



AGENDA

EXTRAORDINARY COUNCIL MEETING

14 FEBRUARY 2018

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 2.00pm.

PRAYER:

O God, Grant that by the knowledge of thy will, all we may resolve shall work together for good, we pray through Jesus Christ our Lord. Amen!

ACKNOWLEDGEMENT OF COUNTRY:

"I would like to acknowledge the Wiradjuri People who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal peoples from other nations who are present".

Page

CCL18/7 LEAVE OF ABSENCE (ID18/233)

CCL18/8 PUBLIC FORUM (ID18/234)

REPORTS FROM STAFF:

CCL18/9 PARKING RESTRICTIONS - POZIERES STREET AND YPRES LANE, DUBBO (ID18/235) 3

The Council had before it the report dated 12 February 2018 from the Senior Traffic Engineer regarding Parking Restrictions - Pozieres Street and Ypres Lane, Dubbo.

CCL18/10 REQUEST FOR ROAD CLOSURE AT MOLONG STREET, STUART TOWN - MAN FROM IRONBARK FESTIVAL 2018 (ID18/236) 8

The Council had before it the report dated 12 February 2018 from the Senior Traffic Engineer regarding Request for Road Closure at Molong Street, Stuart Town - Man from Ironbark Festival 2018.

- CCL18/11** **REQUEST FOR TEMPORARY ROAD CLOSURE - ROTARY VINTAGE
FAIR STREET PARADE WELLINGTON (ID18/237)** 23
- The Council had before it the report dated 12 February 2018 from the Senior Traffic Engineer regarding Request for Temporary Road Closure - Rotary Vintage Fair Street Parade Wellington.



DUBBO REGIONAL
COUNCIL

REPORT: Parking Restrictions - Pozieres Street and Ypres Lane, Dubbo

AUTHOR: Senior Traffic Engineer
REPORT DATE: 12 February 2018
TRIM REFERENCE: ID18/235

EXECUTIVE SUMMARY

This report deals with the road safety environment in Pozieres Street at the intersections of Ypres Lane and Erskine Street (Golden Highway) as a consequence of the increased parking activity associated with development, restricted traffic flows, congestion and accessibility.

Pozieres Street from Erskine Street to Ypres Lane has a narrow road carriageway servicing commercial and residential development. Ypres Lane is a 'No Through' road, predominately facilitating access to the rear of the commercial development fronting Erskine Street with Pozieres Street and providing direct access to Erskine Street. Historically a small number of heavy vehicles have been using Pozieres Street southbound and crossing Erskine Street to access Furney's weighbridge. 'No Stopping' zones were extended into Pozieres Street from Erskine Street in 2007 to enable two vehicles to pass on entering and exiting Pozieres Street.

An investigation revealed that the safety issues that have been raised within the road environment relate to vehicle parking on the Pozieres Street and Ypres Lane intersection, restricting access and turning capability, particular for delivery vehicles to the rear of the commercial premises. The narrowed section of Pozieres Street, at the Erskine Street intersection, still experiences opposing vehicle and turning conflict and with parking permitted on both sides of the street reduces the carriageway to one lane of traffic. Consideration has been given to the removal of the parking lane on the southern side of the narrow section of Pozieres Street with the introduction of parking restrictions and associated line marking to delineate 'No Parking' areas and the road alignment. Consultation has been undertaken with the commercial and residential development that is directly affected by the parking restriction proposal with concurrence from all parties.

It is recommended that Council implement 'No Stopping' and 'No Parking' restrictions and associated line marking in Pozieres Street and Ypres Lane in accordance with Council's Plan TM 7176 (**Appendix 1**) attached to this report.

ORGANISATIONAL VALUES

Customer Focused: Traffic and Parking Management is a vital and necessary part of the road infrastructure for all residents of Dubbo Regional Council demonstrating Council's commitment to ensuring that the implementation of traffic facilities provide a safe and efficient road network

Integrity: Council demonstrates its commitment to making the road environment safer and manageable for all residents of Dubbo Regional Council.

One Team: Council is working with the local businesses and residents to deliver an outcome that will improve the on road traffic and parking environment throughout the City.

FINANCIAL IMPLICATIONS

Allocation of funds will be made available from the Minor Traffic Improvements vote 'Signs and Markings' within the Traffic Management Function.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

That Council implement 'No Stopping' and 'No Parking' restrictions, and associated line marking in Pozieres Street and Ypres Lane, Dubbo in accordance with Council's Plan TM 7176 attached to this report as Appendix 1.

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Friday, 9 February 2018. The Committee had unanimous support for the adoption of the recommendation shown below with NSW Police support received electronically.

RECOMMENDATION

That Council implement 'No Stopping' and 'No Parking' restrictions, and associated line marking in Pozieres Street and Ypres Lane, Dubbo in accordance with Council's Plan TM 7176 attached to this report as Appendix 1.

Dennis Valantine
Senior Traffic Engineer

REPORT

Several road safety concerns have been raised by the proprietor of Beaumont Tiles with the parking and traffic environment in Pozieres Street and Ypres Lane specific to:

- Narrow carriageways of Pozieres Street and Ypres Lane.
- Parking congestion, turning conflict and footpath parking at the Pozieres Street and Ypres Lane intersection.
- Parking in Ypres Lane restricting access to the commercial development.
- Two way traffic and parking conflict in Pozieres Street immediately north of Erskine Street.
- Heavy vehicle movements southbound in Pozieres Street to access Furney's weighbridge on the southern side of Erskine Street.
- Restricted access to the Uniting Family Care.

With the introduction of new development in the area there has been a significant increase in demand for on-street parking, resulting in poor parking behaviour and subsequent impact on the road safety environment.

Pozieres Street is 8.6 m between kerb lines and provides direct access to Erskine Street with the Ypres Lane intersection 65 m north of Erskine Street. The carriageway widens to 15 m north of Ypres Lane. Commercial development is built up to the boundary line in Pozieres Street. Ypres Lane is a 7.5 m carriageway providing access to the rear of the commercial developments of Choices (carpets) and Beaumont Tiles with the corner Uniting Family Care development having driveway access to Pozieres Street. The Kumiai Ryu Martial Arts development is on the western side of Pozieres Street, fronting Erskine Street, with a rear driveway access to Pozieres Street. Residential development extends north from the Pozieres Street and Ypres Lane intersection on both sides of the street.

An existing 'No Stopping' restriction was implemented in 2007, on both sides of Pozieres Street for 15 m north of Erskine Street, to address the turning conflict of opposing vehicles at the intersection and provide additional pavement area for the heavy vehicles crossing Erskine Street to Furney's weighbridge. Whilst this has appeared to be successful, the most recent concerns still raise this as an issue, however not of a significant level. The unrestricted parking on both sides of Pozieres Street contributes to this conflict, as there is insufficient pavement width to support two parking lanes and two traffic lanes.

Choices and Beaumont Tiles have more than satisfactory off-street car parking and delivery area of Ypres Lane for their operations however, with the advent of parking within the lane severely restricts the access. Uniting Family Care has a small off-street car park that does not cater for the parking demand associated with the development activities and requires some 30 vehicles to operate to and from the development on a daily basis. This is recognised by all parties in this area, with the majority of the parking demand associated with Uniting Family Care. There has been no history of concerns with the parking demand within the streets from businesses or residents, only those associated with the parking behaviour.

