



AGENDA

INFRASTRUCTURE, COMMUNITY AND RECREATION COMMITTEE

8 APRIL 2019

MEMBERSHIP: Councillors J Diffey, V Etheridge, D Grant, D Gumley, A Jones, S Lawrence, G Mohr, K Parker, J Ryan and B Shields.

The meeting is scheduled to commence at 5.30pm.

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**DUBBO REGIONAL
COUNCIL**

Report of the Infrastructure Community and Recreation Committee - meeting 11 March 2019

AUTHOR: Administration Officer - Governance
REPORT DATE: 26 March 2019

The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 11 March 2019.

RECOMMENDATION

That the report of the Infrastructure, Community and Recreation Committee meeting held on 11 March 2019, be noted.



REPORT
INFRASTRUCTURE, COMMUNITY AND
RECREATION COMMITTEE
11 MARCH 2019

PRESENT: Councillors J Diffey, V Etheridge, D Gumley, A Jones, S Lawrence, K Parker, J Ryan and B Shields.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Governance Team Leader, the Community Support Officer, the Director Corporate Services, the Director Economic Development and Business, the Stakeholder Engagement Coordinator (K Galea), the Director Infrastructure and Operations, the Director Planning and Environment (S Jennings), the Manager Building and Development Services, the Senior Strategic Planner, the Senior Planner and the Director Community and Recreation.

Councillor S Lawrence assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 6.05pm.

**ICRC19/10 REPORT OF THE INFRASTRUCTURE COMMUNITY AND RECREATION
COMMITTEE - MEETING 11 FEBRUARY 2019 (ID19/154)**

The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 11 February 2019.

Moved by Councillor B Shields and seconded by Councillor V Etheridge

MOTION

That the report of the Infrastructure, Community and Recreation Committee meeting held on 11 February 2019, be noted.

CARRIED

**ICRC19/11 CBD WALKING TRAIL AND BELL RIVER PEDESTRIAN BRIDGE, WELLINGTON
(ID19/38)**

The Committee had before it the report dated 25 February 2019 from the Manager Recreation and Open Space regarding CBD Walking Trail and Bell River Pedestrian Bridge, Wellington.

Moved by Councillor B Shields and seconded by Councillor J Ryan

MOTION

1. That the report from the Manager Recreation and Open Space, dated 25 February 2019, be noted.
2. That the proposed path network for the Wellington CBD Walking Trail through Cameron Park and Pioneer Park, be adopted.
3. That following DA approval, works commence on the path system in Cameron Park and Pioneer Park in accordance with the funding allocations identified herein this report.
4. That a further report be submitted to Council at its Ordinary Meeting by June 2019 with cost estimates identified to complete any outstanding works on the path network, and the demolition and replacement of the Bell River pedestrian bridge for consideration in the finalisation of the 2019/2020 budget.

CARRIED

ICRC19/12 REVISION OF THE WIRADJURI PARK MASTER PLAN (ID19/159)

The Committee had before it the report dated 26 February 2019 from the Manager Recreation and Open Space regarding Revision of the Wiradjuri Park Master Plan.

Moved by Councillor K Parker and seconded by Councillor J Diffey

MOTION

1. That the report by the Manager Recreation and Open Space, dated 26 February 2019, be noted.
2. That the Wiradjuri Park Master Plan (Dubbo Regional Botanic Garden) be adopted.
3. That Dubbo Regional Council seek further external funding opportunities to enable the Wiradjuri Park Master Plan to be fully implemented.

CARRIED

**ICRC19/13 2019 MAN FROM IRONBARK FESTIVAL - REQUEST FOR ROAD CLOSURE AT
MOLONG STREET, STUART TOWN (ID19/216)**

The Committee had before it the report dated 4 March 2019 from the Senior Traffic Engineer regarding 2019 Man from Ironbark Festival - Request for Road Closure at Molong Street, Stuart Town.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

MOTION

That Council approval be granted for a temporary road closure of Molong Street, between Alexander Street and Bell Street, on 20 April 2019 for the 2019 Man from Ironbark Festival between 6.00 am to 7.00 pm, subject to the following:

- 1. Consent is required from the Roads and Maritime Services for the event to utilise part of the Burrendong Way between Molong and Bell Streets as a detour with advice provided to Council. In the event that consent is not granted, the Applicant is to advise Council if the event will proceed with a re-design that excludes the use of Burrendong Way.**
- 2. The submission of an Event and Traffic Management Plan and Traffic Control Plan to Council for approval in accordance with Australian Standard 1742.3, and the Roads and Maritime Services' Guide to Traffic Control at Worksites prepared by an accredited person.**
- 3. Traffic controllers and trained course marshals are to be provided at all road closure points and other locations as identified in the Event and Traffic Management Plan with restricted access only to emergency and authorised vehicles. All traffic controllers are to be specially authorised for the event with current Roads and Maritime Services certification.**
- 4. Council's Executive Manager Governance and Internal Control must sight a copy the current Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Services and the NSW Police is specifically noted to be indemnified against any action resulting from the event.**
- 5. The applicant is responsible for the provision of all traffic control required for the event in accordance with the Traffic Control Plan.**
- 6. The applicant is responsible for all costs associated with the placement of a public notification, a minimum of two weeks prior to the event, and advice to the residents within the closed roads advising of the 2019 Man from Ironbark Festival and the road closure of Molong Street, Stuart Town.**
- 7. All traffic advisory signs shall be placed in accordance with the approved Traffic Control Plan and the Event and Traffic Management Plan.**
- 8. The NSW Police's consent and conditions for the running of the event as considered necessary.**
- 9. The applicant is to provide Council with a signed and dated copy of the Event and Traffic Management Plan.**
- 10. The applicant is to submit to Council all the appropriate documentation required, accepting the above terms and conditions before final approval will be granted.**

11. All costs associated with implementing these event conditions are to be met by the event organiser.

CARRIED

ICRC19/14 PROPOSED TRAFFIC MANAGEMENT - INTERSECTION OF MAXWELL STREET WITH CROSS STREET AND THORNTON STREET, WELLINGTON (ID19/217)

The Committee had before it the report dated 4 March 2019 from the Senior Traffic Engineer regarding Proposed Traffic Management - Intersection of Maxwell Street with Cross Street and Thornton Street, Wellington.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

MOTION

That Council approval be granted for the implementation of the proposed traffic management for Maxwell Street and at the intersections of Cross Street, Thornton Street and Railway Avenue in Wellington in accordance with Council's Plan TM 7279.

CARRIED

ICRC19/15 LEAVE OF ABSENCE

Requests for leave of absence were received from Councillors D Grant and G Mohr who were absent from the meeting due to personal reasons.

Moved by Councillor K Parker and seconded by Councillor D Gumley

MOTION

That such requests for leave of absence be accepted and Councillor D Grant and G Mohr be granted leave of absence from this meeting.

CARRIED

The meeting closed at 6.09pm.

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CHAIRMAN



REPORT: Proposed Traffic Management - Intersection Mitchell Highway and Gipps Street Wellington

AUTHOR: Senior Traffic Engineer
REPORT DATE: 28 March 2019
TRIM REFERENCE: ID19/373

EXECUTIVE SUMMARY

This report deals with the proposed traffic management at the intersection of the Mitchell Highway and Gipps Street in Wellington, as a consequence of road safety concerns raised with the Roads and Maritime Services (RMS). Those concerns relate to the ongoing incidence of corner cutting and grade difference through the intersection that reduces the sight lines between the opposing vehicles when entering and exiting Gipps Street from the Highway.

Council has also received resident's concerns with the speed of vehicles southbound into Gipps Street and the built up area. Gipps Street immediately south of the highway is within an 80km/h speed zone prior to the 50km/h speed zone change which may contribute to higher speeds in Gipps street. Consideration to a relocation of the 50 km/h zone closer to the Highway and a repeater 50 km/h sign further south would provide greater awareness of the urban speed limit. There are repeater 80 km/h speed zone signs on the Highway north and south of the intersection. The existing advance T-intersection warning sign could be upgraded and relocated to a more appropriate location south in Gipps Street. A request to review the Gipps street speed zone has been forwarded to the RMS.

The proposed intersection traffic management will incorporate separation line marking in Gipps Street to delineate the travel lanes and guidance to the intersection, together with a painted median separation island, to address vehicles corner cutting and enhanced edge line marking. The matter has been referred to the RMS with favourable comments received on the proposal.

It is recommended that the proposed traffic management for the Gipps Street and Mitchell Highway intersection in Wellington be implemented in accordance with Council's Plan TM 7268 (**Appendix 1**).

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

Allocation of funds will be made available from the Minor Traffic Improvements Vote – Lines and Signs within the Traffic Management Function.

RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

That Council approval be granted for the implementation of the proposed traffic management for the Gipps Street and Mitchell Highway intersection in Wellington in accordance with Council's Plan TM 7268 (Appendix 1).

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Monday, 1 April 2019. The Committee had unanimous support in the adoption of the recommendation.

RECOMMENDATION

That Council approval be granted for the implementation of the proposed traffic management for the Gipps Street and Mitchell Highway intersection in Wellington in accordance with Council's updated Plan TM 7268 (Appendix 1).

Dennis Valantine
Senior Traffic Engineer

REPORT

The Roads and Maritime Services (RMS) has forwarded to Council concerns raised by a local resident with the road safety environment at the intersection of the Mitchell Highway and Gipps Street in Wellington. The concerns relate to the lack of line marking delineation, vehicles turning right from the highway cutting the corner and that the grade difference between the roads could be a contributing factor in reduced sight lines between opposing vehicles when negotiating the intersection. Council has also received concerns from local residents in Gipps Street to the excessive speed that occurs along the northern section of Gipps Street to and from the Highway.

Gipps Street provides an important function for northbound and southbound access to the north Wellington residential area. It is on a straight alignment and gives direct access to the township on the southern side of Macquarie River via a low level bridge. The intersection is located within a highway 80 km/h speed zone with 'Auxiliary Right Turn' and 'Auxiliary Left Turn' facilities and repeater 80 km/h speed zone signs on the highway north and south of the intersection. Gipps Street approaches northbound to the highway at about 60°, however terminates at the T-intersection with a short transitional length to 90°. On approaching the Highway the grade difference prohibits the driver from seeing the Highway carriageway until the last 15 to 20 m. There is no centre line marking in Gipps Street and the grade difference between roads promotes poor off-centre turning movements resulting in opposing vehicle conflict. The edge lines are poorly located encouraging turning vehicles to negotiate through the centre of the intersection.

In Gipps Street the existing duplicate 50/80 km/h speed zone signs are located approximately 70 m south of the Highway and may contribute to inappropriate vehicle speeds to and from the highway into the residential area. Gipps Street has a carriageway width of 6.2 m, traversing a semi-rural environment with a wider carriageway further south within the residential area. There is an advance T-intersection warning sign some 38 m south of the intersection. The intersection is widened appropriately for the vehicle type expected. The short 90° transition to the intersection traverses the peak grade difference between the Highway and Gipps Street exacerbating the loss of sight lines to the road alignment creating an uncertainty to the centre and edge of the carriageway.

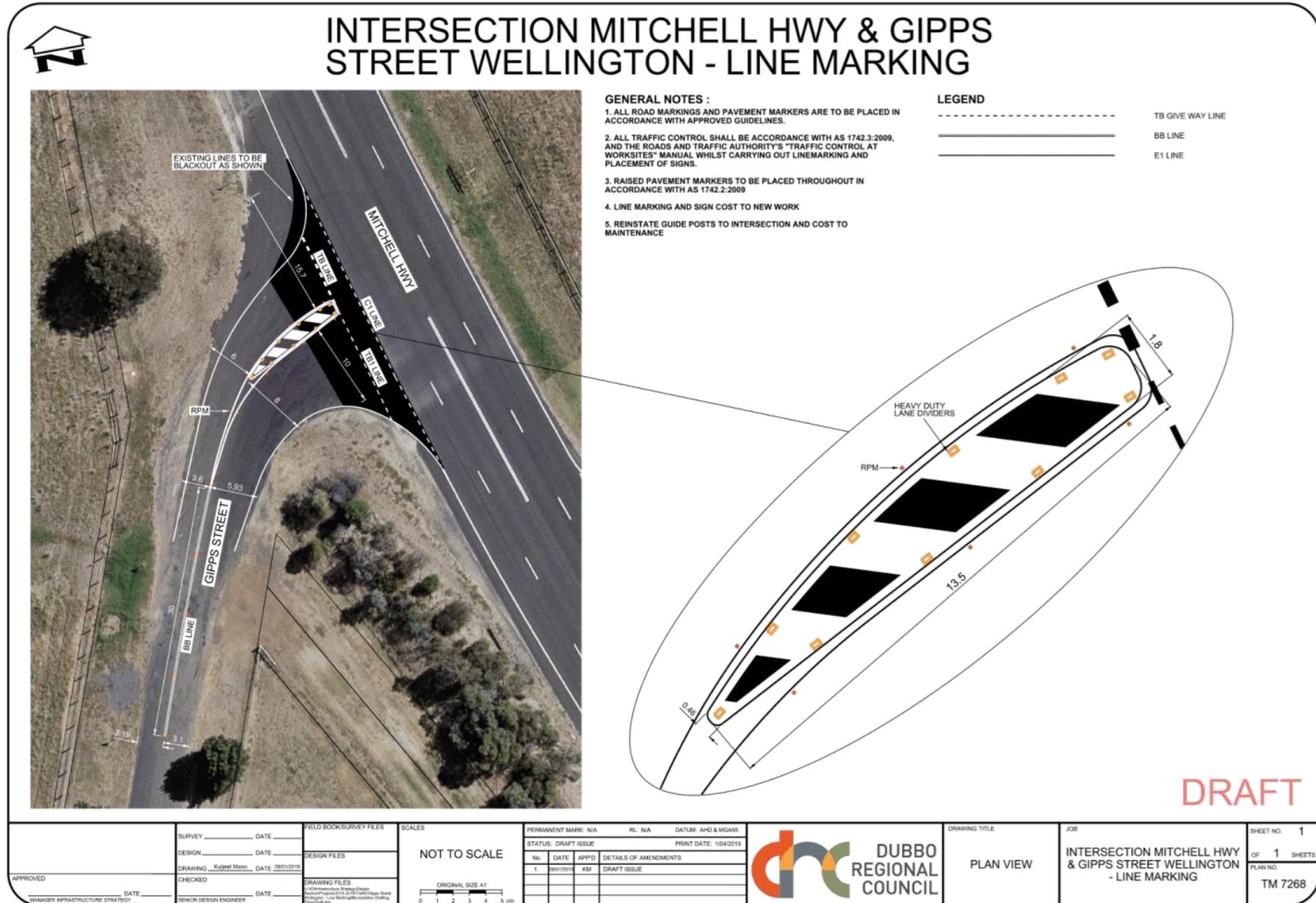
In order to address the excessive vehicle speeds in Gipps Street consideration has been given to removing the 80km/h speed zone and extend the 50 km/h speed zone north to the Highway. Repeater 50 km/h signs could be provided further south to reinforce the urban speed environment. There are existing repeater 80km/h speed zone signs on the highway north and south of the intersection. A request to review the 80km/h and 50km/h speed zones in Gipps street has been forwarded to the RMS.

