



Local Traffic Committee

Business Paper

date of meeting: Wednesday 3 March 2021

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

time: 1:00pm

Local Traffic Committee

CHARTER

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	07/05/20 held via Electronic	24/06/20	28/10/20	10/02/21 held via Electronic
Deputy Mayor Lisa Intemann (Chair)	✓	✓	✓	-
Councillor Lee Dixon (Deputy Chair)	✓	A	A	-
Daniel Finch Joel Wehlow (NSW Police)	✓	A	✓	-
Greg Aitken Linda Makejev Liz Smith (TfNSW)	✓	✓	✓	-
Representative of Mrs Leslie Williams (Member for Port Macquarie)	✓	X	X	-
Representative of Melinda Pavey MP (Member for Oxley)	✓	X	X	-
Non-voting:				
Brett Dawson Carl Eade (Port Macquarie Taxis)	✓	X	✓	-
Malcolm Britt Mark Lawrence (Busways)	✓	✓	✓	-
Dan Bylsma (PMHC Director Infrastructure)		X	A	-
Cameron Hawkins (PMHC - Group Manager Infrastructure Planning)	✓	✓	✓	-
John Hanlon (PMHC - Transport & Traffic Engineer)	✓	✓	✓	-
Amanda Foster (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 3 March 2021

Items of Business

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Item: 01**Subject: ACKNOWLEDGEMENT OF COUNTRY**

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

Item: 02**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

Item: 03**Subject: CONFIRMATION OF PREVIOUS MINUTES**

RECOMMENDATION

That the Minutes of the Local Traffic Committee Meeting held on 10 February 2021 be confirmed.

PRESENT

The meeting was conducted electronically in accordance with clause 5.3.1 of the Delegation to Councils for the Regulation of Traffic with the agenda being provided to the following participants by email.

Members:

Deputy Mayor Lisa Intemann (Chair) - *provided concurrence with the recommendations contained within the reports*

Daniel Finch (NSW Police) - *provided concurrence with the recommendations contained within the reports*

Linda Makejev (TfNSW) (PV) - *provided concurrence with the recommendations contained within the reports*

Member for Port Macquarie (or representative) - *no response received by the required date*

Member for Oxley (or representative) - *no response received by the required date*

Other Attendees:

Brett Dawson (Port Macquarie Taxis) - *provided concurrence with the recommendations contained within the reports*

Malcolm Britt (Busways) - *provided concurrence with the recommendations contained within the reports*

The meeting was held electronically.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

Nil.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Local Traffic Committee Meeting held on 28 October 2020 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

06 2021 NSW JUNIOR STATE CUP TOUCH FOOTBALL CHAMPIONSHIPS

MAJORITY SUPPORT

Council - yes

TfNSW - yes

Police - yes

Member for Oxley - nil

Member for Port Macquarie - nil

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.
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07 2021 PORT MACQUARIE RUNNING FESTIVAL

MAJORITY SUPPORT

Council - yes

TfNSW - yes

Police - yes

Member for Oxley - nil

Member for Port Macquarie - nil

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.

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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.
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08 GENERAL BUSINESS

Nil.

The meeting was held electronically.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

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

(Refer to next page and the Code of Conduct)

Pecuniary Interest

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

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of the affected principal place of residence of the councillor or an associated person, company or body <i>(the identified land)</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.
MATTER GIVING RISE TO PECUNIARY INTEREST¹	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the subject land²)</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.

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

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

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

Item: 06

Subject: WATONGA STREET - TAXI ZONE EXTENSION

Presented by: Infrastructure, Dan Bylsma

RECOMMENDATION

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

That Council changes the existing 'Taxi Zone 8.00pm-6.00am' (Monday to Sunday) parking restrictions on Watonga Street, Port Macquarie adjacent to Watonga Shopping Precinct, to 'Taxi Zone' (24-hours, Monday to Sunday).

Discussion

Council undertook an assessment of the usage of the existing Taxi Zone currently in place adjacent to the Watonga Shopping Precinct on Watonga Street, Port Macquarie.

