

AGENDA

Ordinary Meeting of Council



We're with you

Wednesday, 20 March 2024

Council Chambers, Wingecarribee Shire Council Civic Centre
68 Elizabeth Street, Moss Vale at 3:30PM

MEETING NOTICE

An Ordinary Meeting of Wingecarribee Shire Council will be held in Council Chambers at Wingecarribee Shire Council Civic Centre, 68 Elizabeth Street, Moss Vale on Wednesday 20 March, 2024 at 3.30pm

The Public Forum will commence at 3.00pm, subject to any registered speaker/s to items listed on this Agenda.

Further information and details on registration process can be found on Council's website, using the following link:

[Public Forum Application Form | Wingecarribee Shire Council \(nsw.gov.au\)](#)

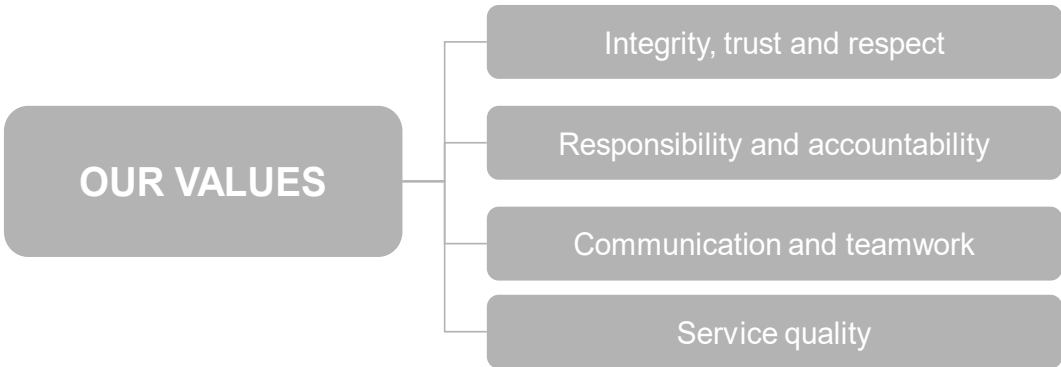
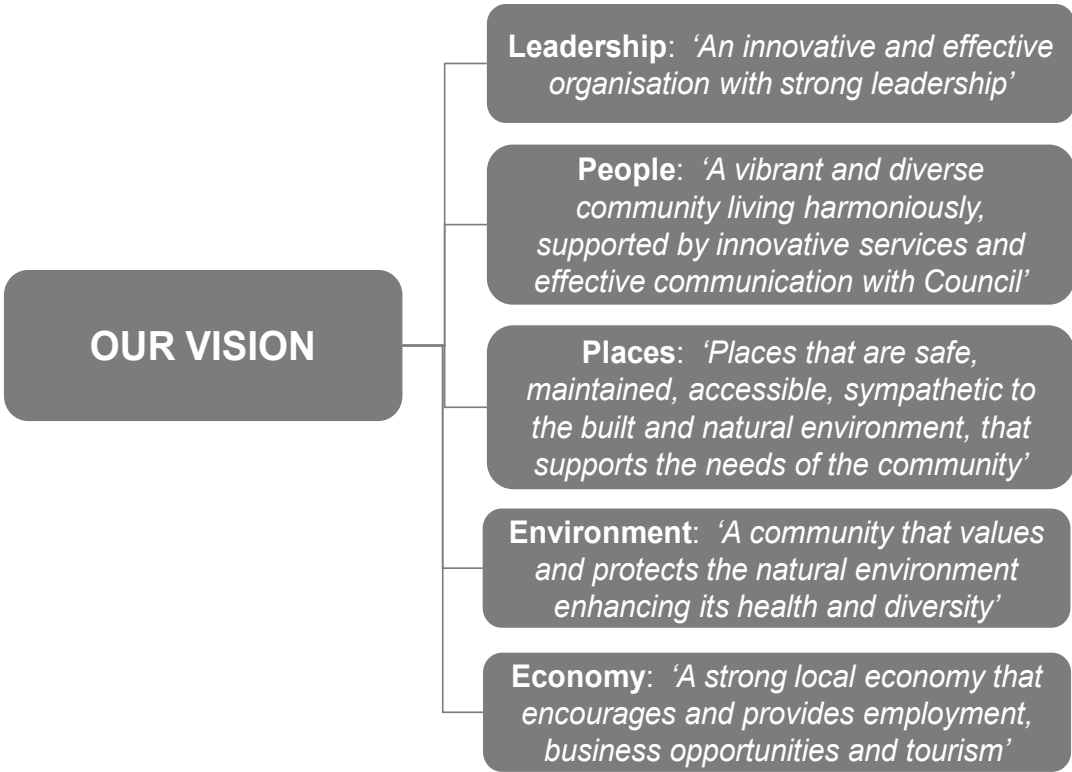
1	OPENING OF THE MEETING	6
2	ACKNOWLEDGEMENT OF COUNTRY	6
3	STATEMENT OF ETHICAL OBLIGATIONS	6
4	APOLOGIES	6
5	ADOPTION OF MINUTES OF PREVIOUS MEETING	6
6	DECLARATIONS OF INTEREST	6
7	ADMINISTRATOR MINUTES	7
8	GENERAL MANAGER	7
8.1	Proposed Low And Mid-Rise Housing Reforms - Submission To Department Of Planning, Housing And Infrastructure	7
8.2	Berrima Hotel State Significant Development - Input Into NSW Departmental Sears (Secretary'S Environmental Assessment Requirements).....	16
8.3	1 Bowman Road Moss Vale - Planning Proposal To Amend Schedule 1 WLEP 2010 - List Business Premises As An Additional Permitted Use.....	65
8.4	Draft Community Heritage Study - Revised Timeline For Independent Peer Review..	95
9	REPORTS	99
9.1	Mountain Biking And Welby Landfill Remediation Project	99
9.2	Old South Road Review Of The 10 Tonne Load Limit.....	104
9.3	Old Penrose Hall - Future Options For Use	108
9.4	Application Tracker - Update And Demonstration.....	117

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

9.5	Yerrinbool Toilet Location	122
9.6	Government Road, Bundanoon - Proposed Closure Of Road Reserve	126
9.7	Land Off West Parade, Hill Top - Council Lease From Transport Asset Holding Entity Of NSW - Licence For Permitted Use	131
9.8	Kerbside Collection Waste Delivery Model	135
9.9	Tulip Time Festival 2023 - Outcomes	141
9.10	Wingecarribee Clubgrants	149
9.11	Council Water Meters Reading - Outcomes For The Request For Tender.....	152
9.12	Supply Of Water To Affected Residents During An Unplanned Water Supply Interruption.....	157
9.13	Finance Service Review Outcomes	160
9.14	Quarterly Budget Review December 2023 - Additional Information	164
9.15	IPART Draft Terms Of Reference For The Review Of NSW Council Financial Model - Submission	171
9.16	Private Land Conservation Plan - Post Exhibition Report.....	180
9.17	Loans Borrowings Policy - Draft Public Exhibition	217
9.18	Liquid Trade Waste Policy - Draft For Public Exhibition	230
9.19	Farmland Rating Policy - Draft For Public Exhibition	275
9.20	Fraud And Corruption Prevention Policy And Statement Of Business Ethics - Draft For Public Exhibition.....	292
9.21	Investments Report - February 2024	309
9.22	355 Committees Annual General Meeting Minutes	317
9.23	Community Reference Panel - February 2024 Meeting Proceedings (Minutes).....	357
9.24	Traffic Committee - February 2024 Meeting Minutes.....	362
10	QUESTIONS TAKEN ON NOTICE	665
11	MEETING CLOSURE.....	665

Our Mission, Our Vision, Our Values

OUR MISSION
To create and nurture a vibrant and diverse community growing and working in harmony with our urban, agricultural and natural environments



Council Chambers

Recording and Webcasting of Ordinary and Extraordinary Meetings of Council

This meeting is being recorded and webcast via Council's website and a person's image and/or voice may be publicly broadcast. Attendance at the meeting is to be taken as consent by a person to their image and/or voice being webcast. Any part of the meeting that is held in closed session will not be webcast.

Council requests that everyone in attendance is respectful and uses appropriate language. All speakers should refrain from making any defamatory, discriminatory or offensive comments or releasing any personal information about another individual without their consent. Council accepts no liability for any damage that may result from defamatory, discriminatory or offensive comments made by persons attending meetings – all liability will rest with the individual who made the comments.

The recording will be available for viewing on the internet for 12 months and retained as a Council record. The recording is subject to copyright.

The meeting must not be recorded by others without the prior written consent of Council in accordance with Council's Code of Meeting Practice.

Please ensure that all electronic devices including mobile phones are switched to silent.

The Council Chamber has 24 Hour Video Surveillance.

1 OPENING OF THE MEETING

The Administrator, Mr Viv May PSM will open the meeting.

2 ACKNOWLEDGEMENT OF COUNTRY

“Wingecarribee Shire Council acknowledges the Gundungurra and Tharawal people as the traditional custodians of this land we now call the Wingecarribee Shire. I pay my respect to Elders both past, present and emerging. I would also like to extend that respect to all Aboriginal and Torres Strait Islanders present here or watching today.”

3 STATEMENT OF ETHICAL OBLIGATIONS

The Administrator is reminded of the obligations conferred on them at the time of their appointment.

The Administrator is to undertake the duties of the office of Administrator in the best interests of the people of the Wingecarribee Shire Council area and are to act faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act to the best of your ability and judgement.

The Administrator is committed to the declaration of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting, in accordance with the Code of Conduct and Code of Meeting Practice.

4 APOLOGIES

Nil at time of print.

5 ADOPTION OF MINUTES OF PREVIOUS MEETING

That the minutes of the Ordinary Meeting of Council held on 21 February 2024 MN to 2024/1 to 2024/34 inclusive, be adopted as a correct record of the proceedings of the meeting.

6 DECLARATIONS OF INTEREST

The provisions of Chapter 14 of the Local Government Act 1993 regulate the way in which nominated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public trust.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest and the reasons for declaring such interest must be disclosed as soon as practicable after the start of the meeting.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussions or voting on that matter and further require that the member vacate the Chamber.

Council’s Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

7 ADMINISTRATOR MINUTES

8 GENERAL MANAGER

8.1 Proposed Low and Mid-Rise Housing Reforms - Submission to Department of Planning, Housing and Infrastructure

Report of: Deniz Kilic
Executive Manager Strategic Outcomes

Authorised by: Lisa Miscamble
General Manager

PURPOSE

The purpose of this report is to provide an overview of the Department of Planning, Housing and Infrastructure's proposed low and mid-rise housing reforms and to present a draft submission that articulates Council's views and comments on the proposed reforms.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Note the low and mid-rise housing reforms proposed by the NSW Department of Planning, Housing and Infrastructure and further note that the reforms do not directly affect or alter the current planning controls in the Wingecarribee Shire.**
- 2. Endorse the draft submission on the proposed low and mid-rise housing reforms as attached to this report.**
- 3. Delegate signing of the submission to the General Manager to lodge with the NSW Department of Planning, Housing and Infrastructure.**

REPORT

BACKGROUND

In December 2023, the Department of Planning, Housing and Infrastructure (DPHI) released an Explanation of Intended Effect (EIE) in relation to proposed changes to create low and mid-rise housing in response to the housing crisis. The EIE was on public exhibition from 15 December 2023 to 23 February 2024. The reforms comprise DPIE's policy response to the housing crisis. The reforms largely apply to metropolitan areas and a brief summary of the reforms are provided below.

SUMMARY OF THE PROPOSED CHANGES

The reforms principally cover the two types of housing defined below:

- **Low-rise housing** which refers to multi-dwelling housing (terraces and townhouses), manor houses (two storey apartment buildings) and dual occupancies, generally of 1-2 storeys in height. Does not include freestanding houses (dwelling houses).
 - **Mid-rise housing** being residential flat buildings and shop-top housing of between 3 and 6 storeys in height.
-

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Most of the reforms are proposed to apply within an 800-metre walking distance of a railway station or a commercial centre (station and town centre precincts) within the Six Cities Region. The Six Cities Region “stretches across the Lower Hunter and Greater Newcastle City; the Central Coast City; Illawarra-Shoalhaven City; the Western Parkland City stretching from the Blue Mountains to Fairfield and the Hawkesbury to Wollondilly; the Central River City stretching from The Hills to the Georges River and from Blacktown to Canterbury-Bankstown; and the Eastern Harbour City stretching from Northern Beaches to Bayside and Strathfield to Waverley and the Sutherland Shire” (from the NSW Government’s Six Cities Vision website).

Wingecarribee Shire is not within the Six Cities Region.

Proposed changes to low-rise housing:

- Dual occupancies will be made mandated permissible within all R2 Low Density Residential zones in NSW.
- There will be non-refusal standards applicable to dual occupancies in Greater Sydney covering building height, floor space ratio, site area, lot width and minimum car parking.
- Multi-dwelling housing and manor houses will be made permissible in the R2 Low Density Residential zone within station and town centre precincts in the Six Cities Region. There will be non-refusal standards for height, floor space ratio, site area, lot width and minimum car parking for terraces, other multi dwelling housing and manor houses within station and town precincts.
- Torrens title subdivision of dual occupancies and terraces approved under the reforms will be permitted, subject to appropriate size, width and access requirements.

Proposed changes to mid-rise housing in the Six Cities Region:

- Residential flat buildings are to be permitted in all R3 Medium Density Residential zones within station and town centre precincts in the Six Cities Region. There will be non-refusal standards for height and floor space ratio and minimum site area and width standards in existing local environmental plans (LEPs) will be removed in applicable areas.
- New non-refusal standards for shop top housing within station and town centre precincts in the Six Cities Region wherever they are permitted (except R2 Low Density Residential zone).
- There will be design criteria for new mid-rise housing in station and town precincts which will address building separations, setbacks, vehicle access, visual privacy, communal open space, landscaping and car parking. These design criteria will be contained within amendments to the Apartment Design Guide (which currently sits under State Environmental Planning Policy No. 65 -Design Quality of Residential Apartment Development).

A summary of the reforms, as included as Appendix A of the EIE, is contained as **Attachment 1**.

IMPLICATIONS FOR WINGECARRIBEE SHIRE

The reforms that apply to mid-rise housing are only applicable in certain areas within the Six Cities Region and therefore do not apply in the Wingecarribee Shire.

For low-rise housing, one of the reforms is to mandate dual occupancies as permissible in the R2 Low Density Residential zone in all LEPs throughout the State.

The Wingecarribee Local Environmental Plan (WLEP) 2010 already permits dual occupancies (both attached and detached) in the R2 Low Density Residential zone, so this proposal does not represent a policy change for the Shire.

However, it is unclear in the EIE what mechanism is proposed to allow the subdivision of dual occupancies and multi-unit housing (terraces). It is noted, however, that Torrens title subdivision of dual occupancies and terraces that have been approved under the Local Rise Housing Diversity Code of State Environmental

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Planning Policy [SEPP] (Exempt and Complying Development Codes) 2008 is already enabled within the SEPP. Therefore, the reforms may be seeking expanded permissibility but the details have not been made clear. Therefore, the full implications to Council are not clear. In general terms, the legal mechanism, and therefore the full implications to local planning controls, are generally not known until the legislation is published. One of the comments in the draft submission is to request an opportunity for Councils to comment on the actual draft legislation before it is published.

SUBMISSION ON THE PROPOSED REFORMS

A draft submission on the proposed reforms has been prepared and is contained as **Attachment 2**. The submission reinforces Council's view that housing reforms should be led by Councils in conjunction with their communities to ensure that future neighbourhoods are well-designed, healthy and sustainable.

COMMUNICATION AND CONSULTATION

Community Engagement

This is a Department of Planning, Housing and Infrastructure proposal and has been notified and promoted through the NSW Planning Portal. It is noted that the submission period has closed but Council is able to lodge a late submission.

Internal Communication and Consultation

Council's Development Assessment Team were notified about the proposed reforms. Their comments and observations have been incorporated into the draft submission.

External Communication and Consultation

No external consultation was undertaken. The NSW Department of Planning, Housing and Infrastructure is engaging with Councils, communities and stakeholders across the state.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no budgetary implications in relation to this report.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

RELATED COUNCIL POLICY

The related Council policy is the Wingecarribee Local Environmental Plan 2010 that already allows dual occupancy development within the R2 Low Density Residential zone.

CONCLUSION

While the majority of the proposed low- and mid-rise housing reforms are not intended to apply outside the Six Cities Region, the proposals signal significant pressure being applied to Councils and local communities to provide more opportunities for housing. Council is aware of its own responsibilities in this area as reflected in its Local Housing Strategy.

A draft submission to the proposal is attached to this report and it is recommended that Council endorses the submission for lodgement with the Department of Planning, Housing and Infrastructure.

ATTACHMENTS

1. Summary of proposed low and mid-rise housing reforms - from Appendix A of DPIE's Explanation of Intended Effect [**8.1.1** - 3 pages]
2. Draft Submission to DPHI on low- and mid-rise housing reforms EIE [**8.1.2** - 2 pages]

OFFICIAL

Appendix A – Summary of proposed reforms

Typology	Proposed permissibility change	Proposed non-refusal standards
Low-rise housing		
Dual occupancies	Make dual occupancies permitted with consent across Low Density Residential (R2) zones in NSW.	Introduce non-refusal standards that apply to dual occupancies wherever they are permitted in Greater Sydney: <ul style="list-style-type: none"> • Maximum Building Height: 9.5m • Maximum FSR: 0.65:1 • Minimum Site Area: 450m² • Minimum Lot Width: 12m • Minimum Car Parking: 1 space per dwelling
Manor houses	Make manor houses permitted with consent in the Low Density Residential (R2) zone within <i>station and town centre precincts</i> in the Six Cities region.	Introduce non-refusal standards that apply to Manor Houses wherever they are permitted within <i>station and town centre precincts</i> in the Six Cities region: <ul style="list-style-type: none"> • Maximum Building Height: 9.5m • Maximum FSR: 0.8:1 • Minimum Site Area: 500m² • Minimum Lot Width: 12m • Minimum Car Parking: 0.5 space per dwelling
Multi-dwelling housing (terraces)	Make MDH (terraces) permitted with consent in the Low Density Residential (R2) zone within <i>station and town centre precincts</i> in the Six Cities region.	Introduce non-refusal standards that apply to MDH Terraces wherever they are permitted within <i>station and town centre precincts</i> in the Six Cities region: <ul style="list-style-type: none"> • Maximum Building Height: 9.5m • Maximum FSR: 0.7:1 • Minimum Site Area: 500m² • Minimum Lot Width: 18m • Minimum Car Parking: 0.5 space per dwelling

38

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

OFFICIAL

Typology	Proposed permissibility change	Proposed non-refusal standards
Multi-dwelling housing	Make MDH permitted with consent in the Low Density Residential (R2) zones within <i>station and town centre precincts</i> in the Six Cities region.	Introduce non-refusal standards that apply to MDH whenever they are permitted within <i>station and town centre precincts</i> in the Six Cities region: <ul style="list-style-type: none"> • Maximum Building Height: 9.5m • Maximum FSR: 0.7:1 • Minimum Site Area: 600m² • Minimum Lot Width: 12m • Minimum Car Parking: 1 space per dwelling
Mid-rise housing		
Residential flat buildings (RFBs)	Permit RFBs with consent in the R3 zone within <i>station and town centre precincts</i> in the Six Cities region.	Introduce non-refusal standards that apply to RFBs wherever they are permitted (excluding R2 zones) in <i>station and town centre precincts</i> in the Six Cities region. Within <i>inner (0-400m) station and town centre precincts</i> in the Six Cities region: <ul style="list-style-type: none"> • Maximum Building Height: 21m • Maximum FSR: 3:1 Within <i>outer (400-800m) station and town centre precincts</i> in the Six Cities region: <ul style="list-style-type: none"> • Maximum Building Height: 16m • Maximum FSR: 2:1
Shop-top housing (STH)	No change proposed.	Introduce non-refusal standards that apply to shop top housing (identical to those proposed for RFBs) wherever they are permitted (excluding for R2 zones).

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

OFFICIAL

Typology	Other proposals
Mid Rise Housing (both RFBs and STH)	<p>Amend the <u>Apartment Design Guide</u> which sits under the <i>State Environmental Planning Policy No 65 – Design Quality of Residential Apartment Development</i> (SEPP 65) to include suitable design criteria for mid-rise housing (e.g. related to building separations, setbacks, vehicle access, visual privacy and communal open space).</p> <p>The design provisions will ensure mid-rise apartment buildings are well-designed and promote excellent amenity and liveability for residents and the community.</p>
Subdivision of MDH (Terraces) and Dual Occupancies	<p>New provisions are proposed to enable the torrens subdivision of multi dwelling housing (terraces) and dual occupancies that have been approved under the proposed low-rise housing reforms. The proposed lots will need to meet appropriate size, width and access requirements.</p>
Low Rise Housing through the Complying Development Pathway	<p>The <u>Low Rise Housing Diversity Code</u> will continue to apply including to areas where low rise typologies are proposed to be permitted under the reforms.</p>



21 MARCH 2024

Department of Planning, Housing and Infrastructure
Diverse and Well-Located Homes Program Team
lowandmidrisehousing@planning.nsw.gov.au

Submission on the Low- and Mid-Rise Housing Reforms and the Diverse and Well-Located Homes Program

I refer to the Explanation of Intended Effect (EIE) for changes to create low- and mid-rise housing dated December 2023 as part of the Department's Diverse and Well-Located Homes Program and provide this as Council's submission on the proposal.

It is acknowledged that none of the proposed reforms will apply within the Wingecarribee Shire. The majority of the proposed changes will occur around train stations and town centre precincts within the Six Cities Region of which Wingecarribee Shire does not form part.

The one reform that is proposed to apply to all LEPs across the State is the mandated permissibility of dual occupancy development in R2 Low Density Residential zones. Dual occupancies have been permissible with consent in R2 zones in the Wingecarribee LEP 2010 since it came into effect in June 2010.

Council provides in-principle support to the provision of diverse and well-located housing to meet the needs of our community, both now and into the future. This includes potential expansion of opportunities for low- and mid-rise housing in the right locations.

However, Councils across NSW have not been provided sufficient detail about the proposed low- and mid-rise housing reforms in which to be able to test the implications of these proposed reforms and to make informed submissions. We join other Councils across NSW to request that the opportunity to comment on draft legislation be provided before it is made to ensure the intended effect aligns with the actual effect on the ground.

We express concern about the lack of detail and contradictory statements in the EIE, it is unclear how Torrens-title subdivision permissibility for dual occupancies and multi-unit housing (terraces) is to be effected. It is noted that State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 already allows for Torrens-title subdivisions of dual occupancies and terrace houses approved under the Low Rise Housing Diversity Code and Council is concerned about the incremental expansion of this permissibility.

Council has carefully considered its controls for dual occupancy subdivision in its R2 and R3 zones as articulated in clause 4.2F of the Wingecarribee LEP 2010 and wishes to preserve its ability to shape local planning controls that are fit for purpose.

Council does not support the introduction of non-refusal standards into the planning system which limits Councils' abilities to pursue high quality development outcomes and places pressure onto Council development assessment officers and Panels to approve suboptimal development proposals.

We're with you

Civic Centre
68 Elizabeth Street
Moss Vale
Gundungurra Country

✉ PO Box 141 Moss Vale
NSW 2577

ABN 49 546 344 354

☎ 02 4868 0888

@ mail@wsc.nsw.gov.au

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

In addition to the specific comments above, Council has general concerns about the way recent planning reforms are being delivered by the Department, including the Diverse and Well-Located Homes Program, and the Transport Oriented Development Program.

We lament that both these substantial reform packages were released for public comment over the Christmas holiday period, and both reform packages effectively circumvent local strategic planning and in themselves lack detail, including justification of strategic merit. Councils were not involved in the preparation of the proposed reforms and for many Councils they represent sweeping changes that fundamentally undermine their strategic planning and further complicate an already complicated NSW planning system.

Moving forward, Council would support a partnership model where Councils and the Department work on mutual goals through cooperative strategic planning. A partnership model with commensurate resourcing would likely deliver faster outcomes and may help to overcome difficulties for Councils—particularly those in regional areas—in attracting suitably qualified and experienced planners to process applications.

Although Wingecarribee Shire Council is not directly impacted by these most recent reforms, it is concerned about the trend towards removing local strategic planning processes in favour of a one size fits all approach that places unreasonable pressure on local infrastructure, undermines the strategic planning sections of the *Environmental Planning and Assessment Act 1979* and unnecessarily complicates the NSW planning system without demonstrated improvements in speed and quality of outcomes.

Council is cognisant of its role in helping to unlock land for housing and to provide opportunities for infill development. Council is best placed to determine the optimal location and composition of its housing through its comprehensive strategic planning processes that incorporate constraint and opportunity analysis and consultation with its communities. Housing reforms should be led by Councils in conjunction with their communities and in partnership with the Department to ensure that future neighbourhoods are well-designed, healthy and sustainable.

Thank you for the opportunity to provide input into this matter. If you have any queries, please contact Sarah Farnese, Senior Strategic Planner, on 02 4868 0888 or email sarah.farnese@wsc.nsw.gov.au.

Yours sincerely

Lisa Miscamble
General Manager



8.2 Berrima Hotel State Significant Development - Input into NSW Departmental SEARs (Secretary's Environmental Assessment Requirements)

Report of: Garima Mendiratta
Acting Coordinator Strategy and Place

Authorised by: Deniz Kilic
Executive Manager Strategic Outcomes

PURPOSE

The purpose of this report is to seek Council's endorsement of a submission to the NSW Department of Planning, Housing and Infrastructure on the State Significant Development application for the Berrima Gaol Hotel on the site of the former Berrima Gaol.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Endorse the draft submission in relation to the Scoping Report for the Berrima Hotel State Significant Development proposal.**
- 2. Delegate the signing of the submission to the General Manager to lodge with the NSW Department of Planning, Housing and Infrastructure.**

REPORT

BACKGROUND

A Scoping Report to support a State Significant Development (SSD) Application to redevelop and adaptively reuse the former Berrima Gaol site for a tourist facility is currently being assessed by the Department of Planning, Housing and Infrastructure (DPHI) for the purpose of obtaining the Secretary's Environmental Assessment Requirements (SEARs). The site was acquired from the State Government through an expression of interest process in 2022 for development of the site as a "unique hotel and entertainment precinct" comprising a boutique hotel, function centre, restaurants, bar, and wellness facilities. The development aims to deliver a unique tourist destination and a premium hospitality venue for local people and visitors, providing a luxurious retreat within the historic township of Berrima. The Scoping Report is contained as **Attachment 1** to this report.

The site comprises two (2) allotments and is legally referred to as Lots 101 and 102 in DP 1283819 and known as 2-4 Argyle Street and 30 Wingecarribee Street, Berrima and is commonly referred to as the (former) Berrima Gaol. The site is centrally located in the historic town of Berrima and is approximately 2.155 hectares in area, with an undulating topography. The dominant built form on the site is the sandstone gaol wall which forms a large rectangle on the north-eastern part of the site, original to the 1839 phase of construction. Many elements of the site are listed as local heritage items in Schedule 5 of the Wingecarribee Local Environmental Plan 2010 and the site is also listed on the State Heritage Register as being of State heritage significance.

A preliminary Heritage Assessment has been conducted at this early stage and will be supported by both a Heritage Conservation Management Plan and a Heritage Impact Statement at the EIS stage. These heritage plans ensure that any proposed internal and external works can be sensitively designed so as to not have a detrimental impact on the heritage significance of the site and fabric of the buildings.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

The purpose of Council's submission is to provide technical input at this early scoping stage to inform the Department's SEARs to the applicant. There are no designs or concepts at this early stage. Opportunities for Council and community input, engagement and submissions will be available at multiple stages of the SSD assessment process. The Environmental Impact Statement (EIS) stage is when details will be known, offering Council and community opportunities for input.

The Department's SSD assessment process is presented below:



Status updates and further information on the proposed development can be found on the NSW Department of Planning's State Significant Development (SSD) website at: <https://www.planningportal.nsw.gov.au/major-projects/projects/berrima-hotel>.

REPORT

Council has been requested to provide input into the Secretary's Environmental Assessment Requirements (SEARs) for the Berrima Hotel (SSD-66876472), including details of any key issues and assessment requirements. It is noted that Council has no assessment or decision-making role for a State Significant Development and all assessments and decision-making roles are with the NSW Department of Planning, Housing & Infrastructure and the NSW Independent Planning Commission.

Council has prepared a draft submission, contained as **Attachment 2** to this report, to assist with the preparation of the SEARs for the Berrima Hotel proposal. Council strongly recommends the following points in its submission:

- Acknowledgement that no Planning Proposal for rezoning is requested in the scoping proposal due to its permissibility under the conservation incentives in clause 5.10(10) of the Wingecarribee Local Environmental Plan 2010(WLEP) that allows for "development for any purpose of a building that is a heritage item or of the land on which such a building is erected" subject to the conservation of the item and no adverse impact.
- Council strongly recommends for DPHI to require a Master Plan for the proposed adaptive reuse as part of the SEARs due to the State Heritage Significance of the site and its environs. This will ensure strategically considered and sensitively curated development outcomes that demonstrate design excellence within a heritage precinct, enhance village streetscapes and riparian landscapes, set and temper community expectations, and avoid cumulative development impacts.
- Council supports the preparation of a Conservation Management Plan (CMP), as per Heritage NSW best practice methods, and as stated in the scoping report.
- Council strongly encourages an architectural design competition to provide the community and stakeholders with options that demonstrate design excellence in heritage adaptive reuse. Providing three (3) or more conceptual options from well-regarded architectural firms will likely heighten overall engagement outcomes with the Berrima and broader Southern Highlands communities.
- Council strongly recommends adherence and detailed consideration be given to the Berrima Village Development Control Plan (DCP) as a part of the Environmental Impact Statement (EIS).

Council will provide further detailed feedback upon the future release of the Environmental Impact Statement (EIS) and supporting documentation such as concept designs. Council will also relay community sentiment once further details are known.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Community Engagement

The application is assessed by DPHI as it is a State Significant Development. Public exhibition and further community consultation will occur at a later stage under the State Significant Development process and will be conducted by DPHI.

Internal Communication and Consultation

As the assessment is in its very early stages, only limited information is provided by DPHI. Further internal communication and consultation will occur at the EIS stage of development, as advised by DPHI.

External Communication and Consultation

The Department of Planning, Housing and Infrastructure has requested Council to provide input into the Berrima Hotel SSD SEARs. Council's draft response letter is provided as **Attachment 2** to this report. Further, Council-endorsed feedback and a formal submissions will be provided at the EIS stage of the SSD assessment, once details are known.

The community will have ample opportunities to provide input at the EIS stage. Council Professional Officers will also provide a report to the Local Planning Panel once an EIS is available and we understand the nature of the proposal, such as concept designs or master plans and supporting due diligence work Conservation Management Plan (CMP) and Heritage Impact Statement (HIS) as part of the EIS package.

SUSTAINABILITY ASSESSMENT

Environment

The draft submission focuses on the environmental concerns associated with the proposal, particularly biodiversity, flood impacts, impacts to riparian land and the heritage significance of the site and its environs.

Social

A Social Impact Assessment (SIA) will be prepared in accordance with the Department's Social Impact Assessment guidelines. A Noise and Vibration Impact Assessment and visual impacts will be considered for the potential impacts on residents and local tourism. A draft SIA is expected to be presented as part of the EIS package.

Broader Economic Implications

The project is likely to have impacts on the Berrima village and Southern Highlands area. It has the potential to provide local jobs and boost the visitor economy. More details of economic implications including employment generation, local investment and broader economic growth will be provided as part of the EIS.

Culture

The Scoping Report (**Attachment 1**) states that the Environmental Impact Assessment (EIS) will be accompanied by an Aboriginal Cultural Heritage Assessment report which will assess the significance of the site from a cultural and Aboriginal heritage perspective and determine whether the proposal may affect the heritage significance of the site or locality. Consultation will be undertaken in accordance with the Aboriginal Cultural Heritage Consultation Requirements for Proponents 2010.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Governance

The Proposal is subject to a State Significant Development assessment and the NSW Department of Planning, Housing, and Infrastructure is the relevant planning authority. Council intends to provide further feedback when the opportunity to review the Environmental Impact Statement (EIS) and supporting documentation is offered by DPHI, at a later stage of the assessment process.

In circumstances where the following criteria are met, the Independent Planning Commission (IPC) is the relevant planning authority:

- The application is not supported by Council; or
- Where the Department has received more than 50 unique public objections; or
- The proponent has disclosed a reportable political donation in connection with the application.

COUNCIL BUDGET IMPLICATIONS

There are no budget implications in relation to this report.

RELATED COUNCIL POLICY

The proposal is a State Significant Development application and therefore Council policies do not apply in assessing the application. State policies override local policies under the NSW planning system and this hierarchy is underpinned by planning and environmental legislation.

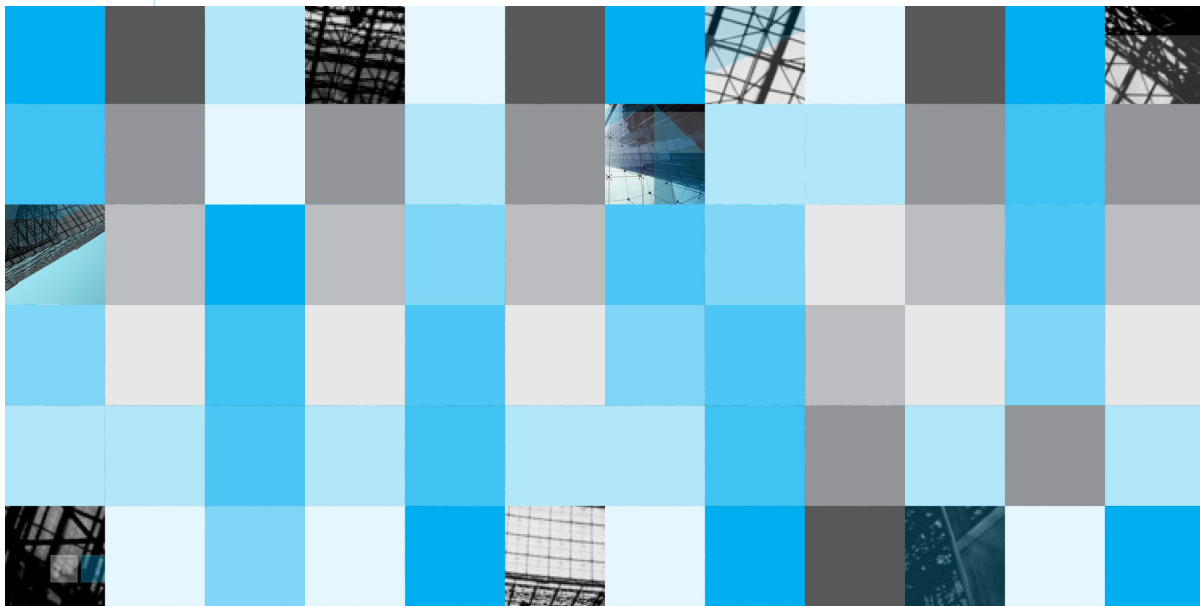
CONCLUSION

Council acknowledges that a State Significant Development (SSD) Application to redevelop and adaptively reuse the former Berrima Gaol site as a tourist facility is currently being assessed by the NSW Department of Planning, Housing and Infrastructure. Given the State Heritage significance of the site, Council has prepared a response to the SSD SEARs for the Berrima Hotel and is attached to this report.

Following Council's endorsement of the draft response as attached to this report, it will be lodged with the NSW Department of Planning, Housing and Infrastructure in relation to this State Significant Development Application.

ATTACHMENTS

1. Berrima Hotel (SEARs Application) Scoping Report [8.2.1 - 42 pages]
2. Letter Berrima Gaol SSD SEARs [8.2.2 - 3 pages]



Berrima Hotel – Argyle Street, Berrima
Request for Secretary
Environmental Assessment
Requirements

SUTHERLAND & ASSOCIATES PLANNING

ABN 14 118 321 793 ACN 144 979 564

Request for Secretary
Environmental Assessment
Requirements

BERRIMA HOTEL – ARGYLE STREET, BERRIMA

Hotel and Tourist Facility

January 2024

Prepared by

[Aaron Sutherland](#)
B Town Planning UNSW

aaron@sutherlandplanning.com.au
Tel: 0410 452 371
PO BOX 814 BOWRAL NSW 2576

NOTE: This document is Copyright. Apart from any fair dealings for the purposes of private study, research, criticism or review, as permitted under the Copyright Act, no part may be reproduced in whole or in part, without the written permission of Sutherland & Associates Planning, PO Box 814, BOWRAL NSW 2576

CONTENTS

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

1.0	INTRODUCTION	5
1.1	Overview	5
1.2	Applicant Details	5
1.3	Project Objectives	5
1.4	Site Description	6
1.5	History and Background	11
1.6	Heritage Listing and Statements of Significance	11
1.7	Project summary	14
1.8	Alternatives considered	14
2.0	STRATEGIC CONTEXT	16
2.1	Project Justification	16
2.2	NSW Visitor Economy Strategy 2020	16
2.3	NSW Government Statewide Destination Management Plan 2019	17
2.4	Southern Highlands Destination Strategy 2020-2030	17
2.5	Draft South East and Tablelands Regional Plan 2041 (DPE, 2021)	18
2.6	Wingecarribee 2040 – Local Strategic Planning Statement (WLSPS)	18
3.0	PROJECT	19
3.1	Proposed Development	19
3.2	Timing and Staging	19
4.0	STATUTORY CONTEXT	20
5.0	ENGAGEMENT	33
5.1	Engagement carried out	33
5.2	Likely level of interest	33
5.3	Engagement to be carried out	33
6.0	ASSESSMENT OF IMPACTS	35
6.1	Access, Traffic and Parking	35
6.2	Air	35
6.3	Amenity	35
	6.3.1 Noise	35
	6.3.2 Visual	36
6.4	Biodiversity	36
6.5	Built environment	36

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

6.6	Economic	36
6.7	Hazards and risks	37
6.7.1	Contamination	37
6.7.2	Flooding	37
6.7.3	Waste	37
6.7.4	Dangerous Goods	37
6.8	Aboriginal Due Diligence and Connecting with Country	37
6.9	Heritage	37
6.10	Land (Geotechnical Assessment)	38
6.11	Infrastructure and servicing	38
6.12	Social	38
6.13	Water	38
6.14	Waste Water	38
6.15	Other Matters	39

7.0 CONCLUSION 40

APPENDIX A	41
Sutherland & Associates Planning Pty Ltd	41
SCOPING SUMMARY TABLE	41

1.0 INTRODUCTION

1.1 Overview

This Scoping Report has been prepared by Sutherland & Associates Planning on behalf of the Blue Sox Group.

This Scoping Report is prepared in accordance with the 'State Significant Development Guide: Preparing a Scoping Report' as part of the process to obtain project-specific Secretary's Environmental Assessment Requirements (SEARs) to guide the preparation of an Environmental Impact Statement (EIS) for a hotel and tourist facility known as the Berrima Gaol Hotel at 2-4 Argyle Street and 30 Wingecarriebe Street, Berrima within the Wingecarriebe Shire Council local government area.

This report will:

- describe the site
- describe the project
- discuss alternatives
- provide a strategic and statutory overview
- provide an overview of consultation to date and identify what future engagement will be carried
- identify the key matters requiring further assessment in the EIS

A scoping summary table is provided at Appendix A.

This Scoping Report is supported by the following documentation:

Appendix	Document	Consultant
A	Scoping Summary Table	Sutherland & Associates Planning
B	Concept Architectural Package	Turner architects
C	Preliminary Heritage Assessment	Urbis
D	Preliminary Transport Assessment	JMT
E	Stakeholder and Community Engagement Strategy	Primary Engage Bluegrass
F	QS Cost Report	Capital QPC

1.2 Applicant Details

The details of the applicant, Blue Sox Developments Pty Ltd, are outlined in the table below:

Applicant	Blue Sox Developments Pty Ltd
ABN	13 142 861 149
Address	PO Box 495 Parramatta NSW 2124
Contact Details	info@bluesox.com.au

1.3 Project Objectives

The proposed redevelopment of the site to accommodate a hotel and tourist facility is intended to achieve the following objectives:

- celebrate the heritage significance of the former Berrima Gaol with a sensitively designed adaptive re-use of the site for the purpose of a hotel facility;
- deliver a facility which provides for a shared experience for all visitors within the Berrima Gaol walls with the internal facilities including function space, bar, restaurant, and wellness centre;
- deliver a boutique hotel facility which will provide high quality accommodation, food and beverage, and function facilities to achieve a synergy with the reputation of Berrima as tourist destination;
- achieve a high level of compatibility with the existing character of the locality whilst minimising any potential impacts on the amenity of the adjoining properties;
- enhance an appreciation of the environmental and cultural values of the site;
- promote positive environmental outcomes by ensuring that any impact on and native flora and fauna will be minimal;
- utilise passive heating and cooling, renewable energy sources and water efficient design; and
- deliver economic benefits and employment generation for the region

1.4 Site Description

The site is approximately 130km south-west of Sydney and located within the southern highlands in the centre of the Berrima village. The site comprises 2 allotments and is legally referred to as Lots 101 and 102 in DP 1283819 and known as 2-4 Argyle Street and 30 Wingecarribee Street, Berrima. The site is also referred to as former Berrima Gaol.

The site is identified is recognised as an item of State heritage significance on the State Heritage Register under the Heritage Act 1977 (SHR No. 0000807)

The subject site is approximately 2.155ha in area and has mix of topographies and levels with the area containing the former gaol facility being level, gentle falls to the south and west adjacent to the perimeter walls of the gaol, and also a steep hillside at the western end of the site, which affords views over the adjacent Wingecarribee River.

The site is bound to the north by Wilshire Street, to the east by Argyle Street, to the south by Wingecarribee Street, whilst the western boundary of the site adjoins the Wingecarribee River.

The dominant built form on the site is the sandstone gaol wall which forms a large rectangle on the north-eastern part of the site. Most of the wall is original to the 1839 phase of construction, however it was extended in height by approximately 1.5m in the 1860s and also extended to the east at that time. The entrance gate which is centrally located along the eastern wall facing Argyle Street dates from 1866. Inside the gaol walls are a variety of structures arranged in a courtyard arrangement which contain a variety of prisoner cells, administration and other amenity uses, as well as a centrally located guard tower. A large hall building is annexed to the rear or western gaol wall and is accessed by a door opening in the perimeter wall.

To the east of the gaol facing Argyle Street are two dwellings which were the Governor's Residence (southern dwelling) and Deputy Governor's Residence (northern dwelling).

The southern half of the site is open space and formally a vegetable garden established by inmates in the 1890s. The western part of the site is also open space with a relatively level grassed area, before becoming steeper and occupied by vegetation on the far western embankment.

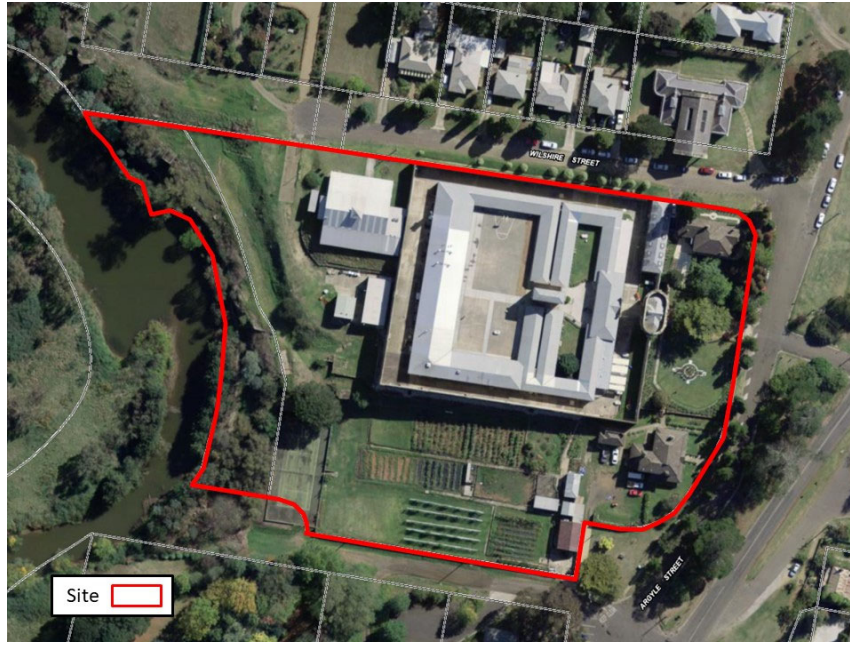


Figure 1:

Subject site (Source: Six Maps)

Photograph 1:

View of existing the Deputy Governor's residence at the north-eastern corner of the site



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima



Photograph 2:

View of the main gatehouse and entrance into the gaol



Photograph 3:

View of existing the Governor's residence at the south-eastern corner of the site



Photograph 4:

View of the southern wall of the gaol and the open space formally used as a vegetable garden



Photograph 5:

South-western corner
of the site



Photograph 6:

View of north-western
edge of the site and the
annexe to the rear of the
gaol



Photograph 7:

View of steep
vegetated slope at the
western end of the site
and the interface with
the Wingecarribee
River

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima



Photograph 8:

Western end of the gaol between the perimeter wall and internal structures



Photograph 9:

Guardhouse



Photograph 10:

Internal courtyard with surrounding prisoner cells

1.5 History and Background

The site is known as the former Berrima Gaol which was initially constructed from 1834 to 1839. Over the years, various additions and alterations were made the Gaol including the erection of the Governor and Deputy Governor residences. The site was used for a prison for various periods of time since 1839, however, was closed as a prison and used for other purposes such as a rabbit processing works from 1913-1914, an internment camp for German prisoners from 1915 until 1919, and as a major tourist attraction during the 1920s and 1930s.

During the late 1940s, the majority of internal structures inside the perimeter gaol walls were demolished and the gaol was completely remodelled with the internal arrangement rebuilt in largely the form that is present today. The gaol was officially re-opened on 19 November 1949 as the 'Berrima Training Centre'.

In April 1999, the former Berrima Gaol (known then as the 'Berrima Correctional Centre') was placed on the NSW State Heritage Register.

In 2001, the site was reclassified as a medium security women's prison and it remained in this use until the site's closure in 2011 and transfer to the State Property Authority. Nonetheless, in August 2016 the Berrima Correctional Centre was once again put into service as a minimum security correctional facility, before finally closing permanently in April 2020.

In 2022, the NSW State Government announced the former Berrima Correctional Centre for sale via an expressions of interest (EOI) campaign. Blue Sox Group were selected as the successful bidder due to their vision for the site to be turned into a "unique hotel and entertainment precinct" as announced by the then Minister for Planning and Minister for Homes, Anthony Roberts.

1.6 Heritage Listing and Statements of Significance

The Berrima Correctional Centre is listed as an item of State significance on the NSW State Heritage Register (SHR) under the *Heritage Act 1977*, SHR No.: 00807. It is also listed as an item of Local significance on Schedule 5 of the Wingecarribee Local Environmental Plan (LEP) 2010 as "Berrima Correctional Centre (formerly Gaol", corner Argyle and Wilshire Streets, item nos. I109, I110, I484. It is also located within the Berrima Conservation Area, identified as C148.

The following listings on Schedule 5 of the Wingecarribee LEP 2010 apply to the site:

- I109, I110, I484 Berrima Correctional Centre (formerly Gaol), Corner Argyle and Wilshire Streets, Lot 7304, DP 1146099;
- I111, Bull's Head Drinking Fountain, Wilshire Street, on outside wall of Gaol, Lot 7304, DP 1146099; and
- I236, Stone Cottage, Corner Argyle and Wilshire Streets, Lot 7304, DP 1146099

The NSW State Heritage Inventory contains the following Statement of Significances for the site:

Item	Statement of Significance
The Berrima Correctional Centre, database no. 3360094	Berrima Correctional Centre is historically significant as it contains elements of the original Berrima Gaol, dating from the 1830s. Its original configuration was distinctive, employing a partial panopticon layout. Subsequent changes and uses reflect the changing philosophies, expectations and requirements for the incarceration of criminals in NSW, and penal architecture generally from the 1830s until the present day.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

Item	Statement of Significance
	<p>This complex and adjoining courthouse reflect the importance of Berrima as a regional centre in the early 19th century, and are directly linked to its subsequent development. Berrima Correctional Centre is aesthetically significant for its form and character; while the complex has a form and fabric from a range of periods, it retains a distinctive character through the consistent use of sandstone, dominant fence, gatehouse, adjoining stone & brick residences and landscaped setting.</p> <p>At a local level, the Berrima Correctional Centre is socially significant for its role in law and order in the local area, as well as being an important local employer since the early 19th century. Berrima Correctional Centre has technical / research significance and is rare at a national level as it contains elements of the original Berrima Gaol, dating from the 1830s. Furthermore, its original configuration was distinctive, employing a partial panopticon layout, and records and fabric relating to this earlier configuration are rare.</p>
<p>The Berrima Correctional Centre - Gatehouse, database no. 3360095</p>	<p>The Gatehouse of Berrima Correctional Centre is historically significant as it relates to the first major redevelopment of the prison in the 1860s and was designed by the Colonial Architect, James Barnet - it is one of the first of several neo-classical prison gatehouses he designed from the 1860s-1890s. Subsequent changes and uses of the complex reflect the changing philosophies, expectations and requirements for the incarceration of criminals in NSW, and penal architecture generally from the 1830s until the present day. The gatehouse is also important as is associated with the reception of prisoners and visitors and the daily management of the gaol.</p> <p>The Gatehouse of Berrima Correctional Centre has aesthetically significance at a state level as an impressive structure, elliptical in plan, constructed of finely worked sandstone, with a central arch and keystone in the form of a console bracket. The Gatehouse is a distinctive local landmark and is perhaps the most defining component of the complex.</p> <p>At a local level, the Gatehouse at Berrima Correctional Centre is socially significant as part of the Correctional Centre, noted for its role in law and order in the local area, as well as being an important local employer since the early 19th century.</p>
<p>The Berrima Correctional Centre - Outer Wall, database no. 3360096</p>	<p>The Outer Wall of Berrima Correctional Centre is historically significant at a state level as it is an integral extant element of the original Berrima Gaol, dating from the 1830s. It is one of the few surviving examples of a gaol compound dating from pre 1840 and was constructed using convict work gangs. This element has been continually in use since it was constructed.</p> <p>The Outer Wall of Berrima Correctional Centre is aesthetically significant for its form and character, as an integral and extant element of the original Berrima Gaol, dating from the 1830s. The Outer Wall is also important as a distinctive landmark. At a local level, the Outer Wall of Berrima Correctional Centre is socially significant as part of the</p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

Item	Statement of Significance
	<p>Correctional Centre, noted for its role in law and order in the local area, as well as being an important local employer since the early 19th century.</p> <p>The Outer Wall of Berrima Correctional Centre has technical / research significance as it is an important and extant element of the original Berrima Gaol, dating from the 1830s. It is rare as a convict-built structure. The original configuration of the Gaol was distinctive, employing a partial panopticon layout, and records and fabric relating to this earlier configuration are rare.</p> <p>The Outer Wall of Berrima Correctional Centre is representative of a gaol compound wall, generally high masonry walls with limited openings, typically used in prison development to restrict access into and out of the complex.</p>
<p>The Bull's Head Drinking Fountain, database no. 2680111</p>	<p>The fountain is considered to be an excellent example of craft work of the Victorian period and is valued by the local community because it is an object of interest associated with the Berrima Training Centre Group from the period when it was enlarged as a 'model' prison.</p>
<p>The Berrima Correctional Centre – Arts & Crafts Shop (formerly the Governor's residence), database no. 3360098</p>	<p>The Arts and Crafts Shop at Berrima Correctional Centre is historically significant as it was constructed during the late 19th Century for use as the Governor's Residence. It's development and subsequent uses including as police station and arts and crafts shop reflects the changing philosophies, expectations and requirements for the incarceration of criminals in NSW, and penal architecture generally. The building is also indicative of the development of Berrima generally. The Arts & Crafts Shop at Berrima Correctional Centre is aesthetically significant for its strong form, character, materials and details. It is a distinctive building, prominently located on the north-eastern corner of the gaol site, and retains an attractive landscaped setting. At a local level, the Arts & Crafts Shop at Berrima Correctional Centre is socially significant as part of the Correctional Centre, noted for its role in law and order in the local area, as well as being an important local employer since the early 19th century.</p>
<p>The Berrima Correctional Centre – Dangerous Goods Store (formerly the police cells associated with the former Governor's residence's later use as a police station), database no. 3360099</p>	<p>The Dangerous Goods Store at the Berrima Correctional Centre is historically significant as the former isolation cells, an important part of the Correctional Centre as it shows the changing philosophies, expectations and requirements for the incarceration of criminals in NSW. The Dangerous Goods Store at Berrima Correctional Centre is socially significant as part of the Correctional Centre, noted for its role in law and order in the local area, as well as being an important local employer since the early 19th century. Originally constructed as isolation cells, the Dangerous Goods Store at Berrima Correctional Centre has technical/research significance as part of the interesting complex of the former Berrima Gaol, dating from the 1830s. This building can provide further information on the changing management and use of the site from the early 20th century.</p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

Item	Statement of Significance
The Berrima Correctional Centre – Officer Amenities (formerly the Deputy Governor’s residence) database no. 3360097	<p>The Officers Amenities Building at Berrima Correctional Centre has historic significance as it was built for use as the Deputy Governors Residence in 1900. It also has historic significance as part of the Berrima Correctional Centre, an important prison complex dating from the 1830s.</p> <p>The Officers Amenities Building at Berrima Correctional Centre is aesthetically significant for its form and character, materials, detailing and setting, typical of the work of Walter Liberty Vernon, Government Architect during the Federation period. The Officers Amenities is a significant element within the State heritage curtilage of the gaol complex, informing the early layout of the site and for its role in law and order in the local area, as well as being an important local employer since the early 19th century.</p>
The Berrima Correctional Centre – Farm Buildings307, database no. 3360100	<p>The Farm Buildings at Berrima Correctional Centre are historically significant as part of the Berrima Correctional centre, an important gaol dating from the 1830s. They provide evidence of how the prison was managed since the mid-late 19th century. At a local level, the Farm Buildings at Berrima Correctional Centre are socially significant as part of the Correctional Centre, noted for its role in law and order in the local area, as well as being an important local employer since the early 19th century. The Farm Buildings at Berrima Correctional Centre are rare as evidence of early rural industries associated with the correctional centre. The Farm Buildings at Berrima Correctional Centre are representative of mid-late 19th century rural vernacular buildings of the southern highlands.</p>

1.7 Project summary

The proposal is for an adaptive re-use of the former Berrima Gaol as a tourist facility comprising a boutique hotel, function centre, restaurants, bar and wellness facilities.

1.8 Alternatives considered

The site was purchased specifically to be developed for a “unique hotel and entertainment precinct” as announced by the then Minister for Planning and Minister for Homes, Anthony Roberts.

Berrima is a well known tourist destination due to its historical charm and variety of colonial sandstone buildings. It is home to Australia’s oldest continually licensed Inn, the Surveyor General, and also hosts a variety of high end food and entertainment venues including the hatted restaurant Eschalot and The Vault House.

The adaptive reuse of the former Berrima Gaol will deliver a premium hospitality venue which is consistent and synergistic with this character and offering within Berrima.

The design process is in its infancy and will be informed by community engagement, Connecting with Country, consultation with Wingecarribee Shire Council and other authorities, as well as deep analysis of the site constraints and opportunities, heritage priorities, and finally the complexity of the interwoven operations requirements of the facility. Notwithstanding, a fundamental principle for the project is to allow a shared

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

experience inside the perimeter walls and an arrangement of uses which maximises appreciation of the building rather than privatising this space. The design process will involve exploration of various alternative design solutions in collaboration with the NSW Government Architect through the State Design Review Panel process.

2.0 STRATEGIC CONTEXT

2.1 Project Justification

Blue Sox Group were selected as the successful bidder for the purchase of the site from the NSW State Government due to their vision for the site to be adaptively re-used for a “unique hotel and entertainment precinct”.

The proposed development aims to deliver on this commitment by creating a unique tourist destination and a premium hospitality venue for local people and visitors where they can enjoy a luxurious retreat within the historic township of Berrima.

The proposed development aims to celebrate and showcase the history of the site and the existing built form, and to create a very high quality and sustainable boutique hotel facility and draw a wide range of visitors from the local area, along with tourists from regional and international markets. The development will act as an enabler to attract further visitation and the associated investment to the region and Australia.

The early design principles are aimed at limiting intervention to the critical elements of the existing built form and providing new elements in a harmonious manner to the site and surroundings.

The proposed development strongly aligns with the wider aims established by the NSW government within the Visitor Economy Strategy 2030, which sets a target to triple 2009 overnight visitor expenditure in NSW by 2030.

The NSW government has targeted \$65 billion in total visitor expenditure for 2030, of which regional NSW is identified as being key to the future and contributing a total of \$25 billion. The proposal brings to fruition many of the goals and ideas set out in both the Statewide Destination Management Plan February 2019 prepared for Destination NSW.

The project represents an economic opportunity for the region and Australia as the region transitions away from agricultural industries towards a more diversified economy. The project is anticipated to support significant direct and indirect jobs in the region and across Australia. This proposal has the potential to achieve substantial benefits for the local and State economy and tourism industry.

2.2 NSW Visitor Economy Strategy 2020

The visitor economy is one of NSW's major exports and the presence of visitors adds to the State's prosperity and liveability, enhancing the vibrancy of our public spaces and the lifestyle of local residents.

The NSW Government's Visitor Economy Strategy 2030 provides a roadmap to support all industries involved in the visitor economy to recover from the impact of drought, bushfires and COVID-19 and to grow in the future.

The strategy sets a bold vision for NSW to be the premier visitor economy of the Asia-Pacific by 2030.

The NSW Visitor Economy Strategy 2030 sets a target to triple 2009 overnight visitor expenditure in NSW by 2030 surpassing previous targets despite recent challenges. Specific targets include:

- \$65 billion in total visitor expenditure for NSW by 2030
- \$10 billion in domestic daytrips by 2030
- \$55 billion in overnight visitor expenditure by 2030
- \$25 billion in regional overnight visitor expenditure by 2030.

The NSW Government's Visitor Economy Strategy 2030 aims to make it easier for businesses to establish and expand in NSW through streamlined licensing and planning approval processes and to prioritise planning and investment in projects that will have the most impact on the visitor economy.

2.3 NSW Government Statewide Destination Management Plan 2019

The Statewide DMP identifies that the NSW visitor economy is a central strength and pillar of the NSW economy, with tourism's GSP contribution to the NSW economy reaching \$34.2 billion in 2016-2017 and overnight visitor expenditure in NSW increasing 10.9% in 2017 to reach \$29.1 billion.

The Statewide DMP explains that the NSW Government is committed to growing the visitor economy, and has put in place a robust framework to deliver growth, including the establishment in 2011 of Destination NSW as the lead Government agency for the NSW tourism and major events sector, and more recently in 2016, a regional tourism reform that included the creation of six Destination Networks to facilitate visitor economy growth at a local level. In August 2018, the Government launched the Visitor Economy Industry Action Plan (VEIAP 2030).

The Statewide DMP is designed to provide a high level framework to achieve alignment across NSW and assist coordinated delivery of the vision and goals for the NSW visitor economy.

It identifies local and state strengths and unique points of difference, as well as areas of commonality across the regions. The Statewide DMP functions as a living document, to be used as a reference tool to further develop the NSW visitor economy and respond to market changes.

The Statewide DMP specifically identifies the Southern Highlands, including Berrima, as a next potential future 'hero' destination.

2.4 Southern Highlands Destination Strategy 2020-2030

The Southern Highlands Destination Strategy is a strategic document that prioritises key focus areas and actions.

The Southern Highlands region is a special destination and known for its cool climate and distinct seasons, a beautiful natural landscape, its distinct towns and villages, and its hospitality offering. The region has numerous competitive advantages due to its strategic location only 1.5 hours from Sydney and 2 hours from Canberra, its pristine natural environment, local lifestyle and amenity.

The tourist overview for the Southern Highlands is as follows:

The Southern Highlands attracted almost 2.1 million visitors in the year ending December 2019, which is similar to the number of visitors to Byron Bay. Most tourists are day-trippers (70% of total visitation in 2019), predominantly from Sydney and other parts of New South Wales.

Most people visit our region for holiday and leisure purposes or to visit friends and relatives. While all visitor types have grown strongly since 2014, holiday and business visitors to the region have more than doubled over the past five years. Estimated total visitor expenditure in the Southern Highlands region was \$362 million in the year ending December 2019, making an important contribution to the local visitor economy.

The Southern Highlands region is well placed to continue to experience strong tourism growth, noting that is currently contributes 8% to gross regional product and 10% to local employment. However, some of the

identified challenges are low level of international visitors and a lack of visitor activities and experiences and the existing offering is identified as not being very sophisticated.

Tourism is considered one of the key growth industries and opportunities in the Southern Highlands economy and a continued commitment to the strategic focus areas will be critical to ensure sustainable visitation growth continues in the coming years. In particular, events, wellness and luxury are identified as opportunities.

2.5 Draft South East and Tablelands Regional Plan 2041 (DPE, 2021)

The Draft South East and Tablelands Regional Plan was placed on public exhibition from 8 August 2022 to 23 September 2022 and sets the strategic framework for the region, aiming to protect and enhance the region's assets and plan for a sustainable future. It is a 20-year land use plan prepared in accordance with section 3.3 of the Environmental Planning and Assessment Act 1979 and applies to the 9 local government areas (LGAs) of Bega Valley, Eurobodalla, Goulburn–Mulwaree, Hilltops, Queanbeyan–Palerang, Snowy Monaro, Upper Lachlan, Wingecarribee and Yass Valley.

The South East and Tablelands Regional Plan sets the strategic planning framework to meet the future needs for housing, jobs, infrastructure and a healthy environment.

The Plan is intended to inform councils' land use planning, inform the work of infrastructure agencies to plan for growth and change, and inform the private sector and the wider community of the NSW Government's approach to creating a connected, sustainable, innovative and vibrant South East and Tablelands region.

Objective 4 relates to the preservation of the heritage and character of the region's town and villages.

Objective 14 relates to promoting a year round visitor and the Wingecarribee Local Government Area is identifying as having a very high contribution towards agritourism. A key strategy of the Plan for promoting year round visitation is to promote cluster and place-based tourism projects that improve local and regional connectivity and user experience at key tourist destinations.

The proposed hotel facility is directly aligned with these strategic objectives.

2.6 Wingecarribee 2040 – Local Strategic Planning Statement (WLSPS)

The Wingecarribee Local Strategic Planning Statement sets out Council's envisaged program of land-use planning that will continue to be adjusted and evolve to help realise the community's vision for the next 20 years. The Statement provides a vision for Wingecarribee and identifies Planning Priorities to help deliver on this vision.

The proposal is consistent with the following Planning Priorities:

- Planning Priority 1.5: Conserve and protect waterways, wetlands and groundwater
- Planning Priority 3.1: Our Shire supports businesses and attracts people to work, living and visit
- Planning priority 6.1: Maintain the unique character of our towns and villages, separated by rich natural areas and rural landscapes
- Planning priority 6.2: Identify, protect and promote our cultural and built heritage
- Planning Priority 6.3: Enhance the liveability of our towns and villages, with facilities and services to support a healthy, culturally rich and socially connected Wingecarribee community

3.0 PROJECT

3.1 Proposed Development

The proposal is for the adaptive re-use of the former Berrima Gaol for a boutique hotel facility with a circa \$30m CIV and comprising the following key components:

- Accommodation comprising hotel rooms with circa 60 keys.
- Signature restaurant
- Bar/s
- Wellness centre
- Function space and meeting rooms
- Boutique retail
- Guest services including spa and wellness centre, gym
- Staff back-of-house and administration.
- Working gardens
- Car parking for guests and staff to the south of the Gaol walls, which also provides a potential space for pop up community events

The concept is a luxury boutique hotel which will provide for an immersive experience within a unique setting both in terms of the Gaol walls which dominate the site, but also the natural landscape around the walls which creates a contextual juxtaposition and organic setting adjacent to the Wingecarribee River.

The hotel will provide a premium hospitality offering including a signature restaurant to showcase local produce, and several high end bars. Guest services for day visitors and overnight visitors will also be provided, including a wellness centre.

A function space is located centrally within the hotel and will provide a flexible space ideal for hosting events and gatherings, from parties, meetings and supper clubs to drinks receptions, private screenings, art displays and weddings.

The proposed development aims to create a unique destination for local people and visitors where they can enjoy a luxurious retreat within a historic backdrop. The proposed development aims to enhance and re-invigorate the site and will act as an enabler to attract visitation and the associated investment to the region and Australia.

3.2 Timing and Staging

The timing for commencement of construction is dependent upon planning approvals and commercial negotiations with operators. However, it is expected that planning approvals will likely take 12-18 months with a potential commencement of construction in 2026.

Given the preliminary stage of the project, staging of the project is also unknown, however given the interdependence of the various components of the project it is likely that the project will be delivered as one stage.

4.0 STATUTORY CONTEXT

This section provides an overview of the key statutory requirements for the project, having regard to:

- the EP&A Act and EP&A Regulation
- other relevant legislation
- relevant environmental planning instruments

Matter	Description
Power to grant consent	<p>Environmental Planning and Assessment Act 1979 (EP&A Act)</p> <p>Section 4.36(1) of the EP&A Act identifies State Significant Development as being development 'declared' under that section to be State significant development. Subsection (2) of the same section provides that a State environmental planning policy may declare any development "or any class or description of development" to be State significant development.</p> <hr/> <p>State Environmental Planning Policy (Planning Systems) 2021 (Planning Systems SEPP)</p> <p>Part 2.2 of Ch 2 of State Environmental Planning Policy (Planning Systems) 2021 (the SEPP) contains provisions directed to State significant development. Clause 2.6, within Pt 2.2, relevantly provides:</p> <p><i>"2.6 Declaration of State significant development: section 4.36</i></p> <p><i>(1) Development is declared to be State significant development for the purposes of the Act if -</i></p> <p><i>(a) the development on the land concerned is, by the operation of an environmental planning instrument, not permissible without consent under Part 4 of the Act, and</i></p> <p><i>(b) the development is specified in Schedule 1 or 2.</i></p> <p><i>(2) If a single proposed development the subject of one development application comprises development that is only partly State significant development declared under subsection (1), the remainder of the development is also declared to be State significant development, except for -</i></p> <p><i>(a) so much of the remainder of the development as the Director General... "</i></p> <p>Part 13 of Schedule 1 of the SEPP provides that the following is State Significant Development (SSD):</p> <p><i>13 Cultural, recreation and tourist facilities</i></p> <p><i>(1) Development that has a capital investment value of more than \$30 million for any of the following purposes:</i></p> <p><i>(a) film production, the television industry or digital or recorded media,</i></p> <p><i>(b) convention centres and exhibition centres,</i></p> <p><i>(c) entertainment facilities,</i></p> <p><i>(d) information and education facilities, including museums and art galleries,</i></p>

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima


**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

Matter	Description
	<p>(e) recreation facilities (major),</p> <p>(f) zoos, including animal enclosures, administration and maintenance buildings, and associated facilities.</p> <p>(2) Development for other tourist related purposes (but not including any commercial premises, residential accommodation and serviced apartments whether separate or ancillary to the tourist related component) that:</p> <p>(a) has a capital investment value of more than \$100 million, or</p> <p>(b) has a capital investment value of more than \$10 million and is located in an environmentally sensitive area of State significance or a sensitive coastal location</p> <p>The definition of an environmentally sensitive area of State significance is (emphasis added):</p> <p>environmentally sensitive area of State significance means—</p> <p>(a) coastal waters of the State, or</p> <p>(b) land identified as “coastal wetlands” or “littoral rainforest” on the Coastal Wetlands and Littoral Rainforests Area Map (within the meaning of State Environmental Planning Policy (Coastal Management) 2018), or</p> <p>(c) land reserved as an aquatic reserve under the Fisheries Management Act 1994 or as a marine park under the Marine Parks Act 1997, or</p> <p>(d) a declared Ramsar wetland within the meaning of the Environment Protection and Biodiversity Conservation Act 1999 of the Commonwealth, or</p> <p>(e) a declared World Heritage property within the meaning of the Environment Protection and Biodiversity Conservation Act 1999 of the Commonwealth, or</p> <p>(f) land identified in an environmental planning instrument as being of high Aboriginal cultural significance or high biodiversity significance, or</p> <p>(g) land reserved as a state conservation area under the National Parks and Wildlife Act 1974, or</p> <p><u>(h) land, places, buildings or structures listed on the State Heritage Register under the Heritage Act 1977, or</u></p> <p>(i) land reserved or dedicated under the Crown Land Management Act 2016 for the preservation of flora, fauna, geological formations or for other environmental protection purposes, or</p> <p>(j) land identified as being critical habitat under the Threatened Species Conservation Act 1995 or Part 7A of the Fisheries Management Act 1994.</p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

Matter	Description
	<p>The site is identified as an item of State heritage significance on the State Heritage Register under the Heritage Act 1977 (SHR No. 0000807) and therefore is an environmentally sensitive area of State significance.</p> <p>The subject proposal is for a tourist related purpose comprising a boutique hotel, function centre, restaurant and associated facilities and the project has a value in excess of \$10 million and therefore the proposal satisfies the requirements of Part 13(2(b)) of Schedule 1 of the SEPP.</p>
<p>Permissibility</p>	<p>Wingecarribee LEP 2010</p> <p>The site is zoned SP1 Correctional Centre pursuant to the Wingecarribee LEP 2010. Development ordinarily permitted with consent includes aquaculture and the purpose shown on the zoning map, including any development that is ordinarily incidental or ancillary to development for that purpose.</p>  <p>Figure 3: Zoning overlay</p> <p>The proposal will likely meet a variety of definitions including:</p> <ul style="list-style-type: none"> • Visitor and tourist accommodation • Food and drink premises • Function centre <p>Whilst these uses are ordinarily prohibited in the zone, as the site is a listed heritage item, Clause 5.10(10) of the Wingecarribee LEP 2010 provides a legislative pathway for these uses to be permissible subject to satisfaction of the prerequisites of the clause:</p> <p><i>(10) Conservation incentives The consent authority may grant consent to development for any purpose of a building that is a heritage item or of the land on which such a building is erected, or for any purpose on an Aboriginal place of heritage significance, even though development for that purpose would</i></p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

Matter	Description
	<p><i>otherwise not be allowed by this Plan, if the consent authority is satisfied that—</i></p> <p><i>(a) the conservation of the heritage item or Aboriginal place of heritage significance is facilitated by the granting of consent, and</i></p> <p><i>(b) the proposed development is in accordance with a heritage management document that has been approved by the consent authority, and</i></p> <p><i>(c) the consent to the proposed development would require that all necessary conservation work identified in the heritage management document is carried out, and</i></p> <p><i>(d) the proposed development would not adversely affect the heritage significance of the heritage item, including its setting, or the heritage significance of the Aboriginal place of heritage significance, and</i></p> <p><i>(e) the proposed development would not have any significant adverse effect on the amenity of the surrounding area.</i></p> <p>The development application will include a Conservation Management Plan (CMP) and the proposed development will be consistent with the recommendations of the CMP and provide for the identified conservation work. Moreover, the application will demonstrate that the proposed development will not adversely affect the heritage significance of the item. Finally, the application will demonstrate that it will not have any significant adverse effect on the amenity of the surrounding area.</p> <p>By demonstrating the satisfaction of the prerequisites identified in Clause 10(a) to (e), the proposed development will be permissible with consent.</p> <p>Section 4.38(2) and (3) of the EP&A Act addresses the issue of permissibility for a State Significant Development and provides that development consent can be granted for a proposal which includes some components which would otherwise be prohibited:</p> <p><i>(2) Development consent may not be granted if the development is wholly prohibited by an environmental planning instrument.</i></p> <p><i>(3) Development consent may be granted despite the development being partly prohibited by an environmental planning instrument.</i></p> <p>As identified above, by demonstrating the satisfaction of the prerequisites identified in Clause 10(a) to (e), the proposed development will be permissible with consent and accordingly will satisfy Section 4.38(2) and (3) of the Act in that it is not wholly prohibited by an environmental planning instrument.</p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel – Argyle Street, Berrima


Matter	Description
Other approvals	<p>Roads Act 1993</p> <p>Section 138 of the Roads Act 1993 requires the consent of the relevant roads authority (the Council or Transport for NSW) for work in, on, under or over a public road.</p> <p>Any works proposed to a public road as part of the Project would require the consent of the relevant road authority. Given the proposed access road will need to connect to Wingecarribee Street an approval is required under section 138 of the Roads Act 1993, from Council which is the relevant authority.</p>
Approvals required if the project was not an SSDA	<p>National Parks and Wildlife Act 1974 (NPW Act)</p> <p>The NPW Act aims to prevent the unnecessary or unwarranted destruction of relics and the active protection and conservation of relics of high cultural significance. The provisions of the Act apply to both indigenous and nonindigenous relics.</p> <p>Consistent with Section 4.41 of the EP&A Act, SSD is exempt from the need for a section 90 permit for the removal of items of Aboriginal heritage.</p> <p>Heritage Act 1977</p> <p>The Heritage Act 1977 is the principal Act for the management of NSW's environmental heritage. It establishes the State Heritage Register (SHR) and includes provisions for Interim Heritage Orders, Orders to Stop Work and archaeological relics (both on land and underwater).</p> <p>Consistent with section 4.41 of the EP&A Act, SSD does not require an approval under Part 4, or an excavation permit under section 139 of the Heritage Act 1977.</p> <p>Water Management Act 2000</p> <p>During the preparation of the EIS an assessment of potential impacts to surface or groundwater will be undertaken.</p> <p>Consistent with section 4.41 of the EP&A Act, SSD does not require an approval for water use (section 89), a water management work (section 90) or an activity (section 91) of the Water Management Act 2000.</p>
Pre-conditions to granting consent	<p>Biodiversity Conservation Act 2016 – Clause 7.9</p> <p>Section 7.9 applies to an application for development consent under Part 4 of the EP&A Act for SSD. In accordance with clause 7.9(2) any such application is to be accompanied by a BDAR or BDAR waiver under the Planning Agency Head and Environment Agency Head determine that the proposed development is not likely have any significant impact on biodiversity values.</p> <p>State Environmental Planning Policy (Biodiversity and Conservation) 2021</p> <p>Chapter 4 Koala Habitat Protection 2021</p>

Matter	Description
	<p>This Chapter applies to the subject site as it is located within the Wingecarribee local government area and specifically the Central and Southern Tablelands and Central Coast Koala management area.</p> <p>There is no approved koala management plan for the land and the site has an area of at least 1 hectare.</p> <p>Clause 4.9(2) to (4) state the following:</p> <p><i>(2) Before a council may grant consent to a development application for consent to carry out development on the land, the council must assess whether the development is likely to have any impact on koalas or koala habitat.</i></p> <p><i>(3) If the council is satisfied that the development is likely to have low or no impact on koalas or koala habitat, the council may grant consent to the development application.</i></p> <p><i>(4) If the council is satisfied that the development is likely to have a higher level of impact on koalas or koala habitat, the council must, in deciding whether to grant consent to the development application, take into account a koala assessment report for the development.</i></p> <p>The proposal will not impact on areas of the site at the far western edge identified as having biodiversity value according to the Biodiversity Values Map and is located either within the existing Gaol walls or within previously cleared areas of the site. As such, the proposal avoids removal of habitat which may be critical to the survival of the species.</p> <p>Chapter 6 Water Catchments</p> <p>Part 6.5 Sydney Drinking Water Catchment</p> <p>Part 6.5 specifically applies to land within the Sydney drinking water catchment alone and aims to provide for healthy water catchments that will deliver high quality water while permitted development that is compatible with that goal and to support the maintenance or achievement of the water quality objectives for the Sydney drinking water catchment.</p> <p>Clause 6.61 states:</p> <p><i>(1) Development consent must not be granted to development relating to any part of the Sydney Drinking Water Catchment unless the consent authority is satisfied the carrying out of the development would have a neutral or beneficial effect on water quality.</i></p> <p><i>(2) For the purposes of determining whether the carrying out of the development would have a neutral or beneficial effect on water quality, the consent authority must, if the development is development to which the NorBE Tool applies, undertake an assessment using the NorBE Tool.</i></p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

Matter	Description
	<p><i>(3) The NorBE Tool applies to development requiring development consent under the Act, Part 4, other than State significant development.</i></p> <p>The proposed development is State significant development and therefore the consent authority is not required to use the NorBE Tool (i.e. the tool titled Neutral or Beneficial Effect on Water Quality Assessment Tool) in determining whether the development would have a neutral or beneficial effect on water quality. Nonetheless, the NorBE tool is considered a practical tool and is proposed to be used to assist the consent authority in forming a state of satisfaction that the development would have a neutral or beneficial effect on water quality.</p> <p>Clause 6.64(1) states:</p> <p><i>Development consent must not be granted to development on land in the Sydney Drinking Water Catchment unless the consent authority has obtained the concurrence of the Regulatory Authority.</i></p> <p>The Department will need to obtain concurrence from Water NSW prior to the grant of consent.</p>
	<p>Wingecarribee LEP 2010 – Clause 5.19A</p> <p>Clause 5.19A relates to function centres. The proposal will include the ability to host functions and so this clause may be relevant, depending upon the final nature of the proposal.</p> <p>Clause 5.19A(2) requires that:</p> <p><i>(2) The consent authority must not grant development consent to development for the purposes of a function centre unless the consent authority is satisfied the development—</i></p> <ul style="list-style-type: none"> <i>(a) will not result in the clearing of native vegetation, and</i> <i>(b) will be carried out having regard to the management of biodiversity outcomes set out in a biodiversity assessment report, and</i> <i>(c) will complement the rural or environmental attributes of the land and its surrounds, and</i> <i>(d) will not adversely affect the agricultural productivity of adjoining land, and</i> <i>(e) will not adversely affect the amenity of the neighbourhood, and</i> <i>(f) will be serviced by adequate access roads taking into account the scale of the development, and</i> <i>(g) will provide for access to adequate wastewater systems to service the land without having an adverse impact on the water quality of the area, and</i>

Matter	Description
	<p>(h) will have adequate provision for stormwater management measures to service the land without having an adverse impact on the water quality of the area, and</p> <p>(i) if the function centre has a gross floor area of more than 500 square metres—will not be carried out in an isolated area that is accessed by traversing—</p> <ul style="list-style-type: none"> (i) through rugged and heavily timbered country, or (ii) along bushland for more than 200 metres on a dead-end road, and <p>(j) will address the potential impacts of bushfires and floods, and</p> <p>(k) will not create a land use conflict due to visual impact or impact on noise, traffic, privacy or other amenities, and</p> <p>(l) will provide for, or will be subject to a management strategy for minimising the development’s impact on the natural environment or neighbourhood amenity that will provide for, the following—</p> <ul style="list-style-type: none"> (i) measures to remove threats of serious or irreversible environmental damage, (ii) mechanisms for monitoring and reviewing the effect of the development on the amenity of the neighbourhood, including impact on noise or traffic
	<p>Wingecarribee LEP 2010 – Clause 5.21</p> <p>Clause 5.21 relates to flood planning. The western edge of the site is flood affected.</p>  <p>Figure 4: Flood planning overlay</p> <p>Clause 5.21(2) provides that:</p> <ul style="list-style-type: none"> (2) Development consent must not be granted to development on land the consent authority considers to be within the flood

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

Matter	Description
	<p><i>planning area unless the consent authority is satisfied the development—</i></p> <p><i>(a) is compatible with the flood function and behaviour on the land, and</i></p> <p><i>(b) will not adversely affect flood behaviour in a way that results in detrimental increases in the potential flood affectation of other development or properties, and</i></p> <p><i>(c) will not adversely affect the safe occupation and efficient evacuation of people or exceed the capacity of existing evacuation routes for the surrounding area in the event of a flood, and</i></p> <p><i>(d) incorporates appropriate measures to manage risk to life in the event of a flood, and</i></p> <p><i>(e) will not adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses.</i></p>
	<p>Wingecarribee LEP 2010 – Clause 7.5(4) Natural Resources Sensitivity – Water</p> <p>The site contains Riparian Land along the western boundary and Clause 7.5(4) provides that:</p> <p><i>(4) Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that—</i></p> <p><i>(a) the development is designed, sited and managed to avoid any potential adverse environmental impact, or</i></p> <p><i>(b) if that impact cannot be avoided—the development is designed, sited and will be managed to minimise that impact, or</i></p> <p><i>(c) if that impact cannot be minimised—the development will be managed to mitigate that impact.</i></p>
	<p>State Environmental Planning Policy (Transport and Infrastructure) 2021 - Clause 2.122(4)</p> <p>The proposal may comprise traffic-generating development in accordance with Schedule 3 the SEPP, and therefore under clause 2.122(4), the consent authority before determining the DA, must:</p> <ul style="list-style-type: none"> • within 7 days after the application is made, give written notice of the application to TfNSW, and • take into consideration - <ul style="list-style-type: none"> • any submission that TfNSW provides in response to that notice within 21 days after the notice was given (unless before the 21 days, TfNSW advises that it will not be making a submission), and <p>the accessibility of the site concerned</p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel – Argyle Street, Berrima

Matter	Description
	<p>State Environmental Planning Policy (Resilience and Hazards) 2021</p> <p>State Environmental Planning Policy (Resilience and Hazards) 2021 (Resilience and Hazards SEPP) requires the consent authority to consider whether the subject land of any rezoning or development application is contaminated. If the land requires remediation to ensure that it is made suitable for a proposed use or zoning, the consent authority must be satisfied that the land can and will be remediated before the land is used for that purpose.</p> <p>The EIS will be accompanied by a Preliminary Site Investigation (PSI) to consider the nature, extent and degree of contamination at the site.</p> <p>The PSI will determine whether a Detailed Site Investigation (DSI) for the site is required, and further, whether a Remediation Action Plan (RAP) is needed to guide ongoing remediation works.</p>
<p>Mandatory matters for consideration</p>	<p>EP&A Act</p> <p>The relevant objects of the Act under section 1.3 must be considered.</p> <p>Section 4.15 of the EP&A Act outlines the matters that a consent authority must take into consideration when determining development applications.</p> <p>These matters are summarised as:</p> <ul style="list-style-type: none"> • provisions of environmental planning instruments (including draft instruments) • planning agreements • the EP&A Regulation • the environmental, social and economic impacts of the development • the suitability of the site • any submissions • the public interest, including the objects of the EP&A Act and the encouragement of ecologically sustainable development (ESD). <p>These requirements will be addressed and detailed in the EIS.</p> <p>State Environmental Planning Policy (Biodiversity and Conservation) 2021</p> <p>Chapter 6 Water Catchments</p> <p>Chapter 6 applies to land within the Sydney drinking water catchment and aims to provide for healthy water catchments that will deliver high quality water while permitted development that is compatible with that goal and to support the maintenance or achievement of the water quality objectives for the Sydney drinking water catchment.</p> <p>The site is located within the Sydney drinking water catchment.</p> <p>Part 6.2 of the SEPP requires the consent authority to consider a number of matters in relation to the following:</p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

Matter	Description
	<p>Clause 6.6 – Water quality and quantity Clause 6.7 – Aquatic ecology Clause 6.8 – Flooding Clause 6.9 – Recreation and public access Clause 6.10 – Total catchment management Clause 6.20 – On-site domestic sewerage systems The matters to be considered will be addressed in the proposed application.</p>
	<p>State Environmental Planning Policy (Sustainable Buildings) 2022 Section 3.4 of SEPP Sustainable Buildings applies to the subject proposal as it is declared to be State significant development by State Environmental Planning Policy (Planning Systems) 2021, section 2.6(1) and specified in that policy, Schedule 1, sections 13–15. Clause 3.4(2) requires the following consideration: <i>(2) In deciding whether to grant development consent to development to which this section applies, the consent authority must consider whether the development will minimise the use of on-site fossil fuels, as part of the goal of achieving net zero emissions in New South Wales by 2050.</i></p>
	<p>Wingecarribee LEP 2010 – Clause 2.3(2) Zone objectives Clause 2.32(2) requires the consent authority to have regard to the objectives for development in a zone when determining a development application in respect of land within the zone.</p>
	<p>Wingecarribee LEP 2010 – Clause 5.10(4) Clause 5.10(4) of the Wingecarribee Local Environmental Plan 2010 specifically applies to heritage items and provides the following: <i>The consent authority must, before granting consent under this clause in respect of a heritage item or heritage conservation area, consider the effect of the proposed development on the heritage significance of the item or area concerned. This subclause applies regardless of whether a heritage management document is prepared under subclause (5) or a heritage conservation management plan is submitted under subclause (6).</i> The proposed development is intended to achieve a positive effect in relation to the heritage significance of the item, which will be demonstrated at the State Significant Development application stage.</p>
	<p>Wingecarribee LEP 2010 – Clause 7.3 Clause 7.3 of the Wingecarribee Local Environmental Plan 2010 relates to earthworks and provides the following:</p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

Matter	Description
	<p>(3) Before granting development consent for earthworks, the consent authority must consider the following matters –</p> <p>(a) the likely disruption of, or any detrimental effect on, existing drainage patterns and soil stability in the locality,</p> <p>(b) the effect of the proposed development on the likely future use or redevelopment of the land,</p> <p>(c) the quality of the fill or of the soil to be excavated, or both,</p> <p>(d) the effect of the proposed development on the existing and likely amenity of adjoining properties,</p> <p>(e) the source of any fill material or the destination of any excavated material,</p> <p>(f) the likelihood of disturbing Aboriginal objects or other relics,</p> <p>(g) proximity to and potential for adverse impacts on any watercourse, drinking water catchment or environmentally sensitive area.</p>
	<p>Wingecarribee LEP 2010 – Clause 7.5(3) Natural Resources Sensitivity – Water</p> <p>The site contains Riparian Land along the western boundary and Clause 7.5(3) provides that:</p> <p>(3) Before granting development consent for development on land to which this clause applies, the consent authority must consider any potential adverse impact of the proposed development on the following –</p> <p>(a) the natural flow regime,</p> <p>(b) the water quality of receiving waters,</p> <p>(c) the waterway’s natural flow paths,</p> <p>(d) the stability of the waterway’s bed, shore and banks,</p> <p>(e) the flow, capacity and quality of groundwater systems.</p>
	<p>Protection of the Environment Operations Act 1997</p> <p>The Protection of the Environment Operations Act 1997 (POEO Act) enforces licences and approvals formerly required under separate Acts relating to air, water and noise pollution, and waste management with a single integrated licence. Under Section 48 of the POEO Act, premise based scheduled activities (as defined in Schedule 1 of the EP&A Act) require an Environment Protection Licence (EPL).</p> <p>Assessments carried out as part of the EIS for the proposal would determine the need for an EPL. The general provisions of the POEO Act in relation to the control of pollution of the environment will apply throughout the development.</p> <p>During construction, appropriate management measures would be implemented in relation to the control of noise, dust, erosion and sedimentation, and stormwater discharge, to ensure that the pollution</p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

Matter	Description
	<p>control provisions of the POEO Act are satisfied. Further details of these management measures will be provided in the EIS.</p> <p>Berrima Village DCP</p> <p>Section 2.10 of the Planning Systems SEPP provides that development control plans do not apply to state significant development. Despite this, the provisions of the Berrima Village DCP will be considered as part of the impact assessment in the EIS.</p>

5.0 ENGAGEMENT

5.1 Engagement carried out

The applicant has undertaken the following engagement to date:

Agency	Engagement
Department of Planning & Environment	The application has discussed the project with the Department.
Wingecarribee Shire Council	The applicant has engaged on multiple occasions throughout 2022 and 2023 with Wingecarribee Shire Council to keep them up to date with progress for the application. This engagement has been high level to date and has not involved the presentation of actual designs.
Berrima Residents Association (BRA)	Initial contact has been made with BRA to provide a point of contact for the project.

5.2 Likely level of interest

Given the nature of the proposal and its potential positive impacts for Berrima, it is likely that the Berrima community will take an interest. Local interest is likely to be from the following groups:

- Berrima Residents Association
- Berrima residents (in general)
- Berrima District Historical and Family History Society
- National Trust of Australia Southern Highlands Branch
- Rotary Club of Berrima District

5.3 Engagement to be carried out

A comprehensive programme of communication and engagement will occur during the preparation of the EIS with relevant stakeholders which will include the relevant State and Local authorities, service and utility providers and surrounding landowners.

It is the intention of Blue Sox Group to collaborate closely with the planning authorities to ensure community participation can inform both planning and project delivery. Primary Engage Bluegrass has been engaged by Blue Sox Group to undertake community and stakeholder engagement as part of the SSD process and have prepared a Stakeholder and Community Engagement Strategy which accompanies this Scoping Report.

The objectives of the Stakeholder and Community Engagement Strategy are to:

- *Identify all stakeholders who have an interest in the proposal;*
- *Develop a plan that outlines future engagement activities for all stakeholders;*
- *Provide clear messages about the benefits of the proposal;*
- *Provide an outline of clear communications tools and channels;*
- *Build and maintain positive relationships with all stakeholders;*
- *Ensure that there are safe, respectful and inclusive opportunities for the community and other stakeholders to express their views regarding the project – including any concerns or feedback they may have;*
- *Identify any opportunities for building positive sentiment across local media, the local community and other stakeholders; and*

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

- *Work to mitigate the risk of opposition to the proposal which would otherwise have a negative impact on the project's timeline and budget.*

A detailed proposed stakeholder and community profile has already been established, as well as a structured approach to timing for engagement, including preliminary engagement intended to commence in late 2023.

At a minimum, the proponent intends to consult with the following parties:

- Department of Planning and Environment
- Transport for NSW
- Wingecarribee Shire Council
- Utility and service authorities including Endeavour Energy, Sydney Water, Jemena and Telstra/ NBN Co
- NSW Rural Fire Service and NSW Fire and Rescue
- Aboriginal community
- Berrima Residents Association
- Residents and landowners in proximity to the site

6.0 ASSESSMENT OF IMPACTS

Based on this preliminary environmental assessment, the following are the key issues that will need to be considered as part of the EIS, and matters that do not require further assessment as part of this concept DA.

6.1 Access, Traffic and Parking

This Scoping Report is supported by a Preliminary Transport Assessment prepared by JMT which identifies the following:

- The proposed development will lead to a modest increase in traffic
- Car parking will be provided on site in accordance with the RMS Guide to Traffic Generating Development
- The proposal is expected to require supplementary works to provide improved access from Wingecarribee Street.

The environmental assessment will include a traffic and transport impact assessment of the proposed development taking into account:

- the proposed access design from Wingecarribee Street
- assessment of traffic volumes generated from the proposal, including traffic associated with construction and operation
- assessment on proposed traffic generation and impacts on the existing road network
- detail on site access, internal loading, and manoeuvring in accordance with the relevant standards and controls
- suitable access for emergency vehicles
- the required car parking provision.

Mitigation and management measures to reduce the proposal's impact will also be identified where relevant.

6.2 Air

The air quality impacts caused by the construction of the proposal to surrounding sensitive receivers will be subject to assessment under the EIS. Mitigation and management measures to reduce the proposal's impact to adverse air quality will also be identified where relevant.

6.3 Amenity

6.3.1 Noise

The proposal intends to create a premium boutique hotel with a focus on recreation and relaxation. A noisy setting would be counter to these efforts. The proposed development is not anticipated to result in excessive noise once construction has completed.

The EIS will be accompanied by a Noise and Vibration Impact Assessment to assess the noise and vibration impacts associated with the construction and ongoing operation of the proposal, including with regards to traffic and functions. Relevant noise mitigation and management measures to reduce noise and vibration will be detailed in the report.

6.3.2 Visual

A view analysis and assessment of the impact upon the visual amenity will be included as part of the environmental assessment.

The development is proposed to be designed and sited with the utmost care to ensure the development does not diminish the heritage significance of the site and its setting. The proposed built form will be designed with a modest scale and design and the elements visible from the surrounding streets will be discrete and consistent with the nature of the proposal of as a boutique premium hospitality offering.

6.4 Biodiversity

The direct footprint of the development is situated either within the existing Gaol walls or upon already cleared parts of the site.

A Flora and Fauna report will also be prepared to assess any potential impact to Flora and Fauna and include Riparian mapping. This report will be prepared early within the SSD assessment to ensure that appropriate steps can be taken early within the design process to achieve the biodiversity impact hierarchy of avoid, minimise, mitigate and offset.

A Biodiversity Development Assessment Report (BDAR) will be undertaken in accordance with the Biodiversity Assessment Method (BAM, 2020) to accompany the EIS, which will address all impacts to threatened ecological communities and species listed under both the BC Act and EPBC Act. The EPBC Act protects Matters of National Environmental Significance (MNES), such as threatened species and ecological communities, migratory species (protected under international agreements), and National Heritage places (among others). Any actions that will or are likely to have a significant impact on the MNES require referral and approval from the Australian Government Environment Minister.

6.5 Built environment

The EIS will be supported by a detailed architectural package which will set out the proposal for the site. The EIS will:

- outline the design rationale for positioning of any new built elements within the Gaol walls and interventions to the existing built form, new external building buildings, road access and parking arrangements considering the site's constraints and opportunities
- include architectural and landscape plans to demonstrate the building positioning (setbacks) from each other, the roads and the boundaries of the site
- outline the cut and fill requirements for the site
- the architectural expression of the proposal alterations and additions on the site and their visual relationship to the existing building
- the materials and composition of the facades and how they response to the retained heritage sandstone facades
- feedback from the State Design Review Panel

6.6 Economic

The EIS will consider the potential economic benefits of the proposal including employment generation, investment in local goods and services, and broader economic growth in the region.

6.7 Hazards and risks

6.7.1 Contamination

The EIS will be accompanied by a Preliminary Site Investigation (PSI) to consider the nature, extent and degree of contamination at the site.

The PSI will determine whether a Detailed Site Investigation (DSI) for the site is required, and whether a Remediation Action Plan (RAP) or remediation is needed.

6.7.2 Flooding

The western and south-western corner of the site are subject to flooding. The EIS will detail the flood affectation on the land and how the design responds to the required flood planning requirements.

6.7.3 Waste

The EIS will detail all likely waste streams that will be generated during construction and outline proposed measures to dispose of the waste offsite in accordance with relevant legislation and guidelines. All construction and operational waste will be reused or recycled where possible.

6.7.4 Dangerous Goods

In NSW any proposal that includes the storage or transport of dangerous goods must be considered having regard to the requirements of State Environment Planning Policy 33 (SEPP 33). SEPP 33 requires the applicant to first undertake a screening analysis, to determine whether a Preliminary Hazard Analysis (PHA) is required to accompany the Development Application (DA) or not.

The specific quantities of dangerous goods to be stored at the site are not known at this stage. Nonetheless, the proposed hotel is unlikely to include a quantity of dangerous goods stored or transported which exceeds the threshold quantities. However, a SEPP 33 Screening Risk Assessment can be prepared to accompany the detailed Development Application following approval of the Concept Plan application. Such a screening assessment would not be appropriate at the Concept Plan stage.

6.8 Aboriginal Due Diligence and Connecting with Country

The EIS will be accompanied by an Aboriginal Cultural Heritage Assessment report which will assess the significance of the site from a cultural and Aboriginal heritage perspective and determine whether the proposal may affect the heritage significance of the site or locality. Consultation will be undertaken in accordance with the Aboriginal Cultural Heritage Consultation Requirements for Proponents 2010 (DECCW).

The design development of the project will evolve with careful consideration and recognition to the importance of the First Nations historic and ongoing care of Country in accordance with the GANSW Connecting with Country Framework.

6.9 Heritage

The site is identified as an item of State heritage significance on the State Heritage Register under the Heritage Act 1977 (SHR No. 0000807). This Scoping Report is accompanied by a Preliminary Heritage Assessment

prepared by Urbis which identifies the heritage significance of the site and confirms that the design is capable of satisfying the requirements of Clause 5.10 of the Wingecarribee LEP 2010.

The EIS will be accompanied by both a Heritage Conservation Management Plan and also a Heritage Impact Statement. The heritage significance of the site and buildings is the principle design consideration for the project. The proposed internal and external works will be sensitively designed so that they do not detrimentally impact on the heritage significance and fabric of the buildings in accordance with the Conservation Management Plan. The materials and composition of the new elements will appropriately respond to the heritage sandstone facades. The design of the proposal will be guided by the conservation policies in the CMP.

6.10 Land (Geotechnical Assessment)

Geotechnical assessment for the suitability of this development will be undertaken to ensure the development is safe and sustainable. From an initial review it appears that the site can be made geotechnically suitable subject to appropriate location of development and design.

6.11 Infrastructure and servicing

The EIS will assess the impact the proposal will have on existing utility services and service provider assets surrounding the site. The infrastructure requirements and augmentation needed (on and off site) to support the development will be outlined and assessed. This includes with regards to water, sewerage, electricity, telecommunications infrastructure.

6.12 Social

As discussed above the EIS will be accompanied by a Noise and Vibration Impact Assessment, and visual impacts will be considered. A social impact assessment will also be prepared in accordance with the Department's Social Impact Assessment Guideline.

6.13 Water

The proposed development will involve an increase in impervious and semi impervious areas within the site. This increase of impervious area will increase stormwater runoff within the local system. The introduction of additional vehicles will further add to the stormwater treatment requirements.

The site has extensive permeable areas that will remain to attenuate and treat flows, with a stormwater management scheme proposed to further treat and manage flow rates.

The EIS will be accompanied by an Integrated Water Management Strategy including suitable modelling to address the potential for increased impact on downstream receptors as part of the environmental assessment. It will focus on varied water quality and quantity resulting from the development. Suitable mitigation measures and development measures will be recommended as part of the assessment.

6.14 Waste Water

The proposed development will be accompanied by a Water Cycle Management Plan which will demonstrate the development will achieve a neutral or beneficial effect on the quality of water discharged from the site. This will include a use of the NorBE tool.

6.15 Other Matters

The EIS will also address:

- Capital investment
- Building Code of Australia compliance
- Accessibility
- Tree removal
- Sustainability
- Landscape Design
- Crime Prevention Through Environmental Design
- Site suitability and the public interest

7.0 CONCLUSION

The purpose of this report is to request project-specific SEARs for the preparation of an EIS to support the proposed hotel and tourist facility known as the Berrima Gaol Hotel at 2-4 Argyle Street and 30 Wingecarrie Street, Berrima within the Wingecarrie Shire Council local government area.

This SEARs request outlines the approval pathway for the application, the legislative framework, and the key matters for consideration in the assessment of the application. The EIS will demonstrate how the proposal is suitable for the site and that potential environmental impacts can be appropriately mitigated, minimised, or managed to avoid any unacceptable impacts.

Consultation with government agencies and the surrounding community throughout the following stages and development of the proposal will ensure the most favourable outcomes.

The receipt of SEARs will enable the proposed development to move to the EIS stage where specialist studies as identified above will be commissioned and more detailed investigations undertaken.

SUTHERLAND & ASSOCIATES PLANNING

APPENDIX A

Sutherland & Associates Planning Pty Ltd

SCOPING SUMMARY TABLE

A

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Request for Secretary Environmental Assessment Requirements - Berrima Hotel - Argyle Street, Berrima

Level of Assessment	Matter	CIA	Engagement	Relevant government plans, policies and guidelines	Scoping report reference
Detailed	Access	Y	Specific	<ul style="list-style-type: none"> Guide to Traffic Management – Part 3 Traffic Studies and Analysis (Austroads, 2013) Guide to Traffic Generating Developments Version 2.2 (RTA, 2002) 	Section 6.1
Standard	Air	N	General	The Approved Methods for the Modelling and Assessment of Air Pollutants in NSW (EPA 2016)	Section 6.2
Detailed	Noise	Y	General	Interim Construction Noise Guideline (Department of Environment, Climate Change and Water, 2009)	Section 6.3.1
Standard	Visual	N	General	Refer to scoping report	Section 6.3.2
Detailed	Biodiversity	Y	General	Consistent with the Biodiversity Conservation Act 2016	Section 6.4
Standard	Built Environment	N	General	Refer to scoping report	Section 6.5
Standard	Economic	N	General	Refer to scoping report	Section 6.6
Standard	Contamination	N	General	<ul style="list-style-type: none"> State Environmental Planning Policy (Resilience and Hazards) 2021 Managing Land Contamination: Planning Guidelines SEPP 55 – Remediation of Land (Department of Urban Affairs and Planning and Environment Protection Authority, 1998) 	Section 6.7.1
Standard	Flooding	No	General	Refer to scoping report	Section 6.7.2
Standard	Waste	No	General	<ul style="list-style-type: none"> Waste Classification Guidelines (DECCW, 2009) Waste Avoidance and Resource Recovery Act 2001 	Section 6.7.3
Detailed	Aboriginal	No	Specific	Aboriginal Cultural Heritage Consultation Requirements for Proponents 2010 (DECCW)	Section 6.8
Detailed	Heritage	N	Specific	CMP and HIS	Section 6.9
Detailed	Infrastructure and Servicing	Y	General	Refer to scoping report	Section 6.11
Standard	Social	N	General	Refer to scoping report	Section 6.12
Standard	Water	N	Specific	Refer to scoping report	Section 6.13
Standard	Engagement	N	Specific	Undertaking Engagement Guidelines for State Significant Projects, Nov 2021	Section 5



21 MARCH 2024

Department of Planning, Housing and Infrastructure (DPHI)
4 Parramatta Square, 12 Darcy Street
Parramatta NSW 2150

Dear Sir/Madam

**Berrima Gaol Hotel State Significant Development (SSD) –
Input into Secretary’s Environmental Assessment Requirements (SEARs)**

This letter is in response to your correspondence dated 30 January 2024 requesting input for the Secretary’s Environmental Assessment Requirements (SEARs) for the proposed adaptive re-use of the former Berrima Gaol as a tourist facility, being a State Significant Development under the Environmental Planning and Assessment Act 1979.

Council acknowledges that a Planning Proposal is not required or requested as the proposal is permissible under the Wingecarribee Local Environmental Plan 2010, Clause 5.10(10)—conservation incentives clause for heritage items.

Council strongly encourages the Department to require a Master Plan for the Berrima Gaol/Hotel precinct as a part of the SEARs, due to the State heritage significance of the site and its environs. In doing so, the application can best be strategically considered and sensitively curated with specific development outcomes that demonstrate design excellence within a heritage precinct, the village streetscapes and riparian landscapes. A Master Plan approach is also effective in setting and tempering community expectations and avoiding cumulative development impacts, with an aim to achieve good development outcomes for the local community on this significant cultural and physical landmark.

Council acknowledges and supports that a Conservation Management Plan (CMP) and a Heritage Impact Statement (HIS) will be prepared for the site, as outlined in the Scoping Report and as per heritage best practice.

An architectural design competition is strongly recommended by Council to provide the community and stakeholders with options that show design excellence in heritage adaptive

We're with you

 Civic Centre
68 Elizabeth Street
Moss Vale
Gundungurra Country

 PO Box 141 Moss Vale
NSW 2577

ABN 49 546 344 354

 02 4868 0888

 mail@wsc.nsw.gov.au

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

reuse. The use of three or more conceptual options curated from well-regarded architectural firms will heighten overall engagement outcomes for the proposed development within the Berrima and broader Southern Highlands communities.

It is strongly recommended that the Berrima Development Control Plan is considered as a part of the Environmental Impact Statement (EIS) being prepared. These controls were developed in conjunction with the Berrima community and have robustly guided development and preserved character of the historic village of Berrima.

It is assumed that relevant heritage documents would be known to the Department of Planning, Housing and Infrastructure as the site is a State Heritage Item. However, Council's recommendation of relevant heritage inventory sheets are listed below:

- Berrima Correctional Centre (State Heritage Register)
<https://www.hms.heritage.nsw.gov.au/App/Item/ViewItem?itemId=5045150>
- Berrima Correctional Centre (formerly Gaol) local heritage item comprising:
 - Inventory sheet: Correctional Centre Group
<https://www.hms.heritage.nsw.gov.au/App/Item/ViewItem?itemId=2680109>
 - Inventory sheet: Gatehouse and Walls
<https://www.hms.heritage.nsw.gov.au/App/Item/ViewItem?itemId=2680110>
 - Inventory sheet: 1945 Section
<https://www.hms.heritage.nsw.gov.au/App/Item/ViewItem?itemId=2680484>
- Bull's Head Drinking Fountain (located on the exterior of the gaol walls on Wilshire Street and separately listed):
<https://www.hms.heritage.nsw.gov.au/App/Item/ViewItem?itemId=2680111>
- Superintendent's House (separately listed but on the same lot as the Gaol)
<https://www.hms.heritage.nsw.gov.au/App/Item/ViewItem?itemId=2680107>

Wingecarribee Shire Council also wishes to recommend appropriate SEARs conditions to mitigate flood impacts due to the flood affected land to the western edge of the site, under clause 5.21 of Wingecarribee Local Environmental Plan 2010. Best-practice Water Sensitive Urban Design (WSUD) should be utilised to ensure impacts on riparian land minimised.

This submission was considered and endorsed by Council at its Ordinary General Meeting held on 20 March 2024 and is consistent with Professional Officer's input provided on 19 February 2024.



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Should you require any additional information please contact Deniz Kilic, Executive Manager Strategic Outcomes by phone on 02 4868 0888 during business hours, Monday to Friday or by email at Deniz.Kilic@wsc.nsw.gov.au.

Yours Sincerely

Lisa Miscamble
GENERAL MANAGER



**8.3 1 Bowman Road Moss Vale - Planning Proposal to amend Schedule 1
WLEP 2010 - List Business Premises as an Additional Permitted Use**

Report of: Susan Stannard
Coordinator Strategic Policy

Authorised by: Deniz Kilic
Executive Manager Strategic Outcomes

PURPOSE

The purpose of this report is to progress a Planning Proposal to amend Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan (WLEP) 2010 to permit with consent business premises at 1 Bowman Road, Moss Vale, being Lot 2 DP 1249526.

Applicant/Proponent	Wingecarribee Shire Council
Owner	Wingecarribee Shire Council
Consultants	N/A
Notification	N/A
Number of submissions	N/A
Current Zoning	E4 General Industrial
Proposed LEP Amendment/s	Permit with consent business premises for the purpose of animal welfare to a maximum floor space of 30m ² within the community facility building approved for the purposes of an animal shelter at 1 Bowman Road Moss Vale, being Lot 2 DP 1249526.
Political Donations	N/A
Recommendation	The Planning Proposal to amend Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan (WLEP) 2010 to permit with consent, a <i>business premises at 1 Bowman Road Moss Vale, being Lot 2 DP 1249526</i> , be supported and submitted for a Gateway Determination in accordance with s3.34 of the <i>Environmental Planning & Assessment Act 1979</i> .

THIS MATTER WAS CONSIDERED BY THE WINGECARRIBEE LOCAL PLANNING PANEL ON 28 FEBRUARY 2024

OFFICER'S RECOMMENDATION

THAT The Planning Proposal to amend Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan (WLEP) 2010 to permit with consent, a *business premises at 1 Bowman Road Moss Vale, being Lot 2 DP 1249526*, be supported and submitted for a Gateway Determination in accordance with s3.34 of the *Environmental Planning & Assessment Act 1979*.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

REPORT

BACKGROUND

This matter was considered at the Wingecarribee Local Planning Panel Meeting of 28 February 2024 at which time the following advice was provided.

ADVICE:

The Panel does not support the Planning Proposal to amend Schedule 1 of WLEP 2010 to permit Business Premises with consent on land at 1 Bowman Road Moss Vale, being Lot 2 DP 1249526, in its current form. The Panel is not satisfied that the Planning Proposal provides adequate Strategic merit justification.

The Panel is also concerned that enabling “business premises” on the site is too broad, as it would potentially enable the whole site to be used for any business-related purpose.

The Panel advises if Council is to proceed with the Planning Proposal the “business premises”, should be specified to a particular business use that complements and supports the approved community-based animal shelter. It should also restrict the floor area of any such business premises.

REASONS:

The Panel is of the view that the Planning Proposal needs to better address the relevant strategic planning framework applying to the site in order to establish strategic merit for the Planning Proposal. The Panel is also of the view that allowing business premises as an APU on the site without more specific and tighter controls could result in an undesirable planning outcome where the whole site was used for business premises noting that it is a relatively broad land use term.

VOTING: 4:0

It is noted that the Officer’s recommendation to the Local Planning Panel Meeting of 28 February 2024 was:

The Planning Proposal to amend Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan (WLEP) 2010 to permit with consent, a business premises at 1 Bowman Road Moss Vale, being Lot 2 DP 1249526, be supported and submitted for a Gateway Determination in accordance with s3.34 of the Environmental Planning & Assessment Act 1979.

The report and the attached Planning Proposal have been amended to incorporate the Panel’s advice regarding stronger strategic merit. The strengthened strategic merit also addresses the nature of the business premises and the proposed limitation of floor space to 30m². The Panel’s advice to numerically limit the floor space area for businesses premises to 30m² is viewed as an unnecessarily prescriptive planning approach. The broader area is expected to evolve as the Southern Highlands Innovation Park (SHIP) is realised in the coming years. The emerging vision and draft master planning for the SHIP would likely seek to facilitate business premises to be permissible right across the SHIP. Therefore, the Panel’s advice for proposed floor space area controls in the LEP is unnecessarily prescriptive and complicates an already complicated NSW planning system.

PLANNING PROPOSAL

The subject land is located on the southern edge of a broader area of industrial zoned land identified as the Southern Highlands Innovation Park (SHIP) as indicated in **Figure 1** below. The land is located on the corner of Bowman Road and Berrima Road as indicated in **Figure 2** below and forms part of a group of Council-owned properties which serve the Shire in a range of capacities, including the Southern Regional Livestock Exchange, the Wingecarribee Resource Recovery Centre and the Moss Vale Cemetery. The land covers an area of some 8,264m² and is zoned E4 General Industrial under the Wingecarribee Local Environmental Plan (WLEP) 2010. The land is owned by Wingecarribee Shire Council.

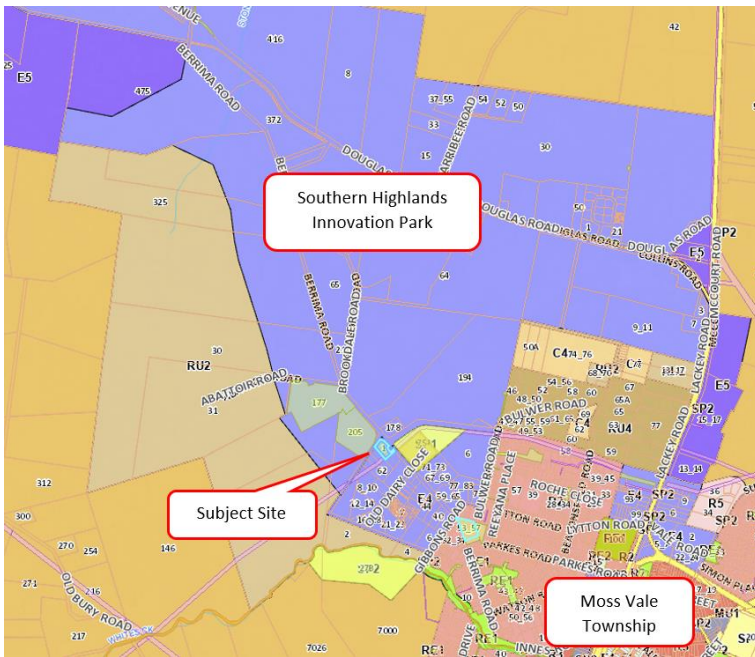


Figure 1 - Zoning context for the subject land

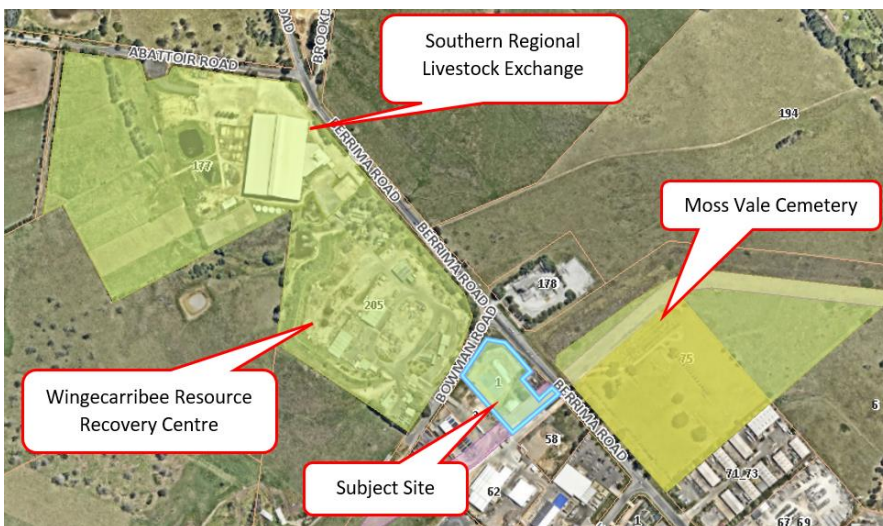


Figure 2 – Location of the subject land

A current approval (DA 23/1087) applies to the land for the construction of two community facility buildings on the site, one being an animal shelter and the other a State Emergency Services (SES) facility. The animal shelter and SES facility are currently under construction. The approved design for the animal shelter building includes a ‘multi-purpose room’ of 25.78m². The proposed floor plan for the animal

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

shelter component of the development is indicated at **Figure 3** below. The proposed multi-purpose room is indicated.



Figure 3 Floor Plan for animal shelter building

Independent legal advice concluded that such a facility could not be considered an ‘ancillary’ use to the primary use (community facility for the purpose of an animal shelter) due to the intention to lease the room to an independent operator. Therefore, a separate land use definition under WLEP 2010 would need to be identified and a separate development approval would subsequently be required.

It is considered that ‘*business premises*’ would be the most appropriate land use definition, being:

- (a) an occupation, profession or trade (other than an industry) is carried on for the provision of services directly to members of the public on a regular basis, or
- (b) a service is provided directly to members of the public on a regular basis

As noted previously, the subject land is zoned E4 General Industrial. The proposed land use of *business premises* is identified as a prohibited land use within this zone, as indicated in the following extract from the WLEP land use table.

Prohibited

*Agriculture; Air transport facilities; Airstrips; Amusement centres; **Business premises**; Camping grounds; Cemeteries; Correctional centres; Crematoria; Eco-tourist facilities; Exhibition homes; Exhibition villages; Farm buildings; Forestry; Health services facilities; Heavy industrial storage establishments; Highway service centres; Home occupations (sex services); Industries; Open cut mining; Residential accommodation; Restricted premises; Retail premises; Schools; Sex services premises; Tourist and visitor accommodation; Water recreation structures; Wharf or boating facilities*

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Where a land use is prohibited within a zone, the Standard Instrument Local Environmental Plan, on which WLEP 2010 is based, provides for the use of Schedule 1 of the LEP to permit, with development consent, nominated uses not otherwise permitted in the zone. This amendment to WLEP 2010 is achieved by means of a Planning Proposal. A Planning Proposal requires the demonstration of both strategic and site-specific merit to support the proposed amendment.

The Planning Proposal to undertake the proposed amendment forms **Attachment 1** to this report.

Strategic Merit

The objectives of the E4 General Industrial zone under WLEP 2010 are as follows:

- *To provide a range of industrial, warehouse, logistics and related land uses.*
- *To ensure the efficient and viable use of land for industrial uses.*
- *To minimise any adverse effect of industry on other land uses.*
- *To encourage employment opportunities.*
- *To enable limited non-industrial land uses that provide facilities and services to meet the needs of businesses and workers.*
- *To allow non-industrial land uses, including certain commercial activities, that, because of the type, scale or nature of the use, are appropriately located in the zone and will not impact the viability of business and commercial centres in Wingecarribee.*
- *To ensure new development and land uses incorporate measures that take into account the spatial context and mitigate potential impacts on neighbourhood amenity and character and the efficient operation of the local and regional road system.*

Council considers this zone to be appropriate for this area of the SHIP at this time and does not want to pre-empt the SHIP Master Plan process by rezoning the site. Instead, Council prefers to seek an additional permitted use (APU under Schedule 1 WLEP 2010) for the purpose of “business premises” for the subject land.

The area of the SHIP within which the subject land is located has been identified within a draft Strategic Positioning Paper prepared for Council by SGS Economics and Planning as serving several potential functions, including and local activity hub, tertiary education or equine hub, both connecting with the RU2 Rural Landscape and C3 Environmental Conservation zones to the south. More broadly, the area is also identified as a potential ‘population serving’ area, providing a range of goods and services without adversely affecting or competing with the establish Moss Vale town centre.

The purpose of the proposed leasing of the designated multi-purpose room is to encourage the commercial activation of the site for the benefit of the broader community, and for Council through the opportunity for an animal welfare related business which would complement and support the broader purpose of the building, being the new animal shelter.

The proposed use of the site for an appropriate *business premises* aligned with animal welfare located within the nominated space is considered strategically consistent with the following specific objectives of the zone,

- *To encourage employment opportunities, and*
- *To allow non-industrial land uses, including certain commercial activities, that, because of the type, scale or nature of the use, are appropriately located in the zone*

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

and will not impact the viability of business and commercial centres in Wingecarribee.

The proposed multi-purpose room is considered to offer a commercially attractive niche opportunity for an owner-operated business, perhaps enabling a 'start-up' business to establish and develop. Presumably, the animals in the shelter facility itself could also benefit from the convenience of such a business on the premises. Concern for animal welfare, be it domestic or native, is an endearing quality shared throughout the Wingecarribee community and the proposed lease of a small room within the community facility building would seem to be entirely in keeping with those community values.

It is acknowledged that the proposed Schedule 1 amendment of the officer's recommendation does not reflect the advice provided by the Local Planning Panel in that it is not specific in the type of business premises or the maximum floor space that would be supported.

It is the Professional Officer's view that these matters would be addressed at any subsequent Development Application stage. If they were to vary from the original intent of the amendment to enable an independent animal welfare related business within the designated multi- purpose room of 25.78m², Council would still be required to assess the application against the objectives of the zone and the location of the subject land within the Southern Highlands Innovation Park, a precinct primarily intended to provide for a variety of business uses.

Site Specific Merit

The subject land is located within a 'hub' of community focussed buildings owned and operated by Wingecarribee Shire Council. These include the Resource Recovery Centre (RRC) and the Southern Regional Livestock Exchange. The animal shelter currently operates from within the in RRC and offers dog and cats for adoption. The new facility on the subject land will continue this work and would be an ideal location for a small animal welfare business such as dog grooming. The subject land is easily accessible for most areas of the Shire via Berrima Road.

A DA approval (DA23/1087) has been finalised for the construction of a community facility on Council owned land at 1 Bowman Road Moss Vale. The approval includes a building to be used for an animal shelter and a building for use by the SES (State Emergency Services). The approval provides for a multi-purpose room of some 25.78m². It is Council's intention to lease this room for the purpose of an appropriate business aligned with animal welfare and care, such as an animal grooming service. Such a use would encourage commercial activation of the site for the benefit of the broader community, and for Council through the leasing of the designated space.

A subsequent DA would be required to address the detailed operation of the proposed business, but at this stage it is considered that an animal grooming service would be a suitable land use for the site, given its location, access and parking availability. It is noted that if, at a future time, a different location or business were proposed, they would be subject to Council consent with regard to compliance with the objectives of the zone and the intent of the business premises.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

COMMUNICATION AND CONSULTATION

Community Engagement

Internal Communication and Consultation

Discussions among officers from Council's Strategic Outcomes, Business and Property and Project Delivery teams have occurred to determine the most appropriate mechanism for proceeding. No external referrals have occurred at this time. The Gateway Determination generally requires referral to WaterNSW and the Rural Fire Service. Public exhibition requirements will also be set out in the Gateway Determination.

External Communication and Consultation

Agency referrals and community consultation would occur as required by the Gateway Determination.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

The proposed inclusion of the business premises would support the proposed community facility to the benefit of the community.

Broader Economic Implications

The proposed inclusion of the business premises within the proposed community facility would provide commercial activation of the site within a broader economic zone.

Culture

There are no cultural issues in relation to this report.

Governance

The Planning Proposal would be processed in accordance with relevant legislation and Departmental guidelines.

COUNCIL BUDGET IMPLICATIONS

No Council budgets are affected by this Planning Proposal.

RELATED COUNCIL POLICY

No Council Policies are affected by this Planning Proposal.

CONCLUSION

Council previously resolved to include a small area within the animal shelter building to lease to an appropriate tenant for an animal welfare purpose such as an animal grooming service. Such a use would be defined under WLEP 2010 as a 'business premises'. Since the E4 General Business zone, which applies to the subject land, does not permit business premises, an amendment to Schedule 1 of WLEP 2010 to allow this use as an additional permitted use is considered the most efficient way of progressing such a land use on the site. This is done by means of a Planning Proposal. A draft Planning Proposal accompanies this report and is recommended to the Planning Proposal proceed for Gateway Determination.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

ATTACHMENTS

1. Planning Proposal-v 1-for Gateway-1 Bowman Road Moss Vale [8.3.1 - 22 pages]



Planning Proposal

to amend Wingecarribee Local Environmental Plan 2010

Purpose of Amendment:

To amend Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan (WLEP) 2010 to permit with consent, a business premises at 1 Bowman Road Moss Vale, being Lot 2 DP 1249526

Prepared by Wingecarribee Shire Council in accordance with the Local Environmental Plan Making Guideline (August 2023)

The Planning Proposal has been categorised as *Standard*

Version 1 for Gateway Determination

March 2024

We're with you

 Civic Centre
68 Elizabeth Street
Moss Vale
Gundungurra Country

 PO Box 141 Moss Vale
NSW 2577

ABN 49 546 344 354

 02 4868 0888

@ mail@wsc.nsw.gov.au

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

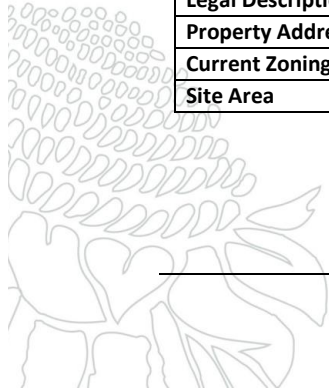
Introduction

Description

Wingecarribee Shire



Legal Description	Lot 2 DP 1249526
Property Address	1 Bowman Road Moss Vale
Current Zoning	E4 General Industrial
Site Area	8,264m2



Part 1 – Objectives & Intended Outcomes of the Planning Proposal

The objective of the Planning Proposal is to enable development for the purpose of a business premises on land at 1 Bowman Road Moss Vale.

Part 2 - Explanation of the Provisions

- To achieve the intended outcomes of the Planning Proposal the following amendments to the WLEP 2010 instrument will be required:
 - *New subclause within Schedule 1 of WLEP 2010 as follows:*

21A Use of certain land at Bowman Road Moss Vale
(1) This clause applies to land at 1 Bowman Road, Moss Vale, being Lot 2 DP 1249526
(2) Development for the purpose of a business premises is permitted with consent.
- To achieve the intended outcomes of the Planning Proposal the following amendments to WLEP 2010 maps will be required:
 - *Identification of the subject land on the Schedule 1 map.*

A draft map accompanies the Planning Proposal.

Part 3 - Justification of Strategic & Site-specific Merit

Strategic Merit

The subject land is located on the southern edge of a broader area of industrial zoned land identified as the Southern Highlands Innovation Park (SHIP) as indicated in **Figure 1** below.

The land is located on the corner of Bowman Road and Berrima Road as indicated in **Figure 2** below and forms part of a group of Council owned properties which serve the Shire in a range of capacities, including the Southern Regional Livestock Exchange, the Wingecarribee Resource Recovery Centre and the Moss Vale Cemetery.

The land covers an area of some 8,264m² and is zoned E4 General Industrial under the Wingecarribee Local Environmental Plan (WLEP) 2010. The land is owned by Wingecarribee Shire Council.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

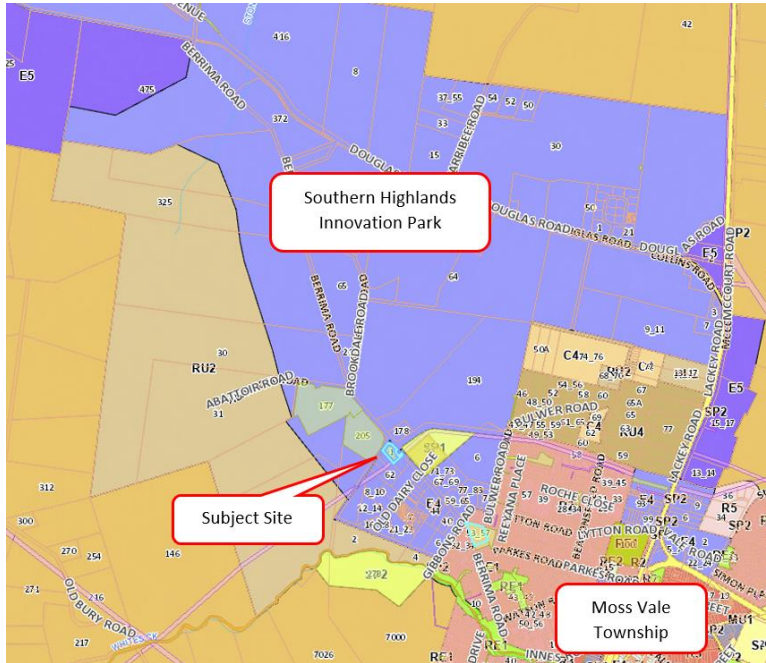


Figure 1 - Zoning context for the subject land

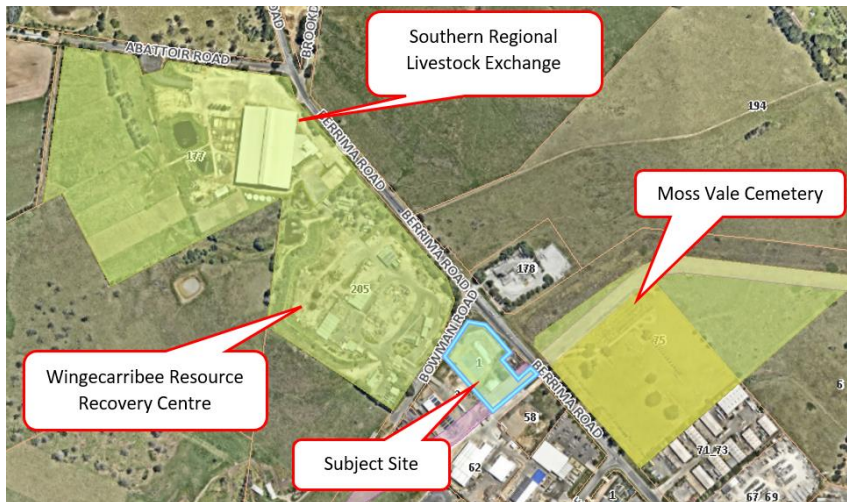


Figure 2 – Location of the subject land

A current approval (DA 23/1087) applies to the land for the construction of two community facility buildings on the site, one being an animal shelter and the other a State Emergency Services (SES) facility. The approved design for the animal shelter building includes a ‘multi-purpose room’ of 25.78m². The proposed floor plan for the animal shelter component of the development is indicated at **Figure 3** below. The proposed multi-purpose room is indicated.

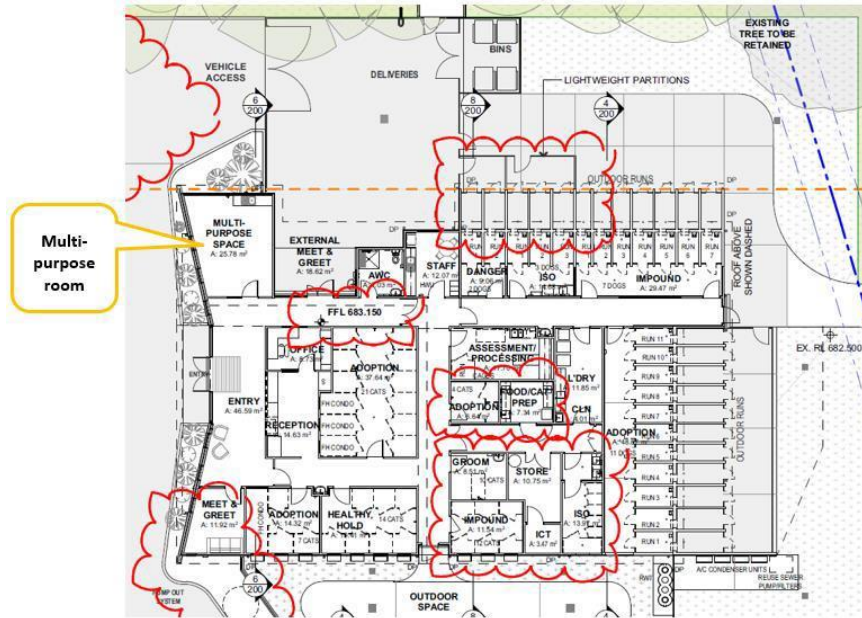


Figure 3 Floor Plan for animal shelter building

The intent of the multi-purpose room is to enable it to be leased to an independent operator for a business aligned with animal welfare, such a dog grooming. Independent legal advice concluded that this intention could not be considered as an ‘ancillary’ use to the primary use (i.e. community facility for the purpose of an animal shelter), due to its proposed leasing to an independent operator, and, therefore, a separate land use definition under WLEP 2010 would need to be identified and a separate development approval would subsequently be required for this land use to proceed within the identified room designated for this purpose.

It is considered that ‘business premises’ would be the most appropriate land use definition, being:

- (a) an occupation, profession or trade (other than an industry) is carried on for the provision of services directly to members of the public on a regular basis, or
- (b) a service is provided directly to members of the public on a regular basis

As noted previously, the subject land is zoned E4 General Industrial. The proposed land use of *business premises* is identified as a prohibited land use within this zone, as indicated in the following extract from the land use table.

Prohibited

*Agriculture; Air transport facilities; Airstrips; Amusement centres; **Business premises**; Camping grounds; Cemeteries; Correctional centres; Crematoria; Eco-tourist facilities; Exhibition homes; Exhibition villages; Farm buildings; Forestry; Health services*

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

facilities; Heavy industrial storage establishments; Highway service centres; Home occupations (sex services); Industries; Open cut mining; Residential accommodation; Restricted premises; Retail premises; Schools; Sex services premises; Tourist and visitor accommodation; Water recreation structures; Wharf or boating facilities

The strategic and site-specific merit for this Proposal are set out below.

Strategic Merit

As noted above, the subject land is located on the southern eastern boundary of the Southern Highlands Innovation Park (SHIP). Apart from two areas zoned E5 Heavy Industrial on the western and eastern boundaries of the SHIP, all of the land within it is zoned E4 General Industrial. The objectives of the E4 General Industrial zone under WLEP 2010 are as follows:

- *To provide a range of industrial, warehouse, logistics and related land uses.*
- *To ensure the efficient and viable use of land for industrial uses.*
- *To minimise any adverse effect of industry on other land uses.*
- *To encourage employment opportunities.*
- *To enable limited non-industrial land uses that provide facilities and services to meet the needs of businesses and workers.*
- *To allow non-industrial land uses, including certain commercial activities, that, because of the type, scale or nature of the use, are appropriately located in the zone and will not impact the viability of business and commercial centres in Wingecarribee.*
- *To ensure new development and land uses incorporate measures that take into account the spatial context and mitigate potential impacts on neighbourhood amenity and character and the efficient operation of the local and regional road system.*

Council considers this zone to be appropriate for this area of the SHIP and so does not want to rezone the land. Instead, Council prefers to seek an additional permitted use for the purpose of business premises for the subject land.

The area of the SHIP within which the subject land is located has been identified within the Strategic Positioning Masterplan prepared for Council by SGS Economics and Planning as serving several potential functions, including and local food hub or equine hub, both connecting with the RU2 Rural Landscape and C3 Environmental Conservation zones to the south. More broadly, the area is also identified as a potential 'population serving' area, providing a range of goods and services without adversely affecting the establish Moss Vale town centre.

The purpose of the proposed leasing of the designated multi-purpose room is to encourage the commercial activation of the site for the benefit of the broader community, and for Council through the opportunity for an animal welfare related business which would complement and support the broader purpose of the building, being the new animal shelter.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

The proposed use of the site for an appropriate *business premises* aligned with animal welfare is considered strategically consistent with the following specific objectives of the zone,

- *To encourage employment opportunities, and*
- *To allow non-industrial land uses, including certain commercial activities, that, because of the type, scale or nature of the use, are appropriately located in the zone and will not impact the viability of business and commercial centres in Wingecarribee.*

The proposed multi-purpose room is considered to offer a commercially attractive niche opportunity for an owner-operated business, perhaps enabling a 'start-up' business to establish and develop. Presumably, the animals in the shelter facility itself could also benefit from the convenience of such a business on the premises. Concern for animal welfare, be it domestic or native, is an endearing quality shared throughout the Wingecarribee community and the proposed lease of a small room within the community facility building would seem to be entirely in keeping with those community values.

It is acknowledged that the proposed Schedule 1 amendment is not specific in the type of business premises or the maximum floor space that would be supported. These matters would be addressed at any subsequent Development Application stage. If they were to vary from the original intent of the amendment to enable an independent animal welfare related business within the designated multi-purpose room of 25.78m², Council would still be required to assess the application against the objectives of the zone and the location of the subject land within the Southern Highlands Innovation Park, a precinct primarily intended to provide for a variety of business uses.

Site-specific Merit

The subject land is located within a 'hub' of community focussed buildings owned and operated by Wingecarribee Shire Council. These include the Resource Recovery Centre (RRC) and the Southern Regional Livestock Exchange. The animal shelter currently operates from within the in RRC and offers dog and cats for adoption. The new facility on the subject land will continue this work and would be an ideal location for a small animal welfare business such as dog grooming. The subject land is easily accessible for most areas of the Shire via Berrima Road.

A DA approval (DA23/1087) has been finalised for the construction of a community facility on Council owned land at 1 Bowman Road Moss Vale. The approval includes a building to be used for an animal shelter and a building for use by the SES (State Emergency Services). The animal shelter building is to include a room of some 25.78m² intended for the purpose of an appropriate business aligned with animal welfare and care, such as an animal grooming service. Such a use would encourage commercial activation of the site for the benefit of the broader community, and for Council through the leasing of the designated space.

A subsequent DA would be required to address the detailed operation of the proposed business, but at this stage it is considered that an animal grooming service would be a suitable land use for the site, given its location, access and parking availability. It is noted that if, at a future time, a different location

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

or business were proposed, they would be subject to Council consent with regard to compliance with the objectives of the zone and the intent of the business premises.

Section A – Need for the Planning Proposal

1 - Is the Planning Proposal a result of an endorsed LSPS, strategic study or report?

The Planning Proposal is the result of a resolution of Council.

2 - Is the Planning Proposal the best means of achieving the objectives or intended outcomes or is there a better way?

The use of Schedule 1 to provide the additional permitted use of a business premises is the most efficient and effective means of achieving the proposed outcome. It has been determined that such a use could not be considered as ancillary development.

Section B – Relationship to the Strategic Planning Framework

3 - Will the Planning Proposal give effect to the objectives and actions of the SE & Tablelands Regional Plan (including any draft plans or strategies)?

The Planning Proposal supports the objectives and action of the South East & Tablelands Regional Plan by encouraging business activation of this site which is located within the Southern Highlands Innovation Park while also delivering a community benefit.

4 - Is the Planning Proposal consistent with Council's adopted and endorsed Local Strategic Planning Statement and Local Housing Strategy?

The use of the land for this purpose is consistent with the adopted LSPS. It would also be consistent with the objectives of the Southern Highlands Innovation Park within which the land is located.

5 - Is the Planning Proposal consistent with any other applicable State and regional studies or strategies?

No other state or regional strategies are considered relevant.

6 - Is the Planning Proposal consistent with applicable SEPPs?

SEPP (Housing) 2021	<i>The intent of this SEPP is to deliver a sufficient supply of safe, diverse and affordable housing</i> https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0714
----------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Assessment – Consistent
The principles of this Policy are:

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

- (a) enabling the development of diverse housing types, including purpose-built rental housing,
- (b) encouraging the development of housing that will meet the needs of more vulnerable members of the community, including very low to moderate income households, seniors and people with a disability,
- (c) ensuring new housing development provides residents with a reasonable level of amenity,
- (d) promoting the planning and delivery of housing in locations where it will make good use of existing and planned infrastructure and services,
- (e) minimising adverse climate and environmental impacts of new housing development,
- (f) reinforcing the importance of designing housing in a way that reflects and enhances its locality,
- (g) supporting short-term rental accommodation as a home-sharing activity and contributor to local economies, while managing the social and environmental impacts from this use,
- (h) mitigating the loss of existing affordable rental housing.

The Planning Proposal does not impact the SEPP and is therefore considered consistent with it.

SEPP (Transport and Infrastructure) 2021

The intent of this SEPP is to provide well-designed and located transport and infrastructure integrated with land use

<https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0732>

Assessment – Consistent

The key intentions of this SEPP include:

- (a) improving regulatory certainty and efficiency through a consistent planning regime for infrastructure and the provision of services, and
- (b) providing greater flexibility in the location of infrastructure and service facilities, and
- (c) allowing for the efficient development, redevelopment or disposal of surplus government owned land, and
- (d) identifying the environmental assessment category into which different types of infrastructure and services development fall (including identifying certain development of minimal environmental impact as exempt development), and
- (e) identifying matters to be considered in the assessment of development adjacent to particular types of infrastructure development, and
- (f) providing for consultation with relevant public authorities about certain development during the assessment process or prior to development commencing, and
- (g) providing opportunities for infrastructure to demonstrate good design outcomes.

The Planning Proposal does not impact the SEPP and is therefore considered consistent with it.

SEPP (Primary Production)

The intent of this SEPP is to support and protect the productivity of important agricultural lands. They enhance rural and regional economies through a sustainable, diverse and dynamic primary production sector that can meet the changing needs of a growing NSW.

<https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0729>

The key aims of this SEPP are:

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

- (a) to facilitate the orderly economic use and development of lands for primary production,
- (b) to reduce land use conflict and sterilisation of rural land by balancing primary production, residential development and the protection of native vegetation, biodiversity and water resources,
- (c) to identify State significant agricultural land for the purpose of ensuring the ongoing viability of agriculture on that land, having regard to social, economic and environmental considerations,
- (d) to simplify the regulatory process for smaller-scale low risk artificial waterbodies, and routine maintenance of artificial water supply or drainage, in irrigation areas and districts, and for routine and emergency work in irrigation areas and districts,
- (e) to encourage sustainable agriculture, including sustainable aquaculture,
- (f) to require consideration of the effects of all proposed development in the State on oyster aquaculture,
- (g) to identify aquaculture that is to be treated as designated development using a well-defined and concise development assessment regime based on environment risks associated with site and operational factors.

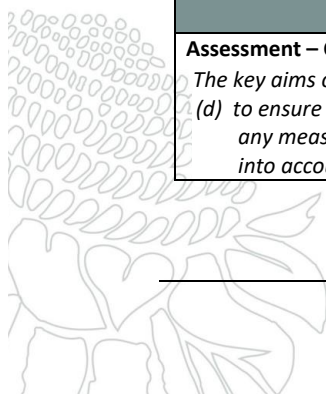
The Planning Proposal does not impact the SEPP and is therefore considered consistent with it.

SEPP (Biodiversity and Conservation) 2021	<p>The intent of this SEPP is to preserve, conserve and manage NSW's natural environment & heritage</p> <p>https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0722</p>
--------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Assessment – Consistent
 The aims of this SEPP are:
 (a) to protect the biodiversity values of trees and other vegetation in non-rural areas of the State, and
 (b) to preserve the amenity of non-rural areas of the State through the preservation of trees and other vegetation.
 It is noted that 2.3(1)(b) of the SEPP identifies land within the R3 Medium Density Residential zone as land to which the SEPP applies.
 The Planning Proposal does not impact the SEPP and is therefore considered consistent with it.

SEPP (Resilience and Hazards) 2021	<p>The intent of this SEPP is to manage risks and building resilience in the face of hazards</p> <p>https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0730</p>
-------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Assessment – Consistent
 The key aims of that part of the SEPP applicable to the Shire include:
 (d) to ensure that in determining whether a development is a hazardous or offensive industry, any measures proposed to be employed to reduce the impact of the development are taken into account, and



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

(e) to ensure that in considering any application to carry out potentially hazardous or offensive development, the consent authority has sufficient information to assess whether the development is hazardous or offensive and to impose conditions to reduce or minimise any adverse impact

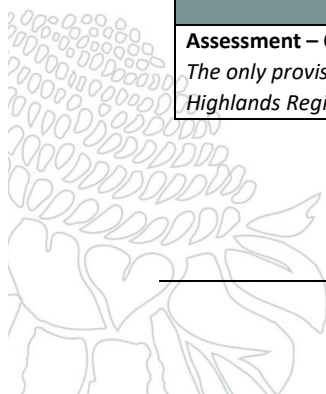
The Planning Proposal does not impact the SEPP and is therefore considered consistent with it.

SEPP (Industry and Employment) 2021 –	<i>The intent of this SEPP is to grow a competitive and resilient economy that is adaptive, innovative and delivers jobs</i> https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0723
Assessment – Consistent <i>The provisions of Chapter 3 (Advertising & Signage) are the only part of this SEPP applicable to land in Wingecarribee Shire. The Planning Proposal does not impact the SEPP and is therefore considered consistent with it.</i>	

SEPP (Resources and Energy) 2021	<i>The intent of this SEPP is to promote the sustainable use of NSW’s resources and transitioning to renewable energy</i> https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0731
Assessment – Consistent <i>The provisions of Chapter 2 (Mining, petroleum production & extractive industries) are the only part of this SEPP applicable to land in Wingecarribee Shire. The Planning Proposal does not impact this part of the SEPP and is therefore considered consistent with it.</i>	

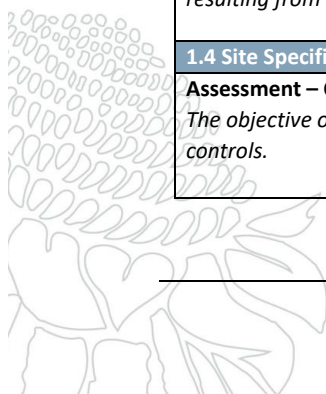
SEPP (Planning Systems) 2021	<i>The intent of this SEPP is to provide a strategic and inclusive planning system for the community & the environment</i> https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0724
Assessment – Consistent <i>The provisions of this SEPP address State significant development and land owned by an Aboriginal Land Council and are therefore not relevant to this Planning Proposal.</i>	

SEPP (Regional Precincts) 2021	<i>The intent of this SEPP is to consider State significant precincts, Activation precincts and other specific precincts including the Southern Highlands Regional Shooting Complex</i> https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0727
Assessment – Consistent <i>The only provisions of this SEPP which apply to Wingecarribee Shire relate to the Southern Highlands Regional Shooting Complex and is therefore not relevant to this Planning Proposal.</i>	



7 - Is the Planning Proposal consistent with applicable s9.1 Ministerial Directions?

Focus Area 1 Planning Systems	<i>The intent of this Focus Area is to support the broader NSW planning framework, including its processes and collaborative approaches to strategic and land use planning and decision making. They seek to achieve long-term, evidence-based, strategically led planning that is inclusive, democratic, responsive to the community and the environment, and ensures decisions are transparent and prompt.</i>
1.1 Implementation of Regional Plans	
<p>Assessment – Consistent <i>The objective of this Direction is to give legal effect to the vision, land use strategy, goals, directions and actions contained in Regional Plans.</i></p> <p><i>The Planning Proposal is considered consistent with this Direction.</i></p>	
1.2 Development of Aboriginal Land Council land	
<p>Assessment – Consistent <i>The objective of this direction is to provide for the consideration of development delivery plans prepared under Chapter 3 of the State Environmental Planning Policy (Planning Systems) 2021 when planning proposals are prepared by a planning proposal authority.</i></p> <p><i>The Planning Proposal is considered consistent with this Direction because no Aboriginal Land Council land is involved.</i></p>	
1.3 Approval and Referral Requirements	
<p>Assessment – Consistent <i>The objective of this Direction is to ensure that LEP provisions encourage the efficient and appropriate assessment of development.</i></p> <p><i>The Planning Proposal is considered consistent with this Direction because any future DA resulting from this amendment would be assessed with regard to all guidelines and provisions.</i></p>	
1.4 Site Specific Provisions	
<p>Assessment – Consistent <i>The objective of this Direction is to discourage unnecessarily restrictive site-specific planning controls.</i></p>	

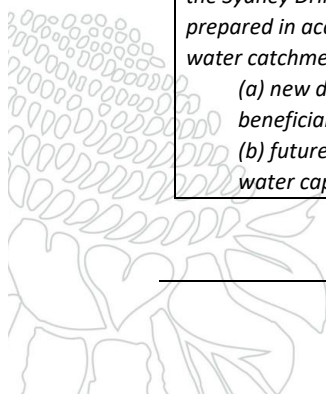


**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

<i>The Planning Proposal is considered consistent with this Direction because it is enabling an additional land use which would not restrict future development on the site.</i>
1.5 – 1.22 – Planning Systems Place Based
Assessment – Consistent <i>None of these place-based Directions apply to Wingecarribee Shire.</i>

Focus Area 2 Design & Place	<i>The intent of this Focus Area is to establish quality design approaches for new development, public spaces and the environment. They promote the design of places that are healthy, sustainable, prosperous, and supportive of people, the community and Country.</i>
<i>NB: This Focus Area is not included in the current Ministerial Directions.</i>	

Focus Area 3 Biodiversity & Conservation	<i>The intent of this Focus Area is to recognise the fundamental importance of protecting, conserving and managing NSW's natural environment and heritage. They help balance the needs of built and natural environments, respecting both the innate and economic value of the state's biodiversity and natural assets.</i>
3.1 Conservation Zones (previously 2.1 Environment Protection Zones)	
Assessment – Consistent <i>The objective of this Direction is to protect and conserve environmentally sensitive areas.</i> <i>The subject site is not affected by biodiversity and so the Planning Proposal is therefore considered consistent with this Direction.</i>	
3.2 Heritage Conservation	
Assessment – Consistent <i>The objective of this Direction is to conserve items, areas, objects and places of environmental heritage significance and indigenous heritage significance.</i> <i>The subject site is not affected by any heritage affectation and so the Planning Proposal is therefore considered consistent with this Direction.</i>	
3.3 Sydney Drinking Water Catchments	
Assessment – Consistent <i>The objective of this Direction is to provide for healthy catchments and protect water quality in the Sydney Drinking Water Catchment. This Direction requires that a Planning Proposal must be prepared in accordance with the general principle that water quality within the Sydney drinking water catchment must be protected, and in accordance with the following specific principles:</i> <ul style="list-style-type: none"> <i>(a) new development within the Sydney drinking water catchment must have a neutral or beneficial effect on water quality (including groundwater), and</i> <i>(b) future land use in the Sydney drinking water catchment should be matched to land and water capability, and</i> 	



(c) the ecological values of land within a Special Area should be maintained.

NB: The Direction also requires that, when preparing a Planning Proposal, Council must address the following:

- consult with WaterNSW, describing the means by which the planning proposal gives effect to the water quality protection principles of this direction, and*
- ensure that the proposal is consistent with Part 6.5 of Chapter 6 of the State Environmental Planning Policy (Biodiversity and Conservation) 2021, and*
- identify any existing water quality (including groundwater) risks to any waterway occurring on, or adjacent to the site, and*
- give consideration to the outcomes of the Strategic Land and Water Capability Assessment prepared by WaterNSW, being the series of land use capability maps and GIS data prepared by WaterNSW and provided to councils in June 2009, and*
- include a copy of any information received from WaterNSW as a result of the consultation process in its planning proposal prior to the issuing of a gateway determination under section 3.34 of the EP&A Act.*

The Gateway Determination would require the proposal to be referred to WaterNSW and it considered that in no other way does the proposal affect water quality. The Planning Proposal is therefore considered consistent with this Direction.

