



Murrumbateman Community Association trading as
Murrumbateman Field Days

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19 East St.,

Murrumbateman NSW 2582

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TRANSPORT MANAGEMENT PLAN

2024



1. INTRODUCTION

- 1.1. Murrumbateman Field Days (MFD) is an annual event conducted by the Murrumbateman Community Association (MCA) in order “to better our community through sharing the rural lifestyle we lead and demonstrating our commitment to preserving it through environmental sustainability.”
- 1.2. The event has become the major source of fundraising for the community and focuses on the needs of the small rural landholders within excess of 400 exhibitors, made up of approximately 2,000 individuals. In 2023, there were over 14,000 visitors to the event over the two days.
- 1.3. The purpose of this Transport Management Plan is to provide a plan for the effective management of traffic associated with the entry and exit activities of exhibitors and the public during the course of the event and to minimise the risks associated with the event in 2024.

2. SCOPE

- 2.1. This Transport Management Plan (TMP) addresses the traffic and transport management requirements for the Murrumbateman Field Days event and includes the provision for the safe movement of vehicular traffic, the protection of volunteer and contracted workers from passing traffic, the design and installation and removal of temporary sign posting, the use of road side signage and the provision (where required) of suitably qualified traffic control staff and in other cases of suitably briefed traffic directing staff.
- 2.2. The traffic management strategies detailed in this plan tries to minimise the impact on non-event motorists who use the adjoining Roads, viz., Barton Highway and Murrumbateman Road.
- 2.3. This TMP should be read in conjunction with:
 - 2.3.1. “*Guide to Traffic and Transport Management for Special Events*”, (v3.5) dated 1 July 2018, produced by the Premier’s Department, New South Wales.
 - 2.3.2. “*Event Starter Guide*”, available on the NSW Government web site, <https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/>

3. OBJECTIVES

- 3.1. The key objectives of this Traffic Management Plan are to:
 - 3.1.1. Ensure the safety of the MFD volunteers, contractors and motorists when working on roads.
 - 3.1.2. Minimise the impact of non-event motorists who use the Barton Highway and Murrumbateman Road.
 - 3.1.3. Minimise the risk to motorists by managing ‘end-of-queue’ events.
 - 3.1.4. Efficiently, effectively cooperatively manage the traffic congestion associated with the entry and exit times.
 - 3.1.5. Ensure that all temporary speed zone reductions are approved through a speed zone authorisation (SZA) issued by Transport for NSW (TfNSW).
 - 3.1.6. Identify the approved placement of all signage that alerts motorists of traffic related matters prior to and during the MFD event.

4. MANAGEMENT

- 4.1. The Traffic Control Plan has been developed by Territory Traffic Engineering (TTE) and will be implemented by **CARE Traffic**, who are contracted to provide traffic management and control at the intersection of Murrumbateman Road and the Barton Highway and the north entrance to the venue. The NSW Police Force shall provide one officer (under the user pays system) to oversee the operation¹.
- 4.2. Internal traffic management, marshalling and parking is facilitated through volunteer organisations (Rural Fire Service and MFD volunteers).
- 4.3. Overall coordination is undertaken by MFD Management with the MFD Manager providing linkage between all parties during the event.
- 4.4. The TfNSW requires that all participants involved be suitably competent, experienced and qualified or adequately briefed on their activities during the event².

