



NEWTEC PISTOL CLUB | EVENT TRAFFIC MANAGEMENT PLAN

DOCUMENT REFERENCE: NPC-SAF-PLN-001 | APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)

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PISTOL CLUB

NEWTEC PISTOL CLUB INCORPORATED

EVENT TRAFFIC MANAGEMENT PLAN

Competition arrivals and departures — Rhondda Road, Teralba

DOCUMENT CONTROL	
Reference	NPC-SAF-PLN-001
Version / status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)
Control level	CL2 — CLUB IN CONFIDENCE
Owner	Public Officer/Secretary
Event / date	To be completed for each competition
Site	158 Rhondda Road, Teralba NSW 2284
Planned demand	Up to 100 competitors; vehicle count to be confirmed
Review	Before every event and after any incident or material site change

EVENT DETAILS AND APPROVAL CHECK REQUIRED BEFORE USE

Left-in/left-out is a pre-communicated visitor routing and condition-of-entry arrangement, not a public-road turn prohibition. This plan does not authorise traffic control, regulatory signs, devices, stopping restrictions or occupation of Rhondda Road. Council or road-authority approval is required only where the event, existing consent conditions or proposed public-road measures require it; that position must be checked and recorded before each event.



1. Purpose, scope and safety outcome

This plan manages the foreseeable risks created by up to 100 competitors arriving at and departing from Newtec Pistol Club through a narrow access road and gate that can safely carry traffic in only one direction at a time. It applies to competitors, officials, contractors, volunteers, visitors and delivery vehicles during designated traffic-control periods.

NON-NEGOTIABLE OUTCOMES

- No visitor vehicle is to queue, stop, reverse or wait on the Rhondda Road carriageway or shoulder for access to the Club.
- During the designated visitor movement window, registered visitors must follow the pre-event route: approach for a left turn into the driveway and make a left turn on departure. This is a Club condition of entry, not a regulatory turn prohibition applying to the general public.
- The access road and gate are one-way-at-a-time. Opposing vehicle releases are prohibited.
- Emergency access is maintained at all times.
- Club marshals remain within private property and manage only Club access, the gate and internal traffic. They must not step into, signal to, stop or direct public-road traffic. If public-road traffic control is later required, it must be authorised and undertaken by appropriately qualified personnel.
- If safe operation cannot be maintained, arrivals or departures are suspended and the Event Traffic Coordinator escalates as appropriate.

2. Approval gate and governing framework

Requirement	Plan response / evidence required
Council approval notation	There is no identified automatic approval threshold based solely on 100 vehicles or 200 attendees. Confirm that the competition is within the Club site's approved use and all existing development-consent conditions. Obtain Council approval if those conditions, the nature of the event or proposed public-road measures require it. Record Council advice where sought.
Road authority and road classification	Confirm the road authority if any public-road signs, devices, restrictions or traffic control are proposed.
Traffic Committee / Council approval	Required before any Council-controlled road closure, regulatory restriction, road-reserve occupation or other measure for which Council requires approval. Not required merely to communicate a private visitor route, subject to existing consent conditions.
TfNSW authorisation	Required if a proposed measure affects a classified road or State road network and TfNSW authorisation applies.
Traffic Guidance Scheme	Required where authorised public-road traffic control or temporary traffic-management devices are used. It must be prepared/verified and implemented by persons holding the applicable SafeWork NSW qualifications.
Club-only arrangement	Where there is no public-road control, Club marshals remain on private land and implement the visitor routing, gate, access-road and parking procedures in this plan.
NSW Police	Notify/consult only when required by law, an approval condition, the road authority or the event risk assessment.
Insurance and WHS	Confirm public liability, volunteer cover, inductions, consultation and WHS controls.

The operative hierarchy is: legislation and lawful directions; the Club's development consent and range/site approvals; any event or road-authority approval conditions; any approved TGS/TMP where applicable; this Club plan; participant instructions. Any conflict is resolved in that order.



