

AGENDA

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

Tuesday 4 July 2023

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
TUESDAY 4 JULY 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 Burradoo Road, Burradoo, Lane Widening for Upgrade of Bowral Sewerage Treatment Plant

Report Author: Traffic Engineer

Authoriser: Director Service and Project Delivery

PURPOSE

To construct road widening on Burradoo Road, Burradoo, to allow for the installation of a Basic Right (BAR) turn lane. The BAR is proposed to manage the increase in construction vehicles for the upcoming upgrade of Bowral Sewerage Treatment Plant.

RECOMMENDATION

THAT the proposed Basic Right turn lane on Burradoo Road be recommended for approval

REPORT

At the Ordinary Meeting of Council in March 2023 Council resolved to award a contract for the upgrade of the Bowral Sewerage Treatment Plant to Haslin Constructions. Access to the treatment plant site is over the train line via a level crossing adjacent to Burradoo Railway Station. The construction works are expected to be ongoing for up to two years.

As a result of the Bowral STP Upgrade works it is anticipated that there will be an increase in the amount of traffic using Burradoo Road due to the additional workers and construction related vehicles (i.e. delivery trucks, concrete trucks, waste disposal trucks etc) attending the site. As part of the Traffic Management Plan for the project Council/Haslin is proposing to widen Burradoo Road at the approach to the level crossing and create a Basic Right Turn Lane to service the level crossing.

This will serve to minimise disruption to vehicles intending to travel through to Railway Road as they will be able to safely pass construction vehicles slowing down to turn right towards the level crossing or stopped waiting for either northbound traffic along Railway Road or trains traversing the level crossing to clear.

The rail level crossing will also be managed by a Traffic Controller (with appropriate rail safety accreditation) signalling to vehicles proposing to access the Bowral STP that it is safe to cross. The Traffic Controller will be present on all days that construction works are occurring.

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Image 1 – Aerial image showing Burradoo Road, rail level crossing and Bowral Sewerage Treatment Plant at the top of the image.



Image 2 – Aerial image showing Burradoo Railway Station and rail level crossing

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Image 3 – Street view image of rail level crossing

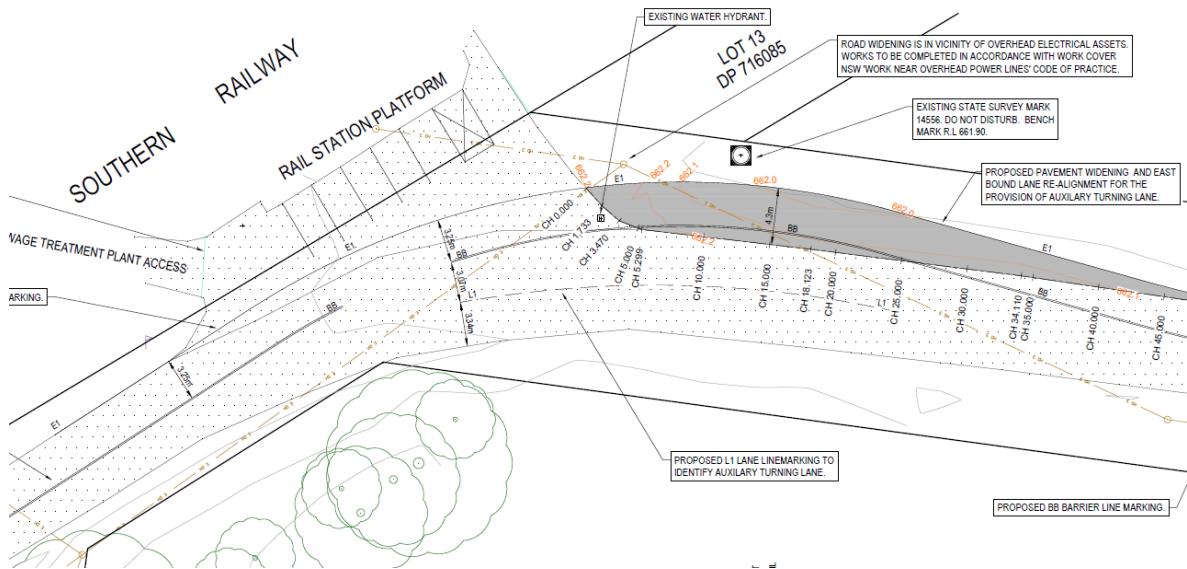


Image 4 – Image from construction plans showing the road widening in grey

General layout, pavement design and turning path for the intersection upgrade are attached.

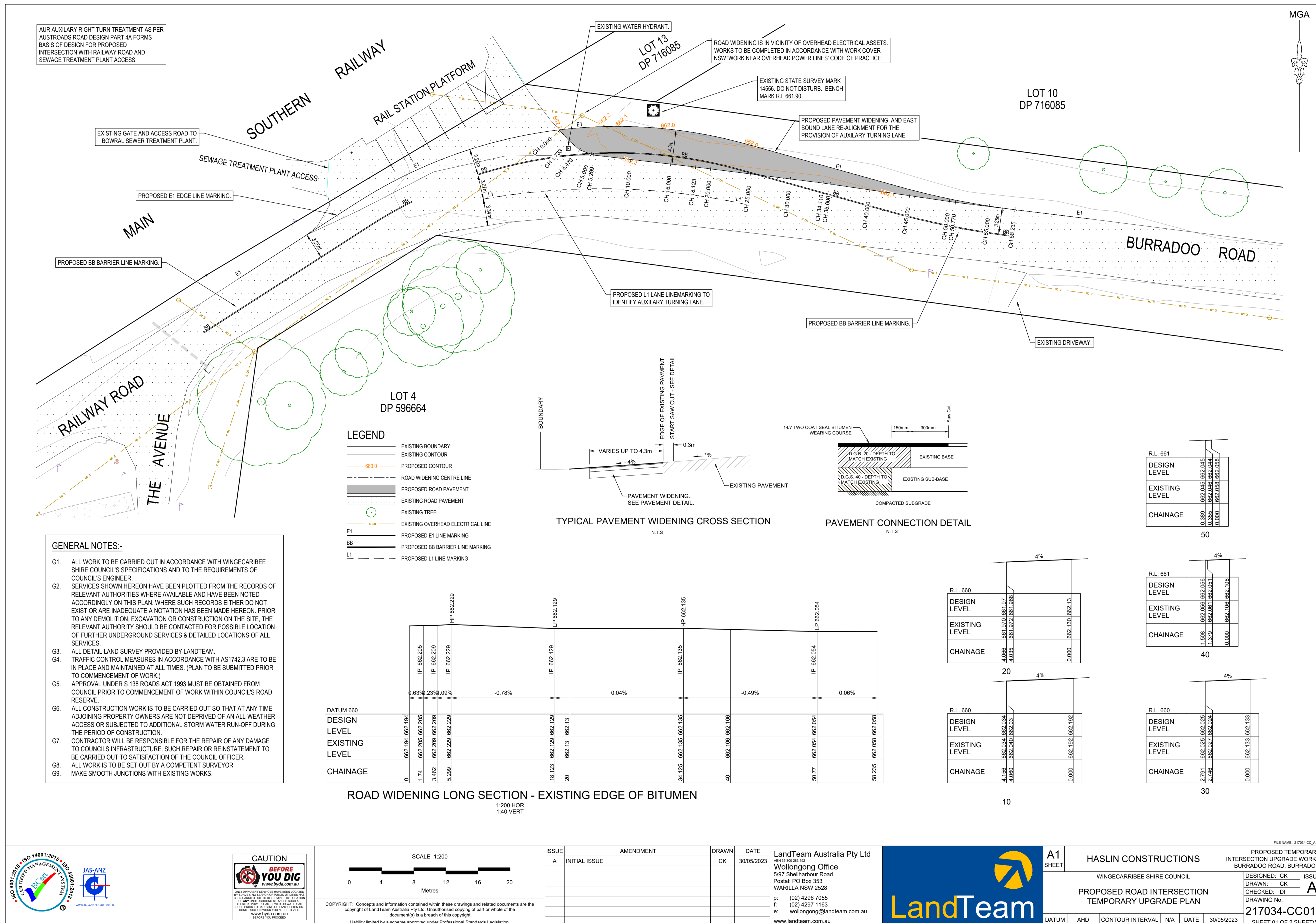
CONCLUSION

The proposed intersection upgrade in this report is required to allow for the safe movement of construction vehicles over the rail level crossing while having minimum effect on the through traffic movements on Burradoo Road and Railway Road.

The proposed intersection upgrade is recommended for approval.

ATTACHMENTS

1. Burradoo Road Intersection Upgrade for Bowral Sewerage Treatment Plant [**1.1.1**
- 2 pages]



AUR AUXILIARY RIGHT TURN TREATMENT AS PER AUSTRROADS ROAD DESIGN PART 4A FORMS BASIS OF DESIGN FOR PROPOSED INTERSECTION WITH RAILWAY ROAD AND SEWAGE TREATMENT PLANT ACCESS.

EXISTING GATE AND ACCESS ROAD TO BOWRAL SEWER TREATMENT PLANT.

PROPOSED E1 EDGE LINE MARKING.

PROPOSED BB BARRIER LINE MARKING.

EXISTING WATER HYDRANT.
LOT 13
DP 716085

ROAD WIDENING IS IN VICINITY OF OVERHEAD ELECTRICAL ASSETS. WORKS TO BE COMPLETED IN ACCORDANCE WITH WORK COVER NSW 'WORK NEAR OVERHEAD POWER LINES' CODE OF PRACTICE.

EXISTING STATE SURVEY MARK 14556. DO NOT DISTURB. BENCH MARK R.L. 661.90.

PROPOSED PAVEMENT WIDENING AND EAST BOUND LANE RE-ALIGNMENT FOR THE PROVISION OF AUXILIARY TURNING LANE.

LOT 10
DP 716085

SOUTHERN RAILWAY
RAIL STATION PLATFORM

MAIN

RAILWAY ROAD
THE AVENUE

LOT 4
DP 596664

PROPOSED L1 LANE MARKING TO IDENTIFY AUXILIARY TURNING LANE.

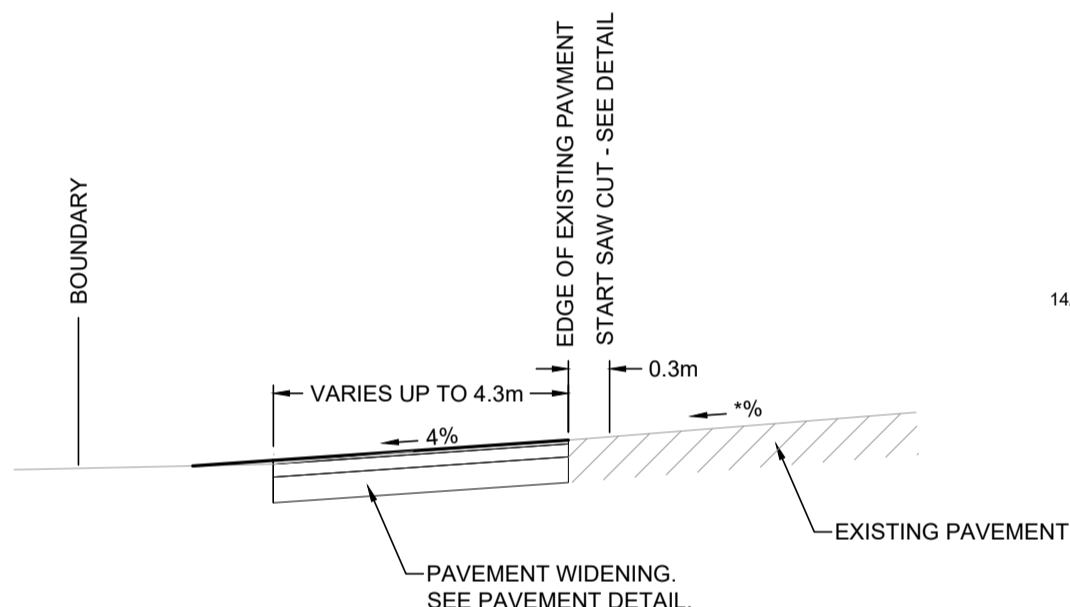
PROPOSED BB BARRIER LINE MARKING.

