



# Port Macquarie Transport Network Community Consultative Committee

## Business Paper

**date of meeting:** Monday 22 November 2021

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

**time:** 10:00am

# 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	25/05/20	31/08/20	23/11/20	08/03/21	24/05/21	30/08/21
Denise Wilson (Chair)	✓	✓	✓	✓	✓	✓
Councillor Lisa Intemann	✓	✓	A	✓	✓	✓
Councillor Peter Alley	✓	✓	A	A	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 22 November 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 30 August 2021 be confirmed.

**PRESENT**

**Members:**

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

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The meeting opened at 10:05am.

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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 apology received from Councillor Peter Alley 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 24 May 2021 be confirmed.

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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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##### Item 6 - Other Transport Improvement Projects - Airport Access Road

CONSENSUS:

That the Committee note this item is complete, with updates having been reported to November 2020 meeting and can be removed from future business arising.

##### Item 6 - Port Macquarie Transport Network Planning Project Update

CONSENSUS:

That the Committee note points 2, 3, 4 and 6 of this item are complete and can be removed from future business arising.

##### Item 8.01 - Colas Group Resurfacing works

CONSENSUS:

That the Committee:

1. Request Council Communications make the reasons for preventative works such as resurfacing clearer, including how roads are prioritised and how the extent of works are determined.
2. Note this item is complete and can be removed from future business arising.

##### Item 8.02 - Strategic Business Case

There are three stages - the likely works case / the likely works case plus / the new links scenario to narrow down options and interrelationship with the entire road network - to identify which projects are put forward in the Strategic business case. From there, strategic, socioeconomic and environmental considerations need to be included to help identify and analyse benefits. This entire process is captured in the Business Case.

CONSENSUS:

That the Committee request this overview be provided as an out-of-session report, in a manner that is able to be comprehended by the community with the SMEC scope.

##### Item 8.03 - Flood Recovery

CONSENSUS:

That the Committee note this item has been included as a separate report and can be removed from future business arising.

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

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Discussions held around traffic numbers and impacts across the network, including environmental and property consideration, specifically around the east-west link through to Greenmeadows. Staff advised of a holistic approach and an intended 'coffee table' book style presentation to provide information on the holistic network plan for the community.

### **CONSENSUS:**

That the Port Macquarie Transport Network Community Consultative Committee:

1. Request the SMEC presentation be shared with the meeting minutes.
2. Request that all factors including, environmental and property impacts be considered and communicated in any 'coffee table' presentation.

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## **07 OTHER TRANSPORT IMPROVEMENT PROJECTS**

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Question asked: Can the Committee have input into the design phase of certain projects?

Question asked: In the last 5 years how many floods have we had that have been greater than a 1:20 flood event and how many days did this result in Boundary Street being closed? Answer: the only flood we have had in the last 20 years over the 1:20 levels was March 2021 flood. In 2013, the flood was approximately a 1:10 year event. This aligns with Hastings River Drive design levels.

Question asked: Lake Road west from Central Road also experienced high levels of flooding in March 2021 - what's the design criteria for Lake Road flood levels? Answer: this will be tied to the Ocean Drive intersection.

Question asked: Are all Council staff in the Development and Delivery sections across the Ocean Drive corridor plan project because we are getting conflicting information?

### **CONSENSUS:**

That the Port Macquarie Transport Network Community Consultative Committee request:

1. Council consider holding workshops with Committee members on concept designs for different projects.
2. Council ensure all development and delivery staff are aware of the Ocean Drive Corridor planning project.

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## **08 FLOOD RECOVERY WORKS OVERVIEW**

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Question asked: Where are we up to with the Rawdon Island Bridge? Answer: This is not a flood damage project, however the damage was identified via inspections as a result of the floods. We are continuing concept design workshops with consultants. We are reopening with a 5t load limit and traffic control in place while we continue investigations to inform future options. Intent is to have works underway in November, however we recognise this is a tight timeframe.

### **CONSENSUS:**

That the Port Macquarie Transport Network Community Consultative Committee note the information provided.

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## **09 ITEMS FOR FUTURE AGENDA**

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### **CONSENSUS:**

That the Port Macquarie Transport Network Community Consultative Committee request the following items be included in the next agenda:

1. Overview of the communication strategy for impacted residents along east-west link.
  2. Progress report for TfNSW Oxley Highway Corridor upgrades, including timeframes.
  3. Strategic Business case status.
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## **10 GENERAL BUSINESS**

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### **10.01 TRAFFIC NETWORK RESOLUTION**

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#### **CONSENSUS:**

That the Port Macquarie Transport Network Community Consultative Committee request a copy of the Council resolution regarding the Traffic Network be included to on the Committee's OneDrive folder.

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**10.02 VALUE MANAGEMENT WORKSHOP**

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**CONSENSUS:**

That the Port Macquarie Transport Network Community Consultative Committee request further clarification on the Value Management Workshop timing.

The Chair left 11.25am and requested Cameron Hawkins as most senior Council staff member continue to the meeting as Chair.

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The meeting closed at 11:46am.

**Item: 04**  
**Subject: DISCLOSURES OF INTEREST**

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**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>Date:</b>
<b>Signed:</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 <b>(the <i>identified land</i>)</b>	
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 <b>(the <i>subject land</i><sup>2</sup>)</b> <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>	24 May 2021
<b>Subject:</b>	Port Macquarie Transport Network Planning Project Update		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Provide additional information to the Committee following workshops with SMEC.</li> <li>2. Make enquiries with TfNSW for comparative traffic count data of other regional areas with a similar population as a benchmarking exercise.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Council working though data with TfNSW before SMEC can finalise technical assumptions before scheduling workshops.</li> <li>2. Council staff are looking at the Household Travel Survey Data by LGA published by TfNSW.</li> </ol>		

<b>Item:</b>	Item 5 - 8.02	<b>Date:</b>	30/8/2021
<b>Subject:</b>	Strategic Business Case		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Request an overview of what is being considered in the Strategic Business Case be provided as an out-of-session report, in a manner that is able to be comprehended by the community with the SMEC scope of works.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Ongoing.</li> </ol>		

<b>Item:</b>	Item 6	<b>Date:</b>	30/8/2021
<b>Subject:</b>	Port Macquarie Transport Network Planning Project Update		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Request the SMEC presentation be shared with the meeting minutes.</li> <li>2. Request all factors including environmental and property impacts be considered an communicated in any 'coffee table' presentation.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Actioned 8/9/2021 - sent OneDrive link with Aug minutes.</li> <li>2. Noted.</li> </ol>		

