



# Local Traffic Committee

## Business Paper

date of meeting: Wednesday 10 February 2021

location: Electronic

time: n/a

## **Local Traffic Committee**

### **CHARTER**

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The Local Traffic Committee is 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 2006"

#### **Formal (Voting) Members**

Port Macquarie-Hastings Council  
Roads & Traffic Authority  
NSW Police  
Member for Port Macquarie  
Member for Oxley

#### **Informal (Non-Voting) Advisors**

Road Safety Officer  
Ministry of Transport  
NSW Fire Brigade  
NSW Ambulance Service  
Local Bus Company/s  
Transport Workers Union  
Chambers of Commerce

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

#### **Quorum**

There is no need for a specific quorum to allow a Committee meeting to proceed. The advice of the Roads & Traffic Authority and the NSW Police must be sought to allow Council to exercise its delegated authority.

#### **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 RTA Guidelines.

#### **Roles**

- To advise Council on traffic related matters referred to the Committee
- To ensure matters referred to the Committee meets current technical guidelines
- To ensure matters referred to the Committee for which Council has delegated authority are voted upon.

## **Administration**

Council's Transport and Stormwater Network Section is responsible for the co-ordination of Committee advice, scheduling of meetings, preparation and circulation of meeting minutes and providing general support services to the Committee. The Section is also responsible for providing advice in relation to the conduct of meetings.

## **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**

Member	16/10/19	20/11/19 held via Electronic	07/05/20 held via Electronic	24/06/20	28/10/20
Deputy Mayor Lisa Intemann (Chair)	✓	✓	✓	✓	✓
Councillor Lee Dixon (Deputy Chair)	A	✓	✓	A	A
Daniel Finch Joel Wehlow (NSW Police)	✓ ✓	✓	✓	A	✓
<del>Greg Aitken</del> Linda Makejev Liz Smith (TfNSW)	PV ✓	✓	✓	✓	✓
Representative of Mrs Leslie Williams (Member for Port Macquarie)	X	✓	✓	X	X
Representative of Melinda Pavey MP (Member for Oxley)	X	✓	✓	X	X
<b>Non-voting:</b>					
Brett Dawson Carl Eade (Port Macquarie Taxis)	A	✓	✓	X	✓
Malcolm Britt Mark Lawrence (Busways)	A	✓ ✓	✓	✓	✓
Dan Bylsma (PMHC Director Infrastructure)	✓			X	A
Cameron Hawkins (PMHC - Group Manager Infrastructure Planning)	A	✓	✓	✓	✓
John Hanlon (PMHC - Transport & Traffic Engineer)	✓	✓	✓	✓	✓
Amanda Foster (PMHC Admin. Officer) Phillip Marshal (Alternate - PMHC Admin. Officer)	✓	✓ ✓	✓ ✓	✓	✓

**Key:** ✓ = Present  
**PV** = Proxy Vote  
**A** = Absent With Apology  
**X** = Absent Without Apology

**Meeting Dates for 2021**

24/02/2021	Committee Room	10.00am
28/04/2021	Committee Room	10.00am
30/06/2021	Committee Room	10.00am
25/08/2021	Committee Room	10.00am
27/10/2021	Committee Room	10.00am
15/12/2021	Committee Room	10.00am

## Local Traffic Committee Meeting

Wednesday 10 February 2021

### Items of Business

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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 28 October 2020 be confirmed.

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## **PRESENT**

### **Members:**

Deputy Mayor Lisa Intemann (Chair)  
Daniel Finch (NSW Police)  
Linda Makejev (TfNSW) (PV) (via Skype)

### **Other Attendees:**

Carl Eade (Port Macquarie Taxis)  
Malcolm Britt (Busways) (via Skype)  
Group Manager Infrastructure Planning (Cameron Hawkins)  
Transport & Traffic Engineer (John Hanlon)  
Education Team Leader - (Mystie Smith)  
Administration Officer (Amanda Foster)

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The meeting opened at 9:12am.

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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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Apologies were received from:

- Councillor L Dixon
  - Dan Bylsma (Director of Infrastructure)
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## **03 CONFIRMATION OF MINUTES**

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Majority Support:

Council - yes  
TfNSW - yes  
Police - yes  
Member for Oxley - nil  
Member for Port Macquarie - nil

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**CONSENSUS:**

That the Minutes of the Local Traffic Committee Meeting held on 24 June 2020 be confirmed.

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**04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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**05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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Majority Support:

Council - yes

TfNSW - yes

Police - yes

Member for Oxley - nil

Member for Port Macquarie - nil

Clr Intemann noted that the LTC Meeting Charter should be reviewed and brought back to the next LTC meeting for review, before being reported to the next Council Meeting.

Clr Intemann noted that a new request for the Local Members to be involved in the LTC meeting should be initiated. GM IP advised that Local Members will be written to by Dan Bylsma.

Clr Intemann noted that all future meeting requests should be sent to attendees with the option to be physically present or to join the meeting via skype.



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## **06 PARKING TIME RESTRICTIONS - HIGHFIELDS CIRCUIT, PORT MACQUARIE**

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Majority Support:

Council - yes

TfNSW - yes

Police - yes

Member for Oxley - nil

Member for Port Macquarie - nil

Discussion:

Council had received a number of requests from residents and businesses around parking in Highfields Circuit. Hospital workers are parking along this street and dominating the short term parking spaces for visitors to the medical practices along the street. There are potential pending changes from free to paid parking at the hospital, which will put further pressure on parking in Highfields Circuit. Therefore Council proposes time restricted parking for this street. There are currently "No parking" signs installed on northern side. Council is proposing to install 2 hr parking restrictions on the southern side. TfNSW has indicated that they would support the recommendation. Busways support the recommendation. Taxi commented on the fact that it is very difficult to take a wheel chair down the road - GM IP advised that there are plans to resurface the road in April 2021.

CONSENSUS:

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

1. That Council installs '2 Hour, 8.00am-6.00pm Mon-Sun' parking time restrictions on the southern side of Highfields Circuit, Port Macquarie, between No.8 and No.24.
2. That Council notify Port Macquarie Base Hospital and residents and businesses of Highfields Circuit at least 14 days in advance of the implementation of the changes.

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## **07 ISSUES BEING REFERRED TO POLICE FOR ENFORCEMENT**

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Majority Support:

Council - yes

TfNSW - yes

Police - yes

Member for Oxley - nil

Member for Port Macquarie - nil

Discussion:

Clr Intemann - How does the police respond to traffic matters referred by Council for Police enforcement. Sgt Finch explained to the committee the internal process for

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dealing with such matters. Police would usually refer requests for traffic calming and speeding issues to Councillors. Sgt Finch advised that he refers enquires to police within the station via email. Police would monitor the areas of concern and provide feedback to Council if required. GM IP advised that a comment on each line item to close each of the comments out in the report would be useful.

The main purpose of this report is to refer matters that are outside of Council's control. Sgt Finch advised that the Police will always go to the site and inspect to carry out their own due diligence.

#### **CONSENSUS:**

That the Issues being referred to Police for Enforcement Report as at 28 October 2020 be received and noted.

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### **08 INTERSECTION IMPROVEMENTS - WILLIAM ST/MUNSTER ST, PORT MACQUARIE**

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#### **Majority Support:**

Council - yes  
TfNSW - yes  
Police - yes  
Member for Oxley - nil  
Member for Port Macquarie - nil

#### **Discussion:**

GM IP - Gave the committee a high level view of the attached report and outcomes of the community engagement process carried out from 15 09 2020 - 13 10 2020 . Community Engagement was carried out via letters to stakeholders, information sessions, Have your say and facebook.

Following the initial representation from the Presbyterian Church, located on the corner of William and Munster Streets, Council looked at options for the intersection and took these options the community for feedback. Council has long term plans for signalisation post 2020, there are concept designs, although no funding, noting that the cost would be around \$1m. There have been 5 crashes in 5 years that have been reported at this intersection.

Council proposed a short term safety improvement would be to extended the medium strip across the intersection, noting that this would conflict with traffic cross movements. The overwhelming majority of feedback received by the community was that this would potentially create a unintended short cut, so would outweigh the benefits of the traffic calming.

Council's view is that there are no other small improvements that could be carried out to improve safety in-between traffic signalisation or the extension of the medium strip. Suggestions of signage, eg - no right turn at the intersection have not progressed as there are issues with this as well if motorists cannot see the need for the sign.

