kyle Stevens)  
PMHC - Infrastructure Stakeholder Relations Manager (Carmen Abi-Saab)  
PMHC - Project Administration Officer (Donna Kasch)

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The meeting was held electronically.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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Nil.

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### **03 CONFIRMATION OF MINUTES**

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CONSENSUS:

That the Minutes of the Local Traffic Committee Meeting held on 18 March 2021 be confirmed.

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### **04 DISCLOSURES OF INTEREST**

There were no disclosures of interest presented.

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### **05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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CONSENSUS:

That the Business Arising from previous minutes schedule be noted.

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### **06 ANZAC DAY 2021**

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MAJORITY SUPPORT:

Council - yes

TfNSW - yes

Police - yes

Member for Oxley - nil

Member for Port Macquarie - nil

RECOMMENDATION:

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

That Council approve perennially the temporary road closure and support the associated transport management arrangements associated with the ANZAC Day ceremonies at the locations of Port Macquarie, Wauchope, Kendall and Laurieton as organised by the respective RSL's under the conditions:

1. the event approval being granted perennially on condition the event format and associated community disruption remains functionally unchanged,
2. or if functionally different, to submit the event application in full as per standard procedures, and

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3. the event notifications and exact timings as well as updated TGS's will continue to be provided to the LTC.

That Council approve the temporary road closure and support the associated transport management arrangements associated with the:

- Port Macquarie ANZAC Day ceremonies 2021 from 4:00pm 24 April 2021 to 12:30pm 25 April 2021
- Wauchope ANZAC Day ceremonies 2021 from 4:00am to 12:20pm 25 April 2021
- Laurieton ANZAC Day ceremonies 2021 from 10:30am to 12:30pm 25 April 2021

subject to the following conditions:

4. 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 and duration
  - temporary parking restrictions times and duration
  - alternative routes and access arrangements.
5. 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.
6. The event organiser prepare a Traffic Management Plan (TMP) and provide to Council at least 14 days prior to the event, including a strategy for temporary relocation of affected accessibility parking areas.
7. That the attached Traffic Guidance Schemes (TGS) be implemented. Any modifications to the plans must be agreed with Council prior to the running of the event.
8. That the event organiser abides by the written approval from the NSW Police.
9. That the event organiser notify the NSW Ambulance, NSW Fire & Rescue, NSW Rural Fire Service and the State Emergency Service of the proposed road closures at least 14 days in advance of the event.
10. 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.
11. TfNSW/SafeWork NSW accredited persons (Implement Traffic Control Plans) are to be used for the establishment and removal of the traffic control devices.
12. TfNSW/SafeWork NSW accredited traffic controllers (Traffic Controller) are to be used to control traffic.

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13. That the event organiser abides by any other condition that Council or Police may impose at any time.
  14. 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.
  15. The event organiser must have this approval and the Transport Management Plan and Traffic Guidance Scheme described above on site at all times for the duration of the event.
  16. That a review of the implementation of the Traffic Management Plan (TMP) be undertaken by the proponent within three months of the conclusion of the event. The review is to be in consultation with Council and other services so that the TMP can be further refined and any issues identified can be addressed prior to any future events.
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**07 GENERAL BUSINESS**

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Nil.

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The meeting was held electronically.

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**LOCAL TRAFFIC COMMITTEE**  
**ELECTRONIC MEETING 14 APRIL**  
**2021**  
**EMAILS OF CONCURRENCE FROM VOTING MEMBERS**

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**From:** Linda Makejev <[Linda.MAKEJEV@transport.nsw.gov.au](mailto:Linda.MAKEJEV@transport.nsw.gov.au)>  
**Sent:** Thursday, 15 April 2021 2:15 PM  
**To:** Kyle Stevens <[Kyle.Stevens@pmhc.nsw.gov.au](mailto:Kyle.Stevens@pmhc.nsw.gov.au)>  
**Cc:** Bree Scaysbrook <[Bree.Scaysbrook@pmhc.nsw.gov.au](mailto:Bree.Scaysbrook@pmhc.nsw.gov.au)>  
**Subject:** RE: Local Traffic Committee - Extra Ordinary AgendaHi Kyle

Transport for NSW concurs with the event providing Council receive NSW Police approval.

Regards

Linda Makejev

A/Network & Safety OfficerNetwork & Safety ServicesCustomer Services **Transport for NSW**