<b>Item:</b>	Item 7	<b>Date:</b>	30/8/2021
<b>Subject:</b>	Other Transport Improvement Projects		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Request Council consider holding workshops with Committee members on concept designs for different projects.</li> <li>2. Request Council ensure all development and delivery staff are aware of the Ocean Drive Corridor planning project.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Noted.</li> </ol>		

**AGENDA PORT MACQUARIE TRANSPORT NETWORK COMMUNITY  
CONSULTATIVE COMMITTEE 22/11/2021**

<b>Item:</b>	Item 9	<b>Date:</b>	30/8/2021
<b>Subject:</b>	Items for Future Agenda		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Overview of the communication strategy for impacted residents along east-west link.</li> <li>2. Progress report for TfNSW Oxley Highway Corridor upgrades including timeframes.</li> <li>3. Strategic Business Case status.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Report presented to November meeting.</li> <li>2. Report presented to November meeting.</li> <li>3. Report presented to November meeting.</li> </ol>		

<b>Item:</b>	Item 10 - 10.01	<b>Date:</b>	30/8/2021
<b>Subject:</b>	Traffic Network Resolution		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Request a copy of the Council resolution regarding the traffic network be included on the Committees OneDrive folder Actioned 8/9/2021 - sent link with Aug minutes.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Closed.</li> </ol>		

<b>Item:</b>	Item 10 - 10.02	<b>Date:</b>	30/8/2021
<b>Subject:</b>	Value Management Workshop		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. Request further clarification on the Value Management Workshop timing.</li> </ol>		
<b>Current Status:</b>	<ol style="list-style-type: none"> <li>1. Meeting to be scheduled.</li> </ol>		

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**Item: 06**

**Subject: OTHER TRANSPORT IMPROVEMENT PROJECTS**

**Presented by: Community Infrastructure, Dan Bylsma**

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## **RECOMMENDATION**

**That the Port Macquarie Transport Network Community Consultative 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).
5. Hastings River Drive Upgrade.
6. John Oxley Drive Upgrade.

#### Strategic Planning/ Concept Design

7. Lake Road (West) Duplication.
8. Proposed Airport Access Road.
9. Ocean Drive - Hastings River Drive - Corridor Planning Project.

1. Maria River Road Upgrade

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

- The 50% design has been completed with CAPEX cost estimates exceeding the grant funding allocation. Further design investigations have been undertaken with a CAPEX costs below \$20M. Design criteria and pavement design options will be discussed with TfNSW as the project team progress the design to the 100% Detailed Design stage.
- Review baseline project time line to ensure project plan remains aligned with project milestones to ensure funding deed requirements are met. The Project Road Signage will be finalised noting reduced CAPEX costs forecast and progression to the 100% Detailed Design stage.

2. Lorne Road Upgrade

- The project is currently in the **DESIGN PHASE**.
- The strategic concept design phase has been completed which included a construction staging assessment, strategic cost estimate and supports the progression of the detailed design and construction Project Proposal Report (PPR) to define the scope for the remaining Federal Grant Funding.
- A draft PPR has been prepared and is undergoing internal PMHC review in advance of issuing to TfNSW and the Dept. of Infrastructure
- Design works are planned to commence in 2022 to progress Detailed Design of Stages 1 and 2 (western limit of works through to an including Koppin Yarratt Road) and progress the concept design for Stage 3 being Koppin Yarratt Road to the eastern limit of works (existing sealed extents in the Lorne Valley)
- Construction of Stage 1 up to the current budget is anticipated to commence in 2023.

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 20-year 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 50% detailed design submission has been received with continued environmental investigations underway. The review of culvert and soil stabilisation options has been completed. Works are underway on the 80% Detailed Design submission.

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. 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 21/22 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 Development proposal was presented to the Joint Regional Planning Panel in October 2021 with Development Approval (Consent) obtained on 4 November 2021.

6. John Oxley Drive Upgrade

- The project is currently in the **DESIGN PHASE**.
- This project seeks to deliver the design for the upgrade of John Oxley Drive from Kingfisher Road to The Ruins Way. Detailed design and approvals suitable for construction are planned to be completed within the 2021/22 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.

7. 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.
- Funding has been allocated to progress pre-construction approvals and planning for the upgrade of the Jindalee/Fernhill Road intersections in 2021/22 Operational Plan. Funding has also been allocated to commence the detailed designs for the duplication of the section from Chestnut Road to Ocean Drive.

8. 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.

9. 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.

**Attachments**

Nil

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**Item: 07**

**Subject: TfNSW OXLEY HIGHWAY CORRIDOR UPGRADES**

**Presented by: Community Infrastructure, Dan Bylsma**

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## **RECOMMENDATION**

**That the Port Macquarie Transport Network Community Consultative Committee note the information provided in this report.**

### **Discussion**

At the 30 August 2021 Committee meeting it was resolved:

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## **09 ITEMS FOR FUTURE AGENDA**

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### **CONSENSUS:**

That the Port Macquarie Transport Network Community Consultative Committee request the following items be included in the next agenda:

1. Overview of the communication strategy for impacted residents along east-west link.
2. Progress report for TfNSW Oxley Highway Corridor upgrades, including timeframes.
3. Strategic Business case status.

The purpose of this report is to provide an update on item 2 of the above resolution.

As this is a TfNSW project, Council is unable to provide the latest workings beyond the publicly listed information. In September TfNSW released the Strategic assessment consultation summary, please refer to the attached report.

TfNSW are working with Council to align respective traffic modelling data input for the Health and Education Precinct. This alignment is required to allow ongoing testing of their Wrights Rd intersection upgrade options.

Council officers are currently confirming internal assumptions with our traffic modelling consultants (SMEC) and then liaising with TfNSW on their impacts to both projects. These discussions are ongoing and are yet to be finalised.

### **Attachments**

- 1  Proposed intersection upgrades – Oxley Highway Strategic assessment consultation summary



# **Proposed intersection upgrades – Oxley Highway**

Strategic assessment consultation summary

September 2021

## Contents

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# 1 Introduction

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## 1.1 Background

The Oxley Highway forms part of the hub and spoke transport network that supports the North Coast and New England North West regions of NSW, as recognised in the Future Transport 2056 – Regional NSW Services and Infrastructure Plan (SIP). The regional city of Port Macquarie is the central hub of this network that provides essential services, employment and social interaction.

The Oxley Highway corridor has diverse challenges impacting the safety and efficiency of the corridor, including:

- Managing safety and traffic efficiency as a result of mass growth and land use changes on the eastern end of the corridor around Port Macquarie and between Port Macquarie and Wauchope
- Improving access for heavy vehicles and freight productivity west of Tamworth.

