



**Burwood** Inc.1874  
Burwood . Burwood Heights . Croydon . Croydon Park . Enfield . Strathfield

## **NOTICE OF BURWOOD LOCAL TRANSPORT FORUM MEETING**

The March 2026 meeting of the Burwood Local Transport Forum will be held electronically with the agenda emailed to members for review.

All comments are required to be returned to Council by 9:00am Friday 6 March 2026.

Tommaso Briscese  
**General Manager**

## Background

Transport for NSW (Transport) is legislated as the Authority responsible for the control of traffic on all NSW Roads. Transport has delegated certain aspects of the control of traffic on local roads to councils.

Transport's (2025) *Authorisation and Delegation Instrument* authorises councils to use prescribed traffic control devices under [s122](#) of the *Road Transport Act 2013* and delegates Transport's power under [s115](#) of the *Roads Act 1993* to regulate traffic for any purpose.

The (2025) *Authorisation and Delegation Instrument* revokes and replaces both the (2011) *Delegation to Councils* and the (2023) *Temporary Delegation to Councils No.2*.

One of the conditions of the Instrument is that councils establish a Local Transport Forum (LTF - formerly known as Local Traffic Committee). The LTF provides advice, technical review, and coordination of works and events. It does not vote, issue approvals, or make decisions.

## Role of the Local Transport Forum

The LTF is primarily a technical review and advisory forum which considers the technical merits of proposals and ensures that current technical guidelines are considered. It provides advice to Council on traffic and parking control matters and on the provision of traffic control facilities and prescribed traffic control devices for which Council has delegated authority. These matters are dealt with under **Section 4** of the agenda.

Items which are not within Council's delegation and require referral to the Local Transport Forum for advice are dealt with in **Section 5** of the agenda.

## LTF Delegations

The LTF has no decision-making powers. Council must refer all relevant traffic related matters to the LTF prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to Council must be referred directly to the Transport or relevant organisation.

The LTF provides advice to Council. Where Transport has concerns about a proposal and the concerns are not resolved in discussion, Transport may inform the LTF that it intends to issue a Statement of Concern (SoC) within seven days.

## Forum Membership

The LTF comprises the following Members:

- one representative of Council as nominated by Council
- one representative of the NSW Police from the Burwood LAC
- one representative from Transport for NSW
- State Member of Parliament (MP) for Strathfield
- operator of any public passenger service likely to be affected by the proposal.

# Agenda

## 1. Acknowledgement of Country

Council acknowledges the Wangal people of the Eora Nation who are the traditional custodians of this land. Council also pays respect to their elders, both past and present, and extends that respect to other First Nations People who may be present.

## 2. Apologies

## 3. Confirmation of Minutes

*That the Minutes of the Burwood Local Transport Forum held on Thursday, 6 November 2025, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.*

## 4. Items where Council May Exercise Its Delegated Functions

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## 5. Items where Council Seeks Referral to LTF for Advice

Nil

## General Business

### (Item LTC1/26) Beaumaris Street, Enfield - Changes to Parking Restrictions

File No: 25/52736

Report by Traffic Engineer

#### Summary

To assist with access and pick-up drop off at Enfield Public School, Burwood Council is proposing to implement 1/4P restrictions during school zone periods along a 64m section of Beaumaris Street.

#### Background

Enfield Public School has a submitted a request to Council to create a short term parking area along the school's Beaumaris Street frontage to facilitate pick-up and drop-off during school zone hours.

Beaumaris Street has unrestricted parking along its entire length excluding adjacent to the area adjacent to the children's crossing which is signposted as 'No Stopping 8am-9.30am 2.30pm-4pm School Days Only) to ensure adequate sightlines from drivers and pedestrians.



A review of the area has shown that the parking is often used by light construction vehicles such as utes and vans that are parked for extended periods, including during school peak times, resulting in parents having to park away from the school.

### **Proposal**

It is proposed to convert a 64m section of unrestricted parking on Beaumaris Street to '1/4P 8am-9:30am, 2:30pm-4pm School Days Only' as per the below markup.



### **Consultation**

Consultation was undertaken with 25 properties on Beaumaris Street in the vicinity of the proposal. 8 responses were received, 7 opposed and 1 in support. Responses opposed to the proposal cited loss of on-street parking. Given that the parking restrictions apply only during school times and days and will remain as unrestricted parking all other times the impact to parking for residents is expected to be minimal.

### Financial Implications

The installation of new signage will cost \$500.00 and be funded from the 2025/26 Traffic Facilities Maintenance budget.

### Delegation

The power to approve the prescribed traffic control devices recommended in this report has been delegated to Council under the 2025 Authorisation Delegation Instrument made pursuant to Section 50 of the Transport Administration Act 1988 (NSW) and Section 115 of the Road Transport Act 2013 (NSW). This delegation enables Council to authorise the installation of the specified traffic control devices within this report without referral to the Local Transport Forum for comment or further approval from Transport for NSW.

Per the current 'Delegations from Council to the General Manager':

*Council delegates to the General Manager (or to the person who acts in that position):*

- a) all of the functions, powers, duties and authorities of Council that it may lawfully delegate under the Local Government Act 1993 or any other Act, regulation, instrument, rule or the like*
- b) any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like, other than the exceptions outlined in this instrument of delegation.*

### **Recommendation**

That the General Manager under delegation approves the conversion of 64 metres of unrestricted parking along the Enfield Public School frontage to '1/4P 8am-9:30am, 2:30pm-4pm School Days Only'.

### **Attachments**

There are no attachments for this report.

## **(Item LTC2/26) Burwood Road, Burwood Heights - Car Share Space**

File No: 25/53871

Report by Traffic Engineer

### **Summary**

It is proposed to relocate a previously approved car share space on Burwood Road, Burwood Heights following community feedback.

### **Background**

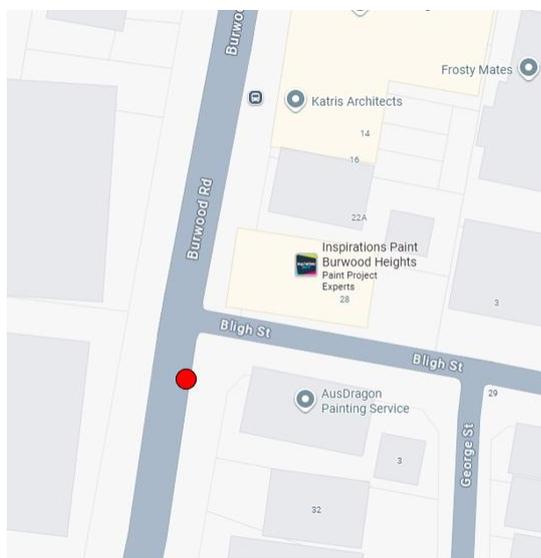
In August 2025, GoGet approached Council to install dedicated on-street car share parking at 5 locations within the Burwood LGA. Four of these locations were supported and approved via the August Burwood Local traffic Committee and August Council meetings.

One of the approved locations was at the eastern side of Burwood Road, Burwood Heights, north of Bligh Street. Following the Council meeting, further community feedback was received opposed to the Burwood Road location, as it removed parking directly adjacent to local businesses.

### **Proposal**

Due to community feedback, it is proposed to relocate the Burwood Road car share space from its original location further south, to the east side of Burwood Road, Burwood Heights, south of Bligh Street. The new proposed location would involve the loss of one unrestricted on-street parking space.

The proposed restriction will be 'No Parking – Authorised Car Share Vehicles Excepted'.



### **Consultation**

Consultation was undertaken with 12 residents in the vicinity of the proposed car share location. No responses were received.

### **Financial Implications**

Per Council's Fees and Charges, a fee will be charged to the operator for the ongoing annual approval as well as to partly cover costs associated with the implementation of a dedicated car share space. The current fee is a one-off parking space creation fee of \$1,410.00 per space. An

additional annual fee of \$1,100 applies to spaces provided in existing metered parking areas, such as Victoria Street, to offset the loss of metered parking to Council.

Car share operators may request to line mark parking bays at their own cost however must obtain approval from Council prior to any works being undertaken. Fees are reviewed annually and set out in Council's Statement of Revenue Policy.

### Delegation

The power to approve the prescribed traffic control devices recommended in this report has been delegated to Council under the 2025 Authorisation Delegation Instrument made pursuant to Section 50 of the Transport Administration Act 1988 (NSW) and Section 115 of the Road Transport Act 2013 (NSW). This delegation enables Council temporary 'regulation of traffic' to be undertaken without prior referral to the Local Transport Forum for comment or further approval from Transport for NSW for a public event.

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### **Recommendation**

That the General manager under delegation approve the installation of a dedicated car share space at the east side of Burwood Road, Burwood Heights, south of Bligh Street.

### **Attachments**

There are no attachments for this report.

## (Item LTC3/26) Victoria Street, Burwood - Changes to Parking Restrictions

File No: 25/56163

Report by Traffic Engineer

### Summary

It is proposed to convert the two existing 1/4P spaces in front of 36 Victoria Street, Burwood to 5-minute parking in order to improve turnover of vehicles and reduce the volume of traffic looking for short term parking within the street.

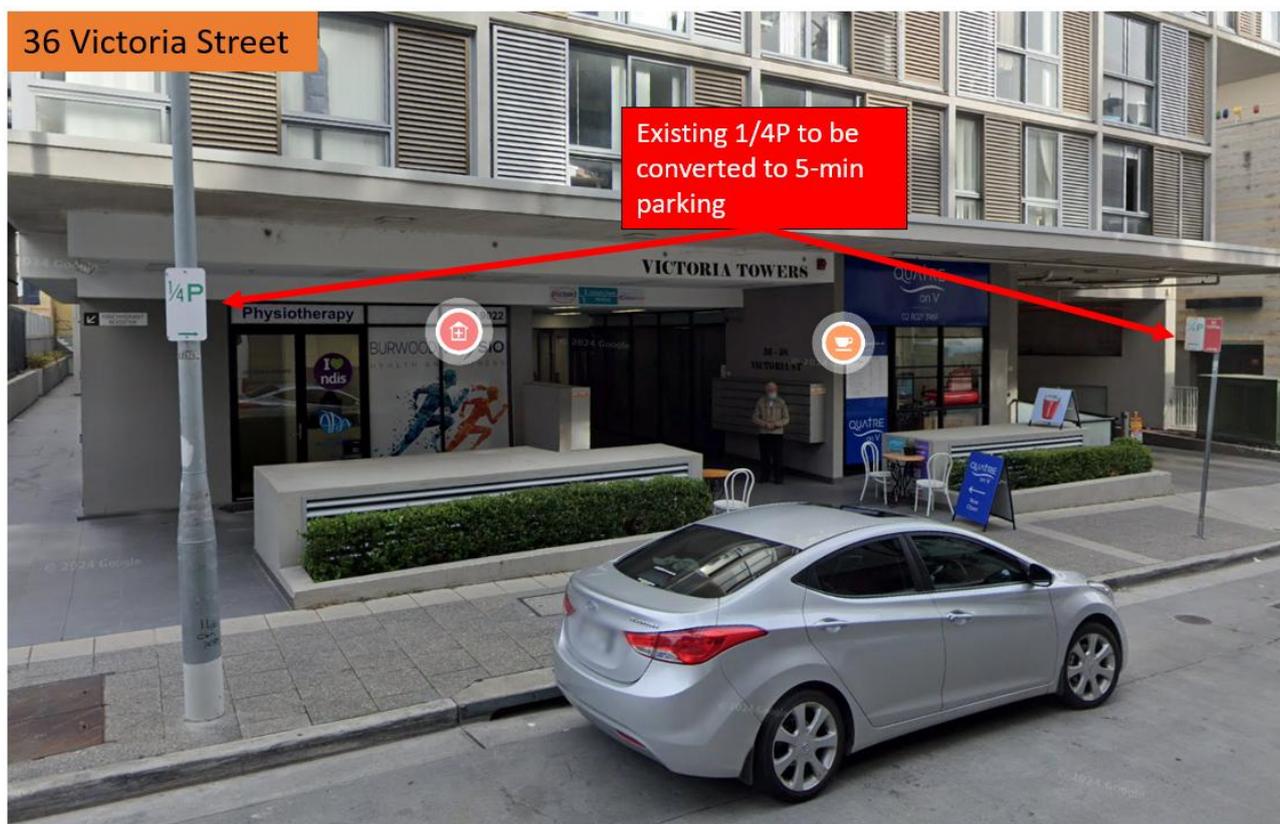
### Background

Victoria Street is a local road which connects Burwood Road to Shaftesbury Road. It serves as a key access point for Burwood Westfield shopping centre as well as a number of residential and mixed use sites.

The property at 36 Victoria Street is a mixed-use development with medical facilities and café on the ground floor. Two parking spaces are available along its frontage, which are restricted to 1/4P. It has been observed that motorists are overstaying the 15 minute parking restrictions, which is reducing turnover and making it difficult for visitors to find a place to drop off and pick up passengers.

### Proposal

To remedy this, it is proposed to convert the two existing 1/4P spaces in front of 36 Victoria Street to 5-minute parking. A 5-minute parking restrictions will still allow drivers to leave their vehicle whilst they assist a passenger into the nearby medical facility or make a purchase at the café.



## **Consultation**

Given there will be minimal impacts as a result to the function of these parking spaces no consultation has been undertaken for this proposal.

## **Financial Implications**

The installation of new signage will cost \$200.00 and be funded from the 2025/26 Traffic Facilities Maintenance budget.

## **Delegation**

The power to approve the prescribed traffic control devices recommended in this report has been delegated to Council under the 2025 Authorisation Delegation Instrument made pursuant to Section 50 of the Transport Administration Act 1988 (NSW) and Section 115 of the Road Transport Act 2013 (NSW). This delegation enables Council to authorise the installation of the specified traffic control devices within this report without referral to the Local Transport Forum for comment or further approval from Transport for NSW.

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## **Recommendation**

That the General Manager under delegation approve the conversion of two existing 1/4P spaces in front of 36 Victoria Street, Burwood to 5-minute parking.

## **Attachments**

There are no attachments for this report.

## (Item LTC4/26) Russell Street, Strathfield - Changes to Parking Restrictions

File No: 25/56727

Report by Traffic Engineer

### Summary

Council is seeking to improve clarity of parking restrictions by installing 'No Parking' signs across the access driveway of Russell Street Reserve.

### Proposal

Russell Street Reserve is a pocket park located on Russel Street, Strathfield. There is a single vehicle access driveway to the park. Council's parks team has observed vehicles frequently parking across the driveway, which is obstructing access for council's maintenance vehicles.

Under NSW Road Rules, default restrictions across driveways are 'No Parking'. It is proposed to install 'No Parking' signage cross the driveway to improve clarity of this parking rule.



## **Consultation**

As the proposal is in accordance with the NSW Road Rules no consultation was undertaken or required.

## **Financial Implications**

The installation of additional signage will cost \$500.00 and be funded from the 2025/26 Traffic Facilities budget.

## **Delegation**

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If the No Right Turn restriction is recommended to be a permanent restriction, referral to the Local Transport Forum is required in order to receive comments on the proposal.

## **Recommendation**

That the General Manager under delegation approve the installation of 'No Parking' signs across the Russell Street Reserve access driveway.

## **Attachments**

There are no attachments for this report.

## **(Item LTC5/26) Acton Street, Croydon - Request for Work Zone**

File No: 25/65487

Report by Engineer - Traffic & Design

### **Summary**

Council has received an application to install a Work Zone along the Acton Street frontage of 36-40 Parramatta Road Croydon to facilitate the construction of a three-storey storage facility.

### **Background**

In August 2025, a Development Application was approved to demolish the existing structures and construct a new three-storey storage facility at 36-40 Parramatta Road Croydon. To facilitate the construction works, a 38m long Work Zone has been requested along the site's side frontage on Acton Street. This area will be used to deliver materials and other construction related activities for a period of 18 weeks. Works on site are scheduled to commence on 2<sup>nd</sup> March 2026.

The parking along the site frontage on Acton Street, Croydon is currently 2-hour time restricted between 8.30am-6.00pm Monday to Friday and 8.30am-12.30pm Saturday as shown below:



### **Proposal**

It is proposed to install a 'Work Zone' on Acton Street directly fronting the work site as per the diagram below to facilitate the construction and ensure access to the site is not impeded. The Work Zone will apply from 7:00am to 6:00pm on Monday to Friday and 8:00am to 1:00pm on Saturday. No construction activity is to be carried out on a Sunday or public holiday which is consistent with the hours stipulated in the S4.55 application. The Work Zone has been requested for a period of 18 weeks, which will then be reviewed to determine if it is still required.

The proposed arrangement will result in the temporary loss of six on-street parking spaces during the restricted times. Outside the restricted parking times, these areas will be available to the public.



### Consultation

A review of parking occupancy within the street has been undertaken, which has shown that the street is not highly occupied. Parking in nearby streets has also been reviewed which showed low occupancy during the day, with the streets used primarily by residents and visitors. As a result, no resident consultation was considered necessary as the proposed 'Work Zone' restrictions will be directly outside the development site and will be restricted to development consent hours only.

### Financial Implications

The 'Work Zone' fees will be charged to the developer as per Council's Fees and Charges

### Delegation

The power to approve the prescribed traffic control devices recommended in this report has been delegated to Council under the 2025 Authorisation Delegation Instrument made pursuant to Section 50 of the Transport Administration Act 1988 (NSW) and Section 115 of the Road Transport Act 2013 (NSW). This delegation enables Council to authorise the installation of the specified traffic control devices within this report without referral to the Local Transport Forum for comment or further approval from Transport for NSW.

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- b) *any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like, other than the exceptions outlined in this instrument of delegation.*

***Recommendation***

That the General Manager under delegation approve the installation of a “Work Zone – 7:00am to 6:00pm Monday to Friday & 8:00am to 1:00pm Saturday” signage on Acton Street direct frontage of 36-40 Parramatta Road, Croydon, for a length of 38m and a period of 18 weeks.

**Attachments**

There are no attachments for this report.

## (Item LTC6/26) Baker Street, Enfield - Provision of two on-street parking spaces

File No: 25/69298

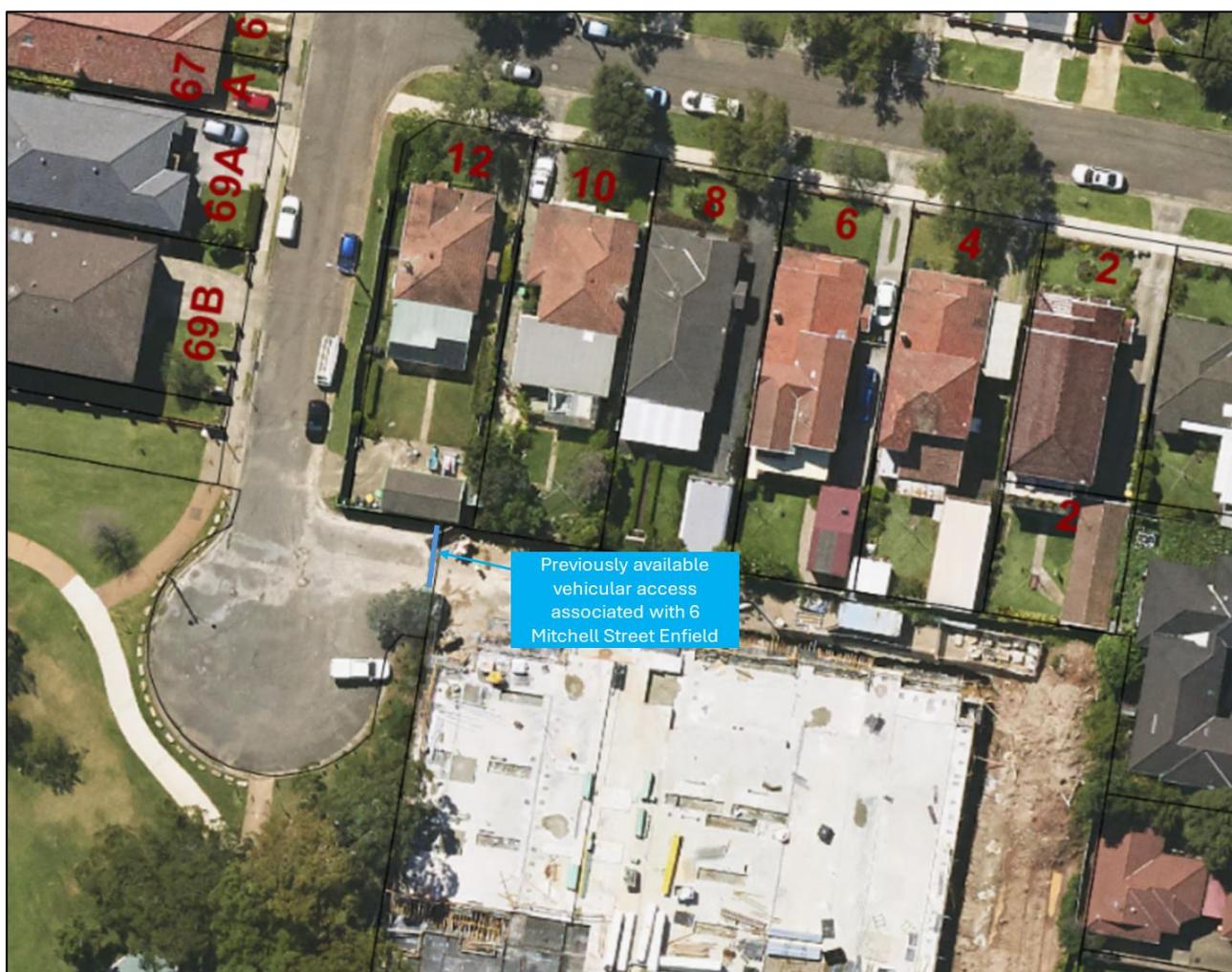
Report by Engineer - Traffic &amp; Design

### Summary

It is proposed that two on-street parking spaces be line marked and formalised at the northeast corner of the cul-de-sac of Baker Street, Enfield.

