



Local Traffic Committee

Business Paper

date of meeting: Wednesday 27 October 2021

location: via MS Teams

time: 10:00am

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	18/03/21 held via Electronic	14/04/21 held via Electronic	30/06/21	27/08/21
Deputy Mayor Lisa Intemann (Chair)	✓	✓	✓	✓
vacant (Deputy Chair)	X	-	-	-
Daniel Finch Joel Wehlow (NSW Police)	✓	✓	✓	X
Greg Aitken Linda Makejev Liz Smith (TfNSW)	✓	✓	A	X
Representative of Mrs Leslie Williams (Member for Port Macquarie)	X	X	A	X
Representative of Melinda Pavey MP (Member for Oxley)	X	X	X	X
Non-voting:				
Carl Eade (Port Macquarie Taxis)	✓	✓	✓	✓
Malcolm Britt Mark Lawrence (Busways)	✓	✓	✓	✓
Dan Bylsma (PMHC Director Infrastructure)	X	X	A	X
Cameron Hawkins (PMHC - Group Manager Infrastructure Planning)	✓	✓	A	A
vacant (PMHC - Transport & Traffic Engineer)	-	-	-	-
Kyle Stevens (PMHC - Transport and Stormwater Engineer Planning Manager)	✓	✓	✓	✓
Carmen Abi-Saab (PMHC Infrastructure Stakeholder Relations Manager)	✓	✓	A	✓
Donna Kasch (PMHC Project Admin. Officer)	✓	✓	A	A
Justine Jeffery (PMHC Admin. Officer)	✓	X	✓	✓

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 27 October 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 27 August 2021 be confirmed.

PRESENT

Members:

Deputy Mayor Lisa Intemann (PMHC)(Chair)

Other Attendees:

Transport and Stormwater Engineer Planning Manager (Kyle Stevens)
Infrastructure Stakeholder Relations Manager (Carmen Abi-Saab)
Education Team Leader (Dette Gammon)
Administration Officer (Justine Jeffery)
Carl Eade (Port Macquarie Taxis)
Malcolm Britt (Busways)
Jenny Felsch (TfNSW - A/Lead Community Safety Partner)

The meeting opened at 10:30am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Council's Group Manager Infrastructure Planning (Cameron Hawkins) and Project Administration Officer (Donna Kasch) be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Local Traffic Committee Meeting held on 30 June 2021 be confirmed with the following amendment:

- Linda Makejev wasn't present at the 30 June meeting
- Item 06.13 from April meeting is changed from "Council and Police" to "Council or Police".
- Item 05.2 add Jenny Felsch to be kept informed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Item 10.02 Representation from Member of Parliament Offices

CONSENSUS:

That the Committee request the Council's Chief Executive Officer write to the local State Members of Parliament requesting attendance at meetings.

Item 10.03 Boom Gates at Wauchope Train Station

CONSENSUS:

That the Committee request:

1. Council to contact Cedar Service Station and Wauchope Chamber of Commerce to gain impacts to local businesses.
2. Council to provide Transport for NSW with community feedback regarding the boom gates at the Wauchope Rail Crossing on High Street.

Item 07 Rawdon Island Bridge

Clr Intemann acknowledged the difficult situation Carmen Abi-Saab has been in with community engagement. Cameron Hawkins and associated staff working hard to find solutions.

CONSENSUS:

That the Committee request Council provide regular updates on the situation to the Committee, out-of-session.

Item 09 Camden Haven Festival

Postponed due to COVID-19.

CONSENSUS:

That Committee agree to remove this item from future business arising.

06 LAKE CATHIE SCHOOL ZONE REPORT

CONSENSUS:

That the Committee recommend that:

1. The parking restrictions consisting of “No Stopping” and “No Parking” zone as indicated in the sign layout provided in figure 2 of the report be implemented.
 2. Council and TfNSW continue to liaise with the stakeholders and the school community on these matters and coordinate communication of the changes to ensure minimised impacts.
 3. Council discuss carpark crossing opportunities with Sports Field Development Project team.
 4. Addition to item 1, include a “No Stopping” area on eastern side of Wallum Drive between Dominica Street and Antilles Way.
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07 ART WALK 2021 EVENT

CONSENSUS:

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

That Council approve the temporary road closure and support the associated transport management arrangements association with the ArtWalk 2021 Event to be held on 1 October 2021, between 5pm to 9pm, subject to the following conditions:

1. The event shall be carried out in accordance with the application submitted to Council except where varied by any condition of this approval.
 2. That the event organiser abides by any other condition that Council or the Police may impose.
 3. Council reserves the right to cancel this approval at any time.
 4. That the event organiser advertise 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.
 5. That the event organiser advertises the event by undertaking a letter box drop to all residents and businesses directly affected by the temporary road closures and
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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.
6. That the attached Traffic Management Plan (TMP) dated -15 July 2021 be implemented. Any modifications to the plans must be agreed with Council prior to the running of the event.
 7. That the attached Traffic Guidance Schemes (TGS) dated -15 July 2021 Reference -TGS1 Project PMHC - ArtWalk 2021 be implemented. Any modifications to the plans must be agreed with Council prior to the running of the event.
 8. That the event organiser abides by the written approval from the NSW Police.
 - Notice of Intention to Hold a Public Assembly - Notification to Police dated 6 July 2021 is noted.
 9. 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.
 10. 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.
 11. TfNSW/SafeWork NSW accredited persons (Implement Traffic Control Plans) are to be used for the establishment and removal of the traffic control devices.
 12. TfNSW/SafeWork NSW accredited traffic controllers (Traffic Controller) are to be used to control traffic.
 13. Council's Insurance Section be notified and confirm, Council's Public Liability Insurance Policy covers this event.
 14. The event organiser must be onsite and have this approval and documents listed below in their possession on site at all times for the duration of the event:
 - This determination document
 - Traffic Management Plan - ArtWalk 2021 - 1 October 2021
 - Traffic Guidance Scheme - TGS1 Project PMHC - ArtWalk 2021
 - Approval/Notification letter to/from NSW Police
 - Notification letters/Emails to Emergency Services
 - Notification letters/Emails to Transport Companies
 - Notification letters/Emails to surrounding Businesses
 - Public Liability Certificate of Currency
 15. 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.
 16. In the event of postponement that these conditions be applied to the new date, taking into consideration possible conflicting events and subject to no material changes.

**08 IMPLEMENTATION OF THE NSW HEALTH DRIVE THROUGH COVID-19
TESTING CLINIC, LAKE CATHIE**

CONSENSUS:

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

That Council approve the temporary road closure and support the associated transport management arrangements associated with the Lake Cathie COVID-19 drive through testing clinic between 01 July 2021 to 30 June 2022, subject to the following conditions:

1. That the organiser advertise the following details of all road closures and parking restrictions associated with this event in the local print media on separate days, at least twice (2):
 - approved traffic management arrangements
 - road closures and duration
 - parking restrictions and duration
 - alternative routes and access arrangements.
2. That the Traffic Guidance Scheme (TGS) dated 11 August 2021 be implemented. Any modifications to the plans must be agreed with Council prior to implementation.
3. That the organiser abides by the written approval from Council.
4. That the organiser notify the NSW Ambulance, NSW Fire & Rescue, NSW Rural Fire Service and the State Emergency Service of the proposed road closures.
5. That the event organiser notifies local Transport Services (Bus Companies, Taxis) of the road closures and assists in developing alternatives for affected users.
6. TfNSW/SafeWork NSW accredited persons (Implement Traffic Control Plans) are to be used for the establishment and removal of the traffic control devices.
7. TfNSW/SafeWork NSW accredited traffic controllers (Traffic Controller) are to be used to control traffic.
8. That the event organiser abides by any other condition that Council or the Police may impose at any time.
9. That the event organiser submit to Council 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.
10. The event organiser must have this approval and the Traffic Guidance Scheme described above on site at all times for the duration of the operation.

09 GENERAL BUSINESS

09.01 ACCIDENTS AT TOWN BEACH EXIT

CONSENSUS:

That the Committee request Council investigate installing “no right Turn” sign.

**09.02 HASTINGS RIVER DRIVE AND WOODS STREET TURN AFTER
ROUNDBOUT**

CONSENSUS:

That the Committee noted concerns.

09.03 SPEEDING CORNER OF OCEAN DRIVE AND LAKE ROAD

CONSENSUS:

That the Committee noted concerns.

09.04 NSW RFS JUNGARRA CRESCENT BONNY HILLS

CONSENSUS:

That the Committee request Council report back to a future meeting following investigation into “No Parking Emergency Vehicle Only” signage and vegetation maintenance causing sight line issues.

**09.05 COMMERCE STREET WAUCHOPE PARKING OVER WATER
AND SEWER PUMPING ACCESS POINT**

CONSENSUS:

That the Committee request Council report back to a future meeting following investigation into installation of “No Parking” signage.

09.06 SPEEDING IN KINGSTON TOWN LOOP AND PHILLIP CHARLEY DRIVE

CONSENSUS:

That the Committee noted concerns.

09.07 WAUCHOPE AMBULANCE STATION HIGH STREET WAUCHOPE

CONSENSUS:

That the Committee request Council report back to a future meeting following investigation installing "No Parking" signage, caution emergency vehicle entering and exiting, and cross hatched road marking.

09.08 ST AGNES PRIMARY SCHOOL PARKING

CONSENSUS:

That the Committee note concerns.

09.09 POZIERES RETIREMENT VILLAGE - BUS STOP

CONSENSUS:

That the Committee request Council report back to a future meeting following investigation into options for bus stop installation and possible funding opportunities.

09.10 MORTON AND HEATHER STREETS INTERSECTION LIMITED VISIBILITY

CONSENSUS:

That the Committee request Council review submission from residents and conduct a site inspection.

09.11 KENDALL PUBLIC SCHOOL SAFETY CONCERN

CONSENSUS:

That the Committee request:

1. Council and TfNSW explore signage options.
 2. Council continue communication with logging company.
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09.12 HIGH STREET WAUCHOPE STREETSCAPING

CONSENSUS:

That the Committee request Council investigate vegetation maintenance requirements and consider planting low vegetation in any future works.

