



KIAMA LOCAL TRAFFIC COMMITTEE MEETING

To be held at 9.00am on

Tuesday 6 June 2023

Council Chambers

11 Manning Street, KIAMA NSW 2533

Order of Business

- 1 Apologies
- 2 Acknowledgement of Traditional owners
- 3 Confirmation of Minutes of Previous Meeting
- 4 Business Arising From The Minutes
- 5 Report of RMS delegated formal items
- 4 general business
- 5 Closure

Members

Cr Stuart Larkins
Ms Ariann Fernie
Senior Constable Craig Gray
Mr Darrell Clingan

31 May 2023

To the Chairman, Councillors and Committee Members:

NOTICE OF KIAMA LOCAL TRAFFIC COMMITTEE MEETING

You are respectfully requested to attend an **Kiama Local Traffic Committee Meeting** of the Council of Kiama, to be held in the **Council Chambers**

11 Manning Street, KIAMA NSW 2533 on **Tuesday 6 June 2023** commencing at **9.00am** for the consideration of the undermentioned business.

Yours faithfully

Michael Malone

Director Infrastructure & Liveability

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**AGENDA FOR THE
KIAMA LOCAL TRAFFIC COMMITTEE MEETING OF KIAMA
MUNICIPAL COUNCIL
TUESDAY 6 JUNE 2023**

1 APOLOGIES

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

"I would like to acknowledge the traditional owners of the land on which we meet, the Wadi Wadi people of the Dharawal nation, and pay my respect to Elders past and present."

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Kiama Local Traffic Committee Meeting on 2 May 2023

Attachments

- 1 Minutes - Kiama Local Traffic Committee Meeting - 2 May 2023 - PDF

Enclosures

Nil

RECOMMENDED

That the Minutes of the Kiama Local Traffic Committee meeting held on 2 May 2023 be received and accepted.



MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE MEETING

commencing at 9.15am on

TUESDAY 2 MAY 2023

Council Chambers
11 Manning Street, KIAMA NSW 2533

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

2 MAY 2023

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

HELD IN THE COUNCIL CHAMBERS, KIAMA

ON TUESDAY 2 MAY 2023 AT 9.00AM

PRESENT: Michael Malone (Director Infrastructure & Liveability) (Chairman), Stuart Larkins (Councillor Representative), Ariann Fernie (Transport for NSW Representative), Craig Gray (NSW Police Representative), Darrell Clingan (Local Member's Representative), Peter Gill (Acting Manager Engineering & Technical Services), Janelle Burns (Kiama Council Road Safety Officer), Chris Balzarano (Council Ranger), Kim Duffy (Kiama Coachlines), and Alyson Hodgekiss (Minutes)

1 APOLOGIES

Nil

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Chair declared the meeting open and acknowledged the traditional owners:

"On behalf of those present, I would like to show my respect and acknowledge the traditional owners of the Land, of Elders past and present, on which this meeting takes place, and extend that respect to other Aboriginal and Torres Strait Islander people present."

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Kiama Local Traffic Committee Meeting on 4 April 2023

[23/015LTC](#)

Resolved that the Minutes of the Kiama Local Traffic Committee meeting held on 4 April 2023 be received and accepted.

(Member Stuart Larkins and Member Darrell Clingan)

4 BUSINESS ARISING FROM THE MINUTES

Nil

5 REPORT OF RMS DELEGATED FORMAL ITEMS

5.1 Implementation of timed parking zone –141 Belinda Street, Gerringong

[23/016LTC](#)

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

2 MAY 2023

Resolved that the Committee approves a half hour timed parking zone, to be created on the southern side of Belinda Street Gerringong adjacent to the shop, 141 Belinda Street Gerringong with the installation of regulatory signage. The Committee notes that this is a temporary measure, and that there will be a future traffic study on Belinda Street looking at all of the issues along that street.

(Member Stuart Larkins and Member Ariann Fernie)

5.2 Implementation of timed parking zone – Jamberoo Post Office, Jamberoo

23/017LTC

Resolved that the Committee approve a fifteen minute timed parking zone, to be created on Young Street Jamberoo adjacent to the Jamberoo post office with the installation of regulatory signage.