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TfNSW - supports the original recommendation subject to the engagement as per the report and is happy with the current recommendation that Council has put forward in light of the engagement. TfNSW concurs with Council that traffic signals would be the most appropriate long term safety improvement for the intersection, however, Council will need to make sure the intersection meets the warrants before traffic signals can be considered.

Busways - opposed the original recommendation as it part of the bus route. Additional cost to TfNSW and note that they have never had an accident there. Supports the new recommendation and the outcome of the community engagement.

GMIP - Advised that some work would be carried out to improve sight distances including the trimming of vegetation on the medium strip.

Council will complete the engagement back to the church and via the majors office.

Clr Intemann - 5 traffic accidents in 5 years, where does that sit in terms of other intersections?. Transport Engineer explained that TfNSW count severity and cost of the accident rather than the numbers of minor accidents. There have not been any accidents on caravans going across the intersection. It is of note that if the police attend an incident, it may not get reported as the crash may not have been of a severity to be reported.

Signals may cost about \$1m - at this stage the benefit cost ratio is not justifiable (as the crashes here have been costed at \$50k to 100k due to the fact that they have not been severe)

Port Macquarie LGA have about 250 reported crashes each year on average for the last few years. 1 crash every 1 or 2 days across the LGA.

Clr Intemann asked if the consultation could be carried out with the church as soon as possible, so that a report could go to the December 2020 Council meeting. Clr Intemann enquired about the community submission responses and was advised that everyone who put in a submission would be responded to by Council with the outcome of the recommendation. Community members who put in submissions will get notified of the outcome when the agenda is put on the council web site for the December 2020 Council meeting.

#### **CONSENSUS:**

That it be a recommendation to Council:

1. Note the information contained in the William Street/Munster Street intersection Community Engagement Report.
2. That Council does not proceed with plans for extending the William Street median strip through the Munster Street intersection.
3. That Council undertakes regular road maintenance and vegetation management works at the intersection.

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## **09 2021 MEETING DATES FOR THE LOCAL TRAFFIC COMMITTEE**

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Majority Support:

Council - yes

TfNSW - yes

Police - yes

Member for Oxley - nil

Member for Port Macquarie - nil

CONSENSUS:

That the Local Traffic Committee adopt the proposed dates for the 2021 Local Traffic Committee Meetings.

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## **10 STATUS OF AGENDA ITEMS - LOCAL TRAFFIC COMMITTEE 2020**

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Majority Support:

Council - yes

TfNSW - yes

Police - yes

Member for Oxley - nil

Member for Port Macquarie - nil

Discussion:

Bridge Load Limits - Initial concern from the community in Rollands Plains - 7 or the 8 load limits have now been removed. Council allocated an additional \$1.2m to remove the load limits. Mortens Creek Road still has a load limit. Bril Bril has a side track now.

Busways raised concerns about future predicted rainfall and what would happen if the Wilson River floods. Council advised that the intent is to have Thompsons Bridge completed by the end of November 2020. Crews will then be moving onto the Bril Bril side track with the intent of having it finished by the end of 2020.

GM IP advised that there were a few ongoing issues with garbage services, although some customers have been able to negotiate a private agreement with JR Richards and Council have stopped charging these customers a waste services fee.

Intersection improvements at William - Munster Street, Investigation and Community engagement has now been completed.

Clr Intemann raised the there is some agitating for more work to be done in the area of bicycle tracks for the LGA. The Education team has done some engagement regarding ride to work day and will use this information to implement into the transport strategy.

Clr Intemann also advised that she had received concerns from residents about the lack of bicycle facilities on Beechwood Road - they are requesting a smoother surfacer on the

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outside of the guard rail to ride on. Cllr Intemann will send information through to Education Team Leader regarding this issue.

**CONSENSUS:**

That the Status of Agenda items as at 28 October 2020 be received and noted.

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**11 GENERAL BUSINESS**

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**11.01 PLINTH AT GLASSHOUSE**

Busways asked the Committee if they would like Busways to install a plinth at the Glasshouse? Similar to the one installed on Clarence Street. This would formalise the bus stop. Busways will discuss with Senior Traffic Engineer informally.

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**11.02 NEW BUS STOPS - DDA COMPLIANT**

Busways advised that Mid Coast Councils are making all new bus stops Disability Discrimination Act (DDA) compliant. GM IP advised all new stops that are going in are compliant. The reason Busways is asking is TfNSW is getting Busways to audit all the bus stops and if they are not at the standard expected, Busways are notifying Council to update the stop to DDA compliancy TfNSW are not contributing funds to do these works. Program is in its infancy. The access committee should be made aware of this for consideration.

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**11.03 EXPANDED BUS SERVICES**

Busways advised that their services to Kendall, Wauchope and Ruins Ways had been expanded by TfNSW. All routes have been supported with additional early starts and later finishes and the Ruins Ways also had additional stops. The take up rate goes directly to TfNSW, although the anecdotal evidence shows that the changes have been received positively.

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**11.04 LINE MARKING STOP SIGNS**

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Sgt Daniel Finch - Police to provide details to Senior Transport Engineer with regards to line marking stop signs.

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**11.05 DIPS IN ROADS**

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Taxi's advised that there is a dip in the road in Hollingsworth Street (this is located right at the end of Waugh street) GM IP advised that this is on the rehabilitation list. Taxi's advised that another dip was located near the Racecourse, coming east between Lake Road and Fernhill just before the bend. This is causing issues for wheelchair taxi's and their passengers (as they sit about the back axle). Senior Transport Engineer to follow up with Taxi's with regards to these dips in the road.

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**11.06 RAILWAY CROSSING AT WAUCHOPE**

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Clr Intemann advised that she has raised this a couple of times and this issue is causing considerable angst in the Wauchope community. When the south bound train is approaching the Wauchope train station, the boom gates are closing at the road crossing, so they are closed for a considerable time while the train is approaching and waiting at the station. This is causing considerable traffic build up at the road rail crossing site and has even effected emergency vehicles on occasion. This issue has previously been raised with ARTC and Council was advised that the issue had been rectified. Clr Intemann advised that she has spotters monitoring the crossing and the spotters have advised that the boom gates are closing on the majority of the south bound approaches before the train arrives at the station; although there is no pattern; sometimes they close early - sometimes they don't. TfNSW advised Council to send an email to the TfNSW LTC representative and she will try to facilitate the communication with regards to this issue. Clr Intemann requested that she be copied into the email that is sent to TfNSW.

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**11.07 EDUCATION TEAM**

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Education Team Leader advised that the Education Team is part of larger Community Team; and was historically Road Safety Officer position in Transport area. The Education Team is working with TfNSW and Council in the road safety space. They have defined their core business as behavioural change in the road safety area. Council have been looking at TfNSW campaigns and how this can be used in our LGA. Police featured in local video's including shared pathways and speeding on country roads, school zones. Education are being strategic with delivery of projects. Mystie Smith is the key stakeholder contact for Roads Safety at Council.

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**11.08 SENIOR STATE CUP TOUCH FOOTBALL**

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Senior Transport Engineer advised that this event is currently unconfirmed at the present moment. A decision will be made by week ending 30 November 2020. If this is to go ahead, it will look very different from a traffic perspective. A traffic management plan for the event will be circulated to the committee for comment and feedback. An electronic meeting will be held, if required, to allow for the traffic management plan to be endorsed by the committee.

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**11.09 TRAFFIC ISSUES**

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GM IP advised the police of some traffic issues that had been raised with Council and will forward this information through to the Police.

1. Platt and Gore Street, PM - Intersection between Platt and Gore Street (customer requests an investigation of the intersection as it is dangerous intersection with lots of drivers cutting the corner).
  - Investigation of line marking to improve intersection.
2. Botanic Drive, Kew - Traffic noise and speeding - Botanic Drive Kew - customer request traffic calming devices in street as there is speeding in the street.
  - Sgt Finch has advised that he visited this location and believe that there was not a speed issue here, more of a noise issue. His monitoring showed that vehicles were travelling on average at 45km per hour.
3. Koala Street, PM - Excessive speeding - Letter from a teacher - regarding a near accident of a child - request for pedestrian crossing / upgrade of road / noting excessive speeding.
4. Pacific Drive, PM - On street parking obstructing vision - request for no stopping zone
  - Rangers to be made aware of this issue if caravan has been parked in this space long term.

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The meeting closed at 10:19am.

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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:
  - (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 (i)
  - (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.

