

AGENDA

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

Wednesday 22 June 2022

1 AGENDA REPORTS4

1.1 Bundanoon Winterfest Traffic Management.....4

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 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 at Bundanoon Public School on 2 July 2022. The event is expected to attract up to 3,500 people.

RECOMMENDATION

THAT the traffic arrangements proposed by All Area Traffic Services for Bundanoon Winterfest to be held at Bundanoon Public School on 2 July 2022 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.

BACKGROUND

Bundanoon Winterfest has been running for over 10 years.

The Winterfest opening night is anticipated to attract approximately 3,500 attendees. There are live music, food and drink stalls from local community organisations and businesses, as well as other activities.

Winterfest provides an opportunity for local businesses to raise their profile within the local community and beyond, through sponsorship, running workshops or taking part in the opening night celebrations, with over 50 small businesses and community groups hosting or running events.

This year Bundanoon Winterfest is proposed to be held at Bundanoon Public School.

REPORT

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

The event will be held from 4.00 p.m. to 8.30 p.m. on Saturday 2 July 2022.

Expected attendance is approximately 3,500 patrons overall.

1,700 - 2,300 patrons are anticipated to be attending at any one time on the site.

The community will gather on Phillip Street (existing one-way street) and at the Bundanoon Public School in Bundanoon.

Phillip Street will be closed to traffic from 4.00 p.m. to 8.30 p.m. on Saturday 2 July 2022.

Traffic Controllers will be located at the road closure point at the intersection of Phillip Street and Victoria Street from 4.00 p.m. to 9.00 p.m. on the night of the event.

There will be stall holders, vendors and various types of entertainment located within the event area on Phillip Street and in Bundanoon Public School.

A majority of local residents are expected to walk to and from the event.

Approximately 250 vehicles will be parking on streets surrounding Bundanoon Public School and on other surrounding streets in Bundanoon at any one time during the event.

Access for pedestrians will be via each end of Phillip Street, which will be closed to traffic for the duration of the event.

Advance Warning Signs will be installed on Victoria and Osborn Avenue.

Disabled parking signs will be installed on Church Street.

Road closure devices will be installed at the intersection of Phillip Street and Victoria Street.

These signs and devices will occupy Wingecarribee Shire property only.

Event Details

1.30 p.m. Set up

- Traffic Controllers install Advance Warning signs and advisory signs as per TGS 01 & TGS 02.

2.00 p.m. Road closures

- Traffic controllers install road closure devices and direct and assist traffic flow at the road closure points for the duration of the event.
- Event area open to stall holders and vendors for installation of marquees, ice rink, etc.
- Event organisers begin construction of the stage, etc.
- Phillip Street resident access maintained until 4.00 p.m.
- Victoria Street resident access maintained for the duration of the event.

3.30 p.m.

- Stall holder vehicles to clear the event area by 3.30 p.m. and park in the stall holder car park provided inside Bundanoon Public School.

4.00 p.m. Event start

- Traffic Controllers will control traffic and pedestrian flow at road closure points at the intersection of Phillip Street and Victoria Street.

8.30 p.m. - Event Finish

- Patrons asked to vacate the event area.

9.00 p.m.

- Stallholder vehicles allowed back into the event area for pack up of marquees, etc.

10.00 p.m.

- Traffic Controllers remove road closure devices, Advance Warning signs and disabled parking signs.

CONCLUSION

Bundanoon Winterfest has been a popular event in the past drawing many locals and tourist to Bundanoon and providing an economic benefit to the local area.

The Traffic Management Company employed to manage this event has extensive experience in successfully managing events, including significant events such as the Bong Bong Picnic Races.

It is recommended that the Traffic Management Plan be approved for use on 2 July 2022.

ATTACHMENTS

1. 2022 Winter Fest - Traffic Management Plan v 2 [1.1.1 - 24 pages]
2. 2022 Winterfest - TGS 01. AWS & side road closures. [1.1.2 - 1 page]



**Opening Night Event
at Bundanoon Public School**

Saturday 02nd July, 2022

Event. 4.00 p.m. – 8.30 p.m.

Traffic management. 2.00 p.m. – 10.00 p.m.

**Traffic Management Plan
(version 2)**



Traffic Management Plan v2. Version 2. date. 31-05-22.