The Taxi Zone, which takes up two car spaces, is located in front of the Bus Zone on Watonga Street between Anderson Street and Bourne Street. The current operating hours of the Taxi Zone are overnight, from 8.00pm to 6.00am. Between the hours of 6.00am and 8.00pm, there have been no parking restrictions, enabling cars to park in this location without time restriction.

Under Section 75 of the *Point to Point Transport (Taxis and Hire Vehicles) Regulation 2017* (NSW), there is a requirement that taxi drivers must return to a rank following completion of a job. The nearest rank is at Flynns Beach which is approximately 5kms away. Following discussions with the operator of the local taxi service, Port Taxis, it was proposed to extend the operating hours of the Taxi Zone. Extending the hours of the Taxi Zone on Watonga Street will provide additional access to public transport in the mornings and afternoons, to and from this location.

The location is adjacent to the 41-space public carpark, with 90° to kerb parking, that services Watonga Shopping Precinct. Approximately 31 of these car spaces have no time limitations, with 10 of these spaces time-limited to 30 minutes. There is also a total of 8-10 additional parallel car spaces on the two side streets that flank the shopping complex - which are also not time-limited, as well as several car spaces at the rear of the complex for use by tenants.

Council's approach to parking management seeks to utilise parking spaces efficiently and equitably to support the needs of various businesses, tenants, tourists, workers, residents and the community in general. By extending the hours of the Taxi Zone in this location, it provides community members without access to vehicles, to travel to and from the shopping centre and local area more easily.

An assessment of the broader area surrounding the shopping precinct on Watonga Street confirms that overall parking supply is adequate, and without time restrictions.

Consultation

Council officers have not undertaken any formal consultation for this change. As this only affects two car spaces, we believe the benefit of extending the hours of the Taxi Zone outweighs the benefit of two car spaces in that location. It is also important to note, this is adjacent to a public carpark with 31 free and unlimited car spaces.

Recommendation

It is proposed to change the existing 'Taxi Zone 8.00pm-6.00am' (Monday to Sunday) parking restrictions on Watonga Street, Port Macquarie adjacent to Watonga Shopping Precinct, to 'Taxi Zone' (24-hours, Monday to Sunday). (refer to Figure 1).

The cost of the signposting will be funded from Council's operational budget.

