

PARRAMATTA TRAFFIC COMMITTEE MEETING

WEDNESDAY 20 SEPTEMBER 2023

AGENDA

All those present should be aware that this Briefing meeting is being recorded.

All recordings will be confidential and comply with NSW workplace surveillance legislation. Your presence at this meeting will be taken as your consent.

The recordings will be used by Council staff for the purpose of taking minutes and they will not be used or disclosed in any other way, except as required by law.

APOLOGIES:

DECLARATIONS OF CONFLICT OF INTEREST:

CONFIRMATION OF THE MINUTES OF MEETING HELD ON 19 JULY 2023:

BUSINESS ARISING:

SECTION A ITEMS:

PURPOSE:

That the Parramatta Traffic Committee consider the below items and recommendations to be referred to the Council meeting on 23 October 2023.

ITEM 2309 A1 MACQUARIE STREET, PARRAMATTA – LEIGH MEMORIAL CHURCH FOOTPATH PARKING

Ward: Parramatta

State Electorate: Parramatta

Recommendation to Parramatta Traffic Committee

1. That Council grant Leigh Memorial Church approval to park ceremonial vehicles on the footpath subject to adherence to the below listed terms and conditions:
 - a. The Leigh Memorial Church (LMC) is to submit a civil design plan to illustrate the proposed parking area on the footpath of Macquarie Street to Council's Traffic and Transport Services and Great River City Light Rail (GRCLR) for review and approval. The plans must also demonstrate the widening of the accessway located along the western boundary of the Church as per Figure 3 within this report. The construction of the approved treatment is to be organised by the LMC at no cost to Council and must be in accordance with the design standards agreed to with Council and GRCLR.
 - b. The Leigh Memorial Church is to submit a Traffic Management Plan (TMP) to Council's Traffic and Transport Services for approval which is to be put in place for each event where a ceremonial vehicle will be used. The TMP must provide, but not be limited to, the below listed details:
 - i. The maximum number of patrons that will be permitted to attend an event at the Church.
 - ii. Measures that will be put in place to ensure that patrons do not obstruct pedestrian flow within the footpath of Macquarie Street.

- iii. Measures that will be put in place to ensure pedestrians and patrons are kept out of the light rail tracks.
 - iv. Details of any Traffic Control devices that will be installed on the Macquarie Street Footpath if any.
 - c. The LMC is to ensure that Safe Work NSW qualified Traffic Controllers are used to manage pedestrians on the footpath and to safely guide a ceremonial vehicle into the designated parking spot.
 - d. The LMC is to provide up to date Public Liability and Workers Compensation insurance certificates to Council.
 - e. The approval is to be limited to only the period before any developments associated with the Uniting Church in Australia Property Trust in Macquarie Street have been completed. The LMC must explore avenues to integrate an on-site parking space for ceremonial vehicles as part of the future development of the site.
2. That a permit is to be issued by Council staff to give effect to Recommendation 1 above. This permit is to be exempt from Council's Fees and Charges and is to be applied for annually by the Leigh Memorial Church through the submission of an updated TMP as described in Recommendation 1(b).
 3. That Recommendations 1 to 2 be subject to the Memorial Church entering into a formal access agreement with the Great River City Light Rail (GRCLR).

ITEM 2309 A2 WIGRAM STREET, HARRIS PARK – DIWALI FAIR 2023

Ward: Rosehill

State Electorate: Parramatta

Recommendation to Parramatta Traffic Committee

1. That the proposed Diwali events scheduled to be held in Wigram Street, Harris Park on Saturday 4 and Sunday 5 November 2023 be classified as a Class 2 Events 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 Wigram Street, Harris Park for the Diwali events be approved subject to adherence of the following:
 - a. That revised Special Event traffic Management Plans (SETMPs) for each event be submitted to Council addressing all concerns raised by Council, TfNSW and the Cumberland PAC for review and approval.
 - b. That Special Event Clearway approval be obtained from the Traffic Management Centre (TMC) of TfNSW and implemented as part of the SETMP for each event.
 - c. That Crowd Management Plans for each event be prepared and implemented in consultation with Cumberland Police Area Command.
 - d. That medium rigid vehicles be used as part of each Hostile Vehicle Mitigation Plan.
 - e. That the attached traffic related conditions be adhered to for each event.
 - f. That all costs associated with the Diwali events be funded and paid for by the respective Event Organisers at no cost to City of Parramatta Council.
 - g. That the Little India Australia and Little India Harris Park Business Association liaise with each other to produce one notification of the traffic management plan for the Diwali events to local community via VMS boards and notification letters to the

affected businesses and residents at least 7 days prior to the event and a proof of the notifications be submitted to Council.

- h. That relevant approvals from Council and TfNSW be obtained prior to each event.
- i. That a valid Public Liability Insurance for each event with a cover of at least \$20,000,000 be submitted to Council.

BUSINESS ITEMS:



CITY OF PARRAMATTA COUNCIL

Parramatta Traffic Committee Agenda Item

ITEM NO: 2309 A1
SUBJECT: Macquarie Street, Parramatta – Leigh Memorial Church Footpath Parking
APPLICANT: City of Parramatta Council
REPORT OF: Traffic Transport Investigations Engineer
WARD: Parramatta
SED: Parramatta

Purpose

The purpose of this report is to allow ceremonial vehicles associated with the Leigh Memorial Church to park on the footpath outside 119 Macquarie Street, Parramatta during certain events such as weddings and funerals. This approval will allow the Church to hold events without needing to make separate applications for a footpath occupancy for each occasion and therefore, will reduce the administrative burden on both Council staff and the Church.

OFFICER'S RECOMMENDATIONS:

1. That Council grant Leigh Memorial Church approval to park ceremonial vehicles on the footpath subject to adherence to the below listed terms and conditions:
 - a. The Leigh Memorial Church (LMC) is to submit a civil design plan to illustrate the proposed parking area on the footpath of Macquarie Street to Council's Traffic and Transport Services and Great River City Light Rail (GRCLR) for review and approval. The plans must also demonstrate the widening of the accessway located along the western boundary of the Church as per Figure 3 within this report. The construction of the approved treatment is to be organised by the LMC at no cost to Council and must be in accordance with the design standards agreed to with Council and GRCLR.
 - b. The Leigh Memorial Church is to submit a Traffic Management Plan (TMP) to Council's Traffic and Transport Services for approval which is to be put in place for each event where a ceremonial vehicle will be used. The TMP must provide, but not be limited to, the below listed details:
 - i. The maximum number of patrons that will be permitted to attend an event at the Church.
 - ii. Measures that will be put in place to ensure that patrons do not obstruct pedestrian flow within the footpath of Macquarie Street.
 - iii. Measures that will be put in place to ensure pedestrians and patrons are kept out of the light rail tracks.
 - iv. Details of any Traffic Control devices that will be installed on the Macquarie Street Footpath if any.

- c. The LMC is to ensure that Safe Work NSW qualified Traffic Controllers are used to manage pedestrians on the footpath and to safely guide a ceremonial vehicle into the designated parking spot.
 - d. The LMC is to provide up to date Public Liability and Workers Compensation insurance certificates to Council.
 - e. The approval is to be limited to only the period before any developments associated with the Uniting Church in Australia Property Trust in Macquarie Street have been completed. The LMC must explore avenues to integrate an on-site parking space for ceremonial vehicles as part of the future development of the site.
2. That a permit is to be issued by Council staff to give effect to Recommendation 1 above. This permit is to be exempt from Council's Fees and Charges and is to be applied for annually by the Leigh Memorial Church through the submission of an updated TMP as described in Recommendation 1(b).
 3. That Recommendations 1 to 2 be subject to the Memorial Church entering into a formal access agreement with the Great River City Light Rail (GRCLR).

Background

The Parramatta Traffic Committee (PTC) at its meeting held on 19 July 2023 considered a report regarding a proposal to allow the Lee Memorial Church located 119 Macquarie Street, Parramatta to park ceremonial vehicles on the footpath for weddings and funerals. This is to allow the Church to continue to perform its ceremonial functions with the Parramatta Light Rail in operation which has resulted in the removal of the traffic lanes in parts of Macquarie Street. Figures 1 and 2 show the aerial and street views of the area near the Church.

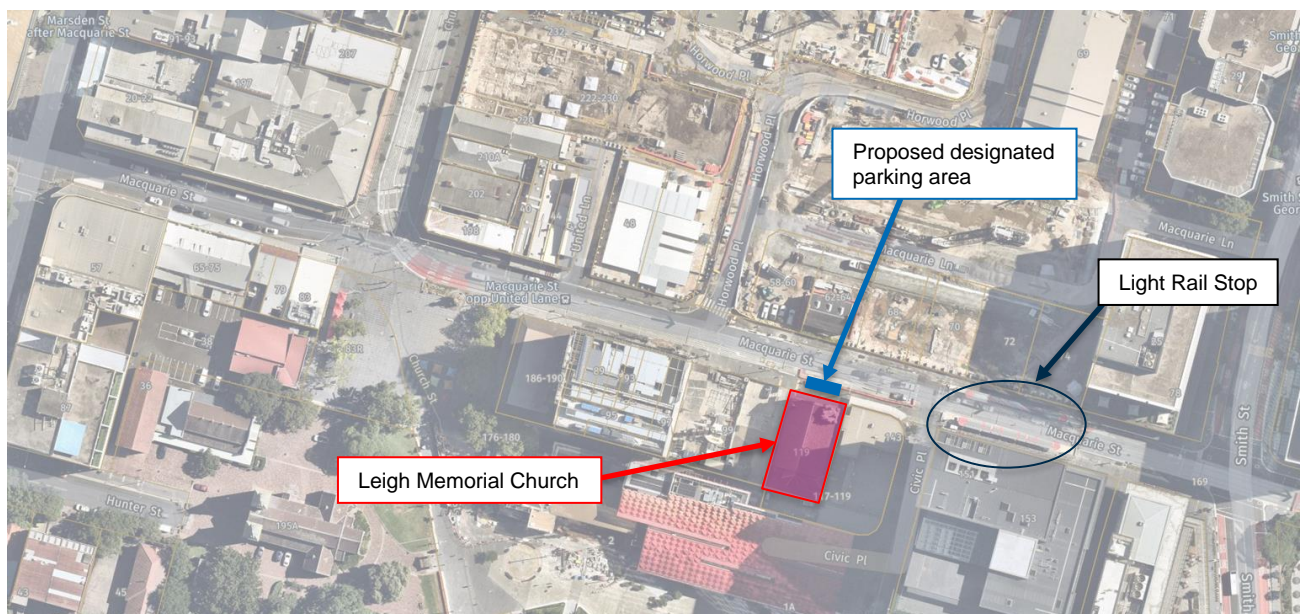


Figure 1: An aerial view of the area surrounding Leigh Memorial Church



Figure 2: Photo views of the Leigh Memorial Church and the footpath space in Macquarie Street, Parramatta

Upon deliberation of the matter, the Committee recommended that the matter be deferred for further discussion with Committee members with the following concerns raised:

1. The proposed vehicles are long and will generally have restricted rear visibility. Accordingly, having these vehicles reversing onto the footpath will present a safety risk for pedestrians.
2. Should signs be installed, how will Council prevent other vehicles not associated from the events at the church from parking in this location.
3. Will a precedent be set for others to make similar requests to Council.
4. It is unclear how the applicant will be able to park against the building line to allow for door opening and transporting the coffin to the hearse.
5. Concerns were raised regarding giving a blanket approval to the applicant and that they should instead be required to apply for a permit on each occasion.

In response to these previously raised concerns, the following information is provided:

1. It is proposed that the Church will be required to use SafeWork NSW qualified Traffic Controllers to implement a certified traffic control plan and to assist the event vehicle to reverse into the parking spot as well as to control the flow of pedestrians on the footpath during this time.
2. Council does not intend to install signs, but rather to issue a permit similar to a Road/Footpath Occupancy Permit that is to be placed on the dashboard of the vehicle. This will ensure that unauthorized vehicles do not park on the footpath.
3. It is not expected that this approval would set a precedent as there is no other properties along Macquarie Street that have a similar circumstance. The other properties all have vehicular access that does not require footpath parking.
4. Council's recommendation is that the ceremonial vehicle be parked directly adjacent to the light rail tracks subject to an agreement with Great River City Light Rail (GRCLR) meaning that the pedestrian walkway will be between the parked vehicle and the building line. This will still allow for approximately 2.5m of footpath space for pedestrians.
5. The intention of giving the applicant an approval through the Traffic Committee process is to reduce the administrative burden on Council to assess the application on each occurrence and to exempt them from Council's Fees and Charges. It is emphasized that Council staff will assess the Traffic Management Plan (TMP) for the

applicant's proposal that will be used for each event. This TMP is to be assessed on an annual basis and Council will include a clause in any approval that will allow for the approval to be revoked or additional conditions added if deemed necessary for public safety or amenity reasons. Furthermore, the applicant will be required to notify Council about an upcoming event that will require a ceremonial parking space which will allow easy enforcement by Council's Regulatory Services.

NSW Road Rules and applicable Legislation Regarding Parking on the Footpath

It is noted that in accordance with the NSW Road Rules (Rule 197), a driver is not permitted to stop a vehicle on a footpath unless a parking control sign applies, or the driver is permitted to stop under another law of this jurisdiction.

In the absence of parking control signs, the relevant law that will allow for parking on the footpath is as follows:

1. Obtain an approval under Section 138 of the Roads Act 1993 from Council which will allow the applicant to 'carry out work in, on or over a public road' including the footpath area.
2. Obtain an approval under Section 144 of the Roads Act 1993 from Council to where the roads authority can grant a permit 'conduct a road event on a public road' including the footpath area.

An approval as recommended by this report will be in accordance with the above sections of the Roads Act.

Access Requirements

The proposed access arrangements for the LMC will involve a ceremonial vehicle arriving to the site from the western side of the Church via Macquarie Street. The vehicle is to then utilise the existing accessway on the western boundary of the Church to manoeuvre and reverse into the designated parking area on the footpath next to the light rail tracks and in front of the Church. This is demonstrated by swept paths shown in Figure 3 below. It is noted that the accessway adjacent to the Church does not provide any through access for pedestrians to Parramatta Square.

