



**You are invited to attend the next Traffic Committee Meeting:**

**Date:** Tuesday, 10 November 2020  
**Time:** 14:00  
**Location:** Board Room  
Wollondilly Shire Council  
62-64 Menangle Street  
Picton NSW 2571

# **AGENDA**

## **Traffic Committee Meeting**

### **10 November 2020**

The Local Traffic Committee is a Technical Committee of Roads and Maritime Services (RMS). The Committee operates under the authority conferred to Council by the RMS under the Transport Administration Act 1988.

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

There are four permanent members of the Traffic Committee, each of whom has a single vote only. The members are representatives of the NSW Police Force, the RMS, the Local State Member of Parliament (for the location of the issue to be voted upon) and a representative of Council.



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## **1 REPORTS**

### **1.1 REQUEST TO AMEND THE EXISTING NO PARKING SIGNS OUTSIDE PICTON PUBLIC SCHOOL IN ARGYLE ST TO COINCIDE WITH STANDARD SCHOOL ZONES**

**File Number: 10623#146**

#### **EXECUTIVE SUMMARY**

To amend the existing "No Parking" (R5-41) signs in front of the school's entrance gate of Picton Public School in Argyle Street to coincide with standard school zone times of 8am - 9.30am and 2.30pm to 4pm.

#### **RECOMMENDATION**

That Council endorse the request to amend the existing "No Parking" (R5-41) signs in front of the school's entrance gate of Picton Public School in Argyle Street to coincide with standard school zone times of 8am - 9.30am and 2.30pm to 4pm.

#### **REPORT**

Council's Rangers, when carrying out tasking around the Picton Public School have noticed that the existing time restricted "No Parking" signs situated in front of the school's entrance gate of Picton Public School in Argyle Street is displaying times outside of the normal school time zone i.e. 8am to 9.30am and 2.30pm to 4pm.

The existing signs show the restricted time to be 8am to 9:30am and 3:30pm to 4pm - School Days, but the school hours are from 9:20am to 3:25pm as confirmed by the school's Principal.

Therefore, a request is made to amend these signs to coincide with the standard school zone times of 8am to 9.30am and 2.30pm to 4pm for consistency with other schools in the Shire.

#### **Consultation**

The Bus Operator and the Principal of the school has been consulted and are in support of the changes.

#### **Financial Implications**

Funding has been allocated and is available under vote 4402-5210-3627.

#### **ATTACHMENTS**

- 1. Existing No Parking sign in front of Picton Public School**



## 1.2 THIRLMERE FESTIVAL OF STEAM 2021 ROAD CLOSURES

**File Number:** 10623#148

### EXECUTIVE SUMMARY

It is recommended that Council approve the temporary road closure of various roads in Thirlmere on Sunday, 21 March 2021 for the Thirlmere Festival of Steam event.

### RECOMMENDATION

That council approve the temporary closure of various roads in Thirlmere as listed in this report, between the hours of 6.00am and 5.00pm on Sunday, 21 March 2021 for the staging of "Thirlmere Festival of Steam 2021" subject to the requirements for the issue of a permit for "Road Event – Road Closure".

### REPORT

Wollondilly Council is partnering with Transport Heritage NSW for the return of the Thirlmere Festival of Steam on Sunday 21 March 2021. The event provides activities such as market stalls, carnival rides, colourful floats, carnival characters, entertainers, bands and a grand street parade. The event was previously managed by The Rotary Club of Picton and a volunteer committee who are no longer able to manage the event.

The footprint of the event will remain much the same under council's management however, this request will include an additional road closure and a temporary change of traffic conditions to improve the route of the Street Parade.

The following proposal is submitted to the Local Traffic Committee for endorsement to close roads in Thirlmere, between 6am and 5pm to facilitate the activities of the festival and ensure the safety of visitors:

Proposed Road Closures:

- Oaks Street between the railway station roundabout and Carlton Road
- Mason Street from Barbour Road to Goodlet St
- Close St from Barbour Rd to Campbell St- disabled parking will be provided up to Barbour Rd & at the sportsground off Goodlet St.
- Barbour Road between Oaks Street and Lakes Street
- Westbourne Avenue from North Street to Oaks Street
- North Street will be one way from Westbourne Ave to Carlton Rd
- Station Street between Thirlmere Way and Bell Street
- A variation to close Northbound traffic on Thirlmere Road from Station Street to Oaks Street from 10.45am – 12 noon with Stop/Slow traffic control conditions on Thirlmere Way, Turner Street and also to close Station Street from Thirlmere Way to Bell Street has been included to improve the Street Parade Route.
- In addition, we seek endorsement to close Goodlet Street and a very short section of Oaks Street between Goodlet Street and Carlton Road, for 45 minutes only at 11.00am, for the completion of the Festival's Street Parade.
- 

Details of the measures that will be taken for public notification and public safety are included the accompanying Traffic Management Plan. A Traffic Control Plan prepared by Traffic Logistics is submitted to support the measures undertaken in the Traffic Management Plan.

### Consultation

Council is continuing to liaise with all relevant stakeholders.

**Financial Implications**

Funding has been allocated and is available under Council's adopted budget for the event.

**ATTACHMENTS**

1. **TMP; TCP and COVID 19 Safety Plan**



# **TRAFFIC MANAGEMENT PLAN**

**PROJECT: THIRLMERE FESTIVAL OF STEAM 2021**

**OAKS ROAD AND BARBOUR ROAD THIRLMERE**

Wollondilly Shire Council



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## 1.0 Purpose

The purpose of this Traffic Management Plan (TMP) is to ensure that by documenting a considered approach to local road closures for the 2021 Thirlmere Festival of Steam will cause minimal impact in the public domain for all the non-festival going public.

This year's Thirlmere Festival of Steam organised by Wollondilly Shire Council in partnership with the NSW Rail Museum will be located in the Village of Thirlmere, encompassing the historic Thirlmere Railway Station, centred at the roundabout, on Oaks St.

The footprint extends along Barbour Rd and Westbourne Ave between Lake St and North St, along Oaks St between Goodlet St to Thirlmere Way, Station Street from Bell Street to Thirlmere Way. Temporary Road closures will be in place on Sunday 21st March 2021 from 6am – 5pm. Road Closure details are explained further within this document under Section 5.2 and the relevant Traffic Control Plan.

It is anticipated in excess of 15,000 people will attend the event next year.

Thirlmere Festival of Steam is classified as Class 2 Event under the NSW Government Guide to Traffic & Transport Management for Special Events V3.5 – 2018.

## 2.0 Scope

This document will discuss the impact of road closures and detours necessary for public safety at the event. Consideration is given to;

- Minimising the traffic impact on the non-event community including emergency services.
- Isolation of the event space from traffic.
- Necessity to reroute generalised traffic.
- Managing the reduced capacity of the roadway.
- Compliance with OH&S Act 2000 (Traffic Control Plan).
- Minimising cost to the Wollondilly Shire Council.

## 3.0 References

- NSW Government's Traffic Control at Worksites Manual Version 5
- Australian Standard AS1742.3-2009
- Austroads Guide to Traffic Management
- NSW Government Guide to Traffic and Transport Management for Special Events Version 3.5 - 2018
- Australian National Security – Australia's Strategy for Protecting Crowded Places from Terrorism - 2017
- Australian National Security – Hostile Vehicle Guidelines for Crowded Places - 2017

## 4.0 Responsibilities

It is the responsibility of the Wollondilly Shire Council to ensure that these traffic measures are implemented in accordance with the approved Occupational Health, Safety and Rehabilitation Management Plan and Traffic Management Plan.

It is the responsibility of every person involved in this event to comply with the guidelines set down in this plan

## 5.0 Proposed Strategy for Traffic Management

To ensure the safety of all event participants it is deemed necessary to close the designated festival area to all but emergency vehicle access. This will involve the implementation of lawful temporary road closures as detailed in this document. The closures will be implemented in two stages.

### Stage one: 'Bump In'

Where the road closures are implemented with access only for emergency vehicles, council vehicles, local resident under escort traffic egress & ingress, amusement rides and Stall Holders. **This stage is called 'Bump In' and will commence from 6am and close at 8am.**

### Stage Two:

When implemented all non-essential vehicles are removed from the festival site, ready for the pedestrian traffic officially commencing at 9am. All stall holder vehicles must vacate this precinct by 8am.

### Stage Three: 'Bump Out'

Stalls must begin pack up at 3.30pm ready to leave the area by 4.00pm. Fines will be ensued if vehicles are not ready to vacate the area at this time. Road closures will reopen at 5.00pm.

