

# Local Traffic Committee Meeting

## Business Paper

Notice is hereby given that a Local Traffic Committee Meeting of Parkes Shire Council will be held in the Parkes Committee Room, 2 Cecile Street, Parkes, on Wednesday 7 February 2024 at 9:00am.



Kent Boyd PSM  
**GENERAL MANAGER**



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**1 OPENING OF MEETING**

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The Chairperson will declare the meeting open.

Meeting of Council committees are not recorded or streamed to the internet.

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**2 ACKNOWLEDGEMENT OF COUNTRY**

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Parkes Shire Council acknowledges the Wiradjuri People who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders past, present and emerging of the Wiradjuri Nation and extend that respect to other Aboriginal peoples from other nations who are present.

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**3 APOLOGIES**

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In accordance with clauses 5.3, 5.4 and 5.5 of Council's Code of Meeting Practice, apologies must be received and accepted from absent Councillors and a leave of absence from the Council Meeting may be granted.

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## 4 CONFIRMATION OF MINUTES

4.1	<b>MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON 8 NOVEMBER 2023</b>
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**IP&R Linkage:**      **Pillar:** Leadership

**Goal:** Our local government is open, accountable and transparent.

**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.

**Annexures:**      **A.    Local Traffic Committee Meeting Minutes - 8 November 2023**

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### RECOMMENDATION

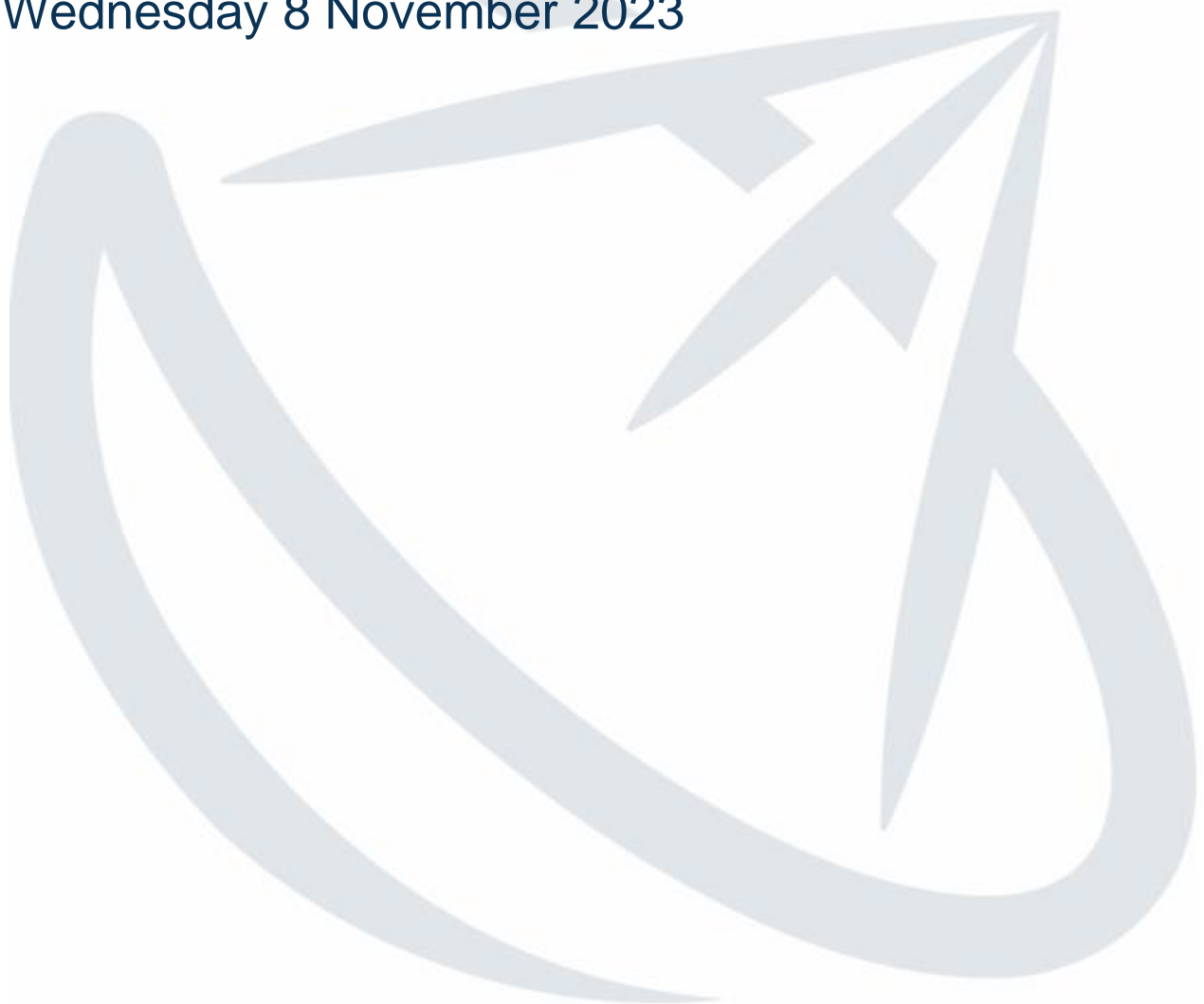
That the receive and confirm the Minutes of the meeting held on Wednesday 8 November 2023 appended at *Annexure A*.

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# **Local Traffic Committee Meeting**

## **Minutes**

Wednesday 8 November 2023



**Minutes of the Local Traffic Committee Meeting**  
**Held on Wednesday, 8 November 2023 at the**  
**Parkes Council Chamber, 2 Cecile Street, Parkes**

**Present:**

Cr Ken McGrath	Councillor
Mr Adam Cornish	Lachlan Area Command Highway Patrol
Mr Jason Nicholson	Transport for NSW

**Council Officers in Attendance:**

Mrs Melanie Suitor	Road Safety & Injury Prevention Officer
Ms Taylah Burt	Business Support Officer
Mr Jaymes Rath	Executive Manager Technical Services

**NOTES**

The meeting commenced at 9:02am and concluded at 9:37am.

## Order Of Business

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<b>8</b>	<b>CONCLUSION OF MEETING.....</b>	<b>7</b>

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## 1 OPENING OF MEETING

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The Chairperson declared the Local Traffic Committee Meeting of Wednesday, 8 November 2023 open and welcomed Council Officials in attendance.

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## 2 ACKNOWLEDGEMENT OF COUNTRY

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The Chairperson read the following Acknowledgement of Country:

*Parkes Shire Council acknowledges the Traditional Custodians of the Wiradjuri Country and recognises and respects their cultural heritage, beliefs and continuing connection with the lands and rivers of the Parkes Shire.*

*Council pays its respects to Elders past, present and emerging and extends this respect to all First Nations peoples in the Parkes Shire.*

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## 3 APOLOGIES

Mr Chris McQuie

Western Road Liners

## 4 CONFIRMATION OF MINUTES

<b>4.1 MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON 9 AUGUST 2023</b>
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**RESOLVED LTC 024/23**

That the receive and confirm the Minutes of the meeting held on Wednesday 9 August 2023 appended at *Annexure A*.

**UNANIMOUS SUPPORT**

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## 5 DISCLOSURES OF INTERESTS

The Chairperson reminded Council Officials of their obligation under Council's Code of Conduct to disclose and manage any conflicts of interest they may have in matters being considered at the meeting, and invited Council Officials present to disclose any such interests.

Nil interests were disclosed.

## 6 LATE BUSINESS

The Chairperson advised that no late items of business had been submitted to the meeting.

**7 OFFICERS' REPORTS****7.1 DISABLED PARKING OUT THE FRONT OF CENTRE LINK AND CURRAJONG STREET MEDICAL CENTRE****RESOLVED LTC 025/23**

That:

1. Council adopts the proposed disabled parking from 57-63 Currajong Street, Parkes as presented.

**UNANIMOUS SUPPORT****7.2 DISABLED PARKING OUT THE FRONT OF PEAK HILL COMMUNITY GARDEN****RESOLVED LTC 026/23**

That:

1. Council adopts the proposed disabled parking on Caswell Street, Peak Hill as presented.

**UNANIMOUS SUPPORT****7.3 FIREWORK DISPLAY AT THE COUNTRY SOUNDS EVENT - 18 NOVEMBER 2023****RESOLVED LTC 027/23****Council Responsibilities:**

That:

1. Approval is subject to the applicants complying with the following conditions:
  - (a) Provide Council with evidence of Current Public Liability Insurance. Insurance is to note to interests of Parkes Shire Council, NSW Police, State Emergency Services and Transport for NSW (TfNSW) *(to be provided prior to the event taking place)*.
  - (b) Provide Council a Traffic Management Plan for approval. (To be submitted prior to the event taking place).
  - (c) Notify Emergency services of and proposed road closure or detours.
  - (d) Allow for emergency vehicle access.
  - (e) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
  - (f) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
  - (g) Comply with Council Officer's reasonable directives.
  - (h) The organiser is to maintain the area in clean and tidy condition.
  - (i) Council reserves the right to cancel the approval at any time.

- (j) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
- (k) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.
- (l) Confirmation of event times and traffic control times.
- (m) Police representative has requested for all future events that a separate event application be submitted to Police for approval.
- (n) Provide Council evidence of Notification of Pyrotechnic Display from Safework NSW.

**UNANIMOUS SUPPORT**

## **8 GENERAL BUSINESS**

### **8.1 UPDATED TRAFFIC CONTROL PLANS - ABBA FESTIVAL**

#### **RESOLVED LTC 028/23**

That:

1. The report detail is for the information of the Committee.

**UNANIMOUS SUPPORT**

### **8.2 SPEED ZONE REVIEW - CASWELL STREET, PEAK HILL**

#### **RESOLVED LTC 029/23**

That:

1. The report detail is for the information of the Committee.

**UNANIMOUS SUPPORT**

### **8.3 SPEED ZONE REVIEW - EUGROWA ROAD, PARKES**

#### **RESOLVED LTC 030/23**

That:

1. The report detail is for the information of the Committee.

**UNANIMOUS SUPPORT**

**8.4 SPEED ZONE REVIEW - MILITARY ROAD, PARKES****RESOLVED LTC 031/23**

That:

1. The report detail is for the information of the Committee.

**UNANIMOUS SUPPORT****8.4 ROAD SAFETY AND INJURY PREVENTION OFFICER REPORT****RESOLVED LTC 032/23**

1. Harvest is underway. There are pockets of activity across the three shires, so we will be opening the grain harvest truck fold down warning signs that are located near silos and along roads that trucks use to access silos, as well as distributing our annual harvest USBs which contain all of the relevant notices for safely and legally moving agricultural machinery, combinations and trucks on the road. This year we also have some windscreen stickers - which can be attached to machinery and acts as a quick reference guide for travel requirements such as pilots, lights and signage.
2. We are getting organised for the annual Plan B Win a Swag promotion. There are just shy of 60 venues that participate in our three shires. The promotion will run from 1 December 2023 to 31 January 2024 and encourages patrons to think about alternate ways to get home safely if they have been drinking.

**UNANIMOUS SUPPORT****7 REPORT OF CONFIDENTIAL RESOLUTIONS**

In accordance with clauses 14.22 and 14.23 of Council's Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson as soon as practicable. Such resolutions must be recorded in the publicly available minutes of the meeting.

**8 CONCLUSION OF MEETING**

The meeting concluded at 9:37am.

This is the final page of the minutes comprising 7 pages numbered 1 to 7 of the Local Traffic Committee Meeting held on Wednesday, 8 November 2023 and confirmed on 21 November 2023.

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CHAIRPERSON



## 5 DISCLOSURES OF INTERESTS

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All Council Officials must disclose and manage any conflicts of interest they may have in matters being considered at the meeting.

Council's Code of Conduct deals with pecuniary and non-pecuniary conflicts of interest and political donations, and provides guidance on how these issues should be managed.

Council Officials must be familiar with Council's Code of Conduct and their obligations to disclose and manage any conflicts of interest that they may have in matters being considered at this Council Meeting.

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**Note:** Council Officials who declare an Interest at the Meeting are also required to complete a Declaration of Interest form.

**6 LATE BUSINESS**

## 7 OFFICERS' REPORTS

### 7.1 2024 ANZAC DAY - PARKES

**IP&R Linkage:** Pillar: Community

**Goal:** Our community is safe, active and healthy.

**Strategy:** Provide effective regulatory, compliance and enforcement services.

**Author:** Megan Morrison, Events Officer

**Authoriser:** Jaymes Rath, Executive Manager Technical Services

**Annexures:**

- A. Commemorative Service - Cooke Park [↓](#)
- B. Dawn Service - Memorial Hill [↓](#)
- C. ANZAC Day Parkes - Risk Assessment [↓](#)
- D. Traffic Control Plan - Parkes ANZAC Day [↓](#)

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### STAFF RECOMMENDATION

#### Council Responsibilities:

That:

1. Approval is subject to complying with the following conditions:
  - (a) Notify Emergency services of and proposed road closure or detours.
  - (b) Allow for emergency vehicle access.
  - (c) Council reserves the right to cancel the approval at any time.
  - (d) Confirmation of event times and traffic control times.
  - (e) Police representative has requested for all future events that a separate event application be submitted to Police for approval.
  - (f) If the event is held on a State road that the Council request Road Occupancy Licence (ROL) from Transport for NSW for the event activities.
  - (g) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.

#### Events Responsibilities:

That:

2. Approval is subject to the applicants complying with the following conditions:
  - (a) Provide Council with evidence of Current Public Liability Insurance. (*to be provided prior to the event taking place*).
  - (b) Provide Council a Traffic Management Plan for approval. (To be submitted prior to the event taking place).
  - (c) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
  - (d) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
  - (e) Comply with Council Officer's reasonable directives.
  - (f) The organiser is to maintain the area in clean and tidy condition.

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That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.

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## EXECUTIVE SUMMARY

The Parkes Sub-Branch of the Returned and Services League of Australia has submitted a request to organise an ANZAC Commemorative Service / March on Thursday, 25 April 2024.

### The Dawn Service

Parkes Dawn Service will be held at Memorial Hill commencing at approximately 05.15am.

### ANZAC Day March

The customary March typically involves assembling in Short Street proceeding along Welcome Street to the Square, then heading east along Clarinda Street. The March concludes by returning to Short Street for the ANZAC Commemorative Service in Cooke Park.

**Parkes ANZAC Day Road Closures:** will involve the closure of Short Street which will be closed from 7:00am to 11:00am.

Welcome Street to the Square, then heading east along Clarinda Street will be closed from 7:00am to 11:00am.

## BACKGROUND

The proposed route has been used for the ANZAC Service / March in previous years.

## KEY ISSUES

Nil

## EVENT CLASS

This event is considered to be a **Class 2 Special Event** as described in the Roads and Traffic Authority's [Guide to Traffic and Transport Management for Special Events](#) (Version 3.5, published 1 July 2018).

## CONCLUSION

The Committee is advised to endorse the suggested road closures for the ANZAC Commemorative March scheduled for Thursday, 25 April 2024. This involves the closure of Short Street from 7:00am to 11:00am, along with Welcome and Clarinda Streets, also from 7:00am to 11:00am.

Parkes Shire Council  
EVENTS GUIDE: 001 EVENTS FORM

**PARKES**  
*It all adds up.*


'It takes real planning to organise this kind of chaos' - Mel Odom

## Applicant Details

Name: <b>PAUL THOMAS</b>	Organisation (if applicable): <b>PARKES RSL SUB-BRANCH</b>
Address: <b>P. O. BOX 293 PARKES NSW 2870</b>	Phone:
	Mobile: <b>0427624683</b>
Email: <b>PARKESRSLSB@OUTLOOK.COM</b>	
Signature: 	Date: <b>31/12/2023</b>
Facebook:	Website:
Instagram:	Twitter:

## Event Details

Event Name: <b>2024 ANZAC DAY</b>	Event Date/s: <b>25/04/2024</b> Event Time/s: <b>0515HRS - 1800HRS</b>
Location/Venue: <b>COOKIE PARK</b> <small>NOTE: Council owned venue hire is subject to availability.</small>	Is this event likely to become an ongoing event? (eg. annual) <b>YES</b>
Describe the main purpose of your event: (Please attach any additional information eg. site maps, event program, further notes, etc) <b>COMMEMORATE ANZAC DAY FOR THOSE WHO SERVED OUR COUNTRY IN THEATRES OF CONFLICT AND FOR THOSE WHO PAID THE EXTREME SACRIFICE</b>	
Expected event attendance: (approx. number) <b>1000</b>	Expected audience reach of event: (eg. local, regional, state, national, international) <b>LOCAL</b>

## Further details about your event

So we can assist with determining necessary approvals and support

Note: Forms identified as being required will be supplied by Council upon receipt of this notification

Will your event be open to the public?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <small>You will be required to consider a Notice of Impact and a Public Advisory Note, which will need to be submitted to the Local Council and the Local Area Command. Council will advise of any further requirements.</small>
Will the venue's existing public toilets be required?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Will you require additional portable public toilets?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <small>To be advised by the Local Council upon the Planning and Environment Department approval of the event.</small>





**Parkes Shire Council**  
EVENTS GUIDE: 001 EVENTS FORM



Will electricity be required?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Will amusement devices (eg. jumping castle, mechanical ride) or other entertainment (eg. performers or attractions) be operating?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes TYPE OF DEVICE/ENTERTAINMENT: _____
Will there be food and/or drinks sold?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will there be goods for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will alcohol be served and/or for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will there be animal involvement?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will you be installing or erecting a structure? (eg. stage, marquee, tent, caravan, etc.)  <i>Note: Council has a portable stage that is available for hire for a fee.</i>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes TYPE OF STRUCTURE: _____  If you are requesting a structure, please provide details of the structure, including its size, weight, and any other relevant information. If you are requesting a structure, please provide details of the structure, including its size, weight, and any other relevant information.
Will you require Civic Support from the Office of the Mayor? (eg. civic reception, mayoral welcome/opening, councillor involvement)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes TYPE OF SUPPORT: <b>CIVIC RECEPTION FOR GUESTS OF HONOUR</b> <b>(YET TO BE ANNOUNCED)</b>
Are you requesting any road/footpath closures or road/footpath occupation?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes If you are requesting a road/footpath closure or occupation, please provide details of the closure/occupation, including its location, duration, and any other relevant information.
Are you requesting any assistance from Council? (eg. Marketing, promotion, monetary or in-kind services such as assistance with traffic control plans etc.)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes Please provide details of the assistance you are requesting, including its nature, duration, and any other relevant information.  <input checked="" type="checkbox"/> Marketing on websites <input checked="" type="checkbox"/> What's On e-newsletter <input checked="" type="checkbox"/> Publicity <input checked="" type="checkbox"/> Traffic Control Plans <input type="checkbox"/> Pull Up Banners <input checked="" type="checkbox"/> In-Kind Services <input type="checkbox"/> Other _____

Please return to Parkes Shire Council's Events Officer by email, mail or in person.

Email	Mail	In person
<p><input type="checkbox"/> <a href="mailto:events@parkes.nsw.gov.au">events@parkes.nsw.gov.au</a></p>	<p><input type="checkbox"/> 100 Parkes Street, Parkes NSW 2824</p>	<p><input type="checkbox"/> 100 Parkes Street, Parkes NSW 2824</p>

[events@parkes.nsw.gov.au](mailto:events@parkes.nsw.gov.au)

Parkes Shire Council  
Attn: Events Officer  
PO Box 337  
Parkes NSW 2870

Parkes Shire Council  
2 Cecil Street  
Parkes NSW 2870

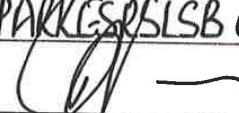
Parkes Shire Council  
EVENTS GUIDE: 005 REQUEST FORM - MAYOR

**PARKES**  
it all adds up.



"No one ever complains about a speech being too short!" - Ira Hayes

## Applicant Details

Name: <b>PAUL THOMAS</b>	Organisation (if applicable): <b>PARKES RSL SUB-BRANCH</b>
Address: <b>400 CLARINDA STREET PARKES NSW 2870</b>	Phone:
	Mobile: <b>0427 62 4683</b>
Email: <b>PARKESRSLSB@OUTLOOK.COM</b>	
Signature: 	Date: <b>30/12/2023</b>

## Event Details

Event Name: <b>ANZAC DAY</b>	Event Date/s: <b>25/04/2024</b>
Location/Venue: <b>COOKE PARK MEMORIAL HILL &amp; PARKES SERVICES CLUB</b>	Event Start Time: <b>0515AM</b>
Event Address: <b>9-17 SHORT STREET &amp; MEMORIAL HILL DRIVE PARKES 2870</b>	Event Conclusion Time: <b>1500 PM</b>

Describe the event and background information:

**CELEBRATION OF ANZAC DAY & REMEMBERING THOSE WHO SERVED OR  
LOST THEIR LIVES DURING CONFLICTS OF WAR.**

Will media be present? If so, list invitees.

**YES (TBA)**

Total number and general nature of guests:

**TBA**

## Speech Requirements

Will the Mayor be required to speak?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
Will another Council representative be asked to speak?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	
Expected length of speech	<input checked="" type="checkbox"/> < 5 minutes	<input type="checkbox"/> 6-10 minutes	<input type="checkbox"/> 10+ minutes
Please provide key points for Mayor or Council Representative to make in speech <small>250 words</small>	<b>ACKNOWLEDGE THOSE WHO SERVED IN CONFLICTS AND FOR THOSE WHO PAID THE EXTREME SACRIFICE.</b>		



**Parkes Shire Council**

EVENTS GUIDE: 005 REQUEST FORM - MAYOR

**PARKES**  
*It all adds up.*

What time should the Mayor arrive?	0515 HRS		
What time will the speech occur?	0930 HRS		
Expected time the Mayor is to stay at event? <small>If you are unable to stay for the entire event, please advise the duration of your stay.</small>	ALL DAY		
VIPs, notable invitees and guests requiring acknowledgement:	Please list: TBA		
Will anyone else be speaking?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes Name: KEITH WOODLANDS Role: ANZAC DAY GENERAL Duration: 2 MINS	
Please provide an event run sheet: <small>Please attach</small>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes WILL BE FORWARDED	
Who will greet the Mayor?	PAUL THOMAS AND/OR KEITH WOODLANDS		
Event meeting point for Mayor:	MEMORIAL HILL / COOKE PARK / PARKES SERVICES CLUB		
Parking arrangements:	AT TOP OF MEMORIAL HILL & THE REAR OF PARKES SERVICES CLUB		
Will food be served?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes If yes, please confirm: AT THE LUNCHEON & BREAKFAST <input checked="" type="checkbox"/> Is the Mayor expected to eat? <input type="checkbox"/> Is the Mayor expected to pay for food/meal/beverages? NO <input type="checkbox"/> If so, please advise cost \$ NIL	
Does the invitation include the Mayoress?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
Dress code:	<input type="checkbox"/> Official Mayoral Chain	<input checked="" type="checkbox"/> Business Suit	<input type="checkbox"/> Smart Casual <input type="checkbox"/> Informal Dress

Please return to Parkes Shire Council's Events Officer by email, mail or in person.