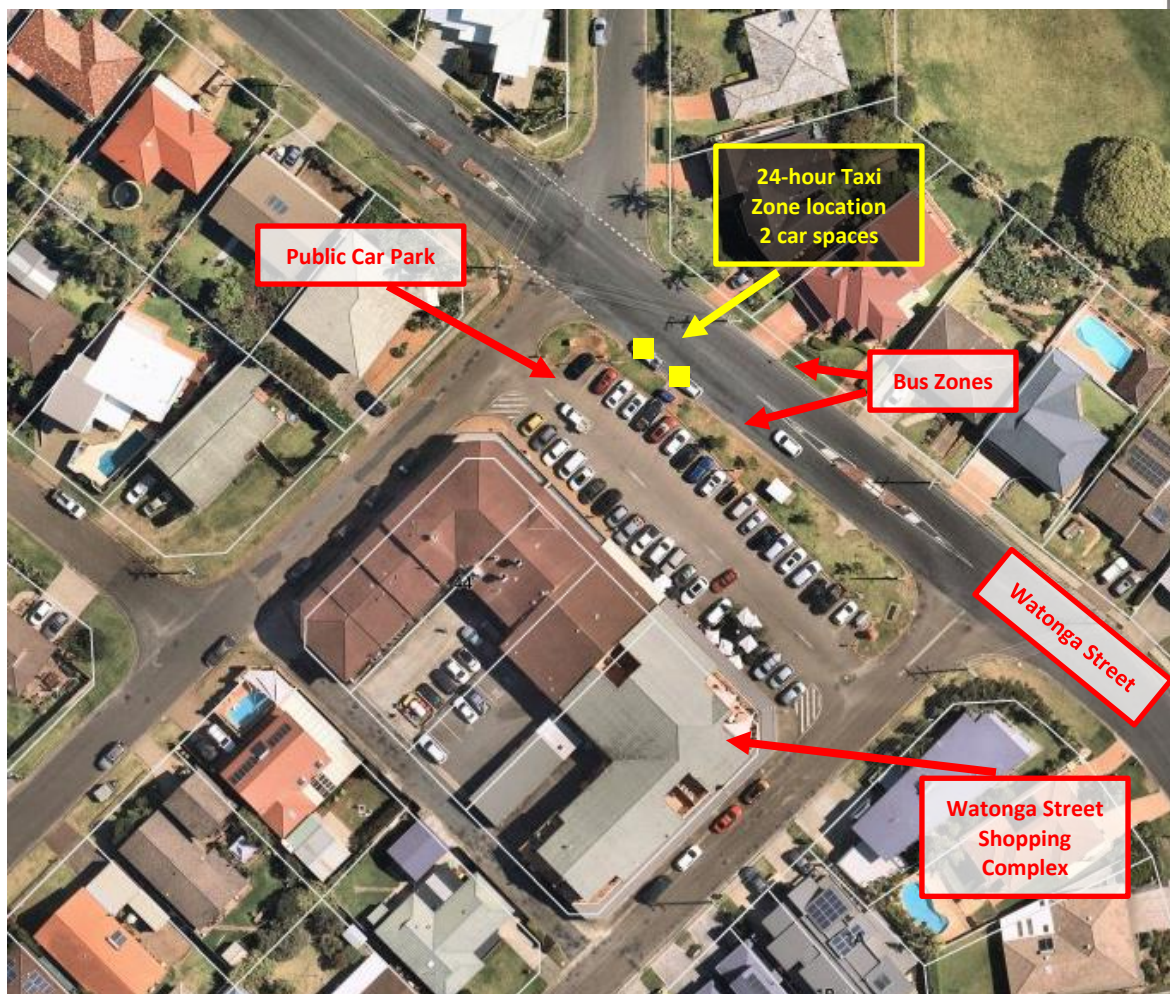


Figure 1: Proposed 24-hour/day, 7 day/week Taxi Zone – Watonga Street, Port Macquarie

Attachments

Nil

Item: 07

Subject: 89 LAKE ROAD, PORT MACQUARIE - PROPOSED 5 MINUTE
PARKING TIME RESTRICTIONS

Presented by: Infrastructure, Dan Bylsma

RECOMMENDATION

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

That Council changes the existing unrestricted parking outside 89 Lake Road, Port Macquarie to '5 Minute, Monday to Friday, 8am – 4.30pm and weekends 8am – 2pm to coincide with the NSW Health COVID-19 testing clinic operating hours.

Discussion

Council has received a request from NSW Health to modify the existing unrestricted parking to timed restrictions immediately outside 89 Lake Road, Port Macquarie to timed restriction during the clinic opening hours to allow a suitable drop-off zone. The zone will affect an area of two on-street parking spaces.

The building is to become a COVID-19 testing clinic as the existing clinic will be relocating from the current location at Port Macquarie Base Hospital.

Council staff have assessed the location and determined the proposed changes are considered appropriate as a drop-off zone will aid in the traffic movements generated by the operations due to the nature of visits to the COVID-19 testing clinics and are unlikely to have a significant detrimental effect to the existing on-street parking.

On-site inspections have confirmed that the overall parking supply within this immediate area is considered adequate to meet current levels of demand. A drop-off zone immediately outside the clinic is considered appropriate for traffic movements as those attempting to use the internal parking to drop off visitors may require reversing onto the road when internal spaces are full. The overall impact is not considered significant as there is parking provided as part of the facility, including accessibility parking spaces, and there is nearby unrestricted on-street parking that does not typically fill up and allows sufficient vehicle turnover. Furthermore, unrestricted parking will be available outside the clinic operating hours to allow nearby residents to park when not typically at work, including overnight.

Consultation

Council officers have not undertaken any consultation for this proposed change. Because of the relatively small amount of spaces affected, the overall general community support for COVID-19 testing, the availability of sufficient unrestricted parking surrounding this section and the ability for nearby residents to still park

outside the clinic operating hours, including overnight, the proposed changes it is assessed that the changes are not expected to generate wide community concern.