Stage one of the Oxley Highway upgrade delivered safety improvements to the west of Wauchope, including highway realignment at Spencer's Cutting, an upgrade near Rosewood to remove tight curves and eliminate crests and raising the level of Hoss Causeway to improve reliability. Other improvements included upgrades to intersections, pavement, widening road shoulders, providing overtaking lanes, drainage and slope stabilisation at various locations.

The next focus for the Oxley Highway is to consider options and prioritisation for traffic efficiency improvements between Hastings River Drive, Port Macquarie and Billabong Drive, Sancrox.

## 1.2 The proposal

Proposed intersection upgrades were released for community feedback in April 2021. The designs included:

- An eastbound connection to John Oxley Drive to provide alternative access to the Health and Education Precinct in Port Macquarie
- Installation of additional lanes to increase capacity on the north and southbound exit lanes with duplication of westbound lanes on the Oxley Highway between Billabong Drive and the interchange. There is also the provision for future traffic signals on all approaches of the roundabout to address future growth if needed
- Three proposed options were provided to the community for the Wrights Road and Lake Road intersections.

This report provides a summary of the feedback received during the consultation period.

## 2 Community consultation

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### 2.1 Consultation objectives

Transport for NSW consulted with the community and key stakeholders on the proposed concept design to:

- Inform the community and stakeholders of the options and possible impacts
- Seek feedback on the options and issues of concern for consideration in developing the concept design. The feedback will be incorporated into the review of environmental factors (REF)
- Build a database of interested and concerned community members to continue engagement with during the proposal's development.

### 2.2 Consultation methodology

Community consultation on the proposed intersection options was open for feedback from Monday 12 April to Friday 7 May 2021.

The surrounding communities were informed about the release of the proposed intersection upgrades in a number of ways, including:

- Have your say, community update – published on the project's consultation website and 1000 printed copies were distributed to key community locations, including Council offices, libraries, visitor info centres and Service NSW office in Port Macquarie
- Video – a 60 second animation was produced to provide information about the project and invite the community to provide their feedback
- Social media – Facebook posts promoting the release of the intersection upgrade options and request for feedback ran throughout the feedback period
- Media – a media release was distributed and local media published articles about the proposed concept design
- Online survey – an online survey was created for the community and stakeholders to provide comments on each proposed option
- Meetings – face-to-face meetings were held with a number of stakeholders, including property owners directly impacted by the proposed options.

## 3 Consultation summary

### 3.1 Overview

Comments on the proposed concept design officially closed on Friday 7 May 2021. However, some submissions were received after this date and were included in the official totals. A total of 455 submissions were received about a range of issues via a number of methods. Some submissions included multiple comments and issues.

The total amount of feedback received via each method is outlined in the table below:

**Table 1 – Feedback statistics**

Method	Number
Online surveys completed	274
Pins dropped on a map with comments on intersections	22
Submissions received via email	144
Telephone calls received providing feedback	13
Meetings held with affected stakeholders	2

The online survey consisted of five questions, providing respondents with a draft design of each proposed option and an opportunity to provide comment on the three proposed options for the Wrights Road and Lake Road intersections, and the two new connections on the Oxley Highway at John Oxley Drive and Billabong Drive.

The feedback received in formal submissions and via the survey raised a number of issues including concerns about increased congestion in Port Macquarie due to new housing developments in the area, driver behaviour on the Oxley Highway, pedestrian safety (including the need for additional footpaths in the area), lack of bicycle paths in the area and general suggestions about the proposed design for each intersection. Some of these suggestions included installing additional lanes and access roads, overpasses and traffic lights. There were concerns expressed about proposed design and issues with accessing surrounding roads, and safety concerns about the Pacific Highway exit being too short to the Oxley Highway interchange.

Of the three designs proposed for the Wrights Road and Lake Road intersection, option three was favoured by a large majority of survey respondents and submissions received.

This feedback will help inform the next steps of the project.

## Issues raised

### 3.2 Issues raised by classification

This table details the number of times an issue was mentioned in feedback received from the community and stakeholders.

Issue	Count
Oxley Highway interchange	240
Oxley Highway / John Oxley Drive / Phillip Charley Drive connection	237
Option 3 - Wrights Road & Lakes Road intersection	182
Option 2 - Wrights Road & Lake Road intersection	58
Option 1 - Wrights Road & Lake Road intersection	26
Traffic congestion, traffic and transport	15
Traffic management safety, safety	11
Supports project	10
Supports traffic lights	9
Build bypass or link road, planning	7

This table provides responses to some of the most mentioned suggestions or feedback, and issues raised by the community and stakeholders.

Issue category	Feedback/suggestion	Our response
<b>Most mentioned road design feedback/suggestions</b>	Lake Road needs to be four lanes from the Ocean Drive traffic lights to Central Road	All feedback on the proposed design will be considered by the project team, taking into account safety, constructability, network performance, environment and future maintenance costs.
	Installation of a grade separated interchange 500-600 metres west of Wrights Road	
	Installation of overpasses over both existing intersections	
	Construction of a new bypass to Port Macquarie CBD and industrial area	

	Construct a second access road to Health and Education Precinct via industrial area, facilitated by relocation of Hospital helipad	
	Remove Wrights Road and Lake Road roundabouts and replace with traffic lights	
	Construct a new road from the Oxley Hwy and John Oxley Drive directly over to Ocean Drive	
	An alternative road going south from this area needs to be considered, for the communities of Lighthouse Beach and Laurieton	
	Install new roundabout at the intersection of the off ramp, John Oxley Drive and the existing on ramp	
	Move eastbound off ramp to John Oxley Highway further back to Carlie Jane Drive to take pressure off Wrights Road intersection	
	Addition of a dedicated lane from John Oxley Drive at Wrights Road intersection to Oxley Highway interchange	
	Full grade separation intersection for these two intersections, potentially further west along Oxley Highway, linking to either Major Innes Road or The Ruins Way	
	Install three lanes from Wrights Road to Lake Road, with dedicated right lane turn	
	Grade separation of Lanes at Wrights Road intersection	
	<b>Issue raised</b>	<b>Our response</b>
<b>Road safety</b>	Current exit ramp from Pacific Highway to Port Macquarie at the Oxley Highway interchange is too short, is dangerous and gets very congested at peak periods	Transport expects that once the current interchange is upgraded with the installation of additional lanes at the three other ramps, traffic movement at this interchange will also improve.
	People do not stick to the speed limit in this area and exhibit poor driver behaviour (cutting in, speeding and not sticking to roundabout road rules)	Transport works with the Local Government Road Safety Officer at Port Macquarie Hastings Council to promote awareness of behavioural road safety issues in the community.