09.13 TRAFFIC REGULATIONS

CONSENSUS:

That the Committee request Council implement a system to monitor approved changes to traffic regulations (for example road closures) with the intent to manage compliance.

The meeting closed at 11:59am.

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

Item:	10.02	Date:	03/03/2021
Subject:	Representation from Member of Parliament Offices		
Action Required:	<p>Request Director of Infrastructure write to Members of Parliament to request their attendance, or that of a nominee, at the Local Traffic Committee meetings.</p> <p>10 03 2021- Email to Director of Infrastructure to request a letter to Member of Parliament to attend Local Traffic Committee Meetings. 19 07 2021 Follow up email requesting attendance to meetings. August Meeting forward to both Members of Parliament, Member for Oxley has accepted the invitation for the August meeting.</p>		
Current Status:	15 10 2021 Invitation letter from CEO to local Members of Parliament requesting attendance.		

Item:	10.03	Date:	03/03/2021
Subject:	Boom gates at Wauchope Train Station		
Action Required:	<p>TfNSW to provide feedback to next LTC meeting on the boom gate closures at the Wauchope Train Station for the south bound train.</p> <p>18 03 2021 - Email from Council to TfNSW to request feedback.</p> <p>20 07 2021 Email received from Brad Crispin TfNSW advising Australian Rail Track Corporation (ARTC) has agreed to investigate the matter. TfNSW have asked ARTC for a data set to be produced that identifies what are the actual wait times.</p> <p>TfNSW has requested Council to present communication received by the community specific to excess wait time occurrences. Council is currently preparing a report to present to TfNSW.</p>		
Current Status:	<p>08 09 2021 Checked internal systems for complaints 10 09 2021 Contacted Wauchope Chamber of Commerce 15 10 2021 Checked internal systems for complaints</p>		

Item:	06	Date:	27/08/2021
Subject:	Lake Cathie School Zone Report		
Action Required:	<ol style="list-style-type: none"> 1. The parking restrictions consisting of "No Stopping" and "No Parking" zone as indicated in the sign layout provided in figure 2 of the report be implemented. 2. Council and TfNSW continue to liaise with the stakeholders and the school community on these matters and coordinate communication of the changes to ensure minimised impacts. 3. Council discuss carpark crossing opportunities with Sports Field Development Project team. 4. Addition to item 1, include a "No Stopping" area on eastern side of Wallum Drive between Dominica Street and Antilles Way. 		
Current Status:	<ol style="list-style-type: none"> 1. Council staff making arrangements for signs to be installed in consultation with School 2. Ongoing 		

	<p>3. Transport and Stormwater Engineering Planning Manager has discussed with Project Delivery team.</p> <p>4. Council staff working with TfNSW to make arrangements for line marking to be completed.</p>
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Item:	09.01	Date:	27/08/2021
Subject:	General Business - Accidents at Town Beach Exit		
Action Required:	Council to investigate installing "No Right Turn" sign		
Current Status:	<p>Site to be monitored and several options to be considered including:</p> <ul style="list-style-type: none"> • No Right Turn signage • Additional line marking to better delineate intersection • Public education particularly around holiday/tourist season when these issues are most prevalent 		

Item:	09.04	Date:	27/08/2021
Subject:	General Business - NSW RFS Jungarra Crs Bonny Hills		
Action Required:	That the Committee request Council report back to a future meeting following investigation into "No Parking Emergency Vehicle Only" signage and vegetation maintenance causing sight line issues.		
Current Status:	<p>Assessment of parking that impacts this driveway does not indicate a pattern of illegal driver behaviour or any that restricts access to this property. Such illegal parking is currently addressed by the NSW Road Rules and is already enforceable without the need to reinforce with signage.</p> <p>Assignment of public roadside parking for the exclusive use of Emergency Service Vehicles is not encouraged and not supported.</p> <p>An inspection of the vegetation that is presently impacting sight lines at this location has not yet been undertaken.</p>		

Item:	09.05	Date:	27/08/2021
Subject:	General Business - Commerce St Wauchope, parking over water and sewer pumping access point.		
Action Required:	That the Committee request Council report back to a future meeting following investigation into installation of "No Parking" signage		
Current Status:	<p>Investigation and inspection has been completed. A clear pattern of illegal driver behaviour has been identified that obstructs this driveway.</p> <p>The area is frequently used by large vehicles including B-Doubles and it is considered appropriate for No Parking signs to be installed either side of this driveway to discourage this behaviour.</p>		

Item:	09.07	Date:	27/08/2021
Subject:	General Business - Wauchope Ambulance Station High St Wauchope		
Action Required:	That the Committee request Council report back to a future meeting following investigation installing "No Parking" signage, caution emergency vehicle entering and exiting, and cross hatched road marking.		
Current Status:	Investigation and inspection has been completed. A frequent pattern of driver behaviour has been identified that obstructs sight distance to this driveway and, given the nature of the driveways use by		

	<p>emergency service vehicles, it is considered appropriate that parking near this driveway be restricted through use of No Parking signage.</p> <p>Contact with TfNSW is required to discuss the installation of pavement markings to prevent queueing across the driveway.</p>
--	--