Recommendation

It is proposed that Council changes the existing unrestricted parking outside 89 Lake Road, Port Macquarie to '5 Minute, Monday to Friday, 8am – 4.30pm and weekends 8am – 2pm to coincide with the NSW Health COVID-19 testing clinic operating hours. (refer to Figures 1 and 2).

The cost of the signposting will be funded from Council's operational budget.



Figure 1: Proposed 5-minute parking zone – 89 Lake Road, Port Macquarie



Figure 2: Street view (North) of proposed 5 minute parking zone - 89 Lake Road, Port Macquarie

Attachments

Nil

Item: 08

Subject: CLARENCE STREET - BICENTENARY EVENT - LUMINERE

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 closure and support the associated transport management arrangements associated with the Port Macquarie-Hastings Bicentenary 2021 on 10 April 2021, between 5:30pm and 9:30pm, 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. The event organiser prepare a Traffic Management Plan (TMP) and provide to Council at least 14 days prior to the event, including a strategy for temporary relocation of affected accessibility parking areas.**
- 4. That the attached Traffic Guidance Schemes (TGS) dated -24 February 2021 be implemented. Any modifications to the plans must be agreed with Council prior to the running of the event.**
- 5. That the event organiser abides by the written approval from the NSW Police.**
- 6. 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.**
- 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. TfNSW/SafeWork NSW accredited persons (Implement Traffic Control Plans) are to be used for the establishment and removal of the traffic control devices.**

9. TfNSW/SafeWork NSW accredited traffic controllers (Traffic Controller) are to be used to control traffic.
10. That the event organiser abides by any other condition that Council 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 Traffic Management Plan (TMP) be undertaken by the proponent within three months of the conclusion of the event. The review is to be in consultation with Council and other services so that the TMP can be further refined and any issues identified can be addressed prior to any future events.

Discussion

The Port Macquarie-Hastings Bicentenary 2021 is an event to be held in and around the Port Macquarie Town Centre. The event will be held on Saturday 10 April 2021, between 5pm and 9pm. The application has been submitted by Council's Economic and Cultural Development team.

The event involves the temporary closure of Clarence Street and 18 parking spaces, including 3 accessibility parking spaces outlined in Figure 1 below. It is proposed that the 3 accessibility spaces are temporarily replaced with equivalent spacing to meet Australia Standards through the use of temporary bollards, signage and traffic controllers in either of the options presented in Figure 1, or another agreed alternative. Should the applicant utilise option 2, further consultation would be required with adjoining business owners including The Glasshouse to confirm it does not unreasonably impact their operations. Both of these options are difficult to create a zone that is enforceable under NSW road rules, however, the use of bollards and signage is expected to be sufficient to provide the replacement to casual accessibility parkers for this short period.

The attached Port Macquarie-Hastings Bicentenary 2021 Traffic Guidance Schemes detail the transport management arrangements for the event including details of temporary road closures, traffic control, parking restrictions and car park closures.

Consultation

As the applicant in this case is another team within Council, they are to undertake any of the required consultation identified in this report. Preliminary consultation has been undertaken with businesses consultation during December 2020 and January 2021. Consulted entities include Clarence, Hay and Murray Streets businesses, NSW Police, PMQ Ambulance Station, SES, Port Taxis, Busways Group Ltd, Collins Bus Service, Cavanagh's Port Bus, Gowing Bros Ltd, Glasshouse and Commercial Real Estate Australia Pty Ltd.

