

# Local Traffic Committee

## Business Paper

**date of meeting:** Wednesday 21 May 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>22/01/25</b>	<b>19/03/25</b>		
Mayor Adam Roberts (Chair)	✓	✓		
Robert Fish - Acting Director Community Utilities	A	A		
Chris Favaloro - Acting Group Manager Community Infrastructure Planning & Design	✓	✓		
Christine Murray - Transport for NSW	✓	✓		
Ellie Grainger - Transport for NSW	✓	✓		
Daniel Finch - NSW Police	✓	X		
Jody Griffiths - Senior Electorate Officer Member for Oxley	✓	X		
Terry Sara - Representative of Member for Port Macquarie	X	X		
Michael Kemp - Representative of Member for Oxley	X	X		
<b>Non-voting:</b>				
Ellie Grainger - Transport for NSW	✓	X		
Carl Eade - Port Macquarie Taxis	X	✓		
Marie Visvikis - Port Macquarie Taxis	X	X		
Dave Davies - Central Coast and North Coast Busways	✓	X		
Blayne West - Acting Director Community Infrastructure	A	A		
Mark Edenborough - Manager Planning and Design Programs	✓	✓		
Ben Cantor Central Coast and North Coast Busways		✓		
Mohammad Mia - Senior Transport Engineer Programs		✓		
Ellie Craft - Senior Transport Engineer Programs	A	X		
Julia Cutajar - Education Officer	✓	✓		
Rosemary Ashman - Support 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 21 May 2025

## Items of Business

Item	Subject	Page
01	Acknowledgement of Country .....	<u>7</u>
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07	General Business	

## AGENDA

LOCAL TRAFFIC COMMITTEE  
21/05/2025

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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 19 March 2025 be confirmed.



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**PRESENT**

**Voting Members:**

Mayor Adam Roberts (Chair)  
Christine Murray Transport for NSW  
Ellie Granger Transport for NSW  
Sergeant Daniel Finch NSW Police Force

**Non-voting:**

Ben Cantor, Central Coast and North Coast Busways  
Carl Eade, Port Macquarie Taxis  
Chris Favaloro, Acting Group Manager Community Infrastructure Planning & Design  
Mark Edenborough, Manager Planning and Design Programs  
Mohammad Mia, Senior 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

- Acting Director Community Utilities Robert Fish.
- Acting Director Community Infrastructure Blayne West

UNANIMOUS SUPPORT

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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 22 January 2025 be confirmed.

UNANIMOUS SUPPORT

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

There were no disclosures of interest presented.

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

CONSENSUS:

<b>Item</b>	08		22 Jan 2025
<b>Subject</b>	<b>PARKING RESTRICTIONS TO SUPPORT SAFE OPERATION OF EXISTING BICYCLE LANES - LAKE STREET, LAURIETON</b>		
<b>Discussion: Action Required:</b>	<p>RECOMMENDATION</p> <p>That it be a recommendation to the Chief Executive Officer, under sub delegation, for implementation:</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Install No Parking signs on Lake Street Laurieton at locations as detailed in the report.</li> <li>2. Notify adjoining landowners of the new signs, restrictions, and rationale for their installation.</li> </ol>		
<b>Update:</b>	Landowner notification and signage installation is yet to be completed. Council will update the committee at the May 2025 meeting.		

<b>Item</b>	09		22 Jan 2025
<b>Subject</b>	<b>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</b>		
<b>Discussion: Action Required:</b>	<p>RECOMMENDATION</p> <p>That it be a recommendation to the Chief Executive Officer, under sub delegation, for implementation:</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Install Temporary 2P (9am to 6pm) EV Charging parking zone over two car spaces at the frontage of 142 &amp; 144 Nancy Bird Walton Dr, Kew as detailed in the report.</li> </ol>		

	2. Notify adjoining landowners of the new signs, restrictions and rationale for their installation.
<b>Update:</b>	Essential Energy have been advised of the Local Traffic Committee's endorsement of the 3 month trial as proposed. Landowner notifications are pending and will be undertaken as soon as an installation date is confirmed.

