



# KIAMA LOCAL TRAFFIC COMMITTEE MEETING

To be held at 9.00am on

**Tuesday 4 June 2024**

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 Stuart Larkins  
Mr Andy Gaudiosi  
Senior Constable Craig Gray  
Mr Darrell Clingan

29 May 2024

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 4 June 2024** commencing at **9.00am** for the consideration of the undermentioned business.

Yours faithfully

Michael Malone

**Director Infrastructure and Liveability**

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**AGENDA FOR THE  
KIAMA LOCAL TRAFFIC COMMITTEE MEETING OF KIAMA  
MUNICIPAL COUNCIL  
TUESDAY 4 JUNE 2024**

**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 Tuesday 7 May 2024

##### Attachments

- 1 Minutes - Kiama Local Traffic Committee Meeting - 7 May 2024

##### Enclosures

Nil

#### **RECOMMENDED**

That the Minutes of the Kiama Local Traffic Committee meeting held on 7 May 2024 be received and accepted.



**MINUTES OF THE  
KIAMA LOCAL TRAFFIC COMMITTEE  
MEETING**

commencing at 9.20am on

**TUESDAY 7 MAY 2024**

Council Chambers, 11 Manning Street, KIAMA NSW 2533

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MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

7 MAY 2024

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MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

HELD VIA TEAMS

ON TUESDAY 7 MAY 2024 AT 9.20AM

**PRESENT:** Andy Gaudiosi (Transport for NSW Representative), Craig Gray (NSW Police Representative), Chris Balzarano (Council Ranger), Lindsay Dunstan (Resilience Engineer).

**1 APOLOGIES**

Michael Malone (Director Infrastructure and Liveability), Stuart Larkins (Councillor Representative), Darrell Clingan (Local Member's Representative), Janelle Burns (Kiama Council Road Safety Officer), Gary Chapman (Acting Manager Engineering and Technical).

**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 on Tuesday 2 April 2024**

*24/020LTC*

**Resolved** that the Minutes of the Kiama Local Traffic Committee meeting held on 2 April 2024 be received and accepted.

*(Member Andy Gaudiosi and Member Craig Gray)*

**4 BUSINESS ARISING FROM THE MINUTES**

Nil

**5 REPORT OF RMS DELEGATED FORMAL ITEMS**

**5.1 Terralong Street Kiama Railway Underbridge - Replacement of Bridge Crash Beams**

*24/021LTC*

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**MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE**

**7 MAY 2024**

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**Resolved** that the Committee endorse the changes to traffic arrangements in Terralong Street Kiama and the installation of the raised medians around the bridge supports, made necessary by the replacement of the railway bridge crash beams, with the exception that the amber flashing lights currently in place be retained.

(Member Andy Gaudiosi and Member Craig Gray)

**6 GENERAL BUSINESS**

**7 CLOSURE**

There being no further business the meeting closed at 9.50am

These Minutes were confirmed at the Ordinary Meeting of Council held on 4 June  
2024



**4 BUSINESS ARISING FROM THE MINUTES**

## 5 REPORT OF RMS DELEGATED FORMAL ITEMS

### 5.1 Proposed Temporary Road Closure - Terralong St, Kiama - Kiama Winter Street Festival - 13-14 July 2024

CSP Objective: Outcome 4.3: Our built environment is safe and inclusive; our infrastructure is well planned and well managed.

CSP Strategy: 4.3.2 Actively plan how we travel and create safe travel routes whether we are walking, cycling, driving or accessing public transport.

Delivery Program: 4.3.2.3 Implement the requirements of the Roads Transport Act, Impounding Act, Crown Lands Act and Road Rules

#### Summary

Council proposes to enact temporary closures of Terralong Street, Kiama, between Collins Street and Shoalhaven Street, from 8:00am on Saturday 13<sup>th</sup> to 4:00pm on Sunday 14<sup>th</sup> July, for the purpose of holding the Kiama Winter Street Festival.

Council's Event Staff seek the committee's feedback on a partial, one-way reopening of Terralong Street between 10:00pm on Saturday 13<sup>th</sup> July and 6:00am Sunday 14<sup>th</sup> July.

Temporary detours will be in place via Akuna Street and Minnamurra Street during the road closure, signposted with temporary traffic control signage.

#### Financial implication

The Kiama Winter Street Festival is funded by the NSW Government Open Streets Program.

