



KIAMA LOCAL TRAFFIC COMMITTEE MEETING

To be held at 9.00am on

Tuesday 7 June 2022

Council Chambers

11 Manning Street, KIAMA NSW 2533

Order of Business

- 1 Apologies
- 2 Acknowledgement of Traditional owners
- 3 Confirmation of Minutes of Previous Meeting
- 4 Business Arising From The Minutes
- 5 Report of RMS delegated formal items
- 4 general business
- 5 Closure

Members

Cr S Larkins
Mr J Miles
Senior Constable C Gray
Mr D Clingan

2 June 2022

To the Chairman, Councillors and Committee Members:

NOTICE OF KIAMA LOCAL TRAFFIC COMMITTEE MEETING

You are respectfully requested to attend an **Kiama Local Traffic Committee Meeting** of the Council of Kiama, to be held in the **Council Chambers**

11 Manning Street, KIAMA NSW 2533 on **Tuesday 7 June 2022** commencing at **9.00am** for the consideration of the undermentioned business.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dodd', written in a cursive style.

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**AGENDA FOR THE
KIAMA LOCAL TRAFFIC COMMITTEE MEETING OF KIAMA
MUNICIPAL COUNCIL
TUESDAY 7 JUNE 2022**

1 APOLOGIES

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

"I would like to acknowledge the traditional owners of the land on which we meet, the Wadi Wadi people of the Dharawal nation, and pay my respect to Elders past and present."

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Kiama Local Traffic Committee Meeting on 3 May 2022

Attachments

- 1 Minutes - Kiama Local Traffic Committee Meeting - 03 05 2022 - PDF

Enclosures

Nil

RECOMMENDED

That the Minutes of the Kiama Local Traffic Committee Meeting held on 3 May 2022 be received and accepted.

Director's Note

At its 17 May 2022 Ordinary Meeting, Council resolved to:

22/068OC

At the request of Councillor Rice, and by consent, the **motion was varied and resolved** as follows -

That the Minutes of the Kiama Local Traffic Committee Meeting held on 3 May 2022 be received and the following recommendations accepted:

1. That Council refers the upgrade of the Minnamurra Public School Kiss and Drop zone back to the Traffic Committee, so that representations by the local community can occur and further that representations by the local community on the Kiama High School road safety infrastructure program also occur at this time
2. That Council approve the Ignite Kiama Winter Festival for Saturday 4 June 2022 subject to organisers and suitably qualified traffic controllers complying with the following conditions:
 - i. the road closures to be undertaken by organisers in compliance with the Traffic Management Plan No. NT-0011 prepared by Traffic Management Services Pty Ltd;
 - ii. a Road Occupancy Permit being issued by Transport for NSW,
 - iii. notification of this closure be given to Police, Local Emergency Services, businesses and residents effected by the closure;
 - iv. an advertisement be placed in the local media advising of the closure; and
 - v. vehicles to be used to create a physical barrier on the street to protect pedestrians and participants of the march; and
 - vi. corrected dates are included in the TMP signage.

(Councillors Larkins and Rice)

As such, Item 5.2 Road Safety Program - School Zone Infrastructure Project – Minnamurra Public School in the 3 May 2022 Committee minutes have not been ratified by Council and has been referred back for further consideration at this meeting,

Confirmation of Minutes of Previous Meeting

3.1 Kiama Local Traffic Committee Meeting on 3 May 2022 (cont)

following presentation by a representative of the Minnamurra Progress Association on the matter.

Item 3.1



MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE MEETING

commencing at 12.00pm on

TUESDAY 3 MAY 2022

Council Chambers
11 Manning Street, KIAMA NSW 2533

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

3 MAY 2022

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

HELD IN THE COUNCIL CHAMBERS, KIAMA

ON TUESDAY 3 MAY 2022 AT 12.05PM

PRESENT: Mike Dowd (Director Engineering and Works) (Chairman), Stuart Larkins (Councillor Representative), J Miles (Transport for NSW Representative), Donna Binns (Transport for NSW Representative), Craig Gray (NSW Police Representative), Darrell Clingan (Local Member's Representative), Darren Brady (Manager Design and Development), Chris Balzarano (Council Ranger) and Jen Hampshire (Minutes)

1 APOLOGIES

Janelle Burns (Kiama Council Road Safety Officer),

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Chair declared the meeting open and acknowledged the traditional owners:

"On behalf of those present, I would like to show my respect and acknowledge the traditional owners of the Land, of Elders past and present, on which this meeting takes place, and extend that respect to other Aboriginal and Torres Strait Islander people present."

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Kiama Local Traffic Committee Meeting on 5 April 2022

[22/011LTC](#)

[Resolved](#) that the Minutes of the Kiama Local Traffic Committee Meeting held on 5 April 2022 be received and accepted.

(Member Stuart Larkins and Member Justin Miles)

4 BUSINESS ARISING FROM THE MINUTES

Nil

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

3 MAY 2022

5 REPORT OF RMS DELEGATED FORMAL ITEMS

5.1 Event Traffic Management - Crooked River Winery

22/012LTC

Resolved that the Committee recommends that:

- 1) The event organisers liaise with representatives from Council and TfNSW on the preparation of an overall Traffic Management Plan (TMP) for the event, particularly relating to pedestrian movements;
- 2) The Traffic Management Plan and revised Traffic Control Plan be resubmitted to the Committee for approval prior to any events held on the site.

Concerns raised by TfNSW re provision for pedestrians accessing train station using road shoulders.

Darren Brady advised the TCP allocated parking areas that were inaccessible.

Event clearway may need to be considered for the offramp.

(Member Justin Miles and Member Stuart Larkins)

5.2 Road Safety Program - School Zone Infrastructure Project - Minnamurra Public School

22/013LTC

Resolved that the Committee approve the installation of an upgrade to the existing Kiss & Drop zone and school zone parking restrictions in Charles Avenue and the installation of a pedestrian blister crossing and increased landing area on western side, fronting Minnamurra Public School.

(Member Justin Miles and Member Darrell Clingan)

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

3 MAY 2022

6 REPORTS FOR INFORMATION

7 GENERAL BUSINESS

7.1 DC raised correspondence received from a Mr O'Neill regarding safety funding grant for schools. The report for the next meeting will include advice that will address some of the concerns raised. DC was advised that Mr O'Neill can consider presenting to the Traffic Committee regarding suggestions for student safety measures. DC to respond to Mr O'Neill that once the report is on the agenda he can attend.

Action: Kiama High School Principal, PnC and Peter O'Neill to be invited to attend a future on-site meeting.

7.2 Gerringong Library

Carpark exit causing concerns for drivers to exit onto Blackwood Drive due to cars parked adjacent to the exit. Darren advised lines would be painted on the road to restrict parking to alleviate the issue.

Ramp at southern end of the carpark for disabled is at the opposite end to the disabled parking spot. Mike advised this could not be resolved as the slope for parking near the ramp did not meet the compliance standard which why it was relocated to the other end of the carpark.

7.3 Ignite Festival - late report

22/014LTC

Resolved that the Committee recommend that the Ignite Kiama Winter Festival for Saturday 4 June 2022, be approved subject to organisers and suitably qualified traffic controllers complying with the following conditions::

- 1) the road closures to be undertaken by organisers in compliance with the Traffic Management Plan No. NT-0011 prepared by Traffic Management Services Pty Ltd;
- 2) a Road Occupancy Permit being issued by Transport for NSW,
- 3) notification of this closure be given to Police, Local Emergency Services, businesses and residents effected by the closure;
- 4) an advertisement be placed in the local media advising of the closure; and
- 5) vehicles to be used to create a physical barrier on the street to protect pedestrians and participants of the march; and
- 6) Corrected dates are included in the TMP signage.

(Member Stuart Larkins and Member Justin Miles)

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

3 MAY 2022

7.4 Clr Larkins requested an update on vehicle usage and monitoring of Jamberoo Mountain Road. JM & CG confirmed there was increased policing with Highway Patrol monitoring the road.

7.5 Clr Larkins requested an update on the status of the disability parking audit. DB advised an audit was completed a number of years ago. Currently there is no proposal for further work.

Action: Mike to distribute the audit results to the Committee.

8 CLOSURE

There being no further business the meeting closed at 12.57pm

These Minutes were confirmed at the Ordinary Meeting of Council held on 7 June 2022

.....
Director Engineering & Works

4 BUSINESS ARISING FROM THE MINUTES

5 REPORT OF RMS DELEGATED FORMAL ITEMS

5.1 Winter Wine Festival 2022 - Crooked Rivery Winery, Willowvale

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.3 We live in a safe community

Delivery Program: 1.3.3 Undertake local community safety initiatives

Summary

A revised Traffic Management Plan (TMP) has been received for an upcoming large event on 11 & 12 June 2022 to be held at Crooked River Winery on Willowvale Road, Willowvale. The revised TMP takes into account feedback provided following the May Local Traffic Committee meeting. This report reviews this TMP and provides recommendations.

Financial implication

Nil

Risk implication

Previous events held on the site have resulted in reports received of traffic / parking congestion and pedestrians walking within the vehicle travel lanes to the site creating a high risk road safety issues. A Traffic Management Plan has been prepared for the event to address both vehicular and pedestrian access and safety.

Policy

Development consent compliance under the EP&A Act.

Section 138 Road Occupancy under the Roads Act

Consultation (internal)

Consultation with Manager Design & Development and TfNSW.

Communication/Community engagement

Kiama Local Traffic Committee and Crooked River Winery.

Attachments

- 1 Site Map - Crooked River Winery - Winter Wine Festival - 2022
- 2 Event Management Plan - Crooked River Winery - Winter Wine Festival - 2022

Report of RMS delegated formal items

5.1 Winter Wine Festival 2022 - Crooked Rivery Winery, Willowvale (cont)

- 3 Traffic Management Plan - Crooked River Winery - Winter Wine Festival 2022

Enclosures

Nil

RECOMMENDATION

The Committee recommends that the proposed Winter Wines Festival on 11 & 12 June 2022 at Crooked River Winery, be approved subject to organisers and suitably qualified traffic controllers complying with the following conditions:

- 1) The proposed traffic management changes are to be undertaken by organisers in compliance with the Event Traffic Management Plan and the Traffic Control Plan No. CRO-1 prepared by Cato Traffic Services Pty Ltd;
- 2) Road Occupancy Licence being issued by Transport for NSW;
- 3) A Section 138 Road Occupancy Permit being issued by Council
- 4) notification of the traffic changes are given to Police, Local Emergency Services, businesses and residents effected by the changes;
- 5) proof of public liability insurance complying with the Australian Prudential Regulatory Authority (APRA) being provided to Council prior to the event;
- 6) an advertisement be placed in the local media advising of the traffic changes.

Background

At the May 2022 Local Traffic Committee a report was tabled regarding proposed vehicular and pedestrian traffic management concerns for a large concert event to be held at Crooked River Winery, Willowvale. At the meeting the Committee resolved that:

- 1) *The event organisers liaise with representatives from Council and TfNSW on the preparation of an overall Traffic Management Plan (TMP) for the event;*
- 2) *The Traffic Management Plan and revised Traffic Control Plan be resubmitted to the Committee for approval prior to any events held on the site.*

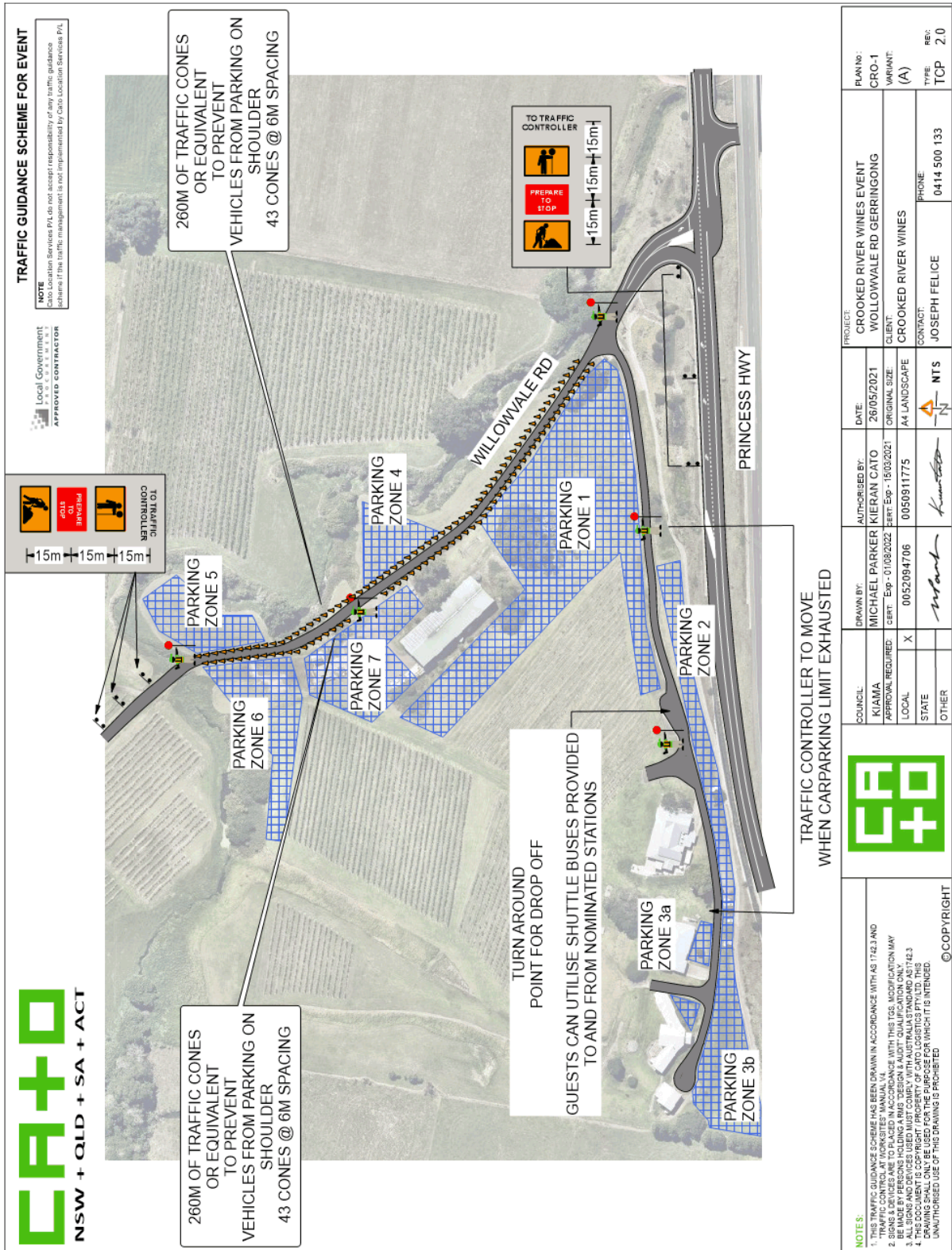
Subsequent to the meeting, contact was made with representatives from Crooked River Winery outlining the concerns raised with the submitted documentation. A revised Traffic Management Plan (TMP) and Traffic Control Plans (TCP) were re-submitted to address the previous concerns. An Event Management Plan was also provided that outlines that free shuttle buses will again be operating throughout the day between Gerringong Railway Station and Winery to transport pedestrian to and from the event.

The TMP and TCP have been reviewed by both Transport for NSW and Council and is considered satisfactory. Council will endeavor to monitor the traffic management and review any complaints received from this event for consideration for future events.

Report of RMS delegated formal items

5.1 Winter Wine Festival 2022 - Crooked Rivery Winery, Willowvale (cont)

The proposed date of the event is Saturday and Sunday 11 & 12th June 2022. The traffic management plans are located in Attachment 1.



<p>NOTES:</p> <p>1. THIS TRAFFIC GUIDANCE SCHEME HAS BEEN DRAWN IN ACCORDANCE WITH AS 1742.3 AND AS 1742.4.</p> <p>2. SIGNS & DEVICES ARE TO BE PLACED IN ACCORDANCE WITH THIS TGS. MODIFICATION MAY BE MADE BY PERSONS HOLDING A RIBS DESIGN & AUDIT QUALIFICATION ONLY.</p> <p>3. THIS DOCUMENT IS THE PROPERTY OF CR+D LOGISTICS PTY LTD. THIS DOCUMENT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.</p> <p>4. THIS DOCUMENT IS THE PROPERTY OF CR+D LOGISTICS PTY LTD. THIS DOCUMENT IS NOT TO BE USED FOR THE PURPOSE FOR WHICH IT IS INTENDED. UNAUTHORISED USE OF THIS DRAWING IS PROHIBITED.</p> <p>© COPYRIGHT</p>		<p>COUNCIL: KIAMA</p> <p>APPROVAL REQUIRED: LOCAL</p> <p>STATE: OTHER</p>	<p>DATE: 26/05/2021</p> <p>ORIGINAL SIZE: A4 LANDSCAPE</p>	<p>PROJECT: CROOKED RIVER WINES EVENT WOLLOWVALE RD GERRINGONG</p> <p>CLIENT: CROOKED RIVER WINES</p> <p>CONTACT: JOSEPH FELICE</p> <p>PHONE: 0414 500 133</p>	<p>PLAN No.: CRO-1</p> <p>DATE: 26/05/2021</p> <p>ORIGINAL SIZE: A4 LANDSCAPE</p> <p>DATE: 26/05/2021</p> <p>ORIGINAL SIZE: A4 LANDSCAPE</p>	<p>TYPE: VARIANT (A)</p> <p>REVISION: TCP 2.0</p>
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EVENT MANAGEMENT PLAN CROOKED RIVER WINES EVENTS

11 Willowvale Road, Willowvale NSW 2534

Document prepared by Jack Stewart Event Services (ABN 68 386 452 551)

On behalf of Crooked River Wines (ABN 84 924 093 401)

Version History

Version #	Date Prepared	Signed Off
1	21/09/2019	Jack Stewart
2	15/10/2019	Jack Stewart
3	6/11/2019	Jack Stewart
4	27/02/2020	Jack Stewart
5	13/03/2020	Jack Stewart
6	25/03/2020	Jack Stewart
7	29/05/2020	Jack Stewart
8	23/10/2020	Jack Stewart

Crooked River Wines Events
Event Management Plan V8

DISCLAIMER

Prepared by Jack Stewart Event Services for Crooked River Wines Events on behalf of Crooked River Wines.

The information and advice contained within this document has been developed relying on the supply of correct information from stakeholders, assuming that all such information is accurate. Jack Stewart Event Services assumes no responsibility for advice or recommendations that are the result of inaccurate, incomplete, incorrect or misleading information.

It is ultimately the responsibility of Crooked River Wines to deliver the Events in accordance with the direction outlined in this document.

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OVERVIEW

Crooked River Wines is a proudly family-owned and operated winery. It is situated at Gerringong on the beautiful south coast of New South Wales. The vineyard was established in 1998 in the rich volcanic alluvial soil of Gerringong, in a valley with amazing views of the mountains and the sea. In 20 years of production, Crooked River Wines has won multiple awards for its premium quality red and white wines. Known for its celebrated classics as much as its innovative blends, Crooked River Wines is always creating.

Now, Crooked River Wines has grown into one of the region's premier venues, hosting concerts, festivals and community style gatherings on a semi-regular basis. These events are a tourism driver for Gerringong and surrounding suburbs, attracting a majority of guests from outside the local area. The events are designed to bring people together, and are of significant cultural benefit to artists, musicians, industry professionals and the public.

This plan outlines the annual event schedule at Crooked River Wines. In addition to this, the Event Management Plan documents the key areas of planning that ensure production level is sound and safe for patrons, staff, performers and the neighbouring community.

Due to the nature of the venue, although there are a range of events, the site format is relatively consistent. Major features and operational areas as described in this plan are generally uniform across each event. Outliers to this are highlighted in the Event Details section.

It is important to note that this plan and the events referred to throughout are in addition to the winery's usual operation as a restaurant, and a function and wedding venue.

Crooked River Wines proudly promotes a range of local businesses with advertisements on the website and social media pages for the events. See Appendix A. Supported Businesses for a full list and supported businesses.

EVENT DETAILS

Event Name	Event Date/s	Hours of Operation	Expected Patronage	Description
Stomping of the Grapes	February	11:00am – 8:00pm	1000	Wine and food event, annual tradition since 1998.
Intermittent Acoustic Concert	March	12:00pm – 10:00pm	1500	A headline performance from a select Australian artist.
Winter Wine Festival	June Long Weekend (Sat + Sun)	12:00pm – 10:00pm	2500 per day	Wine festival celebrating the produce of the South Coast accompanied by bands and acoustic performances.
A Day On The Hill	October (Sat + Sun)	12:00am – 10:00pm	2500 per day	Wine, food and music gathering.
Christmas In The Vines	December	12:00pm – 8:00pm	2500	Acoustic Christmas event.

KEY OPERATIONAL ACTIVITIES & TIMINGS

3-days prior to event	7am	Event Period begins
3-days prior to event	7am – 6pm	Site Bump In begins – décor, suppliers
2-days prior to event	7am – 6pm	Site Bump In – stage, fencing, production
1-day prior to event	7am – 10pm	Site Bump In – stallholders, toilets, artists
Event day	6am – 9:30am	Site Bump In – stallholders, artists
Event day	As specified in Event Details	Event Open
Event day	From event conclusion – 11:59pm	Site Bump Out – stallholders, artists, stage, cleaning
1-day post-event	7am – 6pm	Site Bump Out – décor, stallholders
2-days post-event	7am – 3pm	Site Bump Out – contractors, suppliers
2-days post-event	5pm	Event Period concludes

ALCOHOL

Service of alcohol is available at all events and will be managed under Crooked River Wines existing liquor licence. For events with patronage over 2,000, Liquor & Gaming NSW may require a Limited License – Special Event to be obtained for alcohol service to be permitted. In this case, it is the responsibility of the licensee to ensure the appropriate liquor licence is obtained. Alcohol will be available to purchase for patrons aged over 18 in licensed areas. A breath test facility will be available to patrons onsite to discourage drink driving.

EMERGENCY & RISK MANAGEMENT

Emergency and risk management is paramount to the sustainable success of the event calendar at Crooked River Wines. As such, an Emergency and Risk Management Plan has been developed to outline the controls in place to minimise risk, and the procedures surrounding an emergency situation. See *Annexure 1. Crooked River Wines Event Risk and Emergency Management Plan* for further details.

See *Annexure 11. Crooked River Wines Event Emergency Site Plan* for information on the events' emergency assembly area and emergency vehicle access route.

See *Annexure 14. Crooked River Wines Event Crowd Management Plan* for information on crowd safety, capacity, and crowd risk management.

ENVIRONMENTAL IMPACT

All additional infrastructure (toilets, marquees, stage etc.) will be temporary and have no adverse impact on the environment.

Adequate bin numbers, toilet numbers and staff will be onsite to ensure a clean and presentable site is maintained throughout the event period.

Wet weather in the lead up to the event could lead to some temporary damage on the grassed areas. In this situation, precautionary measures, including the use of track matting, will be undertaken to minimise any potential damage.

Additional bins will be distributed onsite, with dedicated waste management staff working around the clock to ensure the venue is tidy and left in the same state that it was found in. See *Annexure 2. Crooked River Wines Event Waste Management Plan* for additional details.

The use of single-use plastics, such as plastic straws and cups, will be avoided wherever possible. The Winter Wine Festival will use 100% biodegradable packaging for:

- Beer cups
- Wine cups
- Coffee cups

- All inventory relating to food, forks, knives, trays, plates etc.

'Keep Cups' will be made available for purchase at the events, with proceeds assisting the nominated charities identified in Appendix B. Supported Charities.

A Day On The Hill will be run as a single-use plastic free event.

EVENT COMMUNICATION

Portable 2-way radios (with mobile phones for back-up) will be utilised to assist with communications over the entire site. Crooked River Wines will have staff responsible for taking radio calls and phone calls and reporting to the appropriate personnel (staff/security/medical/stage etc.).

A PA system will be used throughout the event for background/atmospheric music, commentating and event announcements.

Loudhailers will be onsite to assist in the case of emergency – especially if there is an emergency and a simultaneous PA system failure.

FIRST AID

Senior First Aid trained staff and security will be utilised as first responders in the case of a medical incident. Pending the severity of the incident, the patient will either be treated onsite by first aid staff or transported to a facility by NSW Ambulance.

For Events with patronage over 500, the services of a third-party medical provider will be engaged to manage first response.

See *Annexure 3. Crooked River Wines Event Medical Management Plan* for additional details.

INSURANCE

Public liability insurance to \$20,000,000 will cover the events.

NOISE MANAGEMENT

Proposed timings of elevated noise levels:

1-day prior to event	3pm – 5pm	System checks
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Event day	9am – Gates Opening	Bands soundcheck
Event day	Gates Opening – 30mins prior to Event Conclusion (see Event Details)	Band performances

The noise level limit and compliance locations are open for input from Kiama Municipal Council and Crooked River Wines will take appropriate action to ensure the requirements of all parties are adhered to.

A hotline number, along with hours of operation, will be distributed to residents via a resident notification letter (to be delivered no later than 14 days pre-event) for any questions or complaints to be directed to. This number will be staffed throughout the entire event period. Complaints will be logged, and any required steps following the complaint will be actioned by the relevant staff member.

See *Annexure 5. Crooked River Wines Event Noise Management Plan* for additional details.

NOTIFICATIONS

The following authorities and agencies must be notified of an Event prior to its occurrence:

Entity	Must be informed at least
NSW Ambulance	14 days prior to Event
NSW RFS	14 days prior to Event
NSW Fire & Rescue	14 days prior to Event
NSW Police – Local Area Command	30 days prior to Event
Shellharbour Hospital	14 days prior to Event
Shoalhaven District Memorial Hospital	14 days prior to Event
Transport NSW	60 days prior to Event

ONSITE ENTERTAINMENT

Main Stage – all musical performances.

Kid’s Activities – entertainment specifically designed for our 11&U guests, including face painting, kids’ painting classes, themed costumes and more.

Markets – approved stallholders; food, beverage, market and merchandise stalls

Bars – the best craft beer, wine & spirits available

PARKING

A range of grassed areas on the property will be utilised as event parking. Between six different Parking Zones, there is a capacity of 700-750 vehicles at any one time. All vehicles will be parked on the Estate grounds.

Crowd control barriers will be utilised to keep pedestrians off Willowvale Road, as identified in *Annexure 6. Crooked River Wines Event Parking Plan*. Crowd Control Barriers will be situated off the tarred surface of Willow Vale Road to ensure the original width of the road is maintained.

Access to the parking zones on the northern side of Willowvale Road (Parking Zone 4 and Parking Zone 5) will be via Gate 3 and Gate 4, respectively. These gates will be managed to ensure pedestrians do not flow onto Willowvale Road. Instead, these attendees will be directed to a managed pedestrian crossing located at Gate 2. Access to Parking Zone 6 will be via Gate 5. See *Figure 1. Parking Zones 4, 5, and 6 Access* for additional reference.



Figure 1. Parking Zones 4, 5, and 6 Access

Parking on the tarred portion of Parking Zone 2 will be allocated for vehicles with Accessible Parking Permits.

Patrons are encouraged to carpool via messaging on social media, direct emails and on the Crooked River Wines website.

Parking as identified in *Annexure 6. Crooked River Wines Event Parking Plan* will be utilised for staff, artist and stallholder parking.

See *Annexure 6. Crooked River Wines Event Parking Plan* for further details.

SECURITY

A professional security service provider, Prime Group Security, has been engaged to oversee security at the events. This will include entry and exit points, RSA and roaming guards to create a presence to deter anti-social behaviour and create a safe environment for all patrons.

Security provided will meet the requirements of the liquor license. ID may need to be produced at the bar for patrons looking under 25, regardless of what colour wristband they have on.

The guards will be briefed to be polite and proactive in maintaining a safe, yet fun site for patrons and staff.

Bag searches will be conducted at entry as deemed necessary to ensure no alcohol is brought onsite by patrons.

See *Annexure 7. Crooked River Wines Event Security Management Plan* for further details.

See *Annexure 12. Crooked River Wines Event Security Patrol Areas* for an overview of security patrol areas.

SITE PLAN

See *Annexure 4. Crooked River Wines Event Site Plan* as an indication of the usual layout for the events.

See *Annexure 8. Fun Run Course Map* for the 5km fun run course route.

See *Annexure 13. Crooked River Wines Event Patron Area Border Plan* for an outline of the internal patron area border.

STALLHOLDERS

Hot meals at the events will be ordered through and prepared by external food vendors, such as food trucks. The event will also host a range of quality local hot drink and snack vendors for patrons, staff and performers to experience what the region has to offer. Regular use of the existing restaurant as licensed will also occur. All food vendors are required to hold the relevant council licences and insurances. See *Annexure 4. Crooked River Wines Event Site Plan* for stallholder locations onsite.

TICKETING

Tickets are available for purchase in advance through the Crooked River Wines website. Upon arrival to the event, patrons' tickets are scanned, and IDs are checked. In the case that tickets do not sell out prior to the event, a number of 'on-the-day tickets' will be made available. These tickets will be sold from the Entry Point as identified in *Annexure 4. Crooked River Wines Event Site Plan*.

TOILETS

Additional toilets will be supplied to supplement existing facilities onsite. See *Annexure 4. Crooked River Wines Event Site Plan* for details on their location. Toilet numbers will comply with Kiama Municipal Council's required levels. In the absence of council requirements, toilets will be provided at a ratio of 1 toilet per 75 patrons.

Toilets will be pumped out by a licensed contractor every three hours during the events.

See *Annexure 2. Crooked River Wines Event Waste Management Plan* for details on the maintenance of cleanliness and disposal of black water waste.

TRANSPORT

Patrons will be encouraged to carpool or use public transport to ensure there is no adverse impact on the surrounding area, and to discourage drink driving.

