



Traffic Management Plan

for

Port Macquarie Running Festival



Saturday 1st & Sunday 2nd March 2025

Prepared For

Port Macquarie Running Festival & Port Macquarie Hastings Council

By

Men And Women At Work Traffic Services

Issued to:

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1. Introduction

1.1. General

The Port Macquarie Running Festival will take place from Port Macquarie Town Green on Saturday 1st and Sunday 2nd March 2025. The event organiser is Chilvers Events & Consulting A.B.N 48 615 777 841. Men And Women At Work have been engaged by the committee to develop a Traffic Management Plan (TMP) for the event.

The festival consists of a 3km kids' fun run, along with a 5km, 10km, 21.1km Half Marathon and The Treble Breakwall Buster whereby participants can take on the Half Marathon followed by the 10k fun run and finished off with the 5km course.

The event will be staged at the Port Macquarie Town Green.

The Saturday will see the kid's fun run course span from Town Green turning around at Westport Park and finishing at Town Square. Between 1200 (Midday) and 1500. There will be a minor closure at west end of Clarence Street as runners transition from the path to the Car park and back again to the path

The Sunday will consist of the main events with courses spanning from (western end) 165 Park Street "Broadwater Gardens" driveway to the (eastern end) Marine Rescue/Salty Crew Kiosk at Town beach. There will be a number of car parks and roadways affected by the event with partial and full closures between 0600 and 1100.

The TMP has been developed in accordance with Port Macquarie Hastings Council (PMHC) requirements. It is to be used in conjunction with associated Traffic Guidance Scheme's (TGS), and the TfNSW Traffic Control at Worksites Manual V6.1. All aspects of the TMP and TGS's are to be erected, undertaken, and monitored by qualified traffic controllers to allow access to adjoining property owners as required and to maintain traffic flows during the event.

In preparing for this event the following organisations / authorities have been consulted with by the committee:

- Port Macquarie Hastings Council
- NSW Police (Via Traffic Committee)
- Marine Rescue
- Busways.



2. Sequence Of Events

The run festival consists of a 3km kids fun run, along with a 5km, 10km, and a 21.1km Half Marathon. As was the case last year, there is also the 'Treble Breakwall Buster' event whereby participants can take on the Half Marathon followed by the 10k fun run and finished off with the 5km course.

2.1. Bump in

Bump in for the Port Macquarie Running Festival will commence on the morning of Friday 28th February. The Town Green will experience the most impact at this time with Expo Area, Finishing chute and crowd control barriers (CCB's) being set up. CCB's will also be dropped in carparks along the course as detailed below. These will not be set up/installed until Sunday morning.

2.2. Event schedule

The following events will be staged on the above date starting and finishing on the Town Green area. There are four courses being the 21.1km (Half Marathon), 10km, 5km and 3km run. Table 2.1 shows the full list of the of events and the estimated number of competitors

Table 2.1 Race Details				
SATURDAY 1st March 2025				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
Kids Fun Run:				
• 10 - 12 years	• 1200			
• 7 - 9 years	• 1215			
• 4 - 6 years	• 1230	500	3km	1100
Indigenous Marathon Foundation #WalkSweatInspire	1300	500	3km	1100
SUNDAY 2nd MARCH, 2025				
Event	Start time	Competitors (Maximum)	Distance	Course Closure
21.1km (Half Marathon)	0700	750	21.1km	0600
10km Run	0900	850	10 km	0600
5km Run	1000	600	5 km	0600

All races on Sunday are to be completed no later than 1130.



3. General Arrangement

3.1. Run Courses

The area of impact is shown in Appendix 1 Port Macquarie Running Festival Overview, with all races being run between the Marine Rescue/Salty Crew Kiosk building at Town Beach and the driveway at 165 Park Street "Broadwater Gardens". Competitors return through Town Green and turn around at Marine Rescue/Salty Crew Kiosk at Town Beach.

