

# Local Traffic Committee

## Business Paper

**date of meeting:** Wednesday 22 January 2025

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

**time:** 10:00 AM

# LOCAL TRAFFIC COMMITTEE CHARTER

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

**KEY:** ✓ = Present

PV = Proxy  
Vote

A= Absent With  
Apology

X= Absent Without  
Apology

**Meeting Dates for 2025**

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

# Local Traffic Committee Meeting

Wednesday 22 January 2025

## Items of Business

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

## AGENDA

LOCAL TRAFFIC COMMITTEE  
22/01/2025

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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 20 November 2024 be confirmed.

**PRESENT**

**Voting Members:**

Mayor Adam Roberts (Chair)  
Christine Murray Transport for NSW

**Non-voting:**

Ellie Granger Transport for NSW  
Dave Davies, Central Coast and North Coast Busways  
Carl Eade, Port Macquarie Taxis  
Blayne West, Group Manager Community Infrastructure Planning & Design  
Mark Edenborough, Manager Planning and Design Programs  
Ellie Craft, Senior Transport Engineer Strategic  
Brendan Goodall, Transport Engineer Programs  
Julia Cutajar, Education Officer  
Luciana Maia, Administration Officer

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The meeting opened at 10.00am.

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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 be accepted - Director Community Infrastructure Robert Fish; Sergeant Daniel Finch NSW Police. Support of staff recommendations by Sergeant Finch are attached to these minutes.

UNANIMOUS SUPPORT

**03 CONFIRMATION OF MINUTES**

CONSENSUS:

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

UNANIMOUS SUPPORT

**04 DISCLOSURES OF INTEREST**

There were no disclosures of interest presented.

**05 BUSINESS ARISING FROM PREVIOUS MINUTES**

CONSENSUS

The status of business arising from previous meeting are confirmed.

<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. TfNSW are commencing a speed zone review which will investigate moving the current 50 km/hr zone southwards to cover the intersection with Solomon Drive. Council and Police support the proposed change. Council are presently preparing a quotation for the installation of the signage and linemarking as required to support this change.		
<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. Works planned for August 2024 Implementation by internal maintenance crews.
<b>Update:</b>	Complete

UNANIMOUS SUPPORT

**06 2025 MEETING DATES FOR THE LOCAL TRAFFIC COMMITTEE**

CONSENSUS

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

UNANIMOUS SUPPORT

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

CONSENSUS:

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

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

UNANIMOUS SUPPORT

**08 PROPOSED CHANGE IN PARKING RESTRICTIONS - HUGHES PLACE, PORT MACQUARIE**

CONSENSUS:

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

That Council

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



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UNANIMOUS SUPPORT

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

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CONSENSUS:

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

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

Community Activation Spaces subject to Standard Traffic Management Plans:

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

UNANIMOUS SUPPORT

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**10 GENERAL BUSINESS**

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

UNANIMOUS SUPPORT

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

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

Hi Rosemary, as per below

Regards



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

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

Hi Daniel,

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

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

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

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

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

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

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

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

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

Kind regards

Rosemary



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

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Port Macquarie Hastings Council  
Birpai Country  
Call 6581 8111 or visit [pmhc.nsw.gov.au](http://pmhc.nsw.gov.au)  
Socials @pmhcouncil

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

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The meeting closed at 10.18am

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

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**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> 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> 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> May participate in consideration and voting.
<b>For the reason that:</b>	
<b>Name:</b> <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

22/01/2025

### SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

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

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <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 <b>(the <i>identified land</i>)</b>	
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.
<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> <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.

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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**

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Nil

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**Item: 06**

**Subject: PORT MACQUARIE RUNFEST: 1-2 MARCH 2025**

**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:**

**That Council approve the temporary road closures and support the associated transport management arrangements associated with the 2025 Port Macquarie RunFest event to be held on 1 & 2 March 2025, subject to conditions contained within the attached Draft Certificate of Approval.**

### **Executive Summary**

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

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

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

### **Discussion**

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

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

SATURDAY 1st March 2025				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
<b>Kids Fun Run:</b> <ul style="list-style-type: none"> <li>• 10 - 12 years</li> <li>• 7 - 9 years</li> <li>• 4 - 6 years</li> </ul>	<ul style="list-style-type: none"> <li>• 1200</li> <li>• 1215</li> <li>• 1230</li> </ul>	500	3km	1100
<b>Indigenous Marathon Foundation</b> <b>#WalkSweatInspire</b>	1300	500	3km	1100
SUNDAY 2nd MARCH, 2025				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
<b>21.1km (Half Marathon)</b>	0700	750	21.1km	0600
<b>10km Run</b>	0900	850	10 km	0600
<b>5km Run</b>	1000	600	5 km	0600

Table 1: Event schedule

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

The Traffic Management Plan contains several Traffic Guidance Scheme’s relevant to the event and course and notes that all aspects of the Traffic Management Plan and Traffic Guidance Scheme’s are to be erected, undertaken, and monitored by qualified traffic controllers to allow access to adjoining property owners as required and to maintain traffic flows during the event.

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

Saturday 1 March 2025

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

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

Sunday 2 March 2025

The Sunday will consist of the main events with courses spanning from (western end) 165 Park Street “Broadwater Gardens” driveway to the (eastern end) Marine Rescue/ Salty Crew Kiosk at Town beach.

There will be several car parks and roadways affected by the event with partial and full closures between 0600 and 1100.

