

# GUIDE TO TRAFFIC AND TRANSPORT MANAGEMENT FOR SPECIAL EVENTS

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## CAMPBELLTOWN SPORTS STADIUM



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# 1 INTRODUCTION

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## 1.1 THE PURPOSE OF THIS GUIDE

This guide has been prepared to assist special event organisers of the traffic and transport management requirements for special events proposed to be held at Campbelltown Sports Stadium.

In the preparation of this guide, the following documents have been referenced:

- NSW Government '*Guide to Traffic and Transport Management for Special Events (Version 3.5 1 July 2018)*',
- Roads and Maritime Services '*Traffic control at work sites (Version 5.0 27 July 2018)*',
- Australian Standard 1742.3 '*Manual of uniform traffic control devices – Traffic Control for works on roads*',
- NSW Government '*How to manage work health and safety risks code of practice (December 2011)*',
- NSW Legislation '*Roads Act 1993 No 33*',
- NSW Legislation '*Road Transport Act 2013 No 18*',
- NSW Legislation '*Work Health and Safety Act 2011 No 10*', and
- NSW Legislation '*Work Health and Safety Regulation 2017*'.

## 1.2 WHAT IS A SPECIAL EVENT?

A special event (in traffic management terms) is any planned activity that is;

- wholly or partly conducted on a road or specific venue in this case Campbelltown Sports Stadium,
- may require multiple agency involvement such as Campbelltown City Council, Transport for NSW, and emergency services,
- may require special traffic management arrangements such as traffic control,
- may involve large numbers of participants and/or spectators.

## 1.3 EVENT ORGANISERS ROLE AND RESPONSIBILITIES

The '*Event Organiser*' is the person or organisation who is primarily responsible for organising the event and whose name appears on the Public Liability Insurance Policy.

The NSW Legislation '*Work Health and Safety Act 2011 No 10*' and '*Work Health and Safety Regulation 2017*' has as its objective, to secure the health, safety and welfare of people at work. The Event Organiser must address its requirements regardless of the size of the event.

The Event Organiser has responsibilities under the Acts (even if the Event Organiser does not employ anyone at the event) towards people who are employees as well as non-employees (including volunteers, contestants and visitors). The extent of responsibility under the Act includes the venue itself, if in control of as a premises used by persons as a place of work and also the area surrounding the event as the route or location for the event may be considered as a place of work.

The acts require the Event Organiser to notify SafeWork NSW of deaths and certain injuries either:

- as an occupier of a place of work where an incident occurs, or
- as an employer of a person who is killed or injured.

In addition to responsibilities under legislation, the Event Organiser also has a duty of care towards those persons who attend the event to ensure that they are not exposed to risks from a public liability perspective.

It is important to note that the Event Organiser is not the event management firm employed by the Event Organiser to manage the event on their behalf.

## 1.4 RISK ASSESSMENT AND MANAGEMENT

The process for determining what is reasonably practicable is consistent with the risk management process as described in the NSW Government 'How to manage work health and safety risks code of practice (December 2011)'.

Risk management involves a systematic process to:

- identify hazards associated with the activity or environment,
- if necessary, assess the risks associated with the hazards,
- identify and implement available and suitable control measures to eliminate or minimise the risks
- review the effectiveness of the control measures.



Figure 1: Risk Management Procedure

Regulation 36 of the NSW Legislation 'Work Health and Safety Regulation 2017' sets out a hierarchy of control measures which apply if it is not reasonably practicable for a duty holder to eliminate risks to health and safety, in the following order:

- substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk,
- isolating the hazard,
- implementing engineering controls,
- implementing administrative controls,
- ensuring the provision and use of suitable personal protective equipment.

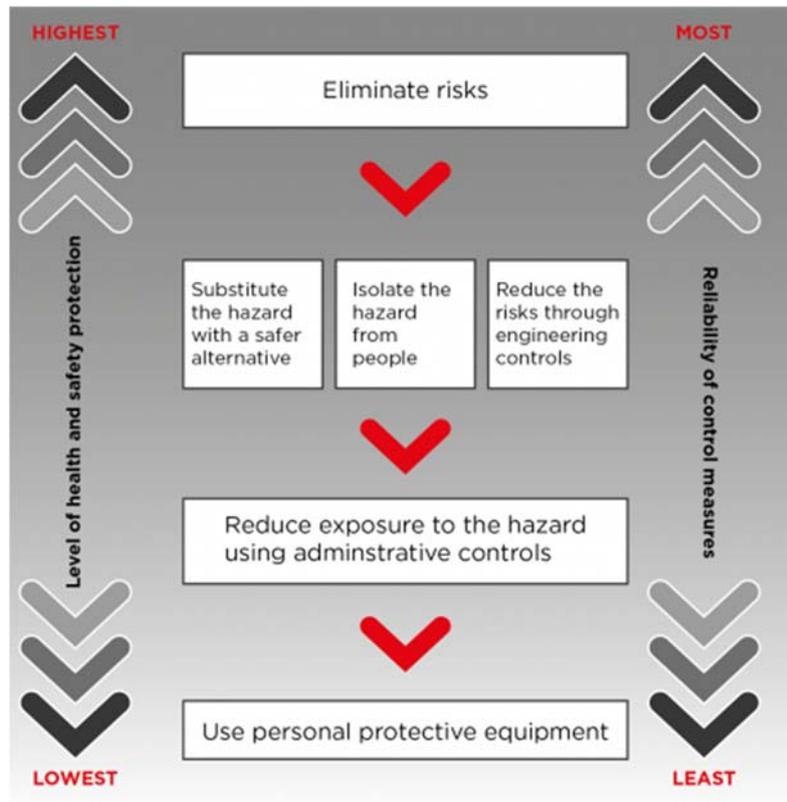


Figure 2: Hierarchy of Risk Management Controls

By identifying particular types of control measures in terms of their effectiveness and reliability, regulation 36 requires a duty holder to step through a process by which risks can be minimised so far as is reasonably practicable.

The risk assessment results in *'Traffic Control Plans'* (TCP) to manage the risks identified for traffic and transport management in the *'Special Event Traffic Management Plan'* (SETMP).

To simplify the requirements of the SETMP, Appendix A and B of this guide provides templates for event organisers that fulfils the traffic and transport requirements to hold a class 2 or class 3 event at Campbelltown City Council.

The SETMP also contains traffic control plans that have been successfully used for events at Campbelltown Sports Stadium in the past to manage traffic, pedestrians and car parking.

Whilst these plans have been used in the past, it is the event organisers responsibility to determine if they are suitable for the proposed event and additional conditions may be imposed by Council, NSW Police or Transport for NSW.

## 2 SPECIAL EVENT OVERVIEW

### 2.1 CLASS OF SPECIAL EVENT

For traffic and transport management purposes the special event is designated into one of four classes shown in the table below.

Event Class	Description
<b>Class 1</b>	An event that impacts major traffic & transport systems and there is significant disruption to the non-event community. For example: an event that affects a principal transport route in Sydney, or one that reduces the capacity of the main highway through a country town.
<b>Class 2</b>	An event that impacts local traffic and transport systems and there is low scale disruption to the non-event community. For example: an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway.
<b>Class 3</b>	An event with minimal impact on local roads and negligible impact on the non-event community. For example: an on-street neighbourhood Christmas party.
<b>Class 4</b>	An event that is conducted entirely under Police control (but is not a protest or demonstration). For example: a small march conducted with a Police escort.

Table 1: Event Class Description

The flow chart below illustrates the process in determining the class of the special event.

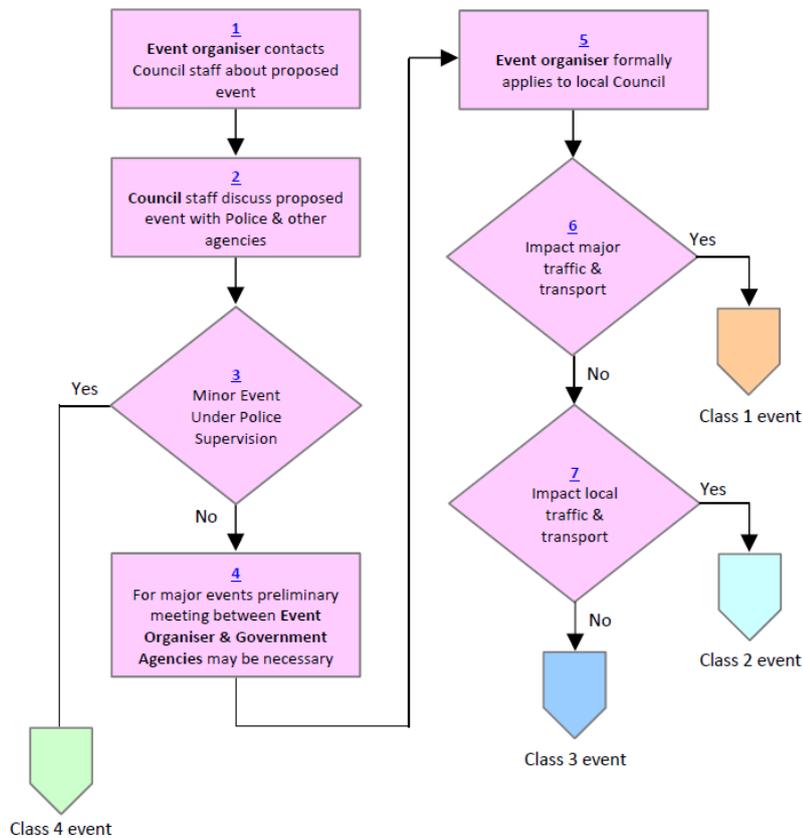


Figure 3: Class determination for special events

To conduct an event at Campbelltown Sports Stadium, the event organiser is to first contact Campbelltown Council. This is because traffic and transport management is only part of conducting a special event. Council also needs to consider such things as waste management, environmental protection, the impact on local businesses and residents and the restoration of damage.

Following the initial contact with Council staff, Council will consult with other agencies such as the Police, RMS, and possibly the TMC, to determine the event class.

The table below shows the sections of this guide to refer to for the specific traffic and transport requirements after the special event class has been determined. As class 4 events relate to marches and small parades conducted under Police control that do not require specific traffic and transport management, it is unlikely that a class 4 event would be held at Campbelltown Sports Stadium and therefore is not described by this guide.

Event Class	Section of this guide
<b>Class 1</b>	Refer to Section 3
<b>Class 2</b>	Refer to Section 4
<b>Class 3</b>	Refer to Section 5

Table 2: Guide reference for event class

## 2.2 CAMPBELLTOWN SPORTS STADIUM LOCATION AND DESCRIPTION

Campbelltown Sports Stadium is located in Leumeah which is a suburb within the Campbelltown City Council local government area and comprises of the football stadium and athletics centre.

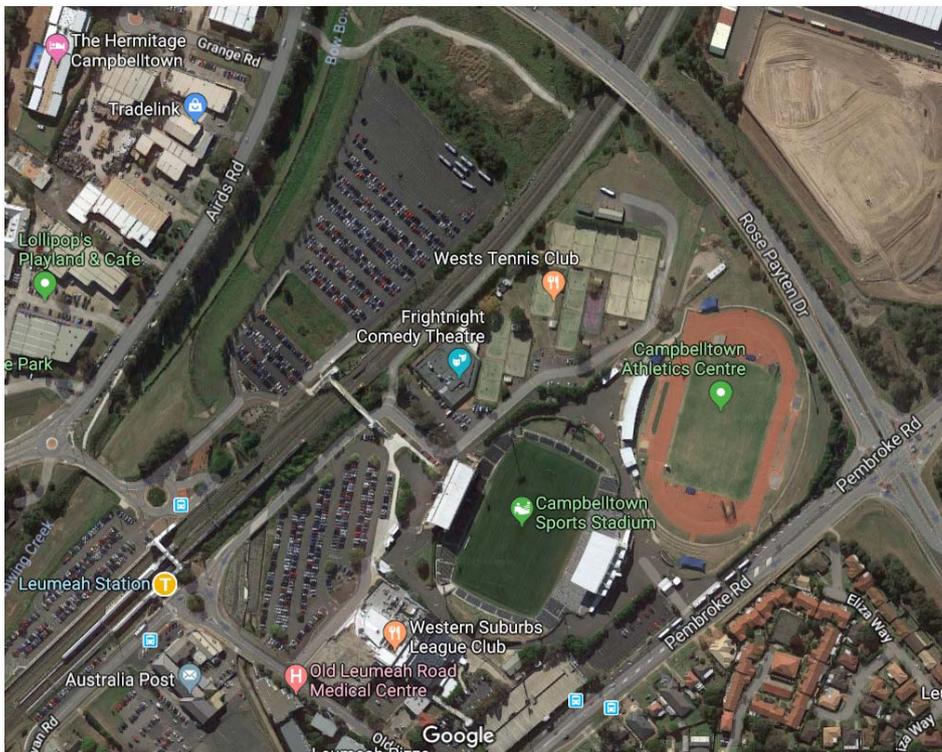


Figure 4: Campbelltown Sports Stadium Location Map

The venue has an overall capacity of 22,300. Individually the football stadium has a capacity of 17,500 and the athletics centre, 8000 patrons. The seating map for the football stadium is shown in figure 5 below.



