



BUSINESS PAPER

Notice is hereby given in accordance with the *Local Government Act 1993* and *Local Government (General) Regulation 2005* of the below mentioned meeting.

Traffic Committee Meeting

Wednesday, 2 August 2023

Commencing at 9:30 AM

Shellharbour Civic Centre

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1. Attendance

Record of attendees to be taken at the meeting.

2. Acknowledgement to Country

Shellharbour City Council acknowledges the Traditional Custodians of the Dharawal Country and recognise their continued connection to the land we meet on today. We pay our respects to Elders past, present and emerging and the contribution they make to the life of this city and this region and extend our recognition to their descendants who continue to live on country.

3. Apologies / Leave of Absence**4. Confirmation of Minutes****4.1. Traffic Committee Meeting 7 June 2023**

That the Minutes of the Traffic Committee Meeting held on 7 June 2023 as circulated be taken as read and confirmed as a correct record of proceedings.

5. Addresses to Traffic Committee**6. Disclosure of Interest****7. Presentations**

8. Traffic Reports

8.1. Central Avenue at Fisher Street, Oak Flats - Temporary Road Closure

To the Chief Executive Officer

Directorate:	Amenity and Assets
Group:	Built and Natural Environment
Manager:	Matthew Apolo - Group Manager Built and Natural Environment
Author:	Wayne Wilson - Manager Floodplain and Transport

Summary

The purpose of this report is to seek Council approval to temporarily close Central Avenue, Oak Flats between Kingston and Fisher Streets to allow construction of the Oak Flats Town Centre pedestrian safety upgrade.

Background

Council has commenced plans to start construction of the raised pedestrian crossings at the Central Avenue and Fisher Street roundabout, Oak Flats. The proposed upgrades aim to reduce traffic incidents on the Central Ave and Fisher Street intersection and accommodate and increase safety for all modes of pedestrian activity. This proposal includes the installation of four raised pedestrian crossings to physically reduce vehicle speed at key crossing points, while giving priority to pedestrians and minimise the impact to existing on-street parking.

To allow construction of this pedestrian facility in a timely manner, it is proposed to temporarily closure of Central Avenue (as shown in **Attachment 1**) as follows:

- northbound lane of Central Ave closed for approximately 4 weeks commencing 31 July 2023 and
- southbound lane of Central Ave closed for approximately 4 weeks commencing 1 September 2023.

Note these times are only indicative and may be subject to change.

The proposed road closures and detours (as shown on **Attachment 2**) will require the temporary relocation of bus zones, taxi zone and timed parking (as shown on **Attachment 3**) to enable works on this project over the next 8 to 10 weeks while minimising impacts on the commercial centre of Oak Flats.

Financial / Resources Implications

This project is funded under the NSW Federal Road Safety Program with a contribution from Shellharbour City Council.

Legal and Policy Implications

Nil

Public / Social Impact

Minor impacts to the commercial centre of Oak Flats with minimal loss of on-street parking. Detours will be in place during the construction period and bus stops relocated.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective:	1.2	We are a liveable community.
Strategy:	1.2.1	Inclusive, accessible and safe spaces for our entire community
Objective:	2.2	We are a beautiful and connected City
Strategy:	2.2.2	Provide and promote a sustainable and integrated active travel and transport network

Consultations

The following consultations were undertaken:

Internal

- Senior Project Delivery Officer
- Road Safety Officer
- Manager Compliance and Regulation

External

- Letter box drop to the Oak Flats Commercial Centre by hand 13 July 2023.
- Mailout to all impacted residents on the detour routes
- Oak Flats Public School
- Premier Illawarra Bus Company

Political Donations Disclosure

Not Applicable

Committee Recommendation**That Council:**

- **receive and note the temporary closure of Central Avenue (as shown on Attachment 1) as follows:**
 - **northbound lane of Central Ave closed for approximately 4 weeks commencing 31 July 2023 and**
 - **southbound lane of Central Ave closed for approximately 4 weeks commencing 1 September 2023.**
 - ***Noting these times are only indicative and may be subject to change.***
- **approve the temporary amendments to parking (as shown on Attachments 2 and 3).**

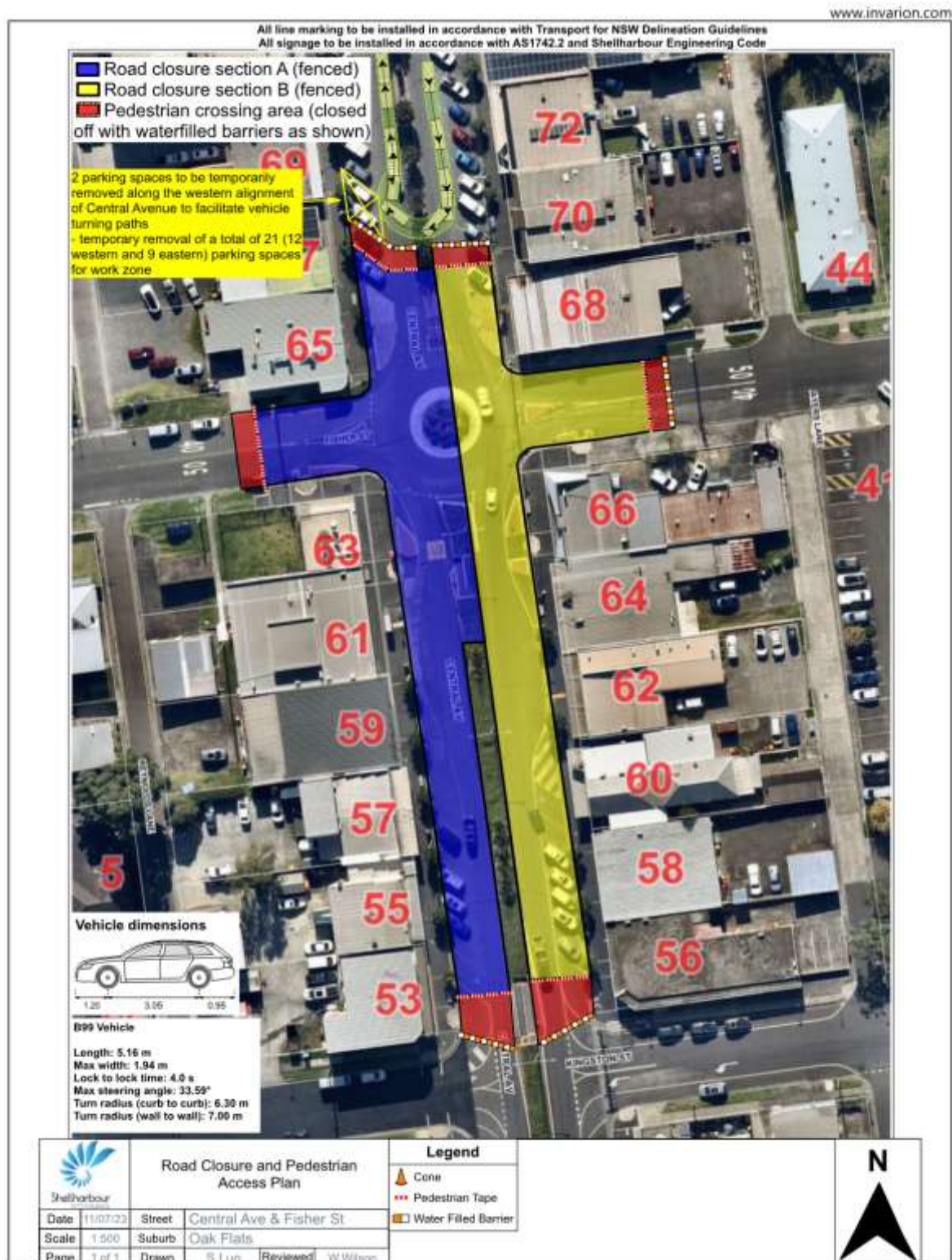
Approved By

Approved for Council's Consideration:	Matthew Apolo Group Manager Built and Natural Environment
Date of Meeting:	02 August 2023