EXISTING DRIVEWAY.

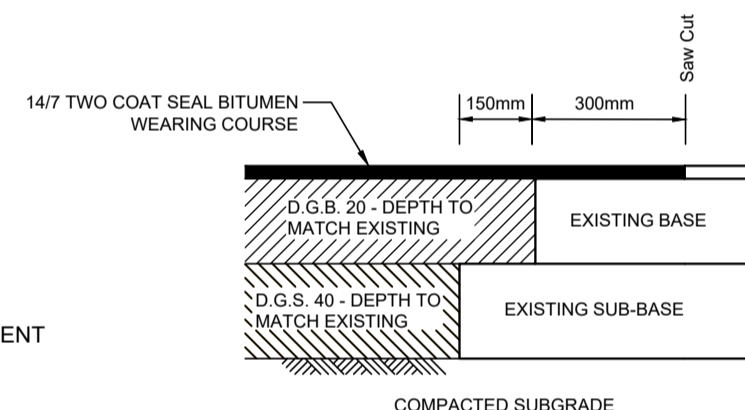
BURRADOO ROAD

LEGEND

- EXISTING BOUNDARY
- EXISTING CONTOUR
- 660.0 PROPOSED CONTOUR
- ROAD WIDENING CENTRE LINE
- PROPOSED ROAD PAVEMENT
- EXISTING ROAD PAVEMENT
- EXISTING TREE
- E1 EXISTING OVERHEAD ELECTRICAL LINE
- E1 PROPOSED E1 LINE MARKING
- BB PROPOSED BB BARRIER LINE MARKING
- L1 PROPOSED L1 LINE MARKING



TYPICAL PAVEMENT WIDENING CROSS SECTION
N.T.S.



PAVEMENT CONNECTION DETAIL
N.T.S.

GENERAL NOTES:-

- G1. ALL WORK TO BE CARRIED OUT IN ACCORDANCE WITH WINGECARRIBEE SHIRE COUNCIL'S SPECIFICATIONS AND TO THE REQUIREMENTS OF COUNCIL'S ENGINEER.
- G2. SERVICES SHOWN HEREON HAVE BEEN PLOTTED FROM THE RECORDS OF RELEVANT AUTHORITIES WHERE AVAILABLE AND HAVE BEEN NOTED ACCORDINGLY ON THIS PLAN. WHERE SUCH RECORDS EITHER DO NOT EXIST OR ARE INADEQUATE A NOTATION HAS BEEN MADE HEREON. PRIOR TO ANY DEMOLITION, EXCAVATION OR CONSTRUCTION ON THE SITE, THE RELEVANT AUTHORITY SHOULD BE CONTACTED FOR POSSIBLE LOCATION OF FURTHER UNDERGROUND SERVICES & DETAILED LOCATIONS OF ALL SERVICES.
- G3. ALL DETAIL LAND SURVEY PROVIDED BY LANDTEAM.
- G4. TRAFFIC CONTROL MEASURES IN ACCORDANCE WITH AS1742.3 ARE TO BE IN PLACE AND MAINTAINED AT ALL TIMES. (PLAN TO BE SUBMITTED PRIOR TO COMMENCEMENT OF WORK)
- G5. APPROVAL UNDER S 138 ROADS ACT 1993 MUST BE OBTAINED FROM COUNCIL PRIOR TO COMMENCEMENT OF WORK WITHIN COUNCIL'S ROAD RESERVE.
- G6. ALL CONSTRUCTION WORK IS TO BE CARRIED OUT SO THAT AT ANY TIME ADJOINING PROPERTY OWNERS ARE NOT DEPRIVED OF AN ALL-WEATHER ACCESS OR SUBJECTED TO ADDITIONAL STORM WATER RUN-OFF DURING THE PERIOD OF CONSTRUCTION.
- G7. CONTRACTOR WILL BE RESPONSIBLE FOR THE REPAIR OF ANY DAMAGE TO COUNCIL'S INFRASTRUCTURE. SUCH REPAIR OR REINSTATEMENT TO BE CARRIED OUT TO SATISFACTION OF THE COUNCIL OFFICER.
- G8. ALL WORK IS TO BE SET OUT BY A COMPETENT SURVEYOR
- G9. MAKE SMOOTH JUNCTIONS WITH EXISTING WORKS.

DATUM 660	IP 662.205	IP 662.209	IP 662.229	IP 662.129	IP 662.135	IP 662.054
DESIGN LEVEL	662.194	662.205	662.209	662.129	662.135	662.054
EXISTING LEVEL	662.194	662.205	662.209	662.129	662.135	662.054
CHAINAGE	0	1.74	3.462	18.123	20	34.125

ROAD WIDENING LONG SECTION - EXISTING EDGE OF BITUMEN

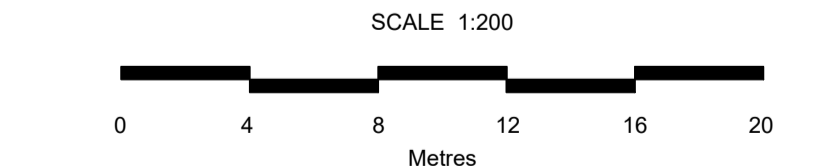
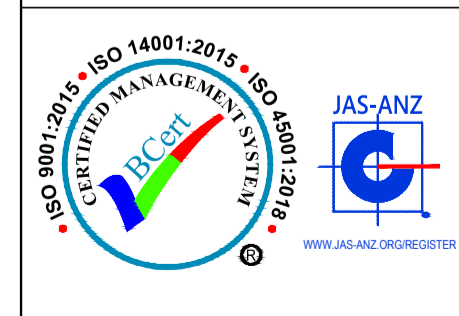
1:200 HOR
1:40 VERT

R.L. 660	4%
DESIGN LEVEL	662.130
EXISTING LEVEL	661.988
CHAINAGE	0.000

R.L. 660	4%
DESIGN LEVEL	662.192
EXISTING LEVEL	662.034
CHAINAGE	4.060

R.L. 661	4%
DESIGN LEVEL	662.045
EXISTING LEVEL	662.044
CHAINAGE	0.000

R.L. 660	4%
DESIGN LEVEL	662.133
EXISTING LEVEL	662.024
CHAINAGE	0.000



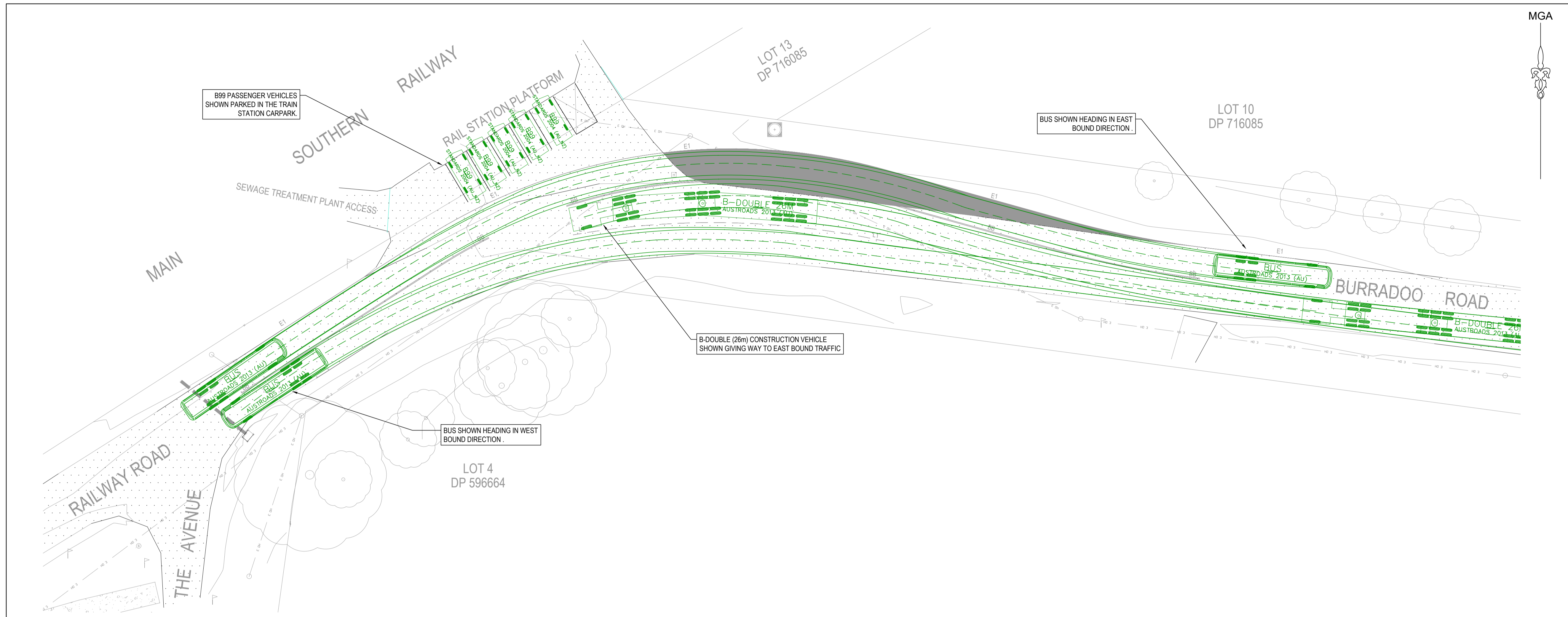
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ISSUE	AMENDMENT	DRAWN	DATE
A	INITIAL ISSUE	CK	30/05/2023

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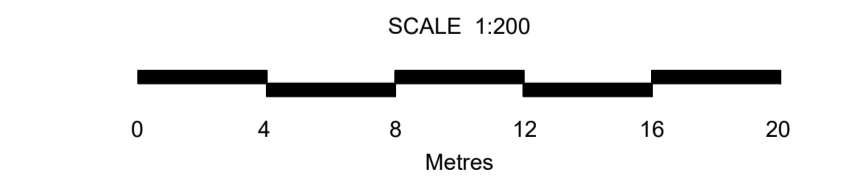
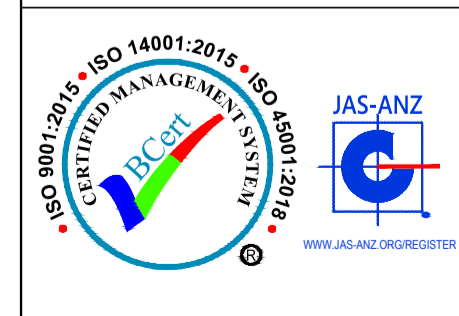


A1 SHEET
HASLIN CONSTRUCTIONS
WINGECARRIBEE SHIRE COUNCIL
PROPOSED ROAD INTERSECTION
TEMPORARY UPGRADE PLAN
DESIGNED: CK
DRAWN: CK
CHECKED: DI
DRAWING No.
217034-CC01
DATE 30/05/2023
SHEET 01 OF 2 SHEETS



LEGEND

- B99 STANDARDS 2004 (AU, NZ) EXISTING CONTOUR
- LONG RIGID BUS AUSTRROADS 2013 (AU) ROAD / DRIVEWAY CENTRE LINE
- B-DOUBLE 25M AUSTRROADS 2013 (AU) EXISTING ROAD PAVEMENT



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A	INITIAL ISSUE	CK	30/05/2023

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A1 SHEET	HASLIN CONSTRUCTIONS		PROPOSED TEMPORARY INTERSECTION UPGRADE WORKS BURRADOO ROAD, BURRADOO	
	WINGECARRIBEE SHIRE COUNCIL		DESIGNED: CK	ISSUE
PROPOSED ROAD INTERSECTION DESIGN VEHICLE SWEEP PATH		CHECKED: DI	A	
DRAWING No.		217034-CC02		SHEET 02 OF 2 SHEET(S)
DATUM	AHD	CONTOUR INTERVAL	N/A	
DATE		30/05/2023		

1.2 Southern Highlands Running Festival 2023

Report Author: Traffic Engineer

Authoriser: Director Service and Project Delivery

PURPOSE

To assess the Traffic Management Plan and supporting documents for Southern Highlands Running Festival 2023

RECOMMENDATION

THAT the traffic arrangements for Southern Highlands Running Festival to be held on Oxley Hill Road, Bowral, on Saturday 2 September 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

Southern Highlands Running Festival event is planned to take place on Oxley Hill Road, Bowral on Saturday September 2023.