To improve the vertical definition and overall road safety performance of the intersection it has been considered to upgrade the delineation of the intersection, with the inclusion of a painted median separation island with vertical lane dividers, centreline and realigned edge lines and hold lines.

It is recommended that Council approval be granted for the implementation of the proposed traffic management for the Gipps Street and Mitchell Highway intersection Wellington in accordance with Council's Plan TM 7268 (**Appendix 1**).

Appendices:

[1](#) Intersection Mitchell Highway and Gipps Street Wellington - Line Marking - TM 7268





DUBBO REGIONAL
COUNCIL

REPORT: No Parking Zone - Mian School Bultje Street Dubbo

AUTHOR: Senior Traffic Engineer
REPORT DATE: 28 March 2019
TRIM REFERENCE: ID19/374

EXECUTIVE SUMMARY

This report deals with a proposal to expand the existing on-street parking time restrictions to the Mian School. Council has received a request from the Administration Officer of the School requesting the inclusion of peak morning time restrictions to the existing 'No Parking Zone' adjacent the school in Bultje Street.

The existing time restrictions only apply to the 2.30 pm to 3.30 pm peak school time, which was established quite some years ago. Over time the on-street parking and traffic environment has increased, resulting in the occupation of parked vehicles within the 'No Parking Zone' for most of the day and restricting drop-off and pick-up activities to the School, particularly in the morning peak.

It is recommended that the existing 'No Parking Zone' time restriction adjacent the Mian School in Bultje Street be changed to include the 8.30 am to 9.30 am school peak time.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

The allocation of funds will be made available from the minor Traffic Improvements Vote – Urban Signs within the Traffic Management Function.

RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

That the existing 'No Parking Zone' time restriction posted as 2.30 pm to 3.30 pm adjacent the Mian School in Bultje Street be changed to include the 8.30 am to 9.30 am school peak time.

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Monday, 1 April 2019. The Committee had unanimous support in the adoption of the recommendation.

RECOMMENDATION

That the existing 'No Parking Zone' time restriction posted as 2.30 pm to 3.30 pm adjacent the Mian School in Bultje Street be changed to include the 8.00 am to 9.30 am school peak time.

Dennis Valantine
Senior Traffic Engineer

REPORT

Council has received correspondence for the Mian School's Administration raising concerns with the posted time restrictions on the existing 'No Parking Zone' in Bultje Street adjacent to the school. The existing zone has been operational for quite some years and is only time restricted during the school's afternoon peak time (2.30 pm to 3.30 pm). At that time there was minimal requirement for parking in this section of Bultje Street.

The Mian School provides specialist schooling where many students access Assisted School Travel during the school peak times. Over time the on-street parking and traffic volumes have increased significantly in Bultje Street with additional businesses such as Breakthru, Conservatorium of Music, pathology services and an Ambulance training centre all located in close proximity. On any given business day, from early morning to late afternoon the on-street parking is fully occupied in this locality with some motorists failing to comply with the afternoon school time restricted 'No Parking Zone'.

As a consequence taxis and assisted private vehicles cannot access the kerbside school frontage, or parking zone, to safely set-down and pick-up the students with inappropriate parking occurring on road. This is more obvious and of concern during the unrestricted parking zone in the morning peak school time. The inclusion of an 8.30 am to 9.30 am time restriction on the existing 'No Parking Zone' will ensure unrestricted access at that time.

It is recommended that the existing 'No Parking Zone' time restriction posted as 2.30 pm to 3.30 pm adjacent to the Mian School in Bultje Street be changed to include the 8.30 am to 9.30 am school peak time.



DUBBO REGIONAL
COUNCIL

REPORT: 2019 Central West Charity Tractor Trek

AUTHOR: Senior Traffic Engineer
REPORT DATE: 28 March 2019
TRIM REFERENCE: ID19/375

EXECUTIVE SUMMARY

This report deals with a proposed Charity Tractor Trek along numerous local roads and a State Highway around the outskirts of Dubbo. The Charity Trek is a fund raising and awareness event to support philanthropic and advocacy services, and is organised by an individual that has had a successful history of this event being staged in other western regional areas.

The 2019 Central West Charity Tractor Trek will be an inaugural event in the Dubbo Local Government Area and will be held over three days in September 2019, between 8.00 am and 3.00 pm daily. The event will be capped at 30 tractors in groups of 10 and operate in accordance with the approved Traffic Control Plan.

The event will be based in Dubbo and predominately traverse local roads between Dubbo, Wongarbon and Geurie with the use of the Golden and Newell Highways to Taronga Western Plains Zoo. Council approval will be required for the event to use the local road network with Roads and Maritime Services approval for the highway. The applicant has submitted the necessary documentation including an Event and Special Event Transport Management Plan, Traffic Control Plan, route maps, Risk Assessment and Public Liability (attached as **Appendix 1**).

The event can be readily accommodated along the road network in accordance with the approved management and operational requirements with minimal impact on the functionality of the adjoining road network.

It is recommended that Council approval be granted to conduct the 2019 Central West Charity Tractor Trek along local roads within the Dubbo Local Government Area from the 27 to 29 September 2019 in accordance with the submitted Event and Traffic Management Plan and any further conditions imposed by Council, NSW Police and the Roads and Maritime Services.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

That Council approval be granted to conduct the 2019 Central West Charity Tractor Trek along local roads within the Dubbo Local Government Area from the 27 to 29 September 2019 in accordance with the submitted Event and Traffic Management Plan and any additional conditions imposed by Council, NSW Police and the Roads and Maritime Services.

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Monday, 1 April 2019. The Committee had unanimous support in the adoption of the recommendation.

RECOMMENDATION

- 1. That Council approval be granted to conduct the 2019 Central West Charity Tractor Trek along local roads within the Dubbo Local Government Area from the 27 to 29 September 2019 in accordance with the submitted Event and Traffic Management Plan and any additional conditions imposed by Council, NSW Police and the Roads and Maritime Services.**
- 2. That further discussions be held with the applicant in regards to potential traffic management and awareness on local roads.**

Dennis Valentine
Senior Traffic Engineer

REPORT

Council has received a request from Nicholas Clancy (organiser) for consideration of approval to undertake the 2019 Central West Charity Tractor Trek along numerous local roads within the Dubbo Local Government Area that also includes the Newell Highway which will require Roads and Maritime Services approval. The Charity Tractor Trek is a fund raising and awareness event to support philanthropic and advocacy services that has successfully been held over several years in other western regional areas.

The Charity Tractor Trek will be an inaugural event for Dubbo to be held over three days between Friday 27 to Sunday 29 September 2019, between 8.00 am and 3.00 pm and will comprise of a convoy of all types of tractors capped at 30 in groups of 10. All tractors are registered vehicles controlled by licensed drivers. The Trek will be undertaken in accordance with a Traffic Control Plan that requires specific gaps and distances between tractors (100 m), groups (300 m) and escort vehicles (500 to 700 m). The event will be based in Dubbo with daily trips along designated local roads and the Golden and Newell Highways, between the Taronga Western Plains Zoo, Wongarbron and Geurie.

The applicant has submitted the necessary documentation including an Event and Special Event Transport Management Plan, Traffic Control Plan, route maps, Risk Assessment and Public Liability (attached as **Appendix 1**).

Event Route Details

The Charity Tractor Trek will commence from the Dubbo Showground and travel along numerous roads within the immediate area around Dubbo. The routes have been selected along urban and rural roads to allow the participants to experience variable road conditions sealed and unsealed and the Wongarbron and Geurie village environments. The route will use low traffic volume local roads for the majority of routes with the exception of some urban arterials and short sections of the Golden and Newell highways to and from the Zoo.

The route has been surveyed and potential hazards identified. A detailed map and instructions for each day has been prepared, noting sections where extra caution is required. This will be the subject of each day's briefing with a safety inspection of the route undertaken before commencing each day.

Day 1 - Friday 27 September 2019

Dubbo to Western Plains Zoo and return

Commence Dubbo Showground, Wingewarra Street, Fitzroy Street, Golden Highway, Newell Highway and Obley Road.

Day 2 – Saturday 28 September 2019

Dubbo to Wongarbron

Commence Dubbo Showground, Wingewarra Street, Birch Avenue, Wheelers Lane, Myall Street, Whitewood Road, Beni Drive, Pinedale Road, Torwood Road, Eulomogo Road and Railway Lane to Wongarbron Public School for a rest stop.

Wongarbon to Beni

Commence Wongarbon Public School, Railway Street, Beni Street, Barbical Road, Woodleys Road, Beni Forest Road, Apple Valley Firetrail, Nashville Firetrail, Deep Creek Firetrail and Jones Firetrail to Jones property for meal break.

Beni to Dubbo Showground

Commence onto Durraween Lane, Thornwood Road, Whitewood Road, Myall Street, Wheelers Lane, Birch Avenue and Wingewarra Street to the Showground.

Day 3 – 29 September 2019

Dubbo Showground to Geurie

Commence Wingewarra Street, Birch Avenue, Wheelers Lane, Hennessy Drive, Old Dubbo Road, Geurie Homestead Road, Arthurville Road, Mitchell Street, cross Mitchell Highway and Narragal Street to Geurie Public School and rest break.

Geurie to Wongarbon

Commence Geurie Public School, Douglas Street, Fitzroy Street, Paxton Street, Combella Road, Westella Road, Geurie Road, Westella Road, Barbical Street and Railway Street into Wongarbon Pony Club and meal break.

Wongarbon to Dubbo Showground

Commence Wongarbon Pony Club, Railway Lane, Eulomogo Road, Toorale Road, Wilfred Smith Drive, Toorwood Road, Pinedale Road, Peachville Road, Whitewood Road, Myall Street, Wheelers Lane, Birch Avenue and Wingewarra Street to the Showground and finish of the Tractor Trek.

SUMMARY

The organiser has provided a detailed Event and Traffic Management and Risk Assessment Plan to facilitate a safe and well managed 2019 Central West Charity Tractor Trek throughout the Dubbo, Wongarbon and Geurie localities that will predominately use lowly trafficked local roads with the need for movement along short sections of State highways.

It is recommended that Council approval be granted for organiser to undertake the 2019 Central West Charity Tractor Trek along Council roads, as detailed in the Event and Traffic Management and Risk Management Plan from 27 to 29 September 2019 subject to Council's standard consent conditions that apply to events of this type and those of the NSW Police and Roads and Maritime Services.

Appendices:

- [1](#) 2019 Central West Charity Tractor Trek - Event Application - Traffic Management Plan - Trek Route - Risk Assessment - Certificate of Insurance

EVENT APPLICATION FORM



This Event Application Form is required if you are staging your event on (or in part) on a Council road, footpath, reserve or park. This form does not require completion if the event is being held within a designated event venue.

Trim Reference
Office Use Only
18/637
ED

If you are planning to have an event on privately owned/operated land, please contact Council's Duty Planner on 6801 4000 to enquire regarding appropriate land use consents required.

All annual events being staged on (or in part) on a Council road, footpath, reserve or park are required to submit an Event Application Form, regardless if the event is held annually.

Before completing this form please refer to Council's Event Starter Guide.

Applications should be submitted between twelve (12) and six (6) months in advance.