(Member Stuart Larkins and Member Craig Gray)

6 GENERAL BUSINESS

6.1 Myamba Street Gerringong

DC has been approached by community members regarding visibility issues along Myamba Street, Gerringong. Myamba Street is a short busy street, which many people use frequently to get to the main shopping area of Gerringong. On the corner of Myamba and Noble Street, there is a hedge that is on community land, which is blocking visibility for vehicles driving up Myamba Street, and cars also coming down the one way section of Noble Street. JB advised that she will organise for Council's Tree Management Officer to inspect the hedge to organise for the hedge to either be cut back or removed.

6.2 Update for Minnamurra Public School School Zone

SL requested an update on the Minnamurra Public School Zone. JB advised that this project is through the School Zone Infrastructure Program. It is on schedule to be completed by June. There has been an issue with the gas pipeline, the gas company would like to be on site before Council digs.

6.3 Update for Jamberoo Mountain Road

SL requested an update or timelines for Jamberoo Mountain Road. MM advised that there is no exact timeline. The project is progressing, however every time it rains the project is delayed. There have been additional works required for debris removal and extra soil nailing due to the recent weather.

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

2 MAY 2023

6.4 Kiama Primary School - School Zone Infrastructure Program

JB advised that there is an update for the Kiama Primary School Zone Infrastructure program. This was for a wombat crossing on Collins and Thompson Street. As per the minutes of the April Kiama Local Traffic Committee meeting, Item 5.5, this project was due to be completed by June this year. However, following a meeting with Transport for NSW on 6 April 2023, Council was advised that because work had not commenced on this project, the funding would need to be withdrawn, and further funding investigated through the next round of School Zone Infrastructure funding.

7 CLOSURE

There being no further business the meeting closed at 9.30am

These Minutes were confirmed at the Ordinary Meeting of Council held on 6 June 2023

.....
Director Infrastructure and Liveability

4 BUSINESS ARISING FROM THE MINUTES

5 REPORT OF RMS DELEGATED FORMAL ITEMS

5.1 Crooked River Wine Festival Traffic Management Plan

CSP Objective: Outcome 8: We want a diverse and strong local economy

CSP Strategy: 8.1 Support economic growth and development

Delivery Program: 8.1.1 Prepare and adopt an Economic Development Strategy which identifies ways to creating a diverse and resilient economy within the Municipality

Item 5.1

Summary

Crooked River Winery's Winter Wine Festival is a two-day (weekend) event which will be held over the weekend of June 10th and 11th between 9am and 11pm each day. The event is proposing to run stop slow traffic control as per their attached traffic management plans.

Financial implication

Nil

Risk implication

The risk implications are minor as the event organiser maintains a \$20 Million public liability insurance policy for the event.

Policy

Section 138 of the *Roads Act 1993*.

Consultation (internal)

Council's Engineering Department acting in their capacity as the Roads Authority.

Communication/Community engagement

N/A

Attachments

- 1 Traffic Guidance Scheme - Crooked River Wine Festival - June 2023
- 2 Traffic Management Plan and Premises Plan - Crooked River Wine Festival - June 23

Enclosures

Nil

RECOMMENDATION

That the Committee endorse the issuing of the road occupancy permit under sections 115 and 138 of the Roads Act 1993 with the additional conditions of:

1. The permit holder is to enforce all activities outlined in the traffic management plan including a free shuttle bus to and from the train station at Gerringong.

Report of RMS delegated formal items

5.1 Crooked River Wine Festival Traffic Management Plan (cont)

- 2. That the organisers send notification to the NSW Police Highway Patrol 7 days before the event such that additional patrols on the highway can be programmed, as resources permit

