

Local Traffic Committee

Business Paper

date of meeting: Wednesday 24 January 2024

location: Port Macquarie-Hastings Council
17 Burrawan Street, Port Macquarie
Committee Meeting Room
or Via TEAMS

time: 10:00 AM

LOCAL TRAFFIC COMMITTEE CHARTER

Adopted: ORD 07/05/07

Amended: Reaffirmed ORD 27/08/07, Reaffirmed ORD 16/12/09

1. Purpose

The Local Traffic Committee (LTC) is a technical review committee formed under the NSW Roads & Traffic Authority - "A Guide to the Delegation to councils for the regulation of traffic (including the operation of Traffic Committees) - November 2016". The committee provides advice on matters referred to it by Council. Council must refer all traffic related matters to the Local Traffic Committee prior to exercising its delegated functions relating to:

- a) Authorisation of prescribed traffic control devices covered under Division 1 of Part 4 (Section 50 to 55) of the Road Transport (Safety and Traffic Management) Act, 1999.
- b) Regulation of traffic under Division 2 of Part 8 (Sections 116 to 119) of the Roads Act, 1993.
- c) Authorisation of special event parking schemes under Division 2 of Part 5 (clause 122 and 123) of the Road Transport (Safety and Traffic Management) (Road Rules) Regulation, 1999.

2. Chairperson

The meeting is chaired by the Mayor or Deputy Mayor, if neither representatives are present, the meeting will be chaired by the most senior Council staff representative from the Community Infrastructure Planning and Design team present at the meeting.

3. Membership

The LTC is to be made up of four formal members. Each formal member is entitled to vote on matters being considered by the LTC. The members are as follows:

- a) One representative of Council,
- b) One representative of the NSW Police;
- c) One representative of the Transport for NSW;
- d) The local State Members of Parliament (MP) or their nominee (noting they may only vote on items within their electorates).

If the Mayor or Deputy Mayor are not present for the meeting, Council's voting position will be delegated to the most Senior Council representative from the Community Infrastructure Planning and Design team.

Council may also decide to have additional non-voting informal members of the LTC. These additional advisers can include:

Non-voting Advisory Positions

- a) Council Community Infrastructure Planning and Design Group Manager;
- b) Council Senior Transport and Road Asset Engineer;
- c) Council Community Infrastructure Stakeholder Engagement Manager;
- d) Council Education Team Leader, Community;
- e) Council Education Officer;
- f) One representative of the Ministry Transport;
- g) One representative of the NSW Fire Brigade;
- h) One representative of the NSW Ambulance Service;
- i) One representative of the Transport Workers Union;
- j) One representative of each local Bus operator;
- k) One representative of each local Taxi operator.

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

4. Quorum

The LTC has no quorum requirement for its meetings. As Council, can only exercise its delegation after seeking the advice of the NSW Police and TfNSW, if a voting delegate cannot attend a meeting, they can be consulted via email or telephone, and their advice will be included in the recommendation of the LTC. As such a meeting can go ahead with any number of voting members as long as all absent members are consulted on each matter.

5. Voting

While an organisation, which is a voting member, may choose to have more than one representative, that organisation is still limited to one vote only.

In cases where more than one representative from the NSW Police, TfNSW, Local Member or Council is in attendance at the meeting, all representatives can remain during deliberations and voting, however, the NSW Police, TfNSW, Council and Local Member will only be entitled to one vote each. The most senior representative from each organisation will hold the right to vote, the nominated voting person will need to be declared at the commencement of the meeting.

As Council, can only exercise its delegation after seeking the advice of the NSW Police, TfNSW and the Local Member, if a voting member cannot attend a meeting, they can be consulted via email and their advice will be included in the recommendation of the LTC and the minutes.

In cases of urgency or subject to current public health orders, Council may consult via electronic means with the voting members of the Committee, for the purposes of seeking their advice, without the need for a face-to-face meeting.

The advice of the LTC to Council or its Sub-Delegate on a particular matter must be one of the following:

- a) Unanimous support;
- a) Majority support;
- b) Split vote;
- c) Minority support; or
- d) Unanimous decline.

Where the advice of the LTC is not unanimous, the dissenting vote should be named and noted in the recommendation to Council, or its sub delegate.

The Chairperson of the LTC **does not** have a casting vote on any matter considered by the LTC.

