

AGENDA

of the
Local Traffic Committee Meeting
held **Electronically**,
on

Monday 26 June 2023

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
MONDAY 26 JUNE 2023**

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Our Mission, Our Vision, Our Values

OUR MISSION

To create and nurture a vibrant and diverse community growing and working in harmony with our urban, agricultural and natural environments

OUR VISION

Leadership: *'An innovative and effective organisation with strong leadership'*

People: *'A vibrant and diverse community living harmoniously, supported by innovative services and effective communication with Council'*

Places: *'Places that are safe, maintained, accessible, sympathetic to the built and natural environment, that supports the needs of the community'*

Environment: *'A community that values and protects the natural environment enhancing its health and diversity'*

Economy: *'A strong local economy that encourages and provides employment, business opportunities and tourism'*

OUR VALUES

Integrity, trust and respect

Responsibility and accountability

Communication and teamwork

Service quality

1 AGENDA REPORTS

1.1 Bundanoon Winterfest 2023 Traffic Management

Report Author: Traffic Engineer

Authoriser: Director Service and Project Delivery

PURPOSE

Consideration of the Traffic Management Plans for Bundanoon Winterfest, which is to be held on Railway Avenue, Bundanoon, on 1 July 2023. The event is expected to have an attendance of up to 1500 people.

RECOMMENDATION

THAT the traffic arrangements proposed by All Area Traffic Services for Bundanoon Winterfest 2023 to be held on Railway Avenue, Bundanoon, on Saturday 1 July 2023 be approved subject to the implementation of the approved Traffic Management Plan and approval from the Police Service in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event.

REPORT

Winterfest is an annual event organised by the Bundanoon Community Association.

The 2023 Winterfest will be held between 4:00pm and 8:30pm on Saturday 1 July.

The event is expected to have an attendance of up to 1500 people.

Railway Avenue will be closed between Osborne Avenue and Osborn Street during the event.

Attached is the Traffic Management Plan and Traffic Guidance Scheme for the event schedule and traffic management details.

CONCLUSION

Winterfest is an annual event that has been held successfully in previous years. The traffic management plan has been developed by All Area Traffic Services who has provided the traffic management for previous Winterfests.

Winterfest is a popular attraction for people in the local area.

It is recommended that the traffic management plan be approved for implementation on 1 July 2023.

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ATTACHMENTS

1. 2023 Winterfest - TMP [**1.1.1** - 27 pages]
2. 2023 Winterfest - 3 x TGS [**1.1.2** - 3 pages]

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Saturday 01st July, 2023

Event from 4.00 p.m. to 8.30 p.m.

Traffic management from 12.00 p.m. to 10.30 p.m.

Traffic Management Plan



Traffic Management Plan. Version 1. Plan date. 06-04-23

Prepared by Craig Eeles. 'Prepare A Work Zone Traffic Management Plan' cert. no. TCT0015737

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Section 1. INTRODUCTION

This Traffic Management Plan (TMP)

- is based on the successful method of traffic management developed by All Area Traffic Services, Bundanoon committee members and event organisers at previous events held at Bundanoon over the last eighteen years.
- has been produced in consultation with Event Management, Police, Local Council, TfNSW, and other stakeholders.
- takes into consideration the safety of patrons and event participants, and with emphasis on the safe passage of all traffic and pedestrians either involved in the event or travelling through or around the event area.
- takes into consideration the disruption to the local community, business' and traders.
- takes into consideration emergency services routes through or around the event area.
- is the document to be referred to by event staff regarding any traffic management at the event.
- is written as a document for relevant authorities to refer to when considering the issue of any traffic management permits and approvals for the event.
- is written to ensure that traffic management at the event is implemented in accordance with A.S. 1742.3 - 2019, and the TfNSW Manual - Traffic Control At Work Sites 2020 (version 6).
- has been developed by a traffic management planner with qualifications to Prepare A Work Zone Traffic Management Plan.

Craig Eeles. Certificate No. TCT0015737.



Signature:

1.2 References

The following documents and / or manuals have been used as references in developing this TMP :-

- OHS Act 2004
- NSW WH&S Act 2012
- Road Transport Act 2013
- Australian Government Guide to Terrorism in Crowded Places 2017
- RMS "Guide to Transport Management at Special Events" - 2018
- Transport NSW "Traffic Control At Worksites" - 2020 (version 6)
- AS 1742.3 - 2019

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Section 2. EVENT DETAILS

2.1 Event Description.

The proposed 'Bundanoon Winterfest Opening Night' event is being organised and managed by the Bundanoon Community Association.

The event organiser contact is Jonathan Melrose-Rae.

Mobile. 0447 847 886. Email. winterfest@bca.asn.au

The event will be held from 4.00 p.m. to 8.30 p.m. on Saturday 01st July, 2023.

The event will be located on Railway Avenue at Bundanoon, between Osborne Avenue at the northern end of the event area, and Osborne Street at the southern end of the event area.

It is expected to have a total of 1,000 – 1,500 people attend the event at different times over the evening.

The event shall occupy this section of Railway Avenue through the Bundanoon shopping precinct.



Rides:	Stalls:	Food Vans:	Other:
1. Snow Globe – 5m diameter x 7m length	1. Bundanoon Hotel (inc 1.A)	2. Hot Potato Van	Busker Circles Orange 1-4
2. Ferris Wheel – 8m x 8m x 10m length	3. Strudel Lady	7. 3 Amigos Taco Truck	Entry points - Red triangles
3. Climbing Wall – 11m x 6m x 10m height	4. Keilty's Irish	8. OIVG Donuts	RFS – Blue Square A
4. Turbo Tubs – 12m diameter x 4m height	5. Lions Club	11. Emmy's Gozleme	Fire – Blue Square B
	6. Lions Club	12. Hot Chocolate Bar	Temporary Bollards – Red dashes
	9. Exeter Public School	14. Phat Boy Kebabs	Braziers – 4 Red circles -
	10. Lush Berries		Generators – 1 Black circle
	13. Wingello Public School		Street Electricity – 10amp – white bolts
	15. Bundanoon Public School		First Aid / Lost Children – purple circle
	16. Face Painter		Licensed Area – boundary thick blue line
			Traffic flow – orange arrows

Traffic Controllers will operate a shuttle flow (closing 1 lane) along Railway Avenue from 12.00 p.m. to 3.00 p.m. and then again from 9.00 p.m. to 10.30 p.m.

This section of Railway Avenue will be closed to traffic from 3.00 p.m. to 9.00 p.m. on Saturday 01st July, 2023 while the event is in progress.

Vehicle detours will be in place via Osborne Avenue and Osborne Street during the period of road closure.

The footpaths beside the event area shall remain open for the duration of the event.

The event area shall occupy Wingecarribee Shire property.

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Section 2. EVENT DETAILS

2.2 Running Schedule. Saturday 01-07-23

12.00 p.m.

Traffic Controllers shall install Advance Warning signs and advisory signs as per TGS 01.

12.30 p.m.

Traffic Controllers place traffic cones along the kerb beside the roadside parking spaces on Railway Avenue between Osborne Avenue and Osborne Street to prepare for delineation of the parking spaces as they become vacant.

1.00 p.m.

Traffic Controllers start shuttle flow traffic control through the event area.

As vehicles exit the roadside parking spaces, Traffic Controllers will place traffic cones at the vacant roadside parking space to prevent further roadside parking on Railway Avenue between Osborne Avenue and Osborne Street.