3.4 Application of C2 and C3 Zones and Environmental Overlays in Far North Coast LEPs

Assessment – Consistent

This Direction is not applicable to Wingecarribee Shire.

3.5 Recreation Vehicle Areas

Assessment – Consistent

The objective of this Direction is to protect sensitive land or land with significant conservation values from adverse impacts from recreation vehicles.

The Planning Proposal is considered consistent with this Direction because the subject land is not a recreation vehicle area.

**Focus Area 4
Resilience &
Hazards**

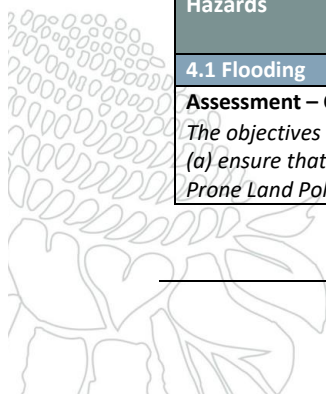
The intent of this Focus Area is to improve responses to natural and development-related hazards, and climate change. They support methods to consider and reduce risk. The principles promote healthy, resilient and adaptive communities, urban areas and natural environments.

4.1 Flooding

Assessment – Consistent

The objectives of this Direction are to:

- (a) ensure that development of flood prone land is consistent with the NSW Government’s Flood Prone Land Policy and the principles of the Floodplain Development Manual 2005, and*



(b) ensure that the provisions of an LEP that apply to flood prone land are commensurate with flood hazard and includes consideration of the potential flood impacts both on and off the subject land.

The Planning Proposal is considered consistent with this Direction because the subject land is not a recreation vehicle area.

4.2 Coastal Management

Assessment – Consistent -*This Direction is not applicable to Wingecarribee Shire.*

4.3 Planning for Bushfire Protection (previously 4.4)

Assessment – Consistent

The objectives of this Direction are to:

- (a) protect life, property and the environment from bush fire hazards, by discouraging the establishment of incompatible land uses in bush fire prone areas, and*
- (b) encourage sound management of bush fire prone areas.*

The Planning Proposal is considered consistent with this Direction because a DA for the community facility has already been approved and this proposal is for a subsidiary use within one of the approved buildings.

4.4 Remediation of Contaminated Land

Assessment – Consistent

The objective of this Direction is to reduce the risk of harm to human health and the environment by ensuring that contamination and remediation are considered by planning proposal authorities.

The Planning Proposal is considered consistent with this Direction because a DA for the community facility has already been approved and this matter would have been considered at that time.

4.5 Acid Sulphate Soils

Assessment – Consistent

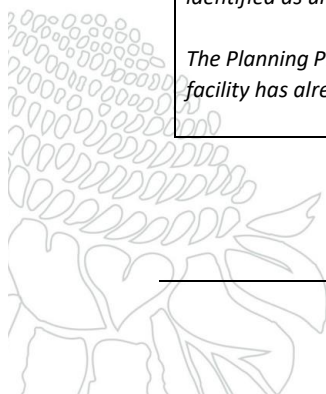
The objective of this Direction is to avoid significant adverse environmental impacts from the use of land that has a probability of containing acid sulfate soils. There currently no mapped acid sulphate soils in Wingecarribee Shire.

4.6 Mine Subsidence & Unstable Land

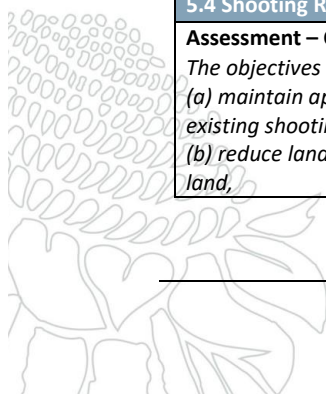
Assessment – Consistent

The objective of this Direction is to prevent damage to life, property and the environment on land identified as unstable or potentially subject to mine subsidence.

The Planning Proposal is considered consistent with this Direction because a DA for the community facility has already been approved and this matter would have been considered at that time.



Focus Area 5 Transport & Infrastructure	<i>The intent of this Focus Area is to support innovative, integrated and coordinated transport and infrastructure, that is well-designed, accessible and enduring. They seek to optimise public benefit and value by planning for modern transport and infrastructure in the right location and at the right time.</i>
5.1 Integrating Land Use and Transport	
<p>Assessment – Consistent</p> <p><i>The objective of this Direction is to ensure that urban structures, building forms, land use locations, development designs, subdivision and street layouts achieve the following planning objectives:</i></p> <ul style="list-style-type: none"> <i>(a) improving access to housing, jobs and services by walking, cycling and public transport, and</i> <i>(b) increasing the choice of available transport and reducing dependence on cars, and</i> <i>(c) reducing travel demand including the number of trips generated by development and the distances travelled, especially by car, and</i> <i>(d) supporting the efficient and viable operation of public transport services, and</i> <i>(e) providing for the efficient movement of freight.</i> <p><i>The Planning Proposal is considered consistent with this Direction because a DA for the community facility has already been approved and this matter would have been considered at that time.</i></p>	
5.2 Reserving Land for Public Purposes	
<p>Assessment – Consistent</p> <p><i>The objectives of this Direction are to (a) facilitate the provision of public services and facilities by reserving land for public purposes, and (b) facilitate the removal of reservations of land for public purposes where the land is no longer required for acquisition.</i></p> <p><i>The Planning Proposal is considered consistent with this Direction because the land is already owned by Council and The Planning Proposal is considered consistent with this Direction a DA for the community facility has already been approved.</i></p>	
5.3 Development Near Regulated Airports and Defence Airfields	
<p>Assessment – Consistent</p> <p><i>The objectives of this Direction are to:</i></p> <ul style="list-style-type: none"> <i>(a) ensure the effective and safe operation of regulated airports and defence airfields;</i> <i>(b) ensure that their operation is not compromised by development that constitutes an obstruction, hazard or potential hazard to aircraft flying in the vicinity; and</i> <i>(c) ensure development, if situated on noise sensitive land, incorporates appropriate mitigation measures so that the development is not adversely affected by aircraft noise.</i> <p><i>The Planning Proposal is consistent with this Direction because the subject land is not located near an airport or Defence airfield.</i></p>	
5.4 Shooting Ranges	
<p>Assessment – Consistent</p> <p><i>The objectives of this Direction are to:</i></p> <ul style="list-style-type: none"> <i>(a) maintain appropriate levels of public safety and amenity when rezoning land adjacent to an existing shooting range,</i> <i>(b) reduce land use conflict arising between existing shooting ranges and rezoning of adjacent land,</i> 	



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

(c) identify issues that must be addressed when giving consideration to rezoning land adjacent to an existing shooting range.

The Planning Proposal is considered consistent with this Direction because the subject land is not located near a shooting range.

Focus Area 6 Housing	<i>The intent of this Focus Area is to foster long-term, strategic-led and evidence-based approaches to guide a strong supply of well-located homes. They support the delivery of safe, diverse, affordable and quality designed housing that meets the needs of Aboriginal and local communities.</i>
---------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

6.1 Residential Zones

Assessment – Consistent

The objectives of this Direction are to:

- (a) encourage a variety and choice of housing types to provide for existing and future housing needs,*
- (b) make efficient use of existing infrastructure and services and ensure that new housing has appropriate access to infrastructure and services, and*
- (c) minimise the impact of residential development on the environment and resource lands.*

The Planning Proposal is considered consistent with this Direction because no housing is intended on the subject land.

6.2 Caravan Parks and Manufactured Home Estates

Assessment – Consistent

The objectives of this Direction are to:

- (a) provide for a variety of housing types, and*
- (b) provide opportunities for caravan parks and manufactured home estates.*

The Planning Proposal is considered consistent with this Direction because no caravan park or manufactured home estate is intended on the subject land.

Focus Area 7 Resilient Economies	<i>The intent of this Focus Area is to support diverse, inclusive and productive employment opportunities across the state to make NSW more economically competitive. They promote the supply of strategic employment lands, innovative industries and centres as a focus for activity and accessibility.</i>
-------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

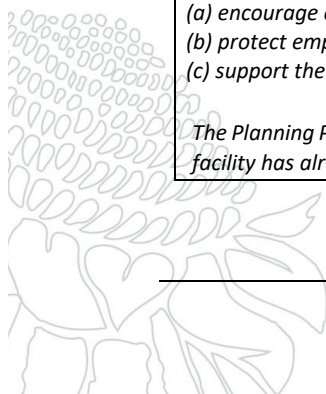
7.1 Business and Industrial Zones

Assessment – Consistent

The objectives of this Direction are to:

- (a) encourage employment growth in suitable locations,*
- (b) protect employment land in business and industrial zones, and*
- (c) support the viability of identified centres.*

The Planning Proposal is considered consistent with this Direction because a DA for the community facility has already been approved and this matter would have been considered at that time.



7.2 Reduction in non-hosted short-term rental accommodation period	
Assessment – Consistent <i>Not applicable to Wingecarribee Shire.</i>	
7.3 Commercial and Retail Development along the Pacific Highway, North Coast	
Assessment – Consistent <i>Not applicable to Wingecarribee Shire.</i>	
Focus Area 8 Resources & Energy	<i>The intent of this Focus Area is to promote the sustainable development of resources in strategic areas and a transition to low carbon industries and energy. They support positive environmental outcomes and work towards the net zero emissions target and continued energy security, while also promoting diversified activity in regional economies.</i>
8.1 Mining, Petroleum Production & Extractive Industries	
Assessment – Consistent <i>The objective of this Direction is to ensure that the future extraction of State or regionally significant reserves of coal, other minerals, petroleum and extractive materials are not compromised by inappropriate development.</i> <i>The Planning Proposal is considered consistent with this Direction because a DA for the community facility has already been approved and this matter would have been considered at that time.</i>	

Focus Area 9 Primary Production	<i>The intent of this Focus Area is to support and protect the productivity of important agricultural lands. They enhance rural and regional economies through a sustainable, diverse and dynamic primary production sector that can meet the changing needs of a growing NSW.</i>
9.1 Rural Zones	
Assessment – Consistent <i>The objective of this Direction is to protect the agricultural production value of rural land and identifies requirements for a Planning Proposal seeking to rezone Rural zoned land to a residential, business, industrial, village or tourist zone.</i> <i>The Planning Proposal is considered consistent with this Direction because the land is zoned E4 General Industrial and permitted land uses are already operating in the vicinity.</i>	
9.2 Rural Lands	
Assessment – Consistent <i>This Direction applies when a Planning Proposal will either affect land within an existing or proposed rural or conservation zone or changes the existing minimum lot size on land within a rural or conservation zone. The objectives of this Direction are to:</i> <i>(a) protect the agricultural production value of rural land,</i> <i>(b) facilitate the orderly and economic use and development of rural lands for rural and related purposes,</i> <i>(c) assist in the proper management, development and protection of rural lands to promote the social, economic and environmental welfare of the State,</i>	

(d) minimise the potential for land fragmentation and land use conflict in rural areas, particularly between residential and other rural land uses,
(e) encourage sustainable land use practices and ensure the ongoing viability of agriculture on rural land,
(f) support the delivery of the actions outlined in the NSW Right to Farm Policy.

The Planning Proposal is considered consistent with this Direction because the land is zoned E4 General Industrial and permitted land uses are already operating in the vicinity.

9.3 Oyster Aquaculture

Assessment – Consistent

The objectives of this direction are to:

- (a) ensure that 'Priority Oyster Aquaculture Areas' and oyster aquaculture outside such an area are adequately considered when preparing a planning proposal, and
- (b) protect 'Priority Oyster Aquaculture Areas' and oyster aquaculture outside such an area from land uses that may result in adverse impacts on water quality and consequently, on the health of oysters and oyster consumers.

The Planning Proposal is considered consistent with this Direction because there are no 'Priority Oyster Aquaculture Areas' in Wingecarribee Shire.

9.4 Farmland of State & Regional Significance on the NSW Far North Coast

Assessment – Consistent

The Planning Proposal is considered consistent with this Direction because it is not applicable to Wingecarribee Shire.

Section C – Environmental, Social & Economic Impacts

8 - Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected because of the Proposal?

No critical habitat or threatened species, populations or ecological communities, or their habitats, would be adversely affected by the proposal.

9 - Are there any other likely environmental effects of the planning proposal and how are they proposed to be managed?

There are no other likely environmental effects associated with the proposal.

10 - Has the planning proposal adequately addressed any social and economic effects?

The proposed land use is considered to have potential benefits to the community through providing a business opportunity as well as the opportunity to improve animal welfare.

Section D – Infrastructure (Local, State & Commonwealth)

11- Is there adequate public infrastructure for the Planning Proposal?

The DA for the community facility addressed these matters. It is not considered that any additional impacts would result.

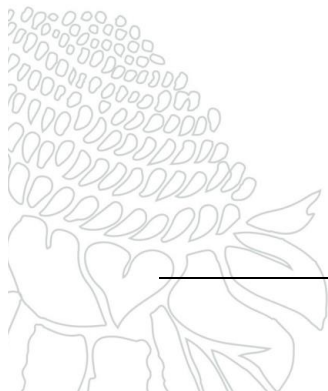
Section E – State and Commonwealth Interests

12 - What are the views of state and federal authorities and government agencies consulted in order to inform the Gateway determination?

No state or commonwealth interests would be affected by this Planning Proposal.

Part 4 - Maps

A draft map accompanies the Proposal.





Part 5 - Community Consultation

Community consultation would be undertaken in accordance with the Gateway Determination.

Part 6 - Project Timeline

Stage	Timeframe and/or date
Consideration by Council	March 2024
Council decision	March 2024
Gateway determination	April 2024

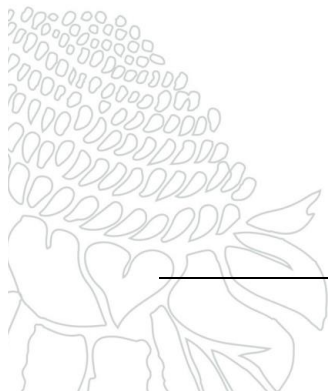
**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Pre-exhibition	May 2024
Public Exhibition	June 2024
Consideration of submissions	July 2024
Post-exhibition review & additional studies	July 2024
Reporting of Planning Proposal back to Council	September 2024
Drafting Request / submission to DPE	October 2024
Gazettal of LEP amendment	October 2024

Delegation

A request to exercise Delegation accompanies the Planning Proposal.

END OF PLANNING PROPOSAL



8.4 Draft Community Heritage Study - Revised Timeline for Independent Peer Review

Report of: Deniz Kilic
Executive Manager Strategic Outcomes

Authorised by: Lisa Miscamble
General Manager

PURPOSE

The purpose of this report is to provide an updated timeline on the Independent Peer Review of the draft Wingecarribee Community Heritage Study.

OFFICER'S RECOMMENDATION

THAT Council note the revised proposed timeline for public exhibition of the peer-reviewed draft Study in accordance with Council's Resolutions dated 13 December 2023 and 21 February 2024.

REPORT

BACKGROUND

A detailed report was provided to Council on 21 February 2024 in relation to the appointment of a consultant to undertake an independent peer review of the draft Wingecarribee Community Heritage Study 2021-2023.

That report outlined the methodology of the independent peer review and proposed a timeline for public exhibition of the peer reviewed draft Study. That report also outlined the Local Planning Panel's advice to endorse the proposed timeline for public exhibition in accordance with Council resolution dated 13 December 2023.

REPORT

The Council report of 21 February 2024 provided a detailed outline of the independent peer review of the draft Community Heritage Study, including methodology for operationalising the peer review, defining its scope, proposed timeline, deliverables and recommendation.

The Local Planning Panel's advice of 24 January 2024 was as follows:

The Panel endorses the proposed timeline for public exhibition of the peer-reviewed draft Study in accordance with Council resolution dated 13 December 2023.

Council resolved the following at the Council Meeting of 21 February 2024:

THAT Council:

- 1. Note the update on the appointment of the Consultant to undertake the independent Peer Review of the draft Wingecarribee Community Heritage Study 2021-23.*
- 2. The proposed timeline for public exhibition of the peer-reviewed draft Study in accordance with Council's Resolution dated 13 December 2023 be the subject of a further report to the March 2024 meeting noting the delegation in place.*

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

3. Allocate \$22,000 at the next quarterly budget review to fund the heritage peer review.

This report responds to Item 2 of Council resolution of 21 February 2024 to provide a revised **proposed timeline** for public exhibition of the peer reviewed draft Study, utilising delegations provided to the General Manager as resolved by Council on 13 December 2023.

It is noted that on 13 December 2023, Council resolved to provide delegations (Item 5 below) to the General Manager in relation to the public exhibition of the peer reviewed draft Heritage Study, as follows:

THAT:

1. Council receive and note the report and Council Officer's play no further role in the matter.
2. Council support the option for peer review of the Community Heritage Study and all submissions received in response to the public consultation process with the view to the final Heritage Study and Planning Proposal being submitted to the NSW Department Planning Department for Gateway determination no later 30 June 2024.
3. The cost for the independent peer review of the Community Heritage Study and exhibition of same by a suitably qualified heritage contractor reporting directly to the General Manager be considered as part of the December budget quarterly review.
4. In relation to point 2, it will be necessary for the General Manager to prepare a timeline for public exhibition of the final draft study for consideration by both the Planning Panel and Council.
5. The General Manager be delegated authority to place the draft Community Heritage Study, post peer review on public exhibition.

REVISED TIMELINE TO PUBLIC EXHIBITION

The following revised proposed timeline is recommended for adoption, utilising all delegations provided to the General Manager in preceding Council resolutions. The peer-reviewed draft Study will proceed directly from the Local Planning Panel to public exhibition for 28 days. Following public exhibition, a further report would be prepared for the Local Planning Panel and Council to consider the draft Study for adoption through the Gateway Determination process.

The revised proposed timeline utilises all delegations provided to the General Manager on 13 December 2023 and responds to the 21 February 2024 Council resolution requesting a **further report to March 2024 Council meeting noting the delegations in place.**

Timeframe	Milestone
22 January 2024	Peer Review initiated with independent consultant
15 May 2024	Peer Review Finalised
15 May 2024	Consultant presents peer review outcomes to LPP
29 May 2024	Extraordinary Local Planning Panel (LPP) considers peer reviewed draft Heritage Study
30 May 2024	General Manager places peer-reviewed draft Study on public exhibition for 28 days
30 June 2024	Public exhibition concludes
17 or 31 July 2024	Extraordinary LPP considers outcomes of public exhibition and makes recommendations to proceed to Gateway Determination

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Timeframe	Milestone
7 August 2024	Council considers outcomes of peer review and LPP advice and considers proceeding to Gateway Determination

The revised timeline proposes to commence public exhibition on 30 May 2024 under delegations provided to the General Manager, rather than 19 June 2024 via a further Council resolution. The nature of LPP and Council meetings, making provision for planned extraordinary meetings and time for professional officers to prepare reports on the public exhibition outcomes, means the final milestone of 7 August 2024 remains unchanged.

Submission of the peer-reviewed Heritage Study for Gateway Determination on 8 August 2024, subject to Council resolution on 7 August 2024, is the ultimate milestone.

It has been consistently noted in previous reports to Council on 13 December 2023 and 21 February 2024 that the timeframes involving the draft Heritage Study independent peer review and pathway to Gateway Determination are very ambitious, given the known complexity of heritage matters.

Nonetheless, the revised proposed timelines of this Report are reliant on all milestones being completed on time. No further options or contingencies are known at this time.

COMMUNICATION AND CONSULTATION

Community Engagement

A community update on the independent peer review of the draft Heritage Study has been provided to the community on various platforms, including via Council's e-news, emails, letters, a media release and Council reports.

Internal Communication and Consultation

N/A

External Communication and Consultation

A community update on the independent peer review of the draft Heritage Study has been provided to the community on various platforms, including via Council's e-news, emails, letters, a media release and Council Agenda Reports.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

COUNCIL BUDGET IMPLICATIONS

Budget implications were resolved at the Council Meeting of 21 February 2024 to allocate \$22,000 for the independent peer review. The consultant has been appointed and all procurement processes have been completed. No further budget implications are proposed or expected.

RELATED COUNCIL POLICY

N/A

CONCLUSION

The revised timeline for public exhibition of the peer-reviewed draft Study is recommended for adoption by Council.

ATTACHMENTS

Nil

9 REPORTS

9.1 Mountain Biking and Welby Landfill Remediation Project

Report of: Shaun Robinson
Manager Assets

Authorised by: Karin Targa
Director Service and Project Delivery

PURPOSE

The purpose of this report is to provide an update and progress on the potential future provision of a Mountain Bike Track (MBT) Development on the former Welby Landfill. The report also provides an update on the measures that Council is pursuing in the interim in collaboration with local mountain biking group Highlands Trails.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Note the updates and progress on the potential future provision of a Mountain Bike Track (MBT) Development on the former Welby Landfill.**
- 2. Note the outcome of liaising with stakeholders on the inclusion of the Mountain Bike Track in the Landfill Closure Plan.**

REPORT

BACKGROUND

A Landfill Closure Plan for the Former Welby Landfill has been prepared by a consultant on behalf of Council that has been approved by the NSW Environmental Protection Agency (EPA). This Landfill Closure Plan has been developed to provide a procedure for the final Closure and after care of the former landfill. The works described in the Landfill Closure Plan include:

- off-site disposal of waste stockpiles
- recontouring of the cap area
- stabilisation of higher-grade sections of the batter
- construction of stormwater drainage structures
- deep-rooted vegetation removal
- aftercare management and monitoring.

These works will be undertaken within the existing boundary of the landfill (40 Colo Street, Welby 2575).

At the Ordinary Council Meeting 20 September 2023, Item 9.20 Mount Gibraltar Unauthorised Mountain Bike Track - Review of Environmental Factors (REF), Council resolved that:

- 5. Council note that further options for mountain bike facilities will be considered through the Natural Areas Recreation Activities Strategy and any capping of the former Welby Tip site allow for passive and active recreation.*

REPORT

Welby Landfill Remediation and Mountain Biking

Council has been working with the stakeholders on the inclusion of the provision of a Mountain Bike Track within the capping project at Welby to ensure that the approvals pathways and processes are adhered to. The outcome/updates on the stakeholder engagement are as follows:

1. Crown Lands

Crown Lands have advised that the recommended option to enable the Mountain Bike Track provision is for Council to request the addition of new reserve purposes to the existing reserve 84406. Suitable additional purposes could be "Passive Recreation" and "Access". This request will be assessed under section 2.14 of the Community Land Management Act (CLMA).

Once Council is nearing the end of the rehabilitation period and prepares for the re-opening of the site as a public reserve, Council could initiate this option by submitting a written request to Crown Lands, supported by a council resolution and details of the planned future uses of the site. Alternatively, the reserve administration steps could be undertaken at the same time as the preparation of the Plan of Management for the reserve.

2. NSW EPA

NSW EPA have confirmed that the site being utilised as a Mountain Bike Track should align with the Closure Plan requirements as long as no buildings or similar structures are built that could accumulate gas. EPA have requested that the 'Detailed Design Drawings' that Council are preparing should include the provision of a Geosynthetic Clay Liner (GCL) layer (to capture and divert gas and prevent water ingress) if required, plus all other necessary additions associated with the proposed land use.

At this stage, Council's Protection of Environment Operations (POEO) License does not need a variation, as no physical closure works are currently occurring. Any changes can be made to the Licence once the Detailed Design Drawings are approved. The closure plan may need to be updated at the end of the planning stage to include the Mountain Bike Track.

3. Council's Planning Assessment

A Pre-Lodgement meeting was held on the 21 November 2023, the outcome being that the provision of a Mountain Bike Track will not be included in the Development Application due to the land zone being SP1 which does not list recreational open space as permitted work.

The mountain bike facilities would instead be provided through the Transport and Infrastructure SEPP, which supersedes the land zoning and deems the works as Permitted without Consent and therefore would be subject to a Part 5 Assessment (Review of Environmental Factors).

4. Trail Care

Trail Care is an organisation that has been working with local and state government agencies for over a decade to assist in managing issues relating to mountain bikes. A site visit was undertaken on the 6th of November 2023 with Trail Care and a representative from the local Club to identify suitable the locations for the tracks.

A Concept Design and overview was issued by Trail Care on 17 December 2023. A second site visit was scheduled as requested by the Project Consultant on 10 January 2024 to further discuss the Concept Design along with potential site and slope stability options. The concept design features a mountain bike jump

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

park on the northern and western slopes of the remediated Welby Landfill, which will cater for all levels of riders from beginner to advanced.

Following this site visit, Trail Care have submitted preliminary tracks cross sections for review by the consultant. The consultant is working together with Trail Care to maximise the options for future development of the Mountain Bike Track considering the site conditions, requirements of the Closure Plan and appropriate ongoing management of the site to the satisfaction of the NSW EPA.

As the primary purpose and intent of Welby Landfill project is to undertake the landfill capping and Closure in accordance with the timeframes and technical requirements of the NSW EPA, the consultant has confirmed that they will finalise the current Detailed Design of the landfill capping.

To ensure progress continues to enable the future provision of a Mountain Bike Track on the site, and to ensure any proposed Mountain Bike tracks will not impact the proposed final landforms required to meet the Closure Plan objectives, the consultant will develop a separate standalone Report that will consider and facilitate the following:

- Potential impacts of the Mountain Bike Track on the eastern embankment,
- Outline minimum design and construction requirements and constraints that ensure any future Mountain bike tracks do not negatively impact the long and short-term condition of the Welby Landfill Capping.
- That any planned improvements meet the requirements of the Closure Plan.

Both the landfill capping design and the standalone Mountain Bike Track design requirements will be submitted to EPA at the same time for their consideration approval.

Update on Mountain Biking facilities across the Shire

The potential provision of a mountain bike jump park will further enhance the mountain biking facilities of Shire, however with delivery of the jump park being subject to completion of the landfill remediation and receipt of grant funding, it is not forecast to be delivered for at least three years.

In the interim there are several measures that Council will seek to progress in collaboration with local mountain biking group Highlands Trails. These being:

- Construction of new Welby Downhill Mountain Bike Track

Council has worked with Highlands Trails to enable them to construct a new 300 meter downhill mountain bike trail within the existing Welby Mountain Bike Trail network. The route was identified by Highlands Trails, with Council providing support through preparation of the Review of Environmental Factors (REF) and approvals process. The trail contains several features, including jumps constructed to cater for riders of intermediate ability.

The construction of the trail has enjoyed significant community support, with 30-40 volunteers participating in each of the 'dig' days and local businesses providing materials and haulage free of charge.

- Revitalisation of Welby Mountain Bike Pump Track

Council will partner with Highlands Trails in the revitalisation of the existing pump track to provide a mountain bike jump facility to cater for riders of beginner ability. This will primarily be through construction of an earthen starting ramp to ensure riders can maintain sufficient speed through the facility. Approval for the works will be managed through the Approval to Carry Out Works on Council Property (ATCOW) process.

- Wingello State Forest

Highlands Trails has worked closely with NSW Forestry to develop mountain bike trails within the Wingello State Forest. Unfortunately, much of the Wingello Forest trail network was destroyed during the 2020 bushfires. Highlands Trails with the support of NSW funding have completed significant remediation of the network with the first stage of the new network now reopened. Works are ongoing to enable the reopening of the full network.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

In support of the reactivation efforts of Wingello State Forest, Council was successful in the receipt of a \$400k Places to Play grant for the establishment of an adventure play space and shared path loop track. Council has completed the design phase of the project, and NSW Forestry will soon commence the construction phase.

- Southern Villages Iconic Trail

As identified within the 2023 Shire Priorities, the Southern Villages Iconic Trail (SVIT) will be a mixed-use trail (for runners, walkers and mountain bikers) that will link Wingello, Penrose, Bundanoon and Exeter through to Fitzroy Falls and - ultimately - Kangaroo Valley by providing over 80km of track. Highlands Trails, supported by Council, have completed a feasibility study of the route through industry experts Tourism Recreation Conservation (TRC).

The trail covers several land tenures of Council, NSW Forestry, Crown Land and National Parks and therefore a coordination meeting is required to gain the support of all landowners. It is anticipated that this will occur in March 2024 and this meeting will determine the next steps for the delivery of this significant project.

- Develop a Masterplan to identify opportunities to develop a regional mountain biking facility at Mount Alexandra Reserve while ensuring protection and enhancement of environmental outcomes.

Preparation of a masterplan for a Regional Mountain Biking Facility at Mount Alexandra Reserve was one of the Precinct Actions adopted for Mittagong as part of the Community and Recreation Facilities Strategy (CRFS). The masterplan will include the formalisation of the existing mountain bike network to bring them to align with Australian Mountain Biking Standards, as well as identify any further mountain biking opportunities within the reserve. It is intended that the masterplan will be completed in alignment with the future jump park.

COMMUNICATION AND CONSULTATION

Community Engagement

No Community Engagement is required as part of the Welby Landfill Remediation design and construction phase.

Internal Communication and Consultation

Internal communication with Council departments (Strategic Outcomes, Development Assessment, Property and Assets) remains ongoing to ensure appropriate Planning Pathways are followed, and Approvals obtained, for the project and the proposed ongoing uses of the site.

External Communication and Consultation

External communication has been ongoing with Crown Lands, Trail Care and EPA.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

The Welby Remediation project has an approved budget is \$17,212,700 for the works required to implement the remediation for the final Welby Closure plan.

The cost estimate provided by WSP in June 2023 is a revised cost estimate of \$18,924,630. These updated costs will be incorporated in the next iteration of Council's Long-Term Financial Plan (LTFP) to be funded by the Sewer Fund.

The provision of the Mountain Bike Jump Park will be delivered as a separate project to the remediation works and will be subject to future grant funding opportunities.

RELATED COUNCIL POLICY

None

CONCLUSION

The report provides the updates and progress on the potential future provision of a Mountain Bike Track Development on the former Welby Landfill.

Communications and Consultations are still ongoing to make sure that the Closure works are completed in accordance with EPA requirements and to ensure that the appropriate pathways for the Mountain Bike Track is followed.

ATTACHMENTS

Nil

9.2 Old South Road Review of the 10 Tonne Load Limit

Report of: Michael Rayner
Senior Traffic Engineer

Authorised by: Shaun Robinson
Manager Assets

PURPOSE

The purpose of this report is to review the 10 tonne load limit on Old South Road between Kangaloon Road and Old Hume Highway against Austroads Guides and the road geometry.

OFFICER'S RECOMMENDATION

THAT Council resolve the current 10 tonne load limit on Old South Road, between Kangaloon Road and Old Hume Highway, remain unchanged.

REPORT

BACKGROUND

Old South Road, from Bowral to Alpine, has recently been renewed and upgraded with improved road widths, improved geometric design, and upgrades to the road pavement.

Old South Road currently has a 10 tonne load limit that has been in place for many years. The recent road upgrades have prompted an investigation as to whether the current load limit can be removed due to the improved road conditions.

The mechanism to have a load limit removed from a road would require a detailed report to Local Traffic Committee outlining the technical aspects of the road and justifying the reasons for the load limit removal.

REPORT

A 10 tonne load limit is placed on Old South Road not because of the road pavement, but due to the steep grade of the road between Merrigang Street and Bong Bong Road. Steep grades cause heavy vehicles to travel slowly when ascending and descending the hill, which in turn reduce the level of service of all vehicles using the road.

The section of Old South Road between Range Road and Bong Bong Road, is 2,200m long. It includes grades that ranges from 7% to 13% with a large portion greater than 10%. The steep grades of the section of Old South Road between Merrigang Street and Range Road also exceeds the recommended maximum grades specified in Austroads Guides. This assessment has also been supported by the consultant Maker ENG through the design process of Old South Road.

Table 8.2 of Austroads Guide to Road Design Part 3: Geometric Design (refer to **Figure 1** below) states that for grades between 9% - 12%, an auxiliary lane should be provided to allow overtaking of slow vehicles on roads with moderate to high traffic volumes. Given the connectivity that Old South Road offers, and the recent improvements, it is understood that Old South Road will be subject to moderate traffic volumes.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Table 8.2: Effect of grade on vehicle type

Grade %	Reduction in vehicle speed as compared to flat grade %				Road type suitability
	Uphill		Downhill		
	Light vehicle	Heavy vehicle	Light vehicle	Heavy vehicle	
0–3	Minimal	Minimal	Minimal	Minimal	For use on all roads
3–6	Minimal	Some reduction on high speed roads	Minimal	Minimal	For use on low-moderate speed roads (incl. high traffic volume roads)
6–9	Largely unaffected	Significantly slower	Minimal	Minimal for straight alignment. Substantial for winding alignment	For use on roads in mountainous terrain. Usually need to provide auxiliary lanes if high traffic volumes
9–12	Slower	Much slower	Slower	Significantly slower for straight alignment. Much slower for winding alignment	Need to provide auxiliary lanes for moderate – high traffic volumes. Need to consider run-away vehicle facilities if proportion of commercial vehicles is high
12–15	10–15 km/h Slower	15% max. Negotiable	10–15 km/h Slower	Extremely slow	Satisfactory on low volume roads (very few or no commercial vehicles)
15–33	Very slow	Not negotiable	Very slow	Not negotiable	Only to be used in extreme cases and be of short lengths (no commercial vehicles)

Figure 1: Table 8.2 from Austroads Guide to Road Design Part 3: Geometric Design.

Table 8.3 from Austroads Guide to Road Design Part 3: Geometric Design (refer to **Figure 2** below) states the General Maximum Grades (%) for operating speeds within different terrain types.

Old South Road, between Merrigang Street and Bong Bong Road, has an 80km/h speed zone and can best be described as rolling terrain. Table below states that the maximum grade for an 80km/h zone in a rolling terrain zone is to be 7%.

Table 8.3: General maximum grades (%)

Operating speed (km/h)	Terrain		
	Flat	Rolling	Mountainous
60	6–8	7–9	9–10
80	4–6	5–7	7–9
100	3–5	4–6	6–8
120	3–5	4–6	–
130	3–5	4–6	–

Figure 2: Table 8.3 from Austroads Guide to Road Design Part 3: Geometric Design.

Austroads Guide to Road Design Part 3: Geometric Design states the adoption of operating speeds on grades steeper than the general maximum may be justified in the following situations:

- comparatively short sections of steeper grade which can lead to significant cost savings
- difficult terrain in which general maximum grades are not practical
- where absolute numbers of heavy vehicles are generally low
- less important local roads where the costs or impact of achieving higher standards are difficult to justify

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Design options for managing steep grades include, flattening the grade, or alternatively provision of auxiliary lanes and/or special facilities for safely controlling runaway vehicles on downgrades.

Another concern is the noise of engine braking from heavy vehicles on a steep decent which will disturb local residents.

Council has received correspondence from residents that live in Old South Road concerned that an increase in heavy vehicles will reduce the general safety of the road, particularly when exiting their driveways.

There are numerous side streets that can be used to access Old South Road. These side streets are typically residential streets or have physical attributes that suggest heavy vehicles should avoid the road if possible. Removal of the 10 tonne limit on Old South Road would therefore potentially also result in further heavy vehicle traffic along:

- **Bowral Street** - Bowral Street is a busy residential street with high pedestrian activity and the location of Bowral Hospital
- **Boardman Road** - Boardman Road leads into the residential area of East Bowral and has a load limit of 5 tonnes.
- **Merrigang Street** - Merrigang Street is a busy residential street, with high pedestrian activity that leads directly to the CBD of Bowral.
- **Range Road** - The section of Range Road to the east of Old South Road is narrow and best not used by heavy vehicles unless necessary. The section of Range Road west of Old South Road leads to residential areas of Mittagong and directly past Frensham secondary school.
- **Bong Bong Road** - Bong Bong Road leads to residential zones of Mittagong and Renwick.
- **Aylmerton Road** - Aylmerton Road connects Old South Road and Old Hume Highway. There is a narrow single lane rail over bridge on Aylmerton Road that heavy vehicles can negotiate but are not encouraged to do so.

It is therefore not recommended that the load limit on Old South Road be adjusted, with the 10 tonne load limit remaining in place. This is as result of the steep gradients of Old South Road, and lack of auxiliary passing lanes, combined with the potential consequence of heavy vehicle traffic also increasing along connected local roads.

COMMUNICATION AND CONSULTATION

Community Engagement

Council has received numerous correspondence from residents along Old South Road, who have noted a strong preference for the load limit to remain unchanged.

Internal Communication and Consultation

Coordinator Assets Roads and Drainage

Senior Traffic Engineer

Project Manager

External Communication and Consultation

Maker ENG

SUSTAINABILITY ASSESSMENT

Environment

There are no environment considerations in relation to this report.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no budget implications for this report.

RELATED COUNCIL POLICY

- Community Strategic Plan
 - 3.1.4 Work in partnership to ensure a safe and reliable road and infrastructure network.

CONCLUSION

A 10 tonne load limit is currently present on Old South Road as result of the gradient and geometry of the road. In accordance with Austroad Guidelines, it is recommended that the load limit remain unchanged. This is due to the steep gradients of Old South Road, and lack of auxiliary passing lanes, combined with the potential consequence of heavy vehicle traffic also increasing along connected local roads.

ATTACHMENTS

Nil

9.3 Old Penrose Hall - Future Options for use

Report of: **Amanda McCullagh**
Coordinator Property Services

Authorised by: **Carmel Foster**
Director Corporate Strategy and Resourcing

PURPOSE

To provide options in relation to the duplication of assets and future use of the old Penrose Hall following completion of construction of the new Penrose Village Hall.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council give a minimum of 28 days public notice of its intention to enter into a licence agreement with Penrose Community Association for the Old Penrose Hall at 300 Kareela Road, Penrose being part Lot 1 DP 1285567 for a period of 12 months.**
- 2. If there are any objections received to the licence agreement referred to in item 1 above during the period of public notice, a further report be provided to a future ordinary meeting of Council for determination.**
- 3. If there are no objections received during the period of public notice, authority be delegated to the General Manager to negotiate the terms and conditions of the licence agreement and to execute the Licence Agreement referred to in item 1 above.**

REPORT

BACKGROUND

Penrose Hall ("the old hall") was built in the 1950s and is an older community facility of about 100 sqm in the village of Penrose, with a population of approximate 250 residents. In 2021, Council undertook significant asbestos remediation works at the old hall. The old hall is located within the circa 1.855 hectare site known as Penrose Oval, which is zoned RE1 and classified as community land, for parks, general use and sportsgrounds.

A new hall facility, being approximately 410m², has been constructed, approximately 50 metres from the old hall, which will meet the future needs of the community. Accordingly, an adaptive reuse of the existing facility needs to be considered.

REPORT

Duplication of infrastructure

Upon completion of the current build of the new Penrose Village Hall, two halls will be co-located. In terms of its future, the old hall has limited commercial potential and the size of the hall and distance of Penrose from the main LGA populace, suggests a more regional community function for the hall is unlikely.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

There would appear to be two (2) alternatives for the old hall:

Option 1	Repurpose to community/commercial uses
Option 2	It be demolished

Option 1 - Repurpose to community/commercial uses

The Penrose community was approached to discuss possible future uses. Council officers attended a meeting of the Penrose Community Association to discuss the future of the old hall.

Following that meeting, suggestions received from the Penrose Community for future use of the old hall, included:

Commercial use	Community use
Hire to people to make products	Women's daytime catch-up centre
Market for local products	Art/craft or music gallery for locals
Church group	Control point for volunteer organisations
Club HQ	Judging of events i.e. car shows, dog shows, flower shows (use as mess area for organisers)
Youth Services Centre	Art studio – pottery studio
Restaurant or weekend opening for BYO restaurant	Men's Group
Drive in coffee/breakfast rolls for early morning travellers or local tradies	Gardening – such as a place to make a mess as potting shed/plant shed
Shared work spaces for rent	Craft activities – somewhere to make a mess such as painting and sculpture groups
Cheap place for groups to stay	Somewhere to play boardgames
Co-operative café/tea rooms (daytime)	Cooking classes
Pop-up restaurant e.g. a cooperative of local chefs/cooks/growers etc could combine cooking classes, weekly dinners (set menu or a la carte, whatever they choose), farm to table workshops, all things food and produce related. Maybe even wine related – a few more hurdles with that. Guest chefs could feature occasionally (from anywhere)	Photography space Tool library based on the idea http://www.innerwesttoolibrary.com.au
Brewery	Book club
Scout Hall	Theatre space for making theatre sets – design and construction or rehearsal space

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Commercial use	Community use
Wine Bar	Knitters and natters
WSC might use for their own purpose	Small space for concert/shows/parties
	Artists retreat in style of “Varuna” or “Bundanoon” where artists can hire for 2-4 weeks at nominal rent for use of painters/printmakers/writers/musicians for exclusive use
	Local and natural history museum
	Neighbour recycling centre (modelled on Japanese system).
	Women’s shelter

The site is zoned RE1 (Public Recreation) with the allowable LEP uses comprising mostly community and recreation outcomes.

The Plan of Management (“PoM”) was completed in 2022, providing direction as to the use and management of the full facility. The range of available uses is weighed heavily to the RE1 zone, community, and recreation, and aligned with the Local Strategic Planning Statement. The land is classified “community” with multiple community land sub-classifications, comprising parks, general use and sportsgrounds.

For the Penrose population of circa 250, the combined amenity is large, at almost 2 hectares, and portions of it are not heavily utilised. The Section 355 Committee and the community are looking at revitalisation of the facility and see it as “the heart” of the Penrose Village Precinct.

Underpinning these details is the 1976 Gazette notice, vesting the land in Council, from the Crown. All these factors suggest community and recreation will be the ongoing site uses and activities.

Many of the proposals raised by the community could be supported in the new hall, such as exercises classes, concerts, community events and more.

On 30 January 2024, Council received a proposal from Penrose Community Association Inc (“PCA”) to Lease the old Penrose Village Hall. **Attachment 1** to this report is the proposal received from the Penrose Community Association.

As any agreement would only cover a small portion of the larger lot, and the term is proposed to be 12 months, it is recommended that a licence agreement be entered into, as opposed to the requested Lease which would require preparation of a compiled plan or plan of survey lodged as a deposited plan to be annexed to the Lease.

As PCA are a not-for-profit entity, Council is not required to undertake an expression of interest prior to entering into the proposed short term licence agreement.

Accordingly, this report recommends Council enter into a short-term 12 month licence with PCA to enable the PCA to trial their proposal. If PCA wish to continue beyond the 12 month period, a further report can be presented to Council at that time.

Option 2 - Demolition

Council has obtained quotation from a Demolition and Excavation company for complete demolition of the old hall at just under \$55,000.

This scope of work includes:

- Lodge demolition notification with Safework NSW.
- Produce demolition control plan specific to the site.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

- Provide a demolition supervisor for the duration of the works.
- Demolition and dispose of the complete single story in roof building including:
 - concrete ramp, stairs and footpaths;
 - brick piers and walls; and
 - foundations to 500mm below natural ground level.
- Temporary fencing and site toilet for duration of demolition.
- Transport to approved waste facility for recycling.
- Transport all concrete and bricks to holding yard for recycling.
- Provide proof of disposal at the completion of works.

Whilst demolition may need to be considered in the future, it is recommended that the PCA first be offered a 12 month licence agreement to enable them the opportunity to generate sufficient use of the old hall and to assess the viability of the old hall and the new Penrose Village Hall both remaining on site.

COMMUNICATION AND CONSULTATION

Community Engagement

Council officers engaged with the Penrose Community Association Inc. (PCA) in a meeting generating possible uses and options for the old hall. The PCA has been very helpful in furnishing Council with a list of historical uses of the hall, and attendees generated a number of innovative potential uses.

It is furthermore proposed that further community consultation be undertaken in relation to the relocation of the hall to another village within the shire.

Internal Communication and Consultation

Executive

Assets

External Communication and Consultation

Property Adviser

Penrose Community Association

Demolition company

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

The old hall plays a significant part in the Penrose community. However, considering the imminent commissioning of the new Penrose Village Hall, there are no negative social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

The old hall plays a significant part in the Penrose community. However, considering the imminent commissioning of the new Penrose Hall, there are no cultural impacts in relation to this report.

Governance

There are no governance issues in relation to this report.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

COUNCIL BUDGET IMPLICATIONS

If a licence agreement was granted to the Penrose Community Association, they would be responsible for all costs associated with the hall for the 12-month period.

RELATED COUNCIL POLICY

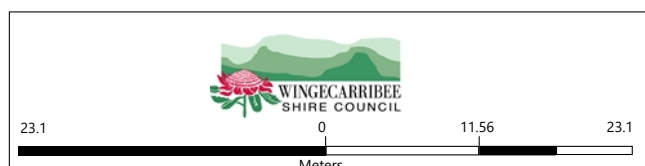
Leases and Licences of Council property: Not for Profit Organisations

CONCLUSION

This report is presented to Council to provide options and request resolution for the future use of the old Penrose Hall following completion of the New Penrose Village Hall.

ATTACHMENTS

1. Attachment 1 - Aerial Penrose Halls [9.3.1 - 1 page]
2. Proposal from Penrose Community Association [9.3.2 - 3 pages]



Wingecarribee Shire Council

Any information (numerical or otherwise), representation, statement, opinion or advice expressed or implied in this publication is made in good faith but on the basis that the council of the shire of Wingecarribee, its agents and its employees are not liable (whether by reason of negligence, lack of care or otherwise) to any person for any damage or loss whatsoever which has occurred or may occur in relation to that person taking or not taking (as the case may be) action in respect of any information, representation, statement, or advice referred to above.

Copyright © Wingecarribee Shire Council, Copyright © Land and Property Information (LPI) 2017



AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024



30 January 2024

To the General Manager
Wingecarribee Shire Council

Proposal from Penrose Community Association Inc. to lease the old Penrose Village Hall

The Penrose community is in a unique situation where we have in the village an exciting new Village Hall and a quality, cosy, low maintenance restored old Village Hall. How we use the old hall will be determined by our imagination, our energy and council regulations.

This proposal is that the Penrose Community Association Inc. (PCA) lease the facility from WSC on a long-term basis at a peppercorn rate with an initial trial period of 12 months. -

We are familiar with WSC Policy 1.49 and believe we can meet the criteria therein.

We fully understand the activities that take place in the old hall cannot, in anyway, be in competition with the new hall and we would put policies in place to ensure that. The PCA are totally committed to the activation of the new Penrose Village hall, however we feel that the suggested uses for the old hall could complement our wonderful new building.

The concept is to have the old hall available to community members and community groups, the latter of whom require equipment to be either left out along with creative groups who would be potentially 'making a mess' such as creative art programmes, repair workshop and garden group.

Each group would have a cabinet on wheels with items pertaining to their group which could be pushed aside for storage. There could be a permanent lounge area set up, with coffee machine, pin ball machine, board games table always available when a community group is visiting.

The PCA has a long history of working together with the Penrose 355 committee and we look forward to that continuing as we move into exciting times for Penrose.

Penrose Community Association Inc.
Gundungurra Country,
901 Penrose Road, Penrose NSW 2579
penroseca@gmail.com www.penrose.net.au
ABN 31 740 235 113 INC 9895313

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024



Logistics

At the recent PCA AGM our long time Vice President, John Duffy, stepped back to be a committee member. As such John, together with his wife Emma (also on the PCA), have agreed to take on the old hall project for the PCA.

Bookings

We envisage an electronic booking system to prevent double bookings with a smart locking system such as this. <https://www.digitalkeys.io/5g-iot-smart-doorlock>

Budget

We understand the old hall must be revenue neutral to WSC

Assumed costs for PCA:

- Outgoings \$1,500
- Sustenance \$500
- Maintenance \$500
- Contingency \$500
- Total Cost per year \$3,000

Assumed Income

- Assume a grant of \$1500 per annum to assist.
- We would need additional income of \$30 per week to cover costs.
- Conceptually the cost should be low to community members – say \$5.00 per hire.
- The PCA has the ability to supplement income if necessary.

On the next page we list the activities that the Penrose community could use the old hall to the benefit of the community. We believe these activities would not conflict with the new Penrose Village Hall.

Penrose Community Association Inc.
Gundungurra Country,
901 Penrose Road, Penrose NSW 2579
penroseca@gmail.com www.penrose.net.au
ABN 31 740 235 113 INC 9895313

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



Potential groups

Group	Purpose	Uses
StreetScapers	To care for Penrose Village gardens and community areas	The Old Hall would be a base for StreetScapers to meet, make mess such as in a potting shed, tool storage and plant sharing. Possibly a small community garden to supplement access to food in the neighbourhood
Mens repair Group	To advance the health & well-being of local men	Informal Men's gathering in Penrose including a model steam train group, A low-key men's shed concept, fix things, tool library is possible in this space.
Village Library	Books CD's, DVDs to Share	This could be enhanced and we could encourage the WSC library van to this location.
Community Pantry	Shared food	The Existing Community pantry could move to the Old Hall and possibly expand into food assistance and support.
Natter & Splatter	Art, Craft, pottery activities	Current Natter & Splatter activities are restricted to what can be achieved in one evening. This space could be somewhere to make mess such as painting pottery, and sculpture groups
SHYAC Southern Highlands Youth Arts Council	Youth drama	SHYAC need a suitable space to prepare costumes/make props. Potentially this could also lead to SHYAC performances taking place in the new Penrose Hall
Youth Group	A casual space for youngsters to use and appreciate	Pinball machine, Indoor football table, Foam dart board all left out and available for use.
Creative music	Music has many health benefits and can also improve sleep quality, mood, mental alertness, and memory.	Allow community members to try out/ play various instruments – as long as this was something not able to take place in the new Penrose Hall.
Local and natural history	To inform the community about the history of the area they live in.	Permanent displays on wall and tables of Penrose History

The PCA believe that with imagination and management the old hall could continue to be a great asset to the people of Penrose.

Alison Duthie

President Penrose Community Association

Penrose Community Association Inc.
Gundungurra Country,
901 Penrose Road, Penrose NSW 2579
penroseca@gmail.com www.penrose.net.au
ABN 31 740 235 113 INC 9895313

9.4 Application Tracker - Update and Demonstration

Report of: George Harb
Chief Information Officer

Authorised by: Carmel Foster
Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to provide a detailed update on the Application Tracker project. A demonstration of the Application Tracker will be provided at the Council meeting.

OFFICER'S RECOMMENDATION

THAT Council receive and note the report.

REPORT

BACKGROUND

At the December 2023 Ordinary Council Meeting, a demonstration of the new Development Application Tracker was provided by Council Officers. This platform was intended to serve as a reliable and informative resource for the community seeking information on Development Applications.

During the December 2023 meeting, the Council resolved the following:

"THAT Council, acknowledging the additional advice of the Chief Information Officer, receive and note the report."

A Question With Notice was raised during December 2023 Council meeting:

"Regarding development applications and supporting documents that are lodged on the Planning Portal, are they simultaneously available for public viewing on Council's Application Tracker?"

In response to this question, a report was presented at the February 2024 Ordinary Council Meeting. The report outlined the information that would be accessible through the Application Tracker.

At the February 2024 Council Meeting, the Manager Development and Regulatory Services addressed the Council in relation to the Question with Notice. Subsequent to this, Council resolved the following:

"THAT Council receive and note this report, and that the Administrator receive a detailed update on the Application Tracker."

This report addresses the motion from the February 2024 Council meeting.

REPORT

The implementation of the Application Tracker will allow the community and other stakeholders to have an enhanced customer experience with access to timely information and regular updates on development applications.

At the December 2023 Council meeting the Council was advised that the Application Tracker would be available to the public early February 2024. The following sequence of events provide a revised Go Live date of the 28 March 2024.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

In order to complete the Integration with the NSW State Government Planning Portal, the Software vendor that was performing the configuration on behalf of Council advised that this needed to be completed before progressing to the next stage of configuration. The time frames allocated for this phase of the project were not met due to suitably qualified resources not being available to test the configuration during this period. In addition to this, technical difficulties during an upgrade of our corporate system resulted in further delays. This further delayed the technical consultants in performing configuration.

Since these issues have been resolved, the status of the project (at the time of authoring this report – 8 March 2024) the status of the Application Tracker sees the key subject matter experts testing the configuration for any troubleshooting matters. The proposed time frames and responsibilities are as follows:

Commencement Date	Task	Responsible Officer	Expected Due Date
1 February 2024	Design, Branding and Security enhancements	<ul style="list-style-type: none"> • Coordinator ICT Operations • Coordinator Corporate Systems • Business Analyst • Business Solutions Implementation Manager 	Completed 14 February 2024
27 February 2024	Baseline Mapping of Events and triggers	<ul style="list-style-type: none"> • Coordinator Corporate Systems • Business Analyst • Manager Development Assessment and Regulation • Portal Management Officer • Business Solutions Implementation Manager 	Completed 1 March 2024
4 March 2024	DA Refinement, Modifications and Consultation	<ul style="list-style-type: none"> • Coordinator Corporate Systems • Business Analyst • Manager Development Assessment and Regulation • Portal 	8 March 2024

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Commencement Date	Task	Responsible Officer	Expected Due Date
		Management Officer <ul style="list-style-type: none"> • Business Solutions Implementation Manager • Governance Officer 	
11 March 2024	Testing	<ul style="list-style-type: none"> • Coordinator Corporate Systems • Business Analyst • Manager Development Assessment and Regulation • Business Solutions Implementation Manager 	18 March 2024
20 March 2024	Live Demo	<ul style="list-style-type: none"> • Chief Information Officer • Project Business Analyst 	20 March 2024
19 March 2024	Phase 1 Go live Application Tracker with all current applications	<ul style="list-style-type: none"> • Coordinator Corporate Systems • Business Analyst • Manager Development Assessment and Regulation • Business Solutions Implementation Manager 	28 March 2024
3 April 2024	Phase 2 Project Completion. Migration of all applications and information	<ul style="list-style-type: none"> • Coordinator ICT Operations • Coordinator Corporate Systems • Business Analyst • Business Solutions Implementation Manager 	May 2024

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Commencement Date	Task	Responsible Officer	Expected Due Date
May 2024	Decommission DA Tracker	<ul style="list-style-type: none">• Coordinator ICT Operations• Coordinator Corporate Systems• Business Analyst• Business Solutions Implementation Manager	31 May 2024

It is anticipated that Go Live is achievable based on the availability of subject matter experts and technical consultants. With an anticipated Go Live date of 28 March 2024.

In transitioning to the new Application Tracker, information on the existing DA (Development Application) Tracker is live with the following additional information (for any new application lodged after the 29 February 2024):

- a) Internal floor plan layout
- b) public submissions
- c) Formal correspondence and requests for additional information
- d) Applicant and owner correspondence received
- e) Additional supporting documentation including reports and amended plans
- f) Final internal referral advice and specialist consultant advice

This information will also be available on the new Application Tracker when it goes live.

A demonstration of the Application Tracker will be provided at the Council meeting.

COMMUNICATION AND CONSULTATION

Community Engagement

Not Required

Internal Communication and Consultation

The project's internal stakeholders encompass key individuals within our organisation, including:

- General Manager
- Director Corporate Strategy and Resourcing
- Director Community and Place
- Manager Development Assessment and Regulation
- Chief Information Officer

Additionally, the project team comprised the following subject matter experts:

- Project Specialist
- Business Solutions Implementations Manager
- Coordinator Governance
- Executive Officer
- Executive Assistant to the Administrator and General Manager

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

- Business Solutions Training Officer
- Coordinator Corporate Systems
- Coordinator Corporate Information

External Communication and Consultation

Councils Chief Information Officer has engaged in conversations with Councils corporate systems provider to determine the cause of the technical issues to ensure that controls are in place to minimize the repetition of the issues experienced during the upgrade.

The Chief Information Officer has also been communicating with the technical consultants to ensure that any potential matters are dealt with swiftly.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

An increase in subscription costs of \$24,000 per annum.

RELATED COUNCIL POLICY

Code of Conduct

CONCLUSION

A detailed outline of the Application Tracker and the Go Live has been provided within the body of the report with a Go live date of 28 March 2024.

ATTACHMENTS

Nil

9.5 Yerrinbool Toilet Location

Report of: Samir Paudel
Project Manager

Authorised by: Ned Tripkovic
Manager Project Delivery

PURPOSE

The purpose of this report is to resolve the location for the proposed public toilet in Yerrinbool following community consultation.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Receive and note the outcome of the Community consultation process.**
- 2. Resolve that the public toilet location at M.F. Vickers Park, Everest Street, Yerrinbool is the preferred location based on Council's investigations and this is supported by feedback and outcomes from the community consultation.**

REPORT

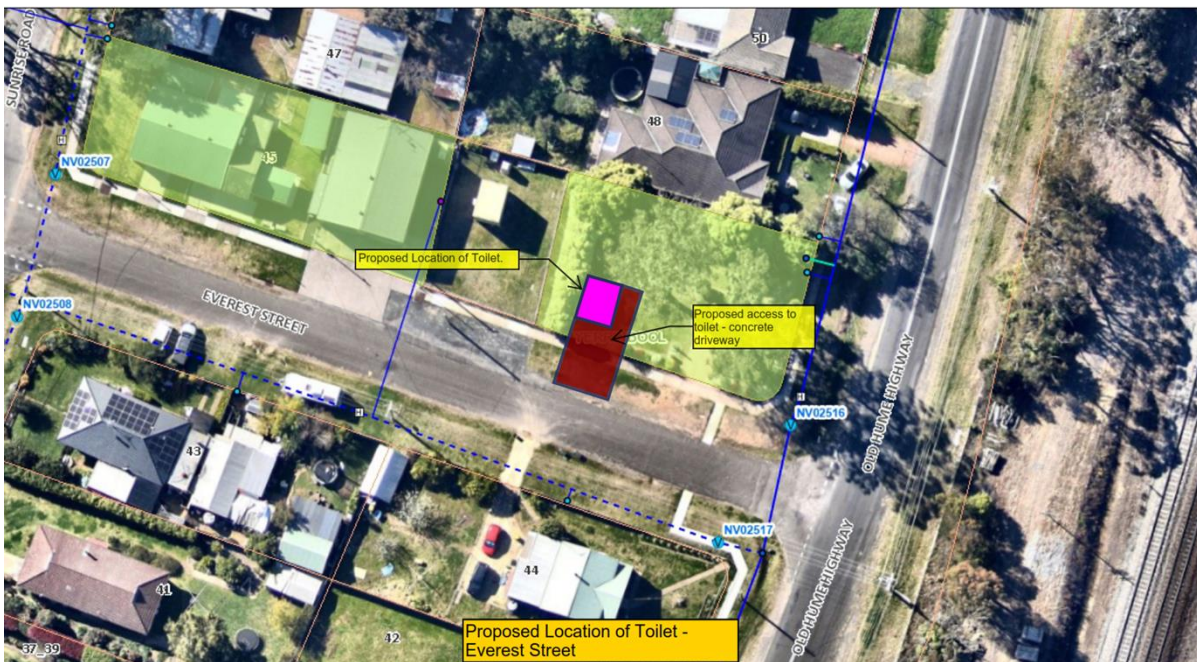
BACKGROUND

In response to a community request for public toilet facilities in Yerrinbool, Council will be constructing purpose-built amenities at the most appropriate location within the Yerrinbool area. Yerrinbool currently lacks public toilets. To determine the best site for the public toilet, Council undertook location options and investigations followed by community consultation to gather feedback from residents. This report presents the results of the community consultation process undertaken to confirm the preferred location for the public toilet.

The process for establishing the preferred location for the Yerrinbool toilet involved gathering input on potential locations, including M.F. Vickers Park (located on Everest St), the playground at 49 Sunrise Road and Yerrinbool Train Station. Through community engagement, feedback was collected to identify preferences and concerns regarding these proposed locations. The report synthesizes this feedback to provide the council with informed recommendations regarding the preferred location for the public toilet facility in Yerrinbool. The objective of the project is to design and construct a prefabricated amenities building that includes:

- One accessible toilet and one unisex ambulant toilet.
- Provision of power, water connections, and an underground septic system.
- Installation of a concrete pathway from the footpath to ensure accessibility.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



REPORT

Council has undertaken a Crime Prevention through Environmental Design (CPTED) investigation, with the principles for the crime prevention and promoting safety being satisfied in the M.F Vickers Memorial Park (Everest Street) location. This includes access control, natural surveillance, and maintenance.

Council undertook face to face community consultation on Thursday 18 January 2024 at M.F.Vickers Park Yerrinbool, from 10am-11am and 5pm-6pm. In addition to this, council also undertook an online survey via participatewingecarribee.wsc.nsw.gov.au from 9 January 2024 until 8 February 2024 through which the community could make their preferred location known for the public toilet at Yerrinbool. Results from collective face-face survey and online survey is as below (vote counted as 1 from multiple voting from single device):

M.F Vickers Memorial Park (Everest Street) – 51 preferences

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Sunrise Playground – 40 preferences

Yerrinbool Train Station – 51 preferences.

The Sunrise playground was concluded to be the least desirable location by the community due to constraints such as limited space for a toilet block, resulting in a smaller facility with only one accessible toilet, vulnerability to vandalism, and proximity of residential buildings encroaching upon the area.

On the other hand, the railway station emerged as being equally preferred to M.F. Vickers Memorial Park. The problem with the railway station option is that the land is not owned by Council, necessitating a land lease agreement with Transport Assets Holding Entity (TAHE) and a sign off by Sydney Trains. As advised by TAHE, this process alone would take a minimum of 6 months. Additionally, there are significant cost implications and regulatory hurdles including a new Review of Environmental Factors (REF) and various investigative studies such as surveys and geotechnical assessments. The space available along the railway corridor may not be sufficient to accommodate both an accessible toilet and a unisex ambulant toilet, which could lead to the provision of only one accessible toilet.

The M.F. Vickers Park on Everest Street location is the recommended location and was equally preferred by the community for the toilet block. Feedback from face-to-face consultations and surveys highlighted its popularity. Several factors contribute to it being the recommended location:

- The park is situated on council-owned land, eliminating land ownership constraints and streamlining the approval process.
- A Crime Prevention Through Environmental Design (CPTED) has been undertaken and has shown that the principles of crime prevention are considered in this preferred location.
- Necessary investigation works, including surveys and geotechnical studies, have already been completed.
- The Review of Environmental Factors (REF) has been approved.
- Sufficient space is available to accommodate both an accessible toilet and a unisex ambulant toilet.
- Everest Street enjoys close proximity to Yerrinbool Railway Station (185m) and Sunrise Playground (105m), catering to both railway commuters and playground users.
- Adequate lighting from Yerrinbool RFS and high pedestrian traffic contribute to enhanced security and reduced risk of vandalism.
- Strong community interest is evident through multiple phone calls and emails expressing support for Everest Street as the location for the new public toilet, with unanimous backing from participants in face-to-face community consultations.

COMMUNICATION AND CONSULTATION

Community Engagement

Community was notified regarding the project and consultation was carried out to choose the recommended location for the public toilet.

Internal Communication and Consultation

Internal consultation was conducted to strategize the approach for both face-to-face and online consultations. The best practices and collaborative efforts were discussed to ensure a cohesive and effective engagement process.

External Communication and Consultation

The council undertook two forms of community engagement regarding the selection of a suitable location for a public toilet in Yerrinbool. Firstly, council hosted face-to-face consultations at M.F. Vickers Park on Thursday, 18 January 2024, with sessions available from 10:00 am to 11:00 am and from 5:00 pm to 6:00 pm. Additionally, council also conducted an online survey accessible through

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

participatewingecarribee.wsc.nsw.gov.au from 9 January 2024 until 8 February 2024, allowing community members to voice their preferences regarding the public toilet. The survey encompassed invitations to the consultation sessions, informative factsheets, and the survey form itself.

SUSTAINABILITY ASSESSMENT

Environment

No environmental concerns are associated with this report. A Review of Environmental Factors (REF) has been conducted for the project. Some minor vegetation clearing will be necessary to facilitate the construction of the toilet block. The REF has addressed all environmental impacts, and the document will be provided to the contractor. Compliance with the REF will be a contractual requirement for all construction activities.

Social

The introduction of a public toilet will have positive social impact on community. It enhances community comfort, promotes public health, and enhancing overall well-being.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

The allocated budget for this project is \$20,000 for the design phase in FY2023-2024 and \$300,000 for the construction phase in FY2024-2025. There are no cost implications.

RELATED COUNCIL POLICY

- Wingecarribee Public Toilet Strategy – 2017
- Wingecarribee Community Engagement Strategy

CONCLUSION

It is recommended that Council resolve that M.F. Vickers Park is the most suitable location for the proposed new public toilet at Yerrinbool which is supported by the results from the community consultation.

ATTACHMENTS

Nil

9.6 Government Road, Bundanoon - Proposed Closure of Road Reserve

Report of: Amanda McCullagh
Coordinator Property Services

Authorised by: Carmel Foster
Director Corporate Strategy and Resourcing

PURPOSE

This report seeks Council approval to undertake community consultation in relation to the proposed closure of road reserve known as Government Road, Bundanoon.

OFFICER'S RECOMMENDATION

THAT:

1. Council endorse the application for closure of road reserve known as Government Road, Bundanoon.
2. Council give a minimum twenty eight (28) days public notice of its intention to close the Council road reserve referred to in Item 1 above **AND THAT** if any objections are received, a further report be forwarded to a future ordinary meeting of Council for determination.
3. If there are no objections received by Council during the period of public exhibition, that pursuant to Part 4 Division 3 of the Road Act 1993, Council as roads authority formally approve the closure of the road reserve referred to in Item 1 above and that upon closure the newly created lot will be classified as Operational Land pursuant to the Local Government Act, 1993.
4. The General Manager and Administrator/Mayor be delegated authority to execute under the Common Seal of Council any agreement, plan, real property dealing or any other document in respect of the proposed closure of the road reserve referred to in Resolution 1 above.
5. Authority be delegated to the General Manager to execute on behalf of Council any other document associated with the road closure referred to in Item 1 above which does not require the affixing of the Common Seal of Council.
6. Following the closure and sale of the portion of road reserve which adjoins 83B Penrose Road, Bundanoon, the applicant be required to consolidate the newly created lot (being the former segment of closed road) with the applicant's property.

REPORT

BACKGROUND

Council has recently been contacted by the owner of 83B Penrose Road, Bundanoon, requesting that Council consider the closure and sale of the section of road reserve which adjoins his property.

The applicant has requested the closure to rectify encroachment by an existing timber clad shed which stands entirely within the road reserve.

The portion of road reserve the applicant seeks to close and purchase is approximately 188m² and is shown in red in **Attachment 1**.

Council also seeks to close the remainder of the unused road reserve, with a view to creating separate lots which will be available for future sale to adjoining landowners by Council. The area of the additional road

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

closure is approximate 773m² with the total area of road closure being 961m² (subject to survey) as shown outlined in blue in **Attachment 2**.

The value of the area proposed for closure and sale (being 188m²) is not yet known. A valuation is not obtained until after Council resolution is held to proceed with the closure, to limit costs payable by the applicant if the closure does not proceed.

REPORT

Council approval is sought to invite an application for closure of the section of road reserve which adjoins 83B Penrose Road, Bundanoon. The area of the proposed closure is approximately 188 square metres, subject to final survey. Council approval is also sought to close the remainder of the road reserve.

The relevant Council officers have been consulted and invited to comment in relation to the closure and sale of the road reserve.

It was suggested by Council officers that the road reserve should remain a point of access for the rail corridor running parallel to Penrose Road, however impediments on site make access at this point impossible.

Further, Australian Rail Track Corporation have been consulted and have advised they do not access the rail at this point and have no objections to the proposed road closure.

Feedback from Council officers also suggested that it would be preferable to close the whole of the road reserve so as to not sever the road reserve, leaving sections inaccessible.

LEGISLATIVE REQUIREMENTS

Part 4, Division 3 of the *Roads Act 1993* outlines the statutory requirements regarding the closure of Council public roads by Council.

The Crown no longer has the power to close constructed or unconstructed Council public roads. Therefore, all applications for closure of Council public roads must be processed by Council as the road authority. Only constructed (formed) Council public roads remain vested in the ownership of Council upon closure. Unconstructed (unformed) Council public roads become vested in the Crown upon closure.

If the closure of the road reserve proceeds, new title for the lot adjoining the applicant's property will be created following registration of the Plan of Road Closure at the Office of Land Registry Services. The newly created lot (being the segment of closed road) adjoining the applicant's property will be required to be consolidated with the applicant's adjoining property at the applicant's cost.

It will be a condition of the sale of any of the remaining area of road reserve that the newly created lots be consolidated with the adjoining owner's property at their cost.

COMMUNICATION AND CONSULTATION

Community Engagement

Public notice of the intention to close the road reserve will be advertised for a minimum of twenty- eight (28) days.

Council will also issue notice of the proposed closure to property owners in the vicinity of the road reserve.

Internal Communication and Consultation

The relevant Council officers have been consulted and invited to comment in relation to the proposed closure of the road reserve.

External Communication and Consultation

Adjoining owner (applicant).

Australian Rail Track Corporation.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

The adjoining owner (as applicant) will be responsible for the payment of all fees and charges in relation to the process of the road closure so far as it relates to the section of road reserve which adjoins his property. Fees will include application fees to Council, along with valuation, surveying and registration fees.

Council will be responsible for fees and charges which relate to the remaining area of road reserve to be closed. These fees will include surveying and registration fees which will be funded from existing budgets.

RELATED COUNCIL POLICY

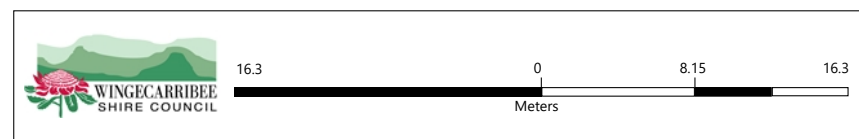
Permanent Road Closure and Road Lease Policy.

CONCLUSION

It is recommended that the proposed closure is public exhibited to enable community consultation and feedback.

ATTACHMENTS


1. 83 B Penrose Road Bundanoon [9.6.1 - 1 page]
2. Full Road Reserve [9.6.2 - 1 page]

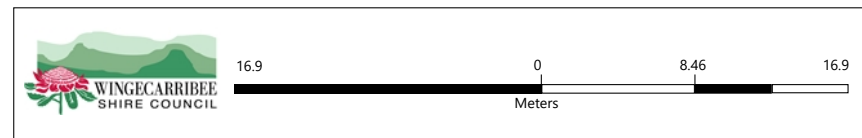


Wingecarribee Shire Council

Any information (numerical or otherwise), representation, statement, opinion or advice expressed or implied in this publication is made in good faith but on the basis that the council of the shire of Wingecarribee, its agents and its employees are not liable (whether by reason of negligence, lack of care or otherwise) to any person for any damage or loss whatsoever which has occurred or may occur in relation to that person taking or not taking (as the case may be) action in respect of any information, representation, statement, or advice referred to above.

Copyright © Wingecarribee Shire Council, Copyright © Land and Property Information (LPI) 2017





Wingecarribee Shire Council

Any information (numerical or otherwise), representation, statement, opinion or advice expressed or implied in this publication is made in good faith but on the basis that the council of the shire of Wingecarribee, its agents and its employees are not liable (whether by reason of negligence, lack of care or otherwise) to any person for any damage or loss whatsoever which has occurred or may occur in relation to that person taking or not taking (as the case may be) action in respect of any information, representation, statement, or advice referred to above.

Copyright © Wingecarribee Shire Council, Copyright © Land and Property Information (LPI) 2017



9.7 Land off West Parade, Hill Top - Council lease from Transport Asset Holding Entity of NSW - Licence for Permitted Use

Report of: Amanda McCullagh
Coordinator Property Services

Authorised by: Carmel Foster
Director Corporate Strategy and Resourcing

PURPOSE

This report seeks Council approval to enter into a Licence for Permitted Use with Transport Asset Holding Entity of New South Wales to enable upgrade works to be undertaken to the park at West Parade, Hill Top.

OFFICER'S RECOMMENDATION

THAT:

1. Council enter into a Licence for Permitted Use with Transport Asset Holding Entity of New South Wales for land off West Parade, Hill Top being part Lot 5001 DP 1214266 for a period of 10 years.
2. Authority be delegated to the General Manager to negotiate the terms and conditions of the Licence for Permitted Use referred to in item 1 above.
3. Authority be delegated to the Mayor/Administrato**r** and General Manager to execute the Licence for Permitted Use referred to in item 1 above under the Common Seal of Council.
4. Authority be delegated to the General Manager to execute any documents associated with the Licence for Permitted Use referred to in item 1 above not requiring the Common Seal of Council.

REPORT

BACKGROUND

Transport Asset Holding Entity of New South Wales ("TAHE") owns rail corridor that runs along West Parade Hill Top being Lot 5001 DP 1214266 ("the Transport property").

Part of the Transport property contains a carpark and park area, an aerial of which is shown below:



With the decommissioning of play equipment at Waratah Park (at the Community Centre in Hill Top), there is currently no play equipment available for use in Hill Top.

REPORT

Council has historically maintained the carpark and park area forming part of the Transport property as shown in the aerial above.

The Hill Top Community Association have successfully applied for grant funding to purchase and instal new play equipment in Hill Top.

Given the central location of the Transport property, and that Council is already maintaining the area, Council has approached TAHE with a view to entering into a Licence Agreement for that part of the Transport property.

Establishment of a Licence with TAHE will allow Council to continue to undertake maintenance works. Execution of an agreement between the parties will also allow for the new play equipment purchased via grant funding by the Hill Top Community Association, to be installed at this central location for use by local residents and visitors alike.

Key points to note in relation to the proposed Licence for Permitted Use including:

- the licensor is Transport Asset Holding Entity of NSW (TAHE);
- the licensee is Wingecarribee Shire Council;
- The licensed area is part land off West Parade, Hill Top having an area of approximately 3,300m² as shown outlined in pink in the aerial contained in this report;
- The licence area forms part of Lot 5001 in DP 1214266;

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

- permitted use is noted as “Beautification, park and children’s play area and free public unrestricted carparking;
- the licence is for a period of 10 years; and
- rental payable is \$1.00 pa if demanded.

The following special conditions are also contained in the Licence:

- 13.1 *The Licensee’s Scope of Works in relation to the works to be completed by the Licensee in the Licensed area at or following the Commencing Date and this is at Annexure B.*
- 13.2 *The Licensee is to submit detailed plans and specifications in respect of any works to be completed by the Licensee in the Licensed Area at or following the Commencing Date to be approved by Transport Heritage NSW and the Licensor.*
- 13.3 *The Licensee is to submit detailed plans and specifications in respect of any works to be completed by the Licensee in the Licensed Area during the Term to be approved by Transport Heritage NSW and the Licensor.*
- 13.4 *The Licensee is to provide as built plans with respect to any works to be completed by the Licensee in the Licensed Area.*
- 13.5 *If any of the Licensee’s works are subject to a Development Approval a landowners consent will be required which is separate to this agreement. This will require a separate application with the Development Approval paperwork to the Licensor and Transport Heritage NSW for approval.*
- 13.6 *The public car parking section of the Licensed Area must remain open for general users of the public without restrictions as to time and cost.*
- 13.7 *The Licensee must not allocate the car parking spaces in the public car parking section of the Licensed Area exclusively to user groups, except in relation to the general public, or accessibility (in terms of disabled parking) requirements.*

This report is submitted to Council to obtain the necessary resolution to enter into the proposed Licence for Permitted Use.

COMMUNICATION AND CONSULTATION

Community Engagement

This is an administrative matter between Council and Transport Asset Holding Entity of New South Wales.

Internal Communication and Consultation

Assets

Project Delivery

External Communication and Consultation

Hill Top Community Association

Transport Asset Holding Entity of New South Wales

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

Provision of play equipment will allow for social interaction for local residents and visitors alike.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

Council is already maintaining the land. The rental proposed by the agreement is \$1.00 pa if demand. Accordingly, there are no budgetary implications of entering into the proposed Licence for Permitted Use.

RELATED COUNCIL POLICY

None identified.

CONCLUSION

This report is submitted to obtain the necessary resolution to enable Council to enter into the Licence for Permitted Use for land off West Parade, Hill Top from Transport Asset Holding Entity of New South Wales.

ATTACHMENTS

Nil

9.8 Kerbside Collection Waste Delivery Model

Report of: Clinton McAlister
Manager Waste and Resource Recovery

Authorised by: Adan Davis
Director Communities and Place

PURPOSE

The purpose of this report is present to Council the analysis undertaken in the review of the operational models for the management of kerbside waste and the impact to operations at the Resource Recovery Centre. The report recommends the transition to a direct delivery model based upon the operational savings presenting 'value to the community'.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Endorse the transition to a direct delivery model for all kerbside collected waste.**
- 2. Note that as savings are realises, they be incorporated back into the Long-Term Financial Plan for the determination of the Domestic Waste Management Charge.**

REPORT

BACKGROUND

Council provides kerbside collection services to approximately 20,000 residential properties. A range of services and bin sizes are available including weekly or fortnightly garbage collection, fortnightly collection of recyclables and garden organics.

The current service provider is JR Richards, who provides all domestic, commercial and bulky waste collections to eligible households and businesses. The current contract (initial term) with JR Richards was due to expire in June 2024. In the February 2023 Ordinary meeting of Council, Council resolved (MN 2022/310)

"THAT:

- 1. the nominal Food Organics and Garden Organics (FOGO) implementation date of 2029 for Wingecarribee Shire Council be noted.*
- 2. The extension options (one plus one (1+1)) within the Waste Collection Services and Haulage Services Contract be exercised.*
- 3. the General Manager be authorised to directly negotiate with JR Richards, for the purpose of entering into a contract (exercising the extension options) for the Waste Collection Services and Haulage Services Contract, subject to as part of the extension negotiations explore the ongoing provision of the bulky waste collection services (options 1 or 2 per year), and alternate sized collection vehicles to services rural residents.*
- 4. the General Manager investigate a joint procurement process with Wollondilly Shire Council.*
- 5. the General Manager write to residents who are outside the domestic waste collection area regarding the possible extension of the collection area."*

In the actioning of items 2 and 3, updated pricing in line with the original tender (2013) was sought. This pricing included the options of delivery to the Moss Vale Transfer Station or direct delivery to Spring Farm Transfer Station. As a result, cost modelling of the options was undertaken including cost, savings and budget impact across the waste management lifecycle to determine the best option for Council, in the effective and efficient delivery of waste services to the Shire.

REPORT

Camden, Campbelltown City, Wingecarribee Shire and Wollondilly Shire Councils undertook a joint procurement for the disposal and processing of municipal waste and resource streams (known as Project 24), as the current arrangements were due to expire on 30 May 2024. Late in the contract negotiation and contract phase it became apparent there was a limitation on the type of collection vehicle that could access the receival hall for Organic waste delivery, in that the receival hall will only accept collection vehicles (side loaders). This limitation only affected Wingecarribee Shire Council due to our current operational model where we utilise walking floors for the transport of Kerbside waste for processing. All other councils already direct deliver to the facility. It also created significant risk in the procurement/ contract process, because of the timeframe until the existing contract expiry if Wingecarribee Shire do not align to the proposed contract.

The two main operational models presented within the original tender are that of delivery and consolidation through the Moss Vale 'transfer station' or that of 'direct delivery'. The options explored within the report relate to the following:

Option A - Existing Transfer station (maintenance of the existing model)

Option B - Direct Delivery of Organics Only due to the limitations of the waste processing and disposal contract, and

Option C - Direct Delivery of all kerbside waste streams

Option A- TRANSFER STATION

The transfer station option is the current delivery method with all kerbside waste collected being delivered to the Moss Vale Resource Recovery Centre (transfer station) for initial processing (green waste) and bulking up (MSW, Co-mingled and green waste) for haulage to our final processing and disposal partners under the waste processing and disposal arrangements. This can be simplified by the following illustration.



This option (Option A) requires additional plant/ resources to service the haulage component of the contract and incurs a significant cost to council in the initial processing of green waste onsite prior to haulage. Council also bears the risk of fires with the stockpiling of green waste and has a history of fires within the green waste at the RRC.

Additional savings are achieved through the removal of contractor labour in the supervision of collection truck tipping at the RRC.

This Option is considered non-viable due to the limitations of the type of acceptable collection vehicle at the Organics receival hall.

Option B - DIRECT DELIVERY ORGANICS ONLY

This direct delivery option involves the only the kerbside collection trucks delivering Organics directly and a the other waste streams, being Comingled and Putrescible would be delivered to the RRC and then transferred to Spring Farm. .

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Option B, is a combination of both models with putrescible and comingled waste processing through the RRC transfer station model as below:



And Organics will be processed through the direct delivery direct to Spring farm (illustrated below)



Option B maintains a complexity of resources required to deliver against the model and does not provide the efficiencies of Option C.

Option C - DIRECT DELIVERY ALL WASTE STRAMS

This direct delivery option involves the kerbside collection trucks delivering the collected kerbside waste streams directly to Spring Farm.

Option C simplifies the process with all waste streams being directly delivered.



To facilitate this option the collection contractor will require additional collection vehicles due to the additional time for the vehicle to travel to Spring Farm rather than the RRC. The contractor will absorb redundant plant under this option within their fleet across other contracts and the resources be absorbed as collection resources. The Contractor will need to undertake the appropriate employee consultation.

Council has considered the costs and efficiency of just undertaking the direct delivery of Organics (Option B) as per the limitation within the Waste Processing and Disposal contract and that of applying the model to the three (3) kerbside collection waste streams (Option C).

The direct delivery option (option B) incurs a higher bin collection fee, but there is offset by a range of other savings throughout the waste management lifecycle, making this the preferred, lowest cost/ risk option. There is an internal resource/ cost saving associated with the reduction of kerbside Organics processing onsite at the RRC to assist with the haulage process.

The impacts to other council and community services being public place litter, commercial operators and residents have been considered for both Option B and Option C and these services will be catered for through maintaining the existing infrastructure but with an alteration of hook lift bins over walking floors. This will provide cost efficient maintenance of services for Putrescible and Comingled waste streams that are delivered to the RRC through means other than Kerbside collection.

It should be noted that with either of the options (B or C) residents will see no change to the provision of the service or service level.

RISKS ASSESSMENT

The benefits and risks of both delivery options have been accessed and presented in the following table:

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Description	Option A	Option B	Option C
Direct delivery will require separate green waste processing/ haulage of resident dropped off green waste	R	B/R	B/R
Direct delivery will reduce internal resource and plant hours, asset longevity and reduce costs	R	B	B
Direct delivery aligns with the Project 24 councils' contract	R	B	B
Customers will not see any change to their waste services	B	B	B
Modified arrangements will need to be made for public place bins and commercial waste operators	B	R	R
Reduces the amount of waste on site at any one time and lessen the impact of the need for an emergency waste management plan for the site	R	B	B
EPA licencing changes are not required	B	B	B
Model can be unwound at any time (excluding organics due to contractual arrangement)	R	B	B
Model/s can easily be tendered for as part of the next procurement contract increasing competition	B	B	B
Direct Delivery option can be enacted through contract negotiation and through contract variations	N/A	B	B

Note- B=Benefit, R=Risk

COMMUNICATION AND CONSULTATION

Community Engagement

No Community consultation has occurred as part of the report as there is no impact/ change to the service level to residents.

Internal Communication and Consultation

The team at the RRC has been formally consulted in accordance with Clause 42 of the Local Government State Award 2023 (Award) that Wingecarribee Shire Council (the Council) is proposing workplace change that is likely to have significant effects on Council employees. This consultation concluded on 3 March 2024 with no feedback received.

Finance have been consulted in relation to the costing model and the identified savings of the options.

External Communication and Consultation

The current collection contractor has been consulted on the options proposed, required plant and resources required to facilitate the plan, and in managing their own internal employee consultation requirements.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report. It is considered that the environmental impact would be neutral as an increase in emissions from additional collection vehicles will be offset by the reduction of emissions from haulage vehicles and internal plant.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

In determining the most efficient model, the entire waste life cycle has been costed including:

- Bin collection rates (based upon different models)
- Number of bins collected
- Waste stream tonnage
- Transfer station resources
- Haulage costs
- Aggregation costs, and
- Processing and Disposal

The formulation of the options pricing has been informed by a combination of the Project 24 Waste Disposal and Processing contract rates and the kerbside collection and haulage contract rates.

The delivery of the waste services (across the entire lifecycle) under the current operational model (Option A) costs Council \$7,515,000. A transition to the recommended model (Option C) will result in a cost to Council for the management of waste services of \$7,10,000 as saving of \$405,000 (5%)

Where the savings will be realised across the waste services lifecycle is identified in the following comparison of the options below, Option A has been used as the baseline with the costs/ savings being compared against the baseline.

The options being compared are:

Option A- Existing transfer Station

Option B- Direct delivery of Organics Only

Option C- Direct delivery of All kerbside waste streams

Option	Collection \$,000	Contract labour \$,000	Haulage \$,000	Internal Processing \$,000	Processing \$,000	Total \$,000	Total Saving \$,000
Option A	\$ 1,825	\$ 85	\$ 930	\$ 200	\$ 4,480	\$7,515	\$0
Option B	\$2,055	\$ 85	\$610	\$100	\$ 4,480	\$7,425	\$190

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Option	Collection \$,000	Contract labour \$,000	Haulage \$,000	Internal Processing \$,000	Processing \$,000	Total \$,000	Total Saving \$,000
Option C	\$2,530	\$0	\$0	\$100	\$ 4,480	\$7,110	\$405

The direct delivery model OPTION C will have a significant impact (saving) to the value of \$405,000. This incorporates contractor costs and operational costs (plant and fuel) as a result of not having to undertake an initial shred of the 7,000 tonnes (approx.) of kerbside collected green waste.

The savings across the waste cycle can be explained as:

- contract labour savings for option C are a direct result of not requiring labour to assist the collection trucks tipping at the RRC.
- Processing savings for option Band C are a result of the kerbside organics bypassing the internal processing step (to assist with haulage)
- Haulage savings as delivered through reduced volumes of waste in the respective streams needing to be transferred from the RRC to Spring farm.

Any savings achieved will be attributed back to the Domestic Waste Management Reserve.

RELATED COUNCIL POLICY

The proposal of a direct delivery model for kerbside waste streams is in alignment with the Resource and Waste Management Strategy, specifically the objective:

- 'Resource and control costs for the value for money outcomes- implement services efficiencies.

CONCLUSION

The adoption of a direct delivery model for the kerbside collection waste streams will have no impact on the service levels received by the community but will provide a saving of \$405,000 in operational costs in the provision of the services. The adoption of a direct delivery model for the kerbside collection model is considered to provide best value for the community.

ATTACHMENTS

Nil

9.9 Tulip Time Festival 2023 - Outcomes

Report of: **Suzanne Hannema**
Coordinator Tourism and Events

Authorised by: **Carmel Foster**
Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to provide Council with an overview of the Tulip Time Festival, held in Corbett Gardens from Tuesday 19 September 2023 to Monday 2 October 2023. An outline of the event program for 2024 is provided.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Note the dates for Tulip Time 2024 as Thursday 12 September to Sunday 29 September 2024.**
- 2. Endorse an exclusive preview of Tulip Time for Wingecarribee Shire residents on Thursday 12 September 2024 prior to the official opening on Friday 13 September 2024.**

REPORT

HISTORY

Berrima District Historical & Family History Society prepared a brief history of Tulip Time in 2010. According to this document, a week-long floral festival, named "Festival of Flowers" was held in 1958. Being Committee organised and with support and funding difficulties the festival was abandoned in 1960.

In 1961, Tulip Time, as it is known today, was established by Rotary, who organised and ran operations successfully for many years. Since the mid-2000's, Council has been responsible for the management of Tulip Time with Destination Southern Highlands tasked with coordination of the event. Tulip Time in Bowral's Corbett Gardens celebrated its 62nd year during 2023.

TULIP TIME 2023 ATTENDANCE AND STATISTICS

In 2023, 62,500 individuals attended Tulip Time, an increase of 1,500 persons (or +2%) on 2022 (61,000 tickets). Factors that should be considered are:

- The festival ran for 4 days less than 2022 (14 days as opposed to 18 days in 2022).
- Attendance numbers include Tulips After Dark which sold 2,450 tickets (each session was sold out).

The purpose of the event is mainly to provide support to the tourism sector of the regional economy; hence a significant focus of the event is to attract visitors from outside of the Wingecarribee Shire. Records reflect that tourist accounted for 59,772 (or 96%) of attendees and local residents for 2,728 (or 4%) of attendees.

Council had 1,455 responses to the annual survey conducted at the conclusion of the event. The data demonstrated the following:

- 62% were first time visitors which shows that the event benefited by the marketing activities. This was 19% higher than 2022.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

- Most visitors came as groups of friends, no children (35%), couples (32%), families (27%) and single (6%). Compared to last year where couples formed the largest attendee sector, the “group of friends with no children” has gone from being the smallest segment, to the largest.
- Similar to previous years word of mouth and social media continue to be our most powerful marketing tools (32%), followed by Google (13%). Specific forms of marketing noted were Destination Southern Highlands e-newsletters, Visitor Information Centre, WIN TV News, Gardening Australia and Sydney Weekender advertising.
- 78% of attendees visited from Sydney.
- 46% of attendees visited another town in the region, outside of Bowral.
- Most attended for the day (84%), followed by a two day stay (10%), three to four days (4%) and + five days (2%). The percentage of those who stayed overnight in paid accommodation was 77%.
- 42% of respondents were aged 55+, followed by 35-54 (41%), 25-34 (13%) and 18-24 (4%). It is important to note the younger aged segments generally don’t respond to survey requests, however, the younger demographics are growing, which is positive.
- 74% of respondents were female.
- 61% of respondents believe that Tulip Time is good value for money. This is a drop of 9% from last year and based on comments, was due to the early bloom of the tulips.

It is well known that events draw people to regions and the fact that 62% of respondents are first time visitors to Tulip Time supports this. However, intent to return is very important, as people visit for an event, then come back to a region because they’ve had a great experience. This is further supported by the survey data, as almost half (48%) plan to return to Bowral in the next 12 months. A further 30% are unsure, and only 22% said they didn’t intend to return within 12 months.

Below is a financial representation of the 2023 Tulip Time financial position in comparison to that of Tulip Time 2022.

INCOME SOURCES	Actuals 2023 Tulip Time Income	Actual 2022 Tulip Time Income
Ticket Sales (net)	\$613,926	\$430,456
Tulips After Dark Ticket Sales (net)	\$28,359	\$-
Tulips After Dark Regional NSW Grant	\$-	\$60,154
Stallholder site fees	\$61,525	\$44,509
Destination NSW Triennial Grant Funding for marketing	\$27,500	\$27,500
Other Tulip Time income	\$1,711	\$16,850
TOTAL INCOME	\$733,021	\$579,469

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

EXPENDITURE	Actuals 2023 Tulip Time Expenses	Actual 2022 Tulip Time Expenses
Direct staffing costs (organisation of the event)	\$55,624	\$104,321*
Cost of gate staff (Bowral/Mittagong Rotary Club)	\$16,319	\$12,600
Purchase of Tulips	\$51,157	\$60,000
Hall Hire – Senior Citizen’s Room at Corbett Gardens	\$6,900	\$4,007
Organisation overheads and indirect staffing costs	\$35,000	\$35,000
Marketing and Promotion	\$20,700	\$11,899
Entertainment	\$12,170	\$20,939
DNSW Triennial Grant Funding for marketing	\$27,500	\$27,500
Regional NSW Grant for Tulips After Dark event	\$-	\$60,154
Operational costs including costs of planting and maintaining the garden	\$139,664	\$143,549
TOTAL EXPENDITURE	\$365,034	\$479,969
TOTAL SURPLUS	\$367,987	\$99,500

*Based on Officer remuneration and support staff costs between 2021 and 2022 event. The Event Officer as part time (3 day a week capacity) until 01 August 2022, then full time to assist with other events in the Shire.

As the Tulip Time Festival grows in popularity, the revenue generated has provided a positive surplus to Council’s general revenue.

ECONOMIC IMPACT (ex-ACCOMMODATION)

Tulip Time economic impact is measured by the Spendmapp research analysis tool. Spendmapp provides data based on all cash and card transactions within an area for a particular date range. These transactions determine amount spent, category and geographic origin of the cardholder. This generally do not include on-line booked and paid in advance accommodation.

The Spendmapp data revealed that the:

- Average Visitor Local Spend increased during Tulip Time by \$235,600 (+46%) daily in 2023 compared to \$181,000 (+36%) daily in 2022.
- Average Resident Local Spend decreased by \$39,400 (-3%) daily in 2023 as opposed to decreasing by \$77,000 (-7%) daily in 2022. This may be because local residents may be avoiding crowds on the

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

weekends, or because local residents may have been out of region as a result of the holiday period coinciding with event.

- Average daily Total Local Spend in Bowral during Tulip Time 2023, which ran over 14 days, was \$144,700 (+8%) higher than the average daily Total Local Spend recorded in Bowral during the 18-day Tulip Time 2022. However, upon adjusting the 2023 figures to 2022-equivalent prices, the average daily estimated impact of Tulip Time in 2023 is \$46,600 higher (+3%) than in 2022.

Spendmapp estimates the overall total economic benefit of the 2023 event as \$2.63 million compared with \$1.8 million for 2022. Tulip Time in 2023 saw an increase in total economic benefit of \$830,000 or 68.4%.

DURATION OF TULIP TIME FESTIVAL

It is proposed that the 2024 Tulip Time festival be held over 18-days which will enable a number of new event developments as per Table 2. This date range allows for an opportunity to capture another weekend and the chance for local residents to visit the gardens exclusively prior to the official public opening. It also opens up the option for a second weekend for Tulips After Dark.

A proposed new feature of the festival is the inclusion of a local resident’s day (Thursday, 12 September 2024). This will give Wingecarribee Shire residents access to Corbett Gardens and an exclusive preview of the Tulip Time festival, prior to the official opening to the general public. This would be free and proof of residence would be required as a condition of entry. This will generate much needed media opportunities that could be leveraged during the remainder of the event. There is an option to utilise the Thursday as a meet and greet between residents and prospective Council members prior to the Saturday election.

In 2023, the impact of a temperate winter and unseasonal warm weather prompted an early bloom of tulips prior to the commencement of the festival. Looking ahead to 2024, the October long weekend falls a week later, posing a risk of flowers blooming before the festival's final week. To mitigate this, the horticultural team has recommended advancing the 2024 Tulip Time festival by one week, ending on Monday, 30 September 2024.

Recognising that this change excludes Tulip Time from the October long weekend, it's proposed to utilise existing Tulip Time infrastructure for an event during that period. This not only provides activation of the site but also supports local businesses by adding a fourth weekend of activity in their vicinity. The Tourism and Events Team will liaise with the Business Chambers and local industry to define an event for the October long weekend.

Table 2: Proposed Tulip Time Schedule

Day	Date (2024)	Activity
Monday	09-Sep	Bump-in, Gardens Closed
Tuesday	10-Sep	Bump-in, Gardens Closed
Wednesday	11-Sep	Bump-in, Gardens Closed
Thursday	12-Sep	Exclusive Wingecarribee Shire Residents Day & Media Launch
Friday	13-Sep	Tulip Time Festival Opening Day
Saturday to Thursday	14 to 19 September	Day sessions only
Friday	20-Sep	Tulips After Dark
Saturday	21-Sep	Tulips After Dark
Sunday to Thursday	22 to 26 September	Day sessions only
Friday	27-Sep	Tulips After Dark
Saturday	28-Sep	Tulips After Dark
Monday	30-Sep	Tulip Time Festival Closing Day Bump-out of TT Vendors

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Day	Date (2024)	Activity
Tuesday	01-Oct	Garden refresh, Gardens Closed
Wednesday	02-Oct	Garden refresh, Gardens Closed
Thursday	03-Oct	Event Bump-in
Friday	04-Oct	Event Opening evening
Saturday	05-Oct	Event
Sunday	06-Oct	Event
Monday	07-Oct	Event
Tuesday	08-Oct	Bump-out, Gardens Closed
Wednesday	16-Oct	Community bulb dispersal

Table 2

TULIPS AFTER DARK

Tulips After Dark was made possible by government grant funding in 2022. This funding was not available for 2023. It was recognised as an important but new part of the event, hence there was a small admission charge for all attendees, including Wingecarribee Shire residents.

Tulips After Dark was received extremely well. The three-night event, held over the long weekend was themed differently each night encompassing live music in genres such as country, blues, jazz and classical music.

All three sessions sold out and ticket sales had to be increased from 750 to 850 on Saturday and Sunday night due to demand. A large proportion of artists that performed at Tulip Time were local.

Tulips After Dark received great feedback from residents and visitors alike and is planned to return in 2024.

VOLUNTEERS AND AMBASSODORS

Ambassadors

Eleven members of the community assisted at Tulip Time in 2023 on a rotating roster. Duties included queue management, providing information to visitors and general assistance. A feedback session with volunteers and ambassadors provided invaluable feedback.

Rotary Club of Bowral-Mittagong

The Rotary Club of Bowral-Mittagong provided gate staffing. Rotary are paid a fee for these services. Feedback from the Rotary Club included a recommendation to close Bendooley Street, between Wingecarribee Street and Merrigang Street to increase pedestrian safety, create more space to facilitate the orderly ingress of visitors, provide a designated accessible point-of-entry and to provide a sense of welcome. Vehicles could access Merrigang and Wingecarribee Streets by using Una Street as a detour for the short duration of the festival.

DISPERSAL AND DISPOSAL OF TULIP BULBS

From a horticulturist point of view, once the festival is over, the Shire Presentation team hand dig bulbs from the beds not only at Corbett Gardens but also from other parks throughout the region. It is important that this process is undertaken in a manner that ensures that all the bulbs are removed so as to ensure that future blooms are not impacted negatively by rotting bulbs in the soil.

In 2022 Councils Place Liaison Officer contacted the Village associations with an EOI as to whether they would like a bucket of bulbs free of charge for their association/village gardens. There were approx 4 villages that wanted bulbs and these were set aside at Welby Garden centre for collection.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Rather than dispersing bulbs to community groups as per Tulip Time 2022, for Tulip Time 2023 the decision was taken to invite members of the community to claim bulbs directly at Corbett Gardens themselves. Gardeners removed the bulbs from Corbett Gardens over the course of a few days. Due to unseasonably warm weather the bulbs had to be dug up sooner than the advertised collection day. Coolers were hired to ensure the bulbs survived prior to collection. The bulb give-away was well supported by the community. Around mid-day the team had dispersed all the bulbs they received from the gardening team.

Because tulip plantings are not contained only in Corbett Gardens, (Mittagong Visitor Information Centre, Winifred West, Lions Park and Leighton Gardens are also planted with Tulip bulbs) bulbs from elsewhere did at times make it to vendors prior and post the community bulb dispersal event. Plans are in place to address this post the 2024 Tulip Time Festival by bringing all bulbs collected across the region together for central dispersal.

Due to the number of gardens, the time needed to remove the significant number of tulips by hand, and the variability of the blooming season, this means that some time will pass from the first bulb removal to the last. Once removed bulbs have a “shelf life”. Council will ensure that no bulbs be provided to commercial operators prior to the bulb dispersal event at Corbett Gardens. Post this event, additional dispersal opportunities will be created as the bulb recovery efforts continue across all the Council gardens until such time as either demand has been satisfied or the shelf life of bulbs have been reached.

COACHES

2023 saw the first year in which coach and group bookings were made online via the ticketing platform. Officers sought to increase efficiency by reducing the administrative tasks related to manual booking and payment processing.

Data collated by the ticketing provider indicated that there were 65 coach or group bookings comprising 2,524 ticket sales. Survey returns from this group showed that:

- 100% of respondents believe that Tulip Time offers good value for money. This was despite the price increasing by \$2 a ticket.
- 72% of respondents would recommend Tulip Time to a friend or colleague.
- 75% had attended before (2022: 50%)
- The three largest visitor source groups for coaches were Retirement Villages and Community Groups.
- “Previously attended” (83%) and “word of mouth” (16%) recorded highest for awareness, followed by Visitor and Tourism e-newsletters, social media, google etc.
- 63% of coaches visited another town/village, up from only 44% last year.
- 90% visited for the day (a slight increase on 2022), with 10% staying 1-2 days.
- Geographically, coaches came from Sydney north (41%), Sydney west (16%) and Sydney inner-west, Illawarra and other NSW.
- Intent to return was high, with 30% definite and 60% unsure. Only 10% said they would not return to the Tulip Time next year.
- Coach attendees loved the tulips (83%), visiting the Southern Highlands (50%), CWA tea rooms (33%), market stalls (16%), entertainment and Bowral shopping.

COMMUNICATION AND CONSULTATION

Community Engagement

Local residents	Council Officers undertook the recruitment and management of the Tulip Time volunteers and Ambassadors. Eleven local residents volunteered to assist event staff with providing information to festival visitors.
Local entertainers	The Tulip Time entertainment program was filled with 23 local performers and Highlands FM assisted with the coordination of artists.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Local businesses	Nine local businesses provided the required Tulip Time infrastructure and services to support the event out of the 14 suppliers/contractors engaged (64%).
Local organisations	The Rotary Club of Bowral/ Mittagong staffed the Corbett Gardens entry and exit gates. The Bowral CWA provided Devonshire teas and refreshments for festival visitors, raising significant funds for their organisation. Local media Editorial were regularly run in support of Tulip Time by Southern Highlands News, Highlife magazine and on Radio Highlands FM.

Internal Communication and Consultation

The branches of Finance, as well as Facilities, Assets, the Coordinator Open Space and Infrastructure, Head Horticulturist, Coordinator Media and Communications, Manager Shire Presentation, Manager Business and Property, Director Corporate Strategy and Resourcing.

External Communication and Consultation

Council staff engages and receives assistance from Rotary (staff gates), stall holders (34 this year), media, suppliers and entertainment providers. DSH also consulted with DNSW regarding the grant received for marketing.

Post event Council consulted with amongst others the Tulip Time Volunteers, the Rotary Club, market stall holders, internal departments and more. Feedback from these meetings has been incorporated into future year planning. These include matters as diverse as disability access to the gardens, signage of ablutions, rubbish pick up frequency in the surrounding streets (as a result of the increased visitation), the ease of use of the ticket payment facility provider and more.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

Social issues associated with Tulip Time encourage and foster community pride and engagement.

Broader Economic Implications

Tulip Time plays an important role in the tourism destination development of the Southern Highlands as well as providing the local community employment and promotional opportunities. The report highlights that the economic contribution of the event is significant.

Culture

Tulip Time develops a sense of community and provides opportunities for the arts sector to participate in the entertainment schedule.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

With the success of the Tulip Time 2023, the additional revenue of \$367,987 was brought to account as a part of the September 2023 Quarterly Budget Review. The festival scope of the 2024 Tulip Time event will be considered in preparing the 2024/25 draft budget to ensure the Tulip Time festival will continue to grow generating revenue to invest back into the Tourism, Event and Hospitality industry.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

CONCLUSION

Despite the impact of unseasonal hot weather and early blooms, Tulip Time 2023 was an outstanding success, recording its highest visitation with 62,500 visitors and residents attending. The Tulip Time Festival represents a significant revenue stream for Council. All funds raised go back into the community via various Council projects and ensures no rate paying revenue is spent on Tulip Time.

There are also learnings from Tulip Time 2023 and improvements can be made. It is proposed that dates for Tulip Time 2024 are to be amended so as to ensure visitors experience peak blooms in addition to ensuring financial sustainability of the event.

ATTACHMENTS

Nil

9.10 Wingecarribee ClubGRANTS

Report of: **Kathryn Baget-Juleff**
Manager Community Life and Libraries

Authorised by: **Adan Davis**
Director Communities and Place

PURPOSE

The purpose of this report is to seek Council endorsement to facilitate the NSW ClubGRANTS Category 1 on behalf of Mittagong RSL Club and Moss Vale Services Club and participate as a committee representative. Further the report informs Council of the governance process for NSW ClubGRANTS Category 1 and timeframes for grant applications.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Authorise the General Manager, to delegate a Council Officer to facilitate the NSW ClubGRANTS Category 1 and delegate a Manager as a committee representative.**
- 2. Receive and note the Governance process for selection and timeframes for NSW ClubGRANTS Category 1.**

REPORT

BACKGROUND

The New South Wales (NSW) ClubGRANTS scheme is a community development funding program sponsored by local clubs and administered by the NSW Government. The program is designed to ensure that larger registered clubs in NSW contribute to the provision of front-line services to their local communities, and to ensure that the disadvantaged in the community are better supported.

The ClubGRANTS scheme originated from the NSW Government's introduction of the Gaming Machine Tax in 1998 for clubs with gaming machine profits over a certain threshold. This tax was designed in part to compel clubs to directly reinvest a portion of their profits back into their local communities. The scheme, initially known as the Community Development and Support Expenditure (CDSE) Scheme, was a pioneering approach in Australia to mandate that a percentage of gaming revenue support local community services and development projects.

REPORT

The scheme is implemented through a structured application and funding process, where the Moss Vale Services Club and Mittagong RSL Club allocate funds to projects that are designed to improve the health, welfare, and social fabric of their communities. Funding is directed towards community welfare and social services, community development, community health services, and employment assistance activities.

Categories of Funding

ClubGRANTS funding is divided into several categories:

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Category 1: Focuses on social welfare and community development projects that directly benefit the wellbeing of people within the local community.

Category 2: Supports general community development and support activities, such as sports, arts, and cultural projects.

Category 3: This is a state-wide fund that supports large-scale community infrastructure projects, such as hospitals and sporting facilities, and is administered by the NSW Government.

Wingecarribee ClubGRANTS Category 1 has become a significant source of funding for local community service projects, non-profit organizations, and charitable causes throughout the community. The scheme's flexibility allows it to support a wide range of initiatives, from small local projects to significant infrastructure developments, thereby playing a crucial role in the social fabric and wellbeing of NSW communities.

Governance and Administration

The Category 1 scheme is governed by the ClubGRANTS Guidelines (**Attachment 1**), which are administered by the NSW Office of Responsible Gambling. Wingecarribee NSW ClubGRANTS Category 1 is currently facilitated by Councils Community Development Coordinator.

The committee are responsible for assessing and recommending funding. This collaborative approach ensures that funding decisions are made by those with a deep understanding of local needs. The Wingecarribee committee membership includes:

- Representative/s of ClubGRANTS qualifying clubs (Mittagong RSL and Moss Vale Service Club)
- Representative/s of the local council as delegated by the General Manager
- Representative/s of the Department of Communities and Justice;
- Representative/s of a community organisation endorsed by the Office of Responsible Gambling; and
- Representative/s of the local Aboriginal community where appropriate.

The committee may also comprise third parties where appropriate, such as community stakeholders suited to understanding and identifying community needs. These stakeholders must be independent from other representatives on the local committee.

Wingecarribee ClubGRANTS Category 1 round opened on Thursday 22 February and will close on Friday 31 May. The committee has been scheduled to review applications in June 2024.

The committee sends letters of acknowledgment to applicants promptly. Formal letters of offer are made to successful organisations along with a request for a report to be forwarded to the club at the completion of the activity.

Unsuccessful applicants are also notified.

A Cheque presentation is hosted by Mittagong RSL at the conclusion of the round.

COMMUNICATION AND CONSULTATION

Community Engagement

Council has promoted the opening of the Category 1 round through Council Newsletter and social media campaigns. A media announcement was created on March 4, 2024 and Council staff have distributed information through community development networks.

ClubsNSW may also advertise online, by radio or by way of other forms of print media to invite Category 1 ClubGRANTS funding applications from community groups.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Internal Communication and Consultation

The committee for Category 1 ClubGRANTS include the Coordinator Community Development of Council, General Manager of Moss Vale Services Club, General Manager of Mittagong RSL, Department of Communities and Justice Representative and an independent community organisation representative as directed within the NSW ClubGRANT guidelines.

External Communication and Consultation

There was no consultation conducted in relation to this report.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

Wingecarribee ClubGRANTS, Category 1 successful projects will aim to improve the health, welfare, and social fabric of their communities. Category 1 funding is directed towards community welfare and social services, community development, community health services, and employment assistance activities.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

The facilitation of NSW ClubGRANTS scheme Category 1 and Council representation is funded from within existing Community Life and Libraries budget.

RELATED COUNCIL POLICY

Nil

CONCLUSION

NSW ClubGRANTS scheme is a vital program that leverages the success of the gaming industry to benefit the local community, supporting a wide array of projects and services that aim to improve the quality of life for residents, particularly those who are disadvantaged. Category 1 Round is facilitated by Council staff in alignment with the NSW Liquor and Gaming Guidelines.

ATTACHMENTS

Nil

9.11 Council Water Meters Reading - Outcomes for the Request for Tender

Report of: Pav Kuzmanovski
Executive Manager Business Transformation

Authorised by: Carmel Foster
Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to advise Council of the outcome for the Request for Tender to undertake the reading of water meters in the Shire.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Accept the tender from Skilltech Consulting Services Pty Ltd for a two (2) year period with the option to extend for three, one (1) year options, noting the estimated contract value for the first two years will be \$453,558 inclusive of GST.**
- 2. Note the tenders received ranged from \$453,558 to \$481,423 for the mandatory initial 2 year period of the contract.**
- 3. Delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.**

REPORT

BACKGROUND

Council's water meters are read three times yearly. The accurate and timely reading of meters enables notices to be issued so that Council's water network can be maintained and renewed.

The successful tenderer is to be engaged for an initial period of two (2) years commencing from 1 July 2024 with the provision for three (3) x one (1) year options for a potential contract term of five (5) years.

REPORT

Council sought tenders for suitable and qualified contractors to provide a lump sum tender for the scope of works. The full scope of works was detailed in the tender documents.

In accordance with the *Local Government Act 1993* part 3, section 55(3)(n), Council is required to invite tenders where estimated expenditure is greater than \$250,000 (GST inclusive).

ADVERTISING

The tender advertising period was from the 21 November 2023 to 12 December 2023 (21 days).

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

The tender was advertised as follows:

Newspaper / Website	Date Advertised
Council's Website	For the duration of the advertising period
Council's eTendering Website	For the duration of the advertising period

TENDERS RECEIVED

A total of three (3) tender submissions were received:

Company Name	Location	Postcode
BIDS Construction Pty Ltd	Girraween NSW	2145
Cushman & Wakefield Pty Ltd	Sydney NSW	2000
Skilltech Consulting Services Pty Ltd	Rydalmere NSW	2116

LATE TENDERS

No late tender submissions were received as a part of this procurement activity.

TENDER EVALUATION

A Procurement Evaluation Plan was developed which outlined the pre-determined selection criteria, the criteria weightings, and members of the tender evaluation panel.

Each submission was evaluated against the specified criteria by the tender evaluation panel with a scoring system from 0 to 10 and weighted according to the pre-determined criteria.

TENDER ROLES AND RESPONSIBILITIES

The Tender was conducted by staff in the following positions as approved through the completion of Procurement Initiation Plan.

Role	Responsibility	Position
Evaluation Panel Chair	To manage the evaluation process and report to Council.	Coordinator Revenue
Evaluation Panel Member	Perform a detailed evaluation of the Tender Submissions.	Chief Financial Officer
Evaluation Panel Member	Perform a detailed evaluation of the Tender Submissions.	Chief Information Officer
Procurement Process and Advice (Probity)	Manages the tender process ensuring that it complies with all relevant legislation, Procurement Policy, Guidelines and Procedures.	Procurement Officer

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Role	Responsibility	Position
	<p>Manages all communication with Respondents during the advertisement and evaluation periods.</p> <p>Providing probity advice and support to the evaluation panel.</p>	

SELECTION CRITERIA

The pre-determined criteria used to evaluate the tender were as follows:

Mandatory Criteria:

Mandatory Criteria
Public Liability - \$20 million
Workers Compensation [Self Employed] Personal Accident and Illness Insurance or Personal Income Protection
Motor Vehicle – Comprehensive – Full Market Value of Vehicle
Professional Indemnity & Liability - \$2 million

Tenderers were required to meet the mandatory criteria to be eligible to be shortlisted and progress any further in the evaluation process.

Non-Cost Selection Criteria & Weighting:

Non-Cost Criteria	Weighting
Capability & Experience	30%
Specifications, Service & Support, Fit for Purpose	10%
Quality Assurance & Innovation	10%
Community, Sustainability & Social (including local content)	10%
Total	60%

Summary of Selection Criteria & Weighting:

Criteria	Weighting
Total Non-Cost Criteria	60%
Total Cost Criteria	40%
Total	100%

NON-COMPLIANT TENDERS

Upon evaluation a total of one (1) tender submission was determined to be non-compliant:

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Company Name	Reason for Non-Compliance
BIDS Construction Pty Ltd	Did not satisfy the non-cost criteria of the tender.

TENDERED SUBMISSION PRICES

Tenders received ranged from \$453,558 to \$481,823 for the initial two-year period of the contract> There contract provides for the option to extend the contract for three, one (1) year options if required.

COMMENTS ON OVERALL EVALUATION OUTCOME

Both the compliant submissions were submitted by highly experienced and competent contractors.

COMMENTS ON RECOMMENDED TENDER SUBMISSION

The recommended tender submission was comprehensive and fully addressed all the requirements of the Response Schedules showing capability and experience.

COMMUNICATION AND CONSULTATION

Community Engagement

N/A

Internal Communication and Consultation

N/A

External Communication and Consultation

N/A

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

This tender has been conducted in accordance with Part 7 of the *Local Government (General) Regulation 2005*.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

COUNCIL BUDGET IMPLICATIONS

The pricing for the contract is within the allocated budget within Council's operating budget. No further budget is required in executing this contract.

RELATED COUNCIL POLICY

Council's Procurement Policy.

CONCLUSION

Skilltech Consulting Services Pty Ltd is recommended as the preferred contractor to undertake the reading of water meters in the Shire based on their high-quality tender submission and competitive pricing.

ATTACHMENTS

Nil

9.12 Supply of Water to Affected Residents During an Unplanned Water Supply Interruption

Report of: **Graeme Mellor**
Manager Water Services

Authorised by: **Karin Targa**
Director Service and Project Delivery

PURPOSE

The purpose of the report is to inform Council of the measures implemented in the event of an unplanned water supply interruption that exceeds 3 hours to affected residents in the villages supplied with Town Water.

The report also outlines the communication process to inform customers.

OFFICER'S RECOMMENDATION

THAT Council note that where there is an unplanned water supply interruption that exceeds 3 hours in villages of the Local Government Area supplied with Town Water, bottled water is made available to the affected customers.

REPORT

BACKGROUND

At the meeting of 21 February, Council resolved that a report be presented to Council on dispatching a potable water tanker or bottled water to impacted customers in the event of a water outage.

REPORT

Council does everything possible to avoid customers experiencing a water supply interruption.

Many issues are repaired without anyone being affected or people even being aware of the challenges that are being encountered and resolved.

There are situations, such as a burst repair of a critical water main, where a supply outage is unavoidable and can extend in time despite the efforts by Council.

To mitigate the impact in these situations, Council has committed to activities to support those households affected.

Where an interruption extends beyond 3 hours, additional staff will be mobilised to make bottled water available for those affected in the villages supplied with Town Water, at a collection point in that community.

Communication with the community will be improved to ensure the community is informed of the ongoing issue and resolution times. Where applicable the communications will identify where people can collect drinking water. During these events Council will notify residents via local media during business hours, social media and on the Council's web page.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

COMMUNICATION AND CONSULTATION

Community Engagement

Council has informed the community and water customers of the service through e-news, direct email to village associations and RFS and local media. Council's website has been updated to include a map of the pickup points including the local village hall, RFS station or community centre that bottled water will be issued if an outage exceeds more than 6 hours.

The website has also been updated to include information on how customers can prepare for a planned outage and how to access the map for information on unplanned and faults on the network.

In the event of an unplanned outage, impacted customers will be contacted through direct email or communications through Council's social media channel and alert on the front page of the website if required.

Internal Communication and Consultation

Council's media communications team will be engaged to provide communications with the affected community during water outages.

External Communication and Consultation

In the event of an incident, the communities impacted by a significant water outage will be engaged via Council's media communications team, with information and the location of where bottled water is to be available for collection.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

This initiative is intended to maintain the health and wellbeing of the affected community.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

The additional operational activities to mobilise and make available bottled water during a significant water outage will be funded from existing budgets for maintenance and repair of the distribution network.

RELATED COUNCIL POLICY

Not applicable.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

CONCLUSION

To improve service to the community, it is proposed that where an unplanned water supply interruption exceeds 3 hours, that bottled water be mobilised and made available for those affected customers in the villages supplied with Town Water.

ATTACHMENTS

Nil

9.13 Finance Service Review Outcomes

Report of: Pav Kuzmanovski
Executive Manager Business Transformation

Authorised by: Carmel Foster
Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to provide Council with the outcomes of the Finance Service Review. The implementation of this Finance Service Review will be reported to the Audit, Risk and Improvement Committee (ARIC) on a quarterly basis.

OFFICER'S RECOMMENDATION

THAT Council note the outcomes of the Finance Service Review.

REPORT

BACKGROUND

A new requirement under the Integrated Planning and Reporting legislation is for all NSW Councils to conduct services reviews, to provide assurance of value for money to ratepayers and the community. In response to this, Council officers developed the Delivering Better Services Framework which will guide how service reviews are conducted and reported. The Finance service review was commissioned, as a pilot, to test the Framework to ensure that it was practical in its implementation.

The scope of the Finance Service Review, covered the following:

- Understanding any service gaps and/or overlaps.
- Identifying the challenges and issues currently faced by the service.
- Identifying opportunities for improvement in the areas of people, processes, and technology (systems) and reducing rework
- Developing initiatives and providing a recommended action plan with implementation guidance and estimated costs.

The review commenced in late September 2023 and was completed in November 2023 with the outcomes of the service review outlined in this report and was conducted in line with the Delivering Better Services framework which was endorsed at the December 2023 Council meeting.

REPORT

In October 2023, Votar Partners, an external consultant, was engaged to conduct a review on the operations of the Finance service.

In conducting the review, the Finance staff was interviewed as individuals and as teams to ensure all aspects of the service were considered. Key stakeholders throughout the organisation were also interviewed to ensure a holistic approach had been taken in this review.

In total, nine recommendations or improvement initiatives were proposed, focusing on:

- Minor refinement in team structure.
- CFO support for Executive level planning and community collaboration.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

- Challenging legacy business rules that can reduce manual workload with little to no risk.
- Transitioning ownership of financial data and information to business owners in areas where Finance has historically filled a gap.
- Addressing technology gaps which will eliminate areas of highly manual, paper-based processes.

The key actions proposed as a result of the review were as follows:

- Finance Structure Refinements – This includes the realignment of roles and repurposing of a vacant position. This includes repurposing of a vacant revenue officer and reporting lines of the Grants Officer.
- Procure to Pay Automation – Replacing the current manual Procurement and Accounts Payable processes with an automated digital system. This will be achieved the Technology One Upgrade with is currently in progress.
- Implement Electronic Timesheets – This is to eliminate the manual, paper-based time sheeting into a complete digital process. This project is currently underway.
- Tech One report writing and Bi Systems - Systems reporting writing is required to ensure that finance staff are self-sufficient in writing reports for analysis. Training options are being considered to ensure that it can be catered within existing budgets.
- Decommission Legacy Platforms & Resolve Production Issues – This requires the effort of resolving transitional issues in rolling out new systems, in particular with reporting. The matters are being dealt with on a case-by-case basis with software vendors.
- Implement Applications Management – The functionality of a number of Finance related systems have not been utilised or upgraded to ensure efficiency and true functionality. Technology One and iChris (Payroll) are undergoing system upgrades to ensure staff can utilise modules that will reduce the number of manual work arounds.
- Transition Accountability to the Business – A number of current processes are being conducted by the Finance team through necessity. These functions, predominately reporting related functions, will be handed to the business after procedures are developed.
- Re-establish Centre Led Procurement and Review/Refine Policies and Business Rules (combined) – In accordance with Council’s Procurement Policy, a centre-led approach to procurement is the most efficient procurement practice that enables strong probity. A number of business rules and realignment of resources will be required to reestablish centre led procurement to ensure efficiencies can be achieved. This is currently under review and will be implemented as a priority with the payroll related matters.
- It is proposed to repurpose the vacant Revenue Officer role into a Procurement Officer role to drive the efficiencies with the procurement team and across the organisation. The realignment of the grants officer role will not be considered at this stage.

A presentation of the on the outcomes and recommendations of the Review will be made at the Council meeting.

Delivering Better Services Framework

The Delivering Better Services framework adopted at the 13 December 2023 Council meeting with the following resolution:

“THAT:

- 1. Council adopt the Delivering Better Services Framework.*
- 2. Council note the Service Reviews proposed for 2024/25.*
- 3. Service reviews include value for rate payers dollar and explore opportunities for market testing.*
- 4. Noting the service areas and principle activities detailed in appendix five a proposed interim timeline be presented to a future meeting of Council.”*

The framework outlines the roles and responsibilities of Council and Council officers in determining the service reviews programs. Council’s role in the Service Reviews is:

- Adopts a program of Service Reviews, provides approval for individual Service Reviews and considers the outcomes.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

- Approve the implementation of recommendations made as a result of a Service Review.

Votar Partners was asked as part of the scope of the work to provide observations and feedback on the Delivering Better Services Framework. The following is taken from the body of the Votar Partners report (page 25):

“The framework is appropriately abstracted and generic in nature making it suitable to use regardless of service area or principal activity being considered.

The service review guidelines are logical, responsibility assigned are appropriate and the description of activity is clear without being unnecessarily prescriptive. Any suitably experienced practitioner be they internal Council resources or external providers will be able to reference the guidelines to deliver their work and Council should receive information in a reasonably consistent manner that will support executive decision making and ultimately improvement in service delivery.”

COMMUNICATION AND CONSULTATION

Internal Communication and Consultation

Outcomes of the report have been presented to the following key stakeholders:

- Executive Team meeting
- Audit, Risk and Improvement Committee (ARIC)
- Finance Team
- Governance and Corporate Performance team

The ARIC will be updated quarterly on the deliverables outlined in the report.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

Whilst the report suggests a number of systems and structural changes, the budget to fund the systems changes has already been incorporated in the Long-Term Financial Plan. Consideration of resourcing reallocation from the Revenue team to the Procurement team will be managed within existing budgets.

RELATED COUNCIL POLICY

Not applicable

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

CONCLUSION

The results of the Finance Service Review have been considered and actions required will be built into future internal work plans and the Operational Plan and Budget with implementation monitored and reported back to the ARIC each quarter. The results of this review will be published in Council's Annual Report.

The observations on the Delivering Better Services Framework suggest that it is fit for purpose. As a result, no changes are proposed to the Framework at this point in time. The Framework is to be formally reviewed by the Council every four years but may be adjusted annually if required.

ATTACHMENTS

Nil

9.14 Quarterly Budget Review December 2023 - Additional Information

Report of: Pav Kuzmanovski
Executive Manager Business Transformation

Authorised by: Carmel Foster
Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to provide additional information to Council relating to the December 2023 Quarterly Budget Review Statement.

OFFICER'S RECOMMENDATION

THAT Council note the information provided in this report.

REPORT

BACKGROUND

At the Council meeting held on 21 February 2024, the following was resolved in adopting the December 2023 Operational Plan and Budget update.

Request the General Manager to provide a short commentary on any line item incorporated in the quarterly financial statement with a variation of plus or minus \$20,000 to ensure that any resident can understand underlying reasons, amongst other things, for both operating and capital adjustments to the March 2024 meeting, together with full time equivalent staff at the end of each quarter.

This report addresses the budget adjustment line items covered with any variations that are plus or minus \$20,000 that were made as a part of the December 2023 Operational Plan and Budget update.

REPORT

In completing the December 2023 Operational Plan and Budget update, budget adjustments greater than \$50K were presented in the body of the report. In adopting the Operational Plan and Budget report, Council resolved to have a further report presented at the next council meeting to table the variations greater \$20,000 (both increases and decreases) with a report.

Below is a table of all adjustments greater than \$20,000 (increases and decreases) relating to the December 2023 Operational Plan and Budget update table at the Council meeting held on 21 February 2024.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

1. Income Budget Adjustments by Coordinator greater than \$20K - December 2023		
User Fees and Charges		
Coordinator Name	Amount	Notes
Childrens services	-\$ 280,333	\$280.3K decrease in Childrens Services Fees due to change in auspicing arrangements with Family Day Care services
Tourism	\$ 22,515	\$22.5K increase in Bowral Memorial Hall rental income as a revised forecast of income for the current financial year
Planning & Assessment	\$ 500,000	\$500K increase in DA income fee income higher than originally forecast
Waste Services	\$ 28,992	\$29K increase in revenue for Waste Education Officer services provided.
Other Revenue		
Name	Amount	Notes
Parks & Buildings	\$ 66,697	\$66.7K increase for insurance reimbursements under Assets Park & Buildings
Planning & Assessment	\$ 150,000	\$150K increase in legal fee recovery due to revised forecast
Sustainability Services	\$ 150,000	\$150K increase in rebate for LED street lighting upgrade due to revised forecast
RRC	-\$ 25,000	\$25K decrease in mulch income as revised forecast not expecting to be sold during the financial year (used internally)
RRC	\$ 15,000	\$15K increase in RRC revenue realting to source separation
Interest & Investments Revenue		
Name	Amount	Notes
Rates & revenue	\$ 80,000	\$80K increase in interest income realting to higher than anticiapted overdue rates
Grants & Contributions - Operating		
Name	Amount	Notes
Corporate Finance	\$ 268,739	\$269K increase in Financial Assistance Grant received as advised by the grants commission.
Childrens services	-\$ 374,313	\$374K decrease in Child care subsidy and related grants due to change in auspicing arrangements with Family Day care services
Roads & Drainage	\$ 136,095	\$136K increase in operating grant income
Roads And Drainage Projects	-\$ 839,558	\$839K rephasing in Roads and Drainage maintenance that will be spent in the FY24/25

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

1. Income Budget Adjustments by Coordinator greater than \$20K - December 2023 (cont)		
Grants & Contributions - Capital		
Name	Amount	Notes
Roads & Drainage	\$ 2,120,000	\$2.1M increase from a NSW Grant for Regional Emergency Road Repair Fund
Project Management	\$ 843,968	\$843K Capital Grants increase including \$200K Club Grants Moss Vale Emergency Operations Centre & \$64K Fitzroy RFS Station
Roads And Drainage Projects	-\$ 235,000	\$235K decreased for Betterment funding rephased to FY24/25
Net Revenue Adjustments greater than \$20K	\$ 2,627,802	

2. Expenses Budget Adjustments by Coordinator greater than \$20K		
Employee Adjustments		
Name	Amount	Notes
GM	-\$ 49,110	\$49K salary savings for Executive Manager Business Transformation
People & Culture Manager	-\$ 590,000	\$590K reallocation of Salary Structure Review to Corp Finance
Deputy CFO	\$ 50,000	\$50K increase in employee costs due to additional payroll resourcing requirements
Corp Finance	\$ 400,000	\$400K net employment expense increase due to salary structure review, transferred from People & Culture budget
Childrens Services	-\$ 130,151	\$130K salary savings (reduction)
Parks and buildings	-\$ 22,000	\$22K salary savings (reduction)
Cust Ser Bus Support	-\$ 50,000	\$50K salary savings (reduction)
Communications & Eng	-\$ 34,000	\$34K salary savings (reduction)
Monitoring & Compliance	-\$ 30,000	\$30K salary savings (reduction)
Portal Management	-\$ 50,000	\$50K salary savings (reduction)

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

2. Expenses Budget Adjustments by Coordinator greater than \$20K (cont)

Materials and Contracts		
Name	Amount	Notes
People & Culture Manager	-\$ 10,000	\$10k reduction in Legal Fees for People and Culture
Human Resources	-\$ 100,000	\$100K reduction in recruitment advertising People and Culture
EM Strategic Outcomes	-\$ 21,100	\$21.1K reallocation for Bong Bong St Beautification
Strat Policy	\$ 118,600	\$118.6K increase required to fund Joadja Heritage Conservation Management Plan
CFO	\$ 40,000	\$40K increase costs for Audit services
Deputy CFO	\$ 53,274	\$53.3K increase in contractors for fund digitalisation project
Deputy CFO	\$ 23,300	\$23.3K increase for LG solutions software
Rates & Revenue	-\$ 50,000	\$50K reduction cost savings in bank fees
Rates & Revenue	-\$ 40,000	\$40K reallocation of software license subscription to ICT
ICT Ops	\$ 150,000	\$150K increase for Software License Agreements
Corp Information	-\$ 20,000	\$20K savings in materials & contracts due to lower than anticipated expenses (reduction)
Customer Experience	-\$ 20,000	\$20K savings in materials and contracts (reduction)
Gov	-\$ 44,160	\$44K savings in Consulting budget (reduction)
Risk	\$ 67,000	\$67K increase in insurance premiums
Risk	\$ 22,000	\$22K increase in consulting budget, transferred from governance budget
SRLX	\$ 20,000	\$20K increase required for rubber mats for Cattle
Childrens Services	-\$ 331,524	\$331K savings from change in auspicing arrangements for Family Day Care
Tourism	\$ 50,000	\$50K increase in cleaning & maintenance budget for Bowral Memorial Hall
Asset Systems	-\$ 32,100	\$32K decrease in costs for Asset Revaluation
Parks and buildings	\$ 22,000	\$22K direct offset from salary savings for contractor increases
Roads and Drainages	\$ 160,154	\$160K increase in materials related to Storm water and Get NSW Active grants
Engineering	\$ 90,000	\$90K increase of internal plant hire not carried forward for grant expenditure from 2023
Water Services	\$ 50,000	\$50K increase in materials for water services
Water Treatment	\$ 300,000	\$300K expense increase for Wingecarribee Treatment Plant operations for CO2
Water Treatment	\$ 250,000	\$250K Biosolids expense increase
Water Treatment	\$ 21,000	\$21K increase for Bowral Treatment Plant additional vehicle running costs
Library	-\$ 30,000	\$30K reallocation to CAPEX
Communications & Eng	\$ 34,000	\$34K increase in contractor costs directly offset by salaries
Planning & Assessment	\$ 1,460,000	\$1.46M increase in contractor expenses including legal fees of \$508K
Sustainability Services	\$ 78,000	\$78K increase required for LED Street Lighting Upgrade
Sustainability Services	\$ 60,000	\$60K increase for Fleet EV transition project (funded from Environment Levy)
RRC	-\$ 25,000	\$25K decrease due to reduction in disposal costs to offset mulch income adjustment
Waste services	\$ 28,992	\$29K increase in materials and contracts in line with associated increase in income
Net Operating Expenditure Adjustments greater than \$20K	\$ 1,869,175	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

3. Capital Budget Adjustments by Coordinator greater than \$20K - December 2023

Bridges		
Name	Amount	Notes
Roads and Drainage	\$ 1,120,000	\$1.2M increase for allocation of Regional Emergency Road Repair Fund for bridges
Project Management	-\$ 120,500	\$120K general revenue reduction for funded capital project to be funded by reserves for Berrima Bridge Overpass
Buildings and Other Structures		
Name	Amount	Notes
General Manager	\$ 21,100	\$21K increase required for Bong Bong St Beautification
Parks and Buildings	-\$ 50,000	\$50K reduction for savings for Bowral Streetscape Beautification
Project Management	-\$ 190,000	\$190K Reduction in David Wood play space project rephased to 2024/25
Project Management	-\$ 22,500	\$22K decrease as design completed under budget
Project Management	-\$ 6,457	\$6.5K decrease in costs for Ritchie Park Moss Vale Play space Upgrade as a saving
Project Management	\$ 64,279	\$64K increase for recognition of Grant Funds for Fitzroy Falls Rural Fire service Shed
Project Management	\$ 200,000	\$200K increase for Emergency Operations Centre recognition of Grant Funds
Open Spaces P & R	\$ 30,973	\$30K increase in Balmoral Bushland Park Establishment
Footpaths		
Name	Amount	Notes
Project Management	\$ 62,957	\$62.9K Eridge Park Road Walking path project funds increase funded from savings
Civil Construction	-\$ 30,973	\$30K Reduction in Wilson Drive Balmoral Footpath budget reallocated from Bessemer St Mittagong Drainage
Land		
Name	Amount	Notes
Project Management	\$ 236,000	\$236K increase for Welby Landfill Remediation funds brought forward from 2024/25 - sewer fund
Plant & Equipment		
Name	Amount	Notes
Project Management	\$ 19,689	\$19K increase in Bowral Memorial Hall FitOut
Fleet	\$ 50,000	\$50K increase for new vehicle for Planning and Development
Library	\$ 30,000	\$30K increase for new vehicle for Library Services
Roads		
Name	Amount	Notes
Roads and Drainage	\$ 1,000,000	\$1M allocation of Regional Emergency Road Repair Fund for roads

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

3. Capital Budget Adjustments by Coordinator greater than \$20K - December 2023 (cont)

Stormwater Drainage		
Name	Amount	Notes
Project Management	\$ 1,000,000	\$1M increase for capital expenditure for Retford Farm Detention Basin Fund
Roads and Drainage PD	-\$ 585,000	\$585K reduction for Design Priestly St Culvert budget rephase to 24/25
Roads and Drainage PD	-\$ 475,000	DRFA Storm March 2022 reduction for Robinson St Storm water Renewal rephased to FY24/25
Roads and Drainage PD	-\$ 462,321	\$462K reduction for Design Sunninghill Ave Drainage budget rephasing to FY24/25
Roads and Drainage PD	-\$ 215,000	\$215K reduction for design Bessemer St Drainage budget rephased to FY24/25
Roads and Drainage PD	-\$ 100,000	\$100K reduction for project rephased for Guardrail Replacement & Upgrade Program.
Roads and Drainage PD	-\$ 19,505	\$19K reduction for design Range Rd reserve funding reallocation
Roads and Drainage PD	\$ 10,000	\$10K increase for Design Gascoigne St (Carlton Orient) Drainage general revenue funded capital project to be funded by reserves
Roads and Drainage PD	\$ 15,000	\$15K increase for design Penrose Bus Shelter funded by Bessemer St savings
Roads and Drainage PD	\$ 20,000	\$20K increase for design Culvert 5A Burradoo Rd funded by Bessemer St savings
Roads and Drainage PD	\$ 50,000	\$50K increase for Storm water Renewal Winfred Cres funded by Bessemer St savings
Roads and Drainage PD	\$ 100,000	\$100K increase for Design Ella Street Drainage funded by Bessemer St savings
Civil Construction	\$ 40,000	\$40K Increase in Argyle St New Berrima Drainage
Water Supply Network		
Name	Amount	Notes
Project Management	-\$ 100,000	\$100K decrease in Moss Vale Hill Road Reservoir Duplication
Project Management	-\$ 50,000	\$50K decrease in Northern Villages Distribution Main Duplication Stage 1A
Net Capital Expenditure Adjustments greater than \$20K	\$ 1,642,742	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

COMMUNICATION AND CONSULTATION

Community Engagement

Not applicable

Internal Communication and Consultation

Not applicable

External Communication and Consultation

Not applicable

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no budget implications in relation to this report.

RELATED COUNCIL POLICY

Nil

CONCLUSION

The report addresses the resolution to provide all budget adjustments greater than \$20,000 of both increases and decreases.

ATTACHMENTS

Nil

9.15 IPART Draft Terms of Reference for the Review of NSW Council Financial Model - Submission

Report of: Pav Kuzmanovski
Executive Manager Business Transformation

Authorised by: Carmel Foster
Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to advise Council of the proposed submission relating to the Independent Pricing and Regulatory Tribunal (IPART) draft Terms of Reference for the review of the NSW Council financial model.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Endorse the Draft Terms of Reference for the review of the NSW Council financial model submission at Attachment 2.**
- 2. Delegate the signing of the submission to the General Manager for lodgement with the Independent Pricing and Regulatory Tribunal.**

REPORT

BACKGROUND

On the 30 January 2024, the IPART released a Draft Terms of Reference (**Attachment 1**) on behalf of the NSW Government to investigate and report on the financial model for councils in NSW. Feedback is now being sought on the draft Terms of Reference which close on 15 March 2024. It is noted that the IPART has granted an extension to Council to place a late submission in responding to the draft Terms of Reference.

REPORT

IPART has received a draft Terms of Reference from the NSW Government to investigate and report on the financial model for councils in NSW.

The draft Terms of Reference asks IPART to review and recommend improvements to Councillor and community visibility over the financial and operational performance of their councils, whether current budget and financial processes deliver value for money and whether the current funding model will sustainably support the needs of communities.

It also includes reviewing the capacity and capability of councils, how better planning and reporting systems can improve long term budget performance, transparency and accountability to the community and any other matters IPART considers relevant.

Once IPART have been issued with the final Terms of Reference from the NSW Government, IPART will have 12 months to complete the review which includes publishing a Draft Report and submitting a Final Report to the Premier and Minister for Local Government.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Council's submission (**Attachment 2**) concurs with the scope outlined within the draft Terms of Reference. There are a number of additional suggestions that have been requested for consideration to be included in the draft Terms of Reference including:

- Simplifying financial reporting requirements to make it easier to understand financial reports for the community and Councillors without formal financial training.
- The replacement of the rate peg to a strategic approach to increasing rates revenue (aligned with service level growth and local inflation).
- Mandatory financial training for all elected representatives to ensure that they a basic understanding of Council financials to ensure informed decisions can be made.
- Focus on cost shifting and the impact on financial sustainability on Council's to ensure that all aspects of cost pressures are considered.

It is noted that Council staff contact have contacted the IPART to seek an extension to provide their submission which is due on 15 March 2024. IPART have provided an extension to Council to provide a late submission.

COMMUNICATION AND CONSULTATION

Community Engagement

Not required

Internal Communication and Consultation

Not required

External Communication and Consultation

Not required

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no financial implications in relation to this report.

RELATED COUNCIL POLICY

Nil

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

CONCLUSION

The IPART's review of the NSW Council financial model is timely considering the financial pressures experience by Council's across NSW. The draft terms of reference adequately cover the primary factors that require. If resolved by Council, the submission will be submitted to IPART for consideration.

ATTACHMENTS

1. Draft Terms of- Reference for NSW - Council Financial Model Review - January 2024 [9.15.1 - 3 pages]
2. IPART To Review of the NSW Council Financial Model [9.15.2 - 3 pages]

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

The Hon Chris Minns MP
Premier of New South Wales



Ref: A5922499

Carmel Donnelly PSM
Chair
IPART
PO Box K35
HAYMARKET POST SHOP
NSW 1240

Re: Referral to commence review of the financial modelling of councils

Dear Ms Donnelly,

I refer the financial modelling of councils to IPART under section 12A of the *Independent Pricing and Regulatory Tribunal Act 1992* (the Act).

Enclosed are a draft terms of reference as provided to me by the Minister for Local Government. I understand that IPART will consult on the draft terms of reference in line with the requirements of the Act.

I look forward to hearing about the next steps and outcomes of this work.

Sincerely,



Chris Minns MP
Premier of New South Wales

CC: The Hon. Ron Hoenig MP, Minister for Local Government

11 / JAN / 2024

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6000
nsw.gov.au/premier

1

OFFICIAL

DRAFT TERMS OF REFERENCE

Investigation of council financial model in NSW

I, the Hon. Christopher John Minns MP, Premier, under section 12A of the *Independent Pricing and Regulatory Tribunal Act 1992* (NSW), request the Independent Pricing and Regulatory Tribunal (IPART) to investigate and report on the financial model for councils in NSW.

The task

IPART should review and recommend improvements on the following matters:

- 1. The visibility of councillors and the community over the financial and operational performance of their councils**
 - Are the mechanisms for reporting on council performance clear and understood. Does the accounting code for local government provide meaningful financial information to enable councillors to understand and influence the financial and budget performance of their council. Is there a need to update the performance indicators to make them more useful for 'real time' monitoring.
 - Are councillors receiving timely and appropriate information to enable decisions on allocation of public funds in an efficient and cost effective way.
 - Are there benefits to moving to dedicated budget or expenditure review committee models to ensure budget decisions are understood by councillors and the communities they serve?
- 2. Whether the current budget and financial processes used by councils are delivering value-for-money for ratepayers and residents**
 - Is the Integrated Planning and Reporting process, currently used by councils to make budget decisions, effective in allowing councillors to engage with the community on the challenges in setting a budget and meeting service level expectations
 - How well Councils are setting service delivery standards that match revenue, managing their expenses within allocated budgets, and what opportunities exist for improvement in efficiency, service quality and sustainability.
 - How to visibly boost elected councillor accountability for council budgets and expenditure to the community
- 3. Whether the current funding model will sustainably support the needs of communities**
 - How do councils balance cash flow to manage the different (and sometimes uncertain), timeframes for revenue and grants money (including Financial Assistance Grants), coming into council
 - How effective are councils in identifying and using other revenue sources beyond grants and rates to support the needs of communities and sustainably provide services required to be delivered by councils.
 - Identify measures to put downward pressure on rates through other 'own source' revenue or closer scrutiny of expenditure.
 - Consider the needs of diverse communities and councils and protect the interests of current and future ratepayers from unnecessary impact on their cost of living

OFFICIAL

OFFICIAL

4. **Whether councils (both councillors and staff) have the financial capacity and capability to meet current and future needs of communities.**
 - Are councils equipped with the right internal capabilities to deliver on the services which their community requires?
 - Has the Audit Mandate been successful in providing a consistent view on the accounting and risk management practices of councils?
 - Are there opportunities to look at long term expenditure and service delivery improvements by insourcing services? Where outsourcing models have been used, do they provide an efficient and effective means of meeting community needs?
 - What examples of best practice capability building and innovation could be implemented more widely?
5. **How can better planning and reporting systems improve long term budget performance, transparency and accountability to the community?**
 - How effective councils are in managing their assets and planning for future growth and renewal of assets.
 - Whether current community engagement allows for effective long-range planning and sustainable funding.
 - Whether the current framework of reporting and compliance is appropriate and effective.
6. **Any other matters IPART considers relevant.**

The review process and timeline

IPART is required to consult publicly as part of this review, including publishing a Draft Report for comment and undertaking a public hearing prior to finalising its Final Report. IPART may undertake other methods, including targeted consultation, that it considers appropriate.

IPART will provide the final report to the Minister administering the Independent Pricing and Regulatory Tribunal Act 1992 (IPART Act) and the Minister for Local Government within 12 months of receiving the final terms of reference.

The Minister administering the IPART Act will table the final report in each House of Parliament and forward a copy to the Parliamentary Librarian in accordance with section 19 of the IPART Act. Once the final report has been tabled in Parliament or earlier if requested by the Minister administering the IPART Act, IPART will publish a copy of the report on its website.

The Hon. Christopher John Minns MP
Premier

Page | 2

OFFICIAL

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



5 March 2024

IPART
2-24 Rawson Place,
Sydney NSW 2000

Dear Sir/Madam,

**RE: Wingecarribee Shire Council – Draft Terms of Reference – Review of the NSW Council
Financial Model**

Thank you for the opportunity to comment on the Draft Terms of Reference relating to the Review of the NSW Council Financial Model.

Please find enclosed Wingecarribee Shire Council's submission in relation to the review of the NSW Council Financial Model.

If you should have any queries, please do not hesitate to contact me on 4868 0888 or via email at Pav.Kuzmanovski@wsc.nsw.gov.au

Yours sincerely,

Lisa Miscamble
GENERAL MANAGER

We're with you

 Civic Centre
68 Elizabeth Street
Moss Vale
Gundungurra Country

 PO Box 141 Moss Vale
NSW 2577

ABN 49 546 344 354

 02 4868 0888

@ mail@wsc.nsw.gov.au



Council welcomes the opportunity to comment on the Draft Terms of Reference relating to the review of the NSW Council financial model. The following feedback is provided on each section of the draft Terms of Reference:

1. The visibility of councillors and the community over the financial and operational performance of their councils

Council agrees with the proposed scope outlined in the terms of reference. In considering this point within the draft terms of references, it is suggested that emphasis on simplifying financial reporting should be a focus to ensure that any increase in reporting is simple in nature and does not have a material impact resourcing (both technology and staff).

2. Whether the current budget and financial processes used by councils are delivering value-for-money for ratepayers and residents

Council agrees with the proposed scope outlined in the terms of reference. In considering this point within the draft terms of reference, the role of the rate peg and how it operates within Integrated Planning and Reporting framework should be included. The replacement of the rate peg with a strategic approach in levying revenue should also be considered.

3. Whether the current funding model will sustainably support the needs of communities

Council agrees with the proposed scope outlined in the terms of reference. In considering this point within the draft terms of reference, statutory obligations of Council and service levels (both service and asset related) need to be discussed with needs of the communities to ensure a holistic approach is taken in considering the impact on the community.





4. Whether councils (both councillors and staff) have the financial capacity and capability to meet current and future needs of communities.

Council agrees with the proposed scope outlined in the terms of reference. In considering this point within the terms of references, mandatory financial training should be for all elected representatives and accounting based qualifications should be essential for key roles should be included for discussion.

5. How can better planning and reporting systems improve long term budget performance, transparency, and accountability to the community?

Council agrees with the proposed scope outlined in the terms of reference.

6. Any other matters IPART considers relevant.

As outlined in this submission, consideration of the replacement of the rate peg and aligning rates growth to local service levels and cost growth should be considered to ensure that revenue is aligned to service levels rather than the current, counter intuitive approach. Considerations on how to contain the financial impacts of cost shifting from State agencies to Local Government need to be covered to ensure the community is aware of the burden that external government bodies are placing on ratepayers and the community.



9.16 Private Land Conservation Plan - Post Exhibition Report

Report of: Karen Guymer
Coordinator Natural Resource Projects

Authorised by: Barry Arthur
Manager Environment and Sustainability

PURPOSE

The purpose of this report is to recommend an updated Private Land Conservation (PLC) Plan 2023-2028 to Council for consideration. The PLC Plan is to be implemented over the next five years. The report outlines the results from the public exhibition of the draft PLC Plan and recommends adoption of the updated plan.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Adopt the Private Land Conservation Plan 2023 - 2028.**
- 2. Write to the people who made a submission advising them of the outcome and thanking them for their contribution.**

REPORT

BACKGROUND

The Private Land Conservation (PLC) Plan was formerly known as the Private Land Conservation Strategic Plan. This plan had an initial horizon of 2014-2019 and was subsequently extended to expire in 2023. A major component of the strategic plan was the continued commitment by Council to deliver the Land for Wildlife Program in this Shire. This has been a successful landholder engagement and biodiversity conservation strategy since 2009. A revised plan was developed in 2023 and was approved to be placed on public exhibition by Council on 15 November 2023.

REPORT

The draft PLC Plan was placed on public exhibition for four weeks from 15 November 2023 to 13 December 2023. There were 164 unique visitors to the Participate Wingecarribee page and 31 copies of the PLC Plan were downloaded. Five respondents completed the online survey with all stating that they found the PLC Plan helpful in understanding WSC's private land conservation goals and objectives and 60% strongly agreeing that the plan addresses priorities for private land conservation in the LGA. Overall, the feedback on the Plan was very positive. A couple of respondents provided detailed feedback which include some suggestions to improve outcomes from the Plan. A copy of the Participate Wingecarribee Summary Report and respondent feedback is provided in **Attachment 2**.

The below table provides a summary of the themes and concerns that were raised in the submissions.

Issue/Comment	Response
Council can be an exemplar by protecting and expanding plant and wildlife habitats including	No change to the plan.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Issue/Comment	Response
threatened species	
Council helping private landholders benefits all the community	No change to the plan. Council recognises the importance of the flow on effects of its programs.
Greater involvement of the Environment team prior to development or rezoning of land that may affect Land for Wildlife land	No change to the plan. Development assessment is a separate process and needs to address impacts on biodiversity.
Program to include Community Crown Land Managed land	No change to the plan as the plan is focused on private land.
Environment protection, expansion and corridor building is the most important strategy now and Council needs to be a leader	No change to the plan, however Council will continue its important work in community education on good stewardship of the land with its partners.
Be careful of using the number of workshops/events/newsletters as a measure of success.	Council agrees with this constructive suggestion and will work to measure participation satisfaction and outcomes, not outputs, as measures of success. This needs further work and consideration, to be implemented during the life of this plan.
More needs to be done to protect Australia's biodiversity. Clearing of native vegetation for housing needs to be kept to a minimum.	No change to the plan. Council will work with the community and government to encourage biodiversity conservation and protection and to minimise the impacts of development.

