

Local Traffic Committee

Business Paper

date of meeting: Wednesday 25 September 2024

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

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:	24/01/24	27/03/24	22/05/24	24/07/24
Mayor Peta Pinson - (Chair)	✓	✓	✓	✓
Christine Murray - Traffic for NSW	✓	✓	✓	✓
Daniel Finch - NSW Police	✓	✓	✓	✓
Terry Sara - Representative of Member for Port Macquarie	X	X	X	X
Michael Kemp - Representative of Member for Oxley	X	X	X	X
Non-voting:				
Ellie Granger - Transport for NSW				✓
Carl Eade - Port Macquarie Taxis	X	✓	✓	✓
Marie Visvikis - Port Macquarie Taxis	X	X	X	X
Ben Cantor - Central Coast and North Coast Busways	✓	✓	X	X
Dave Davies - Central Coast and North Coast Busways			✓	A
Robert Fish - Director Community Infrastructure	✓	✓	A	A
Blayne West - Group Manager Planning and Design	A	✓	✓	✓
Mark Edenborough - Manager Planning and Design Programs, Community Infrastructure Planning and Design	✓	✓	✓	✓
Brendan Goodall - Transport Engineer Programs				✓
Dette Gamon - Education Officer	✓	✓	X	X
Jenna O'Connell - Education Officer			✓	✓
Julia Cutagar - Education Officer			✓	✓
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

Wednesday 24/01/2024	Committee Room	10:00am - 11:30am
Wednesday 27/03/2024	Committee Room	10:00am - 11:30am
Wednesday 22/05/2024	Committee Room	10:00am - 11:30am
Wednesday 24/07/2024	Committee Room	10:00am - 11:30am
Wednesday 25/09/2024	Committee Room	10:00am - 11:30am
Wednesday 27/11/2024	Committee Room	10:00am - 11:30am

Local Traffic Committee Meeting

Wednesday 25 September 2024

Items of Business

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AGENDA

LOCAL TRAFFIC COMMITTEE
25/09/2024

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 24 July 2024 be confirmed.

PRESENT

Voting Members:

Mayor Peta Pinson (Chair)
Christine Murray Transport for NSW
Sergeant Daniel Finch NSW Police Force

Non-voting:

Ellie Granger Transport for NSW
Carl Eade, Port Macquarie Taxis
Blayne West, Group Manager Community Infrastructure Planning & Design
Mark Edenborough, Manager Planning and Design Programs
Brendan Goodall, Transport Engineer Programs
Jenna O'Connell, Education Officer
Julia Cutajar, Education Officer
Rosemary Ashman, Support Officer

The meeting opened at 10.00am

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from the following be accepted:

- Director - Robert Fish
 - Busways - Dave Davies
-

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Local Traffic Committee Meeting held on 22 May 2024 be confirmed.

UNANIMOUS SUPPORT

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Item	12.02		22 December 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).		
Action Required:	It was suggested that a speed zone reduction a reduction in the speed limit from 70kph to 50kph near the construction areas. Speed Zone Reviews are undertaken by TfNSW. Council is in talks with TfNSW about reviewing the speed zone at this location..		
	TfNSW has conducted an initial site inspection but will need to revisit during a non-holiday period to assess regular traffic conditions. TfNSW are commencing a speed zone review which will investigate moving the current 50 kph zone southwards to cover the intersection with Solomon Drive. Both the council and the police support the proposed speed zone change. Council is preparing a quotation for the necessary signage and line marking to support the speed zone change.		
Update:	Quotation for implementation of signage is still outstanding.		
Action:	Council to advise TfNSW and Local Traffic Committee on timeframe for provision of quotation. TfNSW seeking to resolve this matter promptly.		
UNANIMOUS SUPPORT			

06 BEACH TO BROTHER - SUNDAY 22 SEPTEMBER 2024

CONSENSUS:

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 Beach to Brother event on 22 September 2024, subject to conditions contained within the attached Draft Section 138 Approval Certificate.

UNANIMOUS SUPPORT

07 KOALA VEHICLE STRIKE SIGNAGE - TRAFFIC AND SPEED DATA

CONSENSUS:

1. This report is for the information of the Local Traffic Committee only.
2. That the report be distributed to Koala Conservation Australia.

UNANIMOUS SUPPORT

08 HIBBARD DRIVE PARKING RESTRICTIONS, PORT MACQUARIE

CONSENSUS:

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

That Council

1. Install No Parking Signage at various locations on Hibbard Drive, Port Macquarie as detailed in this report
2. Notify adjoining residents and businesses of new signs
3. Undertake specific education with adjoining businesses regarding the use of off-street parking.

UNANIMOUS SUPPORT

09 MATTHEW FLINDERS DRIVE & THE FAIRWAY - NEW PARKING RESTRICTIONS

CONSENSUS:

This report is for the information of the Local Traffic Committee only.

UNANIMOUS SUPPORT

10 PARKING RESTRICTION CHANGES AT BONNY HILLS NEW SHARED PATHWAY

CONSENSUS:

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

That Council

1. Install 2 x P5 Parking Signs on Ocean Drive, Bonny Hills within the soon to be constructed pull off bay opposite 937 Ocean Drive as detailed within the plans attached to the report.
2. Notify adjoining residents and businesses of new signs.

UNANIMOUS SUPPORT

11 GENERAL BUSINESS

11.01 COUNCIL PROJECTS

Gordon/Horton Street intersection - engaged contractor - works to commence late August 2024. Mostly nightworks with a formal notification coming to the Committee

11.02 LORNE ROAD UPGRADE

Sealing of 2 km of road between Playford Road and Upsalls Creek. Traffic lanes will be under traffic controls with one lane open.

11.03 SLICE OF HAVEN FESTIVAL

The Slice of Haven Food & Beverage Festival, celebrating local talent, food and experiences, is scheduled for Sunday 29 September 2024. It will held on the corner of Seymour and McLennan Streets, Laurieton.

The festival will be reported to the next Local Traffic Committee held on 25 September 2024 for approval.

The meeting closed at 10.37am .

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:
- your interest, or
 - the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - 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:
- Your "relative" is any of the following:
 - your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - the spouse or de facto partner of a person referred to in paragraphs (i) and (i)
 - "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)
- if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - 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
 - 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 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
 - 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.
 - 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.
 - 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
 - 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
 - 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:
- 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
 - 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.

AGENDA

LOCAL TRAFFIC COMMITTEE

25/09/2024

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	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. Council is in discussions with TfNSW regarding a speed zone review at this location.	
Update:	TfNSW attended site to inspect, unfortunately it was during the School Holidays and will need to revisit during School time. TfNSW are commencing a speed zone review which will investigate moving the current 50 km/hr zone southwards to cover the intersection with Solomon Drive. Council and Police support the proposed change. Council are presently preparing a quotation for the installation of the signage and linemarking as required to support this change.	
Update:	Quotation for implementation of signage still outstanding.	
Action:	Council to advise TfNSW and Local Traffic Committee on timeframe for provision of quotation. TfNSW seeking to resolve this matter quickly.	
Update:	Quotation provided to TfNSW. Works planned for August 2024 Implementation by internal maintenance crews.	
Update:	Complete	

Item: 06**Subject: 2024/25 ROAD RESURFACING PROGRAM - 12 MONTH LOOK-AHEAD****Presented by: Community Infrastructure, Robert Fish**

RECOMMENDATION**This report is for the information of the Local Traffic Committee only.****Executive Summary**

As part of the adoption of the annual Operational Plan in June 2024, Port Macquarie-Hastings Council has confirmed its annual road resurfacing program for 2024-2025.

The objectives of the program include preventing water damage to roads, extending the lifespan of sealed road assets, and reducing pavement defects to avoid costly future repairs and are undertaken in accordance with the councils Asset Management Strategy and various other strategic planning documents.

For the 2024-2025 period, the Council has allocated \$5,144,424 to resurface 103 roads, totalling approximately 45km across the local government area. The funding sources include the Regional Roads Block Grant, the Roads 2 Recovery Grant, and Council allocations, with the distribution of works spanning various localities.

