

Extraordinary Local Traffic Committee Meeting

Business Paper

Notice is hereby given that a Extraordinary Local Traffic Committee Meeting of Parkes Shire Council will be held in the Parkes Council Chamber, 2 Cecile Street, Parkes, on Monday 15 April 2024 at 4.00 PM.



Kent Boyd PSM
GENERAL MANAGER

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1 OPENING OF MEETING

The Chairperson will declare the meeting open.

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

2 ACKNOWLEDGEMENT OF COUNTRY

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.

3 APOLOGIES

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.

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE EXTRAORDINARY LOCAL TRAFFIC COMMITTEE MEETING HELD ON 16 JANUARY 2024

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. **Extraordinary Local Traffic Committee Meeting Minutes - 16 January 2024**

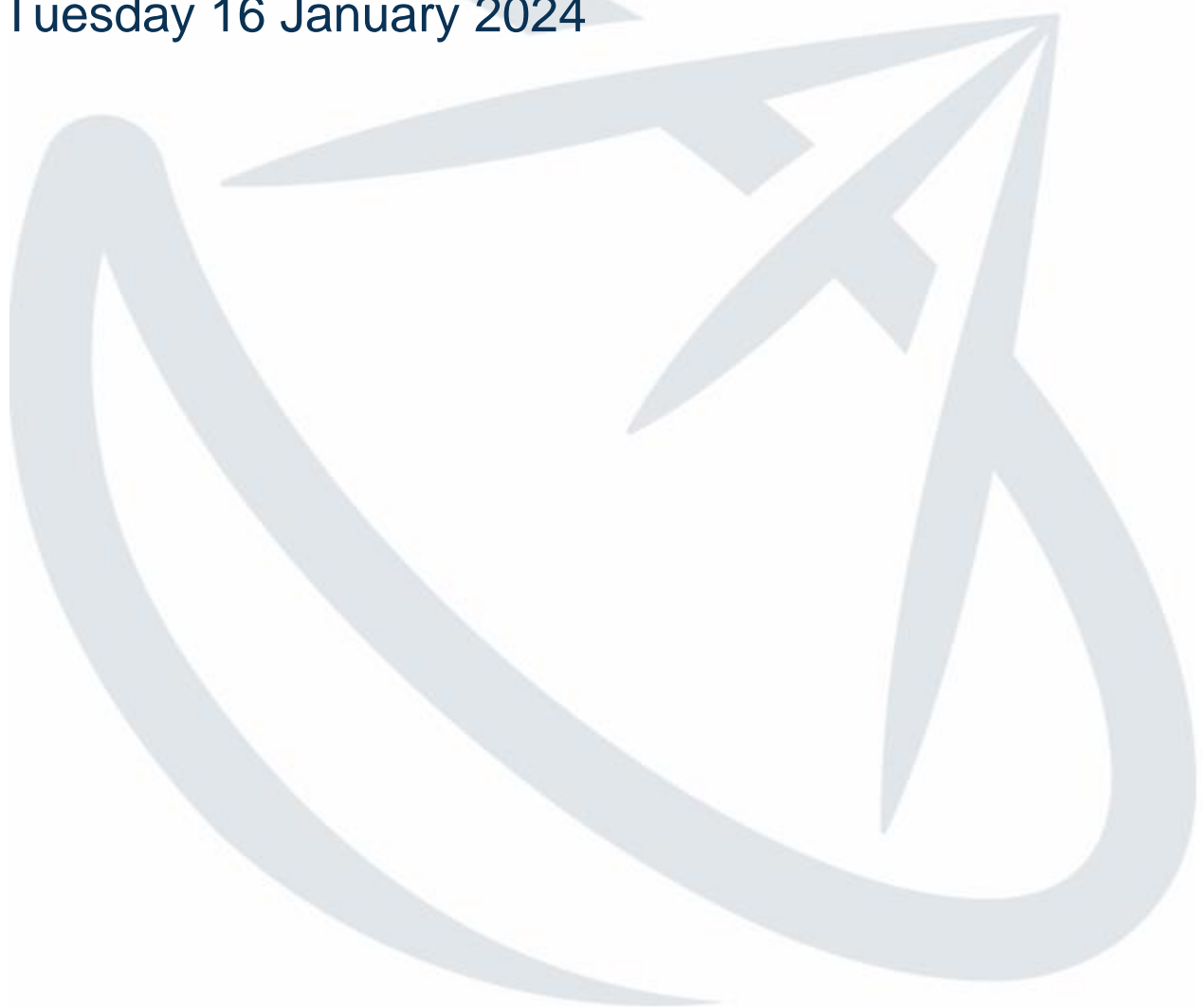
RECOMMENDATION

The minutes have previously been confirmed at Councils Ordinary Meeting on 23 January 2024
RESOLVED OCM 001/24.