## 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 <i>(the <b>identified land</b>)</i>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
<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 <i>(the <b>subject land</b><sup>2</sup>)</i> <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

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**Item: 05**

**Subject: BUSINESS ARISING FROM PREVIOUS MINUTES**

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Nil.

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**Item: 06**

**Subject: 2021 NSW JUNIOR STATE CUP TOUCH FOOTBALL  
CHAMPIONSHIPS**

**Presented by: Infrastructure, Dan Bylsma**

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### **RECOMMENDATION**

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

**That Council approve the temporary road closures and support the associated transport management arrangements associated with the 2021 NSW Junior State Cup Touch Football Championships between 19-21 February 2021, subject to the following conditions:**

- 1. That the event organiser advertise, at no cost to Council, the following details of all temporary road closures and temporary parking restrictions associated with this event in the local print media on separate days, at least twice (2) within 14 days prior to the event:**
  - temporary road closure times**
  - duration of the temporary road closures temporary parking restrictions times and duration**
  - alternative routes and access arrangements.**
- 2. That the event organiser advertise the event by undertaking a letter box drop to all residents and businesses directly affected by the temporary road closures and temporary parking restrictions at least 14 days prior to the event, advising the following:**
  - event name**
  - event times**
  - contact details of at least two (2) people involved in the organisation of the Event, in case of an emergency**
  - proposed actions to be undertaken to mitigate the impact of the temporary road closures and temporary parking restrictions.**
- 3. That the Transport Management Plan (TMP) and associated Traffic Guidance Scheme dated 25 January 2021 be implemented. Any modifications to the plans must be agreed with Council prior to the running of the event.**
- 4. That the event organiser abides by the written approval from the NSW Police.**
- 5. That the event organiser notify the NSW Ambulance, NSW Fire & Rescue, NSW Rural Fire Service and the State Emergency Service of the proposed road closures at least 14 days in advance of the event.**
- 6. That the event organiser notifies Port Macquarie Airport of the proposed road closures and 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 road closures at least 14 days in advance of the event and assists in developing alternatives for affected users.**

8. A TfNSW/SafeWork NSW accredited person (Implement Traffic Control Plans) is 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 and the Police may impose at any time.
11. That the event organiser submit to Council 14 days prior to the commencement of the event evidence of Public Liability Insurance for the amount of \$20 million, which is valid for the duration of the event, including placement and removal of traffic control devices.
12. The event organiser must have this approval and the Transport Management Plan and Traffic Guidance Scheme described above on site at all times for the duration of the event.
13. That a review of the implementation of the Transport 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.

### **Discussion**

The NSW Junior State Cup Touch Football Championships is an annual event held in the Regional Stadium / Tuffins Lane sporting precinct of Port Macquarie. The 2021 event will be held between Friday 19 and Sunday 21 February 2021.

The 2021 event will be smaller in size than in previous years due to a Public Health Order associated with the COVID-19 restrictions. NSW Touch is limited to have only 3,000 people on the venue (inclusive of participants, staff, spectators etc) at any one time.

The majority of people involved in the event will travel to Port Macquarie from other regions and will stay in local accommodation.

The attached document details the transport management arrangements for transporting people to and from the site, including details of temporary road closures and traffic control, temporary parking restrictions, drop off zones, car parking arrangements, walking routes and shuttle bus services.

It is noted that NSW Touch have already commenced notification of the stakeholders listed in the recommended approval conditions: residents, businesses, Transport for NSW, NSW Police, NSW Ambulance, NSW Fire & Rescue, NSW Rural Fire Service, State Emergency Service, Port Macquarie Airport, Bus Companies and Taxis.

### **Attachments**

1.  NSW 2021 Junior State Cup - Transport Management Plan



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Transport Management Plan  
for  
NSW Junior State Touch  
Football Championships  
at  
Tuffins Lane Sports Fields  
Tuffins Lane, Port Macquarie  
For  
NSW Touch Association  
Friday 19 – Sunday 21 February 2021

---

Prepared For  
NSW Touch Association & Port Macquarie Hastings Council  
By  
Men At Work Traffic Services

---

Issued to  
NSW Touch Association (Ben Williams)  
Port Macquarie Hastings Council (John Hanlon)  
Port Macquarie Hastings Council (Kelly Mapleston/ Laura Harvey)

Prepared by: Ross Cargill  
Prepare a Workzone Traffic Management Plan Card No:TCT0063942  
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## TO PROVIDE, TO BE, TO GROW

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## TO PROVIDE, TO BE, TO GROW

### 1. INTRODUCTION

#### 1.1. General

The NSW Junior State Touch Football State Cup will be held in Port Macquarie at the Tuffins Lane Sports Fields and Port Macquarie Regional Stadium. The event will run from Friday 19 to Sunday 21 February 2021.

The NSW Touch Association and Port Macquarie Hastings Council (PMHC) have appointed Men At Work to prepare the following Transport Management Plan (TMP) to ensure the safety of participants, event official, the general public and business' surrounding the event.

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 Schemes (TGS), and the Traffic Control At Worksites Manual V5.0 (2018). All aspects of the TMP and TGSs 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 both local and event peak periods.

The TMP allows for all modes of traffic accessing the event. As the event is being held for the ninth time in Port Macquarie, NSW Touch has an experienced understanding of the impact of peak traffic flows. To ensure the events success the following will be implemented: designated event parking area within the event precinct, road closures, and designated bus stops and drop off areas.

It is the intention of this Transportation Management Plan to minimise / reduce the impact of the expected increase in traffic flows via limited staged playing session times and the strongly recommended mode of transport for playing teams/groups being private minibuses.



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**1.2 Event Description**

This year's event is slightly different to years gone by due to the 2021 COVID-19 health restrictions. As per the Public Health Order (PHO) NSW Touch is limited to have only 3000 people on the venue (inclusive of participants, staff, spectators etc) at any one time.

Games are played on an Arrive, Play, Leave mandate. Hence traffic management for event bump-in/bump-out will be slightly different to previous years. Further the teams are split into 4 playing sections to limit the crossover of players.

This year is also limited to participants and officials only, with strictly one (1) parent/guardian spectator permitted with each child. Where possible it has been requestee to limit the number of parent/guardian spectator. It is estimated that the total event attendees for the overall weekend will be in the vicinity of 6,800 with approximately 2,300 on venue at any time.

Participants will travel to Port Macquarie from all over New South Wales with the main concentration being from the North Coast, Northern Rivers, Sydney, Central Coast and the Newcastle and Hunter regions. The NSW Touch Association has advised that a large majority of Port Macquarie's accommodation has been booked out for the weekend.

In preparing for this event the following organisations / authorities will be consulted with:

**Port Macquarie Hastings Council**

- John Hanlon (Transport and Traffic Engineer)
- Kelly Mapleston (Major Events Manager)
- Laura Harvey (Major Events Project Officer)

**NSW Police Department**

- Paul Dilley

**Transport for NSW****Hibbard Sports Club****Hydro Golf and Putt Putt****NSW Ambulance Association****Port Macquarie Base Hospital**



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## 2. SEQUENCE OF EVENTS

### 2.1. Friday 19 February 2021 - Day 1

6:30am – Implement Tuffins Lane closure and Traffic Controllers in place for parking management  
 7:50am – Arrival permitted at the event  
 8:30am – First wave games commence.  
 11:30am – Second wave games commence.  
 2:30pm – Third wave games commence.  
 6:30pm – Tuffins Lane games Finish  
 8:00pm – Stadium games Finish

### 2.2 Saturday, 20 February 2021 – Day 2

6:30am – Implement Tuffins Lane closure and Traffic Controllers in place for parking management  
 7:20am - Arrival permitted at the event  
 8:00am – First wave games commence  
 11:00am - Second wave games commence  
 2:30pm - Third wave games commence.  
 6:30pm – Tuffins Lane games Finish  
 7:30pm – Stadium games Finish

### 2.3. Sunday, 21 February 2021 - Day 3

6:30am – Implement Tuffins Lane closure and Traffic Controllers in place for parking management  
 7:20am - Arrival permitted at the event  
 8:00am – First Games Commence  
 10:30am – Second wave games commence.  
 3:30pm – Tuffins Lane games Finish  
 4:30pm – Stadium games Finish

The event draw has been developed per the PHO with only 3000 people allowed on the venue. With this constraint in place a daily one-and-a-half-hour playing round/session is proposed for teams which will see three (3) games played back-to-back, then allowance for a one-and-a-half-hour transition period before the next round/session commences. This one-and-a-half-hour transition period allows participants from the completed round/session 30 minutes to move off the venue, and the next group of participants 40 minutes to arrive before commencement of next playing round/session (with the inclusion of a 20 minute buffer/contingency between playing groups).