A copy of the final Private Land Conservation Plan (2023-2028) is provided in **Attachment 1** to this report.

The Plan provides the framework for environmental conservation programs and how Council will engage with the Wingecarribee Shire community, and includes:

- Habitat for Wildlife for landholders with small urban and peri-urban blocks
- Land for Wildlife for larger properties with a conservation area/s more than 0.5 hectare
- Advanced conservation programs (additional incentives and connection to opportunities)

The PLC Plan is an important component of the Southern Highlands Koala Conservation Project and our other community engagement activities that focus on the conservation of biodiversity. The PLC Plan outlines the pathways and resources available for landholders to conserve biodiversity on their land.

The Land for Wildlife program will continue to be the main mechanism for private landholders to enter voluntary, non-binding agreements with Council to conserve wildlife and be stewards of natural areas on their property. This program can be a conduit to more binding in-perpetuity conservation agreements negotiated between the owner and the NSW Biodiversity Conservation Trust.

This updated Plan shows strategic alignment to the Community Strategic Plan, Environment and Climate Change Strategy, Community Engagement Strategy and Local Strategic Planning Statement. The stated goal of the Plan is "to facilitate and promote the conservation of biodiversity on private land in Wingecarribee Shire."

Around 52% of the Shire is privately owned land and a substantial part of the 55,000 hectares of extant (remnant) native vegetation is on private land. This extant native vegetation is often found on more fertile

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

landscapes, which equates to better quality habitat for wildlife. The private land conservation program contributes toward the achievement of the Community Strategic Plan goal of protecting and enhancing our native species, biodiversity, habitats and natural areas through a coordinated community and all of government approach.

COMMUNICATION AND CONSULTATION

Community Engagement

The draft PLC Plan was placed on public exhibition for four weeks from 15 November 2023 to 13 December 2023. The draft was placed on the Participate Wingecarribee webpage, and promoted through the Wingecarribee Web and Land For Wildlife electronic newsletters, and the Participate Wingecarribee Community Consultation News. The Environment Community Reference Panel was also notified that the draft PLC Plan was on public exhibition. There were 164 unique visitors to the Participate Wingecarribee page and 31 copies of the PLC Plan were downloaded. Five respondents completed the online survey with all stating that they found the PLC Plan helpful in understanding WSC's private land conservation goals and objectives and 60% strongly agreeing that the plan addresses priorities for private land conservation in the LGA. One comment from a respondent was *"The report is very thorough, well written and understandable"*. Another comment *"Overall, the document is impressive and sets admirable achievable goals"*. General feedback included some suggestions on ways to improve outcomes to the Private Land Conservation Program were received.

Internal Communication and Consultation

The draft PLC Plan was communicated internally within the Environment and Sustainability Branch.

External Communication and Consultation

As part of the community engagement, the draft PLC Plan was notified through the private land conservation working group (PLCWG). The PLCWG is an informal local/regional group that meets four times per year and whose membership includes Council, NSW BCT, Local Land Services and Department of Climate Change, Energy, Environment and Water (DCCEEW) staff.

SUSTAINABILITY ASSESSMENT

Environment

The PLC Plan satisfies priorities and focus areas within the draft Environment and Climate Change Strategy. The PLC Plan will guide investment and resourcing of biodiversity conservation on private land, complementing the work occurring in bushland reserves. This plan will support private landholders to conserve biodiversity and will increase capacity and encourage both rural and urban residents to support wildlife and nature through the Land for Wildlife and Habitat for Wildlife Programs. The PLC Plan also documents the mechanisms for residents to consider permanent conservation agreements as well as access to additional resources.

Social

Council's private land conservation program provides social connection opportunities for nature enthusiasts each year. Land for Wildlife and Habitat for Wildlife provides an education opportunity and builds the capacity of landholders and residents to support wildlife and nature on their properties. Some members join Landcare or Bushcare groups for ongoing involvement in natural area restoration and to connect with other like-minded people in our community.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

If adopted by Council, this updated plan will replace the current Private Land Conservation Strategic Plan and provide the framework of Council's main private land conservation programs over the next five years. There are no other governance issues raised because of this report.

COUNCIL BUDGET IMPLICATIONS

These programs and the PLC Plan will be implemented utilising existing funding from the Environment Levy (in perpetuity) and the Southern Highlands Koala Regional Partnership (until 30 June 2026).

RELATED COUNCIL POLICY

If adopted by Council, this updated plan will replace the current Private Land Biodiversity Conservation Strategic Plan and provide the framework of Council's main private land conservation programs over the next five years.

The proposed Private Land Conservation Plan and its programs satisfy the following Community Strategic Goals:

- *Goal 1.3 - A leading community*
- *Goal 4.1 - A protected, healthy and diverse natural environment*
- *Goal 4.2 - A community that lives sustainably for the betterment of the planet*
- *Goal 4.4 - A resilient Shire that takes action on climate change*
- *Goal 5.2 - Sustainable business and industry work in harmony with local community and environment*

The proposed Private Land Conservation Plan programs are consistent with the following Delivery Program actions:

Natural Resource Management Activity 1 - Prepare strategies, plans and procedures that support environmental management and conservation activities across the Shire.

Natural Resource Management Activity 5 - Implement private land conservation strategies.

CONCLUSION

The Private Land Conservation Plan is ready to be adopted and implemented.

ATTACHMENTS

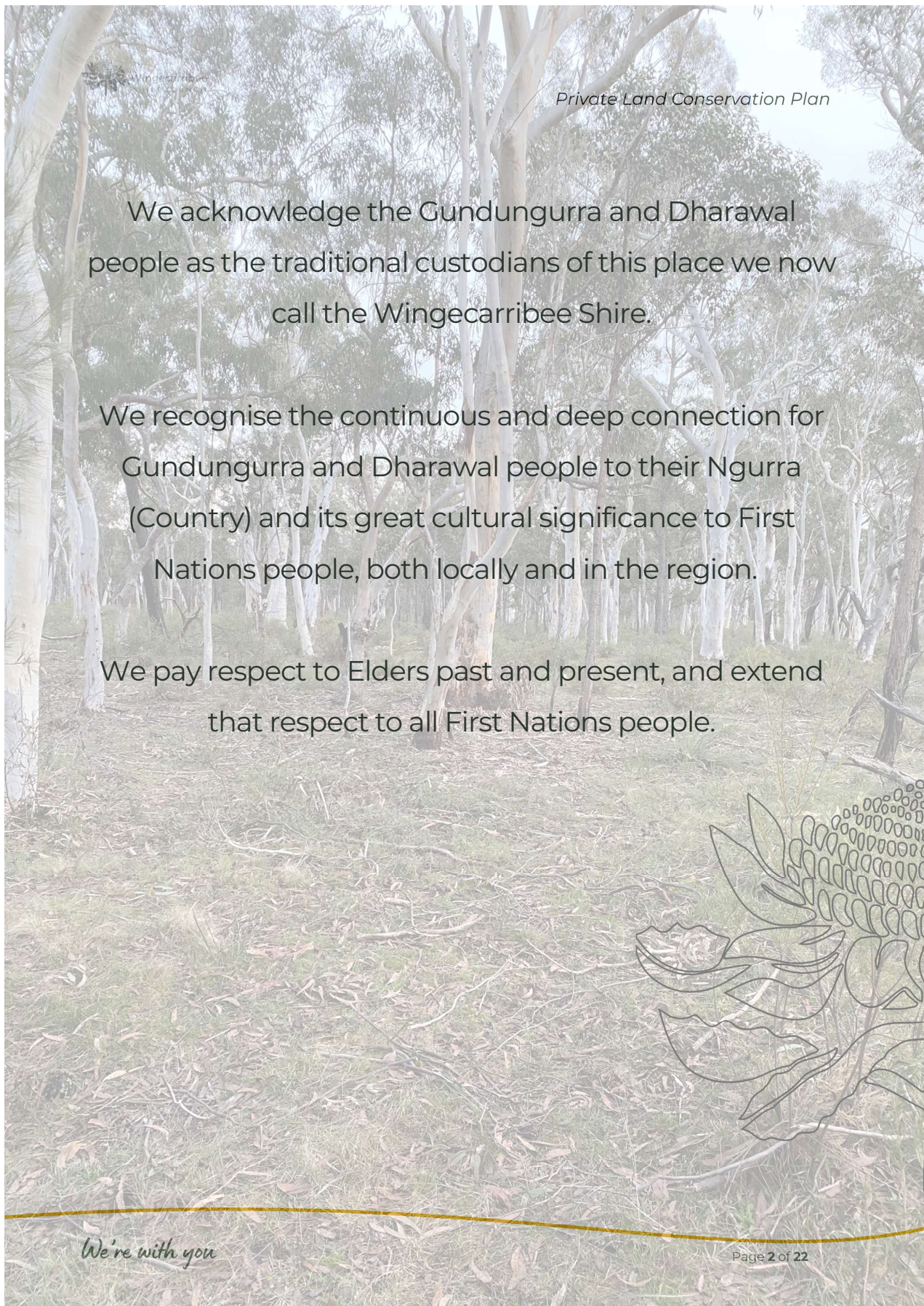
1. Private Land Conservation Plan 2023-2028 [9.16.1 - 22 pages]
2. Participate Wingecarribee Respondent Feedback Report [9.16.2 - 11 pages]

Private Land Conservation Plan

2023 – 2028



We're with you



Wingecarribee

Private Land Conservation Plan

We acknowledge the Gundungurra and Dharawal people as the traditional custodians of this place we now call the Wingecarribee Shire.

We recognise the continuous and deep connection for Gundungurra and Dharawal people to their Ngunna (Country) and its great cultural significance to First Nations people, both locally and in the region.

We pay respect to Elders past and present, and extend that respect to all First Nations people.

We're with you

Page 2 of 22



Contents

ACRONYM GLOSSARY	4
SUMMARY	5
WHY IS PRIVATE LAND CONSERVATION IMPORTANT?	6
STRATEGIC PLANNING FRAMEWORK	8
LEGISLATIVE FRAMEWORK	9
PRIVATE LAND CONSERVATION GOAL AND OBJECTIVES	10
WHAT WE DO AND WHO WE DO IT WITH	11
HOW WE MEASURE SUCCESS	12
REVIEW OF OUR PROGRAM	13
INTEGRATION WITH OTHER AGENCIES AND PROGRAMS	18
REFERENCES	22



We're with you

Acronym Glossary

WSC	Wingecarribee Shire Council
LFW	Land for Wildlife
HFW	Habitat for Wildlife
TEC	Threatened Ecological Community
PCT	Plant Community Type
HEV	High Environmental Value
BCT	Biodiversity Conservation Trust
BCA	Biodiversity Conservation Act
CEN	Community Environment Network
GER	Great Eastern Ranges
SOS	Saving Our Species
DPE	Department of Planning and Environment
LLS	Local Land Services
RPP	Rural Partner Program



Summary

The Private Land Conservation Plan was first developed in 2014. The implementation of the plan and the multi-level framework of engagement with the Wingecarribee Shire community continues to deliver many positive social and environmental outcomes.

Habitat for Wildlife is an entry-level conservation program for landholders with small urban and peri-urban blocks looking to promote backyard biodiversity. Land for Wildlife remains the entry-level conservation program for larger properties with a conservation area/s more than 0.5 hectare. Advanced Conservation Programs build on these entry-level programs with additional financial incentives and require more commitment from landholders. This has included the Vegetation Conservation Program (2004-2015) and the Wingecarribee Koala Habitat Restoration Program (2022-2026).

Our Environment Levy provides significant leveraging opportunities to supply further resources to enhance our existing private land conservation programs and to develop and implement new programs. We will collaborate with external agencies for consistent messaging, resources, and advice to landholders, minimising duplication, and maximising return on investment from all government levels to optimise biodiversity outcomes.

This plan outlines our goals and objectives for private land conservation in Wingecarribee Shire for the next 5 years.

Our Private Land Conservation Program Framework



We're with you

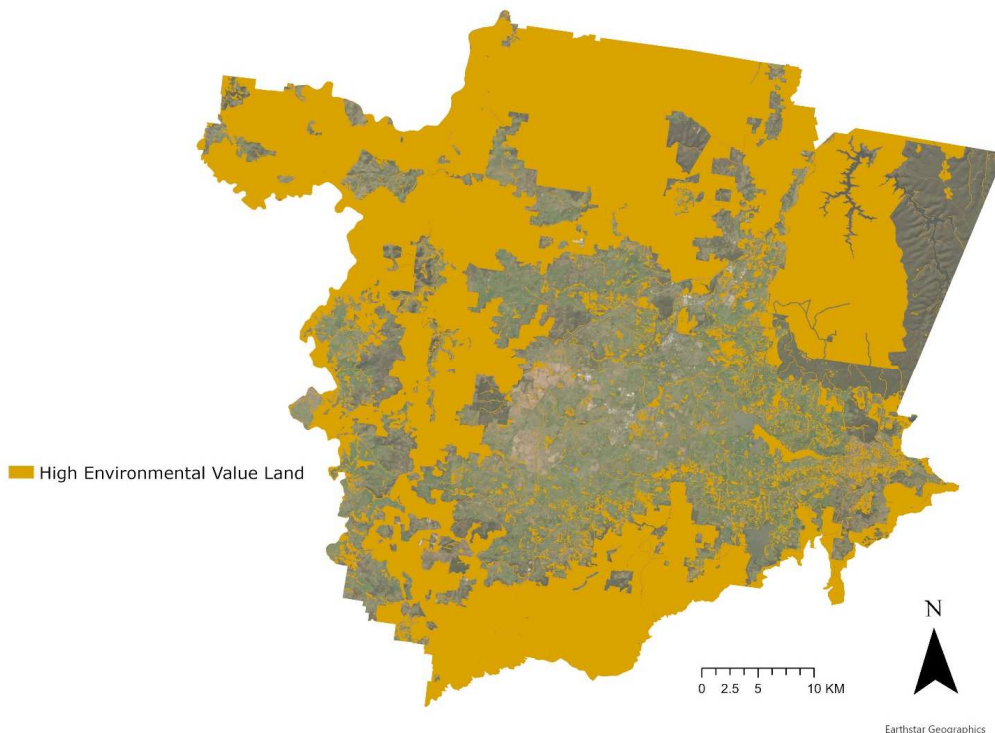


Why is private land conservation important?

Biodiversity Values of Wingecarribee shire

Wingecarribee Shire has outstanding biodiversity values due to its diverse geology, large rainfall gradient east to west, and altitude changes that occur resulting in many different habitat types. Habitats include sandstone forests, tall forests, rainforests, grassy woodlands, Permian slopes, riverine habitats, and upland swamps. [High Environmental Value maps](#) show the scale and extent of biodiversity and conservation values in Wingecarribee Shire (Map 1).

We have a great diversity of native flora and fauna, with over 2,000 plant species and over 374 vertebrate fauna species. Approximately 50 threatened plants, 56 threatened animals, 16 Threatened Ecological Communities (TECs), and over 100 different plant community types (PCTs) are present in Wingecarribee Shire.



Map 1. High Environmental Value (HEV) land in Wingecarribee Shire (State Government of NSW 2023). HEV land includes areas protected for conservation, native vegetation of high conservation value, threatened species and populations, wetlands, rivers, estuaries and coastal features of high environmental values, and areas of geological significance.

We're with you



Private Land Values

Around 43% of the shire is privately owned. There are over 55, 000 hectares of extant native vegetation on private land in Wingecarribee Shire, much of which are TEC's. Over 10% is currently conserved in Land for Wildlife voluntary agreements. Most of the remnant vegetation on private land occurs in the more rural western part of the shire, but land around the major town centres has highly fragmented vegetation remnants.

The private land conservation programs are a great opportunity for Council to develop positive relationships with residents. It offers the opportunity for Council officers to be invited onto privately-owned land for a positive interaction and to provide technical and professional support to our community. The community has expectations, as articulated within its primary strategic planning document, the [Wingecarribee Community Strategic Plan](#), to protect and enhance the natural values of the Shire.



Credit DPE/Thunderbox

We're with you



Strategic planning framework

The focus of this plan is biodiversity conservation on private land. Various Council plans and strategies both guide and complement this Private Land Conservation Plan.



Strategic Planning Framework what guides this plan



Environment & Climate Change Strategy



Priority area 1
Focus areas 1, 2 & 3

Landscape & cultural values, catchments & waterways, bushland & biodiversity

Bushland & Biodiversity Action Plan

Community Strategic Plan



Environment goal 4.1.1

Protect and enhance our native species, biodiversity, habitats & natural areas through coordinated community and all of government approach

Community Engagement Strategy



Objectives 3, 4 and 5

Strengthen our relationship with the community, understand the community's needs, and improve our approach to community engagement

Land Use Strategies & Plans



Local Strategic Planning Statement: planning priorities 1.3 to 1.5

Local Planning Strategy 2015- 2031: Chapter 2 & 3

Local Environment Plan

We're with you



Legislative framework

State Government level Private Land Conservation programs are delivered under the Biodiversity Conservation Act (BCA) 2016 and the delivery of these programs is guided by the Biodiversity Conservation Investment Strategy (2018).

The NSW Biodiversity Conservation Trust (BCT) was established under the BCA and oversees private land conservation programs across NSW. The BCT partners with landholders to conserve biodiversity across the state. The Conservation Partners Program is for landholders who voluntarily wish to protect and conserve native vegetation on their land and is delivered in line with the [*Biodiversity Conservation Trust Conservation Partners Program Project Implementation Plan*](#) (2021-2025).

The [Conservation Partners program](#) is available to all landholders across NSW. The two types of conservation agreements that landholders can enter include:

1. [Wildlife Refuge Agreements](#): non-permanent agreement, eligible for Conservation Partners Grant to enhance ecological values
2. [Conservation Agreements](#): In-perpetuity agreement to conserve and manage an area, eligible for Conservation Partners Grant

Landholders can also apply for a [Biodiversity Stewardship Agreement](#) through the Biodiversity Credits Supply Fund and Taskforce. Stewardship agreements generate biodiversity credits that can be sold to fund weed and pest control, ecological burning, and environmental restoration.

We will work with the BCT and the Credits Supply Taskforce to maximise synergies where possible and we will encourage Land for Wildlife members to consider moving to more secure and potentially longer-term agreements under the auspices of those agencies. These agreements may lead to additional investment opportunities for landholders to assist with the ongoing management of these areas.

We believe that Land for Wildlife plays an important role in entry-level private land conservation, community building and networking with residents who may progress to the higher-level agreements at the BCT.



Private land conservation goal and objectives

Our Goal
facilitate and promote biodiversity conservation on private land in Wingecarribee Shire



Our Objectives



<p>Encourage private landholders to engage and take action in land and biodiversity conservation</p> 	<p>Improve the knowledge and skills of landholders in biodiversity conservation</p> 	<p>Leverage with state and federal agencies to optimise investment and conservation outcomes</p> 	<p>Improve management of existing natural areas to optimise returns on investment & to balance other land management activities with conservation</p> 
<p>Create opportunities for networking within the community to encourage knowledge and skills sharing</p> 	<p>Increase resilience in extant vegetation through encouraging the improved management of key threatening processes</p> 	<p>Retain and improve connectivity of extant threatened ecological communities and habitat values on private land</p> 	<p>Complement the State Government private land conservation programs and provide opportunities for collaboration with our community</p> 

We're with you



What we do and who we do it with

We will achieve our goals and objectives through our Habitat for Wildlife, Land for Wildlife and Advanced Conservation Programs.

Private Land Conservation in Wingecarribee Shire

What we do

Educate, inspire, empower	Inter-agency working groups	Use mapping to guide actions	
Maintain quality records	Complement state gov programs	Improve corridor connectivity	
Improve land management	Facilitate transitions to permanent covenants	Foster nature connectedness	
Help protect threatened species	Facilitate knowledge sharing	Promote citizen science	
Build social capacity	Host workshops	Build on other programs	
Maintain quality relationships	Collaborate & facilitate networking	Provide technical advice	

Who we do it with

Biodiversity Conservation Trust	Southern Highlands Koala Project	
Department Planning & Environment	Local Land Services	
Landcare Groups	Department Primary Industries	
Council Bushcare	Credit Supply Taskforce	

We're with you



How we measure success

The following metrics help us keep track of our progress and determine whether we are meeting our objectives and overarching goal.



How we measure success



Number of new HFW and LFW properties	
Number of workshops, events, and newsletters	
Amount of funding distributed to private landholders	
Area of remnant native vegetation being managed for conservation	
Number of inter-agency working group meetings	
Number of properties in mapped wildlife corridors	

We're with you



Review of our program

Habitat for Wildlife

Overview

Habitat for Wildlife (HFW) was launched on World Environment Day 5 June 2015 with WSC delivering the program under a user licence from the Community Environment Network (CEN).

HFW is about engaging landholders with smaller land parcels in peri-urban, urban and some rural environments which are typically heavily cleared. HFW promotes wildlife conservation and backyard habitat values and encourages landholders to retain or improve these values.

HFW is free to join, and participants receive the [Backyard Habitat Planting Guide](#), other information resources, an attractive metal sign for the property, access to workshops and connection to a social network.

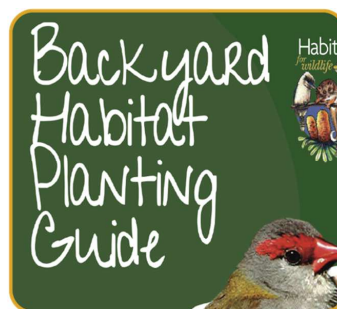
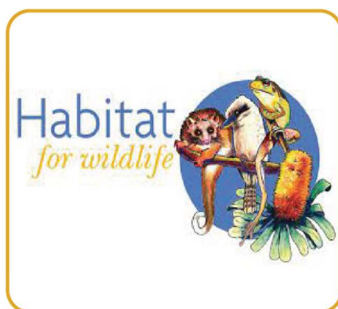
Objective

Expand the HFW network to 500 and engage the existing community through citizen science initiatives and other relevant workshops

Outcomes

Since 2015, HFW has attracted over 280 members and is growing with minimal promotion. The development of the Backyard Habitat Planting Guide was a key outcome, and this booklet is provided free to all new members.

As part of the registration, participants have the option to subscribe to Wingecarribee Web and will continue to be informed about other networks such as Wildlife Rescue South Coast, WIRES, Bushcare and Landcare.



We're with you



Land for Wildlife

Overview

Land for Wildlife (LFW) is the free, entry-level conservation program for all landholders with a minimum of 0.5 hectare of natural bushland, forest, wetland, or grassland. We have been a regional provider of the program since 2009 and coordination in NSW is provided by the Community Environment Network (CEN).

The goal for this program is to increase the number of LFW property registrations and the extent of natural areas on private land that are managed for biodiversity and wildlife habitat by their owners.

Objectives

Increase the area of extant vegetation being managed for conservation to 15 % (8, 250 ha) by end June 2028

Liaise with the BCT and Credits Supply Taskforce to move interested landholders to more permanent conservation agreements

Land for Wildlife is not legally binding, nor does it change the legal status of the property. This feature of the program encourages participation and the commencement of capacity building for landholders. The landholder needs to express a written intention of good environmental stewardship.

The program is as much about community engagement and the development of social capital as it is about biodiversity conservation, and once registered, landholders commence a journey of discovery on their own land in the context of the regional landscape. Landholders can form Landcare groups to increase their capacity to manage their local landscape for conservation.

As a regional provider, we supply a free comprehensive property assessment which includes a site visit, natural resource maps, plant species lists, database searches including aboriginal heritage, a suite of practical information resources, facilitated links to a social network, e-newsletters and local training workshops, and access to incentives such as free native plants.

Land for Wildlife is funded by the special rate applied to all land in Wingecarribee Shire, the Environment Levy, and has attracted significant financial leverage from state government and non-government sources. The program has administrative support within the Environment and Sustainability Branch of Council.

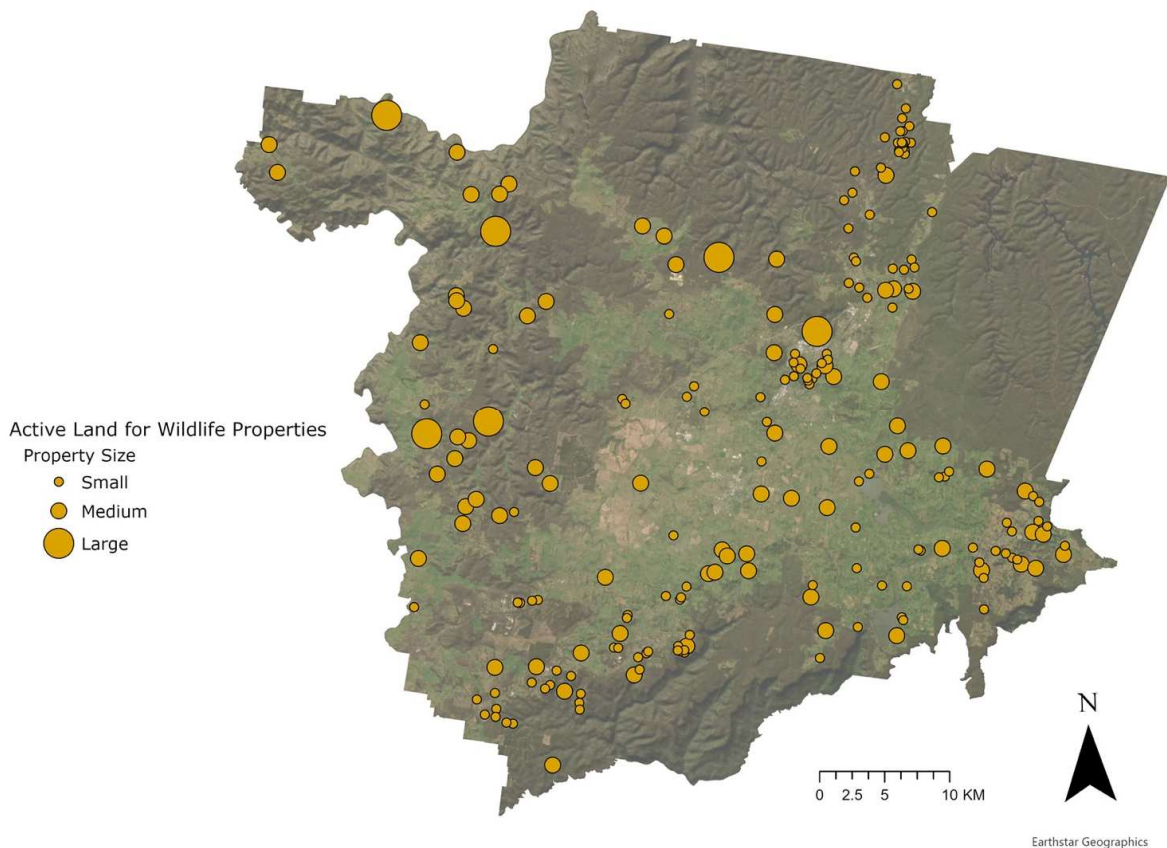
We're with you



Outcomes

There is approximately 55,000 hectares of native vegetation on private land in Wingecarribee Shire and over 5,500 hectares (10%) are currently conserved on LFW properties in informal agreements. The LFW program has resulted in over 200 voluntary registrations since it commenced in 2009, including several large holdings, schools, and the council-managed Mount Gibraltar Heritage Reserve. Some landholders are managing a small area of their property, while others are managing almost their entire landholding for conservation purposes.

Land for Wildlife agreements are mapped spatially using geographic information systems (GIS) and all agreements have a status of Proposed, Active and Expired assigned and adjusted regularly. A diversity of plant structural classes and communities has been conserved under the program, with a good distribution of LFW properties across the local government area.



Map 2. Active Land for Wildlife properties across Wingecarribee Shire, categorised based on property size.

We're with you

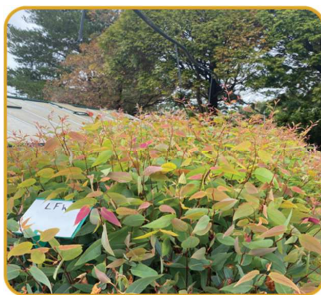
AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024



Private Land Conservation Plan

Under the program, we have provided LFW members with a range of opportunities and resources including, but not limited to:

- Monthly newsletters
- Bi-annual tree giveaways including koala feed tree species
- More comprehensive vegetation surveys which are uploaded to BioNet to inform our vegetation mapping
- Eucalyptus and grass identification workshops
- Rural Fire Service (RFS)/Nature Conservation Council (NCC) Hot Spots training, field trips, farm tours, hollows and nest boxes workshop – [watch the video here](#)
- Koala acoustic monitoring as part of our broader 'Koala Karaoke' monitoring program
- Biodiversity monitoring and citizen science opportunities e.g., Camera trap surveys and Aussie Backyard Bird Count
- Short films e.g., [Land for Wildlife in the Southern Highlands](#)



We're with you

Page 16 of 22



Advanced Conservation Programs

Koala Habitat Restoration Program

2022 – 2026

Overview

We are delivering the Wingecarribee Koala Habitat Restoration Program in partnership with the NSW Department of Planning and Environment under the [NSW Koala Strategy](#). The program aims to expand, connect, and enhance koala habitat across Wingecarribee Shire, with a focus on the East and West koala stronghold population areas. The eastern stronghold population area includes private land in Glenquarry, Kangaloon, East Kangaloon, Alpine, and Mittagong. The Western stronghold population area includes private land in Canyonleigh, High Range, Joadja, Medway and Sutton Forest.

Under this program, landholders are required to enter into a management agreement with a shared financial or in-kind responsibility.

Objectives

Restore up to 50 ha of koala habitat on private land

Outcomes

In early 2023, two information sessions were held to promote the program and to encourage landholders to apply for funding under the program. Landholders completed an Expression of Interest form, and the applications were rank based on a range of criteria including proximity to the east and west koala stronghold populations, sustainable long-term benefits (proximity to 3rd order streams, bushfire refugia, co-contributions from landholders), and quality of koala habitat and koala corridor linkages.

Funded activities include weed control, planting, ecological burning, and seedling purchases. We are currently developing landholder agreements for 10 projects on private properties. One 22 ha project has already commenced with 15 ha restored to date. We will continue to take advantage of opportunities to expand on koala habitat restoration on private land in Wingecarribee Shire as funding becomes available.



We're with you



Integration with other agencies and programs

Integration with External Agencies

NSW Biodiversity Conservation Trust

The NSW BCT, established in 2017 as part of the NSW Government Biodiversity Law Reforms, has developed a [Biodiversity Conservation Investment Strategy](#) for NSW which guides the NSW Government's investment in private land conservation.

Landholders with active or expired Advanced Conservation Program management agreements (e.g., koala restoration program) with particularly large or intact TECs will be encouraged by Council to enter into an agreement under the Conservation Partners Program with the BCT or submit an Expression of Interest form for a Biodiversity Stewardship Agreement to the Credits Supply Taskforce.

Permanent covenants such as Conservation Agreements are often a requirement for funding support from some providers, for example, the Foundation for National Parks and Wildlife, and so if landholders move to more permanent conservation agreements on good quality conservation sites, this may provide additional leverage for funding in Wingecarribee Shire.

Great Eastern Ranges

The Great Eastern Ranges (GER) is a national and landscape-scale conservation program aiming to protect, link and restore healthy habitats over 3,600 kilometres along the east coast of Australia from Victoria, through New South Wales, to North Queensland.

The Southern Highlands Link is a priority section of the GER corridor, as it links high conservation value areas of the Greater Blue Mountains World Heritage Area, the Sydney Catchment Special Areas, and Morton National Park.

We continue to work closely with Greening Australia and other GER partners to develop and support the delivery of projects within the GER Southern Highlands Link. This has included the [Wall to Wollondilly](#) project and the [Thin Green Line Project](#). Where possible we assist with encouraging LFW registrations so that landholders have ongoing support to manage project areas in the future after funding ceases.



NSW Department of Planning and Environment

Saving Our Species Program

Saving Our Species (SOS) is a NSW Department of Planning and Environment (DPE) program operating under the NSW Biodiversity Conservation Act 2016. SOS aims to address the growing number of plants and animals in NSW facing extinction. The program sets out the NSW Government's threatened species management plan and what needs to be done to secure NSW's threatened species in the wild for the next 100 years.

We will continue to work with DPE to protect and conserve threatened species and TECs throughout the shire e.g., along roadsides.

Threatened species have different conservation needs, and the SOS program allocates each species to six different management groups: site managed species, landscape managed species, iconic species, data-deficient species, partnership species and keep watch species.

Our LFW and Advanced Conservation Programs integrate, where possible, with the SOS program and prioritise conservation efforts in line with SOS targets. Current priorities are those areas with known habitat for priority species.

The main threats to biodiversity in the shire include habitat loss, fragmentation of habitat, feral animals, disease, altered hydrological conditions and weeds. Most of the key threatening processes particularly affecting landscape managed species in NSW are applicable in Wingecarribee Shire, and our private land conservation program will aim to

Private Land Conservation Plan

assist private landholders in reducing these threats on their properties.

Southern Highlands Koala Conservation Project

The Southern Highlands Koala Conservation Project (SHKCP), launched in 2014, is a partnership between DPE, Council and The University of Sydney. The project has been highly successful in bringing the community together to report koala sightings, develop a conservation project and undertake collaring, monitoring, and mapping of our koala populations. There are an estimated 3, 000 to 4, 000 koalas in Wingecarribee Shire.

Koalas are an iconic species under the SOS program and our private land conservation programs will continue to actively support private landholders who own koala habitat and corridors.

Funding from the NSW Koala Strategy (2022-2026) will support an update of our Fine-Scale Plant Community Type (PCT) map for Wingecarribee Shire, incorporating the revised NSW PCT classification system. This map will be the basis for an updated koala habitat and corridor map which will inform koala conservation actions on private land. All properties with agreements under LFW and Advanced Conservation Programs are recorded spatially to improve reporting and future planning.

We're with you



NSW Department of Primary Industries

In addition to SOS project targets, there is potential for our private land conservation programs to extend to aquatic threatened species protected under the Fisheries Management Act, NSW Department of Primary Industries (DPI). We will continue to connect relevant landholders with DPI projects, resources and funding opportunities in Wingecarribee Shire where appropriate (e.g. the [Fitzroy Falls Spiny Crayfish program](#) in Wildes Meadow) and consider our role and how our operational activities may impact target species under these programs in the region.

Local Land Services

Wingecarribee Shire lies within the South East Local Land Services (LLS) region. The [South East LLS Local Strategic Plan](#) (2021-2026) sets the vision, priorities and overarching strategy for the delivery of LLS projects and services within the region. One of the goals of the plan is to “grow primary industries productivity and healthy environments”. The priority locations for biodiversity conservation programs delivered or supported by LLS under its local strategic plan may be like past programs, including the regional Joadja corridor in the west, major rivers and creeks such as Wingecarribee and Wollondilly Rivers, Areas of Regional Koala Significance (ARKS), and land adjoining the Greater Blue Mountains World Heritage Area.

We will continue to work collaboratively with other agencies, community, and non-government organisations, including LLS, DPE, Birdlife Australia and Greening Australia to deliver complementary projects within regional

Private Land Conservation Plan

and local high priority corridors over the next five years.

Close cooperation and communication are essential for the integration of state and local programs and projects, and this is facilitated by regular working group meetings with LLS and other agencies.

Leveraging Opportunities

There are opportunities for Council to utilise the environment levy funds to leverage for additional grants from other government and non-government agencies.

Potential Funding Sources	
Department of Planning and Environment	Threatened species programs
Local Land Services	Devolved biodiversity grants from the Commonwealth
NSW Environmental Trust	Education, research, and other community grants
The Foundation for National Parks and Wildlife	Capacity building and landholder grants for improvement works

We're with you

Integration with Other Wingecarribee Shire Council Programs

There are several other programs delivered under our Environment Levy which have an influence and relationship with HFW, LFW and Advanced Conservation Programs.

The Rural Partner Program

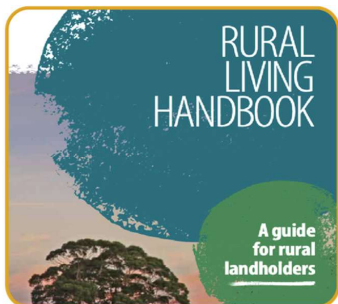
The Rural Partner Program (RPP) aims to promote and embed sustainable land use practices in existing agricultural and rural living properties, particularly sustainable land management and biodiversity conservation. In 2016 the RPP produced the Wingecarribee Shire [Rural Living Handbook](#) (updated 2021).

The RPP complements the LFW program and encourages sustainable land management practices and biodiversity conservation through education and awareness activities. The Rural Living Handbook provides basic natural resource management information and links, with a local information section relevant to Wingecarribee Shire. Other objectives of the RPP include sustainable firewood harvesting and habitat retention.

Bushcare Community Nursery

Our Environment Levy funded community nursery at Moss Vale depot currently focusses on the production of local provenance native plants for Council Bushcare projects on Council owned or managed land. The nursery also propagates local seed from koala feed tree species for koala habitat restoration projects on private land. The nursery is managed by our Bushcare team, with volunteer support.

We will explore opportunities to potentially utilise the nursery facility to support LFW property owners, without compromising its current focus on supporting Bushcare projects on public land.





References

- Australian Network for Plant Conservation (ANPC) <http://anpc.asn.au/>
- Australian Native Plants Society <https://anpsa.org.au/>
- Australian Plants Society – NSW <http://austplants.com.au/>
- Community Environment Network <http://www.cen.org.au/>
- Florabank <http://www.florabank.org.au/>
- Bird Atlas <http://birdlife.org.au/projects/atlas-and-birdata>
- Birdlife Australia <http://birdlife.org.au/support-us/join-us/>
- Bird Data Entry <http://birddata.com.au/homecontent.do>
- South East Local Land Services www.lls.nsw.gov.au/regions/south-east
- The Foundation for National Parks and Wildlife <http://fnpw.org.au/>
- The Environmental Trust of NSW <https://www.environment.nsw.gov.au/funding-and-support/nsw-environmental-trust>
- Great Eastern Ranges <http://www.greateasternranges.org.au/>
- NSW BioNet <http://www.bionet.nsw.gov.au/>
- NSW Department of Planning and Environment <https://www.dpie.nsw.gov.au/>
- Perry, S. (1996) Inventory of Wetlands Within Wingecarribee Shire. The University of Wollongong, NSW.
- PlantNET <http://plantnet.rbgsyd.nsw.gov.au/floraonline.htm>
- Wingecarribee Shire Council 2003. Wingecarribee Biodiversity Strategy (2003), NSW. Prepared by Eco Logical Australia Pty Ltd, Sutherland, NSW.
- Woodlots and Wetlands 2009. Wingecarribee Wetlands Strategy. Wingecarribee Shire Council, Moss Vale, NSW.
- HEV of the High Environmental Values of the South East Tablelands Planning Region, State Government of NSW and Department of Planning and Environment 2023 <https://datasets.seed.nsw.gov.au/dataset/south-east-tablelands-high-environmental-value-hev->

Participate Wingecarribee

Report Type: Form Results Summary
Date Range: 16-11-2023 - 09-12-2023
Exported: 02-01-2024 13:53:14

Closed

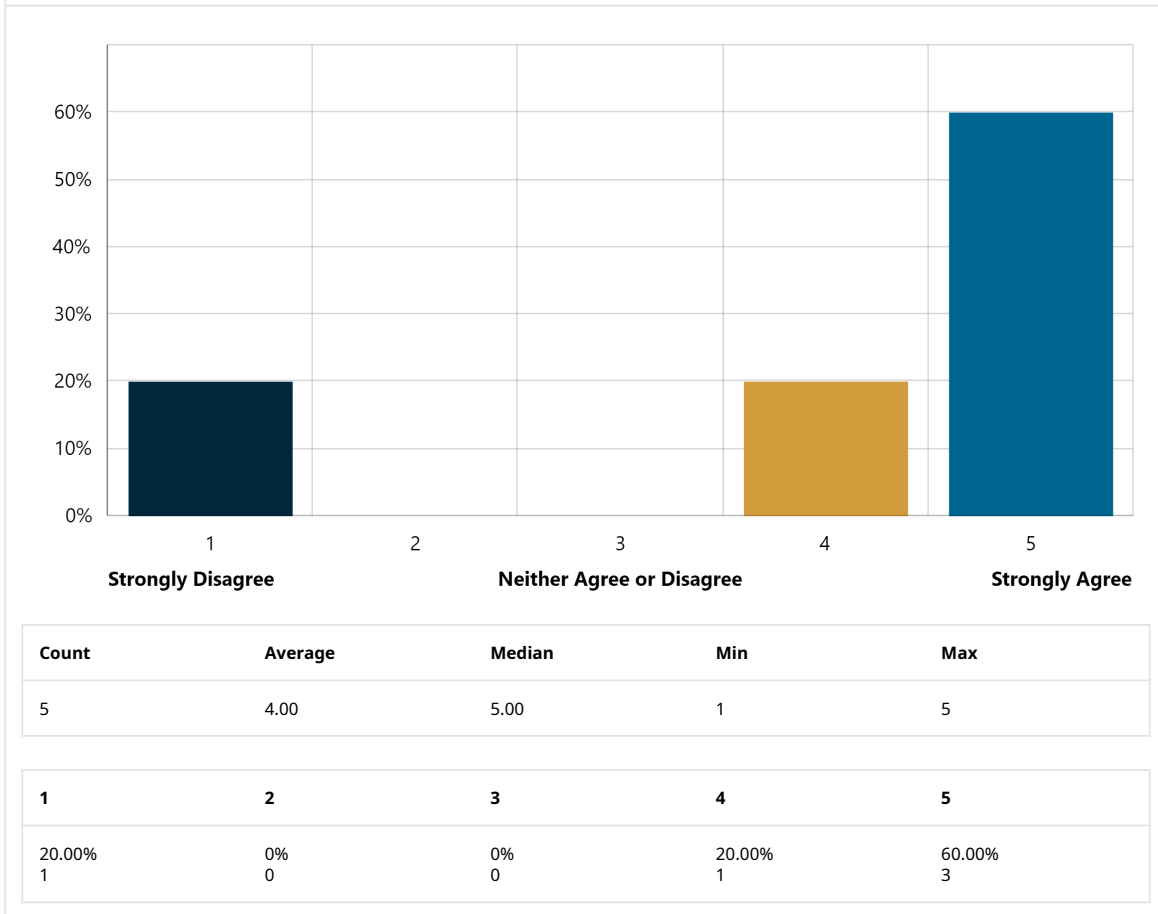
Public Exhibition Feedback
Private Land Conservation Plan

5 Contributors | 5 Contributions

Contribution Summary

1. The Private Land Conservation Plan addresses the priorities for Private Land Conservation in our Local Government Area and within the local community. Required

Slider | Skipped: 0 | Answered: 5 (100%)



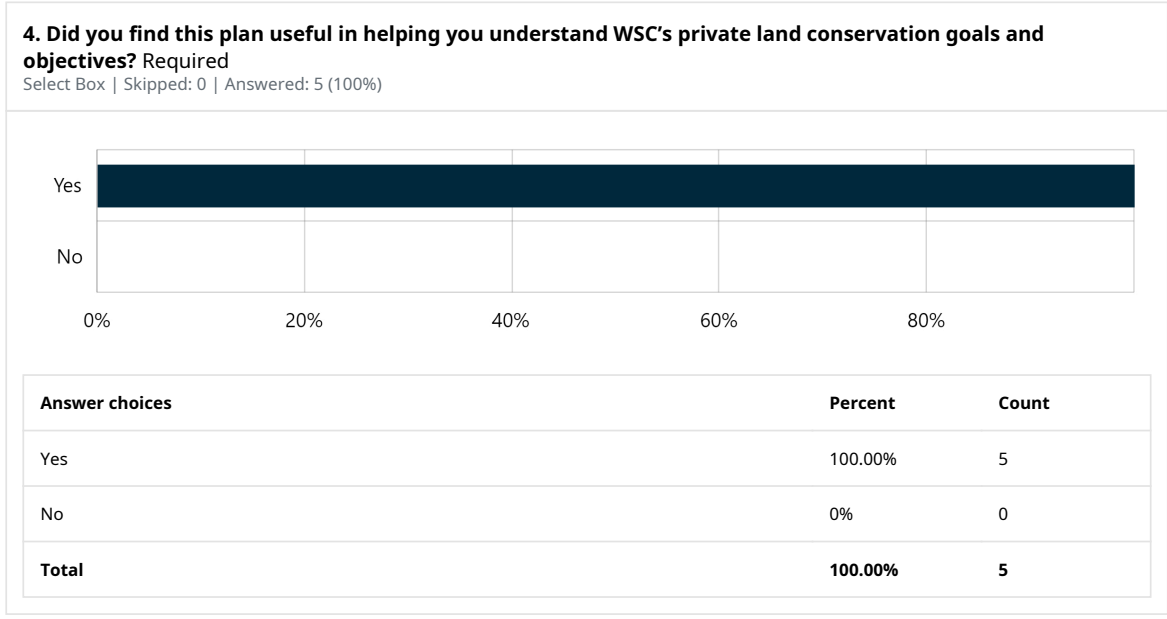
**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

2. If strongly agree, please provide any additional comments Short Text Skipped: 2 Answered: 3 (60%)
Sentiment No sentiment data
Tags No tag data
Featured Contributions No featured contributions

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

3. If strongly disagree, please provide any additional comments Short Text Skipped: 5 Answered: 0 (0%)
Sentiment No sentiment data
Tags No tag data
Featured Contributions No featured contributions

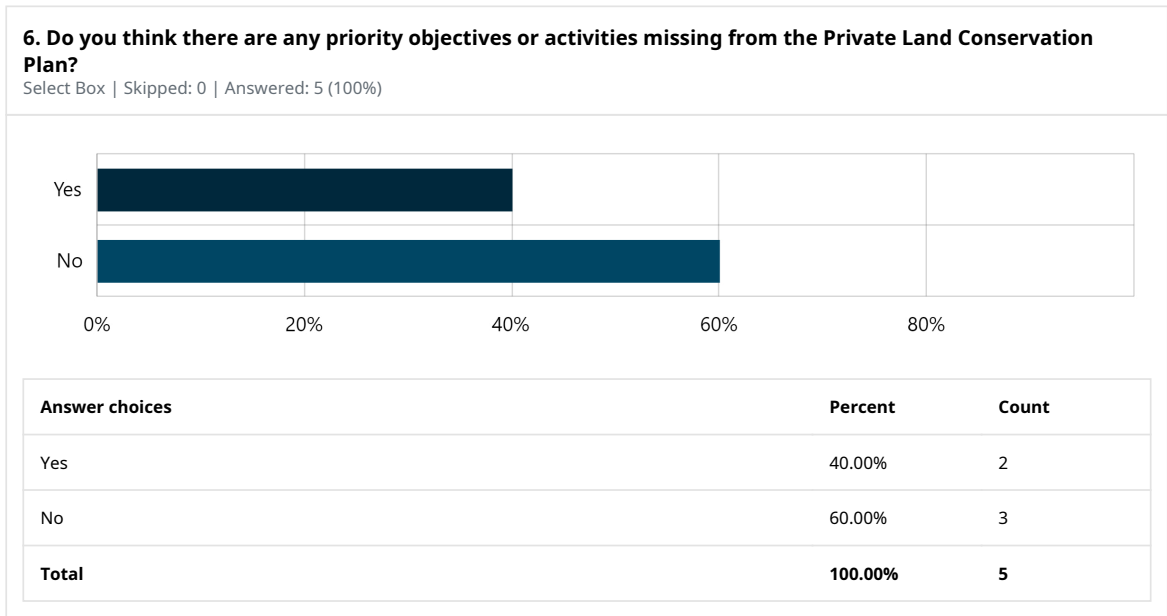
**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

5. If no, please provide further comments Short Text Skipped: 5 Answered: 0 (0%)
Sentiment No sentiment data
Tags No tag data
Featured Contributions No featured contributions

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

7. If Yes, please provide further comments Short Text Skipped: 3 Answered: 2 (40%)
Sentiment No sentiment data
Tags No tag data
Featured Contributions No featured contributions

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

8. Please provide other general feedback Long Text Skipped: 0 Answered: 5 (100%)
Sentiment No sentiment data
Tags No tag data
Featured Contributions No featured contributions

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Private Land Conservation Plan

Title/Question: Public Exhibition Feedback
 Tool Type: Form
 Activity ID: 747
 Report Date Range: 16 Nov 2023 - 9 Dec 2023
 Date Exported: 14 Feb 2024 02:42 pm
 Exported By:

Date Submitted	The Private Land Conservation Plan addresses the priorities for Private Land Conservation in our Local Government Area and within the local community.	If strongly agree, please provide any additional comments	If strongly disagree, please provide any additional comments	Did you find this plan useful in helping you understand WSC's private land conservation goals and		If no, please provide further comments	Do you think there are any priority objectives or activities missing from the Private Land Conservation		If Yes, please provide further comments	Please provide other general feedback
				Yes	No		Yes	No		
Dec 09, 2023, 01:49 PM	5	W. council has the opportunity to be an exemplar in NSW for its support, expansion of and protection of biodiverse plant and wildlife habitats including threatened species at a time when they are being incrementally eroded and fragmented from all sides.		1			1		Small LFW holdings (under 2 h) have HEV, biodiversity, TEC, corridor connectivity for foraging esp when connecting to other fragments or backing onto NP, crown, reserves. This potential is overlooked for longterm protection strategies because of size	Environment protection, expansion and corridor building (de-fragmenting) is the most important strategy right now. In response to shifting climate and continued habitat destruction there must be accumulation rather than further loss. With new fire strategies in place for landholders this means further land clearing for asset protection. These areas add up and some are vastly over stepped. Education on good stewardship of land and understanding connectivity values contributes to community well being. Wingecarribee has the opportunity to be a leader in this respect.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Dec 07, 2023, 07:23 PM	5	I appreciate Council helping private landholders manage the natural areas on their properties. This benefits all of the community by protecting, conserving and enhancing our precious wildlife corridors		1				1		The program should be open to community members who manage crown land reserves within the Shire i.e. members of statutory land manager boards
Nov 23, 2023, 09:03 PM	5	The report is very thorough, well written and understandable.		1				1		I'm concerned that the 'number' of workshops, events and newsletters is a measure of success. I think this could be a trap for tick a box activities and creating the illusion that much is happening when it isn't making a difference in the environment. I think it is more important to measure participation satisfaction with workshops, to make sure what is offer is relevant and that the community not just council staff are participating in the workshops. Creating newsletters can also take up a huge amount of staff time with little or no impact on environmental goals. I have also seen numbers used to create the illusion that a lot is happening when in fact very few people are involved e.g. having hundreds on an email list doesn't actually measure whether or not those on the list actively engage or even want the emails. Likewise having many bushcare sites and meetings looks like a great deal is happening, however with one or two volunteers attending at each site that is far from the case. I'm a member of Habitat for Wildlife but I don't know anything about 'Wingecarribee

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Nov 18, 2023, 09:23 AM	4			1			1	Land for Wildlife is fabulous. I would like to see greater involvement of the Environment & Sustainability team prior to development or rezoning of any land that might affect Land for Wildlife land.	The Federal government has started consultations on reforming national environmental laws by amending the Environment Protection and Biodiversity Conservation Act 1999. The Wingecarribee should be at the forefront of addressing Australia's abysmal rates of extinctions and land clearing since European colonisation. More needs to be done to protect biodiversity (including threatened plants, animals and ecological communities). The Council should not be encouraging developers to clear native vegetation so as to enable it to meet State-government imposed housing targets.
Nov 16, 2023, 10:54 AM	1			1			1		The plan is comprehensive and clearly set out.

9.17 Loans Borrowings Policy - Draft Public Exhibition

Report of: Pav Kuzmanovski
Executive Manager Business Transformation

Authorised by: Carmel Foster
Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is for Council to endorse the proposed Loan Borrowings Policy to be placed on public exhibition.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council endorse the Loan Borrowings Policy to be placed on public exhibition for 28 days.**
- 2. A further report be submitted to Council following the conclusion of the public exhibition period.**

REPORT

BACKGROUND

Councils adopted its Resourcing Strategy 2023 – 2033 on 28 June 2023 which included proposed borrowings of \$124.7 million. The majority of these borrowings will be used to fund large scale Sewage Treatment Plant upgrades at Bowral, Moss Vale and Mittagong, with estimated borrowings of \$112m to be funded from Council's Water and Sewer fund. This remainder will be used to fund or part-fund major building and infrastructure projects.

To ensure an appropriate governance framework is in place, and to support Council's position on utilising loan borrowings a review of Council's Loan Borrowings Policy has been conducted.

REPORT

Councils have the ability to borrow money is provided for within section 621 of the *Local Government Act 1993*. As custodian of public money, Council must exercise the reasonable care and diligence that a prudent person would exercise when borrowing money.

The objective of this Policy is to ensure that the use and management of Council borrowings:

- Complies with the Ministerial Borrowing Order.
- Is undertaken with due regard for Council's role as custodian of public money.
- Ensure financial risk is managed in Council's Long Term Financial plan when considering funds that are required to be borrowed.

The proposed Loan Borrowings Policy is provided at **Attachment 1** and recommended to be publicly exhibited for 28 days for comment.

In reviewing this Policy, the following principles have been considered:

- Borrowings may only be used to fund one-off capital expenditure and not operating expenditure (which should be funded from operating revenue). Recurrent capital works (which occur on an annual basis) should not be funded by loans and should be funded by operating revenue.
- In considering loan borrowings, Council should ensure sufficient recurrent funding is available to

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

service the debt. This should be achieved either through debt retirement, additional revenue or a reduction in operational expenditure.

- It is appropriate to fund significant capital works via borrowings so that the full cost of infrastructure is not only borne by present day ratepayers, but also by future ratepayers who will benefit from the use of the funded infrastructure.
- It may be appropriate to fund certain capital projects with user charges, in which case user charges should reflect the project's costs, including loan payments.
- The impact on Council's budget of any movement in interest rates must be actively managed.
- The term of any loan should not exceed the expected life of the asset being funded.

The revised Policy contains a set of considerations which should be used by Council to assist with decision making on whether to undertake loan borrowings:

- The financial impact of the proposed borrowing on Council's Long Term Financial Plan, Delivery Program and Operational Plan including scenario analysis in the case of changes to market interest rates.
- Decisions to utilise loan borrowings should be made on a case-by-case basis, ensuring there is alignment with Council's strategic planning and capital program.
- The proposed structure of the borrowings and the proposed way in which the Council will procure the borrowings is to achieve competitive and favourable terms.

The performance measures of this Policy have been updated to reflect the change in Office of Local Government (OLG) Financial Performance measure from the Debt Services Ratio to the Debt Services Coverage Ratio. The Debt Service Coverage Ratio is calculated by obtaining Council's operating performance before capital of Council (excluding depreciation and interest) and applying it as a ratio to principal and interest repayments made during that year. It is noted that the OLG performance benchmark of greater than 2 for this ratio. It is proposed that this benchmark will only be applicable to the general fund as the Water and Sewer funds are not restricted in their capacity to increase charges by the rate peg.

COMMUNICATION AND CONSULTATION

Community Engagement

This Policy will be placed on public exhibition for 28 days, with feedback to be received via Council's online engagement platform, Participate Wingham.

Internal Communication and Consultation

Executive

External Communication and Consultation

Nil

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Culture

There are no cultural issues in relation to this report.

Governance

This proposed Policy complies with the requirements of the *Local Government Act 1993* and the Ministerial Borrowing Order.

COUNCIL BUDGET IMPLICATIONS

This report has no budget implications on Council.

RELATED COUNCIL POLICY

Resourcing Strategy 2023 - 2033

Financial Reserves Policy

CONCLUSION

It is prudent that Council reviews its Loan Borrowings Policy considering the future borrowings which have been included in the Resourcing Strategy 2023 - 2033. It is recommended that the Policy is placed on public exhibition for 28 days.

ATTACHMENTS

1. Loan Borrowings Policy [9.17.1 - 10 pages]



Loan Borrowings Policy



We're with you

WINGECARRIBEE SHIRE COUNCIL

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



Loan Borrowings Policy

{Main Category} Wingecarribee Community Strategic Plan 2031 -
{Subcategory -Link to CSP Goal}

Document Type	Council Policy
Document Reference No.	[Governance to insert] (example: 2020/001)
Version No.	[Governance to insert]
Council File Reference	[Insert departmental file number, the relevant electronic records management system subject reference]
Adoption Date	[Governance to insert]
Resolution Number	[Governance to insert]
Document Owner	Chief Financial Officer
Responsible Branch	Finance and Procurement
Responsible Business Unit	Deputy CFO
Review Schedule	[Governance to insert]
Review Date	[Governance to insert]

We're with you

Page 2 of 9



Contents

1	Objectives	4
2	Policy Statement	4
3	Scope.....	6
4	Responsibilities.....	6
4.1	Councillors	6
4.2	General Manager.....	6
4.3	Chief Financial Officer	6
4.4	Managers	7
4.5	Council staff	7
5	Performance Measures	8
6	Definitions	8
7	Related Material	9
7.1	Related Legislation	9
7.2	Related Policies, Procedures	9
8	Non-compliance with this Policy	9
9	Document Control [Governance].....	9
9.1	Version Control	9
9.2	Superseded Documents	9
10	Attachments	9



1 Objectives

The objectives of the Policy are:

- Complies with the Ministerial Revised Borrowing Order
- Is undertaken with due regard for Council's role as custodian of public funds.
- Is undertaken with care, diligence, and skill that a prudent person would exercise in managing the affairs of other persons; and
- Complies with Council's overall risk management philosophy.

2 Policy Statement

Delegation of authority

Section 377(1) (f) of the *Local Government Act 1993* stipulates that Council cannot delegate the borrowing of money. No officer of Council is authorised to undertake the establishment of a new loan facility without the authorisation of Council. The authorisation is obtained following a formal resolution of Council.

Once this authorisation has been obtained, authority for the implementation and adherence to this policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*. The General Manager may, in turn, delegate the day-to-day management of Council's borrowings to the Chief Financial Officer.

Principles for Borrowings

Council's principles for borrowings are:

1. Borrowings may only be used to fund one-off capital expenditure and not operating expenditure (which should be funded from operating revenue). Recurrent capital works (which occur on an annual basis) should not be funded by loans and should be funded by operating revenue.
2. In considering loan borrowings, Council should ensure sufficient recurrent funding is available to service the debt. This should be achieved either through debt retirement, additional revenue, or a reduction in operational expenditure.
3. It is appropriate to fund significant capital works via borrowings so that the full cost of infrastructure is not only borne by present day ratepayers, but also by future ratepayers who will benefit from the use of the funded infrastructure.
4. It may be appropriate to fund certain capital projects with user charges, in which case user charges should reflect the project's costs, including loan payments.
5. The impact on Council's budget of any movement in interest rates must be actively managed.
6. The term of any loan should not exceed the expected life of the asset being funded.



Considerations for Borrowings

The following decision-making principles should be considered in determining if borrowings should be considered:

- The financial impact of the proposed borrowing on Council's Long Term Financial Plan, Delivery Program and Operational Plan including scenario analysis in the case of changes to market interest rates; and any positive impact of the capital works funded by the proposed borrowing.
- Decisions to utilise loan borrowings should be made on a case-by-case basis, ensuring there is alignment with Council's strategic planning and capital program.
- Where appropriate, borrowings for infrastructure projects will require a fully costed and evaluated business plan, with all alternatives considered and outcomes identified. This may also come in the form of a Masterplan or updated strategy. Where required, Council is to comply with the Office of Local Government's circular regarding Capital Expenditure Reviews.
- Internal loans should be considered as an alternative approach to funding capital expenditure. This approach would be on the basis that Council has sufficient available surplus cash within identified General Fund cash reserves which has no specific financial commitments within Council's Long Term Financial Plan. Appropriate authorisations from the OLG (where required) will need to be considered when borrowing internally.
- The proposed structure of the borrowings and the proposed way in which the Council will procure the borrowings to achieve competitive and favourable terms.

Requirements

All borrowings must be approved by Council resolution. The intention to borrow funds must be included in Council's annual Operational Plan and Budget.

Loans to Council are a charge on general income and cannot be secured over a specific project.

Council should advise the Office of Local Government (OLG) of any proposed borrowing by completing a loan borrowing forecast return. If Council subsequently changes the purpose of the loan or increases the amount, a Council resolution must be passed prior to drawing any funds. In the event of an increase, Council must also re-submit their loan borrowing return to OLG.

Council will manage its ongoing cash-flow requirements taking into consideration cash expenditure and anticipated revenues therefore should not require the use of overdraft facilities.



Restrictions

Council is restricted, by the Ministerial Revised Borrowing Order, to source the borrowings from Australia and in Australian currency.

Process

To minimise the cost of borrowing, Council is to seek competitive borrowing terms by way of obtaining a minimum of three quotes. This should include a quote from NSW TCorp.

The borrowing maturity profile should reflect Council's forecast repayment profile. Consideration should also be given to incorporating flexibility in borrowing covenants in case of early repayment or a need to extend the term of the loan.

Council will review all outstanding loans as part of its annual budget process to ensure there is no breach of covenants or to take advantage of flexibility in the repayment profile should Council's financial situation change over time.

3 Scope

This Policy applies to Councillors and staff with delegated authority to act upon the Council resolution to borrow funds.

4 Responsibilities

Responsibilities for the implementation of this Policy are shared as follows. [Insert the following sections as applicable. It may also be necessary to add additional headings here, depending upon the nature of the policy]

4.1 Councillors

Councillors shall:

- To ensure all loan borrowings are resolved by Council in accordance with the *Local Government Act 1993*.

4.2 General Manager

The General Manager shall:

- Ensure the implementation of this Policy as delegated by Council in accordance with the *Local Government Act 1993*.
- To delegate the management of Council's borrowings portfolio to the Chief Financial Officer or other staff through the delegated approval process.

4.3 Chief Financial Officer

The Chief Financial Officer shall:

We're with you



Loan Borrowings Policy

- provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy.
- ensure the timely review of this Policy; and
- Ensure accounting controls are in place to monitor and report on Council's loan borrowings in accordance with the Local Government Code of Accounting Practice and Financial Reporting and Australian Accounting Standards.

4.4 Managers

Managers shall:

- provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the policy owner as required.

4.5 Council staff

Council staff shall:

- Borrow money in accordance with legislation and this Policy.

We're with you

Page 7 of 9



5 Performance Measures

The success of this Policy will be measured by ensuring Council is compliant with relevant legislation in borrowing funds.

Council's debt service coverage ratio should remain above 2% for the General Fund. The Water and Sewer fund will be treated on a case by case as these funds are not capped by rate pegging.

6 Definitions

Define any specific terms relating to the policy that may not be obvious to a member of the public or other external stakeholder. Include any acronyms and their meanings. The following table should be used:

Capital expenditure	Capital expenditure relates to the acquisition, upgrade, or renewal of an asset. This type of expenditure is typically one-off in nature and is for assets such as buildings, major transport projects, land acquisitions or significant community facilities.
Operating expenditure	Operating expenditure are costs related to ongoing service delivery, maintenance, and program funding. These costs are typically recurrent in nature and do not result in the creation of an asset.
Debt service coverage ratio	The Debt Service Coverage Ratio is calculated to determine Council's operating performance before capital of Council (excluding depreciation and interest) as a ratio to Principal and interest repayments made during that year.
Variable rate loan	A loan that attracts an interest rate linked to a variable benchmark. In Australia variable rate loans are normally priced at a fixed margin over the Ausbond Bank Bill Rate which is the market benchmark three-month interbank rate.
Fixed rate loan	A loan that attracts a fixed pre-determined interest rate throughout the term of the loan.
Amortising Loan	A loan that is repaid over the term of the loan, normally by equal instalments due quarterly or semi-annually. Interest payments and capital repayments are normally combined and paid on the instalment date.
Interest Only Loan	A loan repaid in full on the final maturity date. The loan can be either a variable rate loan or a fixed rate loan with interest payments normally payable quarterly for a variable rate loan and semi-annually for a fixed rate loan.

Local Government Act 1993 – Borrowing Order
(Related to borrowings by Council)

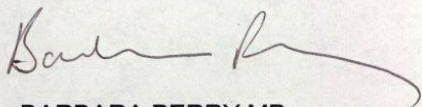
I, BARBARA PERRY MP, Minister for Local Government, in pursuance of section 624 of the Local Government Act 1993, hereby impose restrictions on borrowings by a council as follows:

A council shall not borrow from any source outside the Commonwealth of Australia nor in any other currency other than Australian currency.

Transitional Arrangements

Nothing in this Order affects any borrowings made before the date of this Order, which was made in compliance with the previous Ministerial Order dated 27 September 1993, and such borrowings are taken to be in compliance with this Order.

Dated this 13th day of May 2009



BARBARA PERRY MP
Minister for Local Government



7 Related Material

7.1 Related Legislation

The following legislative materials are related to this Policy:

- Australian Accounting Standards
- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Local Government Code of Accounting Practice and Financial Reporting
- Ministerial Revised Borrowing Order; and
- Office of Local Government Circulars

7.2 Related Policies, Procedures

The following policies are related to this Policy:

- Cash Investment Policy
- Financial Reserves Policy
- Long Term Financial Plan

8 Non-compliance with this Policy

Non-compliance with this Policy should be reported to the General Manager who will investigate and determine the appropriate course of action.

9 Document Control [Governance]

9.1 Version Control

Version	Adoption Date	Notes
[insert version no.]	[insert date on which version was adopted]	[describe amendments/changes from previous version]
[insert version no.]	[insert date on which version was adopted]	[describe amendments/changes from previous version]

9.2 Superseded Documents

Document Title	Adoption Date	Notes
Loan Borrowings Policy	23 May 2018	Policy review and update.

10 Attachments

1. Local Government Act 1993 – Borrowing Order

Approved by:

WINGECARRIBEE SHIRE COUNCIL
[Governance to insert adoption date]

We're with you

9.18 Liquid Trade Waste Policy – Draft for Public Exhibition

Report of: Emma Britten
Operations Technical Officer Quality

Authorised by: Graeme Mellor
Manager Water Services

PURPOSE

This report requests endorsement of the revised Draft Liquid Trade Waste Policy (policy) and for it to be placed on public exhibition. Review of this policy has been undertaken as part of Council's regular policy review process that includes recommendations by NSW Department of Planning and Environment (DPE) now the Department of Climate Change, Energy, the Environment and Water.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council endorse the updated Liquid Trade Waste Policy and to be placed on public exhibition for 28 days.**
- 2. A further report be submitted to Council following the conclusion of the public exhibition period.**

REPORT

BACKGROUND

As part of Council's scheduled policy review process, the Liquid Trade Waste Policy has been reviewed. Recommendations were also received from the then Department of Planning and Environment (now the Department of Climate Change, Energy, the Environment and Water) for six minor changes to categories and definitions within the Policy.

REPORT

The Policy is designed to enforce, monitor and approve liquid trade discharges into Council sewerage system. The Policy also regulates the levying of commercial sewerage and liquid trade waste fees and charges, which are being reviewed for the 2024-25 financial year to maintain consistency with the Policy.

Council received recommendations from the then Department of Planning and Environment DPE (now the Department of Climate Change, Energy, the Environment and Water) for six minor changes to categories and definitions within the Policy. This letter of recommendations is provided in **Attachment 1**.

No significance changes to the Policy have been made, only the minor adjustments recommended by DPE as well as several grammar and formatting improvements.

It is therefore recommended that Council endorse the public exhibition of the Policy for 28 days.

COMMUNICATION AND CONSULTATION

Community Engagement

The Policy will be placed on public exhibition for 28 days, with feedback and recommendations to be received via Council's online engagement platform, Participate Wingecarribee.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Internal Communication and Consultation

Coordinator Treatment

Trade Waste Officers

External Communication and Consultation

Department of Planning and Environment (now the Department of Climate Change, Energy, the Environment and Water)

SUSTAINABILITY ASSESSMENT

Environment

The policy ensures and regulates the responsible discharge of liquid trade waste into councils' sewerage system by commercial and industrial businesses.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

The draft policy in conjunction with the liquid trade waste guidelines is a local approval policy under the Local Government Act 1993 and regulates how liquid trade waste is discharged and managed in the Wingecarribee Shire.

COUNCIL BUDGET IMPLICATIONS

Nil

RELATED COUNCIL POLICY

- Community Strategic Plan
- Goal 3.3 Liveable and Sustainable Communities
- 3.3.3 Provide effective, safe and well-maintained local infrastructure and assets that service the needs of current and future generations.

CONCLUSION

The adoption of the draft policy will ensure liquid trade waste compliance under the Local Government Act 1993 and DPE.

ATTACHMENTS

1. Department of Planning and Environment Comments on Policy [9.18.1 - 2 pages]
2. Liquid Trade Waste Policy v4 0 [9.18.2 - 41 pages]



Department of Planning and Environment

Our ref: 23/6543

Your ref: Liquid Trade Waste Policy

Ms Lisa Miscamble
General Manager
Wingecarribee Shire Council
PO Box 141
MOSS VALE NSW 2577

29 August 2023

Attention: Mr Ray Whittington

Subject: Wingecarribee Shire Council Draft Liquid Trade Waste Policy

Dear Ms Miscamble

I refer to Council's emails of 18 July, 9 and 16 August 2023 regarding Council's draft Liquid Trade Waste Policy.

The draft Policy has been reviewed and is considered satisfactory subject to amendments shown in Attachment 1.

In accordance with section 3.4.2 of the Liquid Trade Waste Regulation Guidelines 2021, Council needs to provide its final Policy to the Department of Planning and Environment - Water for consent after publicly exhibiting the Policy for not less than 28 days and addressing any issues raised in public submissions. For the 2024/2025 financial year the trade waste fees and charges need to be amended in accordance with the Policy when adopted (as indicated in Attachment 1).

Please continue to liaise with [REDACTED] on [REDACTED] regarding this matter.

Yours sincerely

[REDACTED]

[REDACTED]

Manager Regulatory Assessments

Water Operations



Department of Planning and Environment

Attachment 1

- Amend the first sentence in section 3.1 on page 12 so it reads:
Category 2M (Multi Complex Business) - more than one discharger on the same property or premises with multiple liquid trade waste streams.
- Amend the definition of “greywater” on page 16 so it reads:
Greywater—wastewater from showers, baths, spas, hand basins, laundry tubs, washing machines, dishwashers or kitchen sinks.
- Amend section D2.1.3 on page 25 by including “Refer to section D4.2 of this policy” after the first paragraph.
- Amend section D3.1.1 on page 26 so it reads:
D3.1.1 “Deemed to be approved” discharges
For deemed to be approved discharges (refer to Appendix B) the annual liquid trade waste fee for a category 1 discharger will be applicable.
- Amend the following sentence in section D4.2 on page 27
“A Pre-treatment inspection fee will apply to every prescribed pre-treatment device installed on the property (eg grease arrestor, oil separator)”
so it reads
These dischargers will pay the annual fee for a Category 2M Multiple Complex Business and an additional fee for every prescribed pre-treatment device installed on the property (eg grease arrestor, oil separator) (refer to council’s management plan)
- Amend the first sentence in section D7.3.3 on page 31 as follows:
Un is the BOD5 non-compliance excess mass charging rate in \$/kg and is calculated by using equation (5)

Council’s fees and charges require the same terminology and charging regime as in Council’s Liquid Trade Waste Policy. Council will be required to review the trade waste fees and charges for the next financial year 2024/2025 to ensure consistency with the Policy.



DRAFT Liquid Trade Waste Policy



We're with you

WINGECARRIBEE SHIRE COUNCIL



Draft , version 4.0

Environment

Work collaboratively to reduce pollution, manage biodiversity risks, and the impact on our environment

Document Type	Council Policy
Document Reference No.	[Governance to insert]
Version No.	4.0
Council File Reference	Policy – Administrative and Operational Policies (CMGT)
Adoption Date	[Governance to insert]
Resolution Number	[Governance to insert]
Document Owner	Manager Water Services
Responsible Branch	Service & Project Delivery
Responsible Business Unit	Water Services
Review Schedule	4 Years
Review Date	[Governance to insert]

We're with you

Page 2 of 41



Draft , version 4.0

Contents

1 Objectives.....	4
2 Policy Statement	4
2.1 Introduction	4
2.2 What is liquid trade waste?	4
2.2 Liquid Trade Waste Guidelines.....	4
3 Scope.....	5
4 Responsibilities	5
4.1 Councillors	5
4.2 Executive	5
4.3 Manager Water Services.....	5
4.4 Managers	6
4.5 Council staff	6
5 Performance Measures	6
6 Definitions.....	6
7 Related Material	6
7.1 Related Legislation	6
7.2 Related Documents.....	6
8 Non-compliance with this Policy.....	6
9 Document Control	7
9.1 Version Control	7
10 Attachments	7
Liquid Trade Waste Guidelines	8
Appendix A - Glossary.....	18
Appendix B – Deemed to be Approved Activities	22
Appendix C - Prohibited or restricted substances and wastes from discharge to sewer.	25
Appendix D - Non-residential sewerage and liquid trade waste fees and charges	28
Appendix E – List of discharges Council may approve.	38
Appendix F – Legislative provisions.....	40

We're with you

Page 3 of 41



1 Objectives

The objectives of this Policy are:

- to protect public and workers health and safety and the environment
- to protect council's assets from damage
- to minimise adverse impacts on the sewage treatment processes
- to assist Council meeting regulatory and licence compliance
- to promote water conservation, waste minimization, cleaner production, effluent recycling and biosolids reuse
- to provide an environmentally responsible liquid trade waste service to the non-residential sector
- to ensure commercial provision of services and full cost recovery through appropriate sewerage and liquid trade waste fees and charges.

2 Policy Statement

This policy sets out how Wingecarribee Shire Council will regulate liquid trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Liquid Trade Waste.

Sewerage systems are generally designed to cater for liquid waste from domestic sources that are essentially of predictable strength and quality. Council may accept liquid trade waste into its sewerage system as a service to businesses and industry.

Liquid trade wastes may exert much greater demands on sewerage systems than domestic sewage and, if uncontrolled, can pose serious problems to public health, worker safety, Council's sewerage system and the environment.

This Policy is consistent with the Liquid Trade Waste Management Guidelines 2021 developed by the Water Utilities branch of the NSW Department of Planning and Environment (https://www.industry.nsw.gov.au/_data/assets/pdf_file/0010/147088/trade-waste-management-guidelines.pdf)

2.1 Introduction

This Policy has been developed to ensure the proper control of liquid trade waste and hence protection of public health, worker safety, the environment, and Council's sewerage system. The policy also promotes waste minimisation, water conservation, water recycling and biosolids reuse.

In addition, the approval, monitoring and enforcement processes for liquid trade wastes discharged to Council's sewerage system and the levying of commercial sewerage and liquid trade waste fees and charges are described in this document. The procedure for liquid trade waste approval is governed by Chapter 7 of the Local Government Act.

Under section 68 of the *Local Government Act 1993* (Act), a person wishing to discharge liquid trade waste to the sewerage system must obtain prior approval from Council. Discharge of liquid waste other than domestic sewage without prior approval is an offence under section 626 of the Act.

2.2 What is liquid trade waste?

Liquid trade waste is defined in the *Local Government (General) Regulation 2021* as below:



Liquid trade waste means all liquid waste other than sewage of a domestic nature.

Liquid trade waste discharges to the sewerage system include liquid wastes from:

- industrial premises
- business/commercial premises (e.g. beautician, florist, hairdresser, hotel, motel, restaurant, butcher, supermarket, etc.)
- community/public premises (including clubs, school, college, university, hospital and nursing home)
- any commercial activities carried out at residential premises.
- saleyards, racecourses and stables and kennels that are not associated with domestic households.
- tankered human waste, ship-to-shore waste from marina pump-out facilities, portable toilet waste and established sites for the discharge of pan contents from mobile homes/caravans
- any other waste tankered to the sewerage facilities, e.g. commercial or industrial waste from un-sewered areas.

Liquid trade waste excludes:

- toilet, hand wash basin (used for personal hygiene only), shower and bath wastes derived from all the premises and activities mentioned above.
- wastewater from residential toilets, kitchens, bathrooms or laundries (i.e. domestic sewage)
- wastewater from common laundry facilities in caravan parks (Note that discharges from common kitchen facilities in caravan parks are liquid trade waste)
- residential pool backwash.

2.3 Liquid Trade Waste Guidelines

This policy enforces the Liquid Trade Waste Guidelines attached to this Policy.

3 Scope

This Policy applies to:

- All commercial and industrial business premises within the Wingecarribee Shire connected to the sewerage system
- Septic businesses discharging to Council's septic receivals facility.

4 Responsibilities

Responsibilities for the implementation of this Policy are shared as follows.

4.1 Councillors

Councillors shall:

- Provide leadership in adhering to the requirements of this Policy.

4.2 Executive

The Executive shall:

- Lead staff (either directly or through delegated authority) in their understanding of and compliance with this Policy and related documents.

4.3 Manager Water Services

The Manager Water Services shall:

We're with you



- provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy;
- ensure the timely review of this Policy; and
- conduct investigations into alleged non-compliance with this Policy.

4.4 Managers

Managers shall:

- provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the policy owner as required.

4.5 Council staff

Council staff shall:

- Read, understand and comply with this Policy.

5 Performance Measures

The success of this Policy will be measured by:

- All commercial and industrial premises in the shire are appropriately approved to discharge trade waste
- Sewage within the sewerage system and treatment plants is of an appropriate quality
- Sewage Treatment Plant's meet their Environmental Protection Licences

6 Definitions

Refer to Appendix A.

7 Related Material

7.1 Related Legislation

The following legislative materials are related to this Policy:

- AS/NZ Standards 3500.2, Plumbing Code of Australia
- Department of Industry Liquid Trade Waste Regulation Guidelines 2009.
- Australian Sewage Quality Management Guidelines June 2012, WSAA.
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Best-Practice Management of Water and Sewerage Guidelines, 2007

7.2 Related Documents

The following document is related to this Policy:

- WSC Integrated Water Cycle Management Strategy

8 Non-compliance with this Policy

Breaches of this Policy could result in non-compliance charges, the requirement to implement a pollution improvement plan, disconnection from the sewerage network, penalty infringement notice and/or prosecution.



9 Document Control

9.1 Version Control

Version	Adoption Date	Notes
1.0	2005	Initial adoption of document
2.0	2011	Replaces the 2005 Policy
3.0	13 June 2018	Replaces the 2011 Policy
4.0	[Governance to insert]	Replaces the 2018 Policy

10 Attachments

1. Liquid Trade Waste Guidelines
2. Appendix A
3. Appendix B
4. Appendix C
5. Appendix D
6. Appendix E
7. Appendix F

Approved by:

WINGECARRIBEE SHIRE COUNCIL
[Governance to insert adoption date]



Liquid Trade Waste Guidelines

These Guidelines comprise three parts:

- Part 1 specifies the circumstances in which a person is exempt from the necessity to apply for an approval to discharge liquid trade waste to Council's sewerage system.
- Part 2 specifies the criteria which Council will take into consideration in determining whether to give or refuse a liquid trade waste approval.
- Part 3 specifies the application procedure and approval process, liquid trade waste discharge categories and applicable fees and charges, the NSW Framework for Regulation of Liquid Trade Waste, alignment with the *National Framework for Wastewater Source Management* and other relevant information.

Part 1 – Exemptions

The list of discharges exempt from obtaining of Council's approval is provided in Appendix B. These discharges are known as 'Deemed to be approved'. Each such discharger must meet the standard requirements specified in Appendix B.

Part 2 – Criteria for approval to discharge liquid trade waste into council's sewerage system

2.1 Factors for consideration

Council's decision to accept liquid waste into its sewerage system will be based on the discharger satisfying Council's requirements. Therefore, when determining an application to discharge liquid waste to the sewerage system, Council will consider the following factors:

- The potential impacts of the proposed discharge on Council's ability to meet the objectives outlined in s. 1.2 of this document.
- The adequacy of the pre-treatment process(es) to treat the liquid trade waste to a level acceptable for discharge to the sewerage system, including proposed contingency measures in an event of the pre-treatment system failure.
- The capability of the sewerage system (reticulation and treatment components) to accept the quantity and quality of the proposed liquid waste.
- The adequacy of chemical storage and handling facilities, and the proposed safeguards for prevention of spills and leaks entering to the sewerage system
- The adequacy of the proposed due diligence program and contingency plan, where required.
- Proposed management of prohibited substances and other liquid waste not planned to be discharged to the sewerage system and safeguards to avoid any accidental discharge.
- The potential for stormwater entering the sewerage system and adequacy of proposed stormwater controls.
- The potential for growth of the community

2.2 Discharge quality

Council's acceptance limits for liquid trade waste discharges are set out in Table 1. These limits are consistent with the acceptance limits specified in the *Liquid Trade Waste Management Guidelines*, 2021 by the Department of Planning and Environment.



Table 1: Acceptance limits for liquid trade waste into the sewerage system

Parameter	Limits
Flow Rate	The maximum daily and instantaneous rate of discharge (kL/h or L/s) is determined based on the available capacity of the sewer. Large discharges are required to provide a balancing tank to even out the load on the sewage treatment works.
BOD ₅	Normally approved at 300 mg/L. Concentrations up to 600 mg/L may be accepted.
Suspended solids	Normally approved at 300 mg/L. Concentrations up to 600 mg/L may be accepted.
COD	Normally, not to exceed BOD ₅ by more than three times. This ratio is given as a guide only to prevent the discharge of non-biodegradable waste.
Total Dissolved Solids	Up to 4000 mg/L may be accepted. The acceptance limit may be reduced depending on available effluent disposal options and may be subjected to a mass load limit.
Temperature	Less than 38°C.
pH	Within the range 7.0 to 9.0.
Oil and Grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works and 50 mg/L if the volume is greater than 10%.
Detergents	All detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS) may be imposed on large liquid trade wastes discharges.
Colour	Colour must be biodegradable. No visible colour when diluted to the equivalent dilution afforded by domestic sewage flow. Specific limits may be imposed on industrial discharges where colour has a potential to interfere with sewage treatment processes and the effluent management.
Radioactive Substances	If expected to be present (e.g. Iodine 131 from ablation), acceptance requirements will be set on a case-by-case assessment.

Acceptance limits for inorganic and organic compounds		Maximum concentration (mg/L)
Inorganic compounds	Ammonia (as N)	50
	Boron	5
	Bromine	5
	Chlorine	10
	Cyanide	1
	Fluoride	30

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



Draft Liquid Trade Waste Policy, version 4.0

	Nitrogen (total Kjeldahl)	100
	Phosphorus (total)	20
	Sulphate (as SO ₄)	500
	Sulphide (as S)	1
Organic compounds	Benzene	< 0.001
	Toluene	0.5
	Ethylbenzene	1
	Xylene	1
	Formaldehyde	30
	Phenolic compounds non-halogenated	1
	Petroleum Hydrocarbons ¹	
	• C ₆ -C ₉ (flammable)	5
	• Total Recoverable Hydrocarbons (TRH)	30
Pesticides general (except organochlorine and organophosphorus)	0.1	
Polynuclear Aromatic Hydrocarbons (PAH)	5	

Acceptance limits for metals	Maximum concentration (mg/L)	Allowed daily mass limit (g/d)
Aluminum	100	-
Arsenic	0.5	2
Cadmium	1	5
Chromium ²	3	10
Cobalt	5	15
Copper	5	15
Iron	100	-
Lead	1	5
Manganese	10	30
Mercury	0.01	0.05
Molybdenum	5	15
Nickel	1	5
Selenium	1	5
Silver	2	5

¹ Always ask a laboratory to carry out a silica gel clean up, if other than petroleum products are expected to be present in a liquid trade waste sample, e.g. animal fats, plant oil, soil, etc.

² Where hexavalent chromium (Cr⁶⁺) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr³⁺), prior to discharge into the sewer

We're with you

Page 10 of 41



Tin	5	15
Zinc	1	5
Total heavy metals excluding aluminium, iron and manganese	Less than 30 mg/L and subject to total mass loading requirements	

Notes:

1. Acceptance limits for substances not listed in above Tables will be determined on a case-by-case basis.
2. The quality of liquid trade waste from some low-risk commercial activities in Classification A and B will exceed acceptance limits listed in above Table. As a higher level of pre-treatment is not cost-effective, such waste is acceptable if the discharger installs, maintains and properly operates the required on-site pre-treatment. Similarly, septic and pan waste may exceed some acceptance limits.

2.3 Prohibited or restricted substances and waste

Substances prohibited from being discharged into the sewerage system unless they are specifically approved under section 68 of the Act are listed in Table 2 . In addition, s 2.3.1 lists the discharges either prohibited or restricted. Refer to Appendix C for detailed description of substances and discharges either prohibited or restricted.

Table 2 Waste Prohibited from discharge to the sewerage system

- Organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances.
- organophosphorus pesticides and/or waste arising from the preparation of these substances
- per- and poly-fluoroalkyl substances (PFAS)
- any substances liable to produce noxious or poisonous vapours in the sewerage system
- organic solvents and mineral oil[#]
- any flammable or explosive substance[#]
- discharges from 'Bulk Fuel Depots'
- discharges from chemicals and/or oil storage areas
- natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions
- roof, rain, surface, seepage or ground water, unless specifically permitted (clause 137A of the Local Government (General) Regulation 2021)
- solid matter[#]
- disposable products including wet wipes, cleaning wipes, colostomy bags, cat litter and other products marketed as flushable
- any substance assessed as not suitable to be discharged into the sewerage system
- liquid waste that contains pollutants at concentrations which inhibit the sewage treatment process
- any other substances listed in a relevant regulation

[#] In excess of the approved limit

2.3.1 Other substances/discharges either prohibited or restricted

- Stormwater from open areas
- Contaminated groundwater



- Landfill leachate
- Discharge from float tanks
- Discharge from new service station forecourts and other refuelling points
- Discharge of liquid waste arising from liquefaction and/or pulverisation of solid waste by physical or chemical processes (e.g. garbage grinders/in-sinkerators, macerators, alkaline hydrolysis).
- Discharge from solid food waste processing units (digesters/composters, etc.)
- Use of additives in pre-treatment systems

For further details on limitations and restrictions applicable to above discharges, refer to Appendix C of this policy, Chapter 3 of the *NSW Liquid Trade Waste Management Guidelines, 2021*

Part 3 –Matters relating to liquid trade waste approvals

3.1 Application procedures and approval process

Council's written approval is required prior to commence discharging liquid trade waste to its sewerage system, under s.68 of the Local Government Act 1993. Application forms are available from Council.

The applicant must lodge a trade waste application providing all requested information.

A trade waste application is not required to discharge liquid trade waste from 'Deemed to be approved' activities listed in Appendix B.

Who can lodge an application?

The applicant must be either the owner or the occupier of the premises. If the applicant is not the owner of the premises, the owner's consent to the application is required.

3.2 Council's process in determination of applications

Council may request an applicant to provide further information to enable it to determine the application.

3.3 Approval of applications

Where an application is approved, Council will notify the applicant including any conditions of the approval and reasons for such conditions. The duration of the approval will be as stated in the approval.

An applicant may make a minor amendment or withdraw an application before it is processed by Council. An applicant may also apply to Council to renew or extend an approval, in accordance with section 107 of the Local Government Act.

3.4 Refusal

If an application is refused, Council will notify the applicant of the grounds for refusal.

Under section 100 of the Act the applicant may request the review of council's determination. Under section 176 of the Act, the applicant dissatisfied with Council's determination may appeal to the Land and Environment Court within 12 months.

3.5 Change of approval holder

An approval to discharge liquid trade waste to Council's sewerage system is not transferable. A new application must be lodged, and a new approval must be obtained if there is a change of the approval holder. Council must be notified of change of ownership and/or occupier in all cases, whether a new approval is required or not, to allow updating of records.



3.6 Validity of an existing approval

A new approval is required where there is a change of:

- approval holder (either owner or occupier can be an approval holder)
- activity generating the waste
- the quantity or the nature of liquid trade waste
- approval conditions

3.7 Modification and revocation of approvals

Council reserves the right to modify or revoke an approval to discharge liquid trade waste to the sewerage system under the circumstances described in s.108 of the *Local Government Act 1993*:

3.8 Concurrence

If Council supports an application and has a notice stating that concurrence of the Secretary, NSW Department of Planning and Environment can be assumed for the liquid trade waste relevant to the application, Council will approve the application. Otherwise, Council will seek concurrence to its approval.

For concurrence purposes, liquid trade waste discharges are divided into four classifications.

- Concurrence Classification A – liquid trade waste for which Council has been authorised to assume concurrence to the approval subject to certain requirements.
- Concurrence Classification B – liquid trade waste for which Council may apply for authorisation to assume concurrence to the approval subject to certain requirements.
- Concurrence Classification S – the acceptance of septic tank, pan waste and ship-to-shore pump-out etc. Council may apply for authorisation to assume concurrence to the approval subject to certain conditions.
- Concurrence Classification C – all other liquid trade waste that do not fall within Concurrence Classification A, B or S, and therefore require Council to forward the application for concurrence.

Refer to Appendix E which lists type of discharges that Council have assumed concurrence (i.e. that Council can approve without seeking concurrence from the Department).

4 Sewerage and liquid trade waste fees and charges

Council provides sewerage and liquid trade waste services on a commercial basis to non-residential dischargers, with full cost recovery through sewerage and liquid trade waste fees and charges. Council implements sound pricing for non-residential sewerage and liquid trade waste services to ensure that dischargers bear a fair share of the cost of providing sewerage services and to facilitate appropriate pre-treatment, waste minimisation and water conservation.

The current sewerage and liquid trade waste fees and charges are provided on Council's website.

Council's liquid trade waste fees and charges may include:

- general fees and charges (application fee, annual liquid trade waste fee, inspection and/or re-inspection fees and renewal fee)
- category specific charges (trade waste usage charges for Charging Category 2 discharges, excess mass charges for Charging Category 3 discharges, charges for Charging Category 2S discharges and non-compliance charges)
- other charges related to the nature of waste (eg. charges for the discharge of stormwater from large areas)

Detailed description of the liquid trade waste fees and charges and the methodology of calculating them are provided in Appendix D.



4.1 Liquid trade waste charging categories

For charging purposes there are 4 liquid trade waste charging categories:

- Category 1 – discharges requiring minimal pre-treatment, or prescribed pre-treatment but low impact on the sewerage system. These dischargers will only pay an annual fee. If pre-treatment equipment is not provided or maintained, non-compliance charges will be applied.
- Category 2 – discharges with prescribed pre-treatment³ and other activities listed under this charging category in Appendix D. These dischargers will pay trade waste usage charge and annual trade waste fee. If pre-treatment equipment is not provided or not maintained, then such dischargers will be required to pay non-compliance usage charge.
- Category 2M – more than one discharger on the same property” with “premises with multiple liquid trade waste streams. These dischargers will pay trade waste usage charge and annual trade waste fee. If pre-treatment equipment is not provided or not maintained, then such dischargers will be required to pay non-compliance usage charge.
- Category 2S – transporters who tanker human waste to council’s STWs, owners/operators of ship-to-shore pump out facilities and owners/operators of ‘dump points’ directly connected to sewer.
- Category 3 – large (>20 kL/d) and industrial discharges (excluding shopping centers and institutions). Such dischargers will pay excess mass charges. If the discharge fails to comply with council’s acceptance limits, dischargers will be required to pay non-compliance excess mass charges and pH charges.

Note that these charging categories are different to four classifications that have been established for concurrence purposes (i.e. Classification A, B, C and S). The relationship between Concurrence Classifications and Charging Categories are shown in Figure 1 in Appendix D.

4.2 Non-compliance liquid trade waste charges

In order to encourage compliance, council may apply non-compliance trade waste charges. Refer to Appendix D for further details of non-compliance charges for different charging categories.

Council will continue applying non-compliance charges until the discharge meets council’s approved quality (or the liquid trade waste policy) limits, within the timeframe determined by Council for remedying the problem. If the discharger fails to rectify the problem within an agreed timeframe, the discharger may be required to cease discharging liquid trade waste into Council’s sewerage system. Council may also consider issuing penalty infringement notice to a non-compliant discharger or may prosecute the discharger.

4.3 Other applicable liquid trade waste charges

Additional fees and charges may be levied by council if wastewater is discharged to council’s sewerage system from the following equipment and or processes, with council’s approval.

- Food waste disposal units (ie. garbage grinders/insinkerators) ⁴
- Solid food waste processing unit
- Discharge of stormwater to the sewerage system from large open areas or large quantities of groundwater

Refer to Appendix D for further details.

³ Excludes activities in Category 1.

⁴ For existing installations only. New installations are not permitted.



4.4 Charges for premises with multiple liquid trade waste streams

Examples of premises with multiple waste streams include:

- shopping centres
- commercial strata units
- institutions, e.g. hospitals, tertiary educational facilities and correctional centers
- other premises with multiple waste streams,

Refer to Appendix D and *Trade Waste Management Guidelines 2021* for further details.

4.5 Summary of category specific fees and charges

The summary of fees and charges are indicated in Table 3 below:

Table 3 Summary of fees and charges

Fee/Charge	Category 1	Category 2	Category 2M	Category 3	Category 2S
Application fee	Yes ⁵	Yes	Yes	Yes	Yes
Annual non-residential sewerage bill with appropriate sewer usage charge/kL	Yes	Yes	Yes	Yes	No
Annual liquid trade waste fee	Yes ⁶	Yes	Yes	Yes	Variable ⁷
Re-inspection fee (when required)	Yes	Yes	Yes	Yes	Optional ⁸
Trade waste usage charge/kL	No	Yes	Yes	No	No
Human waste disposal charge/kL	No	No	No	No	Yes
Excess mass charges/kg	No	No	No	Yes	No
Non-compliance trade waste usage charge/kL	Yes ⁹	Yes ¹⁰	Yes	No	No
Non-compliance excess mass/kg and pH charges/kL (if required)	No	No	No	Yes	No

Note: Refer to Appendix D for other applicable charges not included in this Table.

Responsibility for payment of fees and charges

Property (land) owners are responsible for the payment of fees and charges for water supply, sewerage and liquid trade waste services. This includes property owners of marinas, caravan parks, etc.

Where another party (lessee) leases premises, any reimbursement of the lessor (property owner) for such fees and charges is a matter for the lessor and the lessee.

In relation to tankered human waste, transporters who collect and discharge waste at the STW are responsible for the payment. A waste transporter who tankers liquid trade waste to the STW may pay only the liquid trade waste fees and charges as non-residential sewerage fees are not applicable.

⁵ Not applicable for discharges listed as Deemed to be Approved.
⁶ May not be applicable for discharges listed as 'Deemed to be Approved'.
⁷ Refer to Appendix D for guidance on applying annual fees to Category 2S discharges.
⁸ Applicable if re-inspection of facilities is required, e.g. ship-to-shore pump-out facility.
⁹ Non-compliance trade waste usage charge, if the discharger fails to install or properly maintain appropriate pre-treatment equipment. Refer to council's Management Plan



Note that a liquid trade waste discharger (except for tankered waste) pays both the non-residential sewerage charges and liquid trade waste fees and charges.

5 Liquid trade waste service agreement

In addition to its approval under the Local Government Act, Council may require certain dischargers, including those who wish to discharge liquid trade waste in large volumes (discharge >20 kL/d) or industrial waste (Concurrence Classification C discharges) or some Classification S discharges into its sewerage system to execute a liquid trade waste services agreement. The agreement will set out the conditions associated with the discharge and execution of the agreement will be a condition of the approval issued by Council.

6 Enforcement of approvals and agreements

If the discharge is not approved or fails to comply with the approval conditions, the discharger is subject to prosecution and imposition of fines under the *Local Government Act 1993* (under s. 626 and s. 627).

Above offences are also prescribed as penalty notice offences under the Act and Council may issue a penalty infringement notice (i.e. on the spot fine) to such discharger (Refer to Schedule 12 of the Local Government (General) Regulation 2021).

In addition to fines, council may recover costs of damages and fines incurred by council as a result of an unauthorised liquid waste discharge. Temporally suspension or cease the discharge may also be required.

Note that sections 628 and 634 to 639 also list other offences related to water, sewerage and stormwater drainage.

Polluting of any waters by a discharger of liquid trade waste who does not have a Council approval or who fails to comply with the conditions of the approval is also an offence under section 120 (1) of the *Protection of the Environment Operations Act 1997*. In addition, under section 222 of this Act, Council may issue a penalty infringement notice to such a discharger.

7 Prevention of waste of water

Water must be used efficiently and must be recycled where practicable. It is an offence under section 637 of the *Local Government Act 1993* and its Regulation (refer to Appendix G) to waste or misuse water.

Dilution of liquid trade waste with water from any non-process source including Council's water supply, bore water, groundwater, stormwater as a means of reducing pollutant concentration is therefore strictly prohibited.

8 Effluent improvement plans

Where the quality of liquid trade waste discharged does not meet Council's requirements, the applicant may be required to submit an Effluent Improvement Plan setting out how Council's requirements will be met. The proposed plan must detail the methods/actions proposed to achieve the discharge limits and a timetable for implementation of the proposed actions. Such actions may include more intensive monitoring, improvements to work practices and/or pre-treatment facilities to improve the effluent quality and reliability.



9 Due diligence programs and contingency plans

A discharger may be required to submit a due diligence program and a contingency plan for some liquid trade waste discharges (generally in Concurrence classification C, Charging Category 3) where it is considered that the discharge may pose a potential threat to the sewerage system. If required, a due diligence program and contingency plan must be submitted to Council within the time specified in the liquid trade waste approval.

DRAFT



Appendix A - Glossary

Authorised assumed concurrence—councils with significant experience in liquid trade waste regulation are encouraged to apply to the Secretary, Department of Planning and Environment seeking to obtain concurrence for council's approval for Classification B and Classification S discharges. If granted, Council will no longer need to forward such applications to the department for concurrence, provided that council complies with the conditions outlined in the notice of concurrence.

Automatic assumed concurrence—council has been granted assumed concurrence for approval for Classification A discharges, provided that council complies with conditions outlined in the notice of concurrence. Such applications may be approved by council without forwarding the application to the department for concurrence.

Biochemical Oxygen Demand (BOD₅) —the amount of oxygen utilised by micro-organisms in the process of decomposition of organic material in wastewater over a period of five days at 20°C. In practical terms, BOD is a measure of biodegradable organic content of the waste.

Biosolids—primarily organic solids produced by sewage processing. Until such solids are suitable for beneficial use, they are defined as wastewater solids or sewage sludge.

Blackwater—wastewater containing human excrement (i.e. faeces, urine).

Bunding—secondary containment provided for storage areas, particularly for materials with the propensity to cause environmental damage.

Chemical Oxygen Demand (COD) —a measure of oxygen required to oxidise organic and inorganic matter in wastewater by a strong chemical oxidant. Wastewaters containing high levels of readily oxidised compounds have a high COD.

Chemical toilet—toilets in which wastes are deposited into a holding tank containing deodorizing or other chemicals. Stored wastes must be pumped out periodically.

Commercial retail discharge: commercial discharges can be described as wastes that are discharged from businesses dealing directly with the public.

Commercial caterer—a commercial caterer is typically a stand-alone operation and prepares food for consumption off-site. These types of businesses typically cater to wedding functions, conferences, parties, etc. This definition does not apply to a food processing factory supplying pre-prepared meals to a third party.

Council—for the purpose of this document, "council" refers to a local government body (including Local Water Utility) which provides water supply and sewerage services in regional NSW.

Contingency plan—a set of procedures for responding to an incident that will affect the quality of liquid trade waste discharged to the sewerage system. The plan also encompasses procedures to protect the environment from accidental and unauthorised discharges of liquid trade waste, leaks and spillages from stored products and chemicals.

Concurrence—under s. 90(1) of the *Local Government Act 1993* and cl. 28 of the Local Government (General) Regulation 2021, council must obtain the written concurrence of the Secretary of the Department of Planning and Environment prior to approving the discharge of liquid trade waste to council's sewerage system. The department's Water Utilities Branch provides concurrence on behalf of the Secretary.

Due Diligence Program—a plan that identifies potential health and safety, environmental or other hazards (e.g. spills, accidents or leaks) and appropriate corrective actions aimed at minimising or preventing the hazards.

Effluent—the liquid discharged following a wastewater treatment process.

Effluent Improvement Plan (EIP)—the document required to be submitted by a discharger who fails to meet the acceptance limits set down in council's approval conditions and/or liquid



trade waste agreement. The document sets out measures taken by a discharger in order to meet the acceptance limits within the agreed timeframe.

Fast food outlet —a food retailing business featuring a very limited menu, precooked or quickly prepared food, and take-away operations. Premises of this nature include KFC, McDonalds, Red Rooster, Pizza Hut, Hungry Jack's, Burger King, etc.

Galley waste —liquid waste from a kitchen or a food preparation area of a vessel; not including solid wastes.

Greywater—wastewater from showers, baths, spas, hand basins, laundry tubs or washing machines.

Heavy Metals —metals of high atomic weight which in high concentrations can exert a toxic effect and may accumulate in the environment and the food chain. Examples include mercury, chromium, cadmium, arsenic, nickel, lead and zinc.

Housekeeping—a general term, which covers all waste minimisation activities connected within the premises as part of its operation.

Industrial Discharges—industrial liquid trade waste is defined as liquid waste generated by industrial or manufacturing processes. Examples are provided in Trade Waste Management Guidelines 2021.

Liquid Trade Waste—all liquid waste other than sewage of a domestic nature discharged to the sewerage system.

Mandatory Concurrence—for the liquid waste in Classification C, councils need to obtain concurrence for approval of each discharge. The Water Utilities Branch of the Department of Planning and Environment provides concurrence on behalf of the department's Secretary.

Methylene Blue Active Substances (MBAS) —anionic surfactants. Their presence and concentration are detected by measuring colour change in a standard solution of methylene blue dye.

Minimal Pre-treatment—for the purpose of this document this means sink strainers, basket arrestors for sink and floor waste, plaster arrestors and fixed or removable screens.

Mixed Business—a general store that sells a variety of goods and may also prepare some food.

Open Area—any unroofed process, storage, washing or transport area where rainwater potentially can be contaminated.

Pan—any moveable receptacle kept in a closet and used for the reception of human waste.

PFAS—group of manufactured chemicals, containing a component with multiple fluorine atoms, with many specialty applications. Examples are perfluoro octane sulfonate (PFOS) and perfluorooctanoic acid (PFOA). They are used in a range of products, such as textiles, leather, cosmetics, non-stick coatings in cookware, food packaging, and in some types of fire-fighting foam. These chemicals take a long time to break down in humans and the environment and their persistence and bioaccumulation potential pose concerns for the environment and for human health.

Pit latrines/long-drop toilet/pit toilet —a type of toilet that collects faeces and urine directly into a tank or a hole in the ground.

Portable Toilet—toilet in which wastes are deposited into a holding tank used on construction sites, caravans, motor homes, boats, trains and at outdoor gatherings. If chemicals are used to control odours, it is referred to as a chemical toilet.

pH—a measure of acidity or alkalinity of an aqueous solution, expressed as the logarithm of the reciprocal of the hydrogen ion (H⁺) activity in moles per litre at a given temperature; pH 7 is neutral, below 7 is acidic and above 7 is alkaline.



Premises—has the same meaning as defined in the Local Government Act Dictionary and includes any of the following:

- a building of any description or any part of it and the appurtenances to it
- land, whether built on or not
- a shed or other structure
- a tent
- a swimming pool
- a ship or vessel of any description (including a houseboat)
- a van

Prescribed Pre-treatment Equipment—standard non-complex equipment used for pre-treatment of liquid trade waste, e.g. a grease arrestor, an oil arrestor/separator, solids arrestor, cooling pit.

Regional NSW—the areas of the state that are not serviced by the Sydney Water Corporation or the Hunter Water Corporation.

Regulation—Local Government (General) Regulation 2021 under the *Local Government Act 1993*.

Secretary—the head of the Department of Planning and Environment.

Septage—material pumped out from a septic tank during desludging; contains partly decomposed scum, sludge and liquid.

Septic Tank—wastewater treatment device that provides a preliminary form of treatment for wastewater. It provides sedimentation of settleable solids, flotation of oils and fats, and anaerobic digestion of sludge.

Septic Tank Effluent—the liquid discharged from a septic tank after treatment.

Sewage Management Facility—a human waste storage facility or a waste treatment device intended to process sewage and includes a drain connected to such a facility or device.

Sewage of a Domestic Nature—human faecal matter and urine and wastewater associated with ordinary kitchen, laundry and ablution activities of a household, but does not include waste in or from a sewage management facility.

Sewerage System—the network of sewage collection, transportation, treatment and by-products (effluent and biosolids) management facilities.

Sewage treatment works—this is the facility designed to treat sewage. The level of treatment will vary based on the expected quality of the effluent.

Ship-to-Shore Pump-out—liquid waste from a vessel that may be considered for disposal to the sewerage system. This includes on-board toilet wastes; galley wastes and dry dock cleaning waste from maintenance activities.

Sludge—the solids that are removed from wastewater by treatment.

Stormwater Run-off—run-off resulting from rainfall.

Surfactants—the key active ingredient of detergents, soaps, emulsifiers, wetting agents and penetrants. Anionic surfactants react with a chemical called methylene blue to form a blue-chloroform-soluble complex. The intensity of colour is proportional to concentration.

Suspended Solids (SS) —the insoluble solid matter suspended in wastewater that can be separated by laboratory filtration and is retained on a filter.

Total Dissolved Solids (TDS) —total amount of dissolved material in the water.

Total Recoverable Hydrocarbons (TRH)—Both biological and petroleum hydrocarbons which have been extracted (recovered) from a sample. TRH are equivalent to the previously reported



Draft Liquid Trade Waste Policy, version 4.0

Total Petroleum Hydrocarbons (TPH). TRH is reported in fractions with Carbon chain ($C_6 - C_{40}$). TRH with carbon chain $C_6 - C_{10}$ are flammable.

Waste Minimisation—procedures and processes implemented by industry and business to modify, change, alter or substitute work practices and products that will result in a reduction in the volume and/or strength of waste discharged to sewer.

DRAFT



Appendix B – Deemed to be Approved Activities

The list of discharges exempts from obtaining of Council’s approval (ie considered as Deemed to be approved) is shown in Table B1. Each such discharger must meet standard requirements specified in this Table.

Table B 1 Discharges deemed to be approved

Activity generating waste	Requirements
Beautician	Solvents not to be discharged to sewer
Bed and Breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4)
Cooling tower <500L/h	No chromium-based products to be discharged to the sewer
Crafts ceramic, pottery, etc. (including hobby clubs) <ul style="list-style-type: none"> • flows <200 L/d • flows 200-1,000 L/d 	Nil
	Plaster arrestor required
Day care centre (minimal hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4) Nappies, wet wipes are not to be flushed into the toilet
Delicatessen (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4)
Dental technician	Plaster arrestor required
Dental mobile (no amalgam waste)	Nil
Dog/cat grooming/animal wash only	Dry basket arrestor for floor waste outlets and sink strainer required (see Note 3) Animal litter and any disposable waste products must not be discharged to sewer. Organophosphorus pesticides are prohibited to be discharged to sewer
Florist	Dry basket arrestor for floor waste outlet and sink strainer required, Herbicides/pesticides are not permitted to be discharged to sewer
Fruit and vegetable – retail	Dry basket arrestor for floor waste outlet and sink strainer required (see Notes 3 and 5)

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



Draft Liquid Trade Waste Policy, version 4.0

Hairdressing	Dry basket arrestor for floor waste outlet and sink strainer, hair trap
Jewellery shop <ul style="list-style-type: none"> • miniplater • ultrasonic washing • precious stone cutting 	Miniplater vessel to contain no more than 1.5 L of precious metal solution
	Nil
	If: < 1000 L/d plaster arrestor required > 1000 L/d general purpose pit required
*Medical centre/doctor surgery/physiotherapy *(Only if plaster cast are made onsite)	Plaster arrestor required, if plaster of paris casts are used
Mixed business (minimal hot food)	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3) Housekeeping practices (see Note 4)
Mobile cleaning units <ul style="list-style-type: none"> • carpet cleaning • garbage bin washing 	20-micron filtration system fitted to a mobile unit
	Dry basket arrestor for floor waste outlet required. Discharge via grease arrestor (if available)
Motel (no hot food prepared and no laundry facility)	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3) Housekeeping practices (see Note 4)
Nut shop	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3)
Optical service - retail	Solids settlement tank/pit required
Pet shop – retail	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 2) Animal litter and any disposable waste products must not be discharged to sewer. Organophosphorus pesticides are prohibited to be discharged to sewer
Pizza reheating for home delivery	Housekeeping practices (see Note 4)
Venetian blind cleaning	Nil (see Note 2)

Notes:

1. Where “required” is used, it means as required by council.

If activity is conducted outdoors, the work area is to be roofed and banded to prevent stormwater ingress into the sewerage system.

Dry basket arrestors must be provided for all floor waste outlets.

Food preparation activities need to comply with sound housekeeping practices including:

We're with you



Draft Liquid Trade Waste Policy, version 4.0

- 144.3 floor must be dry swept before washing.
- 154.3 pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up
- 5. Use of a food waste disposal unit (garbage grinder) and/or a food waste processing unit (food waste digester, composter etc) is not permitted.

DRAFT



Appendix C - Prohibited or restricted substances and wastes from discharge to sewer.

This Appendix provides additional information regarding substances and waste either prohibited or restricted from being discharged to sewer (as indicated in Table 2 of this Policy).

C1 Stormwater from open areas

The ingress of stormwater into the sewerage system can cause operational problems and result in sewer overflows, as the sewerage system does not have the capacity for such flows. Under clause 137A of the Regulation, the discharge of roof, rain, surface, seepage or groundwater to a sewerage system is prohibited unless specifically approved.

However, it may not be practical or feasible to totally prevent stormwater contamination and ingress into a sewerage system from some non-residential premises.

The discharge of limited quantities of stormwater (generally, 10 mm of rain) from sealed areas can be considered when roofing cannot be provided due to safety or other important considerations. In such instances, the applicant should take measures to minimise the contamination of stormwater and the volume of stormwater entering the sewerage system (e.g. first flush systems, flow separation, bunding, on-site detention, etc.). The discharge from unsealed areas is not permitted.

Refer to Liquid Trade Waste Management Guidelines 2021 for further information.

C2 Contaminated groundwater

Similar to stormwater, discharge of groundwater or seepage water to a sewerage system is prohibited under clause 137A of the Regulation. Accordingly, groundwater extracted during construction activities (e.g. building/road construction activities, vacuum excavation, mining/exploration works, etc.) is not permitted to be discharged to Council's sewerage system directly or indirectly.

However, groundwater previously contaminated by human activities (e.g. service station remediation sites) may be considered for discharge to the sewerage system. Limited quantities of groundwater from remediation projects may be accepted under controlled conditions after appropriate pre-treatment for a limited period.

C3 Discharge of landfill leachate

The discharge of leachate from municipal waste landfills to the sewerage system may be considered under controlled conditions, if there is no other viable option of managing this waste and the discharge is within the Council's acceptance limits.

The proponent when seeking approval to discharge leachate to sewer needs to demonstrate that a sound stormwater management plan has been developed and implemented. The plan needs to address:

- segregation of potentially contaminated areas from uncontaminated areas
- prevention of surface runoff entering leachate collection ponds/dams and to Council sewerage system.
- appropriate pre-treatment to meet Council's acceptance limits.

Only the excess leachate after on-site management within the premise will be considered for sewer discharge if it meets Council's acceptance criteria. On-site pre-treatment to reduce ammonia levels (and other substances, e.g. PFAS) may also be required.



C4 Discharge from float tanks

Float tanks, often referred to as floatation pods, iso-pods (isolation tank), sensory deprivation systems, or REST tanks (restricted environmental stimulation therapy tanks) are typically small, enclosed pods containing about 1,000 litres of water. This water usually contains large quantities of Epsom salts (300 - 700 kg of magnesium sulphate), resulting in total dissolved solids concentration up to 700,000 mg/L.

Discharge of such water to sewer is not permitted due to potential adverse impacts associated with the high salt content on the sewer infrastructure and treatment processes. It is also not appropriate to dispose of such waste to septic tanks or on-site soak wells.

If wastewater is proposed to be transported away for off-site management, the operator of such facilities must provide details of liquid waste transporters and written verification from the receival facilities acknowledging and agreeing to receive such wastewater.

C5 Discharge from Service station forecourts and other refuelling points

C5.1 New premises

The discharge of wastewater from service station forecourts and other refuelling points (e.g. at bus depot, etc.) is not permitted.

Refer to NSW EPA Practice Note, titled *Managing Run-off from Service Station Forecourts*, June 2019, for options for managing such wastewater.

C5.2 Existing premises

The discharge from existing service stations and other refuelling areas may be permitted, provided appropriate pre-treatment and discharge control requirements are adhered to. Further information is provided in Chapter 3 and Appendix F of the Liquid Trade Waste Management Guidelines 2021.

If a refuelling area is refurbished, then the discharge from this area must be disconnected from the sewerage system.

C6 Discharges from liquefaction and/or pulverisation of solid waste by physical or chemical processes

The wastewater arising from liquefaction or pulverisation of solid waste by physical (e.g. pulping, macerating) or chemical means (e.g. dissolving solid waste in highly acidic or alkaline solutions) is not permitted to be discharged to the sewerage system.

Accordingly, discharges from the following devices/processes are not permitted.

- **Macerators** or similar devices that pulverising of solid waste. Solid waste includes, but not limited to sanitary napkin, placenta, surgical waste, disposable nappy, mache bedpan/urine containers, food waste, disposable products and animal waste (dog/cat faeces, cat litter).
- **Food waste disposal units** also known as in-sink food waste disposers or garbage grinders in commercial premises. Discharges from existing installations in hospitals and nursing homes may be permitted, provided that wastewater is discharged through an adequately sized grease arrestor (additional charges will be applied).

If the kitchen is refurbished, the food waste disposal unit must be removed.

- **Alkaline hydrolysis waste** process where a human or animal tissue is broken down using alkaline solutions at elevated temperatures and pH. The process may be used in animal care facilities, veterinary premises, animal research laboratories, funeral parlours etc. The generated wastewater is of a high strength and may exhibit high loadings on the sewerage system. Accordingly, the wastewater generated by this process is **not** permitted to be discharged to the sewerage system.



C6.1 Discharge from Solid Food Waste Processing Units (digesters/ composters, etc.)

Discharge from a solid food waste processing unit (digesters/composters, etc) to a Council's sewerage system is a Concurrence Classification C discharge (ie. Charging Category 3), hence Council needs to obtain concurrence to its approval from the department for individual applications.

The quality of wastewater from this equipment depends on the type of solid waste feed into it and the effectiveness of the on-site pre-treatment, hence frequent sampling will be required for monitoring and charging purposes. Sampling needs to be undertaken by either a council officer or an independent party acceptable to council.

Appropriate on-site pre-treatment needs to be provided prior to combining with any other liquid waste stream that discharges to the Council's sewerage system.

Each application will be assessed on a case-by-case basis.

C7 Use of additives in pre-treatment systems

The use of bacterial, enzyme and/or odour controlling agents in pre-treatment equipment (eg. in grease arrestors) is prohibited unless specifically approved by Council with the department's concurrence.

C8 Discharge of disposable products marketed as flushable.

Any disposable solid products including those marketed as "flushable" (eg. wet wipes, cleaning wipes, cat litter, etc.) is not permitted to flush down the sewerage system.

- Contrary to manufacturers' claims, flushable wet wipes do not breakdown in the sewerage system similarly to a toilet paper and may cause blockages within the premises or in the Council's sewerage system and may cause raw sewage overflow to the environment.



Appendix D - Non-residential sewerage and liquid trade waste fees and charges

This Appendix provides information on Council's charging criteria for liquid trade waste customers. Some guidance is also provided on the applicable non-residential sewerage charges.

The sound pricing for non-residential sewerage and liquid trade waste services is to ensure that liquid trade waste dischargers pay a fair share of the cost of sewerage services provided by Council. Appropriate pricing is essential to provide relevant signals to non-residential and liquid trade waste customers to use water and sewerage system efficiently.

D1 Non-residential sewerage pricing

A non-residential sewerage bill is based on a cost-reflective two-part tariff with an annual access charge and a uniform sewer usage charge per kL. The total discharged volume to the sewerage system can be either measured (by a flow meter) or estimated using the customer's total water consumption multiplied by a sewer discharge factor.

The sewerage bill for a non-residential customer is calculated as follows:

$$B = SDF \times (AC + C \times UC)$$

- Where: B = Annual non-residential sewerage bill (\$)
C = Customer's water annual consumption (kL)
AC = Annual non-residential sewerage access charge as shown below (\$)
SDF = Sewer discharge factor
UC = Sewer usage charge (\$/kL)

Access charge

The sewerage access charge is proportional to the square of the size of the water supply service connection.

$$AC = \left(AC_{20} \times \frac{D^2}{400} \right)$$

- Where: AC_{20} = Annual non-residential sewerage access charge for 20 mm water service connection (\$)
D = Water supply service connection size (mm)

Sewer Usage charge

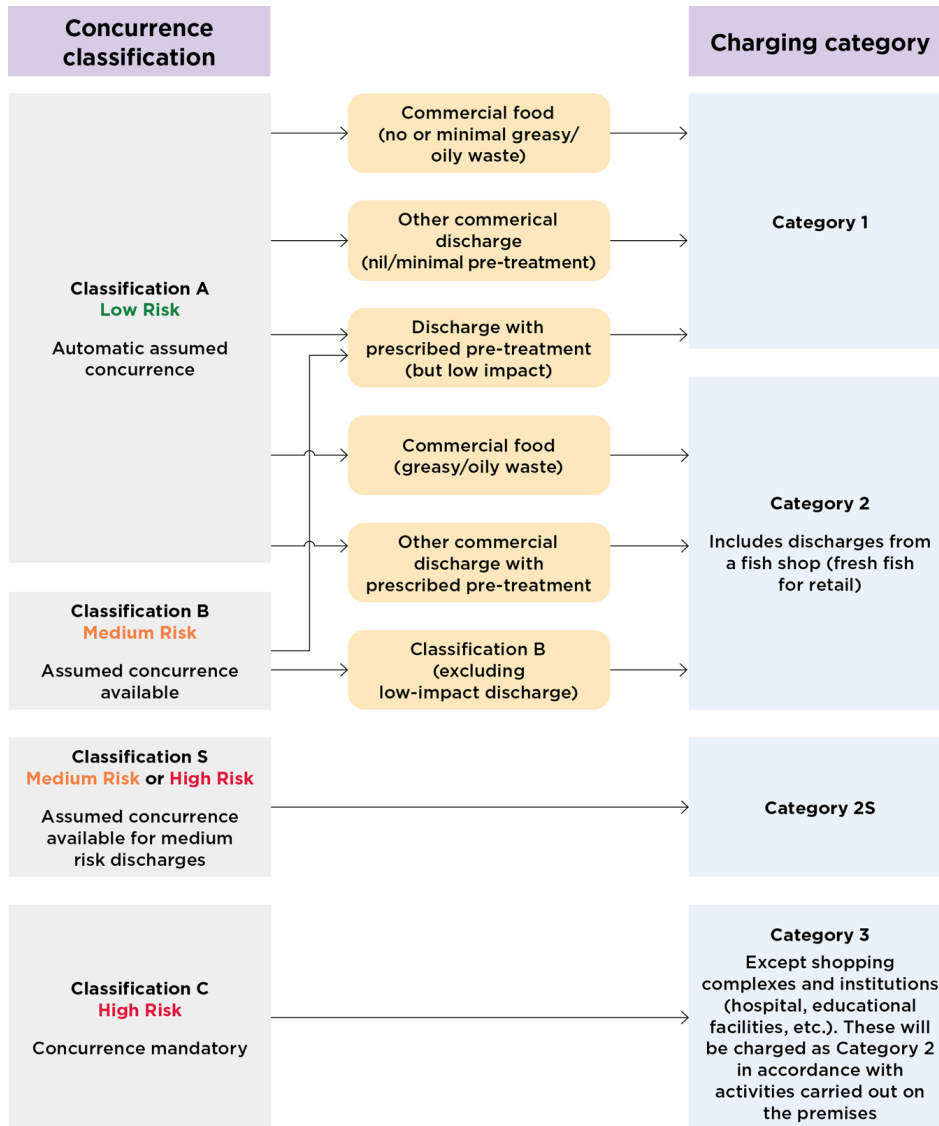
The sewer usage charge (\$/kL) is applied for the total volume of wastewater discharged to the sewerage system.



D2 Liquid Trade Waste fees and charges

This section describes varies fees and charges associated with liquid trade waste and fees and charges applicable to charging categories. Figure 1 shows the relationship between concurrence classifications and charging categories.

Figure 1 Charging categories for liquid trade waste



In summary, Classification A discharges fall into Charging Category 1 or Category 2. Classification B discharges fall into Charging Category's 2 & 2M, except for a few discharges with low impact on the sewerage system which fall into Category 1. Classification S discharges fall into Charging Category 2S and Classification C discharges fall into Charging Category 3.



D2.1 Description of various trade waste fees and charges

Followings sections describe various trade waste fees and charges and the methodology of calculating them.

D2.1.1 Application fee

The application fee recovers the costs of administration and technical services provided by Council in processing a liquid trade waste application. This fee varies for different charging categories to reflect the complexity of processing the application.

D2.1.2 Annual trade waste fee

The purpose of this fee is to recover the costs incurred by council for ongoing administration and scheduled inspections, to ensure that the discharge complies with the approval conditions.

As part of an inspection, Council may undertake monitoring which may include, but is not limited to, flow measurement and the sampling. In general, cost of one inspection is included in the annual fee, in particular for Category 1 and 2 discharges.

Annual liquid trade waste fee varies for different charging categories in order to reflect the complexity of their inspection and administration requirements. In particular, for Category 3 discharges, Council may opt to set the annual fee on a case-by-case basis to reflect the complexity of monitoring requirements and the extent of inspection.

Refer to section D8.4 with regard to annual fees applicable to premises with **multiple activities**.

Council will require the owner/management of a premises to pay for monitoring (quantity and quality) based on full cost recovery.

D2.1.3 Inspection fee/re-inspection fee

Cost of one inspection is usually included in annual liquid trade waste fee for charging categories 1 and 2. "For Category 2M discharges a Pre-treatment inspection fee will apply to every prescribed pre-treatment device installed on the property (eg grease arrestor, oil separator)" "Refer to section D4.2 of this policy".

However, it may be required to conduct un-planned inspections or re-inspections of a premise (e.g. non-compliance with approved conditions, investigating an accident, etc.). Also, more frequent inspections may be necessary for large and industrial discharges.

Where **more than one inspection** is undertaken in a financial year and/or the cost of inspections is not included in the annual fee, the cost may be recovered from the discharger as the re-inspection fee.

Council may recover the cost of sample analysis from the discharger, in addition to the re-inspection fee.

D2.1.4 Renewal fee

Council may apply a renewal fee if an existing approval needs to be renewed or modified.

D2.1.5 Category specific charges

The following sections describe the charging categories and relevant fees and charges. If a discharge is not listed, council will determine (with the consultation of the department) the relevant charging category, based on the quality and the quantity of discharge.

D3 Category 1 discharger

This charging category includes:

- Classification A discharges (both commercial retail non-oily/greasy food preparation and other commercial discharges, listed below)
- Classifications B discharges identified as low risk.



Some of the above discharges may require prescribed pre-treatment to be installed however, the treated effluent is considered to have a low impact on the sewerage system.

Classification A discharges – commercial retail food preparation activities that do not generate or generate minimal oily/greasy waste: bakery (only bread baked on-site), bistro (sandwiches, coffee only), boarding/hostel < 10 persons, café/coffee shop/coffee lounge (no hot food), canteen/cafeteria (no hot food), community hall/civic centre (minimal food), day care centre (minimal hot food), delicatessen (minimal or no hot food), fruit and vegetable shop, hotel/motel (minimal hot food), ice cream parlour (take away only), juice bar, mobile food van (no hot food), mixed business (minimal hot food), nightclub (no hot food), nut shop, pie shop (re-heating only), pizza no cooking/reheating (pizza heated and sold for consumption off-site), potato peeling (small operation), sandwich shop/salad bar/snack bar (no hot food), take away food outlet (no hot food), school canteen with minimal hot food.

Classification A discharges from other commercial activities: animal wash, beautician/tanning booths/hairdressing, crafts ≤ 1,000 L/d, dental surgery/dental technician (plaster casts), dry cleaning, florist, funeral parlour, jewellery shop, medical centre/physiotherapy (plaster casts), mobile cleaning units, morgue, optical service, pet shop, plants retail (no nursery), non-residential swimming pool/hydrotherapy, veterinary.

Classification A or B discharges with prescribed pre-treatment and low impact on the sewerage system: boiler blowdown, cooling tower, industrial boilers, laboratory (analytical/pathology/tertiary institution), laundry/laundromat, primary and secondary school¹⁰, vehicle washing/detailing (excluding truck washing).

D3.1 Category 1 discharger - Liquid trade waste charges

D3.1.1 'Deemed to be approved' discharges

For deemed to be approved discharges (refer to Appendix B) the annual liquid trade waste fee for a category 1 discharger will be applicable.

D3.1.2 Category 1 discharger, other than 'deemed to be approved'

Category 1 discharger who installs recommended appropriate pre-treatment equipment and maintains them regularly will be required to pay **only** the annual fee nominated for Category 1. Liquid trade waste bill for Category 1 discharger (TW_1)

$$TW_1 = A_1$$

A_1 = Annual liquid trade waste fee (\$) for Category 1

D4 Category 2 discharger

Category 2 liquid trade waste dischargers are those discharging waste generated by an activity listed below:

Classification A discharges – commercial retail food preparation/serving activities that generate oily/greasy waste: bakery (pies, sausage rolls, quiches, cakes, pastries with creams or custards), bistro, boarding house/hostel kitchen (exceeding 10 persons), butcher, café/coffee shop/coffee lounge (with hot food), cafeteria/ canteen (with hot food), chicken/poultry shop – fresh/roast, retail BBQ/charcoal chicken, day care centre with hot food, club, civic centre/community hall¹¹, commercial kitchen/caterer, delicatessen with hot food, fast food outlet, fish shop (retail and cooking on-site), function centre, hotel, ice cream parlour, mixed business

¹⁰ If significant hot food preparation is carried out, Category 2 charges may be levied by council.

¹¹ If the type and size of kitchen fixtures installed enable catering for large functions.



(hot food), mobile food van (base), motel, nightclub, nursing home, patisserie, pizza cooking, restaurant, sandwich shop/salad bar/snack bar (with hot food), supermarket, take away food outlet with hot food, school canteen with hot food.

Classification A discharges – other commercial discharges: car detailing, craft activities > 1000 L/d, lawnmower repairs, mechanical workshop, stone working, surfboard manufacture (wet process only).

Classification B discharges: auto dismantler, bus/coach depot, bakery (wholesale), butcher (wholesale) construction equipment maintenance and cleaning, boutique or artisan foods, engine reconditioning, equipment hire, maintenance and cleaning, fish co-op, graphic arts, hospital, micro-brewery, oyster processing – shucking, panel beating, radiator repairer, screen printing, service station forecourt, shopping complex, truck washing (platforms/flat beds) and truck washing (external).

D4.1 Category 2 discharger - Liquid trade waste charges

Category 2 discharger who installs appropriate pre-treatment equipment and maintains them will pay annual fee nominated for Category 2 plus the trade waste usage charge.

Liquid trade waste bill for Category 2 discharger (TW₂),

$$TW_2 = A_2 + Q_{TW} \times C_2$$

A₂ = Annual liquid trade waste fee (\$) for Category 2 & 2M

Q_{TW} = Total liquid trade waste discharge volume (kL)

C₂ = Trade waste usage charge (\$/kL)

The liquid trade waste discharge volume is generally estimated by applying a Trade Waste Discharge Factor (TWDF) to the total water consumption unless a discharge meter is installed.

D4.2 Category 2M Dischargers

Charging category 2M dischargers

Charging category 2 M is defined as 'a property that has more than one charging category (1 or 2) as defined by the liquid trade waste streams generated at a premises.'

These dischargers will pay the annual fee for a Category 2M Multiple Complex Business and an additional fee for every prescribed pre-treatment device installed on the property (eg grease arrestor, oil separator) (refer to council's management plan)

Examples of charging category 2M customers

Shopping complexes	Shopping centers
Malls	Hospitals
Technical and further education facility (TAFE).	Multi-complexes

Note: Contact Council's trade waste officer for pre-treatment requirements.

D5 Category 2S discharger

Category 2S dischargers include:

- **transporters who tanker human waste** to council's STWs - septic tank waste (effluent and septage), ablution block waste (blackwater and greywater), portable toilet waste, sludge from on-site aerated wastewater treatment systems (AWTS) for **single households**, waste from pit toilets, night soil.
- **ship-to-shore pump out facility owners/operators** - toilet waste and/or grey water.



- **owners/operators of 'dump points'** directly connected to the sewer for disposal toilet waste and/or grey water from a bus or a recreation vehicle (RV), e.g. caravan, motor home.

D5.1 Category 2S discharger - Liquid trade waste charges

D5.1.1 Transported human waste

The transporters of human waste will be required to pay waste disposal charge (\$/kL).

Liquid trade waste bill for Category 2S waste transporter (TW_{TW}),

$$TW_{TW} = A_{TW} + Q_{TW} \times C_{TW}$$

A_{TW} = Annual fee (\$) for transported waste

Q_{TW} = Transported human waste volume (kL)

C_{TW} = Charging rate (\$/kL) for the transported waste (may vary based on the type of waste transported)

Note: Charging rate C_{TW} can be varied for different type of waste, i.e. septic waste, ablution block waste, sludge from AWTS, pit toilets etc. Refer to Council's annual Management Plan.

D5.1.2 Ship-to-shore waste pump-out facility

The owner/operator of a ship-to-shore waste receival facility will be required to pay an annual fee and waste disposal charge based on the discharge volume (\$/kL), if practical to estimate the discharge volume. If the discharge volume cannot be established, council may negotiate the waste disposal charge based on the expected discharge volume.

Liquid trade waste bill for ship-to-shore pump out facility owner (TW_{STS}),

$$TW_{STS} = A_{STS} + Q_{TW} \times C_{STS}$$

A_{STS} = Annual fee (\$)

Q_{TW} = Discharge volume (kL) (measured or negotiated)

C_{STS} = Charging rate (\$/kL)

Note: The above charges are applicable to owners/operators of ship-to-shore pump out facility discharging such waste directly to council's sewerage system and **not** to individual or commercial boat owners using the facility. This policy does not provide information on how to charge individual boat owners using a facility to dispose of their wastewater.

D5.1.3 Waste dump points

Dump points are often located in public places (roadside), hence the monitoring of discharge volumes is not practical. Accordingly, only an annual fee is applied for stand-alone dump points.

Liquid trade waste bill for dump point operator (TW_{DP}) (if applicable),

$$TW_{DP} = A_{DP}$$

A_{DP} = Annual fee for dump point (\$)

D6 Category 3 discharger

Category 3 liquid trade waste dischargers are those conducting an activity which is of an industrial nature and/or which results in the discharge of large volumes of liquid trade waste to the sewerage system. Any Category 1 or 2 discharger whose volume exceeds the limits shown below becomes a Category 3 discharger (excluding shopping centres and institutions):

Classification A discharge > 20 kL/d

Classification B discharge – as shown in Chapter 5 of the Guidelines.



Classification C discharges include: abattoir, acid pickling, adhesive/latex manufacture, agricultural and veterinary drugs, anodising, bitumen and tar, bottle washing, brewery, cardboard and carton manufacture, carpet manufacture, caustic degreasing, chemicals manufacture and repackaging, contaminated site treatment, cooling towers, cosmetics/perfumes manufacture, cyanide hardening, dairy processing* (milk/cheese/yoghurt/ice cream, etc.), detergent/soaps manufacture, drum washing, egg processing, electroplating, extrusion and moulding (plastic/metal), feather washing, fellmonger, felt manufacture, fertilisers manufacture, fibreglass manufacture, filter cleaning, foundry, food processing* (cereals/cannery/condiments/confectionary/edible oils/fats/essence/flavours/fish/fruit juice/gelatine/honey/meat/pickles/smallgoods/tea and coffee/vinegar/yeast manufacture, etc.), food waste processing unit (digester/composter), fruit and vegetable processing, flour milling, galvanising, glass manufacture, glue manufacturer, ink manufacture, laboratories (excluding those in Category 1 & 2), liquid wastewater treatment facility (grease trap receipt depot and other pump-out waste depot), metal finishing, metal processing (refining/rumbling/non-cyanide heat treatment/phosphating/photo engraving/printed circuit etching/sheet metal fabrication etc.), mirrors manufacture, oil recycling (petrochemical) and refinery, paint stripping, paint manufacture, paper manufacture, pet food processing, plants nursery (open areas), pharmaceuticals manufacture, plaster manufacture, powder coating, potato processing, poultry processing, printing (newspaper, lithographic), saleyards, sandblasting, seafood processing, slipway, soft drink/cordial manufacture, starch manufacture, sugar refinery, tanker washing, tannery, timber processing (joinery and furniture/plywood/hardwood), textile manufacture (wool dyeing/spinning/scouring), tip leachate, transport depot/ terminal, truck washing (internal), waxes and polishes, water treatment backwash, wholesale meat processing, winery, distillery, wine/spirit bottling.

* Excluding small boutique, craft or artisan food industries not exceeding the discharge volume shown in the *Liquid Trade Waste Management Guidelines, 2021*.

D6.1 Category 3 discharger - Liquid trade waste charges

D6.1.1 Excess mass charges

Category 3 discharger will be required to pay the annual liquid trade waste fee plus excess mass charges.

Liquid trade waste bill for Category 3 discharger (TW₃),

$$TW_3 = A_3 + EMC$$

A₃ = Annual liquid trade waste fee (\$) **

EMC = Excess mass charges (\$)

Note: **Annual fee may vary for different business activities, depending on the complexity and time taken for inspection.

How excess mass charges are calculated.

Excess mass charges will be applicable for substances discharged in excess of the 'Deemed Concentrations' in domestic sewage. For the purpose of excess mass charge calculation, the deemed concentrations of substances in domestic sewage are listed in Table D1.

Table D1 Deemed concentration of substances in domestic sewage

Substance	Concentration (mg/L)
Biochemical Oxygen Demand (BOD ₅)	300
Suspended Solids	300



Substance	Concentration (mg/L)
Total Oil and Grease	50
Ammonia (as Nitrogen)	35
Total Kjeldahl Nitrogen	50
Total Phosphorus	10
Total Dissolved Solids	1000
Sulphate (SO ₄)	50 [#]

[#] The concentration in the potable water supply to be used if it is higher than 50 mg/L.

NB. Substances not listed above are deemed not to be present in domestic sewage.

For excess mass charge calculation, equation (1) below will be applied for all parameters including for BOD₅ up to 600 mg/L (but excluding COD and pH).

$$EMC (\$) = \frac{(S - D) \times Q_{TW} \times U}{1,000} \quad (1)$$

Where: S = Concentration (mg/L) of substance in sample
 D = Concentration (mg/L) of substance deemed to be present in domestic sewage
 Q_{TW} = Volume (kL) of liquid trade waste discharged to the sewerage system
 U = Unit charging rate (\$/kg) for the substance (note that this rate varies from substance to substance. Refer to council's annual Management Plan for charging rates for various substances)

D6.1.2 Excess mass charges for BOD

BOD up to 600 mg/L

Equation (1) applies for BOD₅ up to 600 mg/L. Note that there are no excess mass charges if the BOD does not exceed 300 mg/L (deemed concentration of BOD in domestic sewage).

Excess mass charges for BOD exceeding 600mg/L

If council approves the acceptance limits for BOD₅ higher than 600mg/L, an exponential type equation will be used for calculation of the charging rate U_e (\$/kg) as shown in equation (2). This provides a strong incentive for dischargers to reduce the strength of waste. Note that equation (5) will be used where the discharger has failed to meet their approved BOD limit on more than two instances in a financial year.

U_e is the excess mass charging rate U_e (\$/kg) for BOD is calculated as:

$$U_e = 2C \times \frac{(Actual\ BOD - 300mg/L)}{600mg/L} \times 1.05^{\frac{(Actual\ BOD - 600mg/L)}{600mg/L}} \quad (2)$$

Where: C = Charging rate (\$/kg) for BOD₅ 600mg/L
 Actual BOD = Concentration of BOD₅ as measured in a sample

D6.2 Tankered Category 3 waste

Council does not except tankered Category 3 waste to be discharged to the Shires sewage system.

D7 Non-compliance liquid trade waste charges

Non-compliance charges for Category 1 and 2 dischargers

If the discharger has not installed or maintained appropriate pre-treatment equipment, the following non-compliance trade waste usage charges will be applied for the relevant billing period:



D7.1 Category 1 discharger - non-compliance charges

The trade waste usage charge (\$/kL) as per Council’s Management Plan will be applied.

D7.2 Category 2 discharger – non-compliance charges

For Category 2 discharger, a non-compliance charge will be 10 times of trade waste usage charge as outlined in the Council’s Management Plan

Dischargers who have an undersized grease arrestor and improved the effluent quality by other means (e.g. increased pump-outs, installing additional pre-treatment equipment, etc.) will pay a trade waste usage charges in accordance with a Category 2 discharger.

Dischargers who cannot install a grease arrestor or those who have an arrestor with capacity significantly less than the required size and are unable to improve the effluent quality by means described above will have to pay non-compliance trade waste usage charges, For Category 2 discharger, a non-compliance charge will be 10 times of trade waste usage charge as outlined in the Council’s Management Plan

D7.3 Non-compliance charges for Category 3 discharger

If a discharger in charging Category 3 fails to comply with the acceptance limits specified in council’s approval conditions, following non-compliance charges will be applicable.

D7.3.1 Non-compliance pH charge

If the pH of the waste discharge by Category 3 discharger is outside the approved range, equation (3) is used for the calculation of non-compliance pH charges. This equation provides an incentive for dischargers to install and properly maintain a pH correction system, so their waste remains within the approved pH limits.

Charging rate for pH, if outside the approved range =

$$K \times |\text{actual pH} - \text{approved pH}|^{\#} \times 2^{|\text{actual pH} - \text{approved pH}|^{\#}} \quad (3)$$

Absolute value to be used.

K = pH coefficient in \$

Example 4:

Council has approved the pH range 7.0 to 9.0 for a large discharger. pH coefficient (K) listed in council’s Management Plan is \$0.45

Case 1: pH measured 6.0

Charging rate for pH (\$/kL) = $0.45 \times |6 - 7|^{\#} \times 2^{|6 - 7|^{\#}} = \$0.90/kL$

Case 2: pH measured 11.0

Charging rate for pH (\$/kL) = $0.45 \times |11 - 9|^{\#} \times 2^{|11 - 9|^{\#}} = \$3.60/kL$

Absolute value to be used.

D7.3.2 Non-compliance excess mass charges

Equation (4) shall apply for non-compliance excess mass charges for various substances, except for BOD₅ where equation (5) shall apply to calculate the charging rate.

$$\text{Non-compliance Excess Mass Charges (\$)} = \frac{(S-A) \times Q \times 2U}{1000} + \frac{(S-D) \times Q \times U}{1000} \quad (4)$$

Where: S = Concentration (mg/L) of a substance in sample

A = Approved maximum concentration (mg/L) of pollutant as specified in council’s approval (or liquid trade waste policy)

Q = Volume (kL) of liquid trade waste discharged for the period of non-compliance

U = Excess mass charging rate (\$/kg) for the substance, as shown in council’s annual Management Plan



D = Concentration (mg/L) of the substance deemed to be present in domestic sewage

D7.3.3 Non-compliance excess mass charges for BOD

U_n is the BOD₅ non-compliance excess mass charging rate in \$/kg and is calculated by using equation (5)

U_n is the BOD₅ non-compliance excess mass charging rate in (\$/kg).

$$U_n = 2C \times \frac{(A - 300\text{mg/L})}{600\text{mg/L}} \times 1.05^{\frac{(A - 600\text{mg/L})}{600\text{mg/L}}} + 4C \times \frac{(\text{Actual BOD} - A)}{600 \text{ mg/L}} \times 1.05^{\frac{(\text{Actual BOD} - A)}{600\text{mg/L}}} \quad (5)$$

D8 Other applicable liquid trade waste charges

D8.1 Garbage grinders - Food waste disposal charge¹²

Charges will apply for a food waste disposal unit (in-sink food waste disposers/garbage grinders) in an **existing** hospital, nursing home or other eligible facility where council has permitted in years past such installation.

These charges are in addition to category specific liquid trade waste fees and charges (e.g. Category 2 charges plus U_F), as shown below:

Food waste disposal charge (\$) = B x U_F

Where: B = Number of beds in hospital or nursing home.

U_F = Annual charging rate (\$/bed) for a food waste disposal unit at a hospital or nursing home.

D8.2 Solid food waste processing unit

Discharge of waste from a solid food waste processing unit (digester/composter) is classified as Concurrence Classification C and is in charging Category 3.

Excess mass charges for all parameters in excess of the deemed concentrations in domestic sewage and non-compliance charges, above the council’s acceptance limits, will be applicable to the waste stream from such equipment (refer s. D6.1. for further information).

In addition, the discharger needs to bear the cost of frequent sampling as the quality of wastewater dependent on the solid waste input to the processing unit and the effectiveness of the on-site pre-treatment equipment.

D8.3 Discharge of stormwater from large open areas or large quantities of groundwater to the sewerage system

The discharge of roof, rain, surface, seepage or ground water to the sewerage system is prohibited under clause 137A of the Local Government (General) Regulation 2021 and this policy. Consideration will be given to the acceptance of limited quantities of contaminated stormwater (first flush stormwater) based on a case-by-case assessment.

If stormwater run-off from a large areas or groundwater is approved for discharge to sewer for a Category 3 discharger (e.g. saleyards), a volume based charge similar to the non-compliance usage charging rate (\$/kL) for Category 2 will be applied (e.g. 5 to 10 times of Usage charging rate listed in council’s Management Plan. Excess mass charges may be also applied to such discharges.

¹² For existing installations of garbage grinders only. New installations are not permitted.



Appendix E – List of discharges Council may approve.

E1 Classification A & B

Discharges from activities that Council can process without seeking Department concurrence, subject to complying with certain requirements.

Food preparation/serving, generating liquid waste, up to 16 kL/day	Other Activities generating liquid waste, up to 5 kL/day
Bakery (retail)	Animal wash (pound, stables, racecourse, kennels, mobile animal wash)
Bed and Breakfast (<10 persons)	Beautician
Bistro	Boiler blowdown
Boarding house/hostel kitchen	Car detailing
Butcher (retail)	Cooling towers
Café/coffee shop/coffee lounge	Craft activities (pottery, ceramics, cutting and polishing of gemstones or making of jewellery)
Canteen	Dental surgery
Cafeteria	Dental technician
Chicken/poultry shop (fresh chicken/game, retail, barbeque/roast chicken)	Dry-cleaning (separator water, boiler)
Club (kitchen wastes)	Florist
Commercial kitchen/caterer	Funeral parlour/morgue
Community hall/civic centre/function centre (kitchen waste)	Hairdressing
Day care centre	Jewellery shop
Delicatessen	Laboratory (pathology/analytical)
Doughnut shops	Laundry or laundromat (coin operated)
Fast food outlets (McDonalds, KFC, Burger King, Hungry Jack, Pizza Hut, Red Rooster, etc.)	Lawnmower repairs
Fish shop (retail—fresh and/or cooked)	Mechanical repairs/workshop
Fruit and vegetable shop (retail)	Medical centre/doctor surgery/physiotherapy—plaster of paris casts, laboratory
Hotel	Mobile cleaning units
Ice-cream parlour	Nursing home (other than food-related activities)
Juice bar	Optical services

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



Draft Liquid Trade Waste Policy, version 4.0

Food preparation/serving, generating liquid waste, up to 16 kL/day	Other Activities generating liquid waste, up to 5 kL/day
Mixed business	Per shop (retail)
Mobile food van	Photographic tray work/manual development
Motel	Plants retail (no nursery or open space)
Nightclub	School (other than kitchen waste)
Nursing home kitchen	Stone working
Nut shop	Surfboard manufacturing (wet process only)
Patisserie	Swimming pools/spas/hydrotherapy pools
Pie shop	Vehicle (car) washing (by hand/wand, automatic car wash/bus wash/external truck wash or underbody/engine degrease only)
Pizza shop	Venetian blind cleaning
Restaurant	Veterinary surgery
Salad bar	Category 2S < 20KL/day
Sandwich shop	
School – canteen, home science	
Snack bar	
Supermarket (with butcher/bakery/delicatessen/seafood or roasted chicken)	
Take away food shop	

We're with you



Appendix F – Legislative provisions

Provisions in the Local Government (General) Regulation 2021 in regard to acceptance of liquid trade waste into the sewerage system

Clause 25 Matters to accompany applications relating to discharge into sewers.

An application for approval to discharge trade waste into a sewer under the control of a Council or that connects with such a sewer must be accompanied by the information required by Table 1 of the Liquid Trade Waste Management Guidelines#.

Clause 28 Approval to discharge waste into sewers: concurrence required.

A council must not grant an approval under [section 68 of the Act](#) to discharge trade waste (whether treated or not) into a sewer of the council unless the Director-General* of the Department of Trade and Investment, Regional Infrastructure and Services (or that Director-General's nominee) has concurred with the approval.

Note: [Section 90 \(2\) of the Act](#) permits any person or authority whose concurrence is required before an approval may be granted to give the council notice that the concurrence may be assumed (with such qualifications or conditions as are specified in the notice).

Clause 32 Disposal of trade waste

- (1) An approval to dispose of trade waste into a sewer of the council is subject to such conditions (if any) as the council specifies in the approval.
- (2) In imposing any such conditions, the council is to have regard to the matter set out in Table 5 of the Liquid Trade Waste Management Guidelines#.

Clause 159 Prevention of waste and misuse of water

The owner, occupier or manager of premises to which water is supplied by the council must:

- (a) prevent waste of water by taking prompt action to repair leaking taps, pipes or fittings located on the premises
- (b) take any other action that is reasonable to prevent waste and misuse of water.

137A Substances prohibited from being discharged into public sewers

- (1) For the purposes of [section 638 of the Act](#) (Discharge of prohibited matter into sewer or drain), roof, rain, surface, seepage or ground water is prescribed as prohibited matter.
- (2) This clause does not apply in relation to:
 - (a) a discharge that is specifically approved under [section 68 of the Act](#), or
 - (b) a discharge into a public drain or a gutter of a council, or
 - (c) a discharge in an area of operations within the meaning of the [Sydney Water Act 1994](#) or the [Hunter Water Act 1991](#) .

143 Inspection of pipes and drains and measurement of water and sewage

- (1) The council may, at any reasonable time:
 - (a) inspect any service pipe connected to a water main, and

* In accordance with the *Government Sector Employment Act 2013*, this is the Secretary of the NSW Department of Planning and Environment.



- (b) inspect any drain connected to a sewer main, and
 - (c) install meters or other devices for measuring the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
 - (d) measure the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
 - (e) inspect any pre-treatment devices connected to the council’s sewerage system.
- (2) The occupier of the relevant premises must provide to the council such information as it requires to enable it to estimate the quantity of water actually supplied to, or the quality and quantity of sewage actually discharged from, the premises.
- (3) In this clause,
"pre-treatment device" means any device used to reduce or eliminate contaminants in trade waste, or to alter the waste’s nature, before it is discharged into a sewer.

SCHEDULE 12 – Penalty notice offences

Column 1	Column 2
Offence under <i>Local Government Act 1993</i>	Penalty
<u>Section 626</u> (3)-carry out without prior approval of council an activity specified in item 4 of Part C (Management of waste) of the Table to <u>section 68</u>	\$330
<u>Section 627</u> (3)-having obtained the council’s approval to the carrying out of an activity specified in item 4 of Part C (Management of waste) of the Table to <u>section 68</u> , carry out the activity otherwise than in accordance with the terms of that approval	\$330

"Liquid Trade Waste Management Guidelines" means the Guidelines of that name produced by the Department of Energy, Utilities and Sustainability in March 2005, as in force from time to time. The 2005 Guidelines have now been superseded by *Liquid Trade Waste Management Guidelines, 2021*.