#### Risk implication

The risks are managed through engagement of accredited traffic controllers through a fully-insured insured traffic control company, to design and implement the temporary traffic control for the event.

#### Policy

Section 115 & 138 of the *Roads Act 1993*.

#### Consultation (internal)

Event staff have liaised Council's Subdivision & Development Engineer acting in their capacity as the Roads Authority. The event has been considered and endorsed by Council's Tourism & Economic Advisory Committee - 24/026TEAC.

#### Communication/Community engagement

The event has been publicly advertised through online channels.

Destination Kiama staff will be meeting with Terralong Street businesses and Chamber of Commerce representatives to ensure the road closures take into consideration business needs.

Report of RMS delegated formal items

5.1 Proposed Temporary Road Closure - Terralong St, Kiama - Kiama Winter Street Festival - 13-14 July 2024 (cont)

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Council's Event staff propose to advertise road closures via print and radio media, send notification letters to affected residents and businesses, and consult with emergency services regarding the event.

**Attachments**

- 1 Attachment - Traffic Control Plans - Kiama Winter Street Festival - 13-14 July 2024
- 2 Attachment - Plan - VMS Board Locations - Kiama Winter Street Festival - 13-14 July 2024

**Enclosures**

Nil

**RECOMMENDATION**

That the Committee approve the temporary closure of Terralong Street on Saturday 13<sup>th</sup> and Sunday 14<sup>th</sup> July 2024 for the Kiama Winter Street Festival in accordance with the plans attached, subject to:

- a) Provision of 2x VMS boards advising of the upcoming event, at each end of the proposed closure for at least seven days prior to the event.
- b) Provision of a Traffic Guidance Scheme detailing the controls required for Terralong Street remaining closed to traffic for the duration of the festival from Saturday 13 July 24 to Sunday 14 July 24, to the satisfaction of Council prior to the issue of the Road Occupancy Permit,  
OR  
Terralong Street remaining closed to traffic overnight.
- c) Notification letters being sent to all affected residents and businesses along the closed route.
- d) Advertisement of the closure on Council's website and social media, and in local radio and print media.
- e) Council Event staff consulting with emergency services regarding the event and road closure.

**Background**

Destination Kiama have been awarded \$149,000 through Transport NSW's Open Streets Program to administer the Kiama Winter Street Festival in July 2024. This funding is specifically to be used for closing a main street of town for the purposes of a community event.

Kiama Winter Street Festival:

Saturday 13 July 2024: 12pm - 9pm (road closures from 8am – 10pm)

Report of RMS delegated formal items

5.1 Proposed Temporary Road Closure - Terrralong St, Kiama - Kiama Winter Street Festival - 13-14 July 2024 (cont)

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Sunday 14 July 2024: 10am - 2pm (road closures from 6am – 4pm)

Aligned with the objectives of the NSW Public Spaces Charter, the event will offer free, family-friendly entertainment during the winter school holidays, uniting the community and boosting mid-year and evening trade for our local businesses.


Road closures are required in advance and following the event to allow for set-up and pack-up, which is assisted by Council's operations staff. Detours will be in place with traffic controllers on site to direct vehicles during the event.

**Item 5.1**





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## AROUND THROUGH PAST ANALYSIS & RISK ASSESSMENT

TERRALONG ST, KIAMA

Assessment of:

		ROAD TRAFFIC		PEDESTRIAN TRAFFIC		CYCLE PATH TRAFFIC	
Option Type	Option Treatment	Comment	Adoption	Comment	Adoption	Comment	Adoption
Around the Work Area	Detour	Traffic going to Terralong St will need to be detoured around the work area as it is	<b>Adopted</b>	No pedestrian detour required	<b>Not Suitable</b>	Cyclist going to Bridge will be detoured around the work area as it is closed off	<b>Adopted</b>
	Slide Track	No side track available and not necessary for this set up	<b>Not Suitable</b>	No side track available and not necessary for this set up	<b>Not Suitable</b>	No side track available and not necessary for this set up	<b>Not Suitable</b>
Through Work Area	Occupy Roadway	Road traffic will not be allowed to go through work area	<b>Not Suitable</b>	Pedestrian that will cross the road will not be allowed to go through work area	<b>Not Suitable</b>	Cyclists will not be allowed to go through work area	<b>Not Suitable</b>
Past Work Area	Work Within 6m	Traffic will not be able to past the work area instead they will use the detour	<b>Not Suitable</b>	Pedestrian will just past work area and maybe assisted by a TC	<b>Adopted</b>	Cyclist going to Terralong St can dismount and join pedestrian to past work area	<b>Possible</b>