Email

Mail

In person

[events@parkes.nsw.gov.au](mailto:events@parkes.nsw.gov.au)

Parkes Shire Council  
Attn: Events Officer  
PO Box 337  
Parkes NSW 2870

Parkes Shire Council  
2 Cecile Street  
Parkes NSW 2870



## SPECIAL EVENT GUIDE

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**Schedule 1 Form – Notice of Intention to Hold a Public Assembly**

Taken from NSW Police website:

[https://www.police.nsw.gov.au/data/assets/pdf\\_file/0007/275560/Notice\\_of\\_intention\\_to\\_hold\\_a\\_Public\\_Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_intention_to_hold_a_Public_Assembly.pdf)
**Summary Offences Act 1988**

To the Commissioner of Police

1 I, PAUL THOMAS - SECRETARY PARKES RSL SUB BRANCH  
Name  
of 9-17 SHORT STREET (PO. BOX 293) PARKES NSW 2870  
Address  
on behalf of PARKES RSL SUB-BRANCH  
Organisation  
notify the Commissioner of Police that on the TWENTY-FIFTH  
Day  
of APRIL, 2024  
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

500-600 persons which will assemble  
Number

at 9-17 SHORT STREET (COOKIE PARK) PARKES 2870  
Place

at approximate 0815 am/pm  
Time

and disperse at approximately 1030 am/pm  
Time

or

(b) a public assembly, being a procession of approximately 400  
Number

persons which will assemble at 9-17 SHORT STREET (OPPOSITE COOKIE PARK)  
Place

at approximately 0815 am/pm  
Time

and at approximately 0825 am/pm the procession will

commence and shall proceed ALONG SHORT STREET TURNING RIGHT INTO WELCOME STREET THEN TURNING HARD RIGHT AT CHAMBERLAIN SQUARE INTO CLARINDA ST AND PROCEEDING DOWN TO SHORT STREET BEFORE STOPPING IN FRONT OF PARKES SERVICES CLUB.

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

SPECIAL EVENT GUIDE

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- 2 The purpose of the proposed assembly is COMMEMORATE

ANZAC DAY

State purpose

- 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:

- \* (i) There will be 5 (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

1x POLICE CAR - 3x TAXIS & 1x OTHER VEHICLE  
FOR USE BY DISABLED VETERANS WHO WISH TO PARTICIPATE IN THE MARCH.

- \* (ii) There will be 1 (number) of (bands) musicians, entertainers etc entertaining or addressing the assembly

- \* (iii) The following number and type of animals will be involved in the assembly

LIGHTHORSE BRIGADE

1x GUIDE DOG

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

EX MILITARY PERSONNEL - CURRENT MILITARY PERSONNEL  
SCHOOL GROUPS & SERVICE ORGANISATIONS

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

- 5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: 400 CLARINDA STREET

PARKES

NSW

Post Code 2870

Telephone:

0427624683

Signed:

SECRETARY

Capacity/Title

Date

30/12/2024

Delete as applicable

SPECIAL EVENT GUIDE

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## Special Event Resources

### Special Event Transport Management Plan

Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan

#### 1. EVENT DETAIL

##### 1.1. Event Summary

Event Name: ANZAC DAY MARCH  
 Event Location: COOLIE PARK - SHORT STREET - WELCOME STREET - CLARINDA STREET & SHORT STREET  
 Event Date: 25/4/2024 Event Start Time: 0815HRS Event Finish Time: 0845HRS  
 Event Setup Time: 0800HRS Event Pack down Finish Time: 0900HRS  
 Event is ☐ off-street ☒ on-street moving ☐ on-street non-moving  
 Event is ☒ held regularly throughout the year (calendar attached)

##### 1.2. Event Summary

Event Organiser\*: PAUL THOMAS - PARKES RSL SUB-BRANCH  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: 0427624683  
 Email: PARKESRSL SB @ OUTLOOK.COM  
 Event Management Company (if applicable): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Police: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Council: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Transport Management Centre  
 (if Class 1 – Sydney Metropolitan Area): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Roads & Maritime Service  
 (if Class 1 – regional NSW and Class 2 event): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

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

SPECIAL EVENT GUIDE

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**1.3. Brief description of the event (one paragraph)**

**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

TO BE OBTAINED

**2.4. Fire Brigades and Ambulance**

- ☒ Fire brigades notified

TO BE OBTAINED

- ☒ Ambulance notified

TO BE OBTAINED

**3. TRAFFIC & 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/or 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.

TO BE OBTAINED BY PARKES SHIR  
COUNCIL

- ☐ 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

INCLUDED IN THE RISK ASSESSMENT



SPECIAL EVENT GUIDE

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Class 1

Class 2

**3.9. Heavy vehicle impacts**

- ☒ Impacts heavy vehicles – RMS/TMC to manage
- ☐ Does not impact heavy vehicles

**3.10. Special event clearways**

- ☒ Special event clearways required - RMSTMC to arrange
- ☐ Special event clearways not required

**4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES**

Class 1

Class 2

Class 3

**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 arrangement**

- ☐ 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

SPECIAL EVENT GUIDE

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## 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 & Maritime Services (RMS), Transport Management Centre (TMC) 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, RMS/TMC 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

30/12/2023 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 RMS/TMC'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: \_\_\_\_\_ RMS/TMC \_\_\_\_\_ Date

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

## SPECIAL EVENT GUIDE

## Special Event Planning &amp; Resource Matrix

Revised 31 October 2023

Event Class	Description	Features	Examples	Lead Times for Agency Approval	Police Fees	Council Fees	RMS/TMC Fees
1	<b>A Class 1 Event</b> <ul style="list-style-type: none"> <li>Impacts major traffic &amp; transport systems</li> <li>disrupts the non-event community over a wide area</li> <li>requires the involvement of Police or more Councils and the RMS/TMC</li> <li>requires detailed Transport Management Plan</li> <li>requires advertising the event's traffic aspects to a wide audience</li> </ul>	<b>A Class 1 event may</b> <ul style="list-style-type: none"> <li>be conducted on-road or in its own venue</li> <li>involve trusts and authorities when using facilities managed by them</li> <li>involve Transport Management Centre</li> <li>involve the NSW Trains, Sydney Trains and State Transit,</li> <li>involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi &amp; ride share)</li> <li>involve private bus and coach organisations</li> <li>require RMS/TMC to provide Special Event Clearways</li> <li>require RMS/TMC to provide heavy vehicle detour routes</li> <li>require the RMS to adjust traffic signals</li> <li>require RMS/TMC to manage Variable Message Signs</li> <li>depending on the nature of the event, invoke the Police "Use Pay" policy.</li> </ul>	<b>For example:</b> <ul style="list-style-type: none"> <li>an event that affects a principal transport route in Sydney or</li> <li>an event that reduces capacity of the main highway through a country town or</li> <li>a bicycle race that involves the Sydney Harbour Bridge</li> </ul>	<b>Minimum 4 months from first approach to Council to proposed start date</b>  <b>6 months for vehicle races</b>	<b>Charges apply where: "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"</b>	<b>As described in Council's Special Events Policy</b>  <b>Asset rentals: refer to Council</b>	<b>Marginal costs apply where services are provided above those normally provided to the community.</b>  <b>RMS/TMC provides quote</b>  <b>Asset rental: refer to RMS/TMC</b>
2	<b>A Class 2 Event</b> <ul style="list-style-type: none"> <li>Impacts local traffic and transport systems but does not impact major traffic &amp; transport systems</li> <li>disrupts the non-event community in the area around the event but not over a wide area</li> <li>Requires the involvement of Police and Local Council</li> <li>Requires a detailed Transport Management Plan</li> <li>Requires advertising the event's traffic aspect to the local community</li> </ul>	<b>A Class 2 event may</b> <ul style="list-style-type: none"> <li>Be conducted on-road or in its own venue</li> <li>involve trusts and authorities when using facilities managed by them</li> <li>involve the NSW Trains, Sydney Trains and State Transit,</li> <li>involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi &amp; ride share)</li> <li>involve private bus and coach organisations</li> <li>depending on the nature of the event, invoke the Police "Use Pay" policy.</li> </ul>	<b>For example:</b> <ul style="list-style-type: none"> <li>an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or highway</li> <li>a motor rally on local country roads</li> </ul>	<b>Minimum 3 months</b>  <b>3 months for vehicle races</b>	<b>Charges apply where: "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"</b>	<b>As described in Council's Special Events Policy</b>  <b>Asset rentals: refer to Council</b>	
3	<b>A Class 3 Event</b> <ul style="list-style-type: none"> <li>does not impact local or major traffic &amp; transport systems</li> <li>disrupts the non-event community in the immediate area only</li> <li>requires Local Council and Police consent</li> <li>is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac</li> <li>requires Police agreement that event qualified as Class 3</li> <li>is never used for vehicle races</li> </ul>	<b>A Class 3 event, depending on Local Council policy may</b> <ul style="list-style-type: none"> <li>require a simplified Transport Management Plan</li> <li>not be available in all Council areas</li> <li>depending on the nature of the event, invoke the Police "Use Pay" policy</li> <li>require advertising the event's traffic aspects to the community</li> </ul>	<b>For example:</b> <ul style="list-style-type: none"> <li>an on-street neighbourhood Christmas party</li> </ul>	<b>Minimum 6 weeks</b>	<b>Charges apply where: "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"</b>	<b>As described in Council's Special Events Policy</b>  <b>Asset rentals: refer to Council</b>	
4	<b>A Class 4 Event</b> is intended for small on street events and <ul style="list-style-type: none"> <li>requires Police consent only</li> <li>is within the capacity of the Police to manage on their own</li> <li>is not a protest or demonstration</li> <li>is always an on-street event</li> <li>does not require RMS/TMC or Council consent</li> <li>does not require advertising the event's traffic aspect to the community</li> <li>does not require a Transport Management Plan</li> <li>does not require the involvement of other Government agencies</li> </ul>	<b>A Class 4 event may</b> <ul style="list-style-type: none"> <li>be conducted on classified or unclassified roads</li> <li>cause zero to considerable disruption to the non-event community</li> <li>cross Police Local Area Commands (LACs)</li> <li>cross Local Government Areas (LGAs)</li> <li>require Council or RMS/TMC to assist when requested by Police</li> <li>depending on the nature of the event, invoke the Police "Use Pay" policy</li> </ul>	<b>For example:</b> <ul style="list-style-type: none"> <li>a small ANZAC Day march in a country town</li> <li>a small parade conducted under Police escort</li> </ul>	<b>Minimum 1 month</b>	<b>Charges apply where: "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"</b>		

Traffic &amp; Transport Management of Special Events | Version 3.5 June 19, 2018

Traffic &amp; Transport

**SPECIAL EVENT GUIDE**

Revised to 2.01 of 2018

Event Class	Transport Management Plan	Risk Management Plans (Traffic Control) under OH&S Act 2000	Advise Transport Management Arrangements	Liability Insurance	Special Event Clearway, Heavy Vehicle Detour	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency Planning
1	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended  Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation  Not required where there is no regulation of traffic	Required with Council, TMC & Police (if police user Pays in force) named on policy. Also RMS if using RMS asset  Certificate of currency required	RMS arranges if required  RMS provides quote	Promote where practicable	Required. Refer to TMP	May be required.  Need to consider parking for disabled persons	Recommended
2	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended  Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation  Not required where there is no regulation of traffic	Required with Council & Police (if police user Pays in force) named on policy.  Certificate of currency required		Promote where practicable	Required. Refer to TMP	May be required.  Need to consider parking for disabled persons	Recommended
3	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended  Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation  Not required where there is no regulation of traffic	Required with Council & Police (if police user Pays in force) named on policy.  Certificate of currency required			Required. Refer to TMP		
4				Required with Council & Police (if police user Pays in force) named on policy.  Certificate of currency required			Required. Refer to TMP		





# PARKES

*It all adds up.*

## APPLICATION FOR USE OF PARK - TERMS AND CONDITIONS

Please be aware that the park is open to the public and it is not possible to restrict other users from the area requested

Name of Park COOKE PARK  
Function ANZAC DAY  
Date 0800HRS Time - From 25/4/24 AM Number of People 1000  
To 10:30HRS AM

Council will review your application to ascertain if a Development Application is required for your activity

### Applicant Details

Name / Company Name PARKES RSL SUB BRANCH  
Address 9-17 SHORT STREET PARKES 2870  
Phone (P.O. BOX 293) Mobile 0427624683  
Email PARKESRSLSB@OUTLOOK.COM

I hereby agree to abide by the conditions set out below and those included in the Terms and Conditions with respect to this park use application.

Yes ☒

Applicants Name

PAUL THOMAS

Date

30/12/2023

### Further Information & Conditions

Is your event open to the public?

Yes ☒ No ☐

Will public toilets be required?

Yes ☒ No ☐

Will there be a jumping castle operating?

Yes ☒ No ☐

IF YES, please attach a copy of the owner's Public Liability Insurance Policy. Please be advised that the jumping castle is for the sole use of your function and not open to the general public.

You must contact Council's Parks and Gardens Supervisor the week prior to use for a site induction for the preferred location (due to underground irrigation). Phone 6861 2344.

Will a public address system be operating?

Yes ☒ No ☐

If yes, please note Item 2 in attached Terms and Conditions

Will you require use of a stage?

Yes ☒ No ☐

IF YES, please see Council's Planning & Environment Department for further information.

Will there be goods, food or drinks for sale?

Yes ☐ No ☒

IF YES, please complete a Section 68 Application Form (available from Council's Administration Centre, attach a copy of the Public Liability, and lodge with the fee, to enable approval to take place.

Will there be animal involvement?

Yes ☐ No ☒

IF YES, please attach a copy of the owner's Public Risk Liability Insurance Policy. The following conditions are required to be adhered to:

- animals to be under supervision at all times
- animals to be held in a secured roped area
- animals to be led by an adult at all times, and
- all fouling is to be collected and removed from Council property.

Will there be mechanical rides operating?

Yes ☐ No ☒

IF YES, please see Council's Planning & Environment Department - You may need Section 68 approval. Please attach a copy of the owner's Public Liability Insurance Policy. There is a fee for operation of mechanical rides on Council's parks and reserves





2

### IMPORTANT

**Please note: Park Users need to ensure there are no underground services before pegging, staking or digging. It is essential that before any stakes, pegs, star pickets or bollards are driven into the ground, Council's Parks and Gardens Supervisor is contacted for a site induction.**

Requests for bookings for fetes, markets and major functions may require a Development Application or Special Event Management Plan.

The erection of temporary structures will be subject to further conditions. Please contact Council's Planning & Environment Department on 02 6861 2373 to discuss.

Council's conditions of use of a Council park require:

- (1) That no vehicles be driven on the grassed areas without prior consultation with Council's Parks and Gardens Supervisor for assessment of underground irrigation locations.
- (2) That no spikes be driven into the ground without prior consultation with the Parks and Gardens Supervisor.
- (3) That the area is left in a clean and tidy condition at the completion of the day's festivities. Should the facility be left in an untidy or damaged state, Council will seek reimbursement of expenses incurred.

**Please be aware that the park is open to the public and it is not possible to restrict other users from the area requested.**

The application process is so that Council is aware of, and can control, the extent of the use of public parks.

#### How to pay

Please return this application form together with any fees payable to:

By Post            The General Manager  
                         PO Box 337  
                         PARKES NSW 2870

In Person        Parkes Shire Council Administration Building  
                         2 Cecile Street  
                         PARKES NSW 2870

By E-mail        psc.engineering@parkes.nsw.gov.au

*Payments sent by post should be by money order or cheque, made in favour of Parkes Shire Council.*

All fees and bond payments and insurance details must be received with the application, at least two (2) weeks prior to the park use.

**Please note: This booking will not be accepted until all applicable fees are paid in full.**

### OFFICE USE ONLY

☐ Approved      ☐ Not Approved

**Ben Howard**

Name

Director Works & Services

Date

Fee payable to the cashier upon lodgement of application:

Amount \$ \_\_\_\_\_ Paid on \_\_\_\_\_ Receipt # \_\_\_\_\_

2 Cecile Street | PO Box 337 | PARKES NSW 2870  
PH (61) 02 6861 2333 | FAX (61) 02 6862 3946  
EMAIL [council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au) | WEBSITE [www.parkes.nsw.gov.au](http://www.parkes.nsw.gov.au)



1. Upon completion of the booking, the area is to be left in a clean and tidy condition and garbage removed from the site to an approved waste collection area.
2. Noise is to be controlled by the Hirer and is not to create a nuisance to other park users. Therefore, the use of public address systems, large sound systems and other activities that generate excessive amounts of noise cannot be used without the written permission of Council. That is, the noise level (L10) produced during the performance shall not exceed the background level (L90) by more than 5dB (A) when measured at the nearest residential boundary.
3. All performances must be completed by 9.30pm unless special approval is granted.
4. All food providers must register with the NSW Food Authority at [www.nswfoodauthority.com.au](http://www.nswfoodauthority.com.au) and the Hirer shall duly comply with the Food Act 2003 and the regulations, and observe the Food Handling Guidelines for Temporary Events.
5. The Hirer shall exercise the Permit in a property and orderly manner to the reasonable satisfaction of Council, and shall not do or permit to be done on the premises, any act or thing which may be unreasonable or become a nuisance, damage, annoyance or disturbance to the Council or to the other persons lawfully using the premises or to the owners or occupiers of any neighbouring land.
6. No vehicles are allowed on site without permission from Council. Parking is in allocated parking areas only.
7. In the event of Council keys to be requested, there is a bond payable per key. Please call Council on 6861 2344 to make arrangements prior to the event. Should the key be lost or not returned on the due date, the key bond will not be refunded.
8. The Hirer shall duly comply with and observe the provisions of every statute and of every rule, regulation, ordinance and by-law made or to be made under or pursuant to any statute and of all notices received from any statutory or public authority relating to the premises or the use of the premises by the Hirer.
9. The Hirer shall duly comply with and observe all regulations and directions given from time to time by the Council and/or its authorised servants or agents.
10. The Hirer shall not sell or permit the sale on the premises of soft drinks or other items in bottles or other glass containers or ring-pull cans.
11. The Hirer shall not erect or alter any structure on the premises and will not damage the premises in any way without the prior written consent of Council.
12. Council may terminate the booking forthwith at any time in the event that the Hirer fails to comply with any of the terms and conditions of this agreement by notice in writing delivered to the premises or sent to the Hirer at the address on the Permit or as directed by an officer of Council.
13. In the event of amusement devices being operated, a copy of registration of the device with WorkCover, and the public liability insurance/s, must be presented to Council with the Park Use application form.
14. In the event of a bond being applicable, this bond covers the cost of any damage to the facility and/or the removal of additional garbage. Once an inspection has been made, to the satisfaction of Council, the bond will be refunded to you.
15. All hire fees, bond payments and insurances must be received by Council at least two weeks prior to the event being held.
16. With regard to animal involvement, the following conditions are to be adhered to:
  - (a) animals to be under supervision at all times
  - (b) animals to be held in a secured roped area
  - (c) animals to be led by an adult at all times, and
  - (d) all fouling is to be collected and removed from Council property.
17. It is essential that before any holes are dug, or stakes, pegs, star pickets or bollards are driven into the ground, an assessment is undertaken for any services or irrigation locations.
18. The Hirer's permit for use is limited to the area, date and time specified in the permit.



Parkes Shire Council  
EVENTS GUIDE: 001 EVENTS FORM

**PARKES**  
It all adds up.


'It takes real planning to organise this kind of chaos' - Mel Odom

## Applicant Details

Name: PAUL THOMAS	Organisation (if applicable): PARKES RSL SUB-BRANCH
Address: P.O. BOX 293 PARKES NSW 2870	Phone:
	Mobile: 0427624683
Email: PARKESRSLSB@OUTLOOK.COM	
Signature: 	Date: 31/12/2023
Facebook:	Website:
Instagram:	Twitter:

## Event Details

Event Name: 2024 ANZAC DAY	Event Date/s: 25/04/2024
	Event Time/s: 0515HRS - 1800HRS
Location/Venue: COOKE PARK <small>NOTE: Council owned venue hire is subject to availability.</small>	Is this event likely to become an ongoing event? (eg. annual) YES
Describe the main purpose of your event: (Please attach any additional information eg. site maps, event program, further notes, etc) COMMEMORATE ANZAC DAY FOR THOSE WHO SERVED OUR COUNTRY IN THEATRES OF CONFLICT AND FOR THOSE WHO PAID THE EXTREME SACRIFICE	
Expected event attendance: (approx. number) 1000	Expected audience reach of event: (eg. local, regional, state, national, international) LOCAL

## Further details about your event

So we can assist with determining necessary approvals and support

Note: Forms identified as being required will be supplied by Council upon receipt of this application.

Will your event be open to the public?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <small>You will be required to complete a Police Event form as a Public Assembly form which will need to be submitted to the Police Station and a Community Liaison Officer with a copy of your application.</small>
Will the venue's existing public toilets be required?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Will you require additional portable public toilets?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <small>To hire additional toilets please contact the Planning Department. Do not forget to hire 650L 220L bins max 400kg.</small>



**Parkes Shire Council**  
EVENTS GUIDE: 001 EVENTS FORM

**PARKES**  
*It all adds up.*

Will electricity be required?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Will amusement devices (eg. jumping castle, mechanical ride) or other entertainment (eg. performers or attractions) be operating?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes TYPE OF DEVICE/ENTERTAINMENT: _____
Will there be food and/or drinks sold?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will there be goods for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will alcohol be served and/or for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will there be animal involvement?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will you be installing or erecting a structure? (eg. stage, marquee, tent, caravan, etc)  Note: Council has a portable stage that is available for hire for a fee.	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes TYPE OF STRUCTURE: _____ You will be required to provide a copy of the current certificate of compliance with the Public Health Regulations. Be aware that the maximum height for a structure is 10m. Any structure over 10m must be approved by the Council. The maximum height for a structure is 10m. Any structure over 10m must be approved by the Council. The maximum height for a structure is 10m. Any structure over 10m must be approved by the Council.
Will you require Civic Support from the Office of the Mayor? (eg. civic reception, mayoral welcome/opening, councillor involvement)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes TYPE OF SUPPORT: <b>CIVIC RECEPTION FOR GUESTS OF HONOUR</b> <b>(YET TO BE ANNOUNCED)</b>
Are you requesting any road/footpath closures or road/footpath occupation?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes You will be required to complete a Road Closure Plan, submit it to the Council, and have it approved by the Council. The plan must include details of the closure, the reason for the closure, and the proposed traffic management. The plan must also include details of the proposed traffic management. The plan must also include details of the proposed traffic management.
Are you requesting any assistance from Council? (eg. Marketing, promotion, monetary or in-kind services such as assistance with traffic control plans etc.)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes Please provide details of the assistance you are requesting. The assistance requested is: <b>Marketing on websites</b> , <b>What's On e-newsletter</b> , <b>Publicity</b> , <b>Traffic Control Plans</b> , <b>Pull Up Banners</b> , <b>In-Kind Services</b> , <b>Other</b> _____

Please return to Parkes Shire Council's Events Officer by email, mail or in person.

