



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

**Date: Tuesday, 8 August 2023**

# **AGENDA**

**Traffic Committee Meeting  
8 August 2023**





## Order Of Business

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## 1 REPORTS

### 1.1 2023 ILLUMINATE WOLLONDILLY, FESTIVAL OF ART & LIGHT

**File Number:** 10623#311

**Directorate:** Shire Services

#### EXECUTIVE SUMMARY

This report seeks approval of a Special Event Traffic Management Plan (SETMP) for the 2023 Illuminate Festival of Art and Light event scheduled to be held on Friday 15 September to Sunday 17 September 2023.

Periodic interruption of traffic flow is required for event set up on Friday 15 September and road closures and detours are required on Saturday 16 September 2023. There is no disruption to traffic flow on Sunday 17 September.

#### RECOMMENDATION

1. That the proposed '2023 Illuminate Wollondilly, Festival of Art & Light' event scheduled to be held on Friday 15 to Sunday 17 September 2023 be classified as a Class 2 Event on Friday 15 and Saturday 16 September 2023 in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of St Mary Mackillop Lane and Car Park, Menangle Street between Argyle Street and Colden Street, Menangle Street West between Argyle Street and Davidson lane for the '2023 Illuminate Wollondilly, Festival of Art & Light' event be approved subject to adherence with the following:
  - a. That the Event Organiser comply with the attached traffic related conditions.
  - b. That a letter notifying businesses and residents regarding the closure of roads and travel lanes within Wollondilly Shire Council be distributed 28 days prior to the event and a copy of this letter be submitted to Council.
  - c. That written evidence notifying the bus service provider regarding the closure of bus stops be submitted to Council.
  - d. That written evidence obtaining a Road Occupancy License (ROL) approval from the Transport Management Centre (TMC) of Transport for NSW (TfNSW) to implement traffic controls be submitted to Council.
  - e. That evidence of a satisfactory Hostile Vehicle Mitigation and Pedestrian Management Plan approved by Camden Police Area Command be submitted to Council, unless Police deem such a plan unnecessary.

#### REPORT

The Wollondilly Shire Council Community Services team has prepared a SETMP for the annual Illuminate Festival of Art & Light (Illuminate) event to be held on Friday 15 to Sunday 17 September 2023.

Illuminate provides local artists with the opportunity to have their artworks projected on landmark buildings, walls and public spaces along with colourful lighting displays and images projected throughout the event precinct. It is anticipated in excess of 20,000 people will attend the event this year.

**Schedule of events for 2023:**Friday 15 September

- A Lantern Parade, Illuminated Sculpture installations, Amusement Rides and a Long Table Dinner.

Saturday 16 September

- Night Markets, Food Court, Performing Arts, Art Exhibitions, Illuminate Music Festival, Carnival Stalls and Amusement Rides.

Sunday 17 September

- A Swing and Jazz afternoon/ Carnival stalls.

**Planned footpath, lane and road closure information**

As part of the SETMP, periodic interruption to traffic flow is required for event set up on Friday 15 September and road closures and detours are required on Saturday 16 September 2023. There is no disruption to traffic flow on Sunday 17 September.

Friday 15 September: Set-up scaffold towers and projectors in Menangle Street. Traffic Controllers will be on site between 7am and 2:30pm managing traffic flow whilst infrastructure installation occurs. Traffic management will cease between 8am and 9am to minimise impacts to school buses.

The following roads will be impacted:

- Menangle Street between Argyle Street and Colden Street (State Road)
- St Mary McKillop Lane and Car Park

Saturday 16 September Road closures will commence at 6am until midnight on Saturday 16 September 2023. Stall holders are able to access the event area until 11am. From 11am to 12pm all non-essential vehicles are removed from the festival site, ready for the pedestrian traffic. The official event including market stalls and live music will commence at 12pm.

The following roads will be Impacted:

- Menangle Street between Argyle Street and Colden Street (State Road)
- St Mary McKillop Lane and Car Park
- Menangle Street West between Argyle Streets and Davidson Lane

The Illuminate 2023 event will therefore disrupt local traffic and the non-event community. It is therefore proposed to classify this event as a Class 2 Event in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.