The Southern Highlands running festival is a one-day event consisting of 4 different run distances. The distances are 21.1km, 10km, 5km and 2km runs. The registration start and finish will take place on Lochanside Estate.

See attachments for Traffic Management Plan, Traffic Guidance Scheme and various supporting documents.

CONCLUSION

The Southern Highlands Running Festival will be a beneficial recreational event for the local community. The event will have minimal effect on the surrounding road network and is recommended for approval.

ATTACHMENTS

1. TMP Southern Highlands Running Festival 2023 [**1.2.1** - 21 pages]
2. TG S- SHR F-2023 [**1.2.2** - 6 pages]
3. SWMS template - Southern Highlands Run 2023 [**1.2.3** - 4 pages]
4. Southern Highlands Running Festival Risk and Safety Management Plan [**1.2.4** - 18 pages]
5. Southern Highlands Running Festival Event Management Plan [**1.2.5** - 5 pages]
6. EE Contingency Plan - Southern Highlands Run 2023 [**1.2.6** - 2 pages]

SOUTHERN HIGHLANDS RUNNING FESTIVAL

2023

SATURDAY 2ND SEPTEMBER 2023

TRAFFIC MANAGEMENT PLAN

Traffic Management Plan – Southern Highlands Running Festival Sarah Hallam – 14/04/2023

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PART 3 Maps

PART 4 VMS Strategy

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PART 1 Event Overview

TMP Event Overview

Event Name:	Southern Highlands Running Festival
Event Date:	2 nd September 2023
Time:	Sat 0830-1130
Location:	Lochanside Estate
Event Organiser:	Elite Energy
TMP Version:	Version 1
Revision Date:	14/04/2023
Document Author:	Sarah Hallam

This Traffic Management Plan reviewed by:

Wingecarribee Shire Council:	/ /	
NSW Police:	/ /	
Transport for NSW (if required – see below):	/ /	

Authority of the TMP

This Traffic Management Plan (TMP) when reviewed by the above relevant authorities becomes the prime document detailing the traffic and transport arrangements under which the Southern Highlands Running Festival will proceed.

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

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

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

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TUESDAY 4 JULY 2023**

Planning Contacts

Organiser	Jasmine Huang	Position:	Operations Manager	
Phone:	02 4423 7775	Fax:		Mobile: 0401 299 816
Address:	15 Haigh Avenue, Nowra NSW 2541			
E-mail:	jasmine@eliteenergy.com.au			

Wingecarribee Shire Council	Jocelyn Do	Position:		
Phone:	02 4868 0888	Fax:		Mobile:
Address:	68 Elizabeth St Moss Vale NSW 2577			
E-mail:	jocelyn.do@wsc.nsw.gov.au			

NSW Police		Position:		
Phone:		Fax:		Mobile:
Address:				
E-mail:				

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

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

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING TUESDAY 4 JULY 2023

Mission

This document – Traffic Management Plan (TMP) aims to provide a plan for vehicular traffic and pedestrian control measures to assist in delivering safe logistical support of Southern Highlands Running Festival event planned to take place Lochanside Estate on Saturday 2nd September 2023. The underlining objective is to minimise safety conflicts between vehicles and pedestrians and disruption to normal vehicular and pedestrian traffic on all approaches to Lochanside Estate.

The objectives of this TMP are:

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

Situation Analysis

On Saturday 2nd September 2023, there will be Southern Highlands Running Festival event held on Lochanside Estate that will require altered traffic arrangements.

The Southern Highlands running festival is a one day event consisting of 4 different run distances. The distances are 21.1km, 10km, 5km and 2km runs. The event will be on the 2nd September 2023 and the runs will take place on Oxley Hill Road. The registration start and finish will take place on Lochanside Estate.

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

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TRAFFIC ARRANGEMENTS

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

Risk Assessment

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

Execution

General Outline

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

Elite Energy

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

NSW Police

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

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Physical Survey of Route

Survey of Route

Item	Verified <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Action Taken
All one way streets are as described	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Block access to Church on Sunday	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block access to local businesses	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block Ambulance access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block fire station access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block heavy vehicle access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block hospital access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block local resident access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block Police vehicle access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block Public facility (football oval, carpark etc)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Block public transport access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Can route use alternatives such as bicycle tracks, paths, parks, bush tracks etc?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Construction – existing, proposed that may conflict	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Distance measured is correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Lane widths	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Local access	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Numbers of lanes are as described	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Restricted movements – banned turns, heavy/high vehicles	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Road signage – existing/temporary	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Route impeded by traffic calming devices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Signalised intersections (flashing yellow? Point duty?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Tidal flows	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Traffic generators – shopping centres, schools, churches, industrial area, hospitals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Traffic signals are as described	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Turning lanes are as described	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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Road Closures

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

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

Contingency Plans

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

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Contingency Plan checklist

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

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

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

Barricade Locations and Road Closure Times

See Separate Traffic Guidance Scheme Document

Traffic Control

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

Media

There will be publicity about the event with our associated supporters and partners including Wingecarribee Hire Council and Can Assist. 21 days prior to the event. Road closure information will be posted to all of Elite Energy's social media relating to the event as well as Elite Energy's Website with maps of closures and detours.

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On-road Event Infrastructure

Ambulances

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

Medical

There are medical personnel onsite for the duration of the event, at Lochanside Estate.

Port-A-Loos

Portaloos numbers will be determined closer to the event as per Event Guidelines.

Cleaning/removal/disposal

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

Barricades

Road closure barriers will be installed by Accredited Traffic Controllers.

Public Transport Management

Public transport companies will be notified of our event and will adjust/continue to use their normal route when it is safe to do so with some small delays.

Volunteers and Event Marshals

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

Event Signage

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

Variable Message Signs

N/A

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING TUESDAY 4 JULY 2023

Access – Local Residents, Business, Emergency vehicles

Local Resident and Business Access

Residents and businesses in and around Oxley Hill Rd will receive a letterbox notice with a minimum 14 days notice, with road restrictions and alternate routes outlined. All access for residents will be maintained throughout the day when it is safe to do so.

Emergency Vehicle Access

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

Parking

Dedicated on-site parking is unavailable for this event.

Other Considerations

Television

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

Major Hotels and Other Businesses

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

Attachments

- TGS-SHRF-2023
- SWMS
- COC
- Contingency Plan
- Police Notice and Request
- To the Commissioner of Police

PART 2 Traffic Arrangements

SPECIAL EVENT TRAFFIC ARRANGEMENTS

ROAD CLOSURES

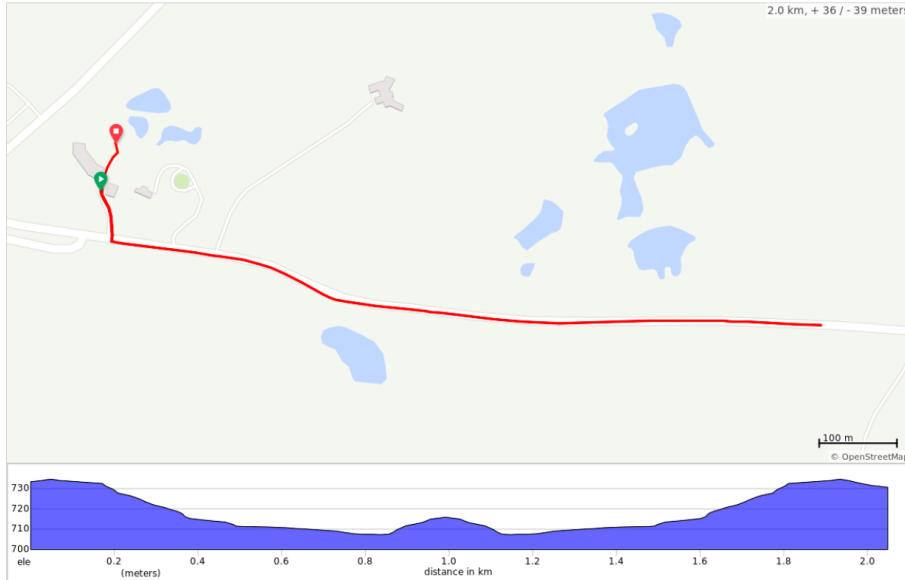
The following road closure and restrictions (emergency, official and resident vehicles exempt) are requested for **Saturday 2nd September 2023** for the running of the 2023 Southern Highlands Running Festival:

- **Oxley Hill Rd** – Between Kirkham Rd and Old Hume Hwy from 8.30am to 11.30am

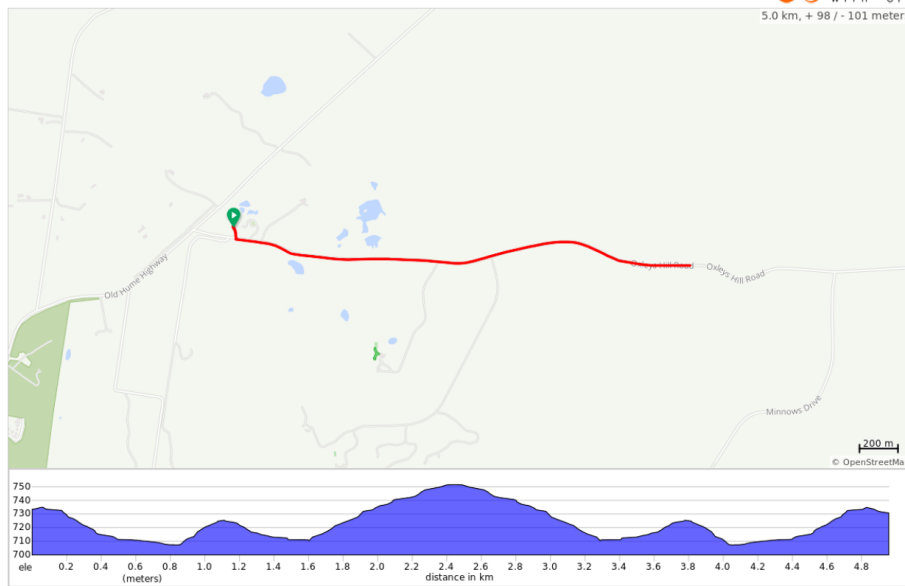
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
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PART 3 Maps

Southern Highlands 2km (v2)

