



Local Traffic Committee

Business Paper

date of meeting: Wednesday 24 January 2024

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

time: 10:00 AM

LOCAL TRAFFIC COMMITTEE CHARTER

Adopted: ORD 07/05/07

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

1. Purpose

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

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

2. Chairperson

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

3. Membership

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

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

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

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

Non-voting Advisory Positions

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

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

4. Quorum

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

5. Voting

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

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

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

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

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

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

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

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

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

6. Convenor

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

7. Meeting Formats

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

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

Acceptable alternative meeting formats include:

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

a) Agendas, minutes, and reports

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

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

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

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

b) Site visits

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

8. Delegations

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

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

**Local Traffic Committee
ATTENDANCE REGISTER**

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

KEY: ✓ = Present

PV = Proxy
Vote

A= Absent With
Apology

X= Absent Without
Apology

Meeting Dates for 2024

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

Local Traffic Committee Meeting

Wednesday 24 January 2024

Items of Business

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AGENDA

LOCAL TRAFFIC COMMITTEE
24/01/2024

Item: 01

Subject: ACKNOWLEDGEMENT OF COUNTRY

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

Item: 02

Subject: APOLOGIES

RECOMMENDATION

That the apologies received be accepted.

Item: 03

Subject: CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDATION

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

AGENDA

LOCAL TRAFFIC COMMITTEE
24/01/2024

PRESENT

Voting Members:

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

Non-voting:

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

The meeting opened at 10.03am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies from the following be accepted:

- Mayor Peta Pinson (Chair)

UNANIMOUS SUPPORT

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Local Traffic Committee requested the following:

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

UNANIMOUS SUPPORT

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

09 PARKING RESTRICTIONS - PACIFIC DRIVE FLYNNS BEACH

CONSENSUS:

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

UNANIMOUS SUPPORT

08.10 BUS SHELTER PETITION - KENDALL

CONSENSUS:

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

UNANIMOUS SUPPORT

08.11 GARDEN VILLAGE PETITION

DISCUSSION:

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

CONSENSUS:

That the Local Traffic Committee:

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

UNANIMOUS SUPPORT

10.00 KINGFISHER ROAD PARKING RESTRICTIONS, PORT MACQUARIE

DISCUSSION:

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

CONSENSUS:

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

UNANIMOUS SUPPORT

IRONMAN 2024 PROPOSED COURSE CHANGES

DISCUSSION:

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

CONSENSUS:

That the Local Traffic Committee:

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

UNANIMOUS SUPPORT

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

CONSENSUS:

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

UNANIMOUS SUPPORT

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

CONSENSUS:

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

UNANIMOUS SUPPORT

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CONSENSUS:

That the Local Traffic Committee:

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

UNANIMOUS SUPPORT

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

CONSENSUS:

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

UNANIMOUS SUPPORT

06 PARKING RESTRICTIONS - PACIFIC DRIVE, FLYNNS BEACH

DISCUSSION:

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

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

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

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

CONSENSUS:

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

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

UNANIMOUS SUPPORT

07 IRONMAN 2024 - PROPOSED COURSE CHANGES

DISCUSSION:

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

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

CONSENSUS:

That the local Traffic Committee:

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

UNANIMOUS SUPPORT

08 KING CREEK ROAD TEMPORARY CLOSURE - BRIDGE REPLACEMENT

DISCUSSION:

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

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

CONSENSUS:

That the Local Traffic Committee:

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

UNANIMOUS SUPPORT

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

DISCUSSION:

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

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

Busways will suspend the Friday service during this period.

CONSENSUS:

That the Local Traffic Committee:

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

UNANIMOUS SUPPORT

10 2024 PORT MACQUARIE RUNNING FESTIVAL

CONSENSUS

That the Local Traffic Committee:

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

UNANIMOUS SUPPORT

11 PETITION - BUS STOPS IN KENDALL

DISCUSSION:

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

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

CONSENSUS

That the Local Traffic Committee

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

UNANIMOUS SUPPORT

12 GENERAL BUSINESS

12.01 OCEAN DRIVE BUS STOPS

DISCUSSION:

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

CONSENSUS:

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

UNANIMOUS SUPPORT

12.02 LAKE CATHIE SPEED REDUCTION

DISCUSSION:

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

- Speed Zone Reviews are undertaken by TfNSW.
-

12.03 NSW SENIOR TOUCH FOOTBALL

DISCUSSION:

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

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

CONSENSUS:

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

UNANIMOUS SUPPORT

12.04 LOCAL TRAFFIC COMMITTEE 2024 MEETING DATES

DISCUSSION:

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

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

CONSENSUS:

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

UNANIMOUS SUPPORT

12.05 EVENT REPORTS WITH EXTENSIVE CONDITIONS

DISCUSSION:

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

CONSENSUS:

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

UNANIMOUS SUPPORT

12.06 HASTINGS RIVER DRIVE RESEALING

DISCUSSION:

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

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

CONSENSUS:

That the Local Traffic Committee acknowledge the feedback provided.