There will be a shuttle bus operating between the Gerringong Train Station and the venue that will be free to use for all patrons at events with major attendance. This shuttle will run during all event opening hours (see Event Details) and drops patrons off at the Bus Drop Off/Pick Up point as identified in *Annexure 4. Crooked River Wines Event Site Plan*.

Transport NSW will be notified at least 60 days prior to events with major attendance so that additional public transport services can be considered.

Please see *Annexure 9. Crooked River Wines Event Traffic Management Plan (example)* and *Annexure 10. Crooked River Wines Event Traffic Control Plan (example)*, prepared by our traffic management contractor Cato Location Services, for further details. Note that a Traffic Management Plan and Traffic Control Plans specific to any particular Event are to be submitted to the relevant council and roads authorities as required pre-event.

WATER

Free water will be available at all bars throughout the event.

WET WEATHER CONTINGENCY

The events will go ahead in wet weather.

In the case of unsafe weather (lightning, high winds etc.), the event will be temporarily halted or if the need arises, cancelled. See *Annexure 1. Crooked River Wines Event Risk and Emergency Management Plan* for details on evacuation procedures.

There will be no alternate date or venue offered in the case of a cancelled event.

WRISTBANDS

Wristbands will be used to identify patrons onsite, with different wristbands to indicate whether or not a patron is 18+ (e.g. green wristband for 18+, red wristband for under 18).

Patrons without wristbands will be escorted offsite.

Any patron being ejected will have their wristband removed and not be allowed re-entry.

APPENDIX A. SUPPORTED BUSINESSES

The below businesses have provided approval to be advertised on the Crooked River Wines website and social media pages for each event:

Gerringong Hardware
Gerringong Bakery
Blue Swimmer Gerroa
Big 4 Caravan Parks
Gerringong Caravan Park
Gerringong Surf School
Berry Hotel
Kiama Hotel
The Book Club Kiama
Rr Production Services
Go Hire Wollongong
South Coast Milk
Willowvale Rd Candles
Escape Gerringong
Ocean View Gerringong
Gerringong Buses
Berry Buses
Berry Taxis
Kiama Cabs
Gerringong Coaches
Kennards NOWRA
Kennedy Buses
Dundanoon Farmhouse
Om Sweet Om MILTON
Gerringong Fitness
Kiama Golf Club
Bead Shack Gerringong
The Hungry Monkey

Crooked River Wines Events
Event Management Plan V8

Treat Factory
Creasy Bear Tours
South Coast Journeys
Gerringong Deli
Quest NOWRA
Miss Mabels Caravan
Illawarra Hawks NBL

Item 5.1

Attachment 2

APPENDIX B. SUPPORTED CHARITIES

The below charities are supported by Crooked River Wines:

Bear Cottage

NSWRFS

RFS Gerringong

WIRES

Sydney Children's Hospital

Gerringong Lions

Gerringong Lions Rotary Clubs

Gerringong Surf Life Saving Club



TRAFFIC MANAGEMENT PLAN

for



Winter Wine Festival

June 12 & 13 - 2021

“Crooked River Wines”

11 Willowvale Rd Gerringong NSW

Registered Business
South Coast Trading Co P/L
Licence Number: liqw824008891
Trading Name: Crooked River Wines
ABN: 84 924 093 401

Item 5.1

Attachment 3



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Item 5.1

Attachment 3



1 General Event Information

1.1 Event Summary

Crooked River Wines was first established in 1997, with the completion of the manufacturing facility in 1998 by the original family owners Brian and Narelle Jackson. Crooked River Wines is still a proud family owned and operated winery, currently the largest winery on the South Coast of NSW, equipped with a 130 seated restaurant and cellar door. It is situated at Gerringong amongst the rich volcanic alluvial soil, in the valley with the amazing views of the mountains and the sea.

Winter Wine Festival is a two-day (weekend) event and has been a successful wine festival for Crooked River Wines bringing a number of guests from outside the region.

Event is a paid event, with guests registering/tendering interest, and tickets purchased.

Activities at the event include wine tasting, staged/live entertainment, Local and South Coast produce, food and drink stalls, and more.

1.2 Traffic Impact Summary

To coincide with *Spring Festival*, Traffic Management as per Traffic Control Plan will be implemented to ensure safe passageway along *Willowvale Rd*, and efficient ingress/egress of guests.

1.2.1 Ingress / Egress

All vehicles will enter the parking areas via Willowvale Rd (Off Princess Hwy). Authorised Traffic Controllers will be engaged to implement traffic management as per TCP. Traffic Management Strategy will address:

- + Vehicular traffic of guests for the event.
- + Local/Nearby Residents up *Willowvale Rd*.
- + Casual visitors and general traffic moving through the area.

VEHICULAR INGRESS STRATEGY

All vehicles will enter the parking area via the *Willowvale Rd* Entry, guided by Authorised Traffic Controllers up to the Parking Zones. Parking Zones are defined as follows:

Zone 1 – Four Wheel Drive (4x4) parking (Grassed area)

Zone 2 – Southern Side of Private Driveway

Zone 3 – Northern and Southern Side of Private Driveway near the house

Zone 4 – Northern Side of Willowvale Road, at the Heli Pad

Zone 5 – Northern Side of Willowvale Road, opposite the dairy shed.

Zone 6 – Southern Side of Willowvale Road, North of the dairy shed.



VEHICULAR EGRESS STRATEGY

Authorised Traffic Controllers will manage *Willowvale* Road as per TCP to ensure that no queuing of vehicles exiting event parking zones will impact *Willowvale* Rd or Princess Hwy

The event organisers are required to engage an authorised traffic management company to provide traffic management support for the event. It is recommended that the company is pre-approved for local government procurement and has 20 million public liability noting the event organisers as an interested party.

Traffic Control Plans can be found in section 6.1 of this TMP.



1.3 Event Details

Event Date:	12 & 13 of June 2021
Event Times:	10:00 – 20:00
Event Venue:	Crooked River Wines 11 Willowvale Road Gerringong NSW 2534
Expected Attendance:	1,500 - 2,500
Target Market:	35-65 mature audience
Frequency:	Annually
Preliminary Classification:	Class 2 (subject to Local Traffic Committee – LTC assessment)
Bump-in Starts:	1000 - 2000
Traffic Control (D1)	1000 - 2000
Traffic Control (D2)	1000 - 2000
Bump-out Finishes:	0900 -2000



1.4 Key Event Contacts

Event Organiser:	Joseph Felice & Simon Felice
Event Manager:	Joseph Felice & Simon Felice
Event Manager Phone:	0414 500 133 (Joseph) 0416 037 066 (Simon)
Venue Owner:	Godwin Felice
Venue Owner Phone:	02 4234 0975
Venue Owner Email:	godwin@crookedriverwines.com
Police PAC:	Kiama Police (Southern Region PAC)
Police Contact:	Duty Officer / Traffic Sergeant on Duty
Police Phone:	02 4232 1444
Police Email:	N/A
RMS Contact:	RMS Southern
RMS Phone:	02 4221 2509
RMS Email:	operations.southern@rms.nsw.gov.au
Traffic Control Provider:	Cato Location Services (or another TC company if preferred)
Traffic Control Contact:	Mick Darda
Traffic Control Phone:	9517 1313 / 0402 308 665
Traffic Control Email:	operations@catolocationsservices.com.au



2 Location Map & Event Site Plan

Spring Festival will be held at Crooked River Wines Private Property as per below map:



Should a detailed site plan be required, please contact the Event Organiser in section 1.4 of this document for the latest site plan.

3 Workplace Health & Safety

3.1 Risk Assessment Plans

A Risk Management approach is a fundamental part of the planning for any event. The safety risk identification, assessment and control processes are legal obligations (as per the WHS Act and Regulation 2011) and should be aligned with AS/NZS ISO 31000 Risk Management – Principles and Guidelines. Broader event risk management is best practice and a fundamental part of due diligence.

The event organisers as the ground hirers will be the principal risk manager for the event and shall ensure that the risk management methodologies are applied throughout all stages and aspects of the event activities.

A comprehensive Risk Assessment will be conducted for *Orange Blossom Festival* and can be made available by contacting the Event Manager as listed in section 1.4 of this TMP.



3.2 Public Liability Insurance

Crooked River Wines has Australian Public Liability Insurance to the value of \$20,000,000. This policy covers all activities of the event and the organisation

A copy of such insurance can be found in section 6.2.

3.3 NSW Police Force

The Southern Region Police Area Command (PAC) will be engaged to confirm support and no objections to this event. They will be formally notified at least 2 weeks prior to the event-taking place.

3.4 NSW Fire & Rescue and NSW Ambulance

NSW Fire & Rescue and NSW Ambulance will be notified at least 2 weeks prior to the event-taking place. NSW Ambulance also require an email sent to the Event Planning Unit 2 weeks prior to the event

eventplanning@ambulance.nsw.gov.au

3.5 Event Delays, Postponement or Cancellation

Any decision to delay, postpone or cancel the event due to weather impacts or any other reason will be made by the Event Organiser and follow their protocols for emergency management. Once any decision is made in this regard it will be communicated to all relevant stakeholders.

3.5.1 CONTINGENCY PLANS

3.5.1.1 Heavy Rain

In the Event of heavy rain in the week leading up to the event or on the day of the event, it would not be necessary to cancel the event. (30mm or more), There is sufficient shelter for guests, and event organisers/staff.

3.5.1.2 Cancellation of the Event


Assessment and need for cancellation will be done by the Event Managers/Venue Owner. A decision on the cancellation of the event due to weather would need to be made 72 hours prior to the event date. This would allow time to notify all parties involved. Guests would be personally informed via the Companies Website/social media platforms.




4 Traffic and Transport Management

4.1 The Routes and Location

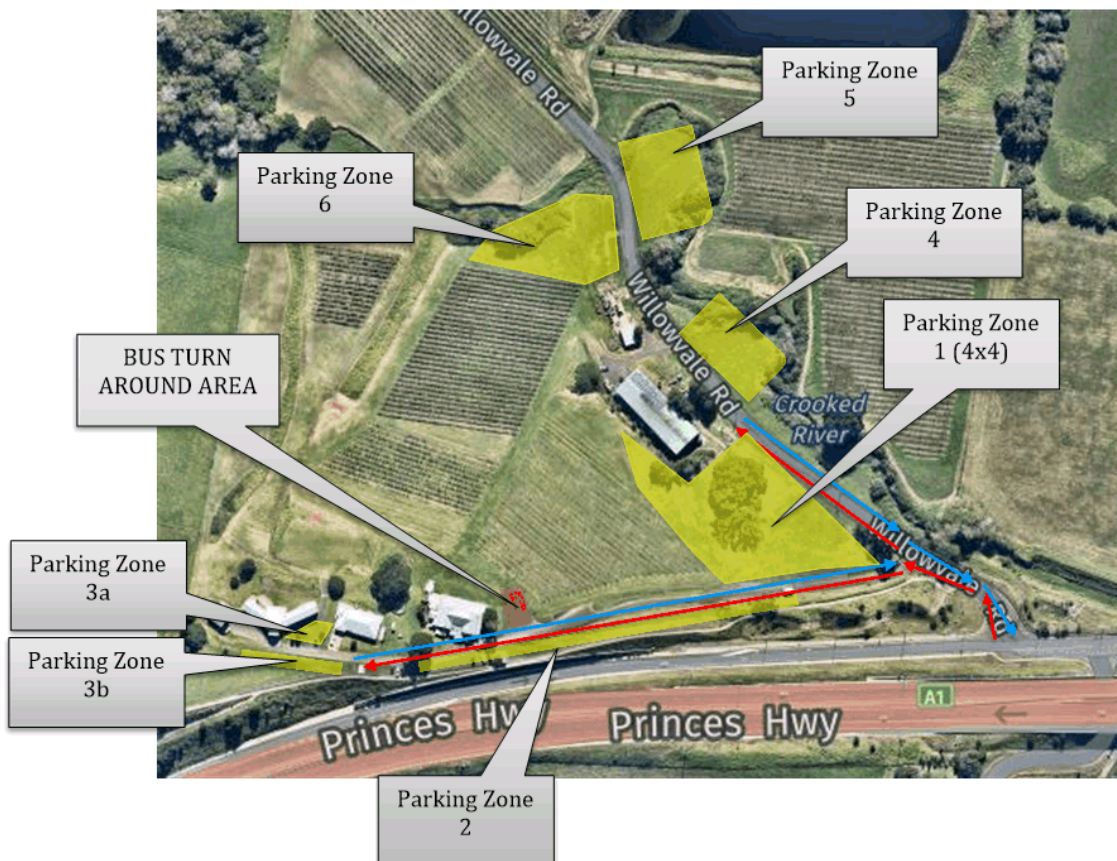
A map of the event location is below displaying traffic ingress, and egress. Vehicular traffic will enter and exit the event area via Willowvale Rd

Ingress = 

Egress = 

Authorised Traffic Controllers will manage ingress/egress via Willow Vale Rd. Event Management will manage the parking within private property, guiding vehicles to park. The Zones will fill progressively from Zone 1 to Zone 6.

(See section 1.2.1 of this TMP for full ingress/egress strategy)





4.2 Resource Table

#	Location	Requirements
1	Willowvale Rd	2 x Traffic Controllers Traffic Control Devices as per TCP

4.3 Event Vehicle Access to the Event Site for Suppliers, Contractors and Staff

There will be an 8km/hr limit on the property for the duration of the event.

Authorised Vehicles for Event Suppliers, Contractors, and Staff during Bump in/out via the Private Driveway off Willowvale Rd. All cars will be parked in designated areas and only emergency vehicles, amenities management or permitted disability access will be allowed during the operation period of the event.

4.4 Parking

There will be several parking areas (or zones) for guests, as well as event staff. These parking zones are located inside The Winery with approximately 700 car spaces available.

It is expected that the peak periods of parking demand would be at the start and end of the event days. Authorised Traffic Controller, and Event Management will manage parking within the property. Motorists will be encouraged to keep a continuous and steady flow into the car park to ensure there is no queuing on Willowvale Rd.

Extra care must be taken by the vehicle drivers to ensure pedestrian safety.

Event Management will direct vehicles to park in designated parking zones. Refer to parking plan in section 4.1 of this TMP. All vehicles will enter the Private Driveway and then guided to the relevant zone(s)

A copy of the parking layout map is attached to this TMP. Refer to section 4.1

An Updated map can be made available by contacting the Event Manager or Venue Manager as listed in section 1.4 of this TMP.

4.5 Impacts on Public Transport

The event will not have any direct impact on Public transport in the near area.

Due to the event being a licenced function with the supply of Alcohol, Event Management have arranged courtesy Bus to and from Gerringong Station for Guest comfort and safety.

Kiama Cabs, and other local Taxi Services will be notified for any guests wishing to utilise this service.

No Bus stops will be impacted or relocated. Bus hired companies have been hired for this event – Canty's Buses, Nowra Coaches, Shoalhaven Shuttles, Luxe Tours, Sea Cliff Coaches & South Coast



Journeys. Buses will give patrons the option to facilitate and travel to and from stations provided.

4.6 Traffic Management Requirements Unique to This Event

The following is to provide a travel mode scenario for stakeholder planning consideration

- + It is anticipated that visitors would carpool due to the event demographic, and target market. With an average anticipated level of 3-4 pax/car (or approx 2,500 visitors), parking capacity can accommodate up to the maximum allowed capacity.
- + To Alleviate congestion, and allow for safe arrival, and departure of guests, shuttle buses will be provided for transportation to and from the event venue.

4.7 Traffic & Pedestrian Management

See Traffic Control Plan in section 6.1 of this TMP. It demonstrates the following:

- + Traffic Controllers, to manage the ingress/egress of vehicles along *Willowvale Rd*.
- + Traffic Controllers will also ensure by way of Traffic cones (or similar) that no parking occurs along *Willowvale Rd* (Council Rd).
- + Traffic Controllers will also ensure that Pedestrian Safety is managed by Sending Pedestrians directly into the private property from the road.

In all cases whereby pedestrians need to be delineated from vehicular traffic, this will be done so by CCBs.



5 Minimising Impact on the Non-Event Community

5.1 Access for Local Residents and Businesses

Access for local residents or businesses will not be impacted as the event is contained within Private Property, and no road closures are implemented.

Any local residents wishing to access their property further north on *Willowvale Road* can do so without being impacted. All residents on *Willowvale Rd* & surrounds have been contacted prior to each event.

Vehicles travelling along *Willowvale Rd* could potentially held/stopped for max 3 min whilst pedestrians are guided across the roadway under stop/slow traffic control from the helipad, or vehicles are moved up to the designated Parking Zones.

5.2 Access for Emergency Vehicles

Emergency service vehicles will have unobstructed access into the event site if required via the designated entry point (off *Willowvale Rd*). Vehicle access paths of width no less than 3.5m will be maintained at these points.

- + Event Management not allowing vehicles to park in obstructed to the path.
- + Any cars in the way of emergency vehicles in response will be directed out of the way by Event Management, Pedestrian Marshalls, or Traffic Controllers.
- + Event Manager will be checking throughout the shift that the paths are not obstructed.

Ambulance Access – An Ambulance would gain access to the event site via *Willowvale Rd* if there was an emergency. Ambulance can be escorted to the incident site by Event Manager as required.

Fire Brigade – The local RFS will not have fire trucks at the event. If Fire Brigade would need to gain access in the event of an emergency, they can gain access via the Private Driveway off *Willowvale Rd*.

Police – The Hills PAC would gain access to the event site via *Willowvale Rd* if there was an emergency. Police can be escorted to the incident site by Event Manager as required.

The Event Organiser will communicate these measures to the relevant services prior to the event-taking place.

5.3 Advertising Traffic Management Arrangements

Permanent Variable Message Signs (PVMS) – No PVMS support necessary due to the scale of the event.

Portable Variable Message Signs (VMS) – No VMS support necessary due to the scale of the event.



6 Attachments

6.1 Traffic Control & Pedestrian Management Plan

6.1.1 WIL-2A REVO

This Traffic Control Plan shows the strategy of which Traffic Contollers will:

- + Manage Ingress/Egress of Guests to Ensure no queuing on *Willowvale Rd*, and
- + Ensure no Guests Park on *Willowvale Rd*

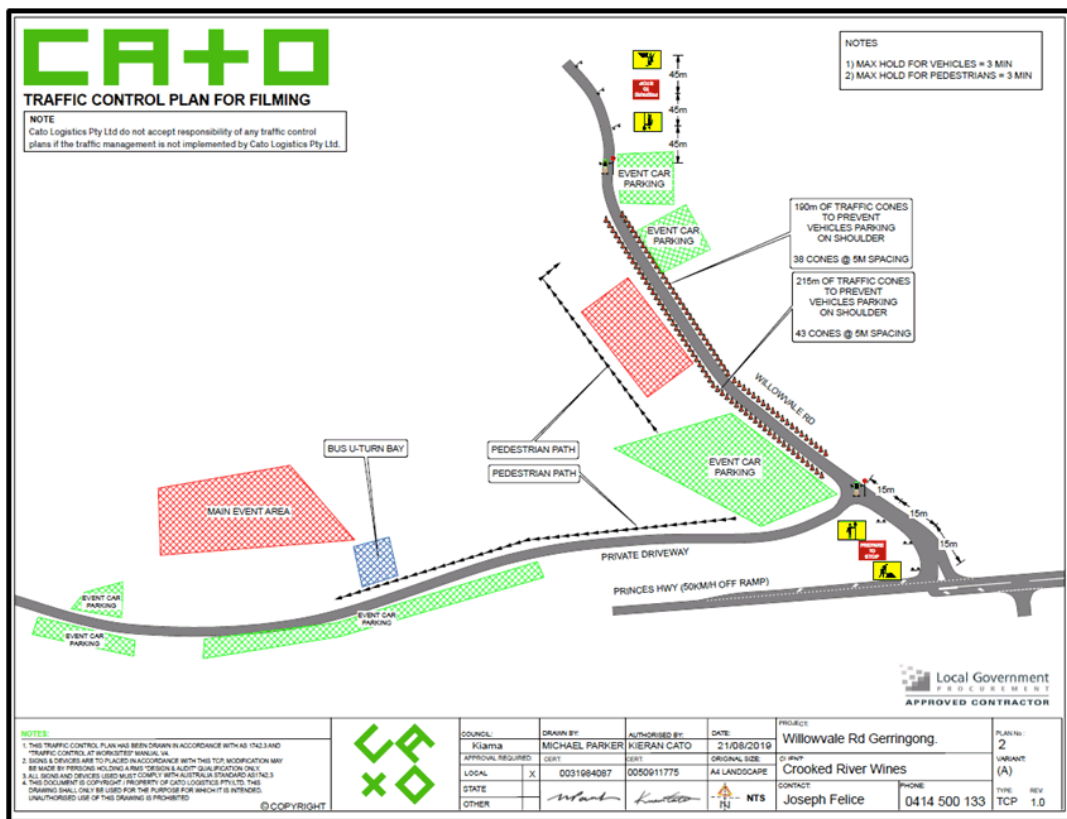


Figure 1.1

6.2 Public Liability Insurance

*****INSERT PLI HERE*****





7 Approvals

7.1 Event Organiser Approval

TMP Approved by:

_____ (Name)

_____ (Signature)
_____ (Date)

7.2 Authorisation to Regulate Traffic

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans and this TMP.

Regulation of Traffic Authorised by: _____ (Council)

_____ (Name)

_____ (Signature) _____ (Date)

The RMS traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans and this TMP

Regulation of Traffic Authorised by: _____ (RMS)

_____ (Name)

_____ (Signature) _____ (Date)

5.2 Kiama Primary School - School Zone Infrastructure Project

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.3 We live in a safe community

Delivery Program: 1.3.3 Undertake local community safety initiatives

Summary

Transport for NSW (TfNSW) has advised Kiama Council that it has been successful in securing funding for Kiama Public School (KPS), for the installation of a formalised raised Children's Pedestrian Crossing under the school zone infrastructure program. The funding amount received from Transport for NSW is \$100,000.

Financial implication

100% funded by TfNSW under the Stimulus NSW Road Safety Program. A variation on this project has been approved to extend the project timeframe to be completed by 30 June 2023.

Risk implication

Concerns have been raised with Council for the safety for students travelling to and from KPS. The KPS P&C sub-committee on 'Traffic and Road Safety', reported to Council in 2021 that the roads around the school are getting busier and identified the need for a formalised Raised Children's Pedestrian Crossing in Collins Street, Kiama.

The School's main entrance is in Bong Bong Street and is the main drop off and pick up point accessed by both school buses, private cars and pedestrians. Pedestrian access to the school is also off Collins Street, Kiama.

It was reported that student enrolments at Kiama Public School increased by 53% between 2011 and 2019 from 349 to 535. The increase in student enrolments has increased the time taken to load and unload buses, increased the numbers of cars using the set down pick up zone, and increased parking demand and pedestrian activity around the school precinct.

KPS have advised they intend to apply to TfNSW for a School Crossing Supervisor to help manage students and vehicles at the new crossing. Previously the school was not eligible for a crossing supervisor given there was no marked foot crossing or school crossing in place.

Council has been successful in receiving funding from TfNSW under the Stimulus NSW Road Safety Program for 2021 – 2022 and has recently received variation confirmation from TfNSW that the time frame for project completion has been extended to 30 June 2023. Following the community consultation the need for a safe crossing point on Thompson Street has been identified and Council is currently liaising with TfNSW for additional funding which if successful will be advised.

Report of RMS delegated formal items

5.2 Kiama Primary School - School Zone Infrastructure Project (cont)

Policy

Local Government Road Safety Program Guidelines

Consultation (internal)

Director of Engineering & Works, Manager Design & Development, Road Safety Officer, Kiama Local Traffic Committee.

Communication/Community engagement

As part of Council's public consultation process, submissions opened 7 February 2022 and closed on Monday 21 March 2022.

Community consultation letters were sent to approximately 30 residents in close proximity to the school in Thompson, Bong Bong and Collins Streets along with the School Principal. Consultation letters were also emailed to representatives of TfNSW.

From the exhibition, one submission was received from the Kiama Primary School P&C Committee.

Attachments

- 1 Kiama Public School - School Zone Infrastructure Program Public Exhibition Submissions Table - Traffic Committee Advice - June 2022
- 2 Kiama Public School pedestrian crossing - Plan

Enclosures

Nil

RECOMMENDATION

That the Committee approve the installation of a formalised raised Children's Pedestrian Crossing including regulatory signage and line marking to be installed on Collins Street, Kiama.

Background

In April 2021, Council received a document from the KPS P&C who formed a sub-committee on traffic and road safety surrounding the school. This document was briefly discussed as part of general business at the Kiama Local Traffic Committee meeting on 6 April 2021, with a subsequent meeting held on site with Council's Road Safety Officer, TfNSW representatives and School Principal to discuss the recommendations contained in the correspondence.

Following a report tabled at the June 2021 Committee meeting, Council applied for grant funding to engage a traffic consultant to prepare a comprehensive Pedestrian Access and Mobility Plan and Traffic/Parking Study for the school precinct.

Report of RMS delegated formal items

5.2 Kiama Primary School - School Zone Infrastructure Project (cont)

While the outcome of the funding application for the Pedestrian Access and Mobility plan is yet to be announced, in October 2021, Council were advised that it had been successful in obtaining grant funding under the Stimulus NSW Road Safety Program for the installation of a formalised raised Children's Pedestrian Crossing in Collins Street, Kiama.

Following the preparation of a concept plan for the proposal, public submissions were invited on the proposal from Monday 7 February 2022 to close of business on Monday 21 March 2022. From the public consultation 2 submissions were received and are included attached.

In brief, the School would like to ensure that the proposed crossing will enable them to apply for a School Crossing Supervisor with TfNSW, which has been unsuccessful to date due to no marked foot crossing or school crossing in place. A crossing supervisor may promote the safety of our students and community when crossing the road whilst travelling to/from school, which is a significant area of concern for staff and the School community.

Kiama Council will consult with representatives of TfNSW to support the school with an application for a school crossing supervisor if the installation of a formalized Raised Children's Pedestrian Crossing is approved.

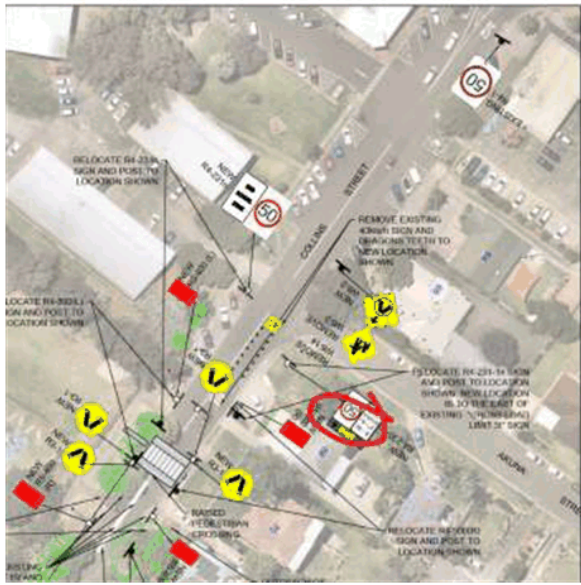
The matter is now referred to the Kiama Local Traffic Committee to independently review the proposal and make a determination on its implementation based on the feedback received.

On this basis it is proposed that Traffic Committee approve the installation of a formalised raised Children's Pedestrian Crossing including regulatory signage and line marking be installed in Collins Street Kiama as per the attached signage and line marking plan.