General Arrangements

## AGENDA

## LOCAL TRAFFIC COMMITTEE

22/01/2025

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

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

- Alban Place - between 4:30 and 7:30am only
  - Town Square
  - Clarence Street, west of Short Street
  - Short Street, north of Clarence Street
  - Short Street northbound lane from Buller Street to nth Carpark entrance
  - Buller Street - Westbound lanes from Short Street to Hollingworth Street.
  - Buller Street - Eastbound lanes from Park Street to Short Street
  - Hollingworth Street, northbound lane from Waugh to Buller Streets
  - Park Street, southbound lane from The Anchorage Street to Westport Reserve
- Car park closures involve (refer to Traffic Management Plan for specific details and timing):



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

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

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

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

### Attachments

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



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AT WORK**

## Traffic Management Plan

for

## Port Macquarie Running Festival

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## Saturday 1st & Sunday 2nd March 2025

Prepared For

Port Macquarie Running Festival & Port Macquarie Hastings Council

By

Men And Women At Work Traffic Services

---

### Issued to:

Kevin Chilvers – Port Macquarie Running Festival  
Port Macquarie Hastings Council

### Prepared by: David Barnes

Prepare a Work Zone TMP – TCT1023836

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# 1. Introduction

## 1.1. General

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

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

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

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

The Sunday will consist of the main events with courses spanning from (western end) 165 Park Street "Broadwater Gardens" driveway to the (eastern end) Marine Rescue/Salty Crew Kiosk at Town beach. There will be a number of car parks and roadways affected by the event with partial and full closures between 0600 and 1100.

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

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

- Port Macquarie Hastings Council
- NSW Police (Via Traffic Committee)
- Marine Rescue
- Busways.

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## 2. Sequence Of Events

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

### 2.1. Bump in

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

### 2.2. Event schedule

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

Table 2.1 Race Details				
SATURDAY 1st March 2025				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
<b>Kids Fun Run:</b> <ul style="list-style-type: none"> <li>• 10 - 12 years</li> <li>• 7 - 9 years</li> <li>• 4 - 6 years</li> </ul>	<ul style="list-style-type: none"> <li>• 1200</li> <li>• 1215</li> <li>• 1230</li> </ul>	500	3km	1100
<b>Indigenous Marathon Foundation</b> <b>#WalkSweatInspire</b>	1300	500	3km	1100
SUNDAY 2nd MARCH, 2025				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
<b>21.1km (Half Marathon)</b>	0700	750	21.1km	0600
<b>10km Run</b>	0900	850	10 km	0600
<b>5km Run</b>	1000	600	5 km	0600

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

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

#### 3.1.2. 10km Run

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

#### 3.1.3. 5km Run

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

#### 3.1.4. 3km Kids Fun Run & Charity Walk

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

### 3.2. Road Closures (Sunday 2nd March ONLY)

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

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

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

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

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

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

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

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

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

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

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

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

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### 3.3. Traffic Controller's & Marshalls

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

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

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

### 3.4. Parking Arrangements

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

### 3.5. Pedestrians

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

### 3.6. External Consultation

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

Port Macquarie Hastings Council

NSW Police– Engagement on event dates and Police approvals process

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## 4. Contingency Planning

### 4.1. Weather

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

### 4.2. Accidents in and around the site

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

In case of an emergency evacuation, all key organisers will have radio contact as well as mobile phone contact between themselves. All key organisers will have a lanyard with each other's names and phone contacts. These details will be given to volunteers during the volunteer briefing session Wednesday 28<sup>th</sup> 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 26<sup>th</sup> February, 2024. All volunteers will be allocated with their respective areas/locations, including instructions for event day. There will be a volunteer sweeping the course on a mountain bike for all events monitoring the last runner and will communicate with the course set up and pull down team. Once the last competitor passes through a particular car park area, a team of volunteers will remove cones and barrier boards and revert to full operation.

### 4.4. Public Transport

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

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#### 4.5. Delayed Event

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

#### 4.6. Event Risk Assessment

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

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## 5. Public Safety

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

## 6. Advertising

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

## 7. Statement of Duty

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

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

David Barnes

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U8/21 Industrial Drive  
Coffs Harbour NSW 2450

**Taree**

U2/34 Hargreaves Drive  
Taree NSW 2430



## 8. Appendices

**02 6581 4600**

[info@mawaw.com.au](mailto:info@mawaw.com.au)

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ABN 13 099 458 590

**Port Macquarie**

(PO Box 2101)