**Detours and impacts to public transport and emergency vehicles**

Menangle Street between Argyle Street and Colden Street is part of the 828, 900, 901, 911, 912, 913, 914 and 6256 bus routes. Impacted buses, emergency vehicles and motorists will be able to detour around the event footprint using Colden Street, Margaret Street, Cliffe Street and Walton Street.

An overview of the proposed detours, footpath, lane and road closures are shown in Figure 1. A copy of the SETMP including event overview and Traffic Control Plans is attached to this report.

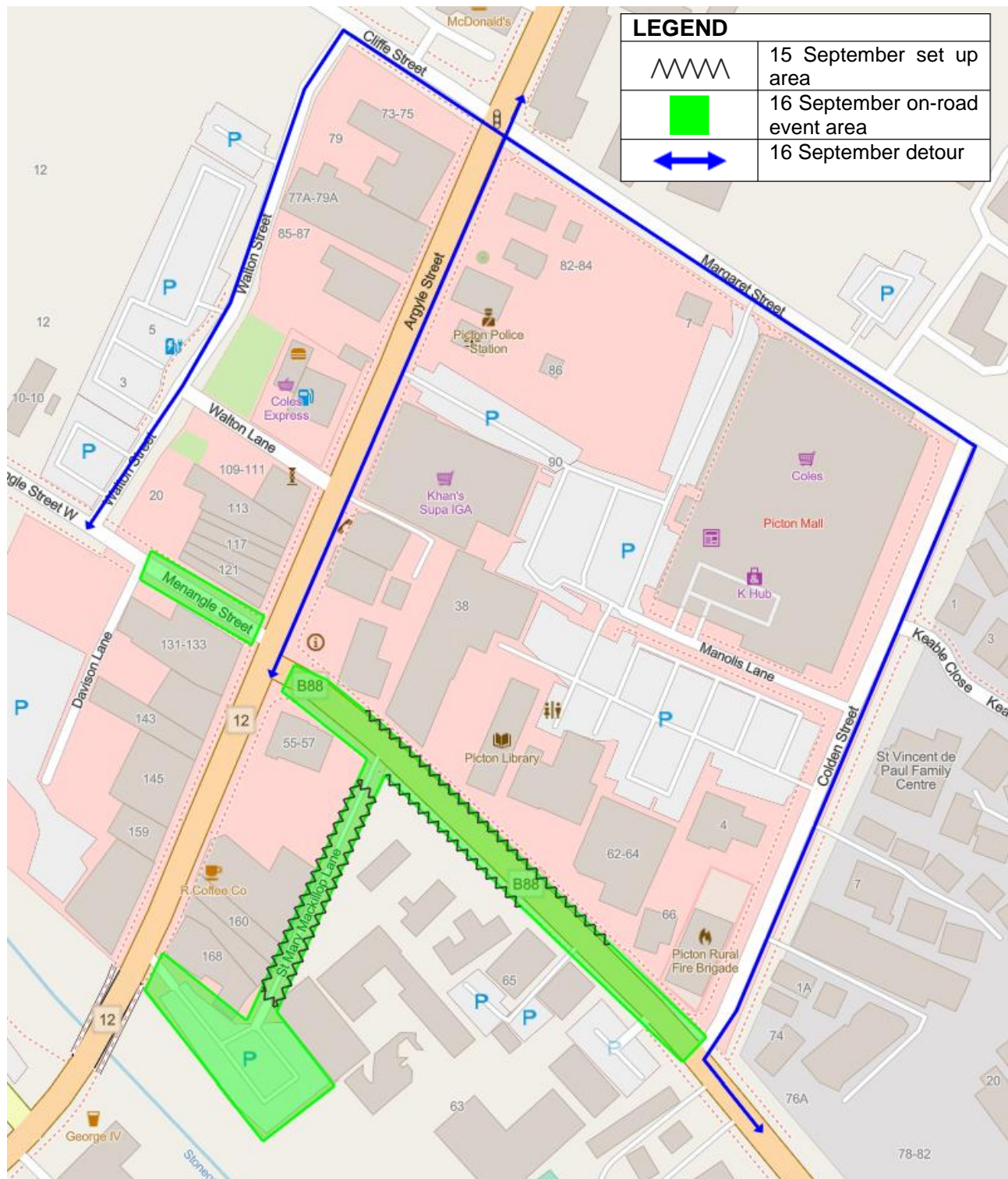


Figure 1: Overview of the traffic impacts of 2023 Illuminate Wollondilly, Festival of Art & Light

### Additional event information

Illuminate will include additional activities that are held within the Picton Botanic Gardens over the 3 days of the festival. Traffic control and road closures are not required for activities held within the Picton Botanic Gardens and parking is available onsite in Regreme Road and Hume Oval. Council

Compliance Rangers will patrol neighbouring residential streets to ensure roads and driveways are clear from obstruction and illegal parking.