Extraordinary Local Traffic Committee Meeting

Minutes

Tuesday 16 January 2024



Minutes of the Extraordinary Local Traffic Committee Meeting**Held on Tuesday, 16 January 2024 at the****Parkes Council Chamber, 2 Cecile Street, Parkes****Present:**

Cr Ken McGrath	Councillor
Mr Chris McQuie	Western Road Liners
Mr Adam Cornish	Lachlan Area Command Highway Patrol
Mr Jason Nicholson	Transport for NSW

Council Officers in Attendance:

Mr Jaymes Rath	Executive Manager Technical Services
Mrs Melanie Sutor	Road Safety & Injury Prevention Officer
Mrs Sue McGrath	Business Support Coordinator

NOTES

The meeting commenced via email on Wednesday 17 January 2024 at 9:49pm and concluded at 2:00pm Thursday 17 January 2024.

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1 OPENING OF MEETING

The Chairperson declared the Extraordinary Local Traffic Committee Meeting of Tuesday, 16 January 2024 open and welcomed Council Officials in attendance.

2 ACKNOWLEDGEMENT OF COUNTRY

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.

3 APOLOGIES

Nil

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE EXTRAORDINARY LOCAL TRAFFIC COMMITTEE MEETING HELD ON 20 SEPTEMBER 2023

RECOMMENDATION

These minutes have previously been confirmed at the Extra Ordinary Council Meeting on 3 October 2023.

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 FIREWORK DISPLAY AT THE SOUNDS OF THE DECADE EVENT - 3 FEBRUARY 2024

RESOLVED ELTCC 001/24

Unanimous Decision

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. Provide Council evidence of Notification of Pyrotechnic Display from Safework NSW.

CARRIED

8 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.

9 CONCLUSION OF MEETING

The meeting concluded at 2.00pm.

This is the final page of the minutes comprising 6 pages numbered 1 to 6 of the Extraordinary Local Traffic Committee Meeting held on Tuesday, 16 January 2024 and confirmed on 23 January 2023.

CHAIRPERSON

5 DISCLOSURES OF INTERESTS

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.

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 INKREDIBLE FUNDRAISER AND FLASH DAY - CLOSURE OF CLARINDA STREET FROM COURT STREET TO THE INTERSECTION OF WELCOME AND CLARINDA STREET, PARKES

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:

- A. Risk Management - Events Guide [↓](#)
- B. Events Form - Events Guide [↓](#)
- C. 2024 Traffic Control Plan [↓](#)
- D. Insurance [↓](#)
- E. Owners Consent [↓](#)
- F. Support from neighbouring business [↓](#)
- G. Letter from Inkredible [↓](#)

STAFF RECOMMENDATION

Council Responsibilities:

That:

1. The approval is subject to Council 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) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.

Events/Applicants Responsibilities:

That:

2. The 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) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
 - (c) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
 - (d) Comply with Council Officer's reasonable directives.
 - (e) The organiser is to maintain the area in clean and tidy condition.

-
- (f) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
 - (g) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.
 - (h) Confirmation of event times and traffic control times.
-

EXECUTIVE SUMMARY

The Inkredible Experience Tattoo Gallery has submitted a written request to Council to organise a fundraiser and flash day aimed at raising awareness about mental health in the community. The proceeds from this event will be donated to Charlottes.

The event is to take place on Sunday 5 May 2024 from 7:00am to 6:00pm, in Clarinda Street from Court Street down Clarinda Street to the Welcome Street intersection.

BACKGROUND

Inkredible Experience Tattoo Gallery is a local business operating in the Parkes Shire who are proposing to host the 2024 Fundraiser and Flash Day on Sunday 5 May 2024.

The 2024 event is aimed at increasing community awareness surrounding the high prevalence of mental health issues in rural communities. The applicant has confirmed that the proceeds will again be donated to Lifeline Australia.

The event will include a closure of Clarinda Street from Court Street down Clarinda to the Welcome Street intersection, on Sunday 8 May 2024 from 7:00am to 6:00pm. Inside the closure will include a bike and car show, live entertainment, market stalls and food vans.

KEY ISSUES

- A. Closure of Clarinda Street may hinder preferences for local traffic accessing the CBD.

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

That the traffic control plan be approved for the Inkredible event to go ahead on Sunday 8 May 2024.

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.	Setting Up Stage	Trip/Falls Crush Injury	Unlikely	Minor to Severe	VL-4 H-17	Construction of Stage to be done by Council Workers	Low	Minor	VL	Council employees.	By Council employees
2.	Jumping Castle	Child Falling Off Front of Jumping Castle	Unlikely	Minor	VL-4	Supervision of Jumping Castle Owner	Low	Minor	VL	Jumping Castle Owner	Monitored - Supervised by Jumping Castle Owner.

8 REPORT OF CONFIDENTIAL RESOLUTIONS

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