

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 Council Chamber, 2 Cecile Street, Parkes, on Wednesday 5 February 2025 at 9:00am.



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 LOCAL TRAFFIC COMMITTEE MEETING HELD ON 6 NOVEMBER 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. Local Traffic Committee Meeting Minutes - 6 November 2024

RECOMMENDATION

That the committee receive and confirm the Minutes of the meeting held on Wednesday 6 November 2024 appended at *Annexure A*.

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 2025 ANZAC DAY - 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: Megan Morrison, Events Officer

Authoriser: Logan Hignett, Director Operations

Annexures:

- A. 2025 - Parkes ANZAC Day Events Form [↓](#)
- B. 2025 - Parkes ANZAC Day Notice of Intention [↓](#)
- C. 2025 - Parkes ANZAC Day Risk Assessment [↓](#)
- D. 2025 - Parkes ANZAC Day Transport Management Plan [↓](#)
- E. 2025 - Parkes ANZAC Day Public Liability Insurance [↓](#)
- F. 2025 - Parkes ANZAC Day Traffic Guidance Scheme (TGS) [↓](#)

STAFF RECOMMENDATION

Council Responsibilities:

That:

1. Approval is subject to the applicants complying with the following conditions:
 - (a) Notify Emergency services, affected residents and community members of proposed road closures or detours. Road closures to be notified a minimum of 7 days prior to implementation.
 - (b) Allow for emergency vehicle access.
 - (c) Council reserves the right to cancel the approval at any time.
 - (d) 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.

This recommendation does not commit Council to providing further assistance or provision of equipment for the event

Event Organisers/Applicant Responsibilities:

That:

2. Approval is subject to the applicants complying with the following conditions:
 - (a) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2017.
 - (b) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
 - (c) The organiser is to maintain the area in clean and tidy condition.
 - (d) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
 - (e) Confirmation of event times and traffic control times.
 - (f) Comply with Council Officer's reasonable directives.

EXECUTIVE SUMMARY

The Parkes Subbranch of the Returned and Services Leagues of Australia has requested approval to host an ANZAC Commemorative Service and March on Friday, 25 April 2025.

The Parkes Dawn Service will take place at Memorial Hill, commencing at approximately 5:15am.

The traditional ANZAC Day March will assemble on Short Street, proceed along Welcome Street to the Square, then head east along Clarinda Steet. The March will conclude with the ANZAC Commemorative Service at Cooke Park, returning to Short Street.

To facilitate the March and Service, Short Street, Welcome Street, and Clarinda Street (from the intersection of Clarinda and Welcome Streets back to Short Street) will be closed from 7:00am to 11:00am.

BACKGROUND

The proposed road closure is identical to previous years and has consistently proven effective, with no incidents recorded during past events, demonstrating the safety and reliability of this plan.

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 4, published 1 July 2024).

CONCLUSION

It is recommended that the Committee approve the proposed road closures for the ANZAC Commemorative March in Parkes, scheduled to take place on Friday, 25 April 2025.



EVENTS FORM

TELL US ABOUT YOUR PROPOSED EVENT

Thank you for your interest in holding an event in the Parkes Shire. Events add to our Shire's economy and contribute to maintaining our vibrant communities. Parkes Shire Council is committed to supporting events in our Shire and delivering exceptional customer service. By completing the form below we can ensure we understand the nature of your event and the services and support you may need from Council to successfully hold your event.

Some events may require planning and development approvals. If approvals are necessary the Events Officer will facilitate a meeting with Council's town planners at a mutually convenient time. The below form will identify if your event may require planning or development approval. As the approval process can be quite lengthy, event organisers are encouraged to submit this form at their earliest convenience so that any approvals can be undertaken in a timely fashion.

Please note for all events Council requires a certificate of currency for public liability insurance and a risk assessment is completed. Once your form has been submitted, Council's Events Officer will be in contact and can advise the next steps in organising your event in the Parkes Shire.

If you have any questions regarding this form or hosting an event in the Parkes Shire please contact Council's Event Officer on 6862 6000, email events@parkes.nsw.gov.au or call in to the Parkes Shire Council Administration Building

Duncan Morrison
Events Officer

Parkes Shire Council 2 Cecile Street Parkes NSW
2870 P | 02 6862 6000
E | events@parkes.nsw.gov.au



Parkes Shire Council
EVENTS GUIDE 2024 EVENTS FORM

PARKES
SHIRE COUNCIL

It takes a lot of planning to organise the 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: 20/1/2025
Facebook:	Website:
Instagram:	Twitter:

Event Details

Event Name: 2024 ANZAC DAY	Event Date/s: 25/04/2025
	Event Time/s: 0515HRS - 1800HRS
Location/Venue: COOKIE PARK	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) 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
to we can assist with determining necessary approvals and support

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



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, 2025 (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 2870