Events held within the Picton Botanic Gardens are summarised in Table 1.

Event	Date	Details	Time	No. of people
Long Table Dinner	Friday 15 September	A ticketed and seated dinner event	6pm – 9pm	Up to 200
Sculpture and Lantern installations	Friday 15 & Saturday 16 September	Held on the main grassed area	Until 9pm daily	Open event
Swing and Jazz performance	Sunday 17 September	Held on the grassed area near flagpoles	12pm – 4pm	Up to 1000
Lantern Parade	Friday 15 September	Held along the walking path of the Gardens and Stonequarry Creek commencing from Margaret Street car park and culminating at the main grassed area in Regreme Road	From 5.30 to assemble and 6pm parade commences	Open event
Amusement Rides	Friday 15 & Saturday 16 September	Located in the Hume Oval precinct.	Friday: 4pm – 9pm Saturday: Sensory session 11am – 12pm & main session from 12pm – 9pm	Open event

*Table 1: Events held within the Picton Botanic Gardens*

## Consultation

Wollondilly Shire Council has consulted with:

- Council Executive
- Councillors
- Chamber of Commerce
- Wollondilly Tourism Association Inc. (WTAI)
- Community members
- Local businesses

To promote awareness of the event and changes to traffic conditions, the community will be notified through Council's website, local media outlets (including newspaper), letter box drops, event signage, Illuminate Wollondilly website and social media 28 days prior to the event.

Variable Message Signs (VMS) will be positioned in the following locations to advise motorists of the proposed road closures and changed traffic conditions at-least one week prior to the event.

The location of these VMS boards will be:

- 1) Menangle Street, Picton facing south




- 2) Argyle Street, Picton facing north
- 3) Argyle Street, Picton facing south

A notice of public assembly will be submitted to the Camden Police Local Area Command along with written notification to all Emergency Services and Public Transport providers.

### Financial Implications

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

<b>Reviewed by:</b>	Randil Pohorambage 26/07/2023	Senior Traffic Engineer	
<b>Drafted by:</b>	Rob Moran 24/07/2023	Community Projects & Events Team Leader	

### ATTACHMENTS

1. Traffic Management Plan - Illuminate 2023 [↓](#)
2. TCP - Illuminate - Friday 15 September 2023 [↓](#)
3. TCP - Illuminate - Saturday 16 September 2023 [↓](#)
4. Traffic Related Conditions [↓](#)



# **TRAFFIC MANAGEMENT PLAN**

## **WOLLONDILLY ILLUMINATE FESTIVAL OF ART AND LIGHT 2023**

**MENANGLE STREET AND ST MARY MCKILLOP LANE, PICTON**

Wollondilly Shire Council

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## 1. Purpose

The purpose of this Traffic Management Plan (TMP) is to ensure that a considered approach to traffic flow disruptions for set-up of the 2023 Illuminate Festival of Art and Light on Friday 15 September and implementation of Road Closure and changes to Traffic Flow on Saturday 16 September will cause minimal impact to local residents and the non-event community.

It is anticipated in excess of 20,000 people will attend the event this year. Illuminate Festival of Art and Light is classified as Class 2 Event under the NSW Government Guide to Traffic & Transport Management for Special Events V3.5 – 2018.

### Day 1 – Set up Friday 15 September 2023

Set up of this year's Illuminate Festival of Art and Light will encompass Menangle Street and St May McKillop Lane Picton. Traffic flow will be affected periodically from 7am till 2.30pm with certified traffic controllers managing traffic flow whilst infrastructure installation occurs. This includes lifting of projectors to scaffold towers and delivery and positioning of generators.

