

# 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 6 August 2025 at 9:00am.



Kent Boyd PSM  
**GENERAL MANAGER**





## Order of Business

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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 MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON 7 MAY 2025

**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 - 7 May 2025**

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#### RECOMMENDATION

That the committee receive and confirm the Minutes of the meeting held on Wednesday 7 May 2025 appended at *Annexure A*.

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## **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 2026 PARKES ELVIS FESTIVAL

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

**Goal:** Our community is creative, proud and has a strong sense of belonging.

**Strategy:** Support and deliver events, festivals and local celebrations that support community connectivity, citizenship and pride.

**Author:** Brendan Shipley, Festivals Producer

**Authoriser:** Logan Hignett, Director Operations

**Annexures:**

- A. TGS - Elvis 2026 [↓](#)
- B. 2026 Boulevard Festival Submission [↓](#)
- C. 2026 Parkes Elvis Festival Short Street Closure Submission [↓](#)
- D. 2026 Parkes Elvis Festival Street Parade Submission [↓](#)
- E. 2026 Train Arrival Submission [↓](#)
- F. Train Arrival - Notice of Intention to Hold a Public Assembly Signed [↓](#)
- G. Street Parade - Notice of Intention to Hold a Public Assembly Signed [↓](#)
- H. Traffic Management Risk Strategy - 2026 Parkes Elvis Festival [↓](#)
- I. Festival Boulevard - Notice of Intention to Hold a Public Assembly Signed [↓](#)
- J. Council Insurance [↓](#)
- K. Street Parade Entry Form [↓](#)

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### STAFF RECOMMENDATION

#### Council Responsibilities:

That:

1. The proposed 2026 Elvis Festival be approved based on the provided report.
2. Approval is subject to 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.
  - (e) Confirmation of event times and traffic control times.

#### Events Responsibilities:

That:

3. Approval is subject to the applicants complying with the following conditions:
  - (a) Provide Council with evidence of Current Public Liability Insurance.
  - (b) Allow for emergency vehicle access.
  - (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.
  - (h) Confirmation of event times and traffic control times.
  - (i) The organisers secure police escort to be used in conjunction with submitted traffic control plan.
  - (j) For state and regional roads that the organisers seek approval from Transport for NSW for the traffic control on Short Street.
  - (k) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.
- 

## EXECUTIVE SUMMARY

Correspondence has been received from the Parkes Elvis Festival organising committee requesting road closures to conduct the annual Elvis Festival and Street Parade.

On Wednesday 7 January Short Street will be closed from 6:00am and a detour implemented via May Street, Parkes. The Festival Boulevard will be established closing Clarinda Street from 6:00am Friday 9 January until 7:00am Sunday 11 January, from south of the Bushman Street roundabout to Short Street, and include Court Street, from Jansen Lane to McGees Lane, and Browne Street, to Jansen Lane for disabled parking.

Parking on the eastern side of Welcome will be reserved for disabled parking. It is proposed for the 2026 Festival to incorporate a pick-up and drop-off zone at the corner of Welcome and Short Street.

The Street Parade on Saturday 10 January will be marshalled in Clarinda Street, between Bushman and Mitchell Streets, with the parade travelling down Clarinda Street from Bushman Street, turning right at the intersection of Short Street, and left into Caledonia Street to disembark, involving a full road closure of the route. The Street Parade closure will involve an extension of the pre-existing closed road for the Festival Boulevard, and erection of parade barrier.

The below closures will be in place for the following times:

**Short Street:** 6:00am Wednesday 7 January to 8:00pm Sunday 11 January 2026

From east of Clarinda Street to Welcome Street.

**Festival Boulevard:** 6:00am Friday 9 January to 7:00am Sunday 11 January 2026

Clarinda Street from south of Short Street to south of the Bushman Street roundabout, Court Street from Jansen Lane to McGees Lane, and Brown Street from Clarinda Street to Jansen Lane.

**Parade Route:** 6:00am to 12:00pm Saturday 10 January 2026

Clarinda Street from Mitchell Street to Short Street, Victoria Street from Jansen Lane to McGees Lane, Bushman Street from Jansen Lane to McGees Lane, and Caledonia Street from Short Street to May Street. It is proposed that marshalling will be conducted in Bushman Street, between Jansen Lane and McGees Lane, with the parade travelling down Clarinda Street from Bushman Street, turning right at the intersection of Short Street, and left into Caledonia Street to disembark.

## BACKGROUND

Approval has been granted in previous years for the street parade, festival and boulevard road closures on this route.

## KEY ISSUES

Nil issues identified

## EVENT CLASS

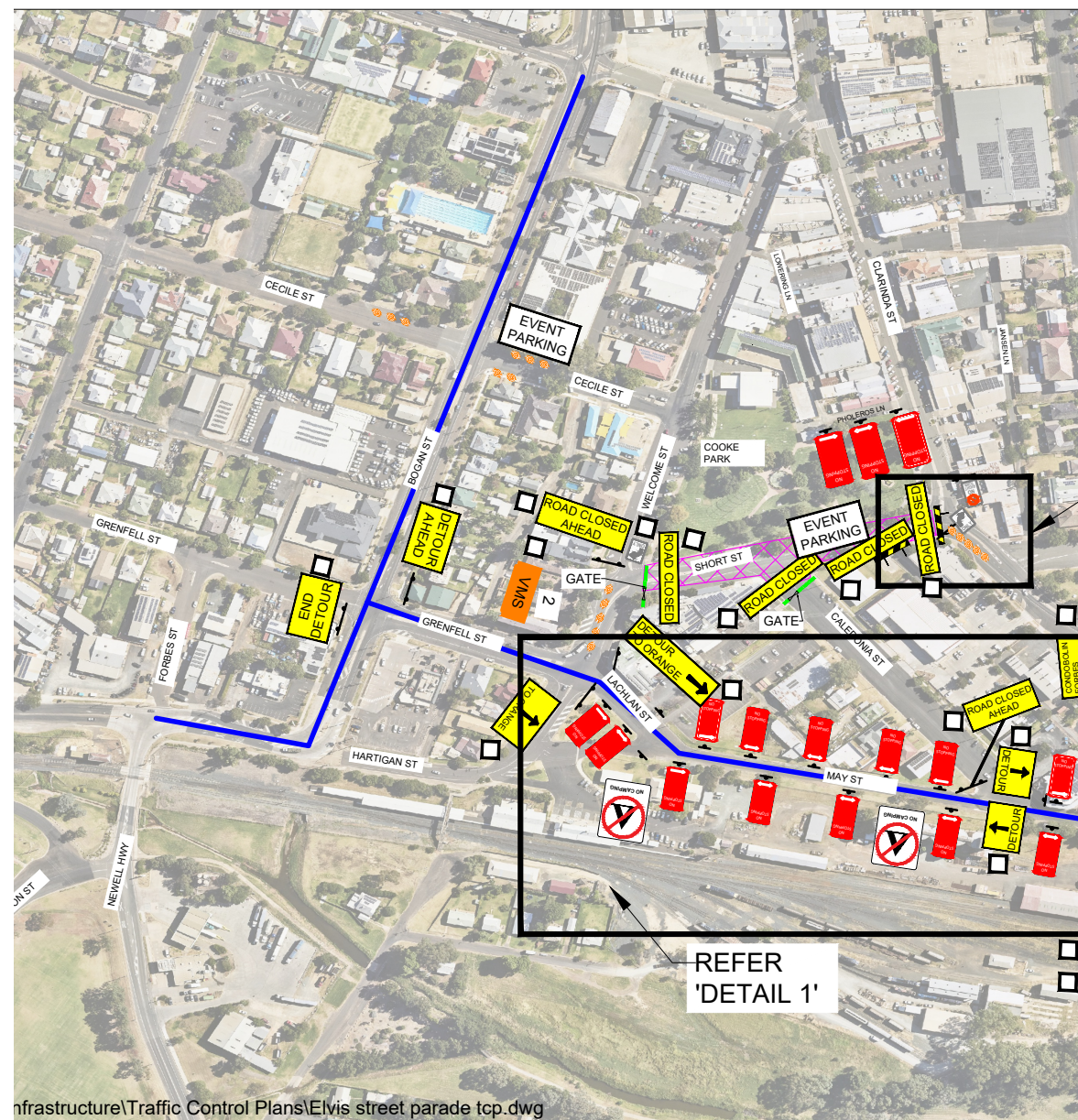
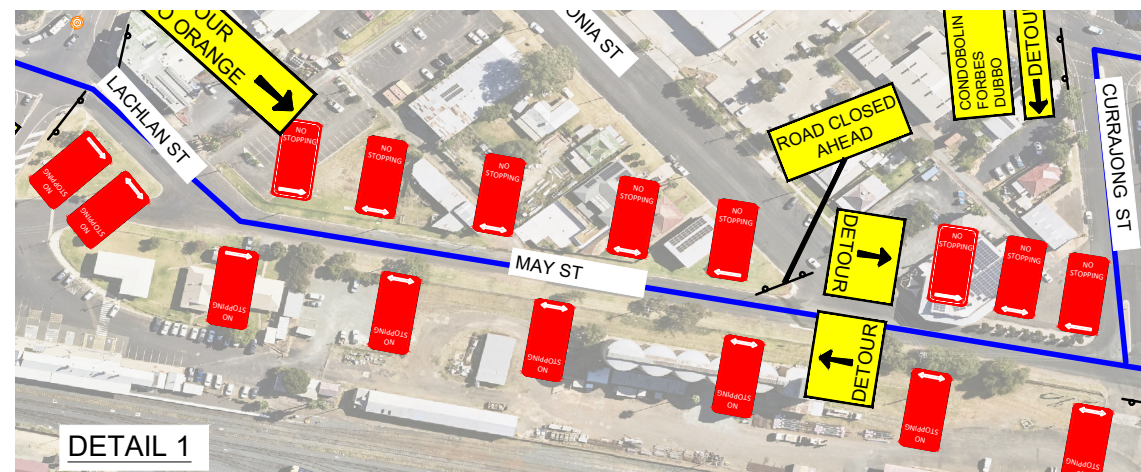
This event is considered to be a **Class 2 Special Event** as described in the Roads and Traffic Authority's [Guide to Traffic and Transport Management for Special Events](#) (Version 3.5, published 1 July 2018).

## CONCLUSION

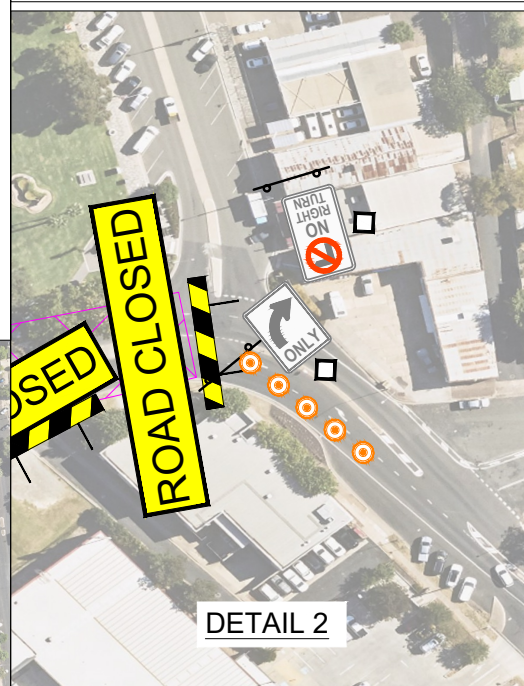
In conclusion, with all necessary paperwork for the 2026 Elvis Festival duly received and verified, we have successfully planned for the proposed closures between Wednesday 7 January and Sunday 11 January 2026. Short Street, Festival Boulevard, and the Parade Route are scheduled for closure during these dates to ensure the smooth facilitation of the festival and to prioritise the provision of disabled parking. Trained traffic controllers will be appointed to efficiently manage traffic flow and implement essential road closures.

The aim of these closures is to create a conducive and enjoyable environment for the festival, ensuring a memorable experience for all attendees. The implementation of a designated pick-up and drop-off point further enhances convenience and accessibility for everyone involved. Council's approval is recommended for the closure of upcoming 2026 Elvis Festival and look forward to it's success as we celebrate the spirit of Elvis.





- NOTES:
- Barrier board used to close road to vehicular traffic.
  - "Detour Ahead" (T1-6) to be placed 100m prior to start of Detour



	Double Posted Sign		G9-278 Heavy Vehicle Detour (x1R, x1L)
	Barrier Board (≈ x15)		T1-6 Detour Ahead (x3)
	Traffic Cones		T2-23 End Detour (x2)
	R2-14 Right/Left Only (x2R)		T5-1 Detour Sign (x2)
	R2-6 No Right Turn (x1)		T2-4 Road Closed (x3)
	R5-400 No Stopping (x3R, x4L, x18LR)		Detour to Orange (x2R x1L)
	Area of Road Closed		T5-1 Detour Straight (x1)
	Detour Route		To Orange (x1)
	No Camping Signs		Condobolin, Forbes, Dubbo (x4)
	Event Parking		Road Closed (x3)

VMS BOARD MESSAGE	
VMS 1:	
HEAVY VEHICLE DETOUR	DUBBO FORBES ←-----
VMS 2:	
ORANGE CONTINUE STRAIGHT	FOLLOW DETOUR SIGNS

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		07-01-2026 TO 11-01-2026
		IMPLEMENT BY:
		6am
		FINISH TIME:

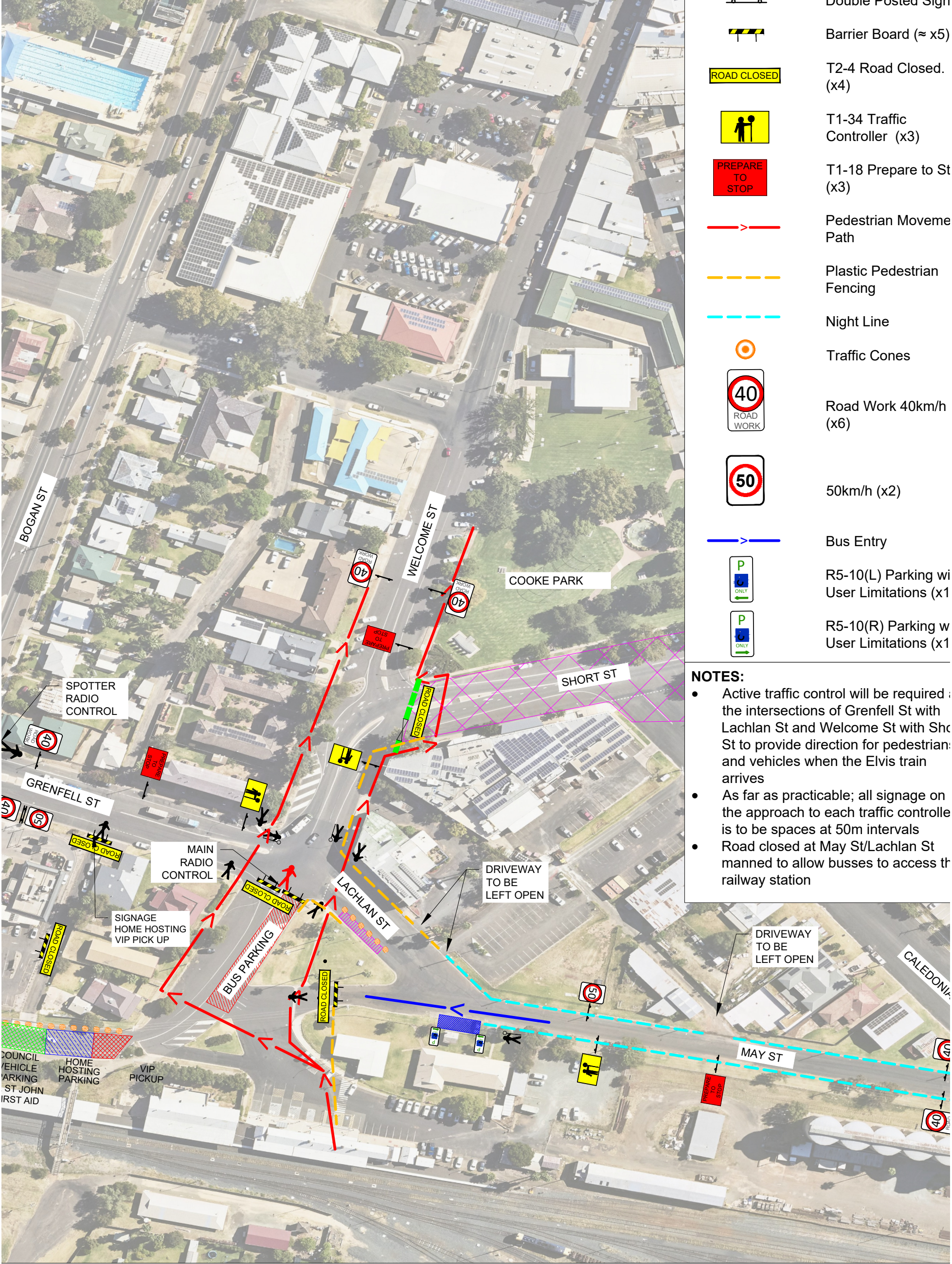


## TRAFFIC CONTROL PLAN


PROJECT: MAJOR EVENT COOKE PARK  
TITLE: SHORT STREET CLOSURE/ HV DETOUR

Prepared By: B. COULTAS & JACK BYRNES

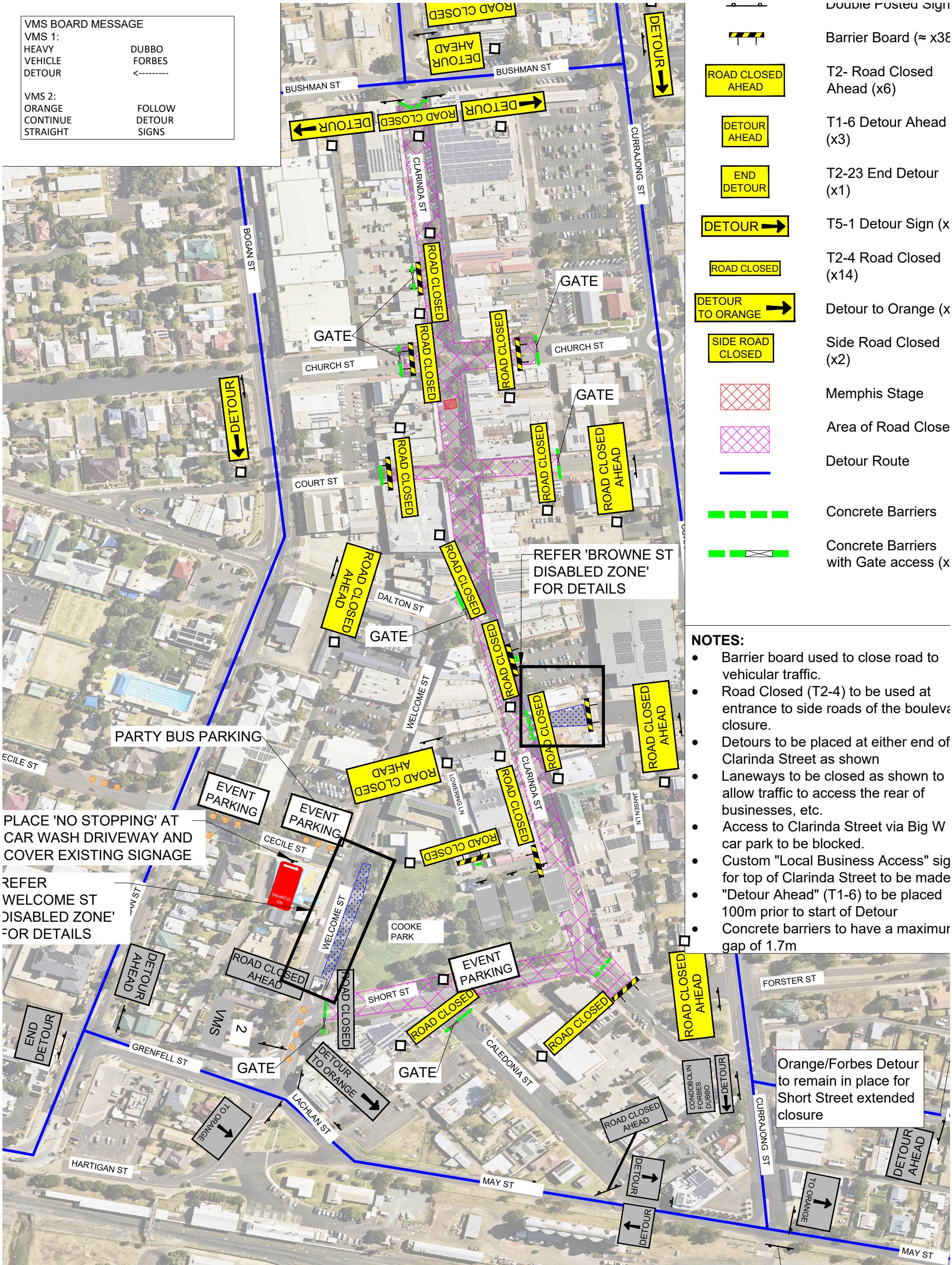





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		PROJECT: ELVIS FESTIVAL - CLARINDA STREET PARKES				
		TITLE: ELVIS TRAIN ARRIVAL				
		Prepared By:				
		R. COLUCCI & JACK BYRNES				

