



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

**Date: Tuesday, 11 February 2020**

**Time: 14:00**

**Location: Council Chamber  
62-64 Menangle Street  
Picton NSW 2571**

# **AGENDA**

**Traffic Committee Meeting**

**11 February 2020**



## Order Of Business

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## **1 REPORTS**

### **1.1 PICTON ANZAC DAY MARCH AND COMMEMORATION ON SATURDAY 25 APRIL 2020.**

**File Number: 10623#94**

#### **EXECUTIVE SUMMARY**

It is recommended that Council approve the following road closures between the hours of 6.30am and 7.00am on 25 April 2020 for the staging of “The Picton ANZAC Day March” subject to the requirements for the issue of a permit for “Road Event – Road Closure”:

#### **REPORT**

The Picton ANZAC Day Committee has again sought Council’s permission to march along Menangle Street (West), commencing from behind the Picton Hotel and then travelling into Argyle Street to Memorial Park, on Saturday 25 April 2020.

The proposal is for Menangle Street (West) to be closed between Davison Lane and Argyle Street at 6.30am with marchers moving off at 6.45am and then turning left into Argyle Street and proceeding to Memorial Park.

Traffic is proposed to be diverted during the closure via Colden Street and Margaret Street, although diversion arrangements will have to cease as the march approaches the Margaret Street intersection, where it moves to the Picton RSL Memorial Park.

As in the previous years, the Local Police Command will be approached regarding their availability for traffic control for the march.

The conduct of the march under these proposals will not affect traffic other than for the time it takes the march to pass specific points. There will be minor delays for traffic wishing to proceed along Argyle Street, however, it is considered that the impact on local traffic will not be significant at this early time in the morning.

The Committee has submitted relevant documents in support of this application.

#### **ATTACHMENTS**

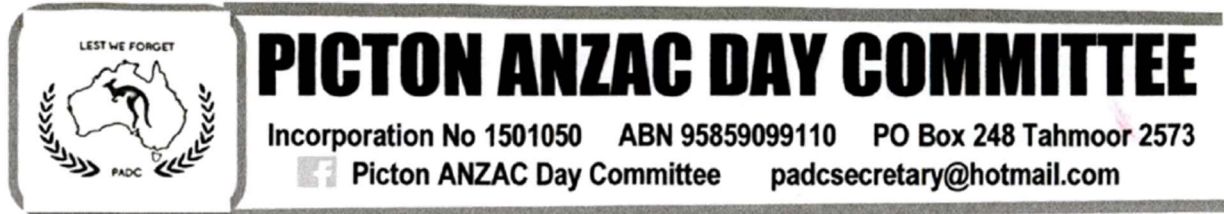
- 1. Feb 2020 LTC - ANZAC Day March along Argyle Street Picton 25 April 2020**

#### **RECOMMENDATION**

That Council approve the following road closures between the hours of 6.30am and 7.00am on Saturday 25 April 2020 for the staging of “The Picton ANZAC Day March” subject to the requirements for the issue of a permit for “Road Event – Road Closure”:

- Menangle Street (West) between Argyle Street and Walton Street
- Argyle Street between Menangle Street and Memorial Park (south of Downing Street)





**Mr Choong Yam**  
**Traffic Engineer**  
**Wollondilly Shire Council**

WOLLONDILLY SHIRE COUNCIL	
TRIM NO.	2487
PROP. No.	22 JAN 2020
AUTH. No.	
ASSIGNED TO:	Choong

## **2020 ANZAC DAY MARCH AT PICTON**

**The Picton ANZAC Day Committee seeks approval to hold an ANZAC Day March along Argyle Street, Picton on Saturday 25 April 2020 as attached.**

**Enclosed are the supporting documents-**

- [1] Road Occupation Licence (RMS)**
- [2] Traffic Control Plan**
- [3] Traffic Management Plan**
- [4] Current Insurance Policy**
- [5] Notice of Intension to hold a Public Assembly**
- [6] Application for Road Event and Temporary Road Closure**

**If any further information is required please contact Bob Rogers on 0246-841946 or Email [bobandamyrogers@gmail.com](mailto:bobandamyrogers@gmail.com)**

  
.....  
**Bob Rogers**  
21/1/2020



# ROAD OCCUPANCY LICENCE



**LICENCE NO : 1344156**

**ROADS & MARITIME SERVICES (RMS)**

**Phone: 1300 656 371 Monday To Friday 8.30 AM - 4.30 PM**

*To activate and deactivate your approved work shift(s) on your Road Occupancy Licence, please visit: [myrol.transport.nsw.gov.au](https://myrol.transport.nsw.gov.au). This licence is for the occupation of the road space only. If you are unable to access [myrol.transport.nsw.gov.au](https://myrol.transport.nsw.gov.au), please call TMC on 1800 679 782. For further assistance, please refer to the proponent's user manual here: [myrol.transport.nsw.gov.au/help.pdf](https://myrol.transport.nsw.gov.au/help.pdf)*

**SPECIAL EVENT - CLASS 1**

**Project:** None  
**This Activity :** ANZAC Day march of approximately 200 people through Argyle St, Picton from Menangle St intersection to the Memorial Park. This is the same route as in previous years. No changes have been made.

**LOCATION**

**Subject Road:** ARGYLE ST  
**From:** MENANGLE ST W, PICTON  
**To:** MARGARET ST, PICTON  
**Council:** WOLLONDILLY

**LICENSEE**

**Organisation:** Picton ANZAC Day Committee  
**Ref No:**  
**Name:** Robert Rogers  
**Phone:** 0429066166

**ONSITE CONTACT**

**Name:** Robert Rogers  
**Phone:** 0429066166

**TRAFFIC MANAGEMENT**

**Flow Management:** Short Term / Intermittent Works  
**Closure Type:** All lanes both directions  
**Closure Lane(s):** Shoulder; Median Shoulder  
**Direction(s):** All Directions

**LICENCE DURATION**

**From:** 25-Apr-2020  
**To:** 25-Apr-2020

**LICENCE CONDITIONS**

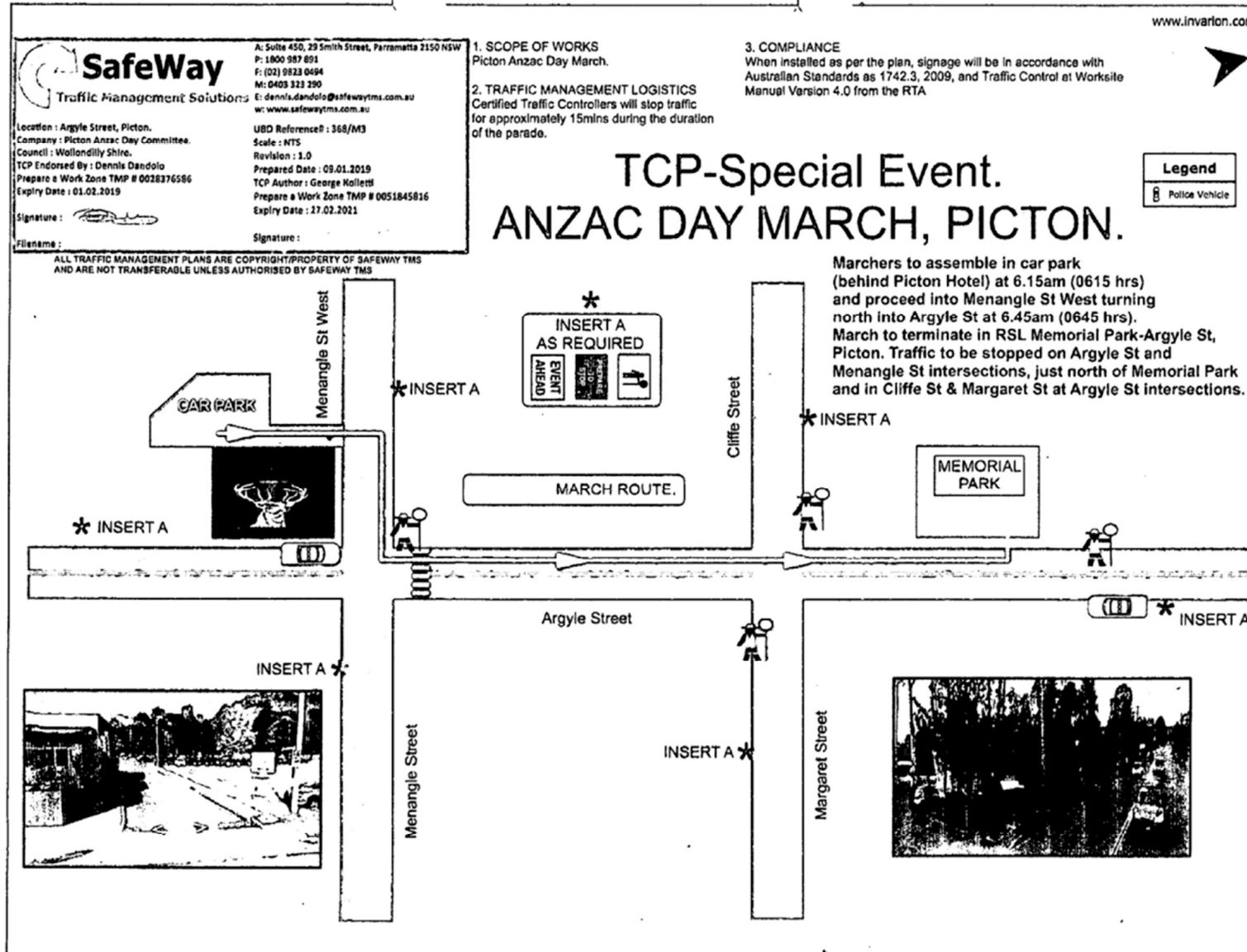
- 1 YOU MUST USE SHIFT ACTIVATION WEB ADDRESS <https://myrol.transport.nsw.gov.au> TO ACTIVATE AND DEACTIVATE YOUR APPROVED ROAD OCCUPANCY LICENCE(S). (TO CHANGE TRAFFIC CONTROL SIGNALS TO FLASHING YELLOW OR TO ACTIVATE PERMANENT VARIABLE MESSAGE SIGNS DIAL 1800 679 782)
- 2 THIS LICENCE IS NOT AN APPROVAL OF THE PROPONENT'S TRAFFIC CONTROL PLAN. PLEASE NOTE WORKCOVER REQUIRES THAT TRAFFIC CONTROL PLANS COMPLY WITH AS1742.3
- 3 ALL MATTERS RELATING TO NOISE GENERATION OR OTHER ENVIRONMENTAL FACTORS ON SITE ARE UNDER THE JURISDICTION OF THE LOCAL COUNCIL AND/OR THE ENVIRONMENTAL PROTECTION AUTHORITY.
- 4 SHOULD THE PROPOSED WORKS INVOLVE UNDERBORING OR EXCAVATION OF STATE ROAD ASSETS OR THE REMOVAL OF KERB AND GUTTER, DETAILS OF WORKS MUST BE APPROVED BY THE RMS'S ASSET MANAGEMENT BRANCH.
- 5 NOTIFICATION TO AFFECTED BUSINESSES, RESIDENTS AND OTHER STAKEHOLDERS MUST BE UNDERTAKEN AT LEAST 5 BUSINESS DAYS PRIOR TO WORKS COMMENCING
- 6 ADEQUATE ADVANCE WARNING MUST BE PROVIDED TO APPROACHING MOTORISTS.
- 7 CONCURRENCE OF POLICE AND LOCAL COUNCIL.

**APPROVED DATES & TIMES**

From Shift				To Shift				
From	D	M	Time	-	To	D	M	Time
Sat	25	Apr	06:30	-	Sat	25	Apr	07:00

All pages of this Road Occupancy Licence and associated Speed Zone Authorisation(s) must be available on site at all times and must be produced for inspection when requested by representatives of NSW Police, Roads & Maritimes Services, Transport for NSW and other Government Agencies.

TCP FADO 2019\_TCP1\_1105220.pdf





## **TRAFFIC MANAGEMENT PLAN**

### **ANZAC DAY 2020 AT PICTON MEMORIAL PARK**

#### **DESCRIPTION OF THE PROPOSED WORKS AND ROAD CLOSURE**

**Menangle Street West and Argyle Streets to be completely closed to traffic from 6.30am to 7am on Saturday 25 April 2020 for public assembly to 50 metres past the entrance of the Picton Memorial Park. These arrangements are unchanged from that of previous years.**

#### **IDENTIFICATION AND ASSESSMENT OF TRAFFIC IMPACT OF PROPOSED WORKS.**

**Road completely closed to vehicles with the exception of 8 jeeps leading the parade transporting the elderly and disabled veterans. There is no vehicle access permitted for the 15 minutes duration of the parade. Pedestrian access is permitted at all times.**

#### **TRAFFIC MANAGEMENT MEASURES**

**The Police will supply vehicles at the intersection of Menangle and Argyle Streets, also on the North Argyle Street approximately 50 metres past the entrance to Picton Memorial Park.**

**The SES will supply authorised traffic controllers to restrict vehicles access at Clift Street and Margaret Street onto Argyle Street. Vehicles of the Police / Ses / Fire Brigades will be deployed as to form a barrier to hostile vehicle while allowing easy pedestrian access.**

#### **EMERGENCY VEHICLES**

**In the case of emergency any such vehicle will be able to enter and use the south bound lane of Argyle Street.**

  
.....  
**Bob Rogers**  
**Secretary**

21 / 2 / 2020



### Certificate of Currency

The policy referred to is current as at the date of this certificate and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

**Policy Number:** 10M 7431902

**Insured:** RSL of Australia Sub Branches and Women's Auxiliaries including Picton Anzac Day Committee

**Period of Insurance:** (From) 31/05/2019 at 4:00pm local time at the place of issue  
(To) 31/05/2020 at 4:00pm local time at the place of issue

**Policy Type:** General and Products Liability

**Limit of Liability:**

Public Liability	\$20,000,000	any one Occurrence
Advertising Liability	\$20,000,000	any one Occurrence
Products Liability	\$20,000,000	any one Occurrence and in the aggregate for any one Period of Insurance

**Interest Noted:** nil

**Remarks:** The above is subject always to the terms, conditions, exclusions and endorsements of the Policy.

Signed for and on behalf of Insurance Australia Limited trading as CGU Insurance



2<sup>nd</sup> August 2019

2020

Picton ANZAC DAY committee

**NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY**

**Summary Offences Act 1988**

To the Commissioner of Police

1 I, BOB ROGERS  
 Name  
 of 42 HAMBIDGE ROAD BAIRIO 2574  
 Address  
 on behalf of PICTON ANZAC DAY COMMITTEE  
 Organisation

notify the Commissioner of Police that on the 25  
 Day  
 of APRIL 2020  
 Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

4000 persons which will assemble  
 Number

at PICTON MEMORIAL PARK  
 Place

at approximately 6:30 am/pm  
 Time

and disperse at approximately 8:00 am/pm  
 Time

or

(b) a public assembly, being a procession of approximately 500  
 Number

persons which will assemble at ARGYLE ST. PICTON  
 Place

at approximately 6:30 am/pm  
 Time

and at approximately 6:45 am/pm the procession will

commence and shall proceed ALONG ARGYLE ST.  
& INTO PICTON MEMORIAL PARK

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.