Attachments

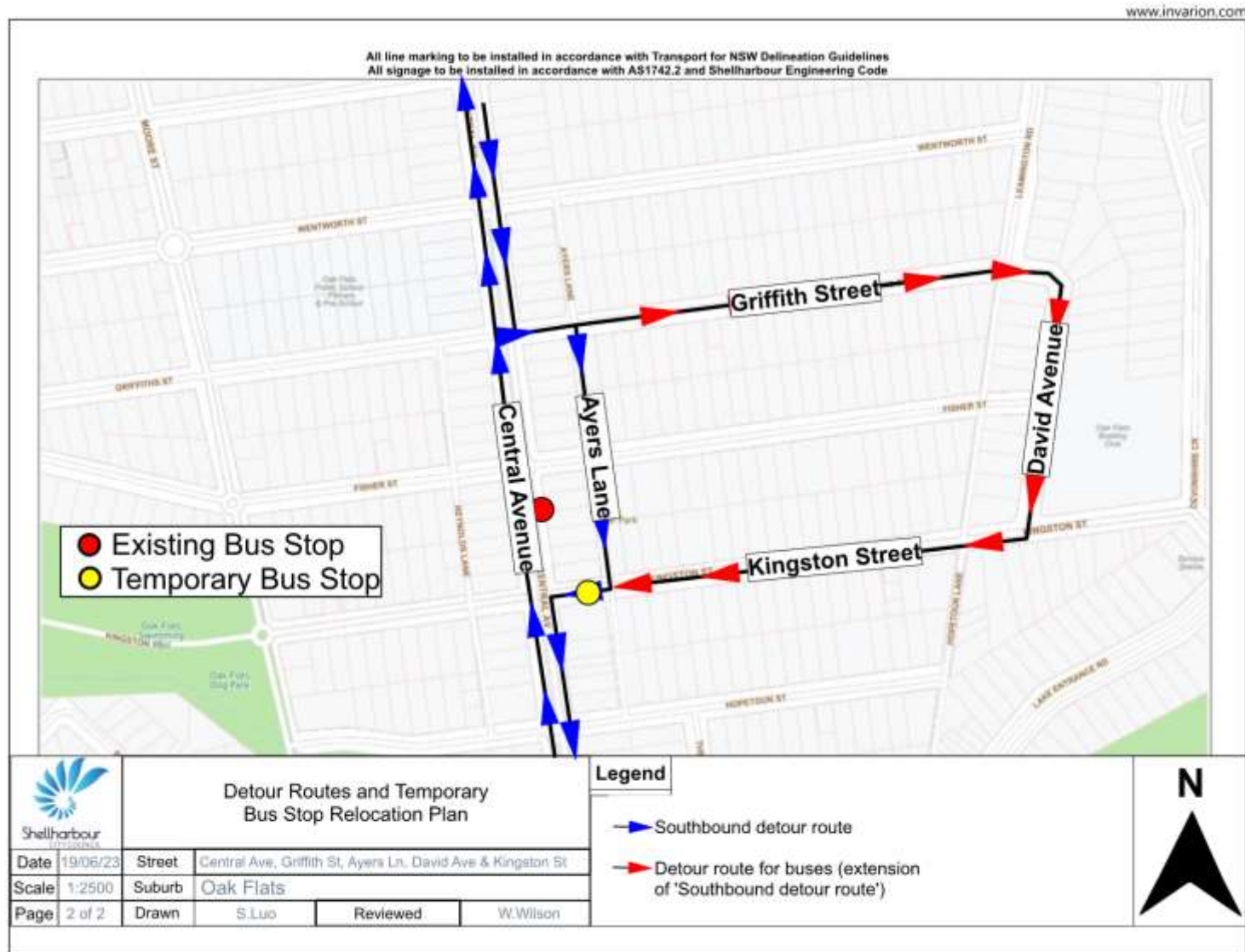
1. Central Avenue, Oak Flats - Proposed Road Closure and Pedestrian Access Plan
2. Proposed Detour Plan and temporary Bus Zone locations
3. Temporary Time Parking and Taxi Zone and Loading Zone

Attachment 1 - Road Closure and Pedestrian Access Plan



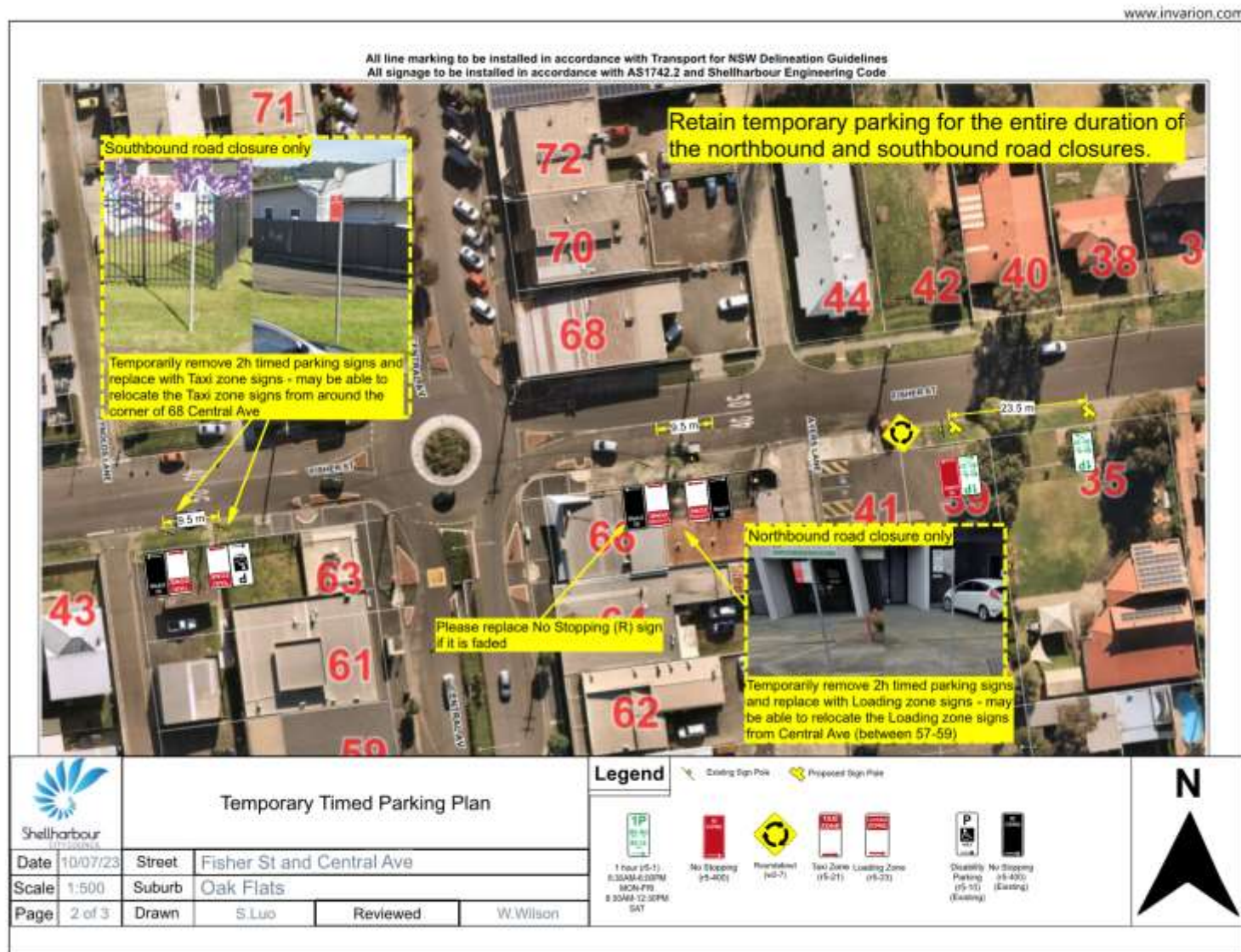
Attachment 2 - Detour Route Plan and Temporary Bus Zone Plan





Attachment 3 - Temporary Timed Parking Taxi Zone and Loading Zone Plan







8.2. Kingston Street, Oak Flats - Centre Linemarking

To the Chief Executive Officer

Directorate:	Amenity and Assets
Group:	Group Manager Built and Natural Environment
Manager:	Matthew Apolo - Group Manager Built and Natural Environment
Author:	Wayne Wilson - Manager Floodplain and Transport

Summary

The purpose of this report is to seek approval from the Committee for BB and S1 centreline road markings to be installed along Kingston Street, Oak Flats (as shown on **Attachment 1**).

Background

Council has received a request from a resident of Kingston Street, Oak Flats, seeking clearer delineation of Kingston Street for westbound traffic travelling towards Oak Flats. The resident claims that their vehicle has been struck several times when parked outside their property.

A site inspection with the residents has confirmed that Kingston Street is approximately 12.5 metres wide and westbound vehicles do tend to drift towards the parking lane when travelling towards Oak Flats. A watermain depression located outside 39 Kingston Street further compounds this lateral drift.

It is therefore recommended that BB and S1 centre linemarking be installed (as shown on **Attachment 1**). This would not impact any kerbside on street parking given the 12.5 metre road width.

Council will also carry out further traffic counts along Kingston Street, to ascertain if E1 parking lane linemarking is warranted along Kingston Street, which would provide clearer delineation of the parking lane for those westbound drivers along Kingston Street

Financial / Resources Implications

If approved, works would be carried out and funded by Council.