Email

Mail

In person

[events@parkes.nsw.gov.au](mailto:events@parkes.nsw.gov.au)

Parkes Shire Council  
Attn: Events Officer  
PO Box 337  
Parkes NSW 2870

Parkes Shire Council  
2 Cecil Street  
Parkes NSW 2870



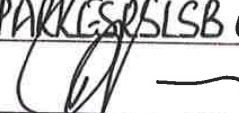
Parkes Shire Council  
EVENTS GUIDE: 005 REQUEST FORM - MAYOR

**PARKES**  
it all adds up.



"No one ever complains about a speech being too short!" - Ira Hayes

## Applicant Details

Name: <b>PAUL THOMAS</b>	Organisation (if applicable): <b>PARKES RSL SUB-BRANCH</b>
Address: <b>400 CLARINDA STREET PARKES NSW 2870</b>	Phone:
	Mobile: <b>0427 62 4683</b>
Email: <b>PARKESRSLSB@OUTLOOK.COM</b>	
Signature: 	Date: <b>30 / 12 / 2023</b>

## Event Details

Event Name: <b>ANZAC DAY</b>	Event Date/s: <b>25 / 04 / 2024</b>
Location/Venue: <b>COOKE PARK MEMORIAL HILL &amp; PARKES SERVICES CLUB</b>	Event Start Time: <b>0515AM</b>
Event Address: <b>9-17 SHORT STREET &amp; MEMORIAL HILL DRIVE PARKES 2870</b>	Event Conclusion Time: <b>1500 PM</b>

Describe the event and background information:

**CELEBRATION OF ANZAC DAY & REMEMBERING THOSE WHO SERVED OR  
LOST THEIR LIVES DURING CONFLICTS OF WAR.**

Will media be present? If so, list invitees: <b>YES (TBA)</b>	Total number and general nature of guests: <b>TBA</b>
--	--

## Speech Requirements

Will the Mayor be required to speak?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Will another Council representative be asked to speak?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Expected length of speech	<input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 6-10 minutes <input type="checkbox"/> 10+ minutes
Please provide key points for Mayor or Council Representative to make in speech <small>250 words</small>	<b>ACKNOWLEDGE THOSE WHO SERVED IN CONFLICTS AND FOR THOSE WHO PAID THE EXTREME SACRIFICE.</b>



**Parkes Shire Council**  
EVENTS GUIDE: 005 REQUEST FORM - MAYOR

**PARKES**  
*It all adds up.*

What time should the Mayor arrive?	0515 HRS		
What time will the speech occur?	0930 HRS		
Expected time the Mayor is to stay at event? <small>If you are unable to stay for the entire event, please advise the duration of your stay.</small>	ALL DAY		
VIPs, notable invitees and guests requiring acknowledgement:	Please list: TBA		
Will anyone else be speaking?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes KEITH WOODLANDS ANZAC DAY GENERAL 2MINS	
Please provide an event run sheet: <small>Please attach</small>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes WILL BE FORWARDED	
Who will greet the Mayor?	PAUL THOMAS AND/OR KEITH WOODLANDS		
Event meeting point for Mayor:	MEMORIAL HILL / COOKE PARK / PARKES SERVICES CLUB		
Parking arrangements:	AT TOP OF MEMORIAL HILL & THE REAR OF PARKES SERVICES CLUB		
Will food be served?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes AT THE LUNCHEON & BREAKFAST <input checked="" type="checkbox"/> Is the Mayor expected to eat? <input type="checkbox"/> Is the Mayor expected to pay for food/meal/beverages? NO <input type="checkbox"/> If so, please advise cost \$ NIL	
Does the invitation include the Mayoress?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
Dress code:	<input type="checkbox"/> Official Mayoral Chain	<input checked="" type="checkbox"/> Business Suit	<input type="checkbox"/> Smart Casual <input type="checkbox"/> Informal Dress

Please return to Parkes Shire Council's Events Officer by email, mail or in person.  
 Email Mail In person

[events@parkes.nsw.gov.au](mailto:events@parkes.nsw.gov.au)

 Parkes Shire Council  
Attn: Events Officer  
PO Box 337  
Parkes NSW 2870

 Parkes Shire Council  
2 Cecile Street  
Parkes NSW 2870


NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, PAUL THOMAS (Name)  
of P.O. BOX 293 PARKES NSW 2870 (Address)  
on behalf of PARKES RSL SUB-BRANCH (Organisation)  
notify the Commissioner of Police that on the 25TH (Day)  
of APRIL, 2024 (Month/Year)

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately  
2000 persons which will assemble (Number)

at MEMORIAL HILL (Place)

at approximate 0515 am/pm

and disperse at approximately 0645 am/pm

or

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

persons which will assemble at .....

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 ANZAC DAY DAWN SERVICE

.....



.....  
State purpose

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:

\* (i) There will be ....NIL.....(number) of vehicles and/or\* floats  
involved and their type and dimensions are as follows:

.....  
.....  
\* (ii) There will be ....ONE..... (number) of bands, musicians,  
entertainers etc entertaining or addressing the assembly

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

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

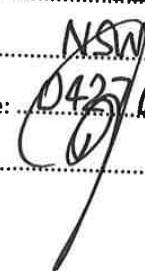
4 I take responsibility for organising and conducting the proposed public assembly.

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

Address: 400 CLARINDA STREET  
PARKES

NSW Post Code 2870

Telephone: 0427624683

Signed:   
PAUL THOMAS

Capacity/Title..... SECRETARY

Date ..... 30/12/2023

\* Delete as applicable



# PARKES

*It all adds up.*

## APPLICATION FOR USE OF PARK - TERMS AND CONDITIONS

Please be aware that the park is open to the public and it is not possible to restrict other users from the area requested

Name of Park MEMORIAL HILL  
Function DAWN SERVICE ANZAC DAY Number of People 2000  
Date 25/4/24 Time - From 0515 AM To 0700 AM

*Council will review your application to ascertain if a Development Application is required for your activity*

### Applicant Details

Name / Company Name PARKES RSL SUB BRANCH  
Address 9-17 SHORT STREET (PO BOX 293) PARKES 2870  
Phone \_\_\_\_\_ Mobile 0427624683  
Email PARKESRSLSB@OUTLOOK.COM

I hereby agree to abide by the conditions set out below and those included in the Terms and Conditions with respect to this park use application.

Yes



PAUL THOMAS

Applicants Name

Date

30/12/2023

### Further Information & Conditions

Is your event open to the public?

Yes ☒

No ☐

Will public toilets be required?

Yes ☒

No ☐

Will there be a jumping castle operating?

Yes ☐

No ☒

**IF YES**, please attach a copy of the owner's Public Liability Insurance Policy. Please be advised that the jumping castle is for the sole use of your function and not open to the general public.

**You must contact Council's Parks and Gardens Supervisor the week prior to use for a site induction for the preferred location (due to underground irrigation). Phone 6861 2344.**

Will a public address system be operating?

Yes ☒

No ☐

**If yes, please note Item 2 in attached Terms and Conditions**

Will you require use of a stage?

Yes ☐

No ☒

**IF YES**, please see Council's Planning & Environment Department for further information.

Will there be goods, food or drinks for sale?

Yes ☐

No ☒

**IF YES**, please complete a Section 68 Application Form (available from Council's Administration Centre, attach a copy of the Public Liability, and lodge with the fee, to enable approval to take place.

Will there be animal involvement?

Yes ☐

No ☒

**IF YES**, please attach a copy of the owner's Public Risk Liability Insurance Policy. The following conditions are required to be adhered to:

- animals to be under supervision at all times
- animals to be held in a secured roped area
- animals to be led by an adult at all times, and
- all fouling is to be collected and removed from Council property.

Will there be mechanical rides operating?

Yes ☐

No ☒

**IF YES**, please see Council's Planning & Environment Department - You may need Section 68 approval. Please attach a copy of the owner's Public Liability Insurance Policy. There is a fee for operation of mechanical rides on Council's parks and reserves





2

### IMPORTANT

**Please note: Park Users need to ensure there are no underground services before pegging, staking or digging. It is essential that before any stakes, pegs, star pickets or bollards are driven into the ground, Council's Parks and Gardens Supervisor is contacted for a site induction.**

Requests for bookings for fetes, markets and major functions may require a Development Application or Special Event Management Plan.

The erection of temporary structures will be subject to further conditions. Please contact Council's Planning & Environment Department on 02 6861 2373 to discuss.

Council's conditions of use of a Council park require:

- (1) That no vehicles be driven on the grassed areas without prior consultation with Council's Parks and Gardens Supervisor for assessment of underground irrigation locations.
- (2) That no spikes be driven into the ground without prior consultation with the Parks and Gardens Supervisor.
- (3) That the area is left in a clean and tidy condition at the completion of the day's festivities. Should the facility be left in an untidy or damaged state, Council will seek reimbursement of expenses incurred.

**Please be aware that the park is open to the public and it is not possible to restrict other users from the area requested.**

The application process is so that Council is aware of, and can control, the extent of the use of public parks.

### How to pay

Please return this application form together with any fees payable to:

By Post            The General Manager  
                         PO Box 337  
                         PARKES NSW 2870

In Person        Parkes Shire Council Administration Building  
                         2 Cecile Street  
                         PARKES NSW 2870

By E-mail        [psc.engineering@parkes.nsw.gov.au](mailto:psc.engineering@parkes.nsw.gov.au)

*Payments sent by post should be by money order or cheque, made in favour of Parkes Shire Council.*

All fees and bond payments and insurance details must be received with the application, at least two (2) weeks prior to the park use.

**Please note: This booking will not be accepted until all applicable fees are paid in full.**

### OFFICE USE ONLY

☐ Approved    ☐ Not Approved

**Ben Howard**

Name

Director Works & Services

Date

Fee payable to the cashier upon lodgement of application:

Amount \$ \_\_\_\_\_ Paid on \_\_\_\_\_ Receipt # \_\_\_\_\_

2 Cecile Street | PO Box 337 | PARKES NSW 2870  
PH (61) 02 6861 2333 | FAX (61) 02 6862 3946  
EMAIL [council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au) | WEBSITE [www.parkes.nsw.gov.au](http://www.parkes.nsw.gov.au)







1. Upon completion of the booking, the area is to be left in a clean and tidy condition and garbage removed from the site to an approved waste collection area.
2. Noise is to be controlled by the Hirer and is not to create a nuisance to other park users. Therefore, the use of public address systems, large sound systems and other activities that generate excessive amounts of noise cannot be used without the written permission of Council. That is, the noise level (L10) produced during the performance shall not exceed the background level (L90) by more than 5dB (A) when measured at the nearest residential boundary.
3. All performances must be completed by 9.30pm unless special approval is granted.
4. All food providers must register with the NSW Food Authority at [www.nswfoodauthority.com.au](http://www.nswfoodauthority.com.au) and the Hirer shall duly comply with the Food Act 2003 and the regulations, and observe the Food Handling Guidelines for Temporary Events.
5. The Hirer shall exercise the Permit in a property and orderly manner to the reasonable satisfaction of Council, and shall not do or permit to be done on the premises, any act or thing which may be unreasonable or become a nuisance, damage, annoyance or disturbance to the Council or to the other persons lawfully using the premises or to the owners or occupiers of any neighbouring land.
6. No vehicles are allowed on site without permission from Council. Parking is in allocated parking areas only.
7. In the event of Council keys to be requested, there is a bond payable per key. Please call Council on 6861 2344 to make arrangements prior to the event. Should the key be lost or not returned on the due date, the key bond will not be refunded.
8. The Hirer shall duly comply with and observe the provisions of every statute and of every rule, regulation, ordinance and by-law made or to be made under or pursuant to any statute and of all notices received from any statutory or public authority relating to the premises or the use of the premises by the Hirer.
9. The Hirer shall duly comply with and observe all regulations and directions given from time to time by the Council and/or its authorised servants or agents.
10. The Hirer shall not sell or permit the sale on the premises of soft drinks or other items in bottles or other glass containers or ring-pull cans.
11. The Hirer shall not erect or alter any structure on the premises and will not damage the premises in any way without the prior written consent of Council.
12. Council may terminate the booking forthwith at any time in the event that the Hirer fails to comply with any of the terms and conditions of this agreement by notice in writing delivered to the premises or sent to the Hirer at the address on the Permit or as directed by an officer of Council.
13. In the event of amusement devices being operated, a copy of registration of the device with WorkCover, and the public liability insurance/s, must be presented to Council with the Park Use application form.
14. In the event of a bond being applicable, this bond covers the cost of any damage to the facility and/or the removal of additional garbage. Once an inspection has been made, to the satisfaction of Council, the bond will be refunded to you.
15. All hire fees, bond payments and insurances must be received by Council at least two weeks prior to the event being held.
16. With regard to animal involvement, the following conditions are to be adhered to:
  - (a) animals to be under supervision at all times
  - (b) animals to be held in a secured roped area
  - (c) animals to be led by an adult at all times, and
  - (d) all fouling is to be collected and removed from Council property.
17. It is essential that before any holes are dug, or stakes, pegs, star pickets or bollards are driven into the ground, an assessment is undertaken for any services or irrigation locations.
18. The Hirer's permit for use is limited to the area, date and time specified in the permit.



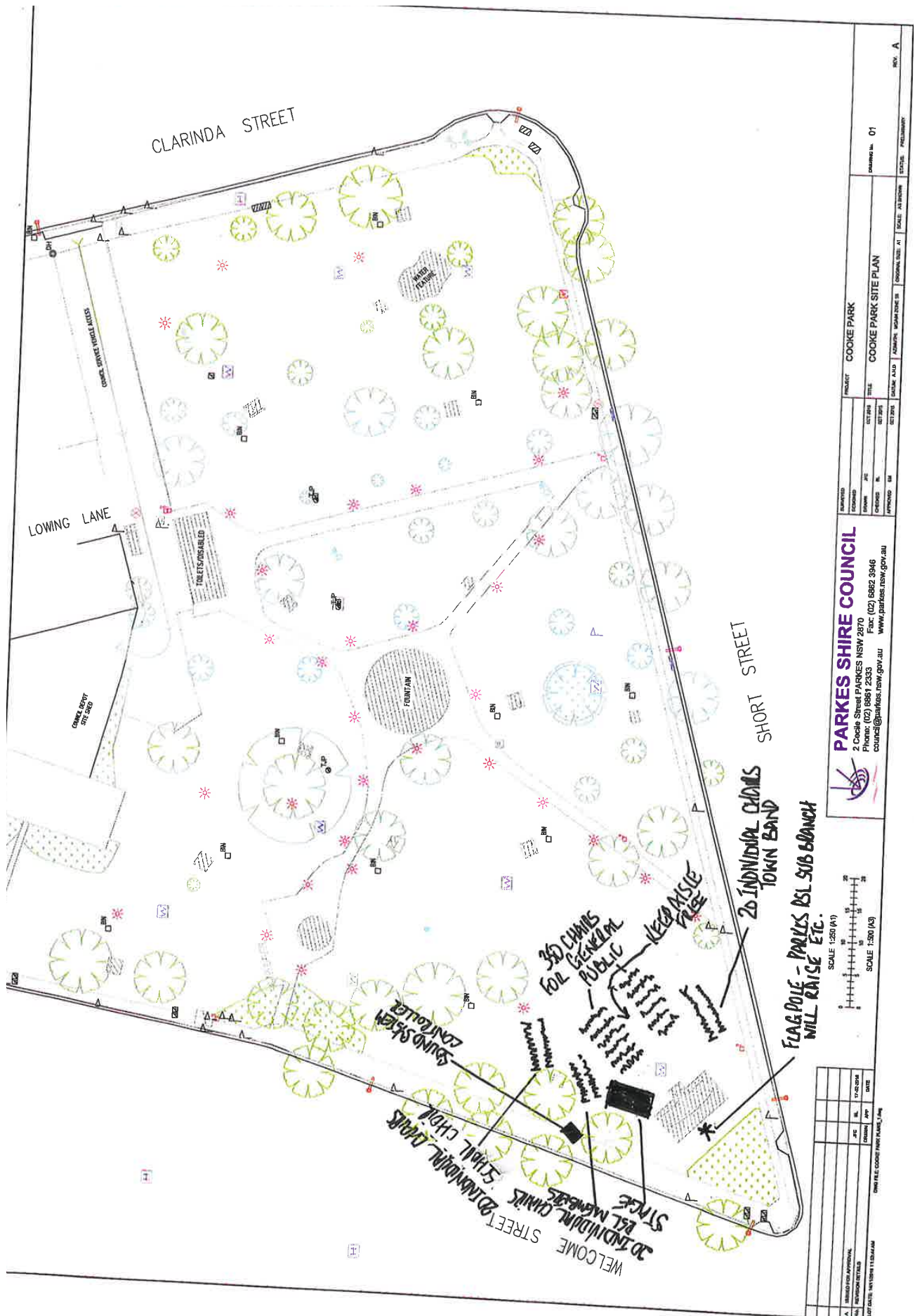
**Parkes Shire Council**  
**EVENTS GUIDE: 002 RISK MANAGEMENT**



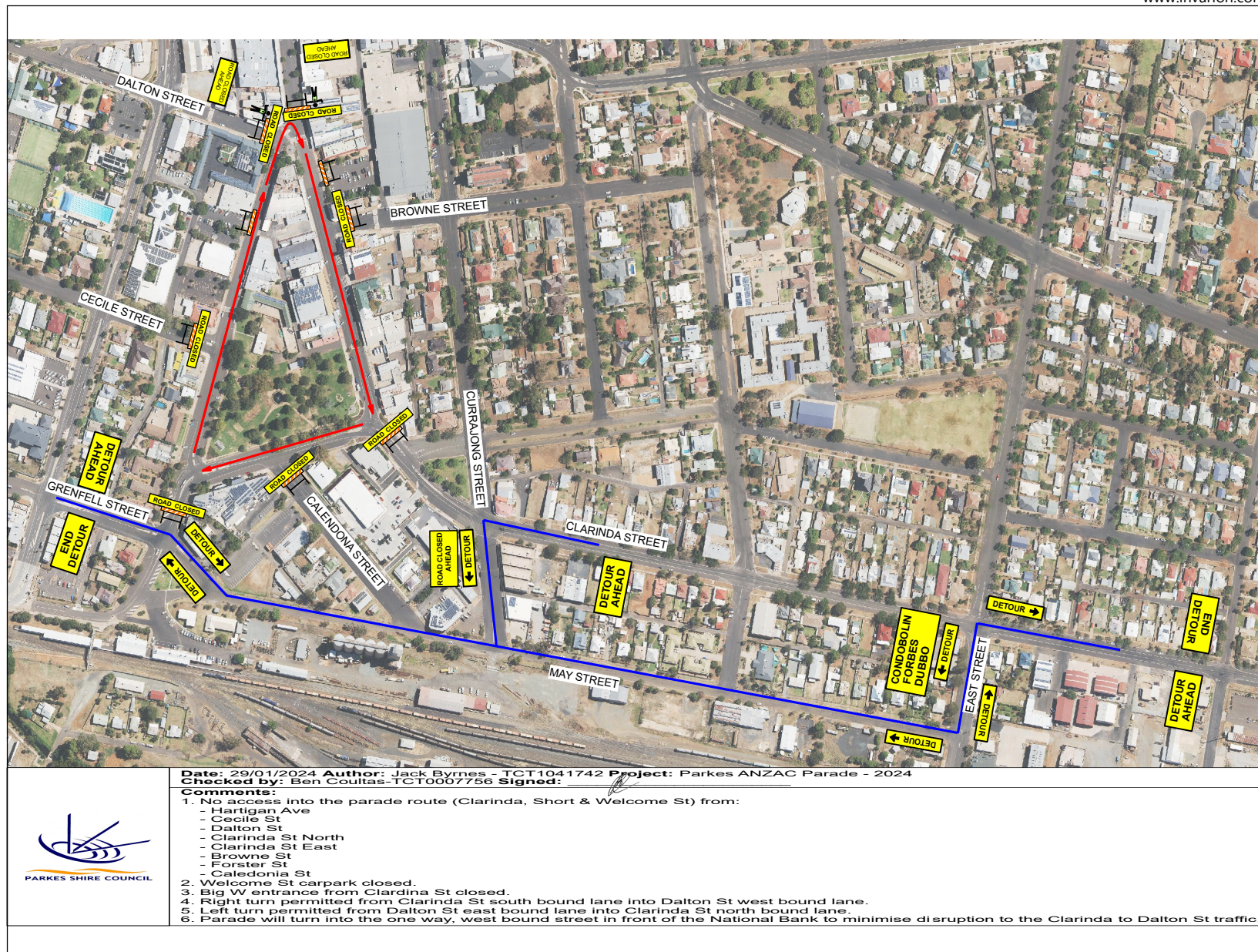
**RISK MANAGEMENT PLAN**  
(CREATE ADDITIONAL PAGES AS REQUIRED)

Ref No	Activity	Risk/Hazard What can happen	Initial Risk (No Controls in place)			What controls can be implemented to manage situation	Current Risk (Adjusted rating with controls)			Person/department responsible for implementing control	How will it be monitored?
			Likelihood	Consequence	Rating		Likelihood	Impact	Rating		
1	USE OF ELECTION BOONS	ELECTRIC SHOCK	RARE	SEVERE	MEDIUM 14	COONS ARE TAGGED	RARE	SEVERE	MEDIUM	ELERT ORGANISED	ELECTION BOONS AND LEGIS ARE CHECKED PRIOR TO EVENT
2	PROTESTORS	INTERFERENCE IN PROCEEDINGS	RARE	SEVERE	MINOR	BARRELS & FIRE MONITORING	RARE	SEVERE	MINOR	POLICE	CROWD CONTROL
3	MOVING VEHICLE	HEALTH OF DRIVER & PASSENGER	RARE	SEVERE	LOW	DRIVING AT LOW SPEED 5-10 KPH	RARE	SEVERE	LOW	POLICE AND AMBULANCE	SES
4	CLASH CROWD CONTROL	CONCESSION	RARE	MINOR	MINOR- VERY LOW	POLICE SES CONTROL	RARE	MINOR	VERY LOW	POLICE AND SES	VISUAL OBSERVATION
5	WET WEATHER	CANCELLATION	UNLIKELY	MINOR	VERY LOW	WEATHER FORECAST	UNLIKELY	MINOR	VERY LOW	ESL SUB-DEPT	FORECASTS









**7.2 2024 ANZAC DAY - BOGAN GATE****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide effective regulatory, compliance and enforcement services.**Author:** **Megan Morrison, Events Officer****Authoriser:** **Jaymes Rath, Executive Manager Technical Services****Annexures:**  
**A. ANZAC Day - Event Information (Forms)** [↓](#)  
**B. Request for the Mayor - Forms** [↓](#)  
**C. Notice of Intent - Forms** [↓](#)  
**D. Traffic Control Plan - Bogan Gate ANZAC Day** [↓](#)

---

**STAFF RECOMMENDATION****Council Responsibilities:**

That:

1. Approval is subject to complying with the following conditions:
  - (a) Notify Emergency services of and proposed road closure or detours.
  - (b) Allow for emergency vehicle access.
  - (c) Council reserves the right to cancel the approval at any time.
  - (d) Confirmation of event times and traffic control times.
  - (e) Police representative has requested for all future events that a separate event application be submitted to Police for approval.
  - (f) If the event is held on a State road that the Council request Road Occupancy Licence (ROL) from Transport for NSW for the event activities.
  - (g) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.