If the Council decides to proceed with a proposal where the advice from the LTC is not unanimous support, then the Council must first advise TfNSW and the NSW Police Representatives in writing of their intention to approve the proposal. The TfNSW or the NSW Police may then lodge an appeal to the Regional Traffic Committee. Council must not exercise any of the functions, in relation to the subject proposal, for a period of 14 days from the date of notification in writing.

6. Convenor

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

7. Meeting Formats

Council's Community Infrastructure Planning and Design team are responsible for the co-ordination of Committee advice, scheduling of meetings, preparation and circulation of meeting minutes, and provide general support services to the Committee. The Community Infrastructure Planning and Design team is also responsible for providing advice in relation to the conduct of meetings.

The most common format for LTC meetings is regular face to face meeting held in the offices of the Council.

Acceptable alternative meeting formats include:

- Electronic meetings - where the advice of the members is sought via email or via virtual meeting.
- A combination of electronic and face to face meetings

a) Agendas, minutes, and reports

All meetings require the preparation of an agenda. An agenda must be prepared by Council and circulated to all formal members and informal advisors of the Committee a minimum of one week prior to the meeting.

For each agenda item, Council must prepare a report which must contain a brief summary of the issue, detail of the proposed solution including a plan if the proposal involves signs, lines or structures, details of the policies.

Urgent out of session items can be circulated to all formal members and informal advisors of the Committee for consideration and comment. Votes will be recorded via email and tabled at the next meeting to be formally recorded and adopted as a General Business item.

All meetings require a written record of proceedings in the form of formal Minutes. The minutes must be prepared by Council and circulated to all formal members and informal advisors of the Committee within two weeks of the meeting being held. The LTC minutes will be presented at the next Ordinary Council meeting for endorsement.

b) Site visits

It is recommended that each member of the LTC undertake a site visit prior to considering any proposal. This site visit may be undertaken individually or as an organised joint visit.

8. Delegations

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

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

**Local Traffic Committee
ATTENDANCE REGISTER**

Voting Member:	24/05/23	26/07/23	27/09/23	22/11/23
Mayor Peta Pinson - (Chair)	✓	✓	✓	A
Councillor Adam Roberts	A	N/A	N/A	N/A
Councillor Rachel Sheppard	A	N/A	N/A	N/A
Christine Murray - Traffic for NSW	✓	✓	✓	✓
Stuart Campbell - NSW Police	A	N/A	N/A	N/A
Daniel Finch - NSW Police	A	✓	X	✓
Terry Sara - Representative of Member for Port Macquarie	A	X	X	X
Michael Kemp - Representative of Member for Oxley	A	X	✓	X
Non-voting:				
Carl Eade - Port Macquarie Taxis	✓	N/A	X	✓
Marie Visvikis - Port Macquarie Taxis	N/A	✓	X	X
Dave Davies - Central Coast and North Coast Busways	N/A	✓	A	✓
Robert Fish - Director Community Infrastructure	A	A	A	A
Blayne West - Group Manager Planning and Design	A	A	✓	✓
Mark Edenborough - Acting Manager Planning and Design Programs, Community Infrastructure Planning and Design	N/A	N/A	✓	✓
Kyle Stevens - Transport and Stormwater Engineer	✓	✓	A	A
Trent Boyle - Education Officer	✓	✓	✓	✓
Justine Jeffery - Executive Assistant	✓	N/A	✓	✓
Rosemary Ashman - Support Officer	✓		✓	A
Observer:				
Councillor - Lauren Edwards - PMHC	N/A	N/A	N/A	N/A

KEY: ✓ = Present

PV = Proxy
Vote

A= Absent With
Apology

X= Absent Without
Apology

Meeting Dates for 2024

24/01/2024	Committee Room	10:00am - 11:30am
Note: Remaining dates to be set 24/01/2024 meeting.		

Local Traffic Committee Meeting

Wednesday 24 January 2024

Items of Business

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AGENDA

LOCAL TRAFFIC COMMITTEE
24/01/2024

Item: 01

Subject: ACKNOWLEDGEMENT OF COUNTRY

"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

Item: 02

Subject: APOLOGIES

RECOMMENDATION

That the apologies received be accepted.

Item: 03

Subject: CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Local Traffic Committee Meeting held on 22 November 2023 be confirmed.