This report provides details of the roads included in the 2024-2025 annual program for the information of the Local Traffic Committee, with further detailed updates to be provided via notifications once works commencement dates have been confirmed.

Discussion

Port Macquarie-Hastings Council undertakes an annual road resurfacing program in accordance with our Asset Management Strategy, and various other strategies ranging from our Community Strategic Plan, down to the various relevant Detailed Action Plans.

Council is obliged to renew its transport assets as it is legislated via the Local Government Act 1993 under the NSW Government's Integrated Planning and Reporting (IP&R) framework, which requires that Council's renew their asset liabilities under their Asset Management obligations as part of the Resourcing Strategy (RS).

More generally, Port Macquarie - Hastings Council undertakes an annual proactive road resurfacing program, which seeks to:

- Prevent water ingress through the pavement and resulting damage to the road.
- Prolong the life of our range of sealed road assets, and
- To reduce pavement defects such as potholes, and prevent additional, expensive pavement rehabilitation works to be needed in the future.

AGENDA

LOCAL TRAFFIC COMMITTEE

25/09/2024

Council's 2024-2025 Operational Plan allocates funding in the amount of \$5,144,424 to our annual road renewal program, with the program funding makeup as detailed below:

Program	Budget
Regional Roads Block Grant Funding (Grant)	\$1,896,430
Local Roads Proactive Transport Program (Roads 2 Recovery Grant)	\$1,194,934
Council allocation (from a range of sources)	\$2,053,060
	\$5,144,424

2024/2025 sees this funding allocated to the resurfacing of 103 roads, with a total length of approximately 45km, spread across our local government area. The spread of our proposed road resurfacing works is as defined in the table below:

Locality	Number of Roads
Port Macquarie/Lake Innes	43
Camden Haven/Laurieton/Lake Cathie	20
Kew/Kendall/Lakewood/Middle Brother	19
Rural	7
Telegraph Point	4
Wauchope	10

Attached to this report is a detailed listing of all the roads and locations subject to resurfacing in 2024/2025. This information is presented for the information of the Local Traffic Committee only at this time, with further detailed updates to be provided via notifications once works commencement dates have been confirmed.

Attachments

1   Roads Program 2024/25

ROADS RESURFACING PROGRAM 2024/25

Riverpark Road	PORT MACQUARIE
Lighthouse Road	
Kulai Pl	
Banksia Ave	
Farrer Pde	
Colonial Ct	
Bagnoo Pl	
Surf St	
Wattle St	
Laurel St	
Kyogle Pl	
Garden Cr	
Hilltop Cr	
Hilltop Lane	
Mort St	
Hudson Ave	
Phillip St	
Queen St	
Nicholls St	
Alva Ln	
Amira Drive	
Blackmans Pt Rd	
Murray Street	
Mumford St	

Owen Street	PORT MACQUARIE
Ocean Dr - Lakewood To Kew	
Beechwood Rd	
Black Creek Rd	
Little John Lane	
Castle Court	
Hay Street	
Geary Street	
Nottingham Drive	
Nailor Court	
Locksley Place	
Tudor Grove	
Merryman Way	
Tuppenny Road	
Morton Street	
Heather Street	
Boronia Street	BATAR CREEK
Hindman Street	BEECHWOOD
Batar Creek Road	BELLANGRY
Koree Island Road	BLACK CREEK ROAD
Bellangry Road	BONNY HILLS
Black Creek Road	KENDALL
Ocean Drive	
Araluen St	
Fagans Cr	
Orara St	
Albert St	

Old Bridge Rd	
Comboyne Street	
Acorn Close	KING CREEK
Oak Ridge Road	
Cadaga Ridge	
Abel Tasman Drive	LAKE CATHIE
Grevillea Court	
Ocean Drive	
Burrawan Forest Drive	LAKE INNES
Fairwinds Ave	LAKEWOOD
Ellerslie Cres	
Diamentina Way	
Sirius Drive	
Lord St	LAURIETON
Flinders Dr	
Reliance Cres	
Bass Ave	
Kurnai Close	
Hoschke Rd	
Laurie St	
Ocean Drive	
Algona Road	
Caringal Drive	MIDDLE BROTHER
Herons Ck Rd/Blackbutt Rd - From Rail Bridge For 450m	RURAL
Extra Length Of Herons Ck Rd To Sawmill	
Logans Crossing - New Bridge To Kendall School	
Lorne Rd - 250m West Of Tipperary Rd To Stewarts River Rd	

Pappinbarra Rd - 1.7km (Billy Cart Hill)	
Reids Rd - Forestry Quarry To Rollands Plains Rd	
Upsalls Creek Road	
Mcmillian Drive	TELEGRAPH POINT
Moorside Drive	
Oval Place	
Mooney Street	
Upper Rollands Plains Road	UPPER ROLLANDS PLAINS
Guy St	WAUCHOPE
Charles St	
Elizabeth St	
Anne St	
Phillip St	
Randall St	
Homestead Drive	
Pioneer Place	
Cobblers Place	
Koonwarra Street	
Waterview Cr	WEST HAVEN
Babinda Ave	
Hindman St	
Jobling Street	
Karri Close	
Kirmington Terrace	
Pelican Court	

Item: 07**Subject: THE SANCTUARY/THRUMSTER BUSINESS PARK - PARKING RESTRICTIONS AND LINEMARKING OF NEW SUBDIVISION****Presented by: Community Infrastructure, Robert Fish**

RECOMMENDATION

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

That Council:

- 1. Install a centreline along the length of Brush Cherry Boulevard to define lane widths, enhancing the visibility of potential hazards for both heavy and light vehicle drivers.**
- 2. Install No Parking signs along the full length of Brush Cherry Boulevard to ensure the maximum available width for heavy vehicle manoeuvrability.**
- 3. Notify adjoining landowners of the new signs and restrictions.**

Executive Summary

Brush Cherry Boulevard is a collector road within the Sanctuary residential subdivision in Thrumster, designed to temporarily accommodate heavy vehicle traffic for the adjacent Thrumster Business Park.

Despite its capability to support such traffic from a pavement perspective, the road's residential design - characterised by a narrower width and a winding alignment - poses safety concerns when used concurrently by heavy vehicles and residential parking.

In response to these concerns, interim safety measures have been proposed, including the installation of a centreline to delineate lane widths and No Parking signage to facilitate heavy vehicle manoeuvrability.

These measures are intended as a medium-term solution until the completion of an alternative access route to the business park via Thrumster Street/Frogs Road.

The long-term plan involves lifting these restrictions once the new access is available, thereby restoring Brush Cherry Boulevard to its intended residential function. The implementation of these measures reflects a commitment to ensuring the safety and integrity of the residential area while accommodating the current developmental phase of the business park.

Discussion

Brush Cherry Boulevard, a newly constructed collector road within The Sanctuary residential subdivision in Thrumster (see map below) and is currently serving a dual purpose.

