

# MINUTES

## CITY OF WOLLONGONG TRAFFIC COMMITTEE



9.15AM ON WEDNESDAY 26 OCTOBER 2016

### RECOMMENDATION

In accordance with the powers delegated to Council by the Road Transport Act 2013 and the Roads Act 1993, as outlined in the RMS document 'A guide to the Delegation to Councils for the Regulation of Traffic – including the operation of Traffic Committees':

- 1 The remaining Recommendations of the City of Wollongong Traffic Committee (excluding all Temporary Road Closures which require adoption by full Council), be adopted.
- 2 Appropriate persons and Departments be advised of Council's decisions.

### MINUTES REVIEWED BY

Author's Name	Author's Title	Signature	Date
Lindsay Dunstan	Traffic Engineer		
Ted Collins	Traffic Unit Manager		
Peter Nunn	Transport and Stormwater Services Manager		
Mike Dowd	Manager - Infrastructure Strategy and Planning		
Greg Doyle	Director – Infrastructure and Works		

### MINUTES ENDORSED BY

Name	Title	Signature	Date
David Farmer	General Manager		

## Wollongong City Council

Infrastructure, Strategy and Planning Division  
Transport and Stormwater

**The City of Wollongong Traffic Committee** is not a Committee of Wollongong City Council however a Technical Committee of the Roads & Maritime Services (RMS). The Committee operates under the authority conferred to Council by the RMS under the Transport Administration Act 1988.

Council has resolved to manage the Traffic Committee under a Charter which sets out the membership, timelines for the preparation of the Agenda and the distribution of Minutes, in accordance with the RMS document '*A guide to the delegation to councils for the regulation of traffic*' (including the operation of Traffic Committees).

Council has been delegated certain powers, from the RMS, with regard to traffic matters upon its local roads. A condition of this delegation is that Council must take into account the Traffic Committee recommendations.

**There are four permanent members of the Traffic Committee, each of whom has a single vote only.**

- The members are representatives of the NSW Police Force, the Roads & Maritime Services, the Local State Member of Parliament (for the location of the issue to be voted upon), and a representative of Wollongong City Council.
- If the RMS or NSW Police Force disagrees with any Traffic Committee recommendation, or Council's resolution on any Traffic Committee recommendation, that member may lodge an appeal with the Regional Traffic Committee for determination. The appeal must be lodged in writing within 14 days of Council's resolution. Any action relative to any issue under appeal must cease until the matter is determined. The Regional Traffic Committee is chaired by an independent chairperson and submissions and representations are welcomed from all interested parties.

### IMPORTANT NOTE:

Council can only recommend that:

- **The Traffic Committee recommendation be adopted.**
- **The Traffic Committee recommendation not be adopted.**
- **The Traffic Committee reconsider this issue.**

**The City of Wollongong Traffic Committee**  
Meets each month in the  
Wollongong City Council Administration Building  
Level 10 Committee Rooms 2 & 3  
Commencing at 9.15 am

# MINUTES

## CITY OF WOLLONGONG TRAFFIC COMMITTEE



9.15AM ON WEDNESDAY 26 OCTOBER 2016

PRESENT	
Lindsay Dunstan – Chairman	Wollongong City Council
Ted Collins – Traffic Unit Manager	Wollongong City Council
Debra Nicholls – Administration Officer	Wollongong City Council
Senior Constable Andrew Cotton	NSW Police
Kristian Pinochet	NSW Roads & Maritime Services
Peter Hill	Premier Illawarra
Les Dion	Dion's Bus Service
Neil McCormack	Representing Lee Evans MP
Melanie Haskew	Representing Ryan Park MP
Councillor Jill Merrin	Representing Ward 1

APOLOGIES	
Senior Constable Andrew Cotton	NSW Police
Naomi Reid - Road Safety Officer	Wollongong City Council
Councillor Michelle Blicavs	Representing Ward 2
Merlinda Hyde	Busabout
Councillor Vicki Curran	Representing Ward 3

CONFIRMATION OF MINUTES OF MEETING HELD ON 5 OCTOBER 2016.

BUSINESS ARISING – None.

