



PORT MACQUARIE-HASTINGS  
COUNCIL



# Port Macquarie Transport Network Community Consultative Committee

## Business Paper

**date of meeting:** Monday 24 May 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

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### 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	08/03/21	
Denise Wilson (Chair)	✓	✓	✓	✓	✓	
Councillor Lisa Intemann	✓	✓	✓	A	✓	
Councillor Peter Alley	✓	✓	✓	A	A	
Adele Graham	✓	✓	✓	✓	✓	
Brad Thomas	A	✓	✓	A	✓	
Craig Nethery	✓	✓	✓	✓	✓	
Michael Mowle	✓	✓	A	✓	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 24 May 2021

**Items of Business**

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**Item:        01**

**Subject:    ACKNOWLEDGEMENT OF COUNTRY**

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"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."

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**Item:        02**

**Subject:    APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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**Item:        03**

**Subject:    CONFIRMATION OF PREVIOUS MINUTES**

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**RECOMMENDATION**

That the Minutes of the Port Macquarie Transport Network Community Consultative Committee Meeting held on 8 March 2021 be confirmed.



## **PRESENT**

### **Members:**

Denise Wilson (Chair)  
Councillor Lisa Intemann  
Adele Graham (Independent member)  
Brad Thomas (Independent member)  
Craig Nethery (Independent member)  
Philip Lloyd (Community member)  
Tony Thorne (Independent member)  
Director Infrastructure (Dan Bylsma)  
Group Manager Infrastructure Planning (Cameron Hawkins)

### **Observers:**

Councillor Geoff Hawkins (Councillor)  
Jane Ree (Group Manager Communications and Customer Experience)

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The meeting opened at 10:02am.

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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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### **CONSENSUS:**

That apologies received from Councillor Alley and Michael Mowle be accepted.

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### **03 CONFIRMATION OF MINUTES**

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#### **CONSENSUS:**

That the Minutes of the Port Macquarie Transport Network Community Consultative Committee Meeting held on 23 November 2020 be confirmed with the following amendment:

Item 02 - add Councillor Intemann and Councillor Alley as an apology.

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### **04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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

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Discussion held around the letter presented by Phil Lloyd to the Committee on 4 March 2021.

Council is still awaiting information from TfNSW regarding the Oxley Highway, Airport Access Road and Fernhill Road intersection.

TfNSW population figures were based on UGMS and .ID profile.

#### **CONSENSUS:**

That the Committee:

1. Consider a forward agenda at the end of each meeting
2. Request information be provided between meetings via OneDrive with email notification
3. Request email notifications regarding this group be titled 'PMTNCCC...'
4. Seek clarification from Council regarding source of population figures to be used by Council strategic planners going forward and how to ensure consistent messaging about project timelines and funding sources, using plain English.

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## **06 PORT MACQUARIE TRANSPORT NETWORK PLANNING PROJECT UPDATE**

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Awaiting outputs from TfNSW to inform SMEC work prior to arranging Value Management Workshops.

Value Management Workshop will be held with the Committee prior to broader community engagement.

### **CONSENSUS:**

That the Committee:

1. Request a timetable from TfNSW for their engagement and decision making timelines on the Oxley Highway Corridor works and a timetable from Council regarding engagement and decision making timelines for the Port Macquarie Transport Network Planning Project, showing how these timelines relate to each other.
2. Request Council consider a public document outlining broader road network priority listing, highlighting funding challenges and project status and estimated timeframes, for example 5-10 years etc, and consider regular updates during milestones so the community remains informed of changes in timelines and delays.

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## **07 OTHER TRANSPORT IMPROVEMENT PROJECTS**

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### **CONSENSUS:**

That the Committee note the information provided in this report.

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## **08 COMMUNICATION PLAN**

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### **CONSENSUS:**

That the Committee note contact information for Jane Ree, Group Manager Communications and Customer Experience will be distributed to the Committee.

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**09 GENERAL BUSINESS**

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**09.01 VALUE MANAGEMENT WORKSHOP**

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**CONSENSUS:**

That the Committee request an Extraordinary Meeting be held regarding pressure points and priorities as part of the preparation process for the Value Management Workshop either on 24 May 2021 (existing meeting date) or earlier as needed by the Value Management workshop dates when known.

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The meeting closed at 11:30am.

Item:      04  
Subject:   DISCLOSURES OF INTEREST

**RECOMMENDATION**

That Disclosures of Interest be presented

**DISCLOSURE OF INTEREST DECLARATION**

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

*(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 (i)
  - (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.

**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.*

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of the affected principal place of residence of the councillor or an associated person, company or body <i>(the <b>identified land</b>)</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.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST<sup>1</sup></b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the <b>subject land</b><sup>2</sup>)</i> <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.

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<sup>1</sup> 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.

<sup>2</sup> 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**

<b>Item:</b>	6	<b>Date:</b>	31 August 2020
<b>Subject:</b>	Other Transport Improvement Projects		
<b>Action Required:</b>	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.		
<b>Current Status:</b>	1. Still awaiting updates from TfNSW at 2021 05 07.		

<b>Item:</b>	5	<b>Date:</b>	8 March 2021
<b>Subject:</b>	Business Arising from Previous minutes		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Consider a forward agenda at the end of each meeting</li> <li>2. Request information be provided between meetings via OneDrive with email notification</li> <li>3. Request email notifications regarding this group be titled 'PMTNCCC...'</li> <li>4. Seek clarification from Council regarding source of population figures to be used by Council strategic planners going forward and how to ensure consistent messaging about project timelines and funding sources, using plain English.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. To be discussed at each meeting.</li> <li>2. Ongoing.</li> <li>3. Ongoing.</li> <li>4. Verbal update to be provided at meeting.</li> </ol>		

