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”.

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)
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)
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)

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.
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 Valantine
Senior Traffic Engineer
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

1 EVENT DETAILS

1.1 Event summary

Event Name: **MAN FROM IRONBARK FESTIVAL**
Event Location: **MOLONGA ST, STUART TOWN**
Event Date: **3/1-18** Event Start Time: **9am** Event Finish Time: **5pm**
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: Phone: Mobile: Email: 

Event Management Company (if applicable): **Maitland Ironbank**
Phone: Phone: Mobile: Email: 

Police: **JCJ 1270**
Phone: 6942099 Fax: 6942099 Mobile: Email: 

Council: **Dubbo Regional Council**
Phone: 69014000 Fax: 69014111 Mobile: Email: 

Roads & Traffic Authority (of Class I): Phone: Mobile: Email: 

*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 TO THE AREA.
<table>
<thead>
<tr>
<th>RISK MANAGEMENT - TRAFFIC</th>
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<tbody>
<tr>
<td>7.1 Occupational Health &amp; Safety - Traffic Control</td>
</tr>
<tr>
<td>- Risk assessment plan (or plans) attached</td>
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<tr>
<td>2.2 Public Liability Insurance</td>
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<tr>
<td>- Public liability insurance arranged, Certificate of currency attached</td>
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<td>2.3 Police</td>
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<tr>
<td>- Police written approval obtained</td>
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<tr>
<td>2.4 Fire Brigades and Ambulance</td>
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<tr>
<td>- Fire brigades notified</td>
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<tr>
<td>- Ambulance notified</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAFFIC AND TRANSPORT MANAGEMENT</th>
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</thead>
<tbody>
<tr>
<td>3.1 The route or location</td>
</tr>
<tr>
<td>- Map attached</td>
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<tr>
<td>3.2 Parking</td>
</tr>
<tr>
<td>- Parking organised - details attached</td>
</tr>
<tr>
<td>- Parking not required</td>
</tr>
<tr>
<td>3.3 Construction, traffic calming and traffic generating developments</td>
</tr>
<tr>
<td>- Plans to minimize impact of construction activities, traffic calming devices or traffic generating developments attached</td>
</tr>
<tr>
<td>- There are no construction activities, traffic calming devices or traffic generating developments at the location/routes or on the detour routes</td>
</tr>
<tr>
<td>3.4 Trusts, authorities or Government enterprises</td>
</tr>
<tr>
<td>- This event uses a facility managed by a trust, authority or enterprise - written approval attached</td>
</tr>
<tr>
<td>- This event does not use a facility managed by a trust, authority or enterprise</td>
</tr>
<tr>
<td>3.5 Impact on Public transport</td>
</tr>
<tr>
<td>- Public transport plans created - details attached</td>
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<tr>
<td>- Public transport not impacted or will not impact event</td>
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<tr>
<td>3.6 Resurfacing roads after moving events</td>
</tr>
<tr>
<td>- This is a moving event - details attached</td>
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<tr>
<td>- This is a non-moving event</td>
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<tr>
<td>3.7 Traffic management requirements unique to this event</td>
</tr>
<tr>
<td>- Description of unique traffic management requirements attached</td>
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<tr>
<td>- There are no unique traffic requirements for this event</td>
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<tr>
<td>3.8 Contingency plans</td>
</tr>
<tr>
<td>- Contingency plans attached</td>
</tr>
</tbody>
</table>
3.9 Heavy vehicle impacts

- [ ] Impacts heavy vehicles - RTA to manage
- [X] 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
- [X] 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 Plans
- [X] This event does not require special event warning signs

4.4 Permanent Variable Message Signs

- [ ] Messages, locations and times attached
- [X] 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
- [X] This event does not use portable VMS

5 PRIVACY NOTICE

The "personal information" contained in the complete "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 this 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 their "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed solely and outside of NSW to event managers or any other persons or organisations required to manage or provide services required to conduct the event or to my 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

[Name]

on behalf of [Organisation]

notify the Commissioner of Police that

on the [Day] (day) of [Month] (Month) [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 [Time] and

and disperse at approximately [Time].

or

(b) a public assembly, being a procession of approximately

[Number] persons,

which will assemble at approximately [Time] and

at approximately [Time].

