

Amendment Record

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Title Page

Cambridge Markets Curl Curl
Event Traffic Management Plan
Commissioned by Cambridge Markets Pty Ltd and Harbord
Bowling and Recreation Club
Site: Within Harbord Bowling and Recreation Club
Address: Bennett St & Stirgess Ave, Curl Curl NSW 2096



Prepared By: ASTA Traffic Management

Saeed Marzouk No: 0050188317

Expiry Date 21/02/2021

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Disclaimer This document contains material to assist in meeting work health and safety obligations under the WHS Act 2011 and WHS Regulations 2011. Although every effort has been made to ensure the accuracy of this information at the time of publication, it does not provide legal advice on meeting your obligations. Information on the latest laws can be obtained at Traffic & Transport Management of Special Events | Version 3.5 July 1, 2018 and www.events.nsw.gov.au

Introduction: A produce market that was to be held every Sunday in Freshwater. The Cambridge Markets Curl Curl has been relocated to within the grounds of Harbord Bowling Club to cater for strong community and local residents indicated their number one desire for the area was a fresh-produce market.



Current Use of Site:

Harbord Bowling Club established in 1946, nestled amongst the back streets of Curl Curl and opposite John Fisher Park, is a well-renowned and popular bowling club on the Northern Beaches. It is dedicated to the game of bowls in the local community. The Club also provides a relaxed internal and external entertainment venue for the local community.

Scope of Event

A produce market that was to be held every Sunday in Freshwater has been relocated because of opposition from some retailers. The original Freshwater Market tender which Cambridge Markets won was given the go-ahead after a survey of local residents indicated their number one desire for the area was a fresh-produce market.

References:

- Work Health & Safety Act (NSW) 2011
- Work Health & Safety Regulations (NSW) 2011
- Work Health & Safety (National Uniform Legislation) Act 2011
- Work Health & Safety (National Uniform Legislation) Regulations 2011
- Safe Work Australia: General Guide for Workplace Traffic Management (2014)
- <http://www.austroads.com.au/about-austroads/austroads-guides>
- Roads and Maritime Services NSW – Traffic Control at Worksites Manual
- Principal's General Specifications G10 – Traffic and Transport Management.
- Australian Standard AS1742.3 – Manual of uniform traffic control devices, Part 3, traffic control devices for works on roads.
- Roads and Maritime Services NSW – Traffic Control at Worksites Manual
- Event starter guide A resource for organising events in New South Wales

Review Procedures:

The Event Organisers will review the policy, procedure and associated forms as required. The review schedule will be directed in response to organizational and / or legislative changes and requirements. The reviews will be undertaken in consultation with employees / workers, health and safety representatives and other relevant parties. All relevant persons will be made aware of changes made because of review.

All policies, procedures and associated forms will be reviewed if:

- It is identified that there are changes in the workplace that may affect a policy, procedure or form
- It is identified that the policy, procedure or form is not effective
- There are legislative changes that affect the policy, procedure or form
- There is a serious incident or dangerous occurrence

All policies, procedures and forms will be reviewed at least annually.

Document Control:

This ETMP is a controlled document. All unauthorised copies either electronic or printed are considered uncontrolled copies. Copyholders and the version distributed to them will be recorded in the Distribution Register.

Records:

All versions of this ETMP will be kept as a record and will be accessible to all relevant persons and any Government appointed officers as required.

Management Commitment & Approval:

This Plan has been approved and endorsed by Senior Management of the Event Organisers / Employers / PCBU. The signature of the authorised person Ms. Madelienne Anderson demonstrates a commitment to the Plan.

Ms. Madelienne Anderson Sign-off: _____ **Date:** ____/____/____

Approvals:

Approvals will be sought by the event organiser from the following organisations:

NSW Police Norther Beaches Area Command

NSW Police will be consulted at a local level with a copy of this ETMP provided as well as to local Council and Police permits will be sought.

Local Government Councils

Northern Beaches Council, approval to be sought.

Transport for NSW:

- State Transit Authority
- Private Bus Providers
- Taxi Council
- Transport Management Centre (if required)

Ambulance Service of NSW

NSW Fire Brigade

Event Traffic Management Plan Policy:

- Provide an overview of the primary event site, associated activities, event timing and key event contacts
- Provide a detailed description and operational plan of the Event Traffic Management elements involved with delivering the identified Event activities
- Provide a structure within which the Organisers and the respective agencies can use to develop their own plans for Event Cambridge Markets Curl Curl event.
- Serve as the key document that is agreed to by all parties, and receives final approvals from relevant authorities
- Serve as the reference document for "on the ground" use by road crews, Police, RMS /TMC personnel and event personnel