Event organisers begin construction of the vendor stalls, marquees, etc. on the northern side only of Railway Avenue as per TGS 01.

2.30 p.m.

Traffic Controllers shall install Advance Warning signs and detour directional signs as per TGS 02.

3.00 p.m.

Railway Avenue shopping precinct closed to non-event vehicles.

Traffic Controllers shall install Bollards and Barrier Boards with 'Road Closed' signs attached at the road closure points on Railway Avenue as per TGS 02.

Detours put in place with traffic controllers at the road closure points.

Remaining event stalls, marquees, etc. are installed on the closed section of Railway Avenue.

Water filled barriers and anti-incursion vehicles blocking both lanes to be installed by 3.30 p.m. as per TGS 03.

4.00 p.m. - Event Start

Traffic Controllers shall assist and direct traffic flow at the road closure points and be ready to create an emergency entry / exit point at each road closure to allow remaining parked vehicles to exit the closed off area and emergency vehicles to enter the event area if required.

8.30 p.m. - Event Finish

Railway Avenue remains closed while pedestrian activity remains on the road.

Event structures blocking both lanes to be dismantled and moved to the closed lane only by 9.00 p.m.

9.00 p.m.

Traffic Controllers shall remove Road closure signs and anti-incursion devices placed across Railway Avenue.

Traffic Controllers start shuttle flow traffic control through the event area as per TGS 01.

Event organisers allow event vehicles onto the closed lane through the event area to begin removal of the stalls, etc.

10.30 p.m.

Both lanes of Railway Avenue clear of event structures and event vehicles. Railway Avenue re-opened to all vehicles.

Traffic Controllers remove remaining Advance Warning signs and detour signs, traffic cones, etc.

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Section 3. Public Liability Insurance

Bundanoon Community Association



Professional Insurance Brokers (N.S.W.) Pty. Ltd.
3 Harold Street, North Parramatta N.S.W. 2151
Telephone: 9630 8788 Facsimile: 9630 0648
A.B.N. 32 003 068 540

PO Box 2243, North Parramatta N.S.W. 2151
Email: advice@professionalinsurance.com.au
www.professionalinsurance.com.au

Schedule of Cover Our Reference: 06020083

COMBINED LIABILITY POLICY

INSURER : Certain Underwriters at Lloyd's

INSURED : BUNDANOON COMMUNITY ASSOCIATION INC (BCA INC.)
all staff, members of management committees and
all volunteers associated with the insured
organisation;
and all others incorporated during the period of
insurance, and from time to time of
unincorporated bodies, the trustees of the
insured's superannuation and superannuation funds
and welfare and community organisations and
lessors, joint ventures or other parties with a
legal responsibility to maintain insurance; all
for their respective interests, rights &
liabilities and to the extent that they are not
more specifically insured.

THE BUSINESS : Principally Monthly meetings, musical recitals,
concerts, old movies, annual garden ramble,
general gardening activities, Arts & Crafts
Stalls, annual market stalls, quarterly
magazine etc, activities incidental thereto

INTERESTED PARTIES : Wingecarribee Shire Council
The ATRC
Australian Trans Rail Company

COVERING : The Insured's legal liability to the public
for losses occurring during the period of
insurance.

PUBLIC/PRODUCTS
LIMIT OF INDEMNITY : \$20,000,000 Any one Occurrence/Aggregate
: \$ 100,000 Property in your physical or legal
control

EXCESS : \$ 500 each & every claim


Personal Injury to Contracted Employees or Workers Excess:
\$25,000 each & every claim inclusive of costs

EXCLUSIONS : Molestation/Sexual Abuse/Professional Indemnity/
Directors & Officers

GEOGRAPHICAL LIMITS : Anywhere in Australia

**CLAIMS FOR PERSONAL INJURY TO LABOUR HIRE AND/OR SUBCONTRACTORS
EXCESS ENDORSEMENT**
It is hereby agreed and declared that any claims for personal
injury to labour hire personnel, subcontractors or contractors
who are performing services on behalf of the Insured
will be subject to an excess of \$5,000 each and every claim.

CLAIMS FOR PERSONAL INJURY TO VOLUNTEERS EXCESS ENDORSEMENT
It is hereby agreed and declared that any claims for personal
injury to volunteers will be subject to an excess of
\$1,250 each and every claim unless the Insured has an
Voluntary Workers Personal Accident Policy with Ansva



Member of the National Insurance Brokers Association of Australia
MEMBERS OF STEADFAST INSURANCE BROKERS MANAGEMENT GROUP LTD

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Section 3. Public Liability Insurance

Tanyelle Pty. Ltd. T/A All Area Traffic Services



**Public & Products Liability
Certificate of Currency**

Item 1	Policy Number	PPL-001883-2023
Item 2	Policyholder	Tanyelle Pty Ltd 22 Venus Street, INVERLOCH VIC 3996 Australia
Item 3	Insurance Period	4.00pm on 09/01/2023 to 4.00pm on 09/01/2024 at the address stated at Item 2 above
Item 4	Policy Wording	ProRisk Public & Products Liability Insurance Policy v07.21 ProRisk General Terms & Conditions v04.22
Item 5	Underwriters	Professional Risk Underwriting Pty Limited trading as ProRisk Level 2, 115 Bridge Road, Richmond VIC 3121 For and on behalf of Swiss Re International SW Australia Branch (ABN 38 138 873 211)
Item 6	Limit of Liability	\$20,000,000.00 Any one occurrence . The total aggregate limit of liability in respect of Insuring Clause 1.2 (Product Liability) and Insuring Clause 1.3 (Advertising Liability) will not exceed \$20,000,000.00 in the aggregate during any one Insurance period .
Item 7	Territorial Limits	Worldwide (Excluding USA and Canada)
Item 8	Other Insurance	Not Applicable
Item 9	Interested Party	N/A
Item 10	Business Activities	Traffic Engineering Consulting Service 100%
Item 11	Business Description	Traffic Management

THIS IS TO CERTIFY that in accordance with the authorisation granted to ProRisk by the **underwriters** and in consideration of the **premium**, the **underwriters** agree to insure the stated **policyholder** in accordance with the terms and conditions of the **policy**.

In accepting this insurance, the **underwriters** have relied on the information and statements that have been provided in the **proposal**. This is an important document and should be kept it in a safe place with all other papers relating to this **policy**.

Authorised by

Hamish McDonald Nye
Executive Director
Professional Risk Underwriting Pty Ltd

10/01/2023

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Section 4. LOCATION RISK ASSESSMENT

4.1 Location Risk Assessment

A Site inspection has been undertaken and a Location Risk Assessment produced.

The LRA records the hazards and risks associated with the event site, the level of the hazard or risk, the control methods that shall be employed to minimize or eliminate the risk or hazard, and who will be responsible for carrying out the control measures and making sure they are effective.

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Section 4. LOCATION RISK ASSESSMENT

LOCATION RISK ASSESSMENT

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Traffic Management at the 2023 Bundanoon Winterfest opening night.

Assessment Date : 05-02-23

Signature :



EVENT DETAILS

Event Name :	Bundanoon Winterfest	
Event Location :	Railway Avenue , Bundanoon	
Date of Event :	Saturday 01 st July, 2023	Times : from 4.00 p.m. to 8.30 p.m.
Expected attendance:	1,000 – 1,500	
Other Details :	Begin to delineate car park spaces at 12.30 p.m.	