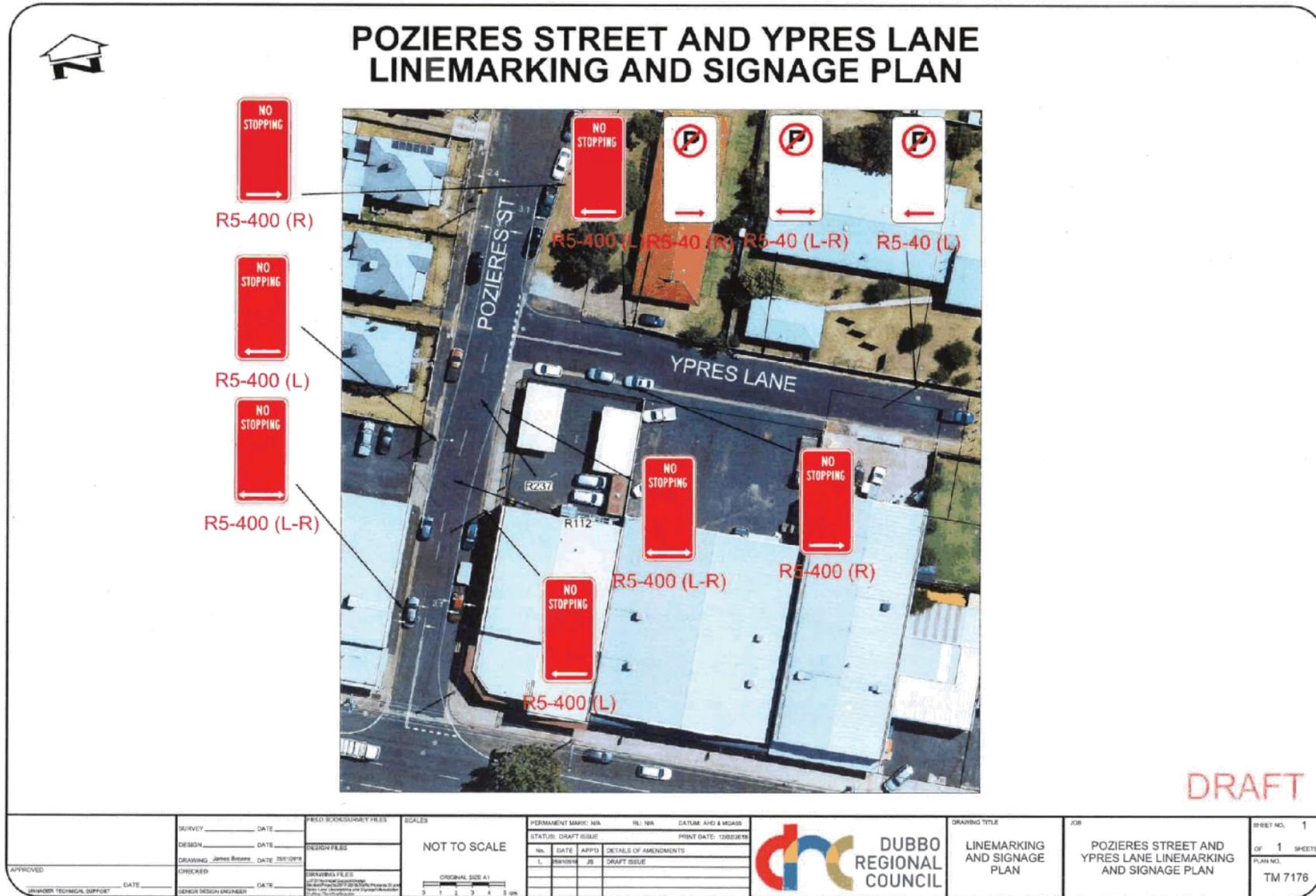
Consultation was undertaken with the managers of Beaumont Tiles, Choices, the Office Assistant of Uniting Family Care, the Proprietor of Kumiai Ryu Martial Arts and adjoining resident on the northern side of the Ypres Lane, being those immediately affected by the parking and traffic conflict with additional discussions on proposed parking restrictions. All responses were positive in recognition of the traffic and parking issues and the proposal to introduce parking restrictions to address those safety concerns. The parking restrictions as reflected in the recommendation are those which were communicated to the businesses and resident.

Following the investigation of the road safety concerns and consultation it was considered that there is a requirement to introduce parking restrictions in Pozieres Street and Ypres Lane to remove the parking congestion and access constraints to adjoining development and resident and subsequently implement two-way traffic flows in Pozieres Street south from Ypres Lane to Erskine Street by removing the parking lane on the western side and increasing the roadway width.

It is recommended that Council implement 'No Stopping' and 'No Parking' restrictions and associated line marking in Pozieres Street and Ypres Lane in accordance with Council's Plan TM 7176 (**Appendix 1**) attached to this report.

Appendices:

[1](#) Updated Traffic Control Plan - TM7176 - Pozieres Street and Ypres Lane Dubbo





REPORT: Request for Road Closure at Molong Street, Stuart Town - Man from Ironbark Festival 2018

AUTHOR: Senior Traffic Engineer
REPORT DATE: 12 February 2018
TRIM REFERENCE: ID18/236

EXECUTIVE SUMMARY

The Stuart Town Advancement Association have submitted an application to hold the annual Man from Ironbark Festival on 31 March 2018. The Festival is held within Molong Street, between Alexander Street and Bell Street. Approval is requested for a temporary road closure of Molong Street from 6.00 am to 7.00 pm. Molong Street is a local street with a detour provided around the closure via Alexander Street (partly the Burrendong Way) and Bell Street. There is no considered traffic impact on the Burrendong Way as the road network can accommodate the traffic movements through and within the village.

The application, supporting documentation and Traffic Control Plan TM 7174 are attached (**Appendix 1 and 2**). The Man from Iron Bark Festival has been held in previous years and there have been no issues arising. Roads and Maritime Services concurrence for the detour along the Burrendong Way is required.

It is recommended that approval be granted for the Stuart Town Advancement Association to implement a temporary road closure of Molong Street for the Man from Ironbark Festival in accordance with the Traffic Management Plan and conditions of approval as imposed by the NSW Police, Council and the Roads and Maritime Services (RMS).

ORGANISATIONAL VALUES

Customer Focused: Approval for the conduct of the Man from Ironbark Festival is an important event for residents of Stuart Town and visitors.

Integrity: The approval meets all statutory requirements of other government agencies.

One Team: Not applicable.

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 temporary road closure of Molong Street, between Alexander Street and Bell Street, on 31 March 2018 for the Man from Ironbark Festival between 6.00 am to 7.00 pm, subject to the following:

1. Concurrence is required from the RMS 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 concurrence 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 Plans to Council for approval in accordance with Australian Standard 1742.3, and the RMS 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 RMS certification.
4. Council's Administration Officer 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 Service 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 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 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.

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Friday, 9 February 2018. The Committee had unanimous support for the adoption of the recommendation shown below with NSW Police support received electronically.

RECOMMENDATION

That approval be granted for a temporary road closure of Molong Street, between Alexander Street and Bell Street, on 31 March 2018 for the Man from Ironbark Festival between 6.00 am to 7.00 pm, subject to the following:

1. Concurrence is required from the RMS 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 concurrence 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 Plans to Council for approval in accordance with Australian Standard 1742.3, and the RMS 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 RMS certification.
4. Council's Administration Officer 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 Service 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 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 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.

Dennis Valentine
Senior Traffic Engineer

REPORT

Council has received an Event application from the Stuart Town Advancement Association, requesting a Temporary Road Closure of Molong Street, Stuart Town between Alexander Street (Burrendong Way) and Bell Street to facilitate the running of the Man from Ironbark Festival on Saturday 31 March 2018.