3.1.1. 21.1km Half Marathon

This course consists of 2 x laps starting at the Town Beach skatepark carpark and finishing at Town Green. Competitors run in a clockwise direction towards Settlement Point with the first turn around point being at the driveway of 165 Park Street "Broadwater Gardens driveway"

3.1.2. 10km Run

This course consists of 1 x lap starting and finishing at Town Green. Competitors run in a clockwise direction towards Settlement Point with the turnaround point being at the driveway of 165 Park Street "Broadwater Gardens driveway" , then competitors return through Town Green and turn around at the Marine Rescue/Salty Crew Kiosk building at Town Beach.

3.1.3. 5km Run

This course consists of 1 x lap starting and finishing at Town Green. Competitors run in a clockwise direction towards Settlement Point with the first turn around point being at the Westport Park/boat ramp carpark access, then competitors return through Town Green and turn around at the Marine Rescue/Salty Crew Kiosk building at Town Beach.

3.1.4. 3km Kids Fun Run & Charity Walk

This course consists of 1 x lap starting at Town Green heading west towards Westport Park. The course will run through the Food for Less car park, along the foreshore path past Levi's Playground. Turning around at Westport Park and finally making its way back and finishing at Town Square. A minor closure at the West end of clarence street. TGS PMRF 4 will be implemented on Saturday 1st March at 400am for a 1200 Start time.

3.2. Road Closures (Sunday 2nd March ONLY)

Implementation of traffic control signage and devices will commence from 0400 to ensure all TGS's are implemented in time for the commencement of the first race at 0700. Resident and business access will be maintained at all times, or alternative arrangements provided.



As was the case in 2024, the 2025 event will consist of a closure of Park Street from Bay Street to Buller Street as discussed below. Buller Street will also be closed to eastbound traffic from Park Street to Short Street. The majority of the remaining road network utilised by the event will remain relatively unaffected, other than a few locations where traffic will need to be laterally shifted to ensure the safety of competitors. This is shown on TGS PMRF 1,2, 3, 4 and 5 Overview as shown in Appendix 2, 3 4, 5 and 1 respectively.

The temporary road closures from 0500 to 1100 are as follows:

- The “full” closure of the Town Square (northern end of Horton Street)
- Clarence Street western end of Short Street
- Short Street:
 - Northern end of Clarence Street (carpark area only)
 - Northbound lane only from Buller Street (roundabout) to the northern driveway (egress) of the Plaza Car Park. Northbound drivers on Short Street will only be able to make a right hand turn at Short and Buller Street round about
- Buller Street:
 - Westbound lanes from Park Street to Short Street. Detour is via Hastings River Drive, Gordon Street, Horton Street. Access to Westport Bowling Club will be maintained via the Buller Street right turn lane on the eastbound carriageway.
- Hollingsworth Street:
 - Northbound lanes from Waugh Street to Buller Street.
- Park Street (from Bay Street to Park Street)
 - Southbound lanes. Fast lane to remain open under traffic control to route buses and vehicles towing boats
 - Southbound shoulder closed/delineated from 165 Park Street “Broadwater Gardens” through to Bay Street roundabout

Marshalls / Traffic Controllers will be in place to manage vehicles entering and leaving the Waters Edge Hotel and Hollingsworth Street car park.

Park Street from No. 165 through to Walters Street will be able to begin staged packed down from 9am and returned to normal traffic conditions.

From 11am Park Street and Buller Street, will be re-opened to traffic and any remaining runners will be directed towards the paths and footbridge with marshalls in place.



There will also be a number of carpark's affected. The following carpark's will have temporary closure's as per TGS PMRF 1, 2 and 4 as shown in Appendix 2,3 4 and 5 respectively.