<b>Item:</b>	6	<b>Date:</b>	8 March 2021
<b>Subject:</b>	Port Macquarie Transport Network Planning Project Update		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Request a timetable from TfNSW for their engagement and decision making timelines on the Oxley Highway Corridor works and a timetable from Council regarding engagement and decision making timelines for the Port Macquarie Transport Network Planning Project, showing how these timelines relate to each other</li> <li>2. Request Council consider a public document outlining broader road network priority listing, highlighting funding challenges and project status and estimated timeframes, for example 5-10 years etc, and consider regular updates during milestones so the community remains informed of changes in timelines and delays.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Public exhibition closed. TfNSW have not provided timeframes for decision making as yet.</li> <li>2. Will be provided as part of Ordinary Council Meeting 17/03/2021 13.01 Notice Of Motion - Traffic Network, point 6 due July 2021  13.01 NOTICE OF MOTION - TRAFFIC NETWORK RESOLVED:  Hawkins/Pinson That Council:  ...6. Develop a Joint Local Government / State Government "Integrated Strategic Road Network Masterplan" outlining the strategic priority projects and indicative timeframes, with a report back to Council in July 2021 to outline the Plan...</li> </ol>		

**AGENDA      PORT MACQUARIE TRANSPORT NETWORK COMMUNITY  
CONSULTATIVE COMMITTEE**

**24/05/2021**

<b>Item:</b>	8	<b>Date:</b>	8 March 2021
<b>Subject:</b>	Communication Plan		
<b>Action Required:</b>	1. Note contact information for Jane Ree, Group Manager Communications and Customer Experience will be distributed to the Committee.		
<b>Current Status:</b>	1. Jane Ree - 6581 8126 - jane.ree@pmhc.nsw.gov.au		

<b>Item:</b>	9	<b>Date:</b>	8 March 2021
<b>Subject:</b>	Value Management Workshop		
<b>Action Required:</b>	1. Request an ExtraOrdinary meeting be held regarding pressure points and priorities as part of the preparation process for the Value Management Workshop either on 24 May 2021 (existing meeting date) or earlier as needed by the Value Management workshop dates when known.		
<b>Current Status:</b>	1. To be discussed at meeting.		

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**Item:        06**

**Subject:    PORT MACQUARIE TRANSPORT NETWORK PLANNING PROJECT  
              UPDATE**

**Presented by: Infrastructure, Dan Bylsma**

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## **RECOMMENDATION**

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

### **Discussion**

Council are continuing to work with Transport for NSW (TfNSW) on incorporating the Oxley Highway options into the network planning traffic model. The model layouts for Options 1 and 2 of the Oxley Highway / Wrights Road intersection have been received now and are being incorporated into the future year modelling.

Future year modelling has been undertaken for 2030 and 2040, however this modelling has been done with no improvements to the Oxley Highway / Wrights Road intersection as the layout had not been received from TfNSW.

Based on the current delays and a review of the project programme, the Value Management Workshop indicative timeframe is now within the next two to four months.

The Project Team is currently working with SMEC to re-establish the project programme and adjust the baseline now the majority of information has been received from TfNSW. The timing for the value management workshop is expected to be known by the end of May.

Key activities undertaken since last committee meeting include:

- 'Do minimum case' future year modelling (without Oxley HWY/Wright's Rd intersection upgrades)
- Input of TfNSW Oxley Highway improvement options 1 and 2 now received.

Key activities planned for the coming months:

- 'Do minimum Plus+' case future year modelling - looking at all currently planned improvements and determining the minimum combination to achieve an acceptable network performance.
- Determining further improvement options, including committee workshop
- Value Management workshop

Change of 'Do Minimum' Terminology

Noting the difference between the technical meaning of the 'Do Minimum' term and what would be an ordinary plain English meaning it is intended to determine a new term for community facing reporting.

It is proposed to use the following term:

Current Committed Works Case.

#### Population Growth Methodology

To ensure a holistic overview of forecasted population growth was considered, the following sources were reviewed:

- PMHC Population Forecasts (provided by .id Community)
- Original LGA traffic model
- Port Macquarie-Hastings Urban Growth Management Strategy, 2010
- Port Macquarie-Hastings Urban Growth Management Strategy 2017 – 2036
- NSW Department of Planning, Industry and Environment (DPIE) population growth
- TfNSW Oxley Highway Modelling (developed by others)

It should be noted that the Urban Growth Management Strategy (2010), has since been revised in 2017/18. The revised Urban Growth Management Strategy refers to PMHC Population forecasts provided by ID Community. As such, forecast growth is consistent between these two references. The 2010 Urban Growth Management strategy was still assessed in order to investigate what was previously forecast, and it provides greater detail, particularly around forecast dwelling growth.

The following tables provide a comparison of future growth from each reference document/source, from which comparisons against the recommended growth rate are provided:

- Comparative assessment of growth for the entire LGA area (Table 2-1).
- Comparative assessment of growth for the Port Macquarie urban area (Table 2).

Table 2-1: Growth rates – entire LGA

Source	Data Type	Values (ppl, dwelling or veh)		Growth (%)
		Year 2020	Year 2040	
PMHC Population Forecasts (ID Community)	Forecast Population	84,878	108,772	28%
Original LGA model	Demand generated	88,314	115,414	31%
Urban Growth Management Strategy	Forecast Population	81,024	106,180	31%
	Forecast # dwellings	35,010	45,895	31%
NSW DPIE population growth	Forecast Population	83,890	98,450	17%
	Forecast # dwellings	39,980	49,320	23%

-

Table 2-2: Growth rates – Port Macquarie urban area

Source	Data Type	Values (ppl, dwelling or veh)		Growth (%)
		Year 2020	Year 2040	
PMHC Population Forecasts (ID Community)	Forecast Population	49,165	63,223	29%
Original LGA model	Demand generated	62,515	82,702	32%
Urban Growth Management Strategy	Forecast Population	51,719	67,125	30%
	Forecast # dwellings	22,550	29,263	30%
TfNSW Oxley Highway Modelling	Demand Generated	19,289	26,606	38%

The most recent population forecast for the LGA is that provided by the DPIE, Community .id (Port Macquarie-Hastings Council's adopted growth forecasts), and the TfNSW Oxley Highway Modelling forecasts.

