

Local Traffic Committee

Business Paper

date of meeting: Wednesday 22 January 2025

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 18/07/2022

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: | 22/05/24 | 24/07/24 | 25/09/24 | 20/11/24 |
|---|-----------------|-----------------|-----------------|-----------------|
| Robert Fish - Director Community Infrastructure - (Chair) | A | A | ✓ | A |
| Mayor Adam Roberts | N/A | N/A | X | ✓ |
| Christine Murray - Transport for NSW | ✓ | ✓ | ✓ | ✓ |
| Daniel Finch - NSW Police | ✓ | ✓ | A | A |
| Jody Griffiths - Senior Electorate Officer Member for Oxley | X | X | ✓ | X |
| 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 Grainger - Transport for NSW | ✓ | ✓ | ✓ | ✓ |
| Carl Eade - Port Macquarie Taxis | ✓ | X | X | X |
| Marie Visvikis - Port Macquarie Taxis | X | X | X | X |
| Dave Davies - Central Coast and North Coast Busways | ✓ | X | ✓ | ✓ |
| Blayne West - Group Manager Planning and Design | ✓ | ✓ | X | ✓ |
| Mark Edenborough - Manager Planning and Design Programs, Community Infrastructure Planning and Design | ✓ | ✓ | ✓ | ✓ |
| Dette Gamon - Education Officer | A | A | X | A |
| Ellie Craft - Senior Transport Engineer Programs | - | - | ✓ | ✓ |
| Brendan Goodall - Transport Engineer Programs | ✓ | ✓ | ✓ | ✓ |
| Jenna O'Connell - Education Officer | ✓ | ✓ | - | ✓ |
| Julia Cutajar - Education Officer | ✓ | ✓ | ✓ | ✓ |
| Rosemary Ashman - Support Officer | ✓ | ✓ | ✓ | A |
| Luciana Maia - Administration Officer | | | | ✓ |
| Observer: | | | | |
| | | | | |

KEY: ✓ = Present

PV = Proxy
Vote

A= Absent With
Apology

X= Absent Without
Apology

Meeting Dates for 2025

| | | |
|----------------------|----------------|-------------------|
| Wednesday 22/01/2025 | Committee Room | 10:00am - 11:30am |
| Wednesday 19/03/2025 | Committee Room | 10:00am - 11:30am |
| Wednesday 21/05/2025 | Committee Room | 10:00am - 11:30am |
| Wednesday 23/07/2025 | Committee Room | 10:00am - 11:30am |
| Wednesday 24/09/2025 | Committee Room | 10:00am - 11:30am |
| Wednesday 19/11/2025 | Committee Room | 10:00am - 11:30am |

Local Traffic Committee Meeting

Wednesday 22 January 2025

Items of Business

| Item | Subject | Page |
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| 02 | Apologies..... | <u>7</u> |
| 03 | Confirmation of Minutes | <u>7</u> |
| 04 | Disclosures of Interest..... | <u>14</u> |
| 05 | Business Arising from Previous Minutes..... | <u>18</u> |
| 06 | Port Macquarie RunFest: 1-2 March 2025 | <u>19</u> |
| 07 | 188-190 Kennedy Drive, Port Macquarie - new parking restrictions..... | <u>45</u> |
| 08 | Parking restrictions to support safe operation of existing Bicycle Lanes - Lake Street, Laurieton..... | <u>48</u> |
| 09 | Proposed temporary parking restrictions to support completion of Essential Energy 3 months pole mounted EV charger technical trial - 142-144 Nancy Biird Walton Drive, Kew | <u>55</u> |
| 10 | General Business | |

AGENDA

LOCAL TRAFFIC COMMITTEE
22/01/2025

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 20 November 2024 be confirmed.

PRESENT

Voting Members:

Mayor Adam Roberts (Chair)
Christine Murray Transport for NSW

Non-voting:

Ellie Granger Transport for NSW
Dave Davies, Central Coast and North Coast Busways
Carl Eade, Port Macquarie Taxis
Blayne West, Group Manager Community Infrastructure Planning & Design
Mark Edenborough, Manager Planning and Design Programs
Ellie Craft, Senior Transport Engineer Strategic
Brendan Goodall, Transport Engineer Programs
Julia Cutajar, Education Officer
Luciana Maia, Administration 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 Community Infrastructure Robert Fish; Sergeant Daniel Finch NSW Police. Support of staff recommendations by Sergeant Finch are attached to these minutes.

UNANIMOUS SUPPORT

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Local Traffic Committee Meeting held on 25 September 2024 be confirmed.

UNANIMOUS SUPPORT

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS

The status of business arising from previous meeting are confirmed.

| | | | |
|-------------------------|--|--|-------------|
| 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 |

UNANIMOUS SUPPORT

06 2025 MEETING DATES FOR THE LOCAL TRAFFIC COMMITTEE

CONSENSUS

The Local Traffic Committee adopted the proposed dates for the 2025 Local Traffic Committee Meetings.

UNANIMOUS SUPPORT

07 INSTALLATION OF STOP SIGN - BURRAWAN FORREST DRIVE AND PACIFIC HIGHWAY

CONSENSUS:

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

That Council install a Stop Sign and the associated hold line at the intersection of Burrawan Forest Drive and the Pacific Highway.

UNANIMOUS SUPPORT

08 PROPOSED CHANGE IN PARKING RESTRICTIONS - HUGHES PLACE, 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 Hughes Place, Port Macquarie as detailed in this report.
2. Notify adjoining businesses of new signs.

UNANIMOUS SUPPORT

09 PERMIT/PLUG/PLAY PILOT PROGRAM - ROAD CLOSURES FOR COMMUNITY EVENTS

CONSENSUS:

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

Council approves the implementation of standard traffic management controls for locations listed below for a period of 5 years, subject to the imposition of standard conditions of approval as contained within the attached Approval Certificate template.

Community Activation Spaces subject to Standard Traffic Management Plans:

- Town Square – Port Macquarie
- Clarence Street (Fisherman’s Wharf end) – Port Macquarie
- Phillips Lane and Hay Street intersection – Port Macquarie
- Hastings Street – Wauchope

UNANIMOUS SUPPORT

10 GENERAL BUSINESS

Mark Edenborough has raised the question if the Mayor has any objections for last minute requests to go to out of session LTC meetings.

UNANIMOUS SUPPORT

Mayor is available for out of sessions, please contact his office to organise schedules when needed.