### LIKELIHOOD DESCRIPTOR TABLE

Likelihood	Description	Frequency	Probability
A. Almost Certain	The event is a certainty or frequent occurrence	One or more events per month	95% probability
B. Likely	This event is known to occur or "often" happens from time to time	One event every 6 months	60-90% probability
C. Possible	The event could occur occasionally, or "from time to time" happens	One event every 6-12 months	20-60% probability
D. Unlikely	The event is infrequent	One event every 1-3 years	5-20% probability
E. Rare	The event is conceivable but only in exceptional circumstances	Less than 1 event every 3-5 years	<5% probability

### CONSEQUENCE DESCRIPTOR TABLE

Consequence	Description	Health, Safety & Environment
5. Catastrophic	Fatality or multiple fatalities. Catastrophic Environmental harm with long term serious impact or is not restorable.	
4. Severe	Permanent injury - damage which permanently alters a person's future. Significant Environmental harm with medium to long term impact before recovery	
3. Major	Lost Time Injury (LTI) - damage which temporarily alters a person's future. Major Environmental harm that can be rectified in the medium term (12 months)	
2. Minor	Medical Treatment Injury (MTI) - damage which temporarily inconveniences a person. Minor Environmental harm that can be rectified in the short term (3 months)	
1. Insignificant	First Aid Injury (FAI) - very minor injury which is not considered a hazard. Minimal environmental harm that can be quickly rectified	

### RISK MATRIX

		CONSEQUENCE				
		1. Insignificant	2. Minor	3. Major	4. Severe	5. Catastrophic
LIKELIHOOD	A. Almost Certain	High (2A)	High (2B)	Extreme (3A)	Extreme (4A)	Extreme (5A)
	B. Likely	High (2B)	High (2C)	High (3B)	High (4B)	High (5B)
	C. Possible	Low (1C)	Low (1D)	Low (2D)	Low (3D)	High (4D)
	D. Unlikely	Low (1D)	Low (1E)	Low (2E)	Low (3E)	Medium (4E)
	E. Rare	Low (1E)	Low (1F)	Low (2F)	Low (3F)	High (4F)

### RATING OF CONTROLS

<b>ELIMINATE</b> Remove the cause of danger (i.e. road closure/obstruction)
<b>SUBSTITUTE</b> Replace a hazardous activity with an alternative (i.e. Portable traffic signs, boom barriers etc.)
<b>ENGINEERING</b> Apply technical measures to prevent or reduce the risk (i.e. Safety barriers etc.)
<b>ADMINISTRATIVE CONTROLS</b> Training, Signs, Permits, Signs and devices
<b>PPE</b> Helmets, Safety harness, Safety boots, Safety glasses, High visibility clothing

### WORKSITE REQUIREMENTS

TRAFFIC CONTROLLERS: 2  
TRAFFIC CONTROLLERS - BREAKS: 1  
SHARPE VEHICLES: 1

SPECIALIST VEHICLE REQUIREMENTS:  
VMS UTE: 0  
TMA OPTIONAL: 0  
POLICE: 0


DEVICE EQUIPMENT REQUIREMENTS:  
TOTAL SIGNS: 20  
VMS TRAILER REQUIRED: 0  
1.8M STOP BARS: 2  
PTCD: 0  
PITB: 0

APPROVED BY - DEBRICKER: ANELLY TCT0006840  
REVIEW OR REWRITE APPROVED BY: B WIFFEN TCT0109517  
APPROVAL DATE: 23/04/2024  
TL NOMINATED CONTACT: 24HR CONTACT - 1300 001 599  
SHEET NO: 3 OF 10