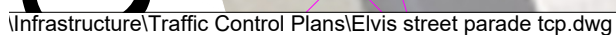





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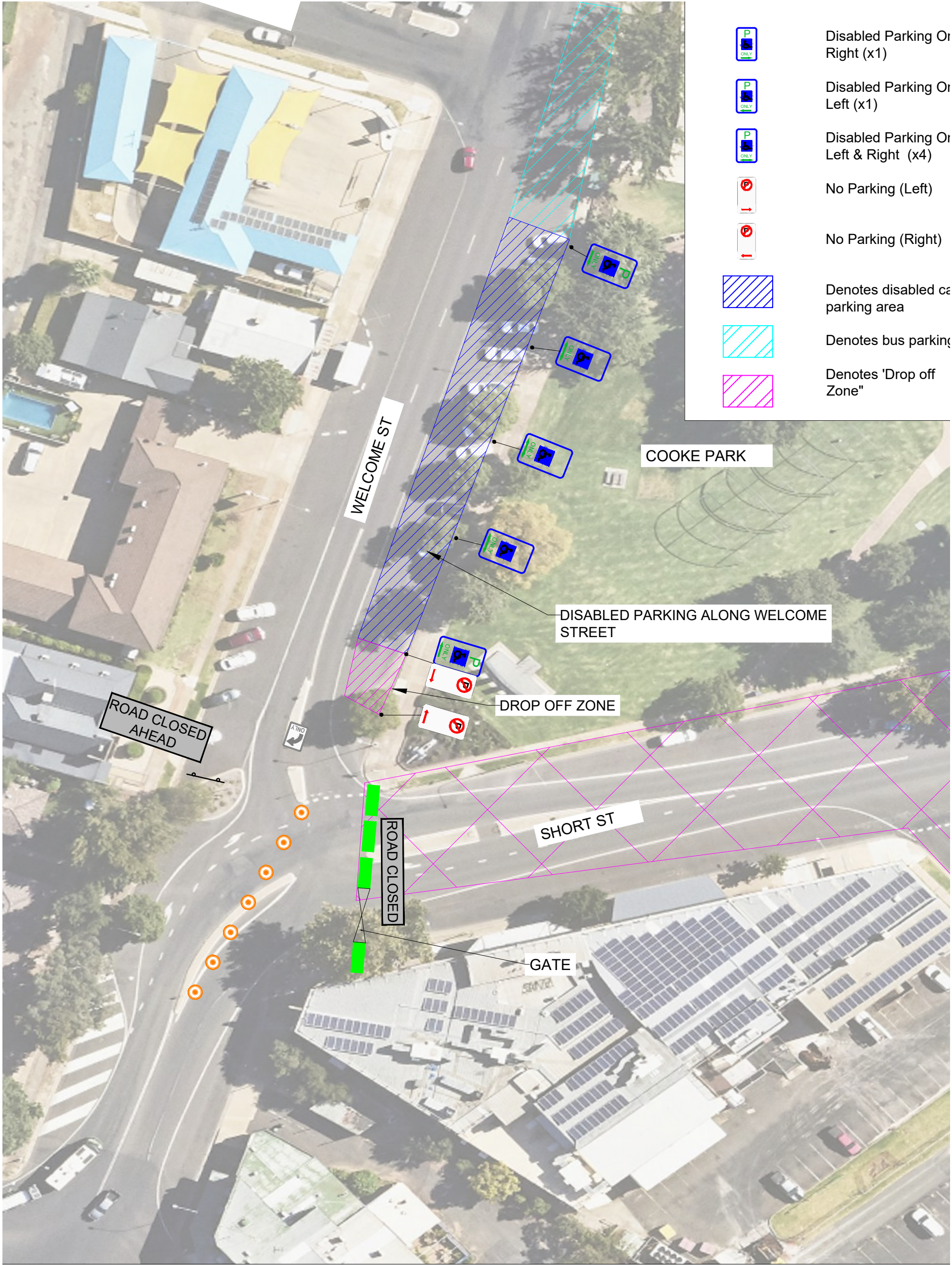
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		IMPLEMENT BY: 6AM		PROJECT: ELVIS FESTIVAL - CLARINDA STREET PARKES TITLE: BOULEVARD ROAD CLOSURE	
		FINISH TIME		Prepared By:	R. COLITAS & JACK BYRNES






Revision:	Date:	DATE OF IMPLEMENTATION: 08-01-2026 TO 11-01-2026		TRAFFIC CONTROL PLAN	
		IMPLEMENT BY: 6AM		PROJECT: MAJOR EVENT COOKE PARK TITLE: BROWNE ST DISABLED ZONE	
		FINISH TIME		Prepared By:	B. COLITAS & JACK BYRNES





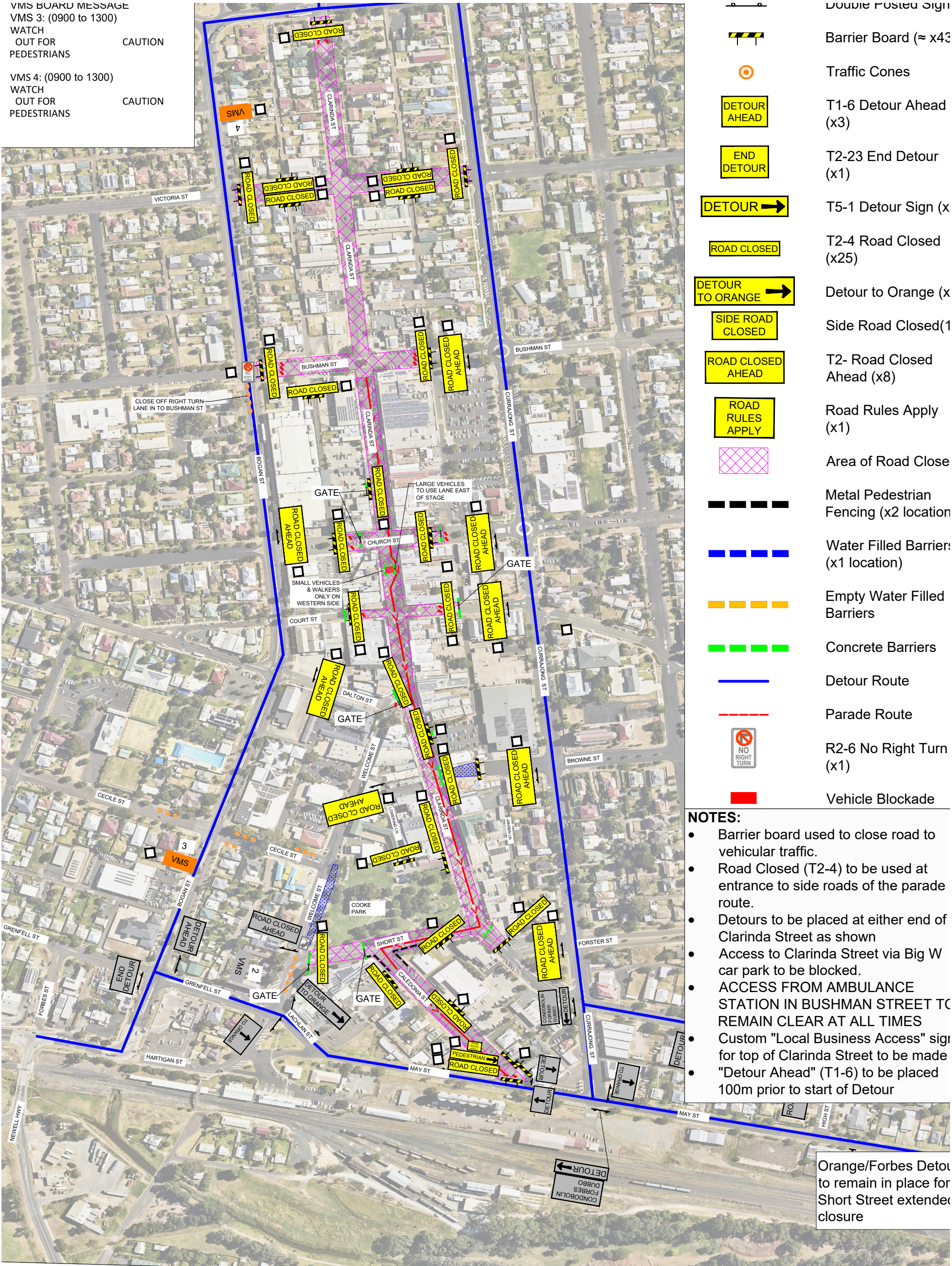
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					Prepared By:	R. COLUCCI & JACK BYRNES



VMS BOARD MESSAGE  
VMS 3: (0900 to 1300)  
WATCH  
OUT FOR  
PEDESTRIANS  
CAUTION

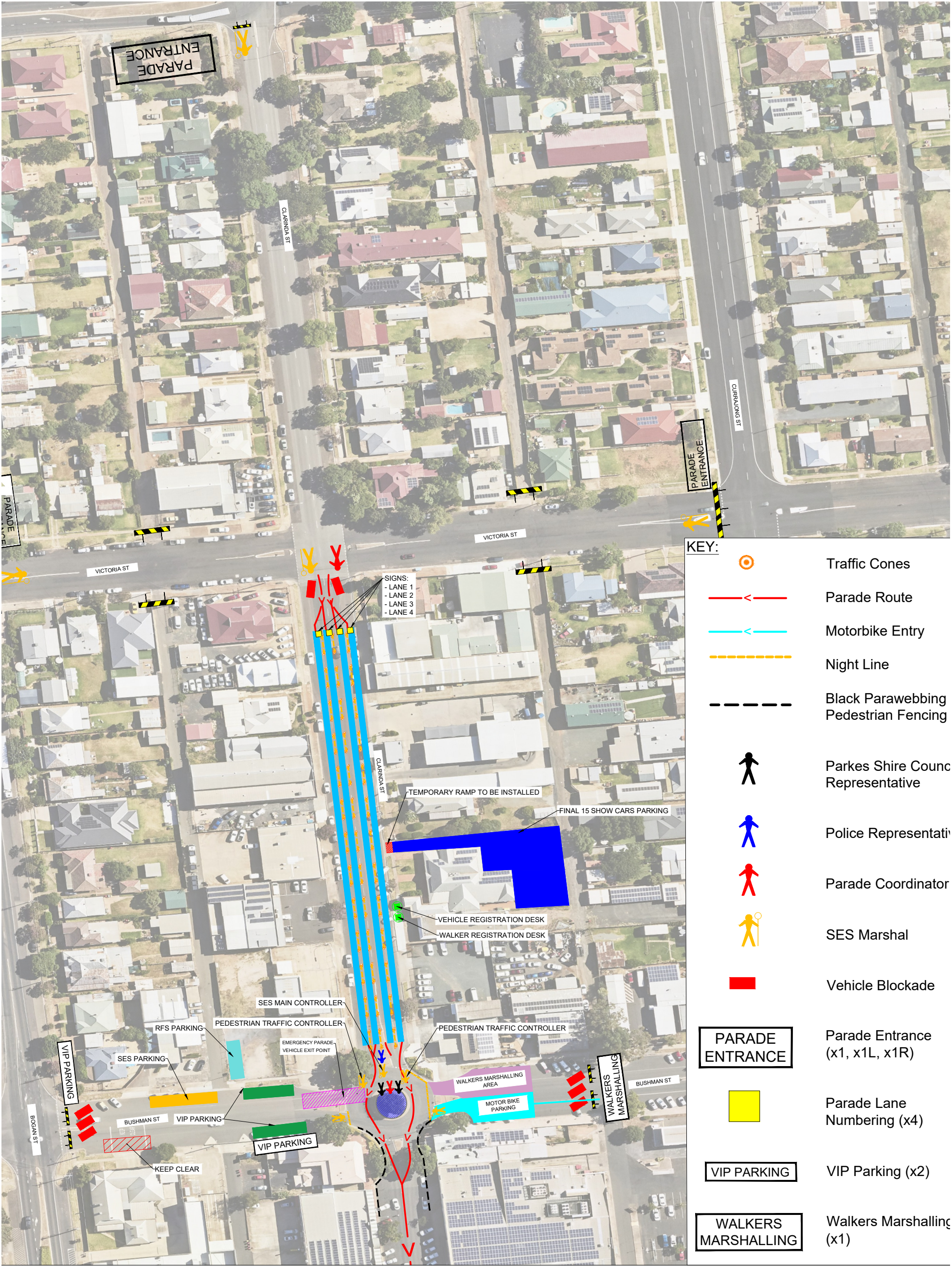
VMS 4: (0900 to 1300)  
WATCH  
OUT FOR  
PEDESTRIANS  
CAUTION



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Revision:		Date:	DATE OF IMPLEMENTATION: 10-01-2026  IMPLEMENT BY: 6AM  FINISH TIME		TRAFFIC CONTROL PLAN		
					PROJECT: ELVIS FESTIVAL - CLARINDA STREET PARKES		
					TITLE: STREET PARADE CBD ROAD CLOSURE		
					Prepared By:	R. COULTAS & JACK BYRNES	







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Revision:		Date:	DATE OF IMPLEMENTATION: 10-01-2026		<b>TRAFFIC CONTROL PLAN</b> PROJECT: ELVIS FESTIVAL - CLARINDA STREET PARKES TITLE: PARADE TCP - MARSHALLING AREA DETAIL
			IMPLEMENT BY: 6AM		
				Prepared By:	R. COLITAS & JACK BYRNES







Traffic Cones




Parade Route




Water Filled Barrier




Metal Pedestrian Fencing




Plastic Pedestrian Fencing




Marshal (x3)




Denotes Float Unloading Area




Denotes Cars of the Era Parking



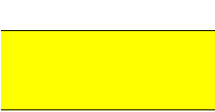
Denotes Car & Float Parking



Denotes No Stopping Area

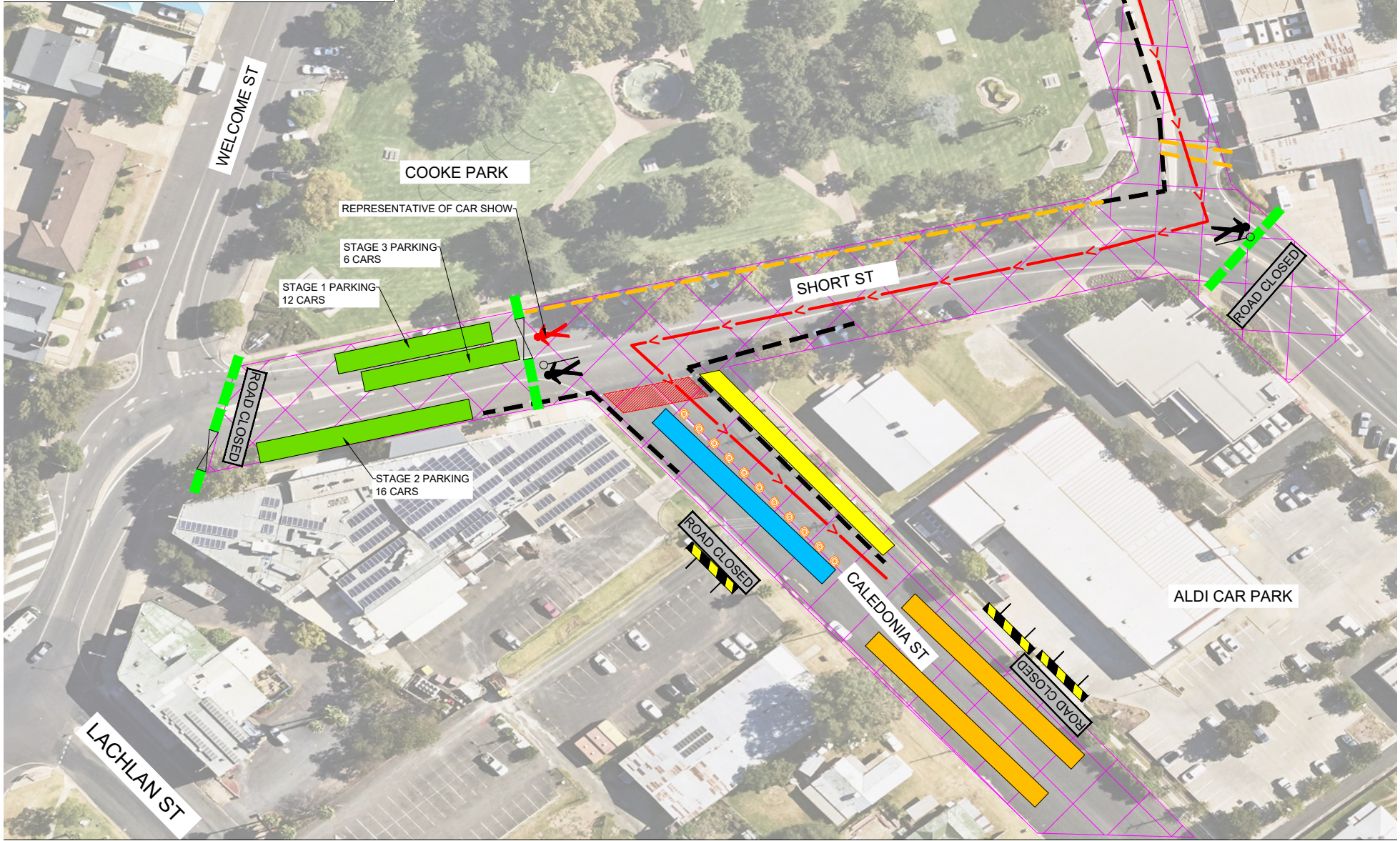


Denotes Markets Stalls In Fog Line Facing Into Park



Council Site Compound

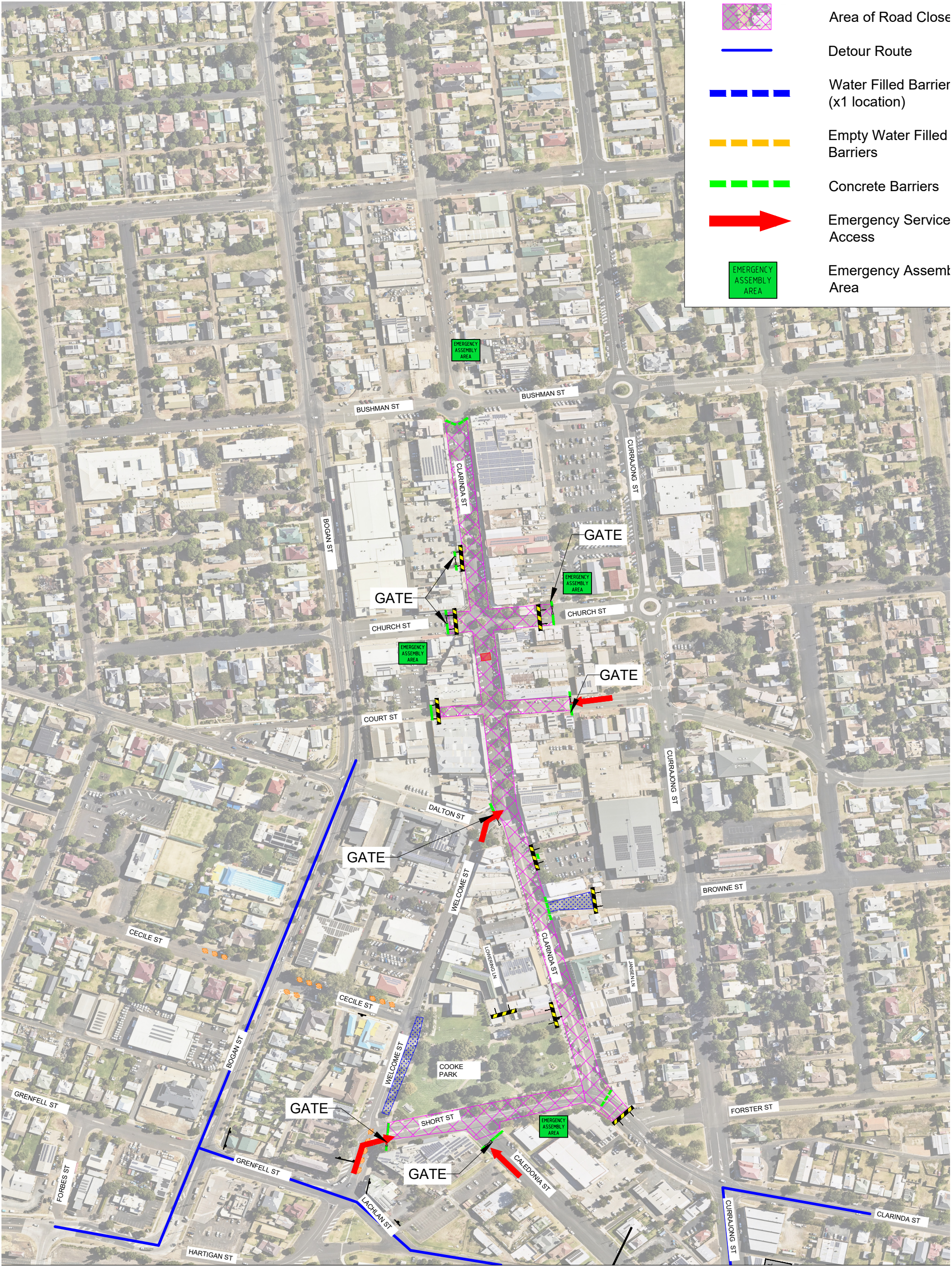
**NOTES:**  
ALL PARKING TO BE FILLED 1 STAGE AT A TIME IN ORDER OF STAGE 1 TO STAGE 6



