

# Local Traffic Committee

## Business Paper

**date of meeting:** Wednesday 20 November 2024

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

**time:** 10:00 AM

# LOCAL TRAFFIC COMMITTEE CHARTER

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**Adopted:** ORD 07/05/07

**Amended:** Reaffirmed 18/07/2022

## 1. Purpose

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

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

## 2. Chairperson

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

## 3. Membership

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

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

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

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

## **Non-voting Advisory Positions**

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

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

## **4. Quorum**

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

## **5. Voting**

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

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

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

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

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

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

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

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

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

## **6. Convenor**

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

## **7. Meeting Formats**

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

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

Acceptable alternative meeting formats include:

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

### **a) Agendas, minutes, and reports**

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

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

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

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

**b) Site visits**

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

**8. Delegations**

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

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

**Local Traffic Committee  
ATTENDANCE REGISTER**

| <b>Voting Member:</b>   | <b>27/03/24</b> | <b>22/05/24</b> | <b>24/07/24</b> | <b>25/09/24</b> |
|---|-----------------|-----------------|-----------------|-----------------|
| Robert Fish - Director Community Infrastructure - (Chair)   | ✓               | A               | A               | ✓               |
| Mayor Adam Roberts  | N/A             | N/A             | N/A             | X               |
| Christine Murray - Transport for NSW  | ✓               | ✓               | ✓               | ✓               |
| Daniel Finch - NSW Police   | ✓               | ✓               | ✓               | A               |
| Jody Griffiths - Senior Electorate Officer Member for Oxley   | X               | X               | X               | ✓               |
| Terry Sara - Representative of Member for Port Macquarie  | X               | X               | X               | X               |
| Michael Kemp - Representative of Member for Oxley   | X               | X               | X               | X               |
| <b>Non-voting:</b>  |                 |                 |                 |                 |
| Ellie Grainger - Transport for NSW  | N/A             | ✓               | ✓               | ✓               |
| Carl Eade - Port Macquarie Taxis  | ✓               | ✓               | X               | X               |
| Marie Visvikis - Port Macquarie Taxis   | X               | X               | X               | X               |
| Dave Davies - Central Coast and North Coast Busways   | ✓               | ✓               | X               | ✓               |
| Blayne West - Group Manager Planning and Design   | ✓               | ✓               | ✓               | X               |
| Mark Edenborough - Manager Planning and Design Programs, Community Infrastructure Planning and Design | ✓               | ✓               | ✓               | ✓               |
| Dette Gamon - Education Officer   | ✓               | A               | A               | X               |
| Ellie Craft - Senior Transport Engineer Programs  | -               | -               | -               | ✓               |
| Brendan Goodall - Transport Engineer Programs   | A               | ✓               | ✓               | ✓               |
| Jenna O'Connell - Education Officer   | N/A             | ✓               | N/A             | X               |
| Julia Cutajar - Education Officer   | N/A             | ✓               | ✓               | ✓               |
| Rosemary Ashman - Support Officer   | ✓               | ✓               | ✓               | ✓               |
| <b>Observer:</b>  |                 |                 |                 |                 |
|   |                 |                 |                 |                 |

**KEY:** ✓ = Present

PV = Proxy  
Vote

A= Absent With  
Apology

X= Absent Without  
Apology

**Meeting Dates for 2024**

|                      |                |                   |
|----------------------|----------------|-------------------|
| Wednesday 24/01/2024 | Committee Room | 10:00am - 11:30am |
| Wednesday 27/03/2024 | Committee Room | 10:00am - 11:30am |
| Wednesday 22/05/2024 | Committee Room | 10:00am - 11:30am |
| Wednesday 24/07/2024 | Committee Room | 10:00am - 11:30am |
| Wednesday 25/09/2024 | Committee Room | 10:00am - 11:30am |
| Wednesday 20/11/2024 | Committee Room | 10:00am - 11:30am |

# Local Traffic Committee Meeting

Wednesday 20 November 2024

## Items of Business

| <b>Item</b> | <b>Subject</b>   | <b>Page</b> |
|-------------|--|-------------|
| 01          | Acknowledgement of Country .....   | <u>7</u>    |
| 02          | Apologies.....   | <u>7</u>    |
| 03          | Confirmation of Minutes .....  | <u>7</u>    |
| 04          | Disclosures of Interest.....   | <u>15</u>   |
| 05          | Business Arising from Previous Minutes.....                                    | <u>19</u>   |
| 06          | 2025 Meeting Dates for the Local Traffic Committee.....                        | <u>20</u>   |
| 07          | Installation of Stop Sign - Burrawan Forrest Drive and Pacific Highway .....   | <u>22</u>   |
| 08          | Proposed change in parking restrictions - Hughes Place, Port<br>Macquarie..... | <u>26</u>   |
| 09          | Permit/Plug/Play Pilot Program - road closures for community events .....      | <u>29</u>   |
| 10          | General Business   |             |

## AGENDA

LOCAL TRAFFIC COMMITTEE  
20/11/2024

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**Item: 01**

**Subject: ACKNOWLEDGEMENT OF COUNTRY**

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

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**Item: 02**

**Subject: APOLOGIES**

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### RECOMMENDATION

That the apologies received be accepted.

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**Item: 03**

**Subject: CONFIRMATION OF PREVIOUS MINUTES**

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### RECOMMENDATION

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



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**PRESENT**

**Voting Members:**

Robert Fish Director Community Infrastructure (Chair)  
Christine Murray Transport for NSW  
Jodie Griffiths Senior Electorate Officer Member for Oxley

**Non-voting:**

Ellie Granger, Transport for NSW  
Dave Davies, Central Coast and North Coast Busways  
Carl Eade, Port Macquarie Taxis  
Mark Edenborough, Manager Planning and Design Programs  
Ellie Craft, Senior Transport Engineer Programs  
Brendan Goodall, Transport Engineer Programs  
Julia Cutajar, Education Officer  
Rosemary Ashman, Support Officer

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The meeting opened at 10.02am.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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CONSENSUS:

That the apologies received from the following member be accepted.  
Sergeant Daniel Finch NSW Police Force completed pre-meeting responses.

UNANIMOUS SUPPORT

The Chairperson tabled the pre-meeting responses as listed above.

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**03 CONFIRMATION OF MINUTES**

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CONSENSUS:

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That the Minutes of the Local Traffic Committee Meeting held on 24 July 2024 be confirmed.

UNANIMOUS SUPPORT

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#### **04 DISCLOSURES OF INTEREST**

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Director Robert Fish declared a Non-Pecuniary - Less than Significant interest in Item 09 Runhaven 2024 - Camden Haven. The reason being is Director Fish is a Non-Executive Member of Port Pacers - not part of the event organising committee but planning to volunteer and participate in event. Director Fish intends to remain in the meeting, participate and vote in the matter as this perceived conflict will not influence his decision making in the matter.

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#### **05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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CONSENSUS:

Lake Cathie Speed Reduction - completed.

UNANIMOUS SUPPORT

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#### **06 2024/2025 ROAD RESURFACING PROGRAM - 12 MONTH LOOK-AHEAD**

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CONSENSUS:

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

UNANIMOUS SUPPORT

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#### **07 THE SANCTUARY/THRUMSTER BUSINESS PARK - PARKING RESTRICTIONS AND LINEMARKING OF NEW SUBDIVISION**

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CONSENSUS:

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

That Council:

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

UNANIMOUS SUPPORT

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**08 CLIFTON DRIVE, PORT MACQUARIE - CHANGE FROM 'GROSS LOAD LIMIT' TO 'NO TRUCK' LOAD LIMIT RESTRICTIONS**

CONSENSUS:

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

That Council

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

UNANIMOUS SUPPORT

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**09 RUNHAVEN 2024 - CAMDEN HAVEN**

Director Fish declared a Non-Pecuniary - Less than Significant interest in this item. The reason being is that he is a Non-Executive Member of Port Pacers - not part of the event organising committee but planning to volunteer and participate in event. Director Fish remained in the meeting, participated and voted in the matter.

CONSENSUS:

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

That Council approve the temporary road closures and support the associated transport management arrangements associated with the 2024 RunHaven event on 30 November 2024, subject to conditions contained within the attached Draft Section 138 Approval Certificate.

UNANIMOUS SUPPORT

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**10 BEECHWOOD BILLYCART CLASSIC 2024**

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CONSENSUS:

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

That Council approve the temporary road closures and support the associated transport management arrangements associated with the 2024 Beechwood Billycart Classic event on 27 October 2024, subject to conditions contained within the attached Draft Section 138 Approval Certificate.