From: Daniel Finch [REDACTED]
Sent: Monday, November 25, 2024 1:24 PM
To: PMHC Local Traffic Committee <localtrafficcommittee@pmhc.nsw.gov.au>
Subject: RE: PMHC Local Traffic Committee - Wednesday 20 November 2024 [SEC=OFFICIAL:Sensitive]

Hi Rosemary, as per below

Regards



Sergeant Daniel FINCH
Supervisor
Traffic and Highway Patrol - Mid North Coast
2 Hay Street, Port Macquarie NSW 2444
[REDACTED]

From: PMHC Local Traffic Committee <localtrafficcommittee@pmhc.nsw.gov.au>
Sent: Monday, November 25, 2024 1:13 PM
To: PMHC Local Traffic Committee <localtrafficcommittee@pmhc.nsw.gov.au>; Daniel Finch [REDACTED]
Cc: Mark Edenborough [REDACTED]
Subject: PMHC Local Traffic Committee - Wednesday 20 November 2024
Importance: High

Hi Daniel,

As you did not attend the LTC meeting on last Wednesday 20th November 2024 could you please give us your vote/position on the following reports:-
(FYI the Voting Committee members endorsed all items quickly).

I have attached the agenda again for your information and if you could revert with your vote for each item with a Yes or No that would be great before this Wednesday 27th November.

THAT THE MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON 25/09/2024 BE CONFIRMED. **YES, nil objection**

BUSINESS ARISING FROM PREVIOUS MINUTES BE CONFIRMED. **YES, nil objection**

REPORT 06 2025 MEETING DATES FOR THE LOCAL TRAFFIC COMMITTEE. **YES, nil objection**

REPORT 07 INSTALLATION OF STOP SIGN- BURRAWAN FORREST DRIVE AND PACIFIC HIGHWAY. **YES, nil objection**

REPORT 08 PROPOSED CHANGE IN PARKING RESTRICTIONS - HUGHES PLACE, PORT MACQUARIE. **YES, nil**
objection

REPORT 09 PERMIT/PLUG/PLAY PILOT PROGRAM - ROAD CLOSURES FOR COMMUNITY EVENTS. **YES, nil**
objection

Please let us know if you require further information on any of the above.

Kind regards

Rosemary



Rosemary Ashman
Support Officer
Community Infrastructure Planning & Design
Community Infrastructure
p (02) 6581 8254

Port Macquarie Hastings Council
Birpai Country
Call 6581 8111 or visit pmhc.nsw.gov.au
Socials @pmhcouncil

We're a 24/7 operation so we are always here to help.
For Council-related emergencies call 6581 8111.
[Report an issue? Visit here.](#)

The meeting closed at 10.18am

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 (j)
 - "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

22/01/2025

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

Nil

Item: 06**Subject: PORT MACQUARIE RUNFEST: 1-2 MARCH 2025****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 2025 Port Macquarie RunFest event to be held on 1 & 2 March 2025, subject to conditions contained within the attached Draft Certificate of Approval.

Executive Summary

The Port Macquarie Running Festival is an annual event held in and around the Port Macquarie Town Centre. The 2025 event will be held on Saturday 1st and Sunday 2nd March 2025 consisting of 5 events including a 3km kids' fun run, plus a 5km, 10km and 21.1km Half Marathon, staged from the Port Macquarie Town Green.

A comprehensive Traffic Management Plan has been submitted in support of the application to host the event and details the extent and timing of closures of roads and carparks as required to support the efficient running of the event.

The event's structure remains largely consistent with previous years, and the traffic management measures proposed have been considered and are supported by the Community Infrastructure Planning and Design Team.

Discussion

The Port Macquarie Running Festival is an annual event held in and around the Port Macquarie Town Centre. The 2025 event will be held on Saturday 1st and Sunday 2nd March 2025.

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, staged over two days, with specific scheduling as follows:

| SATURDAY 1st March 2025 | | | | |
|---|------------|-----------------------|----------|----------------|
| Event | Start time | Competitors (Maximum) | Distance | Course Closure |
| Kids Fun Run: | | | | |
| • 10 - 12 years | • 1200 | | | |
| • 7 - 9 years | • 1215 | | | |
| • 4 - 6 years | • 1230 | 500 | 3km | 1100 |
| Indigenous Marathon Foundation #WalkSweatInspire | 1300 | 500 | 3km | 1100 |
| SUNDAY 2nd MARCH, 2025 | | | | |
| 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 |

Table 1: Event schedule

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 and course and notes that all aspects of the Traffic Management Plan and Traffic Guidance Scheme’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.

As noted in the attached Traffic Management Plan, the event will be staged at the Port Macquarie Town Green.

Saturday 1 March 2025

Saturday will see the kid’s fun run course span from Town Green turning around at Westport Park and finishing at Town Square.

Between 1200 (Midday) and 1500. There will be a minor closure at west end of Clarence Street as runners transition from the path to the Car park and back again to the path.

Sunday 2 March 2025

The Sunday 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 between 0600 and 1100.

General Arrangements

AGENDA

LOCAL TRAFFIC COMMITTEE

22/01/2025

In addition to the above, the Traffic Management Plan indicates that Town Square, Port Macquarie will be closed from Friday 28 February to facilitate 'Bump-in', with the Town Green experiencing most of the initial impact at this time with Expo Area, finishing chute and crowd control barriers (CCB's) being set up and remaining in place until the conclusion of the event.

Specific road closures identified in the Traffic Management Plan involve the following (refer to Traffic Management Plan for specific details and timing):

- Alban Place - between 4:30 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 Hollingworth 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 The Anchorage Street to Westport Reserve
- Car park closures involve (refer to Traffic Management Plan for specific details and timing):



- 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.

Council's Community Infrastructure Planning and Design team have reviewed the event proposal and submitted Traffic Management plans and raise no objections towards the running of the event as proposed.

A draft Certificate of Approval has been prepared and the concurrence /endorsement is sought from the Local Traffic Committee to the issuing of an approval for the 2025 event.

Attachments

1.  Traffic Management Plan - Port Macquarie - Runfest 2025
2.  Port Macquarie RunFest 2025 - DRAFT Certificate of Approval



**MEN AND WOMEN
AT WORK**

Traffic Management Plan

for

Port Macquarie Running Festival



Saturday 1st & Sunday 2nd March 2025

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

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| | | | |
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**MEN AND WOMEN
AT WORK**

1. Introduction

1.1. General

The Port Macquarie Running Festival will take place from Port Macquarie Town Green on Saturday 1st and Sunday 2nd March 2025. The event organiser is Chilvers Events & Consulting A.B.N 48 615 777 841. Men And Women At Work have been engaged by the committee to develop a Traffic Management Plan (TMP) for the event.

The festival consists of a 3km kids' fun run, along with a 5km, 10km, 21.1km Half Marathon and The Treble Breakwall Buster whereby participants can take on the Half Marathon followed by the 10k fun run and finished off with the 5km course.

The event will be staged at the Port Macquarie Town Green.