Agency	Contact Name	Phone /Email
NSW Police, Northern Beaches Area Command	Traffic Sergeant	Traffic Sargent TBA
Northern Beaches Council	TBA	Email: council@northernbeaches.nsw.gov.au
RMS	RMS Rep on Northern Beaches City Council Traffic committee	TBA
Ambulance Service of NSW	Northern Beaches Area Commander	TBA
NSW Fire Brigade	Northern Beaches Area Commander	AREA COMMAND METROPOLITAN BEACHES AND ZONE OFFICE METROPOLITAN
Venue Contact	Mr. Mark Slattery	Harbord Bowling Club Manager: Ph: 9905 4849
Event Organiser – Site Manager	Madeliene Anderson CAMBRIDGE MARKETS Rebecca Fox CAMBRIDGE MARKETS	Ph :0411 170008 Email: mads@cambridgemarkets.com.au Ph:0468910558 Email: zec@cambridgemarkets.com.au
Traffic Control Company	Saeed Marzouk Asta Traffic Management	Ph:0435 373855 Email: sid@astatraffic.com.au
Cambridge Markets	Madeliene Anderson CAMBRIDGE MARKETS Rebecca Fox CAMBRIDGE MARKETS	Ph :0411 170008 Email: mads@cambridgemarkets.com.au Ph:0468910558 Email: zec@cambridgemarkets.com.au

Definitions:

- **Approval** means any license, permit, consent or approval required to be obtained from any Authority to perform the Event Activities or required in relation to the Event Site by the Contractor.
- **Authority** means any authority or person that has a right to impose requirements on any part of the Contractor's Activities or over the Event Site.
- **Event Site** generally means the land where the Contractor/Stall Operators undertakes the Contractor's/ Stall Operators Activities.
- **Event Traffic Management Plan (ETMP)** means the Event Traffic Management Plan required by the Project Planning Approval. The ETMP is a plan showing how traffic will be managed when Event works are being carried out. It describes the Event activities being proposed, their impact on the roadway and on road users, and how these impacts are being addressed. A ETMP will incorporate Traffic Staging Plans, Traffic Control Plans and Vehicle Movement Plans. Pedestrian Movement Plans may also be required to be incorporated within Local area traffic plan. ETMPs will need to be prepared in addition to Site-specific ETMPs.
- **Contractor** means the organisation engaged by the Principal for the delivery of the Project Works and any Temporary Works.
- **Contractor's Activities** means all things and tasks which the Contractor is required to do under the Contract whether such things and tasks are performed by Subcontractors.
- **Emergency** means an unforeseen event which requires urgent action to protect life or property, or an occasion when emergency services (Police, Fire & Rescue, Ambulance or State Emergency Services) take control of a portion of the Event area or road network.
- **Hold Point** means a point beyond which a work process must not proceed without the authorisation or release of a designated authority.
- **Long term works** means works that impact on the road network for more than one shift. Traffic management measures will be installed on one day/night and remain in place for weeks or months but are removed on completion of the project or that work, e.g.: fencing, barriers and signage.
- **PCBU/ Event Organisers** (person conducting a business or undertaking): Is a legal term under WHS laws for individuals, businesses or organisations that are conducting business. A person who performs work for a PCBU is considered a worker.
- **Pedestrian Movement Plan** means a diagram showing the allocated travel paths for workers or pedestrians around or through a work site. A PMP may be combined with or superimposed on a Traffic Control Plan.
- **Principal** mean: Cambridge Markets Pty Ltd and Harbord Bowling and Recreation Club
- **Project Works** means any permanent works which the Contractor/Stall Operators is required to design, construct, complete and hand over.
- **Reference Documents** means the codes, standards, specification and guidelines specified in this document.
- **Road Occupancy** means an activity that is likely to impact on the traffic flow of the road network and may involve the closure of traffic lane(s) or parking lane(s).
- **Road Occupancy License** means a license for Road Occupancy issued by TMC that allows the holder to use or occupy a specified road space at approved times, providing that certain conditions are met.

- **Road User** means all users of roads and public spaces including, but not limited to, pedestrians, pedal cyclists, public transport passengers, public transport operators and motorists.
- **Short Term Works** means works that are undertaken for one shift only. They may return the next day/night, but it is set up and packed entirely in one shift, e.g.: cones and signs for a lane closure. "Subcontractor" means a subcontractor of the Contractor and includes a supplier of goods or services (including professional services and construction plant hire) or both.
- **Temporary Works** means any temporary works required to carry out the Contractor's Activities, but which do not form part of the Project Works.
- **Traffic** All vehicles, mobile plant or other mobile equipment that has the capacity to cause harm to people or damage immediate infrastructure.
- **Traffic Control Plan** means a diagram showing signs and devices arranged to warn traffic and to guide it around, past or if necessary, through a work site or temporary hazard.
- **Transport Management Centre** means the Transport for NSW Transport Management Centre located at Eveleigh.
- **Vehicle Movement Plan** means a diagram showing the preferred travel paths for vehicles associated with a work site entering, leaving or crossing the through traffic stream. A VMP may be combined with or superimposed on a Traffic Control Plan.
- **WHS** means workplace health and safety.