Detailed below are the measures to be undertaken for public notification including emergency services. It should be noted for terrorism reasons mandated the use of water filled jersey kerbs to reinforce the road closed barriers. These jersey kerbs are to be installed on the roadway only and be set in such a way to allow for the movement of emergency vehicles with the assistance of traffic controllers.

## 5.1 Hostile Vehicle Mitigation Measures.

The Thirlmere Festival of Steam is assessed as being a Low Risk event, as no prior incidents have occurred and no threats received.

Hostile vehicle mitigation measures to be applied to the event are: -

- To use uniformed traffic ticketed RFS officers to man each road closure point.
- Apply standard road closure signage on Road Barriers.
- Use water barriers at each road closure point, placed in a manner to deter hostile vehicle access but still allow access for emergency service vehicles.

## 5.2 Road Closures and Detours

It is necessary to close to general traffic;

- Northbound Thirlmere Way between Station and Oaks Street from 10.45 – 12 noon
- Station Street between Thirlmere Way and Bell Street
- Oaks Street between the railway station roundabout and Carlton Road
- Mason Street from Barbour Road to Goodlet Street
- Close St from Barbour Rd to Campbell St- disabled parking will be provided up to Barbour Rd & at the sportsground off Goodlet St.
- Barbour Road between Oaks Street and Lakes Street
- Westbourne Avenue from North Street to Oaks Street
- North Street will be one way from Westbourne Ave to Carlton Rd

A variation to close Northbound traffic on Thirlmere Road from Station Street to Oaks Street from 10.45 – 12 noon with Stop/Slow traffic control conditions and also close Station Street from Thirlmere Way to Bell Street has been included to improve Parade Route.

The other closures are the same as those arranged for the 2019 Steam Festival. These times have been previously set in place with the Police and have worked well.

The road closures and traffic diversions are managed by an accredited WSC Council Representative by means of a Traffic Control Plan prepared by Traffic Logistics accompanying this Traffic Management Plan.

### **5.3 Festival Parade**

As part of the Thirlmere Festival of Steam, a Street Parade is held. Short term control measures are also required for the street parade which commences at 11.00am for approx. 1 hour.

The street parade is proposed to assemble within the road closure of Station Street between Thirlmere Way and Bell Street. It enters the Festival from The Roundabout at the Station Crossing and proceeds up Oaks St and turns left into Goodlet St. Walking participants will turn right into the Sportsground from there they will disperse on the oval. Vehicles will turn right into Carlton Rd & return to display area on Westbourne Ave via North St. Traffic Control will be implemented on Thirlmere Way Roundabout to divert traffic during the parade start.

The road closures and traffic diversions are managed by means of a Traffic Control Plan prepared especially for the Festival by a suitably qualified traffic management firm. Traffic diversions will also be overseen by a WSC qualified Traffic Supervisor.

### **5.4 Transport issues**

Shuttle buses will provide a "Park & Ride" service from Tahmoor railway station and from parks/grounds identified as additional parking areas for festival goers (pending advice from Council about which grounds /townships may be available)

### **6.0 Access to Local Properties**

During the Thirlmere Festival of Steam vehicle access to most properties will not be permitted in the interest of public safety. Under Emergency or special circumstances access may be granted on identifying themselves to traffic controllers at the detour points and following risk evaluation of pedestrian safety.

### **7.0 Pedestrians / Disabled**

Full pedestrian access to Festival areas will be maintained. Existing street access ramps are well placed for prams and the disabled. There is an allocated disabled parking in Mason Street, drop off and pick up area as identified in the Traffic Control Plan. Traffic control measures for pedestrian traffic & access in Goodlet Street will be implemented.

### **8.0 Off-street parking**

Parking is a major issue, as most patrons come to the Festival by car. Large numbers of cars are parked along the roads surrounding the village of Thirlmere outside the closed road area. There is only a very small amount of dedicated off-street parking in Thirlmere, and the areas that are available – the car park west of the Sports Ground near the greyhound track and the

small car park associated with the shopping centre in Westbourne Avenue – are impacted by the Festival, either being used for events or Festival features, or relatively isolated by being within the closed road area.

It is estimated that approximately 3,000 cars are parked in and around Thirlmere on the day. Where available Thirlmere Sports Ground can provide off-street parking.

There is other off-street car parking area west of the sports ground near the dog track, this is required for parking of stallholders' vehicles.

Tahmoor Sportsground, Tahmoor Pony Club, Bargo Sportsground and free parking in Picton are under discussion with Council currently.

We will advise Council Traffic Team as arrangements are confirmed.

There is no other area in Thirlmere that could be used for off-street parking, for 2020 the utilisation of the sports ground area will be further improved by the provision of additional publicity and also extra directional parking signs in the town to promote the off-street site and indicate the location.

### **9.0 Public Transport - Park & Ride scheme - 2020**

Park & Ride service will provide shuttle bus services from Tahmoor Railway Station and parks nominated for overflow parking. They will pick up and drop off at Tahmoor Railway Station and Thirlmere Station. The service will be continuous all day, with the maximum possible service frequency, and the timetable developed to provide the best service possible tailored to meet with NSW Trainlink services.

Substantial parking is available at Tahmoor Station and in Tahmoor shopping centre (off-street)

Tahmoor Sportsground parking will be confirmed by Council (pending construction work planned), the existing shuttle bus will pick up from this location **if approved by Council for use.**

Picton Village (in its entirety) & Picton Railway Precinct offers free parking.

**We will provide a shuttle from Picton Station which also picks up in front of St Anthony's school on Menangle St.**

**Park & Ride stops are shown on the town maps following. Signs indicating Park & Ride for the Thirlmere Festival of Steam will be provided at each stop, along with a copy of the timetable when confirmed.**

We will also increase the level of promotion of the scheme and use the Festival's web-site and other promotional channels to try to increase interest and take-up.

### **10.0 Sensitive Places**

There is a place of worship, operating within the precinct of the Festival. Vehicle access is denied, during hours of road closure, unless prior arrangements have been made. There are no preschools or other sensitive places impacted in the area.

### **11.0 Community / Motorist Notification**

To ensure awareness of the event and the changed traffic conditions the community will be notified through the local press, letter box drops, event signs, festival website, social media and other media.

Commencing Friday February 21, trailer mounted Variable Message Signs (VMS) will be used to advise motorists of road closures and changed conditions on Sunday 21 March .

The location of these VMS boards will be;

- 1) Thirlmere Way Thirlmere, south of Leonard St facing south.
- 2) Thirlmere Way Thirlmere, south of QV roundabout facing north.
- 3) Oaks St Thirlmere, west of Victoria St intersection facing west
- 4) West Parade Thirlmere, north of Chanter St, facing south.
- 5) Remembrance Drive Picton
- 6) Remembrance Drive Tahmoor

All roads to be closed for this community event are controlled or managed by the Wollondilly Shire Council.

Twenty one (21) days prior to the festival direct mail will be sent to all properties within the event zone and the neighbouring areas advising of these times & conditions of road closure.

## **12.0 Emergency Vehicles**

All areas of the Thirlmere Festival of Steam will be accessible to emergency vehicles. Each road closed and barricade will be crewed by authorised personnel able to assist in the event of emergency vehicle requiring access. Emergency vehicles shall be directed to the nearest entry to the emergency to allow minimal effect on the pedestrian traffic.

## **13.0 Timing of the event including set up & pack up**

Road closures will begin at 6am. Road closure measures are implemented with access only for emergency vehicles, council vehicles, local resident under escort, traffic egress & ingress, amusement rides and Stall Holders.

### **Stage one: 'Bump In'**

- |   |   |
|---|---|
| 1 <sup>st</sup> access 6.00 am – 7.00am | Larger stalls using trucks and large trailers             |
| 2 <sup>nd</sup> access 7am – 8am        | Smaller stalls with cars setting up marquees and exhibits |

Vintage cars are invited to display from 8.30 am, entering the precinct via Westbourne Ave north end only.

Large Steam Machines are set up on Rail Museum site the day prior to the event.

Amusement Rides are set up on Thirlmere Sporstground perimeter site the day prior to the event.

Dumpsters, Otto bins & port-a-loos are set up on the day prior to the event.

Public access will commence from 9am and continue until 4pm.

**Stage Two:**

When implemented all non-essential vehicles are removed from the festival site, ready for the pedestrian traffic officially commencing at 9am. All stall holder vehicles must vacate this precinct by 8am.