3. Event-specific authorisation sheet

Field	Event-specific entry
Event name	
Competition date	
Expected competitors / vehicles	100 competitors / ____ vehicles
Arrival control window	____ to ____
Departure control window	____ to ____
Visitor inbound approach direction	From _____ so registered visitors turn LEFT into the driveway
Visitor outbound route	LEFT turn as a condition of event entry, then via _____
Approved remote holding / recovery point	_____ (must not be Rhondda Road)
Internal parking capacity confirmed	☐ Yes Maximum ____ vehicles
Existing consent conditions checked	☐ Yes Reference / limits: _____
Council/event approval assessment	☐ Not required ☐ Required/obtained Basis/ref: _____
Public-road control proposed	☐ No ☐ Yes — authority approval and TGS attached
Road authority / contact (if applicable)	
Approval / permit reference (if applicable)	
Approved TGS number (if applicable)	
NSW Police consultation (if required)	
Event Traffic Coordinator / mobile	
Chief Marshal / mobile	
Emergency access officer / mobile	

Deployment authorisation

The Committee must not authorise the traffic phase until the approval assessment, consent-condition check, equipment and briefing checks are complete. TGS and qualified public-road traffic-control sign-offs apply only if public-road measures are proposed or required.

Sign-off	Name	Signature	Date/time
Council/consent assessment checked by			
Qualified TGS designer (if applicable)			
Traffic-control supervisor (if applicable)			
Event Traffic Coordinator			
Club event authority			



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4. Planning basis and capacity controls

4.1 Demand assumption

The conservative planning case is 100 competitors arriving by private vehicle. Car-pooling may reduce demand but must not be relied on until registrations close. Officials, volunteers, visitors, contractors and accessible-parking needs are added to the competitor vehicle count. The Event Traffic Coordinator records the final count and confirms that internal parking and the arrival program can accommodate it.

4.2 Timed arrival system

Registrations are assigned staggered arrival windows. A suggested starting model is five cohorts of no more than 20 vehicles at 15-minute intervals, subject to the verified driveway service rate, access-road travel time, gate cycle, parking capacity and the approved TGS. The competent planner may reduce cohort size or increase spacing.

- Instructions issued at least 48 hours before the event and repeated on the morning of the event.
- Drivers must not arrive early. A remote, lawful holding location must be nominated and approved before use.
- No roadside check-in. Accreditation, firearms documentation and competition administration occur only after the vehicle is parked on Club land.
- Late or unscheduled arrivals follow the published recovery route and contact the Event Traffic Coordinator hands-free or after safely parking.
- If the driveway is not immediately available, the driver continues without slowing or stopping and follows the approved recovery circuit. No nearby U-turn, three-point turn or reversing movement is permitted.

4.3 Internal parking

- Number bays and allocate accessible, official, competitor, contractor and emergency zones.
- A parking marshal confirms a clear bay before the gate controller releases the next inbound movement.
- Maintain the emergency lane, gate swept path and all fire access.
- Pedestrians use a separated path and do not cross the access road except at the nominated controlled crossing point.
- Vehicles are parked facing the planned departure direction where practicable.

Cohort	Scheduled arrival	Maximum vehicles	Release status / actual
A		20	
B		20	
C		20	
D		20	
E		20	



5. Operating concept

5.1 Approved turn arrangement

During designated visitor movement windows, LEFT-IN / LEFT-OUT is a mandatory Club routing instruction communicated before attendance and treated as a condition of event entry. It applies to registered visitors, not the general public, and does not create a public-road offence or regulatory turn restriction. Club personnel must not stop traffic or wave a visitor across lanes. Any future regulatory restriction, public-road sign or traffic control requires the relevant approvals and, where applicable, an approved TGS and qualified personnel.

Movement	Rule	Failure response
Arrival	Approach only from the approved direction and turn left directly into a clear driveway.	If entry is unavailable, continue on the public road to the approved recovery route/holding point.
Departure	Turn left only when released and when lawful and safe.	Remain at the internal hold point until released.
Right turn presented	Do not stop the public road to facilitate it and do not wave the driver across opposing traffic.	Driver continues and rejoins via approved route; log non-compliance.
Emergency vehicle	All competition movements stop; clear gate and access road.	Traffic-control supervisor follows emergency-service direction.

5.2 Single-lane access road and gate

Two controlled holding points are used: Gate Control at the public-road end (positioned safely inside Club land unless the approved TGS specifies otherwise) and Internal Control beyond the single-lane section. Both maintain positive radio contact.

