



# Local Traffic Committee

## Business Paper

**date of meeting:** Friday 27 August 2021

**location:** vai MS Teams

**time:** 10:30am

## **Local Traffic Committee**

### **CHARTER**

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The Local Traffic Committee is formed under the NSW Roads & Traffic Authority – "A Guide to the Delegation to Councils for the Regulation of Traffic (including the operation of Traffic Committees) – November 2006"

#### **Formal (Voting) Members**

Port Macquarie-Hastings Council  
Roads & Traffic Authority  
NSW Police  
Member for Port Macquarie  
Member for Oxley

#### **Informal (Non-Voting) Advisors**

Road Safety Officer  
Ministry of Transport  
NSW Fire Brigade  
NSW Ambulance Service  
Local Bus Company/s  
Transport Workers Union  
Chambers of Commerce

Informal advisors are only required to attend the LTC when items appear on the agenda which affect their area of expertise or responsibility

#### **Quorum**

There is no need for a specific quorum to allow a Committee meeting to proceed. The advice of the Roads & Traffic Authority and the NSW Police must be sought to allow Council to exercise its delegated authority.

#### **Convenor**

The Committee shall be convened by the Council voting representative. It shall be the responsibility of the convenor to ensure the conduct of the meeting including voting, informal advisor, public and media participation is undertaken in accordance with the RTA Guidelines.

#### **Roles**

- To advise Council on traffic related matters referred to the Committee
- To ensure matters referred to the Committee meets current technical guidelines
- To ensure matters referred to the Committee for which Council has delegated authority are voted upon.

## **Administration**

Council's Transport and Stormwater Network Section is responsible for the co-ordination of Committee advice, scheduling of meetings, preparation and circulation of meeting minutes and providing general support services to the Committee. The Section is also responsible for providing advice in relation to the conduct of meetings.

## **Delegations**

Council has delegations to authorise traffic control facilities and devices as prescribed in the Delegations to Councils – Regulation of Traffic October 2001.

Council has sub-delegated its powers in respect of Division 1 of Part 4 of the Road Transport (Safety and Traffic Management ) Act 1999 and Division 2 of Part 5 of the Road Transport (Safety and Traffic Management ) (Road Rules) Regulation 1999 to the Director of Infrastructure Services and the Technical Services Manager.

**Local Traffic Committee**  
**ATTENDANCE REGISTER**

Member	03/03/21	18/03/21 held via Electronic	14/04/21 held via Electronic	30/06/21
Deputy Mayor Lisa Intemann (Chair)	✓	✓	✓	✓
vacant (Deputy Chair)	-	X	-	-
Daniel Finch Joel Wehlow (NSW Police)	A	✓	✓	✓
<del>Greg Aitken</del> Linda Makejev Liz Smith (TfNSW)	✓	✓	✓	✓ (PV)
Representative of Mrs Leslie Williams (Member for Port Macquarie)	X	X	X	A
Representative of Melinda Pavey MP (Member for Oxley)	X	X	X	X
<b>Non-voting:</b>				
Carl Eade (Port Macquarie Taxis)	A	✓	✓	✓
Malcolm Britt Mark Lawrence (Busways)	✓	✓	✓	✓
Dan Bylsma (PMHC Director Infrastructure)	X	X	X	A
Cameron Hawkins (PMHC - Group Manager Infrastructure Planning)	✓	✓	✓	A
vacant (PMHC - Transport & Traffic Engineer)	-	-	-	-
Kyle Stevens (PMHC - Transport and Stormwater Engineer Planning Manager)	✓	✓	✓	✓
Carmen Abi-Saab (PMHC Infrastructure Stakeholder Relations Manager)	✓	✓	✓	A
Donna Kasch (PMHC Project Admin. Officer)	✓	✓	✓	A
Justine Jeffery (PMHC Admin. Officer)	✓	✓	X	✓

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

**Meeting Dates for 2021**

24/02/2021	Committee Room	10.00am
28/04/2021	Committee Room	10.00am
30/06/2021	Committee Room	10.00am
25/08/2021	Committee Room	10.00am
27/10/2021	Committee Room	10.00am
15/12/2021	Committee Room	10.00am

## Local Traffic Committee Meeting

Friday 27 August 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 Local Traffic Committee Meeting held on 30 June 2021 be confirmed.

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## **PRESENT**

### **Members:**

Deputy Mayor Lisa Intemann(Chair)  
Daniel Finch (NSW Police)  
Linda Makejev (TfNSW) (PV)

### **Other Attendees:**

Carl Eade (Port Macquarie Taxis)  
Malcolm Britt (Busways)  
Transport and Stormwater Engineer Planning Manager (Kyle Stevens)  
Administration Officer (Justine Jeffery)  
Education Team Leader (Dette Gammon)  
TfNSW - A/Lead Community Safety Partner (Jenny Felsch)

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The meeting opened at 10:04am.

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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 the Committee accept the following apologies received:

Director of Infrastructure (Dan Bylsma)  
Infrastructure Stakeholder Relations Manager (Carmen Abi-Saab)  
Project Administration Officer (Donna Kasch)  
Group Manager Infrastructure Planning (Cameron Hawkins)  
Admin Officer Amanda Foster  
TfNSW - Linda Makejev  
Representative for Member for Port Macquarie - Leslie Williams

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### **03 CONFIRMATION OF MINUTES**

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**CONSENSUS:**

That the Minutes of the Local Traffic Committee Meeting held on 9 April 2021 be confirmed with the following amendment:

Item 06 - Point 13 - change from "Council or Police" to "Council and Police".

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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:**

1. That the Business Arising From Previous Minutes schedule be noted with the following additional information:

Item 10.02 Representation from Member of Parliament Offices:  
Awaiting response to written request.

Item 10.03 Boom gates at Wauchope Train Station:  
Busways experiencing interruption to bus service, delay in busses being held up at boom gates impacting service delivery, would like to support council to assist finding suitable resolution.

2. That the Committee request Council to follow up with TfNSW, Jenny Felsch regarding Item 10.03 Boom gates at Wauchope Train Station.

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### **06 TRAFFIC AND ENGINEERING MATTERS**

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**CONSENSUS:**

1. That in relation to North Shore Community request for additional bus service, the Committee request Council continue to liaise with TfNSW, Jenny Felsch regarding the progress of the 16 Cities review.
2. That in relation to Abel Tasman Drive incidents, the Committee request Council investigate and inspect signage requirements and vegetation in Abel Tasman Drive for clear line of sight.

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### **07 RAWDON ISLAND BRIDGE**

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**CONSENSUS:**

That the Committee:

1. Request the Group Manager Infrastructure Planning prepare a memo to advise Councillors of the current situation.
2. Request NSW Police to assist with patrols in area of Rawdon Island Bridge
3. Note that a Communication Plan is being developed by Council in liaison with NSW Police.
4. Recommend to the Director Infrastructure, under sub-delegation for implementation that Council install a 20tonne load limit, 10km speed limit and speed humps on the bridge approach until structural repairs are undertaken or further information is received.

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**08 2021 IRONMAN TRIATHLON AUSTRALIA**

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**CONSENSUS:**

That the changes to the 2021 Ironman Triathlon Australia event be noted.

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**09 CAMDEN HAVEN FESTIVAL**

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**CONSENSUS:**

That the Committee recommend to the Director Infrastructure, under sub-delegation:

1. Item 12 item removed from the numbered items and made a separate note.
2. That Council staff confirm the event is an alcohol free zone and no alcohol will be served at the event, or that a management plan is place for the responsible service of alcohol with appropriate provisions for transport of attendees.

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**10 GENERAL BUSINESS**

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**10.01 LINE MARKING BORONIA STREET, PORT MACQUARIE**

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**CONSENSUS:**

That it be noted as completed.