CONTACTS

Event Organiser : Bundanoon Community Association	Contact : Jonathan Melrose-Rae	Ph. 0447 847 886
Municipality : Wingecarribee Shire Council	Contact : Michael Rayner	Ph. 02 48680818
TFNSW Office : TfNSW Wollongong	Contact :	Ph.
Local Police : Bundanoon Police Station	Contact :	Ph. 02 48629299
Highway Patrol : Mittagong Highway Patrol	Contact :	Ph. 02 48711222
Local Area Command: Goulburn Police Station	Contact :	Ph.

ROAD CONDITIONS

Road Surface : Bitumen	Road Configuration : 2 lane / 2 way	A.A.D.T. < 3000
Shoulder Surface : Bitumen	Shoulder Width : 2 – 3 metres	Shoulder Parking? Yes
Foot Path Surface : Concrete	Foot Path Width : 2 – 4 metres	
Sign Posted Speed Limit : 50 kph	Vehicle Approach Speed : < 50 kph	
Other road and traffic notes :		

PARKING

Shoulder Parking : Signposted
Car park surfaces : Bitumen

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Section 4. LOCATION RISK ASSESSMENT

LOCATION RISK ASSESSMENT

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Traffic Management at the 2023 Bundanoon Winterfest opening night.

No.	Risk Assessment	Yes / No	Risk Level	Page 2 Ref .
	LOCATION			
1.	Are there Intersections on approaches to the special event site ?	Yes	High	1. a
2.	Are Intersections within the special event site ?	Yes	High	2. b
3.	Are Driveways within the special event site ?	Yes	High	3. c
4.	Are Pedestrian Crossings within the special event site ?	No		
5.	Are Traffic Lights within the special event site ?	No		
6.	Will Parking Areas be affected on approaches to the special event site ?	No		
7.	Will Parking Areas be affected within the special event site ?	Yes	Med	7. d
8.	Will Footpaths / Pedestrians be affected within the special event site ?	No		
9.	Will Cyclists be affected ?	Yes	Med	9. e
10.	Will Heavy Vehicles be affected ?	No		
11.	Will Public Transport be affected ?	Yes	Low	11. f
12.	Will Temporary Lighting need to be located at any entry / exit points ?	No		
	TRAFFIC MANAGEMENT			
13.	Will Traffic Flow on Approaches to special event site be affected ?	Yes	High	13. g
14.	Will Traffic Flow Within the special event site be affected ?	Yes	High	14. h
15.	Will Emergency Vehicles Access be affected ?	Yes	High	15. i
16.	Will Wet Weather affect the safety of the road surface ?	No		
17.	Will Wet Weather affect the surfaces of Parking Areas ?	No		
18.	Will Low Sun affect driver vision ?	No		
19.	Will Peak Hour traffic have to be considered ?	No		
20.	Will Sight Distance be a problem / hazard for approaching traffic ?	No		
21.	Will Stopping Distance be a problem / hazard for approaching traffic ?	No		
	TRAFFIC CONTROL			
22.	Will Traffic Control Signs and Devices be required ?	Yes	High	22. j
23.	Will Speed Limits need to be reduced ?	No		
24.	Will Traffic Controllers be required ?	Yes	High	24. k
25.	Will Night Conditions have to be considered ?	No		
	PERMITS			
26.	Will a Shire Permit to use a road reserve need to be obtained ?	Yes	Low	26. l
27.	Will a TfNSW Road Occupancy Licence need to be obtained ?	No		
28.	Will a DTR Permit to reduce the speed limit need to be obtained ?	No		

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Section 4. LOCATION RISK ASSESSMENT

LOCATION RISK ASSESSMENT

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Traffic management at the 2023 Bundanoon Winterfest opening night.

Page 1 Ref .	Risk Level	Control Measures	New risk level	Person Responsible
1. a	High	Advance Warning Signs to be installed on Railway Avenue on both approaches to the shopping precinct.		T.C. Supervisor
2. b	High	Water Filled Barriers and anti-incursion vehicle/s to be installed across the road at each end of the event area in Railway Avenue to prevent vehicles entering the event area.		T.C. Supervisor
3. c	High	Consent given by occupiers to restrict access to driveways inside the event area during the event.		T.C. Supervisor
7. d	Med	Car park spaces in Railway Avenue will be delineated off as they become vacant. 3 x disabled car parks to be installed on the outside of the northern end of the event area in Railway Avenue near the Osborne Street intersection.		T.C. Supervisor
9. e	High	Cyclists will be able to walk through the event area or use the detour.		T.C. Supervisor
11, f	Low	One Berrima Bus service will be affected and one State Rail Bus will be affected . Both of these bus services have been contacted and it has been organized that drop off and pick up area for buses (temporary bus zone) will be located behind the Memorial Hall Signs will be placed at the normal bus stop advising patrons of the location change. No stopping signs will be placed at the intersections on the detour route to allow for safe passage of buses using the detour route.		T.C. Supervisor
13 .g	High	Traffic flow at the approaches to the event area in Railway Avenue shall be affected in the following ways:- - shuttle flow. 12.00 pm – 3.00 pm & 9.00 pm – 10.30 pm. - Road closed. 3.00 pm – 9.00 pm. Detour in place between Osborne Avenue and Osborne Street.		T.C. Supervisor

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Section 4. LOCATION RISK ASSESSMENT

LOCATION RISK ASSESSMENT

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Traffic management at the 2023 Bundanoon Winterfest opening night.

Page 1 Ref .	Risk Level	Control Measures	Person Responsible
14. h	High	12.00 pm. shuttle flow past the event area while structures are being erected. 3.00 pm. Road closure. Detour in place.	T.C. Supervisor Traffic Controller
15 .i	High	A 3 - 4 metre wide access path shall be maintained to through the event area for emergency vehicles .	T.C. Supervisor
22. j	High	Advance Warning Signs to be installed on Railway Avenue on both approaches to the shopping precinct. Road Closed signs to be installed across the road at each end of the event area in Railway Avenue. Water Filled Barriers and anti-incursion vehicle/s to be installed across the road at each end of the event area in Railway Avenue to prevent vehicles entering the event area. Detour directional signs to be placed at all intersections on the detour route. No stopping signs will be placed at the intersections and along the detour route to allow for safe passage of cars and buses using the detour route.	T.C. Supervisor
24 . k	High	Traffic Controllers shall :- - install and dismantle all Advance Warning signs. - install and dismantle all bollards and Barrier Boards. - contra flow traffic on Railway Avenue when required. - monitor traffic flow after road closure & detour installation to ensure safe passage for passing vehicles and pedestrians.	Traffic Controllers
26 .l	Low	A "Permit To Use A Road Reserve" or equivalent must be obtained from Wingecarribee Shire Council, prior to the installation of any traffic control signs and devices on any shire roads or road reserves.	T.C. Supervisor

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Section 5. ROAD CLOSURES & DETOURS

5.1 Road Closures and Detours

The Bundanoon Winterfest will be located on Railway Avenue at Bundanoon, between Osborne Avenue at the northern end of the event area, and Osborne Street at the southern end of the event area.

Railway Avenue will be closed at these points from 3.00 p.m. to 9.00 p.m. on Saturday 01st July, 2023.

Detours will be in place via Osborne Avenue and Osborne Street while the road closure is in place.