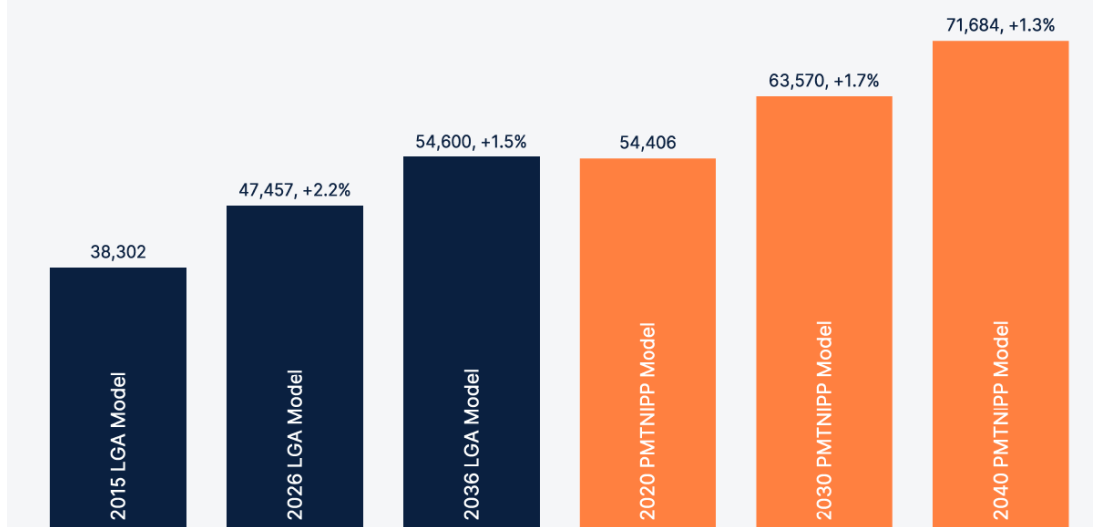
At an LGA wide level, growth from the different data sources ranged from 17 to 31% (over the period 2020 to 2040), whilst the TfNSW Oxley Highway model suggested nearly 38% traffic growth on the Oxley Highway corridor.

SMEC has considered the various references sources for growth and recommends utilising the LGA model demand matrices as a basis to derive background growth for the study area, and subsequently verifying growth by sub region against the Community .id population forecasts, information provided in the PMHC UGMS (2018), and regional granular land use data. We believe this is an appropriate forecast for the purpose of developing year future year traffic models for the following key reasons:

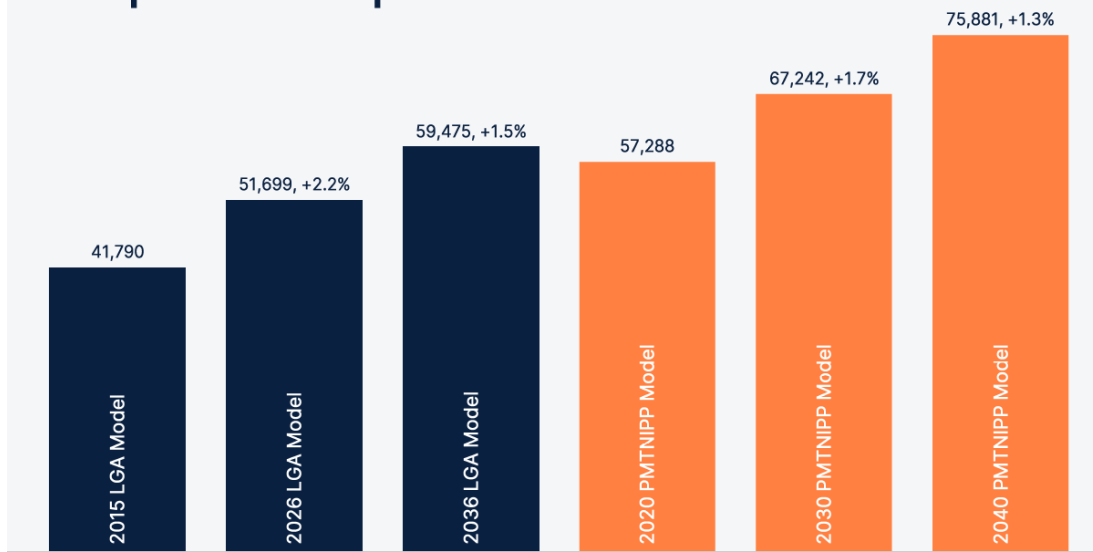
- The original LGA model provides reasonable overall Port Macquarie urban area growth which falls within the higher and lower bands of various growth estimates.
- The original LGA model advises on trip growth, whereas other sources can only provide population or dwelling growth
- The LGA model can advise on trip patterns across the study area.

The below two figures provide a comparison of the vehicle trip generation of the 2015 Area Wide Traffic Study base and future year predictions and the revised 2020 base year and future year predictions.

## Future Demand Comparison 7:30am – 9:30am



## Future Demand Comparison 3:00pm – 5:00pm



The review, recalibration and validation of the base year model to 2020 has shown a significant increase in the number of trips for the model times both in the AM peak and PM.

One trip is defined as one complete vehicular journey between one travel zone pair (one Origin zone and Destination zone) within the modelled period. The trips volumes are shown for the entire travel network during each peak period for the entire LGA. In Also please note one person can make multiple trips in one peak period. For example, one grocery shop or one parent's school drop-offs involves two trip (one from home to the shopping centre and one return back to home).

'Current Committed Projects case'

The 'The Current Committed Projects 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 two projects have high likelihood of implementation by the year 2030.

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

2 - The duplication of Ocean Drive from Mathew Flinders to Greenmeadows (south): This project is expected to be operational by the end of 2025.

The following table outlines the 2030 network performance metrics:

## Network Performance

Network Stats (2HR)	2020 Base AM	2020 Base PM	2030 Do-Min AM	2030 Do-Min PM
Average delay per vehicle	00:24	00:24	01:30	01:08
Average network speed	41	42	34	36
VKT	386,360	387,171	408,499	467,108
VHT	9,499	9,295	12,169	13,036
Stops per simulated vehicle	48,985	60,231	223,092	231,884
Unreleased vehicles	1	112	5,779	2,208
Total demand	54,400	57,300	63,550	67,250
% of demand unreleased	0.0%	0.2%	7.9%	3.2%

Model outputs to visually represent the network performance is attached. Red sections indicate vehicles travelling at less than 5km/h i.e stationary.