### Background

A review of the current layout of the Baker Street cul-de-sac has identified an opportunity to improve parking provisions. Recent changes to the site access for the property at 6 Mitchell Street, Enfield have resulted in the closure of vehicular access from the cul-de-sac and no access ramp on the kerb. This modification has created a layover area at the northeast corner, which is currently being used informally for 90-degree parking.



It is proposed that this area be formalised as public parking by installing line marking in accordance with Australian Standards, thereby improving safety and functionality.

### Proposal

Following a review of the existing layout and current usage, it is proposed to provide two line-marked parking spaces (each measuring 6.0 m x 2.5 m) within the area currently designated by

'No Stopping' signage. This proposal has been validated through a swept path analysis for an 8.8m Medium Rigid Vehicle (MRV), confirming that the service vehicle can complete a U-turn manoeuvre without encroaching on the proposed parking spaces

The figure below illustrates the indicative layout of the proposed parking spaces, while detailed assessment findings are provided in the attached documentation.



## Consultation

No consultation was undertaken as this proposal is enacted to add parking and line marking assets in the area.

## Financial Implications

The proposed works are expected to cost \$1,500 + GST and to be funded from the 2025/26 Traffic Facilities Budget.

## Delegation

The power to approve the prescribed traffic control devices recommended in this report has been delegated to Council under the 2025 Authorisation Delegation Instrument made pursuant to Section 50 of the *Transport Administration Act 1988* (NSW) and Section 115 of the *Road Transport Act 2013* (NSW). This delegation enables Council to authorise the installation of the specified traffic control devices within this report without referral to the Local Transport Forum for comment or further approval from Transport for NSW.

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- b) any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like, other than the exceptions outlined in this instrument of delegation.

### ***Recommendation***

The Council approve the provision of two line-marked public parking spaces at the cul-de-sac of Baker Street Enfield.

### **Attachments**

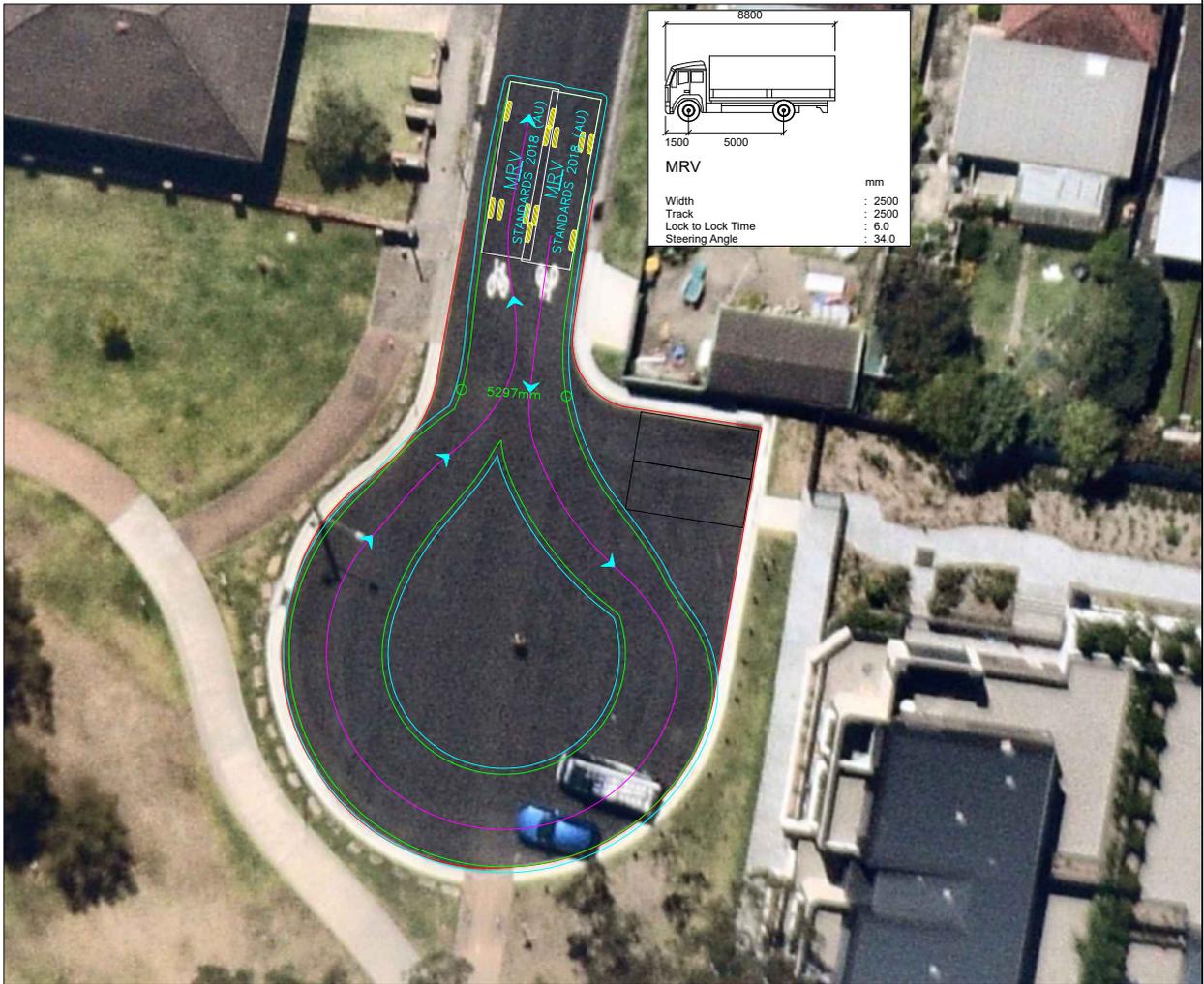
- 1 [↓](#) Baker Street parking analysis-Baker Street Parking Option

**BAKER STREET PARKING OPTION**



**PROPOSED 2 PARKING SPACES AT CUL DE SAC OF BAKER STREET ENFIELD**

BAKER STREET PARKING SWEEP PATHS ANALYSIS



**MRV SWEEP PATHS SHOWING THE PROPOSED PARKING SPACES DO NOT OBSTRUCT ITS TURNING MOVEMENT**

## (Item LTC7/26) Lucas Road, Burwood - Request for Work Zone

File No: 25/70093

Report by Engineer - Traffic & Design

### Summary

Council has received an application to install a Work Zone along the frontage of 34-36 Lucas Road Burwood to facilitate the construction of a multi-storey dwelling.

### Background

In October 2025, a Development Application was approved to demolish the existing structures and construct a new multi-storey dwelling including townhouses at 34-36 Lucas Road Burwood. To facilitate the construction works, a 13m long Work Zone has been requested along the site's side frontage on Lucas Road. This area will be used to deliver materials and other construction related activities for a period of 26 weeks. Works on site are scheduled to commence on 12<sup>th</sup> January 2026.

The parking along the site frontage on Lucas Road, Croydon is currently 2-hour time restricted between 8.00am-6.00pm Monday to Friday and 8.00am-1.00pm Saturday as shown below:



### Proposal

It is proposed to install a 'Work Zone' on Lucas Road directly fronting the work site as per the diagram below to facilitate the construction and ensure access to the site is not impeded. The Work Zone will apply from 7:00am to 6:00pm on Monday to Friday and 7:00am to 4:00pm on Saturday. No construction activity is to be carried out on a Sunday or public holiday which is consistent with the hours stipulated in the approved Construction Traffic Management Plan. The Work Zone has been requested for a period of 26 weeks, which will then be reviewed to determine if it is still required.

The proposed arrangement will result in the temporary loss of three on-street parking spaces during the restricted times. Outside the restricted parking times, these areas will be available to the public.



## Consultation

A review of parking occupancy within the street has been undertaken, which has shown that the street is not highly occupied. Parking in nearby streets has also been reviewed which showed low occupancy during the day, with the streets used primarily by residents and visitors. As a result, no resident consultation was considered necessary as the proposed 'Work Zone' restrictions will be directly outside the development site and will be restricted to development consent hours only.

## Financial Implications

The 'Work Zone' fees will be charged to the developer as per Council's Fees and Charges

## Delegation

The power to approve the prescribed traffic control devices recommended in this report has been delegated to Council under the 2025 Authorisation Delegation Instrument made pursuant to Section 50 of the *Transport Administration Act 1988* (NSW) and Section 115 of the *Road Transport Act 2013* (NSW). This delegation enables Council to authorise the installation of the specified traffic control devices within this report without referral to the Local Transport Forum for comment or further approval from Transport for NSW.

Per the current 'Delegations from Council to the General Manager':

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- b) any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like, other than the exceptions outlined in this instrument of delegation.

***Recommendation(s)***

That the General Manager under delegation approve the installation of a “Work Zone – 7:00am to 6:00pm Monday to Friday & 7:00am – 4:00pm Saturday” signage on Lucas Road direct frontage of 34-36 Lucas Road, Burwood for a length of 13m and a period of 26 weeks.

**Attachments**

There are no attachments for this report.

## (Item LTC8/26) Waimea Street, Burwood - Changes to Parking Restrictions

File No: 25/70280

Report by Engineer - Traffic &amp; Design

### Summary

The parking restrictions along both sides of Waimea Street, between Shaftesbury Road and Marmaduke Street, Burwood, are proposed to be amended to prevent vehicles from parking close to or on the speed threshold within this section of the street.

### Background

A review of recent parking behaviour along this section of Waimea Street shows that vehicles frequently park on the speed threshold, reducing the effective width of the travel lanes. Kerbside islands have been installed on either side of the threshold to discourage parking in this location; however, the adjoining parking restrictions are signposted as "2P 9am–6pm Mon–Sat and Public Holidays, Permit Holders Excepted Area 13", which may lead drivers to believe parking is permitted on top of the threshold.

The existing parking signages at the location are shown in the figure below.



### Proposal

Following a review of the existing signage and current parking patterns, it is recommended that the parking restrictions on both sides of Waimea Street be converted to 'No Parking' to prevent vehicles from parking on top of the threshold. The 'No Parking' restrictions are also proposed to be extended across the combined driveways of #42 and #42A on the southern side of Waimea Street immediate east of the threshold to ensure compliance with NSW Road Rules which does not permit parking across driveways.

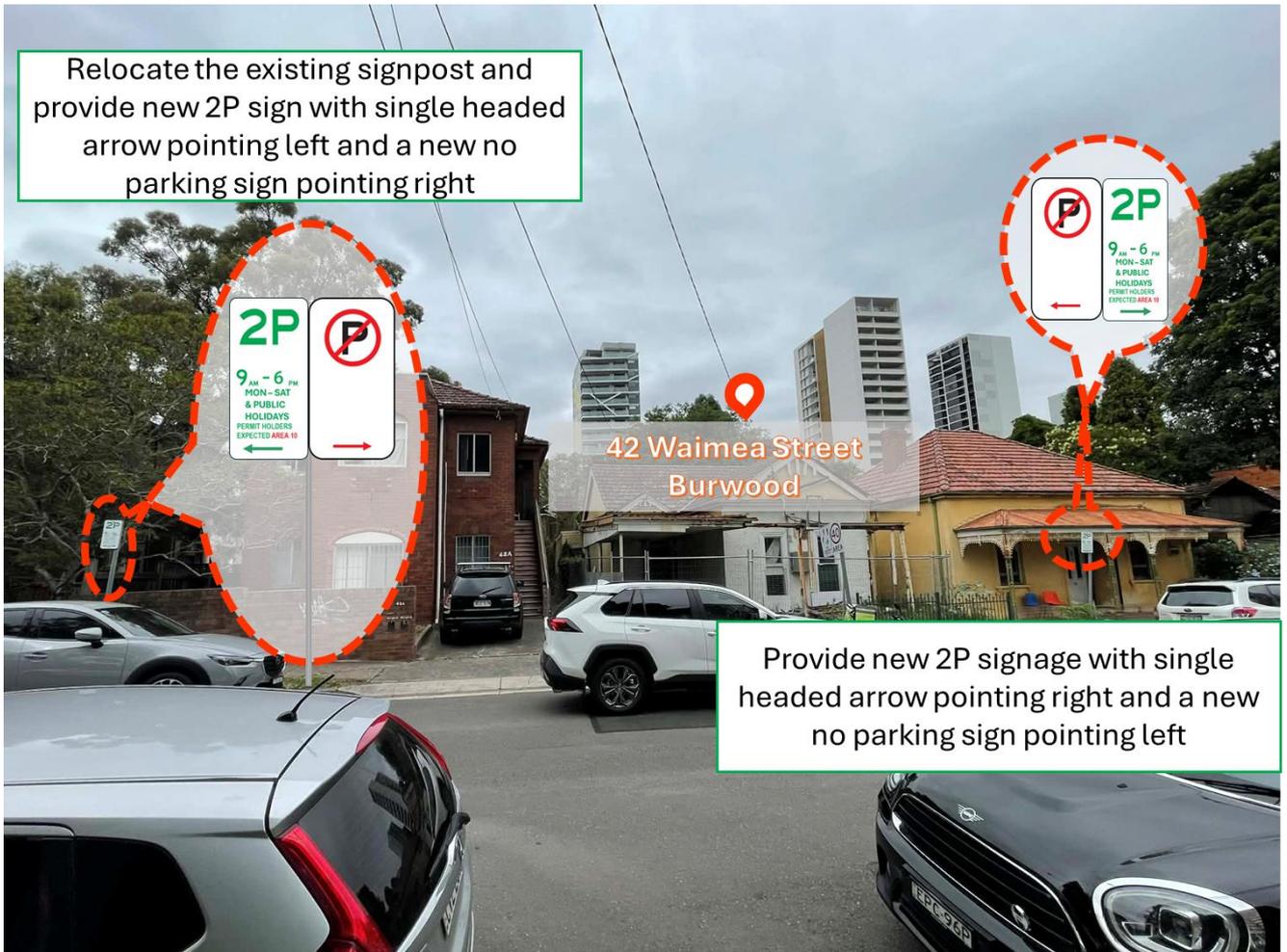
The figure below illustrates the proposed signages at the location, while detail assessment is provided in the attached documentation.



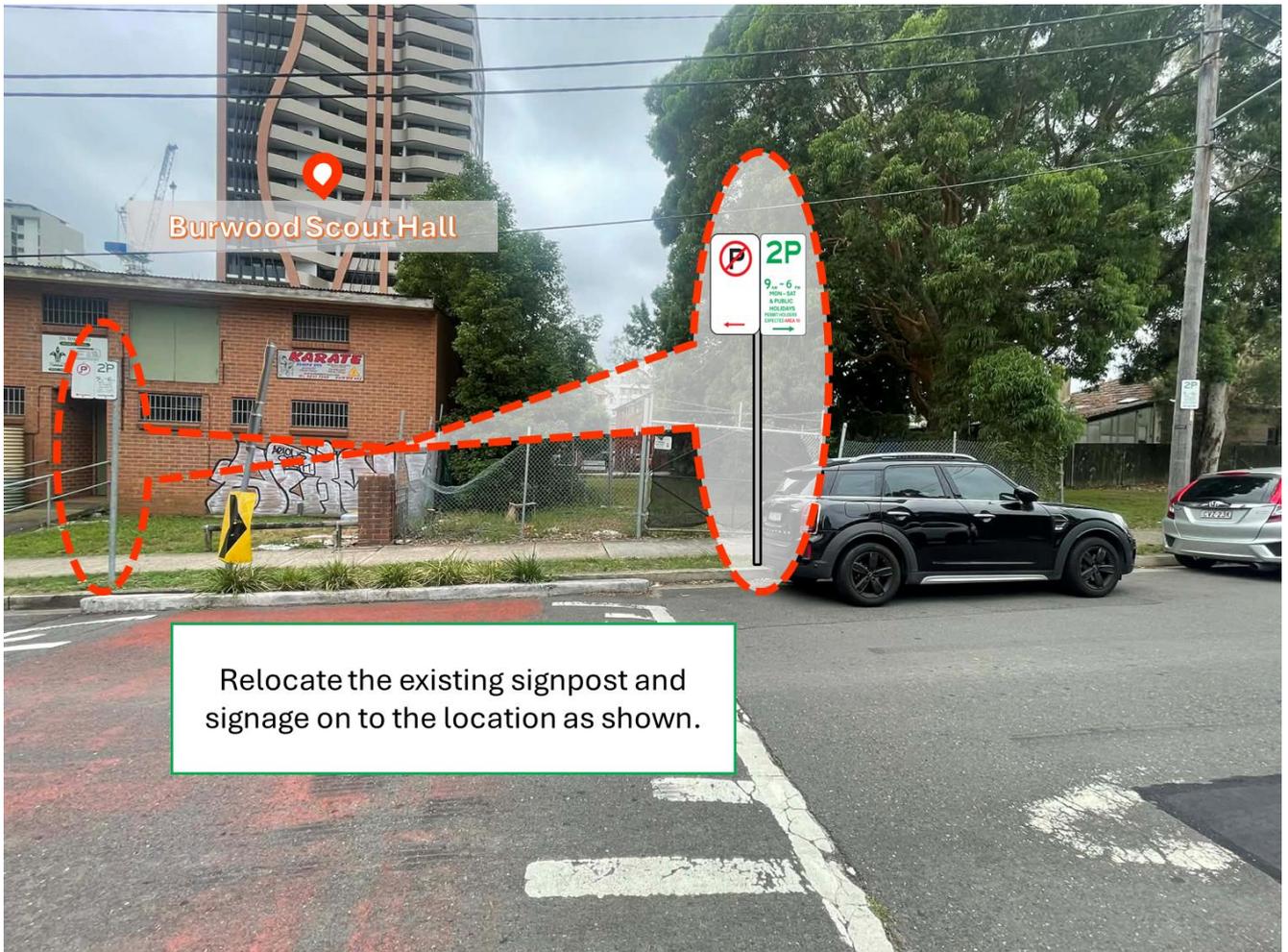
**Attachments**

- 1 [↓](#) Change in parking signages on southern side
- 2 [↓](#) Relocation of signpost and signage on northern side

Change in parking signages on southern side



Relocation of signpost and signage on northern side



## **(Item LTC9/26) Burwood Town Centre - Changes to Parking Restrictions in Christmas Period**

File No: 25/71374

Report by Traffic Engineer

### **Summary**

It is proposed that parking restrictions in Burwood town centre be amended to address increased traffic flows and congestion in and around Burwood Westfield Shopping Centre, particularly during peak trading periods.

### **Background**

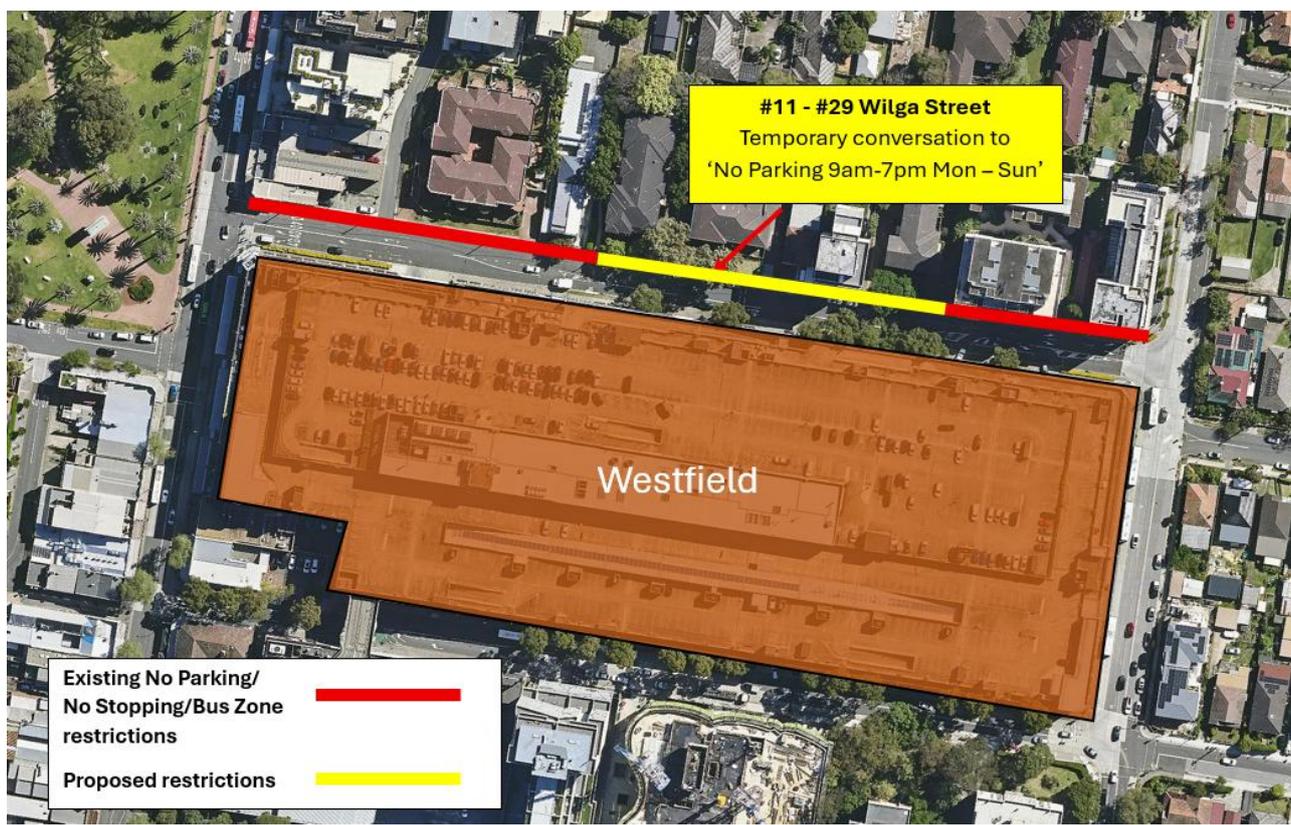
During peak shopping periods, and especially during the Black Friday Sales and Christmas periods, traffic exceeds capacity in the streets surrounding Westfield as queues for cars entering the shopping centre extend beyond the carpark entrances. Council has in previous years temporarily reduced parking capacity during the Christmas period along Wilga Street to provide more storage length for vehicles and reduce congestion.