Figure 5: Campbelltown Sports Stadium Seating Map

## 2.3 CAMPBELLTOWN SPORTS STADIUM ENTRANCES AND PEDESTRIAN ACCESS

There are three entrances to Campbelltown Sports Stadium:

1. Gate A,
2. Gate B, and
3. Gate C.

The pedestrian bridge over the railway line provides pedestrian access from the commuter car parks to Campbelltown Sports Stadium.

A 1.2m wide footpath provides access from Leumeah Station on both sides of Old Leumeah Rd and a 2.4m wide footpath provides access along Pembroke Road.

Pedestrian crossings are provided at:

1. The roundabout outside Leumeah Train Station,
2. The traffic signals at the intersection of Pembroke Road and Old Leumeah Road, and
3. The traffic signals at the intersection of Pembroke Road and Rose Payten Drive.

Figure 5 shows the pedestrian access to Campbelltown Sports Stadium.

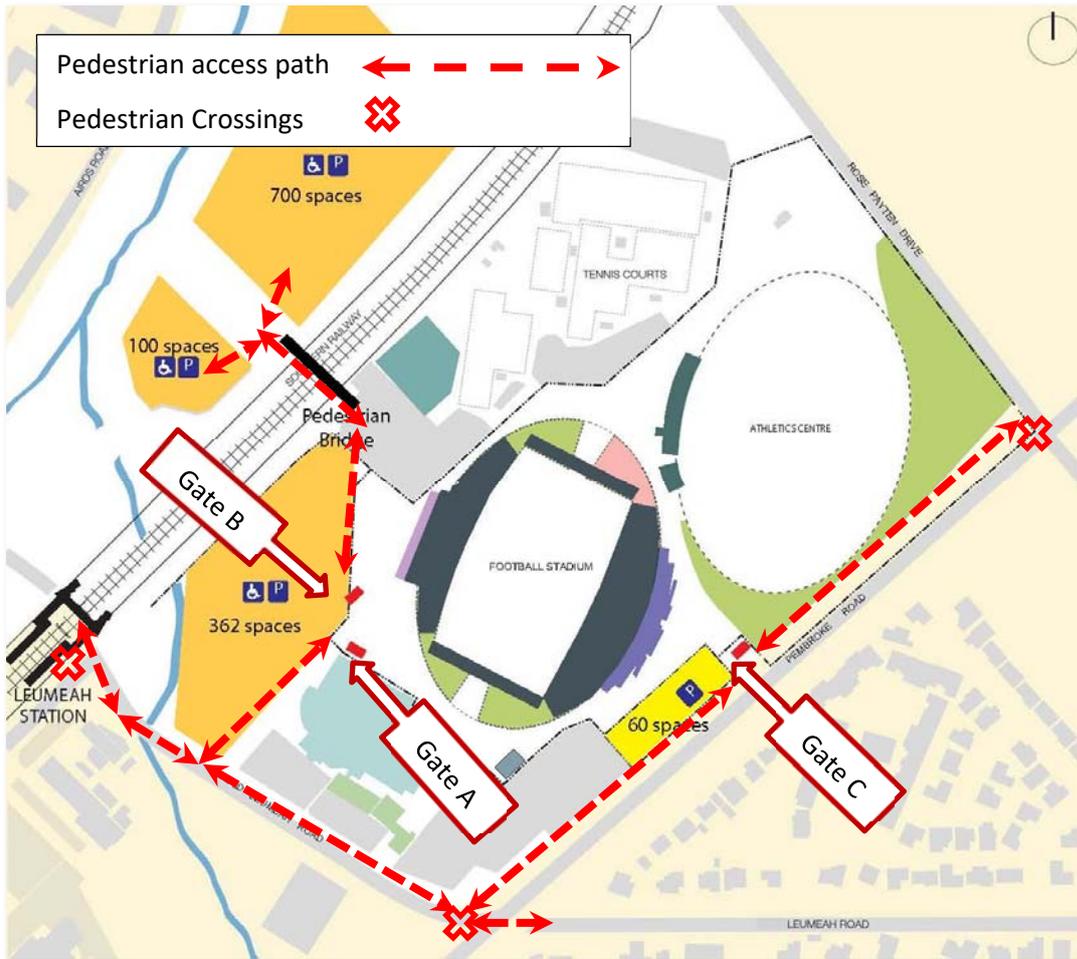


Figure 5: Pedestrian access to Campbelltown Sports Stadium

## 2.4 TRAFFIC ROUTES TO CAMPBELLTOWN SPORTS STADIUM

To access the stadium:

- Regional traffic from the north would travel south along the M31 Hume motorway, exit at Campbelltown Road and turn left into Rose Payten Drive.
- Regional traffic from the north-west would travel along Narellan Road and turn left into Blaxland Road, turn right into Plough Inn Road and then turn right into the commuter car park or Rose Payten Drive.
- Regional traffic from the south would travel north along the M31 Hume motorway, exit at Narellan Road and turn right, turn left into Blaxland Road, turn right into Plough Inn Road and then turn right into the commuter car park or Rose Payten Drive.
- Local traffic from the south would travel north along Campbelltown Road turn right into Blaxland Road, turn right into Plough Inn Road and then turn right into the commuter car park or Rose Payten Drive.
- Local traffic from the south east would travel north O'Sullivan Road or Broughton Street, turn right into Pembroke Road and then turn left into Old Leumeah Road.
- Local traffic from north and north east would travel south along Pembroke Road and then turn left into Old Leumeah Road.

- Local traffic from the north west would travel south along Badgally Road, turn left into Blaxland Road, turn right into Plough Inn Road and then right into the commuter car park or Rose Payten Drive.

The traffic routes that provide access to Campbelltown Sports Stadium are shown in figure 6.

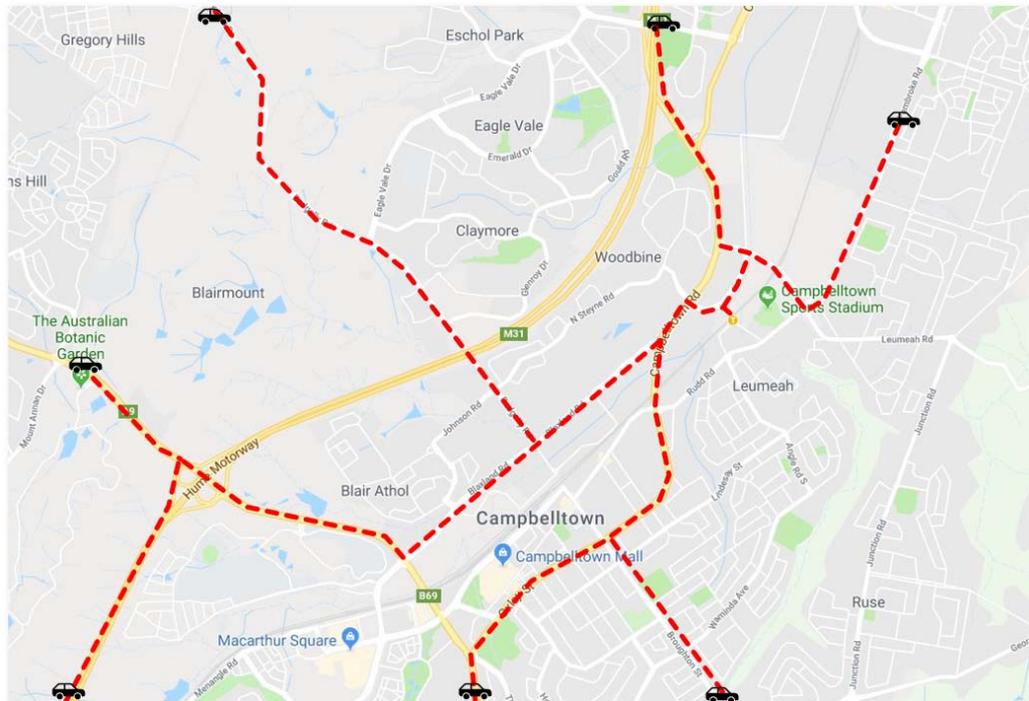


Figure 6: Traffic routes to Campbelltown Sports Stadium

## 2.5 SPECIAL EVENT PARKING

All event patrons are encouraged to promote their event to make use of public transport. As part of the communication material, information should be provided to patrons on the accessibility to public transport.

The main car parking areas for Campbelltown Stadium are the existing commuter car parks located on both sides of the railway line and contain approximately 1162 public parking spaces.

The car park fronting Pembroke Road provides an additional 60 spaces and is used for VIP's and special event vehicles.

Unrestricted on street parking is available in some of the local residential streets in the surrounding area (Plough Inn, Airds, Leumeah and O'Sullivan Roads).

Special event parking is generally not permitted in the car park for West Leagues Club or Wests Tennis Club. An information flyer provided in appendix D has been developed by Campbelltown City Council to indicate the areas for special event parking which should be provided to patrons as part of the communication material.

Guidance signs are used to direct drivers to the commuter parking on the northern side of the railway line and is accessed via Airds Road.

When the car park on the southern side of the railway line is full, a variable message board that is located on the corner of Old Leumeah Road and Pembroke Road informs drivers of the conditions and directs

them to the northern commuter car park. An additional variable message board is located near the entrance to the southern commuter carpark.

The locations of the special event parking for Campbelltown Sports Stadium are shown in figure 7 below.

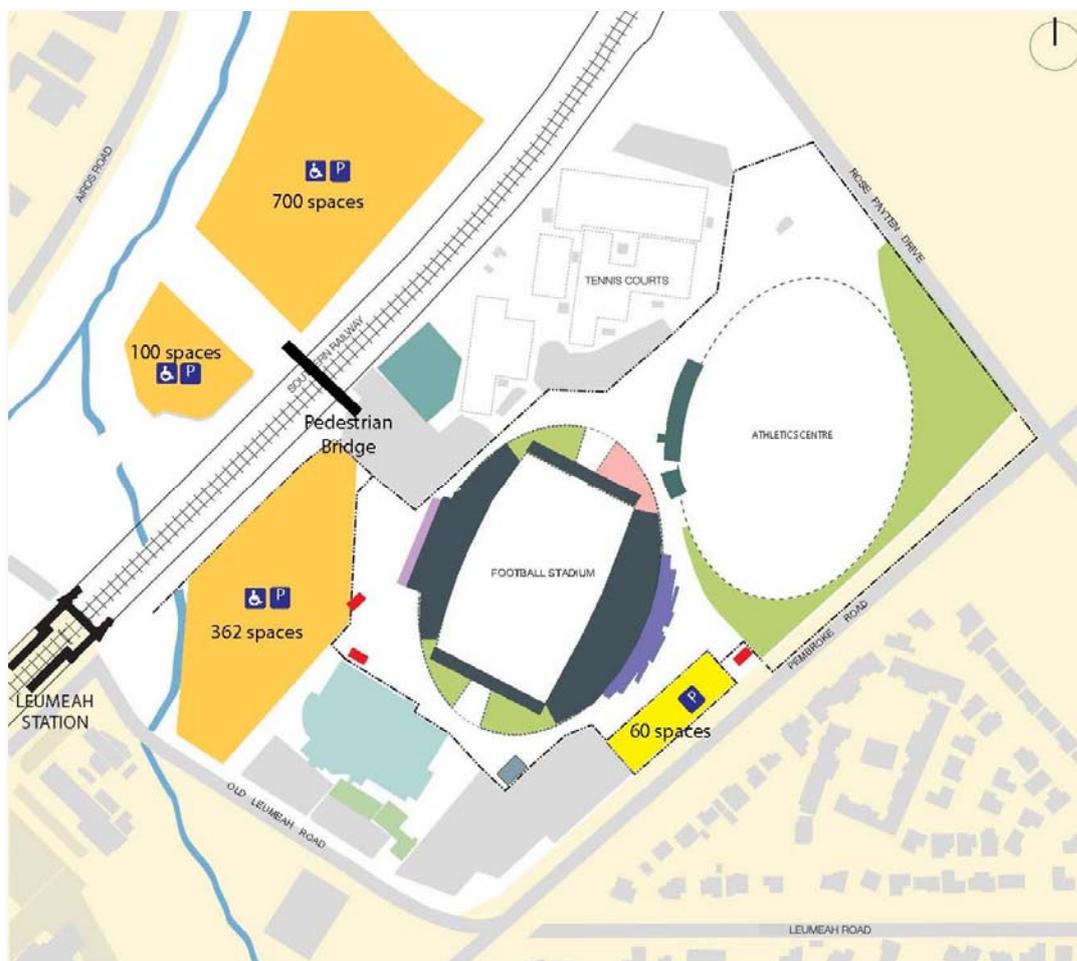


Figure 7: Special event car parking areas for Campbelltown Sports Stadium

## 2.6 PUBLIC TRANSPORT

Campbelltown Sports Stadium is well serviced by public transport. All event patrons are encouraged to promote their event to make use of public transport. As part of the event material information should be provided on the accessibility public transport.