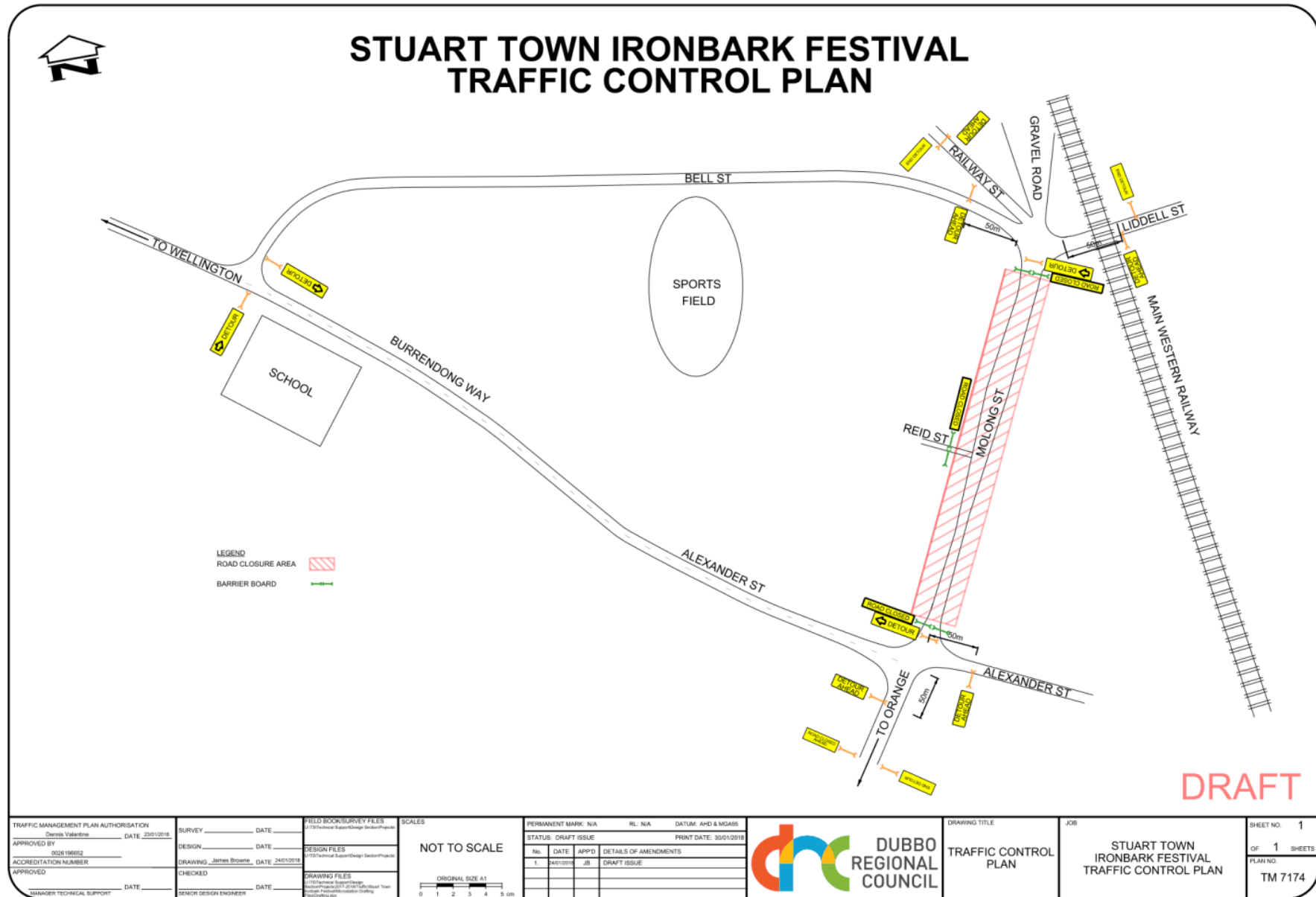
The road closure will operate between 6.00 am to 7.00 pm with the festival commencing at 9.00 am and concluding at 6.00 pm. The temporary road closure of Molong Street will require a detour utilising the Burrendong Way, a regional road that will require the concurrence of the RMS.

The Festival activities will operate within Molong Street, with the detour implemented in accordance with the approved Traffic Management and Traffic Control Plans. Burrendong Way is not a heavily trafficked road and can be easily accommodated with the detour around the closure. The Man from Ironbark Festival has been running for several years and has a successful history.

It is recommended that approval be granted for the Stuart Town Advancement Association to undertake the Man from Ironbark Festival on 31 March 2018, as conditioned by Council and the NSW Police Force subject to the RMS formal concurrence of the detour along the Burrendong Way and conditions as applied.

Appendices:

- 1 [↓](#) Draft Traffic Control Plan - Stuart Town Ironbark Festival
- 2 [↓](#) Transport Management Plan - Stuart Town Ironbark Festival



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: MAN FROM IRONBARK FESTIVAL
Event Location: MOLONG ST. STUART TOWN
Event Date: 31.3.18 Event Start Time: 9am Event Finish Time: 6pm
Event Setup Start Time: 6am Event Packdown Finish Time: 7pm
Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

1.2 Contact names

Event Organiser * STUART TOWN ADVANCEMENT ASSOCIATION INC.
Phone: _____ Fax: _____ Mobile: _____ E-mail: _____
Event Management Company (if applicable): _____
Phone: _____ Fax: _____ Mobile: 0417 467459 E-mail: manfromironbark@hotmail.com
Police WELLINGTON
Phone: 68402099 Fax: 68402011 Mobile: _____ E-mail: _____
Council Dubbo Regional Council
Phone: 68014000 Fax: 68014259 Mobile: _____ E-mail: council@dubbo.nsw.gov.au
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)

STUART TOWN'S Annual community Festival held Every EASTER SATURDAY attracting visitors of locals to the area.

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

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.

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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

I, MARCUS HANNEY (name)
of 8 Bell St STUART TOWN (address)
on behalf of STUART TOWN ADVANCEMENT ASS. INC. (organisation)
notify the Commissioner of Police that
on the 31 (day) of 3 (month), 2018 (year), it is intended to hold
either:
(a) a public assembly, not being a procession, of approximately
5000 (number) persons,
which will assemble at Molong St STUART TOWN (Place)
at approximately 9 am/pm
and disperse at approximately 6 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 STUART TOWN'S
ANNUAL Community Festival
- MAN FROM IRONBARK FESTIVAL -
.....
.....
.....

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:
.....
.....

(ii) There will be *10 approx* *(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:
Community Festival
.....
.....

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:
S BELL ST
STUART TOWN
NSW Postcode *2820*
Telephone No. *0417 467 459*

6 Signed *[Signature]*
Capacity/Title *President - STAA*
Date *21-1-2018*

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.