Temporary parking restrictions for the Christmas period on Burwood Road and Wilga Street were previously approved as part of report LTC9/26 of the December 2025 LTF. This report seeks additional changes to parking restrictions.

### **Proposal**

To alleviate the observed traffic congestion, following parking changes are proposed for a temporary period between 23 December 2025 to 15 January 2026.

<b>Location</b>	<b>Existing Restrictions</b>	<b>Proposed Restrictions</b>
#11-29 Wilga Street	'2P Meter 8am – 10pm Mon-Sun and Public Holidays, permit holders excepted'	'No Parking 9am – 7pm Mon-Sun'



**Consultation**

No consultation has been undertaken for this change due to the urgent nature of the change.

**Financial Implications**

The installation of new signage will cost \$1500.00 and be funded from the 2025/26 Traffic Facilities budget.

### Delegation

The power to approve the prescribed traffic control devices recommended in this report has been delegated to Council under the 2025 Authorisation Delegation Instrument made pursuant to Section 50 of the *Transport Administration Act 1988* (NSW) and Section 115 of the *Road Transport Act 2013* (NSW). This delegation enables Council to authorise the installation of the specified traffic control devices within this report without referral to the Local Transport Forum for comment or further approval from Transport for NSW.

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- b) any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like, other than the exceptions outlined in this instrument of delegation.

### **Recommendation(s)**

That General Manager under his delegation approve the following changes to parking restrictions to 'No Parking 9am – 7pm Mon – Sun between 23 December 2025 to 15 January 2026 in the following Locations:

- #11-29 Wilga Street

### **Attachments**

There are no attachments for this report.

## (Item LTC10/26) Burwood Road, Burwood - Changes to Parking Restrictions

File No: 26/2460

Report by Traffic Engineer

### Summary

To alleviate congestion in the town centre and provide more opportunities for pickup and drop off, it is proposed to convert the first space on the western side of Burwood Road north of Wilga Street from 2P metered parking to 'No Parking'.

### Background

As part of its ongoing endeavour to improving traffic flow in Burwood Town Centre and providing equitable parking to visitors, Council is undertaking reviews of key intersections to ensure that there is adequate space provided to ensure free flow of traffic.

One location identified was the signalised intersection of Burwood Road and Wilga Street. There are two northbound traffic lanes on Burwood Road, with lane 2 primarily used by motorists wanting to turn right into Wilga Street. This result in motorist heading north using the kerbside lane to bypass the queue of turning vehicles, which are then required to merge into lane two north of the intersection due to kerbside parking on the western side of Burwood Road along the frontage of Burwood Park. This area is currently '2P Metered' parking, which was introduced in October 2025.



### Proposal

To alleviate congestion at the intersection, it is proposed to convert the first space on the western side of Burwood Road north of Wilga Street from '2P Metered' parking to 'No Parking'. This is to ensure additional space for northbound traffic to merge into a single lane, and can also act as an additional kiss and ride area for park visitors.

A markup of the proposal is shown below.



### Consultation

No consultation has been undertaken for this proposal as the location does not front residences or businesses.

### Financial Implications

The proposed works are expected to cost \$300 + GST and to be funded from the 2025/26 Traffic Facilities Budget.

There will also be a loss of parking revenue from one metered space.

### Delegation

The power to approve the prescribed traffic control devices recommended in this report has been delegated to Council under the 2025 Authorisation Delegation Instrument made pursuant to Section 50 of the *Transport Administration Act 1988* (NSW) and Section 115 of the *Road Transport Act 2013* (NSW). This delegation enables Council to authorise the installation of the specified traffic control devices within this report without referral to the Local Transport Forum for comment or further approval from Transport for NSW.

Per the current 'Delegations from Council to the General Manager':

Council delegates to the General Manager (or to the person who acts in that position):

- a) all of the functions, powers, duties and authorities of Council that it may lawfully delegate under the *Local Government Act 1993* or any other Act, regulation, instrument, rule or the like
- b) any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like, other than the exceptions outlined in this instrument of delegation.

***Recommendation***

That the General Manager under delegation approve the conversion the first 5.5 meters of parking on the western side of Burwood Road north of Wilga Street from '2P Metered' parking to 'No Parking'.

**Attachments**

There are no attachments for this report.

## **(Item LTC11/26) Railway Parade, Burwood - Request for Work Zone**

File No: 26/2471

Report by Engineer - Traffic & Design

### **Summary**

Council has received an application to install a Work Zone along Railway Parade frontage of 52-60 Railway Parade Burwood to facilitate the construction of Burwood Place.

### **Background**

A Development Application was approved to demolish the commercial development and construct a new mixed-use development at 52-60 Railway Parade Burwood. To facilitate the construction works, a 31.83m long Work Zone has been requested along the site's direct frontage on Railway Parade. This area will be used to deliver materials and other construction related activities for a period of initially estimated 53 weeks with monthly renewal of the permit. Works on site is currently being undertaken by frequent issuance of temporary road closure permits.

All parking along the site frontage is currently removed as a consequence of closure of the adjacent footpath to deter pedestrians from accessing this area.

### **Proposal**

It is proposed to install a 'Work Zone' on Railway Parade directly fronting the work site as per the diagram below to facilitate the construction and ensure access to the site is not impeded. The Work Zone will apply from 7:00am to 7:00pm from Monday to Friday and 7:00am to 4:00pm on Saturday. No construction activity is to be carried out on a Sunday or public holiday which is consistent with the hours stipulated in the DA application.

The Work Zone has been requested for a period of 4 weeks and will be subject to frequent renewal in monthly basis. The signages will be removed once the work zone is not required and be reinstated when required subject to costs associated with installation and removal of signages. The proposed arrangement will not result in any additional loss of parking spaces as the parking spaces have been temporarily removed.



The area will remain as 'No Parking' all other times to ensure safety of pedestrians.

## **Consultation**

As the proposal does not result in any loss of parking spaces or change in any existing arrangements on-street, community consultation was not undertaken.

## **Financial Implications**

The 'Wok Zone' fees will be charged to the developer as per Council's Fees and Charges.

## **Delegation**

The power to approve the prescribed traffic control devices recommended in this report has been delegated to Council under the 2025 Authorisation Delegation Instrument made pursuant to Section 50 of the *Transport Administration Act 1988* (NSW) and Section 115 of the *Road Transport Act 2013* (NSW). This delegation enables Council to authorise the installation of the specified traffic control devices within this report without referral to the Local Transport Forum for comment or further approval from Transport for NSW.

Per the current 'Delegations from Council to the General Manager':

Council delegates to the General Manager (or to the person who acts in that position):

- a) all of the functions, powers, duties and authorities of Council that it may lawfully delegate under the *Local Government Act 1993* or any other Act, regulation, instrument, rule or the like
- b) any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like, other than the exceptions outlined in this instrument of delegation.

## **Recommendation**

That the General Manager under delegation approve the installation of a 'Work Zone – 7:00am - 7:00pm Monday to Friday & 7:00am – 1pm Saturday, No parking at all other times' signage on Railway Parade direct frontage of 52-60 Railway Parade, Burwood for a length of 31.83m and a period of 53 weeks, to be reviewed monthly.

## **Attachments**

There are no attachments for this report.

## (Item LTC12/26) Conder Street (Railway Parade), Burwood - Request for Work Zone

File No: 26/2835

Report by Engineer - Traffic & Design

### Summary

Council has received an application to install a Work Zone along Railway Parade frontage of Burwood Library to facilitate the construction of the Burwood Culture House.

### Background

A Development Application was approved to demolish Library carpark at 2-4 Conder Street Burwood adjacent to Burwood Library and construct Burwood Culture House. To facilitate the construction works, a 12.81m long Work Zone has been requested along the site's frontage on Railway Parade. This area will be used to deliver materials and other construction related activities for a period of initially estimated 51 weeks with monthly renewal of the permit. Demolition works on site is currently being undertaken by frequent issuance of temporary road closure permits. Construction works on site is set to commence from 1<sup>st</sup> of April.

The parking along the site frontage is currently removed as a consequence of closure of the adjacent footpath.

### Proposal

It is proposed to install a 'Work Zone' on Railway Parade directly fronting the work site as per the diagram below to facilitate the construction and ensure access to the site is not impeded. The Work Zone will apply from 7:00am to 7:00pm from Monday to Friday and 7:00am to 4:00pm on Saturday. No construction activity is to be carried out on a Sunday or public holiday which is consistent with the hours stipulated in the DA application. The Work Zone has been requested for a period of 4 weeks and will be subject to frequent renewal in monthly basis. The signages will be removed once the work zone is not required and be reinstated when required subject to costs associated with installation and removal of signages.

The proposed arrangement will not result in any additional loss of parking spaces as the parking spaces have been temporarily removed.



The area will remain as 'No Parking' all other times to ensure safety of pedestrians.

### **Consultation**

As the proposal does not result in any loss of parking spaces or change in any existing arrangements on-street, community consultation was not undertaken.

### **Financial Implications**

The 'Wok Zone' fees will be charged to the developer as per Council's Fees and Charges.

### **Delegation**

The power to approve the prescribed traffic control devices recommended in this report has been delegated to Council under the 2025 Authorisation Delegation Instrument made pursuant to Section 50 of the *Transport Administration Act 1988* (NSW) and Section 115 of the *Road Transport Act 2013* (NSW). This delegation enables Council to authorise the installation of the specified traffic control devices within this report without referral to the Local Transport Forum for comment or further approval from Transport for NSW.

Per the current 'Delegations from Council to the General Manager':

Council delegates to the General Manager (or to the person who acts in that position):

- a) all of the functions, powers, duties and authorities of Council that it may lawfully delegate under the *Local Government Act 1993* or any other Act, regulation, instrument, rule or the like
- b) any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like, other than the exceptions outlined in this instrument of delegation.

### **Recommendation**

That the General Manager under delegation approve the installation of a 'Work Zone – 7:00am - 7:00pm Monday to Friday & 7:00am – 4:00pm Saturday, No parking at all other times' signage on Railway Parade frontage of 2-4 Conder Street, Burwood for a length of 12.81m and a period of 51 week, to be reviewed and renewed monthly.

### **Attachments**

There are no attachments for this report.

**(Item LTC13/26) Burwood Lunar New Year - 21 February 2026**

File No: 26/3519

Report by Traffic Engineer

**Summary**

It is proposed to temporarily close the following streets for the Burwood Lunar New Year festival, to be held on Saturday 21<sup>st</sup> February 2026 between 5:00pm to 10:00pm.

- Burwood Road – between Railway Parade and Livingstone Street,
- Belmore Street – between Pilchers Lane and Carpark Exit of Emerald Square
- Clarendon Place – at Railway Parade

Ford Lane will also be closed from Railway Parade from Friday 20<sup>th</sup> February from 12:00pm.

**Background**

Burwood Council will host a Lunar New Year Launch Celebration. Bringing the community together to celebrate the spirit of renewal and prosperity by kicking off the Lunar New Year festivities with a variety of thrilling performances, entertainment, workshops, and traditional ceremonies.

**Proposal**

Council proposes a full road closure to vehicles on the following streets.

- Burwood Road – between Railway Parade and Livingstone Street
- Belmore Street – between Pilchers Lane and Carpark Exit of Burwood Plaza
- Clarendon Place – at Railway Parade

The road closure is proposed to be from Saturday 21<sup>st</sup> February 2026 between 5:00pm to 10:00pm. Bump in will commence from 1:00pm Saturday. Bump out will be completed by 1:30 am Sunday 22<sup>nd</sup> February. Road openings will be staggered in sections as they are packed up and safe to open.

Ford Lane will also be closed from Railway Parade from Friday 20<sup>th</sup> February from 12:00pm. This closure will not impact public transport.

The event is classified as Class 2 under the NSW Government's Guide to Traffic & Transport Management of Special Events guidelines. A Class 2 event requires the following documentation:

Police Approval via Notice of Intention to Hold a Public Assembly application.	Consultation has been undertaken and Police approval is attached.
Confirmation of consultation with the bus service provider.	Consultation has been undertaken and bus provider, approval is attached.
Public Liability Insurances.	\$20 million public liability insurance for Burwood Council is attached.
Traffic Control Plans, with the licence information on it.	Included as part of attached Traffic Management Plan.

Required road occupancy licenses will be sought once the event has been approved and prior to commencement

### **Consultation**

Consultation in relation to traffic management for the event has already commenced with NSW Police and emergency services, Transport for NSW and bus operators. Detours have been established which will minimise the impacts on buses and emergency services.

The event will have a comprehensive marketing campaign. The event will be published through Council's social media pages, community newsletters, website, digital screens, street banners, fence banners and quarterly resident newsletter. In addition to this there will be a letterbox drop across the Burwood town centre and residents along Burwood Road and associated detour will receive a letter from Council.

Two VMS will be installed around the event site to inform road users of the changed traffic conditions one week before the event, and also on the event date.

### **Financial Implications**

The event will be funded Council's Events Budget 2025/26.

### **Delegation**

The power to approve the prescribed traffic control devices recommended in this report has been delegated to Council under the 2025 Authorisation Delegation Instrument made pursuant to Section 50 of the *Transport Administration Act 1988* (NSW) and Section 115 of the *Road Transport Act 2013* (NSW). This delegation enables Council to authorise the installation of the specified traffic control devices within this report without referral to the Local Transport Forum for comment or further approval from Transport for NSW.

Per the current 'Delegations from Council to the General Manager':

Council delegates to the General Manager (or to the person who acts in that position):

- a) all of the functions, powers, duties and authorities of Council that it may lawfully delegate under the *Local Government Act 1993* or any other Act, regulation, instrument, rule or the like

- b) any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like, other than the exceptions outlined in this instrument of delegation.

As the event does not impact public transport for more than 24 hours, prior consultation with the Local Transport Forum is not required.

### **Recommendations**

1. That the General Manager under delegation approve the full road closure of the following roads on Saturday 21<sup>st</sup> February 2026 between 5:00pm to 10:00pm to support the Burwood Lunar New Year Festival:
  - Burwood Road – between Railway Parade and Livingstone Street,
  - Belmore Street – between Pilchers Lane and Carpark Exit of Emerald Square
  - Clarendon Place – at Railway Parade
2. That the General Manager under delegation approve the closure of Ford Lane from Railway Parade from Friday 20<sup>th</sup> February from 12:00pm to Saturday 21<sup>st</sup> February 2026 10:00pm

### **Attachments**

- 1 [↓](#) Lunar New Year 2026 - TMP
- 2 [↓](#) Lunar New Year 2026 - Police Approval
- 3 [↓](#) Lunar New Year 2026 - Public Liability Insurance
- 4 [↓](#) Lunar New Year 2026 - Bus Approval



**MULTI - EVENT  
GLOBAL PLUG PLAY  
TRAFFIC MANAGEMENT PLAN  
BURWOOD RD, BURWOOD NSW 2134**



PREPARED FOR



by CATO Group

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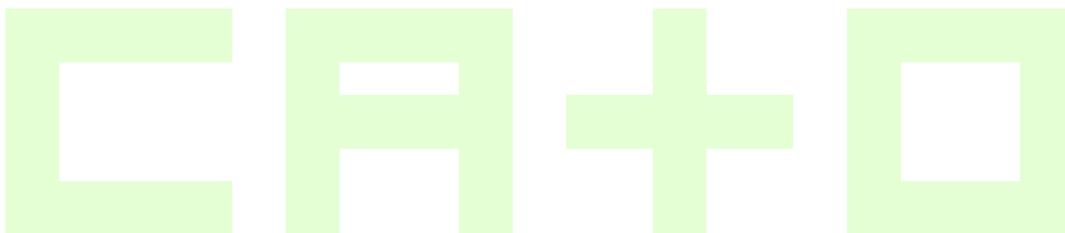
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## STATEMENT OF CONFIDENTIALITY & NON-DISCLOSURE

This Traffic Management Plan (TMP) contains proprietary and confidential information. All content is submitted to the recipients with the understanding that the recipients agree not to use or disclose any information contained herein except in the context of its business dealings with CATO and for the purposes of implementing the plans presented in the document. The recipient of this document agrees to inform present and future employees or agents of the recipient who view or have access to its content of its confidential nature.

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## AUTHORITY OF THE TMP

This Traffic Management Plan (TMP) is drafted to detail the overall description of the event, its function, impact, and stakeholder interactions.

Additional documents are produced to detail relevant aspects in conjunction with this TMP in more granular detail. Additional documents compiled by event stakeholders or external agencies shall not contravene the detail documented within this TMP.

Implementation of the proposed arrangements, and any subsequent changes are only valid once endorsed by the relevant agencies, and associated persons contained within Section 1.3 of this document.

In the event of an emergency response situation, NSW Police may vary the terms, details, aspects, directions or timings of this TMP on the day to ensure public safety and to respond to an emergency situation in a timely manner.

## TMP OBJECTIVE

This TMP is drafted to document the passive temporary traffic management arrangements by which the designated area can hold an event on a particular date as described in the Event Management Plan.

The proposed arrangements will provide a high-level plan for vehicular and pedestrian control measures within the Burwood area to ensure safety of patrons, general pedestrians, local residents, general and local traffic.

At its core, the measures implemented will provide suitable delineation between pedestrian and vehicular traffic by way of various traffic management treatments; and suitably manage general traffic around the Burwood area whilst the event is in progress.

In summary, the main objectives of this TMP are:

- + Provide an overall, high-level, description of the traffic management arrangements implemented,
- + Suitably describe arrangements to provide safe area for the event, including bump in and bump out of event infrastructure.
- + Provide a framework for stakeholders to develop site specific, or low-level plans,
- + Serve as a key document agreed by all parties as the final approval to conduct the event,
- + Minimise impact on non-event community and emergency services, and
- + Maintain use of public transport services around the event location.
- + Allow implementation of this Global TMP and relevant TGS for multiple events supported by the relevant Event Management Plan.



**DOCUMENT CONTROL**

This document is uncontrolled once printed – the final version with specifications and site diagrams will be locked for printing and restricted as read only.

A copy of the final version will be supplied to the event organiser prior to the event.

Version	Prepared by	Date	Comments	Reviewed by
1.0	Michael Parker	16/07/2025	First Draft	Nicola Illiadis
2.0	Michael Parker	26/08/2025	Updates: TGS -5A – VMS location updated -6A – VMS location updated TMP -S1.1 – Term updated to 3 yrs -S1.3 – TfNSW and Event Manager updated -S4.6 – Additional HVM Device -S6.1 – Letterbox drop by Event Organiser -S6.7 – VMS Details updated (location)	Nicola Illiadis
3.0	Michael Parker	08/09/2025	Update: -S1.1 – Term amended to 1 Year	Nicola Illiadis
4.0	Michael Parker	09/12/2025	Updates -All TGS revised for closure to now be extended to Livingstone St -VMS 2 – Moved south to accommodate the above. TMP -S1.2 – Added in extended closure details -S1.3 – Added Louis as contact -S2.1 – Added in extended closure details and soft closures. -S3.1 – Updated location map -S4.2 – Updated Detour. -S4.3 – Updated Clearways -S4.3.1 – Updated Bus Details + map -S6.7 – Updated VMS Details and Loc -S7.4 – Inserted PLI	Craig Hunter
5.0	Craig Hunter	15/12/2025	All TGS revised for closure to now be extended Ford Ln	Anna Rosa



6.0	Michael Parker	29/01/2026	Updated Pax to 50,000	Anna Rosa
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**DEFINITIONS**

Term	Definition
TMP	Traffic Management Plan
TGS	Traffic Guidance Scheme
SETTI	Special Event Traffic and Transport Information
VMS	Variable Message Sign
HVM	Hostile Vehicle Mitigation
CBD	Central Business District
TMC	Transport Management Centre
SMP	Security Management Plan
ICMP	Integrated Crowd Management Plan
TfNSW	Transport for NSW
PAC	Police Area Command



REFERENCE DOCUMENTS

Title	Version
Guide to Traffic and Transport Management for Special Events	V4.0, July 2024
Traffic Control at Worksites Technical Manual	v6.1, February 2022
Workplace Health and Safety ACT NSW	2011
Workplace Health and Safety ACT Amendments NSW	2023
Workplace Health and Safety Regulations NSW	2017
Safe Work NSW website – <a href="http://www.safeworkaustralia.nsw.gov.au">www.safeworkaustralia.nsw.gov.au</a>	Current website
Safe Work Code of Practice – First Aid in the workplace	January 2020
Safe Work Code of Practice – Hazardous Manual Tasks	August 2019
Safe Work Code of Practice – Managing the risks of plant in the workplace	December 2022
Safe Work Code of Practice – How to manage work health and safety risks	August 2019
Safe Work Guideline – Traffic Management: Guide for Events	April 2021



## 1. GENERAL EVENT INFORMATION

### 1.1. EVENT SUMMARY

Burwood Council has received a grant under the NSW Government's Transport for NSW Open Streets Program to develop a Global Traffic Management Plan for events on Burwood Road in Burwood.