**Events Organisers/Applicant Responsibilities:**

That:

2. Approval is subject to the applicants complying with the following conditions:
    - (a) Provide Council with evidence of Current Public Liability Insurance. (*to be provided prior to the event taking place*).
    - (b) Provide Council a Traffic Management Plan for approval. (To be submitted prior to the event taking place).
    - (c) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
    - (d) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
    - (e) Comply with Council Officer's reasonable directives.
    - (f) The organiser is to maintain the area in clean and tidy condition.
    - (g) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
-



## EXECUTIVE SUMMARY

The Bogan Gate Sub Branch of the Returned and Services League of Australia has submitted a request to organise an ANZAC Commemorative Service / March on Thursday, 25 April 2024.

### Dawn Service

Bogan Gate will initiate their ANZAC Day with a Dawn Service starting from 5:30am at the Bogan Gate Memorial. There will be 6 horses and riders from the 6<sup>th</sup> Light Horse Trundle Troop.

**Bogan Gate ANZAC Day Road Closures:** will involve the closure of the intersection of Lachlan and Hutton Streets from 5:50am to 7:30am.

All traffic will be diverted along Bogan and Station Streets, Bogan Gate.

## BACKGROUND

The proposed route has been used for the ANZAC Service / March in previous years.

## KEY ISSUES

Nil

## EVENT CLASS

This event is considered to be a **Class 2 Special Event** as described in the Roads and Traffic Authority's [Guide to Traffic and Transport Management for Special Events](#) (Version 3.5, published 1 July 2018).

## CONCLUSION

The Committee is advised to endorse the suggested road closures for the ANZAC Day Commemorative March in Bogan Gate scheduled for Thursday, 25 April 2024.

# APPLICANT DETAILS:



It all adds up.

MARK JUDSON

Phone: 02 68 576632

"BERAMANA" BOGAN GATE  
NSW 2876

Mobile: 0449 636 164

Email: mfjudson@bigpond.com

Signature: 

Date: 25/01/2024

Facebook:

Website:

Instagram:

Twitter:

## Event Details

Event Name: BOGAN GATE ANZAC  
DAY DAWN SERVICE

Event Date/s: 25/04/2024

Event Time/s: 0545 → 0720

Location/Venue: BOGAN GATE  
WAR MEMORIAL

Is this event likely to become an ongoing event?  
(eg. annual)

YES

NOTE: Council owned venue hire is subject to availability.

Describe the main purpose of your event: (Please attach any additional information eg. site maps, event program, further notes, etc)

FOR THE COMMUNITY TO PAY THEIR RESPECTS

TO THE FALLEN.

Expected event attendance: (approx. number)

200

Expected audience reach of event:

(eg. local, regional, state, national, international)

SHIRE

**Further details about your event for us to assist with determining necessary approvals and support** Note: Forms identified as being required will be supplied by Council upon receipt of this notification.

Will your event be open to the public?

☐ No

☒ Yes

You will be required to complete a Notice of Intent to hold a Public Assembly form, which will need to be submitted to the Police (Lachlan Area Command) and provide Council with a copy of Police authorisation.

Will the venue's existing public toilets be required?

☐ No

☒ Yes

Will you require additional portable public toilets?

☒ No

☐ Yes

If you require additional toilets, please contact the Planning & Environment Department - phone 6561 2373. Fees may apply.

Will electricity be required?

☒ No

☐ Yes

Will amusement devices (eg. jumping castle, mechanical ride) or other entertainment (eg. performers or attractions) be operating?

☒ No

☐ Yes

TYPE OF DEVICE/ENTERTAINMENT:

A copy of the owner's certificate of currency for Public Liability Insurance is required. Be aware you may also have to seek Council Approval under Section 68 of the Local Government Act for certain categories of device. This will take approximately 10 working days to be approved.






*It all adds up.*

Will there be food &/or drinks sold?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <i>You will be required to comply with any relevant food and health regulations.</i>
Will there be goods for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <i>You may be required to seek Council Approval under Section 58 of the Local Government Act. This will take approximately 10 working days to be approved.</i>
Will alcohol be served and/or for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <i>You will be required to ensure those serving the alcohol have current RSA accreditation. You will also need the appropriate Liquor Licensing - please contact the Lachlan Local Area Command or OLGA to determine your obligations.</i>
Will there be animal involvement?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <i>You will be required to have a copy of the owner's certificate of currency for Public Liability Insurance.</i>
Will you be installing or erecting a structure? (eg. stage, marquee, tent, caravan, etc)	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <b>TYPE OF STRUCTURE:</b> _____ <i>You will be required to provide a copy of the owner's certificate of currency for Public Liability Insurance. Be aware you may also be required to seek Council Approval for the structure if it does not constitute exempt development or have a previous approval. If approval is required this takes on average 28 days.</i>  <i>Park Venue Users need to ensure there are no underground services before pegging, staking or digging. It is essential that before any stakes, pegs, star pickets or bollards are driven into the ground, Council's Parks &amp; Gardens Supervisor is contacted for a site induction.</i>
Note: Council has a portable stage that is available for hire for a fee.		
Will you require Civic Support from the Office of the Mayor? (eg. civic reception, mayoral welcome/opening, councillor involvement)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <b>TYPE OF SUPPORT:</b> <u>ATTENDANCE PLEASE</u> <i>Please note this will be subject to availability and appropriate circumstance</i>
Are you requesting any road/footpath closures or road/footpath occupation?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <i>You will be required to complete a Special Events Management Plan and Traffic Control Plan that must go to the Parkes Shire Local Traffic Committee. This Committee meets quarterly. The plans will be required to include: expected number of vehicles, parking arrangements, management of traffic flow and how it is to be coordinated.</i>
Are you requesting any assistance from Council? (eg. Marketing, promotion, monetary or in-kind services such as assistance with traffic control plans etc.)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <i>Please provide below the assistance areas and/or amounts you require. Be advised that these requests may have to be considered by Council at its Ordinary Council Meetings which occur on the first and third Tuesday of the month.</i>  <input type="checkbox"/> Marketing on websites <input type="checkbox"/> What's On e-newsletter <input type="checkbox"/> Publicity <input checked="" type="checkbox"/> Traffic Control Plans <input type="checkbox"/> Monetary Support <input type="checkbox"/> In-Kind Services <input type="checkbox"/> Other _____


Parkes Shire Council  
EVENTS GUIDE: 005 REQUEST FORM - MAYOR

**PARKES**  
It all adds up.



'No one ever complains about a speech being too short!' - Ira Hayes

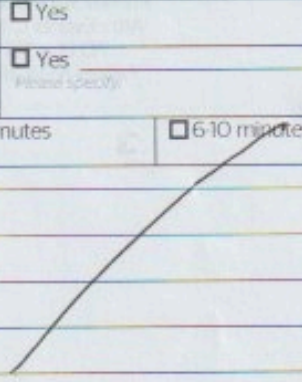
## Applicant Details

Name: <b>MARK JUDSON</b>	Organisation (if applicable):
Address: <b>"BERAMANA"</b>	Phone: <b>02 68576632</b>
<b>BOLAN GATE</b>	Mobile: <b>0449 636164</b>
Email: <b>mafcjudson@gmail.com</b>	
Signature: 	Date: <b>28.01.24</b>

## Event Details

Event Name: <b>BOLAN GATE ANZAC DAY DAWN SERVICE</b>	Event Date/s: <b>25/04/2024</b>
Location/Venue: <b>BOLAN GATE WAR MEMORIAL</b>	Event Start Time: <b>0550</b>
Event Address: <b>HUTTON ST ↑ BOLAN GATE</b>	Event Conclusion Time: <b>0720</b>
Describe the event and background information: <b>FOR THE COMMUNITY TO PAY THEIR RESPECTS TO THE FALLEN</b>	
Will media be present? If so, list invitees: <b>No</b>	Total number and general nature of guests: <b>200</b>

## Speech Requirements

Will the Mayor be required to speak?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	
Will another Council representative be asked to speak?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	
Expected length of speech	<input type="checkbox"/> < 5 minutes	<input type="checkbox"/> 6-10 minutes	<input type="checkbox"/> 10+ minutes
Please provide key points for Mayor or Council Representative to make in speech (250 words)			

City of Parkes

Page 2 of 3





Parkes Shire Council  
EVENTS GUIDE: 005 REQUEST FORM - MAYOR

**PARKES**  
*(it all adds up)*

What time should the Mayor arrive?	0550		
What time will the speech occur?	/		
Expected time the Mayor is to stay at event? <small>The Mayor or Council representative may not be able to stay for the entire event.</small>	FOR BREAKFAST IF DESIRED		
VIPs, notable invitees and guests requiring acknowledgement:	Please list: /		
Will anyone else be speaking?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <small>If yes, please list</small> Speaker 1: TO BE DETERMINED Topic: / Speech Duration: / Speaker 2: / Topic: / Speech Duration: / Speaker 3: / Topic: / Speech Duration: /	
Please provide an event run sheet: <small>Please attach</small>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes NOT YET COMPILED	
Who will greet the Mayor?	SELF		
Event meeting point for Mayor:	MEMORIAL MALL BOGA GATE		
Parking arrangements:	AMPLE		
Will food be served?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <small>If yes, please confirm:</small> <input checked="" type="checkbox"/> Is the Mayor expected to eat? <input type="checkbox"/> Is the Mayor expected to pay for food/meal/beverages? <input type="checkbox"/> If so, please advise cost \$ 0	
Does the invitation include the Mayoress?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes AS DESIRED	
Dress code:	<input type="checkbox"/> Official Mayoral Chain	<input checked="" type="checkbox"/> Business Suit	<input type="checkbox"/> Smart Casual <input type="checkbox"/> Informal Dress

Please return to Parkes Shire Council's Events Officer by email, mail or in person.

Email

Mail

In person

[events@parkes.nsw.gov.au](mailto:events@parkes.nsw.gov.au)

Parkes Shire Council  
Attn: Events Officer  
PO Box 337  
Parkes NSW 2870

Parkes Shire Council  
2 Cecile Street  
Parkes NSW 2870



**NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY**

**Summary Offences Act 1988**

To the Commissioner of Police

1 I, MR. MARK ANDREW JUDSON  
Name  
of "BERAMANA" BOGAN GATE NSW 2876  
Address  
on behalf of PARKES RSL SUB BRANCH OF RSL AUSTRALIA  
Organisation

notify the Commissioner of Police that on the 25th Day  
Day  
of APRIL 2024  
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

200 persons which will assemble  
Number

at THE BOGAN GATE WAR MEMORIAL HUTTON ST  
Place

at approximate 0530 am/pm  
Time

and disperse at approximately 0730 am/pm  
Time

or

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

persons which will assemble at  
Place

at approximately am/pm  
Time

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..... ANZAC DAY -  
TO PAY RESPECTS TO THE FALLEN.

State purpose

- 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:

- \* (i) There will be 0 (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

- \* (ii) There will be NILL (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

- \* (iii) The following number and type of animals will be involved in the assembly

SIX HORSES AND RIDERS FROM THE  
6<sup>TH</sup> LIGHT HORSE TRUNDLE TROOP.

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

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

- 5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: "BERAMANA"  
BOGAN GATE  
NSW Post Code 2876

Telephone: 02 68576632

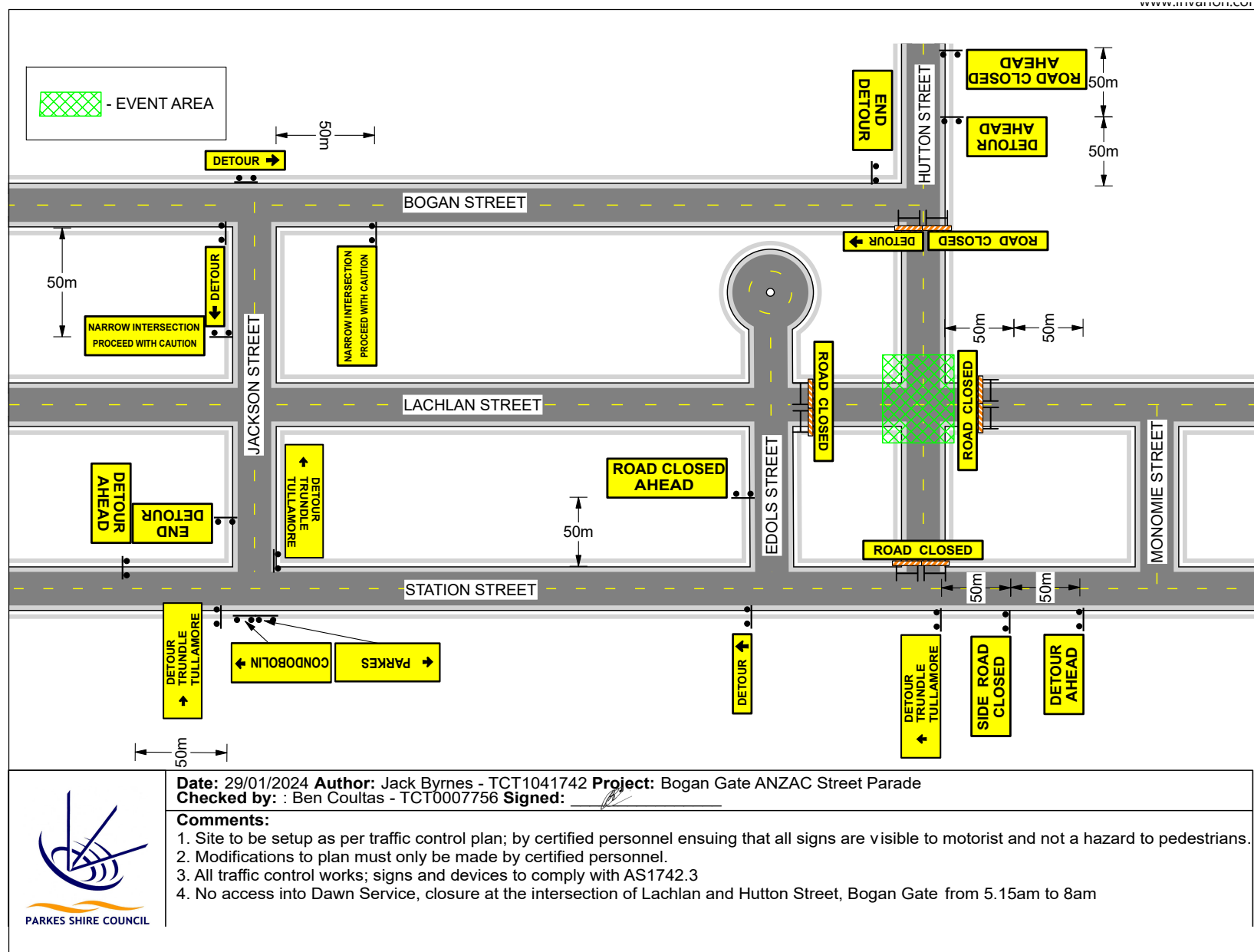
Signed: [Signature]

Capacity/Title ANZAC DAY ORGANISER FOR THE BOGAN GATE  
Date 28/01/2024 COMMUNITY MEMORIAL  
HALL INC. UNDER THE

\* Delete as applicable

AUSPICES OF THE PARKES SUB  
BRANCH RSL AUSTRALIA.





**7.3 2024 PARKES PICNIC RACES****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide effective regulatory, compliance and enforcement services.**Author:** **Megan Morrison, Events Officer****Authoriser:** **Jaymes Rath, Executive Manager Technical Services****Annexures:**  
**A. Notice of Intent - 2024 Parkes Picnic Races** [↓](#)  
**B. Event Form - 2024 Parkes Picnic Races** [↓](#)  
**C. Traffic Control Plan - 2024 Parkes Picnic Races** [↓](#)  
**D. Certificate of Currency** [↓](#)

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**STAFF RECOMMENDATION****Council Responsibilities:**

That:

1. Approval is subject to complying with the following conditions:
  - (a) Notify Emergency services of and proposed road closure or detours.
  - (b) Allow for emergency vehicle access.
  - (c) Council reserves the right to cancel the approval at any time.
  - (d) Confirmation of event times and traffic control times.
  - (e) Police representative has requested for all future events that a separate event application be submitted to Police for approval.
  - (f) If the event is held on a State road that the Council request Road Occupancy Licence (ROL) from Transport for NSW for the event activities.
  - (g) This recommendation does not commit Council to providing further assistance or provision of equipment for the event:

**Events Organisers/Applicant Responsibilities:**

That:

2. Approval is subject to the applicants complying with the following conditions:
  - (a) Provide Council with evidence of Current Public Liability Insurance. (*to be provided prior to the event taking place*).
  - (b) Provide Council a Traffic Management Plan for approval. (To be submitted prior to the event taking place).
  - (c) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
  - (d) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
  - (e) Comply with Council Officer's reasonable directives.
  - (f) The organiser is to maintain the area in clean and tidy condition.
  - (g) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.

## EXECUTIVE SUMMARY

Parkes Coradgery and Diggers Amateur Race Club Inc have submitted an application for the annual Parkes Picnic Races, to be held on Saturday 8 June 2024, from 11:00am to 6:30pm.

## BACKGROUND

Concerns about traffic and pedestrian conflicts at the venue entrance during the 2013 event led to a reassessment of the traffic control measures applied for subsequent events. This review resulted in adjustments to the Traffic Control Plan (TCP) and the incorporation of qualified traffic controllers.

## KEY ISSUES

- A. Long queues create potential conflict for drop off movements, taxis, and buses.
- B. Large crowds, especially at the opening and closing of the event, create need for adequate control.

## EVENT CLASS

This event is considered to be a '**Class 2 Special Event**', as described in the Roads and Traffic Authority's [Guide to Traffic and Transport Management for Special Events](#) (Version 3.5, published 1 July 2018).


## CONCLUSION

Most documentation that is relevant has been provided by the Parkes Coradgery and Diggers Amateur Race Club Inc in their submission to hold the event on Saturday 8 June 2024, from 11:00am to 6:30pm. It is recommended that the event be approved as presented in this report.

**NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY**

Summary Offences Act 1988

To the Commissioner of Police and the OIC Police Parkes

- 1 I, **Mark Olson** (Name)  
of **5 Court Street, Parkes NSW 2870** (Address)  
on behalf of **PARKES CORADGERY & DIGGERS AMATEUR RACE CLUB INC.**  
**ABN 85 775 598 913** (Organisation)  
notify the Commissioner of Police that on **Saturday** of the **8<sup>th</sup> June, 2024**  
it is intended to hold:
  - (a) a public assembly, not being a procession, of approximately **2000** persons which will assemble (Number) at **Parkes Racecourse, Eugowra Road, Parkes** (Place) at approximately **11am** and disperse by approximately **6.30pm**
- 2 The purpose of the proposed assembly is **the Annual Parkes Picnic Races**
- 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:
  - (i) There will be **300** (number) of vehicles **in the parking as well as buses and taxis to and from town to the Racecourse.**
  - (ii) There will be one (number) of band entertaining or addressing the assembly
  - (iii) The following number and type of animals will be involved....**racehorses**
  - (iv) Other special characteristics of the proposed assembly are as follows: **All subject to Covid-19 regulations as then apply.**
- 4 I take responsibility for organising and conducting the proposed public assembly.
- 5 Notices for the purposes of the Summary Offences Act 1988 may be served on me at the following address (as above)  
Telephone: (0428) 62 4135  
  
Signed:   
Capacity/Title: **Secretary**  
Date: 29<sup>th</sup> January, 2024.



## Applicant Details

Name: Mark Olson	Organisation (if applicable): <b>PARKES CORADGERY &amp; DIGGERS AMATEUR RACE CLUB INC. ABN 85 775 598 913</b>
Address: 40 Mitchell Street Parkes NSW 2870	Phone: No land line
	Mobile: (0428) 62 4135
Email: wylischm@gmail.com	
Signature: 	Date: 29th January, 2024
Facebook:	Website: <a href="https://parkespicnicraces.com.au">https://parkespicnicraces.com.au</a>
Instagram:	Twitter:

## Event Details

Event Name: <b>PARKES PICNIC RACES</b>	Event Date/s: 8 <sup>th</sup> June, 2024 Event Time/s: 11am to 6.30pm
Location/Venue: Parkes Racecourse, Eugowra Rd Parkes <i>NOTE: Council owned venue hire is subject to availability.</i>	Is this event likely to become an ongoing event? (eg. annual) Yes....since 1900
Describe the main purpose of your event: (Please attach any additional information eg. site maps, event program, further notes, etc) Annual Picnic Races	
Expected event attendance: (approx. number) 2000	Expected audience reach of event: Regional (eg. local, regional, state, national, international)

## Further details about your event for us to assist with determining necessary approvals and support Note: Forms identified as being required will be supplied by Council upon receipt of this notification.

Will your event be open to the public?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <small>You will be required to complete a Notice of Intent to hold a Public Assembly form, which will need to be submitted to the Police (Lachlan Area Command) and provide Council with a copy of Police authorisation.</small>
Will the venue's existing public toilets be required?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Will you require additional portable public toilets?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <small>Note Club hires them each year but not from Council To hire additional toilets, please contact the Planning &amp; Environment Department - phone 6861 2373. Fees may apply.</small>

<b>Will electricity be required?</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
<b>Will amusement devices (eg. jumping castle, mechanical ride) or other entertainment (eg. performers or attractions) be operating?</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <b>TYPE OF DEVICE/ENTERTAINMENT:</b> _____ <i>copy of the owner's certificate of currency for Public Liability Insurance is required. Be aware you may also have to seek Council Approval under Section 68 of the Local Government Act for certain categories of device. This will take approximately 10 working days to be approved.</i>
<b>Will there be food &amp;/or drinks sold?</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes By Q Club Inc as per contract from Parkes Jockey Club Inc <i>You will be required to comply with any relevant food and health regulations.</i>
<b>Will there be goods for sale?</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>You may be required to seek Council Approval under Section 68 of the Local Government Act. This will take approximately 10 working days to be approved.</i>
<b>Will alcohol be served and/or for sale?</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes as arranged by Parkes Jockey Club Inc <i>You will be required to ensure those serving the alcohol have current RSA accreditation. You will also need the appropriate Liquor Licensing - please contact the Lachlan Local Area Command or OLGR to determine your obligations.</i>
<b>Will there be animal involvement?</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Horses <i>You will be required to have a copy of the owner's certificate of currency for Public Liability Insurance.</i>
<b>Will you be installing or erecting a structure?</b> <i>(eg. stage, marquee, tent, caravan, etc)</i>  <i>Note: Council has a portable stage that is available for hire for a fee.</i>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <b>TYPE OF STRUCTURE:</b> Stage, tents as per usual <i>You will be required to provide a copy of the owner's certificate of currency for Public Liability Insurance. Be aware you may also be required to seek Council Approval for the structure if it does not constitute exempt development or have a previous approval. If approval is required this takes on average 28 days. Park Venue Users need to ensure there are no underground services before pegging, staking or digging. It is essential that before any stakes, pegs, star pickets or bollards are driven into the ground, Council's Parks &amp; Gardens Supervisor is contacted for a site induction.</i>
<b>Will you require Civic Support from the Office of the Mayor?</b> <i>(eg. civic reception, mayoral welcome/opening, councillor involvement)</i>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <b>TYPE OF SUPPORT:</b> Mayor to attend <i>Please note this will be subject to availability and appropriate circumstance.</i>
<b>Are you requesting any road/footpath closures or road/footpath occupation?</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes. See plan <i>You will be required to complete a Special Events Management Plan and Traffic Control Plan that must go to the Parkes Shire Local Traffic Committee. This Committee meets quarterly. The plans will be required to include: expected number of vehicles, parking arrangements, management of traffic flow and how it is to be coordinated.</i>
<b>Are you requesting any assistance from Council?</b> <i>(eg. Marketing, promotion, monetary or in-kind services such as assistance with traffic control plans etc.)</i>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>Please provide below the assistance areas and/or amounts you require. Be advised that these requests may have to be considered by Council at its Ordinary Council Meetings which occur on the first and third Tuesday of the month.</i> <input checked="" type="checkbox"/> Marketing on websites (please change current web advice about cancelling 2020 races) <input checked="" type="checkbox"/> What's On e-newsletter <input checked="" type="checkbox"/> Publicity <input checked="" type="checkbox"/> Traffic Control Plans <input type="checkbox"/> Monetary Support <input type="checkbox"/> In-Kind Services <input checked="" type="checkbox"/> Other... Garbage Bins



Please return to Parkes Shire Council's Events Officer by email, mail or in person.