Capacity/Title..... SECRETARY
Date 20/1/2025

* Delete as applicable

PARKES
 Parkes Shire Council
 EVENTS GUIDE 02 RISK MANAGEMENT

(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		
1	USE OF TELEPHONE COINS	GLITCHES STOP	RARE	SEVERE	COINS ARE TRAPPED	RARE	SEVERE	MEDIUM	ALERT MONITOR	TELEPHONE MONITORING AND REPORTS ARE CRITICAL TO EVENT
2	PROTESTS	INTERFERENCE IN PROCEEDINGS	RARE	SEVERE	BARRIERS & SIGNS MAINTAINED	RARE	SEVERE	MEDIUM	POLICE	ROAD MONITOR
3	MOVING VEHICLE	HEDGEMAN OF PASSENGER	RARE	SEVERE	DRIVING AT LOW SPEED 5-10KPH	RARE	SEVERE	LOW	POLICE AND AMBULANCE	SES
4	COUGH COIN CONTROL	CONGESTION	RARE	MEDIUM	POLICE & SES CONTROL	RARE	MEDIUM	VERY LOW	POLICE AND SES	VISUAL OBSERVATION
5	WET WEATHER	CANCELLATION	UNLIKELY	MEDIUM	WEATHER FORECAST	UNLIKELY	MEDIUM	VERY LOW	NSL SIG-BANDH	FORECASTS

Special Event Planning & Resource Matrix

Description	Features	Examples	Lead Times for Agency Approval	Police Fees	Council Fees	RMS/TMC Fees
<p>A Class 1 Event</p> <ul style="list-style-type: none"> Impacts major traffic & transport systems disrupts the non-event community over a wide area requires the involvement of Police or more Councils and the RMS/TMC. requires detailed Transport Management Plan requires advertising the event's traffic aspects to a wide audience 	<p>A Class 1 event may</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve Transport Management Centre involve the NSW Trains, Sydney Trains and State Transit, involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi & ride share) involve private bus and coach organisations impact the road transport industry require RMS/TMC to provide Special Event Clearways require RMS/TMC to provide heavy vehicle detour routes require the RMS to adjust traffic signals require RMS/TMC to manage Variable Message Signs depending on the nature of the event, involve the Police "Use Pay" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that affects a principal transport route in Sydney or an event that reduces capacity of the main highway through a country town or a bicycle race that involves the Sydney Harbour Bridge 	<p>Minimum 9 months from first approach to Council to proposed start date</p> <p>6 months for vehicle races</p>	<p>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"</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>	<p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>RMS/TMC provides quote</p> <p>Asset rental: refer to RMS/TMC</p>
<p>A Class 2 Event</p> <ul style="list-style-type: none"> Impacts local traffic and transport systems but does not impact major traffic & transport systems disrupts the non-event community in the area around the event but not over a wide area Requires the involvement of Police and Local Council Requires a detailed Transport Management Plan Requires advertising the event's traffic aspect to the local community 	<p>A Class 2 event may</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve the NSW Trains, Sydney Trains and State Transit, involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi & ride share) involve private bus and coach organisations depending on the nature of the event, involve the Police "Use Pay" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or highway a motor rally on local country roads 	<p>Minimum 3 months</p> <p>3 months for vehicle races</p>	<p>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"</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>	
<p>A Class 3 Event</p> <ul style="list-style-type: none"> does not impact local or major traffic & transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualified as Class 3 is never used for vehicle races 	<p>A Class 3 event, depending on Local Council policy may</p> <ul style="list-style-type: none"> require a simplified Transport Management Plan not be available in all Council areas depending on the nature of the event, involve the Police "User Pay" policy require advertising the event's traffic aspects to the community 	<p>For example:</p> <ul style="list-style-type: none"> on-street neighbourhood Christmas party 	<p>Minimum 6 weeks</p>	<p>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"</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>	
<p>A Class 4 Event is intended for small on street events and</p> <ul style="list-style-type: none"> requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event does not require RMS/TMC or Council consent does not require advertising the event's traffic aspect to the community does not require a Transport Management Plan does not require the involvement of other Government agencies 	<p>A Class 4 event may</p> <ul style="list-style-type: none"> be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LACs) cross Local Government Areas (LGAs) require Council or RMS/TMC to assist when requested by Police depending on the nature of the event, involve the Police "User Pay" policy 	<p>For example:</p> <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade conducted under Police escort 	<p>Minimum 1 month</p>	<p>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"</p>		

Traffic & Transport Management of Special Events | Version 3.5 June 20, 2016

12 9	Transport Management Plan	Risk Management Plans (Traffic Control) under OHS Act 2009	Advanced Transport Management Arrangements	Liability Insurance	Special Event Clearway, Heavy Vehicle Detour	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency Planning
	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended	28 days for all events that require regulation of traffic or where special event clearways in operation	Required with Council, TMC & Police (if police user Pays in force) named on policy. Also RMS if using RMS asset	RMS arranges if required RMS provides quote	Promote where practicable	Required. Refer to TMP	May be required.	Recommended
	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	Not required where there is no regulation of traffic	Certificate of currency required		Promote where practicable	Required. Refer to TMP	Need to consider parking for disabled persons May be required.	Recommended
	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	Required with Council & Police (if police user Pays in force) named on policy			Required. Refer to TMP	Need to consider parking for disabled persons	
	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	Required with Council & Police (if police user Pays in force) named on policy			Required. Refer to TMP		
			Not required where there is no regulation of traffic	Certificate of currency required			Required. Refer to TMP		

Traffic & Transport Management of Special Events | Version 2.5 June 19, 2018

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: LODGE PARK - SHORT STREET - WELCDNE STREET - CLARKINDA STREET & SHORT STREET
 Event Date: 25/4/2025 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: PARKESRSLSB@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.