**Wollondilly**  
Shire Council

**APPLICATION FOR ROAD EVENTS AND  
TEMPORARY ROAD CLOSURES PERMIT**

ISSUED UNDER THE ROADS ACT 1993 SECTIONS 122 & 144

**EVENT DETAILS:**  
 Event Name Description..... 2020 ANZAC DAY MARCH  
 Event Purpose..... COMMENORATE ANZAC DAY  
 Event Location..... ARGYLE STREET PICTON INTO PICTON PARK  
 Date / Time From 6:30 AM To 7:00 AM 25-4-2020  
 Estimate Attendance..... 4000

**INFORMATION REQUIRED TO BE ATTACHED TO THE APPLICATION:**  
 The following information must accompany applications :

- One copy of approved Traffic Control Plan for works within the public road reserve.
- One copy of Public Liability Insurance in an amount of \$10,000,000.
- Proof of consultation with affected parties e.g. transport operators; residents/ businesses etc.
- One copy of notification of Intention to hold a Public Assembly to the Commissioner of Police.
- Copies of permit for work zone speed reduction if applicable.

**APPLICANT**  
 Organisation Name..... PICTON ANZAC DAY COMMITTEE  
 Applicant Address..... PO BOX 248 TAINMOR 2573  
 Contact Person..... BOB ROGERS  
 Phone B/H: 46-84946 Mobile: \_\_\_\_\_

**PRIVACY STATEMENT:**  
 Wollondilly Shire Council is collecting personal information from you on this form for the purpose of assisting the

**DETAILS OF PROPOSED ROAD CLOSURE**  
 Name/s of roads to be closed

1. <u>ARGYLE ST. PICTON</u>	4. <u>AS ATTACHED TCP</u>
2.	5.
3.	6.

determination process of your application. This information will be stored in councils EDRMS and accessed by the processing officer. Failure to provide the information may lead to rejection or delays of your application. At any time you have the right to access, view or correct the personal information that you have provided. Please also note that the personal information (not financial details) supplied on this document may be the subject of a request to access information under the Government Information (Public Access) Act 2009 [GIPAA].

Administration Centre, P O Box 21 PICTON, 62-64 Menangle Street, PICTON NSW 2571  
 Phone: (02) 4677 1100 Fax: (02) 4677 2339 Email: [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au) DX: 26052 PICTON  
 Web: [www.wollondilly.nsw.gov.au](http://www.wollondilly.nsw.gov.au)

TRIM 461#498  
 Last Revised: Date – 17/12/15



# **PICTON ANZAC DAY COMMITTEE**

Incorporation No 1501050 ABN 95859099110 PO Box 248 Tahmoor 2573

 Picton ANZAC Day Committee [padcsecretary@hotmail.com](mailto:padcsecretary@hotmail.com)

**Wollondilly Shire Council**

**Att. Choong Yam**

**Traffic Engineer**

## **2020 ANZAC DAY SERVICE AT PICTON MEMORIAL PARK**

### **HOSTILE VEHICLE MITIGATION**

The arrangements for Hostile Vehicle Mitigation for the 2020 ANZAC Day March are unchanged from those in place for the 2019 March.

A sufficient number of historic military vehicles will be placed to block all possible hostile vehicles entry while allowing for easy pedestrian access.

As well as these historic vehicles the usual emergency vehicles such as the SES, Fire Brigade and Police will also be present. These emergency vehicles will be located on the outside and if called away for an emergency they can easily leave without compromising the parade security.

If any further information is required please contact Ray Law on mobile 0427 901 275 or Email as above.

**Bob Rogers**

21/21 2020



## 1.2 “BOLD JACK COUNTRY MUSIC FESTIVAL 2020”, WARRAGAMBA – REQUEST FOR ROAD CLOSURES

**File Number: 10623#95**

### EXECUTIVE SUMMARY

It is recommended that Council approve the closure of a number of roads to permit the “Bold Jack Country Music Festival 2020”, held on Saturday 2 May 2020, to proceed and allow traffic to be detoured during these closures.

### REPORT

The organiser of the “Bold Jack Country Music Festival” has again submitted a request to Council to gain permission to close a limited number of roads, and to allow traffic to be detoured during these closures. As per previous years, the venues where music performances are held are Warragamba Memorial Park, Warragamba Civic Park and Warragamba Town Hall. To ensure the event is conducted in a safe manner and causes minimum disruption to the wider community, the precautionary measure of closing a limited number of roads is required.

It is envisaged that Council will impose a condition for the hire of the venues to prohibit alcohol consumption outside the venues, especially on public road reserve as the precinct is within the Alcohol Free Zone Area.

The road closures are proposed to be in place between 10.00am and 11.30pm on Saturday 2 May 2020 involving a number of roads adjacent to the three venues listed above.

### Consultation

All residents will be notified of the event through letterbox drops and a local newspaper notification will occur two weeks prior to the event. Notices will also be posted on local noticeboards, in shops and through local Facebook pages.

Advanced notice will be put up a week prior to event at the selected locations advising of the changed traffic conditions and event details.

### Financial Implications

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

### ATTACHMENTS

1. Feb 2020 LTC Bold Jack Music Festival 2020
2. Bold Jack Music Festival 2020 - Updated TCP

### RECOMMENDATION

That Council approve the temporary closure of the selected roads in Warragamba as listed in this report, subject to the requirements for the issue of a permit for “Road Event Road Closure”.



**APPLICATION FOR ROAD EVENTS AND  
TEMPORARY ROAD CLOSURES PERMIT**

ISSUED UNDER THE ROADS ACT 1993 SECTIONS 122 & 144

**EVENT DETAILS:**

Event Name Description..... Warragamba Bold Jack Country Music Festival.....

Event Purpose..... Country Music festival and Ute Show and Shine.....

Event Location..... Warragamba Civic Circle Park and Weir Rd.....

Date / Time From 10.00am..... To 5.00pm.....

Estimate Attendance...300.....

**INFORMATION REQUIRED TO BE ATTACHED TO THE APPLICATION:**

The following information must accompany applications :

- One copy of approved Traffic Control Plan for works within the public road reserve.
- One copy of Public Liability Insurance in an amount of \$10,000,000.
- Proof of consultation with affected parties e.g. transport operators; residents/ businesses etc.
- One copy of notification of Intention to hold a Public Assembly to the Commissioner of Police.
- Copies of permit for work zone speed reduction if applicable.

**APPLICANT**

Organisation Name.....WSNC Inc. Bold Jack Country Music Festival organising committee.....

Applicant Address.....PO Box 44 Warragamba 2752.....

Contact Person.....Sandra Harlor.....

Phone B/H: ..... Mobile: 0415 458 462.....

**DETAILS OF PROPOSED ROAD CLOSURE**

Name/s of roads to be closed

1. Warragamba Civic Circle	4.
2. Weir Road Warragamba	5.
3.	6.

**PRIVACY STATEMENT:**

Wollondilly Shire Council is collecting personal information from you on this form for the purpose of assisting the determination process of your application. This information will be stored in councils EDRMS and accessed by the processing officer. Failure to provide the information may lead to rejection or delays of your application. At any time you have the right to access, view or correct the personal information that you have provided. Please also note that the personal information (not financial details) supplied on this document may be the subject of a request to access information under the Government Information (Public Access) Act 2009 [GIPAA].

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TRIM 461#498  
 Last Revised: Date – 17/12/15

**TRAFFIC**  
**MANAGEMENT**  
**PLAN**

**BOLD JACK COUNTRY**  
**MUSIC FESTIVAL**

**Annual Yearly Event**  
**Date to be confirmed each year**

**TMP Details:**

Event Date:	Annually – Date TBC each year by BJ committee
Event Time:	1000 – 2300hrs
Road Closures:	Closure of the Civic Circle Road at the intersection of Weir Road and Fourteenth Street intersections and from the intersection of Fourth Street to the northern side of the access road between Fourteenth Street & Weir Road (Southern end of the Town Hall Grounds)

**Road Closures advance warning signs, detouring traffic via alternate roads**

- 1. Changed Traffic Conditions Ahead, Detour Ahead and Prepare To Stop signs positioned at Weir Road, approaching Twentieth Street**
- 2. Changed Traffic Conditions Ahead and Detour Ahead signs positioned at Weir Road, approaching Fourteenth Street and Fourth Street approaching Weir Road**
- 3. Road Closed sign, Traffic Barricades and Detour signs positioned at the intersection of the Civic Circle Road, Fourteenth Street and Weir Road intersections closing off the Civic Circle Road to traffic.**
- 4. Road Closed signs positioned at Weir Road & the intersection of the access road from Fourteenth Street**
- 5. Changed conditions ahead and detour signs placed at the intersection of Farnsworth Avenue & Fourth Street roundabout**
- 6. VMS positioned at Farnsworth Avenue & Fourth Street roundabout advise of access to shopping centre**
- 7. HVM - Water Filled Barriers positioned in the Civic Circle at the intersections of Fourteenth Street and Weir Road**

**NOTE: Please Refer to the Traffic Control Plan/Map (BJ-TCP)**

**1. Objectives:**

- 1.1 To ensure that the Bold Jack Country Music Festival celebrations are conducted in a safe manner with minimum disruption to the wider community and businesses
- 1.2 To provide alternate routes for residents and visitors alike
- 1.3 To provide high level description of the closures and various traffic, transport and pedestrian management

**2. Residential:**

- 2.1 All residents will be notified of the event through letterbox drops and local newspaper notification two weeks prior to the event
- 2.2 Notices will also be posted in local noticeboards, shops, FaceBook and our website which is currently under construction

**3. Event Parking:**

- 3.1 Parking spaces will be available on Fourteenth Street and Weir Road;
- 3.2 Many people are able to walk to the event to reduce the amount of car spaces required;
- 3.3 Recommendation of Public Transport; no disruptions to bus services
- 3.4 Parking in Church grounds (Anglican, Catholic and Baptist), outside swimming pool and in the recreation park

**4. Road Closures and Detours:**

- 4.1 Changed Traffic Conditions Ahead, Detour Ahead and Prepare To Stop advanced warning signage – Positioned on sign on Weir Road, Weir Road, approaching Twentieth Street
- 4.2 Changed Traffic Conditions Ahead and Detour Ahead advanced warning signage positioned at Weir Road, approaching Fourteenth Street and Fourth Street approaching Weir Road
- 4.3 Road Closed Signage, Traffic Barricades and Detour signs positioned at the Civic Circle Road, Fourteenth Street and Weir Road intersections closing off the Civic Circle Road to traffic as per Traffic Control Map
- 4.4 The Closures pose no impact on the normal routes of the Public Bus companies operating in the area including no impact to local residents whom require access to the bus stops as the pedestrian access is not impacted by the closure of the Civic Circle Road
- 4.5 Option B may pose minor disruptions to bus services and residents accessing the shopping centre when travelling south from Warragamba along Weir Road
- 4.6 Affected bus services and local residents may need to redirect via Fourth Street and Farnsworth Avenue detour, signage can be placed at the bus shelter on Weir Road adjacent the shopping centre, advising users of a temporary bus stop in at the Intersection of Weir Road and Fourth street, additional detour signs will be placed at the intersection of Farnsworth Avenue and Warradale Road to inform motorist

**8. Traffic Control:**

- 8.1 Accredited RMS/RFS traffic controllers will install barricades and signage and maintain road closure and traffic points as per the Traffic Control Plans
- 8.2 Traffic control plan drawn by Eric Murphy Card No. 0038851091
- 8.3 Traffic Controller John Webb Card No. 0023088104
- 8.4 John Webb, Barbara Jolley (Captain) and Ian Beggs are in the Silverdale Rural Fire Services and other members of the Silverdale Volunteer Rural Fire Brigade are also accredited to do traffic control.