### Attachments

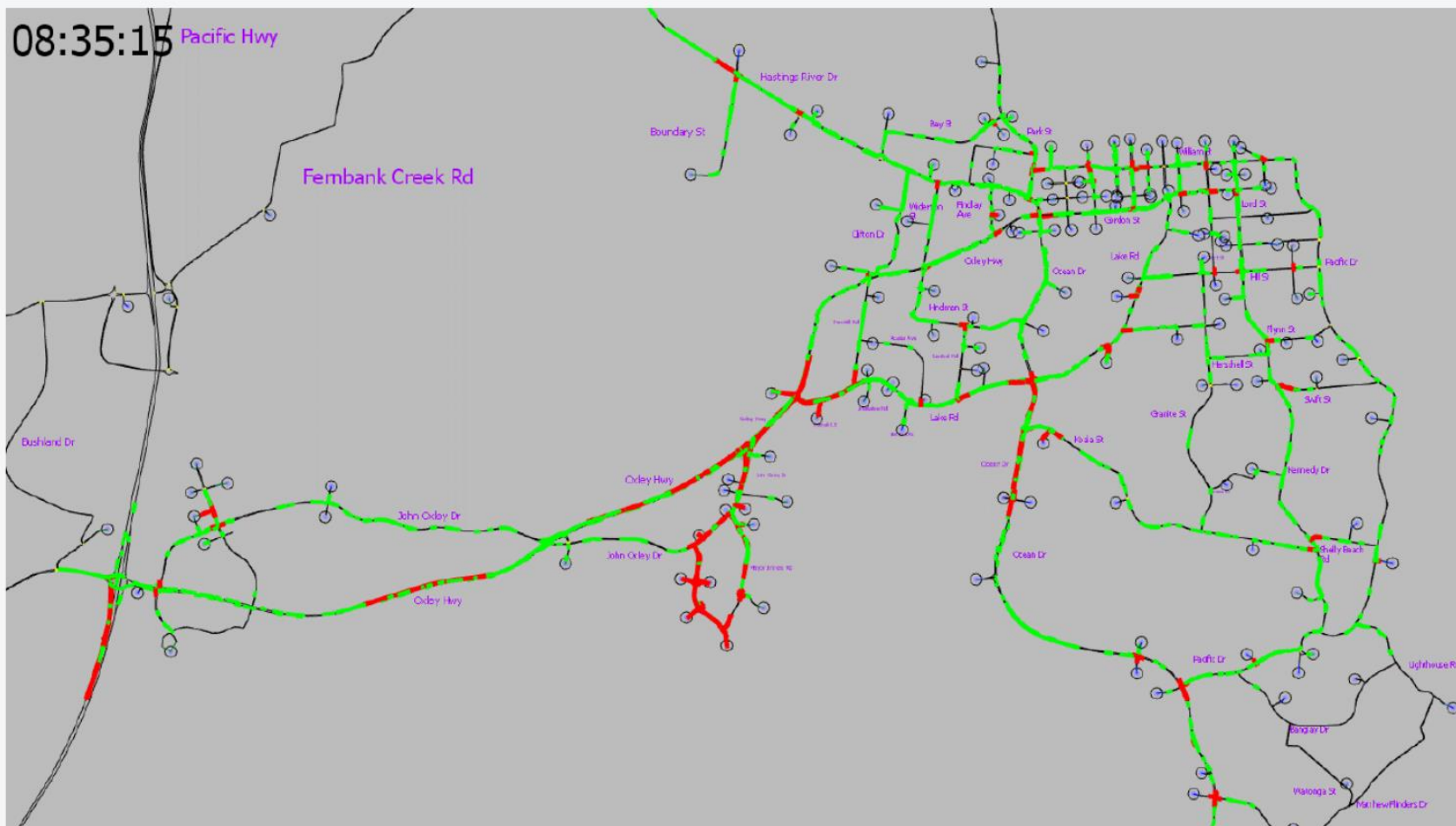
1   Network Performance - Pages from PMTNIPP - Do Min 2030