The purpose of the program is to deliver on the NSW Government's Vibrancy Reforms, to help secure a brighter future for our communities by unlocking more walkable, safer, and activated neighbourhoods.

The Global Traffic Management Plan aims to:

- + Promote vibrant local communities with event-ready streets – to activate streets and centres by facilitating streamlined temporary events, driving social, cultural, and economic benefits within local NSW communities, and supporting in-person social settings for all ages and genders, and
- + Support cultural industries and drive economic growth with event-ready streets; to target reductions in event costs and complexities, aiming to boost local businesses' visibility and engagement, leveraging the economic and cultural potential of street-based events.

Burwood Road in Burwood will be the static event location which can be expanded or contracted within the overall road closure boundary. The event components may comprise of the following (but not limited to); market stalls, themed displays, food trucks, tables and chairs and entertainment. Local commercial cafes and restaurants may have the opportunity to expand outdoor seating numbers to increase trading and enhance the specific event.

The specific event will have an impact on surrounding streets within the Burwood area. The specified traffic, pedestrian, crowd and safety treatments will ensure public safety, and manage the disruption to the local government area before, during and after the event.

For event elements, timings, and schedules, refer to the specific Event Management Plan compiled for each event. This TMP will be valid for a period of one (1) year from the TMP draft date, unless factors such as road layout/configuration, existing signage changes, event footprint for example deem that a review or update is required.

This Traffic Management Plan will be implemented by an approved Traffic Management company at the discretion of Council and subject to normal application and approval processes.

Traffic management treatments at the event location will be implemented to allow the following:

- + Bump in and bump out of event infrastructure,
- + Gathering spaces for event patrons within a controlled event area, via hard road closures,
- + Local access to properties within specified timings via "soft road closures" if applicable,
- + Patron ingress and egress to and from the event location, and



- + Appropriate diversions to manage traffic around the local area.

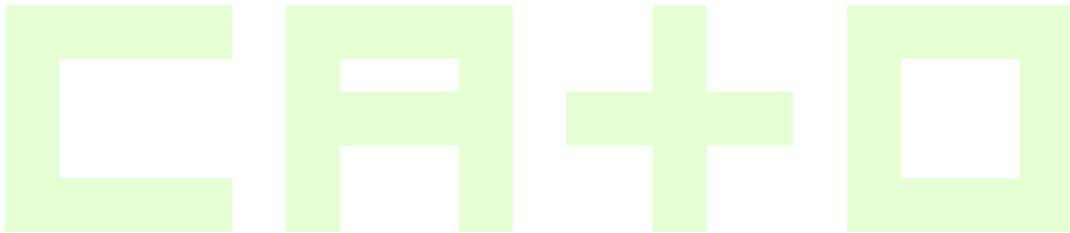
Various traffic management treatment options have been developed to compliment the chosen event footprint for the specific event. The relevant treatment options are detailed in the Traffic Guidance Schemes in Section 8.1 of this document.

Timings contained throughout this document may be altered on the day, subject to Event Management authorisation based on traffic volumes, crowd movements, and safety aspects that evolve during the course of the event.

Consultation for the event and production of this document has been undertaken by:

- + Burwood Council,
- + TfNSW,
- + Transit Systems (Bus Operator), and
- + NSW Police – Burwood Police Area Command.

Burwood Council, Event Managers and CATO Group wish to acknowledge the Wangal Clan of the Eora nation as the Traditional Custodians of the local area.



1.2. EVENT DETAILS

- Event Location:** Burwood Rd Burwood NSW 2134, between Railway Parade, and Livingstone Street.  
Clarendon Place and Ford Lane – from Railway Parade  
Unity Place between Clarendon Place and Conder Street.
- Expected Attendance:** Approximately 50,000 people – depending on the implementation of this Global TMP.
- Target Market:** All demographics, or varied based on event theme (IE: Culture, age, activity, or other target audience).

For traffic management and event timings relating to the specific event, refer to the Event Management Plan, for the individual event, containing the following (but not limited to):

- + Event date(s),
- + Event day(s),
- + Event start and finish times,
- + Road closure times,
- + Bump in / out times, and
- + VMS Board install times and dates.
- + Confirmation of expected attendance.



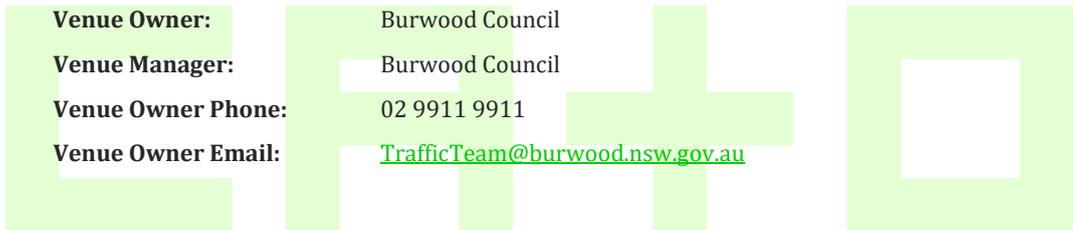
1.3. KEY EVENT AND STAKEHOLDER CONTACTS

Event Organiser: Burwood Council  
Event Organiser Address: 2 Conder St  
Burwood NSW 2134

Event Manager: Jenny Hoff  
Event Manager Phone: 02 9911 9893  
Event Manager Email: [Jenny.Hoff@burwood.nsw.gov.au](mailto:Jenny.Hoff@burwood.nsw.gov.au)

Event Manager: Louis Lee  
Event Manager Phone: 02 9911 9929  
Event Manager Email: [Louis.Lee@burwood.nsw.gov.au](mailto:Louis.Lee@burwood.nsw.gov.au)

Venue Owner: Burwood Council  
Venue Manager: Burwood Council  
Venue Owner Phone: 02 9911 9911  
Venue Owner Email: [TrafficTeam@burwood.nsw.gov.au](mailto:TrafficTeam@burwood.nsw.gov.au)



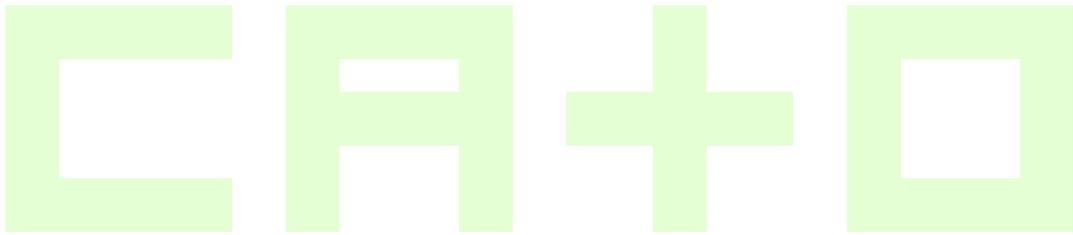
Police Area Command: Burwood Police PAC  
Police Contact: Snr Cst Germaine Grant  
Police Phone: 02 8753 3599  
Police Email: [gran1ger@police.nsw.gov.au](mailto:gran1ger@police.nsw.gov.au)

TfNSW Contact: German Barragan – Network and Safety Officer  
TfNSW Phone: 02 9595 4152  
TfNSW Email: [german.barragan@transport.nsw.gov.au](mailto:german.barragan@transport.nsw.gov.au)

TfNSW Contact: Road Occupancy Unit - TfNSW  
TfNSW Phone: 02 8396 1513  
TfNSW Email: [tmc\\_piu@transport.nsw.gov.au](mailto:tmc_piu@transport.nsw.gov.au)



**Traffic Control Provider:** CATO Group  
**Traffic Control Contact:** Emily McDonnell  
**Traffic Control Phone:** 1800 841 500  
**Traffic Control Email:** [emily@catogroup.com.au](mailto:emily@catogroup.com.au)



## 2. TRAFFIC MANAGEMENT

### 2.1. TRAFFIC IMPACT SUMMARY

The event will have an impact across various streets within the local council area. To support the event area the various streets will be closed, however, local access will be maintained in the surrounding streets as normal.

To support the event area the following road will be closed via a “hard” road closure:

- + Burwood Road – between Railway Parade and Livingstone Street,
- + Belmore Street – between Pilchers Lane and Carpark Exit of Emerald Square, and
- + Clarendon Place – at Railway Parade.
- + Ford Lane – at Railway Parade

To further support the event, the following will be closed via a “soft” road closure

- + Belmore Street – between Wynne Avenue and Carpark Exit of Emerald Square, and
- + Belmore Street – between Burleigh Street and Pilchers Lane

To further support the event area, a contingency TGS has been drafted to provide support for vehicles turning at the intersection of Burwood Road and Railway Parade – contrary to existing traffic signage. See TGS BUR-6A for more details.

Pedestrian access will be maintained along all existing footpaths in and around the event area. To further manage any pedestrian impacts due to the event please refer to the Security Management Plan by contacting the Event Organiser as listed in Section 1.3 of this document.

### 2.2. SIGNALISED INTERSECTIONS (IE: TRAFFIC LIGHTS)

Burwood Road, in the vicinity of the event road closures implemented, has a signalised traffic light intersection. All traffic signalised intersections around the extended local area will function as normal.

Any changes to the operation of signals or phasing shall only be altered under the direction of NSW Police, TfNSW or the nominated Traffic Management Provider.



### 2.3. TRAFFIC MANAGEMENT IMPLEMENTATION

The implementation of the Traffic Guidance Schemes (TGS'), including road closures, and overarching responsibility remains with CATO Group or other Traffic Management Provider.

Temporary traffic control equipment, barricades, and signage must be placed in accordance with the Traffic Guidance Schemes by authorised Traffic Controllers who possess a TfNSW execute traffic guidance schemes certification, formally known as "Implement Traffic Control" Licence.

Other qualifications that are required by the authorised Traffic Controllers include (but not limited to):

- + General Construction Induction (also known as "White Card")
- + Traffic Controller Licence (also known as "Blue Card")
- + Implement Traffic Control Licence (also known as "Yellow Card")
- + Prepare Work Zone TMP Licence (also known as "Orange Card")

### 2.4. EVENT MARSHALLS

The Event Organiser shall ensure that any event personnel engaged as marshalls are provided with suitable training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely.

The role of an event marshal is primarily to guide and assist those participating in, and/or attending, events. Event marshalls have no legal authority for the direct control of vehicle and pedestrian movements apart from situations where such movements take place within a portion of road that has been closed to general traffic movements under the applicable statutes or regulations, e.g. prohibiting pedestrians crossing the road during a race event, escorting official vehicles through a crowd, etc.

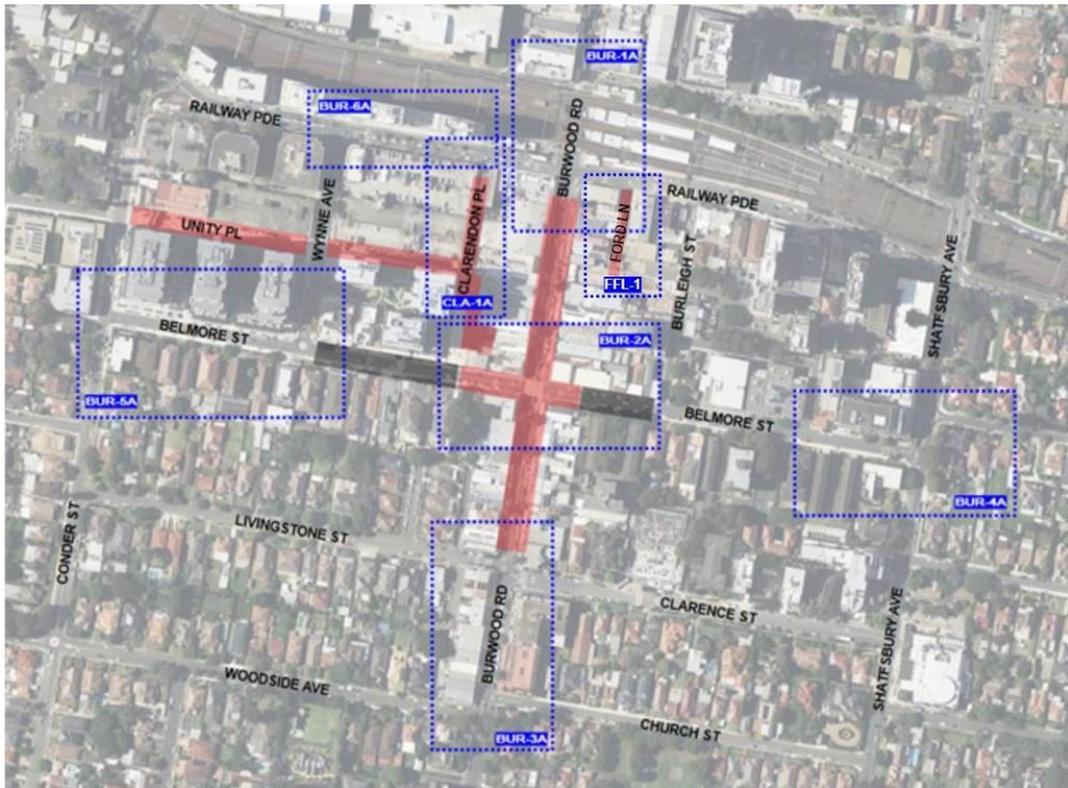
Event marshalls shall operate only under the direction of the Event Organiser or NSW Police whom shall provide sufficient instruction to the event marshal so that traffic and pedestrian control and guidance is always conducted safely.



### 3. EVENT LOCATION

#### 3.1. PRIMARY EVENT LOCATION

The specific event will be held within the boundaries of the following road closures as indicated in the below map.



*The event location and road closures (in red) noting the surrounding roads affected (in black)*



### 3.2. EVENT SITE MAPS

Detailed event site plans are being prepared and will be updated closer to the event within the Event Management Plan. Refer to the Event Organiser in section 1.3 of this document for the latest site plans.

### 3.3. VEHICLE ACCESS TO THE EVENT SITE

To ensure public safety, all vehicle access during bump in and bump out will be at the discretion of the Event Manager and will be strictly limited to walking pace only, with hazard lights flashing. Any vehicles requiring access are to be easily identifiable at all times.

Key stakeholders, and agencies are permitted to park within the road closures, subject to the availability of space and authorisation from the Event Manager. Emergency vehicle access is to be maintained at all times and pedestrian flow is not to be obstructed.

Once the closures (and HVM if applicable) are installed and the event commences, no vehicle access is permitted within the event area except for emergency vehicles.



## 4. TRAFFIC AND TRANSPORT MANAGEMENT

### 4.1. EVENT IMPACT ON ROAD NETWORK

Every effort has been made to minimise the disruption to road users, residents and businesses by ensuring access to residential and commercial premises is not obstructed / closed where possible. Access is also maintained outside of the event area throughout the duration of the event.

Once the “hard road closures” are implemented, resident vehicular access will be restricted, and general traffic detoured around the road closure points.

### 4.2. DETOURS AND DIVERSIONS

Access around the Burwood Road closure will be via appropriate detours. The two (2) detours in place will be as follows:

- + North-west detour – Burwood Rd > Woodside Ave > Conder St > Railway Pde > Burwood Rd.
- + North-east detour – Burwood Rd > Clarence St > Shaftesbury Rd > Wilga St > Burwood Rd.
- + South-west Detour – Burwood Rd > Railway Pde > Conder St > Livingstone St > Burwood Rd. (Heavy Vehicles)
- + South-east Detour – Burwood Rd > Railway Pde > Shaftesbury Rd > Clarence St > Burwood Rd.

Due to a three (3) tonne load limit on Shaftesbury Road, a heavy vehicle detour will be via Conder St, and advance warning via VMS Boards will be implemented on the event day.

The advance detour implemented on Burwood Road is designed to alleviate congestion on Belmore Road, which has the Burwood Police PAC Station.

The north-west detour implemented via Woodside Avenue is designed to alleviate congestion on Livingstone Street, which has NSW Fire and Rescue Station. The primary southern detour is via Shaftesbury Road to also alleviate congestion on Livingstone Street – however heavy vehicles will be required to use Livingstone Street due to existing medians at the corner of Woodside Avenue and Burwood Road.

Traffic Guidance Systems (TGSs) will be implemented for the closures and detours noted above. Refer to the attachments to this TMP for copies.



4.3. PARKING SAVING / BARRICADING / SIGNAGE

The following road will have parking cleared and made vacant for the event to proceed on the closed section of the road:

Name	Cross Streets	Side
Burwood Road	Between Railway Parade and Livingstone Street	Both Sides
Belmore Street	Between Pilchers Lane and Carpark Exit of Emerald Square	Both Sides
Clarendon Place	From Railway Parade	Both Sides

Appropriate signage will be installed prior to the event date event date to notify vehicles of changes to parking conditions during the event.

This measure may also be supported by barricading or parking saving by relevant personnel prior to the event start time to ensure spaces are cleared.

Should any vehicles be parked within the closure during the restricted parking times, the event organisers have engaged a third-party tow truck entity to provide support to remove vehicles as a safety measure for the event to proceed.

There is sufficient on and off street carparking available for event patrons, the event organiser will promote public transport as the best way of getting to the event due to its close proximity to regular public transport options.

All specific details relating to signage, dates, and times can be located by contacting the Event Organiser or referring to the Event Management Plan.

For more information: [www.burwood.nsw.gov.au](http://www.burwood.nsw.gov.au)

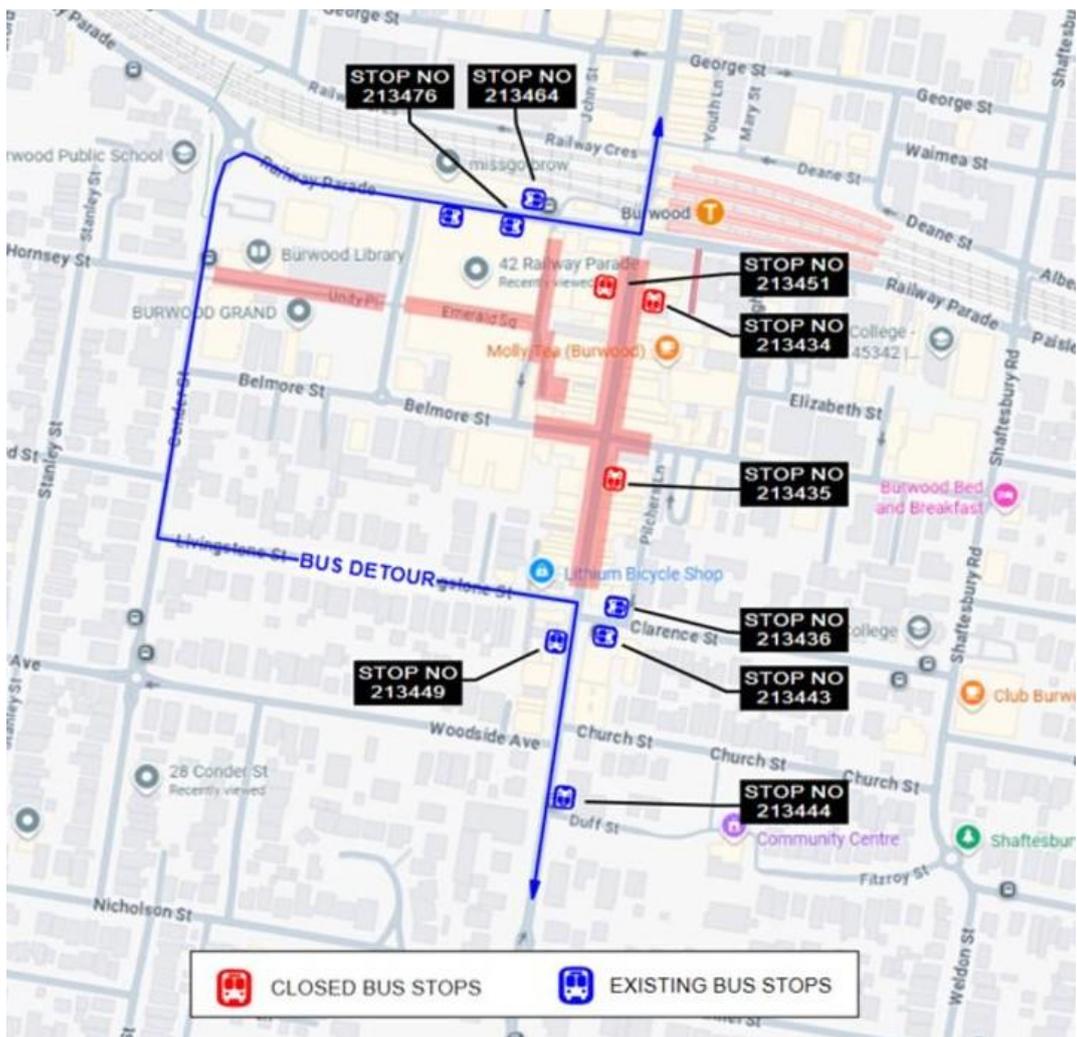


### 4.4. IMPACTS ON PUBLIC TRANSPORT

Based on the specific date and time of the event, the various impact and changes to public transport options, stations and stops will be as follows:

#### 4.4.1. BUSES

A summary of bus stops and routes are detailed as follows:



Location map of bus services and the event location (noted in red)



The nearest bus stops to the event location are detailed above. The following arrangements apply to the applicable service routes for the event date.