12 Belah Road

Port Macquarie NSW 2444

**Coffs Harbour**

U8/21 Industrial Drive

Coffs Harbour NSW 2450

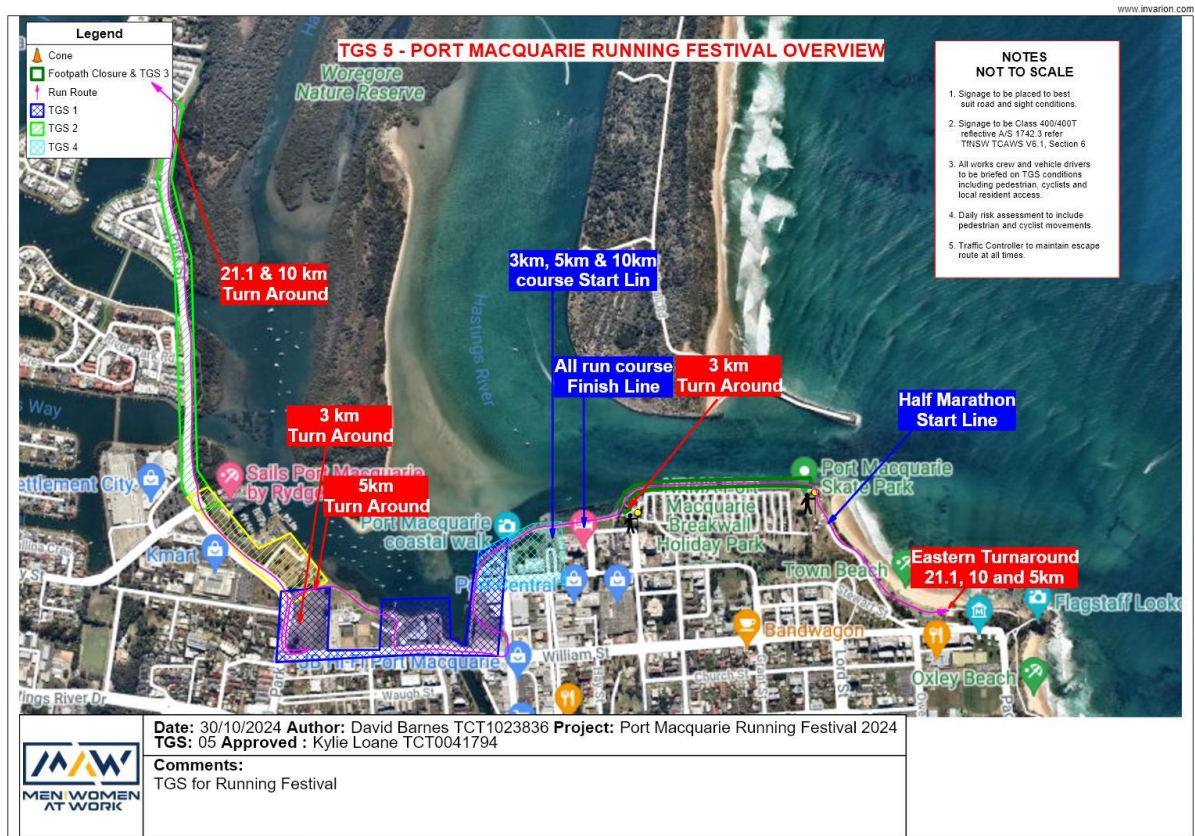
**Taree**

U2/34 Hargreaves Drive

Taree NSW 2430



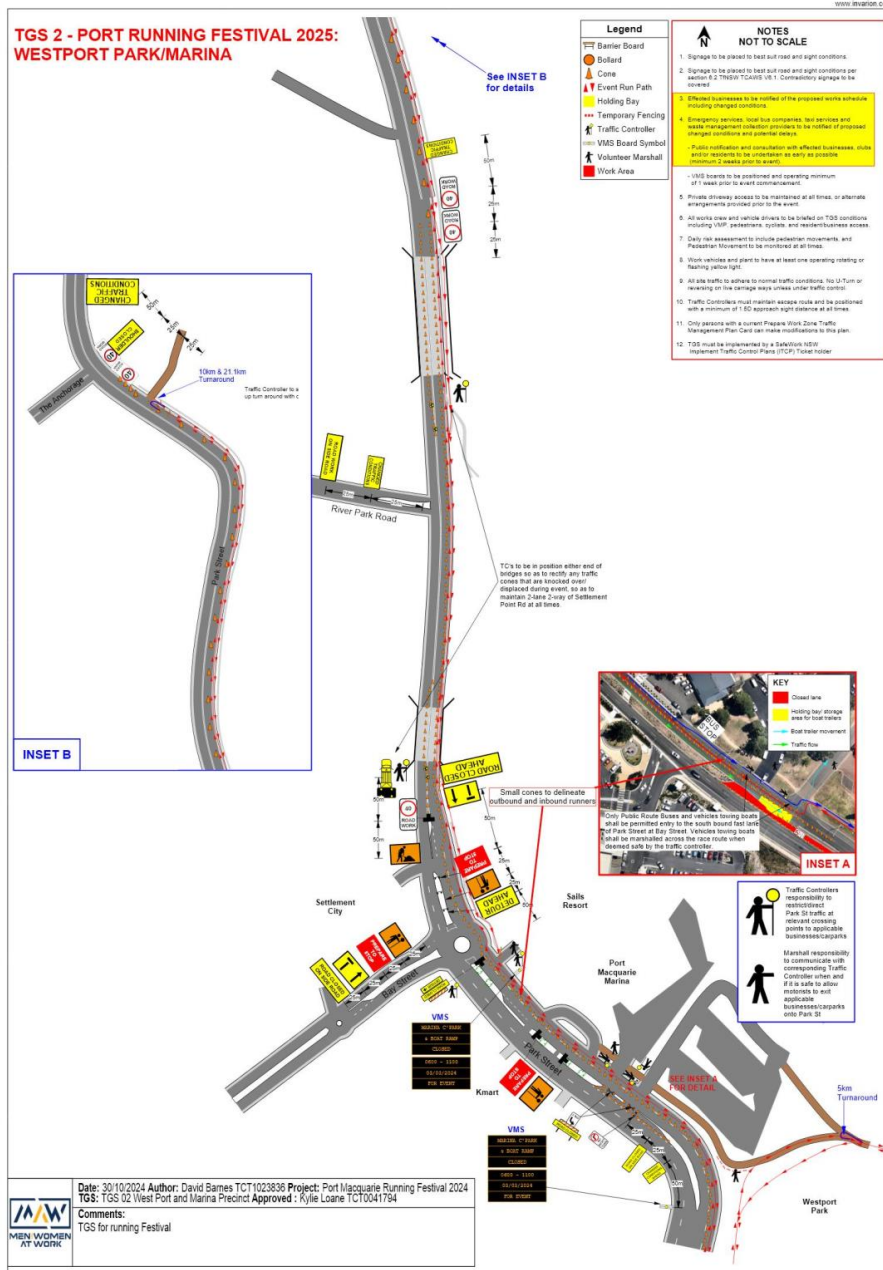
Appendix 1 Port Macquarie Running Festival Overview