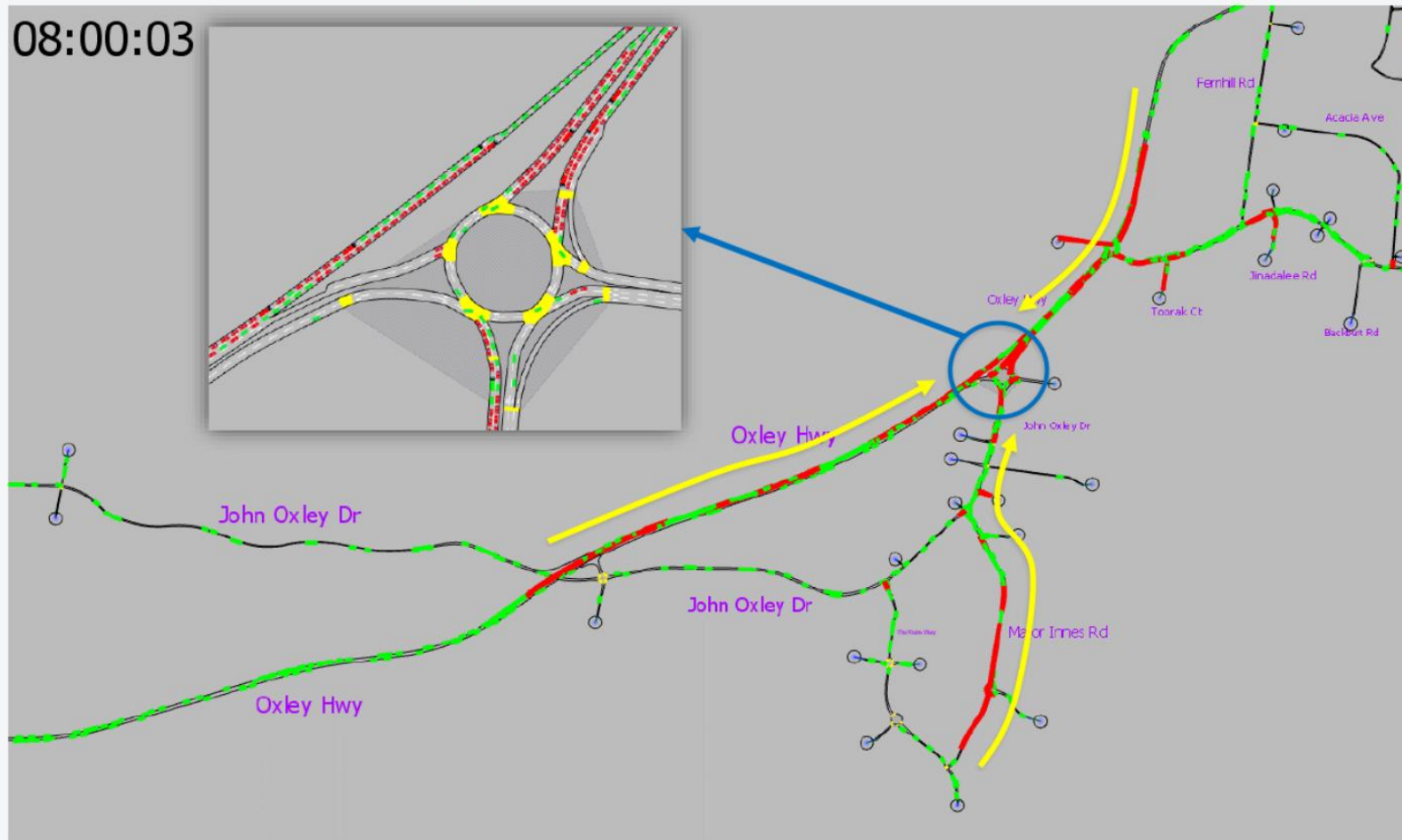
# Do Minimum Road Network Performance



# Network Overview – 2030 Do Minimum AM



# AM Network Key Issue #1

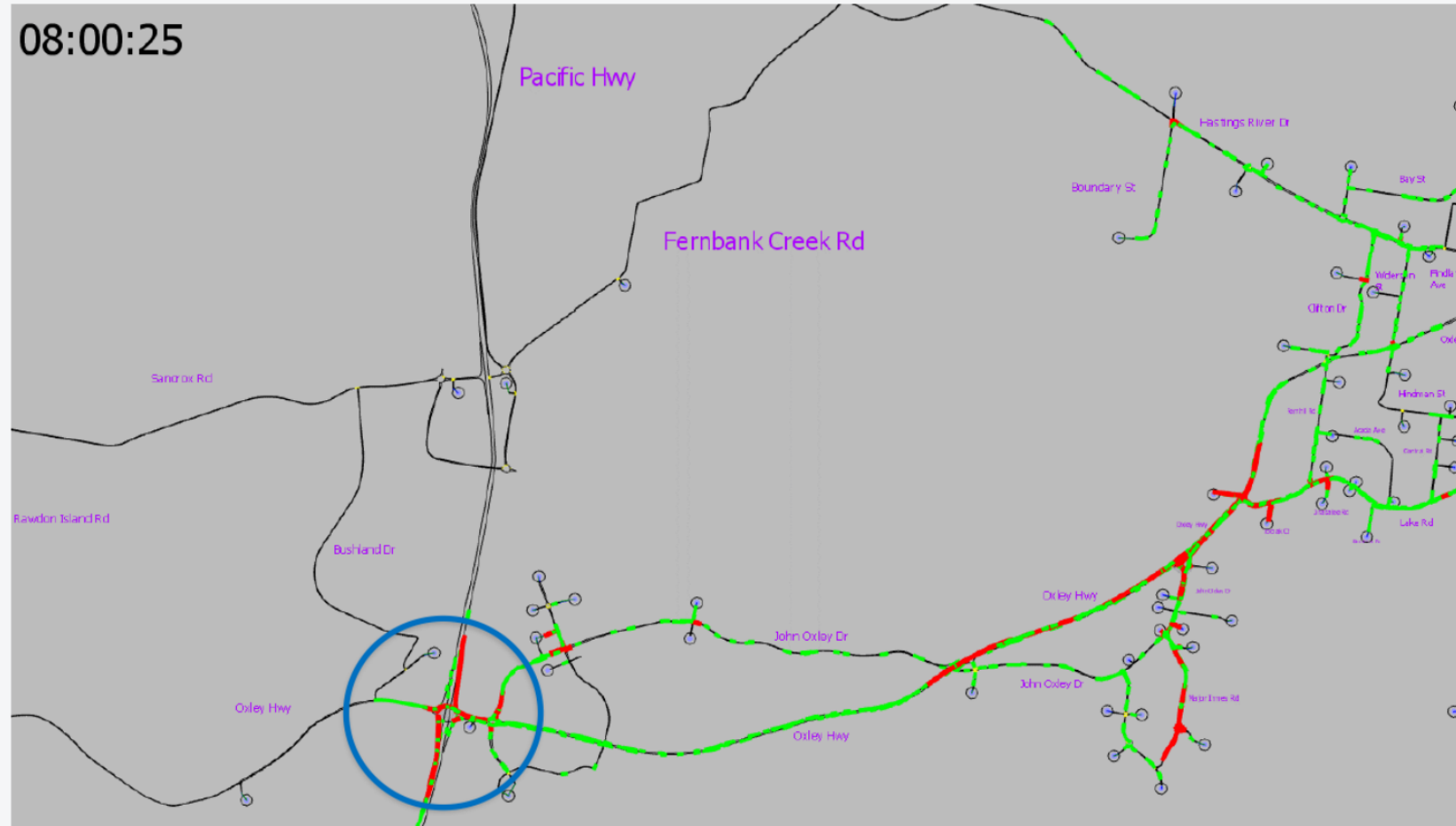


## AM Network Key Issue #2

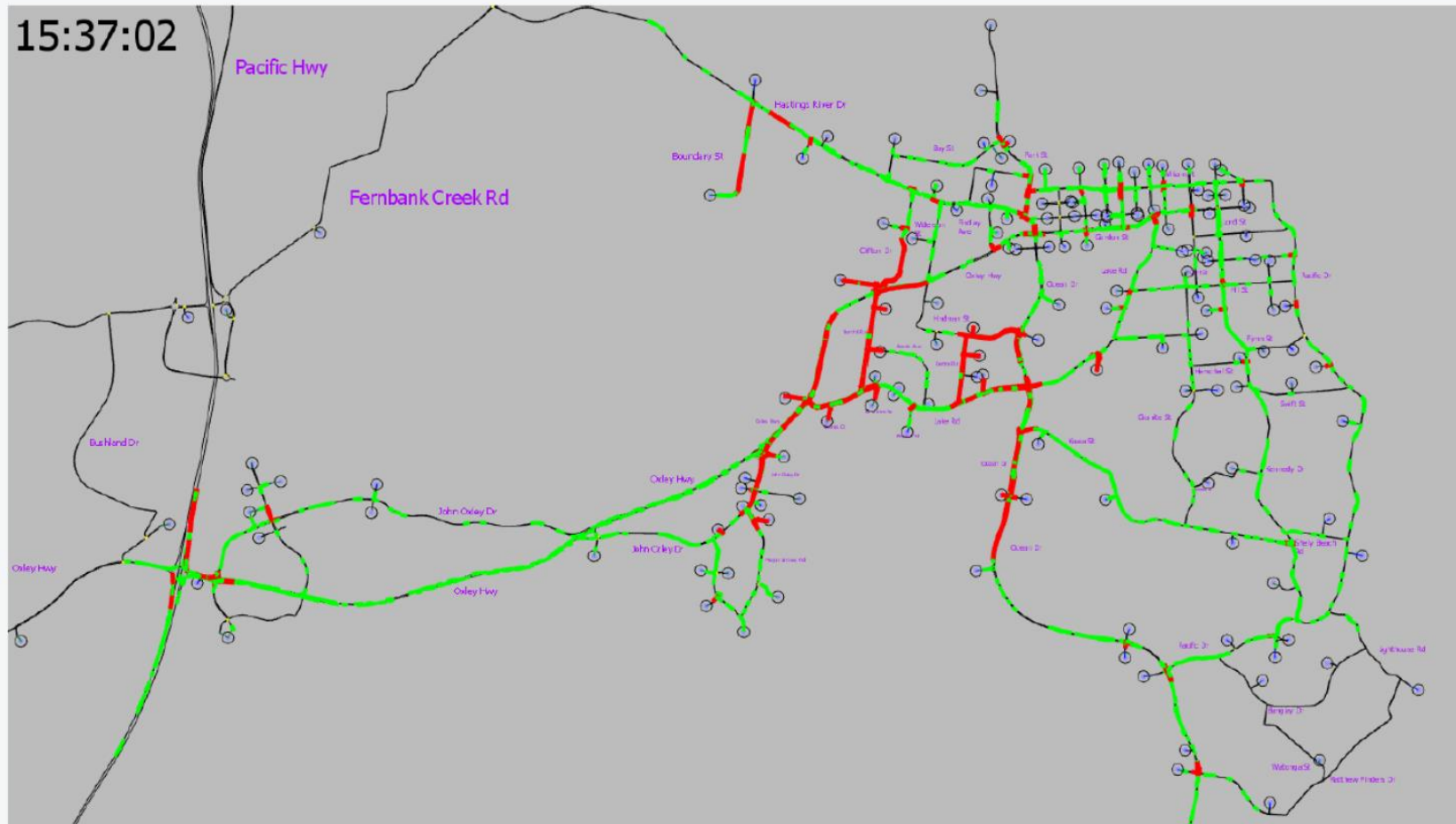
Port Macquarie Transport Network Improvement  