5.2 Traffic Controllers

Traffic Controllers will operate a shuttle flow (closing 1 lane) along Railway Avenue from 12.00 p.m. to 3.00 p.m. and then again from 9.00 p.m. to 10.30 p.m.

This section of Railway Avenue will be closed to traffic from 3.00 p.m. to 9.00 p.m. on Saturday 01st July, 2023 while the event is in progress.

Vehicle detours will be in place via Osborne Avenue and Osborne Street during the period of road closure.

The footpaths beside the event area shall remain open for the duration of the event.

2 x Traffic Controllers will be required to set up and dismantle the work site.

4 x Traffic Controllers will be required on site from 11.00 a.m. to 10.30 p.m. on the day of the event.

Before and after the event Traffic Controllers duties shall include :-

- install and dismantle all Advance Warning signs
- install and dismantle all bollards and Barrier Boards
- operate shuttle flow traffic control through the event area while event structures are being erected and dismantled.

During the event Traffic Controllers duties shall include :-

- maintain all Advance Warning signs
- maintain all bollards and Barrier Boards
- monitor traffic flow after road closure and detour installation to ensure safe passage for passing vehicles and pedestrians
- monitor disabled parking
- monitor No Roadside Parking areas
- monitor road closure points
- direct drivers at the detours

5.3 Advance Warning Signs

Advance Warning Signs to be installed on Railway Avenue, Anzac Parade and Church Street on all approaches to the Bundanoon shopping precinct.

5.4 Advertising

Notice of the event and associated road closures and detours will be advertised in the local newspapers for one week prior to the event taking place.

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Section 6. PUBLIC CONSIDERATIONS

6.1 Emergency Vehicles

Traffic controllers will maintain a three metre wide access path for emergency vehicles through and around the event area.

6.2 Pedestrians

The footpaths on each side of the event area will remain open throughout the event.

Pedestrians will not be affected.

6.3 Public Transport

Buses will not be affected.

6.4 Roadside Parking in Railway Avenue

From 10.00 a.m. on Saturday 01st July, 2023 Traffic Controllers shall start to place traffic cones at vacant roadside parking spaces on Railway Avenue, between Osborne Avenue and Osborne Street.

From 12.00 p.m. as vehicles exit the affected parking spaces, this space shall be cordoned off with traffic cones.

6.5 Disabled Parking

3 x Disabled Parking spaces will be created on the southern side of Railway Avenue, at the 3 most western parking spaces prior to the Osborne Street intersection.

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Section 7. TERRORISM

Event management will refer to the Australian Government 'Guide to Terrorism in Crowded Places' 2017 to determine the level of risk of terrorism for this event, before deciding what measures and / or control methods will be deemed sufficient for this event.

7.1 Suspect activity

Traffic Controllers will be given an event pre-start induction, including what to do if suspicious activity is observed. This page of the TMP will be used as part of the induction documentation.

Suspicious activity includes a person or persons :-

- observing and / or taking notes of the procedures used by event staff.
- observing and / or taking notes of patron movements.
- taking photos from a car or a distance.
- becoming concerned or trying to conceal themselves if they notice they are being observed by any staff.

The traffic controller or parking marshal must :-

- Not put yourself in any danger or approach anyone acting suspiciously.
- Notify nearby traffic controllers or parking marshals and security staff as soon as possible of your concerns of suspicious activity.
- Notify the traffic manager as soon as possible of your concerns of suspicious activity.
- Take note of suspicious vehicle description including registration plate details if possible.
- Take notes of suspicious persons description including height, build, clothing, appearance, etc.

The traffic manager must :-

- Notify the security manager and site manager as soon as possible of the traffic controllers or parking marshals concerns and the location of the traffic controller or parking marshal.
- Follow the instructions given by either police, the security manager or the event manager.

7.2 Vehicle incursion

Vehicle incursion into areas where large numbers of people are congregated is now being used as a method of terrorist activity resulting in serious injury and death to pedestrians.

An outdoor event poses many risks for vehicle incursion due to the general open ground layout including :-

- Vehicle access from public roads around and into the event area.
- Vehicle access within the event site.
- Vehicular movements beside pedestrian walkways and footpaths.

Measures taken to minimize the risk of this occurring at the event site may include :-

- Minimise or eliminate the vehicle access points to the event area.
This could include restricted access points, detours and public road closures.
- Minimise or eliminate the vehicle access points inside the event site.
This could include internal road closures and restricted access points.
- Install vehicular anti incursion barriers at external road closure points.
- Install vehicular anti incursion barriers at internal incursion points.
- Install vehicular anti incursion barriers beside pedestrian walkways and footpaths.

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING MONDAY 26 JUNE 2023

2023 Bundanoon Winterfest.
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Railway Avenue, Bundanoon.

Saturday 01st July 2023.

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Section 8. POLICE APPROVAL

8.1 Police / LAC approval

This Traffic Management Plan will be sent to the local police officer in charge of local public events and the Local Area Commander.

Police approval from the Local Area Command (LAC) at Goulburn will be obtained as part of the traffic management application process.

The Schedule 1 Form - Notice of Intention to Hold a Public Assembly (see section 8.2) is one of the documents that will be referred to as part of the police giving approval for the proposed traffic management at the event.

The police approval may give instruction to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

Traffic Controllers may also be given and will comply with instructions on the day of the event from any member of the NSW police force on duty.

Local police. Moss Vale Police station.

Contact. Michael Hoep. Ph. 02 48 680222. Email.

Local Area Command. Goulburn Police station.

Contact. Michael Hoep. Ph. 02 48 680222. Email.

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
MONDAY 26 JUNE 2023**

Section 8. POLICE APPROVAL

8.2 Summary Offences Act form

Schedule 1 Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I Jonathan Melrose-Rae (*name*)
of Bundanoon (*address*)
on behalf of the Bundanoon Community Association (*organisation*)

Notify the Commissioner of Police that

on the 01st (*day*) of the 07th (*month*), 2023 (*year*), it is intended to hold

a public assembly, **not** being a procession, of approximately

1,500 (*number*) persons, which will assemble at Railway Avenue, Bundanoon (*place*)

at approximately 4.00 pm on Saturday 01st July, 2023

and shall disperse at approximately 8.30 pm on Saturday 01st July, 2023.

- 1 The purpose of the proposed assembly is to attend the opening night of the 2023 Bundanoon Winterfest event.

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
MONDAY 26 JUNE 2023**

Section 8. POLICE APPROVAL

4.4 Summary Offences Act form (continued)

- 3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out whichever is not applicable*)
- (i) There will be nil (*number*) vehicles and / or nil (*number*) of floats involved .
The type and dimensions are as follows ;
.....
 - (ii) There will be two (*number*) of bands , musicians , entertainers , etc. which will entertain or address the assembly .
 - (iii) The following number and type of animals will be involved in the assembly ;
nil
 - (iv) other special characteristics of the proposed assembly are as follows ;
A section of Railway Avenue will be closed to traffic with detours in place from 3.00 pm to 9.00 pm on Saturday 01st July, 2023.

4 I take responsibility for organising and conducting the proposed assembly.

5 Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address :

Jonathan Melrose-Rae
c/o Bundanoon Community Association

Telephone No. 0447 847 886

6 Signed
Capacity / Title : Event Convenor
Date 12-04-23

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Section 9. SHIRE APPROVAL

9.1 Shire Approval

This Traffic Management Plan will be sent to the Traffic Engineer at Wingecarribee Shire Council who is the shire representative on the Local Traffic Committee (LTC).