SECTION 1: DETAILS OF THE EVENT	
Owner of event	Central West Charity Tractor Trek
Name of event	Tractor Trek
Location of event	Dubbo Area
Time of Event	From: 27-09-2019 To: 29-09-2019
Date of event	As Above
Bump in date/s	
Bump out date/s	
Estimated attendance	
LGA residents	150-200
Day trippers (outside LGA)	150-200
Overnight visitors	150-200
Why are you organising this event	Yearly Charity Event
How many years has the event been held	
Applicant's contact details	
Name	Nicholas Clancey
Mobile	0404 057 746
Email address	cwtractortrek@outlook.com
Event Owner's details	
Mobile	AS ABOVE
Email address	
Postal address	

Please submit to: council@dubbo.nsw.gov.au or PO Box 81, Dubbo NSW 2830
Deliver: Civic Administration Building, Church Street, Dubbo



EVENT APPLICATION FORM



SECTION 2: OBLIGATIONS OF EVENT OWNERS			
Part 1	Element		
A	Have you tentatively booked the location?	Yes	
B	I have attached a Certificate of Currency for \$20M Public Liability Date of expiry If the Certificate of Currency does not cover the date of your event, your application will be processed conditional to Council receiving the Certificate of Currency no less than six months prior to the event. Notations	No <u>02-02-2021</u>	
Part 2	Element		Event Starter Guide Reference
A	Will the event be serving or supplying food?	Yes	2.6
B	Will alcohol be served or supplied?	Yes	5.2
C	Do you wish to use (or in part) Council roads or footpaths? Will pedestrian or vehicle traffic overspill to roads or footpaths? If yes, you are required to complete Application – Special Event - Do not submit this application without attaching the Application – Special Event form	Yes	4.4
D	If you require a Traffic Control Plan developed or assessed, Council will assist based on a fee-for-service charge. Council can also provide resources to assist you to enact the Plan. This is also based on a fee-for-service. Yes, I would like Council to provide a quote. I understand that Council will charge for any services provided. No, I will be engaging: Dubbo Traffic Control		
E	Will your event play amplified sound? If yes, please specify time-frame _____	No	2.8
F	Will there be a fireworks or pyrotechnics display?	No	5.5
G	Is there plans to have a jumping castle or amusement ride at your event? (See below – Event Organisers Toolbox)	No	5.3
H	Will there be temporary structures at your event Staging If yes, please indicate size of the stage/s _____ Marquees If yes, please indicate total area of marquee/s space _____	No No	
I	How many people do you expect to attract to this event?	150-200	
J	Have you determined number of toilets for the size of your event? Have you started work on a waste management plan?	No No	2.11 2.13

Please submit to: council@dubbo.nsw.gov.au or PO Box 81, Dubbo NSW 2830
Deliver: Civic Administration Building, Church Street, Dubbo



EVENT APPLICATION FORM



SECTION 2: OBLIGATIONS OF EVENT OWNERS	
Part 3	Event Management Plan
<p>Risk Management Plan</p> <p>A Risk Management Plan is required to be submitted with this application form.</p> <p>If a Plan is not completed, please submit a draft and approval will be granted subject to the finalisation of the Plan.</p>	<p>Please select from the options below:</p> <p><input checked="" type="checkbox"/> I have attached a draft Risk Management Plan</p> <p><input type="checkbox"/> I have attached a finalised Risk Management Plan</p>
<p>It is expected that all events held in the Local Government Area are arranged and delivered in a safe and sustainable manner.</p> <p>Council may request a copy of plans as part of its assessment of your application.</p> <p>Conditional approval may be granted subject to plans being provided to Council.</p>	<p>Please indicate which plans are in place to support your event:</p> <p><input type="checkbox"/> Running sheet including roles and responsibilities</p> <p><input type="checkbox"/> Risk Management Plan Incorporating Emergency Evacuation Procedure</p> <p><input type="checkbox"/> Accessibility Plan</p> <p><input type="checkbox"/> Waste Management Plan</p> <p><input type="checkbox"/> Traffic Control Plan (where applicable)</p>

SECTION 3: SUPPORT AND PROMOTION – DUBBO REGIONAL COUNCIL		
Part 1	Level of support	Weblink
A	<p>Event Organisers Toolbox including</p> <ul style="list-style-type: none"> - Planning templates - Guidelines Banner Installation – Dubbo LGA - Media contacts - APRA guidelines - Accessibility guidelines - Amusement device application form 	https://www.dubbo.nsw.gov.au/Community-and-Groups/Events--Community-and-Awards/support-for-your-event
B	Event Funding	https://www.dubbo.nsw.gov.au/Community-and-Groups/Grants-and-Funding/event-funding
C	Event Promotion	https://www.dubbo.nsw.gov.au/Community-and-Groups/Events--Community-and-Awards/promote-your-event
D	<p>Advice and Assistance</p> <p>Contact Council's Marketing, Events and Partnerships team (02) 6801 4000 marketingandevents@dubbo.nsw.gov.au</p>	
F	<p>Check on the timing of your event to avoid a clash of dates:</p> <p>http://dubbo.com.au/Events/calendar</p>	

Please complete this application in reference to Council's Event Starter Kit and submit no less than 6 months in advance of your event to council@dubbo.nsw.gov.au

Please submit to: council@dubbo.nsw.gov.au or PO Box 81, Dubbo NSW 2830
Deliver: Civic Administration Building, Church Street, Dubbo



email back 19/9/19

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

1 EVENT DETAILS

1.1 Event summary

Event Name: Central West Charity tractor Trek

Event Location: Dubbo region

Event Date: 27-9-19 Event Start Time: 29-9-19 Event Finish Time: 4pm

Event Setup Start Time: 8AM Event Packdown Finish Time: 5pm

Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

1.2 Contact names

Event Organiser: Central West charity tractor trek group

Phone: Fax: Mobile: 0404057716 E-mail:

Event Management Company (if applicable):

Phone: Fax: Mobile: E-mail:

Police

Phone: Fax: Mobile: E-mail:

Council: Dubbo Regional Council

Phone: 68014930 Fax: Mobile: 0418244350 E-mail:

Roads & Traffic Authority (if Class 1): Rms PARKES

Phone: 68611444 Fax: Mobile: E-mail:

*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

1.3 Brief description of the event (one paragraph)

Tractor convey through out Dubbo region. police assistance and Dubbo Traffic Control.

2 RISK MANAGEMENT - TRAFFIC

- 2.1 Occupational Health & Safety - Traffic Control**
 Risk assessment plan (or plans) attached
- 2.2 Public Liability Insurance**
 Public liability insurance arranged. Certificate of currency attached.
- 2.3 Police**
 Police written approval obtained
- 2.4 Fire Brigades and Ambulance**
 Fire brigades notified
 Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

- 3.1 The route or location**
 Map attached
- 3.2 Parking**
 Parking organised - details attached
 Parking not required
- 3.3 Construction, traffic calming and traffic generating developments**
 Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
 There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
- 3.4 Trusts, authorities or Government enterprises**
 This event uses a facility managed by a trust, authority or enterprise; written approval attached
 This event does not use a facility managed by a trust, authority or enterprise
- 3.5 Impact on/of Public transport**
 Public transport plans created - details attached
 Public transport not impacted or will not impact event
- 3.6 Reopening roads after moving events**
 This is a moving event - details attached.
 This is a non-moving event.
- 3.7 Traffic management requirements unique to this event**
 Description of unique traffic management requirements attached
 There are no unique traffic requirements for this event
- 3.8 Contingency plans**
 Contingency plans attached

Class 1
Class 2
Class 3
Class 4

3.9 Heavy vehicle impacts

- Impacts heavy vehicles - RTA to manage
- Does not impact heavy vehicles

3.10 Special event clearways

- Special event clearways required - RTA to arrange
- Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

4.1 Access for local residents, businesses, hospitals and emergency vehicles

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

4.2 Advertise traffic management arrangements

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

4.3 Special event warning signs

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

4.4 Permanent Variable Message Signs

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

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6 APPROVAL

TMP Approved by: N. Chung Event Organiser 18/3/19 Date

7 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 attached to this TMP.

Regulation of traffic authorised by: Dubbo Regional Council Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ RTA Date

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Schedule 1 Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1. I, NICHOLAS CLANCEY (name)
of 1585 Midwestern Highway Evans Plains (address)
on behalf of Central West Charity tractor trek group
notify the Commissioner of Police that
on the 21 (day) of 09 (month), 19 (year), it is intended to hold

either:

(a) a public assembly, not being a procession, of approximately
..... (number) persons,
which will assemble at (Place)
at approximately am/pm,
and disperse at approximately am/pm.

or

(b) a public assembly, being a procession of approximately
120 (number) persons,
which will assemble at approximately 8 am/pm, and at Dubbo Showground
approximately 12 am/pm the procession will commence and shall proceed
refer to maps of Dubbo region

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

2. The purpose of the proposed assembly is Safety briefing
and precautions

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out whichever is not applicable*):

(i) There will be 30 (number) of vehicles and/or 0 (number) of floats involved.
The type and dimensions are as follows:
Tractors all within RMS
guidelines

(ii) There will be 0 (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

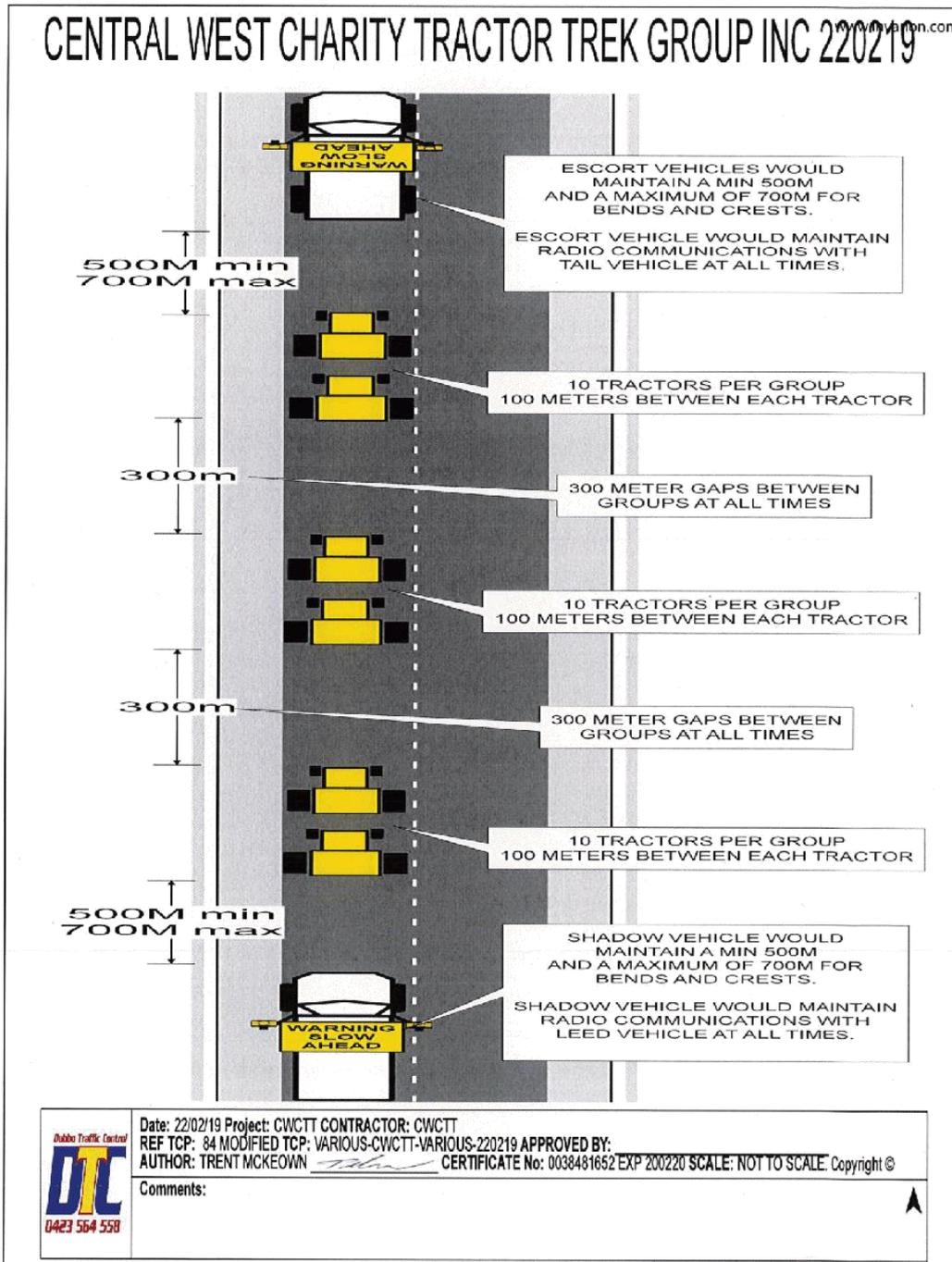
(iii) The following number and type of animals will be involved in the assembly:
.....

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

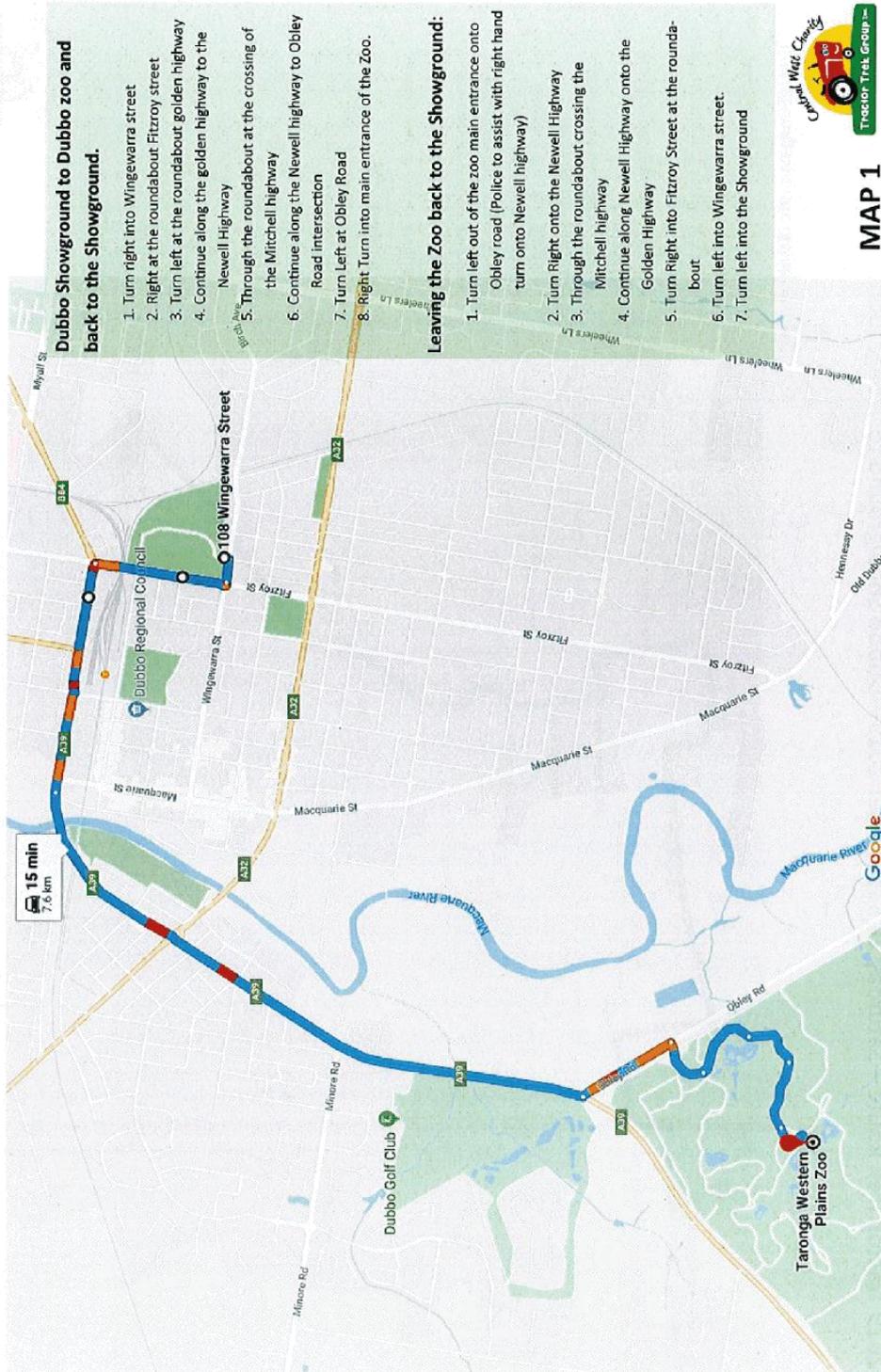
4 I take responsibility for organising and conducting the proposed assembly.