Routes Affected	Northern Diversion	Southern Diversion
410, 418, 420, 464, 490, 492	Burwood Rd, Livingstone St, Conder St, Railway Pde, Burwood Rd	Burwood Rd, Railway Pde, Conder St, Livingstone St, Burwood Rd
	1 bus stop missed	2 bus stops missed

Bus Stop Closure	Temporary Bus Stop
213434 BURWOOD STATION, BURWOOD RD, STAND F	213476 BURWOOD STATION, RAILWAY PDE, STAND B
213451 BURWOOD STATION, BURWOOD RD, STAND E	213464 BURWOOD STATION, RAILWAY PDE, STAND A
213435 BURWOOD RD AFTER BELMORE ST	213444 BURWOOD RD AT DUFF ST, OR  213436 CLARENCE ST AT BURWOOD RD

All other services around the local government area will not be affected by the road closures. The bus service provider will advise public transport users via their websites and smart phone applications.



#### 4.4.2. TRAIN SERVICES

It is anticipated that there will be minimal impact on Sydney Trains services and Burwood Station. The existing network provides sufficient existing services for any increased load on the event day.

#### 4.4.3. LIGHT RAIL SERVICES

There are no light rail stations in the vicinity of the event location and road closures.

#### 4.4.4. TAXIS AND RIDE-SHARE PROVIDERS

Taxis and ride-share providers will continue to have access to the road network around the closures as per other road users.

No additional drop off or pick up standing zones will be arranged for these providers.

#### 4.5. CHANGES TO CYCLE ROUTES

Cyclist friendly paths or routes can be categorised as follows:

- + Separated (or designated) bicycle paths,
- + Shared user paths, and
- + Marked on-road bicycle routes.



The event road closures for the event will not affect any designated cycle paths. All cyclists that utilise any of the abovementioned paths will be redirected around the event location on the existing road or shared path network.

Cyclists will still be able to dismount and walk their bikes through the event site. All existing cycle routes will remain in place and operational around the event site.



#### 4.6. HOSTILE VEHICLE MITIGATION

The road closures are designed to provide a pedestrian-friendly area for the event to operate in and for patron event attendance.

The Event Organiser will, in conjunction with the nominated Security Advisor, may produce a Hostile Vehicle Mitigation, and Target Hardening Plan for the event.

When the closures are installed, applicable hostile vehicle mitigation (HVM) vehicles or barriers will be placed at each entry point as noted on the HVM Risk Assessment at the direction of the nominated HVM Security Advisor to prevent access to the site by unauthorised or errant vehicles. A driver for each vehicle will always be present in case the vehicle needs to be moved to allow access for emergency vehicles.

Once the HVM install is complete, the nominated HVM Security Advisor will be on site to authorise the implementation, the positioning and suitability of all devices.

Any barriers on the TGS (“water filled” barriers, concrete barriers, automatic/manual bollards etc) have been placed on these plans at the request of Burwood Council. Any liability that shall arise from the implementation of these barriers from a HVM perspective remains the sole responsibility of the Event Manager.

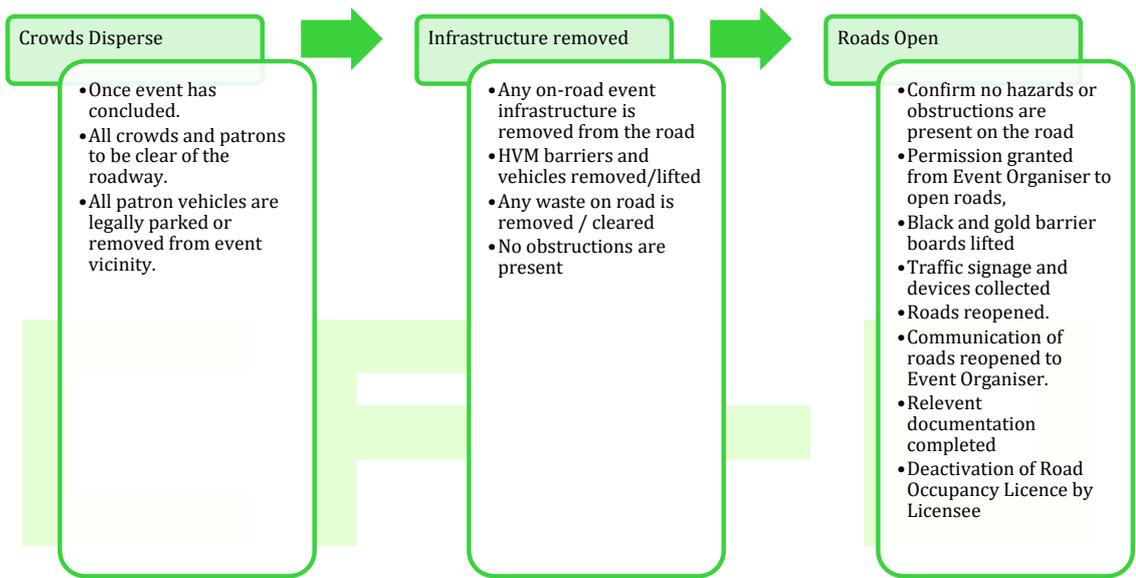
Authorisation is to be granted from the Event Manager for all vehicles to be moved once in position for access when required.



### 4.7. RE-OPENING ROADS AFTER THE EVENT

The roads will open at the nominated times in the Event Management Plan; however, this may occur earlier if the road is clear, it is safe, and only by the final direction of the Event Organiser.

The formal road reopening procedure has a variety of factors, and can vary based on patron movements, infrastructure bump out, delays, safety concerns and/or other variables. An overview of the road reopening procedure is identified below:



## 5. MINIMISING IMPACT ON THE NON-EVENT COMMUNITY

### 5.1. ACCESS FOR LOCAL RESIDENTS AND BUSINESSES

The road closures for the event in Burwood includes a number of businesses and residential premises around the area. Pedestrian access to residences and local businesses will be maintained at all times, however businesses and resident vehicle access will not be permitted within or out of the event site once the event is in progress

All non-local traffic will be redirected around the area via the detour along Shaftsbury Road or Conder Street as per the implemented detour plan

The Event Organiser will notify any residents and businesses directly impacted by the event including confirmation of the restricted vehicle movements during the event operating times. This will include reviewing any requirements for changes to commercial waste collection times and/or locations.

### 5.2. ACCESS FOR EMERGENCY VEHICLES

A minimum four (4) metre emergency lane will be maintained along the entire closure to maintain access at all times. There will be no event infrastructure in the path of the emergency vehicle to obstruct access or the route. Authorised Traffic Controllers, Security and event staff will be onsite to assist emergency vehicle through the closure points to access the required destination.

Where HVM measures consist of a heavy vehicle, and emergency access is required, as noted above, a driver will always be present to temporarily move the vehicle to permit access.

Emergency services will be notified of relevant access points prior to the event and contact will be made with relevant staff for assistance.



### 5.3. EMERGENCY AND INCIDENT MANAGEMENT

In the event of an incident or accident, whether or not involving traffic or road users, traffic shall be stopped as necessary to avoid further incident.

First Aid shall be administered as necessary, and medical assistance shall be called for if required. For life threatening injuries an ambulance shall be called on telephone number 000. NSW Police shall also be called on 000 for traffic accidents where life threatening injuries are apparent. Any traffic crash resulting in non-life-threatening injury shall immediately be reported to relevant authorities, and Event Management.

Broken down vehicles and vehicles involved in minor non-injury crashes shall be temporarily moved to the verge as soon as possible after details of the crash locations have been gathered and noted.

Where necessary to maintain traffic flow, emergency services shall temporarily move the involved vehicles to a safe area, providing there is no risk to vehicles and their occupants or event patrons. Suitable recovery systems and emergency protocol shall be used to facilitate prompt removal of broken down or crashed vehicles. Assistance shall be rendered to ensure the impact of the incident on the network is minimised.

All incidents and emergency responses shall have appropriate documentation completed and compiled within twenty-four (24) hours. If in doubt – guidance is sought from Event Management, NSW Police, or appropriate Supervisor on duty.

### 5.4. ADVERTISING TRAFFIC MANAGEMENT ARRANGEMENTS

The Event Organiser will advertise the road closures taking place using a variety of methods a minimum two (2) weeks preceding the event via:

- + Council's social media platforms,
- + Council's website, and
- + Local signage where required.

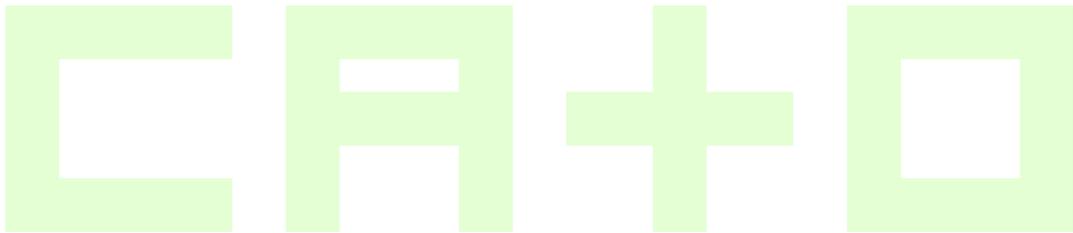
The road closures may also be advertised by way of trailer mounted variable message signs (VMS) to warn other road users of the upcoming event, and the road closures that will be implemented.



### 5.5. EVIDENCE OF CONCURRENT ADJACENT ROADWORKS / ACTIVITIES / OFF ROAD DEVELOPMENTS.

The Event Organiser shall remain in close contact with the traffic management provider in regard to any concurrent works, or developments that may be impacted by the event.

At the time of drafting this document no adjacent roadworks have been identified, and considerations made with respect to the overall function of the Traffic Guidance Schemes.



## 6. WORKPLACE HEALTH & SAFETY

### 6.1. 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 Organiser has compiled Risk Assessments, Hostile Vehicle Mitigation and Target Hardening Plans including site-specific safety plans for the specific event location and broader event footprint that are not included in this Traffic Management Plan.

This section of the Traffic Management Plan describes the possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event.

Issues / Risks	Applicable	Action Taken
All one-way streets are as described	YES	Road closures, barricade and signage installed. Point duty by NSW Police and or authorised Traffic Controllers.
Block access to local businesses	YES	Confirm list of letters to residents, businesses, and car parks. Advertisement of event to general public.
Block Police vehicle access	YES	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block Ambulance access	YES	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block fire station access	YES	Normal access to fire station facilities are maintained. Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block heavy vehicle access	YES	All heavy vehicles are diverted before the closure.
Restricted movements banned turns, heavy/high vehicles	YES	All vehicles are diverted before the closure.
Block Public facility (football oval, car park etc.)	NO	Confirm list of letters to residents, businesses, and car parks. Advertisement of event to general public.
Block public transport access	YES	Buses diverted around closure.
Can route use alternatives such as bicycle tracks, paths, parks, bush tracks etc.?	NO	None required
Construction – existing, proposed that may conflict	NO	None required



Numbers of lanes and their width are as described	YES	None required
Road signage existing/temporary	YES	None required Temporary signage Installed and removed by CATO. Special Event Clearway signage will be installed by the CATO.
Route impeded by traffic calming devices?	NO	None required
Signalised intersections (flashing yellow? Point duty?)	NO	As required by NSW Police
Tidal flows	NO	None required
Traffic generators shopping centres, schools, churches, industrial area, hospitals	YES	Advertisement of event to general public.
Traffic movement contrary to any Notice	YES	Under the direction of traffic controllers
Traffic signals are as described	NO	Controlled by TMC if required
Turning lanes are as described	YES	None required
Letter Drop Zone Maps to indicate precincts mailed	YES	Notification to be arranged by Event Organiser
Heavy Weather	YES	Heavy weather may cause crowds to depart early or organiser consider delaying/cancelling the event
Flood hazard in event area	YES	Event organiser, TMC/TfNSW and Police provide diversions around flooded area.
Flood hazard at the parking area	NO	None required
Parking during Wet weather	YES	Local Car parks only.
Bush fire hazard	NO	For major local/regional bushfire hazard affecting general public health or transport to greater Sydney, take direction from NSW Police
Accident on surrounding roads	YES	If CCTV, monitored by TMC. Facilitate emergency response to area.
Breakdown on surrounding roads	YES	If CCTV, monitored by TMC. Facilitate emergency response to area.
Absence of marshals and volunteers	YES	Re-deploy existing staff as required.
Block public transport access	YES	Divert general public to next available transport, considering safety and circumstances. Relevant transport agency to employ appropriate steps to accommodate.
Delayed Event	YES	At the discretion of the event organiser
Cancellation of Event	YES	Cancellation of any aspect of the event will be communicated by the event organiser.
Security of	NO	Provided by event organiser.



participants/general public		
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6.2. CONSULTATION AND FEEDBACK

As part of the event life cycle, an integral part of event management is consultation and feedback with regards to the planning, operation and execution.

Throughout the planning process event management together with other stakeholders continually consult at each stage of the event in regard to the event preparation, its application and planned execution.

During the event, and after the event concludes, feedback is compiled from event staff, contractors, suppliers, patrons, and stakeholders to provide insight to identify areas for improvement. Compiled feedback can enhance future events, build trust, mitigate future risk, increase patron satisfaction, and create an enhanced event experience overall from a continuous improvement aspect.

6.3. PUBLIC LIABILITY INSURANCE

Burwood Council has Public Liability Insurance to the value of \$20,000,000. This policy covers all activities taking place as part of the event.

All contractors completing activities as part of this event are also required to hold a valid Public Liability Insurance to the value of \$20,000,000.

In addition, all contractors or companies engaged to provide consulting services such as the production of TGS and TMP's must hold Professional Indemnity Insurance.

6.4. NSW POLICE FORCE

The Burwood Police Area Command (PAC) will be involved in the planning of the specific event at Balmain.

The PAC will be involved via Council's Traffic Committee and planning consultation meetings, including aspects relating to use of the roadway, closure of selected roads, hostile vehicle mitigation and crowd management. Internal departments will be formally notified at least two weeks prior to the event taking place.

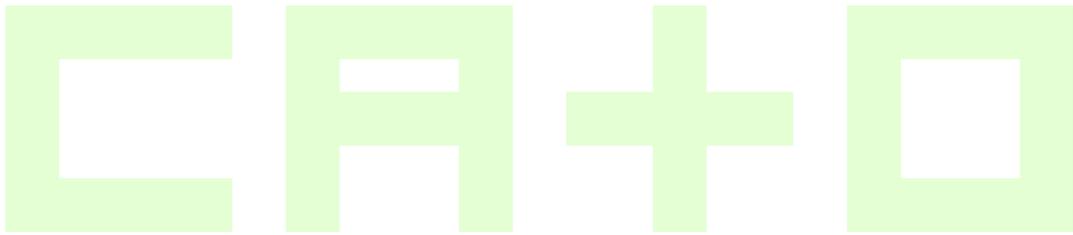


### 6.5. NSW FIRE & RESCUE AND NSW AMBULANCE

NSW Fire & Rescue and NSW Ambulance will be notified at least two weeks prior to the event taking place.

### 6.6. 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 as per the event's Emergency Management Plan.



6.7. VARIABLE MESSAGE SIGNS

Two (2) VMS can be installed around the event site to inform road users of the changed traffic conditions on the day. The locations and messages are as follows:

Location 1	Messages	
	PRIOR TO EVENT	DURING EVENT TIMES
BURWOOD RD, Cnr Burwood Rd + Park Ave North west corner (facing southbound traffic)	<INSERT EVENT NAME> _____ BURWOOD RD CLOSED <INSERT DATE> _____ BURWOOD RD CLOSED <INSERT TIME>	<INSERT EVENT NAME> _____ BURWOOD RD CLOSED TIL <INSERT TIME> _____ HEAVY VEHICLES USE CONDER ST 
Location 2	Messages	
	PRIOR TO EVENT	DURING EVENT TIMES
BURWOOD RD, Cnr Burwood Rd + Nicholson St North west corner (facing northbound traffic)	<INSERT EVENT NAME> _____ BURWOOD RD CLOSED <INSERT DATE> _____ BURWOOD RD CLOSED <INSERT TIME>	<INSERT EVENT NAME> _____ BURWOOD RD CLOSED TIL <INSERT TIME> _____ HEAVY VEHICLES USE WOODSIDE AVE 

Additional VMS Boards can be installed for the event based on Event duration, impact, and other factors. Refer to the Event Organiser and compiled documents for more details.

VMS boards are to be installed, and messages displayed as per TS 00198\_1.00 “Portable Variable Message Signs” and TS063140.00 “Instructions for the use of portable variable message signs”.



## 7. APPROVALS

### 7.1. ROAD OCCUPANCY LICENCE AND OTHER APPROVALS

The nominated traffic management provider will obtain a Road Occupancy License (ROL) from the Road Occupancy Unit within Transport for NSW for the road closure dates and times, which covers all traffic management activities taking part for the event.

The Licensee noted on the ROL remains responsible for the overall event traffic management activities.

Other approvals to be obtained by Event Management in respect to the event, road closures and stakeholders. They are (but not limited to:)

- + Local Bus Services,
- + Transport for NSW Events,
- + Local Council Traffic Committee, and/or
- + NSW Police.

### 7.2. EVENT ORGANISER APPROVAL

TMP Approved by:

.....  
(Name)

.....  
(Signature)      (Date)



7.3. 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 Transport for New South Wales (TfNSW) 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:

.....  
(TfNSW)

.....  
(Name)

.....  
(Signature) (Date)



7.4. CATO PUBLIC LIABILITY INSURANCE



**Certificate of Currency**

**Insured:** Cato Logistics Pty Ltd t/as Cato Location Services, StreetSTRONG Pty Ltd, Cato Location Services (QLD) Pty Ltd, Honeywagons International Pty Ltd t/as Honey Wagons, Cato Film Pty Ltd ATF Cato Family Trust

**Policy Number:** OJPL11001784-2

**Business Description:** Security services, static guarding including traffic control and security services at non licensed venues (excluding crowd control at night clubs, strip clubs and bar operations), cleaning, equipment and vehicle hire for TV/Film Productions including but not limited to container PODS, honey wagons and production vehicles, heavy vehicle mitigation, unit managers, pavement contractor, printing, painting and coating of asphalt surfaces and incidental thereto

**Period of Insurance:** Term Start: 01/11/2025 at 4.00pm  
Expiry Date: 31/10/2026 at 4.00pm

**Class of Business:** Public and Products Liability Insurance

**Limit of Liability:**

	Limit of Indemnity	Excess
<b>Public Liability</b>	\$20,000,000 in any one occurrence	\$1,000 (inclusive of costs and expenses)
<b>Products Liability</b>	\$20,000,000 any one occurrence and in the aggregate for all claims arising out of your products	\$1,000 (inclusive of costs and expenses)
<b>Special Excess</b>	but \$25,000 in respect of injury to contractors, subcontractors and labour hire personnel (cost and expenses inclusive)	

**Wording:** General and Products Liability Insurance Policy Wording

**Insurer:** Certain Underwriters and Lloyd's led by Volante Syndicate 1699

**Situations Covered:** 8 Vincent St, Murrumbidgee NSW 2204

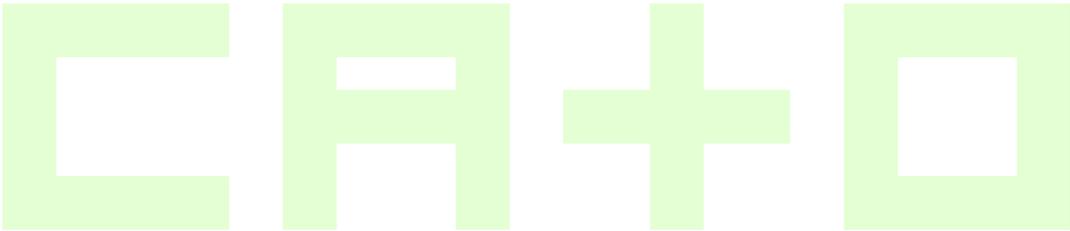
This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy

Ocean Underwriting Pty Ltd  
Level 6, 50-52 Clarence Street, Sydney NSW 2000  
AFSL: 342 842  
ABN: 34 640 933 937