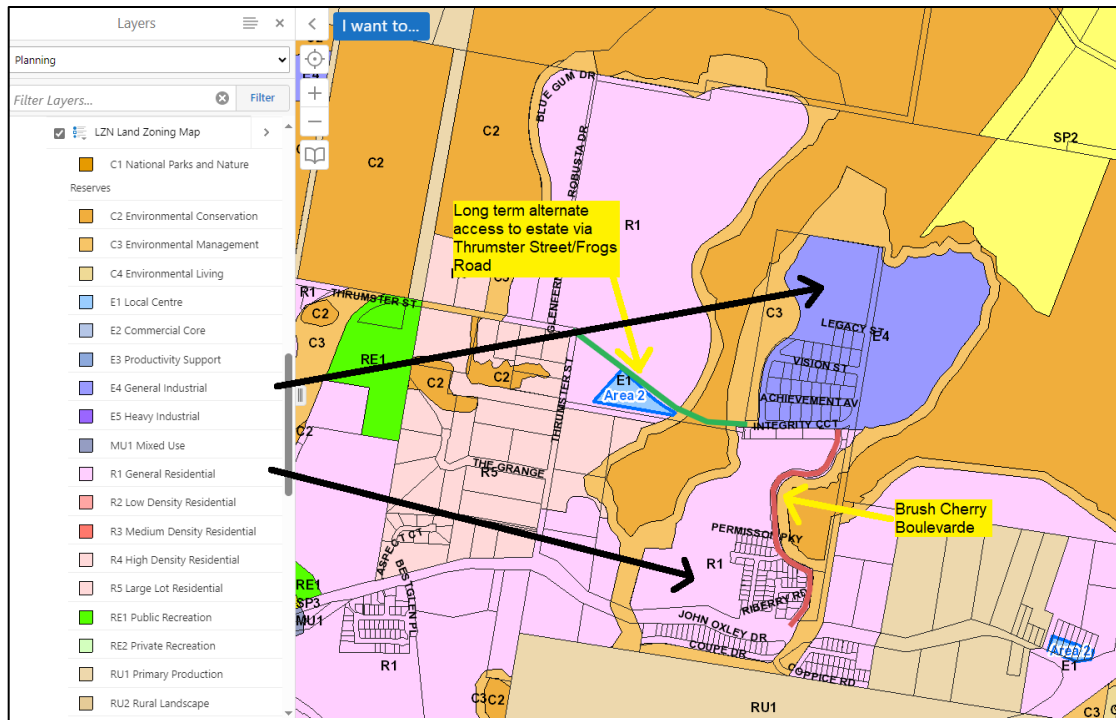


Image 1 - Location Plan

It provides access to the adjacent Thrumster Business Park to the north, while primarily serving the adjoining residential community within The Sanctuary estate.

The road has been designed with a pavement capable of supporting heavy vehicles likely to frequent the adjacent Business Park (General Industrial Zone) in the short term, but its residential nature is reflected in its narrower width and meandering alignment, which are not typically found in industrial estates.

In the long term, an alternative access route to the business park is planned via Thrumster Street/Frogs Road to the west. However, the development sequence has not yet allowed for the construction of these links. Consequently, Brush Cherry Boulevard is temporarily functioning as the sole access point to the business park. While the pavement is adequate, the road's width does not safely accommodate both heavy vehicle traffic and residential parking.

This is exemplified by the image below:

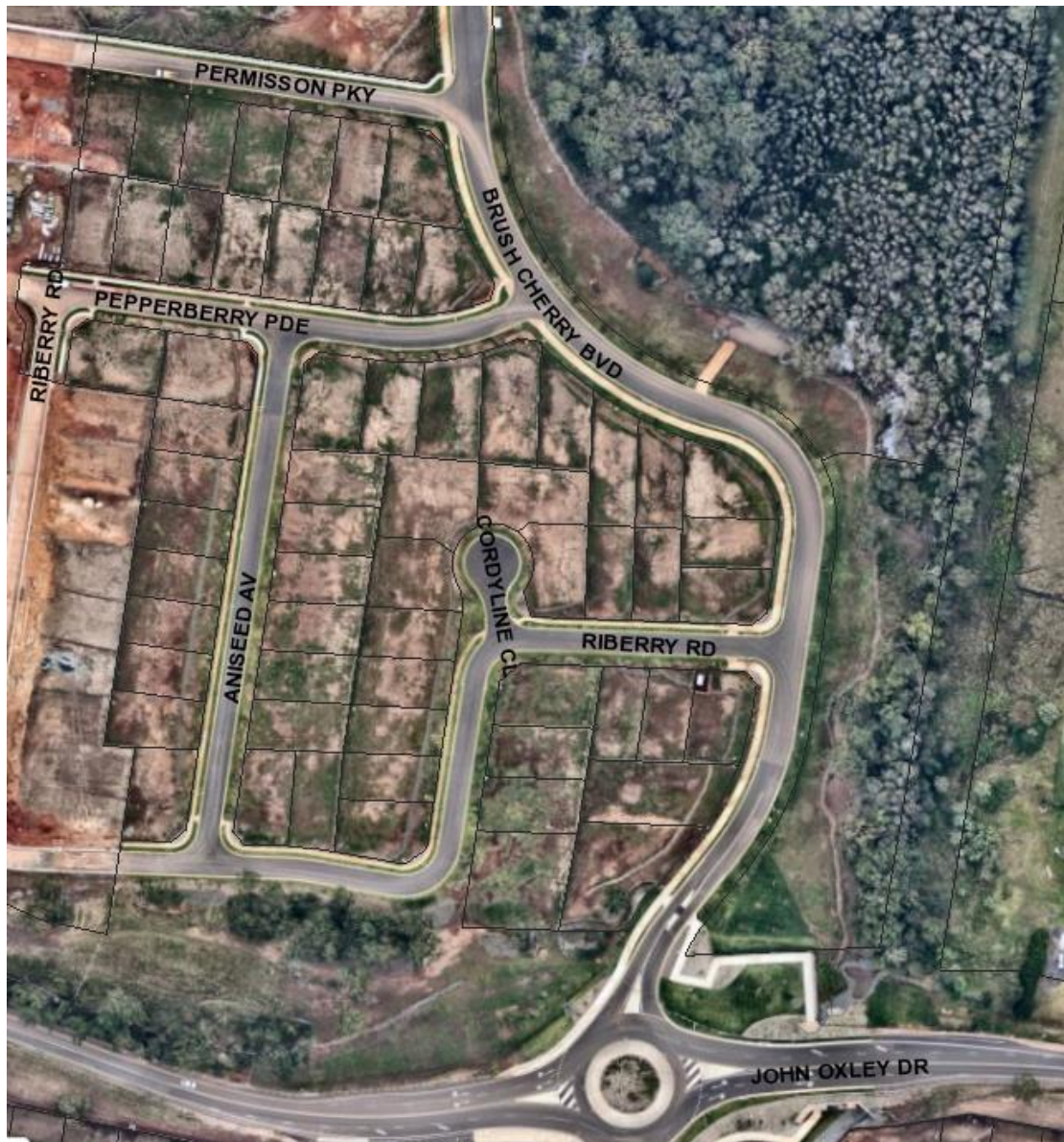


Image 2 - Existing road alignment of Brush Cherry Boulevard

To mitigate the safety risks associated with industrial traffic on a residential road, the following measures are proposed:

- The installation of a centreline along Brush Cherry Boulevard to define lane widths, enhancing the visibility of potential hazards for both heavy and light vehicle drivers.
- The installation of No Parking signs along the full road length to ensure the maximum available width for heavy vehicle manoeuvrability.

Once the long-term alternate and industrial use suitable access route is established, council may consider lifting the parking restrictions and / or implementing No Truck restrictions to Brush Cherry Boulevard, returning it to a purely residential use. These measures aim to balance the current needs for industrial access with the long-term vision for a safe and residential-suitable road.

Consultation and Engagement

This proposal has been triggered by request from the developer of the Thrumster Business Park estate in response to a perceived future clash between users of the Business Park and residential users.

No specific consultation has been undertaken with the developer of either estate regarding this proposal. It is considered crucial that the signage and line marking identified be undertaken to date on the grounds that this is a safety risk, and an 'inform only' type engagement is required post determination by the Local Traffic Committee.

Further, given that both newly constructed estates are currently vacant and that residential and industrial construction activities are yet to commence in either, it is considered important that the signage and line marking be undertaken prior to the commencement of occupation of either estate (likely within the next 6-9 months) to ensure that the parking and use restrictions are applicable to users from occupation.

Attachments

Nil

Item: 08**Subject: CLIFTON DRIVE, PORT MACQUARIE - CHANGE FROM 'GROSS LOAD LIMIT' TO 'NO TRUCK' LOAD LIMIT RESTRICTIONS****Presented by: Community Infrastructure, Robert Fish**

RECOMMENDATION**That it be a recommendation to the Chief Executive Officer, under sub delegation, for implementation:****That Council**

- 1. Change load limit signage applied to Clifton Drive from "Gross Road Limit 5T" to "No Trucks (symbol) - Maximum 5T GVM.**
- 2. Notify the community of the change via social media**

Executive Summary

Clifton Drive in Port Macquarie is a key collector road connecting the Oxley Highway with Hastings River Drive. To balance its role as a transport link and maintain safety, a 5T Load Limit is currently enforced, limiting heavy vehicle access.