1.3. Brief description of the event (one paragraph)

2. RISK MANAGEMENT TRAFFIC

Class 1	Class 2	Class 3	
			2.1. Occupational Health & Safety – Traffic Control
			<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
			2.2. Public Liability Insurance
			<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
			2.3. Police
			<input checked="" type="checkbox"/> Police written approval obtained TO BE OBTAINED
			2.4. Fire Brigades and Ambulance
			<input checked="" type="checkbox"/> Fire brigades notified TO BE OBTAINED
			<input checked="" type="checkbox"/> Ambulance notified TO BE OBTAINED

3. TRAFFIC & TRANSPORT MANAGEMENT

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

Class 1	Class 2	<p>3.9. Heavy vehicle impacts</p> <p><input checked="" type="checkbox"/> Impacts heavy vehicles – RMS/TMC to manage</p> <p><input type="checkbox"/> Does not impact heavy vehicles</p> <p>3.10. Special event clearways</p> <p><input checked="" type="checkbox"/> Special event clearways required - RMSTMC to arrange</p> <p><input type="checkbox"/> Special event clearways not required</p>
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4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

Class 1	Class 2	Class 3	<p>4.1. Access for local residents, businesses, hospitals and emergency vehicles</p> <p><input checked="" type="checkbox"/> Plans to minimise impact on non-event community attached</p> <p><input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes</p> <p>4.2. Advertise traffic management arrangement</p> <p><input type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached</p> <p><input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached</p> <p><input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required</p> <p>4.3. Special event warning signs</p> <p><input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s</p> <p><input type="checkbox"/> This event does not require special event warning signs</p> <p>4.4. Permanent Variable Message Signs</p> <p><input type="checkbox"/> Messages, locations and times attached</p> <p><input type="checkbox"/> This event does not use permanent Variable Message Signs</p> <p>4.5. Portable Variable Message Signs</p> <p><input checked="" type="checkbox"/> The proposed messages and locations for portable VMS are attached</p> <p><input type="checkbox"/> This event does not use portable VMS</p>
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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:

- o The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- o I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- o Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- o The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- o 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.
- o 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 20/1/2025 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.



THE RIGHT PROTECTION

Scott & Broad Pty Ltd
AFSL 237827
ABN 39 000 063 892
Level 2, 924 Pacific Highway
GORDON NSW 2072
Ph: 02-9932 6444
officeadmin@scottbroad.com.au
scottbroad.com.au

RENEWAL TAX INVOICE

Hon. Secretary/Treasurer
Parkes RSL Sub-Branch
P.O. Box 293
PARKES NSW 2870

Date: 23/05/2024
Invoice Number: 366443
Your contact: RSL Sub Branch
Contact number: 02-9932 6444

Thank you for choosing Scott & Broad to arrange this insurance cover on your behalf. Brief details of cover are given below. You should refer to the policy documents issued by the insurer for complete policy terms and conditions.

Please read the important notices attached, including your duty to take reasonable care not to make a misrepresentation to your insurer. Please check the attached summary for the description of insurance arranged and advise us of any changes or questions immediately.

POLICY	POLICY DESCRIPTION	PREMIUM
Policy number 10M7431902	Type of insurance Legal Liability	Base Premium \$390.00
Insurer CGU Insurance PO BOX 244 SYDNEY NSW 2001	Policy description Legal Liability	ESL* \$0.00
		Stamp Duty \$38.61
		Insurer Fee \$0.00
Insured Parkes RSL Sub-Branch & RSL Auxiliary	Particulars 2024-2025 Legal Liability Insurance	Broker Fee \$105.00
		Total GST \$49.50
Period 31/05/2024 to 31/05/2025 At 4pm local time		INVOICE TOTAL \$ 583.11
Effective date 31/05/2024		*NOTE: Emergency Services Levy (ESL) for property risks in NSW is collected by insurers.

PAYMENT OPTIONS Please remit within 14 days to maintain cover.



Scott & Broad Pty Ltd

DEFT Reference Number
40636323664436
Pay by credit card or registered bank account at www.deft.com.au.
Payments by credit card may attract a surcharge.



Name: Parkes RSL Sub-Branch
Client ID: 16660
Invoice No: 366443



*498 406363 23664436

Payments can be made at any Post Office by cheque or EFTPOS.



Biller Code: 20362
Ref: 40636323664436

Total Due: \$ 583.11

Contact your participating bank, credit union or building society to make payment directly from your cheque or savings account. Enter the Biller Code and BPAY reference number as detailed above.

PUBLIC AND PRODUCTS LIABILITY INSURANCE

POLICY NUMBER	10M7431902	
POLICY PERIOD	31/05/2024 – 31/05/2025	
INSURER	Insurance Australia Limited trading as CGU Insurance	
POLICY WORDING	CGU General & Products_CID0157_REV5_1223	
SCOPE OF COVER	The Insured's Legal Liability to pay compensation in respect of Personal Injury and/or Property Damage arising out of or in conjunction with the Insured's Business or Products, occurring within the Policy Geographical Limits.	
INSURED	Parkes RSL Sub-Branch Including Peak Hill RSL Sub Branch as a Chapter and/or its/their subsidiary and/or related corporations, as defined in the Corporations Law (including those acquired or incorporated during the Period of Insurance).	
BUSINESS DESCRIPTION	Principally Ownership and/or occupation of Property; Administration of RSL Policy, including all official RSL Sub Branch activities, Anzac Day Commemorative Services and/or fundraising and/or charitable activities organised by the Insured and any other occupation incidental thereto or associated therewith	
GEOGRAPHICAL LIMITS	Anywhere in the world except the United States of America and Canada where this Policy shall only apply in respect of: <ul style="list-style-type: none"> (a) travelling executives and/or salespersons who are non-residents in such countries; and (b) claims in respect of Personal Injury and/or Property Damage caused by or arising out of Products which, without the knowledge of the Insured and/or of the Insured's agents and/or of the Insured's servants, are exported by others to such countries. 	
LIMITS OF LIABILITY	PUBLIC LIABILITY any one Occurrence	\$ 20,000,000
	ADVERTISING INJURY any one Occurrence	\$ 20,000,000
	PRODUCTS LIABILITY any one Occurrence in the Aggregate of any one Period of Insurance	\$ 20,000,000
	PROPERTY IN THE CARE CUSTODY OR CONTROL	\$ 50,000
EXCESS	\$ 1,000	any one Occurrence except:
	\$ 25,000	each and every Occurrence with respect to injury to contractors, sub-contractors, Employees and any contractors or subcontractors, labour hire personnel, worker to worker claims, workers' compensation recovery actions. 'worker to worker claim' means a claim made by an injured worker (as defined by any relevant workers' compensation legislation or similar scheme) against any Insured other than the injured worker's employer.
	\$ 5,000	any one Occurrence in respect of claims arising out of or in any way connected With the use of sporting equipment.