**GENERAL BUSINESS**

	Suburb	Street(s)	Issue
1	STANWELL TOPS	Off Otford Road, Bald Hill Car Park	Request for 'No Parking' Restrictions

**REGULATION OF TRAFFIC**

	Suburb	Street(s)	Issue
2	THIRROUL	King and McCauley Streets	Thirroul Seaside & Arts Festival 1 <sup>st</sup> to 2 <sup>nd</sup> April 2017
3	KEIRAVILLE	Shoobert Crescent	Annual Street Party
4	WOLLONGONG	Church Street	Road Closure for Building Works

**DESIGN MATTERS**

	Suburb	Street(s)	Issue
5	WOLLONGONG	George Hanley Drive	Revised Shared Path Design

**INFORMAL ITEMS  
(TRAFFIC ENGINEERING ADVICE ONLY)**

GENERAL BUSINESS

**1 STANWELL TOPS – WARD 1**  
**Off Offord Road, Bald Hill Car Park – No Parking Restrictions**

**Background:**

Council has received a request to install parking restrictions over two parking bays in the newly constructed Bald Hill Car Park, to enable hang glider enthusiasts to load and unload equipment on busy days. The vehicles carrying the hang gliders may be commercial vehicles; however they are frequently private vehicles with roof racks, not permitted in Loading Zones, and accordingly 'No Parking' restrictions were proposed.

Since the Agenda was posted on Council's website, an objection has been received questioning the principle of giving one group priority parking over the general public. After discussion it was agreed that Council withdraw this proposal and to leave the details recorded in the Minutes. The matter was not put to a vote as the issues are of a community nature rather than technical traffic related issues.

REGULATION OF TRAFFIC

**2 THIRROUL – WARD 1**  
**King and McCauley Streets – Thirroul Seaside & Arts Festival – 1<sup>st</sup> to 2<sup>nd</sup> April, 2017**

**Background:**

The Thirroul Seaside & Arts Festival is to be run on the weekend of 1<sup>st</sup> to 2<sup>nd</sup> April, 2017 in a similar way to previous years. The event involves a closure of McCauley Street between Bath Street and Lawrence Hargrave Drive, and King Street between the shopping centre car park and Lawrence Hargrave Drive. The road closures are to take effect from 6am on to 6pm Saturday 1<sup>st</sup> April and it should be noted that the Sunday events will take place in the reserve off Cliff Parade which do not involve any road closures.

In previous years the taxi operators have attempted to use the indented bus zone (northbound carriageway) on Lawrence Hargrave Drive and the bus operators have requested that formal arrangements be made to allow taxi's to use two car spaces at the southern end of this bus zone.

**PROPOSAL SUPPORTED UNANIMOUSLY**

The submitted traffic management plans be approved (Attachment 3) subject to Council's Standard Conditions for Road Closures (Attachment 1), and that the traffic management plans be altered to show provisions for taxis to operate from the northbound bus zone on Lawrence Hargrave Drive.

**3 KEIRAVILLE – WARD 2**  
**Shoobert Crescent – Annual Street Party – 2 December 2016**

**Background:**

Council has received a request from residents in Shoobert Crescent for a full road closure to hold their annual community street party on Friday 2<sup>nd</sup> December from 6pm to 9pm. A second option of Sunday 4 December from 3pm to 6pm was also presented. As in previous years, the section of Shoobert Crescent proposed to be closed extends from the corner of Murphy's Avenue to the corner of Harkness Avenue. Signatures have been obtained from all residents in Shoobert Crescent supporting the temporary closure. Diversion of traffic around the closure is expected to have minimal inconvenience on drivers.

**PROPOSAL SUPPORTED UNANIMOUSLY**

The proposed road closure on one of the dates 2<sup>nd</sup> December 2016 or 4<sup>th</sup> December 2016 be approved subject to Council's Standard Conditions for Street Parties (Attachment 2).

**4 WOLLONGONG – WARD 2**  
**Church Street – between Gipps and Edward Streets for building work**

**Background:**

A contractor has requested that Council agree to a full road closure of Church Street between Gipps and Edward Streets, to allow a major concrete pour to be completed at a new development; 28 – 30 Church Street, Wollongong. The contractor has nominated three dates however requires just one day for the work, the nominated dates being 23<sup>rd</sup> 25<sup>th</sup> 29<sup>th</sup> November 2016. The road closure will take effect from 7am to 5pm and arrangements have been made to permit access for residents.