Table 3.1 Car Park Closures				
Car Park/Location	Type of Closure	Closure Time	Marshalls	TGS
Town Breach skatepark Carpark (Alban Place)	Full closure	0430 – 0730	1	TGS PMRF 3
Sea Plane Car Park (end of Short Street)	Part closure	0400 – 1100	1	TGS PMRF 1
Old Food For Less Carpark	Part closure	0400 – 1100	2	TGS PMRF 1
Park Street & Buller Street	Part closure	0400 – 1100	2 (1 either end)	TGS PMRF 1
Hollingsworth Street Car Park	Full closure	0400 – 1100	1	TGS PMRF 1
Sea Rescue Car Park	Part closure	0400 – 1100	1	TGS PMRF 1
West Port Park Boat Ramp Car Park	Part closure (Boat Ramp Limited Access)	0400 – 1100	2	TGS PMRF 2
Marina Car Park	Closed	0400 – 1100	1	TGS PMRF 2
Marina Shops Carpark	Closed	0400 – 1100	1	TGS PMRF 2
Sails Entrance	Part Closure	0400 – 1100	1	TGS PMRF 2

There will be a volunteer sweeping the course on a mountain bike for all events monitoring the last runner and will communicate with the course set up and pull down team. Once the last competitor passes through a particular car park area, a team of volunteers will remove cones, barrier boards and revert to full operation and normal traffic conditions.


As outlined below, all car parks will still be accessible to vehicles wanting to utilise the particular area. Car parks affected will be monitored by volunteers who will be on hand to ensure the safety of competitors and also offer guidance to motor vehicles wanting to access the car park.


Variable Message Sign (VMS) Boards will advise road users of the closure a week in advance.



3.3. Traffic Controller's & Marshalls

All traffic controllers and marshalls shall participant in a risk assessment/toolbox prior to implementation of TGS and commencement of duties.

Where a traffic controller is shown on a TGS with the following symbol;  the traffic controller shall hold current Traffic Controller ticket. All TGS shall be implemented by a traffic controller that holds current Implement Traffic Control Plan.

Where a marshall is depicted on a TGS with the following symbol;  the marshall shall take part in the risk assement/toolbox, adivse road users of the event and assist them to move through the partial road closure safely with priorty given to athletes and emergency vehicles.

3.4. Parking Arrangements

Competitor and spectator parking is available within the Port Macquarie CBD, and Port Central Carpark.

3.5. Pedestrians

Pedestrians are free to move around the event precinct however parts of the course will be pedestrian free to maximise competitor experience and safety. To minimise the risk of collision between pedestrians and athletes on the Breakwall footpath it shall be temporarily closed to public access. There shall be a traffic control/ Labourer positioned at either end of the footpath; adjacent to Little Shack Café at the western end and adjacent to the skate park at the eastern end to advise pedestrians to seek an alternate route during the event. This is shown in Appendix 1 Port Macquarie Running Festival Overview

3.6. External Consultation

Various organisations have been consulted with regard to the management, impacts and possible emergency needs the event will require during event day. They will be notified verbally a week prior to the event.

Port Macquarie Hastings Council

NSW Police– Engagement on event dates and Police approvals process



4. Contingency Planning

4.1. Weather

Weather may affect the operation of the event but will not affect the operation of the traffic management plan. Chilvers Events & Consulting will have the final say with respect to the completion/ cancellation of the festival in the event of inclement weather in consultation with PMHC staff.

4.2. Accidents in and around the site

Access for emergency vehicles to the main site is via Horton Street and then following vehicle movement. Saint John's ambulance volunteer personnel will be on hand at precinct from 0630 until finish at approximately 1300.

In case of an emergency evacuation, all key organisers will have radio contact as well as mobile phone contact between themselves. All key organisers will have a lanyard with each other's names and phone contacts. These details will be given to volunteers during the volunteer briefing session Wednesday 28th February.