EVENT MANAGEMENT PLAN		Stuart Town - Man from Ironbark Festival	
Do tasks or activities involve any of the following?		No	Yes
All Activities and Tasks			
High risk work activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Deviation from a current safe operating procedure or risk assessment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Biological Hazards			
Contact with needles or syringes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chemicals or Hazardous Substances			
Use, storage or transport of hazardous substances or chemicals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Electricity			
Use of electrical equipment or leads?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All electrical leads will be safely secured so there will be no trip hazard.
Generators?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Environmental Conditions			
Potential for air, water or ground pollution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disposal of waste?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stuart Town Advancement Ass. Volunteers will collect & dispose general waste to local tip.
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"/>	

Risk_Management_Plan_Template

Page 1 of 4

EVENT MANAGEMENT PLAN
Stuart Town - Man from Ironbark Festival

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?
Fire Risk / Burns				
Hot objects or surfaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Flammable materials or sources of ignition?				
Hazardous Manual Tasks				
Pushing, pulling, lifting, carrying or otherwise moving objects manually?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		All volunteers will follow correct manual handling procedures.
Human Interaction				
Work with Children?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Service of alcohol?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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"/>		
Equipment that may cause flying objects? (e.g. Brush cutters, high pressure equipment, mowers, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Noise				
Exposure to noise from equipment or tools?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Slips, Trips or Falls				
Potential for people to fall from one level to another?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Risk_Management_Plan_Template

Page 2 of 4

STUART TOWN - Man from Ironbark Festival

EVENT MANAGEMENT PLAN		Do tasks or activities involve any of the following?		What control measures are required or have been implemented to minimise the risk?	
No	Yes	If YES, provide details			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Slippery surfaces?			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Obstructions or items which may be a trip hazard?			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Traffic			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	People moving around or passing through the work area?			
<input type="checkbox"/>	<input type="checkbox"/>	Vehicles moving around or passing through the work area?			
		Work Conditions			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Work outdoors?			All volunteers will have access to water & sunscreen.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Change in weather conditions (hot or cold) or working in wet weather?			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Housekeeping issues including storage of materials or goods?			
		Work at Height or Depth			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work at a height greater than 1.5m?			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use ladders to access tasks?			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Potential for falling objects onto people below?			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use of elevated work platforms?			
		Other Hazards			

EVENT MANAGEMENT PLAN		MAN FROM IRONBARK FESTIVAL	
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?	
1. Event parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Designated parking areas. Controlled by volunteers.
2. First Aid	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Volunteers will be at each road closure & entry points as marshalls. First Aid tent will be set up in main st. clearly signed with trained staff.
3. Wet weather	<input type="checkbox"/>	<input type="checkbox"/>	Main attractions with be on concreted areas. some cancellations of events may apply.

EMERGENCY EVACUATION PROCEDURE

Emergency Evacuation point will be at the Stuart Town Railway Station. This will be on display on the day and said over the microphone to all visitors as a part of house keeping.



REPORT: Request for Temporary Road Closure - Rotary Vintage Fair Street Parade Wellington

AUTHOR: Senior Traffic Engineer
REPORT DATE: 12 February 2018
TRIM REFERENCE: ID18/237

EXECUTIVE SUMMARY

This report deals with the temporary road closure of the Mitchell Highway, between Maughan Street and Soldiers Lane Wellington, and several local streets from 9.00am to 1.00pm on Saturday 3 March 2018 for the purposes of holding the Vintage Fair Street Parade and associated activities comprising of vintage vehicles including tractors, cars, trucks and motorcycles.

The Vintage Fair will be predominately undertaken within the Wellington Showground, however the Mitchell Highway will be closed through the CBD to facilitate the associated Street Parade. The Mitchell Highway will be closed for approximately five (5) hours to support the traffic management and Parade logistics. A detour around the closed section of the Mitchell Highway will be implemented along the Wellington Heavy Vehicle and Light Vehicle routes and will need approval from the Roads and Maritime Services (RMS) along with the provision of a Road Occupancy Licence (ROL) from the Transport Management Centre. An additional detour will also be required of Showground Road, around the road closure at Maughan Street and the Mitchell Highway roundabout via Ferguson Lane and Maxwell Street. The Vintage Fair Street Parade is classified as a Class 2 Event due to the impacts on the State Road Network and detour of the Transport Corridor.

It is recommended that Council approval be granted to the Rotary Wellington Vintage Fair to undertake a Street Parade and implement a temporary road closure of the Mitchell Highway, between Maughan Street and Soldiers Lane and the local streets of Percy Street between Maxwell Street and Maughan Street, Soldiers Lane between the Mitchell Highway and Market Square, Market Square between Gisborne Street and Soldiers Lane and Gisborne Street between Market Square and Mitchell Highway from 9.00am to 1.00pm on Saturday 3 March 2018, in accordance with the Traffic Control Plan 0026196652 (**Appendix 1**) and Traffic Management Plan and Event Application Form (**Appendix 2**) dated 31 January 2018 and 11 February 2018, subject to Roads and Maritime Service approval and conditions of Dubbo Regional Council and NSW Police as considered necessary.

ORGANISATIONAL VALUES

Customer Focused: Approval for the conduct of the Vintage Fair Street Parade is an important event for residents of Wellington and visitors.

Integrity: The approval meets all statutory requirements of other government agencies.

One Team: Not applicable.

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 the Rotary Vintage Fair Wellington Committee to undertake the annual Street Parade on Saturday 3 March 2018 and implement temporary road closures of the Mitchell Highway, between Maughan Street and Soldiers Lane and the local streets of Percy Street between Maxwell Street and Maughan Street, Soldiers Lane between the Mitchell Highway and Market Square, Market Square between Gisborne Street and Soldiers Lane, Gisborne Street between Market Square and Mitchell Highway, from 9.00am to 1.00pm on Saturday 3 March 2018 with the implementation of detours via the Wellington Heavy Vehicle and Light Vehicle Routes subject to RMS approval and conditions of Dubbo Regional Council and the NSW Police as considered necessary:

- a) The Street Parade will commence at 10.00am and move from the Maughan Street roundabout along Percy Street and Nanima Crescent through the Wellington CBD adjacent to Cameron Park and continue north to Soldiers Lane then Market Square, Gisborne Street and return along the Mitchell Highway. The event is to be undertaken under Police escort in accordance with the requirements of the NSW Police Force and approval documentation forwarded to Council for notation.
- b) Soldiers Lane and Market Square is to be secured and manned to ensure that public access is restricted.
- c) An additional road closure will be required of the Mitchell Highway and Maughan Street intersection for a detour of Showground Road via Ferguson Lane and Maxwell Street.
- d) A Traffic Management Plan (Appendix 1) and Traffic Control Plan (Appendix 2) has been submitted to Council. All traffic control measures contained in the Plans are to be in accordance with the Australian Standard AS 1742.3, and the RMS Guide to Traffic Control at Worksites and approved by an accredited person. Council's Traffic Control Plan 3212058803 (Appendix 2) dated 26 November 2016 is to be implemented for the detours and road closures.
- e) The organiser is to provide Council's relevant appointed officer with a copy of the

Public Liability Insurance Policy for the amount of at least \$20 million. Such policy is to note that Council, Roads and Maritime Service and NSW Police are indemnified against any possible action as a result of the Street Parade.

- f) Traffic Controllers and Marshalls are to be provided at the nominated road closure points along the route and shall be specifically authorised for the event with controllers having current Roads and Maritime Service certification.
- g) The Applicant is responsible for all traffic control required for the event in accordance with the approved Traffic Control Plan (Appendix 2).
- h) The Applicant is to provide Council with a formal letter of acceptance of the conditions prior to final approval.
- i) The Applicant is to ensure that the roadway is clear of any residue that may be deposited by the participants along the parade route.
- j) The Applicant is to gain approval from the Roads and Maritime Service for the closure and detour of the Mitchell Highway and submit an application to the Transport Management Centre for a Road Occupancy Licence with evidence provided to Council of such approval and conditions as warranted.
- k) All costs associated with implementing the event conditions are to be met by the Event Organiser.
- l) The Organiser is responsible for the costs associated with the placement of public notification, a minimum of seven (7) days prior to the event in the local paper, detailing the proposed road closure and detour required to facilitate the Wellington Vintage Fair Street Parade.

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Friday, 9 February 2018. The Committee had unanimous support in principle for the adoption of the recommendation shown below with NSW Police support received electronically.