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No.	Revision:	Date:	DATE OF IMPLEMENTATION: 10-01-2026		<b>TRAFFIC CONTROL PLAN</b>	
			IMPLEMENT BY: 6AM			
					PROJECT: MAJOR EVENT COOKE PARK	
					TITLE: PARADE TCP - SHORT ST DETAIL	
				Prepared By:	R. COLITAS & JACK BYRNES	

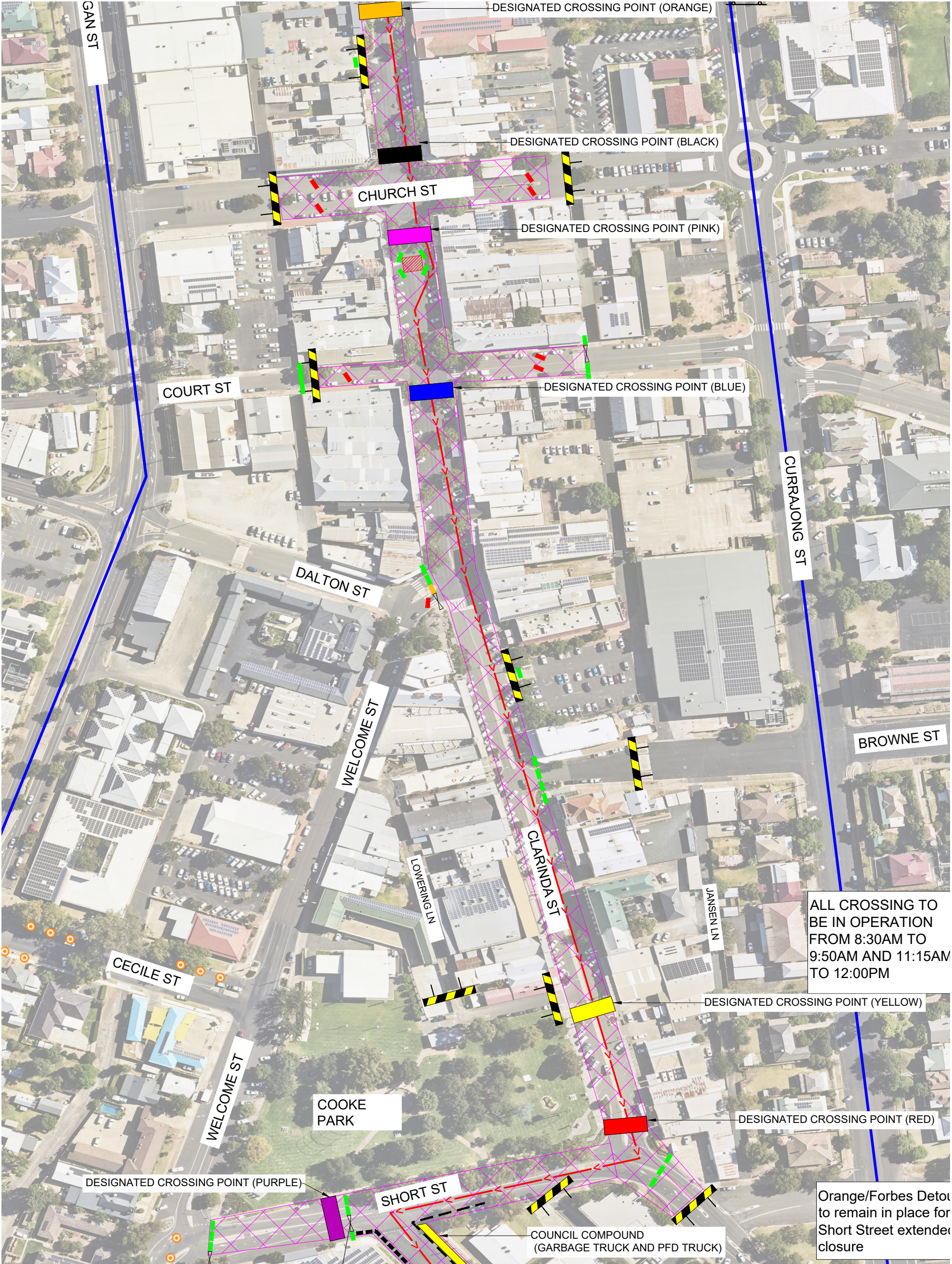





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					Prepared By:	R. COULTAS & JACK BYRNES

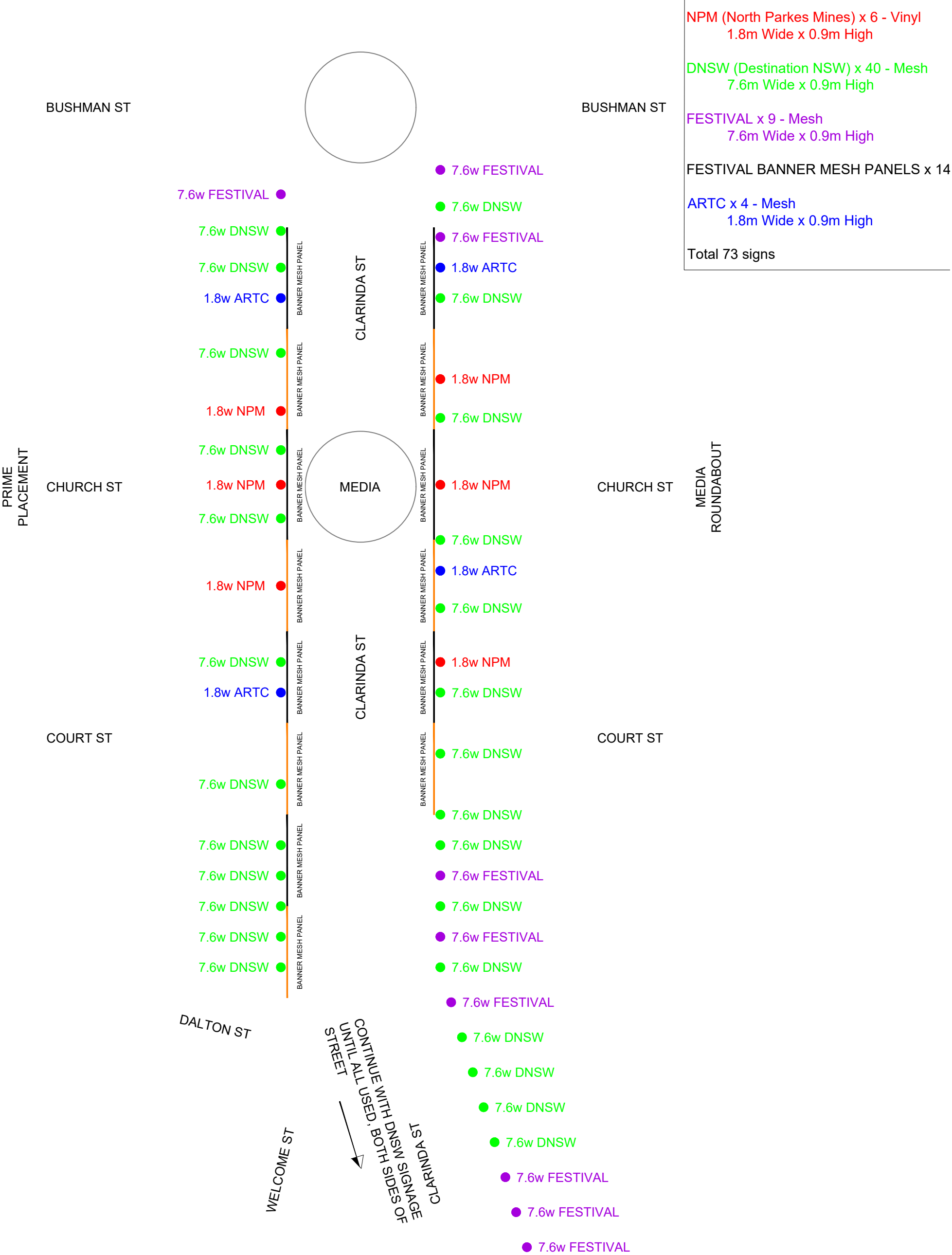





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Revision:		Date:	<div>DATE OF IMPLEMENTATION: 10-01-2026</div> <div>IMPLEMENT BY: 6AM</div> <div>FINISH TIME:</div>		<div>TRAFFIC CONTROL PLAN</div> <div>PROJECT: ELVIS FESTIVAL - CLARINDA STREET PARKES</div> <div>TITLE: CROSSING LOCATIONS</div>	
					Prepared By:	R. COLITAS & JACK BYRNES





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1.	Revision:	Date:	DATE OF IMPLEMENTATION: 10-01-2026		TRAFFIC CONTROL PLAN	
			IMPLEMENT BY: 6AM		PROJECT: ELVIS FESTIVAL - CLARINDA STREET PARKES TITLE: STREET PARADE CBD SPONSOR SIGNS	
			FINISH TIME		Prepared By:	
					R. COLUCCI & JACK BYRNES	

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and sustainable regional city*



Date 29/07/2025

Parkes Shire Traffic Committee  
PO Box 337  
PARKES NSW 2870  
Email: [engineering@parkes.nsw.gov.au](mailto:engineering@parkes.nsw.gov.au)

Dear Sir/Madam

## **Event Proposal for Elvis Festival Boulevard Main Street Closure**

The Parkes Elvis Festival Committee (Parkes Shire Council) would like to formally request approval for the temporary closure of Clarinda Street, between the Bushman Street roundabout and Short Street, from 6am Friday 9<sup>th</sup> of January to 7am Sunday 11th January 2025. The proposed closure also includes Church Street between McGee's Lane and Jansen Lane, Court Street up to Jansen Lane, McGees Lane and Brown Street, from Clarinda Street to Jansen Lane, to facilitate designated disabled parking.

Due to the location and popularity of the new Cooke Park Pavilion, the closure request would also include Pholeros Lane to ensure the safety of spectators moving between the stage and Clarinda Street.

These are the same closures that were implemented during the highly successful January 2025 Festival.

Following the success of the 2025 Festival Boulevard, it is essential that the event continues to evolve by offering fresh and engaging experiences for festival attendees. The 2026 Festival Boulevard will include 1-2 performance stages, roving entertainment, food vans, market stall and interactive art installations. These elements are designed to encourage foot traffic into the CBD from Cooke Park, support increased trade for local businesses, and provide a safe, pedestrian-friendly environment.

For the safety of pedestrians leaving licenced establishments within the closure at night, the festival would like to lower the risk of pedestrian strike by reopening the road Sunday morning.

As part of this initiative, the Parkes Elvis Festival team would work with Council and other authorities to reinstate the Outdoor Dining and Trading Program as undertaken in 2022, allowing businesses to register to trade onto the footpath and contribute to the festival atmosphere.



Other events planned to take place during the Festival Boulevard closure include:

- Busking competition
- Live music and extended trading hours for Memphis stage
- Static classic car displays
- Activation of Church street with additional food, markets and entertainment.

The Festival Boulevard precinct will be closed using a combination of permanent and moveable barricades permitting emergency services' access.

Yours faithfully

Brendan Shipley  
**MANAGER EVENTS AND TOURISM**

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Date 29/07/2025

Parkes Shire Traffic Committee  
PO Box 337  
PARKES NSW 2870  
Email: [engineering@parkes.nsw.gov.au](mailto:engineering@parkes.nsw.gov.au)

Dear Sir/Madam

### **Closure of Short Street for the 2026 Parkes Elvis Festival**

The Parkes Elvis Festival Committee (Parkes Shire Council) seeks approval for the temporary closure of Short Street, Parkes, from Wednesday 7 January 2026 at 7:00am until Sunday 12 January 2026 until 8:00pm, to create a safe zone and access for events taking place in the Cooke Park Precinct for the Festival.

The closure would provide access for organisers and vendors to set up infrastructure and equipment for the Cooke Park events, as well as ensuring safe pedestrian access for visitors, particularly in time for the Elvis Express train arrival on Thursday afternoon. The closure would also allow for the positioning of selected market stalls and Festival services on Short Street as required.

The closure would complement other street closure requests for the annual Parkes Elvis Festival Street Parade on Saturday 10 January 2026.

Below is a list of events planned to take place within the Short Street precinct during the closure requested:

#### **Wednesday 7 January 2026**

- Market Stalls/Vendors bump in
- Big screen, sound and lighting set up (this would start from Tuesday)
- Delivery of large infrastructure including generators, toilets, lighting towers (this would start from Monday)
- Elvis Express train arrival.
- Market Stalls/Vendors open to service the setup crews and initial festival attendees.

#### **Thursday 8 January 2026**

- Market Stalls/Vendors bump in and commence trade
- Main Stage Entertainment 11:00am – 10:00pm

**Parkes Shire Council**  
ABN 96 299 629 630

2 Cecile Street (PO Box 337)  
Parkes NSW 2870

T 02 6861 2333  
F 02 6862 3946

[council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au)  
[parkes.nsw.gov.au](http://parkes.nsw.gov.au)



**Friday 9 January 2026**

- Main Stage Entertainment 9:00am – 10:30pm
- Market Stalls / Vendors operating 9:00am – 10:00pm
  - Cars of the Era Display between Bushman and Church Street

**Saturday 10 January 2026**

- Street Parade 9:00am (From Bushman Street down Clarinda Street, Short Street and disembark in Caledonia Street)
- Main Stage Entertainment 9:00am – 10:30pm
- Market Stalls / Vendors operating 9:00am – 10:00pm

**Sunday 11 January 2026**

- Cooke Park Main Stage entertainment 9:00am – 4:00pm
- Market Stalls / Vendors operating 9:00am – 4:00pm
- Market Stalls / Vendors bump out from 4:00pm – 8:00pm

Should the Traffic Committee require any further information or clarification regarding this proposal, I am available to discuss the details and address any concerns as needed.

Yours faithfully

Brendan Shipley  
**MANAGER EVENTS AND TOURISM**

*Building a connected, vibrant  
and sustainable regional city*



Date 29/07/2025

Parkes Shire Traffic Committee  
PO Box 337  
PARKES NSW 2870  
Email: [engineering@parkes.nsw.gov.au](mailto:engineering@parkes.nsw.gov.au)

Dear Sir/Madam

### **Street Parade Road Closure Application for the 2026 Elvis Festival**

The Parkes Elvis Festival Committee (Parkes Shire Council) seeks approval to conduct the annual Street Parade event for the 2026 Parkes Elvis Festival.

The Street Parade is a significant highlight of the event program, drawing extensive media coverage and attracting thousands of spectators. The parade features approximately 250 participants, including themed floats, walking groups and motor vehicles, all appropriately aligned with the event's overall theme.

The following closures are proposed to facilitate the safe conduct of the Street Parade on Saturday 10 January 2026 from 9:00am to 10:30am:

- Clarinda Street from Mitchell Street to Short Street
- Short Street
- Caledonia Street
- Bushman Street from McGees Lane to Jansen Lane

To allow adequate time for the installation of barricades, participant marshalling and other event preparations, it is requested that these road closures be in affect from 6:00am to 12:00noon.

As in previous years, due to the redevelopment of Lower Clarinda Street, the Committee requests permission for spectator barriers to be moved near the central traffic island in the section between Dalton Street and Short Street for the 2026 parade, with participants and vehicles to travel down the eastern side of Clarinda Street.

Permission is also being sought for the Memphis Stage to remain in the centre of Clarinda Street (south of the corner of Church and Clarinda Street intersection) during this time with the parade vehicles diverted around the stage as per the 2018-2025 parade operations. No reports issued occurred during the parades with the stage in this position. Please find attached the risk management document regarding this process.





The closure would also complement other street closure requests submitted for Short Street for the conduct of the annual Cars of the Era Display, taking place directly after the parade in Short Street until 4:00pm on Saturday afternoon.

The Cars of the Era Display has become an increasingly popular element of the Street Parade and requires appropriate management to ensure it does not cause delays. To facilitate a smooth and efficient integration into the event, the following measures will be implemented:

- All Cars of the Era show vehicles will be clearly identified by a prominently displayed sticker.
- Short Street will be divided into two lanes using traffic cones: Cars of the Era vehicles will proceed along the Cooke Park side to enter the display area, while all other vehicles will use the southern lane.
- The number of vehicles permitted to participate in the display from the western end of Short Street will be limited to 32, with these vehicles dispersed throughout the parade.
- Any additional Cars of the Era vehicles will be held back to form the final group of the Street Parade. A maximum of 15 of these vehicles will be permitted to park on the Cooke Park side at the eastern end of Short Street. Any vehicles exceeding this number will be directed to park in Caledonia Street.
- An additional marshal will be stationed at the intersection of Short Street and Clarinda Street to ensure that only vehicles displaying the official Cars of the Era sticker access the northern lane.

These measures are designed to maintain parade timing while supporting the safe and effective presentation of this valued display.

The Festival Committee also seeks approval to allow a small number of vehicles (approximately 15) to remain at the end of the Street Parade and subsequently park parallel to the parade barriers in lower Clarinda Street. This arrangement would enable the formation of a limited display prior to the removal of street parade barricades. Vehicles would be marshalled and positioned to ensure that the final police escort vehicle can pass through the area without obstruction. This approach aims to address logistical challenges associated with establishing a display after the removal of road closures.

As in previous years, the safe and successful delivery of the Street Parade will be supported through a detailed registration process and the distribution of event guidelines and restrictions to all parade participants. Coordination with key emergency services - including NSW Police, Ambulance, Fire & Rescue, Festival First Aid providers, and the SES - will also be undertaken.

Registrations for both the Street Parade and the Cars of the Era Display are managed online via [parkeselfisfestival.com.au](http://parkeselfisfestival.com.au). A copy of the registration form and participant guidelines is attached to this application.

Yours faithfully

Brendan Shipley  
**MANAGER EVENTS AND TOURISM**

*Building a connected, vibrant  
and sustainable regional city*



Date 29/07/2025

Parkes Shire Traffic Committee  
PO Box 337  
PARKES NSW 2870  
Email: [engineering@parkes.nsw.gov.au](mailto:engineering@parkes.nsw.gov.au)

Dear Sir/Madam

### **Closures for Train Arrivals at the 2026 Parkes Elvis Festival**

The Parkes Elvis Festival Committee (Parkes Shire Council) seeks approval for the temporary closure of roads surrounding the Parkes Train Station on Wednesday 7th January 2026, from 3:00pm to 7:00pm.

This request aims to establish a safe precinct for attendees to access the area for the arrival of special train services as part of the Parkes Elvis Festival.

The proposed closure would affect the following roads:

- Welcome Street
- Grenfell Street
- Lachlan Street
- May Street
- Bogan Street

The temporary closure will ensure safe and managed access for event organisers, spectators and disembarking passengers. It will also assist in the controlled dispersal of the crowd toward other festival locations.

Should the Traffic Committee require any further information or clarification regarding this proposal, I am available to discuss the details and address any concerns as needed.