ENDORSEMENTS CGU (Steadfast) Non-Absolute Cyber Endorsement
Pandemic Exclusion
Participation exclusion
Declared Insured Endorsement

This is a summary of cover only. It provides brief details of insurance arranged.
Please refer to the Policy Wording and PDS issued by the Insurer for complete details & Policy Terms & Conditions.

IMPORTANT NOTICES & INFORMATION

We have prepared this document to assist you to understand important issues relating to your insurances. Please contact your Account Manager if you have any questions or require further advice/assistance.

OUR SERVICES

We are authorised to provide financial product advice on and deal in general insurance products. We can arrange a range of services to assist you to protect your assets and liabilities.

DOCUMENTS & POLICIES

Please refer to our website scottsbroad.com.au for our Financial Services Guide (FSG), Privacy Policy and Complaints and Disputes Procedure, both internally and externally, with AFCA.

ESSENTIAL READING OF POLICY WORDING

The policy wordings for your insurances are essential reading to understand what is protected by each policy. Read them carefully as soon as possible and contact us if you have any concerns about the extent of your cover.

DUTY OF DISCLOSURE

Before you enter into an insurance contract with an insurer, you have a duty under the Insurance Contracts Act 1984 to disclose information to the insurer. The Duty of Disclosure applies until the insurer agrees to insure you or renew your insurance. The Duty of Disclosure also applies before you extend, vary or reinstate your insurance.

If you are applying for or renewing insurance in relation to your motor vehicle, home building and/or contents, residential strata, travel, personal accident or sickness and/or consumer credit products, you must answer the specific questions asked by the insurer truthfully and accurately. In answering those questions, you must tell the insurer all information that's known to you and that a reasonable person would be expected to provide in answer to the questions.

At renewal, the insurer may ask you to advise any changes to something you have previously disclosed, or may give you a copy of the information you previously disclosed and ask you to advise the insurer if there has been a change. If you do not tell the insurer about a change, you will be taken to have told the insurer there is no change.

If you are applying for or renewing any other insurance, you must tell the insurer all information that is known to you that a reasonable person could be expected to know or that is relevant to the insurer's decision to insure you and on what terms. You do not need to tell the insurer anything:

- that reduces the risk it insures you for;
- is common knowledge;
- that the insurer knows or should know; or
- which the insurer waived you duty to tell it about.

NON-DISCLOSURE

If you fail to comply with your Duty of Disclosure, the insurer may cancel your contract or reduce the amount it will pay you if you make a claim, or both. If your failure to comply with the Duty of Disclosure is fraudulent, the insurer may refuse to pay a claim and treat the contract as if it never existed.

If you are in doubt about whether or not a particular matter should be disclosed, please contact your broker.

PEOPLE YOU REPRESENT

You must make sure you explain the Duty of Disclosure to any person you represent when we arrange any insurance cover for you. Alternatively, you may ask any person you represent to contact us and we will explain their Duty of Disclosure to them directly.

DUTY OF GOOD FAITH

Both parties to an insurance contract, the insurer and the insured, must act towards each other with the utmost good faith. If you fail to do so, the insurer can cancel your

UNDER-INSURANCE

Reviewing the sums insured and declared values in your policies on a regular basis and at each renewal will help you to ensure that you have maximum protection under your policies.

Consider whether you require cover for replacement on a 'new for old' basis and other costs such as removal of debris. The value of the property/assets insured may need to be updated if you change locations, renovate or expand your premises, or purchase new property/assets.

If you don't check these values and advise us of changes you require, you could be underinsured as the insurer may apply an Average or Co-insurance clause.

AVERAGE OR CO-INSURANCE

Some policies contain an Average or Co-insurance clause. This means that if you insure for less than the full value of the property, your claim may be reduced in proportion to the amount of the under-insurance.

Some business interruption policies contain an Average/Co-Insurance clause which has a different application. Check your policy and contact us with any questions.

CONTRACTS AND LEASES YOU SIGN

If you sign a contract with an indemnity, "hold harmless" or release, it can invalidate your insurance - unless you obtain the insurer's consent in advance.

These clauses are often found in leases and other contracts you sign from time to time relating to your business. Do not sign a contract or lease without contacting us and/or taking legal advice as to whether the contract terms will prejudice your policy.