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## **10.02 PEDESTRIAN CROSSING, HASTINGS RIVER DRIVE AND ASTON STREET**

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### **CONSENSUS:**

That the Committee request:

1. Council issue updated images of Hasting River Drive pedestrian crossing following vegetation maintenance to TfNSW Jenny Felsch.
2. Council and TfNSW representatives liaise to develop immediate short and long term solutions, with a report on these options to be provided to the 25 August 2021 Committee meeting.

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## **10.03 PEMBROOKE ROAD**

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### **CONSENSUS:**

That the Committee request NSW Police undertake occasional patrols of Pembroke Road to monitor driver behaviour at the giveaway signs near Stoney Creek Bridge.

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## **10.04 LAKE CATHIE SCHOOL ZONE SAFETY CONCERNS**

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### **CONSENSUS:**

That the Committee:

1. Request the road will be reviewed by Council and TfNSW to investigate possible solutions.
2. Request TfNSW inspect the school zone with Council officers to investigate options.
3. Council present a report to the 25 August 2021 Committee meeting regarding status and possible solutions.

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## **10.05 PORT MACQUARIE PUBLIC SCHOOL**

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### **CONSENSUS:**

That the Committee request Council review queueing through the William / Grant Street intersection and investigate options.

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The meeting closed at 11:13am.

**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>	
<p><b>I, the undersigned, hereby declare the following interest:</b></p> <div style="margin-top: 10px;"> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;"> <div style="margin-right: 10px;"><input type="checkbox"/></div> <div> <p><b>Pecuniary:</b></p> <p>Take no part in the consideration and voting and be out of sight of the meeting.</p> </div> </div> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;"> <div style="margin-right: 10px;"><input type="checkbox"/></div> <div> <p><b>Non-Pecuniary – Significant Interest:</b></p> <p>Take no part in the consideration and voting and be out of sight of the meeting.</p> </div> </div> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"><input type="checkbox"/></div> <div> <p><b>Non-Pecuniary – Less than Significant Interest:</b></p> <p>May participate in consideration and voting.</p> </div> </div> </div>	
<b>For the reason that:</b>	
<b>Name:</b>	<b>Date:</b>
<b>Signed:</b>	
<p><b>Please submit to the Governance Support Officer at the Council Meeting.</b></p>	

*(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>Subject:</b>	10.02 - Representation from Member of Parliament Offices
<b>03 March 2021 Action Required:</b>	Request Director of Infrastructure write to Members of Parliament to request their attendance, or that of a nominee, at the Local Traffic Committee meetings.  10 03 2021- Email to Director of Infrastructure to request a letter to Member of Parliament to attend Local Traffic Committee Meetings.
<b>Current Status:</b>	19 07 2021 Follow up email requesting attendance to meetings. August Meeting forward to both Members of Parliament, Member for Oxley has accepted the invitation for the August meeting.

<b>Subject:</b>	10.03 - Boom gates at Wauchope Train Station
<b>03 March 2021 Action Required:</b>	TfNSW to provide feedback to next LTC meeting on the boom gate closures at the Wauchope Train Station for the south bound train.  18 03 2021 - Email from Council to TfNSW to request feedback.
<b>Current Status:</b>	20 07 2021 Email received from Brad Crispin TfNSW advising Australian Rail Track Corporation (ARTC) has agreed to investigate the matter. TfNSW have asked ARTC for a data set to be produced that identifies what are the actual wait times.  TfNSW has requested Council to present communication received by the community specific to excess wait time occurrences. Council is currently preparing a report to present to TfNSW.

<b>Subject:</b>	07. - Rawdon Island Bridge
<b>30 June 2021 Action Required:</b>	1. That the Group Manager Infrastructure Planning prepare a memo to advise Councillors of the current situation. 2. NSW Police to assist with patrols in the area of Rawdon Island Bridge.
<b>Current Status:</b>	1. The Group Manager Infrastructure Planning provided Councillors and update on 23 06 2021, and continues to provide an update to Councillors. 2. Ongoing.

<b>Subject:</b>	09. - Camden Haven Festival
<b>30 June 2021 Action Required:</b>	3. Item 12 be removed from numbering and made a separate item. 4. That Council staff confirm the event is an alcohol free zone and no alcohol will be served at the event, or that a management plan is place for the responsible service of alcohol with appropriate provisions for transport of attendees.
<b>Current Status:</b>	1. Completed. 2. Confirmed event held on public land, no alcohol permitted on site. Event has been postponed due to Covid.

<b>Subject:</b>	10.04 - General Business - Lake Cathie School Zone safety concerns
	1. Request TfNSW inspect the school zone with Council officers

<b>30 June 2021 Action Required:</b>	2. Council present a report to the 25 August Committee meeting regarding possible solutions.
<b>Current Status:</b>	1. TfNSW and Council representatives attend onsite meetings 13 07 2021 and 14 07 2021. 2. Report presented to August meeting.



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**Item: 06****Subject: LAKE CATHIE SCHOOL ZONE REPORT****Presented by: Infrastructure, Dan Bylsma**

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**RECOMMENDATION**

**That the Local Traffic Committee recommend that:**

- 1. The Committee note the information in this report.**
- 2. The parking restrictions consisting of “No Stopping” and “No Parking” zones as indicated in the sign layout provided in figure 2 of the report be implemented.**
- 3. That Council and TfNSW continue to liaise with the stakeholders and the school community on these matters and coordinate communication of the changes to ensure minimised impacts.**
- 4. That any further updates on this matter be reported to the Committee as required.**

**Discussion**

This report is to provide an update to the Local Traffic Committee (the committee) of investigations into issues raised at Lake Cathie Public School (LCPS). Following representations made by representatives from LCPS to Council and Transport for NSW (TfNSW) regarding safety issues observed at the school, representatives from the LCPS, TfNSW, Council and NSW Police attended the site to observe the matters raised. The issues centred largely around higher traffic generated during school drop-off and pick-up times, though also about the growth of the area and the school generally.

Please refer to Figure 1 below for a summary of those issues along Wallum Drive. In general, there is a lack of capacity both in terms of road width and nearby parking. This forces vehicles to travel near or over the centre of the road, and caused in part by vehicles parking along the side of the road to drop-off and pick-up children.