AGENDA

LOCAL TRAFFIC COMMITTEE
24/01/2024

PRESENT

Voting Members:

Christine Murray, Transport for NSW
Sergeant Daniel Finch, NSW Police Force
Blayne West Group Manager Infrastructure Planning and Design (Chair)

Non-voting:

Dave Davis, Central Coast and North Coast Busways
Carl Eade, Port Macquarie Taxis
Mark Edenborough, Manager Planning and Design Programs
Trent Boyle, Education Officer
Justine Jeffery, Executive Assistant Community Infrastructure

The meeting opened at 10.03am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies from the following be accepted:

- Mayor Peta Pinson (Chair)

UNANIMOUS SUPPORT

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Local Traffic Committee requested the following:

1. Council to amend the attendance record, Busways representative be corrected from Malcolm Brit to Dave Davies.
2. That the meeting held on 27 September 2023 be confirmed.

UNANIMOUS SUPPORT

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

09 PARKING RESTRICTIONS - PACIFIC DRIVE FLYNNS BEACH

CONSENSUS:

That the Local Traffic Committee acknowledge the report provided and close this item.

UNANIMOUS SUPPORT

08.10 BUS SHELTER PETITION - KENDALL

CONSENSUS:

That the Local Traffic Committee acknowledge the report provided and close this item.

UNANIMOUS SUPPORT

08.11 GARDEN VILLAGE PETITION

DISCUSSION:

Following internal and community feedback, a comprehensive investigation has been conducted. The Council is actively involved in a Walking and Cycling project, and a Pedestrian Access Mobility Plan (PAMP) is underway to address the walkability and pedestrian access concerns raised in the petition. The outcomes of the petition will be contingent upon the review of the PAMP.

CONSENSUS:

That the Local Traffic Committee:

1. Note the information provided.
2. Request Council to confirm that the petitioner has received an update.
3. Close the item.

UNANIMOUS SUPPORT

10.00 KINGFISHER ROAD PARKING RESTRICTIONS, PORT MACQUARIE

DISCUSSION:

Signage installation has been completed, and we have corresponded with CSU, seeking their assistance in internal communication and education to raise awareness of parking restrictions. Additionally, adjacent landowners have been notified.

CONSENSUS:

That the Local Traffic Committee note the information provided and close the item.

UNANIMOUS SUPPORT

IRONMAN 2024 PROPOSED COURSE CHANGES

DISCUSSION:

A summary of the currently proposed course changes was provided to the committee. Council is still awaiting an updated Traffic Management Plan and is seeking to submit a detailed report for approval at the January 2024 meeting.

CONSENSUS:

That the Local Traffic Committee:

1. Note the information that has been provided.
2. Note the status of this item remains ongoing.

UNANIMOUS SUPPORT

**KING CREEK ROAD TEMPORARY CLOSURE - BRIDGE REPLACEMENT 8
JAN TO END OF MAY**

CONSENSUS:

That the Local Traffic Committee acknowledge the report provided and close this item.

UNANIMOUS SUPPORT

**09 PARKING RESTRICTIONS - PACIFIC DRIVE, FLYNNS
 BEACH**

CONSENSUS:

That the Local Traffic Committee acknowledge the report provided and close this item.

UNANIMOUS SUPPORT

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That the Local Traffic Committee:

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CONSENSUS:

That the Local Traffic Committee:

1. Note the information that has been provided.
2. Note the status of this item remains ongoing.

UNANIMOUS SUPPORT

**KING CREEK ROAD TEMPORARY CLOSURE - BRIDGE
REPLACEMENT
8 JANUARY 2024 TO END OF MAY 2024**

CONSENSUS:

That the Local Traffic Committee acknowledge the report provided and close this item.

UNANIMOUS SUPPORT

06 PARKING RESTRICTIONS - PACIFIC DRIVE, FLYNNS BEACH

DISCUSSION:

A summary of the issue, report and recommendation was provided to the committee.

There were concerns raised about trucks utilising the proposed loading zone, potentially obstructing the view to the nearby pedestrian crossing due to the high pedestrian activity in the area. Ideally, relocating the parking area further away is recommended.

It is important to acknowledge that moving the loading bay can have implications for commercial businesses, affecting the efficient flow of deliveries, short-term parking, and frequent movements in and out of the loading bay.

Balancing these considerations is crucial for maintaining both safety and business operations.