UNANIMOUS SUPPORT

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**11 PROVISION OF ADDITIONAL KOALA SIGNAGE ON HASTINGS RIVER DRIVE, PORT MACQUARE**

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CONSENSUS:

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

That Council

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

UNANIMOUS SUPPORT

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**12 MUMFORD STREET, PORT MACQUARIE - EXTENSION TO EXISTING NO-STOPPING ZONE**

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CONSENSUS:

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

That Council

1. Install time limited No Parking Signage within Mumford Street, Port Macquarie at locations as detailed in this report.
2. Instal a longitudinal white dividing (barrier) line (Type BB1) along the length of Mumford Street as detailed in this report.

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3. Engage with the adjacent car yards and school regarding the changes in parking restrictions and line marking, encouraging collaboration with regard to the respective times of use of Mumford Street for commercial vs school pick-up/drop-off purposes.

UNANIMOUS SUPPORT

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## **13 GENERAL BUSINESS**

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### **13.01 OUT OF SESSION REQUEST**

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CONSENSUS:

Out-of-Session request - Closure of Aston Street for Sporting Event - 18 September 2024

It was noted that the Committee was thanked for the quick response regarding this matter.

UNANIMOUS SUPPORT

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### **13.02 OUT OF SESSION REQUEST**

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CONSENSUS:

Out-of-Session request before next LTC meeting - October 2024

It was advised that a future report will be presented for the Committee's consideration regarding Camden Haven School, Limited Road Closures - Driver Instructor Demonstration and Speed Trial.

UNANIMOUS SUPPORT

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From: Daniel Finch [REDACTED]  
Sent: Tuesday, September 24, 2024 7:38 PM  
To: PMHC Local Traffic Committee [REDACTED]  
Subject: RE: PMHC Local Traffic Committee - Wednesday 25 September 2024  
[SEC=OFFICIAL:Sensitive]

As per below



Sergeant Daniel FINCH  
Supervisor  
Traffic and Highway Patrol - Mid North Coast

From: PMHC Local Traffic Committee [REDACTED]  
Sent: Tuesday, September 24, 2024 3:40 PM  
To: Daniel Finch [REDACTED]  
Cc: Mark Edenborough [REDACTED]  
Subject: PMHC Local Traffic Committee - Wednesday 25 September 2024

Thanks Daniel for letting us know.

I have attached the agenda again for your information and if you could revert tonite with your vote for each item with a Yes or No that would be great before the Committee convenes in the morning.

**That the Minutes of the Local Traffic Committee Meeting held on 24 July 2024 be confirmed. YES, NIL OBJECTION**

**REPORT 01 BUSINESS ARISING FROM PREVIOUS MINUTES YES, NIL OBJECTION**

**REPORT 06 2024/25 ROAD RESURFACING PROGRAM - 12 MONTH LOOK-AHEAD YES, NIL OBJECTION**

**REPORT 07 THE SANCTUARY/THURMSTER BUSINESS PARK - PARKING RESTRICTIONS AND LINEMARKING OF NEW SUBDIVISION YES, NIL OBJECTION**

**REPORT 08 CLIFTON DRIVE, PORT MACQUARIE - CHANGE FROM 'GROSS LOAD LIMIT' TO 'NO TRUCK' LOAD LIMIT RESTRICTIONS YES, NIL OBJECTIONS**

**REPORT 09 RUNHAVEN 2024 - CAMDEN HAVEN YES, NIL OBJECTIONS**

**REPORT 12 MUMFORD STREET, PORT MACQUARIE - EXTENSION TO EXISTING NO-STOPPING ZONE YES, NIL OBJECTIONS**

Kind regards

Rosemary

From: Daniel Finch [REDACTED]  
Sent: Tuesday, September 24, 2024 3:24 PM  
To: Rosemary Ashman [REDACTED]  
Subject: RE: RYDA workshop in Port Macquarie - 25 and 26 November 2024  
[SEC=OFFICIAL:Sensitive]

Thanks Rosemary. I have a bit of a rostering conflict with next Traffic Committee Meeting in that I start at 2pm. Would it be OK if I review agenda and comment tonight ?

Regards



Sergeant Daniel FINCH  
Supervisor  
Traffic and Highway Patrol - Mid North Coast

The meeting closed at 10.52am

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

**RECOMMENDATION**

**That Disclosures of Interest be presented**

**DISCLOSURE OF INTEREST DECLARATION**

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

*(Refer to next page and the Code of Conduct)*



### Pecuniary Interest

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

### Non-Pecuniary

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.
- Managing non-pecuniary conflicts of interest**
- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the Chief Executive Officer, such a disclosure is to be made to the staff member's manager. In the case of the Chief Executive Officer, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
- a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
  - other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
  - an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
  - membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
  - a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
  - the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
- by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
  - if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the Chief Executive Officer, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the Chief Executive Officer, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

# AGENDA

## LOCAL TRAFFIC COMMITTEE

20/11/2024

### 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.*

|   |   |
|---|---|
| <b>By</b><br><i>[insert full name of councillor]</i>  |   |
| <b>In the matter of</b><br><i>[insert name of environmental planning instrument]</i>  |   |
| <b>Which is to be considered at a meeting of the</b><br><i>[insert name of meeting]</i>   |   |
| <b>Held on</b><br><i>[insert date of meeting]</i>   |   |
| <b>PECUNIARY INTEREST</b>   |   |
| Address of the affected principal place of residence of the councillor or an associated person, company or body<br><b>(the <i>identified land</i>)</b>              |   |
| Relationship of identified land to councillor<br><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).<br><input type="checkbox"/> An associated person of the councillor has an interest in the land.<br><input type="checkbox"/> An associated company or body of the councillor has interest in the land. |
| <b>MATTER GIVING RISE TO PECUNIARY INTEREST<sup>1</sup></b>   |   |
| Nature of land that is subject to a change in zone/planning control by proposed LEP <b>(the <i>subject land</i>)<sup>2</sup></b><br><i>[Tick or cross one box]</i>  | <input type="checkbox"/> The identified land.<br><input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.  |
| Current zone/planning control<br><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<br><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<br><i>[Tick or cross one box]</i>   | <input type="checkbox"/> Appreciable financial gain.<br><input type="checkbox"/> Appreciable financial loss.  |

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

**Councillor's Signature:** ..... **Date:** .....

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

Last Updated: 3 June 2019



### Important Information

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

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

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

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

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

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

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

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

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

|                         |  |             |
|-------------------------|--|-------------|
| <b>Item</b>             | 12.02  | 22 Dec 2023 |
| <b>Subject</b>          | <b>Lake Cathie Speed Reduction</b>   |             |
| <b>Discussion:</b>      | 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.   |             |
| <b>Action Required:</b> | Speed Zone Reviews are undertaken by TfNSW. Council is in discussions with TfNSW regarding a speed zone review at this location.   |             |
| <b>Update:</b>          | TfNSW attended site to inspect, unfortunately it was during the School Holidays and will need to revisit during School time.<br><br>TfNSW are commencing a speed zone review which will investigate moving the current 50 km/hr zone southwards to cover the intersection with Solomon Drive. Council and Police support the proposed change.<br><br>Council are presently preparing a quotation for the installation of the signage and linemarking as required to support this change. |             |
| <b>Update:</b>          | Quotation for implementation of signage still outstanding.   |             |
| <b>Action:</b>          | Council to advise TfNSW and Local Traffic Committee on timeframe for provision of quotation. TfNSW seeking to resolve this matter quickly.   |             |
| <b>Update:</b>          | Quotation provided to TfNSW.<br>Works planned for August 2024 Implementation by internal maintenance crews.  |             |
| <b>Update:</b>          | Complete   |             |

**Item: 06**

**Subject: 2025 MEETING DATES FOR THE LOCAL TRAFFIC COMMITTEE**

**Presented by: Community Infrastructure, Robert Fish**

**RECOMMENDATION**

**That the Local Traffic Committee adopt the proposed dates for the 2025 Local Traffic Committee Meetings.**

**Discussion**

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.

Port Macquarie - Hastings Council’s annual Operational Plan defines the proposed frequency of Local Traffic Committee meetings, with a target of 6 meetings per year (see Operational Plan excerpt below), although additional extraordinary / out of session meetings can be scheduled as required.

**Image 1 - 2024/25 Operational Plan Excerpt**

| WHAT WE DELIVER  |  | WHAT WE MEASURE  |              |                     |        |
|--|--|--|--------------|---------------------|--------|
| Key Service Function (Four Years 2022-26)<br>Responsible: Group Manager Community Infrastructure Planning & Design |  | Key Performance Indicator                                | Target       | Reporting Frequency | Ref    |
| <b>Traffic Management and Safety Program</b>   | Deliver programs and activities that support the safety of people travelling on our roads<br>Support the Local Traffic Committee meetings and implementation of outcomes | Number of Local Traffic Committee meetings held per year | Six per year | Six monthly         | ● C1.1 |

## AGENDA

## LOCAL TRAFFIC COMMITTEE 20/11/2024

Following the precedence of the schedule adopted for 2024, it is proposed to continue holding Local Traffic Committee meetings on a bi-monthly basis, on the second last Wednesday of each second month (bi-monthly), being:

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

### Internal Consultation

- Director Community Infrastructure
- Group Manager Community Infrastructure Planning and Design
- Governance Officer

### Options

An alternative meeting schedule and/or cycle or meeting locations may be adopted.