### CLIENT CONTACT

KIAMA COUNCIL  
HELEN ROBERTS  
24HR FAX 123

**BEST PRACTICE GENERAL NOT TO SCALE PRINT A3**



100 Years Australia  
1901-2024  
123 Years Kiama  
1901-2024

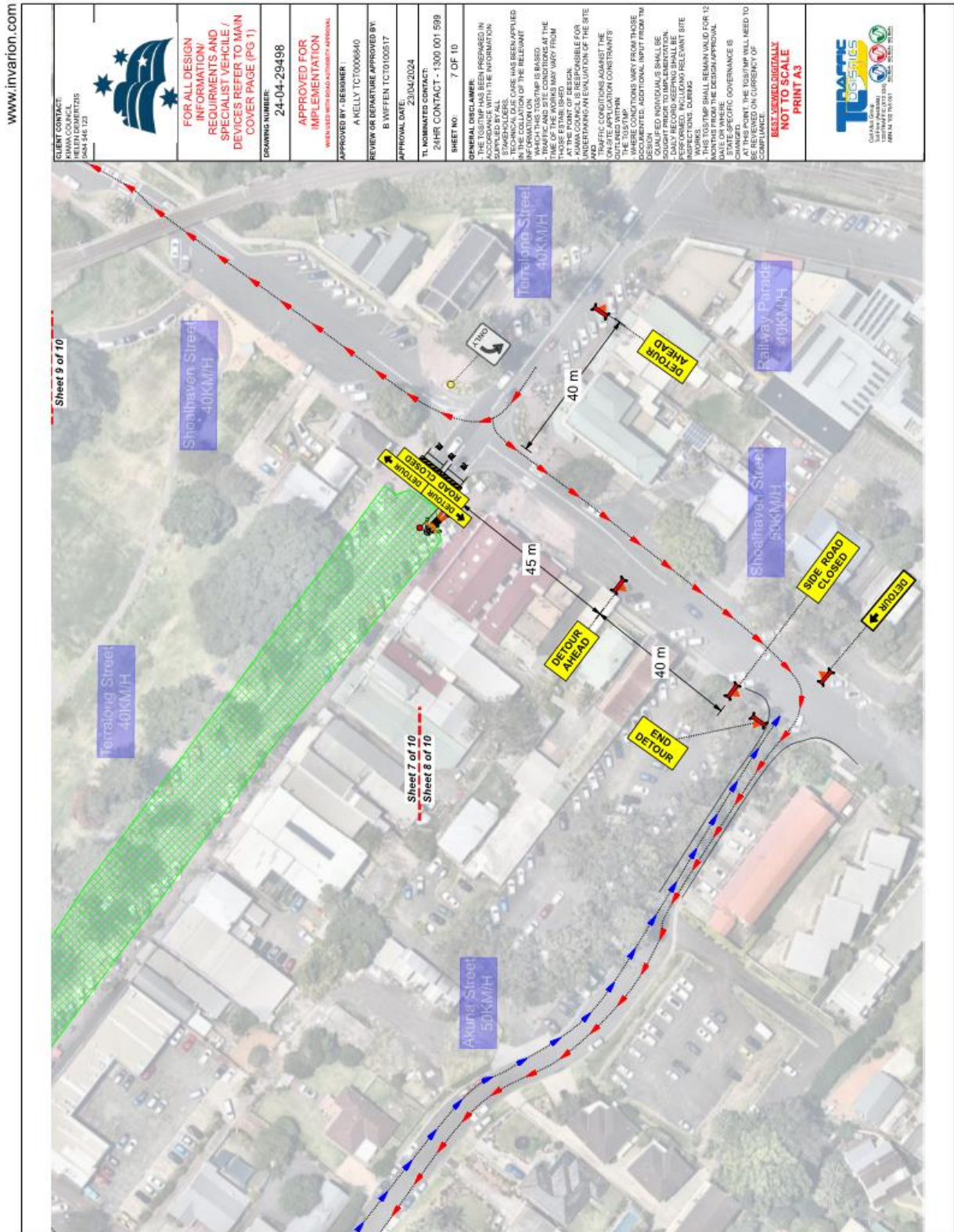
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Task	Hazard Type	Description <small>(Describe the hazard and any previous assessments)</small>	Inherent Risk	Control Measures	Residual Risk
<b>Risk Assessment - Environment</b>					
Are works being undertaken on roads with speeds of 70km/h or above?	No further action is required	No further action is required	N/A	No further action is required	N/A
Are any environmental or manufactured hazards at risk of impacting works?	No further action is required	No further action is required	N/A	No further action is required	N/A
Are works impacting any existing parking or restricted areas?	Conflicting requirements - Local Business impacts	- VRI confusion and increased site requirements. - Site incursion where VRI is attempted to access parking areas inside of control points.	High (3C)	Maintain - The design will stipulate requirements for local parking access.	Low (3E)
Will signs be required to be installed on both sides of the road? (Speed restrictions or multiple roads)	Duplicate installation is not required	No further action is required	N/A	No further action is required	N/A
Can road environment and TC permit suitability allow a cone in advance of control positions?	Traffic Controllers control to stop traffic is not required	No further action is required	N/A	No further action is required	N/A
<b>Risk Assessment - Road Use</b>					
Will there be any excavated areas with a depth of more than 500mm?	- Excavations are not occurring on site.	No further action is required	N/A	Where do not involve any excavator activities Decision to be implemented based on State regulations. No further action is required.	N/A
Are works likely to negatively impact other parts (Side Roads, Ramps or Crossings)	- Queuing/delays - Collisions - Increased volume	- Adverse impact to the road network due to queuing or limited visibility	Medium (2C)	Additional controls such as detours, VMS boards, Traffic management and additional signage to mitigate potential disruptions.	Low (2D)
Are any driveways affected by the works? (i.e. residential, commercial, public)	- Collisions - Visibility - Noise - Accessibility	- Poor line of site - Blocking Driveways / Public entry or exits	High (3C)	Design notes to incorporate local notification requirements. Resourcing will be sufficient to maintain safe employee requirements.	Medium (3D)