CONSENSUS:

That it be a recommendation to the Chief Executive Officer, under sub delegation to:

1. Note the previous discussion of this matter at the Local Traffic Committee Meeting of 25 January 2023 (Item 06).
2. Acknowledge the engagement opportunities that have been undertaken with relevant stakeholders in the Pacific Drive, Flynn's Beach shopping precinct.
3. Note the Engagement Report Summary and related feedback.
4. Install signage to support multifunctional use of the roadside parking space in front of 57 Pacific Drive to be "Loading Zone 7.00am-9.00am Mondays to Fridays" signage alongside updated time-limited parking of "30 minute parking - 9.00am-6.00pm Mondays to Fridays, and 8.30am- 12.30pm Saturdays".
5. Notify adjoining business owners and residents of the proposed changes to parking restrictions.
6. Educate shop owners regarding correct parking space use

UNANIMOUS SUPPORT

07 IRONMAN 2024 - PROPOSED COURSE CHANGES

DISCUSSION:

A summary of the currently proposed course changes was provided to the committee.

It is requested that the formal report include specific details of the proposed timetables for the day for each section of the course.

CONSENSUS:

That the local Traffic Committee:

1. Note the proposed course and associated temporary road closures associated with bike and run course for the 2024 IRONMAN Australia event planned for Sunday 5 May 2024.
2. Request that a formal report and submission of specific details of the route, event and Traffic Guidance Scheme be presented to the January 2024 Local Traffic Committee meeting for consideration.

UNANIMOUS SUPPORT

08 KING CREEK ROAD TEMPORARY CLOSURE - BRIDGE REPLACEMENT

DISCUSSION:

A summary of the bridge project, project need and proposed traffic management was provided to the committee.

The Busways scheduling team is actively addressing the management of school services that will be impacted by the closure. It is imperative that Busways inform schools and students of amended routes and timetables before the conclusion of the 2023 school year. Any alteration in the start date must be communicated in advance, as there is currently no established means of reaching out to students directly.

CONSENSUS:

That the Local Traffic Committee:

1. Note the upcoming closure of King Creek Road for a period of approximately 6 months beginning from 8 January 2024.
2. Request Council representative to follow up with Essential Energy to confirm start date and provide an update to the Local Traffic Committee
3. Request Council's Community Engagement Team consult with Busways regarding communication to the community to ensure consistent communication is distributed.

UNANIMOUS SUPPORT

09 TEMPORARY CLOSURE OF COMBOYNE ROAD TO ENABLE EMBANKMENT REPAIR WORKS TO BE UNDERTAKEN - JANUARY 2024

DISCUSSION:

A summary of the project, its need and proposed traffic management was provided to the committee.

Busways advised that due to the alignment of Lorne Road, it is not possible to provide an alternate bus route between Comboyne and Wauchope. This is only a Friday service during the school holidays (duration of closure) and has limited patronage.

Busways will suspend the Friday service during this period.

CONSENSUS:

That the Local Traffic Committee:

1. Note the upcoming closure of Comboyne Road between 8 and 19 January 2024, weather permitting.
2. Request Council's Flood Recovery Team and or Community Engagement Team to collaborate with Busways on community communication, ensuring the consistent dissemination of information. This included communicating the cancellation of bus service the proposed works.

UNANIMOUS SUPPORT

10 2024 PORT MACQUARIE RUNNING FESTIVAL

CONSENSUS

That the Local Traffic Committee:

1. Defer the report to the 2024 Local Traffic Committee to allow Busways to further review the impacts of proposed road closures and provide comment.
2. Request Council to provide a status update to the Port Macquarie Running Festival Event organiser.

UNANIMOUS SUPPORT

11 PETITION - BUS STOPS IN KENDALL

DISCUSSION:

A summary of the issues raised by the community, report and recommendations was provided to the committee.

With regard to the existing stop at 16 Comboyne Street, the committee discussed the potential impacts of this stop on the adjoining residence and a suggestion that Busways communicate with the local school and / or patrons to try and raise awareness of noise around bus stops in close proximity to residential homes.

CONSENSUS

That the Local Traffic Committee

1. Support the recommendations associated with each site identified in this petition.
2. Notify the applicant of the recommendation for each site, a copy to be provided to the Local Traffic Committee.
3. Request Busways to communicate with schools to raise awareness of noise levels at bus stops that are near residential homes.

UNANIMOUS SUPPORT

12 GENERAL BUSINESS

12.01 OCEAN DRIVE BUS STOPS

DISCUSSION:

Busways raised concerns regarding the limited standing space for students waiting for buses along Ocean Drive near Crestwood. The Ocean Drive Duplication works have impacted the available space, raising concerns about the adequacy of the waiting area for students.

CONSENSUS:

The Local Traffic Committee request TfNSW to investigate and present an update at the next meeting.