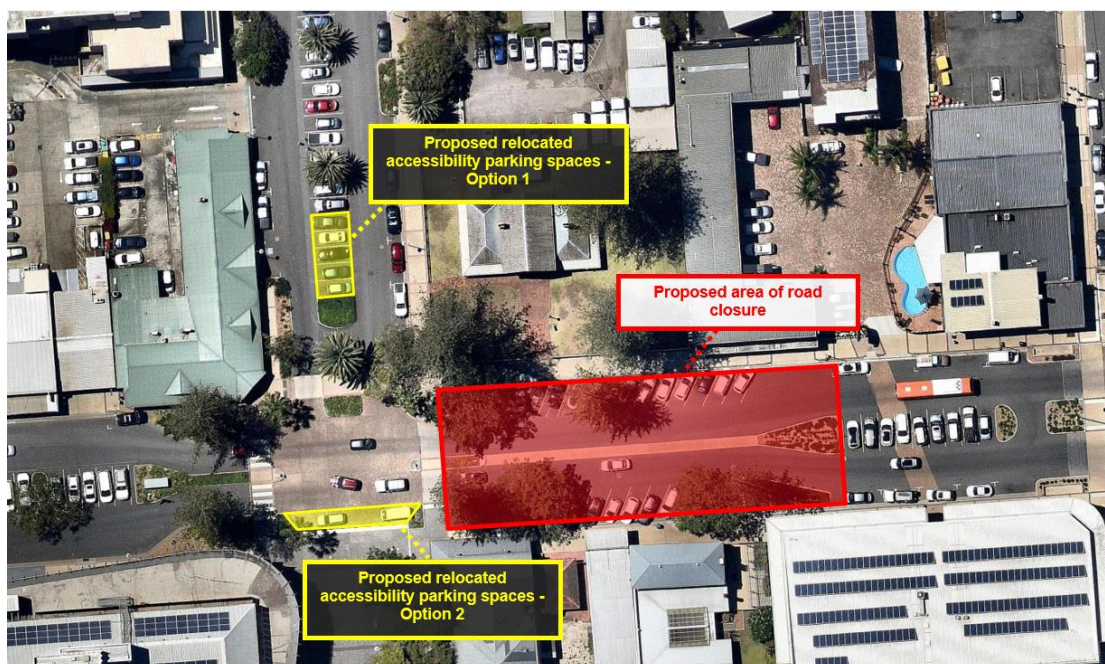


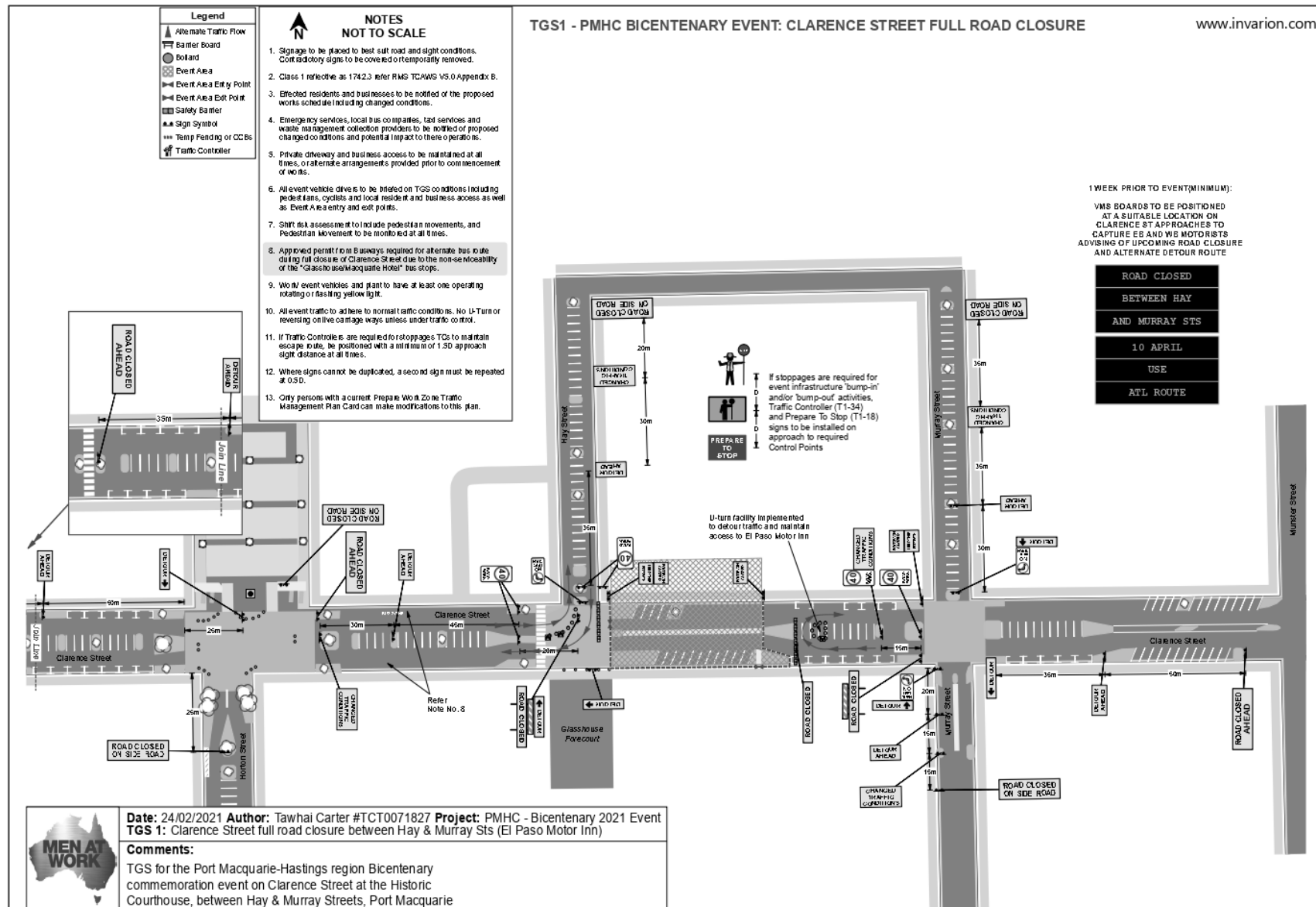


Figure 1: Proposed closure of Clarence Street with alternative accessibility parking locations

aAttachments

1.  Traffic Guidance Scheme - Clarence St - Full Road Closure - Bicentenary Event
2.  Traffic Guidance Scheme - Clarence St - Footpath & Parking - Bicentenary Event





Item: 09

Subject: TRAFFIC AND ENGINEERING MATTERS

Presented by: Infrastructure, Dan Bylsma

RECOMMENDATION

That the issues being referred to the Local Traffic Committee regarding Traffic and Engineering Matters be noted.

Discussion

Attached are the updated issues relating to concerns from the community to Council regarding traffic and engineering matters for the interest and consideration of the committee.

Attachments

1 [!\[\]\(870f5d5e9c0d57485634be3ecf52f3ca_img.jpg\)](#)  Traffic and Engineering Matters for referral

**Port Macquarie Hastings Council - Local Traffic Committee
Traffic and Engineering Matters**

Customer Contact	Enquiry
Kerry Fox	Enquiry one Additional bus services from North Shore - <ul style="list-style-type: none"> • Settlement Point Wharf to Port Base Hospital • Port Macquarie Central to Settlement Point Wharf Full email and response attached below.
Warren Mclean	Enquiry two Road incidents and Safety review for interventions to slow vehicles - Northern End Abel Tasman Drive Full email and response attached below.

Full emails and responses

Enquiry one

From: Dan Bylsma

Sent: Thursday, 25 February 2021 9:29 PM

To: Kerry Fox [REDACTED]

Cc: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Hibbard Ferry Slipping

Kerry,

We do appreciate the impact the extended slipping will have on the community, however, as advised, our highest priority is the safety of our ferry users and the continued future operation of the ferry. Unfortunately, the timing on this is out of our hands.

At the time of my 18 February email, we were not anticipating delays, however, on the NDT P603-F9 Thickness Testing Report provided by the AMSA appointed Surveyor on 23 February indicated additional works were required. The extent of the works was only evident once the steel floor that supports the total drive system had been exposed and the engine room dismantled as part of the slipping process. While we did anticipate some repairs, Birdon's has advised that the extent of required work will see an increase to slipping duration in order to ensure the ferry meets certification.

The required work is located in an area that is submerged in water and unable to be viewed until the ferry is placed on the dry dock, cleaned and assessed. Unfortunately, we are not able to dry dock the ferry during our regular maintenance inspections, and as such, these issues were not previously visible.