The Saturday will see the kid's fun run course span from Town Green turning around at Westport Park and finishing at Town Square. Between 1200 (Midday) and 1500. There will be a minor closure at west end of Clarence Street as runners transition from the path to the Car park and back again to the path

The Sunday 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 a number of car parks and roadways affected by the event with partial and full closures between 0600 and 1100.

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
- NSW Police (Via Traffic Committee)
- Marine Rescue
- Busways.

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**MEN AND WOMEN
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2. Sequence Of Events

The run festival consists of a 3km kids fun run, along with a 5km, 10km, and a 21.1km Half Marathon. As was the case last year, there is also the 'Treble Breakwall Buster' event whereby participants can take on the Half Marathon followed by the 10k fun run and finished off with the 5km course.

2.1. Bump in

Bump in for the Port Macquarie Running Festival will commence on the morning of Friday 28th February. The Town Green will experience the most impact at this time with Expo Area, Finishing chute and crowd control barriers (CCB's) being set up. CCB's will also be dropped in carparks along the course as detailed below. These will not be set up/installed until Sunday morning.

2.2. Event schedule

The following events will be staged on the above date starting and finishing on the Town Green area. There are four courses being the 21.1km (Half Marathon), 10km, 5km and 3km run. Table 2.1 shows the full list of the of events and the estimated number of competitors

| Table 2.1 Race Details | | | | |
|---|------------|-----------------------|----------|----------------|
| SATURDAY 1st March 2025 | | | | |
| Event | Start time | Competitors (Maximum) | Distance | Course Closure |
| Kids Fun Run: | | | | |
| • 10 - 12 years | • 1200 | | | |
| • 7 - 9 years | • 1215 | | | |
| • 4 - 6 years | • 1230 | 500 | 3km | 1100 |
| Indigenous Marathon Foundation #WalkSweatInspire | 1300 | 500 | 3km | 1100 |
| SUNDAY 2nd MARCH, 2025 | | | | |
| 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 |

All races on Sunday are to be completed no later than 1130.

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**MEN AND WOMEN
AT WORK**

3. General Arrangement

3.1. Run Courses

The area of impact is shown in Appendix 1 Port Macquarie Running Festival Overview, with all races being run between the Marine Rescue/Salty Crew Kiosk building at Town Beach and the driveway at 165 Park Street "Broadwater Gardens". Competitors return through Town Green and turn around at Marine Rescue/Salty Crew Kiosk at Town Beach.

3.1.1. 21.1km Half Marathon

This course consists of 2 x laps starting at the Town Beach skatepark carpark and finishing at Town Green. Competitors run in a clockwise direction towards Settlement Point with the first turn around point being at the driveway of 165 Park Street "Broadwater Gardens driveway"

3.1.2. 10km Run

This course consists of 1 x lap starting and finishing at Town Green. Competitors run in a clockwise direction towards Settlement Point with the turnaround point being at the driveway of 165 Park Street "Broadwater Gardens driveway", then competitors return through Town Green and turn around at the Marine Rescue/Salty Crew Kiosk building at Town Beach.

3.1.3. 5km Run

This course consists of 1 x lap starting and finishing at Town Green. Competitors run in a clockwise direction towards Settlement Point with the first turn around point being at the Westport Park/boat ramp carpark access, then competitors return through Town Green and turn around at the Marine Rescue/Salty Crew Kiosk building at Town Beach.

3.1.4. 3km Kids Fun Run & Charity Walk

This course consists of 1 x lap starting at Town Green heading west towards Westport Park. The course will run through the Food for Less car park, along the foreshore path past Levi's Playground. Turning around at Westport Park and finally making its way back and finishing at Town Square. A minor closure at the West end of Clarence Street. TGS PMRF 4 will be implemented on Saturday 1st March at 400am for a 1200 Start time.

3.2. Road Closures (Sunday 2nd March ONLY)

Implementation of traffic control signage and devices will commence from 0400 to ensure all TGS's are implemented in time for the commencement of the first race at 0700. Resident and business access will be maintained at all times, or alternative arrangements provided.

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As was the case in 2024, the 2025 event will consist of a closure of Park Street from Bay Street to Buller Street as discussed below. Buller Street will also be closed to eastbound traffic from Park Street to Short Street. The majority of the remaining road network utilised by the event will remain relatively unaffected, other than a few locations where traffic will need to be laterally shifted to ensure the safety of competitors. This is shown on TGS PMRF 1,2, 3, 4 and 5 Overview as shown in Appendix 2, 3 4, 5 and 1 respectively.

The temporary road closures from 0500 to 1100 are as follows:

- The “full” closure of the Town Square (northern end of Horton Street)
- Clarence Street western end of Short Street
- Short Street:
 - Northern end of Clarence Street (carpark area only)
 - Northbound lane only from Buller Street (roundabout) to the northern driveway (egress) of the Plaza Car Park. Northbound drivers on Short Street will only be able to make a right hand turn at Short and Buller Street round about
- Buller Street:
 - Westbound lanes from Park Street to Short Street. Detour is via Hastings River Drive, Gordon Street, Horton Street. Access to Westport Bowling Club will be maintained via the Buller Street right turn lane on the eastbound carriageway.
- Hollingsworth Street:
 - Northbound lanes from Waugh Street to Buller Street.
- Park Street (from Bay Street to Park Street)
 - Southbound lanes. Fast lane to remain open under traffic control to route buses and vehicles towing boats
 - Southbound shoulder closed/delineated from 165 Park Street “Broadwater Gardens” through to Bay Street roundabout

Marshalls / Traffic Controllers will be in place to manage vehicles entering and leaving the Waters Edge Hotel and Hollingsworth Street car park.

Park Street from No. 165 through to Walters Street will be able to begin staged packed down from 9am and returned to normal traffic conditions.

From 11am Park Street and Buller Street, will be re-opened to traffic and any remaining runners will be directed towards the paths and footbridge with marshalls in place.

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There will also be a number of carparks affected. The following carparks will have temporary closure's as per TGS PMRF 1, 2 and 4 as shown in Appendix 2,3 4 and 5 respectively.

| Table 3.1 Car Park Closures | | | | |
|--|--|--------------|---------------------|------------|
| Car Park/Location | Type of Closure | Closure Time | Marshalls | TGS |
| Town Breach skatepark Carpark (Alban Place) | Full closure | 0430 – 0730 | 1 | TGS PMRF 3 |
| Sea Plane Car Park (end of Short Street) | Part closure | 0400 – 1100 | 1 | TGS PMRF 1 |
| Old Food For Less Carpark | Part closure | 0400 – 1100 | 2 | TGS PMRF 1 |
| Park Street & Buller Street | Part closure | 0400 – 1100 | 2 (1 either end) | TGS PMRF 1 |
| Hollingsworth Street Car Park | Full closure | 0400 – 1100 | 1 | TGS PMRF 1 |
| Sea Rescue Car Park | Part closure | 0400 – 1100 | 1 | TGS PMRF 1 |
| West Port Park Boat Ramp Car Park | Part closure (Boat Ramp Limited Access) | 0400 – 1100 | 2 | TGS PMRF 2 |
| Marina Car Park | Closed | 0400 – 1100 | 1 | TGS PMRF 2 |
| Marina Shops Carpark | Closed | 0400 – 1100 | 1 | TGS PMRF 2 |
| Sails Entrance | Part Closure | 0400 – 1100 | 1 | TGS PMRF 2 |

There will be a volunteer sweeping the course on a mountain bike for all events monitoring the last runner and will communicate with the course set up and pull down team. Once the last competitor passes through a particular car park area, a team of volunteers will remove cones, barrier boards and revert to full operation and normal traffic conditions.