Exceptions to the current restrictions require Council approval through the National Heavy Vehicle Regulators portal. However, there's a concern that heavy vehicles may be using Clifton Drive without authorisation, as indicated by the absence of exemption applications.

The Mid North Coast Weight of Loads Group have suggested changing the signage to "No Trucks - Maximum 5T GVM," which would alter the exemption requirements, allowing vehicles with destinations beyond the sign to proceed without prior approval, removing an administrative burden whilst still achieving the aims of the restrictions.

The Council is considering this recommendation to improve compliance and safety on Clifton Drive.

Discussion

Clifton Drive in Port Macquarie serves as a crucial collector road, connecting the Oxley Highway with Hastings River Drive. It is an essential transport link, offering the most direct route for vehicles traveling from the west of Port Macquarie to the business and industrial zones in the north and the Lake Road Industrial Area in the south.

The road is situated within a residential area and is known for its steep and winding nature. To preserve residential amenity and to ensure safety on this challenging road whilst maintaining its importance as an essential transport link for passenger vehicles, a 5T Load Limit is currently enforced, restricting heavy vehicle access.

AGENDA

LOCAL TRAFFIC COMMITTEE 25/09/2024

Heavy vehicles wishing to travel between the north and south sides of Port Macquarie are provided with alternate routes such as Widderson Street, which has a safer, flatter, and straighter alignment.

The location of Clifton Drive is shown in red on image 1 below:

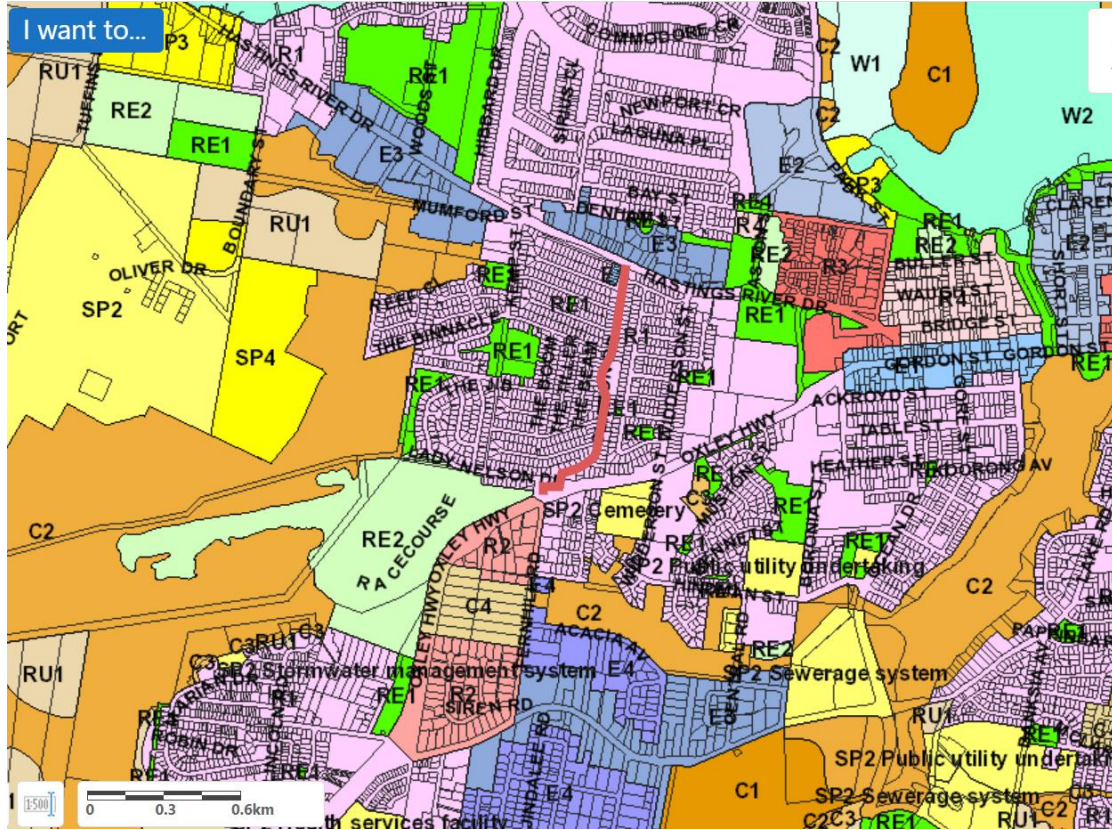


Image 1 - Clifton Drive Location Plan

With regard to the current load limit on Clifton Drive, this limit is enforced via the provision of "**Gross Road Limit 5T**" signage, which can be seen in the google Streetview images below:



Image 2 - southern entry to Clifton Drive (Google Streetview 2024)



Image 3 - northern entry to Clifton Drive (Google Streetview 2024)

Where a heavy vehicle operator seeks an exception to this rule, approval from Council must be obtained via the lodgement of an application via the National Heavy Vehicle Regulators online portal. Any heavy vehicle over 5T utilising Clifton Dr without an approval, may be fined by the Police, National Heavy Vehicle Regulator or the local Mid North Coast Weight of Loads Group.

In this regard, given the aged residential nature of the adjoining neighbourhood and the business premises within that area, it is expected that there would be a range of heavy vehicles needing to access the residents and businesses adjoining Clifton Drive on a daily basis. Such uses would include works such as residential and commercial deliveries plus construction activities. Further, the shops shown in Image 3 above are expected to be receiving routine deliveries.

Council currently only rarely receives applications for heavy vehicle access to Clifton Drive (0 received in 2024), suggesting that heavy vehicle drivers are possibly utilising Clifton Dr without approval.

Recent discussions with the Mid North Coast Weight of Loads Group have revealed that Clifton Drive is a location where trucks are routinely stopped and have been fined on occasion.

As part of these discussions, the Mid North Coast Weight of Loads Group have recommended that Council consider changing the signage from the current "**Gross Road Limit 5T**" to "**No Trucks (symbol) - Maximum 5T GVM.**"

This change in signage triggers a change in the road rules applicable to exemptions to the signage. Specifically, whereby the current signage requires exemption via application, the suggested "No Trucks (symbol) - Maximum 5T GVM" signage "*does not apply to a driver if the destination of the driver lies beyond the no trucks sign and*

- a) *There is no other route by which the driver could reach the destination, or*
- b) *Any other route by which the drivers vehicle could reach that destination would require the vehicle to pass another no trucks sign" (Road Rules 2014, S104 part 4)*

Given that the road is primarily load limited for amenity purposes and not structural load related reasons, the change as suggested by the Mid North Coast Weight of Loads Group is supported by Council staff and is presented to the Local Traffic Committee for endorsement.

AGENDA

LOCAL TRAFFIC COMMITTEE 25/09/2024

It is considered that the change will reduce administrative tasks and allow legitimate current users of the area to continue to utilise the road as required by their commercial uses, whilst still restricting access to unnecessary heavy vehicles, protecting residential amenity and maximising safety for other road users.

The proposed signage change reflects an effort to streamline processes while maintaining road safety and community standards.

Attachments

1   Section 104 NSW Road Rules 2014 - No Truck Signage



NSW legislation

Road Rules 2014

Current version for 1 July 2024 to date (accessed 2 September 2024 at 13:18)

[Part 8](#) > [Division 3](#) > Section 104

104 No trucks signs

- (1) A driver (except the driver of a bus) must not drive past a *no trucks sign* that has information on or with it indicating a mass if the GVM of the driver's vehicle (or, if the driver is driving a combination, any vehicle in the combination) is more than that mass, unless the driver is permitted to drive the vehicle on a route passing the sign under another law of this jurisdiction.

Maximum penalty—20 penalty units.

Note—

Bus, *combination*, *driver's vehicle* and *with* are defined in the Dictionary, and *GVM* is defined in the Act.

- (2) A driver (except the driver of a bus) must not drive past a *no trucks sign* that has information on or with it indicating a length if the length of the driver's vehicle (or, if the driver is driving a combination, the length of the combination) is longer than that length, unless the driver is permitted to drive the vehicle on a route passing the sign under another law of this jurisdiction.

Maximum penalty—34 penalty units.