INSURER SOLVENCY

We do not warrant or guarantee the current or ongoing solvency or financial viability of the insurer because we have no control over the insurer's performance, and this can be affected by many complex commercial and economic factors

LEASING, HIRING AND BORROWING PROPERTY

When you lease, hire or borrow property, make sure that the contract clearly identifies who is responsible for insuring the property.

Industrial Special Risks policies automatically cover property which you are responsible to insure, subject to the policy excess. Public liability insurance may assist you meet claims relating to property damage to property which you lease or hire. A sub-limit usually applies to the amount you can claim for damage to property in your care, custody or control.

ADDITIONAL INSURED AND NOTING INTERESTS

If a person is to be named on your policy or insured as a co-insured or joint insured, notify us immediately so we can request this in advance from the insurer. Your property and liability policies will not provide automatic cover for the insurable interest of other parties (e.g., mortgagees, lessors).

Check with us whether the insurer will include someone else as an insured or note their interests before you agree to this in a contract or lease. We cannot guarantee that an insurer will agree to include someone as an insured under your policy or to note their interests on your policy.

CLAIMS OCCURRING POLICIES

Most of your policies do not provide indemnity in respect of events that occurred before the insurance commenced. They cover events that occur during the policy period.

CLAIMS MADE POLICIES

Some policies (e.g. professional indemnity insurance) provide cover on a "claims made" basis. This means that claims first advised to you (or made against you) and reported to your insurer during the policy period are insured under that policy, irrespective of when the incident causing the claim occurred (unless there is a date beyond which the policy does not cover - this is called a "retroactive date"). If you become aware of circumstances

insurance. If the insurer fails to do so, you may be able to sue the insurer.

which could give rise to a claim, notify the insurer during the policy period.

Report all incidents that may give rise to a claim against you to the insurers immediately after they come to your attention and before the policy expires.

NON-RENEWABLE INSURANCE

Your policies terminate on the date shown on our tax invoice. Some policies are not "renewable". They require a new proposal to effect similar insurance for the next period. The proposal must be completed and submitted to the insurer prior to the termination of the current policy. The insurer will review the proposal, submit their terms and quote for a new policy and you will be presented with that to decide. Please allow plenty time for this process.

UNAUTHORISED FOREIGN INSURERS

In limited cases, we may recommend that you insure with an unauthorised foreign insurer. An unauthorised foreign insurer is an insurer that is not authorised under the Insurance Act 1973 (Act) to conduct insurance business in Australia and is not subject to the system of financial supervision of general insurers in Australia that is monitored by the Australian Prudential Regulation Authority.

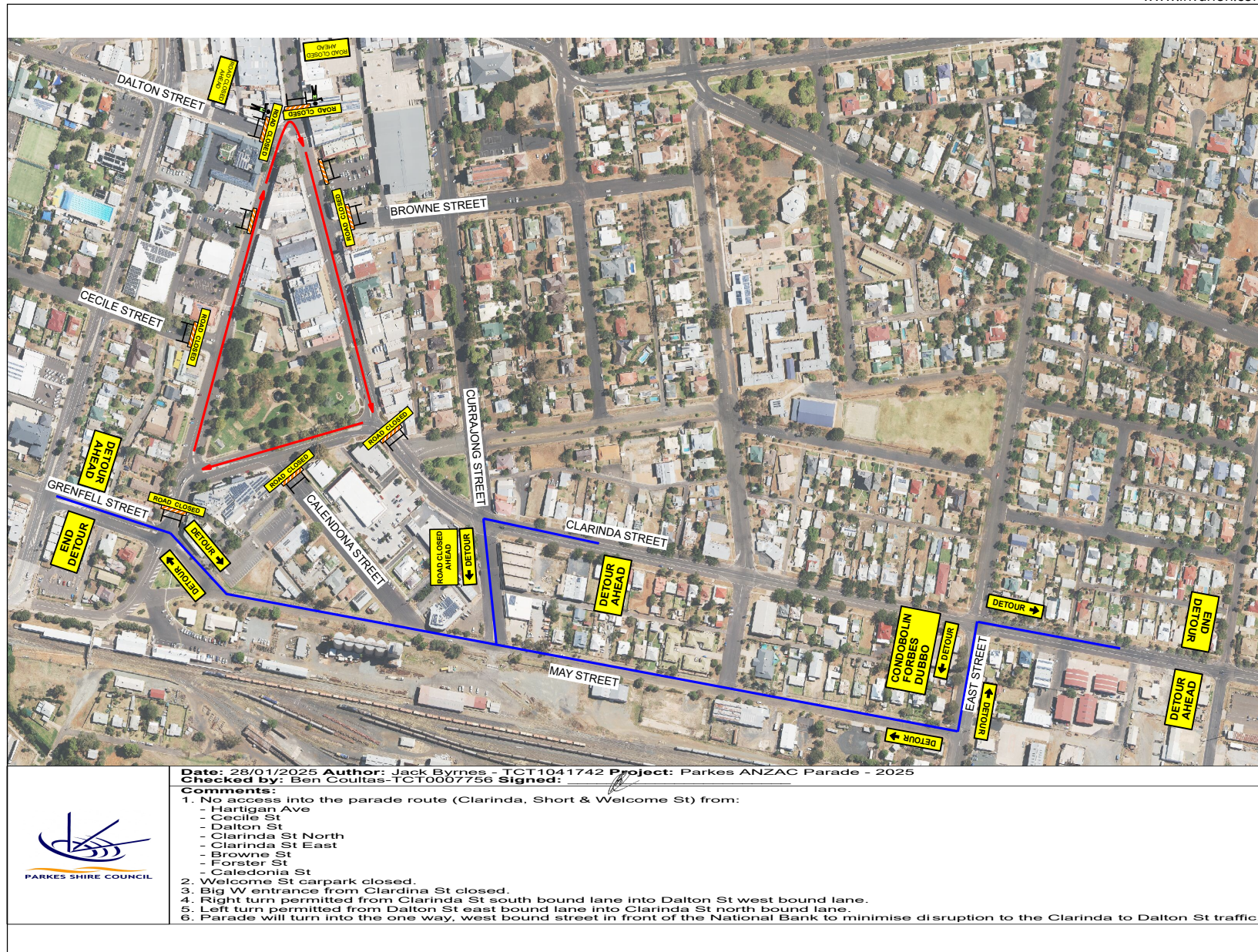
If the insurer becomes insolvent, you will not be protected by the Federal Government's Financial Claims Scheme provided under Part VC of that Act.