Do works at TERRALONG ST, KIAMA impact existing or planned road operations on the COLLINS ST AND SHIGALHAVEN ST?	No further action is required	No further action is required	N/A	No further action is required	N/A
Do works impact the heavy vehicle networks?	No further action is required	No further action is required	N/A	No further action is required	N/A
Are works performed on High Speed and/or High stopping, merging or crossing non-standard road operations?	No further action is required	No further action is required	N/A	No further action is required	N/A
Will VMS be optionally used during these works	No further action is required	No further action is required	N/A	No further action is required	N/A
<p><b>BEST VIEWED ORIGINALLY NOT TO SCALE PRINT A3</b></p> <p><b>TRAFFIC TOPTICS</b> Call: 08 8333 3333 30 The Arcade Melbourne VIC 3000 Aust. Lic. No. 1021541 VMS, Traffic Signs, Mats</p> <p><b>DATE OF PERFORM:</b> 23/04/2024 <b>WORKS LOCATION:</b> TERRALONG ST, KIAMA <b>WORKS BETWEEN ROADS:</b> COLLINS ST AND SHIGALHAVEN ST <b>WORKS BETWEEN ROADS AUTHORITY:</b> KIAMA MUNICIPAL COUNCIL <b>ESTIMATED JOB DATE:</b> 13/07/2024-14/07/2024 <b>ESTIMATED JOB TIME:</b> 12PM-6PM (PM)-8AM &amp; 9AM-5PM <b>DAMAGE COLLECTION DAY:</b> MONDAY <b>ISSUE / DESC / DATE:</b> AMENDMENT DESCRIPTION</p> <p><b>DESIGN NUMBER:</b> 24-04-29498 <b>DATE:</b> 4/5 <b>CLIENT REFERENCE NUMBER:</b> 29498</p> <p><b>GENERAL DISCLAIMER:</b> THESE DOCUMENTS ACCORDANCE WITH THE INFORMATION GIVEN BY ALL EMPLOYEES. THE CLIENT HAS BEEN ADVISED OF THE COLLISIONS AND OTHER OPERATIONS ON WHICH THE DOCUMENT IS BASED. THE TIME OF THE WORKS MAY VARY FROM THOSE ESTABLISHED AT THE TIME OF DESIGN. THE CLIENT ACCEPTS THE RISK OF THE WORKS AND THE CLIENT'S TRAFFIC CONTROLLERS MUST BE ADVISED OF ANY CHANGES TO THE WORKS. THE CLIENT MUST BE ADVISED OF ANY CHANGES TO THE WORKS. THE CLIENT MUST BE ADVISED OF ANY CHANGES TO THE WORKS. THE CLIENT MUST BE ADVISED OF ANY CHANGES TO THE WORKS.</p> <p><b>WEBSITE REQUIREMENTS:</b> TRAFFIC CONTROLLERS: 2 SPECIALIST VEHICLES: 1 STORAGE VEHICLES: 1</p> <p><b>APPROVED FOR IMPLEMENTATION</b> APPROVED BY: DEBENNER A KELLY TCT006840 REVIEW OR REAPPROVE APPROVED BY: B WIFFEN TCT010917 APPROVAL DATE: 23/04/2024 TL NOMINATED CONTACT: 24HR CONTACT - 1300 001 599 SHEET NO: 4 OF 10</p> <p><b>CLIENT CONTACT:</b> KIAMA COUNCIL HELEN LOBERTZIS (08) 341 1113</p>					