An updated Traffic Control Plan and Event Application to be provided to the Local Traffic Committee for further approval via electronic means. The Committee provided unanimous support via electronic means for the updated Traffic Control Plan and Event Application.

RECOMMENDATION

- 1. That Council approval be granted to the Rotary Vintage Fair Wellington Committee to undertake the annual Street Parade on Saturday 3 March 2018 and implement temporary road closures of the Mitchell Highway, between Maughan Street and Soldiers Lane and the local streets of Percy Street between Maxwell Street and Maughan Street, Soldiers Lane between the Mitchell Highway and Market Square, Market Square between Gisborne Street and Soldiers Lane, Gisborne Street between Market Square and Mitchell Highway, from 9.00am to 1.00pm on Saturday 3 March 2018 with the implementation of detours via the Wellington Heavy Vehicle and Light Vehicle Routes subject to Roads and Maritime Service approval and conditions of Dubbo Regional Council and the NSW Police as considered necessary:**

- a) The Street Parade will commence at 10.00am and move from the Maughan Street roundabout along Percy Street and Nanima Crescent through the Wellington CBD**

- adjacent to Cameron Park and continue north to Soldiers Lane then Market Square, Gisborne Street and return along the Mitchell Highway. The event is to be undertaken under Police escort in accordance with the requirements of the NSW Police Force and approval documentation forwarded to Council for notation.
- b) Soldiers Lane and Market Square is to be secured and manned to ensure that public access is restricted.
 - c) An additional road closure will be required of the Mitchell Highway and Maughan Street intersection for a detour of Showground Road via Ferguson Lane and Maxwell Street.
 - d) A Traffic Control Plan (Appendix 1) and Traffic Management Plan and Event Application (Appendix 2) have been submitted to Council. All traffic control measures contained in the Plans are to be in accordance with the Australian Standard AS 1742.3, and the Roads and Maritime Service Guide to Traffic Control at Worksites and approved by an accredited person. Council's Traffic Control Plan 0026196652 (Appendix 1) dated 12 February 2018 is to be implemented for the detours and road closures.
 - e) The organiser is to provide Council's relevant appointed officer with a copy of the Public Liability Insurance Policy for the amount of at least \$20 million. Such policy is to note that Council, Roads and Maritime Service and NSW Police are indemnified against any possible action as a result of the Street Parade.
 - f) Traffic Controllers and Marshalls are to be provided at the nominated road closure points along the route and shall be specifically authorised for the event with controllers having current Roads and Maritime Service certification.
 - g) The Applicant is responsible for all traffic control required for the event in accordance with the approved Traffic Control Plan (Appendix 1).
 - h) The Applicant is to provide Council with a formal letter of acceptance of the conditions prior to final approval.
 - i) The Applicant is to ensure that the roadway is clear of any residue that may be deposited by the participants along the parade route.
 - j) The Applicant is to gain approval from the Roads and Maritime Service for the closure and detour of the Mitchell Highway and submit an application to the Transport Management Centre for a Road Occupancy Licence with evidence provided to Council of such approval and conditions as warranted.
 - k) All costs associated with implementing the event conditions are to be met by the Event Organiser.
 - l) The Organiser is responsible for the costs associated with the placement of public notification, a minimum of seven (7) days prior to the event in the local paper, detailing the proposed road closure and detour required to facilitate the Wellington Vintage Fair Street Parade.

Dennis Valentine
Senior Traffic Engineer

REPORT

Council has received an application from the Rotary Vintage Fair Wellington requesting Council approval to conduct the Vintage Fair Street Parade 2018 and associated activities that requires temporary road closure and detour of the Mitchell Highway and local streets on Saturday 3 March 2018.

The Vintage Fair Committee have sought approval from Council in previous years to hold the annual Vintage Fair Street Parade community event, which due to its success is now an annual event in Wellington. The main activities for the Vintage Fair will occur within the Wellington Showground, however the Mitchell Highway adjacent to Cameron Park and north through the CBD from Maughan Street to Soldiers Lane and return will be closed to facilitate the Street Parade encompassing vintage cars, motorbikes, trucks and tractors. The temporary closure of the Mitchell Highway will require a highway detour that will utilise the Wellington Heavy Vehicle route via Maxwell, Thornton, Gisborne, Percy and Whiteley streets with the Light Vehicle route using Maxwell, Arthur, Warne, Percy and Whiteley streets and will need the approval of the Roads and Maritime Services (RMS) and a Road Occupancy Licence (ROL) from the Transport Management Centre. An additional detour will be required of Showground Road around the Maughan Street and Mitchell Highway intersection via Ferguson Lane and Maxwell Street.

The Mitchell Highway and local streets are proposed to be closed between 9.00am and 1.00pm with the Street Parade commencing at 10.00am. Percy Street between Maughan Street and Maxwell Street will be used for the Street Parade staging and commencement of the Street Parade. The Street Parade route will leave Percy Street then north along the Mitchell Highway (Nanima Crescent and Lee Street) then left into Soldiers Lane, Left into Market Square, right onto the Mitchell Highway and return and then dispersing onto Showground Road concluding at the Showground.

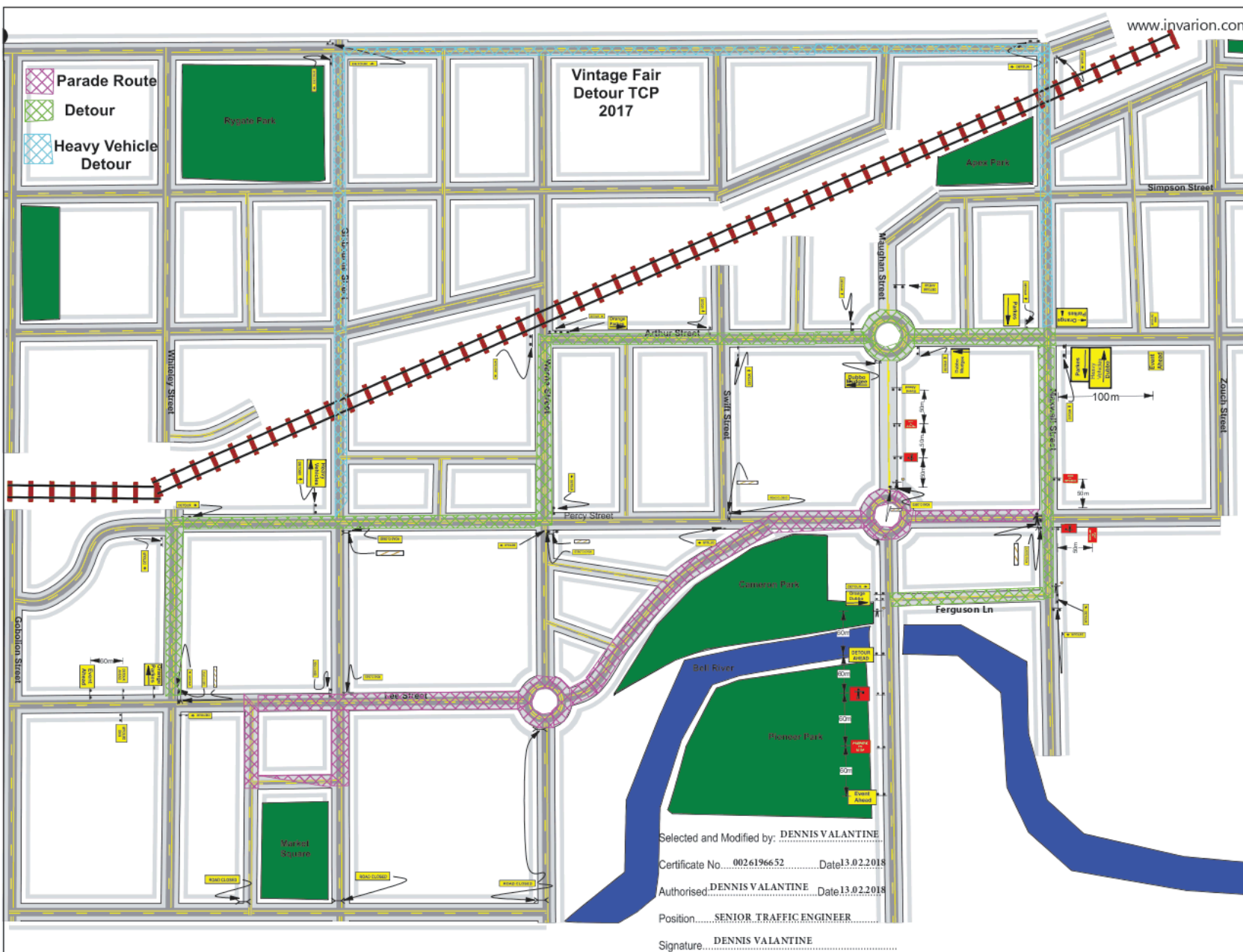
The Vintage Fair Street Parade is classified as a Class 2 Event impacting on the State Road Network for some four (4) hours that requires a detour of the Mitchell Highway. The Organiser has submitted a Traffic Control Plan (**Appendix 1**) and relevant Special Event Transport Management Plan (**Appendix 2**) addressing the requirements specific to an event of this nature. The event is considered to have an impact on the Mitchell Highway transport corridor and local CBD traffic environment, however, suitable traffic diversions will be in place for traffic accessibility and detours of highway traffic will be via the Wellington Heavy Vehicle and Light Vehicle routes. Traffic control will be undertaken by the Infrastructure Delivery East Branch, which includes the set-up and erection of signs, implementation of road closures and detours and pull down of signage at end of Parade. The local Police will be advised of all road closures and with further assistance where required as has been the case in previous years.