<b>Increased congestion on Oxley Highway</b>	Poorly managed urban sprawl development, dependence on private car usage	As part of project planning, Transport has developed the designs for the proposed upgrades taking forecast population growth into consideration, as well as referring to Council's development and environmental plans.
	Lack of alternative public transport options, park and ride facilities, cycling and walking infrastructure	Transport remains focused on working with Council to create long term, multi modal solutions that will support growth and connectivity in the region, including planning and supporting public transport facilities and infrastructure in the region.
<b>Oxley Highway/Kings Creek Intersection</b>	Installation of intersection traffic lights, left turning lane to Wauchope and a right turning lane to Port Macquarie	Kings Creek Road investigations are currently underway to improve safe access to the highway.
<b>Pedestrian access</b>	Installation of a pedestrian footpath on eastern side of Oxley Highway from Lake Road intersection to Lake Innes Shopping Centre	Planning for walking /cycling connectivity is continuing and forms an integral part of the overall strategy for the Oxley Highway gateway.
<b>Local roads</b>	Concerns about current conditions and maintenance of roads connected to the Oxley Highway, including Lake Road and Hastings River Drive	Local roads are managed by Port Macquarie Hastings Council. Contact Council on (02) 6581 8111 or <a href="mailto:council@pmhc.nsw.gov.au">council@pmhc.nsw.gov.au</a> to report any issues with local roads.

### 3.3 Recommendations and next steps

We have considered all submissions and will ensure our team is aware of concerns raised by the community. We will ensure issues highlighted by stakeholders and the community that fall outside the scope of this project will be passed to the relevant members of the project team or to Port Macquarie Hastings Council to consider.

We will work closely with local residents and stakeholders in relation to the potential impacts of this project. We will do this by:

- Informing the community and stakeholders of consultation outcomes and the next steps for the proposal via publication of this summary report
- Continuing to carry out communication activities as the project progresses and informing the community through the Transport for NSW website and project notifications.

We will continue to keep the community informed and liaise directly with residents and businesses impacted by the project.

The next step in the process will involve confirming the preferred option for the Wrights Road and Lake Road intersection, and develop a preliminary design and project justification. A review of Environmental Factors (REF) will then be carried out, and displayed in the community for feedback.

We will continue to work closely with Port Macquarie Hastings Council to progress planning for an integrated transport network that will embrace cycling and walking connectivity, public transport services, infrastructure upgrades and land use development planning. This will be important to provide the necessary transport connections that will enable the development of areas such as the Hospital and University precinct, the Airport Business Park and planned residential expansion.

Using the feedback received, we will also work with Council to identify the preferred options for proposed Oxley Highway upgrades, particularly at Wrights Road and the Pacific Highway interchange, and also the relative timing for these upgrades.

### Contact

For further information on the project please contact us at:

Phone – 1800 653 092

Email – [region.north@transport.nsw.gov.au](mailto:region.north@transport.nsw.gov.au)

Post – PO Box 576, Grafton NSW 2460

# 4 Appendix 1 – Project update

**Existing Wrights Road roundabout**

Transport for NSW is developing technical cost vehicle improvement along the Oxley Highway at Port Macquarie. This community update provides information on proposed technical, highway and the rail alternative sections from Billabong Drive to Hastings River Drive. With forecast population growth and increased tourist activity, the plan and road network improvements to address congestion, improve traffic flow and increase safety for all road users. These considerations include journey, geo technical, traffic, design and environmental considerations. Further investigations underway to assess the impact of future growth (parked and active) on the health and Education and/or Activation Facilities.

April 2021

**Additional lane in the Billabong section of rail ramp**

**Additional lane on the Hastings River side of rail ramp**

**Additional lane at the Billabong section of rail ramp**

**Additional lane on the Hastings River side of rail ramp**

**The proposal**  
Transport for NSW is developing a proposal to improve traffic flow at several busy intersections of the Oxley Highway at Port Macquarie. These intersections form the gateway into Port Macquarie from the west and include the interchange with the Pacific Highway along with the intersections at John Oxley Drive (near Phillips Charley Drive), Wrights Road and Lake Road. Intersections along the Oxley Highway at Corral Creek Drive, Cotton Drive and Wellington Street are also being investigated. Wrights Road investigations are also underway to improve left access to the highway.

**Proposed Improvements**  
The Wrights Road and Lake Road roundabouts serve as the primary access points for the Regional City's Health and Education precinct and industrial estates. The existing roundabouts do not have the required capacity to support the volume of vehicles travelling through the area. Over the interdependency between the Lake Road and Wrights Road roundabouts these upgrades will need to be delivered alongside each other.

**Wright's Road and Lake Road roundabouts - options being considered**  
The following options were developed based on the six criteria listed below:

- Road safety:** Reduce likelihood and severity of crashes.
- Connectability:** Impacts to tourist operations during construction, complexity.
- Road network performance:** Assessing the traffic demands of the road network.
- Directional signage:** Upgrade to 1 to 3 grade road users and pedestrians along the corridor.
- Environment:** Environmental impacts, adverse impact to local community.
- Future maintenance costs:** Funding, cost comparison, utility infrastructure.

Criteria	Option 1	Option 2	Option 3
Road safety	●	●	●
Connectability	●	●	●
Road network performance	●	●	●
Directional signage	●	●	●
Environment	●	●	●
Future maintenance costs	●	●	●
Best to worst	● ● ●	● ● ●	● ● ●

**Next steps**  
A summary report will be prepared and published for reviewing feedback received from the community and stakeholders. This information will be provided to the community and stakeholder groups at the project development process.

**Project development process**

- Project planning
- Design review
- Display of resolved options
- Display of environmental advice
- Display of preferred options
- Project approval
- Construction

**Have your say**  
Community and stakeholders are invited to comment on the overall proposed concept and content for Oxley Highway intersection treatments, along with the potential to use roundabout travel modes. We encourage the community to make your input via our dedicated online survey and questionnaire for each option. Feedback received is confidential and will be shared with the community because we know it helps to make our decisions for stakeholders. The community is invited to provide comments by Friday 2 May 2021.

**Contact us**  
Feedback about the proposal can be submitted by Friday 7 May 2021 via the following options:  
 ☎ 1800 858 000 (business hours)  
 📧 region.transport@transport.nsw.gov.au  
 📍 Oxley Highway Project, South Portwest NSW  
 📍 400 Macquarie Street, Port Macquarie NSW 2444

**Impact on the environment**  
 🌿 **Stakeholders** | 🏠 **Community** | 🚗 **Congestion** | 🏗️ **Improving safety** | 🏡 **Productivity**

## 5 Appendix 2 – Online survey

### Sample question

All fields marked with an asterisk (\*) are required.