4.2.1. Nutrition

Electrolyte and water will be available for all competitors at drink stations set up around the course at approximately 2km intervals. There will be a recovery area at the finish line where all competitors will have access to electrolyte water also fresh fruit. Two drink stations will be situated on the course for competitor's requirements: Town Beach & Westport Park

4.3. Volunteers

The main source of volunteers will come from the Port Macquarie Community Groups. There will be a volunteers briefing at Rydges Hotel Port Macquarie at 1800 Wednesday 26th February, 2024. All volunteers will be allocated with their respective areas/locations, including instructions for event day. There will be a volunteer sweeping the course on a mountain bike for all events monitoring the last runner and will communicate with the course set up and pull down team. Once the last competitor passes through a particular car park area, a team of volunteers will remove cones and barrier boards and revert to full operation.

4.4. Public Transport

The event is not serviced by public or private bus services. The event will not impact any public bus route however the bus stop on Park Street near the Marina will be partially affected but access will be maintained throughout the event (see TGCP 2 in Appendix 3 for details).



4.5. Delayed Event

While some delay to the finalisation of the event is possible, it is not possible to extend the event beyond Sunday afternoon. As a result, any delay to the event will not have an impact on the operation of the traffic management plan.

4.6. Event Risk Assessment

Chilvers Events & Consulting has prepared a Risk Management Plan for the event. A copy of the plan is provided in Appendix 6 of this TMP.



5. Public Safety

Chilvers Events & Consulting has accepted responsibility for the provision for public safety on the site. This traffic management plan makes satisfactory arrangements for all matters associated with access to and from the site only.

6. Advertising

Advertising will be through local print media, websites and radio. Variable Message Sign (VMS) Boards are to be placed strategically, 14 days prior to the event advising the public of the partial closure/limited access of Park Street, Buller Street, Short Street, Westport boat ramp and Town Square.

7. Statement of Duty

Men And Women At Work Traffic Services will be responsible for the preparation of the Traffic Management Plan and associated Traffic Guidance Schemes. Chilvers Events & Consulting shall ensure that all TGS's are installed and operated by appropriately qualified personnel as stipulated in Section 3.2.

All signage must be of a type which satisfies the requirements of AS1742.3. Such signs are to be clean and in good condition. Locations shown on the drawings are approximate and should be adjusted on site in consultation with council for maximum visibility to both traffic and pedestrians allowing sufficient time to take appropriate action.