The closure will involve a relocation of bus route 65 for the duration, via Edward Street, Keira Street and Campbell Street. The bus operators have requested that the bus zone for school students in Keira Street be extended by 30 metres to permit school bus services to drop off and pick up passengers instead of using the usual school bus zone in Church Street. In addition, the applicant will be required to notify the bus companies of the day to be selected for the work and also to ensure a traffic controller is located at the extended school bus zones from 7am to 9am and 2pm to 3.30pm.

There is a simple diversion in place for all other through traffic via Edward Street, View Street and Gipps Street (Gipps Street between Church and View Streets is two way.)

**PROPOSAL SUPPORTED UNANIMOUSLY**

The submitted traffic management plans (Attachment 4) be approved subject to:

- Council's Standard Conditions for Road Closures (Attachment 1)
- The school bus zones in Keira Street being extended by 30 Metres (outside Smith's Hill High School)
- The supply of a traffic controller by the Applicant, to be located at the school bus zones in Keira Street from 7am to 9am and 2pm to 3.30pm
- Notification to the bus companies by Applicant to confirm the date of works.

DESIGN MATTERS

**5 WOLLONGONG – WARD 2**  
**George Hanley Drive – Revised Shared Path Design**

**Background:**

Council has revised the previously approved plan 5487 by increasing the length of the line marking.

**PROPOSAL SUPPORTED UNANIMOUSLY**

Revised Plan 5487 C01D be approved (Attachment 5).

The meeting concluded at 11.30am

LATE ITEM

6 **CORRIMAL – WARD 1**

**Station Street – Street Party – 10 December 2016**

**Background:**

Subsequent to the Traffic Committee Meeting on 26 October 2016, an application has been received to close Station Street, Corrimal for a Street Party on Saturday 10 December 2016 from 6 pm to 10.30 pm. The organiser has provided evidence that the residents affected by the closure from No. 5 to No. 15 Station Street (and the homes opposite from 10 to 16) have consented to the closure. Arrangements have been made to allow residents access if required under supervision during the event.

There is little through traffic however the detour via Murray Road/Gregory Street to the north or south and Duff Parade to the west is straight forward. There are no bus routes in Station Street and a similar event was held in December 2015 without incident. It should be noted that Station Street is wide at 12.5 metres between kerbs and drivers can make a U turn safely should a vehicle enter the street during the closure.

**PROPOSAL SUPPORTED UNANIMOUSLY**

The proposed road closure be approved subject to Council’s Standard Conditions for Street Parties (Attachment 2).

Minutes to be confirmed at the next meeting to be held at 9.15am on Wednesday 16 November 2016.

<b>2016 Traffic Committee Meetings</b>		
Wednesday 16 November	Administration Building, Level 10, Rooms 2 and 3	9.15am – 2.00pm
<b>2017 Traffic Committee Meetings</b>		
Wednesday 18 January	Administration Building, Level 10, Rooms 2 and 3	9.15am – 2.00pm
Wednesday 15 February	Administration Building, Level 10, Rooms 2 and 3	9.15am – 2.00pm
Wednesday 8 March	Administration Building, Level 10, Rooms 2 and 3	9.15am – 2.00pm
<b><i>NB: As of 12.10.16, there are no further Council Meetings scheduled in the Council Calendar for 2017.</i></b>		

## Attachment 1 – Standard Conditions for Road Closures

### **Standard Conditions for Road Closures**

#### *For Special Events and Work Related activities Within Council Road Reserves.*

Following approval by Wollongong City Council, road closures are subject to the additional Council conditions:

1. **The Applicant must complete the Council form 'Application to Open and Occupy or Underbore a Roadway or Footpath' (Refer to Checklist below – relates to Section 138 of the Roads Act.)**
2. **NSW Police Approval:** The Applicant must obtain written approval from NSW Police, where required under the Roads Act.
3. **If the Road Closure is within 100m of any traffic control signals or on a 'State Classified Road' the Applicant must obtain a Road Occupancy Licence (ROL) from NSW Roads & Maritime Services (RMS).**
4. **The Applicant must advise all affected residents and business owners within the closure area of the date/s and times for the closure, at least 7 days prior to the intended date of works.**
5. **The Applicant must advise Emergency Services: Ambulance, Fire Brigade and Police, Taxi and Bus Companies of the closure dates and times in writing, 7 days prior to the intended date of works. The Applicant must endeavour to minimise the impact on bus services during the closure.**
6. **Traffic Management Plan:** The closure must be set up in accordance with the approved Traffic Management Plan (TMP) prepared by an appropriately qualified traffic controller; a copy of whose qualifications must be included with the submitted TMP.
7. **Traffic Management Plan Setup:** The Traffic Management Plan must be set up by appropriately qualified traffic control persons or the NSW Police.
8. **Access to properties affected by the road closure must be maintained where possible. Where direct access cannot be achieved, an alternative arrangement must be agreed to by both the applicant and the affected person/s.**
9. **Public Notice Advertisement:** The Applicant must advertise the road closure in the Public Notices section of the local paper, detailing closure date/s and times at least 7 days prior to the closure.
10. **Public Liability Policy:** The Applicant must provide Council with a copy of their current insurance policy to a value of no less than \$20 million dollars to cover Wollongong City Council from any claims arising from the closure.

#### **Checklist:**

- Completed Council Form:**

*'Application to Open and Occupy or Underbore a Roadway or Footpath'.*

#### **Required information as shown below MUST be attached:**

- A copy of the letter from the Traffic Committee authorising the closure
- The Traffic Management Plan (TMP)
- The Road Occupancy Licence (ROL) *if required*
- Written approval from NSW Police
- Public Liability Insurance

**Applications may be lodged in the Customer Service Centre located on the Ground Floor of Council's Administration Building, 41 Burelli Street Wollongong between 8.30am and 5pm Monday to Friday.**



Attachment 2 – Standard Conditions for Street Parties – 1 of 2

**STANDARD CONDITIONS FOR ROAD CLOSURES FOR STREET PARTIES**

- 1 Each road affected by the closure approval shall be restored to full and uninterrupted traffic flow prior to the end of the closure.
- 2 The road shall be cleared sufficiently to allow an emergency vehicle access to a property within the closure area. For this reason, no barbeques, heavy tables or other heavy equipment is to be set up on the road pavement.
- 3 You are required to advertise the road closure in the local newspaper

E.g. Temporary Road Closure – Larkins Lane, Yallah

Date: 18 December 2015

Time: 2 pm – 7 pm

Event: Street Party

- 4 Council will notify emergency services and the Police Service.
- 5 NSW Police Service directions are to be strictly adhered to.
- 6 Council will endeavour to make available to you the following equipment for the closure

Regular Street Equipment Requirements	Cul - De - Sac Street Equipment Requirements
6 Barrier legs	3 Barrier legs
12 Road Barriers	6 Road Barriers
2 Road Closed Signs	1 Road Closed Signs
4 Flashing Lights	2 Flashing Lights

It should be noted that Council does not supply 9 volt batteries for flashing lights, however batteries can be made available for approximately \$3.40 each.

The flashing lights must be fixed to the barriers and operating prior to sunset.

It is your responsibility to collect this equipment from Council's Works Depot Store, Montague Street, North Wollongong, prior to 2.00 pm on the last working day prior to your proposed road closure, and return same on the next working day following the closure. Please ensure you sign a receipt when collecting and returning this equipment.