<b>Item</b>	10		22 Jan 2025
<b>Subject</b>	<b>GENERAL BUSINESS</b>		
<b>Discussion: Action Required:</b>	<p>10.01 Lake Cathie - 'No Parking' signage on eastern verge on the north side of the bridge. Police have received complaints requesting this signage be removed due to needs of overflow parking in peak times. Is this signage still warranted?</p> <p><b>Action:</b> Council to review historical no parking signs on the southbound approach to left side entering the bridge. Look at suitability of removing no parking signs. Report to be tabled at the next committee meeting on 19 March 2025, documenting the outcomes of Council's investigation.</p>		
<b>Update:</b>	Council has undertaken detailed investigations into the request, with a report responding to the request prepared and in draft form. Prior to finalisation, specific design is required to be undertaken to inform an updated line marking plan, to be presented to the Local Traffic Committee in May 2025. Council provided a verbal update on the contents of the draft report to the committee at the March Meeting.		

UNANIMOUS SUPPORT

## **06 PORT MACQUARIE IRONMAN - 4 MAY 2025**

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 Ironman Australia event on Sunday, 4 May 2025, subject to conditions contained within the attached Draft Approval Certificate.

**Acknowledgement:** The Mayor expresses gratitude to the staff for their tremendous effort and the significant amount of work required to successfully manage such a complex event

UNANIMOUS SUPPORT

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## **07 GENERAL BUSINESS**

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### **07.01 WESTPORT MARINA CARPARK**

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Sergeant Daniel Finch, NSW Police Force, reported on unruly driver behaviour in the Westport Marina Carpark.

- Suggestions: Implement "no parking after a certain amount of time" regulations and install calming devices to curb burn-out behaviour.

**Action:** Staff to consult with Liveable Communities and Rangers and report back at the next meeting regarding future plans for the carpark and options to assist police operations.

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### **07.02 ANZAC DAY ROAD CLOSURES**

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Ben Cantor, Busways, inquired about updates to Anzac Day road closures.

**Response:** No changes; a five-year approval is in place from 2024. All closures will follow the 2024 approval and Traffic Management Plans (TMPs).

**Acknowledgment:** The Mayor conveyed thanks from the RSL and relevant parties for their work on the five-year plan for Anzac Day.

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### **07.03 PARKING RESTRICTIONS - LAKE CATHIE**

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Parking Restrictions in Lake Cathie - Council Update.

**Note:** This update is included in Item 10.1 General Business from Business Arising from Previous Minutes.

**Status:** Interim update received. A full update will be provided at the May 2025 meeting.

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The meeting closed at 10.18am

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

21/05/2025

### 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

Item	07		20 Nov 2024
Subject	<b>INSTALLATION OF STOP SIGN - BURRAWAN FORREST DRIVE AND PACIFIC HIGHWAY</b>		
Discussion:	That it be a recommendation to the Chief Executive Officer, under sub delegation, for implementation:		
Action Required:	That Council install a Stop Sign and the associated hold line at the intersection of Burrawan Forest Drive and the Pacific Highway.		
Current Status:	Signage Installed.		
Item	08		20 Nov 2024
Subject	<b>PROPOSED CHANGE IN PARKING RESTRICTIONS - HUGHES PLACE, PORT MACQUARIE</b>		
Discussion:	That Council		
Action Required:	<ol style="list-style-type: none"> <li>1. Install No Parking Signage at various locations on Hughes Place, Port Macquarie as detailed in this report.</li> <li>2. Notify adjoining businesses of new signs</li> </ol>		
Update:	Landowner notification and signage installation is yet to be completed. Council will update the committee at the May 2025 meeting		
Current Status:	Notification completed. Signage to be installed by Operational Maintenance Team in May 2025.		
Item	08		22 Jan 2025
Subject	<b>PARKING RESTRICTIONS TO SUPPORT SAFE OPERATION OF EXISTING BICYCLE LANES - LAKE STREET, LAURIETON</b>		
Discussion:	RECOMMENDATION		
Action Required:	<p>That it be a recommendation to the Chief Executive Officer, under sub delegation, for implementation:</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Install No Parking signs on Lake Street Laurieton at locations as detailed in the report.</li> <li>2. Notify adjoining landowners of the new signs, restrictions, and rationale for their installation.</li> </ol>		
Update:	Landowner notification and signage installation is yet to be completed. Council will update the committee at the May 2025 meeting.		
Current Status:	Notification completed. Signage to be installed by Operational Maintenance Team in June 2025.		
Item	09		22 Jan 2025
Subject	<b>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</b>		
Discussion:	RECOMMENDATION		
Action Required:	That it be a recommendation to the Chief Executive Officer, under sub delegation, for implementation:		