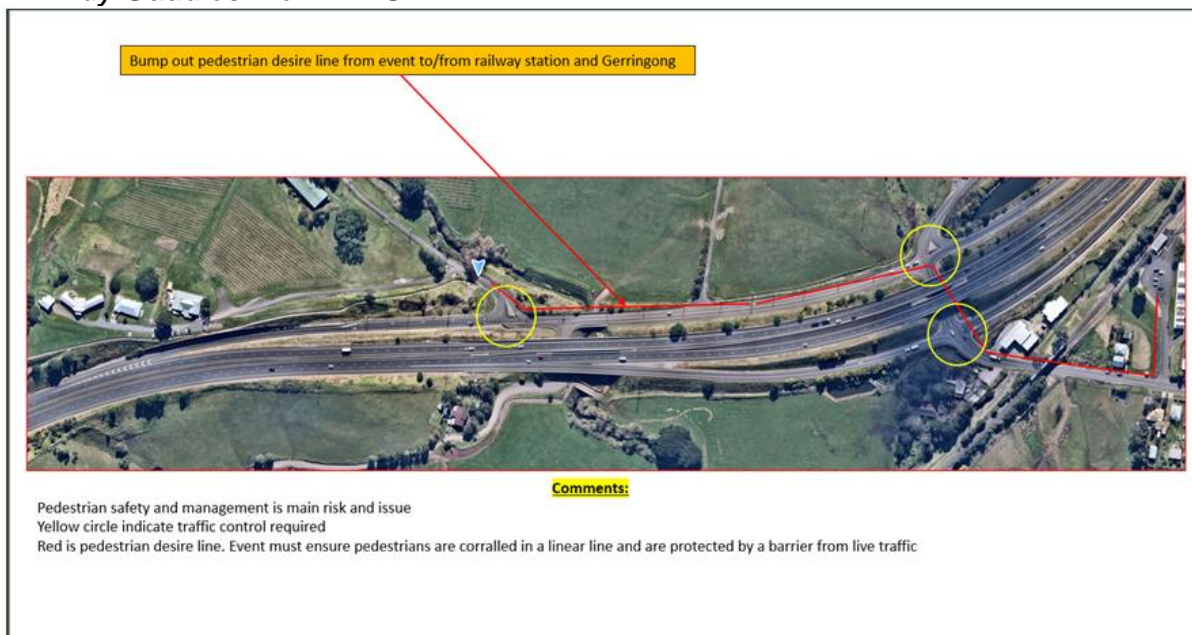
Background

The Winter Wine Festival has been a successful event for Crooked River Wines attracting domestic, interstate and international tourists from outside the region.

The event showcases a variety of live entertainment, local produce and a selection of quality handmade wines that have been grown and manufactured on the estate.

Before the issuing of the Road Occupancy Permit for last years event an email was sent to the members of the Kiama Traffic Committee for comment following issues with the event in 2021. The comments were as follows:

1. *Andy Gaudiosi from TfNSW:*



2. *Senior Constable Craig Gray from Lake Illawarra Police District:*

“We concur with the response from Transport for NSW.

Also we have had issues at a previous event at the winery with the shuttle bus drivers refusing to convey patrons from the event who could not show their event ticket. This forced those patrons that were refused transport to walk to the Railway Station.

We would like it suggested that all persons be afforded the opportunity of riding a shuttle bus, not just those who still have their event ticket on hand”