Shire contact. Michael Rayner. Ph. 02 48 680888. Email. michael.rayner@wsc.nsw.gov.au

This Traffic Management Plan is the document to be assessed by the Local Traffic Safety Committee as part of the application process for Shire approval to use a road reserve.

The final approval will be given by Council taking into account the LTC's recommendations.

A "Letter of Approval" or similar must be obtained from Wingecarribee Shire Council, prior to traffic controllers installing signs and devices and controlling traffic on any shire property on Saturday 01st July, 2023.

The application will include LRA's, all TGS', and the following forms

- TfNSW TMP Template
- Summary Offences Act form

Samples of the TfNSW TMP Template are on the following pages. (section 10.1)

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING MONDAY 26 JUNE 2023

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Section 10. TfNSW APPROVAL

10.1 TfNSW Approval

This Traffic Management Plan is the document to be assessed by the Local Traffic Safety Committee as part of the application process for Police, Shire and TfNSW approval to implement traffic management as proposed at the event.

One of the LTC members is a TfNSW representative and will give his recommendations on behalf of the TfNSW to the committee.

10.2 TfNSW Road Occupancy Licence

No TfNSW property shall be affected therefore a "Road Occupancy Licence" will not need to be obtained from TfNSW at Wollongong.

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING MONDAY 26 JUNE 2023

Section 10. TfNSW APPROVAL

10.3 TfNSW TMP Template

Special Event Resources

Special Event Transport Management Plan Template

Refer to chapter 7 of the Guide for a complete description of the transport management Plan

1 EVENT DETAILS

1.1 Event Summary

Event Name : Bundanoon Winterfest Opening Night

Event Location : Railway Avenue , Bundanoon

Event Date : Saturday 01-07-23

Event Start Time : 4.00 p.m. Event Finish Time : 8.30 p.m.

Event Set up Start Time : 12.00 p.m.

Event Pack down Finish Time : 10.30 p.m.

Event is "on-street non-moving"

1.2 Contact names

Event organiser * Bundanoon Community Association - Jonathan Melrose-Rae

Phone Mobile 0447 847 886 E-mail: winterfest@bca.asn.au

Event Management Company (if applicable)

Phone Mobile E-mail

Police Bundanoon Police Station

Phone Mobile E-mail

Council Wingecarribee Shire Council - Michael Rayner

Phone 48680888 Mobile E-mail michael.rayner@wsc.nsw.gov.au

Roads & Traffic Authority (if Class 1) Wollongong RMS

Phone 42212556 Mobile E-mail

Note : The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out

1.3 Brief description of the event (one paragraph)

Street Festival in Railway Avenue, Bundanoon, from 4.00 p.m. to 8.30 p.m. on Saturday 01st July, 2023.

The section of Railway Avenue at the shopping precinct in Bundanoon shall be closed to traffic for the duration of the event.

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Saturday 01st July 2023.

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Section 10. TfNSW APPROVAL

10.3 TfNSW TMP Template

2 RISK MANAGEMENT - TRAFFIC

- 2.1 Occupational Health & Safety - Traffic Control
Risk assessment plan (or plans) attached
- 2.2 Public Liability Insurance
Public liability insurance arranged. Certification of Currency attached.
- 2.3 Police
Police written approval obtained.
- 2.4 Fire Brigades and Ambulance
Fire Brigades notified.
Ambulance notified.

3 TRAFFIC AND TRANSPORT MANAGEMENT

- 3.1 The route or location
Map attached
- 3.2 Parking
Parking organised - details attached
- 3.3 Construction, traffic calming and traffic generating developments
Plans to minimise impact of construction activities, traffic calming devices or traffic generating developments attached
- 3.4 Trusts, authorities or Government enterprises
This event uses facility managed by a trust, authority or enterprise, written approval attached.
- 3.5 Impact on / of Public transport
Public transport not impacted or will not impact event. .
- 3.6 Reopening roads after moving events.
This is a non - moving event
- 3.7 Traffic Management requirements unique to this event
Description of unique traffic management requirements attached
- 3.8 Contingency plans
Contingency plans attached
- 3.9 Heavy vehicle impacts
Does not impact heavy vehicles.
- 3.10 Special event clearways
Special event clearways not required

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING MONDAY 26 JUNE 2023

Section 10. TfNSW APPROVAL

10.3 TfNSW TMP Template

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

- 4.1 Access for local residents, businesses, hospitals and emergency vehicles
Plans to minimise impact on the non-event community attached
- 4.2 Advertise traffic management arrangements
Road closures or restrictions - advertising medium and copy of proposed advertisements attached.
- 4.3 Special event warning signs
Special event information signs are described in the Traffic Control Plan/s
- 4.4 Permanent Variable Message Signs
This event does not use permanent Variable Message Signs
- 4.5 Portable Variable Message Signs
The event does not use portable VMS

5 PRIVACY NOTICE

The "Personal information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the Transport for NSW (TfNSW), or Local Government .

I declare that the details in this application are true and complete. I understand that ;

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Road Act 1993*
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his / her "personal information "
- The " personal information " held by the Police, TfNSW or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
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Section 10. TfNSW APPROVAL

10.3 TfNSW TMP Template

6 APPROVAL

TMP Approved by : _____ Event Organiser 12-04-23 Date

7 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 attached to this TMP .

Regulation of traffic authorised by :CouncilDate

The TfNSW traffic management requirements have been met . Regulation of traffic is therefore Authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by : TfNSWDate

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act 1993) .
Council and TfNSW require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person .