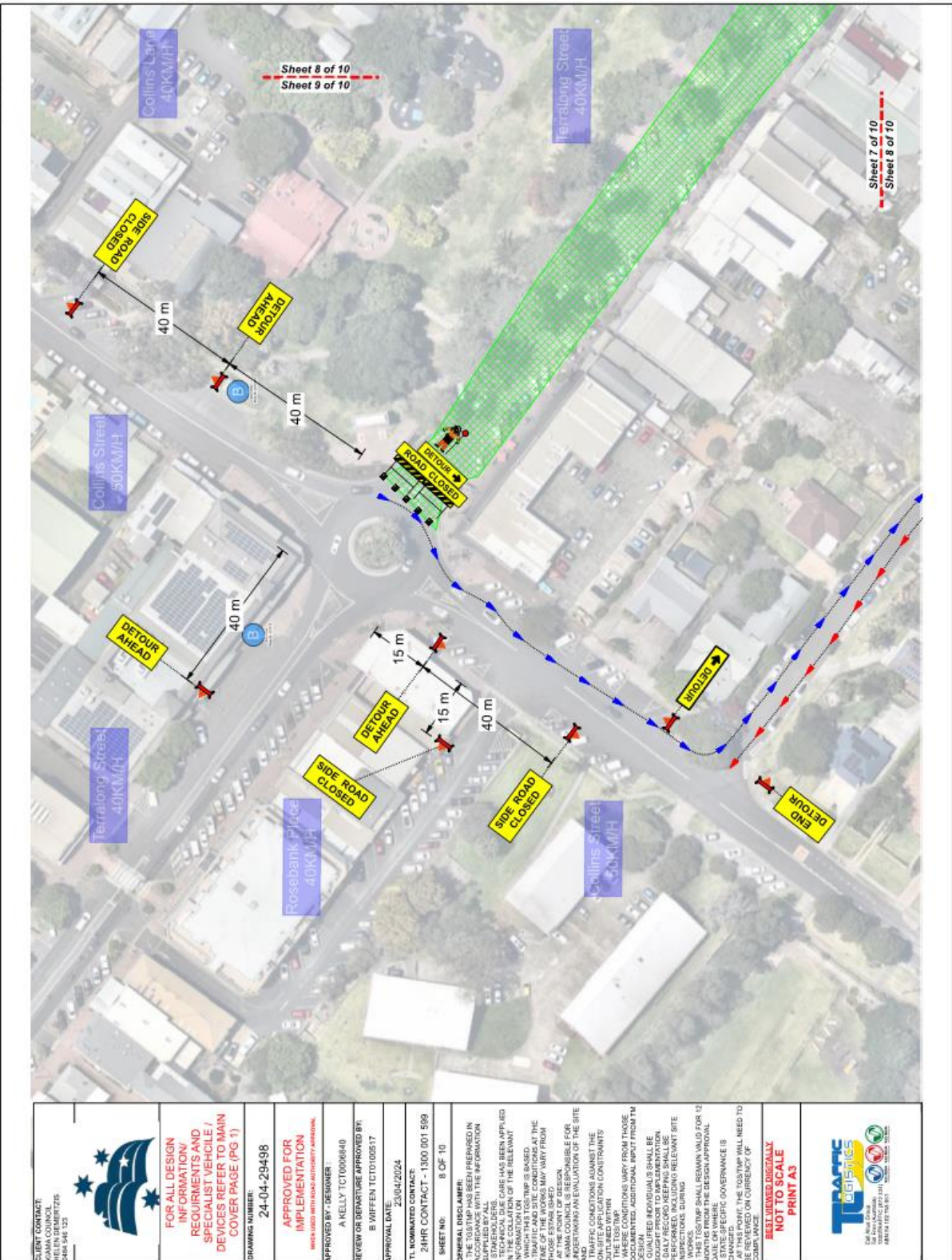




Item 5.1

Attachment 1