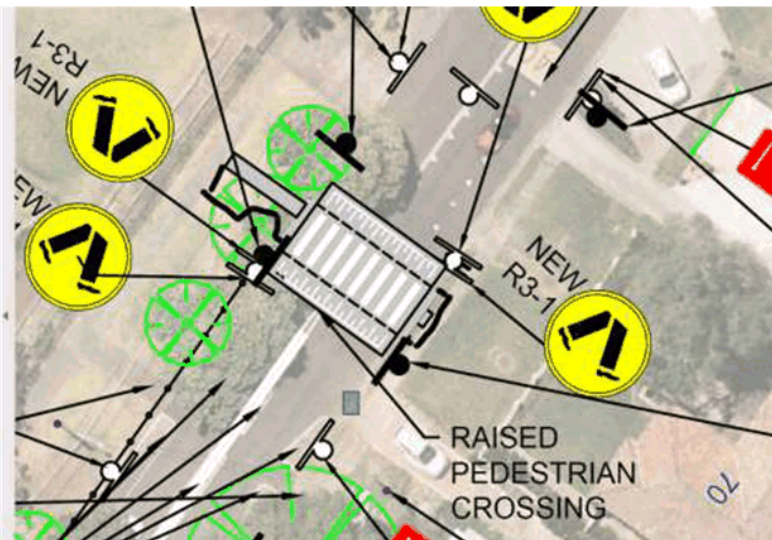
Comments - Kiama Public School	Response
<p>TRIM 22/25677</p> <p>After reviewing the proposed concept design for a raised pedestrian crossing in Collins Street, Kiama Public School supports the comprehensive report and recommendations made to Kiama Municipal Council by Kiama Public School's P&C Committee.</p> <p>Kiama Public School strongly encourage council to ensure that the proposed crossing is established to be classified as a school crossing to enable the school to apply for a School Crossing Supervisor with Transport for NSW. Kiama Public School has been unsuccessful in our applications to date. A crossing supervisor may promote the safety of our students and community when crossing the road whilst travelling to/from school. This is a significant area of concern for staff and the Kiama Public School community.</p> <p>Kiama Public School staff also note;</p> <ul style="list-style-type: none"> - The positioning of the proposed crossing is located underneath a tree canopy, with signage. This will affect the visibility of signage by motorists. This area can also be quite dark once again hindering visibility. An upgrade of lighting around this area will need to be considered to ensure adequate illumination of the proposed crossing. - The fencing proposed to run from the corner of Bong Bong Street down Collins Street may prohibit/reduce the visibility of motorists using this area. This may pose a risk to both motorists and pedestrians attempting to cross at the intersection, therefore potentially exacerbating current road safety issues and concerns. There are also concerns that the location of this fencing may encourage pedestrians to walk on the road when crossing in this area to avoid walking on the desired route. Kiama Public School's P&C has provided recommendations on how to potentially resolve this concern. Kiama Public School support these recommendations. - It would be beneficial to extend the School Zone to extend to encompass Akuna Street to promote school/pedestrian safety due to the number of people utilising this crossing each day. <p>Kiama Public School P&C makes the following comments and recommendations to Council:</p>	<p>Council have consulted with TfNSW in relation to final design changes</p> <p>Council will following up TfNSW on the process for a school crossing supervisor if the raised school pedestrian crossing is established.</p> <p>Council's RSO will continue to work with the school and TfNSW in providing safety tips for parking around the school and provide information on alternative transport options for travel to and from school.</p> <p>The recommendations made will be further Investigated with the development of a proposed Pedestrian and Access Mobility Plan (PAMP) for the Kiama Public school precinct.</p> <p>Council has applied for funding for the development of a PAMP through the next round of Safer Roads 2022 -2023</p> <p>The recommendations will be considered within the scope of the funded project guidelines and the development of the PAMP.</p>
<p>1.Retain concrete blister islands and refuge islands</p> <p>The crossing is positioned beneath a tall tree canopy. The relatively dark conditions affect visibility to the proposed crossing sign on the left hand side of the downhill section of Collins St.</p> <p>Recommendation 1</p> <p>To address this, it is recommended the existing concrete kerb blisters and concrete refuge island uphill of the crossing are retained, with the refuge island filled in to remove the gap.</p>	<p>Supplement to Australian Standard AS 1742.10-2009, Manual of Uniform Traffic Control Devices – Part 10: Pedestrian control and protection Version 3.1</p>

<p>The existing refuge island provides an ideal location to install a crossing sign (R3-1) that will more readily be seen by drivers heading downhill from Bong Bong St towards the crossing. Retaining the concrete kerb blisters will help to narrow the road and moderate traffic speeds approaching the crossing, and on the downhill section will help direct traffic away pedestrians waiting to cross from the school side.</p> <p>Retaining kerb blisters will also deter illegal parking in the No Stopping restrictions around the crossing and the kerb blister on the western side (before the crossing when travelling downhill) may be utilised to install a 'hump' sign that is missing from the current plan so as to warn drivers of the upcoming hump.</p> <p>Photo showing the existing kerb blisters and refuge island – recommend to fill in the gaps and retain Photo illustrating the relatively dark conditions under the tree canopy lining Collins St contributing to making the proposed crossing sign less conspicuous</p>	<p>Transport practice for kerb ramps associated with Pedestrian Crossings, Children's Crossings, Pelican Crossings and Pedestrian Refuges shall be designed in accordance with Standard Drawing R0300-11 Kerb Ramps</p> <p>The retention of the existing blisters will require further investigation to ensure there is no confusion to drivers or pedestrians on the proposed crossing location.</p>
<p>2. Pedestrian fencing restricting sight lines and crossing movements</p> <p>It appears the proposed fence location adjacent to the kerb around the north west corner of the Bong Bong St / Collins St intersection will further restrict sight lines relating to Bong Bong Street traffic coming from the direction of the school to cross Collins St, and for Collins St traffic travelling uphill towards Bong Bong Street.</p> <p>There is already an existing blind spot for Bong Bong Street traffic eastbound traffic to observe Collins Street southbound traffic in particular and the proposed fence location is likely to exacerbate the current road safety issues.</p> <p>Recommendation 2(a) It is recommended that Council plot the sight distances on an aerial photograph to determine how the fence will impact on each of the following:</p> <ul style="list-style-type: none"> • Approach Sight Distance • Safe Intersection Sight distance • Minimum Gap Sight Distance <p>(See Austroads Guide to Road Design Part 4a, Section 3.2)</p> <p>Recommendation 2(b) <i>As an alternative to the fence being installed around the north west corner of the intersection and the associated sight distance issues, the fence could potentially be installed instead on the north east corner of the intersection, set back from the kerb. In conjunction with this the existing footpath could be relocated on more of a diagonal across the wide grassed area of road reserve on the corner. This path could then align with the existing steps leading to Bong Bong Street, whilst also retaining the existing path through to Collins St at the intersection.</i></p> <p>May require a funding variation application to Transport for NSW to fund this footpath extension if it cannot be absorbed into the project cost. It is assumed Council's intention of continuing the fence around the north west corner of the intersection is to direct pedestrians that currently cross Collins St at Bong Bong Street to cross Collins Street instead via the new crossing.</p> <p>However, it is likely that some pedestrians, particularly non-students will continue to cross at the intersection, rather than travel down Collins St to the new crossing and then travel back up the steep uphill grade to continue along Bong Bong Street.</p> <p>The proposed fence adjacent to the kerb will encourage these pedestrians to walk on the road when crossing Collins Street at the intersection in order to avoid the circuitous and strenuous walking route via the proposed new crossing.</p> <p>Recommendation 2(c)</p>	<p>Consideration will be given in placement of fencing. Transparent fencing will be implemented to reduce the restriction of sight lines and improve crossing movements at the proposed crossing location</p> <p>2 (a) Site distances will be in accordance with Austroads Guide to Road Design Part 4a, Section 3.2)</p> <p>2 (b) Footpath extension is not in scope of current project.</p> <p>2.(c) Consideration will be given in placement of fencing.</p> <p>2. (d) Consideration will be given in placement of fencing.</p>

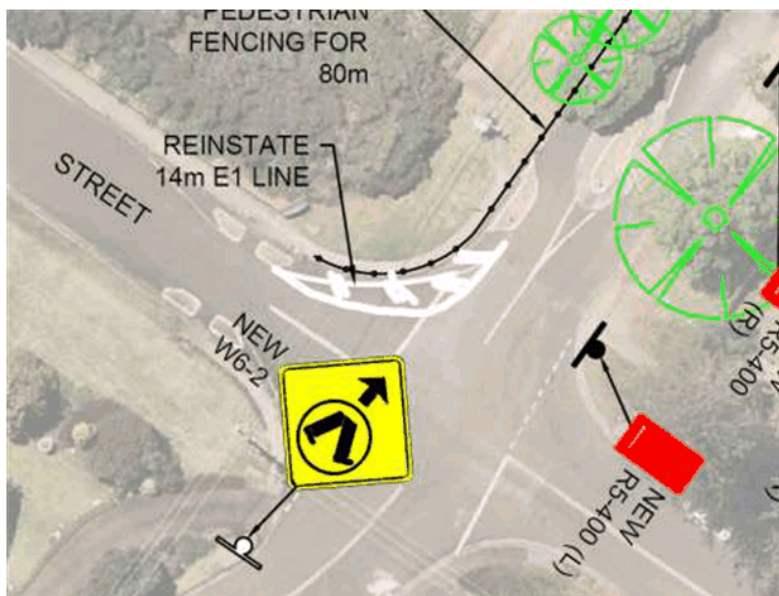
<p><i>Reduce the length of the proposed fence on the western side of Collins Street to commence further down the hill, away from the intersection with Bong Bong Street.</i></p> <p>A fence in this location is useful in addressing the concerns raised in the P&C's Traffic and Safety report in regards to the need to provide pedestrian protection from an out of control vehicle. Many parents / carers congregate in the area around the school's Collins St pedestrian gate, particularly in the PM peak to meet and collect students in this location at the end of the school day.</p> <p>Recommendation 2(d) Ensure the position of the pedestrian fence adjacent to the crossing does not unduly restrict sightlines to / from pedestrians (including small students who may be crossing unassisted)</p>	
<p>3. Wider footpaths and waiting area</p> <p>The proposed footpaths appear to replicate the existing 1.2m footpaths around the school.</p> <p>Recommendation 3(a) Given the high volume of pedestrians around the school, it is recommended the proposed footpaths around the crossing, and the existing footpath leading to the school gate are widened.</p> <p>Recommendation 3(b) Similarly at the crossing, consideration should be given to providing a wider waiting area to cater for the volume of pedestrians needing to cross, accommodate a future school crossing supervisor and avoid the need to stand on grass.</p>	<p>3(a) General footpath widening is not in the scope of the Project.</p> <p>3(b) Footpath widening at the pedestrian crossing approaches will be implemented.</p>
<p>5. Converting raised pedestrian crossing (wombat crossing) to incorporate a school crossing</p> <p>It is understood that Kiama Public School intends to apply to Transport for NSW for a School Crossing Supervisor to help manage students and vehicles at the new crossing. Previously the school was not eligible for a crossing supervisor given there was no marked foot crossing or school crossing in place.</p> <p>Recommendation 5 <i>It is recommended that Council discuss with TfNSW the possibility / advantages of designing and constructing the raised marked foot crossing to incorporate a school crossing from the outset.</i> This will have implications for the length of BB centre barrier lines on both approaches to the crossing and for the placement of posts for crossing flags, and will avoid new lines having to be ground off to create a school crossing.</p>	<p>Project scope is for a raised marked Pedestrian Crossing. Children's crossings are generally on grade structures and require flags, etc to differentiate their part-time status.</p>
<p>6. Need to provide road hump warning signs</p> <p>Recommendation 6(a) <i>Recommend the need for hump warning signs to warn drivers travelling uphill on Collins St of the hump. Ideally a hump sign would not be co-located with the crossing sign.</i></p> <p>Recommendation 6(b) <i>As outlined in Recommendation 1, a hump warning sign to warn drivers travelling downhill could potentially be incorporated into the existing kerb blister (or further towards the intersection with Bong Bong Street).</i></p>	<p>Additional speed hump signs will be included in the design</p>
<p>7. Lighting the crossing</p> <p>The concept design plan provided for public consultation has a notation in the vicinity of Number 72 Collins St stating "outreach of existing street light to be extended". There is no outreach or streetlight currently on this power pole.</p> <p>Recommendation 7 <i>Ensure street lighting is upgraded to ensure illumination is provided in accordance with AS 1158.4 Supplementary lighting at pedestrian crossing.</i></p>	<p>A additional application for Street Lighting will be lodged by Council as part of this project</p>
<p>8. Fluorescent yellow green hump and crossing signs</p>	<p>Signage will be in accordance with</p>

<p><i>It is recommended that Council ensure when ordering the crossing and hump signs that they are sourced in 'fluoro yellow green' colour to match the school zone signs and improve conspicuity under the tree canopy lining Collins Street, not 'fluoro yellow'.</i></p>	<p>Australian standards and in keeping with the current streetscape for Kiama.</p>
<p>9. Yellow unbroken kerbside No Stopping lines</p> <p>Consider installing unbroken yellow 'C3' No Stopping lines to supplement the proposed 'No Stopping' signs.</p>	<p>Yellow unbroken kerbside No Stopping lines will be considered in relation to existing lane edge lines.</p>
<p>10. Incorrect No Stopping sign shown on northbound approach to the crossing</p> <p>It is assumed the design does not permit parking on the western side of Collins Street between Bong Bong Street and the crossing although the loss of parking is not identified in Council's consultation letter. The proposed No Stopping (R) sign is located adjacent to the proposed pedestrian fence.</p> <p>Recommendation 10(a) Amend the proposed No Stopping arrow left sign to No Stopping left and right (R5-400 L&R)</p>	<p>This area currently is a No stopping zone and will not change in future. Signage plan to be adjusted.</p>
<p>TRIM 2022- 037595</p>	
<p>Transport for NSW enquired in relation to how does this fit into the Kiama Town Centre plan? Some minor changes/suggestions on the design are also included.</p> <p>The extension of the 40km/h school zone will require a formal speed zone review. TfNSW will undertake this review. Does council plan to extend the existing HPA 40km/h zone Terralong St? School zone sign incorrectly labelled as "50".</p> 	<p>Council will amend the design to incorporate the changes to signs, footpath widths and line marking.</p> <p>T</p>

If possible, construct connecting paths the width of the crossing. This will provide sufficient room for pedestrians to store and pass each other. It is understood that council may need to locally narrow path around existing tree or use an alternative path material such as FilterPave or bound rubber.



Tighten proposed edge line marking at intersection to encourage slower turn speeds. Paint out shoulder with chevron markings. This will also encourage vehicles to turn on the flatter part of the road.





Can council provide commentary on the location of the crossing and how it fits with the Kiama Town Centre Plan attached.

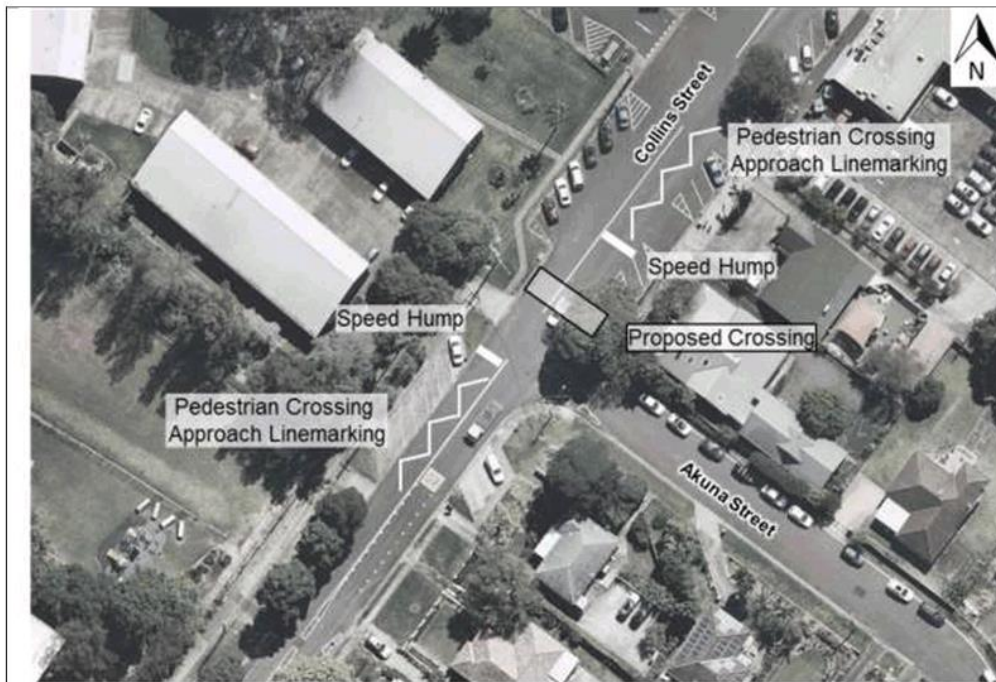


Aerial image sourced from Nearmap

Figure E.1: Recommended Actions

Similar there are additional infrastructure recommendations in the report for Collins St. Can council provide comment on these treatments and if they intend to include them.

The Kiama Town Centre traffic study did identify that a crossing is required in this area and nominated a location further north on Collins St near Akuna St as shown in Fig 9.11. By moving it ~50m south it is considered that similar Traffic Study objectives are being achieved while also having the added benefit of addressing the school's and community's concerns over a safe pedestrian crossing in the vicinity of the school. The traffic study was also envisaging at-grade pedestrian crossing hence the speed humps and advisory linemarking on each approach. As a raised threshold crossing is proposed, the additional approach items are not needed.



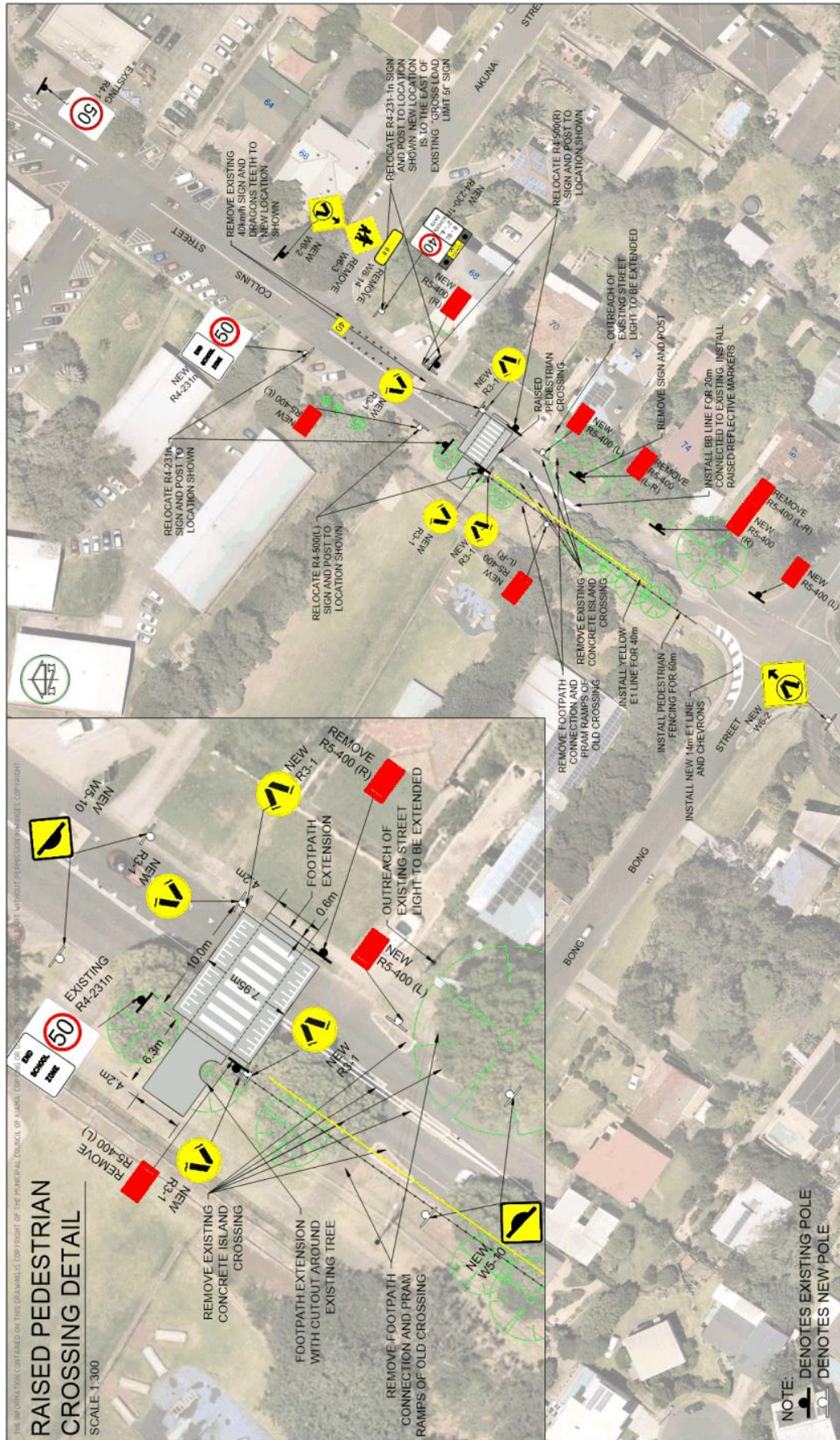
¹ Subject to alternative warrants assessment based on school period volumes.
Aerial image sourced from Google Maps

Figure 9.11: Recommendations for Collins Street/Akuna Street Pedestrian Crossing

Thanks for opportunity to comment,

Item 5.2

Attachment 1



PLAN NUMBER
2623

SHEET 1 OF 1

FILE: 2623

KIAMA PUBLIC SCHOOL RAISED PEDESTRIAN CROSSING
COLLINS STREET, KIAMA
SIGNAGE AND LINEMARKING DETAIL DESIGN

DESIGN	DESIGNED: ZH
DESIGNED: ZH	DESIGNED: ZH
DRAWN: CDL	DRAWN: CDL
DATE: MAY-22	DATE: MAY-22
CHECKED: DB	CHECKED: DB
DATUM: AHD	DATUM: AHD
SURVEYED: BS	SURVEYED: BS
DATE: JAN-21	DATE: JAN-21

SCALES:

PLAN: 1:800
SECTIONS: H 1:300
SECTION: V

ORIGINAL SHEET SIZE: A3

5.3 Kiama High School - Road Safety Program - School Zone Infrastructure Project

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.3 We live in a safe community

Delivery Program: 1.3.3 Undertake local community safety initiatives

Item 5.3

Summary

Transport for NSW (TfNSW) has advised Kiama Council that it has been successful in securing funding for Kiama High School Road Safety improvements for the installation of a formalized raised Pedestrian Crossing on Saddleback Road Kiama under the school zone infrastructure program for the funding amount of \$100,000 with the aim to provide pedestrian and road safety benefits to local schools.

Financial implication

100% funded by Transport for NSW Stimulus NSW Road Safety Program

Risk implication

Concerns have been raised with Council as to the safety for students travelling to and from the Kiama High School within the near proximity of the school. The school has a number of entrances using the street system of Shoalhaven Street to the north and Saddleback Mountain Road to the south. During the before and after school periods it is evident that large movements of pedestrians use these entrances and roadways.

On Saddleback Mountain Road there is considerable activity outside the high school and the benefit of a raised pedestrian crossing would increase visibility for approaching drivers and slow down traffic with the aim to keep pedestrians and drivers safe.

Funding has been received by Transport for NSW Stimulus NSW Road Safety Program for 2021 – 2022 and if the proposed raised pedestrian crossing is not supported it may be difficult to source funding in the future, therefore, compromising pedestrian road safety around the school.

Policy

Local Government Road Safety Program Guidelines 11.7 Pedestrian Safety

Consultation (internal)

Director of Engineering & Works, Manager Development and Development, Road Safety Officer, Local Kiama Traffic Committee.

Report of RMS delegated formal items

5.3 Kiama High School - Road Safety Program - School Zone Infrastructure Project (cont)

Communication/Community engagement

As part of Council's public consultation process, submissions opened 20 January 2022 and closed on Monday 21 March 2022 this was extended from Monday 14 February 2022 to provide extra time for Kiama High School P&C to comment. Community consultation letters were sent to residents in Saddleback Mountain Road and South Kiama Drive.

Kiama P&C conducted a survey to parents of KHS students to obtain their views on the Council Proposal for a pedestrian crossing – There were 65 responders to the survey. Community consultation was also undertaken with the School Principal, representatives from Transport for NSW. Additionally Kiama Central Precinct also distributed information to the wider community.

From the exhibition, eleven submissions were received and are included as attachments to this report. Council's response to the submissions are summarized in the body of this report and detailed in the attached Public exhibition submission table.

Attachments

- 1 Raised Pedestrian Crossing Concept Design - Kiama High School
- 2 Kiama High School - School Zone Infrastructure Program exhibition submissions table

Enclosures

Nil

RECOMMENDATION

That the Committee recommend the installation of a formalised raised Pedestrian Crossing including regulatory signage and line marking be installed opposite the main school Gate 1 on Saddleback Mountain Road, Kiama as shown in diagram 2622.

Background

In 2011 Kiama Council undertook a Pedestrian and Mobility Access Plan for the Kiama High School precinct where the need for a formal crossing on Saddleback Mountain Road was identified as a necessity for students to improve pedestrian and road safety around the school. As a result a Pedestrian Crossing was implemented on Saddleback Mountain Road with access off the existing Service Station in conjunction with a new roundabout at the intersection of Manning, Bonaira and Henley Streets Kiama.

Furthermore, the need for a turnaround facility on Saddleback Mountain Road was identified in the PAMP and implemented by Council in 2017, following the installation of a turnaround bay Council had also received following up requests from the High School P&C at the time to install a pedestrian crossing on Saddleback Mountain Road opposite the school gate.

Report of RMS delegated formal items

5.3 Kiama High School - Road Safety Program - School Zone Infrastructure Project (cont)

From the public consultation, eleven submissions were received and are included as attachments to this report with responses. The main concerns raised were that:

- Why a pedestrian crossing is required at all.
- The installation of a pedestrian crossing would further exacerbate the traffic difficulties and congestion for residents while entering and exiting residential driveways during school hours.
- The loss of parking in the No Parking 'Kiss & Drop' zone & resident's houses opposite;
- The location opposite the main school entry (Gate 1) as opposed to being located further east on Saddleback Mountain Road adjacent to an existing school (Gate 3);
- The senior students and teachers park in the informal car parking space that is parallel to South Kiama Drive and accessed this parking location via the lower end of Saddleback Mountain Road and will not use this crossing.

With the installation of a raised pedestrian crossing it is expected that there will be a reduction of approximately six parking spaces for regulatory no stopping zones which will reduce the No parking 'Kiss & Drop' zone from 131m to 97. This will have some impacts to both residents and parents, but will have significant road safety benefits as it is expected that the installation of a raised pedestrian crossing will improve pedestrian safety by increasing the visibility of pedestrians to approaching drivers; and promoting slow speed movement of motor vehicles on approach and across a crossing.

Following consultation with the School Principal, Council has been advised that the main access to the school is via Gate 1 for parents and students accessing the school grounds. It was advised that due to Covid restrictions and ongoing reasons, access to all other gates were now permanently locked. The location of the proposed pedestrian crossing is directly opposite Gate 1 and feedback from the community, a pedestrian pathway on the southern side of Saddleback Mountain Road has been included to link the pedestrian crossing to the parking area on South Kiama Drive.

The requests to relocate the pedestrian crossing further east and adjacent to an existing school (Gate 3) is not supported due to the proximity of the intersection and concerns that the change in pedestrian priority will have significant traffic impacts on vehicle queuing as they turn onto Saddleback Mountain Road from South Kiama Drive, which will impact on the main travel route to southern Kiama.

Potential crossing trial request

A request was received for Council to implement a short trial of a crossing near (Gate 3) by utilising temporary traffic control devices to narrow Saddleback Mountain Road and traffic controllers to control traffic and assist students to cross

This request is not supported by Council as it would be confusing to drivers and pedestrians. This trail would also be outside of the approved TfNSW funding criteria and would have to be funded by Council for which there is no budget allocation for this. Council also risk losing the TfNSW funding which has time limits for completion by June 2023.

Report of RMS delegated formal items

5.3 Kiama High School - Road Safety Program - School Zone Infrastructure Project (cont)

Comments on alternative crossing types

Council has been advised from TfNSW the following:

- Children's crossing – not eligible under the program (primary/infants schools only)
- Refuge – storage issues with students leaving/travelling in groups, impacts to parking and driveways. No pedestrian priority.
- Roundabout at South Kiama Drive – really only suited to intersections with even flows, could cause further traffic congestion issues which is unsafe for pedestrians
- Traffic lights – far more expensive to construct and maintain for Council and the community, outside of funding guidelines. Furthermore, Council would need to meet pedestrian and vehicle warrants which are highly unlikely at this location.

Feedback from P & C Community Consultation Survey

In February 2022, the Kiama High School (KHS) P&C issued a survey to parents of KHS students to obtain their views on the Council proposal for a pedestrian crossing to be installed across Saddleback Mountain Road, outside the top gate of the high school. The survey consisted of 20 questions. There were 65 respondees to the survey and the results of the survey are included in attachment to this report.

A summary of the survey encouraged Council to consider longer term strategic options that span the full length of the cost spectrum such as; an additional drop off /pick up zone on either the Shoalhaven Street side of the school, or on the vacant land on South Kiama Drive, or both; to look at how the bus bay area and community reserve land on Tanner Place might be better utilised; to consider how the current Saddleback Mountain Road turning bay and street parking/stopping might be better configured; to consider increased signage, the installation of mirrors and/or warning lights; or to install a pedestrian bridge and possibly even traffic lights.

The survey results did not show a clear preference and ideal solution, the KHS P&C did not have an explicit recommendation for Council, but suggested a long-term strategic solution was required to improve student safety on Saddleback Mountain Road with the aim to minimize traffic issues in the area at school drop off and pick up times.