### Attachments

Nil



**Item: 07****Subject: INSTALLATION OF STOP SIGN - BURRAWAN FORREST DRIVE AND PACIFIC HIGHWAY****Presented by: Community Infrastructure, Robert Fish**

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**RECOMMENDATION****That it be a recommendation to the Chief Executive Officer, under sub delegation, for implementation:****That Council unstage a Stop Sign and the associated hold line at the intersection of Burrawan Forest Drive and the Pacific Highway.****Executive Summary**

The Port Macquarie-Hastings Council is advancing the Cowarra Water Supply Scheme to secure a reliable water supply for the Sancrox, Thrumster, Port Macquarie, and Camden Haven communities on the Mid North Coast of New South Wales. Key components of this scheme include the construction of a new water treatment plant (WTP), a clear water reservoir (CWR), and a northern-arm trunk main (NATM) located within Cowarra State Forest, adjacent to Cowarra Dam.

This project has been classified as State Significant Infrastructure (SSI) due to its vital role in ensuring a safe water supply for the region.

To proceed, an Environmental Impact Assessment (EIA) was conducted to examine potential environmental impacts across various domains, including biodiversity, natural resources, air and water quality, and the socio-economic environment.

Additionally, a Traffic Impact Assessment, as part of the EIA, evaluated traffic and transport implications during the construction and operational phases. Transport for NSW (TfNSW) reviewed these assessments and advised Council to install a 'Stop' or 'Give Way' sign at the unsignalized Burrawan Forest Drive/Pacific Highway intersection to improve safety (please refer to Image 1 and 2).

Following a review, the Council's Community Infrastructure Planning and Design team recommends installing a 'Stop' sign to enhance safety by ensuring clearer sightlines for drivers. Council now seeks endorsement from the Local Traffic Committee for this proposed traffic control measure.

**Background**

Port Macquarie-Hastings Council (Council) is proposing to develop the Cowarra Water Supply Scheme which includes a new water treatment plant (WTP), clear water reservoir (CWR) and northern-arm trunk main (NATM) to service the water reticulation systems of Sancrox, Thrumster, Port Macquarie and Camden Haven communities.

The project is located on the Mid North Coast of NSW, with the project and its regional context is shown in Figure 1 below:

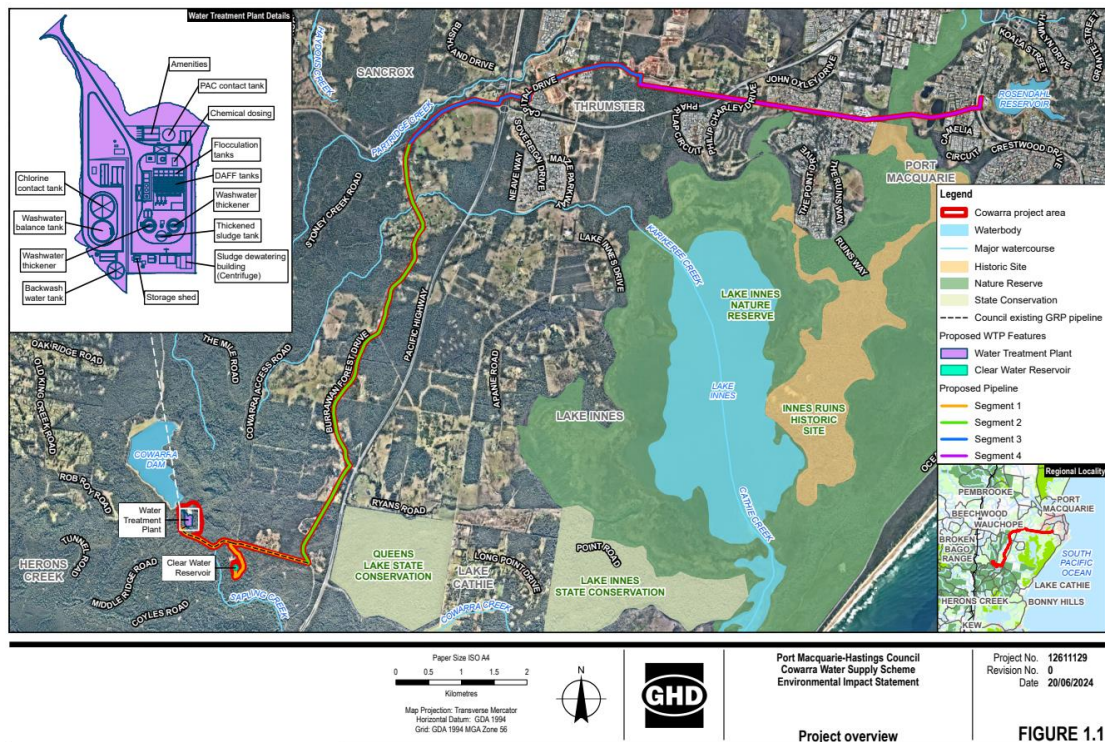


Figure 1 - Project Location Plan

The WTP and CWR is situated within the Cowarra State Forest, adjacent to Cowarra Dam, approximately 15 kilometres southwest of Port Macquarie central business district. The project has been declared as State Significant Infrastructure (SSI) and is a priority project for Council to ensure communities have access to a safe and reliable drinking water supply.

As part of the project design and approval phase, Port Macquarie Hastings Council has been required to prepare an Environmental Impact Assessment (EIA), which is a systematic process used to evaluate the potential environmental consequences of proposed projects before they are approved or undertaken. It examines how the project might impact natural resources, biodiversity, air and water quality, soil, and human health, as well as the socio-economic environment. The project's environmental impact assessment can be viewed online:

[Cowarra Water Supply Scheme | Planning Portal - Department of Planning and Environment.](#)

Part of the EIA includes a Traffic Impact Assessment (see attachment *Cowarra WSS T 7 - Traffic and Transport Assessment* within the above link), which assesses the traffic and transport impacts of the project during both the construction and operation phases of the project.

Given the scale and impact of the project, Transport for New South Wales (TfNSW) is required to review the traffic and transport impacts of the project, and in doing so have provided the following comments to Council as part of their review:

- *Install 'Stop' or 'Give Way' signs on Burrawan Forest Drive at the Pacific Highway, noting any regulatory signs and devices will require the endorsement of the Local Traffic Committee prior to approval.*



Discussion

The Burrawan Forest Drive/Pacific Highway intersection is shown in images 1 and 2 below:



Image 1 - Burrawan Forest Dr intersection location plan - Nearthmap 2024



Image 2 - Burrawan Forest Dr Street view image - Google 2024

As seen, the intersection is unsignalized and currently contains no stop/give way signage.

In reviewing the request for the installation of a Stop or Give Way Sign at this intersection by TfNSW, Council's Community Infrastructure Planning and Design team have reviewed the intersection in the context of the [Austroads Guide to Traffic Management Part 6](#) and recommend the installation of a Stop sign.

## AGENDA

## LOCAL TRAFFIC COMMITTEE 20/11/2024

It is noted that either sign could be appropriate, however while most unsignalized side streets off the Pacific Highway currently utilise give way signs, a stop sign would provide a stronger safety measure, particularly when maintenance of vegetation is not always regular and has potential to impact available sightlines.

Port Macquarie Hastings Council therefore seeks the endorsement of the Local Traffic Committee for the installation of a Stop Sign and the associated hold line at the intersection of Burrawan Forest Drive and the Pacific Highway.

### Attachments

Nil

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**Item: 08****Subject: PROPOSED CHANGE IN PARKING RESTRICTIONS - HUGHES PLACE, PORT MACQUARIE****Presented by: Community Infrastructure, Robert Fish**

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

- 1. Install No Parking Signage at various locations on Hughes Place, Port Macquarie as detailed in this report.**
- 2. Notify adjoining businesses of new signs.**

**Executive Summary**

Port Macquarie-Hastings Council has received complaints about difficulties with access and egress at the commercial driveways for Port Macquarie Aldi Supermarket and John Oxley Motors on Hughes Place. Currently, Hughes Place has unrestricted parking along both sides, with heavy usage by employees of nearby commercial properties.

The street's narrow carriageway, approximately 6 metres wide between rows of parked cars, has led to accessibility and safety issues, particularly for large delivery and maintenance vehicles, such as semi-trailers and car carriers.