The accessibility of commuter car parks at Campbelltown Railway Stadium and Minto Railway Station should be also be included in this material.

For regional patrons, Leumeah Railway Station is located on the T8 line and is within 50m of Campbelltown Sports Stadium.

For local patrons there are many bus routes that service the local area that provide access to Campbelltown Sports Stadium. These include routes 870, 871, 872, 878, 879, 880, 881, 882, 883 and the 883K.

The local bus operators are an important stakeholder and will be informed of the event. The traffic control measures that will be used have been developed in consultation with bus operators to minimise impacts to buses.

## 2.7 INTEGRATED TICKETING

To reduce the traffic impacts associated with an event, for larger events event organisers are strongly encouraged to introduce integrated ticketing into the event.

To discuss integrated ticketing, contact Transport for NSW well before any tickets to the event go on sale. Integrated ticketing is available at a cost which you, as an organiser, may wish to include in the ticket price.

## 2.8 REOCCURING EVENTS

Campbelltown Sports Stadium is a venue that reoccurring events such as NRL or A League sporting games. To simplify the approvals process for similar events occurring on different dates throughout the year, only one special event management plan approval is required, providing that the plan is consistent and does not have any alterations.

In the class 2 template provided in Appendix A, all reoccurring event dates need to listed in section 1.1

### 3 PROCEDURE FOR A CLASS 1 SPECIAL EVENT

Features common to all class 1 special events held at Campbelltown Sports Stadium are that the event:

- impacts major traffic and transport systems,
- disrupts the non-event community over a wide area,
- requires the involvement of Police, one or more Councils and the RMS/TMC,
- requires a detailed Special Event Transport Management Plan,
- requires advertising the event's traffic aspects to a wide audience.

Other features of a Class 1 special event are that it may:

- involve the NSW Trains, Sydney Trains and State Transit and Point to Point Transport commissioner (taxi & ride share),
- involve private bus and coach organisations,
- impact the road transport industry,
- require the RMS/TMC to implement special event clearways,
- require the RMS/TMC to provide heavy vehicle detour routes,
- require the RMS/TMC to adjust traffic signals,
- require the RMS/TMC to manage messages on Variable Message Signs.

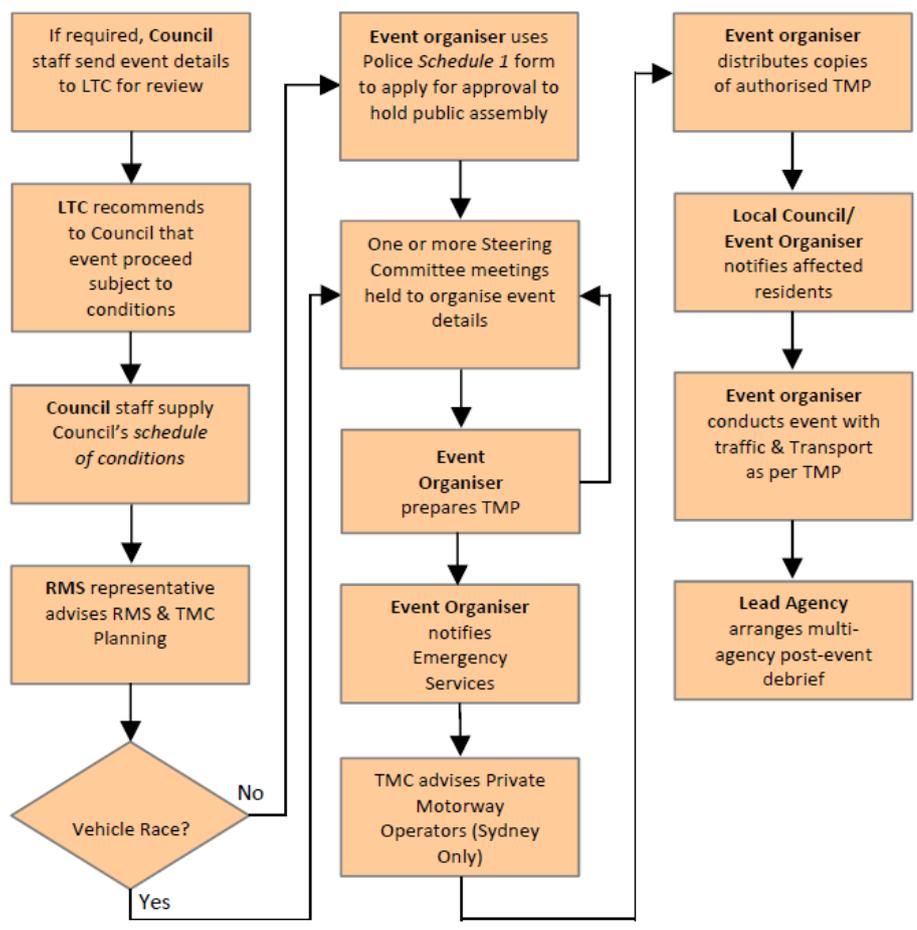


Figure 8: Traffic and transport management process for class 1 special events

Although the diagram shows the process several steps can occur in parallel.

### 3.1 STEP 1 – DISCUSSION AT LOCAL TRAFFIC COMMITTEE

Campbelltown City Council's Local Traffic Committee (LTC) meet once a month to discuss local traffic issues including special events. The proposed event is discussed at council and the conditions to manage traffic and transport is determined.

Campbelltown Sports Stadium is bounded by Pembroke Road (an RMS state road) and Rose Payten Drive (a regional road). As both of these roads are important arterial routes, Campbelltown City Council is required to seek concurrence of RMS and NSW Police for events held at Campbelltown Sports Stadium.

### 3.2 STEP 2 – DETERMINATION BY LOCAL TRAFFIC COMMITTEE

Following the discussion of the special event, the LTC provides its traffic management recommendations for the event to Campbelltown City Council to determine at the full Council meeting. The process ends if at the full Council meeting, Campbelltown City Council does not agree to event proceeding.

### 3.3 STEP 3 – COUNCIL APPROVES EVENT TO PROCEED

Should the event approval be granted at the full Council meeting, Campbelltown City Council staff will supply the Event Organiser with a *'Schedule of Conditions'* under which the event may proceed.

Depending on the type of the event, the imposed conditions may include, but are not limited to:

- notifying the local bus operators Busabout and Interline buses,
- preparing community consultation material such as advertising and carrying out a letterbox drop to all business proprietors and residents,
- producing evidence of Public Liability Insurance (usually a certificate of currency) which is valid for the duration of the set-up (also known as bump in), running and pull down (also known as bump out) of the event,
- creating a detailed Special Event Transport Management Plan,
- maintaining a four-metre-wide emergency vehicle lane,
- maintaining access to the West Suburbs Leagues Club (Campbelltown),
- maintaining access to the Wests Tennis Club,
- controlling noise as required by the Protection of The Environment Operations (Noise Control) Regulation 2000,
- reimbursing Council for the cost of damage repairs,
- complying with Council's Law Enforcement Officers' directives,
- maintaining areas in clean and tidy condition,
- reserving Council's right to cancel the approval at any time.

### 3.4 STEP 4 – TRANSPORT FOR NSW NOTIFICATION OF EVENT

The Transport for NSW's LTC representative notifies the Transport Management Centre of the proposed event and checks for conflicts with other road usages. If there is a conflict, Transport for NSW negotiates a new date/time with the Event Organiser.

If there are no conflicts noted, the road space for the event is now reserved and the RMS/TMC will reject future demands for the same road space.

### 3.5 STEP 5 – APPLICATION WITH NSW POLICE TO CONDUCT PUBLIC ASSEMBLY

The Event Organiser applies to the Police to conduct a public assembly in accordance with the Summary Offences Act 1988. A copy of the schedule 1 form is provided in Appendix C.

This form is to be lodged with NSW Police PAC Office:

65 Queen Street  
Campbelltown NSW 2560  
Phone: 02 4620 1199  
Fax: 02 4620 1242

### 3.6 STEP 6 – STEERING COMMITTEE MEETINGS

For large class 1 events steering committee meetings may be held with all of the event's stakeholders to organise the event traffic and transport details.

These meetings are conducted under the direction of a lead agency such as Police, Transport for NSW or Council. The lead agency is appointed by consensus at the first meeting.

Police issue conditions for the conduct of the event. The conditions are all-inclusive (not just traffic) and include 'User Pays' where appropriate.

### 3.7 STEP 7 – SPECIAL EVENT TRANSPORT MANAGEMENT PLAN

The Event Organiser creates a detailed Special Event Transport Management Plan.

The Special Event Transport Management Plan is the primary document that describes in detail how the event organiser plans to will manage and mitigate the traffic and transport impacts of the event over the wider area.

The Special Event Transport Management Plan ensures a safe and successful event by:

- complying with the requirements of the NSW Legislation 'Work Health and Safety Act 2011 No 10' and 'Work Health and Safety Regulation 2017',
- isolating the event space from traffic (Traffic Control Plans),
- managing the reduced capacity of the road system,
- minimising the traffic impact on the non-event community and emergency services
- minimising costs to the event organiser and agencies.

Traffic Control Plans are a subset of the Special Event Transport Management Plan.

The Traffic Control Plans;

- describe the layout of traffic control devices such as barriers and signs,
- are risk management plans for the regulation and control of traffic,
- require a person qualified in designing traffic control plans in accordance with the Roads and Maritime Services 'Traffic control at work sites (Version 5.0 27 July 2018)'.

### 3.8 STEP 8 – EMERGENCY SERVICES NOTIFICATION

The Event Organiser notifies NSW Fire at:

1 Amarina Avenue

Greenacre NSW 2190  
Postal address:  
Locked Mail Bag 12  
Greenacre NSW 2190  
Tel: 02 9265 2999  
Fax: 02 9265 2988  
Email: [info@fire.nsw.gov.au](mailto:info@fire.nsw.gov.au)

The Event Organiser notifies NSW Ambulance at:

77 Broughton Street  
Camden NSW 2570  
Telephone: (02) 4655 1481  
Facsimile: (02) 4655 1490

### 3.9 STEP 9 – SPECIAL EVENT TRANSPORT MANGEMENT PLAN DISTRIBUTION

Once the Event Organiser authorises the Special Event Transport Management Plan, the Event Organiser distributes a copy to each stakeholder.

#### 3.10 STEP 10 – COMMUNITY NOTIFICATION

Before the event commences, Police or Council may request that a letterbox drop to affected residents and businesses be carried out.

Advertising of the event will also need to be carried out in accordance with the *'Schedule of Conditions'* issued by Council.