It is recommended that Council approval be granted to the Rotary Wellington Vintage Fair to undertake the Street Parade and implement a temporary road closure of the Mitchell Highway and detour via the Wellington Heavy Vehicle and Light Vehicle routes and detour at Showground Road, from 9.00am to 1.00pm on Saturday 3 March 2018, subject to Roads and

Maritime Service approval and conditions of Dubbo Regional Council and NSW Police as considered necessary.

Appendices:

- 1 [↓](#) Wellington Vintage Fair - Updated Traffic Control Plan
- 2 [↓](#) Updated Event Application - Wellington Vintage Fair and Swap Meet



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: WELLINGTON VINTAGE FAIR & SWAP MEET
 Event Location: WELLINGTON SHOW GROUND
 Event Date: 3/03/2018 Event Start Time: 6:00am Event Finish Time: 5:00pm SHOW GROUND
 Event Setup Start Time: 3/03/2018 Event Packdown Finish Time: 4/03/2018 5:00pm
 Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

STREET PARADE 3/03/2018 PARADE & ROAD CLOSURES 9:00am - 1:00pm.
1.2 Contact names PARADE 10:00am - 11:30am

Event Organiser: WELLINGTON ROTARY CLUB
 Phone: 6855327 Fax: _____ Mobile: 0478814862 E-mail: dryan12526@gmail.com

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

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

Council: Dubbo Regional Council - Vintage Fair Parade only
Dennis Valentine
 Phone: 02 68014930 Fax: _____ Mobile: 0418244350 E-mail: dennisvalentine@dubbo.nsw.gov.au

Roads & Traffic Authority (if Class 1): Deanne Freeman
 Phone: 02 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)

*DISPLAY OF VEHICLES :- CARS, TRUCKS, MOTORCYCLES, TRACTORS
 STATIONARY ENGINES, MARKET STALLS, 200 SWAPPERS
 ENTERTAINMENT, FOOD OUTLETS AT THE SHOW GROUND.
 STREET PARADE - ALONG MITCHELLY HIGHWAY BETWEEN
 MAUGHAN ST AND SOLDIERS LANE AND RETURN.
 CLOSURE OF HIGHWAY AND HEAVY & LIGHT VEHICLE DETOURS.*

2	RISK MANAGEMENT - TRAFFIC
CLASS 2	<p>2.1 Occupational Health & Safety - Traffic Control</p> <p><input checked="" type="checkbox"/> Risk assessment plan (or plans) attached</p>
	<p>2.2 Public Liability Insurance</p> <p><input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.</p>
	<p>2.3 Police</p> <p><input checked="" type="checkbox"/> Police written approval obtained</p>
	<p>2.4 Fire Brigades and Ambulance</p> <p><input checked="" type="checkbox"/> Fire brigades notified</p> <p><input checked="" type="checkbox"/> Ambulance notified</p>
3	TRAFFIC AND TRANSPORT MANAGEMENT
CLASS 2	<p>3.1 The route or location</p> <p><input checked="" type="checkbox"/> Map attached</p>
	<p>3.2 Parking</p> <p><input checked="" type="checkbox"/> Parking organised - details attached</p> <p><input type="checkbox"/> Parking not required</p>
	<p>3.3 Construction, traffic calming and traffic generating developments</p> <p><input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached</p> <p><input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes</p>
	<p>3.4 Trusts, authorities or Government enterprises</p> <p><input checked="" type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached</p> <p><input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise</p>
	<p>3.5 Impact on/of Public transport</p> <p><input type="checkbox"/> Public transport plans created - details attached</p> <p><input checked="" type="checkbox"/> Public transport not impacted or will not impact event</p>
	<p>3.6 Reopening roads after moving events</p> <p><input checked="" type="checkbox"/> This is a moving event - details attached.</p> <p><input type="checkbox"/> This is a non-moving event.</p>
	<p>3.7 Traffic management requirements unique to this event</p> <p><input checked="" type="checkbox"/> Description of unique traffic management requirements attached</p> <p><input type="checkbox"/> There are no unique traffic requirements for this event</p>
	<p>3.8 Contingency plans</p> <p><input type="checkbox"/> Contingency plans attached</p>

Class 2

3.9 Heavy vehicle impacts

Impacts heavy vehicles - RTA to manage *Highway detour around Wellington CBD*

Does not impact heavy vehicles *Requires ROL from Transport NSW for highway detour*

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

Class 2

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 *Public notice to be placed in Local Paper min. 7 days prior to event*

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.

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: Dubbo Regional Council 31/1/18 Date

Dennis Volantine Traffic Engineer

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

Road Occupancy licence to be obtained.