5 Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:
1585 midwestern highway
Evans Plains
2795 Postcode.
Telephone No. 0804 557 746

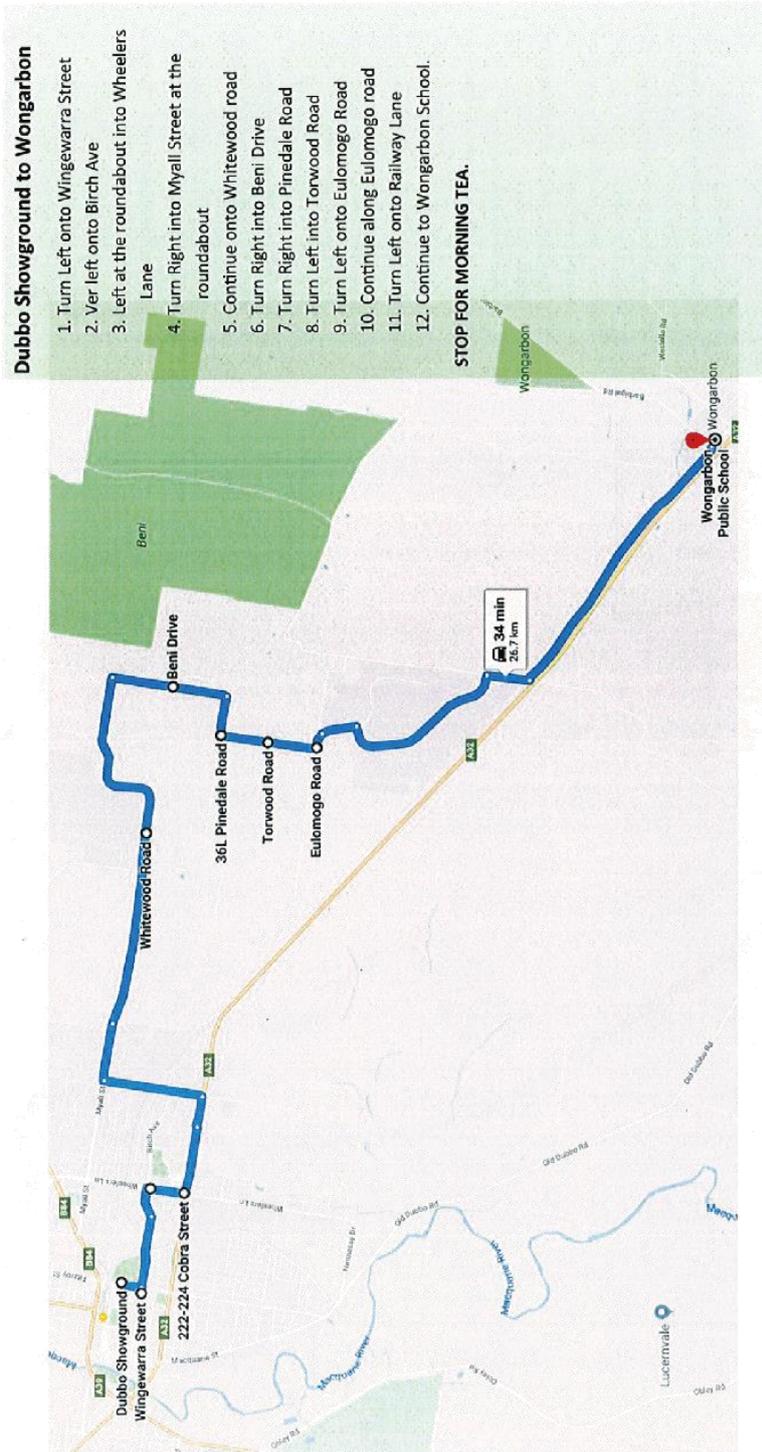
6 Signed N Murray
Capacity/Title Trek Director
Date 18-3-2019



2019 Tractor Trek Route—Friday 27 September 2019—Dubbo Showground to Taronga Western Plains Zoo



2019 Tractor Trek Route—Saturday 28 September 2019—Dubbo Showground to Wongarbron



MAP 2

2019 Tractor Trek Route—Saturday 28 September 2019—Dubbo Showground to Wongarbaron



Wongarbaron to Beni

1. Turn Left out of parking on railway street.
2. Turn Right onto Beni Street
3. Continue across Westella Road onto Barbigal Road
4. Ver left on to woodleys road
5. Turn Left onto Beni Forest road
6. Turn Right Apple Valley Firetrail
7. Turn Right onto Nashville Firetrail
8. Turn Right onto Deep creek Firetrail
9. Turn right onto Jones Firetrail
10. Turn right into Brin Jones Property (PRIVATE PROPERTY) Continue to Shed

STOP FOR LUNCH



MAP 3

2019 Tractor Trek Route—Saturday 28 September 2019—Dubbo Showground to Wongarbon



Beni to Showground:

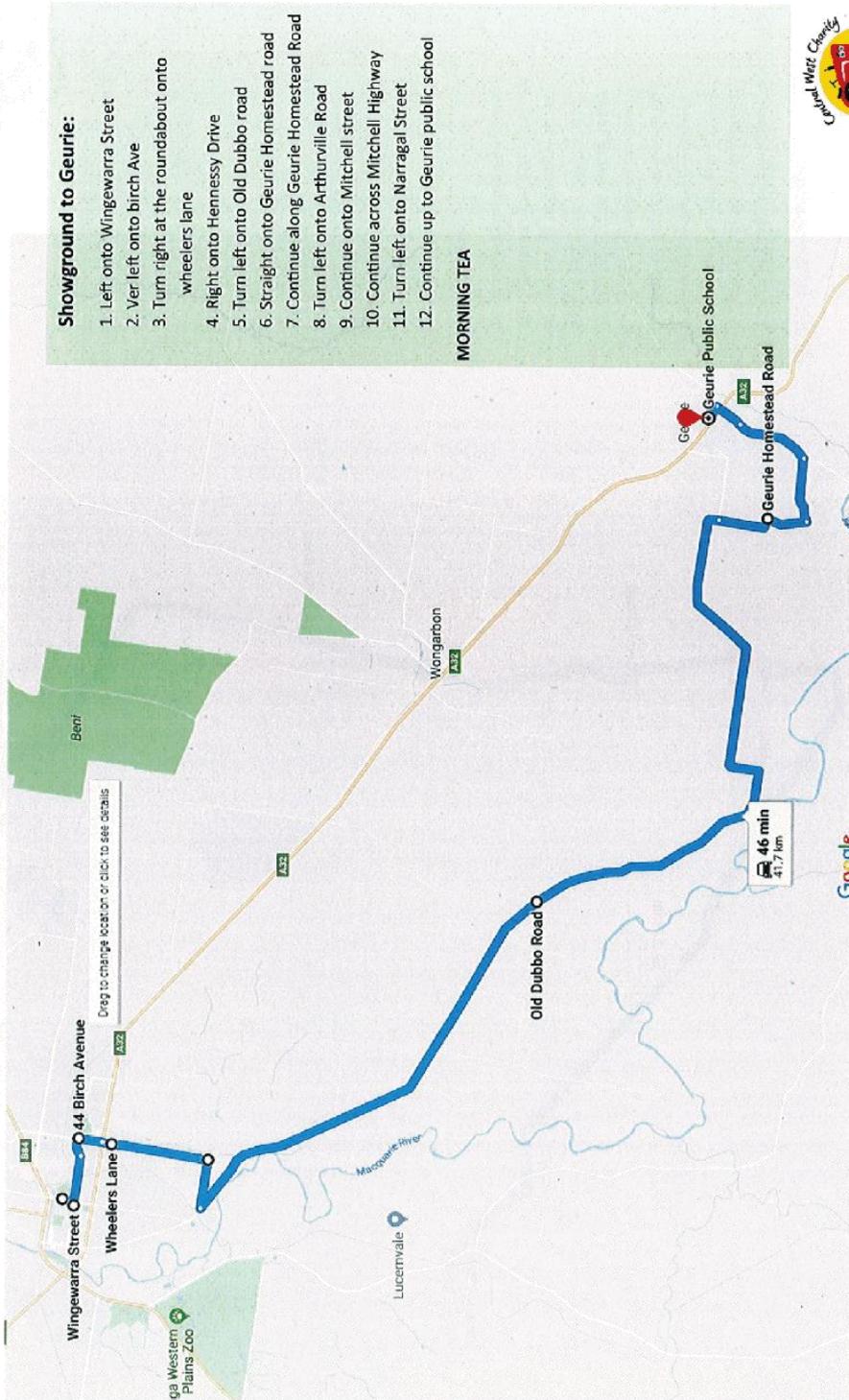
1. Turn Left onto Durraveen Lane
2. Turn Left onto Thornwood Road
3. Right onto Whitewood Road
4. Continue onto Myall Street
5. Turn Left onto Wheelers Lane
6. Right onto Birch Ave
7. Continue into Wingewarra Street
8. Right into the Showground

END OF DAY TWO



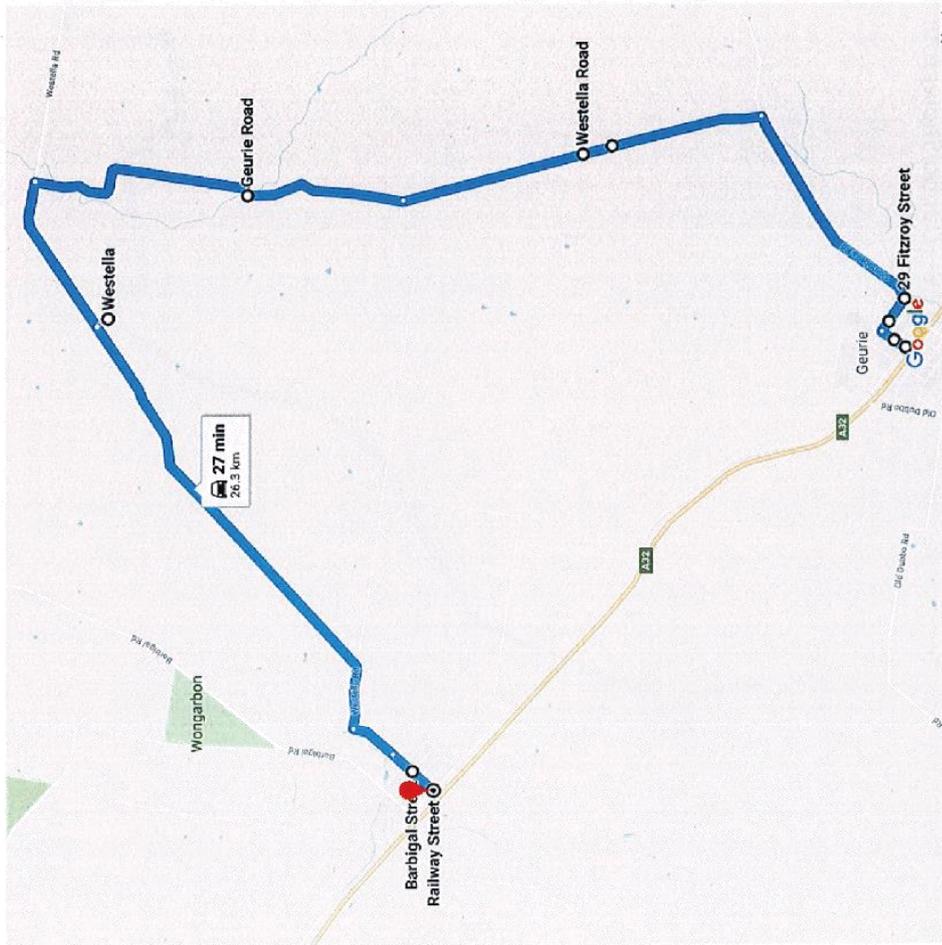
MAP 4

2019 Tractor Trek Route—Sunday 29 September 2019—Dubbo Showground to Geurie



MAP 5

2019 Tractor Trek Route—Sunday 29 September 2019—Dubbo Showground to Geurie



Geurie to Wongarbron:

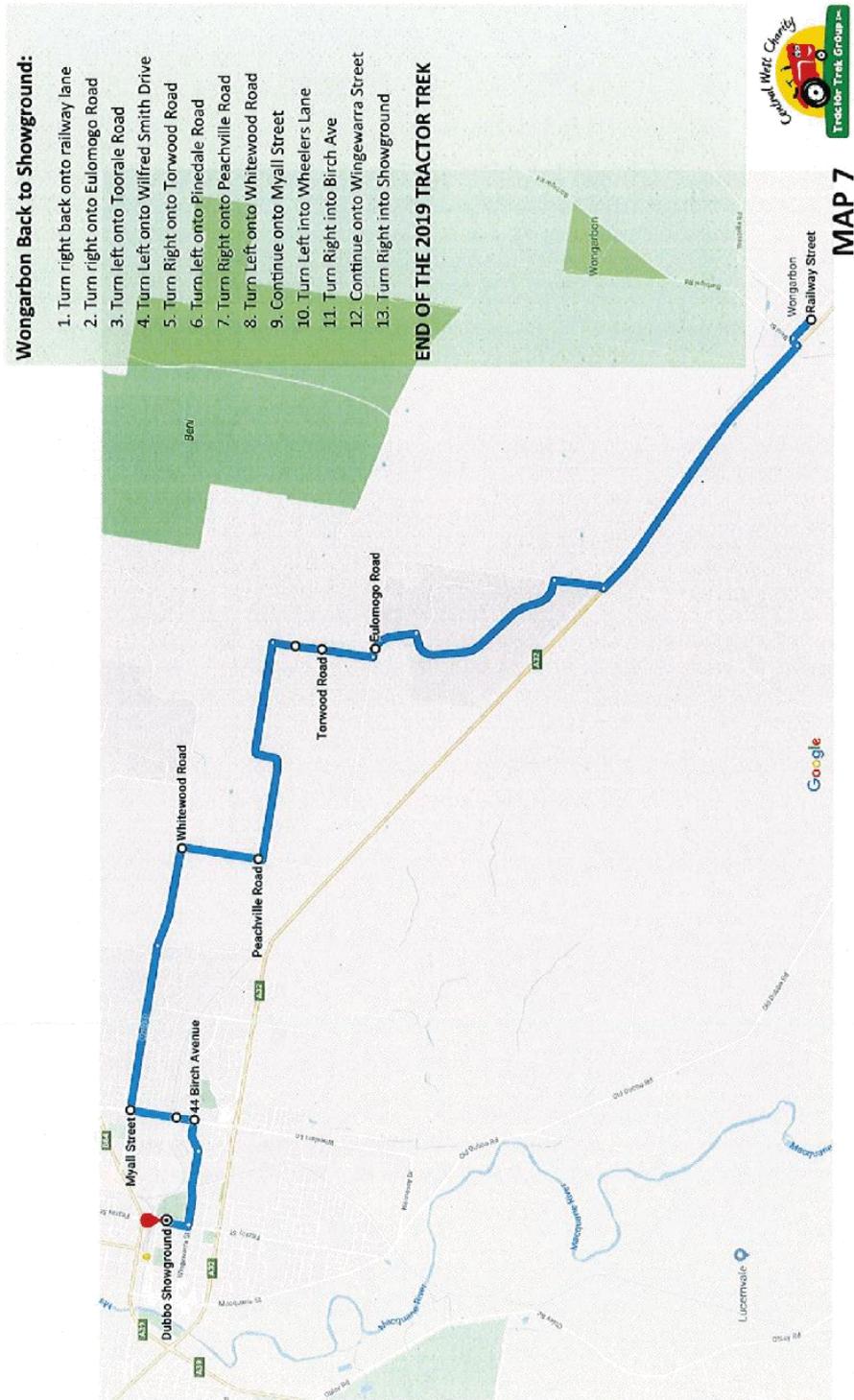
1. Turn Right out of the school
2. Turn right onto Douglas Street
3. Turn Right onto Fitzroy Street
4. Turn Left onto Paxton Street
5. Continue along Combobella Road
6. Turn left onto Westella Road
7. Turn Right onto Geurie Road
8. Turn Left onto Westella road
9. Turn Left onto Barbigal Street
10. Turn Right onto Railway Street
11. Turn Left into the Pony Club

STOP FOR LUNCH



MAP 6

2019 Tractor Trek Route—Sunday 29 September 2019—Dubbo Showground to Geurie



2019 Central West Charity Tractor Trek Group Inc.											
Risk Assessment											
Area / Activity	Issue / Risk of....	Rating Likelihood / Consequence		Overall Risk	Issue Owner(s)	External Stakeholder Affected	Treatment Strategies / Controls	Residual Risk			
		L	C					L Risk	C	% Complete	
Injury & Damages											
1.1 Injury to Tractor Trek Entrant	Injury ranging from minor to serious or death. Associated damage to vehicles or property. Adverse publicity Cancellation or modification of Tractor Trek for the day or the remainder of the event. Placing the future of the event in jeopardy. Legal action against CWCTTG	2	5	HIGH	CWCTTG	Emergency services Entrants Officials / volunteers Local Councils	Pre-event <ul style="list-style-type: none"> Two pre-event route surveys conducted by Trek Director. All entrants and officials who intend to drive vehicles during the event must provide copies of current driver's licence Safety message and information distributed to entrants and officials through newsletters and other media Driver safety briefings First Aid volunteers enlisted to manage first aid response during event Event <ul style="list-style-type: none"> Detailed route notes outlining cautions and hazards provided to all entrants and officials Need for complete road rule compliance reinforced Leg route checked by Safety Officer immediately before beginning of each leg Official vehicle roles and responsibilities allocated Official personnel roles and responsibilities allocated Compulsory driver breath testing every morning Driver briefing conducted every morning before departure Incident reporting procedure Response <ul style="list-style-type: none"> Two First Aiders and one mechanic commissioned to travel with Trek 	1	4	LOW	

Area / Activity	Issue / Risk of....	Rating Likelihood / Consequence		Overall Risk	Issue Owner(s)	External Stakeholder Affected	Treatment Strategies / Controls	Residual Risk		% Complete	
		L	C					L	C		
1.3 Damage to Property	Damage to fences, roads and other property Release of livestock onto the road due to damaged fences Legal action against CWCTTG	3	3	MEDIUM	CWCTTG	State & Local Government Property owners Insurance Companies	Pre-event <ul style="list-style-type: none"> Two pre-event route surveys conducted by Trek Director Safety message and information distributed to entrants and officials through newsletters and other media Driver safety briefing All entrants and officials who intend to drive vehicles during the event must provide copies of current driver's licence All entrants and Officials to sign Drug and Alcohol policy Correct use of UHF radios communicated to all entrants for calling of route hazards Event <ul style="list-style-type: none"> Detailed route notes outlining cautions and hazards provided to all entrants and officials Leg route checked by Safety Officer immediately before beginning of each leg Absolute road rule compliance reinforced Official vehicle roles and responsibilities allocated Official personnel roles and responsibilities allocated Compulsory driver breath testing every morning Reinforce correct use of UHF radios for calling hazards Incident reporting procedure Response <ul style="list-style-type: none"> Two First Aiders, to travel with Trek Safety plan with Task Chart created for event Standard Incident and Medical reporting First Aid kits in Tractors and official vehicles 	1	3	LOW	

<p>1.4 Damage to Sponsor Vehicle</p> <p>OR</p> <p>Damage to third party vehicle (including entrant) caused by sponsor vehicle</p>	<p>Vehicle Damage</p> <p>Associated damage to property</p> <p>Damage to third party / entrant vehicle</p> <p>Adverse Publicity</p> <p>Loss of sponsorship / money</p> <p>Cost of insurance claim / excess</p> <p>Disruption to event logistically through:</p> <ul style="list-style-type: none"> - loss of Official vehicle - Recourses required to assist third party or entrant 	3	3	<p>MEDIUM</p>	<p>CWCTTG</p>	<p>Vehicle Supplier</p> <p>State & Local Government</p> <p>Property owners</p> <p>Insurance Companies</p>	<p>Pre-event</p> <ul style="list-style-type: none"> • Two surveys conducted by course director • Safety message and information distributed to entrants and officials through newsletters and other media • All entrants and officials who intend to drive vehicles during the event must provide copies of current driver's licence • All entrants and Officials to sign Drug and Alcohol policy • Driver safety briefing <p>Event</p> <ul style="list-style-type: none"> • Detailed route notes outlining cautions and hazards provided to all entrants and officials • Need for complete road rule compliance reinforced • Official vehicle roles and responsibilities allocated • Official personnel roles and responsibilities allocated • Leg route checked by Safety Officer immediately before beginning of each leg • Compulsory driver breath testing every morning • Damage report mechanism in place • Incident reporting procedure • First aid kits in Tractors and official vehicles • Safety Vests to be worn by entrants and officials <p>Response</p> <ul style="list-style-type: none"> • Two First Aiders travel with Trek • Safety plan with Task Chart created for event • Standard Incident and Medical reporting 	2	3	<p>LOW</p>
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Area / Activity	Issue / Risk of....	Rating Likelihood / Consequence		Overall Risk	Issue Owner(s)	External Stakeholder Affected	Treatment Strategies / Controls	Residual Risk			% Complete
		L	C					L	C	Risk	
1.5 Damage to Entrant or third party vehicle	<ul style="list-style-type: none"> Vehicle Damage Associated damage to property Adverse Publicity Cost of insurance claim / excess Disruption to event logistically 	3	3	MEDIUM	ENTRANT CWCTTG	State & Local Government Vehicle owners Insurance Companies	Pre-event <ul style="list-style-type: none"> Two pre-event route surveys conducted by Trek Director Safety message and information distributed to entrants and officials through newsletters and other media All entrants and officials who intend to drive vehicles during the event must provide copies of current drivers licence All entrants and Officials to sign Drug and Alcohol policy Driver safety briefing Event <ul style="list-style-type: none"> Detailed route notes outlining cautions and hazards provided to all entrants and officials Need for complete road rule compliance reinforced Official vehicle roles and responsibilities allocated Leg route checked by Safety Officer immediately before beginning of each leg Official personnel roles and responsibilities allocated Compulsory driver breath testing every morning Damage report mechanism in place Incident reporting procedure Response <ul style="list-style-type: none"> Two First Aiders, commissioned to travel with a fleet Safety plan with Task Chart created for event Standard Incident and Medical reporting 	2	3	LOW	
1.6 Fire causing injury	<ul style="list-style-type: none"> Injury ranging from minor to serious or death. Associated damage to vehicles or property. Adverse publicity 	2	4	MEDIUM	ENTRANT CWCTTG	State & Local Government Vehicle owners Insurance Companies	Pre-event <ul style="list-style-type: none"> Two pre-event route surveys conducted by Trek Director Safety message and information distributed to entrants and officials through newsletters and other media 	1	3	LOW	

	<p>Cancellation or modification of Tractor Trek for the day or the remainder of the event.</p> <p>Placing the future of the event in jeopardy.</p> <p>Legal action against CWCTTG</p>				<ul style="list-style-type: none"> • All entrants and officials who intend to drive vehicles during the event must provide copies of current driver's licence • All entrants and Officials to sign Drug and Alcohol policy • Driver safety briefing <p>Event</p> <ul style="list-style-type: none"> • Detailed route notes outlining cautions and hazards provided to all entrants and officials • Leg route checked by Safety Officer immediately before beginning of each leg • Need for complete road rule compliance reinforced • Official vehicle roles and responsibilities allocated • Official personnel roles and responsibilities allocated • Compulsory driver breath testing every morning • Incident reporting procedure <p>Response</p> <ul style="list-style-type: none"> • Two First Aiders, commissioned to travel with fleet • Safety plan with Task Chart created for event • Standard Incident and Medical reporting 		
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Area / Activity	Issue / Risk of....	Rating Likelihood / Consequence		Overall Risk	Issue Owner(s)	External Stakeholder Affected	Treatment Strategies / Controls	Residual Risk			% Complete
		L	C					L	C	Risk	
Medical Condition											
2.1 Acute undiagnosed medical condition	Life threatening condition resulting in serious illness or death caused by minor through to serious consequences. Detrimental impact on event resulting in the modification or cancellation of all or part.	2	4	MEDIUM	PATIENT CWCTTG	Emergency and Health Services	<ul style="list-style-type: none"> Safety briefing outlining process for notification of medical emergencies. All entrants and officials as part of the conditions of event entry, must complete a Health Statement as part of the Event Indemnity Procedure Enlist the services of two qualified First Aiders for the duration of the event including attending additional official event functions (meals, games etc) Full First Aid kits in Official vehicles Include local Emergency Services contact phone numbers in the event manual All officials to have mobile phones or other communications devices Ensure all meal venues show best practice in food preparation 	1	4	LOW	
2.2 Acute diagnosed medical condition	Pre-existing life threatening condition resulting in major illness or death Detrimental impact on event resulting in the modification or cancellation of all or part.	2	4	MEDIUM	PATIENT CWCTTG	Emergency and Health Services	<ul style="list-style-type: none"> Safety briefing outlining process for notification of medical emergencies. All entrants and officials as part of the conditions of event entry, must complete a Health Statement as part of the Event Indemnity Procedure Enlist the services of two fully qualified First Aiders for the duration of the event including attending additional official event functions (meals, games etc) First Aid kits in Official vehicles Include local Emergency Services contact phone numbers in the Bible Equip all officials with communications devices 	1	4	LOW	