9.19 Farmland Rating Policy - Draft for Public Exhibition

Report of: David Grima
Coordinator Revenue

Authorised by: Pav Kuzmanovski
Chief Financial Officer

PURPOSE

The purpose of this report is to endorse the newly created draft Farmland Rating Policy to be placed on public exhibition for 28 days. The purpose of this Policy is to enable staff to assess an application made to be categorise a parcel of land as Farmland for rating purposes. The draft Policy also provides transparency for ratepayers in how Farmland categorisations are determined.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council endorse the draft Farmland Policy to be placed on public exhibition for a period of 28 days.**
- 2. A further report be submitted to Council following the conclusion of the public exhibition period.**

REPORT

BACKGROUND

Council is required to determine a rating category for each parcel of land in accordance with the Local Government Act 1993. To date, Council officers have been guided by legislative provisions, various legal rulings and localised procedures in determining applications to have a property categorised, for rating purposes, as Farmland. The proposed Policy will provide ratepayers transparency in how Farmland rating applications are determined.

REPORT

Council has approximately 25,600 rateable assessments, of which approximately 1,240 are categorised for rating purposes as Farmland. The purpose of this report is to provide Council and the community greater transparency in how Farmland rating is determined. The draft Policy covers the following key themes:

- The definition of "Dominant Use" in accordance with Section 515 of the Local Government Act 1993.
- Guiding factors such as the commercial use and intention to carry on a business that is consistent with farming (including the size, scale and permanency).
- Business like documentation such as business plans, taxation status and legal structures to determine the intentions of the activity.
- Types of farming that enables the farmland rating category to be levied.
- Definition and exclusions of Agri-tourism from a rating perspective.
- Drought relief provisions for Farmland rated properties.
- Dry Sheep equivalent to ensure consistencies in application of this Policy.
- Farmland Rating applications review protocols.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

It is noted that at the December 2023 Council meeting, a report was tabled to Council advising of the agritourism land use introduced by the Department of Planning and Environment and of the possible implications to the categorisation of a property for rating purposes. Council resolved to:

“Write to the Minister for Local Government advising of the possible impact of the agritourism land use on the categorisation of the property for rating purposes and requesting that the rating legislation be amended to add the agritourism land use to the definition of Farmland detailed in the rating legislation.”

The outcomes of this resolution have been enacted.

In preparing the draft Farmland Rating Policy, neighbouring Council’s such as Wollondilly and Camden Council were used as reference Councils to ensure consistency.

COMMUNICATION AND CONSULTATION

Community Engagement

No community engagement has been conducted to date on this draft Policy. It is proposed to publicly exhibit this draft Policy for 28 days.

Internal Communication and Consultation

An internal Communication Plan has been developed to ensure alignment with legislative provisions and community expectations.

External Communication and Consultation

Legal representatives have reviewed the draft Policy to ensure it is compliant with various pieces of legislation. Neighbouring Councils have been consulted to ensure consistency in applying this draft Policy.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no financial implications with this report.

RELATED COUNCIL POLICY

The current policies impacted by this report are the Statement of Revenue Policy.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

CONCLUSION

It is proposed to publicly exhibit the draft Farmland Rating Policy for 28 days and table a further report once consultation has concluded.

ATTACHMENTS

1. Draft Farmland Rating Policy [9.19.1 - 14 pages]



DRAFT Farmland Rating Policy



We're with you

WINGECARRIBEE SHIRE COUNCIL



Leadership

Achieve ethical governance and improve decision making, through open, accountable and positive leadership

Document Type	Council Policy
Document Reference No.	[Governance to insert]
Version No.	1.0
Council File Reference	Policy – Organisation Wide Policies
Adoption Date	[Governance to insert]
Resolution Number	[Governance to insert]
Document Owner	Chief Financial Officer
Responsible Branch	Finance
Responsible Business Unit	Revenue
Review Schedule	3 years
Review Date	[Governance to insert]

We're with you

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



Draft Farmland Rating Policy, version 1.0

Contents

1	Objectives	4
2	Policy Statement	4
3	Scope.....	12
4	Responsibilities.....	12
4.1	Councillors	12
4.2	General Manager.....	12
4.3	Chief Financial Officer	12
4.4	Managers	13
4.5	Council staff	13
5	Performance Measures	13
6	Definitions	13
7	Related Material	13
7.1	Related Legislation	13
7.2	Related Policies.....	13
8	Non-compliance with this Policy	13
9	Document Control.....	13
9.1	Version Control	13
10	Attachments	13

We're with you

Page 3 of 14



1 Objectives

The objectives of the Policy are:

- To provide clear guidance and criteria for assessment of categorisation as farmland for rating purposes.
- To ensure that all applications are determined consistently.
- To promote the image of Council as efficient, consistent, and fair.

2 Policy Statement

Council is required by section 514 of the *Local Government Act 1993* (NSW) (the 'Act') to categorise each parcel of rateable land according to its **dominant use** as one of either Residential, Farmland, Business or Mining. Land will fall within the Business category if it cannot be categorised as Farmland, Residential or Mining. A "parcel of land" is defined by the Act as being a portion or parcel of land that is separately valued under the *Valuation of Land Act 1916* (NSW).

Categorisation of the land will be based solely on the **approved** use of the property. The zoning of the property is considered when any such use is approved, however, other than that the zoning will have no other implication as to how a property may be categorised for rating purposes.

The category of each parcel of land along with other information considered relevant will be included on each annual rate notice issued in respect of that land. A ratepayer may contact Council at any time to ascertain how their property is categorised for rating purposes.

It is important to note that:

- Farmland categorisation is not a means of providing a ratepayer with a concession on their rates or for providing them with concessions by other parties; and
- The recognition or identification by other external bodies of the property or its use is irrelevant when determining whether a property is eligible for the farmland categorisation.

Dominant Use

Where a property contains more than one use, the "dominant use" of the property will take into consideration not only the amount of land being used for the particular activity being carried on, but also the intensity of each use and any uses considered to be auxiliary uses.

In addition to farming being the dominant use of the land, the farming use must also display the following characteristics:

- It must have a significant and substantial commercial purpose or character; and
- It must be engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).

The above criteria will be expanded upon below.

The Farmland rating category

Section 515 of the Act states that:

- (1) Land is to be categorised as "farmland" if it is a parcel of rateable land valued as one assessment and its **dominant use** is for farming (that is, the business or industry of grazing, animal feedlots, dairying, pig-farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, forestry or aquaculture



Draft FINAL DRAFT Farmland Rating Policy.docx, version 1.0

within the meaning of the Fisheries Management Act 1994, or any combination of those businesses or industries which-

- (a) has a significant and substantial commercial purpose or character, and
- (b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).

(2) Land is not to be categorised as farmland if it is rural residential land.

(3) The regulations may prescribe circumstances in which land is or is not to be categorised as farmland.

Whilst each application will be assessed on its own merits, determining whether the business of farming is being carried on is generally the result of a process of weighing all the relevant indicators in the circumstances. The following indicators provide general guidance:

- Whether the activity has a significant and substantial commercial purpose or character;
- Whether the ratepayer has more than just an intention to engage in business;
- Whether the ratepayer has a purpose of profit as well as a prospect of profit from the activity;
- Whether there is repetition and regularity of the activity;
- Whether the activity is of the same kind and carried on in a similar manner to that of the ordinary trade in that line of business;
- Whether the activity is planned, organised, and carried on in a businesslike manner such that it is directed at making a profit;
- The size, scale, and permanency of the activity; and
- Whether the activity is better described as a hobby, a form of recreation or a sporting activity.

Commercial Purpose or Character

To be eligible for Farmland rating, Council must be satisfied that the Farming operation has a "significant and substantial commercial purpose or character". The following documentation may be requested by Council to assist in determining the application:

- a business plan drawn up by the applicant;
- where the applicant is not an expert, evidence that the applicant has sought expert advice from the relevant authorities, experienced farmers or agents that work in the area of primary production that the applicant intends to carry on;
- where the applicant is not an expert, evidence that the applicant obtained technical literature on the activity which the applicant intends to carry on;
- any reports obtained detailing soil and water analyses of the land that will be used for the activity;
- any reports establishing that the land is suitable for the activity which the ratepayer intends to carry on;
- any analysis obtained by the applicant to determine whether there is a market for the product and looked into potential markets for the product (the taxpayer is more likely to be regarded as carrying on a business if they sells in a commercial market instead of casual sales to relatives, friends, or the public);
- any reports obtained to determine properly the capital requirement of the venture and any plans established to show how that capital will be obtained and used;
- any research into the activity undertaken by the applicant which should confirm that profits can be expected based on the market prospects, the expected level of production and the running costs of the business (support for this research by reference to authenticated source material assists the ratepayer);
- ensured that the size and scale of the activity is sufficient for a commercial enterprise;



Draft FINAL DRAFT Farmland Rating Policy.docx, version 1.0

- complied with any legal requirements, i.e., obtain any necessary licences, permits and registrations required to operate on a commercial level or show that these requirements can and will be complied with at the appropriate time, e.g., at the time that produce becomes available for sale; and
- an intention to make a profit. (This could be shown, for example, by a business plan. Further, the ratepayer should have a reasonable belief that the activity is likely to generate a profit.)

This documentation will assist the ratepayer to show that they are carrying on the business of farming.

Where the ratepayer refuses to provide any documentation requested to support their application for Farmland rating, Council reserves the right to refuse the application.

The purpose of profit on a continuous or repetitive basis

The question of whether or not a profit is actually made is immaterial to the question of whether the farming is "engaged in for the purpose of profit on a continuous or repetitive basis", it is still required to enquire, more or less objectively, as to whether there is evidence to support a conclusion that the activities will be economically viable in the future. In other words, the farming carried on must be on a sufficient scale to have some element of independent viability.

Land used in conjunction with other land(s)

Where a parcel of rateable land is used in conjunction with other parcel(s) of rateable land, the parcels covered by the whole of the operation will be assessed as being eligible for categorisation for rating purposes as Farmland.

Type of Farming

When assessing an application, the following will be generally accepted requirements which need to be satisfied for a property to be categorised for rating purposes as Farmland:

Grazing

- Registration with the relevant authority (for example, Local Land Services);
- Minimum area of 10 hectares;
- Minimum number of 20 head of stock, acceptable carrying capacity;
- Relevant infrastructures such as dams, corrals, loading/unloading ramps, secure and appropriate fencing;
- Numbers of sheep, alpacas, llamas, goats required will be calculated using the dry sheep equivalent (which is detailed later in this Policy).

The basic connotation of the word "grazing" is that animals feed themselves by cropping the grasses or pastures. The word does not include the notion of feeding by eating hay, or other produce taken from the soil by man. For this reason, Horse Stud Farms will not be considered as grazing and therefore not eligible to the Farmland rating category.

Agistment

Means the grazing of livestock where the predominant source of feed for the livestock is grazing. Land will not be eligible to be categorised for rating purposes as Farmland where it is used for the purposes of grazing livestock that are used by another person for showing, sport or recreation.

We're with you

Page 6 of 14



- A copy of the written agreement for agistment should be supplied showing the number of stock and the time periods of agistment.

Animal Feedlots

- Minimum of 100 square meters per head;
- Confined yard with watering and feeding facilities, either hand or mechanical, required loading and unloading ramps, secure and appropriate fencing;
- Capacity of 50 head or more.

The NSW Department of Primary Industries states:

"A beef feedlot is a confined yard area with watering and feeding facilities where cattle are completely hand or mechanically fed for the purpose of production. This definition does not include the feeding or penning of cattle in this way for weaning, dipping or similar husbandry purposes or for drought or other emergency feeding, or at a slaughtering place or in recognised sale yard."

Dairying

- Proof of registration with the relevant authority (for example, the Dairy Industry Marketing Authority);
- Availability of milking facility;
- Acceptable carrying capacity - Dairy Australia recommend that the average herd size is estimated at 230 head. The acceptable carry capacity is calculated using dry sheep equivalents.
- Relevant infrastructures such as dams, corrals, loading and unloading ramps, secure and appropriate fencing.

Pig Farming

- Minimum area of 2 hectares;
- Minimum of 20 sows or 200 pigs, penned and cared for in accordance with relevant legislation;
- Piggeries with a capacity to accommodate 200 or more pigs or 20 or more breeding sows will need to obtain development consent.

Poultry Farming

- Minimum of two (2) sheds with minimum average quota of 20,000 chickens per annum, 12,000 turkeys per annum or 10,000 laying hens per annum;
- Where free range chickens, ducks or turkeys are produced, the stocking density in a shed must not exceed 28kg of live birds per square metre of floor space, unless there is mechanical ventilation where the density must not exceed 35kg of live birds per square metre. Free range ostriches, minimum average quota of 5 birds per annum;
- Where free range eggs are produced, the stocking density in a shed shall be no more than:
 - 10 birds per square metre up to 1,000 birds;
 - 9 birds per square metre up to 2,000 birds;
 - 8 birds per square metre up to 3,000 birds;
 - 7 birds per square metre up to 4,000 birds;
 - 6 birds per square metre over 4,000 birds.

Viticulture

- Minimum area under cultivation 5 hectares;
- Registration with the Wine Producers Association or other appropriate body;



- Availability of appropriate irrigation.

Horticulture

Definition: this industry comprises fruit, nuts, flowers, turf, and nursery products.

- Minimum area under cultivation of 2 hectares;
- Water supply readily available or land irrigated;
- The Horticulture Code of Conduct requires that all Traders (Wholesalers) must have a signed Horticulture Produce Agreements with all their grower suppliers. A copy of agreement is required to be submitted with the application;
- Nurseries are required to be registered and must be growing their own stock.

Vegetable Growing

- Minimum area under cultivation of 2 hectares;
- Water supply readily available or land irrigated;
- Enterprise to cover the majority of useable land (either preparation or planting).

Orcharding

- Minimum area under cultivation of 2 hectare;
- Water supply readily available or land irrigated;
- Enterprise to cover the majority of useable land (either in preparation or planting).

Beekeeping

- Registration with the relevant authority (for example, NSW Department of Primary Industries);
- Minimum of 200 hives in production;
- Hives must be in continuous use;
- An extraction plant must be in use;

Crop Growing

Includes wheat and other grains, oilseeds, pulses, rice, sugar, cotton, and seeds.

- Minimum area under cultivation of 10 hectares;
- Water supply readily available or land irrigated.

Forestry

The creation and implementation of systems that allow forests to continue a sustainable supply.

- Must have a private forestry approval from relevant authority (for example, NSW Department of Primary Industries);
- Minimum area of 100 hectares;
- Evidence of propagation on site;

Aquaculture

- Department of Primary Industries requires the obtaining of a permit for all fish hatcheries or grow-out facilities, including yabby farms, grow-out ponds, "fish-out facilities" and oyster farms (but not including aquariums for display or pet shops). A copy of the permit is to be submitted with the application.



Agritourism Uses and the Implication on the Rating Category

Agritourism land uses were recently introduced into the Wingecarribee Local Environment Plan (WLEP) 2010 after the land use definition was added to the Standard Instrument by the Department of Planning and Environment.

Agritourism means the following:

- a) farm gate premises;
- b) farm experience premises.

Farm gate premises means:

- a) a building or place:
 - i) on a commercial farm, and
 - ii) ancillary to the farm, and
 - iii) used to provide visitors to the farm, on a commercial basis, with agricultural products predominantly from the farm, supplemented by products from other farms in the region, or with services or activities related to the products, including the following:
 - (A) processing, packaging, and sale of the products, but not the processing of animals;
 - (B) the preparation and serving, on a retail basis, of food and drink to people for consumption on the premises, whether or not liquor, take away meals and drinks or entertainment are also provided;
 - (C) tastings or workshops;
 - (D) the provision of information or education related to the products;
- b) includes cellar door premises.

Farm experience premises means a building or place:

- a) on a commercial farm, and
- b) ancillary to the farm, and
- c) used to provide visitors to the farm, on a commercial basis, with small-scale and low-impact tourist or recreational activities, including the following, but not including motor sports:
 - i) horse riding,
 - ii) farm tours,
 - iii) functions or conferences,
 - iv) farm field days.

As these land uses are **not** included in the definition of Farmland rating contained within the rating legislation, these uses are likely to affect the categorisation of a property when determining the **dominant use** of a property.

Multiple Farming Activities

Where multiple farming activities are being conducted on a property and the above criteria for a single farming type are not met, the application for Farmland rating will be approved if evidence can be provided to show that the mixed farming business has a significant and substantial purpose or character.

A Property Identification Code (PIC)

A PIC is a number allocated to a particular property on which certain stock are kept. From 1 September 2012 the land on which certain species are kept, and which will consequently require a PIC was expanded to include cattle, sheep, goats, pigs, deer, bison, buffalo, alpacas, llama, horses, 100 or more poultry or 10 or more emus or ostriches.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024



Draft FINAL DRAFT Farmland Rating Policy.docx, version 1.0

NOTE: Copies of all Local Land Services Rate Notices must be supplied with all Farmland applications that have the animals listed above.

Drought Relief

For the purposes of the below provisions, the Wingecarribee Shire will be considered in drought when the Combined Drought Indicator (CDI) on the Department of Primary Industries website shows that the Wingecarribee Shire is in the Intense Drought phase.

This stage is where rainfall, soil water and plant growth are below the 5th percentile. Ground cover is very low, soil moisture stores are exhausted and where there has been minimal rainfall for a period of 6 to 12 months.

When this occurs, the below relief can be accessed by farmland ratepayers experiencing financial hardship resulting from drought:

- Ratepayers can defer payment of outstanding rates for the duration of the drought plus a period of up to twelve months following on. Provided that the account(s) have been brought up to date within 12 months, any interest that has accrued will be waived;
- No legal action for the recovery of outstanding rates and charges will be taken whilst the area is declared in drought;
- Where stock levels or crop areas fall below the farmland rating policy minimum criteria, the effects of the drought will be taken into consideration when assessing an Application for Categorisation as Farmland for Rating Purposes (including any periodical reviews);
- The above consideration would continue to apply for twelve months after the area is no longer declared in drought by Department of Primary Industries.

Dry Sheep Equivalents

Beef enterprises cannot be identified based on the gross margin per head or gross margin per breeding cow alone because each enterprise requires differing amounts of feed. For example, you can run more breeding cows on a farm if you turn off the progeny as yearlings than if all progeny is kept through until 2 years of age. In addition, it is known that large cows eat more than small cows and those pregnant or lactating animals eat more than non-reproducing animals.

In measuring the energy requirements of livestock, the standard animal against which all other animals are compared is a 50 kg wether sheep maintaining a constant weight. By definition, a 50 kg wether has a dry sheep equivalent (DSE) rating of 1. Animals requiring more feed have a higher rating and vice versa.

The DSE rating of all classes of stock is based on the feed requirements of the animals. The energy requirements of different cattle are identified in the table below, together with the ratio or rating of requirement compared with a 50 kg wether at maintenance. Note, in some references the standard DSE is based on a 45 kg wether and not a 50 kg wether. From those figures we can calculate the DSE rating for an activity by estimating the numbers of cattle in each class (pregnant and lactating cows, calves, replacement females and bulls) and estimating the DSE rating of the herd.

Remember that the DSE ratings are based on a number of assumptions about weights, growth rates and calving percentages. As there will be some variation in these figures from region to region and from farm to farm, the figures quoted are estimates but will still provide a reasonable guide of the differences between animal types.

In periods of drought and in the drier western country, direct comparison between livestock enterprises on a DSE basis may be inaccurate. Sheep and goats can forage better than cattle in dry times and when feed is short. In areas that regularly receive dry seasonal conditions, the safe

We're with you

Page 10 of 14

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



Draft FINAL DRAFT Farmland Rating Policy.docx, version 1.0

number of cattle to run on an area may be less in terms of total DSE requirements than with sheep or goats.

Table: Comparative feed requirements of livestock		
Livestock description	Energy required (megajoules/day)	Ratio compared with 50 kg wether (DSE rating)
Sheep		
50 kg dry wether	9.0	1.0
Cattle		
Dry stock 450kg	54.0	6.0
450kg cow last 3rd of pregnancy	66.0	7.3
450 kg cow early lactation	119.0	13.2
450 kg cow last 3rd mid lactation	112.0	12.4
450 kg cow last 3rd late lactation	102.0	11.3
Calf of above, grazing pasture (3–6 months)	34.0	3.8
Calf of above, grazing pasture (6–9 months)	56.0	6.2
380 kg heifer, early lactation, gaining 0.5 kg/day	150.0	16.7
350 kg yearling gaining 0 kg/day	48.0	5.3
350 kg yearling gaining 0.5 kg/day	71.0	7.9
350 kg yearling gaining 1.0 kg/day	94.0	10.4
350 kg yearling gaining 1.5 kg/day	116.0	13.0
540 kg yearling gaining 0 kg/day	57.6	6.3
540 kg yearling gaining 0.5 kg/day	83.0	9.2
540 kg yearling gaining 1.0 kg/day	109.0	12.1
540 kg yearling gaining 1.5 kg/day	135.0	15.0
Bulls 800 kg	90.0	10.0

Review process

Section 525 of the Act allows an owner to:

- Apply for a review of the rating category for their land, or
- Have the land to be declared within a particular category.

An application for a review should be made using the prescribed form available via Council’s website.

Applications will be determined using the criteria established by this Policy and any category change will be made applicable from the commencement of the quarter following receipt of the application.

Where Council does not notify the ratepayer of its decision within forty (40) days, the land is taken as remaining within its **existing** category.

When determining an application under section 525:

- A property inspection may be required to confirm information that has been supplied in an application. This inspection shall be made at a time suitable and in the company of the applicant; and
- Further information may be requested to allow the application to be properly considered.

We're with you



Draft FINAL DRAFT Farmland Rating Policy.docx, version 1.0

Where the above request(s) is refused by the applicant, a notice will be provided to the applicant that the application will not be considered unless the request(s) is agreed to. At the expiration of this notice period, the application will be rejected on the basis that the information supplied is insufficient to determine an opinion. A new application will be required to have the rating category of the land reviewed or declared in a particular category.

Where an application is refused:

- A notification will be sent to the applicant including any reason(s) for refusal; and
- The ratepayer will be allowed a thirty (30) day period in which to appeal Council's determination. Any objection should be made in writing and include the reasons why the determination be reviewed and include any other documentation that may support their request.

Council may choose to engage a third party to consider any appeals lodged by a ratepayer.

Section 526 of the Act allows the ratepayer a right to appeal Council's decision to the Land and Environment Court within thirty (30) days of Council's determination made under section 525.

Ongoing review process

The owner(s) of a property may be required to apply for Farmland rating where a property is:

- Sold or transferred (unless the farming activity is included or sold as a going concern);
- Subdivided.

Council will endeavour to undertake a review of properties categorised for rating purposes as Farmland on a four (4) yearly cycle using the criteria and other processes established by this Policy.

3 Scope

This Policy applies to all land within the Wingecarribee Shire Council area.

4 Responsibilities

Responsibilities for the implementation of this Policy are shared as follows.

4.1 Councillors

Councillors are responsible for upholding the provisions of this policy.

4.2 General Manager

The General Manager is responsible to ensure the policy is executed in accordance with the intended outcomes.

4.3 Chief Financial Officer

The Chief Financial Officer shall:

- provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy.
- ensure the controls are in place for the policy to be implemented in accordance with its intended outcomes.
- ensure the timely review of this Policy; and
- conduct investigations into alleged non-compliance with this Policy.

We're with you

Page 12 of 14



4.4 Managers

Managers shall provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the Revenue team as required.

4.5 Council staff

Council staff shall:

- Be aware of this Policy; and
- Be aware of the need to seek assistance from the Revenue team when dealing with related matters.

5 Performance Measures

The success of this Policy will be measured by the number of successful appeals that are lodged by ratepayers.

6 Definitions

All relevant terminology is defined within the Policy.

7 Related Material

7.1 Related Legislation

The following legislative materials are related to this Policy:

- *Local Government Act 1993*;
- *Local Government Act (General) Regulations 2005*.

7.2 Related Policies

- Statement of Revenue Policy in Council’s Operational Plan.

8 Non-compliance with this Policy

Non-compliance with this Policy should be reported to Chief Financial Officer who will investigate and determine the appropriate course of action.

9 Document Control

9.1 Version Control

Version	Adoption Date	Notes
1.0	[insert date on which version was adopted]	Initial adoption of document

10 Attachments

There are no attachments to this Policy.

Approved by:

We're with you

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



Draft FINAL DRAFT Farmland Rating Policy.docx, version 1.0

WINGECARRIBEE SHIRE COUNCIL
[Governance to insert adoption date]

DRAFT

We're with you

Page 14 of 14

9.20 Fraud and Corruption Prevention Policy and Statement of Business Ethics - Draft for Public Exhibition

Report of: **Stephanie Salviejo**
Coordinator Governance

Authorised by: **Danielle Lidgard**
Manager Governance and Corporate Performance

PURPOSE

This report presents the draft Fraud and Corruption Prevention Policy and draft Statement of Business Ethics and seeks Council's endorsement to place the draft documents included in Attachment 1 and Attachment 2 on Public Exhibition for 28 days.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council endorse the draft Fraud and Corruption Prevention Policy (Attachment 1) and Statement of Business Ethics (Attachment 2) for public exhibition for a period of 28 days.**
- 2. A further report be submitted to Council following the conclusion of the public exhibition period.**

REPORT

BACKGROUND

The NSW Independent Commission Against Corruption (ICAC) advises NSW public sector agencies must have a Fraud and Corruption Control Policy outlining the agency's appetite or tolerance for fraud and corruption. Council's Statement of Business Ethics is an important part of Council's fraud and corruption prevention framework. Council's Fraud and Corruption Control Policy was last adopted by in February 2019 and its Statement of Business Ethics in September 2018.

REPORT

Draft Fraud and Corruption Prevention Policy

The draft Fraud and Corruption Prevention Policy has been developed to set the framework for Council's zero-tolerance approach to fraud and corruption. Fraud and corruption are incompatible with Council's values and present a risk to the achievement of Council's objectives and the provision of services to the public, in a cost-efficient, effective and ethical manner.

The policy is based on the ICAC's "Advice on developing a Fraud and Corruption Control Policy", the Australian Standard AS8001:2021 and has been benchmarked against other Councils including Wollongong, Camden, Central Coast and Cumberland. Key changes include:

- Expanded objectives
- Updated definition of corruption and the inclusion of examples of Fraud and Corruption

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

- Section 3 – extensive revision of Section 3 “Policy Content” was undertaken as the previous Council Policy was based on the NSW Audit Fraud Control Improvement Kit which has now been superseded

The draft Fraud and Corruption Prevention Policy is at **Attachment 1**.

Draft Statement of Business Ethics

The Statement of Business Ethics is a means of providing guidance regarding the standards of ethical behaviour that external service providers can expect from Council officials. Similarly, the Statement of Business Ethics also articulates the standards of ethical behaviour expected of external service providers in their dealings with Wingecarribee Shire Council.

Following a review of various other Councils’ Statements of Business Ethics, Council’s Statement was revised to reflect its updated vision and values, adds references to modern slavery and defines Council officials. It also addresses additional requirements for doing business with Council in the areas of work health and safety, sponsorship and political donations. The draft Statement of Business Ethics is at **Attachment 2**.

COMMUNICATION AND CONSULTATION

Community Engagement

It is recommended that the draft Fraud and Corruption Prevention Policy and Statement of Business Ethics be placed on public exhibition for a period of twenty-eight (28) days.

Internal Communication and Consultation

Manager Governance and Corporate Performance

External Communication and Consultation

The draft documents were reviewed by the Audit, Risk and Improvement Committee at the December 2023 meeting.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social implications in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

Council is committed to an honest and ethical environment that minimises fraud and corruption and has a zero-tolerance approach to fraud and corruption.

Governance

Council is committed to minimising fraud and corruption in the workplace. To achieve this, Council will adopt a fraud and corruption control framework that aligns to better practice.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

COUNCIL BUDGET IMPLICATIONS

There are no budget implications in relation to this report.

RELATED COUNCIL POLICY

Code of Conduct

CONCLUSION

The draft Fraud and Corruption Prevention Policy and Statement of Business Ethics affirms Council's commitment to building and sustaining an ethical, efficient and effective culture where opportunities for fraud are minimised. It is recommended that the draft documents are placed on public exhibition for a period of 28 days.

ATTACHMENTS

1. Fraud and Corruption Prevention Policy v4.0 [**9.20.1** - 8 pages]
2. Statement of Business Ethics v4.0 [**9.20.2** - 6 pages]



DRAFT Fraud and Corruption Prevention Policy

Leadership

Achieve ethical governance and improve decision making through open, accountable and positive leadership

Document Type	Council Policy
Document Reference No.	[Governance to insert]
Version No.	4.0
Council File Reference	Policy – Organisation Wide Policies (CMGT)
Adoption Date	[Governance to insert]
Resolution Number	[Governance to insert]
Responsible Officer	Manager Governance and Corporate Performance
Responsible Branch	Corporate Strategy and Resourcing
Responsible Business Unit	Governance
Review Schedule	3 years
Review Date	[Governance to insert]

We're with you

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**



Table of Contents

1. Objectives	3
2. What is Fraud and Corruption?.....	3
3. Policy.....	4
4. Scope	5
5. Roles and Responsibilities.....	5
6. Performance Measures.....	6
7. Definitions.....	6
8. Related Material	7
8.1 Related Legislation	7
8.2 Related Policies and Procedures	7
9. Non-compliance with this Policy.....	7
10. Document Control	7
11. Attachments	8

DRAFT



1. Objectives

This policy has been developed to set the framework for Council's zero-tolerance approach to fraud and corruption. Fraud and corruption are incompatible with our values and present a risk to the achievement of our objectives and the provision of our services to the public, in a cost-efficient, effective and ethical manner. The public, our employees and other people we deal with are entitled to expect all Council officials to act with integrity and to protect resources, information, reputation and the public interest. Therefore, Council is committed to an honest and ethical environment that minimises fraud and corruption.

2. What is Fraud and Corruption?

Fraud refers to dishonestly obtaining a benefit, or causing a loss, by deception or other means. Fraud against Council may include (but is not limited to):

- theft
- accounting fraud (e.g. false invoices, misappropriation);
- misuse of Council credit cards;
- unlawful use of, or unlawful obtaining of, property, equipment, material or services;
- causing a loss or avoiding and/or creating a liability;
- providing false or misleading information to Council or failing to provide information when there is an obligation to do so;
- misuse of Council assets, equipment or facilities;
- making, or using, false, forged or falsified documents; and/or
- wrongfully using Council information or intellectual property.

Corruption is deliberate, serious wrongdoing that involves dishonest or preferential use of power or position, a breach of public trust or the misuse of information or material acquired in the course of official functions.

In addition, the *Independent Commission Against Corruption Act 1998* (ICAC Act) further defines **corrupt conduct** as including but not being limited to:

- a) any conduct of any person (whether or not a public official) that adversely affects, or that could adversely affect, the honest or impartial exercise of official functions by any public official, any group or body of public officials or any public authority; or
- b) any conduct of a public official that constitutes or involves the dishonest or partial exercise of any of his or her official functions; or
- c) any conduct of a public official or former public official that constitutes or involves a breach of public trust; or
- d) any conduct of a public official or former public official that involves the misuse of information or material that he or she has acquired in the course of his or her official functions, whether or not for his or her benefit or for the benefit of any other person.



While it can take many forms, corrupt conduct occurs when:

- a Council official improperly uses, or tries to improperly use, the knowledge, power or resources of their position for personal gain or the advantage of others.
- a member of the public influences, or tries to influence, a public official to use their position in a way that affects the probity of the public official's exercise of functions.
- a member of the public engages in conduct that could involve one of the matters set out in section 8(2A) of the ICAC Act where such conduct impairs, or could impair, public confidence in public administration.

The community expects Council officials to perform their duties with honesty and in the best interests of the public. Corrupt conduct by a Council official involves a breach of public trust that can lead to inequity, wasted resources or public money and reputational damage.

Some examples of corrupt conduct are:

- a Council official participating in a decision-making process in which they have a financial or other type of conflict of interest.
- a member of the public bribing a Council official to influence a decision of that official.
- a Council official (including a former Council official) selling or distributing confidential information gained while working in an official capacity.

3. Policy

Council is committed to protecting its revenue, expenditure, information and assets from any attempt either by Council officials, external service providers or members of the public to gain financial or other benefits by deceit.

General Principles

Council will not tolerate any act of fraud or corruption.

Council is committed to:

- Minimising the opportunities for fraud and corruption by maintaining an effective system of internal controls for the prevention and detection of fraud and corruption.
- Ensuring Council officials are aware of their obligations to report suspected fraud or corruption through regular training.
- Conducting periodic fraud risk assessments to identify emerging opportunities for fraud.
- Detecting, investigating and disciplining/prosecuting individual cases of fraud or corruption.

Fraud and Corruption Control Plan

Council has a Fraud and Corruption Control Plan that underpins this Policy. It details Council's approach to the detection and deterrence of fraud and corruption, and strategies to assist managers to meet their fraud and corruption control responsibilities, including:

- **Prevention and Training**

To ensure that Council creates a culture of zero tolerance amongst Council officials in relation to fraud and corruption a regular fraud and corruption training and awareness



program will be implemented.

- **Reporting**

Any Council official who suspects fraudulent or corrupt behaviour must report it in accordance with Council's Public Interest Disclosures Policy.

- **Investigation**

All cases of alleged fraud and/or corruption will be investigated and where appropriate, reported to ICAC and may be referred to the NSW Police for prosecution.

4. Scope

This Policy is part of Council's fraud and corruption control framework and applies to all officials of Council, including temporary staff and contractors. Community members who undertake volunteer roles with Council will be removed from their position as a volunteer if they are found to have behaved fraudulently or corruptly.

5. Roles and Responsibilities

General Manager

- Ensure that Council's powers, duties and responsibilities are exercised in an open, fair and proper manner to the highest standards of probity.
- Report any matter that is reasonably suspected to involve corrupt or fraudulent conduct to ICAC (Section 11 ICAC Act).
- Lead Council staff and external service providers in their understanding of and compliance with this Policy and related Council policies.

In cases of complaints against the General Manager, the Mayor (or Administrator) assumes the aforementioned responsibilities.

Mayor and Councillors (or Administrator)

- Guide the proper management of Council resources and the development and implementation of systems and practices to minimise the risk of fraud and corruption.
- Ensure that the investigation of suspected fraud and corruption adheres to relevant Council policies, and where appropriate is reported to the ICAC in accordance with the ICAC Act.

Executive and Managers

- Ensure there are adequate measures to prevent, detect and respond to fraud and corruption within the respective business areas under their control, in accordance with Council's fraud and corruption control framework.
- Lead team members in their understanding of and compliance with this Policy and related Council policies.

Manager Governance and Corporate Performance

- Implement and monitor Council's fraud and corruption control framework.
- Provide advice and assistance to Council staff in relation to this Policy.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024



- Nominated under the Public Interest Disclosures Policy as Council's Disclosures Coordinator, who has a central role in Council's internal reporting system.

Council Officials

- Read, understand and comply with this and related policies.
- Report known or suspected fraud or corruption as soon as possible after becoming aware of it, in accordance with the processes outlined in the Public Interest Disclosures Policy.

Internal Audit and External Audit

- Be alert to the possibility of fraud and corruption within Council.
- Examine and evaluate the adequacy and effectiveness of internal controls.

Audit, Risk and Improvement Committee (ARIC)

- Provide oversight of Council's risk management, control, governance and external accountability responsibilities. The responsibilities of the ARIC include that the ARIC must keep fraud control under review in accordance with section 428A of the *Local Government Act 1993*.

6. Performance Measures

The success of this Policy will be demonstrated by:

- No reports of breaches of this Policy.
- Audits making positive findings about Council's fraud and corruption control measures, where applicable.

7. Definitions

Benefit	A non-tangible item of value that one person or organisation confers on another (for example, hospitality, preferential treatment, access to confidential information, free access to services which are normally charged at a fee, or access to a private spectator box at a sporting or entertainment event).
Corrupt conduct	This is defined in Part 2 of this Policy.
Corruption	This is defined in Part 2 of this Policy.
Council official	Means Councillors, Council employees or contractors, administrators, Council Committee members (excluding members of wholly advisory committees), delegates of Council and volunteers.
External service provider	An entity engaged to deliver a function or service for and on behalf of Council.
Fraud	This is defined in Part 2 of this Policy.



- ICAC** Independent Commission Against Corruption
- Internal control** A process, policy or other action that acts to minimise risk and enhance the likelihood that stated objectives and goals will be achieved.

8. Related Material

8.1 Related Legislation

The following legislative materials are related to this Policy:

- *Independent Commission Against Corruption Act 1988*
- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Public Interest Disclosures Act 1994*

8.2 Related Policies and Procedures

The following documents are related to this Policy:

- Code of Conduct
- Code of Conduct Procedures
- Fraud and Corruption Control Plan
- Gifts and Benefits Procedure
- Public Interest Disclosures Policy
- Related Party Disclosures Policy
- Statement of Business Ethics

9. Non-compliance with this Policy

Non-compliance with this Policy may constitute a breach of Council’s Code of Conduct and may result in disciplinary action. However, where a Council official is reasonably suspected of behaving corruptly, that conduct will be reported to the ICAC and the Council official may be investigated under the ICAC Act.

10. Document Control

Version Control

Version	Adoption Date	Notes
1.0	11/7/2012	Initial adoption of document
2.1	23/7/2014	Policy updated
3.0	13/2/2019	Substantial amendments to ensure consistency with the 2015 Sample Fraud Control Policy published by the NSW Audit Office
4.0	[insert date on which version was adopted]	Substantial amendments to ensure consistency with the 2021 Sample Fraud Control Policy published by ICAC



11. Attachments

There are no attachments to this Policy.

Approved by:

WINGECARRIBEE SHIRE COUNCIL

[Governance to insert adoption date]

DRAFT



DRAFT Statement of Business Ethics

Foreword from the General Manager

Wingecarribee Shire Council delivers an extensive range of services to the community. Quality service delivery at a reasonable cost increasingly requires Council to work in partnership with external service providers. Wingecarribee Shire Council is committed to conducting its business in a sound commercial and ethical manner.

This Statement of Business Ethics is a means of providing guidance regarding the standards of ethical behaviour that external service providers can expect from Council officials. Similarly, the Statement of Business Ethics also articulates the standards of ethical behaviour expected of external service providers in their dealings with Wingecarribee Shire Council.

1. Our Vision and Values

Council's vision and values are the underlying attitudes that consistently affect all of our actions and decision-making processes.

Our Vision

We strive to make a positive impact in our community!

Our Values

Our Values Statement

R E S P E C T

Resilience Empathy Sustainability Pride Efficiency Courage Teamwork

Our Values have been developed by our people. We use them to guide our behaviours and use them strive towards providing the best possible outcomes for the community.

RESPECT - is the foundation of our culture and shapes our Values Statement. Our moral compass which guides us on our roadmap.

They define what behaviours are acceptable, expected, and celebrated. We will use them as our moral compass and guide us in decision-making and help navigate conflict.

They will also instil a sense of pride and create a foundation for our roadmap and cultural growth.

We're with you



2. Doing Business with Council

Wingecarribee Shire Council is committed to this Statement of Business Ethics. The community rightly expects Council officials to be honest, reasonable and equitable in their dealings and always to act in the best interest of the public.

Similarly, we expect the same standards of behaviour from those we do business with. Council has a zero-tolerance approach to fraud and corruption or modern slavery in its business dealings.

Our Code of Conduct articulates the standards of conduct expected of Council officials to enable them to fulfil their statutory duty and to enhance public confidence in the integrity of local government.

For the purposes of this Statement, **Council officials** are defined as:

- Mayor and Councillors
- Council employees
- Consultants and contractors of Council
- Members of Council committees (including those under section 355 of the *Local Government Act 1993*)
- Delegates and volunteers of Council
- Administrators and Council advisors

Our **external service providers** include applicants, objectors, business partners, contractors, suppliers and anyone with whom we do business.

We have specific requirements in the following areas and we require our external service providers to meet these expectations.

2.1 Gifts and Benefits

In general, Council officials are expected to decline gifts or benefits offered during the course of their work. You should refrain from offering any such incentives to Council officials. All gifts offered, accepted or declined are required to be formally recorded in our public Gifts and Benefits Register.

2.2 Conflicts of Interest

Council officials are required to disclose any actual, potential or perceived conflicts of interest. Council extends this duty of disclosure to all external service providers.

2.3 Use of Council equipment and resources

Council resources include financial, material and human resources. All Council equipment and resources are to be used for their intended, proper and official purpose. This requirement clearly extends to the private sector's use of our resources.

2.4 Use of Council Information

Any confidential Council information should be treated as such and should not be revealed to persons other than those with a genuine need and authority. Private, confidential and commercial-in-confidence or proprietary information contained within applications, objections, tenders,



quotations, expressions of interest, proposals, heads of agreements and the like, should never be given to competing interests or unauthorised persons. Suppliers handling private information on behalf of Council are expected to adhere to Council's Privacy Management Plan.

2.5 Development Applications

Council is committed to assessing development applications in a manner which is compliant with legislation, open and transparent. There shall be no undue influence on the development assessment process by Council officials.

2.6 Communication

All communication should be clear and direct to minimise the risk of perception of inappropriate influence on the business relationship.

2.7 Secondary and post-separation employment

Council officials have a duty to maintain public trust and confidence and not use commercially sensitive information to facilitate future employment opportunities in the private sector. External service providers are to refrain from exerting pressure, offering inducements or incentives or offering future employment to Council officials.

2.8 Intellectual Property Rights

In business relationships with Council, parties are expected to respect each other's intellectual property rights, and formally negotiate any access, licence or use of intellectual property.

2.9 Tenderers, Contractors and Subcontractors

All tenderers contracted and sub-contracted employees are expected to comply with this Statement. It is the responsibility of contractors to make sub-contractors, if they are engaged, aware of this Statement.

2.10 Work Health and Safety

When you work with Council you must give work health and safety top priority and comply with all safety laws, regulations, procedures and standards.

2.11 Sponsorship

Council has adopted a Financial Assistance and Support Policy which applies to sponsorship arrangements with Council.

2.12 Political donations

The law requires that persons who have a financial interest in or have made a submission in relation to a development application or a planning instrument, are to disclose information about political donations and other gifts. This is a mandatory requirement if a donation or gift has been made to a Councillor or Council employee within the previous two years of the application of submission.



3. What you can expect from Council

Council will ensure that all policies, procedures and practices related to approvals, tendering, contracting and the purchase of goods and services are consistent with best practice and the highest standards of ethical conduct. All approvals and procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and allow for effective performance review. Council officials must adhere to Council's Code of Conduct and they are expected to:

- Respect those with whom they deal with in the course of their duties;
- Use public resources effectively and efficiently;
- Abide by all relevant and applicable laws and regulations;
- Respect and comply with Council's policies and procedures;
- Deal fairly, honestly and ethically with all individuals and organisations;
- Assess applications objectively, considering all relevant and material factors;
- Promote fair and open competition while seeking best value for money;
- Avoid actual, potential or perceived conflicts of interest;
- Protect confidential information;
- Never solicit or accept remuneration, gifts or other benefits from a supplier or applicant for the discharge of official duties; and
- Respond promptly to reasonable requests for advice and information.

4. What is expected of you when dealing with Council

We ask all external service providers to observe the following when doing business with Council:

- Act ethically, fairly and honestly in all dealings with Council;
- Respect and be courteous towards members of the public and Council officials;
- Comply with all relevant contractual and statutory obligations;
- Respect and comply with the conditions set out in any documents supplied by Council;
- Provide accurate and reliable advice and information when required;
- Declare actual, potential or perceived conflicts of interest to Council as soon as possible;
- Take all reasonable measures to prevent unauthorised release of privileged and confidential information, particularly to the media;

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024



- Refrain from engaging in any form of modern slavery;
- Immediately report instances of corruption, maladministration and waste;
- Refrain from lobbying or canvassing Council officials during procurement and tendering processes;
- Refrain from engaging in any form of collusive practice, such as offering Council officials inducements or incentives designed to improperly influence the conduct of their duties;
- Refrain from engaging in any activity with the purpose of reducing or eliminating competition;
- Refrain from behaving in a way that might bring the Council into disrepute; and
- Refrain making any statement or acting in any way that could mislead anyone to believe that they are representing Council, or expressing Council views or policies.

5. Why you must comply with this Statement

By complying with the principles and standards in this Statement of Business Ethics, members of the public, applicants, objectors and suppliers will be able to advance their objectives and interests in a fair and ethical manner. Wingecarribee Shire Council expects all external service providers to comply with this Statement of Business Ethics,

There will be consequences for external service providers not complying with the standards of behaviour outlined in this Statement. Demonstrated corrupt conduct or unethical conduct could lead to:

- Disqualification of tender
- Termination of contracts
- Termination of meetings
- Loss of future work with Council
- Investigation for corruption, inappropriate or unethical conduct
- Loss of reputation or
- Referral of the matter for criminal investigation.

Consequences for non-compliance with this Statement of Business Ethics for Council officials include:

- Disciplinary action
- Dismissal



- Loss of civic office
- Investigation for corruption, inappropriate or unethical conduct
- Referral of the matter for criminal investigation

6. Reporting Unethical Behaviour

If you do not believe Council or an external service provider is meeting the requirements described in this Statement, or have concerns about any conduct that could involve unethical behaviour, corrupt conduct (including fraud), maladministration or waste please contact:

- Council's Public Officer or the General Manager on 02 4868 0888

Reports can also be made to the following external agencies:

- Independent Commission Against Corruption on (02) 8281 5999 concerning corruption conduct (including fraud)
- NSW Ombudsman on (02) 9286 1000 concerning maladministration
- NSW Office of Local Government on (02) 4428 4100 concerning corrupt conduct, maladministration or waste

Public officials reporting corrupt conduct, maladministration or waste are protected by the *Public Interest Disclosures Act 2022*.

Wingecarribee Shire Council also has several policies which relate to the Statement of Business Ethics, including:

- Code of Conduct
- Fraud and Corruption Prevention Policy
- Model Privacy Management Plan
- Public Interest Disclosure Policy

These policies can be found on our [website](#) or contact us for further information:

- Our Civic Centre is open Monday to Friday between 8:30 am and 4:30 pm and is located at:
Civic Centre
68 Elizabeth Street
Moss Vale NSW 2577
- Call us on 02 4868 0888 or email us at mail@wsc.nsw.gov.au
- Please send all correspondence to:
Wingecarribee Shire Council
PO Box 141
Moss Vale NSW 2577

9.21 Investments Report - February 2024

Report of: Pav Kuzmanovski
Executive Manager Business Transformation

Authorised by: Carmel Foster
Director Corporate Strategy and Resourcing

PURPOSE

This report presents Council's Cash Investment Portfolio held at 29 February 2024.

OFFICER'S RECOMMENDATION

THAT Council receive and note this Cash Investment Report as at 29 February 2024.

REPORT

In accordance with section 212 of the Local Government (General) Regulation 2021, the Responsible Accounting Officer must provide Council with a written report setting out details of all money that Council has invested under section 625 of the Local Government Act 1993.

This report provides details of Council's Investment Portfolio as at 29 February 2024.

Attachment 1 to this report provides Council's Cash Investment Portfolio, detailing investments held and a summary of the portfolio by the institution invested with and their credit rating.

In accordance with section 212(1)(b) of the Local Government (General) Regulation 2021, the investments listed in **Attachment 1** have been made in accordance with:

- The Local Government Act 1993,
- The Local Government (General) Regulation 2021,
- The Ministerial Investment Order 2011, and
- Council's Investment Policy.

Interest earned from investments totalled \$6,753,493 to 29 February 2024.

The interest is attributable to each fund as listed in the table below.

Fund	Annual budget	YTD budget	YTD actual	YTD variance
General Fund	3,232,000	2,288,889	2,174,559	-114,330
Water Fund	2,900,000	1,884,933	2,237,345	352,412
Sewer Fund	2,730,000	1,805,556	2,341,589	536,033
Total Council	8,862,000	5,979,378	6,753,493	774,115

It is noted that Council still has approximately \$8.9 million in debtors relating to the Disaster Recovery Financial Assistance claim owing as at the end of February 2024. Whilst the claims are still being processed, Council still continues to forgo revenue on the amounts owed. The interest revenue forgone as at the end of February 2024 is estimated to be approximately \$470,000 year to date for the 2023/24 financial year.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

COMMUNICATION AND CONSULTATION

Community Engagement

Not applicable

Internal Communication and Consultation

Not applicable

External Communication and Consultation

Not applicable

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

Council's net year to date investment returns exceeded budget by \$774K. The interest earned in the Water and Sewer fund is restricted to its respective fund. The General Fund is tracking below budget by \$114K.

RELATED COUNCIL POLICY

Cash Investment Policy August 2022

CONCLUSION

Council receive and note the Cash Investment Portfolio held at 29 February 2024.

ATTACHMENTS

1. February 2024 - Investment Report Summary [9.21.1 - 6 pages]

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**Wingecarribee Shire Council
Investment Report Summary**
For the period ending 29 February 2024

List of Investments

Council's investment portfolio as at 29 February 2024 consists of the following investments:

INVESTMENT PORTFOLIO AS AT 29 February 2024						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
BOQ	Term Deposit	8,000,000	4.41%	731	2/09/2024	3.61%
CBA	Term Deposit	5,000,000	4.00%	720	16/09/2024	2.26%
ING	Term Deposit	10,000,000	4.98%	364	1/03/2024	4.51%
BankVIC	Term Deposit	5,000,000	5.00%	365	14/03/2024	2.26%
Judo	Term Deposit	3,000,000	4.75%	364	15/03/2024	1.35%
ING	Term Deposit	5,000,000	4.60%	364	22/03/2024	2.26%
AMP	Term Deposit	5,000,000	4.85%	366	26/04/2024	2.26%
Bendigo	Term Deposit	5,000,000	4.70%	364	26/04/2024	2.26%
Judo	Term Deposit	4,000,000	4.95%	364	3/05/2024	1.80%
GSB	Term Deposit	5,000,000	5.11%	365	21/05/2024	2.26%
GSB	Term Deposit	2,000,000	5.10%	365	23/05/2024	0.90%
Judo	Term Deposit	5,000,000	5.10%	365	29/05/2024	2.26%
ING	Term Deposit	7,000,000	5.10%	364	31/05/2024	3.16%
Judo	Term Deposit	5,000,000	5.70%	364	21/06/2024	2.26%
BankVIC	Term Deposit	5,000,000	5.65%	364	21/06/2024	2.26%
ING	Term Deposit	5,000,000	5.62%	365	27/06/2024	2.26%
MyState	Term Deposit	4,000,000	5.60%	364	28/06/2024	1.80%
GSB	Term Deposit	4,000,000	5.65%	364	28/06/2024	1.80%
AMP	Term Deposit	5,000,000	5.50%	364	26/07/2024	2.26%
CBA	Term Deposit	5,000,000	5.52%	365	2/08/2024	2.26%
CBA	Term Deposit	4,000,000	5.55%	365	7/08/2024	1.80%
CBA	Term Deposit	5,000,000	5.53%	365	20/08/2024	2.26%
CBA	Term Deposit	5,000,000	5.46%	364	23/08/2024	2.26%
CBA	Term Deposit	5,000,000	5.42%	365	27/08/2024	2.26%
CBA	Term Deposit	2,000,000	5.26%	365	29/08/2024	0.90%
CBA	Term Deposit	3,000,000	5.27%	365	30/08/2024	1.35%
NAB	Term Deposit	5,000,000	5.20%	365	11/09/2024	2.26%
ING	Term Deposit	5,000,000	5.35%	365	27/09/2024	2.26%
NAB	Term Deposit	2,500,000	5.25%	365	3/10/2024	1.13%
BOQ	Term Deposit	10,000,000	5.25%	183	30/04/2024	4.51%
ING	Term Deposit	5,000,000	5.47%	365	1/11/2024	2.26%
Auswide	Term Deposit	8,000,000	5.50%	365	29/11/2024	3.61%
ING	Term Deposit	5,000,000	5.34%	365	4/12/2024	2.26%
BOQ	Term Deposit	5,000,000	5.35%	366	5/12/2024	2.26%
ING	Term Deposit	5,000,000	5.19%	335	16/12/2024	2.26%
NAB	Term Deposit	7,000,000	5.12%	343	7/01/2025	3.16%

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**Wingecarribee Shire Council
Investment Report Summary**

For the period ending 29 February 2024

INVESTMENT PORTFOLIO AS AT 29 February 2024						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
NAB	Term Deposit	5,000,000	5.10%	345	16/01/2025	2.26%
NAB	Term Deposit	5,000,000	5.13%	357	30/01/2025	2.26%
ING	Term Deposit	5,000,000	5.20%	367	17/02/2025	2.26%
CBA	Term Deposit	5,000,000	4.93%	365	21/02/2025	2.26%
CBA	Call Account	17,212,712	4.35%	NA	NA	7.76%
Bendigo	Call Account	1,012,679	0.90%	NA	NA	0.46%
AMP	31 Day Notice Ac	58	2.55%	NA	NA	0.00%
Bendigo	Savings acc	50	0.00%	NA	NA	0.00%
Total Investments		\$221,725,499				100.00%

Institution Legend

AMP = AMP Limited
ANZ = Australia & New Zealand Banking Group
Auswide = Auswide Bank
BQJ = Bank of Queensland
BDCU = Berrima District Credit Union
Bendigo = Bendigo & Adelaide Bank
BankVIC = Bank Victoria

CBA = Commonwealth Bank of Australia
GSB = Great Southern Bank (formerly CUA)
IMB = IMB Bank
ING = ING Direct
ME = Members Equity Bank
MyState = MyState Bank

NAB = National Australia Bank
Newcastle = Newcastle Permanent
St George = St George Bank
WBC = Westpac Banking Corporation
Rural = Rural Bank
Judo = Judo Bank

Wingecarribee Shire Council Investment Report Summary

For the period ending 29 February 2024

Policy Compliance

Council's Investment Policy provides clear direction for the diversification of Council's investment portfolio. This ensures credit and diversification risk is managed in accordance with the adopted risk management framework, as outlined in Council's Policy.

Individual Institution Limits

A summary of investments placed by institution is as follows:

Institution	S&P Short Term Rating	Maximum %	Actual %	Invested \$	Supports Fossil Fuels	Policy Compliance
NAB	A1+	40%	11.05%	24,500,000	YES	YES
CBA	A1+	40%	25.35%	56,212,712	YES	YES
ING	A1	25%	23.45%	52,000,000	YES	YES
AMP	A2	15%	4.51%	10,000,058	YES	YES
BOQ	A2	15%	10.37%	23,000,000	YES	YES
ME (acquired by BOQ)	A2	Combined with BOQ %		0	YES	YES
Bendigo	A2	15%	2.71%	6,012,729	NO	YES
MyState	A2	15%	1.80%	4,000,000	NO	YES
Auswide	A2	15%	3.61%	8,000,000	NO	YES
GSB	A2	15%	4.96%	11,000,000	NO	YES
BankVIC	A2	15%	4.51%	10,000,000	NO	YES
Judo	A3	10%	7.67%	17,000,000	NO	YES
Total			100.00%	221,725,499		

Portfolio Credit Limits

A summary of investments placed by credit limit is as follows:

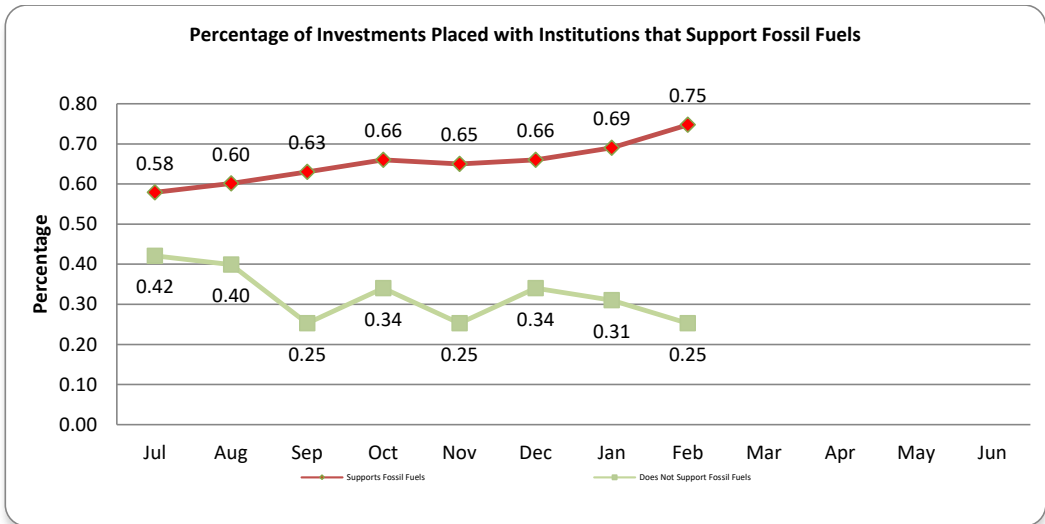
S&P Short Term Rating	Maximum %	Actual %	Invested \$	Policy Compliance
A1+	100%	36.40%	80,712,712	YES
A1	80%	23.45%	52,000,000	YES
A2	60%	32.48%	72,012,787	YES
A3	20%	7.67%	17,000,000	YES
Govt	25%	0.00%	0	YES
Total		100.00%	221,725,499	

**Wingecarribee Shire Council
Investment Report Summary**
For the period ending 29 February 2024

Non-Fossil Fuel Investment Preferecing

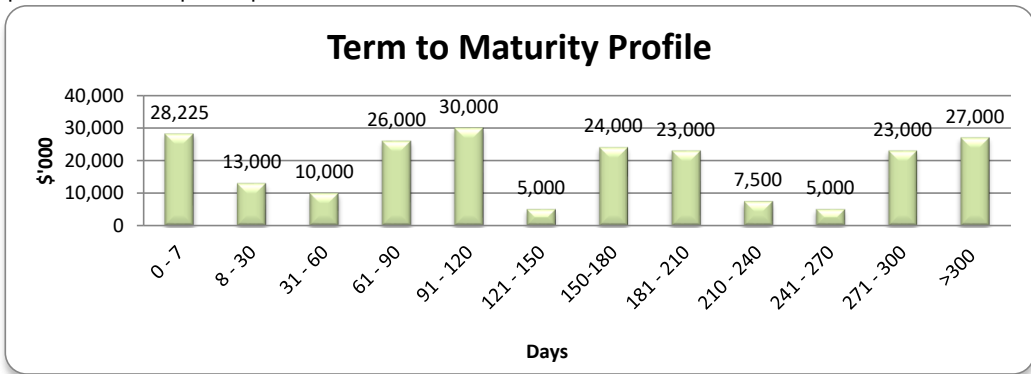
Council's adopted Investment Policy states a preference for placing funds with institutions that do not support the fossil fuel industry. The chart below identifies Council's percentage of investments placed with institutions that do not support the fossil fuel industry.

As investments mature Council will actively seek investments with institutions that do not support the fossil fuel industry, on the basis that they offer equivalent returns and are compliant with legislation and the objectives and parameters of the Investment Policy.



Term to Maturity

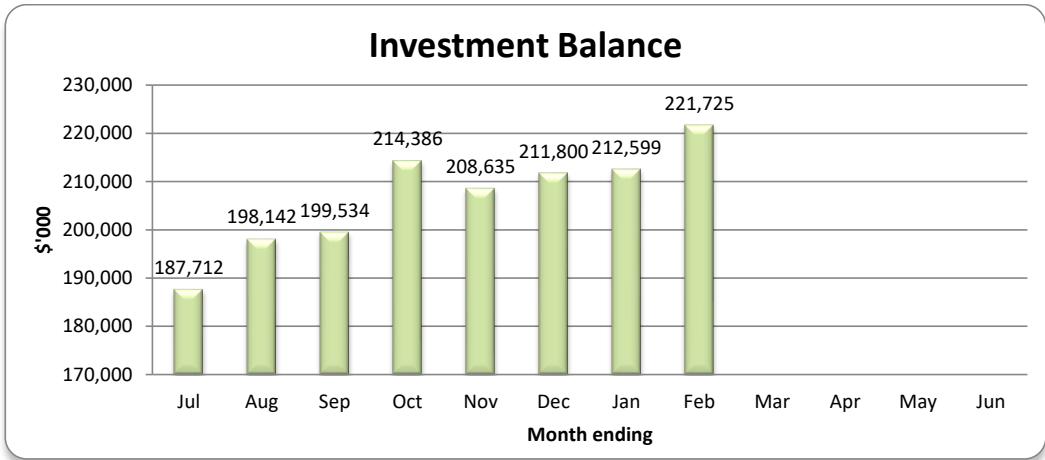
Investments have been placed giving due consideration to Council's liquidity requirements. Enough Working Capital is available to ensure Council continues to meet its ongoing cash flow requirements for operational and capital expenditure.



**Wingecarribee Shire Council
Investment Report Summary**
For the period ending 29 February 2024

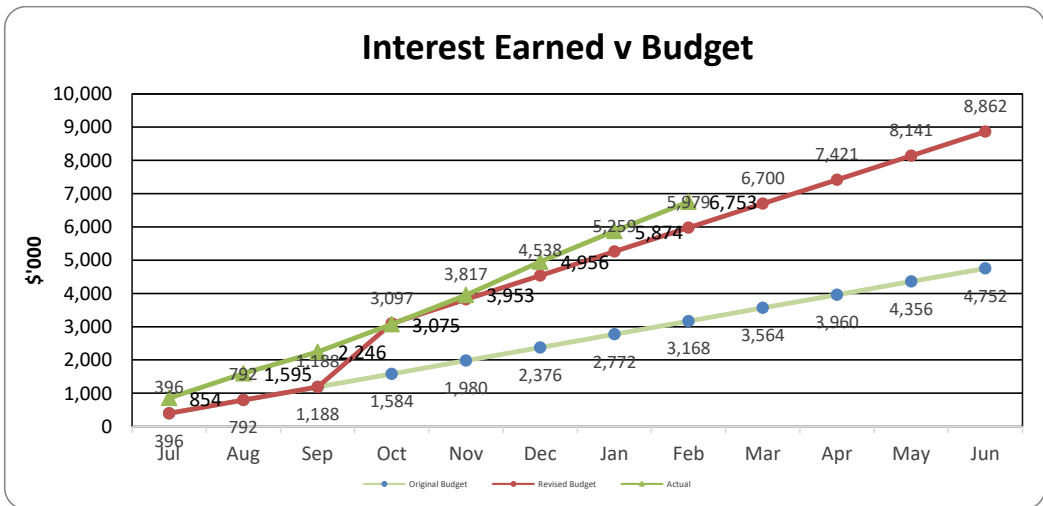
Portfolio Performance

Council's investment balance at the end of February 2024 was \$221.7 million. This has increased by \$9.12 million since the end of January 2024.



Interest Revenue

Council continues to seek the best available returns while managing the investment portfolio in accordance with Council's investment policy.

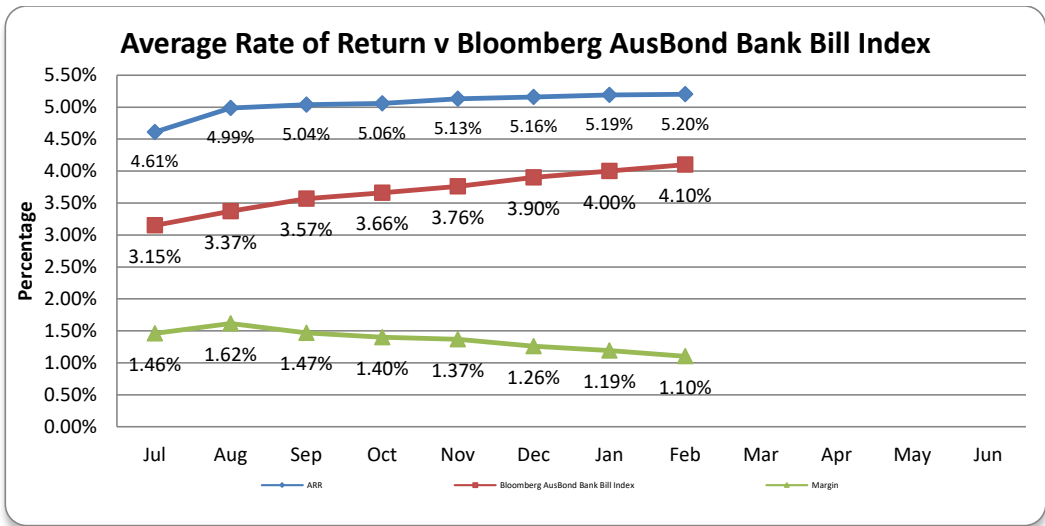


**Wingecarribee Shire Council
Investment Report Summary**
For the period ending 29 February 2024

Performance against Benchmark

Council's investment portfolio is benchmarked against the Bloomberg AusBond Bank Bill Index.

The average rate of return (ARR) achieved for February 2024 was 5.20% which has increased by 0.01% since January 2024. The Bloomberg AusBond Bank Bill Index for 1 year was 4.10%. The margin against the Bloomberg AusBond Bank Bill Index was 1.10% for February 2024.



9.22 355 Committees Annual General Meeting Minutes

Report of: **George Harb**
Chief Information Officer

Authorised by: **Carmel Foster**
Director Corporate Strategy and Resourcing

PURPOSE

This report provides the Minutes of the Annual General Meetings of the 355 Committees.

OFFICER'S RECOMMENDATION

THAT Council receive and note the Minutes of the Annual General Meetings of the 355 Committees.

REPORT

BACKGROUND

As part of the procedural manual for the section 355 Committee management committees, it is a requirement of the committee to hold an Annual General Meeting. The Annual General Meeting is to be held every year, after the completion of the financial year and no later than 31 August. The 2023 Annual General Meetings were held in September/October 2023 due after the adoption of the Revised 355 Procedures Manual for 355 Management Committees. The main objectives are to report on the achievements and outcomes of the Management Committee over the past financial year, elect new office bearers for the coming year and have the Management Committees financial records endorsed.

REPORT

This report outlines the minutes from the Annual General Meeting (AGM) of the 355 Committees. The AGMs took place as follows:

- Bong Bong Common Management Committee on 10 October 2023
- Burrawang Park Management Committee on 25 October 2023
- Canyonleigh Hall Management Committee on 13 September 2023
- East Bowral Community Centre Management Committee on 26 September 2023
- Exeter Hall Management Committee on 11 September 2023
- Hill Top Community Centre Management Committee on 17 October 2023
- Jurd Park Management Committee on 12 September 2023
- Mittagong Memorial Hall Management Committee (includes Welby Hall) on 19 September 2023
- Moss Vale Senior Citizens and Community Centre Management Committee on 25 September 2023
- Penrose Hall Management Committee on 13 September 2023
- Tourist Rd Oval Management Committee on 27 September 2023
- Wingello Mechanics Hall Management Committee on 11 September 2023
- Yerrinbool Hall Management Committee on 19 September 2023

Reporting back to Council on the AGM minutes was delayed due to the Adoption of the Manual and the delegation of Committee members in November 2023.

Should there be any changes within the Committee during the term, such as role reallocation (e.g., the Treasurer assuming the role of Booking Officer), these matters are addressed in committee meetings.

However, if there is a vacant position and someone wishes to join the Committee, the vacancy will be advertised to solicit expressions of interest from the community. Following this, a report will be drafted and presented to Council for endorsement. Upon endorsement, the new Committee member must complete mandatory training before commencing their duties.

Below is an excerpt from the Procedure Manual for Section 355 Committees."

4. 355 Management Committee Governance Structures

4.1. Forming and Appointing Management Committees

- (i) 355 Management Committees are formed by resolution of Council.
- (ii) Council, after the local government elections, will resolve to form Management Committees. In doing so, Council will resolve to delegate functions to each Management Committee.
- (iii) Membership for the Management Committees will be advertised, seeking expressions of interest from the community to become a Management Committee representative.
- (iv) Council officers will review the applications and prepare a report for Council on the respective expressions of interest for each Management Committee.
- (v) Council will consider the expressions of interests and formally appoint up to 12 members to each Management Committee via a Council resolution.
- (vi) Following the Council resolution to formally appoint individual members, individuals will be required to participate in Council induction and any relevant training sessions within 60 days of the Council resolution. This includes the completion and lodgment of a Volunteer Application Form Appendix A of this manual.
- (vii) Until induction is completed, individuals will not be able to commence their duties as a Management Committee Member.
- (viii) Unless otherwise resolved by Council, the Management committees will continue to fulfill the functions of managing the respective Council facilities.

COMMUNICATION AND CONSULTATION

Community Engagement

The Committees provided the Minutes from the AGM's.

Internal Communication and Consultation

Coordinator Facilities and Booking

External Communication and Consultation

The 355 Management Committees held their Annual General meetings in September/October 2023. Each Management Committee is required to send a copy of the Minutes of the Annual General Meeting into Council as soon as possible after each meeting with a final deadline of 5 March 2024.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no Council budget implications.

RELATED COUNCIL POLICY

NIL

CONCLUSION

In conclusion, the 2023 Annual General Meetings for the 355 Committees were successfully conducted, with each management committee holding their respective sessions as outlined. How

ATTACHMENTS

1. 355 Committees' AGM Minutes [9.22.1 - 33 pages]
2. Jurd Park Minutes AGM [9.22.2 - 2 pages]
3. Burrawang AGM Minutes [9.22.3 - 2 pages]

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Bong Bong Common Management Committee Annual General Meeting

Minutes of the AGM held at 10.30 am on 10 October 2023 in the Waratah Room at the WSC Civic Centre, Moss Vale

The Chairman opened the meeting at 10.30am

1. Attendance and Apologies

Present: Phil Yeo (Chairman) Allan Aston (Treasurer) Lyndal Breen, Lyn Hall

Apology: Narelle Bowern

In Attendance: Lynne Morrison (WSC)

2. Confirmation of the Minutes of the Previous AGM

The Committee resolved to adopt the minutes of the previous Annual General Meeting convened on 9 August 2022. Moved: Allan Aston Seconded: Phil Yeo

3. Chairman's Report

The Chairman tabled his report on the activities of the Committee for the period August 2022 to October 2023. The report summarized the Committee's activities and achievements for the year, noting significant developments in relation to the commencement and progress of works for Stage 1A of the Master Plan and the significant input into the proposed final signage package. At a visit to the August meeting the Administrator revealed that he had rejected a consultant's report and retained the Council's 355 committees.

In August, all Committee members expressed their sadness at the resignation from the Committee of Sandra Everett, the Secretary of the for the past 12 years. The effort Sandra had put into summarizing the views of the Committee and conveying these to the various consultants as the Master Plan was developed over the past four years has been outstanding and much appreciated by Committee members.

The Chairman also thanked WSC staff members Andrew Maskiell and Lynne Morrison who provided invaluable support and liaison advice during the year. The Chairman also thanked all Committee members for their contributions and especially the Secretary and Treasurer.

Moved adoption of the report: P. Yeo Seconded: L. Hall. Carried unanimously.

4. Treasurer's Report

The Treasurer tabled his report for the period 1 June 2022 to 30 September 2023. The report records the closing bank balance as \$7703.45. There were no transactions in the account during this fifteen-month period.

Moved adoption of the report: A. Aston Seconded L. Breen Carried unanimously.

5. At this point Ms. L. Morrison from WSC took over as Chair of the meeting.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

6. Committee Membership

Ms. Morrison confirmed that there had been one resignation from the Committee and that the remaining five members intended to remain on the Committee.

7. Election of the Executive of the Committee

The Committee agreed by consensus that the former position of Secretary should become the position of Minutes Secretary and that the Chairman be the chief liaison person with Council officers.

The following persons were elected to the executive positions:

Chairperson: Philip Yeo	Moved: Allan Aston
	Seconded: Lyn Hall
Deputy Chairperson: Lyn Hall	Moved: Lyndal Breen
	Seconded: Philip Yeo
Minutes Secretary: Lyndal Breen	Moved: Lyn Hall
	Seconded: Allan Aston
Treasurer: Allan Aston	Moved: Philip Yeo
	Seconded: Lyndal Breen

Ms. Morrison advised that with the resignation of Sandra Everett that a replacement signatory from the Committee was required for the Committee's bank account.

Moved P. Yeo. Seconded: A. Aston. That Lyn Hall be appointed a signatory to the Bong Bong Common Management Committee bank account at the [REDACTED]
[REDACTED] Carried unanimously.

Signatories for the Bong Bong common Management Committee are as follows:

Phil Yeo	Chairperson
Allan Aston	Treasurer
Lyn Hall	Deputy Chairperson
Pavle Kuzmanovski	Executive Business Transformation, Wingecarribee Shire Council
Damien Jenkins	Deputy Chief Financial Officer, Wingecarribee Shire Council
Margaret Cusack	Team Leader Financial Accounting, Wingecarribee Shire Council

Signatures to be removed: Sandra Everett and Richard Mooney

Signatures for Internet Banking are: Phillip Yeo, Allan Aston and Lyn Hall.

8. Procedures Manual for 355 Council Committees

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Ms. Morrison presented a copy of the new Procedures Manual to the Committee and reminded members of the need to attend an induction session on the manual and to complete a Volunteer Application Form. Ms. Morrison also took the opportunity to thank all members on behalf of the Administrator and WSC staff for their many years of dedicated work on the Committee. Ms. Morrison said that a letter would be written to Sandra Everett from Council thanking her for her outstanding contribution to the Committee during her twelve years in the role of Secretary.

The re-appointed Chairman Mr. P. Yeo then resumed the Chair.

Next Meeting 12 December 2023, 10.30am Moss Vale Civic Centre

9. Close of Meeting

The Chairman closed the meeting at 11.37am.

Signed by ChairmanDate

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

ANNUAL GENERAL MEETING

Minutes of the Canyonleigh Hall Management Committee Annual General Meeting held on Wednesday 13 September 2023 at Canyonleigh Community Hall commencing at 10.30am.

Present: Lynne Morrison (WSC), Jan Dalzell, Sandra Quartermaine, Dawn Bollen, Wendy Quigg, Lisa Trevithick, Krys Davis

Apologies: Julie Chamouille, Howard Trevithick, Maryann Anderson

Confirmation of previous minutes

Recommendation: That the AGM minutes of the Canyonleigh Hall Management Committee meeting held on 24 August 2022 be confirmed as a true and accurate record of the meeting.

Moved by: Wendy Quigg

Seconded by: Dawn Bollen

Chairperson's Report

Canyonleigh Hall Chairpersons report September 2023

Thank you Lynne for coming

The major item on the previous AGM was the submission to council regarding the position of the 355 committees. It has now been approved that the committees will remain as is with the introduction of the new Booking system.

Our committee is due to utilise this system later this year.

We are now looking for a Booking Officer due to the resignation of Julie Chamouille. I have emailed CCA members but had no response.

I have one person in mind who is willing to take on the position but due to work commitments and having a pre school child may find that she is not the right person.

I can only suggest that we keep searching via face Book and an advert in the new newsletter which is due to be released in October

During the year we have had bank signature changes and new fees and charges. Our septic tank has been checked and given the OK ,we have had a working bee on the garden Thank you to those who helped. We have purchased a blower just need to purchase a storage container to keep it in. Viv May attended a meeting and confirmed the 355 committee will remain.

The Hall floor is still to be re varnished.

We have put in a budget request for cupboard under the sink hopefully we can find someone to install them.

A very big thank you to Lynne. She has to answer so many questions and her guidance for this committee is appreciated

Thank you to the committee for the work you do.

We can now celebrate the 30th Anniversary of this Hall on 7th October. It has been challenging with the introduction of on line booking. Thank you Dawn for your time spent on this.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Treasurer's Report

**CANYONLEIGH COMMUNITY HALL MGT ASSOC 2022-2023
Statement of Income & Expenditure
Year Ended 30 June 2023**

Income	\$ 2,023.00	
Hall Hire	\$ 6,256.10	
Council Grants	\$ 2,000.00	
Donations	\$ 450.00	Kirby Family.
Interest	\$ 50.60	
Sundry Income		
Bonds	\$ 4,850.00	
GST refunds from WSC	\$ 450.45	
	<u>\$ 14,057.15</u>	
Expenditure		
Bank fees		
		30 Apr 21 - 29 Dec 22. No bills received since AGI changed to new supplier. WSC informed.
Electricity/Gas	\$ 1,470.98	
Repairs & Cleaning	\$ 5,039.66	Gates, blower & hall supplies.
		Dance Food deposit. Dance Band deposit. Xmas kid's party
Sundry	\$ 529.65	
Bonds Returned	\$ 4,774.00	
GST paid to WSC	\$ 295.25	
	<u>\$ 12,109.54</u>	<u>\$ -</u>
Net Income (Expenditure)	<u>\$ 1,947.61</u>	<u>\$ -</u>

**CANYONLEIGH COMMUNITY HALL MGT ASSOC 2022-2023
Balance Sheet
As at 30 June 2023**

Current Assets	\$ 2,023.00	
Bank Account - Everyday	\$ 11,321.47	
Bank Account - Savings	\$ 4,721.30	
	<u>\$ 16,042.77</u>	
Liabilities		
Bonds and Key Deposits *	\$ 450.00	Bill Brewer Ref: 2.10.23
Other	\$ 81.06	GST for Jan/Mar due 26/7. GST Apr-June due 18.8.
	<u>\$ 531.06</u>	
Net Assets	<u>\$ 15,511.71</u>	
Equity		
WSC Equity	\$ -	
Current Year Surplus/Deficit	<u>\$ -</u>	

Forward Booking Status

NSW Ambulance - 3rd Thurs of the month.
Hall cleaners - 2nd Mon of the month.
CCA dinners - 1st Fri of the month.
CCA AGM 6.7.23
Paul Tuwen-Green 9.7.23
WSC Michelle Bulloch 28.7.23
WSC William Tooth 15.9.23
Bill Brewer 2.10.23
Hall Dance - 7.10.23
WSC - Koala Karaoke Citizen day TBC 4.11.23
Southern Highlands Villages meeting 14.11.23
Kid's Xmas party 2.12.23

EXPLANATIONS:

Kirby family bond to be a donation.
Elec bill high. Invoices going to incorrect address.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Event/Booking Officer Report

No event/booking officer report. Julie Chamouille has resigned from this position as she has employment in Canberra. Janet Dalzell will take over the role until we find someone else to take on the role. Dawn Bollen will assist Jan with the role.

LM advised Bookable should be up and running by end of November 2023 which will make the role easier.

Council Representative Report

Lynne Morrison, on behalf of Wingecarribee Shire Council and the Administrator, gave thanks to the whole Committee and volunteers on their efforts, noting the last 5 years have been challenging.

Lynne presented the committee/hall with an updated WSC Procedures Manual to be held at the hall.

A timetable for key dates and meetings (handed to SQ) can also be located in the 355 Manual, as well as a Duties Register.

A yearly maintenance timetable is being implemented by Michelle and Amelia of WSC. Cleaner positions have gone to tender with three companies to now draw on for cleaning. Canyonleigh Hall has a cleaner appointed every second Monday to clean the hall.

Committee Membership

Lynne advised that any changes to committee appointees/election of executive officers the process will remain the same 'as per usual' for this year. However, after a review of the structure of council and committees, from next year individuals will have to apply to volunteer for a position, then be approved for that position by WSC.

WSC volunteer inductions are no longer done during the AGM process. Volunteers will have to attend an induction at one of the WSC induction sites listed in a letter received by all volunteers and bookings are to be made via Bookable.

Lynne Morrison advised that all positions on the Management Committee are open. Positions were discussed and have been accepted as follows:-

Chairperson:	Jan Dalzell
Vice Chairperson:	Wendy Quigg
Treasurer:	Dawn Bollen
Booking Officer:	Jan Dalzell/Dawn Bollen
Secretary:	Sandra Quartermaine

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

General Members: Krys Davis, Lisa Trevithick, Howard Trevithick, Maryann Anderson

355 Committee Volunteer Application Forms were completed and signed by all members and handed to LM.

Record Keeping

Important records (ie meeting agenda, minutes, treasurers report, important correspondence, incidents/complaints etc) will now be kept with WSC electronically, with hall committee members not required to keep all records personally now. Treasurer can keep records/receipts as required.

Bank Signatories

Details of Hall account are as follows:-

Account Name: Canyonleigh Community Hall

Account Details.:

Signatories:

Janet Dalzell (President)

Dawn Bollen (Treasurer)

Sandra Quartermaine (Secretary)

Pavle Kuzmanovski (WSC Exec Manager Business Transformation)

Damien Jenkins (WSC Deputy Chief Financial Officer)

Margaret Cusack (WSC Team Leader Financial Accounting)

Key Register

This needs to be updated by removing Julie Chamouille.

ANNUAL GENERAL MEETING CLOSED: 12.30pm

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Annual General Meeting 2023

Election of Executive Officers

Agenda / Minutes

Name of Committee	East Bowral Community Centre
Date of AGM	26 th September 2023
Returning Officer	Julianne Billington
Signature of Returning Officer	

1. Opening and welcome: Meeting opened at 4.35pm
2. Apologies: Lynne Morrison
3. Confirmation of Minutes from previous AGM: Moved Shane Harvey; seconded David Weatherall that the Minutes were a true and accurate record of the meeting.
4. Chairman's Report: Attached: Moved Shane Harvey; Seconded David Weatherall
5. Treasurer's Report: Attached: Moved David Weatherall; Seconded Shane Harvey
6. Other reports: NIL
7. Thankyou to Committee: Julianne Billington thanked the Committee for their commitment and time. Confirmation of Council's endorsement of 355 Committees.
8. Presentation of new 355 Committee Manual: Hard copy of the manual was presented to the Committee. Committee elections now held every 4 years in line with Council elections. Committee members can be changed as needed in the interim period. Mandatory training is scheduled for Committee members in October 2023. Can be taken "face to face" or "online" and bookings are essential.
9. Bookable update remind Committee that meetings and activities to be booked into the calendar: NOTED
10. Changes to Committee Membership: resignations / nominations of members: Anne McMillan is stepping down as Secretary and resigning from the Committee. Elena Barry is stepping down as Booking Officer and resigning from the Committee. Geoff Byrne is stepping down as Chairman however remaining on the Committee. Judy Jones is joining the Committee. John Phelp is joining the Committee.
11. Election of Executive Committee (Committee members only can vote)
Chairman: Shane Harvey: Nominated Geoff Byrne; Seconded David Weatherall
Secretary: Judy Jones: Nominated Shane Harvey; Seconded David Weatherall
Treasurer: David Weatherall; Nominated Shane Harvey; Seconded Geoff Byrne
Committee Members: Geoff Byrne, John Philp.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

12. Distribution and explanation of the following Council Forms:
- a. *Volunteer Application Form for Appointment to Committee* – to be completed by all new members and forwarded to Council within 7 days of the AGM: NOTED
 - b. *Details of Signatories on Committee Bank Accounts* – Pavle Kuzmanovski, Executive Manager Business Transformation; Damien Jenkins, Deputy Chief Financial Officer; Margaret Cusack, Team Leader Financial Accounting are the three Council officers that need to be listed as a signatory on all Committee bank accounts. Complete and forward to Council.

Moved Geoff Byrne; Seconded David Weatherall that the signatories on all bank accounts held by East Bowral Community Centre are to comprise the following:

East Bowral Community Centre:

- I. David Weatherall
- II. Shane Harvey
- III. Judy Jones

Authorised Staff of Wingecarribee Shire Council:

- I. Pavle Kazmanovski (Executive Manager Business Transformation)
- II. Damien Jenkins (Deputy Chief Financial Officer)
- III. Margaret Cusack (Team Leader Financial Accounting)

It was also noted that Geoff Byrne and Anne McMillan are no longer Authorised Signatories.

- c. *Council Facility Checklist* – to be completed and forwarded to Council in both March and October: NOTED
- d. *Key Register* – to be reviewed and completed by all people holding keys to a Council facility NOTED

Reminder – every hirer must complete an online Booking request, provide copies of all relevant insurances and complete a Risk Assessment check list prior to use of the facility as a minimum. Please note that if a Hirer plans to hold an event that is not part of their regular hire, they will need to complete separate online booking request.

13. Budget requests 2023 / 24: There are no budget requests from EBCC
14. Proposed Schedule of Hire fees to be forwarded to Council by 31st October each year. NOTED
15. Reminder that the Committee is to have all portable electrical equipment tagged on an annual basis and please check that Hazardous Substances Folder is up to date in the facility. NOTED
16. Approval to Carry Out Work: At least 6 weeks before work is to commence and all paperwork to be supplied when submitted. NOTED
17. Bushfire Closure Procedure. NOTED
18. Close of Annual General Meeting. Meeting closed at 5.35pm and was followed by an Ordinary Meeting.



**EXETER HALL
MANAGEMENT COMMITTEE**

P.O. BOX 3201 EXETER NSW 2579

(Managing Exeter Hall on behalf of Wingecarribee Shire Council)

Telephone: 02 4883 4558 Email: exetervillagehall@gmail.com

Web: <http://www.exeterhall.org.au/>

**Minutes of
Annual General Meeting 4 pm Monday 11 September 2023
Exeter Village Hall**

1. **Opening and welcome:** The meeting opened at 4.10pm
2. **Attendance:** Lloyd Bruce, Margot Murphy, Peter Noble, Lynne Morrison, Terry Bruce, Dawn Jonas, Stephen Blackman (Exeter Sings Alternate), Mandy Noble.
3. **Declaration of interest:** None
4. **Apologies:** Angela Williamson and David Williamson
5. **Minutes of AGM 2022.** *Moved: Margot Murphy. Seconded: Terry Bruce. Carried.*
6. **Audited Financial Statements.** The Committee accepted the financial statements presented at the General Meeting of 11 July 2023. The financial statements have been audited by Rosalyn Mulligan and submitted to Council.
Moved: Lloyd Bruce. Seconded: Mandy Noble. Carried.
7. **Chairperson's Annual Report.**
Attached.

Moved: Lloyd Bruce. Seconded: Mandy Noble. Carried.
8. **Election of Office Bearers.**

It was unanimously agreed the following Office Bearers will remain in place until the next scheduled election:

Chairperson: Lloyd Bruce – *Moved: Dawn Jonas; Seconded: Margot Murphy*
Vice Chair: David Williamson – *Moved: Lloyd Bruce; Seconded: Peter Noble*
Secretary: Mandy Noble – *Moved: Stephen Blackman; Seconded: Terry Bruce*
Treasurer: Peter Noble – *Moved: Lloyd Bruce, Seconded: Dawn Jonas*
Booking Officer: Margot Murphy – *Moved: Peter Noble; Seconded: Mandy Noble*

Carried.

9. General Business

- (a) Account Signatories - Exeter Hall Management Committee Bank Accounts
Current Committee Member bank account signatories:

Lloyd Bruce - Chair
David Willaimson – Deputy Chair
Peter Noble - Treasurer
Margot Murphy – Booking Officer

Proposed WSC Officer signatories:

Pavle Kuzmanovski – Executive Manager Business Transformation
Damien Jenkins – Deputy Chief Financial Officer
Margaret Cusack – Team Leader Financial Accounting

Lynne Morrison advised the agreed Memorandum of Understanding (MOU) would be ratified after the Committee is appointed. Peter Noble reminded the Committee the MOU was agreed to be in place prior to amending the account signatories.

Action: The Committee asked Lynne Morrison to request the MOU occurs prior to EHMC signing relevant bank documents.

10.355 Volunteer Committee Members Code of Conduct.

See Item 11.

11. Work, Health and Safety Information for WSC Volunteers.

Council wrote to 355 Committee Members on 6 September with an update and timeline on the presentation of Council's revised Procedure Manual for 355 Management Committees and Induction Training by Council.

Council's Procedure Manual for 355 Management Committees was officially adopted on 16 August 2023.

The Procedure Manual was presented by Lynne Morrison to the Committee. Lynne noted the Manual can be found on Council's website (search '355 Committees').

Lynne thanked the Committee on behalf of Council, noting it has been a difficult year.

Lynne advised:

- The biggest change is Council bringing 355 Committees into line with local government elections, i.e. a four year cycle. When the new Council is established, it is expected Committee positions will be advertised and appointments will be for a 4-year period. Applicants must be residents or property owners within the Shire.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

- All agendas, minutes and/or major correspondence must be forwarded to WSC's Facilities Team.
- It is hoped Bookable will be available by end November. When Bookable is online, WSC will be responsible for record keeping and maintenance. Hire fees will be reimbursed to 355 Committees quarterly.
- There is a Timetable for key dates and meetings (Appendix T) in the new Procedural Manual.
- Any changes to fees and charges requested by the Committee must be advised to Council by 31 October for the following year.
- Bush Fire closure procedures are available on the WSC website. There are links to the NSW Fire Service Ratings and a link within Bookable. The hirer is responsible for checking the risks associated with the hire.

Orientation and Induction Training for volunteer committee members are scheduled for the following dates:

- Tuesday, 10 October 2023 2-4pm at Renwick Community Centre
- Wednesday, 11 October 2023 1-3pm at Exeter Hall
- Wednesday, 11 October 2023 6-8pm at Council's Civic Centre or online.

Committee Members submitted completed, signed Volunteer Application forms to Lynne Morrison at the conclusion of the meeting.

12. Close: 5.15pm

Signed..... Date

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Minutes of the Hill Top Community Centre Management Committee Held on Tuesday 17 October 2023 at 12 .00pm

Meeting opened at 12.05 pm.

1. The Chairperson welcomed everyone to the meeting.

Present: Sid Jeffery, Peter Costigan, Jacquelyn Buckingham,

In Attendance: Gordon Shaw, Lynne Morrison WSC

Apologies: Stephen Chalker, Ildiko Haag

2. Purpose of the Meeting: The Committee had previously expressed its concerns at a meeting on 21 September 2023 for the need to attend the mandatory Orientation and Induction Training for 355 Management Committee Volunteers. This meeting was convened to discuss the committees concerns and the future management of Hill Top Community Centre.
3. Committee Concerns: Jacqui Buckingham presented a list of concerns in particular, what is the purpose of the Management Committee and expressed that she would not attend the mandatory 355 Orientation Training as her previous expertise and training should suffice. Jacqui presented her list of concerns, and advised that she will not be continuing on the Hill Top Community Centre Management Committee and left the meeting due to a family emergency.

Stephen Chalker was an apology and indicated in a telephone conversation with Lynne Morrison that he would be prepared to stay on the Management Committee and was prepared to try and recruit new members. It was explained to Stephen that any new members would have to be prepared to take on the executive roles of Chairperson, Secretary, Treasurer and Booking officer.

Ildiko Haag via email advised that she would not be continuing on the Management Committee.

Sid Jeffery, Peter Costigan and Gordon Shaw recommended that the Management Committee be wound up for the following reasons:

- They are not willing to attend the Mandatory 355 Orientation Training as they have been trained in WH&S through other organisations and the Council training in Code of Conduct and WH&S had previously been delivered at the Committees AGMs
 - They are extremely upset with the lack of consultation and progress from Council in getting the Anzac room functioning and available for hire. It is very difficult for the more senior members of the community and for anyone with physical challenges to access the meeting rooms on the first floor. The committee has been willing to contribute to new nets for the stadium and safe storage for the soccer goal posts. None of this has progressed due to a lack of consultation and commitment from Council.
 - Council withdrawing the staff position that supported the management of the Hill Top Community Centre.
4. Balance of Management Committee funds as at 17.10.23

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Bendigo Bank \$39,385.71
St George Bank \$6,814.64 (Term Deposit)

The Committee resolved that all funds that are currently held by the Management Committee are to be held in Reserves and allocated towards the following projects:

- Purchase of larger smart TV for the Anzac Room when as soon as it is reopened, and the existing Smart TV relocated to the CSR room.
 - New nets for the stadium that will allow a variety of indoor sports to operate from the centre.
 - Storage room for the Soccer goal posts.
5. The Management Committee will work with Council to wind up the committee by:
- Ensuring all outstanding accounts receivable and payable have been finalised before the bank accounts are closed and remaining funds transferred to Council.
 - Transfer of electricity account back to council
 - Closing of the PO Box at Hill Top with all stakeholders advised
 - Cleaning of Hill Top Community Centre
6. Lynne Morrison thanked the Committee members for their time and efforts over many years and will work with them to finalise matters relating to the management of the Committee.

Meeting closed at 1.00pm

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

MITTAGONG MEMORIAL HALL, WELBY HALL
MANAGEMENT COMMITTEE AGM

19 September 2023

Present Ken Street, Steve Cheers,
Barbara Collins, Jim Cheesley
Lynne Morrison

Welcome to all attending

Acceptance of previous minutes 24 Jan 2023 KS / BC

Chairman's Report -:

Meeting with Stephen Jones and WSC representative re
renovation of MMH, and possible further grants.

Secretary's Report -:

All correspondence up to date

Finance and Booking Report -:

Sent to Committee Members

All members of committee stood down

Election of Office Bearers

Chairman -: Ken Street

Vice Chairman -: Steve Cheers

Secretary -: Jim Cheesley

Treasurer -: Barbara Collins

Signatories to bank accounts -: Ken Street, Barbara
Collins, Jim Cheesley

WSC Council Officers -: Pavle Kizmanovski, Damien
Jenkins, Margaret Cusack

LM thanked the committee members for the previous year and for remaining on the committee

ORDINARY COMMITTEE MEETING

A new 355 instruction manual to be given to all committees

WSC to review future committee appointments

Minutes and financial reports to be sent to WSC

As Christine Wilson has changed roles in council a booking officer will be required, until then the committee members will cover the position, who will require a handover and keys to MMH and Welby Hall.

355 Committee training sessions by WSC to begin in October

If the grand piano at present on the stage at the Playhouse and deteriorating cannot be relocated it should be sold

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Moss Vale Senior Citizens and Community Centre Hall Committee Minutes of Annual General Meeting on Monday 25th September 2023 Moss Vale Senior Citizens and Community Centre Hall. Start 11.00am

Chairman: Catherine Constable

Attendance: Catherine Constable, Tom Dolan, Nick Marshall, Penny Barcicki, Michael Barcicki, Maria Testa

Apologies: Lynne Morrison

Council Representative: Julianne Billington

Meeting opened at: 11.00am

Minutes: Acceptance of Minutes of Previous Annual General Meeting held on 15th August 2022.

Moved: Nick Marshall **Seconded:** Michael Barcicki **Carried:** YES

Chairperson's report: Catherine read Chairpersons Report.

Treasurer's report: Our books were Audited on 10th July 2023 -- Statement of Finances Bendigo Bank \$26,595.91
(Report attached)

No other reports:

Returning officer: Julianne Billington to take over the meeting to run the Election of Officers:

Chairperson: Catherine Constable

Secretary: Tom Dolan

Treasurer: Nick Marshall

Committee Member: Michael Barcicki

Committee Member: Penny Barcicki

Committee Member: Judy Jones

Booking Officer: Maria Testa

Thank you to Committee from Julianne Billington & Catherine Constable

Matters required by Council:

Distribution and Explanation of:

1. **Discussion of 355 Committee Manuals:**
2. **Bookable update:** Committee was reminded that meetings and activities need to be booked into the calendar.
3. **Changes to Committee Membership:** resignation of Laurie Nelson (Probus club representative) and Nomination of Judy Jones (U3A Representative)
4. **Election of Executive of Committee:** Catherine Constable was nominated and accepted position of Chairperson, Nick Marshall was nominated and accepted position of Treasurer, Tom Dolan was nominated and accepted the position of Secretary.
5. **Julianne then Distributed and gave an explanation of the following council forms:**
 - a. **Volunteer Application Forms for Appointment to Committee.**
members duly filled these forms and returned to Julianne. Catherine Constable and Judy Jones took them away to peruse further.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

b. Details of Signatories on Committee Bank Accounts:

Nick Marshall Treasurer, Tom Dolan, Secretary, Catherine Constable Chairperson, plus 3 Council employees. Pavle Kuzmanovski, Executive Manager Business Transformation, Damien Jenkins Deputy Chief Financial Officer, Margaret Cusack Team Leader Financial Accounting.

are signatories at present on Moss Vale Senior Citizen and Community Centre Management Committee Bank account.

c. **Council Facility Check List:** to be complete and forwarded to council in both March and October.

d. **Key Register:** to be reviewed and completed by all people holding keys to a council facility

REMINDER: every hirer must complete an online Booking request, provide copies of all relevant insurances and complete a risk assessments checklist prior to use of the facility as a minimum.

Please note that if a hirer plans to hold an event that is not part of their regular hire, they will need to complete a separate online booking request.

6. **Budget request 2023-24 and 2024-2025:** to be discussed and returned to Council.

7. **Proposed Schedule of Fees:** to be forwarded to Council

8. **Portable electrical equipment:** Must be tagged on an annual basis and check that Hazardous Substances Folder is up to date and visible in the facility.

9. **Approval to carry out work:** An approval to carry out work request must be presented at least 6 weeks before work to commence and all paperwork to be supplied when submitted.

10. **Bush Fire Closure procedure:** Our Hall is not recognized as an evacuation site.

General Business: Question was asked about Toiletry supplies: Julianne shall follow this up and reply.

No further business.

AGM Closed:12.25pm

Chairperson:

Date accepted:



AGM 2023

Minutes of the Penrose Hall and Management Committee Penrose Hall on Wednesday 13 September 2023 at 4:00 pm

1. Welcome:

Welcome to Country

Jeff Freeman welcomed the meeting to the 2023 AGM

2 Present:

Jeff Freeman (Chairman), Kathy Hancock (Booking Officer), Jan Stewart (Treasurer), Carol Davies (Prinic) (Secretary), Irene Davenport, Patsy Day, Henrik Lund, Jill Blackman, Susie Edwards

3 In Attendance:

Lynne Morrison (WSC Representative), Alison Duthie (PCA Representative), Karl May, Pat Hawkins, Simon Bathgate, David Thomas, Alex Watanabe

4. Apologies: Peter Gillis

5. Confirmation of Previous Minutes held on Thursday 4 August 2022:

Recommendation:

THAT the Minutes of the previous Hall Management Committee Meeting held on Thursday 4 August 2022 be confirmed as a true and accurate record of the meeting.

Moved by: Jan Stewart

Seconded by: Henrik Lund

6. Business arising from the Minutes of the previous Meeting:

No business arising.

7. Chairman's Report 2022 - 2023:

Chairman's Report from Jeff Freeman was tabled at the meeting. (See attached)

The Chairman gave an overview of the new hall build. He explained that grants had been awarded from both Federal and State Government (through Regional NSW) as well as WSC. We have also been given a generous grant from Veolia for a disabled lift for the new hall. The Hall Committee will also be contributing money to this project as agreed in grant. The Project has been overseen by various members of the Penrose Community Association (PCA) and has been a mammoth undertaking for such a small community.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

It is anticipated that the completion of the project may take longer than the anticipated November completion date.

The Builder is talking about a BBQ breakfast as an 'unofficial opening' for the community.

Alison Duthie, President of the PCA, thanked Jeff Freeman for his outstanding service to Penrose Village to make sure that the project was completed on time and within budget. Equally Jeff thanked Alison for her dedication and involvement in seeing the project through.

Moved by: Susie Edwards
Seconded by: Jill Blackman

8. Treasurer's Report 2022 - 2023:

The Treasurer's report was tabled. (See attached).

Balance 11/9/2023	\$8,189.76
Term Deposit 11/9/2023	\$5,823.11

Current signatories on the Bank Account are:

Carol Davies (Prinic)
Kathy Hancock
Simon Bathgate (Treasurer)
Susie Edwards

WSC Representatives will be:
Pavle Kuzanovski, Executive Manger, Business Transformation
Damien Jenkins, Deputy Chief Financial Officer
Margaret Cusack, Team Leader, Financial Accounting

Simon Bathgate has agreed to take over the role of Treasurer on the resignation of Jan Stewart. Jan was thanked for her role as Treasurer.

Thanks was also given to David Bruggeman from Wingello Shop for his auditing services.

Moved by the Treasurer: Henrick Lund
Seconded by: Irene Davenport

9. Booking Officers Report 2022 - 2023:

Tabled by Kathy Hancock.
See attached report.

Moved by: Susie Edwards
Seconded by: Patsy Day

10. Committee Resignations/Nominations and Election:

Lynne Morrison gave a vote of thanks to the Committee for all their work. Lynne thanked not just the Hall Committee but also the PCA, particularly over the past few years with all the challenges of the fires, Covid, the administration changes within WSC and the review of the 355 Committees. She went on to give a huge thank you to Jeff Freeman for all his

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

work as both President and Project Manager of the new Hall build. Lynne also thanked Alison for all her hard work. It was a massive task for a small community.

Lynne went onto explain that it was agreed at the last WSC Council meeting that the 355 Committees will be brought into line with Council elections which take place every four years. As of next year all Committee members will need to apply to join the Committee. Application forms will be provided on line on the WSC website. This will then mean that Committees will run for a four year period and that the induction will take place every four years. Individuals can resign any time they wish during this period. It was also noted that under statutory legislation Minutes and Agendas only need to be kept for a period of five years and the financial statements for seven. All of these will be stored at Council.

From November everything will be recorded by the new database called "Bookable." This will be administered by WSC. Halls will still need a Booking Officer but the actual paperwork and invoicing will all be done by "Bookable". Hire fees are to be paid in full by the hirer and Council will reimburse the Hall Committee. Penrose Hall will be going "live" on "Bookable" in November.

To be appointed to the Committee in future all Committee members are expected to attend an induction and orientation course run by Council.

Jeff thanked Jan for her years of service as Treasurer.

The new Committee will consist of, Jeff Freeman, Patsy Day, Irene Davenport, Jill Blackman, Peter Gillis, Kathy Hancock, Susie Edwards, Jan Stewart, Carol Davies (Princic), Simon Bathgate and Henrik Lund.

The Committee thanked Jan Stewart for her role as Treasurer and welcomed Simon Bathgate into the position.

The Committee moved that the following Officer Bearers be voted into the following positions:

Name:	Office:	Nominated:	Seconded:
Jeff Freeman	Chairman	Carol Davies (Princic)	Jill Blackman
Henrik Lund	Vice Chairman	Irene Davenport	Patsy Day
Simon Bathgate	Treasurer	Susie Edwards	Henrik Lund
Carol Princic	Secretary	Jan Stewart	Kathy Hancock
Kathy Hancock	Booking Officer	Carol Davies (Princic)	Jeff Freeman

10. Any Other Business:

No Other Business.

11. Closure of Meeting:

The Meeting closed at 5.20 pm

**MINUTES OF ANNUAL GENERAL MEETING
TOURIST ROAD OVAL 355 MANAGEMENT COMMITTEE
SEPTEMBER 27, 2023**

7.00 P.M. AT THE OVAL

1. PRESENT
 - Julieanne Billington, Margaret Whatman, Peter Whatman, Scott Wilkinson, Susan Whatman, James Clarke, Ross Isedale, Tim Bell, Al Stevens
 - Quorum met (half of Committee plus one)
2. APOLOGIES
 - Lynne Morrison, Steven Whatman, Warwick Whatman, Lin Keft
3. DECLARATIONS OF INTEREST
 - Nil declared
4. MINUTES FROM PREVIOUS AGM HELD ON August 10, 2023
 - Moved Peter Whatman, Seconded James Clarke
5. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING
 - Nil – all actions carried over from August meeting
6. CORRESPONDENCE IN/OUT
 - Letter received from Lynne Morrison outlining the planned training sessions for the new Procedure Manual for Volunteers
7. PRESIDENT'S REPORT:
 - DA for Shed extension was declined by Council due to bushfire plan concerns.
 - Committee met with Viv May at the Tennis Club on June 20, 2023 to hear his plans to continue 355 committees.
 - Lynne was thanked for her help with our committee.
8. TREASURER'S REPORT
 - Bank balance as of June 30, 2023, was unchanged from previous years at \$1216.42 in the CBA Cheque Account interest for the year.
 - Signatories were updated during the year to include those required by Council as advised at last AGM.
 - Current Committee signatories on Bank Account are Scott Wilkinson, Margaret Whatman, Steve Whatman
 - Two signatories are required for each bank transaction
9. COUNCIL REPORT by Julieanne Billington

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

- Committee elections will now align with Council so every 4 yrs. 2024 is next planned election.
- Discussion on booking – ‘Bookable’ website is used for Oval bookings but Council do not handle tennis bookings at all. Tennis club is to handle all these as we currently do.
- MW asked what would happen if she didn’t want to attend volunteer training sessions. JB was not sure at this stage.
- The Bushfire Closure Procedure has been updated to be less restrictive but any ‘extreme’ or ‘catastrophic’ rating requires a closure.
- JB undertakes to chase the possibility of a refund of our DA fees
- A reminder that Tag and Testing must be done annually and is a 355 Committee responsibility
- The LED light budget request is currently with Council and we will be advised when review is complete. Council has requested a copy of the quote > given to JB during the meeting

10. ELECTION FOR 2017/2018 COMMITTEE was held. All executive positions were stood down and opened for re-election.

- PRESIDENT M Whatman
- VICE PRESIDENT S Whatman
- SECRETARY S Wilkinson
- TREASURER S Wilkinson
- Outgoing Committee member: Lin Keft has resigned. We thank him for his contributions.
- New member: Murray Vild
- COMMITTEE MEMBERS are:
 - i. Marg Whatman
 - ii. Steve Whatman
 - iii. Scott Wilkinson
 - iv. Peter Whatman
 - v. Susan Whatman
 - vi. Warwick Whatman
 - vii. Tim Bell
 - viii. James Clarke
 - ix. Murray Vild

11. GENERAL BUSINESS / NEW BUSINESS

- BUDGET
 - i. The Committee agreed to a new budget request plan of \$12-14K for LED light upgrade to the Courts for 23/24 and this has been forwarded to Lynne to be submitted to Council.
- HEALTH AND SAFETY

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

- i. We reviewed our Health and Safety Plan and identified that a lock is required to be fitted to the under-sink cabinet to keep chemical locked away from children
 - ii. Murray Vild has agreed to fix this.

- PLANNED RENOVATIONS:
 - i. No update as yet from previous years minutes: Lynne will investigate placement of internal bars across the roller doors to stop them being kicked in during break in. In addition the windows between the shed and storage shed need grates to stop intruders.

- Reminder that hiring of the Oval must go through WSC Customer Service.
- Hiring of the Tennis Shed is at the discretion of the Tennis Club.

12. MEETING CLOSED 7.50 PM

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

WINGELLO MECHANICS' INSTITUTE HALL

Railway Parade, Wingello. N.S.W. 2579

**Annual General Meeting
7pm Monday 11th September, 2023**

Opening and Welcome

7:10pm

Present: Anthony Weismantel, Douglas Roach, Dorothy Roach, Ann Anderson, Lynne Morrison, Carole Degrassi, Bill Reid, Peter Thorne, Sue Thorne, Duncan McAulay

Apologies: None

Acceptance of minutes of previous AGM

Duncan moved they be accepted. Ann seconded. All in favour.

Chairman's report

Anthony moved his report be accepted. Duncan seconded. All in favour.

Treasurer's report

Ann moved her report be accepted. Bill seconded. All in favour.

Any other reports

Carole gave a general update on hall bookings.

Declaration of all executive positions vacant

Anthony declared all positions vacant.

Council updates from Lynne

Lynne thanked the whole committee for their support. Lynne gave an update on changes to the nomination of 355 committee members as part of a review by council. Committee members will soon apply via council, and be appointed for four years. Executive positions will still be made open each year at AGMs.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Lynne also noted the transfer to Bookable system for facility bookings. There is an offer for a couple of committee members to be trained in the system.

The other significant change is that council, moving forward, (according to statutory requirements) will be the secure repository for all management committee records, including meeting minutes etc. These need to be sent to Lynne to be place on record.

Nominations and voting for new executive positions

Anthony nominated for Chair by Ann. Seconded by Carole. All in favour.

Doug nominated for Vice Chair by Anthony. Seconded by Dorothy. All in favour.

Duncan nominated for Secretary by Ann. Seconded by Dorothy. All in favour.

Ann nominated for Treasurer by Carol. Seconded by Anthony. All in favour.

Carol nominated for Booking Officer by Ann. Dorothy seconded. All in favour.

Lynne confirmed declared all positions filled.

All committee members now need to complete a formal induction.

Induction options are Renwick Tuesday 10th 2-4pm or Wed 11th 1-3pm at Exeter, or Wed 11th of October at 6pm on line or at council chambers in Moss Vale.

All committee members need to fill in a new application form and return to Lynne in the next few days.

Committee members as bank signatories stay the same, Douglas Roach, Ann Anderson and Carole Degrassi.

Council officers as bank signatories are:

Pavle Kuzmanovski, Executive Manager Business Transformation

Damien Jenkins, Deputy Chief Financial Officer

Margaret Cusack, Team Leader Financial Accounting

Date of next meeting: TBC

Closed 8:24pm

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

YERRINBOOL HALL 355 MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING

Held at Yerrinbool Hall Tuesday 19th September 2023

MEETING OPENED: 06:30pm
PRESENT: Maryann Anderson, David Arnel, Suzanne Arnel
IN ATTENDANCE: Lynne Morrison (Council Representative),
Robert Anderson, Kim Peterson, Steve Peterson
APOLOGIES: Julianne Christie, Virigina Russell, Wendy Price, Ian Price

CONFIRMATION OF PREVIOUS AGM HELD 9 FEBRURAY 2023:

It was confirmed by the members present that the minutes are a true and accurate record of that meeting. Moved by: Maryann Seconded by: David

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING:

Checking on status of wi-fi in halls – on going when council finance allows.

Was key register submitted properly after February Meeting? – Disregarding as new Key Register is required to be submitted to Lynne after this current meeting.

CHAIRMAN'S REPORT: from David Arnel

This is my first AGM since taking on the role of Chairperson of the Yerrinbool Hall.

I would like to thank all committee members for their contribution and invaluable assistance in the operation of our hall.

Also, I thank Lynne Morrison our Coordinator and Facilities Officer from council, for her assistance and understanding, involved in the running of the hall.

This financial year has seen an increase in the use our of hall, from private functions, community events and a variety of exercise classes. This has also brought others from outside Yerrinbool, to join in with these events.

Maintenance of the hall has progressed, with window repairs, tap fittings, outside caretaking and removal of our old refrigerator.

The use of the library has been a success, with patronage excelling beyond our expectations. Then we have the planter boxes installed by council and the excellent work our community garden workers led by Maryanne Anderson, have done for Tulip Time.

After consultation with the committee, we have lodged our 2023-24 and 2024-25 budget requests for various capital works and general hall items for cleaning etc. We now look forward to hearing the results of our budget submissions, to enable the hall to be a viable community asset.

I look forward to working with the committee during this next financial year.

Page | 1 of 7

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

TREASURERS REPORT: \$12,736,63 Net Cash Assets

EOY to 30 June 2023 and current position running to 19 Sep 2023 was accepted by members present (as attached) Moved by : Maryann Seconded by: David

BOOKING OFFICER'S REPORT: from Julianne Christie

The hall is getting busier with regular bookings Tuesdays to Fridays, with double bookings on Fridays.

The Booking Officer will be developing a hall promotion strategy to run in conjunction with the upcoming Artisans Market, to promote weekend use of the Hall to local community members.

There was community backlash regarding the cessation of food trucks using the hall grounds, but that appears to have settled.

Look for Yerrinbool Hall featuring in the upcoming AEC advertisements showing how to vote in the Referendum.

We are looking forward to having a streamlined process once Bookable comes online, and we are looking forward to a busy 2024 for the Hall.

ELECTION OF COMMITTEE:

Lynne Morrison thanked the outgoing committee for their excellent work over the years and hopes they will continue serving the council after the recent upheavals re: fires, covid pandemic and the last couple of indecisive years as to whether the 355 volunteer committees would be allowed to continue and in what format. Lynne presented meeting with a copy of the revised Procedure Manual which was adopted by council on 16 August 2023 and is available on council's website in its entirety.

All committee members were stood down whilst Lynne then explained the ongoing roles of committee and council: :

AGM's to be held in July/August each year.

Record Keeping will be the responsibility of Council. Committee to forward to council all agendas, minutes, financials and any correspondence that could cause issues in the future. Individual committees to decide how many years records need to be stored locally for their own interest

All hire bookings through council for approval currently on an online request form.

Yerrinbool Hall should be in council's "BOOKABLE" system by end of November, when there will be 2-person training for committee. At that time all Bonds and Rental Hire will be paid directly to council by the hirer. Council plans to reimburse committee for the hire fee only approximately every 3 months. Bonds will be returned to hirer directly by council after consultation with booking officer.

The following members were then elected unopposed:

Chairperson - David Arnel

Secretary – Suzanne Arnel

Treasurer - Suzanne Arnel

Booking Officer – Julianne Christie

Committee Members - Maryann Anderson, Virginia Russell, Robert Anderson

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

355 Management Volunteer Application Forms will be given to Em Bivard, Wendy Prince and Ian Prince as they have indicated their willingness to join the committee. These forms need to be completed and submitted to council within 7 days of the meeting.

All committee members will now need to attend a 2-hour orientation and induction training course run by council on Tue 10 Oct at Renwick Comm Centre or Wed 11 Oct at Exeter Hall or Bowral Hall or online any session. Lynne will email to each member an invitation to book same.

Due to an auditing perspective Council now requires three staff members listed as signatures to all 355 Management Committee Bank accounts. After discussion it was decided that along with three staff members, Booking Officer and Treasurer along with 1 committee member would be the other signatures from the committee. David and Suzanne from the same household cannot operate the account together.

It was agreed that any two signatures to operate with all signatures having internet access.

The blank IMB forms were given to Suzanne for completion and submission to bank asap. Our bank requires all signatories to sign and submit the one form so this will take some time to complete all the requirements. Bank also needs copy of AGM minutes and a cover letter explaining the changes being made by adding or deleting signatures to the account.

BANKING DETAILS: -

Bank Account Name:

BSB & Account No:

Add the signature of Virigina Russell, with signatures of Julianne Christie, Suzanne Arnel, Margaret Cusack, Damien Jenkins and Pavie Kuzmanovski to remain.

Suzanne Arnel is Primary Contact for the account with home address 2-4 Appenine Rd Yerrinbool and postal address of PO Box 734 Mittagong 2575

Virigina Russell is the only one needing to present herself at the Bowral branch of IMB and identify with 100 points (Passbook and Drivers Licence are the easiest plus Medicare card). Once all other signatures are obtained Suzanne will advise Virigina.

GENERAL BUSINESS:

Julianne as Booking Officer to complete Key Register and have keyholders sign the council Key Register Form and submit to Lynne and committee.

David given Facility Checklist Form to be completed October and March each year and submitted to Lynne with any items needing repair.

Suzanne to complete and submit Australian Electoral Commission paperwork for upcoming Referendum and include our invoice with correct hire charge.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Current and Future Hall Activities

Federal Referendum – Saturday 14th October

Tai Chi – Wednesday 1-2pm till end of year

Yellow Umbrella Tuesday 10am to 12pm continuing for Term 4 – will need to re-book on line if original paperwork was only for Term 3, Julianne to check and advise

Playgroup – Thursday 10am – 12pm to start Term 4 – Ashlea Allan needs to complete council booking application with Julianne's help

Craft & Chat Morning run by Hall Committee (Maryann Anderson) – Friday 1am to 2pm Booking – Julianne to lodge the booking forms with council

Yoga – Friday mornings 9am to 10.30am – Gina submitted all application to council

Next Meeting Scheduled for Tuesday 23rd January 2024 6.30pm at Hall

AGM CLOSED 07.30pm

Signed by Chairperson _____ on _____

Page | 4 of 7

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**Yerrinbool Hall Management Committee
Statement of Income & Expenditure
Year Ended 30 June 2023**

	2023	2022
Income		
Hall Hire	1,761.10 ^	628.00
Council Grants		797.68
Donations	70.00 ^	100.00
Interest	1.28 ^	1.25
Sundry Income		
Bonds retained	250.00 ^	
GST refunds from WSC		100.64
	<u>2,082.38</u>	<u>1,627.57</u>
	c	
Expenditure		
Bank fees		
Electricity/Gas	372.97 ^	414.14
Repairs & Cleaning	43.90 ^	93.75
Sundry	1,250.00 ^	877.45
GST paid to WSC	88.82 ^	7.69
	<u>1,755.69 ^</u>	<u>1,393.03</u>
Net Income (Expenditure)	<u>326.69</u>	<u>234.54</u>
	c	

In my opinion, these statements of accounts are true and fair statements properly drawn up so as to exhibit a true and fair view of the Committee's affairs and are in accordance with the financial records of the Committee

Signature :

Name: Bruce Diggins BADIPE, MA, CPA.

Dated: 5 July 2023

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Yerrinbool Hall Management Committee
Balance Sheet
As at 30 June 2023

	2023	2022
Current Assets		
Bank Accounts	13,306.61	12,979.92
Other		
	<u>13,306.61</u>	<u>12,979.92</u>
Liabilities		
Bonds and Key Deposits		
Other		
	<u>-</u>	<u>-</u>
Net Assets	<u>13,306.61</u>	<u>12,979.92</u>
Equity		
WSC Equity	12,979.92	12,745.38
Current Year Surplus/Deficit	326.69	234.54
	<u>13,306.61</u>	<u>12,979.92</u>

In my opinion, these statements of accounts are true and fair statements properly drawn up so as to exhibit a true and fair view of the Committee's affairs and are in accordance with the financial records of the Committee

Signature :

Name : Bruce Diggins B.A. Dip.Ed., M.A., CPA

Dated : 5 July 2023

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

YERRINBOOL HALL MANAGEMENT COMMITTEE			
Statement of Income & Expenditure			
Period	1-Jul-23	to	19-Sep-23
	\$		
Income			
Hall Hire			52.50
Council Grants			
Donations			
Interest			
Sundry Income			
Bonds retained			
GST refunds from WSC			
			<u>52.50</u>
Expenditure			
Bank fees			
Electricity			330.04
Repairs			
Sundry			
GST paid to WSC			42.44
			<u>372.48</u>
Net Income (Expenditure)			<u>- 319.98</u>
Balance Sheet			
As at 19-Sep-23			
	\$		
Current Assets			
Bank Accounts			12,986.63
Other			
			<u>12,986.63</u>
Liabilities			
Bonds and Key Deposits			250.00 <i>(Big Yellow Umbrella start Term 3 - 2023)</i>
Other			
			<u>250.00</u>
Net Assets			<u>12,736.63</u>
Bank Reconciliation			
Balance as per Bank Statement			12986.63
less unrepresented cheques			-
Closing Bank Balance			12986.63

JURD PARK MANAGEMENT COMMITTEE

AGENDA OF THE ORDINARY MEETING DATED
WEDNESDAY 20 MARCH 2024

Minutes of Meeting held at 5.30pm on Tuesday, 12th September 2023
at Jurd Park Hall

PRESENT : Gary Robertson Chairperson and Minute Taker –(Community) [REDACTED], Colette Ogle (Tennis) [REDACTED] and Kristy Elton (Pony club) [REDACTED], Lynne Morrison (council)

APOLOGIES:

BUSINESS ARISING FROM PREVIOUS MEETING :

Any work to be done needs to have Council works approval to do.

AGM Lynne Morrison thanked previous committee.

Gave a new copy of 355 committee Folder. Record keeping of all correspondence controlled by council.

OH&S – Issues from user groups

Pony club – Whole Pony Club area -starting to dry out.

Levelling of sand area is very uneven in arena still to be done.

Quote from Pony club totaling \$9,020 for various works to Pony club area include levelling.

Pony club applying for grant. **Moved Gary second Collette \$2400 in Feb 2020 to spend towards levelling sand arena after grade area & reshape parking area. All Agreed**

Pony club have 35 current members and 15 waiting to join , but 15 new members cannot come as Pony club need hole of Jurd Park (which Pony club has not currently been able to use Jurd Park because of rain)

31-5-2022 Lynne has put Toilets and sports change rooms to be cleaned by council. **Cleaned by Pony club after rally day in February 2023.**

Any Bookings for Hall or sports fields should go thru facilities@WSC.nsw.gov.au (council)

Possible closure of 355 Committees-noted from Lynne Morrison- 14-3-2023

From Viv May Administrator said committee is staying.

School – unsure what needed.

Tennis – Roller door hard to open -quote for new Roller door for \$2426.00. Moved from Gary to approve purchase of Roller door and Pony Club to forgo at present any upgrade of Pony Club. Seconded Kristy. All agreed.

Lounge and old soccer gear to dispose of.

First –Aid kit for hall has been supplied by council and for use by all users –in kitchen and up to date for 2022.

Southern Highlands pest control – Jason 4861 2468 – (to **do in April 2023**) **Council to check** to get spider and insect sprayed Rat sack / pest controller to fix.

Painting of hall -check at next meeting.

For Bank account Colette Ogle and Gary Robertson and Kristy Elton to be signatories on Imb Bank And Karen Revitt-Hannan to be taken off account.

Richard Mooney to be taken off account and New Financial officer is Margaret Cusack

Damien Jenkins and Pavle Kuzmanovski from Wingecarribee Council

Email dated 1-11-2022 from Lynne Morrison -Council

account Moved by Colette and seconded by Gary. All agreed. [REDACTED] [REDACTED]

Moved minutes from last meeting are accepted – Colette proposed and seconded by Gary

CORRESPONDENCE IN :

CORRESPONDENCE OUT :

BUSINESS ARISING FROM CORRESPONDENCE :

TREASURER'S REPORT :

Closing balance 24-05-2023 **\$8,432.60** receipts **\$0.0** since Jun 2022. Expenses **\$0**

Other Business: Pony Club asked to use storage area for their canteen days. Normal canteen area for any casual hire of Building. Moved by Gary and seconded by Colette. All agreed.

DATE OF NEXT MEETING AGM Tuesday 21st November 2023 6.30pm at Hall

There being no further business the meeting concluded at 6.35pm.

CHAIRPERSON : [REDACTED]

DATE : 12-9-2023

9.22.2 Jurd Park Minutes AGM [REDACTED]

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

New email for Karen ([REDACTED])

Every user to take own rubbish away(also required by Council)

Barbecue outside is on service on council roster.

Keys for each user group – OOSH has 2 complete sets. Tennis has disability toilets only-1 key.

School 1 set without change rooms.

Pony Club has access for main toilets and disabled toilet key.

All advised Communication Book to be filled in when user groups clean toilets and main kitchen.

Tap Info- leave at bottom minutes

Mains map of where taps and shut off taps are on whole site- Lyn Morrison is organizing. One tap is beside Tennis club and shuts off Hall and Pony Club.

One tap is beside disable toilet between hall and road- shuts off pony club. Others at Wattle street tanks.??

Leave in Minutes for Reference

Discussion on use of hall by anyone. Still yes but must abide by council requirements.

1. Must have Public Liability insurance
2. Risk assessment to be done
3. If park used have to get Council Parks and Property approval.
4. Above and any other council requirements
5. Fee \$50 per day use for use of power and Toilets – Toilets cleaned after finished.-cleaning fee \$55/hour
6. Bond \$250 payable before day(no alcohol).

Email to council for repairs- customer.service@wsc.nsw.gov.au

Building build.maint@wsc.nsw.gov.au

Maintenance List :

Special clean of toilets and soccer rooms when weather is warmer yearly.

School do internal amenities when used daily/weekly.

Tennis do weekly disable toilet.

Other users do as used.

Air cond to be serviced yearly.

Spiders etc yearly.

Special steam clean yearly of amenities and external barbeques by JPMC or council.

–who in council (maintenance)

(& change rooms if used for that year)

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**BURRAWANG PARK MANAGEMENT COMMITTEE ANNUAL GENERAL MEETING HELD 25 OCTOBER
2023 AT 7.50 P.M.**

PRESENT:

G. Schofield (President), L. Daley, M. Vaughan, S. Vaughan, J. Hill, P. Cleary, J. Billington (Council representative).

APOLOGIES:

B. Donovan.

PREVIOUS MINUTES:

Read by L. Daley. S. Vaughan moved that Minutes were correct, seconded P. Cleary.

PRESIDENT'S REPORT:

G. Schofield thanked everyone who was on the Park Committee Trust for their efforts during the year. He also thanked Council officers for their assistance especially Lynne Morrison for her co-operation and patience.

Congratulations to our hockey (both junior and senior) teams and also to our tennis teams.

G. Schofield said it was good to see Michael Vaughan is on the mend and we wish him a quick recovery.

M. Vaughan moved that G. Schofield's Report be accepted, seconded P. Cleary.

TREASURER'S REPORT:

L. Daley reported that the amount held as at 31 May 2023 was \$5,133.91. The only income for the year (1.6.2023-31.5.2023) was interest from IMB on \$0.52 interest on the Park's Account. There were no payments.

S. Vaughan moved that L. Daley's Report be accepted, seconded P. Cleary.

ELECTIONS:

Julianne Billington took the Chair and thanked the Committee for all the work which had been done during the year and advised that new Office Bearers were to be elected.

It was moved by L. Daley seconded J. Hill that all Office Bearers remain the same and all members agreed.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024
SIGNATORIES TO IMB ACCOUNT**

It was moved by Lesley Daley and seconded by Jon Hill that:

- Michael Vaughan be removed as a signatory of the Account.
- *Lesley Daley (Secretary/Treasurer), Jon Hill (Committee Member) continue to be signatories of the Account.*
- Patrick Cleary (Committee Member) be a signatory of the Account.
- Any two signatories can sign cheques.
- The signatories to sign off on internet banking and who is to have statement access are:

Lesley Daley
Jon Hill
Patrick Cleary

- Wingecarribee Shire Council's signatories of the Account and signatories to sign off on internet banking and who are to have statement access are:


Pavle Kuzmanovski
Damien Jenkins
Margaret Cusack

All present at the Annual General Meeting agreed to changes to signatories of the Account.

THANK YOU TO COUNCIL:

A special mention to Council (especially Will Tooth) for arranging for the cleaning of the hockey turf. Also thank you to Council for arranging for the cleaning of the floor of the shed and disabled toilet. We will need to find a better solution to cleaning the floor.

Meeting closed at 8.30 pm


Gregory Schofield ✓
President


Lesley Daley
Secretary/Treasurer.

9.23 Community Reference Panel - February 2024 Meeting Proceedings (Minutes)

Report of: **Danielle Lidgard**
Manager Governance and Corporate Performance

Authorised by: **Carmel Foster**
Director Corporate Strategy and Resourcing

PURPOSE

This report provides the meeting proceedings (minutes) from the February 2024 Community Reference Panel Meeting.

OFFICER'S RECOMMENDATION

THAT Council note the meeting proceedings (minutes) from the Community Reference Panel meeting held on 22 February 2024.

REPORT

BACKGROUND

At the meeting held on 21 September 2022 Council adopted an engagement structure that comprised of four strategically focused Community Reference Panels with the following focus areas

- Climate Change and Environment
- Community
- Sport, Recreation and Leisure
- Economy.

The role of the Community Reference Panel's (CRP's) is to support Council in reviewing the vision objectives and goals of the Community Strategic Plan and their translation to the Delivery Program through an active and ongoing community engagement program. The aim is to ensure that current knowledge, critical thinking, and analysis is applied to strategy development, increasing the confidence that Council is making the right decisions and that those decisions are not made in isolation, but in a genuine partnership with community.

REPORT

A Joint meeting between the four CRP's were held on 22 February 2024. The focus of this meeting was consultation on two key strategic documents for the Wingecarribee Shire, that is the Community Strategic Plan and Draft Bowral Town Centre Master Plan. The meeting proceedings are included in **Attachment 1**.

COMMUNICATION AND CONSULTATION

Community Engagement

Community Reference Panels are a key community engagement mechanism for Council.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

Internal Communication and Consultation

Manager Environment and Sustainability, Manager Assets, Manager Community Life and Libraries and Coordinator Strategic Policy.

External Communication and Consultation

Nil

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no budget implications arising from this report.

RELATED COUNCIL POLICY

Community Engagement Policy.

CONCLUSION

This report provides the meeting proceedings (minutes) from February 2024 Joint Community Reference Panel meeting.

ATTACHMENTS

1. Meeting Minutes CRP Joint Meeting February 2024 [9.23.1 - 3 pages]

Community Reference Panel Meeting Minutes
Joint Meeting Thursday 22 February 2024



Time: 15:00-17:00	Duration: 2 hours	Venue: Theatrette Moss Vale
Focus Area: Joint Meeting of the Climate Change and Environment, Community, Economy, Sports Leisure and Recreation Panels		
<p>Attendees:</p> <p>Climate Change and Environment Panel: Derek White, Andy Lemann.</p> <p>Community Panel: Katie Constantino, Alan Stiles, Tam Johnston, Peter Stewart.</p> <p>Economy Panel: Liz Dixon (Department of Regional NSW), Brigid Kennedy (GROW Southern Highlands), Julianne Christie, Ross Muller.</p> <p>Sports Leisure and Recreation Panel: Ankit Behangle (Transport for NSW), John Vild, Lyn Collingridge, Miles Lochhead, Ryan Elphick, Stuart Perry, Christopher Blaxland.</p>		
<p>Apologies:</p> <p>Climate Change and Environment Panel: Jacqeline Holland (Local Land Services), Chris Page (Department of Planning and Environment), Pat Hall, Jennifer Slattery, Kim Zegenhagen, Pip Rainey, Janelle Menzies, Suzannah Cowley.</p> <p>Community Panel: Domenic Zappia (South Western Sydney PHN), Melanie Brindley (Department of Education), Jodie Swan, Skye Cannon</p> <p>Economy Panel: Michelle Pontello (TAFE NSW), Shannan Perry-Hall (Destination Sydney Surround South) Richard Colley, Greg Goodman, Carisa Wells, Stephen Lowe, Ian Bollen, Michael Ellis.</p> <p>Sports Leisure and Recreation Panel: Steve Manning (Office of Sport), Blair Oliver (Transport for NSW), Peter Mitchell. Rebecca Duffy.</p>		
<p>Chairs:</p> <p>Climate Change and Environment Panel – Manager Environment and Sustainability, Barry Arthur.</p> <p>Community Panel – Manager Community Life and Libraries, Kathryn Baget-Juleff.</p> <p>Economy Panel – Executive Manager Strategic Outcomes, Deniz Kilic.</p> <p>Sports Leisure and Recreation Panel - Manager Assets, Shaun Robinson.</p>		
<p>Staff: Director Corporate Strategy and Resourcing, Carmel Foster, Director Service and Project Delivery, Karin Targa, Acting Director Communities and Place, Clinton McAlister, Manager Governance and Corporate Performance, Danielle Lidgard, Acting Senior Strategic Planner, Rachel</p>		

We're with you

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

Murray, Acting Coordinator Strategy and Place, Garima Mendiratta.

1.	Item 1: Welcome and Introductions
2.	<p>Item 2: Regional Community Strategic Plan</p> <p>Description of Engagement</p> <ul style="list-style-type: none"> • Presentation - Overview of the Regional Community Strategic Plan Project and survey • World Café style community engagement activity exploring the following key questions: <ul style="list-style-type: none"> ○ How do you feel about the vision in your community strategic plan? ○ What makes your community a great place to live? ○ What is the one thing you would like to see achieved in your community in the next 10 years? ○ What services or projects do you think your council should be prioritizing or lobbying other levels of government for? ○ What have you seen in another area/shire that you think would work well in your area? <p>Discussion</p> <ul style="list-style-type: none"> • Following a world café format the Panel members discussed the questions outlined above and discussion points were captured by Panel Chairs on activity sheets. <p>Action Steps</p> <ul style="list-style-type: none"> • Feedback obtained from the World Café activity will be submitted as community engagement data to the project consultant • Panel members to promote Community Strategic Plan Survey among networks
3.	<p>Item 3: Draft Bowral Town Centre Master Plan</p> <p>Description of Engagement</p> <ul style="list-style-type: none"> • Presentation - Overview of the Draft Bowral Town Centre Master Plan <ul style="list-style-type: none"> ○ Background – What has happened so far? ○ Components of the Draft Master Plan ○ Public Exhibition and Engagement Opportunities ○ Engagement Activity

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

	<ul style="list-style-type: none">• Interactive engagement activity to capture feedback on each of the four themes within the Draft Master Plan.<ul style="list-style-type: none">○ Panel members were provided with four green and red dots which were utilised to indicate the proposed initiatives that they loved (green) or were unsure about/needs more investigation (red).• Post-it-notes were also provided at each station to encourage Panel members to explain their reasoning behind issuing an initiative with a particular sticker.
	<p>Discussion</p> <ul style="list-style-type: none">• The workshop was a self-paced engagement activity. During this time 68 green dots and 29 red dots were placed next to the proposed initiatives.
	<p>Action Steps</p> <ul style="list-style-type: none">• Feedback captured during the session will inform the review of the Draft Bowral Town Centre Master Plan during the post-exhibition period.• Panel members have also been asked to promote the other engagement opportunities with their networks.

9.24 Traffic Committee - February 2024 Meeting Minutes

Report of: Elizabeth de Graaf
Administration Officer

Authorised by: Shaun Robinson
Manager Assets

PURPOSE

This report provides the Minutes of the Traffic Committee meeting held on Thursday 15 February 2024, to be received and noted.

OFFICER'S RECOMMENDATION

THAT Council receive and note the Minutes of the Traffic Committee meeting held on Thursday 15 February 2024.

REPORT

BACKGROUND

The Local Traffic Committee (the Committee) is established to provide advice to Council which enables Council to meet its responsibilities to Transport for NSW (TfNSW) as part of the powers delegated to it by TfNSW under the Transport Administration Act 1988.

The control of traffic functions delegated to TfNSW to Council are:

1. Regulation of traffic under Division 2 of Part 8 (Sections 116 to 119) of the Roads Act 1993;
2. Authorisation of prescribed traffic control devices covered under Division 1 Part 4 (Sections 50 to 55) of the Road Transport (Safety & Traffic Management) Act 1999; and
3. Authorisation of special event parking schemes under Division 2 of Part 5 (Clauses 122 and 123) of the Road Transport (Safety & Traffic Management) Regulation 1999 on public roads other than classified roads.

The Committee is an independent technical advisory Committee that assists Council to fulfil its responsibilities.

In accordance with the Local Traffic Committee Terms of Reference and resolution of Ordinary Council Meeting 8 December 2021, Council has sub-delegated the traffic management powers relating to Items 2 and 3 as listed above to the General Manager. Traffic management powers relating to Item 1 cannot be sub-delegated.

As a general guide, the following matters relate to the respective Items:

- Item 1 – Permanent installation of traffic control devices like speed humps, medians & blisters. As well as street closures and formalisation of one-way streets;
- Item 2 – Regulatory signs and line marking; and
- Item 3 – Temporary closures for special events.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

REPORT

Local Traffic Committee Meeting – 15 February 2024

A Local Traffic Committee meeting was held on 15 February 2024. Traffic Committee recommendation numbers TC 2024/1 to TC 2024/10, from the items considered were eligible for approval under sub-delegation and have already been approved.

CONCLUSION

The items considered at the Traffic Committee meeting on 15 February 2024 were approved under sub-delegation, it is therefore recommended that Council receive and note the Minutes.

ATTACHMENTS

1. Traffic Committee Agenda 15 February 2024 [**9.24.1** - 115 pages]
2. Traffic Committee Agenda 15 February 2024 Attachments separate cover [**9.24.2** - 171 pages]
3. Traffic Committee Minutes 15 February 2024 [**9.24.3** - 15 pages]

AGENDA

Local Traffic Committee



We're with you

Thursday 15 February 2024
Council Chambers|, Wingecarribee Shire Council Civic Centre
68 Elizabeth Street, Moss Vale at 10:00 am

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

1 OPENING OF THE MEETING	4
2 ACKNOWLEDGEMENT OF COUNTRY	4
3 APOLOGIES.....	4
4 ADOPTION OF MINUTES OF PREVIOUS MEETING	4
5 DECLARATIONS OF INTEREST	4
6 AGENDA REPORTS	6
6.1 Police Report On Recent Road Crashes In The Shire	6
6.2 Road Safety Officer Progress Report.....	7
6.3 Argyle Street, Berrima - Review Of Existing Bus Zone	11
6.4 Argyle Street, New Berrima - Signage And Line Marking Improvements.....	14
6.5 Intersections Of Erith Street With Amy Street & Hill Street, Bundanoon – Proposed No Stopping Zone	17
6.6 3020 Old Hume Highway, Berrima - Proposed Road Upgrade Works For Bendooley Estate	21
6.7 A Day On The Green - Centennial Vineyards - Saturday 23 March 2024.....	26
6.8 A Day On The Green - Centennial Vineyards - Saturday 14 April 2024	109
6.9 Brigadoon - Bundanoon Highland Gathering - Saturday 6 April 2024.....	111
6.10 2024 Burrawang Markets Traffic Management	113
7 DATE OF NEXT MEETING	115
8 MEETING CLOSURE	115

Our Mission, Our Vision, Our Values



AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

1 OPENING OF THE MEETING

The Senior Traffic Engineer will open the meeting.

2 ACKNOWLEDGEMENT OF COUNTRY

“Wingecarribee Shire Council acknowledges the Gundungurra and Tharawal people as the traditional custodians of this land we now call the Wingecarribee Shire. I pay my respect to Elders both past, present and emerging. I would also like to extend that respect to all Aboriginal and Torres Strait Islanders present here today.”

3 APOLOGIES

Nil at time of print.

4 ADOPTION OF MINUTES OF PREVIOUS MEETING

That the minutes of the Traffic Committee meeting held on 23 November 2023, recommendation numbers TC 2023/66 to TC 2023/72 inclusive, copies of which were forwarded to Committee members, have been received and noted.

5 DECLARATIONS OF INTEREST

The provisions of Chapter 14 of the Local Government Act 1993 regulate the way in which nominated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public trust.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest and the reasons for declaring such interest must be disclosed as soon as practicable after the start of the meeting.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussions or voting on that matter and further require that the member vacate the Chamber.

Council’s Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

Where necessary any Councillor, Committee Member and nominated staff of Council should disclose any interest and the reason for declaring such interest in the matters under consideration at this meeting.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Councillors and Committee Members are requested to complete the appropriate form to be handed up at the Meeting.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

6 AGENDA REPORTS

6.1 Police Report on recent road crashes in the Shire

Report Author: Traffic Engineer

Authoriser: Shaun Robinson

PURPOSE

Reporting on recent road crashes in the Shire recorded by Police.

RECOMMENDATION

***THAT** the information be received and noted.*

REPORT

BACKGROUND

At its meeting on 28 April 2010, Council adopted the recommendation of the Traffic Committee as follows:

THAT the Police report to each Traffic Committee meeting any fatal and serious injury crashes and locations where a pattern of crashes are developing AND THAT these crashes also be reported to Council staff to permit a timely investigation of the road environment.

CONCLUSION

That the information be received and noted.

ATTACHMENTS

Nil

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

6.2 Road Safety Officer Progress Report

Report Author: Traffic Engineer

Authoriser: Shaun Robinson

PURPOSE

The purpose of this report is to update the Traffic Committee on the progress of various projects undertaken by the Road Safety Officer.

RECOMMENDATION

***THAT** the information be received and noted.*

February 2024 REPORT

Background

2023 saw five fatal motor vehicle crashes killing six people in the Wingecarribee Shire Local Government Area. In 2022 there were twelve fatalities from eight crashes.

RSO Projects 2023/2024

Transport for New South Wales (TfNSW) have approved and funded various projects for 2023/24 under the Local Government Road Safety Program (LGRSP) for Wingecarribee Shire Council.

Projects Funded for the 2023/24 year are: Learner Driver Graduated Licencing Scheme workshops, Learner Driver Logbook Runs, 65 Plus Senior Driver Safety workshops, Child restraint fittings and Motorcycle Awareness.

Other project being managed by the Road Safety Officer include 'U turn the wheel' for young drivers and 'Speed Busters' speed management campaign.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

REPORT

Graduated Licencing System (GLS) Workshops and Logbook Runs

Dates have been confirmed for four GLS workshops in 2024. These workshops are being held face to face in council's theatrette at the Civic Centre.

GLS workshops are designed to assist parents/carers/supervisors of (or soon to be) learner drivers navigate their way through the GLS.

2024 Dates for GLS workshops:

Sunday 10 March 2024,

Sunday 2 June 2024,

Sunday 25 August 2024,

Sunday 27 October 2024.

Logbook runs are to assist Learner drivers gain experience and knowledge through a practical drive with their supervisor. The logbook runs are conducted with the assistance of police and provide a workshop component allowing both supervisors and learners to ask questions, and to clarify issues they might be having, through the learner driver or GLS process.

2024 Dates for logbook runs:

Sunday 24 March 2024,

Sunday 16 June 2024,

Sunday 8 September 2024,

Sunday 10 November 2024.

The assistance of local Police with breath testing and engaging in discussion with the participants is appreciated.

Schools

Council promotes back to school road safety. Liaising with schools to reinforce road safety messages.

Young Road Users, 'U-Turn the Wheel Program'

U Turn the Wheel' program informs and educates senior high school students on issues surrounding road safety. The program is facilitated by Moss Vale Rotary and Councils RSO and held at the Mittagong RSL Club.

Planning for the 2024 program is underway. Three days have been allotted, dates being July 29, August 12 and 13 2024

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Approximately 500 year 11 high school students from, Chevalier College, Frensham College, Moss Vale High, Oxley High and Bowral high are expected to attend.

The program is still re-establishing post covid. The program is run with the assistance of Moss Vale Rotary club, NSW Police, Mittagong SES, Jarrad Ingram (a road crash survivor), Berrima Busses, Mittagong RSL Club and other community organisation. U-turn the wheel is a major event requiring extensive co-ordination with planning well underway for 2024.

Safe Riding

Motorcycles crashes are of constant concern within Wingecarribee, with four motorcyclists killed in the shire in 2022. As part of 23/24 Road safety program, a project was planned to be held with local retailers but was unable to gain support. The program is being repurposed for 2024.

It is anticipated a 'Coffee with a Cop' activation will be held at Robertson during 2024. These activations help educate and inform motorcyclists and other road user of the dangers on local roads. Motorcycle safety and awareness is a significant issue within the Wingecarribee Shire. A point is made of raising such issues at public meetings and talks including Logbook Runs and other workshops to increase awareness of the vulnerability of motor cyclists and cyclists on our roads.

Speed Management - Speed Busters

The speed management program 'Speed Buster's' involves the maintenance and management of six speed indicator signs across the shire. The intention is to increase a driver's awareness of their travel speed upon approaching towns and villages with high/higher pedestrian activity, thus helping to reduce the risk of road related trauma.

The four original solar powered speed display signs are currently situated at Exeter, Bundanoon, Wingello and Robertson. Two further speed indicator signs were installed in 2023. One sign has been installed on Merrigang Street Bowral. The second sign has been installed on Throsby Street Moss Vale. Both signs have now been operating for several months now.

Separate to the speed busters program Councils Environmental team have secured funding and purchased two Variable Message Signs (VMS) which are used to warn motorists of their travel speed in high 'roadkill' areas being, Tugalong Road, Old Hume Highway Yerrinbool and Tourist Road. The Environmental team is in the process of purchasing a further four Vehicle Activated Signs (VAS) signs for use in various roadkill areas.

These additional signs will bring the total to 12 flashing speed signs at various urban and rural locations throughout the Wingecarribee Shire.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Child Restraint Fittings

With the assistance of Laurie Stewart Automotive, Mittagong and TfNSW Council is running a 'free child restraint fitting' program under the Local Government Road Safety Program. Open to residents of the Wingecarribee the program has been steadily increasing in popularity since 2022. Funding for the 60 allocated fitting for 23/24 has recently been exhausted with a request being made to TfNSW for further funding to extend the program deeper into the fiscal year. A request to continue the program with increased funding under the LGRSP is being prepared for 2024/25.

Pedestrians - Look Out Before You Step Out

Seventeen 'Thermal' 'Look Out Before You Step Out' decals were installed at various locations throughout the Shire in 2023. Including two at Bundanoon two at Moss Vale eleven at Bowral and two at Mittagong. These decals give a reminder to pedestrians at the kerbside to 'Look Out before they Step Out' onto the roadway at various crossing points with the Wingecarribee.

Seniors

The free workshops for residents aged 65 years plus explore the many aspects of ageing and safe road use. With an ageing population and multiple fatalities involving elderly people in the shire in 2022 and 2023, this is a continuing area of concern.

The TfNSW supported project under the Local Government Road Safety Program includes discussions about pedestrian safety, safe driving, information on driving tests, driver licence options and current road rules. A 65 plus workshop was conducted on 15 July for Moss Vale Country Woman's Association. A 'Stepping on' presentation is scheduled for 30 October 2023 at Bowral which is co-ordinated by NSW Health.

Two further workshops are scheduled for the 12th and 19th of March, in conjunction with councils' community team, as part of senior's week.

Further opportunities to conduct similar presentations throughout the community in 2024 are welcomed.

Drink Driving

In the lead up to the Christmas New year period 3250 'PLAN B' bottle bags were delivered to various liquor outlets around the shire. Reinforcing the Plan B message.

ATTACHMENTS

Nil

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

6.3 Argyle Street, Berrima - Review of existing Bus Zone

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

Review the existing Bus Zone on Argyle Street fronting Holy Trinity Anglican Church, Berrima.

The existing Bus Zone has been reviewed and proposed to be adjusted as follows:

Existing Bus Zone signs be removed and replaced with proposed Bus Zone MON-FRI signs.

RECOMMENDATION

THAT the existing permanent Bus Zone on Argyle Street, Berrima, be replaced with a new Bus Zone MON-FRI.

REPORT

BACKGROUND

Council has received a request to review existing parking in Argyle Street, fronting Holy Trinity Anglican Church. The existing Bus Zone is not currently used by the local bus service provider on weekends. Berrima is a popular tourist location with limited parking availability. Removing the Bus Zone on weekends will provide more parking for tourists and people accessing the church.

REPORT

Argyle Street is a local No Through Road with a width of 9m fronting the church. This section of Argyle Street is part of local bus route network. The length of the existing Bus Zone is 30m.

The number of daily bus users are low in this location. Bus services run on weekdays. There is no weekend bus service.

The revision of current permanent bus zone to operate MON – FRI will provide additional parking spaces for tourists and the local community. Proposed reviews and adjustments are shown in Fig. 2 as follows:

Existing permanent Bus Zone signs are to be removed and replaced with proposed Bus Zone MON-FRI signs fronting Holy Trinity Anglican Church, Berrima.

CONSULTATION

The organiser of the monthly Cars and Coffee event has requested Council review the bus zone to allow for more on street parking. Berrima Residents Association will be notified of this report.

Please see the plans below.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Fig.1: Shows the location.



Fig.2: Existing and proposed Bus Zone signs in Argyle Street, Berrima.

CONCLUSION

It is recommended that Council approves:

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

The replacement of existing Bus Zone signs with new Bus Zone MON-FRI signs on Argyle Street fronting Holy Trinity Anglican Church, Berrima, which will allow for more on-street parking for tourists and the local community.

ATTACHMENTS

There are no attachments to this report.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

6.4 Argyle Street, New Berrima - Signage and Line marking improvements

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

To seek Traffic Committee's approval for the proposed improvements of proposed kerb and gutter, signage and line marking at the intersection of Argyle Street and Taylor Avenue, New Berrima.

Proposed improvements are:

- Extension of existing No Stopping zone from 41m to 62m.
- Installation of 14m TB & 14m TB1 lines in Argyle Street at Tylor Avenue.
- Installation of Standard Arrows Pavement Markings for both directional traffic flow.
- Installation of perpendicular parking bay marking for additional parking spaces at the median of Argyle Street.
- Reinstallation of missing sign stating NO TRUCKS OVER 10 t GVM.

RECOMMENDATION

THAT Council approves proposed improvements:

- ***Extension of existing No Stopping zone from 41m to 62m (by 21m)***
- ***Installation of 14m TB & 14m TB1 lines in Argyle Street at Tylor Avenue.***
- ***Installation of Standard Arrows Pavement Markings for both directional traffic flow.***
- ***Installation of perpendicular parking bay marking for additional parking spaces at the median of Argyle Street.***
- ***Reinstallation of missing NO TRUCKS OVER 10 t GVM.***

REPORT

BACKGROUND

Current pavement and drainage conditions of Taylor Avenue and Argyle Street is poor. Council has received requests from residents and businesses for many years to upgrade this section of Argyle Street and Taylor Avenue, New Berrima.