Appendix 3 TGS PMRF 2

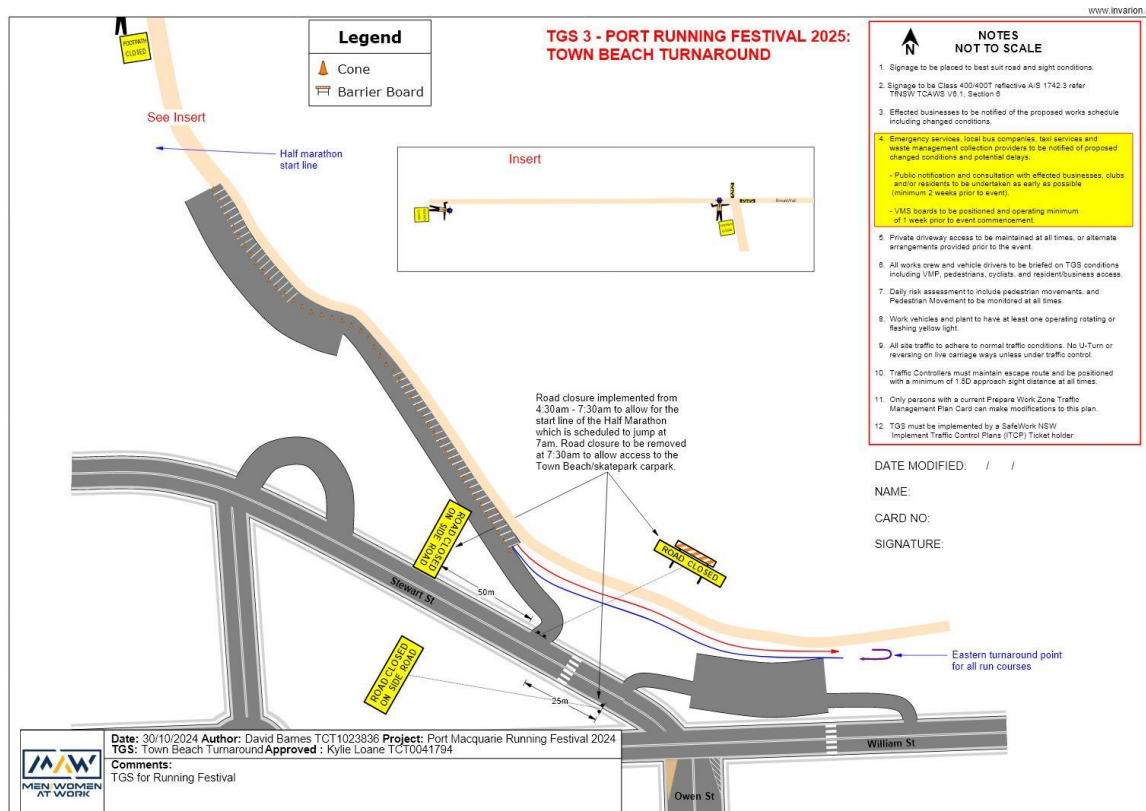


<p><b>02 6581 4600</b> info@mawaw.com.au www.mawaw.com.au ABN 13 099 458 590</p>	<p><b>Port Macquarie</b> (PO Box 210) 12 Belah Road Port Macquarie NSW 2444</p>	<p><b>Coffs Harbour</b> U8/21 Industrial Drive Coffs Harbour NSW 2450</p>	<p><b>Taree</b> U2/34 Hargreaves Drive Taree NSW 2430</p>
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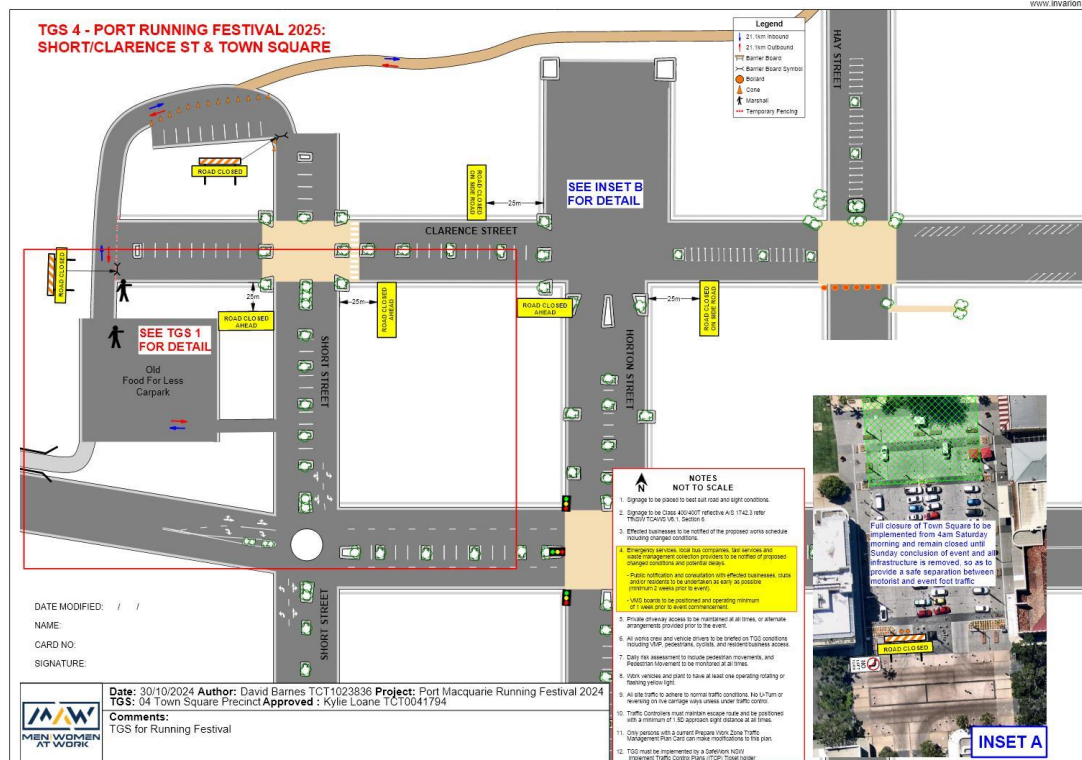


Appendix 4 TGS PMRF 3





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



Applicant Name:  
K J Chilvers

Our Reference: 710.2024.00006247.001  
Contact: Port Macquarie-Hastings Council  
Phone: (02) 6581 8111

## NOTICE OF DETERMINATION OF ROADS ACT APPLICATION

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

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

<b>Name of Activity:</b>	Temporary Road and Footpath Occupancy
<b>Time/Date of Activity:</b>	1 and 2 March 2025 - various times as defined within the Traffic Management Plan prepared by Men and Women at Work, dated 30/10/2024
<b>Type of Activity:</b>	<b>Port Macquarie Runfest 2025</b>
<b>Road Reserve Fronting:</b>	Town Square, Short Street, Buller Street, Hollingworth Street and Park Streets Port Macquarie
<b>Determination:</b>	APPROVED
<b>Date of Determination:</b>	TBA

Port Macquarie–Hastings Council (being the Road Authority) consents to K J Chilvers 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)