Prepared by Craig Eeles. "Prepare A Work Zone Traffic Management Plan v2" cert. no. TCT0015737

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

Index of Contents

Section 1. INTRODUCTION

- 1.1 Introduction
- 1.2 References

Section 2. EVENT DETAILS

- 2.1 Event General Description
- 2.2 Running Schedule

Section 3. PUBLIC LIABILITY INSURANCE

- 3.1 Event organizer Certificate of Currency

Section 4. TRAFFIC MANAGEMENT

- 4.1 Traffic Controllers
- 4.2 Advance Warning Signs
- 4.3 Advertising

Section 5. PUBLIC CONSIDERATIONS

- 5.1 Emergency Vehicles
- 5.2 Pedestrians
- 5.3 Public Transport
- 5.4 Roadside Parking in Erith Street
- 5.5 Disabled Parking
- 5.6 Neighbouring business'
- 5.7 Terrorism

Section 6. PERMITS

- 6.1 Police approval
- 6.2 Shire Permit
- 6.3 RMS Road Occupancy Licence
- 6.4 RMS TMP Template
- 6.5 Summary Offences Act form – Intention to hold a public assembly

Section 7. LOCATION RISK ASSESSMENT

- 7.1 Location Risk Assessment

Section 8. TRAFFIC GUIDANCE SCHEMES

- TGS 01. - Advance Warning Signs, Road closures, detour routes and disabled parking signs

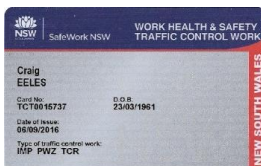
AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022


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 fifteen years.
- has been produced in consultation with Event Management, Police, Local Council, RMS, 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 :-

- Roads Act 1993.
- WH&S Act 2012
- Australian Government. 'Guide to Terrorism in Crowded Places' - 2017
- RMS. 'Guide to Transport Management at Special Events' - 2018
- AS 1742.3 - 2019
- Transport NSW. 'Traffic Control At Worksites' - 2020 (version 6)

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

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 B.C.A. contact for the event is James Fulford-Talbot. mobile 0450 160 374. Email. winterfest@bca.asn.au

The event will be held from 4.00 p.m. to 8.30 p.m. on Saturday 02nd July, 2022.

Expected attendance is approximately 3,500 patrons overall.

1,700 - 2,300 patrons will be attending at any one time on the site.

The Bundanoon community and others will gather on Phillip Street (existing one-way street) and at the Bundanoon Public School in Bundanoon to celebrate the opening night of the Bundanoon Winterfest.

Phillip Street will be closed to traffic from 4.00 p.m. to 8.30 p.m. on Saturday 02nd July, 2022.

Traffic Controllers will be located at the road closure point at the intersection of Phillip Street and Victoria Street from 4.00 p.m. to 9.00 p.m. on the night of the event.

There will be stall holders, vendors and various types of entertainment located within the event area on Phillip Street and in Bundanoon Public School.

The majority of local residents will be walking to and from the event.

Approximately 250 vehicles will be parking on streets surrounding Bundanoon Public School and on other surrounding streets in Bundanoon at any one time during the event.

Access for pedestrians will be via each end of Phillip Street, which will be closed to traffic for the duration of the event.

Advance Warning Signs will be installed on Victoria and Osborn Avenue.

Disabled parking signs will be installed on Church Street.

Road closure devices will be installed at the intersection of Phillip Street and Victoria Street.

These signs and devices will occupy Wingecarribee Shire property only.



AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

Section 2 - EVENT DETAILS

2.2 Running Schedule. Saturday 02nd July 2022.

1.30 p.m. Set up

Traffic Controllers install Advance Warning signs and advisory signs as per TGS 01 & TGS 02.

2.00 p.m. Road closures

Traffic controllers install road closure devices and direct and assist traffic flow at the road closure points for the duration of the event.

Event area open to stall holders, vendors, etc. for installation of marquees, ice rink, etc.

Event organisers begin construction of the stage, etc.

Phillip Street resident access maintained until 4.00 p.m.

Victoria Street resident access maintained for the duration of the event.

3.30 p.m.

Stall holder vehicles to clear the event area by 3.30 p.m. and park in the stall holder car park provided inside Bundanoon Public School.

4.00 p.m. Event start

Traffic Controllers will control traffic and pedestrian flow at road closure points at the intersection of Phillip Street and Victoria Street.

8.30 p.m. - Event Finish

Patrons asked to vacate the event area.

9.00 p.m.

Stallholder vehicles allowed back into the event area for pack up of marquees, etc.

10.00 p.m.

Traffic Controllers remove road closure devices, Advance Warning signs and disabled parking signs.