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*Example of playing round/session sequence:*

### **Round/Session 1**

G1 8:30am

G2 9:00am

G3 9:30am

Games finish at 9.25am

Teams moved off by 10am

Next teams arrive on the venue at 10.20am

### **Round/Session 2**

G1 11:30am

G2 12noon

G3 12:30pm

Games finish at 1.25pm

Teams moved off by 130 pm

Next teams arrive on the venue at 1.50pm

Etc

**NB: Start times are half an hour earlier for weekend matches**

It is typical for players and support staff (trainers, physios, etc) to attend the event by either Mini Bus or carpooling, however this year there has been a concentrated effort by event organisers to promote teams utilise the Mini Bus mode. In previous years up to 30 (25 seat) Mini Buses have transported teams from their home region; to and from the event each day and then returning to their port of call on the Sunday afternoon.

### **3. GENERAL ARRANGEMENT**

#### **3.1. Tuffins Lane**

Tuffins Lane will be closed for the duration of the event (0600 Friday until bump out Sunday). Access will be provided for 1 Resident, VIP's and permitted buses. Entry is via permit/ ticket only. There will be no roadside parking along Tuffins Lane to prevent pedestrian activity along the travelled path.

In the interest of public safety, foot traffic wishing to access the event playing fields via Tuffins Lane, from Hastings River Drive, is strictly prohibited during the event. This restriction is implemented and enforced at the designated road closure/vehicle permit check point, due to the minimal pavement width of Tuffins Lane. The existing road width does not provide adequate space to maintain two opposing lanes of vehicular traffic as well as safe separation of pedestrian movements. Also, the roadside grassed verges/drains present potential slip/trip/fall hazards, further contributing to the events risk assessed-based decision to restrict pedestrian movements along Tuffins Lane for the duration of the event.

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### 3.2. Boundary Street

Access is to be maintained for all local businesses and residents throughout the event with roadside parking to be prevented with the use of parrawebbing (or similar), as per TGS NSW STATE TOUCH 2021 (Appendix 2). This is also to minimise pedestrian activity along the roadway travelled path. There will be a tariff control point adjacent to the exit of the Regional Stadium carpark to monitor traffic flows and assist with VIP, Minibus ingress and egress.

A number of properties have access to Boundary Street within 100m of its junction with Hastings River Drive. Access to and from these properties should not be adversely affected by the event with the banning of roadside parking along Boundary Street.

### 3.3. Drop Off Zones

The designated minibus and general drop off/parking zone for Playing Zone 1 will be in the Regional Stadium carpark via P6. Access to the drop off zone will be via the existing entry to the Hibbards Sports Club carpark. Barriers are to be placed to block access to the Sports Club carpark. This carpark will only be available to VIPs and Sports Club patron parking.

This drop off zone will utilise the existing parking bays of the carpark. On entry to the drop off zone drivers will be directed to either one of two zones where participants can be dropped off. Vehicles will leave the drop off to the south where they will be directed to P3 to park vehicles. The designated minibus drop off/parking zone will be via P8

### 3.4. Parking Arrangements

As shown in 2 TGS NSW STATE TOUCH 2021 Parking is in the following locations:

*All teams will be encouraged to use mini-buses to aid in efficiently moving teams on/off the venue.*

#### Officials

Only one pass for each club official will be allocated. Parking for officials will provided for in P6 with a maximum of 70 spaces this year. P8 would be used for NSWTA Officials (under the 3 Venue Scenario) for those officials only allocated to Tuffins Lane Western Fields.

- P3 Boundary Street – 277 Spaces Approx (To be used by referees and Zone 1 players that are primarily the girl's teams at this event).
- P1 & P2 Tuffins Lane (South) - 1300 Spaces Approx
- *Contingency for overflow parking in P4*

#### VIP & Permit Holder Car Parks

- P7 & P8 Tuffins Lane (North) - 92 Spaces Approx
- P5 Panthers Sport Club – 66 Spaces Approx

The non-ticketed car parks will be monitored by 6 Licensed Traffic Controllers that will fill the car parks using the following methodology.

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## TO PROVIDE, TO BE, TO GROW

P1 Tuffins Lane (South) shall be filled for playing groups in the Round/Session 1 allocated to Zones 2, 3 and 4. There will be a licenced Traffic Controller at the entrance to P1 with a licensed Traffic Controller and Marshall working within the carpark internally to ensure the available spaces is utilised efficiently. P2 Tuffins Lane (South) shall be used for playing groups in the Round/Session 2 allocated to Zones 2, 3 and 4 and be filled per P1. Both P1 and P2 will be used to park vehicles for associated playing groups of alternating Round/Sessions.

P3 Boundary Street will be used to park vehicles of NSWTA Referees and playing groups using Zone 1. A Traffic Controller and a Volunteer will be required to position outside the entrance to P3 to commence filling the car park. Two (2) Traffic Controllers will be in position on Boundary Street to assist in this process by providing short stoppages to allow for safe access to the car park. The Southern TC on Boundary Street will stop their traffic (northbound) allowing safe passage for pedestrians to use the footbridge and traverse along the Boundary Street shoulder to Zone 1 (Regional Stadium) while traffic is on stop.

### 3.5. Pedestrians

Participant pedestrian access to and from playing ZONES will be as follows:

#### P3 Stadium & Referee's

Participant pedestrian movements will be from P3 along the Boundary Street western shoulder to the Stadium playing fields. Participants using P5 and P6 will utilise the existing concrete footpaths to access Stadium playing fields.

#### P1 & P2 – Back Fields

A secure check point will be set up at the pedestrian entry point linking P1 and the Tuffins Lane Playing Fields. At this checkpoint participants will be directed by event officials to their designated playing fields.

Pedestrian access, and interface with vehicles, is to be minimised at all times via use of parawebbing around the precinct as shown on the TGS.

The speed on Boundary Street and Tuffins Lane (North) is also to be temporarily reduced to 40km/h in an effort to minimise the speed of vehicles passing pedestrians who may potentially be within 1.2m of their edge of travel path.

Tuffins Lane (North) is closed to pedestrian access via Hastings River Drive but still needs to be considered a live road in relation to resident and permit holders accessing and traveling on this section of road.

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### 3.6. Cyclists

Provision for event participants using a bicycle as a mode of transport will be catered for via the existing road network to the event precinct by way of existing road shoulders, traffic lanes and cycle lanes where provided. Around the event precinct, there is no formal provision of off-road shared pedestrian / cycle ways or on road cycle lanes except for a section of cycle lane at the southern end of Boundary Street from Newman College, which stops at the road shoulder north of the site. Cyclist will be asked to dismount their bikes if moving around the event site and should be provided with appropriate racks as required.

It is noted however for this year's event that spectators are not permitted and as such members of public attending the event precinct will be kindly requested to vacate the premises.

### 3.7. Managing Peak Traffic

In addition to the strategies and methodology adopted above the following shall also be implemented to minimise the impact the event has on the road network during peak traffic flow for both the event and wider community.

Traffic Lights at the corner of Hastings River Drive and Boundary Street have run successfully under RMS Traffic Management Centre (TMS) monitoring and manual adjusting of release phasing, at the previous NSW State Touch events to ease congestion in both morning and afternoon peaks. This adjustment to the phasing of these traffic signals shall be utilised again this year via coordination with the Men At Work Team Leader onsite. **It is essential the Team Leader on site is in mobile contact with the Traffic Management Centre (TMC). TMC has access to CCTV however this does not view the full extent Boundary Street. This is pertinent in particular for the Friday afternoon peak.**

The traffic arrangement at the Hastings River Drive and Boundary Street intersection will also be altered. Traffic shall access Boundary Street by left turn from the westbound lane of Hastings River Drive. The Hastings River Drive right turn lane eastbound shall be closed (with the exception of buses), which manufactures the removal of the right turn phase. To achieve this turn lane closure, appropriate advance warning signage is implemented on approach and a VMS advance warning vehicle is positioned within the closed lane (not on the traffic loops). This is shown in TCGP BOUNDARY STREET INTERSECTION. Traffic travelling eastbound on Hastings River Drive accessing Boundary Street will perform a U-turn at the Hughes Street roundabout and join westbound traffic to turn left into Boundary Street.