[Specify route, any stops and the approximate duration of stops and the approximate time of termination. A diagram may be attached.]

2. The purpose of the proposed assembly is [Purpose].

[Australian Community Festival]

[Ironbark Festival]

[Special Event]
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 (delete 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 ..... (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:

I take responsibility for organizing and conducting the proposed assembly.

Notices for the purposes of the Summary Offences Act 1988 may be served upon me at the following address:

16 RUSSELL ST
STUART TOWN
SA 5720
Postcode: 5720
Telephone No. 0417 467 459

Signed

Capacity:

Date: 21-1-2013
APPENDIX NO: 2 - TRANSPORT MANAGEMENT PLAN - STUART TOWN
IRONBARK FESTIVAL

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, driving, a road or persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the by-passes installed under the direction of a qualified person.
## EVENT MANAGEMENT PLAN

**Stuart Town - Man from Ironbark Festival**

<table>
<thead>
<tr>
<th>Do tasks or activities involve any of the following?</th>
<th>No</th>
<th>Yes</th>
<th>If YES, provide details</th>
<th>What control measures are required or have been implemented to minimise the risk?</th>
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<tbody>
<tr>
<td>All Activities and Tasks</td>
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<tr>
<td>High risk work activities?</td>
<td>✓</td>
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<td>Deviation from a current safe operating procedure or risk assessment?</td>
<td>✓</td>
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<td>Biological Hazards</td>
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<td>Contact with needles or syringes?</td>
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<td>Chemicals or Hazardous Substances</td>
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<td>Use, storage or transport of hazardous substances or chemicals?</td>
<td>✓</td>
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<td>Electricity</td>
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<td>Use of electrical equipment or leads?</td>
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<td>✓</td>
<td>All electrical leads will be safely secured. So there will be no trip hazard.</td>
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<td>Generators?</td>
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<td>Environmental Conditions</td>
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<td>Potential for air, water or ground pollution?</td>
<td>✓</td>
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<td>Disposal of waste?</td>
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<td>✓</td>
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<td>Stuart Town Advancement Asst. Volunteers will collect &amp; dispose general waste to local tip.</td>
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<td>Disturbance to the community?</td>
<td>✓</td>
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<td>Driving vehicles or operating equipment in potentially unsuitable ground conditions?</td>
<td>✓</td>
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### EVENT MANAGEMENT PLAN