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
WEDNESDAY 22 JUNE 2022**

2022 Bundanoon Winterfest - Traffic Management Plan v2

page 6

Section 3 - Public Liability Insurance

Bundanoon Community Association



Unicorn Risk Services Pty Ltd



A.B.N. 32 116 745 209
PO Box 43, Miller NSW 2168
(02) 96308788 Fax: (02) 96304812
Email: steve@professionalinsurance.com.au
www.professionalinsurance.com.au/unicorn

21 February 2022

CERTIFICATE OF INSURANCE

The policy described below is current until 4:00pm on the Expiry date shown.

<u>POLICY NO.:</u>	02.400.0587054
<u>INSURER:</u>	ANSVAR INSURANCE LIMITED
<u>POLICY:</u>	NON-PROFIT/COMMUNITY SECTOR SCHEME BROADFORM LIABILITY
<u>INSURED:</u>	BUNDANOON COMMUNITY ASSOCIATION INC.
<u>SITUATION:</u>	AUSTRALIA WIDE
<u>COVER:</u>	PUBLIC & PRODUCTS LIABILITY LIMIT OF INDEMNITY: \$20,000,000
<u>EXPIRY DATE:</u>	28/02/2022 TO 28/02/2023
<u>INTERESTED PARTY:</u>	WINGECARRIBEE SHIRE COUNCIL AUSTRALIAN RAIL AND TRACK CORPORATION

REGARDS,

**Cecily Thompson (On behalf of)
STEPHEN CLARKE
PROFESSIONAL INSURANCE BROKERS**


AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

2022 Bundanoon Winterfest - Traffic Management Plan v2

page 7

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-001893-2022
Item 2	Policyholder	Tanyelle Pty Ltd 22 Venus Street, INVERLOCH VIC 3896 Australia
Item 3	Insurance Period	4.00pm on 08/01/2022 to 4.00pm on 08/01/2023 at the address stated at Item 2 above
Item 4	Policy Wording	ProRisk Public & Products Liability Insurance Policy v07.21 ProRisk General Terms & Conditions v07.21
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 SE 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	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 in a safe place with all other papers relating to this **policy**.

Authorised by



Hamish McDonald Nye
Executive Director
Professional Risk Underwriting Pty Ltd

13/01/2022

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

Section 4 - TRAFFIC MANAGEMENT

4.1 Road Closures and Detours

Phillip Street is an existing one-way street which runs from Victoria Street to Church Street and borders the Bundanoon Public School.

Phillip Street will be used as part of the event area and will be closed to traffic from 2.00 p.m. to 10.00 p.m. on Saturday 02nd July, 2022.

Due to limited roadside parking Victoria Street will be closed to non-resident traffic from 4.00 p.m. to 10.00 p.m. on Saturday 02nd July, 2022.

4.2 Traffic Controllers

2 x Traffic Controllers will be required to set up and dismantle the Advance Warning Signs, road closure devices and the dedicated disabled parking area signs.

1 x Traffic Controller will be required at the road closure point at the intersection of Phillip Street and Victoria Street from 2.00 p.m. to 10.00 p.m. on the day of the event.

1 x Traffic Controller will be required at the road closure point at the intersection of Osborn Avenue and Victoria Street from 2.00 p.m. to 10.00 p.m. on the day of the event.

4.3 Advance Warning Signs

Advance Warning Signs to be installed on Osborne Avenue on both approaches to the Victoria Street intersection.

Advance Warning Signs to be installed on Victoria Street on both approaches to the Phillip Street intersection.

4.4 Advertising

Notice of the event will be advertised in the local newspapers at least 28 days prior to the event taking place.
An example of the type of notice is below.

BUNDANOON WINTERFEST
OPENING NIGHT EVENT
Saturday 02-07-22.
ROAD CLOSURES
Victoria Street and Phillip Street,
Bundanoon
will be closed to traffic with detours in place
from 2.00 p.m. to 10.00 p.m. on Saturday
02-07-22.
Local resident access will be maintained by
traffic controllers at the road closure points.
For further details or to make a submission
in the next 28 days email
winterfest@bca.asn.au

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

Section 5 - PUBLIC CONSIDERATIONS

5.1 Emergency Vehicles

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

5.2 Pedestrians

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

Pedestrians will not be affected.

5.3 Public Transport

Buses and Taxis will be not affected.

Trains will not be affected.

5.4 Emergency vehicle roadside Parking in Victoria and Phillip Street.

From 2.00 p.m. on Saturday 02nd July 2022 Traffic Controllers will allow emergency vehicle parking only on Victoria Street and on Phillip Street near the intersection of Victoria Street.