Following an investigation and consultations with the businesses, Council proposes installing No Stopping signage near the driveways to enhance safety and sightlines for heavy vehicles. Specifically, restrictions are recommended for 26m opposite the service vehicle entry to Aldi in Hughes Place, and a further 20 meters south of Aldi's service driveway, refer to Image 2.

Council will conduct additional engagement through letters to stakeholders after the Local Traffic Committee reviews the proposed changes.

**Issue**

Council has received complaints in relation to difficulties accessing/exiting the commercial driveways associated with Port Macquarie Aldi Supermarket and John Oxley Motors, within Hughes Place, Port Macquarie.

In this regard, maintenance/delivery vehicles servicing the above two premises enter and exit both properties from commercial driveways located at the western end of Hughes Place, as shown diagrammatically on Image 1 below.



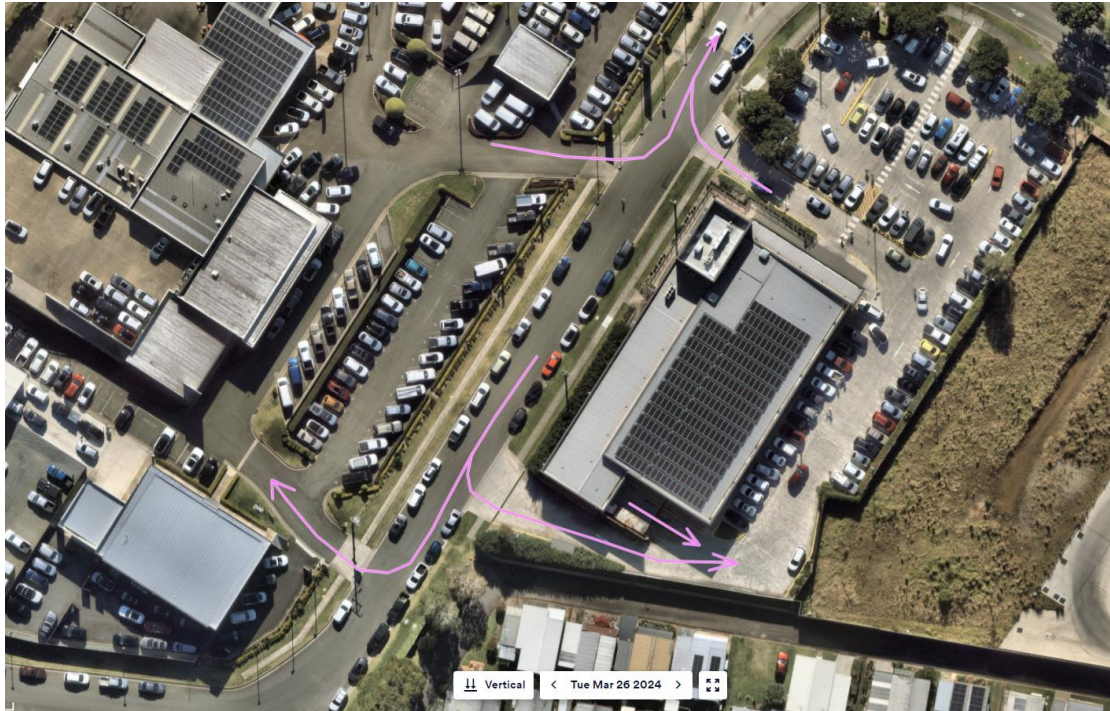


Image 1 - Site Constraints

Hughes Place is currently not subject to parking restrictions, with unrestricted parking along both sides of the street and is heavily utilised by staff of the adjoining commercial premises.

Hughes Place has a pavement width of 10m, resulting in a carriageway width of approximately 6m between parked vehicles.

The Aldi supermarket (eastern side of street) is serviced by a range of heavy vehicles, including semi-trailers, and John Oxley Motors by vehicles up to and including car carriers.

The use of these commercial driveways has reportedly led to several potential clashes with both parked vehicles and general traffic utilising Hughes Place due to the limited lane width available between two rows of parked cars.

### Investigations

Council staff have undertaken an onsite review into the use of the area including discussions with operational staff from each of the adjoining commercial premises. It is Council's proposal to install No Stopping signage opposite to the entry/exit driveways to both Aldi and John Oxley Motors as defined below as a means of improving safety and sight distance to heavy vehicles entering and exiting those two premises. The restrictions would be as follows:

- No Parking restrictions for a length of 26m opposite the service vehicle entry to Aldi in Hughes Place, and
- No Parking restrictions for a length of 20m opposite the service vehicle entry to John Oxley Motors, and immediately to the south of the service vehicle entry to Aldi.

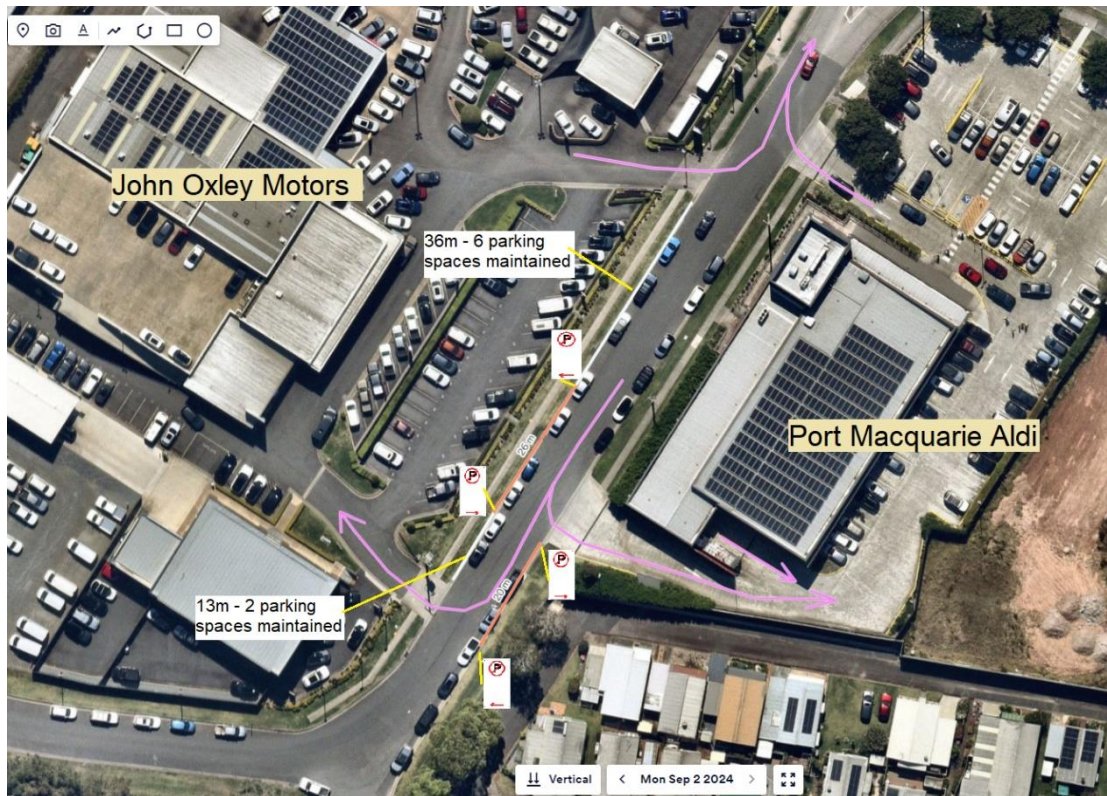


Figure 2 - proposed parking restrictions

**Consultation**

Council staff have discussed the proposed parking restrictions with a small representation of operational staff from both John Oxley Motors and Aldi. Further engagement/notification with management for both businesses is proposed to occur post determination of this item via the Local traffic Committee.

**Attachments**

Nil



**Item: 09****Subject: PERMIT/PLUG/PLAY PILOT PROGRAM - ROAD CLOSURES FOR COMMUNITY EVENTS****Presented by: Community Infrastructure, Robert Fish**

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**RECOMMENDATION**

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

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

**Community Activation Spaces subject to Standard Traffic Management Plans:**

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

**Executive Summary**

The NSW Government, in collaboration with local councils, communities, and businesses, is launching the Permit/Plug/Play Pilot Program—a \$8 million grant initiative aimed at revitalizing streets and creating vibrant public spaces. As part of this effort, the Port Macquarie Hastings Council received \$500,000 from Transport for NSW (TfNSW) to simplify temporary road closures and promote local street events. The program seeks to activate public spaces by supporting community events, enhancing local business, and fostering social and cultural connections.

The primary goal of the project is to make it easier for councils and event organizers to host street events in urban areas, transforming Port Macquarie into a lively destination, which is being achieved via the creation of standard TMPs valid for 5 years across four sites that will be enacted during events, plus the provision of infrastructure improvements such as bollards, lighting, and signage to support these events.