### Day 2 – Festival Delivery Saturday 16 September 2023

Implementation of temporary road closures will be in place on Saturday 16 September from 6am – 12am. Road Closure details are explained further within this document under Section 5.2 and the relevant Traffic Control Plan

## 2. Scope

This document will discuss the impact of traffic flow management necessary for public safety at the event. Consideration is given to;

- Minimising the traffic impact on the non-event community including emergency services.
- Interruption of traffic flow in the event space.
- Necessity to control generalised traffic flow.
- Managing the reduced capacity of the roadway.
- Compliance with WHS Act 2000 (Traffic Control Plan).
- Minimising cost to the Wollondilly Shire Council.

## 3. 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. 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. Strategy for Traffic Management

### Friday 15 September – Periodic interruptions to Traffic Flow

To ensure minimal impact to general traffic, it is deemed necessary to periodically interrupt traffic flow to all but emergency vehicle access from 7am – 2.30pm in;

- Menangle Street Picton between Colden Street and Argyle Street Picton
- St Mary McKillop Lane Picton
- Menangle Street West between Argyle Street and Davidson Lane

### Saturday 16 September - Road Closures

To ensure the safety of pedestrian traffic and the set-up of street stalls and, it is deemed necessary to close the following roads to all but emergency vehicle access from 6am – 12am

- Menangle Street Picton between Colden Street and Argyle Street Picton
- St Mary McKillop Lane Picton

To ensure the safety of all event participants it is deemed necessary to close the designated festival footprint to all but emergency vehicles. This will involve the implementation of lawful temporary road closures as detailed in this document. It is proposed road closures will be implemented from 6am to 12midnight.

The changed traffic conditions will be managed by an accredited WSC Council representative in accordance with the Traffic Control Plan prepared by Traffic Logistics accompanying this Traffic Management Plan.

Detours will enable continual flow of traffic to Argyle Street or Menangle Street via Colden Street and Margaret Street. Traffic will be detoured via Cliffe Street and Walton Lane onto Davidson Lane (private).

As per the Traffic Management Plan, directional signage and Variable Message Boards will be in place prior to the commencement of detours.

Traffic Control will be positioned at closure points in Menangle Street from 6am till 12am with an additional 2 x man crew at both pedestrian crossings in Argyle Street using stop / go signs to ensure pedestrian safety and continual safe flow of vehicles along Argyle Street. Hostile vehicle barriers will be in place at each intersection / road closure point as per Traffic Management Plan.

Pedestrian safety barriers will be placed along the Argyle Street Bridge to assist pedestrian access and safety between St Mary McKillop Lane and George IV Inn.

Additional safety barriers will be erected on Argyle Street/Menangle Street to manage crowds during the firework show at 9pm. Two (2) Traffic Foremen will oversee traffic control across two shifts with the Project Officer - Civil Construction as the Coordinator and contact for the day.

The market stalls will be positioned along the closed section of Menangle Street, St Mary McKillop Lane, Menangle Street West, the rear Council Building carpark and the Library Laneway between the illuminated buildings and will be limited to 180 stalls.

The Illuminate Music Festival main stage will be positioned on St Mary McKillop Lane adjacent to the Village Green (as per approved Development Application). Live music will be performed between 12pm (noon) and 9pm only.

The Illuminate Music Festival main stage will be positioned on St Mary McKillop Lane adjacent to the Village Green. Live music will be performed between 12pm (noon) and 9pm only.

## **6. Hostile Vehicle Mitigation Measures.**

Wollondilly's Illuminate Festival of Art and Light 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

## **7. Pedestrians / Accessible Parking**

Full pedestrian access will be maintained. Existing street access ramps are well placed for prams and wheelchair access. There is allocated accessible parking in Colden Street Council Car Park, Menangle Street West, Walton Lane, Davison Lane and Argyle Street that are not affected by traffic flow. Drop-off and pick-up area is located in Colden Street Picton.

## **8. Public Transport**

Council will liaise with the Picton Bus Line Service to ensure the detour route has minimal disruption to the scheduled bus services in Menangle Street Picton.

## **9. Parking**

There is adequate parking available in Picton surrounding the event footprint. Promotional material and directional parking signs in the town will assist in identifying dedicated parking areas.

## **10. Community / Motorist Notification**

To promote awareness of the event and changes to traffic conditions, the community will be notified through Council's website, local media outlets, letter box drops, event signage, Illuminate Wollondilly website and social media.