5.5 Disabled Parking

3 x Disabled Parking spaces will be created on the eastern shoulder of Church Street near the Phillip Street intersection.

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

Section 5 - PUBLIC CONSIDERATIONS

5.6 Neighbouring residents.

Event organisers have consulted with residents on Phillip Street and Victoria Street to ensure consent is given to close access to residents on Phillip Street and limit access to Victoria Street residents and their visitors during the road closure times.

Letters similar to one below will also be delivered to residents on Victoria Street and Phillip Street to notify in writing of the intended road closures.

Bundanoon Winterfest opening night.	When: Saturday 02nd July 2022
	Event Times: 4.00 p.m. to 8.30 p.m.
	Road closures: 2.00 p.m. to 10.00 p.m.

Dear Phillip Street & Victoria Street residents,

Due to wet weather condition making the Bundanoon Oval unusable, Bundanoon Community Association will be running the Winterfest opening night event at the Bundanoon Public School and on Phillip Street on Saturday 02nd July, which will affect residents on Phillip Street and Victoria Street.

We are trying to minimise the event impact on local residents as best we can.

We have a Traffic Management Plan in place that will require access to Phillip Street and Victoria Street to be closed to traffic for the required duration to ensure participant and pedestrian safety.

Access to Phillip Street from Victoria Street will be closed to all traffic except residents from 2.00 p.m. to approximately 10.00 p.m. on Saturday 02nd July.

Residents on Phillip Street will not be able to drive to or from their residence on Phillip Street from 4.00 p.m. to approximately 10.00 p.m. on Saturday 02nd July.

Access to Victoria Street from Osborn Avenue will be closed to all traffic except residents and their visitors from 2.00 p.m. to approximately 10.00 p.m. on Saturday 02nd July.

Access for Victoria Street residents and their visitors will be maintained by traffic controllers at the road closure point at the intersection of Victoria Street and Osborn Avenue.

If you have any questions or make a submission regarding the Bundanoon Winterfest opening night road closures please contact winterfest@bca.asn.au

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

Section 5 - PUBLIC CONSIDERATIONS

5.7 - 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.

Measures will be taken by event management, event staff and traffic controllers to minimize the risk of terrorism and the outcomes of any terrorist actions at the event.

Traffic Controllers and Parking Marshals 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.

5.7.1 Suspect activity

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.

5.7.2 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 WEDNESDAY 22 JUNE 2022

Section 6 - PERMITS

6.1 Police approval

This Traffic Management Plan and the Schedule 1 Form - 'Notice of Intention to Hold a Public Assembly' will be sent to the Local Area Commander at Goulburn Police Station and to Moss Vale Police Station for consideration and police approval.

LAC contact details. Snr. Constable Hayley Upton

Ph. 02 4824 0799. email. humetrafficservices@police.nsw.gov.au
email. Upto1hay@police.nsw.gov.au

Moss Vale Police contact.

Ph. 02 48629299. Email.

A Letter of Approval or similar must be obtained from Police, prior to traffic controllers installing signs and devices and controlling traffic on Saturday 02nd July, 2022.

6.2 Shire Permit

This Traffic Management Plan will be sent to the Traffic Engineer at Wingecarribee Shire Council.

WSC contact details. Michael Raytner. Traffic Engineer and LTC representative.

Ph. 02 4868 0818. 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 for a Shire 'Permit To Use A Road Reserve'.

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 02nd July, 2022.

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

- RMS TMP Template
- Summary Offences Act form

Samples of the RMS TMP Template and the Summary Offences Act form are on the following pages.

6.3 RMS Road Occupancy Licence

No RMS property shall be affected therefore a "Road Occupancy Licence" will not need to be obtained from the RMS.

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

Section 6 - PERMITS

6.3 RMS 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 : Bundanoon Public School & Phillip Street , Bundanoon
Event Date : Saturday 02-07-22
Event Start Time : 4.00 p.m. Event Finish Time : 8.30 p.m.
Event Set up Start Time : 2.00 p.m.
Event Pack down Finish Time : 10.00 p.m.
Event is 'off-street' & 'on-street' non-moving

1.2 Contact names

Event organiser * Bundanoon Community Association - James Fulford-Talbot
Phone Mobile 0450 160374 E-mail: winterfest@bca.asn.au
Event Management Company (if applicable)
Phone Mobile E-mail
Police Moss Vale Police Station
Phone 02 48629299 Mobile E-mail
Council Wingecarribee Shire Council - Michael Rayner
Phone 48680818 Mobile E-mail. michael.rayner@wsc.nsw.gov.au
Roads & Traffic Authority (if Class 1) Wollongong RMS
Phone 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)

Off-street event in Bundanoon Public School grounds and on street event on Phillip Street, from 4.00 p.m. to 8.30 p.m. on Saturday 02nd July 2022.