Council has a contract with Birdon's for this slipping work, which was negotiated based on their available facilities and resources.

Wet weather impacts painting work as well as the ability to work on and around the dry dock area, noting the WH&S management processes involved in slipping activities including electric grinders, welding equipment and heavy lifting devices operating with slings and chains.

The shuttle bus is provided to transport those residents that would normally use the Hibbard Ferry to the Settlement Point Ferry. As the current patronage of the shuttle bus has dropped by 20% after the first week of slipping, extending the operation of this service is not currently supported.

The local Police pass by the parking areas on the southern side on multiple occasions through the night during slipping to provide a higher level of security to those residents wishing to leave their vehicles and use the ferry on foot. We have seen a significant drop in vehicles parking on the southern side, with patronage dropping by 50% since the first week of slipping.

We are happy to raise your suggestions regarding additional bus services to the Port Macquarie Base Hospital and Port Macquarie CBD with Busways through the Local Traffic Committee.

Dan Bylsma
Director Infrastructure



p (02) 6581 8049

m 0448 148 698



From: Kerry Fox
Sent: Wednesday, 24 February 2021 1:40 PM
To: Dan Bylsma <Dan.Bylsma@pmhc.nsw.gov.au>
Cc:
Subject: RE: Hibbard Ferry Slipping

Dan,

To say the community is bitterly disappointed with this extensive delay is an understatement. **This delay means the community will not have had a second ferry service for 9 weeks**, assuming the Hibbard Ferry goes back into the water on 12 April. This will cause extreme chaos during the Easter period (2-5 April inclusive), not to mention the enormous impact during the NSW school holidays from Monday 5 April to Friday 16 April 2021.

After my request for an update last Thursday 18 February, you emailed and advised "Everything is currently on track with the Hibbard Ferry slipping and we are not anticipating any delays" – yet here we are three days later, with EXTENSIVE delays now communicated, and the excuses for the delays is not acceptable.

1. **Additional Certification**

Surely as the government body responsible for the services provided by the ferry sub-contractor, you should have known and been aware of the additional work required to ensure the ferry receives Australian Marine Safety Association (AMSA) certification, well in advance of the ferry being slipped, particularly given its weekly maintenance schedule.

2. **Weather**

Blaming weather as one of the causes for the delay is not acceptable. Birdons' offer dry dock facilities, as well as all-weather facilities, so I fail to see why weather is being used as a cause for delay. Given the length of the Hibbard Ferry this can easily be accommodated in their dry

dock facilities. Has Council considered the option of Birdons offering 24x7 maintenance services? To quote from their web site <https://www.birdon.com.au/services/marine/>

- “Birdon’s extensive Port Macquarie shipyard – incorporating a dry dock, slipway and all-weather aluminium and steel fabrication sheds – allows several projects to be undertaken simultaneously
- We can accommodate vessels up to 450 tonnes on the slipway and 1000 tonnes in dry dock with a maximum width of 14 metres and a draft of 4 metres or less
- Our fabrication sheds include an all-weather, 800m2 aluminium fabrication facility as well as a separate, undercover steel fabrication facility which is suitable for vessels up to 50m in length. This are can also be extended for longer term projects.
- Birdon’s Port Macquarie facility is licensed to operate 24 hours a day, seven days a week which allows for shift-work for time-critical projects.”

3. **Ferry Shuttle Bus**

The current solution provided which runs a ferry shuttle bus service from the western end of Riverside Drive for connection with the Settlement Point north bank **between the hours of 6:25 am - 9:00 am & 3.00 pm - 5:45 pm weekdays** is totally insufficient

- a) The ferry shuttle bus needs to run on a proper timetable 7 days a week, whilst the Hibbard Ferry is out, so we can depend on it and leave our cars at home and walk onto the Settlement Point Ferry as foot passengers
- b) In addition, Council need to work with the local bus operator who provides bus connection services from Settlement Point southside to find a solution to increase bus hours to service our community.
 - i. Currently bus route 320 which services Settlement Point Wharf to Port Base Hospital (via Clifton Drive), runs every two hours from 9:15 to 3:18 pm Monday to Friday, three times a day on Saturday and twice on Sundays (<https://transportnsw.info/documents/timetables/06-328-Settlement-Point-to-Base-Hospital-20200224.pdf>).
 - ii. Residents are still left stranded trying to get to Port Macquarie Central directly from Settlement Point Wharf as no bus service exists which I can find