Council is currently investigating

- Constructing a new footpath on the Southern side of Saddleback Mountain Road to link the crossing to the student area on South Kiama Drive to connect the crossing location at Gate 1 as part of this project.
- Additional behavioural messaging for parents using U turn facility for kiss and ride;
- Alternative nearby locations that parents can pick up and drop students at to avoid Saddleback Mountain Road;

Report of RMS delegated formal items

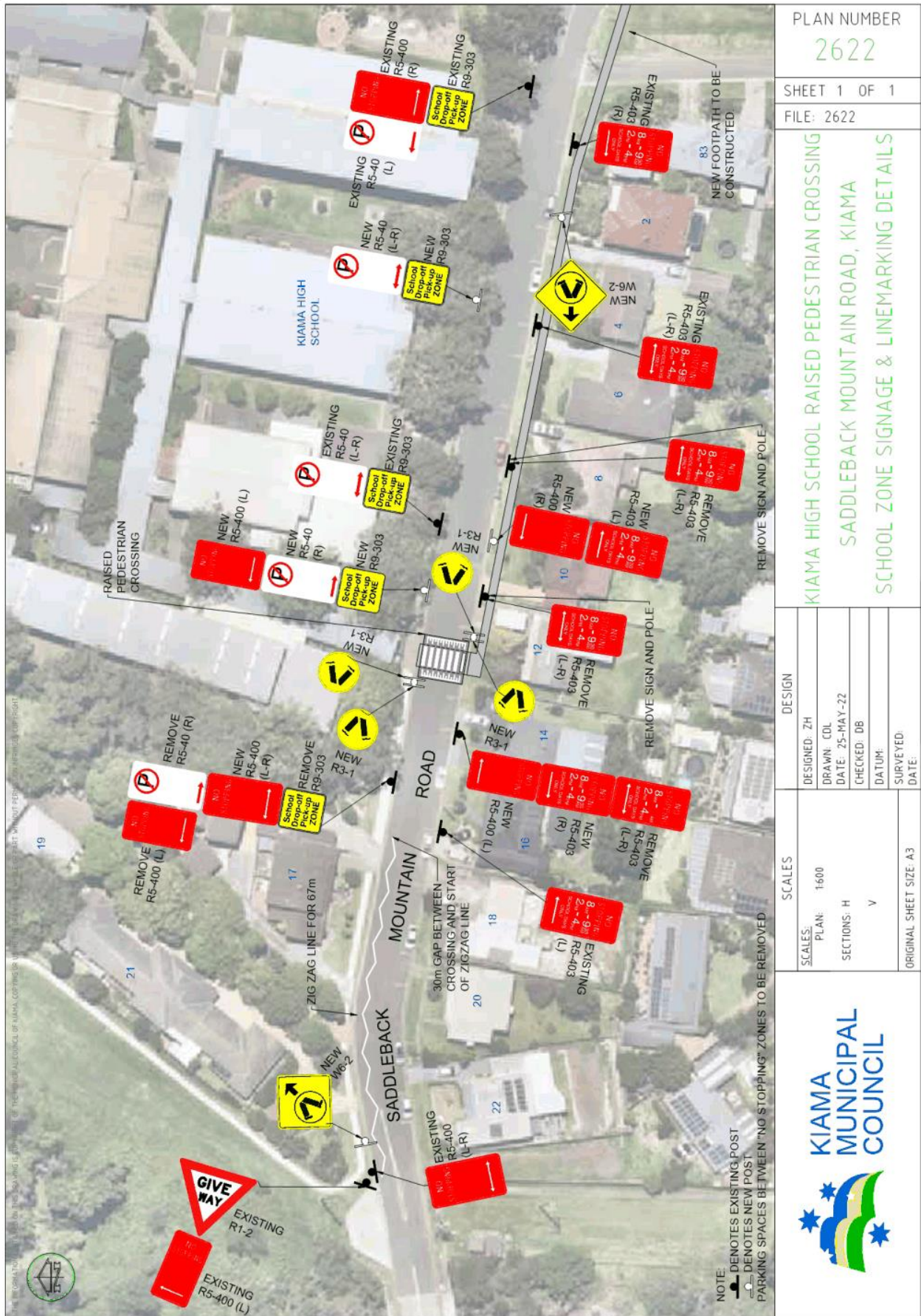
5.3 Kiama High School - Road Safety Program - School Zone Infrastructure Project (cont)

- additional car pick up available for students at the northern side of the school off Shoalhaven Street Kiama.

Following the closure of the submission period, the matter is now referred to the Kiama Local Traffic Committee to independently assess the proposal and make a determination on its implementation based on the feedback received.

On this basis, it is proposed that Traffic Committee approve the installation of a formalised raised Pedestrian Crossing including regulatory signage and line marking be installed at this location as per the attached signage and line marking plan.

Item 5.3



Item 5.3

Attachment 1



Comments - Kiama High School	Response
<p>1. TRIM 22/5739</p> <p>I believe the plan to install the crossing with further exacerbate the difficulties we have entering and exiting our street when school is starting or ending. The majority of residents on our part of the street endeavour to avoid the need to enter or leave the street at these peak times but obviously we have work commitments and school drop-offs that mean that is not always possible. During the morning and afternoon peak periods it is virtually impossible to get into or out of our street due to the volume of cars on Saddleback Mountain Road dropping off or picking up students. The crossing will cause traffic to queue down the left hand side Saddleback Mountain Road, across the end of the street preventing residents and those wishing to park from entering or exiting. If the crossing is to proceed we urge Kiama Council to create a 'Keep Clear' zone at the top of our street (South Kiama Drive - slip road) to ensure we are all able to enter and leave the street more easily.</p>	<p>Congestion around schools is a common occurrence at all a schools during start and finish times for short period only.</p> <p>'Keep Clear' zones are generally only used to prevent queuing across intersections and do not alter the priority for side streets as requested. Option Not supported.</p>
<p>2. TRIM 22/7019</p> <p>The change of signs I am concerned that there will be insufficient spaces to legally drop off and pick up students to school and visitors needing to go into the school.</p> <p>By placing the pedestrian crossing closer to the bottom end of the street there would be less impact of losing car spaces on the road and allowing only a loss of a few car spaces. The school community is always complaining of lack of car space to park outside the school for visitors. By locating the crossing further down the impact would be lessened.</p> <p>I would also like to suggest that consideration be given to closing the entrance of South Kiama Dr</p>	<p>Council has been advised by school principal that the designated access to the school is via Gate 1. Since Covid and for ongoing security reasons all other gates were now permanently locked.</p> <p>Relocating crossing to lower gate will create queuing impacts into South Kiama Drive and disrupt the wider traffic flows into Kiama.</p> <p>Closing the Sth Kiama Drive entrance is not supported as this is the only access pint for residents.</p>
<p>3. TRIM 2022/037580</p> <p>Kiama High School (proposed raised pedestrian crossing on Saddleback Mountain Rd)</p> <ul style="list-style-type: none"> • Warrants are not required as this is a local road. Council should reference the movement of students in the report and how it connects to the high school (place) • Minor signposting suggestions 	<p>Signposting and linemarking suggestions have been included in amended design.</p>
<p>4. TRIM 22/12979</p> <p>The initial concern that I raised when saying that we need a crossing was at the lower end of this road. The senior students and teachers park parallel to South Kiama Drive and accessed via the lower end of Saddleback mountain Road, I am unsure of the street</p>	<p>See Response 2 above</p>

<p>name. In addition many students from the neighbouring houses walk along this street. These students and teachers are crossing from this street along the lower end of Saddle Back Mountain Rd at the eastern end of the school. It is here where the danger for students is and where it is quite difficult crossing the road. There are cars coming up the street that is curved and also parents pulling out from the pick up bay without indicating. The students have to dart across the road quickly.</p> <p>I realise that it needs to be a certain distance from the curve in the road but it needs to be almost inline with the Gate near M block in the school. This will alleviate the issue that is currently faced by our students. There is very little student traffic across the road at Gate 1. And teenage students will not walk this far up out of their way to use a crossing.</p>	<p>A footpath has been added to south side of Saddleback Mtn Rd to link the proposed crossing with the existing student parking area.</p>
<p>5.TRIM 22/15959 and 6. TRIM 22/15950 – submissions via Member for Kiama</p> <p>Concerns raised about the best use of the funding provided under the program as it is planned for Saddleback Mountain Road, Kiama.</p> <p>Improving student safety by the provision of a pedestrian crossing should be viewed as one aspect of protecting students entering and exiting Kiama High School. Another important aspect is the volume of traffic generated by parents dropping off and picking up their children. Normally a very quiet street, Saddleback Mt Rd is the major area for parents to convey their children to school. One of the factors contributing to potential accidents is the number of cars that use the road during that period. The large number of cars means that the designated 130m “drop off/pick up” zone is inadequate to cater for the number of vehicles. This then forces parents to park along the NO STOPPING zone, across driveways, on the overhead bypass bridge and west up Saddleback Mt Rd, with children darting around the cars to be picked up.</p> <p>If the number of vehicles could be reduced along Saddleback Mt Rd, then this could improve the potential safety of all students, not just the children crossing the road. This would mean finding an alternative area for another “drop off/pick up” zone that would not be on a busy road, thus reducing the likelihood of a serious accident.</p> <p>In a survey conducted over a number of days on, it was found that 55% of parents/students headed north along Manning St and 45% of vehicles headed south along South Kiama Drive.</p> <p>One such alternative area could be the Council reserve off Tanner Place, to the northern side of the high school. A one-way Saddleback Mt Rd system could be planned that would allow parents to drop off their children away from busy streets and allowing them to go straight into school without crossing any roads. This would also have the benefit of reducing the number of vehicles using Saddleback Mt Rd and allowing parents to go straight up Bland St onto the freeway.</p>	<p>Funding from TfNSW for implementation of school zone infrastructure projects to provide pedestrian and road safety benefits to local schools.</p> <p>Congestion around schools is a common occurrence at all a schools during start and finish times for short period only.</p> <p>The proposal will reduce the ‘Kiss and Drop’ zone from 131m to 97m.</p> <p>Council’s RSO will continue to work with the school & TfNSW in providing safety advice for parking around schools and alternative transport options.</p> <p>Tanner Place is a Bus zone only and functions well as it separates cars and pedestrians from Buses. This area is not in the scope of the proposed funded project. It should be noted that Council has applied for safer roads funding in past years and has not been successful in gaining</p>

	funding for improvements in Tanner Place.
<p>7. TRIM 22/23146</p> <p>I'm writing in support of a basic "Childrens Crossing" rather than the proposed Raised Pedestrian Crossing.</p> <p>As a resident across the road from the school I am familiar with school movements in the afternoons, knowing these regular patterns I found the proposed raised crossing a little odd for the following reasons:</p> <ol style="list-style-type: none"> 1. All parent pickups are made on the school side of the road where it is safe. 2. There is a pathway on the school side of the road that the majority of students use to safely exit the area. 3. A lot of students that do cross, do so at the service station where it is safe. 4. Or very few students cross to the residential side, it's mainly senior students that park at the bottom of the hill, and this is where they cross, at the corner of Saddleback Mountain Rd. 5. The proposed crossing just leads into the front yard of No. 12 where there is no footpath. 6. Encouraging students to cross and walk down the residential side means they will cross many driveways which cannot be safer than the footpath on the school side 7. Due to the 'NO Parking' on the residential side during pickup hours a number or residents are required to park in their own front yards, this can create possible obstructions and blind spots making walking and or picking up on this side unsafe. <p>In my opinion, if we need a new crossing for safety it would be on Manning street just before the shops/cafe area, this is a high traffic area where residents, students and passes by park on the residential side and need to cross the busy road to access the shops.</p>	<p>Children's crossing at a High school is not supported by TfNSW.</p> <p>See Responses 2 & 4 above.</p> <p>Request for a crossing in Manning Street is not in the project scope as it is not in the school zone</p>
<p>8. TRIM 22/23191</p> <p>Improving student safety by the provision of a pedestrian crossing should be viewed as one aspect of protecting students entering and exiting Kiama High School. Another important aspect is the volume of traffic generated by parents as student safety is an issue with children being dropped off and picked up by parents. There has been a steady increase of student parking and parents dropping off/picking up students and this trend will only increase. Normally a very quiet street, Saddleback Mt Rd is the main street used by parents to convey their children to school.</p> <p>The main issue that concerns the people that have spoken to me is the number of parents (and students) using Saddleback Mt Rd to drop off and pick up children, with cars parked beyond the designated zone, along the No Stopping area and even parked on the overhead bridge. Given the large number of cars pulling in and out of spots, it is considered that this represents a great danger to students entering and exiting cars.</p> <p>Concerns raised from discussions with residents were:</p> <ul style="list-style-type: none"> • What is the rationale for building a \$100,000 raised pedestrian crossing that is designed for heavy and constant pedestrian use? This is not the case with Saddleback Mountain Road as it is normally a quiet street with minimal pedestrian traffic, has good visibility, a 40km speed limit at the start and end of school and will have zig zag lines painted on the road indicating to drivers they are approaching a crossing. • A more cost-effective solution than a raised pedestrian crossing would be a Children's Crossing. This can be used at any time of the day, with a red flag displaying the words CHILDREN CROSSING and achieve the same result. The 	<p>See Response 5 above.</p> <p>See Response 7 above.</p>

<p>money saved from this option could be used for other road safety projects around the school, such as an alternative area for parents to drop off their children. This would also reduce the number of designated parking sites that would be used for the larger raised pedestrian crossing.</p>	
<p>9.TRIM 22/23230</p>	
<p>Please accept my absolute objection to the proposed raised pedestrian crossing adjacent to 11 Saddleback Mountain Road - Kiama High School, and 12 Saddleback Mountain Road, Kiama. The existing (and longstanding) traffic and safety issues concerning this 200 metre section of Saddleback Mountain Road will be immeasurably exacerbated by this addition to the "problem".</p> <p>Existing issues</p> <ul style="list-style-type: none"> • Extremely steep grade road (increasing vehicle downhill momentum – increased vehicle stopping distance required) • Poor lines of sight (exacerbated by off camber bend narrowed by parked cars and pick up traffic) • Turning bay (placed on blind corner with complete road block congestion at pick up times) • Bridge (extremely steep grade bridge adjoining turning bay and blind corner) • Parked cars (further minimise poor line of sight and force traffic to centre of road) • Vehicle drop off / pick up area and traffic (completely block public road and results in unsafe one way traffic at best) • Student vehicle traffic (greatly increased student vehicle traffic and overflowing parking congestion) • Service delivery to High School traffic (many school deliveries are made at this location) • Tourist traffic (significant tourist road to Saddleback Mountain Lookout and Jamberoo Valley) • Agricultural traffic (trucks / livestock carriers service over 100 rural properties via this route) • Resident traffic (Saddleback Mountain Road services over 100 residences) • South Kiama Drive traffic (congestion at peak times generate complete grid lock at this intersection) • South Kiama Drive pedestrian crossing (at peak times constant student flow across pedestrian crossing halts traffic to an unacceptable level) <p>.....and now this proposal is to add another pedestrian crossing in the most dangerous location possible? The object of this Transport of NSW funding is to "provide pedestrian and road safety benefits to local schools" and this proposal fails to address this, as it actually increases danger to students as well as ALL public road users.</p> <p>If the true concern is about student safety, then this should not in turn create a greater safety issue for students nor increase greater risk for ALL road users which this proposal will. A solution must be formed that benefits everyone and uses such public funding wisely with positive outcomes. I welcome a thorough investigation into producing a more viable and safer outcome for all. This is a unique location with many constraints that make this particularly difficult to provide an optimal outcome, but we can do much better than this continual haphazard "bandaid" approach (aka the turning bay which has created greater safety issues).</p>	<p>Gradient or road and bridge is ~10%, which is not considered steep.</p> <p>Turning bay was identified in Kiama High School PAMP 2010 & has compliant sight distances and function well.</p> <p>No stopping zones are existing for sight distance compliance.</p> <p>The proposed raised pedestrian crossing would increase visibility for approaching drivers and slow down traffic which will improve pedestrian safety.</p>
<p>10.TRIM 22/26391</p>	
<p>Kiama High School P&C Pedestrian & Traffic Survey: Saddleback Mountain Road. March 2022 Overview: In February 2022, the Kiama High School (KHS) P&C issued a survey to parents of KHS students to obtain their views on the Council proposal for a pedestrian</p>	<p>For consideration in Traffic Committee Report</p>

<p>crossing to be installed across Saddleback Mountain Road, outside the top gate of the high school.</p> <p>The survey consisted of 20 questions: 8 forced response questions (with a choice of yes/no/maybe or improve/worsen/no change responses) with each of those questions then having a follow up open-ended question seeking further information. There was also 1 question seeking opinions on the preferred type of crossing should one be installed and lastly 3 open-ended questions to enable parents to express further opinions.</p> <p>There were 65 respondees to the survey.</p> <p>Survey Summary:</p> <p>A) Current proposal to place a raised pedestrian crossing at the top gate on Saddleback Mountain Road:</p> <ol style="list-style-type: none"> 1. 32% respondents approve of this proposal 2. 48% respondents do not approve of this proposal 3. 31% think it will improve student safety 4. 58 % think it will make pickups and drop offs of students more difficult 5. Only 14% think that it will not make pick up and drop offs more difficult 6. 72% think that it will have a worsening impact on traffic <p>B) Alternative proposal to place a pedestrian crossing at the bottom gate:</p> <ol style="list-style-type: none"> 1. 49% prefer this proposal 2. 28% do not prefer this proposal 3. 49% think it will improve student safety 4. 34% think it will make pickups and drop offs of students more difficult 5. 41% think that it will not make pick up and drop offs more difficult 6. 64% think that it will have a worsening impact on traffic <p>C) Any proposal for a pedestrian crossing on Saddleback Mountain Road:</p> <ol style="list-style-type: none"> 1. 50% think there is a need for a pedestrian crossing 2. 33% think there is no need (and 17% are unsure) <p>Survey Results:</p> <p>Question 1 Yes32% Maybe20% No48%</p> <p>Do you approve of the current plan to put a raised pedestrian crossing at the top gate at KHS?</p> <p>Question 2; Very few students will utilize that crossing, predominantly only those who live in Hillview Circuit reasons for answer to Q1</p> <p>No</p> <p>Yes Safety</p> <p>Yes Will help to slow down traffic and provide a safer crossing</p> <p>Yes It looks good and should improve safety.</p> <p>Yes Definitely need a crossing for school students.</p> <p>Maybe Would students use it? Also, there's no path on the other side of the road.</p> <p>No Not many people cross the road at this location, it is much busier near the lower gate.</p>	
---	--

<p>Maybe</p> <p>No</p>	<p>I'm not sure being able to cross is the biggest problem there. Surely the main people using it are students who have a license and can cross a road safely. The problem is parents not utilizing the drop off zone properly which potentially will be worse after the crossing goes through. So it depends on how that aspect is going to be resolved.</p> <p>It is too close to the bend and most students cross the road down the bottom</p>	
<p>Overview: In February 2022, the Kiama High School (KHS) P&C issued a survey to parents of KHS students to obtain their views on the Council proposal for a pedestrian crossing to be installed across Saddleback Mountain Road, outside the top gate of the high school. The survey consisted of 20 questions: 8 forced response questions (with a choice of yes/no/maybe or improve/worsen/no change responses) with each of those questions then having a follow up open-ended question seeking further information. There was also 1 question seeking opinions on the preferred type of crossing should one be installed and lastly 3 open-ended questions to enable parents to express further opinions. There were 65 respondees to the survey.</p> <p>Survey Summary:</p> <p>A) Current proposal to place a raised pedestrian crossing at the top gate on Saddleback Mountain Road:</p> <ol style="list-style-type: none"> 32% respondents approve of this proposal 48% respondents do not approve of this proposal 31% think it will improve student safety 58 % think it will make pickups and drop offs of students more difficult Only 14% think that it will not make pick up and drop offs more difficult 72% think that it will have a worsening impact on traffic <p>B) Alternative proposal to place a pedestrian crossing at the bottom gate:</p> <ol style="list-style-type: none"> 49% prefer this proposal 28% do not prefer this proposal 49% think it will improve student safety 34% think it will make pickups and drop offs of students more difficult 41% think that it will not make pick up and drop offs more difficult 64% think that it will have a worsening impact on traffic <p>C) Any proposal for a pedestrian crossing on Saddleback Mountain Road:</p> <ol style="list-style-type: none"> 50% think there is a need for a pedestrian crossing 33% think there is no need (and 17% are unsure) <p>The Council is encouraged to consider longer term strategic options that span the full length of the cost spectrum such as; an additional drop off /pick up zone on either the Shoalhaven Street side of the school, or on the vacant land on South Kiama Drive, or both; to look at how the bus bay area and land on Tanner Place might be better utilised; to consider how the current Saddleback Mountain Road turning bay and street parking/stopping might be better configured; to consider increased signage, the installation of mirrors and/or warning lights; or to install a pedestrian bridge and possibly even traffic lights.</p> <p>The KHS P&C have functioned as a conduit to ensure KHS parents can voice their views and opinions to Kiama Council on the Council's pedestrian crossing proposal. As a clear preference and ideal solution is not clearly obvious, and as we are not traffic</p>		

<p>experts, the KHS P&C do not have an explicit recommendation for Council, except that there is clearly a long-term strategic solution required to improve student safety on Saddleback Mountain Road while minimising the traffic chaos in the area at school drop off and pick up times.</p>	
<p>11. TRIM 22/26025</p>	
<p>1. Why a crossing is required in Saddleback Mountain Road</p> <p>Firstly I would like to advise that I am strongly of the view that a pedestrian crossing facility is required somewhere in the vicinity of Kiama High School on Saddleback Mountain Road. I also outline in this submission why I think the proposed crossing would be better positioned further down the hill, closer to South Kiama Drive. My view that a crossing is needed has been informed through observations of students having difficulty crossing Saddleback Mountain Road and through conversations with my own children and their friends who are all students at Kiama High School and must cross Saddleback Mountain Road without the benefit of a crossing. Obtaining the views of those who would benefit from a crossing is as important as consulting with residents and those driving past. If Council was to undertake its own consultation directly with those crossing Saddleback Mountain Road on foot it would likely provide new insights for Council regarding the difficulties experienced in crossing the road, and the most appropriate location for a crossing. Importantly, this is likely to provide a different view to those of the adjacent residents who have been advised of the crossing proposal, and those of drivers, most of whom may not appreciate the difficulties of crossing Saddleback Mountain Road, or attempted to do so. Currently students and others on foot run the gauntlet of trying to cross Saddleback Mountain Road whilst avoiding being hit by vehicles travelling in either direction. As traffic volumes in Kiama increase, the risks to students increase. It is appropriate that Council is seeking to address the safety risks before a serious incident occurs. A crossing in any location is likely to lead to some objections, whether this be related to loss of street parking or traffic delays. Some minor delays to traffic are inevitable and clearly this is true of the existing marked foot crossings on Terralong St and Manning Street. Any minor inconvenience to traffic needs to be weighed up against the significant enhancement to pedestrian safety that a crossing would create. I commend Council for identifying the risk to vulnerable road users and in proposing a crossing as a solution. However, I have outlined below why I believe the proposed crossing location at the main entry to the school (Gate 1) does not satisfy the desire line for students, teachers, parents etc. to cross Saddleback Mountain Road. Instead, I suggest an alternative location near where the majority of students already cross, in the vicinity of Gate 3, slightly further uphill from the service road used by students for parking and by those walking between the southern Kiama suburbs and the school.</p> <p>2. Why the crossing location proposed by Council is not in the best location</p> <p>The proposed crossing location at the main gate to the school does not satisfy the desire line for students, teachers, parents and others to cross Saddleback Mountain Road. The overwhelming desire to cross is in the vicinity of Gate 3, just west (uphill) of the service road (parallel to South Kiama Drive) enabling these students to avoid all the activity at Gate 1. This includes the crossing demand by students from areas and streets around Marks St, Marsden St, Surfleet Place and from parts of Hillview Circuit. The crossing location proposed by Council is unlikely to be well patronised given it does not satisfy the pedestrian desire line. Moreover, it would be impractical to install a fence to corral students towards a crossing at the main gate since it would interfere with driveways, and on the school side would eliminate the current set down / pick up 'No Parking' zone. The lack of a footpath on the southern side of Saddleback Mountain Road in Council's current proposal appears to be an oversight that was not included in Council's grant</p>	<p>In 2017 following the installation of a turnaround bay, Council received following up requests from the High School P&C at the time, to install a pedestrian crossing on Saddleback Mountain Road opposite the school gate.</p> <p>See Responses 2 & 4 above.</p>

<p>application. Should Council attempt to retrofit a footpath, as would be necessary to provide address accessibility, this would prohibit residents from the current practice of parking on the nature strip, or front lawns, creating additional issues for residents. Whilst parking on the nature strip may technically be illegal, currently it does not interfere with large numbers of pedestrians, mainly because pedestrians choose to cross at Gate 3, not at Gate 1.</p> <p>In contrast to Council's proposal, a crossing near Gate 3 instead would avoid the costs associated with installing a lengthy footpath on the southern side, and avoids impacting on residents parking.</p> <p>Compared to Council's proposal, observations indicate parking does not appear to occur on the southern side of Saddleback Mountain Road for some distance west of the service road at any time of the day. This may partly be due to the fact that vehicle access to the residence on the corner with service road is from the service road itself, not from Saddleback Mountain Road. For this reason, a crossing near Gate 3 is likely to have far less of an impact on residents parking than a crossing at the main gate (Gate 1).</p> <p>A crossing at the main gate will directly prohibit the current practice and strong desire by parents to drop students at the main gate. It should be noted that this also includes those students with disabilities or restricted movement (ranging from broken legs, ankles, toes etc.) who may not require, or be eligible to use a formal disabled parking space.</p> <p>A crossing at the main gate would interfere with the flow of traffic accessing the 'No Parking' set down / pick up zone by delaying the stream of traffic seeking to enter the zone, particularly in the AM school peak. Traffic movements exiting this zone tend to be more random in nature since unlike traffic entering the zone the exiting traffic is not travelling in a platoon. Hence there tend to be more gaps for traffic exiting the zone, and a crossing near Gate 3 would have less impact on traffic flow.</p> <p>Positioning a crossing near Gate 3 would not interfere with the No Parking activities to the same extent. By still providing queuing space between the crossing and South Kiama Drive it would help to minimise any delays on traffic using South Kiama Drive and on traffic turning into South Kiama Drive from Saddleback Mountain Road. It would also potentially make it easier for traffic to exit the service road to turn right at Saddleback Mountain Road, due to pedestrians using the crossing creating gaps in eastbound (downhill) traffic.</p> <p>In determining a feasible location for the crossing in the vicinity of Gate 3, there may be potential to slightly shift the location of Gate 4 and associate layback (used for emergency access to the school).</p> <p>3. Suggested installation of kerb blisters to improve safety at the crossing and minimize any impact on parking</p> <p>The current proposal by Council does not physically prohibit drivers from forming two lanes of traffic in the eastbound lane (heading down the hill) outside the school. The current practice is for some vehicles to enter the kerbside 'No Parking' zone whilst others, including through traffic, continue past these vehicles. The current design put forward for public consultation does not prohibit this practice at the crossing itself and could potentially result in two vehicles travelling across the crossing in the same direction. This introduces inherent safety risks for students.</p> <p>It is suggested that in addition to relocating the proposed crossing to a location near Gate 3, Council should also include kerb blisters as part of the design of the crossing to narrow the road at the crossing point. Regulatory double centre barrier dividing lines appear to be missing from the proposal for public consultation and in conjunction with kerb blister would further help to resolve this issue.</p> <p>Kerb blisters have a number of other advantages including:</p> <ul style="list-style-type: none"> • Reducing the length of parking restrictions required at the crossing (See for example the existing raised crossing in Manning Street at Surf Beach where vehicles are able to park in very close proximity to the crossing). 	<p>No Stopping zones on crossing approaches and departure of would prohibit vehicle parking & not result in 2 eastbound vehicles as stated.</p> <p>Kerb blister are not supported as it would interfere with traffic flow through during the</p>
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<ul style="list-style-type: none"> Improving sight lines at the crossing, both for pedestrians to vehicles and vice versa Reducing the crossing width, thereby minimising the time pedestrians are exposed to traffic Minimising traffic delays by reducing the time pedestrians take to cross through shortening the distance pedestrians are required to travel. Provides greater certainty for drivers as to whether a pedestrian(s) will step onto the crossing or instead continue walking along the footpath (particularly on the northern school side), plus this provides greater reaction time for motorists to determine whether they will need to stop, enabling them to adjust their traffic speed accordingly. Creating additional queuing space for pedestrians to queue before crossing. This is an important consideration to avoid blocking the well utilized footpath on the northern side outside the school and given the relatively narrow nature strip on the southern side. <p>4. Potential crossing trial</p> <p>If necessary, Council could implement a short trial of a crossing near Gate 3 by utilising temporary traffic control devices to narrow Saddleback Mountain Road and traffic controllers to control traffic and assist students to cross. The traffic controllers would need to simulate a zebra crossing and not unduly delay traffic. A trial would enable Council to gauge and quantify the effect on traffic and compare to other existing crossings. In addition, a trial would provide an opportunity for Council to observe and engage directly with students on the ground so as to acquire immediate feedback from students and others walking to and from school and crossing Saddleback Mountain Road.</p> <p>5. Comments on alternative crossing types</p> <ul style="list-style-type: none"> (a) Wombat crossing (raised zebra crossing) <p>A raised crossing is definitely preferable in terms of keeping students safe which, after all, is the main aim of the project. A raised crossing near Gate 3 (near the service road) has a number of advantages compared to Council's proposed crossing at Gate 1.</p> <p>A crossing near Gate 3 would be positioned on a relatively shallow section of road, as opposed to being on a steeper uphill / downhill grade at Gate 1. This would make a crossing at Gate 3 easier to traverse for vehicles.</p> <p>Compared to Gate 1, traffic at Gate 3 is travelling relatively slow near the intersection with South Kiama Drive due to the need to merge with or diverge from traffic in South Kiama Drive. This minimizes the amount of braking and accelerating associated with the crossing as to a large extent these activities are already occurring given the proximity to the intersection.</p> <p>A raised crossing near Gate 3 can be relatively shallow since traffic is not travelling at high speed. Even a shallow raised crossing would enhance road safety by helping to moderate vehicle speeds through the school zone and by improving the visibility of pedestrians crossing.</p> <p>All the above would help to minimize the amount of noise associated with a raised crossing near Gate 3 compared to Gate 1.</p> <ul style="list-style-type: none"> (b) Part time children's crossing without school crossing supervisor <p>A part time school crossing with flags would not offer any real advantages in terms of parking given the parking on the northern side is already restricted full time and not available for use by the residents opposite.</p>	<p>school zone parking restrictions.</p> <p>The raised pedestrian crossing provides pedestrian priority and a higher level of safety</p> <p>A trial pedestrian crossing utilising traffic controllers is a default Children's crossing and is not supported under the funding guidelines. It is expected this would lead to driver confusion and legal parking zones.</p> <p>This project is for funding of a raised Pedestrian crossing.</p> <p>See Response 2 above.</p> <p>Traffic turning from South Kiama Drive westbound into Saddleback Mountain Road are <u>not</u> travelling relatively slowly</p> <p>See Response 7 above.</p>
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<p>As outlined previously, kerb blisters need to be included as part of any crossing proposal. A children's crossing with kerb blisters would have a similar full time effect on parking to a wombat (raised zebra crossing).</p> <ul style="list-style-type: none"> • (c) Refuge island with kerb blisters <p>A refuge island enables pedestrians to cross the road in two stages. For the reasons outlined previously, kerb blisters should form part of any refuge island proposal at the school.</p> <p>A refuge island would need to be designed to be big enough to cater for the groups of students requiring to cross Saddleback Mountain Road. The longer / wider a refuge island becomes, the higher the risk that a student will step from the refuge island without adequate sight distance to approaching traffic due to it being obscured by adjacent students waiting to cross the road. A refuge island must still incorporate parking restrictions similar to a wombat and children's crossing.</p>	<p>Road width does not support the installation of a refuge island with kerb blisters as it would impact on through traffic flows during school zone times. This option has lesser pedestrian safety than the proposal.</p>
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5.4 Accessible Parking Spaces Audit

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.3 We live in a safe community

Delivery Program: 1.3.3 Undertake local community safety initiatives

Summary

The report responds to a request made at the May 2022 Local Traffic Committee meeting by Councillor Larkins and provides the location of accessible parking spaces in the town centres as audited in 2016.