- Default state is STOP / HOLD at both ends.
- Before release, the controller states direction, intended vehicle count and receives the exact confirmation "ACCESS ROAD CLEAR".
- Only the nominated controller releases a movement. The receiving controller counts every vehicle and reports completion.
- No change of direction until the last vehicle is positively accounted for and the lane is visually or otherwise positively confirmed clear.
- Arrival window: inbound movements have priority; outbound vehicles wait internally. Departure window: outbound movements have priority; inbound vehicles must not be permitted to wait on Rhondda Road.
- Loss of radio, loss of sight, unidentified vehicle, pedestrian on the lane, obstruction or disagreement means immediate HOLD at both ends.
- Gate is unlocked, secured fully open and checked for adequate clearance before the publicised window begins.

5.3 Radio protocol

Step	Transmission
1 — Request	"Gate Control to Internal Control: request INBOUND/OUTBOUND release of ___ vehicles."
2 — Verify	"Internal/Gate Control: HOLD. Checking access road and receiving area."
3 — Authorise	"ACCESS ROAD CLEAR. Release ___ INBOUND/OUTBOUND vehicles."
4 — Receive	"Received ___ vehicles. Access road being checked."
5 — Close	"ACCESS ROAD CLEAR. Movement complete. Both ends HOLD."



6. Arrival procedure

1. Event Traffic Coordinator confirms the approval assessment and consent-condition check; if public-road controls are approved, the qualified supervisor confirms the TGS is installed and records the inspection.
2. Event Traffic Coordinator confirms parking capacity, internal holding area, gate readiness, communications and emergency access.
3. Gate Control and Internal Control conduct radio check and adopt HOLD.
4. Participant message confirms arrival slot, visitor left-in route, no early arrival, no roadside stopping and recovery route.
5. Internal Control confirms a clear receiving path and parking bay.
6. Gate Control requests a numbered inbound release; only vehicles able to enter without pausing on Rhondda Road are accepted.
7. Vehicle enters, proceeds without stopping through the gate and follows marshal directions to parking.
8. Receiving controller counts the vehicle; access road is confirmed clear before another movement or change of direction.
9. Unexpected congestion triggers the stop/escalation process below.

7. Departure procedure

- Announce departure waves; drivers remain parked until called.
- Suspend or separately manage inbound bookings during the departure window.
- Internal Control assembles only the number of vehicles that can be held wholly within Club land without blocking emergency access.
- Gate Control confirms the exit and public-road conditions under the approved TGS.
- On “ACCESS ROAD CLEAR”, release the nominated outbound platoon.
- Each vehicle turns LEFT onto Rhondda Road and follows the approved departure route.
- Do not release a vehicle if it would queue across the gate, obstruct the road, conflict with a cyclist/pedestrian, or require a right turn.
- After each wave, reconcile the vehicle count and inspect the access road before the next release.

8. Congestion and stop-work triggers

Trigger	Immediate action
Vehicle stops or queues on Rhondda Road	Suspend releases; notify traffic-control supervisor; activate approved contingency. Do not send an unqualified marshal onto the road.
Internal parking/holding full	Stop further releases; divert approaching vehicles only under approved arrangements; notify registered participants.
Right-turn attempt or unsafe manoeuvre	Do not facilitate. Record registration/description where safe; provide route reminder after the vehicle is safely parked.
Radio or controller failure	Both ends HOLD. Restore communications or replace with approved contingency before resuming.
Crash, medical event or threat	Stop all movements, call 000 where required, preserve emergency access and follow Police/emergency-service directions.
Severe weather, smoke, darkness or impaired sight distance	Suspend operation until the qualified supervisor verifies controls remain suitable.
Unauthorised sign/device moved or missing	Stop affected operation; qualified implementer restores the approved TGS and records inspection.



9. Roles, competence and conduct

Role	Core responsibility
Club event authority	Approves proceeding after the consent/approval assessment and all applicable sign-offs.
Event Traffic Coordinator	Owns scheduling, visitor communications, approval checks and Club resources. Does not control public traffic.
Qualified TGS designer/verifier (if applicable)	Completes the TGS where authorised public-road traffic management is proposed or required.
Traffic-control supervisor/controllers (if applicable)	Implement and operate authorised public-road controls only within their qualifications and approved TGS.
Gate Control	Works within Club land, controls the private access threshold and communicates lane status; does not direct public-road traffic.
Internal Control	Keeps the single-lane access and receiving zone clear; controls vehicle counts and direction.
Parking marshals	Direct vehicles and pedestrians within Club land; maintain emergency access.
All drivers	Follow assigned time and visitor route, Club directions on private land and all road laws.