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

Section 6 - PERMITS

6.3 RTA 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. Alternative bus stop arranged.
- 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 WEDNESDAY 22 JUNE 2022

Section 6 - PERMITS

6.3 RTA 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 NSW Roads and Traffic Authority (RTA) , 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, RTA 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 WEDNESDAY 22 JUNE 2022

Section 6 - PERMITS

6.3 RTA TMP Template

6 APPRPUBLIC SCHOOL

TMP Approved by : *James Fulford-Talbot* Event Organiser 01-06-22 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 RTA 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 : RTADate

* "Regulate traffic " means restrict or prohibit the passage along a road of persons , vehicles or animals (Roads Act 1993) .

Council and RMS 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 WEDNESDAY 22 JUNE 2022

Section 6 - PERMITS

6.4 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, James Fulford-Talbot (*name*)
of Bundanoon (*address*)
on behalf of the Bundanoon Community Association (*organisation*)
Notify the Commissioner of Police that
on the 02nd (*day*) of the 07th (*month*), 2022 (*year*), it is intended to hold
a public assembly, **not** being a procession, of approximately
2,300 - 3,500 (*number*) persons, which will assemble at Bundanoon Public School (*place*)
at approximately 4.00 pm on Saturday 02nd July, 2022
and shall disperse at approximately 8.30 pm on Saturday 02nd July, 2022.

2 The purpose of the proposed assembly is to attend the opening night of the Bundanoon
Winterfest event.

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
WEDNESDAY 22 JUNE 2022**

Section 6 - PERMITS

6.4 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 ;
Licenced area inside school grounds

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 :

James Fulford-Talbot
c/o Bundanoon Community Association
Telephone No. 0450 160374

6 Signed

James Fulford-Talbot

Capacity / Title : Event Convenor

Date 01-06-22

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

Section 7 - LOCATION RISK ASSESSMENT

7.1 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.

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

2022 Bundanoon Winterfest - Traffic Management Plan v2

page 20

Section 7 - LOCATION RISK ASSESSMENT

LOCATION RISK ASSESSMENT

(Page 1 of 4)

Traffic Control at the 2022 Bundanoon Winterfest

Assessment Date : 30-05-22

Signature :



EVENT DETAILS

Event Name :	Bundanoon Winterfest	
Event Location :	Bundanoon Public School, & Phillip Street. Bundanoon	
Date of Event :	Saturday 02 nd July, 2022	Times : from 4.00 p.m. to 8.30 p.m.
Other Details :		

CONTACTS

Event Organiser : Bundanoon Community Association	Contact : James Fulford-Talbot	Ph. 0450 160374
Municipality : Wingecarribee Shire Council	Contact : Michael Rayner	Ph. 02 48680818
RTA Office : RMS Wollongong	Contact :	Ph.
Local Police : Moss Vale Police Station	Contact :	Ph. 02 48629299
Highway Patrol : Mittagong Highway Patrol	Contact :	Ph. 02 48711222

ROAD CONDITIONS

Road Surface : Bitumen	Road Configuration : 2 lane / 1 way	A.A.D.T. < 150
Shoulder Surface : Bitumen	Shoulder Width : 1 – 3 metres	Shoulder Parking? Yes
Foot Path Surface : Concrete / grass	Foot Path Width : 1 – 2 metres	
Sign Posted Speed Limit : 50 kph	Vehicle Approach Speed : < 50 kph	
Other road and traffic notes :		

PARKING

Shoulder Parking : Signposted
Car park surfaces : Roadside - Bitumen & Gravel.

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

Section 7 - LOCATION RISK ASSESSMENT

LOCATION RISK ASSESSMENT

(Page 2 of 4)

Traffic Control at the 2022 Bundanoon Winterfest.

Location: Bundanoon Public School & Phillip Street. Bundanoon.