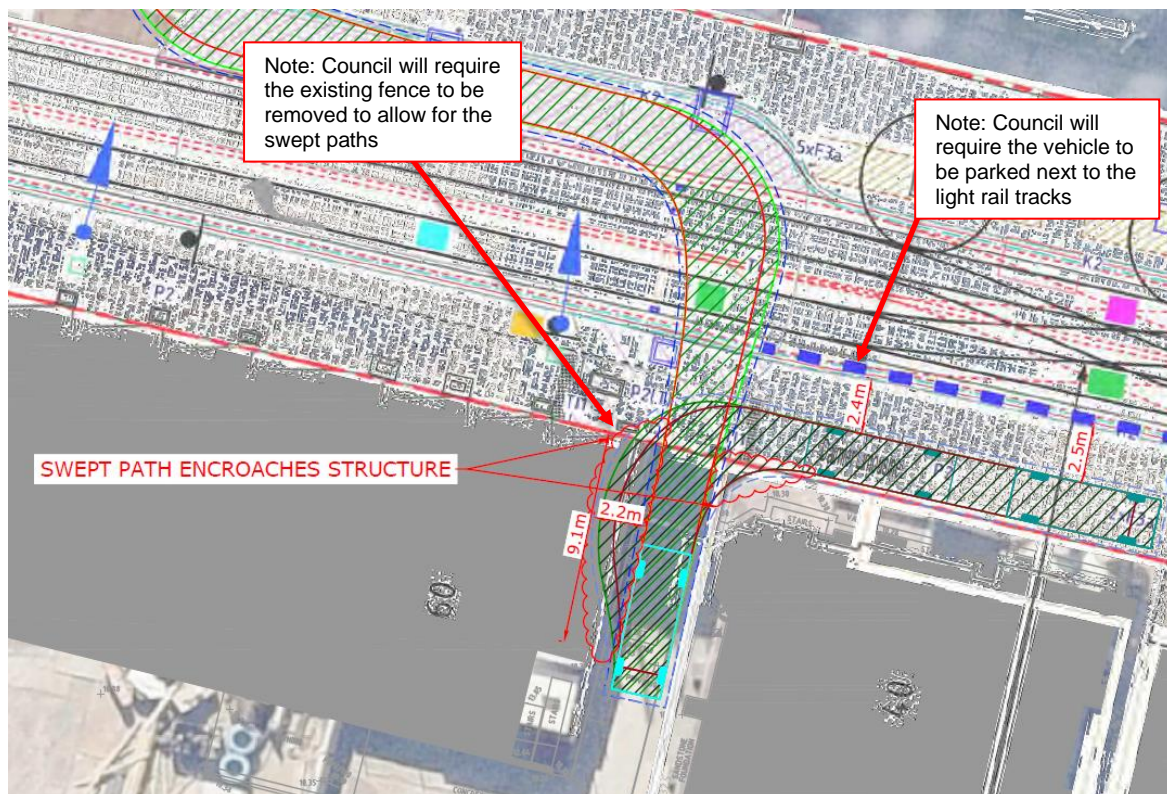


Figure 3: Swept path diagram of a 6.29m long Daimler Limousine accessing the proposed designated parking area in front of the Church

As per the review undertaken by the Traffic Consultant engaged by the Church, the accessway will need to be widened by 2.2m for a length of 9.1m to allow for the swept path of the ceremonial vehicles. It is noted that there are currently no buildings on the land adjacent to the church that would prevent the widening of the laneway.

Although the current swept paths show the parking space on the footpath to be located along the boundary, Council's preference is for this space to be located along the light rail tracks instead, with a 2.5m wide unobstructed pedestrian path being retained between the parked vehicle and the building line. The reason for this is to retain a continuous pathway for pedestrians along the building line.

Consultation with Great River City Light Rail (GRCLR)

The LMC have consulted with GRCLR who have raised no objections to the proposed footpath parking by ceremonial vehicles as demonstrated in Figure 3 above, provided the below listed conditions are met:

1. The LMC is to obtain separate approval from City of Parramatta Council noting that the footpath parking falls outside of Transport for NSW (TfNSW) and GRCLR's jurisdiction.
2. A designated parking zone for the parking of ceremonial vehicles should be identified and marked by LMC, leaving a minimum clearance of 2.5m of footpath for pedestrians. The ceremonial vehicles must not park outside of this designated parking zone.
3. LMC to provide a form of visual and physical delineation (to be accepted by GRCLR's) to be used to segregate the footpath from the PLR corridor while the footpath is being partly occupied by the ceremonial vehicles in order to discourage pedestrians from walking onto the PLR tracks due to the reduced usable width of the footpath. GRCLR's understanding based on TTPP's study report and the advice of LMC is that the

ceremonial vehicles would be parked on the side closer to the Church and not on the side next to the PLR on the footpath.

4. LMC must be able to demonstrate in the subsequent Development Application process that the final design and construction of the adjacent development west of the Church would provide sufficient space as a turning bay as indicated in the TTPP traffic report for the ceremonial vehicles to safely manoeuvre including reversing and turning into the footpath in front of the Church.
5. As advised by LMC, an average of one ceremonial event per month held by the Church is anticipated based on past statistics. This frequency is deemed to be acceptable by GRCLR. Any higher frequency than this will be subject to further discussion and agreement with GRCLR.
6. LMC will enter into a formal access agreement with GRCLR which includes the protocol for ceremonial vehicle access and parking. The document will stipulate as a minimum the general process and procedure on the coordination required by LMC with GRCLR including the advance notice to be given to GRCLR ahead of a ceremonial event, relevant contact details, time and duration of the event etc in order for GRCLR's OCC (Operational Control Centre) and the tram drivers on the day to be aware of the event in advance so that they would be extra cautious when coming through the area during the time of the event.
7. LMC to train up their own staff to supervise and manage the ceremonial vehicle movements on the day of the event. GRCLR may consider offering familiarisation sessions to LMC if needed.

Future Developments proposed by The Uniting Church

It is noted that 99 Macquarie Street, which is directly adjacent to the LMC, is also owned by the Uniting Church in Australia Property Trust and is subject to possible future development. In accordance with reference designs provided to Council, such development could entail the construction of a multi-storey mixed used development comprising of basement level parking, commercial office space and dedicated levels for the Parramatta Mission.

The current reference design retains the manoeuvring space within the existing accessway but suggests that ceremonial vehicles will still be using the current proposed footpath parking space as a permanent solution.

It is to be noted that footpath parking is not a desirable outcome for Council as it constricts the space given to pedestrians. As such, any approval given to the LMC to park on the footpath should be temporary only and any future developments associated with the properties owned by the Church in Macquarie Street, should integrate a ceremonial parking area wholly within their site and not on the footpath.

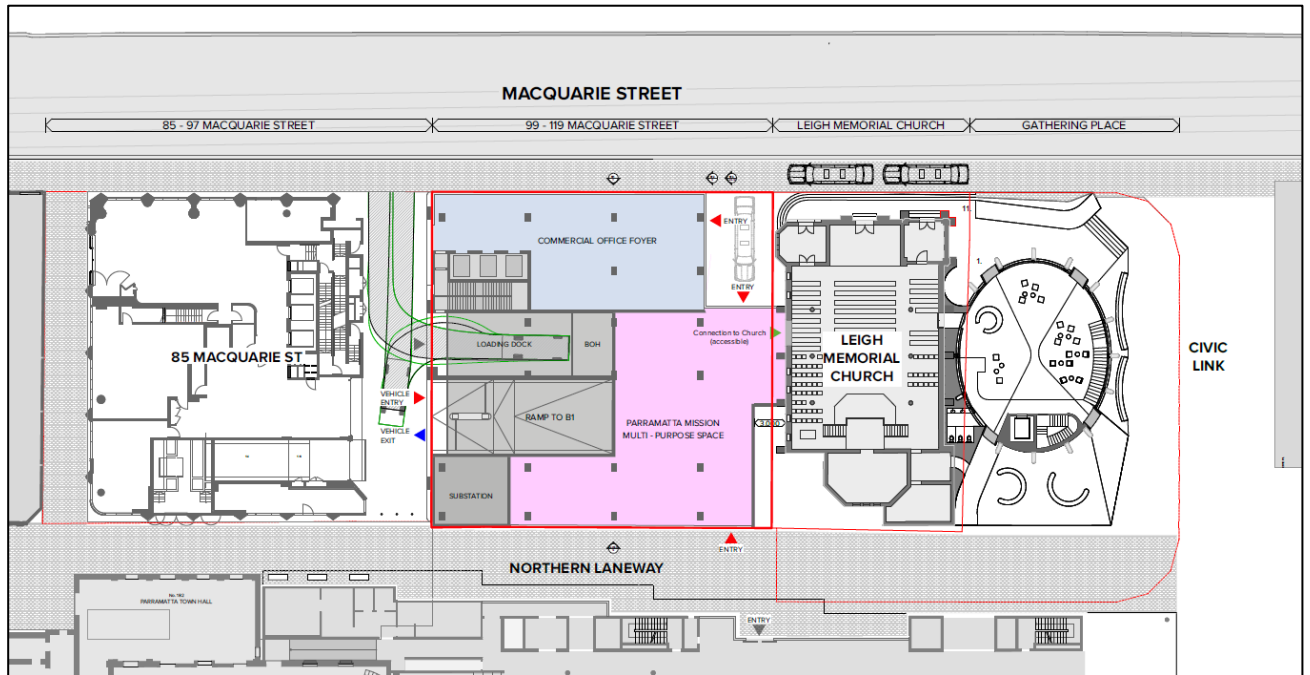


Figure 4: Draft reference design for 99-119 Macquarie Street, Parramatta

Alternative Approval Processes

Should it be resolved not to give a long-term approval as recommended by this report, the Church will need to explore alternative means of approval. These can include applying for a Temporary Road and Footpath Occupancy Permit (TRO) or applying for a Special Event application.

Council's Traffic and Transport Services are responsible for administering TROs. These applications are generally used to help facilitate construction activities where a builder may need to occupy road and/or footpath for various activities such as pumping concrete. These applications are also used in some circumstances where a section of road needs to be reserved for parking contrary to the existing parking restrictions. Council's general process is to limit TRO approval to a maximum of one week with some exceptions made when the applicant is undertaking public domain improvement works such as footpath reconstruction. Approval through this process will not require a referral through the Traffic Committee process.

Council's Traffic and Transport Services are also responsible for Special Event approvals which require the occupancy of the road and/or footpath. It is noted that as per the Guide to Traffic and Transport Management for Special Events, an event at the Church which requires ceremonial vehicle access will likely be classified as a Class 3 event as it does not impact local or major transport systems or classified roads. Accordingly, approval through this process will not require a referral through the Traffic Committee process, however, the applicant will be required to apply on each occasion.

Both the above listed process will result in an increased administration burden on both Council staff and the Church. Accordingly, it is recommended that Council grant a special long-term approval to the Church subject to the conditions listed within the recommendations section of this report. It is reiterated that this will still require the applicant to notify Council and implement an approved Traffic Management plan to ensure pedestrian safety.

FINANCIAL IMPLICATIONS

The proposal is for Council to issue a permit to allow Leigh Memorial Church ceremonial vehicles to park on the footpath of Macquarie Street. The administrative works involved in processing the permit are to be undertaken by Council staff using existing resources. Any subsequent construction works that may be required to provide a suitable area on the footpath for this parking space is to be organised by the Church at no cost to Council.



Behzad Saleh

Acting Traffic and Transport Team Leader

13/09/2023

Attachments – Nil.



CITY OF PARRAMATTA COUNCIL

Parramatta Traffic Committee Agenda Item

ITEM NO: 2307 A2
SUBJECT: Wigram Street, Harris Park – Diwali Events 2023
APPLICANT: Little India Australia and Little India Harris Park Business Association
REPORT OF: Traffic and Transport Engineer and A/Traffic and Transport Manager
WARD: Rosehill
SED: Parramatta

Purpose

This report seeks approval of two Special Event Traffic Management Plans (SETMPs) for two separate Little India Diwali Events 2023 scheduled to be held in Wigram Street, Harris Park on Saturday 4 and Sunday 5 November 2023.

OFFICER'S RECOMMENDATIONS:

1. That the proposed Diwali events scheduled to be held in Wigram Street, Harris Park on Saturday 4 and Sunday 5 November 2023 be classified as a Class 2 Events 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 Wigram Street, Harris Park for the Diwali events be approved subject to adherence of the following:
 - a. That revised Special Event traffic Management Plans (SETMPs) for each event be submitted to Council addressing all concerns raised by Council, TfNSW and the Cumberland PAC for review and approval.
 - b. That Special Event Clearway approval be obtained from the Traffic Management Centre (TMC) of TfNSW and implemented as part of the SETMP for each event.
 - c. That Crowd Management Plans for each event be prepared and implemented in consultation with Cumberland Police Area Command.
 - d. That medium rigid vehicles be used as part of each Hostile Vehicle Mitigation Plan.
 - e. That the attached traffic related conditions be adhered to for each event.
 - f. That all costs associated with the Diwali events be funded and paid for by the respective Event Organisers at no cost to City of Parramatta Council.
 - g. That the Little India Australia and Little India Harris Park Business Association liaise with each other to produce one notification of the traffic management plan for the Diwali events to local community via VMS boards and notification letters to the affected businesses and residents at least 7 days prior to the event and a proof of the notifications be submitted to Council.
 - h. That relevant approvals from Council and TfNSW be obtained prior to each event.

- i. That a valid Public Liability Insurance for each event with a cover of at least \$20,000,000 be submitted to Council.

Background

City of Parramatta has received two separate applications from two organisations to hold Diwali events in Wigram Street, Harris Park. Both of these organisations have employed RD Traffic Control to implement Special Event Traffic Management Plans (SETMPs) for the event. The details of these organisers and events are provided below:

Event 1:

Application Date: 14 July 2023

Event Organiser: Little India Australia

Event Management: Ben Eddy

Event Date & Time: 12noon to 9pm on Saturday 4 November 2023

Road Closure Date and Time: 5am to 10:30pm on Saturday 4 November 2023

Expected Attendance: 4000

Event 2:

Application Date: 26 July 2023

Event Organiser: Little India Harris Park Business Association (LIHPBA)

Event Management: Monique Annetts

Event Date & Time: 12:30pm to 9:30pm on Sunday 5 November 2023

Road Closure Date and Time: 5am to 10:30pm on Sunday 5 November 2023

Expected Attendance: 4000

Special Event Traffic Management Plan (SETMP)

As part of the submitted SETMP for the Diwali events, Wigram Street between Marion Street and Una Street, Harris Park is proposed to be closed from 5am to 10:30pm on both Saturday 4 and Sunday 5 November 2023. A detour is proposed to be in place to divert vehicles around the Wigram Street closure via Una Street, Albion Street and Marion Street. A map of the proposed road closure and detour is shown in Figure 1.

The representative from Cumberland PAC has reviewed the SETMPs and recommended that Wigram Street be closed between Marion Street and Ada Street, Harris Park (refer to the red rectangle in Figure 1). The reason for this amendment is to provide the greater risk management to the whole area as well as to maintain uninterrupted access to the fire station. As such, the SETMPs are to be amended in consultation with Cumberland Police Area Command (PAC).