7.5. EVENT MANAGEMENT PUBLIC LIABILITY INSURANCE

UPDATED COPY TO BE PROVIDED

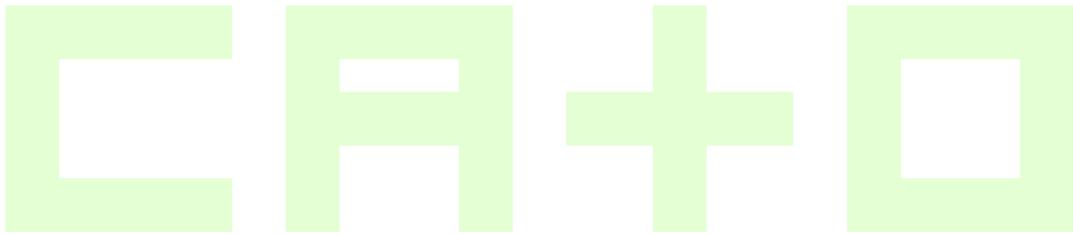


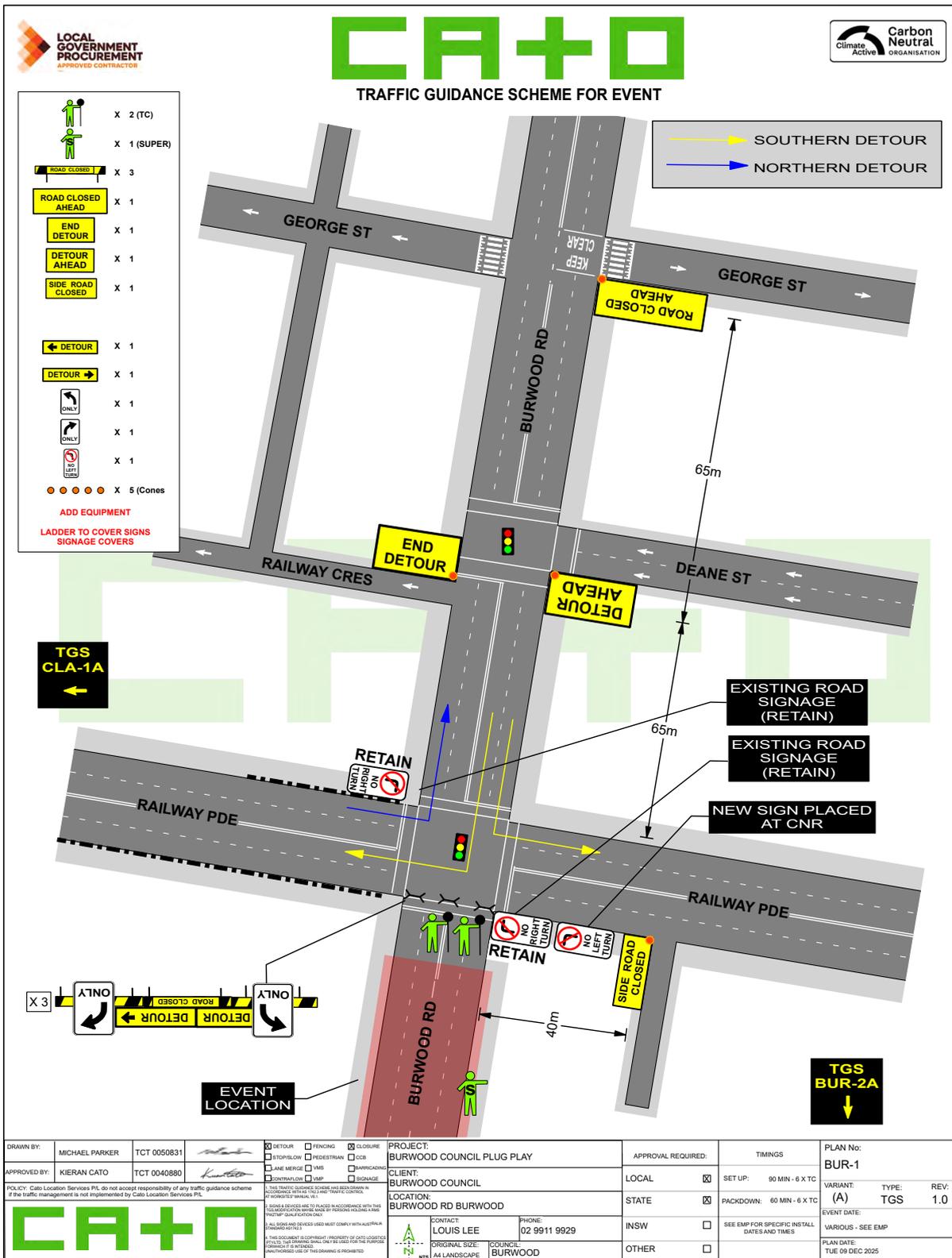
## 8. ATTACHMENTS AND SUPPORTING DOCUMENTS

### 8.1. ATTACHED DOCUMENTS

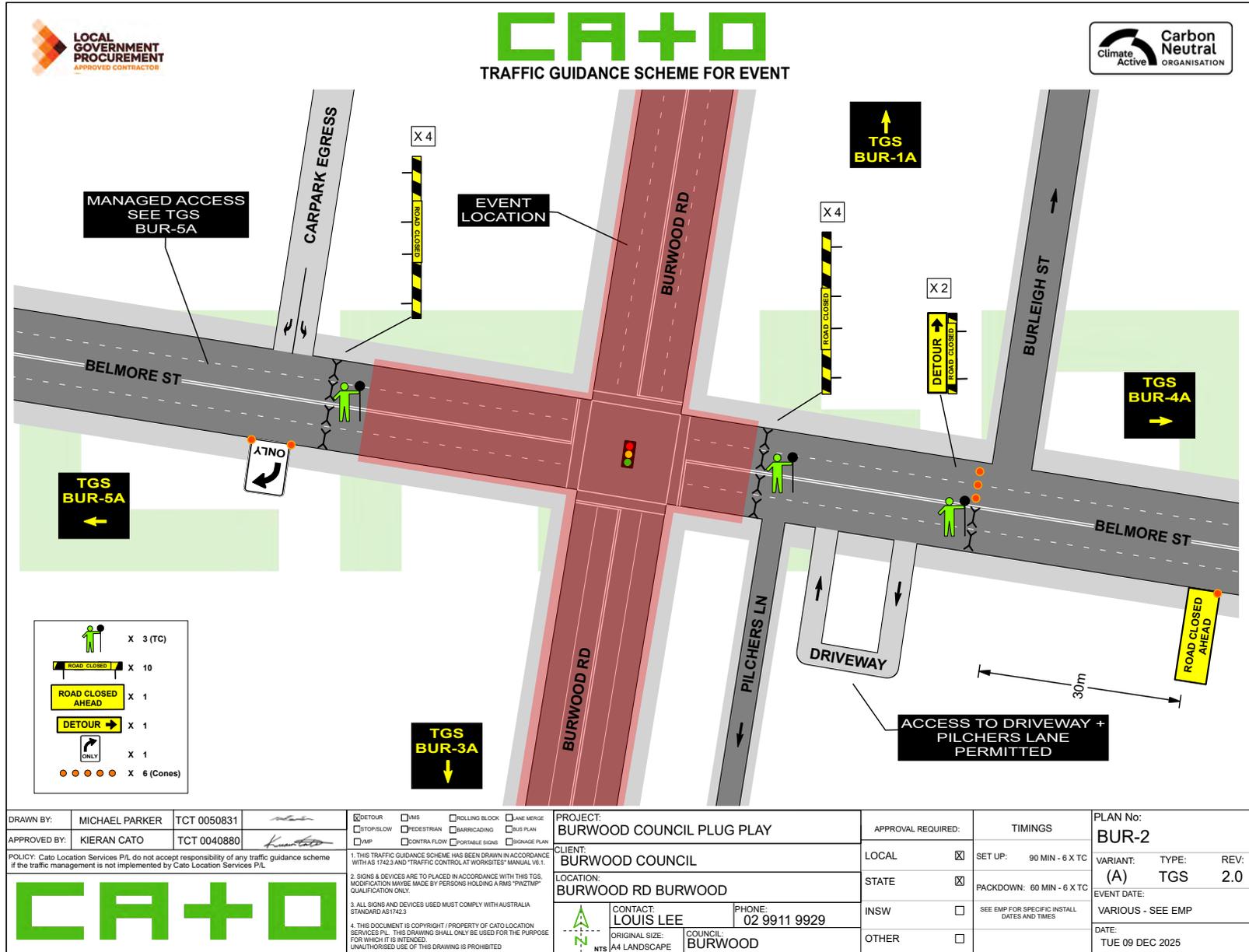
The following are attached to this document to support related content:

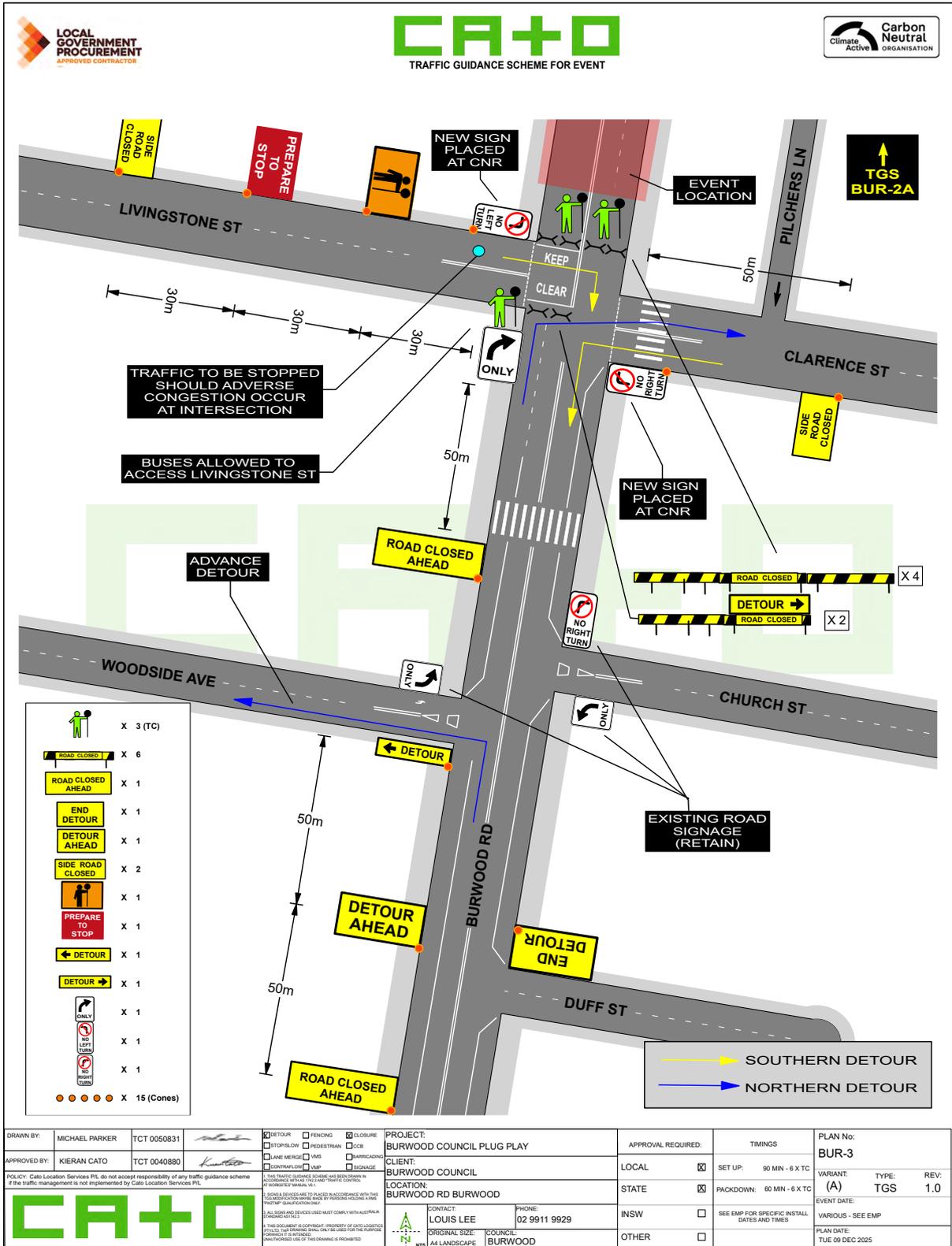
- + Traffic Guidance Schemes (TGS'), and
- + VMS Plans

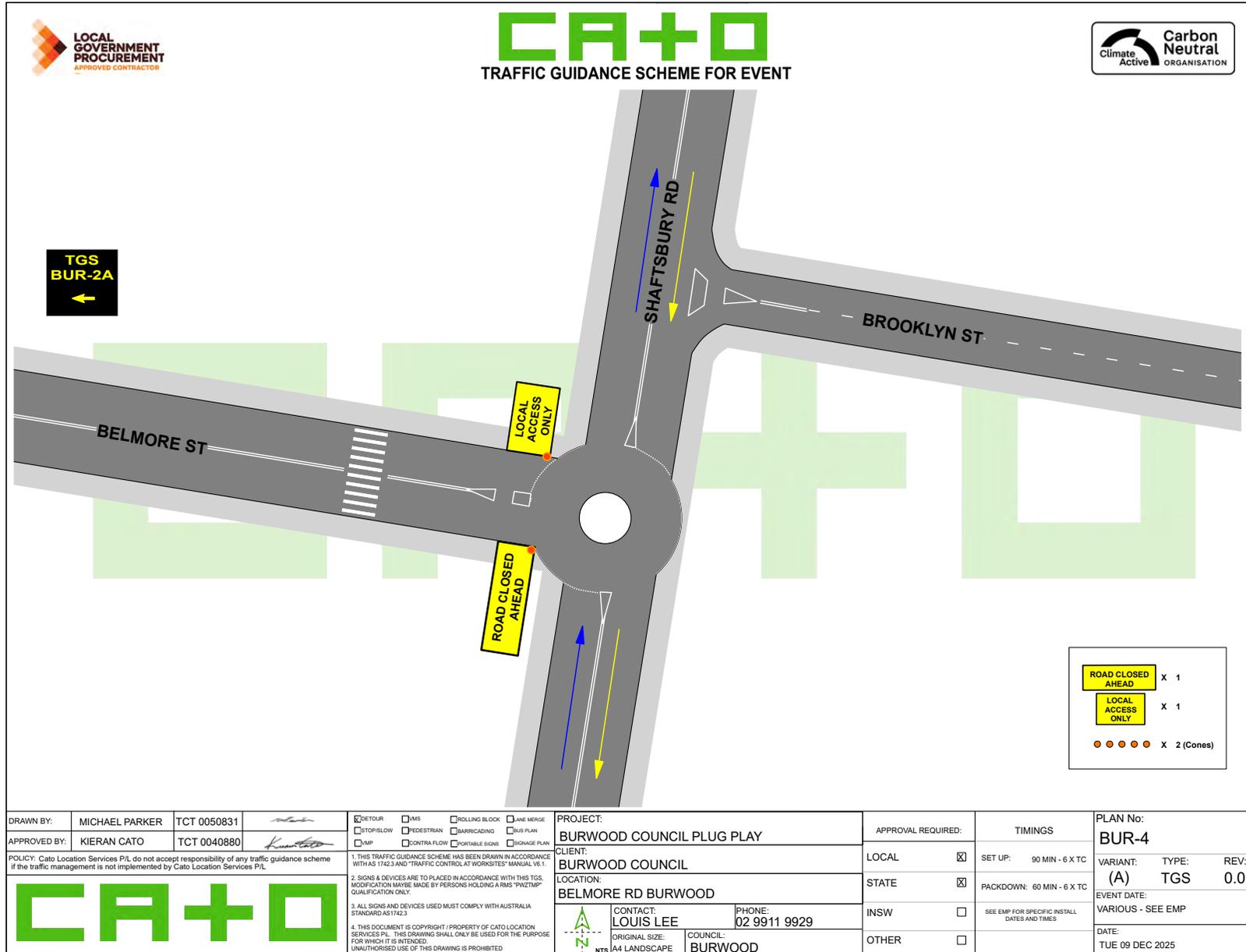


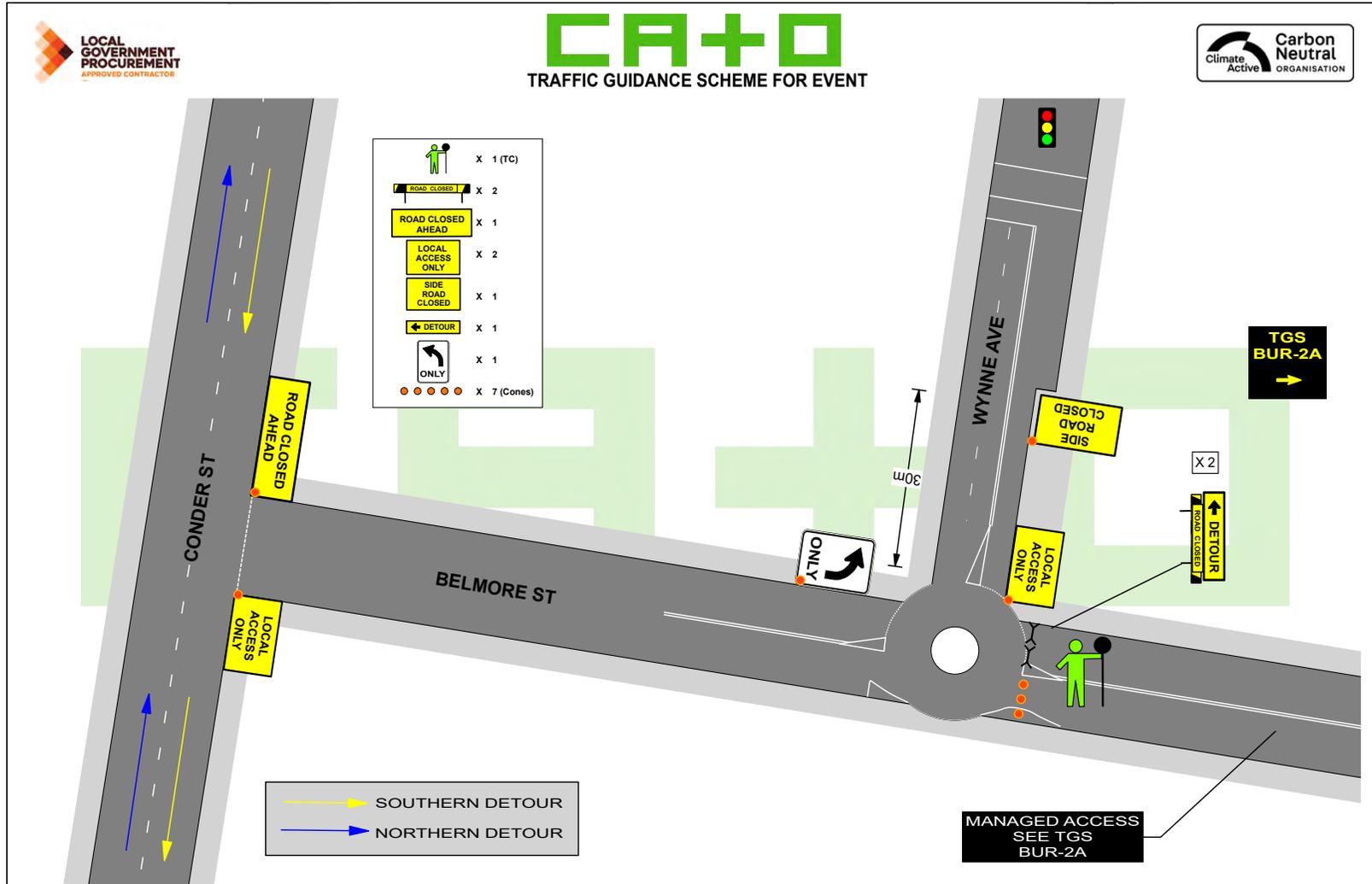


DRAWN BY: MICHAEL PARKER APPROVED BY: KIERAN CATO POLICY: Cato Location Services Pty, do not accept responsibility of any traffic guidance scheme if the traffic management is not implemented by Cato Location Services Pty.	TCT 0050831 TCT 0040880	<input checked="" type="checkbox"/> DETOUR <input type="checkbox"/> STOP/LOW <input type="checkbox"/> ANE MERGE <input type="checkbox"/> CONTRAFLOW <input type="checkbox"/> FENCING <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> VMS <input type="checkbox"/> SIGNAGE	<input checked="" type="checkbox"/> CLOSURE <input type="checkbox"/> OCB <input type="checkbox"/> BARRICADING <input type="checkbox"/> SIGNAGE	PROJECT: BURWOOD COUNCIL PLUG PLAY CLIENT: BURWOOD COUNCIL LOCATION: BURWOOD RD BURWOOD CONTACT: LOUIS LEE ORIGINAL SIZE: A4 LANDSCAPE PHONE: 02 9911 9929 COUNCIL: BURWOOD	APPROVAL REQUIRED: LOCAL <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> INSW <input type="checkbox"/> OTHER <input type="checkbox"/>	TIMINGS SET UP: 90 MIN - 6 X TC PACKDOWN: 60 MIN - 6 X TC SEE EMP FOR SPECIFIC INSTALL DATES AND TIMES	PLAN No: BUR-1 VARIANTE: (A) TYPE: TGS REV: 1.0 EVENT DATE: VARIOUS - SEE EMP PLAN DATE: TUE 09 DEC 2025
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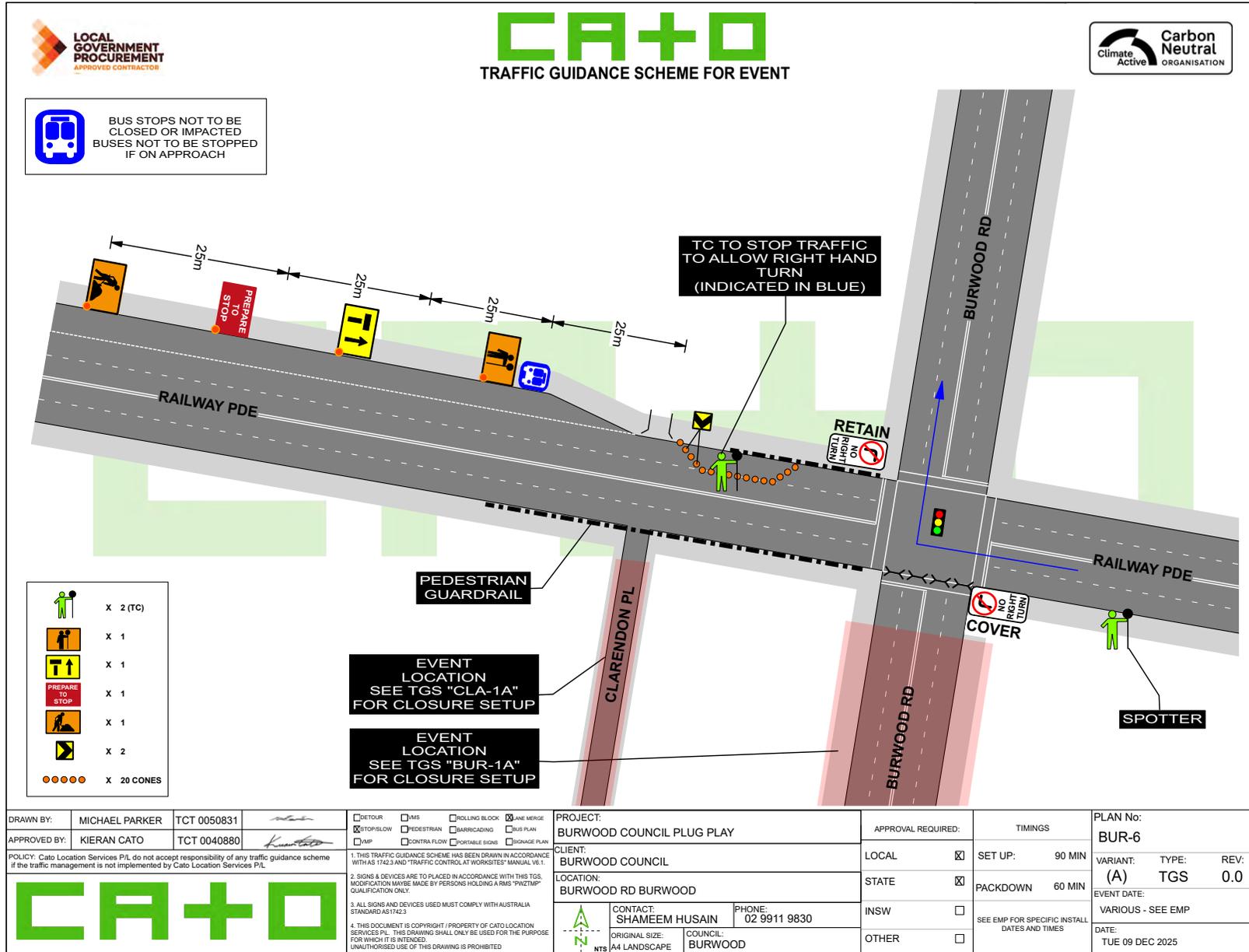