5. EVENT DETAILS

- 5.1. In 2024 the event is planned for the 19th and 20th October, with the loading of the event venue occurring from Tuesday 8th October and clean up completing Friday 25 October.
- 5.2. Event Summary
 - 5.2.1. Event Name: Murrumbateman Field Days
 - 5.2.2. Event Location: 19 East Street, Murrumbateman. NSW 2582
 - 5.2.3. Event Date: 19-20 October 2024
 - 5.2.4. Event Start Time: 0800, Saturday 19 October 2024
 - 5.2.5. Event Finish Time: 1600, Sunday 20 October 2024
 - 5.2.6. Event Setup Start Time: 0800, Tuesday 8 October 2024
 - 5.2.7. Event Packdown Finish Time: 1700, Friday 25 October 2024
 - 5.2.8. The event is “off-street” being contained within the Murrumbateman Recreation Grounds bounded by Murrumbateman Road and the Barton Highway.
 - 5.2.9. This is an annual event held over the third weekend in October for the last 44 years.
- 5.3. Contact Names
 - 5.3.1. Event Organiser: President of MCA – Mr Iain McCal
 - 5.3.2. Event Manager: Tom White
 - 5.3.3. Event Traffic Manager: Care Traffic
 - 5.3.4. Police: Inspector David Cowell: Yass Police
 - 5.3.5. Council: Yass Valley Council – Terry Cooper
 - 5.3.6. Transport NSW – Traffic command Sydney
 - 5.3.7. Traffic Controllers – JB - CARE Traffic
- 5.4. Brief Description of the Event
 - 5.4.1. The MFD is a community run event and has a small rural landholder focus and as such encourages a wide range of exhibitors to show off their products and services. The public access times require the exhibits to be set up by the time the gates open to the public and remain open until the public gates are closed.

6. IMPLEMENTATION

¹ This includes the provision of briefings to contracted Traffic Controllers.

² All participants in the Traffic Operations are required to have attended a safety briefing and all team leaders are required to attend the Police briefings on the days of the Field Days.

- 6.1. Traffic management initiatives will be in accordance with the TfNSW current version of TCAWs manual and the 2019 edition of the Australian Standard 1742.3, '*Manual of Uniform Traffic control Devices*' as modified to meet site specific conditions.
- 6.2. The traffic control plans will be implemented and removed under the supervision of an accredited person(s) who hold the current TfNSW qualifications of a Yellow Card, "*Apply Traffic Control Plans*".
- 6.3. The traffic management/control will be undertaken by CARE Traffic, and they will be responsible for implementation of the approved traffic control plan (TCP) at the intersection of the Barton Highway and Murrumbateman Road and at the entrance to the northern end of the Murrumbateman Recreation Grounds. They will also be required to provide (where possible) the necessary signage and equipment to implement the TCP. Signs not available will be supplemented by Field Days Management.
- 6.4. MFD management will arrange for contractors/volunteers to undertake traffic control within the event site and will provide the signage and equipment required.
- 6.5. To ensure compliance with the Work Health and Safety (WHS) Act 2011 and the TCAWs Manual, any person required to perform traffic control duties must hold current qualifications relevant to the function to be performed or be suitably briefed as follows:
 - 6.5.1. Persons undertaking traffic control with a stop/slow bat will need to hold a current TfNSW **Blue Card** and a NSW WorkCover Construction Induction Card (White Card) or equivalent.
 - 6.5.2. Persons undertaking the role of marshall, carpark attendant or event staff (not required to perform traffic control duties) shall attend a briefing on their duties prior to the event and operate in accordance with the Safe Work Method Statements (SWMS) developed for this event (**Attachment A**). Shift leaders shall hold a current TfNSW **Yellow Card** and a NSW WorkCover Construction Induction Card (White Card). Should subsequent legislation or Council direction require such individuals to hold a current TfNSW **Grey Card** and/or a NSW WorkCover Construction Induction Card (White Card) or equivalent, modifications to the parking strategy and associated signage will be required to decrease the numbers of attendants necessary to undertake these duties on the private land.
 - 6.5.3. Persons who are required to set up and work with traffic control plans will need to hold a current TfNSW **Yellow Card** and a NSW WorkCover Construction Induction Card (White Card) or equivalent.
- 6.6. It will be the responsibility of the MFD management to conduct annual checks to validate the qualifications required and held by each volunteer to perform the task(s) assigned.
- 6.7. Contractors engaged to perform traffic control will be required to provide a copy of each employee's qualifications and shall be responsible for abiding with the appropriate work standards for such duties.