Planning Project  
Do Minimum 2030 Presentation



# Port Macquarie Transport Network Improvement Planning Project Do Minimum 2030 Presentation



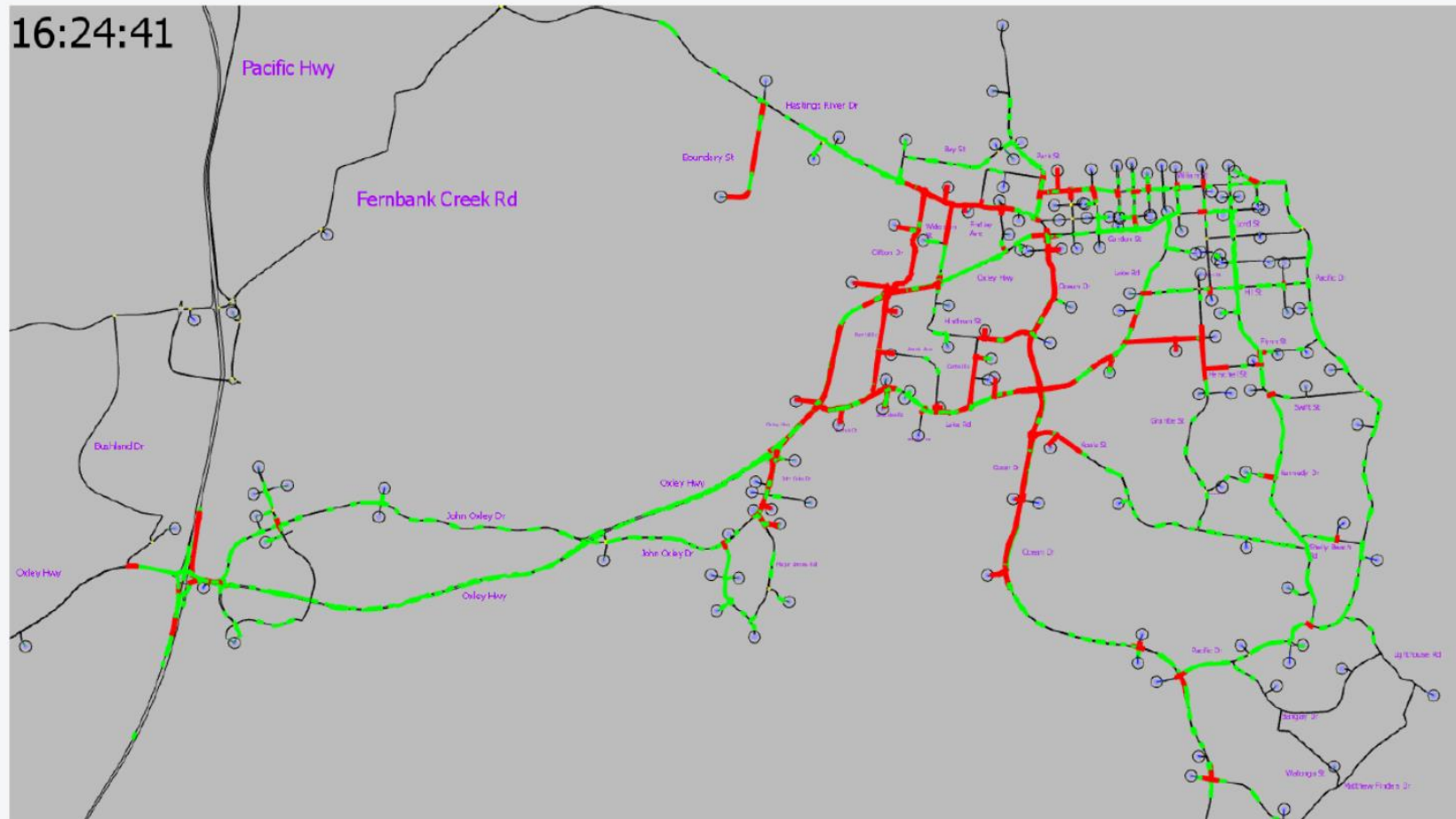
# Port Macquarie Transport Network Improvement Planning Project Do Minimum 2030 Presentation