**Stage Three: 'Bump Out'**

Stalls must begin pack up at 3.30pm with all stalls and exhibitions removed by 4.00pm. Fines will be ensued if vehicles are not ready to vacate the area at this time. Road closures will cease at 5.00pm.

In the event of identified safety issues, bump out will be controlled accordingly by WSC traffic manager.

**14.0 Traffic Controllers**

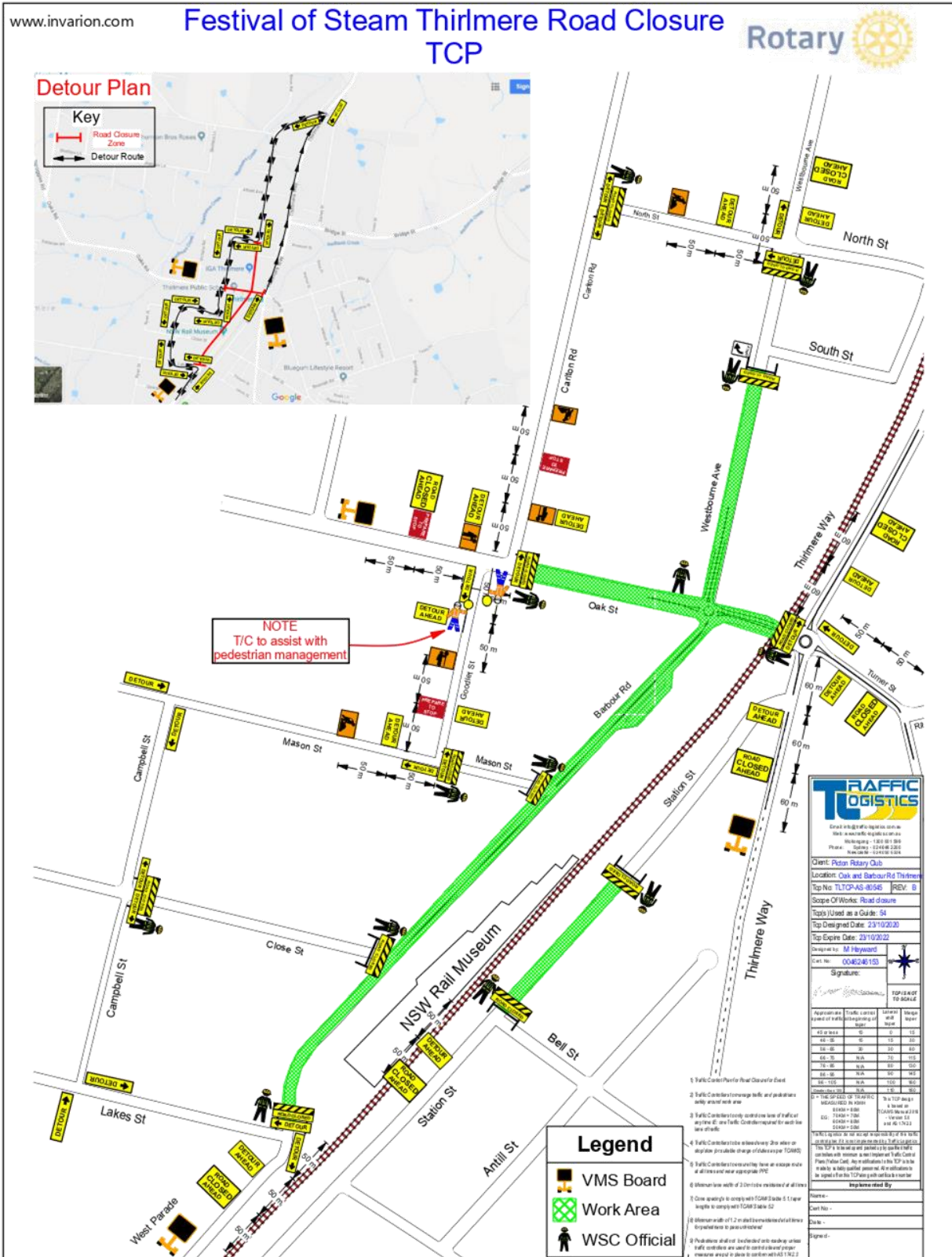
WSC Traffic Supervisor, Shannon Thomas in conjunction with RFS to control all traffic management including detours, issues, risks and controls on the days of the festival.

RMS accredited traffic controllers will be responsible for, implementing the traffic management procedures and devices as described in this plan, and monitoring traffic flow on public roads affected by the change in traffic conditions undertaken within the scope.

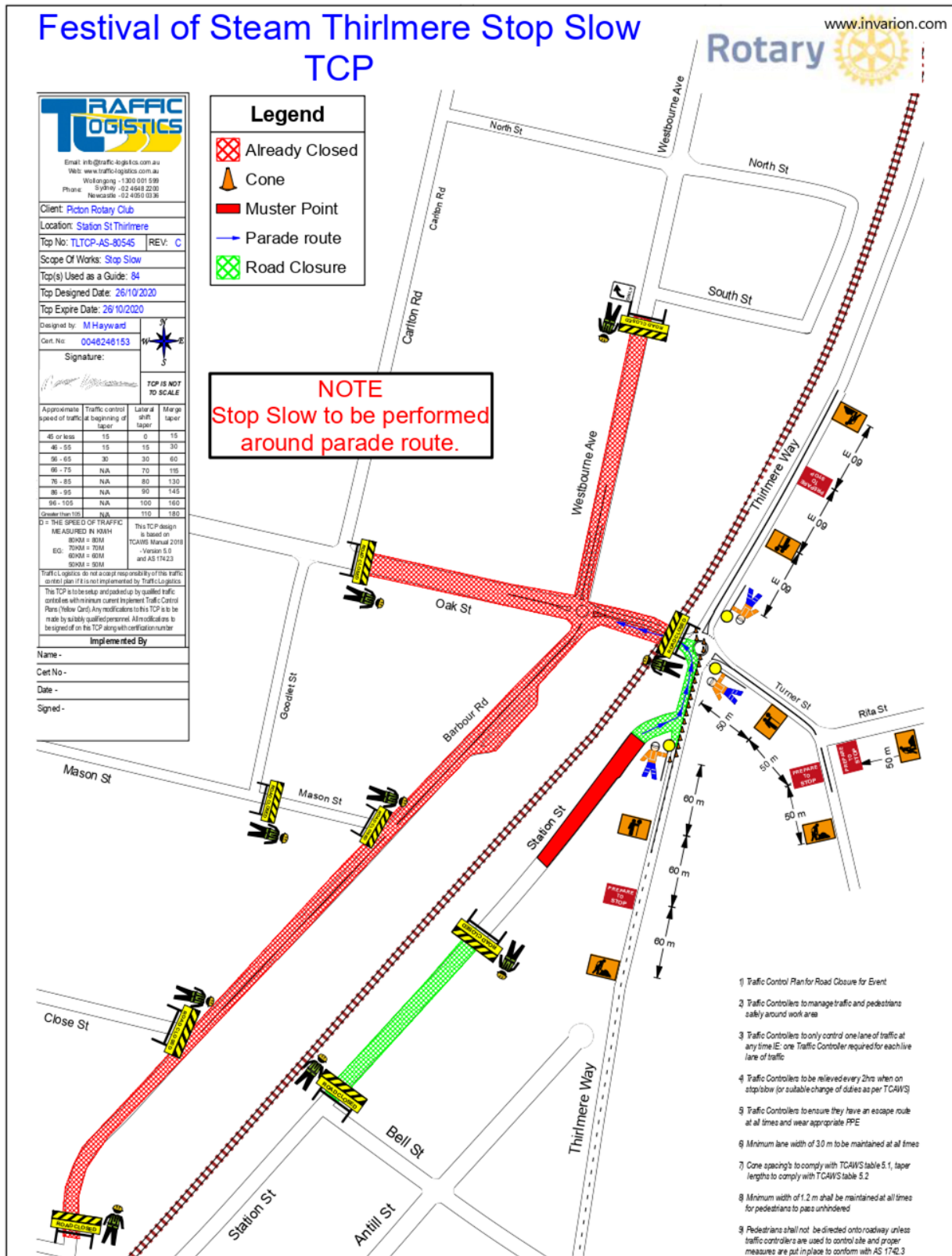
**Traffic Supervisor: Shannon Thomas    Mobile: 0419 613 668**

**15.0 OHS & R**

Shannon Thomas will assess the Traffic Risk Management within & outside the Festival precinct and will develop a Job Safety and Environmental Analysis (JSEA) prior to conducting any works associated with the identified hazard. All persons involved in the work will be inducted into the safe work method and JSEA.