REPORT

Council's Project Delivery branch has developed road upgrade plans for Taylor Avenue and Argyle Street, New Berrima. The improvements to Argyle Street include new centre line marking, No Stopping zone, and formalised parking.

The width of this section of Argyle Street is 19m. The width of the road is adequate to allow proposed on-street perpendicular parking at the centre of the Argyle Street for at least 8 vehicles.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

This project forms part of the Argyle Street improvements as follows:

1. Extension of existing No Stopping zone from 41m to 62m (by 21m)
2. Installation of 14m TB & 14m TB1 lines in Argyle Street at Tylor Avenue.
3. Installation of Standard Arrows Pavement Markings for both directional traffic flow.
4. Installation of perpendicular parking bay marking for additional parking spaces at the median of Argyle Street.
5. Reinstallation of missing NO TRUCKS OVER 10 t GVM.

The project will be included into the current budget in second quarter. The funding amount will be approximately \$280k.

CONSULTATIONS

Residents have requested for many years that the road pavement and parking be improved. The Argyle Street upgrade will have a positive impact on residents and businesses. The output of the project will be beneficial to the community. A wider consultation has not been undertaken.

CONCLUSION

Plans attached with this report.

It is recommended that:

Council reviews the plans and approves the proposed Argyle Street upgrades.

ATTACHMENTS

1. Intersection of Tylor Avenue and Argyle Street Berrima - Upgrade kerb and pavement with sign and Lin [6.4.1 - 1 page]

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

**6.5 Intersections of Erith Street with Amy Street & Hill Street,
Bundanoon – Proposed No Stopping Zone**

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

To install statutory No Stopping Zone on the northern side of Erith Street, and in the intersections of Erith Street with Amy Street and Hill Street, Bundanoon.

RECOMMENDATION

THAT Council approves the installation of:

- 1. Proposed 61 meters No Stopping Zone on the northern side of Erith Street including the intersection of Hill Street, Bundanoon.*
- 2. Proposed 20 meters statutory No Stopping Zone in the corner of Erith Street and Amy Street, Bundanoon.*

REPORT

BACKGROUND

Council's Project Delivery branch has undertaken a project to design and construct a 1.2-meter footpath at Erith Street, Bundanoon from Ellsmore Road to Hill Street. The northern side of Erith Street between Hill Street and Penrose Road is narrow at 4.5m.

REPORT

Council's Project Delivery branch has requested Traffic Committee to endorse proposed No Stopping restrictions in Erith Street, Hill Street and Amy Street, Bundanoon.

The reasons for the proposal of installing "No Stopping" signs are as below.

- Reinforcing the statutory 10m No Stopping at the intersections of Erith Street and Hill Street, and Erith Street and Amy Street to provide better sight distance for pedestrians and vehicles. The intersection of Erith Street and Amy Street is at an obtuse angle and therefore can be harder for drivers to judge the statutory 10m parking restriction for vehicles at intersections.
- The width of Erith Street is narrow with an unbroken double barrier central (BB) line. A parked car along the kerb would be less than 3m from the BB line in this section of Erith Street. Also, to prevent car doors being opened onto the footpath if they were stopped.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Therefore, the strengthening of No Stopping on the northern side of Erith Street is obligatory.

CONSULTATION

The proposed No Stopping restrictions on the corner of Erith Street with Amy Street & Hill Street, Bundanoon is required by the legislation. A public consultation will not be required.

CONCLUSION

The proposed No Stopping Zone on the northern side of Erith Street will reinforce the fact that there is not enough room for vehicles to park legally given the current lane width.

The proposed No Stopping Zones at the intersection of Erith Street and Hill Street, and Erith Street and Amy Street will reinforce the statutory requirements for vehicles to not park within 10m of the intersection to improve sight distance.

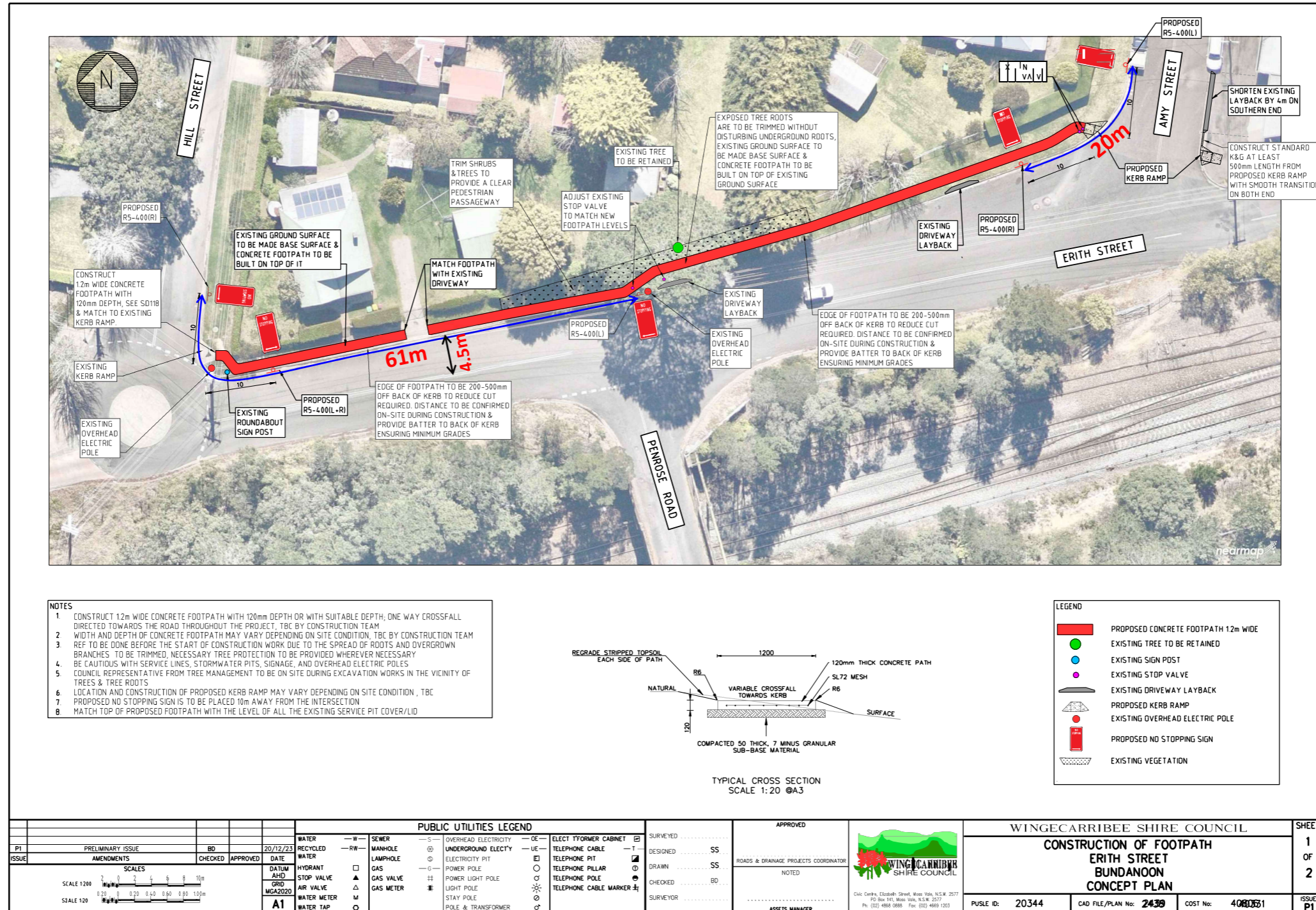
The proposed No Stopping Zones are recommended for approval.

ATTACHMENTS

Plan attached:

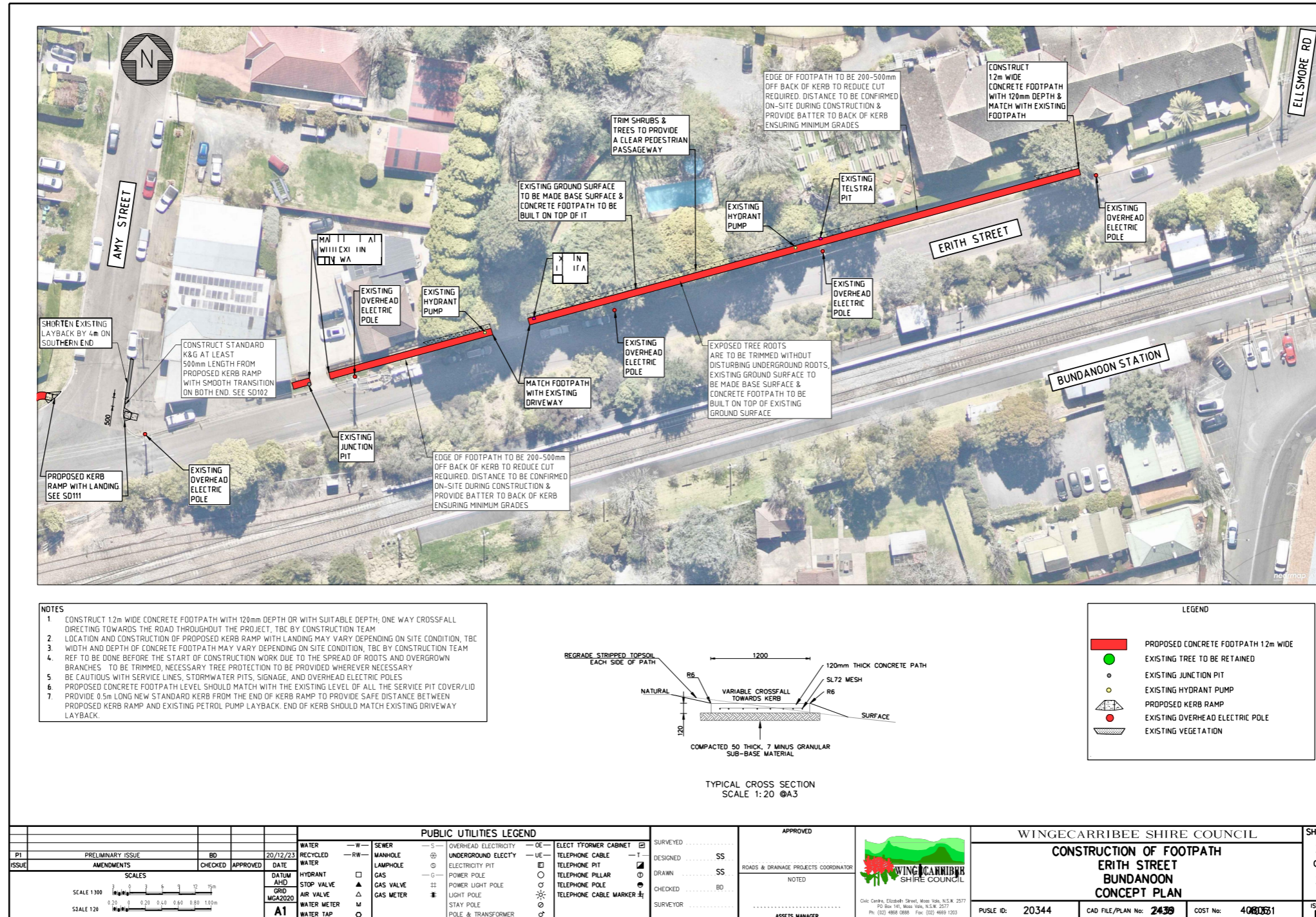
Erith St, Bundanoon - Proposed No Stopping zone (PDF)

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024



6.5.1 Erith St, Bundanoon - Proposed No Stopping zone

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024



6.5.1 Erith St, Bundanoon - Proposed No Stopping zone

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

6.6 3020 Old Hume Highway, Berrima - Proposed Road upgrade works for Bendooley Estate

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

Reporting on the geometric road design, including Channelised Right-turn (CHR(s)) and Auxiliary Left-turn (CHL(s)) treatments, at the intersection of Old Hume Highway and the southern entrance to Bendooley Estate, Berrima.

RECOMMENDATION

THAT Council reviews and approves the Concept layout of geometric road design of the intersection of Old Hume Highway & the southern entrance to Bendooley Estate, Berrima, which includes,

- Rural Short Channelised Right Turn Lane (CHR(s)) with 1 metre shoulder
- Rural Short Auxiliary Left Turn Lane (AUL(s)) with 1 metre shoulder
- Merge Lane to be with 1 metre shoulder

THAT the proposed merge taper be extended from 90m to be 170m in length

THAT the existing northern entrance road to Bendooley Estate be closed to all traffic.

REPORT

BACKGROUND

Bendooley Estate is known as one of the premier rural estates for weddings in Australia. Bendooley has become a leading venue for weddings; a vineyard for wine tastings; a paradise for book lovers and an admired rural retreat with exquisite cottage accommodation. It is located at 3020 Old Hume Highway, Berrima.

CJP Consulting Engineers are involved in preparing a detailed proposed geometric road design for a new access road from Old Hume Highway into Bendooley Estate. The works are required for a current development application to create new accommodation and event venues within Bendooley Estate.

REPORT

The Planning Development and Regulatory Services branch received a development application for Bendooley Estate at 3020 Old Hume Highway, Berrima. The development application proposes to construct new accommodation and event venues, with associated internal road infrastructure.

The proposed internal road infrastructure will access from Old Hume Highway. The intersection of Old Hume Highway and the new access into Bendooley Estate is proposed to be upgraded to include,

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

- Short Channelised Right Turn Lane (CHR(s))
- Short Auxiliary Left Turn Lane (AUL(s))
- Merge Lane

The proposed CHR(s) and AUL(s) treatments meets *Austroads Guide to Road Design Part 4A: Unsignalised Intersections* requirements.

CHR(s) and AUL(s) are suitable for intersections that are expected to have low to moderate volumes of through and turning vehicles. Full length Channelised Right Turn lanes and Auxiliary Left Turn lanes are required at intersection with a high volume of through and turning vehicles.

The existing northern entrance to Bendooley Estate will be closed to all vehicles. The purpose of the closure is to remove the safety risk of vehicles turning right into the merge lane.

The merge taper for the merge lane is shown on the design plan is 90m. Austroads Guide to Road Design Part 3: Geometric Road Design states that the merge taper for vehicles travelling from two lanes to one lane is to be, $0.5 \times \text{vehicle speed} \times \text{lane width}$, which works out to be 170m.

Please see attached design plans for further detail.

CONCLUSION

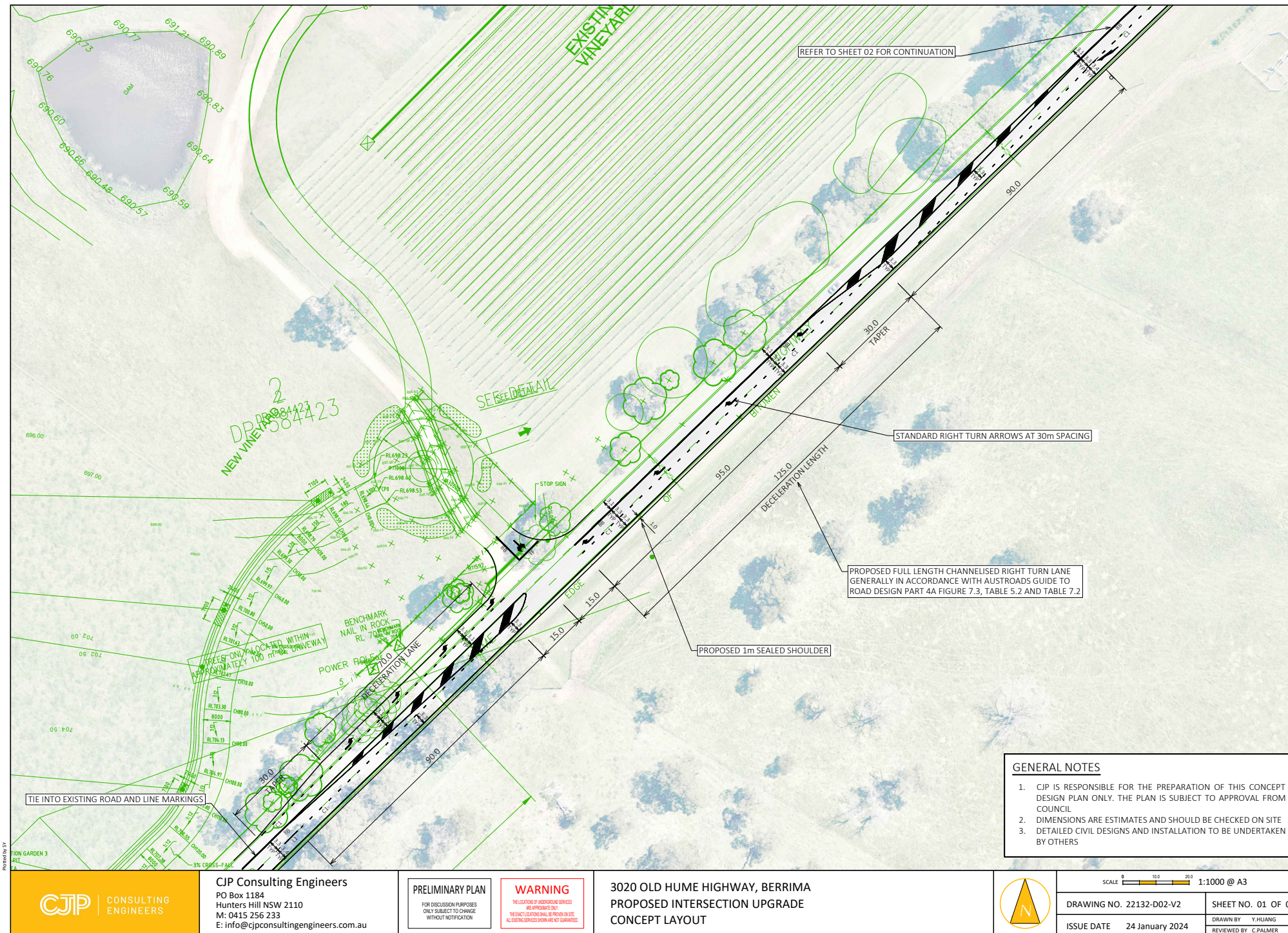
The proposed facilities to be constructed at Bendooley Estate will generate increased turning movements to the property. The proposed turning lanes and associated merge lane meet Austroads Standards and will improve safety to through and turning vehicles.

The proposed design plans are recommended for approval subject to the recommended changes.

Final concept plan for the road works for Bendooley Estate attached.

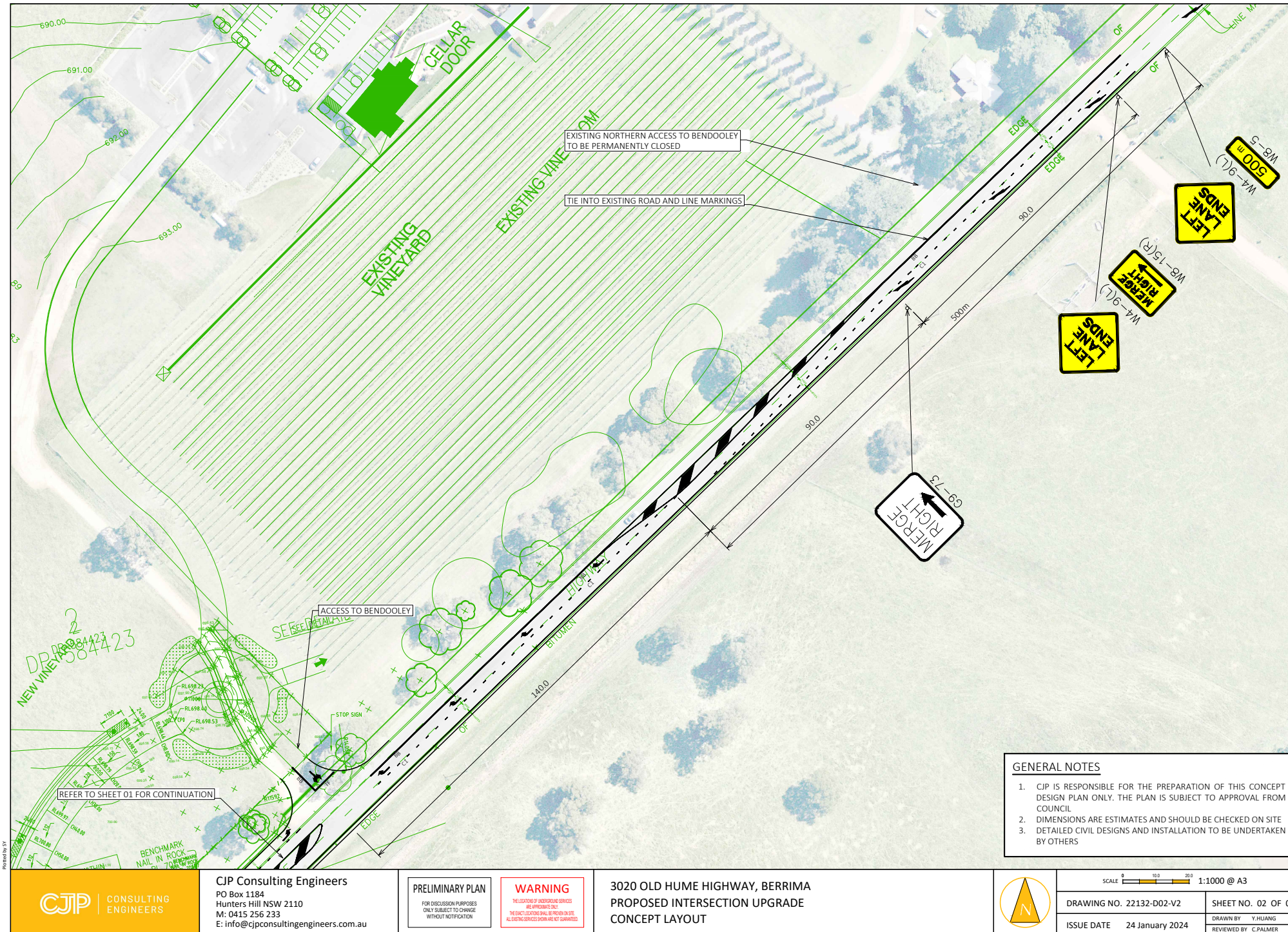
ATTACHMENTS

1. 3020 Old Hume Highway, Berrima- Proposed Road upgrade works for Bendooley Estate [6.6.1 - 3 pages]

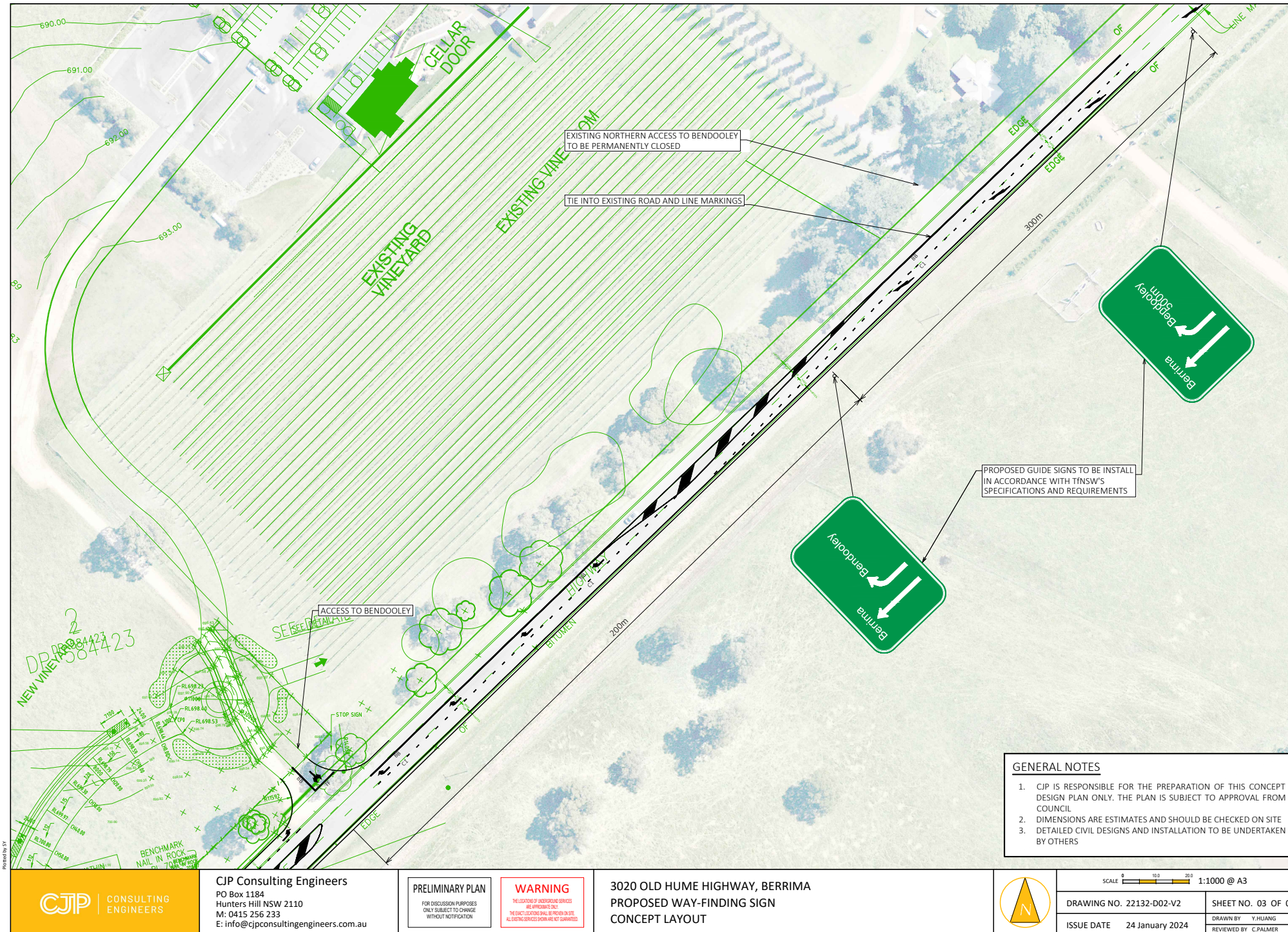


6.6.1 3020 Old Hume Highway, Berrima- Proposed Road upgrade works for Bendooley Estate

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024



6.6.1 3020 Old Hume Highway, Berrima- Proposed Road upgrade works for Bendooley Estate



6.6.1 3020 Old Hume Highway, Berrima- Proposed Road upgrade works for Bendooley Estate

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

6.7 A Day on the Green - Centennial Vineyards - Saturday 23 March 2024

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

Consideration of the Traffic Management Plans for A Day on the Green which is to be held at Centennial Vineyards on Saturday 23 March 2024. The event is approved to hold up to 12,000 people.

RECOMMENDATION

THAT the traffic arrangements proposed by All Area Traffic Services for A Day on the Green to be held at Centennial Vineyards on Saturday 24 March 2023 be approved subject to the implementation of the approved Traffic Management Plan and approval from the Police Service in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event.

REPORT

BACKGROUND

A Day on the Green has become an annual event held at Centennial Vineyards, Bowral. The event is a concert which features numerous music artists from Australia and around the world.

A Day on the Green is approved to allow up to 12,000 people to attend which creates an economic benefit to the local community.

REPORT

A Day on the Green will be held at Centennial Vineyards, which is located at 252 Centennial Road Bowral.

Onsite car parking will be open to attendees from 1:00pm. The concert will start at 4:15pm and will finish at approximately 9:30pm.

Patrons will arrive and leave Centennial Vineyards by car, shuttle bus, tour bus, and other public transport.

Event organisers will use various methods to influence patrons to use the local shuttle bus service and other public transport services to travel to the event to minimise the demand for parking on site.

Patrons will be encouraged to not use private vehicles. A higher parking fee than used in the past will be charged for on-site car parking at Centennial Vineyards which is expected to reduce car numbers and increase the average passenger number from 2.6 to 3.0 patrons per car.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

The estimated percentage of patrons using different modes of transport are listed below.

Approximately 50 % of the patrons will arrive by shuttle bus.

Approximately 10 % of the patrons will arrive by private charter bus and mini-bus.

Approximately 30 % of patrons will arrive by private car to park on site.

Approximately 10 % of patrons will arrive by taxi, Uber or private car drop off within the Centennial Vineyards site.

A day on the Green 02-04-23. Total car numbers

Attendance 12,000	
Onsite parking. (30 %)	3,600 patrons = 1,200 cars
drop off / pickup. (8 %)	960 patrons = 320 cars
Taxi & Uber. (2.5 %)	300 patrons = 100 cars
Total	4,860 patrons = 1,620 cars

Please see attached Traffic Management Plan and Traffic Guidance Schemes for traffic management details.

CONCLUSION

A Day on the Green has been a successful event in past that creates a significant economic benefit to the local community.

The traffic management for the 2023 A Day on the Green event received positive feedback from various stakeholders such as Police, event Organisers and patrons attending the event.

The traffic management for A Day on the Green, proposed to be held at Centennial Vineyard on Saturday 23 March 2024, is recommended for approval

ATTACHMENTS

1. ADOT G. Centennial. 23-03-24. TMP [6.7.1 - 55 pages]
2. ADOTG 230324. 24 x Traffic Guidance Schemes [6.7.2 - 26 pages]

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Outdoor concert

Centennial Vineyards
252 Centennial Road, Bowral

Saturday 23rd March 2024

Traffic Management Plan



Traffic Management Plan. Version 1. Plan date. 04-01-24
Prepared by Craig Eeles. "Prepare A Work Zone Traffic Management Plan" cert. no. TCT0015737

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

CONTENTS

Section 1. INTRODUCTION

- 1.1 Introduction
- 1.2 References

Section 2. EVENT DETAILS

- 2.1 Event Organisers & Managers
- 2.2 Public Liability Insurance
- 2.3 Event Location
- 2.4 Event Details
- 2.5 Vehicle & Patron estimates
- 2.6 Affected roads
- 2.7 Traffic Impact

Section 3. PARKING & PUBLIC TRANSPORT

- 3.1 Event Parking
- 3.2 Shuttle Bus patron estimates
- 3.3 Shuttle Bus Route details
- 3.4 Shuttle bus pick up locations
- 3.5 Public Drop off & Pick up
- 3.6 Taxis
- 3.7 Pedestrians
- 3.8 Wet Weather Contingency Plan

Section 4. TRAFFIC MANAGEMENT

- 4.1 Traffic Controllers
- 4.2 Parking Marshalls
- 4.3 Security Staff
- 4.4 Signs and Devices
- 4.5 Roadside Parking restrictions
- 4.6 Advertising

Section 5. EMERGENCY SERVICES

- 5.1 Emergency Vehicles
- 5.2 Police
- 5.3 Ambulance
- 5.4 Fire Brigade

Section 6. TERRORISM

- 6.1 Suspect Activity
- 6.2 Vehicle Incursion

Section 7. OTHER PUBLIC CONSIDERATIONS

- 7.1 Neighbours
- 7.2 Public Transport Services
- 7.3 Environment
- 7.4 Night conditions

Section 8. PERMITS

- 8.1 Shire Permit
- 8.2 TfNSW Road Occupancy Licence
- 8.3 Police approval
- 8.4 TfNSW Special Event TMP Template
- 8.5 Summary Offences Act form

Section 9. TRAFFIC GUIDANCE SCHEMES

- TGS 01. Old Hume Hwy. Mittagong - VMB & Ingress directional signs
- TGS 02. The Old Hume Highway & Centennial Road - Ingress.
- TGS 03. Centennial Road - East bound. Ingress.
- TGS 04. Centennial Road - West bound. Ingress & Egress.
- TGS 05. Kirkham Road & Centennial Road. Ingress & Egress.
- TGS 06. Kirkham Road & Mittagong Road. Ingress & Egress.
- TGS 07. Kirkham Road & Oxleys Hill Road. Ingress

- TGS 08. Centennial Road - Egress. Old Hume Highway approach
- TGS 09. Old Hume Highway - Egress. Detour Routes

- TGS 10. Centennial Road. Pedestrian Plan
- TGS 11. Centennial Road. No Roadside Parking signs and devices
- TGS 12. Centennial Road. Flag line installation & removal.

- TGS 13. Centennial Vineyards - Internal parking plan
- TGS 14. Centennial Vineyards - Ingress directional signs
- TGS 15. Centennial Vineyards - Egress directional signs

- TGS 16. Centennial Vineyards - Taxi & public drop off / pick up
- TGS 17. Centennial Vineyards - Bus Area - Ingress
- TGS 18. Centennial Vineyards - Bus Area - Egress

- TGS 19. Moss Vale Shuttle Bus - VMP
- TGS 20. Bowral Shuttle Bus - VMP
- TGS 21. Mittagong Shuttle Bus - VMP

- TGS 22. VMB. Centennial Road. Advance notice of road closure.
- TGS 23. VMB's. Ingress
- TGS 24. VMB's. Egress

2

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

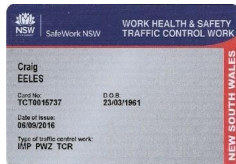
Section 1. INTRODUCTION

1.1 Introduction

This Traffic Management Plan (TMP)

- is based on the successful method of traffic management developed by event managers and traffic & parking managers at numerous 'A Day On The Green' concerts previously held at various wineries around Australia for the past 22 years.
- is based on the successful method of operation developed by event managers and traffic & parking managers at numerous 'A Day On The Green' concerts previously held at Centennial Vineyards between 2006 and 2012 and since retuning in 2022.
- has been produced in consultation with Event Management, Police, Local Councils, TfNSW, and other stakeholders.
- takes into consideration the safety of patrons and event participants, and with emphasis on the safe passage of all traffic and pedestrians either involved in the event or travelling through, past or around the event area.
- takes into consideration the disruption to the local community, business' and traders.
- takes into consideration emergency services routes through, past or around the event area.
- is the document to be referred to by event staff regarding any traffic management at the event.
- is written as a document for relevant authorities to refer to when considering the issue of any traffic management permits and approvals for the event.
- is written to ensure that traffic management at the event is implemented in accordance with A.S. 1742.3 - 2019, the Transport NSW Traffic Control At Work Sites manual 2020 (version 6) and the TfNSW "Guide to Transport Management at Special Events" - 2018 for a class 2 event.
- has been developed by a traffic management planner with 22 years of experience in planning for public events and qualifications to Prepare A Work Zone Traffic Management Plan.

Craig Eeles. Certificate No. TCT0015737.



Signature:

1.2 References

The following documents and / or manuals have been used as references in developing this TMP :-

- OHS Act 2004
- NSW WH&S Act 2012
- Road Transport Act 2013
- Australian Government Guide to Terrorism in Crowded Places 2017
- RMS "Guide to Transport Management at Special Events" - 2018
- Transport NSW "Traffic Control At Worksites" - 2020 (version 6)
- AS 1742.3 - 2019

3

6.7.1 ADOT G. Centennial. 23-03-24. TMP

Page | 30

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.1 Event Contact List

The "A Day On The Green" concert is being organised and managed by Roundhouse Entertainment Pty. Ltd.

CONTACT LIST

Entity	Position / service	contact name	phone	email
Roundhouse Entertainment	National event manager	Eugene Brouwer	0411 751 599	eugene@roundhouse.com.au
	National site manager	Paul White	0418 511 531	paul@roundhouse.com.au
All Area Traffic Services	Traffic management	Craig Eeles	0407 870 088	allareatraffic@gmail.com
Police – Moss Vale	Local Traffic Committee rep.	Senior Constable Hayley Upton	4824 0799	humetrafficservices@police.nsw.gov.au
	Local events police rep.	Inspector Brendon Bernie	4862 9299	
Police - Goulburn District	Local Area Commander	Senior Constable Hayley Upton	4824 0799	humetrafficservices@police.nsw.gov.au @police.nsw.gov.au
	District Operations Inspector			
Wingecarribee Shire Council	Planning Dept. Event approval (S138)	Eric Luu	4868 0888	eric.luu@wsc.nsw.gov.au
	Traffic Dept. Local Traffic Committee rep.	Michael Rayner	4868 0888	michael.rayner@wsc.nsw.gov.au
Transport NSW (TINSW)	Local Traffic Committee rep.			
	ROL & SZA approval	Wollongong office		rol.southern@TINSW.nsw.gov.au
Berrima Buses	Local shuttle bus service	Chris Moule	4871 3211 0408 682 627	
Highland Taxis	Local taxi service	Laurie Stewart / John	4861 0000	
Ambulance NSW - Bowral	Emergency services		000	
NSW Fire & Rescue - Bowral	Emergency services		000	
SES - Bowral	Emergency services		000	
Local Newspaper	Public notification of event	Southern Highland News		

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.


Section 2. EVENT DETAILS

2.2 Public Liability Insurance

Current public liability Certificate of Currency will be provided closer to the event date.

Examples of existing or recent COC's are shown below.

Roundhouse Entertainment



SLE Worldwide Australia Pty Limited
A.B.N. 15 098 698 575 AFSL237268

Level 15, 45 Clarence Street
SYDNEY NSW 2000
Telephone 61 (0) 9249 4850
Facsimile 61 (0) 9249 4840
Website: www.sleaustralia.com.au

Certificate of Currency

Type of Cover: Public & Products Liability

The Insured: Roundhouse Entertainment Pty Ltd

Period Of Insurance: 01 August 2022 To 4.00pm on 01 August 2023

The Business: Event Organiser of the 2022-23 season of The Day on The Green.

Saturday 5 November	Sirromet Wines, Mt Cotton QLD	Crowded House	13,000
Sunday 6 November	Sirromet Wines, Mt Cotton QLD	Crowded House	10,000
Saturday 12 November	Bimbadeen, Hunter Valley NSW	Crowded House	11,000
Saturday 19 November	Mt Duneed, Geelong VIC	Crowded House	15,500
Saturday 3 December	Peter Lehmann Wines, Barossa Valley, SA	Killers	8,000
Saturday 10 December	Mt Duneed, Geelong VIC	Killers	19,500

Future events to be endorsed on

Limits of Liability:

Public Liability
\$ 20,000,000 any one Occurrence

Products Liability
\$ 20,000,000 any one Period of Insurance

Sublimits: Care, Custody & Control: 100,000 limited in the aggregate
Advertising Injury: \$ 20,000,000 any one Occurrence

Excess: Personal Injury \$ 5,000 each and every Occurrence inclusive of Supplementary Payments
Property Damage \$ 2,500 each and every Occurrence inclusive of Supplementary Payments
Advertising Injury \$ 2,500 each and every Occurrence inclusive of Supplementary Payments
Personal Injury \$25,000 each and every Claim inclusive of Supplementary Payments

All Area Traffic Services

PRORISK Public & Products Liability Certificate of Currency

Item 1	Policy Number	PPL-001843-2023
Item 2	Policyholder	Taylors Pty Ltd 22 Vonse Street, HMC/BLCO/11/16 3998 Australia
Item 3	Insurance Period	As from 08/08/2023 to 4/08/2023 at the address stated at Item 2 above
Item 4	Policy Wording	Prorisk Public & Products Liability Insurance Policy 4/07/21 Prorisk Global Terms & Conditions v04/22
Item 5	Underwrites	Professional Risk Underwriting Pty Limited trading as ProRisk Level 2, 115 Bridge Road, Richmond VIC 3121 For and on behalf of Swiss Re International BV Australia Branch (ABN 38 138 473 211)
Item 6	Limit of Liability	\$20,000,000.00 Any one occurrence. The total aggregate limit of liability in respect of Insuring Class 1.2 (Product Liability) and Insuring Class 1.3 (Advertising Liability) will not exceed \$20,000,000.00 in the aggregate during any one insurance period.
Item 7	Territorial Limits	Worldwide (Excluding USA and Canada)
Item 8	Other Insurance	Not applicable
Item 9	Interested Party	N/A
Item 10	Business Activities	Traffic Engineering Consulting Services
Item 11	Business Description	Traffic Management

THIS IS TO CERTIFY that in accordance with the authorisation granted to ProRisk by the underwriters and in consideration of the premium, the underwriters agree to insure the stated policyholder in accordance with the terms and conditions of the policy.

In accepting this insurance, the underwriters have relied on the information and statements that have been provided in the proposal. This is an important document and should be kept in a safe place with all other papers relating to this policy.

Authorised by



Hamish McDonald Nye
Executive Director
Professional Risk Underwriting Pty Ltd
10/01/2023

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

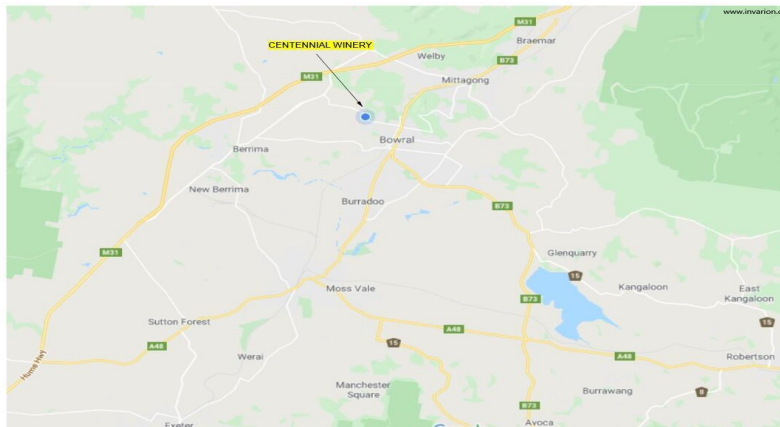
A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.3 Event Location

The 'A Day On The Green' concert will be conducted at Centennial Vineyards, situated at 252 Centennial Road, Bowral.
The Centennial Vineyards are located in a semi-rural area, approximately 3 km's west of Bowral.
Travel time by car is approximately 5 minutes from the centre of Bowral.

CENTENNIAL VINEYARDS.
252 Centennial Road. Bowral



CENTENNIAL VINEYARDS.
On-site parking areas available



AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.4 Event Description

'A Day On The Green' concerts will be held at Centennial Vineyards on Saturday 23rd March 2024.

Patrons will be provided with an afternoon and evening of entertainment and live music within the grounds of Centennial Vineyards.

Attendance of up to 12,000 people has been planned for.

It is expected to have 11,000 - 12,000 patrons attending the events.

Approximate show times.

Saturday 23rd March 2024.

- 1.00 p.m. Car parks open.
- 2.30 p.m. Unofficial soft venue gates open.
- 3.00 p.m. Advertised venue gates open.
- 4.15 p.m. Approximate show start.
- 8.00 p.m. Main act.
- 9.30 p.m. Approximate show finish.

Patrons will arrive and leave Centennial Vineyards by car, shuttle bus, tour bus, and other public transport.

Event organisers will use various methods to influence patrons to use the local shuttle bus service and other public transport services to travel to the event to minimise the demand for parking on site.

Patrons will be dissuaded to use private vehicles.

A substantial parking fee will be charged for on-site car parking at Centennial Vineyards.

This will reduce the car numbers and increase the average passenger number from 2.6 to 3.0 patrons per car.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS.

2.5 Vehicle & Patron estimates

Approximately 50 % of the patrons will arrive by shuttle bus.

Approximately 10 % of the patrons will arrive by private charter bus and mini-bus.

Approximately 30 % of patrons will arrive by private car to park on site.

Approximately 10 % of patrons will arrive by taxi, Uber or private car drop off within the Centennial Vineyards site.

HISTORICAL PARKING STATISTICS

Venue & Attendance Details			Public transport. Patron numbers				Drop off & Pick up		Public parking numbers	
Venue	Date	Attendance	Local Shuttle bus	Out of town Shuttle bus	Charter bus	Mini bus	Taxi & Uber	Public Drop off & pick up	Public car parks	VIP car parks
Centennial Winery Bowral. NSW	16-04-22	10,000	4,500 (45%)	800 (8%)	250 (2.5%)	400 (4%)	115 cars = 350 patrons (3.5%)	230 cars = 700 patrons (7%)	850 cars	110 cars
			Total public transport. = 5,950 patrons. (59.5%)				Total drop off & pick up = 1,050 patrons (10.5%)		960 cars @ 3.12 pax. = 3,000 patrons. (30%)	
	02-04-23	12,000	5,400	960	300	480	140 cars = 420 patrons	275 cars = 840 patrons	1,060 cars	140 cars
			Total public transport. = 7,140 patrons.				Total drop off & pick up = 1,260 patrons.		1,200 cars @ 3.0 pax. = 3,600 patrons.	

A day on the Green 02-04-23. Total car numbers

Attendance 12,000	
Onsite parking. (30%)	3,600 patrons = 1,200 cars
drop off / pickup. (8%)	960 patrons = 320 cars
Taxi & Uber. (2.5%)	300 patrons = 100 cars
Total	4,860 patrons = 1,620 cars

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.6 Affected Roads

Traffic management signs and devices for the event shall occupy road reserves and property controlled by Wingecarribee Shire Council and TfNSW Southern region.

Most cars will be arriving at the event site via Kirkham Road, Oxley Hill Road, Old Hume Highway and Centennial Road (western end) between 2.00 p.m. and 7.00 p.m. on event day.

Buses will be arriving at the event site via Kirkham Road and Centennial Road (eastern end) between 2.00 p.m. and 6.00 p.m. on event day.

TfNSW ROADS

OLD HUME HIGHWAY (MAIN STREET) AT MITTAGONG

The Old Hume Highway through Mittagong will be affected by event traffic from 12.00 p.m. to 12.00 a.m. on event day.

Variable Message Board will be installed on The Old Hume Highway on the approaches to the Bowral Road intersection from 12.00 p.m. to 12.00 a.m. on event day.

Event directional signs will be installed on The Old Hume Highway between Main Street in Mittagong and the Motorway on ramp at Welby from 12.00 p.m. to 8.00 p.m. on event day.

refer to TGS 01 for detailed plans of traffic management signs and devices on The Old Hume Highway through Mittagong

OLD HUME HIGHWAY AT CENTENNIAL ROAD (western end)

The Old Hume Highway near the intersection of Centennial Road will be affected by event traffic from 12.00 p.m. to 12.00 a.m. on event day.

Advance Warning Signs, Lane closure signs and speed reduction signs will be installed on The Old Hume Highway on the approaches to the Centennial Road intersection from 12.00 p.m. to 12.00 a.m. on event day.

Traffic Controllers will control traffic flow at The Old Hume Highway and Centennial intersection from 1.00 p.m. to 12.00 a.m. on event day.

INGRESS

It is expected to have an additional 200 - 250 vehicles per hour travelling on the Old Hume Highway and arriving at the event site via Centennial Road (western end) between 2.00 p.m. and 7.00 p.m. on event day.

The 1 km long left lane of the two uphill lanes on The Old Hume Highway, on the south bound approach to Centennial Road, will allow event traffic to be separated from through traffic during the ingress phase.

The right turn slip lane at the end of the two uphill lanes on The Old Hume Highway, on the north bound approach to Centennial Road, will allow event traffic to be separated from through traffic during the ingress phase.

EGRESS

Approximately 1,400 cars will exit the event site via The Old Hume Highway during the egress phase of the event.

Non-event through traffic on The Old Hume Highway reduces dramatically after 7.00 p.m.

Event traffic will therefore have minimal delays exiting the event site and accessing The Old Hume Highway during the egress phase.

Bowral traffic will turn left at the Old Hume Highway and detour via Oxley Hill Road to Bowral

Moss Vale and other south bound traffic will turn left at the Old Hume Highway and detour via Berrima to Moss Vale, Goulburn, etc.

Mittagong and Sydney traffic will turn right at the Old Hume Highway and proceed north to Mittagong.

Refer to TGS 02 , TGS 08 & TGS 09 for detailed plans of traffic management on The Old Hume Highway at Centennial Road

9

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.6 Affected Roads

T/NSW ROADS

MITTAGONG ROAD

Mittagong Road will be affected by event traffic from 12.00 p.m. to 12.00 a.m. on event day.

Advance Warning Signs and speed reduction signs shall be installed on Mittagong Road from 12.00 p.m. to 12.00 a.m. on event day.

Traffic Controllers will control traffic flow on Mittagong Road at the Kirkham Road intersection to expediate turning event vehicles from 1.00 p.m. to 12.00 a.m. on event day.

INGRESS

It is expected to have an additional 80 - 120 cars and 20 - 30 buses per hour travelling on Mittagong Road and turning at the Kirkham Road intersection.

Traffic Controllers will control traffic flow on Mittagong Road at the Kirkham Road intersection to expediate turning event vehicles from 11.00 p.m. to 12.00 a.m. on event day.

Most cars will be traveling to park at the event site via Kirkham Road, Oxley Hill Road, Old Hume Highway and the western end of Centennial Road between 2.00 p.m. and 7.00 p.m. on event day.

Buses, taxis and drop off vehicles will be arriving at the event site via Kirkham Road and Centennial Road (eastern end) between 2.00 p.m. and 6.00 p.m. on event day.

EGRESS

During Egress :-

- up to 250 pick-up cars, taxis, etc. will enter and exit the event site via Kirkham Road and Centennial Road.
- up to 120 buses will exit the event site via Centennial Road and Kirkham Road.
- shuttle buses and other pick-up vehicles leaving Centennial Vineyards will travel east on Centennial Road and access Mittagong Road at the Kirkham Road intersection.
- cars exiting the public car parks will travel west on Centennial Road to the Old Hume Highway and detour to Moss Vale, Bowral and Mittagong via The Old Hume Highway.

This will minimise the number of cars exiting onto Mittagong Road during the egress phase.

refer to TGS 06 for a detailed plan of traffic management on Mittagong Road

STATION STREET

Station Street will be affected by event traffic from 12.00 p.m. to 12.00 a.m. on event day.

Variable Message Board and event directional sign will be installed on Station Street from 12.00 p.m. to 8.00 p.m. on event day.

refer to TGS 07 for a detailed plan of traffic management on Station Street

10

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.6 Affected Roads.

COUNCIL ROADS

CENTENNIAL ROAD

Variable Message Boards will be installed on Centennial Road one week prior to the event.

The VMB's will give advance notice of the upcoming event and evening road closure.

Centennial Road will be affected by event traffic from 12.00 p.m. to 12.00 a.m. on event day.

Buses, taxis and other drop off vehicles will be arriving and leaving the event site via Kirkham Road and the eastern end of Centennial Road between 1.00 p.m. and 11.00 p.m. on event day.

Most cars will be arriving to park at the event site via Kirkham Road, Oxley Hill Road, Old Hume Highway and the western end of Centennial Road between 1.00 p.m. and 7.00 p.m. on event day.

These parked cars will be leaving the event site via the western end of Centennial Road and the Old Hume Highway between 9.30 p.m. and 11.00 p.m. on event day.

INGRESS

It is expected to have an additional 20 - 30 vehicles per hour travelling west on Centennial Road from Kirkham Road between 1.00 p.m. and 6.00 p.m. on event day.

It is expected to have an additional 200 - 250 vehicles per hour travelling east on Centennial Road from The Old Hume Highway between 1.00 p.m. and 7.00 p.m. on event day.

Advance Warning Signs, speed reduction signs, No Roadside Parking signs and flag lines shall be installed on Centennial Road from 9.00 a.m. to 12.00 a.m. on event day.

Traffic Controllers will control traffic flow on Centennial Road at the Kirkham Road intersection and the Old Hume Highway intersection, and at each of the event road gates A & C from 12.00 p.m. to 8.00 p.m. on event day.

refer to TGS 03 & TGS 04 for detailed plans of traffic management on Centennial Road during ingress.

EGRESS

Centennial Road will be one way only west bound between event gate C (car park road gates) and The Old Hume Highway from 9.00 p.m. to 12.00 a.m. during the egress phase.

Cars exiting the public car parks will travel west to the Old Hume Highway and detour to Bowral and Mittagong during the egress phase.

Centennial Road will remain two-way between event gate A (buses, taxis and pick-ups) and Kirkham Road during the egress phase.

All pick up vehicles will access and leave the event site via Kirkham Road only during the egress phase.

Access to Centennial Vineyards will be via gate A only during the egress phase.

Traffic Controllers will control traffic flow on Centennial Road at each of the event gates A, B & C, and also at the Old Hume Highway intersection and the Kirkham Road intersection from 8.00 p.m. to 12.00 a.m. on event day.

refer to TGS 04, TGS 08 & TGS 09 for detailed plans of traffic management on Centennial Road during egress.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.6 Affected Roads.

COUNCIL ROADS

KIRKHAM ROAD

Kirkham Road will be affected by event traffic from 12.00 p.m. to 12.00 a.m. on event day.
Advance Warning Signs and speed reduction signs shall be installed on Kirkham Road from 12.00 p.m. to 12.00 a.m. on event day.
Traffic Controllers will control traffic flow on Kirkham Road at the Centennial Road intersection from 1.00 p.m. to 12.00 a.m. on event day.

refer to TGS 05 for a detailed plan of traffic management on Kirkham Road

OXLEYS HILL ROAD

Oxleys Hill Road will be affected by event traffic from 1.00 p.m. to 12.00 a.m. on event day.
It is expected to have an additional 100 - 150 vehicles per hour travelling west on Oxleys Hill Road from Kirkham Road in Bowral between 1.00 p.m. and 6.00 p.m. on event day.
Advance Warning Signs and event directional signs shall be installed on Oxleys Hill Road from 12.00 p.m. to 8.00 p.m. on event day.
No Traffic Controllers will be located on Oxleys Hill Road.

refer to TGS 07 for a detailed plan of traffic management on Oxleys Hill Road and Kirkham Road.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.7 Traffic Impact

TRAFFIC IMPACT ON CENTENNIAL ROAD

INGRESS

The Ingress phase of the event shall be from approximately 2.00 pm to 7.00 pm.
Peak traffic arrivals during the ingress phase are expected between 3.00 p.m. and 5.00 p.m.

Up to 1,400 cars will enter the event site via the Old Hume Highway and the western end of Centennial Road.
Up to 250 drop-off cars including taxis will enter and exit the event site via Kirkham Road and the eastern end of Centennial Road.
Up to 120 buses will enter and exit the event site via Kirkham Road and the eastern end of Centennial Road.

It is expected to have an additional 20 – 50 cars and 20 – 30 buses per hour travelling west on Centennial Road from Kirkham Road between 2.00 p.m. and 6.00 p.m. on event day.
It is expected to have an additional 200 – 250 cars per hour travelling east on Centennial Road from the Old Hume Highway between 2.00 p.m. and 7.00 p.m. on event day.

Most cars will be arriving to park at the event site via Kirkham Road, Oxley Hill Road, Old Hume Highway and Centennial Road (western end), between 2.00 p.m. and 6.00 p.m. on event day.
Charter buses and mini-buses will be arriving at the event site between 1.00 p.m. and 5.00 p.m. on event day.
Local shuttle buses will be entering and exiting the event site between 2.00 p.m. and 6.00 p.m. on event day.

EGRESS

The Egress phase of the event shall be from 8.00 pm to approximately 12.00 am.
Peak traffic departures during the egress phase are expected between 9.30 p.m. and 10.30 p.m.
Up to 1,400 cars will exit the event site via the western end of Centennial Road and the Old Hume Highway.
Up to 250 pick-up cars will enter and exit the event site via Centennial Road and Kirkham Road.
Up to 120 buses will exit the event site via Centennial Road and Kirkham Road.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.1 Event Parking

refer to TGS 13 for a detailed internal parking plan.

Patrons will be encouraged to park off site in existing parking areas in Bowral, Mittagong and Moss Vale.
Parking areas for vehicles arriving at Centennial Vineyards will be provided within the Vineyards grounds.
Access to all public parking areas at the Vineyards will be via Gate C on Centennial Road.
The primary exit for all public parking areas will be via Gate C on Centennial Road.
The secondary exit for all public parking areas will be via Gate B on Centennial Road.
The egress exit track to gate B will not be opened until all large buses have left the bus parking area.

3.1.1 Off-site Car Parking

Bowral. Off-site parking.

Shuttle bus pick up from :- Centennial Road, Bowral pool, Bowral Station, Bowral CBD precinct, Bowral High School precinct, Kangaloon Road.

Mittagong. Off-site parking.

Shuttle bus pick up from :- Caravan Park precinct, Tourist info centre precinct, Mittagong Station precinct, Mittagong CBD precinct, Welby precinct.

Moss Vale. Off-site parking.

Shuttle bus pick up from :- Willow Drive precinct, Leighton Gardens precinct, Argyle Street, Moss Vale CBD precinct, Briars Country Inn

More detailed shuttle bus information is found in section 3.2 of the TMP.

Refer to TGS 19, TGS 20 & TGS 21 for detailed shuttle bus plans for Mittagong, Bowral and Moss Vale.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.1.2 General Public Car Parks.

The general public car parks shall be located inside Centennial Vineyards.
Access to the public car parks will be via Gate C on Centennial Road.
A total of approximately 2,000 car parking spaces will be available in all the public car parks.
Up to 1,200 cars are expected to be parked in the general admission car parks on event day.
Up to 1,400 cars are expected to be parked in all the public car parks on event day.

3.1.3 Disabled Car Park.

The Disabled car park shall be located inside the Vineyards near the venue entry gate 2 (car park gate).
The Disabled car park shall have a capacity of up to 100 cars.
Up to 100 cars are expected to be parked in the disabled car park on event day.

3.1.4 AAMI sponsor Car Park.

AAMI sponsor parking will be located inside Centennial Vineyards near the venue entry gate 2 (car park gate).
The AAMI sponsor car park will have a capacity of up to 60 cars.
Up to 50 cars are expected to be parked in the AAMI sponsor car park on event day.

3.1.5 Staff Car Park.

The event staff and security staff car park shall be located inside Centennial Vineyards near the back-stage area of the venue.
The staff car parks shall have a capacity of up to 250 cars.
Up to 150 cars are expected to be parked in the staff car park on event day.

3.1.6 Vendor and Caterer Parking.

Vendors and Caterers with goods arriving will be directed to the vendors car park behind the vendor areas.
After 2.00 p.m. any vendors or caterer vehicles arriving will have to park in the staff car park or public car park.

3.1.7 Uber & Limousine Parking.

Uber & Limousine drop off, pick up and parking shall be located beside the public drop off & pick up area inside Centennial Vineyards.
Vehicular access to the Uber & Limo parking areas will be via Gate A on Centennial Road.
Ubers & Limos will exit via gate A.
The Uber & Limo parking area shall have a capacity of up to 40 Uber vehicles & Limousines.
A pick-up waiting bay for patrons will be provided at the Uber & Limo pick up area.

15

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.1.8 Tour and Charter Bus Parking.

Tour and Charter Bus parking shall be located inside Centennial Vineyards, beside the local shuttle bus area.
(TMP section 4.3 and TGS 17 & TGS18).

Bus access to all bus areas will be via Gate A on Centennial Road.
Tour & Charter buses will also exit via gate A onto Centennial Road.
Gate A will have a minimum width of 7 metres to allow for two-way bus flow at the gate.
A dedicated all weather track for large charter and shuttle buses will be provided to and from the bus parking area.
The Tour & Charter Bus parking area shall have a capacity of up to 30 large buses.
Patrons shall stay on their bus and alight only when the bus has parked.
A pedestrian walkway shall be installed from the charter bus parking area to the concert area.
Bus patrons shall return to the charter bus parking area at the end of the event and board their bus where they alighted earlier.

3.1.9 Mini-Bus Parking.

Mini-Bus parking shall also be located inside Centennial Vineyards, beside the Tour & Charter Bus parking area.
Mini-bus access to the mini-bus area will be via Gate A on Centennial Road.
Mini-buses will exit via gate A onto Centennial Road.
The Mini-Bus parking area shall have a capacity of up to 50 mini-buses.
Patrons shall stay on their mini-bus and alight only when the vehicle has parked or pulled up at the mini-bus drop off area.
A pedestrian walkway shall be installed from the mini-bus parking area to the concert area.
Mini-Bus patrons shall return to the mini-bus parking area at the end of the event and board their vehicle where they alighted earlier.

3.1.10 Police and Emergency Vehicles Parking.

Police & other emergency vehicle parking shall be located inside Centennial Vineyards near the venue.
Police and other emergency vehicles shall access their parking areas via Gate A.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.2 Shuttle Bus patron estimates.

A day on the Green 02-04-23. Local bus shuttle numbers

	Attendance	12,000
Local Shuttle total (Mittagong, Bowral, Moss Vale): (45 %)		5,400 passengers
Out of town shuttles total (Campbelltown, Wollongong, Goulburn, etc): (8 %)		960 passengers
Mini buses: (2.5 %)		300 passengers
Private charter buses: (4 %)		480 passengers
	Total	7,140 passengers

Breakdown of the local Shuttle service - Mittagong, Bowral & Moss Vale (5,400 pax)

Data does not take into account patrons arriving by train at Bowral and Mittagong stations.

	Total shuttle bus Patrons	Locals dropped off at bus stops	Locals / patrons staying in accommodation & walking to pick up points	Car parking in towns @ 3 0 patrons per car = No. cars
		(15 %)	(50 %)	(35 %)
Mittagong bus shuttle (35%)	1,575	236	788	551 patrons = 183 cars
Caravan Park precinct	265	39	132	93 patrons = 31 cars
Tourist info centre precinct	265	40	133	93 patrons = 31 cars
Mittagong Station precinct	425	64	212	148 patrons = 49 cars
Mittagong CBD precinct	380	57	190	132 patrons = 44 cars
Welby precinct	240	36	120	85 patrons = 28 cars
Bowral bus shuttle (50%)	2,250	338	1,125	787 patrons = 262 cars
Centennial Road dog park	225	34	112	79 patrons = 26 cars
Bowral pool	115	18	57	40 patrons = 14 cars
Bowral Station	495	74	247	173 patrons = 58 cars
Bowral CBD precinct	585	88	293	204 patrons = 68 cars
Bowral High School precinct	605	90	304	212 patrons = 70 cars
Kangaloon Rd	225	34	112	79 patrons = 26 cars
Moss Vale bus shuttle (15%)	725	108	363	254 patrons = 85 cars
Willow drive	69	11	35	24 patrons = 8 cars
Leighton Gardens	32	5	16	11 patrons = 4 cars
Argyle Street - CBD precinct	438	65	219	153 patrons = 51 cars
Moss Vale Road	118	16	59	42 patrons = 14 cars
Briars Country	68	11	34	24 patrons = 8 cars

17

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.3 Shuttle Bus Details

*refer to TGS 17 & TGS 18 for a detailed Shuttle Bus area plan at Centennial Vineyards.
Refer to TGS 19, TGS 20 & TGS 21 for detailed plans of pick-up points in Moss Vale, Bowral and Mittagong.*

Berrima Bus Lines will be the provider of local shuttle buses between the Centennial Vineyards and surrounding towns.
The contacts from Berrima Bus Lines (02 4871 3211) for the event will be:-
Geoff Ferris. Mobile: 0418 214 135 Email:
Chris Moule. Mobile: 0408 682 627 Email:

Shuttle bus access to the shuttle bus drop off and pick up area inside Centennial Vineyards will be via Gate A on Centennial Road.
Shuttle buses will also exit Centennial Vineyards via gate A.

A dedicated area for shuttle bus drop off and pick up will be provided in the eastern section of Centennial Vineyards.
The Shuttle bus area will have a capacity of up to 60 shuttle buses.
A pedestrian walkway shall be installed from the shuttle bus area to the concert area.

Shuttle Bus patrons shall return to the shuttle bus area at the end of the event and board their bus where they alighted earlier.

Local shuttle buses will be stacked at the bus pick up area inside Centennial Vineyards prior to egress to enable quick and efficient loading of patrons during the first stage of egress.

Additional buses will be able to stack on the east bound lane of the closed section of Centennial Road between gate A and gate C after Centennial Road is closed one way from 8.00 p.m.

These stacked buses will enable quick and efficient access to the shuttle bus pick-up area inside Centennial Vineyards during the second stage of egress.

3.4 Shuttle Bus Pick up locations.

A primary local shuttle bus service will pick up and drop off at various locations throughout Mittagong, Bowral, and Moss Vale and deliver and return patrons to and from Centennial Vineyards.

A secondary shuttle bus service to and from the Vineyards will be provided from over 20 other locations including :-

Bundanoon - Exeter - Robertson - Burrawang
Hill Top - Colo Vale - Camden - Picton
Tahmoor - Bargo - Yanderra - Yerrinbool
Campbelltown - Macarthur
Wollongong - Shell Harbour
Ulladulla - Nowra - Kangaroo Valley
Goulburn - Marulan.

Pick up times at each location will be advertised closer to the event.

Buses will not return to departure points to pick up any "late comers".

18

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.4 Shuttle Bus Pick up locations.

SHUTTLE BUS – NORTH.

PLANNED PICK UP LOCATIONS.

Hill Top, Colo Vale Service:

1. Hill Top - Chalker Parade. Bus Shed.
2. Colo Vale - Bus Shelter, Railway Ave.
3. Colo Vale - Bus Shelter, Wattle St Corner Banksia St.

Camden, Picton, Tahmoor Service:

1. Camden - John St. Bus Stop.
2. South Camden - Bus Stop opposite Camden Valley Inn.
3. Picton - Bus stop opposite Shire Hall.
4. Tahmoor - Bus Stop Old Hume Hwy after Progress St.

Bargo, Yanderra, Yerrinbool Service:

1. Bargo - Rainside Ave, opposite Shops - West side of station.
2. Yanderra - opposite Village Centre, Remembrance Drive.
3. Yerrinbool - Outside Railway Station, Old Hume Hwy.

Campbelltown Service:

1. Campbelltown Station - Farrow Rd Bus Stop (lots of parking)

Macarthur Service:

1. Macarthur Square Bus Stop - Menangle Rd opposite Station.

Wilton Service:

1. Wilton - Shops, Greenbridge Dr, Bingara Gorge.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral.
Traffic Management Plan.

Saturday 23rd March 2024.

Section 3. PARKING & PUBLIC TRANSPORT

3.4 Shuttle Bus Pick up locations.

SHUTTLE BUS – EAST & SOUTH.

PLANNED PICK UP LOCATIONS.

Bundanoon, Exeter, Sutton Forest Service:

1. Bundanoon Railway Station East Side.
2. Exeter General Store Bus Stop.
3. Sutton Forest - Exeter Rd Bus Stop before Illawarra Hwy.

Berrima Service:

1. New Berrima - Taylor Ave opposite Melbourne St.
2. Berrima - Bus Stop, Argyle St, Outside Gaol.

Robertson Service:

1. Robertson - Bus Stop opposite Big Potato.

Burrawang Service:

1. Burrawang - Bus Stop at General Store.

Wollongong, Fairy Meadow Service:

1. Wollongong - Wollongong Railway Station.
2. North Wollongong - Keira St opposite Nth Wollongong Hote.
3. Fairy Meadow - Princes Hwy opposite Woodhill Street.

Shellharbour, Albion Park Service:

1. Albion Park Rail - Railway Station.
2. Shellharbour Square Shopping Centre.

Ulladulla, Nowra Service:

1. Ulladulla - Princes Hwy opposite Marlin.
2. Milton - Princes Hwy, Bus Stop corner Church St.
3. Princes Hwy. - Corner Sussex Inlet Rd.
4. Falls Creek - Princes Hwy, Jervis Bay Rd.
5. South Nowra - Princes Hwy & Flinders Road.
6. Nowra - Stewart Place Bus Stop.

Kangaroo Valley Service:

1. Kangaroo Valley - Bus Stop outside Kangaroo Valley Public School.

Goulburn Service:

1. Goulburn Railway Station.

Marulan Service:

1. Marulan - Outside Hotel.

20

6.7.1 ADOT G. Centennial. 23-03-24. TMP

Page | 47

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.5 Public Drop off & Pick up

The public drop off & pick up area shall be located inside Centennial Vineyards near the shuttle buses.

Vehicular access to public drop off and pick up area will be via Gate A on Centennial Road.

Drop off & Pick up traffic will also exit via gate A.

The public drop off area used during ingress will have a capacity of up to 100 cars at one time.

A pick-up waiting bay for patrons will be provided beside the drop off area.

There will be a parking area able to park up to 50 additional cars beside the pick-up area for drivers waiting during egress for patrons not already at the pick-up waiting area.

3.6 Taxis

refer to TGS 16 for a detailed Taxi Rank plan

A local Taxi service will be the provider of a taxi service between Centennial Vineyards and surrounding areas.

A dedicated taxi rank for taxi drop off and pick up will be provided near to gate A beside the bus area inside Centennial Vineyards.

Taxi access to the taxi rank inside Centennial Vineyards will be via Gate A on Centennial Road.

Taxis will also exit via gate A.

The Taxi Rank shall have a capacity of up to 15 taxis.

A pick-up waiting bay for up to 150 patrons will be provided beside the Taxi Rank.

After egress if a considerable number of patrons are still waiting for taxis at the taxi rank, event organisers shall provide a shuttle bus to take the remaining patrons to the taxi rank in Bowral.

The contact person from the local taxi service for the event will be Laurie Stewart

Phone: 02 4861 0000. Mobile: Email:

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.7 Pedestrians

Pedestrian walkways will be created and delineated with temporary fencing and / or flag lines to separate pedestrians from vehicles wherever possible.

A pedestrian crossing will be created at the crossing point on the gate A access track.

Traffic controllers will stop pedestrians when vehicles are passing over the pedestrian crossing.

Patron waiting areas near the drop off and pick up locations will be delineated with flag line and / or crowd control fencing.

Security staff will monitor patron behavior at the pick-up areas during the egress phase.

PEDESTRIAN ACCESS ON CENTENNIAL ROAD

refer to TGS 10 for a detailed Centennial Road pedestrian plan.

INGRESS

A temporary walkway will be created on the northern side of Centennial Road from the event gate A to approximately 1 km east of gate A.

The roadside walkway will be delineated from the trafficable area with flag line.

A traffic controller near the eastern end of the walkway will direct pedestrians walking to Centennial Vineyards to use the roadside walkway provided and to always stay on the shoulder area.

EGRESS

Security staff and/or police will be located on the gate A access track and at Centennial Road gate A to try and prevent pedestrians walking out of the event site and onto Centennial Road.

Pedestrians will be asked to use the shuttle bus or taxi service provided inside Centennial Vineyards to return to Bowral.

If pedestrians continue to walk out of Centennial Vineyards, security staff and traffic controllers will direct pedestrians onto the walkway on the northern side of Centennial Road.

Approximately 100 metres east of gate A a courtesy vehicle will be parked beside the walkway.

Security staff and/ or police will ask the pedestrians to accept a ride into town in the courtesy vehicle.

If pedestrians refuse to use this service, they will be directed to use the roadside walkway provided and to always stay on the shoulder area when walking back towards Bowral.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.8 Wet Weather Contingency Plan

Major track construction and drainage works have been undertaken at Centennial Vineyards.
This will ensure that all areas including access tracks, bus areas and car parks will still be trafficable in wet weather.

If wet weather is experienced prior to the event and predicted on the day of the event, patrons will be advised as much as possible beforehand to use the public transport services provided to minimize the number of cars trying to park at the event.

In the case of wet weather causing the public car park and other parking areas to become boggy after arrival on event day, a 4wd tractor or similar machinery with an operator on duty will be on standby to assist bogged vehicles if required.

ALTERNATIVE PARKING PLAN

In the event of excessive wet weather prior to the event and predicted on the day of the event causing the car parks to become saturated and boggy, the on-site public parking will be closed to all cars.

The off-site parking facilities for cars will be located at various existing parking locations throughout Bowral, Mittagong, Moss Vale and at other nearby towns listed in the shuttle bus section 3.4 of the TMP.

At least 800 car park spaces will be available off site in Bowral in the case of wet weather.

At least 1,200 car park spaces overall will be available off site between Mittagong and Moss Vale in the case of wet weather.

Additional buses will be implemented to adequately transport patrons to and from the event.

Event patrons will be advised beforehand as much as possible of the car park closure and to use the off-site parking facilities and public transport provided to minimize the number of cars attending the event.

Traffic Controllers will be located at the entrances to Centennial Vineyards to prevent patrons accessing Centennial Vineyards by car and to assist in directing patrons to the off-site parking locations.

Event organisers will have VMB's, directional signs installed and Traffic Controllers at specific locations where motorists may require additional direction to the off-site parking locations.

Traffic controllers will be located at the off-site locations to assist with traffic flow and to assist with shuttle buses that will move event patrons to and from Centennial Vineyards.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

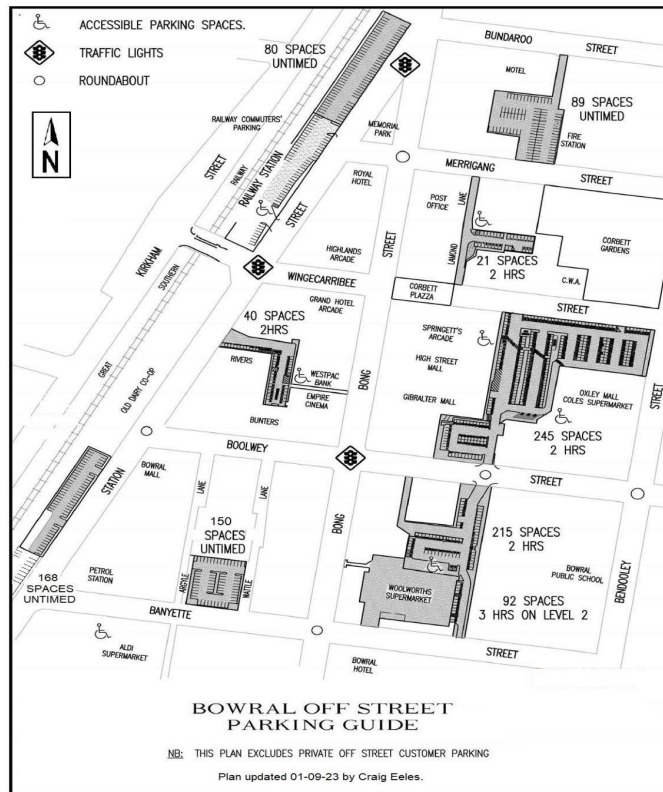
A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.8 Wet Weather Contingency Plan.

Examples of wet weather off-site untimed parking locations in Bowral CBD are in the table and picture below.

Location	Available untimed parking spaces	Untimed parking spaces used by non-event cars on event afternoon	Available parking spaces for event cars
Bowral CBD.			
Station Street precinct	250	50	200
Banyette Street precinct	150	50	100
Merrigang Street precinct	100	50	50
Total spaces	500	150	350



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.8 Wet Weather Contingency Plan.

Examples of wet weather off-site roadside parking locations in Bowral side streets are in the table below and on the following pages.

Location	Section length	Available parking areas each side	Parking spaces each side	Total parking spaces
Bowral side streets.				
Swimming Pool precinct				
Oxley Drive	480 m	360 m	65	130
Clarke Street	350 m	210 m	35	70
Rose Street	500 m	300 m	50	100
High School precinct				
Park Road	300 m	240 m	40	80
Aitken Road	300 m	210 m	35	70
			Total spaces	450

Bowral roadside parking

OXLEY DRIVE

Event participants will be able to park on the shoulders of Oxley Drive between Mittagong Road and Rose Street. This section of Oxley Drive is 480 m in length.

Excluding 25 % for driveways and residential roadside parking, approximately 360 m available for parking each side. At 5.5 m per space this equates to 65 cars each side = 130 car spaces available.

Oxley Drive roadside parking looking west from Clarke Street.



AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.8 Wet Weather Contingency Plan

Bowral roadside parking

CLARKE STREET

Event participants will be able to park on the shoulders of Clarke Street. Clarke Street is 350 m in length.

Excluding 40 % for driveways and residential roadside parking, approximately 210 m available for parking each side.
At 6 m per space this equates to 35 cars each side = 70 car spaces available.

Clarke Street roadside parking looking north from Oxley Drive.



ROSE STREET

Event participants will be able to park on the shoulders of Rose Street. Rose Street is 500 m in length.

Excluding 40 % for driveways and residential roadside parking, approximately 300 m available for parking each side.
At 6 m per space this equates to 50 cars each side = 100 car spaces available.

Rose Street roadside parking looking south from Oxley Drive.



AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 3. PARKING & PUBLIC TRANSPORT

3.8 Wet Weather Contingency Plan

Bowral roadside parking

HIGH SCHOOL / LOSEBY PARK PRECINCT. OFF-SITE PARKING

Event participants will be able to park on the shoulders of Park Road and Aitken Road in the Loseby Park precinct, where a shuttle bus service will transport participants to and from the event area.

A sign posted pick up and drop off shuttle bus area will be located at this location.

PARK ROAD

Park Road between Sheffield Road and Aitken Road is 300 m in length.

Excluding 20 % for driveways and residential roadside parking, approximately 240 m available for parking each side.
At 6 m per space this equates to 40 cars each side = 80 car spaces available.

Park Road roadside parking looking east from Sheffield Road.



AITKEN ROAD

Event participants will be able to park on the shoulders of Aitken Road in the Loseby Oval precinct, where a shuttle bus service will transport participants to and from the event area.

Aitken Road is 300 m in length.

Excluding 30 % for driveways and residential roadside parking, approximately 210 m available for parking each side.
At 6 m per space this equates to 35 cars each side = 70 car spaces available.

Aitken Road roadside parking looking south from Park Road.



27

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 4. TRAFFIC MANAGEMENT

4.1 Traffic Controllers

Trained and accredited traffic controllers will be contracted to implement the TGS's provided and control traffic flow on the day of the event.

PRE-EVENT SIGN INSTALLATION

8 x Traffic Controllers will be contracted from 6.00 a.m. to set up and dismantle the work site signs and devices as per the TGS's provided by the event organisers.

Traffic Controllers shall install all signs and devices on Centennial Road by 10.00 a.m.

Traffic Controllers shall install all signs and devices on all other roads for ingress by 12.00 p.m.

INGRESS

CAR PARKS, DROP OFF AREAS, ETC. OPEN AT 1.00 P.M.

35 x Traffic Controllers will be contracted to be on duty from 1.00 p.m. to control traffic flow :-

- on all approach roads to Centennial Road
- on Centennial Road at the entry gates to Centennial Vineyards
- on internal access tracks inside Centennial Vineyards
- at the designated parking and drop off areas inside Centennial Vineyards.

External Traffic Controllers shall assist traffic during ingress :-

- on the Old Hume Highway at the Centennial Road intersection. (4 x TC)
- on Mittagong Road at the Kirkham Road intersection. (3 x TC)
- on Kirkham Road at the Centennial Road intersection. (3 x TC)
- on the approaches to and at the entry / exit gates to Centennial Vineyards. (10 x TC)
- at any other locations as directed by the traffic management supervisor or police.

Internal Traffic Controllers shall assist traffic during ingress :-

- on the Centennial Vineyards driveway & car park access tracks intersections. (9 x TC)
- at the Centennial Vineyards shuttle bus area. (2 x TC)
- at the Centennial Vineyards Taxi Rank. (1 x TC)
- at the Centennial Vineyards public drop off and pick up area. (3 x TC)
- at any other locations as directed by the traffic management supervisor or police.

28

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 4. TRAFFIC MANAGEMENT

4.1 Traffic Controllers

EGRESS

Traffic Controllers shall install all signs and devices for egress by 9.00 p.m.

35 x Traffic Controllers will be contracted on site from 9.00 p.m. to control traffic and assist patrons to exit Centennial Vineyards during the egress phase.

Internal Traffic Controllers shall assist traffic during egress :-

- on the Centennial Vineyards driveway & car park access track intersections. (6 x TC)
- at the Centennial Vineyards shuttle bus area. (5 x TC)
- at the Centennial Vineyards Taxi Rank. (1 x TC)
- at the Centennial Vineyards public drop off and pick up area. (3 x TC)
- at any other locations as directed by the traffic management supervisor or police.

External Traffic Controllers shall assist traffic during egress :-

- on The Old Hume Highway at the Centennial Road intersection. (4 x TC)
- on Kirksam Road at the Centennial Road intersection. (3 x TC)
- on Mittagong Road at the Kirksam Road intersection. (3 x TC)
- on the approaches to and at the entry / exit gates to Centennial Vineyards. (10 x TC)
- at any other locations as directed by the traffic management supervisor or police.

POST EVENT SIGN REMOVAL

Traffic Controllers shall remove all signs and devices previously installed on any roads as soon as it is safe to do so after the event.

Traffic Controllers shall return all roads to normal travel speeds as soon as it is safe to do so after the event.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 4. TRAFFIC MANAGEMENT

4.2 Parking Marshals

Parking marshals shall be contracted to assist with the internal public transport areas and parking of all event vehicles. Local volunteer groups (sports clubs) will be used to provide parking marshals at this event. The parking marshals will be given an on-site induction prior to the start of work. The parking marshals will work under the guidance and instruction from the event traffic manager.

EVENT MORNING

A minimum of 3 parking marshals will be required on site from 8.00 a.m. to assist and direct Vineyards staff and event staff, caterers, etc. to their designated parking areas.

INGRESS

CAR PARKS, DROP OFF AREAS, ETC. OPEN AT 1.00 PM

A minimum of 20 parking marshals will be required on site from 12.00 p.m. for a pre-start induction & briefing and be in their designated locations by 1.00 p.m. to assist and direct patrons to their designated parking or drop off areas.

Parking marshals shall assist traffic during ingress :-

- at the emergency access track intersection.
- at the taxi rank and drop off areas.
- at the entry points to the public, staff, disabled, reserved parking and sponsor car parks.
- assisting with parking inside the car parks.
- at any other locations as directed by the traffic management supervisor.

EGRESS

A minimum of 10 parking marshals will be required on site from 9.00 p.m. to assist patrons to exit Centennial Vineyards.

Parking marshals shall assist traffic during egress :-

- on the exit routes from the car parking areas
- at the taxi, Uber & public pick up areas
- at any other locations as directed by the traffic management supervisor.

30

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 4. TRAFFIC MANAGEMENT

4.3 Security staff

EVENT MORNING

2 x security staff shall be contracted from 8.00 a.m. for the duration of the event to :-

- assist with correct admission at entry Gate A to the permit holder only back-stage and artists area.
- assist with correct admission for other event staff.

INGRESS

2 x security staff shall be contracted from 1.00 p.m. for the duration of the ingress phase of the event to :-

- monitor patron behavior at the public transport drop off areas.

EGRESS

A minimum of 10 x security staff shall be contracted from 8.00 p.m. for the duration of the egress phase of the event to :-

- assist with pedestrian flow on the walkway to and also at the waiting areas for public transport.
- monitor patron behavior at the public transport pick up areas.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 4. TRAFFIC MANAGEMENT

4.4 Signs and Devices

EXTERNAL

Advance Warning Signs to be installed on :-

- Centennial Road on both approaches to Centennial Vineyards
- The Old Hume Highway on the approaches to the Centennial Road intersection
- Mittagong Road on the approach to the Kirkham Road intersection.
- Kirkham Road on the approach to the Centennial Road intersection.

Event directional signs to be installed on :-

MITTAGONG

- The Old Hume Highway at the Bowral Road intersection.
- The Old Hume Highway at the Cavendish Street intersection.
- The Old Hume Highway at the Lyell Street intersection.

WELBY

- The Old Hume Highway at the Hume Motorway intersection.
- The Old Hume Highway at the Wombeyan Caves Road intersection.

BERRIMA

- The Old Hume Highway at the Centennial Road intersection.
- Oxley Hill Road on the approach to the Old Hume Highway intersection.

BOWRAL

- Mittagong Road at the Kirkham Road intersection.
- Kirkham Road at the Centennial Road intersection.
- Kirkham Road on the approaches to the Oxley Hill Road intersection.
- Centennial Road at each event gate.
- Centennial Road on the approach to the Old Hume Highway intersection.

INTERNAL

Advisory and directional signs to be installed :-

- on all of the Centennial Vineyards access tracks, directing patrons to each specific parking area and drop off and pick-up areas inside Centennial Vineyards.

Refer to TGS 14 for a detailed ingress parking signage plan.

Exit advisory signs to be installed :-

- From each car park and bus parking area to the exit gates of Centennial Vineyards.
- From each pick-up area to the exit gates of Centennial Vineyards.

Refer to TGS 15 for a detailed egress exit signage plan.

32

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 4. TRAFFIC MANAGEMENT

4.5 Roadside Parking restrictions

It is planned to prevent roadside parking along the shoulder areas of Centennial Road.

Prior to the event "No Stopping" signs and flag lines will be installed on both sides of the road for 1 km each way from event gate A at Centennial Vineyards to prevent roadside parking on the day of the event.

Traffic controllers will monitor the No Roadside Parking areas during ingress to prevent roadside parking on the approaches to or near the venue on the day of the event.

refer to TGS 11 for a detailed No Roadside Parking signage plan on Centennial Road

Flag lines and No Stopping signs to be installed :-

- on Centennial Road on the approaches to and past Centennial Vineyards.
- on all of the Centennial Vineyards access tracks where event vehicles will be travelling.

refer to TGS 12 for a detailed flag line plan on Centennial Road

4.6 Advertising

Variable Message Boards will be installed on Centennial Road 1 week prior to the event giving advance notice of the event.

The event traffic management shall be advertised in the local papers one week prior to the event.

If "A Day On The Green" feature article is included in the edition prior to the event, the traffic management details will be included in this feature.

If no feature is in the newspaper then a notice will be placed in the Public Notices section of the local newspaper stating similar to the following:-

A DAY ON THE GREEN
TRAFFIC MANAGEMENT
Centennial Road, Bowral
will be affected by event traffic from
1.00 pm to 11.00 pm on Saturday 23-03-24

Possible delays may be experienced near
Centennial Vineyards, 3 km west of Bowral.

Changed traffic conditions will be
in place near the event area
from 12.00 pm to 12.00 am on Saturday 23-03-24

For further details visit our website
adayonthegreen.com.au

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 5. EMERGENCY SERVICES

5.1 Emergency Vehicles

Traffic Controllers will assist emergency vehicles with lights and sirens activated through or around the event area as quickly as it is safe to do so.

In the case of an emergency vehicle needing to travel through the event area on Centennial Road with long traffic queues in place, Traffic Controllers will :-

- stop any event traffic exiting onto Centennial Road at all event gates.
- stop all traffic flow in both directions of travel on Centennial Road.
- determine that the last car travelling in the opposite direction to the emergency vehicle has passed safely through the event area.
- direct the emergency vehicle onto the right hand side of the road to travel past the traffic queue in the direction of travel.
- direct the emergency vehicle back onto the left-hand side of the road after passing the traffic queue in the direction of travel.
- wait for the emergency vehicle to clear the event area before allowing traffic to flow again on Centennial Road.

Traffic Controllers and other event staff will maintain a minimum three metre wide access path for emergency vehicles on internal vehicle tracks to all areas of the Vineyards.

5.2 Police

User pay Police will be in attendance at the event as observers and to assist security staff if requested.

Police will not be assisting with traffic management, unless they decide during the event additional or alternative traffic management is required at any location.

Traffic controllers will obey all alternative traffic management instructions given by police on the day of the event.

The local police services will be notified of the possible delayed traffic flow on The Escort Way on the day of the event.

Traffic Controllers will assist police vehicles with lights and sirens activated through or around the event area as quickly as it is safe to do so.

34

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 5. EMERGENCY SERVICES

5.3 Ambulance

St. John Ambulance

St. John Ambulance staff will be in attendance at the event for first aid care.

The local St John Ambulance member at the event is TBN

Mobile: 0400 000 000 Email:

NSW Ambulance Service

The NSW Ambulance Service will be in attendance at the event.

Ambulance access will be via gate A on Centennial Road.

The local NSW ambulance station is located in Bowral.

Phone: 000 / 131233.

The local ambulance service will be notified of the delayed traffic flow on Centennial Road on event day.

Traffic Controllers will assist ambulances with lights and sirens activated through or around the event area as quickly as it is safe to do so.

5.4 Fire Brigade

The local fire station is located in Bowral.

Phone: 000 / 4862 1446 Mobile: Email:

The local fire service will be notified of the delayed traffic flow on Centennial Road on event day.

Traffic Controllers will assist fire vehicles with lights and sirens activated through or around the event area as quickly as it is safe to do so.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 6. TERRORISM

Event management will refer to the Australian Government 'Guide to Terrorism in Crowded Places' 2017 to determine the level of risk of terrorism for this event before deciding what measures and / or control methods will be deemed sufficient for this event.

Traffic Controllers and Parking Marshals will be given an event pre-start induction, including what to do if suspicious activity is observed.

This page of the TMP will be used as part of the induction documentation.

6.1 Suspect activity

Suspicious activity includes a person or persons :-

- observing and / or taking notes of the procedures used by event staff.
- observing and / or taking notes of patron movements.
- taking photos from a car or a distance.
- becoming concerned or trying to conceal themselves if they notice they are being observed by any staff.

The traffic controller or parking marshal must :-

- not put yourself in any danger or approach anyone acting suspiciously.
- notify nearby traffic controllers or parking marshals and security staff as soon as possible of your concerns of suspicious activity.
- notify the traffic manager as soon as possible of your concerns of suspicious activity.
- take note of suspicious vehicle description including registration plate details if possible.
- take notes of suspicious persons description including height, build, clothing, appearance, etc.

The traffic manager must :-

- notify the security manager and site manger as soon as possible of the traffic controllers or parking marshals concerns and the location of the traffic controller or parking marshal.
- follow the instructions given by either police, the security manager or the event manager.

6.2 Vehicle incursion

Vehicle incursion into areas where large numbers of people are congregated is now being used as a method of terrorist activity resulting in serious injury and death to pedestrians.

An outdoor event poses many risks for vehicle incursion due to the general open ground layout including :-

- vehicle access from public roads around and into the event area.
- vehicle access within the event site.
- vehicular movements beside pedestrian walkways and footpaths.

Measures taken to minimize the risk of this occurring at the event site may include :-

- Minimise or eliminate the vehicle access points to the event area.
This could include restricted access points, detours and public road closures.
- Minimise or eliminate the vehicle access points inside the event site.
This could include internal road closures and restricted access points.
- Install vehicular anti incursion barriers at external road closure points.
- Install vehicular anti incursion barriers at internal incursion points.
- Install vehicular anti incursion barriers beside pedestrian walkways and footpaths.

36

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 7. OTHER PUBLIC CONSIDERATIONS

7.1 Neighbours

Centennial Vineyards is located in a sparsely populated rural area approximately 3 km's west of Bowral and the event has minimal impact on it's neighbours.

Centennial Road residents living near Centennial Vineyards will be affected by event traffic from 1.00 p.m. to 11.00 p.m. on event day.

Peak traffic arrivals during the ingress phase are expected between 4.00 p.m. and 6.00 p.m.

Peak traffic departures during the egress phase are expected between 9.30 p.m. and 10.30 p.m.

The stage has been located facing the west to minimise the music travelling towards Bowral township.

7.2 Existing Public Transport

As the event will be on a Sunday, existing local public transport services (town bus services, taxis & trains), will be minimal during event times.

Public transport carrying out their normal business on the day of the event will have minimal to no disruption and delays to their operations while travelling in the vicinity of Centennial Vineyards.

Traffic Controllers will assist existing public transport services through or around the event area as quickly as it is safe to do so.

7.3 Environment

A water truck will be on site during the event to suppress any dust being created by vehicles on the gravel or dirt access tracks.

Noise from traffic attending the event shall only affect the nearby rural neighbourhood, with minimal to no noise affect to local residents east of the venue.

Traffic attending the event shall not impact on any local / native flora or fauna.

No camping or camp-fires will be permitted in any area of the Vineyards.

7.4 Night conditions

Temporary lighting for night conditions will be required at the following locations :-

- inside the concert venue
- in all car parks.
- along all pedestrian walkways within the Vineyards
- at any bus parking areas.
- at all drop off and pick up areas within the Vineyards.
- at all intersections within the Vineyards.
- along all exit tracks and at all entry / exit gates.
- at any other location where traffic controllers are working near traffic.

37

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS

8.1 Shire Permit

WINGECARRIBEE SHIRE COUNCIL

Process.

1. The event organiser will obtain a S138 permit from the Planning Department to hold the event.

Form S138.

The event organiser will submit a S138 application form to Wingecarribee Shire Council online through the NSW planning portal website.

This Traffic Management Plan and Traffic Guidance Schemes will some of the documents to be included as part of the S138 application for Shire approval for the event.

After electronic submission, the event organiser will check with the Planning Department at Wingecarribee Shire Council for specific details and fees.

The Planning Engineer at Wingecarribee Shire Council is Eric Luu.

Phone. 02 48680888 email. eric.luu@wsc.nsw.gov.au

2. The event organiser or traffic management planner submits a site-specific Traffic Management Plan and Traffic Guidance Schemes to the Traffic Department for consideration at the next Local Traffic Safety Committee meeting.

Local Traffic Committee.

This Location Risk assessment, Traffic Management Plan and associated Traffic Guidance Schemes will be sent electronically to the Traffic Engineer at Wingecarribee Shire Council.

The LRA, TMP and TGS' will be considered at the next Local Traffic Committee meeting, of which the Shire Traffic Engineer is one of the members.

The Traffic Engineer at Wingecarribee Shire Council is Michael Rayner.

Phone. 02 48680818 email. michael.rayner@wsc.nsw.gov.au

Any LTC recommendations from the meeting will be:-

- forwarded to the event organiser and / or the traffic management planner for additions or amendments as specified in the recommendations from the meeting.
- after any or all LTC recommendations have been met, LTC approval forwarded to Council for the next council meeting.

Council.

- Council considers and approves traffic management for the event at the next council meeting.
- Event organisers will obtain a S138 permit from Wingecarribee Shire Council, prior to traffic controllers installing signs and devices, reducing existing speed limits, and controlling traffic on any shire property prior to or on the day of the event.

38

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS

8.2 TfNSW Road Occupancy Licences

A "Road Occupancy Licence" and "Speed Zone Authority" will be required for the installation of VMB's prior to the event, and Advance Warning Signs, speed reduction signs and event advisory signs on any TfNSW roads on the day of the event.

A "Road Occupancy Licence" and "Speed Zone Authority" for the locations detailed below will be obtained online through the TfNSW Oplinc website.

1. The Old Hume Highway, Berrima. (Centennial Road intersection.)
 - Advance Warning Signs.
 - Speed reduction to 40 kmh.
 - Traffic Controllers.
2. Mittagong Road, Bowral. (Kirkham Road intersection)
 - Advance Warning Signs.
 - Speed reduction to 40 kmh.
 - Traffic Controllers.
3. The Old Hume Highway, Mittagong. (South bound side)
 - 1 x Variable Message Board.
 - Event advisory signs.
4. Station Street, Bowral. (North bound side)
 - 1 x Variable Message Board.
 - Event advisory signs.

Examples of the approved ROL & SZA applications are on the following pages.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.2 TfNSW Road Occupancy Licences.

ROL 2191412. (page 1 of 2)

The Old Hume Highway, Berrima. (Centennial Road intersection.)

Advance Warning Signs & Traffic Controllers

ROAD OCCUPANCY LICENCE



LICENCE NO : 2191412

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM

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

SPECIAL EVENT - CLASS 2

Project: Not Applicable
This Activity: 'A Day On The Green' outdoor concert.
Traffic controllers assisting turning event traffic.

LOCATION

Subject Road: OLD HUME HWY
From: JOADJA CR, BOWRAL
To: CENTENNIAL RD, BERRIMA
Council: WINGECARRIBEE

LICENSEE

Organisation: All Area Traffic Services
Ref No:
Name: Craig Eeles
Phone: 0407870088

ONSITE CONTACT

Name: Craig Eeles
Phone: 0407870088

TRAFFIC MANAGEMENT

Flow Management: Stop / Slow Control
Closure Type: None
Closure Lane(s): Shoulder
Direction(s): Northbound and Southbound

LICENCE DURATION

From: 23-Mar-2024
To: 24-Mar-2024

LICENCE CONDITIONS

- YOU MUST USE SHIFT ACTIVATION WEB ADDRESS <https://myrol.transport.nsw.gov.au> TO ACTIVATE AND DEACTIVATE YOUR APPROVED ROAD OCCUPANCY LICENCE(S). (TO CHANGE TRAFFIC CONTROL SIGNALS TO FLASHING YELLOW OR TO ACTIVATE PERMANENT VARIABLE MESSAGE SIGNS DIAL 1800 679 782)
- THIS LICENCE IS NOT AN APPROVAL OF THE PROPONENT'S TRAFFIC GUIDANCE SCHEMES (TGS). PLEASE NOTE WORKCOVER REQUIRES THAT TRAFFIC GUIDANCE SCHEMES (TGS) COMPLY WITH AS1742.3
- ALL MATTERS RELATING TO NOISE GENERATION OR OTHER ENVIRONMENTAL FACTORS ON SITE ARE UNDER THE JURISDICTION OF THE LOCAL COUNCIL AND/OR THE ENVIRONMENTAL PROTECTION AUTHORITY.
- SHOULD THE PROPOSED WORKS INVOLVE UNDERBORING OR EXCAVATION OF STATE ROAD ASSETS OR THE REMOVAL OF KERB AND GUTTER, DETAILS OF WORKS MUST BE APPROVED BY TfNSW. FOR GREATER SYDNEY REGION CONTACT: greater-sydneyroads@transport.nsw.gov.au. FOR REGIONAL & OUTER METROPOLITAN, CONTACT: road.access@transport.nsw.gov.au.
- NOTIFICATION TO AFFECTED BUSINESSES, RESIDENTS AND OTHER STAKEHOLDERS MUST BE UNDERTAKEN AT LEAST 5 BUSINESS DAYS PRIOR TO WORKS COMMENCING
- PLEASE NOTE THAT THIS LICENCE DOES NOT CONSTITUTE AN APPROVAL TO CARRY OUT THE ACTIVITIES PROPOSED IN THE ROL APPLICATION. APPLICATION HAS BEEN ASSESSED BY TfNSW FOR IMPACTS ON TRAFFIC FLOW ON THE STATE ROAD NETWORK ONLY. THE ROADS DIRECTLY AFFECTED BY ACTIVITIES ARE LOCAL ROADS ADMINISTERED BY THE LOCAL COUNCIL. APPROVAL MUST BE OBTAINED FROM THE RELEVANT COUNCIL PRIOR TO COMMENCING ANY OF THE PROPOSED ACTIVITIES.
- ENDORSEMENT FROM LOCAL TRAFFIC COMMITTEE (LTC) AND APPROVAL FROM COUNCIL REQUIRED.
- THIS TEMPORARY TRAFFIC CONTROL SET-UP MUST ONLY BE APPLIED DURING EVENT ACTIVITY WITH A SITE SPECIFIC TGS. EXISTING CONDITIONS ARE TO BE REINSTATED OUTSIDE OF THESE HOURS AND/OR AT THE COMPLETION OF THE EVENT.
- EFFECTIVE MONITORING OF END-OF-QUEUE CONDITION MUST BE IMPLEMENTED. IF QUEUE LENGTH EXTENDS OUTSIDE OF WORK ZONE, ADVANCED WARNING DEVICES MUST BE DEPLOYED BEYOND THE END OF THE QUEUE. NOTIFICATION OF TRAFFIC QUEUEING MUST BE MADE TO THE TMC ON 1300 725 886.
- IMMEDIATE NOTIFICATION MUST BE MADE TO THE TRANSPORT MANAGEMENT CENTRE (1300 725 886) IN THE EVENT OF A TRAFFIC INCIDENT OCCURRING WITHIN THE LIMIT OF WORKS.

APPROVED DATES & TIMES

	From Shift				To Shift				
	From	D	M	Time	To	D	M	Time	
	Sat	23	Mar	12:00	-	Sun	24	Mar	00:00

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

Page 1 of 3

40

6.7.1 ADOT G. Centennial. 23-03-24. TMP

Page | 67

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.2 TfNSW Road Occupancy Licences.

ROL 2191412 (page 2 of 2)

The Old Hume Highway, Berrima. (Centennial Road intersection.)

Advance Warning Signs & Traffic Controllers

ROAD OCCUPANCY LICENCE



LICENCE NO : 2191412

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM

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

SPECIAL EVENT - CLASS 2

Project: Not Applicable
This Activity: 'A Day On The Green' outdoor concert.
Traffic controllers assisting turning event traffic.

LOCATION

Subject Road: OLD HUME HWY
From: JOADJA CR, BOWRAL
To: CENTENNIAL RD, BERRIMA
Council: WINGECARRIBEE

LICENSEE

Organisation: All Area Traffic Services
Ref No:
Name: Craig Eeles
Phone: 0407870088

ONSITE CONTACT

Name: Craig Eeles
Phone: 0407870088

TRAFFIC MANAGEMENT

Flow Management: Stop / Slow Control
Closure Type: None
Closure Lane(s): Shoulder
Direction(s): Northbound and Southbound

LICENCE DURATION

From: 23-Mar-2024
To: 24-Mar-2024

LICENCE CONDITIONS

- 11 TRAFFIC AND PEDESTRIAN MANAGEMENT MUST BE IN ACCORDANCE WITH COUNCIL AND POLICE CONDITIONS OF APPROVAL AND ANY DIRECTION GIVEN BY THE POLICE ON THE DAY.
- 12 ALL TEMPORARY TRAFFIC CONTROL ARRANGEMENTS MUST BE IN ACCORDANCE WITH AUSTRROADS GUIDE TO TEMPORARY TRAFFIC MANAGEMENT.

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

Page 2 of 3

41

6.7.1 ADOT G. Centennial. 23-03-24. TMP

Page | 68

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.2 TfNSW Road Occupancy Licences.

SAZ 2191412 / 001

The Old Hume Highway, Berrima. (Centennial Road intersection.)

Speed reduction to 40 kmh.

SPEED ZONE AUTHORISATION



LIC/SAZ NO : 2191412/001

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM

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

SPECIAL EVENT - CLASS 2

Project: Not Applicable
This Activity : 'A Day On The Green' outdoor concert.
Traffic controllers assisting turning event traffic.

SPEED LIMIT REDUCTION

Existing: 100 Km/h
Reduced To : 40 Km/h

This Speed limit is ONLY to be applied during the approved time periods listed. Signs are to be covered or removed outside the approved time periods. The Organisation is to maintain accurate records of when the speed limit signs were installed and removed, including the location of the signs, the date and times. The existing posted speed limit is to be reinstated at the completion of each of the approved time periods as detailed herein.

LOCATION

Subject Road: OLD HUME HWY
From: JOADJA CR, BOWRAL
To: CENTENNIAL RD, BERRIMA
Council:

TRAFFIC MANAGEMENT

Distance(m): 1701
Direction: Northbound and Southbound

LICENSEE

Organisation: All Area Traffic Services
Ref No:
Name: Craig Eeles
Phone: 0407870088

ONSITE CONTACT

Name: Craig Eeles
Phone: 0407870088

APPROVED DATES & TIMES

From Shift				To Shift			
From	D	M	Time	To	D	M	Time
Sat	23	Mar	12:00	Sun	24	Mar	00:00

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

Page 3 of 3

42

6.7.1 ADOT G. Centennial. 23-03-24. TMP

Page | 69

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.2 TfNSW Road Occupancy Licences

ROL 2191398 (page 1 of 2)

Mittagong Road, Bowral. (Kirkham Road intersection)

Advance Warning Signs & Traffic Controllers.

ROAD OCCUPANCY LICENCE



LICENCE NO : 2191398

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM

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

SPECIAL EVENT - CLASS 2

Project: Not Applicable
This Activity: 'A Day On The Green' outdoor concert.
Traffic controllers assisting turning traffic at intersection.

LOCATION
Subject Road: MITTAGONG RD
From: OXLEY DR, BOWRAL
To: TULLOONA AV, BOWRAL
Council: WINGECARRIBEE

LICENSEE

Organisation: All Area Traffic Services
Ref No:
Name: Craig Eeles
Phone: 0407870088

ONSITE CONTACT

Name: Craig Eeles
Phone: 0407870088

TRAFFIC MANAGEMENT

Flow Management: Standard Lane Merge, Stop / Slow Control
Closure Type: 1 lane of 2
Closure Lane(s): Lane 1 (kerb lane/s); Shoulder
Direction(s): Northbound and Southbound

LICENCE DURATION

From: 23-Mar-2024
To: 24-Mar-2024

LICENCE CONDITIONS

- YOU MUST USE SHIFT ACTIVATION WEB ADDRESS <https://myrol.transport.nsw.gov.au> TO ACTIVATE AND DEACTIVATE YOUR APPROVED ROAD OCCUPANCY LICENCE(S). (TO CHANGE TRAFFIC CONTROL SIGNALS TO FLASHING YELLOW OR TO ACTIVATE PERMANENT VARIABLE MESSAGE SIGNS DIAL 1800 679 782)
- THIS LICENCE IS NOT AN APPROVAL OF THE PROPONENT'S TRAFFIC GUIDANCE SCHEMES (TGS). PLEASE NOTE WORKCOVER REQUIRES THAT TRAFFIC GUIDANCE SCHEMES (TGS) COMPLY WITH AS1742.3
- ALL MATTERS RELATING TO NOISE GENERATION OR OTHER ENVIRONMENTAL FACTORS ON SITE ARE UNDER THE JURISDICTION OF THE LOCAL COUNCIL AND/OR THE ENVIRONMENTAL PROTECTION AUTHORITY.
- SHOULD THE PROPOSED WORKS INVOLVE UNDERBORING OR EXCAVATION OF STATE ROAD ASSETS OR THE REMOVAL OF KERB AND GUTTER, DETAILS OF WORKS MUST BE APPROVED BY TfNSW. FOR GREATER SYDNEY REGION CONTACT: greaterSydneyroads@transport.nsw.gov.au. FOR REGIONAL & OUTER METROPOLITAN, CONTACT: road.access@transport.nsw.gov.au.
- NOTIFICATION TO AFFECTED BUSINESSES, RESIDENTS AND OTHER STAKEHOLDERS MUST BE UNDERTAKEN AT LEAST 5 BUSINESS DAYS PRIOR TO WORKS COMMENCING
- PLEASE NOTE THAT THIS LICENCE DOES NOT CONSTITUTE APPROVAL TO CARRY OUT THE PROPOSED ACTIVITIES. THIS ROL HAS BEEN ASSESSED BY TfNSW FOR IMPACTS ON TRAFFIC FLOW ON THE STATE ROAD NETWORK ONLY
- ENDORSEMENT FROM LOCAL TRAFFIC COMMITTEE (LTC) AND APPROVAL FROM COUNCIL REQUIRED.
- THIS TEMPORARY TRAFFIC CONTROL SET-UP MUST ONLY BE APPLIED DURING EVENT ACTIVITY WITH A SITE SPECIFIC TGS. EXISTING CONDITIONS ARE TO BE REINSTATED OUTSIDE OF THESE HOURS AND/OR AT THE COMPLETION OF THE EVENT.
- EFFECTIVE MONITORING OF END-OF-QUEUE CONDITION MUST BE IMPLEMENTED. IF QUEUE LENGTH EXTENDS OUTSIDE OF WORK ZONE, ADVANCED WARNING DEVICES MUST BE DEPLOYED BEYOND THE END OF THE QUEUE. NOTIFICATION OF TRAFFIC QUEUING MUST BE MADE TO THE TMC ON 1300 725 886.
- IMMEDIATE NOTIFICATION MUST BE MADE TO THE TRANSPORT MANAGEMENT CENTRE (1300 725 886) IN THE EVENT OF A TRAFFIC INCIDENT OCCURRING WITHIN THE LIMIT OF WORKS.
- TRAFFIC AND PEDESTRIAN MANAGEMENT MUST BE IN ACCORDANCE WITH COUNCIL AND POLICE CONDITIONS OF APPROVAL AND ANY DIRECTION GIVEN BY THE POLICE ON THE DAY.

APPROVED DATES & TIMES

From	From Shift			-	To	To Shift		
	D	M	Time			D	M	Time
Sat	23	Mar	12:00	-	Sun	24	Mar	00:00

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

Page 1 of 3

43

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.2 TfNSW Road Occupancy Licences.

ROL 2191398 (page 2 of 2)

Mittagong Road, Bowral. (Kirkham Road intersection)
Advance Warning Signs & Traffic Controllers.

ROAD OCCUPANCY LICENCE



LICENCE NO : 2191398
ROADS & MARITIME SERVICES (RMS)
Phone: Monday To Friday 8.30 AM - 4.30 PM

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

SPECIAL EVENT - CLASS 2		LOCATION	
Project:	Not Applicable	Subject Road:	MITTAGONG RD
This Activity :	'A Day On The Green' outdoor concert. Traffic controllers assisting turning traffic at intersection.	From:	OXLEY DR, BOWRAL
		To:	TULLOONA AV, BOWRAL
		Council:	WINGECARRIBEE
LICENSEE		ONSITE CONTACT	
Organisation:	All Area Traffic Services	Name:	Craig Eeles
Ref No:		Phone:	0407870088
Name:	Craig Eeles		
Phone:	0407870088		
TRAFFIC MANAGEMENT		LICENCE DURATION	
Flow Management:	Standard Lane Merge; Stop / Slow Control	From:	23-Mar-2024
Closure Type:	1 lane of 2	To:	24-Mar-2024
Closure Lane(s):	Lane 1 (kerb lane/s); Shoulder		
Direction(s):	Northbound and Southbound		
LICENCE CONDITIONS			
12 ALL TEMPORARY TRAFFIC CONTROL ARRANGEMENTS MUST BE IN ACCORDANCE WITH AUSTRROADS GUIDE TO TEMPORARY TRAFFIC MANAGEMENT			

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

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.2 TfNSW Road Occupancy Licences.

SAZ 2191398 / 001

Mittagong Road, Bowral. (Kirkham Road intersection)

Speed reduction to 40 kmh.

SPEED ZONE AUTHORISATION

LIC/SAZ NO : 2191398/001

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM



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

SPECIAL EVENT - CLASS 2

Project: Not Applicable
This Activity : 'A Day On The Green' outdoor concert.
Traffic controllers assisting turning traffic at intersection.

SPEED LIMIT REDUCTION

Existing: 60 Km/h
Reduced To : 40 Km/h

This Speed limit is ONLY to be applied during the approved time periods listed. Signs are to be covered or removed outside the approved time periods. The Organisation is to maintain accurate records of when the speed limit signs were installed and removed, including the location of the signs, the date and times. The existing posted speed limit is to be reinstated at the completion of each of the approved time periods as detailed herein.*

LOCATION

Subject Road: MITTAGONG RD
From: OXLEY DR, BOWRAL
To: TULLOODNA AV, BOWRAL
Council:

TRAFFIC MANAGEMENT

Distance(m): 872
Direction: Northbound and Southbound

LICENSEE

Organisation: All Area Traffic Services
Ref No:
Name: Craig Eeles
Phone: 0407870088

ONSITE CONTACT

Name: Craig Eeles
Phone: 0407870088

APPROVED DATES & TIMES

From Shift				To Shift			
From	D	M	Time	To	D	M	Time
Sat	23	Mar	12:00	Sun	24	Mar	00:00

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

Page 3 of 3

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.2 TfNSW Road Occupancy Licences.

ROL 2191366

The Old Hume Highway, Mittagong. (South bound side)
1 x Variable Message Board and event advisory signs.

ROAD OCCUPANCY LICENCE

LICENCE NO : 2191366

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM



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

SPECIAL EVENT - CLASS 2		LOCATION	
Project:	Not Applicable	Subject Road:	OLD HUME HWY
This Activity:	'A Day On The Green' outdoor concert. Variable Message Board & event directional signs.	From:	FITZROY ST, MITTAGONG
		To:	HOWARDS WAY, WELBY
		Council:	WINGECARRIBEE

LICENSEE		ONSITE CONTACT	
Organisation:	All Area Traffic Services	Name:	Craig Eeles
Ref No:		Phone:	0407870088
Name:	Craig Eeles		
Phone:	0407870088		

TRAFFIC MANAGEMENT		LICENCE DURATION	
Flow Management:	Non-Trafficable Area	From:	23-Mar-2024
Closure Type:	None	To:	24-Mar-2024
Closure Lane(s):	Shoulder		
Direction(s):	Westbound		

LICENCE CONDITIONS	APPROVED DATES & TIMES	
	From Shift	To Shift
1 YOU MUST USE SHIFT ACTIVATION WEB ADDRESS https://myrol.transport.nsw.gov.au TO ACTIVATE AND DEACTIVATE YOUR APPROVED ROAD OCCUPANCY LICENCE(S). (TO CHANGE TRAFFIC CONTROL SIGNALS TO FLASHING YELLOW OR TO ACTIVATE PERMANENT VARIABLE MESSAGE SIGNS DIAL 1800 679 782)	From D M Time	To D M Time
2 THIS LICENCE IS NOT AN APPROVAL OF THE PROPONENT'S TRAFFIC GUIDANCE SCHEMES (TGS). PLEASE NOTE WORKCOVER REQUIRES THAT TRAFFIC GUIDANCE SCHEMES (TGS) COMPLY WITH AS1742.3	Sat 23 Mar 12:00	Sun 24 Mar 00:00
3 ALL MATTERS RELATING TO NOISE GENERATION OR OTHER ENVIRONMENTAL FACTORS ON SITE ARE UNDER THE JURISDICTION OF THE LOCAL COUNCIL AND/OR THE ENVIRONMENTAL PROTECTION AUTHORITY.		
4 SHOULD THE PROPOSED WORKS INVOLVE UNDERBORING OR EXCAVATION OF STATE ROAD ASSETS OR THE REMOVAL OF KERB AND GUTTER, DETAILS OF WORKS MUST BE APPROVED BY TfNSW. FOR GREATER SYDNEY REGION CONTACT: greatersydneyroads@transport.nsw.gov.au . FOR REGIONAL & OUTER METROPOLITAN CONTACT: roadaccess@transport.nsw.gov.au .		
5 NOTIFICATION TO AFFECTED BUSINESSES, RESIDENTS AND OTHER STAKEHOLDERS MUST BE UNDERTAKEN AT LEAST 5 BUSINESS DAYS PRIOR TO WORKS COMMENCING		
6 PLEASE NOTE THAT THIS LICENCE DOES NOT CONSTITUTE APPROVAL TO CARRY OUT THE PROPOSED ACTIVITIES. THIS ROL HAS BEEN ASSESSED BY TfNSW FOR IMPACTS ON TRAFFIC FLOW ON THE STATE ROAD NETWORK ONLY.		
7 ENDORSEMENT FROM LOCAL TRAFFIC COMMITTEE (LTC) AND APPROVAL FROM COUNCIL REQUIRED.		
8 THIS TEMPORARY TRAFFIC CONTROL SET-UP MUST ONLY BE APPLIED DURING EVENT ACTIVITY WITH A SITE SPECIFIC TGS. EXISTING CONDITIONS ARE TO BE REINSTATED OUTSIDE OF THESE HOURS AND/OR AT THE COMPLETION OF THE EVENT.		
9 EFFECTIVE MONITORING OF END-OF-QUEUE CONDITION MUST BE IMPLEMENTED. IF QUEUE LENGTH EXTENDS OUTSIDE OF WORK ZONE, ADVANCED WARNING DEVICES MUST BE DEPLOYED BEYOND THE END OF THE QUEUE. NOTIFICATION OF TRAFFIC QUEUING MUST BE MADE TO THE TMC ON 1300 725 888.		
10 TRAFFIC AND PEDESTRIAN MANAGEMENT MUST BE IN ACCORDANCE WITH COUNCIL AND POLICE CONDITIONS OF APPROVAL AND ANY DIRECTION GIVEN BY THE POLICE ON THE DAY.		
11 ALL TEMPORARY TRAFFIC CONTROL ARRANGEMENTS MUST BE IN ACCORDANCE WITH AUSTRROADS GUIDE TO TEMPORARY TRAFFIC MANAGEMENT		

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

Page 1 of 1

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.2 TfNSW Road Occupancy Licences.

ROL 2191416

Station Street, Bowral. (North bound side)

1 x Variable Message Board and event advisory signs.

ROAD OCCUPANCY LICENCE



LICENCE NO : 2191416

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM

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

SPECIAL EVENT - CLASS 2

Project: Not Applicable
This Activity: 'A Day On The Green' outdoor concert.
Variable Message Board & directional signs.

LOCATION

Subject Road: STATION ST
From: BANYETTE ST, BOWRAL
To: WINGECARRIBEE ST, BOWRAL
Council: WINGECARRIBEE

LICENSEE

Organisation: All Area Traffic Services
Ref No:
Name: Craig Eeles
Phone: 0407870088

ONSITE CONTACT

Name: Craig Eeles
Phone: 0407870088

TRAFFIC MANAGEMENT

Flow Management: Non-Trafficable Area
Closure Type: None
Closure Lane(s): Shoulder
Direction(s): Northbound

LICENCE DURATION

From: 23-Mar-2024
To: 24-Mar-2024

LICENCE CONDITIONS

- 1 YOU MUST USE SHIFT ACTIVATION WEB ADDRESS <https://myrol.transport.nsw.gov.au> TO ACTIVATE AND DEACTIVATE YOUR APPROVED ROAD OCCUPANCY LICENCE(S). (TO CHANGE TRAFFIC CONTROL SIGNALS TO FLASHING YELLOW OR TO ACTIVATE PERMANENT VARIABLE MESSAGE SIGNS DIAL 1800 679 782)
- 2 THIS LICENCE IS NOT AN APPROVAL OF THE PROPONENT'S TRAFFIC GUIDANCE SCHEMES (TGS). PLEASE NOTE WORKCOVER REQUIRES THAT TRAFFIC GUIDANCE SCHEMES (TGS) COMPLY WITH AS1742.3
- 3 ALL MATTERS RELATING TO NOISE GENERATION OR OTHER ENVIRONMENTAL FACTORS ON SITE ARE UNDER THE JURISDICTION OF THE LOCAL COUNCIL AND/OR THE ENVIRONMENTAL PROTECTION AUTHORITY.
- 4 SHOULD THE PROPOSED WORKS INVOLVE UNDERBORING OR EXCAVATION OF STATE ROAD ASSETS OR THE REMOVAL OF KERB AND GUTTER, DETAILS OF WORKS MUST BE APPROVED BY TfNSW. FOR GREATER SYDNEY REGION CONTACT: greaterSydneyroads@transport.nsw.gov.au. FOR REGIONAL & OUTER METROPOLITAN CONTACT: road.access@transport.nsw.gov.au
- 5 NOTIFICATION TO AFFECTED BUSINESSES, RESIDENTS AND OTHER STAKEHOLDERS MUST BE UNDERTAKEN AT LEAST 5 BUSINESS DAYS PRIOR TO WORKS COMMENCING
- 6 PLEASE NOTE THAT THIS LICENCE DOES NOT CONSTITUTE AN APPROVAL TO CARRY OUT THE ACTIVITIES PROPOSED IN THE ROL APPLICATION. APPLICATION HAS BEEN ASSESSED BY TfNSW FOR IMPACTS ON TRAFFIC FLOW ON THE STATE ROAD NETWORK ONLY. THE ROADS DIRECTLY AFFECTED BY ACTIVITIES ARE LOCAL ROADS ADMINISTERED BY THE LOCAL COUNCIL. APPROVAL MUST BE OBTAINED FROM THE RELEVANT COUNCIL PRIOR TO COMMENCING ANY OF THE PROPOSED ACTIVITIES.
- 7 ENDORSEMENT FROM LOCAL TRAFFIC COMMITTEE (LTC) AND APPROVAL FROM COUNCIL, REQUIRED.
- 8 THIS TEMPORARY TRAFFIC CONTROL SET-UP MUST ONLY BE APPLIED DURING EVENT ACTIVITY WITH A SITE SPECIFIC TGS. EXISTING CONDITIONS ARE TO BE REINSTATED OUTSIDE OF THESE HOURS AND/OR AT THE COMPLETION OF THE EVENT.
- 9 IMMEDIATE NOTIFICATION MUST BE MADE TO THE TRANSPORT MANAGEMENT CENTRE (1300 725 886) IN THE EVENT OF A TRAFFIC INCIDENT OCCURRING WITHIN THE LIMIT OF WORKS.
- 10 TRAFFIC AND PEDESTRIAN MANAGEMENT MUST BE IN ACCORDANCE WITH COUNCIL AND POLICE CONDITIONS OF APPROVAL AND ANY DIRECTION GIVEN BY THE POLICE ON THE DAY.
- 11 ALL TEMPORARY TRAFFIC CONTROL ARRANGEMENTS MUST BE IN ACCORDANCE WITH AUSTRROADS GUIDE TO TEMPORARY TRAFFIC MANAGEMENT

APPROVED DATES & TIMES

From	From Shift			-	To	To Shift		
	D	M	Time			D	M	Time
Sat	23	Mar	12:00	-	Sun	24	Mar	00:00

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

Page 1 of 1

47

6.7.1 ADOT G. Centennial. 23-03-24. TMP

Page | 74

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.3 Police Approval.

Schedule 1 Form - Notice of Intention to Hold a Public Assembly.

The Schedule 1 Form - Notice of Intention to Hold a Public Assembly is one of the documents that will be referred to as part of the police giving approval for the event and the proposed traffic management at the event.

Commonly known as a Form 1, the Notice of Intention to Hold a Public Assembly is the document that the event organiser needs to provide to police, and it outlines the necessary details.

A copy of the completed Form 1 for this event is in section 8.5 of this TMP.

Local Police.

The event organiser will submit the Form 1 by taking it to their nearest police station or emailing to the relevant police officers at the station.

They should also contact the officer in charge at the police station nearest the event if a road has to be closed.

The notice should be submitted at least fourteen days before a scheduled assembly.

The local police may give instructions to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

If no opposition is or instruction is voiced by the officer in charge of events or the commissioner after 7 days, then it is legal.

This TMP will also be sent to the local police officer in charge of public events.

The police approval may give instruction to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

Local police. Moss Vale Police station.

Contact 1. Inspector Brendon Bernie. Phone. 02 4868 1222 email. @police.nsw.gov.au

Contact 2. S/C Michael Hoep. Phone. 02 4868 0222. email.

Local Area Command.

The Traffic Management Plan will be considered at the next Local Traffic Committee meeting, of which the Police Local Area Commander is one of the members.

Police approval from the Local Area Command (LAC) at Goulburn will be obtained as part of the traffic management application and approval process through Council.

The LAC police approval may give instructions to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

Local Area Command. Goulburn Police station.

Contact. S/C Hayley Upton. Ph. 02 4824 0799. email.

Traffic Controllers may also be given and will comply with instructions on the day of the event from any member of the NSW police force on duty.

48

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.4 TfNSW TMP Template

Special Event Resources

Special Event Transport Management Plan Template

Refer to chapter 7 of the Guide for a complete description of the transport management plan

1 EVENT DETAILS

1.1 Event Summary

Event Name: A Day On The Green
Event Location: Centennial Vineyards. Centennial Road. Bowral.
Event Date: Saturday 23-03-24.
Event Start Time: 2.00 p.m. Event Finish Time: 9.30 p.m.
Event Set up Start Time: 6.00 a.m.
Event Pack down Finish Time: 12.00 a.m.
Event is "off street"

1.2 Contact names

Event organiser * Roundhouse Entertainment - Eugene Brouwer
Phone Mobile 0411 751599 E-mail eugene@roundhouse.com.au

Event Management Company (if applicable)

Phone Fax Mobile E-mail

Police LAC Goulburn Police Station - S/C Hayley Upton

Phone 48240799 Fax Mobile E-mail.

Council Wingecarribee Shire Council - Michael Rayner

Phone 48680888 Mobile E-mail michael.rayner@wsc.nsw.gov.au

Roads & Traffic Authority (if Class 1) -

Phone Fax Mobile E-mail:

Note : The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out

1.3 Brief description of the event (one paragraph)

"A Day On The Green" outdoor concert at Centennial Vineyards.

49

6.7.1 ADOT G. Centennial. 23-03-24. TMP

Page | 76

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.4 TfNSW TMP Template

2 **RISK MANAGEMENT - TRAFFIC**

2.1 **Occupational Health & Safety - Traffic Control**

Risk assessment plan (or plans) attached.

2.2 **Public Liability Insurance**

Public liability insurance arranged. Certification of Currency attached.

2.3 **Police**

Police written approval obtained.

2.4 **Fire Brigades and Ambulance**

Fire Brigades notified.

Ambulance notified.

3 **TRAFFIC AND TRANSPORT MANAGEMENT**

3.1 **The route or location**

Map attached.

3.2 **Parking**

Parking organised - details attached.

3.3 **Construction, traffic calming and traffic generating developments.**

Plans to minimise impact of construction activities, traffic calming devices or traffic generating developments attached.

3.4 **Trusts, authorities or Government enterprises**

This event uses facility managed by a trust, authority or enterprise, written approval attached.

3.5 **Impact on / of Public transport**

Public transport not impacted or will not impact event.

3.6 **Reopening roads after moving events.**

This is a non - moving event.

3.7 **Traffic Management requirements unique to this event**

Description of unique traffic management requirements attached.

3.8 **Contingency plans**

Contingency plans attached.

3.9 **Heavy vehicle impacts**

Does not impact heavy vehicles.

3.10 **Special event clearways**

Special event clearways not required.

50

6.7.1 ADOT G. Centennial. 23-03-24. TMP

Page | 77

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS

8.4 TfNSW TMP Template

4 **MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES**

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

Plans to minimise impact on the non-event community attached.

4.2 **Advertise traffic management arrangements.**

Road closures or restrictions – details attached.

4.3 **Special event warning signs**

Special event information signs are described in the Traffic Guidance Scheme/s

4.4 **Permanent Variable Message Signs**

This event does not use permanent Variable Message Signs

4.5 **Portable Variable Message Signs**

The event uses portable VMS – maps and plans attached.

5 **PRIVACY NOTICE**

The "Personal information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the Transport for NSW (TfNSW), 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 *Road 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, TfNSW 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.

51

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.4 TfNSW TMP Template

6 APPROVAL



TMP Approved by : _____ Event Organiser 12-01-24 Date

7 AUTHORISATION 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 :CouncilDate

The TfNSW 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 : TfNSWDate

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

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.5 Summary Offences Act form

Schedule 1 Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I Eugene Brouwer (name)
of 329 Montague St. Albert Park. VIC. 3206 (address)
on behalf of Roundhouse Entertainment (organisation)

Notify the Commissioner of Police that
on the 23rd (day) of the 03rd (month), 2024 (year),
it is intended to hold
a public assembly, **not** being a procession, of approximately 12,000 (number) persons,
which will assemble at Centennial Vineyards, Centennial Road, Bowral (place)
at approximately 2.00 p.m. on the day
and disperse at approximately 9.30 pm on the day.

2 The purpose of the proposed assembly is to attend the 'A Day On The Green' outdoor concert.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.5 Summary Offences Act form (continued)

- 3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out whichever is not applicable*)
- (i) There will be nil (*number*) vehicles and / or nil (*number*) of floats involved .
The type and dimensions are as follows ;
.....
 - (ii) There will be four (*number*) of bands , musicians , entertainers , etc. which will entertain or address the assembly .
 - (iii) The following number and type of animals will be involved in the assembly ;
Nil
 - (iv) other special characteristics of the proposed assembly are as follows ;
Nil

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

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

Roundhouse Entertainment
329 Montague St.
Albert Park. VIC. 3206
Telephone No. 0411 751 599

6 Signed 
Capacity / Title : Event Manager
Date 12-01-24

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Winery. 252 Centennial Road. Bowral. Saturday 23rd March 2024.
Traffic Management Plan.

Section 9. TRAFFIC GUIDANCE SCHEMES.

Traffic Guidance Schemes have been produced to cover all hazards and risks associated with the event.
Refer to the 24 x TGS' document for site specific Traffic Guidance Schemes.

Advance Warning Signs and Advisory signs

- | | | |
|---------|-------------------------------------------------------------------|-----------------------------------|
| TGS 01. | The Old Hume Highway. Mittagong - VMB & Ingress directional signs | |
| TGS 02. | The Old Hume Highway & Centennial Road - Ingress. | Advance Warning Signs and devices |
| TGS 03. | Centennial Road - East bound. Ingress. | Advance Warning Signs and devices |
| TGS 04. | Centennial Road - West bound. Ingress & Egress. | Advance Warning Signs and devices |
| TGS 05. | Kirkham Road & Centennial Road. Ingress & Egress. | Advance Warning Signs and devices |
| TGS 06. | Mittagong Road & Kirkham Road. Ingress & Egress. | Advance Warning Signs and devices |
| TGS 07. | Kirkham Road & Oxley Hill Road. Ingress & Egress. | Advance Warning Signs and devices |
| TGS 08. | Centennial Road - West bound. Egress. Old Hume Highway approach. | Advance Warning Signs and devices |
| TGS 09. | Centennial Road - Egress. Detour Routes | |
| TGS 10. | Centennial Road. Pedestrian Plan | |
| TGS 11. | Centennial Road. No Roadside Parking signs and devices. | |
| TGS 12. | Centennial Road. Flag line installation & removal. | |

Centennial Vineyards

- | | | |
|---------|-----------------------------------------------------------------------|--|
| TGS 13. | Centennial Vineyards. Internal parking plan. | |
| TGS 14. | Centennial Vineyards. Ingress directional signs. | |
| TGS 15. | Centennial Vineyards. Egress directional signs. | |
| TGS 16. | Centennial Vineyards. Taxi, Uber and Public drop off & pick up areas. | |
| TGS 17. | Centennial Vineyards. Bus Areas – Ingress. | |
| TGS 18. | Centennial Vineyards. Bus Areas – Egress. | |

Surrounding areas

- | | | |
|---------|------------------------------|--|
| TGS 19. | Moss Vale Shuttle Bus - VMP. | |
| TGS 20. | Bowral Shuttle Bus - VMP. | |
| TGS 21. | Mittagong Shuttle Bus - VMP. | |

Advance Notice. Variable Message Boards.

- | | | |
|-------------|--------------------------------------------------|--|
| TGS VMB 22. | Centennial Road. Advance notice of road closure. | |
| TGS VMB 23. | Event day. Ingress VMB's | |
| TGS VMB 24. | Event day. Egress VMB's | |

Refer to the 24 x TGS' document for the above Traffic Guidance Schemes.

END OF TRAFFIC MANAGEMENT PLAN

55

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Outdoor concert

Centennial Vineyards
252 Centennial Road, Bowral

Saturday 23rd March 2024

24 x Traffic Guidance Schemes



24 x Traffic Guidance Schemes. Version 1. Plan date. 09-12-23.
Prepared by Craig Eeles. "Prepare A Work Zone Traffic Management Plan" cert. no. TCT0015737

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green.

Centennial Vineyards, Bowral.

Saturday 23rd March 2024

Traffic Guidance Schemes

Advance Warning Signs and Advisory signs.

- TGS 01. The Old Hume Highway. Mittagong - VMB & Ingress directional signs
- TGS 02. The Old Hume Highway & Centennial Road. Ingress.
- TGS 03. Centennial Road. East bound. Ingress.
- TGS 04. Centennial Road - West bound. Ingress & Egress.
- TGS 05. Kirkham Road & Centennial Road. Ingress & Egress.
- TGS 06. Mittagong Road & Kirkham Road. Ingress & Egress.

- TGS 07. Oxleys Hill Road. Ingress. Parking directional signs

- TGS 08. Centennial Road. Old Hume Highway approach. Egress.
- TGS 09. Centennial Road. Egress. Detour Routes

- TGS 10. Centennial Road - Pedestrian Plan
- TGS 11. Centennial Road. No Roadside Parking
- TGS 12. Centennial Road. Flag line installation & removal

Centennial Winery. Internal plans.

- TGS 13. Centennial Winery - Internal parking plan
- TGS 14. Centennial Winery - Ingress directional signs
- TGS 15. Centennial Winery - Egress directional signs
- TGS 16. Centennial Winery - Taxi, Public drop off & pick up and Uber
- TGS 17. Centennial Winery - Bus Area - Ingress
- TGS 18. Centennial Winery - Bus Area - Egress

Local Shuttle Buses.

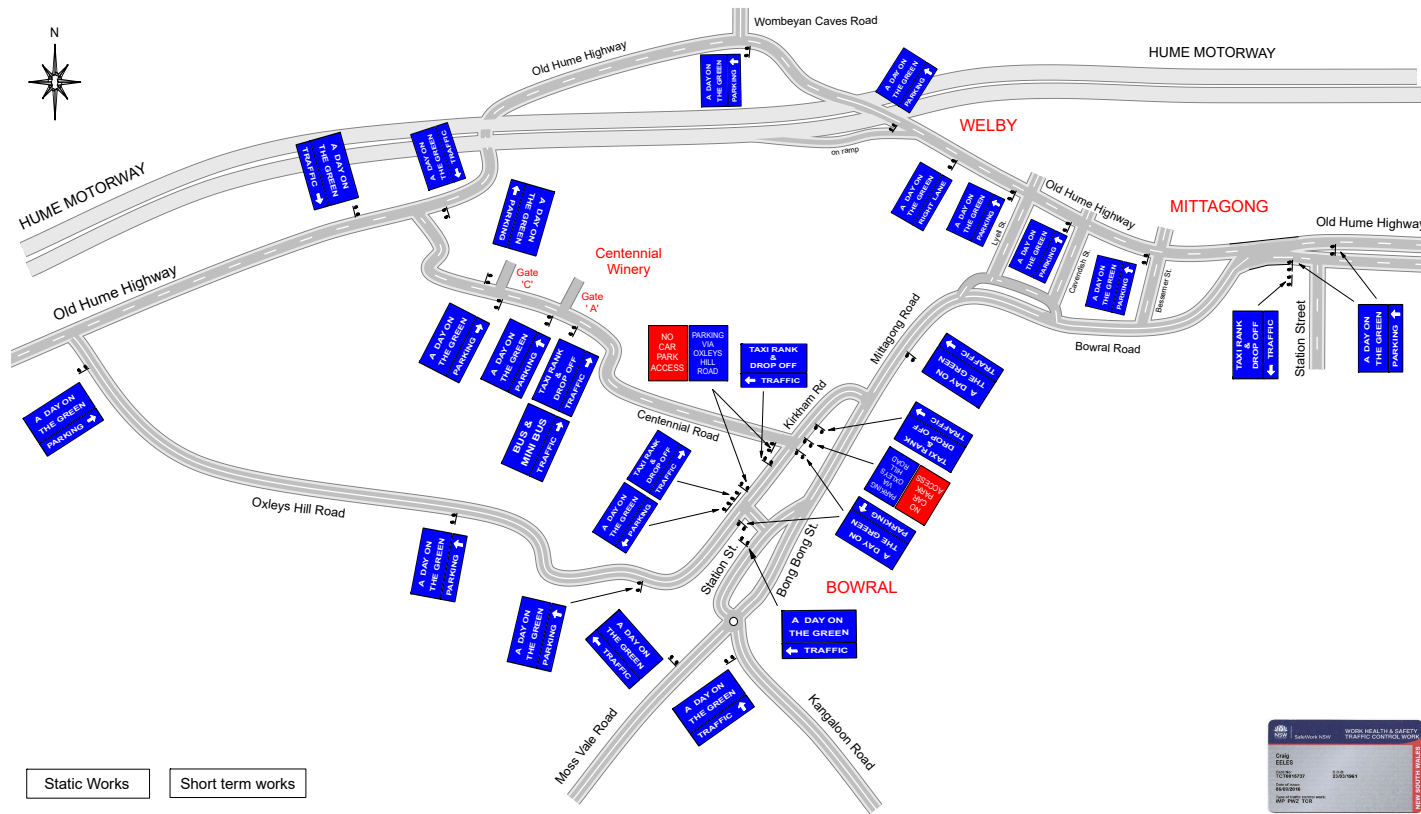
- TGS 19. Moss Vale shuttle bus - V.M.P.
- TGS 20. Bowral shuttle bus - V.M.P.
- TGS 21. Mittagong shuttle bus - V.M.P.

Advance Notice. Variable Message Boards.

- TGS 22 - VMB. Centennial Road. Advance notice of road closure.
- TGS 23 - VMB. Event day. Ingress VMB's.
- TGS 24 - VMB. Event day. Egress VMB's.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

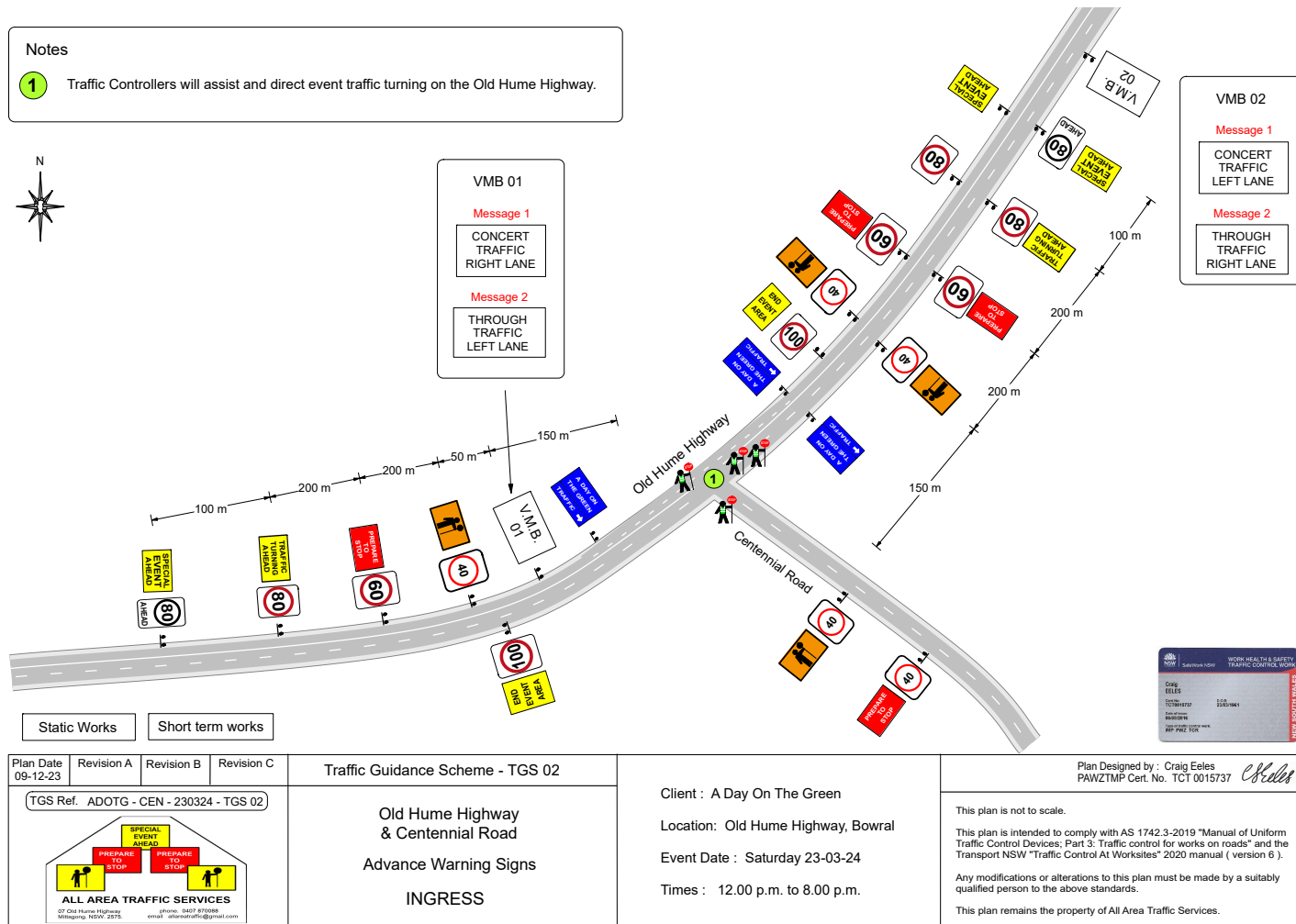


<p>Static Works Short term works</p>		<p>Plan Date: 09-12-23 Revision A Revision B Revision C</p>		<p>Traffic Guidance Scheme - TGS 01</p>		<p>Client : A Day On The Green Location: Bowral & Mittagong Event Date : Saturday 23-03-24 Times : 12.00 p.m. to 8.00 p.m.</p>		<p>Plan Designed by : Craig Eeles PAWZTMF Cert. No. TCT 0015737</p>	
<p>TGS Ref. ADOTG - CEN - 230324 - TGS 01</p>				<p>Centennial Winery approaches</p>		<p>Client : A Day On The Green</p>		<p>This plan is not to scale.</p>	
				<p>Event Directional Signs</p>		<p>Location: Bowral & Mittagong</p>		<p>This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6).</p>	
<p>ALL AREA TRAFFIC SERVICES 27 Old Hume Highway Mittagong NSW 2575 phone: 0457 972099 email: allaretraffi@gmail.com</p>				<p>INGRESS</p>		<p>Event Date : Saturday 23-03-24</p>		<p>Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards.</p>	
						<p>Times : 12.00 p.m. to 8.00 p.m.</p>		<p>This plan remains the property of All Area Traffic Services.</p>	

6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

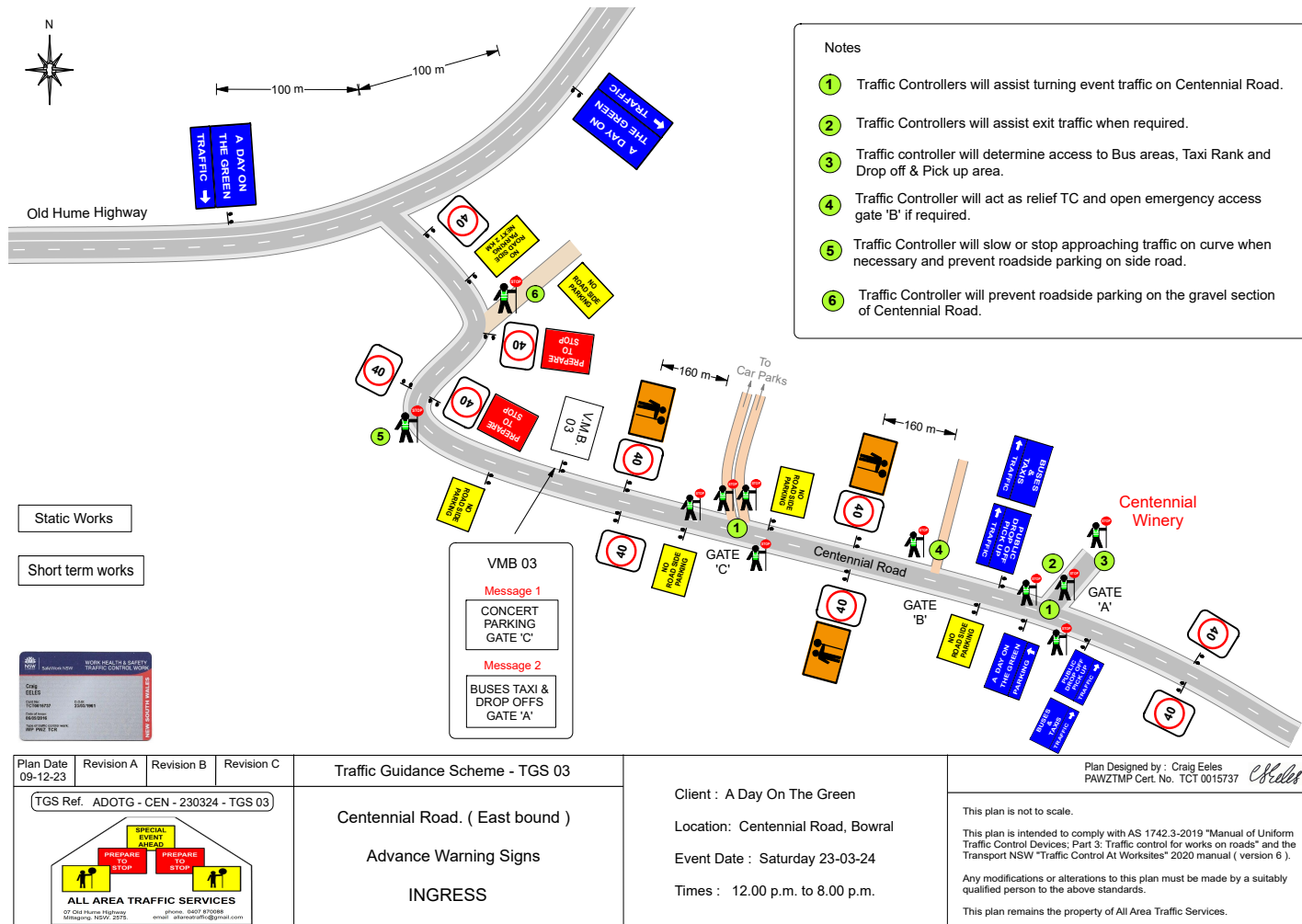
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

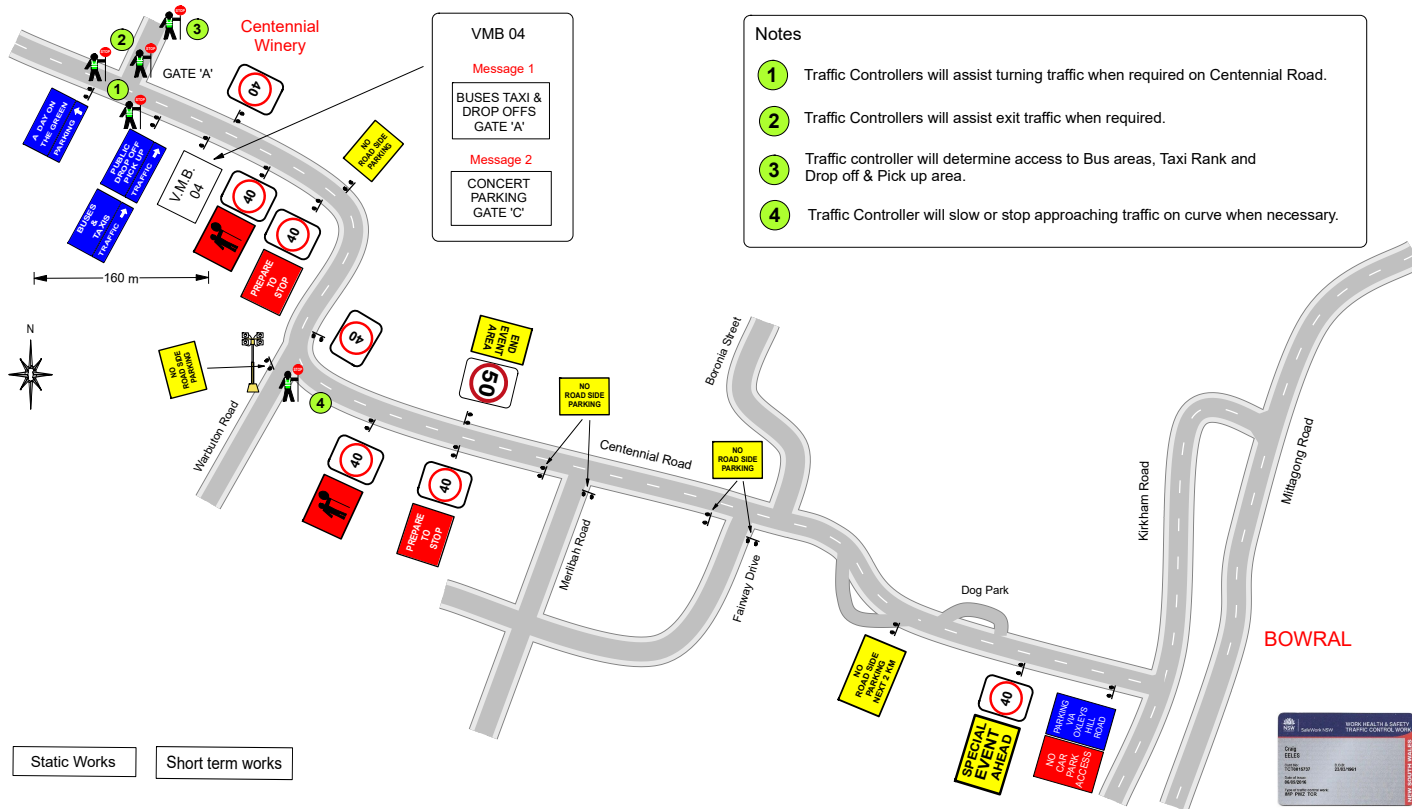
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



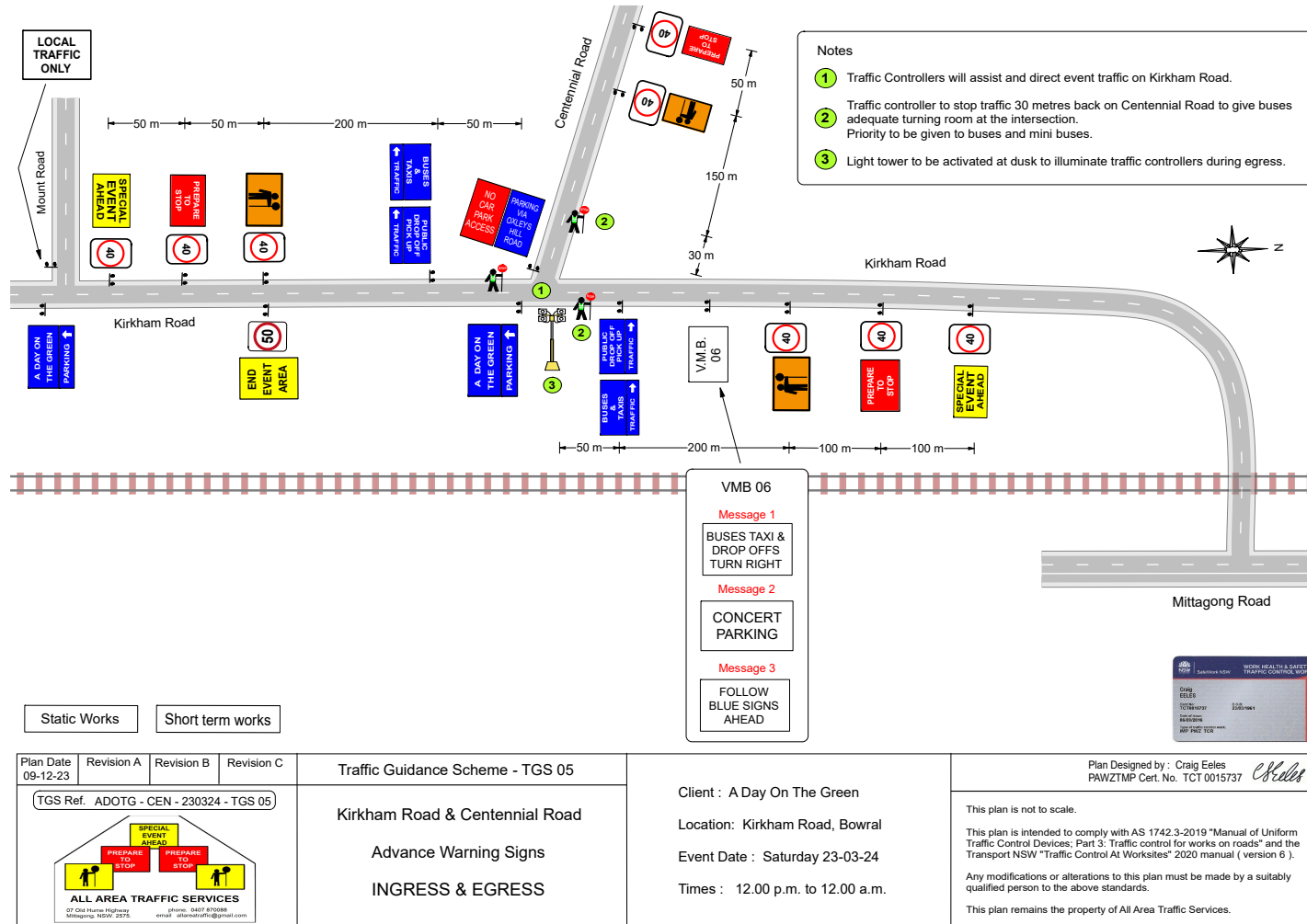
- Notes**
- 1 Traffic Controllers will assist turning traffic when required on Centennial Road.
 - 2 Traffic Controllers will assist exit traffic when required.
 - 3 Traffic controller will determine access to Bus areas, Taxi Rank and Drop off & Pick up area.
 - 4 Traffic Controller will slow or stop approaching traffic on curve when necessary.