UNANIMOUS SUPPORT

The meeting closed at 11.21am.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

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

(Refer to next page and the Code of Conduct)

Pecuniary Interest

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- 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.

AGENDA

LOCAL TRAFFIC COMMITTEE 24/01/2024

- 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

24/01/2024

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 identified land)	
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 subject land²) <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

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

Councillor's Signature: **Date:**

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

Last Updated: 3 June 2019



Important Information

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

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

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

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

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

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

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

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

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

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

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

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

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

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

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

Item: 06

Subject: 2024 PORT MACQUARIE RUNNING FESTIVAL

Presented by: Community Infrastructure, Robert Fish

RECOMMENDATION

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

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

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

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

Background

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

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

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

10 2024 PORT MACQUARIE RUNNING FESTIVAL

CONSENSUS

That the Local Traffic Committee:

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

UNANIMOUS SUPPORT

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

Discussion

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LOCAL TRAFFIC COMMITTEE

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

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

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

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

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

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

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

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

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

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

Car park closures

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

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

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

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

AGENDA

LOCAL TRAFFIC COMMITTEE
24/01/2024

Attachments

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



**MEN AND WOMEN
AT WORK**

Traffic Management Plan

for

Port Macquarie Running Festival



Saturday 2nd & Sunday 3rd March 2024

Prepared For

Port Macquarie Running Festival & Port Macquarie Hastings Council

By

Men And Women At Work Traffic Services

Issued to:

Kevin Chilvers – Port Macquarie Running Festival
Port Macquarie Hastings Council

Prepared by: David Barnes

Prepare a Work Zone TMP – TCT1023836

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 - Appendix 6 Event Risk Assessment - Prepared by PMRF18

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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 2nd and Sunday 3rd March 2024. 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 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 1st March. The Town Green will experience the most impact at this time with Expo Area, Finishing Shute 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 2nd March 2024				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
Kids Fun Run: <ul style="list-style-type: none"> • 10 - 12 years • 7 - 9 years • 4 - 6 years 	<ul style="list-style-type: none"> • 1200 • 1230 • 1300 	500	3km	1100
Indigenous Marathon Foundation #WalkSweatInspire	1330	500	3km	1100
SUNDAY 3rd MARCH, 2024				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
21.1km (Half Marathon)	0700	750	21.1km	0600
10km Run	0900	850	10 km	0600
5km Run	1000	600	5 km	0600

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

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**MEN AND WOMEN
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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 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" (marked by an 'Elders Real Estate' vehicle).

3.1.2. 10km Run

This course consists of 1 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" (marked by an 'Elders Real Estate' vehicle), 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 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 (marked by a 'Hit FM' vehicle), 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 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 2nd March at 1100 for a 1200 Start time.

3.2. Road Closures (Sunday 3rd March ONLY)

Implementation of traffic control signage and devices will commence from 0500 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 2023, the 2024 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 "half" 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

Marshals / 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 marshals 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	0500 – 1100	1	TGS PMRF 1
Old Food For Less Carpark	Part closure	0500 – 1100	2	TGS PMRF 1
Park Street & Buller Street	Part closure	0500 – 1100	2 (1 either end)	TGS PMRF 1
Hollingsworth Street Car Park	Full closure	0500 – 1100	1	TGS PMRF 1
Sea Rescue Car Park	Part closure	0500 – 1100	1	TGS PMRF 1
West Port Park Boat Ramp Car Park	Part closure (Boat Ramp Limited Access)	0500 – 1100	2	TGS PMRF 2
Marina Car Park	Closed	0500 – 1100	1	TGS PMRF 2
Marina Shops Carpark	Closed	0500 – 1100	1	TGS PMRF 2
Sails Entrance	Part Closure	0500 – 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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Coffs Harbour

U8/21 Industrial Drive

Coffs Harbour NSW 2450

Taree

U2/34 Hargreaves Drive

Taree NSW 2430



**MEN AND WOMEN
AT WORK**

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 depicted 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 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

02 6581 4600

info@mawaw.com.au

www.mawaw.com.au

ABN 13 099 458 590

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**MEN AND WOMEN
AT WORK**

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 28th February, 2023. 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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AT WORK**

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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**MEN AND WOMEN
AT WORK**

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 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

Prepared by: David Barnes
Email: operations@mawaw.com.au
Prepare a Work Zone TMP – TCT1023836

11

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8. Appendices

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Taree NSW 2430



Appendix 1 Port Macquarie Running Festival Overview



Date: 18/10/2023 Author: David Barnes TCT1023836 Project: Port Macquarie Running Festival 2024
TGS: 05 Approved : Kylie Loane TCT0041794