- (3) The driver of a truck must not drive past a *no trucks sign* that has no information on or with it indicating a mass or length, unless the driver is permitted to drive the truck on a route passing the sign under another law of this jurisdiction.

Maximum penalty—20 penalty units.

Note—

Truck is defined in the Dictionary.

- (4) This rule does not apply to a driver if the destination of the driver lies beyond a *no trucks sign* and—
- there is no other route by which the driver's vehicle could reach that destination, or
 - any other route by which the driver's vehicle could reach that destination would require the vehicle to pass another *no trucks sign*.



Item: 09**Subject: RUNHAVEN 2024 - CAMDEN HAVEN****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 RunHaven event on 30 November 2024, subject to conditions contained within the attached Draft Section 138 Approval Certificate.

Executive Summary

The RunHaven event, scheduled for 30 November 2024, promises an exciting twilight running experience along the scenic Camden Haven River.

Participants can look forward to four different races: a Half Marathon, a 10km race, a 5km race, and a Kids 3km race with the courses will primarily following the picturesque Beach-to-Beach pathway, stretching between North Haven and Dunbogan, with the central hub of activity at the Laurieton United Services Club.

Runners in the Half Marathon will tackle the course twice, while the 10km participants will complete it once. Both the 5km and Kids 3km races are designed as out-and-back courses, ensuring all runners start and finish at the same point.

Local traffic will be impacted, with partial road closures including Reid Street, Diamond Head Road, The Boulevarde, and Bay Street. Notably, The Boulevarde will be narrowed to one lane near Scarborough Way, with detours in place to manage the flow of traffic.

Similarly, McLennan St will see a reduction to a single lane at the Tunis St intersection, with detours via Tunis and Seymour in Place.

The event organizers have prepared a comprehensive Traffic Management Plan, which is available in Attachment 1.

Discussion

RunHaven is a running event proposed for 30 November 2024. There are four races being held including a Half Marathon, ten-kilometre (10km), five-kilometre (5km), and Kids three-kilometre (Kids 3km) race. The races are to be held as a twilight event along the Camden Haven River.

The run courses shall predominantly utilise the Beach-to-Beach pathway between North Haven and Dunbogan, with the focal point of the event and start finish line

AGENDA

LOCAL TRAFFIC COMMITTEE 25/09/2024

being at the Laurieton United Services Club Laurieton. A copy of the course map is as below:



Image 1 - RunHaven Course Map

As shown above, the northern extent of the course, or North Haven turnaround, is located in the public reserve southwest of the North Haven Community Hall. The southern, or Dunbogan turn around, is located just before the public reserve at Dunbogan Jubilee Hall.

The Half Marathon will involve two laps of the course, starting and finishing at Laurieton United Services Club, Laurieton. The 10km will complete one lap of the same course. The 5km and 3km runs will be conducted as an out-and-back style course, starting and ending at Laurieton United Services Club.

The roads affected by the event will be Reid Street, Diamond Head Road, The Boulevard, and Bay Street, McLennan St.

The Boulevard will be reduced to a single lane at the intersection of The Boulevard and Scarborough Way. North bound traffic will be detoured along Scarborough Way.

McLennan St will also be reduced to single lane at the intersection of Tunis St and McLennan St, with a detour along Tunis and Seymour in Place.

AGENDA





LOCAL TRAFFIC COMMITTEE 25/09/2024

Further details regarding these partial closures are contained within the attached Traffic Management Plan in Attachment 1.

Consultation

In preparing for this event, the organisers have consulted with Council, with further community engagement to be undertaken in the leadup to the event via public notices and advertising. This consultation will include specific consultation with the Beach to Beach (B2B) path construction project team, to coordinate the interfacing of the 2024/2025 construction project with the event to ensure the safety of participants and to remove any conflicts.

Attachments

1.   RunHaven 2024 - Draft Certificate of Approval
2.   Traffic Management Plan

Port Macquarie-Hastings Council
PO Box 84
Port Macquarie
NSW Australia 2444
council@pmhc.nsw.gov.au
ABN 11 236 901 601



Applicant Name:
Port Macquarie Pacers Running Club Inc
T/A Port Pacers Running Club

Our Reference: 710.2024.00006159.001
Contact: Port Macquarie-Hastings Council
Phone: (02) 6581 8111

NOTICE OF DETERMINATION OF ROADS ACT APPLICATION

*Issued under the Roads Act 1993, Section 144; and under
the Local Government Act 1993, Section 68, Part E.*

Under the Roads Act 1993, Council has APPROVED the use of public road in accordance with the documents submitted for the works requiring temporary road closure/s for the following:

Name of Activity: Temporary Road Occupancy
Time/Date of Activity: 16:00-20:00 on 30/11/2024
Type of Activity: Event
Road Reserve Fronting: Laurieton to Dunbogan

Determination:

Date of Determination:

Port Macquarie-Hastings Council (being the Road Authority) consents to Port Macquarie Pacers Running Club Inc T/A Port Pacers Running Club undertaking the proposed work subject to the conditions detailed below. Conditional consent is provided.

By the commencement of works you are agreeing to all the conditions described below.

pmhc.nsw.gov.au

Page 1

PORT MACQUARIE OFFICE
17 Burrawan Street, Port Macquarie NSW 2444
t 02 6581 8111 f 02 6581 8123

WAUCHOPE OFFICE
49 High Street, Wauchope NSW 2446
t 02 6589 6500

LAURIETON OFFICE
9 Laurie Street, Laurieton NSW 2443
t 02 6559 9958

**Details of Conditions:****GENERAL CONDITIONS**

1. That the event organiser notifies Port Macquarie - Hastings Council of the dates and times of the event and associated road impacts at least 14 days in advance of the event. The proposed work must be confined to the Public Road boundaries as nominated on the plans and specifications submitted with the application.
2. This consent is valid for twelve (12) months from the date of determination. The applicant is to contact Council for any extension or further approvals.
3. 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:
 - a. location, times, and duration of event,
 - b. temporary traffic management controls, times, and duration
 - c. alternative routes and access arrangements.
4. 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:
 - a. event name
 - b. event times
 - c. contact details of at least two (2) people involved in the organisation of the event, in case of an emergency.
5. That the event organiser abides by the written approval from the NSW Police.
6. That the event organiser notifies the NSW Ambulance, NSW Fire & Rescue, NSW Rural Fire Service, and the State Emergency Service of the proposed traffic management arrangements at least 14 days in advance of the event.
7. That the event organiser notifies local Transport Services (Bus Companies, Taxis) of the proposed traffic management arrangements at least 14 days in advance of the event and assists in developing alternatives for affected users.
8. TfNSW/SafeWork NSW accredited persons (Implement Traffic Control Plans) are to be used for the establishment and removal of the traffic control devices.
9. TfNSW/SafeWork NSW accredited traffic controllers (Traffic Controller) are to be used to control traffic.
10. That the event organiser abides by any other condition that Council or the Police may impose at any time.
11. The event organiser must have this approval on site 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.
13. The activity shall be carried out in accordance with the application submitted to Council except where varied by any condition of this approval.
14. The applicant agrees to indemnify Port Macquarie-Hastings Council from and against all actions, costs, claims, and damages which may be brought or claimed against the Council arising out of or in relation to the approval of this application. The applicant shall maintain a current public liability insurance policy for the value of \$20 million for the duration of works.

Page 2



15. The applicant agrees that Council has no responsibility or liability for any loss or damage to the applicant's fixtures or fittings or personal property.
16. Any damage to paths, roadways or other public facilities used in conjunction with the activity is to be repaired by the applicant at no cost to Council.
17. The applicant must comply with any Act, Regulation, Council policy, code or protocol relating to the works.
18. Operations to be undertaken in such a manner so as not to cause undue hindrance to pedestrian and vehicle access for the duration of the work.
19. This approval does not confer on the applicant any exclusive right, entitlement or interest in the Public Road and access is not to be denied to the general public.
20. Noise is to be controlled as required by the "Protection Of The Environment Operations (Noise Control) Regulation 2008".
21. All public enquiries regarding aspects of the road works or related traffic diversions are to be addressed by the applicant in a timely manner.
22. Council reserves the right to cancel this approval at any time.