Tuesday 5 September Variable Message Signs (VMS) will be positioned in the following key locations to advise motorists of road closures and changes to traffic conditions on Friday 15 and Saturday 16 September 2023.

The location of these VMS boards will be;

- 1) Menangle Road Picton
- 2) Argyle Street Picton facing North
- 3) Argyle Street Picton facing south

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 times & conditions of road closures and other relevant details of the event.

## 11. Emergency Vehicles

All areas of the Illuminate Festival of Art and Light will be accessible to emergency vehicles. At each point of road closure, an authorised person will be available to assist in the event of an emergency vehicle requiring access to the site. Emergency vehicles shall be directed to the nearest entry and escorted to the emergency to allow minimal effect on the pedestrian traffic.

## 12. Implementation of Traffic Management Strategy – 'Bump in' and 'Bump out'

### Friday 15 September 2023:

Traffic Management will begin at 7am, ceasing between 8am to 9am to enable school bus schedules to be maintained and will recommence from 9am till 2.30pm.

### Saturday 16 September 2023:

#### Stage one: 'Bump In'

Road closures will be implemented from 6am with access only available for emergency vehicles and council vehicles. Stall Holders will be allowed access to the site from 6.30am and will follow a dedicated point of entry. 'Bump In' will commence from 6.30am and close at 11am.

#### Stage Two:

Begins at 11am and all non-essential vehicles are removed from the festival site, ready for the pedestrian traffic and the official event commencing time of 12pm.

#### Stage Three: 'Bump Out'

Stall holders can begin pack up at 9pm, exit from the site will depend on pedestrian movement and monitored by the Event Coordinators and Traffic Supervisors with an aim to vacate the area by 10.30pm. Sanitary services and removal of infrastructure will occur until 12am. Road closures will reopen at 12am.

In the event of identified safety issues, bump out will be controlled accordingly by Council's Traffic Supervisor.