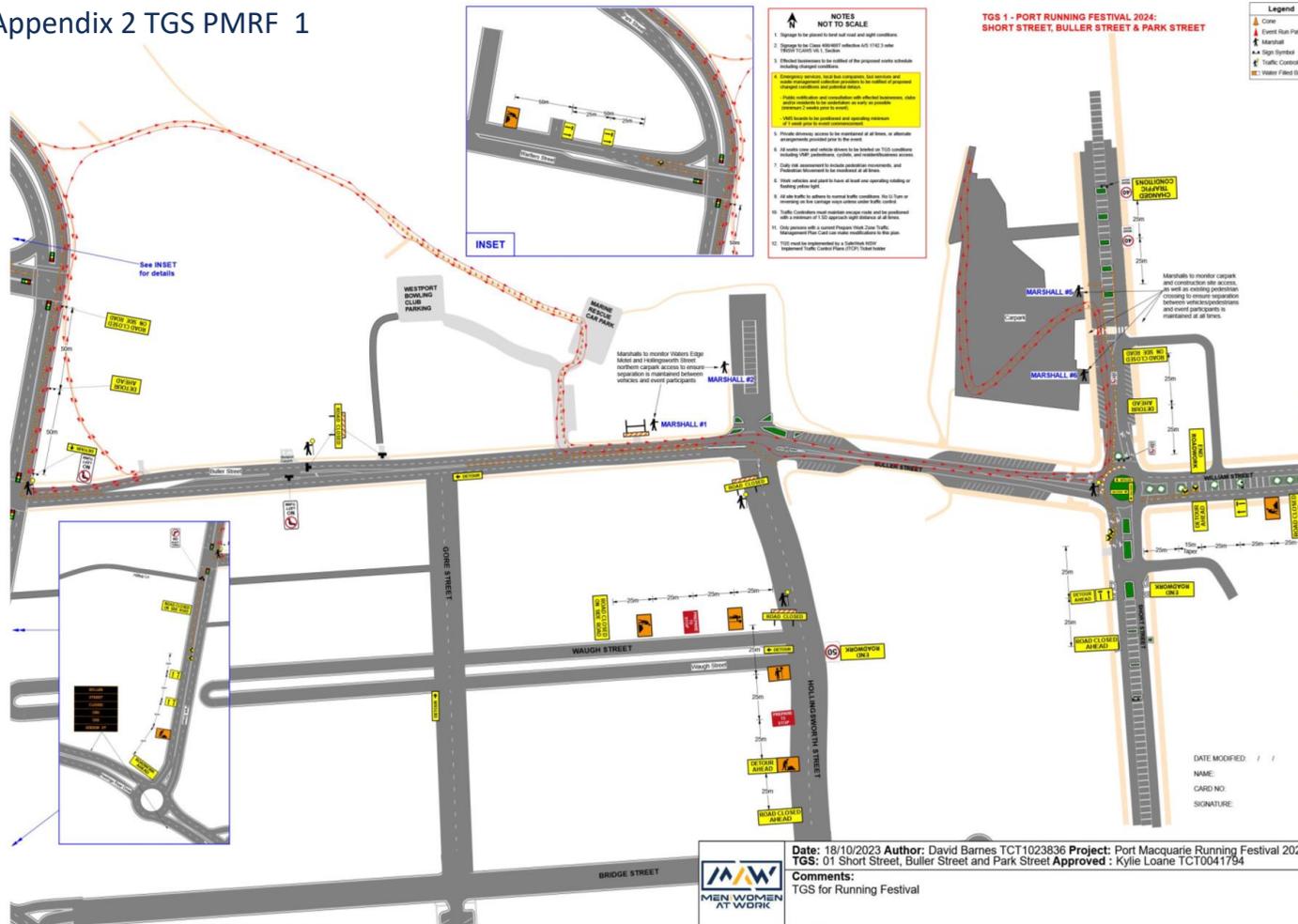
Comments:
TGS for Running Festival





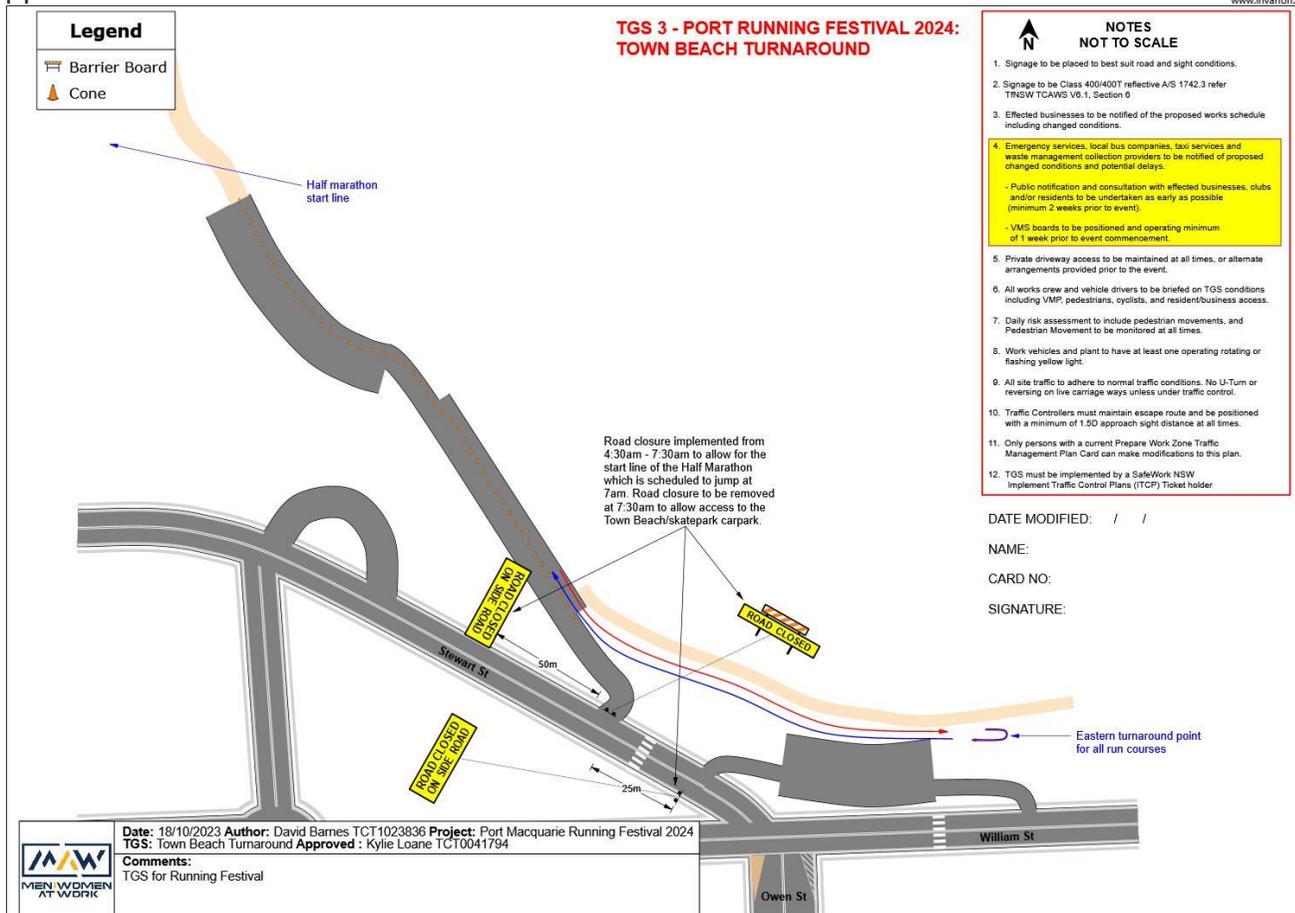
**MEN AND WOMEN
AT WORK**

Appendix 2 TGS PMRF 1



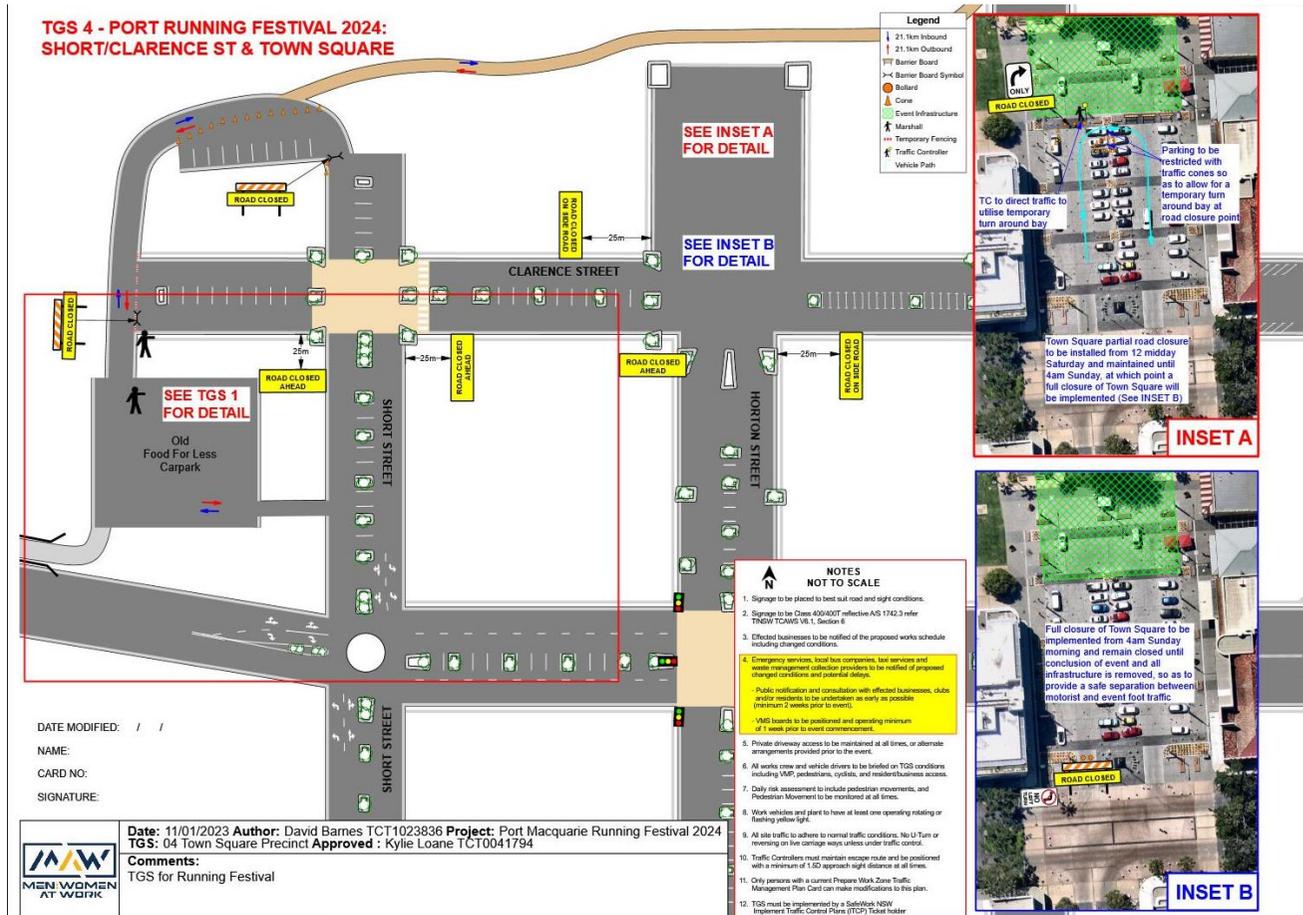


Appendix 4 TGS PMRF 3





Appendix 5 TGS PMRF 4





Appendix 6 Event Risk Assessment - Prepared

Inherent risk (what can happen if no controls are put in place)	Likelihood	Consequence	Risk level	Control to be implemented	Residual Risk level (after controls are in place)	Person(s) responsible	Comments (e.g. monitoring methods)
Athlete dehydrated	possible	Minor	Low	Race Director includes in race briefing positions of water station.	Low	Race Director	Event crew sweepers to monitor
Extreme temperature too high	Rare	Minor	Low	Notify athletes prior to race to hydrate. Shaded area for recovery. Cold drinks on hand.	Low	Race Director	Monitor through race