**Stuart Town - Man from Ironbark Festival**

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<thead>
<tr>
<th>Do tasks or activities involve any of the following?</th>
<th>No</th>
<th>Yes</th>
<th>If YES, provide details</th>
<th>What control measures are required or have been implemented to minimize the risk?</th>
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<tbody>
<tr>
<td>Fire Risk / Burns</td>
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<td>Hot objects or surfaces?</td>
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<td>Flammable materials or sources of ignition?</td>
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<td>Hazardous Manual Tasks</td>
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</tr>
<tr>
<td>Pushing, pulling, lifting, carrying or otherwise moving objects manually?</td>
<td>☑</td>
<td>☑</td>
<td></td>
<td>All volunteers will follow correct manual handling procedures.</td>
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<tr>
<td>Human Interaction</td>
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<tr>
<td>Work with Children?</td>
<td>☑</td>
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<td>Service of alcohol?</td>
<td>☑</td>
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<tr>
<td>Machinery and Equipment</td>
<td></td>
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<tr>
<td>Refuelling vehicles or equipment?</td>
<td>☑</td>
<td>☐</td>
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<td>Hand tools or small powered equipment?</td>
<td>☑</td>
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<tr>
<td>Equipment that may cause flying objects?</td>
<td>☑</td>
<td>☐</td>
<td></td>
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<tr>
<td>(e.g. Brush cutters, high pressure equipment, mowers, etc.)</td>
<td>☑</td>
<td>☐</td>
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</tr>
<tr>
<td>Noise</td>
<td></td>
<td></td>
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<tr>
<td>Exposure to noise from equipment or tools?</td>
<td>☑</td>
<td>☐</td>
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<tr>
<td>Slips, Trips or Falls</td>
<td></td>
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<tr>
<td>Potential for people to fall from one level to another?</td>
<td>☑</td>
<td>☐</td>
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<tr>
<td>Event Management Plan</td>
<td>Item: CCL18/10</td>
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<tr>
<td><strong>STUART TOWN IRONBARK FESTIVAL</strong></td>
<td><strong>EXTRAORDINARY COUNCIL MEETING</strong></td>
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<tr>
<td><strong>TRANSPORT MANAGEMENT PLAN</strong></td>
<td><strong>Page 21</strong></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Activity</strong></th>
<th><strong>Hazard</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
</tr>
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<tbody>
<tr>
<td>Slippery surfaces?</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Obstructions or items which may be a trip hazard?</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Pedestrians entering or exiting the work area?</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vehicles moving around or passing through the work area?</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Work outdoors?</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Change in weather conditions (hot or cold) or working in wet weather?</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Handling objects including storage of materials or goods</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Work at a height greater than 1.5m</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Use of elevated work platforms?</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Other Hazards</td>
<td></td>
<td></td>
<td>X</td>
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</tbody>
</table>
APPENDIX NO: 2
TRANSPORT MANAGEMENT PLAN - STUART TOWN

ITEM NO: CCL18/10

EXTRAORDINARY COUNCIL MEETING

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 housekeeping.
EXTRAORDINARY COUNCIL MEETING  
14 FEBRUARY 2018  

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 Valantine
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

1. EVENT DETAILS

1.1 Event summary

Event Name: WELLINGTON VINTAGE FAIR & SWAP MEET
Event Location: WELLINGTON SHOW GROUND
Event Date: 20/08/2018, Start Time: 8:00am, Event Finish Time: 5:00pm
Event Setup Start Time: 9:00am, Event Packdown Finish Time: 3:00pm
Event is □ off-street □ on-street moving □ on-street non-moving
Event is a □ planned □ other (please state):

Contact Name: [Name]
Contact Phone: [Phone]
Contact Email: [Email]

Event Organizer:

Phone: [Phone]
Event Management Company (if applicable):
Phone: [Phone]

Police:

Phone: [Phone]
Event Management Company (if applicable):
Phone: [Phone]

Council:

Phone: [Phone]
Roads & Traffic Authority (if Class A):
Phone: [Phone]

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, SPECIALITY CARRIAGES, MARKET STALLS, DOG SHOWS, ENTERTAINMENT, FOOD VENDORS. AT THE SHOW GROUNDS.

Closing traffic access to main highway between Warialda st and McDonalds Lane and return.

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Traffic & Transport Management of Special Events
Version: 04 August 2018
Closure of Highway and Heavy Traffic Detours.
## 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

## 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/venues 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
APPENDIX NO: 2 - UPDATED EVENT APPLICATION - WELLINGTON VINTAGE FAIR AND SWAP MEET

ITEM NO: CCL18/11

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 manage
- Special event clearways not required

4. MINIMIZING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

4.1 Access for local residents, businesses, hospitals and emergency vehicles
- Plans to minimize impact on event community approved
- This event does not impact the access to community on the main route (or location) or detour routes

4.2 Advertise traffic management arrangements
- Road closure notice - Advertising medium and copy of proposed arrangements attached
- No road closures or reductions nor special event clearways in place - advertising medium and copy of proposed arrangements 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
- 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

PRIVACY NOTICE

The Personal Information Collection Statement of Traffic and Transport Management Plan may be extended and held by the NZR Public, the National Road Authority (NIA), or any Government. I declare that the details in this application are true and correct. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 3 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1998) and the Privacy Act 1993.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The personal information submitted is either my own or if I have the consent of the person concerned to provide it. (Signed)
- The "personal information" held by the Police, NZR or Local Government may be disclosed inside and outside of New Zealand to other agencies or organisations required to manage or provide resources required to conduct the event. The disclosure is necessary to perform the functions of New Zealand law and for the protection of the public interest (Signed)
- The person by whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy regulations.