UNANIMOUS SUPPORT

12.02 LAKE CATHIE SPEED REDUCTION

DISCUSSION:

Port Macquarie Taxis noted that development and traffic around Houston Mitchell Drive in Lake Cathie has increase traffic and potential for incident (Construction of a new Ambulance Station and Aged Residential Development). It was suggested that a speed zone reduction from 70kph to 50kph should be considered in this vicinity.

- Speed Zone Reviews are undertaken by TfNSW.
-

12.03 NSW SENIOR TOUCH FOOTBALL

DISCUSSION:

Council advised the Committee that the NSW Senior State Touch Football event, which received approval for a five-year term in 2021, is scheduled to take place in Port Macquarie from December 1 to 3, 2023.

As part of the event logistics, Tuffins Lane will be temporarily closed to both pedestrians and traffic during this period. An existing approval covers this activity.

CONSENSUS:

That Council provide the Local traffic Committee with a copy of the current approved Traffic Management Plan (TMP) for the event.

UNANIMOUS SUPPORT

12.04 LOCAL TRAFFIC COMMITTEE 2024 MEETING DATES

DISCUSSION:

Meeting dates for 2024 are yet to be defined. It is proposed that an initial meeting be scheduled for 24 January 2024, with subsequent meeting dates and times aligning with the established schedule from 2023.

A report will be prepared for a late agenda, allowing the Local Traffic Committee to review and endorse the 2024 schedule.

CONSENSUS:

That the Local Traffic Committee request Council distribute the proposed 2024 meeting dates for approval via an 'Out of Session' circular.

UNANIMOUS SUPPORT

12.05 EVENT REPORTS WITH EXTENSIVE CONDITIONS

DISCUSSION:

To streamline reports and recommendations associated with events and / or road closures being undertaken in conjunction with development, Council suggested that a simplified Committee recommendation be developed referencing the draft approval conditions from Council's section 138 approval document.

CONSENSUS:

That a sample resolution and condition template be presented to the committee for feedback at the next Local Traffic Committee Meeting in January 2024.

UNANIMOUS SUPPORT

12.06 HASTINGS RIVER DRIVE RESEALING

DISCUSSION:

Port Macquarie Taxis raised the Resealing work completed earlier this year on Hastings River Drive, spanning from Harvey Norman complex to Boundary Street, advising that the works had exacerbated the road condition, particularly impacting the entry to town with a notably rough ride.

Council outlined that the resealing was a short-term maintenance treatment to address current issues as an interim remedy only, until such time as Council can finalise detailed designs for the upgrade of that section of Hastings River drive and obtain the necessary funding to complete the upgrade. At this stage, the timing of funding those priority construction works is unknown, however Council is actively continuing to seek funding support.

CONSENSUS:

That the Local Traffic Committee acknowledge the feedback provided.

UNANIMOUS SUPPORT

The meeting closed at 11.21am.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

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

(Refer to next page and the Code of Conduct)

Pecuniary Interest

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

Non-Pecuniary

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

Managing non-pecuniary conflicts of interest

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

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- 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.

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SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

*This form must be completed using block letters or typed.
If there is insufficient space for all the information you are required to disclose,
you must attach an appendix which is to be properly identified and signed by you.*

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

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest]

Councillor's Signature: **Date:**

This form is to be retained by the council's Chief Executive Officer and included in full in the minutes of the meeting

Last Updated: 3 June 2019



Important Information

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

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

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

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

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

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

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

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

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Item	07		23/03/2023
Subject	Ironman 2024 Proposed Course Changes		
Action Required	Ironman are presently considering minor course changes which will be reported to LTC formally once determined. Currently looking to remove Redbank Road from the course used in 2023 and making minor changes to the turnaround location in Lake Cathie. Removing the southern breakwall from the run course and using alternate streets in the Port Macquarie CBD. Updated Report included in LTC Meeting November 22, 2023.		
Update:	Following the November meeting, Ironman have prepared a draft Traffic Management Plan and Guidance Schemes for the 2024 event, however are yet to be finalised. Note - the course for 2024 is unchanged from what was previously presented in November 2023. The final TMP/TGS will be presented Plan for approval at the March 2024 Meeting.		