Yours faithfully

Brendan Shipley  
**MANAGER EVENTS AND TOURISM**

**NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY****Summary Offences Act 1988***To the Commissioner of Police*

1 I, Brendan Shipley  
Name  
of 2 Cecile Street, Parkes  
Address

on behalf of Parkes Shire Council  
Organisation

notify the Commissioner of Police that on the 7th  
Day  
of January 2026  
Month/Year

it is intended to hold:

**either:**

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

1000  
Number  
persons which will assemble

at Parkes Train Station  
Place

at approximate 4 pm  
Time  
am/pm

and disperse at approximately 6pm  
Time  
am/pm

**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 to greet the arrival of the special train service arriving in Parkes for the Parkes Elvis Festival

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 ...10..... (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

Classic cars and busses to transport passengers arriving in Parkes

- \* (ii) There will be ..... 3 ..... (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

0

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

N/A

- 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: 2 Cecile Street

Parkes

New South Wales Post Code 2870

Telephone: 6861 2333

Signed: *Brendan Shipley*

Capacity/Title Manager Events and Tourism

Date 30 July 2025

\* Delete as applicable

## Summary Offences Act 1988

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...the conduct of the Parkes Elvis...  
Festival Street Parade and Cars of the Era Display

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 ...100..... (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

Classic cars and busses to transport passengers arriving in Parkes

- \* (ii) There will be ..... 10 ..... (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

Less than 8 horses

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

Parade and car display

- 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: 2 Cecile Street

Parkes

New South Wales Post Code 2870

Telephone: 6861 2333

Signed: *Brendan Shipley*

Capacity/Title Manager Events and Tourism

Date 30 July 2025

\* Delete as applicable

**TRAFFIC MANAGEMENT STRATEGY - 2025 PARKES ELVIS FESTIVAL CBD CLOSURE**  
**FRIDAY 9 JAN 6AM - SUNDAY 11 JAN 7AM**

ITEM	STAKEHOLDERS	ISSUE / RISK	INITIAL RISK RATING	STRATEGIES	CURRENT RISK RATING
Load Closure Barrier System	Public vehicles business owners, residents, public transport providers, emergency vehicles, couriers, Council	Perception that barriers can be moved or maneuvered around	High	<p>Use of a range of barrier systems including gates, barrier boards, vehicles, concrete blocks, metal barricades and water-filled barriers.</p> <p>A gate will be used for ease of movement for Emergency Vehicles and authorised personnel. This will be a coded lock on the gates and only identifiable by these groups.</p> <p>Two overnight security personnel will be assigned to the precinct during the closure. Council staff and festival volunteers will be present during trading hours.</p> <p>Between the barrier system, consultation, notices, security and Council staff, manning these closures would not be required.</p>	Moderate
Load Closure Treatment - Clarinda Street	Public vehicles business owners, residents, public transport providers, emergency vehicles, couriers	<p>Vehicles accessing the closed road during the closure period.</p> <p>Traffic congestion/unable to turn, confusion</p>	High	<p>Clarinda Street remains open from Bushman to Church Sts and accessible by all traffic (except for street parade)</p> <p>Either metal barricades, vehicle barricades or combination water and non-water filled barriers on southern side of roundabout at intersection of Clarinda and Church Sts restricting vehicle access through Clarinda Street</p> <p>'Detour Ahead' signs placed in Clarinda Street near IGA</p> <p>Road closed ahead signs on Church Street on eastern and western approaches.</p>	Moderate
Load Closure Treatment - Clarinda Street / Forster Street	Public vehicles business owners, residents, public transport providers, emergency vehicles, couriers	<p>Vehicles accessing the closed road during the closure period.</p> <p>Traffic congestion/unable to turn, confusion</p>	High	<p>Water filled barriers or vehicles across Clarinda Street on the Northern side of Forster Street to restrict vehicle access. Forster Street remains accessible during the closure.</p> <p>Heavy Vehicle Detour route from Orange Road (Clarinda Street East) to Newell Highway via East Street and Woodward Street, Detour signs and VMS boards installed on Clarinda Street and Forbes Road</p> <p>Vehicle Detour Route from Clarinda Street East to Grenfell Street via Currjong Street and May Street and Lachlan Street - Detour Ahead Signs installed on Clarinda Street, May Street and Grenfell Street.</p>	Moderate
Load Closure Treatment - Clarinda Street / Pholeros & Lowing Lane	Public vehicles business owners, residents, public transport providers, emergency vehicles, couriers	<p>Vehicles accessing the closed road during the closure period.</p> <p>Traffic congestion/unable to turn, confusion</p>	High	<p>Barrier Boards at eastern exit on Pholeros Lane to restrict access to Clarinda Street</p> <p>Road Closed Ahead sign installed at Lowing Lane entrance on Welcome Street (access for business houses and deliveries only), with Road Closed sign placed at intersection of Lowing Lane and Pholeros Lane.</p>	Moderate
Load Closure Treatment - Clarinda Street / Welcome and Dalton Street	Public vehicles business owners, residents, public transport providers, emergency vehicles, couriers	<p>Vehicles accessing the closed road during the closure period.</p> <p>Traffic congestion/unable to turn, confusion</p>	High	<p>Barrier boards, to be supported by a temporary gate, metal barricades, vehicle barriers or water-filled barriers if necessary - road closed ahead signs on each approach in Dalton and Welcome Streets</p>	Moderate
Load Closure Treatment - Clarinda Street / Browne Street	Public vehicles business owners, residents, public transport providers, emergency vehicles, couriers	<p>Vehicles accessing the closed road during the closure period.</p> <p>Traffic congestion/unable to turn, confusion</p>	High	<p>Concrete barriers on eastern side of Clarinda Street to prevent vehicle access from Browne Street, supported by further traffic management treatments as specified on Browne St disability parking zone Traffic Management Plan</p>	Moderate
Load Closure Treatment - Clarinda Street/ Court Street East	Public vehicles business owners, residents, public transport providers, emergency vehicles, couriers	<p>Vehicles accessing the closed road during the closure period.</p> <p>Traffic congestion/unable to turn, confusion</p>	High	<p>Locked gate used to restrict vehicle access but allow for Emergency Vehicle access</p> <p>Road closed ahead signs on Court Street</p>	Moderate

oad Closure Treatment - Clarinda Street/ Court Street West	Public vehicles business owners, residents, public transport providers, emergency vehicles, couriers	Vehicles accessing the closed road during the closure period.  Traffic congestion/unable to turn, confusion	High	Metal barricades or vehicle barricades used to restrict vehicle access  Road closed sign and direct one-way traffic from laneways west on Church Street to Newell Highway (one-way street, no vehicles turning in from Newell Highway)	Moderate
oad Closure Treatment - Short Street	Public vehicles business owners, residents, public transport providers, emergency vehicles, couriers	Vehicles accessing the closed road during the closure period.  Traffic congestion/unable to turn, confusion	High	As per existing traffic management plan for Short Street	Low
Deliveries to business houses affected by the closure	Business owners, couriers, Australia Post	Disruption to business owners and courier access to shop fronts during the closure.	Moderate	Jansen and McGees Laneways provide rear access to most businesses houses and these will be unobstructed during the closure. Pholeros Lane will remain accessible to the businesses backing on to that lane, with permits provided to display on their vehicles.  Advertisements/notices in local paper, radio and CBD speaker system prior to closure	Low
Access to residential property affected by the closure	Residents in Clarinda Street, Church Street, Court Street and Browne Street	Residents may be restricted from designated car park	Moderate	Notification of affected residents advising them of the closure and nearest access or car parking availability.  Mail distribution of the final traffic management plan to stakeholders  Advertisements/notices in local paper, radio and CBD speaker system prior to closure	Low
Public Transport access to closure	Parkes Taxis	Limited taxi door service to pubs and clubs	Moderate	Temporary taxi ranks may be established, however Dalton St rank will operate.  Signage materials to be produced and displayed in pubs and clubs affected by the Friday night closure (The Royal, Parkes Leagues Club)  Promotion of drop off zones and shuttle bus stops in Festival marketing collateral, website and media	Low
Emergency Vehicle Access to closure	Ambulance, Fire, Police, SES, First Aid Provider	Regular route disrupted and obstructed access in Clarinda Street resulting in delayed response to emergencies	High	Locked gates that ES has access to and FEMO activated to have the gates unlocked. Colour coded barrier system provides 2 clear emergency access points in the CBD precinct during the closure as marked on Traffic Management Plan  Emergency access points will be clearly marked on the Traffic Management Plan and distributed to personnel.  First aid team appointed to the precinct for speedy response through the closure.	Moderate
Artists and buskers access with equipment	Stall holders and buskers	Artists and buskers attempting to drive through closure to transport equipment within the closure	Moderate	Council staff to assist artists and communicate requirements beforehand.  Council staff to provide necessary assistance during event.	Low
Classic Car show display	Classic Car show entrants, Festival goers	Bumping in and out cars for the display	High	Council staff and to assist artists and communicate requirements beforehand  Council staff to provide necessary assistance during event	Low



**NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY****Summary Offences Act 1988***To the Commissioner of Police*

1 I, Brendan Shipley  
Name  
of 2 Cecile Street, Parkes  
Address

on behalf of Parkes Shire Council  
Organisation

notify the Commissioner of Police that on the ninth to eleventh  
Day  
of January 2026  
Month/Year

it is intended to hold:

**either:**

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

1000-15000  
Number  
persons which will assemble

at Clarinda Street (Bushman Street to Short Street), Parkes  
Place

at approximate 6:00am Friday 9 January 2026 am/pm  
Time

and disperse at approximately 7:00am Sunday 11th Jan 2026 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...to provide entertainment and festival activities  
.....  
.....in the CBD to offer a unique new precinct and experience for visitors by creating a 'Festival Boulevard'  
.....  
.....encouraging trade at local businesses and safe pedestrian access  
.....  
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 ..... (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

.....N/A.....  
.....

- \* (ii) There will be 30..... (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

N/A  
.....  
.....

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

.....Market stalls, footpath outdoor dining and trading, relaxation areas, entertainment, stage.....

.....street art, car displays, busking.....

- 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: 2 Cecile Street  
.....

Parkes  
.....

New South Wales..... Post Code 2870

Telephone: 6861 2333  
.....

Signed: *Brendan Shipley*  
.....

Capacity/Title..... Manager Events and Tourism

Date 30 July 2025  
.....

\* Delete as applicable



**Issue Date: 01 November 2024**

Telephone: +61 2 9285 4000  
Website: [www.wtwco.com.au](http://www.wtwco.com.au)  
Direct Line: 0407 438 886  
Email: [shane.redman@wtwco.com](mailto:shane.redman@wtwco.com)

**To Whom It May Concern**

### **Certificate of Currency/Placement – Public & Products Liability / Professional Indemnity Insurance**

In our capacity as Insurance Broker to the Named Insured Councils shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

**Named Insured:**

Bayside Council	Blacktown City Council
Blue Mountains City Council	Burwood Council
Camden Council	Cumberland Council
Dubbo Regional Council	Gunnedah Shire Council
Hawkesbury City Council	
The Council of the Municipality of Hunters Hill	
Kiama Municipal Council	Lane Cove Council
Liverpool City Council	Mid-Western Regional Council
Orange City Council	Parkes Shire Council
City of Parramatta Council	Penrith City Council
Richmond Valley Council	Shellharbour City Council
Snowy-Monaro Regional Council	Willoughby City Council
Wollondilly Shire Council	Wollongong City Council
Port Macquarie Hastings Council	Moiria Shire Council
Hobsons Bay City Council	

**Insurer(s):** Markel Australia Pty Limited for and on behalf of Markel Syndicate 3000 at Lloyd's of London, Endurance Worldwide Insurance Ltd, UK (Sompo International), Liberty Mutual Insurance Company, International Underwriters & various Lloyd's of London Underwriters

**Policy Number:** CS5146A241ZA & Others

**Covering:** All sums for which the Insured shall become legally liable to pay by way of compensation (excluding fines & penalties, punitive, exemplary, aggravated and liquidated damages) in respect of:

- (a) Public Liability
  - (i) Personal Injury
  - (ii) Damage to Property
 (other than Personal Injury and Damage to Property arising out of Products Liability)
- (b) Products Liability
- (c) Advertising Injury

happening during the Period of Insurance caused by an Occurrence in connection with the Business of the Insured

- d) Professional Indemnity
 

A Claim or Claims first made against the Insured during the Period of Insurance in respect of any civil liability in connection with or arising out of the Business of the Insured.

**Disclaimer:**

This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. WTW is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

**Willis Australia Limited**  
ABN 90 000 321 237  
AFSL No: 240600  
Version 2016 1.0 18 Apr 2016



**Limit of Liability:** A\$20,000,000 any one Occurrence or series of Occurrences arising out of the one originating cause and in the annual aggregate separately in respect of Products Liability

A\$20,000,000 any one Claim or series of Claims arising out of one originating cause and in the annual aggregate in respect of Professional Liability.

**Location:** Worldwide.

**Period of Insurance:** 4.00pm, 31 October 2024 to 4.00pm, 31 October 2025



**Disclaimer:**

This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. WTW is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

Willis Australia Limited  
ABN 90 000 321 237  
AFSL No: 240600  
Version 2016 1.0 18 Apr 2016

Form Preview : ID 74

☐ display grid ☐ show structure

Note: This is a simple form preview. This form may display differently when added to your page based on normal inheritance from parent theme styles.

## 2026 Street Parade Entry Form

"\*" indicates required fields

**Entry Type \***

- ☐ Elvis Era Car
- ☐ Motorised Float
- ☐ Marching Band
- ☐ Motorcycle
- ☐ Non-Motorised Float
- ☐ Walking Entry

**Name \***

FirstLast

**Phone \***

**Email \***

**Address \***

Street Address

CityState

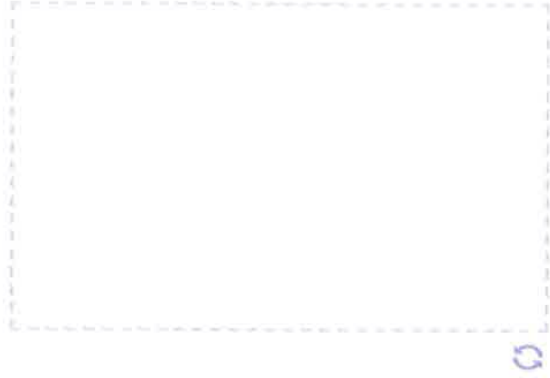
Post CodeCountry

**Terms and Conditions \***

I/We hereby adhere and agree to the conditions and instructions outlined with this entry form and will follow instructions from Parkes Shire Council, Parkes Police and SES. Registered participants are advised that during the course of this event they may be photographed or filmed by official Parkes Elvis Festival photographers or by officially accredited media. It is a condition of entry to the competition that participants consent to the use of any photos or film containing their image, by media outlets, and/or by the Parkes Elvis Festival and/or by related parties in pursuit of Parkes Elvis Festival objectives. On form submission you will be automatically added to our mailing list. We use our mailing list to communicate with you about the Festival. We will never sell or supply your contact details to third parties.

Viewport ( Width : 1280px , Height :585px )

Entrant Signature \*



Submit entry

**7.2 2025 PARKES SHOW - CHANGES TO PARKING AND TAXI RANK****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide and support effective regulatory, compliance and enforcement services.**Author:** **Ben Coultas, Senior Design Engineer****Authoriser:** **Logan Hignett, Director Operations**

**Annexures:**

- A. Letter - Request to Alter Parking Arrangements** [↓](#)
- B. 2025 - Events Form** [↓](#)
- C. 2025 Parkes Show - Emergency & Safety Management Plan** [↓](#)
- D. Insurance Certificates** [↓](#)
- E. Notice of Intention - Hold a Public Assembly** [↓](#)
- F. Show Ground Base Plan-2025** [↓](#)
- G. 2025 Police Letter** [↓](#)
- H. 2025 PSC Letter - Special Event** [↓](#)
- I. 2025 Risk Management Plan** [↓](#)
- J. 2025 RMS - Special Event Traffic Management Plan** [↓](#)

---

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

That:

1. The proposed temporary change of parking be approved for Parkes Show.
2. Approval is subject to the following conditions:
  - (a) Notify Emergency services of and proposed road closure or detours.
  - (b) Allow for emergency vehicle access.
  - (c) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
  - (d) Council reserves the right to cancel the approval at any time.
  - (e) Confirmation of event times and traffic control times.
  - (f) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.

**Events Responsibilities:**

That:

3. The proposed temporary change of parking be approved for Parkes Show.
4. Approval is subject to the applicants complying with the following conditions:
  - (a) Allow for emergency vehicle access.
  - (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) Confirmation of event times and traffic control times.
- 

## EXECUTIVE SUMMARY

Council has received a request from the Parkes Pastoral Agricultural and Horticultural Association requesting temporary parking changes in preparation the Parkes Annual Show, scheduled from Monday, 25 August to Wednesday, 27 August 2025:

1. Accommodate three (3) Taxi spaces at the Mitchell Street entrance
2. Angle parking in Ward Street on the western side
3. Angle parking in Victoria Street through to McGlynn Street

## BACKGROUND

In 2011, the introduction of nose-in parking was effectively executed during the Parkes Annual Show, and this parking approach has since been consistently applied on Victoria and Ward Streets, yielding continuous success. Furthermore, the establishment of a three-car taxi rank in Mitchell Street, Parkes, has also proven to be a successful initiative.

## KEY ISSUES

Nil issues identified

## EVENT CLASS

This event is considered to be '**Class 3 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

In summary, temporary adjustments to vehicle parking and taxi ranks are necessary to accommodate the heightened influx of visitors during the Parkes Annual Show. Previous successes with nose-in parking and a temporary taxi rank on Mitchell Street validate their effectiveness. The continued implementation of nose-in parking on Victoria and Ward Streets since 2011 has proven successful.

The well-utilised three-car taxi rank in Mitchell Street further attests to the success of these measures. These proposed changes aim to facilitate increased traffic flow and enhance the overall safety and experience for all attendees during the show.



**PARKES PASTORAL AGRICULTURAL & HORTICULTURAL ASSOC INC**

*"Celebrating 144 years of the Parkes Show"*

21<sup>st</sup> June 2025

Mr Kent Boyd  
General Manager  
Parkes Shire Council  
PO Box 337  
PARKES NSW 2870

Dear Kent,

**RE: 2025 PARKES SHOW  
ALTERED PARKING ARRANGEMENTS AT PARKES SHOWGROUND**

The Parkes P A & H Association request if the Parkes Council could please place signs around the entrance to the Showground to assist with the control of parking and taxi services for the period of the 2025 Parkes Show for the period Monday 25<sup>th</sup> to Wednesday 27<sup>th</sup> August 2025.

The changed parking arrangements are:

1. Accommodate three (3) Taxi spaces at the Mitchell Street entrance
2. Angle parking in Ward Street on the western side
3. Angle parking in Victoria Street through to McGlynn Street

Thank you for your assistance in this regard and should you require any further information please contact me at the show office on the above number.

Kind regards

Bev Simmons  
Secretary

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


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

## Applicant Details

Name: <b>Parkes PA &amp; H Association Inc</b>	Organisation (if applicable): <b>Parkes PA&amp;H Assoc Inc</b>
Address: <b>PO Box 126</b> <b>Parkes</b>	Phone: <b>0467 622 580</b>
	Mobile: <b>0467 622 580</b>
Email: <b>secretary@parkesshow.org.au</b>	
Signature: 	Date: <b>31/05/2025</b>
Facebook: <b>ParkesShow</b>	Website: <b>parkesshow.org.au</b>
Instagram:	Twitter:

## Event Details

Event Name: <b>Parkes Annual Show</b>	Event Date/s: <b>Mon 25/05/2025 - Wed 27/08/2025</b> Event Time/s: <b>9.00am - 10.00pm</b>
Location/Venue: <b>Parkes Showground</b> <small>NOTE: Council owned venue hire is subject to availability.</small>	Is this event likely to become an ongoing event? (eg. annual) <b>Annual</b>
Describe the main purpose of your event: (Please attach any additional information eg. site maps, event program, further notes, etc) <b>Parkes annual show comprising of exhibits, rides, food vans, retail and horse/cattle/sheep/poultry/bird competitions</b>	
Expected event attendance: (approx. number) <b>6,000 aprox over 3 days</b>	Expected audience reach of event: (eg. local, regional, state, national, international) <b>local, regional</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 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 type="checkbox"/> Yes
Will you require additional portable public toilets?	<input type="checkbox"/> No	<input type="checkbox"/> Yes <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 type="checkbox"/> Yes
Will amusement devices (eg. jumping castle, mechanical ride) or other entertainment (eg. performers or attractions) be operating?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <b>TYPE OF DEVICE/ENTERTAINMENT:</b> <b>mechanical rides</b> <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 type="checkbox"/> No	<input checked="" 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 type="checkbox"/> No	<input checked="" 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 type="checkbox"/> No	<input checked="" 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 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)  <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 <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>
Will you require Civic Support from the Office of the Mayor? (eg. civic reception, mayoral welcome/opening, councillor involvement)	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <b>TYPE OF SUPPORT:</b> <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 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
<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



## Emergency/Safety Management Plan Parkes Showground

### Program

Safety Management Plan in relation to the annual Parkes Show (1) and the Elvis Festival (2).

The Site Managers are the Management Committee of the Parkes P. A. & H. Association Inc.

(1) The persons located on the showground during the Parkes Show include showmen, casual stall holders, local businesses operators, equestrian competitors, livestock exhibitors and show patrons. These users will be on the showground from the Friday preceding the show until the Friday after the show.

(2) Elvis Festival users usually arrive 1-2 days before the festival and depart 1-2 days after the event (approximately 7 days).

### Risk Assessment

This risk assessment was developed in 2012 and reviewed May 2023.

### Emergency Contact List

President of Parkes P A & H Assoc. Inc.	Cynara Jones		0407 904 605
Showground Secretary	Bev Simmons		0467 622 580
Police	Parkes Station	000	02 6862 9999
N.S.W. Fire Brigade	Parkes Station	000	02 6863 5951
SES	Tanya Jones		0427 626 630
First Aid	Beneficial Safety		0412 891 706
Safety Officer	Peter Guppy		0448 166 016
Ground Officer	Jason Hall		0427 645 115
Waste Services	J R Richards		0427 626 353
Electrician	Lou Henry		0417 424 109
Plumber	Gorto's Plumbing Svc		0401 349 308

### Introduction

This Emergency/Safety Management Plan is the foundation of a systematic and co-ordinated approach to the management of emergencies that may impact upon the Parkes Showground during the period of the Parkes Annual Show.