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**MEN AND WOMEN
AT WORK**

8. Appendices

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Coffs Harbour NSW 2450

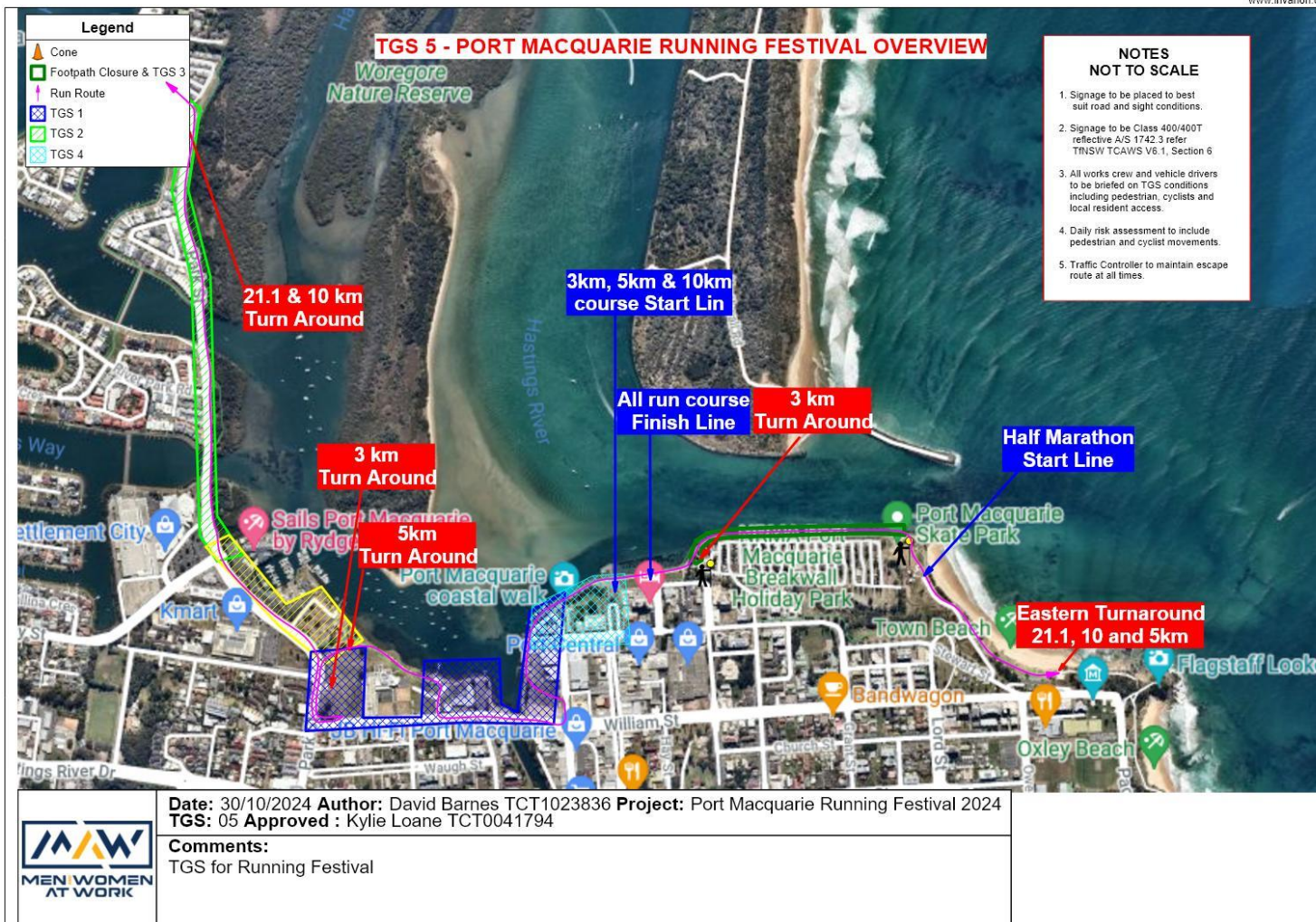
Taree

U2/34 Hargreaves Drive

Taree NSW 2430



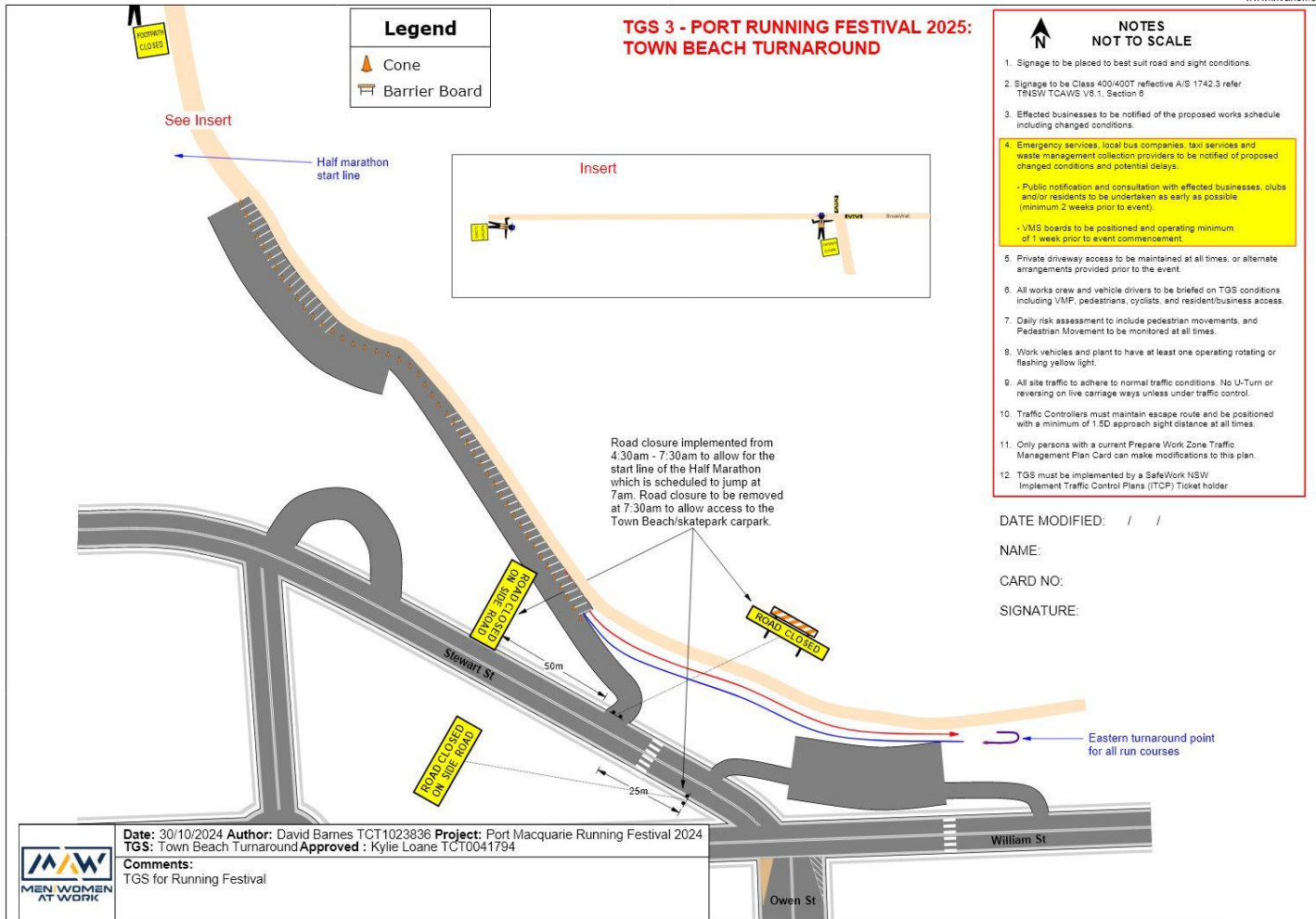
Appendix 1 Port Macquarie Running Festival Overview