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING MONDAY 26 JUNE 2023

2023 Bundanoon Winterfest.
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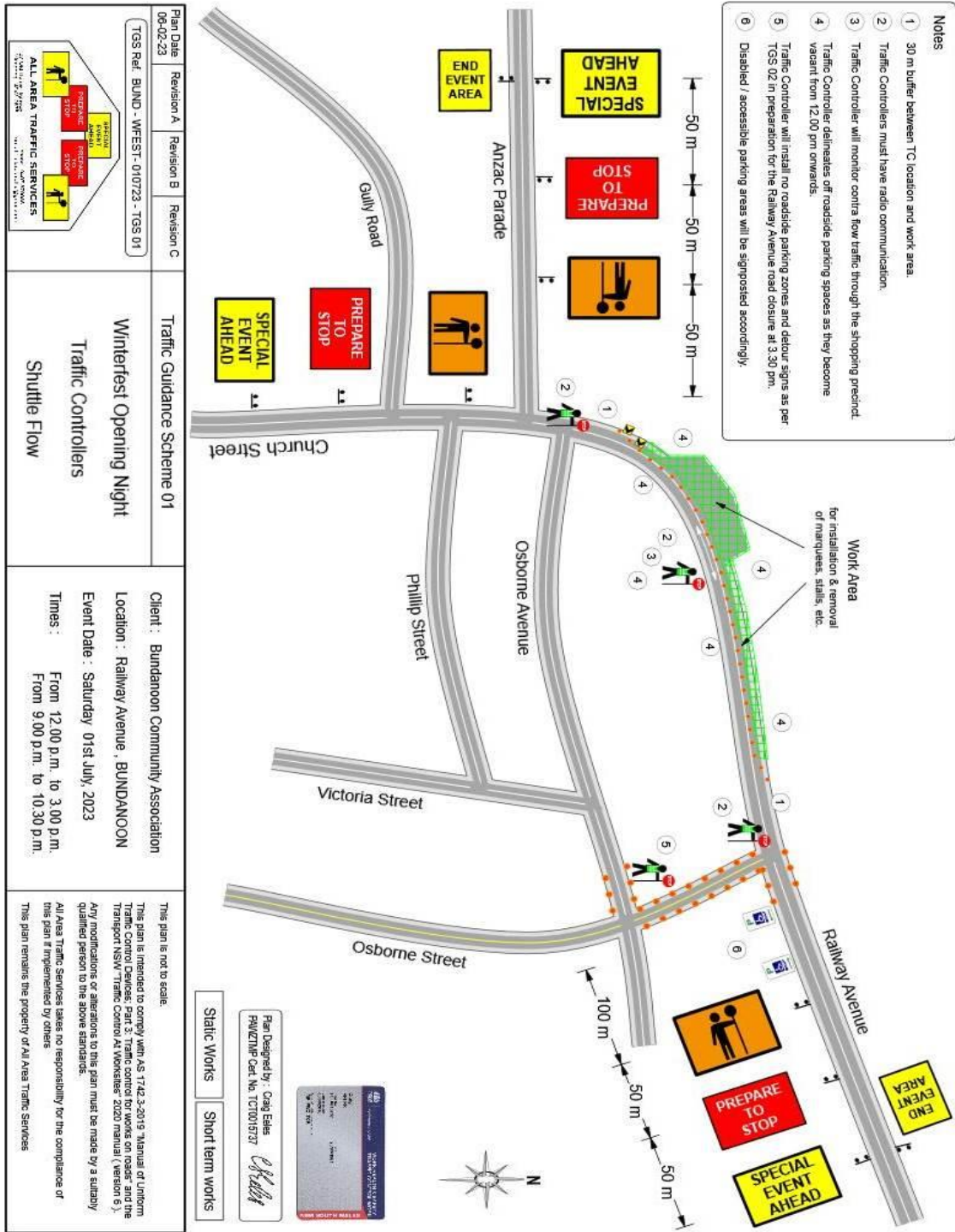
Railway Avenue, Bundanoon.

Saturday 01st July 2023.

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Section 11. TRAFFIC GUIDANCE SCHEMES

TGS 01. - Advance Warning Signs, Shuttle flow along Railway Avenue



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Railway Avenue, Bundanoon.

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Section 11. TRAFFIC GUIDANCE SCHEMES

TGS 02. - Railway Avenue road closure. Advance Warning Signs, Road Closed and detour signs

Plan Date: 06-02-23	Revision A	Revision B	Revision C
TGS Ref: BUND - WEST - 01/0723 - TGS 02			
Traffic Guidance Scheme 02		Winterfest Opening Night	
Road Closure / Detour		Railway Avenue BUNDANOON	
Client : Bundanoon Community Association			
Location : Railway Avenue, BUNDANOON			
Event Date : Saturday 01st July, 2023			
Times : From 3.00 p.m. to 9.00 p.m.			
<p style="font-size: small;">This plan is not to scale.</p> <p style="font-size: x-small;">This plan is intended to comply with AS 1742.3-2019 'Manual of Uniform Traffic Control Devices Part 2: Traffic control for works on roads' and the Transport NSW 'Traffic Control at Worksites 2020 Manual (Version 6.1)'. Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards.</p> <p style="font-size: x-small;">All Area Traffic Services take no responsibility for the compliance of this plan if implemented by others.</p> <p style="font-size: x-small;">This plan remains the property of All Area Traffic Services.</p>			

Plan Designed by: Craig Edles
PAW/TP Ref. No. TC1015137

Static Works Short term works

Notes

- 1 30 m buffer between road closure point and event area.
- 2 Traffic controllers to have two way radio communication.
- 3 Roadside parking spaces to be delineated off from 12.00 pm onwards.
- 4 Disabled / accessible parking areas will be signposted accordingly.
- 5 No parking within 15 metres of intersections to assist turning traffic.
- 6 Event parking areas. Traffic Controller will monitor parking areas and assist event patrons. Driveways to be kept clear.
- 7 No Stopping signs placed every 50 metres along Osborne Avenue.

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Section 11. TRAFFIC GUIDANCE SCHEMES

TGS 03. Railway Avenue.

Anti-Incursion devices at road closure points.

	Plan Date 09-08-23 Revision A Revision B Revision C TGS Ref: BUND-WFEST-010723-TGS 03	Traffic Guidance Scheme 03 Winterfest Opening Night Road closure Anti-Incursion devices	Client : Bundanoon Community Association Location : Railway Avenue , BUNDANOON Event Date : Saturday 01st July, 2023 Times : From 3.30 p.m. to 9.00 p.m.	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 'Manual of Uniform Traffic Control Devices: Part 3: Traffic control for works on roads' and the Transport NSW 'Traffic Control At Worksites 2020 manual' (version 5.1). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. All Area Traffic Services takes no responsibility for the compliance of this plan if implemented by others. This plan remains the property of All Area Traffic Services.
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Railway Avenue & Osborne Street road closure

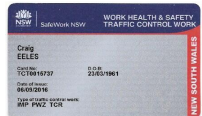
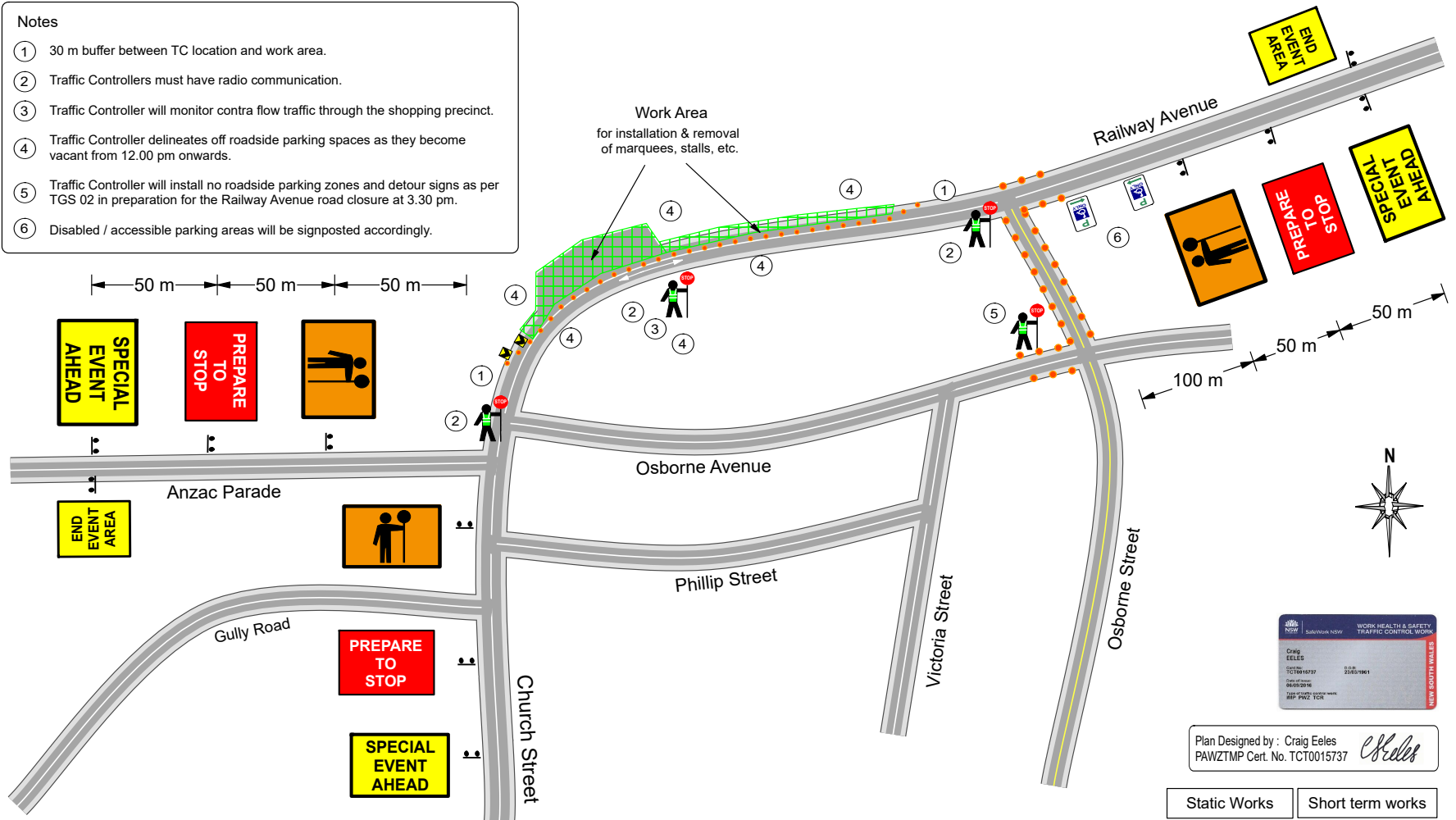
Railway Avenue & Osborne Avenue road closure