DRAWN BY: MICHAEL PARKER	TCT 0050831		<input checked="" type="checkbox"/> DETOUR	<input type="checkbox"/> HWS	<input type="checkbox"/> ROLLING BLOCK	<input type="checkbox"/> AWE MERGE	PROJECT: BURWOOD COUNCIL PLUG PLAY	APPROVAL REQUIRED:	TIMINGS	PLAN No: BUR-5			
APPROVED BY: KIERAN CATO	TCT 0040880		<input type="checkbox"/> STOP/SLOW	<input type="checkbox"/> PEDESTRIAN	<input type="checkbox"/> BARRICADEING	<input type="checkbox"/> BUS PLAN	CLIENT: BURWOOD COUNCIL	LOCAL <input checked="" type="checkbox"/>	SET UP: 90 MIN - 6 X TC	VARIANT: (A)	TYPE: TGS	REV: 0.0	
POLICY: Cato Location Services P/L do not accept responsibility of any traffic guidance scheme if the traffic management is not implemented by Cato Location Services P/L.			<input type="checkbox"/> AMP	<input type="checkbox"/> CONTRA FLOW	<input type="checkbox"/> PORTABLE SIGNS	<input type="checkbox"/> SIGNAGE PLAN	LOCATION: BELMORE RD BURWOOD	STATE <input checked="" type="checkbox"/>	PACKDOWN: 60 MIN - 6 X TC	EVENT DATE: VARIOUS - SEE EMP			
			1. THIS TRAFFIC GUIDANCE SCHEME HAS BEEN DRAWN IN ACCORDANCE WITH AS 1742.3 AND 'TRAFFIC CONTROL AT WORKSITES' MANUAL V6.1.				CONTACT: LOUIS LEE	PHONE: 02 9911 9929	INSW <input type="checkbox"/>	SEE EMP FOR SPECIFIC INSTALL DATES AND TIMES	DATE: TUE 09 DEC 2025		
			2. SIGNS & DEVICES ARE TO PLACED IN ACCORDANCE WITH THIS TGS. MODIFICATION MAYBE MADE BY PERSONS HOLDING A RMS "PWZTMP" QUALIFICATION ONLY.				ORIGINAL SIZE: A4 LANDSCAPE	COUNCIL: BURWOOD	OTHER <input type="checkbox"/>				
			3. ALL SIGNS AND DEVICES USED MUST COMPLY WITH AUSTRALIA STANDARD AS1742.3										
			4. THIS DOCUMENT IS COPYRIGHT / PROPERTY OF CATO LOCATION SERVICES P/L. THIS DRAWING SHALL ONLY BE USED FOR THE PURPOSE FOR WHICH IT IS INTENDED. UNAUTHORISED USE OF THIS DRAWING IS PROHIBITED										





**BUS STOPS NOT IMPACTED**

**ROAD BOLLARD BARRIER DEVICES TO BE IMPLEMENTED FOR EVENT TIMES**

**OPTIONAL SUPERVISOR RFEQUIRED BASED ON:**

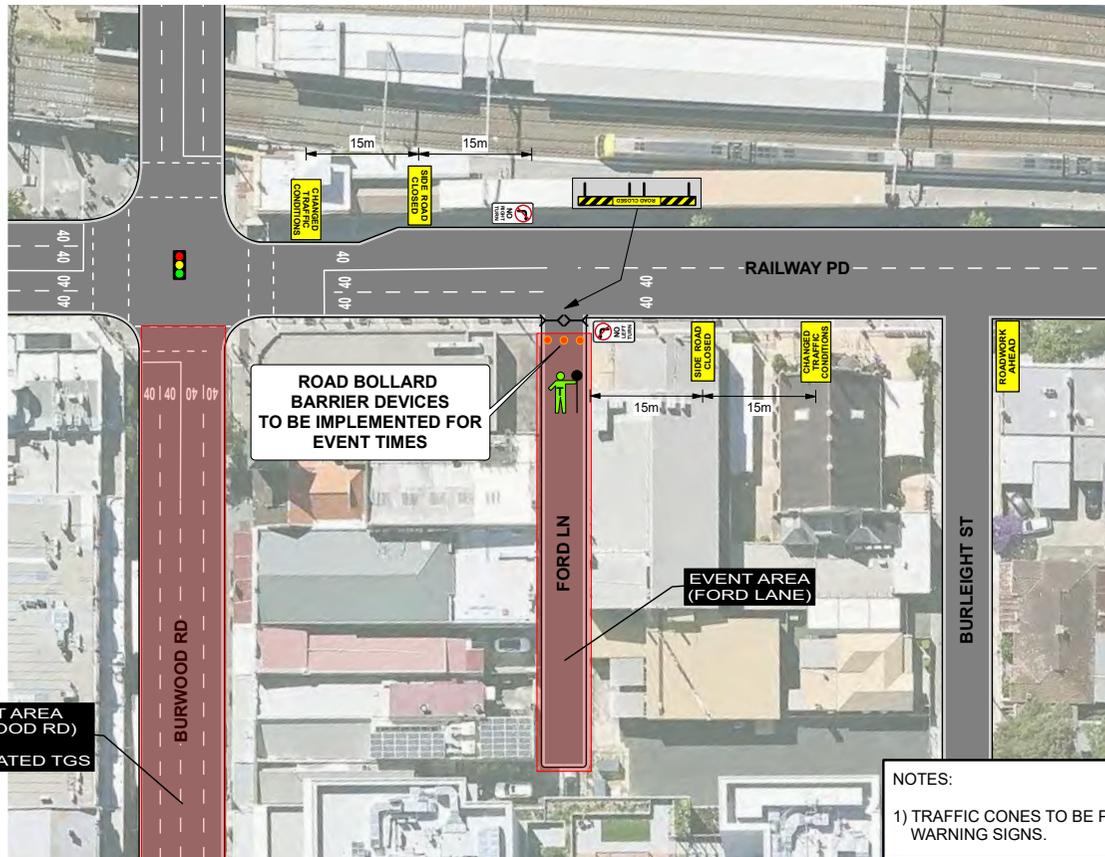
- NATURE OF EVENT
- LENGTH OF SHIFT
- BREAKS
- VOLUME OF PATRONS
- SIGNAGE CHECKS
- EMERGENCY ACCESS
- BUMP IN/OUT REQUIREMENTS

MANIFEST	
	X 1
	X 2
	X 4
	X 2
	X 1
	X 2
	X 1
	X 1
	X 1
	X 20

DRAWN BY: MICHAEL PARKER TCT 0050831 APPROVED BY: KIERAN CATO TCT 0040880 POLICY: Cato Location Services Pty. do not accept responsibility of any traffic guidance scheme if the traffic management is not implemented by Cato Location Services Pty.	<input checked="" type="checkbox"/> DETOUR <input type="checkbox"/> FENCING <input checked="" type="checkbox"/> CLOSURE <input type="checkbox"/> RETRACTION <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> OCB <input type="checkbox"/> LANE MERGE <input type="checkbox"/> VMS <input type="checkbox"/> BARRICADING <input type="checkbox"/> CONTRAILLOW <input type="checkbox"/> UMP <input type="checkbox"/> SIGNAGE	PROJECT: Plug N Play - Multi-Event Use TGS CLIENT: Burwood Council LOCATION: Clarendon Place, Burwood CONTACT: Refer to TMP / EMP ORIGINAL SIZE: A4 LANDSCAPE COUNCIL: Burwood Council	APPROVAL REQUIRED: LOCAL <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> INSW <input type="checkbox"/> OTHER <input type="checkbox"/>	TIMINGS SET UP: 45 MIN PACKDOWN: 45 MIN SEE EMP FOR SPECIFIC INSTALL DATES AND TIMES	PLAN No: CLA-1 VARIANT: (A) TYPE: TGS REV: 2.0 EVENT DATE: VARIOUS - SEE EMP PLAN DATE: TUE 09 DEC 2025
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MANIFEST	
CATO TC	X 1
	X 2
ROAD CLOSED	X 1
SIDE ROAD CLOSED	X 2
CHANGED TRAFFIC CONDITIONS	X 2
	X 1
	X 1
	X 20



NOTES:  
1) TRAFFIC CONES TO BE PLACED NEXT TO ADVANCED WARNING SIGNS.

DRAWN BY:	CRAIG HUNTER	TCT 0015830
APPROVED BY:	KIERAN CATO	TCT 0040880

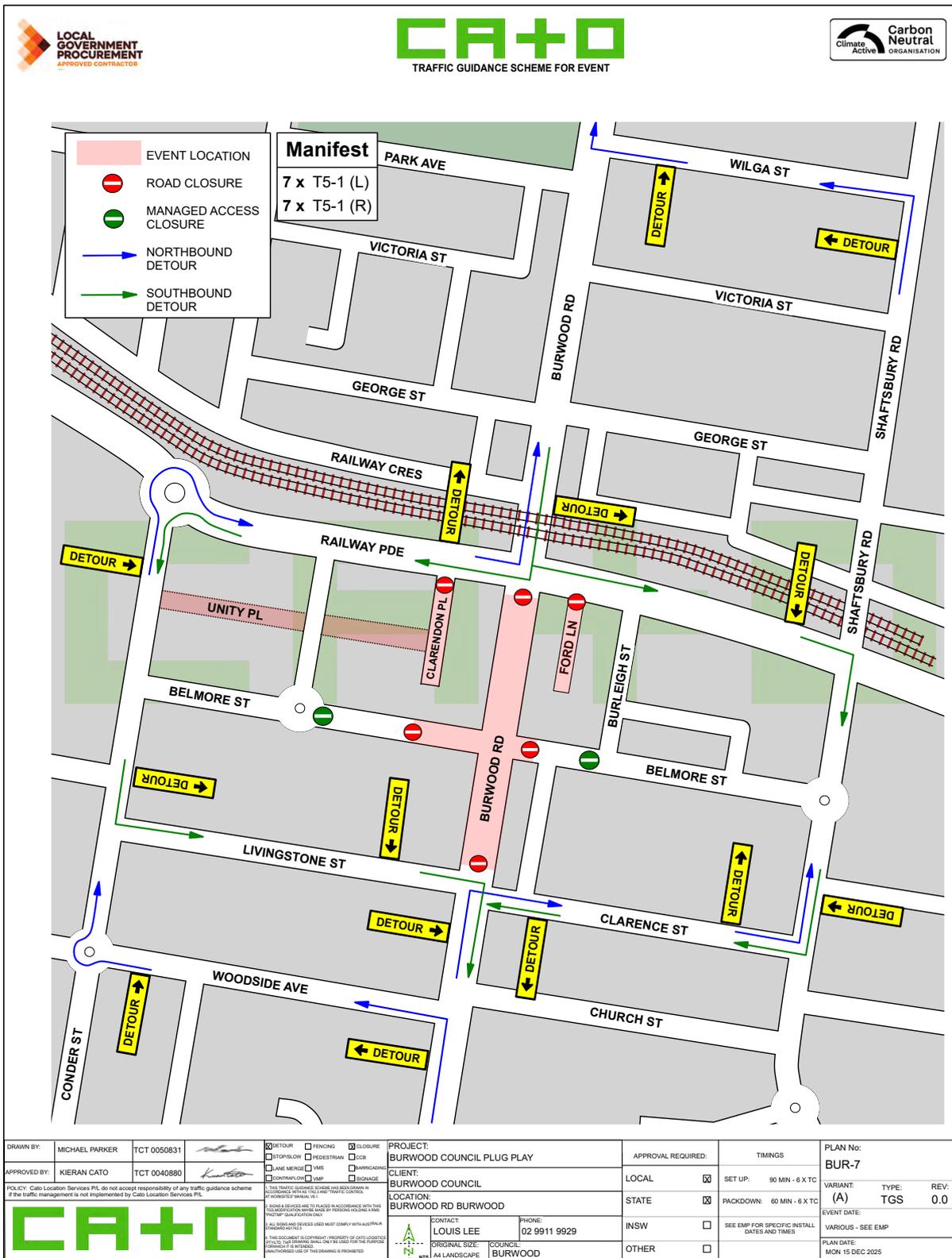
POLICY: Cato Location Services P/L do not accept responsibility of any traffic guidance scheme if the traffic management is not implemented by Cato Location Services P/L.



<input checked="" type="checkbox"/> CLOSURE	<input type="checkbox"/> HNS	<input type="checkbox"/> ROLLING BLOCK	<input type="checkbox"/> ANE MERGE
<input type="checkbox"/> DETOUR	<input type="checkbox"/> PEDESTRIAN	<input type="checkbox"/> BARRICADING	<input type="checkbox"/> BUS PLAN
<input type="checkbox"/> TMP	<input type="checkbox"/> CONTRA FLOW	<input type="checkbox"/> PORTABLE SIGNS	<input type="checkbox"/> SIGNAGE PLAN

1. THIS TRAFFIC GUIDANCE SCHEME HAS BEEN DRAWN IN ACCORDANCE WITH AS 1742.3 AND 'TRAFFIC CONTROL AT WORKSITES' MANUAL V6.1.  
2. SIGNS & DEVICES ARE TO BE PLACED IN ACCORDANCE WITH THIS TGS. MODIFICATION MAY BE MADE BY PERSONS HOLDING A RMS 'PWZ/TMP' QUALIFICATION ONLY.  
3. ALL SIGNS AND DEVICES USED MUST COMPLY WITH AUSTRALIA STANDARD AS1742.3  
4. THIS DOCUMENT IS COPYRIGHT / PROPERTY OF CATO LOGISTICS PTY/LTD. THIS DRAWING SHALL ONLY BE USED FOR THE PURPOSE FOR WHICH IT IS INTENDED. UNAUTHORISED USE OF THIS DRAWING IS PROHIBITED

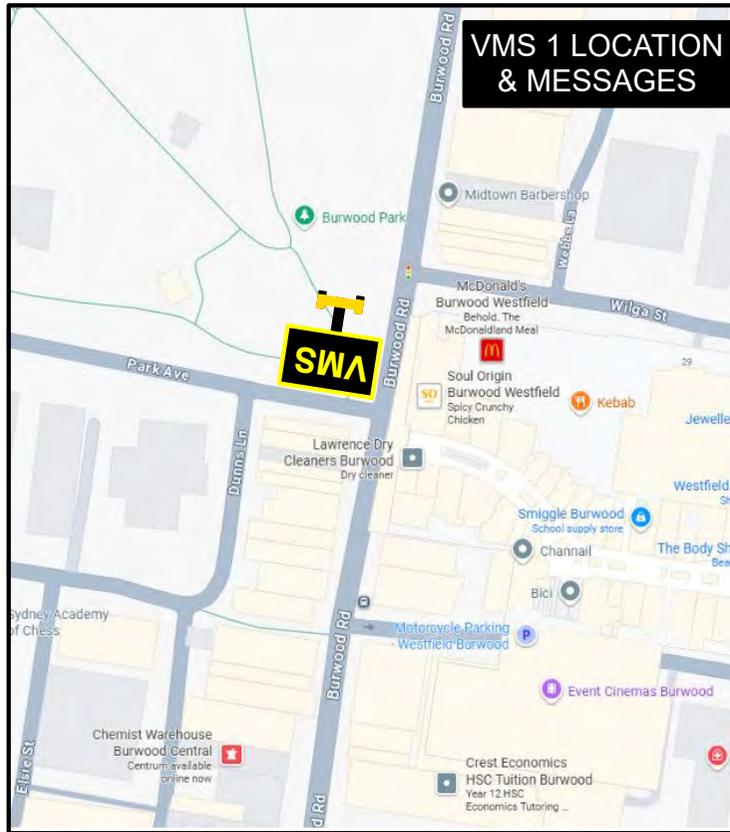
PROJECT:	Plug N Play - Multi-Event Use TGS	APPROVAL REQUIRED:	SEE EMP FOR SPECIFIC INSTALL DATES AND TIMES	PLAN No:	FFL-1
CLIENT:	Burwood Council	LOCAL:	<input checked="" type="checkbox"/>	SET UP:	45min
LOCATION:	Ford Lane, Burwood	STATE:	<input checked="" type="checkbox"/>	PACK DOWN:	45min
CONTACT:	Refer to TMP / EMP	PHONE:	Refer to TMP / EMP	INSW:	<input type="checkbox"/>
ORIGINAL SIZE:	A4 LANDSCAPE	COUNCIL:	Burwood Council	OTHER:	<input type="checkbox"/>
				EVENT DATES:	VARIOUS - SEE EMP
				TGS DATE:	MON 15 DEC 2026
				VARIANT:	(A)
				TYPE:	TGS
				REV:	2.0



DRAWN BY: MICHAEL PARKER APPROVED BY: KIERAN CATO POLICY: Cato Location Services Pty. do not accept responsibility of any traffic guidance scheme if the traffic management is not implemented by Cato Location Services Pty.	TCT 0050831 TCT 0040880	<input checked="" type="checkbox"/> DETOUR <input type="checkbox"/> STOP SLOW <input type="checkbox"/> LANE MERGE <input type="checkbox"/> CONTRAIL/LOW V/SMP <input type="checkbox"/> FENCING <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> VMS <input type="checkbox"/> SIGNAGE	<input checked="" type="checkbox"/> CLOSURE <input type="checkbox"/> OCB <input type="checkbox"/> BARRICADE <input type="checkbox"/> SIGNAGE THE TRAFFIC GUIDANCE SCHEME IS BEING DRAWN IN ACCORDANCE WITH THE T5-1 AND T5-2 CONDITIONS OF THE ROAD RULES 2014. SIGNS & DEVICES ARE TO BE PLACED IN ACCORDANCE WITH THE T5-1 AND T5-2 CONDITIONS OF THE ROAD RULES 2014. ALL SIGNS AND DEVICES MUST BE PLACED WITH ADEQUATE ADVANCE WARNING. THIS DOCUMENT IS COPYRIGHT PROPERTY OF CATO LOCATION SERVICES PTY. LTD. THIS DOCUMENT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. UNAUTHORIZED USE OF THIS DRAWING IS PROHIBITED.	PROJECT: BURWOOD COUNCIL PLUG PLAY CLIENT: BURWOOD COUNCIL LOCATION: BURWOOD RD BURWOOD CONTACT: LOUIS LEE ORIGINAL SIZE: A4 LANDSCAPE PHONE: 02 9911 9929 COUNCIL: BURWOOD	APPROVAL REQUIRED: LOCAL <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> INSW <input type="checkbox"/> OTHER <input type="checkbox"/>	TIMINGS SET UP: 90 MIN - 6 X TC PACKDOWN: 60 MIN - 6 X TC SEE EMP FOR SPECIFIC INSTALL DATES AND TIMES	PLAN No: BUR-7 VARIANT: (A) TYPE: TGS REV: 0.0 EVENT DATE: VARIOUS - SEE EMP PLAN DATE: MON 15 DEC 2025
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TRAFFIC GUIDANCE SCHEME FOR VMS