As outlined below, all car parks will still be accessible to vehicles wanting to utilise the particular area. Car parks affected will be monitored by volunteers who will be on hand to ensure the safety of competitors and also offer guidance to motor vehicles wanting to access the car park.

Variable Message Sign (VMS) Boards will advise road users of the closure a week in advance.

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3.3. Traffic Controller's & Marshalls

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

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

Where a marshall is depicted on a TGS with the following symbol;  the marshall shall take part in the risk assessment/toolbox, advise road users of the event and assist them to move through the partial road closure safely with priority given to athletes and emergency vehicles.

3.4. Parking Arrangements

Competitor and spectator parking is available within the Port Macquarie CBD, and Port Central Carpark.

3.5. Pedestrians

Pedestrians are free to move around the event precinct however parts of the course will be pedestrian free to maximise competitor experience and safety. To minimise the risk of collision between pedestrians and athletes on the Breakwall footpath it shall be temporarily closed to public access. There shall be a traffic control/ Labourer positioned at either end of the footpath; adjacent to Little Shack Café at the western end and adjacent to the skate park at the eastern end to advise pedestrians to seek an alternate route during the event. This is shown in Appendix 1 Port Macquarie Running Festival Overview

3.6. External Consultation

Various organisations have been consulted with regard to the management, impacts and possible emergency needs the event will require during event day. They will be notified verbally a week prior to the event.

Port Macquarie Hastings Council

NSW Police– Engagement on event dates and Police approvals process



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4. Contingency Planning

4.1. Weather

Weather may affect the operation of the event but will not affect the operation of the traffic management plan. Chilvers Events & Consulting will have the final say with respect to the completion/ cancellation of the festival in the event of inclement weather in consultation with PMHC staff.

4.2. Accidents in and around the site

Access for emergency vehicles to the main site is via Horton Street and then following vehicle movement. Saint John's ambulance volunteer personnel will be on hand at precinct from 0630 until finish at approximately 1300.

In case of an emergency evacuation, all key organisers will have radio contact as well as mobile phone contact between themselves. All key organisers will have a lanyard with each other's names and phone contacts. These details will be given to volunteers during the volunteer briefing session Wednesday 28th February.

4.2.1. Nutrition

Electrolyte and water will be available for all competitors at drink stations set up around the course at approximately 2km intervals. There will be a recovery area at the finish line where all competitors will have access to electrolyte water also fresh fruit. Two drink stations will be situated on the course for competitor's requirements: Town Beach & Westport Park

4.3. Volunteers

The main source of volunteers will come from the Port Macquarie Community Groups. There will be a volunteers briefing at Rydges Hotel Port Macquarie at 1800 Wednesday 26th February, 2024. All volunteers will be allocated with their respective areas/locations, including instructions for event day. There will be a volunteer sweeping the course on a mountain bike for all events monitoring the last runner and will communicate with the course set up and pull down team. Once the last competitor passes through a particular car park area, a team of volunteers will remove cones and barrier boards and revert to full operation.

4.4. Public Transport

The event is not serviced by public or private bus services. The event will not impact any public bus route however the bus stop on Park Street near the Marina will be partially affected but access will be maintained throughout the event (see TGCP 2 in Appendix 3 for details).

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4.5. Delayed Event

While some delay to the finalisation of the event is possible, it is not possible to extend the event beyond Sunday afternoon. As a result, any delay to the event will not have an impact on the operation of the traffic management plan.

4.6. Event Risk Assessment

Chilvers Events & Consulting has prepared a Risk Management Plan for the event. A copy of the plan is provided in Appendix 6 of this TMP.

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5. Public Safety

Chilvers Events & Consulting has accepted responsibility for the provision for public safety on the site. This traffic management plan makes satisfactory arrangements for all matters associated with access to and from the site only.

6. Advertising

Advertising will be through local print media, websites and radio. Variable Message Sign (VMS) Boards are to be placed strategically, 14 days prior to the event advising the public of the partial closure/limited access of Park Street, Buller Street, Short Street, Westport boat ramp and Town Square.

7. Statement of Duty

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

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

David Barnes

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8. Appendices

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Item: 07**Subject: 188-190 KENNEDY DRIVE, PORT MACQUARIE - NEW PARKING RESTRICTIONS****Presented by: Community Infrastructure, Robert Fish**

RECOMMENDATION**This report is for the information of the Committee Only****Executive Summary**

Port Macquarie - Hastings Council received a complaint about illegal parking on Kennedy Drive near properties 188–190, due to substandard lane widths below the 3m minimum required by Section 208(6) of the *NSW Road Rules, 2014*. Current lane widths, combined with the width of parked vehicles, fail to meet this standard, posing safety concerns.

To address this, Council will install No Stopping signage (TfNSW standard R5-400n) at the location in early 2025 to improve compliance and reduce the need for enforcement. Residents will be notified in advance of the rationale and implementation. This action aims to enhance safety and traffic flow on Kennedy Drive.

Discussion

Port Macquarie - Hastings Council recently received a resident complaint regarding compromised lane widths on Kennedy Drive because of vehicles illegally parking adjacent to properties 188-190 Kennedy Drive, Port Macquarie.

As shown on the aerial photo below, insufficient travel lane width is available for southbound traffic when a vehicle is parked within the frontage of the above mentioned properties.



Image 1 - aerial photograph of parking concerns

In this regard, Section 208 (6) of the NSW Road Rules, 2014 notes the following regarding parallel parking:

(6) If the road has a continuous dividing line or a dividing strip, the driver must position the vehicle at least 3 metres from the continuous dividing line or dividing strip, unless otherwise indicated by information on or with a parking control sign.

As shown on Image 1, lane width adjacent to these properties ranges from approximately 4.9m at the northern end of the frontage, down to 3.8m mid frontage, and 4m at the southern extent. On the basis that a mid-size sedan such as a Mazda 3 or Toyota Corolla has a width of approximately 1.8m, it reduces the available lane width considerably. As such parking at this location would contravene the above road rule.