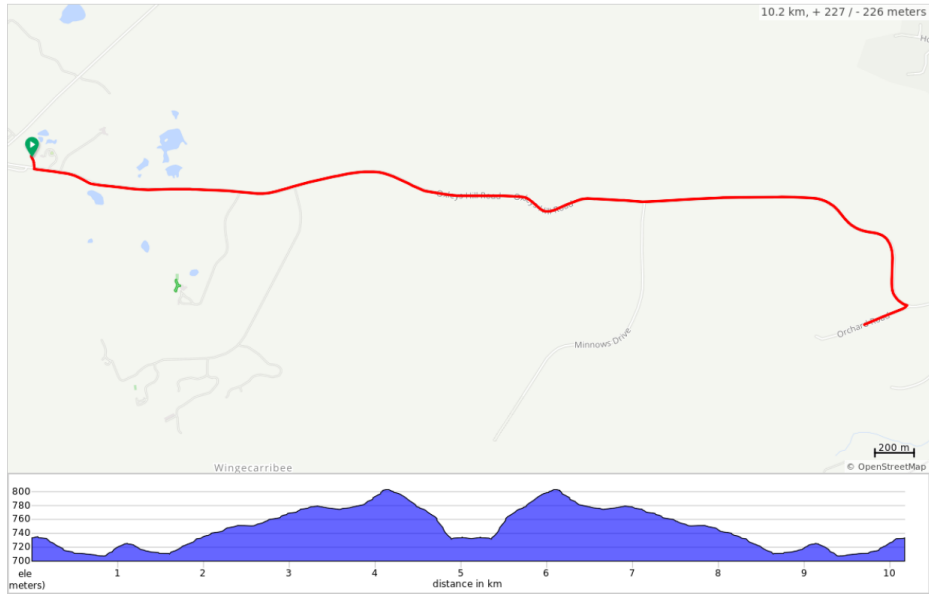


Southern Highlands 5km (v2)

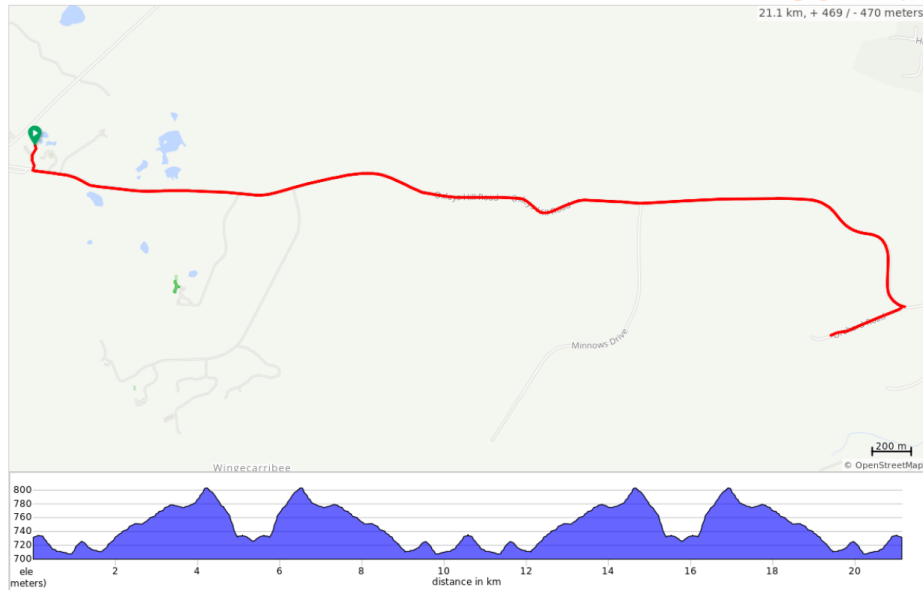


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Southern Highlands 10km (v2)



Southern Highlands - 21 km (v2)



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PART 4 VMS Strategy

N/A

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PART 5 Operational Manual

Southern Highlands Running Festival			
2 September 2023			
START	FINISH	EVENT	LOCATION
21.1KM			
7:45 AM	8:45 AM	Registration - 21.1km	Lochanside Estate
8:55 AM		Race Briefing - 21.1km	Lochanside Estate
9:00 AM		Race Start - 21.1km	Lochanside Estate
10KM			
8:15 AM	9:15 AM	Registration - 10km	Lochanside Estate
9:25 AM		Race Briefing - 10km	Lochanside Estate
9:30 AM		Race Start - 10km	Lochanside Estate
5KM			
9:15 AM	10:15 AM	Registration - 5km	Lochanside Estate
10:25 AM		Race Briefing - 5km	Lochanside Estate
10:30 AM		Race Start - 5km	Lochanside Estate
2KM			
9:45 AM	10:45 AM	Registration - 2km	Lochanside Estate
10:55 AM		Race Briefing - 2km	Lochanside Estate
11:00 AM		Race Start - 2km	Lochanside Estate
PRESENTATION			
11:30 AM		Presentation	Lochanside Estate

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
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PART 6 Contact List

Southern Highlands Running Festival				
NAME	ACTING FOR	TELEPHONE	MOBILE	EMAIL
Jasmine Huang	Operations Manager, Elite Energy	02 4423 7775	0401 299 816	jasmine@eliteenergy.com.au
Sarah Hallam	Traffic Manager, Elite Energy	02 4423 7775	0475 008 153	sarah@eliteenergy.com.au
Irene O'Brien	Volunteers Manager, Elite Energy	02 4423 7775	0407 221 510	volunteer@eliteenergy.com.au
Mark Emerton	Race Director, Elite Energy	02 4423 7775	0413 765 248	emo@eliteenergy.com.au
Seb Gallery	Media Liaison, Elite Energy	02 4423 7775	0409 121 120	marketing@eliteenergy.com.au
Fiona Mitchell	Ambulance NSW, Clinical Operations	02 9779 3833		Fiona.mitchell3@health.nsw.ov.au
Insurance	Triathlon Australia	02 8488 6200		

PART 7 Traffic Guidance Scheme

Please see attached TGS-SHRF-2023

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
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PART 8 Risk Assessment

Please see attached SWMS

SOUTHERN HIGHLANDS RUNNING FESTIVAL

Traffic Guidance Scheme

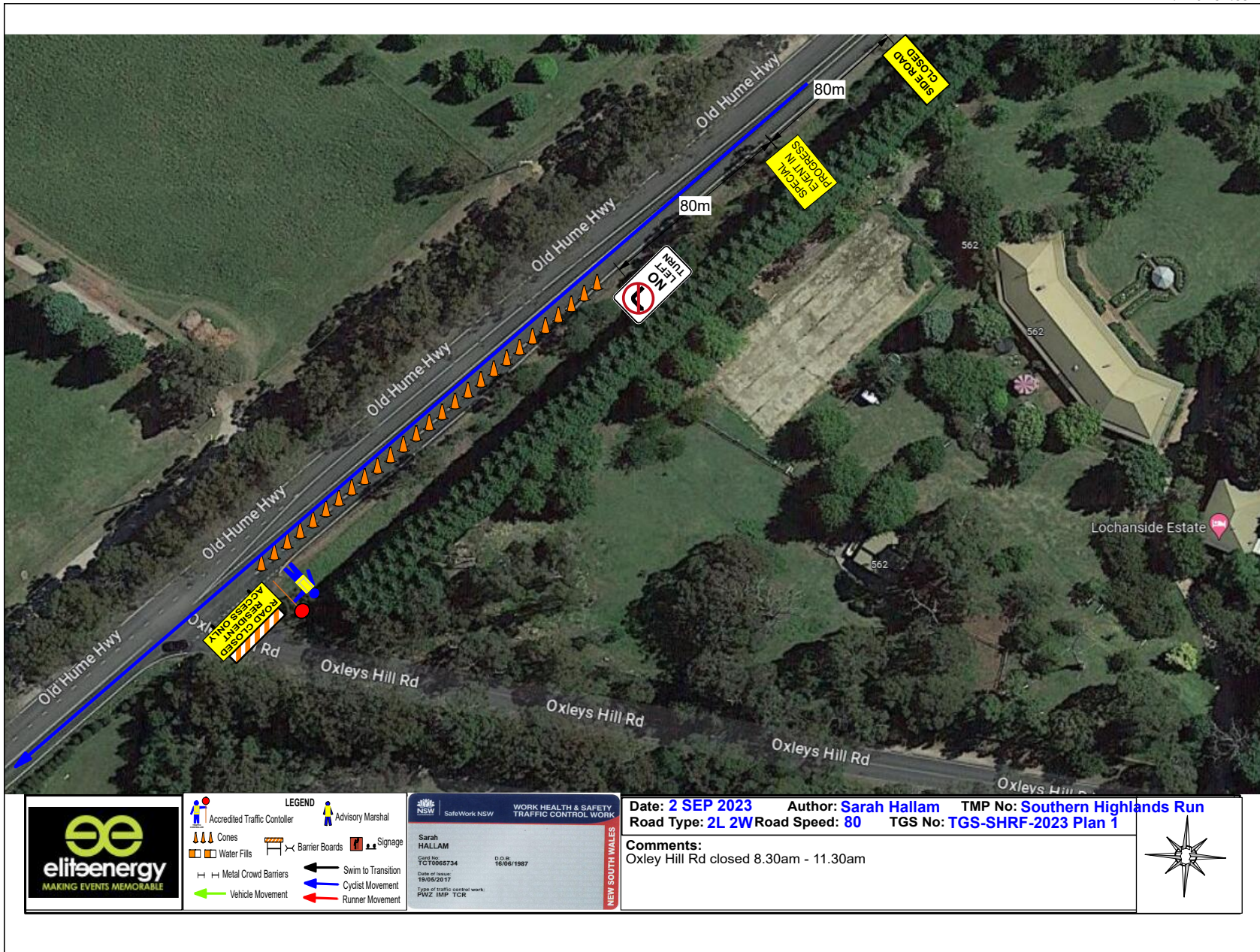
TGS-SHRF-2023 (Plans 1 - 4)