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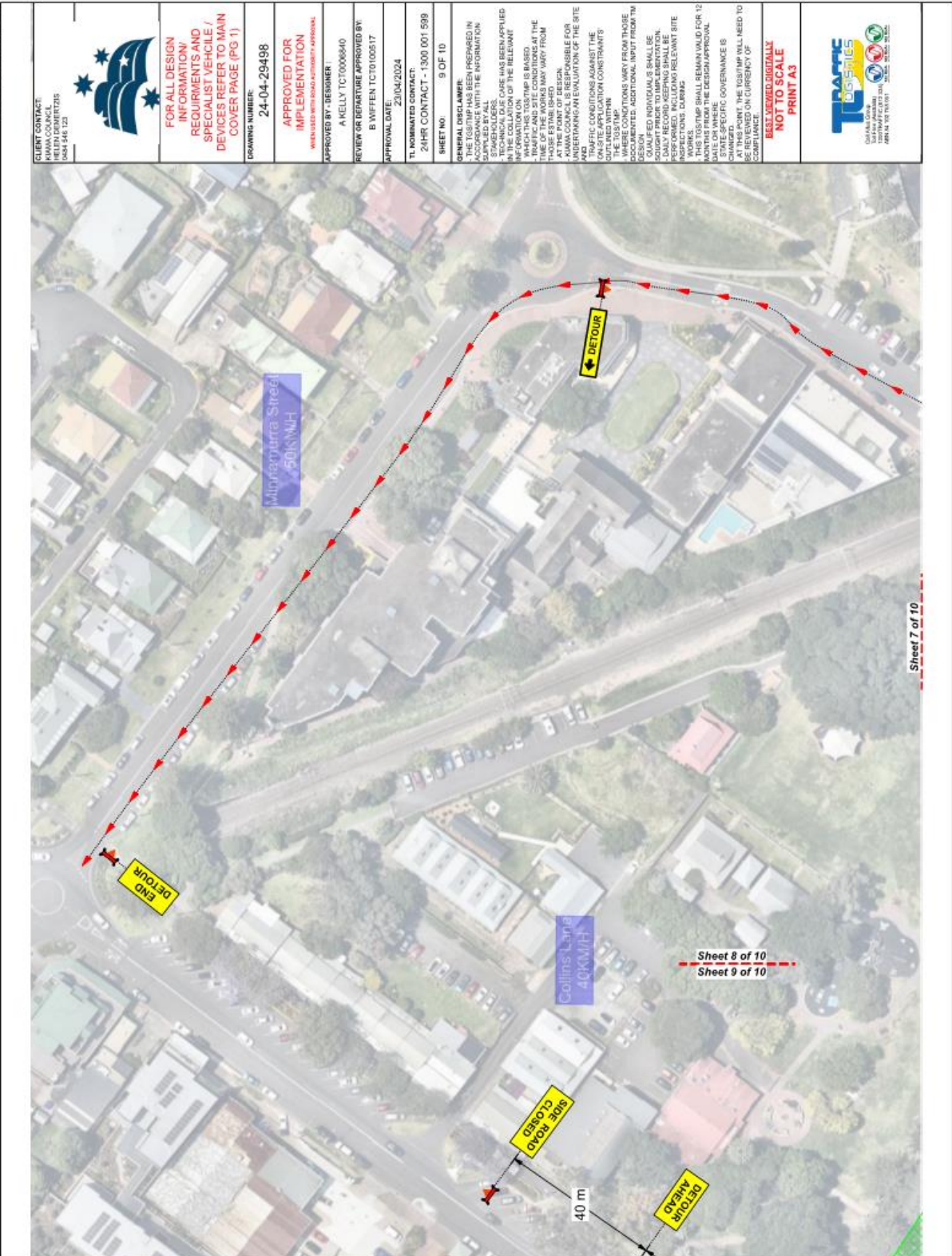