Legal and Policy Implications

Nil

Public / Social Impact

Improved delineation and road safety

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective:	1.2	We are a liveable community
Strategy:	1.2.1	Inclusive, accessible and safe spaces for our entire community
Objective:	2.2	We are a beautiful and connected City
Strategy:	2.2.2	Provide and promote a sustainable and integrated active travel and transport network

Consultations

The following consultations were undertaken:

Internal

- Road Safety Officer
- Manager Compliance and Regulation

External

Nil - no impact to residents

Political Donations Disclosure

Not applicable

Committee Recommendation

That Council approve BB and S1 centre linemarking be installed on Kingston Street, Oak Flats as shown on Attachment 1.

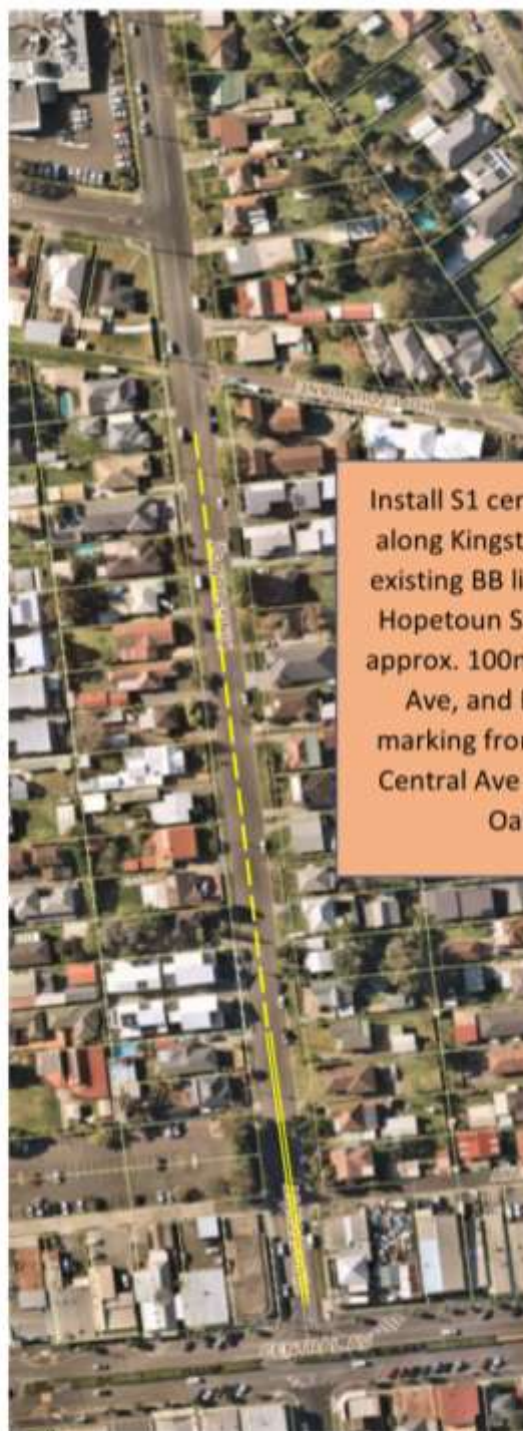
Approved By

Approved for Council's Consideration:	Matthew Apolo Group Manager Built and Natural Environment
Date of Meeting:	2 August 2023

Attachments

1. Kingston Street, Oak Flats proposed BB and S1 centre linemarking

Kingston Street, Oak Flats



Install S1 centreline marking along Kingston Street, from existing BB linemarking near Hopetoun Street to a point approx. 100m east of Central Ave, and BB centreline marking from 100m east of Central Ave to Central Ave, Oak Flats

8.3. Calderwood Road, Albion Park at Tongarra Road - Timed No Stopping

To the Chief Executive Officer

Directorate:	Amenity and Assets
Group:	Built and Natural Environment
Manager:	Matthew Apolo - Group Manager Built and Natural Environment
Author:	Wayne Wilson - Manager Floodplain and Transport

Summary

The purpose of this report is to seek approval from the Committee to extend the current 'No Stopping' zone on the eastern alignment of Calderwood Road with 15 metres of 'No Stopping' (8:00am - 9.30am and 2:30pm - 4:00pm School Days) as shown in **Attachment 1**.

Background

Council has received a request from a resident of Calderwood seeking an extension of the current 'No Stopping' zone along the eastern alignment of Calderwood Road, on the approach to the Tongarra Road Traffic Control Signals at Albion Park. The resident claims that with the high traffic demand for the right turn from Calderwood Road into Tongarra Road during school drop off and pick up times, the queue restricts access to the left turn lane and this delay may cause some drivers to use Taylor Road, so as to avoid these delays.

A site inspection during these peak times has confirmed that a minor extension of the current 'No Stopping' zone by approximately 15 metres on the approach to Tongarra Road during peak periods (as shown on **Attachment 1**) would ease traffic congestion at this intersection. The proposed extension would be along the frontage of 2 Calderwood Road, which is currently a vacant lot, with town houses under construction.

Financial / Resources Implications

If approved, works will be carried out and funded by Council.

Legal and Policy Implications

Nil

Public / Social Impact

Improved capacity of Calderwood Road at Tongarra Road during peak periods

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective:	1.2	We are a liveable community
Strategy:	1.2.1	Inclusive, accessible and safe spaces for our entire community
Objective:	2.2	We are a beautiful and connected city
Strategy:	2.2.2	Provide and promote a sustainable and integrated active travel and transport network

Consultations

The following consultations were undertaken:

Internal

- Road Safety Officer
- Manager Compliance and Regulation

External

Nil

Political Donations Disclosure

Not Applicable

Committee Recommendation

That Council approve a timed 'No Stopping' extension of the current 'No Stopping' zone on the eastern alignment of Calderwood Road, Albion Park on the approach to the Tongarra Road Traffic Control Signals by approximately 15 metres (as shown on Attachment 1)

Approved By

Approved for Council's Consideration:	Matthew Apolo Group Manager Built and Natural Environment
Date of Meeting:	02 August 2023

Attachments

1. Calderwood Road, Albion Park - Proposed extension of 'No Stopping' Zone

Calderwood Road Albion Park – Extension of the current No Stopping Zone with timed No Stopping School days



8.4. Gow Avenue, Albion Park Rail - Installation of Timed No Right Turn

To the Chief Executive Officer

Directorate:	Amenity and Assets
Group:	Built and Natural Environment
Manager:	Matthew Apolo - Group Manager Built and Natural Environment
Author:	Stephanie Luo - Acting Senior Transport Engineer

Summary

The purpose of this report is to seek endorsement from the Committee for the proposed installation of a timed 'No Right Turn' between the hours of '2:30PM – 3:30PM School Days' at the intersection of Gow Avenue and Robyn Road, Albion Park Rail to address the road safety concerns at this intersection (as shown in **Attachment 1**).

Background

Council has received a request from a local resident to review the current traffic management along Gow Avenue and Robyn Road, Albion Park Rail due to road safety concerns and traffic congestion at the intersection caused by limited driver sight distance at school drop off and pick up time.

Council has reviewed the concerns raised and conducted multiple site investigations of this area, both independently and with Albion Park Rail Public School (APRPS) between October 2022 to April 2023. During these investigations, it was observed that during school pick up times, there was a heavy right hand turn demand from Gow Avenue onto Robyn Road to access Tongarra Road. This movement caused travel time delays due to limited driver's sight distance and was further exacerbated as vehicles travelling both north-west and south-east were turning into Gow Avenue to pick up students along the southern alignment of Gow Avenue.

In accordance with the Austroads Guide to Road Design Part 4A, a sight distance assessment was conducted for the intersection of Gow Avenue and Robyn Road, and it was observed that the intersection did not meet the required safe intersection sight distance (as shown in **Attachment 2**). A sight distance assessment was also conducted for Robyn Road and Kimbeth Avenue which demonstrated that there were fewer visual restrictions. It is therefore recommended that Kimbeth Avenue be used for the right-hand turn, particularly during school pick up times to address the road safety concerns observed at the intersection of Gow Avenue and Robyn Road.

Following the investigation and on-site discussion with APRPS, Council developed a traffic management plan to address the limited sight distance and travel time delays by converting Gow Avenue from the existing bidirectional two-lane road to westbound one way (as shown in **Attachment 3**). A consultation letter was sent to 14 residents along Gow Avenue between January 2023 and February 2023 to seek feedback regarding the proposed changes, a summary of the feedback received has been provided under the 'external consultation' section of this report. Of the 14 residents consulted, 6 residents were not supportive of the proposed traffic management plan. As such, Council resolved to not proceed with the option shown in **Attachment 3** and investigate alternative options to address the concerns raised.