Traffic & Transport Management of Special Events
Version 3.1 August 2, 2008

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6. APPROVAL

TMP Approved by: ___________________________ Event Organiser _____________ Date

7. AUTHORIZATION TO REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorized for all non-classed roads described in the risk management plans attached to this TMP.

Regulation of traffic authorized by: ___________________________ Council _____________ Date

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

Regulation of traffic authorized by: ___________________________ RTA _____________ Date

Regulation of the wearing of prescribed headgear along a road of persons within or outside a road (Roads Act, 1997). Council and RTA require traffic to be conducted as described in the risk management plan, with the provisions involved under the direction of a qualified person.
Schedule 1 Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1. [Name]
   [Address]
   [Organisation]
   [Date]

   on behalf of

   notify the Commissioner of Police that

   on the [Day] of [Month] [Year], it is intended to hold

   either:

   (a) a public assembly, not being a procession, of approximately
       [Number] persons,
       which will assemble at [Time] at [Place],
       and disperse at approximately [Time], on [Date].
   
   or

   (b) a public assembly, being a procession of approximately
       [Number] persons,
       which will assemble at approximately [Time] and at
       [Time] the procession will commence and shall proceed
       [Route].

   (Please complete 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:

   [Purpose]

   The purpose of the proposed assembly is to display
   [Purpose] associated with the [Event].

   [Event] will promote the [Event] within the [Location].
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 itself and its effects on the traffic

(i) There will be ___ vehicles and ___ floats involved. The type and dimensions are as follows:

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

(iii) The following specific and type of music will be involved in the assembly:

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

I take responsibility for organizing and conducting the proposed assembly.

Notices for the purpose of the Summary Offences Act 1968 may be served upon me at the following address:

[Address]

[Postcode]

Telephone No. [Number]

[Signature]

Capacity/Title

Date

Traffic & Transport Management of Special Events

Version 34 August 2, 2006
## Event Application Form

### Planning and Environment

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you be having stakeholders at the event/activity?</td>
<td>Yes</td>
</tr>
<tr>
<td>Will you be selling or consuming alcohol?</td>
<td>No</td>
</tr>
<tr>
<td>Will there be any temporary structures or seating erected?</td>
<td>No</td>
</tr>
<tr>
<td>Will there be any amplified sound?</td>
<td>Yes</td>
</tr>
<tr>
<td>How many toilets will be accessible to attendees?</td>
<td>All toilets at the Wellington Showground</td>
</tr>
<tr>
<td>Are you planning to erect any banners or signage?</td>
<td>Yes</td>
</tr>
<tr>
<td>Will there be any electrical amusement rides installed?</td>
<td>No</td>
</tr>
</tbody>
</table>

#### Emergency Services have been notified of this event:
- Police ✓
- Ambulance ✓
- Fire Services ✓
- Local transport (taxis, buses)
- Affected businesses (road closure, closed parking spaces)

#### Are Fireworks/Pyrotechnics proposed for this event? No

### Traffic Control

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will your event use public roads in full or in part for any purpose?</td>
<td>Yes – Street Parade</td>
</tr>
<tr>
<td>Have you completed a Traffic Control Plan?</td>
<td>Yes</td>
</tr>
<tr>
<td>Will any crowd control be required?</td>
<td>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.</td>
</tr>
</tbody>
</table>