Page 1

**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.

Page 2



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

#### **SITE SPECIFIC CONDITIONS**

23. The applicant is responsible for safety induction of all persons onto the site. The applicant or contractor is responsible at all times for ensuring safe systems of work and that the work site poses no work health or safety risks to workers or the public.
24. All persons engaged in any work relative to this approval must be qualified, trained or appropriately experienced in the work involved and the safe operation of associated tools or machinery. Relevant advice should be obtained from Safe Work NSW.
25. Trainees are to be under the direct supervision of a trained instructor at all times.
26. The site is to be maintained and left in a clean and tidy condition at the completion of each day. Materials and vehicles shall be stored safely and in an appropriate manner.
27. The activity shall provide for adequate pedestrian and motorist access throughout the road reserve. In this regard,
  - a. The applicant will not alter traffic flow unless they have provided a certified copy of a Traffic Management Plan and or Traffic Guidance Scheme prepared by a person accredited as of 1 July 2020 a NSW Safe Work, WorkCover licenced person, detailing the devices required to control traffic movements during the course of this activity.
28. The following traffic management requirements be implemented. Any modifications to the items listed below must be agreed with Council prior to the commencement of work or the running of this event.
  - a. Traffic Management Plan prepared by Men and Women at Work, dated 30/10/2024
29. The applicant shall not:
  - a. Cultivate the land.
  - b. Erect structures on the land or undertake any construction or other work on the land other than those specifically approved as part of this application (with the exception of a post and wire fence along the boundary)
  - c. Dump any garden waste or other materials.
  - d. Store any materials or vehicles on the land unless in a safe and appropriate manner.
  - e. Soil disturbance must be kept to a minimum. Areas of soil disturbance must be monitored for weed invasion. Weeds that occur as a result of these works must be



controlled and removed. All topsoil must remain on the soil surface. Maintenance to be undertaken as required minimising the potential for erosion.

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

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

Advice: This approval is effective from 2 March 2025 to 2 March 2026.

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**

---

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

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

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

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

**Discussion**

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

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





Image 1 - aerial photograph of parking concerns

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

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

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

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

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

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

## AGENDA

## LOCAL TRAFFIC COMMITTEE 22/01/2025

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

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

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

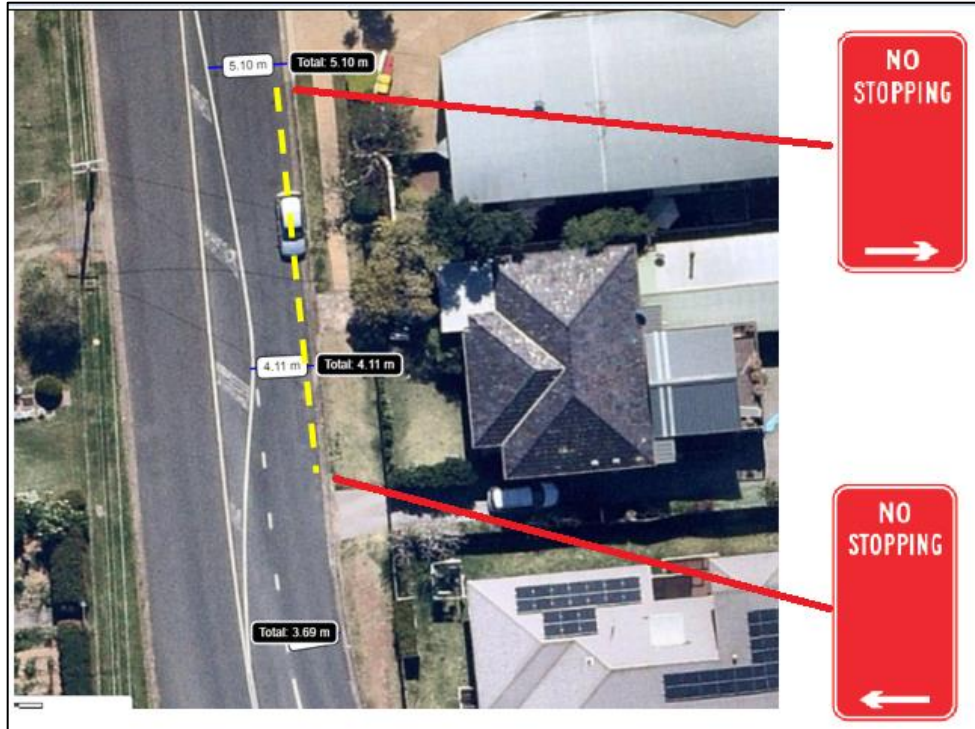


Image 2- Planned No Stopping signage

## Attachments

Nil



**Item: 08****Subject: PARKING RESTRICTIONS TO SUPPORT SAFE OPERATION OF EXISTING BICYCLE LANES - LAKE STREET, LAURIETON****Presented by: Community Infrastructure, Robert Fish**

---

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

- 1. Install No Parking signs on Lake Street Laurieton at locations as detailed in the report.**
- 2. Notify adjoining landowners of the new signs, restrictions, and rationale for their installation.**