Objective:

Cambridge Markets Pty Ltd and Harbord Bowling and Recreation Club will endeavor to eliminate or reduce the number and severity of injuries caused by interactions between moving vehicles by implementing clear Event Traffic Management processes to manage hazards and the associated risks arising from these interactions.

Scope:

This policy applies to all employees / workers / Organisers / Marshalls / Traffic Controllers, including contractors of Cambridge Markets Pty Ltd and Harbord Bowling and Recreation Club who may be exposed to risk interactions with powered Vehicles on site. This policy and procedure do not cover traffic management on roads.

Policy:

Cambridge Markets Pty Ltd and Harbord Bowling and Recreation Club has implemented strategies to minimise the risk of employee / worker injury from traffic interactions including:

- Developing and implementing an Event Traffic Management Plan (ETMP)
- Designating responsibilities for people managing or interacting with traffic in the Workplace
- Developing control measures for expected interactions (including temporary hazards) where operations / work activities force changes to the flow of either pedestrian, or other traffic
- Instructions/procedures for controlling traffic (including emergencies)
- Training employees / workers in traffic management control measures.

Event Traffic Management Plan Procedure

Cambridge Markets Pty Ltd and Harbord Bowling and Recreation Club has in place a Workplace ETMP to allow for the safe management of people within the workplace. This will be achieved by following the processes and procedures of separation and segregation in areas where there is a risk of interactions between a person and any vehicle.

This Event Traffic Management Plan (ETMP) when approved by the relevant authorities becomes the prime document detailing the traffic and transport management arrangements under which an event is to proceed.

Any changes to the final version of the ETMP require approval by the Council/ Police, RMS / TMC where applicable and where necessary local traffic authorities. All functional supporting plans are to be developed and to recognise the ETMP, and nothing contained in those plans should contravene any aspect of the ETMP.

Signatories to this ETMP should normally be the event Organisers and authorising agencies.

The site is located on a council Road. It should be also be noted that while most streets surrounding the site are also local roads, their role and functions are as important traffic routes for circulation around the site serving public transport, active transport and service vehicles.

The Event Organisers /Employer / PCBU is responsible to ensure:

- The identification of all traffic movement paths in the workplace
- Risk Assessments are carried out for all traffic movement where there is a risk of interaction with people
- Adequate and appropriate training is provided to employees / workers in respect traffic management and operation of any plant or vehicle
- Traffic management procedures are monitored and reviewed as required.
- A ETMP is developed and put into place for use
- Allocation of resources for effective Traffic Management.

Supervisors / Marshalls are responsible to ensure:

- Control measures are inspected and maintained
- Only trained/certified traffic controllers are used
- Permanent and temporary warning signs are in place and visible,
- Access ways are kept clear for emergency vehicles
- Only undamaged signs are used
- Recorded weekly inspections and verifications of traffic management
- Identifying training needs and arranging for employees / workers / subcontractors to attend training.

Employees / Workers are responsible to:

- Assist and cooperate with the identification of traffic management issues in the workplace
- Attend traffic management training when required
- Ensure that they know how to use equipment safely and that they use all equipment in a correct manner
- Licensed to use the plant or vehicle they are operating
- Respect all traffic management rules and processes and procedures

Risk Assessment Traffic Controllers:

The following conditions are to be addressed with the ETMP:

- Entering and exiting Event sites from adjacent roads. (including reversing)
- Entering and exiting buildings (warehouses / Shops etc.)
- Delivery points
- Loading and unloading points
- Reversing maneuvers within the work area
- Transit through the work area adjacent to personnel and other hazards
- Parking areas
- Speed limits
- Collision points (pedestrians' regular routes and where they overlap with mobile plant and vehicles.

Event Traffic Management hazards and risk will be identified by:

- Observing traffic movement
- Hazard reports
- Seeking Event Organisers / Marshalls /employee / worker input
- Consulting with persons with specialised knowledge and skills if required.

All risk assessments will be documented and take the following risk factors into account:

- The actual / predicted path of pedestrian and traffic movement
- The risk of interaction of vehicles and pedestrians (frequency and how dangerous)
- The strategy for placement of signs, barriers, or other traffic guides
- Short term traffic management
- Emergencies.