Approval is requested from the Local Traffic Committee for the endorsement of the standard use of the five attached TMPs with a validity of 5 years to enable the program’s objectives of creating active and engaging public spaces through regular community events by reducing the burden, responsibility and expense of individual event holders having to obtain individual TMP’s for each event held at these specific locations.

**Overview**

The NSW Government, in collaboration with communities, businesses, and local councils, is dedicated to revitalising streets and fostering vibrant public spaces.

## AGENDA

## LOCAL TRAFFIC COMMITTEE

20/11/2024

The Permit/Plug/Play Pilot Program (the Program), a \$8 million grant initiative, is a partnership between Transport for NSW and various councils. As part of this initiative, Port Macquarie Hastings Council has been awarded \$500,000 from Transport for NSW. The Program's objective is to simplify the approval processes for temporary road closures, allowing for more frequent street events and delivering infrastructure enhancements through a "local solutions" approach.

Our streets serve as vital public spaces that not only facilitate movement but also support local businesses, foster community connections, and promote physical and mental well-being.

As part of this grant, the following locations have been identified for activation:

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

Council has prepared Traffic Management Plans for the temporary closure of each of these locations to support street events and is now requesting the Local Traffic Committee's approval for the implementation of the 5 attached Traffic Management Plans (TMPs) for local event purposes, with a validity period of 5 years.

The implementation of the changes to the TMP will result in the following key deliverables:

- Development of Standard TMPs: Creation of standardised TMPs for the four identified locations, valid for 5 years.
- Update of the Global DA: Refresh the existing Development Application (DA) that covers these areas and more.
- Event Toolkit Updates: Revise event toolkits to streamline processes and improve user-friendliness for event organisers.
- Infrastructure Enhancements: Provide public infrastructure such as removable bollards, lighting, power, and signage to support street events.

### Engagement

- Consultation with community event coordinators will be ongoing through an open survey forum.
- Consultation with affected businesses: direct engagement is underway with businesses in proximity to the proposed street closure areas.
- Letters of support: council staff is collecting letters of support from at least three local businesses near each proposed location.
- Ongoing internal stakeholder consultation: council staff are consulting with various departments within the Council, including:
  - Community Infrastructure Planning and Design
  - Development Assessment
  - Liveable Communities
  - Digital Technology and Customer Services
  - Utility Operations




## AGENDA

## LOCAL TRAFFIC COMMITTEE 20/11/2024

### Recommendations

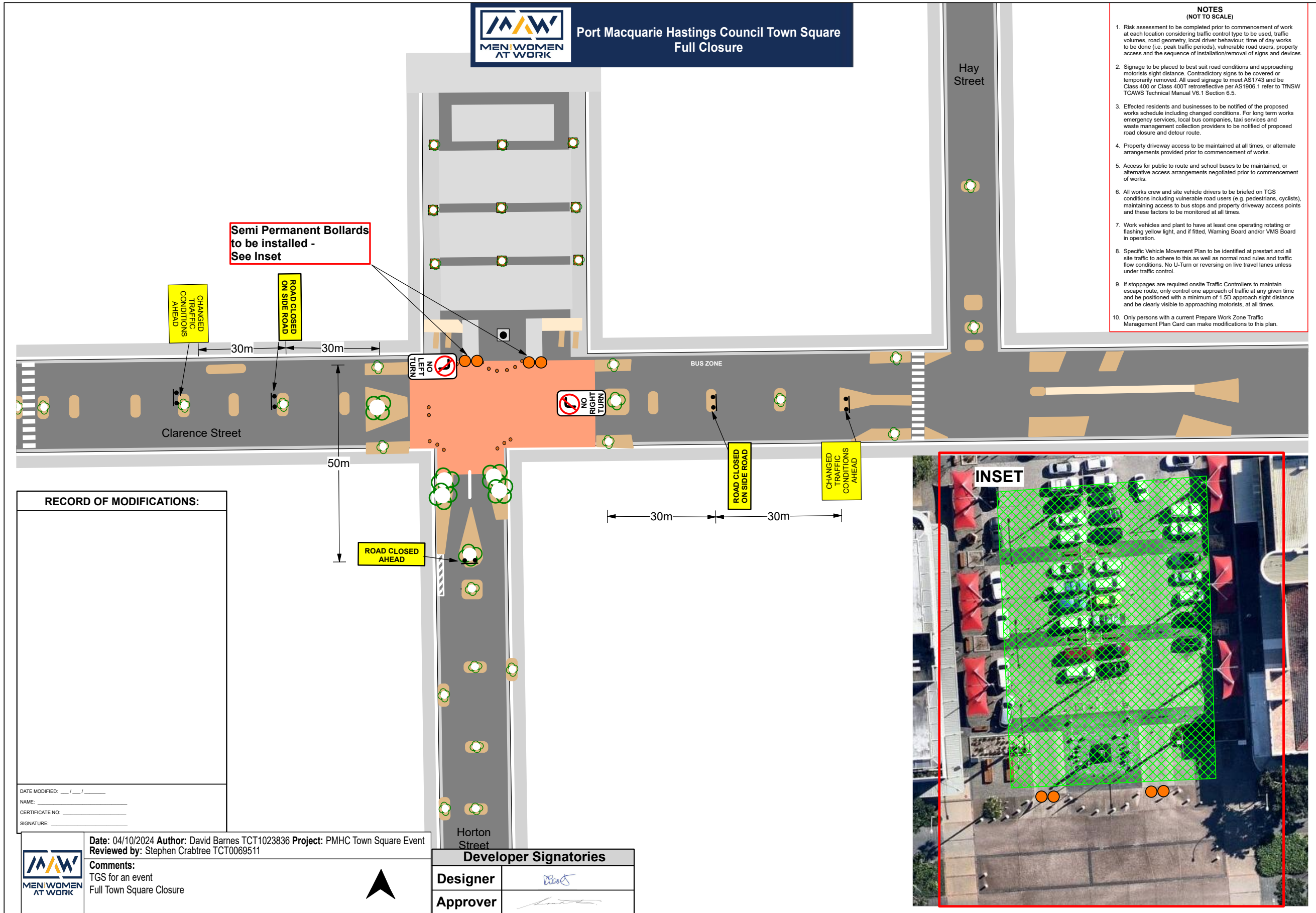
Council is seeking approval from the Local Traffic Committee for the implementation of the five attached TMPs, by community event organisers, with a validity period of 5 years.

### Attachments

1.  TMP - Town Square Port Macquarie Closure
2.  TMP - Clarence St Port Macquarie Closure
3.  TMP - Hay St Phillips Lane Port Macquarie Closure
4.  TMP - Hastings Street Wauchope closure
5.  TMP - Hastings Street Wauchope Half closure
6.  Standard Conditions of Approval - EVENT



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- NOTES (NOT TO SCALE)**
1. Risk assessment to be completed prior to commencement of work at each location considering traffic control type to be used, traffic volumes, road geometry, local driver behaviour, time of day works to be done (i.e. peak traffic periods), vulnerable road users, property access and the sequence of installation/removal of signs and devices.
  2. Signage to be placed to best suit road conditions and approaching motorists sight distance. Contradictory signs to be covered or temporarily removed. All used signage to meet AS1743 and be Class 400 or Class 400T retroreflective per AS1906.1 refer to TINSW TCAWS Technical Manual V6.1 Section 6.5.
  3. Affected residents and businesses to be notified of the proposed works schedule including changed conditions. For long term works emergency services, local bus companies, taxi services and waste management collection providers to be notified of proposed road closure and detour route.
  4. Property driveway access to be maintained at all times, or alternate arrangements provided prior to commencement of works.
  5. Access for public to route and school buses to be maintained, or alternative access arrangements negotiated prior to commencement of works.
  6. All works crew and site vehicle drivers to be briefed on TGS conditions including vulnerable road users (e.g. pedestrians, cyclists), maintaining access to bus stops and property driveway access points and these factors to be monitored at all times.
  7. Work vehicles and plant to have at least one operating rotating or flashing yellow light, and if fitted, Warning Board and/or VMS Board in operation.
  8. Specific Vehicle Movement Plan to be identified at prestart and all site traffic to adhere to this as well as normal road rules and traffic flow conditions. No U-Turn or reversing on live travel lanes unless under traffic control.
  9. If stoppages are required onsite Traffic Controllers to maintain escape route, only control one approach of traffic at any given time and be positioned with a minimum of 1.5D approach sight distance and be clearly visible to approaching motorists, at all times.
  10. Only persons with a current Prepare Work Zone Traffic Management Plan Card can make modifications to this plan.