As part of the 2023 Road Safety Fence Banner Program, Council Transport team and Compliance and Regulation team worked with local schools to reinforce safe driver behaviour in school zones, particularly around the No Parking/Kiss and Drop Zones, No Stopping Zones, and Bus Zones. APRPS was involved with this program during the first term of 2023 from 2 February 2023 to 2 April 2023 (due to limited resources, this program was only available for one term for each school). Following this program, Council conducted a site investigation of the area and proposed an updated traffic management plan to address the ongoing concerns after further discussion with APRPS and feedback received from residents (as shown in **Attachment 4**). In May 2023, a consultation letter was sent to the 14 residents who were initially consulted as part of proposal 1, and a summary of the feedback received has been provided under the 'external consultation' section of this report.

Based on the feedback received from residents and Albion Park Rail Public School, it is proposed that the proposed changes as shown in **Attachment 4** be endorsed to address the road safety concerns along Gow Avenue, Robyn Road, and Albion Park Rail Public School.

Financial / Resources Implications

If approved, works will be carried out and funded by Council.

Legal and Policy Implications

Nil.

Public / Social Impact

- Improved traffic management and road safety at the intersection of Gow Avenue and Robyn Road
- Improved delineation of legally available kerbside parking

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective:	1.2	We are a liveable community
Strategy:	1.2.1	Inclusive, accessible and safe spaces for our entire community
Strategy:	1.2.3	Construct and upgrade buildings and infrastructure that meet current and future community needs

Consultations

The following consultations were undertaken:

Internal

- Manager Floodplain and Transport
- Road Safety Officer
- Manager Compliance and Regulation

External

- Albion Park Rail Public School
- 14 residents along Gow Avenue (1 supportive and 6 unsupportive – proposal 1, 2 supportive and 1 unsupportive – proposal 2)

Political Donations Disclosure

Not Applicable.

Committee Recommendation

That Council approve the proposed timed 'No Right Turn 2:30pm to 3:30pm School Days' and installation of two 'No Stopping' zones at the T-junction of Gow Avenue and Robyn Road, Albion Park Rail (as shown in Attachment 4).

Approved By

Approved for Council's Consideration:	Matthew Apolo Group Manager Built and Natural Environment
Date of Meeting:	2 August 2023

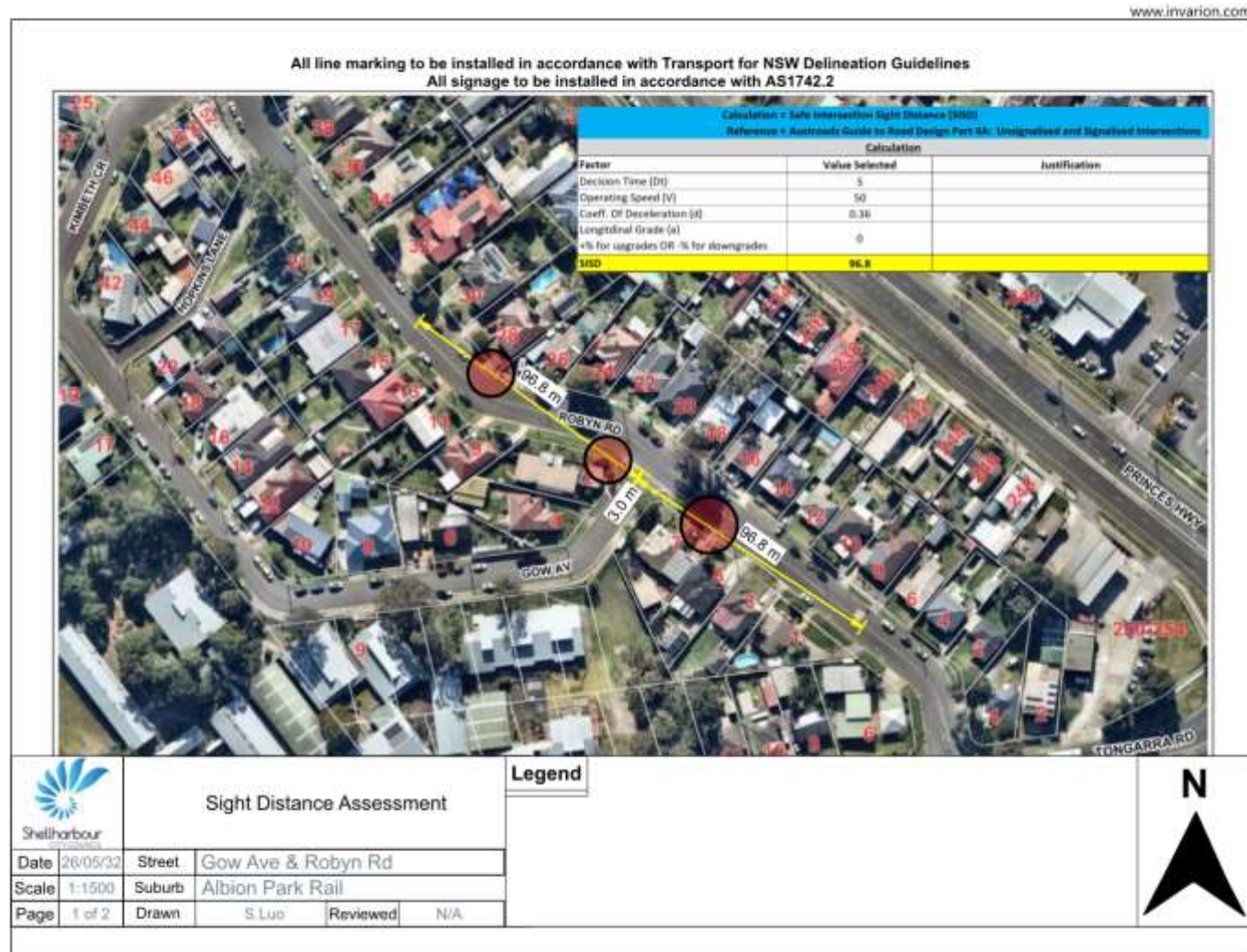
Attachments

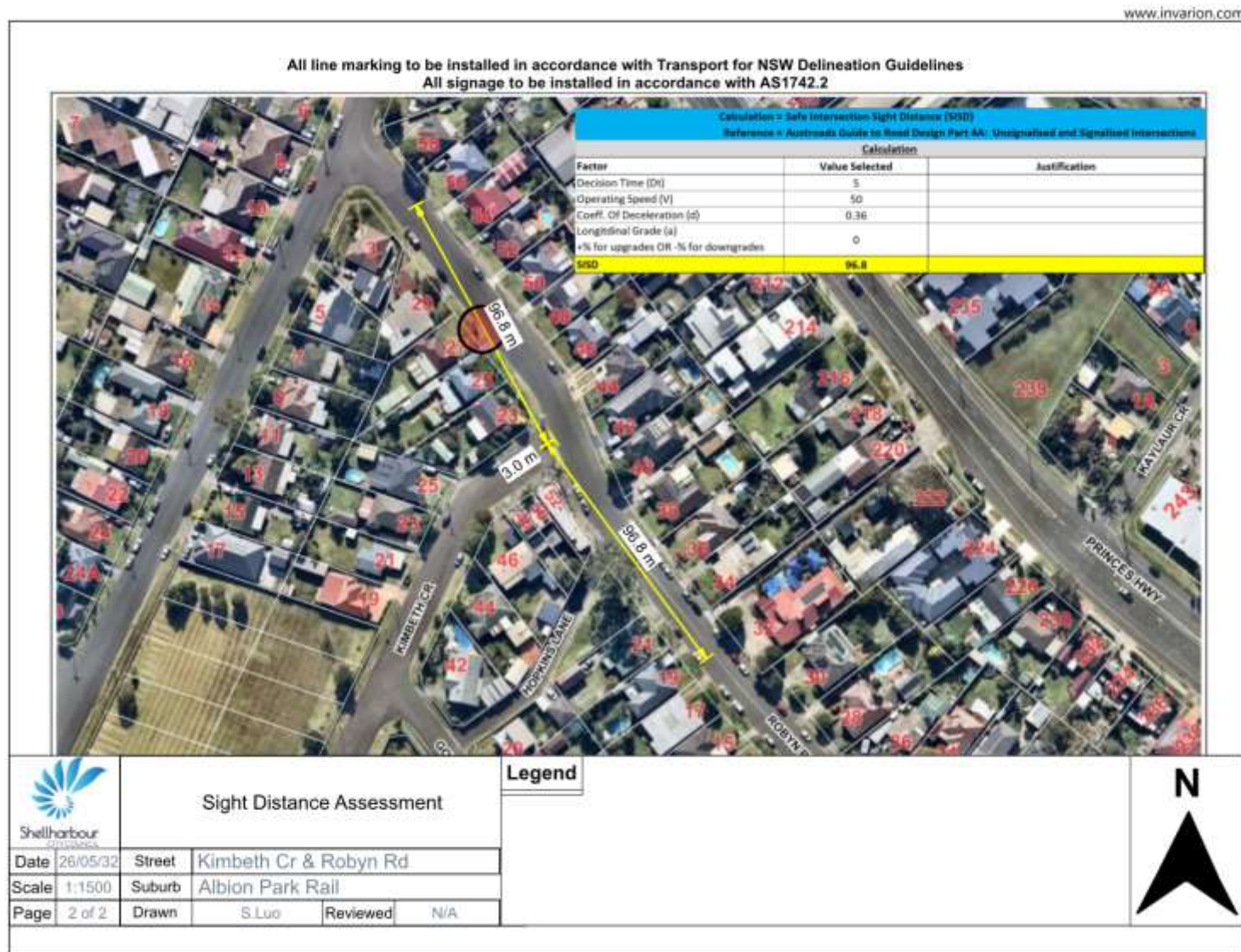
1. Locality Plan
2. Sight Distance Assessment
3. Traffic Management Plan - Proposal 1
4. Traffic Management Plan - Proposal 2