Controls are implemented using a hierarchy of controls. Example:

- Eliminate task (design it out)
- Substitute for less hazardous options
- Isolate persons from risk
- Use engineering controls (e.g. barriers)
- Develop procedures and administrative controls (line markings, signs etc.)
- Provide Information, training and instruction.

Risk controls are reviewed whenever:

- A control is no longer effective
- Any change is likely to introduce new or different hazards that current controls will not adequately address
- A new hazard or risk is identified
- Results of consultation indicate a review is needed.

Risk Assessment Event management:

Noise:

- With consideration to residents in mind, we have specifically chosen to commence our bump in half an hour later than Pittwater as we want to preserve the Sunday morning environment. Thus, we have selected to start at 7.00am which we have been advised as per industry standards is already classified as 'daytime hours'.
- They will enter the property and leave in a forward direction therefore no need to reverse, which will reduce any beeping and lighting impact.
- In addition to this there is parking on site so there will be no additional traffic movement in residential streets.
- The bump in will be staggered with 4 timeslots in 15-minute increments so only limited number of vehicles arriving at any given time in that first hour where nearby residents may be particularly sensitive to increased vehicles.
- The carpark where the market is going to be held will have restricted access from the previous night to ensure that all the designated spots are available for the Sunday morning bump in. We believe this will contribute to reduced traffic movement on the Saturday night which is helpful for noise minimization for direct residents.

Parking:-

- a. Patrons will mainly come in by bike, car, bus, uber, taxis and foot.
- b. Existing parking spots will be utilised for attendees of the Market:
- c. Total number of car spots on site 97 – See attached letter from HBC. 50 car spots for stallholders. 47 for patrons of which 3 are for disabled patrons.
- d. 90-100 car spots in the Freshwater Senior Campus public car park - see attached email from them for authorization
- e. Approx. 22 car spots in the public carpark located on Stirgess Ave
- f. Additional approx. 22 car spots on western side of Stirgess Ave backing on to HBC.
- g. There is additional off-street parking in the streets around HBC, however these will only be utilised once designated parking (as stated above) have been filled. This is to reduce any inconvenience to residents.
- h. To minimize traffic in surrounding streets between 7.00am and 8.30am, stall holders will be directed to park behind their stall where possible or in the HBC carpark.
- i. HBC already holds events throughout the year and has the parking capacity to cater for additional patrons.
- j. HBC will be ceasing bowling sessions on Sundays to allow for the market to run
- k. From our ongoing communications with the sporting clubs we believe we can minimize any conflicting parking issues because we have provided alternative parking options for the stall holders and patrons to utilise, for example the spots onsite within the HBC as well as the Freshwater Seniors Campus- see authorization email attached from Freshwater Seniors Campus
- l. The Futsal court activities are completed by 8.00am on Sundays, therefore we believe there will be minimal impact to the operation of the markets as stall holders arriving prior to that time have specifically allocated spots within the boundaries of HBC which is completely separate to

where the Futsal patrons have access to parking. (they will enter through Stirgess Avenue, whereas stallholders will enter via Bennett St)

- m. Two A frames will be displayed, in prominent positions, one at Bennett St access and one at Stirgess Avenue, detailing alternate parking options. For example, The Freshwater Seniors Campus for which we have approval to use – see authorization from the principal attached.
- n. In addition, traffic controllers will be stationed at each entrance to direct patrons to the alternative parking options.
- o. The car show that the HBC currently runs once per month will cease to operate once the market commences. This means that those areas and car spaces previously designated to the car and to car show patrons can now be re-allocated to the market and the market patrons.
- p. There are bike tracks and pathways surrounding the venue which could be accessed by market patrons and thus reducing traffic more.

Pedestrian and Patron Management: -

- a. The event is forecasted to attract up to 500 attendees across the 5.5hour event period.
- b. The Markets are being held to cater for the community feedback indicating the want/need for a weekly local produce market.
- c. HBC is already utilised for functions throughout the year therefore has the experience, facilities and procedures in place to manage higher pedestrian flow.
- d. Cambridge staff are authorized traffic controllers and will be onsite to supervise and coordinate safety procedures for pedestrians and patrons.
- e. There will be allocated pathways, between stalls to direct crowds.
- f. There will be a safe and adequate entrance and exit access to the Market at all time.
- g. The Event Managers and staff will be on site all day to direct and manage patrons.
- h. Pedestrian and patron access will only be available from 8.30am
- i. Public and pedestrians will not have access to the westerly side of the carpark (the market) at HBC during bump in and bump out.
- j. There will be certified traffic controllers, and appropriate barriers in place to prevent access by the public, during bump in and bump out.
- k. Public will be directed through the Stirgess ave entrance of HBC.
- l. HBC will be ceasing bowling on a Sunday morning to reduce the pedestrian traffic impact to the weekly market.
- m. There are existing walking and biking tracks located in the immediate vicinity. For example, The Curl Curl Lagoon Walking / Bike track is close by and it is envisioned that patrons could also utilise this as an easily accessible way to visit the market.