<p>2.3 Minor ailment of entrant or official</p>	<p>Discomfort of entrant or official Minor interruption to event logistics possible temporary reorganisation of Official's responsibilities</p>	<p>4</p>	<p>1</p>	<p>LOW</p>	<p>PATIENT CWCTTG</p>	<p>Emergency and Health Services</p>	<ul style="list-style-type: none"> • Safety briefing outlining process for notification of medical emergencies. • All entrants and officials as part of the conditions of event entry, must complete a Health Statement as part of the Event Indemnity Procedure • Enlist the services of two fully qualified First Aiders for the duration of the event including attending additional official event functions (meals, games etc) • First Aid kits in tractors and Official vehicles 	<p>3</p>	<p>1</p>	<p>LOW</p>
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Area / Activity	Issue / Risk of....	Rating Likelihood / Consequence		Overall Risk	Issue Owner(s)	External Stakeholder Affected	Treatment Strategies / Controls	Residual Risk			% Complete
		L	C					L	C	Risk	
Environmental Risk											
3.1 Death of native animal hit by tractor or official vehicle	Death of animal Associated damage to vehicle or property Subsequent effect on event logistics and resources Negative media and community response	2	3	LOW	CWCTTG	National Parkes & Wildlife Service Animal Rescue Agencies	<ul style="list-style-type: none"> Detailed route notes outlining cautions and hazards provided to all entrants and officials Need for complete road rule compliance reinforced Veterinarian will be in Official vehicle Have number for wires in Official vehicles Official vehicle roles and responsibilities allocated Official personnel roles and responsibilities allocated Compulsory driver breath testing every morning Damage report mechanism in place 	2	3	LOW	
3.2 Damage to protected flora	Damage to significant flora Negative media coverage	1	3	LOW	CWCTTG	National Parkes & Wildlife Service	<ul style="list-style-type: none"> Detailed route notes outlining cautions and hazards provided to all entrants and officials Need for complete road rule compliance reinforced Official vehicle roles and responsibilities allocated Official personnel roles and responsibilities allocated Compulsory driver breath testing every morning Damage report mechanism in place 	1	3	LOW	
3.3 Fire causing property damage	Damage to property Associated damage to vehicle or property Subsequent effect on event logistics and event resources Negative media and community response	2	2	LOW	CWCTTG	National Parkes & Wildlife Service Animal Rescue Agencies	<ul style="list-style-type: none"> Detailed route notes outlining cautions and hazards provided to all entrants and officials Need for complete road rule compliance reinforced Compulsory driver breath testing every morning Damage report mechanism in place RFS part of Official vehicle entourage 	2	2	LOW	
3.4 Fuel spill	Environmental damage	2	2	LOW	CWCTTG	National Parkes &	<ul style="list-style-type: none"> Detailed route notes outlining cautions and 	2	2	LOW	

<p>Associated damage to vehicle or property</p> <p>Subsequent effect on event logistics and resources</p> <p>Negative media and community response</p>					<p>Wildlife Service</p> <p>Animal Rescue Agencies</p>	<p>hazards provided to all entrants and officials</p> <ul style="list-style-type: none"> • Need for complete road rule compliance reinforced • Official vehicle roles and responsibilities allocated • Official vehicle to carry fuel remediation material (eniretech) • Compulsory driver breath testing every morning • Damage report mechanism in place • No refuelling to take place near waterways 				
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Area / Activity	Issue / Risk of....	Rating Likelihood / Consequence		Overall Risk	Issue Owner(s)	External Stakeholder Affected	Treatment Strategies / Controls	Residual Risk			% Complete
		L	C					L	C	Risk	
Traffic Management and Safety											
4.1	Slow movement of fleet hinders normal traffic flow Accident caused by slow moving fleet when moving in straight line or at intersection	4	3	HIGH	Tractor Drivers	Normal Road users	<ul style="list-style-type: none"> Entrants to be asked for the preferred speed they would like to travel Tractors to move in 2 groups, one of slower and one of faster Tractors with sufficient interval between starting time of first and second group Slow tractors in first group to travel between 20-25 kph Faster tractors in second group to travel between 30-35 kph Tractors within each convoy to move in sub-groups of 10 with 500 metres between sub-groups Each group to be escorted front and back by escort vehicles Remove fleet from road at rest stops Lead tractor in each group to have radio contact with escort vehicles to be warned of approaching traffic Tractors to be fitted with mirrors Tractor must be registered. Tractors Crossing/Turning signs on highways and major roads where necessary Obtain approval from Traffic Committees, RTA and police for event Discuss need to close side roads and streets with RTA and Police Vehicles to comply with road rules Flashing Beacons on tractors and official vehicles Certified traffic control officers in support crew Commercial escort vehicles with RTA approved lights and signs 500 to 700 metres in front and behind fleet Advertise event in local media to make people aware of event 	2	3	LOW	

4.2	Fleet stopped through roadwork or road closure	3	3	MEDIUM	CWCTTG	Tractor drivers and Official vehicles	<ul style="list-style-type: none"> and be on lookout for fleet • Contact councils prior to trek for planned road works / closures • Contact RTA or Council to find out length of closure and discuss an alternate route if needed 	2	3	LOW
4.3	Tractor Breakdown	3	4	HIGH	CWCTTG	Tractor Drivers, Official vehicles NRMA normal traffic	<ul style="list-style-type: none"> • Have Mechanic in support team • Have rescue tilt truck in fleet • All break-downs to be transported to next suitable location by tilt-tray truck 	2	3	LOW
4.4	Accident caused through fatigue	3	4	HIGH	CWCTTG		<ul style="list-style-type: none"> • Rest stops at least every 2 hours • Travel 80 - 120km per day • Entrants encouraged to have at least 2 drivers per tractor 	2	3	LOW
4.5	Injury to Children on tractors	3	4	MEDIUM	CWCTTG	Tractor Drivers, Official vehicles, Normal traffic	<ul style="list-style-type: none"> • Tractors must be stationary before any child approaches • Children must be supervised and assisted on and off tractor by an adult • Tractor must remain stationary until child is fastened in seatbelt and cab is closed • Tractor must be stationary when child's seatbelt is unbuckled, cab is then opened and child escorted from tractor 	2	3	LOW

Area / Activity	Issue / Risk of...	Rating Likelihood / Consequence		Overall Risk	Issue Owner(s)	External Stakeholder Affected	Treatment Strategies / Controls	Residual Risk			% Complete
		L	C					L	C	Risk	
Missing Vehicles											
5.1 Vehicle strays from designated route	Possible effect on event logistics and event resources Negative entrant response Involvement of Emergency Services	4	2	MEDIUM	CWCTTG	Entrant Emergency and Health Services	<ul style="list-style-type: none"> Two pre-event route surveys conducted by Trek Director Driver safety briefings conducted at the start of, and at lunch time, each day Trip Meter Calibration explained Detailed route notes outlining cautions and hazards provided to all entrants and officials Need for complete road rule compliance reinforced Official personnel roles and responsibilities allocated Compulsory driver breath testing every morning Two First Aiders, and a mechanic commissioned to travel with fleet Safety plan with Task Chart created for event Standard Incident and Medical reporting Include local Emergency Services contact phone numbers in the Bible Signs or Marshalls to indicate direction of travel where the route turns off the current road. Marshalls to remain to the left of the carriageway. 	3	2	LOW	

Inappropriate Behaviour										
6.1 Inappropriate contact with a child	Negative public image Negative corporate image Negative media and community response Legal action	2	4	MEDIUM	CWCTTG	Entrant Local Community Police / Legal System	<ul style="list-style-type: none"> Each entrant will be required to apply for a "Working with Children" check with the NSW Office of the Children's Guardian Each entrant will be required to submit their "Working with Children" number to Camp Quality once the entrant has received this from the Office of the Children's Guardian. Each entrant will also be required to attend a briefing. Compliance with Code of Conduct 	2	2	LOW
6.2 High speed and or dangerous driving OR Inappropriate behaviour	Negative public image Negative corporate image Negative media and community response Involvement of Emergency Services Involvement of law enforcement Increase the potential of an accident	4	2	MEDIUM	CWCTTG	Entrant Emergency and Health Services Law Enforcement General public	<ul style="list-style-type: none"> Detailed route notes outlining cautions and hazards provided to all entrants and officials Need for complete road rule compliance reinforced Official personnel roles and responsibilities allocated Compulsory driver breath testing every morning 2 First Aiders, mechanic commissioned to travel fleet Safety plan with Task Chart created for event Standard Incident, accident and Medical reporting Entrant signs code of conduct Entrants sign Drug and Alcohol Policy Compliance with Code of Conduct and Alcohol and Drug policy 	2	2	LOW

Area / Activity	Issue / Risk of....	Rating Likelihood / Consequence		Overall Risk	Issue Owner(s)	External Stakeholder Affected	Treatment Strategies / Controls	Residual Risk			% Complete
		L	C					L	C	Risk	
School Visits											
7.1 Event involves School visit	Bringing people into school who could act inappropriately or harm children	3	4	HIGH	CWCTTG	DEPT EDUCATION	<ul style="list-style-type: none"> Ensure staff and Tractor Trek entrants have had their Working with Children check completed, and briefed in WWC policy and understand their roles and responsibilities Ensure that school staff are aware they need to keep an eye on their children at all times Ensure we maintain parental supervision or two WWC checked people with the children at all times Ensure the distribution of any toys, merchandise and food is done in a safe and fair way 	1	4	LOW	
7.2 Vehicles moving in and out of schools	Potential danger of vehicle and children collision	4	4	HIGH	CWCTTG	DEPT EDUCATION	<ul style="list-style-type: none"> Traffic management plan to include school visits Ensure allocated parking area for vehicles is sign-posted and clear for arrival and departure Ensure children are supervised and restrained from drive in / out area. Children to be supervised at all times by school staff 	2	3	LOW	
7.3 Children around moving vehicles	Potential danger of injury	4	4	HIGH	CWCTTG	DEPT EDUCATION	<ul style="list-style-type: none"> Brief all participants on 'vehicles and children' practices: Keys must not be left unattended in the ignition at any time. Vehicles must be stationary before any child approaches or is around vehicle 	2	2	LOW	

Inherent Risk Rating

Likelihood	Consequences				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Medium	High	Very High	Very High	Very High
Likely (4)	Low	Medium	High	Very High	Very High
Possible (3)	Low	Low	Medium	High	Very High
Unlikely (2)	Low	Low	Low	Medium	High
Rare (1)	Low	Low	Low	Low	High

Director Approval:

Name	Signature:	Date

Risk Assessment Completed by:

Name:	Signature:	Date:

Comments:

Verification that Follow Up Actions are Completed:

Name:	Signature:	Date:
<p>Emergency Management - All participants have been advised of Emergency Evacuation Procedures, including Instructions for evacuating individuals with special needs? (Tick) Comment:</p>		
<p>Insurance - All provider's Public Liability insurance documentation and risk assessments (if applicable) are received, reviewed and attached? (Tick) Comment:</p>		



Certificate of Insurance

CLASS OF BUSINESS:	COMMUNITY SERVICES ORGANISATION INSURANCE		
POLICY NUMBER:	NFPIB/58950		
INSURED:	Central West Charity Tractor Trek Group Inc.		
INSURED'S BUSINESS:	Philanthropic & Advocacy Services		
PERIOD OF INSURANCE:	02/02/2019 to 02/02/2020		
INTERESTED PARTY:	Dubbo Regional Council, NSW Police Force, RMS, National Parks and Wildlife		
RETROACTIVE DATE:	02/02/2018 (excluding any known claims and/or circumstances)		
LIMITS OF LIABILITY:	General Public & Products Liability		\$20,000,000
		Any one OCCURENCE and in the aggregate in respect of PRODUCT LIABILITY	
		Medical Malpractice	\$2,000,000
	Personal Accident	Capital Benefit	\$50,000
		Weekly Benefit	\$500
	Management Liability	Aggregate Limit	\$3,000,000
		Directors & Officers	\$2,000,000
		Employment Practices Liability	\$500,000
		Tax Audit	\$50,000
	Professional Indemnity		Not Insured
	Property and Income Protection		Not Insured
EXCESS:	General Public & Products Liability		\$300
	Personal Accident	Capital Benefit	Nil
		Weekly Benefit	7 Days
	Management Liability	Organisation Liability	\$1,000
		Directors & Officers Liability	\$1,000
		Organisation Reimbursement	\$1,000
		Employment Practices Liability	\$2,500
		Trustees Liability	\$1,000
		Satutory Liability	\$1,000
		Internet Liability	\$1,000
		Organisation Crisis Cover	\$1,000

Employee & Third Party Fidelity \$1,500

Tax Audit Nil

Professional Indemnity Not Insured

**Property and Income
Protection** Not Insured

POLICY WORDING: Community Services Organisations Wording COMSERVPOL 0416 VERSION 2.0

INSURER: Ansvar Insurance Limited ABN: 21 007 216 506 AFSL: 237826



REPORT: 2019 Black Wattle Fair

AUTHOR: Senior Traffic Engineer
REPORT DATE: 28 March 2019
TRIM REFERENCE: ID19/376

EXECUTIVE SUMMARY

Mumbil District Progress Association have submitted an application to hold the annual Black Wattle Fair on Saturday 19 October 2019. The Fair is held within the Mumbil Oval and Mumbil Hall area, separated by Burrendong Way. Approval is requested for a partial road closure of Burrendong Way between Cudgegong Street and Mackerel Street from 6.00 am to 5.00 pm. Burrendong Way is a regional road and will require the consent of the Roads and Maritime Services (RMS). A detour will be required around the closure through the village.

The application, supporting documentation and Traffic Control Plan TM 7135 are attached as **Appendix 1**. The Black Wattle Fair has been held in previous years and there have been no issues arising.

It is recommended that approval be granted for the Mumbil District Progress Association to implement a partial road closure of the Burrendong Way for the 2019 Black Wattle Fair in accordance with the Traffic Management Plan and conditions of approval as imposed by the NSW Police, Council and the RMS.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

That Council approval be granted for a partial road closure of Burrendong Way between Cudgegong Street and Mackerel Street on Saturday 19 October 2019 for the 2019 Black Wattle Fair between 6.00 am and 5.00 pm, subject to:

1. Consent is required from the Roads and Maritime Services for the event to close part of Burrendong Way, with evidence provided to Council of the conditions of approval. In the event that approval is not granted, then the applicant is to advise Council if the event will proceed with a re-design that excludes the crossing of Burrendong Way.
2. The submissions of an Event and Traffic Management Plan and Traffic Control Plans to Council for approval in accordance with Australian Standard 1742.3 and the Roads and Maritime Services Guide to Traffic Control at Worksites Manual, prepared by an

- accredited person.
3. Traffic controllers and trained course marshals are to be provided at all road closure points and other locations as identified in the Event and Traffic Management Plan with restricted access only to emergency and authorised vehicles. All traffic controllers are to be specially authorised for the event with current Roads and Maritime Services certification.
 4. Council's Executive Manager of Governance and Internal Control must sight a copy the current Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Services and NSW Police is specifically noted to be indemnified against any action resulting from the event.
 5. The applicant is responsible for the provision of all traffic management required for the event in accordance with the Traffic Management Plan.
 6. The applicant is responsible for all costs associated with the placement of a public notification a minimum of two weeks prior to the event, and advice to the residents within the closed roads advising of 2019 Black Wattle Fair and road closure at Mumbil.
 7. All traffic advisory signs shall be placed in accordance with the approved Traffic Control Plan and the Traffic and Event Management Plan.
 8. The NSW Police consent and conditions for the running of the event as considered necessary.
 9. The applicant is to submit to Council all the appropriate documentation required accepting the above terms and conditions before final approval will be granted.
 10. All costs associated with implementing these event conditions are to be met by the event organiser.
 11. Pre-event advice signage is to be located on the Burrendong Way Mumbil in advance of the proposed road closure area a minimum of two weeks prior to the event.