Plan Designed by : Craig Eales
 PWZ/MP Cert. No. TC10015137

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING MONDAY 26 JUNE 2023

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- Notes
- ① 30 m buffer between TC location and work area.
 - ② Traffic Controllers must have radio communication.
 - ③ Traffic Controller will monitor contra flow traffic through the shopping precinct.
 - ④ Traffic Controller delineates off roadside parking spaces as they become vacant from 12.00 pm onwards.
 - ⑤ Traffic Controller will install no roadside parking zones and detour signs as per TGS 02 in preparation for the Railway Avenue road closure at 3.30 pm.
 - ⑥ Disabled / accessible parking areas will be signposted accordingly.



Plan Designed by : Craig Eeles
PAWZTMP Cert. No. TCT0015737

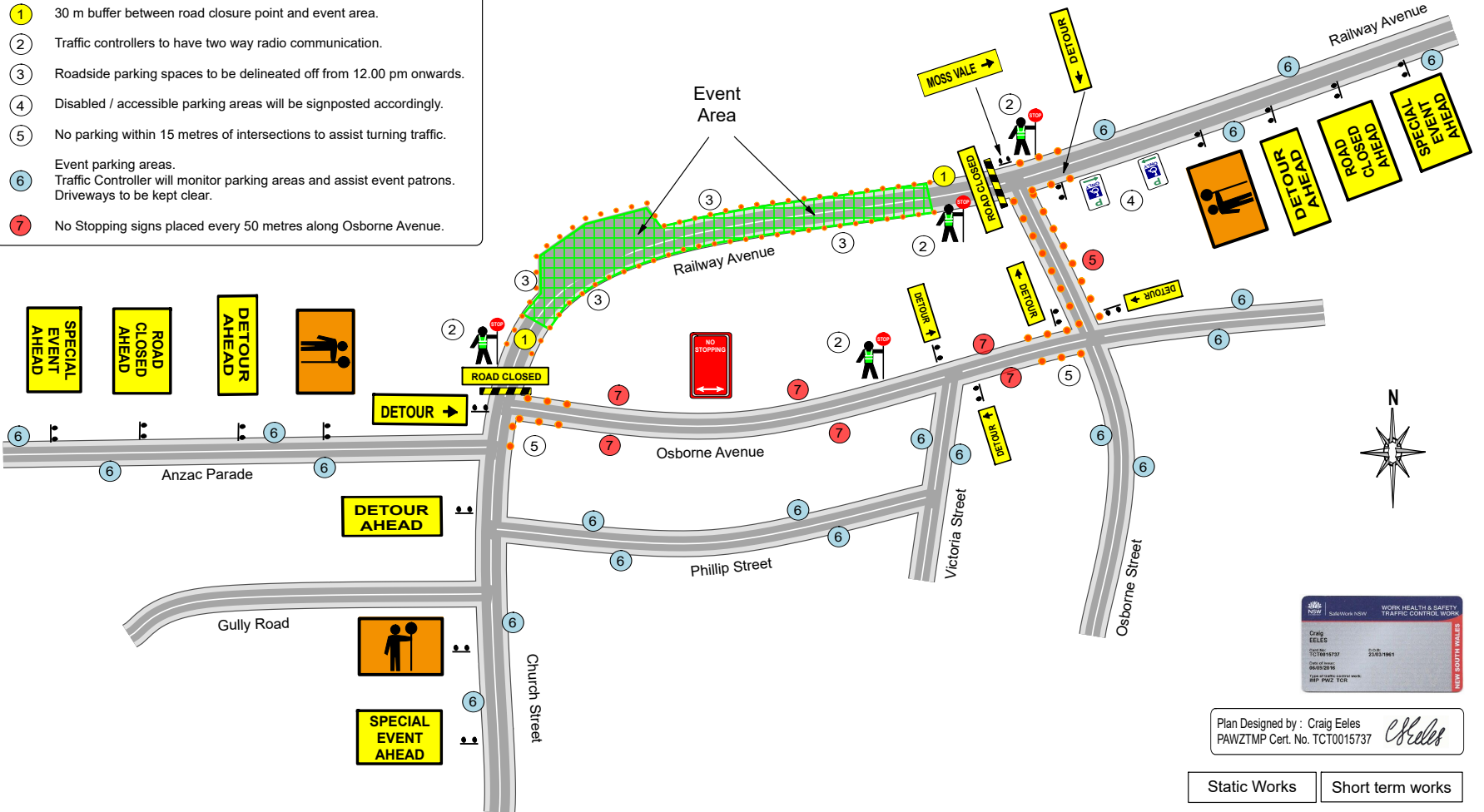
Static Works Short term works

Plan Date 06-02-23	Revision A	Revision B	Revision C	Traffic Guidance Scheme 01	Client : Bundanoon Community Association	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. All Area Traffic Services takes no responsibility for the compliance of this plan if implemented by others This plan remains the property of All Area Traffic Services
TGS Ref. BUND - WFEST- 010723 - TGS 01				Winterfest Opening Night	Location : Railway Avenue , BUNDANOON	
<p>ALL AREA TRAFFIC SERVICES 07 Old Hume Highway Murrumbidgee NSW 2575 phone: 0407 870088 email: allaretrafficservices@gmail.com</p>				Traffic Controllers	Event Date : Saturday 01st July, 2023	
				Shuttle Flow	Times : From 12.00 p.m. to 3.00 p.m. From 9.00 p.m. to 10.30 p.m.	