SITE SPECIFIC CONDITIONS

23. The applicant is responsible for safety induction of all persons onto the site. The applicant or contractor is responsible at all times for ensuring safe systems of work and that the work site poses no work health or safety risks to workers or the public.
24. All persons engaged in any work relative to this approval must be qualified, trained or appropriately experienced in the work involved and the safe operation of associated tools or machinery. Relevant advice should be obtained from Safe Work NSW.
25. Trainees are to be under the direct supervision of a trained instructor at all times.
26. The site is to be maintained and left in a clean and tidy condition at the completion of each day. Materials and vehicles shall be stored safely and in an appropriate manner.
27. The activity shall provide for adequate pedestrian and motorist access throughout the road reserve. In this regard,
 - a. The applicant will not alter traffic flow unless they have provided a certified copy of a Traffic Management Plan and or Traffic Guidance Scheme prepared by a person accredited as of 1 July 2020 a NSW Safe Work, WorkCover licenced person, detailing the devices required to control traffic movements during the course of this activity.
28. The following traffic management requirements be implemented. Any modifications to the items listed below must be agreed with Council prior to the commencement of work or the running of this event.
 - a. Traffic Management Plan, titled Traffic Management Plan for RunHaven, prepared by "Men and Women at Work" and dated 07/08/2024.
29. The applicant shall not:
 - a. Cultivate the land.
 - b. Erect structures on the land or undertake any construction or other work on the land other than those specifically approved as part of this application (with the exception of a post and wire fence along the boundary)
 - c. Dump any garden waste or other materials.
 - d. Store any materials or vehicles on the land unless in a safe and appropriate manner.
 - e. Soil disturbance must be kept to a minimum. Areas of soil disturbance must be



monitored for weed invasion. Weeds that occur as a result of these works must be controlled and removed. All topsoil must remain on the soil surface. Maintenance to be undertaken as required minimising the potential for erosion.

30. The event Co-Ordinator must be onsite and have the documentation always listed below in their possession on site for the duration of the works.
- a. This determination document.
 - b. Insurance, Certificate of Currency.
 - c. Notice to affected residents and/or businesses.
 - d. Risk Assessment documentation.
 - e. Traffic Management Plan and Guidance Scheme(s).

The above conditions are imposed in conformity with Chapter 7 of the Local Government Act, 1993, and the Local Government (General) Regulation 2005 and with Council's current Codes and Policies.

Advice: This approval is effective from XXXXX

You may make a request to Council within a period of twenty-eight (28) days to review the determination of your application. If you are dissatisfied with the determination of Council in respect to your application you may appeal under Section 176(1) of the Local Government Act, 1993, to the Land and Environment Court within a period of twelve (12) months from the date of this determination.

Yours sincerely

Mark Edenborough
Manager Planning and Design Programs
Community Infrastructure

2024

Men And Women At Work
Premier Traffic Management Company

**TRAFFIC
MANAGEMENT PLAN**

for

RunHaven



Commercial - In - Confidence

The recipient of this document agrees to hold all information presented within as confidential and agrees not to use or disclose or allow to use or disclose the information to unauthorised parties, directly or indirectly, irrespective of the acceptance or rejection of the presentation or at any time before, during or after an agreement has been reached, without prior written consent.



**MEN AND WOMEN
AT WORK**



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1. Introduction

1.1. General.

RunHaven is a running event for runners, by runners with all proceeds being invested into the community. The inaugural RunHaven shall be held on 30th November 2024. There are four races being held including a Half Marathon, ten-kilometre (10km), five-kilometre (5km), and Kids three kilometre (Kids 3km) race. The races are to be held as a twilight event allowing runners to enjoy the natural beauty of the Camden Haven River at sunset.

The run courses shall predominantly utilise the Beach-to-Beach pathway between North Haven and Dunbogan. The focal point of the event and start finish line is at the Laurieton United Services Club Laurieton. The northern or North Haven turnaround being in the public reserve south west of the North Haven Community Hall. The southern or Dunbogan turn around is just before the public reserve at Dunbogan Jubilee Hall.

The road from The Boulevard and Scarborough Way Intersection will be reduced to single lane until the turn around location south of the Dunbogan Reserve. Traffic travelling north into Dunbogan will be required to use the Scarborough Way to enter Dunbogan from the south.

The TMP has been developed in accordance with Port Macquarie Hastings Council (PMHC) requirements. It is to be used in conjunction with associated Traffic Guidance Scheme's (TGS), and the TfNSW Traffic Control At Worksites Manual V6.1. All aspects of the TMP and TGS's are to be erected, undertaken, and monitored by qualified traffic controllers to allow access to adjoining property owners as required and to maintain traffic flows during the event.

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

- Port Macquarie Hastings Council (PMHC)
- NSW Police (via Local Traffic Committee)
- Emergency Services (via Local Traffic Committee)



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2. Sequence of Events

The four races being held including a Half Marathon, 10km, 5km and Kids 3km race. It is anticipated there shall be a total of 1000 competitors in its second year across all races.

2.1. Bump In

Bump in will take place on the day of the event. All traffic control devices and road closures should be in place no later than 30 minutes before race start for volunteers to carry out a final check over of each course ready for race commencement.

2.2 Event Schedule

The following events will be staged on the day of the event. All four versions of the event utilise the Laurieton United Services Club as the start and finish point. The ten kilometre will complete a full lap of the course while the Half Marathon will complete two laps. Table 2.0 shows the full list of events.

Table 2.0 Race Details				
Saturday 30th 2024				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
Non competitive 1.5km	1600	TBC	3km	1530
Competitive 3km	1620			
5km	1700	TBC	5km	1645
10km Run	1830	TBC	10 km	1645
21.1 Half Marathon	1650	TBC	21.1km	1620

3. General Arrangement

3.1. Run Course

The run courses shall predominantly utilise the Beach-to-Beach pathway between North Haven and Dunbogan. The focal point of the event and start finish line is at Laurieton United Services Club Laurieton. The northern or North Haven turnaround being in the public reserve south of the North Haven Community Hall. The southern or Dunbogan turn around is just before the public reserve at Dunbogan Jubilee Hall.

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There is some use of Diamond Head Road and The Boulevard and interface with boat ramps at River Street North Haven, the corner of Tunis and Short Streets, Laurie Street and Reid Street in Laurieton. There are also jetty's located at Seymour Street near Laurieton United Servicemen's Club and Mill Street near the Laurieton Fish Co-op.

The road from The Boulevard and Scarborough Way will be reduced to a single lane until the turn around location prior to Dunbogan Reserve. Traffic travelling north into Dunbogan will be required to use The Scarborough Way to enter Dunbogan from the south (see Insert 2 TGS02)

The area impacted is shown in Appendix 1 Run Haven Course Overview. All races that take place on the day will start and finish at the Bruce Port Reserve. All races will take place on the same track, with turning points for the different categories marked and communicated to the respective race categories. For full course break down please visit <https://runhaven.com.au/>

3.1.1. Half Marathon

The Half Marathon follows the route detailed below completing two laps.

The Half Marathon is a two-lap course, starting and ending at Laurieton United Services Club, Laurieton. It begins at 1650. It leaves along McLennan St then south and heads along the pathways following the river, to Dunbogan Bridge. It continues over Dunbogan Bridge, turning left onto The Boulevard and following the path and closed roadways into Dunbogan. It remains on the path along the river past the marina to Dunbogan Reserve that is the southern turn around and then back to the Bruce Porter Reserve. It then continues along the pathways north, towards North Haven. Head over the bridge along Ocean Drive at Stingray Creek and turns right immediately after the bridge onto River Street, then follow the pathway again as it meanders towards Ostler Park and North Haven Hall / public baths with a turnaround prior to the hall and public baths and then returns to Bruce Porter Reserve.

Refer to Appendix Item Eight.

3.1.2. 10 km Run

The 10km follows the above-mentioned route completing one lap. The race commences at 1830.

Refer to Appendix item Seven.