REFUND OR CANCELLATION

If there is a refund or reduction of your premium as a result of a cancellation or alteration to a policy or based on a term of your policy (such as premium adjustment provision), we will retain any fee we have charged you. We will also retain commission depending on our arrangements with the insurer or charge you a cancellation fee equal to the reduction in our commission.

NON-MONETARY REMUNERATION

During the course of our business we may receive non-monetary remuneration from insurers, underwriters or other third parties. This may include but is not limited to; access to technology platforms and I.T. support, education and training, event sponsorship, and marketing assistance. We will not accept any non-monetary remuneration where doing so could reasonably be expected to influence the advice we provide to you.



7.2 2025 ANZAC DAY - BOGAN GATE**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:** Megan Morrison, Events Officer**Authoriser:** Logan Hignett, Director Operations**Annexures:**
A. 2025 - Bogan Gate Events Form [↓](#)
B. 2025 - Bogan Gate Notice of Intention [↓](#)
C. 2025 - Bogan Gate Traffic Management Plan [↓](#)
D. 2025 - Bogan Gate Risk Management Plan [↓](#)
E. 2025 - Bogan Gate Insurance [↓](#)
F. 2025 - Bogan Gate Road Plan [↓](#)
G. 2025 - Bogan Gate Traffic Guidance Scheme (TGS) [↓](#)

STAFF RECOMMENDATION**Council Responsibilities:**

That:

1. Approval is subject to the applicants complying with the following conditions:
 - (a) Notify Emergency services, affected residents and community members of and proposed road closure or detours. Road Closures to be notified a minimum 7 days prior to implementation.
 - (b) Allow for emergency vehicle access.
 - (c) Council reserves the right to cancel the approval at any time.
 - (d) 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.

This recommendation does not commit Council to providing further assistance or provision of equipment for the event

Event Organisers/Applicant Responsibilities:

That:

2. Approval is subject to the applicants complying with the following conditions:
 - (a) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2017.
 - (b) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
 - (c) The organiser is to maintain the area in clean and tidy condition.
 - (d) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
 - (e) Confirmation of event times and traffic control times.
 - (f) Comply with Council Officer's reasonable directives.

EXECUTIVE SUMMARY

The Bogan Gate Subbranch of the Returned and Services Leagues of Australia has requested approval to host an ANZAC Commemorative Service and March on Friday, 25 April 2025.

ANZAC Day in Bogan Gate will commence with a Dawn Service at the Bogan Gate Memorial, starting at 5:30am. The service will feature six horses and riders from the 6th Light Horse Trundle Troop, adding a meaningful tribute to the event.

To accommodate the service, the intersection of Lachlan and Hutton Streets will be closed from 5:50am to 7:30am. During this time, all traffic will be redirected via Bogan and Station Streets, ensuring a smooth flow of vehicles and minimal disruption to the community.

BACKGROUND

The proposed road closure is identical to previous years and has consistently proven effective, with no incidents recorded during past events, demonstrating the safety and reliability of this plan.

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 4, published 1 July 2024).

CONCLUSION

It is recommended that the Committee approve the proposed road closures for the ANZAC Commemorative March in Bogan Gate, scheduled to take place on Friday, 25 April 2025.



EVENTS FORM

TELL US ABOUT YOUR PROPOSED EVENT

Thank you for your interest in holding an event in the Parkes Shire. Events add to our Shire's economy and contribute to maintaining our vibrant communities. Parkes Shire Council is committed to supporting events in our Shire and delivering exceptional customer service. By completing the form below we can ensure we understand the nature of your event and the services and support you may need from Council to successfully hold your event.

Some events may require planning and development approvals. If approvals are necessary the Events Officer will facilitate a meeting with Council's town planners at a mutually convenient time. The below form will identify if your event may require planning or development approval. As the approval process can be quite lengthy, event organisers are encouraged to submit this form at their earliest convenience so that any approvals can be undertaken in a timely fashion.

Please note for all events Council requires a certificate of currency for public liability insurance and a risk assessment is completed. Once your form has been submitted, Council's Events Officer will be in contact and can advise the next steps in organising your event in the Parkes Shire.

If you have any questions regarding this form or hosting an event in the Parkes Shire please contact Council's Event Officer on 6862 6000, email events@parkes.nsw.gov.au or call in to the Parkes Shire Council Administration Building.