# Network Overview 2 – 2030 Do Minimum PM

Port Macquarie Transport Network Improvement  
Planning Project  
Do Minimum 2030 Presentation



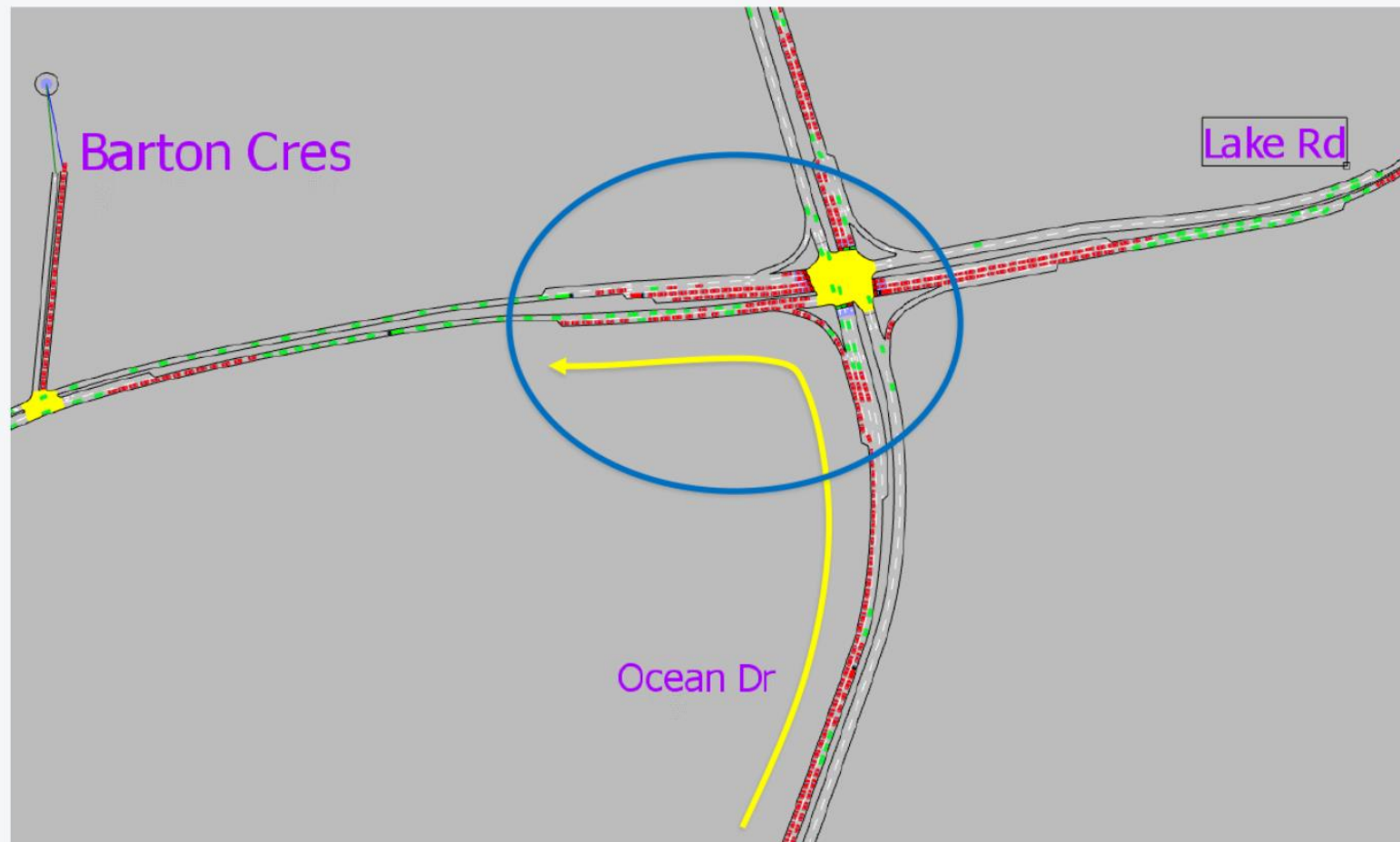
# PM Network Key Issue #1

Port Macquarie Transport Network Improvement  
Planning Project  
Do Minimum 2030 Presentation