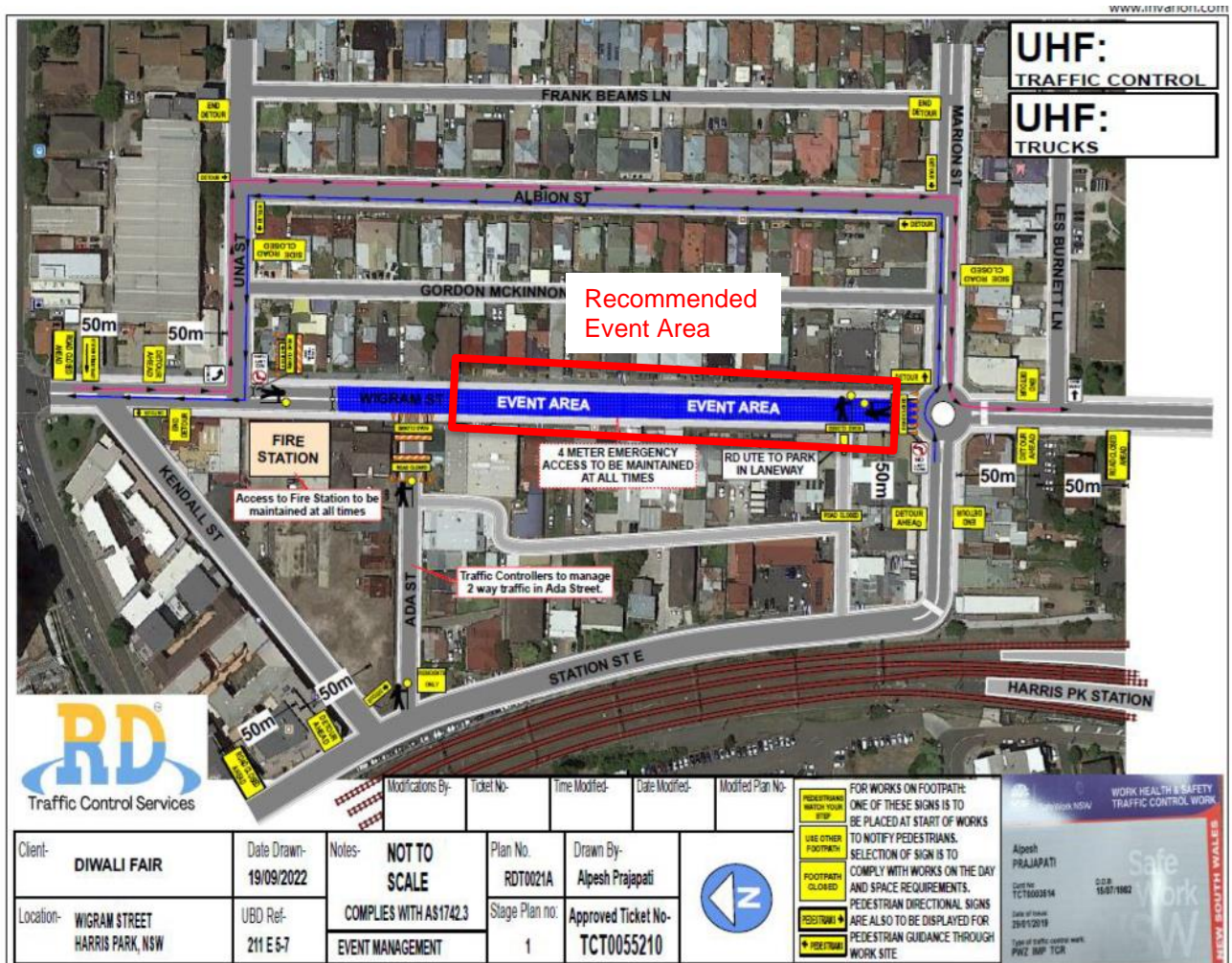


Figure 1: Map showing the event area in Wigram Street and detour route

Bus Services

Wigram Street between Marion Street and Una Street is not within a bus route, and therefore bus services will not be affected by this closure.

Crowd Management Plan

The Cumberland PAC Police has also recommended that the event area be fenced off to control the crowd number. This is required to reduce the risk of a crowd crush and injuries to people especially young children through a stampede. However, this will also require a plan to manage the queue of pedestrians waiting to access the event, particularly if a larger number of patrons arrive than what the event area can safely accommodate. As such, it is recommended that both Event Organisers prepare a Crowd Management Plan in consultation with Cumberland PAC.

Hostile Vehicle Management Plan

Medium rigid heavy vehicles are to be used in Wigram Street at Ada Street and Marion Street as part of Hostile Vehicle Mitigation Plan. However, a Ute would be acceptable on the laneway adjacent to 64 Wigram Street.

Special Event Clearway Restriction

The Event Organisers are to apply for Special Event Clearways from the Traffic Management Centre (TMC) of TfNSW three months in advance of the event day and the restrictions are to be in place in Wigram Street as part of the SETMP for the Diwali events. This restriction is required to allow towing away off vehicles that are parked within the event area during the road closure period.

Classification of the 'Little India Street Festival' Events

It is apparent from the above that the closure of Wigram Street will disrupt local traffic, non-event community and transport systems but not major traffic and transport systems. It is therefore proposed to classify the two events as Class 2 Events 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.

A copy of the submitted SETMPs and TCPs are attached. The event organisers are required to submit amended SETMPs incorporating the changes discussed in this report to Council for consideration.

Approvals

The event is within 100m of the signalised intersection of Parkes Street and Wigram Street, Harris Park. As such, the Event Organisers are each required to obtain a Road Occupancy License (ROL) from the Transport Management Centre (TMC) of Transport for NSW (TfNSW) prior to the events.

In accordance with the Transport for NSW Guide to Traffic and Transport Management for Special Events, each Event Organiser is to submit a signed and completed 'Special Event Transport Management Plan Template' form (refer to page 91 in the Guide) and all supporting documents to Council and TfNSW immediately for obtaining approvals prior to the event.

Community Notification

Two Diwali Events are being delivered on the same weekend by two different organisations. Event Organisers are therefore required to liaise with each other and notify the local residents and businesses via single letterbox drop at least 7 days prior to the event and a copy of this letter be submitted to Council.

Two portable VMS boards are to be located in Wigram Street (at Una Street facing southbound motorists and at Marion Street facing northbound motorists) from Monday 30 October to Sunday 5 November 2023 to advise motorists of the road closures on Wigram Street on Saturday 4 and Sunday 5 November 2023.

FINANCIAL IMPLICATIONS

The proposed Diwali events scheduled to be held on 4 and 5 November 2023 are to be delivered by the respective Event Organisers Little India Australia and Little India Harris Park Business Association at no cost to Council. Therefore, this matter has no direct financial impact upon Council's budget.



Nathan McLauchlan
Traffic and Transport Engineer



Saniya Sharmeen
A/Traffic and Transport Manager

15/09/2023

- Attachments** – 1. Traffic related Conditions
2. Special Event Traffic Management Plans 2for 4 and 5 November 2023 events

Attachment 1: TRAFFIC RELATED CONDITIONS FOR *DIWALI EVENTS 2023*

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 (refer to page 91) and all supporting documents to Council and TfNSW and written approval is to be obtained prior to the event.
2. The Event Organiser to provide Council the contact details, including mobile phone number of the Traffic Controller who will undertake the road 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 City of Parramatta 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 addressing 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 being maintained for businesses, residents and their visitors.
10. All traffic controllers/marshals operating within the public road network holding appropriate certification required by the RMS.
11. In accordance with the submitted TMP and associated TCP, 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 RMS.

After the event:

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

RD Traffic Control

TMP for 4th Nov



Traffic Management Plan (TMP)

Diwali Fair, Wigram Street, Harris Park, NSW
Class 2 Event

Event Organiser: **Little India Harris Park Business Association**

Document Author: **RD Traffic Control**
Alpesh Prajapati
Phone: 1800 507 552
Mb: 0423 727 063



Revision Record

Issue No.	Author	Reviewed/Approved	Description	Date
1.	Alpesh Prajapati		Rev 01	13/09/23
2.			Rev 02	
3.			Rev 03	
4.			Rev 04	
5.			Rev 05	
6.			Rev 06	

1. EVENT DETAILS

1.1. Event summary

Event Name: **Diwali Fair**

Event Date: Saturday 4th November 2023.

Event Start Time: 12:00 hours

Event Finish Time: 21:00 hours

Event Bump in: Saturday 4th November 05:00 hours

Event bump out: Saturday 4th November 22:30 hours

Event is: **Community Festival**

Expected Attendance: 4,000

1.2. Contact Names

Name	Position	Phone	Email
Ben Eddy	Event Management		
Parag Shah	Event Coordinator	0425 285 390	
Jeff Stein	City of Parramatta Council	0477 349 780	jstein@cityofparramatta.nsw.gov.au
Keith Hong	City of Parramatta Council	0403 872 982	khong@cityofparramatta.nsw.gov.au
Jack Makhoul	Sergeant NSW Police Parramatta LAC	0417 657 770	Makh1jac@police.nsw.gov.au
Alpesh Prajapati	Traffic Control: Coordinator	0423 727 063	admin@rdfacilitiesmanagement.com.au

1.3. Description of the event

Harris Park Business Forum are bringing the Diwali Fair to Harris Park - the heart and soul of Indian community. Harris Park is well known as 'Little India' because of the large number of local businesses predominantly from an Indian background having presence in Harris Park. These businesses are fulfilling cultural needs and offering various cuisines from the Indian sub-continent.

The Diwali Fair, will be a colourful and exciting celebration for people to experience India's rich culture and cuisine.

1.4. Controlled Entry

Controlled entry is to be in place around the stage/sitting area, pedestrian safety barriers are to be in place at both ends of this area as shown in the attached TGS on page 21 of the TMP.

HR vehicles are to be in place at all entry points as well as a Ute to be placed on Billus Place.

Authorised traffic controllers or wardens are to manage the controlled entrance areas & direct pedestrians at these points into the event/ stage /sitting areas.

2. TRAFFIC AND TRANSPORT MANAGEMENT

2.1. The Location

The Event will be held within a closed section of Wigram Street between Una Street and Marion Street, Harris Park, with an expected attendance of 4000 attendees.

This section of Wigram Street will be closed to vehicular traffic, access will remain for the fire station located on Wigram Street with additional traffic control to move on persons that may be loitering within the fire station access ways.



2.2. Parking

The event is aimed at local residents and it is anticipated that most local residents will walk to the event. The use of public transport will be promoted and public parking will be in the surrounding streets.

There will be no onsite parking within the road closure. Staff and stallholders will be instructed to park in surrounding streets.

There are two parking stations available within 600 metres walk from the event site:

- Wilson Parking - 30 Cowper Street

https://www.wilsonparking.com.au/park/2207_30-Cowper-St-Car-Park_30-Cowper-Street-Parramatta

- Secure Parking – 10 Valentine Avenue

<https://www.secureparking.com.au/en-au/car-parks/australia/new-southwales/sydney/parramatta/10-valentine-avenue>

2.3. Sydney Buses

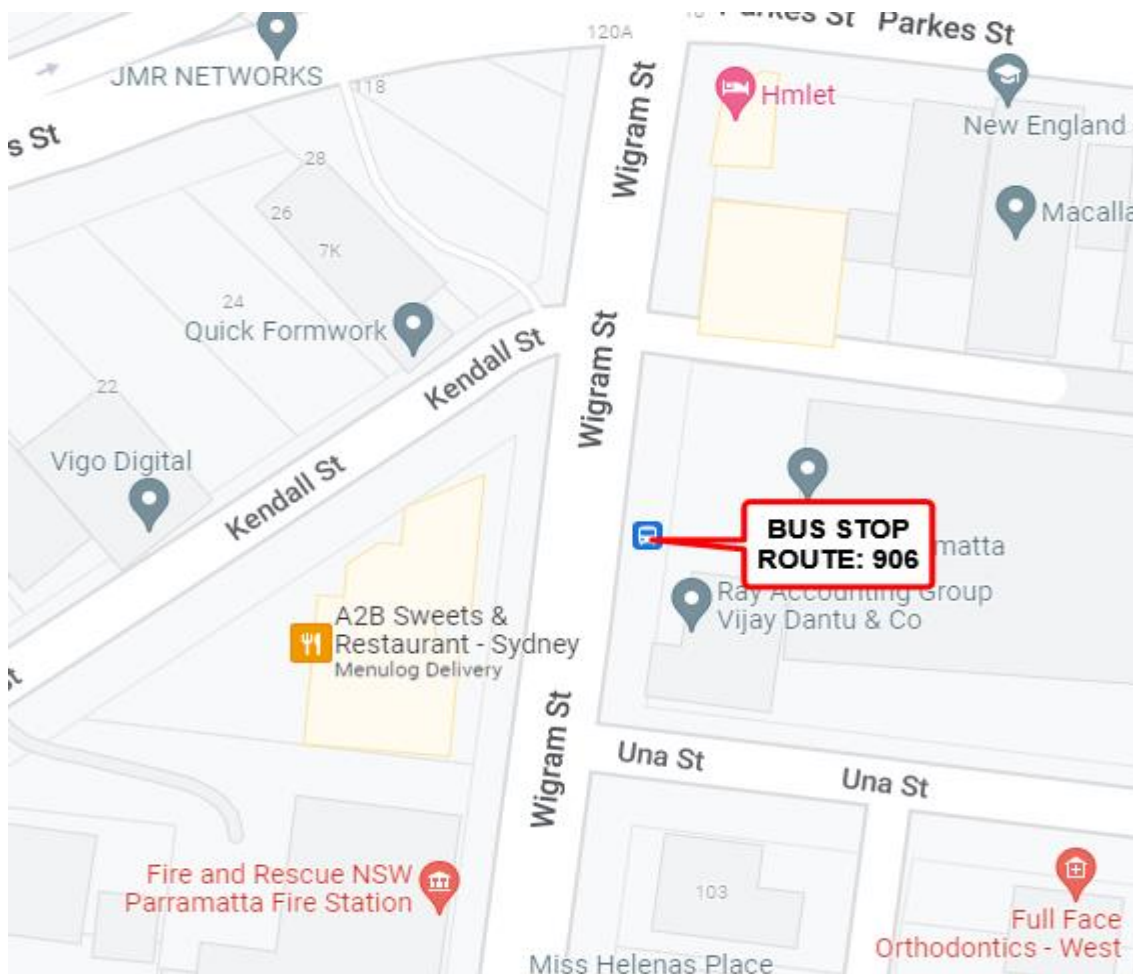
Bus route 906 operates on Wigram Street & Una Street between Fairfield and Parramatta. There are 2 stops near the northern end of the event site on Wigram Street. This service will run to a normal timetable.

There are a number of additional services that stop at the Parramatta Interchange, a short walk from the event site.

For public transport timetables and planning visit:

<http://www.transportnsw.info/>

2.3. Bus Stop – Route 906



2.4. Sydney Trains

The closest railway station is Harris Park Station, a 400-meter walk from the event site.