The emergency management planning process embraces the concepts of prevention, response and recovery to ensure the efficient delivery of a quality product to the Parkes Show patrons.

This plan has been produced consistent with the Parkes P. A. & H. Association's management of the Showground. It addresses the P. A. & H. Association's commitment to health and safety of its employees, volunteers, campers, users and the community.

### General Policy Statement

Hazards exist within all environments whether they are recognised or not. The need to prevent, respond to, or recover from these hazards requires that we all actively participate in the emergency management process.

The Parkes P. A. & H. Association acknowledges its responsibility to provide a Showground that is safe and without risk to health. As a part of the process of meeting this obligation, this Committee is committed to the development and ongoing support of this plan.

During the development of the plan the following key elements of emergency management were identified:

- Prevention or mitigation of hazards
- Ongoing education of personnel on site in relation to hazards that exist and procedures to be adopted in the event of an emergency
- Safety of the facilities



## Emergency/Safety Management Plan Parkes Showground

- Management of emergencies including incident reporting
- Support to persons injured
- Provision of assistance and information to the emergency services, employees and workplace safety investigators.

### Authority

This plan has been produced with the authority of the Parkes P.A. & H. Association Management Committee.

In the event of an emergency within the boundary of the activities, facilities and buildings covered by this plan, responsibility for the management of the response to the incident, including evacuation of persons affected, will normally be delegated to the Safety Officer. This delegation will be effective from the time the emergency is reported until such time as it is resolved.

### Aim

The aim of this plan is to detail the agreed arrangements for the prevention of, the response to, and the recovery from emergencies that could occur at the Parkes Showground.

### Objectives

The broad objectives of this plan are to:

- Implement measures to prevent or reduce the causes or effects of emergencies
- Manage arrangements for the response to emergencies when they occur
- Assist employees, volunteers and the organisation to recover following an emergency

### Emergency Co Ordination Centre

This facility will be manned by representatives from the Parkes P A & H Association and the relevant emergency service and support organisations will be on call from their own stations.

The emergency centre/first aid facility will be located in an area of the Secretary's Office at the Showground and will be manned between the hours of 7.30am to 9.30pm from the Monday through to Wednesday of the show. After hours incidents must be reported to 000 then the resident caretaker at the Showground.

### Media Management

All media enquiries are to be directed to the Safety Officer. If that person is not available, the President will be the nominated person to act as media liaison officer at the time of the event.

### Debriefing Arrangements

A debrief will take place as soon as practicable after an emergency. The Safety Officer or delegate will convene and chair the meeting with a view to assessing the adequacy of the plan and to recommend any changes. It may also be appropriate to conduct a separate recovery debrief to address recovery issues.

### Maintenance of the Plan

This plan is reviewed annually to ensure that the information it contains is accurate and current.

### PREVENTION ARRANGEMENTS

#### The Role of the Organisation

The Committee of the Parkes P A & H Association recognises that they have a role in prevention and mitigation activities to reduce the risk or minimise the effects of emergencies that may occur.

The following risks have been identified:

- Fire from/within a camp or stall site

## Emergency/Safety Management Plan Parkes Showground

- Vehicle/pedestrian incident
- Horse related incident
- Slips, trips and falls
- Severe weather conditions
- Power failure
- Natural disaster during the event

### Preparedness

An assembly area in the Showground arena has been determined for use during emergencies, however due to nature of crowds, full movement away from the emergency will need to be monitored.

Signs explicitly indicating the location of the Emergency Evacuation Point have been placed at the shower/toilet blocks and at the assembly point in the main arena.

Horse movements on the showground are mainly Monday to Wednesday. Appropriate signage is in place to alert users of the presence of horses on the grounds. A safety steward is stationed at the arena entrance to ensure horses entering & exiting the arena area are controlled. A 15kph speed limit applies across the showground.

In the event of a power failure or plumbing failure, the site managers have contractors on standby to quickly remedy the problem.

### RESPONSE ARRANGEMENTS

#### Responsibilities During an Emergency

Safety Officer/Stewards

- Take control of the situation at the appropriate location, if safe to do so
- Ensure all personnel, staff and volunteers are accounted for
- Ensure the safety of all visitors to the site
- Hand over control to the Emergency Services on arrival
- Assist the Emergency Services as required
- Ensure any scene relevant to a workplace accident or fatality is not disturbed or repaired until after any appropriate authorities have carried out an investigation of the scene
- Ensure management is notified
- Maintain a log of the incident

It is not the responsibility of stewards to actively combat emergencies, it is their responsibility to ensure as far as practicable, the safety of visitors and staff and to evacuate them in an orderly manner away from the danger.

#### Evacuation

A total evacuation of a location will, in most instances, be initiated by the safety officer or delegate. On some occasions it may be necessary for those affected to self-evacuate from the immediate area of a threat. It should be noted that the extent of evacuation may vary from one event to the next. Evacuations fall into three categories:

Full	Resulting in all personnel moving out of a location
Partial	Resulting in designated personnel moving out of the location, or into another part of the location

Internal Resulting in personnel being directed to stay at the location for their own safety

The type of evacuation will depend on the nature of the emergency and will generally be determined by the safety authorities, safety officer or delegate.

## Emergency/Safety Management Plan Parkes Showground

In general terms, the sequence of evacuation should be based on ensuring the maximum number of people can be moved away from danger in the shortest possible time. To achieve this, it is necessary to implement a staged evacuation with those closest to the source of danger moving first.

### **Delegation of Duty**

If the safety officer is unavailable, responsibility will be delegated to the onsite manager.

### **Persons with a Mobility or Sensory Disability**

During an emergency, persons with a mobility and/or sensory disability may be at more risk than other people. It is therefore important for the safety officer to be aware of persons with these disabilities within their locations and assess what additional requirements may be required to assist them should an emergency occur.

### **Emergency Service Meeting Point**

The nominated emergency services meeting point is the arena at the Parkes Showground.

### **Emergency Incident Log**

It is vital that accurate details of actions are taken, and decisions made in times of emergency are kept. Appendix 1 is an operational Incident/Observed Hazard Report, which should be completed during such events. Copies of this report sheet are held by the communications safety officer at the showground.

### **Termination of an Emergency Response**

When both the incident controller (on behalf of all responding agencies) and the safety officer are satisfied that the emergency has been resolved, response activities will be terminated. In making this decision they will give consideration to the following factors:

- All relevant authorities have completed all evidence gathering in relation to investigations
- All outstanding actions have been identified and allocated in relation to clean up operations
- All activities commenced under recovery will not be compromised by the termination

### Fire Response Guide

#### **First Person Able**

- Quickly assess and raise the alarm by dialling the emergency number 000
- Attack the fire with appropriate firefighting equipment if it is safe to do so
- Withdraw when instructed

#### **Safety Officer**

- Quickly assess the situation and ensure the alarm has been raised
- Contact fire service – 000
- Establish control point, if safe to do so
- Determine appropriate assembly area (note wind direction)
- Establish that all persons have been accounted for and inform Emergency Services on arrival
- Identify missing or injured persons
- Assist Emergency Services on arrival if requested to do so

## Emergency/Safety Management Plan Parkes Showground

### Emergency Vehicle Access/Egress Response Guide

Upon notification of an emergency vehicle attending or passing through location

- Determine most appropriate location for access or egress
- If necessary, obtain assistance from the Police or SES to clear a path for the vehicle
- Ensure persons at the location are notified
- Ensure Showground stewards are notified of emergency vehicles attending or passing through their locations.

### Vehicle / Pedestrian Incident Response Guide

#### **First Person Able**

- Quickly assess the situation, check for entrapment
- Turn off vehicle engine, check for fuel leaks, ensure vehicle brake is applied, if it is safe to do so.
- Raise the alarm by immediately dialling the emergency number 000
- Keep personnel away.

#### **Safety Officer**

- Quickly assess the situation and ensure the alarm has been raised
- Confirm emergency services contacted
- Remove any persons in danger if it is safe to do so
- Assist Emergency Services on arrival

### Horse Related Incident

#### **First Person Able**

- Quickly assess the situation
- Notify appropriate emergency services depending on injuries
- Keep clear of the horse
- Do not attempt to restrain the horse
- Notify safety officer

#### **Safety Officer**

- Attend scene
- Ensure emergency services notified and assist if requested to do so,
- Conduct immediate corrective action to rectify problem
- Complete accident/incident report

### Severe Storm Damage/Natural Disaster

#### **First Person Able**

- Quickly assess the situation
- Notify appropriate emergency services depending on injuries/property damage
- Notify Safety Officer

#### **Safety Officer**

- Quickly assess the situation and ensure the alarm has been raised
- Confirm emergency services contacted
- Provide assistance to emergency services on arrival
- Remove any persons in danger, if safe to do so



## Emergency/Safety Management Plan Parkes Showground

- Consider evacuation of the area if it is considered necessary

### Slips, Trips and Falls

#### **First Person Able**

- Contact Ambulance and Police (if serious) on 000
- Render what assistance able

#### **Safety Officer**

- Attend scene
- Ensure emergency services notified and assist if requested to do so
- Conduct immediate corrective action to rectify problem
- Complete accident/incident report

### Power Failure/Plumbing Failure

#### **First Person Able**

- Quickly assess the situation
- Report incident to safety officer

#### **Safety Officer**

- • Quickly assess the situation
- • Consider evacuating campers from the affected area
- • Contact the plumber/electrician to resolve issue
- • Assist plumber/electrician to ensure campers are removed from any danger
- • Complete an incident report

#### **Attachments**

Showground map

Incident Report Form

Risk Assessment Control Form

### **2.1 Risk Assessment Plan**

In addition to our normal Emergency & Safety Plan the Parkes P A & H Association have identified the risk of vehicle & pedestrian traffic in similar areas.

To address this risk the committee will cordon off parts of the showground to vehicular traffic between the hours of 10am to 9pm Tuesday & Wednesday only, which are considered the peak time for pedestrian traffic. Stall holders are advised to have their stock in by 10am each day.

Areas used for horse show events are well sign posted, and certain areas roped off to the public and an attendant on duty to control horse movement and traffic at the entrance to the arena.

Beneficial Safety are in attendance at all times of the show, while situated in the area of equestrian events, they are readily contactable by 2 way radio & mobile phone to anywhere within the showground.

Patrons bringing vehicles onto the grounds can only enter via Victoria Street and must park ringside. There are a small number of car parks available to committee members inside the Mitchell Street gate.

## **Emergency/Safety Management Plan Parkes Showground**

### **3.7 Traffic Management Requirements unique to event**

Vehicles on display at the show enter through a gate on Ward Street near the Mitchell Street end. This access is used solely for vehicles and machinery which are displayed at the show. The gate is manned during the time it is open.

### **3.8 Contingency Plans**

The Parkes P A & H Association has an appointed ground & safety officer who liaises with chief stewards of each area as to what procedure is required should an emergency arise. All incidents are to be reported to the Secretary's office immediately. Procedure of recording any incident is in place. These records are kept at the Secretary's office at the showground.

Members of the P A & H Association executive committee are on the grounds throughout the period of the show.



**SLE Worldwide Australia Pty Limited**  
A.B.N. 15 066 698 575 AFSL237268

Level 15, 45 Clarence Street  
SYDNEY NSW 2000  
Telephone 61 (2) 9249 4850  
Facsimile 61 (2) 9249 4840  
Website: [www.sleaustralia.com.au](http://www.sleaustralia.com.au)

Certificate of Currency

**Type of Cover:** Broadform Liability

**The Insured:** Agricultural Societies Council of NSW Ltd, Royal National Capital Agricultural Society Inc (ACT) and Affiliated Groups:-

Group 1 - Far North Coast  
Group 2 - Mid North Coast  
Group 3 - Hunter River  
Group 4 - Cumberland  
Group 5 - South Coast & Tablelands  
Group 6 - Far South Coast & Tablelands  
Group 7 - Southern Highlands  
Group 8 - Riverina  
Group 9 - South Western  
Group 10 - Central Western  
Group 11 - Western  
Group 12 - Castlereagh  
Group 13 - Central Northern  
Group 14 - Northwest  
Group 15 - ASC Youth Group of NSW

Including all affiliated NSW and ACT member show societies, committees, officials, volunteers and/or other NSW and ACT regional member bodies and subsidiary and/or related corporations now existing or hereafter constituted or acquired and social and sports clubs (including their committees and officers from time to time) and trustees of superannuation funds and/or welfare organisations associated with the named insured, all for their respective rights and interests and liabilities including subsidiary or controlled companies now or previously existing or hereafter formed or acquired.

Additional Insured's

Exhibitors/participants trade exhibitors (including market stall holders) that are Un -Insured  
Trainers of horses on showgrounds (excludes race horses)  
Owners of horses being stabled at showgrounds (excludes race horses)  
Provided that they are not otherwise Insured

**Period Of Insurance:** 31 May 2025 To 4:00pm on 31 May 2026

**Noted Insured:** Parkes Pastoral Agricultural & Horticultural Association Inc

**The Business:** Administration , promotion, co-ordination and staging of agricultural, horticultural & viticultural shows, community, fashion, cooking, handicrafts, hobby, art, live music, photography, trade, beauty, sporting or equestrian events, bloodstock, livestock, poultry or domestic animal judging events, wood chopping, demolition derbies, motor vehicle and motor cycle displays &/or competitions, equine stabling operations, camping grounds, caravan park operators, outdoor markets, car parks &/or property owners/occupiers and all associated activities including Bunnings bbq fund raising activities.

**Limits of Liability:**

Public Liability	\$ 50,000,000	any one Occurrence
Products Liability	\$ 50,000,000	any one period of insurance

**Sublimits:** Property in Physical or Legal Control \$500,000 any one occurrence. Sub-Limited to \$150,000 any one animal, bird or livestock  
Advertising Injury \$50,000,000 any one Occurrence

**Excess:** Property Damage \$ 500 each and every Occurrence inclusive of Supplementary Payments  
Personal Injury \$ 1,000 each and every Occurrence inclusive of Supplementary Payments  
Advertising injury \$ 1,000 each and every Occurrence inclusive of Supplementary Payments

**Insurer:** {Underwritten for certain underwriters at Lloyd's of London & Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Ltd. under binding authorities B128416380W24 & 001-2024 respectively.  
{ \$ 20,000,000 Excess Layer - Underwritten for certain underwriters at Lloyd's of London & Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Ltd. under binding authorities B128416380W24 & 001-2024 respectively.  
{ \$ 25,000,000 x \$25,000,000 is 100% underwritten for Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Limited.

**Policy Number:** 205034401020

**Geographical Limits:** Worldwide excluding North America

**Broker:** PSC Insurance Brokers - Sydney  
PO Box N661 Grosvenor Place  
Sydney NSW 1220

**Stamped & Dated:** 26 May 2025



SLE Worldwide Australia Pty Limited is acting under the authority of the Insurers and will be effecting this contract of insurance as agent of the Insurer and not the Insured. ABN 15 066 698 575 AFSL License No: 237268

Please Note: Whilst an expiry date has been indicated, it should be known this policy can be cancelled at any time in the future. Accordingly reliance should not be placed on the expiry date.

**IMPORTANT NOTES:**

1. The Named Insured may cancel this Policy by giving notice in writing to SLE. The Companies may cancel this Policy in any of the circumstances set out in the Insurance Contracts Act, 1984. After cancellation as aforesaid, the premium for the period prior to cancellation shall be adjusted on a pro rata basis plus 10% of the annual premium. When the premium is subject to adjustment, cancellation will not affect the Insured's obligation to supply such information as the Companies may require for the adjustment of the premium. Cancellation will not affect the Insured's obligations to pay the amount of adjustment applicable up to the date of cancellation.
2. Please ensure that you read this document in its entirety.

## NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, Beverly Simmons.....(Name)  
of 37 Best Street, Parkes..... (Address)  
on behalf of Parkes P. A. & H. Association Inc.....(Organisation)  
notify the Commissioner of Police that on the 25<sup>th</sup> - 27<sup>th</sup>.....(Day)  
of August 2025.....(Month/Year)

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately  
6000.....persons which will assemble (Number)  
at Parkes Showground.....(Place)  
at approximate 8.00.....am/pm  
and disperse at approximately 10.00.....pm/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.....

N/A

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.....Annual Parkes Show.....

.....  
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 200.....(number) of vehicles and/or\* ~~floats~~

involved and their type and dimensions are as follows:

Show rides, horse / cattle trucks & floats, vintage cars,  
general motor vehicles for transport

\* (ii) There will be 100..... (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

cattle, sheep, horses, rabbits, farmyard animals

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

Demolition Derby Wed 27/08/2025 7.30pm

Fireworks Tues 26/08/2025 7.10pm

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: 61 Welcome Street

Parkes

NSW

Post Code 2870

Telephone: 0467 622 580

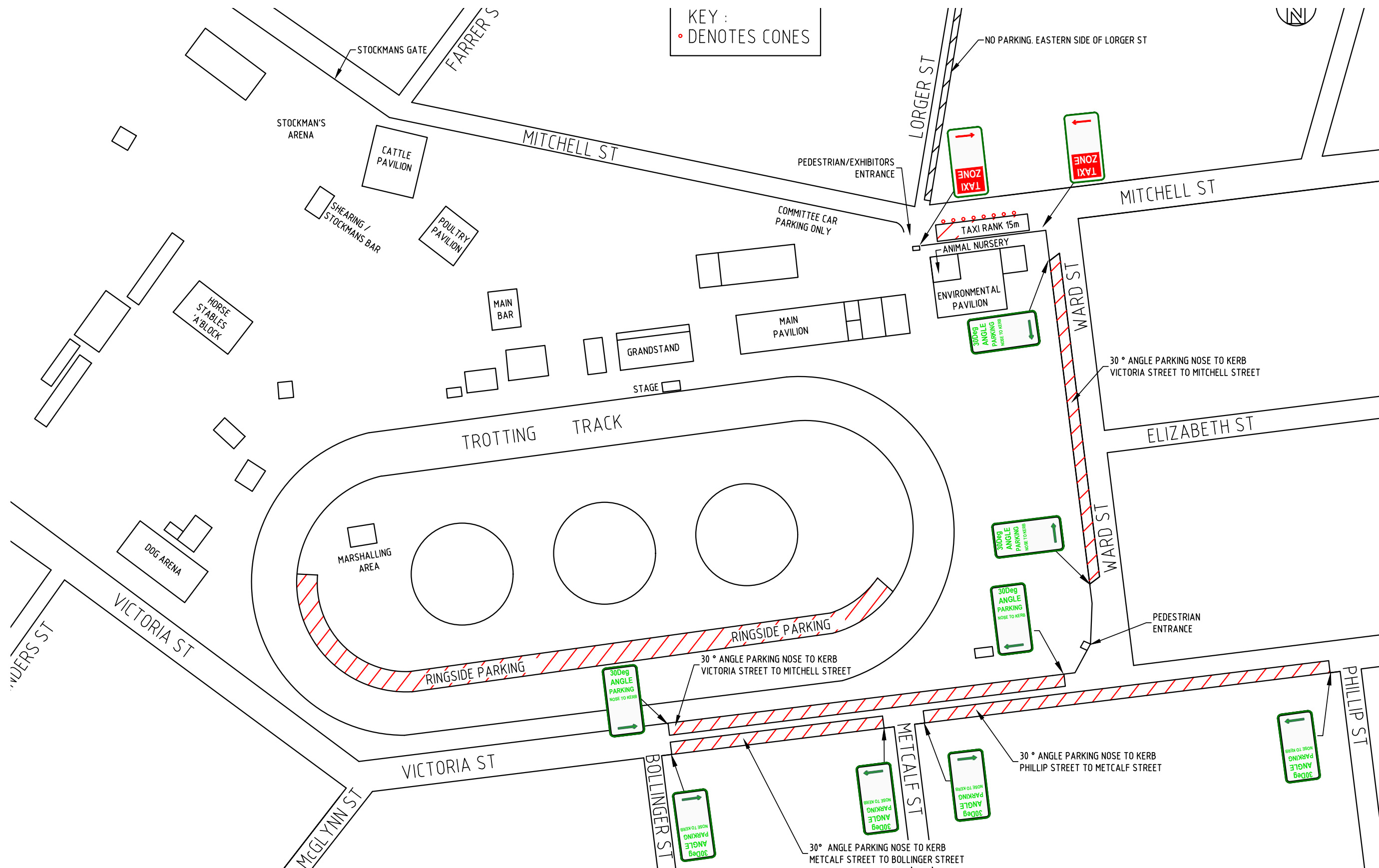
Signed: 

Capacity/Title Secretary, Parkes P. A. & H. Association Inc

Date 31/05/2025

\* Delete as applicable





Revision:	Date:	Reviewed by:



## TRAFFIC CONTROL PLAN

PROJECT: PARKES SHOW  
TITLE: PARKES SHOW TCP

PREPARED BY: BEN COULTAS    APPROVED BY: BEN COULTAS

**PARKES PASTORAL AGRICULTURAL & HORTICULTURAL ASSOC INC**

*"Celebrating 144 years of the Parkes Show"*

21<sup>st</sup> June 2025

Lachlan Area Commander  
Highway Patrol  
Parkes Police Station  
3 Court Street  
Parkes NSW 2870

Dear Sirs,

**RE: PARKES SHOW MONDAY 25<sup>TH</sup> – WEDNESDAY 27<sup>TH</sup> AUGUST 2025**

The President and Committee of the Parkes Show advise that the 144<sup>th</sup> Parkes Annual Show will be held as per the abovementioned dates. The committee has lodged an application for Special Event Resources with Parkes Shire Council to alter parking arrangements in Victoria and Ward Streets. We have further requested a taxi rank on Mitchell Street near the corner of Ward Street.