**9. Heavy Vehicle Mitigation:**

- 9.1 Water filled barricades will be in position at road closure points as within the Civic Circle Road and the intersections of Fourteenth Street and Weir Road, including additional water filled barriers on Weir Road for Option B as per the traffic control plan/map BJ-TCP
- 9.2 TCP layout and monitoring will be conducted by members of the Silverdale Rural Fire Service
- 9.3 Traffic Control (Stop & Go) will be used at various intersections to control traffic flow including pedestrian traffic should the need arise throughout the road closures and event

**10. Event Operations:**

- 10.1 The festival will be held in the Memorial Park grounds during the day
- 10.2 The main concert will be held in the evening inside the Warragamba Town Hall
- 10.3 The Event road closures commence at 10:00 hrs
- 10.4 Option B Weir Road closure will be lifted at the end of the day time activities, 16:00 hrs
- 10.5 Civic Circle to remain closed until 23:00 hrs when closure will be lifted and traffic will return to normal conditions

**11. Access:**

- 11.1 Emergency vehicles will have access and exit at all times
- 11.2 Traffic Control (Stop & Go) will be on site to assist if required

**12. Wollondilly Shire Council:**

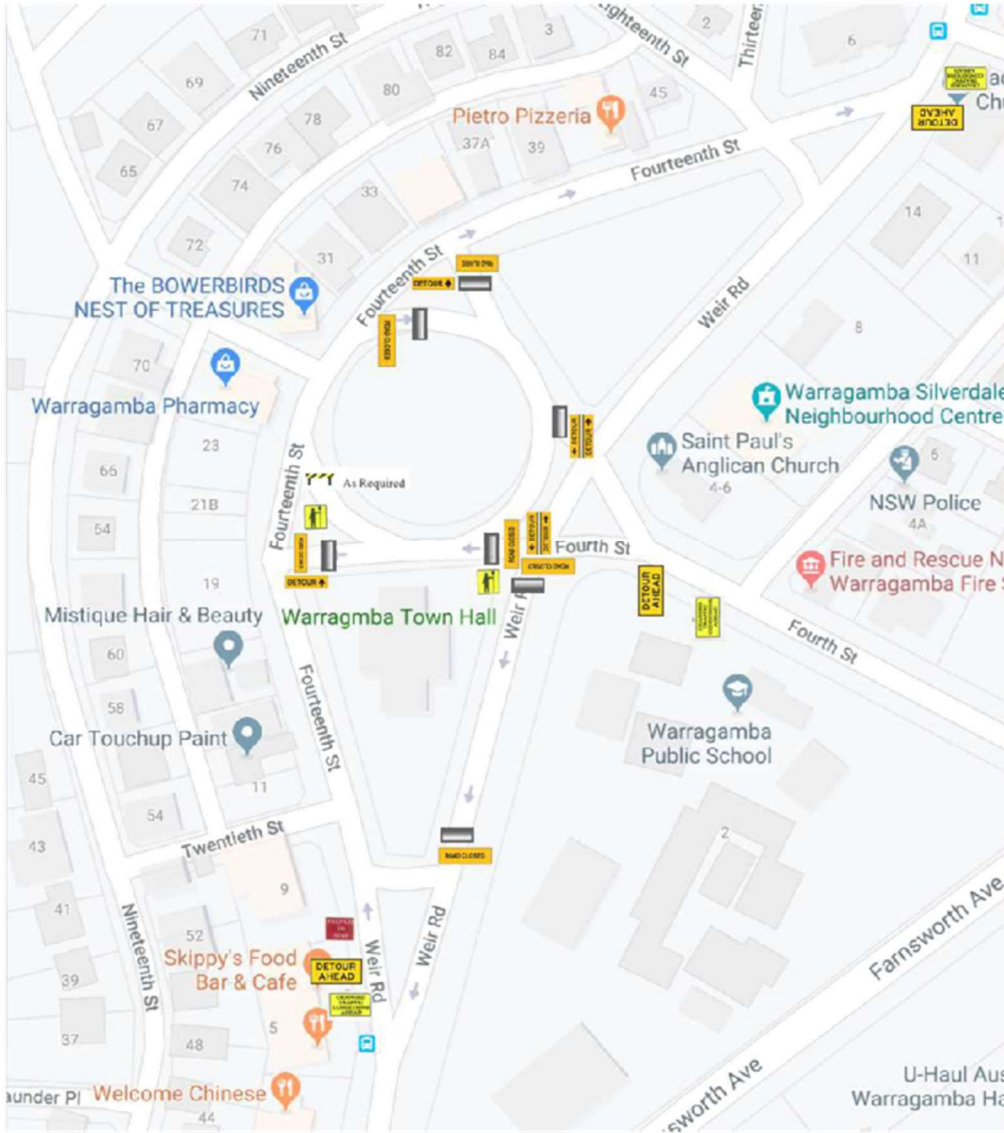
- 12.1 To approve the final event arrangements via the Local Traffic Committee and impose appropriate conditions to conduct the event
- 12.2 To approve traffic control plans (TCP)

**13. Insurance:**












- 13.1 Public liability insurance certificate (updated C of C will be provided in March 2020 which will include Bold Jack). Auspiced by Warragamba Silverdale Neighbourhood Centre Inc.

**14. Attachments:**

- 14.1 Map of proposed road closures and detour signs attached with TCP plan.
- 14.2 Event Risk Assessment
- 14.3 Application form TRIM 461#498



Signs and Devices:

 X 3	 X 3	 X 2	 X 2 (Various Locations)	 X 1	 X 1	 X 4
 X 6	 Water Filled Barriers x 20	 As Required	 Various Locations			

**Bold Jack Festival TCP**

Notes:

- 09:30Hrs RFS to commence layout of advanced warning signage in preparation of the closure of the Civic Circle Road & Weir Road between Warragamba Town Hall and the Warragamba Primary School, (Southern end of the Town Hall Grounds)
- 10:00Hrs RFS to implement full closure of the Civic Circle and Weir Road, between the Warragamba Town Hall and the playground and Weir Road from the intersection of Fourth Street to the northern side of the access road between Fourteenth Street & Weir Road (Southern end of the Town Hall Grounds), fill all barriers with water
- 10:00Hrs RFS to commence monitoring of traffic & pedestrians
- 10:30Hrs RFS to complete closure as per TMP
- 16:00Hrs RFS to commence opening of Weir Road
- 23:00Hrs RFS to commence opening of Civic Circle road and the packing up of advanced warning signage
- Combination of Water Filled Barriers and RFS appliances will be used in strategic intersections for Hostile Vehicle Mitigation (HVM), which will also allow parked vehicles to be released quickly following the event

**Bold Jack Country Music Festival**  
 - TMP Prepared by E Murphy, 0038851091 19<sup>th</sup> August 2019  
 - TMP Approved by J Webb 2034048671, 0023088104 19<sup>th</sup> August 2019  
 - Updated TCP include HVM, 20<sup>th</sup> February 2019







Level 5, 97-99 Bathurst Street, Sydney, NSW 2000  
 PO Box A2016, Sydney South, NSW 1235  
 Ph: (02) 9307 6600 Fax: (02) 9307 6699

www.hostsure.com.au  
 ABN 44 108 154 829 AFS Licence No. 268726

## CERTIFICATE OF CURRENCY BROADFORM LIABILITY

This certificate is provided for information purposes and is accurate based on our records at the time it is issued. We are under no obligation to inform you of any subsequent changes to the insurance contract or our records. This certificate confers no rights on the certificate holder and is not intended to amend, extend or alter the coverage provided by the policy in any way.

**The Insured:** Warragamba Silverdale Neighbourhood Centre Inc.

**Policy Number:** -135680-Q

**Period of Insurance:** 31 March 2019 to 31 March 2020  
 both days inclusive at 4.00pm local standard time

**Business Description:** Principally Neighbourhood Centre & Community Aid Activities as detailed below:  
 1. Information, Referral, Advocacy & Support  
 2. OOSH Service at Wallacia Public School (Up to 40 Children)  
 3. School Holiday Programme  
 4. Educational & Recreational Activities  
 5. Family Support  
 6. Community use and Meetings (incl. Art Group)  
 7. Social Inclusion Groups  
 8. Youth Activities  
 9. Social Inclusion Activities  
 10. Community Development and Support Services and activities

Organiser only of Markets held throughout the year. Warragamba Damfest held annually at Warragamba Recreation Reserve. Includes Wet Bar Operated by Warragamba Workers Club (GEN02 Endorsement applies to bar). All third party service providers are required to have their own insurance in place.

The following organisations use the Neighbourhood Centre:  
 \*\*(Note: Each Organisation MUST HAVE THEIR OWN PUBLIC LIABILITY INSURANCE)\*\*  
 1. Baby Health Clinic  
 2. Community Nurse

Bold Jack Country Music Festival and The Ute Show and Shine held at Warragamba Town Hall and surrounding grounds.

**Limit of Liability:**

Public Liability:	\$20,000,000	Any one Occurrence
Products Liability:	\$20,000,000	In the aggregate for all claims during any one Period of Insurance
Abuse Liability:	\$1,000,000	



**Territorial Limits:** Worldwide excluding United States of America or Canada, their territories or protectorates

**Insurer:** Certain Underwriters at Lloyd's (100%)

**Additional Insured:** Nil Advised

**Signed:** 

Hostsure Underwriting Agency Pty Ltd  
ABN 44 108 154 829  
on behalf of Certain Underwriters at Lloyd's

**Issue Date:** 10 April 2019

**NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY**

**Summary Offences Act 1988**

*To the Commissioner of Police*

I, Sandra Harlor  
Name  
of 12 Twelfth St Warragamba  
Address  
on behalf of Warragamba Silverdale Neighbourhood Centre Inc  
Organisation

notify the Commissioner of Police that

on the 2<sup>nd</sup> May 2020

it is intended to hold:

**either:**

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

**300 persons which will assemble**  
Number  
**at ...Warragamba Civic Centre and Town Hall.**  
Place  
**at approximately 10.00am**  
Time  
**and disperse at approximately 10.30pm**

Time **or**

(b) a public assembly, being a procession of approximately .....  
Number persons which will assemble at

.....  
Place  
at approximately.....am/pm  
Time

and at approximately .....am/pm the procession will  
commence and shall proceed.....

.....

.....  
Specify route, any stopping places and the approximate duration of any stop: and the approximate time of  
termination. A diagram may be attached.

2 The purpose of the proposed assembly is

...Bold Jack Country Music Festival is an annual community event designed to raise the profile of the Warragamba Silverdale communities. It includes live entertainment, ute shine & show and stalls then a separate licensed concert in the town hall in the evening.

State purpose

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:

..The outdoor portion of the event will be alcohol free and the evening event inside the town hall will be a licensed event as per OLGR guidelines and have appropriate security present.

\* (ii) There will be 10 (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

....

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

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

Address: PO box 44

.Warragamba Post Code.2752

Telephone: ..0415 458 462.....

Signed: *Sandra Harlor* .....

Capacity/Title...Event Organiser for Bold Jack Country Music Festival for  
Warragamba Silverdale Neighbourhood Centre Inc

Date 22/01/2020

\* Delete as applicable



## APPLICATION FOR ROAD MANAGEMENT APPROVAL

ISSUED UNDER THE ROADS ACT SECTION 138

**Consent from Council is required for works to be undertaken within the road reserve, under S138 of the Roads Act**

**Please Note:**

*This application may take up to ten (10) working days to process and Council will only consider your application once all the relevant documentation has been received and appropriate fees paid. Council's processing fees for Road Management Approvals are non refundable.*

**1 APPLICANT:**

Customer/ Company Name: Warragamba Bold Jack Country Music Festival  
 Contact Person: Sandra Harlor  
 Address: PO Box 44 Warragamba ..... Post Code: 2752  
 Phone B/H: 0415 458 462 ..... Mobile: 0415 458 562  
 Email: sandraharlor@hotmail.com ..... Contact: .....

**2 SITE DETAILS (Land to which Application relates):**

Street No 1.-.3 ..... Street Name: Warragamba Civic Circle and Weir Road  
 Suburb or Town: Warragamba ..... Post Code: 2752  
 Lot No.: Lot 75 - lot 76 ..... Section: ..... DP No. 210649 - 210649  
 Development Application Consent No. (where Applicable): TBA  
**For Road Occupancy certificates:**  
 Name of Road: Warragamba Civic Circle and Weir Road  
 Between: Warragamba Town Hall - Fourth St ..... and Warragamba Public School - Fourteenth St intersections

**3 PURPOSE OF APPLICATION (Please choose from the following):**

Road Opening  ..... Road Occupancy/Event

**4 CONTRACTOR'S DETAILS:**

Name : ..... Licence No .....  
 Address: .....  
 Phone B/H: ..... Mobile: .....  
 Email: ..... Contact: .....

---

Administration Centre, P O Box 21 PICTON, 62-64 Menangle Street, PICTON NSW 2571  
 Phone: (02) 4677 1100 Fax: (02) 4677 2339 Email: [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au) DX: 26052 PICTON  
 Web: [www.wollondilly.nsw.gov.au](http://www.wollondilly.nsw.gov.au)

TRIM 461#484  
 Last Revised: Date – 12/09/2018

**5 DESCRIBE THE WORK:**

Describe what you want to do Silverdale RFS to impiment full road closure of Civic Circle and Weir Road between Warragamba Town Hall and the Playground and Weir Road from the intersection of Fourth St to the northern side of the access road between Fourteenth St and Weir Rd (southern end of Warragamba Town Hall grounds) Water filled barriers to be put in place

**Details of Timeframe:**

Commencement Date: 02/05/2020 ..... Finish Date: 02/05/2020

Estimated Cost of the Proposed Road Works or Structures: N/A

**6 DETERMINE TYPE OF SHIFT / WORK:**

Please select type of 'Road Management Approval' as part of payment details.

- Short Term Roadworks or Structures – Up to One (1) Shift
- Medium Term Roadworks or Structures – One (1) to five (5) shifts
- Long Term Roadworks or Structures – more than five (5) shifts
- Permit for events (non-roadworks) affecting public road

**7 INFORMATION REQUIRED TO BE ATTACHED TO THE APPLICATION:**

*The following information must accompany applications for a Section 138 consent for works within the public road:*

- One copy of approved Traffic Control Plan or Traffic Management Plan where applicable for works within the public road reserve.
- One copy of Public Liability Insurance in an amount of \$20,000,000.
- Copies of work experience of the contractor wishing to do the job.
- Copies of Traffic Management qualification (blue/yellow card).