Item			
Subject	King Creek Road Temporary Closure - Bridge Replacement 8 Jan - End May		
Action Required	Full closure between Old King Creek Road and Level Crossing Detour Via Wauchope/Cameron St to Bago Road. VMS Boards on both approaches will be installed in December to message the upcoming closure. Updated Report included in LTC Meeting November 22, 2023.		
Update:	Further to the November LTC meeting, the closure of King Creek Bridge has been delayed whilst Council finalises negotiations regarding the relocation of overhead powerlines as required to support this key bridge renewal project. An updated date of closure will be reported as soon as known.		

General Business	12		22 Dec 2023
Item	12.01		22 Dec 2023
Subject	Ocean Drive Bus Stops		
Discussion:	Busways raised concerns regarding the limited standing space for students waiting for buses along Ocean Drive near Crestwood. The Ocean Drive Duplication works have impacted the available space, raising concerns about the adequacy of the waiting area for students.		
Action Required:	The Local Traffic Committee request TfNSW to investigate and present an update at the next meeting.		

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Item	12.02		22 Dec 2023
Subject	Lake Cathie Speed Reduction		
Discussion:	Port Macquarie Taxis noted that development and traffic around Houston Mitchell Drive in Lake Cathie has increase traffic and potential for incident (Construction of a new Ambulance Station and Aged Residential Development). It was suggested that a speed zone reduction from 70kph to 50kph should be considered in this vicinity.		
Action Required:	Speed Zone Reviews are undertaken by TfNSW.		
Update:	Council is in discussions with TfNSW regarding a speed zone review at this location.		

Item	12.03		22 Dec 2023
Subject	NSW Senior Touch Football		
Discussion:	Council advised the Committee that the NSW Senior State Touch Football event, which received approval for a five-year term in 2021, is scheduled to take place in Port Macquarie from December 1 to 3, 2023. As part of the event logistics, Tuffins Lane will be temporarily closed to both pedestrians and traffic during this period. An existing approval covers this activity.		
Action Required:	That Council provide the Local traffic Committee with a copy of the current approved Traffic Management Plan (TMP) for the event.		
Update:	Copy of the previously approved Traffic Management Plan is attached to this meeting agenda.		

Item	12.05		22 Dec 2023
Subject	Event Reports With Extensive Conditions		
Discussion:	To streamline reports and recommendations associated with events and / or road closures being undertaken in conjunction with development, Council suggested that a simplified Committee recommendation be developed referencing the draft approval conditions from Council's section 138 approval document.		
Action Required:	That a sample resolution and condition template be presented to the committee for feedback at the next Local Traffic Committee Meeting in January 2024.		
Update:	Report presented to the January 2025 meeting for consideration		

Item: 06

Subject: 2024 PORT MACQUARIE RUNNING FESTIVAL

Presented by: Community Infrastructure, Robert Fish

RECOMMENDATION

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

That Council approve the temporary road closures and support the associated transport management arrangements associated with the 2024 Port Macquarie Running Festival on 2-3 March 2023, subject to the following conditions:

1. That the event organiser advertises, at no cost to Council, the following details of all temporary road closures and temporary parking restrictions associated with this event in the local print media on separate days, at least twice (2) within 14 days prior to the event:
 - temporary road closure location, times and duration
 - temporary parking restriction location, times and duration
 - alternative routes and access arrangements.
2. That the event organiser advertises the event by undertaking a letter box drop to all residents and businesses directly affected by the temporary road closures and temporary parking restrictions at least 14 days prior to the event, advising the following:
 - event name
 - event times
 - contact details of at least two (2) people involved in the organisation of the event, in case of an emergency
 - proposed actions to be undertaken to mitigate the impact of the temporary road closures and temporary parking restrictions.
3. That the Traffic Management Plan (TMP) be implemented. Any modifications to the plans must be agreed with Council prior to the running of the event.
4. That the event organiser abides by the written approval from the NSW Police.
5. That the event organiser notifies the NSW Ambulance, NSW Fire & Rescue, NSW Rural Fire Service and the State Emergency Service of the proposed road closures at least 14 days in advance of the event.
6. That the event organiser notifies local Transport Services (Bus Companies, Taxis) of the proposed road closures at least 14 days in advance of the event and assists in developing alternatives for affected users.
7. TfNSW/SafeWork NSW accredited persons (Implement Traffic Control Plans) are to be used for the establishment and removal of the traffic control devices.
8. TfNSW/SafeWork NSW accredited traffic controllers (Traffic Controller) are to be used to control traffic.