#### 3.11 STEP 11 – CONDUCT SPECIAL EVENT

The Event Organiser conducts the event with traffic and transport arrangements as described in the Special Event Transport Management Plan and the *'Schedule of Conditions'* issued by Council.

#### 3.12 STEP 12 – EVENT REVIEW

After the event finishes, the Lead Agency conducts a review of the event. Lessons learned result in the updating of each agency's internal special event procedures (or this multi-agency process).

**Although the steps described above shows the process, several steps can occur in parallel.**

## 4 PROCEDURE FOR A CLASS 2 SPECIAL EVENT

Features common to all class 2 special events held at Campbelltown Sports Stadium are that the event:

- impacts local traffic and transport systems but does not impact major traffic and transport systems,
- disrupts the non-event community in the area around the event but not over a wide area,
- requires the involvement of Police and Local Council,
- requires a detailed Special Event Traffic Management Plan (SETMP),
- requires advertising the event's traffic aspects to the local community.

Other features of a Class 2 special event are that it may:

- involve the NSW Trains, Sydney Trains and State Transit and Point to Point Transport commissioner (taxi & ride share),
- involve private bus and coach organisations,

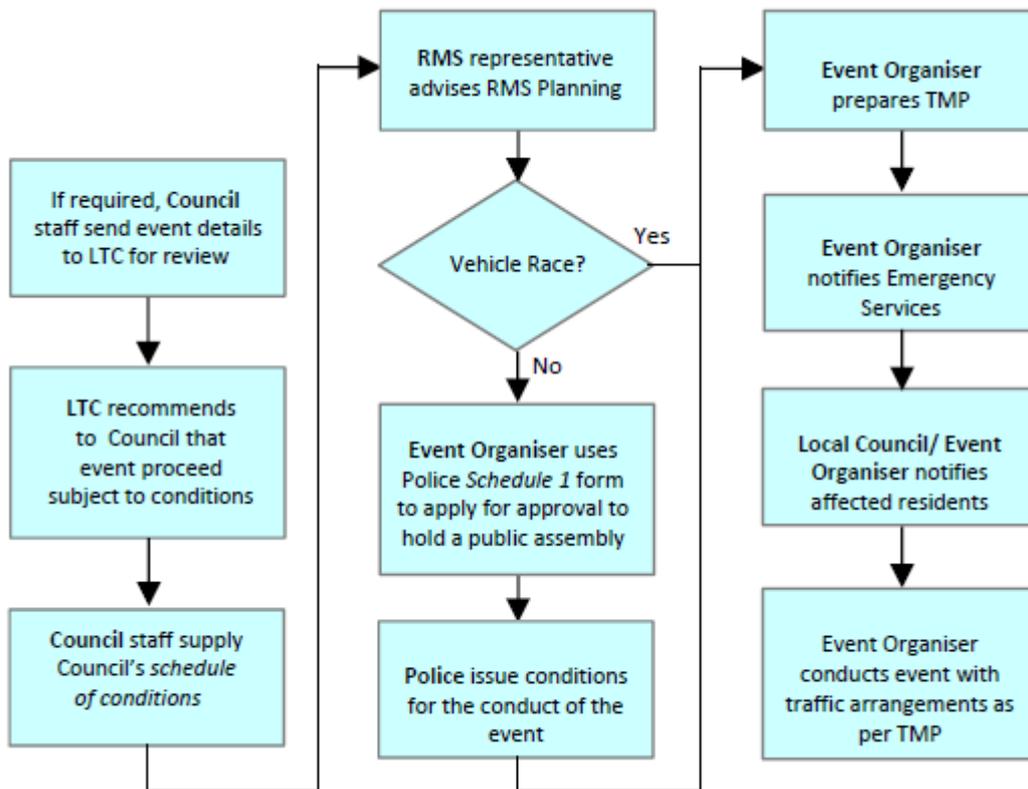


Figure 9: Traffic and transport management process for class 2 special events

Although the diagram shows the process several steps can occur in parallel.

### 4.1 STEP 1 – DISCUSSION AT LOCAL TRAFFIC COMMITTEE

Campbelltown City Council's Local Traffic Committee (LTC) meet once a month to discuss local traffic issues including special events. The proposed event is discussed at council and the conditions to manage traffic and transport is determined.

Campbelltown Sports Stadium is bounded by Pembroke Road (an RMS state road) and Rose Payten Drive (a regional road). As both of these roads are important arterial routes, Campbelltown City Council is required to seek concurrence of RMS and NSW Police for events held at Campbelltown Sports Stadium.

## 4.2 STEP 2 – DETERMINATION BY LOCAL TRAFFIC COMMITTEE

Following the discussion of the special event, the LTC provides its traffic management recommendations for the event to Campbelltown City Council to determine at the full Council meeting. The process ends if at the full Council meeting, Campbelltown City Council does not agree to event proceeding.

## 4.3 STEP 3 – COUNCIL APPROVES EVENT TO PROCEED

Should the event approval be granted at the full Council meeting, Campbelltown City Council staff will supply the Event Organiser with a *'Schedule of Conditions'* under which the event may proceed.

Depending on the type of the event, the imposed conditions may include, but are not limited to:

- notifying the local bus operators Busabout and Interline buses,
- preparing community consultation material such as advertising and carrying out a letterbox drop to all business proprietors and residents,
- producing evidence of Public Liability Insurance (usually a certificate of currency) which is valid for the duration of the set-up (also known as bump in), running and pull down (also known as bump out) of the event,
- creating a SETMP (refer to Appendix A for a Special Event Traffic Management Plan template for class 2 events held at Campbelltown Sports Stadium),
- maintaining a four-metre-wide emergency vehicle lane,
- maintaining access to the West Suburbs Leagues Club (Campbelltown),
- maintaining access to the Wests Tennis Club,
- controlling noise as required by the Protection of The Environment Operations (Noise Control) Regulation 2000,
- reimbursing Council for the cost of damage repairs,
- complying with Council's Law Enforcement Officers' directives,
- maintaining areas in clean and tidy condition,
- reserving Council's right to cancel the approval at any time.

## 4.4 STEP 4 – TRANSPORT FOR NSW NOTIFICATION OF EVENT

The Transport for NSW's LTC representative notifies the Transport Management Centre of the proposed event and checks for conflicts with other road usages. TfNSW needs to know about the event for traffic management purposes. For example: on the day of the event, TMC Traffic Operations Controllers are aware of the event and do not send detoured traffic into the streets surrounding the event.

## 4.5 STEP 5 – APPLICATION WITH NSW POLICE TO CONDUCT PUBLIC ASSEMBLY

The Event Organiser applies to the Police to conduct a public assembly in accordance with the Summary Offences Act 1988. A copy of the schedule 1 form is provided in Appendix C.

This form is to be lodged with NSW Police PAC Office:

65 Queen Street  
Campbelltown NSW 2560  
Phone: 02 4620 1199  
Fax: 02 4620 1242

Police issue conditions for the conduct of the event. The conditions are all-inclusive (not just traffic) and include 'User Pays' where appropriate.

## 4.6 STEP 6 – SPECIAL EVENT TRAFFIC MANAGEMENT PLAN

The Event Organiser creates a Special Event Traffic Management Plan (SETMP).

The SETMP is the primary document that describes in detail how the event organiser plans to will manage and mitigate the traffic and transport impacts of the event over the wider area.

The SETMP ensures a safe and successful event by:

- complying with the requirements of the NSW Legislation 'Work Health and Safety Act 2011 No 10' and 'Work Health and Safety Regulation 2017',
- isolating the event space from traffic (Traffic Control Plans),
- managing the reduced capacity of the road system,
- minimising the traffic impact on the non-event community and emergency services
- minimising costs to the event organiser and agencies.

Traffic Control Plans are a subset of the SETMP.

The Traffic Control Plans;

- describe the layout of traffic control devices such as barriers and signs,
- are risk management plans for the regulation and control of traffic,
- require a person qualified in designing traffic control plans in accordance with the Roads and Maritime Services 'Traffic control at work sites (Version 5.0 27 July 2018)'.

To simplify the requirements of the SETMP, Appendix A of this guide provides a template for event organisers that fulfils the traffic and transport requirements to hold a class 2 event at Campbelltown City Council.

The SETMP also contains traffic control plans that have been successfully used for events at Campbelltown Sports Stadium in the past to manage traffic, pedestrians and car parking.

Whilst these plans have been used in the past, it is the event organisers responsibility to determine if they are suitable for the proposed event and additional conditions may be imposed by Council, NSW Police or Transport for NSW.

## 4.7 STEP 7 – EMERGENCY SERVICES NOTIFICATION

The Event Organiser notifies NSW Fire at:

1 Amarina Avenue  
Greenacre NSW 2190  
Postal address:  
Locked Mail Bag 12  
Greenacre NSW 2190

Tel: 02 9265 2999  
Fax: 02 9265 2988  
Email: [info@fire.nsw.gov.au](mailto:info@fire.nsw.gov.au)

The Event Organiser notifies NSW Ambulance at:

77 Broughton Street  
Camden NSW 2570  
Telephone: (02) 4655 1481  
Facsimile: (02) 4655 1490

#### 4.8 STEP 8 – SETMP DISTRIBUTION

Once the Event Organiser authorises the SETMP, the Event Organiser distributes a copy to each stakeholder.

#### 4.9 STEP 9 – COMMUNITY NOTIFICATION

Before the event commences, Police or Council may request that a letterbox drop to affected residents and businesses be carried out.

Advertising of the event will also need to be carried out in accordance with the *'Schedule of Conditions'* issued by Council.

#### 4.10 STEP 10 – CONDUCT SPECIAL EVENT

The Event Organiser conducts the event with traffic and transport arrangements as described in the SETMP and the *'Schedule of Conditions'* issued by Council.

# 5 PROCEDURE FOR A CLASS 3 SPECIAL EVENT

Features common to all class 3 special events held at Campbelltown Sports Stadium are that the event:

- does not impact local or major traffic and transport systems or classified roads,
- disrupts the non-event community in the immediate area only,
- requires Local Council and Police consent,
- is never used for racing events.

Other features of a Class 3 special event are that it:

- requires a simplified Special Event Traffic Management Plan (SETMP),
- may not require advertising the event's traffic aspects to the community.

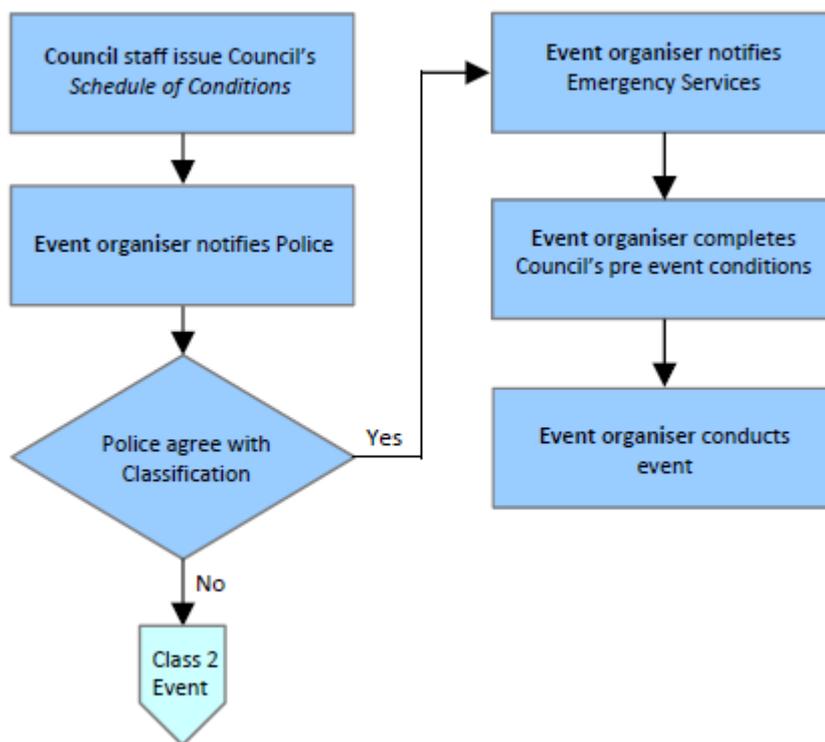


Figure 10: Traffic and transport management process for class 3 special events

## 5.1 STEP 1 – DISCUSSION AT LOCAL TRAFFIC COMMITTEE

Campbelltown City Council’s Local Traffic Committee (LTC) meet once a month to discuss local traffic issues including special events. The proposed event is discussed at council and the conditions to manage traffic and transport is determined.