* "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 I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1. I, DAVID RYAN (name)
of 376 DICK ST, BEDANGLORA (address)
on behalf of ROTARY CLUB OF WELLINGTON (organisation)
notify the Commissioner of Police that
on the 4 (day) of MARCH (month), 2011 (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
~~100~~ (number) persons,
which will assemble at approximately 9:00 am/pm, and at
approximately 10:00 am/pm the procession will commence and shall proceed
As per attached TCP

(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 to display
vintage vehicles associated with
the WELLINGTON VINTAGE FAIR
This parade will promote the
vintage fair within the community

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 100 (number) of vehicles and/or..... (number) of floats involved.
The type and dimensions are as follows:
Standard motor vehicles sedans
trucks tractors

(ii) There will be 1 (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:
N/A

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:
376 DICK ST
BODANGORA
7820 Postcode.
Telephone No. 6845 3276

6 Signed Devin Ryan
Capacity/Title ROTHBY (PRESIDENT ELECT) VINTAGE FAIR COMMITTEE
Date 31/01/2018

Event Application Form



Planning and Environment

Will you be having stallholders at the event/activity?	Yes If yes, you will require each participants Certificate of Currency of minimum \$20 million	
Will you be selling or consuming alcohol?	No If yes, please attach a copy of your liquor licence	
Will there be any temporary structures or seating erected?	no	
Will there be any amplified sound?	Yes If yes, please comply with relevant guidelines	
How many toilets will be accessible to attendees?	All toilets at the Wellington Showground	
Are you planning to erect any banners or signage?	Yes If yes, please refer to the Temporary Event Banner Guidelines	
Will there be any electrical amusement rides installed?	No	
Please advise which Emergency Services have been notified of this event: (Tick boxes)	Police <input checked="" type="checkbox"/> Ambulance <input checked="" type="checkbox"/> Fire Services <input checked="" type="checkbox"/>	Local transport (taxi, buslines) Affected businesses (road closure, closed parking spaces) <input checked="" type="checkbox"/>
Are Fireworks/Pyrotechnics proposed for this event?	No	

Traffic Control

Will your event use public roads in full or in part for any purpose?	Yes – Street Parade If yes, please attach a copy of the Application to Hold Event on or in part of Roads/Footpaths	
Have you completed a Traffic Control Plan?	Yes If yes, please attach a copy of the traffic control plan	
Will any crowd control be required?	Yes – A police escort will lead the street parade with marshalls positioned at the ahead of the lead vehicle and at intervals along the parade ensuring the spectators are kept clear of the procession.	
If yes to crowd control, please advise the name of Security Company	Not required.	

Waste Services

Will your event generate rubbish?	Yes If yes, all rubbish must be arranged to be removed post your event	
Do you have a Sustainability Plan for your event?	Yes Please refer to the history of the event	

Event Application Form



Applications should be submitted at least three (3) months prior to the proposed event. Please complete all sections and attach all relevant documentation to avoid delays in processing.

As part of your application you are required to submit an Event Management and Risk Management Plan within three (3) weeks prior to your event being staged.

Please return completed forms and relevant attachments to CityPromotions@dubbo.nsw.gov.au

Event Details

Name of event/activity	Rotary Wellington Vintage Fair
Brief description of activities planned	Display of vehicles : cars, trucks, motorcycles tractors , stationary engines. Approx. 200swappers, Market stalls entertainment and food outlets. Vintage Fair Street Parade – vehicles only
Target audience	Visitors and Locals
Expected number of attendees	Up to 5000
Date/s of event/activity	Saturday 3 and Sunday 4 March 2018
Time of event/activity	Vintage Fair: 8.00am – 5.00pm Saturday 5.45am – 5.00pm Sunday Street parade: Saturday 9.00am - 1.00pm

Contact Details

Contact person	David Ryan
Position/role	President
Contact phone	0478814862
Contact email	dryan1252@gmail.com Address: 376 Dick Street Bodangora
Alternative contact person/s	Jamie Gersbach
Alternative contact number/s	0428452669

Venue Details

Venue name	Wellington Showground
Do you have a Certificate of Currency of minimum \$20 million?	Yes If yes, please attach a copy of the Certificate of Currency
Is this a facility of Dubbo Regional Council?	Yes
Have you made a tentative booking?	Yes
Will you be charging entry for this event/activity?	Yes Entry cost \$10
Have you previously organised an event/activity of this nature?	Yes

Event Application Form



Event and Risk Management

Have you previously completed an Event Management Plan?	Yes If no, please download a template from the Event Organisers Toolbox
Are you selling food at this event/activity?	Yes If yes, you will require a Food Handling Certificate for each participant business. Please provide Food Handling Guidelines to all participants prior to the event.

Promotion

Have you uploaded your event to the regional Event Calendar	Yes/no If no, please attach a copy of the Event Upload Form
---	--

Please submit this Event Application Form to CityPromotions@dubbo.nsw.gov.au with relevant documentation, which may include:

- Event Management Plan
- Risk Management Plan
- Certificate of Currency
- Liquor Licence
- Site plan and/or ground plan
- Site plan and/or ground plan
- Application for Fireworks Display
- Traffic Management Plan
- Application to Hold Event on or in part of Roads/Footpaths

An Event Management Plan template, Risk Management Plan template, and a copy of the Food Handling Guidelines can be downloaded from Dubbo Regional Council's Event Organisers Toolbox at:
<https://www.dubbo.nsw.gov.au/Community-Groups/Events-Community-Culture/support-for-your-event>

Print Name: David Ryan

Signature: 

Date: 11/02/2018



Broker:

Aon Risk Services Australia Limited
Postal Address & Enquiries care of:
Mr Brenton Vicary
Service Executive
Aon Risk Solutions Australia Limited
GPO Box 65
Brisbane Qld 4001
Aon Risk Solutions Australia Limited
Telephone: (07) 3223 7433



Certificate of Currency

Policy Number	AQ R008958 PLB		
Name of Insured	The Rotary Club of	Wellington NSW	
Type of Insurance	Public and Products Liability		
Cover	QBE will pay in respect of Personal Injury or Property Damage first happening during the Period of Insurance and caused by an Occurrence within the Territorial Limits in connection with Your Business.		
Limit of Liability	Public:	\$50,000,000	any one Occurrence
	Products:	\$50,000,000	any one Occurrence & in the aggregate for all injury or damage occurring during the Period of Insurance.
Territorial Limits	Anywhere in in the World but subject to the Terms, Conditions and Exceptions of the Policy		
Period of Insurance	From: 4.00pm on 30 th June 2017 to: 4.00pm on 30 th June 2018		
Special Conditions	Subject to the existing Terms, Conditions and Exceptions of the Policy		
	Noting Dubbo Regional Council, NSW Police Service, and Roads and Maritime Services as an interested Party		