1.



Option 1 - Wrights Rd and Lake Rd Intersection \*

Please add your comment here...

Installing metered signals and have three lanes westbound capacity at the Wrights Road roundabout so that it operates as a signalised intersection during peak times, along with a signalised intersection at Lake Road 0/255

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**Item: 08**

**Subject: COMMUNICATION STRATEGY - EAST - WEST LINK**

**Presented by: Community Infrastructure, Dan Bylsma**

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## **RECOMMENDATION**

**That the Port Macquarie Transport Network Community Consultative Committee note the information provided in this report.**

### **Discussion**

At the 30 August 2021 Committee meeting it was resolved:

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## **09 ITEMS FOR FUTURE AGENDA**

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### **CONSENSUS:**

That the Port Macquarie Transport Network Community Consultative Committee request the following items be included in the next agenda:

1. Overview of the communication strategy for impacted residents along east-west link.
2. Progress report for TfNSW Oxley Highway Corridor upgrades, including timeframes.
3. Strategic Business case status.

This report is provided in response to item 1 of the above resolution.

Council's Community Engagement Policy and Procedures provides a framework for all communication and engagement strategies and enables Council to determine the most appropriate processes and approaches according to the project scale and scope.

The project consultant is reviewing the simulated modelling of transport network improvement options in conjunction with Transport for NSW (custodians Oxley Highway modelling inputs) to present data on how the identified options for the east-west link interact and impact current and future traffic flow.

The Value Management Workshop will provide an opportunity for the stakeholder groups to work to review this information and identify improvement options to inform the next stages of the Strategic Business Case.

Council's goal will be to work collaboratively with key community and government stakeholders to understand their expectations about the future new road links, building acceptance and ownership of the outcomes of the strategy.

The Communications Strategy will aim to:

- Connect with identified community and government stakeholders to understand expectations of the outcomes of the new links.
- Provide opportunities to meaningfully collaborate with identified community and government stakeholders at key points in the project to explore identified issues, challenges, opportunities, and ideas.
- Create workshop environments that encourage robust, purposeful, and respectful discussion amongst key community and government stakeholders that ultimately moves the development of the East-West Link strategy forward.

The community and stakeholder engagement approach is designed to ensure key stakeholders, community groups, and interested local community members are given opportunities to provide direct input to the strategy at key points in the process. Figure 2 illustrates the engagement process.

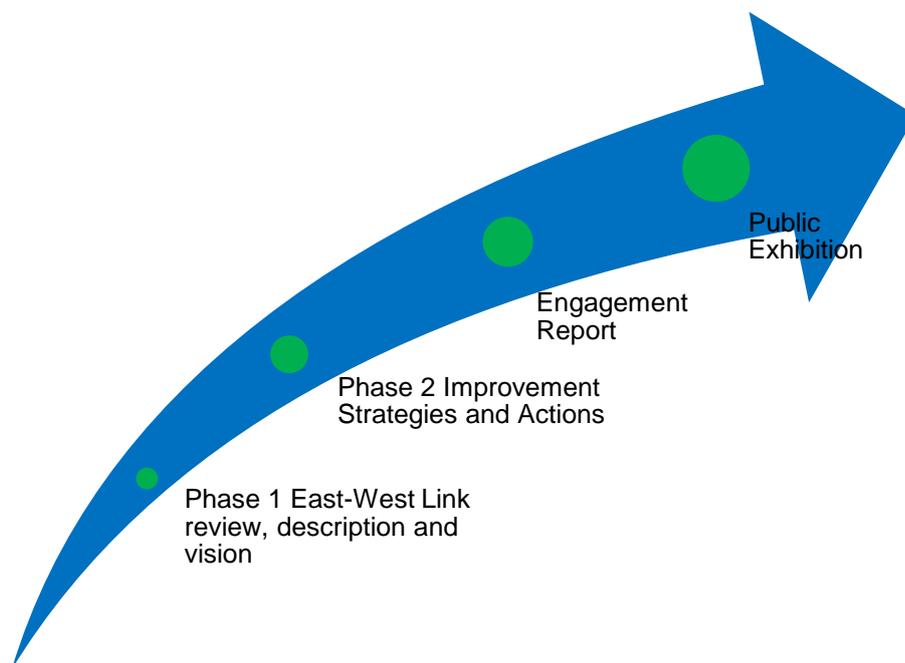


Figure 2.

The community and stakeholder engagement process will consist of two phases:

- Phase One – East-West Link Review, Description and Vision
- Phase Two – Improvement Strategies and Actions.

Community and stakeholder input will be captured during the initial phase of engagement to feed into the project team's work to define the vision, objectives, and targets for the Link. The second phase of the engagement will capture input to inform the draft strategies and actions.

A third phase of engagement will be delivered by Council, when the draft Network Plan will be placed on public exhibition.

### **Phase One**

Community and stakeholder engagement activities may include, but not be limited to:

- information to be posted on a project page on Council's Have Your Say page
- an interactive map hosted on Council's Have Your Say page
- online and in-person community workshops
- stakeholder workshops to be attended by representatives of key government agencies such as NSW National Parks and Wildlife Service, NSW Department of Premier and Cabinet, Transport for NSW, Essential Energy, NSW Department of Planning, Industry and Environment and Busways to name a few.

### **Phase Two**

Community and stakeholder engagement activities may include, but not be limited to:

- updated information to be posted on the project page on Council's Have Your Say page
- an online survey hosted on Council's Have Your Say page
- opportunity for interested community members to provide written feedback
- interested community members invited to provide written feedback
- online and in-person community workshops
- stakeholder workshops to be attended by representatives of key government agencies such as NSW National Parks and Wildlife Service, NSW Department of Premier and Cabinet, Transport for NSW, Essential Energy, NSW Department of Planning, Industry and Environment and Busways to name a few.

### **Stakeholders**

#### **NSW State Government Stakeholders**

- Transport for NSW
- NSW Department of Planning, Industry and Environment
- NSW National Parks and Wildlife Service
- NSW Department of Premier and Cabinet
- Essential Energy
- Busways

#### **Community stakeholders**

- Port Macquarie Transport Network Community Consultative Committee
- Local community members (including property owners, tenants, and other interested community members).

### **Key Messages**

Key messages associated with the project are still in development and will evolve throughout the project. These messages will be clearer following the Value Management Workshops but will generally be consistent with the below:

- Port Macquarie-Hastings Council is providing a safe and efficient transport network that and has the capacity to provide an appropriate level of service to the community, responding to current traffic demands and supporting the development of Port Macquarie as a regional city as it continues to grow into the future.
- The East-West link has the potential to provide a more effective and efficient transport link for those travelling across Port Macquarie.