Campbelltown Sports Stadium is bounded by Pembroke Road (an RMS state road) and Rose Payten Drive (a regional road). As both of these roads are important arterial routes, Campbelltown City Council may be required to seek concurrence of RMS and NSW Police for events held at Campbelltown Sports Stadium if Council is exercising one of its RMS delegated functions.

## 5.2 STEP 2 – DETERMINATION BY LOCAL TRAFFIC COMMITTEE

Following the discussion of the special event, the LTC provides its traffic management recommendations for the event to Campbelltown City Council to determine at the full Council meeting. The process ends if at the full Council meeting, Campbelltown City Council does not agree to event proceeding.

## 5.3 STEP 3 – COUNCIL APPROVES EVENT TO PROCEED

Should the event approval be granted at the full Council meeting, Campbelltown City Council staff will supply the Event Organiser with a *'Schedule of Conditions'* under which the event may proceed.

Depending on the type of the event, the imposed conditions may include, but are not limited to:

- preparing community consultation material such as advertising and carrying out a letterbox drop to all business proprietors and residents
- producing evidence of Public Liability Insurance (usually a certificate of currency) which is valid for the duration of the set-up (also known as bump in), running and pull down (also known as bump out) of the event,
- creating a simplified SETMP if Council considers it necessary (refer to Appendix B for a simplified SETMP template for class 3 events at Campbelltown Sports Stadium),
- maintaining a four-metre-wide emergency vehicle lane,
- maintaining access to the West Suburbs Leagues Club (Campbelltown),
- maintaining access to the Wests Tennis Club,
- controlling noise as required by the Protection of The Environment Operations (Noise Control) Regulation 2000,
- reimbursing Council for the cost of damage repairs,
- complying with Council's Law Enforcement Officers' directives,
- maintaining areas in clean and tidy condition,
- reserving Council's right to cancel the approval at any time.

## 5.4 STEP 4 – APPLICATION WITH NSW POLICE TO CONDUCT PUBLIC ASSEMBLY

If the event is a closed private event Police approval to conduct a public assembly is not required, however if Police deem this event to be a public assembly, they will request a Schedule 1 form be completed.

The Event Organiser applies to the Police to conduct a public assembly in accordance with the Summary Offences Act 1988. A copy of the schedule 1 form is provided in Appendix C.

This form is to be lodged with NSW Police PAC Office:

65 Queen Street  
Campbelltown NSW 2560  
Phone: 02 4620 1199  
Fax: 02 4620 1242

Police issue conditions for the conduct of the event. The conditions are all-inclusive (not just traffic) and include *'User Pays'* where appropriate.

There is a dividing line between a large private event and a small class 2 event. If, in the opinion of the Police, this event is too large to be adequately managed as a class 3 event, the Police can reclassify the event as class 2.

## 5.5 STEP 5 – COMPLIANCE WITH COUNCILS PRE-EVENT CONDITIONS

The Event Organiser completes Councils pre-event conditions.

## 5.6 STEP 6 – EMERGENCY SERVICES NOTIFICATION

The Event Organiser notifies NSW Fire at:

1 Amarina Avenue  
Greenacre NSW 2190  
Postal address:  
Locked Mail Bag 12  
Greenacre NSW 2190  
Tel: 02 9265 2999  
Fax: 02 9265 2988  
Email: [info@fire.nsw.gov.au](mailto:info@fire.nsw.gov.au)

The Event Organiser notifies NSW Ambulance at:

77 Broughton Street  
Camden NSW 2570  
Telephone: (02) 4655 1481  
Facsimile: (02) 4655 1490

## 5.7 STEP 7 – CONDUCT SPECIAL EVENT

The Event Organiser conducts the event with traffic and transport arrangements as described in the SETMP (if required) and the '*Schedule of Conditions*' issued by Council.

# APPENDIX A – SPECIAL EVENT TRAFFIC MANAGEMENT PLAN TEMPLATE FOR CLASS 2 EVENT

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# SPECIAL EVENT TRAFFIC MANAGEMENT PLAN

---

**[enter event name]**

[enter event date]



Prepared by: [enter organisers name and organisation]

# 1. SPECIAL EVENT OVERVIEW

---

## 1.1 Event Details

Event Name	[enter event name]
Event Organisers	[enter event organisers name]
Event Class (as per RMS Guide to Traffic Management for Special Events)	[enter event class]
Event Location	Campbelltown Sports Stadium
Road Closures associated with the event	After the carpark in Old Leumeah Road is full, access during bump in will be restricted to only allow taxis, mobility parking scheme permit holders, mobility impaired patrons for drop off and pickup, emergency vehicles and special event parking permit holders. During bump out access to the carpark will be closed and all vehicles within the carpark will be required to exit using the northern exit of the carpark and use the access road to Wests Tennis club and the roundabout at O'Sullivan and Old Leumeah Roads.
Event Dates	[enter event dates]
Road Closure Dates	[enter road closure dates]
Bump-in	[enter bump in time]
Bump-out	[enter bump out time]

Table 1: Event Details

## 1.2 Description of Event

[Enter event description]

## 1.3 Objectives of the Special Event Traffic Management Plan

This Special Event Traffic Management Plan (SETMP) together with the event organisers event management plan will:

- Serve as a primary reference document for the on-site use by traffic control staff, Police, TMC and other stakeholders such as local bus companies.
- Provide an overview of the event and the key traffic management measures that will be implemented for the event to be safely managed.
- Provide framework for each agency to use and develop their own lower level plans.
- Form the traffic and transport component of the event information that will be submitted to relevant authorities for approvals.

## 1.4 Authority of the Special Event Traffic Management Plan

This SETMP when approved by the relevant authorities becomes the prime document that details the traffic and transport arrangements under which the event will be undertaken.

Changes to the SETMP require approval of the NSW Police Force, the NSW Roads and Maritime Services (RMS), Campbelltown City Council and where necessary other stakeholders.

All functional or single agency supporting plans are to recognise that this STMP is the overarching/overruling document and nothing contained in any other plans can contravene any aspects of this SETMP.

In case of emergencies or for the management of incidents, emergency services and Police are not subject to the conditions of the SETMP but will inform the event organiser and other relevant agencies of the nature of the incident and the Police response.

## 1.5 Approvals

Approvals will be sought by Council's event team from the following organisations as per The Guide to Traffic Management for Special Events. The table below details the approval process.

Agency	Comments
NSW Police Campbelltown PAC	A Schedule 1 form will be submitted to Police for approvals
Campbelltown City Council	This event will be considered through Local Traffic Committee process and subsequently referred to Council meeting for approvals
RMS	SETMP will be submitted to RMS for approval
TMC	SETMP will be forwarded to TMC by RMS for notification

Table 2: SETMP Authority Approvals

## 1.6 Event Contacts and SETMP Distribution List

Agency	Contact
NSW Police Campbelltown PAC	[enter NSW Police contact details]
RMS	[enter RMS contact details]
Council's Traffic Team	[enter Council's traffic team contact details]
Council's Events Team	[enter Council's event team contact details]
Transport for NSW	TMC Planned Incidents Unit
Local Member	[enter local members office contact details]
Ambulance Service	<a href="mailto:eventplanning@ambulance.nsw.gov.au">eventplanning@ambulance.nsw.gov.au</a>
NSW Fire Brigade	<a href="mailto:info@fire.nsw.gov.au">info@fire.nsw.gov.au</a> ph. 9265 2999
Waste Management	[enter waste management contact details]
St John's Ambulance	[enter St Johns Ambulance contact details if applicable]
Local Bus Operators	Interline Buses [enter contact details] Busabout [enter contact details]

Table 3: Event Contact Details

## 2. TRAFFIC MANAGEMENT

### 2.1 Campbelltown Sports Stadium Location and Description

Campbelltown Sports Stadium is located in Leumeah which is a suburb within the Campbelltown City Council local government area and comprises of the football stadium and athletics centre.



Figure 1: Campbelltown Sports Stadium Location Map

The venue has an overall capacity for 22,300 patrons and individually the football stadium has a capacity of 17,500 and the athletics centre has a capacity of 8,000 patrons. The seating map for the football stadium is shown in figure 2 below.



Figure 2: Campbelltown Sports Stadium Seating Map

## 2.2 Campbelltown Sports Stadium Entrances and Pedestrian Access

There are three entrances to Campbelltown Sports Stadium:

1. Gate A,
2. Gate B, and
3. Gate C.

The pedestrian bridge over the railway line provides pedestrian access from the commuter car parks to Campbelltown Sports Stadium.

A 1.2m wide footpath provides access from Leumeah Station on both sides of Old Leumeah Rd and a 2.4m wide footpath provides access along Pembroke Road.

Pedestrian crossings are provided at:

1. The roundabout a outside Leumeah Train Station,
2. The traffic signals at the intersection of Pembroke Road and Old Leumeah Road, and
3. The traffic signals at the intersection of Pembroke Road and Rose Payten Drive.

Figure 3 below shows the pedestrian access to Campbelltown Sports Stadium.