Item:	09.09	Date:	27/08/2021
Subject:	General Business - Pozieres Retirement Village - Bus Stop		
Action Required:	That the Committee request Council report back to a future meeting following investigation into options for bus stop installation and possible funding opportunities.		
Current Status:	<p>Provision of a Bus Stop for northbound has been considered however did not meet state funding requirements to support submitting and application.</p> <p>Provision of a Bus Stop for southbound traffic with the associated hazardous pedestrian movements across Ocean Drive is not supported</p> <p>It is noted that a Bus Stop and shelter has recently been installed on Ocean Drive at Elkhorn Grove approx. 400m north of the Pozieres Retirement Village</p>		

Item:	09.10	Date:	27/08/2021
Subject:	General Business - Morton and Heather St intersection limited visibility		
Action Required:	That the Committee request Council review submission from residents and conduct a site inspection.		
Current Status:	<p>Investigation and inspection has been completed. A clear pattern of illegal driver behaviour has been identified that impacts sight distance at this intersection.</p> <p>It is considered appropriate given the frequency of this behaviour that No Parking signs to be installed 10m either side of this intersection to discourage this behaviour.</p>		

Item:	09.11	Date:	27/08/2021
Subject:	General Business - Kendall Public School Safety Concern		
Action Required:	<ol style="list-style-type: none"> 1. Council and TfNSW explore signage options. 2. Council continue communication with logging company. 		
Current Status:	<ol style="list-style-type: none"> 1. COVID 19 has impacted on site meetings. 2. Ongoing 		

Item:	09.12	Date:	27/08/2021
Subject:	General Business - High St Wauchope Streetscaping		
Action Required:	That the Committee request Council review submission from residents and conduct a site inspection.		
Current Status:	<p>Since completion of the Wauchope Main Street upgrade in 2019 the need to monitor and treat vegetation to reduce impacts to sight distance particularly at the Hastings Street intersection and on the approaches to the pedestrian crossings was acknowledged.</p> <p>The maturity of the trees to this point previously prevented any significant clearing of lower limbs however an assessment is</p>		

	currently being undertaken to identify if these trees can now endure the required maintenance.
--	--

Item:	09.13	Date:	27/08/2021
Subject:	Traffic Regulations		
Action Required:	That the Committee request Council implement a system to monitor approved changes to traffic regulations (for example road closures) with the intent to manage compliance.		
Current Status:	Ongoing		

Item: 06**Subject: HASTINGS RIVER DRIVE PEDESTRIAN CROSSING****Presented by: Infrastructure, Dan Bylsma**

RECOMMENDATION**That the Local Traffic Committee request:**

- 1. Council consider the upgrade of the Hastings River Drive and Aston Street intersection for upgrade, including the provision of suitable pedestrian crossings for future years Delivery Programs in accordance with wider Transport Planning Strategies and Plans.**
- 2. Council officers consider the current pedestrian crossing for potential grant funding opportunities for road safety projects for the provision of flashing lights and improved signage.**
- 3. Council officers liaise with Essential Energy regarding potential improvements to the surrounding streetlights.**
- 4. Council officers provide updated images of Hasting River Drive pedestrian crossing following vegetation maintenance to TfNSW following completion of works.**

Discussion

Concerns regarding the safety associated with the pedestrian crossing of Hastings River Drive adjacent to Aston Street are well documented and there is extensive history to previous discussions on both short and long term options to address safety at this site.

In response to recent concerns raised via previous Local Traffic Committee meetings a request has been made to undertake vegetation maintenance to ensure continued safe sight distance on approach to the pedestrian crossing. This work is currently scheduled to be undertaken between Oct-Nov 2021 with images to be provided to TfNSW Jenny Felsch on completion.

Council and TfNSW are yet to meet to further discuss and develop solutions to this issue however it is anticipated these discussions will be largely consistent with those previously on the same matter.

Short Term Options

Council have previously undertaken an upgrade of this crossing that included provision of oversize/higher visibility signs on approach, improved zig-zag pavement markings, streetlighting upgrade and vegetation maintenance.

Additional short term solutions could include further upgrades to signage including flashing pedestrian signs however other short term solutions are largely limited by the position and configuration of the crossing.

Long Term

A number of long term options are available and most have been part of previous discussions with TfNSW and even further back with RMS with associated funding submissions.

The ultimate solution is signalisation of the adjacent Aston Street intersection on Hastings River Drive including provision for controlled pedestrian movements. Preliminary design plans have been developed for this upgrade and funding of this option has previously been tested with TfNSW/RMS however not supported to this point. This option therefore has not been further progressed. A report to the November Council meeting will be tabled outlining the current prioritisation of intersections upgrades within the Port Macquarie-Hastings Local Government Area (LGA).

A pedestrian overpass/underpass could be considered as another long term option. This is however expected to be cost prohibitive and include accessibility/mobility concerns requiring expensive solutions including powered lifts or heavily engineered access ramps.