For public transport timetables and planning visit:

<http://www.transportnsw.info/>

2.5. Parked Cars within the Event Site

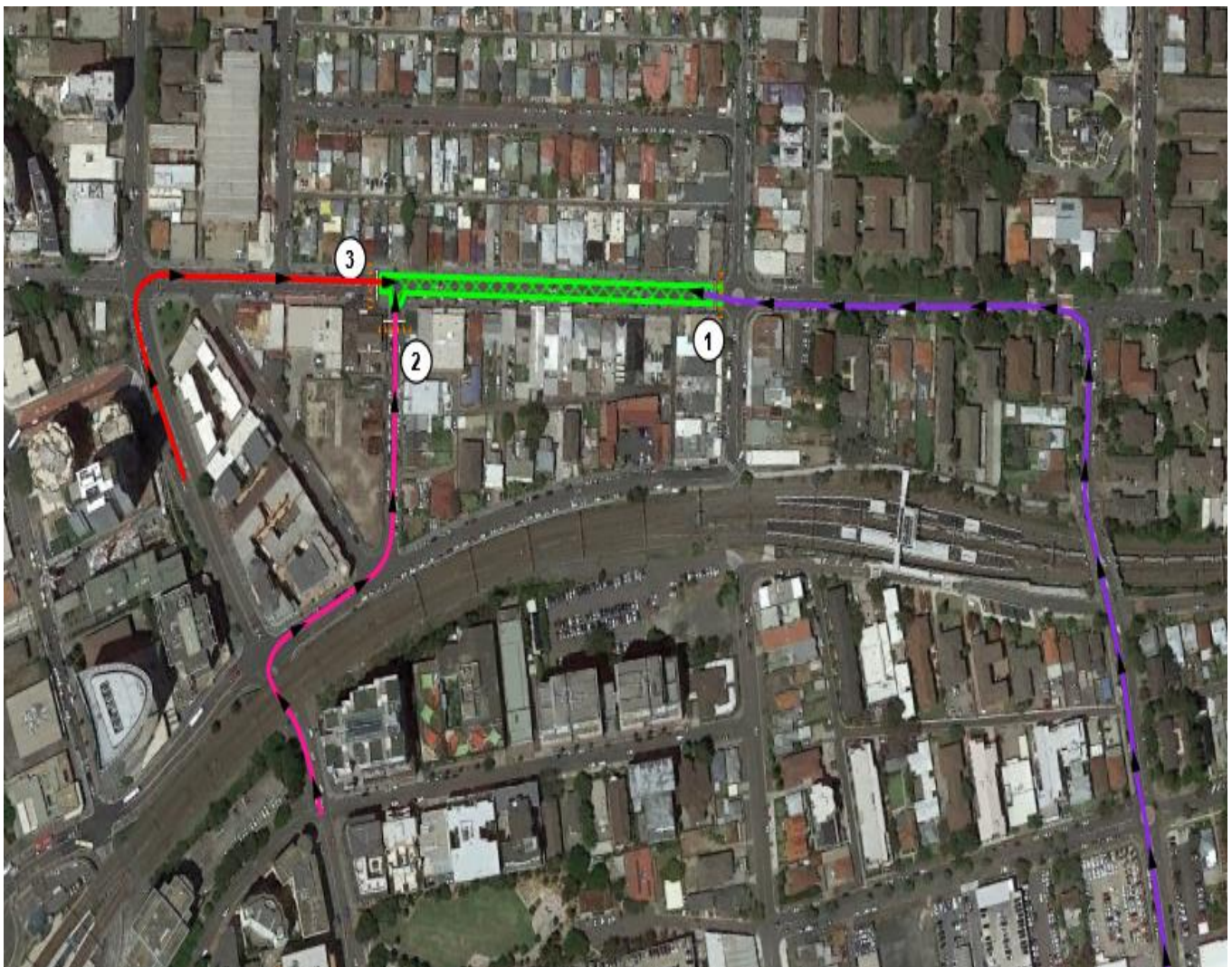
Special event clearways have been requested for this event. As a result, all vehicles will be required to vacate the area prior to the event, traffic control to manage the clearing of vehicles overnight from site, any parked cars on Wigram Street after the road closures go in will not be permitted to move or leave the site. These cars will be monitored throughout the day by both event staff and security.

2.6. MR Vehicle Mitigation plan

The following MR Vehicle Mitigations are proposed for this event:

1. On Wigram Street at the Marion Street roundabout end, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site from Cambridge Street & then Wigram Street & will be positioned to stop vehicles accessing the pedestrian area during the event.
2. On Ada Street, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site from Station Street East & will be positioned to stop vehicles accessing the pedestrian area during the event.
3. On Wigram Street near Ada Street, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site coming from Parkes Street & then onto Wigram Street just past Ada Street & will be positioned to stop vehicles accessing the pedestrian area during the event.

All vehicle access points will have a standalone vehicle in place between the entry point & the amusement ride to act as a barrier to stop hostile vehicles from entering the event site & causing injury to those in attendance.



2.7. Traffic management requirements unique to this event

RD Traffic Controllers will close Wigram Street between Una Street & Marion Street for the event. Access to the fire station on Wigram Street will remain, there will be no access to Ada Street from Wigram Street. This closure will be in place between 04:30 hours on 4th November 2023 till 00:00 hours on Saturday 4th 2023.

From 2200 – 3rd November 2023, the team will be out on Wigram Street putting out traffic cones to block out cars vacating the spot(s). From 0430 – Saturday 4th 2023; Traffic closure will commence. Registrations for any remaining vehicles left at 0900 will be collated and passed onto Sergeant [@Jack Makhoul](#) who will assist us in contacting the owners of the said vehicle(s).

There will be a detour in place to divert vehicles around the Wigram Street closure via Una Street, Albion Street & Marion Street, as well as along Kendall Street to Station Street East.

Communication around No parking on event day will be made to businesses in Harris Park via the 'Little India Harris Park Business Association'.

No buses will need to be diverted for the event.

(Refer TGS RDT0021A on page 19)

2.8. Traffic Control

RD Traffic Control will be employed to oversee implementation of the Traffic Control Plans and monitor traffic conditions throughout the day. All traffic controllers will always be in radio contact.

Temporary traffic control signage, barricades and equipment as per the supplied Traffic Control Plans must be installed by Safework/RMS accredited traffic controllers with a Safework/RMS "Implement Traffic Control Plan" certificate. Any person operating a Stop/Slow bat onsite must hold a Safework/RMS "Traffic Controller" certificate.

2.9. Heavy Vehicle impacts

There will be no impact to heavy vehicles during this event.

2.10. Special Event Clearways

An authorised TfNSW special Event Clearway is required to be in place for the duration of this event on Wigram Street. City of Parramatta Council will install signs along Harris Park with the following wording; "ROAD CLOSURE 4th Nov 2023 DIWALI FAIR 0430 – 0000"

2.11. Cleaning

Event Organisers will ensure that the event area is cleaned at the end of the event and any remaining infrastructure is removed from site.

2.12. Road Occupancy Licence

ROL's to be in place for road closures – TMC to be notified of the event.

3. RISK MANAGEMENT - TRAFFIC

3.1. Occupational Health & Safety – Traffic Control

Harris Park Business Forum are the Risk Managers for their individual event operations. It is Harris Park Business Forum policy to treat identified hazards by endeavouring to prevent or eliminate health and safety risk where it is in their reasonable authority, to endeavour to minimise the likelihood of risks occurring when outside their authority and when risks occur to minimise the consequence of the risk activity.

Any risk treatment measure implemented by Harris Park Business Forum will be consistent with their obligations in accordance with the 2011 WHS Regulations and/ or AS/NZS ISO 31000:2009 Risk Management-Principles and guidelines.

Harris Park Business Forum, by the nature of the event operations has accepted the uncontrollable risks such as weather, environment and crowd behaviour and will implement treatment programs to mitigate risk. Their role is to ensure the risk is transferred from the organisers to the expert contractors. The transfer needs to be formalised by way of contracts and key performance indicators.

Little India Harris Park Business Association needs to ensure that the staff/contractors have contemporary knowledge in their field and apply current safety regulations including J.S.A's and S.W.M.S's.

Little India Harris Park Business Association need to ensure that the attached checklists, where relevant are applied and completed. Little India Harris Park Business Association then has to ensure that any new emerging risks or safety concerns are controlled as and when they arise.

(Also Refer Annex 1)

3.2. Public Liability Insurance

Refer Annex 2

3.3. Vehicle Mitigation

Vehicle mitigation strategies will be undertaken within the road closure in accordance with the event risk assessment and NSW Police direction.

This information is to remain confidential.

3.4. Police

Parramatta Local Area Command will be notified of the event and a Public Assembly Form submitted to Police.

3.5. NSW Ambulance and Fire and Rescue NSW

NSW Ambulance and Fire and Rescue NSW will be notified in writing of the event by the event organiser.

3.6. Risk & Contingency Plans

Harris Park Business Forum have compiled Risk Assessments and Site-Specific Safety Plans for the event that is not included in this Transport Management Plan.

Item	Verified	Action Taken
All one-way streets are as described	Yes	Road closures, barricade and signage installed by authorised Traffic Controllers.
Block access to local businesses	Yes	Confirm list of letters to residents, businesses, and car parks. Advertisement of event to general public.
Block Emergency vehicle access	Yes	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block heavy vehicle access	Yes	All vehicles are diverted before the closure with other traffic.
Restricted movements – banned turns, heavy/high vehicles	N/A	
Block Public facility (football oval, carpark, etc.)	No	None Required.
Block public transport access	No	None Required.
Can route use alternatives such as bicycle tracks,	N/A	

paths, parks, bush tracks etc.?		
Construction – existing, proposed that may conflict	No	None Required.
Numbers of lanes and their width are as described	Yes	
Road signage – existing/temporary	Yes	Temporary signage Installed and removed by Authorised Traffic Controllers.
Route impeded by traffic calming devices?	No	
Signalised intersections (flashing amber, Point duty?).	N/A	
Tidal flows	N/A	
Traffic generators - shopping centres, schools, churches, industrial area, hospitals	Yes	Advertisement of event to general public.
Traffic movement contrary to any Notice	N/A	Under the direction of traffic controllers
Traffic signals are as described	N/A	
Turning lanes are as described	Yes	Road closures, barricades and signage installed.
Letter Drop Zone Maps to indicate precincts mailed	No	

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

Issues / Risks	Applicable	Action Taken
Heavy Weather	Yes	If heavy weather may cause crowds to depart early
Flood hazard on the route	Yes	TMC / RMS and Police provide diversions around flooded area.
Flood hazard at the parking area	Yes	Event organiser to close parking area and direct to hardstand parking.
Parking during Wet weather	Yes	Hardstand only.
Bush fire hazard	Yes	For major local/regional bushfire hazard affecting general public health or transport to greater Sydney, take direction from NSW Police
Accident on the route	Yes	If CCTV monitored by TMC. Facilitate emergency response to area.
Breakdown	Yes	If CCTV monitored by TMC. Facilitate response to area.
Absence of marshals and volunteers	Yes	Re-deploy existing staff as required.

Block public transport access	Yes	Divert general public to next available transport, considering safety and circumstances. Relevant transport agency to employ appropriate steps to accommodate.
Slow participants	No	
Delayed Event	Yes	Delay of any aspect of the event will be communicated by the event organiser.
Cancellation of Event	Yes	Cancellation of any aspect of the event will be communicated by the event organiser.
Security of participants/general public	Yes	Provided by event organiser.
Security of very important persons (VIP's)	Yes	As Required

It shall be noted that Traffic Management Plan (TMP) and particularly Traffic Guidance Schemes (TGS) are seen as risk control measures, but alone they cannot substitute for a compliant and detailed event Risk Assessment.

Contingency form part of the risk assessment and management plan.

3.7. Regulatory Framework

This Transport Management Plan has been written in accordance with the following Act, Regulation, Australian Standards and Road Design Technical Direction

- WHS Act and Regulation 2011
- AS/NZS ISO 31000: Risk Management - Principles and Guidelines
- ISO 31000:2018 - Principles and Guidelines on Implementation
- ISO/IEC 31010:2009 - Risk Management - Risk Assessment Techniques
- ISO Guide 73:2009 - Risk Management – Vocabulary
- Traffic Control at Work Sites – (RMS) V6.1 February 2022
- AS 1742.2-2009 Manual of uniform traffic control devices - Traffic control devices for general use
- AS 1743-2018 Road signs - Specifications
- AS/NZS 1906.4:2010 Retro-reflective materials and devices for road traffic control purposes - High-visibility materials for safety garments
- AS 3996-2006 Access covers and grates
- AS 1742.10-2009 Manual of uniform traffic control devices - Pedestrian control and protection
- AS 1742.13-2009 Manual of uniform traffic control devices - Local area traffic management
- AS 1742.3-2009 Manual of uniform traffic control devices - Traffic control for works on roads
- RMS Guide to Traffic & Transport Management for Special Event Version 3.5 – June 2018

4. MINIMISING IMPACT ON THE NON-EVENT COMMUNITY AND EMERGENCY SERVICES

4.1. Access for local residents, businesses hospitals and emergency vehicles

The impact on local community will also include an increased traffic and parking demand in surrounding streets. In order to limit parking and traffic impacts, event organisers will actively promote alternate modes of transport including walking, cycling and public transport to get to and from the event.

4.2. Emergency Lane

A minimum four (4) metre emergency lane will be maintained along the entire closure. Authorised Traffic Controllers will be onsite to assist emergency vehicles through the closure points.

4.3. Advertise the traffic management arrangements

All residents will be notified of the event through:

- Letterbox drop will be conducted for impacted residents and businesses within and near the road closure precinct at least two weeks prior to the event.

4.4. Portable Variable message signs

VMS 1 - Eastern side of Wigram Street north of Una Street in the last 1P parking space. The sign will be facing the Southbound traffic.

VMS 2 - Western side of Wigram Street south of Marion Street in the last 1P parking space. The sign will be facing the Northbound traffic.

VMS messages:

Monday 30th October – 1am on Saturday 4th November 2023

Screen 1



Screen 2



1am - midnight Saturday 4th November 2023

Screen 1



Screen 2



5. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Maritime Services (RMS), or Local Government.

I declare that the details in this application are true and complete. I understand that:

The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document; I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993; Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding;

The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information"; The "personal information" held by the Police, RMS or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event; The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6. APPROVAL

TMP Approved by: Date:

Event Organiser

7. AUTHORITY TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Date:

City of Parramatta Council.

The RMS's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Date:

Road and Maritime Services.

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

8. Attachments

Annex 1 – Traffic Control Measures Checklist

Annex 2 – Public Liability Insurance

Annex 3 – Site Plan

Annex 4 – RD Traffic Management site documents

TRAFFIC CONTROL MEASURES CHECKLIST

This checklist can help you implement effective control measures in your workplace.

Using this checklist is not mandatory—you can use whatever means are most useful and practical to identify the traffic control measures to be used specific to your workplace.

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Separation			
Are separate entries and exits provided for vehicles and pedestrians including visitors?			
Do the entries and exits protect pedestrians from being struck by vehicles?			
Does the layout of the workplace effectively separate pedestrians, vehicles and powered mobile plant?			
Are systems in place to keep pedestrians and moving vehicles or plant apart like physical barriers, exclusion zones and safety zones?			
Vehicle routes			
Are the roads and pathways within the workplace suitable for the types and volumes of traffic?			
Are loading zones clearly marked?			
Do vehicle route designs take into account vehicle characteristics under all conditions, for example emergency braking, running out of fuel or adverse weather?			
Are there enough parking places for vehicles and are they used?			
Are traffic directions clearly marked and visible?			
If a one-way system is provided for vehicle routes within the workplace is it properly designed, signposted and used?			
Are vehicle routes wide enough to separate vehicles and pedestrians and for the largest vehicle using them?			
Do vehicle routes have firm and even surfaces?			
Are vehicle routes kept clear from obstructions and other hazards?			
Are vehicle routes well maintained?			
Do vehicle routes avoid sharp or blind corners?			
Pedestrian routes			
Are pedestrian walkways separated from vehicles?			
Where necessary are there safe pedestrian crossings on vehicle routes?			
Is there a safe pedestrian route which allows visitors to access the site office and facilities?			
Are pedestrian walkways clearly marked?			
Are pedestrian walkways well maintained?			

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Vehicle movement			
Have drive-through, one-way systems been used to reduce the need for reversing?			
Are non-essential workers excluded from areas where reversing occurs?			
Are vehicles slowed to safe speeds, for example speed limiters on mobile plant or chicanes on vehicle routes?			
Do drivers use the correct routes, drive within the speed limit and follow site rules?			
Signs			
Are there speed limit signs?			
Are there clear warnings of powered mobile plant hazards?			
Is there clear signage of pedestrian and powered mobile plant exclusion zones?			
Is there enough lighting to ensure signs are visible, particularly at night?			
Warning devices			
Are flashing lights, sensors and reversing alarms installed on powered mobile plant?			
Information, training and supervision			
Do powered mobile plant operators have relevant high risk work licences? Are they trained in operating the particular model of plant being used?			
Have workers received site specific training and information on traffic hazards, speed limits, parking and loading areas?			
Is information and instruction about safe movement around the workplace provided to visitors and external delivery drivers?			
Is the level of supervision sufficient to check traffic movement and ensure safety of pedestrians and drivers?			
Personal Protective Equipment			
Is PPE like high visibility clothing provided and used where necessary?			
Vehicle safety			
Have vehicles and powered mobile plant been selected which are suitable for the tasks to be done?			
Do vehicles have direct visibility or devices for improving vision like external and side mirrors and reversing sensors?			