In addressing the community request regarding illegal parking and insufficient lane width, Council has the following options:

1. Enforce the abovementioned (and poorly understood) road rule via compliance action, OR
2. Install signage to alert users that parking is not permitted at this location (enforcement action to follow if signs are disobeyed).

In responding to this enquiry, Council's Community Infrastructure Planning and Design Team have determined to install *No Stopping* signage (TfNSW standard sign R5-400n) at the abovementioned location as a means of informing users of the

AGENDA

LOCAL TRAFFIC COMMITTEE 22/01/2025

restrictions applicable to the location, hopefully improving compliance with Section 208 (6) of the NSW Road Rules, 2014, minimising the need for compliance action.

The planned No Stopping Signs will be installed in early 2025, at which time the adjoining residents will be notified of the proposed signage installation and rationale for their installation.

Signage is being installed approximately as shown by the image below:

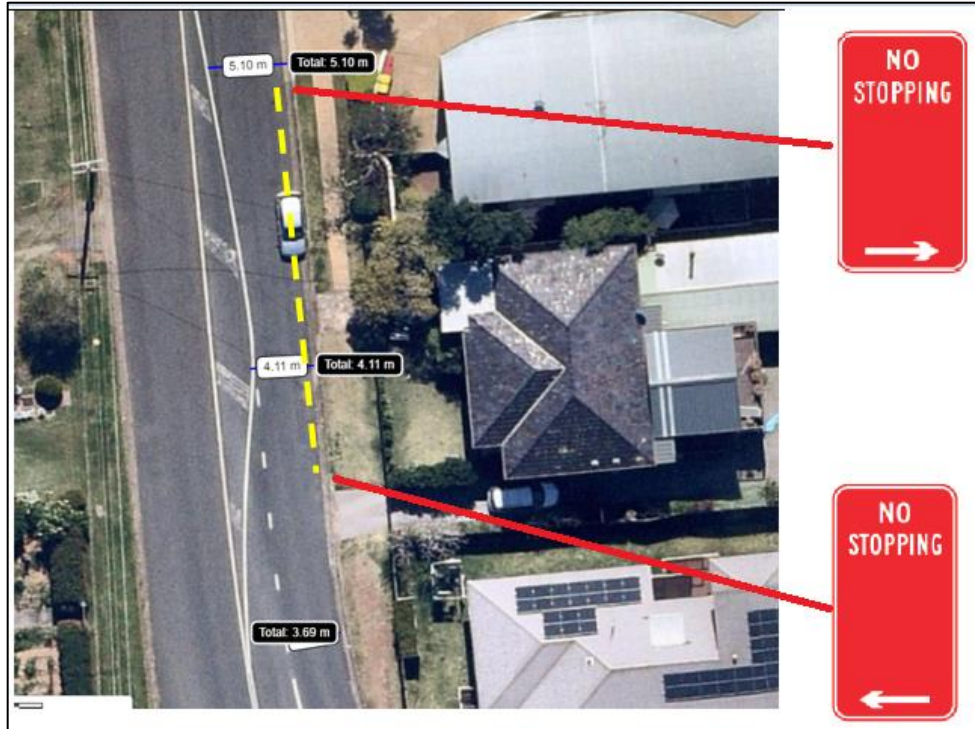


Image 2- Planned No Stopping signage

Attachments

Nil

Item: 08**Subject: PARKING RESTRICTIONS TO SUPPORT SAFE OPERATION OF EXISTING BICYCLE LANES - LAKE STREET, LAURIETON****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 No Parking signs on Lake Street Laurieton at locations as detailed in the report.**
- 2. Notify adjoining landowners of the new signs, restrictions, and rationale for their installation.**

Executive Summary

This report addresses concerns raised by residents regarding vehicles illegally parking within the existing bicycle lanes on Lake Street, Laurieton, creating safety risks for cyclists.

The encroachment forces cyclists into adjacent vehicle travel lanes, increasing the risk of collisions, and heightens the danger of “dooring” incidents where car doors are inadvertently opened into the path of passing cyclists.

The current dimensions of the parking and bicycle lanes do not comply with AUSTRROADS Guidelines, which specify minimum widths for safe integration of travel lanes, parking bays, and bicycle lanes.

After considering several options to address these risks which included — enforcing existing road rules, installing "No Stopping" signage, removing the bicycle lanes, or exploring other solutions—the Community Infrastructure Planning and Design Unit recommends the installation of No Stopping (TfNSW R5-400n) signage to advise and provide education to users of the existing restrictions that enable shared use of the road between cyclists and vehicles and to allow compliance enforcement if the restrictions are not adhered to.

This approach enhances cyclist safety, informs road users about legal parking restrictions, and preserves the critical role of the bicycle lanes, which are part of a planned larger cycling network.

While this measure will result in the loss of approximately 18 non-compliant parking spaces, parking studies indicate low occupancy rates in the affected area, suggesting minimal community impact. The proposed signage installation is a practical and balanced solution that addresses safety concerns while supporting broader cycling infrastructure goals. Pending endorsement from the Local Traffic Committee, the signage will be installed in early 2025, with adjoining residents notified in advance.

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Discussion

Port Macquarie - Hastings Council recently received a resident complaint regarding vehicles illegally parking within an existing bicycle lane on Lake Street Laurieton.

In this regard, the issue at hand is as shown on images 1 and 2 below:

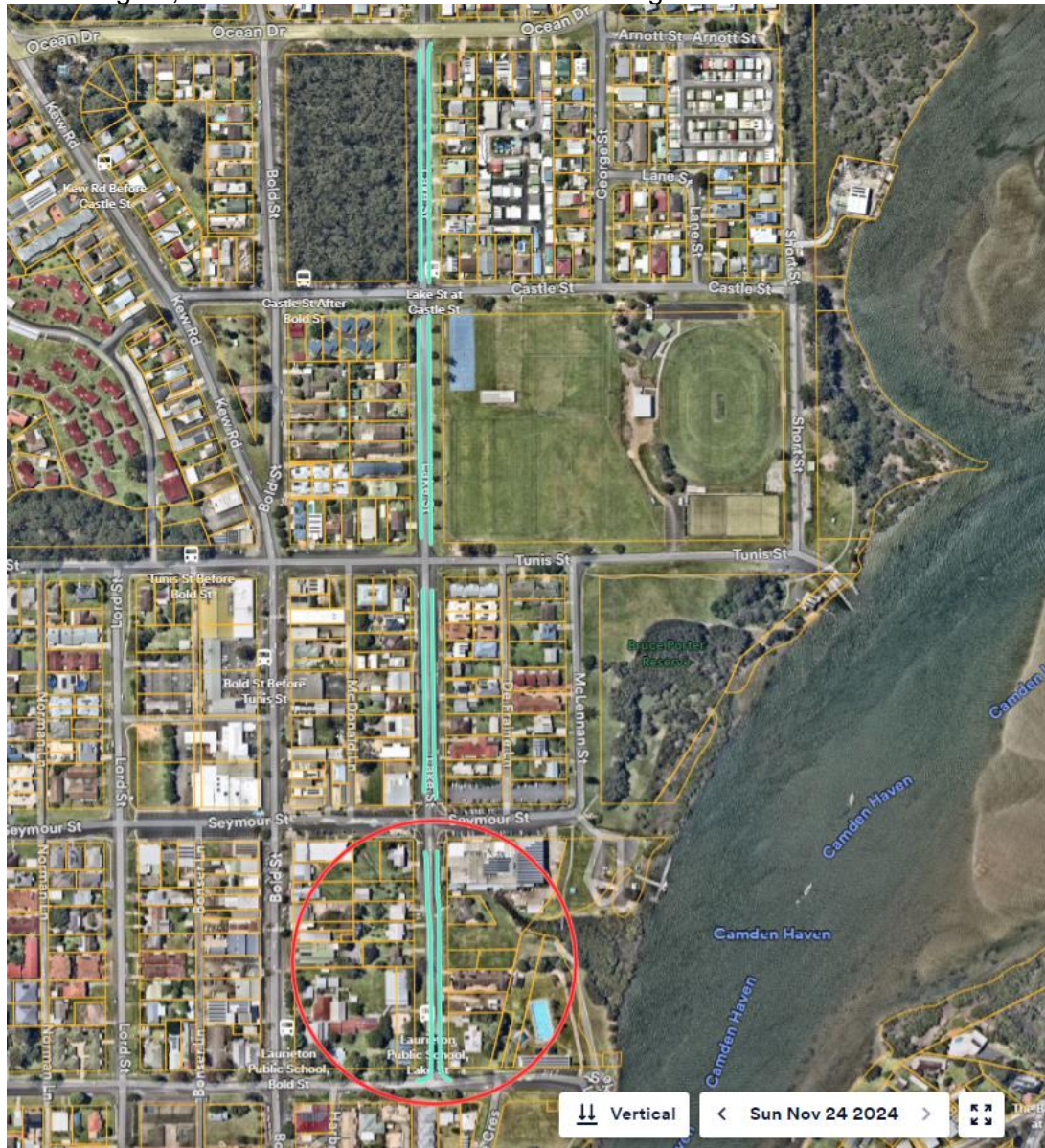


Image 1 - Existing Lake Street Bicycle Lanes (Nearmap 2024)



Image 2 - Focus area - location of Bicycle Lane / Parked Vehicle conflict (Nearmap 2024)



Image 3 - Examples of vehicles encroaching onto existing bicycle lanes

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As can be seen on the aerial photographs and images above, the available width of the existing bicycle lane along the length of Lake Street Laurieton is compromised by illegally parked cars. The risk to a cyclist resulting from this illegal parking is twofold:

- Insufficient space pushes a cyclist into the adjoining vehicle travel lane, increasing the risk of collision, and
- The close (and often encroaching) nature of vehicles, increases the risk of 'dooring' whereby a vehicle user inadvertently opens a car door onto a passing cyclist.

From a design/planning perspective, the current bicycle lanes at this location have been in place for greater than 15 years. Current AUSTRROAD Guidelines (Guide to Road Design Part 3: Geometric Road Design) requires the following with regard to travel lanes, parking bays adjacent to bicycle lanes in urban settings such as lake Street, Laurieton:

- Minimum travel lane widths - 3.0-3.5m minimum
- Parallel parking bay width - 2.1m minimum
- Parking bay and bicycle lane dimensions - 3.7- 4.5m total width as shown below:

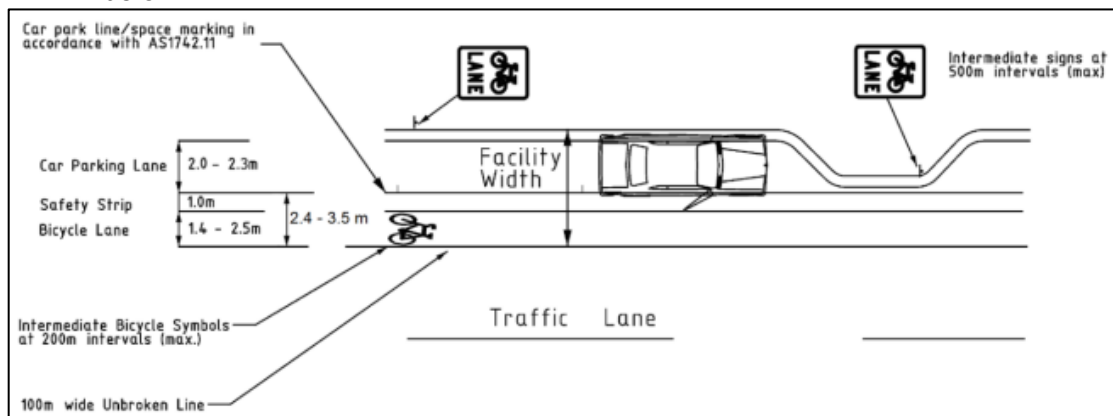


Image 4 - AUSTRROADS Excerpt - Figure 4.47 Example of bicycle/car parking lane layout (parallel parking)

Whilst much of Lake Street meets the above requirements, the section of Lake Street shown in Image 2 above has the following dimensions:

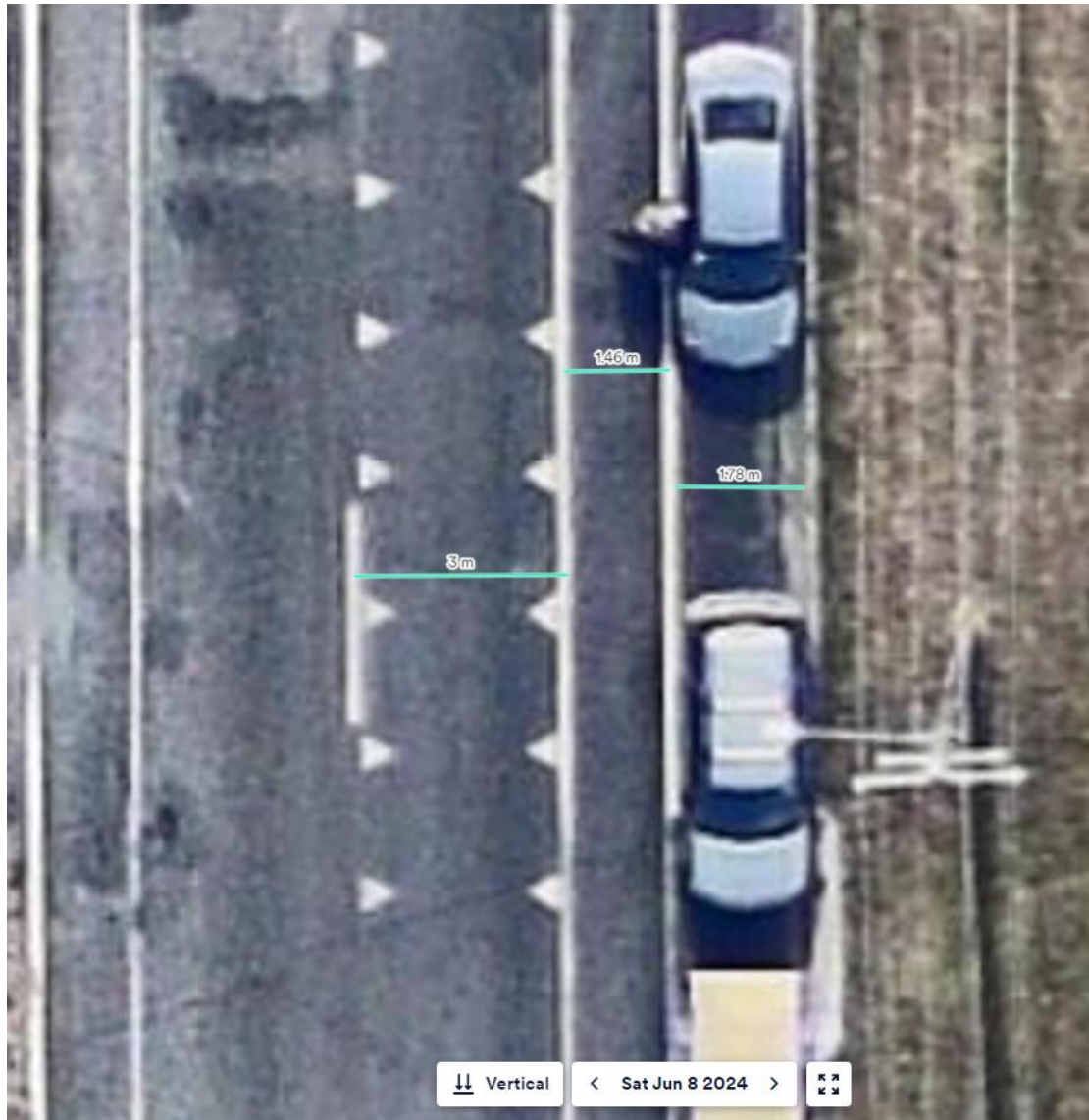


Image 5 - Lake Street minimum lane, parking bicycle lane dimensions

In addressing risks associated with parked vehicle/cyclists clashes at this location Council has the following options:

1. Undertake enforcement action and fine vehicles parked that encroach into the existing adjacent bicycle lane. Note: As per *NSW Road Rules, 2014* Section 187 (1) notes the following in this regard:

187 Stopping in a bicycle lane, bus lane, bus only lane, tram lane, tramway, transit lane, truck lane or on tram tracks

(1) A driver must not stop in a bus lane, transit lane or truck lane unless the driver—

- (a) is driving a public bus, public minibus or taxi, and is dropping off or picking up, passengers, and
- (b) is permitted to drive in the lane under these Rules or another law of this jurisdiction.

Maximum penalty—20 penalty units.

Image 6 - NSW Road Rules Excerpt

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2. Install signage to alert users that parking is not permitted at this location (enforcement action to follow if signs are disobeyed).
3. Removal of bicycle lanes.
4. Other actions as identified by the Local Traffic Committee.

In reviewing the above issues and options, the Community Infrastructure Planning and Design Unit propose to implement Option 2, subject to the endorsement of the Local Traffic Committee.

This option has been selected on the basis that the provision of signage will advise and provide education to users of the existing restrictions that enable shared use of the road between cyclists and vehicles. This action also supports the long-term work identified by the Council's recently completed DRAFT Walking and Cycling Review (endorsed by Council at the December Ordinary Council Meeting) and the endorsed Integrated Transport Plan.

No Stopping (TfNSW standard sign *r5-400n*) signage is proposed to be installed approximately as shown by the image below:



Image 7 - Proposed No Stopping Signage

The above proposal is considered the most appropriate means to address the risks identified above, ensuring cyclist safety and as a means of informing users of the restrictions applicable to the location, hopefully improving compliance with Section 187 (1) of the *NSW Road Rules, 2014*, minimising the need for compliance action.

Impacts of decision

It is acknowledged that the recommended action will result in the perceived loss of approximately 18 existing on street parking spaces along Lake Street, however as noted above, those existing parking spaces are currently non-compliant, and result in a cyclist hazard.

With regard to the impact of this potentially perceived loss of parking to the local community, parking occupancy counts undertaken during the preparation of the 2023 Parking Management Plan project identified that the subject section of Lake Street was typically 20-50% occupied during the weekday peak as shown by Image 8 below:

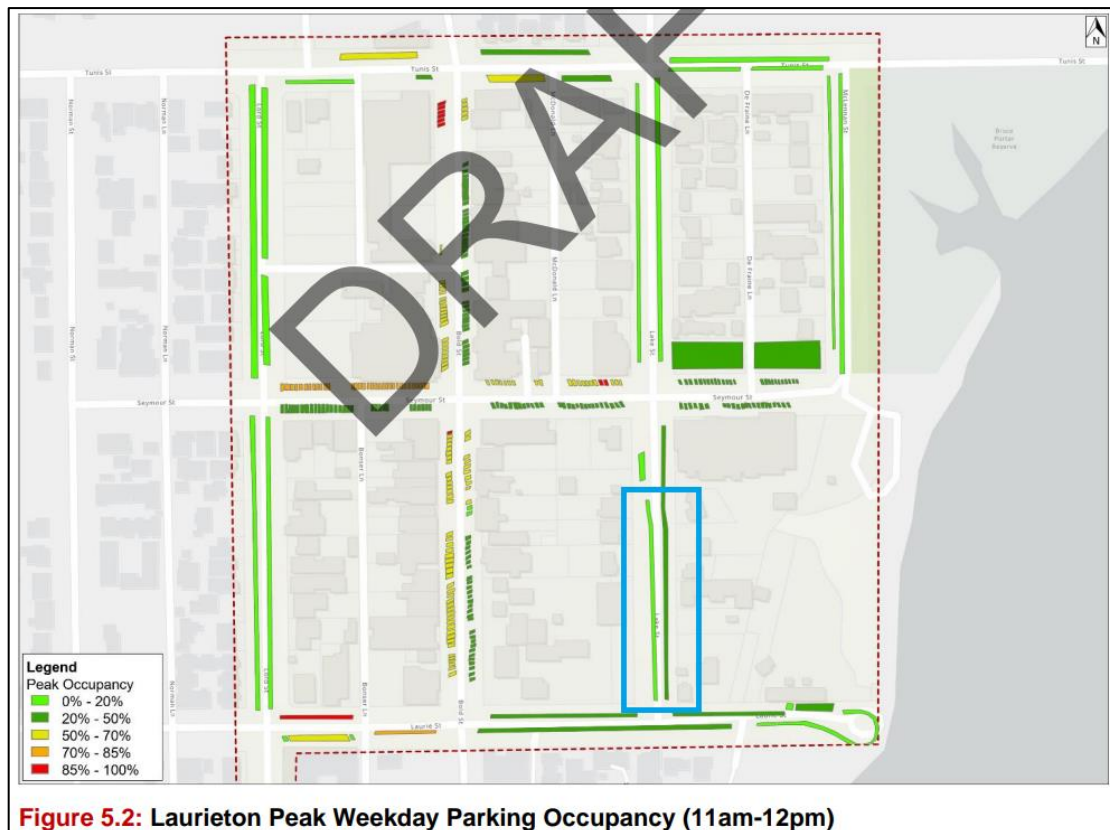


Image 8 - Excerpt from PMHC Parking Policy and Action Plan Working Paper 1: Existing Parking Situation, 2022 (Bitzios Consulting)

This low occupancy is likely to be largely due to the location of the Laurieton Public School located opposite to the site. The plan also highlights a high level of parking availability within the precinct to counter the perceived loss.

Pending Committee endorsement, the planned No Stopping Signs will be installed in early 2025, at which time the adjoining residents will be notified of the new signage installation and rational for their installation via mail.

Attachments

Nil

Item: 09**Subject: PROPOSED TEMPORARY PARKING RESTRICTIONS TO SUPPORT COMPLETION OF ESSENTIAL ENERGY 3 MONTHS POLE MOUNTED EV CHARGER TECHNICAL TRIAL - 142-144 NANCY BIRD WALTON DRIVE, KEW****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 Temporary 2P (9am to 6pm) EV Charging parking zone over two car spaces at the frontage of 142 & 144 Nancy Bird Walton Dr, Kew as detailed in the report.**
- 2. Notify adjoining landowners of the new signs, restrictions and rationale for their installation.**

Executive Summary

Essential Energy is collaborating with Port Macquarie - Hastings Council to conduct a 3-month trial of a prototype utility pole EV charger technical trial at 142 & 144 Nancy Bird Walton Dr, Kew.

The charger, integrated within a proposed new composite utility pole and powered by the existing electrical distribution network will be available for public use at no cost.

The Community Infrastructure Planning and Design Programs Team have reviewed and support the attached proposed trial. The proposal includes the implementation of temporary parking restrictions consisting of the provision of a temporary 2P (9am to 6pm) EV Charging parking zone over two car spaces adjacent to the subject pole to facilitate the testing of various charger configurations by Essential Energy. The creation of two parking spaces facilitates use of the charger by vehicles with charging ports located front, rear or side.

In assessing the proposal, Council's Executive Team have also reviewed and endorsed the current proposal at the Executive Operational Meeting held on 14 January 2025.

Prior to implementation, Local Traffic Committee approval is sought for the implementation of a temporary 2P (9am to 6pm) EV Charging parking zone over two car spaces adjacent to the subject pole, to be in place for the duration of the trial.

Background

Following the successful trailing of a Streetlight Pole mounted EV Charger in Clarence Street, Port Macquarie in mid-2024 (see [Streetlight EV Charger Trial | Essential Engagement](#)), Port Macquarie - Hastings Council have been approached by Essential Energy to provide support for a new 3-month trial of a prototype utility

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pole EV charger, proposed to be installed within a new composite pole at 142 & 144 Nancy Bird Walton Dr, Kew.

Essential Energy propose to run the trial in a similar manner to the streetlight EV charger trial undertaken in mid-2024, offering EV charging free to the public, with the trial focusing on the technicalities of the implementation and use of this new technology.

Similarly to the prior Clarence Street trial, the new proposal is proposed to be powered by the existing electrical network, however as this trial is located on a distribution pole (as opposed to a street light column), the location facilitates the provision of a higher capacity charger at 22kW (vs 7kW Clarence Street trial).

Following completion of the 3-month trial, Essential Energy have highlighted a desire to make the charger a permanent fixture, however this would be subject to a successful trial, regulatory change by the State Government and be subject to a future proposal for implementation to Council.

Parking Restrictions

To support the abovementioned EV Pole Charger trial, Council is proposing to install a temporary 2P (9am to 6pm) EV Charging parking zone over two car spaces adjacent to the subject pole (one space each side).

The location of the proposed EV Pole Charger trial is shown on the images below:



Image 1 - Location of proposed trial



Image 2 - Site Photographs

In addition, the location of the proposed 2P EV Charging parking zone is shown approximately by the blue polygons line on Image 3 below:



Image 3 - Location of 2P parking restrictions (blue polygons)

A mock-up of the proposed signage is also shown below for reference:

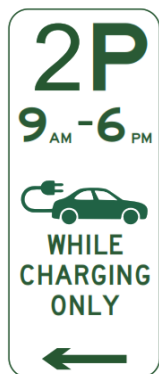


Image 4 - Signage mock-up

Essential Energy will provide additional signage/instructions on the pole regarding usage and status.

Consultation

The proposed trial was reviewed and has been endorsed by the Council's Executive team on 14 January 2025.

Landowners of property adjacent to the proposed 3 months pole charger trial are yet to be contacted, however consist of :

- 144 Nancy Bird Walton Drive - The Kew Motel.
 - This motel contains on-site parking, and it is considered likely that the provision of an EV charging bay at the frontage of this property would be viewed as beneficial by the owners of the site.
- 142 Nancy Bird Walton Drive - a private single residence, in the ownership of a corporation.
 - This property has on-site parking in the form of twin carports and a lengthy internal driveway.

Subject to endorsement of the parking restrictions to support the proposed 3 month trial by the Local Traffic Committee, it is proposed that Council will write to the adjacent landowners to inform them of the trial, its particulars and the method to submit feedback (via upcoming Essential Energy have your say website).

Next Steps

Pending approval, Council will advise Essential Energy of our formal support for the trial and undertake resident notification of the proposed parking restrictions. Parking restrictions will be installed at a time to coincide with trial delivery. Essential Energy currently anticipates that they will be able to install the pole and charger, commencing the trial in Q2 of 2025 (possibly late Q1).

Attachments

1.  Essential Energy Proposal - In-Asset Utility Pole EV Charger Technical Trial