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9. That the event organiser abides by any other condition that Council or the Police may impose at any time.
10. That the event organiser submits to Council 14 days prior to the commencement of the event evidence of Public Liability Insurance for the amount of \$20 million, which is valid for the duration of the event, including placement and removal of traffic control devices.
11. The event organiser must have this approval and the Traffic Management Plan described above on site at all times for the duration of the event.
12. That a review of the implementation of the Traffic Management Plan (TMP) be undertaken by the proponent within three months of the conclusion of the event. The review is to be in consultation with Council and other services so that the TMP can be further refined and any issues identified can be addressed prior to any future events.

Background

The Port Macquarie Running Festival is an annual event held in and around the Port Macquarie Town Centre. The 2024 event will be held on Saturday 2nd and Sunday 3rd March 2024.

A report detailing the specifics of the event was presented to the Port Macquarie - Hastings Council Local Traffic Committee on 22 November 2023 seeking endorsement of the temporary road closures associated with the event on 2-3 March 2024, subject to conditions.

During the November meeting, concern was raised from Busways regarding the impacts of the event on their regular services. Given that the matter when presented in November was not time sensitive, the committee determined to defer the report to the 2024 Local Traffic Committee to allow Busways to further review the impacts of proposed road closures and provide comment as copied below:

10 2024 PORT MACQUARIE RUNNING FESTIVAL

CONSENSUS

That the Local Traffic Committee:

1. Defer the report to the 2024 Local Traffic Committee to allow Busways to further review the impacts of proposed road closures and provide comment.
2. Request Council to provide a status update to the Port Macquarie Running Festival Event organiser.

UNANIMOUS SUPPORT

Council staff have not received any further comment from Busways and as such, this report duplicates the item from November 2023, with a recommendation that the Committee approve the temporary road closures and support the associated transport management arrangements associated with the 2024 Port Macquarie Running Festival on 2-3 March 2023, subject to the conditions outlined in the report.

Discussion

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The Port Macquarie Running Festival is an annual event held in and around the Port Macquarie Town Centre. The 2024 event will be held on Saturday 2nd and Sunday 3rd March 2024.

The festival consists of a 3km kids' fun run, along with a 5km, 10km and 21.1km Half Marathon and will be staged at the Port Macquarie Town Green, over two days, with specific scheduling as follows:

SATURDAY 2nd March 2024				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
Kids Fun Run: <ul style="list-style-type: none">• 10 - 12 years• 7 - 9 years• 4 - 6 years	<ul style="list-style-type: none">• 1200• 1230• 1300	500	3km	1100
Indigenous Marathon Foundation #WalkSweatInspire	1330	500	3km	1100
SUNDAY 3rd MARCH, 2024				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
21.1km (Half Marathon)	0700	750	21.1km	0600
10km Run	0900	850	10 km	0600
5km Run	1000	600	5 km	0600

The attached document (Port Macquarie Running Festival Traffic Management Plan) details the transport management arrangements for the event including details of temporary road closures, traffic control, parking restrictions and car park closures.

The Traffic Management Plan contains several Traffic Guidance Scheme's relevant to the event that will need to be undertaken and monitored by a qualified traffic controllers to allow access to adjoining property owners as required and to maintain traffic flows during the event.

As noted in the attached Traffic Management Plan Saturday's events will see the following closures:

- partial closure of Town Square from midday
- minor closure of the West end of Clarence Street
- minor closure of the North end of Short Street
- partial closure of the Short Street carpark (ex Food For Less carpark).

The Sunday event will consist of the main events, with courses spanning from (western end) 165 Park Street "Broadwater Gardens" driveway to the (eastern end) Marine Rescue/Salty Crew Kiosk at Town beach. There will be several car parks and roadways affected by the event with partial and full closures in force between 6:00am and 11:00am including:

NB: Please refer to the Traffic Management Plan for specific details and timing.

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- Alban Place - between 4:40 and 7:30am only
- Town Square
- Clarence Street, west of Short Street
- Short Street, north of Clarence Street
- Short Street northbound lane from Buller Street to nth Carpark entrance
- Buller Street - Westbound lanes from Short Street to Gore Street Street to Short Street.
- Buller Street - Eastbound lanes from Park Street to Short Street
- Hollingworth Street, northbound lane from Waugh to Buller Streets
- Park Street, southbound lane from Bay Street to Westport Reserve

Car park closures

- Town beach Skate Carpark (incl Alban Place) 4:30am to 7:30am
- Sea Plane car park
- Old Food For Less car park
- Buller Street car park
- Hollingworth Street car park
- Sea Rescue car park
- Westport Park Boat Ramp car park
- Marina car park
- Marina Shops car park
- Sails Entrance car park

Variable Message Sign (VMS) Boards are proposed to be erected to advise road users of the closures a week in advance.