Plan Date 09-12-23	Revision A	Revision B	Revision C	Traffic Guidance Scheme - TGS 04	Client : A Day On The Green	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
TGS Ref. ADOTG - CEN - 230324 - TGS 04				Centennial Road. (West bound)	Location : Centennial Road, Bowral	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
				Advance Warning Signs	Event Date : Saturday 23-03-24	
				INGRESS & EGRESS	Times : 12.00 p.m. to 12.00 a.m.	

6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

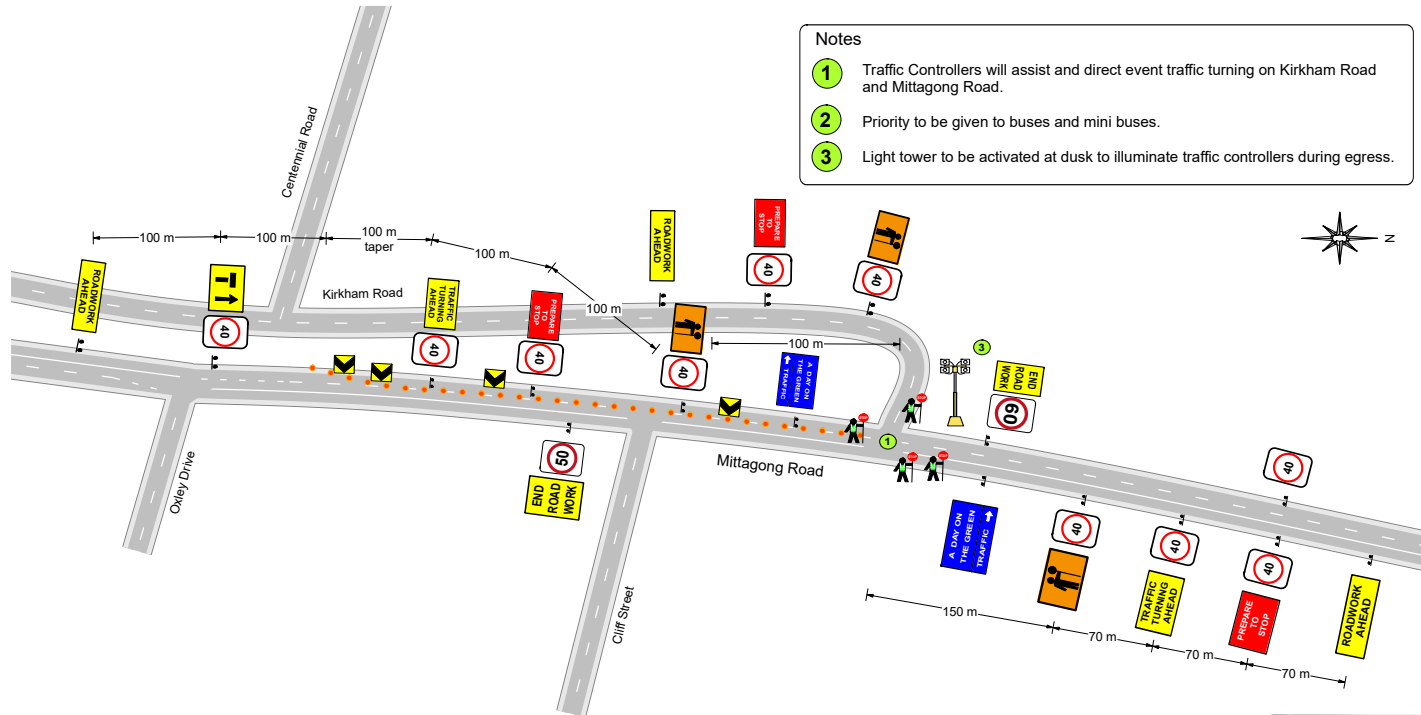
AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

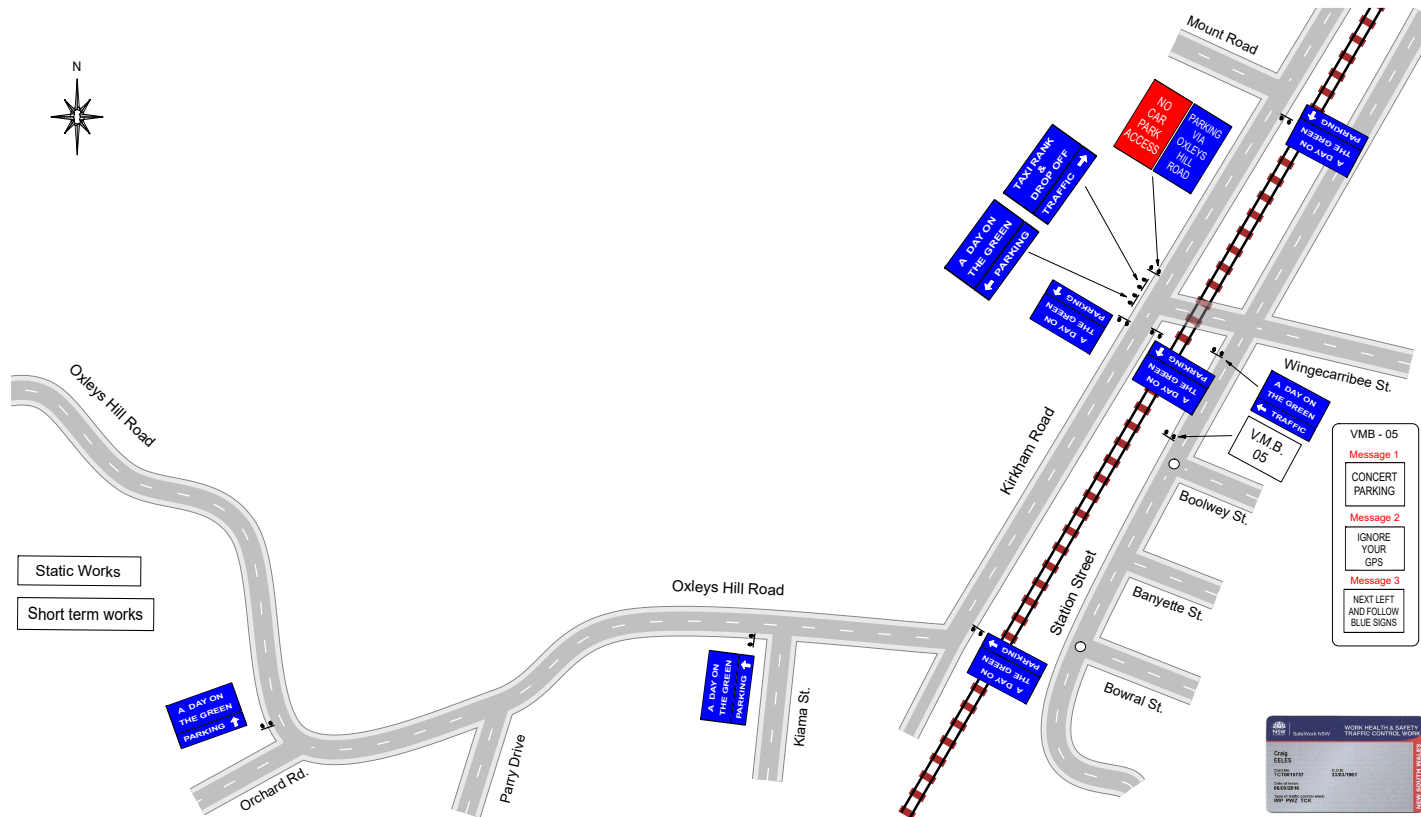


<input type="checkbox"/> Static Works <input type="checkbox"/> Short term works		Traffic Guidance Scheme - TGS 06		Client : A Day On The Green Location: Mittagong Road, Bowral Event Date : Saturday 23-03-24 Times : 12.00 p.m. to 12.00 a.m.	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
Plan Date 09-12-23	Revision A	Revision B	Revision C		
TGS Ref. ADOTG - CEN - 230324 - TGS 06				Mittagong Road & Kirkham Road Advance Warning Signs INGRESS & EGRESS	

6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

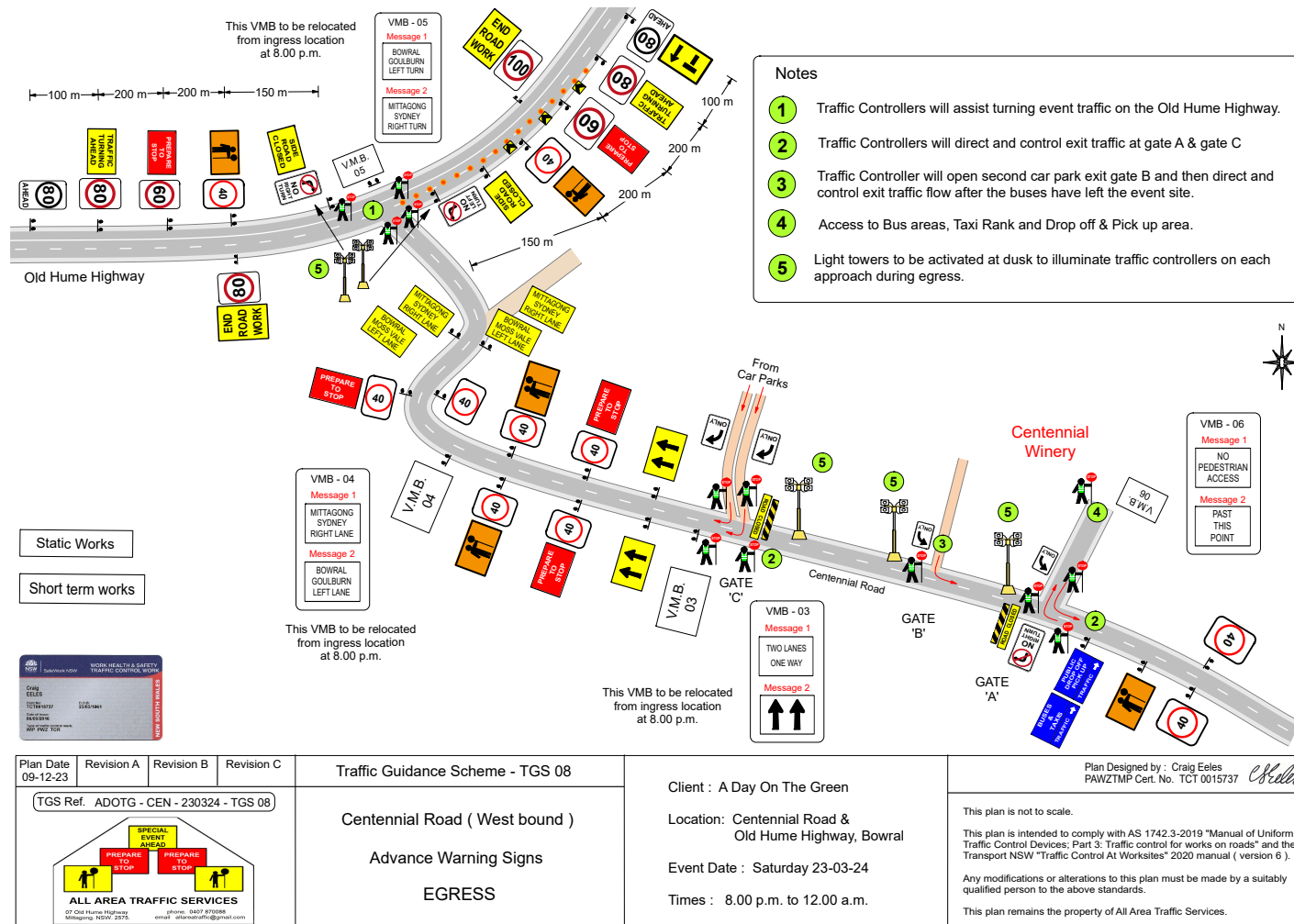


Plan Date 09-12-23	Revision A	Revision B	Revision C	Traffic Guidance Scheme - TGS 07	Client : A Day On The Green	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737 <i>C. Eeles</i>
TGS Ref. ADOTG - CEN - 230324 - TGS 07				Kirkham Road & Oxleys Hill Road	Location: Station Street, Kirkham Road & Oxleys Hill Road, Bowral	This plan is not to scale.
<p>ALL AREA TRAFFIC SERVICES 27 Old Hume Highway Bowral NSW 2576 PHONE: 0457 870000 EMAIL: allarea@atf.com.au</p>				Parking Directional Signs INGRESS	Event Date : Saturday 23-03-24	This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices, Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6).
					Times : 12.00 p.m. to 8.00 p.m.	Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards.
						This plan remains the property of All Area Traffic Services.

6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

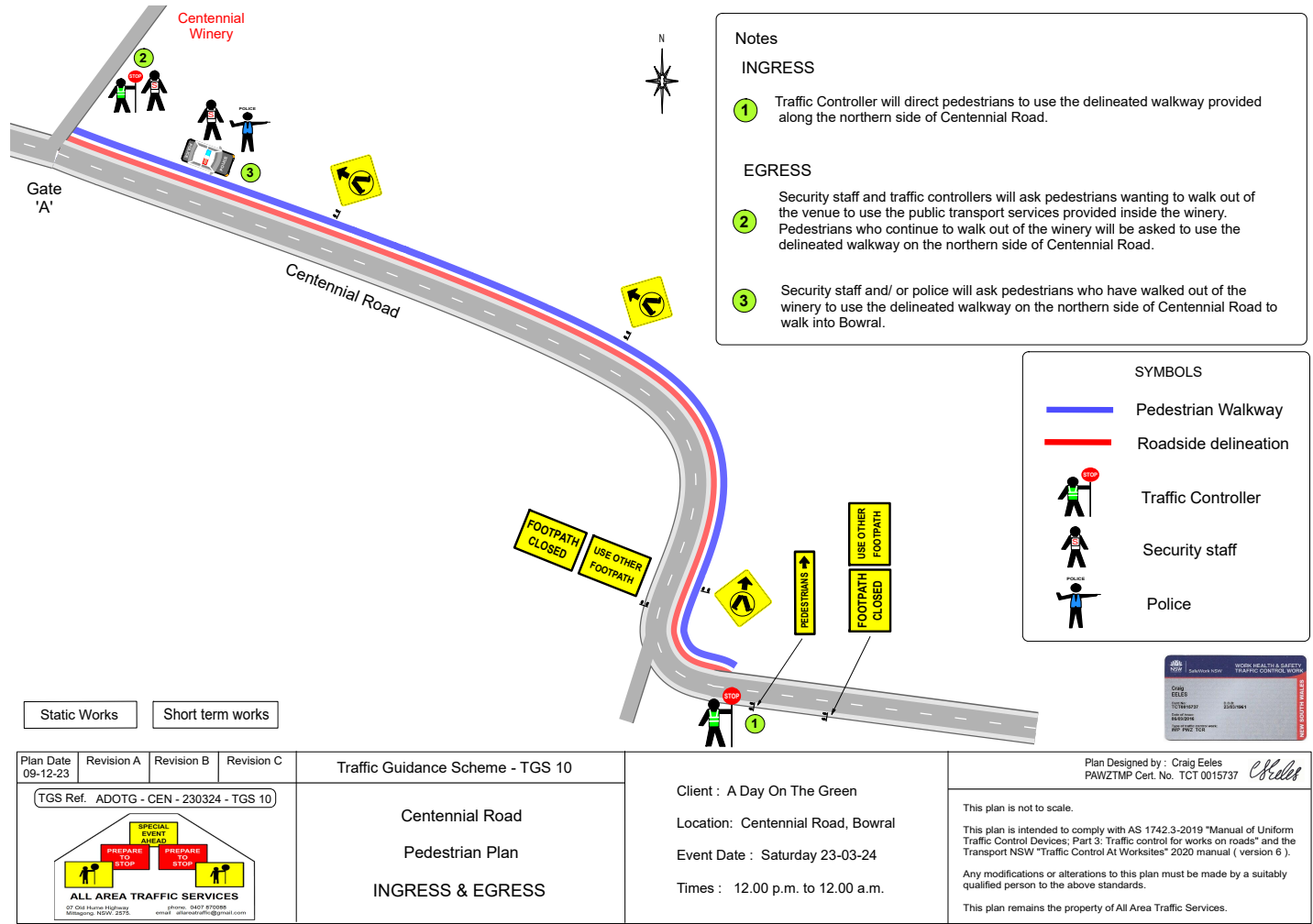
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Plan Date 09-12-23	Revision A	Revision B	Revision C	Traffic Guidance Scheme - TGS 09	Client : A Day On The Green	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
TGS Ref. ADOTG - CEN - 230324 - TGS 09				Centennial Road Closure Advance Warning Signs EGRESS	Location: Old Hume Highway, Berrimal	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
					Event Date : Saturday 23-03-24	
					Times : 8.00 p.m. to 12.00 a.m.	

6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

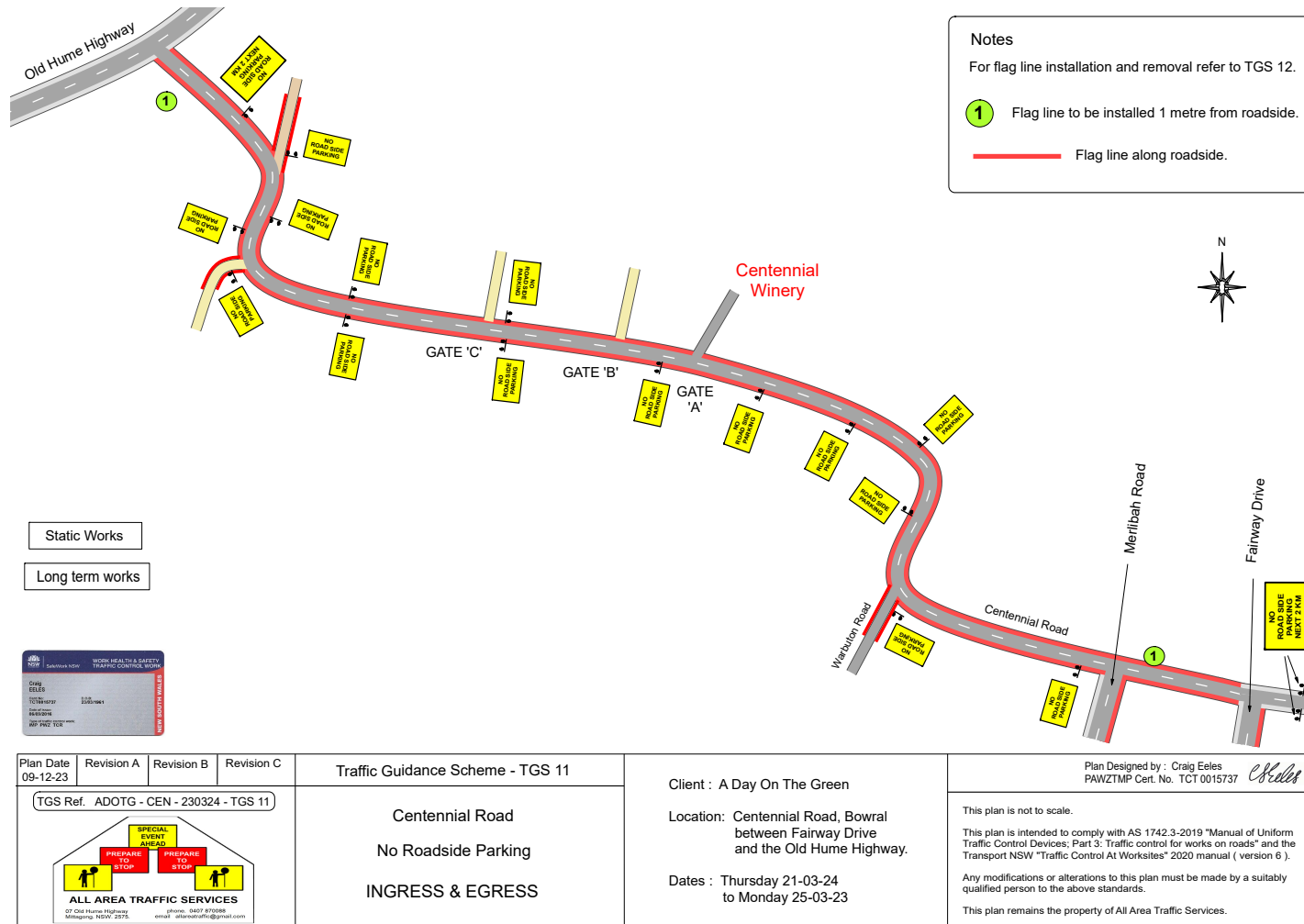
**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

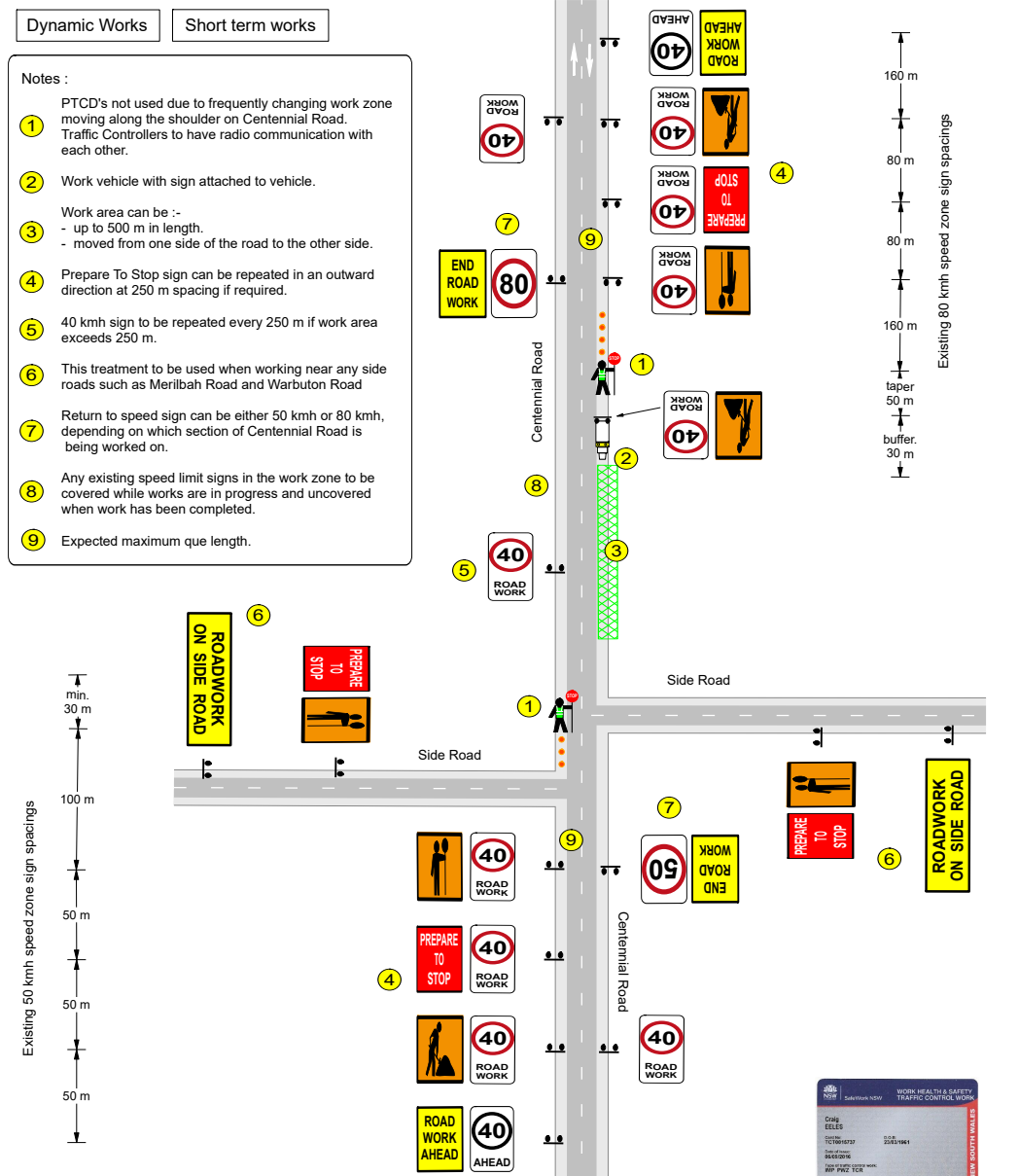
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

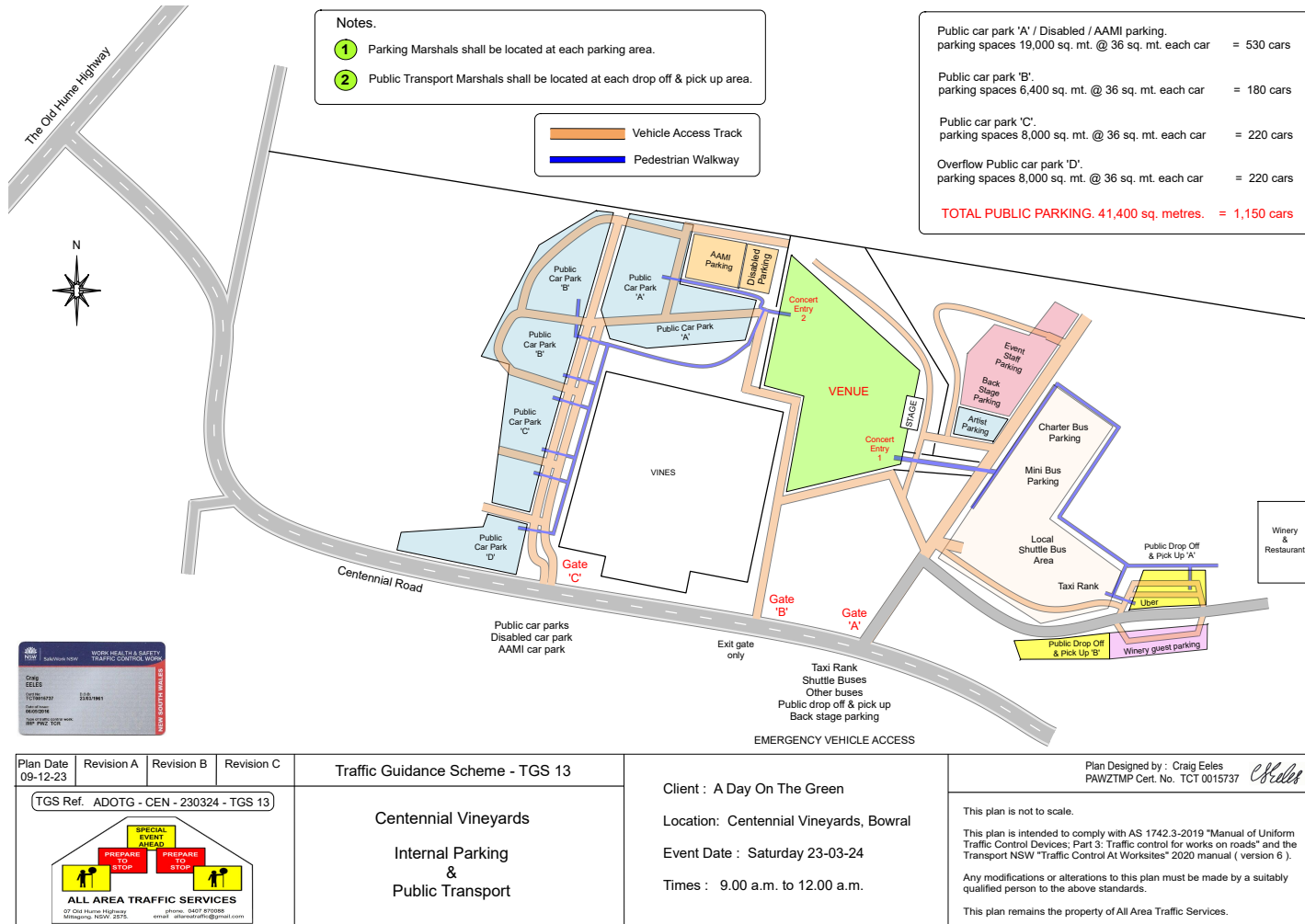


- Dynamic Works Short term works
- Notes :
- 1 PTCD's not used due to frequently changing work zone moving along the shoulder on Centennial Road. Traffic Controllers to have radio communication with each other.
 - 2 Work vehicle with sign attached to vehicle.
 - 3 Work area can be :-
- up to 500 m in length.
- moved from one side of the road to the other side.
 - 4 Prepare To Stop sign can be repeated in an outward direction at 250 m spacing if required.
 - 5 40 kmh sign to be repeated every 250 m if work area exceeds 250 m.
 - 6 This treatment to be used when working near any side roads such as Merilbah Road and Warbuton Road
 - 7 Return to speed sign can be either 50 kmh or 80 kmh, depending on which section of Centennial Road is being worked on.
 - 8 Any existing speed limit signs in the work zone to be covered while works are in progress and uncovered when work has been completed.
 - 9 Expected maximum que length.

Traffic Guidance Scheme - TGS 12				Lane closure for Flag line installation & removal.	Ref. : ADOTG - CEN - 230324 - TGS 12
Plan Date 09-12-23	Revision A	Revision B	Revision C	Client : A Day On The Green	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737 <i>C. Eeles</i>
				Location: Centennial Road, Bowral between Merilbah Rd and Old Hume Hwy.	This plan is not to scale.
				Work Dates : Thursday 21-03-24 to Tuesday 26-03-24	This plan is intended to comply with AS 1742.3-2018 "Manual of Uniform Traffic Control Devices, Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" manual 2020 (version 6).
				Times : 8.00 a.m. to 6.00 p.m. daily.	This plan remains the property of All Area Traffic Services and must not be copied or altered without permission of the Author.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

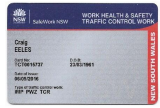
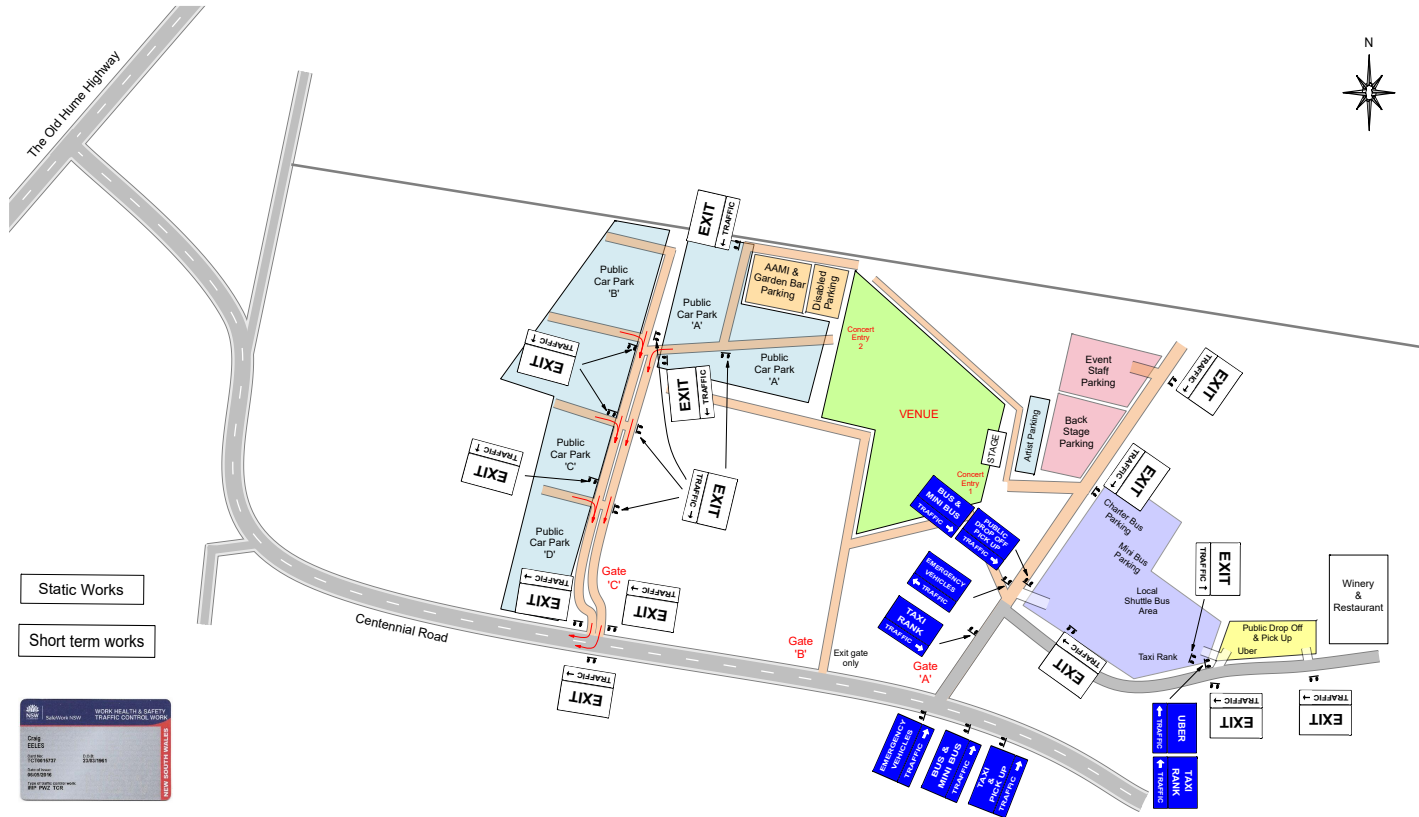
AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

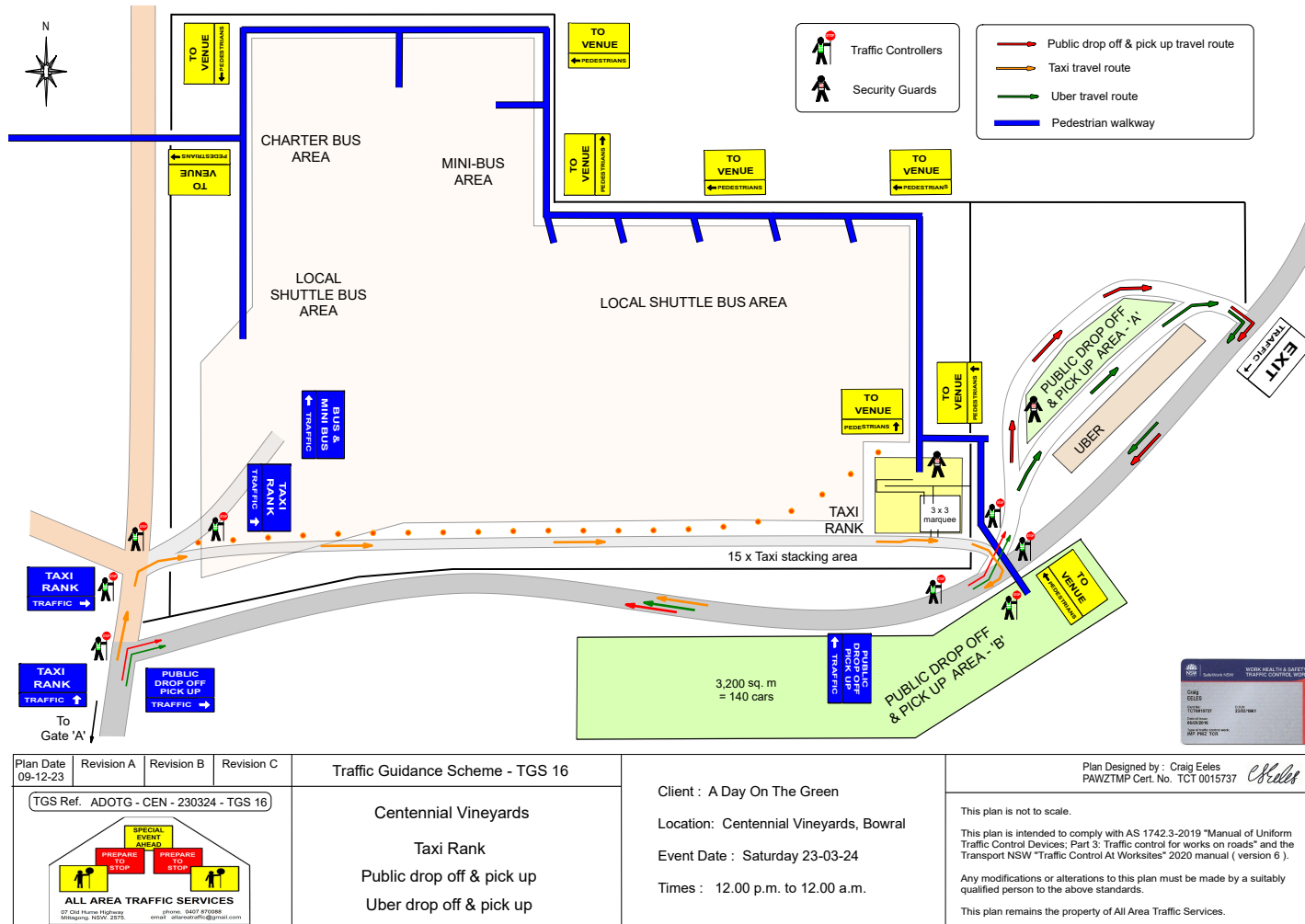


Plan Date 09-12-23	Revision A	Revision B	Revision C	Traffic Guidance Scheme - TGS 15	Client : A Day On The Green Location: Centennial Vineyards, Bowral Event Date : Saturday 23-03-24 Times : 8.00 p.m. to 12.00 a.m.	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737 <i>C. Eeles</i>
TGS Ref. ADOTG - CEN - 230324 - TGS 15				Centennial Road Internal signs EGRESS		This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.

6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

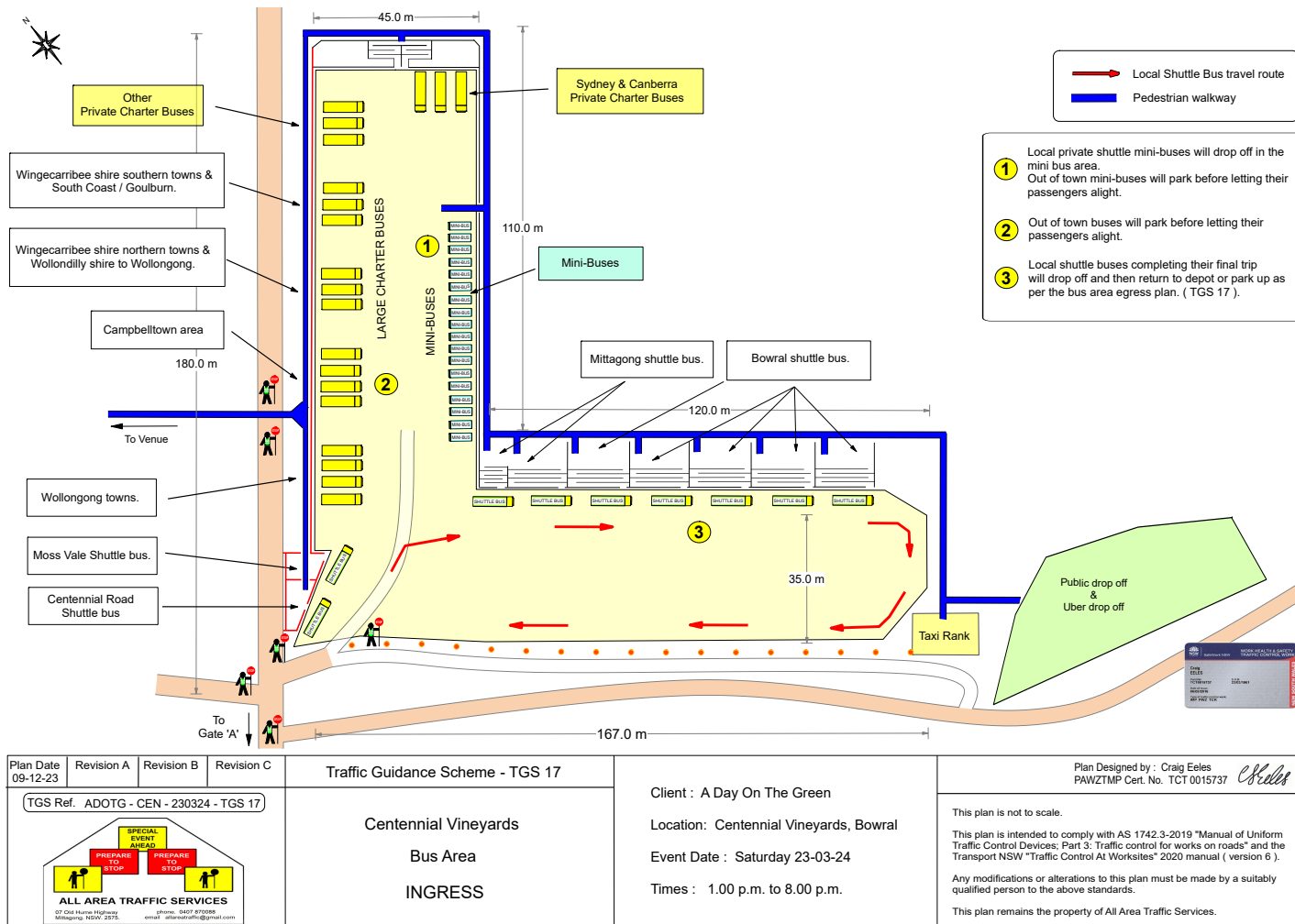
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

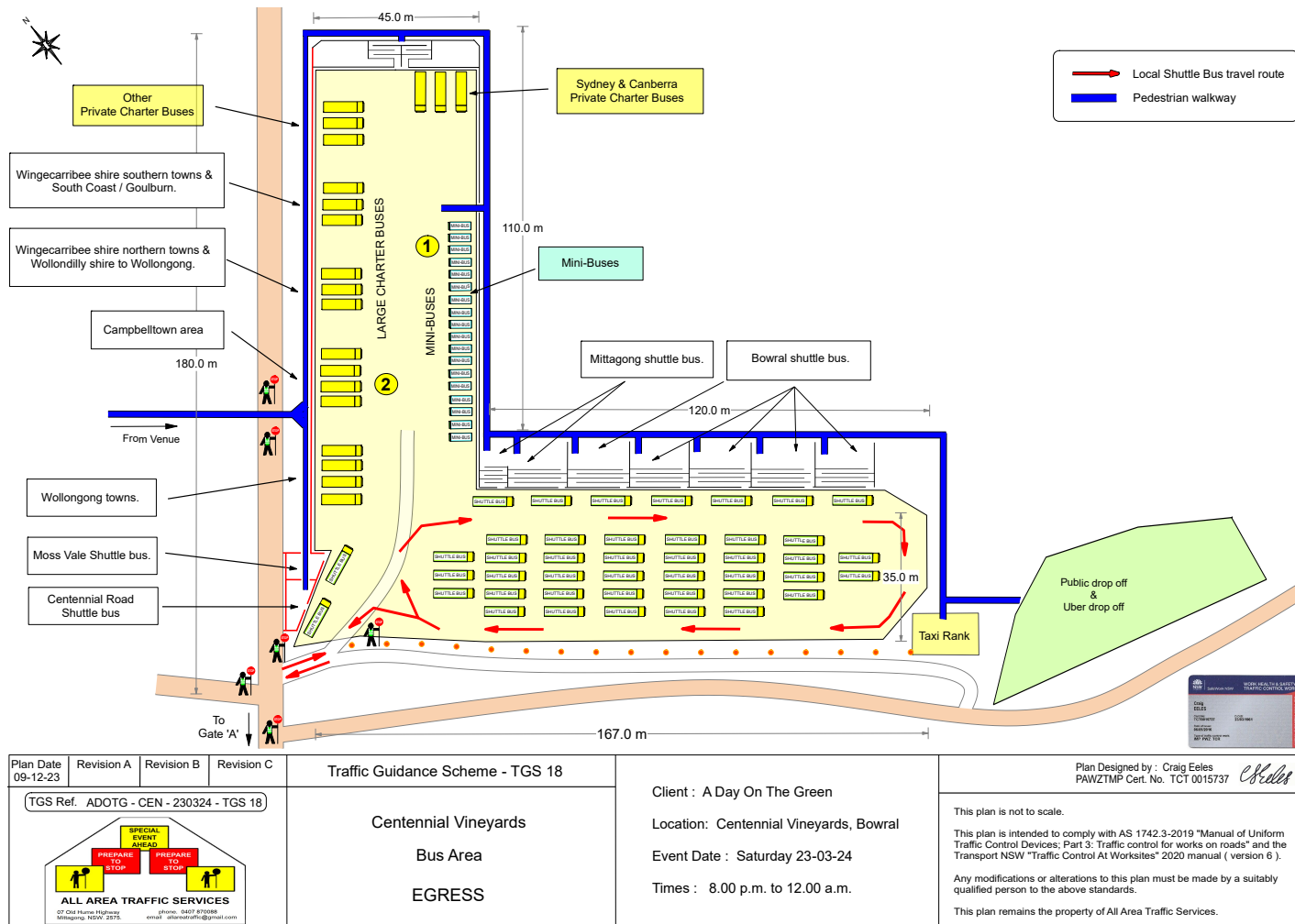
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**


**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Moss Vale (15% of total pick ups)	Total Patrons	Bus zone signage details and treatments
	725	
1 Willow Drive precinct	69	Existing bus stop. Includes Sundays. No modifications required.
2 Moss Vale Road CBD precinct	438	Existing bus stop. Includes Sundays. No modifications required.
3 Leighton Gardens	32	Existing bus stop. Includes Sundays. No modifications required.
4 Argyle Street	118	Existing bus stop. Includes Sundays. No modifications required.
5 Briars Country Inn	68	Existing bus stop. Includes Sundays. No modifications required.
6		

For roadside pick up and drop off the following treatment will be used



- E Existing bus zone
- T Roadside temporary bus zone
- Shuttle bus route



Plan Date 09-12-23	Revision A	Revision B	Revision C
-----------------------	------------	------------	------------

Traffic Guidance Scheme - TGS 19

TGS Ref. ADOTG - CEN - 230324 - TGS 19



ALL AREA TRAFFIC SERVICES
17 Oak Avenue, Singleton, NSW 2335
Phone: 0667 91000
Email: allaretraffics@gmail.com

**MOSS VALE
SHUTTLE BUS
VEHICLE MOVEMENT PLAN**

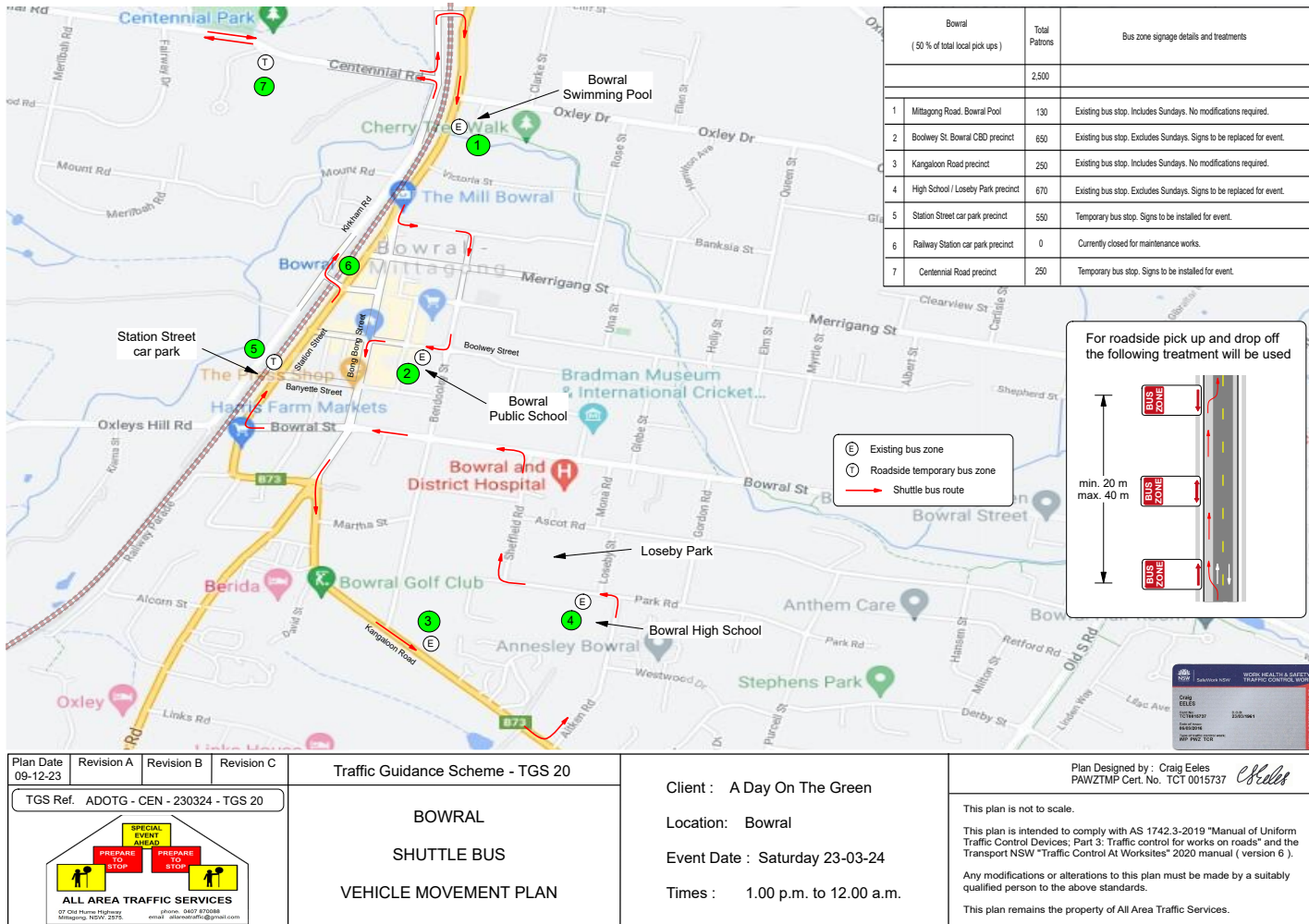
Client : A Day On The Green
Location : Moss Vale
Event Date : Saturday 23-03-24
Times : 1.00 p.m. to 12.00 a.m.

Plan Designed by : Craig Eeles
PAWZTMP Cert. No. TCT 0015737

This plan is not to scale.
This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6).
Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards.
This plan remains the property of All Area Traffic Services.

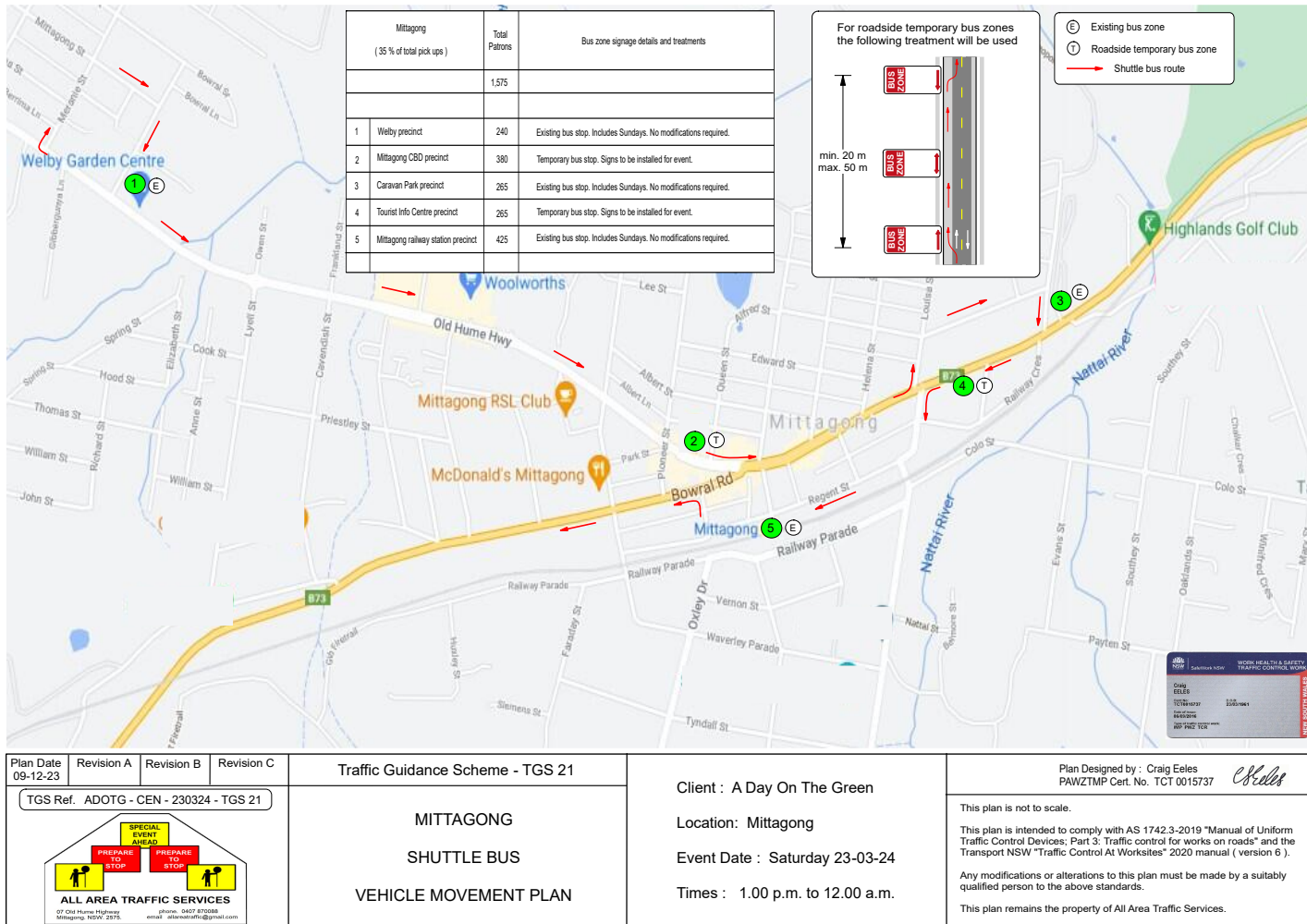
**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Variable Message Board 'A'

Message 1

C'TENNIAL RD
CLOSED AT
OLD HUME HWY

Message 2

SATURDAY
MARCH 23
8 PM - 12 AM

Message 3

ACCESS FROM
KIRKHAM RD
8 PM - 12 AM

Variable Message Board 'B'

Message 1

C'TENNIAL RD
CLOSED AT
OLD HUME HWY

Message 2

SATURDAY
MARCH 23
8 PM - 12 AM

Message 3

ACCESS FROM
KIRKHAM RD
8 PM - 12 AM

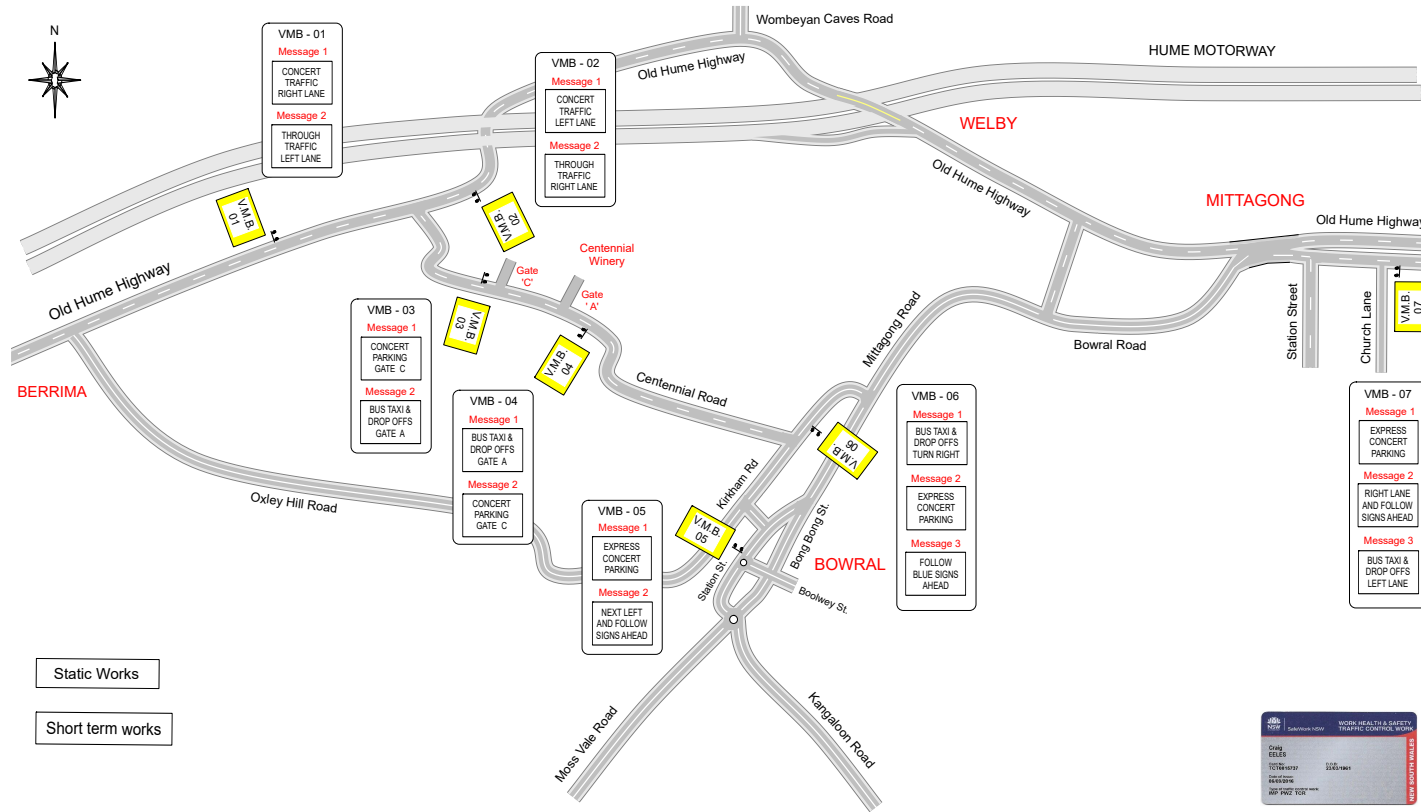
Static Works

Long term works

Plan Date 09-12-23	Revision A	Revision B	Revision C	Traffic Guidance Scheme 22 - VMB	Client : A Day On The Green	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
TGS Ref. ADOTG - CEN - 230324 - TGS 22 - VMB				Centennial Road VARIABLE MESSAGE BOARDS Advance Notice of road closure	Location: Centennial Road, Bowral	<p>This plan is not to scale.</p> <p>This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6).</p> <p>Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards.</p> <p>This plan remains the property of All Area Traffic Services.</p>
<p>ALL AREA TRAFFIC SERVICES 17 Old Hume Highway, Mittagong, NSW, 2575. Email: allarea@atf.com.au</p>				Date : Saturday 16-03-24 to Saturday 23-03-24	Times : 24 hours / day	

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

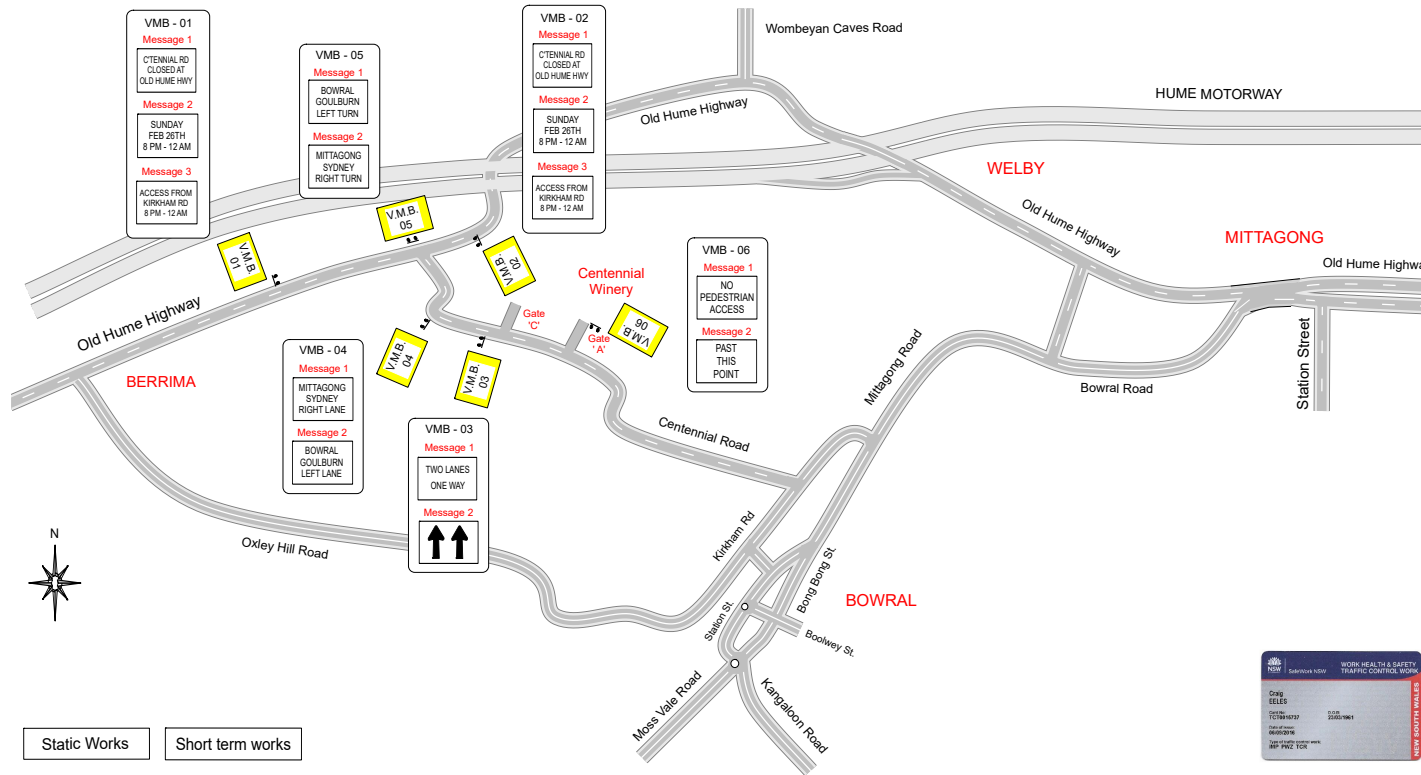
AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



Plan Date 09-12-23	Revision A	Revision B	Revision C	Traffic Guidance Scheme - TGS 23 - VMB	Client : A Day On The Green	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
TGS Ref. ADOTG - CEN - 230324 - TGS 23 - VMB				Centennial Winery approaches Event Directional VMB's INGRESS	Location: Bowral & Mittagong	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
					Event Date : Saturday 23-03-24	
					Times : 12.00 p.m. to 8.00 p.m.	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Static Works		Short term works		Traffic Guidance Scheme - TGS 24 - VMB		Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737	
Plan Date 09-12-23	Revision A	Revision B	Revision C	Centennial Winery Variable Message Boards EGRESS		Client : A Day On The Green Location: Bowral & Mittagong Event Date : Saturday 23-03-24 Times : 8.00 p.m. to 12.00 a.m.	
TGS Ref. ADOTG - CEN - 230324 - TGS 24 - VMB						This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices, Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.	

6.7.2 ADOTG 230324. 24 x Traffic Guidance Schemes

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

6.8 A Day on the Green - Centennial Vineyards - Saturday 14 April 2024

Report Author: Traffic Engineer

Authoriser: Shaun Robinson

PURPOSE

Consideration of the Traffic Management Plans for A Day on the Green which is to be held at Centennial Vineyards on Sunday 14 April 2024. The event is approved to hold up to 12,000 people.

RECOMMENDATION

THAT the traffic arrangements proposed by All Area Traffic Services for A Day on the Green to be held at Centennial Vineyards on Sunday 14 April 2024 be approved subject to the implementation of the approved Traffic Management Plan and approval from the Police Service in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event.

REPORT

BACKGROUND

A Day on the Green has become an annual event held at Centennial Vineyards, Bowral. The event is a concert which features numerous music artists from Australia and around the world.

A Day on the Green is approved to allow up to 12,000 people to attend with an expected attendance of 8000 – 9000 people.

REPORT

A Day on the Green will be held at Centennial Vineyards, which is located at 252 Centennial Road Bowral.

Onsite car parking will be open to attendees from 1:00pm. The concert will start at 3:30pm and will finish at approximately 9:00pm.

Patrons will arrive and leave Centennial Vineyards by car, shuttle bus, tour bus, and other public transport.

Event organisers will use various methods to influence patrons to use the local shuttle bus service and other public transport services to travel to the event to minimise the demand for parking on site.

Patrons will be encouraged to not use private vehicles. A higher parking fee than used in the past will be charged for on-site car parking at Centennial Vineyards which is expected to reduce car numbers and increase the average passenger number from 2.6 to 3.0 patrons per car.

The estimated percentage of patrons using different modes of transport are listed below.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Approximately 50 % of the patrons will arrive by shuttle bus.

Approximately 10 % of the patrons will arrive by private charter bus and mini-bus.

Approximately 30 % of patrons will arrive by private car to park on site.

Approximately 10 % of patrons will arrive by taxi, Uber or private car drop off within the Centennial Vineyards site.

Projected Car Numbers

Estimated Attendance. 8,000	
Onsite parking. (30 %)	2,400 patrons = 800 cars
drop off / pickup. (8 %)	640 patrons = 220 cars
Taxi & Uber. (2.5 %)	200 patrons = 70 cars
Total	3,240 patrons = 1,090 cars

Please see attached Traffic Management Plan and Traffic Guidance Schemes for traffic management details.

CONCLUSION

A Day on the Green has been a successful event in past that creates a significant economic benefit to the local community.

The traffic management for the 2023 A Day on the Green events received positive feedback from various stakeholders such as Police, event Organisers and patrons attending the event.

The traffic management for A Day on the Green, proposed to be held at Centennial Vineyard on Sunday 14 April 2024, is recommended for approval

ATTACHMENTS

Attachments under separate cover

1. ADOT G. Centennial. 14-04-24. TMP [6.8.1 - 59 pages]
2. ADOT G. Centennial. 14-04-24. 24 x TGS [6.8.2 - 26 pages]

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

6.9 Brigadoon - Bundanoon Highland Gathering - Saturday 6 April 2024

Report Author: Traffic Engineer

Authoriser: Shaun Robinson

PURPOSE

To report on traffic arrangements for the 2024 Bundanoon Highland Gathering event.

RECOMMENDATION

THAT there is no objection to the traffic arrangements for the Bundanoon Highland Gathering on Saturday 6 April 2024 subject to the satisfactory completion of all requirements detailed in the Guide to Traffic and Transport Management for Special Events for a class 2 event.

REPORT

The Bundanoon Highland Gathering Inc. seeks approval to conduct the Bundanoon Highland Gathering on Saturday 6 April 2024.

Bundanoon Highlands Gathering, also known as Brigadoon, is an annual event and is one of the largest Scottish gatherings in Australia. There are expected to be up to 3000 people attending the event.

Brigadoon will be held on Bundanoon Oval, located on Erith Street, Bundanoon. The event includes stalls and activities.

The event will be preceded by a parade on Erith Street which will begin at Amy Street and end at Bundanoon Oval.

Road closures and detours will be in place from 6:30am and removed at 5:00pm.

Patrons will be arriving at and leaving the event by car, train and charter bus.

Approximately 800 cars will park at Jordans Crossing Park and in roadside parking spaces on streets around Bundanoon.

Approximately 30 buses will drop off and pick up and park in the closed section of Erith Street.

Peak traffic arrivals during the ingress phase are expected between 9.00 a.m. and 11.00 a.m.

Maximum ingress traffic impact and congestion is expected between 10.00 a.m. and 11.00 a.m.

Peak traffic departures during the egress phase are expected between 4.00 p.m. and 6.00 p.m.

Maximum ingress traffic impact and congestion is expected between 4.00 p.m. and 5.00 p.m.

Please see attached Traffic Management Plan and Traffic Guidance Schemes for traffic full traffic management details.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

CONCLUSION

Brigadoon is a popular cultural event that is held annually in Bundanoon. The event brings many tourists to the Southern Highlands which provides an economic benefit to the local community.

The traffic management is being conducted by All Area Traffic Management who have many years of experience for this event.

The proposed Traffic Management for Bundanoon Highland Gathering, which is to be held on 6 April 2024, is recommended for approval.

ATTACHMENTS

Attachments under separate cover

1. 2024 Bundanoon Brigadoon. Traffic Management Plan [6.9.1 - 26 pages]
2. 2024 Brigadoon. 9 x Traffic Guidance Schemes [6.9.2 - 10 pages]

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

6.10 2024 Burrawang Markets Traffic Management

Report Author: Traffic Engineer

Authoriser: Shaun Robinson

PURPOSE

Consideration of the Traffic Management Plans for the Burrawang Easter Markets which is to be held on Hoddle Street, Burrawang on 30 March 2024. The event is expected to have up to 8,000 attendees throughout the day.

RECOMMENDATION

THAT the traffic management arrangements proposed by All Area Traffic Services for Burrawang Easter Markets to be held on Hoddle Street, Burrawang on Saturday 30 March 2024 be approved subject to the implementation of the approved Traffic Management Plan and approval from the Police Service in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event.

REPORT

Burrawang Easter Market Committee plan to hold Burrawang Easter Markets on 30 March 2024. Burrawang Easter Markets is expected to have a maximum attendance of 8,000 people throughout various times of the day.

The Burrawang Easter Markets will take place between 8.00 am to 3.00 pm. The markets will be located on Hoddle Street, the northern section of Crown Street and in the ground of Burrawang Public School

The organisers of the event estimate that patrons stay for an average of 1.5 - 2.0 hours at the event. Therefore, it is expected to have up to 2,000 - 3,000 people at any one time attending the event.

Attendances up to 4,000 people at any one time has been planned for.

The section of Hoddle Street between Church Street and Region Street, and Crown Street between Range Street and Hoddle Street (the event area), will be closed to public traffic from 5.00 a.m. to 5.00 p.m. on the day of the event.

Church Street, Range Street, Dale Street, Region Street, Barrett Street, Burrawang Station Road, McGraths Road and The Illawarra Highway will be affected by event traffic from 8.00 a.m. to 4.00 p.m. on the day of the event.

Approximately 200 - 500 cars per hour are expected to arrive and leave between 8.00 am and 12.00 pm.

The Illawarra Highway may also be affected during the peak traffic arrivals.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Peak traffic arrivals during the ingress phase are expected between 10.00 a.m. and 1.00 p.m.

Maximum traffic impact and congestion is expected between 10.00 a.m. and 1.00 p.m.

Additional event advisory and directional signs will be located on the Illawarra Highway eastbound and on Sheepwash Road south bound at the intersection of these two roads.

The event directional signs will have moveable arrows to allow for directing event patrons onto an alternative route to Burrawang via Sheepwash Road and Wildes Meadow Road if traffic queues on the Illawarra Highway at Church Street become excessive.

Traffic controllers will monitor the traffic queue on Church Street.

If the traffic queue on Church Street is approaching the Illawarra Highway intersection, then traffic controllers will change the arrows on the directional signs at the Illawarra Highway and Sheepwash Road intersection to send event traffic onto the alternative route until the queue in Church Street has reduced back towards the sports ground.

Please see the attached Traffic Management Plan and Traffic Guidance Schemes for traffic management details.

CONCLUSION

Burrawang Markets has been a popular event in the past, drawing many locals and tourists to Burrawang and providing an economic benefit to the local area.

It is recommended that Traffic Management Plan and associated documentation for Burrawang Easter Markets be approved for use on 30 March 2024.

ATTACHMENTS

Attachments under separate cover

1. 2024 BE M. Traffic Management Plan [6.10.1 - 34 pages]
2. 2024 BE M. 13 x Traffic Guidance Schemes [6.10.2 - 15 pages]

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

7 DATE OF NEXT MEETING

The next meeting will be held on Thursday 21 March 2024 in the Council Chambers, Civic Centre, Elizabeth Street, Moss Vale commencing at 10am.

8 MEETING CLOSURE

**Traffic Committee Meeting - 15 February 2024
Attachments**

6.8 A DAY ON THE GREEN - CENTENNIAL VINEYARDS - SATURDAY 14 APRIL

2024.....2

6.8.1 ADOT G. Centennial. 14-04-24. TMP.....2

6.8.2 ADOT G. Centennial. 14-04-24. 24 X TGS.....61

6.9 BRIGADOON - BUNDANOON HIGHLAND GATHERING - SATURDAY 6

APRIL 2024.....87

6.9.1 2024 Bundanoon Brigadoon. Traffic Management Plan.....87

6.9.2 2024 Brigadoon. 9 X Traffic Guidance Schemes.....113

6.10 2024 BURRAWANG MARKETS TRAFFIC MANAGEMENT.....123

6.10.1 2024 BE M. Traffic Management Plan.....123

6.10.2 2024 BE M. 13 X Traffic Guidance Schemes.....157

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Outdoor concert

Centennial Vineyards
252 Centennial Road, Bowral

Sunday 14th April 2024

Traffic Management Plan



Traffic Management Plan. Version 1. Plan date. 24-01-24
Prepared by Craig Eeles. "Prepare A Work Zone Traffic Management Plan" cert. no. TCT0015737

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

CONTENTS

Section 1. INTRODUCTION

- 1.1 Introduction
- 1.2 References

Section 2. EVENT ORGANISERS

- 2.1 Event Contact List
- 2.2 Public Liability Insurance

Section 3. EVENT DETAILS

- 3.1 Event Location
- 3.2 Event Details
- 3.3 Vehicle & Patron estimates

Section 4. AFFECTED ROADS

- 4.1 TfNSW roads
- 4.2 Council roads

Section 5. PARKING

- 5.1 Off-site Parking
- 5.2 On-site parking

Section 6. SHUTTLE BUSES

- 6.1 Shuttle Bus patron estimates
- 6.2 Shuttle Bus details
- 6.3 Shuttle bus pick up locations

Section 7. OTHER PUBLIC TRANSPORT

- 7.1 Public Drop off & Pick up
- 7.2 Taxis, 05 Club & Uber
- 7.3 Pedestrians

Section 8. OTHER PUBLIC CONSIDERATIONS

- 8.1 Neighbours
- 8.2 Public Transport Services
- 8.3 Environment
- 8.4 Night conditions

Section 9. EMERGENCY SERVICES

- 9.1 Emergency Vehicles
- 9.2 Police
- 9.3 Ambulance
- 9.4 Fire Brigade

Section 10. TRAFFIC MANAGEMENT

- 4.1 Traffic Controllers
- 4.2 Parking Marshalls
- 4.3 Security Staff
- 4.4 Signs and Devices
- 4.5 Roadside Parking restrictions

Section 11. WET WEATHER PLAN

- 11.1 Wet Weather Contingency Plan

Section 12. ADVERTISING

- 12.1 Variable Message Boards
- 12.2 Local newspaper

Section 13. TERRORISM

- 13.1 Suspect Activity
- 13.2 Vehicle Incursion

Section 14. PERMITS

- 14.1 Shire S138 Permit
- 14.2 TfNSW Road Occupancy Licence
- 14.3 Police approval

Section 15. FORMS

- 15.1 TfNSW Special Event TMP Template
- 15.2 Summary Offences Act form

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral.
Traffic Management Plan.

Sunday 14th April 2024.

TRAFFIC GUIDANCE SCHEMES. (in a separate document.)

- TGS 01. Old Hume Hwy. Mittagong - VMB & Ingress directional signs
- TGS 02. The Old Hume Highway & Centennial Road - Ingress.
- TGS 03. Centennial Road - East bound. Ingress.
- TGS 04. Centennial Road - West bound. Ingress & Egress.
- TGS 05. Kirkham Road & Centennial Road. Ingress & Egress.
- TGS 06. Kirkham Road & Mittagong Road. Ingress & Egress.
- TGS 07. Kirkham Road & Oxleys Hill Road. Ingress
- TGS 08. Centennial Road - Egress. Old Hume Highway approach
- TGS 09. Old Hume Highway - Egress. Detour Routes

- TGS 10. Centennial Road. Pedestrian Plan
- TGS 11. Centennial Road. No Roadside Parking signs and devices
- TGS 12. Centennial Road. Flag line installation & removal.

- TGS 13. Centennial Vineyards - Internal parking plan
- TGS 14. Centennial Vineyards - Ingress directional signs
- TGS 15. Centennial Vineyards - Egress directional signs

- TGS 16. Centennial Vineyards - Taxi & public drop off / pick up
- TGS 17. Centennial Vineyards - Bus Area - Ingress
- TGS 18. Centennial Vineyards - Bus Area - Egress

- TGS 19. Moss Vale Shuttle Bus - VMP
- TGS 20. Bowral Shuttle Bus - VMP
- TGS 21. Mittagong Shuttle Bus - VMP

- TGS 22. VMB. Centennial Road. Advance notice of road closure.
- TGS 23. VMB's. Ingress
- TGS 24. VMB's. Egress

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

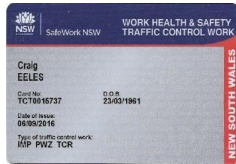
Section 1. INTRODUCTION

1.1 Introduction

This Traffic Management Plan (TMP)

- is based on the successful method of traffic management developed by event managers and traffic & parking managers at numerous 'A Day On The Green' concerts previously held at various wineries around Australia for the past 22 years.
- is based on the successful method of operation developed by event managers and traffic & parking managers at numerous 'A Day On The Green' concerts previously held at Centennial Vineyards between 2006 and 2012 and since retuning in 2022.
- has been produced in consultation with Event Management, Police, Local Councils, TfNSW, and other stakeholders.
- takes into consideration the safety of patrons and event participants, and with emphasis on the safe passage of all traffic and pedestrians either involved in the event or travelling through, past or around the event area.
- takes into consideration the disruption to the local community, business' and traders.
- takes into consideration emergency services routes through, past or around the event area.
- is the document to be referred to by event staff regarding any traffic management at the event.
- is written as a document for relevant authorities to refer to when considering the issue of any traffic management permits and approvals for the event.
- is written to ensure that traffic management at the event is implemented in accordance with A.S. 1742.3 - 2019, the Transport NSW Traffic Control At Work Sites manual 2020 (version 6) and the TfNSW "Guide to Transport Management at Special Events" - 2018 for a class 2 event.
- has been developed by a traffic management planner with 22 years of experience in planning for public events and qualifications to Prepare A Work Zone Traffic Management Plan.

Craig Eeles. Certificate No. TCT0015737.



Signature:

1.2 References

The following documents and / or manuals have been used as references in developing this TMP :-

- OHS Act 2004
- NSW WH&S Act 2012
- Road Transport Act 2013
- Australian Government Guide to Terrorism in Crowded Places 2017
- RMS "Guide to Transport Management at Special Events" - 2018
- Transport NSW "Traffic Control At Worksites" - 2020 (version 6)
- AS 1742.3 - 2019

4

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 5

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 2. EVENT ORGANISERS.

2.1 Event Contact List

The "A Day On The Green" concert is being organised and managed by Roundhouse Entertainment Pty. Ltd.

CONTACT LIST

Entity	Position / service	contact name	phone	email
Roundhouse Entertainment	National event manager	Eugene Brouwer	0411 751 599	eugene@roundhouse.com.au
	National site manager	Paul White	0418 511 531	paul@roundhouse.com.au
Centennial Vineyards	Winery manager	Natalie Dare	0412 613 728	nat@centennial.net.au
	Property manager	John Crowley	0420 315 550	
All Area Traffic Services	Traffic management	Craig Eeles	0407 870 088	allareattraffic@gmail.com
CVEM	Security	Pat Fagan		pat@cvem.com.au
PBM Safety	Safety	Paul McCarthey		paul@pbm.net.au
Police – Moss Vale	Local Traffic Committee rep.	Senior Constable Hayley Upton	4824 0799	humetrafficservices@police.nsw.gov.au
	Local events police rep.	Inspector Brendon Bernie	4862 9299	
Police - Goulburn District	Local Area Commander	Senior Constable Hayley Upton	4824 0799	humetrafficservices@police.nsw.gov.au @police.nsw.gov.au
	District Operations Inspector			
Wingecarribee Shire Council	Traffic Dept. Local Traffic Committee rep.	Michael Rayner	4868 0888	michael.rayner@wsc.nsw.gov.au
	Planning Dept. Event approval (S138)	Eric Luu	4868 0888	eric.luu@wsc.nsw.gov.au
Transport NSW (TINSW)	Local Traffic Committee rep.			
	ROL & SZA approval	Wollongong office		rol.southern@TINSW.nsw.gov.au
Berrima Buses	Local shuttle bus service	Chris Moule	4871 3211 0408 682 627	cmoule@buslinesgroup.com.au
Highland Taxis	Local taxi service	Laurie Stewart / John	4861 0000	
Ambulance NSW - Bowral	Emergency services		000 / 131233.	
NSW Fire & Rescue - Bowral	Emergency services		000 / 4862 1446	
SES - Bowral	Emergency services		000	
Local Newspaper	Public notification of event	Southern Highland News		

5

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 2. EVENT ORGANISERS.

2.2 Public Liability Insurance.

Examples of existing or recent COC's are shown below.

Roundhouse Entertainment



SLE Worldwide Australia Pty Limited
A.B.N. 15 066 698 575 AFSL237268

Level 15, 45 Clarence Street
SYDNEY NSW 2000
Telephone 61 (2) 9249 4850
Facsimile 61 (2) 9249 4840
Website: www.sleaustralia.com.au

Certificate of Currency

Type of Cover:	Public & Products Liability		
The Insured:	Roundhouse Entertainment Pty Ltd		
Period Of Insurance:	01 August 2023 To 4:00pm on 01 August 2024		
The Business:	Event Organiser of the 2023-24 season of The Day on The Green.		
	Saturday 14 October 13,000	Mt Duneed, Geelong, VIC	THE CHICKS
	Saturday 21 October 11,000	Bimbadgen, Hunter Valley, NSW	THE CHICKS
	Sunday 22 October 13,000	Sirromet, Mount Cotton, QLD	THE CHICKS
	Saturday 18 November 13,000	Sirromet, Mount Cotton, QLD	ROBBIE WILLIAMS
	Sunday 19 November	Sirromet, Mount Cotton, QLD	ROBBIE WILLIAMS 13,000
	Saturday 25 November 22,000	Mt Duneed, Geelong, VIC	ROBBIE WILLIAMS
	Thursday 30 November 14,500	Nikola Estate, Swan Valley, WA	ROBBIE WILLIAMS
	Friday 1 December 14,500	Nikola Estate, Swan Valley, WA	ROBBIE WILLIAMS
	Saturday 2 December	Sirromet, Mount Cotton, QLD	JACKSON BROWNE 4,000
Limits of Liability:	Public Liability	\$ 20,000,000	any one Occurrence
	Products Liability	\$ 20,000,000	any one period of insurance
Sublimits:	Care, Custody & Control	\$ 100,000	limited in the aggregate
	Advertising Injury	\$ 20,000,000	any one Occurrence

6

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 7

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 2. EVENT ORGANISERS.

2.2 Public Liability Insurance



**Public & Products Liability
Certificate of Currency**

Item 1 Policy Number	PPL-001883-2024	
Item 2 Policyholder	Tanyelle Pty. Ltd. 22 Venus Street, INVERLOCH. VIC. 3996. Australia.	
Item 3 Insurance Period	4.00 pm on 09/01/2024 to 4.00 pm on 09/01/2025	
Item 4 Policy Wording	ProRisk Public & Products Liability Insurance Policy v07.21 ProRisk General Terms & Conditions v04.22	
Item 5 Underwriters	Professional Risk Underwriting Pty Limited trading as ProRisk Level 2, 115 Bridge Road, Richmond VIC 3121 For and on behalf of Swiss Re International SE Australia Branch (ABN 38 138 873 211)	
Item 6 Limit of Liability	\$20,000,000.00 Any one occurrence . The total aggregate limit of liability in respect of Insuring Clause 1.2 (Product Liability) and Insuring Clause 1.3 (Advertising Liability) will not exceed \$20,000,000.00 in the aggregate during any one Insurance period .	
Item 7 Territorial Limits	Worldwide (Excluding USA and Canada)	
Item 8 Other Insurance	Not Applicable	
Item 9 Interested Party	Comment	Date
	Festival of Lights Ltd is noted as interested party F.T.R.R & I.	03/11/2023
	Southern Highlands Chamber of Commerce and Industry Ltd. is noted as interested party F.T.R.R & I.	03/11/2023
	Wingecarribee Shire Council is noted as interested party F.T.R.R & I.	03/11/2023
	Roundhouse Entertainment is noted as interested party F.T.R.R & I.	03/11/2023
	Mushroom Group is noted as interested party F.T.R.R & I.	03/11/2023
Item 10 Business Activities	Traffic Engineering Consulting Service / Traffic Surveys, Management and Engineering	100%
Item 11 Business Description	Traffic Management	

THIS IS TO CERTIFY that in accordance with the authorisation granted to ProRisk by the **underwriters** and in consideration of the **premium**, the **underwriters** agree to insure the stated **policyholder** in accordance with the terms and conditions of the **policy**.
In accepting this insurance, the **underwriters** have relied on the information and statements that have been provided in the **proposal**. This is an important document and should be kept in a safe place with all other papers relating to this **policy**.

Authorised by

Hamish McDonald Nye
Executive Director
Professional Risk Underwriting Pty Ltd
10/01/2024

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

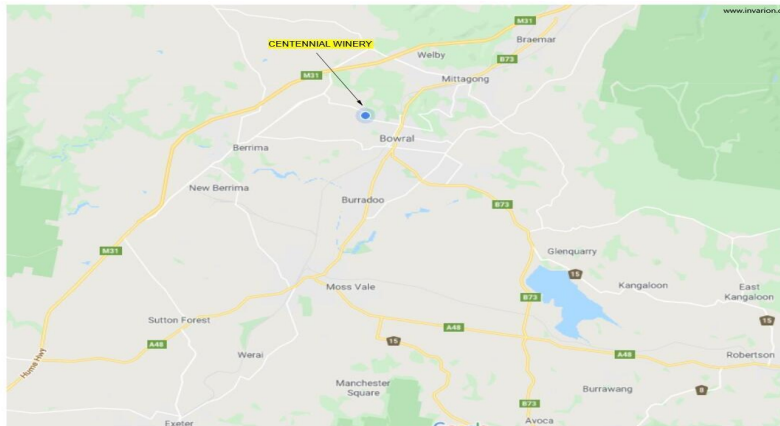
A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 3. EVENT DETAILS

3.1 Event Location

The 'A Day On The Green' concert will be conducted at Centennial Vineyards, situated at 252 Centennial Road, Bowral. The Centennial Vineyards are located in a semi-rural area, approximately 3 km's west of Bowral. Travel time by car is approximately 5 minutes from the centre of Bowral.

CENTENNIAL VINEYARDS.
252 Centennial Road. Bowral



CENTENNIAL VINEYARDS.
On-site parking areas available



AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 3. EVENT DETAILS

3.2 Event Description

'A Day On The Green' concert will be held at Centennial Vineyards on Sunday 14th April 2024.

Patrons will be provided with an afternoon and evening of entertainment and live music within the grounds of Centennial Vineyards. Attendance of up to 12,000 people has been planned for.

It is expected to have 8,000 - 9,000 patrons attending the event.

Approximate show times.

Sunday 14th April 2024

1.00 p.m. Car parks open.
1.30 p.m. Unofficial soft venue gates open.
2.30 p.m. Advertised venue gates open.
3.30 p.m. Approximate show start.
7.30 p.m. Main act.
9.00 p.m. Approximate show finish.

Patrons will arrive and leave Centennial Vineyards by car, shuttle bus, tour bus, and other public transport.

Event organisers will use various methods to influence patrons to use the local shuttle bus service and other public transport services to travel to the event to minimise the demand for parking on site.

Patrons will be dissuaded to use private vehicles.

A substantial parking fee will be charged for on-site car parking at Centennial Vineyards.

This will reduce the car numbers and increase the average passenger number from 2.6 to 3.0 patrons per car.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 3. EVENT DETAILS.

3.3 Vehicle & Patron estimates.

Approximately 50 % of the patrons will arrive by shuttle bus.

Approximately 10 % of the patrons will arrive by private charter bus and mini-bus.

Approximately 30 % of patrons will arrive by private car to park on site.

Approximately 10 % of patrons will arrive by taxi, Uber or private car drop off within the Centennial Vineyards site.

HISTORICAL PARKING STATISTICS

Venue & Attendance Details			Public transport. Patron numbers				Drop off & Pick up		Public parking numbers	
Venue	Date	Attendance	Local Shuttle bus	Out of town Shuttle bus	Charter bus	Mini bus	Taxi & Uber	Public Drop off & pick up	Public car parks	VIP car parks
Centennial Winery Bowral. NSW.	02-04-23	12,000	5,400	960	300	480	140 cars = 420 patrons	275 cars = 840 patrons	1,060 cars	140 cars
			Total public transport. = 7,140 patrons. (59.5 %)				Total drop off & pick up = 1,260 patrons. (10.5 %)		1,200 cars @ 3.0 pax. = 3,600 patrons. (30 %)	

Historical car numbers.

A day on the Green. Saturday 23-04-23.

Attendance. 12,000	
Onsite parking. (30 %)	3,600 patrons = 1,200 cars
drop off / pickup. (8 %)	960 patrons = 320 cars
Taxi & Uber. (2.5 %)	300 patrons = 100 cars
Total	4,860 patrons = 1,620 cars

Projected car numbers.

A day on the Green. Sunday 14-04-24.

Estimated Attendance. 8,000	
Onsite parking. (30 %)	2,400 patrons = 800 cars
drop off / pickup. (8 %)	640 patrons = 220 cars
Taxi & Uber. (2.5 %)	200 patrons = 70 cars
Total	3,240 patrons = 1,090 cars

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 4. AFFECTED ROADS

Most cars will be arriving at the event site via Kirkham Road, Oxley Hill Road, Old Hume Highway and Centennial Road (western end) between 1.00 p.m. and 7.00 p.m. on event day.

Buses will be arriving at the event site via Kirkham Road and Centennial Road (eastern end) between 1.00 p.m. and 6.00 p.m. on event day.

3.1 TfNSW Roads

OLD HUME HIGHWAY (MAIN STREET) AT MITTAGONG

The Old Hume Highway through Mittagong will be affected by event traffic from 12.00 p.m. to 12.00 a.m. on event day.

Variable Message Board on The Old Hume Highway on the approaches to the Bowral Road intersection will be activated from 12.00 p.m. to 8.00 p.m. on event day.

Event directional signs will be installed on The Old Hume Highway between Main Street in Mittagong and the Motorway on ramp at Welby from 12.00 p.m. to 8.00 p.m. on event day.

refer to TGS 01 for detailed plans of traffic management signs and devices on The Old Hume Highway through Mittagong

OLD HUME HIGHWAY AT CENTENNIAL ROAD (western end)

The Old Hume Highway near the intersection of Centennial Road will be affected by event traffic from 12.00 p.m. to 12.00 a.m. on event day.

Advance Warning Signs, Lane closure signs and speed reduction signs will be installed on The Old Hume Highway on the approaches to the Centennial Road intersection from 12.00 p.m. to 12.00 a.m. on event day.

Traffic Controllers will control traffic flow at The Old Hume Highway and Centennial intersection from 1.00 p.m. to 12.00 a.m. on event day.

INGRESS

It is expected to have an additional 200 - 250 vehicles per hour travelling on the Old Hume Highway and arriving at the event site via Centennial Road (western end) between 2.00 p.m. and 7.00 p.m. on event day.

The 1 km long left lane of the two uphill lanes on The Old Hume Highway, on the south bound approach to Centennial Road, will allow event traffic to be seperated from through traffic during the ingress phase.

The right turn slip lane at the end of the two uphill lanes on The Old Hume Highway, on the north bound approach to Centennial Road, will allow event traffic to be seperated from through traffic during the ingress phase.

EGRESS

Approximately 1,400 cars will exit the event site via The Old Hume Highway during the egress phase of the event.

Non-event through traffic on The Old Hume Highway reduces dramatically after 7.00 p.m.

Event traffic will therefore have minimal delays exiting the event site and accessing The Old Hume Highway during the egress phase.

Bowral traffic will turn left at the Old Hume Highway and detour via Oxley Hill Road to Bowral

Moss Vale and other south bound traffic will turn left at the Old Hume Highway and detour via Berrima to Moss Vale, Goulburn, etc.

Mittagong and Sydney traffic will turn right at the Old Hume Highway and proceed north to Mittagong.

Refer to TGS 02 , TGS 08 & TGS 09 for detailed plans of traffic management on The Old Hume Highway at Centennial Road

11

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 4. AFFECTED ROADS

3.1 TfNSW Roads

MITTAGONG ROAD

Mittagong Road will be affected by event traffic from 12.00 p.m. to 12.00 a.m. on event day.

Advance Warning Signs and speed reduction signs will be installed on Mittagong Road from 12.00 p.m. to 12.00 a.m. on event day.

Traffic Controllers will control traffic flow on Mittagong Road at the Kirkham Road intersection to expediate turning event vehicles from 1.00 p.m. to 12.00 a.m. on event day.

INGRESS

It is expected to have an additional 80 - 120 cars and 20 - 30 buses per hour travelling on Mittagong Road and turning at the Kirkham Road intersection.

Most cars will be traveling to park at the event site via Kirkham Road, Oxley Hill Road, Old Hume Highway and the western end of Centennial Road between 1.00 p.m. and 7.00 p.m. on event day.

Buses, taxis and drop off vehicles will be arriving at the event site via Kirkham Road and Centennial Road (eastern end) between 1.00 p.m. and 6.00 p.m. on event day.

EGRESS

During Egress :-

- up to 250 pick-up cars, taxis, etc. will enter and exit the event site via Kirkham Road and Centennial Road.
- up to 120 buses will exit the event site via Centennial Road and Kirkham Road.
- shuttle buses and other pick-up vehicles leaving Centennial Vineyards will travel east on Centennial Road and access Mittagong Road at the Kirkham Road intersection.
- cars exiting the public car parks will travel west on Centennial Road to the Old Hume Highway and detour to Moss Vale, Bowral and Mittagong via The Old Hume Highway.

This will minimise the number of cars exiting onto Mittagong Road during the egress phase.

refer to TGS 06 for a detailed plan of traffic management on Mittagong Road

STATION STREET

Station Street will be affected by event traffic from 1.00 p.m. to 12.00 a.m. on event day.

Variable Message Board and event directional sign will be installed on Station Street from 12.00 p.m. to 8.00 p.m. on event day.

refer to TGS 07 for a detailed plan of traffic management on Station Street

12

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 4. AFFECTED ROADS

4.2 Council Roads.

CENTENNIAL ROAD

Variable Message Boards will be installed on Centennial Road one week prior to the event.
The VMB's will give advance notice of the upcoming event and evening road closure.

Centennial Road will be affected by event traffic from 12.00 p.m. to 12.00 a.m. on event day.

Buses, taxis and other drop off vehicles will be arriving and leaving the event site via Kirkham Road and the eastern end of Centennial Road between 1.00 p.m. and 11.00 p.m. on event day.

Most cars will be arriving to park at the event site via Kirkham Road, Oxley Hill Road, Old Hume Highway and the western end of Centennial Road between 1.00 p.m. and 7.00 p.m. on event day.

These parked cars will be leaving the event site via the western end of Centennial Road and the Old Hume Highway between 9.00 p.m. and 10.30 p.m. on event day.

INGRESS

It is expected to have an additional 20 - 30 vehicles per hour travelling west on Centennial Road from Kirkham Road between 1.00 p.m. and 6.00 p.m. on event day.

It is expected to have an additional 200 - 250 vehicles per hour travelling east on Centennial Road from The Old Hume Highway between 1.00 p.m. and 7.00 p.m. on event day.

Advance Warning Signs, speed reduction signs, No Roadside Parking signs and flag lines shall be installed on Centennial Road from 9.00 a.m. to 12.00 a.m. on event day.

Traffic Controllers will control traffic flow at each of the event road gates A & C from 12.00 p.m. to 8.00 p.m. on event day.

Traffic Controllers will control traffic flow on Centennial Road at the Kirkham Road intersection and the Old Hume Highway intersection from 1.00 p.m. to 8.00 p.m. on event day.

refer to TGS 03 & TGS 04 for detailed plans of traffic management on Centennial Road during ingress.

EGRESS

Centennial Road will be one way only west bound between event gate C (car park road gates) and The Old Hume Highway from 8.00 p.m. to 12.00 a.m. during the egress phase.

Cars exiting the public car parks will travel west to the Old Hume Highway and detour to Bowral and Mittagong during the egress phase.

Centennial Road will remain two-way between event gate A (buses, taxis and pick-ups) and Kirkham Road during the egress phase.

All pick up vehicles will access and leave the event site via Kirkham Road only during the egress phase.

Access to Centennial Vineyards will be via gate A only during the egress phase.

Traffic Controllers will control traffic flow on Centennial Road at each of the event gates A, B & C, and also at the Old Hume Highway intersection and the Kirkham Road intersection from 8.00 p.m. to 12.00 a.m. on event day.

refer to TGS 04, TGS 08 & TGS 09 for detailed plans of traffic management on Centennial Road during egress.

13

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 4. AFFECTED ROADS

4.2 Council Roads

TRAFFIC IMPACT ON CENTENNIAL ROAD.

INGRESS

The Ingress phase of the event shall be from approximately 1.00 pm to 7.00 pm.
Peak traffic arrivals during the ingress phase are expected between 3.00 p.m. and 5.00 p.m.

Up to 1,100 cars will enter the event site via the Old Hume Highway and the western end of Centennial Road.
Up to 170 drop-off cars including taxis will enter and exit the event site via Kirkham Road and the eastern end of Centennial Road.
Up to 80 buses will enter and exit the event site via Kirkham Road and the eastern end of Centennial Road.

It is expected to have an additional 20 – 50 cars and 20 – 30 buses per hour travelling west on Centennial Road from Kirkham Road between 1.00 p.m. and 6.00 p.m. on event day.
It is expected to have an additional 150 – 200 cars per hour travelling east on Centennial Road from the Old Hume Highway between 1.00 p.m. and 7.00 p.m. on event day.

Most cars will be arriving to park at the event site via Kirkham Road, Oxley Hill Road, Old Hume Highway and Centennial Road (western end), between 1.00 p.m. and 6.00 p.m. on event day.
Charter buses and mini-buses will be arriving at the event site between 1.00 p.m. and 5.00 p.m. on event day.
Local shuttle buses will be entering and exiting the event site between 1.00 p.m. and 6.00 p.m. on event day.

EGRESS

The Egress phase of the event shall be from 8.00 pm to approximately 12.00 am.
Peak traffic departures during the egress phase are expected between 9.00 p.m. and 10.30 p.m.
Up to 1,100 cars will exit the event site via the western end of Centennial Road and the Old Hume Highway.
Up to 170 pick-up cars will enter and exit the event site via Centennial Road and Kirkham Road.
Up to 80 buses will exit the event site via Centennial Road and Kirkham Road.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 4. AFFECTED ROADS

4.2 Council Roads

KIRKHAM ROAD

Kirkham Road will be affected by event traffic from 12.00 p.m. to 12.00 a.m. on event day.
Advance Warning Signs and speed reduction signs shall be installed on Kirkham Road from 12.00 p.m. to 12.00 a.m. on event day.
Traffic Controllers will control traffic flow on Kirkham Road at the Centennial Road intersection from 1.00 p.m. to 12.00 a.m. on event day.

refer to TGS 05 for a detailed plan of traffic management on Kirkham Road

OXLEYS HILL ROAD

Oxleys Hill Road will be affected by event traffic from 1.00 p.m. to 12.00 a.m. on event day.

INGRESS

It is expected to have an additional 100 - 150 vehicles per hour travelling west on Oxleys Hill Road from Kirkham Road in Bowral to the Old Hume Highway between 1.00 p.m. and 6.00 p.m. on event day.

Advance Warning Signs and event directional signs shall be installed on Oxleys Hill Road from 12.00 p.m. to 8.00 p.m. on event day.

No Traffic Controllers will be located on Oxleys Hill Road.

refer to TGS 07 for a detailed plan of traffic management on Oxleys Hill Road and Kirkham Road.

EGRESS

Parked cars returning to Bowral after the event will be leaving the event site and returning to Bowral via the western end of Centennial Road, the Old Hume Highway and Oxleys Hill Road.

Oxleys Hill Road will be affected by egress traffic from 9.00 p.m. and 10.30 p.m. on event day.

It is expected to have an additional 300 - 350 vehicles per hour travelling east on Oxleys Hill Road from the Old Hume Highway to Kirkham Road in Bowral between 9.00 p.m. and 10.30 p.m. on event day.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 5. PARKING

5.1 Off-site parking.

refer to TGS 13 for a detailed internal parking plan.

Patrons will be encouraged to park off site in existing parking areas in Bowral, Mittagong and Moss Vale.
Parking areas for vehicles arriving at Centennial Vineyards will be provided within the Vineyards grounds.
Access to all public parking areas at the Vineyards will be via Gate C on Centennial Road.
The primary exit for all public parking areas will be via Gate C on Centennial Road.
The secondary exit for all public parking areas will be via Gate B on Centennial Road.
The egress exit track to gate B will not be opened until all large buses have left the bus parking area.

Off-site parking.

Shuttle bus pick-up points.

Bowral.

- Centennial Road,
- Bowral pool,
- Bowral Station,
- Bowral CBD precinct,
- Bowral High School precinct,
- Kangaloon Road.

Mittagong.

- Caravan Park precinct,
- Tourist info centre precinct,
- Mittagong Station precinct,
- Mittagong CBD precinct,
- Welby precinct.

Moss Vale.

- Willow Drive precinct,
- Leighton Gardens precinct,
- Argyle Street,
- Moss Vale CBD precinct,
- Briars Country Inn.

More detailed shuttle bus information is found in section 6.2 of the TMP.

Refer to TGS 19, TGS 20 & TGS 21 for detailed shuttle bus plans for Mittagong, Bowral and Moss Vale.

16

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 5. PARKING

5.2 On-site parking.

5.2.1 General Public Car Parks.

The general public car parks shall be located inside Centennial Vineyards.
Access to the public car parks will be via Gate C on Centennial Road.
A total of approximately 1,600 car parking spaces will be available in all the public car parks.
Up to 900 cars are expected to be parked in the general admission car parks on event day.
Up to 1,100 cars are expected to be parked in all the public car parks on event day.

5.2.2 Disabled Car Park.

The Disabled car park will be located inside the Vineyards nearest to the venue entry gate 2 (car park gate).
The Disabled car park will have a capacity of up to 100 cars.
Up to 100 cars are expected to be parked in the disabled car park on event day.

5.2.3 AAMI sponsor Car Park.

AAMI sponsor parking will be located inside Centennial Vineyards near the venue entry gate 2 (car park gate).
The AAMI sponsor car park will have a capacity of up to 60 cars.
Up to 50 cars are expected to be parked in the AAMI sponsor car park on event day.

5.2.4 Staff Car Park.

The event staff and security staff car park will be located inside Centennial Vineyards near the back-stage area of the venue.
The staff car parks will have a capacity of up to 250 cars.
Up to 150 cars are expected to be parked in the staff car park on event day.

5.2.5 Vendor and Caterer Parking.

Vendors and Caterers with goods arriving will be directed to the vendors car park behind the vendor areas.
After 2.00 p.m. any vendors or caterer vehicles arriving will have to park in the staff car park or public car park.

5.2.6 Uber & Limousine Parking.

Uber & Limousine drop off, pick up and parking will be located beside the public drop off & pick up area inside Centennial Vineyards.
Vehicular access to the Uber & Limo parking areas will be via Gate A on Centennial Road.
Ubers & Limos will exit via gate A.
The Uber & Limo parking area will have a capacity of up to 40 Uber vehicles & Limousines.
A pick-up waiting bay for patrons will be provided at the Uber & Limo pick up area.

17

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 18

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 3. PARKING

5.2 On-site parking.

5.2.7 Police and Emergency Vehicles Parking.

Police & other emergency vehicle parking will be located inside Centennial Vineyards near the venue.
Police and other emergency vehicles will access their parking areas via Gate A.

5.2.8 Tour and Charter Bus Parking.

Tour and Charter Bus parking will be located inside Centennial Vineyards, beside the local shuttle bus area.

(TMP section 4.3 and TGS 17 & TGS18).

Bus access to all bus areas will be via Gate A on Centennial Road.

Tour & Charter buses will also exit via gate A onto Centennial Road.

Gate A will have a minimum width of 7 metres to allow for two-way bus flow at the gate.

A dedicated all-weather track for large charter and shuttle buses will be provided to and from the bus parking area.

The Tour & Charter Bus parking area will have a capacity of up to 30 large buses.

Patrons shall stay on their bus and alight only when the bus has parked.

A pedestrian walkway will be installed from the charter bus parking area to the concert area.

Bus patrons will return to the charter bus parking area at the end of the event and board their bus where they alighted earlier.

5.2.9 Mini-Bus Parking.

Mini-Bus parking will also be located inside Centennial Vineyards, beside the Tour & Charter Bus parking area.

Mini-bus access to the mini-bus area will be via Gate A on Centennial Road.

Mini-buses will exit via gate A onto Centennial Road.

The Mini-Bus parking area will have a capacity of up to 50 mini-buses.

Patrons shall stay on their mini-bus and alight only when the vehicle has parked or pulled up at the mini-bus drop off area.

A pedestrian walkway will be installed from the mini-bus parking area to the concert area.

Mini-Bus patrons shall return to the mini-bus parking area at the end of the event and board their vehicle where they alighted earlier.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 6. SHUTTLE BUSES.

6.1 Shuttle Bus patron estimates.

Local bus shuttle numbers.
A day on the Green. Saturday 02-04-23.

Attendance 12,000.		Passengers
Local Shuttle total (Mittagong, Bowral, Moss Vale):	(45 %)	5,400
Out of town shuttles total (Campbelltown, Wollongong, Goulburn, etc):	(8 %)	960
Mini buses:	(2.5 %)	300
Private charter buses:	(4 %)	480
	Total	7,140

Projected local bus shuttle numbers.
A day on the Green. Sunday 14-04-24.

Attendance 8,000.		Passengers
Local Shuttle total (Mittagong, Bowral, Moss Vale):	(45 %)	3,600
Out of town shuttles total (Campbelltown, Wollongong, Goulburn, etc):	(8 %)	640
Mini buses:	(2.5 %)	200
Private charter buses:	(4 %)	320
	Total	4,760

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 6. SHUTTLE BUSES.

6.1 Shuttle Bus patron estimates.

The bus numbers below are for a show with an attendance of 12,000.

The numbers can be reduced by 33% for a concert with an attendance of 8,000.

Breakdown of the local Shuttle service - Mittagong, Bowral & Moss Vale
(5,400 passengers.)

Data does not take into account patrons arriving by train at Bowral and Mittagong stations.

	Total shuttle bus Patrons	Locals dropped off at bus stops	Locals / patrons staying in accommodation & walking to pick up points	Car parking in towns @ 3 0 patrons per car = No. cars
		(15 %)	(50 %)	(35 %)
Mittagong bus shuttle (35%)	1,575	236	788	551 patrons = 183 cars
Caravan Park precinct	265	39	132	93 patrons = 31 cars
Tourist info centre precinct	265	40	133	93 patrons = 31 cars
Mittagong Station precinct	425	64	212	148 patrons = 49 cars
Mittagong CBD precinct	380	57	190	132 patrons = 44 cars
Welby precinct	240	36	120	85 patrons = 28 cars
Bowral bus shuttle (50%)	2,250	338	1,125	787 patrons = 262 cars
Centennial Road dog park	225	34	112	79 patrons = 26 cars
Bowral pool	115	18	57	40 patrons = 14 cars
Bowral Station	495	74	247	173 patrons = 58 cars
Bowral CBD precinct	585	88	293	204 patrons = 68 cars
Bowral High School precinct	605	90	304	212 patrons = 70 cars
Kangaloon Rd	225	34	112	79 patrons = 26 cars
Moss Vale bus shuttle (15%)	725	108	363	254 patrons = 85 cars
Willow drive	69	11	35	24 patrons = 8 cars
Leighton Gardens	32	5	16	11 patrons = 4 cars
Argyle Street - CBD precinct	438	65	219	153 patrons = 51 cars
Moss Vale Road	118	16	59	42 patrons = 14 cars
Briars Country	68	11	34	24 patrons = 8 cars

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 6. SHUTTLE BUSES.

6.2 Shuttle Bus Details.

*refer to TGS 17 & TGS 18 for a detailed Shuttle Bus area plan at Centennial Vineyards.
Refer to TGS 19, TGS 20 & TGS 21 for detailed plans of pick-up points in Moss Vale, Bowral and Mittagong.*

Berrima Bus Lines will be the provider of local shuttle buses between the Centennial Vineyards and surrounding towns.

Shuttle bus access to the shuttle bus drop off and pick up area inside Centennial Vineyards will be via Gate A on Centennial Road.
Shuttle buses will also exit Centennial Vineyards via gate A.

A dedicated area for shuttle bus drop off and pick up will be provided in the eastern section of Centennial Vineyards.

The Shuttle bus area will have a capacity of up to 60 shuttle buses.

A pedestrian walkway will be installed from the shuttle bus area to the concert area.

Shuttle Bus patrons will return to the shuttle bus area at the end of the event and board their bus where they alighted earlier.

Local shuttle buses will be stacked at the bus pick up area inside Centennial Vineyards prior to egress to enable quick and efficient loading of patrons during the first stage of egress.

Additional buses will be able to stack on the east bound lane of the closed section of Centennial Road between gate A and gate C after Centennial Road is closed one way from 8.00 p.m.

These stacked buses will enable quick and efficient access to the shuttle bus pick-up area inside Centennial Vineyards during the second stage of egress.

6.3 Shuttle Bus Pick up locations.

A primary local shuttle bus service will pick up and drop off at various locations throughout Mittagong, Bowral, and Moss Vale and deliver and return patrons to and from Centennial Vineyards.

A secondary shuttle bus service to and from the Vineyards will be provided from over 20 other locations including :-

Bundanoon - Exeter - Robertson - Burrawang

Hill Top - Colo Vale - Camden - Picton

Tahmoor - Bargo - Yanderra - Yerrinbool

Campbelltown - Macarthur

Wollongong - Shell Harbour

Ulladulla - Nowra - Kangaroo Valley

Goulburn - Marulan.

Pick up times at each location will be advertised closer to the event.

Buses will not return to departure points to pick up any "late comers".

21

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 22

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral.
Traffic Management Plan.

Sunday 14th April 2024.

Section 6. SHUTTLE BUSES.

6.3 Shuttle Bus Pick up locations.

SHUTTLE BUSES. NORTH.

PLANNED PICK UP LOCATIONS.

Hill Top, Colo Vale Service:

1. Hill Top - Chalker Parade. Bus Shed.
2. Colo Vale - Bus Shelter, Railway Ave.
3. Colo Vale - Bus Shelter, Wattle St Corner Banksia St.

Camden, Picton, Tahmoor Service:

1. Camden - John St. Bus Stop.
2. South Camden - Bus Stop opposite Camden Valley Inn.
3. Picton - Bus stop opposite Shire Hall.
4. Tahmoor - Bus Stop Old Hume Hwy after Progress St.

Bargo, Yanderra, Yerrinbool Service:

1. Bargo - Railside Ave, opposite Shops - West side of station.
2. Yanderra - opposite Village Centre, Remembrance Drive.
3. Yerrinbool - Outside Railway Station, Old Hume Hwy.

Campbelltown Service:

1. Campbelltown Station - Farrow Rd Bus Stop (lots of parking)

Macarthur Service:

1. Macarthur Square Bus Stop - Menangle Rd opposite Station.

Wilton Service:

1. Wilton - Shops, Greenbridge Dr, Bingara Gorge.

22

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 23

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral.
Traffic Management Plan.

Sunday 14th April 2024.

Section 6. SHUTTLE BUSES.

6.3 Shuttle Bus Pick up locations.

SHUTTLE BUSES. EAST & SOUTH.

PLANNED PICK UP LOCATIONS.

Bundanoon, Exeter, Sutton Forest Service:

1. Bundanoon Railway Station East Side.
2. Exeter General Store Bus Stop.
3. Sutton Forest - Exeter Rd Bus Stop before Illawarra Hwy.

Berrima Service:

1. New Berrima - Taylor Ave opposite Melbourne St.
2. Berrima - Bus Stop, Argyle St, Outside Gaol.

Robertson Service:

1. Robertson - Bus Stop opposite Big Potato.

Burrawang Service:

1. Burrawang - Bus Stop at General Store.

Wollongong, Fairy Meadow Service:

1. Wollongong - Wollongong Railway Station.
2. North Wollongong - Keira St opposite Nth Wollongong Hote.
3. Fairy Meadow - Princes Hwy opposite Woodhill Street.

Shellharbour, Albion Park Service:

1. Albion Park Rail - Railway Station.
2. Shellharbour Square Shopping Centre.

Ulladulla, Nowra Service:

1. Ulladulla - Princes Hwy opposite Marlin.
2. Milton - Princes Hwy, Bus Stop corner Church St.
3. Princes Hwy. - Corner Sussex Inlet Rd.
4. Falls Creek - Princes Hwy, Jervis Bay Rd.
5. South Nowra - Princes Hwy & Flinders Road.
6. Nowra - Stewart Place Bus Stop.

Kangaroo Valley Service:

1. Kangaroo Valley - Bus Stop outside Kangaroo Valley Public School.

Goulburn Service:

1. Goulburn Railway Station.

Marulan Service:

1. Marulan - Outside Hotel.

23

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 24

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 7. PUBLIC TRANSPORT

7.1 Public Drop off & Pick up

The public drop off & pick up area will be located inside Centennial Vineyards near the shuttle buses.

Vehicular access to public drop off and pick up area will be via Gate A on Centennial Road.

Drop off & Pick up traffic will also exit via gate A.

The public drop off area used during ingress will have a capacity of up to 100 cars at one time.

A pick-up waiting bay for patrons will be provided beside the drop off area.

There will be a parking area able to park up to 50 additional cars beside the pick-up area for drivers waiting during egress for patrons not already at the pick-up waiting area.

7.2 Taxis

refer to TGS 16 for a detailed Taxi Rank plan

A local Taxi service will be the provider of a taxi service between Centennial Vineyards and surrounding areas.

A dedicated taxi rank for taxi drop off and pick up will be provided near to gate A beside the bus area inside Centennial Vineyards.

Taxi access to the taxi rank inside Centennial Vineyards will be via Gate A on Centennial Road.

Taxis will also exit via gate A.

The Taxi Rank shall have a capacity of up to 15 taxis.

A pick-up waiting bay for up to 150 patrons will be provided beside the Taxi Rank.

After egress if a considerable number of patrons are still waiting for taxis at the taxi rank, event organisers shall provide a shuttle bus to take the remaining patrons to the taxi rank in Bowral.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 7. PUBLIC TRANSPORT.

7.3 Pedestrians.

Pedestrian walkways will be created and delineated with temporary fencing and / or flag lines to separate pedestrians from vehicles wherever possible.

A pedestrian crossing will be created at the crossing point on the gate A access track.

Traffic controllers or security staff will stop pedestrians when vehicles are passing over the pedestrian crossing.

Patron waiting areas near the drop off and pick up locations will be delineated with flag line and / or crowd control fencing.

Security staff will monitor patron behavior at the pick-up areas during the egress phase.

PEDESTRIAN ACCESS ON CENTENNIAL ROAD

refer to TGS 10 for a detailed Centennial Road pedestrian plan.

INGRESS

A temporary walkway will be created on the northern side of Centennial Road from the event gate A to approximately 1 km east of gate A.

The roadside walkway will be delineated from the trafficable area with flag line.

A traffic controller near the eastern end of the walkway will direct pedestrians walking to Centennial Vineyards to use the roadside walkway provided and to always stay on the shoulder area.

EGRESS

Security staff and/or police will be located on the gate A access track and at Centennial Road gate A to try and prevent pedestrians walking out of the event site and onto Centennial Road.

Pedestrians will be asked to use the shuttle bus or taxi service provided inside Centennial Vineyards to return to Bowral.

If pedestrians continue to walk out of Centennial Vineyards, security staff and traffic controllers will direct pedestrians onto the walkway on the northern side of Centennial Road.

Approximately 100 metres east of gate A a courtesy vehicle will be parked beside the walkway.

Security staff and/ or police will ask the pedestrians to accept a ride into town in the courtesy vehicle.

If pedestrians refuse to use this service, they will be directed to use the roadside walkway provided and to always stay on the shoulder area when walking back towards Bowral.

25

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 8. OTHER PUBLIC CONSIDERATIONS

8.1 Neighbours

Centennial Vineyards is located in a sparsely populated rural area approximately 3 km's west of Bowral and the event has minimal impact on it's neighbours.

Centennial Road residents living near Centennial Vineyards will be affected by event traffic from 1.00 p.m. to 11.00 p.m. on event day.

Peak traffic arrivals during the ingress phase are expected between 3.00 p.m. and 6.00 p.m.

Peak traffic departures during the egress phase are expected between 9.00 p.m. and 10.30 p.m.

The stage has been located facing the west to minimise the music travelling towards Bowral township.

8.2 Existing Public Transport

As the event will be on a Sunday, existing local public transport services (town bus services, taxis & trains), will be minimal during event times.

Public transport carrying out their normal business on the day of the event will have minimal to no disruption and delays to their operations while travelling in the vicinity of Centennial Vineyards.

Traffic Controllers will assist existing public transport services through or around the event area as quickly as it is safe to do so.

8.3 Environment

A water truck will be on site during the event to suppress any dust being created by vehicles on the gravel or dirt access tracks.

Noise from traffic attending the event shall only affect the nearby rural neighbourhood, with minimal to no noise affect to local residents east of the venue.

Traffic attending the event shall not impact on any local / native flora or fauna.

No camping or camp-fires will be permitted in any area of the Vineyards.

8.4 Night conditions

Temporary lighting for night conditions will be required at the following locations :-

- inside the concert venue
- in all car parks.
- along all pedestrian walkways within the Vineyards
- at any bus parking areas.
- at all drop off and pick up areas within the Vineyards.
- at all intersections within the Vineyards.
- along all exit tracks and at all entry / exit gates.
- at any other location where traffic controllers are working near traffic.

26

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 27

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 9. EMERGENCY SERVICES

9.1 Emergency Vehicles

Traffic Controllers will assist emergency vehicles with lights and sirens activated through or around the event area as quickly as it is safe to do so.

In the case of an emergency vehicle needing to travel through the event area on Centennial Road with long traffic queues in place, Traffic Controllers will :-

- stop any event traffic exiting onto Centennial Road at all event gates.
- stop all traffic flow in both directions of travel on Centennial Road.
- determine that the last car travelling in the opposite direction to the emergency vehicle has passed safely through the event area.
- direct the emergency vehicle onto the right hand side of the road to travel past the traffic queue in the direction of travel.
- direct the emergency vehicle back onto the left-hand side of the road after passing the traffic queue in the direction of travel.
- wait for the emergency vehicle to clear the event area before allowing traffic to flow again on Centennial Road.

Traffic Controllers and other event staff will maintain a minimum three metre wide access path for emergency vehicles on internal vehicle tracks to all areas of the Vineyards.

9.2 Police

User pay Police will be in attendance at the event as observers and to assist security staff if requested.

Police will not be assisting with traffic management, unless they decide during the event additional or alternative traffic management is required at any location.

Traffic controllers will obey all alternative traffic management instructions given by police on the day of the event.

The local police services will be notified of the possible delayed traffic flow on The Escort Way on the day of the event.

Traffic Controllers will assist police vehicles with lights and sirens activated through or around the event area as quickly as it is safe to do so.

27

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 28

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 9. EMERGENCY SERVICES

9.3 Ambulance.

St. John Ambulance

St. John Ambulance staff will be in attendance at the event for first aid care.
The local St John Ambulance member at the event is TBN
Mobile: 0400 000 000 Email:

NSW Ambulance Service

The NSW Ambulance Service will be in attendance at the event.
Ambulance access will be via gate A on Centennial Road.
The local ambulance service will be notified of the delayed traffic flow on Centennial Road on event day.
Traffic Controllers will assist ambulances with lights and sirens activated through or around the event area as quickly as it is safe to do so.

9.4 Fire Brigade

The local fire station is located in Bowral.
The local fire service will be notified of the delayed traffic flow on Centennial Road on event day.
Traffic Controllers will assist fire vehicles with lights and sirens activated through or around the event area as quickly as it is safe to do so.

28

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 29

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 10. TRAFFIC MANAGEMENT

10.1 Traffic Controllers

Trained and accredited traffic controllers will be contracted to implement the TGS's provided and control traffic flow on the day of the event.

PRE-EVENT SIGN INSTALLATION

8 x Traffic Controllers will be contracted from 6.00 a.m. to set up and dismantle the work site signs and devices as per the TGS's provided by the event organisers.

Traffic Controllers shall install all signs and devices on Centennial Road by 10.00 a.m.

Traffic Controllers shall install all signs and devices on all other roads for ingress by 12.00 p.m.

INGRESS

CAR PARKS, DROP OFF AREAS, ETC. OPEN AT 1.00 P.M.

35 x Traffic Controllers will be contracted to be on duty from 1.00 p.m. to control traffic flow :-

- on all approach roads to Centennial Road
- on Centennial Road at the entry gates to Centennial Vineyards
- on internal access tracks inside Centennial Vineyards
- at the designated parking and drop off areas inside Centennial Vineyards.

External Traffic Controllers shall assist traffic during ingress :-

- on the Old Hume Highway at the Centennial Road intersection. (4 x TC)
- on Mittagong Road at the Kirkham Road intersection. (3 x TC)
- on Kirkham Road at the Centennial Road intersection. (3 x TC)
- on the approaches to and at the entry / exit gates to Centennial Vineyards. (10 x TC)
- at any other locations as directed by the traffic management supervisor or police.

Internal Traffic Controllers shall assist traffic during ingress :-

- on the Centennial Vineyards driveway & car park access tracks intersections. (9 x TC)
- at the Centennial Vineyards shuttle bus area. (2 x TC)
- at the Centennial Vineyards Taxi Rank. (1 x TC)
- at the Centennial Vineyards public drop off and pick up area. (3 x TC)
- at any other locations as directed by the traffic management supervisor or police.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 10. TRAFFIC MANAGEMENT

10.1 Traffic Controllers

EGRESS

Traffic Controllers shall install all signs and devices for egress by 8.00 p.m.

35 x Traffic Controllers will be contracted on site from 8.00 p.m. to control traffic and assist patrons to exit Centennial Vineyards during the egress phase.

Internal Traffic Controllers shall assist traffic during egress :-

- on the Centennial Vineyards driveway & car park access track intersections. (6 x TC)
- at the Centennial Vineyards shuttle bus area. (5 x TC)
- at the Centennial Vineyards Taxi Rank. (1 x TC)
- at the Centennial Vineyards public drop off and pick up area. (3 x TC)
- at any other locations as directed by the traffic management supervisor or police.

External Traffic Controllers shall assist traffic during egress :-

- on The Old Hume Highway at the Centennial Road intersection. (4 x TC)
- on Kirkham Road at the Centennial Road intersection. (3 x TC)
- on Mittagong Road at the Kirkham Road intersection. (3 x TC)
- on the approaches to and at the entry / exit gates to Centennial Vineyards. (10 x TC)
- at any other locations as directed by the traffic management supervisor or police.

POST EVENT SIGN REMOVAL

Traffic Controllers shall remove all signs and devices previously installed on any roads as soon as it is safe to do so after the event.

Traffic Controllers shall return all roads to normal travel speeds as soon as it is safe to do so after the event.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 10. TRAFFIC MANAGEMENT

10.2 Parking Marshals

Parking marshals shall be contracted to assist with the internal public transport areas and parking of all event vehicles.
Local volunteer groups (sports clubs) will be used to provide parking marshals at this event.
The parking marshals will be given an on-site induction prior to the start of work.
The parking marshals will work under the guidance and instruction from the event traffic manager.

EVENT MORNING

A minimum of 3 parking marshals will be required on site from 8.00 a.m. to assist and direct Vineyards staff and event staff, caterers, etc. to their designated parking areas.

INGRESS

CAR PARKS, DROP OFF AREAS, ETC. OPEN AT 1.00 PM

A minimum of 20 parking marshals will be required on site from 12.00 p.m. for a pre-start induction & briefing and be in their designated locations by 1.00 p.m. to assist and direct patrons to their designated parking or drop off areas.

Parking marshals shall assist traffic during ingress :-

- at the emergency access track intersection.
- at the taxi rank and drop off areas.
- at the entry points to the public, staff, disabled, reserved parking and sponsor car parks.
- assisting with parking inside the car parks.
- at any other locations as directed by the traffic management supervisor.

EGRESS

A minimum of 10 parking marshals will be required on site from 9.00 p.m. to assist patrons to exit Centennial Vineyards.

Parking marshals shall assist traffic during egress :-

- on the exit routes from the car parking areas
- at the taxi, Uber & public pick up areas
- at any other locations as directed by the traffic management supervisor.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 10. TRAFFIC MANAGEMENT

10.3 Security staff

EVENT MORNING

- 2 x security staff shall be contracted from 8.00 a.m. for the duration of the event to :-
- assist with correct admission at entry Gate A to the permit holder only back-stage and artists area.
 - assist with correct admission for other event staff.

INGRESS

- 2 x security staff shall be contracted from 1.00 p.m. for the duration of the ingress phase of the event to :-
- monitor patron behavior at the public transport drop off areas.

EGRESS

- A minimum of 10 x security staff shall be contracted from 8.00 p.m. for the duration of the egress phase of the event to :-
- assist with pedestrian flow on the walkway to and also at the waiting areas for public transport.
 - monitor patron behavior at the public transport pick up areas.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 10. TRAFFIC MANAGEMENT

10.4 Signs and Devices

EXTERNAL

Advance Warning Signs to be installed on :-

- Centennial Road on both approaches to Centennial Vineyards
- The Old Hume Highway on the approaches to the Centennial Road intersection
- Mittagong Road on the approach to the Kirkham Road intersection.
- Kirkham Road on the approach to the Centennial Road intersection.

Event directional signs to be installed on :-

MITTAGONG

- The Old Hume Highway at the Bowral Road intersection.
- The Old Hume Highway at the Cavendish Street intersection.
- The Old Hume Highway at the Lyell Street intersection.

WELBY

- The Old Hume Highway at the Hume Motorway intersection.
- The Old Hume Highway at the Wombeyan Caves Road intersection.

BERRIMA

- The Old Hume Highway at the Centennial Road intersection.
- Oxley Hill Road on the approach to the Old Hume Highway intersection.

BOWRAL

- Mittagong Road at the Kirkham Road intersection.
- Kirkham Road at the Centennial Road intersection.
- Kirkham Road on the approaches to the Oxley Hill Road intersection.
- Centennial Road at each event gate.
- Centennial Road on the approach to the Old Hume Highway intersection.

INTERNAL

Advisory and directional signs to be installed :-

- on all of the Centennial Vineyards access tracks, directing patrons to each specific parking area and drop off and pick-up areas inside Centennial Vineyards.

Refer to TGS 14 for a detailed ingress parking signage plan.

Exit advisory signs to be installed :-

- From each car park and bus parking area to the exit gates of Centennial Vineyards.
- From each pick-up area to the exit gates of Centennial Vineyards.

Refer to TGS 15 for a detailed egress exit signage plan.

33

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 10. TRAFFIC MANAGEMENT

10.5 Roadside Parking restrictions

It is planned to prevent roadside parking along the shoulder areas of Centennial Road.

Prior to the event "No Stopping" signs and flag lines will be installed on both sides of the road for 1 km each way from event gate A at Centennial Vineyards to prevent roadside parking on the day of the event.

Traffic controllers will monitor the No Roadside Parking areas during ingress to prevent roadside parking on the approaches to or near the venue on the day of the event.

refer to TGS 11 for a detailed No Roadside Parking signage plan on Centennial Road

Flag lines and No Stopping signs to be installed :-

- on Centennial Road on the approaches to and past Centennial Vineyards.
- on all of the Centennial Vineyards access tracks where event vehicles will be travelling.

refer to TGS 12 for a detailed flag line plan on Centennial Road

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 11. WET WEATHER PLAN

11.1 Wet Weather Contingency Plan

Major track construction and drainage works have been undertaken at Centennial Vineyards. This will ensure that all areas including access tracks, bus areas and car parks will still be trafficable in wet weather.

If wet weather is experienced prior to the event and predicted on the day of the event, patrons will be advised as much as possible beforehand to use the public transport services provided to minimize the number of cars trying to park at the event.

In the case of wet weather causing the public car park and other parking areas to become boggy after arrival on event day, a 4wd tractor or similar machinery with an operator on duty will be on standby to assist bogged vehicles if required.

ALTERNATIVE PARKING PLAN

In the event of excessive wet weather prior to the event and predicted on the day of the event causing the car parks to become saturated and boggy, the on-site public parking will be closed to all cars.

The off-site parking facilities for cars will be located at various existing parking locations throughout Bowral, Mittagong, Moss Vale and at other nearby towns listed in the shuttle bus section 3.4 of the TMP.

At least 800 car park spaces will be available off site in Bowral in the case of wet weather.

At least 1,200 car park spaces overall will be available off site between Mittagong and Moss Vale in the case of wet weather.

Additional buses will be implemented to adequately transport patrons to and from the event.

Event patrons will be advised beforehand as much as possible of the car park closure and to use the off-site parking facilities and public transport provided to minimize the number of cars attending the event.

Traffic Controllers will be located at the entrances to Centennial Vineyards to prevent patrons accessing Centennial Vineyards by car and to assist in directing patrons to the off-site parking locations.

Event organisers will have VMB's, directional signs installed and Traffic Controllers at specific locations where motorists may require additional direction to the off-site parking locations.

Traffic controllers will be located at the off-site locations to assist with traffic flow and to assist with shuttle buses that will move event patrons to and from Centennial Vineyards.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 11. WET WEATHER PLAN

11.1 Wet Weather Contingency Plan.

Examples of wet weather off-site roadside parking locations in Bowral side streets are in the table below and on the following pages.

Location	Section length	Available parking areas each side	Parking spaces each side	Total parking spaces
Bowral side streets.				
Swimming Pool precinct				
Oxley Drive	480 m	360 m	65	130
Clarke Street	350 m	210 m	35	70
Rose Street	500 m	300 m	50	100
High School precinct				
Park Road	300 m	240 m	40	80
Aitken Road	300 m	210 m	35	70
			Total spaces	450

Bowral roadside parking

OXLEY DRIVE

Event participants will be able to park on the shoulders of Oxley Drive between Mittagong Road and Rose Street. This section of Oxley Drive is 480 m in length.

Excluding 25 % for driveways and residential roadside parking, approximately 360 m will be available for parking each side. At 5.5 m per space this equates to 65 cars each side = 130 car spaces available.

Oxley Drive roadside parking looking west from Clarke Street.



AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 11. WET WEATHER PLAN

11.1 Wet Weather Contingency Plan.

Bowral roadside parking

CLARKE STREET

Event participants will be able to park on the shoulders of Clarke Street. Clarke Street is 350 m in length.

Excluding 40 % for driveways and residential roadside parking, approximately 210 m will be available for parking each side.
At 6 m per space this equates to 35 cars each side = 70 car spaces available.

Clarke Street roadside parking looking north from Oxley Drive.



ROSE STREET

Event participants will be able to park on the shoulders of Rose Street. Rose Street is 500 m in length.

Excluding 40 % for driveways and residential roadside parking, approximately 300 m will be available for parking each side.
At 6 m per space this equates to 50 cars each side = 100 car spaces available.

Rose Street roadside parking looking south from Oxley Drive.



AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 11. WET WEATHER PLAN

11.1 Wet Weather Contingency Plan.

Bowral roadside parking

HIGH SCHOOL / LOSEBY PARK PRECINCT. OFF-SITE PARKING

Event participants will be able to park on the shoulders of Park Road and Aitken Road in the Loseby Park precinct, where a shuttle bus service will transport participants to and from the event area.

A sign posted pick up and drop off shuttle bus area will be located at this location.

PARK ROAD

Park Road between Sheffield Road and Aitken Road is 300 m in length.

Excluding 20 % for driveways and residential roadside parking, approximately 240 m will be available for parking each side. At 6 m per space this equates to 40 cars each side = 80 car spaces available.

Park Road roadside parking looking east from Sheffield Road.



AITKEN ROAD

Event participants will be able to park on the shoulders of Aitken Road in the Loseby Oval precinct, where a shuttle bus service will transport participants to and from the event area.

Aitken Road is 300 m in length.

Excluding 30 % for driveways and residential roadside parking, approximately 210 m will be available for parking each side. At 6 m per space this equates to 35 cars each side = 70 car spaces available.

Aitken Road roadside parking looking south from Park Road.



AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 12. ADVERTISING.

12.1 Variable Message Board.

Variable Message Boards will be installed on Centennial Road 1 week prior to the event giving advance notice of the event.
Refer to TGS 22 for detail of the advance notice VMB locations and messages.

12.2 Local newspaper.

The event traffic management will also be advertised in the local papers one week prior to the event.

If "A Day On The Green" feature article is included in the edition prior to the event, the traffic management details will be included in this feature.

If no feature is in the newspaper then a notice will be placed in the Public Notices section of the local newspaper stating similar to the following:-

A DAY ON THE GREEN
TRAFFIC MANAGEMENT
Centennial Road, Bowral
will be affected by event traffic from
1.00 pm to 11.00 pm on Sunday 14-04-24.
Changed traffic conditions will be
in place near the event area
from 12.00 pm to 12.00 am on Sunday 14-04-24.
Possible delays may be experienced near
Centennial Vineyards, 3 km west of Bowral.
For further details visit our website
adayonthegreen.com.au

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

Section 13. TERRORISM

Event management will refer to the Australian Government 'Guide to Terrorism in Crowded Places' 2017 to determine the level of risk of terrorism for this event before deciding what measures and / or control methods will be deemed sufficient for this event.

Traffic Controllers and Parking Marshals will be given an event pre-start induction, including what to do if suspicious activity is observed.

This page of the TMP will be used as part of the induction documentation.

13.1 Suspect activity.

Suspicious activity includes a person or persons :-

- observing and / or taking notes of the procedures used by event staff.
- observing and / or taking notes of patron movements.
- taking photos from a car or a distance.
- becoming concerned or trying to conceal themselves if they notice they are being observed by any staff.

The traffic controller or parking marshal must :-

- not put yourself in any danger or approach anyone acting suspiciously.
- notify nearby traffic controllers or parking marshals and security staff as soon as possible of your concerns of suspicious activity.
- notify the traffic manager as soon as possible of your concerns of suspicious activity.
- take note of suspicious vehicle description including registration plate details if possible.
- take notes of suspicious persons description including height, build, clothing, appearance, etc.

The traffic manager must :-

- notify the security manager and site manager as soon as possible of the traffic controllers or parking marshals concerns and the location of the traffic controller or parking marshal.
- follow the instructions given by either police, the security manager or the event manager.

13.2 Vehicle incursion.

Vehicle incursion into areas where large numbers of people are congregated is now being used as a method of terrorist activity resulting in serious injury and death to pedestrians.

An outdoor event poses many risks for vehicle incursion due to the general open ground layout including :-

- vehicle access from public roads around and into the event area.
- vehicle access within the event site.
- vehicular movements beside pedestrian walkways and footpaths.

Measures taken to minimize the risk of this occurring at the event site may include :-

- Minimise or eliminate the vehicle access points to the event area.
This could include restricted access points, detours and public road closures.
- Minimise or eliminate the vehicle access points inside the event site.
This could include internal road closures and restricted access points.
- Install vehicular anti incursion barriers at external road closure points.
- Install vehicular anti incursion barriers at internal incursion points.
- Install vehicular anti incursion barriers beside pedestrian walkways and footpaths.

41

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 42

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 14. PERMITS

14.1 Shire Permit

WINGECARRIBEE SHIRE COUNCIL

Process.

1. The event organiser will obtain a S138 permit from the Planning Department to hold the event.

Form S138.

The event organiser will submit a S138 application form to Wingecarribee Shire Council online through the NSW planning portal website.

This Traffic Management Plan and Traffic Guidance Schemes will some of the documents to be included as part of the S138 application for Shire approval for the event.

After electronic submission, the event organiser will check with the Planning Department at Wingecarribee Shire Council for specific details and fees.

The Planning Engineer at Wingecarribee Shire Council is Eric Luu.
Phone. 02 48680888 email. eric.luu@wsc.nsw.gov.au

2. The event organiser or traffic management planner submits a site-specific Traffic Management Plan and Traffic Guidance Schemes to the Traffic Department for consideration at the next Local Traffic Safety Committee meeting.

Local Traffic Committee.

This Location Risk assessment, Traffic Management Plan and associated Traffic Guidance Schemes will be sent electronically to the Traffic Engineer at Wingecarribee Shire Council.

The LRA, TMP and TGS' will be considered at the next Local Traffic Committee meeting, of which the Shire Traffic Engineer is one of the members.

The Traffic Engineer at Wingecarribee Shire Council is Michael Rayner.
Phone. 02 48680818 email. michael.rayner@wsc.nsw.gov.au

Any LTC recommendations from the meeting will be:-

- forwarded to the event organiser and / or the traffic management planner for additions or amendments as specified in the recommendations from the meeting.
- after any or all LTC recommendations have been met, LTC approval forwarded to Council for the next council meeting.

Council.

- Council considers and approves traffic management for the event at the next council meeting.
- Event organisers will obtain a S138 permit from Wingecarribee Shire Council, prior to traffic controllers installing signs and devices, reducing existing speed limits, and controlling traffic on any shire property prior to or on the day of the event.

42

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 43

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 14. PERMITS

14.2 TfNSW Road Occupancy Licences

A "Road Occupancy Licence" and "Speed Zone Authority" will be obtained for the installation of VMB's prior to the event, and Advance Warning Signs, speed reduction signs and event advisory signs on any TfNSW roads on the day of the event.

A "Road Occupancy Licence" and "Speed Zone Authority" for the locations detailed below will be obtained online through the TfNSW Oplinc website.

1. The Old Hume Highway, Berrima. (Centennial Road intersection.)
 - Advance Warning Signs.
 - Speed reduction to 40 kmh.
 - Traffic Controllers.

2. Mittagong Road, Bowral. (Kirkham Road intersection)
 - Advance Warning Signs.
 - Speed reduction to 40 kmh.
 - Traffic Controllers.

3. The Old Hume Highway, Mittagong. (South bound side)
 - 1 x Variable Message Board.
 - Event advisory signs.

4. Station Street, Bowral. (North bound side)
 - 1 x Variable Message Board.
 - Event advisory signs.

Examples of the approved ROL & SZA permits from 23-03-24 are on the following pages.

New ROL's and SZA's will be obtained for the event on Sunday 14-04-24.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 14. PERMITS.

14.2 TfNSW Road Occupancy Licences.

ROL 2191412. (page 1 of 2)

The Old Hume Highway, Berrima. (Centennial Road intersection.)
Advance Warning Signs & Traffic Controllers

ROAD OCCUPANCY LICENCE

LICENCE NO : 2191412

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM



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

SPECIAL EVENT - CLASS 2		LOCATION	
Project:	Not Applicable	Subject Road:	OLD HUME HWY
This Activity :	'A Day On The Green' outdoor concert. Traffic controllers assisting turning event traffic.	From:	JOADJA CR, BOWRAL
		To:	CENTENNIAL RD, BERRIMA
		Council:	WINGECARRIBEE
LICENSEE		ONSITE CONTACT	
Organisation:	All Area Traffic Services	Name:	Craig Eeles
Ref No:		Phone:	0407870088
Name:	Craig Eeles		
Phone:	0407870088		
TRAFFIC MANAGEMENT		LICENCE DURATION	
Flow Management:	Stop / Slow Control	From:	23-Mar-2024
Closure Type:	None	To:	24-Mar-2024
Closure Lane(s):	Shoulder		
Direction(s):	Northbound and Southbound		

LICENCE CONDITIONS	APPROVED DATES & TIMES								
	From Shift				To Shift				
	From	D	M	Time	To	D	M	Time	
1 YOU MUST USE SHIFT ACTIVATION WEB ADDRESS https://myrol.transport.nsw.gov.au TO ACTIVATE AND DEACTIVATE YOUR APPROVED ROAD OCCUPANCY LICENCE(S). (TO CHANGE TRAFFIC CONTROL SIGNALS TO FLASHING YELLOW OR TO ACTIVATE PERMANENT VARIABLE MESSAGE SIGNS DIAL 1800 679 782)	Sat	23	Mar	12:00	-	Sun	24	Mar	00:00
2 THIS LICENCE IS NOT AN APPROVAL OF THE PROPONENT'S TRAFFIC GUIDANCE SCHEMES (TGS). PLEASE NOTE WORKCOVER REQUIRES THAT TRAFFIC GUIDANCE SCHEMES (TGS) COMPLY WITH AS1742.3									
3 ALL MATTERS RELATING TO NOISE GENERATION OR OTHER ENVIRONMENTAL FACTORS ON SITE ARE UNDER THE JURISDICTION OF THE LOCAL COUNCIL AND/OR THE ENVIRONMENTAL PROTECTION AUTHORITY.									
4 SHOULD THE PROPOSED WORKS INVOLVE UNDERBORING OR EXCAVATION OF STATE ROAD ASSETS OR THE REMOVAL OF KERB AND GUTTER, DETAILS OF WORKS MUST BE APPROVED BY TfNSW. FOR GREATER SYDNEY REGION CONTACT: greatersydneyroads@transport.nsw.gov.au . FOR REGIONAL & OUTER METROPOLITAN CONTACT: road.access@transport.nsw.gov.au									
5 NOTIFICATION TO AFFECTED BUSINESSES, RESIDENTS AND OTHER STAKEHOLDERS MUST BE UNDERTAKEN AT LEAST 5 BUSINESS DAYS PRIOR TO WORKS COMMENCING									
6 PLEASE NOTE THAT THIS LICENCE DOES NOT CONSTITUTE AN APPROVAL TO CARRY OUT THE ACTIVITIES PROPOSED IN THE ROL APPLICATION. APPLICATION HAS BEEN ASSESSED BY TfNSW FOR IMPACTS ON TRAFFIC FLOW ON THE STATE ROAD NETWORK ONLY. THE ROADS DIRECTLY AFFECTED BY ACTIVITIES ARE LOCAL ROADS ADMINISTERED BY THE LOCAL COUNCIL. APPROVAL MUST BE OBTAINED FROM THE RELEVANT COUNCIL PRIOR TO COMMENCING ANY OF THE PROPOSED ACTIVITIES.									
7 ENDORSEMENT FROM LOCAL TRAFFIC COMMITTEE (LTC) AND APPROVAL FROM COUNCIL REQUIRED.									
8 THIS TEMPORARY TRAFFIC CONTROL SET-UP MUST ONLY BE APPLIED DURING EVENT ACTIVITY WITH A SITE SPECIFIC TGS. EXISTING CONDITIONS ARE TO BE REINSTATED OUTSIDE OF THESE HOURS AND/OR AT THE COMPLETION OF THE EVENT.									
9 EFFECTIVE MONITORING OF END-OF-QUEUE CONDITION MUST BE IMPLEMENTED. IF QUEUE LENGTH EXTENDS OUTSIDE OF WORK ZONE, ADVANCED WARNING DEVICES MUST BE DEPLOYED BEYOND THE END OF THE QUEUE. NOTIFICATION OF TRAFFIC QUEUING MUST BE MADE TO THE TMC ON 1300 725 886.									
10 IMMEDIATE NOTIFICATION MUST BE MADE TO THE TRANSPORT MANAGEMENT CENTRE (1300 725 886) IN THE EVENT OF A TRAFFIC INCIDENT OCCURRING WITHIN THE LIMIT OF WORKS.									