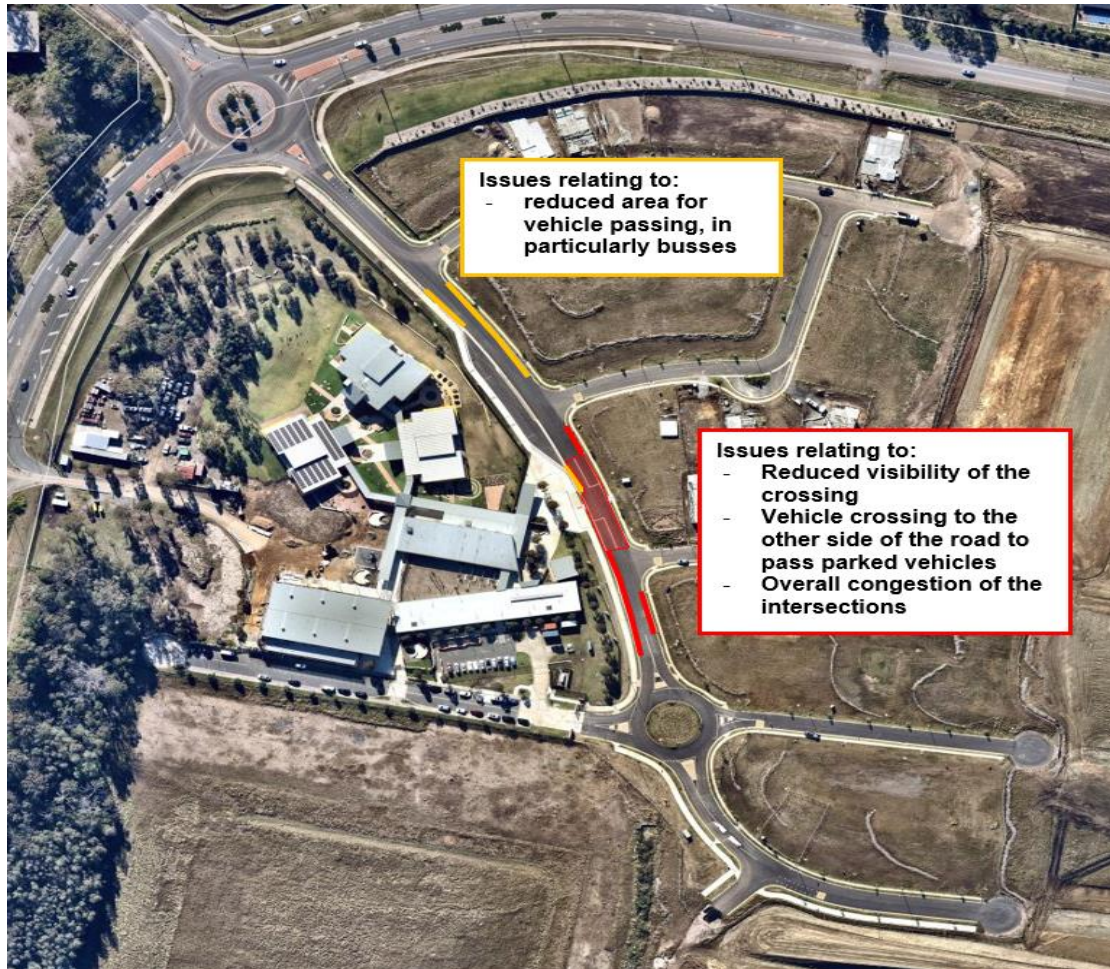


Figure 1 - Road layout and brief summary of observed issues

The current parking arrangements and signage were observed to be potentially contributing to this situation by signs that restrict stopping such as near the crossing, creating the perception that parking was acceptable outside these zones. Though the signage was compliant, it is generally not needed where the case of NSW Road Rules (road rules) apply, though there are also sections where the road rules could be supported by more explicit signage. For instance, though a 'No Stopping' or 'No Parking' sign may not be present near the crossing, under the road rules it is illegal to park within 20m of a crossing. Likewise, with the width of the road, though a 'No Parking' sign might not be present, again under the road rules it is illegal to park in an area that obstructs the flow of traffic or is within 10m of an intersection.

There was also observed issues with the school crossing not being conducive to safe crossing due to the congestion outlined above, creating reduced visibility of the crossing and is also exacerbated as it is unraised and unsupervised. Preliminary discussions with TfNSW indicate that the school is not eligible for a supervised crossing with current school numbers.

The fundamental problem with the road infrastructure is it was only originally designed as a local access road and has a width of 8m which does not allow for two traffic and parking lanes. This road width is instead usually only adopted in low-traffic local access roads where cars can travel towards the centre and pull over as required to allow passing.

Further investigations will be undertaken to compare the current and future traffic generation expected once the subdivision is completed, as well as the adjoining sports fields.

### Consultation

Representatives from TfNSW, Council, NSW Police, Busways and LCPS attended the school on 13 July 2021 in the afternoon pick-up period and the following morning on 14 July 2021 during the school drop-off period to observe the issues as well as behaviours and patterns. Numerous issues were observed, though the predominant issue was related to the width of the road restricting free movement with car parking along Wallum Drive, whilst parking in areas surrounding the crossing at times restricted vision of the crossing for approaching vehicles.

Following the onsite consultation, Council officers have liaised with officers from TfNSW regarding possible actions to address some of the issues. It is proposed a lot of the immediate matters could be addressed through minor changes to some of the “no stopping” and “no parking” zones as well as reinforcing some of the existing restricted parking areas through extra signage as identified in Figure 2 below.

Table 1 below lists the identified immediate actions. Other actions involved undertaking media and communications, as well as other education with the school community to support the proposed changes to the street parking.

Action	By Whom	When	Funding
Education, Media and Communications to School Community	Council	Schedule TBC - 1-3 Months	Council
Flyers and fence Banners to support Action 1	TfNSW/Council/School  TfNSW to develop  School/Council to install and distribute	Schedule TBC - 1-3 months	TfNSW
Signs and Linemarking as per Figure 2	TfNSW/Council	Signs immediate - linemarking subject to contractor availability due to COVID and backlog of works.	TfNSW (TBC)
Pedestrian Crossing Upgrade	TfNSW/Council	Subject to design availability and Council backlog of works - request for TfNSW design assistance.	Potential grant funding (for improvements - TfNSW to help with resourcing assessment and application)
Traffic Line Separator		Can be considered as standalone, and installed with signs and linemarking.	TfNSW

*Table 1 - List of Proposed Actions*



The actions above are envisaged as short terms action that will help address the core issues. The action to prepare a design for the upgrade of the current crossing to a raised crossing and seek funding from available grants will need to be programmed with Council's current design team working on this year's Operational Plan.

The existing road layout and traffic arrangement will need to be monitored with progression of the surrounding development of the subdivision and future sports fields, to review opportunities to optimise the traffic management and propose further actions if issues remain. It has been proposed that when the sports fields are constructed, that the carpark could be potentially utilised for school pick-up and drop-off. Though this is not ideal, to widen the road would require substantial design and construction and subject to available width in the road reserve. An initial appraisal would deem this unviable.

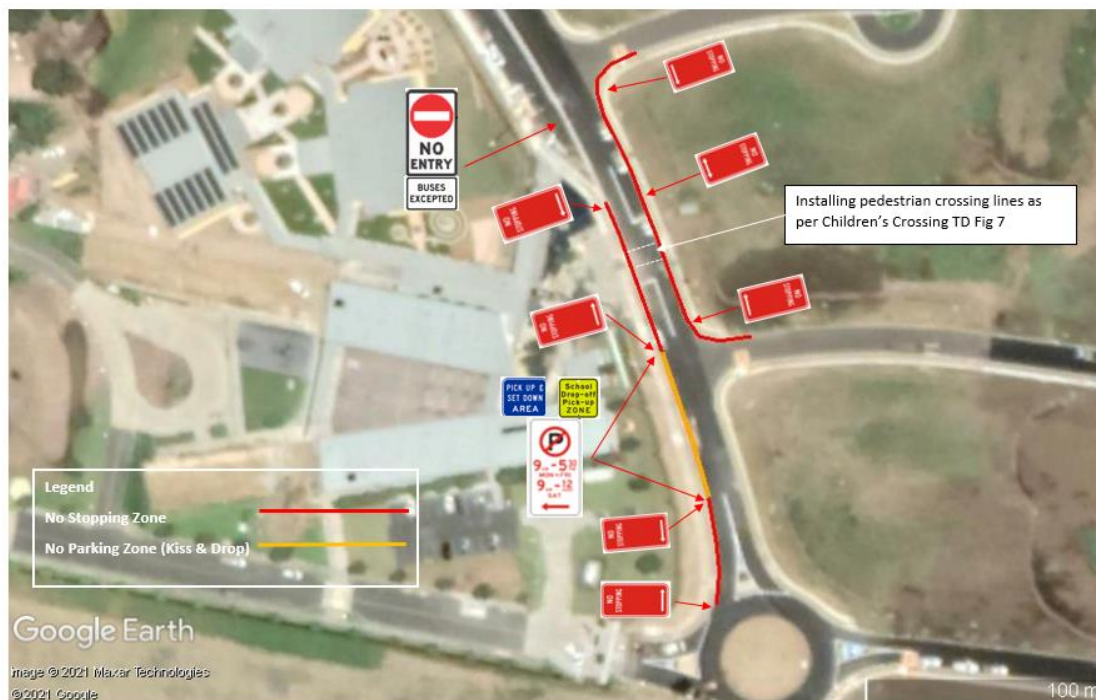


Figure 2 - Proposed sign layout

An issue was noted with the arrangement of the “no parking” during school times to act as a “Kiss and Drop” area where if this is uncontrolled and without marshalling students when parents arrive for pick-up. As parents arrive, if their child is not ready they will then be forced to move forward and potentially want to turn right into local streets to turn around. This may cause increased congestion as they wait to turn right. Otherwise they may be forced to proceed onto the Ocean Drive roundabout which can cause other traffic issues on a regional road and present greater risk. Please refer to figure 3 below for more information.