### Waste Services

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will your event generate rubbish?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have a Sustainability Plan for your event?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Event Details</th>
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<tbody>
<tr>
<td><strong>Name of event/activity</strong></td>
</tr>
<tr>
<td><strong>Brief description of activities planned</strong></td>
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<tr>
<td><strong>Target audience</strong></td>
</tr>
<tr>
<td><strong>Expected number of attendees</strong></td>
</tr>
<tr>
<td><strong>Date(s) of event/activity</strong></td>
</tr>
<tr>
<td><strong>Time of event/activity</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact person</strong></td>
</tr>
<tr>
<td><strong>Position/role</strong></td>
</tr>
<tr>
<td><strong>Contact phone</strong></td>
</tr>
<tr>
<td><strong>Contact email</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Alternative contact person(s)</strong></td>
</tr>
<tr>
<td><strong>Alternative contact number(s)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Venue Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Venue name</strong></td>
</tr>
<tr>
<td><strong>Do you have a Certificate of Currency of minimum $20 million?</strong></td>
</tr>
<tr>
<td><strong>Is this a facility of Dubbo Regional Council?</strong></td>
</tr>
<tr>
<td><strong>Have you made a tentative booking?</strong></td>
</tr>
<tr>
<td><strong>Will you be charging entry for this event/activity?</strong></td>
</tr>
<tr>
<td><strong>Entry cost</strong></td>
</tr>
<tr>
<td><strong>Have you previously organised an event/activity of this nature?</strong></td>
</tr>
</tbody>
</table>
Event Application Form

Event and Risk Management

Have you previously completed an Event Management Plan? Yes/No

If no, please download a template from the Event Organisers Toolbox

Are you selling food at this event/activity? Yes/No

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 events@fundsolutions.com.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
- Site plan and/or ground plan
- Site plan and/or ground plan
- Site plan and/or ground plan
- Application for Fireworks Display
- Application for Fireworks Display
- Application for Fireworks Display
- Application for Fireworks Display
- Application to Hold Event on or in part of Roads/footpaths
- Application to Hold Event on or in part of Roads/footpaths
- Application to Hold Event on or in part of Roads/footpaths
- 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:


Print Name: [Name]
Signature: [Signature]
Date: [Date]
## Certificate of Currency

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>AQ R008958 Plb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Insured:</td>
<td>The Rotary Club of Wellington NSW</td>
</tr>
<tr>
<td>Type of Insurance:</td>
<td>Public and Products Liability</td>
</tr>
<tr>
<td>Cover:</td>
<td>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.</td>
</tr>
<tr>
<td>Limit of Liability:</td>
<td>Public: $50,000,000 any one Occurrence&lt;br&gt;Products: $10,000,000 any one Occurrence &amp; in the aggregate for all injury or damage occurring during the Period of Insurance.</td>
</tr>
<tr>
<td>Territorial Limits:</td>
<td>Anywhere in the World but subject to the Terms, Conditions and Exceptions of the Policy</td>
</tr>
<tr>
<td>Period of Insurance:</td>
<td>From 4:00pm on 30th June 2017 to 4:00pm on 30th June 2018</td>
</tr>
<tr>
<td>Special Conditions:</td>
<td>Subject to the existing Terms, Conditions and Exceptions of the Policy&lt;br&gt;Note: students, regional council, NSW Police Service, and Roads and Maritime Services as an interested party</td>
</tr>
</tbody>
</table>

Signed: 