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 ?	No		
3 .	Are Driveways within the special event site ?	Yes	High	3.b
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 ?	Yes	High	6.c
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 ?	No		
12 .	Will Temporary Lighting need to be located at any entry / exit points ?	Yes	High	12.f
	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 ?	Yes	High	25.l
	PERMITS			
26 .	Will a Shire Permit to use a road reserve need to be obtained ?	Yes	Low	26.m
27 .	Will a RTA Road Occupancy Licence need to be obtained ?	No		
28 .	Will a DTR Permit to reduce the speed limit need to be obtained ?	No		

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

2022 Bundanoon Winterfest - Traffic Management Plan v2

page 22

Section 7 - LOCATION RISK ASSESSMENT

LOCATION RISK ASSESSMENT

(Page 3 of 4)

Traffic Control at the 2022 Bundanoon Winterfest

Location: Bundanoon Public School & Phillip Street. Bundanoon.

Page 1 Ref.	Risk Level	Control Measures	Person Responsible
1.a	High	Advance Warning Signs to be installed on Osborn Avenue on both approaches to the Victoria Street intersection. Victoria Street to be closed to non-resident traffic. Advance Warning Signs to be installed on Victoria Street on both approaches to the Phillip Street intersection. Phillip Street to be closed to all public traffic. Traffic controllers at road closure points.	Traffic Controller
3.b		Residents in Phillip Street will be unable to access their properties for the duration of the event. Notice given to residents and consent given.	Event organiser
6.c	High	Victoria Street to be closed to non-resident traffic to restrict traffic and eliminate roadside parking on Victoria Street. 3 x disabled car parks to be installed on the eastern shoulder of Church Street near the Phillip Street intersection.	Traffic Controller
7.d	Med	All parking spaces in Phillip Street to be closed using traffic cones and 'No Roadside Parking' signs from 8.00 a.m. on event day to eliminate the possibility of public cars left in the event area after 2.00 p.m.	Traffic Controller
9.e		Cyclists attending the event will be able to ride to the road closure point on Phillip Street. Cyclists will leave their bikes at the road closure point.	Traffic Controller
12.f	High	If existing street lighting is inadequate, a portable light tower will be installed at one or both of the road closure points to illuminate the traffic controller. If existing lighting is inadequate in Phillip Street and within the school grounds, portable light towers will be installed to illuminate pedestrians and patrons.	Traffic Controller
13.g	High	Advance Warning Signs to be installed on Osborn Avenue on both approaches to the Victoria Street side road closure. Victoria Street closed. Resident access and emergency vehicle access only on Victoria Street. Detours to be installed at the Victoria Street side road closure point on Osborn Avenue.	Traffic Controller

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

2022 Bundanoon Winterfest - Traffic Management Plan v2

page 23

Section 7 - LOCATION RISK ASSESSMENT

LOCATION RISK ASSESSMENT

(Page 4 of 4)

Traffic Control at the 2022 Bundanoon Winterfest

Location: Bundanoon Public School & Phillip Street. Bundanoon.

Page 1 Ref.	Risk Level	Control Measures	Person Responsible
14.h	High	Advance Warning Signs to be installed on Victoria Street on both approaches to the Phillip Street side road closure. Phillip Street closed. No traffic allowed on Phillip Street. Detours to be installed at the Phillip Street side road closure point on Osborn Avenue.	Traffic Controller
15.i	High	Victoria Street and Phillip Street closed. Traffic controllers at the road closure points will allow emergency vehicle access and will direct and assist emergency vehicles to and through the event area. Minimum 3.0 metre path to be maintained to and through the event area to allow for emergency vehicle access.	Traffic Controller
22.j		'No Roadside Parking' signs to be installed on Phillip Street and traffic cones installed along roadside parking spaces from 8.00 a.m. on event day. Advance Warning Signs to be installed on Osborn Avenue and Victoria Street on both approaches to the road closure points. Road closure signs and devices to be installed at the road closure points on Victoria Street and Phillip Street. Local Traffic Only sign to be installed at the Victoria Street side road closure point. Emergency Vehicle Access signs to be installed on Osborn Avenue on both approaches to the Victoria Street side road closure point. Disabled parking signs to be installed on Church Street near the Phillip Street intersection.	Traffic Controller
24.k		Traffic controllers to install all Advance Warning Signs and traffic control devices. Traffic controllers to control traffic flow at the road closure points on Victoria Street and Philip Street.	Traffic Controller
25.l		If existing street lighting is inadequate a portable light tower will be installed at one or both of the road closure points to illuminate the traffic controller. If existing lighting is inadequate in Phillip Street and within the school grounds, portable light towers will be installed to illuminate pedestrians and patrons.	Event organiser
26.m	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.	Event organiser