Athlete falls.	Possible	minor	Low	Marshal to call St Johns Ambulance personnel,	Low	Race Director	Marshals briefed to call medical staff
Electrical storm during run	Possible	Major	Extreme	Race Director to postpone then makes decision to cancel race if necessary. Runners directed to exit the run course	Minor	Race Director	Monitor weather conditions prior to, and during the race.
Athlete vs vehicle	Possible	Major	Extreme	Marshalls instructed to call 000 immediately Race Director to be notified	Low	Race Director	Marshall briefed and positioned

PORT MACQUARIE RUNNING FESTIVAL – 2nd / 3rd March 2024**DETAILED REPORT OF OVERALL EVENT / RISK MANAGEMENT****General**

The 13th Port Macquarie Running Festival will take place from Port Macquarie Town Green from Saturday 2nd to Sunday 3rd March 2024.

The most extended area of the course will span from (western end) Park Street at Broadwater Gardens to the (eastern end) surf lifesaving tower at Town beach.

There will be a number of car park / full closures on Saturday 2nd March between 6am – 3pm and Sunday 3rd March 2024 between 6am – midday. Course Marshalls, Traffic Controllers and St Johns Ambulance staff will be placed in strategic locations for the smooth running of the event. **See TMP provided by Men at Work for more information.**

Bump in

Bump in for the Port Macquarie Running Festival will commence on Friday AM 1st March

- Friday 1st March
 - Expo Area, Finishing shute and crowd control barriers set up on Town Green
 - Crowd control barriers will be dropped in car park areas

Event schedule

The following events will be staged on the above date starting and finishing on the Town Green area.