3. *Darrell Clingan, Local Member’s Representative:*

Report of RMS delegated formal items

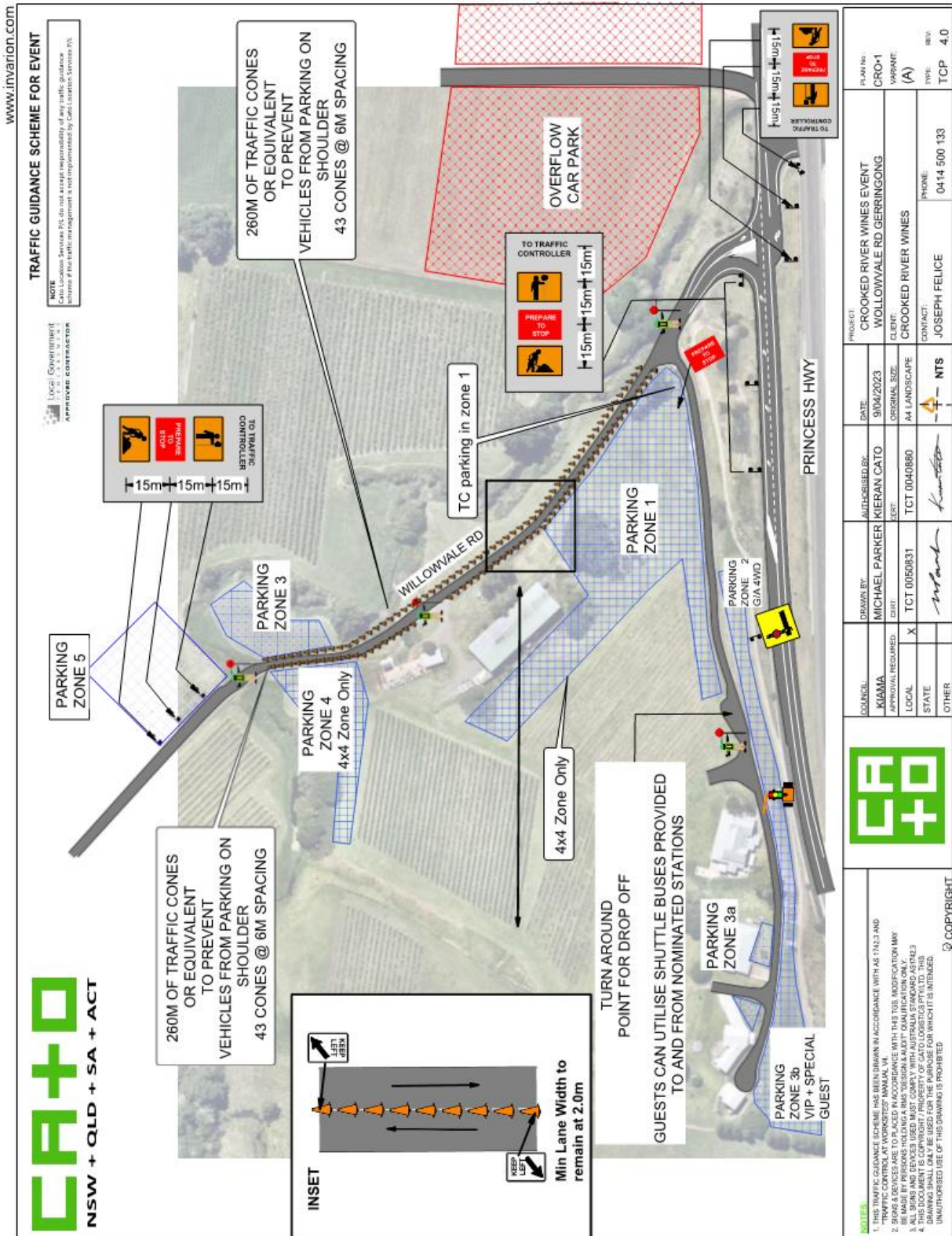
5.1 Crooked River Wine Festival Traffic Management Plan (cont)

“I have looked at the proposal, I have concerns that people driving from the north to attend the function could park on the side of the northern exit to Gerringong, which has happen in the past and caused problems. The organisers and Traffic controllers need to be aware of this concern and take the appropriate action.

I think the committee should include this concern in the conditions if approved.”

4. *The response from Joseph from Crooked River Winery was:*

“All of the concerns below are new to us. Please, rest assured that we will ensure that there is a free courtesy bus for all patrons heading to Gerringong or who require a lift to Gerringong Station.”





TRAFFIC MANAGEMENT & PREMISES PLAN

for



“Crooked River Wines”

11 Willowvale Rd Gerringong NSW

Registered Business
Licence Number: liqw824008891
Trading Name: Crooked River Wines
ABN: [81 650 140 5](https://abn.gov.au/abn/816501405)



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General Event Information

1.1 Event Summary

Crooked River Wines was first established in 1997, with the completion of the manufacturing facility in 1998 by the original family owners Brian and Narelle Jackson. Crooked River Wines is still a proud family owned and operated winery, currently the largest winery on the South Coast of NSW. Equipped with a 160 seated restaurant and cellar door facility. It is situated at 11 Willowvale Rd Gerringong NSW.

Winter Wine Festival is a two-day (weekend) event and has been a successful event for Crooked River Wines attracting domestic, interstate and international tourists from outside the region.

The event showcases a variety of live entertainment, local produce and a selection of quality handmade wines that have been grown and manufactured on the estate.

1.2 Traffic Impact Summary

To coincide with this event, the Traffic Management Plan will be implemented to ensure a safe passageway along *Willowvale Rd*, and efficient ingress/egress of guests.

1.2.1 Ingress / Egress

All vehicles will enter the parking areas via Willowvale Rd (Belinda St). Authorised Traffic Controllers will be engaged to implement traffic management as per TCP. Traffic Management Strategy will address:

- + Vehicular traffic of guests for the event.
- + Local/Nearby Residents up *Willowvale Rd*.
- + Casual visitors and general traffic moving through the area.