T 02 6644 3152 | M 0409 473 977  
Level 1 76 Victoria Street Grafton NSW 2460



**Transport  
for NSW**

**From:** Bree Scaysbrook [<mailto:Bree.Scaysbrook@pmhc.nsw.gov.au>]  
**Sent:** Wednesday, 14 April 2021 8:24 AM  
**To:** Amanda Foster <[Amanda.Foster@pmhc.nsw.gov.au](mailto:Amanda.Foster@pmhc.nsw.gov.au)>; cameron.hawkins <[cameron.hawkins@pmhc.nsw.gov.au](mailto:cameron.hawkins@pmhc.nsw.gov.au)>; Carl Eade (Port Taxi's) <[mptadmin@porttaxis.com.au](mailto:mptadmin@porttaxis.com.au)>; Carmen Abi-Saab <[Carmen.Abi-Saab@pmhc.nsw.gov.au](mailto:Carmen.Abi-Saab@pmhc.nsw.gov.au)>; Cr Lee Dixon <[cr.ldixon@pmhc.nsw.gov.au](mailto:cr.ldixon@pmhc.nsw.gov.au)>; Cr Lisa Intemann <[cr.lintemann@pmhc.nsw.gov.au](mailto:cr.lintemann@pmhc.nsw.gov.au)>; Donna Kasch <[Donna.Kasch@pmhc.nsw.gov.au](mailto:Donna.Kasch@pmhc.nsw.gov.au)>; Elizabeth Foster <[elizabeth.foster@pmhc.nsw.gov.au](mailto:elizabeth.foster@pmhc.nsw.gov.au)>; Kyle Stevens <[Kyle.Stevens@pmhc.nsw.gov.au](mailto:Kyle.Stevens@pmhc.nsw.gov.au)>; Leslie Wells <[oxley@parliament.nsw.gov.au](mailto:oxley@parliament.nsw.gov.au)>; LindaMakejev <[Linda.MAKEJEV@transport.nsw.gov.au](mailto:Linda.MAKEJEV@transport.nsw.gov.au)>; malcolmbritt <[malcolmbritt@busways.com.au](mailto:malcolmbritt@busways.com.au)>; Mark Lawrence <[mLawrence@busways.com.au](mailto:mLawrence@busways.com.au)>; Northern Local Government <[LGnorthern@transport.nsw.gov.au](mailto:LGnorthern@transport.nsw.gov.au)>; Seargent Finch <[30755@police.nsw.gov.au](mailto:30755@police.nsw.gov.au)>; Terry Sara <[Terry.Sara@parliament.nsw.gov.au](mailto:Terry.Sara@parliament.nsw.gov.au)>  
**Subject:** Local Traffic Committee - Extra Ordinary Agenda

**CAUTION:** This email is sent from an external source. Do not click any links or open attachments unless you recognise the sender and know the content is safe.

LTC Voting Members,

Please find attached an agenda for an extra ordinary LTC meeting.

This agenda contains one **URGENT** item that requires determination ahead of ANZAC Day.

Could you please review and respond via email to [kyle.stevens@pmhc.nsw.gov.au](mailto:kyle.stevens@pmhc.nsw.gov.au) with your vote no later than 12pm Monday 19 April 2021.

Please consider this email as the alternative meeting format in this instance, in accordance with section 5.3.1 of 'Guidelines to the Operation of Traffic Committees'.

Bree

**Bree Scaysbrook** Executive Assistant Director Infrastructure

p (02) 6581 8049



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**From:** Cr Lisa Intemann <[cr.lintemann@pmhc.nsw.gov.au](mailto:cr.lintemann@pmhc.nsw.gov.au)>  
**Sent:** Friday, 16 April 2021 2:21 PM  
**To:** Bree Scaysbrook <[Bree.Scaysbrook@pmhc.nsw.gov.au](mailto:Bree.Scaysbrook@pmhc.nsw.gov.au)>  
**Cc:** Amanda Foster <[Amanda.Foster@pmhc.nsw.gov.au](mailto:Amanda.Foster@pmhc.nsw.gov.au)>; Cameron Hawkins <[cameron.hawkins@pmhc.nsw.gov.au](mailto:cameron.hawkins@pmhc.nsw.gov.au)>; Carl Eade (Port Taxi's <[mptadmin@porttaxis.com.au](mailto:mptadmin@porttaxis.com.au)>; Carmen Abi-Saab <[Carmen.Abi-Saab@pmhc.nsw.gov.au](mailto:Carmen.Abi-Saab@pmhc.nsw.gov.au)>; Cr Lee Dixon <[cr.ldixon@pmhc.nsw.gov.au](mailto:cr.ldixon@pmhc.nsw.gov.au)>; Donna Kasch <[Donna.Kasch@pmhc.nsw.gov.au](mailto:Donna.Kasch@pmhc.nsw.gov.au)>; Libby Foster <[elizabeth.foster@pmhc.nsw.gov.au](mailto:elizabeth.foster@pmhc.nsw.gov.au)>; Kyle Stevens <[Kyle.Stevens@pmhc.nsw.gov.au](mailto:Kyle.Stevens@pmhc.nsw.gov.au)>; Leslie Wells <[oxley@parliament.nsw.gov.au](mailto:oxley@parliament.nsw.gov.au)>; Linda Makejev <[linda.makejev@transport.nsw.gov.au](mailto:linda.makejev@transport.nsw.gov.au)>; Malcolm Britt <[malcolmbritt@busways.com.au](mailto:malcolmbritt@busways.com.au)>; Mark Lawrence <[mlawrence@busways.com.au](mailto:mlawrence@busways.com.au)>; Northern Local Government <[LGnorthern@transport.nsw.gov.au](mailto:LGnorthern@transport.nsw.gov.au)>; Sargent Finch <[30755@police.nsw.gov.au](mailto:30755@police.nsw.gov.au)>; Terry Sara <[Terry.Sara@parliament.nsw.gov.au](mailto:Terry.Sara@parliament.nsw.gov.au)>  
**Subject:** Re: Local Traffic Committee - Extra Ordinary Agenda Thanks Bree.