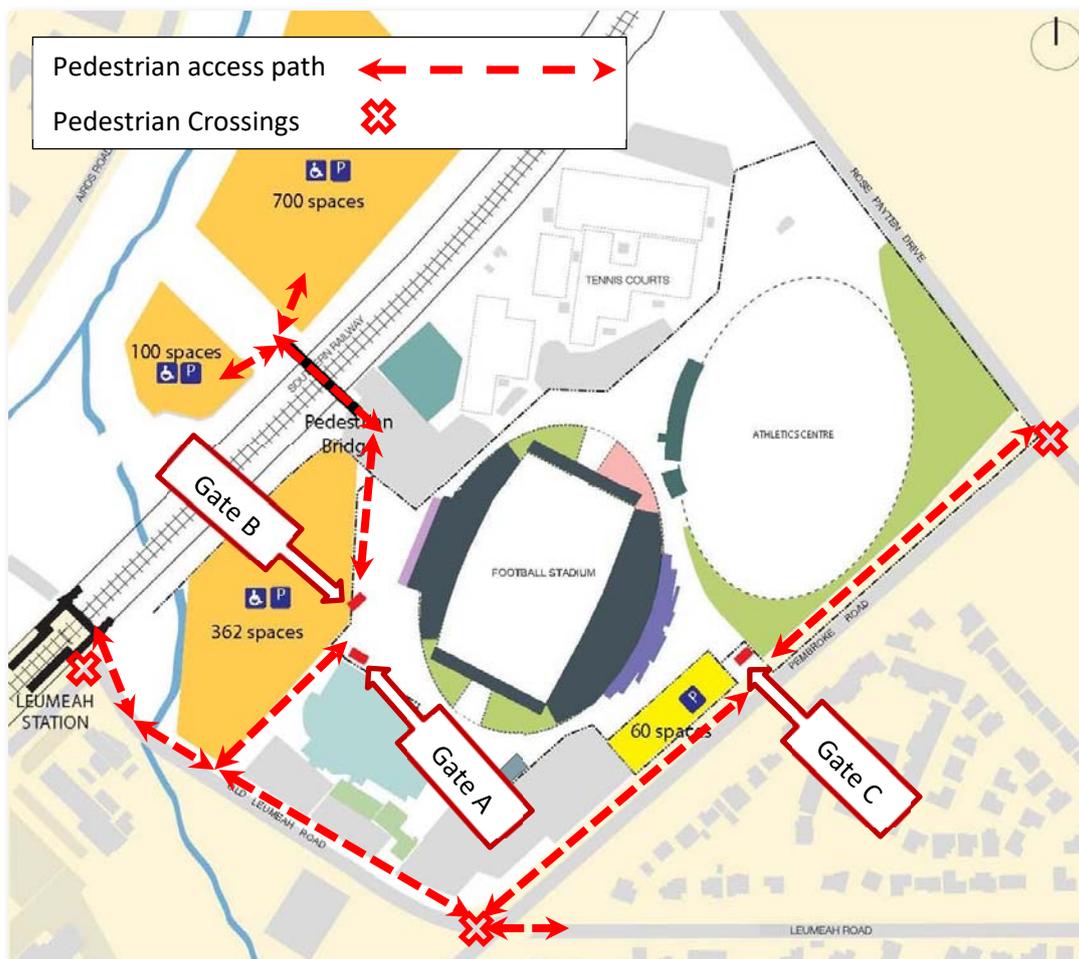


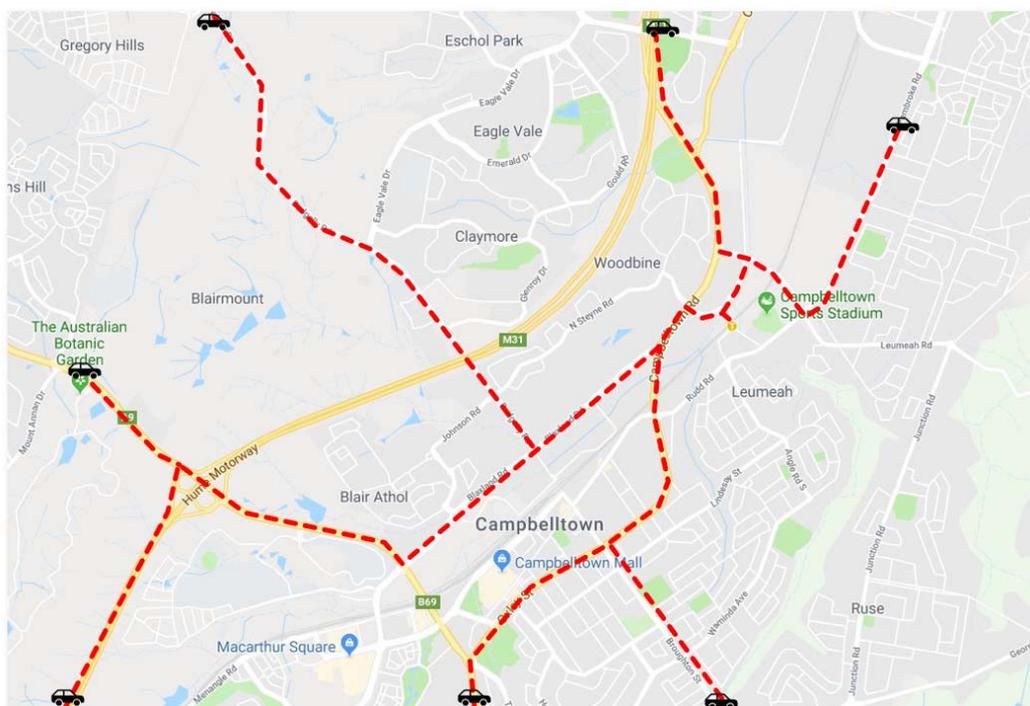
Figure 3: Pedestrian access to Campbelltown Sports Stadium

## 2.3 Traffic routes to Campbelltown Sports Stadium

To access the stadium:

- Regional traffic from the north would travel south along the M31 Hume motorway, exit at Campbelltown Road and turn left into Rose Payten Drive.
- Regional traffic from the north-west would travel along Narellan Road and turn left into Blaxland Road, turn right into Plough Inn Road and then turn right into the commuter car park or Rose Payten Drive.
- Regional traffic from the south would travel north along the M31 Hume motorway, exit at Narellan Road and turn right, turn left into Blaxland Road, turn right into Plough Inn Road and then turn right into the commuter car park or Rose Payten Drive.
- Local traffic from the south would travel north along Campbelltown Road turn right into Blaxland Road, turn right into Plough Inn Road and then turn right into the commuter car park or Rose Payten Drive.
- Local traffic from the south east would travel north O’Sullivan Road or Broughton Street, turn right into Pembroke Road and then turn left into Old Leumeah Road.
- Local traffic from north and north east would travel south along Pembroke Road and then turn left into Old Leumeah Road.
- Local traffic from the north west would travel south along Badgally Road, turn left into Blaxland Road, turn right into Plough Inn Road and then right into the commuter car park or Rose Payten Drive.

The traffic routes that provide access to Campbelltown Sports Stadium are shown in figure 4 below.



**Figure 4: Traffic routes to Campbelltown Sports Stadium**

## 2.4 Special Event Parking

The main car parking areas for Campbelltown Stadium are the existing commuter car parks located on both sides of the railway line and contain approximately 1162 public parking spaces.

The car park fronting Pembroke Road provides an additional 60 spaces and is used for VIP’s and special event vehicles.

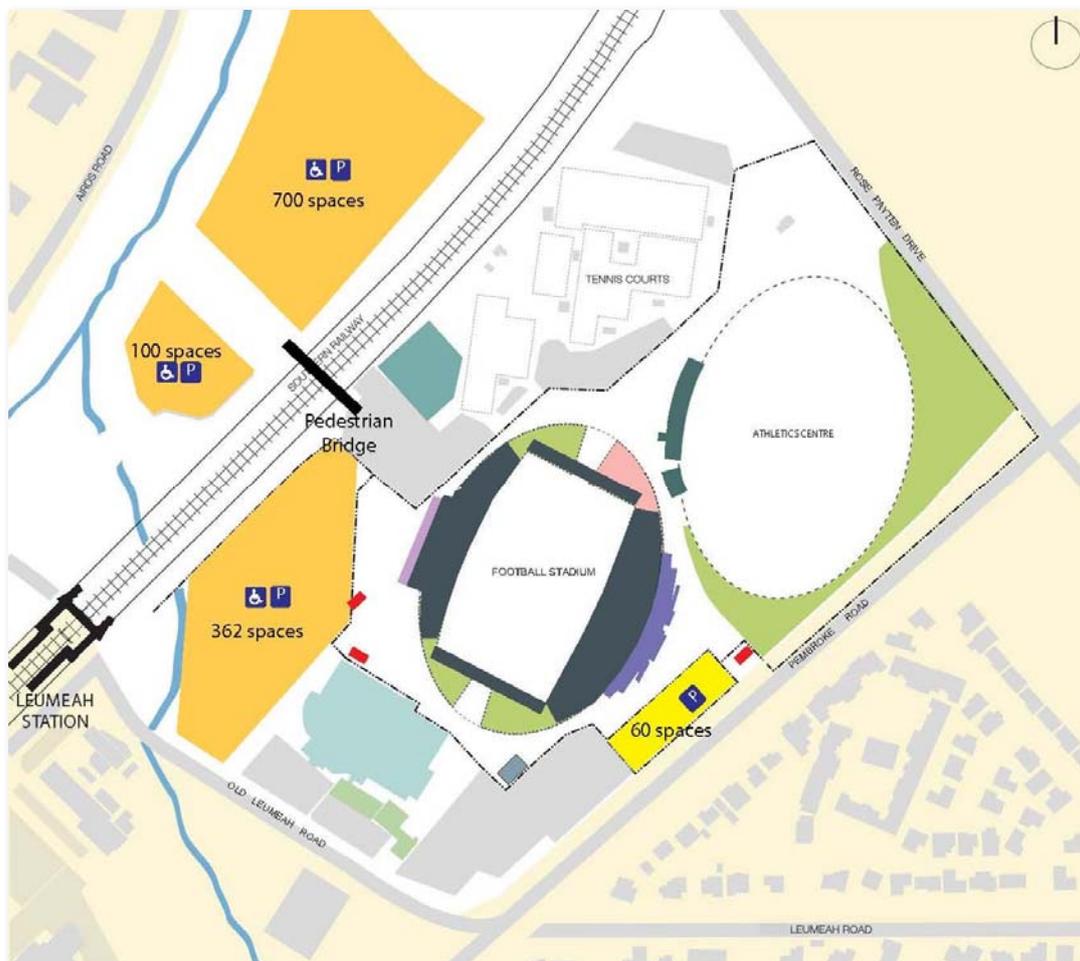
Unrestricted on street parking is available in some of the local residential streets in the surrounding area (Plough Inn, Airds, Leumeah and O’Sullivan Roads).

Special event parking is generally not permitted in the car park for West Leagues Club or Wests Tennis Club. An information flyer provided in Appendix B has been developed by Campbelltown City Council to indicate the areas for special event parking which forms part of the communication material for the event.

Guidance signs are used to direct drivers to the commuter parking on the northern side of the railway line and is accessed via Airds Road.

When the car park on the southern side of the railway line is full, a variable message board that is located on the corner of Old Leumeah Road and Pembroke Road informs drivers of the conditions and directs them to the northern commuter car park. An additional variable message board is located near the entrance to the southern commuter carpark.

The locations of the special event parking for Campbelltown Sports Stadium are shown in figure 5 below.



**Figure 5: Special event car parking areas for Campbelltown Sports Stadium**

## 2.5 Public Transport

Campbelltown Sports Stadium is well serviced by public transport.

For regional patrons, Leumeah Railway Station is located on the T8 line and is within 50m of Campbelltown Sports Stadium.

For local patrons there are many bus routes that service the local area that provide access to Campbelltown Sports Stadium. These include routes 870, 871, 872, 878, 879, 880, 881, 882, 883 and the 883K.

The local bus operators are an important stakeholder and will be informed of the event. The traffic control measures that will be used have been developed in consultation with bus operators to minimise impacts to buses.

## 2.6 Key Event Traffic Management Measures

This SETMP has plan is based on previous traffic management measures that was developed with discussions and input from Campbelltown City Council, NSW Police, Roads and Maritime Services, emergency services, Interline Buses and other important stakeholders.

As part of this SETMP traffic control plans (TCP) have been developed for the safe management of pedestrians and event traffic for an event held at Campbelltown Sports Stadium and is provided in Appendix A.

The key traffic management measures include:

- Restricting access to the carpark in Old Leumeah Road when full during bump to only allow taxis, mobility parking scheme permit holders, mobility impaired patrons for drop off and pickup, emergency vehicles and special event parking permit holders.
- Closing all access to the carpark during the bump out after the event to safely manage pedestrians.
- All vehicles within the carpark will be required to exit using the northern exit of the carpark and the access road to Wests Tennis club to travel towards the roundabout at O'Sullivan and Old Leumeah Roads.
- Accredited traffic controllers and traffic marshals/event staff shall be used as per the TCP plan in appendix A to manage pedestrians and event traffic.
- User pays Police will be used to manage traffic at the roundabout of O'Sullivan Road and Old Leumeah Road to safely control the intersection and manage the pedestrians accessing Leumeah Railway Station.
- Variable message boards are located in key positions to advise motorists of the event and when the carpark is full.
- Guidance signage is located on key routes to advise drivers of the availability of parking at the commuter carpark on the northern side of Leumeah Railway Station.
- Traffic control measures include soft road closures, use of traffic control devices to provide information to road users of changes in traffic conditions. The traffic management and control devices have been designed and will be implemented in accordance with the Australian Standard AS1742.3 and RMS Traffic Control at Worksites Manual V5.0.
- The NSW Legislation '*Work Health and Safety Act 2011 No 10*' and '*Work Health and Safety Regulation 2017*' has as its objective, to secure the health, safety and welfare of people at work. As per legislation, the event organiser is responsible for risks related to the safety of event patrons and motorists.

## 3. CONTINGENCY AND RISK MANAGEMENT PLAN

### 3.1 Contingency Plan

This section of the SETMP describes the contingency plans for the event.

The contingency plan checklist identifies potential possible issues/risks that may interfere with the event and action to be taken to minimise the disturbance of the event.

Issues/Risks	Applicable	Action Taken
Adverse Weather	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Event organiser to make decision on event proceeding
Poor Lighting	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Event organiser to make decision on event proceeding
Flood hazard on the route	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The event setup team will follow instructions from emergency services and Council staff
Parking during wet weather	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Event organiser to ensure access from carpark to stadium is safe and slip hazards managed
Fire hazard	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The event setup team will follow instructions from emergency services and Council staff
Motor vehicle crash in vicinity of stadium	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Contact 000 if required TMC and Police to co-ordinate major traffic detours
Motor vehicle breakdown in vicinity of stadium	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Advise motorist to contact breakdown services
Absence of event staff and volunteers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Event organiser to ensure staff levels are maintained to safely manage the event
Public Transport Access or delays	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The TMP has identified impacts on buses and bus companies will be consulted with regards to alternate route
Event times	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Council event co-ordinator to decide on the event day should there be delays
Cancellation of Event	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Event organiser to notify public if event is cancelled using appropriate communication

### 3.2 Risk Assessment and Management

A risk assessment and management approach shall be an integral part of the planning for the event.