**Engagement, Communications, and Stakeholders Matrix**

The Stakeholder engagement techniques and communications plan outline the intended communications methodologies to be taken by the project. As the project progresses, the stakeholders and communications will be continually reviewed to ensure they remain relevant and effective.

**Stakeholder Analysis and Engagement Techniques****Table 1:** Stakeholder Analysis

Stakeholders / Who will it impact	Internal/ External	Reason for engaging/message	Engagement (participation) level	Initiate	Plan	Implement	Control	Close
Councillors	Internal	Inform and receive direction	inform	Provide direction for project	Project Provide updates of procurement	Project Provide progress updates	Project Provide progress updates	Project Provide outcome of project
Executive Steering Group	Internal	Inform and receive direction	Collaborate	Approve project	Steering Group guide project direction. Project Provide updates of procurement	Steering Group guide project direction	Steering Group guide project direction	Project Provide outcome of project
State MP	External	Sponsor and awareness of project requirements	Consult	Provide updates	Provide updates of procurement	PMHC Provide progress updates	PMHC Provide progress updates	Project Provide updates of outcome
Federal MP	External	Awareness of project requirements	inform	Provide updates	Provide updates of procurement	PMHC Provide progress updates	PMHC Provide progress updates	Project Provide updates of outcome
Consultant	Internal	Receive adequate data and resources to complete scope of work	Collaborate	N/A	N/A	PMHC facilitate access to, and make Consultant aware of available data/information	PMHC review access to, and make Consultant aware of available data/information	N/A
Immediate and adjacent landholders	External	Awareness of project activities	Inform	Provide updates	Provide updates of procurement	PMHC Provide progress updates	PMHC Provide progress updates	Project Provide updates of outcome
General Community	External	Boarder awareness of project activities	Inform	Provide updates	Provide updates of procurement	PMHC Provide progress updates	PMHC Provide progress updates	Project Provide

								updates of outcome
Council's Port Macquarie Transport Network Community Consultative Committee	External	Represent the community as a single point of contact for feedback and the dissemination of information	Consult	Provide updates	Project provide updates of procurement. Stakeholder and project scope engagement	Project provide updates and Stakeholder provide inputs as they arise	Project provide updates and Stakeholder provide inputs as they arise	Project Provide updates of outcome
Department of Premier and Cabinet – Regional Planning	External	Advice on regulatory requirements. Approvals and feedback on solutions	Collaborate	Advise of project intentions	Project provide updates of procurement. Stakeholder and project scope engagement	Project Provide updates and Stakeholder provide input and feedback	Project Provide updates and Stakeholder provide input and feedback	Project Provide updates of outcome
Transport for NSW (TfNSW)/Roads and Maritime Service (RMS)	External	Project Interfaces, scope involves RMS owned road ways. Advice on regulatory requirements. Approvals and feedback on solutions	Collaborate	Advise of project intentions	Project provide updates of procurement. Stakeholder and project scope engagement	Project Provide updates and Stakeholder provide input and feedback	Project Provide updates and Stakeholder provide input and feedback	Project Provide updates of outcome
Department of Planning and Environment (DPE)	External	Advice on regulatory requirements. Approvals and feedback on solutions	Collaborate	Advise of project intentions	Project provide updates of procurement. Stakeholder and project scope engagement	Project Provide updates and Stakeholder provide input and feedback	Project Provide updates and Stakeholder provide input and feedback	Project Provide updates of outcome
Office of Environment and Heritage (OEH)	External	Advice on regulatory requirements. Approvals and feedback on solutions	Collaborate	Advise of project intentions	Project provide updates of procurement. Stakeholder and project scope engagement	Project Provide updates and Stakeholder provide input and feedback	Project Provide updates and Stakeholder provide input and feedback	Project Provide updates of outcome
National Parks and Wildlife Service (NPWS)	External	Advice on regulatory requirements. Approvals and feedback on solutions	Collaborate	Advise of project intentions	Project provide updates of procurement. Stakeholder and project scope engagement	Project Provide updates and Stakeholder provide input and feedback	Project Provide updates and Stakeholder provide input and feedback	Project Provide updates of outcome

*Engagement actions (participation techniques) to be included at each phase of the project, examples are:*

*Phone calls, door knock/face to face, info session, media release, media event, Council website, radio advertising, letter, letter personalised, social media, Variable Message Signs (VMS), hardcopy flyer, temporary signage, survey, "myroad-info" website, LEMC network, hoarding at site.*

## Communications and Stakeholder Plan

**Table 2:** Communications and Stakeholder Plan

Key Message	Stakeholder / Who will it impact	Engagement and/ or Communication actions	Communication Method (letter, newspaper, social media, radio, TV, signage etc)	When	Responsibility	Status
Overall project progress	State MP	Project schedule status. Monthly report.	Letter/brief	Bi monthly as a regular update and on completion of major milestones	General manager	
Overall project progress	Wider community	Project schedule status. Media release of working papers, high level summary in "plain English"	PMHC internet have Your say. Radio, social media	Bi monthly as a regular update and on completion of major milestones	Undertaken by Community and Communications branch. advised by Project Sponsor	
Current and upcoming Investigation areas	Immediate and neighbouring land holders/residents	Targeted communication for the impacted land holders/residents	Letter, phone	Bi monthly as regular update for current investigation areas. Two week lead notification for start of next investigation area	Undertaken by Community and Communications branch. schedule advised by Project Sponsor	
Current and upcoming Investigation areas	Wider community	Media release highlighting current investigation areas	PMHC internet have Your say. Radio, social media	Bi monthly as regular update for current investigation areas. Two week lead notification for start of next investigation area	Undertaken by Community and Communications branch. schedule advised by Project Sponsor	
Current and upcoming Investigation areas	Council's Port Macquarie Transport Network Community Consultative Committee	Update highlighting current investigation areas	Communication method as defined in Committee Charter	Bi monthly as regular update for current investigation areas. Two week lead notification for start of next investigation area	Communication method as defined in Committee Charter	
Internal progress report	Executive Steering Group	Internal updates	Standard reporting framework	Bi monthly as a regular update and on completion of major milestones	Project Manager	
Key deliverables outcome	Executive Steering Group	Update on project deliverables	Standard reporting framework supplemented with targeted briefs	Traffic model hold point, draft final report and final report (SBC)_	Project Manager	
Key deliverables outcome in plain English	Council's Port Macquarie Transport Network Community Consultative Committee	Update on project deliverables	Communication method as defined in Committee Charter	Traffic model hold point, draft final report and final report (SBC)_	Communication method as defined in Committee Charter	

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**Item: 09**

**Subject: STRATEGIC BUSINESS CASE**

**Presented by: Community Infrastructure, Dan Bylsma**

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## **RECOMMENDATION**

**That the Port Macquarie Transport Network Community Consultative Committee note the information provided in this report.**

### **Discussion**

At the 30 August 2021 Committee meeting, it was resolved:

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## **09 ITEMS FOR FUTURE AGENDA**

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### **CONSENSUS:**

That the Port Macquarie Transport Network Community Consultative Committee request the following items be included in the next agenda:

1. Overview of the communication strategy for impacted residents along east-west link.
2. Progress report for TfNSW Oxley Highway Corridor upgrades, including timeframes.
3. Strategic Business case status.