Email	Mail	In person
<a href="mailto:events@parkes.nsw.gov.au">events@parkes.nsw.gov.au</a>	Parkes Shire Council Attn: Events Officer PO Box 337 Parkes NSW 2870	Parkes Shire Council 2 Cecile Street Parkes NSW 2870



It takes real planning to organise this kind of chaos - Mel Odom

#### CONTACT FOR FURTHER ENQUIRIES

Megan Morrison  
Events Officer  
Parkes Shire Council  
2 Cecile Street  
Parkes NSW 2870  
P | 02 6861 2333      E | [megan.morrison@parkes.nsw.gov.au](mailto:megan.morrison@parkes.nsw.gov.au)



## Special Event Resources

### Special Event Transport Management Plan

Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan

#### 1. EVENT DETAIL

##### 1.1. Event Summary

Event Name: PARKES PICNIC RACES

Event Location: Parkes Racecourse, Eugowra Road, Parkes

Event Date: 8.6.2024 Event Start Time: 11am Event Finish Time: 6.30pm

Event Setup Time: 7.6.2023 Event Pack down Finish Time: Sunday 11.6.2023

Event is ☒ off-street ☐ on-street moving ☐ on-street non-moving

Event is ☐ held regularly throughout the year (calendar attached )

##### 1.2. Event Summary

Event Organiser\*: PARKES CORADGERY & DIGGERS AMATEUR RACE CLUB INC. ABN 85 775 598 913

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: 0428 624135

Email: wylischm@gmail.com

Event Management Company (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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Police: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Council: Parkes Shire Council

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Transport Management Centre  
(if Class 1 – Sydney Metropolitan Area): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Roads & Maritime Service  
(if Class 1 – regional NSW and Class 2 event): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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



## 2 RISK MANAGEMENT - TRAFFIC

### 2.1 Occupational Health & Safety - Traffic Control

- ☒ Risk assessment plan (or plans) attached

### 2.2 Public Liability Insurance

- ☒ Public liability insurance arranged. Certificate of currency attached.

### 2.3 Police

- ☐ Police written approval obtained

### 2.4 Fire Brigades and Ambulance

- ☐ Fire brigades notified

- ☐ Ambulance notified

## 3 TRAFFIC AND TRANSPORT MANAGEMENT

### 3.1 The route or location

- ☒ Map attached

### 3.2 Parking

- ☒ Parking organised - details attached

- ☐ Parking not required

### 3.3 Construction, traffic calming and traffic generating developments

- ☒ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached

- ☐ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

### 3.4 Trusts, authorities or Government enterprises

- ☐ This event uses a facility managed by a trust, authority or enterprise; written approval attached

- ☒ This event does not use a facility managed by a trust, authority or enterprise

### 3.5 Impact on/of Public transport

- ☐ Public transport plans created - details attached

- ☒ Public transport not impacted or will not impact event

### 3.6 Reopening roads after moving events

- ☐ This is a moving event - details attached.

- ☒ This is a non-moving event.

### 3.7 Traffic management requirements unique to this event

- ☒ Description of unique traffic management requirements attached

- ☐ There are no unique traffic requirements for this event

### 3.8 Contingency plans

- ☐ Contingency plans attached

Class 1	Class 2	<b>3.9 Heavy vehicle Impacts</b>
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
Class 1	Class 2	<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>		
Class 1	Class 2	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
		<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
		<b>4.2 Advertise traffic management arrangements</b>
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
		<b>4.3 Special event warning signs</b>
Class 1	Class 2	<input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs
		<b>4.4 Permanent Variable Message Signs</b>
		<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
		<b>4.5 Portable Variable Message Signs</b>
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS
<b>5 PRIVACY NOTICE</b>		
<p>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.</p> <p>I declare that the details in this application are true and complete. I understand that:</p> <ul style="list-style-type: none"> <li>The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.</li> <li>I must supply the information under the Road Transport Legislation (as defined in the <i>Road Transport (General) Act 1999</i> and the <i>Roads Act 1993</i>).</li> <li>Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.</li> <li>The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".</li> <li>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.</li> <li>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.</li> </ul>		

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**6 APPROVAL**


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TMP Approved by: ..... Event Organiser ..... Date .....

**7 AUTHORISATION TO \*REGULATE TRAFFIC**


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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 .....

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\* "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.



Parkes Shire Council  
EVENTS GUIDE: 002 RISK MANAGEMENT

**PARKES**

**RISK MANAGEMENT PLAN**  
(CREATE ADDITIONAL PAGES AS REQUIRED)

Ref No	Activity	Risk/Hazard What can happen	Initial Risk (No Controls in place)			What controls can be implemented to manage situation	Current Risk (Adjusted rating with controls)			Person/department responsible for implementing control	How will it be monitored?
			Likelihood	Consequence	Rating		Likelihood	Impact	Rating		
1	Use of Generator & electric tools	Electric Shock	Rare	Severe	Medium (rare or less)	Not much	Rare	Severe	Medium	Race course Secretary	Checked power lines
2	<del>Electric</del>	See attached.									





**PARKES PICNIC RACES 2024**

**RISK ASSESSMENT & CONTROL PLAN**

**FOR PARKING AND TRANSPORT**

**OUTSIDE PARKES RACECOURSE**

1

2024

~~2017~~

## RA&M PLAN FOR PPR ~~2017~~ PARKING & TRANSPORT

### RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT

REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
1	Severe WEATHER CONDITIONS eg rain, hail, heavy fog, severe winds encountered at the commencement/during parking.	3	3	Medium	<ul style="list-style-type: none"> <li>Put up emergency road signage (eg 'black ice signs)</li> <li>Possible planned detour be utilised</li> <li>Make community announcements re any severe weather conditions that could be encountered or advise of any possible detours on local 2PK radio &amp; ROK FM.</li> </ul>	3	2	Low
2	VOLUNTEER's HEALTH deteriorates during the event as a result of dehydration, sunburn or frostbite.	3	3	Medium	<ul style="list-style-type: none"> <li>NSW Ambulance Service will provide a Track Ambulance and will have its main prior to provide urgent medical assistance to any patrons or others at the Racetrack.</li> <li>000 to be called</li> <li>Get track PA to announce for any doctors or nurses who may be in the crowd to attend while waiting for ambulance.</li> </ul>	3	2	Low

8

### RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT

REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
3	VOLUNTEERS or PEDESTRIANS HIT by high speed vehicle resulting in serious injury.	3	5	High	<ul style="list-style-type: none"> <li>Traffic Management Plan in place to separate traffic and pedestrian areas (see copy included with this submission)</li> <li>Para webbing set-up to identify and separate traffic and pedestrian areas</li> <li>Directional signage set up to advise drivers and patrons where they should be</li> <li>Parkes Shire Council (PSC) placing classified notices in local newspaper to advise any changed road conditions and ensure drivers remain vigilant when driving on Eugowra Road past race track</li> <li>PSC providing VMB on road to advise drivers of changed road conditions</li> <li>NSW Ambulance Service will provide a Track Ambulance and will have its main prior to provide urgent medical assistance to any patron or others at the Racetrack.</li> <li>000 to be called</li> <li>Get track PA to announce for any doctors or nurses who may be in the crowd to attend while waiting for ambulance.</li> </ul>	3	4	High

9



### RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT

REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
4	VOLUNTEERS or PEDESTRIANS HIT by low speed vehicle resulting in injury.	3	4	High	<ul style="list-style-type: none"> <li>Traffic Management Plan in place to separate traffic and pedestrian areas (see copy included with this submission)</li> <li>Para webbing set-up to identify and separate traffic and pedestrian areas</li> <li>Directional signage set up to advise drivers and patrons where they should be</li> <li>PSC providing VMB on road to advise drivers of changed road conditions</li> <li>Track ambulance main priority to assist</li> <li>000 to be called</li> <li>Get track PA to announce for any doctors or nurses who may be in the crowd to attend while waiting for ambulance.</li> </ul>	3	3	Medium

10



RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
5	VOLUNTEERS or PEDESTRIANS involved in other incident during parking resulting in a non serious INJURY that requires some degree of attention.	3	3	Medium	<ul style="list-style-type: none"> <li>Track ambulance main priority to assist</li> </ul>	2	2	Low
6	DRIVERS come across poor road conditions – black ice, road blocked/impassable during the event.	2	3	Low	<ul style="list-style-type: none"> <li>Put up emergency signage</li> <li>Possible detour</li> <li>Make community announcement re any poor road conditions or detours on local 2PK radio &amp; ROK FM.</li> </ul>	1	2	Very Low
7	VOLUNTEERS have limited/no experience in coordinating traffic.	4	3	High	<ul style="list-style-type: none"> <li>Traffic Management Plan in place to separate traffic and pedestrian areas (see copy included with this submission)</li> <li>Initial meeting with accredited Traffic Controllers to explain TMP supplied.</li> <li>Induction carried out by Traffic Controllers Co-ordinator</li> </ul>	3	2	Low

11

RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
8	DRIVERS & RACE-GOERS get lost, need directions to parking and gate entry.	3	2	Low	<ul style="list-style-type: none"> <li>Traffic Management Plan in place with signage to advise drivers and patron areas (see copy included with this submission)</li> <li>Para webbing in place to distinguish parking areas</li> <li>Council providing 2 x VMBs on Eugowra Road outside race course to advise</li> <li>PPR to provide large clear signage placed in appropriate areas near traffic entry/exits on fences etc.</li> <li>Accredited Traffic Controllers in charge of TMP provided.</li> </ul>	2	1	Very Low
9	DRIVER'S/PATRON'S vehicle becomes unserviceable or unroadworthy during the event and breaks down blocking traffic	2	2	Very Low	<ul style="list-style-type: none"> <li>Driver to engage Hazard lights</li> <li>Volunteers to help push vehicle off road</li> <li>NRMA or tow truck to be called if required.</li> </ul>	1	1	Very Low

12

### RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT

REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
10	SUPPORT VEHICLES suffers mechanical breakdown during the event.	2	2	Very Low	<ul style="list-style-type: none"> <li>Call for back-up tow-truck and support vehicles.</li> <li>Driver to engage Hazard lights</li> <li>Volunteers to help push vehicle off road</li> </ul>	1	1	Very Low
11	Tree branch falls on patrons or vehicle injuring persons, or damages vehicle.	3	3	Medium	<ul style="list-style-type: none"> <li>PSC lopped trees last year so most trees in parking area should be in safe state</li> <li>PPR to send letter of request to PSC requesting Parkes &amp; Gardens department send a crew to check trees prior this event and lop any if necessary.</li> <li>Track Ambulance main priority is to assist</li> <li>PPR Committee to attend incident so they can take down details from owner of damaged vehicle and ensure they're reimbursed.</li> </ul>	3	2	Low

13



### RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT

REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
12	Approved traffic/parking route unable to be travelled upon.	2	2	Low	<ul style="list-style-type: none"> <li>Refer to Traffic Management Plan included with this submission to determine any possible alternative routes</li> <li>Possible detour be decided upon and prepared in case.</li> <li>Advise Accredited Traffic Controllers</li> <li>Put up emergency detour signage</li> <li>Make community announcement re any poor road conditions or detours on local 2PK radio &amp; ROK FM.</li> </ul>	1	1	Very Low
13	Race event cancelled prior/during the event.	3	3	Medium	<ul style="list-style-type: none"> <li>PA announcements at the track on the day.</li> <li>Put up emergency Cancellation signage at Gate Entry on the day.</li> <li>Make community announcement re any poor road conditions or detours on local 2PK radio &amp; ROK FM on the day.</li> <li>Add cancellation notices to PPR's website and Facebook plus Council's social media sites etc on the day.</li> </ul>	2	2	Low

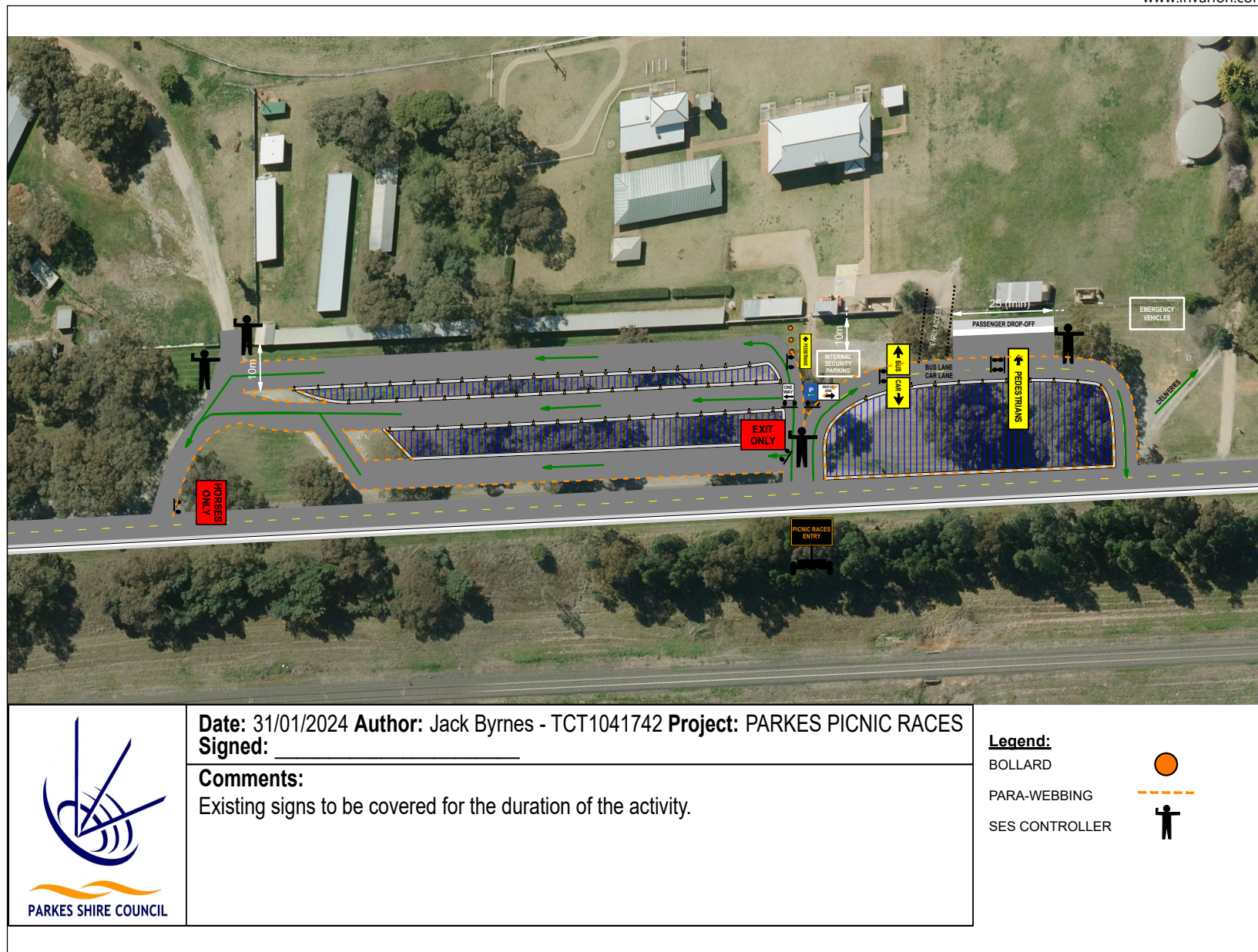
14



### RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT

REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
14	High Grass, fallen branches & other foreign objects in Parking area.				<ul style="list-style-type: none"> <li>Request that PSC mow parking area and remove any dangerous objects prior to event.</li> </ul>			
		3	3	Medium		2	3	LOW
					<ul style="list-style-type: none"> <li></li> </ul>			
					<ul style="list-style-type: none"> <li></li> </ul>			
					<ul style="list-style-type: none"> <li></li> </ul>			

**C=CONSEQUENCE**





14 September 2023

## CERTIFICATE OF INSURANCE PLACEMENT

In our capacity as Insurance Brokers for **Racing NSW**, we hereby certify that the undermentioned Insurance Contract is current to **30 June 2024** unless the policy is cancelled, lapsed, varied, or otherwise altered in accordance with the relevant policy conditions or the provisions of the Insurance Contracts Act.

<b>CLASS OF INSURANCE:</b>	Public & Product Liability	
<b>INSURED:</b>	Racing NSW and others as per policy including <b>Parkes Coradgery &amp; Diggers Amateur Race Club Inc.</b>	
<b>INSURERS:</b>	Lloyds of London, HDI Global SE	
<b>POLICY NUMBER:</b>	11653W22	
<b>COVERING:</b> <b>(Summary Only)</b>	Legal Liability to compensate third parties for personal injury and/or property damage arising from the business.	
<b>LIMIT OF LIABILITY:</b>	Public Liability	\$25,000,000 each and every occurrence
	Product Liability	\$25,000,000 each and every occurrence and in the annual aggregate

Yours faithfully,



**Ryan Holland**  
**Senior Account Executive**

### IMPORTANT NOTICES

This Certificate is provided for information purposes only and confers no rights upon the certificate holder. We are under no obligation to inform you of any subsequent changes to the insurance contract or our records. This certificate does not amend, extend or alter the coverage provided by the policy in any way.

GOW-GATES INSURANCE BROKERS PTY LTD  
(A.B.N. 12 000 837 785)

Level 8, 491 Kent Street, SYDNEY N.S.W. 2000 | Please address all mail to: GPO Box 4731 SYDNEY N.S.W. 2001



**7.4 2024 ANZAC DAY - PEAK HILL****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide effective regulatory, compliance and enforcement services.**Author:** **Megan Morrison, Events Officer****Authoriser:** **Jaymes Rath, Executive Manager Technical Services****Annexures:**  
**A. Commerative Service - Event Information (Forms)** [↓](#)  
**B. Dawn Service - Event Information (Forms)** [↓](#)  
**C. ANZAC Day Risk Assessment - Peak Hill** [↓](#)  
**D. Traffic Control Plan - Peak Hill Road Closures** [↓](#)

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**STAFF RECOMMENDATION****Council Responsibilities:**

That:

1. Approval is subject to complying with the following conditions:
  - (a) Notify Emergency services of and proposed road closure or detours.
  - (b) Allow for emergency vehicle access.
  - (c) Council reserves the right to cancel the approval at any time.
  - (d) Confirmation of event times and traffic control times.
  - (e) Police representative has requested for all future events that a separate event application be submitted to Police for approval.
  - (f) If the event is held on a State road that the Council request Road Occupancy Licence (ROL) from Transport for NSW for the event activities.
  - (g) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.

**Events Organisers/Applicant Responsibilities:**

That:

2. Approval is subject to the applicants complying with the following conditions:
  - (a) Provide Council with evidence of Current Public Liability Insurance. (*to be provided prior to the event taking place*).
  - (b) Provide Council a Traffic Management Plan for approval. (To be submitted prior to the event taking place).
  - (c) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
  - (d) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
  - (e) Comply with Council Officer's reasonable directives.
  - (f) The organiser is to maintain the area in clean and tidy condition.
  - (g) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.



## EXECUTIVE SUMMARY

The Peak Hill Subbranch of the Returned and Services League of Australia has submitted a request to organise an ANZAC Commemorative Service / March on Thursday, 25 April 2024.

### Dawn Service

Peak Hill will initiate their ANZAC Day with a Dawn Service starting from 6:00am at the AIF School of Arts Memorial Gates.

### ANZAC Day March

Peak Hill ANZAC Day March will commence from the corner of Bogan and Caswell Streets (Old Shire Council Building) proceed along Caswell Street to the corner of Dugga Street where the Veterans and members of the of the RSL will join the March. The March will conclude at the AIF School of Arts Memorial Gates.

**Peak Hill ANZAC Day Road Closures:** will involve the closure of Caswell Street Peak Hill from Narra Street to Ween Street, Peak Hill from 10:30am to 12:30pm.

All traffic will be diverted along Euchie Street, Peak Hill.

## BACKGROUND

The proposed route has been used for the ANZAC Service / March in previous years.

## KEY ISSUES

Nil

## EVENT CLASS

This event is considered to be a ***Class 2 Special Event*** as described in the Roads and Traffic Authority's [Guide to Traffic and Transport Management for Special Events](#) (Version 3.5, published 1 July 2018).

## CONCLUSION

The Committee is advised to endorse the suggested road closures for the ANZAC Commemorative March in Peak Hill scheduled for Thursday, 25 April 2024.



## Applicant Details

Name: PAUL THOMAS	Organisation (if applicable): PARKES RSL SUB-BRANCH
Address: PO BOX 293 PARKES NSW 2870	Phone: PEAK HILL CHAPTER
Email: PARKESRSLSB@OUTLOOK.COM	Mobile: 0427 62 4683
Signature: 	Date: 21/1/2024
Facebook:	Website:
Instagram:	Twitter:

## Event Details

Event Name: <b>2024 ANZAC DAY</b>	Event Date/s: <b>25th APRIL, 2024</b> Event Time/s: <b>DAWN SERVICE 6:00AM CIVIL CEREMONY 10:30AM</b>
Location/Venue: <b>AIF SCHOOL OF DIES MEMORIAL GATES</b> <small>NOTE: Council owned venue hire is subject to availability.</small>	Is this event likely to become an ongoing event? (eg. annual) <b>YES</b>
Describe the main purpose of your event: (Please attach any additional information eg. site maps, event program, further notes, etc) <b>COMMEMORATE THOSE WHO SERVED IN THEATRES OF CONFLICT AND FOR THOSE WHO PAID THE EXTREME SACRIFICE. THUS ALLOWING US TO HAVE THE FREEDOM WE HAVE TODAY.</b>	
Expected event attendance: (approx. number) <b>400</b>	Expected audience reach of event: (eg. local, regional, state, national, international) <b>LOCAL</b>

## Further details about your event

So we can assist with determining necessary approvals and support

Note: Forms identified as being required will be supplied by Council upon receipt of this notification.