VEHICULAR INGRESS STRATEGY

All vehicles will enter the parking area via the *Willowvale Rd* Entry, guided by Authorised Traffic Controllers up to the Parking Zones. Parking Zones are defined as follows:

Zone 1 – Four Wheel Drive (4x4) parking (Grassed area)

Zone 2 – Southern Side of Private Driveway

Zone 3 – Northern and Southern Side of Private Driveway near the house

Zone 4 – Northern Side of Willowvale Road, at the Heli Pad

Zone 5 – Northern Side of Willowvale Road, opposite the dairy shed.

Zone 6 – Southern Side of Willowvale Road, North of the dairy shed.



VEHICULAR EGRESS STRATEGY

Authorised Traffic Controllers will manage *Willowvale* Road as per TCP to ensure that no queuing of vehicles exiting event parking zones will impact *Willowvale* Rd or *Belinda* Street.

The event organisers are required to engage an authorised traffic management company to provide traffic management support for the event. It is recommended that the company is pre-approved for local government procurement and has \$20 million public liability noting the event organisers as an interested party.

Traffic Control Plans can be found in section 6.1 of this TMP.



1.3 Event Details

Event Date:	10 & 11 of June 2023
Event Times:	12:00 – 21:00
Event Venue:	Crooked River Wines 11 Willowvale Road Gerringong NSW 2534
Target Market:	35-65 mature audience
Frequency:	Annually
Preliminary Classification:	Class 2 (subject to Local Traffic Committee – LTC assessment)
Bump-in Starts:	1000 - 2200
Traffic Control (D1)	1000 - 2200
Traffic Control (D2)	1000 - 2200
Bump-out Finishes:	0900 -2200



1.4 Key Event Contacts

Event Organiser:	Joseph Felice
Event Manager:	Joseph Felice
Event Manager Phone:	0414 500 133 (Joseph)
Venue Owner:	Roger & Ange Lloyd
Venue Owner Phone:	02 4234 0975
Venue Owner Email:	joseph@crookedriverwines.com
Police PAC:	Kiama Police (Southern Region PAC)
Police Contact:	Duty Officer / Traffic Sergeant on Duty
Police Phone:	02 4232 1444
Police Email:	N/A
RMS Contact:	RMS Southern
RMS Phone:	02 4221 2509
RMS Email:	operations.southern@rms.nsw.gov.au
Traffic Control Provider:	Cato Location Services (or another TC company if preferred)
Traffic Control Contact:	Mick Darda
Traffic Control Phone:	9517 1313 / 0402 308 665
Traffic Control Email:	operations@catolocationsservices.com.au



Location Map & Event Site Plan

Spring Festival will be held at Crooked River Wines Private Property as per below map:



Should a detailed site plan be required, please contact the Event Organiser in section 1.4 of this document for the latest site plan.

Workplace Health & Safety

3.1 Risk Assessment Plans

A Risk Management approach is a fundamental part of the planning for any event. The safety risk identification, assessment and control processes are legal obligations (as per the WHS Act and Regulation 2011) and should be aligned with AS/NZS ISO 31000 Risk Management – Principles and Guidelines. Broader event risk management is best practice and a fundamental part of due diligence.

The event organisers as the ground hirers will be the principal risk manager for the event and shall ensure that the risk management methodologies are applied throughout all stages and aspects of the event activities.

A comprehensive Risk Assessment will be conducted for *Orange Blossom Festival* and can be made available by contacting the Event Manager as listed in section 1.4 of this TMP.



3.2 Public Liability Insurance

Crooked River Wines has Australian Public Liability Insurance to the value of \$20,000,000. This policy covers all activities of the event and the organisation

A copy of such insurance can be found in section 6.2.

3.3 NSW Police Force

The Southern Region Police Area Command (PAC) will be engaged to confirm support and no objections to this event. They will be formally notified at least 2 weeks prior to the event-taking place.

3.4 NSW Fire & Rescue and NSW Ambulance

NSW Fire & Rescue and NSW Ambulance will be notified at least 2 weeks prior to the event-taking place. NSW Ambulance also require an email sent to the Event Planning Unit 2 weeks prior to the event

eventplanning@ambulance.nsw.gov.au

3.5 Event Delays, Postponement or Cancellation

Any decision to delay, postpone or cancel the event due to weather impacts or any other reason will be made by the Event Organiser and follow their protocols for emergency management. Once any decision is made in this regard it will be communicated to all relevant stakeholders.

3.5.1 CONTINGENCY PLANS

3.5.1.1 Heavy Rain

In the Event of heavy rain in the week leading up to the event or on the day of the event, it would not be necessary to cancel the event. (30mm or more), There is sufficient shelter for guests, and event organisers/staff.