QBE INSURANCE (AUSTRALIA) LIMITED
ABN 79 003 191 035
AFS Licence No. 288505

Brigette Lane 30th day of June 2017

2017-2018 Rotary Club SPL Cafe
<table>
<thead>
<tr>
<th>Do tasks or activities involve any of the following?</th>
<th>No</th>
<th>Yes</th>
<th>If YES, provide details</th>
<th>What control measures are required or have been implemented to minimise the risk?</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Activities and Tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High risk work activities?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deviation from a current safe operating procedure or risk assessment?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biological Hazards</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Contact with needles or syringes?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemicals or Hazardous Substances</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use, storage or transport of hazardous substances or chemicals?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of electrical equipment or leads?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generators?</td>
<td>YES</td>
<td></td>
<td>Coffee, food van requires power</td>
<td>Leads tagged; protected and covered</td>
</tr>
<tr>
<td>Environmental Conditions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential for air, water or ground pollution?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposal of waste?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disturbance to the community?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driving vehicles or operating equipment in potentially unsuitable ground conditions?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Risk / Burns</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Hot objects or surfaces?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flammable materials or sources of ignition?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Manual Tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pushing, pulling, lifting, carrying or otherwise moving objects manually?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Human Interaction</td>
<td></td>
<td></td>
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<tr>
<td>Work with Children?</td>
<td>ND</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Service of alcohol?</td>
<td>ND</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Do tasks or activities involve any of the following?  

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes</th>
<th>If YES, provide details</th>
<th>What control measures are required or have been implemented to minimise the risk?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machinery and Equipment</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Refuelling vehicles or equipment?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand tools or small powered equipment?</td>
<td></td>
<td>YES</td>
<td>Stationary engines/moving parts</td>
<td>Restricted access and safety zones erected.</td>
</tr>
</tbody>
</table>
| Equipment that may cause flying objects?  
  (e.g. Brush cutters, high pressure equipment, mowers, etc.) | NO |     |                         |                                                                                |
| Noise  
  Exposure to noise from equipment or tools? | NO |     |                         |                                                                                |
| Slips, Trips or Falls  
  Potential for people to fall from one level to another? | NO |     |                         |                                                                                |
| Slippery surfaces? | NO |     |                         |                                                                                |
| Obstructions or items which may be a trip hazard? | 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? | YES |     | People moving within the showground in a static vehicle display environment |                                                                                |
| Vehicles moving around or passing through the work area? | 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 |     | Outdoor event. |                                                                                |
| Change in weather conditions (hot or cold) or working in wet weather? | YES |     | Outdoor event | Weather is monitored and if in the event of dangerous or hazardous weather conditions the event may be cancelled |
| Housekeeping issues including storage of materials or goods? | NO |     |                         |                                                                                |
| Work at Height or Depth  
  Work at a height greater than 1.5m? | NO |     |                         |                                                                                |
<table>
<thead>
<tr>
<th>Do tasks or activities involve any of the following?</th>
<th>No</th>
<th>Yes</th>
<th>If YES, provide details</th>
<th>What control measures are required or have been implemented to minimise the risk?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use ladders to access tasks?</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential for falling objects onto people below?</td>
<td>NO</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Use of elevated work platforms?</td>
<td>NO</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Other Hazards</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1. Injuries requiring First Aid</td>
<td>YES</td>
<td></td>
<td></td>
<td>St John’s Ambulance attending. Emergency Services as required</td>
</tr>
<tr>
<td>2. Antisocial behaviour</td>
<td>NO</td>
<td>YES</td>
<td></td>
<td>No Alcohol on sale. Police and Security presence</td>
</tr>
</tbody>
</table>

**Emergency Evacuation Procedure**

No further information provided for this item.
**Traffic and pedestrian management**

**Access/parking (times/locations/access and egress points)**

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 from 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 McGregor 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

**Incident management plan**

Pre-event contact with emergency services / First aid/ambulance locations/site plan/signage/communications/ emergency evacuation/Key contacts/lost children

**Attach**: Traffic Control Plan (if applicable)
### Incident reports

<table>
<thead>
<tr>
<th>Date and time of incident</th>
<th>Description of incident</th>
<th>Person/s involved</th>
<th>Action taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### Key contacts

**Organising committee**
- Jamie Gerhbach: 0428452669
- Beth Hattenfle: 0428088185
- David Ryan: 0478814862

**Suppliers/participants**