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Are vehicles fitted with effective service and parking brakes?			
Do vehicles and powered mobile plant have seatbelts where necessary?			
Is there a regular maintenance program for all vehicles and powered mobile plant?			
Is there a system for reporting faults on all vehicles and powered mobile plant?			
Do drivers carry out basic safety checks before using vehicles?			
Are there any other control measures that should be implemented to manage risks at your workplace?			

PUBLIC LIABILITY INSURANCE

The Barn Underwriting Agency
 43 George Street, The Rocks
 NSW, 2000
 w: thebamagency.co
 p: 1300 902 210

ABN: 15 625 224 642
 AFSL: 509709



GENERAL LIABILITY INSURANCE CERTIFICATE OF CURRENCY

21/07/2022

Insured	RD Cleaning Professional Pty Ltd Tas R D Facilities Management
Policy Number	BARNSTPL210140
The Business	Cleaning Contractor – residential, commercial, strata, government buildings, schools, pubs, parks, gardening services, pest control and traffic management services and all ancillary activities thereto
Situation / Premises	unit 23/45 Powers Road Seven Hills New South Wales 2147
Period of Insurance	31/08/2022 to 31/08/2023 4:00 pm local standard time inclusive
Limit of Indemnity	
Public Liability	\$20,000,000 any one occurrence
Products Liability	\$20,000,000 any one occurrence and in the aggregate for all injury damage occurring during the period of insurance.
Excess in respect to each claim	\$2,500
Special Excess	\$50,000 in respect of Injury to Sub-Contractors, Contractors & Labour Hire Personnel
Interested Parties	
Policy Wording	Specialty Trades Liability Insurance Policy 2021.9
Underwriter	Certain Underwriters at Lloyd's under Agreement No. B613321L0030000TB

Coverholder at **LLOYD'S**

MarketLane.
INSURANCE GROUP

David Porteous - Managing Director
 Market Lane Insurance Group Pty Ltd
 'trading as' The Barn Underwriting Agency
 ABN 64 625 224 642 - AFSL 509709

Signed for and on behalf of Certain Underwriters at Lloyd's under Agreement No. B613321L0030000TB

TRAFFIC MANAGEMENT INDEMNITY INSURANCE



Level 2, 338 Pitt Street, Sydney NSW 2000
1300 295 262

Certificate of Currency Professional Indemnity

This Certificate:

- is issued as a matter of information only and confers no rights upon the holder;
- does not amend, extend or alter the coverage afforded by the policy listed;
- is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording;
- is current only at the date of issue.

Policyholder	RD Cleaning Professionals Pty Ltd T/as RD Traffic Management (ABN: 30141909033)
Occupation / Professional Services	Consultancy Occupations • Traffic Management Consultant
Policy Number	LPS016832716-19888
Policy Period	4.00pm Local Standard Time on 31 August 2022 to 4.00pm Local Standard Time on 31 August 2023
Limit of Indemnity	Professional Indemnity : AUD\$10,000,000
Excess	Professional Indemnity : AUD\$0 each and every claim.
Interested Party	None Noted
Insurer	AAI Limited ABN 48 005 297 807 trading as Vero Insurance
Signature	
Name of Signatory	Michael Gottlieb (BizCover for Brokers)
Capacity/Title	Director
Date	26 Aug 2022

Please note

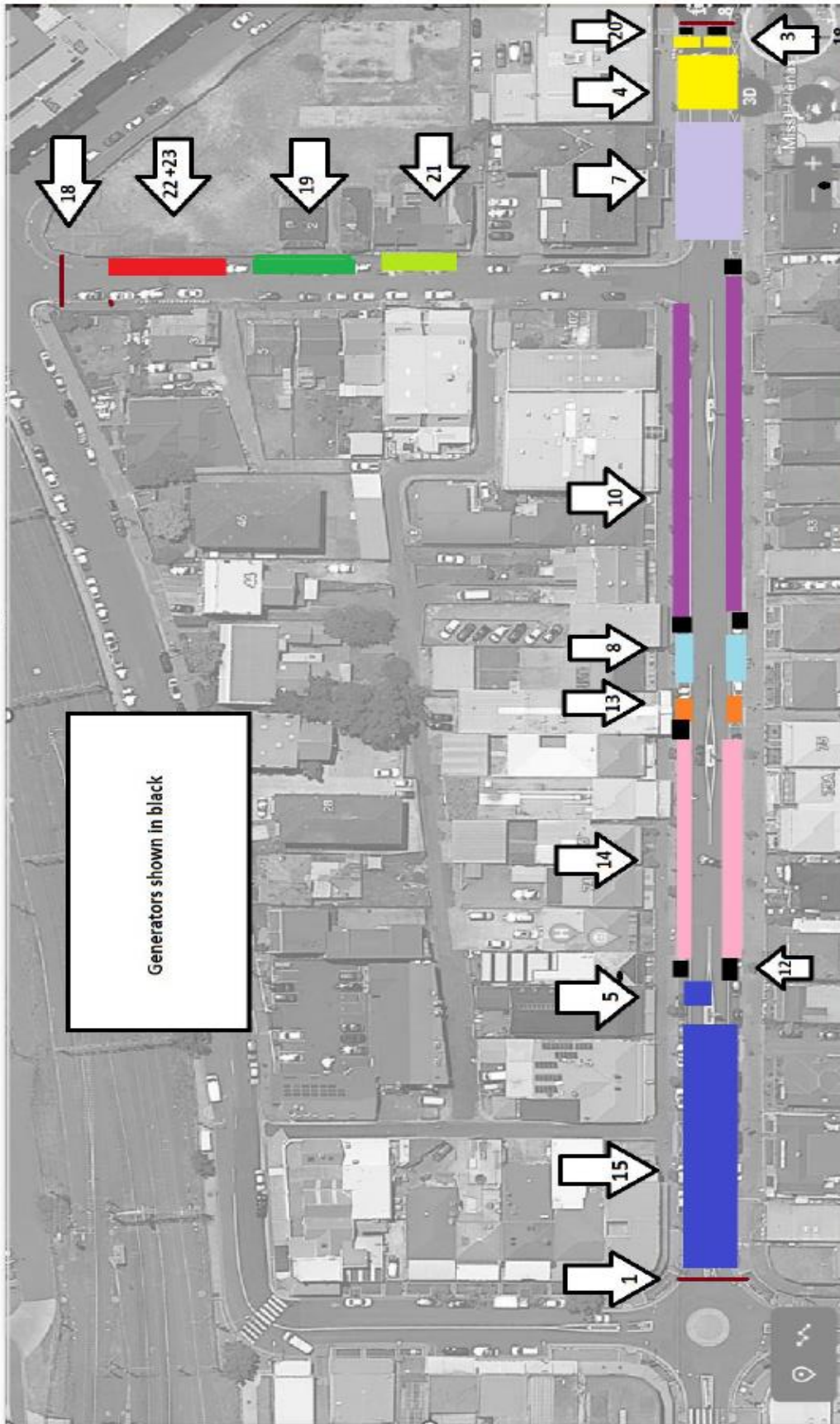
This Certificate is issued subject to the policy's terms and conditions and by reference to the insured's declaration. The information set out in this Certificate is accurate as at the date of signature and there is no obligation imposed on the signatory to advise of any alterations.

BizCover for Brokers is a business name of BizCover Pty Ltd (ABN 68 127 707 975; AFSL 501769) which acts under a binding authority given by the insurer to issue the insurance.

Mail to: Level 2, 338 Pitt Street, Sydney 2000 T: 1300 295 262 E: broker@bizcoverforbrokers.com.au

SITE PLAN

Little India Fair 2022 – Map



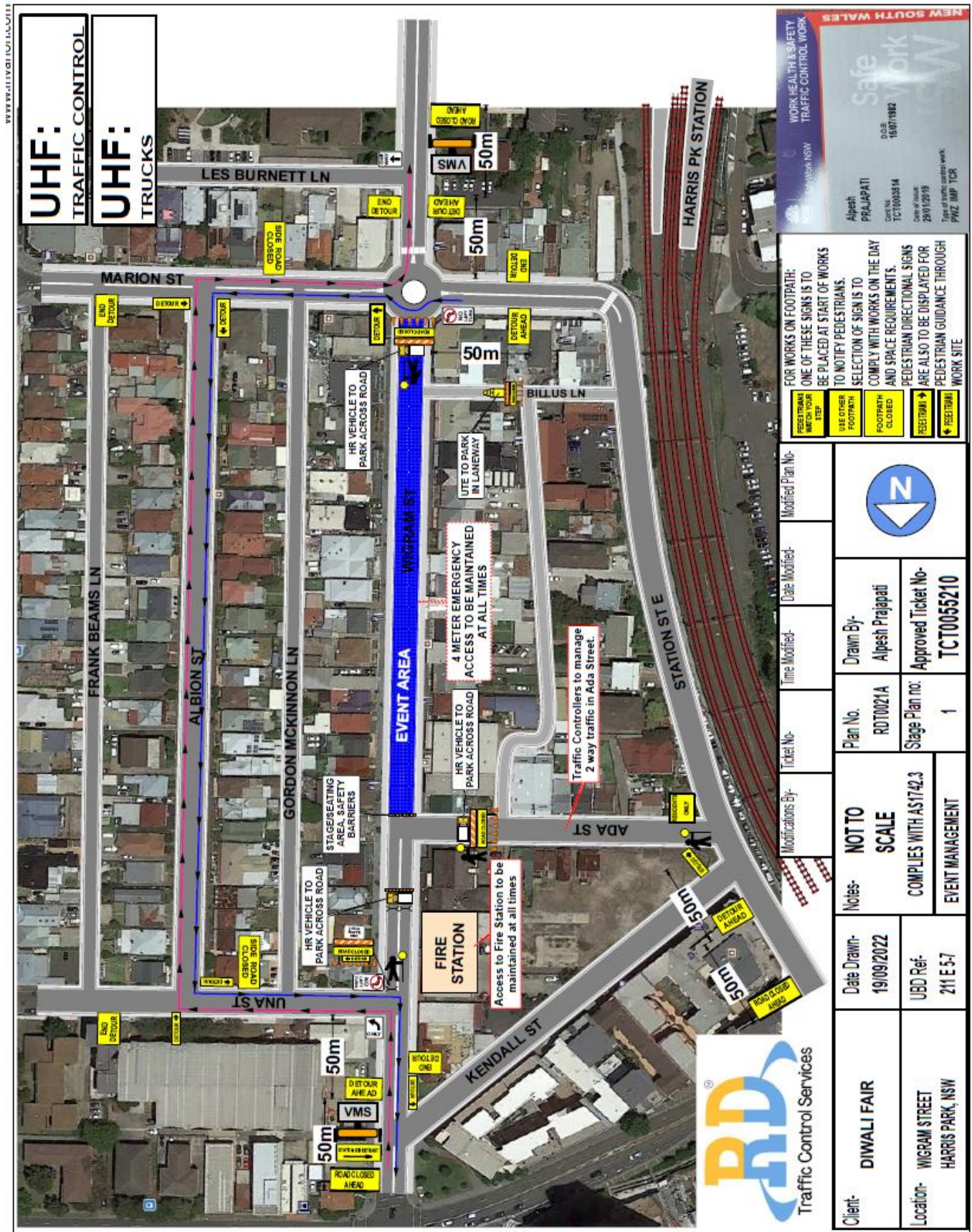
Generators shown in black


LEGEND

- 1. Road barrier
- 2. 20kva generator
- 3. 1 x 6m x 3m green rooms
- 4. Main stage
- 5. LED screen
- 6. Road barrier
- 7. Seated area
- 8. Sponsor stalls
- 9. 6kva generator
- 10. General stalls
- 11. Hand wash station
- 12. 20kva generators
- 13. Large cool room
- 14. Food stalls
- 15. Amusements
- 16. Amusements
- 17. Amusements
- 18. Road barrier
- 19. Bin station
- 20. Road barrier
- 21. Waste truck
- 22. Toilets
- 23. Disable toilets

9. Traffic Control Plans

TCP 01 Wigram Street, Una Street & Marion St, HARRIS PARK



 TRAFFIC MANAGEMENT SERVICES		RD Cleaning Professionals Pty Ltd ABN: 30 141 909 033 Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146 Toll Free: 1800 507 552 Mobile: 0423 727 063 Email: enquiry@rdcleaning.com.au
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Daily Toolbox / Pre-Start

Worksite Name: _____ Date: _____
 Worksite Address / Location: _____
 Meeting conducted by _____ Signed: _____

I have verbally and in person read and reviewed the below safety information with all personnel assigned to this Toolbox / Pre-start meeting. We discussed all questions, comments and concerns as listed.

Standard items to be addressed prior to commencement of any works:

1. Recent Accidents, incidents and near miss reports
2. WHS in general
3. Legislative requirements – Does all personnel hold current & related qualifications (cards/tickets)
4. **Scope of Works**
 - Ensure all staff have their Traffic Controller qualifications
 - Confirm they are aware of the Sign-on requirements & location
 - Brief of parking & vehicle access restrictions
 - Safety documentation to be completed
5. **TCP/s & Permits**
 - Implement TCPs accordingly
 - Work to permitted times of location / environment / ROL
6. **Equipment required to commence & complete works**
 - P.P.E & uniform requirements
 - C Class Flashing Arrow Board (if required)
 - Traffic & Pedestrian Signage & Devices (MUTCD - AS1742.3)
 - Radio Communication & Visual Signalling
7. **Personnel required to commence & complete works**
 - Primary Traffic Controls
 - Team Leader
 - Designated Spotter(s)

Other issues to be addressed

- Weather conditions
 Lighting conditions
 Road user / Motorist behaviour
 Manual Handling
 Fatigue / Alcohol / Drug Policy
 Fire / First Aid

Attendance Register: Print Name & Sign

1.		10.	
2.		11.	
3.		12.	
4.		13.	
5.		14.	
6.		15.	
7.		16.	
8.		17.	
9.		18.	



RD Cleaning Professionals Pty Ltd

ABN: 30 141 909 033

Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146

Toll Free: 1800 507 552 | Mobile: 0423 727 063

Email: enquiry@rdcleaning.com.au

Traffic Control Location Checklist

The following checklist shall be completed on site with the approved TCP for the work being undertaken, prior to TCP implementation. Use the checklist to determine if the TCP is appropriate for the work and make modifications to the TCP if required.