COVID-19

**> BE COVID SAFE.  
STAY IN BUSINESS.**

## Your COVID-19 Safety Plan

### Functions and corporate events

#### Business details

Business name	Wollondilly Shire Council
Business location (town, suburb or postcode)	62-64 Menangle Street Picton
Completed by	Robyne Ryan - Project Officer - Events
Email address	<a href="mailto:robyne.ryan@wollondilly.nsw.gov.au">robyne.ryan@wollondilly.nsw.gov.au</a>
Effective date	22 October 2020
Date completed	26 October 2020

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#### Wellbeing of staff and attendees

Exclude staff and attendees who are unwell from the event. Ensure attendees and staff are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.

Staff and attendees will have their temperature checked at entry points to the venue by an appointed COVID Safe Officer.

The COVID Safe Officer will use an ACCUD Infrared Thermometer.

Provide staff with information and training on COVID-19, including when to get

**tested, physical distancing and cleaning.**

Staff are briefed on current COVID restrictions and symptoms to prompt testing.

Staff are provided with PPE including: Gloves, Face Masks, Hand Sanitiser, Disinfectant and Paper Towel.

Staff are trained on cleaning frequency and cleaning practices.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

Wollondilly Shire Council maintain up to date staff entitlement records and provide additional coverage for staff who have exhausted sick leave when required to self-isolate or quarantine.

**Display conditions of entry (website, social media, venue entry).**

At all venue entry points A3 laminated signs are displayed promoting conditions of entry. Conditions of entry are promoted on Social Media and Web platforms.

**Advise participants to check the NSW website for the current public health advice in relation to locations where people who visited are required to self-isolate.**

Linkages to the NSW Health website are promoted on social media and web platforms.

The event MC will make announcements throughout the event advising people to check the NSW Health website for current information, testing locations and restrictions.

**Think about ways attendees can be involved through a video broadcast or live stream, if they cannot attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. Consider options to stream the event.**

The event will be live screened on relevant platforms including ZOOM or Facebook Live

**Consider including arrangements and options for virtual attendance, such as a live stream, for attendees who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity.**

The event will be live screened on relevant platforms including ZOOM or Facebook Live.

**If you intend to serve alcohol consider ways to encourage responsible use, such as**

**limiting bar tabs or drink packages.**

Alcohol is not being served at the event.

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## **Physical distancing**

Corporate events cannot exceed 300 people per event, or one person per 4 square metres of space (excluding staff), whichever is the lesser. Corporate events at hospitality venues may have one person per 2 square metres of space in outdoor areas. Children count towards the capacity limit. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

The event will be re-evaluated based on advice from NSW Health and the current restrictions.

**For corporate events (including conferences), consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.**

N/A

**For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups. Ensure no more than 30 people at a table.**

Any seating incorporated in the event will be arranged and attendees distanced according to current restrictions and advice.

**Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.**

Any seating incorporated in the event will be arranged and attendees distanced according to current restrictions and advice.

**If a corporate event or function has multiple sessions, consider staggering the start**

**and finish times of different sessions to minimise crowding around the venue.**

not applicable

**Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.**

Physical distancing will be promoted.

Queues will be monitored for social distancing and marked appropriately.

MC announcements will remind attendees of social distancing requirements

**Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.**

COVID Safe Officer will monitor attendees mingling and will promote social distancing.

**Ensure alcohol at any event is only consumed by seated attendees.**

Alcohol is not being served at the event.

**Dancefloors are not permitted at corporate events.**

Not applicable

**Promote online ticket purchasing and electronic ticket checking where possible. Consider whether event registration and information packs can be provided online, such as through an app or via post.**

Attendees must register their attendance prior to arrival.

Numbers will be limited according to current restrictions.

Dependent on current restrictions attendance may be by invitation only

**Consider presenting event posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.**

Where appropriate posters will be promoted on social media on web platforms

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all**

**times, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.**

Staff are briefed on current COVID restrictions and social distancing requirements.

Staff are provided with PPE including: Gloves, Face Masks, Hand Sanitiser, Disinfectant and Paper Towel.

**Use telephone or video for essential staff meetings where practical.**

Council provide staff with access to ZOOM, Microsoft Teams and Skype for online meetings.

**Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.**

not applicable

**Review regular deliveries and request contactless delivery and invoicing where practical.**

Not applicable

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

COVID Safe Officer is appointed and will monitor mingling and groups of attendees

**Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.**

Council will liaise with Picton Bus Lines where appropriate

**Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.**

Parking will be identified for attendees utilising private transport options

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## Hygiene and cleaning

### **Adopt good hand hygiene practices.**

Attendees will be encouraged to wash hands utilising soap and drying with paper towel or air dryers where applicable.

Hand washing posters will be displayed in all amenities.

### **Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

Amenities will be stocked with required resources. Staff will monitor resource levels and restock when required

### **Have hand sanitiser at key points around the facility, such as entry and exit points.**

Hand sanitiser will be provided at all entry points

### **Avoid self-serve or buffet-style food service.**

not applicable

### **Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.**

not applicable

### **Menus should be laminated (clean between use), displayed or be single use.**

not applicable

### **Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.**

High touch surface areas will be disinfected routinely throughout the event

### **Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.**

Disinfectant is not diluted

### **Develop strategies to address cleaning of very high-touch surfaces such as door**

**knobs and chair arms. Consider having disinfectant wipes available for patrons to use.**

High touch surfaces will be disinfected routinely throughout the event. Disposable wipes are available for staff / attendees use.

**Staff are to wash hands thoroughly with soap and water before and after cleaning.**

Staff will wash hands prior to, throughout and following the event.

**Encourage contactless payment options.**

Not Applicable

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## **Record keeping**

**Corporate events must register through [nsw.gov.au](https://nsw.gov.au) before the event is held.**

Registration with NSW Government will applied prior to the event.

**Keep name and a contact number for all staff, dine-in customers and contractors for a period of at least 28 days. Each person that attends a venue MUST provide their name and contact details. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. QR Code is strongly encouraged.**

**Hospitality venues using capacity calculations of one per 2 square metres outdoors MUST use electronic methods such as QR Code for collecting contact details and ensure these are captured for EACH person.**

Contact tracing details will be collected at all entry points and will be scanned to digital files following the event.

Council utilise Content Manager Records System.

**Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.**

All council mobile devices have the COVID Safe App uploaded.



Staff attendees are encouraged to upload the COVID Safe App

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

Council have established rapport with NSW Health and Regulatory bodies and full cooperation will be carried out in relation to a positive case of COVID 19.

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes

### 1.3 ROAD CLOSURES - RFS MEMORIAL AT TELOPEA PARK BUXTON

**File Number:** 10623#151

#### EXECUTIVE SUMMARY

Wollondilly Shire Council will be holding a private opening and memorial ceremony of a fire truck themed playground installed at Telopea Park Buxton. The opening and memorial ceremony will incorporate an RFS Street Parade that will travel from the RFS Shed in West Parade rail crossing Buxton and finishes at the junction with Erith Road Buxton.

This report requests the Local Traffic Committee's endorsement to close sections of East Parade from an unnamed rail crossing road to the junction of Erith Road Buxton from 10.00am – 11.00am during the parade to ensure public safety on 5 December 2020.

#### RECOMMENDATION

That the Local Traffic Committee recommend Council approval to close sections of East Parade from an unnamed rail crossing road to the junction of Erith Road Buxton from 10.00am – 11.00am on Saturday 5 December 2020.

#### REPORT

The request for a memorial playground at Telopea Park was raised by the Buxton community as a fitting tribute to RFS volunteers, Mr Andrew O'Dwyer and Mr Geoffrey Keaton, who tragically lost their lives on 19 December 2019 in their efforts to protect the community from the Green Wattle Creek Bushfire.

Council and community members were successful in securing funding to install the playground equipment and the project has now been completed.

The playground opening will be attended by family members and friends and will serve as an ongoing reminder to the Buxton community of the sacrifice made by the two RFS volunteers. The event is ticketed for up to 300 people.

The main activities of the event will be contained in Telopea Park but will be preceded by a street parade led by a marching band and RFS Volunteer Brigade trucks that will begin at the RFS shed in unnamed rail crossing road in East Parade Buxton and then proceed along East Parade past the junctions of Matcham Road, Eurlia Road and finish in Erith Road at Telopea Park entrance.