This methodology was implemented successfully at the 2018, 2019 & 2020 events increasing the efficiency of the intersection by removing the eastbound right turn phasing sequence from the traffic

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signals. All traffic has to proceed through the intersection removing “right turn vehicles” from the queue and allow through traffic to proceed with less disruption.

The right turn lane closure will be implemented from 0530 to 0930 and 1500 to 1900 on Friday and 0530 to 0930 on Saturday, the queuing traffic and general traffic volumes will be monitored and these time frames may be altered if required.

To advise the public and event traffic of the event and the changed traffic arrangement Variable Message Sign (VMS) boards shall be placed on:

1. The Pacific Highway north of the Blackman’s Point Interchange (and/or RMS Static VMS)
2. Hastings River Drive approximately 100 meters in advance of the east bound right turn lane
3. Vehicle Mounted VMS in the closed right turn lane on Hastings River Drive
4. West of Tuffins Lane on Hastings River Drive
5. Near the intersection of Hastings River Drive and Clifton Drive
6. Hastings River Drive & Boundary Street and Prior to Parking Areas

The screens used on these are shown in Figure 3.1 VMS Screens and as numbered above.





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**Figure 3.1 VMS Screens**

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### 4. EXTERNAL CONSULTATION

As above noted various organisations will be consulted with in regard to the management, impacts and possible emergency needs the event will require during the days it will be running.

*NSW Police Department* – Event notification.

*TfNSW* - Event notification

*Hibbard Sports Club* – Arrange parking for members and staff during the event

*NSW Ambulance Association* – Arrangement of emergency procedures in the event of an injury, medical requirement, etc.

*Port Macquarie Base Hospital* - Arrangement of emergency procedures in the event of an injury, medical requirement, etc.

*Hydro Golf and Putt Putt* – Consultation with management on ways to minimise the effect of the event on their business and ways to improve parking concerns, in the past NSW Touch have assisted the company in moving any cars that may hamper their parking during the event.

### 5. CONTINGENCY PLANNING

#### 5.1. Weather

Weather may affect the operation of the event but will not affect the operation of the traffic management plan. The main issue will be the ability to use the temporary grass parking areas in Boundary Street and Tuffins Lane (South). NSW Touch Association will have the final say with respect to the completion of the championship in the occurrence of a weather event.

#### 5.2. Pedestrian access during and after weather event

Similar to the monitoring of the temporary parking areas during inclement weather, the temporary pedestrian access locations must also be monitored to ensure suitability and safety of participants. Should it be found the preferred pedestrian access points from the temporary carparks become unsafe or impassable NSWTA will have the final say in regards to an alternative route and/or the postponement/cancellation of the event.

#### 5.3. Accidents in and around the site

Access for emergency vehicles to the main site is via Boundary Street and the Regional Stadium Car Park. Ambulance access for emergencies is also available via Tuffins Lane (North).

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### 5.4. Port Macquarie Airport

Where possible peak traffic flows to and from Port Macquarie Airport need to be given priority. Traffic Controllers, where possible, need to work in conjunction with the Traffic Light sequence at the corner of Boundary Street and Hastings River Drive.

### 5.5. Public Transport

The event is not serviced by public or private bus services. There is extensive use of taxis to access the site, particularly the maxi cab that can cater for up to a full team. It is essential that School Buses be given priority on Friday during the morning and evening peak periods.

### 5.6. 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 transport management plan.

### 5.7. Event Risk Assessment

The NSW Touch Association has prepared a Risk Management Plan for the event. A copy of the plan is provided in Appendix D of this TMP.

## 6. PUBLIC SAFETY

The NSW Touch Association has accepted responsibility for the provision of public safety on the site. This transport management plan makes satisfactory arrangements for all matters associated with access to and from the site only.

## 7. ADVERTISING

The NSW Touch Association has indicated they will be providing participants all the relevant information with regard the parking, access and the like for the event. Further to this the following should also be included in any advertising. In the information packs to be provided to all participants inform them of the following:

- I. Drop Off Zone location
- II. Locations of designated event playing Zones and corresponding parking, and

Provide a public announcement (i.e. Radio, newspapers, etc) advising the availability and location of the various types of car parking. This should first be commenced two (2) weeks prior to the event with lead in announcements leading up to the event.

Where issues arise or the operation of the event changes and this impacts this transport management plan, public announcements will be made via the options outlined above.

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Consultation / liaising with all emergency services needs to be undertaken prior to the event to make them aware of possible traffic impacts relative to the event that may impact their day to day operation during the event. As a minimum, they should all be provided with a copy of this transport management plan for the event.

The NSW Touch Association will also update participants via their website, emails, text messages and Smart Phone App's.

**8. STATEMENT OF DUTY**

Men At Work Traffic Services will be responsible for the application of the Transport Management Plan and associated Traffic Guidance Schemes.

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.

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Prepare a Workzone Traffic Management Plan Card No: TCT0063942

**Appendices**

Appendix A - TGS NSW State Touch Boundary Street Arrangement 2021

Appendix B - TGS NSW STATE TOUCH 2021

Appendix C - TGS NSW State Touch Tuffins Lane Arial View

Appendix D - TGS NSW State Touch Boundary Drop Off Zone

Appendix E – NSW Touch Football Risk Management Plan

**Attachments**

NSW State Cup 2021 Event Staff Handbook

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## 9. APPENDICES

- Appendix A - TGS NSW State Touch Boundary Street Arrangement 2021
- Appendix B - TGS NSW STATE TOUCH 2021
- Appendix C - TGS NSW State Touch Tuffins Lane Arial View
- Appendix D - TGS NSW State Touch Boundary Drop Off Zone
- Appendix E – NSW Touch Football Risk Management Plan



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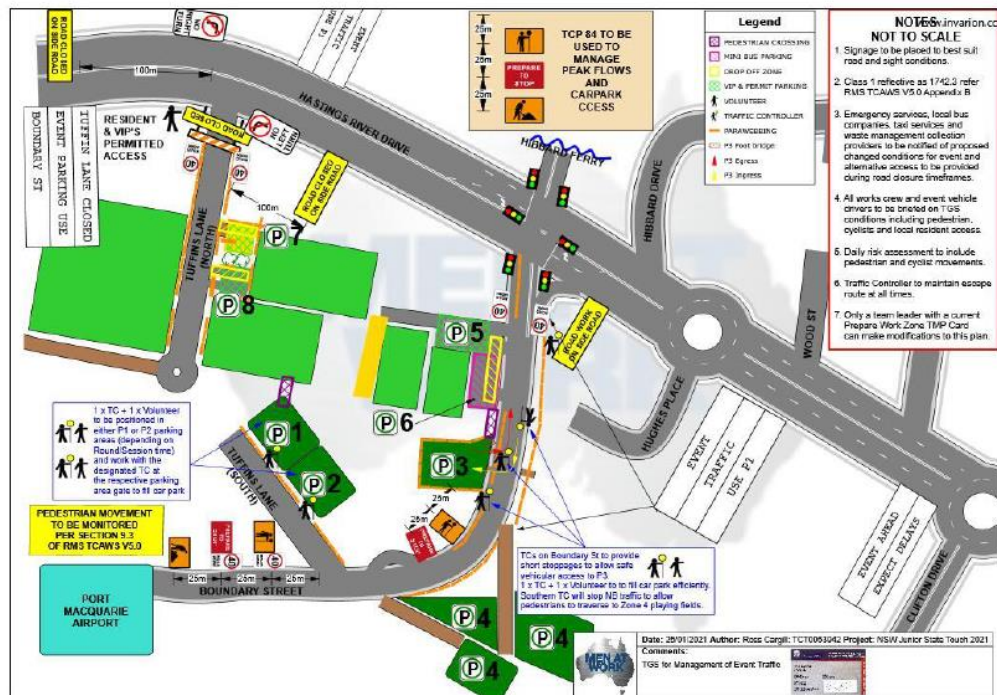
## Appendix A -- TGS NSW State Touch Boundary Street Arrangement 2021





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Appendix B -- TGS NSW STATE TOUCH 2021





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Appendix C - TGS NSW State Touch Tuffins Lane Arial View