Megan Morrison
Events Officer

Parkes Shire Council 2 Cecile Street Parkes NSW
2870 P | 02 6862 6000
E | Megan.morrison@parkes.nsw.gov.au


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

Applicant Details

Name: Mark Judson	Organisation (if applicable):
Address: 1063 Gunning Gap,Rd Bogan gate	Phone: 0268576632
	Mobile: 0449636164
Email: mafcjudson@gmail.com	
Signature:	Date: 26/01/2025
Facebook:	Website:
Instagram:	Twitter:

Event Details

Event Name: Bogan Gate ANZAC Day Dawn Ser	Event Date/s: 25/04/25 Event Time/s: 0550-0720
Location/Venue: Hutton St Bogan Gate <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: <small>(Please attach any additional information eg. site maps, event program, further notes, etc)</small> For the Community to pay their respects to the Fallen	
Expected event attendance: <small>(approx. number)</small> 200	Expected audience reach of event: <small>(eg. local, regional, state, national, international)</small>

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 checked="" type="checkbox"/> No	<input 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 & Environment Department - phone 6861 2373. Fees may apply.</small>

Parkes Shire Council
EVENTS GUIDE: 001 EVENTS FORM


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: _____ <i>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.</i>
Will there be food and/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 68 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 OLGR to determine your obligations.</i>
Will there be animal involvement?	<input checked="" type="checkbox"/> No	<input 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) <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: _____ <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 & Gardens Supervisor is contacted for a site induction.</i>
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: Mayor or Councillor <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"/> 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	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 1063 Gunning Gap Rd Bogan Gate (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 2025(Month/Year)

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately
..... 200persons which will assemble (Number)
at The Bogan Gate War Memorial Hutton St(Place)
at approximate 0530 amam/pm
and disperse at approximately 0730 amam/pm

or

(b) a public assembly, being a procession of approximately (Number)
persons which will assemble at
at approximatelyam/pm
and at approximatelyam/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 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 Horses and Riders from the 6th 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: 1063 Gunning Gap Rd Bogan Gate, NSW.....

.....

.....Post Code 2876.....

Telephone: 0449 636 164.....

Signed: majudson.....

Capacity/Title.....ANZAC Day organiser for the Bogan Gate Memorial Hall inc under the Auspices of the F

Date 26/01/2025.....

* Delete as applicable

7.3 2025 ANZAC DAY - TRUNDLE**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:** **Megan Morrison, Events Officer****Authoriser:** **Logan Hignett, Director Operations****Annexures:**
A. **2025 - Trundle ANZAC Day Events Form** [↓](#)
B. **2025 - Trundle ANZAC Day Notice of Intention** [↓](#)
C. **2025 - Trundle ANZAC Day Risk Management Plan** [↓](#)
D. **2025 - Trundle ANZAC Day Road Management Plan** [↓](#)
E. **2025 - Trundle ANZAC Day Public Liability Insurance** [↓](#)
F. **2025 - Trundle ANZAC Day Special Events Resources** [↓](#)
G. **2025 - Trundle ANZAC Day Traffic Guidance Scheme (TGS)** [↓](#)

STAFF RECOMMENDATION**Council Responsibilities:**

That:

1. Approval is subject to the applicants complying with the following conditions:
 - (a) Notify Emergency services, affected residents and community members of proposed road closure or detours. Road Closures to be notified a minimum 7 days prior to implementation.
 - (b) Allow for emergency vehicle access.
 - (c) Council reserves the right to cancel the approval at any time.
 - (d) 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.

These recommendation does not commit Council to providing further assistance or provision of equipment for the event

Event Organisers/Applicant Responsibilities:

That:

2. Approval is subject to the applicants complying with the following conditions:
 - (a) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2017.
 - (b) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
 - (c) The organiser is to maintain the area in clean and tidy condition.
 - (d) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
 - (e) Confirmation of event times and traffic control times.
 - (f) Comply with Council Officer's reasonable directives.

EXECUTIVE SUMMARY

The Trundle Subbranch of the Returned and Services League of Australia has requested approval to host an ANZAC Commemorative Service and March on Friday, 25 April 2025.

The Trundle ANZAC Day March will begin at Trundle Central School, located on Forbes Street, and conclude at the Trundle War Memorial Hall. Adding a unique and historically significant element to the March, a re-enactment of the 6th Light Horse Troop will lead the procession, featuring four riders in World War I uniforms on horseback.

To facilitate the March, Forbes Street will be closed from the Trundle Central School Carpark to Parkes Street, Trundle, between 9:30am and 12:00pm. During this time, all traffic will be redirected via Austral, Brookview, and North Streets, ensuring minimal disruption and a smooth flow of vehicles.

BACKGROUND

The proposed road closure is identical to previous years and has consistently proven effective, with no incidents recorded during past events, demonstrating the safety and reliability of this plan.

KEY ISSUES

A copy of the Public Liability Insurance is in the process of being obtained and will be submitted prior to the event.

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 4, published 1 July 2024).

CONCLUSION

It is recommended that the Committee approve the proposed road closures for the ANZAC Commemorative March in Trundle, scheduled to take place on Friday, 25 April 2025.