Financial implication

Nil

Risk implication

Nil

Policy

Disability Action plan

Consultation (internal)

Nil

Communication/Community engagement

Previous Council Access Committee

Attachments

- 1 Disabled Parking - Terralong Street Kiama
- 2 Disabled Parking - Gerringong CBD

Enclosures

Nil

RECOMMENDATION

That the Committee note the accessible parking space audit plans attached.

Report of RMS delegated formal items

5.4 Accessible Parking Spaces Audit (cont)

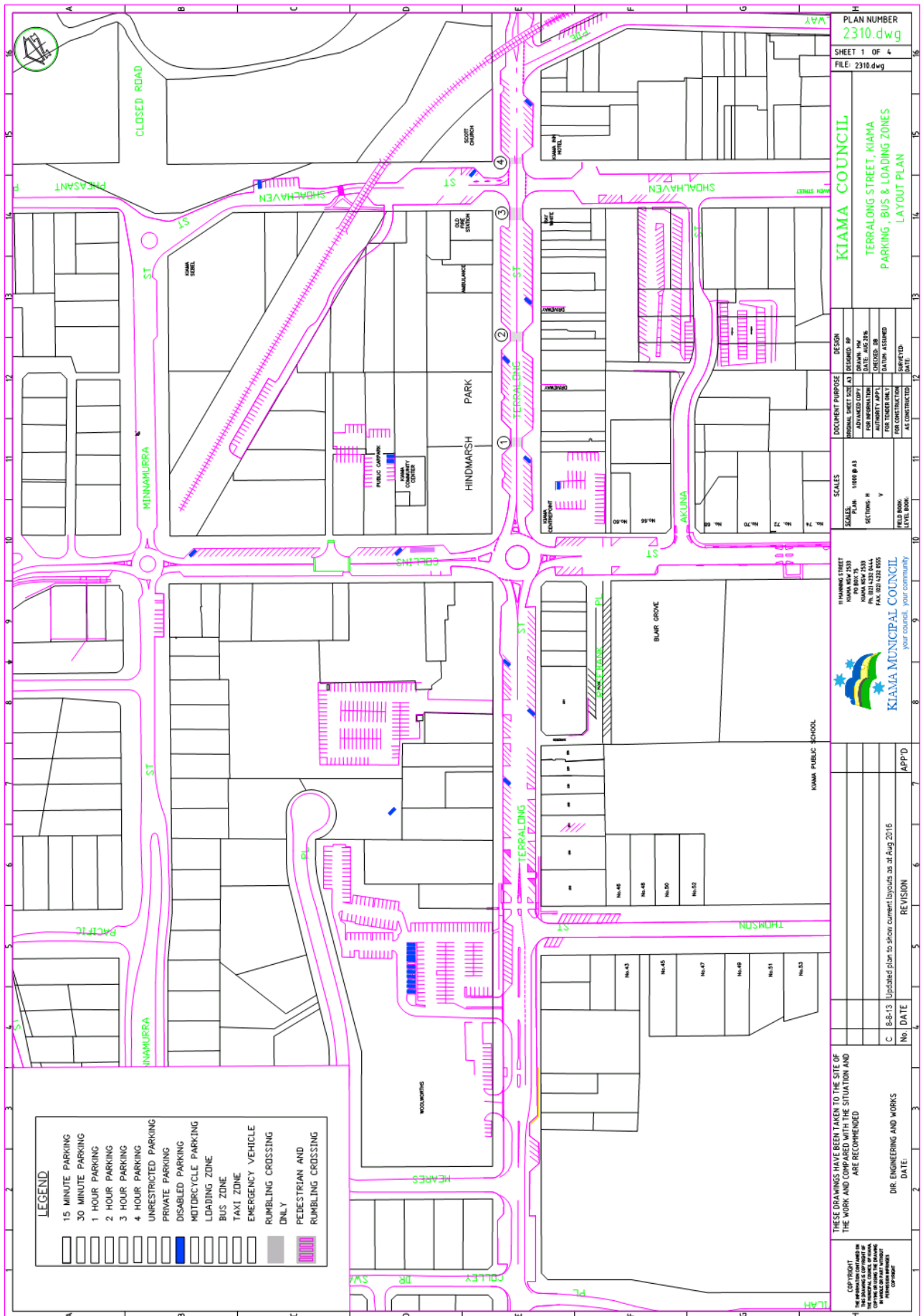
Background

At the May 2022 Local Traffic Committee meeting, a request was made from Cllr Larkins for the results on the previous disability parking audit.

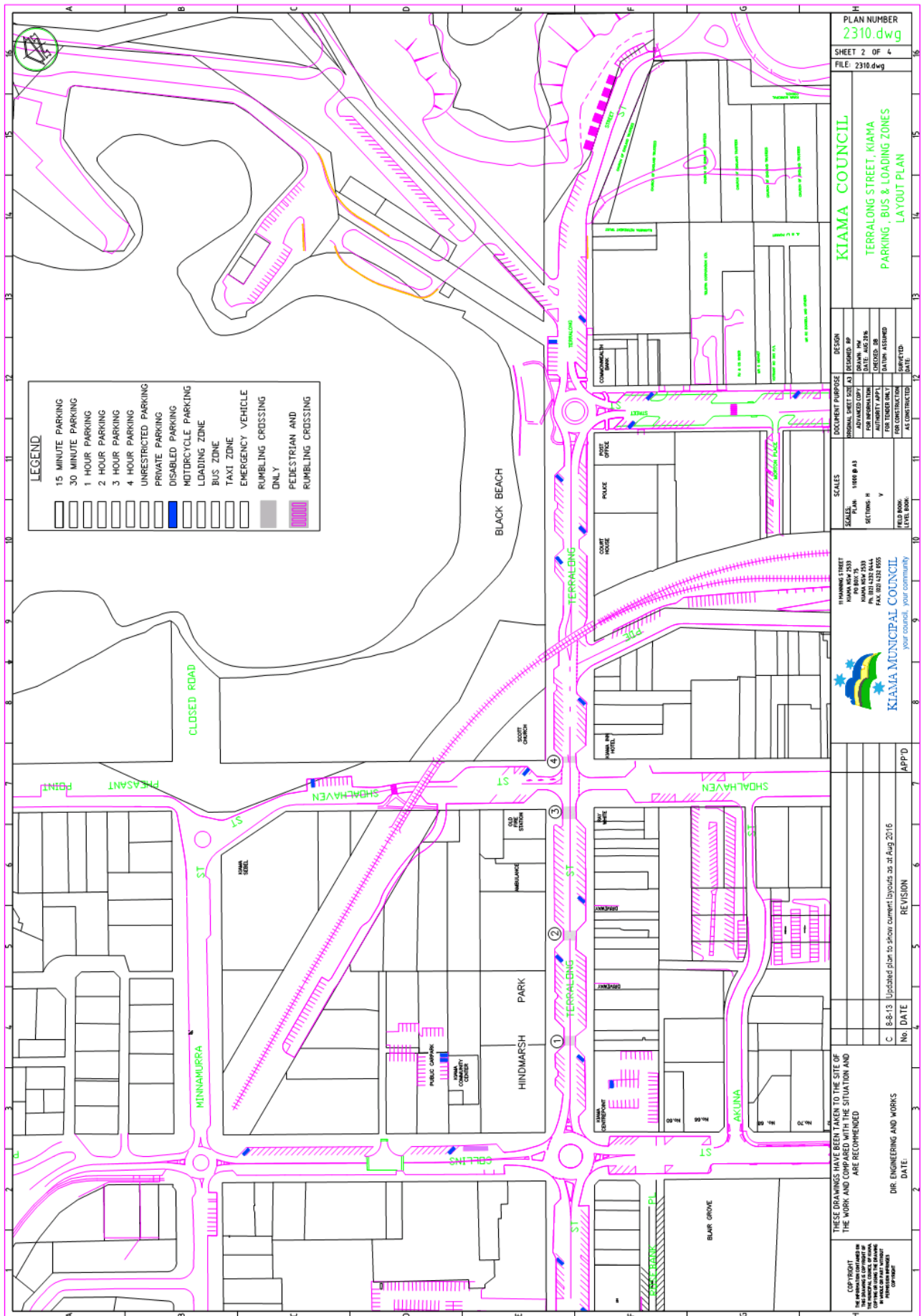
In 2016, Council undertook an audit of its public parking spaces to determine the location of its accessible parking spaces. A plan of these spaces are included attached for the Kiama and Gerringong town centres. In general, disabled parking spaces are located in areas of highest usage and to provide maximum accessibility to the nearby services, shops and parks in the vicinity.

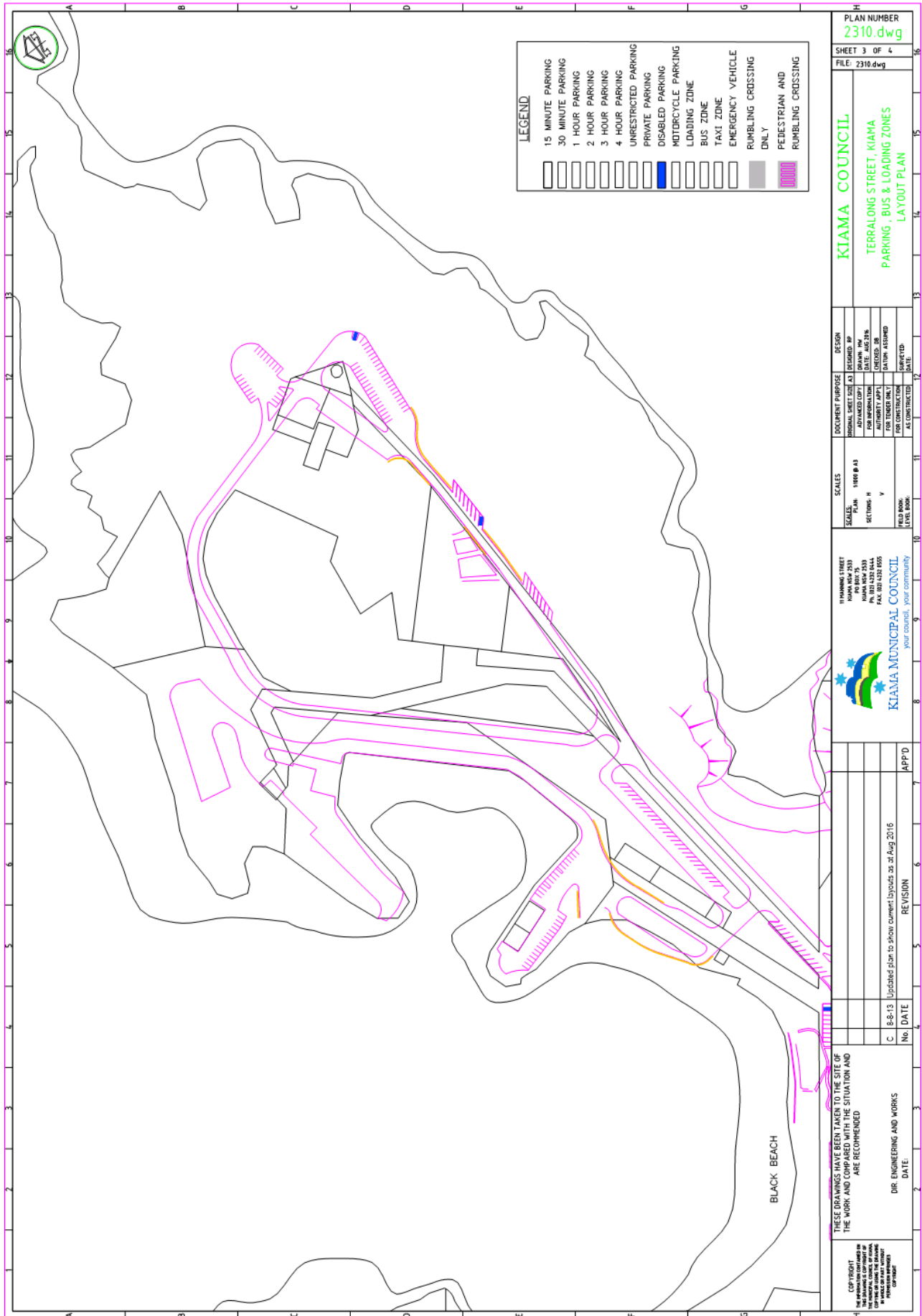
Whilst there are no standards for the minimum number of accessible parking spaces in public areas, it is considered that Council provides a high number of accessible parking spaces for the community, which is commensurate with the Municipality's population demographics. For example using the Gerringong town centre, the Building Code of Australia specifies for building developments, 1 accessible space for every 100 spaces, whereas the 94 parking spaces in the vicinity of the supermarket contained 3 disabled spaces.

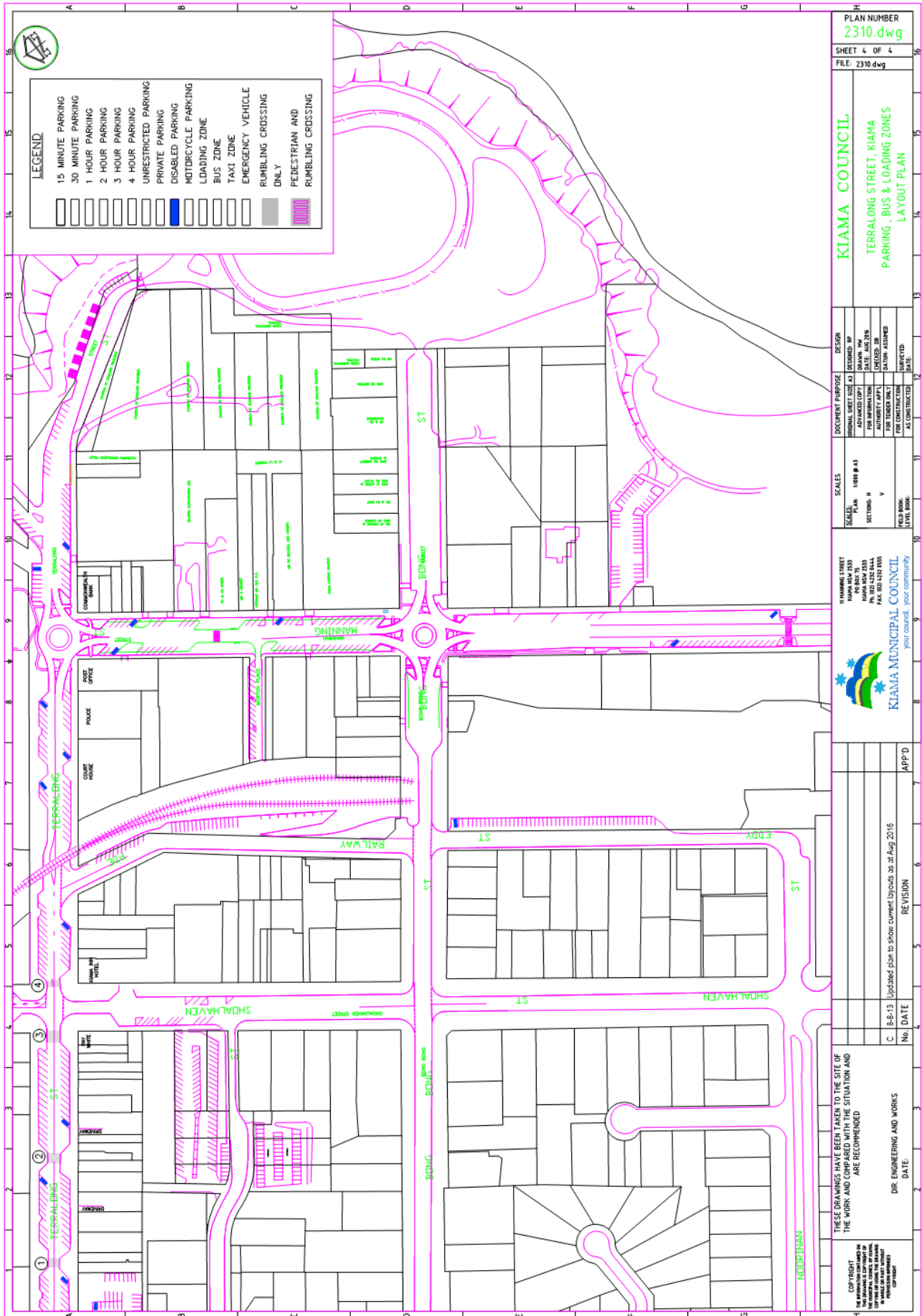
Again while all Council's disabled parking spaces were installed in accordance with the relevant Australian Standards at that time, there are no requirements to retrospectively update existing spaces to current standards or to undertake further auditing works.

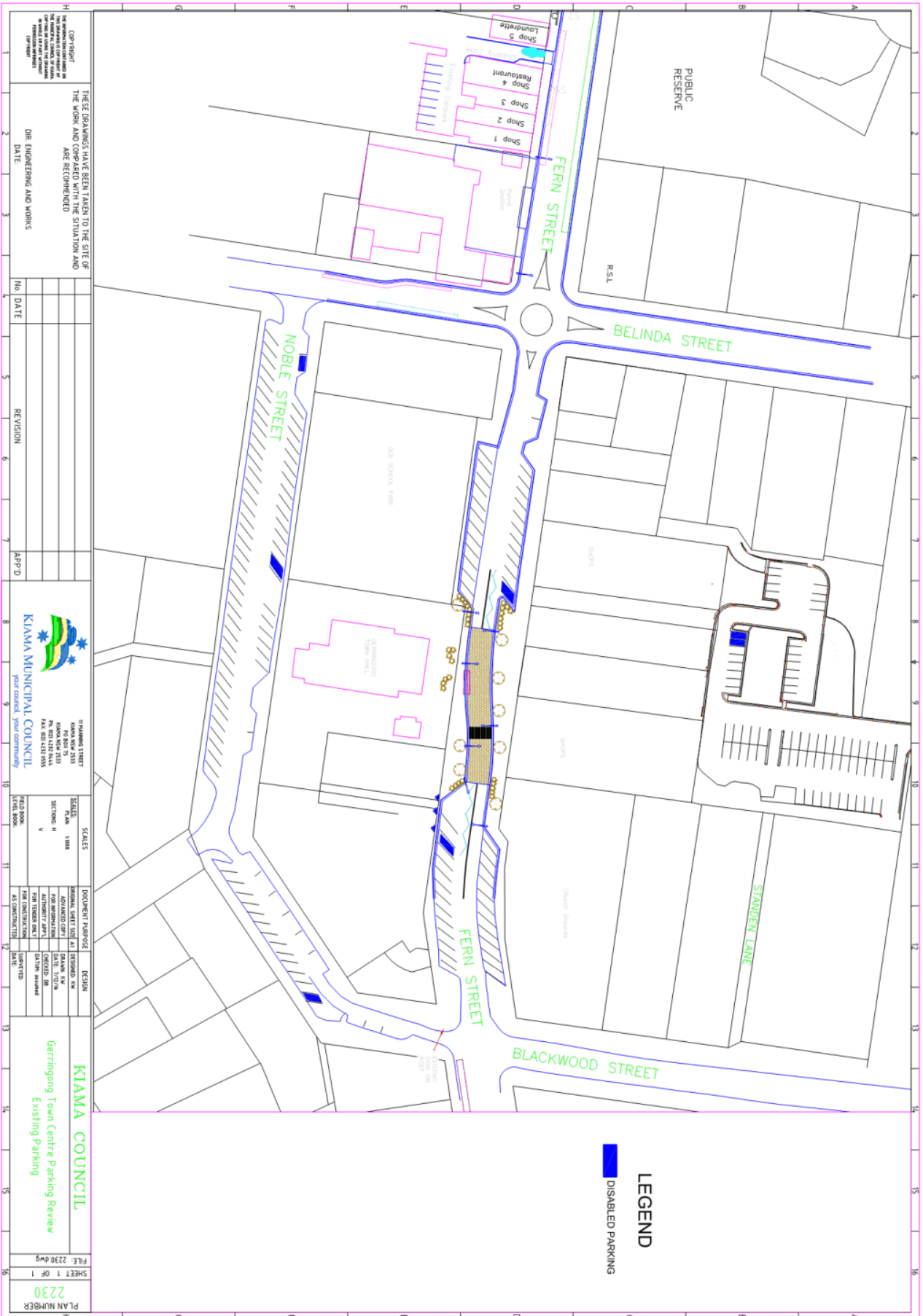


Attachment 1 Item 5.4









5.5 Kiama Coastal Classic Running Festival – 26 June 2022

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.3 We live in a safe community

Delivery Program: 1.3.3 Undertake local community safety initiatives

Summary

Approval of the traffic control plan for the Kiama Coastal Classic Running Festival is required for the event to proceed on 26 June 2022.

Financial implication

N/A

Risk implication

A road closure is being undertaken for the safety of participants. The road closures and detours will be undertaken by suitably qualified contractors in compliance with the Traffic Management Plan.

Policy

N/A

Consultation (internal)

N/A

Communication/Community engagement

N/A

Attachments

- 1 Kiama Coastal Classic - Traffic Control Plans - 2022
- 2 Kiama Coastal Classic - Traffic Management Plan - 2022

Enclosures

Nil

RECOMMENDATION

That the Committee recommends that the Kiama Coastal Classic 2022 event for Sunday 26 June 2022, be approved subject to organisers complying with the following conditions:

Report of RMS delegated formal items

5.5 Kiama Coastal Classic Running Festival – 26 June 2022 (cont)

1. The event organisers comply with the traffic control plan in Attachment 1
2. Notification of this closure be given to Police, Local Emergency Services, businesses and residents effected by the closure
3. An advertisement be placed in social media advising of the closure

Background

Council has received a request from Elite Energy P/L to organise a running event on Sunday 26 June 2022, commencing at South Werri Beach and finishing at Surf Beach, Kiama, predominantly along the coastal walking track.

The event is proposed to commence at 10.30am at South Werri Beach and finish at Surf Beach, Kiama. The route is proposed to follow the coastal walking track and as such will be predominantly on off-road pathways. However, at the start of the event participants will need to cross Pacific Avenue, Werri Beach. For safety reasons the organisers propose to close Pacific Avenue to all traffic for approximately 10 minutes.

The event has been held for the past few years, and from experience, it is not expected that this short closure period will have detrimental impacts to the community.

A traffic management plan from last years event has been prepared by an accredited person and is attached.

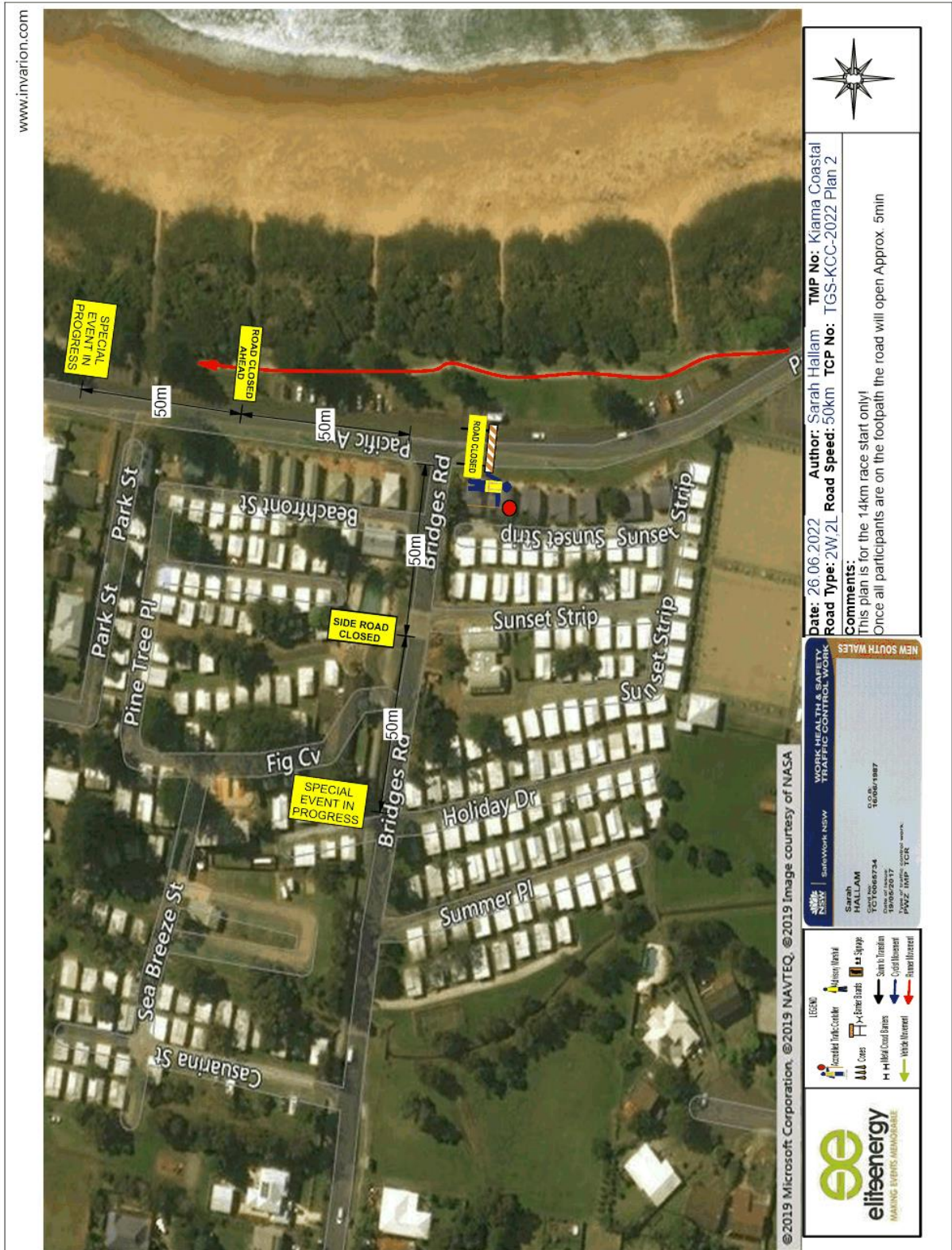
www.invarion.com

KIAMA COASTAL CLASSIC RUNNING FESTIVAL

TGS-KCC-2022 (PLANS 1 -7)

26th June 2022 TRAFFIC CONTROL PLANS





www.invarion.com

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elitsenergy
MAKING EVENTS SUSTAINABLE

LEGEND
 - Loaded Traffic Control
 - Avian Island
 - Barrier Events
 - Sarah's Transit
 - H-Held Over Bikes
 - Vehicle Movement

Sarah HALLAM
 TCT0068724
 19/06/2017
 PPSZ - IMP - FOR

NEW SOUTH WALES
 WORKS HEALTH & SAFETY
 TRAFFIC CONTROL WORK
 19/06/2017

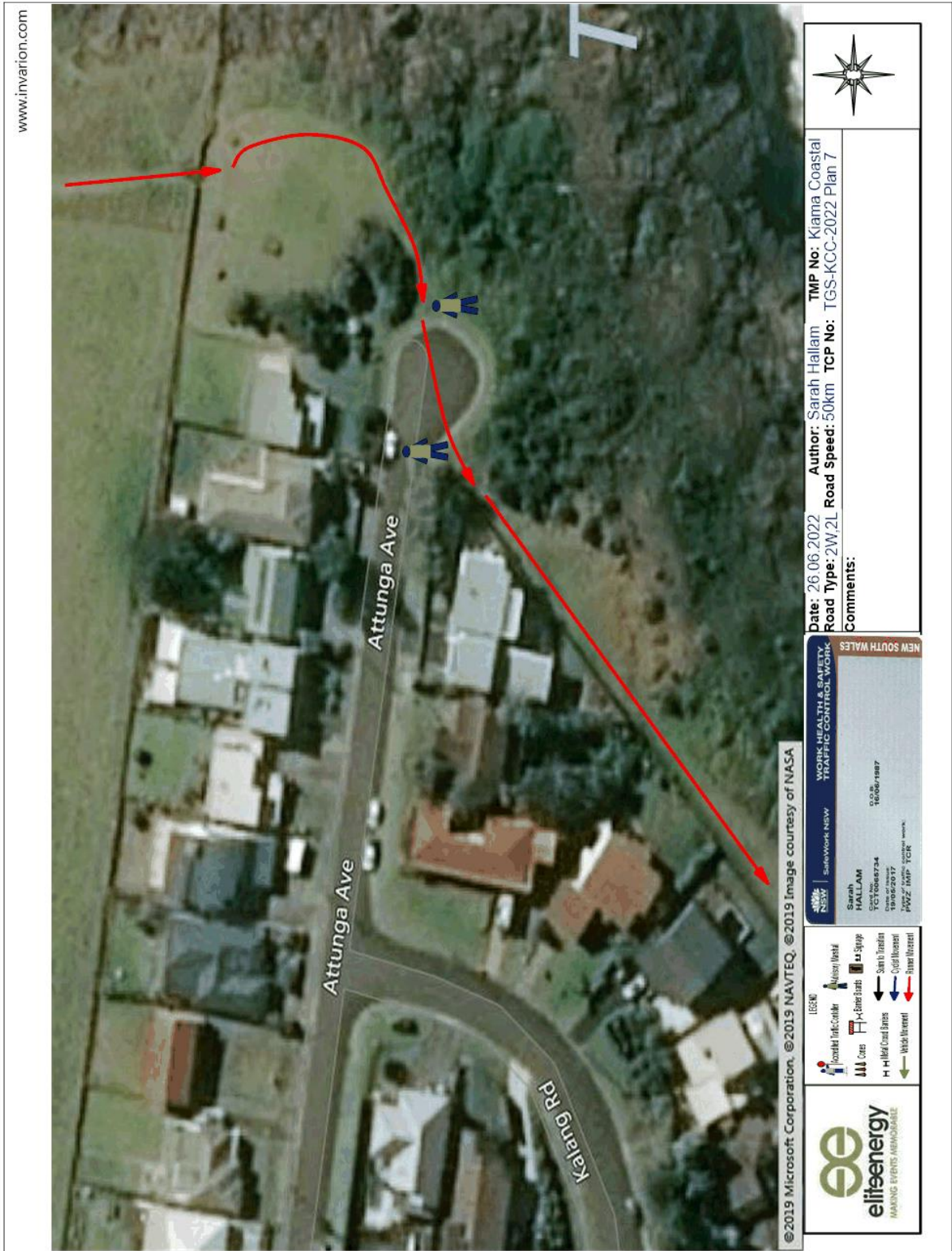
Date: 26.06.2022 Author: Sarah Hallam TMP No: Kiama Coastal
 Road Type: 2W,2L Road Speed: 50km TCP No: TGS-KCC-2022 Plan 3
 Comments:

NSW
 SafeWork NSW
 19/06/2017

Barney St
 Barney St







KIAMA COASTAL CLASSIC

2022

SUNDAY 26TH JUNE 2022

TRAFFIC MANAGEMENT PLAN

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PART 2 Traffic Arrangements

PART 3 Maps

PART 4 VMS Strategy

PART 5 Operational Manual

PART 6 Contact List

PART 7 Traffic Control Plans

PART 8 Risk Assessment

Item 5.5

Attachment 2

PART 1 Event Overview

TMP Event Overview

Event Name:	Kiama Coastal Classic
Event Date:	26 th June 2022
Time:	9:00am to 1:00pm
Location:	Chittick Oval
Event Organiser:	Elite Energy
TMP Version:	Version 1
Revision Date:	10/05/2022
Document Author:	Sarah Hallam

This Traffic Management Plan reviewed by:

Kiama Municipal Council:	/ /	
NSW Police:	/ /	
Transport for NSW (if required – see below):	/ /	

Authority of the TMP

This Traffic Management Plan (TMP) when reviewed by the above relevant authorities becomes the prime document detailing the traffic and transport arrangements under which the Kiama Coastal Classic will proceed.