**RECORD OF MODIFICATIONS:**

DATE MODIFIED: \_\_\_/\_\_\_/\_\_\_  
 NAME: \_\_\_\_\_  
 CERTIFICATE NO.: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

Date: 04/10/2024 Author: David Barnes TCT1023836 Project: PMHC Town Square Event  
 Reviewed by: Stephen Crabtree TCT0069511

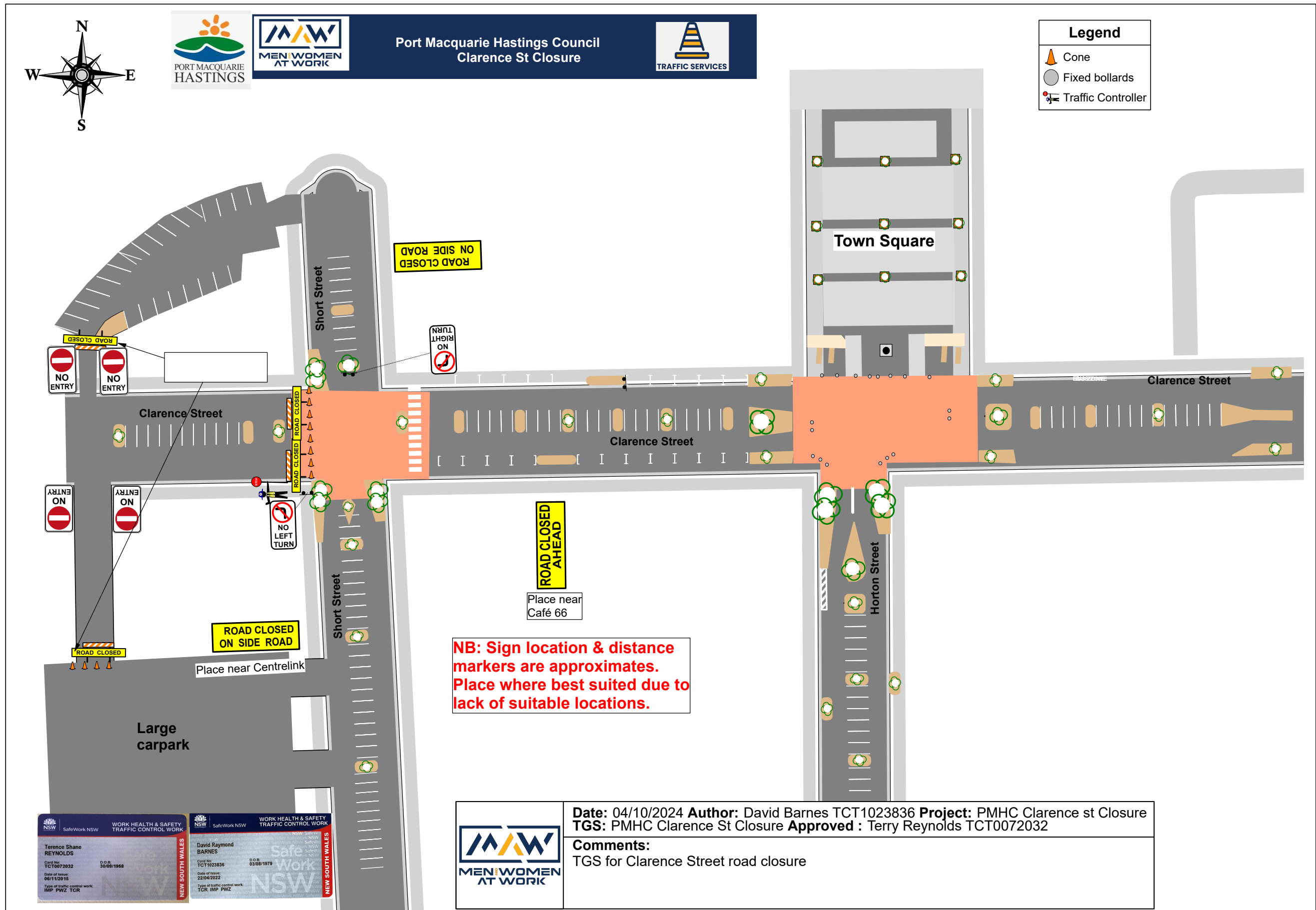


Comments:  
 TGS for an event  
 Full Town Square Closure



| Developer Signatories |                    |
|-----------------------|--------------------|
| Designer              | <i>[Signature]</i> |
| Approver              | <i>[Signature]</i> |



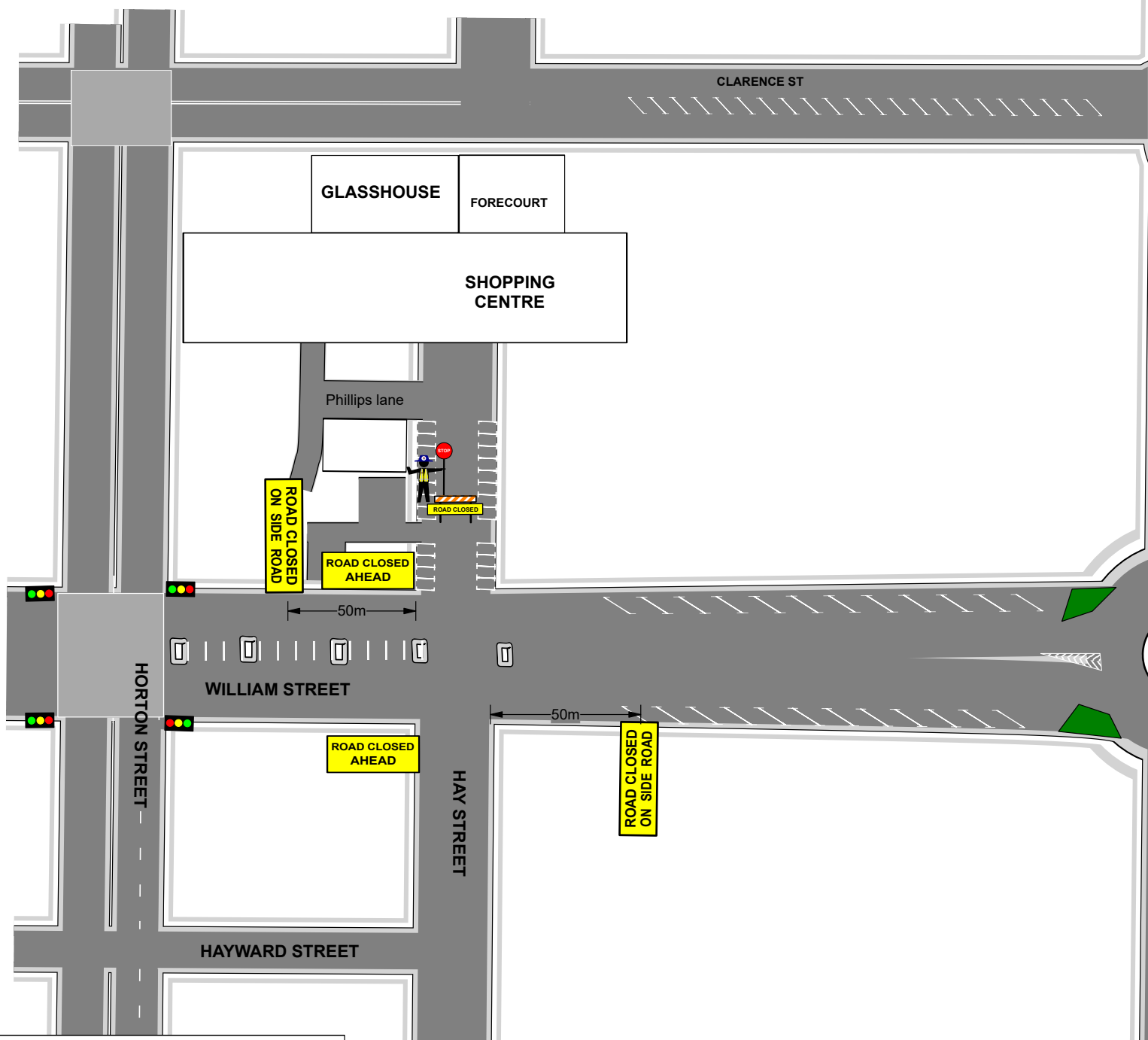


|  |  |
|--|--|
| <p>NSW SafeWork NSW WORK HEALTH &amp; SAFETY TRAFFIC CONTROL WORK</p> <p>Terence Shane REYNOLDS</p> <p>Card No: TCT0072032</p> <p>Date of issue: 06/11/2015</p> <p>Type of traffic control work: IMP PWZ TCR</p> | <p>NSW SafeWork NSW WORK HEALTH &amp; SAFETY TRAFFIC CONTROL WORK</p> <p>David Raymond BARNES</p> <p>Card No: TCT1023836</p> <p>Date of issue: 22/04/2022</p> <p>Type of traffic control work: TCR IMP PWZ</p> |
|--|--|

|  |  |
|--|--|
|  | <p><b>Date:</b> 04/10/2024 <b>Author:</b> David Barnes TCT1023836 <b>Project:</b> PMHC Clarence st Closure</p> <p><b>TGS:</b> PMHC Clarence St Closure <b>Approved :</b> Terry Reynolds TCT0072032</p> |
|  | <p><b>Comments:</b></p> <p>TGS for Clarence Street road closure</p>  |