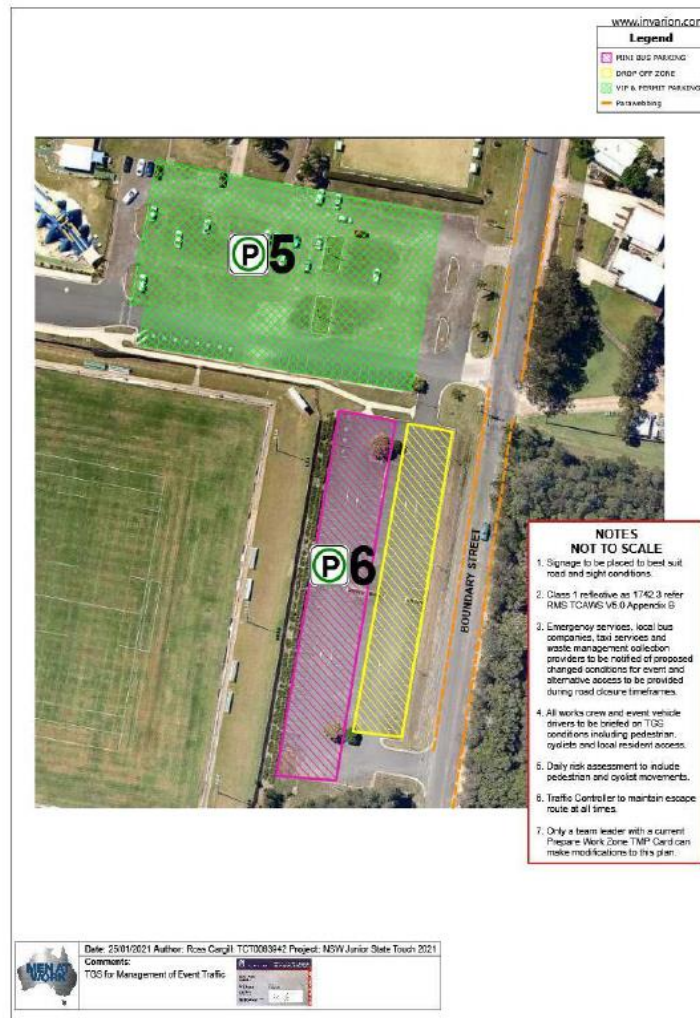






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## Appendix D - TGS NSW State Touch Boundary Drop Off Zone



## Appendix E – NSW Touch Football Risk Management Plan

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**Item: 07**

**Subject: 2021 PORT MACQUARIE RUNNING FESTIVAL**

**Presented by: Infrastructure, Dan Bylsma**

---

### **RECOMMENDATION**

**That it be a recommendation to the Director Infrastructure, under subdelegation, for implementation:**

**That Council approve the temporary road closures and support the associated transport management arrangements associated with the 2021 Port Macquarie Running Festival on 6 and 7 March 2021, subject to the following conditions:**

- 1. That the event organiser advertise, at no cost to Council, the following details of all temporary road closures and temporary parking restrictions associated with this event in the local print media on separate days, at least twice (2) within 14 days prior to the event:**
  - temporary road closure times and duration**
  - temporary parking restrictions times and duration**
  - alternative routes and access arrangements.**
- 2. That the event organiser advertise the event by undertaking a letter box drop to all residents and businesses directly affected by the temporary road closures and temporary parking restrictions at least 14 days prior to the event, advising the following:**
  - event name**
  - event times**
  - contact details of at least two (2) people involved in the organisation of the Event, in case of an emergency**
  - proposed actions to be undertaken to mitigate the impact of the temporary road closures and temporary parking restrictions.**
- 3. That the Transport Management Plan (TMP) and associated Traffic Guidance Scheme dated 19 January 2021 be implemented. Any modifications to the plans must be agreed with Council prior to the running of the event.**
- 4. That the event organiser abides by the written approval from the NSW Police.**
- 5. That the event organiser notify the NSW Ambulance, NSW Fire & Rescue, NSW Rural Fire Service and the State Emergency Service of the proposed road closures at least 14 days in advance of the event.**
- 6. That the event organiser notifies local Transport Services (Bus Companies, Taxis) of the proposed road closures at least 14 days in advance of the event and assists in developing alternatives for affected users.**
- 7. TfNSW/SafeWork NSW accredited persons (Implement Traffic Control Plans) are to be used for the establishment and removal of the traffic control devices.**
- 8. TfNSW/SafeWork NSW accredited traffic controllers (Traffic Controller) are to be used to control traffic.**

9. That the event organiser abides by any other condition that Council and the Police may impose at any time.
10. That the event organiser submit to Council 14 days prior to the commencement of the event evidence of Public Liability Insurance for the amount of \$20 million, which is valid for the duration of the event, including placement and removal of traffic control devices.
11. The event organiser must have this approval and the Transport Management Plan and Traffic Guidance Scheme described above on site at all times for the duration of the event.
12. That a review of the implementation of the Transport 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.

### **Discussion**

The Port Macquarie Running Festival is an annual event held in and around the Port Macquarie Town Centre. The 2021 event will be held on Saturday 6 and Sunday 7 March 2021. The kids fun run occurs on the Saturday afternoon and the longer runs on the Sunday morning.

The 2021 event will be smaller in size than in previous years due to a Public Health Order associated with the COVID-19 restrictions.

The attached document (2021 Port Macquarie Running Festival Transport Management Plan) details the transport management arrangements for the event including details of temporary road closures, traffic control, parking restrictions and car park closures.

Town Square will be closed from 12pm Saturday until the conclusion of the event on Sunday. All other road and car park closures will typically be between 5am and 11am Sunday.

Road closures involve (refer to Transport Management Plan for details):

- Clarence Street
- Short Street
- Buller Street
- Hollingworth Street
- Park Street

Car park closures involve (refer to Transport Management Plan for details):

- Sea Plane car park
- Food For Less car park
- Buller Street
- Hollingworth Street car park

## AGENDA

## LOCAL TRAFFIC COMMITTEE 10/02/2021

- Sea Rescue car park
- Westport Park Boat Ramp car park
- Marina car park
- Marina Shops car park
- Sails Entrance car park

### Attachments

1 [!\[\]\(e78f798d4ea5c530c9db49e7d26e6b95\_img.jpg\) 2021 Port Macquarie Running Festival Transport Management Plan](#)



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## Traffic Management Plan

for

## Port Macquarie Running Festival

**Saturday 6<sup>th</sup> & Sunday 7<sup>th</sup> March, 2021**

Prepared For

Port Macquarie Running Festival &amp; Port Macquarie Hastings Council

By

Men At Work Traffic Services

**Issued to:**

Kevin Chilvers – Port Macquarie Running Festival

Port Macquarie Hastings Council (John Hanlon)

Port Macquarie Hastings Council (Laura Harvey)

**Prepared by:** Ross Cargill

RMS Prepare a Work Zone TMP – TCT0063942

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## TO PROVIDE, TO BE, TO GROW

## 1. Introduction

### 1.1. General

The 8th Port Macquarie Running Festival will take place from Port Macquarie Town Green on Saturday 6<sup>th</sup> and Sunday 7<sup>th</sup> March 2021. The event organiser is Chilvers Events & Consulting A.B.N 48 615 777 841. Men At Work Traffic Services 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, and a 21.1km Half Marathon. As was the case in last year's event, the Treble Breakwall Buster will return in 2021 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 to Town Beach between 1200 (Midday) and 1700. There will be no car park or road closures on this day.

The Sunday will consist of the main events with courses spanning from (western end) the second bridge on Park Street/Settlement Point Road to the (eastern end) surf lifesaving tower at Town beach. There will be a number of car parks and road ways 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 RMS Traffic Control At Worksites Manual V5.0 (2018). 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)
- Busways
- Marine
- Rescue



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### 2. Sequence Of Events

The festival consists of a 3km kids fun run, along with a 5km, 10km, and a 21.1km Half Marathon. As was the case last year, there is also the 'Treble Break wall 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 5<sup>th</sup> March. The Town Green will experience the most impact at this time with Expo Area, Finishing Shute and Crowd Control Barriers (CCB's) being set up. CCB's will also be dropped in carparks along the course as detail 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 6th MARCH, 2021				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
<b>Kids Fun Run:</b> <ul style="list-style-type: none"> <li>• 12 years</li> <li>• 11 years</li> <li>• 10 years</li> <li>• 9 years</li> <li>• 8 years</li> <li>• 7 years</li> <li>• 6 years</li> <li>• 5 years</li> <li>• 4 years</li> </ul>	<ul style="list-style-type: none"> <li>• 1200</li> <li>• 1230</li> <li>• 1300</li> <li>• 1330</li> <li>• 1400</li> <li>• 1430</li> <li>• 1500</li> <li>• 1530</li> <li>• 1600</li> </ul>	500	3km	Nil
<b>Indigenous Marathon Foundation</b> <b>#WalkSweatInspire</b>	1600	500	3km	Nil





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SUNDAY 7th MARCH, 2021				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
21.1km (Half Marathon)	0700	750	21.1km	0630
10km Run	0900	850	10 km	0630
5km Run	1000	600	5 km	0630

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 life guard tower on Town Beach and the pedestrian easement North of the second bridge on Park Street/ Settlement Point Road. Competitors return through Town Green and turn around at life guard tower on Town Beach.