Brisbane this 30th day of June 2017 Signed

QBE INSURANCE (AUSTRALIA) LIMITED
ABN: 78 003 191 035
AFS Licence No. 239545

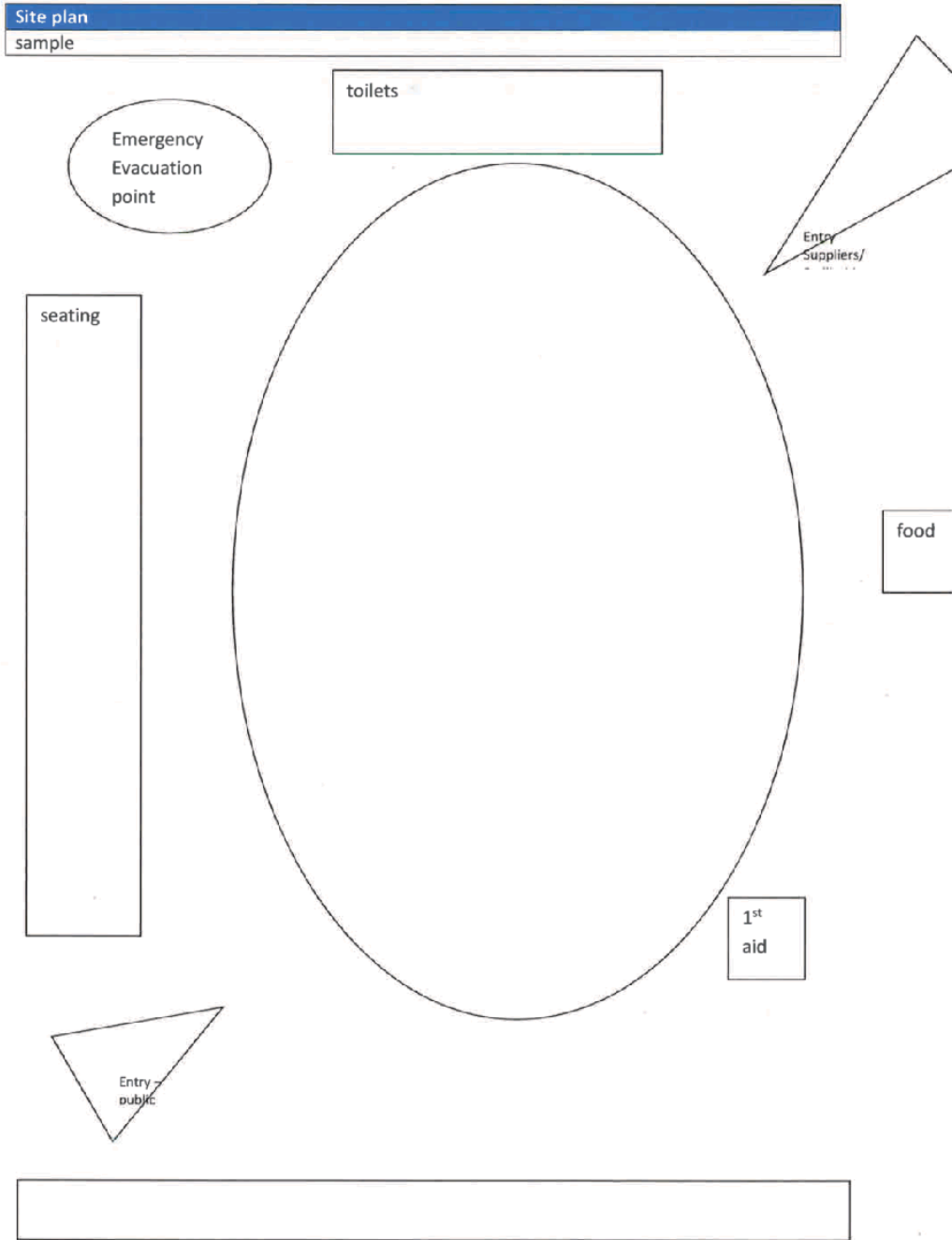
2017-2018 Rotary Club_GPL Cofc

<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>
All Activities and Tasks				
High risk work activities?	NO	<input type="checkbox"/>		
Deviation from a current safe operating procedure or risk assessment?	NO	<input type="checkbox"/>		
Biological Hazards				
Contact with needles or syringes?	NO	<input type="checkbox"/>		
Chemicals or Hazardous Substances				
Use, storage or transport of hazardous substances or chemicals?	NO	<input type="checkbox"/>		
Electricity				
Use of electrical equipment or leads?	<input type="checkbox"/>	YES	Coffee, food van requires power	Leads tagged; protected and covered
Generators?	<input type="checkbox"/>	YES	Jumping Castle	Leads Tagged
Environmental Conditions				
Potential for air, water or ground pollution?	NO	<input type="checkbox"/>		
Disposal of waste?	<input type="checkbox"/>	YES	Arrangements with local cleaners	
Disturbance to the community?	NO	<input type="checkbox"/>		
Driving vehicles or operating equipment in potentially unsuitable ground conditions?	NO	<input type="checkbox"/>		
Fire Risk / Burns				
Hot objects or surfaces?	No	<input type="checkbox"/>		
Flammable materials or sources of ignition?	No			
Hazardous Manual Tasks				
Pushing, pulling, lifting, carrying or otherwise moving objects manually?	NO	<input type="checkbox"/>		
Human Interaction				
Work with Children?	NO			
Service of alcohol?	NO			

<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>
Machinery and Equipment				
Refuelling vehicles or equipment?	NO	<input type="checkbox"/>		
Hand tools or small powered equipment?	<input type="checkbox"/>	YES	Stationary engines/moving parts	Restricted access and safety zones erected.
Equipment that may cause flying objects? (e.g. Brush cutters, high pressure equipment, mowers, etc.)	NO	<input type="checkbox"/>		
Noise				
Exposure to noise from equipment or tools?	NO	<input type="checkbox"/>		
Slips, Trips or Falls				
Potential for people to fall from one level to another?	NO	<input type="checkbox"/>		
Slippery surfaces?	NO	<input type="checkbox"/>		
Obstructions or items which may be a trip hazard?	<input type="checkbox"/>	YES	Trip Hazards in an outdoor venue	As required these will be noted and marked.
Traffic				
People moving around or passing through the work area?	<input type="checkbox"/>	YES	People moving within the showground in a static vehicle display environment	
Vehicles moving around or passing through the work area?	<input type="checkbox"/>	YES	Street Parade through the Wellington CBD within a road closed environment	Traffic Management Plan and Traffic Control Plan has been prepared to facilitate the street parade. Parade to be lead by NSW Police Force with marshalls escorting the procession for spectator control. SES and Police
Work Conditions				
Work outdoors?	YES	<input type="checkbox"/>	Outdoor event	All care will be taken to identify risks associated with an outdoor event
Change in weather conditions (hot or cold) or working in wet weather?	<input type="checkbox"/>	YES	Outdoor event	Weather is monitored and in the event of dangerous or hazardous weather conditions the event may be cancelled
Housekeeping issues including storage of materials or goods?	NO	<input type="checkbox"/>		
Work at Height or Depth				
Work at a height greater than 1.5m?	NO	<input type="checkbox"/>		

<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>
Use ladders to access tasks?	NO	<input type="checkbox"/>		
Potential for falling objects onto people below?	NO	<input type="checkbox"/>		
Use of elevated work platforms?	NO	<input type="checkbox"/>		
Other Hazards				
1.Injuries requiring First Aid	<input type="checkbox"/>	YES		St Johns Ambulance attending. Emergency Services as required
2.Antisocial behaviour	<input type="checkbox"/>	YES		No Alcohol on sale. Police and Security presence
3.	<input type="checkbox"/>	<input type="checkbox"/>		

Emergency Evacuation Procedure



Traffic and pedestrian management
Access/parking <i>(times/locations/access and egress points)</i>
Emergency services : Emergency services have access through the three main gates on Showground Road. The gates are open for 7:00 am until 5:00 pm on the day of the event (March 3).
Key stakeholders/suppliers Key Stakeholders/suppliers have access to the site form 7:00 am on March 3. All are expected to remain on site until 2:30 pm. Entrance and egress points are located through the main gates on Showground Rd. Parking is allocated within the Showground to improve the flow of traffic in the vicinity and reduce the incident of motor traffic accidents with majority of vehicles entering the showground from the eastern side and turning from the left hand lane into the parking areas. Egress from the site will occur similarly in the reverse direction.
Disabled Patrons Parking facilities have been made available for disabled patrons to enter and leave the site as well as standard disabled access to services inside the event.
General parking: General parking is available inside the showground and has been designed to improve traffic flow and reduce risk for vehicles parking in the showground.
Overspill: In the history of the event there has not been a time when the facility could not cope with the volume of people. The showground is a large area with extensive capacity. Parking overspill has been available in the street outside the Showground on Showground Rd and Renshaw McGirr Way.
Public transport Is available with taxis being the only current option to the site
Pedestrians:- Pedestrian entry and egress will occur through the main gates on Showground Road or through the internal gates after having entered in a vehicle. Pedestrian access is available along Showground Rd from the CBD in Wellington

Attach: Traffic Control Plan (if applicable)

Incident management plan
<i>Pre-event contact with emergency services /First aid/ambulance locations/site plan/signage/communications/ emergency evacuation/key contacts/lost children</i>