<p>CLIENT CONTRACT KIAMA COUNCIL PROJECT NUMBER: 24-04-29498</p>		<p><b>FOR ALL DESIGN INFORMATION, REQUIREMENTS AND REQUIRMENTS AND SPECIALIST VEHICLE / DEVICES REFER TO MAIN COVER PAGE (PG 1)</b></p>	<p>DRAWING NUMBER: 24-04-29498</p>	<p><b>APPROVED FOR IMPLEMENTATION</b> <small>THIS IS VALID WITHIN THE DESIGN APPROVAL PERIOD.</small></p>	<p>APPROVED BY: DESIGNER A KELLY TC10006840 REVIEW OR DEPARTURE APPROVED BY: B WIFFEN TC10100517</p>	<p>APPROVAL DATE: 23/04/2024</p>	<p>TL Nominated Contract: 24HR CONTRACT - 1300 001 599</p>	<p>SHEET NO: 8 OF 10</p>	<p><b>GENERAL DISCLAIMER:</b> - THE TOS/TMP HAS BEEN PREPARED IN ACCORDANCE WITH THE INFORMATION SUPPLIED BY ALL STAKEHOLDERS. STAKEHOLDERS SHOULD HAVE BEEN APPLIED IN THE COLLATION OF THE RELEVANT INFORMATION ON THE TOS/TMP IS BASED ON THE INFORMATION PROVIDED AT THE POINT OF DESIGN AND THE CONDITIONS EXISTING AT THE TIME OF THE WORKS MAY VARY FROM THE INFORMATION PROVIDED FOR THE TOS/TMP. THE TOS/TMP IS BASED ON THE INFORMATION PROVIDED AND THE CONDITIONS EXISTING AT THE TIME OF THE WORKS MAY VARY FROM THE INFORMATION PROVIDED FOR THE TOS/TMP. THE TOS/TMP IS BASED ON THE INFORMATION PROVIDED AND THE CONDITIONS EXISTING AT THE TIME OF THE WORKS MAY VARY FROM THE INFORMATION PROVIDED FOR THE TOS/TMP.</p>	<p><b>DESIGNER'S DISCLAIMER:</b> NOT TO SCALE PRINT AS</p>	
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Item 5.1

Attachment 1

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<p>CLIENT CONTACT: KIAMA COUNCIL CITY ENGINEER 0434 546 123</p>	<p><b>FOR ALL DESIGN INFORMATION/ INFORMATIONS AND REQUIREMENTS AND SPECIALIST VEHICLE / DEVICES REFER TO MAIN COVER PAGE (PG 1)</b></p>	<p>DRAWING NUMBER: <b>24-04-29498</b></p>	<p><b>APPROVED FOR IMPLEMENTATION</b> <small>WITH STATE ROAD AGENCY APPROVAL</small></p>	<p>APPROVED BY - DESIGNER: A KELLY TC00006840</p>	<p>REVIEW OR DEPARTURE APPROVED BY: B WIFFEN TC0100517</p>	<p>APPROVAL DATE: 20/04/2024</p>	<p>TI INVOICED CONTRACT: 24HR CONTACT - 1300 001 599</p>	<p>SHEET NO. 9 OF 10</p>	<p><b>GENERAL DISCLAIMER:</b> THE TOSTMP HAS BEEN PREPARED IN ACCORDANCE WITH THE INFORMATION SUPPLIED BY ALL STAKEHOLDERS. THE USER HAS BEEN ADVISED IN THE COLLATION OF THE RELEVANT INFORMATION ON THIS TOSTMP IS BASED ON THE TRAFFIC AND SITE CONDITIONS AT THE TIME OF THE WORKS MAY VARY FROM AT THE POINT OF DESIGN. THE USER'S RESPONSIBILITY FOR UNDERTAKING A VISUAL CHECK OF THE SITE AND ON-SITE APPLICATION CONSTRAINTS OBTAINED WITHIN WHERE CONDITIONS VARY FROM THOSE DOCUMENTED. ADDITIONAL INPUT FROM TM QUALIFIED INDIVIDUALS SHALL BE SOUGHT PRIOR TO IMPLEMENTATION. INSPECTIONS INCLUDING RELEVANT SITE INSPECTIONS DURING THIS TOSTMP SHALL REMAIN VALID FOR 12 MONTHS FROM THE DATE OF THE DESIGN APPROVAL. STATE-SPECIFIC GOVERNANCE IS APPLICABLE TO THIS TOSTMP. THIS TOSTMP WILL NEED TO BE REVIEWED ON CURRENCY OF COMPLIANCE REQUIREMENTS.</p>	<p><b>DESIGNED DIGITALLY NOT TO SCALE PRINT A3</b></p>
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Attachment 1 Item 5.1



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Item 5.1

Attachment 1



**4 GENERAL BUSINESS**

**5 CLOSURE**