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Monday, 1 April 2019. The Committee had unanimous support in the adoption of the recommendation.

RECOMMENDATION

That Council approval be granted for a partial road closure of Burrendong Way between Cudgegong Street and Mackerel Street on Saturday 19 October 2019 for the 2019 Black Wattle Fair between 6.00 am and 5.00 pm, subject to:

1. **Consent is required from the Roads and Maritime Services for the event to close part of Burrendong Way, with evidence provided to Council of the conditions of approval. In the event that approval is not granted, then the applicant is to advise Council if the event will proceed with a re-design that excludes the crossing of Burrendong Way.**
2. **The submissions of an Event and Traffic Management Plan and Traffic Control Plans to Council for approval in accordance with Australian Standard 1742.3 and the Roads and Maritime Services Guide to Traffic Control at Worksites Manual, prepared by an accredited person.**

3. Traffic controllers and trained course marshals are to be provided at all road closure points and other locations as identified in the Event and Traffic Management Plan with restricted access only to emergency and authorised vehicles. All traffic controllers are to be specially authorised for the event with current Roads and Maritime Services certification.
4. Council's Executive Manager of Governance and Internal Control must sight a copy the current Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Services and NSW Police is specifically noted to be indemnified against any action resulting from the event.
5. The applicant is responsible for the provision of all traffic management required for the event in accordance with the Traffic Management Plan.
6. The applicant is responsible for all costs associated with the placement of a public notification a minimum of two weeks prior to the event, and advice to the residents within the closed roads advising of 2019 Black Wattle Fair and road closure at Mumbil.
7. All traffic advisory signs shall be placed in accordance with the approved updated Traffic Control Plan TM7135 and the Traffic and Event Management Plan.
8. The NSW Police consent and conditions for the running of the event as considered necessary.
9. The applicant is to submit to Council all the appropriate documentation required accepting the above terms and conditions before final approval will be granted.
10. All costs associated with implementing these event conditions are to be met by the event organiser.
11. Pre-event advice signage is to be located on the Burrendong Way Mumbil in advance of the proposed road closure area a minimum of two weeks prior to the event.

Dennis Valantine
Senior Traffic Engineer

REPORT

Council has received an Event Application from the Mumbil District Progress Association requesting a partial road closure of the Burrendong Way, Mumbil between Cudegong Street and Mackerel Street to facilitate the running of the Black Wattle Fair on Saturday 19 October 2019. The road closure will operate between 6.00 am to 5.00 pm, with the Fair commencing at 8.00 am and concluding at 4.00 pm. Burrendong Way is a regional road and will require the consent of the RMS for its closure and detour.

The Black Wattle Fair activities will operate within the Mumbil Oval and Mumbil Hall area located on the eastern and western sides of Burrendong Way. A closure of Burrendong Way is required to ensure the safe movement of participants across the road and eliminate any traffic movements within the confines of the Fair Grounds. A detour will be required through the Village, via Cudegong, Mackerel and Naroogal streets and shall be implemented in accordance with the approved Traffic Management and Traffic Control Plan. Burrendong Way is not a heavily trafficked road and can be easily accommodated with the detour through the Village. The Black Wattle Fair has been running for several years and has a successful history.

It is recommended that approval be granted for the Mumbil District Progress Association to undertake the 2019 Black Wattle Fair on the Saturday 19 October 2019 as conditioned by Council, NSW Police and subject to the RMS's formal consent of the road closure and conditions as applied.

Appendices:

- [1](#) 2019 Black Wattle Fair - Event Application Form - Event Management Plan - Traffic Control Plan and Risk Assessment Form

EVENT APPLICATION FORM



This Event Application Form is required if you are staging your event on (or in part) on a Council road, footpath, reserve or park. This form does not require completion if the event is being held within a designated event venue.

Trim Reference
Office Use Only
18/637
ED

If you are planning to have an event on privately owned/operated land, please contact Council's Duty Planner on 6801 4000 to enquire regarding appropriate land use consents required.

All annual events being staged on (or in part) on a Council road, footpath, reserve or park are required to submit an Event Application Form, regardless if the event is held annually.

Before completing this form please refer to Council's Event Starter Guide.

Applications should be submitted between twelve (12) and six (6) months in advance.

SECTION 1: DETAILS OF THE EVENT	
Owner of event	Mumbil District Progress Association Incorporated
Name of event	Mumbil Black Wattle Fair
Location of event	Mumbil Hall and Mumbil Oval
Time of Event	From: 9am To: 3pm
Date of event	19 October 2019
Bump in date/s	6am - 9am
Bump out date/s	3pm - 5pm
Estimated attendance	
LGA residents	500
Day trippers (outside LGA)	
Overnight visitors	
Why are you organising this event	
Why are you organising this event	Community celebration for Mumbil
How many years has the event been held	
How many years has the event been held	
Applicant's contact details	
Name	Norma Faram
Mobile	0432 872 134
Email address	faram48@hotmail.com
Event Owner's details	
Mobile	
Email address	
Postal address	

Please submit to: council@dubbo.nsw.gov.au or PO Box 81, Dubbo NSW 2830
Deliver: Civic Administration Building, Church Street, Dubbo



EVENT APPLICATION FORM



SECTION 2: OBLIGATIONS OF EVENT OWNERS			
Part 1	Element		
A	Have you tentatively booked the location?	Yes	
B	I have attached a Certificate of Currency for \$20M Public Liability	No	
	Date of expiry _____ If the Certificate of Currency does not cover the date of your event, your application will be processed conditional to Council receiving the Certificate of Currency no less than six months prior to the event. Notations _____		
Part 2	Element	Event Starter Guide Reference	
A	Will the event be serving or supplying food?	Yes	2.6
B	Will alcohol be served or supplied?	No	5.2
C	Do you wish to use (or in part) Council roads or footpaths? Will pedestrian or vehicle traffic overspill to roads or footpaths? If yes, you are required to complete Application – Special Event - Do not submit this application without attaching the Application – Special Event form	Yes	4.4
D	If you require a Traffic Control Plan developed or assessed, Council will assist based on a fee-for-service charge. Council can also provide resources to assist you to enact the Plan. This is also based on a fee-for-service. Yes, I would like Council to provide a quote. I understand that Council will charge for any services provided. No, I will be engaging:		
E	Will your event play amplified sound? If yes, please specify time-frame _____	Yes	2.8
F	Will there be a fireworks or pyrotechnics display?	No	5.5
G	Is there plans to have a jumping castle or amusement ride at your event? (See below – Event Organisers Toolbox)	Yes	5.3
H	Will there be temporary structures at your event Staging If yes, please indicate size of the stage/s _____ Marquees If yes, please indicate total area of marquee/s space _____	Yes	Yes
I	How many people do you expect to attract to this event?	500	
J	Have you determined number of toilets for the size of your event? Have you started work on a waste management plan?	No No	2.11 2.13

Please submit to: council@dubbo.nsw.gov.au or PO Box 81, Dubbo NSW 2830
Deliver: Civic Administration Building, Church Street, Dubbo



EVENT APPLICATION FORM



SECTION 2: OBLIGATIONS OF EVENT OWNERS	
Part 3	Event Management Plan
<p>Risk Management Plan</p> <p>A Risk Management Plan is required to be submitted with this application form.</p> <p>If a Plan is not completed, please submit a draft and approval with be granted subject to the finalisation of the Plan.</p>	<p>Please select from the options below:</p> <p><input type="checkbox"/> I have attached a draft Risk Management Plan</p> <p><input checked="" type="checkbox"/> I have attached a finalised Risk Management Plan</p>
<p>It is expected that all events held in the Local Government Area are arranged and delivered in a safe and sustainable manner.</p> <p>Council may request a copy of plans as part of its assessment of your application.</p> <p>Conditional approval may be granted subject to plans being provided to Council.</p>	<p>Please indicate which plans are in place to support your event:</p> <p><input type="checkbox"/> Running sheet including roles and responsibilities</p> <p><input type="checkbox"/> Risk Management Plan Incorporating Emergency Evacuation Procedure</p> <p><input type="checkbox"/> Accessibility Plan</p> <p><input type="checkbox"/> Waste Management Plan</p> <p><input type="checkbox"/> Traffic Control Plan (where applicable)</p>

SECTION 3: SUPPORT AND PROMOTION – DUBBO REGIONAL COUNCIL		
Part 1	Level of support	Weblink
A	<p>Event Organisers Toolbox including</p> <ul style="list-style-type: none"> - Planning templates - Guidelines Banner Installation – Dubbo LGA - Media contacts - APRA guidelines - Accessibility guidelines - Amusement device application form 	https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Community-and-Awards/support-for-your-event
B	Event Funding	https://www.dubbo.nsw.gov.au/Community-and-Groups/Grants-and-Funding/event-funding
C	Event Promotion	https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Community-and-Awards/promote-your-event
D	<p>Advice and Assistance</p> <p>Contact Council's Marketing, Events and Partnerships team (02) 6801 4000 marketingandevents@dubbo.nsw.gov.au</p>	
F	<p>Check on the timing of your event to avoid a clash of dates: http://dubbo.com.au/Events/calendar</p>	

**Please complete this application in reference to
Council's Event Starter Kit
and submit no less than 6 months in advance of your event to
council@dubbo.nsw.gov.au**

Please submit to: council@dubbo.nsw.gov.au or PO Box 81, Dubbo NSW 2830
Deliver: Civic Administration Building, Church Street, Dubbo



Event Management Plan

Name of event	Mumbil Black Wattle Fair
Venue	Mumbil Hall & Mumbil Sports Ground
Date of event	19 October 2019 (Saturday)
Start / finish times	9am-3pm (prep 6am-5pm)

Event Manager	Norma Faram
Organisation	Mumbil District Progress Association Incorporated
Address	PO Box 7, Wellington NSW 2820
Mobile	0432862134 (home 68467667)
Email	faram48@hotmail.com

Main purpose of the event

Family fun day to attract visitors to Mumbil and to show case surrounding attractions such as Lake Burrendong, Arboretum, Mookerawa, Stuart Town, Wellington Caves, etc by inviting display stalls.

Overview of activities to be conducted at the event

Chuck Akubra, Billycart races, kid's activities, fishing tub, Spin-a-winner, BBQ, refreshments, variety of stalls, displays, etc

Target audience

People of all ages, local and visitors. We provide ample seating in a relaxed environment.

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

1.1 Event summary

Event Name: Mumbai Black Wattle Fair
 Event Location: Mumbai Hall + Mumbai Oval, Burrendong Way, Mumbai.
 Event Date: 19 Oct 2019 Event Start Time: 8am Event Finish Time: 3pm
 Event Setup Start Time: 6am Event Packdown Finish Time: 5pm
 Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

1.2 Contact names

Event Organiser: Mumbai District Progress Association Incorporated
 Phone: 68467667 Fax: _____ Mobile: 432862134 E-mail: Farcasm48@hotmail.com

Event Management Company (if applicable) _____
 Phone: _____ Fax: _____ Mobile: _____ E-mail: _____

Police _____
 Phone: _____ Fax: _____ Mobile: _____ E-mail: _____

Council _____
 Phone: _____ Fax: _____ Mobile: _____ E-mail: _____

Roads & Traffic Authority (if Class 1) _____
 Phone: _____ Fax: _____ Mobile: _____ E-mail: _____

**Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out*

1.3 Brief description of the event (one paragraph)

Family fun day to encourage families and visitors to have fun together, opportunity for Mumbai community to show their volunteering skills to make a great day. Chutakubra competition, games + activities for all, entertainment, BBQ, stalls, etc.

2 RISK MANAGEMENT - TRAFFIC

- | | |
|-------------------------------|--|
| CLASS 1
CLASS 2
CLASS 3 | 2.1 Occupational Health & Safety - Traffic Control |
| | <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached |
| | 2.2 Public Liability Insurance |
| | <input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached. <i>paid monthly current Certificate of Currency supplied prior to event</i> |
| | 2.3 Police |
| | <input type="checkbox"/> Police written approval obtained |
| | 2.4 Fire Brigades and Ambulance |
| | <input checked="" type="checkbox"/> Fire brigades notified |
| | <input checked="" type="checkbox"/> Ambulance notified |

3 TRAFFIC AND TRANSPORT MANAGEMENT

- | | |
|--|---|
| CLASS 1
CLASS 2
CLASS 3 | 3.1 The route or location |
| | <input checked="" type="checkbox"/> Map attached |
| | 3.2 Parking |
| | <input type="checkbox"/> Parking organised - details attached |
| | <input type="checkbox"/> Parking not required |
| | 3.3 Construction, traffic calming and traffic generating developments |
| | <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached |
| | <input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes |
| 3.4 Trusts, authorities or Government enterprises | |
| <input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached | |
| <input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise | |
| 3.5 Impact on/of Public transport | |
| <input type="checkbox"/> Public transport plans created - details attached | |
| <input checked="" type="checkbox"/> Public transport not impacted or will not impact event | |
| 3.6 Reopening roads after moving events | |
| <input type="checkbox"/> This is a moving event - details attached. | |
| <input checked="" type="checkbox"/> This is a non-moving event. | |
| 3.7 Traffic management requirements unique to this event | |
| <input type="checkbox"/> Description of unique traffic management requirements attached | |
| <input type="checkbox"/> There are no unique traffic requirements for this event | |
| 3.8 Contingency plans | |
| <input type="checkbox"/> Contingency plans attached | |

CLASS 1	CLASS 2	3.9 Heavy vehicle impacts
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
CLASS 1	CLASS 2	3.10 Special event clearways
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input type="checkbox"/> Special event clearways not required
4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES		
CLASS 1	CLASS 2	4.1 Access for local residents, businesses, hospitals and emergency vehicles
		<input type="checkbox"/> Plans to minimise impact on non-event community attached <input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
CLASS 1	CLASS 2	4.2 Advertise traffic management arrangements
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
CLASS 1	CLASS 2	4.3 Special event warning signs
		<input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs
CLASS 1	CLASS 2	4.4 Permanent Variable Message Signs
		<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
CLASS 1	CLASS 2	4.5 Portable Variable Message Signs
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6 APPROVAL

TMP Approved by: Event Organiser Date

7 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 attached to this TMP.