**Port Macquarie Hastings Council**  
**Hay St Closure**



- NOTES**  
**NOT TO SCALE**
1. Signage to be Class 400/400T reflective A/S 1742.3 refer TfNSW TCAWS V6.1, Section 6.
  2. Signage to be placed to best suit road and sight conditions per section 6.2 TfNSW TCAWS V6.1. Contradictory signs to be covered
  3. Effected residents and businesses to be notified of the proposed works schedule including changed conditions
  4. Emergency services, local bus companies, taxi services and waste management collection providers to be notified of proposed changed conditions and potential delays.
  5. Private driveway and business access to be maintained at a times, or alternate arrangements provided prior to commencement of works.
  6. All works crew and vehicle drivers to be briefed on TGS conditions including pedestrians, cyclists and local resident and business access.
  7. Daily risk assessment to include pedestrian movements, and Pedestrian Movement to be monitored at all times.
  8. Access for public to route buses to be maintained, or alternative access arrangements negotiated prior to commencement of works.
  9. Work vehicles and plant to have at least one operating rotating or flashing yellow light.
  10. All site traffic to adhere to normal traffic conditions. No U-Turn or reversing on live carriage ways unless under traffic control.
  11. Traffic Controllers to maintain escape route, be positioned with a minimum of 1.5D approach sight distance at all times.
  12. Where signs cannot be duplicated, a second sign must be repeated at 0.5D.
  13. 4 Cones to be placed at spacing 4m proceeding Control Positions
  14. Only persons with a current Implement Traffic Control Plans (ITCP) card or higher can implement this Traffic Guidance Scheme.
  15. If using water filled barriers, the client is to ensure all deflection rules conform to manufacturers guidelines.
  16. Only persons with a current Prepare Work Zone Traffic Management Plan Card can make modifications to this plan.
  17. 40RW to be installed if traffic is within 1.5m of workers or plant with no intervening barrier



**RECORD OF MODIFICATIONS:**

DATE MODIFIED: \_\_\_/\_\_\_/\_\_\_


NAME: \_\_\_\_\_

CERTIFICATE NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Dimension D =** \_\_\_\_\_

*Dimension D is a measure of distance in metres. It is calculated by expressing the speed in metres for the zone preceding to where the Dimension D will be applied. Refer to TCAWS Manual V6.1 Section7.3*



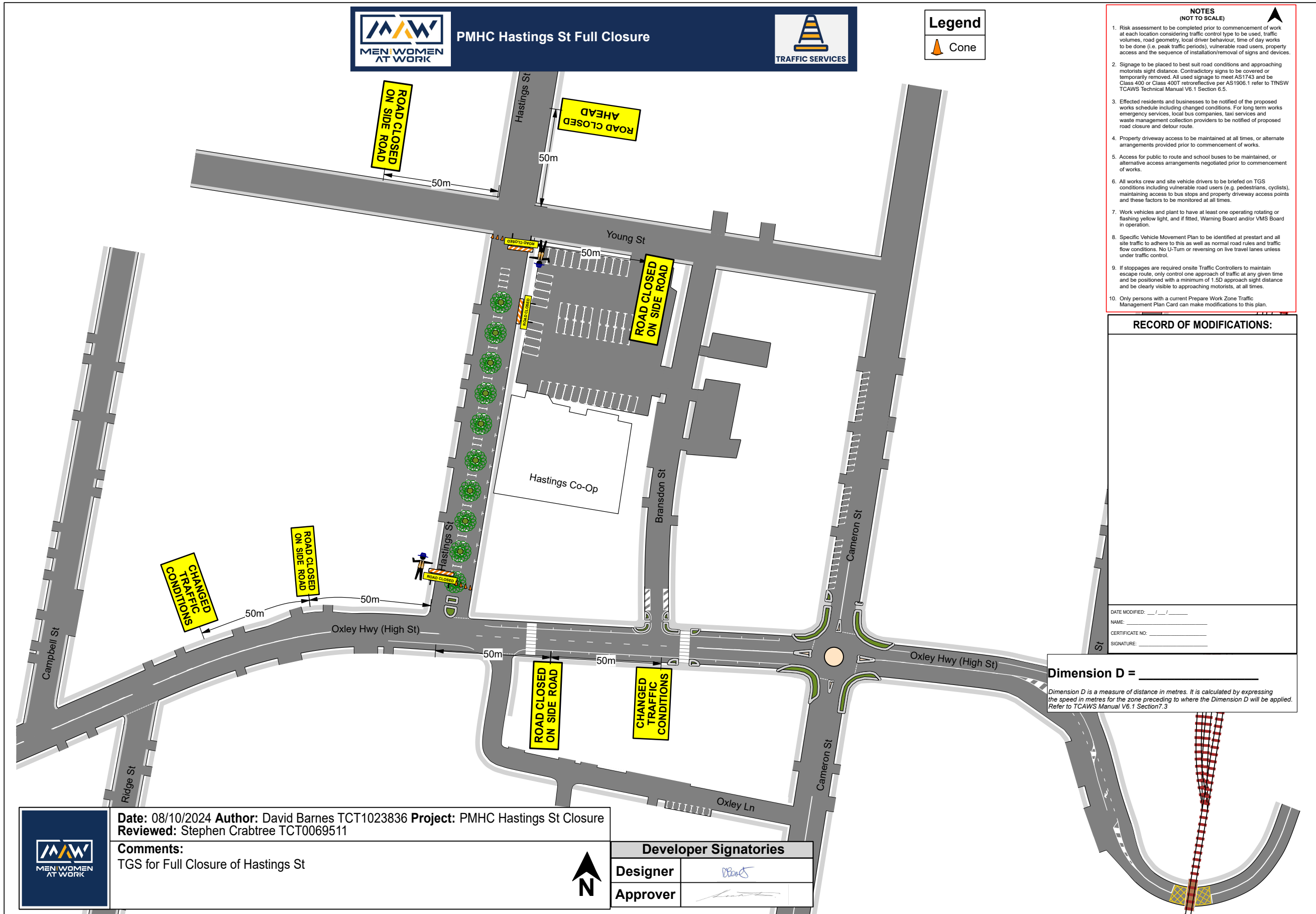
Date: 04/10/2024 Author: David Barnes TCT1023836 Project: PMHC Hay St Event  
Reviewed by: Stephen Crabtree TCT0069511

Comments:  
TGS for an event  
Hay St Closure

**Developer Signatories**

|          |  |
|----------|--|
| Designer |  |
| Approver |  |







PMHC Hastings St Half Closure



**Legend**  
Cone

- NOTES (NOT TO SCALE)**
1. Risk assessment to be completed prior to commencement of work at each location considering traffic control type to be used, traffic volumes, road geometry, local driver behaviour, time of day works to be done (i.e. peak traffic periods), vulnerable road users, property access and the sequence of installation/removal of signs and devices.
  2. Signage to be placed to best suit road conditions and approaching motorists sight distance. Contradictory signs to be covered or temporarily removed. All used signage to meet AS1743 and be Class 400 or Class 400T retroreflective per AS1906.1 refer to TNSW TCAWS Technical Manual V6.1 Section 6.5.
  3. Affected residents and businesses to be notified of the proposed works schedule including changed conditions. For long term works emergency services, local bus companies, taxi services and waste management collection providers to be notified of proposed road closure and detour route.
  4. Property driveway access to be maintained at all times, or alternate arrangements provided prior to commencement of works.
  5. Access for public to route and school buses to be maintained, or alternative access arrangements negotiated prior to commencement of works.
  6. All works crew and site vehicle drivers to be briefed on TGS conditions including vulnerable road users (e.g. pedestrians, cyclists), maintaining access to bus stops and property driveway access points and these factors to be monitored at all times.
  7. Work vehicles and plant to have at least one operating rotating or flashing yellow light, and if fitted, Warning Board and/or VMS Board in operation.
  8. Specific Vehicle Movement Plan to be identified at prestart and all site traffic to adhere to this as well as normal road rules and traffic flow conditions. No U-Turn or reversing on live travel lanes unless under traffic control.
  9. If stoppages are required onsite Traffic Controllers to maintain escape route, only control one approach of traffic at any given time and be positioned with a minimum of 1.5D approach sight distance and be clearly visible to approaching motorists, at all times.
  10. Only persons with a current Prepare Work Zone Traffic Management Plan Card can make modifications to this plan.