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	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.		
<b>Update:</b>	Essential Energy have been advised of the Local Traffic Committee's endorsement of the 3 month trial as proposed. Landowner notifications are pending and will be undertaken as soon as an installation date is confirmed.		
<b>Current Status:</b>	Installation of EV Charger confirmed for 30 May by Essential Energy.  Resident and Business notifications completed. Signage to be installed Operational Maintenance prior to charger installation.		
<b>Item</b>	10		22 Jan 2025
<b>Subject</b>	<b>GENERAL BUSINESS</b>		
<b>Discussion: Action Required:</b>	10.01 Lake Cathie - 'No Parking' signage on eastern verge on the north side of the bridge. Police have received complaints requesting this signage be removed due to needs of overflow parking in peak times. Is this signage still warranted?  <b>Action:</b> Council to review historical no parking signs on the southbound approach to left side entering the bridge. Look at suitability of removing no parking signs. Report to be tabled at the next committee meeting on 19 March 2025, documenting the outcomes of Council's investigation.		
<b>Update:</b>	Council has undertaken detailed investigations into the request, with a report responding to the request prepared and in draft form. Prior to finalisation, specific design is required to be undertaken to inform an updated line marking plan, to be presented to the Local Traffic Committee in May 2025. Council provided a verbal update on the contents of the draft report to the committee at the March Meeting.		
<b>Current Status:</b>	Report included in the May 2025 Local Traffic Committee agenda		
<b>Item</b>	07		19 Mar 2025
<b>Subject</b>	<b>GENERAL BUSINESS</b>		
	<b>07.01 WESTPORT MARINA CARPARK</b>		
<b>Discussion: Action Required:</b>	Sergeant Daniel Finch, NSW Police Force, reported on unruly driver behaviour in the Westport Marina Carpark. • Suggestions: Implement "no parking after a certain amount of time" regulations and install calming devices to curb burn-out behaviour. Action: Staff to consult with Liveable Communities and Rangers and report back at the next meeting regarding future plans for the carpark and options to assist police operations.		
<b>Update:</b>	Staff have consulted with Council's Environment and Regulatory Services Team (rangers) and the Liveable Community Team (asset owner of the subject carpark) regarding this issue/request.  From an enforcement perspective, our rangers have advised that the behaviour observed by NSW Police is not something that they are able to assist in the enforcement of, however will continue to patrol the locality for parking related infringement.		

	<p>Regarding the availability of options to implement changes in parking restrictions or calming devices to curb the behaviours being witnessed, the following is provided:</p> <ul style="list-style-type: none"><li>• From a carpark managers perspective, actions such as changing its hours of operation/access, gating the entry after hours or installing bollards etc. would not be desirable and would clash with the use of the space by local boat owners, who utilise the carpark 24 hours.</li><li>• Traffic calming measures such as speed humps could be an option, however there is presently no budget allocated to design or implement this kind of upgrade. These kinds of works are unable to be undertaken in an ad-hoc basis, and instead require the allocation of funding via the creation of a specific project in a future Operational Plan.</li></ul> <p>If this is an ongoing issue for the NSW Police and wider community, it is requested that specific details of the issues being experienced, including its frequency and impacts be provided in writing to the Liveable Communities team to enable the matter and associated risks to be considered and prioritised in the preparation of future budget bids.</p>
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**Item: 06****Subject: LAKE CATHIE - "NO PARKING" SIGNAGE****Presented by: Community Infrastructure, Blayne West**

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**RECOMMENDATION**

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

- 1. That the Local Traffic Committee note the content of the report on the status of the existing parking restrictions at Lake Cathie, and**
- 2. Note that Council proposes to retain the existing parking restrictions in the short to medium term, with a review to be undertaken following the future adoption of a Lake Cathie Foreshore Masterplan and in conjunction with a future Operational Plan project to design/construct works to implement the outcomes of that masterplan.**

**Executive Summary**

At the January 2025 Local Traffic Committee meeting, the NSW Police raised concerns regarding No Parking restrictions on Ocean Drive, north of Lake Cathie Bridge and requested that council investigate their need and potential removal.

A review of the history of this location has revealed that these restrictions were installed in 2016 to prevent vehicles from obstructing an existing ill-defined footpath. A new foreshore footpath (2021) provides an alternative route for pedestrians, but some pedestrians still use the verge-side path.