This report is provided in response to item 3 of the above resolution and also provides an update on the Port Macquarie Transport Network Planning Project.

The Port Macquarie Transport Network Planning Project is being delivered in two Phases, being:

- Phase 1 - Network analysis and Planning
- Phase 2 - Strategic Business Case

The objective of the Strategic Business Case is to define and determine appropriate and viable solutions to improve the Port Macquarie road network to meet the abovementioned project objectives in line with the overall project principle.

This will be achieved through investigations, analysis and modelling of current and future needs of the transport network as well as identifying constraints. This leads to subsequent development of options addressing the identified needs and constraints. This is undertaken as part of Phase 1. The identified options will be compared using Cost to Benefit analysis to identify and articulate the preferred options. The analysis will cover environmental, social and economic considerations. This is undertaken in Phase 2.

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The Strategic Business Case will be a program level business case comparing groups of identified projects as upgrade Scenarios.

Committed Works (Base Case), which would entail projects with high likelihood of implementation in the traffic network in the near future. This scenario will also set a benchmark which allows for comparison and ranking of the performance analyses for further proposed upgrade scenarios

Scenario 1, which would entail an incremental upgrade to the Committed Works scenario (Committed Works Plus), to address key congestion points identified in Base Case. The key focus of this scenario is to introduce minimum required upgrades to address severe congestion without necessarily obtaining high level of service. (e.g. introducing measures to relieve traffic gridlocks)

- Scenario 2, which would incorporate projects required to obtain acceptable network level of service. This scenario will also analyse the impact of the Lake Road Upgrade on the wider network performance. This scenario will include additional projects identified via the analysis of the network not previously identified by Council, such as the upgrade of the Ocean Drive / Koala Street intersection.
- Scenario 3, would consider the benefits of new links, including the Orbital Road and provide comparative analysis between upgrades of the existing network (Scenario 2) and potential new links.

Identified existing network upgrades projects:

<b>2030 Committed Projects</b>	Project	By 2030
Corridor / Area		
Ocean Drive	Ocean Drive upgrade and duplication (Matthew Flinders Drive to Crestwood Drive)	Committed
Gordon Street	Extension of Gordon Street right turn bay into Hastings River Drive	Complete

<b>2030 Likely Projects (additional to 2030 Committed Projects)</b>	Project	2030
Corridor / Area		
Lake Road	Lake Rd Between Chestnut Rd and Ocean Dr	Likely
Hastings River Drive	Boundary Street (South) upgrade and duplication	Likely
	Hastings River Drive upgrade and duplication (Hughes Place to Boundary Street)	Likely
	Hastings River Drive/Boundary Street Intersection	Likely
John Oxley Drive	John Oxley Drive upgrade between Kingsfisher Road & Major Innes Road	Likely
	John Oxley Drive upgrade between Major Innes Road & The Ruins Way	Likely
Oxley Highway	Carlie Jane Drive east-facing ramps	Likely

	Wrights Road to Lake Road / Sherwood Road upgrade	Likely
	Oxley Highway - Wrights Road Roundabout Upgrades	Likely
Pacific Highway	Pacific Hwy/ Oxley Hwy interchange upgrade - phase 1	Likely
	Pacific Hwy/ Oxley Hwy interchange upgrade - phase 2	Likely

<b>2040 Likely Projects (additional to 2030 Likely Projects) Corridor / Area</b>	<b>Project</b>	<b>2040</b>
Lake Road	Upgrade of Lake Road between Fernhill Road & Jindalee Road	Likely
Hastings River Drive	Hastings River Drive / Aston Street intersection traffic signals	Likely
Oxley Highway	Oxley Hwy / John Oxley Drive / Sovereign Drive intersection upgrade	Likely
	Oxley Hwy to John Oxley Dr Ramp	Likely
	Fernhill Road, Oxley Highway and Clifton Drive intersection upgrade	Likely
	Oxley Hwy / Widderson Street intersection upgrade	Likely
John Oxley Dr	John Oxley Dr Duplication between The Ruins Way and Philip Charley Dr	Likely
Gordon Street	Gordon Street/Horton Street	Likely

The assessment of new links include:

- East-west connections from Ocean Drive to Oxley Hwy
  - Central connection from Greenmeadows Drive, being the previously communicated East-West Orbital route
  - Northern connection from Koala Street
  - Southern connection from south of the Port Macquarie Golf Club.
- North-South connections from Oxley Hwy to Hastings River Drive
  - Direct north-south route to the west of Wrights Road

- Proposed airport access road route from Lady Nelson Drive (this route while being assessed as part of the network analysis, it won't be included in the final business case options as per the June 2019 Council Resolution.
- New Hospital/Health and Education Precinct links
  - Kingfisher Road to Jindalee Road link;
  - Hospital car park to Toorak Court link;
  - Highfields Circuit to Merrigal Road link;

These routes are from the consolidation of all new link options identified through the Orbital Road community engagement as shown on the attached map.