Traffic: -

- a. The events are forecasted to attract up to 500 attendees each week. They will come from bikes, ubers, buses, taxis, cars and on foot.
- b. Public transport will be promoted as an alternate method of transport and this will be clearly communicated via marketing collateral, Cambridge Markets website, social media and supportive media and flyers.
- c. Traffic Controllers will be engaged to oversee the planning and execution of the TMP to ensure a smooth event. – see attached
- d. Cambridge Markets will arrange a bump in & out schedule for all stalls to avoid traffic build up. This schedule will be executed from the entry points of the bowling club with traffic wardens

strategically stationed to allow only those on the schedule in and out. Stallholders will be advised of this schedule 48 hours before hand. See example bump in template attached. Patrons will also be reminded to read the T&Cs – see attached.

- e. If stallholders arrive prior to their official allocated schedule time they will be directed to the back of the onsite HBC car park (backing on parkland and not residential streets) to wait for their slot, therefore minimizing traffic on any surrounding streets.
- f. Stallholders for the weekly market will be only be arriving from 7.00am – rather than 6.30 – as we wanted to consider near-by residents.
- g. Stallholders will be on a tight schedule for bump in and out and must arrive close to their allotted time to enter the bowling club to unpack and pack up their vehicle. Only a limited number of vehicles will be onsite and on the roads at any given time, this will be over 1.5-hour period.
- h. Traffic will have less impact on surrounding streets as there is significant parking within the boundaries of the proposed site (97 spots).
- i. There will be A frames and traffic controllers directing traffic to the alternate parking options if the HBC carpark reaches capacity.
- j. In order to assist with traffic management on a Sunday with the market the HBC has agreed that there will no longer be any deliveries to HBC on a Sunday, these will all be re-scheduled for during the week.
- k. Bowling activities previously scheduled for a Sunday will cease operation once the market commences, freeing up those spots previously used by bowlers to be used by the market and its patrons.

Event Traffic Control Plans

All Event Traffic Control Plans (ETCPs) prepared for Event activities will be developed in accordance with Australian Standard AS1742.3 and the RMS Traffic Control at Worksites Manual.

ETCPs must be prepared by a person who has completed and passed the Prepare a Work Zone Traffic Management Plan training course and has current certification to the required level.

All work sites and related ETCPs will be implemented in compliance with the permits issued by the Northern Beaches Council and RMS Licenses for the approved times and appropriate standards.

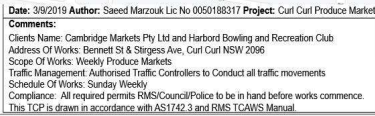
Documents to be referenced in the preparation of ETCPs include:

- Australian Standard AS1742.3 – Manual of uniform traffic control devices, Part 3, traffic control devices for works on roads.
- Roads and Maritime Services NSW – Traffic Control at Worksites Manual
- Principal's General Specifications G10 – Traffic and Transport Management.
- Relevant Austroads Guides.
- RMS Supplements to Austroads and Australian Standards.

Event Vehicle Movements:

Types of vehicle movements may include:

- Deliveries of Event equipment by vehicles or other means
- Frequent regular traffic (light vehicle) if any
- Movement on site of equipment by Event operators
- Deliveries of materials and supplies to the Event (loading and unloading areas)
- Delivery of over dimension loads (long/wide) if any.





Harbord Bowling & Recreation Club Ltd

Bennett St, Curl Curl NSW 2096
Email: info@harbordbowlingclub.com.au
www.harbordbowlingclub.com.au

ABN: 75 000 122 789
Tel: 02 9905 4849

19 September 2019

Mr Phil Lane
Planning and Development
Northern Beaches Council
725 Pittwater Rd
Dee Why NSW 2099

Dear Phil

**RE: Cambridge Markets
DA for Markets and Harbord Bowling Club
Parking Consent**

I refer to the above Development Application and confirm that Harbord Bowling and Recreation Club gives consent for the Club's parking to be used for the purpose of holding the weekly Cambridge Markets Curl Curl.

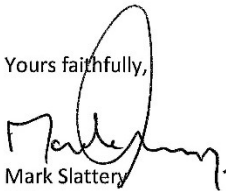
I confirm the following parking arrangements have been agreed to:

1. The Club will set aside fifty (50) spaces for onsite stall holder parking; and
2. There will be an additional forty seven (47) parking spaces available (including three (3) disabled) for patrons and visitors to the markets.