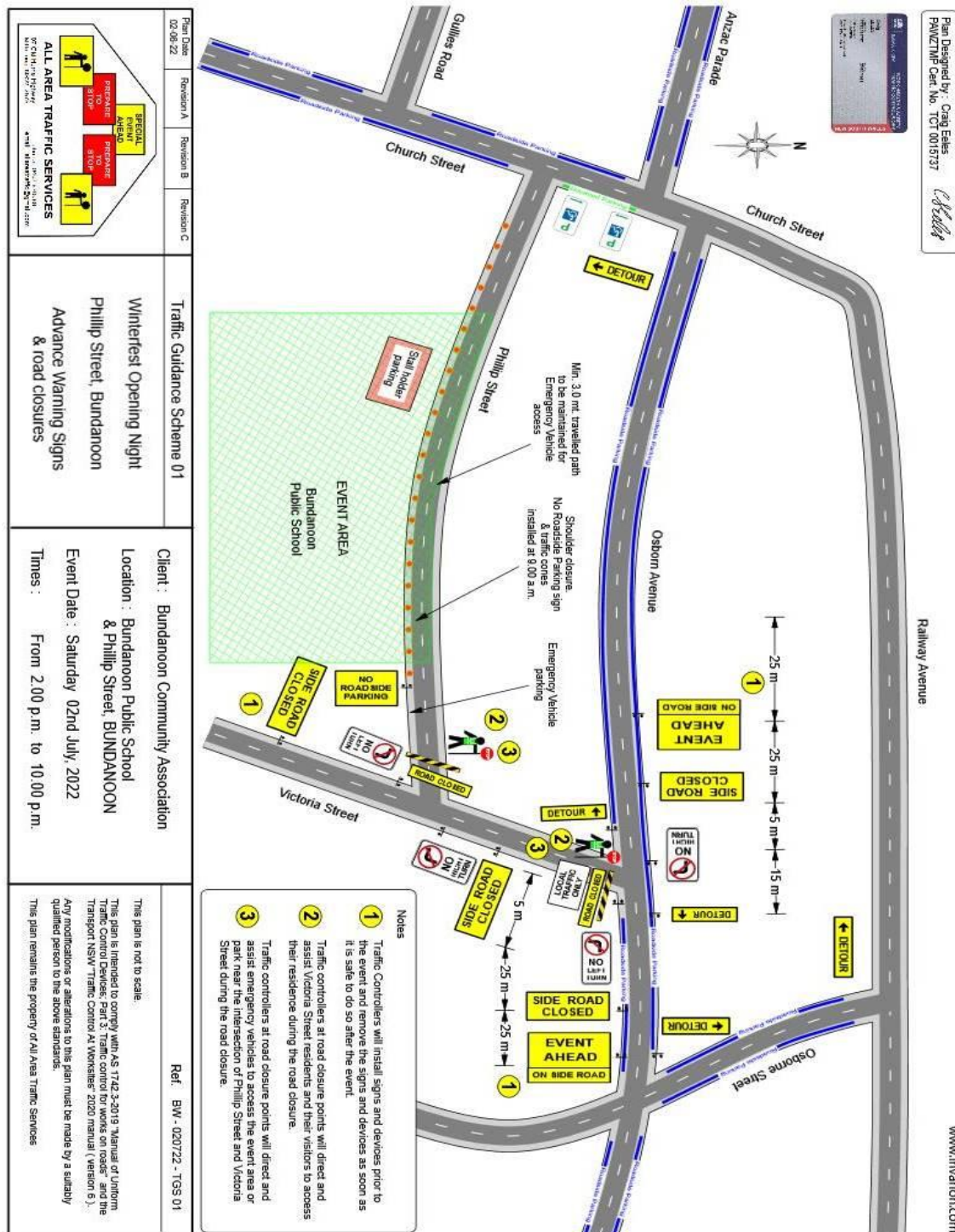
AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

2022 Bundanoon Winterfest - Traffic Management Plan v2

page 24

Section 8 - - TRAFFIC GUIDANCE SCHEMES

TGS 01. - Advance Warning Signs, road closures & detour routes
Roadside parking & disabled parking