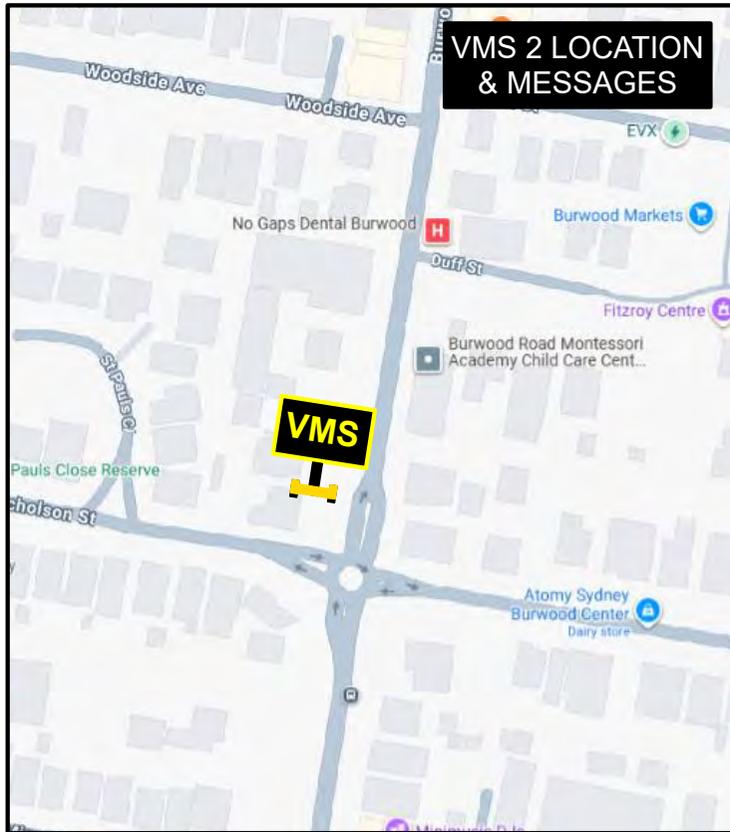
PRIOR TO EVENT	DURING EVENT TIMES
<div style="background-color: black; color: yellow; padding: 5px; margin-bottom: 5px;">                     &lt;INSERT EVENT NAME&gt;                 </div> <div style="background-color: black; color: yellow; padding: 5px; margin-bottom: 5px;">                     BURWOOD RD CLOSED &lt;INSERT DATE&gt;                 </div> <div style="background-color: black; color: yellow; padding: 5px;">                     BURWOOD RD CLOSED &lt;INSERT TIME&gt;                 </div>	<div style="background-color: black; color: yellow; padding: 5px; margin-bottom: 5px;">                     &lt;INSERT EVENT NAME&gt;                 </div> <div style="background-color: black; color: yellow; padding: 5px; margin-bottom: 5px;">                     BURWOOD RD CLOSED TIL &lt;INSERT TIME&gt;                 </div> <div style="background-color: black; color: yellow; padding: 5px;">                     HEAVY VEHICLES USE CONDER ST  </div>

DRAWN BY: MICHAEL PARKER APPROVED BY: KIERAN CATO	TCT 0050831 TCT 0040880		CLOSURE <input type="checkbox"/> VMS <input checked="" type="checkbox"/> ROLLING BLOCK <input type="checkbox"/> ONE WAY <input type="checkbox"/> STOPFLOW <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> BARRICADE <input type="checkbox"/> BUS PLAN <input type="checkbox"/> DETOUR <input type="checkbox"/> CONTRA FLOW <input type="checkbox"/> PORTABLE SIGNS <input type="checkbox"/> SIGNAGE PLAN <input type="checkbox"/>	PROJECT: BURWOOD COUNCIL PLUG PLAY CLIENT: BURWOOD COUNCIL LOCATION: BURWOOD RD BURWOOD	APPROVAL REQUIRED: LOCAL <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> INSW <input type="checkbox"/> OTHER <input type="checkbox"/> INSTALL: DE INSTALL: REFER EMP REFER EMP	PLAN No: VMS-1 VARIANT: (A) TYPE: VMS REV: 0.0 EVENT DATE: VARIOUS - SEE EMP DATE: TUE 09 DEC 2025
POLICY: Cato Location Services P/L do not accept responsibility of any traffic guidance scheme if the traffic management is not implemented by Cato Location Services P/L.			1. THIS TRAFFIC GUIDANCE SCHEME HAS BEEN DRAWN IN ACCORDANCE WITH AS 1742.3 AND 'TRAFFIC CONTROL AT WORKSITES' MANUAL V6.1. 2. SIGNS & DEVICES ARE TO BE PLACED IN ACCORDANCE WITH THIS TGS. MODIFICATION MAY BE MADE BY PERSONS HOLDING A RMS 'PWZ/TMP' QUALIFICATION ONLY. 3. ALL SIGNS AND DEVICES USED MUST COMPLY WITH AUSTRALIA STANDARD AS 1742.3. 4. THIS DOCUMENT IS COPYRIGHT / PROPERTY OF CATO LOGISTICS PTY/LTD. THIS DRAWING SHALL ONLY BE USED FOR THE PURPOSE FOR WHICH IT IS INTENDED. UNAUTHORISED USE OF THIS DRAWING IS PROHIBITED.	CONTACT: SHAMEEM HUSAIN PHONE: 02 9911 9830 ORIGINAL SIZE: A4 LANDSCAPE COUNCIL: BURWOOD	ROAD OCCUPANCY LICENCE: TMC requires minimum 10 business days to assess and approve ROLs. This may change due to stake holders requirements. NOTE: The event schedule will affect the pack-down estimate. Please be aware that these times could change due to vendor delays or an alteration of event plans.	





TRAFFIC GUIDANCE SCHEME FOR VMS



PRIOR TO EVENT	DURING EVENT TIMES
<div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-bottom: 5px;">                     &lt;INSERT EVENT NAME&gt;                 </div> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-bottom: 5px;">                     BURWOOD RD CLOSED &lt;INSERT DATE&gt;                 </div> <div style="border: 1px solid black; background-color: yellow; padding: 5px;">                     BURWOOD RD CLOSED &lt;INSERT TIME&gt;                 </div>	<div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-bottom: 5px;">                     &lt;INSERT EVENT NAME&gt;                 </div> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-bottom: 5px;">                     BURWOOD RD CLOSED TIL &lt;INSERT TIME&gt;                 </div> <div style="border: 1px solid black; background-color: yellow; padding: 5px;">                     HEAVY VEHICLES USE WOODSIDE AVE  </div>

DRAWN BY: MICHAEL PARKER APPROVED BY: KIERAN CATO	TCT 0050831 TCT 0040880	<input type="checkbox"/> CLOSURE <input type="checkbox"/> STOPFLOW <input type="checkbox"/> DETOUR <input checked="" type="checkbox"/> VMS <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> CONTRA FLOW <input type="checkbox"/> ROLLING BLOCK <input type="checkbox"/> BARRICADING <input type="checkbox"/> PORTABLE SIGNS <input type="checkbox"/> ONE MERGE <input type="checkbox"/> BUS PLAN <input type="checkbox"/> SIGNAGE PLAN	PROJECT: BURWOOD COUNCIL PLUG PLAY CLIENT: BURWOOD COUNCIL LOCATION: BURWOOD RD BURWOOD CONTACT: SHAMEEM HUSAIN ORIGINAL SIZE: A4 LANDSCAPE PHONE: 02 9911 9830 COUNCIL: BURWOOD	APPROVAL REQUIRED: LOCAL <input checked="" type="checkbox"/> STATE <input type="checkbox"/> INSW <input type="checkbox"/> OTHER <input type="checkbox"/> INSTALL: DE INSTALL: REFER EMP REFER EMP ROAD OCCUPANCY LICENCE: TMC requires minimum 10 business days to assess and approve ROLs. this may change due to stake holders requirements NOTE: The event schedule will affect the pack-down estimate. Please be aware that these times could change due to vendor delays or an alteration of event plans.	PLAN No: VMS-2 VARIANT: (A) TYPE: VMS REV: 0.0 EVENT DATE: VARIOUS - SEE EMP DATE: TUE 09 DEC 2025
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1. THIS TRAFFIC GUIDANCE SCHEME HAS BEEN DRAWN IN ACCORDANCE WITH AS 1742.3 AND 'TRAFFIC CONTROL AT WORKSITES' MANUAL V6.1 QUALIFICATION ONLY.  
 2. SIGNS & DEVICES ARE TO BE PLACED IN ACCORDANCE WITH THIS TGS. MODIFICATION MAY BE MADE BY PERSONS HOLDING A RMS 'PWZTMP' QUALIFICATION ONLY.  
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Lunar New Year 2026 - Police Approval

---

**Archived:** Thursday, 29 January 2026 10:51:37 AM  
**From:**  
**Mail received time:** Wed, 28 Jan 2026 04:16:48  
**Sent:** Wednesday, 28 January 2026 3:16:50 PM  
**To:** [Jeremy Tinslay](#)  
**Cc:** [Jenny Hoff](#)  
**Subject:** FW: Lunar Lanes 2026 [SEC=OFFICIAL]  
**Importance:** Normal  
**Sensitivity:** None

---

Hi Jeremy,

FYI, Police approval in email below.

**Louis Lee**  
Events Producer  
T: 02 9911 9929  
E: [Louis.Lee@burwood.nsw.gov.au](mailto:Louis.Lee@burwood.nsw.gov.au)  
2 Conder Street, Burwood NSW 2134



 Burwood Council acknowledges the Wangal Peoples as the traditional custodians of the area. We pay our respects to their elders past and present.

---

**From:** Penelope Brown <[brow1pen@police.nsw.gov.au](mailto:brow1pen@police.nsw.gov.au)>  
**Sent:** Wednesday, 28 January 2026 2:55 PM  
**To:** Germaine Grant <[gran1ger@police.nsw.gov.au](mailto:gran1ger@police.nsw.gov.au)>; Louis Lee <[Louis.Lee@burwood.nsw.gov.au](mailto:Louis.Lee@burwood.nsw.gov.au)>  
**Cc:** Gerrard Moriarty <[mori1ger@police.nsw.gov.au](mailto:mori1ger@police.nsw.gov.au)>  
**Subject:** RE: Lunar Lanes 2026 [SEC=OFFICIAL]

Dear Louis,

The NSW Police Force acknowledges receipt of the proposal for *Lunar Lanes 2026*. Based on the information provided to date, the event is approved to proceed in principle.

**Lunar New Year 2026 - Police Approval**

---

This correspondence confirms **pre--approval for the commencement of operational planning**, including the development of appropriate policing strategies, resourcing considerations, risk assessments, and engagement with relevant stakeholders. Final operational approval will remain subject to the submission and review of the completed Operational Plan, Safety Management documentation, and any additional requirements identified during the planning process.

Burwood Police Area Command looks forward to working collaboratively with event organisers to ensure Lunar Lanes 2026 is delivered safely and successfully for all participants and the broader community.

If further information is required at any stage, please contact me on the details provided below.

Kind regards,



**Penelope BROWN**  
**A/Command Inspector – Operations & Public Safety**  
**Burwood Police Area Command**  
**Burwood Police Station**  
**9 Belmore St, Burwood 2134**  
**E: [brow1pen@police.nsw.gov.au](mailto:brow1pen@police.nsw.gov.au) P: (02) 9745 8499 E: 51564**



Telephone: +61 2 9285 4000  
 Website: www.wtco.com.au  
 Direct Line: 0407 438 886  
 Email: [shane.redman@wtwco.com](mailto:shane.redman@wtwco.com)

Issue Date: 31 October 2025

To Whom It May Concern

**Certificate of Currency/Placement – Public Liability Insurance**

In our capacity as Insurance Broker to the Named Insured Councils shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

**Named Insured:**

Bayside Council	Blacktown City Council
Blue Mountains City Council	Burwood Council
Camden Council	Cumberland Council
Dubbo Regional Council	Gunnedah Shire Council
Hawkesbury City Council	
The Council of the Municipality of Hunters Hill	
Kiama Municipal Council	Lane Cove Council
Liverpool City Council	Mid-Western Regional Council
Orange City Council	Parkes Shire Council
City of Parramatta Council	Penrith City Council
Richmond Valley Council	Shellharbour City Council
Snowy-Monaro Regional Council	Willoughby City Council
Wollondilly Shire Council	Wollongong City Council
Port Macquarie Hastings Council	Moira Shire Council
Hobsons Bay City Council	

**Insurer(s):** Markel Australia Pty Limited for and on behalf of Markel Syndicate 3000 at Lloyd's of London, Endurance Worldwide Insurance Ltd, UK (Sompo International), Liberty Mutual Insurance Company, International Underwriters & various Lloyd's of London Underwriters

**Policy Number:** CS5146A241ZA & Others

**Covering:** All sums for which the Insured shall become legally liable to pay by way of compensation (excluding fines & penalties, punitive, exemplary, aggravated and liquidated damages) in respect of:

- (a) **Public Liability**
  - (i) Personal Injury
  - (ii) Damage to Property

(other than Personal Injury and Damage to Property arising out of Products Liability)
- (b) **Products Liability**
- (c) **Advertising Injury**

happening during the Period of Insurance caused by an Occurrence in connection with the Business of the Insured

**Disclaimer:**  
 This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. WTW is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

Willis Australia Limited  
 ABN 90 000 321 237  
 AFSL No: 240600  
 Version 2016 1.0 18 Apr 2016



**Limit of Liability:** A\$20,000,000 any one Occurrence or series of Occurrences arising out of the one originating cause and in the annual aggregate separately in respect of Products Liability

**Location:** Worldwide.

**Period of Insurance:** 4.00pm, 31 October 2025 to 4.00pm, 31 October 2026

A handwritten signature in black ink, appearing to read 'Bedman', written over a light grey rectangular background.

Signed for and on behalf of  
**Willis Australia Ltd ("WTW")**

**Disclaimer:**

This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. WTW is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

Willis Australia Limited  
ABN 90 000 321 237  
AFSL No: 240600  
Version 2016 1.0 18 Apr 2016

Lunar New Year 2026 - Bus Approval

---

**Archived:** Thursday, 29 January 2026 12:24:05 PM  
**From:**  
**Mail received time:** Thu, 29 Jan 2026 00:51:03  
**Sent:** Thursday, 29 January 2026 11:51:12 AM  
**To:** [Jeremy Tinslay](#)  
**Subject:** FW: Lunar Lanes - Road Closures  
**Importance:** Normal  
**Sensitivity:** None

---

Hi Jeremy,

Approval from Bus operator below.

Thank you  
Louis

**Louis Lee**  
Events Producer  
T: 02 9911 9929  
E: [Louis.Lee@burwood.nsw.gov.au](mailto:Louis.Lee@burwood.nsw.gov.au)  
2 Conder Street, Burwood NSW 2134



 Burwood Council acknowledges the Wangal Peoples as the traditional custodians of the area. We pay our respects to their elders past and present.

---

**From:** Julius Villanueva <[jvillanueva@transitsystems.com.au](mailto:jvillanueva@transitsystems.com.au)>  
**Sent:** Thursday, 29 January 2026 11:46 AM  
**To:** Louis Lee <[Louis.Lee@burwood.nsw.gov.au](mailto:Louis.Lee@burwood.nsw.gov.au)>  
**Cc:** Michael Pruss <[MPruss@transitsystems.com.au](mailto:MPruss@transitsystems.com.au)>; Bus Approval <[busapproval@transport.nsw.gov.au](mailto:busapproval@transport.nsw.gov.au)>  
**Subject:** Re: Lunar Lanes - Road Closures

Hi Louis,

Lunar New Year 2026 - Bus Approval

---

Transit Systems raises no objections to the 2026 Lunar Lanes event at Burwood on Saturday, 21 February 2026. In accordance with the provided Traffic Management Plan, buses will divert via Shaftesbury Road and Conder Street during the scheduled road closures.

Please let me know if any further clarification or information is required.

Thanks.

Regards,

**Julius Villanueva**  
Service Planner - Special Events



A KELSIAN GROUP COMPANY

✉ [jvillanueva@transitsystems.com.au](mailto:jvillanueva@transitsystems.com.au)

📞 0490 401 688

📍 Lot 2 Airfield Drive, Len Waters Estate NSW 2171

  [SUBSCRIBE TO E-NEWS](#)  A TRANSIT SYSTEMS COMPANY

Transit Systems acknowledges and pays respect to the past, present, and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual, and educational practices of Aboriginal and Torres Strait Islander peoples.

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---

**From:** Louis Lee <[Louis.Lee@burwood.nsw.gov.au](mailto:Louis.Lee@burwood.nsw.gov.au)>  
**Sent:** Thursday, January 29, 2026 11:17 AM  
**To:** Julius Villanueva <[jvillanueva@transitsystems.com.au](mailto:jvillanueva@transitsystems.com.au)>  
**Cc:** Michael Pruss <[MPruss@transitsystems.com.au](mailto:MPruss@transitsystems.com.au)>; Bus Approval <[busapproval@transport.nsw.gov.au](mailto:busapproval@transport.nsw.gov.au)>  
**Subject:** RE: Lunar Lanes - Road Closures

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Hi Julius,

Confirming those timings are correct for road closure.

Lunar New Year 2026 - Bus Approval

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**Louis Lee**  
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 Burwood Council acknowledges the Wangal Peoples as the traditional custodians of the area. We pay our respects to their elders past and present.

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**From:** Julius Villanueva <[jvillanueva@transitsystems.com.au](mailto:jvillanueva@transitsystems.com.au)>  
**Sent:** Thursday, 29 January 2026 11:15 AM  
**To:** Louis Lee <[Louis.Lee@burwood.nsw.gov.au](mailto:Louis.Lee@burwood.nsw.gov.au)>  
**Cc:** Michael Pruss <[MPruss@transitsystems.com.au](mailto:MPruss@transitsystems.com.au)>; Bus Approval <[busapproval@transport.nsw.gov.au](mailto:busapproval@transport.nsw.gov.au)>  
**Subject:** Re: Lunar Lanes - Road Closures

Hi Louis,

I hope you're well. Could you please confirm that the 2026 Lunar Lanes (Lunar New Year) event at Burwood is scheduled for Saturday, 21st February 2026, with road closures from **6:00am Sat 21st February** until **2:00am Sun 22nd February 2026**, as we discussed?

Once confirmed, I will proceed to send the final concurrence.

Lunar New Year 2026 - Bus Approval

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Thank you very much for your assistance.

Regards,

**Julius Villanueva**

Service Planner - Special Events



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**From:** Louis Lee <[Louis.Lee@burwood.nsw.gov.au](mailto:Louis.Lee@burwood.nsw.gov.au)>

**Sent:** Tuesday, 16 December 2025 5:08 PM

**To:** Julius Villanueva <[jvillanueva@transitsystems.com.au](mailto:jvillanueva@transitsystems.com.au)>; Michael Pruss <[MPruss@transitsystems.com.au](mailto:MPruss@transitsystems.com.au)>

**Cc:** Hannah Shilling <[HShilling@transitsystems.com.au](mailto:HShilling@transitsystems.com.au)>

**Subject:** Lunar Lanes - Road Closures

Hi Julius,

Please find attached TMP for Lunar Lanes.

Lunar New Year 2026 - Bus Approval

Event date is Saturday 21<sup>st</sup> Feb 2026.

Could you please kindly review the document attached. Below is a snapshot of the closed areas. There will be 3 bus stops closed as a result of TMP implication for Burwood Rd.



*The event location and road closures (in red) noting the surrounding roads affected (in black)*

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## **(Item LTC14/26) Shaftesbury Road, Burwood - Keep Clear Linemarking**

File No: 26/5710

Report by Traffic Engineer

### **Summary**

It is proposed to install 'Keep Clear' line marking on Shaftesbury Road southbound at its intersection with Selborne Street to improve traffic flow during peak periods.

### **Background**

As part of its ongoing endeavour to improving traffic flow in Burwood Town Centre, Council is undertaking reviews of key intersections to ensure that there is adequate space provided to ensure free flow of traffic.

One location identified was the intersection of Shaftesbury Road and Selbourne Street. Shaftesbury Road is a major collector road that runs north-south in the Burwood Town Centre. During peak periods, it was observed that the southbound queue from the Shaftesbury/Wilga intersection often extends past Selborne Street. This impacts the ability of northbound traffic along Shaftesbury Road turning right into Selborne Street.

As there is only one northbound lane in this section, this also holds up the high volume of northbound traffic to Parramatta Road, causing significant queue back across the Shaftesbury/Wilga intersection.

### **Proposal**

To address the inability of northbound traffic on Shaftesbury Road to turn into Selborne Street during peak periods, it is proposed to install 'Keep Clear' line marking on Shaftesbury Road southbound at its intersection with Selborne Street. The proposal will also assist vehicles attempting to turn out of Selborne Street. A markup of the proposal is provided below.



## **Consultation**

Council conducted a site visit with Transport for NSW representatives on 3 February and support was provided for the proposal.

## **Financial Implications**

The proposed line marking will cost approximately \$1,000.00 and be funded from the 2025/26 Traffic Facilities budget.

## **Delegation**

The power to approve the prescribed traffic control devices recommended in this report has been delegated to Council under the 2025 Authorisation Delegation Instrument made pursuant to Section 50 of the *Transport Administration Act 1988* (NSW) and Section 115 of the *Road Transport Act 2013* (NSW). This delegation enables Council to authorise the installation of the specified traffic control devices within this report without referral to the Local Transport Forum for comment or further approval from Transport for NSW.

Per the current 'Delegations from Council to the General Manager':

Council delegates to the General Manager (or to the person who acts in that position):

- a) all of the functions, powers, duties and authorities of Council that it may lawfully delegate under the *Local Government Act 1993* or any other Act, regulation, instrument, rule or the like
- b) any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like, other than the exceptions outlined in this instrument of delegation.

## **Recommendation**

That the General manager under delegation approve the installation of 'Keep Clear' line marking on Shaftesbury Road southbound at its intersection with Selborne Street.

## **Attachments**

There are no attachments for this report.