Saturday 2nd September 2023

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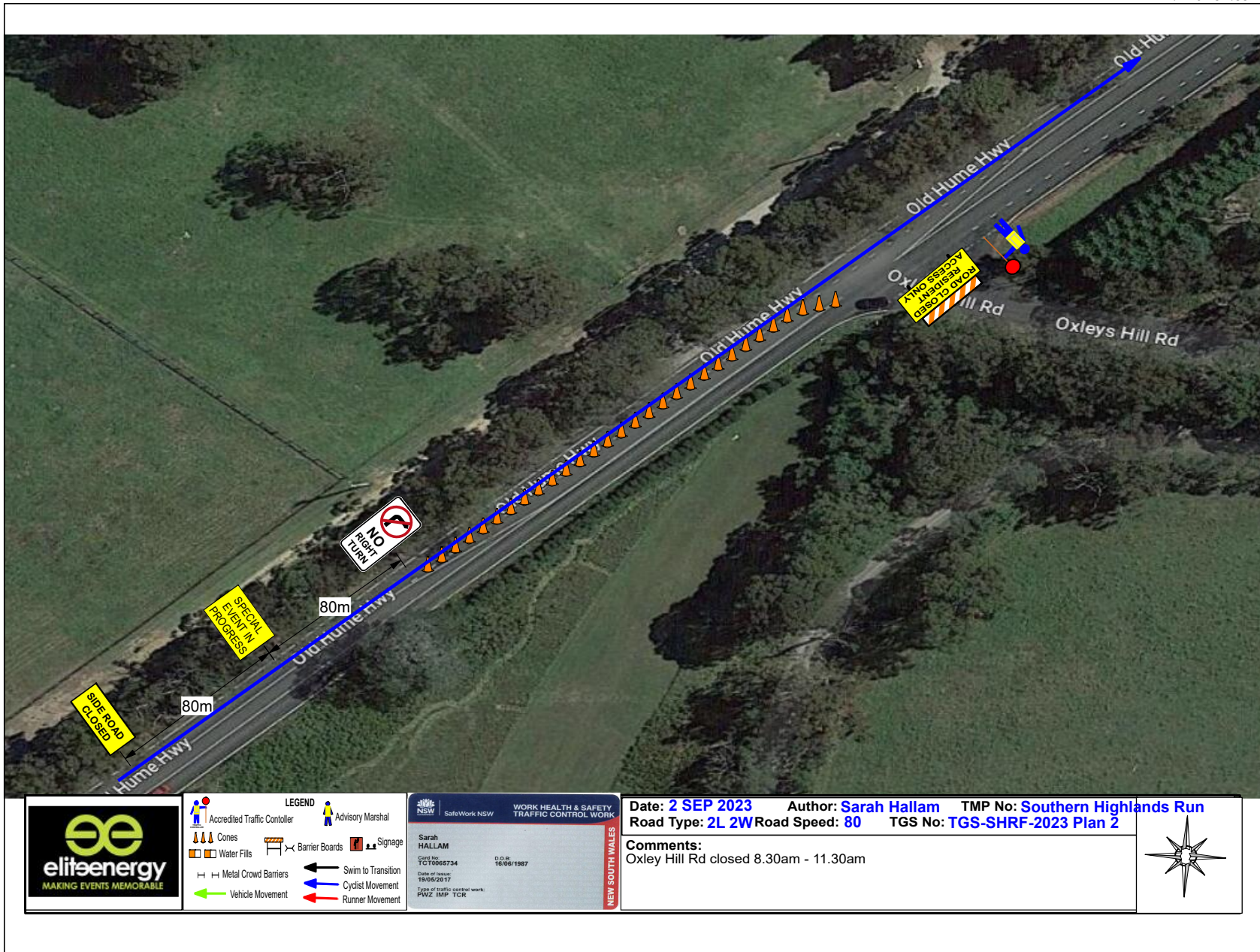
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
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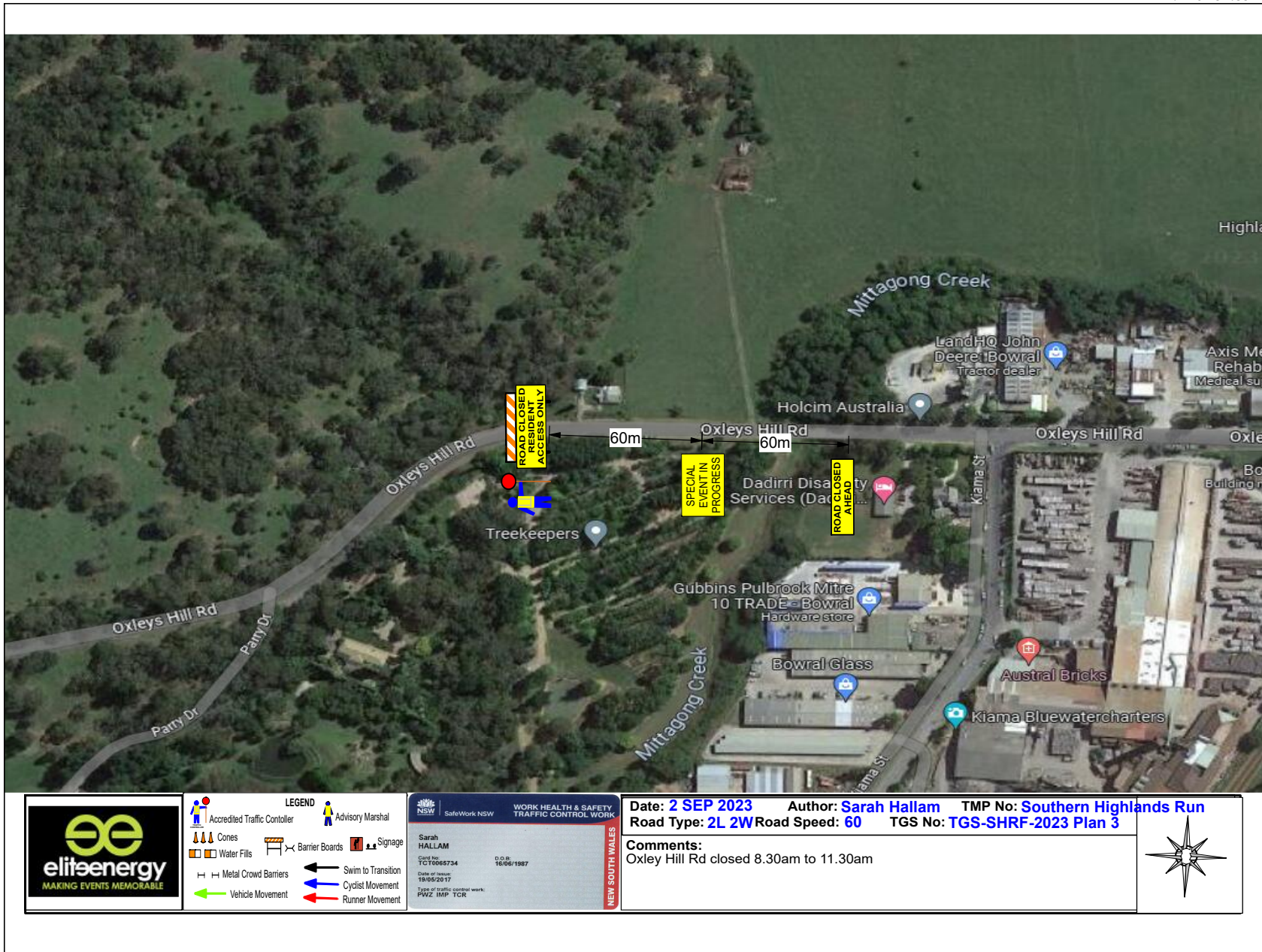
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**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
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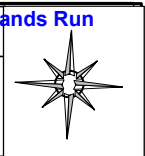


LEGEND	
	Accredited Traffic Controller
	Advisory Marshal
	Cones
	Water Fills
	Barrier Boards
	Signage
	Metal Crowd Barriers
	Swim to Transition
	Cyclist Movement
	Vehicle Movement
	Runner Movement

<p>SafeWork NSW</p>	<p>WORK HEALTH & SAFETY TRAFFIC CONTROL WORK</p>
<p>Sarah HALLAM</p> <p>Client No: TC70065734</p> <p>Date of Issue: 19/05/2017</p> <p>Type of traffic control work: PWZ IMP YCR</p>	<p>D.O.B: 16/06/1987</p>

Date: 2 SEP 2023 **Author:** Sarah Hallam **TMP No:** Southern Highlands Run
Road Type: 2L 2W **Road Speed:** 60 **TGS No:** TGS-SHRF-2023 Plan 3

Comments:
 Oxley Hill Rd closed 8.30am to 11.30am



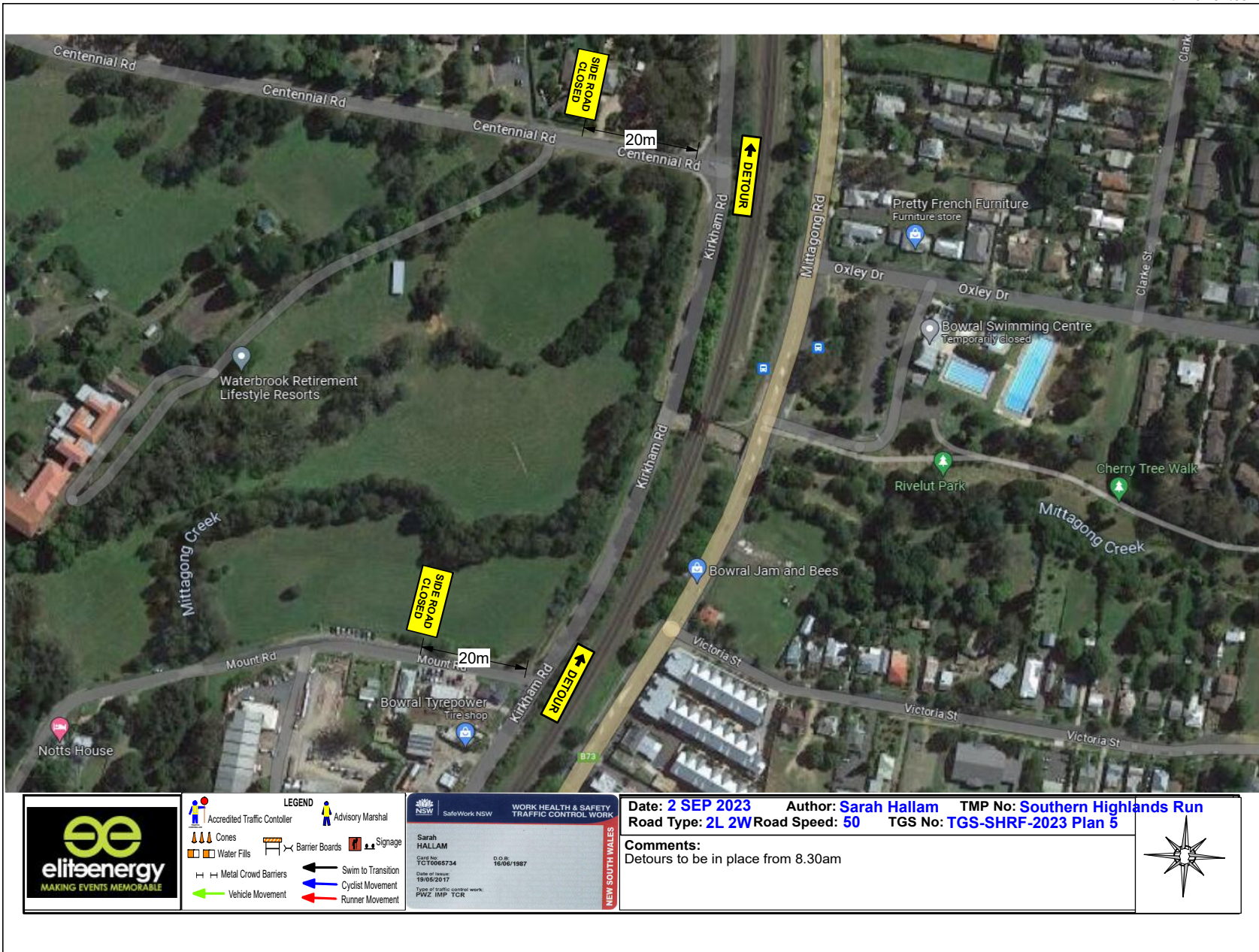
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
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<p>eliteenergy MAKING EVENTS MEMORABLE</p>	<p>LEGEND</p> <ul style="list-style-type: none"> Accredited Traffic Controller Advisory Marshal Cones Water Fills Metal Crowd Barriers Vehicle Movement Barrier Boards Signage Swim to Transition Cyclist Movement Runner Movement 	<p>NEW SOUTH WALES</p> <p>SafeWork NSW</p> <p>WORK HEALTH & SAFETY TRAFFIC CONTROL WORK</p> <p>Sarah HALLAM Client No: TCT0065734 Date of Issue: 19/05/2017 Type of traffic control work: PWZ IMP YCR</p> <p>D.O.B: 16/06/1987</p>	<p>Date: 2 SEP 2023 Author: Sarah Hallam TMP No: Southern Highlands Run Road Type: 2L 2W Road Speed: 50 TGS No: TGS-SHRF-2023 Plan 4</p>	
			<p>Comments: Detours to be in place from 8.30am</p>	

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
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**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
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SAFE WORK METHOD STATEMENT

SWMS / Assessment no. **SHRF2023**



Elite Energy Pty Ltd Operations
15 Haigh Ave Nowra NSW 2541
Tel: 02 4423 7775
Email: sarah@eliteenergy.com.au

Job Task: Erection and Removal of Traffic and Event Signage	Branch - Events
	Unit - Traffic Operations
	Location – Bowral

RISK IDENTIFICATION AND CONTROLS

Please include all discrete steps involved in the performance of the task

NOTE: The PPE required must be listed and the minimum PPE for each chemical must be listed as per the relevant MSDS.