A Traffic Control Plan is provided with details of Councils facilitation and management of traffic during the road closures. It is the responsibility of the Wollondilly Shire Council to ensure that these traffic measures are implemented in accordance with the Traffic Control Plan.

#### Consultation

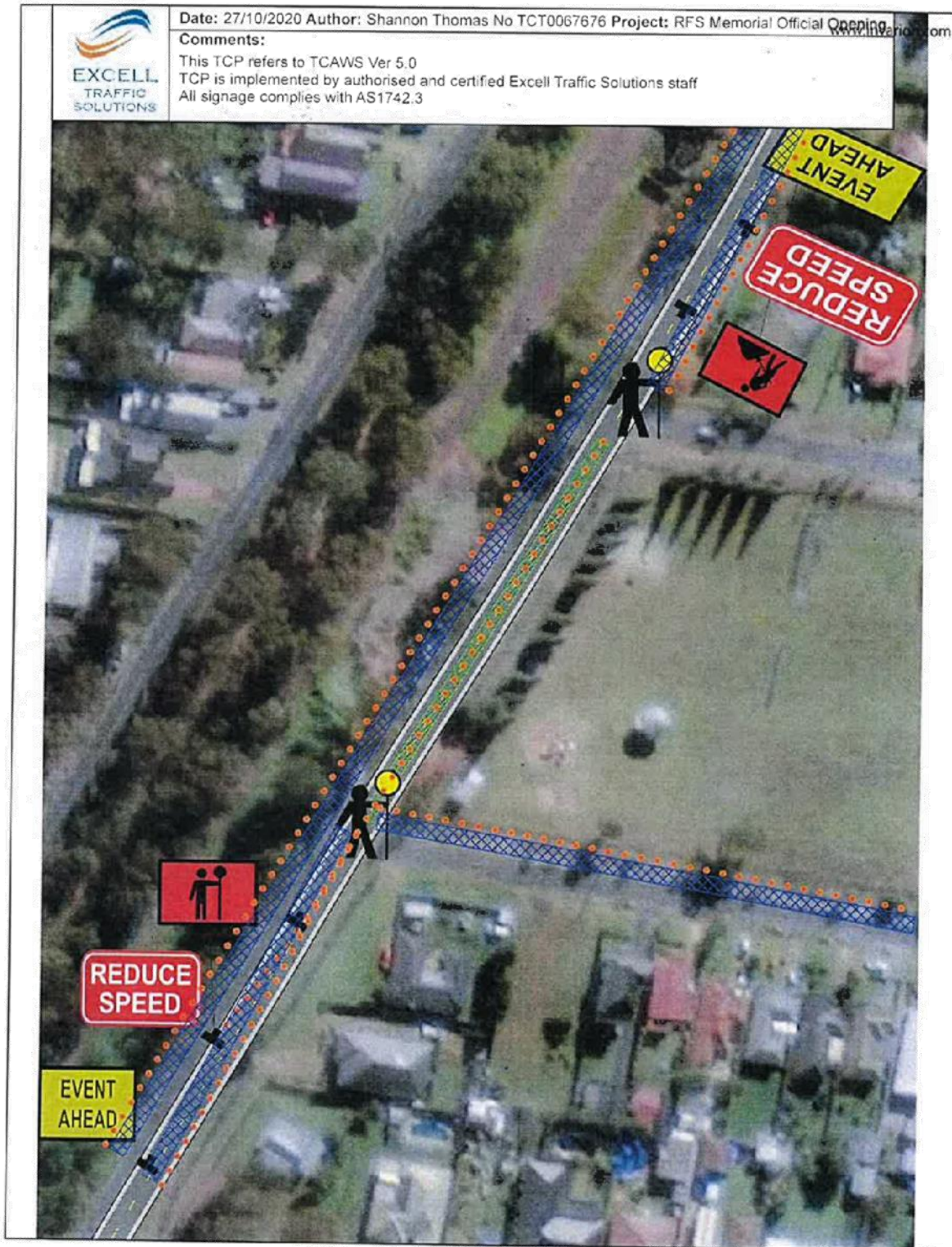
Consultation has been carried out with representatives from the Rural Fire Service, Council staff and is continuing to liaise with all relevant stakeholders.

#### Financial Implications

Funding has been allocated and is available under Council's adopted budget for the event.

#### ATTACHMENTS

1. Traffic Control Plan
2. RFS Parade and Road Closure





- KEYS:**
-  RFS Parade route
  -  Roads closed

## **1.4 WOLLONDILLY SHIRE COUNCIL HOUSEHOLD CHEMICAL CLEANOUT EVENT ON 12 DECEMBER 2020**

**File Number: 10623#152**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek approval from the Local Traffic Committee for the upcoming annual chemical cleanout event for Wollondilly on Saturday 12 Dec 2020 from 9am to 3:30pm.

### **RECOMMENDATION**

That Council:

1. Approve the staging of the Wollondilly Shire Council household chemical cleanout event on 12 December 2020 from 9am to 3:30pm.

### **REPORT**

The House Hold Chemical Clean Up is a NSW EPA run event that is hosted by Council that allows the community to dispose of potentially hazardous household chemicals safely and at no charge.

The event will be held at Council Administration Building Car Park in Colden St, Picton as per previous years.

At previous year's event, there were traffic congestions from spill over traffic within the car park on Argyle St and Menangle St. Council staff requested additional resources last year but this was not approved by the NSW EPA.

Due to the issues experienced previously, the NSW EPA have agreed to double the resourcing provided by Tox Free Clean Away to enable a faster drop off for residents, in order to minimise traffic queuing time and alleviate traffic congestion.

In view of the popular demand and participation rate, additional traffic control will be organised for the event.

A traffic management plan has been developed for inside the car park as well as one that deals with traffic outside of the car park to help minimise any traffic issues. Event traffic queuing will be contained on Colden St and Margaret St to minimise traffic impacts onto Argyle St and Menangle St.

Other locations for the event were explored but were not suitable as a large impervious surface is required to enable clean-up of any potential spills of hazardous chemicals. Permeable surfaces like sports grounds would mean that any spills would have to be dug up and filled in and would not be able to be cleaned until after the event which presents safety risks for staff and the community.

### **Consultation**

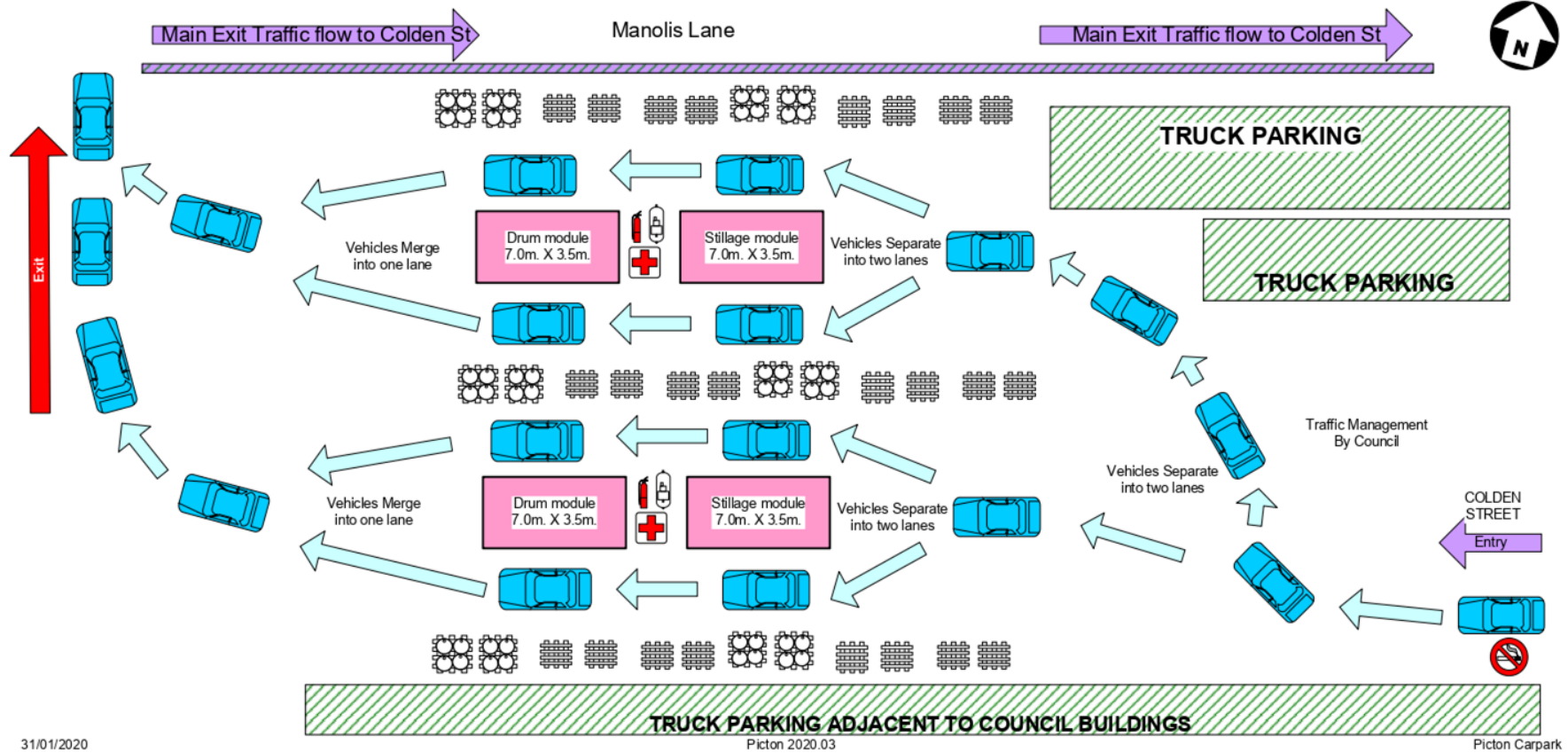
Council continue to liaise with NSW EPA and Tox Clean Away.