3.5.1.2 Cancellation of the Event


Assessment and need for cancellation will be done by the Event Managers/Venue Owner. A decision on the cancellation of the event due to weather would need to be made 72 hours prior to the event date. This would allow time to notify all parties involved. Guests would be personally informed via the Companies Website/social media platforms.




Traffic and Transport Management

4.1 The Routes and Location

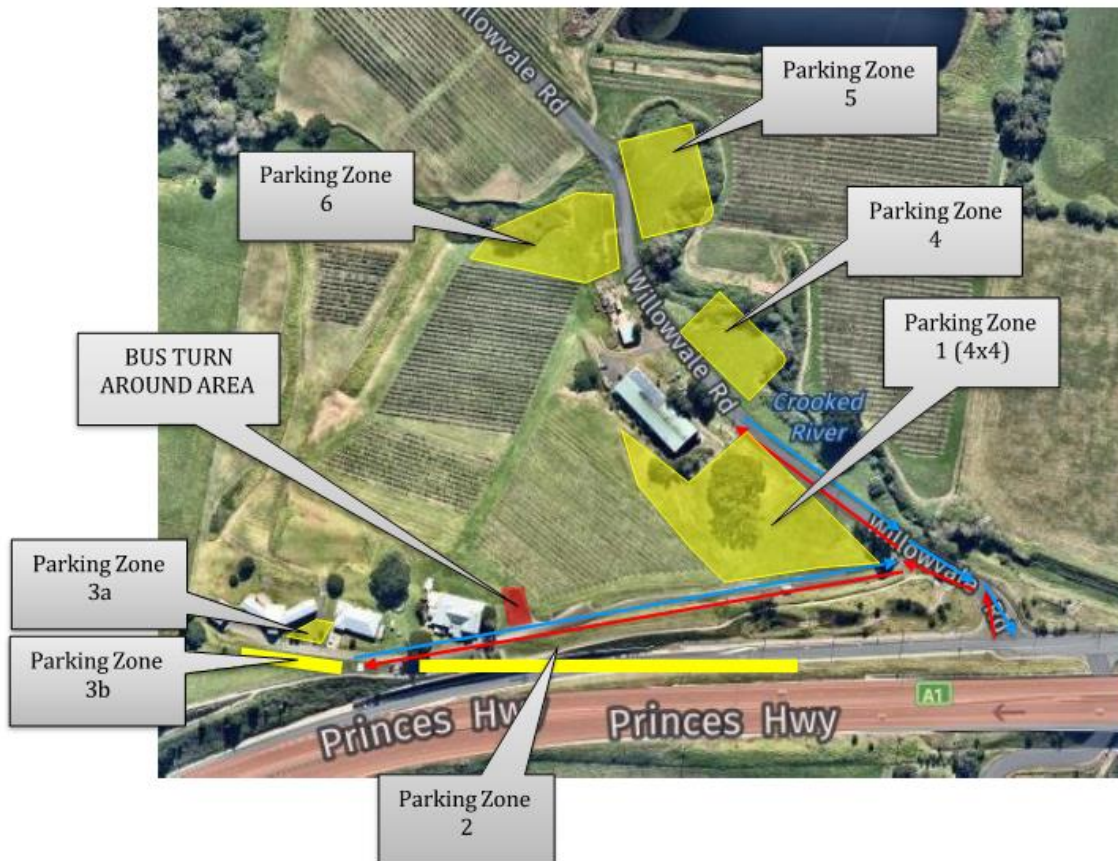
A map of the event location is below displaying traffic ingress, and egress. Vehicular traffic will enter and exit the event area via Willowvale Rd

Ingress = 

Egress = 

Authorised Traffic Controllers will manage ingress/egress via Willow Vale Rd. Event Management will manage the parking within private property, guiding vehicles to park. The Zones will fill progressively from Zone 1 to Zone 6.

(See section 1.2.1 of this TMP for full ingress/egress strategy)





Ingress upon entry at the venue will allow guests to enter the event via Lanes 1 (general admission) and lanes 2 (VIP). There will be no pass outs throughout the event unless approved by the licensee or manager.

Egress upon exit at the venue will allow guests to exit the event via lanes 3, 4, 5 (bus lanes) and 6 & 7 (parking bay lanes). This will provide a safe and ease of access for patrons to exit the venue accordingly.