Location: _____

Type of Work: Traffic & Pedestrian Management Date: _____

Name of person completing inspection: _____ Signed: _____

Item No.		Yes	No	N/A
1.	Has provision been made for any intersections, on-loading or off-loading ramps within the worksite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will vehicles be entering or leaving the worksite from private or commercial driveways?	<input type="checkbox"/>	<input type="checkbox"/>	
2a	Has provision been made for those vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is there adequate sight distance for road users to signs and traffic controllers?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Will control measures be safe for the approach speeds of traffic? (Consideration should be given to the proximity of workers to through traffic)	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Has consideration been given to traffic volumes expected?	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Has provision been made for bus stops & public transport (including school?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Has provision been made for pedestrians including those with impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Has provision been made for cyclists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are there any overhead power lines that might be a risk to vehicles and plant?	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Has the time of day been adequately considered (i.e. night work, sun etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Are there any contradictory signs or markings that may cause confusion	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Has provision been made for emergency vehicles (Maintained 3m wide path)	<input type="checkbox"/>	<input type="checkbox"/>	

List the items that need to be addressed below and provide details of the action to be taken

Item No	Action to be taken

(comments if required)



RD Cleaning Professionals Pty Ltd

ABN: 30 141 909 033

Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146

Toll Free: 1800 507 552 | Mobile: 0423 727 063

Email: enquiry@rdcleaning.com.au

Worksite Risk Assessment

Name of worksite controller: _____ Date: _____

Work Description: Traffic & Pedestrian Management Time: _____

Location: _____

Are the workers familiar with the SWMS? Circle > Yes / No		Is the required SWMS available onsite? Circle > Yes / No	
HAZARD & RISK CONTROL CHECKLIST			
Hazard/s identified	Risk Rating	Control Measure/s	Final Risk Rating
<input type="checkbox"/> Sharps			
<input type="checkbox"/> Manual Handling			
<input type="checkbox"/> Tree Felling / Chainsaw use			
<input type="checkbox"/> Working alone / poor communication			
<input type="checkbox"/> Temperature / Weather extremes			
<input type="checkbox"/> Noise / hearing issue			
<input type="checkbox"/> Electricity			
<input type="checkbox"/> Excavation / Trench			
<input type="checkbox"/> Traffic		TCP No:	
<input type="checkbox"/> Moving equipment / Plant / Machine			
<input type="checkbox"/> Slips / Trips / Falls			
<input type="checkbox"/> Height / Falling objects			
<input type="checkbox"/> Fatigue			
<input type="checkbox"/> Underground / Overhead services			
<input type="checkbox"/> Other:			

Consequence	Probability			
	Very Likely	Likely	Unlikely	Very Unlikely
Death / permanent disability	1	1	2	3
Long term illness / serious injury	1	2	3	4
Medical attention / time off work	2	3	4	5
First Aid	3	4	5	6

Comments (if any):

I have participated in this Worksite Health Risk Assessment process, I understand the work activity, my responsibilities, hazards, and control measures that need to be in place and if any changes occur on-site I will report them to my immediate Supervisor.

Worksite Controller signature below confirms the risk assessment is adequate for work to commence safely.

Print Name: _____ Signature: _____ Date: _____

THIS TRAFFIC MANAGEMENT PLAN COMPLIES WITH AUSTRALIAN STANDARD 1742.3

All personnel dealing with traffic control, being either contractors or sub-contractors are to have the following current accreditation, for the management of each item listed below:

WHS&E general induction certificate (White card)

Safework/RMS Traffic Controller Card (for traffic control, performing stop/slow control)

Safework/RMS Implement Traffic Control Plans (for implementation of signage)

Safework/RMS Prepare Work Zone Traffic Management Plan (for selection & creation of TGS, TMP & inspection of existing traffic control plans)

All staff must be inducted on site before commencement of works

Staff must carry current accreditation on them at all times whilst on site

Appropriate PPE as outlined in the appropriate SWMS for the works.

RD Traffic Control

TMP for 5th Nov



Traffic Management Plan (TMP)

Diwali Fair, Wigram Street, Harris Park, NSW
Class 2 Event

Event Organiser: **Little India Harris Park Business Association**

Document Author: **RD Traffic Control**
Alpesh Prajapati
Phone: 1800 507 552
Mb: 0423 727 063



Revision Record

Issue No.	Author	Reviewed/Approved	Description	Date
1.			Rev 01	
2.			Rev 02	
3.			Rev 03	
4.			Rev 04	
5.			Rev 05	
6.			Rev 06	

1. EVENT DETAILS

1.1. Event summary

Event Name: **Diwali Fair**

Event Date: Sunday 5th November 2023.

Event Start Time: 12:30 hours

Event Finish Time: 21:30 hours

Event Bump in: Sunday 5th November 05:00 hours

Event bump out: Sunday 5th November 22:30 hours

Event is: **Community Festival**

Expected Attendance: 4,000

1.2. Contact Names

Name	Position	Phone	Email
Sanjay Dehshwal	Event Director		
Monique Annetts	Event Management	0410 660 060	monique@amaconnect.com.au
Jeff Stein	City of Parramatta Council	0477 349 780	jstein@cityofparramatta.nsw.gov.au
Keith Hong	City of Parramatta Council	0403 872 982	khong@cityofparramatta.nsw.gov.au
Jack Makhoul	Sergeant NSW Police Parramatta LAC	0417 657 770	Makh1jac@police.nsw.gov.au
Alpesh Prajapati	Traffic Control: Coordinator	0423 727 063	admin@rdfacilitiesmanagement.com.au

1.3. Description of the event

Harris Park Business Forum are bringing the Diwali Fair to Harris Park - the heart and soul of Indian community. Harris Park is well known as 'Little India' because of the large number of local businesses predominantly from an Indian background having presence in Harris Park. These businesses are fulfilling cultural needs and offering various cuisines from the Indian sub-continent.

The Diwali Fair, will be a colourful and exciting celebration for people to experience India's rich culture and cuisine.

2. TRAFFIC AND TRANSPORT MANAGEMENT

2.1. The Location

The Event will be held within a closed section of Wigram Street between Una Street and Marion Street, Harris Park, with an expected attendance of 4000 attendees.

This section of Wigram Street will be closed to vehicular traffic, access will remain for the fire station located on Wigram Street with additional traffic control to move on persons that may be loitering within the fire station access ways.



2.2. Parking

The event is aimed at local residents and it is anticipated that most local residents will walk to the event. The use of public transport will be promoted and public parking will be in the surrounding streets.

There will be no onsite parking within the road closure. Staff and stallholders will be instructed to park in surrounding streets.

There are two parking stations available within 600 metres walk from the event site:

- Wilson Parking - 30 Cowper Street

https://www.wilsonparking.com.au/park/2207_30-Cowper-St-Car-Park_30-Cowper-Street-Parramatta

- Secure Parking – 10 Valentine Avenue

<https://www.secureparking.com.au/en-au/car-parks/australia/new-southwales/sydney/parramatta/10-valentine-avenue>

2.3. Sydney Buses

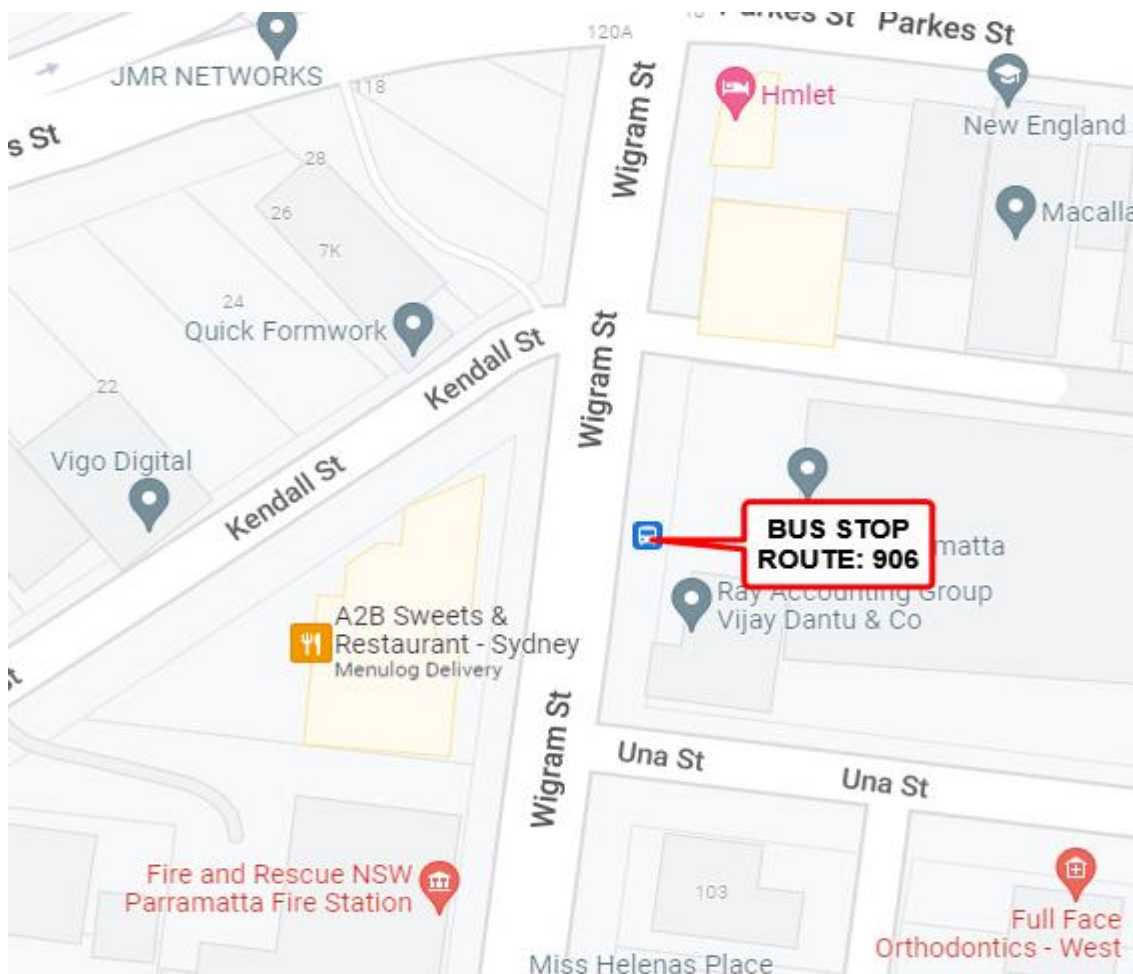
Bus route 906 operates on Wigram Street & Una Street between Fairfield and Parramatta. There are 2 stops near the northern end of the event site on Wigram Street. This service will run to a normal timetable.

There are a number of additional services that stop at the Parramatta Interchange, a short walk from the event site.

For public transport timetables and planning visit:

<http://www.transportnsw.info/>

2.3. Bus Stop – Route 906



2.4. Sydney Trains

The closest railway station is Harris Park Station, a 400-meter walk from the event site.

For public transport timetables and planning visit:

<http://www.transportnsw.info/>

2.5. Parked Cars within the Event Site

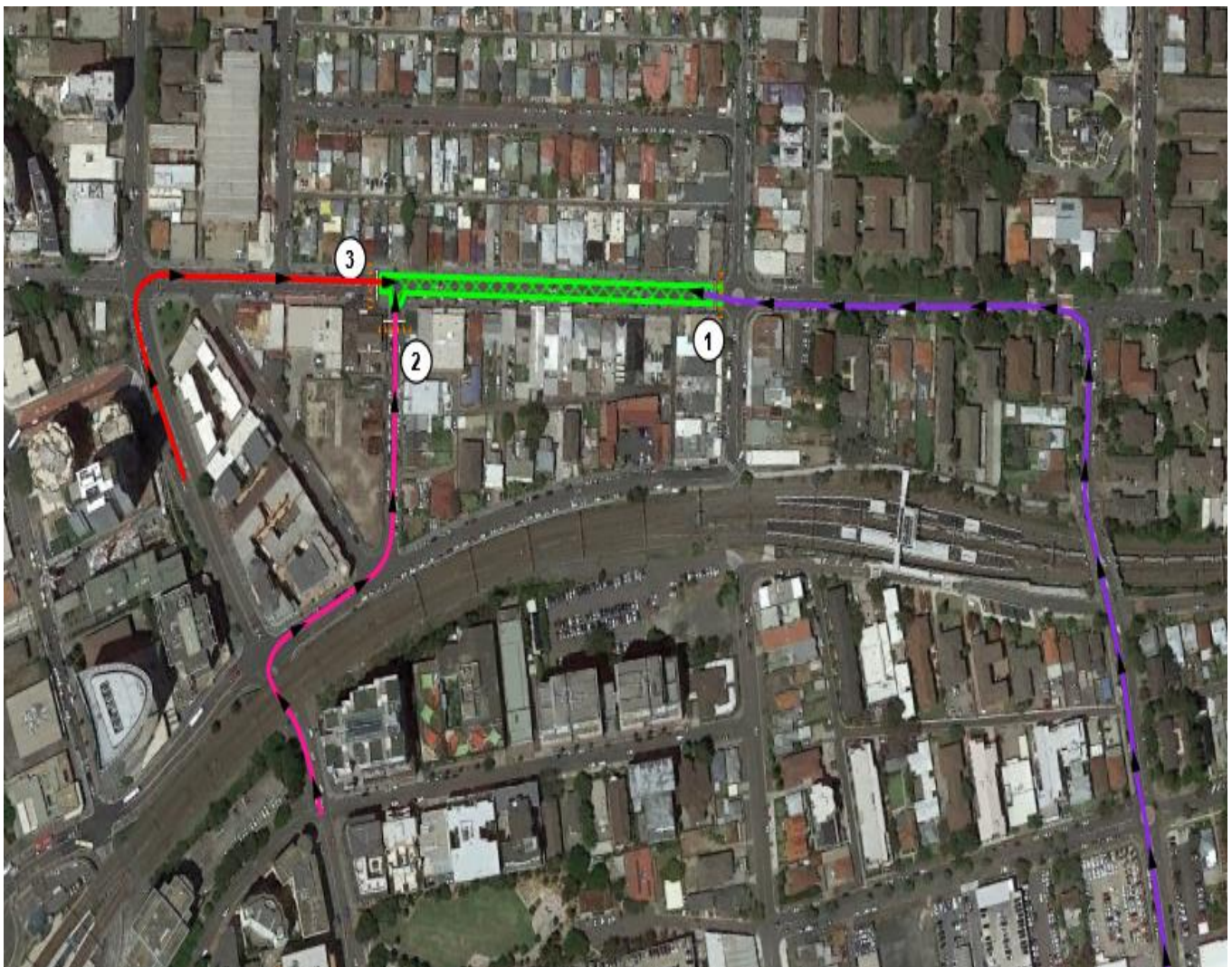
Special event clearways have been requested for this event. As a result, all vehicles will be required to vacate the area prior to the event, traffic control to manage the clearing of vehicles overnight from site, any parked cars on Wigram Street after the road closures go in will not be permitted to move or leave the site. These cars will be monitored throughout the day by both event staff and security.

2.6. Hostile Vehicle Mitigation plan

The following Hostile Vehicle Mitigations are proposed for this event:

1. On Wigram Street at the Marion Street roundabout end, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site from Cambridge Street & then Wigram Street & will be positioned to stop vehicles accessing the pedestrian area during the event.
2. On Ada Street, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site from Station Street East & will be positioned to stop vehicles accessing the pedestrian area during the event.
3. On Wigram Street near Ada Street, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site coming from Parkes Street & then onto Wigram Street just past Ada Street & will be positioned to stop vehicles accessing the pedestrian area during the event.

All hostile vehicle access points will have a standalone vehicle in place between the entry point & the amusement ride to act as a barrier to stop hostile vehicles from entering the event site & causing injury to those in attendance.