It is proposed then that the installation of the sign layout is only undertaken in conjunction with appropriate education and communication to the school community of the change so that this area can be best utilised and limit potential negative impacts. This will be monitored after implementation to review any unintended consequences.

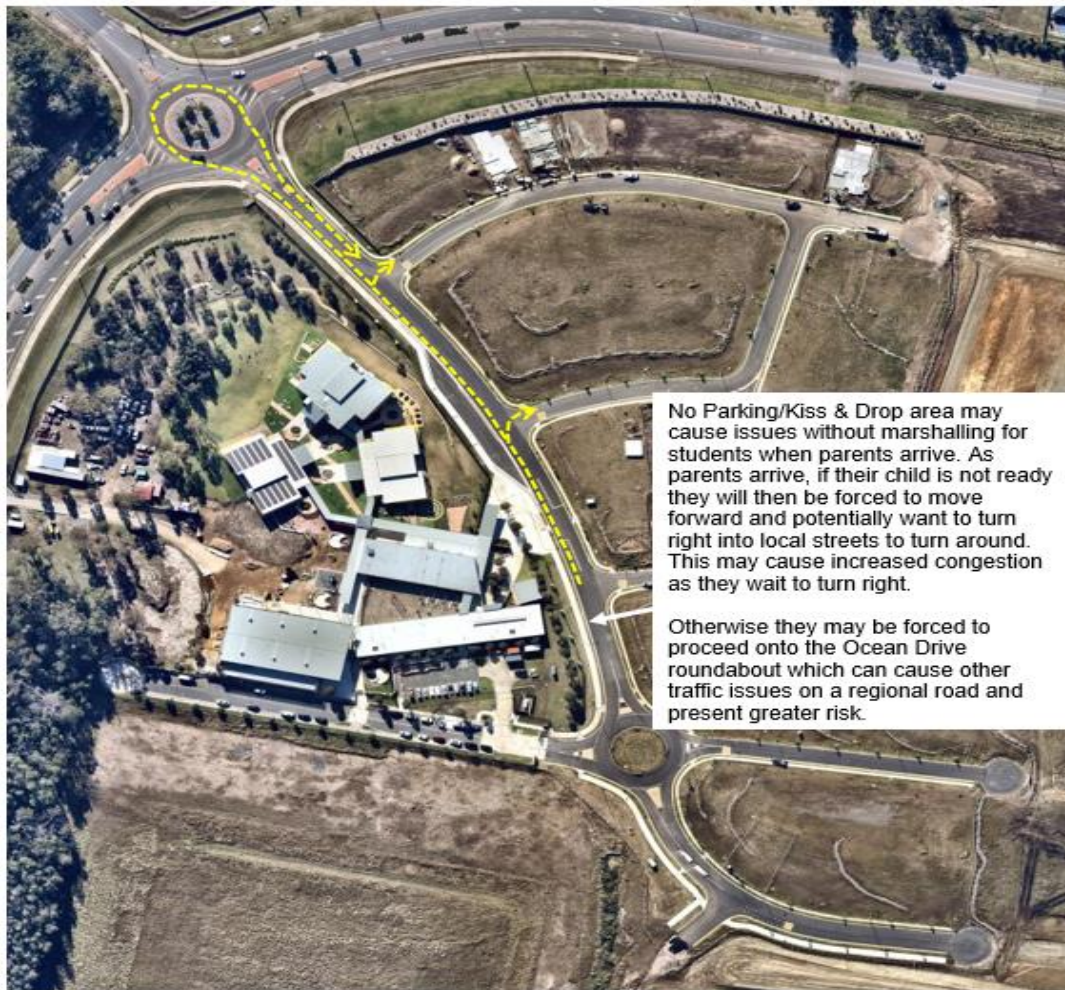


Figure 3 - Potential issues with "Kiss and Drop" arrangement

## RECOMMENDATION

That the Local Traffic Committee recommend that:

1. The Committee note the information in this report.
2. The parking restrictions consisting of "No Stopping" and "No Parking" zones as indicated in the sign layout provided in figure 2 of the report be implemented.
3. That Council and TfNSW continue to liaise with the stakeholders and the school community on these matters and coordinate communication of the changes to ensure minimised impacts.
4. That any further updates on this matter be reported to the Committee as required

## Attachments

1. [Transport for NSW TDT 2002/12c: Stopping and Parking Restrictions at Intersections and Crossings - Figure 7](#)