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

Page 1 of 3

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 14. PERMITS.

14.2 TfNSW Road Occupancy Licences.

ROL 2191412 (page 2 of 2)

The Old Hume Highway, Berrima. (Centennial Road intersection.)

Advance Warning Signs & Traffic Controllers

ROAD OCCUPANCY LICENCE

LICENCE NO : 2191412

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM



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

SPECIAL EVENT - CLASS 2

Project: Not Applicable
This Activity: 'A Day On The Green' outdoor concert.
Traffic controllers assisting turning event traffic.

LOCATION

Subject Road: OLD HUME HWY
From: JOADJA CR, BOWRAL
To: CENTENNIAL RD, BERRIMA
Council: WINGECARRIBEE

LICENSEE

Organisation: All Area Traffic Services
Ref No:
Name: Craig Eeles
Phone: 0407870088

ONSITE CONTACT

Name: Craig Eeles
Phone: 0407870088

TRAFFIC MANAGEMENT

Flow Management: Stop / Slow Control
Closure Type: None
Closure Lane(s): Shoulder
Direction(s): Northbound and Southbound

LICENCE DURATION

From: 23-Mar-2024
To: 24-Mar-2024

LICENCE CONDITIONS

- 11 TRAFFIC AND PEDESTRIAN MANAGEMENT MUST BE IN ACCORDANCE WITH COUNCIL AND POLICE CONDITIONS OF APPROVAL AND ANY DIRECTION GIVEN BY THE POLICE ON THE DAY.
- 12 ALL TEMPORARY TRAFFIC CONTROL ARRANGEMENTS MUST BE IN ACCORDANCE WITH AUSTRROADS GUIDE TO TEMPORARY TRAFFIC MANAGEMENT

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

Page 2 of 3

45

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 46

9.24.2 Traffic Committee Agenda 15 February 2024 Attachments separate cover

Page | 524

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 14. PERMITS.

14.2 TfNSW Road Occupancy Licences.

SAZ 2191412 / 001

The Old Hume Highway, Berrima. (Centennial Road intersection.)

Speed reduction to 40 kmh.

SPEED ZONE AUTHORISATION

LIC/SAZ NO : 2191412/001

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM



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

SPECIAL EVENT - CLASS 2		SPEED LIMIT REDUCTION	
Project:	Not Applicable	Existing:	100 Km/h
This Activity :	'A Day On The Green' outdoor concert. Traffic controllers assisting turning event traffic.	Reduced To :	40 Km/h

This Speed limit is ONLY to be applied during the approved time periods listed. Signs are to be covered or removed outside the approved time periods. The Organisation is to maintain accurate records of when the speed limit signs were installed and removed, including the location of the signs, the date and times. The existing posted speed limit is to be reinstated at the completion of each of the approved time periods as detailed herein.*

LOCATION				TRAFFIC MANAGEMENT	
Subject Road:	OLD HUME HWY			Distance(m):	1701
From:	JOADJA CR, BOWRAL			Direction:	Northbound and Southbound
To:	CENTENNIAL RD, BERRIMA				
Council:					

LICENSEE				ONSITE CONTACT	
Organisation:	All Area Traffic Services			Name:	Craig Eeles
Ref No:				Phone:	0407870088
Name:	Craig Eeles				
Phone:	0407870088				

APPROVED DATES & TIMES							
From Shift				To Shift			
From	D	M	Time	To	D	M	Time
Sat	23	Mar	12:00	Sun	24	Mar	00:00

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

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 14. PERMITS.

14.2 TfNSW Road Occupancy Licences.

ROL 2191398 (page 1 of 2)

Mittagong Road, Bowral. (Kirkham Road intersection)
Advance Warning Signs & Traffic Controllers.

ROAD OCCUPANCY LICENCE

LICENCE NO : 2191398

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM



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

SPECIAL EVENT - CLASS 2

Project: Not Applicable
This Activity : 'A Day On The Green' outdoor concert.
Traffic controllers assisting turning traffic at intersection.

LOCATION

Subject Road: MITTAGONG RD
From: OXLEY DR, BOWRAL
To: TULLOONA AV, BOWRAL
Council: WINGECARRIBEE

LICENSEE

Organisation: All Area Traffic Services
Ref No:
Name: Craig Eeles
Phone: 0407870088

ONSITE CONTACT

Name: Craig Eeles
Phone: 0407870088

TRAFFIC MANAGEMENT

Flow Management: Standard Lane Merge; Stop / Slow Control
Closure Type: 1 lane of 2
Closure Lane(s): Lane 1 (kerb lane/s); Shoulder
Direction(s): Northbound and Southbound

LICENCE DURATION

From: 23-Mar-2024
To: 24-Mar-2024

LICENCE CONDITIONS

- YOU MUST USE SHIFT ACTIVATION WEB ADDRESS <https://myrol.transport.nsw.gov.au> TO ACTIVATE AND DEACTIVATE YOUR APPROVED ROAD OCCUPANCY LICENCE(S). (TO CHANGE TRAFFIC CONTROL SIGNALS TO FLASHING YELLOW OR TO ACTIVATE PERMANENT VARIABLE MESSAGE SIGNS DIAL 1800 679 782)
- THIS LICENCE IS NOT AN APPROVAL OF THE PROPONENT'S TRAFFIC GUIDANCE SCHEMES (TGS). PLEASE NOTE WORKCOVER REQUIRES THAT TRAFFIC GUIDANCE SCHEMES (TGS) COMPLY WITH AS1742.3
- ALL MATTERS RELATING TO NOISE GENERATION OR OTHER ENVIRONMENTAL FACTORS ON SITE ARE UNDER THE JURISDICTION OF THE LOCAL COUNCIL AND/OR THE ENVIRONMENTAL PROTECTION AUTHORITY.
- SHOULD THE PROPOSED WORKS INVOLVE UNDERBORING OR EXCAVATION OF STATE ROAD ASSETS OR THE REMOVAL OF KERB AND GUTTER, DETAILS OF WORKS MUST BE APPROVED BY TfNSW. FOR GREATER SYDNEY REGION CONTACT: greatersydneyroads@transport.nsw.gov.au. FOR REGIONAL & OUTER METROPOLITAN, CONTACT: road.access@transport.nsw.gov.au.
- NOTIFICATION TO AFFECTED BUSINESSES, RESIDENTS AND OTHER STAKEHOLDERS MUST BE UNDERTAKEN AT LEAST 5 BUSINESS DAYS PRIOR TO WORKS COMMENCING
- PLEASE NOTE THAT THIS LICENCE DOES NOT CONSTITUTE APPROVAL TO CARRY OUT THE PROPOSED ACTIVITIES. THIS ROL HAS BEEN ASSESSED BY TfNSW FOR IMPACTS ON TRAFFIC FLOW ON THE STATE ROAD NETWORK ONLY
- ENDORSEMENT FROM LOCAL TRAFFIC COMMITTEE (LTC) AND APPROVAL FROM COUNCIL REQUIRED
- THIS TEMPORARY TRAFFIC CONTROL SET-UP MUST ONLY BE APPLIED DURING EVENT ACTIVITY WITH A SITE SPECIFIC TGS. EXISTING CONDITIONS ARE TO BE REINSTATED OUTSIDE OF THESE HOURS AND/OR AT THE COMPLETION OF THE EVENT.
- EFFECTIVE MONITORING OF END-OF-QUEUE CONDITION MUST BE IMPLEMENTED. IF QUEUE LENGTH EXTENDS OUTSIDE OF WORK ZONE, ADVANCED WARNING DEVICES MUST BE DEPLOYED BEYOND THE END OF THE QUEUE. NOTIFICATION OF TRAFFIC QUEUING MUST BE MADE TO THE TMC ON 1300 725 886.
- IMMEDIATE NOTIFICATION MUST BE MADE TO THE TRANSPORT MANAGEMENT CENTRE (1300 725 886) IN THE EVENT OF A TRAFFIC INCIDENT OCCURRING WITHIN THE LIMIT OF WORKS.
- TRAFFIC AND PEDESTRIAN MANAGEMENT MUST BE IN ACCORDANCE WITH COUNCIL AND POLICE CONDITIONS OF APPROVAL AND ANY DIRECTION GIVEN BY THE POLICE ON THE DAY.

APPROVED DATES & TIMES

From	From Shift			To	To Shift			
	D	M	Time		D	M	Time	
Sat	23	Mar	12:00	-	Sun	24	Mar	00:00

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

Page 1 of 3

47

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 14. PERMITS.

14.2 TfNSW Road Occupancy Licences.

ROL 2191398 (page 2 of 2)

Mittagong Road, Bowral. (Kirkham Road intersection)
Advance Warning Signs & Traffic Controllers.

ROAD OCCUPANCY LICENCE

LICENCE NO : 2191398

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM



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

SPECIAL EVENT - CLASS 2		LOCATION	
Project:	Not Applicable	Subject Road:	MITTAGONG RD
This Activity :	'A Day On The Green' outdoor concert. Traffic controllers assisting turning traffic at intersection.	From:	OXLEY DR, BOWRAL
		To:	TULLOONA AV, BOWRAL
		Council:	WINGECARRIBEE
LICENSEE		ONSITE CONTACT	
Organisation:	All Area Traffic Services	Name:	Craig Eeles
Ref No:		Phone:	0407870088
Name:	Craig Eeles		
Phone:	0407870088		
TRAFFIC MANAGEMENT		LICENCE DURATION	
Flow Management:	Standard Lane Merge; Stop / Slow Control	From:	23-Mar-2024
Closure Type:	1 lane of 2	To:	24-Mar-2024
Closure Lane(s):	Lane 1 (kerb lane/s), Shoulder		
Direction(s):	Northbound and Southbound		
LICENCE CONDITIONS			
12 ALL TEMPORARY TRAFFIC CONTROL ARRANGEMENTS MUST BE IN ACCORDANCE WITH AUSTRROADS GUIDE TO TEMPORARY TRAFFIC MANAGEMENT			

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

Page 2 of 3

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 14. PERMITS.

14.2 TfNSW Road Occupancy Licences.

SAZ 2191398 / 001
Mittagong Road, Bowral. (Kirkham Road intersection)
Speed reduction to 40 kmh.

SPEED ZONE AUTHORISATION

LIC/SAZ NO : 2191398/001

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM



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

SPECIAL EVENT - CLASS 2		SPEED LIMIT REDUCTION	
Project:	Not Applicable	Existing:	60 Km/h
This Activity:	'A Day On The Green' outdoor concert. Traffic controllers assisting turning traffic at intersection.	Reduced To:	40 Km/h

This Speed limit is ONLY to be applied during the approved time periods listed. Signs are to be covered or removed outside the approved time periods. The Organisation is to maintain accurate records of when the speed limit signs were installed and removed, including the location of the signs, the date and times. The existing posted speed limit* is to be reinstated at the completion of each of the approved time periods as detailed herein.

LOCATION		TRAFFIC MANAGEMENT	
Subject Road:	MITTAGONG RD	Distance(m):	872
From:	OXLEY DR, BOWRAL	Direction:	Northbound and Southbound
To:	TULLOONA AV, BOWRAL		
Council:			

LICENSEE		ONSITE CONTACT	
Organisation:	All Area Traffic Services	Name:	Craig Eeles
Ref No:		Phone:	0407870088
Name:	Craig Eeles		
Phone:	0407870088		

APPROVED DATES & TIMES							
From Shift				To Shift			
From	D	M	Time	To	D	M	Time
Sat	23	Mar	12:00	Sun	24	Mar	00:00

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

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 14. PERMITS.

14.2 TfNSW Road Occupancy Licences.

ROL 2191366

The Old Hume Highway, Mittagong. (South bound side)
1 x Variable Message Board and event advisory signs.

ROAD OCCUPANCY LICENCE

LICENCE NO : 2191366

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM



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

SPECIAL EVENT - CLASS 2		LOCATION	
Project:	Not Applicable	Subject Road:	OLD HUME HWY
This Activity:	'A Day On The Green' outdoor concert. Variable Message Board & event directional signs.	From:	FITZROY ST, MITTAGONG
		To:	HOWARDS WAY, WELBY
		Council:	WINGECARRIBEE

LICENSEE		ONSITE CONTACT	
Organisation:	All Area Traffic Services	Name:	Craig Eeles
Ref No:		Phone:	0407870088
Name:	Craig Eeles		
Phone:	0407870088		

TRAFFIC MANAGEMENT		LICENCE DURATION	
Flow Management:	Non-Trafficable Area	From:	23-Mar-2024
Closure Type:	None	To:	24-Mar-2024
Closure Lane(s):	Shoulder		
Direction(s):	Westbound		

LICENCE CONDITIONS	APPROVED DATES & TIMES												
<ol style="list-style-type: none"> YOU MUST USE SHIFT ACTIVATION WEB ADDRESS https://myrol.transport.nsw.gov.au TO ACTIVATE AND DEACTIVATE YOUR APPROVED ROAD OCCUPANCY LICENCE(S). (TO CHANGE TRAFFIC CONTROL SIGNALS TO FLASHING YELLOW OR TO ACTIVATE PERMANENT VARIABLE MESSAGE SIGNS DIAL 1800 679 782) THIS LICENCE IS NOT AN APPROVAL OF THE PROPONENT'S TRAFFIC GUIDANCE SCHEMES (TGS). PLEASE NOTE WORKCOVER REQUIRES THAT TRAFFIC GUIDANCE SCHEMES (TGS) COMPLY WITH AS1742.3 ALL MATTERS RELATING TO NOISE GENERATION OR OTHER ENVIRONMENTAL FACTORS ON SITE ARE UNDER THE JURISDICTION OF THE LOCAL COUNCIL AND/OR THE ENVIRONMENTAL PROTECTION AUTHORITY. SHOULD THE PROPOSED WORKS INVOLVE UNDERBORING OR EXCAVATION OF STATE ROAD ASSETS OR THE REMOVAL OF KERB AND GUTTER, DETAILS OF WORKS MUST BE APPROVED BY TfNSW. FOR GREATER SYDNEY REGION CONTACT: greatersydneyroads@transport.nsw.gov.au. FOR REGIONAL & OUTER METROPOLITAN CONTACT: road.access@transport.nsw.gov.au NOTIFICATION TO AFFECTED BUSINESSES, RESIDENTS AND OTHER STAKEHOLDERS MUST BE UNDERTAKEN AT LEAST 5 BUSINESS DAYS PRIOR TO WORKS COMMENCING PLEASE NOTE THAT THIS LICENCE DOES NOT CONSTITUTE APPROVAL TO CARRY OUT THE PROPOSED ACTIVITIES. THIS ROL HAS BEEN ASSESSED BY TfNSW FOR IMPACTS ON TRAFFIC FLOW ON THE STATE ROAD NETWORK ONLY. ENDORSEMENT FROM LOCAL TRAFFIC COMMITTEE (LTC) AND APPROVAL FROM COUNCIL REQUIRED. THIS TEMPORARY TRAFFIC CONTROL SET-UP MUST ONLY BE APPLIED DURING EVENT ACTIVITY WITH A SITE SPECIFIC TGS. EXISTING CONDITIONS ARE TO BE REINSTITATED OUTSIDE OF THESE HOURS AND/OR AT THE COMPLETION OF THE EVENT. EFFECTIVE MONITORING OF END-OF-QUEUE CONDITION MUST BE IMPLEMENTED. IF QUEUE LENGTH EXTENDS OUTSIDE OF WORK ZONE, ADVANCED WARNING DEVICES MUST BE DEPLOYED BEYOND THE END OF THE QUEUE. NOTIFICATION OF TRAFFIC QUEUING MUST BE MADE TO THE TMC ON 1800 725 886. TRAFFIC AND PEDESTRIAN MANAGEMENT MUST BE IN ACCORDANCE WITH COUNCIL AND POLICE CONDITIONS OF APPROVAL AND ANY DIRECTION GIVEN BY THE POLICE ON THE DAY. ALL TEMPORARY TRAFFIC CONTROL ARRANGEMENTS MUST BE IN ACCORDANCE WITH AUSTRROADS GUIDE TO TEMPORARY TRAFFIC MANAGEMENT 	<table border="1"> <thead> <tr> <th colspan="2">From Shift</th> <th colspan="2">To Shift</th> </tr> <tr> <th>From</th> <th>To</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>Sat 23 Mar 12:00</td> <td>-</td> <td>Sun 24 Mar 00:00</td> <td></td> </tr> </tbody> </table>	From Shift		To Shift		From	To	From	To	Sat 23 Mar 12:00	-	Sun 24 Mar 00:00	
From Shift		To Shift											
From	To	From	To										
Sat 23 Mar 12:00	-	Sun 24 Mar 00:00											

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

Page 1 of 1

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 14. PERMITS.

14.2 TfNSW Road Occupancy Licences.

ROL 2191416

Station Street, Bowral. (North bound side)

1 x Variable Message Board and event advisory signs.

ROAD OCCUPANCY LICENCE

LICENCE NO : 2191416

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM



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

SPECIAL EVENT - CLASS 2		LOCATION	
Project:	Not Applicable	Subject Road:	STATION ST
This Activity :	'A Day On The Gree' outdoor concert. Variable Message Board & directional signs.	From:	BANYETTE ST, BOWRAL
		To:	WINGECARRIBEE ST, BOWRAL
		Council:	WINGECARRIBEE

LICENSEE		ONSITE CONTACT	
Organisation:	All Area Traffic Services	Name:	Craig Eeles
Ref No:		Phone:	0407870088
Name:	Craig Eeles		
Phone:	0407870088		

TRAFFIC MANAGEMENT		LICENCE DURATION	
Flow Management:	Non-Trafficable Area	From:	23-Mar-2024
Closure Type:	None	To:	24-Mar-2024
Closure Lane(s):	Shoulder		
Direction(s):	Northbound		

LICENCE CONDITIONS	APPROVED DATES & TIMES								
	From Shift			To Shift					
	From	D	M	Time	To	D	M	Time	
1 YOU MUST USE SHIFT ACTIVATION WEB ADDRESS https://myrol.transport.nsw.gov.au TO ACTIVATE AND DEACTIVATE YOUR APPROVED ROAD OCCUPANCY LICENCE(S). (TO CHANGE TRAFFIC CONTROL SIGNALS TO FLASHING YELLOW OR TO ACTIVATE PERMANENT VARIABLE MESSAGE SIGNS DIAL 1800 679 782)	Sat	23	Mar	12:00	-	Sun	24	Mar	00:00
2 THIS LICENCE IS NOT AN APPROVAL OF THE PROPONENT'S TRAFFIC GUIDANCE SCHEMES (TGS). PLEASE NOTE WORKCOVER REQUIRES THAT TRAFFIC GUIDANCE SCHEMES (TGS) COMPLY WITH AS1742.3									
3 ALL MATTERS RELATING TO NOISE GENERATION OR OTHER ENVIRONMENTAL FACTORS ON SITE ARE UNDER THE JURISDICTION OF THE LOCAL COUNCIL AND/OR THE ENVIRONMENTAL PROTECTION AUTHORITY									
4 SHOULD THE PROPOSED WORKS INVOLVE UNDERBORING OR EXCAVATION OF STATE ROAD ASSETS OR THE REMOVAL OF KERB AND GUTTER, DETAILS OF WORKS MUST BE APPROVED BY TfNSW. FOR GREATER SYDNEY REGION CONTACT: greaterSydneyroads@transport.nsw.gov.au . FOR REGIONAL & OUTER METROPOLITAN CONTACT: road.access@transport.nsw.gov.au .									
5 NOTIFICATION TO AFFECTED BUSINESSES, RESIDENTS AND OTHER STAKEHOLDERS MUST BE UNDERTAKEN AT LEAST 5 BUSINESS DAYS PRIOR TO WORKS COMMENCING									
6 PLEASE NOTE THAT THIS LICENCE DOES NOT CONSTITUTE AN APPROVAL TO CARRY OUT THE ACTIVITIES PROPOSED IN THE ROL APPLICATION. APPLICATION HAS BEEN ASSESSED BY TfNSW FOR IMPACTS ON TRAFFIC FLOW ON THE STATE ROAD NETWORK ONLY. THE ROADS DIRECTLY AFFECTED BY ACTIVITIES ARE LOCAL ROADS ADMINISTERED BY THE LOCAL COUNCIL. APPROVAL MUST BE OBTAINED FROM THE RELEVANT COUNCIL PRIOR TO COMMENCING ANY OF THE PROPOSED ACTIVITIES.									
7 ENDORSEMENT FROM LOCAL TRAFFIC COMMITTEE (LTC) AND APPROVAL FROM COUNCIL REQUIRED.									
8 THIS TEMPORARY TRAFFIC CONTROL SET-UP MUST ONLY BE APPLIED DURING EVENT ACTIVITY WITH A SITE SPECIFIC TGS. EXISTING CONDITIONS ARE TO BE REINSTATED OUTSIDE OF THESE HOURS AND/OR AT THE COMPLETION OF THE EVENT.									
9 IMMEDIATE NOTIFICATION MUST BE MADE TO THE TRANSPORT MANAGEMENT CENTRE (1300 725 886) IN THE EVENT OF A TRAFFIC INCIDENT OCCURRING WITHIN THE LIMIT OF WORKS.									
10 TRAFFIC AND PEDESTRIAN MANAGEMENT MUST BE IN ACCORDANCE WITH COUNCIL AND POLICE CONDITIONS OF APPROVAL AND ANY DIRECTION GIVEN BY THE POLICE ON THE DAY.									
11 ALL TEMPORARY TRAFFIC CONTROL ARRANGEMENTS MUST BE IN ACCORDANCE WITH AUSTRROADS GUIDE TO TEMPORARY TRAFFIC MANAGEMENT									

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

Page 1 of 1

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 14. PERMITS.

14.3 Police Approval.

Schedule 1 Form - Notice of Intention to Hold a Public Assembly.

The Schedule 1 Form - Notice of Intention to Hold a Public Assembly is one of the documents that will be referred to as part of the police giving approval for the event and the proposed traffic management at the event.

Commonly known as a Form 1, the Notice of Intention to Hold a Public Assembly is the document that the event organiser needs to provide to police, and it outlines the necessary details.

A copy of the completed Form 1 for this event is in section 8.5 of this TMP.

Local Police.

The event organiser will submit the Form 1 by taking it to their nearest police station or emailing to the relevant police officers at the station.

They should also contact the officer in charge at the police station nearest the event if a road has to be closed.

The notice should be submitted at least fourteen days before a scheduled assembly.

The local police may give instructions to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

If no opposition is or instruction is voiced by the officer in charge of events or the commissioner after 7 days, then it is legal.

This TMP will also be sent to the local police officer in charge of public events.

The police approval may give instruction to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

Local police. Moss Vale Police station.

Contact 1. Inspector Brendon Bernie. Phone. 02 4868 1222 email. @police.nsw.gov.au

Contact 2. S/C Michael Hoep. Phone. 02 4868 0222. email.

Local Area Command.

The Traffic Management Plan will be considered at the next Local Traffic Committee meeting, of which the Police Local Area Commander is one of the members.

Police approval from the Local Area Command (LAC) at Goulburn will be obtained as part of the traffic management application and approval process through Council.

The LAC police approval may give instructions to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

Local Area Command. Goulburn Police station.

Contact. S/C Hayley Upton. Ph. 02 4824 0799. email.

Traffic Controllers may also be given and will comply with instructions on the day of the event from any member of the NSW police force on duty.

52

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 15. FORMS.

15.1 TINSW TMP Template.

Special Event Resources

Special Event Transport Management Plan Template

Refer to chapter 7 of the Guide for a complete description of the transport management plan

1 EVENT DETAILS

1.1 Event Summary

Event Name: A Day On The Green
Event Location: Centennial Vineyards. Centennial Road. Bowral.
Event Date: Sunday 14-04-24.
Event Start Time: 2.30 p.m. Event Finish Time: 9.00 p.m.
Event Set up Start Time: 6.00 a.m.
Event Pack down Finish Time: 12.00 a.m.
Event is "off street"

1.2 Contact names

Event organiser * Roundhouse Entertainment - Eugene Brouwer
Phone Mobile 0411 751599 E-mail eugene@roundhouse.com.au
Event Management Company (if applicable)
Phone Fax Mobile E-mail
Police LAC Goulburn Police Station - S/C Hayley Upton
Phone 48240799 Fax Mobile E-mail.
Council Wingecarribee Shire Council - Michael Rayner
Phone 48680888 Mobile E-mail michael.rayner@wsc.nsw.gov.au

Roads & Traffic Authority (if Class 1) -

Phone Fax Mobile E-mail:

Note : The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out

1.3 Brief description of the event (one paragraph)

"A Day On The Green" outdoor concert at Centennial Vineyards.

53

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 54

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 15. FORMS.

15.1 TfNSW TMP Template.

2 **RISK MANAGEMENT - TRAFFIC**

2.1 **Occupational Health & Safety - Traffic Control**

Risk assessment plan (or plans) attached.

2.2 **Public Liability Insurance**

Public liability insurance arranged. Certification of Currency attached.

2.3 **Police**

Police written approval obtained.

2.4 **Fire Brigades and Ambulance**

Fire Brigades notified.

Ambulance notified.

3 **TRAFFIC AND TRANSPORT MANAGEMENT**

3.1 **The route or location**

Map attached.

3.2 **Parking**

Parking organised - details attached.

3.3 **Construction, traffic calming and traffic generating developments.**

Plans to minimise impact of construction activities, traffic calming devices or traffic generating developments attached.

3.4 **Trusts, authorities or Government enterprises**

This event uses facility managed by a trust, authority or enterprise, written approval attached.

3.5 **Impact on / of Public transport**

Public transport not impacted or will not impact event.

3.6 **Reopening roads after moving events.**

This is a non - moving event.

3.7 **Traffic Management requirements unique to this event**

Description of unique traffic management requirements attached.

3.8 **Contingency plans**

Contingency plans attached.

3.9 **Heavy vehicle impacts**

Does not impact heavy vehicles.

3.10 **Special event clearways**

Special event clearways not required.

54

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 55

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 15. FORMS.

15.1 TfNSW TMP Template.

4 **MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES**

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

Plans to minimise impact on the non-event community attached.

4.2 **Advertise traffic management arrangements.**

Road closures or restrictions – details attached.

4.3 **Special event warning signs**

Special event information signs are described in the Traffic Guidance Scheme/s

4.4 **Permanent Variable Message Signs**

This event does not use permanent Variable Message Signs

4.5 **Portable Variable Message Signs**

The event uses portable VMS – maps and plans attached.

5 **PRIVACY NOTICE**

The "Personal information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the Transport for NSW (TfNSW), 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 *Road 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, TfNSW 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.

55

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 56

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 15. FORMS.

15.1 TfNSW TMP Template.

6 APPROVAL



TMP Approved by : _____ Event Organiser 29-01-24 Date

7 AUTHORISATION 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 :CouncilDate

The TfNSW 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 : TfNSWDate

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

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 15. FORMS.

15.2 Summary Offences Act form.

Schedule 1 Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 – Sec 23

To the Commissioner of Police

1 I Eugene Brouwer (name)
of 329 Montague St. Albert Park. VIC. 3206 (address)
on behalf of Roundhouse Entertainment (organisation)

Notify the Commissioner of Police that
on the 14th (day) of the 04th (month), 2024 (year),
it is intended to hold
a public assembly, **not** being a procession, of approximately 8,000 (number) persons,
which will assemble at Centennial Vineyards, Centennial Road, Bowral (place)
at approximately 2.30 p.m. on the day
and disperse at approximately 9.00 pm on the day.

2 The purpose of the proposed assembly is to attend the 'A Day On The Green' outdoor concert.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

SECTION 15. FORMS.

15.2 Summary Offences Act form. (continued)

- 3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out whichever is not applicable*)
- (i) There will be nil (*number*) vehicles and / or nil (*number*) of floats involved .
The type and dimensions are as follows ;
.....
 - (ii) There will be four (*number*) of bands , musicians , entertainers , etc. which will entertain or address the assembly .
 - (iii) The following number and type of animals will be involved in the assembly ;
Nil
 - (iv) other special characteristics of the proposed assembly are as follows ;
Nil

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

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

Roundhouse Entertainment
329 Montague St.
Albert Park. VIC. 3206
Telephone No. 0411 751 599

6 Signed 
Capacity / Title : Event Manager
Date 29-01-24

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green. Centennial Vineyards. 252 Centennial Road. Bowral. Sunday 14th April 2024.
Traffic Management Plan.

TRAFFIC GUIDANCE SCHEMES.

Traffic Guidance Schemes have been produced to cover all hazards and risks associated with the event.
Refer to the 24 x TGS' document for site specific Traffic Guidance Schemes.

Advance Warning Signs and Advisory signs.

- TGS 01. The Old Hume Highway. Mittagong - VMB & Ingress directional signs
- TGS 02. The Old Hume Highway & Centennial Road - Ingress. Advance Warning Signs and devices
- TGS 03. Centennial Road - East bound. Ingress. Advance Warning Signs and devices
- TGS 04. Centennial Road - West bound. Ingress & Egress. Advance Warning Signs and devices
- TGS 05. Kirkham Road & Centennial Road. Ingress & Egress. Advance Warning Signs and devices
- TGS 06. Mittagong Road & Kirkham Road. Ingress & Egress. Advance Warning Signs and devices
- TGS 07. Kirkham Road & Oxley Hill Road. Ingress & Egress. Advance Warning Signs and devices
- TGS 08. Centennial Road - West bound. Egress. Old Hume Highway approach. Advance Warning Signs and devices
- TGS 09. Centennial Road - Egress. Detour Routes
- TGS 10. Centennial Road. Pedestrian Plan
- TGS 11. Centennial Road. No Roadside Parking signs and devices.
- TGS 12. Centennial Road. Flag line installation & removal.

Centennial Vineyards.

- TGS 13. Centennial Vineyards. Internal parking plan.
- TGS 14. Centennial Vineyards. Ingress directional signs.
- TGS 15. Centennial Vineyards. Egress directional signs.
- TGS 16. Centennial Vineyards. Taxi, Uber and Public drop off & pick up areas.
- TGS 17. Centennial Vineyards. Bus Areas – Ingress.
- TGS 18. Centennial Vineyards. Bus Areas – Egress.

Surrounding areas.

- TGS 19. Moss Vale Shuttle Bus - VMP.
- TGS 20. Bowral Shuttle Bus - VMP.
- TGS 21. Mittagong Shuttle Bus - VMP.

Advance Notice. Variable Message Boards.

- TGS VMB 22. Centennial Road. Advance notice of road closure.
- TGS VMB 23. Event day. Ingress VMB's
- TGS VMB 24. Event day. Egress VMB's

END OF TRAFFIC MANAGEMENT PLAN

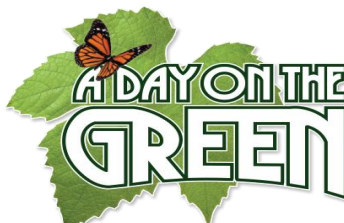
59

6.8.1 ADOT G. Centennial. 14-04-24. TMP

Page | 60

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Outdoor concert

Centennial Vineyards
252 Centennial Road, Bowral

Sunday 14th April 2024

24 x Traffic Guidance Schemes



24 x Traffic Guidance Schemes. Version 1. Plan date. 25-01-24.
Prepared by Craig Eeles. "Prepare A Work Zone Traffic Management Plan" cert. no. TCT0015737

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

A Day On The Green.

Centennial Vineyards, Bowral.

Sunday 14th April 2024

Traffic Guidance Schemes

Advance Warning Signs and Advisory signs.

TGS 01.	The Old Hume Highway, Mittagong.	VMB & Ingress directional signs
TGS 02.	The Old Hume Highway & Centennial Road.	Ingress.
TGS 03.	Centennial Road. East bound.	Ingress.
TGS 04.	Centennial Road - West bound.	Ingress & Egress.
TGS 05.	Kirkham Road & Centennial Road.	Ingress & Egress.
TGS 06.	Mittagong Road & Kirkham Road.	Ingress & Egress.
TGS 07.	Oxleys Hill Road. Parking directional signs.	Ingress.
TGS 08.	Centennial Road. Old Hume Highway approach.	Egress.
TGS 09.	Centennial Road. Detour Routes.	Egress.
TGS 10.	Centennial Road - Pedestrian Plan	
TGS 11.	Centennial Road. No Roadside Parking	
TGS 12.	Centennial Road. Flag line installation & removal	

Centennial Winery. Internal plans.

TGS 13.	Centennial Winery - Internal parking plan	
TGS 14.	Centennial Winery - Ingress directional signs	
TGS 15.	Centennial Winery - Egress directional signs	
TGS 16.	Centennial Winery - Taxi, Public drop off & pick up and Uber.	
TGS 17.	Centennial Winery - Bus Area - Ingress	
TGS 18.	Centennial Winery - Bus Area - Egress	

Local Shuttle Buses.

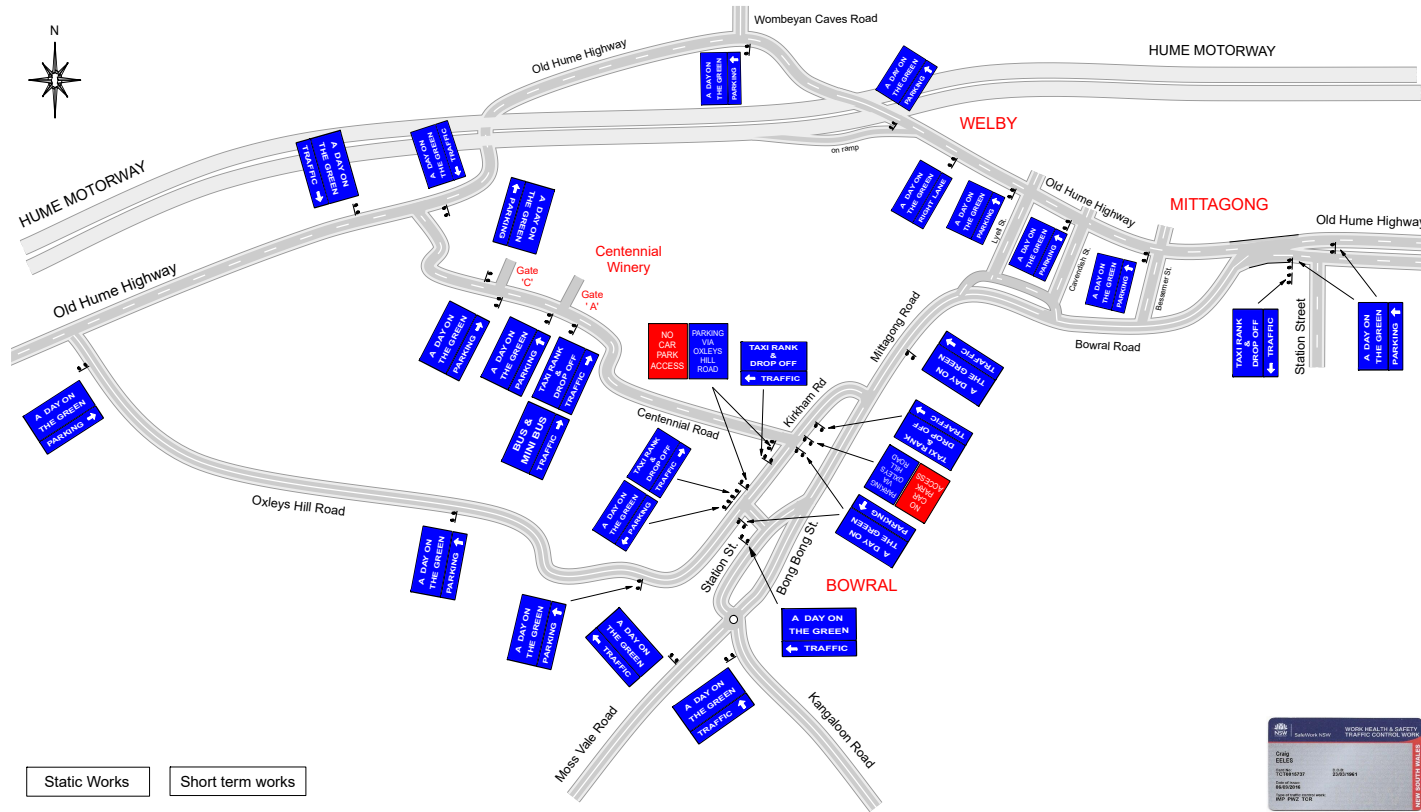
TGS 19.	Moss Vale shuttle bus - V.M.P.	
TGS 20.	Bowral shuttle bus - V.M.P.	
TGS 21.	Mittagong shuttle bus - V.M.P.	

Advance Notice. Variable Message Boards.

TGS 22 - VMB.	Centennial Road. Advance notice of road closure.	
TGS 23 - VMB.	Event day. Ingress VMB's.	
TGS 24 - VMB.	Event day. Egress VMB's.	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

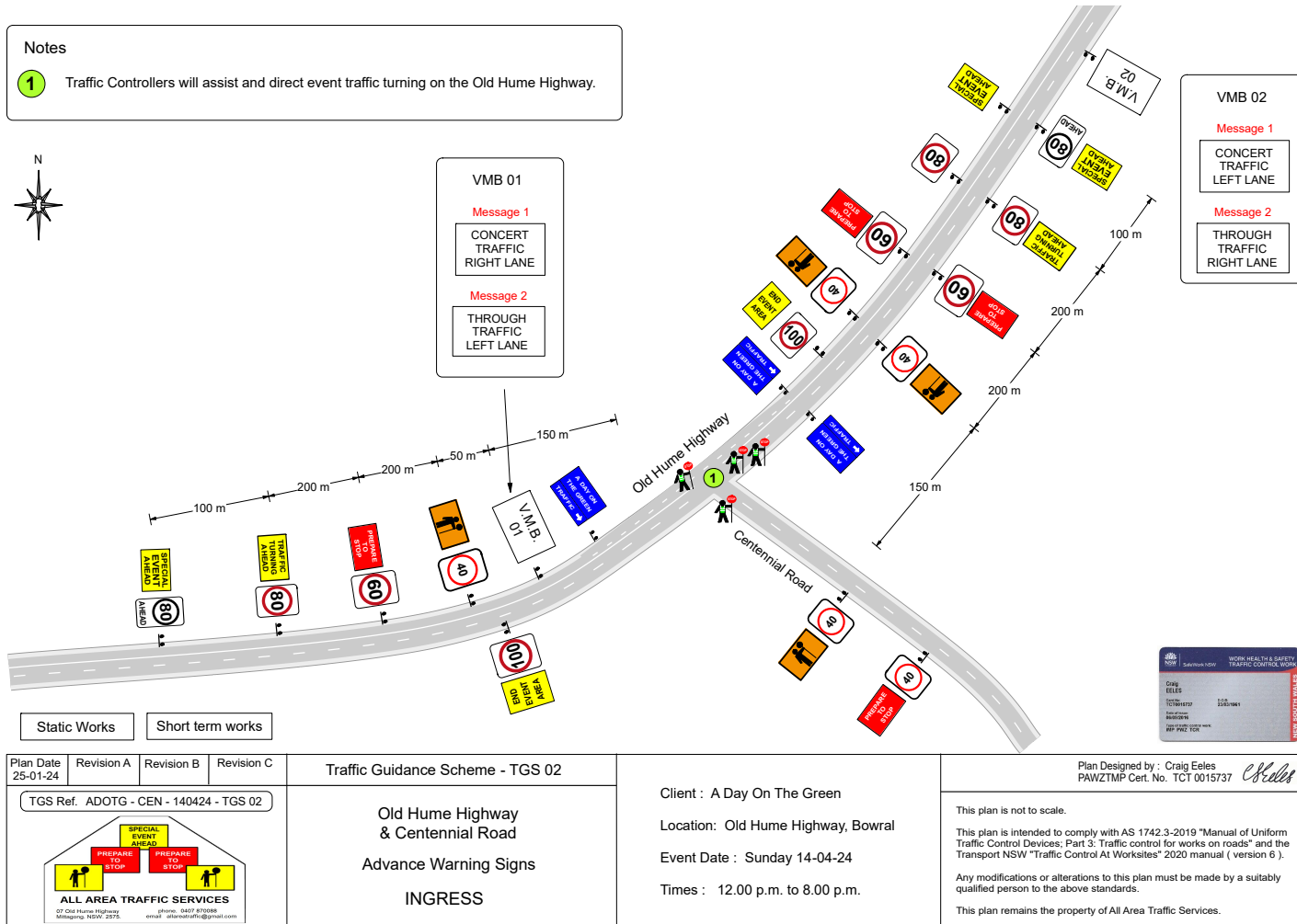


<input type="checkbox"/> Static Works <input type="checkbox"/> Short term works		Plan Date: 25-01-24 Revision A Revision B Revision C		Traffic Guidance Scheme - TGS 01		Client : A Day On The Green Location: Bowral & Mittagong Event Date : Sunday 14-04-24 Times : 12.00 p.m. to 8.00 p.m.		Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737	
TGS Ref. ADOTG - CEN - 140424 - TGS 01				Centennial Winery approaches Event Directional Signs INGRESS		This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.			

6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

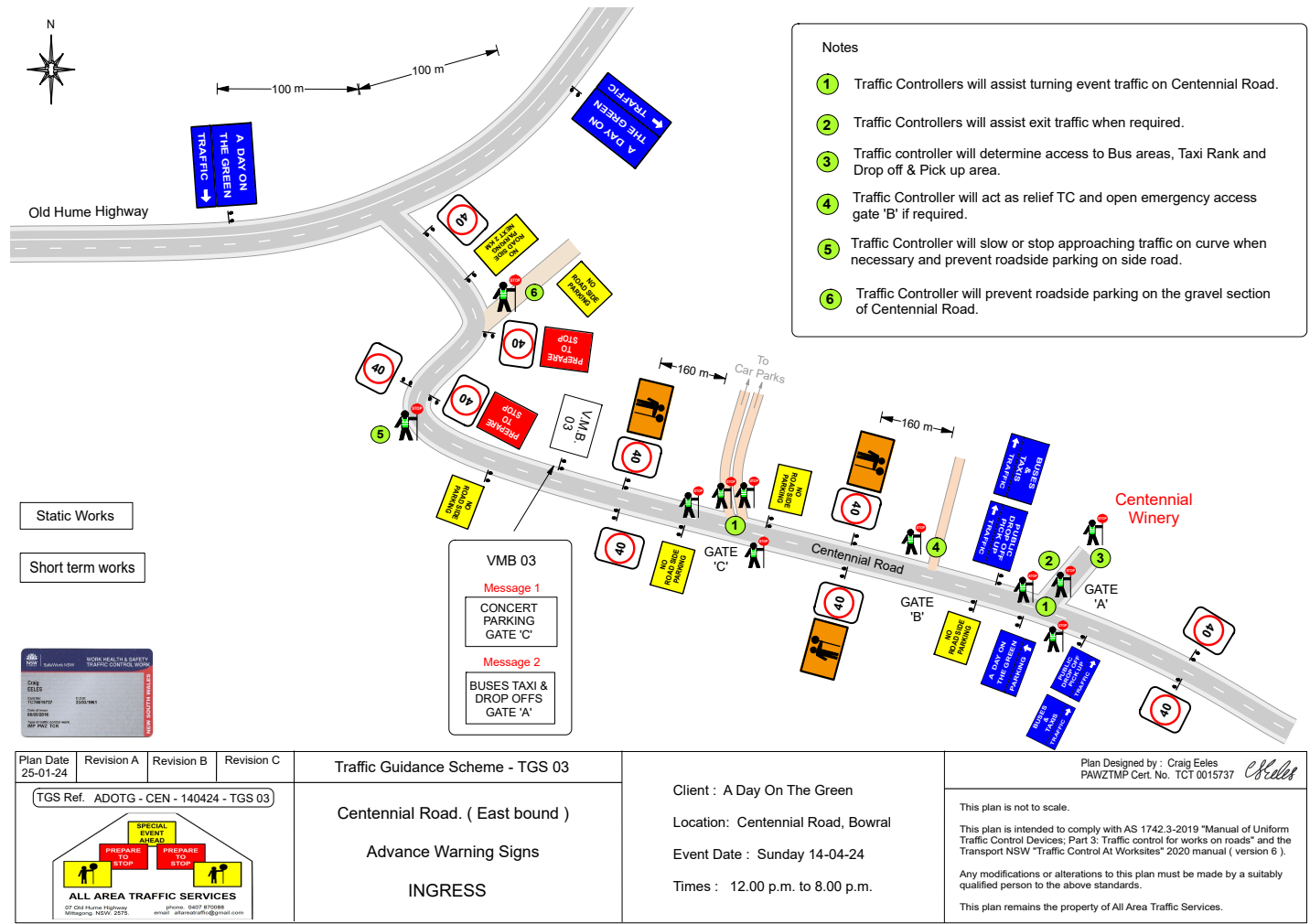
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

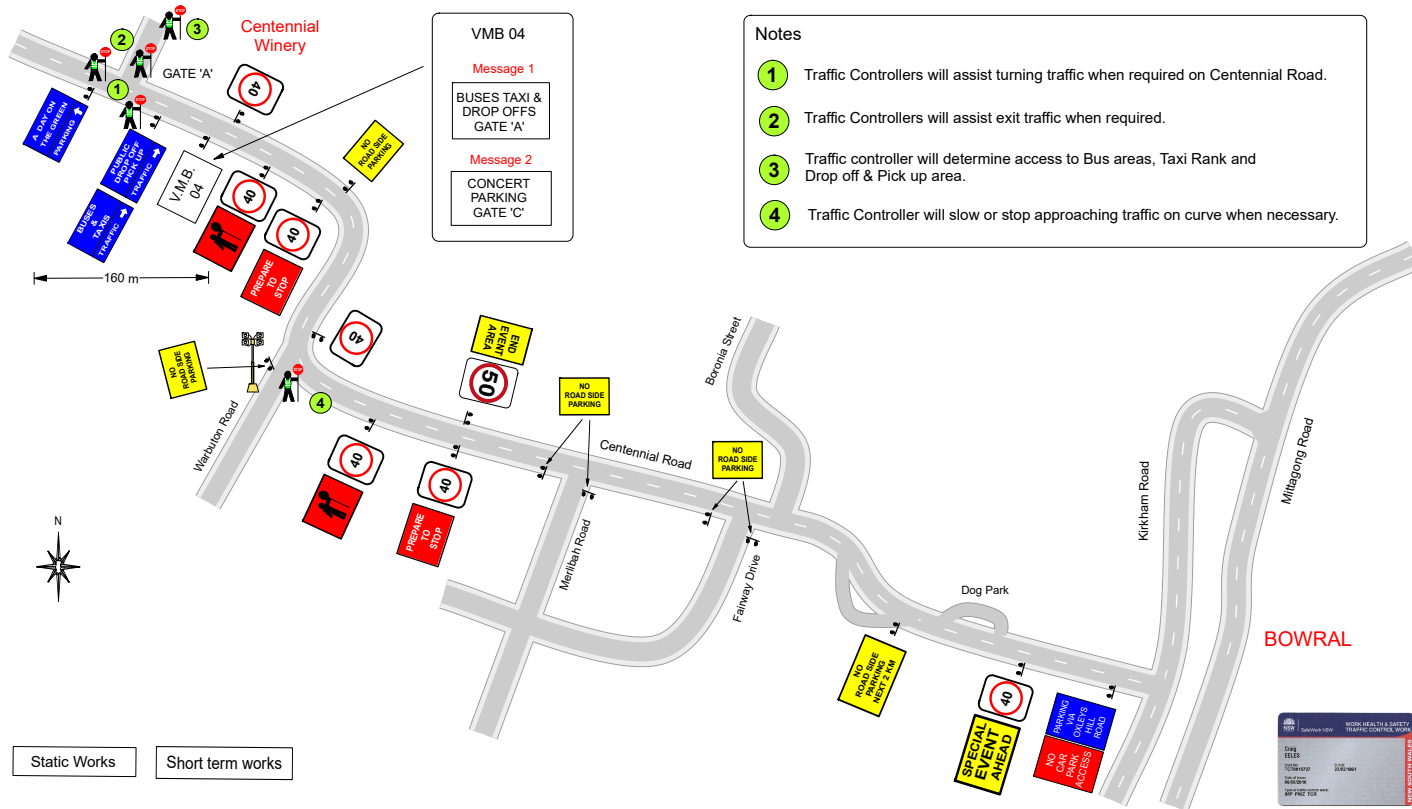
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



- Notes**
- 1 Traffic Controllers will assist turning traffic when required on Centennial Road.
 - 2 Traffic Controllers will assist exit traffic when required.
 - 3 Traffic controller will determine access to Bus areas, Taxi Rank and Drop off & Pick up area.
 - 4 Traffic Controller will slow or stop approaching traffic on curve when necessary.

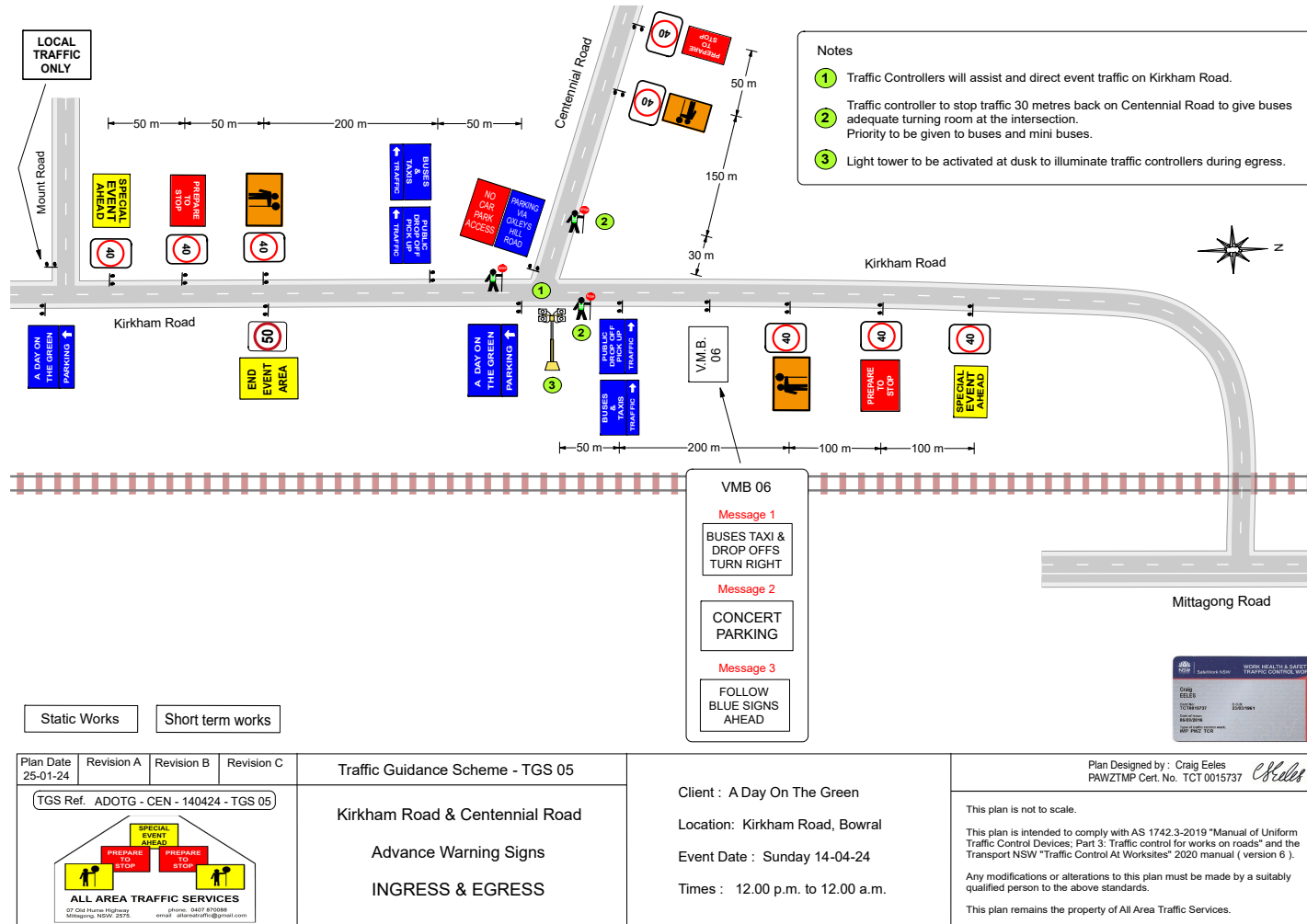
Static Works Short term works

Plan Date 25-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme - TGS 04	Client : A Day On The Green	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
TGS Ref. ADOTG - CEN - 140424 - TGS 04				Centennial Road. (West bound)	Location: Centennial Road, Bowral	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
				Advance Warning Signs	Event Date : Sunday 14-04-24	
				INGRESS & EGRESS	Times : 12.00 p.m. to 12.00 a.m.	

6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

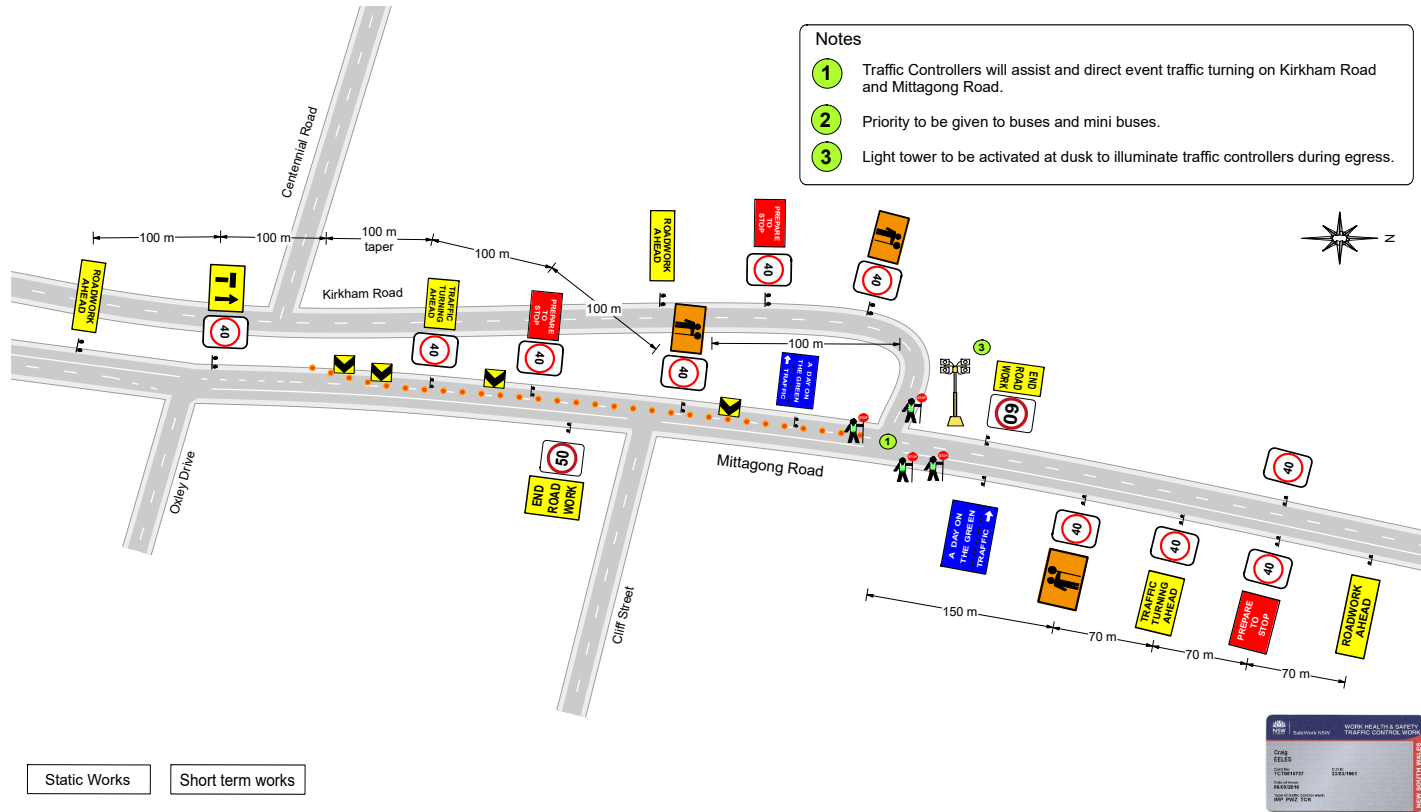
AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

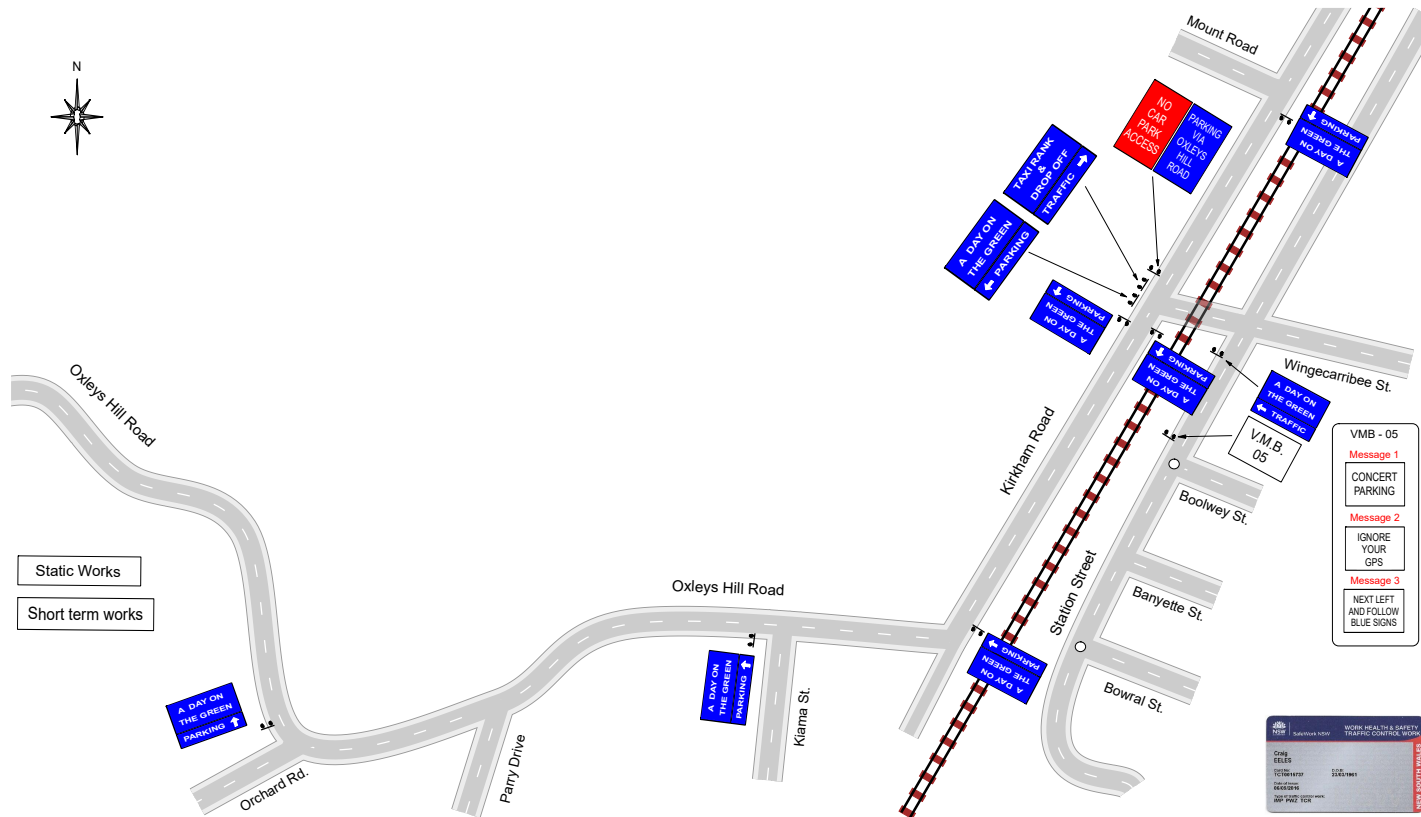


Static Works		Short term works		Traffic Guidance Scheme - TGS 06		Client : A Day On The Green		Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737	
Plan Date 25-01-24	Revision A	Revision B	Revision C	Mittagong Road & Kirkham Road		Location: Mittagong Road, Bowral		This plan is not to scale.	
TGS Ref. ADOTG - CEN - 140424 - TGS 06				Advance Warning Signs		Event Date : Sunday 14-04-24		This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6).	
				INGRESS & EGRESS		Times : 12.00 p.m. to 12.00 a.m.		Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards.	
								This plan remains the property of All Area Traffic Services.	

6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

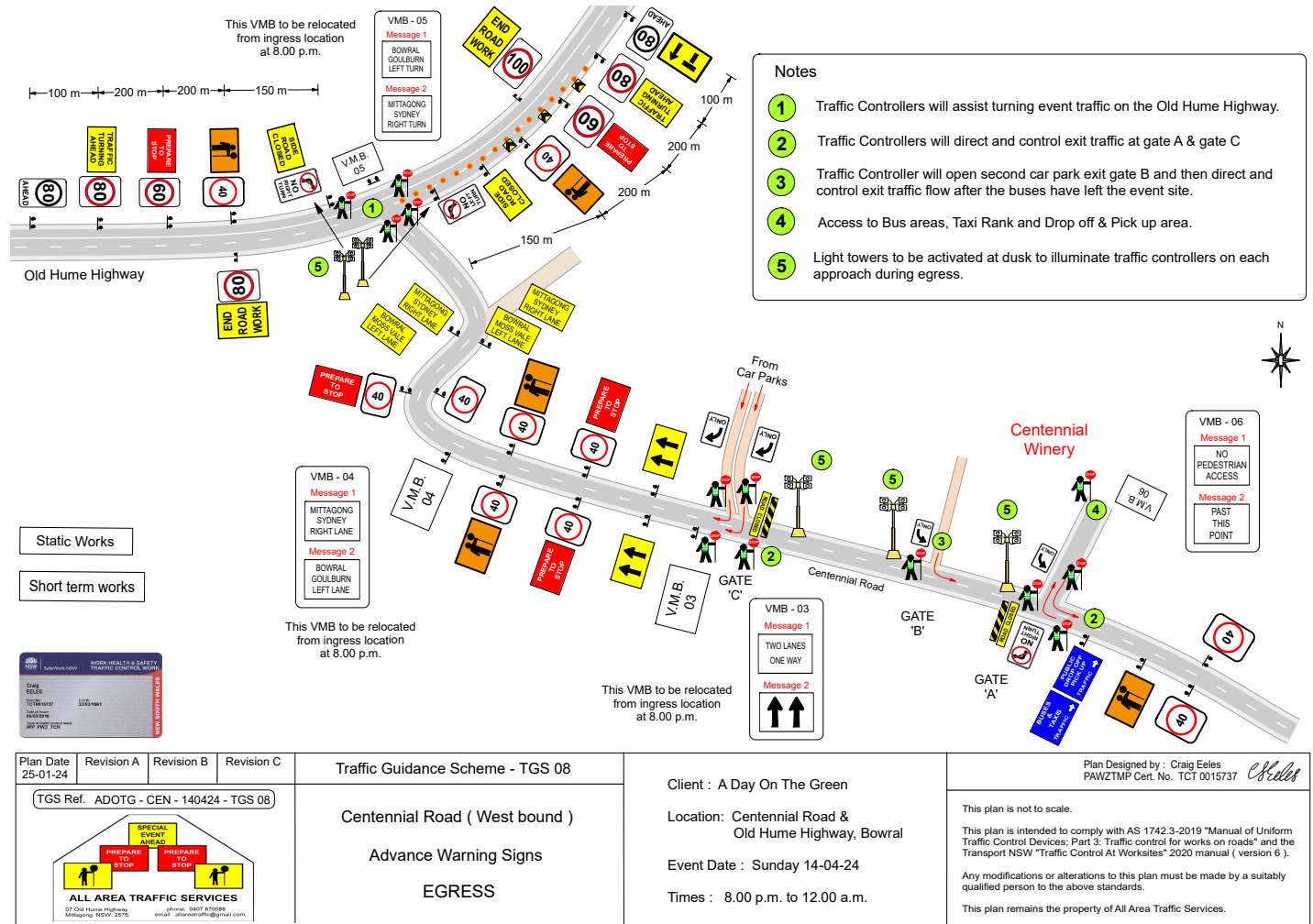


Plan Date 25-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme - TGS 07	Client : A Day On The Green	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
TGS Ref. ADOTG - CEN - 140424 - TGS 07				Kirkham Road & Oxleys Hill Road	Location: Station Street, Kirkham Road & Oxleys Hill Road, Bowral	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
				Parking Directional Signs INGRESS	Event Date : Sunday 14-04-24 Times : 12.00 p.m. to 8.00 p.m.	

6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

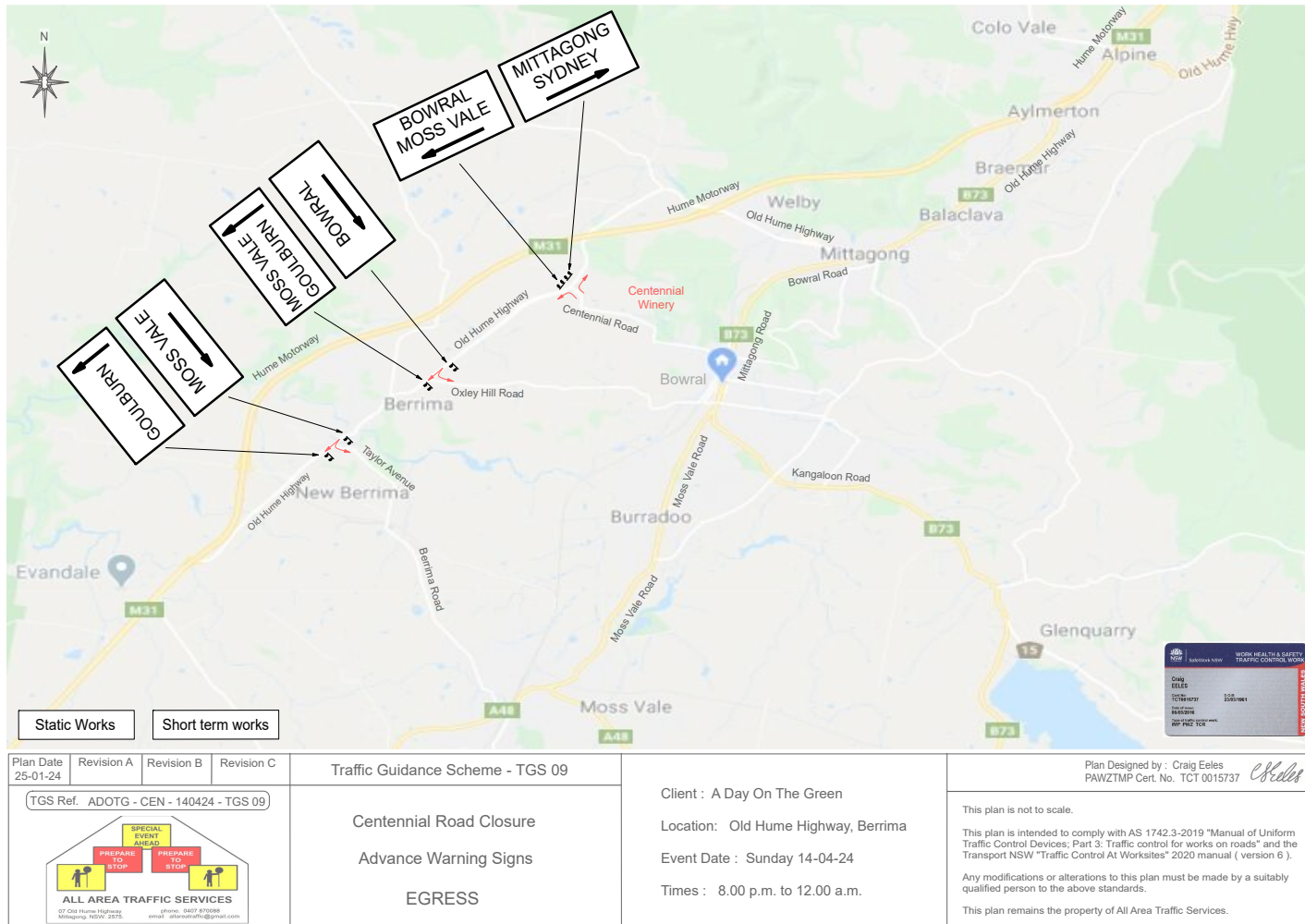
AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

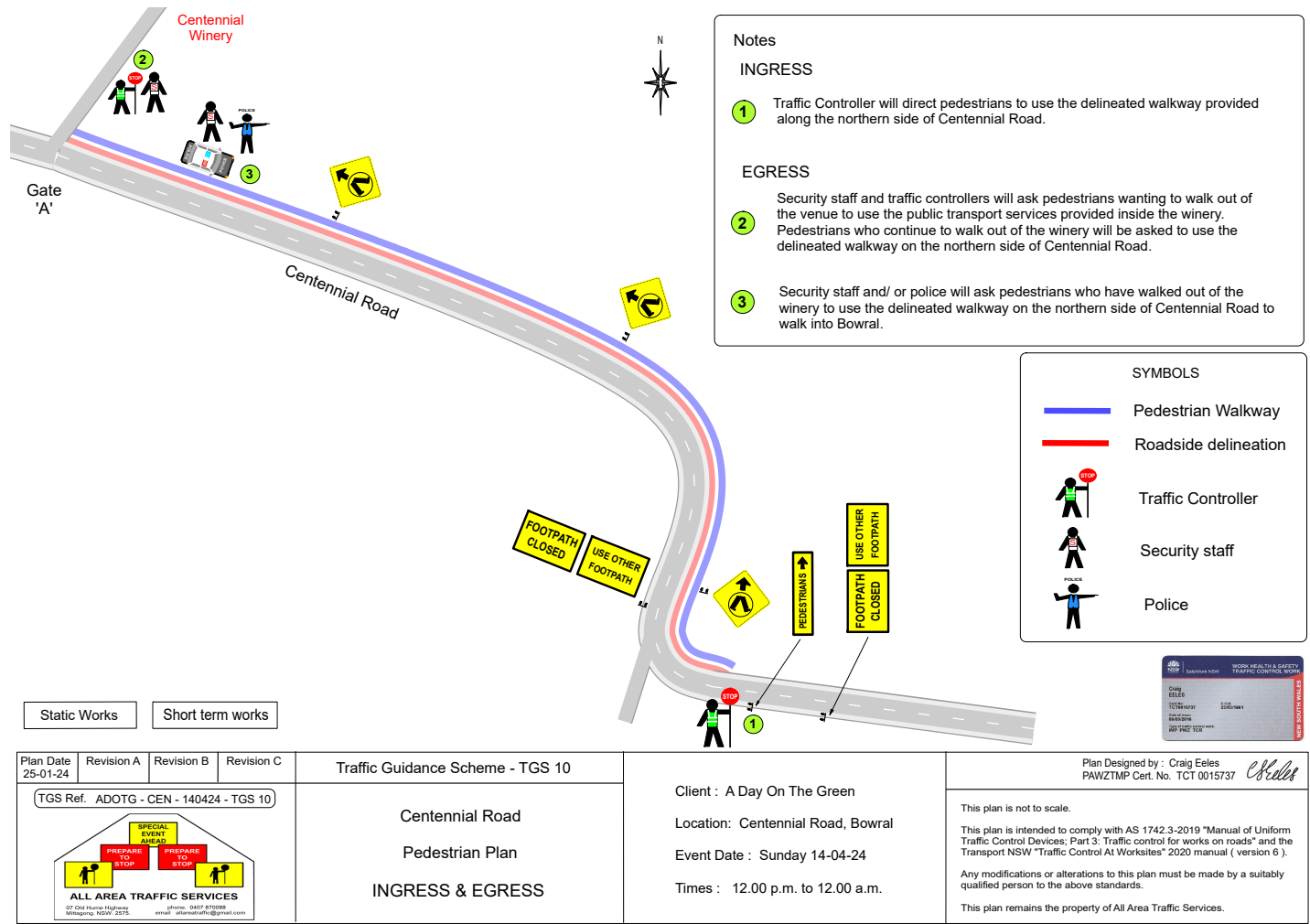
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

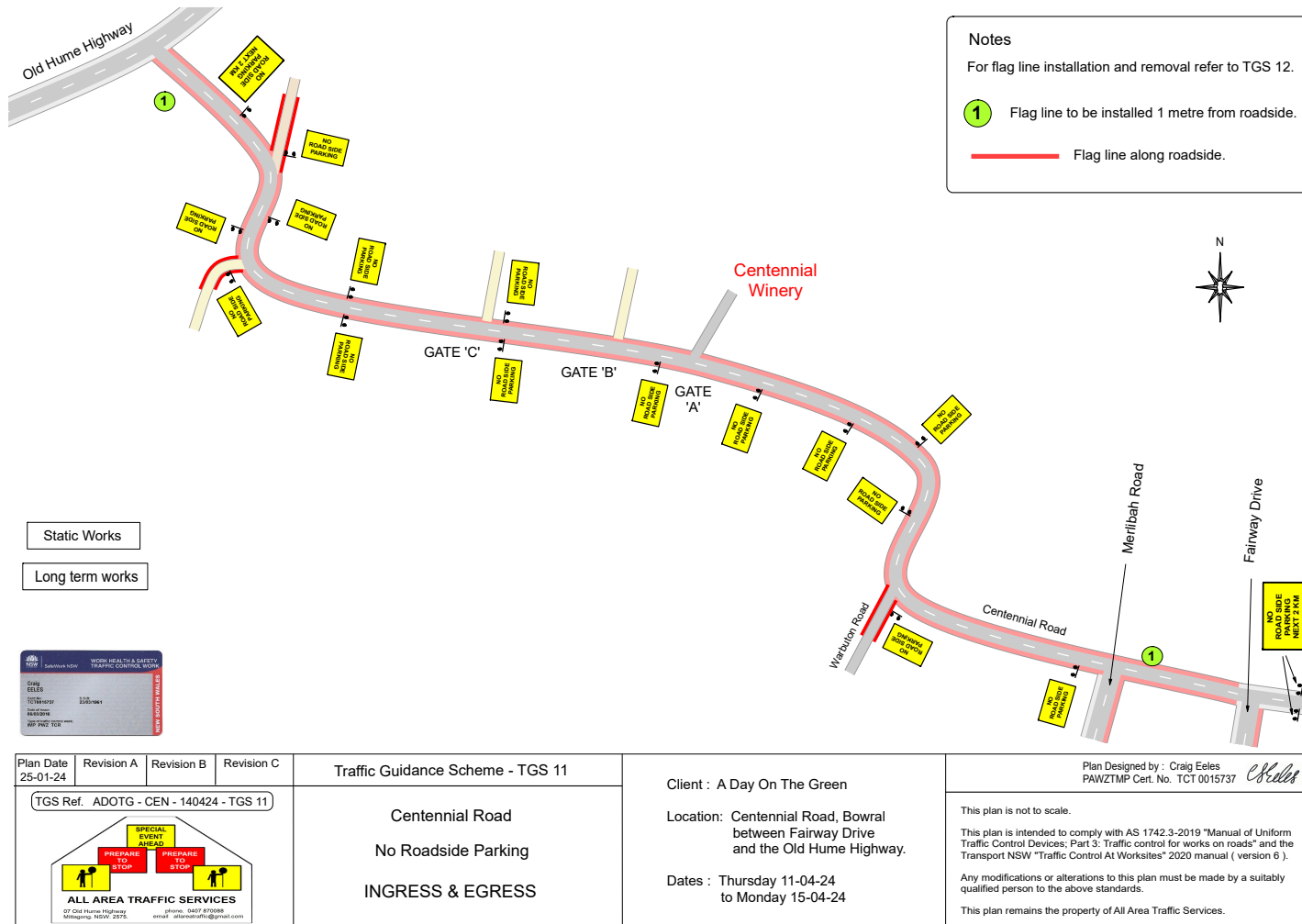
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

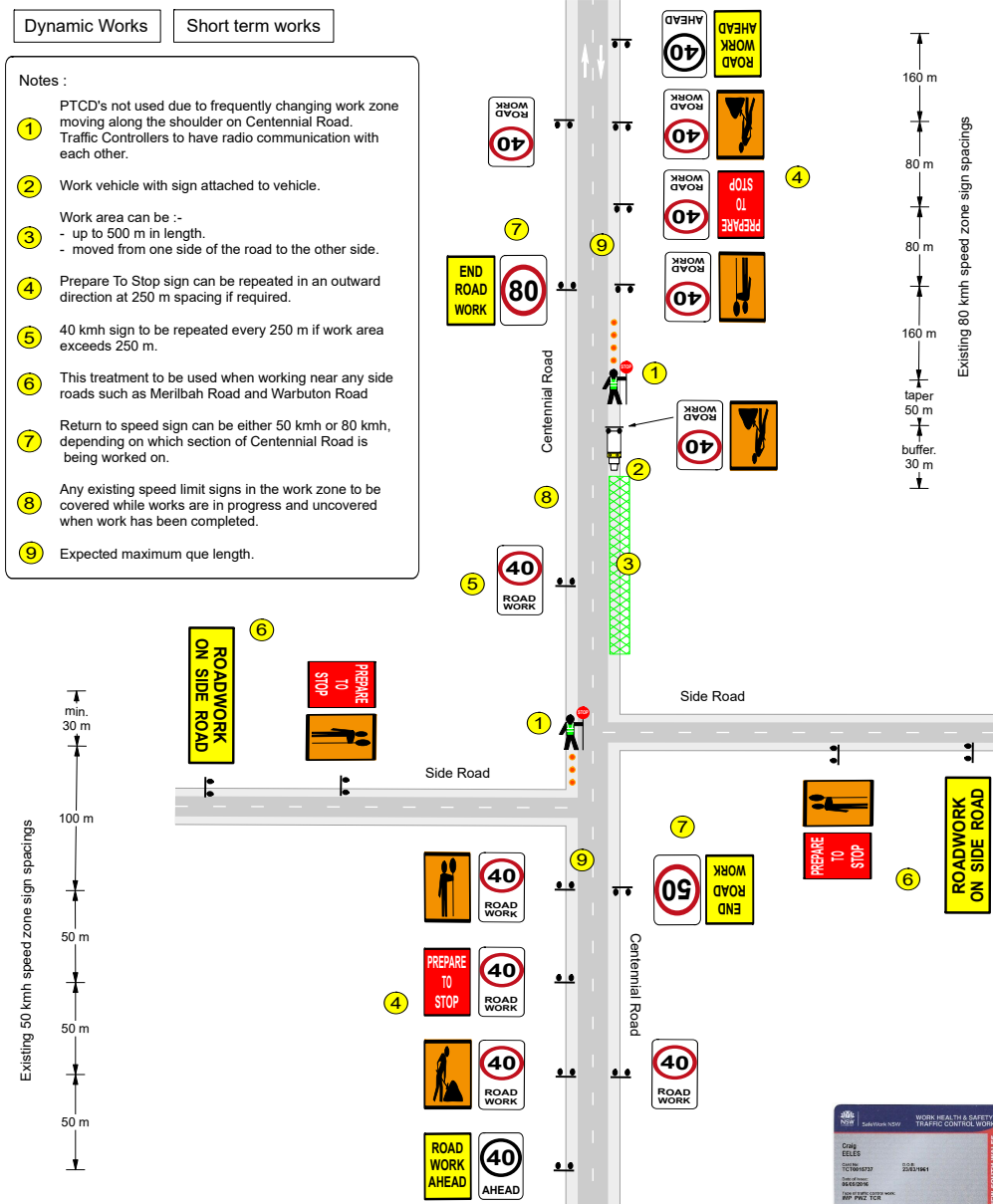
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

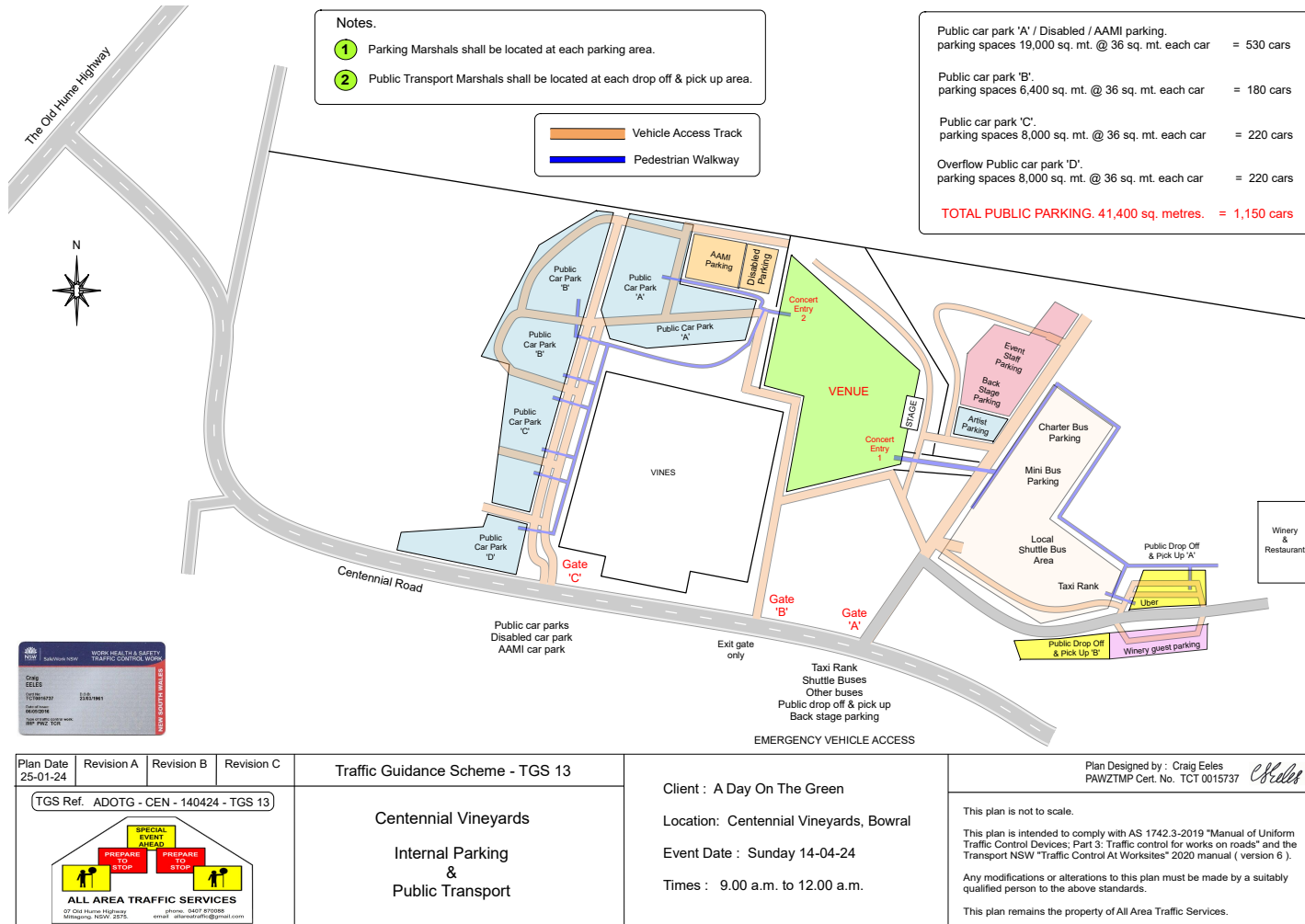


- Dynamic Works Short term works
- Notes :
- 1 PTCD's not used due to frequently changing work zone moving along the shoulder on Centennial Road. Traffic Controllers to have radio communication with each other.
 - 2 Work vehicle with sign attached to vehicle.
 - 3 Work area can be :-
- up to 500 m in length.
- moved from one side of the road to the other side.
 - 4 Prepare To Stop sign can be repeated in an outward direction at 250 m spacing if required.
 - 5 40 kmh sign to be repeated every 250 m if work area exceeds 250 m.
 - 6 This treatment to be used when working near any side roads such as Merilbah Road and Warbuton Road
 - 7 Return to speed sign can be either 50 kmh or 80 kmh, depending on which section of Centennial Road is being worked on.
 - 8 Any existing speed limit signs in the work zone to be covered while works are in progress and uncovered when work has been completed.
 - 9 Expected maximum que length.

Traffic Guidance Scheme - TGS 12				Lane closure for Flag line installation & removal.	Ref. : ADOTG - CEN - 140424 - TGS 12
Plan Date 25-01-24	Revision A	Revision B	Revision C	Client : A Day On The Green	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737 <i>C. Eeles</i>
				Location: Centennial Road, Bowral between Merilbah Rd and Old Hume Hwy.	This plan is not to scale.
				Work Dates : Thursday 11-04-24 to Tuesday 16-04-24	This plan is intended to comply with AS 1742.3-2018 "Manual of Uniform Traffic Control Devices, Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" manual 2020 (version 6).
				Times : 8.00 a.m. to 6.00 p.m. daily.	This plan remains the property of All Area Traffic Services and must not be copied or altered without permission of the Author.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

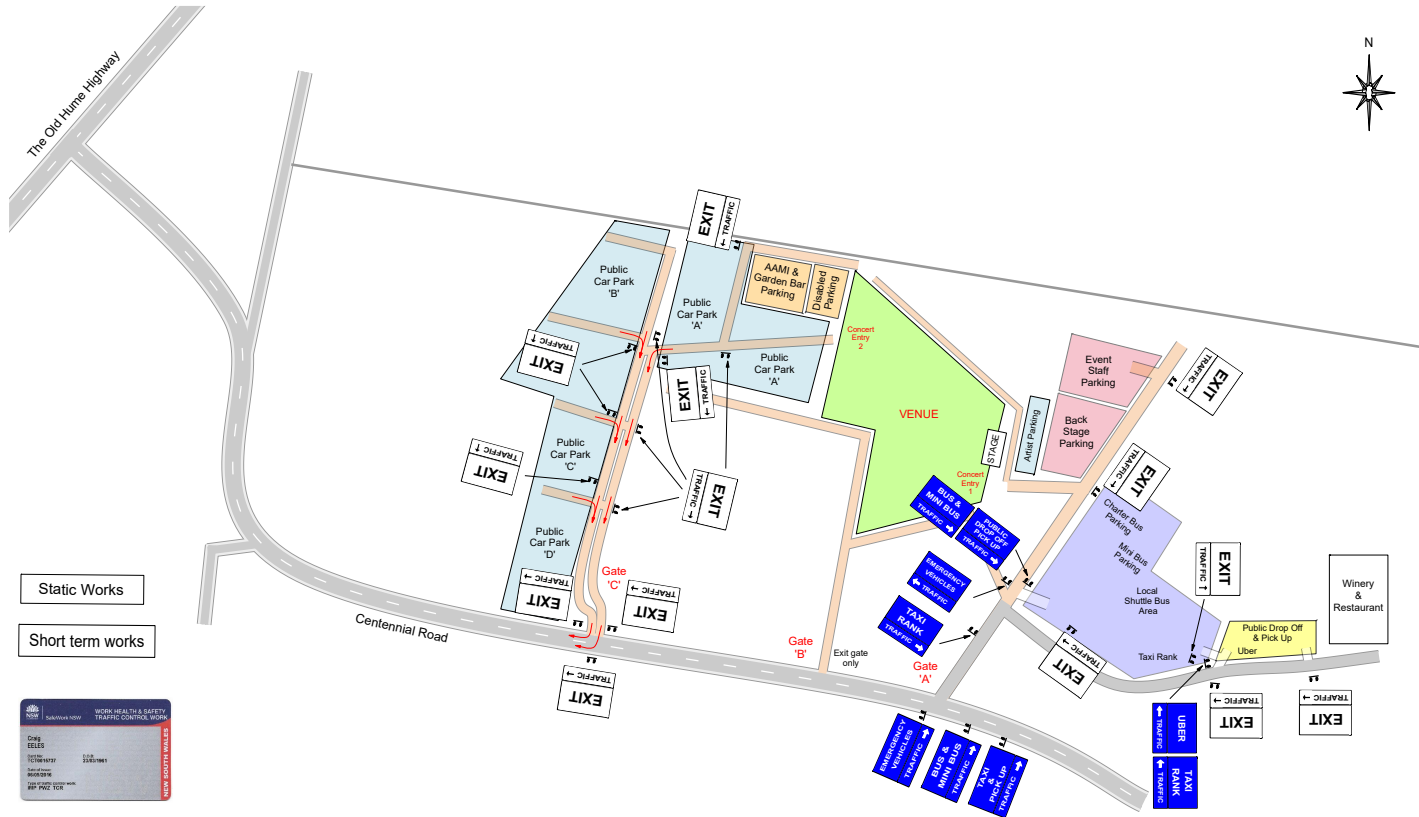
AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



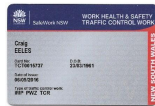
6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Static Works
Short term works

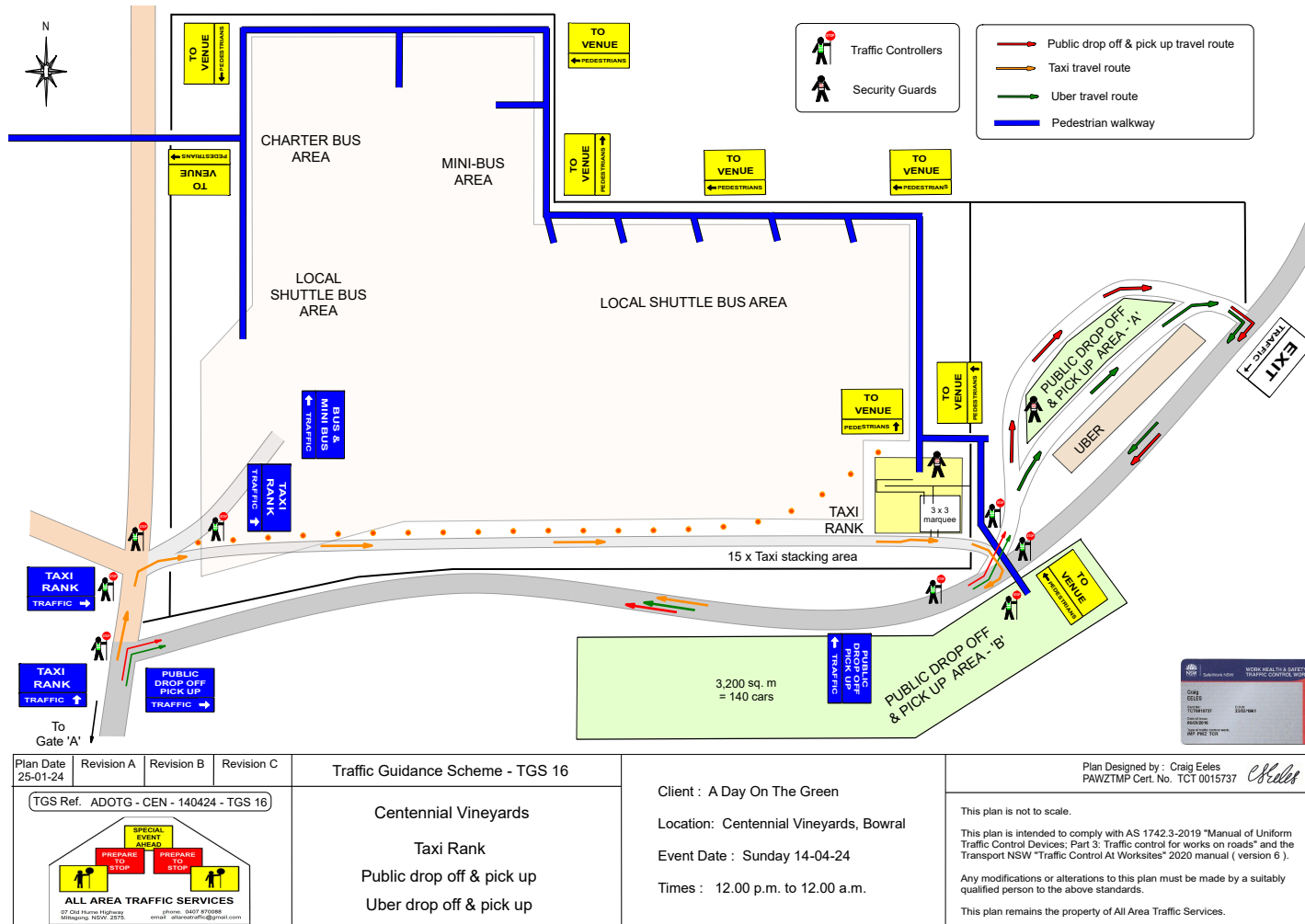


Plan Date 25-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme - TGS 15	Client : A Day On The Green Location: Centennial Vineyards, Bowral Event Date : Sunday 14-04-24 Times : 8.00 p.m. to 12.00 a.m.	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737 <i>C. Eeles</i>
TGS Ref. ADOTG - CEN - 140424 - TGS 15				Centennial Road Internal signs EGRESS		This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.

6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

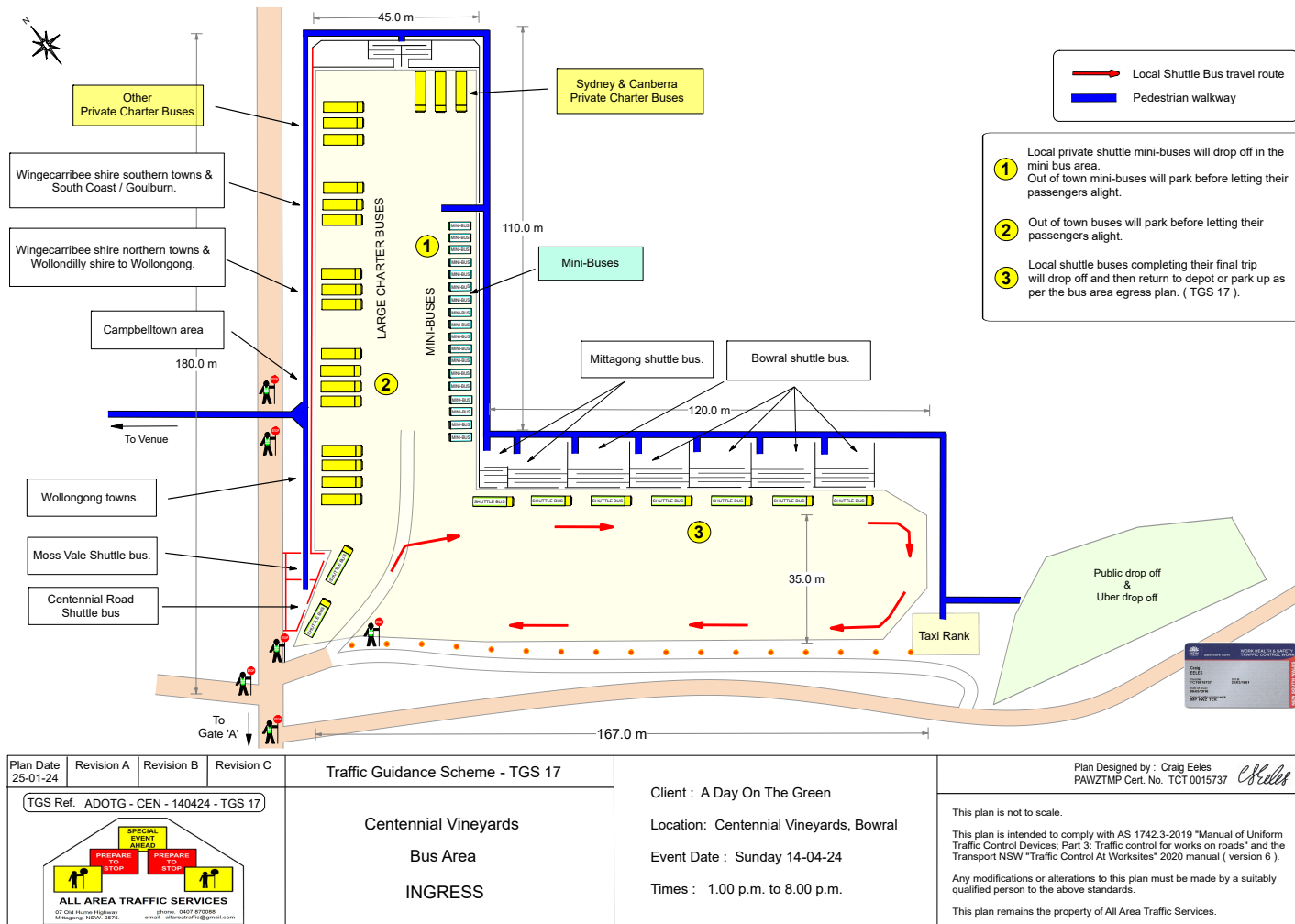
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

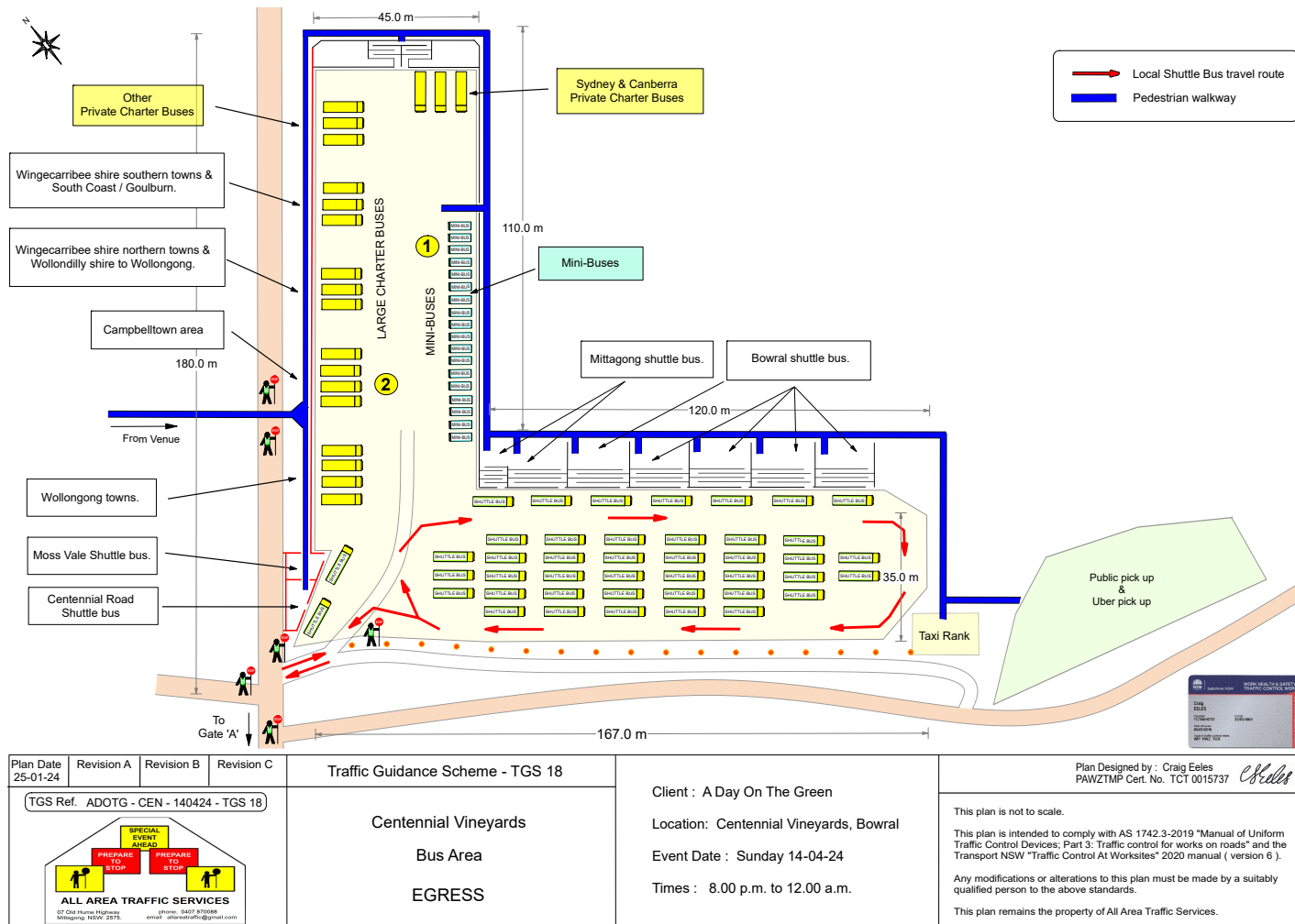
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Moss Vale (15% of total pick ups)	Total Patrons	Bus zone signage details and treatments
	725	
1 Willow Drive precinct	69	Existing bus stop. Includes Sundays. No modifications required.
2 Moss Vale Road CBD precinct	438	Existing bus stop. Includes Sundays. No modifications required.
3 Leighton Gardens	32	Existing bus stop. Includes Sundays. No modifications required.
4 Argyle Street	118	Existing bus stop. Includes Sundays. No modifications required.
5 Briars Country Inn	68	Existing bus stop. Includes Sundays. No modifications required.
6		

For roadside pick up and drop off the following treatment will be used



min. 20 m
max. 50 m

E Existing bus zone
T Roadside temporary bus zone
→ Shuttle bus route



Plan Date 25-01-24	Revision A	Revision B	Revision C
TGS Ref. ADOTG - CEN - 140424 - TGS 19			



ALL AREA TRAFFIC SERVICES
17 Oak Avenue - Singleton NSW 2335 phone: 0677 910006
 104 Main St - Singleton NSW 2335 email: info@trafficsa.com.au

Traffic Guidance Scheme - TGS 19

**MOSS VALE
SHUTTLE BUS
VEHICLE MOVEMENT PLAN**

Client : A Day On The Green

Location : Moss Vale

Event Date : Sunday 14-04-24

Times : 1.00 p.m. to 12.00 a.m.

Plan Designed by : Craig Eeles *Craigs*
 PAWZTMP Cert. No. TCT 0015737

This plan is not to scale.

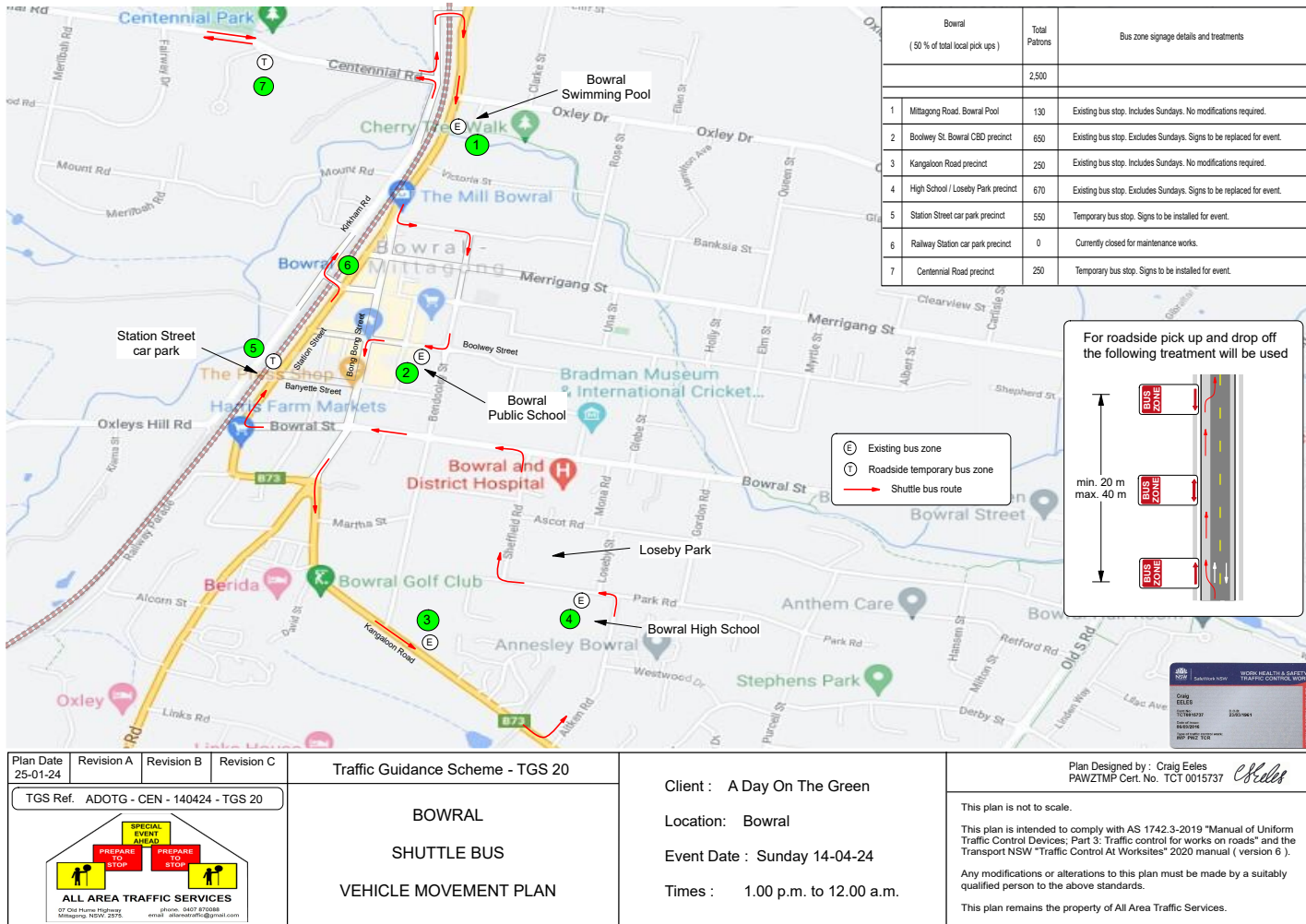
This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6).

Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards.

This plan remains the property of All Area Traffic Services.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

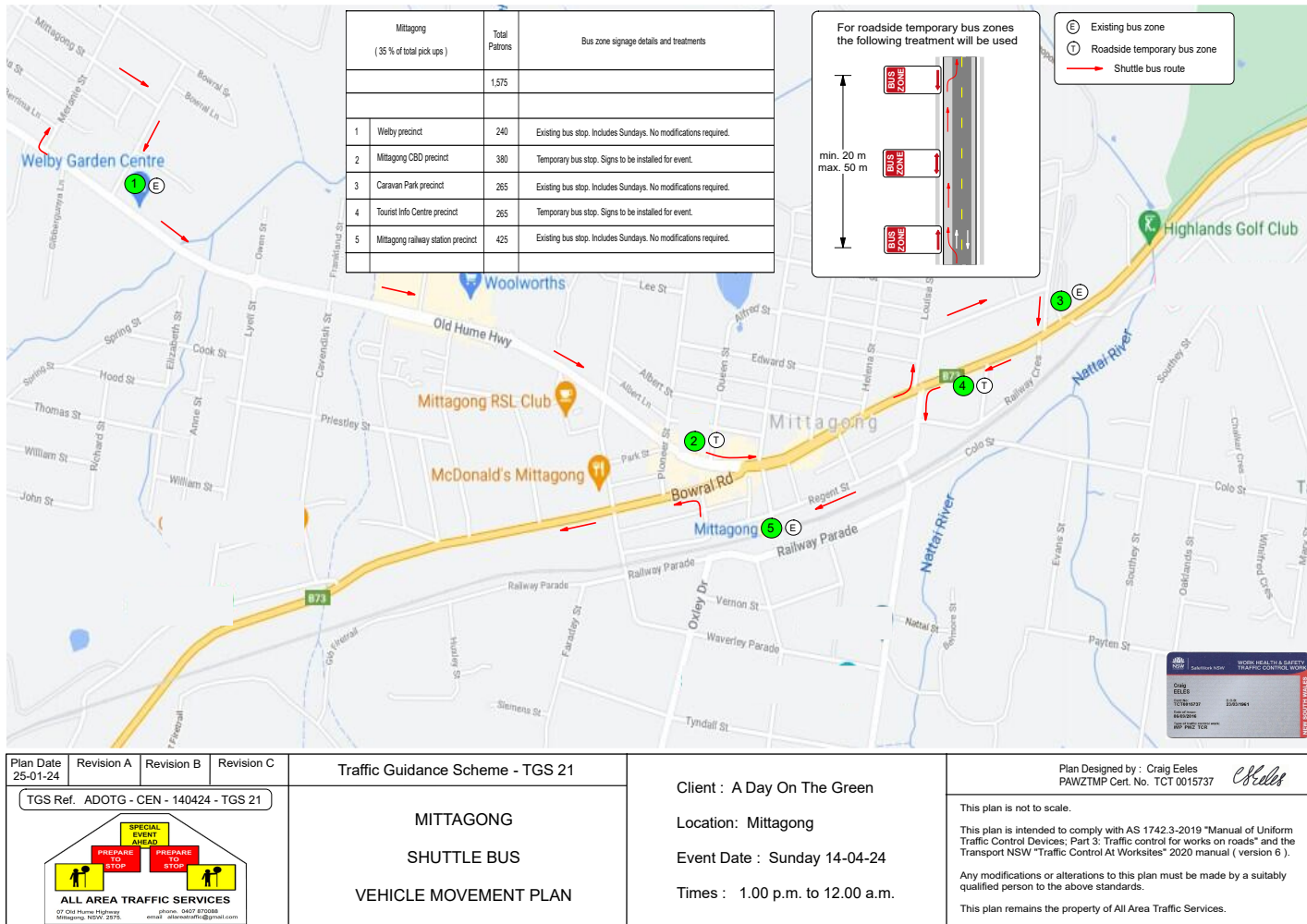
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

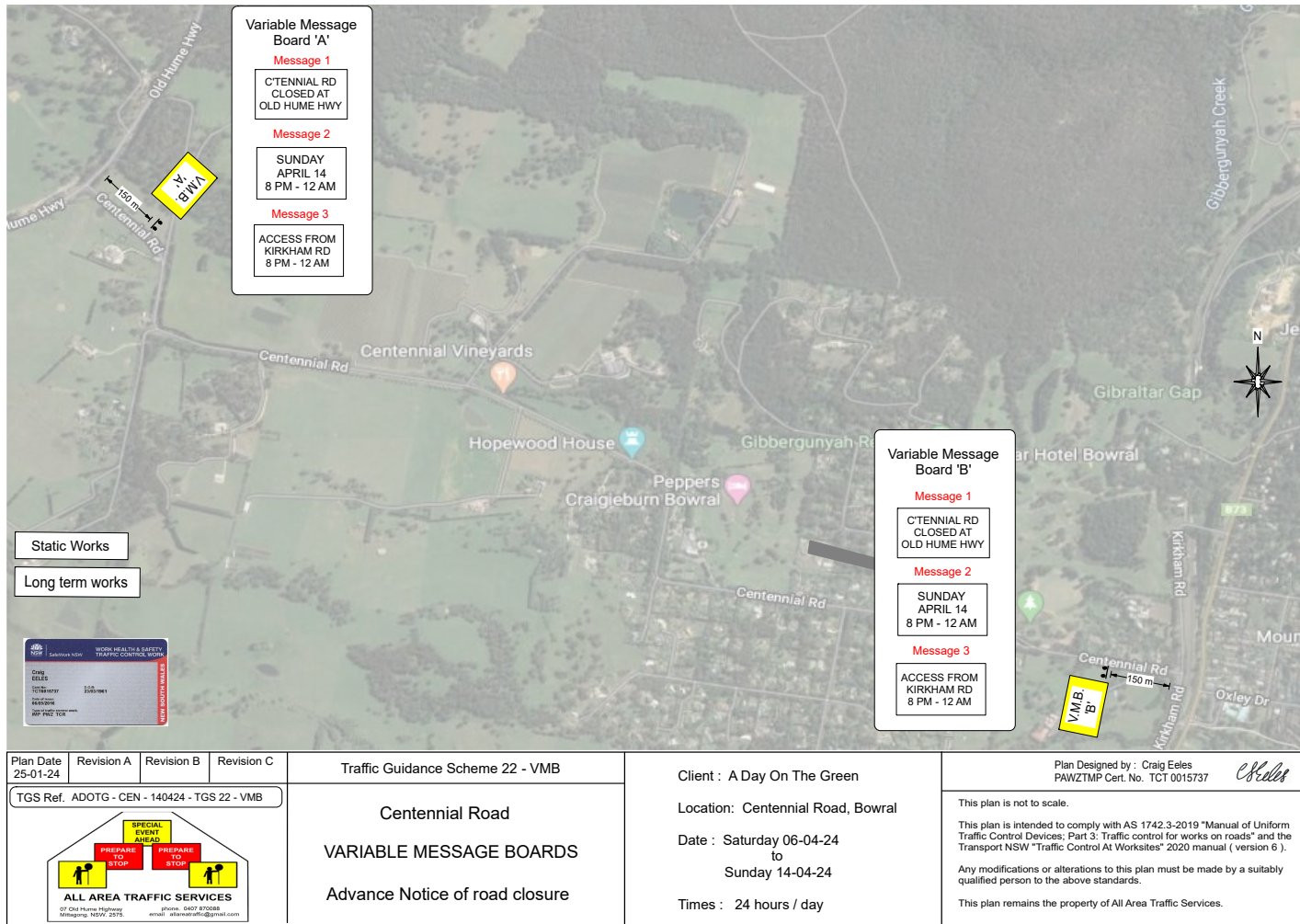
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

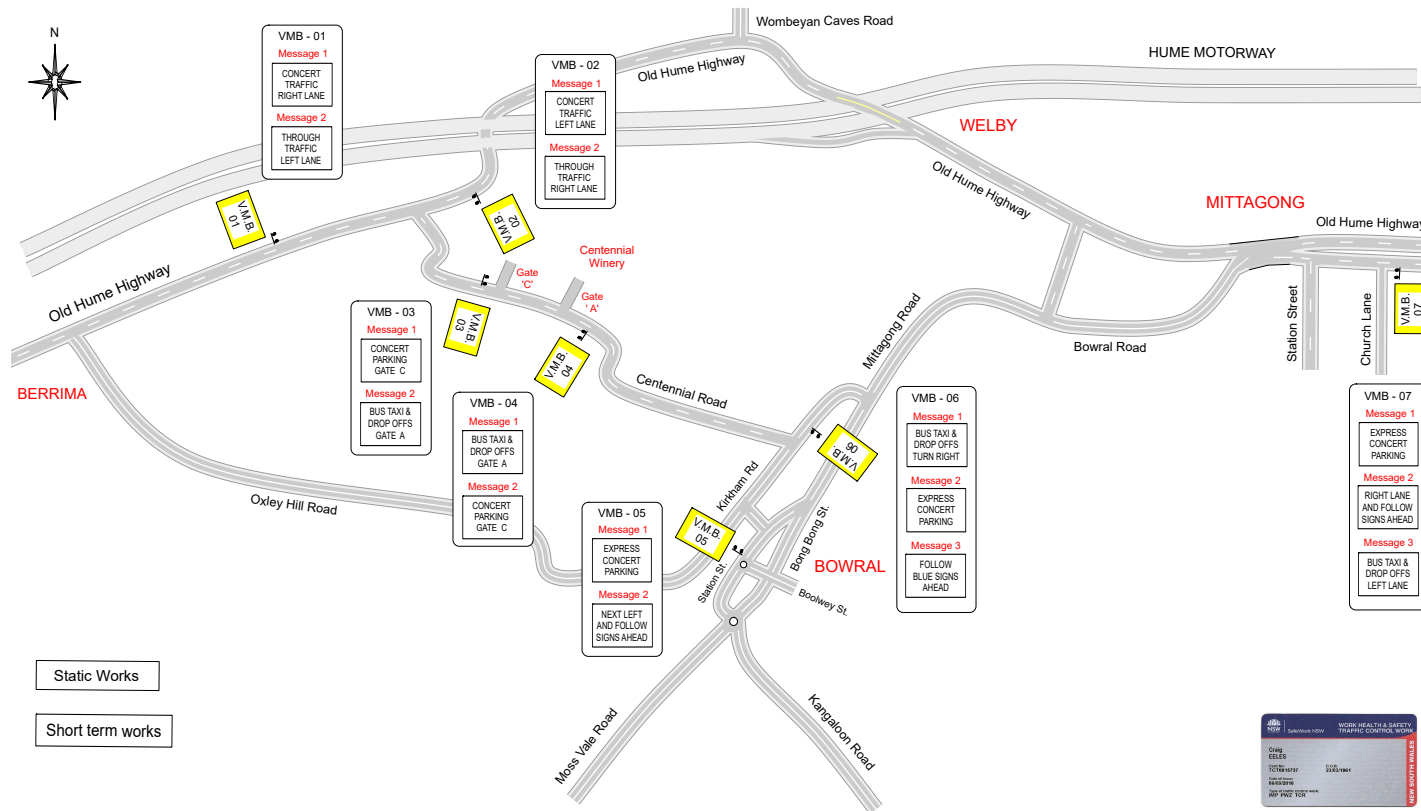
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

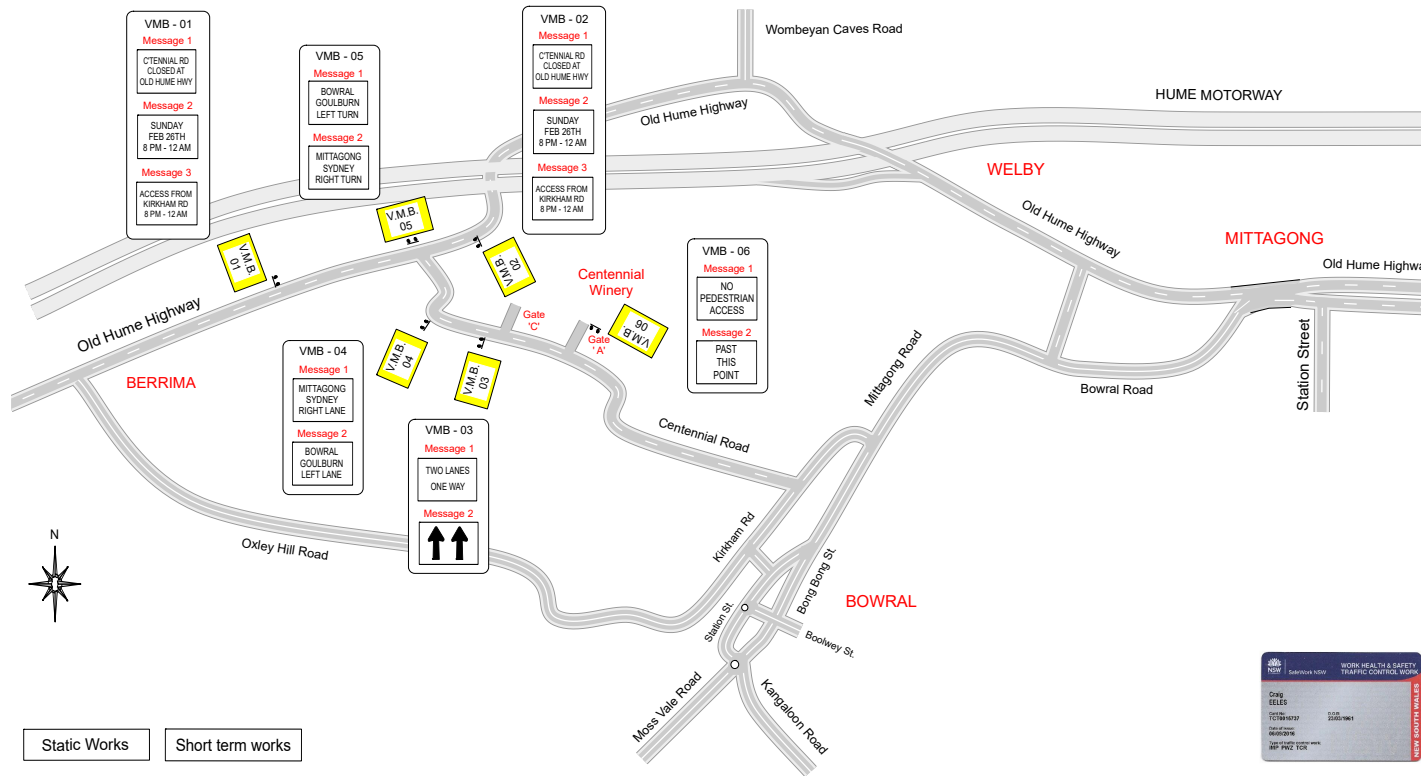
AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



Plan Date 25-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme - TGS 23 - VMB	Client : A Day On The Green	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
TGS Ref. ADOTG - CEN - 140424 - TGS 23 - VMB				Centennial Winery approaches Event Directional VMB's INGRESS	Location: Bowral & Mittagong	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
					Event Date : Sunday 14-04-24	
					Times : 12.00 p.m. to 8.00 p.m.	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Static Works Short term works

Plan Date 25-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme - TGS 24 - VMB	Client : A Day On The Green	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
TGS Ref. ADOTG - CEN - 140424 - TGS 24 - VMB				Centennial Winery Variable Message Boards EGRESS	Location: Bowral & Mittagong	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices, Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
					Event Date : Sunday 14-04-24	
					Times : 8.00 p.m. to 12.00 a.m.	

6.8.2 ADOT G. Centennial. 14-04-24. 24 x TGS

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Saturday 06th April, 2024

Bundanoon Oval

Erith Street, Bundanoon

Traffic Management Plan



Traffic Management Plan. Version 1. Plan date. 06-01-24

Prepared by Craig Eeles. 'Prepare A Work Zone Traffic Management Plan' cert. no. TCT0015737

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Index of Contents

Section 1 - INTRODUCTION

- 1.1 Introduction
- 1.2 References

Section 2 - EVENT DETAILS

- 2.1 Event organiser
- 2.2 Public Liability Insurance
- 2.3 Event Details
- 2.4 Traffic Details
- 2.5 Road closures
- 2.6 Detour Routes

Section 3 - TRANSPORT & PARKING

- 3.1 No Parking areas
- 3.2 Parking permitted areas
- 3.3 Public Drop off & Pick up areas
- 3.4 Shuttle Buses
- 3.5 Taxis
- 3.6 Stall holder Parking
- 3.7 Tour & Charter Bus parking
- 3.8 Police & Emergency Vehicle parking
- 3.9 Pedestrians
- 3.10 Wet Weather Contingency Plan

Section 4 - TRAFFIC MANAGEMENT

- 4.1 Traffic Controllers
- 4.2 Signs and Devices
- 4.3 Advertising

Section 5 - OTHER PUBLIC CONSIDERATIONS

- 5.1 Neighbours
- 5.2 Emergency Vehicles
- 5.3 Public Transport

Section 6 - TERRORISM

- 6.1 Suspect Activity
- 6.2 Vehicle Incursion

Section 7 - PERMITS AND APPROVALS

- 7.1 Police / LAC approval
- 7.2 Shire Permit S138 application
- 7.3 TfNSW Road Occupancy Licence
- 7.4 TfNSW TMP Template
- 7.5 Summary Offences Act form

Section 8 - TRAFFIC GUIDANCE SCHEMES

- TGS 01 Erith Street & Grice Drive. Northern road closure.
- TGS 02 Erith Street & Amy Street. road closures @ 6.30 a.m.
- TGS 03 Erith Street & Ellsmore Rd. road closure @ 10.30 am
- TGS 04 Erith Street. Bus drop off & pick up
- TGS 05 Detour routes
- TGS 06 Blue Gum Road. One lane section. 2 x TC's.
- TGS 07 Ellsmore Road. Jordans Crossing entry & exit point.
- TGS 08 Ellsmore Road. No Roadside Parking zone
- TGS 09 Railway Avenue & Erith Street. AWS & 40 kmh limit

2

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

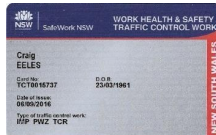
Section 1 - INTRODUCTION

1.1 Introduction

This Traffic Management Plan (TMP)

- has been produced in consultation with Event Management, Police, Local Council, TfNSW, and other stakeholders.
- takes into consideration the safety of patrons and event participants, and with emphasis on the safe passage of all traffic and pedestrians either involved in the event or travelling through or around the event area.
- takes into consideration the disruption to the local community, business' and traders.
- takes into consideration emergency services routes through or around the event area.
- is the document to be referred to by event staff in regards to any traffic management at the event.
- is one of the documents to be referred to by traffic staff in regards to the risk of terrorism at the event.
- is written as a document for relevant authorities to refer to when considering the issue of any traffic management permits and approvals for the event.
- is written to ensure that traffic management at the event is implemented in accordance with A.S. 1742.3 - 2019, the Transport NSW Traffic Control At Work Sites manual 2020 (version 6) and the TfNSW "Guide to Transport Management at Special Events" - 2018 for a class 2 event.
- has been developed by a traffic management planner with qualifications to Prepare A Work Zone Traffic Management Plan.

Craig Eeles. Certificate No. TCT0015737.



Signature:

1.2 References

The following documents and / or manuals have been used as references in developing this TMP :-

- OHS Act 2004
- NSW WH&S Act 2012
- Road Transport Act 2013
- Australian Government Guide to Terrorism in Crowded Places 2017
- RMS "Guide to Transport Management at Special Events" - 2018
- Transport NSW "Traffic Control At Worksites" - 2020 (version 6)
- AS 1742.3 - 2019

3

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 2 - EVENT DETAILS

2.1 Event Organiser

The 2024 Bundanoon Highland Gathering is organised and managed by the event committee of Bundanoon Highland Gathering Inc.

The committee representative for the event is Peter Rocca.

Phone: 0439 598 833. Email: bundanoonpete@bigpond.com

2.2 Event organiser Public Liability Insurance

The event organiser will provide a Certificate Of Currency closer to the event.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.

Traffic Management Plan.

Section 2 - EVENT DETAILS

2.3 Event Description

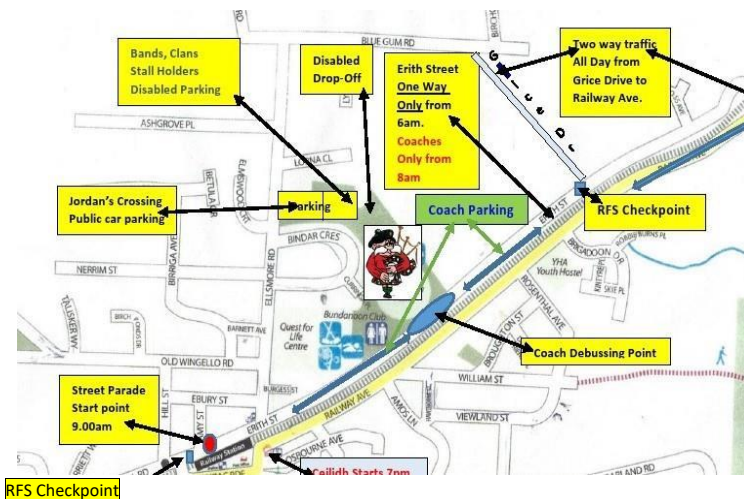
The 2024 Bundanoon Highland Gathering will be :-

- held on Saturday 06th April, 2024
- preceded with a parade from 9.00 a.m. to 10.00 a.m.
- located on Bundanoon Oval at Bundanoon from 10.00 a.m. to 5.00 p.m.

Attendances up to 3,000 people at any one time has been planned for.

A large number of stalls and activities will be located in the grounds of the Bundanoon Oval.

Parts of the event area shall occupy Wingecarribee Shire property.



Event Schedule

6.30 am.	Road closures and detours installed.
8.00 am.	Street performance in Village & parade assembly.
9.00 am.	Street parade along Erith Street from Amy Street to the Bundanoon Oval.
9.45 am.	Massed pipes & Drums display.
10.00 am.	Opening ceremony.
10.30 am to 4.30 pm.	Dancing, pipe band performances, singers, presenters, competitions, etc. at Bundanoon Oval.
4.30 p.m.	Event finishes.
5.00 pm	Road closures and detours removed.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 2 - EVENT DETAILS

2.4 Traffic Details.

Traffic

Patrons will be arriving at and leaving the event by car, train and charter bus.
Approximately 800 cars will park at the Jordans Crossing car park and in roadside parking spaces on streets around Bundanoon.
Approximately 30 buses will drop off and pick up and park in the closed section of Erith Street.

Peak traffic arrivals during the ingress phase are expected between 9.00 a.m. and 11.00 a.m.
Maximum ingress traffic impact and congestion is expected between 10.00 a.m. and 11.00 a.m.

Peak traffic departures during the egress phase are expected between 4.00 p.m. and 6.00 p.m.
Maximum ingress traffic impact and congestion is expected between 4.00 p.m. and 5.00 p.m.

2.5 Road Closures.

Certified Traffic Controllers will be located at and monitor all road closure points in Bundanoon.
Local resident access allowed via traffic controllers directions.

ERITH STREET

6.30 am to 5.00 pm.

Erith Street will be closed in both directions between Ellsmore Road and Grice Drive.

Barrier Boards with "Road Closed" sign attached to be installed on Erith Street :-
- at the Ellsmore Road intersection.
- at the Grice Drive intersection.

6.30 am to 10.30 am.

Erith Street will also be closed in both directions between Ellsmore Road and Penrose Road.

Used for the assembly of parade bands and vehicles and as part of the parade route.

Barrier Boards with "Road Closed" signs attached to be installed on Erith Street at the Penrose Road intersection.

AMY STREET

6.30 am to 10.30 am.

Amy Street will be closed in both directions between Erith Street and Ebury Street.

Used for assembly of parade participants.

Barrier Boards with "Road Closed" sign attached to be installed on Amy Street at the Ebury Street intersection.

ELLSMORE ROAD

6.30 am to 10.30 am.

Ellsmore Road will be closed in both directions between Erith Street and Ebury Street.

Barrier Boards with "Road Closed" sign attached to be installed on Ellsmore Road at the Ebury Street intersection.

6

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 2 - EVENT DETAILS

2.6 Detour Routes

ERITH STREET

6.30 a.m. to 10.30 a.m.

Detour for north bound traffic on Erith Street to be installed at the Penrose Road intersection.
Detour traffic to travel via Hill Street, Ebury Street, Ellsmore Road, Blue Gum Road and Grice Drive.

Detour for south bound traffic on Erith Street to be installed at the Grice Drive intersection.
Detour traffic to travel via Grice Drive, Blue Gum Road, Ellsmore Road, Ebury Street and Hill Street.

10.30 a.m. to 5.00 p.m.

Detour for north bound traffic on Erith Street to be installed at the Ellsmore Road intersection.
Detour traffic to travel via Ellsmore Road, Blue Gum Road and Grice Drive.

Detour for south bound traffic on Erith Street already installed at the Grice Drive intersection.
Detour traffic to travel via Grice Drive, Blue Gum Road and Ellsmore Road.

ELLSMORE ROAD

6.30 a.m. to 10.30 a.m.

Detour for south bound traffic on Ellsmore Road to be installed at the Ebury Street intersection.
Detour traffic to travel via Ebury Street and Hill Street.

10.30 a.m. to 5.00 p.m.

Detour for south bound traffic on Ellsmore Road to be installed at the Erith Street intersection.

2.7 One Way Traffic Conditions.

ERITH STREET

Traffic flow on the closed section of Erith Street for stall holders, event buses, etc. to be limited to one way only in a north bound direction from Ellsmore Road to Grice Drive.

7

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 3 - TRANSPORT & PARKING

3.1 No Parking Areas

ERITH STREET

No roadside parking for cars on Erith Street between Grice Drive and Ellsmore Road.
Bus parking permitted on the southern end of the closed section of Erith Street.

ELLSMORE ROAD

See TGS 07 for a detailed No Parking plan on Ellsmore Road between Bindar Crescent and Old Wingello Road.
Traffic cones will be installed along the shoulders of the No Parking areas.
'No Stopping' or 'No Parking' signs will be installed every 50 metres on the No Roadside Parking areas.

3.2 Permitted Parking Areas

3.2.1 Public Car Parking

JORDANS CROSSING AT BUNDANOON OVAL

Parking for vehicles attending the event will be provided within the Jordans Crossing area beside Bundanoon Oval.
The Jordans Crossing car park shall have a capacity of up to 600 cars.
Overflow parking available on the streets around Bundanoon with a capacity of 400 cars.
Traffic controllers will assist and direct turning traffic on Ellsmore Road at the car park entry. See TGS 08.
Parking marshals will be in attendance inside the Jordans Crossing car park to assist with parking.



8

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 3 - TRANSPORT & PARKING

3.2.2 Accessible / Disabled Car Parking

JORDANS CROSSING CAR PARK

An Accessible / Disabled car park shall be located inside the Bundanoon Oval.

The Disabled car park shall have a capacity of up to 50 cars.

Parking marshals will be in attendance to assist with parking.

3.3 Public Drop off & Pick up area

No official drop off and pick up area will be needed for the event.

Very few patrons are dropped off and there is adequate existing roadside parking areas which patrons can be dropped off and picked up from.

Patrons will be able to walk to the event from most areas of Bundanoon, or are able to catch the courtesy bus travelling around Bundanoon to and from the event area.

3.4 Event Shuttle Buses

Shuttle buses from nearby towns will not be operating at the event.

A town shuttle bus in Bundanoon will be provided for event patrons.

3.5 Taxis

The existing Taxi Rank is located on Railway Avenue near the railway station.

The Taxi Rank has a capacity of one taxi.

No taxi has ever dropped off or picked up at the event in twenty years, so a taxi rank is highly unlikely to be used.

10

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 3 - TRANSPORT & PARKING

3.6 Stall holder Parking

Stall holders will be able to access the Bundanoon Oval event area from 3.00 a.m. to 8.00 a.m. on event day.
All stall holders must have their vehicles removed from the Bundanoon Oval event area by 8.00 a.m. on event day.
The holder car parking area shall be located inside the Jordans Crossing parking area.
The Jordans Crossing stall holder car parking area shall have a capacity of up to 80 cars.
No stall holder vehicle entry to the event area in Bundanoon Oval allowed between 8.00 a.m. and 5.00 p.m.
No stall holder vehicle movements allowed in the event area in Erith Street between 8.00 a.m. and 5.00 p.m.
Stall holders will be able to access the Bundanoon Oval after the 'all clear' is given by the event manager at approximately 5.00 p.m. on event day.
Entry to the event area shall only be from the Erith Street gates.

3.7 Tour and Charter Bus Parking

Tour and Charter Bus drop off, pick up and parking shall be located inside the road closure point at the southern end of Erith Street.
The Bus parking area shall have a capacity of up to 40 buses.
Bus patrons must be dropped off and picked up at the bus drop off area and parking area on Erith Street.

See TGS 04

3.8 Police and Emergency Vehicles Parking

Police and emergency vehicles shall be able to park directly inside the Erith Street gates to Bundanoon Oval via the closed section of Erith Street.

3.9 Pedestrians

Pedestrians will walk on existing foot paths and walkways.

11

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 3 - TRANSPORT & PARKING

3.10 Wet Weather Contingency Plan

The event has a three stage wet weather contingency plan

Stage 1. (compulsory requirement)

In the case of wet weather causing the public car park and other parking areas to be at risk of becoming boggy, it will be necessary have a 4wd tractor on site with an operator on duty throughout the day to assist bogged vehicles. The tractor must be powerful enough to tow a bogged bus if necessary.

Stage 2. (optional requirement)

The event organizer may organize a shuttle bus service to and from Bowral, Robertson, etc. as alternative transport to the event site due to adverse weather.

Event patrons will be advised beforehand if possible to use the public transport provided to minimize the amount of cars attending the event.

Stage 3. (optional requirement)

The event organizer has the power to cancel the event at any stage due to adverse weather such as rain, strong winds, lightning, etc.

12

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.

Traffic Management Plan.

Section 4 - TRAFFIC MANAGEMENT

4.1 Traffic Controllers

4 x Traffic Controllers will be required to set up the work site signs and devices from 3.00 a.m. to 6.00 a.m. on the day of the event.

11 x Traffic Controllers on duty from 6.30 a.m. to 10.30 a.m. on the day of the event to monitor road closures and assist with traffic flow.

10 x Traffic Controllers on duty from 10.30 a.m. to 5.00 p.m. on the day of the event to monitor road closures and assist with traffic flow.

4 x Traffic Controllers will be required to dismantle the work site signs and devices from 5.00 p.m. to 7.00 p.m. on the day of the event.

Ref.	Location	TGS Ref.	Traffic Controllers	Traffic Management description	Traffic Controller duties
1	Erith Street and Grice Street intersection 6.00 a.m. to 5.00 p.m.	TGS 01	1 x TC	Road Closure with detour in place. Local resident access for Erith Street residents between Grice Drive and the Bundanoon Oval.	Direct detour traffic and allow local residents and event buses onto the closed section of Erith Street.
2	Erith Street inner road closure near Bundanoon Oval entry gate 6.00 a.m. to 5.00 p.m.	TGS 04	1 x TC	Road closure. Event buses and local residents only allowed past this closure point. No vehicle movements during parade.	Direct and assist bus movements past the closure point. Monitor and stop any vehicle movements during the parade down Erith Street.
3	Erith Street bus drop off & pick up zone. 6.00 a.m. to 5.00 p.m.	TGS 04	2 x TC	Bus zone for drop off and pick up of event patrons.	Direct and assist bus movements and pedestrians. Monitor and stop any vehicle movements during the parade down Erith Street.
4	Erith Street and Ellsmore Road intersection 6.00 a.m. to 5.00 p.m.	TGS 02	1 x TC	Road Closure with detour in place. Local resident access for Erith Street residents between Ellsmore Road and the tennis courts.	Direct detour traffic and allow local residents and parade vehicles onto the closed section of Erith Street.
5	Ellsmore Road Jordans Crossing car park entry & exit point. 6.00 a.m. to 5.00 p.m.	TGS 07	3 x TC	Traffic controllers at car park entry & exit point.	Stop / slow traffic control to assist with turning traffic at the car park entry & exit point.
6	Blue Gum Road. One lane section. 6.00 a.m. to 5.00 p.m.	TGS 06	2 x TC	Traffic controllers at one lane section	Stop / slow traffic control to allow for two way traffic on the one lane section.
7	Erith Street and Penrose Road intersection 6.30 a.m. to 10.30 a.m.	TGS 03	1 x TC	Road Closure with detour in place.	Direct detour traffic and allow local residents onto the closed section of Erith Street.
8	Amy Street and Ebury Street intersection 6.30 a.m. to 10.30 a.m.	TGS 03	1 x TC	Road Closure with detour in place.	Direct detour traffic and allow local residents onto the closed section of Amy Street.
9	Ebury Street and Ellsmore Road intersection 6.30 a.m. to 10.30 a.m.	TGS 03	1 x TC	Road Closure with detour in place.	Direct detour traffic and allow local residents onto the closed section of Ellsmore Road.

13

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 4 - TRAFFIC MANAGEMENT

4.2 Signs and Devices

Advance Warning Signs

Advance Warning Signs to be installed :-

- on Erith Street on both approaches to the event area.
- on Ellsmore Road on the approach to the Erith Street event area.
- on Ellsmore Road on the approach to the Jordans Crossing car entry and exit point.
- on Grice Drive on the approach to the Erith Street event area.

No Parking signs.

'No Stopping' or 'No Parking' signs will be installed on :-

- Erith Street between Grice Drive and the oval entrance.
- Ellsmore Road between Old Wingello Road and Bindar Crescent, and near the Jordans Crossing car park entry and exit point.

Advisory Parking Signs

Advisory Parking signs will be installed :-

- on Railway Avenue, Anzac Parade, Penrose Road, Erith Street, Hill Street, Ebury Street, Old Wingello Road and Ellsmore Road directing patrons to the parking area inside the Jordans Crossing car park area.

Road Closure Signs

Barrier boards with "Road Closed" signs attached will be installed at :-

- the intersection of Erith Street and Grice Drive. (Erith Street closed to south bound traffic)
- the intersection of Erith Street and Ellsmore Road. (Ellsmore Road closed to north bound traffic)
- the intersection of Erith Street and Penrose Road. (Erith Street closed to north bound traffic for parade)
- the intersection of Amy Street and Ebury Street. (Amy Street closed for parade)
- the intersection of Ebury Street and Ellsmore Road. (Ellsmore Road closed to south bound traffic for parade)

See TGS 01, TGS 02, & TGS 03

Detour Advisory Signs

Detour signs will be installed on Erith Street, Hill Street, Ebury Street, Ellsmore Road, Blue Gum Road and Grice Drive.

See TGS 05

4.3 Advertising

Event organisers will carry out a letter drop to affected residents on Erith Street and surrounds two weeks prior to the event.

A community meeting will also be held prior to the event to discuss event procedures and to answer any community or resident concerns.

The event Traffic Management shall be advertised in the local papers one week prior to the event.

14

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 5 - PUBLIC CONSIDERATIONS

5.1 Neighbours

The Bundanoon Highland Gathering is supported by the residents of Bundanoon, and has an impact that is understood and tolerated by the residents of Bundanoon.

5.2 Emergency Vehicles

Traffic controllers will maintain a three to four metre wide access path :-

- for emergency vehicles on the public roads through or around the event area.
- for emergency vehicles to all areas of the event.

5.3 Public Transport

As the event is on a Saturday no school buses will be affected.

Public transport services on Saturday in Bundanoon shall be minimal also.

Buses, taxis and other public transport carrying out their business on the day of the event will have some no to minimal disruption and delays to their operations while travelling in the vicinity of Bundanoon.

Some minor delays may be expected for anyone on public transport wanting to travel through Bundanoon on the day of the event.

15

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 6 - TERRORISM

Event management will refer to the Australian Government 'Guide to Terrorism in Crowded Places' 2017 to determine the level of risk of terrorism for this event, before deciding what measures and / or control methods will be deemed sufficient for this event.

6.1 Suspect activity.

Traffic Controllers and Parking Marshals will be given an event pre-start induction, including what to do if suspicious activity is observed.

This page of the TMP will be used as part of the induction documentation.

Suspicious activity includes a person or persons :-

- observing and / or taking notes of the procedures used by event staff.
- observing and / or taking notes of patron movements.
- taking photos from a car or a distance.
- becoming concerned or trying to conceal themselves if they notice they are being observed by any staff.

The traffic controller or parking marshal must :-

- Not put yourself in any danger or approach anyone acting suspiciously.
- Notify nearby traffic controllers or parking marshals and security staff as soon as possible of your concerns of suspicious activity.
- Notify the traffic manager as soon as possible of your concerns of suspicious activity.
- Take note of suspicious vehicle description including registration plate details if possible.
- Take notes of suspicious persons description including height, build, clothing, appearance, etc.

The traffic manager must :-

- Notify the security manager and site manger as soon as possible of the traffic controllers or parking marshals concerns and the location of the traffic controller or parking marshal.
- Follow the instructions given by either police, the security manager or the event manager.

6.2 Vehicle incursion,

Vehicle incursion into areas where large numbers of people are congregated is now being used as a method of terrorist activity resulting in serious injury and death to pedestrians.

An outdoor event poses many risks for vehicle incursion due to the general open ground layout including :-

- Vehicle access from public roads around and into the event area.
- Vehicle access within the event site.
- Vehicular movements beside pedestrian walkways and footpaths.

Measures taken to minimize the risk of this occurring at the event site may include :-

- Minimise or eliminate the vehicle access points to the event area.
This could include restricted access points, detours and public road closures.
- Minimise or eliminate the vehicle access points inside the event site.
This could include internal road closures and restricted access points.
- Install vehicular anti incursion barriers at external road closure points.
- Install vehicular anti incursion barriers at internal incursion points.
- Install vehicular anti incursion barriers beside pedestrian walkways and footpaths.

16

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 7 - PERMITS AND APPROVALS

7.1 Shire Permit

WINGECARRIBEE SHIRE COUNCIL

Process.

1. The event organiser will obtain a S138 permit from the Planning Department to hold the event.

Form S138.

The event organiser will submit a S138 application form to Wingecarribee Shire Council online through the NSW planning portal website.

This Traffic Management Plan and Traffic Guidance Schemes will some of the documents to be included as part of the S138 application for Shire approval for the event.

After electronic submission, the event organiser will check with the Planning Department at Wingecarribee Shire Council for specific details of the approval process and fees.

The Planning Engineer at Wingecarribee Shire Council is Eric Luu.

Phone. 02 48680888 email. eric.luu@wsc.nsw.gov.au

2. The event organiser or traffic management planner submits a site-specific Traffic Management Plan and Traffic Guidance Schemes to the Traffic Department for consideration at the next Local Traffic Safety Committee meeting.

Local Traffic Committee.

This Location Risk assessment, Traffic Management Plan and associated Traffic Guidance Schemes will be sent electronically to the Traffic Engineer at Wingecarribee Shire Council.

The LRA, TMP and TGS' will be considered at the next Local Traffic Committee meeting, of which the Shire Traffic Engineer is one of the members.

The Traffic Engineer at Wingecarribee Shire Council is Michael Rayner.

Phone. 02 48680818 email. michael.rayner@wsc.nsw.gov.au

Any LTC recommendations from the meeting will be:-

- forwarded to the event organiser and / or the traffic management planner for additions or amendments as specified in the recommendations from the meeting.
- after any or all LTC recommendations have been met, LTC approval forwarded to Council for the next council meeting.

Council.

- Council considers and approves traffic management for the event at the next council meeting.
- Event organisers will obtain a S138 permit from Wingecarribee Shire Council, prior to traffic controllers installing signs and devices, reducing existing speed limits, and controlling traffic on any shire property prior to or on the day of the event.

17

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 7 - PERMITS AND APPROVALS

7.2 Police / LAC approval

Schedule 1 Form - Notice of Intention to Hold a Public Assembly.

The Schedule 1 Form - Notice of Intention to Hold a Public Assembly is one of the documents that will be referred to as part of the police giving approval for the event and the proposed traffic management at the event.

Commonly known as a Form 1, the Notice of Intention to Hold a Public Assembly is the document that the event organiser needs to provide to police, and it outlines the necessary details.

A copy of the completed Form 1 for this event is in section 8.5 of this TMP.

Local Police.

The event organiser will submit the Form 1 by taking it to their nearest police station or emailing to the relevant police officers at the station.

They should also contact the officer in charge at the police station nearest the event if a road has to be closed.

The notice should be submitted at least fourteen days before a scheduled assembly.

The local police may give instructions to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

If no opposition is or instruction is voiced by the officer in charge of events or the commissioner after 7 days, then it is legal.

This TMP will also be sent to the local police officer in charge of public events.

The police approval may give instruction to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

Bundanoon Police station.

Contact. Phone. 02 4883 6044 email. @police.nsw.gov.au

Moss Vale Police station.

Contact 1. Inspector Brendon Bernie. Phone. 02 4868 1222 email. @police.nsw.gov.au

Contact 2. S/C Michael Hoep. Phone. 02 4868 0222. email.

Local Area Command.

The Traffic Management Plan will also be considered at the next Local Traffic Committee meeting, of which the Police Local Area Commander is one of the members.

Police approval from the Local Area Command (LAC) at Goulburn will be obtained as part of the traffic management application and approval process through Council.

The LAC police approval may give instructions to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

Local Area Command. Goulburn Police station.

Contact. S/C Hayley Upton. Ph. 02 4824 0799. email.

Traffic Controllers may also be given and will comply with instructions on the day of the event from any member of the NSW police force on duty.

18

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 7 - PERMITS AND APPROVALS

7.3 TfNSW Road Occupancy Licence

TfNSW controlled roads will not be affected by the event traffic.

A "Road Occupancy Licence" will not be needed from the TfNSW at Wollongong, prior to traffic controllers installing any signs and devices, closing roads, and controlling traffic in Bundanoon on the day of the event.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 7 - PERMITS

7.4 TfNSW TMP Template

Special Event Resources

Special Event transport Management Plan Template

Refer to chapter 7 of the Guide for a complete description of the transport management plan.

1 EVENT DETAILS

1.1 Event Summary

Event Name : Bundanoon Highland Gathering
Event Location : Bundanoon Oval . Bundanoon.
Event Date : Saturday 06-04-24 Event Start Time : 6.30 a.m. Event Finish Time : 5.00 p.m.
Event Setup Start Time : 3.00 a.m. Event Pack down Finish Time : 8.00 p.m.
Event is (a) on-street moving for parade. (b) off-street for event.