Changes to the TMP require the approval of the above relevant authorities. All functional or single agency supporting plans (if any) are to recognise the primacy of this TMP and nothing contained in those plans may contravene any aspect of the TMP.

In the case of emergencies, or for the management of incidents, the NSW Police are not subject to the conditions of the TMP but will make every effort to inform the other stake holders of the nature of the incident and the Police response.

Transport for NSW (TfNSW) approval is required if the proposed event is to be held on or will impact upon a State Highway or Classified Road (see list below), or is within 100 metres of a Classified Road or any traffic signals. The applicant must also obtain a Road Occupancy Licence (ROL) from Transport for NSW (TfNSW) and must comply with all conditions of the ROL.

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Planning Contacts

Organiser	Brittany Crossley	Position:	Operations Manager	
Phone:	02 4423 7775	Fax:		Mobile: 0413 592 931
Address:	15 Haigh Ave Nowra NSW 2541			
E-mail:	brittany@eliteenergy.com.au			

Kiama Municipal Council	Mallory McLennan	Position:		
Phone:	02 4232 0444	Fax:		Mobile:
Address:	11 Manning St Kiama NSW 2533			
E-mail:				

NSW Police	Kiama	Position:		
Phone:	02 4232 1444	Fax:		Mobile:
Address:	32 Terraloug St Kiama NSW 2533			
E-mail:				

Transport for NSW		Position:		
Phone:		Fax:		Mobile:
Address:				
E-mail:				

Other contacts		Position:		
Phone:		Fax:		Mobile:
Address:				
E-mail:				

Mission

This document – Traffic Management Plan (TMP) aims to provide a plan for vehicular traffic and pedestrian control measures to assist in delivering safe logistical support of Kiama Coastal Classic event planned to take place Chittick Oval on Sunday 26th June 2022. The underlining objective is to minimise safety conflicts between vehicles and pedestrians and disruption to normal vehicular and pedestrian traffic on all approaches to Chittick Oval.

The objectives of this TMP are:

- To provide a high level description of the various traffic management elements needed to make the event a success
- Ensure effective separation between event patrons and participants from vehicular traffic
- To provide a framework for each agency to use to develop their own lower level plans
- To serve as the key document that is agreed to by all parties and is the final approval to conduct the event.
- Minimise impact on non-event community and emergency services

Situation Analysis

On Sunday 26th June 2022, there will be Kiama Coastal Classic event held on Chittick Oval that will require altered traffic arrangements.

The Kiama Coastal Classic Running Festival is a one day event. Sunday 26th June 2022 – The first event for the day will be the main event of the weekend, the Kiama Coastal Classic 21km trail run. The run begins at Chittick Oval, near the pavilion Kiama and takes participants along the coastal track from Kiama to Gerringong and back. All terrains will be covered in this event; from road running, grass running, and sand running, up different stairs and across small bridges. Also included in the terrain is the shallow water crossing at Werri Beach, in which participants love and have mentioned it's what keeps them coming back. The second of the day will be the 12km Kiama One Way Classic event. The run will see participant's starting at Gerringong Surf Life Saving Club and running back along the coastal track towards Kiama, finishing at Chittick Oval. The last event taking place on the event day will be the 2km Kiama Bolt. The event attracts a range of small school children to families wanting to come out and enjoy their morning at the event. Participants will run/ walk/ jog from Chittick Oval, heading up towards lighthouse and back.

Traffic Control measures included in this document is a result of consultation undertaken by Elite Energy, Shoalhaven City Council, NSW Police & TfNSW (if required).

TRAFFIC ARRANGEMENTS

Traffic control measures include simple hard and soft road closures, use of traffic control devices (traffic signs) to warn motorists of the changes in traffic conditions. It is noted that per NSW Workplace Health & Safety (WHS) law the Event Organiser – Elite Energy and Land Owners – Shoalhaven City Council, TfNSW (if required), bear individual and shared risks related to the safety of event patrons and motorists. Elite Energy is identified as being responsible for event related safety risks which are associated with non-transferable WHS statute-posed obligations and Common Law Duty of Care provisions. In this context, Elite Energy should continue to actively consult and take all reasonable measures to practically exercise their duty of care obligations.

Risk Assessment

Part 8 of this document includes the completed risk assessment for the event.

Execution

General Outline

The event requires highly coordinated efforts from a number of agencies:

Elite Energy

- Co-ordinates the logistics for holding the event, Venue Management / Event Production / Stage Management / Marshalling / Programming
- Arranges advertising for road closure locations, times, other traffic disruptions / delays and alternative route information in the Local News paper if required.
- Prepares the Traffic Management Plan
- Provides traffic information signposting as identified in the TMP and associated Traffic Guidance Scheme (TGS).
- Provides resources and traffic management infrastructure for traffic control and road closures as identified in the TMP
- Monitors traffic on all roads approaching Chittick Oval to minimise traffic congestion on the day.

NSW Police

- May provide resources in the case of emergencies, or for the management of incidents.

Physical Survey of Route

Survey of Route

Item	Verified <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Action Taken
All one way streets are as described	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Block access to Church on Sunday	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block access to local businesses	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block Ambulance access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block fire station access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block heavy vehicle access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block hospital access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block local resident access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block Police vehicle access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block Public facility (football oval, carpark etc)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block public transport access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Can route use alternatives such as bicycle tracks, paths, parks, bush tracks etc?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Construction – existing, proposed that may conflict	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Distance measured is correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Lane widths	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Local access	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Numbers of lanes are as described	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Restricted movements – banned turns, heavy/high vehicles	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Road signage – existing/temporary	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Route impeded by traffic calming devices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Signalised intersections (flashing yellow? Point duty?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Tidal flows	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not Applicable to traffic
Traffic generators – shopping centres, schools, churches, industrial area, hospitals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Traffic signals are as described	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Turning lanes are as described	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Road Closures

Part 2 (Traffic Arrangements) of this document provides details of proposed road closures during the event.

Maps showing road closures are in Part 3 (Maps) of this document.

Contingency Plans

This section of the Traffic Management Plan describes the contingency plans for the event. The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event.

Contingency Plan checklist

Issues/Risks	Applicable	Action Taken
Heavy Weather	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Lightening, hail, etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Poor Lighting	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Flood hazard on the route	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Flood hazard at the parking area	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Parking during Wet weather	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Bush fire hazard	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Accident on the route	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Breakdown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Absence of marshals and volunteers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Absence of traffic signs crew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Block public transport access	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Slow participants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Delayed Event	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Cancellation of Event	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Security of participants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Security of very important persons (VIP's)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
Dual purpose bridge	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan
COVID-19	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Contingency Plan

A Risk Management approach shall be an integral part of the planning for Kiama Coastal Classic event. The risk, identification, assessment and control process is a legal obligation (as per the NSW Workplace Health and Safety Act and Regulation) and should be compliant with AS/NZS ISO 31000:2018. The event organiser is responsible for the management of risks arising from Kiama Coastal Classic.

It shall be noted that Traffic Management Plan (TMP) and particularly Traffic Guidance Scheme (TGS) are seen as risk control measures, but alone they cannot substitute and AS/NZS ISO 31000:2018 – compliant and detailed event Risk Assessment.

Barricade Locations and Road Closure Times

See Separate Traffic Control Plan Document

Traffic Control

- All traffic control including the placement and removal of barricades and/or regulation of traffic is to be carried out in accordance with the requirements of the approved Traffic Control Plan and is to be undertaken by either Police or Traffic Controllers appropriately trained in accordance with the requirements of AS1742.3 and giving consideration to the TfNSW's Traffic Control at Worksites Manual.
- Consistent with the requirements of the WH&S regulations; in determining the appropriate resourcing for the event including placement of traffic controllers in accordance with the approved Traffic Control Plan, the event controller (or traffic control supervisor) must consider a traffic controllers age, experience and level of competence to complete any tasks assigned as well as ensure the extent of information, instruction and training provided to all traffic control resources is appropriate to complete their tasks safely.

Media

There will be publicity about the event with our associated supporters and partners.

On-road Event Infrastructure

Ambulances

Emergency access lanes have been provided to allow emergency access to road closures areas

Medical

There are 3 medical personnel onsite and mobile for the duration of the event at Chittick Oval.

Port-A-Loos

If any port-a-loos are required insert details. There will be 5 port-a-loos and 1 accessible toilets in Chittick Oval.

Cleaning/removal/disposal

There will be wheelie bins and skips positioned at various locations at Event Central. During the event there will be staff servicing the area.

Barricades

Road closure barriers will be installed by Accredited Traffic Controllers.

Public Transport Management

N/A

Volunteers and Event Marshals

Volunteers and event marshals are given a verbal induction on arrival, provided with Hi-Vis vests and contacts of event and medical staff. Volunteers and event marshals are placed on the course by the staff member in charge with specific instructions on what their role involves in their position. Communications between volunteers and staff will be done throughout the day via mobile phone for breaks and any other issues.

Event Signage

Advanced notification and event signage per legislative requirements will be placed at key entry points to the affected area. A letterbox notification to all affected residents and businesses will be carried out.

Variable Message Signs

N/A

Access – Local Residents, Business, Emergency vehicles

Local Resident and Business Access

No local residents and businesses will be affected by this event

Emergency Vehicle Access

The road closures allow for emergency vehicle access. NSW Ambulance, Police and Fire Brigade will be informed of changed conditions by Elite Energy.

Parking

Dedicated on-site parking is available for this event.

Other Considerations

Television

Television crew may be present on the day but will have zero impacts on roads.

Major Hotels and Other Businesses

All hotels, businesses and caravan parks will be informed of our event with no impact on these.

Attachments

- TGS
- SWMS
- CONTINGENCY PLAN
- APPLICATION FOR ROAD & FOOTPATH OCCUPATION PERMIT

PART 2 Traffic Arrangements

SPECIAL EVENT TRAFFIC ARRANGEMENTS

ROAD CLOSURES

For the start of the 12km run at 10:30am Pacific Ave Gerringong will be closed between Bridges Rd and Gerringong Bowling Club. This closure is approx. 5mins or until all runners are on the footpath.

PART 3 Maps





Item 5.5

Attachment 2



Item 5.5

Attachment 2

PART 4 VMS Strategy

N/A

Item 5.5

Attachment 2

PART 5 Operational Manual

Kiama Coastal Classic		
Sunday 26th June 2022		
Time	Event	Location
7:30am	Registration Opens - 21km Kiama Coastal Classic	Registration Tent - Coronation Park, Kiama
8:30am	Registration Closes - 21km Kiama Coastal Classic	Registration Tent - Coronation Park, Kiama
8:45am	Race Briefing - 21km Kiama Coastal Classic	Coronation Park, Kiama
9:00am	RACE START - 21km KIAMA COASTAL CLASSIC	Start Line - Coronation Park, Kiama
9:00am	Registration Opens - 12km Kiama One Way Classic	Registration Tent - Coronation Park, Kiama
9:20am	FIRST BUS LEAVES KIAMA TO GERRINGONG	Coronation Park Carparks, Manning St Kiama
9:50am	SECOND BUS LEAVES KIAMA TO GERRINGONG	Coronation Park Carparks, Manning St Kiama
10:00am	Registration Closes - 12km Kiama One Way Classic	Registration Tent - Coronation Park, Kiama
10:15am	Race Briefing - 12km Kiama One Way Classic	Start Line - Gerringong Surf Life Saving Club
10:30am	RACE START - 12km KIAMA ONE WAY CLASSIC	Start Line - Gerringong Surf Life Saving Club
10:30am	Registration Opens - 2km Kiama Bolt	Registration Tent - Coronation Park, Kiama
11:30am	Registration Closes - 2km Kiama Bolt	Registration Tent - Coronation Park, Kiama
11:45am	Race Briefing - 2km Kiama Bolt	Coronation Park, Kiama
12:00pm	RACE START - 2km KIAMA BOLT	Start Line - Coronation Park, Kiama
1:00pm	Presentation - 21km & 12km	Coronation Park, Kiama

PART 6 Contact List

KIAMA COASTAL CLASSIC				
NAME	ACTING FOR	TELEPHONE	MOBILE	EMAIL
Brittany Crossley	Operations Manager, Elite Energy	02 4423 7775	0413 592 931	brittany@eliteenergy.com.au
Sarah Hallam	Traffic Manager, Elite Energy	02 4423 7775	0475 008 153	sarah@eliteenergy.com.au
Christie McIlvrde	Volunteer Manager Elite Energy	02 4423 7775	0425 242 405	volunteer@eliteenergy.com.au

Item 5.5

Attachment 2

PART 7 Traffic Guidance Scheme

See attached TGS-KCC-2022

Item 5.5

Attachment 2

PART 8 Risk Assessment

See attached SWMS

Item 5.5

Attachment 2

5.6 Road Closure - Minnamurra Street Kiama

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.3 We live in a safe community

Delivery Program: 1.3.3 Undertake local community safety initiatives

Summary

Council has received a Road Occupancy Permit application for the full closure of Minnamurra Street, Kiama between Hothersal Street and Pacific Street from 27 June 2022 to the 28 June 2022 between the hours of 7a.m. to 4 p.m daily, to install gas and water services below the road surface.

Financial implication

Nil

Risk implication

The risk implications are minor as Council's permits process requires that the applicant maintains a \$20 Million public liability insurance policy for the duration of the work.

Policy

Section 138 of the *Roads Act 1993*.

Consultation (internal)

Nil

Communication/Community engagement

N/A

Attachments

- 1 Road Closure and Detour - Water and Gas Connection - Minnamurra Street Kiama - Part 1
- 2 Road Closure and Detour - Water and Gas Connection - Minnamurra Street Kiama - Part 2

Enclosures

Nil

Report of RMS delegated formal items

5.6 Road Closure - Minnamurra Street Kiama (cont)

RECOMMENDATION

That the Committee recommends that Minnamurra Street, Kiama be temporarily closed between Hothersal Street and Pacific Street from 27 June 2022 to the 28 June 2022 and between the hours of 7a.m. to 4 p.m. each day, subject to the applicant and suitably qualified traffic controllers complying with the following conditions:

1. The applicant complies with the Traffic Management Plan shown in Attachment 1 and conditions of consent imposed in the Road Occupation Permit by the Roads Authority.
2. Notification of the closures be given to Police, local emergency services, businesses and affected residents a minimum of 72 hours prior to works occurring by the Applicant.
3. An advertisement be placed in local media advising of the closure a minimum of 72 hours prior to any closure by Council;
4. Work dates and times delayed by inclement weather may be extended at the discretion and written approval of the Roads Authority.

Background

Council, in its capacity as the Roads Authority, has received a Road Occupancy Permit application pursuant to Section 138 of the *Roads Act 1993*. The application is for the full closure of Minnamurra Street, Kiama between Hothersal Street and Pacific Street to install gas and water services from the mains situated on the northern side of No.59 Minnamurra Street to No.66 Minnamurra Street.

The proposed dates of work are from 27 June 2022 to the 28 June 2022 between the hours of 7a.m. to 4 p.m daily. The road will be made trafficable at the end of each days work.

This work can usually be done under a half road closure method; however, Minnamurra Street in this location has a separated grade, that is, one side of the road sits higher than the other side which rules this option out. Underboring was another option investigated by the applicant; however, a rock shelf lies below the road surface and this option was not viable.

Should inclement weather occur, the permit may need to be extended and this has been included as a recommendation.



TRAFFIC CONTROL
 Pedestrian Management shall be used if works encroach on footways. Do not direct pedestrians onto roadway unless proper measures are in place to conform with RMS Worksite Manual V6.1 and AS 1742.3

Implemented By:
 Amended By:
 Ticket #:
 Date:
 Signature:

Note 1:
 Traffic control signage and devices shall be installed by suitably qualified and ticketed, RMS authorised personnel only. All signs and equipment shall COMPLY with Australian Standard AS1742.3:2019 Australian Standard for Roadworks (Part 3: Traffic Control for Works on Roads)

This plan shall be setup in accordance with AS 1742.3-2019 and Traffic Control Devices at Worksites The RMS "Traffic Control at Worksites Manual V6"
 STOP SLOW. TRAFFIC CONTROL takes no responsibility for the implementation of this TGS when not directly involved in carrying out the subject works
 Sign locations may differ to what is represented on this Traffic Plan due to Bus Stops , Driveways & other various permanent fixtures
 Consider Pedestrian Management if works encroach on footways , do not direct pedestrians onto roadway unless proper measures are in place to conform with RMS Worksite Manual V6.1 & AS 1742.3

TGS # SM110522-03	Client: SMITH AND SONS	Description of the works: WATER AND GAS CONNECTION 66 MINNAMURRA STREET KIAMA ROAD CLOSURE AND DETOUR PART ONE	Date 11/05/22	Rev 00	Comments Initial Design	Drawn By: Steve Murray
	Road Name: MINNAMURRA STREET			01		TCT 0070603
	Suburb: KIAMA			02		Checked By: Allan Smith
						TCT 0003407





This plan shall be setup in accordance with AS 1742.3-2019 and Traffic Control Devices at Worksites The RMS Traffic Control at Worksites Manual V6"
 STOP SLOW. TRAFFIC CONTROL takes no responsibility for the implementation of this TCS when not directly involved in carrying out the subject works
 Sign locations may differ to what is represented on this Traffic Plan due to Bus Stops , Driveways & other various permanent fixtures
 Consider Pedestrian Management if works encroach on footways , do not direct pedestrians onto roadway unless proper measures are
 in place to conform with RMS Worksite Manual V6.1 & AS 1742.3



TGS # SM110522-03	Client: SMITH AND SONS	Description of the works: WATER AND GAS CONNECTION 66 MINNAMURRA STREET KIAMA ROAD CLOSURE AND DETOUR PART TWO	Date 11/05/22	Rev 00	Comments Initial Design	Drawn By: Steve Murray
	Road Name: MINNAMURRA STREET			01		check TCT 0070603
	Suburb: KIAMA			02		Checked By: Allan Smith
						TCT 0003407

5.7 Kiama Coachlines request for Traffic Committee attendance

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.3 We live in a safe community

Delivery Program: 1.3.3 Undertake local community safety initiatives

Summary

This is an information report for consideration of the Kiama Traffic Committee following a request from Kiama Coaches (part of the Premier Transport Group) to become an Informal Advisor on the Kiama Local Traffic Committee.

Financial implication

Nil

Risk implication

Nil

Policy

Local Government Traffic Committee Transport for NSW – A Guide to the delegation to Councils for the Regulation of Traffic.

Kiama Local Traffic Committee Terms of Reference (April 2022)

Consultation (internal)

Mr. Mike Dowd, Director of Engineering. Mr. Darren Brady, Manager of Development and Works, Kiama Municipal Council, Road Safety Officer, Local Kiama Traffic Committee.

Communication/Community engagement

Nil

Attachments

- 1 Guidelines - Local Traffic Committees
- 2 Kiama Local Traffic Committee Terms of Reference

Enclosures

Nil

RECOMMENDATION

That the Committee approve the request from Kiama Coaches who are part of the Premier Transport Group to become an informal advisor on the Kiama Local Traffic Committee.

Report of RMS delegated formal items

5.7 Kiama Coachlines request for Traffic Committee attendance (cont)

Background

Kiama Municipal Council has received a request from Kiama Coaches (part of the Premier Transport Group) to become an Informal Advisor on the Kiama Local Traffic Committee.

Inclusion of a local bus operator on the Committee as a non-voting informal advisor is consistent with the membership, roles and responsibilities of the Committee as set out in the Transport for NSW – A Guide to the delegation to Council's for the Regulation of Traffic and in the Council adopted Terms of Reference for the Committee.

Kiama Coaches have been advised that, pending approval of their request by the Committee, they may attend meetings as a non-voting member when reports are put forward on matters relating directly to public transport.

Kiama Coaches have also been provided a copy of the Transport for NSW Guidelines for Traffic Committees and been advised of the primary function of the Committee as follows:

- Traffic Committee is a Technical Review Committee and has no decision making powers.
- The Local Traffic Committee considers the technical merits of the proposal and ensures that the proposal meets current technical guidelines.
- The Local Traffic Committee makes recommendations which can be adopted under delegation by: Council and the General Manager / CEO.

Conclusion

Inclusion of Kiama Coaches as an Informal Advisor on the Committee is consistent with the provisions of the Committee's terms of reference and considered a benefit to operation of the Committee, particularly when dealing with matters associated with public transport and bus operations.



A guide to the delegation to councils for the regulation of traffic

Including the operation of Traffic Committees

Item 5.7

Attachment 1



[Inside front cover
– provided for double sided printing purposes only]

**A Guide to
the Delegation to Councils
for the Regulation of Traffic**
(including the operation of
Traffic Committees)

Item 5.7

Attachment 1





Roads and Traffic Authority
www.nsw.rta.gov.au

VERSION: 1.3
ISSUED: March 2009

APPROVED BY:

SIGNED

Phil Margison
General Manager
Traffic Management

AUTHORISED FOR USE BY:

SIGNED

Michael Bushby
Director
Network Management

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To access the latest electronic copies of these and other guidelines go to:

www.rta.nsw.gov.au/trafficinformation/downloads/technicalmanuals_dll.html

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Delegation to Councils for the Regulation of Traffic

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Delegation to Councils for the Regulation of Traffic

Amendment record

Please note that the following updates have been made to this document.

Version Number	Page(s)	Description	Issued
1.1	8-11	Sections 5.3, 5.3.2, 5.3.4 & 5.3.5 amended to introduce optional public galleries	December 2007
1.2	Various	Hyperlink to Council Delegation Reference document updated	February 2009
1.3	Various	Sections 1.0, 2.0, 3.1, 5.1, 7.1, 7.2 & Flowcharts amended to reflect release of a new Delegation	March 2009



Delegation to Councils for the Regulation of Traffic

1. Introduction

The Roads and Traffic Authority is legislated as the organisation responsible for the control of traffic on all roads in New South Wales. Traffic is controlled by the installation of prescribed traffic control devices, such as regulatory signs, or traffic control facilities, such as medians.

New South Wales has many roads, which range from freeways to local streets. All these roads require the control of traffic. The RTA believes that the most effective means of dealing with the number and range of traffic related matters, particularly those which arise on regional and local roads, is to deal with them at the local level. The RTA has therefore delegated certain aspects of the control of traffic on regional and local roads to the Councils of Local Government areas.

The RTA continues to manage NSW's State road network. However, local government continues to also play an important role in the management of this road network by providing traffic input and advice when necessary.

These guidelines provide the policy and framework for Councils to exercise the traffic functions delegated to them by the RTA. They outline the delegated functions, the limitations that apply to Councils when exercising their delegated functions, the responsibilities of the various parties involved in the process, and the roles of the local and regional traffic committees.

Note: These guidelines do not cover B-double route approvals as they are the subject of a separate delegation.

These guidelines have been prepared by the RTA:

- (i) in accordance with current NSW legislation; and
- (ii) in consultation with RTA's Legal Branch, the NSW Police, LGSA, and representatives from a number of metropolitan Councils.

It is important to note that the legislative power to control traffic through the authorisation of traffic control devices, lies with the RTA and the delegation of this power does not remove the RTA's ability to exercise those delegated functions should circumstances warrant action.

2. Definitions and abbreviations

classified road – any of the following: a main road, a State highway, a freeway, a controlled access road, a secondary road, a tourist road, a tollway, a State work. See *Roads Act 1993, Part 5* for further details.

Council – the council of a local government area and includes an Administrator.

Delegation – 'Delegation to Councils – Regulation of Traffic' document.

LGSA – Local Government Association of NSW and the Shires Association of NSW.

LTC – Local Traffic Committee.



prescribed traffic control device - a sign, signal, marking, structure or other device to direct or warn traffic on a road or road related area (or part of a road or road related area) that is prescribed by the regulations for the purposes of this definition.

regulate traffic - for the purposes of the *Roads Act* means to restrict or prohibit the passage along a road of persons, vehicles or animals.

Roads Act - *Roads Act 1993*.

roads and road related areas - have the same meaning as in *ARR Rules 12 and 13*. Each reference to a road includes reference to a road-related area unless otherwise expressly stated.

Regional Road - a road shown to be a Regional road in the RTA's *Schedule of Classified Roads and State and Regional Roads*.

RR - NSW Road Rules 2008.

RTA - Roads and Traffic Authority, NSW.

RTC - Regional Traffic Committee.

State Road - a road declared to be a State Road under the *Roads Act 1993* and documented in the RTA's *Schedule of Classified Roads and State and Regional Roads*.

STMA - *Road Transport (Safety and Traffic Management) Act 1999*.

STMR - *Road Transport (Safety and Traffic Management) Regulation 1999*.

Sub-delegate - any Councillor, the General Manager or an employee of the Council who has been formally delegated by the Council.

TMP - Traffic Management Plan.

Traffic control facility - means:

- (a) traffic control lights and equipment used in connection with traffic control lights; or
- (b) any sign, marking, structure or device containing or relating to a requirement or direction, contravention of which is an offence arising under:
 - (i) the *Transport Administration Act, 1988* or the regulations; or
 - (ii) any other Act, regulation or by-law prescribed for the purposes of Section 45E of the *Transport Administration Act, 1988*, or
- (c) any sign, marking, structure or device that is intended to promote safe and orderly traffic movement on roads or road related areas or to warn, advise or inform the drivers of vehicles or pedestrians of any matter or thing in relation to vehicular or pedestrian traffic or road conditions or hazards; or
- (d) any bridge or subway or other facility for use by pedestrians over, across, under or alongside a road or road related area; or
- (e) any other thing prescribed as a traffic control facility by the Regulations under the *Transport Administration Act, 1988*.



Delegation to Councils for the Regulation of Traffic

3. Delegation of functions

Traffic control facilities and prescribed traffic control devices may be authorised for use on a road or road related area, whether a public road or on private land, only by the RTA or Councils. In addition, traffic may be regulated for various purposes by means of notices or barriers erected by a roads authority.

The *Transport Administration Act, 1988* confers the following powers to the RTA:

- to exercise the functions relating to safety and traffic management set out in Section 52A;
- to delegate its functions to other public agencies such as councils (Section 50);
- to give directions to public authorities in relation to RTA functions under Part 6 (Section 53A).

The *Road Transport (Safety & Traffic Management) Act, 1999* provides for a system of traffic laws relating to all vehicles (motorised and non-motorised) and pedestrians found in subordinate legislation made under the Act. Principally, these are:

- *Road Transport (Safety and Traffic Management) Regulation 1999*, and
- *Road Rules 2008*.

Part 8 (Sections 114 to 124) of the *Roads Act, 1993* deals with the regulation of traffic on public roads by erecting notices or barriers or taking any other action which may be necessary in order to manage traffic. The reference to regulating traffic in Part 8 should not be confused with the authorisation of prescribed traffic control devices under Division 1 of Part 4 (Sections 50 to 55) of the *Road Transport (Safety and Traffic Management) Act, 1999*. For the purposes of Part 8, regulating traffic includes such things as implementing road closures and other physical restrictions. Road closures effected by this part of the legislation remain as public roads after the road closure.