Lesser cost options could include signalisation of the pedestrian crossing in its current location. This option would have impacts on the capacity and flow of traffic on Hastings River Drive, however in the absence of a signalised upgrade of the Aston Street intersection, may provide a long term solution. This treatment however is not consistent with that of other signalised pedestrian crossing points which are typically addressed at signalised intersections and not “mid-block”

A further option would be the restriction of Hastings River Drive to a single lane in both directions at the pedestrian crossing however this is not consistent with traffic planning in the area and would have considerable impacts on the capacity of Hastings River Drive which currently has four lanes for its length from Gordon Street through to Boundary Street. Restricting Hastings River Drive to two lanes to facilitate this option is not considered appropriate.

Removal of the pedestrian crossing completely is also an option however it's considered that current pedestrian behaviour would still see a desire to cross at this point and result in an even further hazardous crossing point. For this reason, it is not considered appropriate to further consider this as an option.

It is proposed that Council and TfNSW further discuss the above options and explore funding opportunities to facilitate the preferred option.

Attachments

Nil

Item: 07**Subject: RESIDENT CONCERNS OVER DRIVER BEHAVIOUR - PLOMER
ROAD NORTH SHORE****Presented by: Infrastructure, Dan Bylsma**

RECOMMENDATION

That the Local Traffic Committee note the information provided in the report and support Council officers recommendation not to proceed with speed control measures.

Discussion

A number of residents have made recent and previous representations to Council regarding dangerous driving along Plomer Road in the vicinity of the Corella Estate.

Residents have reported motorists exceeding the speed limit, motorcyclists performing wheelstands and general poor driver behaviour through the Estate.

Requests have been made for speed control measures, specifically speed humps, to slow motorists. In addition, a reduced speed limit between North Shore Drive and Corella Estate has been requested to mitigate the harm to wildlife.

Council has investigated the speed limit signage in the area and have undertaken to upgrade signs to reinforce the existing 50kmh speed limit in this area. It is not proposed to make changes to the existing speed limits at this point. Residents have instead been referred to the Police Assistance Line 13 14 44 to report instances of dangerous driving and to Transport for NSW to request a speed zone review.

Regarding requests to implement fixed speed humps, Council do not support the use of such devices in residential areas as they have been found to cause undesirable driver behaviour such as going "off road" to avoid the humps, excessive braking immediately before the humps and unsafe acceleration after the speed hump. The effectiveness of these treatments has also been found to only offer minimal benefit in the immediate vicinity of the device and therefore only very localised benefits regards reduced speeds. Driver behaviour in the presence of speed humps has previously resulted in additional safety concerns and inconvenience for residents and therefore not considered a suitable treatment. Furthermore, Council regularly receives negative feedback from residents immediately surrounding speed humps regarding increased traffic noise.

Residents have requested speeding and speed control measures be considered by the Local Traffic Committee.

Attachments

Nil

Item: 08

Subject: NSW TOUCH FOOTBALL SENIOR STATE CUP

Presented by: Infrastructure, Dan Bylsma

RECOMMENDATION

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

- 1. That Council approve the temporary road closures and support the associated transport management arrangements associated with the NSW Touch Football Senior State Cup for a period of 5 years, subject to the following conditions:**
 - a) The event approval being granted beyond the 2021 event is on condition the event format and associated community disruption remains functionally unchanged, or**
 - b) If functionally different, to submit the event application in full as per standard procedures, and**
 - c) The event notifications and exact timings as well as updated TGS's will continue to be provided to the LTC.**
- 2. That Council also approve the temporary road closures associated with the 2021 NSW Touch Football Senior State Cup between 3-5 December 2021 subject to the following conditions:**
 - a) 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.**
 - b) 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.**

- c) That the associated Transport Management Plan (TMP) and Traffic Guidance Scheme be implemented. Any modifications to the plans must be agreed with Council prior to the running of the event.
- d) That the event organiser abides by the written approval from the NSW Police.
- e) 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.
- f) 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.
- g) 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.
- h) A TfNSW/SafeWork NSW accredited person (Implement Traffic Control Plans) is to be used for the establishment and removal of the traffic control devices.
- i) TfNSW/SafeWork NSW accredited traffic controllers (Traffic Controller) are to be used to control traffic.
- j) That the event organiser abides by any other condition that Council or the Police may impose at any time.
- k) 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.
- l) 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.
- m) 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 Touch Senior State Cup 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 3 and Sunday 5 December 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 however run along similar lines to last year's event which operated under similar constraints. NSW Touch is estimating the event to attract 3,600 people on the venue with the event strictly limited to participants and officials. Spectators will not be permitted to the event.

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 the event, including details of temporary road closures and traffic control, temporary parking restrictions, drop off zones, car parking arrangements and walking routes.