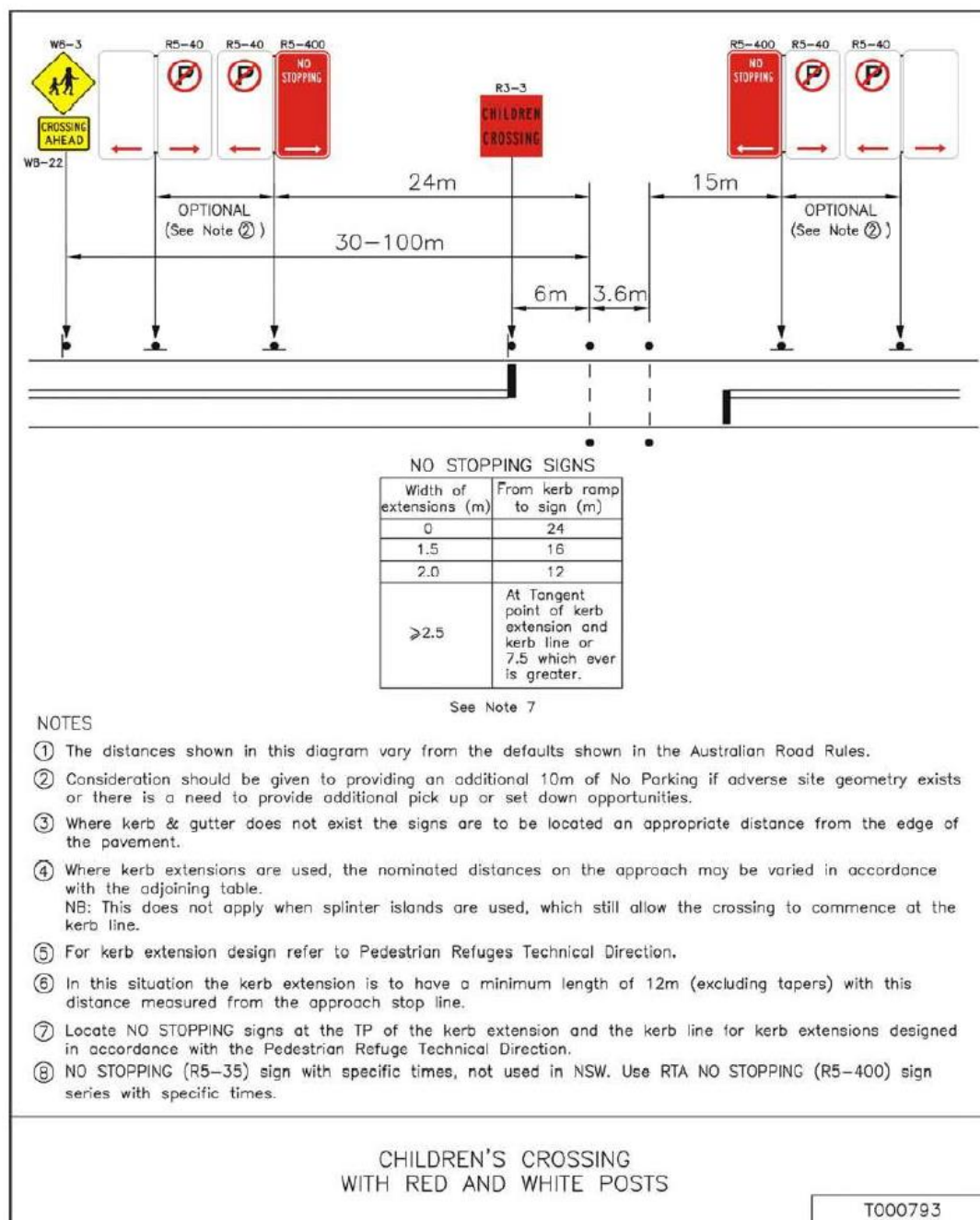


Figure 7

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**Item: 07**

**Subject: ART WALK 2021 EVENT**

**Presented by: Infrastructure, Dan Bylsma**

---

### **RECOMMENDATION**

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

**That Council approve the temporary road closure and support the associated transport management arrangements association with the ArtWalk 2021 Event to be held on 1 October 2021, between 5pm to 9pm, subject to the following conditions:**

- 1. The event shall be carried out in accordance with the application submitted to Council except where varied by any condition of this approval.**
- 2. That the event organiser abides by any other condition that Council or the Police may impose.**
- 3. Council reserves the right to cancel this approval at any time.**
- 4. That the event organiser advertise 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 advertises 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. That the attached Traffic Management Plan (TMP) dated -15 July 2021 be implemented. Any modifications to the plans must be agreed with Council prior to the running of the event.**
- 7. That the attached Traffic Guidance Schemes (TGS) dated -15 July 2021 Reference -TGS1 Project PMHC - ArtWalk 2021 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.**
  - Notice of Intention to Hold a Public Assembly - Notification to Police dated 6 July 2021 is noted.**

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.
13. Council's Insurance Section be notified and confirm, Council's Public Liability Insurance Policy covers this event.
14. The event organiser must be onsite and have this approval and documents listed below in their possession on site at all times for the duration of the event:
  - This determination document
  - Traffic Management Plan - ArtWalk 2021 - 1 October 2021
  - Traffic Guidance Scheme - TGS1 Project PMHC - ArtWalk 2021
  - Approval/Notification letter to/from NSW Police
  - Notification letters/Emails to Emergency Services
  - Notification letters/Emails to Transport Companies
  - Notification letters/Emails to surrounding Businesses
  - Public Liability Certificate of Currency
15. 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.

### Discussion

The purpose of this report is to inform the Local Traffic Committee (LTC) of the planned ArtWalk 2021 event. The event is to be held in the Port Macquarie town centre and impacts a number of streets in the CBD. Council has previously received advice from Transport for NSW (TfNSW) that closures of the Town Green Carpark can be approved by Council through standard Roads Act approvals without the need for recommendation by the LTC. As the other closures are only partial closures and appropriately managed, Council officers will be approving the works via a combination of NSW Roads Act and Local Government Act approvals. However, given the prominence of the event this report is provided to allow the committee to review and provide comment should it be concerned with any of the proposed traffic management arrangements

ArtWalk has grown to become the signature cultural arts event in the Port Macquarie-Hastings region, offering exhibitions, activations, illuminations, live performances, artists markets, workshops and creative installations at over 60 sites throughout the CBD in a once-a-year community embraced sensory experience (PMHC, 2021).

The main event will be held on Friday 1 October from 5pm-9pm (the eve of the October long-weekend) in Port Macquarie's CBD, with satellite events to be held around the region through to Monday 4 October. It is still not known how the latest



NSW Health restrictions will affect the event and if it is still to proceed. However, given the volatile nature due to health restrictions, this approval is still being provided now and should the event be delayed or postponed, the approval will be valid. Any changes will be reported back to the committee. Council's Economic and Cultural Development team have submitted the application and are the primary Council managers associated with the event.

#### Contingency Planning - Weather

Weather may affect the event but will not affect the operation of the Traffic Management Plan. Council will have the final say with respect to the completion of the event in the occurrence of inclement weather and may move the event to Saturday 2 October if wet weather forces its postponement. The event shall require the temporary closure of the footpath and adjacent carparks on the northern side of **Clarence Street between Hay and Murray Streets**, closure of **Town Square** and management of pedestrians across the **Clarence and Murray Streets**. There is also a change in the traffic arrangement at the Port Central car park entrance/exit.

Town Square Closure - The implementation of the Town Square closure shall commence at 10am Friday 1 October. All signs and devices shall be in place no later than 11am. The closure shall be controlled for bump in until 2pm. Town Square shall be reopened once it is safe to do so at the completion of the markets at approximately 10pm - Car parking will be affected as **all of the car parking spaces in Town Square will be closed** off during this time (Attachment 1 - TGS 1 ArtWalk 2021).

Clarence Street Parking/ Footpath Closure - adjacent to Historic Courthouse. The implementation of Clarence Street Parking and footpath closure shall commence at 2pm Friday 1 October to ensure all on road car parking is reserved. A section of the footpath and adjacent carparks shall be closed on the northern side of Clarence Street between Hay and Murray Streets. The footpath shall be closed from Hay Street through to the El Paso Motor Inn. There are **nine (9)** nose to kerb forty-five degree (45) angle car parks including two (2) disabled carparks closed to vehicles for the duration of the event.

Pedestrians are able to access the opposing footpath by using the existing pedestrian easement at the Hay Street intersection. The return route to northern side of Clarence Street is via the existing pedestrian easement on the southern side of Clarence Street adjacent to the Museum. To ensure mobility impaired pedestrians are able to cross safely a temporary ramp will be placed directly opposite the easement. Alternatively, pedestrians can access the exiting easement at the Murray Street Intersection.

All signs and devices shall be in place no later than 4.30pm to allow closures to commence at 5pm. The TGS and subsequent footpath and carpark closures shall be in place until the end of the event approx. 10pm. (Attachment 1 - TGS 1 - ArtWalk 2021)

Clarence and Murray Street - Pedestrian Crossing - The implementation of road closure of Murray Street from Clarence Street to Northpoint Resort carpark shall commence from 4pm to 10pm Friday 1 October. The southbound lane of Murray Street shall be closed between Clarence Street and the Northpoint Resort carpark. Traffic will be detoured to Clarence Street via a temporary U-Turn bay to the northbound lane then via Sunset Parade and Hay Street. There are **four (4)** car parks closed to vehicles for the duration of the event.

Once this is in place (1) traffic controller shall monitor Murray Street southbound closure point and direct traffic via a U-turn facility in the centre parking. Three (3) Traffic Controllers shall manage the pedestrian movements around the intersection quadrant to allow pedestrians to cross Clarence Street. (As well, as restrict pedestrian movement where necessary to maintain CBD traffic flow). Upon event completion, the site signage and devices will be pack down and Murray Street re-opened to normal traffic conditions.

#### Port Central Carpark

The entrance and exit of Port Central Car Park shall be monitored from 5pm to 8pm on Friday 1 October 2021. The traffic arrangement shall be modified as shown TGS 1 - ArtWalk 2021 (Attachment 1). A left in, left out only arrangement can be implemented at Port Central as required for efficient traffic flow.

#### Parking Arrangements

There is parking located in Port Central, the Plaza Carpark west of Short Street (old Food for Less Car Park) and on street parking is available on the surrounding side streets once the road closures are implemented.