In addition to the above closures, the Traffic Management Plan indicates that Town Square, Port Macquarie will be closed from 4am Sunday, until the conclusion of the event.

It is anticipated the 2024 event will have increased participants from previous years which were restricted by Public Health Orders associated with the COVID-19 restrictions. Anticipated numbers are 3,100 participants across all events.

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Attachments

1.  Port Macquarie Running Festival 2024 Traffic Management Plan
2.  Port Macquarie Running Festival 2024 Risk Assessment
3.  Port Macquarie Running Festival 2024 - Notice of intention to hold public assembly



**MEN AND WOMEN
AT WORK**

Traffic Management Plan

for

Port Macquarie Running Festival



Saturday 2nd & Sunday 3rd March 2024

Prepared For

Port Macquarie Running Festival & Port Macquarie Hastings Council

By

Men And Women At Work Traffic Services

Issued to:

Kevin Chilvers – Port Macquarie Running Festival
Port Macquarie Hastings Council

Prepared by: David Barnes

Prepare a Work Zone TMP – TCT1023836

Phone: 02 6581 4600

Email: operations@mawaw.com.au

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Port Macquarie

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12 Belah Road

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Coffs Harbour

U8/21 Industrial Drive

Coffs Harbour NSW 2450

Taree

U2/34 Hargreaves Drive

Taree NSW 2430

Item: 07**Subject: EVENT REPORTS WITH EXTENSIVE CONDITIONS****Presented by: Community Infrastructure, Robert Fish**

RECOMMENDATION**That the Local Traffic Committee:**

- 1. Note the proposed change to report formatting regarding the conditions relating to events and other road closures, and**
- 2. Provide any feedback to Council on the proposed format prior to 23 February 2024 to enable implementation of the updated measures from March 2024 onwards.**

Background

At the November 2023 Local Traffic Committee, a discussion was held regarding the report format associated with events and road closures. The current format includes showing recommended conditions of approval in the Recommendations section of the report. This format creates a lengthier report without much direct benefit. To ensure a more streamlined report Council staff are recommending that the report only references the proposed conditions of approval document. This document, which is standard, will ultimately be provided to the applicant as part of the event approval.

Some reports for reference of recently approved events with the standard formatting include:

- The Beechwood Billycart Classic (August 2023)
- Rainbow by the Beach Laurieton (July 2023)
- Beach 2 Brother Running Festival (July 2023)
- RunHaven 2023 (July 2023)
- Road, Gravel, Mountain Event 2023, and (July 2023)
- Rios Legacy Charity Run(July 2023)

The proposed approach is considered to result in the following benefits:

- Streamlined (shortened) Local Traffic Committee Reports, and
- Provides the Committee with transparency in the approval process. The suite of conditions proposed to be applied to any approval and the approval format can be reviewed in conjunction with an assessment of the event.

Following discussion on the matter at the November 2023 Local Traffic Committee Meeting, the committee resolved to consider the matter further via the following resolution:

12.05 EVENT REPORTS WITH EXTENSIVE CONDITIONS

DISCUSSION:

To streamline reports and recommendations associated with events and / or road closures being undertaken in conjunction with development, Council suggested that a simplified Committee recommendation be developed referencing the draft approval conditions from Council's section 138 approval document.

CONSENSUS:

That a sample resolution and condition template be presented to the committee for feedback at the next Local Traffic Committee Meeting in January 2024.

UNANIMOUS SUPPORT

This report addressed the above recommendation by providing a sample resolution and condition template for feedback and consideration by the Committee.



Discussion

Further to the above and to demonstrate the new format, a duplicate version of the report presented to this (January 2024) meeting regarding the March 2024 Port Macquarie Running Festival has been prepared and is attached to this agenda item for consideration. Also attached is a draft certificate of approval, utilising Port Macquarie- Hastings Council Standard Conditions in addition to those typically applied to events considered by the Local Traffic Committee.

Actions

The Local Traffic Committee is requested to review and provide any feedback on the proposed alternate agenda item recommendation format for use when reporting events and other road closures to the committee.

Attachments

1.  Alternate LTC Report Template SAMPLE - Port Macquarie Running Festival 2024
2.  DRAFT Certificate of Approval - Port Macquarie Running Festival 2024