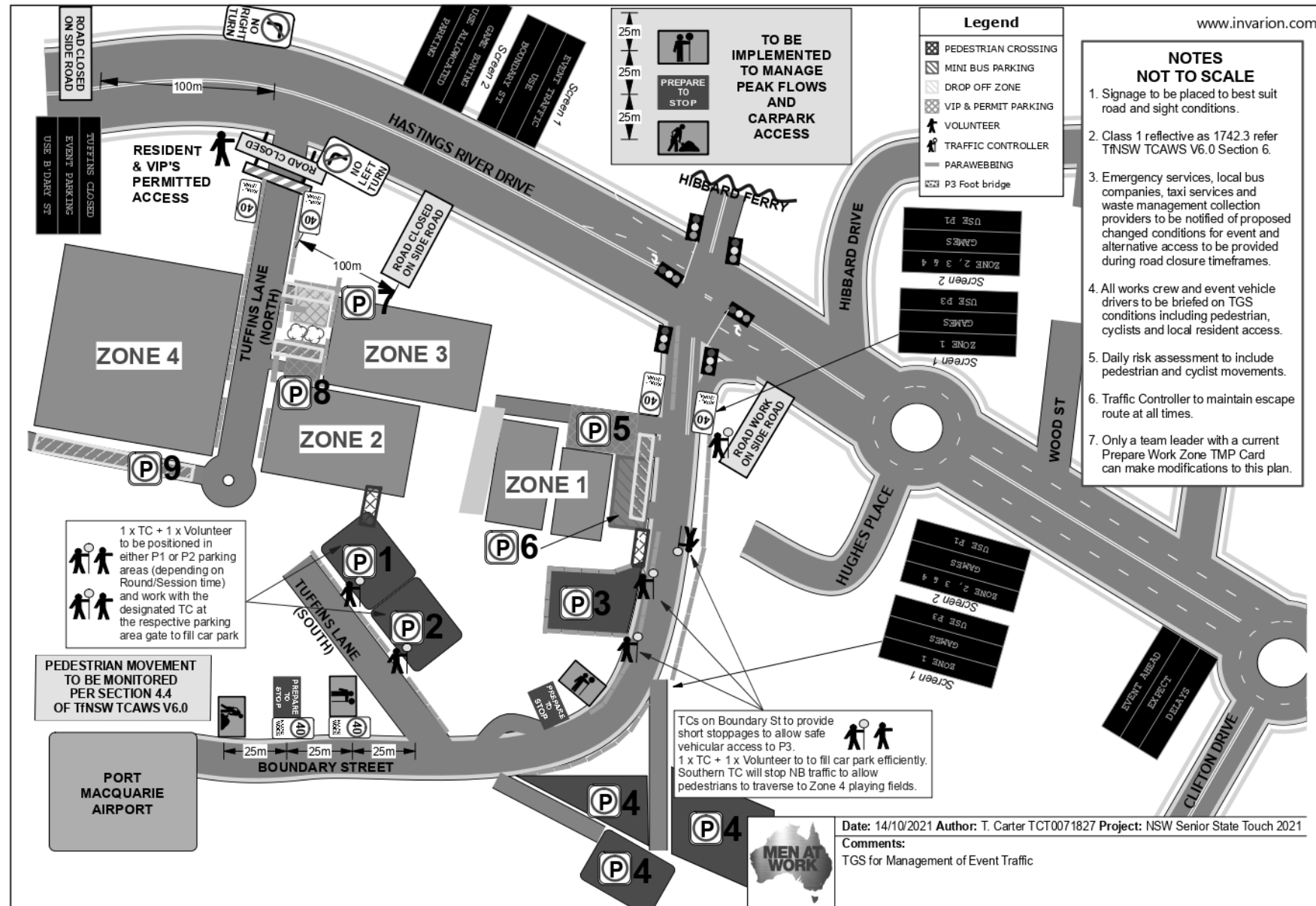
It is noted that NSW Touch will commence consultation with the following stakeholders listed in the recommended approval conditions: residents, businesses, Transport for NSW, NSW Police, NSW Ambulance, NSW Fire & Rescue, NSW Rural Fire Service, State Emergency Service, Port Macquarie Airport, Bus Companies and Taxis.

As both the NSW Touch Senior and Junior State Cup Football Championships generally follow the same format each year Council sees benefit in establishing a multi-year event approval to reduce the administrative burden for all associated parties. Changes to the event year on year are typically minor and do not warrant the time required for a typical approvals process. Therefore, there is benefit in:

1. the event approval being granted perennially on condition the event format and associated community disruption remains functionally unchanged,
2. or if functionally different, to submit the event application in full as per standard procedures, and
3. the event notifications and exact timings as well as updated TGS's will continue to be provided to the LTC, and
4. Council and Transport for NSW are still able revoke any Roads Act approvals if necessary.

Attachments

1.  TGS NSW State Touch Football 2021
2.  TMP NSW State Touch Football 2021



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Transport Management Plan
for
NSW Senior State
Touch Football Championships
at
Tuffins Lane Sports Fields
Tuffins Lane, Port Macquarie
For
NSW Touch Association
Friday 3 – Sunday 5 December 2021

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

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

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1. INTRODUCTION

1.1. General

The NSW Senior 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 3 to Sunday 4 December 2021.

The NSW Touch Association and Port Macquarie Hastings Council (PMHC) have engaged 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 V6.0 (2020). 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 tenth 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 Transport 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 many of the past event due to current COVID-19 Public Health Order restrictions and will follow a similar structure to last year's event which operated under similar constraints.

Similar to last year, this year's event will see the venue split into four (4) Zones and 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.