The risk identification, assessment and control process is a legal obligation under the NSW Legislation 'Work Health and Safety Act 2011 No 10' and 'Work Health and Safety Regulation 2017' and should be compliant with AS/NZS 4801.

The event organiser is responsible for the management of risks arising from the subject event. This document provides a framework for the risk management associated with the traffic and transport aspects of the event.

A risk assessment and management plan is incorporated into the Special Event Traffic Management Plan through the use of traffic control plans (TCP) and the approval process whereby this plan will be discussed with the key agencies to identify any issues with the SETMP.

All traffic control plans are created and implemented in accordance with Australian Standard AS1742.3 and the RMS Traffic Control at Worksites Manual V5.0.

All traffic control staff for this event will have copies of the event TCP with them at all times.

All traffic controllers will be RMS accredited traffic controllers, have appropriate training and qualifications as per RMS guidelines and possess the Blue – Traffic Controller License.

The Team Leader for the traffic control will be RMS accredited have appropriate training and qualifications as per RMS guidelines and possess either the Yellow – Implement TC Plans, Orange – Design & Audit TC Plans or a Prepare a Work Zone Traffic Management Plan License.

# APPENDIX A – TRAFFIC CONTROL PLANS

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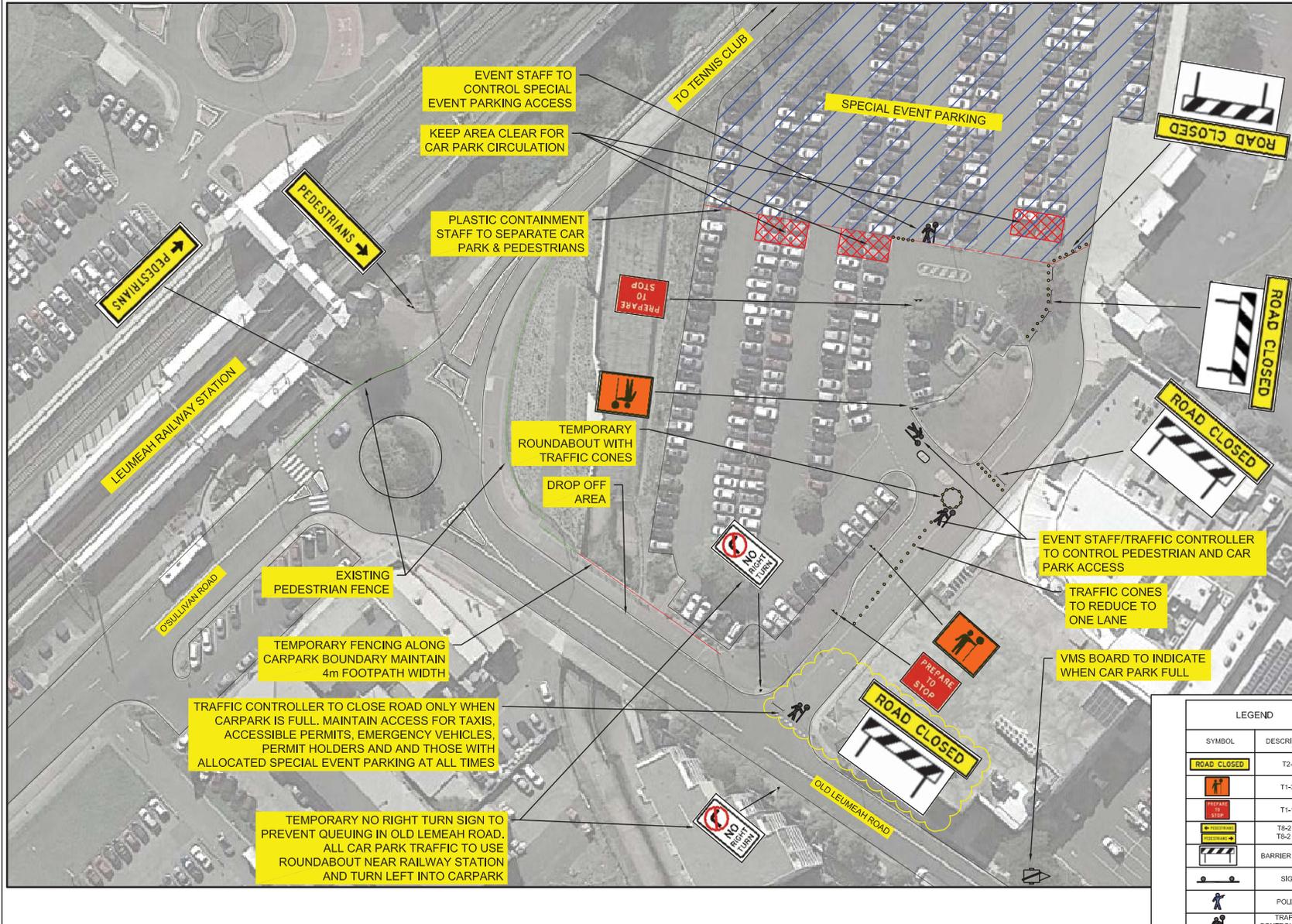
# TRAFFIC CONTROL PLAN - CAMPBELLTOWN STADIUM MAJOR EVENT

## PEDESTRIAN MOVEMENT AND CAR PARK CONTROL FOR BUMP IN



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CLIENT: CAMPBELLTOWN CITY COUNCIL  
CORNER QUEEN & BROUGHTON STREETS  
CAMPBELLTOWN  
NSW 2560

DRAFTED: TRAFFIC & SAFETY SOLUTIONS PTY LTD  
19 FORGE STREET  
KINGS PARK  
NSW 2148

SITE: CAMPBELLTOWN SPORTS STADIUM  
LEUMEAH

TITLE: SPECIAL EVENT TRAFFIC MANAGEMENT  
MAJOR EVENT BUMP IN

SCALE AT A3:	DATE:	DRAWN:	CHECKED:
NOT TO SCALE	30/03/2019	NP	NP
SHEET NO:	DRAWING NO:	REVISION:	
1/3	TSS-190308-1	D	

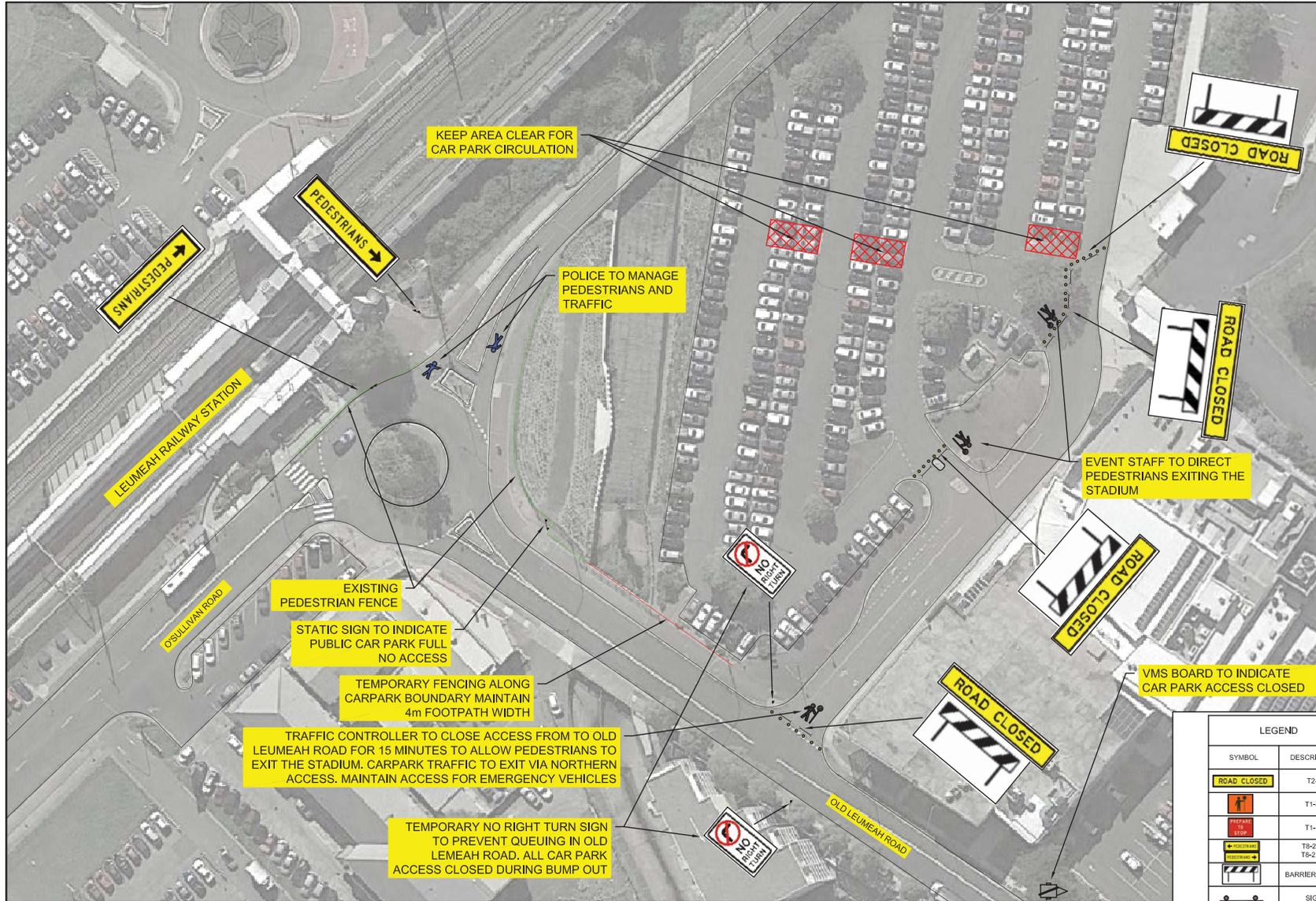
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	T1-34
	T1-18
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	BARRIER BOARD
	SIGN
	POLICE
	TRAFFIC CONTROLLER OR EVENT STAFF
	VMS
	TRAFFIC CONE
	R2-6
	R2-4
	R2-14(L)