All vehicles entering the showground will gain access through Victoria Street West gate, however limited and controlled access can be obtained through the Mitchell / Ward Street gate.

secretary@parkesshow.org.au

Kind regards  
Bev Simmons  
SECRETARY

**PARKES PASTORAL AGRICULTURAL & HORTICULTURAL ASSOCIATION INC**

PO BOX 126  
PARKES NSW 2870  
P: 0467 622 580  
E: [secretary@parkesshow.org.au](mailto:secretary@parkesshow.org.au)

30<sup>th</sup> July 2025

Mr Kent Boyd  
General Manager  
Parkes Shire Council  
P O Box 337  
PARKES NSW 2870

Dear Mr Boyd,

**RE: 2024 PARKES SHOW SPECIAL EVENT TRANSPORT MANAGEMENT PLAN**

As our Parkes Annual Show is drawing near, please find enclosed the following documents for your review and consideration: -

1. Special Event Transport Management Plan for the Parkes Show Monday 25<sup>th</sup> to Wednesday 27<sup>th</sup> August 2025
2. Emergency Safety Management Plan 2025
3. Letter re parking arrangements for the show
4. Copy of letter to Lachlan Area Commander Highway Patrol

Kind regards

Bev Simmons  
Secretary

**Parkes PA&H Association Inc**
**RISK MANAGEMENT PLAN**
**EVENT PARKES ANNUAL SHOW**
**Date: 25-27 August 2025**

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		
	USE OF GENERATORS & POWER CORDS	ELECTRIC SHOCK	RARE	SEVERE	M14	CORDS ARE TAGGED AND TESTED. POWER BOARDS ARE NOT OVERLOADED INCLUDES CARAVANS	RARE	SEVERE	MEDIUM 14	EVENT ORGANISER	CORDS AND POWER BOARDS CHECKED PRIOR TO EVENT
	SLIPS & FALLS	PERSONAL INJURY	LOW	MINOR	L6	AMENITIES CLOSED WHILE CLEANING	LOW	LOW	L10	GROUND STAFF	PRIOR TO EVENT AND ONGOING DURING EVENT
	HORSE RELATED INCIDENT	PERSONAL INJURY	LOW	MINOR	D	SIGNAGE IN PLACE TO ALERT PUBLIC	LOW	LOW	L10	GROUND STAFF	ONGOING
	FIRE	PERSONAL AND PROPERTY INJURY	LOW	SEVERE	L6	GROUPS WELL MAINTAINED NO COMBUSTIBLE RUBBISH ON GROUND	LOW	LOW	L10	GROUND STAFF	ONGOING
	HELMETS ON CYCLISTS AND SCOOTERS	INJURY	RARE	SEVERE	M14	HELMETS TO BE WORN AT ALL TIMES WHEN ON SHOWGROUNDS	RARE	LOW	L6	GROUND STAFF	ONGOING
	VEHICLE MOVEMENT	INJURY	RARE	SEVERE	M14	NO VEHICLE MOVEMENT ON TUESDAY AND WEDNESDAY BETWEEN 10 AM AND 9PM	RARE	LOW	L6	GROUND STAFF	ONGOING

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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: Parkes P.A. & H Association Inc

Event Location: Parkes Showground, 52 Victoria Street Parkes NSW 2870

Event Date: 25-27/8/25 Event Start Time: 8am Event Finish Time: 10pm

Event Setup Time: \_\_\_\_\_ Event Pack down Finish Time: \_\_\_\_\_

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 P. A..& H. Association Inc

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: 0467 622 580

Email: secretary@parkesshow.org.au

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

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

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

Police: Parkes Police Station

Phone: 6862 9999 Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Council: Parkes Shire Council

Phone: 6861 2333 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
			2.4. Fire Brigades and Ambulance
			<input checked="" type="checkbox"/> Fire brigades notified
			<input checked="" type="checkbox"/> Ambulance notified

## 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 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 checked="" type="checkbox"/> Public transport plans created - details attached
			<input type="checkbox"/> Public transport not impacted or will not impact event
			3.6. Reopening roads after moving events
			<input type="checkbox"/> This is a moving event - details attached.
			<input checked="" 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 type="checkbox"/> Contingency plans attached

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

## 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 \_\_\_\_\_ 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 layouts installed under the direction of a qualified person.



## [SPECIAL EVENT GUIDE]

**Special Event Planning & Resource Matrix**

Event Class	Description	Features
1	<p>A Class 1 Event</p> <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>	<p>A Class 1 event may</p> <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 S</li> <li>involve the Light Rail, Ferries and Point to Point commissioner (taxi &amp; ride share)</li> <li>involve private bus and coach organisations</li> <li>impact the road transport industry</li> <li>require RMS/TMC to provide Special Event</li> <li>require RMS/TMC to provide heavy vehicle</li> <li>require the RMS to adjust traffic signals</li> <li>require RMS/TMC to manage Variable Mess</li> <li>depending on the nature of the event, involve "Use Pay" policy.</li> </ul>
2	<p>A Class 2 Event</p> <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>	<p>A Class 2 event may</p> <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 S</li> <li>involve the Light Rail, Ferries and Point to Point commissioner (taxi &amp; ride share)</li> <li>involve private bus and coach organisations</li> <li>depending on the nature of the event, involve "Use Pay" policy.</li> </ul>
3	<p>A Class 3 Event</p> <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>	<p>A Class 3 event , depending on Local Council policies</p> <ul style="list-style-type: none"> <li>require a simplified Transport Management</li> <li>not be available in all Council areas</li> <li>depending on the nature of the event, involve "User Pay" policy</li> <li>require advertising the event's traffic aspects to the community</li> </ul>
4	<p>A Class 4 Event is intended for small on street events and</p> <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>	<p>A Class 4 event may</p> <ul style="list-style-type: none"> <li>be conducted on classified or unclassified roads</li> <li>cause zero to considerable disruption to the 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 Police</li> <li>depending on the nature of the event, involve "User Pay" policy</li> </ul>

**SPECIAL EVENT GUIDE**

Event Class	Transport Management Plan	Risk Management Plans (Traffic Control) under OH&S Act 2000	Advertise Transport Management Arrangements	Liability
1	TMP model recommended	<p>Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended</p> <p>Need to consider access for disabled persons</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation</p> <p>Not required where there is no regulation of traffic</p>	<p>Required with Police (if police named on police RMS asset)</p> <p>Certificate of compliance</p>
2	TMP model recommended	<p>Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended</p> <p>Need to consider access for disabled persons</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation</p> <p>Not required where there is no regulation of traffic</p>	<p>Required with police user Pay policy.</p> <p>Certificate of compliance</p>
3	TMP model recommended	<p>Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended</p> <p>Need to consider access for disabled persons</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation</p> <p>Not required where there is no regulation of traffic</p>	<p>Required with police user Pay policy.</p> <p>Certificate of compliance</p>
4				<p>Required with police user Pay policy.</p> <p>Certificate of compliance</p>

**7.3 REMOVAL OF 'NO PARKING' - 24-28 CURRAJONG STREET & INSTALLATION OF LINE MARKING****IP&R Linkage:** Pillar: Leadership**Goal:** Our Local Government is contemporary, effective and efficient.**Strategy:** Ensure compliance with statutory requirements and ensure 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:** Nil

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**STAFF RECOMMENDATION**

That:

1. The removal of the 'No Parking' restriction should only proceed if the former driveway is formally removed or appropriately blocked to ensure pedestrian safety.
2. The linemarking should not be approved at this stage. It can be reconsidered once the doctor's office is fully operational and serving the public.

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**EXECUTIVE SUMMARY**

Council received a request from Evolution Mining regarding two traffic-related changes on Currajong Street, Parkes. The requests include:

1. Removal of the existing 'No Parking' zone in front of 24-28 Currajong Street to enable parking.
2. Installation of linemarking in front of the adjacent doctor's office/training centre.

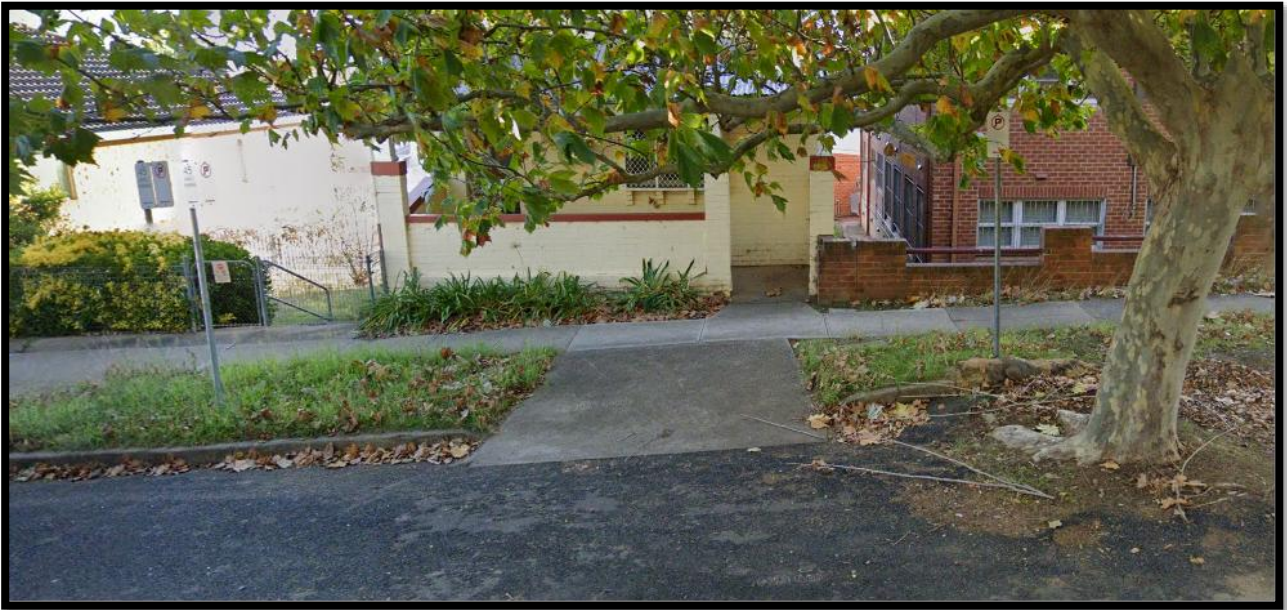
A site meeting was held between Council staff and Evolution Mining's Town Facilities Officer on 15 July 2025 to discuss the requests.

**BACKGROUND**

On 15 July 2025, Council staff met with the Evolution Mining Town Facilities Officer following a formal enquiry. The following requests were discussed:

**1. Removal of 'No Parking'**

- Evolution Mining requested the removal of the 'No Parking' signage along a section of Currajong Street to allow for parking.
- The area is currently in front of what appears to be a driveway that provides access to the footpath.
- Concerns were raised that removing the restriction may allow vehicles to reverse across the footpath, creating a pedestrian hazard, especially in the absence of kerb and gutter.



## 2. Installation of Linemarking

- The second request was to install linemarking in front of the neighbouring doctor's office/training centre.
- While Council does not typically line-mark in front of private facilities, exceptions have been made under special circumstance



## KEY ISSUES

- Safety Concerns:** Removing the 'No Parking' restriction may increase the risk of vehicles reversing onto the footpath if the old driveway is not physically blocked or removed.
  - Site Constraints:** If the driveway is decommissioned, potential requests for disabled parking from the new doctor's office may arise. However, based on current site conditions, compliant disabled access cannot be provided.
  - Infrastructure Modifications:** To address safety, the former driveway would require permanent removal or a physical barrier. Wheel stops were considered but pose a trip hazard and are not recommended.
- (A) **Public vs Private Facility:** Linemarking is currently not supported unless the facility becomes a publicly accessible doctor's office. In that event, Council may consider installation due to community interest and healthcare access needs.

**EVENT CLASS**

Not Applicable

**CONCLUSION**

The removal of the 'No Parking' restriction should only proceed if the former driveway is formally removed or appropriately blocked to ensure pedestrian safety.



**7.4 PARKING - WOODWARD STREET, PARKES****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide and support effective regulatory, compliance and enforcement services.**Author:** **Ben Coultas, Senior Design Engineer****Authoriser:** **Logan Hignett, Director Operations****Annexures:** **Nil**

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

That:

1. The recommendation is that no changes to occur in this area as this would have a major impact on community members accessing their homes.
2. Council to continue monitoring the situation and reassess should an incident occur.

---

**EXECUTIVE SUMMARY**

Councillor McGrath requested that Council investigate the parking arrangement and speed along Woodward Street between the intersection of Forbes Road and Park Street. Cr McGrath advised that community members raised issues with traffic flows at the switch back curves.

**BACKGROUND**

Woodward Street has a mixture of land zoning that allows residential and commercial business to operate. The area in question is a residential section of the street, with business either side of the section on the southern and northern side of the road. This road is connection between two current state roads that can be used by general access vehicles (maximum 19m Semi trailer). The ADT of this road was about 1800veh with 80% being light vehicles

**KEY ISSUES**

- (a) Installation of 'No stopping' would remove approximately 12 on - street car parks
- (b) No recorded incidents have been reported to Parkes Shire Council or list on the TfNSW Crash Maps
- (c) Traffic Counters data was collected at two locations intersection of Butlers Lane and the intersection of Porter St with the 85<sup>th</sup> percentile speeds being 53km/hr and 58km/hr

**EVENT CLASS**

Not Applicable

**CONCLUSION**

The recommendation is that no changes to occur in this area as this would have a major impact on community members accessing their homes. Council will continue to the monitor the area in the future. If any other information is provided to Council, it can be reinvestigated.



**7.5 MCGEES LANE - ONEWAY BETWEEN CHURCH AND COURT STREET, PARKES****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide and support effective regulatory, compliance and enforcement services.**Author:** **Ben Coultas, Senior Design Engineer****Authoriser:** **Logan Hignett, Director Operations****Annexures:**  
**A.** **7.4 McGee Lane - Oneway (Original Report to LTC)** [↓](#)  
**B.** **Consultation Letter** [↓](#)  
**C.** **Notice to Alter or Rescind Resolution OCM 333/24** [↓](#)  
**D.** **Consultation Response - 237 Clarinda Street** [↓](#)  
**E.** **Consultation Response - 284-288 Clarinda Street** [↓](#)  
**F.** **Proposed Alternate Layout** [↓](#)

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**STAFF RECOMMENDATION**

That:

1. Council recommends that no changes be made to the current layout.
  2. Progress option to house skip bins on McGee's lane carpark under a lease arrangement with the Reject Shop.
- 

**EXECUTIVE SUMMARY**

Council received a request from a local business to address traffic flow and safety concerns in McGees Lane, stemming from Industrial bins in the laneway.

**BACKGROUND**

The request was raised at that the Local Traffic Committee Meeting held on the 6 November 2024. With the following recommendation:

1. *The proposed reconfiguration of McGees Lane from two-way to one-way, with traffic flowing north from Court to Church Streets in Parkes be adopted as presented*
2. *The traffic changes be communicated to the public via social media for the communities benefit and information.*

The local traffic committee minutes were then table at the Ordinary Council Meeting on Tuesday 24 November 2024.

<p><b>12.2 → MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON 6 NOVEMBER 2024</b></p>
<p><b>RESOLVED OCM 324/24</b></p> <p>Moved: → Cr Ken McGrath</p> <p>Seconded: → Cr Marg Applebee</p> <p>That Council:</p> <p>1. → Receive and confirm the Minutes of the Local Traffic Committee Meeting held on Wednesday 6 November 2024 appended at Annexure A.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>MOTION</b></p> <p>Moved to not accept point 7.4: → Cr Glenn Wilson</p> <p>Seconded to not accept point 7.4: Cr Matthew Scherer</p> <p><b>In Favour:</b> → Crs Ken McGrath, Matthew Scherer and Glenn Wilson</p> <p><b>Against:</b> → Crs Neil Westcott, Marg Applebee, William Jayet, Louise O'Leary, Joy Paddison, Douglas Pout and George Pratt</p> <p style="text-align: right;"><b>LOST 3/7</b></p>

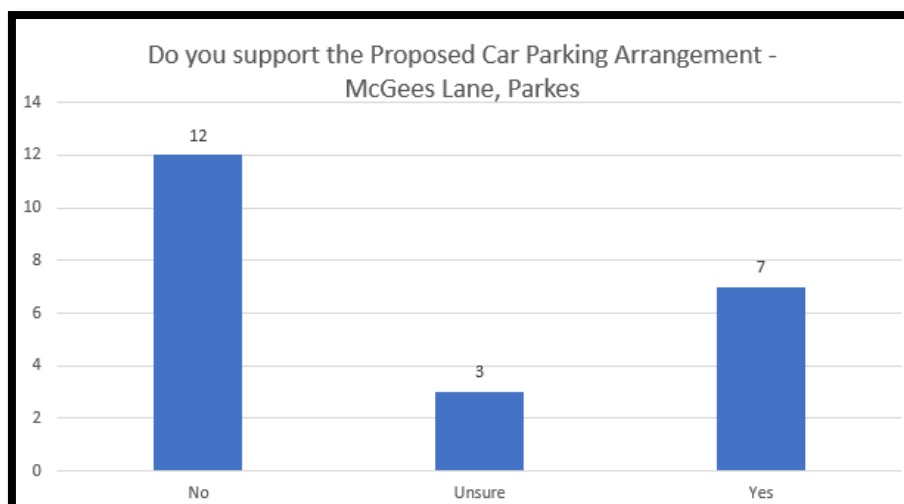
On 27 November 2024, Council received a *Notice to Alter or Rescind Resolution OCM 333/24*

Following this, on 2 December 2024, Council conducted a face-to-face consultation with business owners to outline the proposed changes. Letters and plans were provided to all directly affected businesses.

Business owners were invited to submit any concerns or feedback by 17 December 2024. Council received two submissions in response.

Taking this feedback into consideration, an alternate plan was developed and released for wider community consultation. This consultation period ran from 8 May to 5 June 2025.

Council received 22 responses during the consultation period. Of these, 12 were opposed to the proposed changes. The majority of objections cited the potential loss of parking in the CBD as a key concern.



**KEY ISSUES****Parking Loss Concerns**

- Opposition to removing 11 spaces, especially with already limited parking.
- Comments mention elderly, disabled access, and busy trading times.

**Support for Improvements**

- Praise for line marking, two-way flow, and modernising layout.
- Support conditional on minimal parking loss.

**Traffic Flow Suggestions**

- Suggest converting to **one-way traffic** to preserve parking.
- Proposal for alternating entry/exit directions to improve safety.

**Bin Management Issues**

- Suggestions to reduce number or relocate bins.

**Elderly & Disability Access**

- Concerns about uneven ground and access to shops.
- Preference for safer layout and proximity to services.

**EVENT CLASS**

Not Applicable

**CONCLUSION**

Based on community feedback and the potential impact on CBD parking, Council recommends that no changes be made to the current layout.

It is also recommended that further discussions be held with the representative from The Reject Shop to explore alternative waste management solutions.



**7.4 MCGEES LANE - ONE WAY BETWEEN CHURCH AND COURT 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:** **Jaymes Rath, Executive Manager Technical Services****Authoriser:** **Logan Hignett, Director Operations****Annexures:**  
**A. McGees Lane Plan**  
**B. Day Class Split - Traffic Count Info**  
**C. McGees Lane - Traffic Count Summary**  
**D. Redacted Email Correspondence****STAFF RECOMMENDATION**

That:

1. The proposed reconfiguration of McGees Lane from two-way to one-way, with traffic flowing north from Court to Church Streets in Parkes be adopted as presented
2. The traffic changes be communicated to the public via social media for the communities benefit and information.

**EXECUTIVE SUMMARY**

Council has received a request from a local business to address traffic flow and safety concerns in McGees Lane, stemming from Industrial bins in the laneway. This request was prompted by two vehicle collisions involving the bins. Upon investigation, it was determined that the presence of these bins leaves insufficient width for two-way traffic.

The placement of bins along the rear of businesses has negatively impacted traffic flow. In response, Council recommends reconfiguring McGees Lane from a two-way street to a one-way street, with entry from Court Street and exit onto Church Street, supported by appropriate signage.