Will your event be open to the public?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes This will be required to complete a "Notice of Intent to Host a Public Assembly" form, which will need to be submitted to the Police Department. Please contact the Police Department for more information.
Will the venue's existing public toilets be required?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Will you require additional portable public toilets?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes If you require additional toilets, please submit the "Planning a Successful Event" form to the Police Department for more information.



Parkes Shire Council  
EVENTS GUIDE: 001 EVENTS FORM

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It all adds up.

Will electricity be required?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will amusement devices (eg. jumping castle, mechanical ride) or other entertainment (eg. performers or attractions) be operating?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes TYPE OF DEVICE/ENTERTAINMENT:
Will there be food and/or drinks sold?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will there be goods for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will alcohol be served and/or for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will there be animal involvement?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will you be installing or erecting a structure? (eg. stage, marquee, tent, caravan, etc)  Note: Council has a portable stage that is available for hire for a fee.	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes TYPE OF STRUCTURE:
Will you require Civic Support from the Office of the Mayor? (eg. civic reception, mayoral welcome/opening, councillor involvement)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes TYPE OF SUPPORT: <b>COUNCILLOR INVOLVEMENT</b>
Are you requesting any road/footpath closures or road/footpath occupation?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <b>FOR THE MARKET WHICH COMMENCES AT 11AM FOR APPROXIMATELY 30 MINUTES</b>
Are you requesting any assistance from Council? (eg. Marketing, promotion, monetary or in-kind services such as assistance with traffic control plans etc.)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Marketing on websites <input checked="" type="checkbox"/> What's On e-newsletter <input checked="" type="checkbox"/> Publicity <input type="checkbox"/> Traffic Control Plans <input type="checkbox"/> Pull Up Banners <input type="checkbox"/> In-Kind Services <input type="checkbox"/> Other

Please return to Parkes Shire Council's Events Officer by email, mail or in person.

Email

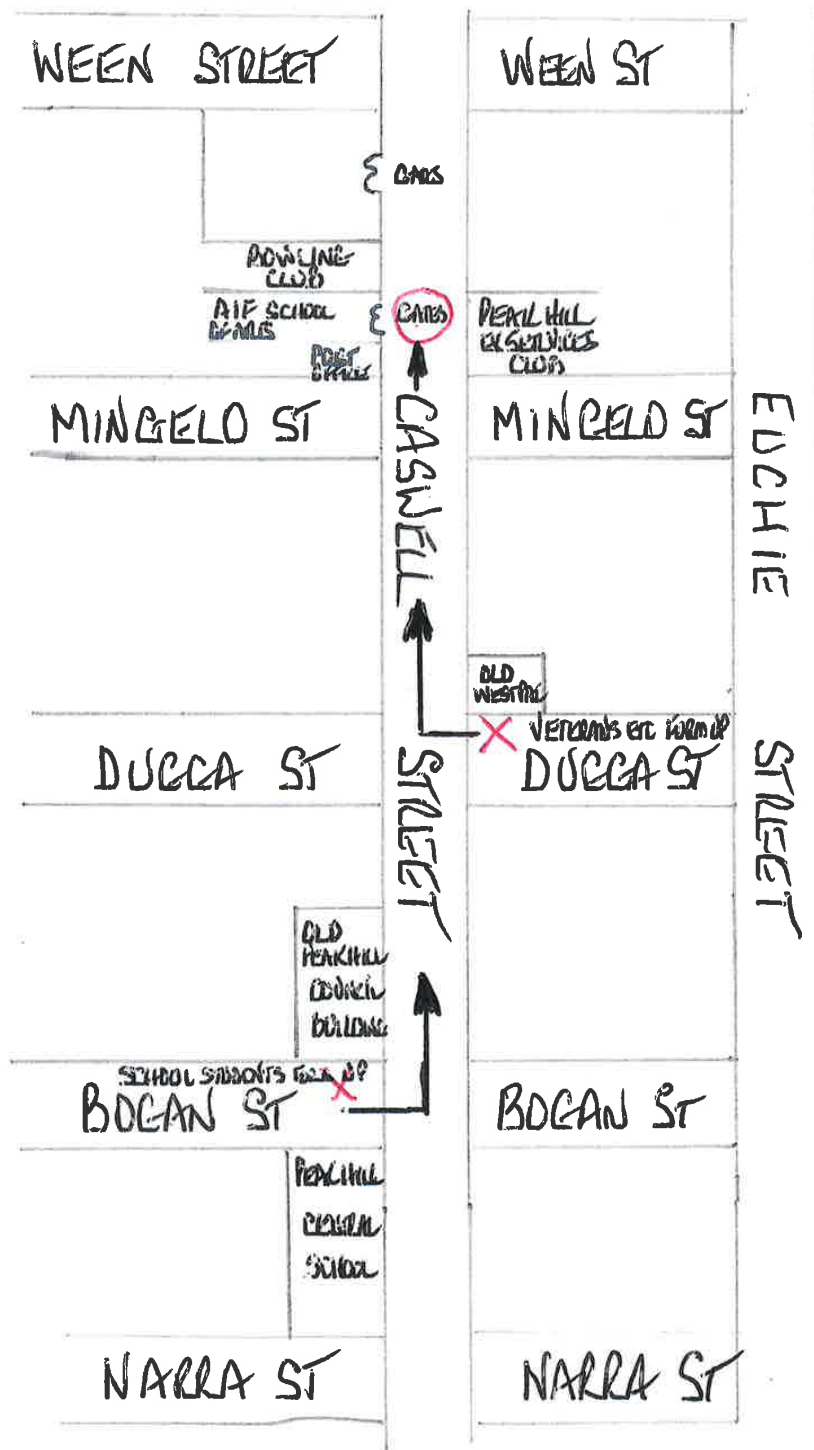
Mail

In person

[events@parkes.nsw.gov.au](mailto:events@parkes.nsw.gov.au)

Parkes Shire Council  
Attn: Events Officer  
PO Box 337  
Parkes NSW 2870

Parkes Shire Council  
2 Cecile Street  
Parkes NSW 2870



- X FORM UP POSITIONS FOR MARCH PARTICIPANTS
- DIRECTION OF MARCH
- O MARCH SIDES



NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, PAUL THOMAS (Name)  
of 400 CLARINDA STREET PARKES 2870 (Address)  
on behalf of PARKES RSL SUB BRANCH - PEAKHILL CHAPTER (Organisation)  
notify the Commissioner of Police that on the TWENTY FIFTH (Day)  
of APRIL, 2024 (Month/Year)

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

.....persons which will assemble (Number)

at ..... (Place)

at approximate .....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 OLD SHIRE COUNCIL BUILDING CORNER BOGAN & CRAWFELL STREETS  
for SCHOOL CHILDREN AND LOCAL ORGANISATIONS  
at approximately 10.45 am/pm

and at approximately 11.00 am/pm the procession will

commence and shall proceed ALONG CRAWFELL ST TO THE CORNER OF DUGGA ST WHERE THE  
VETERANS & MEMBERS OF THE RSL WILL JOIN THE MARCH. THE STOP SHOULD  
BE FOR APPROXIMATELY 15 MINUTE.

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 COMMEMORATE ANZAC DAY

FOR THOSE WHO SERVED IN THEATRES OF CONFLICT AND FOR THOSE  
WHO PAID THE EXTREME SACRIFICE THUS ALLOWING US TO HAVE  
THE FREEDOM WE HAVE TODAY.

State purpose

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:

\* (i) There will be NIL (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

\* (ii) There will be 1 (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

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

NIL

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

WHEN THE PROCESSION ARRIVES AT AIF SCHOOL OF ARMS MEMORIAL GATES ALL CHILDREN WILL MOVE INSIDE THE GATES & BE SEATED ON THE COVERED AREA.

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

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

Address: 400 CLARINDA STREET  
PARKES

NSW Post Code 2870

Telephone: 0427 624683

Signed: [Signature]

Capacity/Title... HON SECRETARY

Date ..... 2/1/2024

\* Delete as applicable

Parkes Shire Council  
EVENTS GUIDE: 005 REQUEST FORM - MAYOR

**PARKES**  
It all adds up.



'No one ever complains about a speech being too short!' - Ira Hayes

## Applicant Details

Name: <b>PAUL THOMAS</b>	Organisation (if applicable): <b>PARKES RSL SUB-BRANCH PEAK HILL CHAPTER</b>
Address: <b>PO BOX 293 PARKES NSW 2870</b>	Phone:
	Mobile: <b>0427624683</b>
Email: <b>PARKES RLSB @ OUTLOOK.COM</b>	
Signature:	Date: <b>21/1/2024</b>

## Event Details

Event Name: <b>ANZAC DAY</b>	Event Date/s: <b>25/4/2024</b>
Location/Venue: <b>PEAK HILL CHAPTER AIF SCHOOL OF ARTS MEMORIAL GATES</b>	Event Start Time: <b>11:00 AM</b>
Event Address: <b>CASWELL STREET PEAK HILL</b>	Event Conclusion Time: <b>12 NOON</b>

Describe the event and background information:

COMMENDATE THOSE WHO SERVED IN THEATRES OF CONFLICT  
PARTICULARLY THOSE WHO PAID THE EXTREME SACRIFICE THUS ALLOWING  
US TO HAVE THE FREEDOM THAT WE ENJOY TODAY.

Will media be present? If so, list invitees.

**YES**

Total number and general nature of guests:

**TBA**

## Speech Requirements

Will the Mayor be required to speak?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <b>TO DO THE OFFICIAL WELCOME</b>
Will another Council representative be asked to speak?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <b>None</b>
Expected length of speech	<input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 6-10 minutes <input type="checkbox"/> 10+ minutes
Please provide key points for Mayor or Council Representative to make in speech	<b>ACKNOWLEDGE THOSE WHO SERVED IN CONFLICTS AND FOR THOSE WHO PAID THE EXTREME SACRIFICE.</b>





**Parkes Shire Council**

EVENTS GUIDE: 005 REQUEST FORM - MAYOR

**PARKES**  
it all adds up.

What time should the Mayor arrive?	10.45AM		
What time will the speech occur?	11.10AM		
Expected time the Mayor is to stay at event? <small>The Mayor of Parkes will arrive at the event at 10.45AM and leave at 11.10AM.</small>	CONTINUATION OF THE CELEBRATION		
VIPs, notable invitees and guests requiring acknowledgement:	Please list: TBA		
Will anyone else be speaking?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes LOCAL CO-ORDINATOR OF THE PEAK HILL CHAIR MRS LESLEY D'LEARY SCHOOL REPRESENTATIVES FROM THE PEAK HILL CENTRAL SCHOOL AND FROM ST JOSEPH'S PRIMARY SCHOOL.	
Please provide an event run sheet: <small>Please attach</small>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes WILL BE FORWARDED	
Who will greet the Mayor?	MRS LESLEY D'LEARY		
Event meeting point for Mayor:	AT THE FRONT GATES OF AIF SCHOOL OF ARTS OFF STREET		
Parking arrangements:			
Will food be served?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <small>If yes, please specify:</small>  <input type="checkbox"/> Is the Mayor expected to eat? <input type="checkbox"/> Is the Mayor expected to pay for food/meal/beverages? <input type="checkbox"/> If so, please advise cost \$	
Does the invitation include the Mayoress?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
Dress code:	<input type="checkbox"/> Official Mayoral Chain	<input checked="" type="checkbox"/> Business Suit	<input type="checkbox"/> Smart Casual <input type="checkbox"/> Informal Dress

Please return to Parkes Shire Council's Events Officer by email, mail or in person.

Email

Mail

In person

[events@parkes.nsw.gov.au](mailto:events@parkes.nsw.gov.au)

Parkes Shire Council  
Attn: Events Officer  
PO Box 337  
Parkes NSW 2870

Parkes Shire Council  
2 Cecile Street  
Parkes NSW 2870




# PARKES

*It all adds up.*

## APPLICATION FOR USE OF PARK - TERMS AND CONDITIONS

Please be aware that the park is open to the public and it is not possible to restrict other users from the area requested

Name of Park AIK SCHOOL OF ARTS MEMORIAL GATES  
Function CIVIC CEREMONY  
Date 25/4/2024 Time - From 11.10 AM To 12.00 ~~AM~~ NOON  
Number of People 400

Council will review your application to ascertain if a Development Application is required for your activity

### Applicant Details

Name / Company Name PARKES RSL SUB-BRANCH - PEAK HILL CHAPTER  
Address P O BOX 293 PARKES NSW 2870  
Phone  Mobile 0427624683  
Email PARKESRSLSB@OUTLOOK.COM

I hereby agree to abide by the conditions set out below and those included in the Terms and Conditions with respect to this park use application.

PAUL THOMAS  
Applicants Name

Date

2/1/2024

Yes



### Further Information & Conditions

Is your event open to the public?

Yes ☒

No ☐

Will public toilets be required?

Yes ☒

No ☐

Will there be a jumping castle operating?

Yes ☐

No ☒

IF YES, please attach a copy of the owner's Public Liability Insurance Policy. Please be advised that the jumping castle is for the sole use of your function and not open to the general public.  
You must contact Council's Parks and Gardens Supervisor the week prior to use for a site induction for the preferred location (due to underground irrigation). Phone 6861 2344.

Will a public address system be operating?

Yes ☒

No ☐

If yes, please note Item 2 in attached Terms and Conditions

Will you require use of a stage?

Yes ☐

No ☒

IF YES, please see Council's Planning & Environment Department for further information.

Will there be goods, food or drinks for sale?

Yes ☐

No ☒

IF YES, please complete a Section 68 Application Form (available from Council's Administration Centre, attach a copy of the Public Liability, and lodge with the fee, to enable approval to take place.

Will there be animal involvement?

Yes ☐

No ☒

IF YES, please attach a copy of the owner's Public Risk Liability Insurance Policy. The following conditions are required to be adhered to:

- animals to be under supervision at all times
- animals to be held in a secured roped area
- animals to be led by an adult at all times, and
- all fouling is to be collected and removed from Council property.

Will there be mechanical rides operating?

Yes ☐

No ☒

IF YES, please see Council's Planning & Environment Department - You may need Section 68 approval. Please attach a copy of the owner's Public Liability Insurance Policy. There is a fee for operation of mechanical rides on Council's parks and reserves

2 Cecile Street | PO Box 337 | PARKES NSW 2870  
PH (61) 02 6861 2333 | FAX (61) 02 6862 3946  
EMAIL [council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au) | WEBSITE [www.parkes.nsw.gov.au](http://www.parkes.nsw.gov.au)





### IMPORTANT

**Please note: Park Users need to ensure there are no underground services before pegging, staking or digging. It is essential that before any stakes, pegs, star pickets or bollards are driven into the ground, Council's Parks and Gardens Supervisor is contacted for a site induction.**

Requests for bookings for fetes, markets and major functions may require a Development Application or Special Event Management Plan.

The erection of temporary structures will be subject to further conditions. Please contact Council's Planning & Environment Department on 02 6861 2373 to discuss.

Council's conditions of use of a Council park require:

- (1) That no vehicles be driven on the grassed areas without prior consultation with Council's Parks and Gardens Supervisor for assessment of underground irrigation locations.
- (2) That no spikes be driven into the ground without prior consultation with the Parks and Gardens Supervisor.
- (3) That the area is left in a clean and tidy condition at the completion of the day's festivities. Should the facility be left in an untidy or damaged state, Council will seek reimbursement of expenses incurred.

**Please be aware that the park is open to the public and it is not possible to restrict other users from the area requested.**

The application process is so that Council is aware of, and can control, the extent of the use of public parks.

#### How to pay

Please return this application form together with any fees payable to:

By Post            The General Manager  
                         PO Box 337  
                         PARKES NSW 2870

In Person        Parkes Shire Council Administration Building  
                         2 Cecile Street  
                         PARKES NSW 2870

By E-mail        [psc.engineering@parkes.nsw.gov.au](mailto:psc.engineering@parkes.nsw.gov.au)

*Payments sent by post should be by money order or cheque, made in favour of Parkes Shire Council.*

All fees and bond payments and insurance details must be received with the application, at least two (2) weeks prior to the park use.

**Please note: This booking will not be accepted until all applicable fees are paid in full.**

### OFFICE USE ONLY

☐ Approved      ☐ Not Approved

Ben Howard

Name

Director Works & Services

Date

Fee payable to the cashier upon lodgement of application:

Amount \$ \_\_\_\_\_ Paid on \_\_\_\_\_ Receipt # \_\_\_\_\_

2 Cecile Street | PO Box 337 | PARKES NSW 2870  
PH (61) 02 6861 2333 | FAX (61) 02 6862 3946  
EMAIL [council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au) | WEBSITE [www.parkes.nsw.gov.au](http://www.parkes.nsw.gov.au)







3

1. Upon completion of the booking, the area is to be left in a clean and tidy condition and garbage removed from the site to an approved waste collection area.
2. Noise is to be controlled by the Hirer and is not to create a nuisance to other park users. Therefore, the use of public address systems, large sound systems and other activities that generate excessive amounts of noise cannot be used without the written permission of Council. That is, the noise level (L10) produced during the performance shall not exceed the background level (L90) by more than 5dB (A) when measured at the nearest residential boundary.
3. All performances must be completed by 9.30pm unless special approval is granted.
4. All food providers must register with the NSW Food Authority at [www.nswfoodauthority.com.au](http://www.nswfoodauthority.com.au) and the Hirer shall duly comply with the Food Act 2003 and the regulations, and observe the Food Handling Guidelines for Temporary Events.
5. The Hirer shall exercise the Permit in a property and orderly manner to the reasonable satisfaction of Council, and shall not do or permit to be done on the premises, any act or thing which may be unreasonable or become a nuisance, damage, annoyance or disturbance to the Council or to the other persons lawfully using the premises or to the owners or occupiers of any neighbouring land.
6. No vehicles are allowed on site without permission from Council. Parking is in allocated parking areas only.
7. In the event of Council keys to be requested, there is a bond payable per key. Please call Council on 6861 2344 to make arrangements prior to the event. Should the key be lost or not returned on the due date, the key bond will not be refunded.
8. The Hirer shall duly comply with and observe the provisions of every statute and of every rule, regulation, ordinance and by-law made or to be made under or pursuant to any statute and of all notices received from any statutory or public authority relating to the premises or the use of the premises by the Hirer.
9. The Hirer shall duly comply with and observe all regulations and directions given from time to time by the Council and/or its authorised servants or agents.
10. The Hirer shall not sell or permit the sale on the premises of soft drinks or other items in bottles or other glass containers or ring-pull cans.
11. The Hirer shall not erect or alter any structure on the premises and will not damage the premises in any way without the prior written consent of Council.
12. Council may terminate the booking forthwith at any time in the event that the Hirer fails to comply with any of the terms and conditions of this agreement by notice in writing delivered to the premises or sent to the Hirer at the address on the Permit or as directed by an officer of Council.
13. In the event of amusement devices being operated, a copy of registration of the device with WorkCover, and the public liability insurance/s, must be presented to Council with the Park Use application form.
14. In the event of a bond being applicable, this bond covers the cost of any damage to the facility and/or the removal of additional garbage. Once an inspection has been made, to the satisfaction of Council, the bond will be refunded to you.
15. All hire fees, bond payments and insurances must be received by Council at least two weeks prior to the event being held.
16. With regard to animal involvement, the following conditions are to be adhered to:
  - (a) animals to be under supervision at all times
  - (b) animals to be held in a secured roped area
  - (c) animals to be led by an adult at all times, and
  - (d) all fouling is to be collected and removed from Council property.
17. It is essential that before any holes are dug, or stakes, pegs, star pickets or bollards are driven into the ground, an assessment is undertaken for any services or irrigation locations.
18. The Hirer's permit for use is limited to the area, date and time specified in the permit.





Parkes Shire Council  
EVENTS GUIDE: 001 EVENTS FORM

**PARKES**  
*It all adds up.*


'It takes real planning to organise this kind of chaos' - Mel Odom

## Applicant Details

Name: <b>PAUL THOMAS</b>	Organisation (if applicable): <b>PARKES RSL SUB-BRANCH</b>
Address: <b>PO BOX 293</b>	Phone: <b>PEAK HILL CHAPTER</b>
<b>PARKES NSW 2870</b>	Mobile: <b>0427 62 4683</b>
Email: <b>PARKESRSLSUB@OUTLOOK.COM</b>	
Signature: 	Date: <b>21/1/2024</b>
Facebook:	Website:
Instagram:	Twitter:

## Event Details

Event Name: <b>2024 ANZAC DAY</b>	Event Date/s: <b>25th APRIL, 2024</b>
	Event Time/s: <b>DAWN SERVICE 6:00AM CIVIL CEREMONY 10:30AM</b>
Location/Venue: <b>AIF SCHOOL OF ARMS MEMORIAL GATES</b>	Is this event likely to become an ongoing event? (eg. annual) <b>YES</b>
NOTE: Council owned venue hire is subject to availability.	
Describe the main purpose of your event: (Please attach any additional information eg. site maps, event program, further notes, etc) <b>COMMEMORATE THOSE WHO SERVED IN THEATRES OF CONFLICT AND FOR THOSE WHO PAID THE EXTREME SACRIFICE. THUS ALLOWING US TO HAVE THE FREEDOM WE HAVE TODAY.</b>	
Expected event attendance: (approx. number) <b>400</b>	Expected audience reach of event: (eg. local, regional, state, national, international) <b>LOCAL</b>

## Further details about your event

So we can assist with determining necessary approvals and support

Note: For the purpose of this form, the following definitions apply: Local: Within the Shire of Parkes; Regional: Within the Murrumbidgee region; State: Within New South Wales; National: Within Australia; International: Outside Australia.