Regulation of traffic authorised by: Council Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: RTA Date

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Schedule 1 Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I NORMA FARAM (name)
of 19-21 ASLEY CRESC, MUMBIL NSW 2820 (address)
on behalf of MUMBIL DISTRICT PROGRESS ASSOCIATION INCORPORATED (organisation)
notify the Commissioner of Police that
on the 19 (day) of OCT (month) 2019 (year), it is intended to hold

either:

(a) a public assembly, not being a procession, of approximately
600 (number) persons,
which will assemble at MUMBIL HALL + MUMBIL CVAL, BARKENDONGWAY (Place)
at approximately 8 am/pm,
and disperse at approximately 5 am/pm.

or

(b) a public assembly, being a procession of approximately
..... (number) persons,
which will assemble at approximately am/pm, and at
approximately am/pm the procession will commence and shall proceed

.....
.....
.....
.....

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

2 The purpose of the proposed assembly is
MUMBIL BLACK WATTLE FAIR
family fun fair - activities, games, stalls
.....
.....
.....
.....

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly *(strike out whichever is not applicable)*:

(i) There will be (number) of vehicles and/or (number) of floats involved.
The type and dimensions are as follows:
.....
.....
.....
N/A

(ii) There will be (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

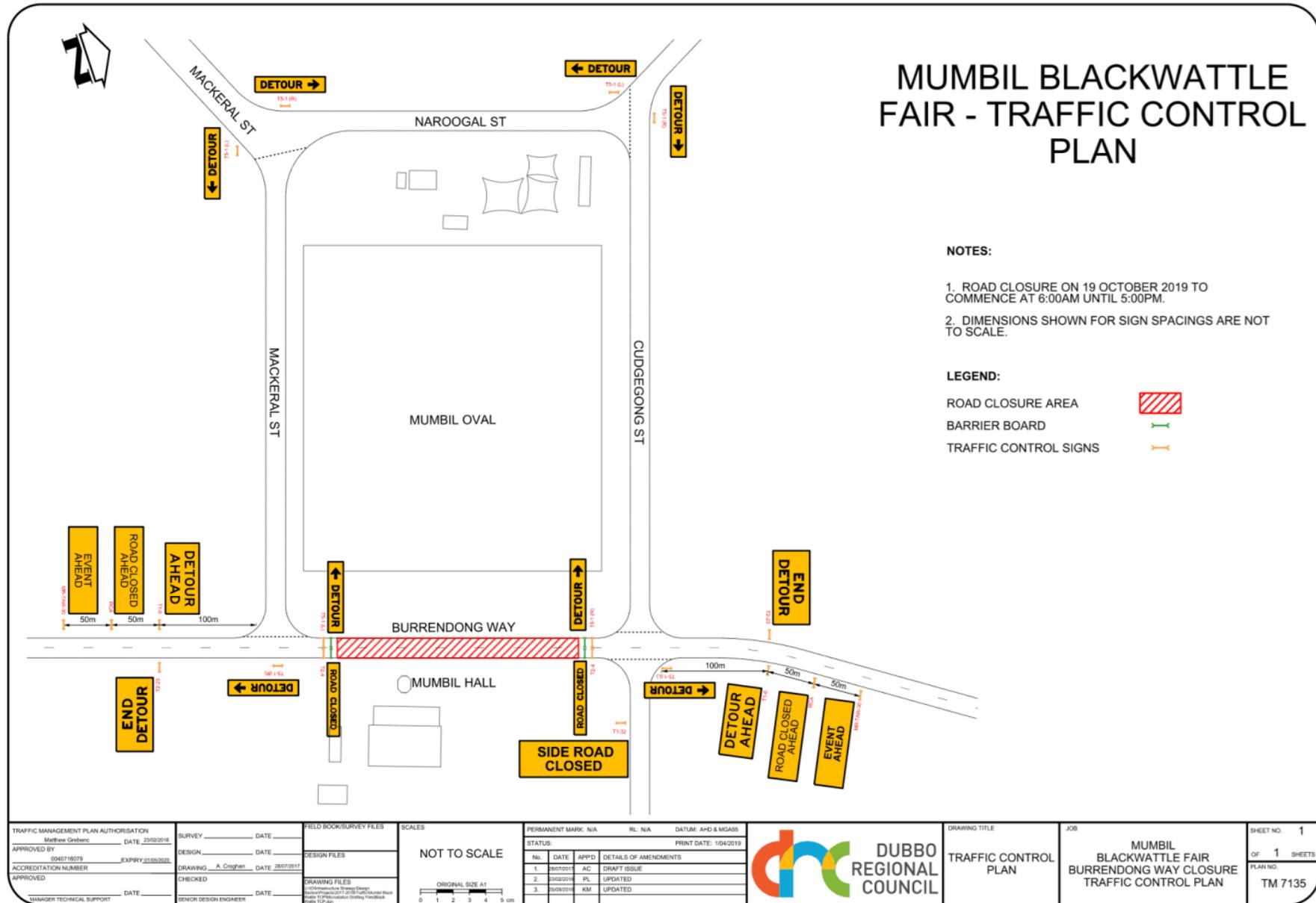
(iii) The following number and type of animals will be involved in the assembly:
.....
.....
N/A

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

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

5 Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:
.....
19-21 Apsley Crescent
.....
MUMBILI
.....
NSW Postcode 2820
Telephone No. 68467667 0432862134

6 Signed *N Ferana*
Capacity/Title *TREASURER (MDPA Inc)*
Date *18-03-2019*



2019 NSF

BWF Risk Assessment

MDPA

Do tasks or activities involve any of the following?	No		Yes		What control measures are required or have been implemented to minimise the risk?
	No	Yes	If YES, provide details		
All Activities and Tasks					
High risk work activities?	X	<input type="checkbox"/>			
Deviation from a current safe operating procedure or risk assessment?	X	<input type="checkbox"/>			
Biological Hazards					
Contact with needles or syringes?	<input type="checkbox"/>	X	Area is open to the public and a risk of needles or syringes being found on site.		Risk minimal.
Chemicals or Hazardous Substances					
Use, storage or transport of hazardous substances or chemicals?	<input type="checkbox"/>	X	Household chemical cleaners.		Stored in kitchen cupboards – no public access
Electricity					
Use of electrical equipment or leads?	<input type="checkbox"/>	X	MDPA only, PA system.		All MDPA appliances and cords have been tagged and tested. Power cord from power point to PA is short distance and runs along wall. There is no power access provided for stall holders or general public.
Generators?	<input type="checkbox"/>	X	Stall holders		It is the responsibility of stall holders to follow safe practices for generators.
Environmental Conditions					
Potential for air, water or ground pollution?	<input type="checkbox"/>	X	Water/oil used for cooking purposes/cleaning purposes.		Water and oil for cooking/cleaning is to be removed from the site. Potable water is available on site. All stall holders are required to be holders of Food Handling Certificate and adhere to Temporary Event Food Guidelines.

2019 NSF

BWF Risk Assessment

MDPA

<i>Do tasks or activities involve any of the following?</i>	<i>No</i>	<i>Yes</i>	<i>if YES, provide details</i>	<i>What control measures are required or have been implemented to minimise the risk?</i>
Disposal of waste?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Paper and plastics	Sufficient bins are provided. Any access rubbish is to be removed by stall holders.
Disturbance to the community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Driving vehicles or operating equipment in potentially unsuitable ground conditions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Fire Risk / Burns				
Hot objects or surfaces?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food preparation on site	Fire extinguishers and fire blankets to be accessible to stall holders using heat to prepare food or drinks.
Flammable materials or sources of ignition?		<input checked="" type="checkbox"/>	Food preparation on site	First Aid Box is located in small hall on top of book case opposite and to the left of the front entry to the hall. (as seen on site plan)
Hazardous Manual Tasks				
Pushing, pulling, lifting, carrying or otherwise moving objects manually?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stall holders bring merchandise/product to sell. MDPA members and volunteers put our seating and equipment.	All stall holders and MDPA volunteers are required to adhere to safe work practices in respect to manual handling and lifting heavy objects.
Human Interaction				
Work with Children?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Child activities and games	Held in full view and with parents or carers present
Service of alcohol?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		This is a drug and alcohol free venue and event
Machinery and Equipment				
Refuelling vehicles or equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Hand tools or small powered equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

2019 NSF

BWF Risk Assessment

MDPA

Do tasks or activities involve any of the following?	No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?
Equipment that may cause flying objects? (e.g. Brush cutters, high pressure equipment, mowers, etc.)	X	<input type="checkbox"/>		
Noise				
Exposure to noise from equipment or tools?	X	<input type="checkbox"/>		
Slips, Trips or Falls				
Potential for people to fall from one level to another?	X	<input type="checkbox"/>		
Slippery surfaces?	X	<input type="checkbox"/>		
Obstructions or items which may be a trip hazard?	<input type="checkbox"/>	X	<p>Electrical cords.</p> <p>General dirt and uneven ground.</p> <p>Access to the oval via the hill across the road is slippery and steep</p>	<p>There will be no electrical cords or access to power given to stall holders by MDPA. Stall holders to care for their own cords to generators according to WHS regulations.</p> <p>As on any dirt surfaces, there is twigs and unevenness, which will be tidied prior to BWF, therefore people are responsible for their own care.</p> <p>Alternate access will be provide via Mackerel St with an opening in the fence and a temporary ramp suitable for disabled access, prams, etc</p>
Traffic				
People moving around or passing through the work area?	<input type="checkbox"/>	X	Patrons move throughout the site.	<p>Road closure approved by RMS according to the map designed by DRC – Burrendong Way is closed between Cudgegong St and Mackerel St.</p> <p>Market stall design aims to minimise access/egress. Placement of stalls to help identify pedestrian access and egress points to reduce movement in or around stands.</p>

2019 NSF

BWF Risk Assessment

MDPA

Do tasks or activities involve any of the following?		No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?
Vehicles moving around or passing through the work area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	X	Bump in and bump out	Bump in is restricted to before 8.30am Bump out is restricted to after 2.30pm All vehicles must use hazard lights when traversing site. Unless in the event of an emergency, no vehicles to move in the vicinity of pedestrian traffic. Emergency vehicle access point #1 for emergency vehicles will be at the bridge side of Burrendong Way and Cudgegong St via the track to the Mumbil Hall fence and through to the access doors at the rear of the Mumbil Hall. Emergency vehicle access point #2 via the designated disabled parking area on the Mumbil Hall side of Burrendong Way and Mackeral St. Emergency vehicle access point #3 is via the Narrroogal St entrance to the Mumbil Oval. The 3 access points will have signage stating - No Parking – Emergency Vehicles Only Authorized Parking ONLY
Work Conditions					
Venue				Two trees identified by MDPA Inc as being dangerous due to a documented history of large branches falling	MDPA Inc has on numerous occasions asked that these trees be made safe. Attempts to stop the problem by pruning the trees has only created an extra problem of the regrowth being weak and also falling. NOTE: attached letter to DRC
Work outdoors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	X	Event held outdoors	Shade is responsibility of stallholders
Change in weather conditions (hot or cold) or working in wet weather?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	X	Event held outdoors	Wet weather contingency. Limited space and activities inside Mumbil Hall.
Housekeeping issues including storage of materials or goods?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X		

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2019 NSF

BWF Risk Assessment

MDPA

Do tasks or activities involve any of the following?		No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?
Work at height or Depth					
Work at a height greater than 1.5m?		X	<input type="checkbox"/>		
Use ladders to access tasks?		X	<input type="checkbox"/>		
Potential for falling objects onto people below?		X	<input type="checkbox"/>		
Use of elevated work platforms?		X	<input type="checkbox"/>		
Service of food and drink					
Food is prepared at the event		<input type="checkbox"/>	X	Food is prepared and cooked at the event	All stall holders (preparing food on site) are required to sign documentation stating that they will be following the Temporary Event Food Handling Guidelines. MDPA with follow the Temporary Event Food Handling Guidelines for the BBQ. MDPA tea, coffee, cake, cold drink stall will be set up in such a way as to restrict access to the hot water urns, which will be placed against the wall.
Other Hazards					
PA system		<input type="checkbox"/>	X	Delivering announcements/directions to public	Emergency situations such as need to evacuate, emergency vehicles approaching, direct pedestrian traffic, find parents for lost children, can be communicated using the PA system.
000 Ambulance, Police, Fire		<input type="checkbox"/>	X	Medical emergencies/accidents	First Aid Kit available in small hall on top book shelf. Serious problems call 000
Fire – call 000		<input type="checkbox"/>	X	Stall holder fire – gas bottles, generator, grass fire, building fire	Available – extinguisher, fire blanket, fire hose.

Emergency Evacuation Procedure – listen to and follow instructions, and go to the evacuation area as shown on Site Plan