Note: Road closures effected under Part 4 of the *Roads Act, 1993* do not remain as a public road.

A Council can regulate traffic for the specific reasons set out in Division 1 of Part 8 (Section 115) of the *Roads Act, 1993* such as carrying out work on a road, etc. whereas the RTA can regulate traffic for any purpose.

If a Council wishes to regulate traffic for purposes other than those specified in Division 1 of Part 8 (Section 115) of the *Roads Act, 1993*, (e.g. for amenity reasons) it must seek the advice of its Local Traffic Committee. The procedures for regulating traffic covering road closures, traffic calming, etc. are detailed in Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act, 1993*.

The delegation of these functions is carried out by the RTA, issuing Councils the RTA document, [Delegation to Councils – Regulation of Traffic](#).



Delegation to Councils for the Regulation of Traffic

The functions delegated to Council in the *Delegation* are:

1. authorisation of prescribed traffic control devices covered under Division 1 of Part 4 (Sections 50 to 55) of the *STMA*;
2. regulation of traffic under Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act*;
3. authorisation of special event parking schemes under Division 2 of Part 5 (Clauses 122 and 123) of the *STMR* on public roads other than classified roads.

The Council may sub-delegate their powers to Councillors, the General Manager or an employee of the Council for Items 1 and 3 above.

The Council **may not** sub-delegate Item 2.

Note: There is a separate delegation for B-double route approvals.

3.1 Limitations

The exercise of functions delegated to Council is subject to a number of conditions or limitations as documented in Schedule 4 (Limitations) of the [Delegation](#).

Councils:

- are only permitted to authorise the implementation of certain traffic control facilities / prescribed traffic control devices on roads and road related areas within their area of operations. Council cannot exercise a function on a State Road as defined in the RTA document [Schedule of Classified Roads and State and Regional Roads](#).
- may only authorise prescribed traffic control devices as nominated in the RTA's online [Traffic Signs Database](#) indicated as "Delegated to Council for Authorisation – Yes".
- listed in Schedule 1 of the *Delegation*, must not exercise delegated functions listed in Schedule 4 of the *Delegation* including referral of issues for formal advice until a TMP has been assessed by the RTA. Refer to Section 3.1.1 TRAFFIC MANAGEMENT PLANS.
- must not exercise a function in respect of the following signs:

Permissive parking signs
No Parking signs
No Stopping signs

on any public road or road or road related area (or any part thereof), which falls within a 1 km radius of any train station listed in the RTA's document [Nominated Train Stations with Commuter Parking](#), and which has current unrestricted parking, without the approval of the RTA.

- are not empowered to authorise traffic control lights.
- are not empowered to interfere with traffic control lights, including the addition of any signs.



Delegation to Councils for the Regulation of Traffic

- may authorise portable traffic control lights for roadworks, see RTA's document, *Portable Traffic Signals Guide to Use*.
- cannot authorise an internally illuminated traffic control device.
- must obtain the advice of the NSW Police and the RTA prior to exercising their delegated powers.
- must establish an LTC. Refer to Section 5 LOCAL TRAFFIC COMMITTEE.
- may authorise "Roadwork Speed Limit" signs under the conditions outlined in the [Delegation](#).
- may sub-delegate traffic management powers (delegated functions), in respect of Division 1 of Part 4 (Traffic control devices) of the *STMA*, and Division 2 of Part 5 (Special Event parking schemes) of the *STMR*.
- **may not** sub-delegate traffic management powers (delegated functions), in respect of Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act*.

3.1.1 Traffic Management Plans

A Council, listed in Schedule 1 (*Delegates*) of the RTA's [Delegation](#), must develop and submit to the RTA, a TMP if it intends to do any of the following:

- prohibit the passage of pedestrian, vehicle or motor vehicle traffic on a road or road related area by physical means or regulatory signs or both;
- install or display any road sign, marking or physical device that prohibits or compels a vehicle with respect to a turning movement;
- change a two-way street into a one-way street or reversing the direction of a one-way street; and
- reduce the number of traffic lanes on a road or road related area by physical means or regulatory signs or both.

A TMP is not required if a council certifies to the RTA in writing that a NO TRUCKS or NO BUSES traffic control sign is to be erected solely for the purposes of protecting a road from damage by the passage of motor vehicles.

Where a Council seeks to exercise its delegated powers in respect of a function that requires a TMP, the Council must submit the TMP to the RTA for review prior to the matter being referred to the LTC for formal advice.

The TMP must outline the scope of the traffic management changes proposed. It must also include an assessment of the impact of those changes and proposed measures to ameliorate any potential impact arising from the proposal.



Delegation to Councils for the Regulation of Traffic

See the RTA document, [Procedures for use in the preparation of a Traffic Management Plan](#).

Note: The RTA's acceptance of the TMP merely indicates that due process has been followed and does not indicate its position on the proposal when it is referred to the LTC for consideration.

4. Exercising delegated functions

Councils may only exercise their delegated functions in accordance with the [Delegation](#). Councils may sub-delegate certain powers to Councillors, the General Manager or an employee of the Council. Refer to Section 3 DELEGATION OF FUNCTIONS.

The *Delegation* requires Council to seek the advice of the NSW Police and the RTA prior to exercising their delegated functions. This is usually done via the LTC.

In cases where the LTC advice is unanimous, and Council intends to follow that advice, Council may authorise the implementation of the facility or device without further notifying the RTA or the NSW Police.

If the elected Council wishes to exercise a delegated function when the LTC advice is not unanimous, or the elected Council wishes to act contrary to unanimous LTC advice, then Council must notify in writing, both the NSW Police and the RTA representatives on the LTC.

Note: Council does not need to notify the NSW Police or the RTA if Council decides not to proceed with any proposal for any reason.

Council then must refrain from taking any action for 14 days so that the NSW Police or the RTA is given an opportunity to appeal to the Chairperson, Regional Traffic Committee should they wish.

In the case of an appeal, the decision of the Chairperson, Regional Traffic Committee is binding and final for matters under the STMA. For matters under the Roads Act, further appeals may be made to the Minister for Roads. Refer to Section 6 REGIONAL TRAFFIC COMMITTEE, for more details.

5. Local Traffic Committee

5.1 General

The LTC has no decision-making powers. The LTC is primarily a technical review committee, which is required to advise the Council on matters referred to it by Council. These matters must be related to prescribed traffic control devices and traffic control facilities for which Council has delegated authority.

The LTC should consider the technical merits of the proposal and ensure that the proposal meets current technical guidelines.



Delegation to Councils for the Regulation of Traffic

The Council must refer all traffic related matters to the LTC prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to the elected Council must be referred directly to the RTA or relevant organisation. Such matters must not be referred to the LTC. However, the RTA will generally seek the views of the Council on State Road traffic issues via the informal items process.

A Council is not bound by the advice of its LTC. Refer to Section 4 EXERCISING DELEGATED FUNCTIONS.

Where required, a TMP must be submitted to, and reviewed by, the RTA before that matter can be referred to the LTC. Refer to Section 3.1.1 TRAFFIC MANAGEMENT PLANS.

The LTC should not consider any proposal requiring a TMP prior to the review of the TMP by the RTA.

Similarly, the LTC should not consider any proposal to alter unrestricted parking to permissive or restricted parking on roads within a 1 km radius of any train station nominated in the RTA's document [Nominated Train Stations with Commuter Parking](#), without the prior approval of the RTA.

Note: The LTC should not be confused with a separate Council Traffic Committee, formed by Council under the Local Government Act. The establishment of which is a Council prerogative. Refer to Section 8 TRAFFIC ENGINEERING ADVICE.

5.2 Members

The LTC is to be made up of four formal members. The members are as follows:

- one representative of Council
- one representative of the NSW Police
- one representative of the RTA
- the local State Member of Parliament (MP) or their nominee.

The Council's representative may be any Councillor or Council officer. The Council representative may be a sub-delegate if Council has formally approved this.

Where a Council LGA is represented by more than one MP, or covered by more than one NSW Police LAC, MPs or NSW Police officers representing the relevant electorate or LAC are entitled to be members of the LTC. However they are only permitted to vote on matters, which effect their electorate or LAC. Refer to Section 5.3.6 VOTING.

The Council (in consultation with the formal members of the LTC) may also decide to have additional informal (non-voting) advisors to the LTC who can provide input into the process. These additional advisors can include a:

- Road Safety Officer



- Ministry of Transport representative
- Fire Brigade representative
- Ambulance Service representative
- Bus operator representative
- Transport Workers Union representative
- Chamber of Commerce representative

Generally, informal advisors are not required to attend every LTC meeting. Their attendance is only required when items appear on the Agenda which effect their area of expertise or responsibility.

The informal advisors of the committee are not entitled to a vote. Refer to Section 5.3.6 VOTING.

5.3 Meetings

The LTC is not a committee within the meaning of the *Local Government Act, 1993*. The operating arrangements for the LTC are contained in these guidelines.

At LTC meetings the following are at the discretion of Council:

- conduct at meeting
- frequency of meetings
- format of meetings. [Within the following guidelines.]
- provision for a public gallery.

5.3.1 Meeting Formats

The most common format for LTC meetings is a monthly face to face meeting held in the offices of the Council.

The meeting is to be convened by a Council representative. The convenor may be the Council's voting member or may be an additional non-voting member of the LTC.

While there is no need for a specific quorum to allow an LTC meeting to proceed, it must be remembered that any advice can only be returned to the elected Council by the LTC if the views of the RTA and the NSW Police have been obtained.

Acceptable alternative meeting formats include:

- Electronic meetings – where the advice of the members is sought via facsimile or email. This allows items to be considered as they arise and may reduce response time.
- A combination of electronic (for minor issues) and face-to-face meetings. This allows minor issues to be addressed between meetings. The response time for minor issues may be reduced using this format and this format can result in shorter face to face meetings. It may even be possible to increase the interval between meetings.



Delegation to Councils for the Regulation of Traffic

Note: Should Council wish to adopt these (or any other) alternate formats then they should seek the advice of the RTA prior to making a final decision.”

It is strongly recommended that any format where the LTC and the normal Council meeting are held concurrently is to be avoided. The LTC is principally a technical review committee, and due consideration and debate is required when considering a proposal. This particular meeting format does not lend itself to this process.

Note: Any change to the meeting format must be agreed to by the formal members of the LTC. When proposing to discuss a format change, reasonable advanced notice must be provided.

5.3.2 Agendas, minutes and reports

All LTC meetings require the preparation of an agenda.

An LTC agenda must be prepared by Council and circulated to all formal members and informal advisors of the committee a minimum of one week prior to the meeting. This will allow members to fully consider the issues and determine their response on each item. This period will also allow a site visit if necessary.

For each agenda item, Council must prepare a report which must contain a brief summary of the issue, details of the proposed solution including a plan if the proposal involves signs, lines or structures, details of the policies / guidelines / standards used (if any) and the proposed recommendation to the elected Council. This report must be sent to the members of the LTC with the Agenda.

Note: For the information of the members of the LTC, the meeting papers should also include a summary of the final decisions made by the elected Council (or their sub-delegate) on items addressed at the previous meeting or on any items addressed since the last meeting.

The LTC agenda should only contain items, which require the elected Council to exercise its delegated functions. If no action is required, or advice only is being sought, or the issue does not require the exercise of delegated functions then the issue should not appear on the LTC agenda. Such issues should be dealt with as general traffic advice. Refer to Section 8 TRAFFIC ENGINEERING ADVICE.

Items, which do not appear on the agenda (i.e. items without notice), must only be considered if the elected Council has referred the issue and Council officers have been able to prepare a report on the proposal in the normal manner. Items raised without notice must be referred to the next meeting (or dealt with separately between meetings) if any member of the committee requests time to consider the issue.

All LTC meetings require the preparation of minutes.



Delegation to Councils for the Regulation of Traffic

Council must prepare the minutes of the meeting. Copies of the LTC minutes must be forwarded to all LTC members for their concurrence prior to the recommendations either being presented to the elected Council or acted on by the Council's sub-delegate.

Note: B-double routes are the subject of a separate delegation and should have a separate agenda and minutes.

Note: The RTA members of the LTC must keep a copy of all minutes for the future reference of the RTA.

Councils may also need to prepare a report to the elected Council. This report must indicate the type of support from the LTC (i.e. unanimous or not unanimous). Where the advice is not unanimous, dissenting votes should be noted. Refer to Section 5.3.6 VOTING.

Note: All proposals recommended by the LTC must still be formally approved by the elected Council (or their sub-delegate), subject to certain limitations. Refer to Section 3.1.

5.3.3 Site visits

It is recommended that each member of the LTC undertake a site visit prior to considering any proposal. This site visit may be undertaken individually by LTC members, or may be organised by Council as a joint visit of all members of the LTC.

Where this is not practical due to issues such as time or distance, then it is recommended that modern electronic alternative methods be used.

5.3.4 Public participation

The role of the LTC is to consider the technical aspects of any proposal and make a recommendation to the Council. The merits of the scheme, from a public perspective, is the responsibility of the Council and thus residents views should be taken into account by the Council rather than the LTC.

However, there is nothing preventing the LTC members from agreeing to allow residents, or other interested stakeholders, to address the committee, if it so chooses. In addition, the LTC members may agree to limit the number of public presenters on any particular item and/or place time limits on them. Any such constraints should be conveyed to the presenters at the time they are notified of the LTC's agreement for them to address the committee.

The LTC's advice to Council is not binding upon the Council therefore ideally this advice should not be released to the public until the Council has decided whether or not to exercise its delegated authority. However, where Council has decided to allow the public to be in attendance at the LTC meetings, the convenor must make it clear to the public gallery that the Council is still required to accept the recommendation of the LTC to finalise the issue. This should be done after each item to cater for members of the public who may only attend the meeting for a specific item.



Delegation to Councils for the Regulation of Traffic

5.3.5 Media participation

The role of the LTC is to consider the technical aspects of proposals and provide their advice to Council. Media involvement, or interest, in the process should be addressed through the normal Council meeting process.

However, should the media be interested in a proposal, they can attend the LTC meeting if the Council has decided to allow a public gallery. Again as with the general public, the convenor must make it clear that the Council is still required to accept the recommendation of the LTC to finalise the issue. This should be done after each item to cater for the media who may only attend for a single item. The media is not permitted to address the LTC.

5.3.6 Voting

While an organisation, which is a voting member, may choose to send more than one representative, that organisation is still limited to one vote only. For example:

- Where the LTC is chaired by a convenor who is a member of the elected Council and the LTC also has a Council staff member on the committee, the Council as an organisation is still only entitled to one vote [i.e. the Council representatives are not entitled to a vote each]
- Where the Council representative is also the convenor, the Council is still only entitled to one vote. There is no casting vote available to the convenor in the case of a tied vote.
- Where a Council LGA is represented by more than one State MP, only the MP representing the State electorate containing the proposal is permitted to vote. However, if the proposal is actually contained in more than one State electorate, then each State MP for those electorates may vote.
- Where a Council LGA has more than one NSW Police LAC, only the NSW Police officer representing the LAC containing the proposal is permitted to vote. However, if the proposal is actually contained in more than one LAC, then each NSW Police officer for those LACs may vote.

Council must consult with the Ministry of Transport where public passenger transport matters are affected.

LTC advice to Council on a proposal referred to it by Council must be one of the following:

- 1) unanimous support;
- 2) majority support;
- 3) split vote;
- 4) minority support; or
- 5) unanimous decline.



A Council's action on the above LTC advice will be:

- (a) If Council is in agreement with the LTC unanimous support then the proposal may be approved. In these cases there is no conflict between Council and the advice of the LTC, consequently there is no need for Council to inform the RTA or the NSW Police representatives of the decision.
- (b) If Council is in agreement with the LTC unanimous support, but no longer wants to proceed, the proposal may still be rejected.
- (c) If Council is in agreement with the LTC unanimous decline then the proposal may be rejected. Again there is no conflict between Council and the advice of the LTC. Consequently there is no need for Council to inform the RTA or the NSW Police representatives of the decision.
- (d) If Council decides to proceed with a proposal where the advice of the LTC is not unanimous support, then the Council must first advise the RTA and the NSW Police representatives in writing of their intention to approve the proposal. The RTA or the NSW Police may then lodge an appeal to the RTC. Refer to Section 5.4, APPEALS.
- (e) If Council decides to proceed with a proposal where the advice of the LTC is a unanimous decline, then the Council must first advise the RTA and NSW Police representatives in writing of their intention to approve the proposal. The RTA or the NSW Police may then lodge an appeal to the RTC. See Section 5.4, APPEALS.

Flowcharts have been provided to assist with the understanding of this process.

Refer to the relevant flowcharts in Appendix A for:

- the *Road Transport (Safety and Traffic Management) Act, 1999*; or
- the *Roads Act, 1993*.

Due to the fact that the RTA and the NSW Police have the power to appeal certain decisions of the Council, the LTC cannot provide its advice to Council until both the RTA and the NSW Police have provided their vote on the issue.

5.4 Appeals

5.4.1 Road Transport (Safety and Traffic Management) Act 1999

Where a determination of Council to proceed is contrary to a unanimous decline or is based on the non-unanimous advice of the LTC, then Council must notify both the NSW Police and the RTA representatives of its decision. Council must not exercise any of the functions, in relation to the subject proposal, for a period of 14 days from the date of notification in writing.

An appeal, may only be lodged by either the NSW Police or the RTA. The appeal is made to the Chairperson, RTC and must be lodged within the 14 day period. As a matter of courtesy, it is expected that the appellant informs Council in the initial stages of their intention to lodge an appeal.



Delegation to Councils for the Regulation of Traffic

To assist with the process the appeal should be lodged using RTC Form 1 Regional Traffic Committee – Appeal. A copy of this form can be found in Appendix A of this document.

The RTA provides secretarial services to the RTC and appeals must be forwarded to:

Secretariat
Office of the Chairperson
Regional Traffic Committees
Level 16 101 Miller Street
Locked Bag 928
NORTH SYDNEY NSW 2059

Facsimile: 8588 4164
Email: regional_traffic_committee@rta.nsw.gov.au

The Secretary will then notify all parties in writing that an appeal has been lodged.

The Chairperson, RTC notifies Council regarding the outcome of the appeal hearing. It is important that Council does not act until further advice has been received from the Chairperson, RTC about the issue under appeal.

The Chairperson's decision may:

- (i) uphold the appeal, i.e. not support the Council's decision, or
- (ii) reject the appeal. Rejection of the appeal could either support the Council's decision unconditionally or apply conditions.

Refer to Appendix A of this document for the Terms of Reference for the RTC and flowcharts indicating the process involved in the implementation or rejection of a proposal.

5.4.2 Roads Act 1993 – Division 2 of Part 8

The appeal process is similar to that specified above for *Road Transport (Safety and Traffic Management) Act, 1999* matters. However, in cases where Council is not satisfied with the determination by the Chairperson, RTC, Council may further appeal to the Minister for Roads.

The Minister's decision may be:

- (i) rejection of the Council appeal, or
- (ii) approval of the Council proposal either unconditionally or with conditions.

See the flowcharts in Appendix A which indicate the process involved in the implementation or rejection of a Council proposal.



6. Regional Traffic Committee

The RTC operates across the state. Meetings are generally held in the offices of the local Council.

The purpose of the RTC is to deal with appeals from the RTA or the NSW Police members of the LTC on matters delegated to Councils.

The members of the RTC are:

- Independent Chairperson (appointed by the RTA with concurrence from the LGSA)
- LGSA nominee (usually a Local Government Engineer from the region)
- RTA representative (usually the Regional Traffic Manager)

It should be noted the LGSA and RTA representatives merely provide advice as required by the Chairman.

In addition, nominees of the NSW Police, Council and the local State MP may attend as observers.

When a notice of appeal and relevant information is lodged with the RTC, the Chairperson will convene a meeting and the appeal matter is discussed. The Chairman shall determine who, if anyone, shall be permitted to address the appeal based on the documented evidence presented by each party prior to the Appeal. Generally the members of the RTC and each party to the appeal attend the meeting only.

The decision of the Chairperson, RTC in regard to such matters is final, except in matters relating to the *Roads Act, 1993*, wherein Council may further appeal to the Minister for Roads. Refer to Section 5.4.2.

Note: The RTC should not be confused with the Regional Development Committee, which deals with SEPP11 issues under the *Environmental Planning and Assessment Act 1979*.

7. Responsibilities

7.1 Council

The Council has responsibility for:

- exercising the delegated functions related to the *Roads Act 1993*
- documenting the sub-delegation of Council powers

Note: Councils cannot sub-delegate their Roads Act powers.

- seeking the advice of the NSW Police and the RTA prior to exercising delegated functions.
- obtaining the views of local residents affected by any proposal, if necessary. [This is to be done outside the LTC process]
- preparing any TMP required under Schedule 4 of the [Delegation](#) or when considered necessary by Council.



Delegation to Councils for the Regulation of Traffic

- seeking the approval of the RTA to any proposal to alter unrestricted parking to permissive or restricted parking on any road within a 1 km radius of any train station nominated in the RTA's document [Nominated Train Stations with Commuter Parking](#). [This is to be done outside the LTC process]
- convening meetings of the LTC.
- referring items to the LTC.
- providing secretarial services to the LTC.
- preparing the LTC meeting agenda.
- preparing a technical report on each issue.
- documenting the LTC advice (including providing a report to the elected Council)
- providing minutes of meetings to all LTC members
- providing a summary of the final decisions made by Council on items addressed at previous LTC meetings or any addressed since the last meeting.
- notifying the RTA and the NSW Police if the elected Council intends to exercise its delegated functions contrary to the advice of the LTC.

Note: Deciding not to proceed does not constitute exercising a function and therefore does not require notification.

7.2 RTA

The RTA has responsibility for:

- reviewing any TMP submitted to it.
- approving any proposal to alter unrestricted parking to permissive or restricted parking on any road within a 1 km radius of any train station nominated in the RTA's document [Nominated Train Stations with Commuter Parking](#).
- providing advice on Council proposals referred to the LTC.
- appointing the Chairperson of the RTC (with the concurrence of LGSA)
- providing secretarial services to the RTC.

7.3 NSW Police

The NSW Police have responsibility for:

- providing advice on Council proposals referred to the LTC.

7.4 Local State Member of Parliament

The local State Member of Parliament has responsibility for:

- providing advice on Council proposals referred to the LTC.
- nominating someone to represent them if necessary.



8. Traffic engineering advice

Councils often require advice on, or investigation of options for, difficult traffic problems. Council may also wish to consider traffic issues, which are outside the *Delegation* (e.g. installation of speed limits or traffic control signals). As these problems or issues do not require the exercise of delegated functions at that point in time (though they may or may not require it in the future) they should not be dealt with as formal items by the LTC.

Council may take advantage of the knowledge and experience of the LTC members to help them to resolve or clarify an issue. When wishing to utilise the expertise of the LTC members in this manner, Council could either include items on the agenda under a separate Informal Items section or produce a separate agenda.

Informal items should be dealt with following the completion of formal LTC items where Council intends to exercise a delegated function. Any outcomes from discussions on informal items cannot be included in the LTC report to the Council. However, Council can use any outcomes from these discussions in their deliberations on such issues.

Delegation to Councils for the Regulation of Traffic



Item 5.7

Attachment 1

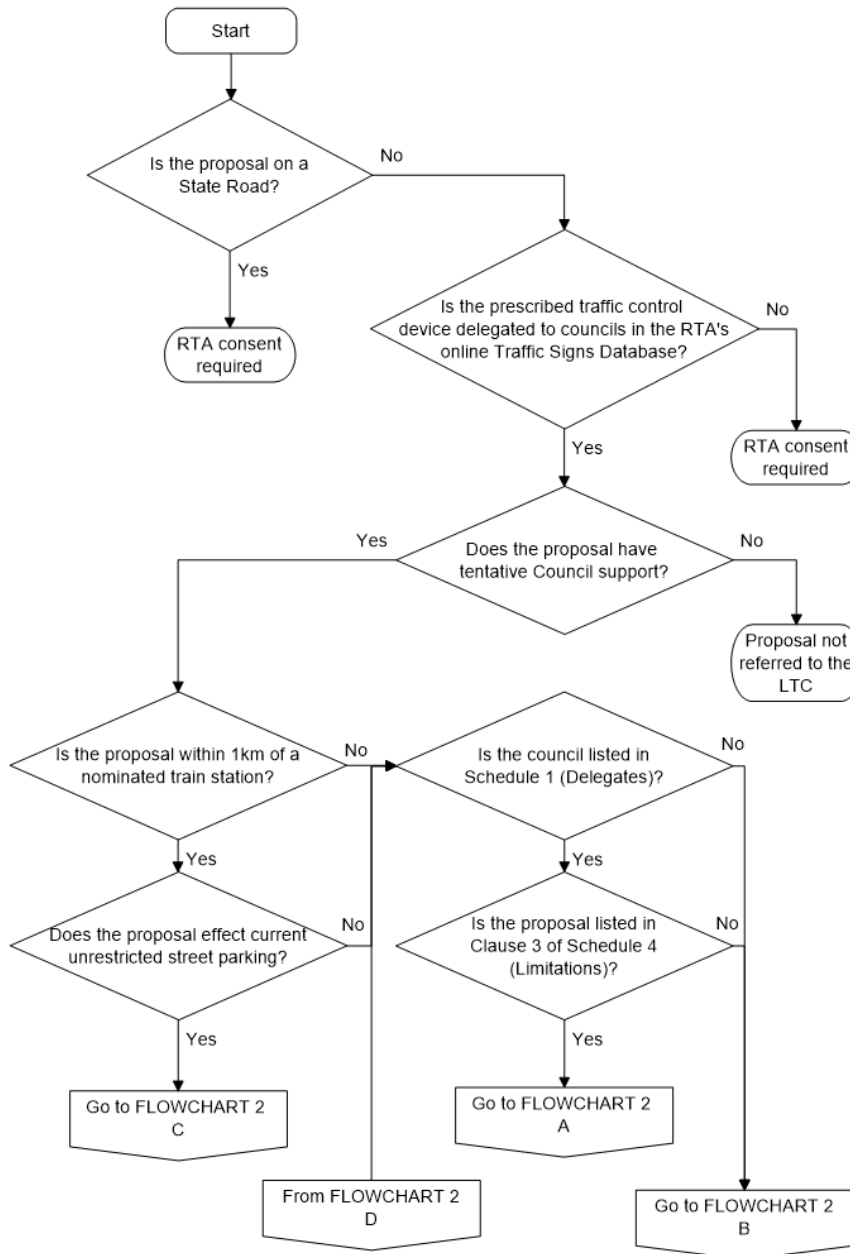
APPENDIX A



Delegation to Councils for the Regulation of Traffic

Process for Exercising Delegated Road Transport Powers

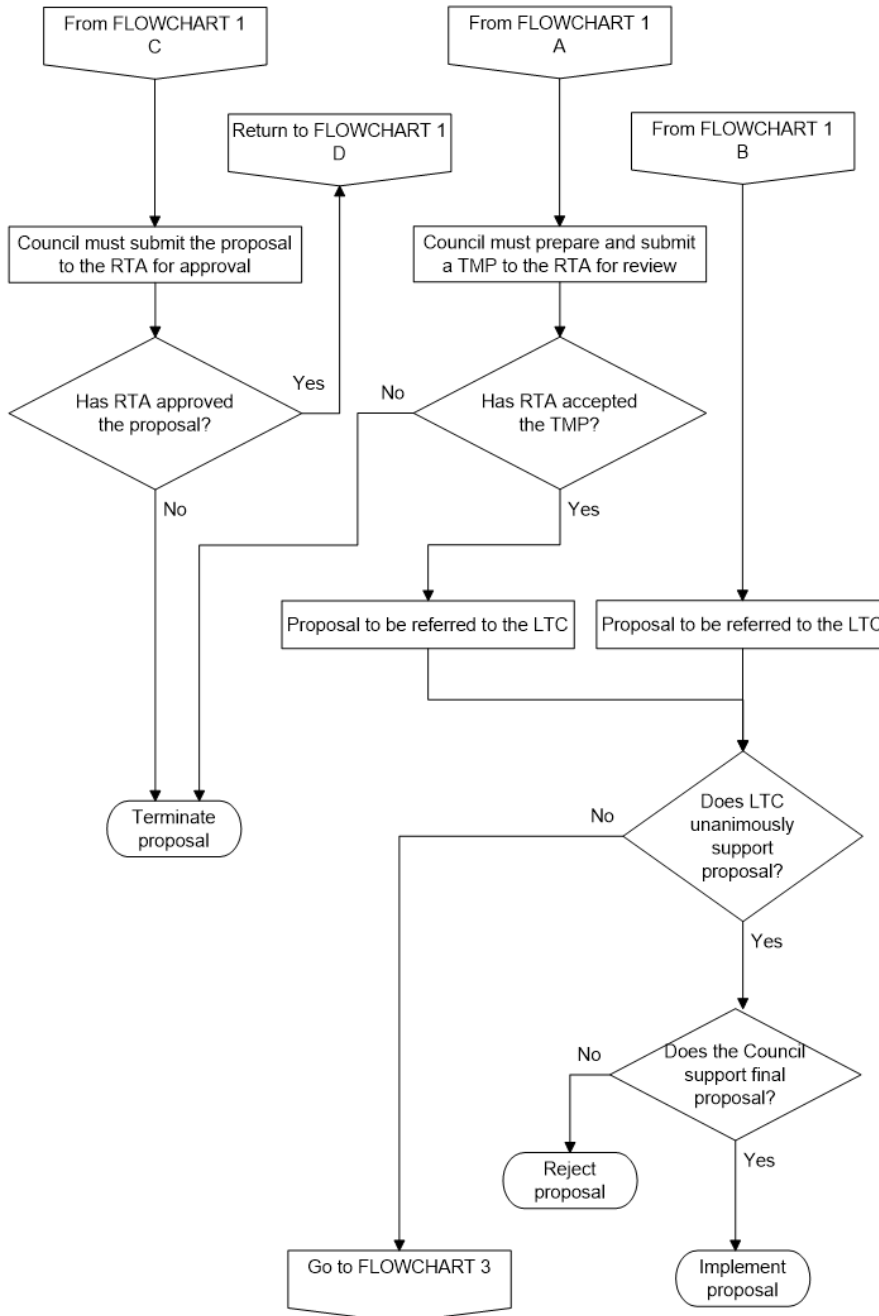
FLOWCHART I
(Road Transport (Safety and Traffic Management) Act, 1999)