7. PLANNING STRATEGY

- 7.1. MFD is a Class 1 Special Event in accordance with the TfNSW guide (see clause 2.3.1).
- 7.2. This TMP has been submitted to the Yass Valley Council to be considered by the Traffic Committee.

- 7.3. A copy of the Public Liability is attached at **Attachment D**.
- 7.4. A pre-event meeting shall be held with all parties involved no less than six weeks from the event and will be coordinated by MFD management. The Transport Management Plan will be reviewed at this meeting and the agency contacts list will be reviewed and updated. Subsequent team meetings will detail the agreements between agencies and finalise the operational procedures for the event.
- 7.5. MFD management will be responsible for briefing all volunteers on the risks associated with working around traffic. Each participant in the transport/traffic management shall be issued with:
 - 7.5.1. A Safe Work Method Statement (SWMS) that describes the control measures that will be applied to the allocated work activities and includes a description of the equipment to be used, the standards or codes to be complied with and the qualifications/training required to carry out the work. See **Attachment A**.
 - 7.5.2. Personal Protective Equipment (PPE) shall be worn where required, and shall include but not limited to: safety devices that protect volunteers and workers against environment hazards, eg sun screen, high visibility clothing and safety boots.
- 7.6. A post-event de-briefing meeting will be scheduled by the MFD management and will include a review of all aspects of the transport and traffic management. All agencies will be invited to attend or contribute to this meeting. The outcomes of this meeting will be issued to all agencies as soon as is practicable after the meeting.

8. RISK MANAGEMENT - TRAFFIC

8.1. Overview

The Field Days Management Team has devised a Risk Management Plan, see **Attachment B**. Entry by the public to the event is through two gates off Murrumbateman Road and one off the Barton Highway for south bound event traffic. The highest congestion point during the event occurs at the intersection of Murrumbateman Road and the Barton Highway. In order to reduce the congestion at this intersection there is a second separate carpark north of the event. This will be used by all southbound Field Days traffic.

- 8.1.1. The peak time for activity on the roads surrounding the event are from 7:00AM on Saturday and Sunday as the public begin to enter the event parking area till 10:00AM and from 3:30PM till 6:00PM when both the public and exhibitors are attempting to depart from the event parking area.

8.2. Occupational Health and Safety

- 8.2.1. Aspects of OH&S are covered under the risk assessment and cover the contractors working directly to MFD, the volunteers, the exhibitors, the service providers and the visiting public in so far as the analysis is comprehensive.

8.3. Risk Management

- 8.3.1. **Attachment B** identifies the perceived risks faced while preparing for the event, running the event and cleaning up after the event. The treatments (mitigation strategies) and the responsible party(s) for implementation of those treatments are all shown in that document.

8.4. Traffic Control Plans

- 8.4.1. Territory Traffic Engineering has developed the attached Traffic Control Plan (**Attachment C**).
- 8.4.2. Worksite traffic control on public roads will be contracted to Traffic Group Australia.

8.4.3. Overall coordination of all groups involved in the traffic management, including but not limited to, parking, public road control, internal traffic and pedestrian management is done by the Murrumbateman Field Days Manager where there is no Police involved, in which case the Police will be responsible for such controls.

8.5. Public Liability Insurance

8.5.1. A copy of the current public liability insurance is attached (**Attachment D**) and is for a limit of \$20,000,000 and effective from 17 Jan 2023 to 17 Jan 2024.

8.5.2. Apart from the “Hillview Paddock”, used for overflow parking Council are the owners and the lessor of the land used for the Event.

8.5.3. TfNSW – The Barton Highway and Murrumbateman Road are the only two thoroughfares immediately adjacent to the venue and apart from the intersection of those two roads there are no other TfNSW assets (bridge, freeway or viaduct) involved.