3.1.3. 5km Run

The 5km event is an out-and-back course, starting and ending at Laurieton United Services Club, Laurieton. It begins at 1700. The 5km run will leave the Laurieton United Services Club, heads North along McLennan st to North Haven (Ostler Reserve) following the river to North Haven. Then Turn around and retrace your steps back to Laurieton United Services Club, continuing to then retracing your way back to Laurieton United Services Club for the finish.

Refer to Appendix item Six.

3.1.4. Kids 3km

The Kids 3km event is an out-and-back course, starting and ending Laurieton United Services Club, Laurieton. It begins at 1600 and 1620 see table 2.0 for more detail. From Laurieton United Services along McLennan St and then confined to the footpaths between Ocean Drive North and Laurie St Laurieton in the South for the finish.

Refer to Appendix item Five.

4. Road Closures

Implementation of traffic control signage and devices will commence from 1620 to ensure that all Traffic Guidance Schemes are implemented in time for the Half Marathon. The timing of these closures will ensure that event staff have enough time to check over the racecourse and ensure that there are no issues on the course before the commencement of the event.

The roads effected will be Reid Street, Diamond Head Road, The Boulevard, and Bay Street, McLennan St. The Boulevard will be reduced to a single lane at the intersection of The Boulevard and Scarborough Way. North bound traffic will be detoured along Scarborough Way. McLennan St will also be reduced to single lane at the intersection of Tunis st and McLennan St. Detour along Tunis and Seymour in Place. Traffic Consideration should be made to the activity coming in and out of the Boat Ramp located at Reid Street Dunbogan.

Refer to Appendix item Two, Three and Four.



5. Traffic Management Strategy

Prepared By				
Name	Ross Cargill	Role	Managing Director	
Division/ Organisation	Men And Women At Work			
Signature		Date	7/08/2024	
Persons Consulted in the Development of the Traffic Management Strategy				
Name:	Jon Binskin	Role	Event Organiser	
Division/ Organisation		Signature		
Name		Role		
Division/ Organisation		Signature		
Name	Madeline Rex	Role	Run Director	
Division/ Organisation		Signature		
Site Related Information				
Project	RunHaven			
Activity / Work	Event- Running Festival			
Location	Camden Haven			
Current Project Phase	<input checked="" type="checkbox"/> Strategic Design	<input type="checkbox"/> Concept Design	<input type="checkbox"/> Detailed Design	<input type="checkbox"/> Other -----

Item: 10**Subject: BEECHWOOD BILLYCART CLASSIC 2024****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 Beechwood Billycart Classic event on 27 October 2024, subject to conditions contained within the attached Draft Section 138 Approval Certificate.

Executive Summary

The Beechwood Billycart Classic is scheduled on Sunday, 27 October 2024. The event involved billycart races for all ages, alongside various stalls and activities. A comprehensive Traffic Management Plan is in place, ensuring all Traffic Controllers are certified and prepared with a Risk Assessment and Traffic Control Guidance Plan.

The event will require a temporary road closure on Beechwood/Pappinbarra Road from 11.00am to 12.30pm on 27 October 2024, with a structured schedule to minimise disruption and ensure public safety. Following the main race, the road will reopen temporarily to ease any traffic congestion before the Junior Race commences. The event's structure remains consistent with previous years, maintaining the same approvals and Traffic Management Plan.

Discussion

The Beechwood Billycart Classic is a family friendly community event which has been hosted in the area since 1980 and includes billycart races, veterans and kids' races, stalls, horse rides and BBQ.

To support the proposed running of the 2024 event, a Traffic Management Plan has been prepared by registered entity - Men and Women at Work. It is proposed that all Traffic Controllers and Marshals will participate in a Risk Assessment prior to the implementation of the Traffic Control Guidance Plan and commencement of duties.

All Traffic Controllers depicted within the plan will be required to hold a current Transport for NSW Traffic Controller ticket and all Traffic Control Guidance Plans will be implemented by a Traffic Controller that holds a current Transport for NSW Implement Traffic Management Plan or current Yellow Card.

The event is scheduled for Sunday, 27 October 2024, with specific timings as follow:

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- Temporary road closure: 11.00am-12.30pm (1.5 hours). Within this time, the following will occur:
 - 11.00am - Beechwood/Pappinbarra Road will be closed between the Pappinbarra Hall and at 453 Pappinbarra Road, plus at all intersections in between.
 - Immediately following closure and when any remaining vehicles have been cleared from the course, the School Choir will perform and then the main race will commence.
 - Following completion of the main race, the traffic controllers will temporarily re-open the road to allow any queued traffic to be released , prior to re-closing.
 - The Junior Race will then be conducted.
 - Once the event is completed, the road will be re-opened completely - approximately 12:30pm.

Summary




The event is materially the same as previous years.

Additional details can be found in the attached documents:

- Traffic Management Plan
- Traffic Guidance Scheme Plans

It is noted there may be minor and immaterial changes to the above, as agreed with Council, up until the event.

Attachments

1.  Beechwood Billycart Classic - Draft Certificate of Approval
2.  Traffic Management Plan
3.  Traffic Guidance Scheme

Item: 11**Subject: PROVISION OF ADDITIONAL KOALA SIGNAGE ON HASTINGS RIVER DRIVE, PORT MACQUARE****Presented by: Community Infrastructure, Robert Fish**

RECOMMENDATION

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

That Council

- 1. Install the digital koala signage and road markings on Hastings River Drive, Port Macquarie at locations as detailed within the report.**
- 2. Notify adjoining residents and businesses in writing of the new signs and the wider community via a social media post.**

Executive Summary

The Port Macquarie-Hastings Council has taken significant steps to protect the local koala population through the implementation of the "Drive with Care, Be Koala Aware" campaign. This initiative involves the installation of innovative signage equipped with radar speed detection technology along Hastings River Drive, a known area for koala road strikes. The council's July 2024 report to the local traffic committee detailed the success of the signage in collecting speed-related data, which is vital for evaluating the program's effectiveness.

Building upon the initial efforts, the council seeks to expand the installation of Koala Advisory Signs and pavement markings throughout the Local Government Area. The proposed additions on Hastings River Drive require the endorsement of the Local Traffic Committee due to the road's classification as a regional road. The locations for the new signage have been strategically chosen based on a register of historical Koala Road Strike hotspots, aiming to maximise the conservation impact for the koalas.

The endorsement from the Local Traffic Committee will be crucial for the continuation and expansion of this vital initiative.

Discussion

In July 2024, the Port Macquarie-Hastings Council presented a report to the local traffic committee, highlighting the ongoing efforts to protect the local koala population. The report, titled "Provision of Additional Koala Signage on Hastings River Drive, Port Macquarie," outlined the council's initiative to install new signs and pavement markings as part of the "Drive with Care, Be Koala Aware" education campaign.

The signs are equipped with radar speed detection technology, which not only serves to alert drivers but also collects valuable speed-related data. This data was the focal

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point of the previous month's report and is crucial for assessing the effectiveness of the signage in reducing vehicle speeds in high-risk areas for koalas.

Building on the momentum of the initial report, Council is now proposing the installation of additional Koala Advisory Signs and pavement markings across the Local Government Area (LGA). Specifically, two new signs are proposed for Hastings River Drive - a key arterial and regional road. Due to its classification, any new signage requires the endorsement of the Local Traffic Committee.

The proposed new signage for Hastings River Drive includes:

- Westbound pavement markings opposite 40 Hastings River Drive.
- Westbound digital sign opposite 46 Hastings River Drive.
- Eastbound pavement markings opposite 206 Hastings River Drive.
- Eastbound digital sign opposite 200 Hastings River Drive.

A location plan has been provided to detail the exact positions of these installations. The selected locations are part of a register of historical Koala Road Strike hotspots, which have been identified as critical areas where the new awareness signage could significantly benefit the koala populations by mitigating the risk of vehicle strikes.

Council's initiative reflects a proactive approach to wildlife conservation, leveraging technology and community education to foster a safer environment for one of Australia's iconic species.

The endorsement of the Local Traffic Committee will be a pivotal step in realising these measures and continuing the protection of koalas within the region.