This year's event is also limited to participants and officials only, with strictly no spectators. It is estimated that the total event attendees for the overall weekend will be in the vicinity of 3600.

Participants will travel to Port Macquarie from all over New South Wales with the main concentration being from the South Coast, 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

- 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 3 December 2021 - Day 1

6:30am – Implement Tuffins Lane closure and Traffic Controllers in place for parking management
 8:00am – First Games Commence
 6:30pm – Tuffins Lane games Finish
 8:00pm – Stadium games Finish

2.2 Saturday, 4 December 2021 – Day 2

6:30am – Implement Tuffins Lane closure and Traffic Controllers in place for parking management
 8:00am – First Games Commence
 6:30pm – Tuffins Lane games Finish
 7:30pm – Stadium games Finish

2.3. Sunday, 5 December 2021 - Day 3

6:30am – Implement Tuffins Lane closure and Traffic Controllers in place for parking management
 8:00am – First Games Commence
 3:30pm – Tuffins Lane games Finish
 4:30pm – Stadium games Finish

This year's event operation will be different to past events due to the Covid restrictions. The event venue has been separated into four (4) designated playing zones as follows:

- ZONE 1 - Stadium Fields
- ZONE 2 - Tuffins Lane South-Eastern Fields
- ZONE 3 - Tuffins Lane North-Eastern Fields
- ZONE 4 - Tuffins Lane Western Fields

With each Zone permitted a maximum of 500 persons at any given time the event playing draw will be delivered via the designated four (4) divisional sections.

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 8am

G2 8.30am

G3 9am

Games finish at 9.25am

Teams moved off by 10am

Next teams arrive on the venue at 10.20am

Round/Session 2

G1 11am

G2 11.30am

G3 12noon

Games finish at 12.25pm

Teams moved off by 1pm

Next teams arrive on the venue at 1.20pm

etc

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. 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

ZONE 1 – Stadium Fields

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.

ZONE 2 – Tuffins Lane South-Eastern Fields

The designated minibus drop off/parking zone will be via P8

ZONE 3 – Tuffins Lane North-Eastern Fields

The designated minibus drop off/parking zone will be via P7

ZONE 4 – Tuffins Lane Western Fields

The designated minibus drop off/parking zone will be via P9

3.4. Parking Arrangements

As shown on 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 be 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.

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ZONE 1 (Non-ticketed parking)

- P3 Boundary Street – 277 Spaces Approx

ZONE 2, 3 & 4 (Non-ticketed parking)

- 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.

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:

ZONE 1

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.

ZONES 2, 3 & 4

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 ZONE via a fence line to corral participants to either ZONE 2, 3 or 4. Under the 3 venue

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scenario this fencing would extend to ensure a physical barrier between Tuffins Lane Eastern and Tuffins Lane Western 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.

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.



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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.

TORMA Cleanaway – Arrange notification that Hibbards Sports *Return and Earn* facility is closed during 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.

Tawhai Carter

Phone: 02 6581 4600

Email: tawhai.carter@menatwork.net.au

Prepare a Workzone Traffic Management Plan Card No: TCT0071827

Appendices

Appendix A - TGS NSW STATE TOUCH 2021

Appendix B - TGS NSW State Touch Tuffins Lane Arial View

Appendix C - TGS NSW State Touch Boundary Drop Off Zone

Appendix D - 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 2021

Appendix B - TGS NSW State Touch Tuffins Lane Arial View

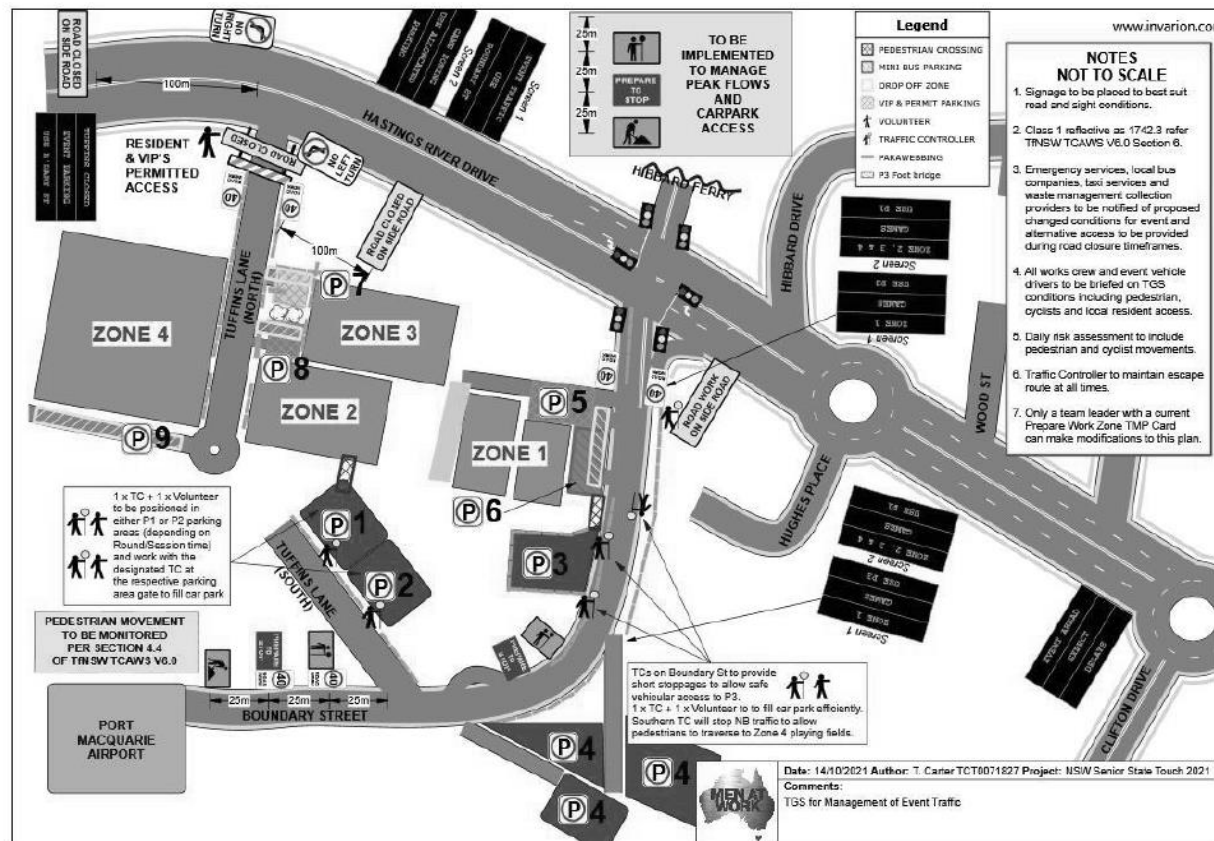
Appendix C - TGS NSW State Touch Boundary Drop Off Zone