The following table indicates Council's processing fee for Road Management Approval Applications. Payment must be made when submitting your application to Council. Your application may be subject to additional fees once the Council Officer inspects your application, any additional charges must be made prior to approval being issued

Administration Centre, P O Box 21 PICTON, 62-64 Menangle Street, PICTON NSW 2571  
 Phone: (02) 4677 1100 Fax: (02) 4677 2339 Email: [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au) DX: 26052 PICTON  
 Web: [www.wollondilly.nsw.gov.au](http://www.wollondilly.nsw.gov.au)

TRIM 461#484  
 Last Revised: Date – 12/09/2018



**8 SCHEDULE OF FEES:**

- **PAYMENT DETAILS FOR ROAD MANAGEMENT APPROVAL** (In accordance with Council's Fees and Charges in respect of 2019 - 2020 financial year):
  - A 'Shift' shall be considered as equivalent to a single day.
  - Short Term Roadworks or Structures – Up to One (1) Shift – Fee \$134.50
  - Medium Term Roadworks or Structures – One (1) to five (5) shifts – Fee \$ 268.00
  - Long Term Roadworks or Structures – more than five (5) shifts – Fee \$520.00 per week or part thereof and plus bond (*i.e.* \$50,000.00 or 20% of the estimated value of works subject to the Section 138 permit, whichever is the greater amount) for long term roadworks or structures
  - Permit for events (non-roadworks) affecting public road – Fee \$268.00

**NOTES:**

- Bond money shall be calculated for long term roadworks or structure.
- Additional page shall be included to provide shift details including time and date if required.
- Section 138 permit shall be issued in respect of timeframe as nominated by the applicant as part of the Road Management Approval.
- 'Road Works' or 'Structures' shall be considered as indicated in the Roads Act 1993 – "**road work** includes any kind of work, building or structure (such as a roadway, footway, bridge, tunnel, road-ferry, rest area, transit way station or service centre or rail infrastructure) that is constructed, installed or relocated on or in the vicinity of a road for the purpose of facilitating the use of the road as a road, the regulation of traffic on the road or the carriage of utility services across the road, but does not include a traffic control facility, and **carry out road work** includes carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a road work."
- **traffic** includes vehicular, pedestrian and all other kinds of traffic. (Definition under Roads Act 1993)
- **traffic control facility** has the same meaning as it has in Part 6 of the [Transport Administration Act 1988](#), and carry out traffic control work includes carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control facility. (Definition under Roads Act 1993)
- Please contact with Council's Customer Service on (02) 4677 1100 for payment in relation to Section 138 permit.

**PRIVACY STATEMENT:**

Wollondilly Shire Council is collecting personal information from you on this form for the purpose of assisting the determination process of your application. This information will be stored in councils EDRMS and accessed by the processing officer. Failure to provide the information may lead to rejection or delays of your application. At any time you have the right to access, view or correct the personal information that you have provided. Please also note that the personal information (not financial details) supplied on this document may be the subject of a request to access information under the Government Information (Public Access) Act 2009 [GIPAA].

Administration Centre, P O Box 21 PICTON, 62-64 Menangle Street, PICTON NSW 2571  
 Phone: (02) 4677 1100 Fax: (02) 4677 2339 Email: [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au) DX: 26052 PICTON  
 Web: [www.wollondilly.nsw.gov.au](http://www.wollondilly.nsw.gov.au)

TRIM 461#484  
 Last Revised: Date – 12/09/2018



## Corporate Policy Reduction or Waiver of Council Fees and Charges – CP0030

### 1. POLICY OBJECTIVES

- 1.1 To provide a framework for the consistent and equitable assessment of requests for the reduction or waiver of Council fees and charges for the use of Council facilities and/or services provided by the Council.

### 2. BACKGROUND

- 2.1 This policy deals only with the reduction or waiver of Council fees and charges associated with the use of Council facilities and/or services provided, and seeks to ensure:
  - 2.1.1 A standard process for applicants to follow.
  - 2.1.2 Equitable assessment of each request received.
  - 2.1.3 Transparency and accountability to the community.
  - 2.1.4 Effective reporting mechanisms.
- 2.2 Assessment Procedures:
  - 2.2.1 All applications to waive or reduce Council fees and charges must be assessed and deemed eligible/ineligible on the application attached to the back of this policy document and addressed to the Chief Executive Officer.
  - 2.2.2 Eligibility and assessment criteria must be provided to applicants upon request or on receipt of applications.
  - 2.2.3 Applicants must also provide evidence of financial hardship, as Council offers substantially discounted rates for Community Groups in their annually adopted Fees and Charges for the use of Council Facilities.
  - 2.2.4 A written explanation of the assessment should be provided to the applicant.
  - 2.2.5 Applications that do not exceed \$1,000 will be determined by the Chief Executive Officer as recommended by delegated Council staff.
- 2.3 Upon request the applicant may be asked to:
  - 2.3.1 Demonstrate a substantial degree of community support and representation.
  - 2.3.2 Explain the nature of the event or activity; and the perceived benefit of the event or activity to the local community.
  - 2.3.3 Detail alternative funding sources available and accessed by the organisation.
  - 2.3.4 Detail previous funding assistance provided by the Council.
  - 2.3.5 Detail information regarding the organisation to include:



## Corporate Policy Reduction or Waiver of Council Fees and Charges – CP0030

- 2.3.6 Organisations profile.
- 2.3.7 Membership information.
- 2.3.8 Funding profile and non profit status (submission of Australian Taxation Office documentation confirming non-profit status).
- 2.3.9 Marketing intentions and acknowledgement of Councils contribution.

### 3. APPLICABILITY

- 3.1 This policy applies to hirers of all Council facilities in the Wollondilly LGA, except those facilities that have independent external management contracts in place with Council.
- 3.2 To be eligible for a waiver or reduction of Council fees and charges, the applicant be based in and/or service the local area and must be considered to be in at least one of the following categories:
  - 3.2.1 Charitable organisations.
  - 3.2.2 Not for profit organisations.
  - 3.2.3 Community groups.
  - 3.2.4 Pensioner groups.
  - 3.2.5 Demonstrate special circumstances as determined by the Chief Executive Officer or Council's delegated staff.
  - 3.2.6 School groups.
- 3.3 Council offers substantially discounted rates for Community Groups in their annually adopted Fees and Charges for the use of Council Facilities, in light of this, applicants must provide supporting evidence of Financial hardship with their application.
- 3.4 Council **will not** consider applications to waive fees and charges for:
  - 3.4.1 any profit making ventures for commercial entities.
  - 3.4.2 any activity, event or program that contravenes Council's existing policies.
  - 3.4.3 the Bond associated with the use of Council facilities, (only the waiver of fees for an activity, event or function will be considered).
  - 3.4.4 the Casual Hirers Insurance fee associated with the use of Council facilities and payable if the hirer does not hold their own current Public Liability Insurance.
  - 3.4.5 any organisation receiving funding from Council's Financial Assistance Framework for the activity, event or program for which the fee waiver is being sought.





## Corporate Policy Reduction or Waiver of Council Fees and Charges – CP0030

3.4.6 any organisation that has already been approved two fee waivers within the current calendar year.

3.4.7 any organisation that has an outstanding debt to Wollondilly Shire Council.

### 4. GUIDELINES

#### 4.1 Special Conditions

4.1.1 Recurrent requests to waive Council fees and charges will be assessed as per the criteria outlined in this policy.

4.1.2 Any approval given for the Reduction or Waiving of fees for a hirer, will only be applied to a single event. Any future or ongoing (annual) events will require further applications to be submitted to Council for consideration.

4.2 All requests will be assessed against this policy:

4.2.1 Details of each application determined by the Chief Executive Officer will be forwarded to Councillors for their information.

4.2.2 If an application for waiver of fees and charges does not meet the evaluation criteria but is assessed by the Chief Executive Officer as a case warranting further consideration, a report will be forwarded to Council for determination.

#### 4.3 Risk Assessment

4.3.1 Council has an obligation to participate in community activities and promote the wellbeing of the community. Assisting community groups to provide activities, events and programs satisfies this obligation.

4.3.2 Council is also obliged to effectively and efficiently manage its facilities to provide service to the community.

4.3.3 Council has a further obligation to raise funds by the imposition of rates, fees and charges for its facilities with these monies being allocated to assist in the provision of services to the community (which includes required maintenance and upgrade to facilities), and implementation of this policy will affect this function.

#### 4.4 Budgeting Implications

4.4.1 A loss of income will be incurred as a result of implementing this policy. Therefore, contingency funds should be allocated into Council's annual budget when implementing this policy.



## Corporate Policy Reduction or Waiver of Council Fees and Charges – CP0030

### 5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 The original assessment of an application is to be made by the Facilities Co-ordinator in consultation with the Manager Infrastructure Planning. Once assessed, Applications are forwarded to the Chief Executive Officer for final determination.

### 6. RELATED POLICIES/PROTOCOLS

- 6.1 Nil

### 7. RELATED PROCEDURES

- 7.1 Financial Assistance Framework 2017

### 8. RELATED LEGISLATION

- 8.1 Local Government Act 1993

### 9. ATTACHMENTS

- 9.1 Application for Consideration - Reduction or Waiver of Council Fees and Charges for the use of Council Facilities.

### 10. RESOURCES

- 10.1 Nil

### 11. IMPLEMENTATION STATEMENT

- 11.1 To ensure this policy is implemented effectively, Council will employ a variety of strategies involving awareness, education and training. These strategies will be aimed at Councillors, staff and council representatives and will involve:
- 11.1.1 This policy should be reviewed every three years with particular regard given to budgetary constraints.
  - 11.1.2 Any staff responsible for booking and/or managing Council facilities must be made aware of this policy.

### 12. POLICY HISTORY

12.1 Date First Adopted	19 April 2010
12.2 Most Recent Adoption	18 March 2013
12.3 Next Review Date	1 May 2020
12.4 Responsible Officer	Manager Infrastructure Strategy & Planning



**Corporate Policy  
Reduction or Waiver of Council Fees  
and Charges – CP0030**

**Attachment 9.1**

**APPLICATION FOR CONSIDERATION  
REDUCTION OR WAIVER OF COUNCIL FEES AND CHARGES  
FOR THE USE OF COUNCIL FACILITIES**

---

**APPLICANT DETAILS:**

Name: Sandra Harlor Address: PO Box 44 Warragamba  
(all mail will be sent to this address)  
Post Code: 2752

Phone (h): 0415 458 462 Phone (w): \_\_\_\_\_ Mobile: 0415 458 462

Email: sandraharlor@hotmail.com

I have been authorised to act on behalf of: Warragamba Silverdale Neighbourhood Centre Inc  
(name of Community Group/Organisation)

**FACILITY REQUIRED:**

Facility Name: Warragamba Civic Park

Date of Event: 2nd May 2020

Starting Time: 10 am Finishing Time: 5pm

Purpose of Hire: Warragamba Bold Jack Country Music Festival  
(Public meeting, Workshop, Other, etc)

---

To be eligible for consideration for the Reduction or Waiver of Council fees and charges for the use of Council Facilities, the applicant must be in at least one of the following categories (please tick ✓):

- Charitable organisations;
- Not for profit organisations (please provide evidence of Australian Taxation Office documentation on confirming non-profit status);
- Community groups;
- Pensioner groups;
- Demonstrate special circumstances as determined by the General Manager or Council's delegated staff;
- School groups;
- Other.

APPLICANTS MUST ATTACH RELEVANT SUPPORTING DOCUMENTS, ALONG WITH EVIDENCE OF FINANCIAL HARDSHIP

Who will your event or activity benefit (groups/persons): Local community and business by attracting people into the township will benefit and fund raised will be donated to a charity called Wings4Kids that helps country kids get to medical appointments.

Explain the nature of the proposed event or activity; and the perceived benefit of the event or activity to the local community: Bold Jack is a Country Music Festival that invites local up and coming young performers to come out and share their music with a wider audience. It provides a venue for local residents to come and be entertained in a restful low stress area and to also display their work vehicles in a friendly non competitive way

**Privacy Statement:** Any personal information provided by you on this form will be used by Wollondilly Shire Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council will be unable to process your application. This information will be stored in Council's records management system. Once collected by Council, the information can be accessed by you and may also be available to third parties pursuant to the Government Information (Public Access) Act 2009

**OFFICE USE ONLY**

ASSESSED (PLEASE CIRCLE): ELIGIBLE / INELIGIBLE      ASSESSED BY (PLEASE PRINT): \_\_\_\_\_

PLEASE SIGN: \_\_\_\_\_

DATE ASSESSED: \_\_\_\_\_      POSITION/TITLE: \_\_\_\_\_





## NSW RURAL FIRE SERVICE Silverdale Volunteer Rural Fire Brigade

Prepare, Act, Survive | [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au) | For Our Community

Bold Jack Country Music Festival  
C/- Warragamba Silverdale Neighbourhood Centre  
Cnr Weir Rd &, Fourteenth St  
Warragamba NSW 2752  
(02) 4774 1273

03/02/2020

### **RE: Silverdale Volunteer Rural Fire Brigade – Traffic Management Bold Jack Community Event**

To Whom It May Concern,

On Saturday the 2<sup>nd</sup> of May 2020 Silverdale Volunteer Rural Fire Brigade has agreed to undertake the traffic management of the Bold Jack Country Music Festival community event as per the TCP.

Members of Silverdale RFS that will be participating with the implementation and management of the Traffic Control have been trained in traffic management processes internally and hold the equitant qualifications to stop and go, (blue card).

Implementation of the road closures including placement of the required road signage, heavy vehicle mitigation will be supervised by Ian Beggs and John Webb.

Ian is a member of Silverdale RFB whom holds the required qualifications and is currently employed as a traffic controller.

Ian will be supported by John Webb Senior Deputy Captain of Silverdale RFB and an employee of Transport for NSW with a thorough knowledge and background in traffic management.