Recently completed road resurfacing (2024) has not altered the existing layout, and future plans propose upgrading the footpath to a shared path.

Options Considered:

1. Remove restrictions – Requires line marking (\$10,000) or kerb and gutter construction (\$80,000+).
2. Retain restrictions (Recommended) – Ensures safety at no cost and preserves flexibility for future upgrades.

Council Position: Retain No Parking restrictions to maintain pedestrian safety at no short-term cost to Council.

**Discussion**

At the January 2025 Local Traffic Committee Meeting a question was raised by Sergeant Daniel Finch of the NSW Police Force regarding the existing No Parking Restrictions on eastern verge on the north side of the Lake Cathie bridge.

The Committee subsequently determined to have Council investigate the request and to present a report on the matter to the March 2025 Local Traffic Committee via the



following resolution:

### 10.01 LAKE CATHIE - "NO PARKING" SIGNAGE

#### CONSENSUS:

1. Lake Cathie - 'No Parking' signage on eastern verge on the north side of the bridge. Police have received complaints requesting this signage be removed due to needs of overflow parking in peak times. Is this signage still warranted?
2. Council to review historical no parking signs on the southbound approach to left side entering the bridge. Look at suitability of removing no parking signs.
3. Report to be tabled at the next committee meeting on 19 March 2025, documenting the outcomes of Council's investigation.

#### UNANIMOUS SUPPORT

This matter was subsequently discussed at the March 2025 Committee Meeting, where a verbal update on the investigations and design being undertaken in response to the request was provided. At that time, no report was presented due to a desire to present a concept design as part of the final report was outlined.

This report addresses the above request.

### Location

Image 1 below shows the existing parking restrictions in proximity to the northern approach to the Lake Cathie Bridge.



Image 1 - Existing Parking Restrictions

The northern approach to the bridge is characterised by No Parking restrictions on both the east and western sides of Ocean Drive. To the north of these restricted areas are two existing bus bays. No further parking restrictions exist to the north of those bus bays.

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The location of the existing No Parking signage is as per the signage plan below:



Image 2 - No Parking Signage Plan (2016)

As discussed at the January 2025 Local Traffic Committee Meeting, it is understood that NSW Police have received complaints regarding the existing No Parking signage located on the eastern verge area. Specifically, it is understood that a large number of motorists are ignoring the existing parking restrictions and illegally parking at this location.

The background and rationale for this signage is discussed below:

### Background

The current No Parking signage was installed in 2016 in response to a history of complaints from the Lake Cathie community and a local community group regarding parked vehicles obstructing the footpath along the eastern side of the road verge.

In this regard, the existing footpath at this location is shown graphically via the Google Streetview Images and Nearmap aerial photograph below:





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Image 3 - Google Streetview - southern footpath (Google Streetview, 2025)



Image 4 - Google Streetview - central section footpath (Google Streetview, 2025)



Image 5 - Google Streetview - northern footpath (Google Streetview, 2025)



**Image 6 - location of existing Ocean Drive footpath (Nearmap, 2025)**

As can be seen, the existing footpath at this location is largely ill-defined, and with the exception of the southernmost section on the approach to the bridge, this path is not separated from the travel lane by any physical structures (such as a kerb).

As noted above, community complaints received during 2015/16 largely drove the need for the installation of the current parking restrictions at this location, whereby the ill-defined nature of the path and lack of separation between vehicles and pedestrians meant that it was otherwise not possible to provide a safe pedestrian thoroughfare (without significant expense and civil upgrades to provide the necessary separation between pedestrians and vehicles).

After the 2016 installation of the existing No Parking signage, 2021 saw the construction of a new footpath within the foreshore reserve, linking the bridge to the foreshore and newly constructed skatepark at the northern end of the reserve.





**Image 7 - 2021 Lake Cathie Reserve Footpath**

It is expected that a majority of the community that were previously utilising the road verge footpath shown in image 6 will have likely transitioned to the new footpath (Image 7), however persons wishing to travel to/from the Lakeview Shopping Complex located on the corner of Ocean Drive and Evans Street will still likely utilise the road verge footpath, as it is to the only one directly connecting to the pedestrian crossing. Furthermore, cyclists travelling through Lake Cathie will utilise the existing poorly defined Ocean Dr Path, on the basis that it's width meets Shared Path standards (in part).