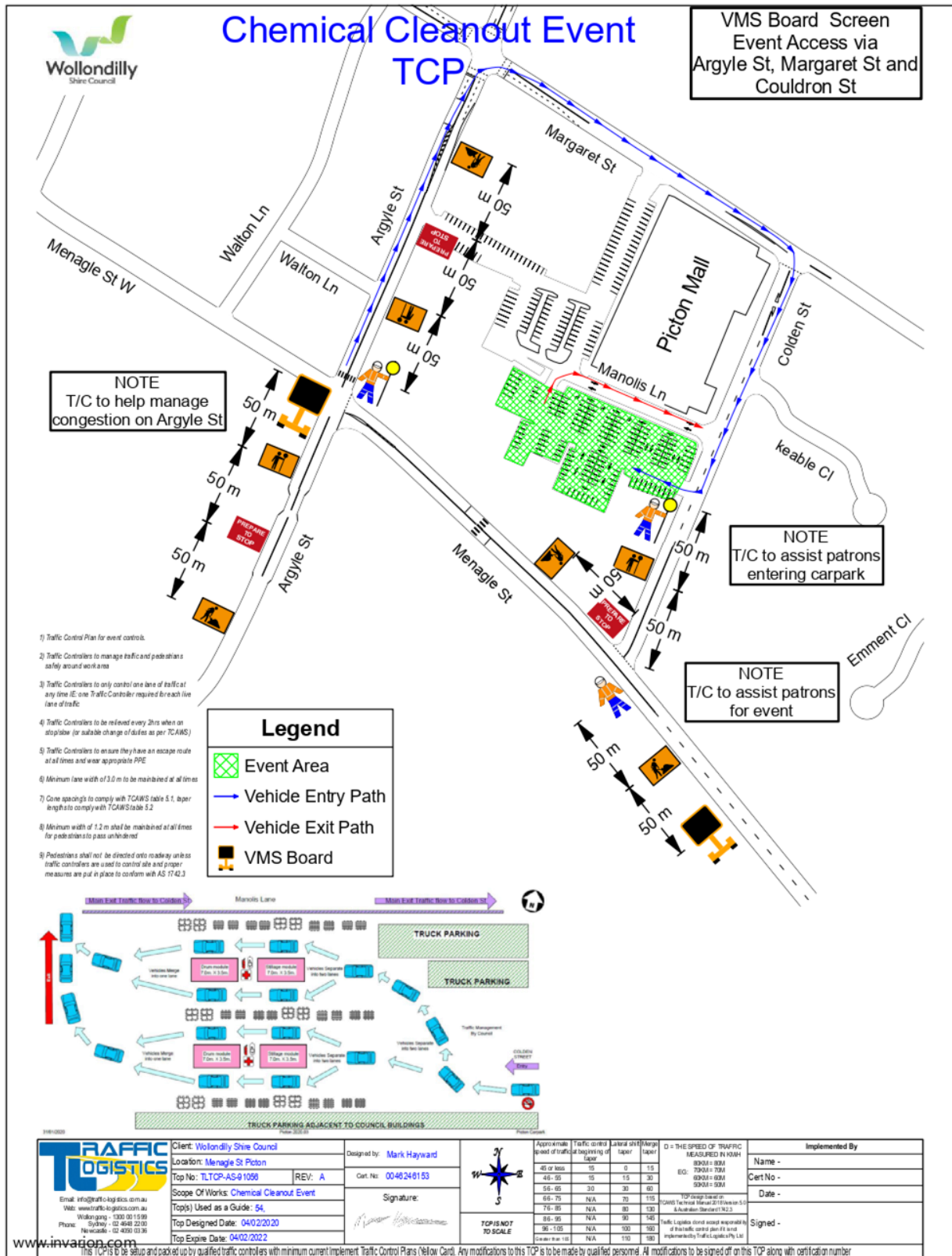
### **Financial Implications**

This matter has no financial impact on Council's adopted budget or forward estimates as it is fully funded by the NSW EPA.

### **ATTACHMENTS**

1. **Traffic Control Plan & Vehicles Movement Plan.**





**1.5 HASSALL RD, BUXTON - PROPOSED 40M TIME RESTRICTED NO STOPPING (R5-400) ZONE AT THE BUS U-TURN BAY****File Number: 10623#154****EXECUTIVE SUMMARY**

A preventative measure to alleviate the problem of parked vehicles obstructing bus U-Turn manoeuvres on Hassall Rd, Buxton is to implement a time restricted No Stopping (R5-400) zone on Hassall Rd, Buxton at the bus U-Turn Bay during School Zone Time of 8:00am to 9:30am and 2:30pm to 4:00pm – School Days.

**RECOMMENDATION**

That Council :

1. Endorse the proposal to implement a 40m of time restricted No Stopping (R5-400) zone on Hassall Rd, Buxton at the bus U Turn Bay during School Zone Time of 8:00am to 9:30am and 2:30pm to 4:00pm – School Days.

**REPORT**

The bus operator, Picton Buslines who services the Buxton Public School, has alerted Council of the problem its buses experience turning around on Hassall Rd, Buxton due to parked vehicles at its U-Turn bay during school peak time. This has been identified as a safety issue and could potentially result in vehicle accident.

In order to alleviate this problem, it is propose to implement a 40m time restricted No Stopping (R5-400) zone on Hassall Rd, Buxton at the bus U-Turn Bay during School Zone Time of 8:00am to 9:30am and 2:30pm to 4:00pm – School Days. This will result in a loss of six on-street parking however, the safety benefit will outweigh this loss.

**Consultation**

Council and Picton Buslines have consulted on the issue.