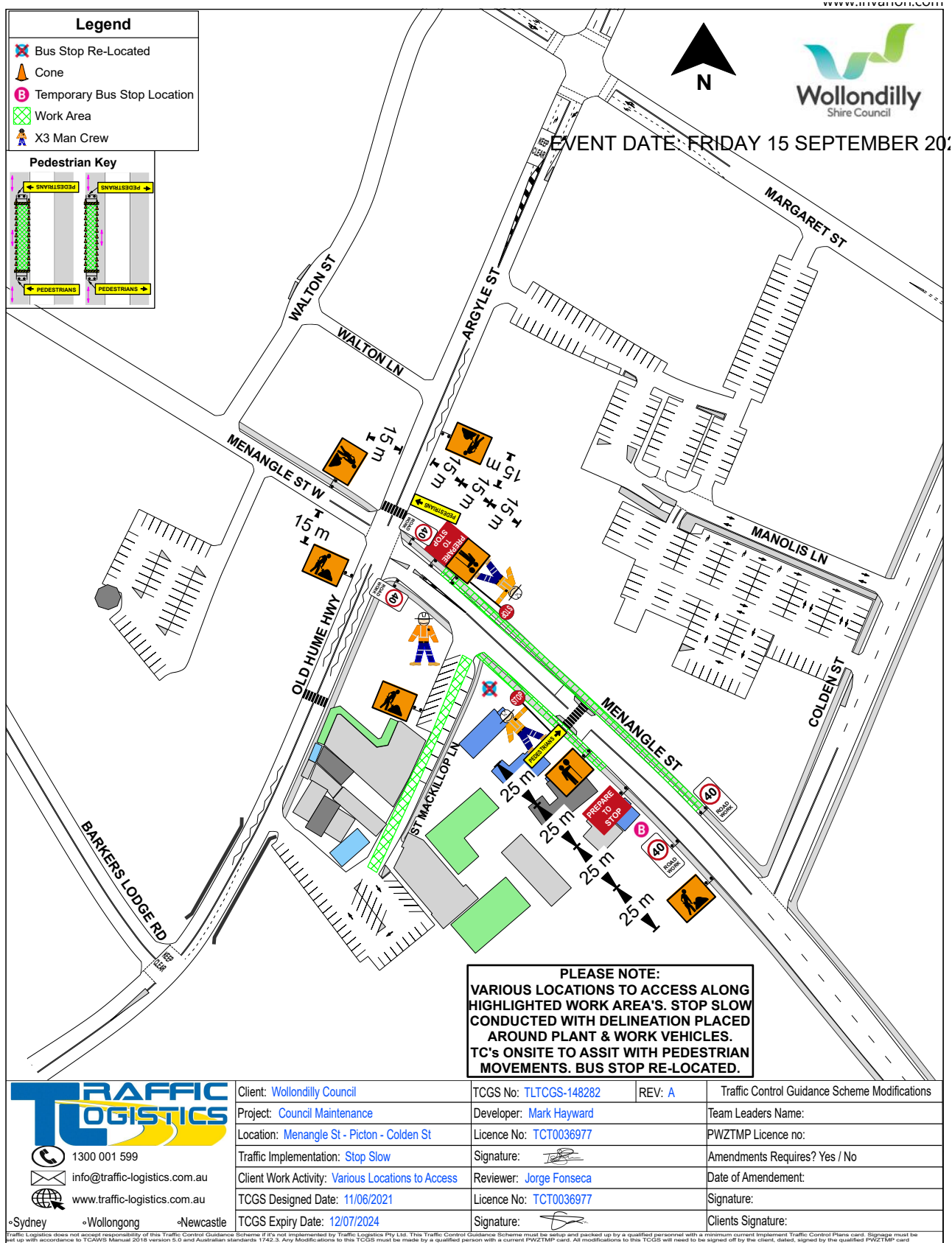
### **13. Traffic Controllers**

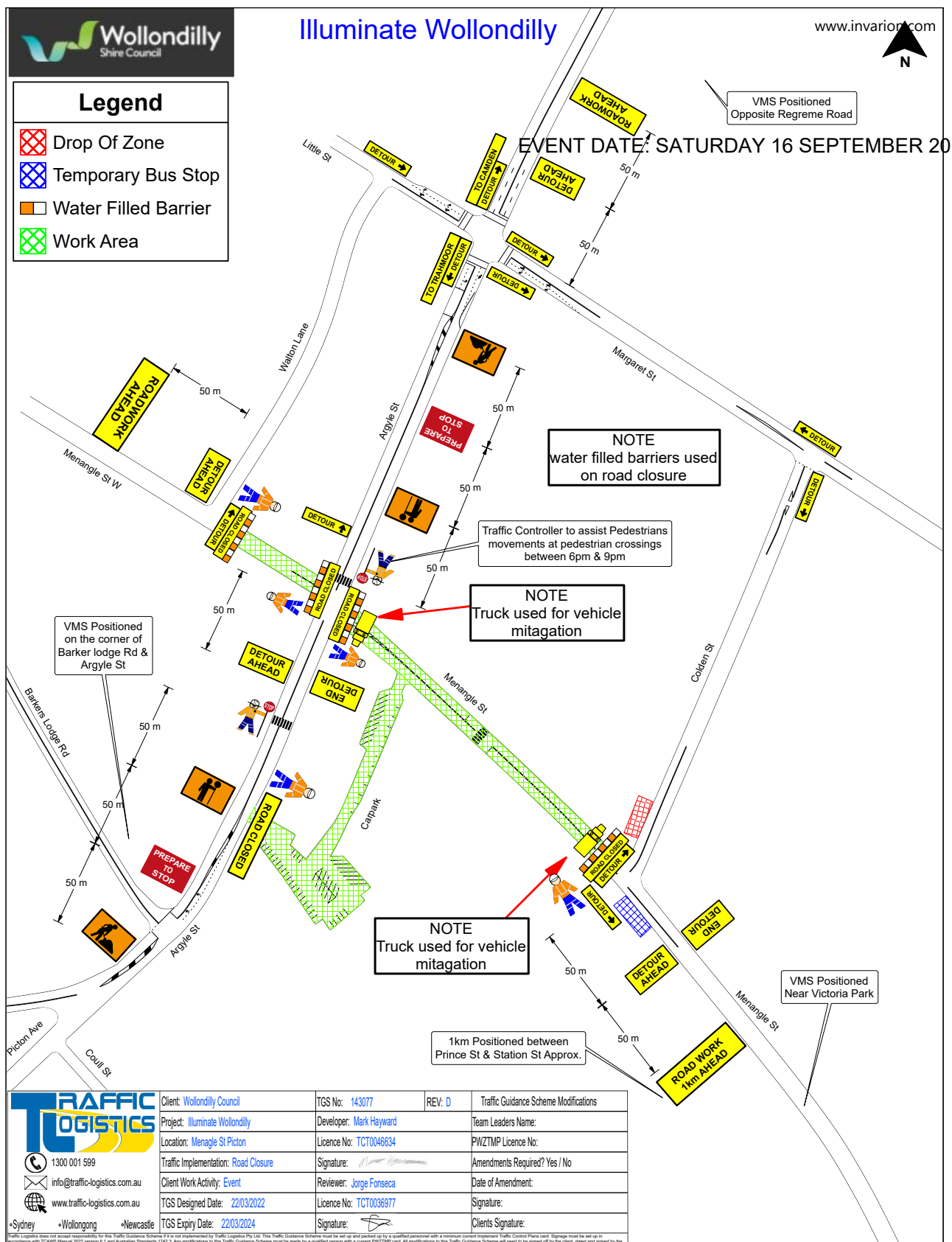
Wollondilly Shire Council's Traffic Supervisors in conjunction with the Rural Fire Service will control all traffic management including traffic flow issues, risks and controls on the days of the festival. Traffic Supervisors will be responsible for monitoring traffic flow on public roads affected by the change in traffic conditions within the scope of the event.