#### Public Transport

The closure is on a common public bus route (Clarence Street), however buses are not affected by the footpath and Murray Street closures.

#### **Consultation**

Council officers are to undertake any of the required consultation identified in this report. Preliminary consultation has been undertaken with businesses consultation during August 2021. Consulted entities include Clarence, Hay and Murray Streets businesses, NSW Police, PMQ Ambulance Station, SES, Port Taxis, Busways Group Ltd, Collins Bus Service, Cavanagh's Port Bus, Gowing Bros Ltd, Glasshouse and Commercial Real Estate Australia Pty Ltd.

#### **Attachments**

1  Traffic S138 Exempt - Temporary Road Closure - Artwalk 2021

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## Traffic Management Plan

For

ArtWalk 2021



Prepared For  
Port Macquarie Hastings Council  
By  
Men At Work Traffic Services

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Issued to

Port Macquarie Hastings Council

Prepared by: Tawhai Carter  
SafeWork NSW WHSTCW PWZ – TCT0071827  
Ph 02 6581 4600  
Email [tawhai.carter@menatwork.net.au](mailto:tawhai.carter@menatwork.net.au)

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

Training [www.menatworktms.net.au](http://www.menatworktms.net.au)  
MAWTA Pty Ltd ADN 71 129 009 700  
RTO 41067

TEMPS  
LABOUR HIRE  
TRAFFIC SERVICES  
TRAINING & ASSESSMENT



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## 1. Introduction

### 1.1. General

ArtWalk has grown to become the signature cultural arts event in the Port Macquarie-Hastings region, offering exhibitions, activations, illuminations, live performances, artists markets, workshops and creative installations at over 60 sites throughout the CBD in a once-a-year community embraced sensory experience (PMHC, 2021).

The main event will be held on Friday 1 October from 5pm-9pm (the eve of the October long-weekend) in Port Macquarie's CBD, with satellite events to be held around the region through to Monday 4 October.

This event shall require the temporary closure of the footpath and adjacent carparks on northern side of Clarence Street between Hay and Murray Streets, closure of the Town Square and management of pedestrians across the Clarence and Murray Streets. There is also a change in the traffic arrangement at the Port Central car park entrance/exit.

The Traffic Management Plan (TMP) has been developed in accordance with Port Macquarie Hastings Council (PMHC) requirements. It is to be used in conjunction with associated Traffic Control Guidance Plans (TGS), and the Traffic Control At Worksites Manual Version 6 (2020). All aspects of the TMP and TGS's are to be erected, undertaken and monitored by qualified traffic controllers to allow access to adjoining property owners as required and to maintain traffic flow during the event where possible.

In preparing for this event the following organisations / authorities have been consulted:

- Port Macquarie Hastings Council



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## 2. Sequence Of Events

### 2.1. Town Square Closure

The implementation of the Town Square Closure as shown in TGS 1 - ArtWalk 2021 (Appendix 1), shall commence at 1000 Friday 1 October. All signs and devices shall be in place no later than 11am. The closure shall be controlled for bump in until 1400. Town square shall be reopened once it is safe to do so at the completion of markets at approximately 2200.

### 2.2. Clarence Street Parking/Footpath Closure Adjacent to Historic Courthouse

The implementation of Clarence Street Parking/Footpath Closure as shown in TGS 1 - ArtWalk 2021 (Appendix 1) shall commence at 1400 Friday 1 October to ensure all on road car parking is reserved. All signs and devices shall be in place no later than 1630 to allow closures to commence at 1700. The TGS and subsequent footpath and carpark closures shall be in place until the end of the event (approximately 2200).

To ensure the requirements of the COVID-Safety Plan are met the footpath is to be closed to pedestrians no later than 1630.

### 2.3. Clarence & Murray Street Closure - Pedestrian Crossing

The implementation of road closure of Murray Street from Clarence Street to Northpoint Resort carpark as shown in TGS 1 - ArtWalk 2021 (Appendix 1) shall commence from 1600 to 2200 Friday 1 October.

Once this is in place one (1) Traffic Controller shall monitor Murray Street southbound closure point and direct traffic via a U-turn facility in the centre parking. Three (3) Traffic Controllers shall manage the pedestrian movements around this intersection quadrant to allow pedestrians to cross Clarence Street (as well as restrict pedestrian movement where necessary to maintain CBD traffic flow). Upon event completion the site signage and devices will be pack-down and Murray Street reopened to normal traffic conditions.



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## 2.4. Port Central Carpark

The entrance and exit of the Port Central Car Park shall be monitored from 1700 to 2000 Friday 1 October. The traffic arrangement shall be modified as shown in TGS 1 - ArtWalk 2021 (Appendix 1). A left in left out only arrangement can be implemented at Port Central as required for efficient traffic flow.

## 3. General Arrangement

### 3.1. Road Closures

#### 3.1.1. Town Square Closure

The Town Square shall be closed.

#### 3.1.2. Clarence Street Parking/Footpath Closure

A section of the footpath and adjacent carparks shall be closed on the northern side of Clarence Street between Hay and Murray Streets. The footpath shall be closed from Hay Street through to the El Paso Motor Inn. There are nine (9) nose to kerb forty-five degree (45°) angle car parks including two (2) disabled carparks closed to vehicles for the duration of the event.

Pedestrians are able to access the opposing footpath using the existing pedestrian easement at the Hay Street intersection. The return route to northern side of Clarence Street is via the existing pedestrian easement on the southern side of Clarence Street adjacent to the Museum. To ensure mobility impaired pedestrians are able to cross safely a temporary ramp will be placed directly opposite the easement. Alternatively, pedestrians can access the exiting easement at the Murray Street Intersection.




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### 3.1.3. Clarence & Murray Street

The southbound lane of Murray Street shall between Clarence Street and the Northpoint Resort carpark. Traffic will be detoured to Clarence Street via a temporary U-Turn bay to the north bound lane then via Sunset Parade and Hay Street.

### 3.2. Traffic Controllers & Marshalls

All traffic controllers and marshals shall participate in a risk assessment prior to implementation of TGS and commencement of duties.

Where a traffic controller is depicted on a TGS with the following symbol;  the traffic controller shall hold a current SafeWork Traffic Controller ticket. All TGS shall be implemented by a traffic controller that holds current SafeWork Implement Traffic Control Plan Card.

Where a marshal is depicted on a TGS with the following symbol;  they shall take part in the risk assessment and advise road users of the event.

**In the absence of Traffic Controllers or Marshals emergency service personnel, Police, State Emergency Service, Fire & Rescue or Bushfire Brigade may implement the temporary closure consistent with the TGS.**

### 3.3. Parking Arrangements

There is parking located in Port Central, the Plaza Carpark west of Short Street (old Food For Less Car Park) and on street parking is also available on the surrounding side streets once the road closures are implemented.





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### 3.4. Pedestrians

Pedestrians are free to access the event however those not accessing the closed area for this purpose can access the alternate route mentioned in *Section 3.1 Road Closures*.

## 4. External Consultation

As discussed previously various organisations have been consulted with regard to the management, impacts and possible emergency needs the event will require during the day. They will be notified verbally in the week prior to the event.

- NSW Police— Engagement on event dates and Police approvals process
- NSW Ambulance Association – Arrangement of emergency procedures in the event of an injury, medical requirement, etc.

## 5. Contingency Planning

### 5.1. Weather

Weather may affect the event but will not affect the operation of the Traffic Management Plan. PMHC will have the final say with respect to the completion of the event in the occurrence of inclement weather. PMHC may move the event to Saturday 2 October if wet weather forces its postponement.

### 5.2. Accidents in and around the site

Fire Brigade and other emergency services requiring access to buildings within the footprint of the TMP will be provided normal access as required, by traffic controllers.

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### 5.3. Public Transport

The closure is on a common public bus route (Clarence Street), however buses are not affected by the footpath and Murray Street closures.