Saturday 2nd March 2024**• Midday - 3km Kids Fun Run (Max 500)**

4 km run will be a 1 lap course also spanning 2.0 km (Town Beach to Town Green)

• 1.30pm - 3km IMF Walk and Talk

3 km run will be a 1 lap course also spanning 2.0 km (West Port Park to Town Green)

Sunday 3rd March 2024**• 7.00 am 21.1km Half Marathon – Max 450 participants**

The 21.1 km half marathon course is a 2 lap course which enables us to minimise the community impact i.e. 5 km span (Town Beach to Park Street at Broadwater Gardens)

• 9.00 am 10km Run – Max 400 participants

The 10 km run will be a 1 lap course i.e. 5 km span (Town Beach to Park Street at Broadwater Gardens)

• 10.00 am 5km Fun Run – Max 300 participants

5 km run will be a 1 lap course also spanning 2.5 km (Town Beach to West Port Park)

Bump Out Commence Midday

Emergency Procedures

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 Tuesday 20th February 2024.

Emergency access

Emergency vehicles will have easy access to race precinct via (Horton Street)

St John's ambulance volunteer personnel will be on hand from:

Saturday 2nd March – Midday to 3pm

Sunday 3rd March – 7am to 1pm

Nutrition

Electrolyte also water will be available for all competitors at drink stations set up around the course at approx. every 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 & West Port Park

Volunteers

The main source of volunteers will come from the Rotary, Sailability, Mrs York Gardens, Marine Rescue and Local Running Groups

All volunteers will be given their respective areas to be positioned also instructions

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.

Car Park/Road Closures, Road Usage & Driveway Crossings (SEE TMP)

Public notices will be displayed 2 weeks prior to the event

PORT MACQUARIE RUNNING FESTIVAL– RISK REGISTER AND PROPOSED CONTROLS

Inherent risk (what can happen if no controls are put in place)	Likelihood	Consequence	Risk level	Control to be implemented	Residual Risk level (after controls are in place)	Person(s) responsible	Comments (e.g. monitoring methods)
Athlete dehydrated	possible	Minor	Low	Race Director includes in race briefing positions of water station.	Low	Race Director	Event crew sweepers to monitor
Extreme temperature too high	Rare	Minor	Low	Notify athletes prior to race to hydrate. Shaded area for recovery. Cold drinks on hand.	Low	Race Director	Monitor through race
Athlete falls.	Possible	minor	Low	Marshal to call St Johns Ambulance personnel,	Low	Race Director	Marshals briefed to call medical staff
Electrical storm during run	Possible	Major	Extreme	Race Director to postpone then makes decision to cancel race if necessary. Runners directed to exit the run course	Minor	Race Director	Monitor weather conditions prior to, and during the race.
Athlete vs vehicle	Possible	Major	Extreme	Marshalls instructed to call 000 immediately Race Director to be notified	Low	Race Director	Marshalls briefed and positioned

Injury or accident due to poor course condition	Possible	Medium	Moderate	<p>Course check to be conducted 1 week prior to the event, 1 day prior, race day and monitored during the event.</p> <p>Participants advised at Start Brief advised to exercise care when traversing the course.</p> <p>All persons advised to wear appropriate footwear.</p> <p>All persons advised to exercise care on and around Event site.</p> <p>Participants should walk if coming across a hazard and advise other runners and if possible an Event Marshall.</p> <p>Course to be assessed prior to event and identified hazards eliminate of possible. Alternatively Hazard Markers placed if necessary.</p> <p>First Aid officers and NSW Ambulance along course.</p> <p>Volunteers on site and along course.</p>	Low	Race Director	<p>Medical Issues / Injury</p> <ul style="list-style-type: none"> - Marshals briefed to call medical staff <p>Course Issues</p> <ul style="list-style-type: none"> - Marshals to contact race director
Course Congestion	Possible	Major	Moderate	<p>Wave starts to be employed for all events to manage course congestion. Field limits have been set for all events to manage course loading</p>	Low	Race Director	Monitor through race
Debris on course route	Likely	Medium	Low	<p>Course Check to be completed race morning prior to commencement</p>	Low	Race Director	Monitor through race

<p>Slips, trips falls on uneven ground.</p> <p>Slippery ground conditions due to rain.</p> <p>Cuts to feet if glass on track.</p> <p><i>RFWCI – bruising/broken limbs. Severe cut or abrasion.</i></p>	Possible	Major	High	<p>Participants advised at Start Brief advised to exercise care when traversing the course.</p> <p>All persons advised to wear appropriate footwear.</p> <p>All persons advised to exercise care on and around Event site.</p> <p>Participants should walk if coming across a hazard and advise other runners and if possible a Event Marshall.</p> <p>Course to be assessed prior to event and identified hazards eliminate of possible. Hazard Markers placed if necessary.</p> <p>First Aid officers along course.</p> <p>NSW Ambulance on site.</p>	Minor to Medium	Race Director	Monitor through race day
Pedestrians on course route	Likely	Major	Major	<p>Community Notice 2 weeks Prior to the event along course route announcing the event, road closures, car park closure, breakwall and path closures</p> <ul style="list-style-type: none"> - Course Route - Website - Residents 	Minor to Medium	Race Director	<p>Breakwall Closed to Pedestrians on race day. Men at Work controllers will be stationed at either end of the breakwall managing pedestrian traffic.</p> <p>40 Course Marshals will be located in strategic locations on the course route to manage pedestrian traffic and pedestrian related issues</p>

NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, Kevin Chilvers
Name
of 21 Allport Ave, Thrumster NSW 2444
Address

on behalf of Chilvers Events & Consulting
Organisation

notify the Commissioner of Police that on the Saturday 2nd & Sunday 3rd
Day
of March 2024
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately
1000
Number persons which will assemble

at Town Green Port Macquarie
Place
at approximate 2nd March Midday / 3rd March 7am
Time am/pm

and disperse at approximately 2nd March 5pm / 3rd March Midday
Time am/pm

or

(b) a public assembly, being a procession of approximately
Number
persons which will assemble at
Place
at approximatelyam/pm
Time

and at approximately am/pm the procession will

commence and shall proceed.....

.....

.....
Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

2 The purpose of the proposed assembly is.....
 Sporting Event

 State purpose

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

* (i) There will be n/a (number) of vehicles and/or* floats involved and their type and dimensions are as follows:

.....

* (ii) There will be n/a (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

* (iii) The following number and type of animals will be involved in the assembly

..... n/a

*(iv) Other special characteristics of the proposed assembly are as follows:

..... n/a

4 I take responsibility for organising and conducting the proposed public assembly. Yes

5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: 21 Allport Ave
 Thrumster NSW
 Post Code 2444

Telephone: 0419 608 150

Signed: *Kevin Chilvers*

Capacity/Title..... Director

Date 27/10/2023

* Delete as applicable

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

RECOMMENDATION**That the Local Traffic Committee:**

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

Background

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

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

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

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

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

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

12.05 EVENT REPORTS WITH EXTENSIVE CONDITIONS

DISCUSSION:

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

CONSENSUS:

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

UNANIMOUS SUPPORT

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

Discussion

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

Actions

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

Attachments

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

AGENDA

LOCAL TRAFFIC COMMITTEE
24/01/2024

Item: 0

Subject: 2024 PORT MACQUARIE RUNNING FESTIVAL

Presented by: Community Infrastructure, Robert Fish

RECOMMENDATION

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

That Council approve the temporary road closures and support the associated transport management arrangements associated with the 2024 Port Macquarie Running Festival on 2-3 March 2024, subject the conditions included within the attached Draft Approval document titled "DRAFT Certificate of Approval - Port Macquarie Running Festival 2024 "

Background

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

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

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

10 2024 PORT MACQUARIE RUNNING FESTIVAL

CONSENSUS

That the Local Traffic Committee:

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

UNANIMOUS SUPPORT

This report therefore duplicates the item from November 2023, with a recommendation that the Committee approve the temporary road closures and support the associated transport management arrangements associated with the

Item 0
Page 1

Item 07
Attachment 1
Page 58

AGENDA

LOCAL TRAFFIC COMMITTEE
24/01/2024

2024 Port Macquarie Running Festival on 2-3 March 2023, subject to the conditions outlined in the report.

Discussion

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

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

SATURDAY 2nd March 2024				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
Kids Fun Run: • 10 - 12 years • 7 - 9 years • 4 - 6 years	• 1200 • 1230 • 1300	500	3km	1100
Indigenous Marathon Foundation #WalkSweatInspire	1330	500	3km	1100
SUNDAY 3rd MARCH, 2024				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
21.1km (Half Marathon)	0700	750	21.1km	0600
10km Run	0900	850	10 km	0600
5km Run	1000	600	5 km	0600

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

The Traffic Management Plan contains a number of 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, Saturday's events will see the partial closure of Town Square from midday, in addition to the minor closure of the West end of Clarence Street and the North end of Short Street, in addition to a partial closure of the Short Street carpark (ex Food For Less carpark).

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

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

AGENDA**LOCAL TRAFFIC COMMITTEE
24/01/2024**

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

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

Car park closures 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.

It is anticipated the 2023 event will have increased participants from previous years which were restricted by Public Health Orders associated with the COVID-19 restrictions. Anticipated numbers are 3,100 participants across all events.