Will your event be open to the public?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Will the venue's existing public toilets be required?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Will you require additional portable public toilets?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes



Parkes Shire Council  
EVENTS GUIDE: 001 EVENTS FORM

**PARKES**  
It all adds up

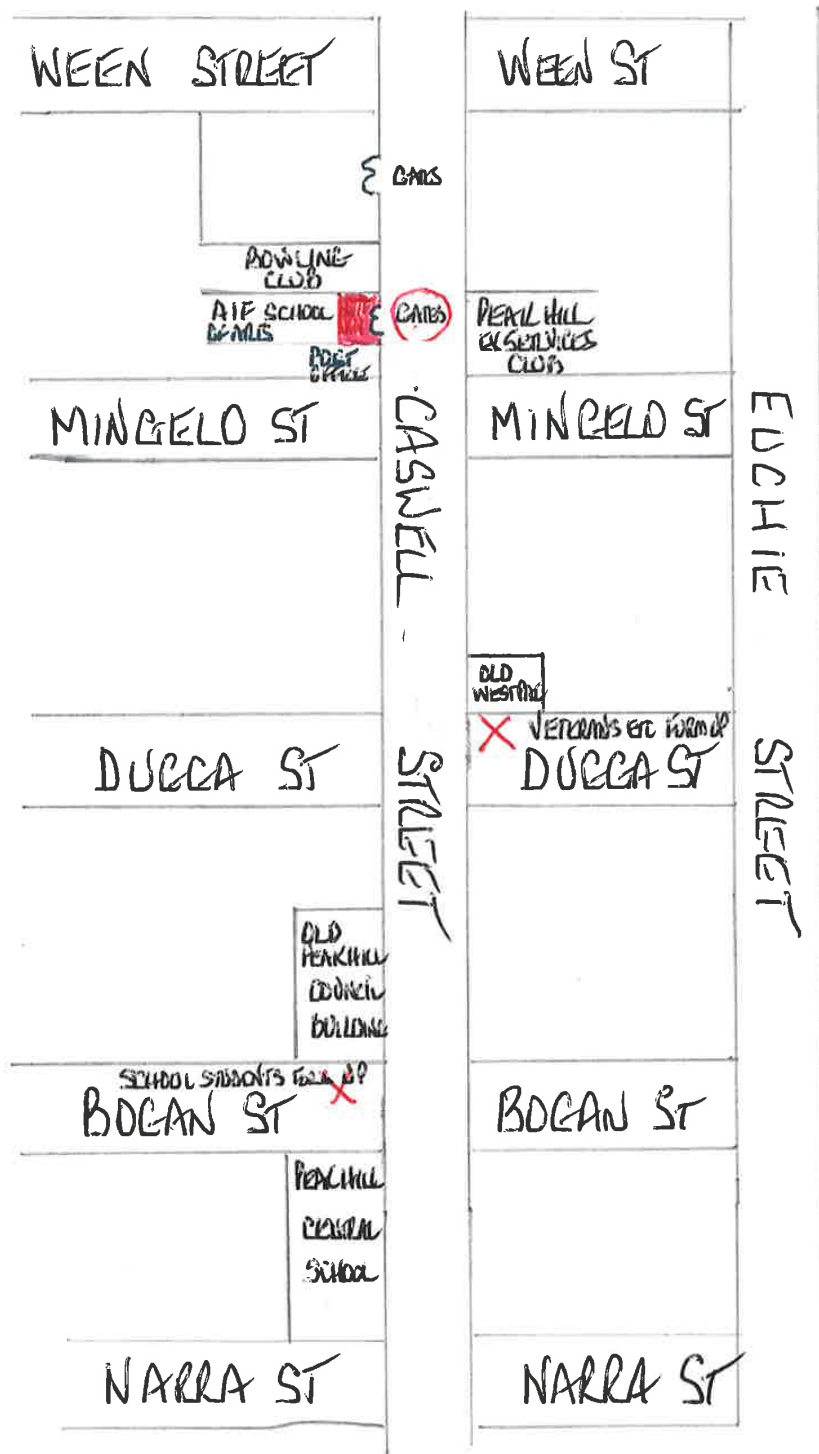
Will electricity be required?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will amusement devices (eg. jumping castle, mechanical ride) or other entertainment (eg. performers or attractions) be operating?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes TYPE OF DEVICE/ENTERTAINMENT:
Will there be food and/or drinks sold?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will there be goods for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will alcohol be served and/or for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will there be animal involvement?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will you be installing or erecting a structure? (eg. stage, marquee, tent, caravan, etc) <small>Note: Council has a portable stage that is available for hire for a fee.</small>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes TYPE OF STRUCTURE:
Will you require Civic Support from the Office of the Mayor? (eg. civic reception, mayoral welcome/opening, councillor involvement)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes TYPE OF SUPPORT: <b>COUNCILLOR INVOLVEMENT</b>
Are you requesting any road/footpath closures or road/footpath occupation?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Are you requesting any assistance from Council? (eg. Marketing, promotion, monetary or in-kind services such as assistance with traffic control plans etc.)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Marketing on websites <input checked="" type="checkbox"/> What's On e-newsletter <input checked="" type="checkbox"/> Publicity <input checked="" type="checkbox"/> Traffic Control Plans <input type="checkbox"/> Pull Up Banners <input type="checkbox"/> In-Kind Services <input type="checkbox"/> Other

Please return to Parkes Shire Council's Events Officer by email, mail or in person.

Email  
[events@parkes.nsw.gov.au](mailto:events@parkes.nsw.gov.au)

Mail  
Parkes Shire Council  
Attn: Events Officer  
PO Box 337  
Parkes NSW 2870

In person  
Parkes Shire Council  
2 Cecile Street  
Parkes NSW 2870



- X FORM UP POSITIONS FOR MARCH PARTICIPANTS
- DIRECTION OF MARCH
- MARCH SIDES
- DAWN SERVICE & CIVIC CEREMONY



NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, PAUL THOMAS (Name)  
of 400 CLARINDA STREET PARKES NSW (Address)  
on behalf of PARKES RSL SUB BRANCH - PEAKHILL CHAPTER (Organisation)  
notify the Commissioner of Police that on the TWENTY FIFTH (Day)  
of APRIL 2024 (Month/Year)

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately  
100 persons which will assemble (Number)

at AIF SCHOOL OF ARMS MEMORIAL GATES (Place)

at approximate 6.00 am/pm

and disperse at approximately 6.30 am/pm

or

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

persons which will assemble at

at approximately am/

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 COMMEMORATE ANZAC DAY  
FOR THOSE WHO SERVED IN THEATRES OF CONFLICT AND FOR THOSE  
WHO PAID THE EXTREME SACRIFICE THUS ALLOWING US TO HAVE  
THE FREEDOM WE HAVE TODAY.



State purpose

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:

\* (i) There will be NIL (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

\* (ii) There will be NIL (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

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

NIL

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

WHEN THE DAWN SERVICE AT AIF SCHOOL OF ARMS MEMORIAL GATES ALL CHILDREN WILL MOVE INSIDE THE GATES & ARE SEATED ON THE GRASSED AREA.

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

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

Address: 400 CLARINDA STREET  
PARKES

NSW Post Code 2870

Telephone: 0427 624683

Signed: [Signature]

Capacity/Title... HON SECRETARY  
Date ... 2/1/2024

\* Delete as applicable

Parkes Shire Council  
EVENTS GUIDE: 005 REQUEST FORM - MAYOR

**PARKES**  
IT'S ALL ABOUT US



'No one ever complains about a speech being too short!' *Ira Hayes*

### Applicant Details

Name: <b>PAUL THOMAS</b>	Organisation (if applicable): <b>PARKES RSL SUB-BRANCH PEAK HILL CHAPTER</b>
Address: <b>PO BOX 293 PARKES NSW 2870</b>	Phone:
Email: <b>PARKES RSL SB @ OUTLOOK.COM</b>	Mobile: <b>0427624683</b>
Signature: 	Date: <b>21/1/2024</b>

### Event Details

Event Name: <b>ANZAC DAY DAWN SERVICE</b>	Event Date/s: <b>25/4/2024</b>
Location/Venue: <b>PEAK HILL CHAPTER AIF SCHOOL OF ARTS MEMORIAL GATES</b>	Event Start Time: <b>6.00AM</b>
Event Address: <b>CASWELL STREET PEAKHILL</b>	Event Conclusion Time: <b>6.30AM</b>

Describe the event and background information:

COMMEMORATE THOSE WHO SERVED IN THEATRES OF CONFLICT  
PARTICULARLY THOSE WHO PAID THE EXTREME SACRIFICE THUS ALLOWING  
US TO HAVE THE FREEDOM THAT WE ENJOY TODAY.

Will media be present? If so, list invitees.

**YES**

Total number and general nature of guests:

**TBA**

### Speech Requirements

Will the Mayor be required to speak?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<b>TO DO THE OFFICIAL WELCOME</b>
Will another Council representative be asked to speak?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Expected length of speech	<input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 6-10 minutes <input type="checkbox"/> 10+ minutes	
Please provide key points for Mayor or Council Representative to make in speech	<b>ACKNOWLEDGE THOSE WHO SERVED IN CONFLICTS AND FOR THOSE WHO PAID THE EXTREME SACRIFICE.</b>	





Parkes Shire Council  
EVENTS GUIDE: 005 REQUEST FORM - MAYOR

**PARKES**  
It all adds up

What time should the Mayor arrive?	5-45am			
What time will the speech occur?	6-03am			
Expected time the Mayor is to stay at event?	CONTINUATION OF THE CELEBRATION			
VIPs, notable invitees and guests requiring acknowledgement:	Please list: TBA			
Will anyone else be speaking?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	LOCAL CO-ORDINATOR OF THE PEAK HILL CHAIR MRS LESLEY O'LEARY SCHOOL REPRESENTATIVES FROM THE PEAK HILL CENTRAL SCHOOL AND FROM ST JOSEPH'S PRIMARY SCHOOL.	
Please provide an event run sheet:	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	WILL BE FORWARDED	
Who will greet the Mayor?	MRS LESLEY O'LEARY			
Event meeting point for Mayor:	AT THE FRONT GATES OF AHS SCHOOL OF ARTS OFF STREET			
Parking arrangements:				
Will food be served?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Is the Mayor expected to eat? <input type="checkbox"/> Is the Mayor expected to pay for food/meal/beverages? <input type="checkbox"/> If so, please advise cost \$	
Does the invitation include the Mayoress?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes		
Dress code:	<input type="checkbox"/> Official Mayoral Chain	<input checked="" type="checkbox"/> Business Suit	<input type="checkbox"/> Smart Casual	<input type="checkbox"/> Informal Dress

Please return to Parkes Shire Council's Events Officer by email, mail or in person.

Email [events@parkes.nsw.gov.au](mailto:events@parkes.nsw.gov.au)

Mail  
Parkes Shire Council  
Attn: Events Officer  
PO Box 337  
Parkes NSW 2870

In person  
Parkes Shire Council  
2 Cecile Street  
Parkes NSW 2870





# PARKES

*It all adds up.*

## APPLICATION FOR USE OF PARK - TERMS AND CONDITIONS

Please be aware that the park is open to the public and it is not possible to restrict other users from the area requested

Name of Park AIF SCHOOL OF ARTS MEMORIAL GATES  
Function DAWN SERVICE  
Date 25/4/2024 Time - From 5:45 AM Number of People 100  
To 6:30 AM

Council will review your application to ascertain if a Development Application is required for your activity

### Applicant Details

Name / Company Name PARKES RSL SUB-BRANCH - PEAK HILL CHAPTER  
Address PO BOX 293 PARKES NSW 2870  
Phone \_\_\_\_\_ Mobile 0427624683  
Email PARKESRSLSB@OUTLOOK.COM

I hereby agree to abide by the conditions set out below and those included in the Terms and Conditions with respect to this park use application.

PAUL THOMAS  
Applicants Name

Date

2/1/2024

Yes



### Further Information & Conditions

Is your event open to the public?

Yes ☒

No ☐

Will public toilets be required?

Yes ☒

No ☐

Will there be a jumping castle operating?

IF YES, please attach a copy of the owner's Public Liability Insurance Policy. Please be advised that the jumping castle is for the sole use of your function and not open to the general public.

You must contact Council's Parks and Gardens Supervisor the week prior to use for a site induction for the preferred location (due to underground irrigation). Phone 6861 2344.

Will a public address system be operating?

If yes, please note Item 2 in attached Terms and Conditions

Yes ☒

No ☐

Will you require use of a stage?

Yes ☐

No ☒

IF YES, please see Council's Planning & Environment Department for further information.

Will there be goods, food or drinks for sale?

IF YES, please complete a Section 68 Application Form (available from Council's Administration Centre, attach a copy of the Public Liability, and lodge with the fee, to enable approval to take place.

Yes ☐

No ☒

Will there be animal involvement?

IF YES, please attach a copy of the owner's Public Risk Liability Insurance Policy. The following conditions are required to be adhered to:

- animals to be under supervision at all times
- animals to be held in a secured roped area
- animals to be led by an adult at all times, and
- all fouling is to be collected and removed from Council property.

Yes ☐

No ☒

Will there be mechanical rides operating?

IF YES, please see Council's Planning & Environment Department - You may need Section 68 approval. Please attach a copy of the owner's Public Liability Insurance Policy. There is a fee for operation of mechanical rides on Council's parks and reserves

Yes ☐

No ☒



**IMPORTANT**

**Please note: Park Users need to ensure there are no underground services before pegging, staking or digging. It is essential that before any stakes, pegs, star pickets or bollards are driven into the ground, Council's Parks and Gardens Supervisor is contacted for a site induction.**

Requests for bookings for fetes, markets and major functions may require a Development Application or Special Event Management Plan.

The erection of temporary structures will be subject to further conditions. Please contact Council's Planning & Environment Department on 02 6861 2373 to discuss.

Council's conditions of use of a Council park require:

- (1) That no vehicles be driven on the grassed areas without prior consultation with Council's Parks and Gardens Supervisor for assessment of underground irrigation locations.
- (2) That no spikes be driven into the ground without prior consultation with the Parks and Gardens Supervisor.
- (3) That the area is left in a clean and tidy condition at the completion of the day's festivities. Should the facility be left in an untidy or damaged state, Council will seek reimbursement of expenses incurred.

**Please be aware that the park is open to the public and it is not possible to restrict other users from the area requested.**

The application process is so that Council is aware of, and can control, the extent of the use of public parks.

**How to pay**

Please return this application form together with any fees payable to:

By Post      The General Manager  
PO Box 337  
PARKES NSW 2870

In Person      Parkes Shire Council Administration Building  
2 Cecile Street  
PARKES NSW 2870

By E-mail      [psc.engineering@parkes.nsw.gov.au](mailto:psc.engineering@parkes.nsw.gov.au)

*Payments sent by post should be by money order or cheque, made in favour of Parkes Shire Council.*

All fees and bond payments and insurance details must be received with the application, at least two (2) weeks prior to the park use.

**Please note: This booking will not be accepted until all applicable fees are paid in full.**

**OFFICE USE ONLY**

☐ Approved      ☐ Not Approved

**Ben Howard**

Name

Director Works & Services

Date

Fee payable to the cashier upon lodgement of application:

Amount \$ \_\_\_\_\_ Paid on \_\_\_\_\_ Receipt # \_\_\_\_\_

2 Cecile Street | PO Box 337 | PARKES NSW 2870  
PH (61) 02 6861 2333 | FAX (61) 02 6862 3946  
EMAIL [council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au) | WEBSITE [www.parkes.nsw.gov.au](http://www.parkes.nsw.gov.au)





3

1. Upon completion of the booking, the area is to be left in a clean and tidy condition and garbage removed from the site to an approved waste collection area.
2. Noise is to be controlled by the Hirer and is not to create a nuisance to other park users. Therefore, the use of public address systems, large sound systems and other activities that generate excessive amounts of noise cannot be used without the written permission of Council. That is, the noise level (L10) produced during the performance shall not exceed the background level (L90) by more than 5dB (A) when measured at the nearest residential boundary.
3. All performances must be completed by 9.30pm unless special approval is granted.
4. All food providers must register with the NSW Food Authority at [www.nswfoodauthority.com.au](http://www.nswfoodauthority.com.au) and the Hirer shall duly comply with the Food Act 2003 and the regulations, and observe the Food Handling Guidelines for Temporary Events.
5. The Hirer shall exercise the Permit in a property and orderly manner to the reasonable satisfaction of Council, and shall not do or permit to be done on the premises, any act or thing which may be unreasonable or become a nuisance, damage, annoyance or disturbance to the Council or to the other persons lawfully using the premises or to the owners or occupiers of any neighbouring land.
6. No vehicles are allowed on site without permission from Council. Parking is in allocated parking areas only.
7. In the event of Council keys to be requested, there is a bond payable per key. Please call Council on 6861 2344 to make arrangements prior to the event. Should the key be lost or not returned on the due date, the key bond will not be refunded.
8. The Hirer shall duly comply with and observe the provisions of every statute and of every rule, regulation, ordinance and by-law made or to be made under or pursuant to any statute and of all notices received from any statutory or public authority relating to the premises or the use of the premises by the Hirer.
9. The Hirer shall duly comply with and observe all regulations and directions given from time to time by the Council and/or its authorised servants or agents.
10. The Hirer shall not sell or permit the sale on the premises of soft drinks or other items in bottles or other glass containers or ring-pull cans.
11. The Hirer shall not erect or alter any structure on the premises and will not damage the premises in any way without the prior written consent of Council.
12. Council may terminate the booking forthwith at any time in the event that the Hirer fails to comply with any of the terms and conditions of this agreement by notice in writing delivered to the premises or sent to the Hirer at the address on the Permit or as directed by an officer of Council.
13. In the event of amusement devices being operated, a copy of registration of the device with WorkCover, and the public liability insurance/s, must be presented to Council with the Park Use application form.
14. In the event of a bond being applicable, this bond covers the cost of any damage to the facility and/or the removal of additional garbage. Once an inspection has been made, to the satisfaction of Council, the bond will be refunded to you.
15. All hire fees, bond payments and insurances must be received by Council at least two weeks prior to the event being held.
16. With regard to animal involvement, the following conditions are to be adhered to:
  - (a) animals to be under supervision at all times
  - (b) animals to be held in a secured roped area
  - (c) animals to be led by an adult at all times, and
  - (d) all fouling is to be collected and removed from Council property.
17. It is essential that before any holes are dug, or stakes, pegs, star pickets or bollards are driven into the ground, an assessment is undertaken for any services or irrigation locations.
18. The Hirer's permit for use is limited to the area, date and time specified in the permit.



Parkes Shire Council

EVENTS GUIDE: 002 RISK MANAGEMENT

**PARKES**

RISK MANAGEMENT PLAN

(CREATE ADDITIONAL PAGES AS REQUIRED)

Ref No	Activity	Risk/Hazard What can happen	Initial Risk (No Controls in place)			What controls can be implemented to manage situation	Current Risk (Adjusted rating with controls)			Person/department responsible for implementing control	How will it be monitored?
			Likelihood	Consequence	Rating		Likelihood	Impact	Rating		
1	USE OF ELECTRIC CABLES	ELECTRIC SHOCK	RARE	SEVERE	MEDIUM 14	CABLES ARE TAGGED	RARE	SEVERE	MEDIUM	EVENT ORGANISER	ELECTRICAL WIRING AND CABLES ARE CHECKED PRIOR TO EVENT
2	PROTESTERS	INTERFERE IN PROCEEDINGS	RARE	SEVERE	MINOR	BARRIERS & POLICE MONITORING	RARE	SEVERE	MINOR	POLICE	CROWD CONTROL
3	MOVING VEHICLE	HEALTH OF DRIVER & PASSENGER	RARE	SEVERE	LOW	DRIVING AT LOW SPEED 5-10 KPH	RARE	SEVERE	LOW	POLICE AND AMBULANCE	SES
4	CRUSH CROWD CONTROL	CONGESTION	RARE	MINOR	MINOR- VERY LOW	POLICE & SES CONTROL	RARE	MINOR	VERY LOW	POLICE AND SES	VISUAL OBSERVATION
5	WET WEATHER	CANCELLATION	UNLIKELY	MINOR	VERY LOW	WEATHER FORECAST	UNLIKELY	MINOR	VERY LOW	RSL SUB-BRANCH	FORECASTS
6	TRAFFIC	EXCESSIVE SPEED	UNLIKELY	MINOR	LOW	SPEED LIMITS & TIME	UNLIKELY	MINOR	LOW	POLICE AND DEPT OF TRANSPORT	VISUAL OBSERVATION





**Date:** 29/01/2024 **Author:** Jack Byrnes - TCT1041742 **Project:** Peak Hill ANZAC Parade  
**Checked by:** : Ben Coultas - TCT0007756 **Signed:** \_\_\_\_\_

**Comments:**

1. Site to be setup as per traffic control plan; by certified personnel ensuring that all signs are visible to motorists and not a hazard to pedestrians.
2. Modifications to plan must only be made by certified personnel.
3. All traffic control works; signs and devices to comply with AS1742.3
4. Certified traffic controllers to direct work vehicles in and out of site.
5. Certified traffic controllers to monitor pedestrian movements and direct when required.
6. Safety area must be identified and marked prior to the commencement of work (Parking of work vehicles).
7. Flashing lights on vehicles to be left on at all times.
8. Correct PPE to be worn at all times
9. No access into the parade route (Caswell St, Narra St to Ween St) from:  
Bogan St - Dugga St - Mingle St



**7.5 2024 ANZAC DAY - TRUNDLE****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide effective regulatory, compliance and enforcement services.**Author:** **Megan Morrison, Events Officer****Authoriser:** **Jaymes Rath, Executive Manager Technical Services****Annexures:**  
**A. Commemorative Service - Event Form** [↓](#)  
**B. Commemorative Service - Risk Assessment** [↓](#)  
**C. Commemorative Service - Notice of Intent** [↓](#)  
**D. Commemorative Service - Traffic Control Plan** [↓](#)

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**STAFF RECOMMENDATION****Council Responsibilities:**

That:

1. Approval is subject to complying with the following conditions:
  - (a) Notify Emergency services of and proposed road closure or detours.
  - (b) Allow for emergency vehicle access.
  - (c) Council reserves the right to cancel the approval at any time.
  - (d) Confirmation of event times and traffic control times.
  - (e) Police representative has requested for all future events that a separate event application be submitted to Police for approval.
  - (f) If the event is held on a State road that the Council request Road Occupancy Licence (ROL) from Transport for NSW for the event activities.
  - (g) This recommendation does not commit Council to providing further assistance or provision of equipment for the event..

**Events Organisers/Applicant Responsibilities:**

That:

2. Approval is subject to the applicants complying with the following conditions:
  - (a) Provide Council with evidence of Current Public Liability Insurance. (*to be provided prior to the event taking place*).
  - (b) Provide Council a Traffic Management Plan for approval. (To be submitted prior to the event taking place).
  - (c) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
  - (d) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
  - (e) Comply with Council Officer's reasonable directives.
  - (f) The organiser is to maintain the area in clean and tidy condition.

That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.

## EXECUTIVE SUMMARY

The Trundle Subbranch of the Returned and Services League of Australia has submitted a request to organise an ANZAC Commemorative Service / March on Thursday, 25 April 2024.

### ANZAC Day March

Trundle ANZAC Day March will commence from Trundle Central School in Forbes Street and proceed to the Trundle War Memorial Hall. Leading the March will be a re-enactment 6<sup>th</sup> Light Horse Troop of 4 horses with riders in WWI uniform.

**Trundle ANZAC Day Road Closures:** will involve the closure of Forbes Street from the Trundle Central School Carpark to Parkes Street, Trundle, from 9:30am to 12:00pm.

All traffic will be diverted along Austral, Brookview, and North Street, Trundle.

## BACKGROUND

The proposed route has been used for the ANZAC Service / March in previous years.

## KEY ISSUES

Nil

## EVENT CLASS

This event is considered to be a ***Class 2 Special Event*** as described in the Roads and Traffic Authority's [Guide to Traffic and Transport Management for Special Events](#) (Version 3.5, published 1 July 2018).

## CONCLUSION

The Committee is advised to endorse the suggested road closures for the ANZAC Commemorative March in Trundle scheduled for Thursday, 25 April 2024.