The Club further confirms that we have agreed to change our operations in relation to members bowling tournaments and championships. These events will no longer be scheduled to be held on a Sunday to ensure that market parking requirements can be fully accommodated.

If you have any questions you can contact me at any time.

Yours faithfully,



Mark Slattery
CEO



Northern Beaches Secondary College

ph 9905 2634 | fax 9905 2677

Frank Pikardt @

RE: Harbord Bowling Club Produce Market - Cambridge Markets, Market Operator's PL
To: mads@cambridgemarkets.com.au

Inbox - mads@cambridgemarkets.com.au 29 August 2019 at 2:44 pm



Hi Mads

Thank you for resolving the public liability issue for me .
Freshwater Senior Campus is open to the public on Sundays and the patron's from produce market at Harbord Bowling Club can access it at their leisure.
Regards

Frank Pikardt
Principal



Available Parking:

Harbord Bowling and recreational club:	47
Freshwater Seniors Campus:	89
Australian Football club:	22
Stirgess Ave:	22

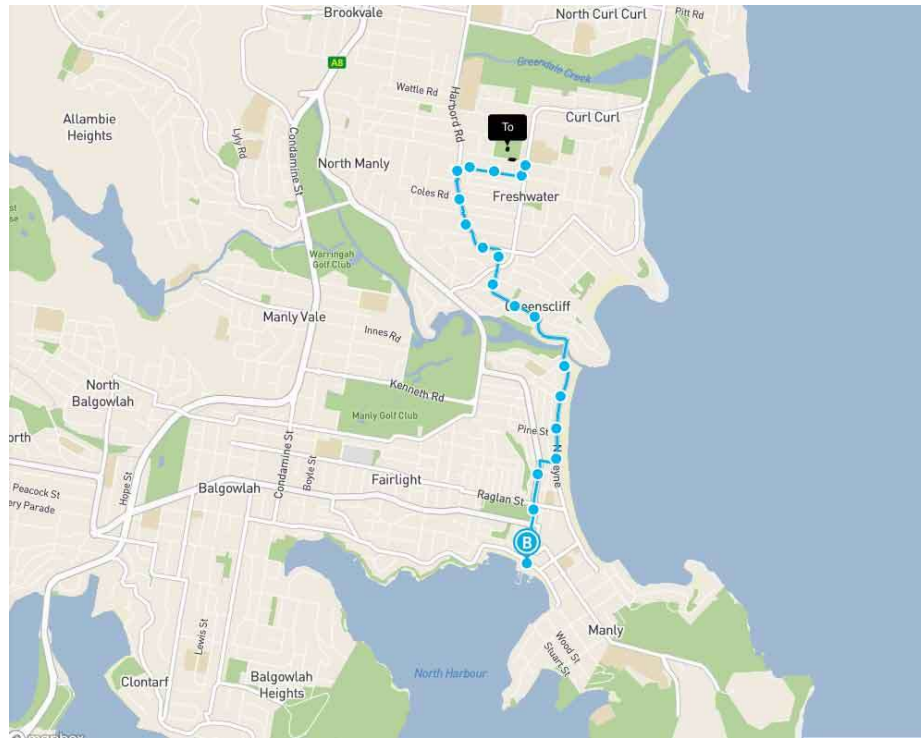
The translates to 3.6 parking spots per stall.

There is also parking available on Abbott Rd.

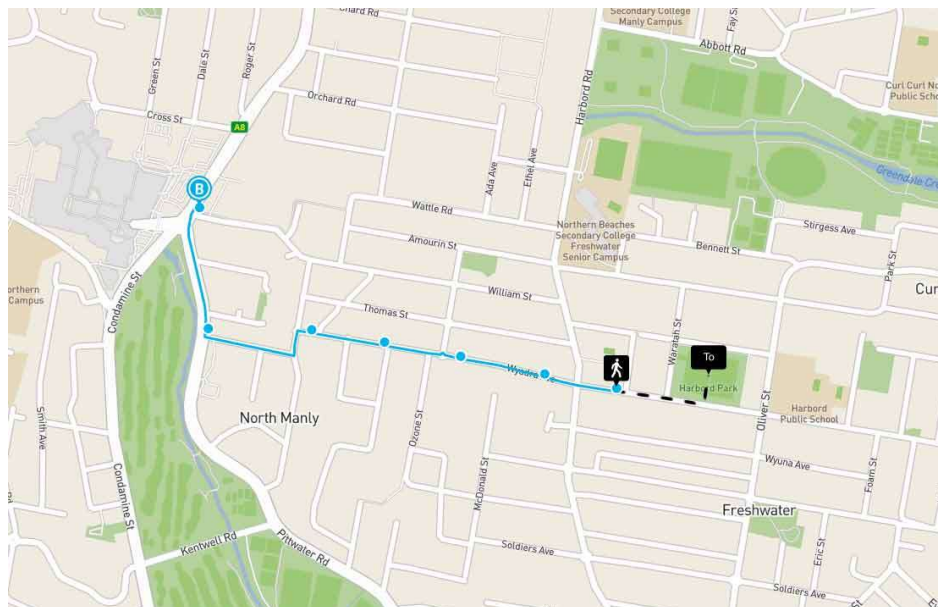
There is also an additional 50 parking spots to cater for the stall holders within the market grounds.