Charter buses will be provided for guests with each location going to nominated train stations, Gerringong, Kiama and Berry.





4.2 Resource Table

#	Location	Requirements
1	Willowvale Rd	2 x Traffic Controllers Traffic Control Devices as per TCP

4.3 Event Vehicle Access to the Event Site for Suppliers, Contractors and Staff

There will be an 8km/hr limit on the property for the duration of the event.

Authorised Vehicles for Event Suppliers, Contractors, and Staff during Bump in/out via the Private Driveway off Willowvale Rd. All cars will be parked in designated areas and only emergency vehicles, amenities management or permitted disability access will be allowed during the operation period of the event.

4.4 Parking

There will be several parking areas (or zones) for guests, as well as event staff. These parking zones are located inside The Winery with approximately 700 car spaces available.

It is expected that the peak periods of parking demand would be at the start and end of the event days. Authorised Traffic Controller, and Event Management will manage parking within the property. Motorists will be encouraged to keep a continuous and steady flow into the car park to ensure there is no queuing on Willowvale Rd.

Extra care must be taken by the vehicle drivers to ensure pedestrian safety.

Event Management will direct vehicles to park in designated parking zones. Refer to parking plan in section 4.1 of this TMP. All vehicles will enter the Private Driveway and then guided to the relevant zone(s)

A copy of the parking layout map is attached to this TMP. Refer to section 4.1

An Updated map can be made available by contacting the Event Manager or Venue Manager as listed in section 1.4 of this TMP.

4.5 Impacts on Public Transport

The event will not have any direct impact on public transport in the near area.

Due to the event being a licenced function with the supply of Alcohol, Event Management have arranged courtesy Bus to and from Gerringong Station for Guest comfort and safety.

Kiama Cabs, and other local Taxi Services will be notified for any guests wishing to utilise this service.

No Bus stops will be impacted or relocated. Bus hired companies have been hired for this event – Canty’s Buses, Nowra Coaches, Shoalhaven Shuttles, Luxe Tours, & South Coast



Journeys. Buses will give patrons the option to facilitate and travel to and from stations provided.

4.6 Traffic Management Requirements Unique to This Event

The following is to provide a travel mode scenario for stakeholder planning consideration

- + It is anticipated that visitors would carpool due to the event demographic, and target market. With an average anticipated level of 3-4 pax/car, parking capacity can accommodate up to the maximum allowed capacity.
- + To Alleviate congestion, and allow for safe arrival, and departure of guests, shuttle buses will be provided for transportation to and from the event venue.

4.7 Traffic & Pedestrian Management

See Traffic Control Plan in section 6.1 of this TMP. It demonstrates the following:

- + Traffic Controllers, to manage the ingress/egress of vehicles along *Willowvale Rd*.
- + Traffic Controllers will also ensure by way of Traffic cones (or similar) that no parking occurs along *Willowvale Rd* (Council Rd).
- + Traffic Controllers will also ensure that Pedestrian Safety is managed by Sending Pedestrians directly into the private property from the road.

In all cases whereby pedestrians need to be delineated from vehicular traffic, this will be done so by CCBs.



Minimising Impact on the Non-Event Community

5.1 Access for Local Residents and Businesses

Access for local residents or businesses will not be impacted as the event is contained within Private Property, and no road closures are implemented.

Any local residents wishing to access their property further north on *Willowvale Road* can do so without being impacted. All residents on *Willowvale Rd* & surrounds have been contacted prior to each event.

Vehicles travelling along *Willowvale Rd* could potentially held/stopped for max 3 min whilst pedestrians are guided across the roadway under stop/slow traffic control from the helipad, or vehicles are moved up to the designated Parking Zones.

5.2 Access for Emergency Vehicles

Emergency service vehicles will have unobstructed access into the event site if required via the designated entry point (off *Willowvale Rd*). Vehicle access paths of width no less than 3.5m will be maintained at these points.

- + Event Management not allowing vehicles to park in obstructed to the path.
- + Any cars in the way of emergency vehicles in response will be directed out of the way by Event Management, Pedestrian Marshalls, or Traffic Controllers.
- + Event Manager will be checking throughout the shift that the paths are not obstructed.

Ambulance Access – An Ambulance would gain access to the event site via *Willowvale Rd* if there was an emergency. Ambulance can be escorted to the incident site by Event Manager as required.