7.4 2025 ANZAC DAY - PEAK HILL**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:** **Megan Morrison, Events Officer****Authoriser:** **Logan Hignett, Director Operations****Annexures:**
A. **2025 - Peak Hill Events Form** [↓](#)
B. **2025 - Peak Hill Notice of Intention** [↓](#)
C. **2025 - Peak Hill Risk Assessment** [↓](#)
D. **2025 - Peak Hill Transport Management Plan** [↓](#)
E. **2025 - Peak Hill Public Liability Insurance** [↓](#)
F. **2025 - Peak Hill Traffic Guidance Scheme (TGS)** [↓](#)

STAFF RECOMMENDATION**Council Responsibilities:**

That:

1. Approval is subject to the applicants complying with the following conditions:
 - (a) Notify Emergency services, affected residents and community members of proposed road closure or detours. Road Closures to be notified a minimum 7 days prior to implementation.
 - (b) Allow for emergency vehicle access.
 - (c) Council reserves the right to cancel the approval at any time.
 - (d) 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.

This recommendation does not commit Council to providing further assistance or provision of equipment for the event

Event Organisers/Applicant Responsibilities:

That:

2. Approval is subject to the applicants complying with the following conditions:
 - (a) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2017.
 - (b) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
 - (c) The organiser is to maintain the area in clean and tidy condition.
 - (d) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
 - (e) Confirmation of event times and traffic control times.
 - (f) Comply with Council Officer's reasonable directives.

EXECUTIVE SUMMARY

The Parkes RSL Subbranch (Peak Hill Chapter) of the Returned and Services has requested approval to host an ANZAC Commemorative Service and March on Friday, 25 April 2025.

The Peak Hill ANZAC Day will begin with a Dawn Service at the AIF School of Arts Memorial Gates, starting at 6:00am. Following this, the ANZAC Day March will commence at the corner of Bogan and Caswell Streets (Old Shire Council Building) and proceed along Caswell Street to the intersection with Dugga Street. Veterans and RSL members will join the March at this point, which will conclude at the AIF School of Arts Memorial Gates.

To facilitate the March, Caswell Street, Peak Hill, will be closed from Narra Street to Ween Street between 10:30am and 12:30pm. During this time, all traffic will be diverted along Euchie Street, Peak Hill.

BACKGROUND

The proposed road closure is identical to previous years and has consistently proven effective, with no incidents recorded during past events, demonstrating the safety and reliability of this plan.

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 4, published 1 July 2024).

CONCLUSION

It is recommended that the Committee approve the proposed road closures for the ANZAC Commemorative March in Peak Hill, scheduled to take place on Friday, 25 April 2025.

7.5 'NO STOPPING' - OXLEY 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:** **Ben Coultas, Senior Design Engineer****Authoriser:** **Logan Hignett, Director Operations****Annexures:** **A. Signage Plan - Oxley Street** [↓](#)**STAFF RECOMMENDATION**

That:

1. The proposed signage arrangements be approved for Oxley Street at the intersection of Thornbury Street, Parkes as presented.

EXECUTIVE SUMMARY

One of the core values of the council is to provide a safe environment for the community. Parking at the intersection of Oxley Street and Thornbury Street is interfering with sweep paths of vehicles at Oxley Street. Council staff working at the depot have advised the Director of Operations about these near misses.

BACKGROUND

The parking of vehicle at this intersection poses a significant hazard to the turning vehicles as identified by site inspection and desktop assessment. This intersection has been identified has not meeting require safety standard for an intersection or regulations as stated in AGTM Part 11 section 7.91 and Road Rule 167. Currently no signage is installed in the area to delineate any safe parking areas.

KEY ISSUES

The current parking arrangement in Oxley St is interfering with the sweep paths at the intersection which can affect traffic flows and safety.

EVENT CLASS

Not Applicable.

CONCLUSION

With the formalisation of the road and parking, the additional signage will help provide clarity to road users, ensuring that business operations can continue smoothly without compromising the safety of others.

Community consultation has also been commenced for feedback regarding the proposed plans. This has been completed with verbal and written communication with the directly affected residents in Oxley Street. Council will take any feedback into consideration prior determining the if the signage is to be installed of the signage.

7.6 GIVEWAY SIGNAGE - INTERSECTION OF VICTORIA AND ALEXANDRA 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:** Ben Coultas, Senior Design Engineer**Authoriser:** Logan Hignett, Director Operations**Annexures:** A. **Giveaway Signage Plan** [↓](#)

STAFF RECOMMENDATION

That:

1. The proposed signage arrangements be approved for Spicer Oval Carpark at the intersection of Victoria and Alexander Street, Parkes as presented.
2. The updated signage be communicated to the public via social media for information.

EXECUTIVE SUMMARY

One of the core values of the council is to provide a safe environment for the community. Presently, vehicles exiting from Spicer Car Park are not stopping or giving way to vehicles coming from Alexandra Street and Victoria Street. This has been observed for some time now. Clearly delineating and installing signages at the exit of the Spicer Car Park will clearly improve the safety of the intersection of Victoria Street and Alexandria Street with the Spicer Car Park.

BACKGROUND

The intersection of Victoria Street and Alexandra Street near the Spicer Car Parking has been identified by site investigation or inspection has not meeting require safety standard of an intersection as stated in AS1742.2 section 2.5.5 (b) There is not adequate delineation of the traffic flows priorities at the intersection of Victoria Street and Spicer oval car park.

KEY ISSUES

Currently, there is no signage for vehicles exiting Spicer Car Park at its intersection with Victoria Street and Alexandria Street, both of which have higher priority. This lack of traffic control measures increases the risk of vehicle collision at the intersection.

EVENT CLASS

Not Applicable.

CONCLUSION

With the formalisation of the road and parking, the additional signage will help provide clarity to road users, ensuring that traffic flows can continue smoothly without compromising the safety of others.

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.