Bus Routes:

Manly Wharf: Frequency every 15 Minutes



Warringah Mall: Frequency every 15 Minutes



Hours of Work and Noise reduction

The Event will operate with activities within the site generating minimal noise associated with preparation for the commencement of work (e.g. loading and unloading of goods, transferring of

tools etc.) in connection with the proposed set up must only be carried out between the hours of 7.00am and 8.30am on every Sunday.

Access to the site will be restricted to Guests from 8.30am – 2.00 pm. Pedestrian access will be unrestricted.

Event Parking: Parking will be available onsite at the bowling club. There is also public parking at the Manly Wolves Australian Football Club, as well as Freshwater Senior Campus surrounding streets near Denzel Joyce Oval, and Abbott Rd also offer additional parking. It is expected that less than 30 cars per hour will use the surrounding streets as it's expected that the venue will be predominantly patronized by the local community.

Every Sunday with the following changes to Traffic Conditions

1. Bump In 7.00am -8.30am
 - Restricted access to events grounds after 8.30am
 - Authorized vehicles access will be granted via a traffic control managed access point to the following;
 - event suppliers □
 - Entertainers □
 - Emergency Services Vehicles
2. Event 8.30am – 2.00 pm
 - Authorized vehicles access will be granted via a traffic control managed access point to the following;
 - Emergency Services Vehicles/personnel only
3. Bump Out 2.00 pm – 4.00 pm
 - Restricted access to areas where events guests may interact with vehicular traffic
 - Authorized vehicles access will be granted via a traffic control managed access point to the following;
 - event suppliers □
 - Entertainers □
 - Emergency Services Vehicles

Event's Organisers and or Marshals will be available as required.

Site Location and Road Network:

The site is bound by Harbord Rd to the west and Brighton St to the south leading to Park St onto Stirgess Ave which provides easy access to the club site.

Planning traffic management:

- Traffic management on a site will be carefully planned before the Event starts so it can be carried out safely. Planning involves identifying the hazards, assessing the risks and

determining appropriate control measures by engaging with all relevant persons involved in the Fair as necessary

- Prepare and review the Event Traffic Management Plan (ETMP)
- Specific control measures must be implemented and followed.

Events Patrons:

Access and egress from the site will only be available on foot or by car. Site will be controlled by Traffic Controller or event marshals who will manage parking and direct patrons to the site facilities.

Entry and egress will be left turn only in and out of the site. Pedestrians will be assisted and directed to the Event facilities by marshals who will be tasked to assist patrons if required.

Notification Process to Affected Residents and other Road users:

- Online forums
- Letters to residents in surrounding streets

Employee / Worker Training and Qualification:

Ensure that employees / workers who will be responsible for the management, operation, use and maintenance of Event Traffic Management measures requiring certification hold current operator's licenses and are fully trained and competent as required by the relevant Authorities.

Employee / Worker Training – Equipment not requiring Certification:

- Employee / Workers must be trained to safely deploy or operate traffic management measures by a person who is suitably competent / experienced in its use
- The employees / workers must be able to demonstrate the safe use of any equipment under supervision before being allowed to undertake traffic management work unsupervised. E.g. radios, traffic signals or signs.

Minimising Vehicle Movements:

Event Traffic movement around the market should be minimised as much as possible. This will be achieved where practicable by:

- Controlling entry/exit to the Event area by planning or engineering processes (e.g. gates, signage, speed control)
- Developing storage areas so delivery vehicles do not have to enter the site
- Scheduling work processes to minimise the number of vehicles entering or exiting at the same time
- Scheduling work processes to minimise the number of vehicles operating while people are moving through an area (e.g. start and finish of the Event).

Parking areas within Event area:

Where practicable, parking areas will be designed to:

- Be situated between the access point of the road and the work area
- Not require passing through busy work areas
- Be clearly marked and sign-posted for visitors
- Be well-lit and provide an unobstructed view
- Be situated away from regular traffic pathways
- Utilise pathways leading to and from parking areas, which are isolated from vehicle pathways (separate by using a barrier or administrative control e.g. flagging, hazard netting or physical barrier have clearly signed crossing points where a pedestrian pathway crosses a traffic pathway).