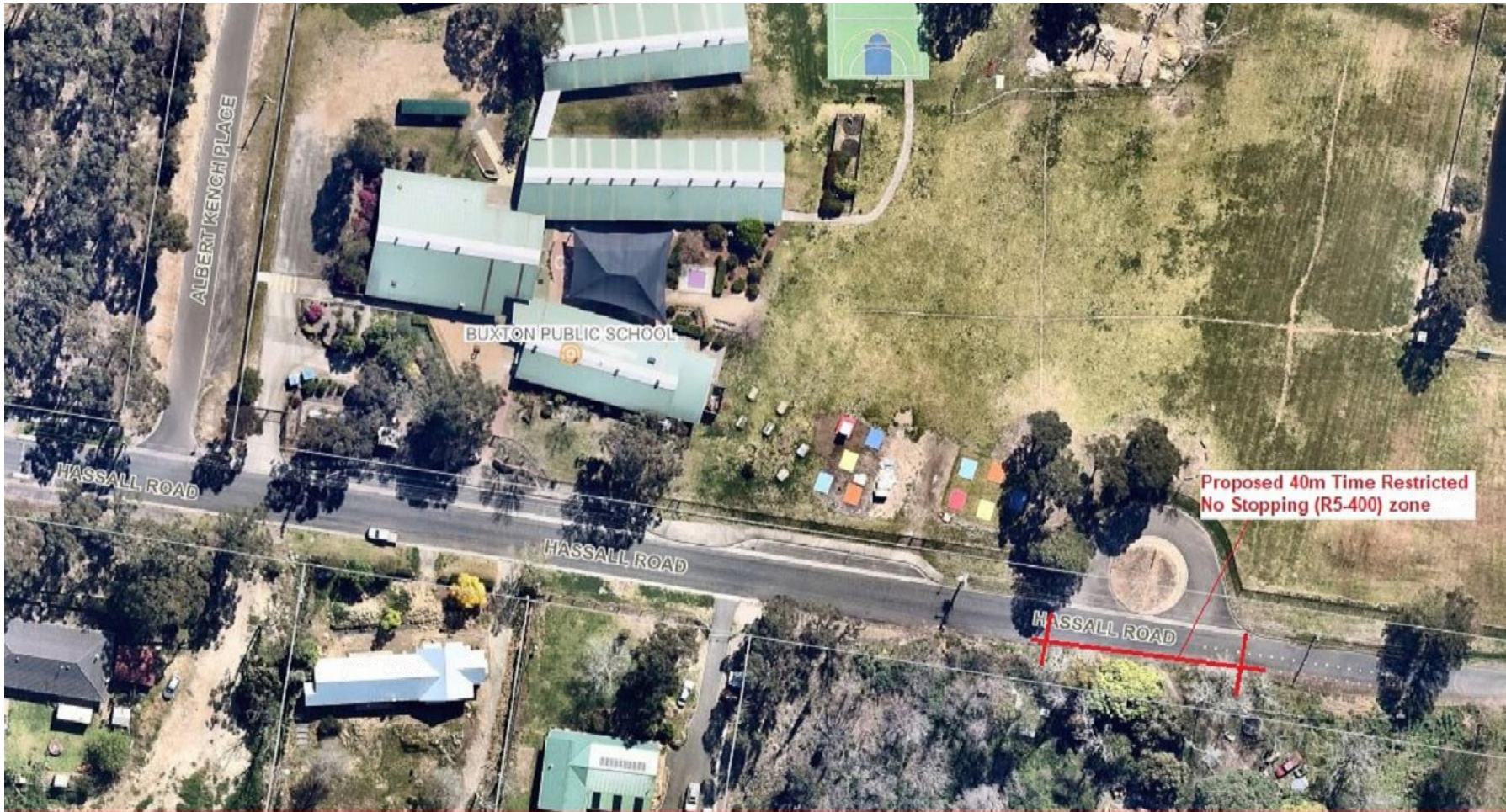
**Financial Implications**

Funding has been allocated and is available under vote 4402 -5281-3627.

**ATTACHMENTS**

1. Aerial photo and obstructive on street parking









## **2 GENERAL BUSINESS**

### **2.1 RESIDENTS' CONCERNS OF TRAFFIC SAFETY AND CYCLISTS ON OLD RAZORBACK RD, RAZORBACK**

**File Number: 10623#147**

#### **EXECUTIVE SUMMARY**

Residents' safety concerns on traffic and cyclists on Old Razorback Rd, Razorback.

#### **REPORT**

Old Razorback Rd is a sealed minor collector road under Council Road Hierarchy system with a daily average traffic of 500vpd. It runs from Remembrance Driveway to Mount Hercules Rd (1.5km) and then from Mount Hercules Rd to Cawdor Rd (4.2km). It is a sign posted 4.5t load limited road. The road is a typical rural road with many bends and mountainous topography. There are many warning signs along the road such as curve warning; speed advisory; CAMs; On-side road; etc.

There were 4 recorded crashes (3 x injury and 1 x Tow away) in the last 5 years along this road at south of house no.310 near the junction with Eagles Rd.

The residents along Old Razorback Rd from house No.436 to house No.515 have continuously expressed their concerns with safety for vehicles and cyclists along this narrow and winding stretch of road. This section of the road is 900m long, 5 m wide and located approximately 700m south of the Cawdor Rd intersection. There are no recorded crashes on this section of road over the last 5 years.

There is a steep embankment on one side of the road and a cutting on the other. Shoulder areas are limited on both sides of the road. Due to the limited road width there is no centre line or edge line markings. The edge of the road is delineated with guide posts. Along the edge of the steep embankment, there exists wire fence mounted on star pickets which are in poor condition. Safety barrier cannot be installed due to insufficient road clearance and anchorage for the device. Road widening will be costly.

Historically, permits were issued for 2 cycle events annually sanctioned by Camden Cycling Club (formerly Macarthur Cycling Collegian Club). The most recent event was held in October 2018.

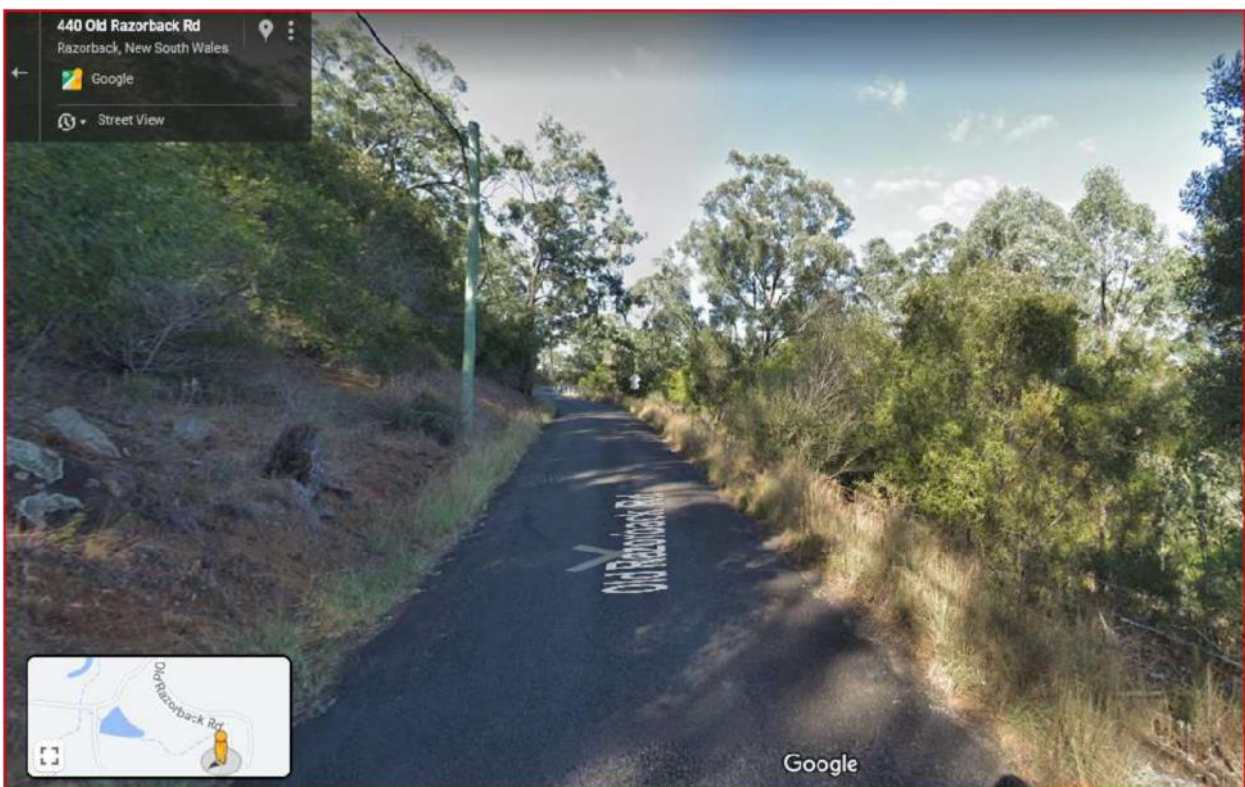
Council has temporarily declined any new application due to the pandemic.

Council has received advice from a resident that there have been on road group cycling events held in recent times. Upon investigation, those events were carried by individuals without Council consent and the Police have been advised.