2.7. Traffic management requirements unique to this event

RD Traffic Controllers will close Wigram Street between Una Street & Marion Street for the event. Access to the fire station on Wigram Street will remain, there will be no access to Ada Street from Wigram Street. This closure will be in place between 04:30 hours on Sunday 5th November 2023 till 00:00 hours on Sunday 5th November 2023.

From 2200 - 4th November 2023 – to 0100, 5th November 2023; The team will be out on Wigram Street putting out traffic cones to block out cars vacating the spot(s). From 0430 – 5th November 2023; Traffic closure will commence. Registrations for any remaining vehicles left at 0900 will be collated and passed onto Sergeant [@Jack Makhoul](#) who will assist us in contacting the owners of the said vehicle(s).

There will be a detour in place to divert vehicles around the Wigram Street closure via Una Street, Albion Street & Marion Street, as well as along Kendall Street to Station Street East.

Communication around No parking on event day will be made to businesses in Harris Park via the 'Little India Harris Park Business Association'.

No buses will need to be diverted for the event.

(Refer TGS RDT0021A on page 19)

2.8. Traffic Control

RD Traffic Control will be employed to oversee implementation of the Traffic Control Plans and monitor traffic conditions throughout the day. All traffic controllers will always be in radio contact.

Temporary traffic control signage, barricades and equipment as per the supplied Traffic Control Plans must be installed by Safework/RMS accredited traffic controllers with a Safework/RMS "Implement Traffic Control Plan" certificate. Any person operating a Stop/Slow bat onsite must hold a Safework/RMS "Traffic Controller" certificate.

2.9. Heavy Vehicle impacts

There will be no impact to heavy vehicles during this event.

2.10. Special Event Clearways

An authorised TfNSW special Event Clearway is required to be in place for the duration of this event on Wigram Street. City of Parramatta Council will install signs along Harris Park with the following wording; "ROAD CLOSURE 5th Nov 2023 DIWALI FAIR 0430 – 0000"

2.11. Cleaning

Event Organisers will ensure that the event area is cleaned at the end of the event and any remaining infrastructure is removed from site.

2.12. Road Occupancy Licence

ROL's to be in place for road closures – TMC to be notified of the event.

3. RISK MANAGEMENT - TRAFFIC

3.1. Occupational Health & Safety – Traffic Control

Harris Park Business Forum are the Risk Managers for their individual event operations. It is Harris Park Business Forum policy to treat identified hazards by endeavouring to prevent or eliminate health and safety risk where it is in their reasonable authority, to endeavour to minimise the likelihood of risks occurring when outside their authority and when risks occur to minimise the consequence of the risk activity.

Any risk treatment measure implemented by Harris Park Business Forum will be consistent with their obligations in accordance with the 2011 WHS Regulations and/ or AS/NZS ISO 31000:2009 Risk Management-Principles and guidelines.

Harris Park Business Forum, by the nature of the event operations has accepted the uncontrollable risks such as weather, environment and crowd behaviour and will implement treatment programs to mitigate risk. Their role is to ensure the risk is transferred from the organisers to the expert contractors. The transfer needs to be formalised by way of contracts and key performance indicators.

Little India Harris Park Business Association needs to ensure that the staff/contractors have contemporary knowledge in their field and apply current safety regulations including J.S.A's and S.W.M.S's.

Little India Harris Park Business Association need to ensure that the attached checklists, where relevant are applied and completed. Little India Harris Park Business Association then has to ensure that any new emerging risks or safety concerns are controlled as and when they arise.

(Also Refer Annex 1)

3.2. Public Liability Insurance

Refer Annex 2

3.3. Vehicle Mitigation

Vehicle mitigation strategies will be undertaken within the road closure in accordance with the event risk assessment and NSW Police direction.

This information is to remain confidential.

3.4. Police

Parramatta Local Area Command will be notified of the event and a Public Assembly Form submitted to Police.

3.5. NSW Ambulance and Fire and Rescue NSW

NSW Ambulance and Fire and Rescue NSW will be notified in writing of the event by the event organiser.

3.6. Risk & Contingency Plans

Harris Park Business Forum have compiled Risk Assessments and Site-Specific Safety Plans for the event that is not included in this Transport Management Plan.

Item	Verified	Action Taken
All one-way streets are as described	Yes	Road closures, barricade and signage installed by authorised Traffic Controllers.
Block access to local businesses	Yes	Confirm list of letters to residents, businesses, and car parks. Advertisement of event to general public.
Block Emergency vehicle access	Yes	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block heavy vehicle access	Yes	All vehicles are diverted before the closure with other traffic.
Restricted movements – banned turns, heavy/high vehicles	N/A	
Block Public facility (football oval, carpark, etc.)	No	None Required.
Block public transport access	No	None Required.
Can route use alternatives such as bicycle tracks,	N/A	

paths, parks, bush tracks etc.?		
Construction – existing, proposed that may conflict	No	None Required.
Numbers of lanes and their width are as described	Yes	
Road signage – existing/temporary	Yes	Temporary signage Installed and removed by Authorised Traffic Controllers.
Route impeded by traffic calming devices?	No	
Signalised intersections (flashing amber, Point duty?).	N/A	
Tidal flows	N/A	
Traffic generators - shopping centres, schools, churches, industrial area, hospitals	Yes	Advertisement of event to general public.
Traffic movement contrary to any Notice	N/A	Under the direction of traffic controllers
Traffic signals are as described	N/A	
Turning lanes are as described	Yes	Road closures, barricades and signage installed.
Letter Drop Zone Maps to indicate precincts mailed	No	

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

Issues / Risks	Applicable	Action Taken
Heavy Weather	Yes	If heavy weather may cause crowds to depart early
Flood hazard on the route	Yes	TMC / RMS and Police provide diversions around flooded area.
Flood hazard at the parking area	Yes	Event organiser to close parking area and direct to hardstand parking.
Parking during Wet weather	Yes	Hardstand only.
Bush fire hazard	Yes	For major local/regional bushfire hazard affecting general public health or transport to greater Sydney, take direction from NSW Police
Accident on the route	Yes	If CCTV monitored by TMC. Facilitate emergency response to area.
Breakdown	Yes	If CCTV monitored by TMC. Facilitate response to area.
Absence of marshals and volunteers	Yes	Re-deploy existing staff as required.

Block public transport access	Yes	Divert general public to next available transport, considering safety and circumstances. Relevant transport agency to employ appropriate steps to accommodate.
Slow participants	No	
Delayed Event	Yes	Delay of any aspect of the event will be communicated by the event organiser.
Cancellation of Event	Yes	Cancellation of any aspect of the event will be communicated by the event organiser.
Security of participants/general public	Yes	Provided by event organiser.
Security of very important persons (VIP's)	Yes	As Required

It shall be noted that Traffic Management Plan (TMP) and particularly Traffic Guidance Schemes (TGS) are seen as risk control measures, but alone they cannot substitute for a compliant and detailed event Risk Assessment.

Contingency form part of the risk assessment and management plan.

3.7. Regulatory Framework

This Transport Management Plan has been written in accordance with the following Act, Regulation, Australian Standards and Road Design Technical Direction

- WHS Act and Regulation 2011
- AS/NZS ISO 31000: Risk Management - Principles and Guidelines
- ISO 31000:2018 - Principles and Guidelines on Implementation
- ISO/IEC 31010:2009 - Risk Management - Risk Assessment Techniques
- ISO Guide 73:2009 - Risk Management – Vocabulary
- Traffic Control at Work Sites – (RMS) V6.1 February 2022
- AS 1742.2-2009 Manual of uniform traffic control devices - Traffic control devices for general use
- AS 1743-2018 Road signs - Specifications
- AS/NZS 1906.4:2010 Retro-reflective materials and devices for road traffic control purposes - High-visibility materials for safety garments
- AS 3996-2006 Access covers and grates
- AS 1742.10-2009 Manual of uniform traffic control devices - Pedestrian control and protection
- AS 1742.13-2009 Manual of uniform traffic control devices - Local area traffic management
- AS 1742.3-2009 Manual of uniform traffic control devices - Traffic control for works on roads
- RMS Guide to Traffic & Transport Management for Special Event Version 3.5 – June 2018

4. MINIMISING IMPACT ON THE NON-EVENT COMMUNITY AND EMERGENCY SERVICES

4.1. Access for local residents, businesses hospitals and emergency vehicles

The impact on local community will also include an increased traffic and parking demand in surrounding streets. In order to limit parking and traffic impacts, event organisers will actively promote alternate modes of transport including walking, cycling and public transport to get to and from the event.

4.2. Emergency Lane

A minimum four (4) metre emergency lane will be maintained along the entire closure. Authorised Traffic Controllers will be onsite to assist emergency vehicles through the closure points.

4.3. Advertise the traffic management arrangements

All residents will be notified of the event through:

- Letterbox drop will be conducted for impacted residents and businesses within and near the road closure precinct at least two weeks prior to the event.

4.4. Portable Variable message signs

VMS 1 - Eastern side of Wigram Street north of Una Street in the last 1P parking space. The sign will be facing the Southbound traffic.

VMS messages:

Monday 30th October – 1am on Sunday 5th November 2023

Screen 1



Screen 2



1am - midnight Sunday 5th November 2023

Screen 1



Screen 2



5. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Maritime Services (RMS), or Local Government.

I declare that the details in this application are true and complete. I understand that:

The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document; I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993; Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding;

The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information"; The "personal information" held by the Police, RMS or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event; The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6. APPROVAL

TMP Approved by: Date:

Event Organiser

7. AUTHORITY TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Date:

City of Parramatta Council.

The RMS's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Date:

Road and Maritime Services.

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

8. Attachments

Annex 1 – Traffic Control Measures Checklist

Annex 2 – Public Liability Insurance

Annex 3 – Site Plan

Annex 4 – RD Traffic Management site documents

TRAFFIC CONTROL MEASURES CHECKLIST

This checklist can help you implement effective control measures in your workplace.

Using this checklist is not mandatory—you can use whatever means are most useful and practical to identify the traffic control measures to be used specific to your workplace.

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Separation			
Are separate entries and exits provided for vehicles and pedestrians including visitors?			
Do the entries and exits protect pedestrians from being struck by vehicles?			
Does the layout of the workplace effectively separate pedestrians, vehicles and powered mobile plant?			
Are systems in place to keep pedestrians and moving vehicles or plant apart like physical barriers, exclusion zones and safety zones?			
Vehicle routes			
Are the roads and pathways within the workplace suitable for the types and volumes of traffic?			
Are loading zones clearly marked?			
Do vehicle route designs take into account vehicle characteristics under all conditions, for example emergency braking, running out of fuel or adverse weather?			
Are there enough parking places for vehicles and are they used?			
Are traffic directions clearly marked and visible?			
If a one-way system is provided for vehicle routes within the workplace is it properly designed, signposted and used?			
Are vehicle routes wide enough to separate vehicles and pedestrians and for the largest vehicle using them?			
Do vehicle routes have firm and even surfaces?			
Are vehicle routes kept clear from obstructions and other hazards?			
Are vehicle routes well maintained?			
Do vehicle routes avoid sharp or blind corners?			
Pedestrian routes			
Are pedestrian walkways separated from vehicles?			
Where necessary are there safe pedestrian crossings on vehicle routes?			
Is there a safe pedestrian route which allows visitors to access the site office and facilities?			
Are pedestrian walkways clearly marked?			
Are pedestrian walkways well maintained?			

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Vehicle movement			
Have drive-through, one-way systems been used to reduce the need for reversing?			
Are non-essential workers excluded from areas where reversing occurs?			
Are vehicles slowed to safe speeds, for example speed limiters on mobile plant or chicanes on vehicle routes?			
Do drivers use the correct routes, drive within the speed limit and follow site rules?			
Signs			
Are there speed limit signs?			
Are there clear warnings of powered mobile plant hazards?			
Is there clear signage of pedestrian and powered mobile plant exclusion zones?			
Is there enough lighting to ensure signs are visible, particularly at night?			
Warning devices			
Are flashing lights, sensors and reversing alarms installed on powered mobile plant?			
Information, training and supervision			
Do powered mobile plant operators have relevant high risk work licences? Are they trained in operating the particular model of plant being used?			
Have workers received site specific training and information on traffic hazards, speed limits, parking and loading areas?			
Is information and instruction about safe movement around the workplace provided to visitors and external delivery drivers?			
Is the level of supervision sufficient to check traffic movement and ensure safety of pedestrians and drivers?			
Personal Protective Equipment			
Is PPE like high visibility clothing provided and used where necessary?			
Vehicle safety			
Have vehicles and powered mobile plant been selected which are suitable for the tasks to be done?			
Do vehicles have direct visibility or devices for improving vision like external and side mirrors and reversing sensors?			

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Are vehicles fitted with effective service and parking brakes?			
Do vehicles and powered mobile plant have seatbelts where necessary?			
Is there a regular maintenance program for all vehicles and powered mobile plant?			
Is there a system for reporting faults on all vehicles and powered mobile plant?			
Do drivers carry out basic safety checks before using vehicles?			
Are there any other control measures that should be implemented to manage risks at your workplace?			

PUBLIC LIABILITY INSURANCE

The Barn Underwriting Agency
 43 George Street, The Rocks
 NSW, 2000
 w: thebamagency.co
 p: 1300 902 210

ABN: 15 625 224 642
 AFSL: 509709



GENERAL LIABILITY INSURANCE CERTIFICATE OF CURRENCY 21/07/2022

Insured	RD Cleaning Professional Pty Ltd Tas R D Facilities Management
Policy Number	BARNSTPL210140
The Business	Cleaning Contractor – residential, commercial, strata, government buildings, schools, pubs, parks, gardening services, pest control and traffic management services and all ancillary activities thereto
Situation / Premises	unit 23/45 Powers Road Seven Hills New South Wales 2147
Period of Insurance	31/08/2022 to 31/08/2023 4:00 pm local standard time inclusive
Limit of Indemnity	
Public Liability	\$20,000,000 any one occurrence
Products Liability	\$20,000,000 any one occurrence and in the aggregate for all injury damage occurring during the period of insurance.
Excess in respect to each claim	\$2,500
Special Excess	\$50,000 in respect of Injury to Sub-Contractors, Contractors & Labour Hire Personnel
Interested Parties	
Policy Wording	Specialty Trades Liability Insurance Policy 2021.9
Underwriter	Certain Underwriters at Lloyd's under Agreement No. B613321L0030000TB

Coverholder at **LLOYD'S**

Market Lane.
INSURANCE GROUP

David Porteous - Managing Director
 Market Lane Insurance Group Pty Ltd
 'trading as' The Barn Underwriting Agency
 ABN 64 625 224 642 - AFSL 509709

Signed for and on behalf of Certain Underwriters at Lloyd's under Agreement No. B613321L0030000TB

TRAFFIC MANAGEMENT INDEMNITY INSURANCE



Level 2, 338 Pitt Street, Sydney NSW 2000
1300 295 262

Certificate of Currency Professional Indemnity

This Certificate:

- is issued as a matter of information only and confers no rights upon the holder;
- does not amend, extend or alter the coverage afforded by the policy listed;
- is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording;
- is current only at the date of issue.