Procedural step(s)	Possible hazard(s)	R1 Risk without controls		R2 Risk with controls	
		R1	Safety control(s)	R2	
1. Conduct a Risk Assessment and induct staff if necessary.	Uneven, loose or slippery ground.	L	Level ground where possible. Isolate with cones, barrier tape, CCB's etc if levelling is not an option. Don't walk where you can't see ground surface e.g. long grass. Don't drive on soft or slippery ground.	L	
	Entering/Exiting vehicles	L	Do not jump into or out of vehicles. Vehicles in use on course or in event area MUST have a flashing light in operation during use. High Vis vest MUST be worn at all times.	L	
2. Update TCP to include any recent changes to the environment.	Miscommunication via poorly worded verbal or written instructions.	L	Set up crew must make sure they understand wording and layout of TCP before commencing work.	L	
	Injury from signs being blown by large wind gusts or gusts from vehicles.	L	Ensure signage is placed securely. In high winds, crew members should ensure that their body or vehicle is between the wind and the sign. Ensure signage is erected securely.	L	
3. Brief Set up Crew	Being struck by passing vehicles (inc event vehicles)	S	Remain aware of your surroundings. Remain off to the side of the road. One member to act as a spotter when moving traffic is in the area. Ensure you have an escape route. Event vehicles MUST have a flashing light in operation during use. High Vis vests MUST be worn at all times.	S	
4. Erect Traffic Controls (signs etc)	Narrowing of roads and footpaths by placement of signage	L	Ensure signage is erected in accordance with the TCP and guidelines in the TCWS Manual V4.0. Document and report changes to sign	L	

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
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SAFE WORK METHOD STATEMENT

SWMS / Assessment no. **SHRF2023**

Procedural step(s)	Possible hazard(s)	R1	Safety control(s)	R2
			placement due to obstructions (verges, driveways, trees etc)	
5. Brief Traffic Controllers	Being struck by passing bicycle	L	Be aware of where the bike travel lane is. Do not walk onto bike course without first checking for bikes. Remain aware of the speed the bikes are travelling. High Vis to be worn at all times on the bike course.	L
	Being struck by passing runners	L	Be aware of where the run course travel lane is. Do not walk onto run course without first checking for runners.	L
6. Manage Traffic in accordance with the approved TMP/TCP	Fatigue	S	Traffic controllers to be relieved after 2 hours work and may be rested or place on other duties for a period of 15 mins before returning to Traffic Control Duties.	L
7. Remove Signage	Exposure to the elements (Sun, Rain, Cold, Heat, Wind)	S	Traffic Controllers are responsible for supplying their own PPE for protection of the elements as well as enough water and food. EE will supply Traffic Controllers with a bottle of water and a snack. Traffic Controllers feeling exposure must report to a supervisor immediately.	L
	Overhanging Limbs and branches	L	Be aware of your surroundings. Look before turning around. Remove branch. If branch cannot be removed, move to a more suitable location.	L
8. Inspect Signage and Load Vehicle	Dead and hanging limbs and branches (widow makers)	S	A site inspection should be done prior to the event to identify and remove any possible hangers or dead limbs. Remove branch. If branch cannot be removed, move to a more suitable location.	L
	Fingers and hands getting jammed between equipment	L	Work cautiously. Don't rush. Watch what you are doing.	L
	Overall risk rating		Overall risk rating	

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SAFE WORK METHOD STATEMENT

SWMS / Assessment no. **SHRF2023**

RISK RATING GUIDE

		Consequence			
		Death Catastrophic Illness/Injury	Major Extensive Injuries	Moderate Medical treatment required	Minor No injuries
Likelihood	Almost certain Occurred before/expected	S	H	S	S
	Likely Probably will occur	S	S	S	S
	Moderate May occur at some time	S	S	L	L
	Unlikely Unusual or rare situation	S	L	L	L
High (H) – cease exposure immediately until protection, approved at senior management level, implemented.					
Significant (S) – procedures alone may not be enough, senior management attention required.					
Low (L) – may be managed by routine procedures, some risks in this category may be acceptable.					

SPECIFIC TASK REQUIREMENTS

<p>Qualifications or experience</p> <ul style="list-style-type: none"> • Traffic Controllers MUST have a current NSW RMS Blue Card • Set Up Crew MUST have a current NSW RMS Yellow Card • Traffic Supervisors Must have a current NSW RMS Yellow Card
<p>Training</p> <ul style="list-style-type: none"> • A site induction is to be conducted with all Traffic Personnel
<p>Engineering details, certificates, WorkCover approvals</p> <ul style="list-style-type: none"> •
<p>Relevant codes of practice, legislation or standards</p> <ul style="list-style-type: none"> • Work Health & Safety Act 2011 • Work Health & Safety Regulation 2011 •
<p>Plant/equipment</p> <ul style="list-style-type: none"> •
<p>Maintenance checks, site/workplace inspections</p> <ul style="list-style-type: none"> •

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
TUESDAY 4 JULY 2023**

SAFE WORK METHOD STATEMENT

SWMS / Assessment no. **SHRF2023**

Suggested improvements (in order or priority)

Additional comments

Assessment dates

Initial assessment date	Current assessment date	Reassessment due date
-------------------------	-------------------------	-----------------------

Assessors

Name	Signature	Date
▪	▪	
▪	▪	
▪	▪	

Recommendation (Project Officer, Team Leader, Coordinator) Follow up required

Name	Signature	Date
▪	▪	

Approval (Manager, Section Manager, Controller)

Name	Signature	Date
▪	▪	

I have read and understand this Safe Work Method Statement

Name / Role	Signature	Date

Name / Role	Signature	Date

Risk & Safety Management

SOUTHERN HIGHLANDS RUNNING FESTIVAL – 2nd SEPT 2023

A. Injury Management & Prevention Practice

The event management team will apply best risk management practice as set out in AS/NZS ISO 31000:2018 Risk management, which continues to adopt the key methodology of AS/NZS 4360 - Principles and guidelines.

“Organisations of any kind face internal and external factors and influences that make it uncertain whether, when and the extent to which they will achieve or exceed their objectives.

The effect this uncertainty has on the organisation's objectives is “risk”. All activities of an organisation involve risk. Organisations manage risk by anticipating, understanding and deciding whether to modify it. Throughout this process they communicate and consult with stakeholders and monitor and review the risk and the controls that are modifying the risk.”

A comprehensive risk assessment has been undertaken of all aspects of the **Southern Highlands Running Festival** and the Risk Management Plan (RMP) is documented hereunder. In addition, the Event Management Team will work closely with local council, Roads, Authorities and other key stakeholders to ensure that all safety and environmental risks are managed to the satisfaction of all involved.

Guiding Principles

Endurance racing events require that athletes participate in a variety of very physical sports, hence there are some risks of injury to participants. Unlike other running events, endurance events occur almost entirely away from urban areas, which significantly reduce the chances of injury or death involving vehicles.

The guiding principle to risk management is that risks of injury to participants should be reduced to the maximum extent practicable. The event management team will exercise due diligence in the assessment and management of all risks, and educate participants and marshals in relation to their responsibilities.

Some key strategies for achieving this include:

- Detailed briefings for participants, prior to the event and clear concise emergency response protocols for each leg.
- A customised “Risk Management Responsibilities” briefing provided to individual volunteers and marshals.
- Desktop rehearsals of emergency scenarios prior to the running of the event.
- Comprehensive communications systems in place.

Injury Management & Prevention Practices

Some general precautions will be taken in the area of injury management. These precautions are designed to minimise the risk of injury to participants, and to ensure that all parties involved in the event (including staff and volunteers) are aware of their obligations with respect to injury prevention and management.

The general precautions include:

- A well-resourced and highly skilled Medical Team.
- Prior to being accepted into the event, a detailed indemnity must be signed by all participants.

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING TUESDAY 4 JULY 2023

- Risk management induction document to be provided to event marshals and volunteers.
- Detailed briefings for participants.
- Professional first aid and/or paramedic teams in attendance at all times.
- A detailed emergency management plan in place.
- Medical centres and hospitals briefed and on stand-by.

B. Medical & First Aid

A team of first aiders and/or medically trained contractors will be the Medical Team for the event. This team will be led by an experienced Medical Director, who has managed this area for a number of major events. Some marshals will be equipped with appropriate communications devices in order to contact the medical staff for advice and assistance. The medical team will be able to then contact the closest trained first-aid resource to provide further instructions.

In the event of an accident or emergency, a marshal will attempt to move the affected participant off the course to make a clear path for other participants. If it appears unlikely that a participant cannot be moved without distress, and if the participant is in a location that other approaching participants may not see (thereby causing additional accidents), then the marshal shall seek the assistance of another participant to warn approaching athletes of the danger.

If required, the Medical staff will then contact the closest first-aid marshal to request that they attend the scene of the emergency. The Medical staff may also request that an emergency vehicle (motor vehicle, ambulance or helicopter) be dispatched to the scene of the emergency.

In order to minimise the risk of injury to participants and spectators, the standard safety precautions and policies for each of the individual sports will be utilised during the events as listed below.

Start, Finish & Transition Area's

The following policies and procedures will apply to the start, finish and all TA's.

Communications

Event HQ – being the event management radio/phone to be established with the Event Director being at the centre of all communications.

Event HQ radio to be with the Event Director or at the HQ marquee

Event HQ - To be manned at all times

The specific responsibilities are below:

Event Director

- Accident coordination
- Volunteer coordination
- Transition Area captains
- Lost/missing athlete coordination
- Start/finish/expo area

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING TUESDAY 4 JULY 2023

Course Director

- The course and its security, marking, and flow
- Traffic management
- Emergency services coordination – first aid, SES...etc.
- Leg leaders/coordinators
- First Athlete / Last Athlete Officials

Set up and operation

Considerable thought given to the design and set up of registration and expo areas, in particular:

- People movement, congregation points and congestion.
- Children and their (erratic) movements with any kids activities away from the central area
- Emergency access
- Toilets and facilities ratios to number of attendees
- First aid services if there is an accident, as well as a central base for accidents that may occur out on the course
- A central event management HQ marquee and point of public attention
- Electrical requirements
- Safe set up of equipment and infrastructure – trip hazards
- Provision of food and water for the public – particularly in hot weather
- Noise pollution
- Waste management

Run Leg

The run leg will be managed by the leg Director and staffed by course marshals. All plans are based around the worst weather alternative.

Look at weather first and determine suitability of conditions. Conditions to be determined by the Event Director, Course Director and the Run Leg Director.

Policies

- Marshals located at all major road intersections, crossings and junctions. Where this is a used public road this crossing will be manned by professional traffic management personnel if deemed appropriate after consultation with Council and local Police
- If there are only a few marshals on the course then a marshal is to be located at approximately every 5 kms with Communications to HQ and medical team as well as roving support staff in vehicles with means of communication
- To know all exit and emergency points on the course and a map of the course area
- To record the numbers of all athletes as they come through as a checkpoint for emergency reference
- To have a supervising Run Leg Director who has responsibility for coordination of the run leg and the marshals along it – providing assistance to the Event Director

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING TUESDAY 4 JULY 2023

- Course to be marked such that even if a marshal were not at a designated point then the athlete should still be able to find their way along the course. Course marshals there as reinforcement only.