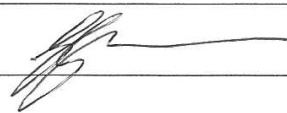
**Parkes Shire Council**  
EVENTS GUIDE: 001 EVENTS FORM

**PARKES**  
*It all adds up.*



'It takes real planning to organise this kind of chaos' - Mel Odom

## Applicant Details

Name: <u>GARY GROSSMAN</u>	Organisation (if applicable): <u>TRUNDLE RSL</u>
Address:	Phone:
	Mobile: <u>04818 414 16</u>
Email: <u>TRUNDLESB@RSLNSW.ORG.AU</u>	
Signature: 	Date: <u>24 JAN 24</u>
Facebook:	Website:
Instagram:	Twitter:

## Event Details

Event Name: <u>ANZAC DAY 2024</u>	Event Date/s: <u>25 APR 24</u> Event Time/s: <u>0930 - 1200</u>
Location/Venue: <u>TRUNDLE WAR MEMORIAL HALL</u> <small>NOTE: Council owned venue hire is subject to availability.</small>	Is this event likely to become an ongoing event? (eg. annual) <u>YES - EVERY YEAR</u>
Describe the main purpose of your event: (Please attach any additional information eg. site maps, event program, further notes, etc) <u>ANZAC DAY MARCH FROM TRUNDLE CENTRAL SCHOOL DOWN FORBES ST 400 M TO WAR MEMORIAL HALL</u>	
Expected event attendance: (approx. number) <u>150</u>	Expected audience reach of event: (eg. local, regional, state, national, international) <u>250</u>

## Further details about your event

So we can assist with determining necessary approvals and support

Note: Forms identified as being required will be supplied by Council upon receipt of this notification.

Will your event be open to the public?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <small>You will be required to complete a Notice of Intent to hold a Public Assembly form, which will need to be submitted to the Police (Lachlan Area Command) and provide Council with a copy of Police authorisation.</small>
Will the venue's existing public toilets be required?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Will you require additional portable public toilets?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <u>TOILETS IN HALL/PUBLIC ON STREET</u> <small>To hire additional toilets, please contact the Planning &amp; Environment Department - phone 6861 2373. Fees may apply.</small>



**Parkes Shire Council**  
EVENTS GUIDE: 001 EVENTS FORM


Will electricity be required?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <i>EST LEAD FROM HALL - SPEAKERS/MIC</i>
Will amusement devices (eg. jumping castle, mechanical ride) or other entertainment (eg. performers or attractions) be operating?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes TYPE OF DEVICE/ENTERTAINMENT: <small>A copy of the owner's certificate of currency for Public Liability Insurance is required. Be aware you may also have to seek Council Approval under Section 68 of the Local Government Act for certain categories of device. This will take approximately 10 working days to be approved.</small>
Will there be food and/or drinks sold?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <small>You will be required to comply with any relevant food and health regulations.</small>
Will there be goods for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <small>You may be required to seek Council Approval under Section 68 of the Local Government Act. This will take approximately 10 working days to be approved.</small>
Will alcohol be served and/or for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <small>You will be required to ensure those serving the alcohol have current RSA accreditation. You will also need the appropriate Liquor Licensing - please contact the Lachlan Local Area Command or OLGR to determine your obligations.</small>
Will there be animal involvement?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <small>You will be required to have a copy of the owner's certificate of currency for Public Liability Insurance.</small> <i>LIGHT HOUSE REINFORCEMENT TROOP</i>
Will you be installing or erecting a structure? (eg. stage, marquee, tent, caravan, etc)  <small>Note: Council has a portable stage that is available for hire for a fee.</small>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes TYPE OF STRUCTURE: <small>You will be required to provide a copy of the owner's certificate of currency for Public Liability Insurance. Be aware you may also be required to seek Council Approval for the structure if it does not constitute exempt development or have a previous approval. If approval is required this takes on average 28 days.</small>  <small>Park Venue Users need to ensure there are no underground services before pegging, staking or digging. It is essential that before any stakes, pegs, star pickets or bollards are driven into the ground, Council's Parks &amp; Gardens Supervisor is contacted for a site induction.</small>
Will you require Civic Support from the Office of the Mayor? (eg. civic reception, mayoral welcome/opening, councillor involvement)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes TYPE OF SUPPORT: <i>MEMBER TO LAY WREATH</i> <small>Please note this will be subject to availability and appropriate circumstance.</small>
Are you requesting any road/footpath closures or road/footpath occupation?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <small>You will be required to complete a Special Events Management Plan and Traffic Control Plan that must go to the Parkes Shire Local Traffic Committee. This Committee meets quarterly. The plans will be required to include: expected number of vehicles, parking arrangements, management of traffic flow and how it is to be coordinated.</small>
Are you requesting any assistance from Council? (eg. Marketing, promotion, monetary or in-kind services such as assistance with traffic control plans etc.)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <small>Please provide below the assistance areas and/or amounts you require. Be advised that these requests may have to be considered by Council at its Ordinary Council Meetings which occur on the first and third Tuesday of the month.</small>  <input checked="" type="checkbox"/> Marketing on websites <input checked="" type="checkbox"/> What's On e-newsletter <input checked="" type="checkbox"/> Publicity <input checked="" type="checkbox"/> Traffic Control Plans <input type="checkbox"/> Pull Up Banners <input type="checkbox"/> In-Kind Services <input type="checkbox"/> Other _____

Please return to Parkes Shire Council's Events Officer by email, mail or in person.

Email	Mail	In person
<a href="mailto:events@parkes.nsw.gov.au">events@parkes.nsw.gov.au</a>	Parkes Shire Council Attn: Events Officer PO Box 337 Parkes NSW 2870	Parkes Shire Council 2 Cecile Street Parkes NSW 2870

**TRUNDLE RSL SUB-BRANCH ANZAC DAY RISK MANAGEMENT PLAN 2024**

Ref No:	Activity	Risk/Hazard (What can Happen)	Initial Risk (No Controls in Place)			What Controls can be Implemented to Manage Situation	Current Risk (Adjusted Rating with Control)			Person/Department Responsible for Implementing Control	How will it be Monitored
			Likelihood	Consequence	Rating		Likelihood	Impact	Rating		
1	ANZAC Day March & Commemorative Services	Set Up/Pull Down failure of equipment	Rare	Severe	Medium 14	Main equipment housed under cover, all other equipment checked for serviceability and safety and manual handling protocols to be observed	Rare	Negligible	VL1	Safety Officer	Checked prior to event, monitored through event and checked when packing up, any incidences will be noted for fixing or replacing
2		electric shock via faulty Cables & Powerboards	Rare	Severe	Medium 14	all cords checked for serviceability/insulation and weather protection. Connections to individual outlets, all pathways and stairs clear of cables or taped in place	Rare	Negligible	VL2	Safety Officer	Safety Officer will ensure all cables used will be checked and tagged certified prior to the activity. All cables will be taped down to reduce trip hazards
3		Light Horse Reinactment Troop Working with Animals	Possible	Severe	VH20	The Light Horse Reinactment Troop will lead the parade and have helpers following between the horses and the public marching to remove any horse droppings as not to obstruct the march. Horse floats will be stationed in a designated parking area for ease of unloading and loading. All working with animal protocols will be in place to minimise public access to the horses	Possible	Negligible	VL5	Light Horse Reinactment Troop have their own approved working with animals risk assessment (copy supplied with their Public Liability Certificate)	Light Horse Reinactment Troop are self managed by experienced riders and work within the guidelines of working with animals, they even have people walking behind the horses to pick up horse poo before it can be trampled by the marches
4		Sound System/Noise Pollution	Rare	Major	M15	Sound system checked for serviceability. Speaker placement and volume control to be monitored and adjusted accordingly	Rare	Negligible	VL1	Audio Technician	Equipment checked for serviceability and maintained through out the event, brakages to be reported to RSL Committee
5		Traffic - Vehicle/Bus/Truck Accident	Unlikely	Major	Vh20	Traffic diversion to be in place to not obstruct the traffic flow around the main street and memorial (see attached plan)	Rare	Negligible	VL5	Trundle RFS / Trundle SES	Trundle RFS will erect the road barriers and Trundle SES will be manning the road detour/closed road sites for the activity
6		Biological/Chemical Contamination/Threat to Fuel Station	Possible	Moderate	M15	Limited access to the fuel station will lower the biological hazard and chemical contamination. The service station has a biohazard spill kit in close proximity.	Unlikely	Negligible	VL2	Service station owner	All excess POLs will be secured away behind locked cages to limit the risk of contamination/spillage. There is a bio-hazard spill kit on site
7		Flooding & Inclement weather	Possible	Negligible	VL5	Depending on the weather report will dictate if a flood warning will be in place. The RSL SB committee will evaluate this requirement prior to the activity starting and take advice from NSW emergency services	Possible	Negligible	VL5	RSL staff will monitor weather conditions	Wet weather plan will be to move the activity inside the hall less the horses as they will be left outside with a member of the troop

**TRUNDLE RSL SUB-BRANCH ANZAC DAY RISK MANAGEMENT PLAN 2024**

Ref No:	Activity	Risk/Hazard (What can Happen)	Initial Risk (No Controls in Place)			What Controls can be Implemented to Manage Situation	Current Risk (Adjusted Rating with Control)			Person/Department Responsible for Implementing Control	How will it be Monitored
			Likelihood	Consequence	Rating		Likelihood	Impact	Rating		
8		Health & Hygiene via Bins & Waste Removal	Possible	Negligible	L5	RSL staff will ensure that the waste system pump is turned on for the hall toilet system and the bins will be clear of any waste material prior to the start of the activity and liaison with council for emptying after the event.	Unlikely	Negligible	VL2	Secretary RSL Sub-Branch	Physical check and monitor, if the bins need emptying after the event, council will be informed for a rubbish run outside normal pick up and clearing
9		Dehydration	Possible	Negligible	VL5	Local stores will be open for business so no additional food & drink will be sold	Possible	Negligible	VL4	Trundle Volunteer Ambulance	Water will be on site and available to attendees. Volunteer staff will be on site to monitor and intervene if necessary, Trundle Hospital is warned out of the risk and possible injuries that could happen
10		Medical Incident	Unlikely	Minor	VL5	Cuts/Abrasions/Trips/Falls & Heat Stroke - See Ambulance for details	Unlikely	Negligible	VL4	Trundle Volunteer Ambulance	Volunteer staff will be on site to monitor and intervene if necessary, Trundle Hospital is warned out of the risk and possible injuries that could happen
11		Trips/Falls/Cuts & Abrasions	Unlikely	Minor	VL5	Due to the age of some of the crowd, all revisions will be taken into consideration. See Ambulance for details	Unlikely	Negligible	VL4	Trundle Volunteer Ambulance	Volunteer staff will be on site to monitor and intervene if necessary, Trundle Hospital is warned out of the risk and possible injuries that could happen
12		Heat Stroke	Unlikely	Minor	VL5	We will be providing overhead cover for the seated area for the elderly and guest speaker, volunteer ambulance personnel will be on site to oversee crowd conditions and we will have bottled water available throughout the area	Unlikely	Negligible	VL4	Trundle Volunteer Ambulance	Volunteer staff will be on site to monitor and intervene if necessary, Trundle Hospital is warned out of the risk and possible injuries that could happen
13		Welfare of Participants & Public Speakers	Unlikely	Minor	VL5	Marshals will monitor and control the crowd, the mounted troop will have their own safety personnel in place to minimise crowd exposure to the horses and in the case of an emergency the public speakers will be ushered to the safety form up point. The crowd will be informed of any emergency and moved to the designated safety areas	Unlikely	Negligible	VL4	Safety Supervisor	Shade will be provided by gazebos and chairs and monitored by the marshals and safety supervisor



**TRUNDLE RSL SUB-BRANCH ANZAC DAY RISK MANAGEMENT PLAN 2024**

Ref No:	Activity	Risk/Hazard (What can Happen)	Initial Risk (No Controls in Place)			What Controls can be Implemented to Manage Situation	Current Risk (Adjusted Rating with Control)			Person/Department Responsible for Implementing Control	How will it be Monitored
			Likelihood	Consequence	Rating		Likelihood	Impact	Rating		
14		Crowd Deterbance/Aggressive Behaviour	Unlikely	Minor	VL6	Crowd behaviour will be monitored by the marshals and other officials attending the activity and all instances will be reported to the police for further action. I must also say that in the past common sense prevails. Risk minimised by attendance of NSW police on site	Unlikely	Neglegiable	VL4	Safety Supervisor	Safety supervisor will monitor and advise police of any unruly activities
15		Police/Security	Unlikely	Minor	VL7	A plan of the activity will be sent to the NSW Police force informing them of the march and liaison with the Trundle Police to cover all contingencies when they arise and to ensure we carry out our duties within the scope of the law	Unlikely	Neglegiable	VL4	Secretary RSL Sub-Branch	Secretary RSL Sub-Branch will liaison with the Trundle Police and modify the plan as needed, The safety supervisor will monitor and report police of any unruly activities

**Additional Information to supliment this Risk Management Plan**

<p>ural Fire Service</p> <p>tate Emergency Service</p> <p>trundle Volunteer Ambulance</p> <p>trundle Hospital</p> <p>olunteers - RSL Duties</p> <p>olunteers - Light Horse Troop</p> <p>olunteers - COVID Marshals</p> <p>olunteers - First Aid Station</p> <p>olunteer - WHS Officer</p>	<p>RFS personnel will be made aware of the march and will have their personnel throughout the crowd to act in an emergency if needed. They will set up the road closure and detour barriers/signs</p> <p>SES personnel will be made aware of the march and will man the road closure and detour barriers/signs IAW this risk management plan</p> <p>Liasion with the Trundle Volunteer ambulance personnel to be onsite throughout the event if needed for a possible crowd of up to 150 people</p> <p>Hospital will be worned out of possible injuries that could happen due to the age of some of the guests</p> <p>RSL staff will ensure that the parade is conducted to the time schedual. SB President is the MC, secretary is overall liasion person for all other agencies/sound engineer/ timings coord</p> <p>The Light Horse Reinactment Troop will have their own risk management plan for working with animals, have people following the march between the horses and the marchers to remove any animal waste if needed</p> <p>We will have a COVID Marshal looking at social distancing and having masks for the public on hand if needed</p> <p>In addition to t he volunteer ambulance personnel we will have a first aid station identified as the first point of contact for the crowd if needed, they will have a first aid kit, masks and bottled water</p> <p>The RSL Secretary is the official WHS officer on site to oversea all aspects of the march and service. In the past when employed in the Defence Force as an Applied Health and Safety Manager and has 13 years experience in the OHS field</p>
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## NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, GARY GROSSMANN.....(Name)  
of 22 PARKES STREET TRUNDLE NSW 2875.....(Address)  
on behalf of TRUNDLE RSL SUB BRANCH.....(Organisation)  
notify the Commissioner of Police that on the 25<sup>TH</sup>.....(Day)  
of APRIL 2024.....(Month/Year)

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

.....persons which will assemble (Number)

at .....(Place)

at approximate .....am/pm

and disperse at approximately .....am/pm

or

(b) a public assembly, being a procession of approximately 150..... (Number)

persons which will assemble at TRUNDLE CENTRAL SCHOOL FORBES STREET

at approximately 0930.....am/pm

and at approximately 1000.....am/pm the procession will

commence and shall proceed DOWN FORBES ST 400M TO THE
TRUNDLE WAR MEMORIAL HALL FORBES STREET
NO STOPS, EVENT WILL CONCLUDE 1200 HRS

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 TRUNDLE RSL
ANZAC DAY CEREMONY

.....  
State purpose

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:

\* (i) There will be ...NIL.....(number) of vehicles and/or\* floats

involved and their type and dimensions are as follows:

POSSIBLE 4 TO 5 MOBILITY SCOOTERS  
.....

.....  
\* (ii) There will be ...NIL..... (number) of bands, musicians,

entertainers etc entertaining or addressing the assembly

\* (iii) The following number and type of animals will be involved

in the assembly

6 LIGHT HORSE REINACTMENT TROOP 4 HORSES  
WITH RIDERS IN WW1 GEAR WILL LEAD THE MARCH  
.....

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

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

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

Address: 22 PARKES STREET  
TRUNDLE  
.....

NSW.....Post Code 2875

Telephone: 04 81841416  
.....

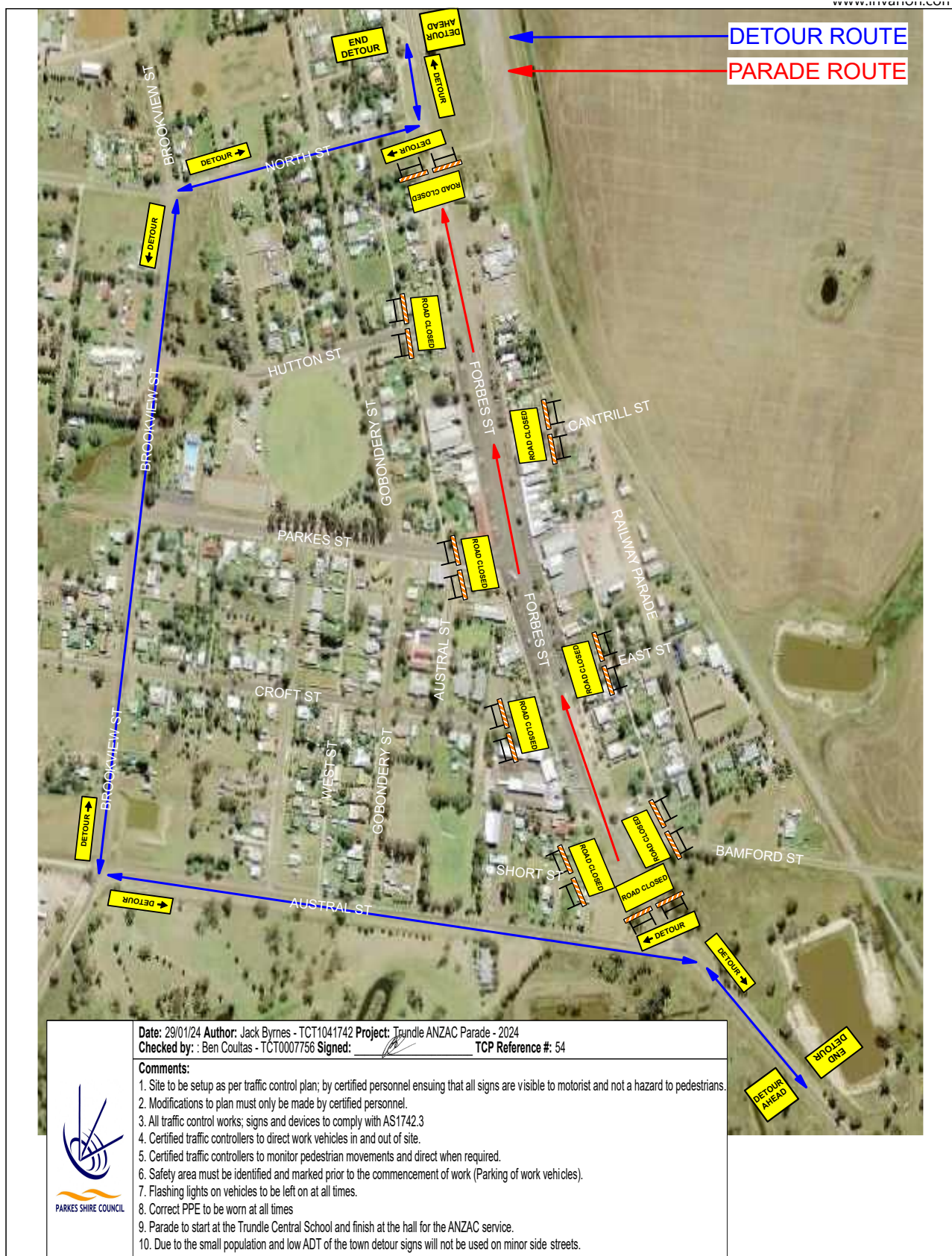
Signed:   
.....

Capacity/Title..... SECRETARY TRUNDLE RSL SUB BRANCH

Date ..... 24 JAN 2024

\* Delete as applicable





**8 GENERAL BUSINESS****8.1 OUTSTANDING BUSINESS ITEMS****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide effective regulatory, compliance and enforcement services.**Author:** **Sue McGrath, Business Support Coordinator****Authoriser:** **Jaymes Rath, Executive Manager Technical Services****Annexures:** **Nil**

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**RECOMMENDATION**

That:

1. The report detail is for the information of the Committee.
- 

**REPORT DETAIL**

Meeting Date	Item No.	Description	Comment	Last updated
9 August 2017	5.4	Parking at St Georges Anglican Church	To go to Council's Access Committee to discuss. Gradient of ramp doesn't meet standards. Ben Howard will contact relevant Council staff to determine when the next Access Committee meeting will be. <b>IN PROGRESS</b>	13/07/2021
9 August 2017	8.4	Safety of pedestrians on refuge in Short Street (near FACS)	PSC to consult Transport NSW. Preliminary design created. To be forwarded and reviewed with Transport NSW. Ben Howard to forward to Transport NSW. <b>IN PROGRESS</b>	13/07/2021
15 August 2018	5.9	McGee's Lane One way - North Bound	Plans updated and 21 day consultation period to commence. Checking previous resolution/recommendation and previous community consultation. Sarah Coles has forwarded initial 21 day consultation letters to Ben Howard for review. Council to reinvigorate consultation with business/residents <b>IN PROGRESS</b>	13/07/2021
8 May 2019	5.4	Baker Street Closure - permanently	Suggested to wait until the bypass is completed. <b>IN PROGRESS</b>	13/07/2021
27 October 2021	6.2	HPAA Zone in Peak Hill on the Newell Highway.	TfNSW are reassessing the HPAA and will provide updates when they are available. <b>IN PROGRESS</b>	7/02/24

**8.2 PACKED CONES PEDESTRIAN****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is contemporary, effective and efficient.**Strategy:** Ensure compliance with statutory requirements and ensure Parkes Shire Council's operations are supported by good corporate governance and effective risk management.**Author:** **Sue McGrath, Business Support Coordinator****Authoriser:** **Jaymes Rath, Executive Manager Technical Services****Annexures:** **Nil**

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**RECOMMENDATION**

That:

1. The report detail is for the information of the Committee.
- 

**REPORT DETAIL**

Council has received a request for a Stop sign to be installed at the pedestrian crossing between Packed Cones and the Broadway Hotel. Due to some near misses, Council has endeavoured to explore options such as installing lighting and signage through trials. The area is evolving into the showcase of the northern end of Main Street, and altering the current structures, providing shade and being well-established, is not advisable.

An investigation into LED lighting installation revealed a new product that activates only when pedestrians are crossing the road. The lights are triggered by a Passive Infrared (PIR) sensor and can also incorporate flashing lights into the crossing itself. Council is currently receiving quotes for these options.



## **9 REPORT OF CONFIDENTIAL RESOLUTIONS**

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In accordance with clauses 14.22 and 14.23 of Council's Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson as soon as practicable. Such resolutions must be recorded in the publicly available minutes of the meeting.

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