Attachments

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

Port Macquarie-Hastings Council
PO Box 84
Port Macquarie
NSW Australia 2444
DX 7415
e council@pmhc.nsw.gov.au



ABN 11 236 901 601



Notice of Determination of Roads Act Application

*Issued under the Roads Act 1993, Section 138A/138; 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 and Footpath Occupancy - Port Macquarie Run Fest 2024

Applicant: Kevin Chilvers
21 Allport Avenue
Thrumster NSW 2444

Phone: 0419 608 150
Email: info@runfest.com.au

Date/Time of Activity: 2/03/2023 - 3/03/2024
7am -1pm

Type of Activity: Annual Run Fest

Road Reserve Fronting:

Determination: APPROVED

Date of Determination: TBA

Determination Number: TBA

Port Macquarie-Hastings Council (being the Road Authority) consents to Crescent Projects Pty Ltd 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 The activity shall be carried out in accordance with the application submitted to Council except where varied by any condition of this approval.
- 2 Council is to be advised at least 5 days prior to the commencement of any work. The proposed work must be confined to the Public Road boundaries. 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 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. A copy of the applicant's current public liability insurance policy for the value of \$20 million is to be submitted to council prior to works commencing.
- 4 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.
- 5 Council is to be notified in writing (or email) when the works have been completed and occupation has ceased. This allows Council to:
 - a. enable programming of an inspection to finalise the works.
 - b. initiate Bond release process if applicable.
- 6 The applicant must comply with any Act, Regulation, Council policy, code or protocol relating to the works.
- 7 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;
- 8 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.
- 9 Noise is to be controlled as required by the "Protection Of The Environment Operations (Noise Control) Regulation 2008".
- 10 All public enquiries regarding aspects of the road works or related traffic diversions are to be addressed by the applicant in a timely manner.
- 11 Hours of the operation for the activity are restricted to between 7am 2 March 2024 and 1pm 3 March 2024, including the delivery/collection of work related materials and services.
- 12 Council reserves the right to cancel this approval at any time.
- 13 The applicant shall advertise, 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. temporary road closure location, times and duration
 - b. temporary parking restriction location, times and duration
 - c. alternative routes and access arrangements.



- 14 The applicant shall advertise 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
 - d. proposed actions to be undertaken to mitigate the impact of the temporary road closures and temporary parking restrictions.
- 15 That the Traffic Management Plan (TMP) and contained Traffic Guidance Schemes titled "*Traffic Management Plan for Port Macquarie Running Festival*", prepared by Men and Women at Work and dated 18 October 2023 be implemented. Any modifications to the plans must be agreed with Council prior to the running of the event.
- 16 The applicant shall abide by the written approval from the NSW Police.
- 17 The applicant shall notify the NSW Ambulance, NSW Fire & Rescue, NSW Rural Fire Service and the State Emergency Service of the proposed road closures at least 14 days in advance of the event.
- 18 The applicant shall notify local Transport Services (Bus Companies, Taxis) of the proposed road closures at least 14 days in advance of the event and assists in developing alternatives for affected users.
- 19 TfNSW/SafeWork NSW accredited persons (Implement Traffic Control Plans) shall be used for the establishment and removal of the traffic control devices.
- 20 TfNSW/SafeWork NSW accredited traffic controllers (Traffic Controller) shall be used to control traffic.
- 21 The applicant shall abide by any other condition that Council or the Police may impose at any time.
- 22 The applicant shall have this approval and the Traffic Management Plan described above on site at all times for the duration of the event.
- 23 The applicant shall undertake a review of the implementation of the Traffic Management Plan (TMP) 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.



SITE SPECIFIC CONDITIONS

- 24 Workplace health and safety Legislation requires anyone in control of the workplace to identify the potential hazards of the proposed work, assess the risks involved and develop control to eliminate or minimise the risk, including but not limited to;
- a. 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. 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.
 - b. Trainees are to be under the direct supervision of a trained instructor at all times
 - c. 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.
 - d. Overhead and underground power lines, transmission lines and any other services such as water and gas and sewerage;
 - e. Steep and/or unstable terrain (rocky, loose, slippery or swampy surfaces)
 - f. Embankments, retaining walls, gullies, drains, dams and watercourses
 - g. The state of types of existing vegetation (tree height and stability), including windblown or fallen trees
 - h. The sighting of any buildings, structures, fences or other assets on the subject land and any adjoining parcels immediately adjacent to proposed works
 - i. Any hazardous rubbish or waste materials that may occur on the land
 - j. The locality of any roads, railway lines or other traffic thoroughfares
 - k. Any hazardous flora and fauna
- 25 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.
 - b. 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.
 - i. Traffic Management Plan and contained Traffic Guidance Schemes titled "*Traffic Management Plan for Port Macquarie Running Festival*", prepared by Men and Women at Work and dated 18 October 2023.
- 26 A NSW Safe Work, WorkCover licenced person in Implementing Traffic Guidance Schemes is to be used for the establishment and removal of the traffic control devices.
- 27 A NSW Safe Work, WorkCover licenced traffic controllers are to be used to control traffic.



- 28 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.
- 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 (with the exception of a post and wire fence along the boundary) other than those detailed on the approved plans,
 - 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 works Co-ordinator must be onsite and have the documentation listed below in their possession on site at all times 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.

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.

Advices: This approval is valid for the period of **XXXXXXXXXX**

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