**Executive Summary**

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

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

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

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

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

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

# AGENDA

## LOCAL TRAFFIC COMMITTEE 22/01/2025

### Discussion

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

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

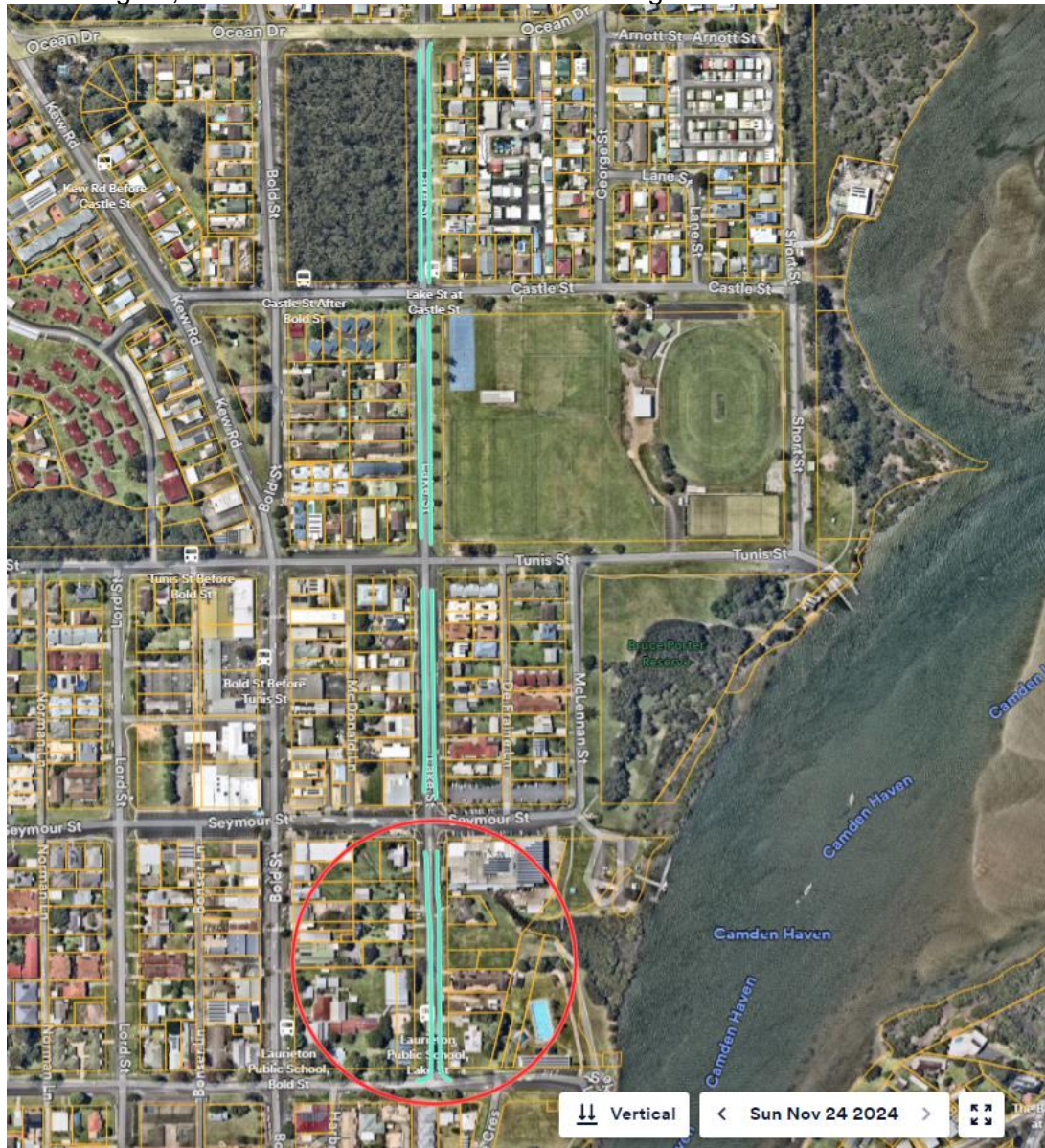


Image 1 - Existing Lake Street Bicycle Lanes (Nearmap 2024)





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

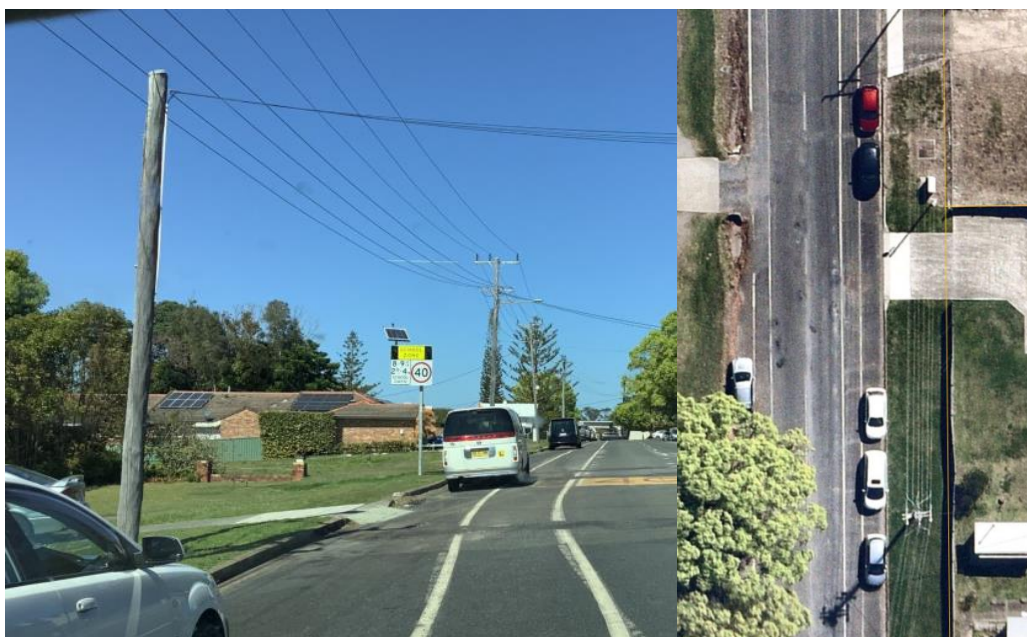


Image 3 - Examples of vehicles encroaching onto existing bicycle lanes

## AGENDA

## LOCAL TRAFFIC COMMITTEE

22/01/2025

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

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

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

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

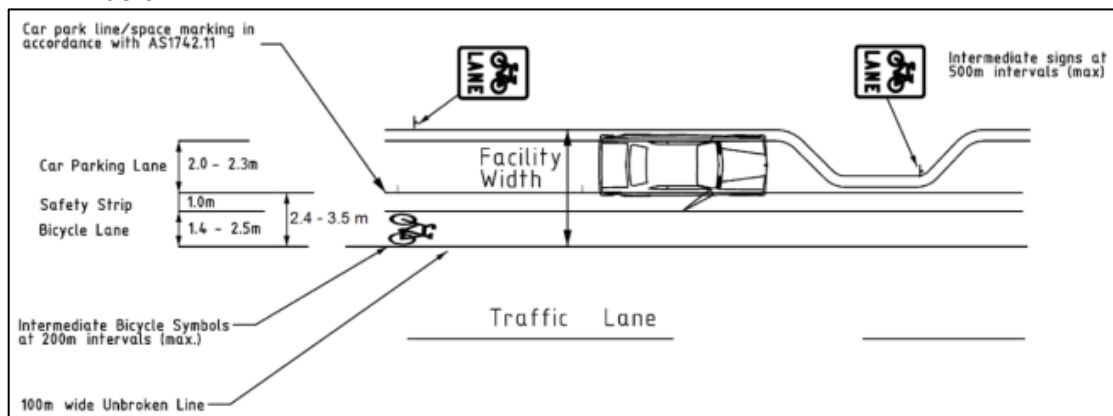


Image 4 - AUSTRROADS Excerpt - Figure 4.47 Example of bicycle/car parking lane layout (parallel parking)