Conditions on the day

Consideration will be given to extreme conditions found on the day:

Extreme Cold - Plans being

- Announcement to be made on all Social Media prior to event starting
- Athletes briefed of the expected conditions during the course briefing. If needs be, then at the start of that particular leg as a final reminder/awareness.
- Athletes are encouraged to wear additional clothing during the event and take additional care throughout the course.
- Course may be redirected away from wet areas (that would make athletes unnecessarily colder) such as any water jump or wading activities
- Medical team have a stock of space blankets

Extreme Heat - Plans being

- The Bureau of Meteorology Wet Bulb Globe Temperature scale will be used to determine if the event will be shortened or postponed.
- Announcement to be made on all Social Media prior to event starting
- Athletes briefed of the expected conditions during the course briefing. If needs be, then at the start of that particular leg as a final reminder/awareness.
- Athletes are encouraged to carry sufficient water for the leg, emphasis being to be self-sufficient.
- Marshals along the course to take emergency water to provide to athletes if needed. Additional water points may also be set up pending the spacing of marshals along the course.

Extreme Wet - Plans being

- Announcement to be made on all Social Media prior to event starting
- Athletes briefed of the expected conditions during the course briefing the day before, as well as at the start line on the day. If needs be, then at the start of that particular leg as a final reminder/awareness.
- Athletes are encouraged to wear additional clothing and take additional care.
- Course may be redirected away from water ways and areas of flooding.
- Marshals and volunteers all issued with space blankets

Medical support required

- Policy being to recruit local, professional first aid crews to respond to any medical emergency, who will have at least one mobile unit and one base station and will immediately act on advice of any injury on the course.
- Minimum base station equipment required with the medical team being defibrillator, oxygen, stretcher and ability to carry people and basic pain killing drugs

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING TUESDAY 4 JULY 2023

Communications

- Communications to be established at the start, end and approximate mid-way points along the run leg with all communications points to have communications to HQ and medical team
- To know all exit and emergency points on the course and a map of the course area
- Correspondence and pre event advice given to athletes before the event (manage expectations and strategies)
- Communications – all athletes advised and encouraged to assist in any emergency and where appropriate, help with course communications by the carrying any messages of any incident forward to the next marshal or communications points, including the injured person's name/no & approx. location.
- Provide accurate explanation of what the course involves and possible hazards before the event. Explanation given to athletes beforehand that the run leg goes through remote areas and that emergency response times will be slower than if the same accident were to happen in an urban parkland for example and that athletes should be aware of this.
- Provide a map of the course so people can practice / check it out beforehand.

Contingency Decision Tree

Steps to follow if the weather, or other disturbance is affecting the safety of the event:

Contingency committee: Event Director, Course Director, Race Referee, Medical Director and Run Directors,

4:00pm day before.

Look at weather, forecast and current conditions – definitely yes do it / definitely no don't do it / maybe, decide later.

- If yes, definitely yes:
 - o Advise athletes at registration/briefing.
 - o Open TA's for drop offs originally planned.
- If no, definitely not: decide what course we are doing – shortened course, change of course or postponed event.
 - o Advise athletes at registration/briefing
 - o Advise volunteers that course has changed and what it means to them (what are their new positions/roles) – circulate maps and explanation of course changes
 - o Mark and fully set up changed course
 - o Put notice on notice board
- If maybe:
 - o Mark alternative course that may be affected by the change – e.g. run leg
 - o Advise volunteers that course may change and what it means to them (what are their new positions/roles) – circulate maps and explanation of course
 - o Prepare maps and information of alternative courses for the notice board and website

4:30 am event day - get updated weather forecast - look at weather and current conditions

Run original course, incorporate changes and new course, or postpone event.

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING TUESDAY 4 JULY 2023

How to advise competitors

- Notice onto notice board
- Continuous PA announcements advising the change
- Message on website and social media
- Official at Run TA location

Actions at expo area and start:

- Set up signs explaining course changes
- Set up area for – alternative leg TAs
- For alternative courses effected by the change
- Finish marking alternate course – make 100% ready
- Advise volunteers and officials what course we are doing. Make sure all are 100% clear
- Make sure all are 100% clear
- Advise media, sponsors, exhibitors and others the difference this makes to them
- Aim for and publish what time event will start at, if delayed.

Risk Management

Risk is the chance that something will go wrong. In an event context, it may be defined as the likelihood that the event does not fulfill its objectives. Risk is the effect of uncertainty on objectives. As a guidance note this plan follows the methodology of the International Standard of Risk Management; ISO 31000, which continues to adopt the key methodology of AS/NZS 4360.

Consequences and Likelihood

Likelihood (Chance) - chance of something happening (AS/NZS 4360:2009). In this regard, likelihood can be defined as the percentage probability chance of a risk event occurring in any given time.

Consequence - outcome of an event affecting objectives (AS/NZS 4360:2009)

Consequence Ratings

Score	Rating	Injury
1	Minimal	Bruise, minor cuts, able to continue with very little discomfort
2	Minor	Contusions, bleeding, sprains, able to continue with some discomfort
3	Moderate	Serious fall or injury that requires some medical attention (e.g. dressing/strapping) prior to continuing. Including hypothermia, dehydration, heat exhaustion, where the athlete is able to recover overnight.
4	Major	Broken bones, joint dislocation, knocked unconscious, unable to continue in event, up to 3 months recovery. Includes hypothermia, dehydration, heat exhaustion, where the athlete is unable to continue and must withdraw from the event.
5	Catastrophic	Death or permanent disability

Likelihood Ratings

Score	Rating	Injury
1	Rare	Incident may only occur in exceptional circumstances (e.g. 1 in 50 or more events)
2	Unlikely	Incident could occur at some time (e.g. 1 in 10 events)
3	Possible	Incident will probably occur at some time (e.g. 1 in 3 events)
4	Likely	Incident will probably occur reasonably regularly (e.g. once or twice each event)

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5	Almost certain	Incident is expected to occur in every event (e.g. greater than 5 times per event)
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A. Injury Risk Assessment

#	risk	cause	control	consequence	likelihood	action	responsibility
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General

description & rating

G1	Emergency situation requiring additional people to assist	Any of the risks listed below	Entrants required to assist with emergency situation	Loss of time for assisting athlete	1	3	Time credit to be awarded to individual/team who stop to assist	Timing Marshall Leg Director
G2	Athlete becomes hypothermic	Extreme cold Low /body temperature Fatigue Dehydration	Comprehensive briefing covering clothing requirements Other team members to monitor Event medical staff in attendance at all TA's to monitor athletes	Slows progress (mild case) Requiring rescue (severe case)	3-4	2	Assessment by doctor	Medical staff
G3	Athlete becomes dehydrated or suffers heat exhaustion	Extreme heat Insufficient fluid intake Fatigue/ stomach problem	Comprehensive briefing covering hydration requirements Briefing re appropriate clothing Use BOM WBGT to determine heat affects Event medical staff in attendance at all TA's to monitor athletes	Slows progress (mild case) Requiring rescue (severe case)	3-4	2	Assessment by doctor	Medical staff

Run

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R1	Athlete faints, may include seizure or cardiac arrest	Fatigue Pre-existing condition	Course marshaled by director and volunteers, to be on the lookout for people in difficulty	Loss of consciousness 4-5	1	Volunteer or medical staff to assist	Course Director Course marshals
R2	Athlete gets cramps	Fatigue	Course marshaled by volunteers	Inability to continue forward momentum until pain subsides 1	4	Allow athlete to sit down and rest until they recover	Course Director Course marshals
R3	Participant falls or tumbles	Fatigue Rough/slippery terrain	Marshals/medical personnel with first-aid kits stationed on course Thorough briefing instructions given	Cuts, bruises, sprains, fractures etc. 1-5	5-1	Marshal to administer first-aid and assess likelihood of participant being able to continue	Marshal Leg Director Medical Staff
R4	Participant goes off course & becomes lost	Removal of directional markers	Check by marshal on morning of event that markers are still intact Check off of participant Nos. at key points help pin point areas where athlete may have become lost	Loss of time 1 Potential for hypothermia/ dehydration	2	Run Leg Director to send out course marshal to search for athlete. Contact	Run Leg Director Course Marshals
R5	Athlete faints during run, may include seizure or cardiac arrest	Air temperature (extreme cold or extreme heat) Fatigue Pre-existing condition	Run course marshals, to be on the lookout for people in difficulty or not running / walking with loss of coordination.	Loss of consciousness , onset of shock 4-5	3	Marshal Leg Director Medical Staff	Marshal Leg Director Medical Staff

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B. Event Risk Assessment

Likelihood Ratings

Score	Rating	Likelihood Description
1	Rare	Incident may only occur in exceptional circumstances (e.g. 1 in 50 or more events)
2	Unlikely	Incident could occur at some time (e.g. 1 in 10 events)
3	Possible	Incident will probably occur at some time (e.g. 1 in 3 events)
4	Likely	Incident will probably occur reasonably regularly (e.g. once or twice each event)
5	Almost certain	Incident is expected to occur in every event (e.g. greater than 5 times per event)

Consequence Ratings

Score	Rating	Consequence Description
1	Minimal	Inconvenience to participants that is able to be dealt with quickly and effectively
2	Minor	Inconvenience to participants that is able to be dealt with, but causes some delays in continuing
3	Moderate	Problem that would damage the reputation of event organisers and significantly disadvantage one or more teams
4	Major	Problem that would result in significant damage to the reputation of the event and would result in a team or small number of teams not being able to continue in the event
5	Catastrophic	Disaster that results in many teams not being able to continue in event, and/or total loss of reputation and goodwill (and cancellation of all future events), and/or significant loss of revenue

The following ratings are used to assess the consequence and likelihood of each of the Event Management risks identified in the Event Management Risk Assessment

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Event Risk Assessment

#	Risk	Cause	Control	Consequence	Likelihood		Action if eventuates	Responsibility
Equipment								
<i>description & rating</i>								
E1	Participant equipment stolen or lost	Poor security	Security at all relevant locations Some spares carried by event management	Prevent athletes from continuing in event	4	2	Source alternative equipment to allow athlete to continue with minimal delay	Relevant discipline co-ordinator
E2	Communications equipment failure	Adverse weather conditions Failure of equipment	Thorough testing of equip prior to event day	Breakdown in event management	3	2	Use of alternative communications such as mobile/satellite phones	Communications Director
E3	Timing equipment failure	Faulty equipment	Test equip prior to event Use of back up video camera placed at finish line to record athletes crossing line	Failure to record accurate times for athletes	2	1	Revert to manual timing system and back up video camera	Timing Director
E4	Equipment hired does not turn up or does not work	Poor logistics planning	Double check booking and transport arrangements one week prior to event and day prior to event	Alternative arrangements made with equipment available and on hand	2	2	Improvise as best as possible Attempt to rectify problem for following day	Event Director
Course								
C1	Contracted staff and/or volunteers don't turn up on the day or go to the wrong point	Poor volunteer planning	Thorough staff briefings, contact made with each staff member/volunteer one week prior and one day prior to event	Un-manned points along course	2	2	Reshuffling of staff on the day Use of emergency volunteers (family/friends) Increased use of signage to replace marshals	Event Director
C2	Venue Traffic marshals don't turn up on time	Poor Venue Management planning	Thorough staff briefings	Increased traffic risk and of athletes heading in	2	1	Increased signage at relevant points Use alternative staff to man key points	Event Director

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Logistics

L1	Damaged, lost or stolen equipment	During transport from point to point	One person responsible for ensuring equipment packed safely prior to transport. One person responsible for doing a "stocktake" of each item transported (sent and received)	Athletes unable to continue in event, or experience delays	2-4	2	Attempt to repair equipment or offer alternative equipment if available	Relevant Leg Director
L2	Road congestion or closure prior to start of day or after day has started	Weather Accidents	Check that all access roads are open early in the morning of the event	Blocks path for support vehicles	2	1	Delay start of event to accommodate hold up Consider cancelling a stage and reconvening on next stage	Event Director
L3	Bibs, water bottles, event t-shirts, stickers arrive late or have quality problems and need to be returned and remanufactured	Poor logistics planning	Provide plenty of lead time	Lack of professionalism shown in event	1	2	Use substitute products/services	Event Director

Photography

P1	One or more photographers don't turn up	Car breakdown Confusion over time/place required etc.	Secure the services of at least one more photographer than we need Provide detailed briefings to all photographers well in advance	Do not get all the shots we had hoped to get, for promotional & media purposes, as well as for the team's photo portfolio	1	3	Consider whether to reassign another photographer to the position where the missing photographer was to be	Media & Marketing Director
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C. Impact Assessment

Environment

The event management team has a very strong philosophy of environmental responsibility, and the typical participant in these types of events is a 30-something professional with a healthy respect for the environment.