**RECORD OF MODIFICATIONS:**

DATE MODIFIED: \_\_\_/\_\_\_/\_\_\_

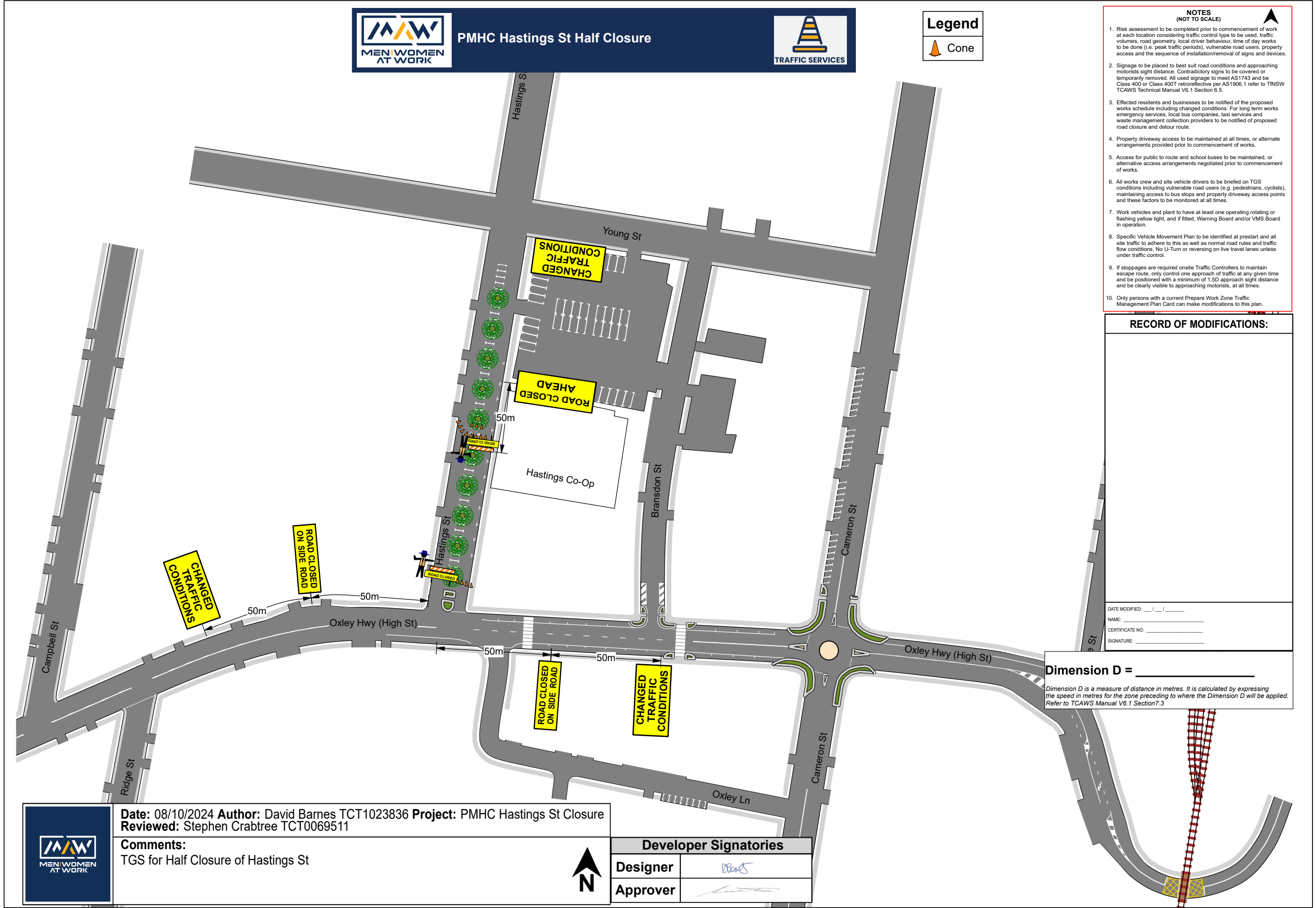
NAME: \_\_\_\_\_

CERTIFICATE NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Dimension D =** \_\_\_\_\_

*Dimension D is a measure of distance in metres. It is calculated by expressing the speed in metres for the zone preceding to where the Dimension D will be applied. Refer to TCAWS Manual V6.1 Section 7.3*



**Date:** 08/10/2024 **Author:** David Barnes TCT1023836 **Project:** PMHC Hastings St Closure  
**Reviewed:** Stephen Crabtree TCT0069511

**Comments:**  
TGS for Half Closure of Hastings St



| Developer Signatories |                    |
|-----------------------|--------------------|
| Designer              | <i>[Signature]</i> |
| Approver              | <i>[Signature]</i> |

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



Applicant Name:

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

## NOTICE OF DETERMINATION OF ROADS ACT APPLICATION

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

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

**Name of Activity:** Temporary Road and Footpath Occupancy

**Time/Date of Activity:**

**Type of Activity:** Event

**Road Reserve Fronting:**

**Determination:** APPROVED

**Date of Determination:**

Port Macquarie-Hastings Council (being the Road Authority) consents to XXXXX 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](http://pmhc.nsw.gov.au)

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**PORT MACQUARIE OFFICE**

17 Burrawan Street, Port Macquarie NSW 2444  
☎ 02 6581 8111 📠 02 6581 8123

**WAUCHOPE OFFICE**

49 High Street, Wauchope NSW 2446  
☎ 02 6589 6500

**LAURIETON OFFICE**

9 Laurie Street, Laurieton NSW 2443  
☎ 02 6559 9958

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

1. That the event organiser notifies Port Macquarie - Hastings Council of the dates and times of the event and associated road impacts at least 14 days in advance of the event. The proposed work must be confined to the Public Road boundaries as nominated on the plans and specifications submitted with the application.
2. This consent is valid for twelve (12) months from the date of determination. The applicant is to contact Council for any extension or further approvals.
3. That the event organiser advertises, at no cost to Council, the following details of all temporary road closures and temporary parking restrictions associated with this event in the local print media on separate days, at least twice (2) within 14 days prior to the event:
  - a. location, times, and duration of event,
  - b. temporary traffic management controls, times, and duration
  - c. alternative routes and access arrangements.
4. That the event organiser advertises the event by undertaking a letter box drop to all residents and businesses directly affected by the temporary road closures and temporary parking restrictions at least 14 days prior to the event, advising the following:
  - a. event name
  - b. event times
  - c. contact details of at least two (2) people involved in the organisation of the event, in case of an emergency.
5. That the event organiser abides by the written approval from the NSW Police.
6. That the event organiser notifies the NSW Ambulance, NSW Fire & Rescue, NSW Rural Fire Service, and the State Emergency Service of the proposed traffic management arrangements at least 14 days in advance of the event.
7. That the event organiser notifies local Transport Services (Bus Companies, Taxis) of the proposed traffic management arrangements at least 14 days in advance of the event and assists in developing alternatives for affected users.
8. TfNSW/SafeWork NSW accredited persons (Implement Traffic Control Plans) are to be used for the establishment and removal of the traffic control devices.
9. TfNSW/SafeWork NSW accredited traffic controllers (Traffic Controller) are to be used to control traffic.
10. That the event organiser abides by any other condition that Council or the Police may impose at any time.
11. The event organiser must have this approval on site for the duration of the event.
12. That a review of the implementation of the Traffic Management Plan (TMP) be undertaken by the proponent within three months of the conclusion of the event. The review is to be in consultation with Council and other services so that the TMP can be further refined, and any issues identified can be addressed prior to any future events.
13. The activity shall be carried out in accordance with the application submitted to Council except where varied by any condition of this approval.
14. The applicant agrees to indemnify Port Macquarie-Hastings Council from and against all actions, costs, claims, and damages which may be brought or claimed against the Council arising out of or in relation to the approval of this application. The applicant shall maintain a current public liability insurance policy for the value of \$20 million for the duration of works.

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

#### **SITE SPECIFIC CONDITIONS**

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





- d. Store any materials or vehicles on the land unless in a safe and appropriate manner.
  - e. Soil disturbance must be kept to a minimum. Areas of soil disturbance must be monitored for weed invasion. Weeds that occur as a result of these works must be controlled and removed. All topsoil must remain on the soil surface. Maintenance to be undertaken as required minimising the potential for erosion.
30. The event Co-Ordinator must be onsite and have the documentation always listed below in their possession on site for the duration of the works.
- a. This determination document.
  - b. Insurance, Certificate of Currency.
  - c. Notice to affected residents and/or businesses.
  - d. Risk Assessment documentation.
  - e. Traffic Management Plan and Guidance Scheme(s).

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

Advice: This approval is effective from XXXXX.

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

Yours sincerely