1.2 Contact names

Event Organiser * Bundanoon Highland Gathering Committee - Peter Rocca
Phone Mobile: 0439 598 833. Email: bundanoonpete@bigpond.com

Event Management Company (if applicable)
Phone Fax Mobile E-mail

Police LAC Goulburn Police Station – Hayley Upton
Phone 48240799 Mobile E-mail.
Bundanoon Police Station
Phone 48836044 Mobile E-mail.

Council Wingecarribee Shire Council - Michael Rayner
Phone 48680888 Mobile E-mail michael.rayner@wsc.nsw.gov.au

Transport NSW (if Class 1) Wollongong TfNSW
Phone Fax 42212777 Mobile E-mail

Note : The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out

1.3 Brief description of the event (one paragraph)

Annual Traditional Scottish Highland Games gathering and Street Parade.

20

6.9.1 2024 Bundanoon Brigadoon. Traffic Management Plan

Page | 106

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 7 - PERMITS

7.4 TfNSW TMP Template

2 RISK MANAGEMENT - TRAFFIC

- 2.1 Occupational Health & Safety - Traffic Control
Risk assessment plan (or plans) attached.
- 2.2 Public Liability Insurance
Public liability insurance arranged. Certification of Currency attached.
- 2.3 Police
Police written approval not obtained.
- 2.4 Fire Brigades and Ambulance
Fire Brigades notified.
Ambulance notified.

3 TRAFFIC AND TRANSPORT MANAGEMENT

- 3.1 The route or location
Map attached.
- 3.2 Parking
Parking organised - details attached.
- 3.3 Construction, traffic calming and traffic generating developments
There are no construction activities, traffic calming devices or traffic generating developments at the location / route or on the detour Routes.
- 3.4 Trusts, authorities or Government enterprises
This event uses facility managed by a trust, authority or enterprise, written approval attached.
- 3.5 Impact on / of Public transport
Public transport plans created - details attached.
- 3.6 Reopening roads after moving events
This is a moving event - details attached.
- 3.7 Traffic Management requirements unique to this event
Description of unique traffic management requirements attached.
- 3.8 Contingency plans
Contingency plans attached.
- 3.9 Heavy vehicle impacts
Does not impact heavy vehicles.
- 3.10 Special event clearways
Special event clearways not required.

21

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 7 - PERMITS

7.4 TfNSW TMP Template

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

- 4.1 Access for local residents, businesses, hospitals and emergency vehicles
Plans to minimise impact on the non-event community attached.
- 4.2 Advertise traffic management arrangements.
Road closures or restrictions -advertising medium and copy of proposed advertisements attached.
- 4.3 Special event warning signs
Special event information signs are described in the Traffic Control Plan/s.
- 4.4 Permanent Variable Message Signs
This event does not use permanent Variable Message Signs
- 4.5 Portable Variable Message Signs
This event does not use portable VMS.

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 *Road 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 , TfNSW 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.

22

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 7 - PERMITS

7.4 TfNSW TMP Template

6 APPROVAL

TMP Approved by : _____ Event Organiser 18-01-2024 Date

7 AUTHORISATION 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 : _____ Council . _____ Date

The TfNSW 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 : _____ TfNSW . _____ Date

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

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 7 - PERMITS

7.5 Summary Offences Act form

Schedule 1 Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I Peter Rocca (name)
of Bundanoon (address)
on behalf of the Bundanoon Highland Gathering Committee (organisation)

Notify the Commissioner of Police that
on the 06th (day) of the 04th (month), 2024 (year), it is intended to hold

both

(a) a public assembly , not being a procession , of approximately 3,000 persons at any one time, (number)
which will assemble at Bundanoon Oval , Bundanoon (place)
at approximately 6.00 a.m. and disperse at approximately 5.00 p.m.

or

(b) a public assembly, being a procession of approximately 1,000 (number) persons,
which will assemble at approximately 8.00 am, and at
approximately 9.00 am the procession will commence and shall proceed from Amy St Bundanoon along Erith St to the
Bundanoon Oval

(specify route , any stopping places and the approximate duration of any stops ; and the approximate time of termination .
A diagram may be attached)

2 The purpose of the proposed assembly is for the traditional beginning to the Brigadoon Highland Gathering.

24

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 7 - PERMITS

7.5 Summary Offences Act form (continued)

- 3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly
(*strike out whichever is not applicable*)
- (i) There will be 12 (*number*) vehicles and / or 8 (*number*) of floats involved .
The type and dimensions are as follows ;
All road registered vehicles.
- (ii) There will be 25 (*number*) of bands , musicians , entertainers , etc. which will entertain or address the assembly.
- (iii) The following number and type of animals will be involved in the assembly ;
nil
- (iv) other special characteristics of the proposed assembly are as follows ;
Road closures in place. Detours in place. Traffic Controllers on duty.

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

-
- 5 Notices for the purposes of the *Summary Offences Act 1988* may be served upon me
at the following address :
- Peter Rocca
c/o post office
Bundanoon. 2578.
- Telephone No. 0439 598 833
-

- 6 Signed
- Capacity / Title : Event Organiser
- Date 18-01-2024

25

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Brigadoon. Bundanoon Highland Gathering. Bundanoon Oval. Saturday 06th April, 2024.
Traffic Management Plan.

Section 8 - TRAFFIC GUIDANCE SCHEMES

Traffic Guidance Schemes have been produced to cover all hazards and risks associated with the event.

The Traffic Guidance Schemes are as follows :-

- TGS 01. Erith Street & Grice Drive intersection. Northern road closure.
- TGS 02. Erith Street & Ellsmore Road intersection. Southern road closure.
- TGS 03. Erith Street & Amy Street. Road closures for parade. 6.30 a.m.
- TGS 04. Erith Street. Bus drop off & pick up.
- TGS 05. Detour Routes
- TGS 06. Blue Gum Road. One lane section. 2 x TC's
- TGS 07. Ellsmore Road. Jordans Crossing entry & exit point.
- TGS 08. Ellsmore Road. No Roadside Parking zone.
- TGS 09. Railway Avenue & Erith Street. Advance Warning Signs & 40 speed limit.

The Traffic Guidance Schemes are in a separate document.

END TRAFFIC MANAGEMENT PLAN

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Saturday 06th April, 2024

Bundanoon Oval

Erith Street, Bundanoon

Traffic Guidance Schemes

- TGS 01 - Erith Street & Grice Drive intersection. Road closure.
- TGS 02 - Erith Street & Amy Street closures. 6.30 a.m. to 10.30 a.m.
- TGS 03 - Erith Street & Ellsmore Road intersection. Road closure. 10.30 a.m.
- TGS 04 - Erith Street. Bus drop off & pick up.
- TGS 05 - Erith Street. Road closure detour routes
- TGS 06 - Blue Gum Road. One lane section. 2 x TC's
- TGS 07 - Ellsmore Road. Jordans Crossing entry & exit point.
- TGS 08 - Ellsmore Road. No Roadside Parking zone
- TGS 09 - Railway Avenue & Erith Street. 40 kmh & bus signs.



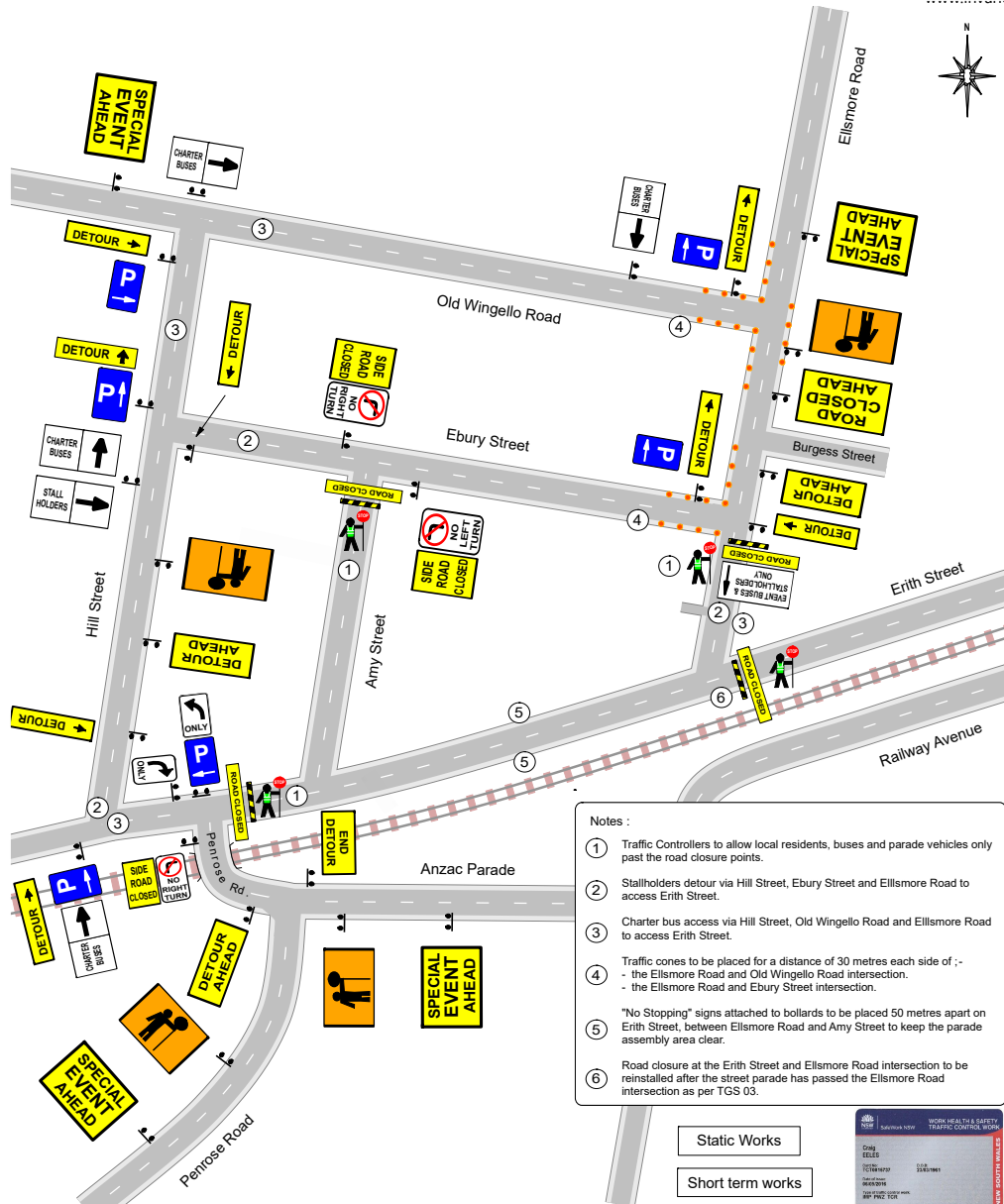
Traffic Guidance Schemes. Version 2. date. 18-01-24

Prepared by Craig Eeles.

'Prepare A Work Zone Traffic Management Plan' cert. no. TCT0015737

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

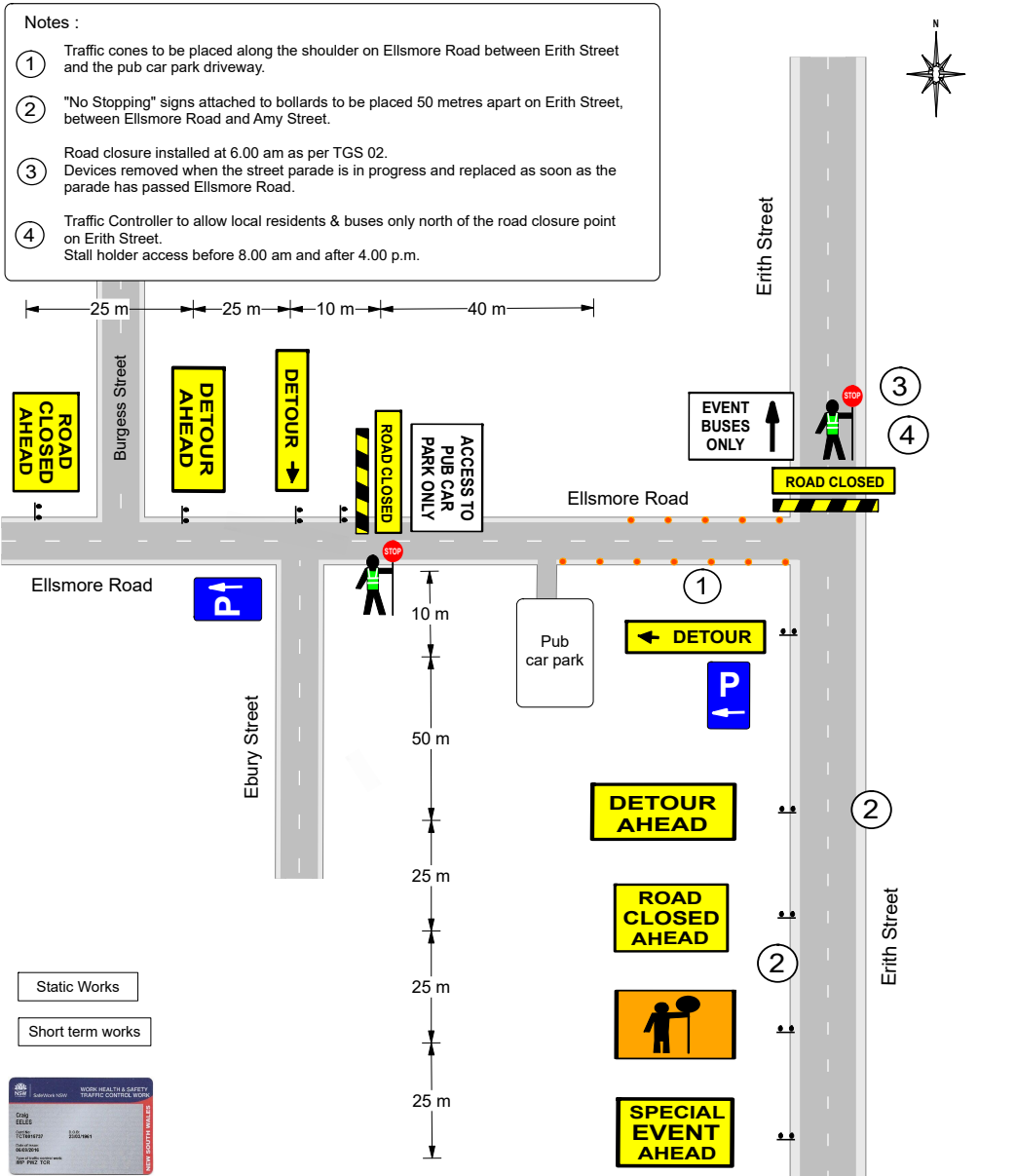
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



<p>Traffic Guidance Scheme 02</p> <p>Plan Date: 06-12-23 Revision A: 16-01-24 Revision B: 23-01-24 Revision C:</p>				<p>Erith Street & Amy Street. Western road closure. 6.00 a.m.</p> <p>Ref. BUND - BRIG - 060424 - TGS 02</p>	
				<p>Client : The Bundanoon Highland Gathering "Bundanoon is Brigadoon"</p> <p>Location : Erith Street, Ellismore Road & Amy Street</p> <p>Event Date : Saturday 06-04-2024</p> <p>Times : From 6.00 a.m. to 10.30 a.m.</p>	
<p>Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT0015737</p>				<p>This plan is not to scale.</p> <p>This plan is intended to comply with AS 1742.3-2018 "Manual of Uniform Traffic Control Devices: Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" manual 2020 (version 6).</p> <p>This plan remains the property of All Area Traffic Services and must not be copied or altered without permission of the Author.</p>	

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



Traffic Guidance Scheme 03				Erith Street. Southern road closure. 10.30 a.m.	Ref. BUND - BRIG - 060424 - TGS 03
Plan Date 06-12-23	Revision A 16-01-24	Revision B 23-01-24	Revision C	Client : The Bundanoon Highland Gathering "Bundanoon is Brigadoon"	Plan Designed by : Craig Eeles PANZTMP Cert. No. TCT0015737
				Location : Erith Street & Ellsmore Road	This plan is not to scale.
				Event Date : Saturday 06-04-2024	This plan is intended to comply with AS 1742.3-2018 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" manual 2020 (version 6).
				Times : From 10.30 a.m. to 6.00 p.m.	This plan remains the property of All Area Traffic Services and must not be copied or altered without permission of the Author.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Specific Notes

- 1 Traffic Controller to allow local residents, stall holders and buses only past this road closure point.
- 2 Traffic controllers on duty during the street parade to ensure residents in Idlewood Drive and Lochinver Drive and other non-event vehicles do not proceed past these points while the parade is in progress.
- 3 Traffic Controllers on duty from 6.30 a.m. to 10.30 a.m. and from 4.00 p.m. to 5.00 p.m. to assist with bus drop offs and pick ups.
- 4 Bus drop off and pick up area.
- 5 Traffic controller to assist and direct local residents and bus parking.
- 6 Bus parking area along the shoulder between Idlewood Drive and Grice Drive.
- 7 No Stall holder vehicles allowed to remain in, or to enter the park after 8.30 a.m.
- 8 "No Stopping" signs attached to bollards to be placed 50 metres apart on Erith Street.

General Notes.
Traffic Controllers to have radio communication with each other.

Bus Route

Stallholder route

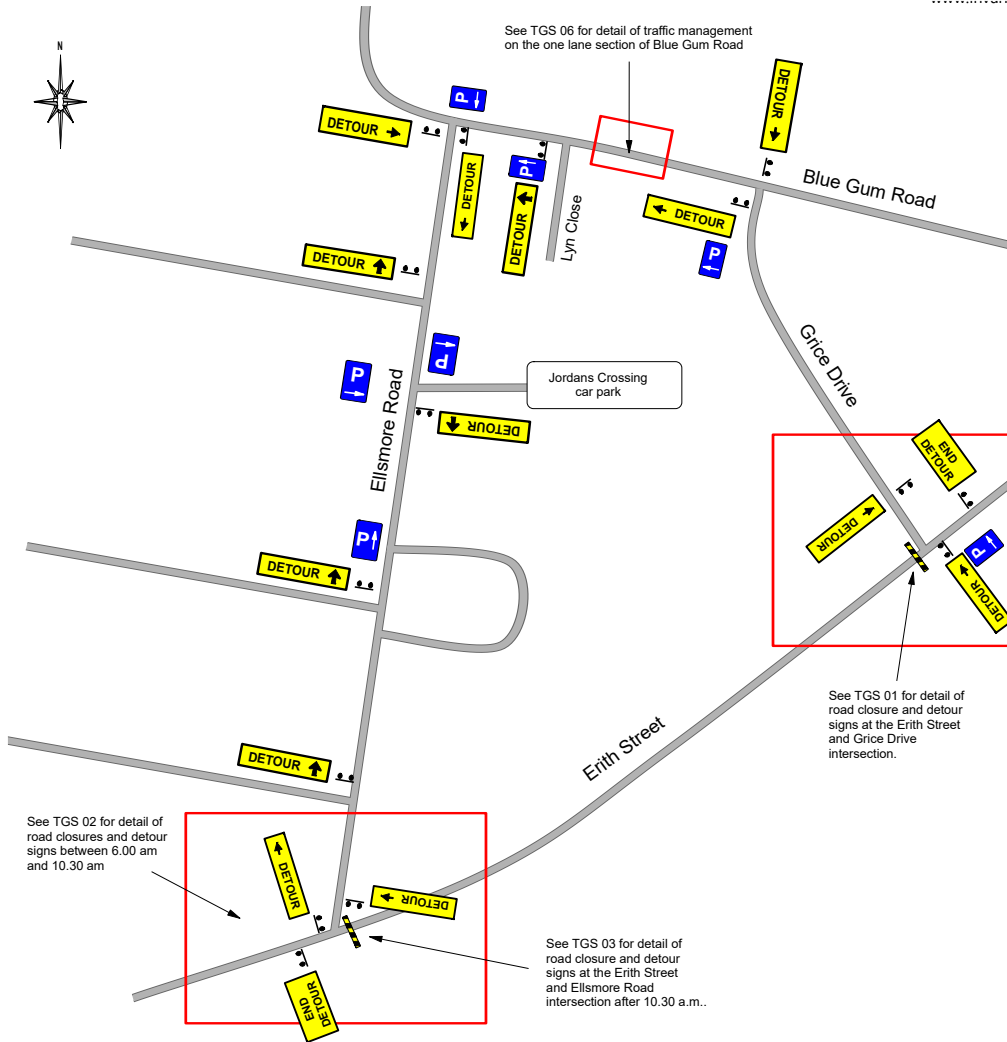
Static Works

Short term works

Plan Date 06-12-23	Revision A 17-01-24	Revision B 23-01-24	Revision C	Traffic Guidance Scheme - TGS 04	
TGS Ref. BUND - BRIG - 060424 - TGS 04				<p>2024 Bundanoon Brigadoon</p> <p>Erith Street.</p> <p>Bus Drop Off / Pick Up & Parking</p>	<p>Client : The Bundanoon Highland Gathering " Bundanoon is Brigadoon "</p> <p>Location : Erith Street. Bundanoon</p> <p>Event Date : Saturday 06-04-2024</p> <p>Times : From 6.30 a.m. to 5.00 p.m.</p>
<p>ALL AREA TRAFFIC SERVICES 17 Old Home Highway, Bundanoon NSW 2575 Phone: 0811 419096 Email: allaretraffics@gmail.com</p>				<p>Plan Designed by : Craig Eeles PAWZTMF Cert. No. TCT 0015737</p> <p>This plan is not to scale.</p> <p>This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6).</p> <p>Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards.</p> <p>This plan remains the property of All Area Traffic Services.</p>	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



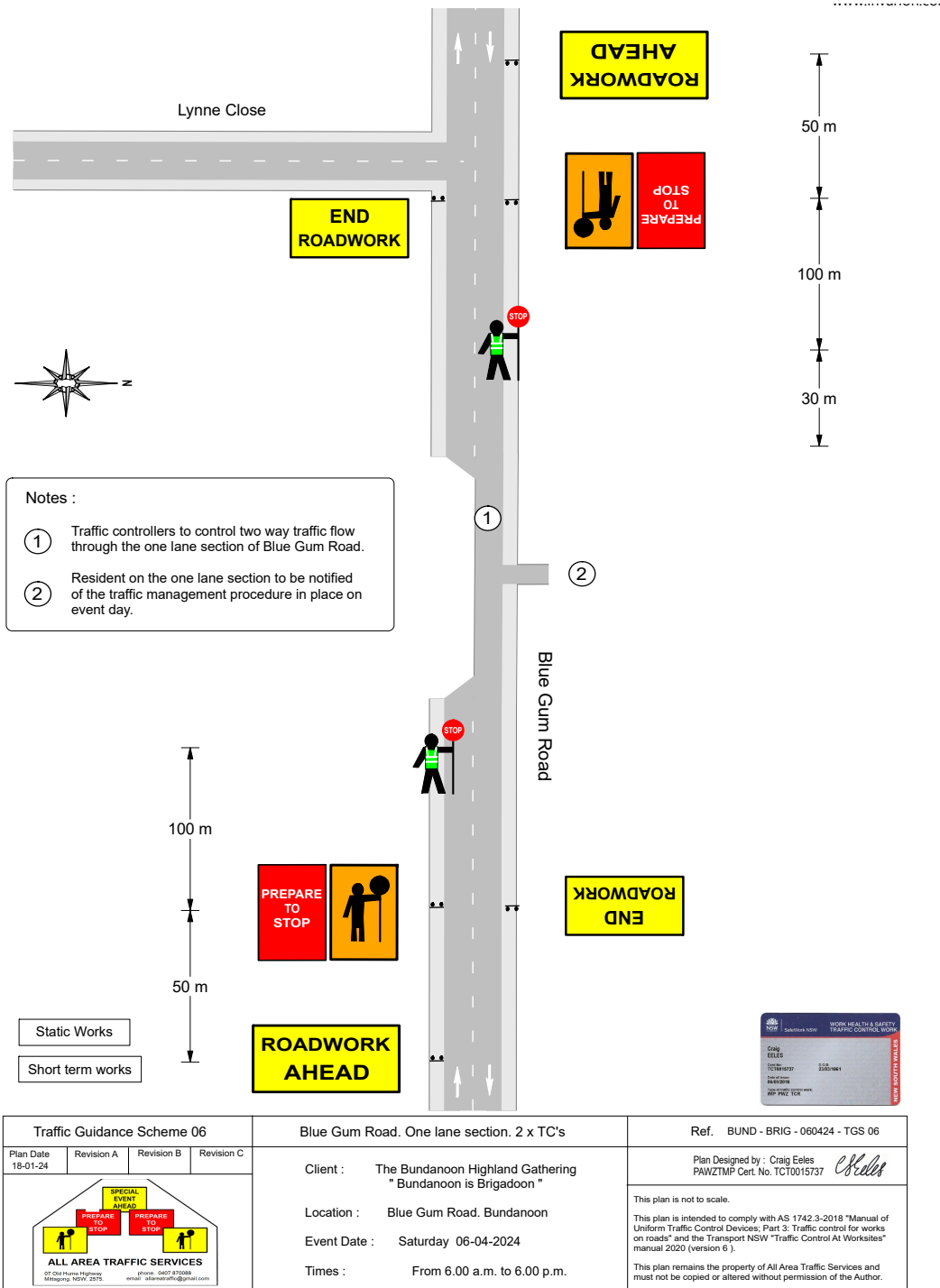
- Static Works
- Short term works



Traffic Guidance Scheme 05				Erith Street road closure - detour routes	Ref. BUND - BRIG - 060424 - TGS 05
Plan Date 06-12-23	Revision A 17-01-24	Revision B	Revision C	Client : The Bundanoon Highland Gathering "Bundanoon is Brigadoon"	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT0015737
<p>ALL AREA TRAFFIC SERVICES PO BOX 1000 Bundanoon NSW 2575 phone: 0607 870488 email: info@atfs.com.au</p>				Location : Ellismore Road to Grice Drive, Event Date : Saturday 06-04-2024 Times : From 6.00 a.m. to 6.00 p.m.	<p>This plan is not to scale.</p> <p>This plan is intended to comply with AS 1742.3-2018 "Manual of Uniform Traffic Control Devices: Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" manual 2020 (version 6).</p> <p>This plan remains the property of All Area Traffic Services and must not be copied or altered without permission of the Author.</p>

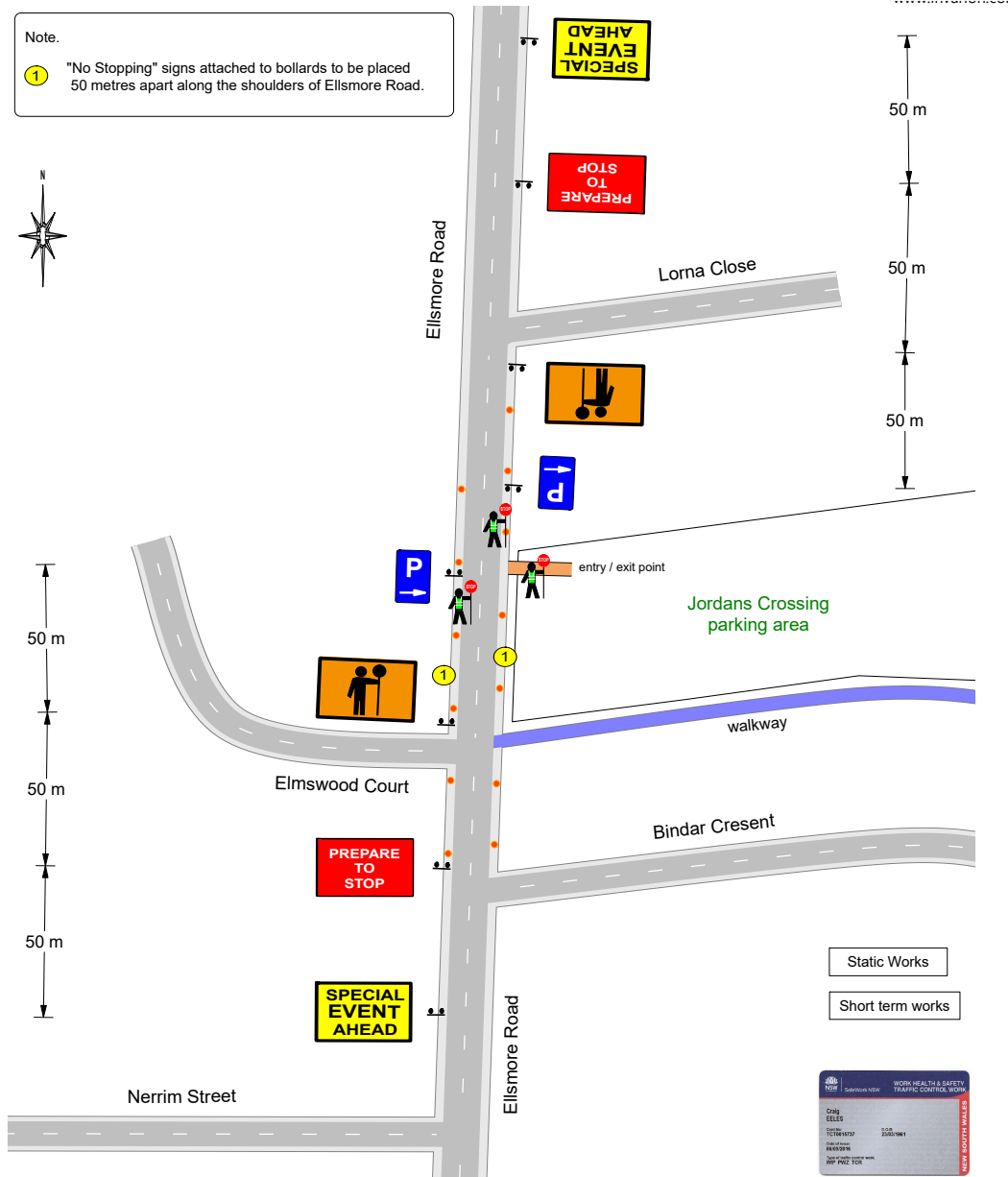
**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

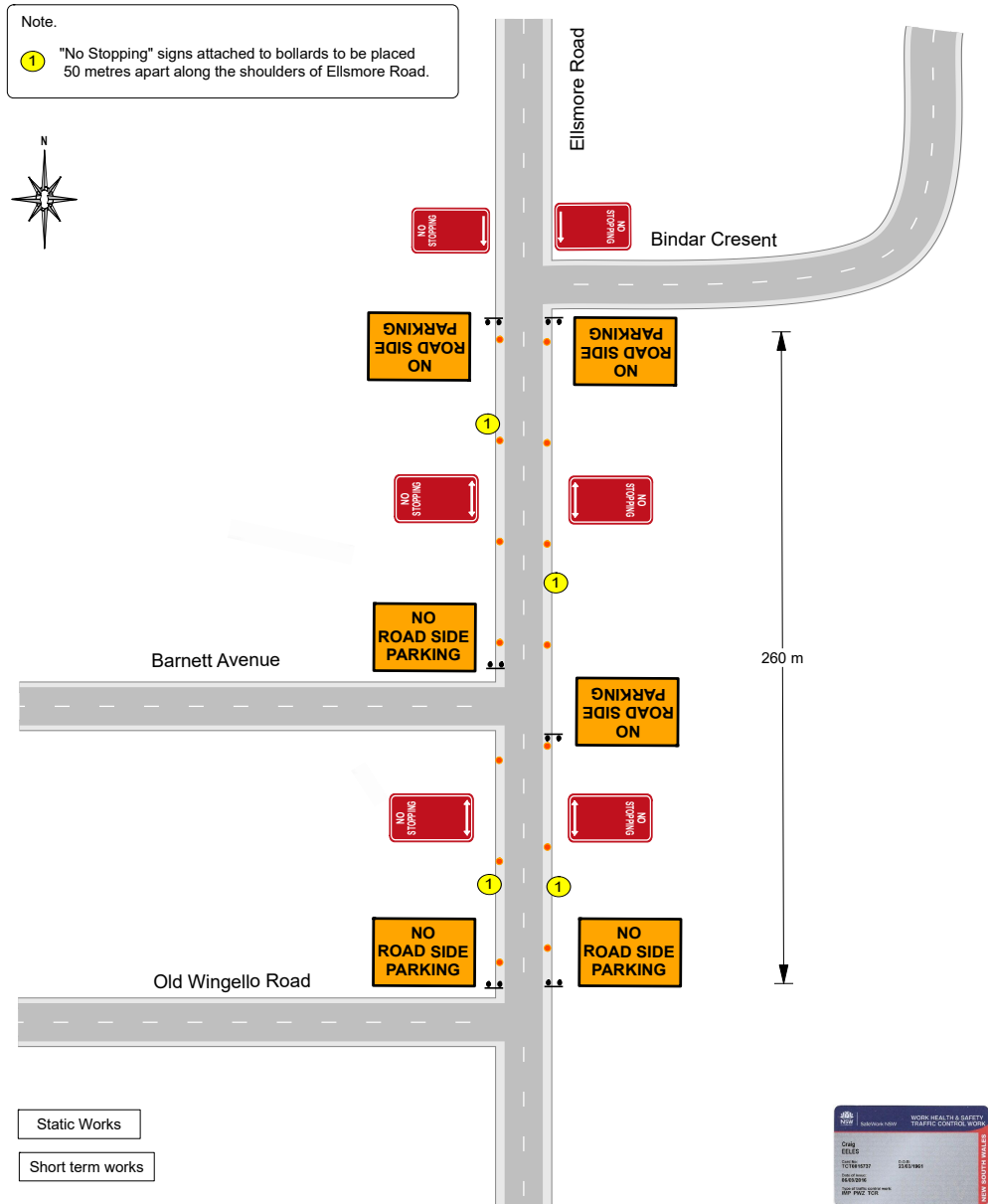
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Traffic Guidance Scheme 07				Jordans Crossing entry & exit point - Traffic controllers	Ref. BUND - BRIG - 060424 - TGS 07
Plan Date 06-12-23	Revision A 18-01-24	Revision B	Revision C	Client : The Bundanoon Highland Gathering " Bundanoon is Brigadoon "	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT0015737
<p>ALL AREA TRAFFIC SERVICES 17 Old Rivers Highway, Bundanoon NSW 2575 phone: 0607 870486 email: allaretraffics@gmail.com</p>				Location : Ellismore Road, Bundanoon	This plan is not to scale. This plan is intended to comply with AS 1742.3-2018 "Manual of Uniform Traffic Control Devices: Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" manual 2020 (version 6). This plan remains the property of All Area Traffic Services and must not be copied or altered without permission of the Author.
				Event Date : Saturday 06-04-2024	
				Times : From 6.00 a.m. to 6.00 p.m.	

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

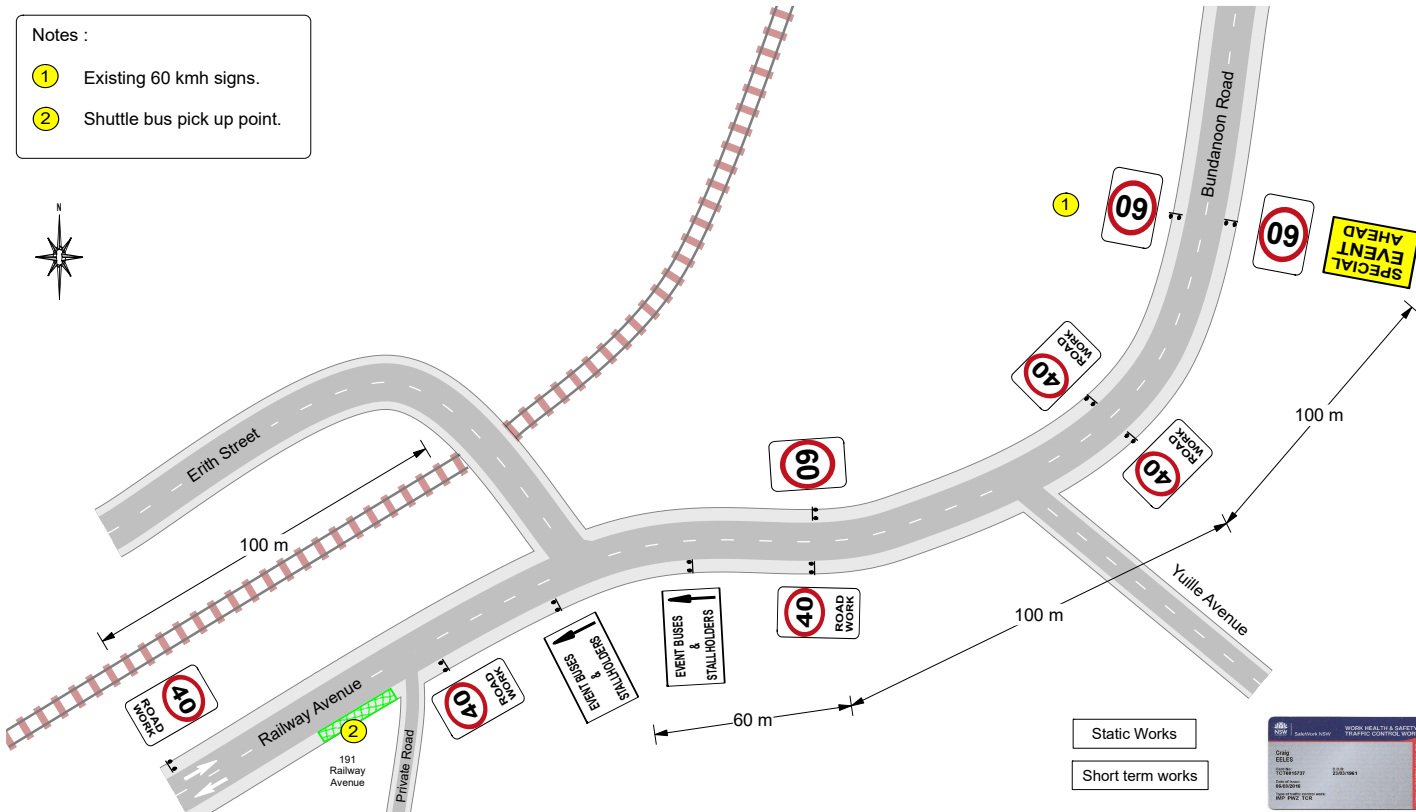
AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024



Traffic Guidance Scheme 08				Ellismore Road. No roadside parking	Ref. BUND - BRIG - 060424 - TGS 08
Plan Date 18-01-24	Revision A	Revision B	Revision C	Client : The Bundanoon Highland Gathering " Bundanoon is Brigadoon "	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT0015737 <i>Craig Eeles</i>
<p>ALL AREA TRAFFIC SERVICES PO Box 1000 Bundanoon NSW 2575 phone: 0487 870486 M: 0487 870486 email: info@atfns.com</p>				Location : Ellismore Road, Bundanoon	This plan is not to scale.
				Event Date : Saturday 06-04-2024	This plan is intended to comply with AS 1742.3-2018 "Manual of Uniform Traffic Control Devices, Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" manual 2020 (version 6).
				Times : From 6.00 a.m. to 6.00 p.m.	This plan remains the property of All Area Traffic Services and must not be copied or altered without permission of the Author.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Plan Date 18-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme - TGS 09	Client : The Bundanoon Highland Gathering " Bundanoon is Brigadoon "	Plan Designed by : Craig Eeles PAWZTMF Cert. No. TCT 0015737
TGS Ref. BUND - BRIG - 060424 - TGS 09				2024 Bundanoon Brigadoon Railway Avenue & Erith Street. Bus directional signs	Location : Railway Avenue & Erith Street. Bundanoon	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
ALL AREA TRAFFIC SERVICES 17 Old Home Road, Murrumbidgee NSW 2575 Phone: 0487 478006 Email: atf@atftraffic.com.au				Event Date : Saturday 06-04-2024	Times : From 6.30 a.m. to 5.00 p.m.	

6.9.2 2024 Brigadoon. 9 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

*Burrawang Easter
Market*



Easter Saturday
30th March 2024

Hoddle Street, Burrawang

Traffic Management Plan



Traffic Management Plan. version 1. date. 13-12-23.
Prepared by Craig Eeles.
'Prepare A Work Zone Traffic Management Plan' cert. no. TCT0015737

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Index of Contents

<p>Section 1. INTRODUCTION</p> <p>1.1 Introduction 1.2 References</p> <p>Section 2. EVENT DETAILS</p> <p>2.1 Event organiser 2.2 Public Liability Insurance 2.3 Event Details 2.4 Traffic Details 2.5 Road closures 2.6 Detour Routes 2.7 One way traffic conditions</p> <p>Section 3. TRANSPORT & PARKING</p> <p>3.1 No Parking areas 3.2 Parking permitted areas 3.3 Public Drop off & Pick up areas 3.4 Shuttle Buses 3.5 Taxis 3.6 Stall holder Parking 3.7 Tour & Charter Bus parking 3.8 Police & Emergency Vehicle parking 3.9 Pedestrians 3.10 Wet Weather Contingency Plan</p> <p>Section 4. TRAFFIC MANAGEMENT</p> <p>4.1 Traffic Controllers 4.2 Signs and Devices 4.3 Advertising</p> <p>Section 5. EMERGENCY SERVICES</p> <p>5.1 Emergency Vehicles 5.2 Police 5.3 Ambulance 5.4 Fire Brigade</p>	<p>Section 6. OTHER PUBLIC CONSIDERATIONS</p> <p>6.1 Neighbours 6.2 Emergency Vehicles 6.3 Public Transport</p> <p>Section 7. TERRORISM</p> <p>7.1 Suspect Activity 7.2 Vehicle Incursion</p> <p>Section 8. PERMITS AND APPROVALS</p> <p>8.1 Shire Permit application 8.2 Local Police & Local Area Command approvals 8.3 Summary Offences Act form 8.4 TfNSW TMP Template 8.5 TfNSW Road Occupancy Licences</p> <p>Section 9. TRAFFIC GUIDANCE SCHEMES</p> <p>TGS 01 Church Street. Advance Warning Signs & 40 kmh TGS 02 Illawarra Highway. side road closure signs TGS 03 Illawarra Highway & McGraths Road. A.W.S. & 60 kmh TGS 04 Illawarra Highway & Burrawang Station Road. A.W.S. TGS 05 Illawarra Highway & Church Street. A.W.S. & 60 kmh TGS 06 Burrawang one-way travel and detour routes TGS 07 Shuttle Bus Route - Vehicle Movement Plan TGS 08 Burrawang Village parking plan TGS 09 Range Street. cars & pedestrians TGS 10 Range Street car parks TGS 11 Sports ground car parks TGS 12 Stall Holder Parking TGS 13 Burrawang alternative in bound route</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 1. INTRODUCTION

1.1 Introduction

This Traffic Management Plan (TMP)

- is based on the successful method of operation developed by All Area Traffic Services at previous Easter Markets held at Burrawang over the last nineteen years.
- has been produced in consultation with Event Management, Police, Local Council, TfNSW, and other stakeholders.
- takes into consideration the safety of patrons and event participants, and with emphasis on the safe passage of all traffic and pedestrians either involved in the event or travelling through or around the event area.
- takes into consideration the disruption to the local community, business' and traders.
- takes into consideration emergency services routes through or around the event area.
- is the document to be referred to by event staff in regards to any traffic management at the event.
- is one of the documents to be referred to by traffic staff in regards to the risk of terrorism at the event.
- is written as a document for relevant authorities to refer to when considering the issue of any traffic management permits and approvals for the event.
- is written to ensure that traffic management at the event is implemented in accordance with A.S. 1742.3 - 2019, the Transport NSW 'Traffic Control At Work Sites' manual 2023 (version 6) and the Transport NSW "Guide to Transport Management at Special Events" - 2018 for a class 2 event.
- has been developed by a traffic management planner with qualifications to 'Prepare A Work Zone Traffic Management Plan'.

Craig Eeles. Certificate No. TCT 0015737



Signature:

1.2 References

The following documents and / or manuals have been used as references in developing this TMP :-

- OHS Act 2004
- NSW WH&S Act 2012
- Road Transport Act 2013
- Australian Government Guide to Terrorism in Crowded Places 2017
- Transport NSW "Guide to Transport Management at Special Events" - 2018
- Transport NSW "Traffic Control At Worksites" - 2023 (version 6)
- AS 1742.3 - 2019

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.1 Event Organiser

The 2024 Burrawang Easter Market is organised and managed by the Burrawang Easter Market Association.

The committee representative for the event is Marion Weekes.

Phone: 0414 493 666. Email: marionweekes@optusnet.com.au

The event manager and site manager for the event is Chris McCann.

Phone: 0474 500 658. Email: cmac29@icloud.com

CONTACT LIST

Entity	Position / service	contact name	phone	email
Burrawang Easter Market Association	Committee representative	Marion Weekes	0414 493 666	marionweekes@optusnet.com.au
	Event manager	Chris McCann	0474 500 658	cmac29@icloud.com
	Site manager			
All Area Traffic Services	Traffic management	Craig Eeles	0407 870 088	allareatrafic@gmail.com
Police - Moss Vale	Local Traffic Committee rep.	Senior Constable Hayley Upton	4824 0799	humetrafficservices@police.nsw.gov.au
	Local events police rep.	Inspector Brendon Bernie	4862 9299	
Police - Goulburn District	Local Area Commander	Senior Constable Hayley Upton	4824 0799	humetrafficservices@police.nsw.gov.au @police.nsw.gov.au
	District Operations Inspector			
Police - Robertson	Officer in charge			
Wingecarribee Shire Council	Planning Dept. Event approval (S138)	Eric Luu	4868 0888	eric.luu@wsc.nsw.gov.au
	Traffic Dept. Local Traffic Committee rep.	Michael Rayner	4868 0888	michael.rayner@wsc.nsw.gov.au
Transport NSW (TINSW)	Local Traffic Committee rep.			
	ROL & SZA approval	Wollongong office		rol.southern@TINSW.nsw.gov.au
Berrima Buses	Local shuttle bus service	Chris Moule	4871 3211 0408 682 627	
Highland Taxis	Local taxi service	Laurie Stewart / John	4861 0000	
Ambulance NSW - Bowral	Emergency services		000	
NSW Fire & Rescue - Bowral	Emergency services		000	
SES - Bowral	Emergency services		000	
Local Newspaper	Public notification of event	Southern Highland News		

4

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024


Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.2 Public Liability Insurance.

Examples of existing or recent COC's are shown below.

Burrawang Easter Market Association



CERTIFICATE OF CURRENCY
Arena/Berkley Entertainment and Events General Liability
Our Reference: 00010146

POLICY NUMBER: ABB1AE/005215
INSURED: Burrawang Easter Market Association
INSURED ADDRESS: Burrawang NSW 2577
THE BUSINESS: Promotion & Staging of Burrawang Easter Markets to be held on 11 April 2020 at Burrawang NSW.
SECURITY: Berkley Insurance Company Trading as Berkley Insurance Australia
PERIOD OF INSURANCE: 10/04/20 to 12/04/20 At 4pm Local Time

Covering
Section 1 Public Liability **INSURED**
Section 2 Products Liability **INSURED**

Please take note of the Exclusions that apply to this Policy (Exclusions 4.1 to 4.19 in the Policy Wording).
It is hereby declared and agreed that:
Section 4
4.16 Crowd Surfing, Hoisting And Stage Diving is deleted from the Policy and will have no effect.
4.18 Self Promoted Show, Performance or Concert is deleted from the Policy and will have no effect.

Berkley Insurance Company Trading as Berkley Insurance Australia (ABN 53 126 559 706) is the Insurer of this Policy.
Arena Underwriting Pty Ltd (ABN 26 125 869 481, AFSL 317617) acts under a binding authority given to it by the Insurer to administer and issue policies, alterations and renewals, and acts on behalf of the insurer and as agent of the insurer, not as your agent.

Sum Insured
Section 1 Public Liability
Limit of Liability \$20,000,000 (Any One Occurrence)
Defence Costs In Addition
Sub-limits:
Property in your Care, Custody or Control \$ 250,000 (aggregate limit)
Section 2 Products Liability
Limit of Liability \$20,000,000 (Any One Period of Insurance)
Defence Costs In Addition

Excess
Section 1 Public Liability
Each & every occurrence: \$500
Alcohol Related Claims: \$1,500
Defence Cost Inclusive

Suite T, 34-36 Pacific Highway, Wyong NSW 2239
T: 02 4952 4477 F: 02 4915 5376
E: info@arenaunderwriting.com.au W: www.arenaunderwriting.com.au
AFSL: 317617 ABN: 26 125 869 481

All Area Traffic Services

PRORISK Public & Products Liability Certificate of Currency

Item 1	Policy Number	PPL010932023
Item 2	Policyholder	Tony's Pty Ltd 22 Vesta Street, MCE, BOROHOKE VIC 3086 Australia
Item 3	Insurance Period	4:00pm on 09/01/2023 to 4:00pm on 09/01/2024 at the address stated at Item 2 above.
Item 4	Policy Wording	ProRisk Public & Products Liability Insurance Policy 01721 ProRisk General Terms & Conditions 04/22
Item 5	Underwritten	Professional Risk Underwriting Pty Limited trading as ProRisk Level 2, 115 Bridge Road, Richmond VIC 3121 PO BOX 611 North of Service Pty International BV Australia Branch (ABN 26 138 873 111)
Item 6	Limit of Liability	\$20,000,000.00 Any one occurrence The total aggregate limit of liability in respect of Insuring Class 12 (Product Liability) and Insuring Class 13 (Advertising Liability) will not exceed \$20,000,000.00 in the aggregate during any one insurance period.
Item 7	Territorial Limits	Worldwide (Excluding USA and Canada)
Item 8	Other Insurance	Not Applicable
Item 9	Interested Party	N/A
Item 10	Business Activities	Traffic Engineering Consulting Services 100%
Item 11	Business Description	Traffic Management

THIS IS TO CERTIFY that in accordance with the authorisation granted to ProRisk by the underwriters and in consideration of the premium the underwriters agree to insure the stated policyholder in accordance with the terms and conditions of the policy.
In accepting this insurance, the underwriters have relied on the information and statements that have been provided in the proposal. This is an important document and should be kept in a safe place with all other papers relating to this policy.

Authorised by



Hawish McDonald Nye
Executive Director
Professional Risk Underwriting Pty Ltd

100102023

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.3 Event Description

The Event

The 2024 Burrawang Easter Market :-

- will be held on Easter Saturday 30th March, 2024.
- will occur from 8.00 am to 3.00 pm.

A large number of stalls and activities will be located :-

- along Hoddle Street.
- along the northern section of Crown Street.
- in the grounds of the school.

An overall attendance of approximately 8,000 patrons are expected at various times throughout the day.

Most patrons stay for an average of 1.5 - 2.0 hours at the event.

It is expected to have up to 2,000 - 3,000 people at any one time attending the event.

Attendances up to 4,000 people at any one time has been planned for.

Parts of the event area shall occupy Wingecarribee Shire property.

BURRAWANG TOWNSHIP



AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.4 Traffic Details

Traffic

The section of Hoddle Street between Church Street and Region Street, and Crown Street between Range Street and Hoddle Street (the event area), will be closed to public traffic from 5.00 a.m. to 5.00 p.m. on the day of the event.

Church Street, Range Street, Dale Street, Region Street, Barrett Street, Burrawang Station Road, McGraths Road and The Illawarra Highway will be affected by event traffic from 8.00 a.m. to 4.00 p.m. on the day of the event.

Approximately 200 - 500 cars per hour are expected to arrive and leave between 8.00 am and 12.00 pm.

The Illawarra Highway may also be affected during the peak traffic arrivals.

Peak traffic arrivals during the ingress phase are expected between 10.00 a.m. and 1.00 p.m.

Maximum traffic impact and congestion is expected between 10.00 a.m. and 1.00 p.m.

Expected Vehicle Movement Numbers

Time period	Vehicles in	Vehicles out	Still parked
8 am - 9 am	200	20	180
9 am - 10 am	400	50	530
10 am - 11 am	500	200	830
11 am - 12 pm	400	300	930
12 pm - 1 pm	200	400	730
1 pm - 2 pm	100	500	330
2 pm - 3 pm	50	300	180
3 pm - 4 pm	50	130	0
Daily total	1,900	1,900	

Burrawang alternative inbound route

Additional event advisory and directional signs will be located on the Illawarra Highway eastbound and on Sheepwash Road south bound at the intersection of these two roads.

The event directional signs will have moveable arrows to allow for directing event patrons onto an alternative route to Burrawang via Sheepwash Road and Wildes Meadow Road if traffic ques on the Illawarra Highway at Church Street become excessive.

Traffic controllers shall monitor the traffic que on Church Street.

If the traffic que on Church Street is approaching the Illawarra Highway intersection, then traffic controllers shall change the arrows on the directional signs at the Illawarra Highway and Sheepwash Road intersection to send event traffic onto the alternative route until the que in Church Street has reduced back towards the sports ground.

refer to TGS 11 for a detailed plan of the alternative route

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.5 Road Closures

HODDLE STREET

Hoddle Street will be closed in both directions from 5.00 am to 5.00 pm between Church Street and Region Street.

Barrier Boards with 'Road Closed' signs attached to be installed :-

- at the intersection of Hoddle Street and Church Street.
- at the intersection of Hoddle Street and Region Street.

Anti incursion vehicles will be located inside the road closure points to allow for pedestrian access but prohibit vehicle entry.

CROWN STREET

Crown Street will be closed from 5.00 am to 4.00 pm between Hoddle Street and Range Street.

Barrier Boards with 'Road Closed' signs attached to be installed :-

- at the intersection of Crown Street and Dale Street.
- at the intersection of Crown Street and Range Street.

Water filled barriers will be located inside the road closure point to allow for pedestrian access but prohibit vehicle entry.

McGRATHS ROAD

A road closure in bound will be installed from 8.00 am to 4.00 pm on McGraths Road at the Illawarra Highway intersection.

Barrier Boards with 'Road Closed' signs attached to be installed at the intersection of McGraths Road and the Illawarra Highway.

Out bound traffic will be able to use McGraths Road to return to the Illawarra Highway.

Inbound traffic will detour to Church Street for access to Burrawang.

BURRAWANG STATION ROAD

A road closure in bound will be installed from 8.00 am to 4.00 pm on Burrawang Station Road at the Illawarra Highway intersection.

Barrier Boards with 'Road Closed' signs attached to be installed at the intersection of Burrawang Station Road and the Illawarra Highway.

Out bound traffic will be able to use Burrawang Station Road to return to the Illawarra Highway.

Inbound traffic will detour to Church Street for access to Burrawang.

Traffic Controllers will monitor all road closure points in Burrawang.

Traffic Controllers shall monitor all side road closure points on the Illawarra Highway.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 2. EVENT DETAILS

2.6 Detour Routes

Detour for north bound traffic on Church Street to be installed at the intersection of Church Street and Range Street.

Detour traffic to travel via Range Street and Region Street, Barrett Street and Burrawang Station Road to the Illawarra Highway.

Detour traffic turns left onto the Illawarra Highway and travel westwards to Church Street.

Detour traffic turns left into Church Street.

End of north bound detour in Church Street.

Detour to be installed for west bound traffic wanting to use the side roads on the Illawarra Highway at the intersections of McGraths Lane and Burrawang Station Road.

Detour traffic to travel westward along the Illawarra Highway to Church Street.

Detour traffic turns left into Church Street.

End of west bound detour in Church Street.

2.7 One Way Traffic Conditions

CHURCH STREET

- traffic flow to be limited to one way only in a south bound direction from the sports ground entrance to the Range Street intersection.

Traffic flow to remain two lane / two way between the sports ground and the Illawarra Highway.

DALE STREET

- traffic flow to be limited to one way only in a west bound direction from Region Street to Church Street.

RANGE STREET

- traffic flow to be limited to one way only in an east bound direction from Church Street to Region Street.

REGION STREET

- traffic flow to be limited to one way only in a north bound direction from Range Street to Barrett Street.

BARRETT STREET

- traffic flow to be limited to one way only in an east bound direction from Region Street to Burrawang Station Road intersection.

BURRAWANG STATION ROAD

- traffic flow to be limited to one way only in a north bound direction from Barrett Street to the Illawarra Highway intersection.

McGRATHS ROAD

- traffic flow to be limited to one way only in an east bound direction from Barrett Street to the Illawarra Highway intersection.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 3. TRANSPORT & PARKING

3.1 No Roadside Parking Areas

refer to TGS 08 for a detailed No Roadside Parking plan.

Flag line or rope line will be installed along the shoulders of the No Roadside Parking areas.
'No Stopping' or 'No Parking' signs will be installed along the No Roadside Parking areas.

No Parking areas will be created on :-

- Church Street between the Illawarra Highway and Wildes Meadow Road.
- Range Street between Church Street and Region Street.
- Region Street between Range Street and Hoddle / Barrett Street.
- Barrett Street between Region Street and Burrawang Station Road.
- Burrawang Station Road between Barrett Street and the Illawarra Highway.
- McGraths Road between Barrett Street and the Illawarra Highway.
- within 15 metres of the intersection of Region Street and Dale Street.
- within 15 metres of the intersection of Church Street and Dale Street.
- within 15 metres of the intersection of Crown Street and Dale Street.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 3. TRANSPORT & PARKING

3.2 Permitted Parking Areas

3.2.1 Public Car Parking

There will be available parking for up to 1,600 cars at any one time in the 3 different public parking locations around Burrawang Village.

CHURCH STREET SPORTS GROUND

Off street parking for vehicles attending the event will be provided within the sports ground on Church Street, 700 metres north of Hoddle Street.

The sports ground car park shall have a capacity of up to 400 cars.

There is an overflow parking paddock beside the sports ground with a capacity of 200 cars.

Traffic controllers will assist traffic movements at the entry point to the car park.

Parking marshals will be in attendance to assist with parking and exit traffic.

RANGE STREET PADDOCK

Off street parking for vehicles attending the event will also be provided within a paddock on the south side of Range Street, 100 metres east of Church Street.

The Range Street car park shall have a capacity of up to 800 cars.

Traffic controllers will assist traffic movements at the entry point to the car park.

Parking marshals will be in attendance to assist with parking and exit traffic.

refer to TGS 08 & TGS 09 for a detailed Parking plan.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 3. TRANSPORT & PARKING

3.2 Permitted Parking Areas

3.2.2 Accessible / Disabled Car Parking

There will be available parking for up to 100 disabled passholder cars at any one time in two different parking locations around Burrawang Village.

CHURCH STREET

The first Accessible / Disabled car park shall be located on the church grounds on the west side of Church Street, between Dale Street and Range Street.

The first Disabled car park shall have a capacity of up to 40 cars.

Parking marshals will be in attendance to assist with parking.

RANGE STREET

The second Disabled car park shall be located on the western end of the car park in Range Street, opposite the Crown Street intersection.

The second Disabled car park shall have a capacity of up to 60 cars.

Parking marshals will be in attendance to assist with parking.

refer to TGS 08 & TGS 09 for a detailed Disabled parking plan.

2.2.3 Accessible / Disabled Drop Off & Pick Up

Each accessible / disabled drop off and pick up area will be monitored by a Traffic Controller.

CHURCH STREET

An accessible / disabled drop off and pick up area will be located on the eastern side of Church Street, on the north side of the Hoddle Street intersection. Capacity 2 vehicles.

DALE STREET

An accessible / disabled drop off and pick up area will also be located on the northern side of Dale Street, on the west side of the Crown Street intersection. Capacity 4 vehicles.

Drivers :-

- will be able to drop off accessible / disabled patrons at these locations.
- must park their vehicle in one of the accessible / disabled or public parking areas afterwards.
- will be able to return to the accessible / disabled pick up area via the detour routes to pick up any accessible / disabled patron.
- must remain with the vehicle at all times in the drop off & pick-up area.
- must follow all instructions from the Traffic Controller on duty.

12

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 3. TRANSPORT & PARKING

3.3 Public Drop off & Pick up area

The public drop off & pick up area shall be located on the eastern side of Church Street, north of the Hoddle Street intersection.

The public drop off and pick up area :-

- will have a capacity of up to 6 cars.
- will be monitored by a Traffic Controller.

Drivers :-

- will be able to drop off event patrons at this location, then must leave or park their vehicle in one of the public car parks afterwards.
- will be able to return to the public pick up area to pick up any patron, but must remain with the vehicle.
- must follow all instructions from the Traffic Controller on duty.

3.4 Event Shuttle Bus

The shuttle bus:

- will be operating on Church Street, between the sports ground at the bottom of the hill and Hoddle Street at the top.
- drop off and pick up area at the sports ground will be located within the sports ground.
- drop off and pick up zone at the event area will be located close to the intersection of Church Street and Hoddle Street.
- turning points at Hoddle Street and the sports ground entrance will be controlled by traffic controllers.
- driver must follow all instructions from the Traffic Controllers on duty.

SHUTTLE BUS VEHICLE MOVEMENT PLAN.

1. When the shuttle bus is dropping off and picking up inside the sports ground, the traffic controller on Church Street at the sports ground entrance will direct event cars into the sports ground car park and also up the hill to the Range Street car park at the top of Church Street.
2. When leaving the sports ground, the shuttle bus will join event traffic on Church Street to return to the Hoddle Street location.
3. The event cars will be allowed to follow the shuttle bus up Church Street until it arrives at the Hoddle Street drop off zone.
4. When the bus arrives at the Hoddle Street drop off zone, the traffic controller at this location will communicate with the traffic controller at the sports ground entrance to stop cars proceeding up Church Street and to send all cars into the sports ground. Event vehicles will be directed into the sports ground car park when the shuttle bus is at the Hoddle Street location to allow for the bus to have clear access back down the hill to the sports ground location.
5. After unloading and loading, the shuttle buses will do a U turn under traffic controller instruction at the Hoddle Street intersection and return down the hill to the sports ground.
6. When the shuttle bus has returned to the sports ground, the traffic controller on Church Street at the sports ground entrance will return to step 1 to repeat the 6 step VMP procedure.

refer to TGS 07 for a detailed Shuttle bus route & Vehicle Movement Plan

13

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 3. TRANSPORT & PARKING

3.5 Taxis

The Taxi Rank shall be located on Church Street south of the Hoddle Street public drop off and pick up areas.

The Taxi Rank shall have a capacity of 1 taxi.

No taxi has ever dropped off or picked up at the event in eighteen years, so the taxi rank is highly unlikely to be used.

3.6 Stall holder Parking

Stall holders will be able to access the Hoddle Street event area from 5.00 a.m. to 8.00 a.m. on event day.

All stall holders must have their vehicles removed from the Hoddle Street event area by 8.00 a.m.

Exit from the event area shall only be from the eastern end of Hoddle Street, at the Region Street intersection.

The primary stall holder car parking area shall be located on both sides of Dale Street.

The Dale Street stall holder car parking area shall have a capacity of up to 80 cars.

The secondary stall holder car park will be located in the church yard on the eastern side of Church Street, between Dale Street and Range Street.

The secondary stall holder car park shall have a capacity of up to 50 cars.

No stall holder vehicle entry to the event area in Hoddle Street allowed between 8.00 a.m. and 3.00 p.m.

No stall holder vehicle movements allowed in the event area in Hoddle Street between 8.00 a.m. and 3.00 p.m.

Stall holders will be able to access the closed section of Hoddle Street after the all-clear is given by the traffic management supervisor from approximately 3.00 p.m. on event day.

Stall holders returning with their vehicles to their stall on the closed section of Hoddle Street after the event shall travel in a clockwise direction along Dale Street, Church Street and Hoddle Street.

Entry to the event area shall only be from the western end of Hoddle Street, at the Church Street intersection.

refer to TGS 10 for a detailed Stall holder parking plan

3.7 Tour and Charter Bus Parking

Tour and Charter Bus drop off, pick up and parking shall be located inside the road closure point at the eastern end of Hoddle Street.

The Bus parking area shall have a capacity of up to 4 buses.

Bus patrons must be dropped off and picked up at the bus drop off area and parking area on Hoddle Street.

3.8 Police and Emergency Vehicles Parking

Police and emergency vehicles will be able to park directly opposite Hoddle Street on the north bound side of Church Street, or at the bus parking area at the eastern end of Hoddle Street.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 3. TRANSPORT & PARKING

3.9 Pedestrians

CHURCH STREET

A pedestrian walkway will be created using bollards spaced along the centre line of the road.

Pedestrians will walk inside the bollard delineation on the western lane of Church Street, between the sports ground and Hoddle Street.

Traffic controllers or safety marshals will be located at intervals on the shoulder of Church Street to direct pedestrians to stay inside the delineated area.

All vehicular traffic except emergency vehicles, traffic management & event vehicles, and the shuttle bus shall be kept to one way only south bound on the eastern lane of Church Street.

RANGE STREET

Pedestrian crossings will be created on Range Street, on the eastern side of the car park entrance and at the disabled car park entrance.

Traffic controllers will control pedestrian movements across Range Street at the pedestrian crossing points.

All vehicular traffic except emergency services vehicles and traffic management vehicles shall be kept to one-way only on the east bound lane of Range Street.

CROWN STREET

The section of Crown Street between Range Street and Dale Street shall be closed to all vehicles to allow for pedestrians to use this section of Crown Street as a pedestrian walkway to the event area.

A traffic controller will stop traffic and direct pedestrians across Dale Street at the Crown Street intersection.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 3. TRANSPORT & PARKING

3.10 Wet Weather Contingency Plan

The event has a three-stage wet weather contingency plan

Stage 1. (Compulsory requirement)

In the case of wet weather causing the public car park and other parking areas to be at risk of becoming boggy, it will be necessary have a 4wd tractor or recovery vehicle on site with an operator on duty throughout the day to assist bogged vehicles.

The tractor or recovery vehicle must be powerful enough to tow a bogged 4wd if necessary.

Stage 2. (Optional requirement)

The event organizer may organize a shuttle bus service to and from Bowral, Robertson, etc. as alternative transport to the event site due to adverse weather.

Event patrons will be advised beforehand if possible to use the public transport provided to minimize the amount of cars attending the event.

Variable Message boards will display the alternative parking arrangements.

Stage 3. (Optional requirement)

The event organizer has the option to cancel the event at any stage due to adverse weather such as rain, strong winds, lightning, etc.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 4. TRAFFIC MANAGEMENT

4.1 Traffic Controllers

4 x Traffic Controllers will be required to set up the work site on the day prior to the event.

4 x Traffic Controllers will be required to set up and dismantle the work site signs from 5.00 a.m. to 8.00 a.m. and again from 3.00 p.m. to 6.00 p.m. on the day of the event.

4 x Traffic Controllers will be required on duty from 5.00 a.m. to 6.00 p.m. on the day of the event.

8 x Traffic Controllers will be required on site from 8.00 a.m. to 4.00 p.m. on the day of the event.

Location	TC's	SM's	Start	Finish
on Church Street at the sports ground entry / exit gate.	2		8.00 am	4.00 pm
along the Church Street "no parking" areas on the approaches to the event area.		3	8.00 am	4.00 pm
at the Church Street and Hoddle Street intersection.	2		5.00 am	4.00 pm
at the Church Street pedestrian crossing point near Hoddle Street.	1		8.00 am	4.00 pm
at the Church Street and Dale Street intersection.	1		8.00 am	4.00 pm
at the Church Street & Range Street intersection. Southern road closure point.	2		8.00 am	4.00 pm
on Dale Street at the disabled parking area and drop off pick up area.	1	1	5.00 am	4.00 pm
on Range Street at the disabled car park entry opposite the intersection of Crown Street.	1		8.00 am	4.00 pm
on Range Street at the car park entry point and pedestrian crossing.	2		8.00 am	4.00 pm
on Range Street at the car park exit point onto Region Street.		1	8.00 am	4.00 pm
at the Hoddle Street & Region Street intersection. Eastern road closure point.	1		8.00 am	4.00 pm
on Burrawang Station Road at the Barret Street intersection.	1		11.00 am	3.00 pm
on Burrawang Station Road at the Illawarra Highway intersection.	1		8.00 am	4.00 pm
on McGraths Road at the Illawarra Highway intersection.	1		8.00 am	4.00 pm
Traffic & Parking managers / relief TC's	2		5.00 am	6.00 pm
Total TC's & SM's	18	5		

Traffic controllers will :-

- maintain a 3 – 4 metre wide access path for emergency vehicles on the public roads through or around the event area.
- set up and dismantle all advance warning signs, detour signs, No Parking signs and barrier boards.
- monitor the traffic que lengths on Church Street and activate and deactivate the alternative route plan as required.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 4. TRAFFIC MANAGEMENT

4.1 Traffic Controllers

Burrawang Easter Market. Saturday 30-03-24. Traffic Controller and Safety Marshal locations.

	Name	5.00 a.m.	8.00 a.m.
1	Alan R	Set up & pack up highway roadside signs	McGraths Road / Illawarra Highway intersection
2	Paul R	Set up & pack up highway roadside signs	Burrawang Station Road / Illawarra Highway intersection
3	B.E.M. Safety.		Church Street sports ground exit
4	Kaitlin		Church Street sports ground entry - car movements
5	Dana		Church Street sports ground entry - shuttle bus movements
6	B.E.M. Safety.		Church Street pedestrian path
7	B.E.M. Safety.		Church Street pedestrian path
8	B.E.M. Safety.		Church Street pedestrian path
9	Shannon	Set up town roadside signs	Church Street / Hoddle Street intersection - shuttle bus U turns
10	Fred	Set up town roadside signs	Church Street drop off zone
11	Helena		Church Street / Hoddle Street - pedestrian crossing
12	Charlie	Hoddle Street stall holder parking	Church Street / Dale Street intersection. Road closure
13	B.E.M. Safety.		Church Street disabled car park entry
14	Martin		Church Street / Range Street intersection - south bound
15	Phil		Church Street / Range Street intersection - north bound
16	B.E.M. Safety.		Range Street / Crown Street intersection. Road closure
17	Brett		Range Street disabled & 4WD car park entry
18	Chris		Range Street. public car park entry
19	Jacko		Range Street. pedestrian crossing
20	B.E.M. Safety.		Range Street. car park exit
21	Dave F	Dale Street / Crown Street intersection	Dale Street / Crown Street intersection
22	B.E.M. Safety.		Dale Street disabled drop off & pick up zone
23	Jane		Hoddle Street / Region Street intersection
24	Meissa		Burrawang Station Road / McGraths Road intersection
25	Craig	Hoddle Street stall holder entry	TC Supervisor / hot spots / relief TC
26	Alan S	Hoddle Street stall holder entry	Traffic & Parking manager / hot spots / relief TC

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 4. TRAFFIC MANAGEMENT

4.2 Signs and Devices

Advance Warning Signs

Advance Warning Signs to be installed :-

- on the Illawarra Highway on both approaches to the Church Street intersection.
- on Church Street on both approaches to the event area.
- on McGraths Road on the approach to the event area.
- on Burrawang Station Road on the approach to the event area.

No Stopping signs

'No Stopping' signs will be installed :-

- on Church Street, Range Street, Region Street, Barrett Street and Burrawang Station Road.
- opposite the disabled drop off and pick up zone in Dale Street at the Crown Street intersection.
- 15 metres each side of all Dale Street intersections.

Advisory Parking Signs

Advisory Parking signs will be installed :-

- on Church Street directing patrons to the parking area inside the sports ground and also to a second parking area on the southern side of Range Street.
- on the Illawarra Highway at the intersections of McGraths Road and Burrawang Station Road directing patrons to access the parking areas via Church Street.
- at the drop off and pick up areas on the eastern side of Church Street.
- at the disabled parking area on the western side of Church Street and the southern side of Range Street.
- at the disabled drop off and pick up areas on the north-western corner of the intersection of Dale Street and Crown Street.

Additional event advisory and directional signs will be located on the Illawarra Highway eastbound and on Sheepwash Road south bound at the intersection of these two roads.

The event directional signs will have moveable arrows to allow for directing event patrons onto an alternative route to Burrawang via Sheepwash Road and Wildes Meadow Road if traffic queues on the Illawarra Highway at Church Street become excessive.

Detour Advisory Signs

Detour signs will be installed on Church Street, Dale Street, Region Street, Barrett Street, and Burrawang Station Road.

19

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 4. TRAFFIC MANAGEMENT

4.2 Signs and Devices

Alternative inbound route signs

Additional event advisory and directional signs will be located on the Illawarra Highway eastbound and on Sheepwash Road south bound at the intersection of these two roads.

The event directional signs will have moveable arrows to allow for directing event patrons onto an alternative route to Burrawang via Sheepwash Road and Wildes Meadow Road if traffic queues on the Illawarra Highway at Church Street become excessive.

Road closure signs & devices

Barrier boards with 'Road Closed' signs attached will be installed at :-

- the intersection of Church Street and Hoddle Street. (Hoddle Street closed)
- the intersection of Church Street and Dale Street. (closed to north bound traffic on Church Street)
- the intersection of Church Street and Range Street. (closed to north bound traffic on Church Street)
- the intersection of Dale Street and Crown Street. (Crown Street closed)
- the intersection of Range Street and Crown Street. (Crown Street closed)
- the intersection of Hoddle Street and Region Street. (Hoddle Street closed)
- the intersection of Barrett Street and McGraths Road. (closed to west bound traffic on Barrett street)
- the intersection of Illawarra Highway & McGraths Road. (closed to west bound traffic on McGraths Rd)
- the intersection of the Illawarra Highway and Burrawang Station Road.
(closed to south bound traffic on Burrawang Station Road)

4.3 Advertising

Newspaper

The event Traffic Management shall be advertised in the local papers one week prior to the event.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 5. EMERGENCY SERVICES

5.1 Emergency Vehicles

Traffic Controllers will assist emergency vehicles with lights and sirens activated through or around the event area as quickly as it is safe to do so.

In the case of an emergency vehicle needing to travel through the event area on Church Street with long traffic queues in place, Traffic Controllers will :-

- stop any event traffic exiting onto Church Street at all side intersections.
- stop all traffic flow in both directions of travel on Church Street.
- determine that the last car travelling in the opposite direction to the emergency vehicle has passed safely through the event area.
- direct the emergency vehicle onto the right hand side of the road to travel past the traffic queue in the direction of travel.
- direct the emergency vehicle back onto the left-hand side of the road after passing the traffic queue in the direction of travel.
- wait for the emergency vehicle to clear the event area before allowing traffic to flow again on Church Street.

Traffic Controllers and other event staff will maintain a minimum three metre wide access path for emergency vehicles to all areas of the streets of Burrawang.

5.2 Police

User pay Police will be in attendance at the event as observers and to assist security staff if requested.

Police will not be assisting with traffic management, unless they decide during the event additional or alternative traffic management is required at any location.

Traffic controllers will obey all alternative traffic management instructions given by police on the day of the event.

The local police services will be notified of the possible delayed traffic flow on The Illawarra Highway on the day of the event.

Traffic Controllers will assist police vehicles with lights and sirens activated through or around the event area as quickly as it is safe to do so.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 5. EMERGENCY SERVICES

5.3 Ambulance

St. John Ambulance

St. John Ambulance staff will be in attendance at the event for first aid care.

The local St John Ambulance member at the event is TBN

Mobile: 0400 000 000 Email:

NSW Ambulance Service

The NSW Ambulance Service will be not be in attendance at the event.

Ambulance access will be via Church Street.

The local NSW ambulance station is located in Bowral.

Phone: 000 / 131233.

The local ambulance service will be notified of the delayed traffic flow on The Illawarra Highway on event day.

Traffic Controllers will assist ambulances with lights and sirens activated through or around the event area as quickly as it is safe to do so.

5.4 Fire Brigade

The local fire station is located in Bowral.

Phone: 000 / 4862 1446 Mobile: Email:

The local fire service will be notified of the delayed traffic flow on The Illawarra Highway on event day.

Traffic Controllers will assist fire vehicles with lights and sirens activated through or around the event area as quickly as it is safe to do so.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 6. OTHER PUBLIC CONSIDERATIONS

6.1 Neighbours

The Burrawang Easter Market is supported by the residents of Burrawang and has an impact that is understood and tolerated by the residents of Burrawang.

6.2 Emergency Vehicles

Traffic controllers will maintain a minimum three metre wide access path :-

- for emergency vehicles on the public roads through or around the event area.
- for emergency vehicles on all roads and to all areas of the event outside of Hoddle Street.

6.3 Public Transport

As the event is on Easter Saturday no school buses will be affected.

There are no public transport services on Easter Saturday in Burrawang.

Taxis, Ubers and other public transport carrying out their business on the day of the event will have some disruption and delays to their operations while travelling in the vicinity of Burrawang.

Some delays of no more than 10 minutes may be expected for anyone wanting to travel through Burrawang on the day of the event.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 7. TERRORISM

Event management will refer to the Australian Government 'Guide to Terrorism in Crowded Places' 2017 to determine the level of risk of terrorism for this event before deciding what measures and / or control methods will be deemed sufficient for this event.

Traffic Controllers and Parking Marshals will be given an event pre-start induction, including what to do if suspicious activity is observed.

This page of the TMP will be used as part of the induction documentation.

7.1 Suspect activity

Suspicious activity includes a person or persons :-

- observing and / or taking notes of the procedures used by event staff.
- observing and / or taking notes of patron movements.
- taking photos from a car or a distance.
- becoming concerned or trying to conceal themselves if they notice they are being observed by any staff.

The traffic controller or parking marshal must :-

- not put yourself in any danger or approach anyone acting suspiciously.
- notify nearby traffic controllers or parking marshals and security staff as soon as possible of your concerns of suspicious activity.
- notify the traffic manager as soon as possible of your concerns of suspicious activity.
- take note of suspicious vehicle description including registration plate details if possible.
- take notes of suspicious persons description including height, build, clothing, appearance, etc.

The traffic manager must :-

- notify the security manager and site manger as soon as possible of the traffic controllers or parking marshals concerns and the location of the traffic controller or parking marshal.
- follow the instructions given by either police, the security manager or the event manager.

7.2 Vehicle incursion

Vehicle incursion into areas where large numbers of people are congregated is now being used as a method of terrorist activity resulting in serious injury and death to pedestrians.

An outdoor event poses many risks for vehicle incursion due to the general open ground layout including :-

- vehicle access from public roads around and into the event area.
- vehicle access within the event site.
- vehicular movements beside pedestrian walkways and footpaths.

Measures taken to minimize the risk of this occurring at the event site may include :-

- Minimise or eliminate the vehicle access points to the event area.
This could include restricted access points, detours and public road closures.
- Minimise or eliminate the vehicle access points inside the event site.
This could include internal road closures and restricted access points.
- Install vehicular anti incursion barriers at external road closure points.
- Install vehicular anti incursion barriers at internal incursion points.
- Install vehicular anti incursion barriers beside pedestrian walkways and footpaths.

24

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 8. PERMITS AND APPROVALS

8.1 Shire Permit

WINGECARRIBEE SHIRE COUNCIL

Process.

1. The event organiser will obtain a S138 permit from the Planning Department to hold the event.

Form S138.

The event organiser will submit a S138 application form to Wingecarribee Shire Council online through the NSW planning portal website.

This Traffic Management Plan and Traffic Guidance Schemes will some of the documents to be included as part of the S138 application for Shire approval for the event.

After electronic submission, the event organiser will check with the Planning Department at Wingecarribee Shire Council for specific details of the approval process and fees.

The Planning Engineer at Wingecarribee Shire Council is Eric Luu.

Phone. 02 48680888 email. eric.luu@wsc.nsw.gov.au

2. The event organiser or traffic management planner submits a site-specific Traffic Management Plan and Traffic Guidance Schemes to the Traffic Department for consideration at the next Local Traffic Safety Committee meeting.

Local Traffic Committee.

This Location Risk assessment, Traffic Management Plan and associated Traffic Guidance Schemes will be sent electronically to the Traffic Engineer at Wingecarribee Shire Council.

The LRA, TMP and TGS' will be considered at the next Local Traffic Committee meeting, of which the Shire Traffic Engineer is one of the members.

The Traffic Engineer at Wingecarribee Shire Council is Michael Rayner.

Phone. 02 48680818 email. michael.rayner@wsc.nsw.gov.au

Any LTC recommendations from the meeting will be:-

- forwarded to the event organiser and / or the traffic management planner for additions or amendments as specified in the recommendations from the meeting.
- after any or all LTC recommendations have been met, LTC approval forwarded to Council for the next council meeting.

Council.

- Council considers and approves traffic management for the event at the next council meeting.
- Event organisers will obtain a S138 permit from Wingecarribee Shire Council, prior to traffic controllers installing signs and devices, reducing existing speed limits, and controlling traffic on any shire property prior to or on the day of the event.

25

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

SECTION 8. PERMITS

8.2 TfNSW Road Occupancy Licence

A "Road Occupancy Licence" and "Speed Zone Authority" must be obtained from TfNSW at Wollongong, prior to traffic controllers installing any signs and devices, reducing the speed limit, and controlling traffic on The Illawarra Highway and Church Street on the day of the event.

ROL's & SZA's for Church Street in Burrawang and the Illawarra Highway side road intersections will be obtained.

The application forms for the table below are in a separate document titled :-
'Burrawang Easter Market. ROL & SZA applications'.

ROL & SZA APPLICATIONS

Location	Work description	ROL application number	SZA application number
Church Street. Burrawang	Advance Warning Signs, 40 kmh speed limit. Traffic Controllers on duty.	TMC 0000000	TMC 0000000
Illawarra Highway & Church Street	Event traffic turning on highway. Advance Warning Signs, 60 kmh speed limit.	TMC 0000000	TMC 0000000
Illawarra Highway & Burrawang Station Rd.	Side road closure. Advance Warning Signs, Detour / Advisory signs.	TMC 0000000	N/A
Illawarra Highway & McGraths Road	Side road closure. Advance Warning Signs, 60 kmh speed limit. Detour / Advisory signs.	TMC 0000000	TMC 0000000

Examples of the ROL & SZA application forms are on the following pages.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

SECTION 8. PERMITS.

8.3 Police Approval.

Schedule 1 Form - Notice of Intention to Hold a Public Assembly.

The Schedule 1 Form - Notice of Intention to Hold a Public Assembly is one of the documents that will be referred to as part of the police giving approval for the event and the proposed traffic management at the event.

Commonly known as a Form 1, the Notice of Intention to Hold a Public Assembly is the document that the event organiser needs to provide to police, and it outlines the necessary details.

A copy of the completed Form 1 for this event is in section 8.5 of this TMP.

Local Police.

The event organiser will submit the Form 1 by taking it to their nearest police station or emailing to the relevant police officers at the station.

They should also contact the officer in charge at the police station nearest the event if a road has to be closed.

The notice should be submitted at least fourteen days before a scheduled assembly.

The local police may give instructions to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

If no opposition is or instruction is voiced by the officer in charge of events or the commissioner after 7 days, then it is legal.

This TMP will also be sent to the local police officer in charge of public events.

The police approval may give instruction to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

Local police.

Robertson Police station.

Contact. Inspector Brendon Bernie. Phone. 02 4868 1222 email. @police.nsw.gov.au

Moss Vale Police station.

Contact 1. Inspector Brendon Bernie. Phone. 02 4868 1222 email. @police.nsw.gov.au

Contact 2. S/C Michael Hoep. Phone. 02 4868 0222. email.

Local Area Command.

The Traffic Management Plan will be considered at the next Local Traffic Committee meeting, of which the Police Local Area Commander is one of the members.

Police approval from the Local Area Command (LAC) at Goulburn will be obtained as part of the traffic management application and approval process through Council.

The LAC police approval may give instructions to have certain additional requirements and / or conditions planned for and applied to the traffic management process on the day of the event.

Local Area Command. Goulburn Police station.

Contact. S/C Hayley Upton. Ph. 02 4824 0799. email.

Traffic Controllers may also be given and will comply with instructions on the day of the event from any member of the NSW police force on duty.

27

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 8. PERMITS AND APPROVALS

8.4 Summary Offences Act form

Schedule 1 Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I, Marion Weekes (name)
of Burrawang (address)
on behalf of Burrawang Easter Market Association (organisation)

Notify the Commissioner of Police that
on the 30th (day) of the 03rd (month), 2024 (year), it is intended to hold
either

(a) a public assembly , not being a procession, of approximately 2500 (number) persons
at any one time,
which will assemble at Hoddle Street, Burrawang (place)
at approximately 8.00 a.m. and disperse at approximately 3.00 p.m.

or

(b) a public assembly , being a procession of approximately (number) persons,
which will assemble at approximately am / pm , and at
approximately am / pm the procession will commence and shall proceed

.....
.....

(specify route , any stopping places and the approximate duration of any stops ; and the approximate time of
termination . A diagram may be attached)

2 The purpose of the proposed assembly is for the Burrawang Easter Saturday Market.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 8. PERMITS AND APPROVALS

8.4 Summary Offences Act form (continued)

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out whichever is not applicable*)

(i) There will be 2 (*number*) vehicles and / or nil (*number*) of floats involved .

The type and dimensions are as follows;

Shuttle buses for patrons from sports ground car park to Hoddle Street and return.

(ii) There will be nil (*number*) of bands , musicians , entertainers , etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly;
nil

(iv) other special characteristics of the proposed assembly are as follows ;
Road closures in place. Detours in place. Traffic Controllers on duty.

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

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

Marion Weekes
403a Wildes Meadow Road.
Wildes Meadow. 2577.

Telephone No. 0414 493 666. Email: marionweekes@optusnet.com.au

6 Signed

Capacity / Title : Event Organiser

Date 10-01-24

29

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 8. PERMITS AND APPROVALS

8.5 TfNSW TMP Template

Special Event Resources

Special Event transport Management Plan Template

Refer to chapter 7 of the Guide for a complete description of the transport management Plan

1 EVENT DETAILS

1.1 Event Summary

Event Name : Burrawang Easter Market
Event Location : Hoddle Street . Burrawang.
Event Date : Saturday 30-03-24 Event Start Time : 8.00 a.m. Event Finish Time : 3.00 p.m.
Event Setup Start Time : 5.00 a.m. Event Pack down Finish Time : 6.00 p.m.
Event is on-street non-moving.

1.2 Contact names

Event Organiser * Burrawang Easter Market Association (Marion Weekes)
Phone Mobile 0414 493 666. Email: marionweekes@optusnet.com.au
Event Management Company (if applicable)
Phone Mobile E-mail
Police LAC Goulburn Police Station. (S/C Hayley Upton)
Phone 4822 1221 Mobile E-mail.
Council Wingecarribee Shire Council. (Michael Rayner)
Phone 4868 0888 Mobile E-mail michael.rayner@wsc.nsw.gov.au
Roads & Maritime Services (if Class 1) Wollongong RMS
Phone Mobile E-mail

Note : The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out

1.3 Brief description of the event. (one paragraph)

Easter Saturday market in Hoddle Street, Burrawang.

30

6.10.1 2024 BE M. Traffic Management Plan

Page | 152

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 8. PERMITS AND APPROVALS

8.5 TfNSW TMP Template

2 RISK MANAGEMENT - TRAFFIC

- 2.1 Occupational Health & Safety - Traffic Control
Risk assessment plan (or plans) attached
- 2.2 Public Liability Insurance
Public liability insurance arranged. Certification of Currency attached.
- 2.3 Police
Police written approval obtained
- 2.4 Fire Brigades and Ambulance
Fire Brigades notified
Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

- 3.1 The route or location
Map attached
- 3.2 Parking
Parking organised - details attached
- 3.3 Construction, traffic calming and traffic generating developments
There are no construction activities, traffic calming devices or traffic generating developments at the location / route or on the detour routes
- 3.4 Trusts, authorities or Government enterprises
This event uses facility managed by a trust, authority or enterprise, written approval attached.
- 3.5 Impact on / of Public transport
Public transport plans created - details attached
- 3.6 Reopening roads after moving events
This is a non - moving event
- 3.7 Traffic Management requirements unique to this event
Description of unique traffic management requirements attached
- 3.8 Contingency plans
Contingency plans attached
- 3.9 Heavy vehicle impacts
Does not impact heavy vehicles
- 3.10 Special event clearways
Special event clearways not required

31

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 8. PERMITS AND APPROVALS

8.5 TfNSW TMP Template

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

- 4.1 Access for local residents, businesses, hospitals and emergency vehicles
Plans to minimise impact on the non-event community attached
- 4.2 Advertise traffic management arrangements
Road closures or restrictions -advertising medium and copy of proposed advertisements attached
- 4.3 Special event warning signs
Special event information signs are described in the Traffic Control Plan/s
- 4.4 Permanent Variable Message Signs
This event does not use permanent Variable Message Signs
- 4.5 Portable Variable Message Signs
The event does not use portable VMS

5 PRIVACY NOTICE

The "Personal information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the Transport for NSW (TfNSW), 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 *Road 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, TfNSW 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.

32

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 8. PERMITS AND APPROVALS

8.5 TfNSW TMP Template

6 APPROVAL

TMP Approved by : _____ Event Organiser 10-01-24 Date

7 AUTHORISATION 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 : Council Date

The TfNSW 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 : TfNSW Date

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

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street, Burrawang. Easter Saturday 30th March 2024.
Traffic Management Plan.

Section 9. TRAFFIC GUIDANCE SCHEMES

REFER TO THE '11 x TGS' DOCUMENT FOR THE SITE SPECIFIC TRAFFIC GUIDANCE SCHEMES.

Traffic Guidance Schemes have been produced to cover all hazards and risks associated with the event.

The Traffic Guidance Schemes are as follows :-

- TGS 01 - Church Street.
Advance Warning Signs & 40 kmh speed limit.
- TGS 02 - Illawarra Highway. from McGraths Road to Church Street.
Advance Warning Signs & detour / access signs.
- TGS 03 - Illawarra Highway & Church Street intersection. Turning event traffic.
Advance Warning Signs & 60 kmh speed limit.
- TGS 04 - Illawarra Highway & Burrawang Station Road intersection. Side road closure.
Advance Warning Signs & detour advisory signs.
- TGS 05 - Illawarra Highway & McGraths Road intersection. Side road closure.
Advance Warning Signs & 60 kmh speed limit.
- TGS 06 - Burrawang Village.
one way travel and detour routes.
- TGS 07 - Burrawang Village. Shuttle Bus Route
Vehicle Movement Plan.
- TGS 08 - Burrawang Village.
Event parking.
- TGS 09 - Range Street.
Cars and pedestrians
- TGS 10 - Range Street car parks
- TGS 11 - Sports ground car parks
- TGS 12 - Stall Holder parking
- TGS 13 - Alternative in bound route via Wildes Meadow

END OF TRAFFIC MANAGEMENT PLAN

34

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

*Burrawang Easter
Market*



Easter Saturday 30th March, 2024

Hoddle Street, Burrawang

Traffic Guidance Schemes



TGS document. version 1. date. 08-01-24.
Prepared by Craig Eeles.
'Prepare A Work Zone Traffic Management Plan' cert. no. TCT0015737

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

Burrawang Easter Market. Hoddle Street. Burrawang. Saturday 30th March, 2024.

TRAFFIC GUIDANCE SCHEMES

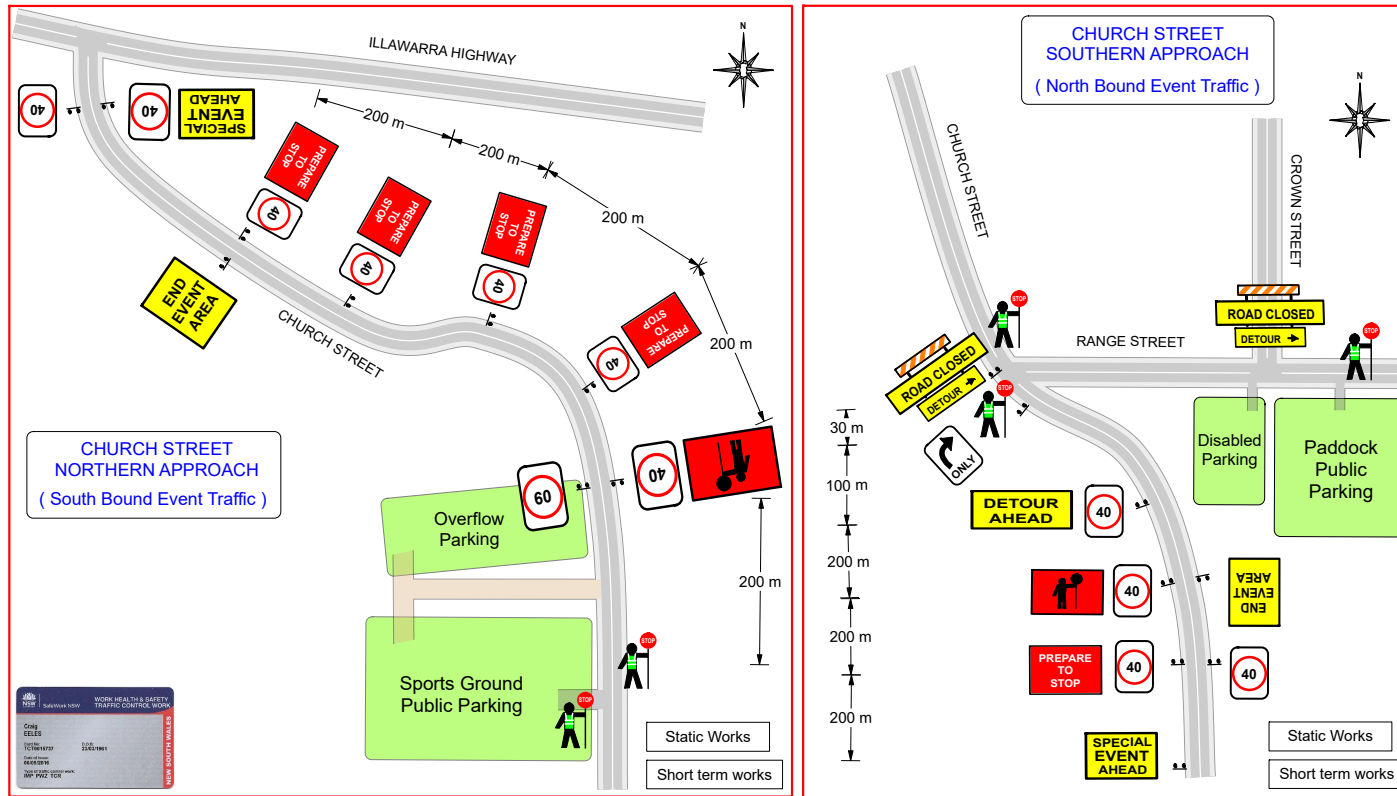
Traffic Guidance Schemes have been produced to cover all hazards and risks associated with the event.

The Traffic Guidance Schemes are as follows :-

- TGS 01 - Church Street. Burrawang.
Advance Warning Signs & 40 kmh speed limit.
- TGS 02 - Illawarra Highway.
From McGraths Road to Church Street.
Advance Warning Signs & detour / access signs.
- TGS 03 - Illawarra Highway & Church Street intersection.
Turning event traffic.
Advance Warning Signs & 60 kmh speed limit.
- TGS 04 - Illawarra Highway & Burrawang Station Road intersection.
Side road closure.
Advance Warning Signs & detour advisory signs.
- TGS 05 - Illawarra Highway & McGraths Road intersection.
Side road closure.
Advance Warning Signs & 60 kmh speed limit.
- TGS 06 - Burrawang Village.
one way travel and detour routes.
- TGS 07 - Burrawang Village.
Shuttle Bus Route
Vehicle Movement Plan.
- TGS 08 - Burrawang Village.
Event parking and drop off / pick up.
- TGS 09 - Range Street. Burrawang.
Cars and pedestrians.
- TGS 10 - Range Street.
Car parks.
- TGS 11 - Sports ground.
Car parks.
- TGS 12 - Burrawang Village.
Stall Holder parking
- TGS 13 - Alternative in bound route via Wildes Meadow

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

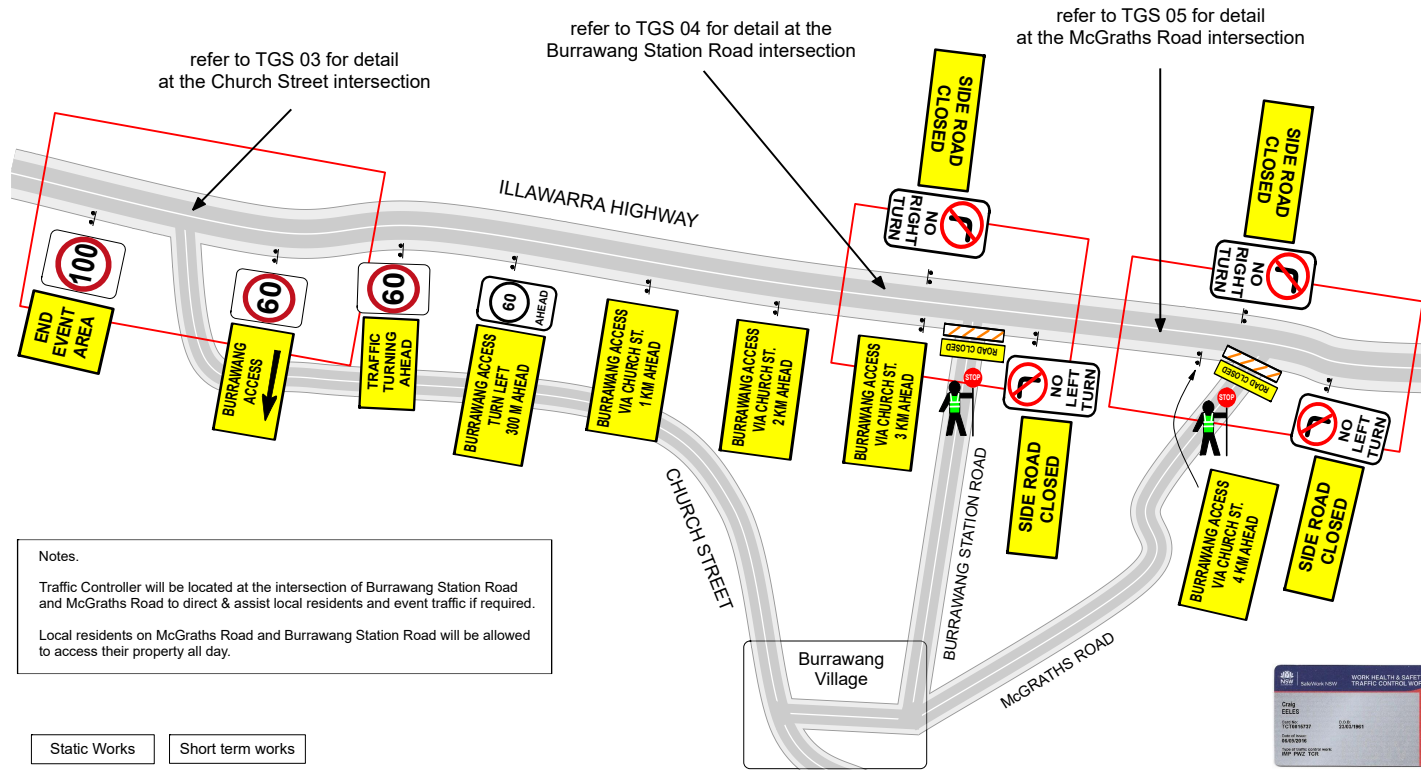
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Plan Date 03-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme 01	Client : Burrawang Easter Market	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
TGS Ref. BURRAWANG - 300324 - TGS 01				Church Street, Burrawang	Location: Church Street, Burrawang	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
<p>ALL AREA TRAFFIC SERVICES 07 224 7444 Murrumbidgee NSW 2575 email: allaretrafficservices@gmail.com</p>				Advance Warning Signs 40 kmh speed limit	Event Date : Easter Saturday 30-03-24 Times : 6.00 a.m. to 4.00 p.m.	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



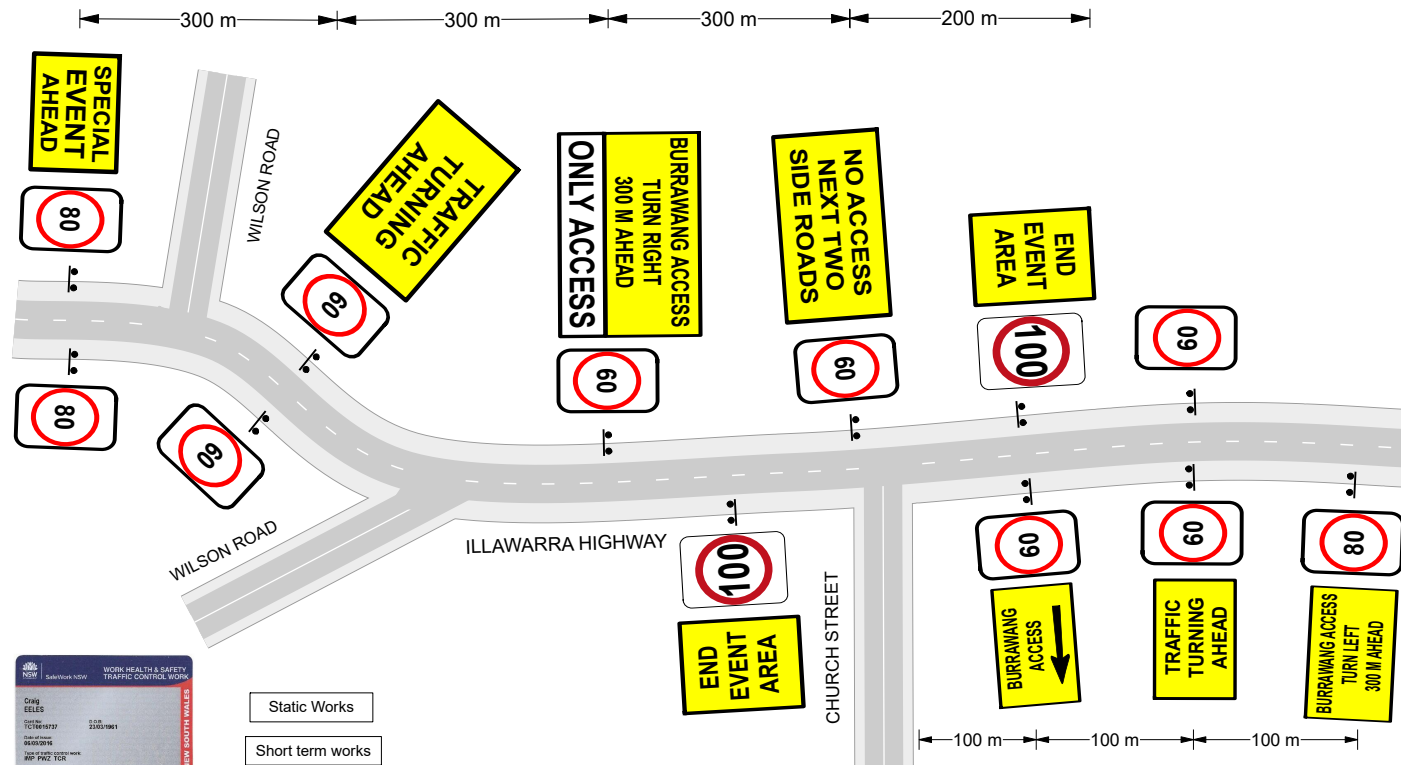
Notes.
Traffic Controller will be located at the intersection of Burrawang Station Road and McGraths Road to direct & assist local residents and event traffic if required.
Local residents on McGraths Road and Burrawang Station Road will be allowed to access their property all day.

Static Works Short term works

Plan Date 03-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme 02	Client : Burrawang Easter Market Location : Illawarra Highway, Burrawang Event Date : Easter Saturday 30-03-24 Times : 8.00 a.m. to 4.00 p.m.	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737 <i>C. Eeles</i>
TGS Ref. BURRAWANG - 300324 - TGS 02				Illawarra Highway Side Road Closures Advance Warning Signs & Detour / Access signs	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.	WORK HEALTH & SAFETY TRAFFIC CONTROL WORK Craig Eeles 10/11/2023 BURRAWANG 300 PAWZ TCM NEW SOUTH WALES

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

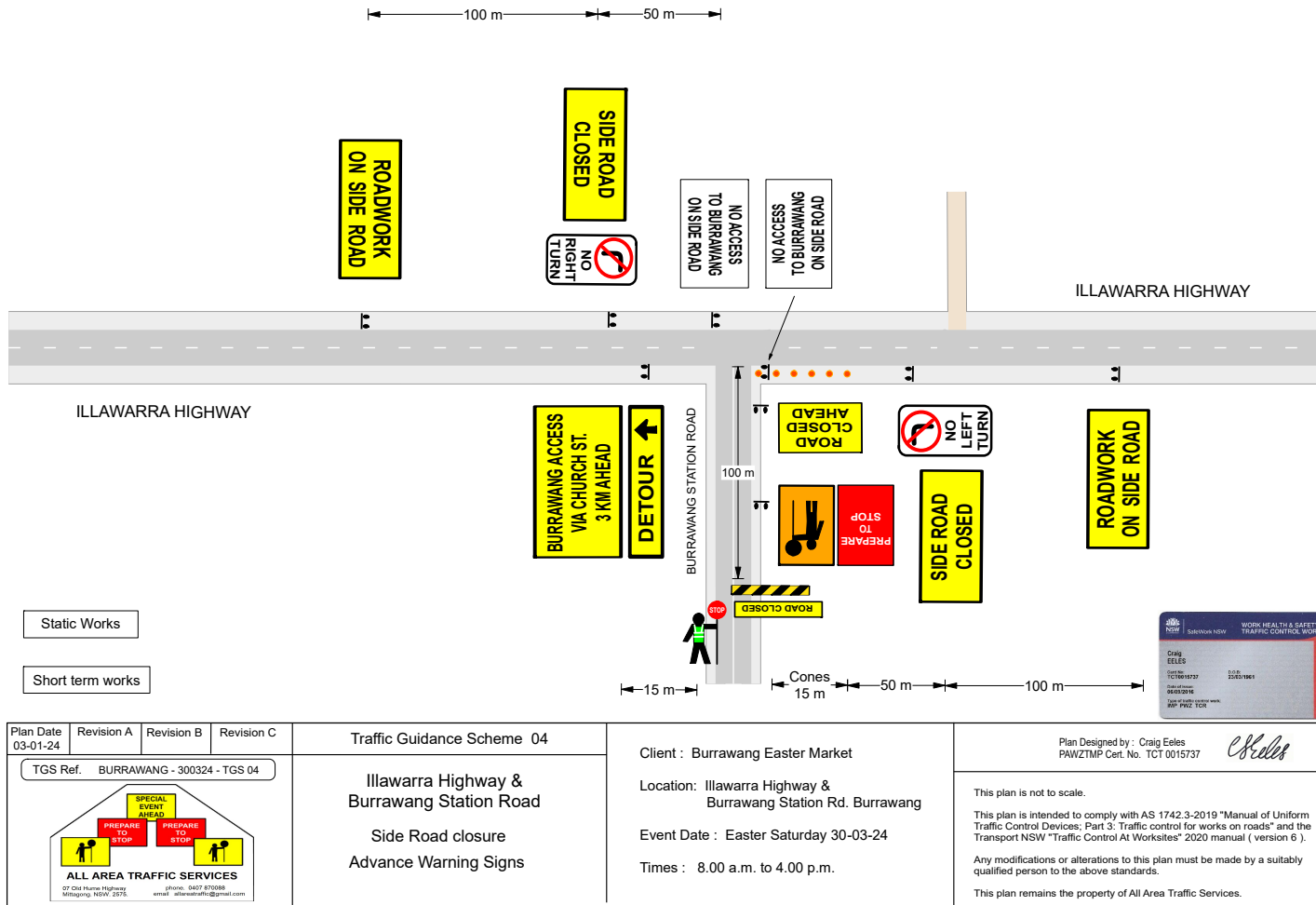
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Plan Date 03-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme 03	Client : Burrawang Easter Market	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737 <i>C. Eeles</i>
TGS Ref. BURRAWANG - 300324 - TGS 03				Illawarra Highway & Church Street Advance Warning Signs 60 kmh speed limit	Location : Illawarra Highway & Church Street, Burrawang	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
ALL AREA TRAFFIC SERVICES 27 Old Hume Highway, Murrumbidgee NSW 2515 phone: 0457 870988 email: allareatraf@allareatraf.com.au					Event Date : Easter Saturday 30-03-24	
					Times : 8.00 a.m. to 4.00 p.m.	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

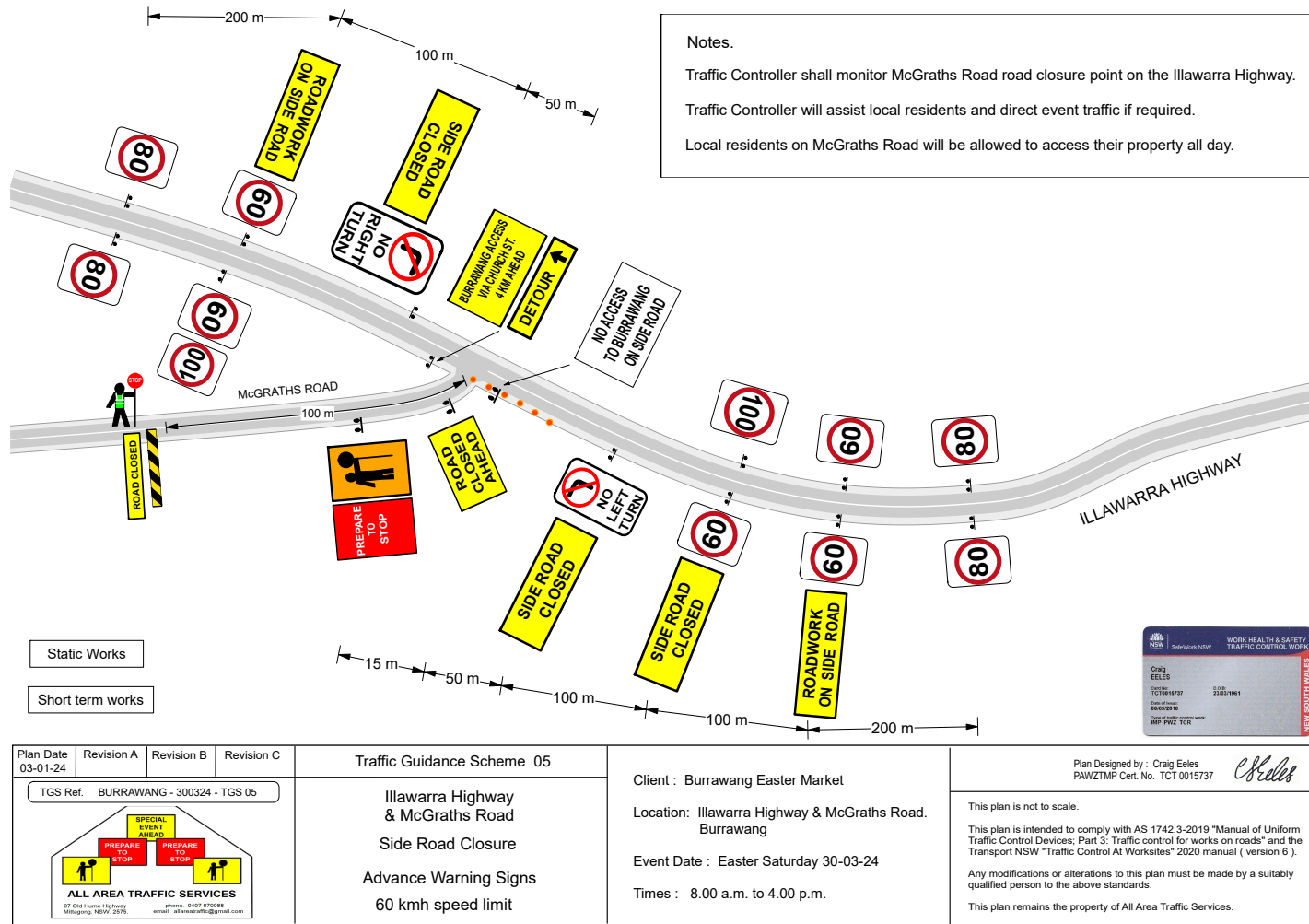
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Plan Date 03-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme 04	Client : Burrawang Easter Market	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
TGS Ref. BURRAWANG - 300324 - TGS 04				Illawarra Highway & Burrawang Station Road Side Road closure Advance Warning Signs	Location: Illawarra Highway & Burrawang Station Rd. Burrawang	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices: Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
					Event Date : Easter Saturday 30-03-24	
					Times : 8.00 a.m. to 4.00 p.m.	

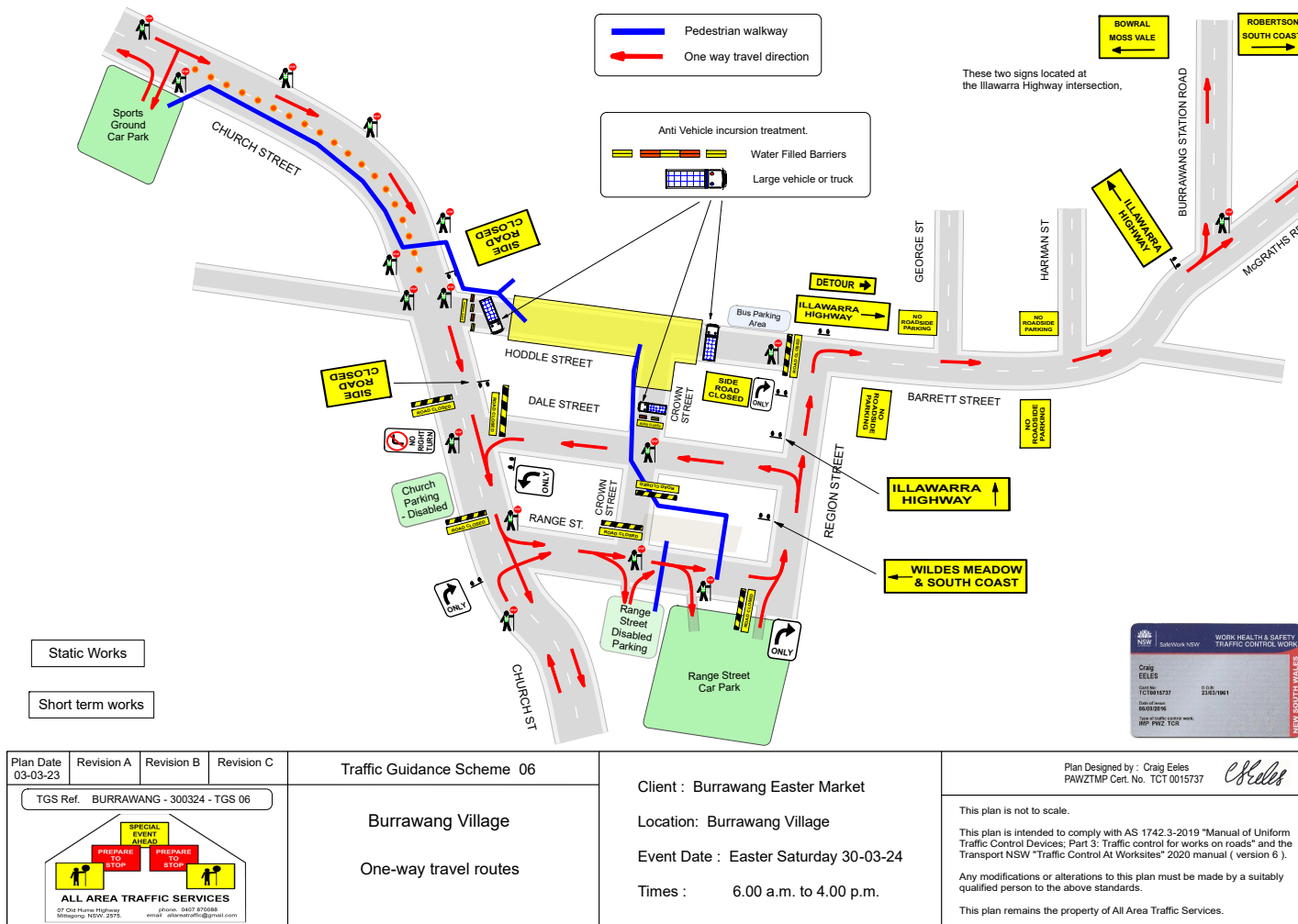
**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

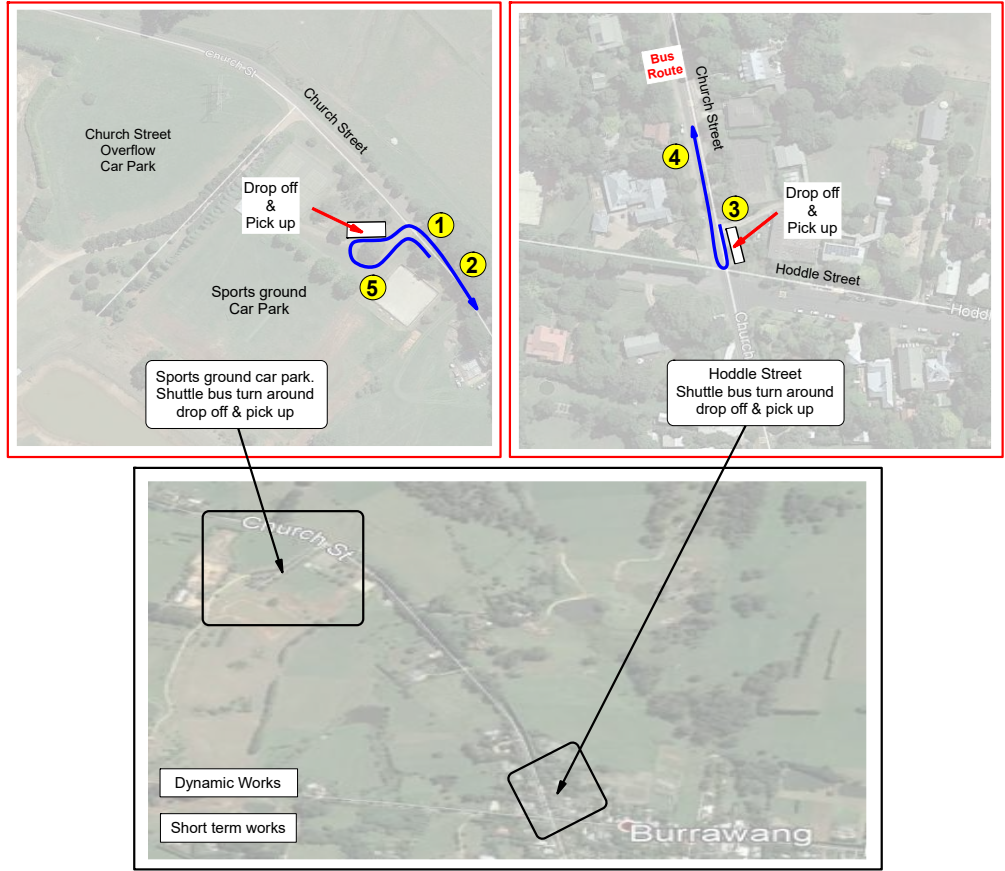


6.10.2 2024 BE M. 13 x Traffic Guidance Schemes

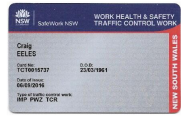
**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Shuttle Bus drop off & pick up locations



- ① Event vehicles will be directed to the Range Street car park while the shuttle bus is in the sports ground.
- ② Event vehicles will follow the shuttle bus up the hill to the Hoddle Street drop off & pick up point and then vehicles proceed on to the Range Street car park.
- ③ Event vehicles will be redirected into the sports ground car park when the shuttle bus reaches the Hoddle Street drop off & pick up point.
- ④ Event vehicles will continue to be sent into the sports ground car park while the shuttle bus returns from Hoddle Street to the sports ground.
- ⑤ Repeat steps 1 - 4.



Traffic Guidance Scheme 07				Shuttle Bus drop off & pick up locations	TGS Ref. BURRAWANG - 080423 - TGS 07
Plan Date 04-01-24	Revision A	Revision B	Revision C	Client : Burrawang Easter Market	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
				Location: Church Street, Burrawang	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
				Event Date : Easter Saturday 30-03-24	

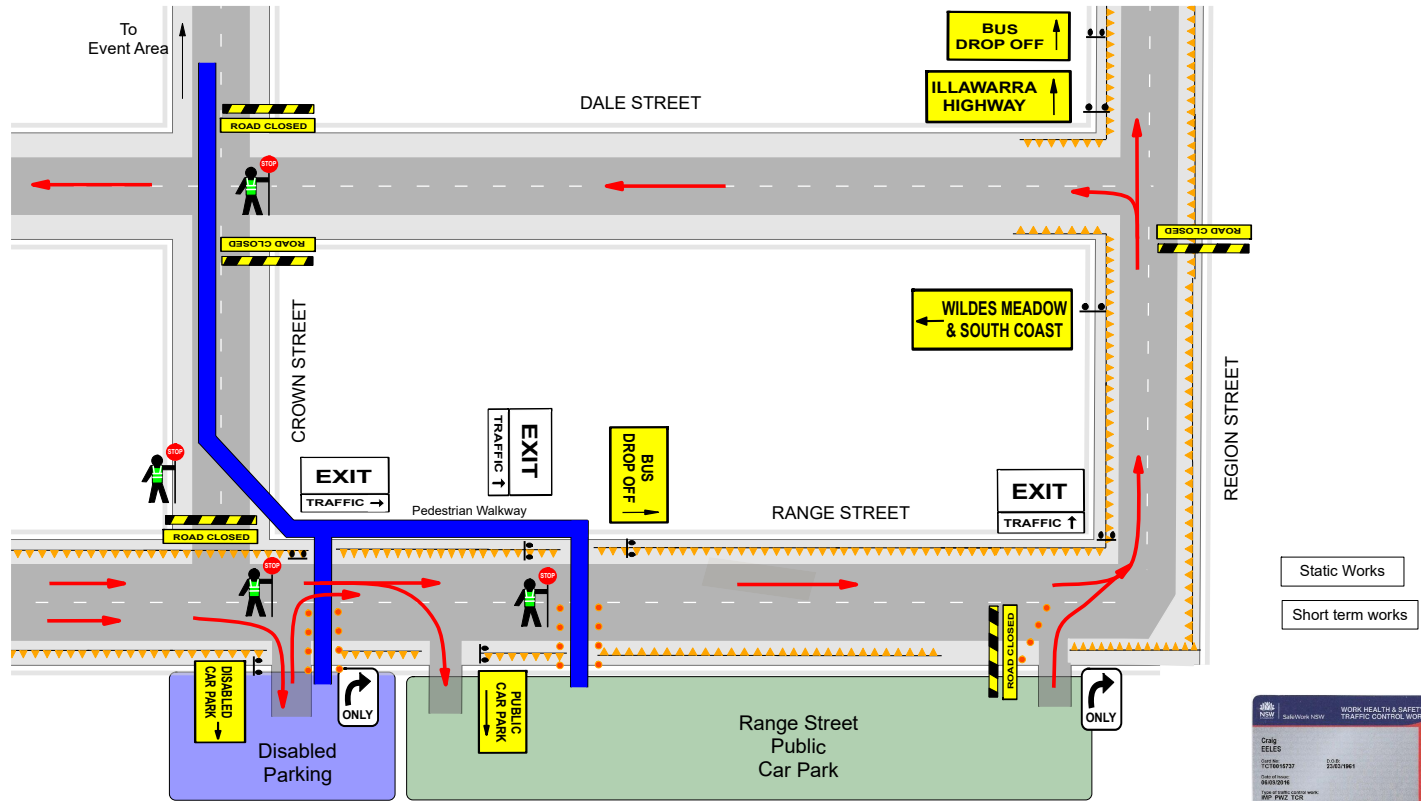
**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

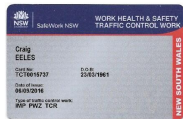
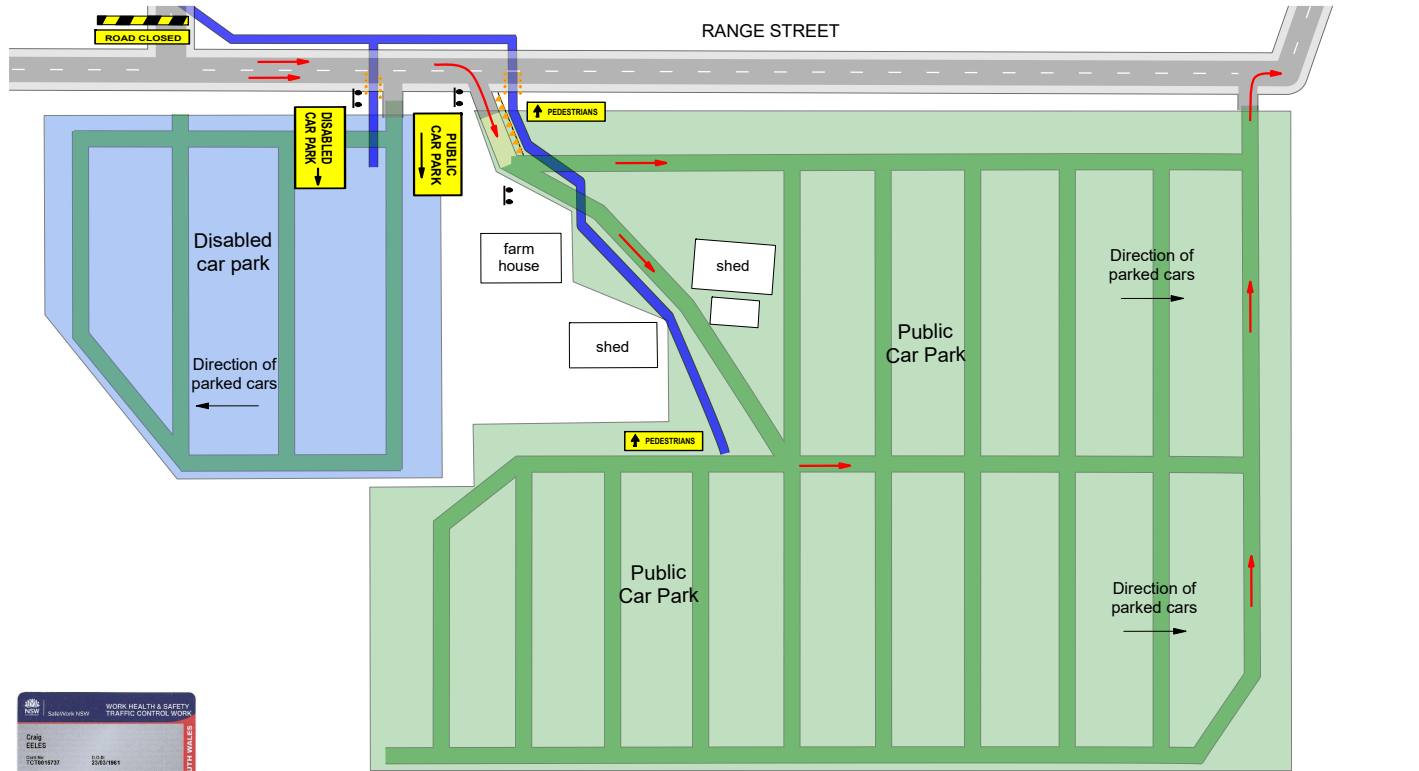
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Plan Date 04-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme 09	Client : Burrawang Easter Market	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
TGS Ref. BURRAWANG - 300324 - TGS 09				Range Street, Burrawang	Location: Burrawang Village	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
ALL AREA TRAFFIC SERVICES 17 Gals Home Highway, Murrumbidgee NSW 2575 phone: 0481 478086 email: aatertraff@pmail.com				Vehicle travel & Pedestrians	Event Date : Easter Saturday 30-03-24	
					Times : 6.00 a.m. to 4.00 p.m.	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

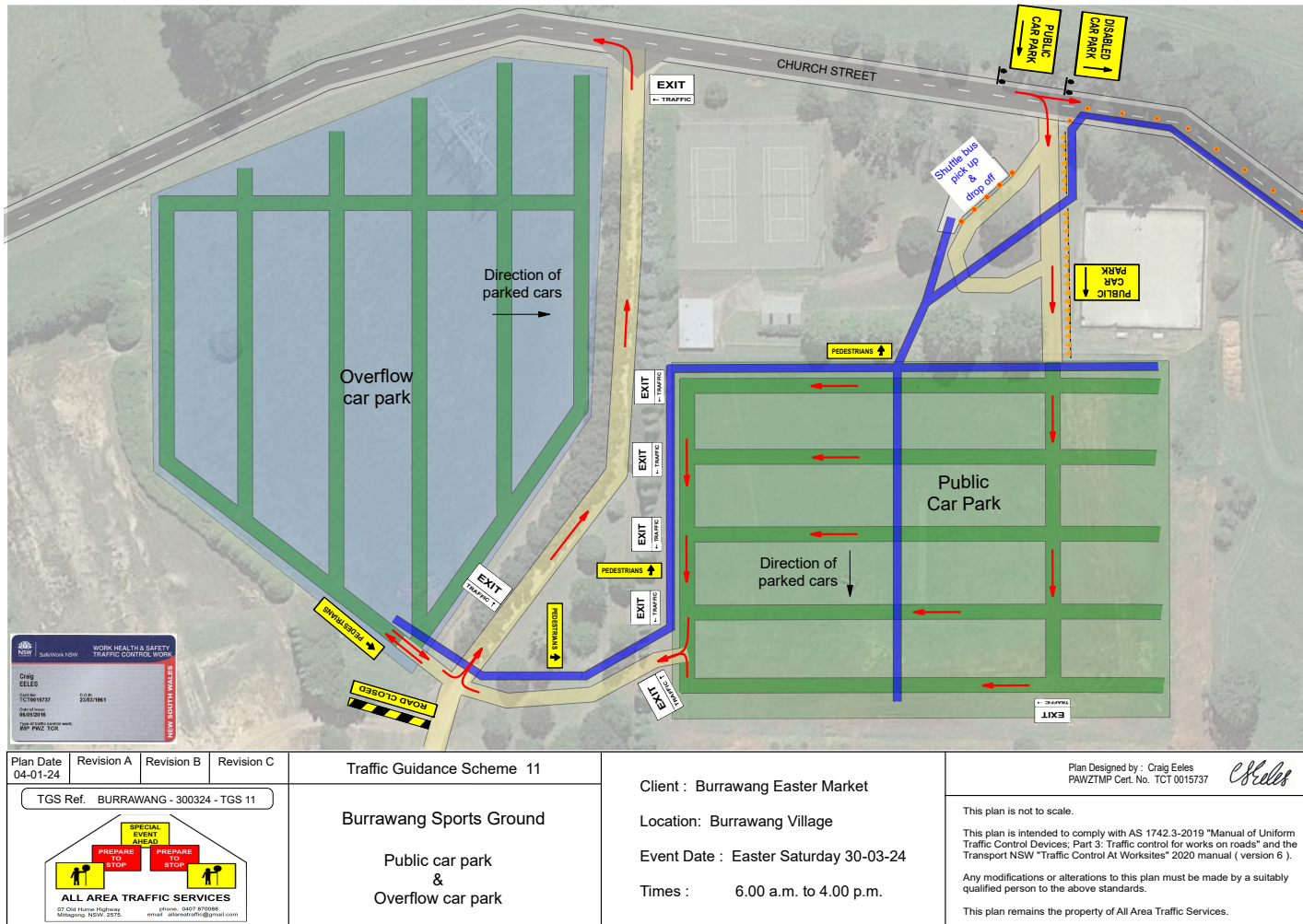
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Plan Date 04-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme 10	Client : Burrawang Easter Market	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737 <i>C. Eeles</i>
TGS Ref. BURRAWANG - 300324 - TGS 10				Range Street Public car park & Disabled car park	Location : Burrawang Village	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
 ALL AREA TRAFFIC SERVICES 17 Old Hunter Highway, Murrumbidgee NSW 2575 phone: 0487 478086 email: aatertraff@pmail.com					Event Date : Easter Saturday 30-03-24	
					Times : 6.00 a.m. to 4.00 p.m.	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

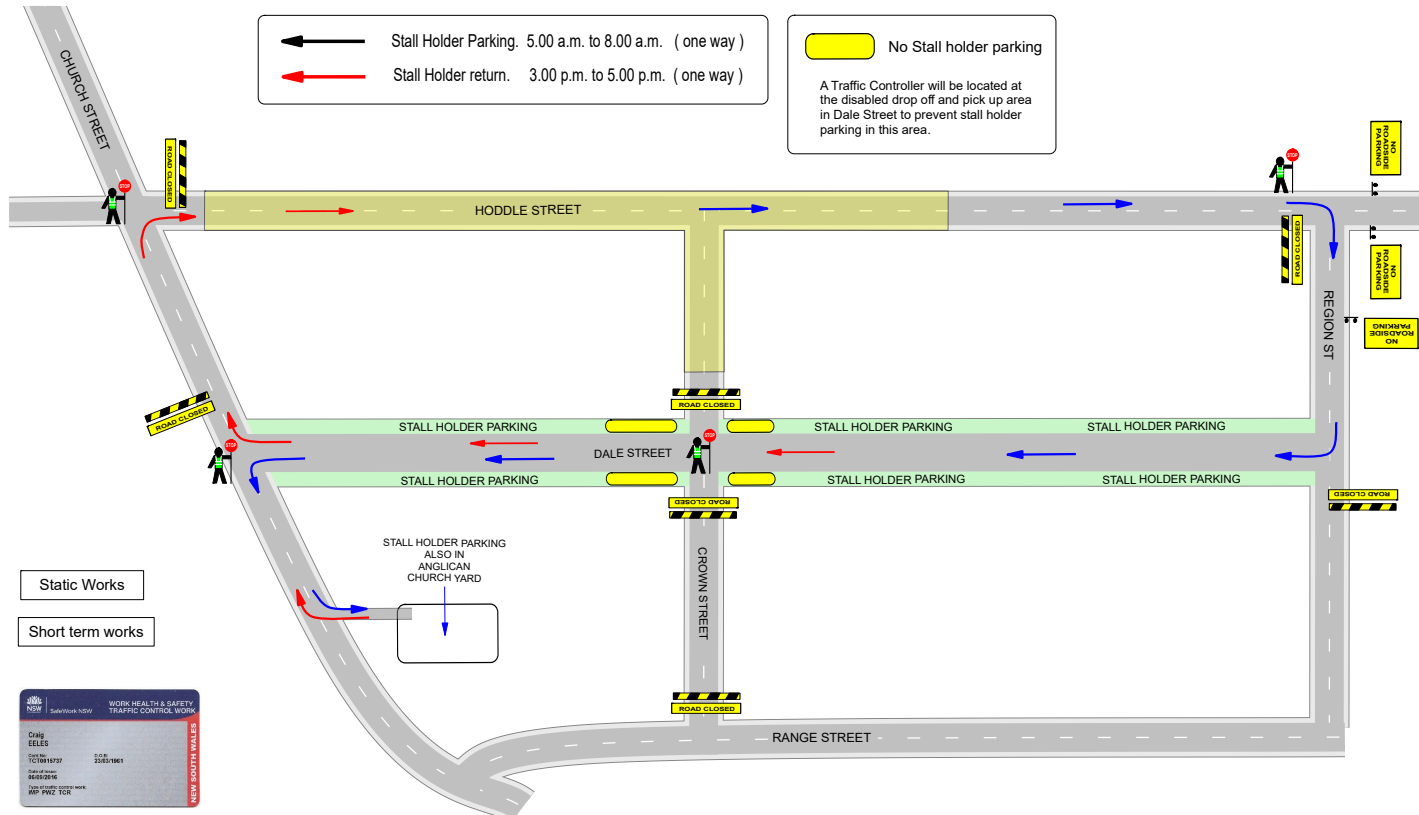
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



6.10.2 2024 BE M. 13 x Traffic Guidance Schemes

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**



Plan Date 08-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme 12	Client : Burrawang Easter Market	Plan Designed by : Craig Eeles PAWZIMP Cert. No. TCT 0015737
TGS Ref. BURRAWANG - 300324 - TGS 12				Burrawang Easter Market Stallholder parking plan	Location: Burrawang Village	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
					Event Date : Easter Saturday 30-03-24	
				Times : 5.00 a.m. to 5.00 p.m.		

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

Burrawang - Normal in bound route

Burrawang - Alternative in bound route

- 1 Traffic controller will monitor end of traffic que in Church Street.
- 2 If the traffic que approaches the Illawarra Highway a traffic controller will travel to the intersection of the Illawarra Highway and Sheepwash Road.
- 3 The traffic controller will turn the arrows on the event directional signs to send in bound traffic to Burrawang via Wildes Meadow Road.
- 4 When the traffic que in Church Street has reduced sufficiently the traffic controller at the Church Street intersection will advise the traffic controller at the Sheepwash Road intersection to return the arrows to the normal in bound orientation to send traffic to Burrawang via the Illawarra Highway once again.

Static Works Short term works

Plan Date 08-01-24	Revision A	Revision B	Revision C	Traffic Guidance Scheme 13	Client : Burrawang Easter Market	Plan Designed by : Craig Eeles PAWZTMP Cert. No. TCT 0015737
TGS Ref. BURRAWANG - 300324 - TGS 13				Burrawang Easter Market Sheepwash Rd & Wildes Meadow Road Alternative inbound route	Location: Sheepwash Road & Wildes Meadow Road	This plan is not to scale. This plan is intended to comply with AS 1742.3-2019 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Transport NSW "Traffic Control At Worksites" 2020 manual (version 6). Any modifications or alterations to this plan must be made by a suitably qualified person to the above standards. This plan remains the property of All Area Traffic Services.
					Event Date : Easter Saturday 30-03-24	
					Times : 8.00 a.m. to 1.00 p.m.	

MINUTES

Local Traffic Committee



We're with you

Thursday, 15 February 2024

Council Chambers, Wingecarribee Shire Council Civic Centre

68 Elizabeth Street, Moss Vale

The meeting commenced at 10am

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

1 OPENING OF THE MEETING	3
2 ACKNOWLEDGEMENT OF COUNTRY	3
3 APOLOGIES.....	3
4 ADOPTION OF MINUTES OF PREVIOUS MEETING	4
5 DECLARATIONS OF INTEREST	4
6 AGENDA REPORTS	5
6.1 Police Report On Recent Road Crashes In The Shire.....	5
6.2 Road Safety Officer Progress Report.....	6
6.3 Argyle Street, Berrima - Review Of Existing Bus Zone.....	7
6.4 Argyle Street, New Berrima - Signage And Line Marking Improvements.....	8
6.5 Intersections Of Erith Street With Amy Street & Hill Street, Bundanoon – Proposed No Stopping Zone.....	9
6.6 3020 Old Hume Highway, Berrima - Proposed Road Upgrade Works For Bendooley Estate.....	10
6.7 A Day On The Green - Centennial Vineyards - Saturday 23 March 2024.....	11
6.8 A Day On The Green - Centennial Vineyards - Sunday 14 April 2024.....	12
6.9 Brigadoon - Bundanoon Highland Gathering - Saturday 6 April 2024.....	13
6.10 2024 Burrawang Markets Traffic Management.....	14
7 DATE OF NEXT MEETING.....	15
8 MEETING CLOSURE	15

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

MINUTES OF THE TRAFFIC COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS ON THURSDAY 15 FEBRUARY 2024 AT 10:00 AM

Present:

Formal (Voting) Members:	Mr Shaun Robinson	Manager Assets
	Mr Ankit Bhangale	Transport for NSW
	Senior Constable Hayley Upton	NSW Police
	Mrs Katherine Wood	Representing the Member for Goulburn
	Mr Peter Edwards	Representing the Member for Wollondilly
Informal (Non-Voting) Members:	Mr Michael Rayner	Senior Traffic Engineer
	Mr Emraul Kayes	Traffic Engineer
	Mr Brian Speed	Road Safety Officer
	Mr Luke Lukess	Berrima Buslines
<i>Apology</i>	<i>Mr Laurie Stewart</i>	<i>Southern Highlands Taxis, Hire Cars & Coaches</i>
In Attendance:	Chief Inspector Brendan Bernie	NSW Police
	Inspector Lee Ingmire	NSW Police
Minutes:	Mrs Liz de Graaf	Administration Officer

1 OPENING OF THE MEETING

The Senior Traffic Engineer opened the meeting.

2 ACKNOWLEDGEMENT OF COUNTRY

“Wingecarribee Shire Council acknowledges the Gundungurra and Tharawal people as the traditional custodians of this land we now call the Wingecarribee Shire. I pay my respect to Elders both past, present and emerging. I would also like to extend that respect to all Aboriginal and Torres Strait Islanders present here today.”

3 APOLOGIES

Apologies were received from Laurie Stewart.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 20 MARCH 2024

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 15 FEBRUARY 2024

4 MINUTES OF PREVIOUS MEETING

The minutes of the Traffic Committee meeting held on 23 November 2023, recommendation numbers TC 2023/66 to TC 2023/72 inclusive, copies of which were forwarded to Committee members, have been received and noted.

5 DECLARATIONS OF INTEREST

The provisions of Chapter 14 of the Local Government Act 1993 regulate the way in which nominated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public trust.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest and the reasons for declaring such interest must be disclosed as soon as practicable after the start of the meeting.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussions or voting on that matter and further require that the member vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

Where necessary any Councillor, Committee Member and nominated staff of Council should disclose any interest and the reason for declaring such interest in the matters under consideration at this meeting.

Councillors and Committee Members are requested to complete the appropriate form to be handed up at the Meeting.

There were no declarations at this meeting.

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

6 AGENDA REPORTS

6.1 Police Report on recent road crashes in the Shire

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

Reporting on recent road crashes in the Shire recorded by Police.

RECOMMENDATION

THAT the information be received and noted.

TC 2024/1

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Wollondilly	✓
The representative for the Member of Goulburn	✓

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

6.2 Road Safety Officer Progress Report

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

The purpose of this report is to update the Traffic Committee on the progress of various projects undertaken by the Road Safety Officer.

RECOMMENDATION

***THAT** the information be received and noted.*

TC 2024/2

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Wollondilly	✓
The representative for the Member of Goulburn	✓

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

6.3 Argyle Street, Berrima - Review of existing Bus Zone

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

Review the existing Bus Zone on Argyle Street fronting Holy Trinity Anglican Church, Berrima.

The existing Bus Zone has been reviewed and proposed to be adjusted as follows:

Existing Bus Zone signs be removed and replaced with proposed Bus Zone MON-FRI signs.

COMMUNITY PRESENTATION

Mr Philip Martin, representing the Berrima Residents Association addressed the Committee on this matter. Mr Martin was generally opposed to the recommendation.

RECOMMENDATION

THAT the existing permanent Bus Zone on Argyle Street, Berrima, be replaced with a new Bus Zone MON-FRI.

TC 2024/3

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member of Goulburn	✓

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

6.4 Argyle Street, New Berrima - Signage and Line marking improvements

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

To seek Traffic Committee's approval for the proposed improvements of proposed kerb and gutter, signage and line marking at the intersection of Argyle Street and Taylor Avenue, New Berrima.

Proposed improvements are:

- Extension of existing No Stopping zone from 41m to 62m.
- Installation of 14m TB & 14m TB1 lines in Argyle Street at Tylor Avenue.
- Installation of Standard Arrows Pavement Markings for both directional traffic flow.
- Installation of perpendicular parking bay marking for additional parking spaces at the median of Argyle Street.
- Reinstallation of missing sign stating NO TRUCKS OVER 10 t GVM.

RECOMMENDATION

THAT Council approves proposed improvements:

- ***Extension of existing No Stopping zone from 41m to 62m (by 21m)***
- ***Installation of 14m TB & 14m TB1 lines in Argyle Street at Tylor Avenue.***
- ***Installation of Standard Arrows Pavement Markings for both directional traffic flow.***
- ***Installation of perpendicular parking bay marking for additional parking spaces at the median of Argyle Street.***
- ***Reinstallation of missing NO TRUCKS OVER 10 t GVM.***

TC 2024/4

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member of Goulburn	✓

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

**6.5 Intersections of Erith Street with Amy Street & Hill Street,
Bundanoon – Proposed No Stopping Zone**

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

To install statutory No Stopping Zone on the northern side of Erith Street, and in the intersections of Erith Street with Amy Street and Hill Street, Bundanoon.

RECOMMENDATION

THAT Council approves the installation of:

- 1. Proposed 61 meters No Stopping Zone on the northern side of Erith Street including the intersection of Hill Street, Bundanoon.*
- 2. Proposed 20 meters statutory No Stopping Zone in the corner of Erith Street and Amy Street, Bundanoon.*

TC 2024/5

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member of Goulburn	✓

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

**6.6 3020 Old Hume Highway, Berrima - Proposed Road upgrade works
for Bendooley Estate**

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

Reporting on the geometric road design, including Channelised Right-turn (CHR(s)) and Auxiliary Left-turn (CHL(s)) treatments, at the intersection of Old Hume Highway and the southern entrance to Bendooley Estate, Berrima.

RECOMMENDATION

THAT Council reviews and approves the Concept layout of geometric road design of the intersection of Old Hume Highway & the southern entrance to Bendooley Estate, Berrima, which includes,

- Rural Short Channelised Right Turn Lane (CHR(s)) with 1 metre shoulder
- Rural Short Auxiliary Left Turn Lane (AUL(s)) with 1 metre shoulder
- Merge Lane to be with 1 metre shoulder

THAT the proposed merge taper be extended from 90m to be 170m in length.

THAT the existing northern entrance road to Bendooley Estate be closed to all traffic.

THAT the right turn out of Bendooley Estate be upgraded to a linemarked Seagull arrangement.

TC 2024/6

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member of Goulburn	✓

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

6.7 A Day on the Green - Centennial Vineyards - Saturday 23 March 2024

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

Consideration of the Traffic Management Plans for A Day on the Green which is to be held at Centennial Vineyards on Saturday 23 March 2024. The event is approved to hold up to 12,000 people.

RECOMMENDATION

THAT the traffic arrangements proposed by All Area Traffic Services for A Day on the Green to be held at Centennial Vineyards on Saturday 23 March 2024 be approved subject to the implementation of the approved Traffic Management Plan and approval from the NSW Police in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event.

TC 2024/7

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member of Wollondilly	✓

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

6.8 A Day on the Green - Centennial Vineyards - Sunday 14 April 2024

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

Consideration of the Traffic Management Plans for A Day on the Green which is to be held at Centennial Vineyards on Sunday 14 April 2024. The event is approved to hold up to 12,000 people.

RECOMMENDATION

THAT the traffic arrangements proposed by All Area Traffic Services for A Day on the Green to be held at Centennial Vineyards on Sunday 14 April 2024 be approved subject to the implementation of the approved Traffic Management Plan and approval from the NSW Police in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event.

TC 2024/8

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member of Wollondilly	✓

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

6.9 Brigadoon - Bundanoon Highland Gathering - Saturday 6 April 2024

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

To report on traffic arrangements for the 2024 Bundanoon Highland Gathering event.

RECOMMENDATION

THAT there is no objection to the traffic arrangements for the Bundanoon Highland Gathering on Saturday 6 April 2024 subject to the satisfactory completion of all requirements detailed in the Guide to Traffic and Transport Management for Special Events for a class 2 event.

TC 2024/9

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member of Goulburn	✓

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

6.10 2024 Burrawang Markets Traffic Management

Report Author: Traffic Engineer
Authoriser: Shaun Robinson

PURPOSE

Consideration of the Traffic Management Plans for the Burrawang Easter Markets which is to be held on Hoddle Street, Burrawang on 30 March 2024. The event is expected to have up to 8,000 attendees throughout the day.

RECOMMENDATION

THAT the traffic management arrangements proposed by All Area Traffic Services for Burrawang Easter Markets to be held on Hoddle Street, Burrawang on Saturday 30 March 2024 be approved subject to the implementation of the approved Traffic Management Plan and approval from the NSW Police in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event.

THAT the event speed limit between Church St and McGraths Rd be 60kmh.

TC 2024/10

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member of Goulburn	✓

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 20 MARCH 2024**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 15 FEBRUARY 2024**

7 DATE OF NEXT MEETING

The next meeting will be held on Thursday 21 March 2024 in the Council Chambers, Civic Centre, Elizabeth Street, Moss Vale commencing at 10am.

8 MEETING CLOSURE

The meeting closed at 11:36am

- 10 QUESTIONS TAKEN ON NOTICE**
- 11 MEETING CLOSURE**