**BACKGROUND**

The area of interest is in McGees lane between Court St and Church St. The laneway has a 5m width with two carparks located on the western side on the laneway. The car park accommodates approximately 60 cars with one disabled car. There are 10 buildings that have rear lane access which include commercial business and residential dwelling. McGees lane to the south is a one-way lane that flows north. By implementing this proposal these flows will align

Investigations were conducted to mediate to a solution which may still allow two way traffic safely. The proposition of alternate bin sizes were investigated with placing smaller bins along the length of the rear of the building to cater for the waste, the following options were explored:

### Planning Requirements

Generally, a condition of consent as follows would be issued for such a development:

*' Adequate facilities shall be provided in a screened location within the premises for the separate storage of recyclable, non-recyclable and special waste material. Arrangements shall be made for the regular removal and disposal of those waste materials. The garbage and bin storage area shall be positioned in a location that is impervious to moisture, and capable of being easily cleaned.'*

The business in question does not have the ability to honour this condition as the building is built to the constraints of the site with no available space for the required 12m<sup>3</sup> of space required.

### Alternate Bin Locations

By removing four public car park spaces, the business could relocate its bins to a more suitable area, subject to an annual Section 68 application under the Local Government Act 1994. This option would introduce a recurring fee for the business and add administrative requirements for both the business and Council. Furthermore, the loss of public parking could impact availability, particularly during peak periods when the car park often reaches capacity.

This option also raises safety concerns, as staff would need to cross a public road while transporting rubbish, limiting their ability to see oncoming traffic. Additionally, the business regularly receives deliveries from heavy rigid vehicles that reverse into the loading dock, so placing the bins in spaces directly behind the shop would interfere with delivery operations.

### Alternate Bin sizing

Currently the rear of the shop hosts 4 x 3m<sup>3</sup> industrial bins. The total volume of these bins is 12 m<sup>3</sup>. There is a fire escape area which must be kept clear and a loading dock area which requires 2.85 m of clear space. Considering these constraints, it leaves a remaining 10.15 m of available space for alternate sized industrial bins. The table below illustrates the options investigated:

Bin Description	Volume (m <sup>3</sup> )	Required Volume (m <sup>3</sup> )	Number of Bins required	Width of Bin (m)	Total Width (m)	Max Width	Allowable? (Y/N)
80 Litre Wheelie Bin	0.08	12	150	0.50	75.00	10.15	N
120 Litre Wheelie Bin	0.12	12	100	0.48	48.00	10.15	N
140 Litre Wheelie Bin	0.14	12	86	0.62	53.14	10.15	N
240 Litre Wheelie Bin	0.24	12	50	0.56	28.00	10.15	N
360 Litre Wheelie Bin	0.36	12	33	0.68	22.67	10.15	N
660 Litre Wheelie Bin	0.66	12	18	0.78	14.18	10.15	N
1100 Litre Wheelie Bin	1.1	12	11	1.07	11.67	10.15	N

Traffic assessments were complete on 08 August 2024 to 22 August 2024 to review traffic volumes with traffic counters. The findings were as follows:

- Total Traffic 4411 (93% light vehicles and 7% heavy vehicles)
- ADT 315
- 85th Percentile Speed - 26.64km/h
- North Bound Traffic - 73%
- South Bound Traffic - 27%

**KEY ISSUES**

- A. Limited area to increase width of laneway which would require the removal of at least 15 parks (25%)
- B. Locals not recognising the changes and using the laneway incorrectly e.g. entering and exiting the laneway or carpark into the laneway
- C. Impacting business deliveries and resident's access

**EVENT CLASS**

Nil

**CONCLUSION**


In conclusion, the assessment of traffic flow and safety concerns in McGees Lane has the need for immediate action to address the issue posed by the current two-way configuration and Industrial bins. The proposed reconfiguration to a one-way traffic, with entry from Court Street and exit via Church Street, aims to alleviate congestion and improve safety for both vehicles and pedestrians. Traffic data collected indicates a significant volume of light vehicles, primarily traveling northbound, highlighting the necessity for a more streamlined approach. This will also align with the traffic flows coming from the south using McGees Lane.





MANAGER APPROVAL		DIRECTOR APPROVAL	
APPROVED BY:	.....	APPROVED BY:	.....
SIGNED:	.....	SIGNED:	.....
APPROVAL DATE:	.....	APPROVAL DATE:	.....

REVISION DETAILS		REVIEWED BY		DATE	
1	ISSUED FOR APPROVAL	JR	28/10/2024		



**Parkes**  
Shire Council

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council@parkes.nsw.gov.au  
www.parkes.nsw.gov.au

DESIGNED	BY	DATE
DESIGNED	MM	MM
DRAWN	BMC	10/24
CHECKED	MM	MM
REVIEWED	MM	MM

PROJECT: MCGEES LANE WAY		
TITLE: SIGNAGE PLAN		
DATUM: A.H.D.	AZIMUTH: NSM44-2006-05	ORIGINAL SIZE: A1

DRAWING NO.	OF
01	01

STATUS	REV.
PRELIMINARY	A

**MetroCount Traffic Executive**  
**Daily Classes by Direction****DayClassSplit-586 -- English (ENA)****Datasets:**

**Site:** [McGees Ln Assnbri 1015146] McGees Lane, light pole behind Parkes news &  
**Gifts <40>**  
**Attribute:** [-33.136058 +148.173867]  
**Direction:** 5 - South bound A>B, North bound B>A. **Lane:** 0  
**Survey Duration:** 0:00 Thursday, 25 July 2024 => 10:15 Thursday, 8 August 2024,  
**Zone:**  
**File:** McGees Ln Assnbri 1015146 0 2024-08-08 1015.EC0 (Plus )  
**Identifier:** QG463SGP MC5900-X13 (c)MetroCount 09Nov16  
**Algorithm:** Factory default axle (v5.08)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Profile:**

**Filter time:** 0:00 Thursday, 25 July 2024 => 0:00 Thursday, 8 August 2024 (14)  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12  
**Speed range:** 10 - 160 km/h.  
**Direction:** North, East, South, West (bound), P = North, Lane = 0-16  
**Separation:** Headway > 0 sec, Span 0 - 100 metre  
**Name:** Factory Default Profile  
**Scheme:** Vehicle classification (AustRoads94)  
**Units:** Metric (metre, kilometre, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 4411 / 4723 (93.39%)

### Daily Classes by Direction

DayClassSplit-586

Site:

McGees Ln Assnbri 1015146.0.1SN

Description:

McGees Lane, light pole behind Parkes news & Gifts <40>

Filter time:

0:00 Thursday, 25 July 2024 => 0:00 Thursday, 8 August 2024

Scheme:

Vehicle classification (AustRoads94)

Filter:

Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Monday, 22 July 2024

	1	2	3	4	5	6	7	8	9	10	11	12	Total
Mon*	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	0	0	0	0	0	0	0	0	0	0	0	0	0
AB%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Tue*	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	0	0	0	0	0	0	0	0	0	0	0	0	0
AB%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Wed*	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	0	0	0	0	0	0	0	0	0	0	0	0	0
AB%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Thu	350	0	17	0	0	0	0	0	0	0	0	0	367
(%)	95.4	0.0	4.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	116	0	6	0	0	0	0	0	0	0	0	0	122
AB%	33.1	0.0	35.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	33.2
BA	234.0	0.0	11.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	245.0
BA%	66.9	0.0	64.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	66.8
Fri	359	0	24	3	0	0	1	0	0	0	0	0	387
(%)	92.8	0.0	6.2	0.8	0.0	0.0	0.3	0.0	0.0	0.0	0.0	0.0	
AB	119	0	12	3	0	0	1	0	0	0	0	0	135
AB%	33.1	0.0	50.0	100.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	34.9
BA	240.0	0.0	12.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	252.0
BA%	66.9	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	65.1
Sat	297	0	15	1	0	0	0	0	0	0	0	0	313
(%)	94.9	0.0	4.8	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	89	0	2	0	0	0	0	0	0	0	0	0	91
AB%	30.0	0.0	13.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	29.1
BA	208.0	0.0	13.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	222.0
BA%	70.0	0.0	86.7	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	70.9
Sun	143	1	2	0	0	0	0	0	0	0	0	0	146
(%)	97.9	0.7	1.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	18	1	0	0	0	0	0	0	0	0	0	0	19
AB%	12.6	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	13.0
BA	125.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	127.0
BA%	87.4	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	87.0

#### Average daily volume

Entire week	287	0	15	1	0	0	0	0	0	0	0	0	303
(%)	94.7	0.1	4.8	0.3	0.0	0.0	0.1	0.0	0.0	0.0	0.0	0.0	
AB	86	0	5	1	0	0	0	0	0	0	0	0	92
AB%	29.8	100.0	34.5	75.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	30.3
BA	201.8	0.0	9.5	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	211.5
BA%	70.2	0.0	65.5	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	69.7
Weekdays	355	0	21	2	0	0	1	0	0	0	0	0	377
(%)	94.0	0.0	5.4	0.4	0.0	0.0	0.1	0.0	0.0	0.0	0.0	0.0	
AB	118	0	9	2	0	0	1	0	0	0	0	0	129
AB%	33.1	0.0	43.9	100.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	34.1
BA	237.0	0.0	11.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	248.5
BA%	66.9	0.0	56.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	65.9
Weekend	220	1	9	1	0	0	0	0	0	0	0	0	230



(%)	95.9	0.2	3.7	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
AB	54	1	1	0	0	0	0	0	0	0	0	55
AB%	24.3	100.0	11.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	24.0
BA	166.5	0.0	7.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	174.5
BA%	75.7	0.0	88.2	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	76.0

\* - Incomplete

### Daily Classes by Direction

**DayClassSplit-586**
**Site:**

McGees Ln Assnbri 1015146.0.1SN

**Description:**

McGees Lane, light pole behind Parkes news &amp; Gifts &lt;40&gt;

**Filter time:**

0:00 Thursday, 25 July 2024 =&gt; 0:00 Thursday, 8 August 2024

**Schema:**

Vehicle classification (AustRoads94)

**Filter:**

Cls(1-12) Dir(NESW) Sp(10,160) Headway(&gt;0) Span(0 - 100) Lane(0-16)

**Monday, 29 July 2024**

	1	2	3	4	5	6	7	8	9	10	11	12	Total
<b>Mon</b>	262	0	17	1	0	0	0	0	0	0	0	0	280
(%)	93.6	0.0	6.1	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
<b>AB</b>	103	0	9	1	0	0	0	0	0	0	0	0	113
<b>AB%</b>	39.3	0.0	32.9	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.4
<b>BA</b>	159.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	167.0
<b>BA%</b>	60.7	0.0	47.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	59.6
<b>Tue</b>	318	0	26	4	2	0	1	0	0	0	0	0	351
(%)	90.6	0.0	7.4	1.1	0.6	0.0	0.3	0.0	0.0	0.0	0.0	0.0	
<b>AB</b>	112	0	12	3	1	0	0	0	0	0	0	0	128
<b>AB%</b>	35.2	0.0	46.2	75.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	36.5
<b>BA</b>	206.0	0.0	14.0	1.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	223.0
<b>BA%</b>	64.8	0.0	53.8	25.0	50.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	63.5
<b>Wed</b>	295	0	18	3	0	1	0	0	0	0	0	0	317
(%)	93.1	0.0	5.7	0.9	0.0	0.3	0.0	0.0	0.0	0.0	0.0	0.0	
<b>AB</b>	105	0	8	1	0	0	0	0	0	0	0	0	114
<b>AB%</b>	35.6	0.0	44.4	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	36.0
<b>BA</b>	190.0	0.0	10.0	2.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	203.0
<b>BA%</b>	64.4	0.0	55.6	66.7	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	64.0
<b>Thu</b>	333	2	15	4	0	0	0	0	0	0	0	0	354
(%)	94.1	0.6	4.2	1.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
<b>AB</b>	114	1	6	3	0	0	0	0	0	0	0	0	124
<b>AB%</b>	34.2	50.0	40.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	35.0
<b>BA</b>	219.0	1.0	9.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	230.0
<b>BA%</b>	65.8	50.0	60.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	65.0
<b>Fri</b>	385	0	28	4	2	0	0	0	0	0	0	0	419
(%)	91.9	0.0	6.7	1.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
<b>AB</b>	135	0	10	2	2	0	0	0	0	0	0	0	149
<b>AB%</b>	35.1	0.0	35.7	50.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	35.6
<b>BA</b>	250.0	0.0	18.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	270.0
<b>BA%</b>	64.9	0.0	64.3	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	64.4
<b>Sat</b>	298	0	20	4	0	0	0	0	0	0	0	0	322
(%)	92.5	0.0	6.2	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
<b>AB</b>	91	0	9	2	0	0	0	0	0	0	0	0	102
<b>AB%</b>	30.5	0.0	45.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	31.7
<b>BA</b>	207.0	0.0	11.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	220.0
<b>BA%</b>	69.5	0.0	55.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	68.3
<b>Sun</b>	164	0	10	2	0	0	0	0	0	0	0	0	176
(%)	93.2	0.0	5.7	1.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
<b>AB</b>	31	0	3	0	0	0	0	0	0	0	0	0	34
<b>AB%</b>	18.9	0.0	30.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	19.3
<b>BA</b>	133.0	0.0	7.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	142.0
<b>BA%</b>	81.1	0.0	70.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	80.7

**Average daily volume**

<b>Entire week</b>	294	0	19	3	1	0	0	0	0	0	0	0	317
(%)	92.6	0.1	6.0	1.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
<b>AB</b>	99	0	8	2	0	0	0	0	0	0	0	0	109
<b>AB%</b>	33.6	50.0	42.5	54.5	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	34.4
<b>BA</b>	194.9	0.1	11.0	1.4	0.1	0.1	0.1	0.0	0.0	0.0	0.0	0.0	207.9
<b>BA%</b>	66.4	50.0	57.5	45.5	25.0	100.0	100.0	0.0	0.0	0.0	0.0	0.0	65.6
<b>Weekdays</b>	319	0	21	3	1	0	0	0	0	0	0	0	344
(%)	92.6	0.1	6.0	0.9	0.2	0.1	0.1	0.0	0.0	0.0	0.0	0.0	
<b>AB</b>	114	0	9	2	1	0	0	0	0	0	0	0	126
<b>AB%</b>	35.7	50.0	43.3	62.5	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	36.5
<b>BA</b>	204.8	0.2	11.8	1.2	0.2	0.2	0.2	0.0	0.0	0.0	0.0	0.0	218.6
<b>BA%</b>	64.3	50.0	56.7	37.5	25.0	100.0	100.0	0.0	0.0	0.0	0.0	0.0	63.5
<b>Weekend</b>	231	0	15	3	0	0	0	0	0	0	0	0	249

(%)	92.8	0.0	6.0	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
AB	61	0	6	1	0	0	0	0	0	0	0	68
AB%	26.4	0.0	40.0	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	27.3
BA	170.0	0.0	9.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	181.0
BA%	73.6	0.0	60.0	66.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	72.7

\* - Incomplete

### Daily Classes by Direction

DayClassSplit-586

Site:

McGees Ln Assnbri 1015146.0.1SN

Description:

McGees Lane, light pole behind Parkes news & Gifts <40>

Filter time:

0:00 Thursday, 25 July 2024 => 0:00 Thursday, 8 August 2024

Scheme:

Vehicle classification (AustRoads94)

Filter:

Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Monday, 5 August 2024

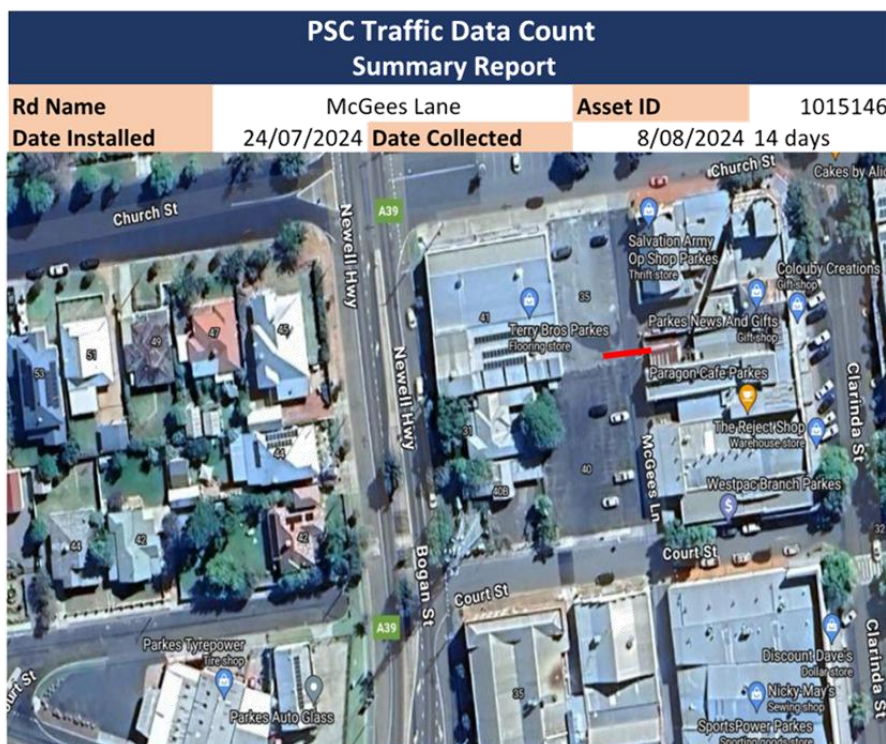
	1	2	3	4	5	6	7	8	9	10	11	12	Total
Mon	293	0	19	0	0	0	0	0	0	0	0	0	312
(%)	93.9	0.0	6.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	96	0	13	0	0	0	0	0	0	0	0	0	109
AB%	32.8	0.0	68.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	34.9
BA	197.0	0.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	203.0
BA%	67.2	0.0	31.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	65.1
Tue	318	0	18	3	2	0	0	0	0	0	0	0	341
(%)	93.3	0.0	5.3	0.9	0.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	108	0	7	3	0	0	0	0	0	0	0	0	118
AB%	34.0	0.0	38.9	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	34.6
BA	210.0	0.0	11.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	223.0
BA%	66.0	0.0	61.1	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	65.4
Wed	299	0	24	3	0	0	0	0	0	0	0	0	326
(%)	91.7	0.0	7.4	0.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	105	0	12	2	0	0	0	0	0	0	0	0	119
AB%	35.1	0.0	50.0	66.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	36.5
BA	194.0	0.0	12.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	207.0
BA%	64.9	0.0	50.0	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	63.5
Thu*	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	0	0	0	0	0	0	0	0	0	0	0	0	0
AB%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Fri*	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	0	0	0	0	0	0	0	0	0	0	0	0	0
AB%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Sat*	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	0	0	0	0	0	0	0	0	0	0	0	0	0
AB%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Sun*	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	0	0	0	0	0	0	0	0	0	0	0	0	0
AB%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BA%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

#### Average daily volume

Entire week	303	0	20	2	1	0	0	0	0	0	0	0	326
(%)	93.0	0.0	6.2	0.6	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	103	0	11	2	0	0	0	0	0	0	0	0	115
AB%	34.0	0.0	52.5	83.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	35.3
BA	200.3	0.0	9.7	0.3	0.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	211.0
BA%	66.0	0.0	47.5	16.7	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	64.7
Weekdays	303	0	20	2	1	0	0	0	0	0	0	0	326
(%)	93.0	0.0	6.2	0.6	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
AB	103	0	11	2	0	0	0	0	0	0	0	0	115
AB%	34.0	0.0	52.5	83.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	35.3
BA	200.3	0.0	9.7	0.3	0.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	211.0
BA%	66.0	0.0	47.5	16.7	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	64.7

Weekend No complete days.

\* - Incomplete



Location Details			Light pole behind Parkes News & Gifts	
	Light	Heavy	Total	
	4117	294	4411	
	93%	7%	100%	
Posted Speed Limit			40 km/hr	
Maximum			49.4 km/hr	
Minimum			10 km/hr	
Median			18.9 km/hr	
85th percentile			26.64 km/hr	
Total ADT			315.071	
Prepared By	RH			
Data Source	Metro Count			

Note: installation and collection days not included in count



## Class


**Lights**

SV	4114
SVT	3
<b>Sub-Total</b>	<b>4117</b>

**Heavy**

TB2	253
TB3	32
T4	6
ART3	1
ART4	2
ART5	0
ART6	0
BD	0
DRT	0
TRT	0
<b>Sub-Total</b>	<b>294</b>

<b>Total</b>	<b>4411</b>
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 Outlook

**RE: The Reject Shop - Carpark Bins (Parkes)**

**From** [REDACTED]  
**Date** Tue 8/10/2024 2:00 PM  
**To** Jaymes Rath [REDACTED]

Thanks very much Jaymes.

Kind regards

—

**Sarah Ferris**  
Corporate Counsel



245 Racecourse Road Kensington VIC 3031

*I acknowledge and pay my respects to the traditional custodians of the land on which I work.*

**From:** Jaymes Rath [REDACTED]  
**Sent:** Tuesday, October 8, 2024 12:21 PM  
**To:** Sarah Ferris [REDACTED]

**Subject:** Re: The Reject Shop - Carpark Bins (Parkes)

**\*\* External Email – Please exercise caution \*\***  
Hi Sarah,

Thanks for your email. An update on the matter:

- The item will be proposed to this months traffic committee meeting with the recommendation of one-way traffic.