### 5.4. Delayed Event

While some delay to the finalisation of the event is possible any delay to the event will not have an impact on the operation of the Traffic Management Plan.

## 6. Public Safety

PMHC has accepted responsibility for the provision of public safety on the site. This Traffic Management Plan makes satisfactory arrangements for all matters associated with access to and from the site only.

## 7. Advertising

Advertising will be through local print and social media along with PMHC website.



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## 8. Statement of Duty

Men At Work Traffic Services will be responsible for the preparation of the Traffic Management Plan and associated Traffic Guidance Schemes. PMHC shall ensure that all TGS are installed and operated by appropriately qualified personnel as stipulated in Section 3.2.

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

Prepared by: Tawhai Carter

SafeWork NSW WHSTCW PWZ – TCT0071827

Ph 02 6581 4600

Email [tawhai.carter@menatwork.net.au](mailto:tawhai.carter@menatwork.net.au)

## 9. References

<sup>1</sup>Port Macquarie Hastings Council Website 15/07/2021

<https://portmacquarieinfo.com.au/artwalk/home>



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10. Appendices



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[illegible]

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**Item: 08**

**Subject: IMPLEMENTATION OF THE NSW HEALTH DRIVE THROUGH COVID-19 TESTING CLINIC, LAKE CATHIE**

**Presented by: Infrastructure, Dan Bylsma**

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### **RECOMMENDATION**

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

**That Council approve the temporary road closure and support the associated transport management arrangements associated with the Lake Cathie COVID-19 drive through testing clinic between 01 July 2021 to 30 June 2022, subject to the following conditions:**

- 1. That the organiser advertise the following details of all road closures and parking restrictions associated with this event in the local print media on separate days, at least twice (2):**
  - approved traffic management arrangements**
  - road closures and duration**
  - parking restrictions and duration**
  - alternative routes and access arrangements.**
- 2. That the Traffic Guidance Scheme (TGS) dated 11 August 2021 be implemented. Any modifications to the plans must be agreed with Council prior to implementation.**
- 3. That the organiser abides by the written approval from Council.**
- 4. That the organiser notify the NSW Ambulance, NSW Fire & Rescue, NSW Rural Fire Service and the State Emergency Service of the proposed road closures.**
- 5. That the event organiser notifies local Transport Services (Bus Companies, Taxis) of the road closures and assists in developing alternatives for affected users.**
- 6. TfNSW/SafeWork NSW accredited persons (Implement Traffic Control Plans) are to be used for the establishment and removal of the traffic control devices.**
- 7. TfNSW/SafeWork NSW accredited traffic controllers (Traffic Controller) are to be used to control traffic.**
- 8. That the event organiser abides by any other condition that Council or the Police may impose at any time.**
- 9. That the event organiser submit to Council 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.**
- 10. The event organiser must have this approval and the Traffic Guidance Scheme described above on site at all times for the duration of the operation.**

**Discussion**

Following recent detection of COVID-19 fragments at the Bonny Hills Waste Water Treatment Plant, Council has received an urgent request from NSW Health to implement traffic management activities as per the attached Traffic Guidance Scheme (TGS) to allow for the operation of the mobile COVID testing clinic to support the current clinic in operation at Port Macquarie stadium. The TGS requires the closure of Dirah Street, between Ocean Road and Koribah Avenue. Given the urgent nature of the required set-up, essential nature of the clinic and minimal amount of road closure, Council authorised the implementation of the TGS via approvals under the NSW Roads Act (S138). Council now seeks to formalise this arrangement through the Local Traffic Committee.

Council staff have assessed the location and determined the proposed changes are considered appropriate with minimal impacts to the local road network. The closure of the eastern section of Dirah Street between Ocean Road and Koribah Avenue will allow for the safe management of queuing traffic and limit any impact to Ocean Drive, a regional road.

A Traffic Management Plan has not been prepared, however Council has received and appropriate Insurances and Risk Management assessment advice for the operation of the clinic. Council officers are satisfied that the operation is safely and correctly implemented. The current request is for approval for the operation to continue until 30 June 2022, though Council officers will continue to liaise with NSW Health officers regarding the ongoing operations. Should the clinic cease due to low numbers, it is still considered appropriate to instate the approval given the potential urgent need for the clinic to operate to manage COVID-19.

**Consultation**

Council officers have not undertaken any consultation for this proposed change, but believe because of the relatively quiet nature of the roads affected, the overall general community support for COVID-19 testing, the availability of sufficient alternate local road access surrounding this section, and the minor impacts to Ocean Drive, the proposed changes are not expected to generate wide community concern.

The closure restricts the movement of traffic turning into Dirah Street from Ocean Drive, as well as local traffic accessing onto Ocean Drive. There are numerous close by points of access to and from Ocean Drive, such as Boodgery Street and Evans Street. On weekdays the school bus is to be given access to the closed section of Dirah Street.



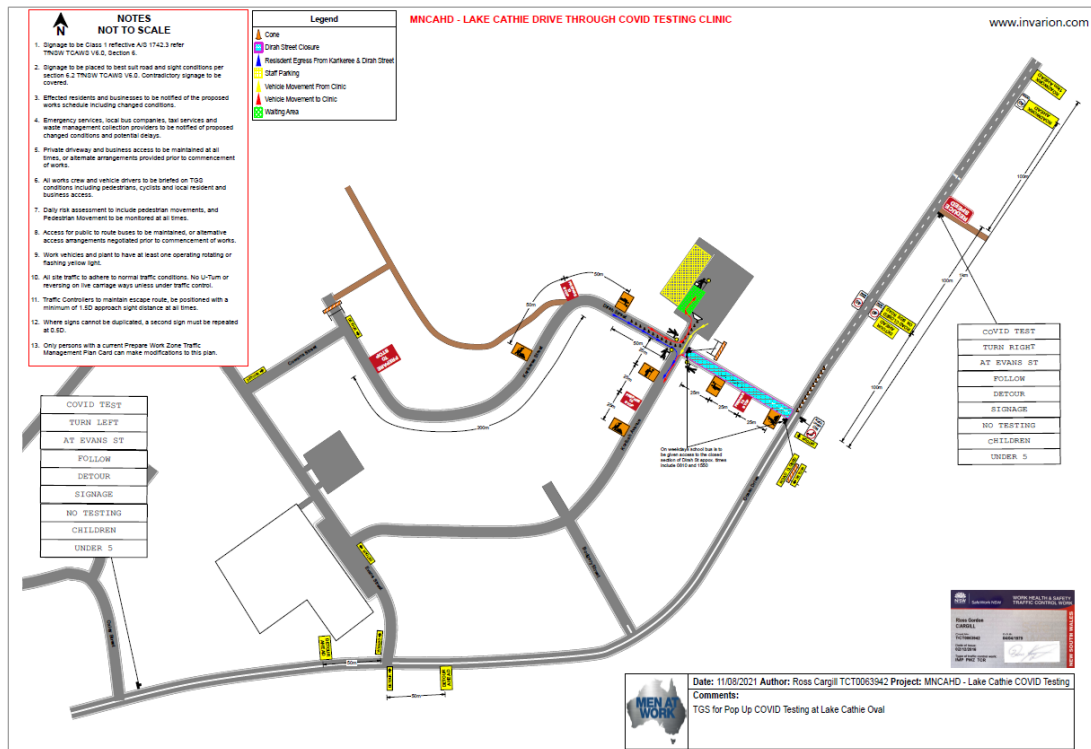


Figure 1: Traffic Guidance Scheme, COVID-19 testing clinic, Dirah Street, Lake Cathie