I have no interests to declare.

I support all items, with proviso

\* attendance register needs to be updated for 18/3/21 meeting

\* Item 6 - same change as I requested for clause 9 Ironman (and could this please be made a permanent change to the set of conditions) - ANZAC day clause 13 should read "Council or the Police", not "and".

No other comments, thanks. Regards

Lisa

Cr Lisa Intemann Deputy Mayor

Port Macquarie-Hastings Council Sent from Cr Intemann's iPad

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On 14 Apr 2021, at 08:24, Bree Scaysbrook <[Bree.Scaysbrook@pmhc.nsw.gov.au](mailto:Bree.Scaysbrook@pmhc.nsw.gov.au)> wrote:

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Please consider this email as the alternative meeting format in this instance, in accordance with section 5.3.1 of 'Guidelines to the Operation of Traffic Committees'.

Bree

**Bree Scaysbrook** Executive Assistant Director Infrastructure  
p (02) 6581 8049

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**From:** Daniel Finch <[finc1dan@police.nsw.gov.au](mailto:finc1dan@police.nsw.gov.au)>

**Sent:** Monday, 19 April 2021 8:42 AM

**To:** Kyle Stevens <[Kyle.Stevens@pmhc.nsw.gov.au](mailto:Kyle.Stevens@pmhc.nsw.gov.au)>

**Subject:** FW: Local Traffic Committee - Extra Ordinary Agenda [SEC=OFFICIAL:Sensitive] Nil

objections regarding proposed Anzac Day activities from NSW Police Force

Regards



**Sergeant Daniel FINCH**

Supervisor

Traffic and Highway Patrol - Mid North Coast  
2 Hay Street, Port Macquarie NSW 2444

E: [finc1dan@police.nsw.gov.au](mailto:finc1dan@police.nsw.gov.au) P: 02 6583 0171 E: 73171 M: 0427 624 034 (Mobipol)

**From:** Bree Scaysbrook <[Bree.Scaysbrook@pmhc.nsw.gov.au](mailto:Bree.Scaysbrook@pmhc.nsw.gov.au)>

**Sent:** Wednesday, 14 April 2021 8:24 AM

**To:** Amanda Foster <[Amanda.Foster@pmhc.nsw.gov.au](mailto:Amanda.Foster@pmhc.nsw.gov.au)>; Cameron Hawkins <[cameron.hawkins@pmhc.nsw.gov.au](mailto:cameron.hawkins@pmhc.nsw.gov.au)>; Carl Eade (Port Taxi's) <[mptadmin@porttaxis.com.au](mailto:mptadmin@porttaxis.com.au)>; Carmen Abi-Saab <[Carmen.Abi-Saab@pmhc.nsw.gov.au](mailto:Carmen.Abi-Saab@pmhc.nsw.gov.au)>; Cr Lee Dixon <[cr.ldixon@pmhc.nsw.gov.au](mailto:cr.ldixon@pmhc.nsw.gov.au)>; Cr Lisa Intemann <[cr.lintemann@pmhc.nsw.gov.au](mailto:cr.lintemann@pmhc.nsw.gov.au)>; Donna Kasch <[Donna.Kasch@pmhc.nsw.gov.au](mailto:Donna.Kasch@pmhc.nsw.gov.au)>; Elizabeth Foster <[elizabeth.foster@pmhc.nsw.gov.au](mailto:elizabeth.foster@pmhc.nsw.gov.au)>; Kyle Stevens

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<[Kyle.Stevens@pmhc.nsw.gov.au](mailto:Kyle.Stevens@pmhc.nsw.gov.au)>; Leslie Wells <[oxley@parliament.nsw.gov.au](mailto:oxley@parliament.nsw.gov.au)>; LindaMakejev <[linda.makejev@transport.nsw.gov.au](mailto:linda.makejev@transport.nsw.gov.au)>; Malcolm Britt <[malcolmbritt@busways.com.au](mailto:malcolmbritt@busways.com.au)>; Mark Lawrence <[mLawrence@busways.com.au](mailto:mLawrence@busways.com.au)>; Northern Local Government <[LGNorthern@transport.nsw.gov.au](mailto:LGNorthern@transport.nsw.gov.au)>; Daniel Finch <[finc1dan@police.nsw.gov.au](mailto:finc1dan@police.nsw.gov.au)>; Terry Sara <[Terry.Sara@parliament.nsw.gov.au](mailto:Terry.Sara@parliament.nsw.gov.au)>  
**Subject:** Local Traffic Committee - Extra Ordinary AgendaLTC Voting Members,

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Bree

**Bree Scaysbrook**

Executive Assistant Director Infrastructure

p (02) 6581 8049