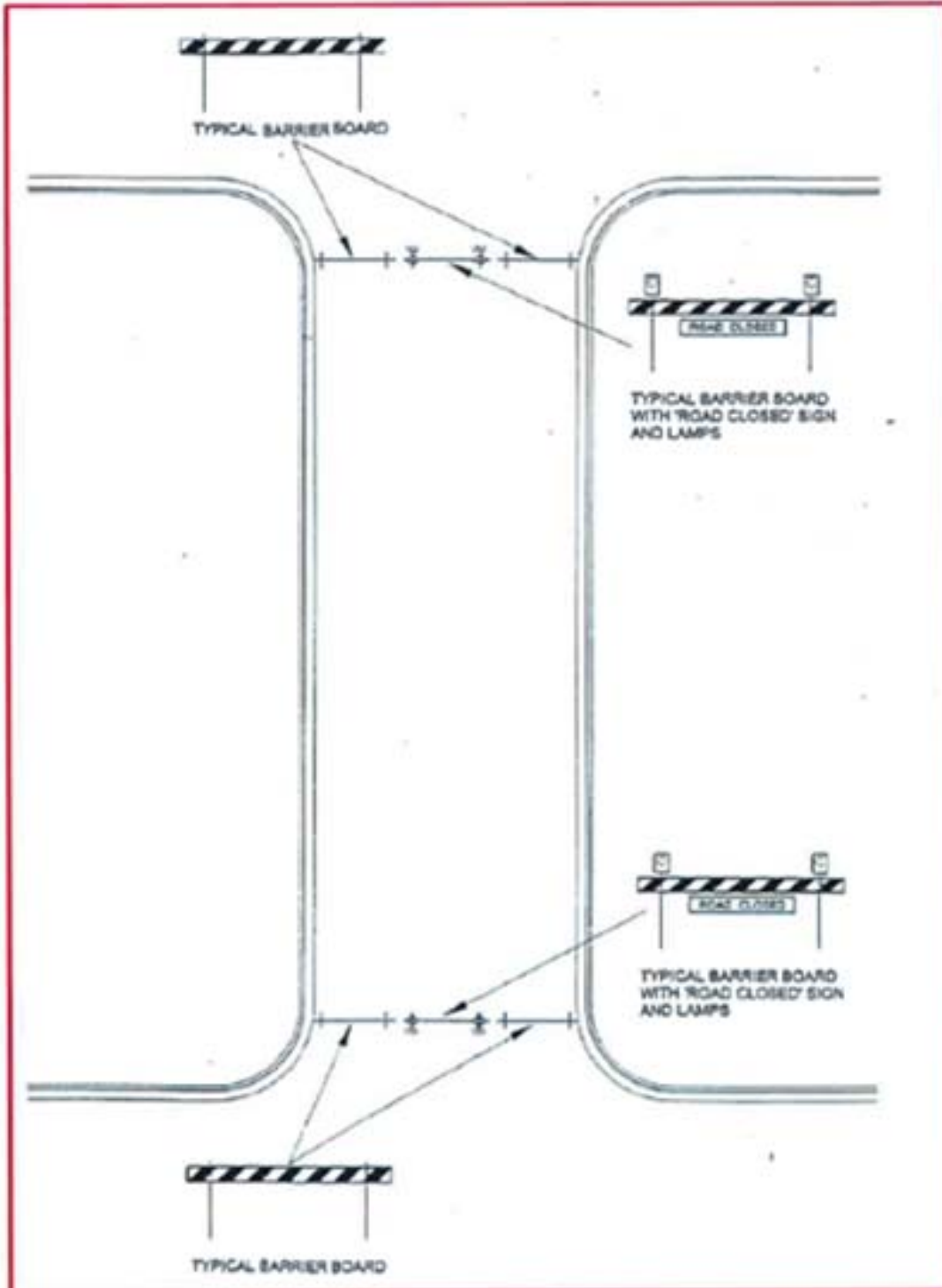
Equipment, which is returned damaged beyond use or not returned at all, will be replaced at your cost.

A sufficient number of people (at least 2), together with a vehicle suitable for the purpose of transporting the relevant equipment, are to be provided by the organisers for the loading and unloading of this equipment at the Depot.