##### 3.1.1. 21.1km Half Marathon

This course consists of 3 laps starting and finishing at Town Green. Competitors run in a clockwise direction towards Settlement Point with the first turn around point being at the pedestrian easement North of the second bridge on Park Street/ Settlement Point Road (marked by an 'Elders Real Estate' vehicle).

##### 3.1.2. 10km Run

This course consists of 2 laps starting and finishing at Town Green. Competitors run in a clockwise direction towards Settlement Point with the first turn around point being at the Westport Park/boat ramp carpark access (marked by a 'Hit FM' vehicle), then competitors return through Town Green and turn around at the lifeguard tower on Town Beach.

##### 3.1.3. 5km Run

This course consists of 1 lap starting and finishing at Town Green. Competitors run in a clockwise direction towards Settlement Point with the first turn around point being at the Westport Park/boat ramp carpark access (marked by a 'Hit FM' vehicle), then competitors return through Town Green and turn around at the lifeguard tower on Town Beach.

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

This course consists of 1 lap starting and finishing at Town Green. Competitors run in a clockwise direction towards Town Beach with the only turn around point being at the lifeguard tower on Town Beach.

#### 3.2. Road Closures (Sunday 7th March ONLY)

Implementation of traffic control signage and devices will commence from 0500 to ensure all TGS's are implemented in time for the commencement of the first race at 0700. Resident and business access will be maintained at all times, or alternative arrangements provided.



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There is significant change in the 2021 event with the closure of Park Street from Bay Street to Warlters street as discussed below. 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 PMPRF 1,2, 3, 4 and 5 Overview as shown in in Appendix 2, 3 4, 5 and 1 respectively.

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

- The “half” closure of the Town Square (northern end of Horton Street)
- Clarence Street West End of Short Street
- Short Street:
  - North End of Clarence Street (carpark area only)
  - North bound lane only from Buller Street (roundabout) to the northern driveway (egress) of the Plaza Car Park. North bound drivers on Short Street will only be able to make a right hand turn at Short and Buller Street round about
- Buller Street :
  - West bound lanes from Short Street to (and including) the Marine Rescue Car Park Entry. Detour is Via Short, Hayward, Horton, Gordon and Waugh Streets.
  - East bound lanes from Westport Club Carpark through to Short Street. A detour is via the westbound slow lane, Hollingsworth, Gordon and Horton Streets.
- Hollingsworth Street:
  - North bound lanes from Waugh Street to Buller Street.
- Park Street (from Bay Street to Warlters Street)
  - South bound lanes. Fast lane to remain open under traffic control to route buses and vehicles towing boats

Marshals / Traffic Controllers will be in place to manage vehicles entering and leaving the Waters Edge Hotel and Hollingsworth Street Car Park

At 9am Settlement Point Road, and at 11am Buller Street, will be re-opened to traffic and any remaining runners will be directed towards the paths with marshals in place.

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.



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Table 3.1 Car Park Closures				
Car Park/Location	Type of Closure	Closure Time	Marshalls	TGS
Sea Plane Car Park (end of Short Street)	Part closure	0500 - 1100	1	TGS PMRF 1
Food For Less Carpark	Part closure	0500 - 1100	2	TGS PMRF 1
Buller Street	Part closure	0500 - 1100	2 (1 either end)	TGS PMRF 1
Hollingsworth Street Car Park	Full closure	0500 - 1100	1	TGS PMRF 1
Sea Rescue Car Park	Part closure	0500 - 1100	1	TGS PMRF 1
West Port Park Boat Ramp Car Park	Part closure (Boat Ramp Limited Access)	0500 - 1100	2	TGS PMRF 2
Marina Car Park	Closed	0500 - 1100	1	TGS PMRF 2
Marina Shops Carpark	Closed	0500 - 1100	1	TGS PMRF 2
Sails Entrance	Part Closure	0500 - 1100	1	TGS PMRF 2


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

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

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

### 3.3. Traffic Controller's & Marshalls

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

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





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Where a marshal is depicted on a TGS with the following symbol; the marshal 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, "Food For Less" Carpark 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 Break wall footpath it shall be temporarily closed to public access. There shall be a traffic control position at either end of the footpath; adjacent to Little Shack and the western end and adjacent to the skate part 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

As discussed previously various organisations have been consulted with regard to the management, impacts and possible emergency needs the event will require during the event. 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

## 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 a weather event 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.



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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 3rd March.

### 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 Tuesday 2nd March, 2021. 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).

### 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.

## 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.





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## 6. Advertising

Advertising will be through local print media, websites and radio. A Variable Message Sign (VMS) Board is to be placed at the West Port Park Boat Ramp, 14 days prior to the event advising the public of the partial closure/limited access of the boat ramp during the event.

## 7. Statement of Duty

Men At Work Traffic Services will be responsible for the preparation of the Traffic Management Plan and associated Traffic Control Guidance Plans. 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.

Ross Cargill

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RMS Prepare a Work Zone TMP – TCT0063942



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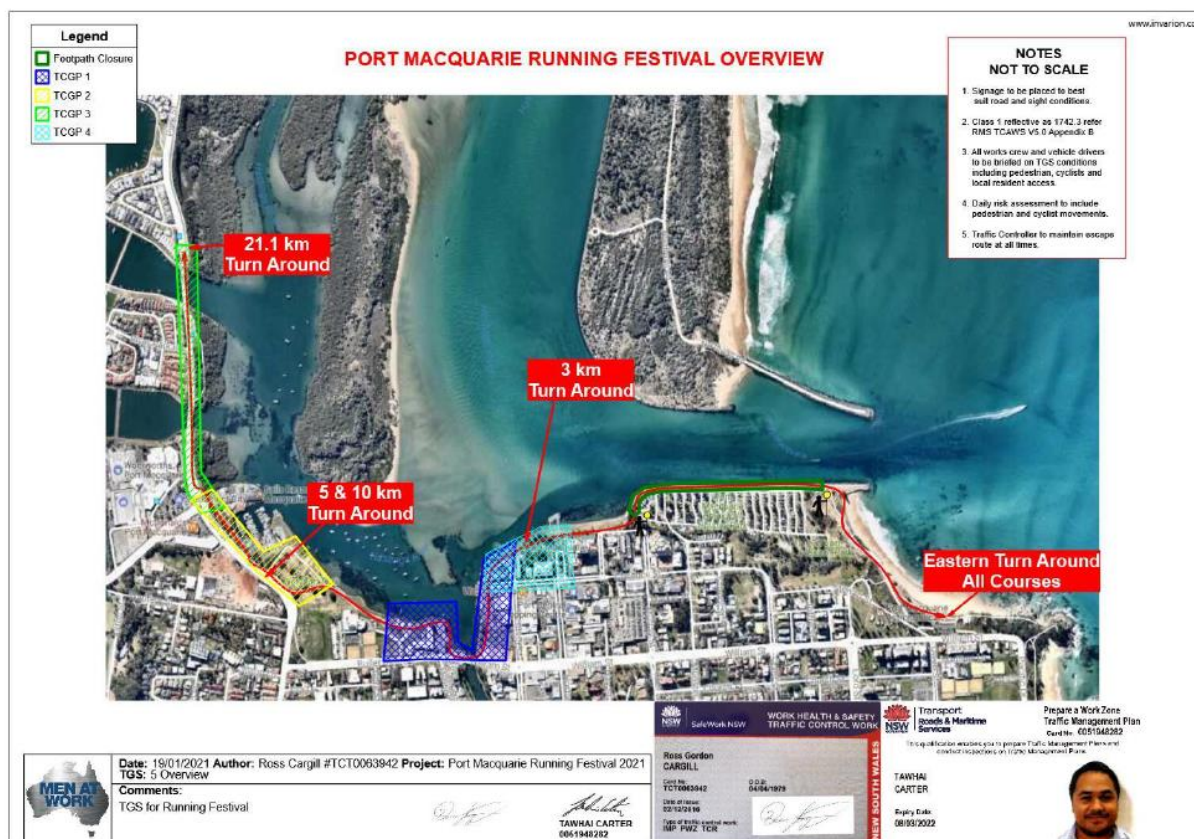
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8. Appendices



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## Appendix 1 Port Macquarie Running Festival Overview





**TGS 1 - SHORT & BULLER STREET  
PORT RUNNING FESTIVAL 2021:  
WESTPORT PARK/MARINA**

**Legend:**

- Cone
- Construction Zone
- Event Bus Path
- Traffic Controller
- Water Filled Barrier

**NOTES NOT TO SCALE**

1. Signage to be placed to best suit road and sign conditions.
2. Class 1 reflective as 1742.3 refer RMS TCAMS V5.0 Appendix B.
3. All works crew and event staff to be briefed on TGS conditions including pedestrian, cyclist and local business/resident access.
4. Daily risk assessment to include pedestrian and cyclist movements.
5. Traffic Controller to maintain escape route at all times.
6. Public notification and consultation with affected businesses, clubs and/or residents to be undertaken as early as possible (minimum 2 weeks prior to event).