Attachment 1 - Locality Plan



Attachment 2 - Sight Distance Assessment





Attachment 3 - Traffic Management Plan - Proposal 1



Attachment 4 - Traffic Management Plan - Proposal 2



8.5. Cove Boulevard, Shell Cove - Loading Zone

To the Chief Executive Officer

Directorate:	Amenity and Assets
Group:	Built and Natural Environment
Manager:	Matthew Apolo - Group Manager Built and Natural Environment
Author:	Wayne Wilson - Manager Floodplain and Transport

Summary

The purpose of this report to seek approval from the Committee to amend the current 'Taxi Zone' on Cove Boulevard, Shell Cove, to a timed 'Loading Zone' between 7:00am-9:00am and 'Taxi Zone at all other times' (as shown on **Attachment 1**).

Background

Council has received a request from a shop within the Shell Cove shopping precinct, for a timed Loading Zone from 6:00am-9:00am Monday to Friday and 6:00am-9:00am Saturday, to allow for deliveries for those shops that front Cove Boulevard between Civic Avenue and Waterfront Promenade. It should be noted that a condition of consent for the Shell Cove shopping precinct is not to allow deliveries before 7:00am.

This section of Cove Boulevard is a shared zone between Civic Avenue and Waterfront Promenade with an 8.8m length restriction for trucks in this area which would prohibit the requested 'Loading Zone' in this area. Given the proposed temporary long term closures of Waterfront Promenade for the construction of the Motel on the corner of Waterfront Promenade and Aquatic Drive, and the truck 8.8m length restriction east of Civic Avenue, the preferred location for a timed 'Loading Zone' is to convert the existing Taxi Zone immediately west of Civic Avenue to a 'Loading Zone 7:00am-9:00am' and 'Taxi Zone at all other times' (as shown on **Attachment 1**).

Financial / Resources Implications

If approved works would be carried out and funded by Council

Legal and Policy Implications

Nil

Public / Social Impact

Better use of limited kerbside parking

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective:	1.2	We are a liveable community.
Strategy:	1.2.1	Inclusive, accessible and safe spaces for our entire community
Objective:	2.2	We are a beautiful and connected City
Strategy:	2.2.2	Provide and promote a sustainable and integrated active travel and transport network

Consultations

The following consultations were undertaken:

Internal

- Road Safety Officer
- Manager Compliance and Regulation

External

- Illawarra Taxi Network Service

Political Donations Disclosure

Not Applicable

Committee Recommendation

That Council approve a timed 'Loading Zone 7:00am-9:00am' within the existing Cove Boulevard 'Taxi Zone' immediately west of Civic Avenue, Shell Cove, together with a 'Taxi Zone at all other times' (as shown on Attachment 1).

Approved By

Approved for Council's Consideration:	Matthew Apolo Group Manager Built and Natural Environment
Date of Meeting:	2 August 2023

Attachments

1. Proposed timed Loading Zone - Taxi Zone Cove Boulevard, Shell Cove

Proposed Timed Loading Zone and Taxi Zone- Cove Boulevard Shell Cove Marina



8.6. Barrack Heights and Barrack Point - Road Safety Project

To the Chief Executive Officer

Directorate:	Amenity and Assets
Group:	Built and Natural Environment
Manager:	Matthew Apolo - Group Manager Built and Natural Environment
Author:	Stephanie Luo - Acting Senior Transport Engineer

Summary

The purpose of this report is to seek endorsement from the Committee for the proposed conversion of one 'Bus Stop' to a timed 'Bus Zone' along the southern alignment of Barrack Avenue, Barrack Heights and the installation of associated signage and linemarking for the pedestrian refuges along Junction Road, Barrack Point as part of the Barrack Heights Shared Path project (as shown in **Attachment 1**).

Background

Council has secured funding through the Local Roads and Community Infrastructure Program to deliver the Barrack Heights Shared Path project for the community and construction of the project commenced in March 2023. The shared path and pedestrian refuge provide the missing link in the shared path network between Shellharbour Road and Junction Road, as per Council's Shared Path masterplan.

To improve pedestrian road safety and provide a safe crossing for active transport users, a pedestrian refuge is to be installed on both the western and eastern alignment of Junction Road. This form of crossing will both support pedestrian safety and act as a traffic calming device, encouraging slower vehicle speeds along Junction Road. As per the *Transport for NSW Technical Direction for pedestrian refuges*, a 'No Stopping' zone has been provided on both sides of both pedestrian refuges which will result in the total loss of 55 metres or approximately 9 on-street parking spaces. It should also be noted that whilst the 'No Stopping' has been placed between 47 Junction Road and the Eric Creary Park carpark, no additional parking spaces will be lost as this section is 5.0 metres in length which is less than the minimum length for end spaces for on-street parking (5.4 metres) as stipulated in AS2890.5 (as shown in **Attachment 2**). The locations of the pedestrian refuge and associated 'No Stopping' zones have been proposed to ensure limited impact to residents in close proximity to the pedestrian refuges.

As part of the shared path project for Barrack Avenue, Barrack Heights, the existing 'Bus Stop' and bus shelter will be replaced with tactile paving and a timed 'Bus Zone' along the southern alignment of Barrack Avenue. The removal of the bus shelter is to

allow for sufficient width for the shared path and to ensure that the shared path is clear of obstructions for all cyclists, pedestrians and mobility impaired users. Following a discussion with Premier Illawarra, it was noted that the hours of operation for the bus stop along the southern alignment of Barrack Avenue are 7:30AM-5:00PM MON-FRI and 10:00AM-4:00PM SAT. Therefore, it is proposed that the 'Bus Stop' along Barrack Avenue be replaced with a timed 'Bus Zone' as per the operational hours indicated by Premier Illawarra (as shown in **Attachment 3**). These changes will provide clearer signposting of the 'Bus zone' and clearly define available kerbside parking along Barrack Avenue, Barrack Heights. It should be noted that the proposed changes will not result in the loss on any on street parking and will allow more kerbside parking along Barrack Avenue outside of the standard operating times.

Financial / Resources Implications

This project is partially funded by the Local Roads and Community Infrastructure Phase 3 Grant with the remaining funds provided by Council.

Legal and Policy Implications

Nil.

Public / Social Impact

- Improved road safety for pedestrian and cyclists along Barrack Avenue, Iluka Road and Junction Road
- Improved active transport link for the Barrack Heights suburb
- Reinforcement of the NSW Road Rules Reg. 195
- Removal of 9 on-street parking spaces along Junction Road

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective:	1.2	We are a liveable community
Strategy:	1.2.1	Inclusive, accessible and safe spaces for our entire community
Strategy:	1.2.3	Construct and upgrade buildings and infrastructure that meet current and future community needs
Objective:	2.2	We are a beautiful & connected City
Strategy:	2.2.2	Provide and promote a sustainable and integrated active travel and transport network

Consultations

The following consultations were undertaken:

Internal

- Manager Compliance and Regulation
- Manager Floodplain and Transport
- Road Safety Officer
- Group Manager Services
- Construction and Maintenance Manager
- Civil Coordinator
- Manager Projects
- Manager Asset Strategy

External

- Premier Illawarra
- Maker Engineering

Political Donations Disclosure

Not Applicable.