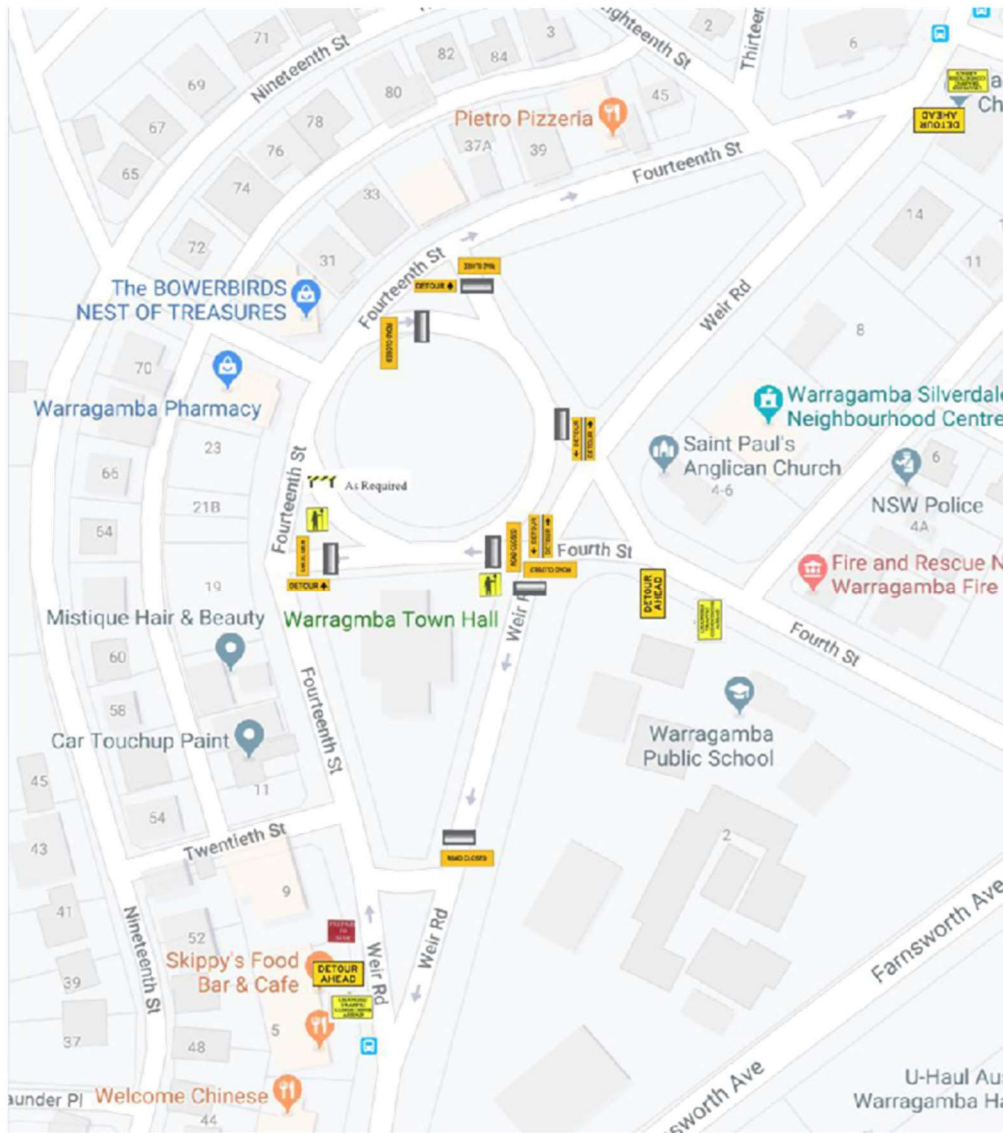
This event is an opportunity for Silverdale Volunteer Rural Fire Brigade to be actively involved with this community event which benefit both the local businesses and area of Silverdale and Warragamba.

If you require more information please contact John Webb, Brigade Senior Deputy Captain / Secretary directly on 0412 126 399, or via email [john.webb@transport.nsw.gov.au](mailto:john.webb@transport.nsw.gov.au)











Kind Regards,

John Webb  
Senior Deputy Captain and Secretary  
Silverdale Volunteer Rural Fire Brigade  
0412 126 399

**Postal address**  
Silverdale Volunteer Rural Fire Brigade  
85 Marsh Rd  
Silverdale NSW 2752



**Signs and Devices:**

 X 3	 X 3	 X 2	 X 2 (Various Locations)	 X 1	 X 4
 X 6	 Water Filled Barriers x 20	 As Required	 Various Locations		

**Bold Jack Festival TCP – 2<sup>nd</sup> May 2020**

**Notes:**

1. 09:30Hrs - Silverdale RFS to commence layout of advanced warning signage in preparation of the closure of the Civic Circle Road & Weir Road between Warragamba Town Hall and the Warragamba Primary School, (Southern end of the Town Hall Grounds)
2. 10:00Hrs - Silverdale RFS to implement full closure of the Civic Circle and Weir Road, between the Warragamba Town Hall and the playground and Weir Road from the intersection of Fourth Street to the northern side of the access road between Fourteenth Street & Weir Road (Southern end of the Town Hall Grounds), fill all barriers with water
3. 10:00Hrs - Silverdale RFS to commence monitoring of traffic & pedestrians
4. 10:30Hrs - Silverdale RFS to complete closure as per TMP
5. 16:00Hrs - Silverdale RFS to commence opening of Weir Road
6. 23:00Hrs - Silverdale RFS to commence opening of Civic Circle road and the packing up of advanced warning signage
7. Combination of Water Filled Barriers and RFS appliances will be used in strategic intersections for Hostile Vehicle Mitigation (HVM), which will also allow parked vehicles to be released quickly following the event

**Bold Jack Country Music Festival**

- 19<sup>th</sup> August 2019, TMP Prepared by E Murphy: 0038851091, 22033000785, 28/02/20
- 19<sup>th</sup> August 2019, TMP Approved by J Webb: 0023088104, 2034048671, 28/02/20
- 20<sup>th</sup> February 2019, Updated TCP include HVM
- 23<sup>rd</sup> January 2020, TMP Revised & Approved by I Beggs: 0051716408, 0051716404, 25/06/21

RFS 31/01/2020 

### **1.3 ARGYLE STREET, PICTON - PROPOSED RELOCATION AND UPGRADE OF EXISTING PEDESTRIAN CROSSING INTO RAISED THRESHOLD PEDESTRIAN CROSSING.**

**File Number: 10623#96**

#### **EXECUTIVE SUMMARY**

It is recommended that Council approve the relocation of the existing pedestrian crossing on Argyle Street, Picton just north of Menangle Street intersection to 55m northwards, and incorporate into a raised threshold device with kerb blisters. In addition, enforce a right turn ban for traffic travelling Menangle Street, at the intersection of Argyle Street heading north.

#### **REPORT**

Council has successfully applied for and obtained a Federal Government Blackspot grant to provide an improved and safer crossing point for pedestrians on Argyle Street, north of the Menangle Street intersection. In addition, the implementation of the right turn ban will ease the congestion of traffic at this intersection.

Currently, traffic along Argyle Street, Menangle Street and Menangle Street West stop and wait for pedestrians to cross the road before entering the intersection. This has caused traffic congestion on all approaches and northbound traffic on Argyle Street as a result can back up all the way to Barkers Lodge Road, intersection especially during peak hour.

The relocation of the pedestrian crossing will improve safety for pedestrians and improve traffic flow at the intersection of Argyle Street and Menangle Street. The net effect of the relocation of the pedestrian crossing is the loss of one parking space on Argyle Street.

Further improvement of traffic flow at this intersection can be achieved by implementing a Right Turn ban (R2-6R) on Menangle Street into Argyle Street for north bound traffic. As an alternative, traffic on Menangle Street will be directed to use Colden Street and Margaret Street as the preferred route to Camden. An advance direction sign (G1-1) will be implemented on approach to Colden Street and a direction sign (G2-1) at the intersection of Colden Street and Margaret Street for this purpose.

In summary, the works for this proposal include:

1. The relocation of existing pedestrian crossing and incorporate into a raised threshold crossing to 55m northwards on Argyle Street.
2. The existing zig zag line marking location will be relocated and exiting on street parallel parking spaces will be changed to suit the new device as shown in the attachments to this report.
3. Installation of advanced direction sign on Argyle Street and a direction sign Menangle Street and Colden Street intersection
4. Installation of a right turn ban sign on Menangle Street and the intersection of Argyle Street.

Consultation

#### **Consultation**

RMS has been consulted and review the proposal to relocate the pedestrian crossing through the grant funding application.

The proposal for all works included in the Picton Town Centre Transport Plan (which includes the relocation of the pedestrian crossing and the right turn ban from Menangle Street) were communicated to residents in April 2019 via an informal drop in session at Council. The event was well attended.

Public exhibition materials regarding the Picton Town Centre Transport Plan has been made available on the Council website, including the concept design drawings and supporting traffic study.

The finalised Picton Town Centre Transport Plan was approved by Council on August 19, 2019.

### **Financial Implications**

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

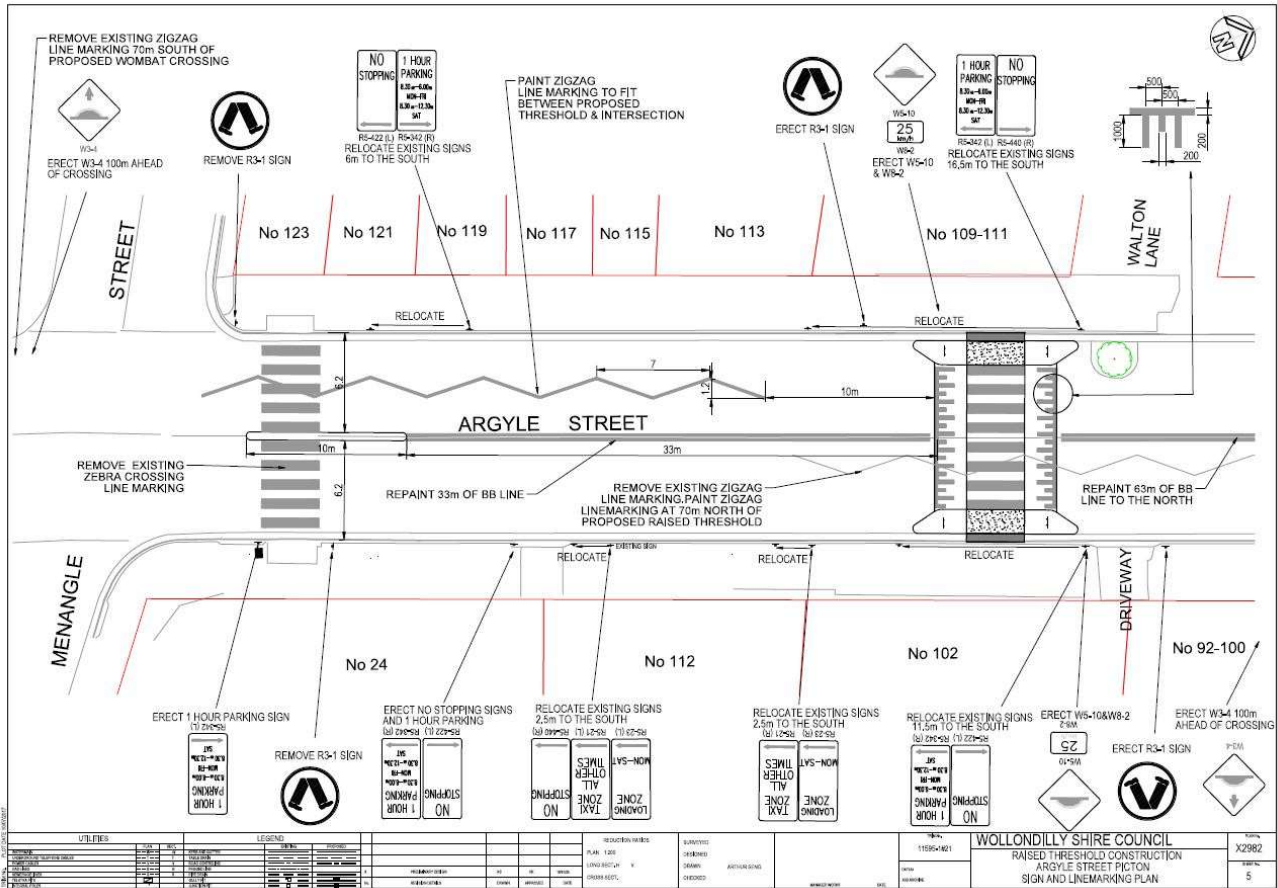
### **ATTACHMENTS**

1. **Argyle Street Picton - Proposed Relocation and Upgrade of Pedestrian Crossing Design**
2. **Feb 2020 Argyle Street LTC RT Ban**

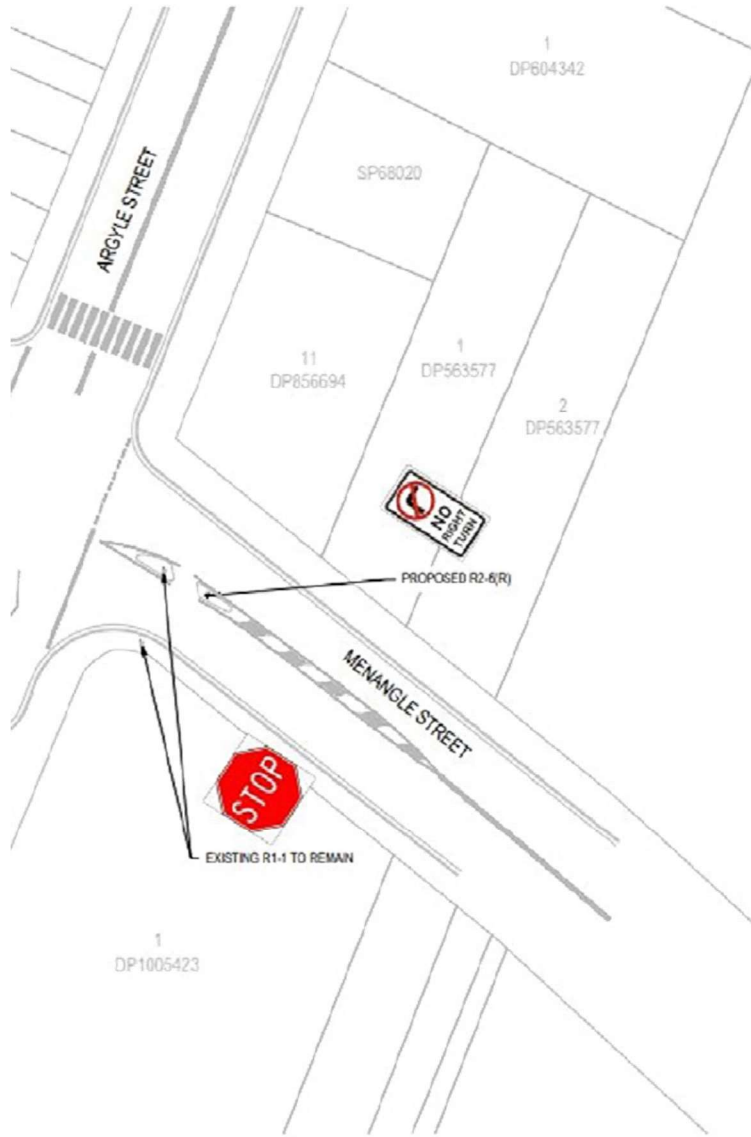
### **RECOMMENDATION**

That Council approve:

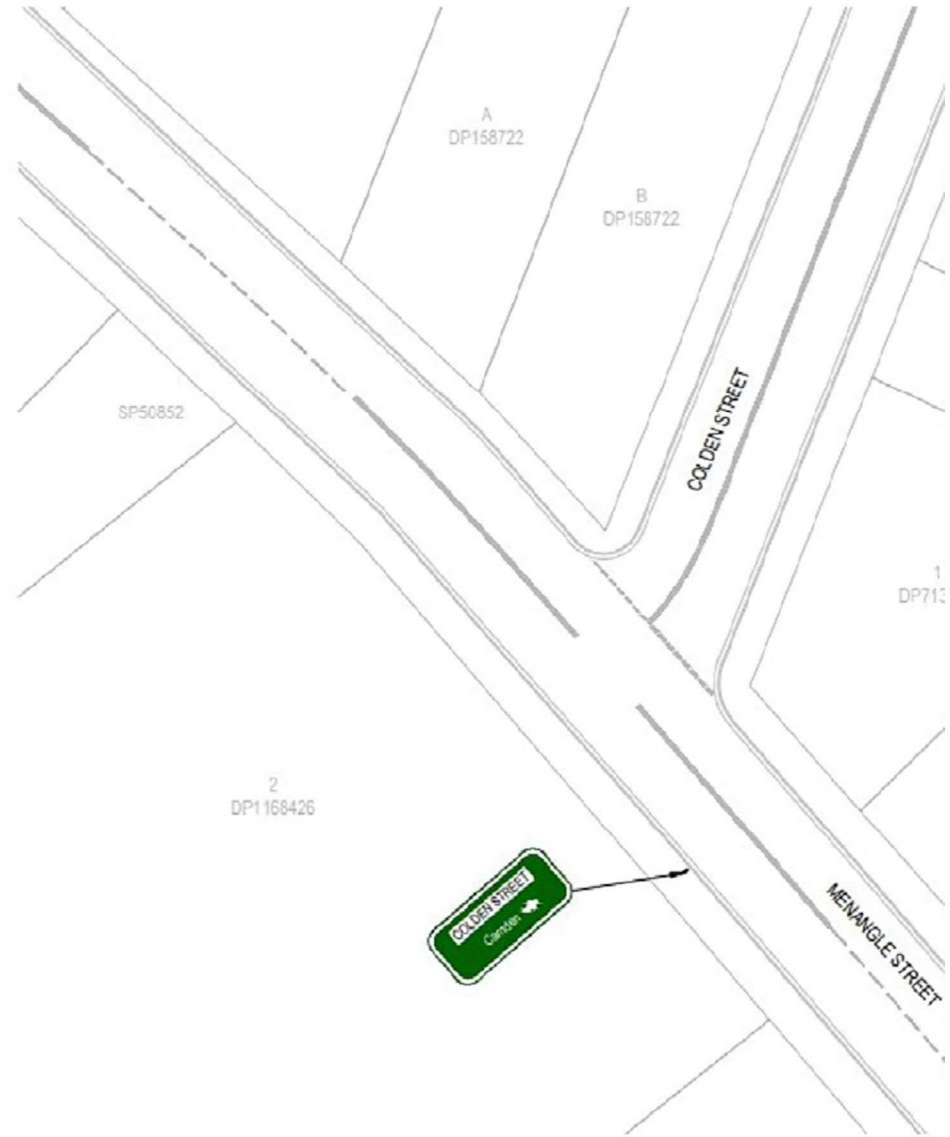
1. The proposed relocation and upgrade of the pedestrian crossing into the raised threshold and associated linemarking and traffic zone changes.
2. The implementation of Right Turn ban (R2-6R) for traffic exiting Menangle Street onto Argyle Street.
3. The installation of an advance direction sign (G1-1) "To Camden" on Menangle Street approaching Colden Street intersection and a directional sign (G2-1) "Camden" at the intersection of Colden Street and Margaret Street.



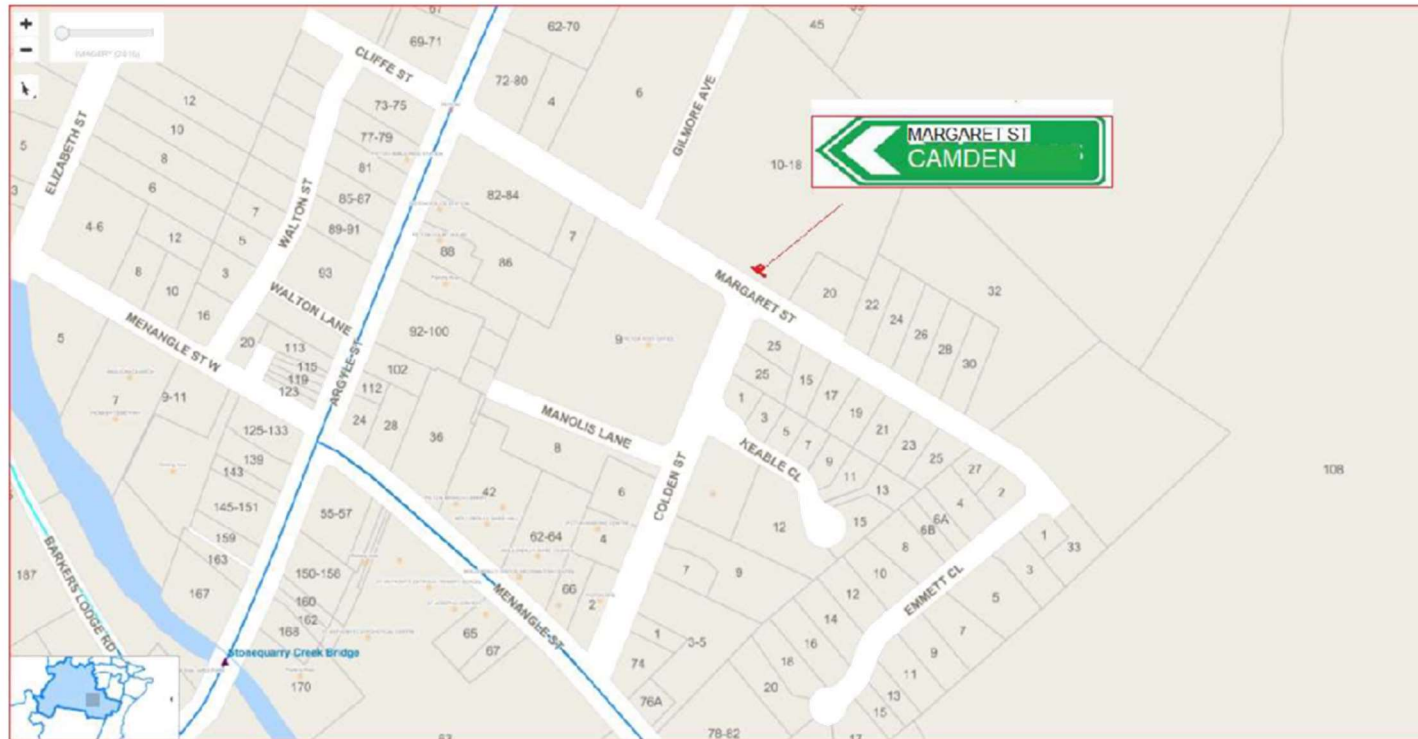




**ID MENANGLE STREET INTERSECTION LAYOUT**  
SCALE 1:400



**PRELIMINARY MENANGLE AND COLDEN STREET INTERSECTION**  
SCALE 1:400



**1.4 PROPOSED GIVE WAY (R1-2) SIGN ON CEDAR CREEK ROAD AND WESTBOURNE AVENUE - RICHARDSON STREET, THIRLMERE.****File Number: 10623#97****EXECUTIVE SUMMARY**

It is recommended that Council approve the installation of a Give Way (R1-2) sign and associated TB/TB1 line at the intersection of Cedar Creek Road and Westbourne Avenue/Richardson Street, Thirlmere.

**REPORT**

Council has recently completed the replacement of Noonan Bridge over Matthews Creek on Cedar Creek Road, Thirlmere. This has transformed the road into two lanes instead of one due to the old single lane bridge. This has led to improved traffic flow over the bridge to the intersection with Westbourne Avenue/Richardson Street.

There have been complaints from residents concerning safety at the intersection as traffic from Cedar Creek Road have been observed not giving way at this intersection.

This report proposes to formalise the T junction at the intersection of Cedar Creek Road and Westbourne Avenue/Richardson Street with a Give Way (R1-2) sign and associated TB/TB1 line marking to improve safety at this intersection.

**Consultation**

This issue has not been raised and discussed in a Community Forum.

**Financial Implications**

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

**ATTACHMENTS****1. Proposed Give Way Junction Control on Cedar Creek Road at Westbourne Avenue****RECOMMENDATION**

That Council approve the installation of a Give Way (R1-2) sign and associated TB/TB1 line marking on Cedar Creek Road at Westbourne Avenue/Richardson Street intersection, Thirlmere.



**1.5 WESTBOURNE AVENUE, THIRLMERE AT OAKS STREET INTERSECTION - PROPOSED CHANGES TO TAXI ZONE AND LOADING ZONE.****File Number: 10623#98****EXECUTIVE SUMMARY**

It is recommended that Council approve the modification to the existing traffic zones to suit an upgrade to the kerb ramps to improve pedestrian access.

**REPORT**

Council is proposing to improve the kerb ramps in Westbourne Avenue at the intersection with Oaks Street so that they comply with Australian Standards in regards to grades and levels. This is in response to various requests from local residents to improve pedestrian accessibility to the shops in Thirlmere and funding has been allocated in Council's Footpath Renewal Program for the 2019/20 financial year.

This work will involve the construction of concrete islands and ramps in the parking lane and the minor relocation of the crossing point. On the western side of Westbourne Avenue the work will take place in the existing No Stopping zone, and on the eastern side one of the concrete islands will extend into the Taxi Zone and Loading Zone. The Taxi Zone and Loading Zone need to be shortened by 2.5 metres to allow space for the proposed construction works.

The Taxi Zone and Loading Zone are adjacent to the Thirlmere Hotel, and the Loading Zone is for 8.30am to 6pm Monday to Friday and 8.30am to 12.30pm on Saturday. The Taxi Zone is for all other times. No linemarking changes need to take place as the proposed work will take place in the existing parking lane, and the concrete islands will also act as blister islands for the existing roundabout at the Westbourne Avenue/Oaks Street intersection.

**Consultation**

This issue has not been raised and discussed in a Community Forum.

**Financial Implications**

The changes to the parking restrictions will be funded as part of the adopted capital works program.

**ATTACHMENTS**

- 1. Feb 2020 LTC - Plan #K2983 sheet 2 Westbourne Ave Pram Ramps**

**RECOMMENDATION**

That Council approve the changes to the Taxi Zone and Loading Zone on the eastern side of Westbourne Avenue Thirlmere, near Oaks Street as shown in Plan No. K2983 sheet 2.





## **1.6 CAMDEN CYCLING CLUB - REQUEST APPROVAL FOR 2 CYCLING RACE EVENTS ON STEVENS RD AND MORETON PARK RD, MENANGLE.**

**File Number: 10623#99**

### **EXECUTIVE SUMMARY**

It is recommended that Council approve the 2 cycling race events on Saturday 21 March 2020 (1pm to 4.30pm) and Sunday 26 April 2020 (7.30am – 11am) on Stevens Road and along sections of Moreton Park Road, Menangle.

### **REPORT**

Council has received an application from the Camden Cycling Club seeking approval to conduct 2 cycling race events on Saturday 21 March 2020 (1pm to 4.30pm) and Sunday 26 April 2020 (6am – 11am) on Stevens Road and along sections of Moreton Park Road, Menangle.

Similar races have been conducted successfully along Moreton Park Road in previous years without adverse impact to the local community, and it is considered that the proposal can be supported. No community feedback has been received following previous events.

The process of Council approval to be dealt with via the issue of a permit for “Road Event – Road Closure” prior to each individual race event.

At the time of writing this report, the applicant had not addressed the provision of hostile vehicle mitigation and Council were awaiting further information. The applicant has also been asked to address issues raised with the supplied Traffic Control Plans to ensure that they comply with the Roads and Maritime Services (now Transport for NSW) Traffic control at work sites (TCAWS) manual.

The attachment to this report included the application for Road Management Approval, Traffic Control Plans and insurance details.

### **ATTACHMENTS**

- 1. Moreton Park Rd, Menangle Cycle Race events 2020.**
- 2. Feb LTC 2020 - Risk Assessment Moreton Park Road Menangle**

### **RECOMMENDATION**

That Council grant consent to Camden Cycling Club to use Stevens Road and Moreton Park Road, Menangle to conduct 2 cycling race events subject to the requirements for the issue of a permit for “Road Event – Road Closure” prior to each individual race event, subject to the provision for hostile vehicle mitigation and revised Traffic Control Plans.



## APPLICATION FOR ROAD MANAGEMENT APPROVAL

ISSUED UNDER THE ROADS ACT SECTION 138

**Consent from Council is required for works to be undertaken within the road reserve, under S138 of the Roads Act**

**Please Note:**

*This application may take up to ten (10) working days to process and Council will only consider your application once all the relevant documentation has been received and appropriate fees paid. Council's processing fees for Road Management Approvals are non refundable.*

**1 APPLICANT:**  
 Customer/ Company Name: ..... Camden Cycle Club .....  
 Contact Person: ..... Warren Downes .....  
 Address: ..... 44 Alexandra Cres Harrington Park NSW ..... Post Code: ..... 2567 .....  
 Phone B/H: ..... 0419 498 123 ..... Mobile: ..... 0419 498 123 .....  
 Email: ..... warren@downesnursery.com.au ..... Contact: .....