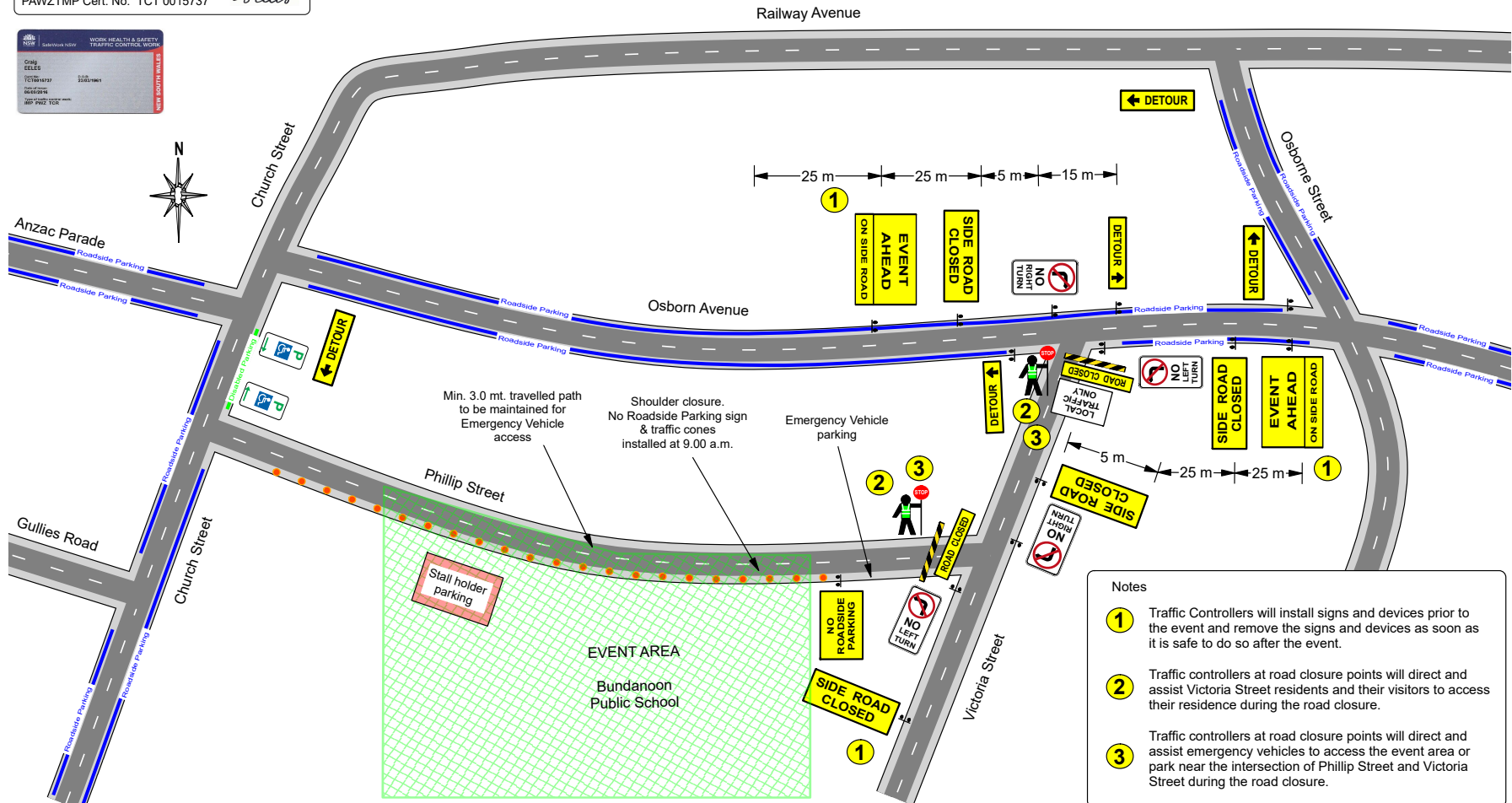
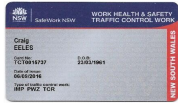


AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY 22 JUNE 2022

www.invarion.com

Plan Designed by : Craig Eeles
PAWZTMP Cert. No. TCT 0015737

C. Eeles



Plan Date 02-06-22	Revision A	Revision B	Revision C	Traffic Guidance Scheme 01	Client : Bundanoon Community Association	Ref. BW - 020722 - TGS 01
<p>ALL AREA TRAFFIC SERVICES 07 Old Hume Highway Mildagong, NSW, 2575. phone. 0407 870058 email allareatrafic@gmail.com</p>				<p>Winterfest Opening Night</p> <p>Phillip Street, Bundanoon</p> <p>Advance Warning Signs & road closures</p>	<p>Location : Bundanoon Public School & Phillip Street, BUNDANOON</p> <p>Event Date : Saturday 02nd July, 2022</p> <p>Times : From 2.00 p.m. to 10.00 p.m.</p>	<p>This plan is not to scale.</p> <p>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).</p> <p>Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards.</p> <p>This plan remains the property of All Area Traffic Services</p>