Committee Recommendation

That Council approve the installation of associated signage and linemarking for the pedestrian refuges along Junction Road, Barrack Point (as shown in Attachment 2) and the proposed conversion of one 'Bus Stop' to a timed 'Bus Zone 7:30AM-5:00PM MON-FRI 10:00AM-4:00PM SAT' along the southern alignment of Barrack Avenue, Barrack Heights (as shown in Attachment 3).

Approved By

Approved for Council's Consideration:	Matthew Apolo Group Manager Built and Natural Environment
Date of Meeting:	02 August 2023

Attachments

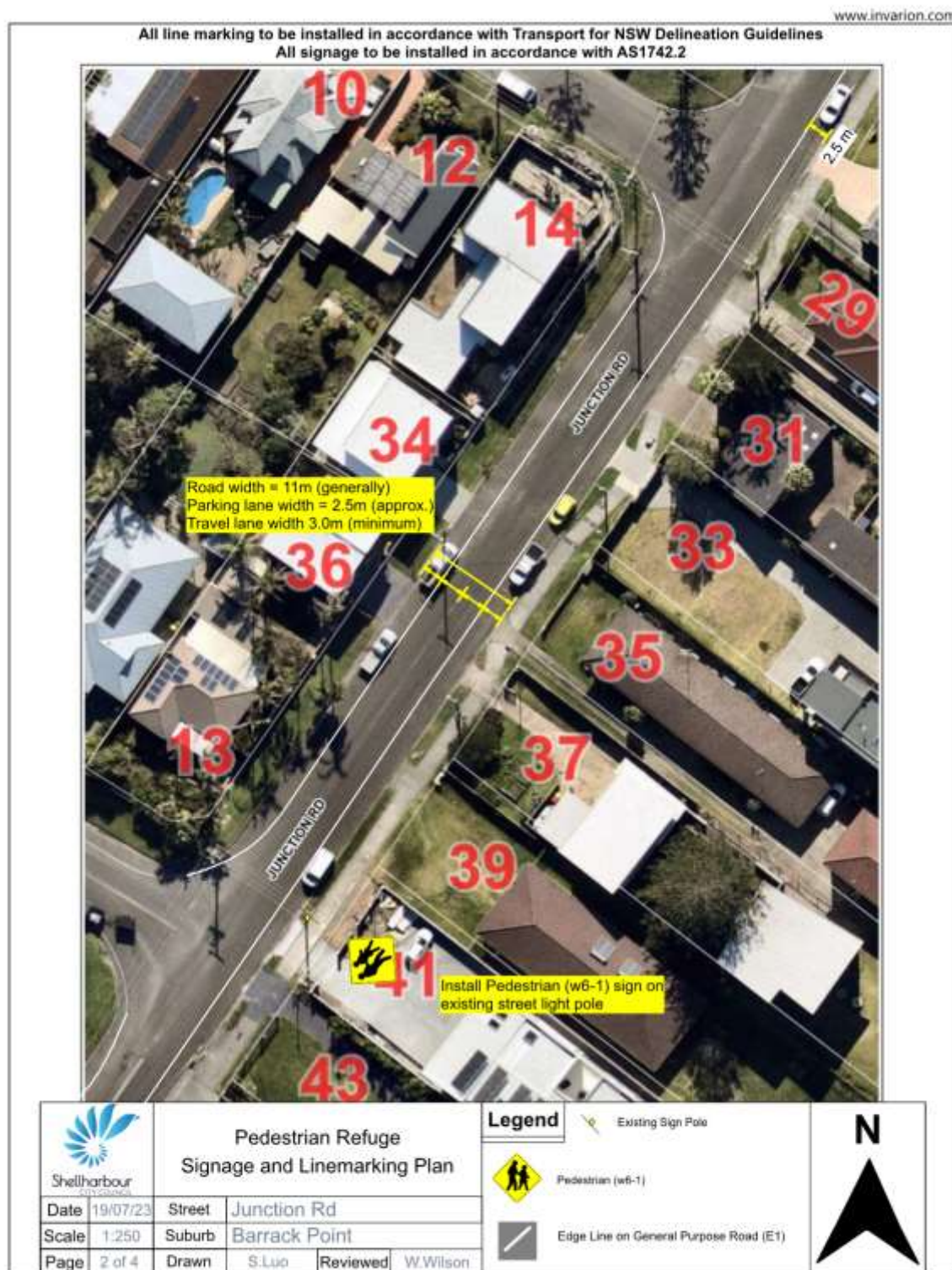
1. Locality Plan
2. Signage and Linemarking Plan
3. Bus Zone - Signage Plan