Attachments

1  [Koala Advisory Signage and Linemarking Plan - Hastings River Drive](#)

Item: 12**Subject: MUMFORD STREET, PORT MACQUARIE - EXTENSION TO EXISTING NO-STOPPING ZONE****Presented by: Community Infrastructure, Robert Fish**

RECOMMENDATION

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

That Council

- 1. Install time limited No Parking Signage within Mumford Street, Port Macquarie at locations as detailed in this report.**
- 2. Instal a longitudinal white dividing (barrier) line (Type BB1) along the length of Mumford Street as detailed in this report.**
- 3. Engage with the adjacent car yards and school regarding the changes in parking restrictions and line marking, encouraging collaboration with regard to the respective times of use of Mumford Street for commercial vs school pick-up/drop-off purposes.**

Executive Summary

Mumford Street in Port Macquarie is a narrow, flat road serving a dual purpose for both industrial traffic and as access to Heritage Christian School. The street's dead-end design, featuring a kerb and gutter on the southern side and a deep stormwater swale drain on the northern edge, has led to traffic congestion during school peak times. This congestion is exacerbated by limited parking restrictions, causing safety concerns as vehicles attempt to navigate around queued traffic.

In response, the council commissioned Point8 Consulting to assess the situation. The firm recommended extending the no-stopping zone by 80 meters beyond the current restrictions to improve traffic flow and safety. This extension would result in the loss of some parking spaces but is expected to significantly enhance the operational safety of Mumford Street during critical school hours.

Furthermore, Council staff are proposing to undertake linemarking to delineate the carriageway for both east and westbound vehicles, whilst making illegal the current practice of vehicles crossing onto the eastbound carriageway to avoid queues.

The council is now seeking endorsement from the Local Traffic Committee to implement these changes.

Discussion

Mumford Street in Port Macquarie presents a complex traffic and parking situation due to its role as an access point for a primary school and various commercial properties (car yards).

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The street's design, characterised by its relatively narrow width (8.5-10.0m typically) and the presence of a deep stormwater swale drain immediately bordering the northern side of the pavement, poses challenges for managing vehicle flow. The flow of traffic is particularly difficult during school peak periods, when the street is subject to significant on street parking and queuing vehicles which are waiting to access the kiss and drop zone within the adjacent school.

The current parking restrictions, which are time-limited during these peak periods (8:00-9:30AM and 2:30 - 4:00pm school days), have been partially effective in minimising the risks of clashes between queued vehicles, pedestrians and vehicles wishing to access/exit the adjacent commercial premises. However, the practice of vehicles bypassing queued traffic by driving on the wrong side of the road when traffic is queued at school pickup or drop off time is a significant safety concern.

The existing on street parking/queuing situation is exemplified by the following image:

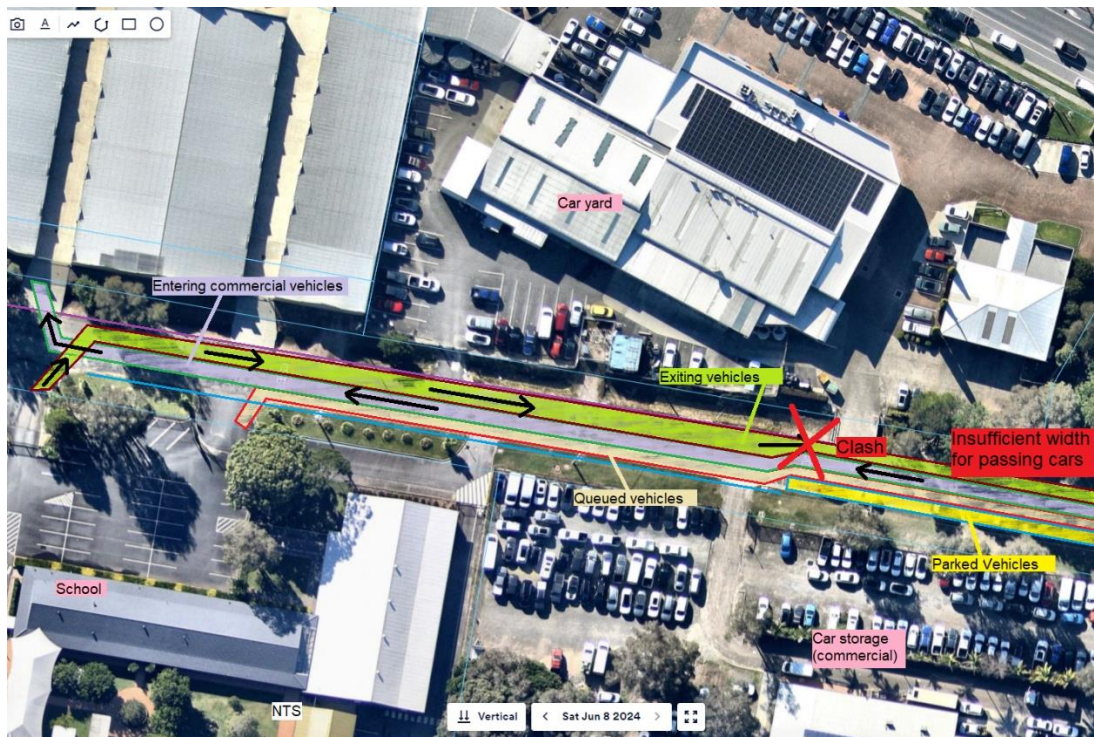


Image 1 - Mumford Street traffic and parking conditions (not to scale)

In this regard, most of the northern side of Mumford Street has time limited parking restrictions (8:00-9:30AM and 2:30 -4:00pm school days). The western half of the southern side of Mumford Street is also presently subject to 24h no parking restrictions. These parking restrictions are documented clearly on image 2 below.



Image 2 - Existing Parking Restrictions

Clashes eventuate during the busy school drop-off and pickup with the road subject to queuing vehicles, parked cars and entering / existing commercial traffic.

Port Macquarie - Hastings Council engaged specialist transport engineering firm, Point8 Consulting to undertake an assessment of the site and to devise a recommended plan of action, having consideration of the conflicting uses of this location. A copy of the report prepared by Point8 is attached.

A proposed extension of the existing no stopping zone aims to address this issue by preventing vehicles from obstructing the roadway, thus enhancing safety for all street users. This is shown on Image 3 below:



Image 3 - Proposed Mumford Street Parking Restrictions

AGENDA

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Council is aware that approximately 13 parking spaces will be lost. The recommendation is based on the priority is to ensure a safer environment for the school children and other pedestrians, as well as a more orderly flow of traffic.

In addition to the above recommendation from Point8, Council staff are additionally proposing to instal a longitudinal white dividing (barrier) line (Type BB1) along the length of Mumford Street. This would make render the current manoeuvre whereby incoming commercial traffic cross onto the wrong side of the road to overtake queueing vehicles illegal, removing the risk of a clash during the busy drop-off / pick-up period.

This proposed line marking is shown diagrammatically on image 4 below:



Image 4 - proposed BB1 Line marking

Note, this line marking is proposed to be installed ~3.5m off the northern edge of the pavement, providing a narrow northern travel lane. The line marking will transition back to road centreline at the location where the proposed time of day parking restrictions end.

Endorsement from the Local Traffic Committee for the extension of the no stopping restrictions will be a critical step towards implementing these changes and improving the overall safety and efficiency of Mumford Street during the busy school drop-off and pick-up times. The council's proactive approach in seeking solutions reflects a commitment to addressing the needs of the community and ensuring the well-being of its members.

Consultation

If supported by the committee, and in the leadup to the installation of the new signage, Council proposes to engage with the adjacent car yards and school regarding the changes in parking restrictions and line marking, encouraging collaboration regarding the respective times of use of Mumford Street for commercial vs school pick-up/drop-off purposes.

In this regard, in addition to notifying of the proposed changes, the following is proposed:


- Contact the adjacent commercial premises, requesting that they consider limiting vehicle movements within Mumford Street during the busy pick-up and drop-off periods for the school.

AGENDA

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- Contact the Heritage Christian School, requesting that they look to both update their site-specific traffic management plan and consider working with their school community to limit off site queueing during peak periods.

Attachments

1.  Mumford Street CRM Investigation Report - Point8