The running event follows the 7 key principles promoted by *Leave No Trace*. These principles are:

- Plan ahead & prepare
- Travel on durable surfaces
- Dispose of waste properly
- Leave what you find
- Minimise Impacts
- Respect wildlife
- Be considerate of your hosts and other visitors

We will work with Authorities to undertake pre/post event environmental audits if deemed appropriate. This may help guide the future environmental strategies employed for the event. These audit(s) may also assist with guiding the potential future growth of the event.

Waste will be collected from the course prior to, during and after the event. The event crew will come through the course as the final athlete moves over the course, collecting all waste and dismantling any signage.

Noise

A PA system will be in operation at the start/finish area and at some of the transitions. The purpose of the PA is to enable an MC/commentator to entertain the spectators and educate the general public about what the event is all about. The volume of the PA will be set at a level that will not cause disruption to local residents.

Public Access

The event site is being held on private property. Traffic controllers will be managing the road on the run course and will provide access to the public when safe to do so.

Community

Elite Energy will undertake an extensive media campaign in the local region, advising the community of the date of the event, the course, and of any potential inconveniences. Additionally, extensive signage will be in place during the events, advising people of the presence of riders/runners.

Local community members will be used extensively in an official capacity during the event. This will aid in the promotion of the event and the communication of any impact to normal 'day to day' life.

Business

A local "fact sheet" will be distributed along with event entry forms to local businesses advising them of the activities planned for event weekend.

Approvals, Permits & Insurance

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Permit applications are in process with Local and State Authorities.

A public indemnity insurance policy for \$20 million is held and a copy of policy is attached.

The insurance for the event will indemnify all the above parties for \$20 million.

EVENT MANAGEMENT PLAN



Southern Highlands Running Festival

2nd September 2023

PRODUCED BY



Elite Energy Pty Ltd 15 Haigh Ave Nowra NSW 2541 ph: 4423 7775

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DESCRIPTION OF THE EVENT

The Southern Highlands running festival is a one day event consisting of 4 different run distances. The distances are 21.1km, 10km, 5km and 2km runs. The event will be on the 2nd September 2023 and the runs will take place on Oxleys Hill Road. The registration start and finish will take place on Lochanside Estate.

ESTIMATED DAILY ATTENDANCE: 500

PROPOSED VENUE LOCATIONS OF EVENT AND TIMES FACILITIES REQUIRED

Road – Oxleys Hill Road from Old Hume Highway intersection of Oxleys Hills Road and Orchard Street from 7:00am – 1:00pm.

Private Estate – Lochanside Estate

Hours of Operation –

- Friday 1st September 2023, 8am – 6pm, setting up of the event
- Saturday 2nd September 2023, 8am – 2pm, running of the event
- Saturday 2nd September 2023, 2pm – 6pm, pack up of the event
- Sunday 3rd September 2023, 8am – 5pm, pick up of hired equipment

Calendar of Events – We would like our event placed on the Council's Calendar of events located on the council website. Please contact Jasmine Huang or Christie McIlvride on 4423 7775.

Event insurance Information – Event insurance will be provided by Triathlon Australia, more details and a copy of the Certificate of Currency will be sent when received

Risk Assessment – Please see attached risk assessment.

Site Map – Please see attached site map.

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PUBLIC SAFETY INFORMATION:

Police – have been informed, and the police approval will be forwarded to the council as soon as it is received.

Security – Security personnel will be contracted for asset protection.

Medical – Qualified First Aid specialist will be attending the event for public Health and First Aid.

Emergency Access – Emergency Access is available via Old Hume Highway and Oxleys Hill Road.

There will be no fireworks, Amusement Rides, Animals or Loud Noises at the event.

MERCHANDISING, FOOD AND BEVERAGE INFORMATION:

Stall Holders - There will be locally acquired food vendors onsite. There will also be Expo stalls, selling clothing, footwear and nutrition products, stall holders to be confirmed closer to the event date. No alcohol will be sold or consumed at this event.

Traffic – Our event will be on a public road and will create parking needs. All will be outlined in the TMP/TGS. Elite Energy will provide barricades and traffic control services.

Access for residences and businesses contained within the affected area - This event has some road closures (as per our TMP and TGS) and there will be affected areas for businesses or residents. They will receive notification via letterbox drop, and can contact us to arrange access during the times of the road closures, as per previous years. Road closure information is also available through www.eliteenergy.com.au.

Waste – We will provide garbage bins/recycling bins, as well as skip bins, with numbers to be confirmed closer to the event. We will endeavour to leave the roads and all other assets in the same condition as we found it. Waste management will be provided by Elite Energy staff, and additional bins will be provided by a qualified contractor. The event will have a dedicated staff member or volunteer overseeing rubbish and littering at the event.

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Toilets – Portaloos will be hired with final numbers will be decided closer to the event when we have a better idea of competitor numbers.

PROPOSED PARKING AND BUSES

Shuttle buses will be organised to collect participants and spectators from the designated event parking located at Kirrkam Street and Bowral Train Station Car Parking to reduce the number of vehicles moving in and out of the event site.

NOISE/AMPLIFIED MUSIC/USE OF MUSIC

We are having music onsite, as well a public address system for commentating and competitor information.

POWER/LIGHTING

We will be using private land power and generators for our timing system, sound system and any expo requirements, as well as to be able to run lights in the registration tent for registration.

SUSTAINABILITY

We have implemented sustainability measures for the Southern Highlands Running Festival.

One of the major sustainability measures that we are implementing is that of using paper cups instead of plastic cups. Cups are our main waste that occurs at our event. We are using recycle bins to recycle these paper cups, as well as to recycle cardboard boxes which are another contributor to the waste generated by the event.

On course, we are encouraging the athletes to drop any gel or bar wrappers at the aid stations positioned throughout the event. Penalties are applied to athletes who are seen littering during the event.

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EVENT SCHEDULE

Southern Highlands Running Festival			
2 September 2023			
START	FINISH	EVENT	LOCATION
		21.1KM	
7:45 AM	8:45 AM	Registration - 21.1km	Lochanside Estate
8:55 AM		Race Briefing - 21.1km	Lochanside Estate
9:00 AM		Race Start - 21.1km	Lochanside Estate
		10KM	
8:15 AM	9:15 AM	Registration - 10km	Lochanside Estate
9:25 AM		Race Briefing - 10km	Lochanside Estate
9:30 AM		Race Start - 10km	Lochanside Estate
		5KM	
9:15 AM	10:15 AM	Registration - 5km	Lochanside Estate
10:25 AM		Race Briefing - 5km	Lochanside Estate
10:30 AM		Race Start - 5km	Lochanside Estate
		2KM	
9:45 AM	10:45 AM	Registration - 2km	Lochanside Estate
10:55 AM		Race Briefing - 2km	Lochanside Estate
11:00 AM		Race Start - 2km	Lochanside Estate
		PRESENTATION	
11:30 AM		Presentation	Lochanside Estate

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Elite Energy Event Contingency Plan

<p>The Contingency Plan will be administered by the Event Contingency Committee, consisting of the Race Director, the Medical Director and the Triathlon Australia Technical Delegate. The Committee shall meet as required to consider the risks of proceeding with the event.</p>	
Issues/Risks	Contingency
Run	
Heavy/Bad Weather	<ol style="list-style-type: none"> 1) Inspect Run Course for hazards 2) Mark hazards with safety equipment (witches hats, marking paint/tape) 3) Modify course to avoid hazardous area 4) Shorten course to avoid hazardous area 5) Cancel run course if conditions are not expected to improve
Blockage to Pedestrian Traffic	<ol style="list-style-type: none"> 1) Determine if alternate routes available for pedestrian traffic 2) Position marshalls to direct pedestrian traffic 3) Modify course to ease pedestrian traffic
Flood Hazard on route	<ol style="list-style-type: none"> 1) Inspect run Course for hazards 2) Mark hazards with safety equipment (witches hats, marking paint/tape) 3) Modify course to avoid hazardous area 4) Shorten course to avoid hazardous area 5) Cancel run course if conditions are not expected to improve
Bush fire Hazard On Course	<ol style="list-style-type: none"> 1) Communicate with local authorities to determine level of risk 2) Cancel run course
Accident on route	<ol style="list-style-type: none"> 1) Modify course to avoid hazardous area 2) Shorten course to avoid hazardous area 3) Cancel run course if hazard affects whole course
Absence of Marshall / Volunteer	<ol style="list-style-type: none"> 1) Redistribute new Volunteer/Marshall to location 2) Shorten Course if unable to rectify
Absence of Event Signage	<ol style="list-style-type: none"> 1) Place new/replacement signage in affected area 2) Modify course to avoid area
General	
Flood Hazard at parking area	<ol style="list-style-type: none"> 1) Block off hazardous area 2) Use overflow parking area
Parking during Wet Weather	<ol style="list-style-type: none"> 1) Block off hazardous area
Bridge Crossing Problems	<ol style="list-style-type: none"> 1) Determine effect on course, traffic and/or pedestrians 2) Modify course to avoid affected area
Security of Participants	<ol style="list-style-type: none"> 1) Deteremine level of danger 2) Communicate with Police local area command or Emergency Services 3) Advise patrons to go to Primary Evacuation Area
Security of VIP's	<ol style="list-style-type: none"> 1) Deteremine level of danger 2) Communicate with Police local area command or Emergency Services 3) Advise patrons to go to Primary Evacuation Area
Slow Participants	<ol style="list-style-type: none"> 1) Determine effect on traffic and pedestrians 2) Remove athlete from course
Delayed Event	<ol style="list-style-type: none"> 1) Modify Event Schedule to ensure event runs within authorised timeframes 2) Shorten Course to ensure event runs within authorised timeframes 3) Advise via PA system of changes
Cancellation of Event	<ol style="list-style-type: none"> 1) Determine if event can be postponed 2) Notify authorities of event cancellation
Communication Equipment Failure	<ol style="list-style-type: none"> 1) Work to rectify/replace equipment failure 2) Delay Event starting times 3) Shorten or modify course to within communication range
Failure of Event Equipment or Equipment does not turn up	<ol style="list-style-type: none"> 1) Work to rectify/replace equipment 2) Delay Event starting times 3) Shorten or modify course inline with available equipment

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Major Bush fire Hazard	<ol style="list-style-type: none"> 1) Communicate with local authorities to determine level of risk 2) Cancel event 3) Advise patrons to go to Primary Evacuation Area
Smoke	<ol style="list-style-type: none"> 1) Triathlon Australia to determine Air Quality Risk 2) Delay event start time 3) Modify course to avoid affected area
COVID-19	<ol style="list-style-type: none"> 1) Isolate individual to medical isolation tent 2) Ensure PPE is used and available 3) Contact National Coronavirus hotline

* Communication of changes to on course marshalls, volunteers, athletes and spectators will be via our usual channels