8.5.4. Police have been party to the development of this document.

8.5.5. Other Government Trusts and Authorities – there are no other Government entities involved in this event other than some exhibitors.

8.6. Police

8.6.1. The Schedule 1 Form – Notice of Intention to Hold a Public Assembly is attached at **Attachment E**.

8.6.2. Police shall attend the final briefing of the traffic team on the Saturday morning of the event.

8.7. Fire Brigade and Ambulance

8.7.1. The Rural Fire Service is providing other services on the grounds during the event and also a unit will be on site for the entire event.

8.7.2. The St John Ambulance provides first aid on site and in is direct contact with the ambulance services for the entire event.

9. TRAFFIC AND TRANSPORT MANAGEMENT

9.1. Location – **Attachment F** is the General Arrangement of the Venue for the event and shows immediate area around the Field Days Venue and associated parking areas.

9.2. Parking – The local Rural Fire Service is contracted to provide parking attendants and work to the Manager. The main public car parking areas are to the south and the north of the event venue. Exhibitor parking is around the venue as shown. Disabled parking is designated as shown in **Attachment F**, adjacent to the main public entrance VG4 and in the Northern Carpark.

9.3. Construction, traffic calming and traffic generating developments – there are no traffic calming devices or traffic-generating developments at the location/route or on the detour routes. Event traffic will be directed down Euroka Avenue by the VMS at Valencia Estate. Police will decide if through traffic are able to turn safely down Murrumbateman Road.

9.4. Trusts, authorities of Government enterprises – The event uses a facility managed by a Section 355 committee of the Yass Valley Council. Written approval is shown at **Attachment G**.

9.5. Impact of Public transport – There are no additional arrangements for public transport to the event. There will be an event shuttle bus for use by residents living on the western side of town.

- 9.6. Reopening roads after moving events – this is not a moving event.
- 9.7. Traffic management requirements unique to this event – a description of the unique traffic management requirements is at **Attachment H**.
- 9.8. Contingency Plans are at **Attachment I**.
- 9.9. Heavy vehicle impact – there is no impact on heavy vehicles.
- 9.10. Special event clearways – to avoid the public parking in the local streets, no parking signs will be required in all 50 speed zones within 500m of the venue, including Murrumbateman Road, Barton Highway, South Street and Hercules Street.
- 9.11. In addition, South Street will be closed at the intersection with the Barton Highway. Through traffic will be detoured through Rose Street. All village traffic will enter the Barton Highway at Hercules Street.
- 9.12. There will be no public parking in Jones Park and it shall have barriers to prevent traffic entering, event shuttle bus, police and traffic management vehicles excepted.

10. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

- 10.1. Access for local residents, businesses, hospitals and emergency vehicles – plans to minimise the impact on the non-event community is at **Attachment J**.
- 10.2. Advertise traffic management arrangements – the arrangement for advertising the closure of East Street (the entrance into the Recreation Grounds off the Barton Highway and the clearway signs are shown at **Attachment K**.
- 10.3. Special event warning signs – the special event information signs are described in the Traffic Control Plans and summarized at **Attachment L**.
- 10.4. Permanent Variable Message Signs – there will be three VMS for this event as shown at **Attachment K**.
- 10.5. Portable Variable Message Signs - there will be three VMS as shown on the Traffic Control Plan for this event. Placement is shown in **Attachment K**.
- 10.6. The speed Zone Authorisation Form is attached at **Attachment M**.

List of Attachments

- A. Safe Work Methods Statement – Attached, not signed.
- B. Risk Management Matrix -
- C. Traffic Control Plan
- D. Public Liability Insurance cover
- E. Schedule 1 Form – Notice to Police
- F. Venue General Arrangement
- G. Council approval for the site hire
- H. Unique Traffic Management Requirements
- I. Contingency Plans
- J. Plans to minimise the impact on non-event community.
- K. Advertising traffic management arrangements
- L. Location of special event signs
- M. Speed Zone Authorization Form