**DATE MODIFIED:** / /

**NAME:**

**CARD NO:**

**SIGNATURE:**

**Date:** 06/01/2021 **Author:** Ross Coghill ATC10030430 **Project:** Port Marquarie Running Festival 2021 **TGS: 1**

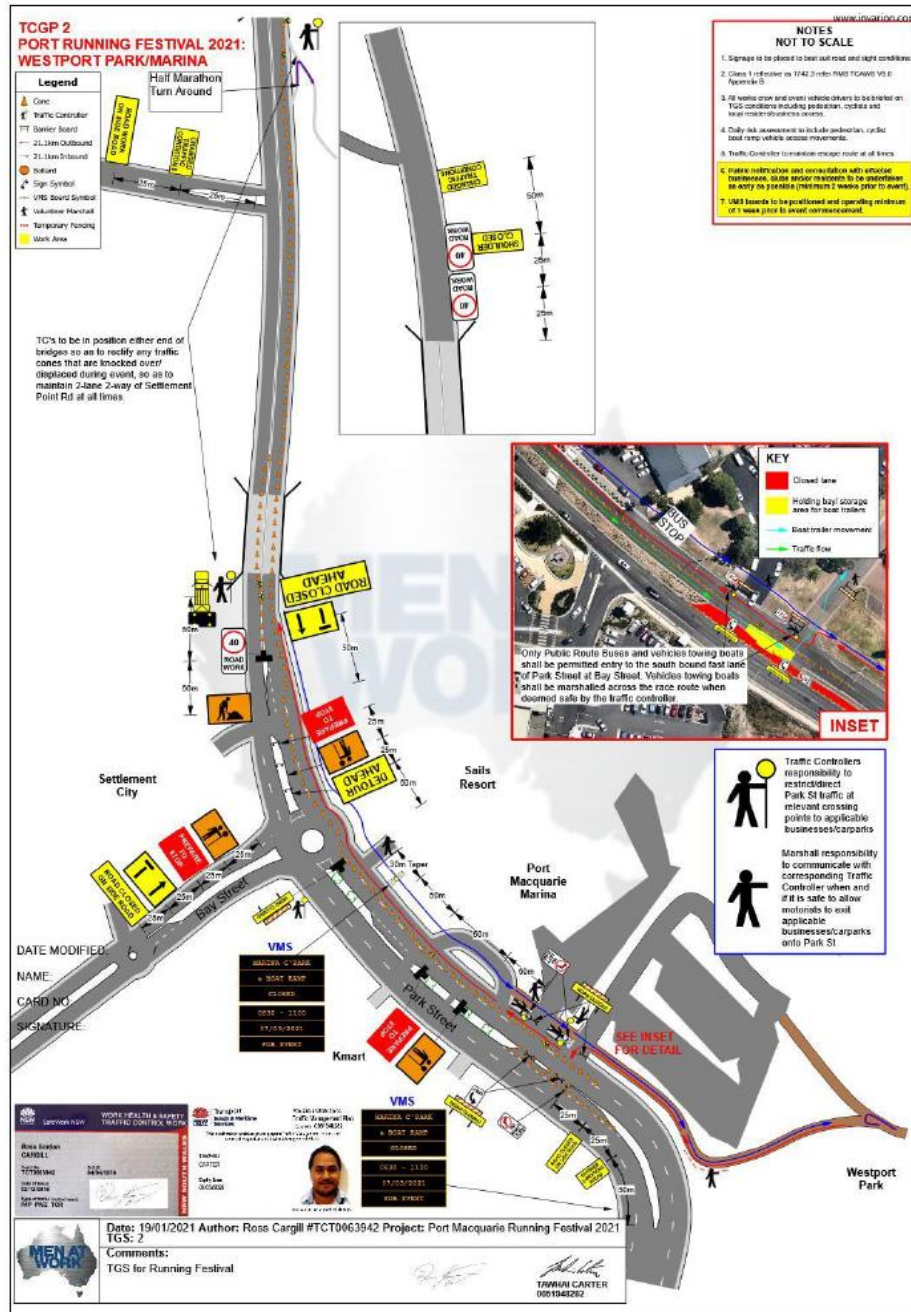
**Comments:**  
TGS for Running Festival





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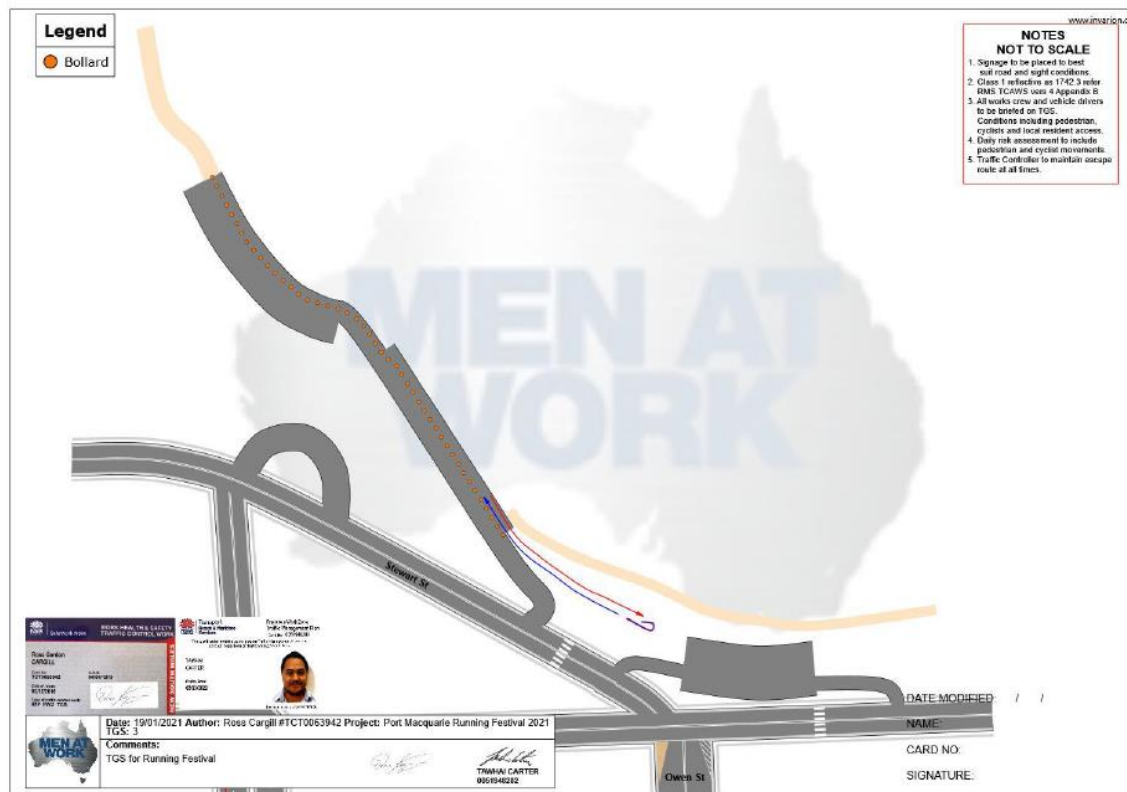
## Appendix 3 TGS PMRF 2





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## Appendix 4 TGS PMRF 3





[illegible]



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## Appendix 6 Event Risk Assessment - Prepared by PMRF

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