# PM Network Key Issue #2

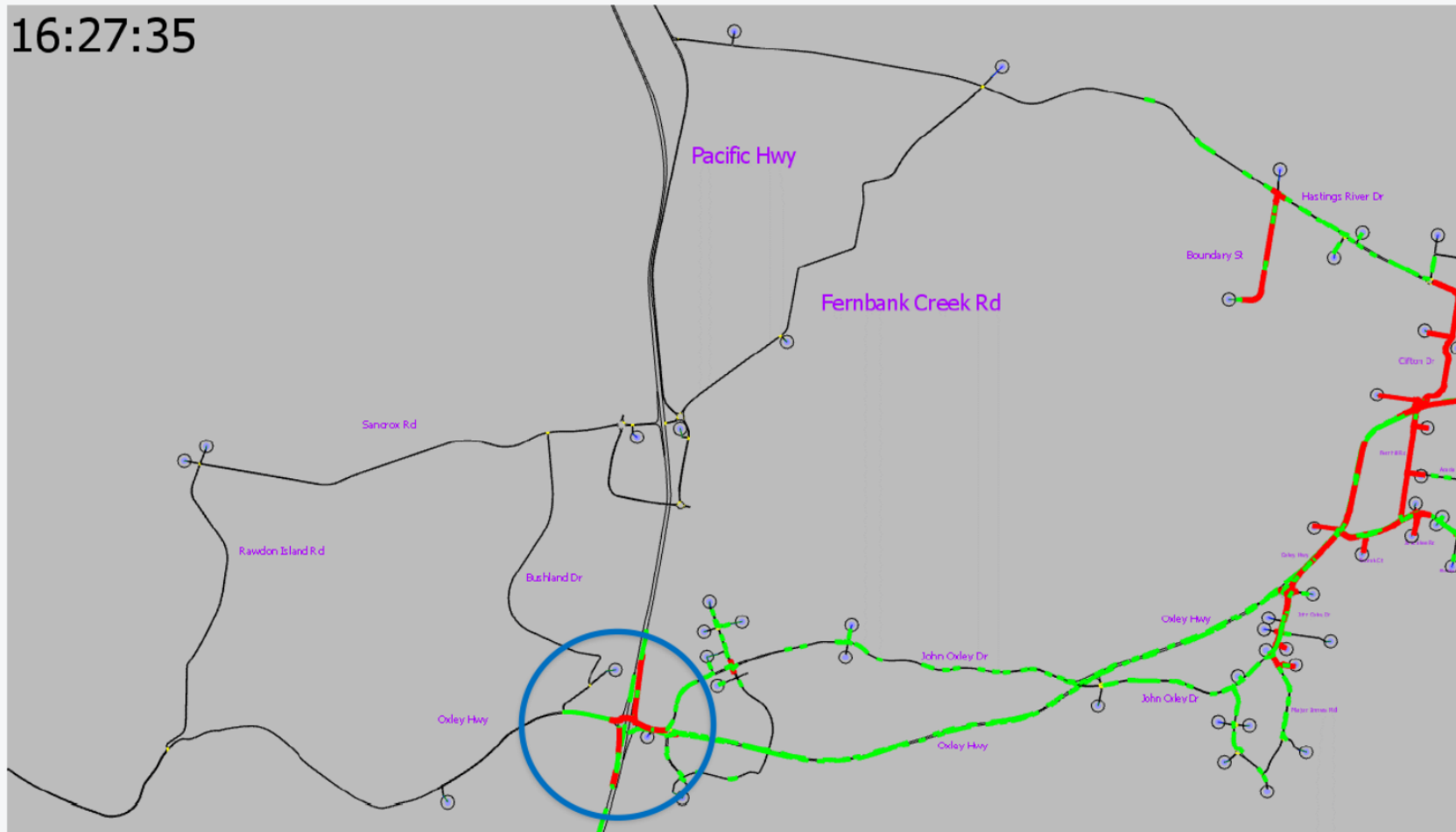
Port Macquarie Transport Network Improvement  
Planning Project  
Do Minimum 2030 Presentation





# PM Network Key Issue #3

16:27:35

Port Macquarie Transport Network Improvement  
Planning Project  
Do Minimum 2030 Presentation

# Network Performance

Network Stats (2HR)	2020 Base AM	2020 Base PM	2030 Do-Min AM	2030 Do-Min PM
Average delay per vehicle	00:24	00:24	01:30	01:08
Average network speed	41	42	34	36
VKT	386,360	387,171	408,499	467,108
VHT	9,499	9,295	12,169	13,036
Stops per simulated vehicle	48,985	60,231	223,092	231,884
Unreleased vehicles	1	112	5,779	2,208
Total demand	54,400	57,300	63,550	67,250
% of demand unreleased	0.0%	0.2%	7.9%	3.2%

**Item:        07**

**Subject:    OTHER TRANSPORT IMPROVEMENT PROJECTS**

**Presented by: Infrastructure, Dan Bylsma**

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## **RECOMMENDATION**

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

### **Discussion**

The following is a non-exhaustive list of major 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.

The number of projects in this report has been reduced from previous reports.

#### Detailed Design/Construction Ready/Under Construction

1. Maria River Road Upgrade
2. Lorne Road Upgrade
3. Boundary Street Upgrade
4. Ocean Drive Duplication (Matthew Flinders to Green Meadows)

#### Strategic Planning/ Concept Design

5. Lake Road (west) Duplication
6. Hastings River Drive Upgrade
7. Proposed Airport Access Road
8. Ocean Drive - Hastings River Drive - Corridor Planning Project
9. John Oxley Drive Upgrade

#### 1. Maria River Road Upgrade

- This project is in the **PLANNING 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.

- The 50% design has been completed with works commencing on the 100% design phase.

2. 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.
- The strategic concept design has been completed and planning to commencing the detailed design is underway.

3. 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 investigations are continuing. The review of culvert and soil stabilisation options has been completed.

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

- The project is currently in the **PLANNING PHASE**.
- This project is currently in the construction planning phase. Council has resolved to progress this project with the potential to borrow up to \$30Million.
- Construction planning is continuing in collaboration with Transport for NSW.

5. 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.

6. 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.
- The detailed environmental assessment for the project's Development Application is nearing completion.

7. 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.
- The next steps for this project are yet to be determined.

8. 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.
- The future performance of the corridor draft report has been produced and is currently being reviewed.

9. John Oxley Drive Upgrade

- The project is currently in the **PLANNING 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.
- The environmental assessment and subsequent design completion is being finalised.
- Discussion are on-going with adjacent land owners regarding required land acquisitions.

**Attachments**

Nil