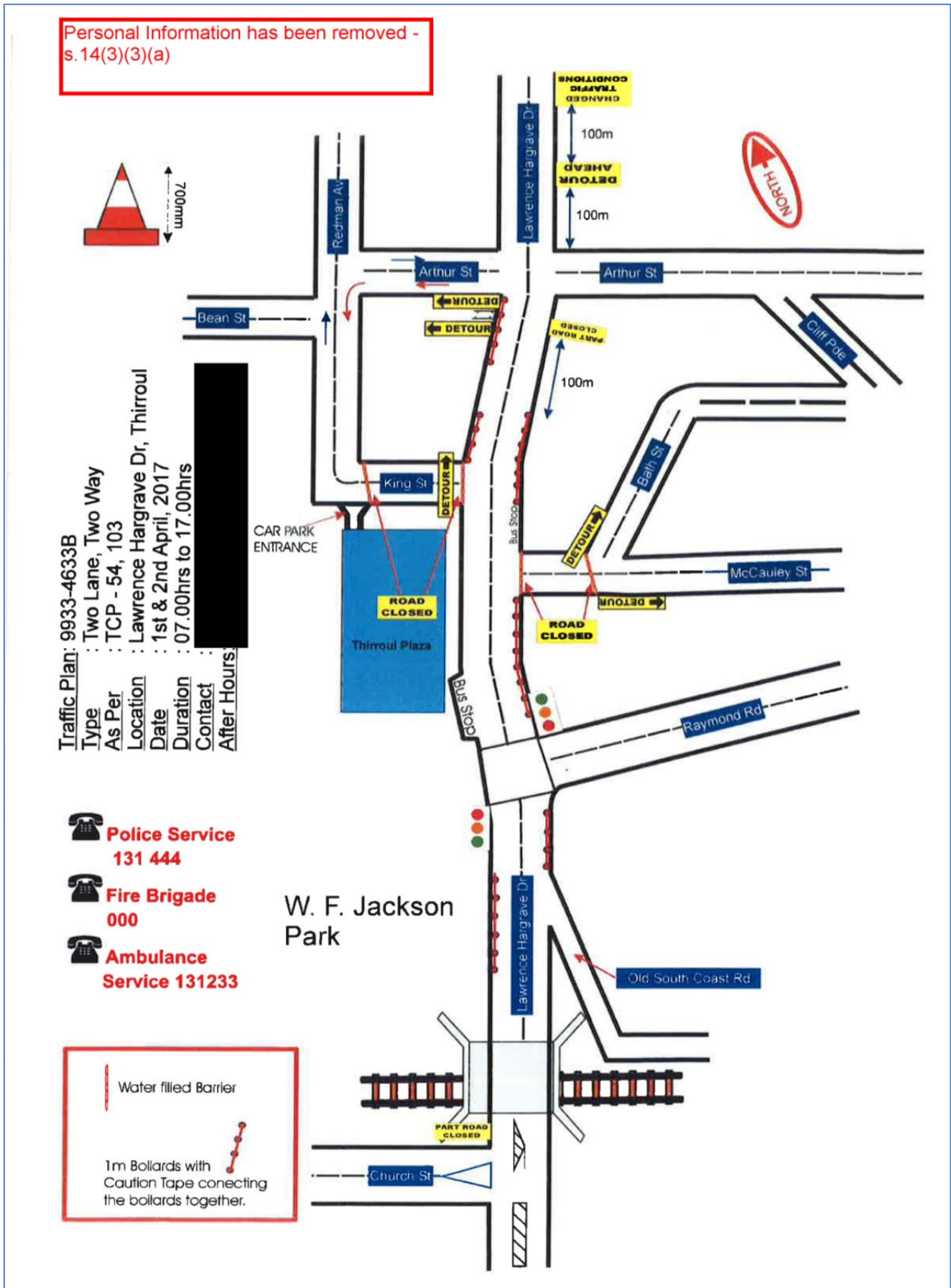
- 7 You are requested to email Council's Events and Functions Coordinator [events@wollongong.nsw.gov.au](mailto:events@wollongong.nsw.gov.au) **two weeks prior to pick-up** to ensure availability of the equipment.
- 8 If Council's Store does not have sufficient equipment to lend, you are to obtain equipment from another source (e.g. hire firm), at your expense.

Attachment 2 – Standard Conditions for Street Parties – 2 of 2

TYPICAL ROAD CLOSURE SET UP FOR STREET PARTIES



Attachment 3 – Thirroul Seaside & Arts Festival 2017



Attachment 4 – Building Works, Church Street, Wollongong