**2 SITE DETAILS** (Land to which Application relates):  
 Street No :..... Street Name: .....  
 Suburb or Town :..... Post Code :.....  
 Lot No.: ..... Section: ..... DP No. :.....  
 Development Application Consent No. (where Applicable): .....  
*For Road Occupancy certificates:*  
 Name of Road..... Stevens Road Menangle and Morton Park Road Menangle .....  
 Between .....and .....intersections

**3 PURPOSE OF APPLICATION** (Please choose from the following):  
 Road Opening  Road Occupancy/Event

**4 CONTRACTOR'S DETAILS:**  
 Name :..... Licence No .....  
 Address: .....  
 Phone B/H: ..... Mobile: .....  
 Email: ..... Contact: .....

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TRIM 461#484  
 Last Revised: Date – 12/09/2018



**5 DESCRIBE THE WORK:** We wish to conduct the 2020 Camden Club Championships Road Race  
 Describe what you want to do .....  
 We will use traffic control along the course while the race is conducted as per our traffic control plan attached, we estimate 30 - 60 participants will attend the race.  
 .....  
 .....  
**Details of Timeframe:**  
 Commencement Date:..... 26-4-20 at 7:30am ..... Finish Date:..... 26-4-20 : 11:00am .....  
 Estimated Cost of the Proposed Road Works or Structures: ..... \$0 .....

**6 DETERMINE TYPE OF SHIFT / WORK:**  
 Please select type of 'Road Management Approval' as part of payment details.  
 Short Term Roadworks or Structures – Up to One (1) Shift  
 Medium Term Roadworks or Structures – One (1) to five (5) shifts  
 Long Term Roadworks or Structures – more than five (5) shifts  
 Permit for events (non-roadworks) affecting public road

**7 INFORMATION REQUIRED TO BE ATTACHED TO THE APPLICATION:**  
*The following information must accompany applications for a Section 138 consent for works within the public road:*

- One copy of approved Traffic Control Plan or Traffic Management Plan where applicable for works within the public road reserve.
- One copy of Public Liability Insurance in an amount of \$20,000,000.
- Copies of work experience of the contractor wishing to do the job.
- Copies of Traffic Management qualification (blue/yellow card).

The following table indicates Council's processing fee for Road Management Approval Applications. Payment must be made when submitting your application to Council. Your application may be subject to additional fees once the Council Officer inspects your application, any additional charges must be made prior to approval being issued

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TRIM 461#484  
 Last Revised: Date – 12/09/2018

**8 SCHEDULE OF FEES:**

- **PAYMENT DETAILS FOR ROAD MANAGEMENT APPROVAL** (In accordance with Council's Fees and Charges in respect of 2019 - 2020 financial year):
  - A 'Shift' shall be considered as equivalent to a single day.
  - Short Term Roadworks or Structures – Up to One (1) Shift – Fee \$134.50
  - Medium Term Roadworks or Structures – One (1) to five (5) shifts – Fee \$ 268.00
  - Long Term Roadworks or Structures – more than five (5) shifts – Fee \$520.00 per week or part thereof and plus bond (*i.e.* \$50,000.00 or 20% of the estimated value of works subject to the Section 138 permit, whichever is the greater amount) for long term roadworks or structures
  - Permit for events (non-roadworks) affecting public road – Fee \$268.00

**NOTES:**

- Bond money shall be calculated for long term roadworks or structure.
- Additional page shall be included to provide shift details including time and date if required.
- Section 138 permit shall be issued in respect of timeframe as nominated by the applicant as part of the Road Management Approval.
- 'Road Works' or 'Structures' shall be considered as indicated in the Roads Act 1993 – "**road work** includes any kind of work, building or structure (such as a roadway, footway, bridge, tunnel, road-ferry, rest area, transit way station or service centre or rail infrastructure) that is constructed, installed or relocated on or in the vicinity of a road for the purpose of facilitating the use of the road as a road, the regulation of traffic on the road or the carriage of utility services across the road, but does not include a traffic control facility, and **carry out road work** includes carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a road work."
- **traffic** includes vehicular, pedestrian and all other kinds of traffic. (Definition under Roads Act 1993)
- **traffic control facility** has the same meaning as it has in Part 6 of the [Transport Administration Act 1988](#), and carry out traffic control work includes carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control facility. (Definition under Roads Act 1993)
- Please contact with Council's Customer Service on (02) 4677 1100 for payment in relation to Section 138 permit.

**PRIVACY STATEMENT:**

Wollondilly Shire Council is collecting personal information from you on this form for the purpose of assisting the determination process of your application. This information will be stored in councils EDRMS and accessed by the processing officer. Failure to provide the information may lead to rejection or delays of your application. At any time you have the right to access, view or correct the personal information that you have provided. Please also note that the personal information (not financial details) supplied on this document may be the subject of a request to access information under the Government Information (Public Access) Act 2009 [GIPAA].

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## APPLICATION FOR ROAD MANAGEMENT APPROVAL

ISSUED UNDER THE ROADS ACT SECTION 138

**Consent from Council is required for works to be undertaken within the road reserve, under S138 of the Roads Act**

**Please Note:**

*This application may take up to ten (10) working days to process and Council will only consider your application once all the relevant documentation has been received and appropriate fees paid. Council's processing fees for Road Management Approvals are non refundable.*

**1 APPLICANT:**

Customer/ Company Name: ..... Camden Cycle Club  
 Contact Person: ..... Warren Downes  
 Address: ..... 44 Alexandra Cres Harrington Park NSW ..... Post Code: ..... 2567  
 Phone B/H: ..... 0419 498 123 ..... Mobile: ..... 0419 498 123  
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Street No :..... Street Name: .....  
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 Lot No.: ..... Section: ..... DP No. :.....  
 Development Application Consent No. (where Applicable): .....  
*For Road Occupancy certificates:*  
 Name of Road..... Stevens Road Menangle and Morton Park Road Menangle  
 Between .....and .....intersections

**3 PURPOSE OF APPLICATION** (Please choose from the following):

Road Opening  Road Occupancy/Event

**4 CONTRACTOR'S DETAILS:**

Name :..... Licence No .....  
 Address: .....  
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**5 DESCRIBE THE WORK:** We wish to conduct the Southern Region Interclub Cycling Road Race  
 Describe what you want to do .....  
 We will use traffic control along the course while the race is conducted as per our traffic control plan attached, we estimate 40-80 participants will attend the race.  
 .....  
 .....  
**Details of Timeframe:**  
 Commencement Date: 21-3-20 at 1pm ..... Finish Date: 21-3-20 at 4:30pm .....  
 Estimated Cost of the Proposed Road Works or Structures: ..... \$0 .....

**6 DETERMINE TYPE OF SHIFT / WORK:**  
 Please select type of 'Road Management Approval' as part of payment details.  
 Short Term Roadworks or Structures – Up to One (1) Shift  
 Medium Term Roadworks or Structures – One (1) to five (5) shifts  
 Long Term Roadworks or Structures – more than five (5) shifts  
 Permit for events (non-roadworks) affecting public road

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 One copy of Public Liability Insurance in an amount of \$20,000,000.  
 Copies of work experience of the contractor wishing to do the job.  
 Copies of Traffic Management qualification (blue/yellow card).

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**NOTES:**

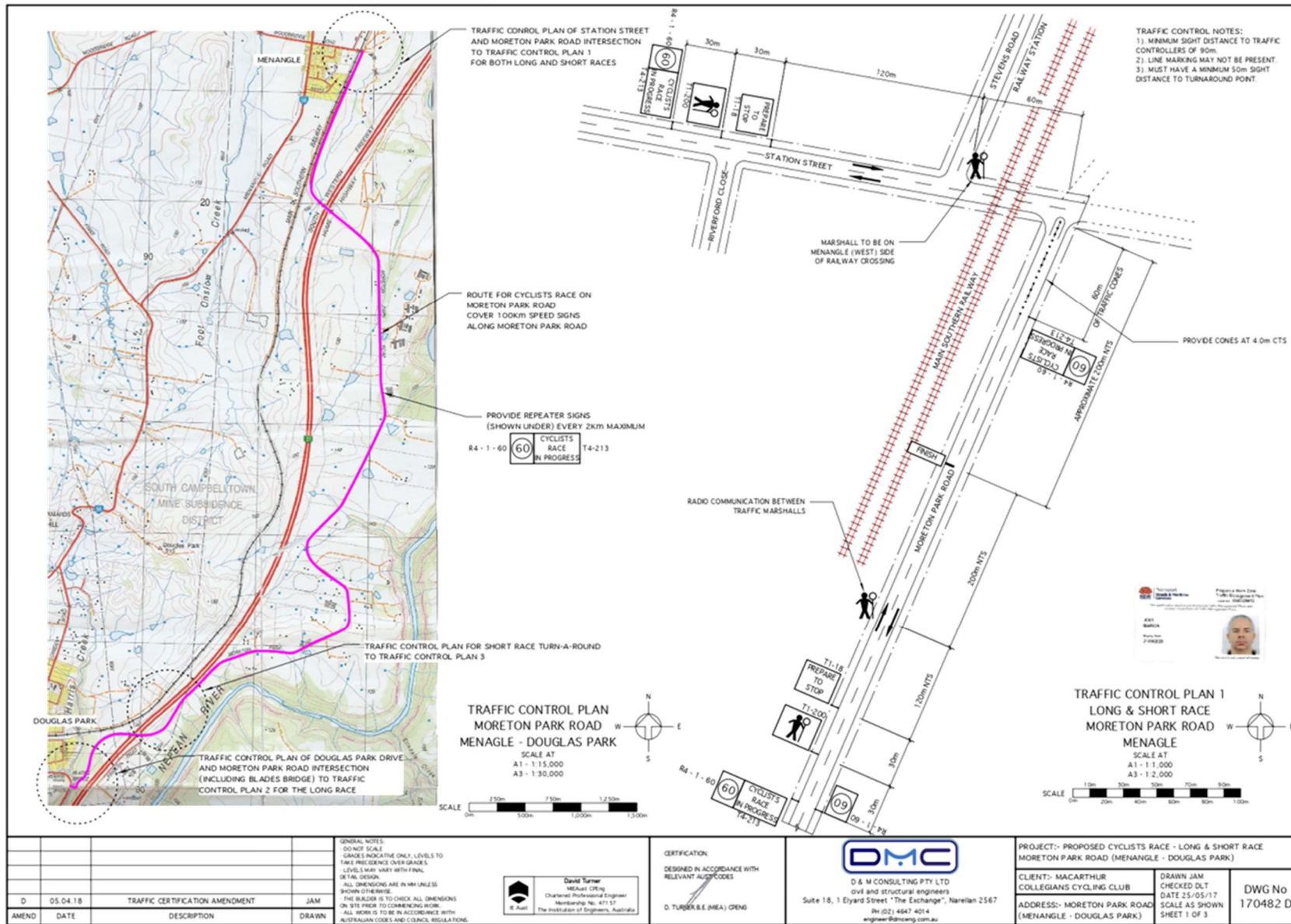
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- Additional page shall be included to provide shift details including time and date if required.
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**PRIVACY STATEMENT:**