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



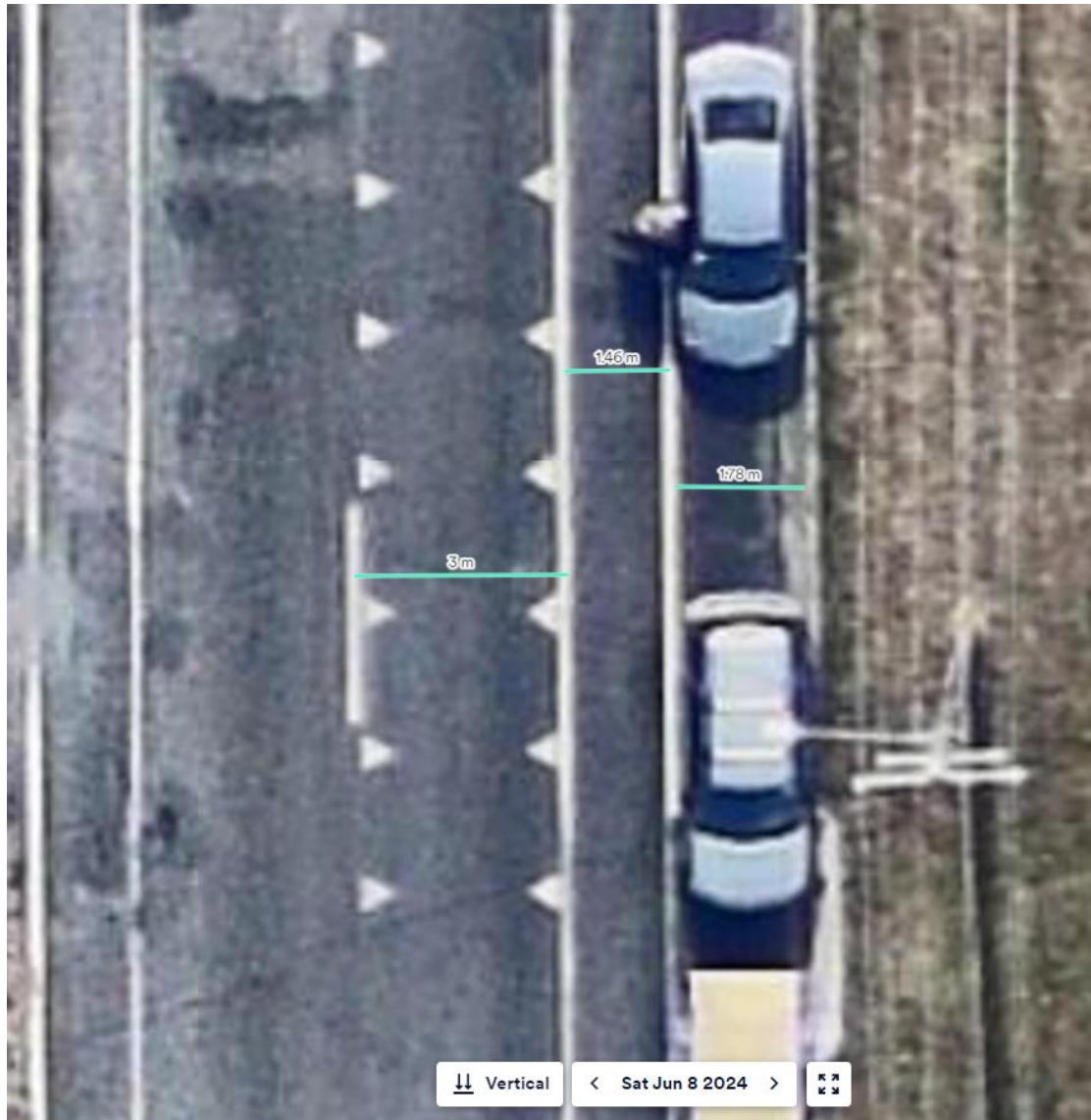


Image 5 - Lake Street minimum lane, parking bicycle lane dimensions

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

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

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

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

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

Maximum penalty—20 penalty units.