Welfare and PPE

- High-visibility garments appropriate to the task and current requirements; closed footwear; weather protection; lighting where approved.
- Controllers receive scheduled breaks, drinking water, sun protection and relief. No person works while fatigued, impaired or unable to maintain attention.
- A briefing covers hazards, escape paths, communications, aggressive-driver response and emergency arrangements.
- No confrontation. Record non-compliance and refer it to the Event Traffic Coordinator or Police if safety is threatened.

10. Site-specific survey required before approval

The qualified planner must inspect at the time conditions are representative and document:

- road authority/classification, posted speed and actual operating environment;
- available sight distance in both directions from driver eye positions; horizontal/vertical alignment, crest/curve effects and vegetation;
- lane and shoulder widths, drainage, roadside hazards and driveway geometry;
- traffic volumes, heavy vehicles, cyclists, pedestrians, buses, school or commuter peaks;
- nearby intersections, driveways, rail facilities, work sites and property access;
- gate setback, access-road length, passing opportunities, gradients and surface;
- safe sign/device locations and installation/removal method;
- internal holding and parking capacity; recovery route and lawful remote holding point;
- night, weather and emergency-access requirements.



11. Risk register

Hazard / event	Controls	Residual target
Rear-end collision from vehicle slowing or waiting to enter	Timed arrivals; no roadside queue; left-in route; clear driveway; advance controls only under approved TGS; contingency recovery circuit.	Low–Medium
Right-turn vehicle blocks lane or crosses opposing traffic	Approved left-in/left-out operation; route maps; reminders; no facilitation of right turn; record and manage non-compliance.	Low–Medium
Head-on conflict on single-lane access	Two hold points; positive radio protocol; numbered releases; clear-lane confirmation; fail-safe HOLD.	Low
Queue spills onto Rhondda Road	Vehicle cap; cohorts; capacity monitoring; remote approved holding; immediate suspension trigger.	Low–Medium
Pedestrian/cyclist struck	Separate internal pedestrian route; no roadside check-in; controller escape path; visibility and TGS controls.	Low–Medium
Controller struck	Qualified staff; approved positions/devices; high visibility; escape route; no unapproved road entry.	Low–Medium
Emergency access delayed	Dedicated clear lane; immediate override; gate open; all movements stop.	Low
Poor visibility/weather	Pre-start forecast and inspection; lighting/visibility criteria; suspend if controls inadequate.	Low
Communications failure	Dedicated channel, radio test, spare units; both ends HOLD on loss.	Low
Aggressive/non-compliant driver	No confrontation; safe withdrawal; incident log; call Police for threat or immediate danger.	Low–Medium
Fatigue/heat stress	Rosters, breaks, shade, water and relief personnel.	Low

Risk ratings are provisional. The event-specific WHS risk assessment and competent planner's assessment govern. Any residual risk above the Club's acceptance threshold prevents deployment.



12. Pre-opening, monitoring and close-down checklist

Check	Yes/No	Time	Initials / note
Event sheet and Council/consent approval assessment complete	☐ Y ☐ N		
Applicable approvals/conditions attached; or “not required” basis recorded	☐ Y ☐ N		
TGS and traffic-control qualifications verified if public-road control applies	☐ Y ☐ N		
Weather, lighting, road condition and sight distance acceptable	☐ Y ☐ N		
Any authorised public-road devices inspected by qualified implementer	☐ Y ☐ N		
Gate unlocked and secured fully open; access road clear	☐ Y ☐ N		
Internal bays, holding points, pedestrian route and emergency lane clear	☐ Y ☐ N		
Radios tested; spare radio/batteries available	☐ Y ☐ N		
First aid, emergency contacts and incident forms available	☐ Y ☐ N		
Visitor route and arrival instructions issued; late-arrival contact active	☐ Y ☐ N		
Pre-start briefing completed and signed	☐ Y ☐ N		
Traffic and queue conditions monitored at nominated intervals	☐ Y ☐ N		
Any authorised devices removed/covered after event	☐ Y ☐ N		
Road/access inspected; debris removed safely	☐ Y ☐ N		
Debrief and incidents recorded; corrective actions assigned	☐ Y ☐ N		