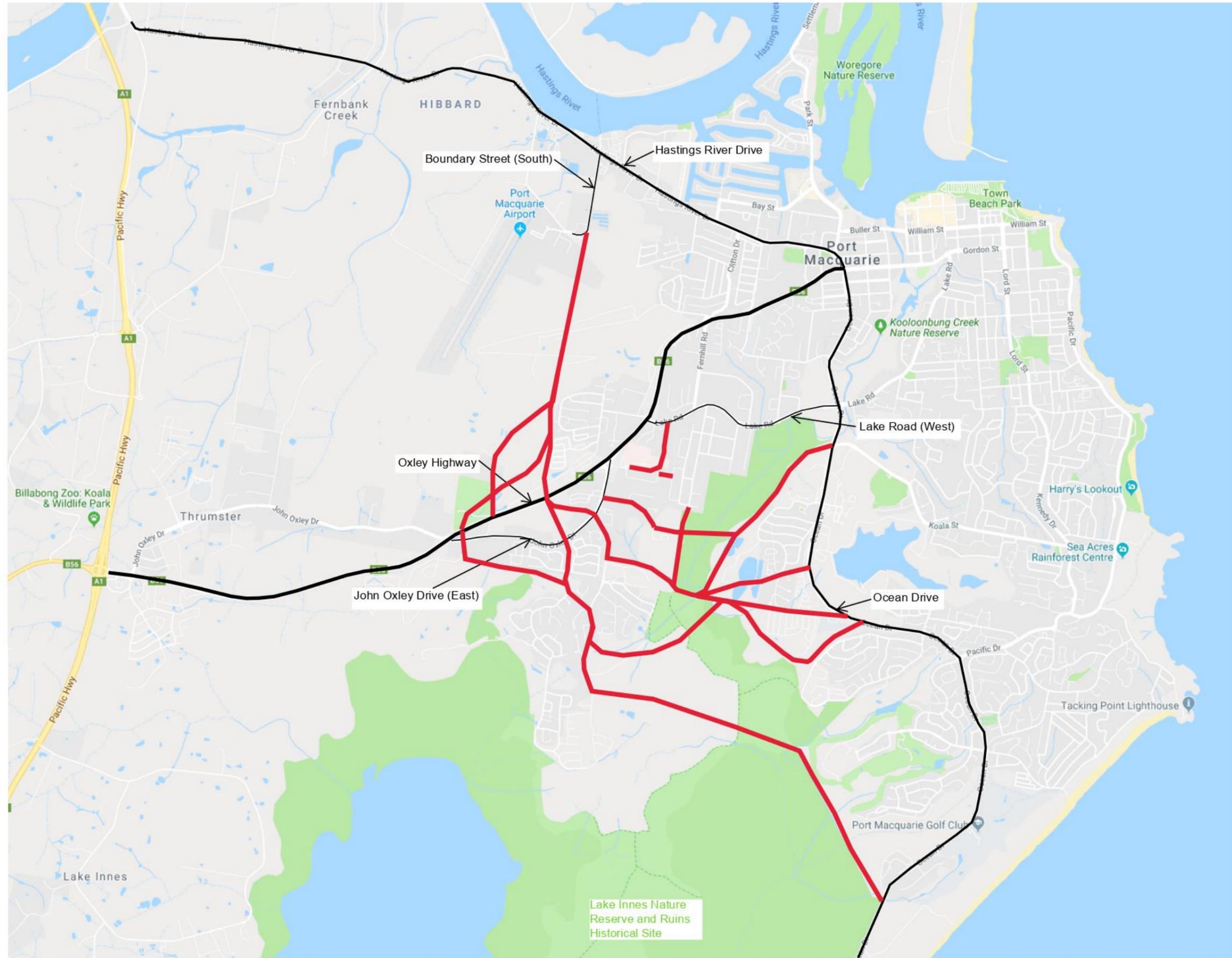
In order to better define the new link routes prior to the detailed analysis, an additional Value Management workshop will be held with key stakeholders focusing on the new link options. Two dates are being reviewed for this workshop, either Tuesday 14 December 2021 or Tuesday 1 February 2022.

Outputs from this workshop will be used to finalise Phase 1 and as key inputs to Phase 2.

The completion of Phase 1 has been significantly delayed due to interdependency of the network analysis and planning work by Transport for NSW. Further work is being undertaken to gain alignment on traffic generation figures from the Health and Education precinct prior to finalising the network analysis. It is anticipated that Phase 1 will be complete in April 2022 with the production of the Network Plan and Phase 2 completed by the end of 2022.

### **Attachments**

1 [↓](#)  Area map - New Link Options



**Item: 10**

**Subject: PORT MACQUARIE TRANSPORT NETWORK COMMUNITY  
CONSULTATIVE COMMITTEE MEMBERSHIP AND CHARTER**

**Presented by: Community Infrastructure, Dan Bylsma**

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## **RECOMMENDATION**

**That the Port Macquarie Transport Network Community Consultative Committee note the information provided in this report.**

### **Discussion**

Membership to the PMTNCCC was extended by 12 months, in line with the Charter, at the 17 February Council meeting.

Membership was due to expire in November 2021, however, at the 21 July Council meeting, it was resolved to extend this membership term by an additional five months. This extension allowed for continued and consistent oversight of the development and planning for the Port Macquarie Transport Network and enabled an expression of interest process for new membership to be undertaken following Council elections.

All members were consulted regarding this extension and, with the exception of the current Chair, agreed to continue in their roles until April 2022.

With the current Committee Chair unable to continue membership past November 2021, Council resolved to endorse the Director Infrastructure as the interim Chair from December 2021 until April 2022.

An expression of interest (EOI) for membership will be released in January/February 2022 via advertisement in the local paper, social media and Council website.

The EOI will be open for no less than 28 days and submissions will be reviewed and assessed against appropriate selection criteria. It is intended that a report will be prepared for the March 2022 Council meeting in relation to appointment of members to the Committee.

Membership of the Committee will comprise eleven 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

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This EOI will be open to all members of the public to apply for a position on the Committee. 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.

It is envisaged that the new Committee will commence at the May 2022 meeting.

The existing Committee Charter was developed in 2019 and the existing Committee are provided an opportunity to recommend changes to Council. Changes must reflect the intent of the Committee and be made to best serve the interests of the community, ensuring future Committees are able to effectively represent the community on issues relating to the Port Macquarie Transport Network.

Any changes recommended by the Committee will be reported to Council for consideration of endorsement.

A copy of the current Charter is attached to this report.

**Attachments**

1   PMTNCCC Charter

**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.

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**Item: 11**

**Subject: ITEMS FOR FUTURE AGENDA**

**Presented by: Infrastructure, Dan Bylsma**

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**RECOMMENDATION**

**That the Port Macquarie Transport Network Community Consultative Committee discuss items for the future agenda.**

**Discussion**

Items for inclusion at the next meeting to be discussed.

**Attachments**

Nil

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**Item: 12**

**Subject: 2022 MEETING DATES**

**Presented by: Community Infrastructure, Dan Bylsma**

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### **RECOMMENDATION**

**That the Port Macquarie Transport Network Community Consultative Committee endorse the proposed meeting dates for 2022.**

### **Discussion**

In line with the 2021 meeting schedule, the following dates are proposed for 2022 meetings:

- 21 March 2022
- 16 May 2022
- 15 August 2022
- 21 November 2022

Meetings are proposed to be held from 11.30am - 1pm at Council's Burrawan Street offices.

### **Attachments**

Nil