Image 6 - NSW Road Rules Excerpt

## AGENDA

## LOCAL TRAFFIC COMMITTEE 22/01/2025

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

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

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

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



Image 7 - Proposed No Stopping Signage

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

### Impacts of decision

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



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

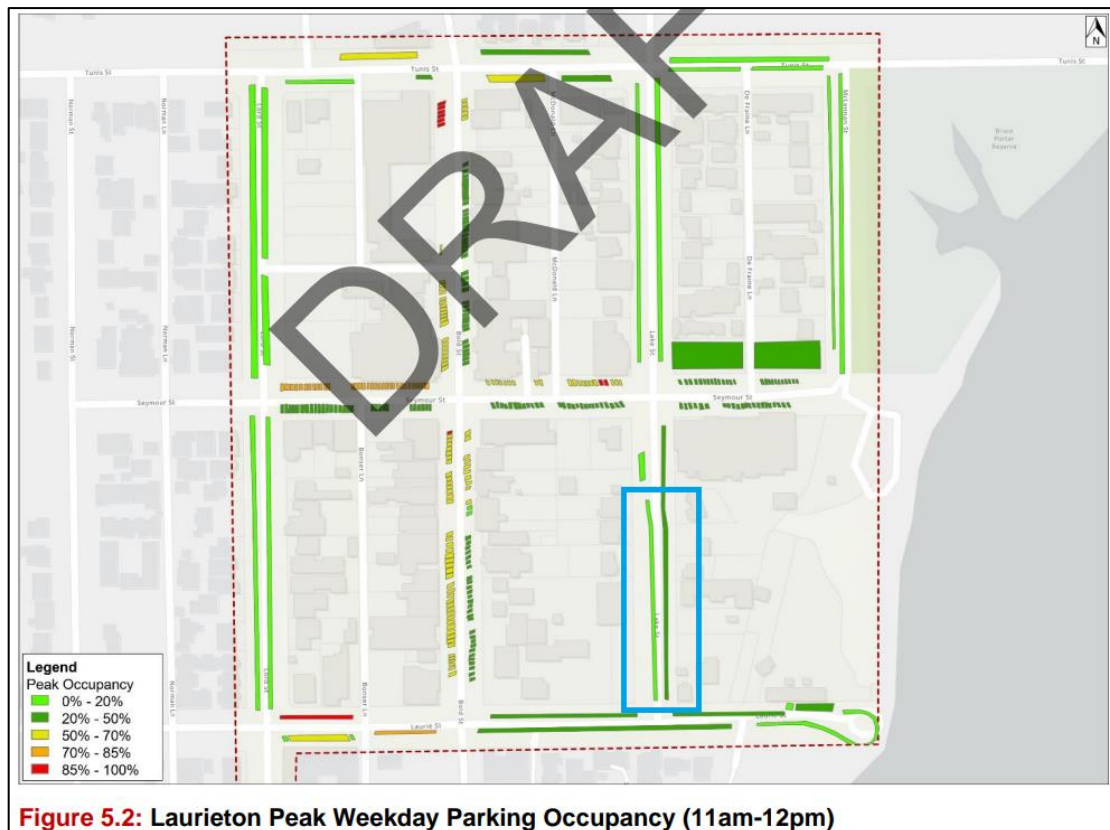


Image 8 - Excerpt from PMHC Parking Policy and Action Plan Working Paper 1: Existing Parking Situation, 2022 (Bitzios Consulting)

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

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

**Attachments**

Nil

**Item: 09****Subject: PROPOSED TEMPORARY PARKING RESTRICTIONS TO SUPPORT COMPLETION OF ESSENTIAL ENERGY 3 MONTHS POLE MOUNTED EV CHARGER TECHNICAL TRIAL - 142-144 NANCY BIRD WALTON DRIVE, KEW****Presented by: Community Infrastructure, Robert Fish**

---

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

- 1. Install Temporary 2P (9am to 6pm) EV Charging parking zone over two car spaces at the frontage of 142 & 144 Nancy Bird Walton Dr, Kew as detailed in the report.**
- 2. Notify adjoining landowners of the new signs, restrictions and rationale for their installation.**

**Executive Summary**

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

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

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

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

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

**Background**

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



## AGENDA

## LOCAL TRAFFIC COMMITTEE 22/01/2025

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

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

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

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

### Parking Restrictions

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

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



Image 1 - Location of proposed trial





Image 2 - Site Photographs

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



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

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

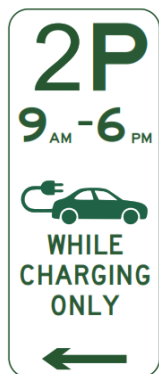


Image 4 - Signage mock-up

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

### Consultation

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

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

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

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

### Next Steps

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

### Attachments

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





# In-Asset Utility Pole EV Charger Technical Trial

## Overview

Essential Energy (EssE) would like to perform a technical trial that involves installing a 3-phase, 22kW EV charger in one of our utility poles in Kew. We intend to run the trial in a similar manner to the streetlight EV charger trial performed by EssE in mid-2024 in Port Macquarie. Charging will be offered free-of-charge and the focus will be on the technicalities.

## Location

The desired location is on Nancy Bird Walton Drive in Kew between lots 142 and 146 as shown below (EssE asset ID: 6083). It is within short walking distance to the Royal Hotel, Kew Corner Store and Squeaky Gate Farm Shop and just outside the Kew Motel. It is at the end of the parking shoulder and thus presumably has low parking demand. Kew is also very close to the Pacific Highway with the possibility to serve passing traffic. A new composite utility pole would be installed in place of the existing timber pole to accommodate the charger.





## EV Charger Technology

EssE have been working with ChargePost (<https://www.chargepost.com.au/>) throughout the second half of 2024 which has including trialling of their technology at the EssE Quality Assurance lab at Port Macquarie depot. The unit we intend to deploy under the technical trial is the Cityline 300 IDC AC three phase 22kW charge point ([f30a6e\\_ab044008f1ed44bd8614a1e663347289.pdf](f30a6e_ab044008f1ed44bd8614a1e663347289.pdf)).

## Trial Duration

We expect that the Kew location will experience less usage than the Port Macquarie streetlight location and EssE is proposing a 3-month technical trial window to account for this pending regulatory approval. We anticipate that we would be in a position to install in Q2 of 2025 (possibly late Q1).

Subject to regulatory processes there may be an outcome that allows EssE to make this installation permanent. If we are able to overcome regulatory barriers we would circle back to Port Macquarie-Hastings Council with a proposal for permanence. If regulatory barriers cannot be overcome within the 3-month trial window EssE would remove the charge point and make the site safe (and possibly redeploy the charger if/when regulatory barriers are overcome and subject to council approvals).

## Requested Parking Restrictions

Similar to the streetlight trial, we would like to place parking restrictions on the area 6 meters 'upstream' and 'downstream' of the utility pole in question to cater for EVs with front, rear or side charging points (streetlight trial signage shown below). This would require signposting in accordance with regulatory standards. Time-boxing of 2-4hours (TBC) is proposed between 9am and 6pm every day however we are open to



recommendations on the parking timeframe from Council. Being a timebound trial, no painted markings are proposed.



## Perceived Benefits

The proximity to the Pacific Highway would likely attract some EV owners to Kew for top up charging. We expect this would have a positive economic impact on local businesses. The proximity to the Royal Hotel, Kew Corner Store and Squeaky Gate Farm Shop may allow for local and visiting customers to take advantage of local EV charging. Additionally, guests staying at the Kew Motel may benefit from overnight charging (outside parking restriction times).