Inspection log

Time	Traffic/queue condition	TGS condition	Action / initials



13. Participant traffic instruction — issue before event

IMPORTANT — DO NOT STOP OR QUEUE ON RHONDDA ROAD. FOLLOW YOUR ALLOCATED ARRIVAL TIME AND THE APPROVED LEFT-IN / LEFT-OUT ROUTE.

Event	
Date	
Your arrival window	
Approach from	
If early, wait at	
If entry unavailable, follow	
Departure route	
Traffic contact	

- Approach only from the direction shown on the issued event map so you can turn LEFT into the driveway.
- Do not attempt a right turn into the Club. Do not slow, stop, queue, reverse or wait on Rhondda Road or its shoulder.
- If the entrance is unavailable, continue safely and use the published recovery route. Do not perform a nearby U-turn or three-point turn.
- When leaving, turn LEFT only and follow the published departure route.
- Obey road law, authorised traffic controllers and Club marshals. Marshals inside the property do not authorise you to disobey a road rule.
- Keep the gate and access road moving; complete registration only after parking.
- For emergency vehicles, stop as directed and keep the access clear.

14. Concept layout — not a Traffic Guidance Scheme

APPROVED APPROACH	RHONDDA ROAD	CONTINUE / RECOVERY ROUTE
→ LEFT TURN ONLY	PUBLIC ROAD — NO STOPPING OR QUEUING	→
	DRIVEWAY / GATE CONTROL	
	↑↓ ONE DIRECTION AT A TIME ↑↓	
	INTERNAL HOLD → PARKING / EMERGENCY LANE	

NOT TO SCALE. This concept does not prescribe sign types, locations, distances, traffic-controller positions, sight distances, or a lawful turn restriction. Those items belong in the road-authority-approved, site-specific TGS.



15. Records, review and references

Records retained

- final approved plan and TGS; approvals, permits and conditions;
- site survey, risk assessment and road-authority correspondence;
- traffic-controller competency verification, rosters and briefings;
- pre-start, inspection, vehicle-count and close-down logs;
- participant instructions and distribution evidence;
- incidents, complaints, Police/event numbers and corrective actions;
- post-event debrief and revision decision.

Review triggers

Review before every event, after any traffic incident or near miss, after a complaint, when attendance or vehicle demand changes, when road/gate/site conditions change, when an authority changes a requirement, or at least annually while the plan remains active.

Primary references

- Transport for NSW, Guide to Traffic and Transport Management for Special Events (current published edition).
- Transport for NSW, Traffic Control at Work Sites Technical Manual, Issue 6.1 and current amendments/directions, where applicable and as required by the road authority.
- SafeWork NSW, Traffic Control Work Training requirements and current Work Health and Safety legislation.
- Roads Act 1993 (NSW), Road Transport Act 2013 (NSW), Road Rules 2014 (NSW), Work Health and Safety Act 2011 (NSW), and current regulations.
- Lake Macquarie City Council requirements, application processes and Local Traffic Committee/road-authority conditions applicable to the event.
- NSW Police Force event and traffic-management requirements or lawful directions applicable to the event.
- Newtec Pistol Club: Constitution; Standing Orders and Policies; Incident Report Form; Complaints Handling and Anti-Bullying Policy; and relevant emergency procedures.

Legislation and agency documents change. The Event Traffic Coordinator must verify current requirements and links during each event approval cycle. This plan is not legal, engineering or road-authority approval.

Revision history

Version	Date	Status	Change	Approved by
0.1	21 July 2026	Initial development issue	Initial event traffic-management framework	
0.2	21 July 2026	Initial development issue	Clarified visitor-only left-in/left-out rule and conditional Council approval	

Event debrief

Item	Record
Maximum queue within Club land	
Any queue/stop on Rhondda Road	
Peak gate cycle / vehicle count	
Incidents, near misses or complaints	
Controller observations	
Required corrective action / owner / date	



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