4. **Secure Parking**

What is meant by this – is the parking area under 24x7 CTV surveillance. Last weekend one of our residents parked their car on the north side behind the ferry shuttle bus (which was parked for the night) at 7 pm and came back at 1 am only to find their car had been “keyed”. What can be done to give residents assurance if they leave their cars on either the north or south side, they will be safe from vandalism.

I am calling on Council to provide a fair and equitable solution which benefits all residents and not just those on the southside, as quite frankly we feel totally abandoned by Council and the services provided.

Regards

KERRY FOX

[REDACTED]

Enquiry 2 - referred to LTC

From: Dan Bylsma

Sent: Friday, 5 February 2021 4:42 PM

To: [REDACTED] Warren McLean

Cc: [REDACTED]

[REDACTED]

Subject: Abel Tasman drive Lake Cathie Road incidents

Warren,

Thank you for your email below (internal ref: CRM 2234/2021). Councillors Griffiths and Dixon have referred this to me for response.

Speeding and driving in a dangerous manner is a serious concern for the entire community, and is the responsibility of the Police to enforce. I appreciate your concerns for the safety of residents and we will raise your concerns with the Police through the Local Traffic Committee. In the meantime, any dangerous driving should be reported directly to the Police.

Regarding traffic calming measures for this location, Council generally focus our resources on activities that will alter a proven and serious crash history and lead to fewer deaths and injuries in the future. The need for traffic calming is evaluated based on the following criteria:

- Road type
- Traffic speed
- Traffic volume
- Accident history sourced from Transport for NSW
- Road geometry
- Vulnerable road users (for example, children)
- Activity generators - this takes into consideration the proximity of activity centres, schools, parks etc
- Heavy vehicles
- Road hierarchy

We will arrange for our Inspections Officer to visit this location in the coming weeks and undertake an initial assessment. Should any further action be warranted following his inspection, we will assess the next steps accordingly?

We'll advise you of the outcomes of this inspection in due course. In the meantime, we will also place this location on the agenda for an upcoming Local Traffic Committee meeting.

Dan Bylsma

Director Infrastructure



p (02) 6581 8049

m 0448 148 698



From: Warren McLean <[REDACTED]>

Sent: Friday, 29 January 2021 10:52 AM

To: Council <council@pmhc.nsw.gov.au>; [REDACTED]

Subject: Abel Tasman drive Lake Cathie Road incidents

Hi All,

I am writing to raise concerns on behalf of a number of residents who live on the Northern End Abel Tasman drive in Lake Cathie. In the 13 years that I have lived on this road we have had a large number of Motor Vehicle accidents and a near misses stemming from people travelling through at high speeds, this is a particular problem at the Northern end of the road where there is a particular S shaped bend that is treacherous if taken at high speeds. Below is a map of the particular bend with stars indicating where a number of motor vehicle accidents have occurred in the time I have lived here. In the last 2 years we have had a steady increase in traffic on the road and this has seen an increase in dangerous incidents particularly on the section highlighted. Of particular note are houses at 82,80, 78 and 76 who have much difficulty exiting their drive ways safely due to the large number of speeding cars moving around the bend that due to the blind nature of the bend means that its hard to see far enough up the road to ensure it is safe to exit their driveways should a speeding driver be on the bend.

Is there a process to have the safety of a particular section of road reviewed so that interventions to slow drivers can be examined and then put in place should they be deemed necessary? If so I believe this section of road needs to be examined as a matter of urgency as I am concerned that a speeding driver may end up hitting and killing one of the many children and older walkers who move through this area all the time due the proximity of a walking path to the community center and onto the shops and beach.



Thanks for your time,

I look forward to your considered response.

Regards

Warren Mclean

[REDACTED]
[REDACTED]