Policyholder	RD Cleaning Professionals Pty Ltd T/as RD Traffic Management (ABN: 30141909033)
Occupation / Professional Services	Consultancy Occupations • Traffic Management Consultant
Policy Number	LPS016832716-19888
Policy Period	4.00pm Local Standard Time on 31 August 2022 to 4.00pm Local Standard Time on 31 August 2023
Limit of Indemnity	Professional Indemnity : AUD\$10,000,000
Excess	Professional Indemnity : AUD\$0 each and every claim.
Interested Party	None Noted
Insurer	AAI Limited ABN 48 005 297 807 trading as Vero Insurance
Signature	
Name of Signatory	Michael Gottlieb (BizCover for Brokers)
Capacity/Title	Director
Date	26 Aug 2022

Please note

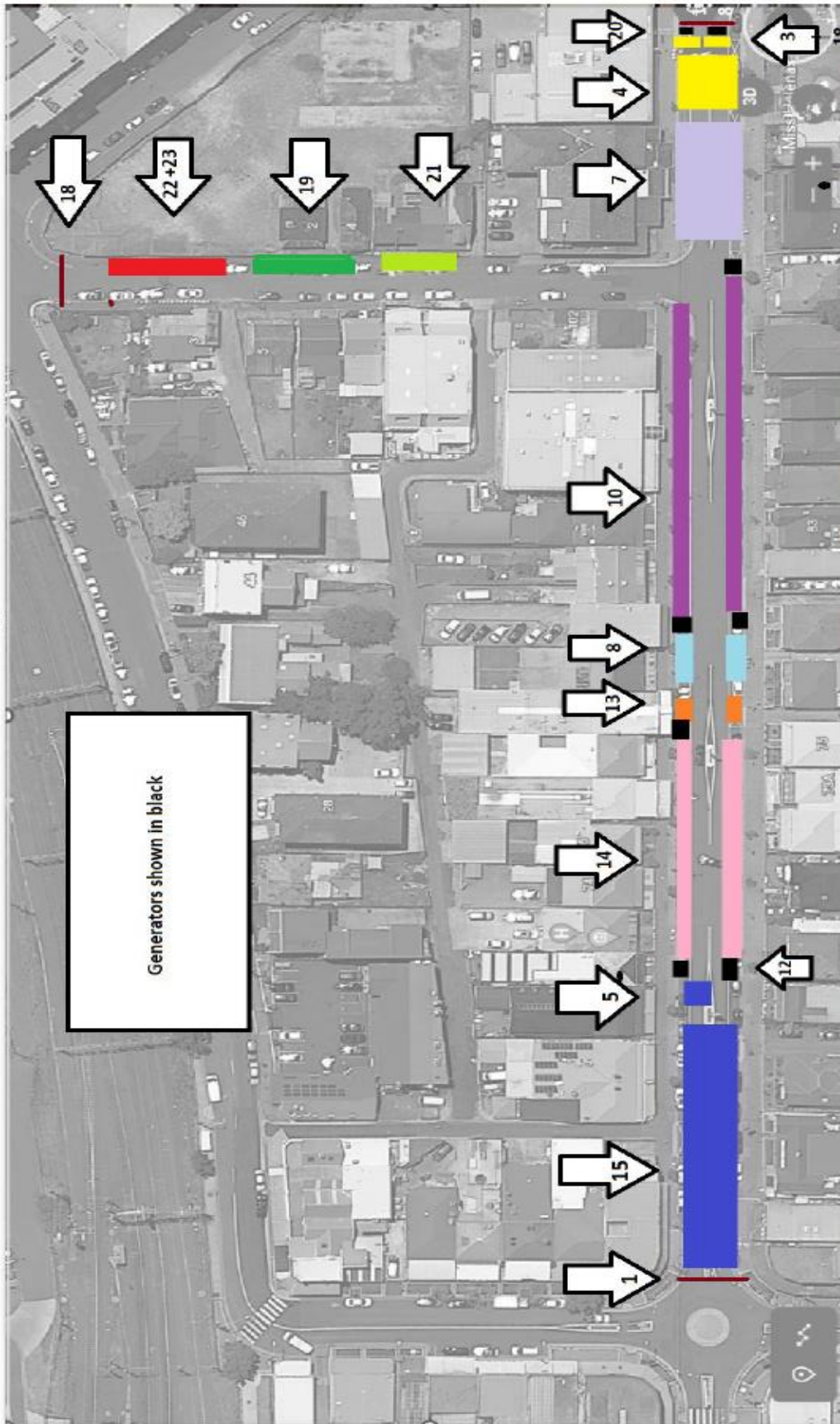
This Certificate is issued subject to the policy's terms and conditions and by reference to the insured's declaration. The information set out in this Certificate is accurate as at the date of signature and there is no obligation imposed on the signatory to advise of any alterations.

BizCover for Brokers is a business name of BizCover Pty Ltd (ABN 68 127 707 975; AFSL 501769) which acts under a binding authority given by the insurer to issue the insurance.

Mail to: Level 2, 338 Pitt Street, Sydney 2000 T: 1300 295 262 E: broker@bizcoverforbrokers.com.au

SITE PLAN

Little India Fair 2022 – Map



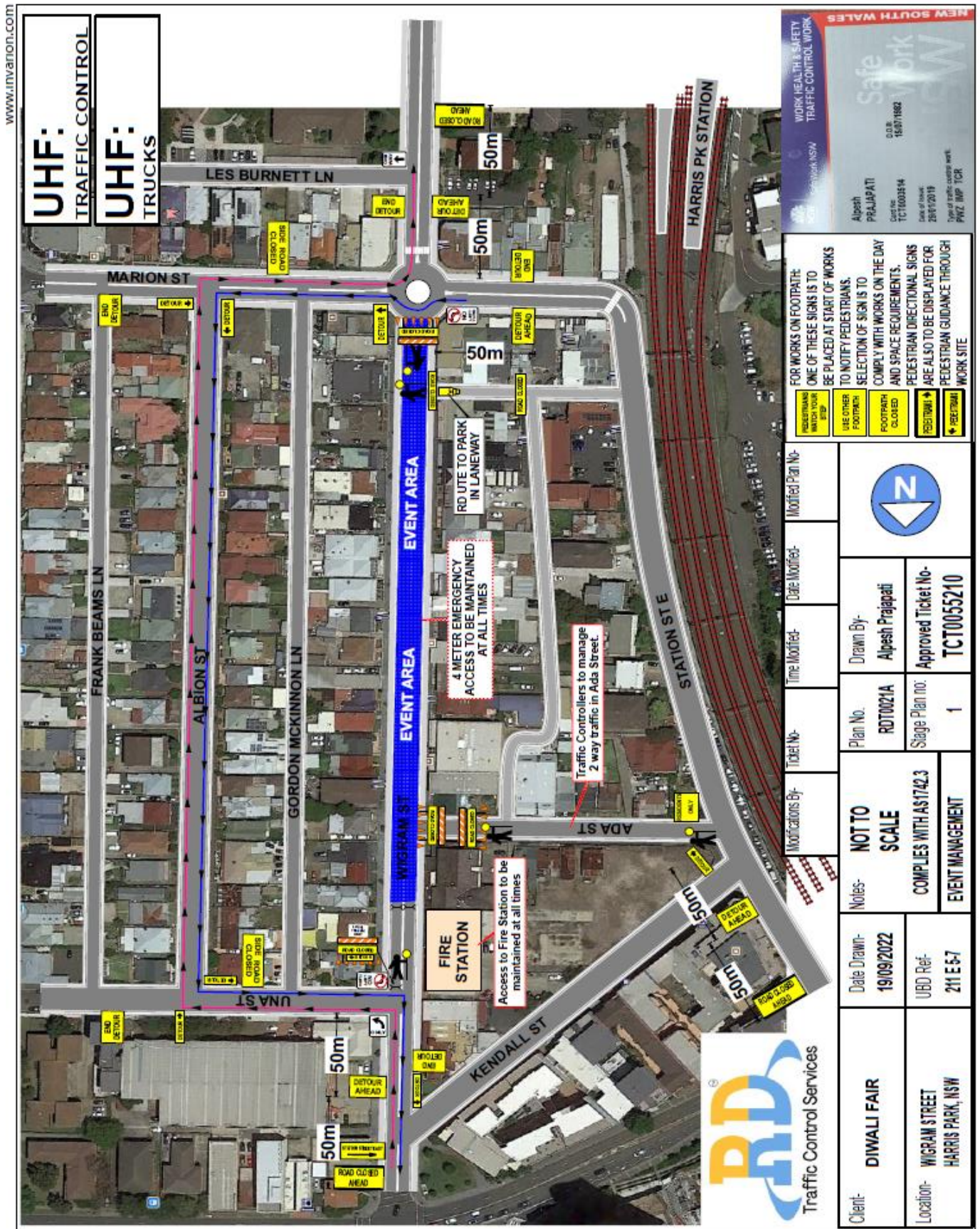
Generators shown in black


LEGEND

- 1. Road barrier
- 2. 20kva generator
- 3. 1 x 6m x 3m green rooms
- 4. Main stage
- 5. LED screen
- 6. Road barrier
- 7. Seated area
- 8. Sponsor stalls
- 9. 6kva generator
- 10. General stalls
- 11. Hand wash station
- 12. 20kva generators
- 13. Large cool room
- 14. Food stalls
- 15. Amusements
- 16. Amusements
- 17. Amusements
- 18. Road barrier
- 19. Bin station
- 20. Road barrier
- 21. Waste truck
- 22. Toilets
- 23. Disable toilets

9. Traffic Control Plans

TCP 01 Wigram Street, Una Street & Marion St, HARRIS PARK



 TRAFFIC MANAGEMENT SERVICES		RD Cleaning Professionals Pty Ltd ABN: 30 141 909 033 Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146 Toll Free: 1800 507 552 Mobile: 0423 727 063 Email: enquiry@rdcleaning.com.au
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Daily Toolbox / Pre-Start

Worksite Name: _____ Date: _____
 Worksite Address / Location: _____
 Meeting conducted by _____ Signed: _____

I have verbally and in person read and reviewed the below safety information with all personnel assigned to this Toolbox / Pre-start meeting. We discussed all questions, comments and concerns as listed.

Standard items to be addressed prior to commencement of any works:


1. Recent Accidents, incidents and near miss reports
2. WHS in general
3. Legislative requirements – Does all personnel hold current & related qualifications (cards/tickets)
4. **Scope of Works**
 - Ensure all staff have their Traffic Controller qualifications
 - Confirm they are aware of the Sign-on requirements & location
 - Brief of parking & vehicle access restrictions
 - Safety documentation to be completed
5. **TCP/s & Permits**
 - Implement TCPs accordingly
 - Work to permitted times of location / environment / ROL
6. **Equipment required to commence & complete works**
 - P.P.E & uniform requirements
 - C Class Flashing Arrow Board (if required)
 - Traffic & Pedestrian Signage & Devices (MUTCD - AS1742.3)
 - Radio Communication & Visual Signalling
7. **Personnel required to commence & complete works**
 - Primary Traffic Controls
 - Team Leader
 - Designated Spotter(s)

Other issues to be addressed

- Weather conditions Lighting conditions Road user / Motorist behaviour Manual Handling
 Fatigue / Alcohol / Drug Policy Fire / First Aid _____

Attendance Register: Print Name & Sign

1.		10.	
2.		11.	
3.		12.	
4.		13.	
5.		14.	
6.		15.	
7.		16.	
8.		17.	
9.		18.	

 TRAFFIC MANAGEMENT SERVICES		RD Cleaning Professionals Pty Ltd ABN: 30 141 909 033 Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146 Toll Free: 1800 507 552 Mobile: 0423 727 063 Email: enquiry@rdcleaning.com.au
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Traffic Control Location Checklist

The following checklist shall be completed on site with the approved TCP for the work being undertaken, prior to TCP implementation. Use the checklist to determine if the TCP is appropriate for the work and make modifications to the TCP if required.

Location: _____

Type of Work: Traffic & Pedestrian Management Date: _____

Name of person completing inspection: _____ Signed: _____

Item No.	Description	Yes	No	N/A
1.	Has provision been made for any intersections, on-loading or off-loading ramps within the worksite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will vehicles be entering or leaving the worksite from private or commercial driveways?	<input type="checkbox"/>	<input type="checkbox"/>	
2a	Has provision been made for those vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is there adequate sight distance for road users to signs and traffic controllers?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Will control measures be safe for the approach speeds of traffic? (Consideration should be given to the proximity of workers to through traffic)	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Has consideration been given to traffic volumes expected?	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Has provision been made for bus stops & public transport (including school?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Has provision been made for pedestrians including those with impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Has provision been made for cyclists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are there any overhead power lines that might be a risk to vehicles and plant?	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Has the time of day been adequately considered (i.e. night work, sun etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Are there any contradictory signs or markings that may cause confusion	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Has provision been made for emergency vehicles (Maintained 3m wide path)	<input type="checkbox"/>	<input type="checkbox"/>	

List the items that need to be addressed below and provide details of the action to be taken

Item No	Action to be taken

(comments if required)



RD Cleaning Professionals Pty Ltd

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Worksite Risk Assessment

Name of worksite controller: _____ Date: _____

Work Description: Traffic & Pedestrian Management Time: _____

Location: _____

Are the workers familiar with the SWMS? Circle > Yes / No		Is the required SWMS available onsite? Circle > Yes / No	
HAZARD & RISK CONTROL CHECKLIST			
Hazard/s identified	Risk Rating	Control Measure/s	Final Risk Rating
<input type="checkbox"/> Sharps			
<input type="checkbox"/> Manual Handling			
<input type="checkbox"/> Tree Felling / Chainsaw use			
<input type="checkbox"/> Working alone / poor communication			
<input type="checkbox"/> Temperature / Weather extremes			
<input type="checkbox"/> Noise / hearing issue			
<input type="checkbox"/> Electricity			
<input type="checkbox"/> Excavation / Trench			
<input type="checkbox"/> Traffic		TCP No:	
<input type="checkbox"/> Moving equipment / Plant / Machine			
<input type="checkbox"/> Slips / Trips / Falls			
<input type="checkbox"/> Height / Falling objects			
<input type="checkbox"/> Fatigue			
<input type="checkbox"/> Underground / Overhead services			
<input type="checkbox"/> Other:			

Consequence	Probability			
	Very Likely	Likely	Unlikely	Very Unlikely
Death / permanent disability	1	1	2	3
Long term illness / serious injury	1	2	3	4
Medical attention / time off work	2	3	4	5
First Aid	3	4	5	6

Comments (if any):

I have participated in this Worksite Health Risk Assessment process, I understand the work activity, my responsibilities, hazards, and control measures that need to be in place and if any changes occur on-site I will report them to my immediate Supervisor.

Worksite Controller signature below confirms the risk assessment is adequate for work to commence safely.

Print Name: _____ Signature: _____ Date: _____

THIS TRAFFIC MANAGEMENT PLAN COMPLIES WITH AUSTRALIAN STANDARD 1742.3

All personnel dealing with traffic control, being either contractors or sub-contractors are to have the following current accreditation, for the management of each item listed below:

WHS&E general induction certificate (White card)

Safework/RMS Traffic Controller Card (for traffic control, performing stop/slow control)

Safework/RMS Implement Traffic Control Plans (for implementation of signage)

Safework/RMS Prepare Work Zone Traffic Management Plan (for selection & creation of TGS, TMP & inspection of existing traffic control plans)

All staff must be inducted on site before commencement of works

Staff must carry current accreditation on them at all times whilst on site

Appropriate PPE as outlined in the appropriate SWMS for the works.