#### **Current Status**

Recent road resurfacing works undertaken on Ocean Drive, Lake Cathie (late 2024) have seen the poorly defined footpath located along the eastern verge areas re-sealed, however the overall layout, level and existing parking restrictions have remained. The footpath is largely indistinguishable from the road pavement.

The resurfaced road and pavement can be seen in the two images below:





Image 8 - Pre Road Resurfacing (Nearmap, 2 September 2024)



Image 9 - Post Road Resurfacing (Nearmap, 27 February 2025)

Image 9 above clearly shows the resurfaced footpath, being the darker black strip to the south of the Ocean Drive southern edge line. Note also from Image 9, three vehicles as shown parking illegally across the footpath.

### Future Improvements and Changes

In addition to the current physical characteristics of the site, the existing footpath at this location has been identified for upgrade/works within a number of recent strategic asset planning reports as defined below:

- **Integrated Transport Plan (ITP) (Council Endorsed, 2024)** - The Integrated Transport Plan identifies a medium term priority action to be:
  - *Install a shared path on one side of the Ocean Drive corridor through Port Macquarie by upgrading the current path and infill of unconnected shared paths.*

A shared path is a combined pedestrian/cycle path, with a width of 2.5m (minimum) to 3m (preferred).

- **Walking and Cycling Review (Reported to Council in February 2025 and placed on Public Exhibition during March 2025)** - The Walking and Cycling Review is a guiding document that has been prepared to identify the future footpath, shared paths, cycleways and pedestrian/bicycle crossing needs through the entire local government area, with the aims of providing a safe, more efficient and accessible network to support the predicted population growth and wellbeing of local communities, businesses and industries.

As a key action of the ITP, the Walking and Cycling Review identifies a need for an all ages and ability walking and cycling facility on Ocean Drive through Lake Cathie:



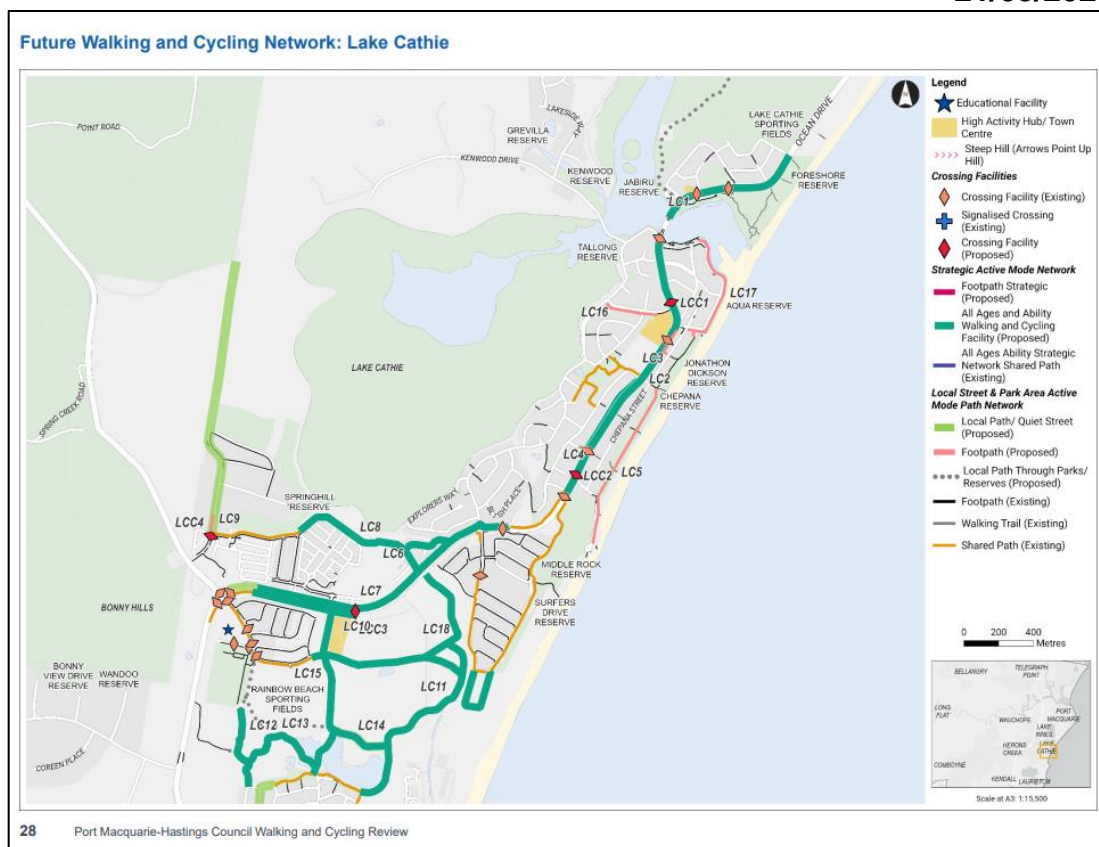


Image 8 - Excerpt from Draft Walking and Cycling Review, 2025

- **Lake Cathie Masterplan (Currently being drafted)** - Council is presently preparing a Lake Cathie masterplan, aiming to identify and represent the present day vision of the community for the use of and access to/from the reserves around the lake entrance.

In this regard, Council's Liveable Communities Team are currently undertaking preliminary targeted public engagement on the Draft Lake Cathie Foreshore Masterplan, prior to reporting the plan to Council and wider public engagement in the near future.

Whilst this Masterplan is currently being drafted, initial concepts align with the ITP and associated Walking and Cycling Review, by maintaining and upgrading the existing footpath that is the subject of this report to shared path specifications, plus the inclusion on on-road cycle facilities.

An excerpt of the Draft Masterplan working documents is provided below for reference:

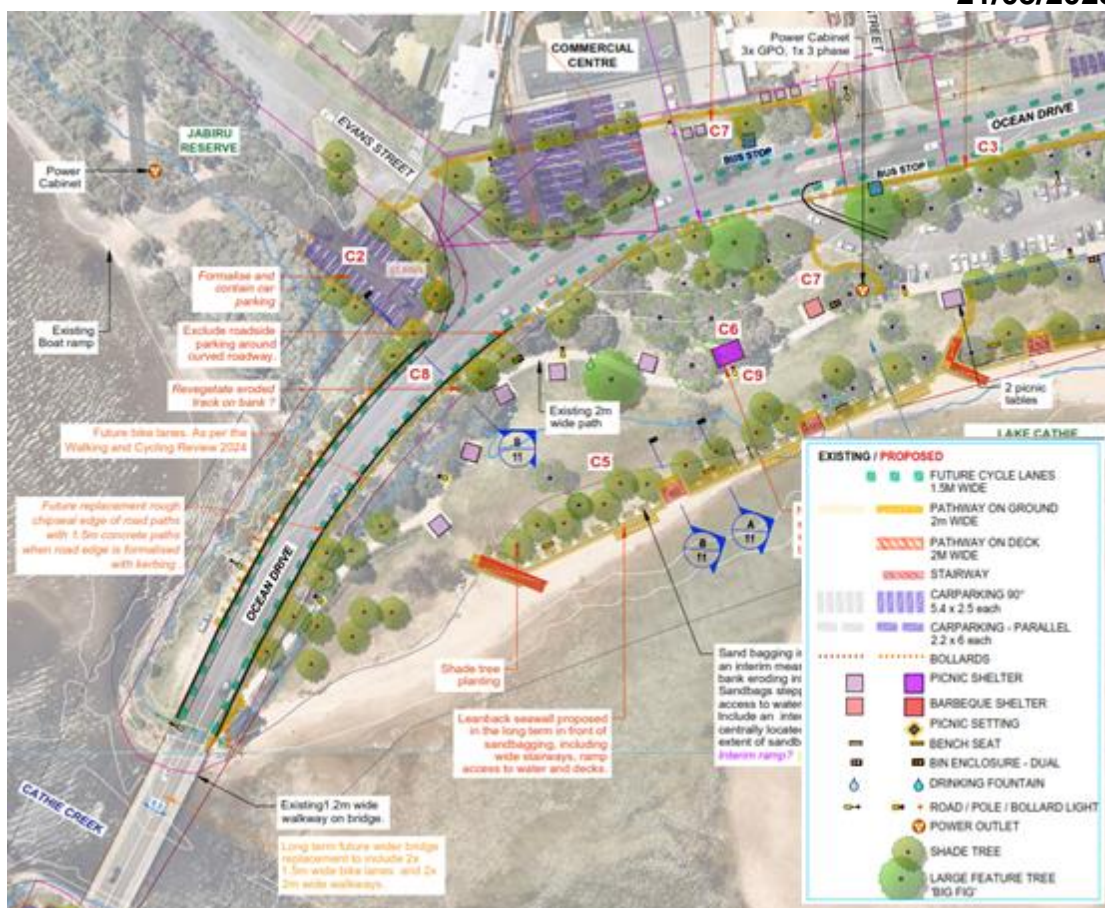


Image 9 - Working Document Excerpt - Draft Lake Cathie Foreshore Masterplan - plan view