# TRAFFIC CONTROL PLAN - CAMPBELLTOWN STADIUM MAJOR EVENT PEDESTRIAN MOVEMENT AND CAR PARK CONTROL FOR BUMP OUT



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CAMPBELLTOWN  
NSW 2560

DRAFTED: TRAFFIC & SAFETY SOLUTIONS PTY LTD  
19 FORGE STREET  
KINGS PARK  
NSW 2148

SITE: CAMPBELLTOWN SPORTS STADIUM  
LEUMEAH

TITLE: SPECIAL EVENT MANAGEMENT PLAN  
MAJOR EVENT BUMP OUT

SCALE AT A3:	DATE:	DRAWN:	CHECKED:
NOT TO SCALE	30/03/2019	NP	NP

SHEET NO:	DRAWING NO:	REVISION:
2/3	TSS-190308-1	D

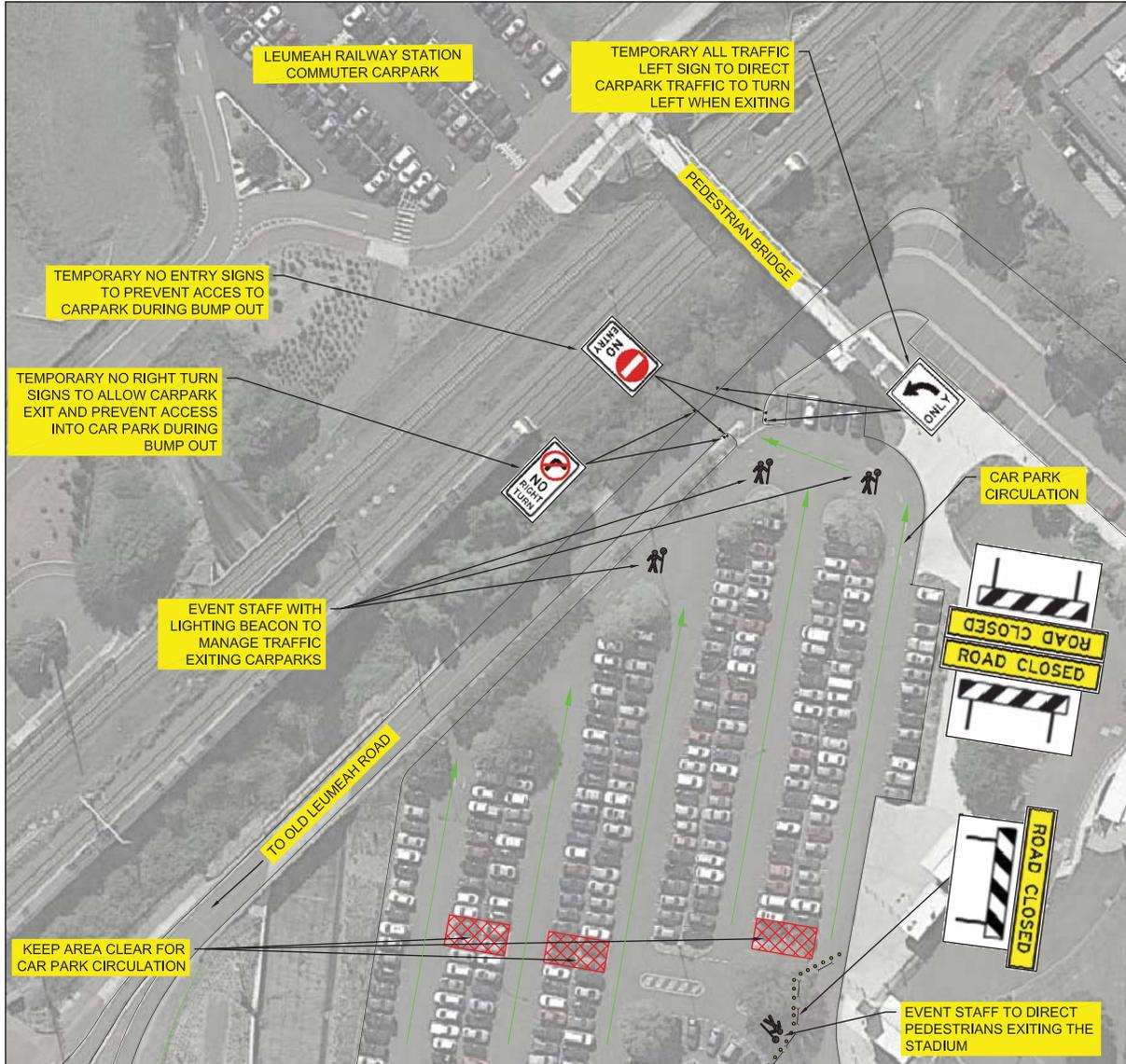
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	T1-34
	T1-18
	T8-2 (L) T8-2 (R)
	BARRIER BOARD
	SIGN
	POLICE
	TRAFFIC CONTROLLER OR EVENT STAFF
	VMS
	TRAFFIC CONE
	R2-6
	R2-4
	R2-14(L)

# TRAFFIC CONTROL PLAN - CAMPBELLTOWN STADIUM MAJOR EVENT SPECIAL EVENT PARKING MANAGEMENT FOR BUMP OUT



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CAMPBELLTOWN  
NSW 2560

**DRAFTED:** TRAFFIC & SAFETY SOLUTIONS PTY LTD  
19 FORGE STREET  
KINGS PARK  
NSW 2148

**SITE:** CAMPBELLTOWN SPORTS STADIUM  
LEUMEAH

**TITLE:** SPECIAL EVENT TRAFFIC MANAGEMENT  
SPECIAL EVENT PARKING MANAGEMENT

SCALE AT A3:	DATE:	DRAWN:	CHECKED:
NOT TO SCALE	30/03/2019	NP	NP
SHEET NO:	DRAWING NO:	REVISION:	
3/3	TSS-190308-1	D	

LEGEND	
SYMBOL	DESCRIPTION
	T2-4
	T1-34
	T1-18
	T3-2 (L) T3-2 (R)
	BARRIER BOARD
	SIGN
	POLICE
	TRAFFIC CONTROLLER OR EVENT STAFF
	VMS
	TRAFFIC CONE
	R2-6
	R2-4
	R2-14(L)

# APPENDIX B – SPECIAL EVENT TRAFFIC MANAGEMENT PLAN TEMPLATE FOR CLASS 3 EVENT

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# SPECIAL EVENT TRAFFIC MANAGEMENT PLAN

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**[enter event name]**

[enter event date]



Prepared by: [enter organisers name and organisation]

# 1. SPECIAL EVENT DETAILS

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## 1.1 Event Details

Event Name	[enter event name]
Event Organisers	[enter event organisers name]
Event Class (as per RMS Guide to Traffic Management for Special Events)	[enter event class]
Event Location	Campbelltown Sports Stadium
Road Closures associated with the event	After the carpark in Old Leumeah Road is full, access during bump in will be restricted to only allow taxis, mobility parking scheme permit holders, mobility impaired patrons for drop off and pickup, emergency vehicles and special event parking permit holders. During bump out access to the carpark will be closed and all vehicles within the carpark will be required to exit using the northern exit of the carpark and use the access road to Wests Tennis club and the roundabout at O'Sullivan and Old Leumeah Roads.
Event Dates	[enter event dates]
Road Closure Dates	[enter road closure dates]
Bump-in	[enter bump in time]
Bump-out	[enter bump out time]

Table 1: Event Details

## 1.2 Description of Event

[Enter event description]

## 1.3 Objectives of the Special Event Traffic Management Plan

This Special Event Traffic Management Plan (SETMP) together with the event organisers event management plan will:

- Serve as a primary reference document for the on-site use by traffic control staff, Council and Police.
- Provide an overview of the event and the key traffic management measures that will be implemented for the event to be safely managed.
- Provide framework for each agency to use and develop their own lower level plans.
- Forms the traffic management component of the event information that will be submitted to Campbelltown City Council for approval.

## 1.4 Authority of the Special Event Traffic Management Plan

This SETMP when approved by Campbelltown City Council becomes the prime document that details the traffic arrangements under which the event will be undertaken.

Changes to the SETMP require approval of Campbelltown City Council and NSW Police.

In case of emergencies or for the management of incidents, emergency services and Police are not subject to the conditions of the SETMP but will inform the event organiser and other relevant agencies of the nature of the incident and the Police response.

## 1.5 Approvals

Approvals will be sought by Council's event team from the following organisations as per The Guide to Traffic Management for Special Events. The table below details the approval process.

Agency	Comments
NSW Police Campbelltown PAC	A Schedule 1 form will be submitted to Police for approvals
Campbelltown City Council	This event will be considered through Local Traffic Committee process and subsequently referred to Council meeting for approvals

**Table 2: SETMP Authority Approvals**

## 1.6 Event Contacts and SETMP Distribution List

Agency	Contact
NSW Police Campbelltown PAC	[enter NSW Police contact details]
RMS	[enter RMS contact details]
Council's Traffic Team	[enter Council's traffic team contact details]
Council's Events Team	[enter Council's event team contact details]
Transport for NSW	TMC Planned Incidents Unit
Local Member	[enter local members office contact details]
Ambulance Service	<a href="mailto:eventplanning@ambulance.nsw.gov.au">eventplanning@ambulance.nsw.gov.au</a>
NSW Fire Brigade	<a href="mailto:info@fire.nsw.gov.au">info@fire.nsw.gov.au</a> ph. 9265 2999
Waste Management	[enter waste management contact details]
St John's Ambulance	[enter St Johns Ambulance contact details if applicable]
Local Bus Operators	Interline Buses [enter contact details] Busabout [enter contact details]

**Table 3: Event Contact Details**

## 2. TRAFFIC MANAGEMENT PLAN

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### 2.1 Description or detailed plan of the proposed measures. Is a detailed plan of the proposed measures necessary?

The event is to be held wholly within Campbelltown Sports Stadium.

Refer Section 1 of this SETMP for details of the event.

As this is a class 3 event, with a small number of patrons a detailed plan of the proposed measures is not deemed to be necessary.

### 2.2 Identification and assessment of the impact of the proposed measures. Is a detailed assessment required?

Not applicable as there are no traffic management measures proposed due to the small-scale nature of the event.

### 2.3 Measures to ameliorate the impact of the re-assigned traffic. Is an assessment required?

As road closures are not proposed in these roads it is unlikely that the event traffic will impact on these roads. However, during the bump in and bump out there may be increased congestion with patrons arriving and leaving which may, although unlikely lead to additional queuing at the traffic signals at Pembroke Road/Old Leumeah Road and Pembroke Road/Rose Payten Drive. This potential would be limited to approximately 15 mins before and after the event.

Also, as these traffic signals are SCATS linked, traffic signal phasing will be adjusted by SCATS based on prevalent traffic conditions and overall network demand.

A further assessment of traffic impacts is not deemed to be necessary.

### 2.4 Assessment of public transport services affected. Is an assessment required?

Campbelltown Sports Stadium is well serviced by public transport.

Leumeah Railway Station is located on the T8 line and local bus routes in the local area include:

- Route 870, 871, 872
- Route 878, 879, 880
- Route 881, 882, 883, 883K

Interline Buses and Busabout which operates these routes and will be advised of the event.

Regular train services will not be affected and continue to operate on the rail network to the current timetable.

As this is a class 3 event, with a small number of patrons there will be no impact on public transport and a detailed assessment is not deemed to be necessary.

## 2.5 Details of provision made for emergency vehicles, heavy vehicles, cyclists and pedestrians. Are these details required?

As road closures are not proposed in these roads it is unlikely that the event traffic will impact on these road users and access will be maintained at all times.

Emergency access will be maintained at all times to respond to emergency situations and access First Aid locations.

The location of the First Aid/ Medical Posts will be clearly identified by the event organiser, along with 4.0m wide emergency access corridors.

The event organiser will notify police and emergency services of the event 7-10 days prior to event.

## 2.6 F: Assessment of effect on existing and future developments with transport implications in the vicinity of the proposed measures. Is an assessment required?

As there are no traffic management measures proposed for the event there will be no impact on any proposed developments.

## 2.7 G: Assessment of effect of proposed measures on traffic movements in adjoining Council areas. Is an assessment required?

Campbelltown Sports Stadium is located wholly within Campbelltown City Council and therefore the event will not impact upon adjoining Council areas.

## 2.8 H: Public consultation process. Is a public consultation process required?

The event will be approved by Campbelltown City Council and it is unlikely that public consultation will be required for the event however any local advertising of the event will be undertaken should Council deem it to be necessary.

# APPENDIX C – NSW POLICE SCHEDULE 1 FORM NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

# NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

## Summary Offences Act 1988

To the Commissioner of Police

**1** I, .....  
Name  
of .....  
Address

on behalf of .....  
Organisation

notify the Commissioner of Police that on the .....  
Day

of .....  
Month/Year

it is intended to hold:

### either:

(a) a public assembly, not being a procession, of approximately

.....persons which will assemble  
Number

at .....  
Place

at approximate .....am/pm  
Time

and disperse at approximately .....am/pm  
Time

### or

(b) a public assembly, being a procession of approximately .....  
Number

persons which will assemble at .....  
Place

at approximately .....am/pm  
Time

and at approximately ..... am/pm the procession will

commence and shall proceed .....

.....

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

2 The purpose of the proposed assembly is.....  
.....  
.....  
State purpose

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:

\* (i) There will be ..... (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:  
.....  
.....

\* (ii) There will be ..... (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

\* (iii) The following number and type of animals will be involved in the assembly  
.....  
.....

\*(iv) Other special characteristics of the proposed assembly are as follows:  
.....  
.....

4 I take responsibility for organising and conducting the proposed public assembly.

5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: .....  
.....  
..... Post Code.....

Telephone: .....

Signed: .....

Capacity/Title.....

Date .....

\* Delete as applicable

# APPENDIX D – SPECIAL EVENT PARKING FLYER

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# CAMPBELLTOWN SPORTS STADIUM

## PARKING AREAS

Car parking for Campbelltown Sports Stadium [Athletics Centre and Football Stadium] is available off Airds Road.

The parking area is a short walk via the pedestrian footbridge (Lift access is available)

Strictly No Parking at Wests Leagues Club or tennis centre



For more information, please contact the Stadia Coordinator on 4645 4358 or visit our website [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au)