Delegation to Councils for the Regulation of Traffic

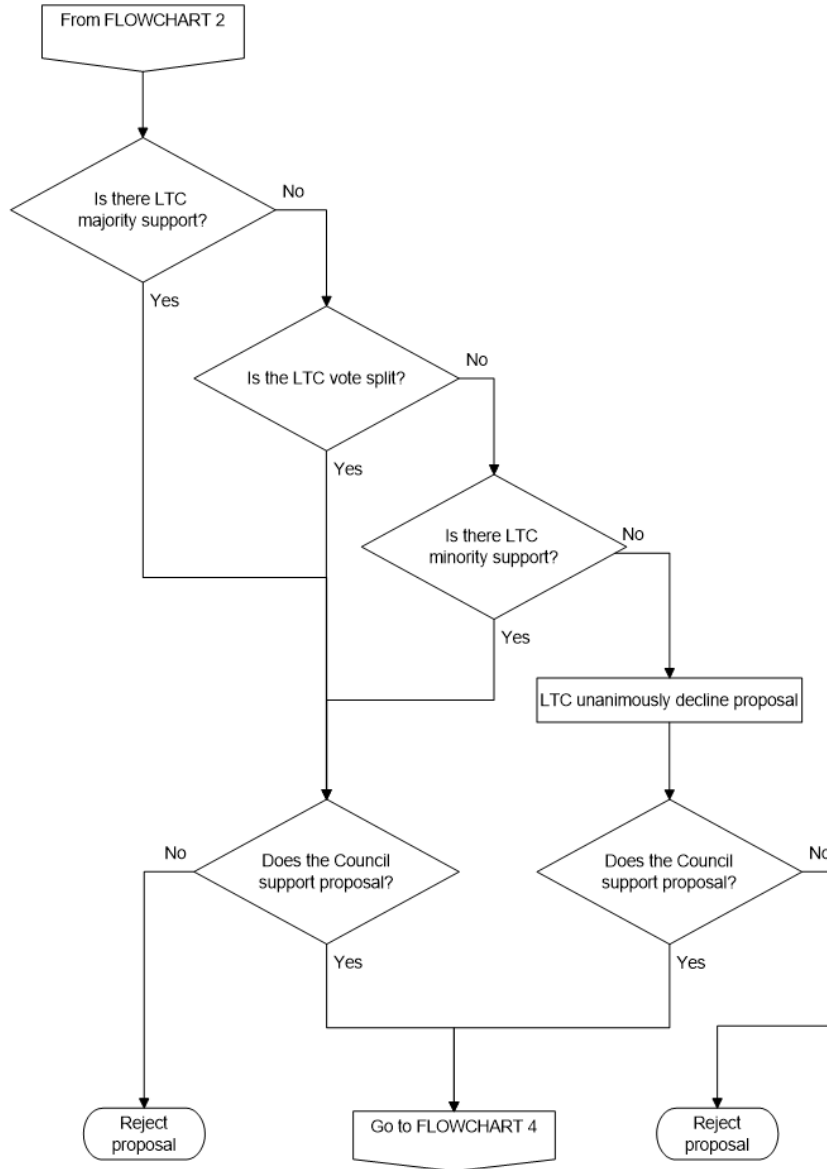
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(Road Transport (Safety and Traffic Management) Act, 1999)





Delegation to Councils for the Regulation of Traffic

FLOWCHART 3
(Road Transport (Safety and Traffic Management) Act, 1999)



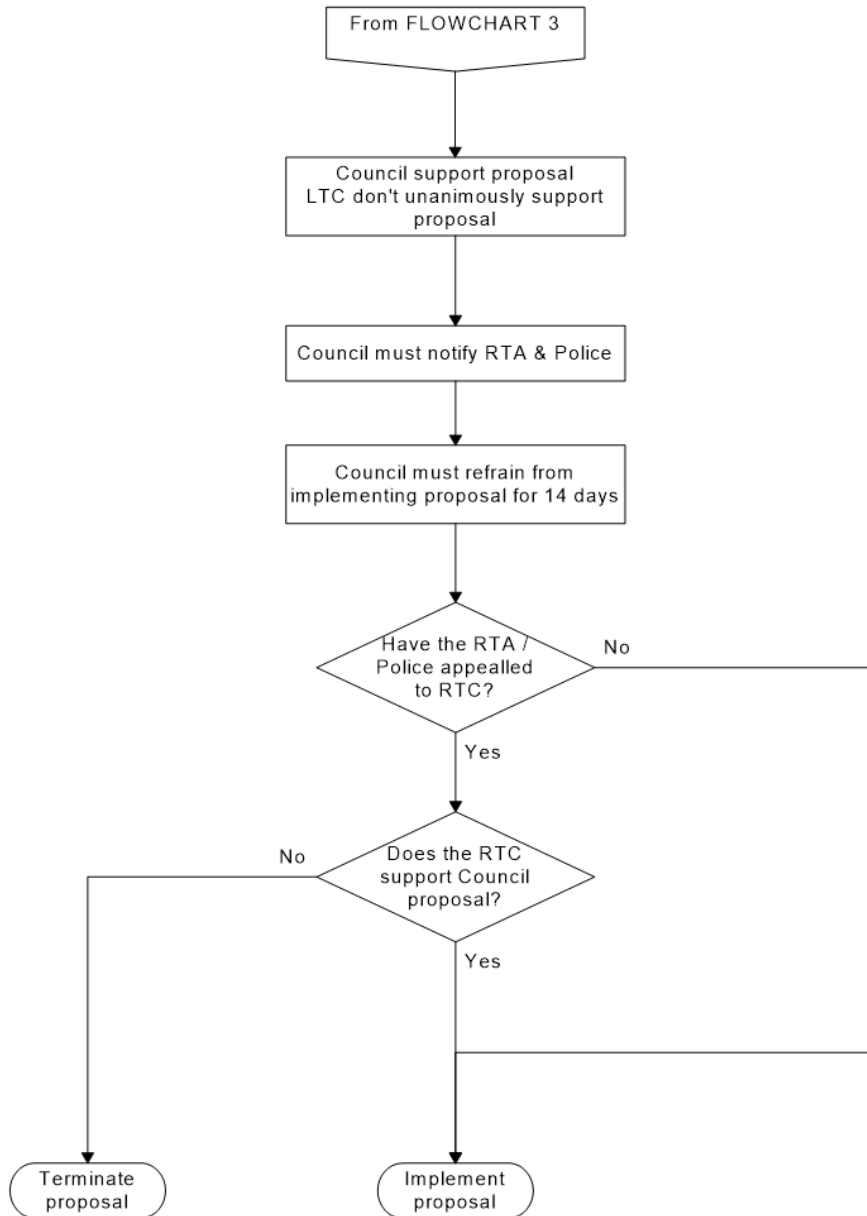
Item 5.7

Attachment 1



Delegation to Councils for the Regulation of Traffic

FLOWCHART 4
(Road Transport (Safety and Traffic Management) Act, 1999)



Item 5.7

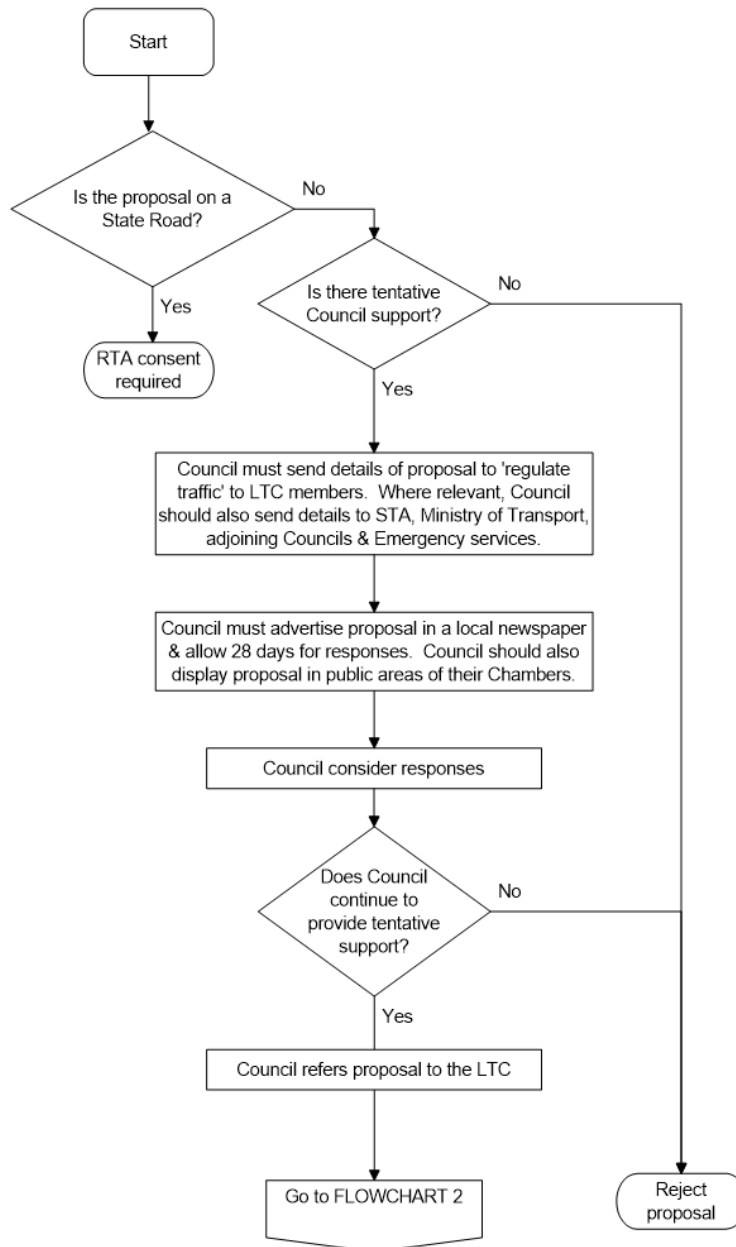
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Delegation to Councils for the Regulation of Traffic

Process for Exercising Delegated Roads Act Powers

FLOWCHART I
(Roads Act, 1993)



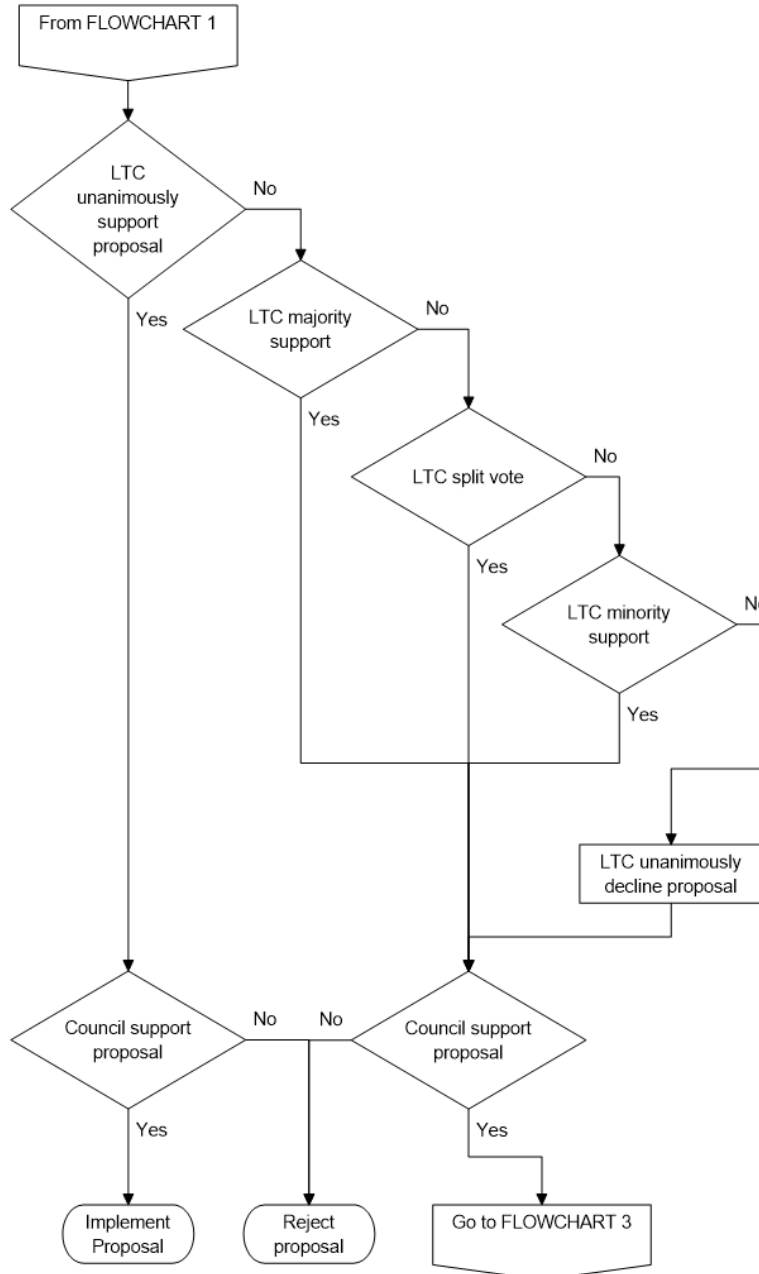
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Attachment 1



Delegation to Councils for the Regulation of Traffic

FLOWCHART 2
(Roads Act, 1993)



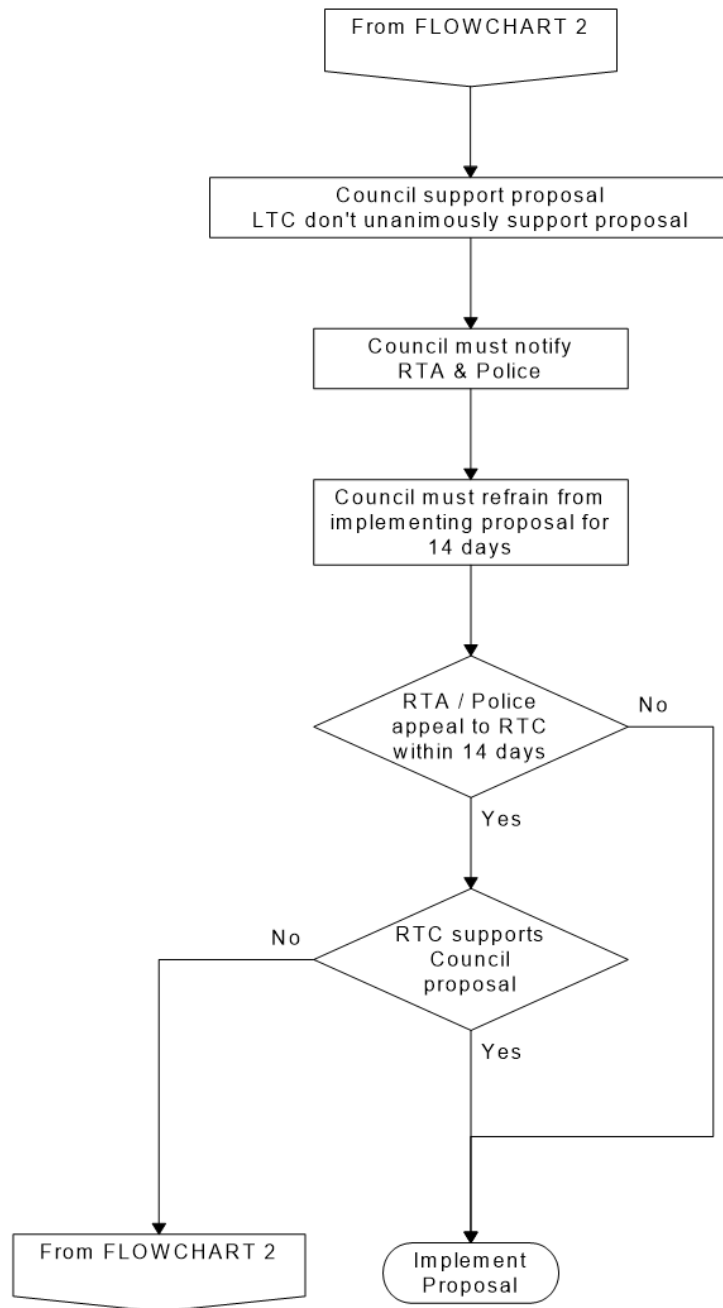
Item 5.7

Attachment 1



Delegation to Councils for the Regulation of Traffic

FLOWCHART 3
(Roads Act, 1993)



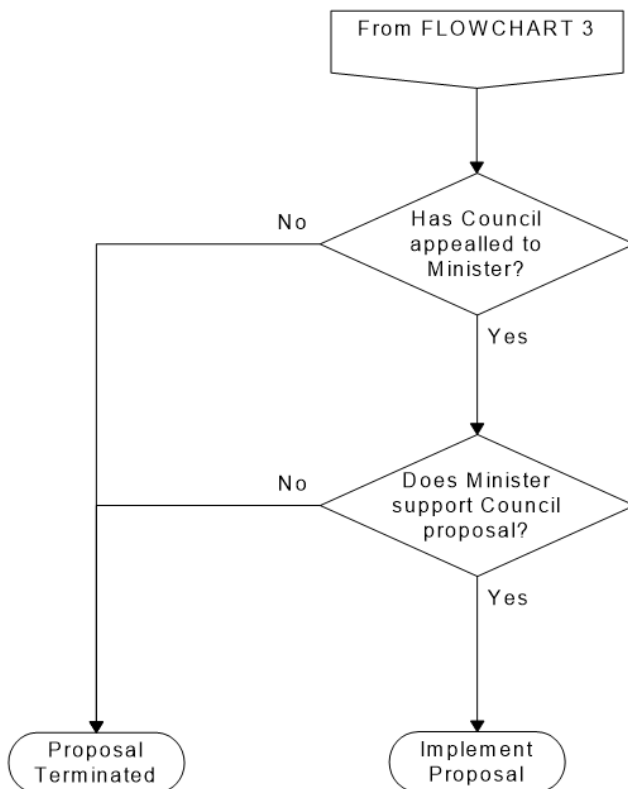
Item 5.7

Attachment 1



Delegation to Councils for the Regulation of Traffic

FLOWCHART 4
(Roads Act, 1993)



Item 5.7

Attachment 1



Delegation to Councils for the Regulation of Traffic

RTC TERMS OF REFERENCE

SCOPE	<p>The Regional Traffic Committee deals with appeals from members of the Local Traffic Committees (RTA and NSW Police only) on matters delegated to Councils by the Roads and Traffic Authority.</p>
ROLES	<ul style="list-style-type: none"> • The Roads and Traffic Authority (hereinafter called "the Authority") pursuant to Section 50 of the Transport Administration Act 1988 and all other enabling powers hereby delegates to the chairperson of a Regional Traffic Committee appointed by the Authority. -- The exercise of all those functions of the Authority necessary to determine appeals by a member of the Local Traffic Committee in connection with the exercise of any of the functions delegated by the Authority to a council, or any of the functions sub-delegated by it, in respect of: <ol style="list-style-type: none"> 1. Division 2 of Part 8 (Regulation of traffic by roads authorities) of the Roads Act 1993. 2. Division 1 of Part 4 (Traffic control devices) of the Road Transport (Safety and Traffic Management) Act 1999. 3. Division 2 of Part 5 (Special event parking schemes) of the Road Transport (Safety and Traffic Management) (Road Rules) Regulation 1999.
MEMBERSHIP	<ul style="list-style-type: none"> • Independent Chairperson, Regional Traffic Committees • Local Government and Shires Associations for each RTA Region • Roads and Traffic Authority for each RTA Region
ENQUIRIES	<p>Should you have any further enquires please do not hesitate to contact the Secretary, Regional Traffic Committees by Facsimile on 8588 4164 or Email: regional_traffic_committee@rta.nsw.gov.au</p>



Delegation to Councils for the Regulation of Traffic

REGIONAL TRAFFIC COMMITTEE APPEAL FORM

Item 5.7
Attachment 1

SUBJECT OF APPEAL:		
APPELLANT (APPEAL) CONTACT:	Title: Name: Organisation: Phone: Fax: E-mail:	
DATE APPEAL SUBMITTED:	•	
REASON FOR APPEAL:	•	
RELEVANT HISTORY:	• • • •	
SUPPORTING DOCUMENTS:	• • (Please attach documents)	
PARTIES TO APPEAL:	• • •	
DATE RECEIVED		
RTC use only		

Forward to:

Secretariat
 Office of the Chairperson
 Regional Traffic Committees
 Level 16 101 Miller Street
 Locked Bag 928
 NORTH SYDNEY NSW 2059

Facsimile: 8588 4164
 Email: regional_traffic_committee@rta.nsw.gov.au



Delegation to Councils for the Regulation of Traffic

Notes

A series of horizontal lines provided for taking notes, starting below the 'Notes' header and extending to the bottom of the page.

Item 5.7

Attachment 1

[Inside rear cover
– provided for double sided printing purposes only]

→ For further enquiries:



www.rta.nsw.gov.au/trafficinformation/guidelines



technical_directions_publication@rta.nsw.gov.au



Terms of Reference

Item 5.7

Attachment 2

Committee name:	Kiama Local Traffic Committee
Status:	Council committee <input type="checkbox"/> Statutory committee <input checked="" type="checkbox"/> Sunset committee <input type="checkbox"/> (specify the end date)
Purpose:	<p>The Kiama Local Traffic Committee is <u>not</u> a Committee of Kiama Council however is a Technical Committee of Transport for NSW.</p> <p>The Committee operates under the authority conferred to Council by Transport for NSW under the Transport Administration Act 1988, and in accordance with the powers delegated to Council by the Road Transport Act 2013 and Roads Act 1993, as outlined in the Transport for NSW documents 'A guide to the Delegation to Councils for the Regulation of Traffic'.</p> <p>The Kiama Local Traffic Committee can make recommendations, and provide advice, to Council on only the following traffic related matters:</p> <ul style="list-style-type: none"> • The installation of traffic control devices and traffic management facilities – such as signs, markings, structures or other devices to direct or warn traffic on a road or road related area. • The installation of regulatory parking – including truck zones, loading zones, taxi stands, bus zones and mobility parking spaces. • The implementation of road closures, local area traffic management schemes and residential preferential parking schemes.
Objectives:	This Committee consider all matters pertaining to the provision of traffic management facilities in the Kiama local government area. This Committee makes recommendations to Council. Should Council disagree with a decision of this Committee, then the matter is referred to the Transport for NSW.
Committee Meetings:	Meetings are held monthly, on the first Tuesday of every month. (except January) commencing at 9.00am. These Terms of Reference, Committee meeting dates, agendas and minutes will be placed on Council's website.
Venue:	Meetings will be held at the Kiama Council Chambers or other suitable venues as required. They may also be held via Zoom if required.
Membership:	Membership of the Committee shall consist of four (4) Voting Members: <ol style="list-style-type: none"> 1. Councillor Representative <ul style="list-style-type: none"> - One (1) Councillor Representative elected by Council each year, or their elected Alternative. 2. Local Member Representative <ul style="list-style-type: none"> - Member for Kiama (or nominated representative) 3. Police Local Area Command representative 4. Transport for NSW representative Other attendees with non-voting rights will include:



"{Enter TRIM record number}"

2

Committee name:	Kiama Local Traffic Committee
	<ul style="list-style-type: none"> • Council Staff, being: <ul style="list-style-type: none"> - Director Engineering and Works - Manager Design and Development - Road Safety Officer - Council Ranger - Other staff to support specific agenda item discussion (as needed) - Executive Assistant to Director (Minute Taker) • Technical Staff from other agencies or bodies attending to support discussion of specific agenda items; such as: <ul style="list-style-type: none"> - Bus companies - Taxi operator <p>Other Councillors may attend Committee meetings as observers but are not permitted to participate in the discussion or debate.</p>
Term of membership	<ul style="list-style-type: none"> • Councillor Representatives will be elected each year at Council Meeting. • Representative appointments from other agencies will be made at the discretion of the member agencies.
Meeting Quorum:	<p>A Quorum will be deemed to have been met under the following criteria:</p> <ol style="list-style-type: none"> i. minimum of 50% of Voting Members ii. or per statutory requirements (if required). <p>Meetings can be held without a quorum, however, the Kiama Local Traffic Committee can only make recommendations to Council on agenda items if it has sought the view of Transport for NSW and the NSW Police. In the absence of either a Transport for NSW Representative or a NSW Police Representative from a meeting, the recommendations made by the Committee will be forwarded to whoever was absent and their concurrence sought in writing before the recommendations are submitted to Council.</p>
Meeting Administration:	<ul style="list-style-type: none"> • Meetings are to be chaired by Council's nominated Councillor Representative or the Director Engineering & Works, or as elected by the Committee and endorsed by Council. • Minutes will be taken by a representative of Council and will be taken at every meeting. • Minutes with Committee recommendations will be submitted for endorsement to the next Ordinary Meeting of Council immediately following the committee meeting. • Agendas will be circulated to members no less than seven days prior to the next scheduled meeting. Agendas will also be circulated to all Councillors prior to the next scheduled meeting for information. • Minutes will be distributed to members following every meeting.

"{Enter TRIM record number}"

3

Committee name:	Kiama Local Traffic Committee
	<ul style="list-style-type: none"> • Minutes of meetings are not required to record details of the debate that takes place on any item. Subject to the provisions of these Terms of Reference, it is sufficient for the minutes to record only the following: <ul style="list-style-type: none"> - the recommendations made by the Kiama Local Traffic Committee and; - the voting members' level of support for each of the Kiama Local Traffic Committee recommendations. • The Chairperson ultimately has the power to progress the meeting and make a determination on matters listed on the Agenda. • The Committee has an advisory role to Council and will make recommendations by consensus. If a situation arises where consensus cannot be made, advice from the Committee may be presented with supporting and dissenting views.
Responsibility	<p>Members of the Committee will:</p> <ul style="list-style-type: none"> • Comply with Council's Code of Conduct • Work collaboratively as part of the Committee; • Work in an open and honest manner, and with respect for each other; • Understand that at all times it will be necessary to listen to and negotiate different points of view and perspectives, and to make compromises accordingly; • Respect each other's opinions and consider the view of each member to be of equal importance; • Refrain from any form of conduct that may cause a reasonable person unwarranted offence or embarrassment; • Undertake to fairly present the discussion and information provided at the Committee to their organisation.
Voting	<p>If a situation arises where unanimous support cannot be made and opinion is closely divided, a vote can be taken to resolve the matter and reach a conclusion. The vote can be made with a show of hands, or some other means if deemed necessary by the Committee.</p> <p>The level of support must be recorded in accordance with Section 5.3.6 (voting) of "The Guide to the Delegation to councils for the regulation of traffic".</p>
Public Address	<p>The Kiama Local Traffic Committee may allow residents or other interested stakeholders, to address the Committee on listed agenda items only. Parties wishing to address an the Committee must register their interest with Council by 10:00am on the day prior to the scheduled meeting and identify the relevant agenda item they wish to speak to. Parties addressing the meeting will be required to leave the meeting room following their address. Each speaker will be allowed five minutes to address the committee, this time is to be strictly enforced by the Chairperson, and must adhere to the '4) Public Forums' in Council's 'Code of Meeting Practice'.</p>

"{Enter TRIM record number}"

4

Committee name:	Kiama Local Traffic Committee
	<p>Members of the community may request permission, by application to the Chairperson, to observe an advisory component of Committee meeting. An observer is not permitted to participate in the discussion or debate during the meeting and will be requested to leave the meeting room during voting or discussion on confidential matters.</p> <p>The role of the Kiama Local Traffic Committee is to consider the technical aspects of any proposal and make a recommendation to the Council. The merits of the scheme, from a public perspective, is the responsibility of the Council and thus residents' views should be taken into account by the elected Council rather than the Kiama Local Traffic Committee. All Committee recommendations are subject to official endorsement by Council on the nominated meeting date.</p>
Social Media	<p>Social Media refers to website and application platforms that are designed to allow people to share content. Committee members must adhere to copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws. Committee members must also comply with relevant Council policies including "Social Media" and "Privacy Management" and the 'Code of Conduct.'</p> <p>These policies outline guidance on rights and responsibilities in relation to social and digital media. They apply to Council officers, staff, committee members, contractors, volunteers, and other elected officials.</p> <p>Abiding by these laws and policies reduces the user's exposure to security risks, litigation and reputational damage. Ask the Public Officer if you have concerns.</p>
Problem Solving	<p>If a problem is unresolved or a member has a dispute or complaint, it should first be raised with the Chairperson who will seek to resolve the matter with the necessary parties.</p> <p>If the matter cannot be resolved through those channels then, if appropriate, the matter can be presented to the Committee for further consideration and action.</p> <p>If the matter is still unresolved, it can then be presented to Council for consideration and action. Council reserves the right to take whatever action it deems appropriate, in the event of gross misconduct by a Committee member. Dismissal from the committee can be ordered.</p>

Item 5.7

Attachment 2

4 GENERAL BUSINESS

5 CLOSURE