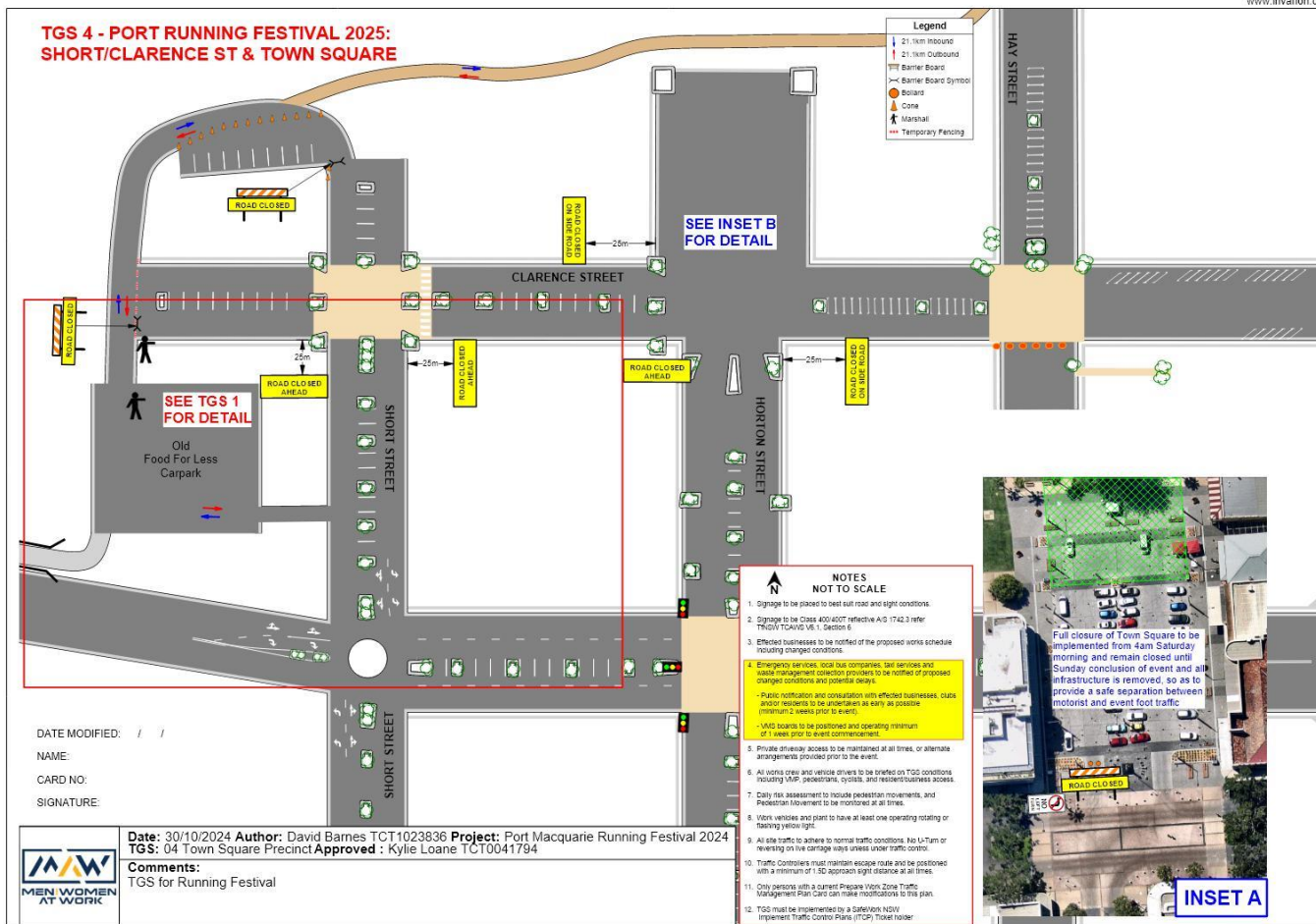
Appendix 4 TGS PMRF 3

www.invarion.com





Appendix 5 TGS PMRF 4





Appendix 6 Event Risk Assessment - Prepared

Inherent risk (what can happen if no controls are put in place)	Likelihood	Consequence	Risk level	Control to be implemented	Residual Risk level (after controls are in place)	Person(s) responsible	Comments (e.g. monitoring methods)
Athlete dehydrated	possible	Minor	Low	Race Director includes in race briefing positions of water station.	Low	Race Director	Event crew sweepers to monitor
Extreme temperature too high	Rare	Minor	Low	Notify athletes prior to race to hydrate. Shaded area for recovery. Cold drinks on hand.	Low	Race Director	Monitor through race
Athlete falls.	Possible	minor	Low	Marshal to call St Johns Ambulance personnel,	Low	Race Director	Marshals briefed to call medical staff
Electrical storm during run	Possible	Major	Extreme	Race Director to postpone then makes decision to cancel race if necessary. Runners directed to exit the run course	Minor	Race Director	Monitor weather conditions prior to, and during the race.
Athlete vs vehicle	Possible	Major	Extreme	Marshalls instructed to call 000 immediately Race Director to be notified	Low	Race Director	Marshall briefed and positioned