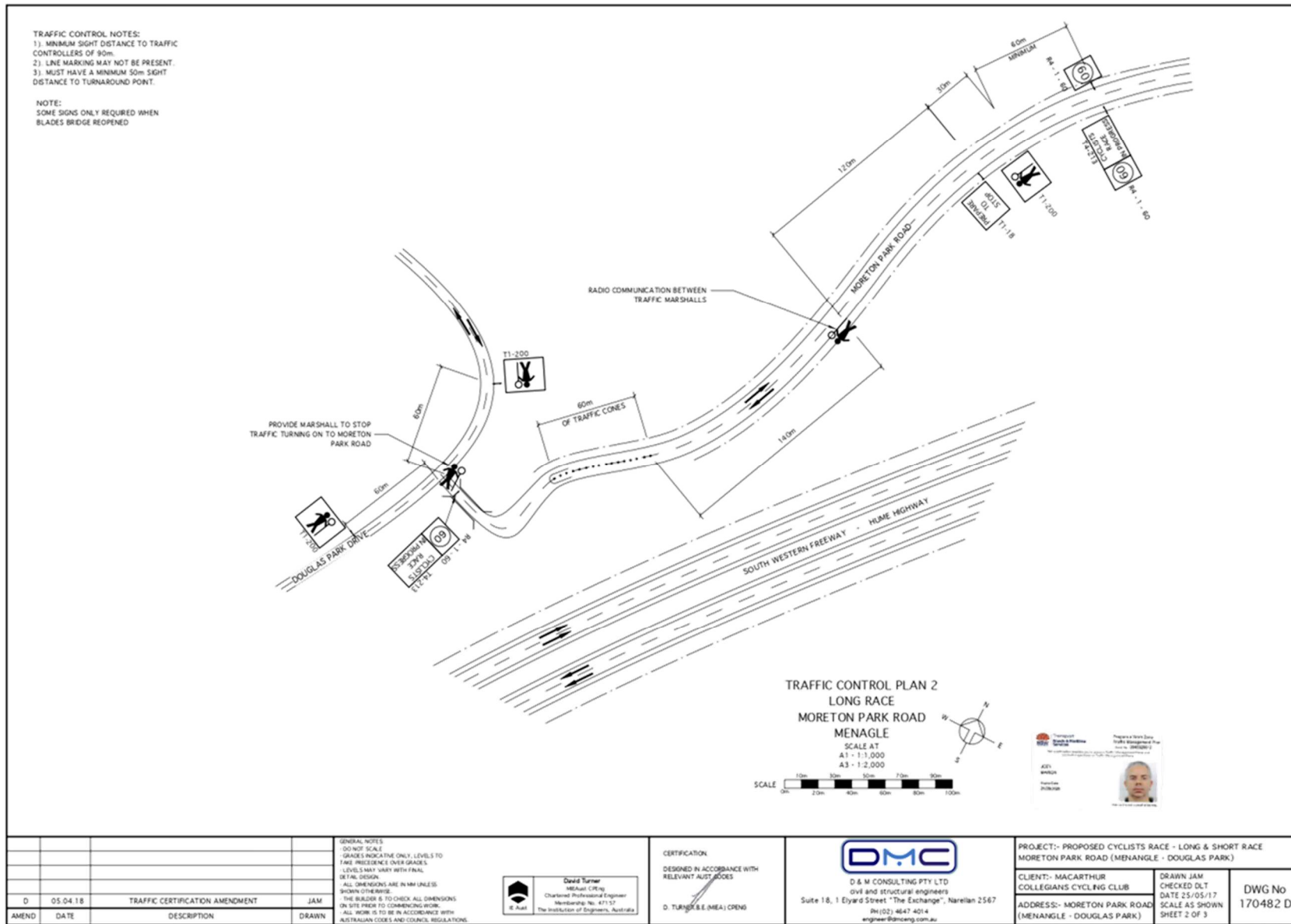
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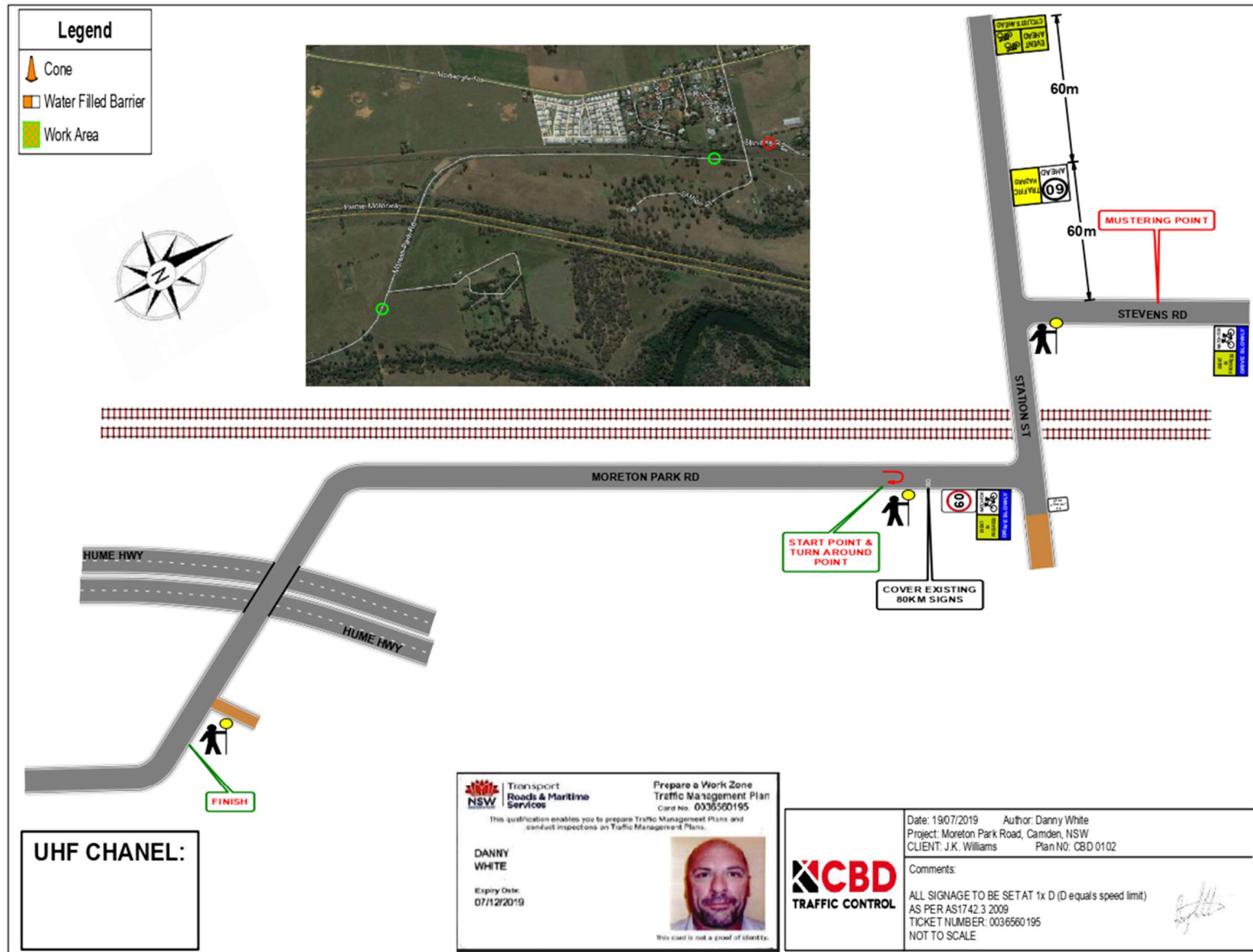
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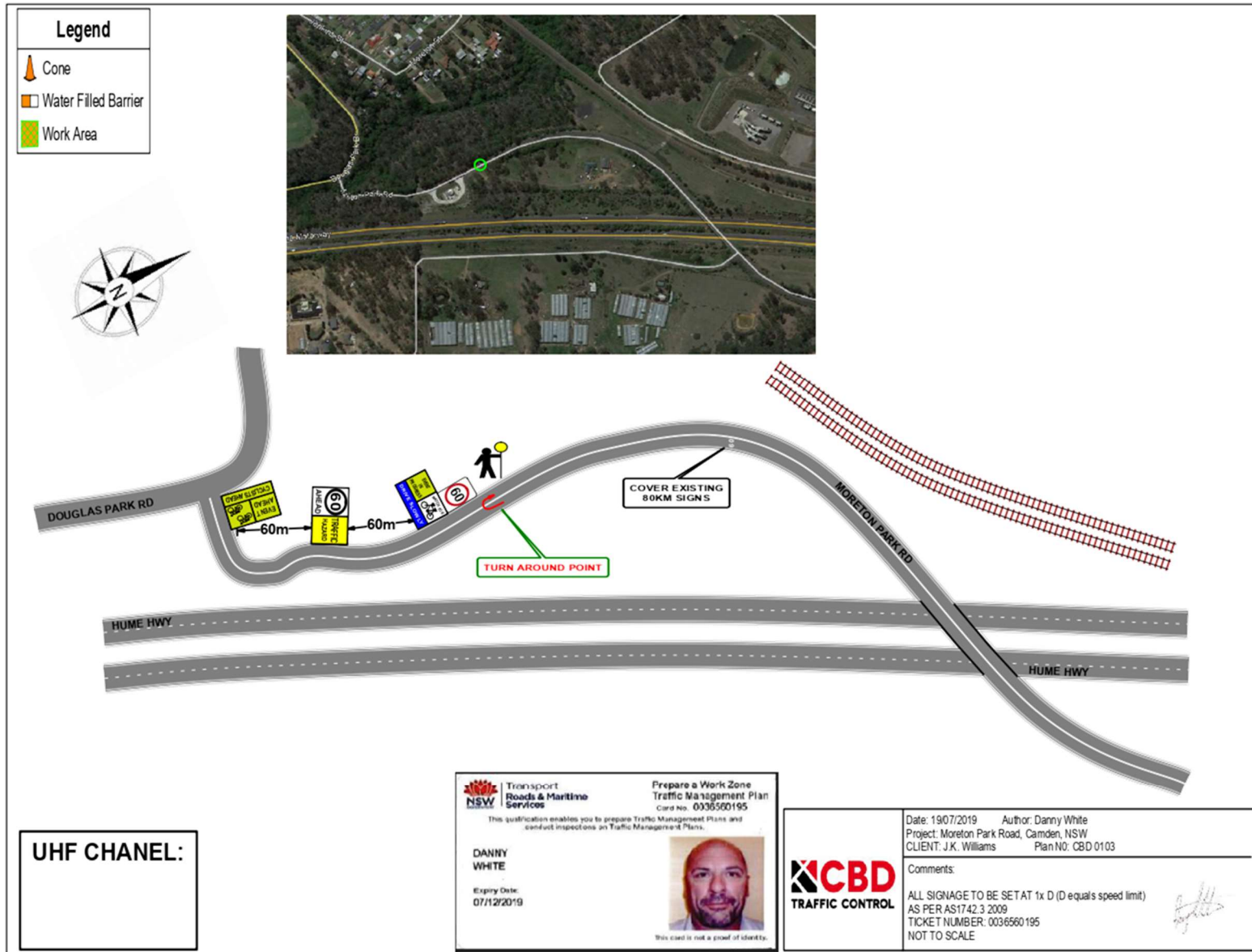














**Certificate of Currency**

**Type of Cover:** Broadform Liability

**The Insured:** Cycling Australia and affiliated entities

**Period Of Insurance:** 30 April 2019 To 4:00pm on 30 April 2020

**Noted Club:** **Camden Cycling Club**

**Interested Party:** **President**

**The Business:** The principal activities of Cycling Australia include but are not limited to; Management of athletes participating in sanctioned events including international events (closed circuit and road racing), coordination of domestic / international riding activities, the preparation of national teams for qualification and participation in Olympic Games, World Championships and other key domestic / international events, promoting and developing the profile of Cycling Australia at international and domestic level

**Limits of Liability:** **Public Liability**  
\$20,000,000 any one Occurrence  
**Products Liability**  
\$20,000,000 any one Period of Insurance  
Property in Physical or Legal Control \$100,000 limited in the aggregate  
Advertising Injury \$20,000,000 any one Occurrence  
Professional Liability \$5,000,000 limited in the aggregate  
Molestation \$250,000 limited in the aggregate

**Excess:** Personal Injury, Property Damage and Advertising Injury \$1,000 each and every Occurrence inclusive of Supplementary Payments  
Errors and Omissions \$10,000 each and every Occurrence inclusive of Supplementary Payments  
Molestation \$50,000 each and every Claim inclusive of Supplementary Payments

**Policy to Note:** **Interested Parties** are noted as an Insured in respect of claims to pay Compensation for Personal Injury or Property Damage arising from an act, error or omission (that is indemnifiable under this Policy) of **Noted Club**. Subject at all times to the terms, conditions, definitions and exclusions of the policy.

**Insurer:** Underwritten for certain underwriters at Lloyd's of London & Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Ltd. under binding authorities B128416380W18 & 001-2018 respectively. \$15,000,000 x \$5,000,000  
Underwritten for certain underwriters at Lloyd's of London & Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Ltd. under binding authorities B128416380W18 & 001-2018 respectively.

**Policy Number:** 205095510206

**Geographical Limits:** Worldwide

**Stamped & Dated:** 29 April 2019



SLE Worldwide Australia Pty Limited is acting under the authority of the Insurers and will be effecting this contract of insurance as agent of the Insurer and not the Insured. ABN 15 066 698 575 AFSL License No: 237268

Please Note: Whilst an expiry date has been indicated, it should be known this policy can be cancelled at any time in the future. Accordingly reliance should not be placed on the expiry date.



RISK ASSESSMENT							
Event Site: <b>Moreton Road, Menangle</b>							
Assessment Date: <b>4 / 02 / 2020</b>		Next Review Date: / / (3 years maximum)		Sign-off: Name: <b>Warren Downes</b> Position: <b>Approvals Officer</b> Date: <b>4 / 02 / 2020</b>			
What is being assessed? <b>Hostile Vehicle Mitigation for cycle race to be held on Moreton Park Road Menangle</b>							
Assessor(s): <b>Warren Downes</b>							
Risk assessment				Risk control plan*			
Item	Hazard description/ how exposed	Risk control measure(s) in place <small>(If existing controls need improvement or new controls introduced, record under the Risk Control Plan columns)</small>	Current risk level (H/M/L/VL) with controls (Refer App.2)	Extra controls needed to reduce risks to low or very low <small>(The item should not be used or the process started until the remaining 'residual risk' is L or VL)</small>	Person responsible	Date extra controls to be done	Date extra controls completed
1	<b>Hostile Vehicle Mitigation</b>	<b>Traffic Control Plan: CBD-0102</b>	<b>Medium</b>	<b>No improvement to TCP required</b>			
2							
3							
4							
5							
6							
7							



**Risk Assessment Matrix**

LIKELIHOOD	RISK SEVERITY/CONSEQUENCE			
	CRITICAL <i>(may cause severe injury or fatality - more than two weeks lost time)</i>	MAJOR <i>(injury resulting in at least one day lost time)</i>	MINOR <i>(medical treatment injury - back to work)</i>	NEGLIGIBLE <i>(first aid treatment - no lost time)</i>
<b>VERY LIKELY</b> <i>(exposure happens frequently)</i>	High	High	Medium	Low
<b>LIKELY</b> <i>(exposure but not frequently)</i>	High	Medium	Low	Very low
<b>UNLIKELY</b> <i>(exposure could happen but only rarely)</i>	Medium	Low	Very low	Very low
<b>VERY UNLIKELY</b> <i>(Exposure can happen but probably never will)</i>	Low	Very low	Very low	Very low
<b>NOT EVER LIKELY</b> <i>(Exposure is never likely to ever occur)</i>	Very low	Very low	Very low	Very low

**RISK PRIORITY TABLE**

Risk priority	Definitions of priority	Time frame
High	Situation critical, stop work immediately or consider cessation of work process. Must be fixed today, consider short term and/or long term actions.	Now
Medium	Is very important, must be fixed urgently, consider short term and/or long term actions.	1 – 3 weeks
Low	Is still important but can be dealt with through scheduled maintenance or similar type programming. However, if solution is quick and easy then fix it today.	1 - 3 Months
Very low	Review and/or manage by routine processes	Not applicable

**2 GENERAL BUSINESS****2.1 THIRLMERE FESTIVAL OF STEAM 2020 - POSTPONEMENT****File Number: 10623#100****EXECUTIVE SUMMARY**

The purpose of this report is to inform the Committee that the Thirlmere Festival of Steam 2020 has been postponed.

**REPORT**

Council has been advised by the organising committee of the Thirlmere Festival of Steam 2020 that the event has been postponed until further notice.

However, the recommendation for approval of the temporary road closures of selected roads for the event by the Local Traffic Committee will remain and Council approval to be dealt with via the issue of a permit for "Road Event – Road Closure" once the date has been set for the event.

For information only.

**ATTACHMENTS****Nil**