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING MONDAY 26 JUNE 2023

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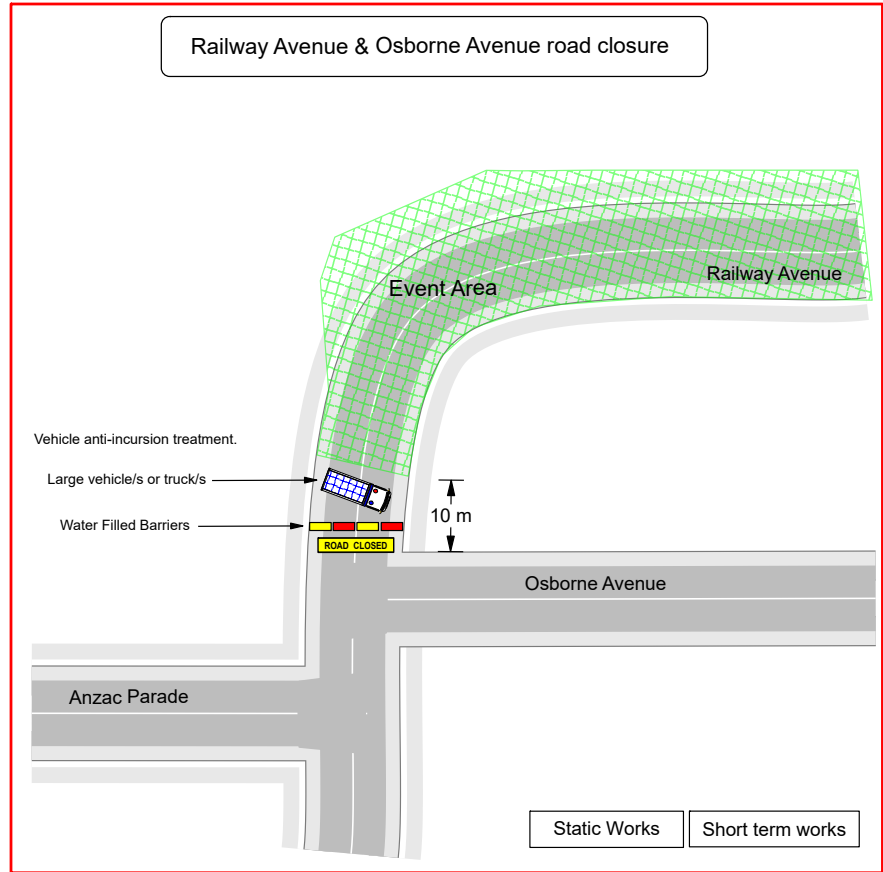
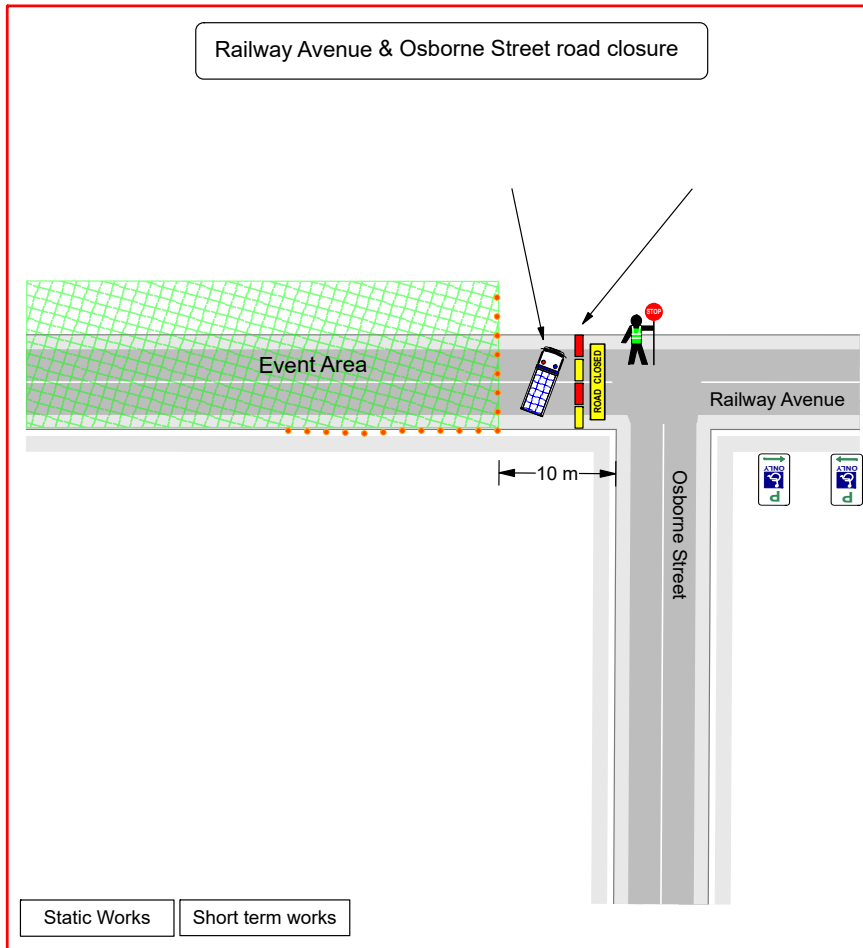
- Notes
- ① 30 m buffer between road closure point and event area.
 - ② Traffic controllers to have two way radio communication.
 - ③ Roadside parking spaces to be delineated off from 12.00 pm onwards.
 - ④ Disabled / accessible parking areas will be signposted accordingly.
 - ⑤ No parking within 15 metres of intersections to assist turning traffic.
 - ⑥ Event parking areas.
Traffic Controller will monitor parking areas and assist event patrons.
Driveways to be kept clear.
 - ⑦ No Stopping signs placed every 50 metres along Osborne Avenue.



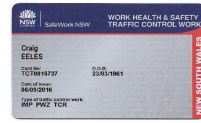
Plan Designed by : Craig Eeles
PAWZTMP Cert. No. TCT0015737

Static Works Short term works

Plan Date 06-02-23	Revision A	Revision B	Revision C	Traffic Guidance Scheme 02	Client : Bundanoon Community Association Location : Railway Avenue, BUNDANOON Event Date : Saturday 01st July, 2023 Times : From 3.00 p.m. to 9.00 p.m.	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. All Area Traffic Services takes no responsibility for the compliance of this plan if implemented by others This plan remains the property of All Area Traffic Services
TGS Ref. BUND - WFESt- 010723 - TGS 02				Winterfest Opening Night Road Closure / Detour Railway Avenue BUNDANOON		
<p>ALL AREA TRAFFIC SERVICES 07 Old Hume Highway Milingimbi NSW 2575 Phone: 0407 870288 email: allaretrafficservices@gmail.com</p>						



Plan Designed by : Craig Eeles
PAWZTMP Cert. No. TCT0015737



Plan Date 05-06-23	Revision A	Revision B	Revision C	Traffic Guidance Scheme 03	Client : Bundanoon Community Association Location : Railway Avenue , BUNDANOON Event Date : Saturday 01st July, 2023 Times : From 3.30 p.m. to 9.00 p.m.	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. All Area Traffic Services takes no responsibility for the compliance of this plan if implemented by others This plan remains the property of All Area Traffic Services
TGS Ref. BUND - WFEST- 010723 - TGS 03				Winterfest Opening Night Road closure Anti-Incursion devices		