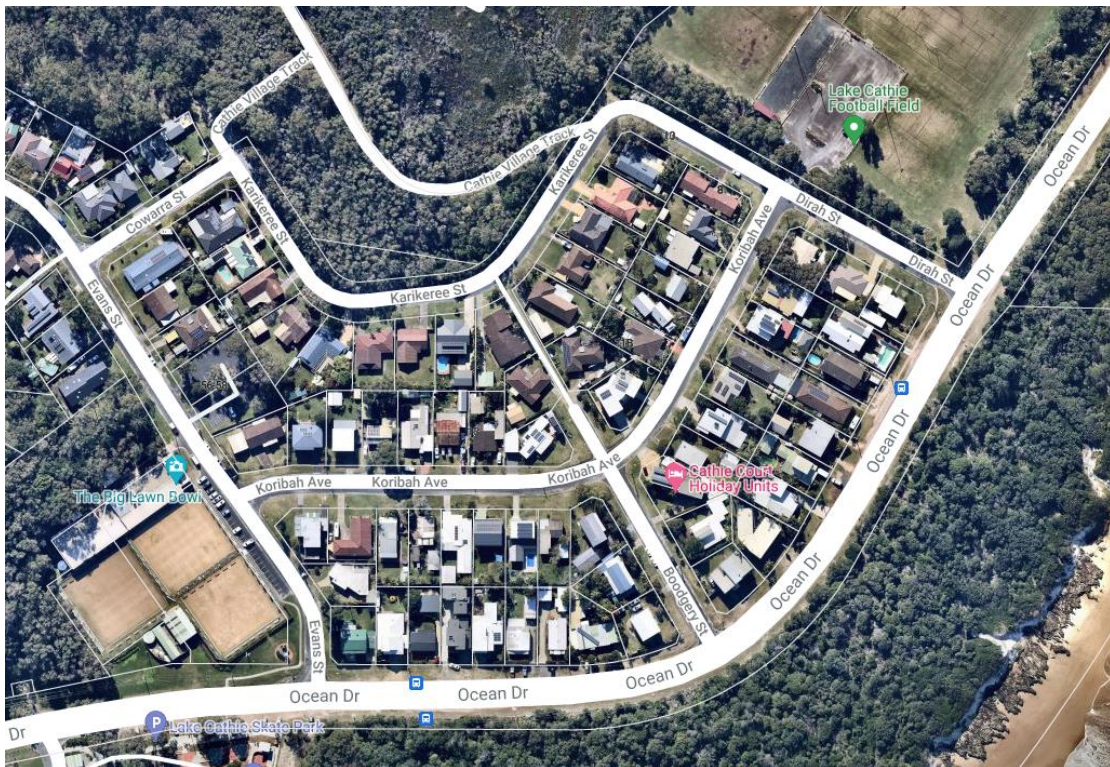
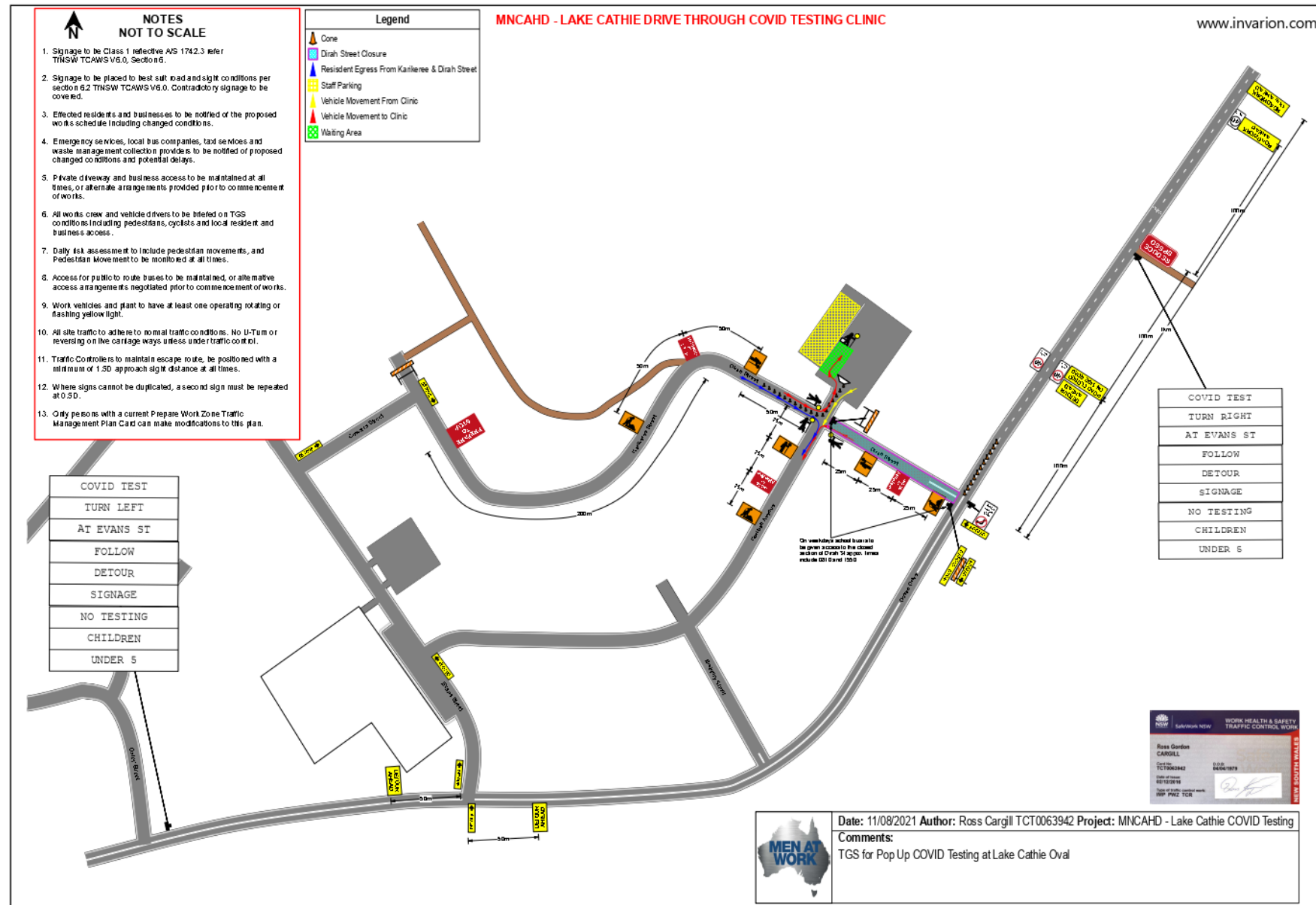


Figure 2 - Local Road Network Surrounding the COVID-19 Testing Clinic

## Attachments

1.  [TGS for Pup Up COVID Testing at Lake Cathie Oval](#)
2.  [MNCLHD COVID-19 Testing Clinics Letter](#)





20 July 2021  
MNCLHD 012 2022

The activity below is a bona fide health-related activity and is approved and supported by Mid North Coast Local Health District including the participation of staff and registered volunteers, all of whom are aged 18 years or older.

Where applicable, all risks have been assessed and a risk management plan has been developed for this activity.

Name of event: *COVID - 19*  
Name of activity: *Testing Clinics*  
Date/s of event: *1/7/2021 to 30/6/2022*  
Times: *Various*  
Venue: *Various through out the district*

A copy of the Certificate of Currency is attached.

Signed by:

A handwritten signature in black ink, appearing to read 'Simon Joice'.

Simon Joice  
District Manager  
**Health Safety and Wellbeing  
People and Culture**

Mid North Coast Local Health District  
ABN 57 946 356 658  
345 Pacific Highway, Coffs Harbour NSW 2450  
Locked Mail Bag 812, Coffs Harbour NSW 2450  
Tel: (02) 6691 1955 | (02) 6691 1943  
Email: MNCLHD-HealthSafetyWellbeing@health.nsw.gov.au  
Website www.mnclhd.health.nsw.gov.au