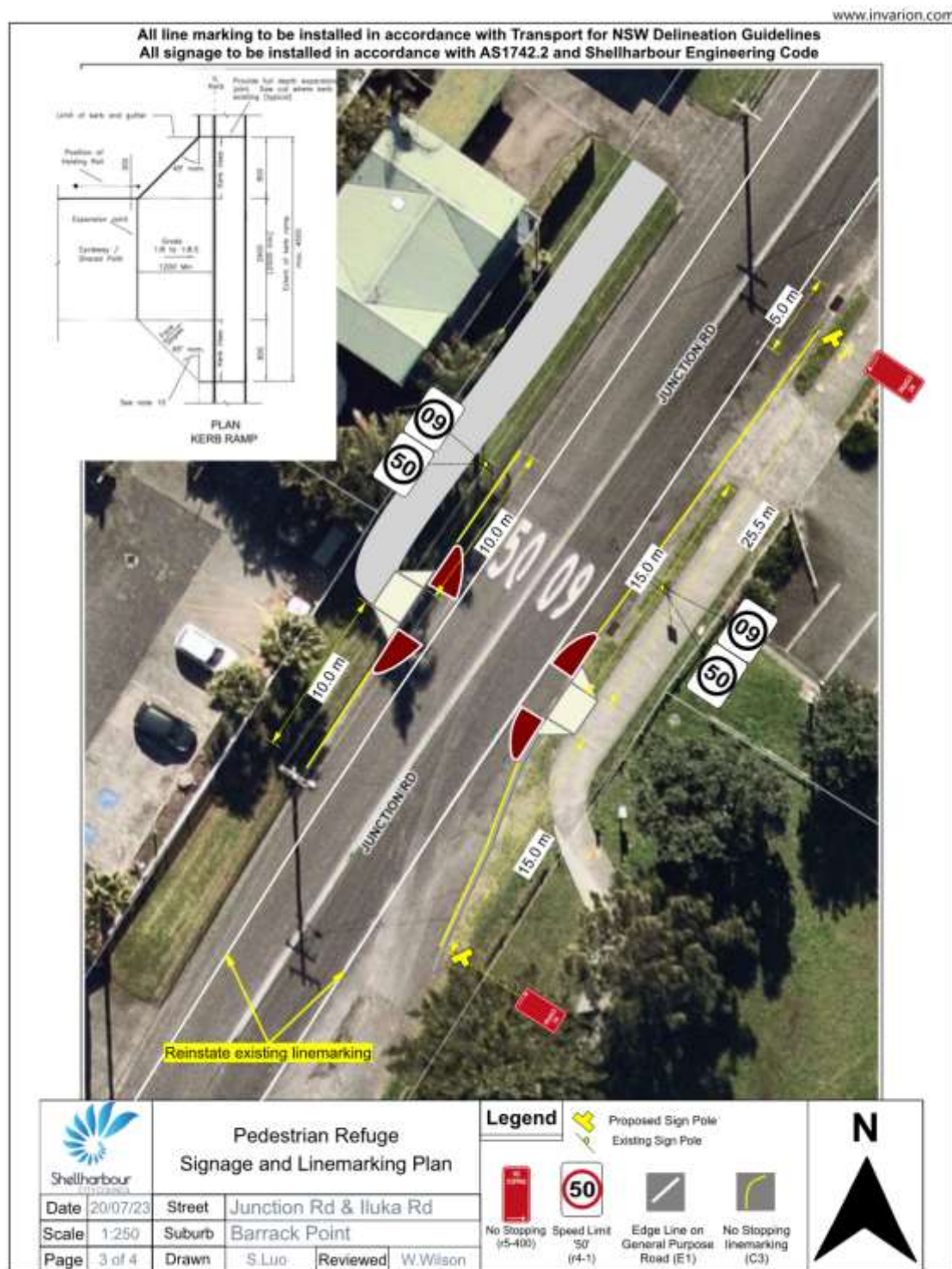
Attachment 1 - Locality Plan

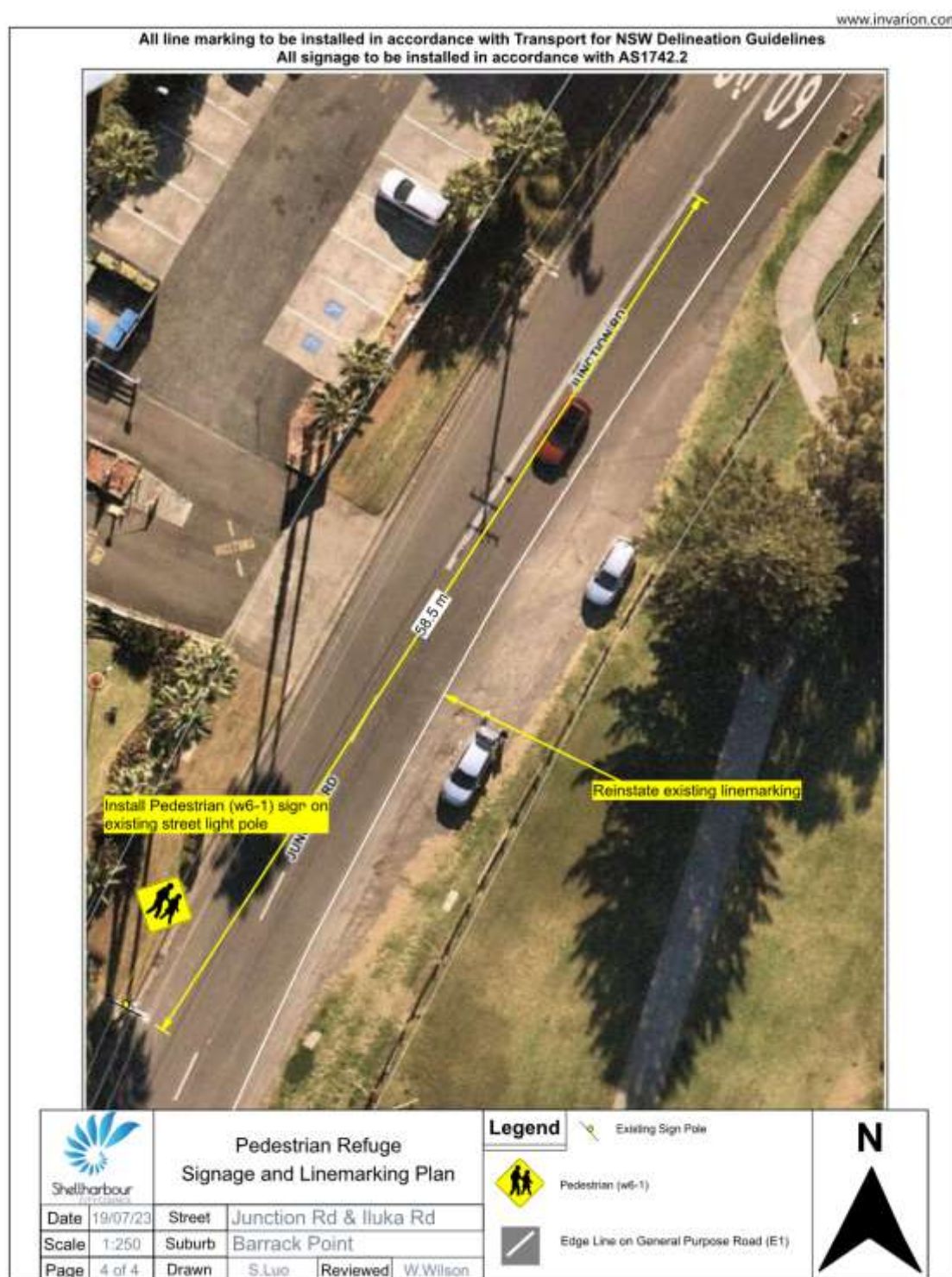


Attachment 2 - Signage and Linemarking Plan









Attachment 3 - Bus Zone - Signage Plan



9. General Business

10. Items for Information

10.1. Local Government Road Safety Program

Item for Information

The purpose of this report is to inform the Traffic Committee that Transport for NSW (TfNSW) have advised that Council's 2023/2024 project funding applications of \$84,360.00 were successful (**Attachment 1**).

The Southern Region Community Partnering team look forward to working with Council in supporting Council's Road Safety Officer to deliver road safety outcomes in Shellharbour City Council in accordance with Council's Road Safety Action Plan.

Approved By

Approved for Council's Consideration:	Matthew Apolo Group Manager Built and Natural Environment
Date of Meeting:	2 August 2023

Attachments

1. Successful grant funding of the Local Government Road Safety Program 2023/2024 (Letter of Offer)

Attachment 1 - Successful grant funding of the Local Government Road Safety Program 2023/2024 (Letter of Offer)

12 July 2023



Chief Executive Officer
Locked Bag 155
Shellharbour City Centre
NSW 2529

Attention: Michael Archer

Dear: Michael Archer

Local Government Road Safety Program 2023/24

Thank you for your continuing support of the Local Government Road Safety Program (LGRSP).

The South Region Community Partnering team look forward to working with council in supporting your Road Safety Officer (RSO) to deliver road safety outcomes in the **Shellharbour City Council** in accordance with Council's Road Safety Action Plan.

We are pleased to advise you that your Council has been successful in gaining funding in this program for the following projects for the 2023/24 financial year as advised.

TINSW Project Number	Project Description	2023//24 TINSW funding allocation
	Program cost – Road Safety Officer position (wages)	\$64,600.00
P-3601	Shellharbour Road Safety at Work	\$ 1,500.00
P-3596	National Road Safety Week	\$ 5,000.00
P-3556	School Fence Banner Program	\$ 500.00
P-3597	Helping Learner Drivers Become Safer Drivers	\$ 1,050.00
P-3557	On the Road 65Plus	\$ 600.00
P-3600	Shellharbour Ride and Run	\$ 2,010.00
P-3583	South Coast Survive the Ride Workshops (Joint Project)	\$ 5,550.00
P-3598	Learner Logbook Run (Joint Project)	\$ 1,300.00
P-3599	Ultimate Learner Logbook Run Experience (Joint Project)	\$ 2,250.00
Total		\$ 84,360.00

OFFICIAL



This letter and the outlined requirements only cover the projects listed in the table above. Please note that funds are allocated to specific projects and are not transferable at Council's discretion.

This letter also documents the procedures Transport for New South Wales (TfNSW) and Council must follow if funding to Councils is to be maintained in accordance with TfNSW *Financial Arrangements with Councils for Road Management*. (<https://roads-waterways.transport.nsw.gov.au/business-industry/partners-suppliers/lgr/index.html>)

Please complete Attachment B and **return a signed copy to TfNSW by 20 July 2023** advising of Council's acceptance of funding and the associated requirements attached to the funding as outlined in Attachment A and Attachment B.

Please email the signed letter of offer to the Functional Area Lead for the LGRSP, Kim Schultz at kim.schultz@transport.nsw.gov.au

For any further enquiries about information in this letter please contact Kim Schultz on the above email or phone 0487 412 084.

Regards

A handwritten signature in black ink, appearing to read "Joanne Parrott".

Joanne Parrott
Director Regional Community Partner
South Region
Regional and Outer Metropolitan

Attachments:

- A. Key requirements associated with funding
- B. Council agreement and plan
- C. Project plan initial forecast
- D. Wages breakdown summary

OFFICIAL

**Attachment A – Key requirements associated with funding****Funding Acknowledgement NSW Government**

All recipients of NSW Government funding should acknowledge the government. Funding made available by the NSW Government is designed to improve the lives of people across the state.

The NSW Government has produced a set of Funding Acknowledgement Guidelines, these guidelines are designed to help groups and organisations with acknowledging NSW Government support in a way which is consistent across the state. More information on use of the NSW Government brand is available at <https://www.nsw.gov.au/branding>

Project payments

Three payments will be made to council for the delivery of the RSO projects. Payments may be withheld if the project has been delayed or at risk of non-delivery to avoid over payments.

- 1st payment – 50% to be made in January
- 2nd payment – 25% to be made in March
- 3rd and final payment – 25% will be made on completion and submission of individual final project completion reports

Council must regularly update the Road Safety Officer System (RSOS database) to capture project expenditure and attach all invoices for the relevant projects.

Cost of employment payments

The process for the payment of the RSO wage remains a monthly payment.

At the end of each quarter a wage breakdown summary certified by Councils Chief Financial Officer is to be submitted with the following months Council Claim for Payment – October, January, April, and July.

Payment of the RSO wages may be delayed if TfNSW does not receive the quarterly RSO wage breakdown summary.

Quarterly wage breakdowns must be submitted in the TfNSW Grants Portal.

Project finalisation

A project evaluation report via the Road Safety Officer System is to be submitted as soon as practicable, but no more than 90 days, after project completion. Any approved funding not spent prior to the end of the financial year will lapse. TfNSW will only pay for actual and completed works at this date and is unable to pay for any incomplete project works not claimed at this date.