### **14. WHS**

Wollondilly Shire Council's Traffic Supervisors 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.







**ATTACHMENT 1: TRAFFIC RELATED CONDITIONS FOR 2023 ILLUMINATE  
WOLLONDILLY, FESTIVAL OF ART & LIGHT**

**Prior to the event:**

1. In accordance with the Transport for NSW Guide to Traffic and Transport Management for Special Events, the Event Organiser is to submit a signed and completed 'Special Event Transport Management Plan Template' form and all supporting documents to Council. (Refer to page 91)
2. The Event Organiser to provide to council the contact details, including mobile phone number of the Traffic Controller who will undertake the closure.
3. The Event Organiser to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Wollondilly Shire Council and Transport for NSW as interested parties on the Policy and that Policy to cover both on-road and off-road activity.
4. The Event Organiser is to advertise the event in the local press and the traffic impact/ delays due to the event at least at least 28 days prior to the event; a copy of the proposed advertisement is to be submitted to Council (indicating the advertising medium). Directly affected residents and businesses are also to be notified via letter box drop at least seven (7) days prior to the event.
5. The Event Organiser is to notify the details of the event to the NSW Police, NSW Ambulance Services, NSW Fire Brigade / Rural Fire Service and SES at least at least 28 days prior to the event; a copy of the correspondence be submitted to Council.
6. The Event Organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses affected by the proposed event at least at least 28 days prior to the event.
7. The Event Organiser is to assess the risk and address the suitability of the entire route as part of the risk assessment considering the possible risks for all participants traveling on winding, narrow, uneven gravel roads with steep roadside embankments and sharp bends; this assessment should be carried out by visual inspection of the route/site by the Event Organiser prior to preparing the TMP and prior to the event.
8. The Event Organiser is to carry out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and design and implement a risk elimination or reduction plan in accordance with the Work Health and Safety Act 2011; (information for Event Organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>). Note that the safety of all road users and personnel on or affected by the event is the responsibility of the Event Organiser.

**During the event:**

9. Access is to be maintained for businesses, residents and their visitors.
10. All traffic controllers/marshals operating within the public road network are to hold appropriate certification required by the TfNSW and Safework NSW.
11. In accordance with the submitted Special Event Traffic Management Plan and associated Traffic Guidance Scheme, appropriate advisory signs, including temporary speed restriction signs, shall be placed at the Event Organiser's expense after all the required approvals are obtained from the relevant authorities, and traffic control devices be placed during the event along the route under the direction of a traffic controller holding appropriate certification required by the TfNSW.

**After the event:**

12. All roads and marshalling points are to be kept clean and tidy, with all directional signs removed immediately on completion of the activity

## **2 GENERAL BUSINESS**

No reports this meeting