Appendix D – NSW Touch Football Risk Management Plan



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Appendix A - TGS NSW STATE TOUCH 2021





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Appendix B - TGS NSW State Touch Tuffins Lane Arial View



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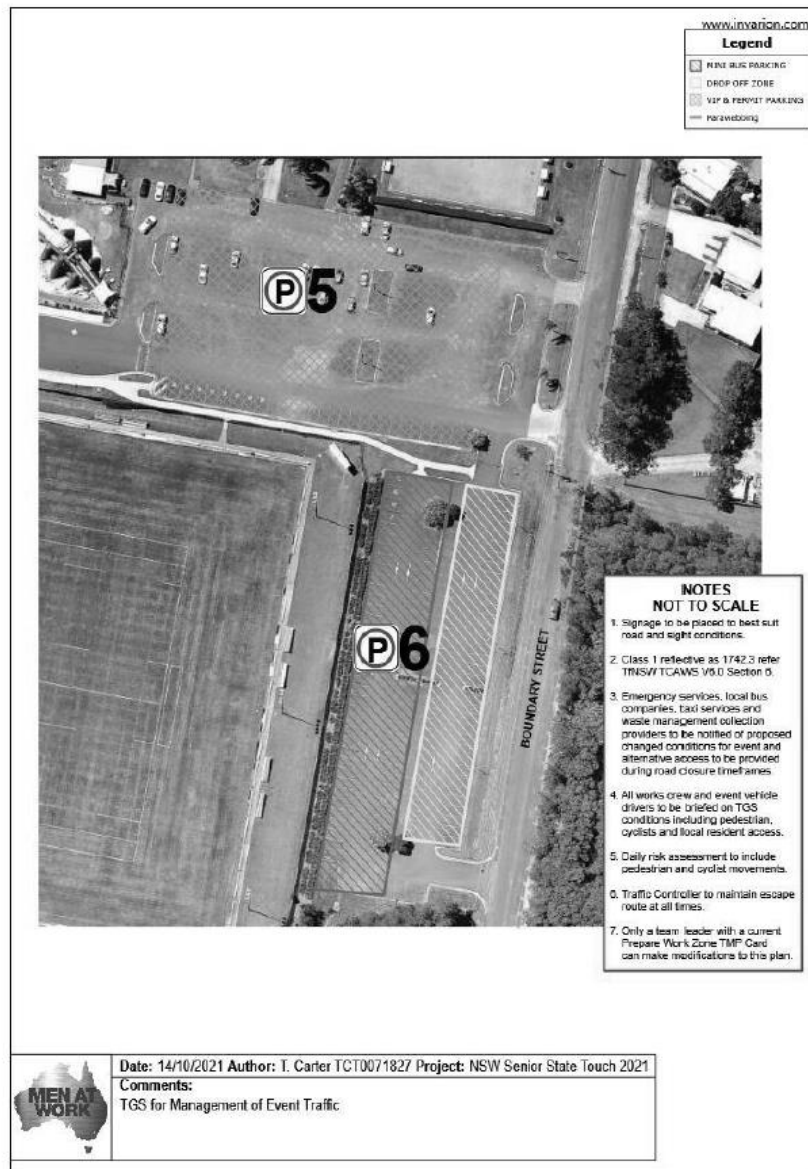
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Appendix C - TGS NSW State Touch Boundary Drop Off Zone



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Appendix D – NSW Touch Football Risk Management Plan

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