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**Variations**

Any change of scope, time or cost for projects must be discussed as soon as possible with the TfNSW LGA Lead. Council must formally request and detail in writing the proposed changes to the project. No works are to commence prior to receiving written approval for the change from TfNSW and a revised forecast is agreed to in writing. Note that a change of scope may result in a revised funding allocation and the merits of the project may be re-assessed against other priority projects.

Work Health and Safety

Council will comply with WHS Laws (Work Health and Safety Act 2011, Work Health, and Safety Regulation 2011).

Police Involvement

Council will utilise local Police intelligence where possible to assist with projects. Where Police enforcement is a project component, Police are required to be involved in the initial planning stages of the project.

Artwork Use and Approvals

Where available, TfNSW artwork must be used and forwarded to TfNSW for approval no less than 3 weeks prior to production.

Artwork for new resources will be developed in conjunction with your Safe Systems Analyst and forwarded to TfNSW for approval as a final draft (no less than 6 weeks prior to production). A TfNSW delegate will be included as a member of the project committee for all TfNSW funded programs.

TfNSW will be notified of any launches related to the project at least 3 weeks prior to the event. TfNSW will be offered the opportunity to speak at the campaign launch, as a key stakeholder in the campaign.

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Attachment B – Council agreement and plan

Council confirms acceptance of funding for the following projects on the terms and conditions outlined in this letter.

TfNSW Project Number	Project Description	2023/24 TfNSW funding allocation
	Program cost – Road Safety Officer position (wages)	\$64,600.00
P-3601	Shellharbour Road Safety at Work	\$ 1,500.00
P-3596	National Road Safety Week	\$ 5,000.00
P-3556	School Fence Banner Program	\$ 500.00
P-3597	Helping Learner Drivers Become Safer Drivers	\$ 1,050.00
P-3557	On the Road 65Plus	\$ 600.00
P-3600	Shellharbour Ride and Run	\$ 2,010.00
P-3583	South Coast Survive the Ride Workshops (Joint Project)	\$ 5,550.00
P-3598	Learner Logbook Run (Joint Project)	\$ 1,300.00
P-3599	Ultimate Learner Logbook Run Experience (Joint Project)	\$ 2,250.00
Total		\$ 84,360.00

- Council will complete all necessary planning, stakeholder engagement and WHS considerations for each project.
- Council will satisfy the requirements of the NSW Government Funding Acknowledgement Guidelines. More information on use of the NSW Government brand is available at <https://www.nsw.gov.au/branding>
- Council will submit a quarterly milestone report in the required TfNSW format.
- Council will formally request any variation in writing as part of the variation process (if applicable).
- Council will seek approval of artwork for project related material and resources prior to production.
- Council will complete projects by the end of the relevant financial year. TfNSW will only pay for actual and completed works and is unable to pay for any incomplete project works. No funds will be rolled over to the next financial year. Final expenditure must be completed as soon as practicable, but no more than 90 days, after project completion.
- Council will provide a project evaluation report via the Road Safety Officer System as soon as practicable, but not more than 90 days, after project completion.

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General Manager Signature: _____

Print Name: _____

Date: _____

Please retain a copy of this funding acceptance letter for Council records.

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Attachment C – Project Plan – Initial Financial Forecast

Financial Forecast

Please provide an initial financial forecast of the expected dollar value of works to be completed each month of the financial year against each project in the table below. Note that this financial forecast is NOT cumulative.

Project Number	Approved Funding	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	2024 /25 F/Y

"I have the authority to complete the monthly financial report on behalf of Council":

<Council Name>

Name:

Title:

Signature:

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Attachment D – Quarterly Wage Breakdown

Breakdown of Expenditure for Road Safety Officer Program			
Date: xx to xx			
	Net Total	+GST	Comments
	\$	\$	
Salary			
Wages			
Annual Leave (%)			
On costs (capped at 35%)			
Sick Leave (%)			
Workers Compensation (%)			
Superannuation (9%)			
Sub Total			
Salary Division			
TfNSW (50%)			
Council			
	Net Total	+GST	Comments
	\$	\$	
Vehicle Costs (net of any reimbursements)		0.00	xx Business km @40c per km
Total	0.00	0.00	
Grand Total	0.00	0.00	
TfNSW (50%)	0.00	0.00	
Council (50%)	0.00	0.00	

Host council has incurred all of the above actual expenditure in the above-mentioned period for the operation of the Local Government Road Safety Program.

Signed: _____ Date: _____

(Reference is made to Section 4 (g) of the Program Funding Agreement - Provide a detailed and certified claim for payment at least every 3 months which identifies the amount incurred by Council, net of GST, by way of Cost of Employment of the RSO during the period preceding the claim. The claim for payment must include a certification by Council's Chief Financial Officer that Council has in fact incurred the amount claimed and also include a breakdown of the expenses under Other Associated Direct Program Costs, Salary and On-costs.)

A copy of the wage breakdown will be available in the TfNSW Grants Portal in the related tab for Council to attach every quarter.

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10.2. Transport for NSW Delineation Guidelines Section 13.3

Item for Information

As per the Transport for NSW Delineation Guidelines Section 13.3, a “No Stopping” line shall comprise of an unbroken yellow longitudinal line and can be used to supplement the use of 'No Stopping' (r5-400) signs. It should be noted that a 'No Stopping' line may also be used without signs.

It is noted that the use of yellow 'No Stopping' linemarking without associated signage has not been recommended by Council as part of previously raised Traffic Committee Meeting items. Following recent signage audits and site inspections conducted across the local government area, it has been determined that yellow 'No Stopping' linemarking be installed without the use of 'No Stopping' signage to reduce the visual pollution caused by excessive signage in residential areas. The categorisation of residential areas where yellow 'No Stopping' linemarking may be installed without associated signage will be determined by the Traffic Committee and is subject to change as approved by the Committee accordingly.

Approved By

Approved for Council's Consideration:	Matthew Apolo Group Manager Built and Natural Environment
Date of Meeting:	02 August 2023

Attachments

1. TfNSW Delineation Guidelines Section13 - Page 8

Attachment 1 - TfNSW Delineation Guidelines Section13 - Page 8



Delineation – Section 13 Pavement markings for kerbside parking restrictions

13.3 No Stopping line – unbroken yellow (C3) line

A "No Stopping" line shall comprise an unbroken yellow longitudinal line (for dimensions refer to Table 13.1). It shall be placed on the pavement adjacent to the edge of the road. The edge of the road is to be taken as the edge of pavement, the face of the kerb or the lip of the gutter, whichever exists.

A "No Stopping" line can be used to supplement the use of 'NO STOPPING' (R5-400) signs. When using a "No Stopping" line with signs, the following signposting criteria are to be used:

- (a) A 'NO STOPPING' (R5-400) sign should be installed at the beginning and end of the line to define the length of the continuous line and thus avoid confusion with broken "Clearway" lines.
- (b) Intermediate (Repeater) 'NO STOPPING' signs are only required if at least one of the signs is not visible to a driver who has parked their vehicle on a "No Stopping" line.

A "No Stopping" line may also be used without signs.

A "No Stopping" line must never be used in part time 'No Stopping' zones (as the line will still apply outside of the times nominated on the signs).

If "No Stopping" lines are used across driveways they will make it an offence for vehicles (e.g. taxis) to stop in the driveway to pick-up or set down passengers.

13.4 Line specification

13.4.1 Dimensions

Dimensions for a "Clearway" (C2) line and a "No Stopping" (C3) line shall be as per Table 13.1.

13.4.2 Material

Kerbside linemarking (both type C2 & C3) may be marked with longer lasting material using either paint, thermoplastic or cold applied plastic, conforming with RTA QA Specification R141.

10.3. Police Matters

Item for Information

Can Police please note the following items, raised by the community for potential future patrols:

No. of Reports	Street/Location	Suburb	Report Type
1	Landy Drive and Cuthbert Drive	Mount Warrigal	Speeding
1	King Street	Warilla	Speeding
1	The Esplanade	Oak Flats	Hooning
1	Wattle Road	Flinders	Hooning
1	Mortlock Drive	Albion Park	Speeding
1	Gloucester Circuit	Albion Park	Speeding
1	Government Road	Oak Flats	Speeding
1	Tomerong Street	Tullimbar	Speeding
1	Daphne Street	Barrack Heights	Speeding
1	Hargraves Avenue	Albion Park Rail	Speeding

Approved By

Approved for Council's Consideration:	Matthew Apolo Group Manager Built and Natural Environment
Date of Meeting:	02 August 2023

Attachments

Nil.

11. Next Meeting

Date: 6 September 2023