Reversing vehicles:

There shall be no reversing on any of the road network with all vehicles to utilise one-way traffic flow. In at designated entry and egress point.

Where reversing vehicles and mobile plant:

- A spotter or Traffic Controller or a Market Manager in a high viz vest will guide them.
- Will have sufficient mirrors or cameras to allow the driver to see clearly behind the vehicle
- Ensure that, for reversing vehicle will have a spotter wearing hi visibility clothing assists/signals the driver
- Ensure the driver always exits the vehicle at the earliest opportunity to assess the travel path before commencing reversing operations.

Plant/Vehicles:

- Will be operated in a safe manner
- Only licensed/certified and competent persons are to operate vehicles/plant
- Will comply with defined speed limits and directions
- Pre-start safety checks must be conducted for vehicles/plant
- Damaged or faulty plant/machinery must not be used, and reported to your Supervisor or Manager immediately
- Will adhere to all traffic signs and directional markings
- A moving vehicle will never be mounted or dismounted from. Never ride on or carry passengers unless in an approved seating position (no seat-no ride!)
- Unload/load vehicles/plant only in designated areas
- Park vehicles/plant only in designated areas
- Switch off vehicle/plant if unattended
- Do not operate vehicles/plant in defined pedestrian areas
- Stop and continue at a walking speed when entering blind corners Complete incident/accident reports as appropriate

Public Transport:

Bus Route near Harbord park will provide a leisurely 5-minute walk to site will included notification of Event that will be issued to Public transport Authority for reference.

People with Disabilities and Other Vulnerable Road Users:

People with disabilities and other vulnerable road users will make use of the existing pedestrian facilities provided by Northern Beaches Council. Provisions for people with disabilities will be managed within the venue by the Event Organiser.

Incident/Accident Procedures:

In the event of an incident or accident, whether or not involving traffic or road users, traffic shall be stopped as necessary to avoid further deterioration of the situation. First Aid shall be administered as necessary, and medical assistance shall be called for if required. For life threatening injuries an ambulance shall be called on telephone number 000. The Police shall also be called on 000 for traffic accidents where life threatening injuries are apparent.

Any traffic crash resulting in non-life-threatening injury shall immediately be reported to the NSW Police Service on 131 444. Broken down vehicles and vehicles involved in minor non-injury crashes shall be temporarily moved to the verge as soon as possible after details of the crash locations have been gathered and noted. Where necessary to maintain traffic flow, vehicles shall be temporarily moved into the closed section of the event area behind the cones, providing there is no risk to vehicles and their occupants or event attendees. Suitable recovery systems shall be used to facilitate prompt removal of broken down or crashed vehicles. Assistance shall be rendered to ensure the impact of the incident on the network is minimised.

Pedestrian Movements:

Pedestrians will be assisted and directed to the Event facilities by marshals who will be tasked to assist patron if required.

Temporary Traffic Control:

Where temporary road traffic control is required (e.g. when providing temporary road bypass for site works or pedestrian management):

- Approvals and permits are sought from local council and/or state road transport departments where necessary
- An ETMP is developed for the temporary works (this can be a separate plan to the Event TMP if required)
- Only accredited traffic controllers are to perform traffic control duties.
- All traffic control measures put in place must be implemented as per Australian Standard AS 1742.3–2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads ('AS 1742.3-2009') or other requirements as per permit conditions
- Traffic controllers must have the required accreditation to perform traffic control duties
- Traffic controllers must have sufficient experience to setup and control traffic safely and efficiently.

Temporary Footpath / Nature Strip Closure:

If necessary, to close public access to the footpath /nature strip during Event, pedestrians will be provided with an alternative route:

- If closing a vehicle lane, parking area or footpath, a work permit or road usage license will be sought from local council/RMS/Police as required
- The following factors will be considered in developing alternative pedestrian access:
 - Travel speed of road traffic
 - Traffic volumes
 - Percentage of heavy vehicles
 - The alignment of the road
- If alternative route is immediately adjacent to the road, concrete or water filled barriers to protect pedestrians from road traffic will be used Safety fences will be used for restricted access zones
- Pedestrians will be directed by defined walking paths clearly marked with using appropriate measures (e.g. barriers, fencing hazard netting)
- Signage will be appropriate and easily seen
- Temporary pathways will have no trip hazards and the ground/pavement will be free of holes, dips, mud or debris
- Mobility impaired e.g. wheelchair access, pram ramps, handrails will be considered in respect to widths, surface and grades
- If pedestrians are diverted onto the existing roadways adjacent to traffic flows, additional treatments will be implemented to ensure adequate safety separation from road traffic. (This is to meet Australian Standard AS 1742.3– 2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads ('AS 1742.3-2009') and any permit conditions.)