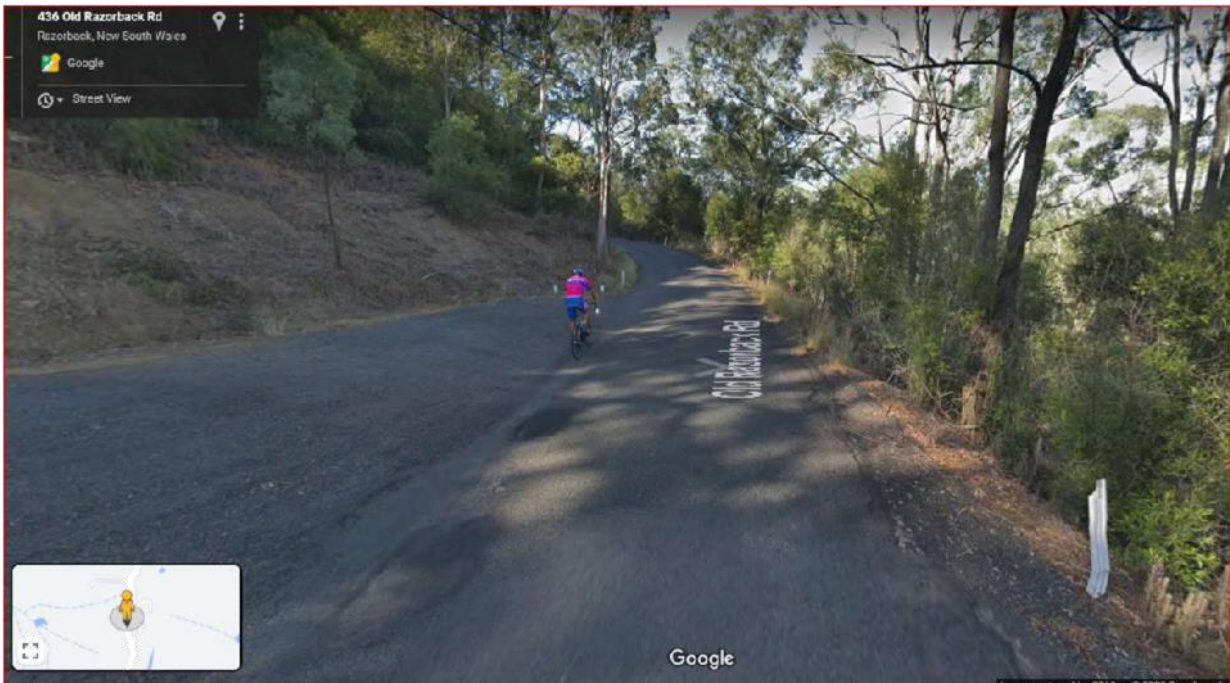
The matter is presented to the Committee to discuss and consider options to mitigate residents' safety concerns.

#### **ATTACHMENTS**

**1. Street view on Old Razorback Rd at #485 south**



Old Razorback Rd looking south



Old Razorback Rd looking south

## 2.2 WILDLIFE SIGNAGE WITH WIRES AND SYDNEY WILDLIFE CONTACT NUMBERS

**File Number:** 10623#155

### EXECUTIVE SUMMARY

The purpose of this report is to advise the Local Traffic Committee of the installation of wildlife signs from WIRES at strategic locations around the Wollondilly Shire LGA.

### REPORT

WIRES and Sydney Wildlife have approached Council to support the roll out of WIRES Wildlife signs at identified strategic locations around the Wollondilly Shire LGA.

Locations were chosen based on the frequency of logged call outs to injured or deceased wildlife throughout the Shire.

The main objectives of the sign are as the follow:

- Highlight wildlife being present for both the safety of the community and wildlife;
- Display contact numbers for residents should they come into contact with injured/ deceased wildlife; and
- Mitigate the amount of injured wildlife not being reported. WIRES and Sydney Wildlife have stated that many wildlife incidents are unreported. Injured animals are being found deceased which could have been saved if a wildlife carer was contacted sooner.

These signs will be part of a wider educational campaign which will include social media posts, community workshops and website information. There is in total, 23 sign locations of varying priority, for which WIRES has the funding to implement the sign rollout. Council officers will review the data on the number of call outs to injured or deceased wildlife to ensure the signage is warranted before installation proceeds.

### Consultation

Collaboration between representatives of WIRES; Sydney Wildlife and Council are ongoing.

TfNSW has been consulted of the sign design.

### Financial Implications

WIRES is proposing to supply the funding for the sign purchase and installation and have requested Council's help in supervision the sign installation, the cost of which will also be covered by WIRES.

It is to be noted that these signs will not be a Council asset and as such will not be replaced by Council when the signs either go missing, are damaged or require replacing over time as the sign fades.

All replacement of signage will be considered by WIRES and funding supplied to Council should they wish to replace, on a case by case basis.

This matter has no financial impact on Council's adopted budget or forward estimates.

WIRES and Sydney Wildlife are to acquire and provide the signs to Council. The total installation costs will be reimbursed.

### ATTACHMENTS

1. **WIRES / Wildlife Sign Type and Proposed Locations**

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## Map Details

### Title

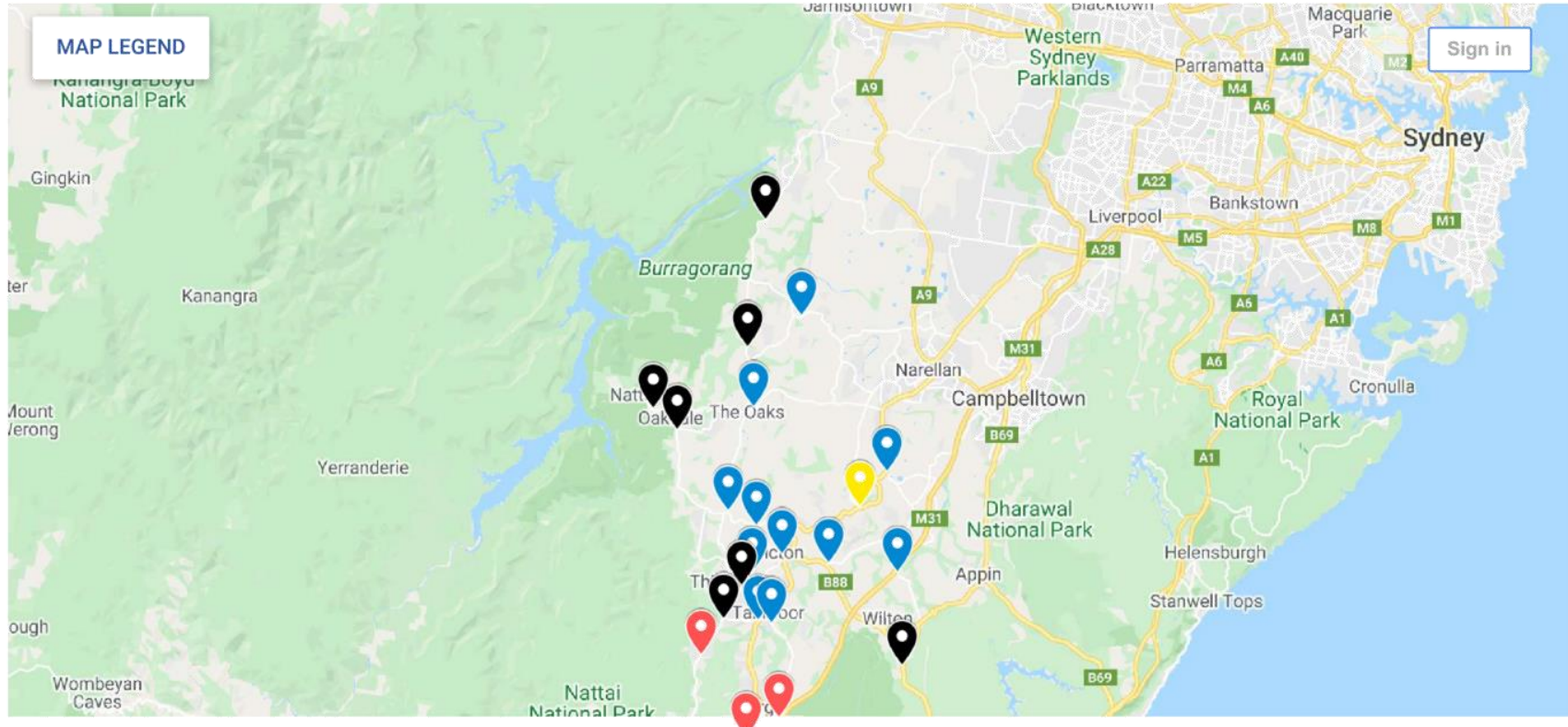
WIRES Signs Wollondilly Locations

### Description

The black points are the highest priority. The blue points are preferred locations. The pink points are existing signs which we would like to update. The yellow point is a council-requested location.

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Map data ©2020 Google Terms 10 km