Fire Brigade – The local RFS will not have fire trucks at the event. If Fire Brigade would need to gain access in the event of an emergency, they can gain access via the Private Driveway off *Willowvale Rd*.

Police – They would gain access to the event site via *Willowvale Rd* if there was an emergency. Police can be escorted to the incident site by Event Manager as required.

The Event Organiser will communicate these measures to the relevant services prior to the event-taking place.

5.3 Advertising Traffic Management Arrangements

Permanent Variable Message Signs (PVMS) – No PVMS support necessary due to the scale of the event.

Portable Variable Message Signs (VMS) – No VMS support necessary due to the scale of the event.



Attachments

6.1 Traffic Control & Pedestrian Management Plan

6.1.1 WIL-2A REVO

This Traffic Control Plan shows the strategy of which Traffic Contollers will:

- + Manage Ingress/Egress of Guests to Ensure no queuing on Willowvale Rd, and
- + Ensure no Guests Park on Willowvale Rd

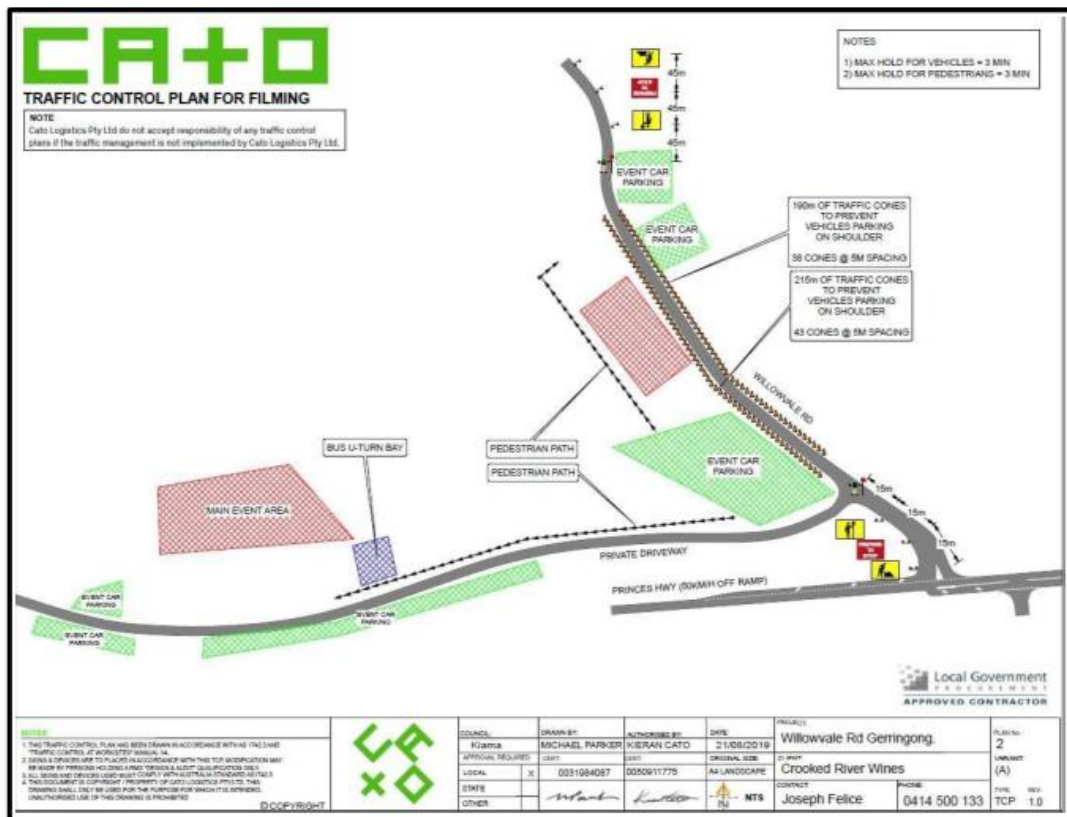


Figure 1.1

6.2 Public Liability Insurance

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7 Approvals

7.1 Event Organiser Approval

TMP Approved by: (Name) (Date) (Signature)

7.2 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 and this TMP.

Regulation of Traffic Authorised by: (Council) (Name) (Signature) (Date)

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

Regulation of Traffic Authorised by: (RMS) (Name) (Signature) (Date)

4 GENERAL BUSINESS

5 CLOSURE