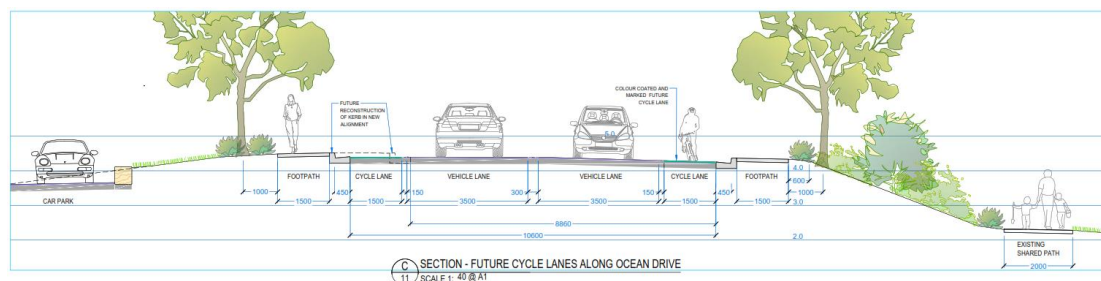


Image 10 - Working Document Excerpt - Draft Lake Cathie Foreshore Masterplan - Ocean Dr concept Cross section

## Options to determine if the retention of the restrictions are warranted

Based on review of the existing site characteristics, layout and potential future works as defined above, the following options are available:

### 1. Removal of the Existing Restrictions

A detailed review of site geometry indicates that there is sufficient width available to support the removal of the current parking restrictions (in part).

This is on the basis that the roadside verge area has a general width of ~ 5.6-5.7m as shown on the image below.





Image 9 - Land and verge available widths

The above image illustrates (in purple) the space required to facilitate the current footpath and a future shared path (@ 3m wide), demonstrating that there is sufficient space available for a 2.5m wide parking lane.

However, unless line marking or the construction of a physical barrier such as kerb or bollards is undertaken concurrently with the removal of existing No Parking restrictions, there is a high likelihood that vehicles will park in a location that obstructs the footpath, leading to conflicts between vehicles and pedestrians/cyclists.

If a determination was made to remove the existing restrictions (in those locations where there is sufficient width), no action would be able to be taken until such time as either:

- A line marking plan can be prepared and implemented to delineate parking from the travel lane and footpath.
  - at a cost of say \$10,000, being \$2,000 plan, \$2,000 survey and set-out, plus \$6,000 installation), or
- Kerb and gutter be constructed to provide safe physical separation between pedestrians, cyclists and motorists (Preferred),
  - ~120m of kerb and gutter (only) at a cost of ~\$80,000 + stormwater drainage and footpath construction.

## 2. Retain Existing Restrictions

Further to Option 1 above, the option to retain the existing restrictions maintains current pedestrian and cyclists safety via separation, at no additional cost to Council.

This scenario will ultimately be reviewed following the future public exhibition and ultimate adoption of a Lake Cathie Foreshore Masterplan and in conjunction with a future Operational Plan project to design/construct works to implement the outcomes of that plan.

### Council Position

In the short to medium term, the retaining of existing restrictions is proposed, on the basis that it maintains pedestrian and cyclist safety via separation, at no additional cost to Council.

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In addition, retaining the existing restrictions affords Council flexibility in the future master planning and designing of the Ocean Drive corridor through Lake Cathie. This is on the basis that it has been historically much more difficult (and contentious) to remove public on street parking, than it is to provide increased parking as part of a future upgrade.

#### **Financial and Economic Implications**

There are no financial or economic implications to implementation of Council's position, being to retain the existing parking restrictions at Ocean Drive, Lake Cathie.

Should an alternate outcome be recommended by the Committee, the costs associated with implemented would need to be confirmed and allocated via a future Operational Plan.

#### **Attachments**

Nil