**Jaymes Rath**  
Executive Manager Technical Services

Parkes Shire Council | Wiradjuri Country  
2 Cecile Street (PO Box 337), Parkes NSW 2870  
P 02 6861 2333  
[REDACTED]  
[www.parkes.nsw.gov.au](http://www.parkes.nsw.gov.au)



**From:** Sarah Ferris [REDACTED]  
**Sent:** Tuesday, 8 October 2024 9:52 AM  
**To:** Jaymes Rath [REDACTED]

**Subject:** The Reject Shop - Carpark Bins (Parkes)

Hi Jaymes

I refer to the email trail below and I look forward to receiving an update on this matter as soon as possible.

Kind regards

—

**Sarah Ferris**  
Corporate Counsel



245 Racecourse Road Kensington VIC 3031

**W** <https://www.rejectshop.com.au>

*I acknowledge and pay my respects to the traditional custodians of the land on which I work.*

**From:** Sarah Ferris  
**Sent:** Monday, July 29, 2024 1:05 PM  
**To:** Jaymes Rath [REDACTED]  
[REDACTED]  
**Subject:** The Reject Shop - Carpark Bins (Parkes)

Thanks very much Jaymes.

I look forward to hearing from you further in due course.

Kind regards  
—  
**Sarah Ferris**  
Corporate Counsel



245 Racecourse Road Kensington VIC 3031  
[REDACTED]

W <https://www.rejectshop.com.au>

*I acknowledge and pay my respects to the traditional custodians of the land on which I work.*

**From:** Jaymes Rath [REDACTED]  
**Sent:** Monday, July 29, 2024 1:03 PM  
**To:** Sarah Ferris [REDACTED] >  
[REDACTED]

**Subject:** Re: The Reject Shop - Carpark Bins (Parkes)

**\*\* External Email – Please exercise caution \*\***

Hi Sarah,

Thanks for your time on the phone earlier, upon further consideration and reviewing anecdotal evidence indicating that the car parking is heavily used by Main Street businesses, Council has

decided to propose changing the rear lane (Mcgees Lane) to a one-way arrangement. This change will allow cars to safely pass by the bins at the rear of your shop.

This proposal will be presented at the next Traffic Committee meeting once traffic count data is available. Pending support from Council, this solution will enable you to maintain the existing bin volumes without legal concerns.

Thank you for following up on this matter. We appreciate your cooperation.

Regards,

**Jaymes Rath**

Executive Manager Technical Services

Parkes Shire Council | Wiradjuri Country

2 Cecile Street (PO Box 337), Parkes NSW 2870

P 02 6861 2333



[www.parkes.nsw.gov.au](http://www.parkes.nsw.gov.au)



---

**From:** Sarah Ferris <[sferris@rejectshop.com.au](mailto:sferris@rejectshop.com.au)>

**Sent:** Monday, 29 July 2024 11:47 AM

**To:** Jaymes Rath <[jaymes.rath@parkes.nsw.gov.au](mailto:jaymes.rath@parkes.nsw.gov.au)>

**Cc:** Courtney Krills <[ckrills@rejectshop.com.au](mailto:ckrills@rejectshop.com.au)>; Josh Drady <[josh.drady@parkes.nsw.gov.au](mailto:josh.drady@parkes.nsw.gov.au)>; Nathan

McWilliam <[Nathan.McWilliam@parkes.nsw.gov.au](mailto:Nathan.McWilliam@parkes.nsw.gov.au)>; Scott Brakenridge

<[Scott.Brakenridge@parkes.nsw.gov.au](mailto:Scott.Brakenridge@parkes.nsw.gov.au)>; Edwina Hundt <[ehundt@rejectshop.com.au](mailto:ehundt@rejectshop.com.au)>

**Subject:** The Reject Shop - Carpark Bins (Parkes)

Hi Jaymes

I refer to my email below and I look forward to receiving the estimated annual charge for 2 car parking spaces and further details on how we make an application for a section 68 approval.

*Building a connected, vibrant  
and sustainable regional city*



2 December 2024

To the Resident or Business Owner

Dear Sir/Madam

**McGEES LANE ONE WAY BETWEEN COURT AND CHURCH STREET, PARKES**

Council has received a request to investigate traffic flow and safety concerns in McGees Lane, between Court Street and Church Street, Parkes. Following this, Council has conducted an investigation and prepared a detailed report, which was tabled at the Local Traffic Committee Meeting (LTCM) on Wednesday, 6 November 2024.

The Local Traffic Committee serves as a technical review body that advises Council on matters specifically referred to it. These matters must relate to prescribed traffic control devices and traffic control facilities for which Council has delegated authority. It is important to note that the LTCM only assesses the information presented to it by Council.

The Committee is comprised of four (4) formal members:


1. *A representative of Council (Councillor),*
2. *A representative from the NSW Police,*
3. *A representative from Transport for NSW, and*
4. *The Local State Member of Parliament (MP) or their nominee.*

Council now seeks feedback from affected business owners in the area. Your input is invaluable as we explore potential solutions. As part of this consultation process, we are considering a six-month trial period, during which traffic counters would monitor activity, and a follow-up consultation with business owners would take place.

If you have any suggestions or feedback, we encourage you to formalise these in writing and submit them to [council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au) by 10:00 am, 11 December 2024.

All submissions will be carefully reviewed and included in a summary report for consideration at the next Council meeting on 17 December 2024.

A copy of the traffic committee report has been enclosed with this letter for your information. Should you have further enquiries please contact Councils Executive Manager Technical Services, Mr. Jaymes Rath on 6861 2333.



Logan Hignett  
**DIRECTOR OPERATIONS**

**Encl:** LTCM Report - McGee's Lane



**18.1 NOTICE TO ALTER OR RESCIND RESOLUTION OCM 333/24 - ENDORSE THE MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 6 NOVEMBER 2024****Councillor:** Cr Marg Applebee**Annexures:** A. Letter advising of a Notice of Motion to Alter or Rescind Resolution OCM 333/24**MOTION**

That Council:

1. Rescind resolution [**OCM 333/24**] from the Ordinary Council meeting held on 26 November 2024, which was "That Council receive and confirm the Minutes of the Local Traffic Committee Meeting held on Wednesday 6 November 2024 appended at *Annexure A*".
2. Receive and confirm the minutes of the Local Traffic Committee meeting held on Wednesday 6 November 2024, *except for Item 7.4 McGees Lane - One Way Between Church and Court Street, Parkes. [Res LTC 024/24]*
3. Undertake consultation with the adjacent businesses in relation to the traffic issues raised, including suggested treatments.
4. Then refer the matter to the Local Traffic Committee for further consideration.

**BACKGROUND**

At the Ordinary Council Meeting held on 26 November 2024, Council considered **Item 12.2 - Minutes of the Local Traffic Committee Meeting held on 6 November 2024**. Council also considered an amendment to exclude Item 7.4 from the recommendation [**Res LTC 024/24**], which was defeated. Council ultimately resolved to adopt the recommendation to receive and confirm the minutes.

Following the meeting, Councillors Applebee, Westcott and Pout submitted a letter requesting that the original decision be rescinded. They had received feedback from business owners who felt that they would be affected by the decision and had not been consulted about the proposed changes to the traffic conditions in McGees Lane.

**OFFICER'S COMMENT****Author:** Kent Boyd PSM, General Manager**Commentary:**

The notice to alter or rescind a motion was received in accord with section 17.6 of the Code of Meeting practice. No work has been undertaken to enact Council's original decision.

Cr Marg Applebee  
e: [marg.applebee@parkes.nsw.gov.au](mailto:marg.applebee@parkes.nsw.gov.au)

27 November 2024

General Manager  
Parkes Shire Council  
2 Cecile Street  
Parkes NSW 2870  
e: [council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au)

Dear Kent

**Re: Notice to Alter or Rescind Resolution OCM 333/24.**

We the undersigned, wish to rescind the decision in accord with section 17.6 of the Code of Meeting Practice. The full altered motion is therefore as follows:

1. That Council receive and confirm the minutes of the Traffic Committee meeting held on Wednesday 6 November 2024, except for **Item 7.4 McGees Lane - One Way Between Church and Court Street, Parkes - resolution [LTC 024/24]**.
2. That Council undertake consultation with adjacent businesses in relation to the traffic issues raised, including suggested treatments.
3. That the matter then be referred to the Traffic Committee for further consideration.

Yours sincerely,



Cr Marg Applebee



Cr Westcott



Cr Pout

**From:**  
**Sent:** Wed, 11 Dec 2024 10:50:08 +1100  
**To:**

**Subject:** Att: - McGees Lane

Good Morning All,

I hope this finds you all well.

I'm just wanting to express my opposing thoughts on the proposed change of making McGees lane one way.

The first I had heard of this was when I was tuned in to the live Council meeting on the 26th. dropped off some information on Friday 29th.  
So I apologise for only touching base now at the 11th hour, but only having 8 business days to respond, here I am now. Better late than never.

I do have to start with, where was the consultation between Council/Traffic Committee and the commercial owners prior to this going before Council?

From reading, the issues seem to be stemming from The Reject Shops oversized skip bins. Of late the store has 4 bins in place behind the building wall.  
Is this within their DA to have 4? They only ever had 2.  
Also are they of the correct size? As they seem to have grown in size.

I've parked in this car park for almost 15 years daily and am yet to see an accident/dingle or of the likes. I do wonder if it's more an issue that perhaps people are reversing into the bins and then the ramifications coming against The Reject Shop or bin company for the damage to the vehicle?  
As said in the "executive summary", these bins leave insufficient room.

It's a slow moving lane, mostly used by people accessing the pharmacy, especially the aging population. I don't think making it one way will stop those entering from the Northern end anyway. The lower part of McGees lane is different as it's not to access parking.

Have the local and larger courier companies been notified and asked for consultation regarding the change?

I know most come in from the Northern end, park behind my store and the pharmacy to drop off their deliveries and exit right then left onto Bogan St.

They have said it's easier to come from the Nth end rather than driving down between the Bank and Discount Dave's as quite often the distance between parked cars and the size of the vans/trucks is minimal.

Along with turning right into the lane is tight from the first car parking spot and the 4 bins.

I note that on page 83 of the paperwork given to me, the traffic counter was placed behind our building (Colouby not PN&G) would not be an accurate count of traffic coming or exiting from Church St, if entering the Northern section of the car park from Church Street.

I also see that the correspondence between Jaymes and Sarah, shows that they are happy to go ahead with possibly taking up 2 car parking spaces for the storage of the bins at a cost to the company.

I have attached a photograph of the space where Discount Dave's used to store their forklift prior to selling the car park to Council. Perhaps this is a location for the bins.

Discount Dave's is 5 times the size of the Reject Shop, with more garbage/boxes generated daily and only have one skip bin behind their building.

Myself, the pharmacy and newsagent are in the same boat with packaging, but manage to put our bins in and out in a safe manner.

The flow is slow moving and congestion isn't really ever that high, though if the centre poles between the two carparks were removed, this would help with flow if that was needed.

Realistically the problem lies with the damage to cars from 4 oversized bins.

So perhaps changing the bins would be more beneficial than changing to a one way lane.

Thanks so much!

Kind regards,

Colouby Creations  
282 Clarinda Street  
Parkes NSW 2870





**From:**  
**Sent:** Mon, 9 Dec 2024 07:45:49 +1100  
**To:** "Council" <Council@parkes.nsw.gov.au>  
**Cc:**  
**Subject:** McGees Lane  
**Categories:** For ECM

9<sup>th</sup> December 2024

Logan Hignett

Director Operations

Parkes Shire Council

Hi Logan,

Thanks for your time on Monday with yourself & Ben to discuss on site my concerns with changing McGees Lane to one-way traffic, and thanks again for supplying me with a copy of the Council report which was put to the Local Traffic Committee meeting on 6 November 2024.

My Concerns with this report are as follows,

\*In the chain of emails it appeared that the Reject shop, who use the waste bins which are causing the concern, on the 18<sup>th</sup> July asked about option 2 (which is put bins in carparking spaces) as it appeared the best option, what would the cost be and how to go about making a section 68 application.

\*On the 29<sup>th</sup> July at 11.47am Sarah again asks what is happening with estimated charge and details to make section 68 application.

\*On 29<sup>th</sup> July at 1.03pm Sarah is advised that Council has decided to propose changing McGees lane to one-way to allow cars to pass bins safely.

My thoughts being at this stage Council (or person) had made a decision without any consultation with affected businesses or the public which this change will affect. No data had even been collected at this stage into how much traffic used McGees Lane.

In regards to the traffic dated collected between the 25<sup>th</sup> July and the 8<sup>th</sup> August, relied on only one traffic counter located on the light pole which is located at the corner of the block joining Dunfords Chemist & Colouby Creations, NOT behind Parkes News & Gifts as noted in report.

By putting the traffic counter in this location it missed any traffic that entered from Church Street, parked in the northern carpark, then existed back out into Church Street. Having operated the Newsagency over the past 17 years I can confirm the use of the carpark like that is extremely common. I feel that the count showing 73% Northbound and 27% South Bound is not a true reflection of lane usage. A true indication would have counters on Court Street & Church Street entry.



I personally believe that if bins are left in current location and lane is changed to one-way there is still a safety issue as the staff of the Reject shop will still be putting rubbish in bins with the back to passing traffic. To be off the lane completely would be the safest.

It was also mentioned that staff would still need to cross lane way to put rubbish in bins, but this same thing happens in the Metro Plaza when the shops in the Plaza must cross lane to put rubbish in the bins, the bins are not left in the laneway to obstruct traffic.

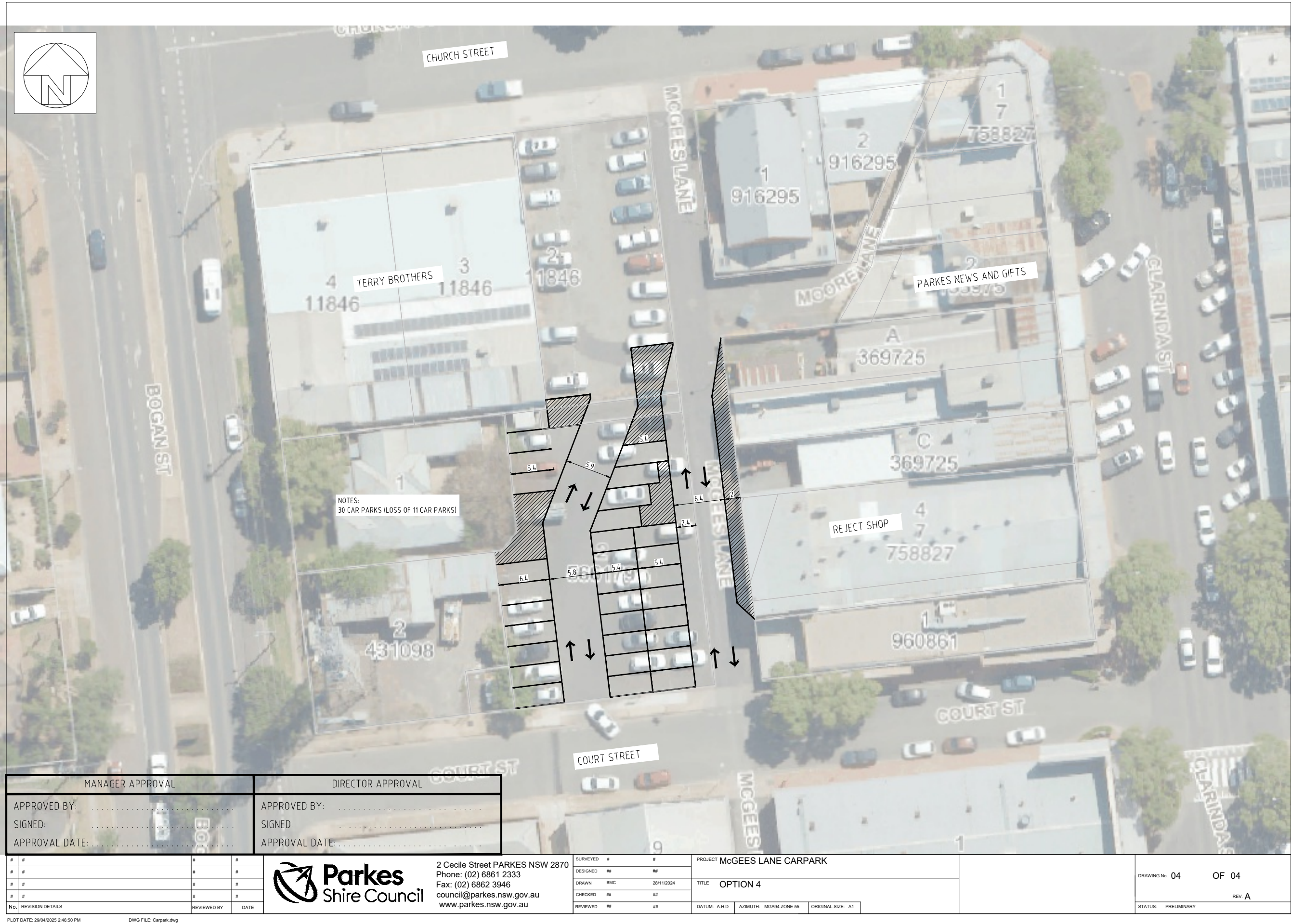
For traffic that usually enters from Church Street, will now be required to travel into Clarinda Street, into Court Street, then enter from the southern entry into McGees Lane to access the carpark area.

I ask that Parkes Shire Council and Councillors revisit their previous decision to make McGees Lane a one-way thoroughfare and the lane continue to operate as two-way traffic with the bins moved into 2 carparking spaces to satisfy the safety issue. Is it possible after a 6 month trial to revisit and ask businesses and the public how the loss of parking spaces has affected them.

Your consideration of this matter will be greatly appreciated.

Kind Regards

Property Owners 284-288 Clarinda Street.



**7.6 INVESTIGATE A 'GIVEWAY' TO A 'STOP SIGN' AT THE INTERSECTION  
WOODWARD AND FISHER STREET, PARKES****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide and support effective regulatory, compliance and enforcement services.**Author:** **Ben Coultas, Senior Design Engineer****Authoriser:** **Logan Hignett, Director Operations****Annexures:** **A. LTCM - Woodward and Fisher Street - Signage (August 2023)** [↓](#)

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**STAFF RECOMMENDATION**

That:

1. The intersection of Woodward and Fisher Street is not recommended to be approved for GIVEWAY or STOP signs.
  2. Installation on 'No Stopping' signage to be installed.
  3. Trimming of existing vegetation and trees to allow for site distance to be increased
  4. Council undertake a Community Consultation with affected properties with regards to parking changes.
- 

**EXECUTIVE SUMMARY**

At the February 2025 Local Traffic committee (LTCM) it was raised to consider investigating the change the current intersection arrangements at Woodward and Fisher Street from a 'Giveaway' to 'Stop' based on community feedback.

**BACKGROUND**

This item was investigated at LTCM on 9 August 2023 (attached) for consideration, with the recommendation to keep the current arrangement as it was satisfactory for the current conditions and traffic flows.

**KEY ISSUES**

- (a) The original investigation only considered the posted speed limit (50km/h) not the 85th percentile which was determined to be 54km/h (2020) which was rounded to 60km/h for this investigation.
- (b) No consideration was determined around parking in the intersection e.g. 'No Stopping' zones impacting sight distance.



Taking into account the speed limit review and parking considerations, the findings are outlined below:

In the case that the intersection remains a GIVEWAY intersection, the Safe Intersection Sight Distance (SISD) must be assessed using the Guide to Road Design Part 4A: Un-signalised and Signalised Intersections, see Figure 1 and Figure 2.

### 3.2.2 Safe Intersection Sight Distance (SISD)

SISD is the minimum sight distance which should be provided on the major road at any intersection. Designers should note that the object height for the application of SISD has been increased to 1.25 m (previously driver eye height was used i.e. 1.1 m) based on research by the Department of Main Roads (Lennie et al. 2008). The basis of the 1.25 m object height for cars is that this height is 0.2 m less than the 15<sup>th</sup> percentile height of passenger cars (1.45 m) as determined by the study.

Equation 2 provides the formula for SISD:

$$SISD = \frac{D_T \times V}{3.6} + \frac{V^2}{254 \times (d + 0.01 \times a)} \quad 2$$

where

- SISD = safe intersection sight distance (m)
- $D_T$  = decision time (sec) = observation time (3 sec) + reaction time (sec) – refer to *AGRD Part 3* (Austroads 2016a) for a guide to values
- $V$  = operating (85<sup>th</sup> percentile) speed (km/h)
- $d$  = coefficient of deceleration – refer to Table 3.3 and *AGRD Part 3* for a guide to values
- $a$  = longitudinal grade in % (in direction of travel: positive for uphill grade, negative for downhill grade)

Figure 1: Safe Intersection Sight Distance (SISD) at Un-signalized Intersections (AGRD04A)

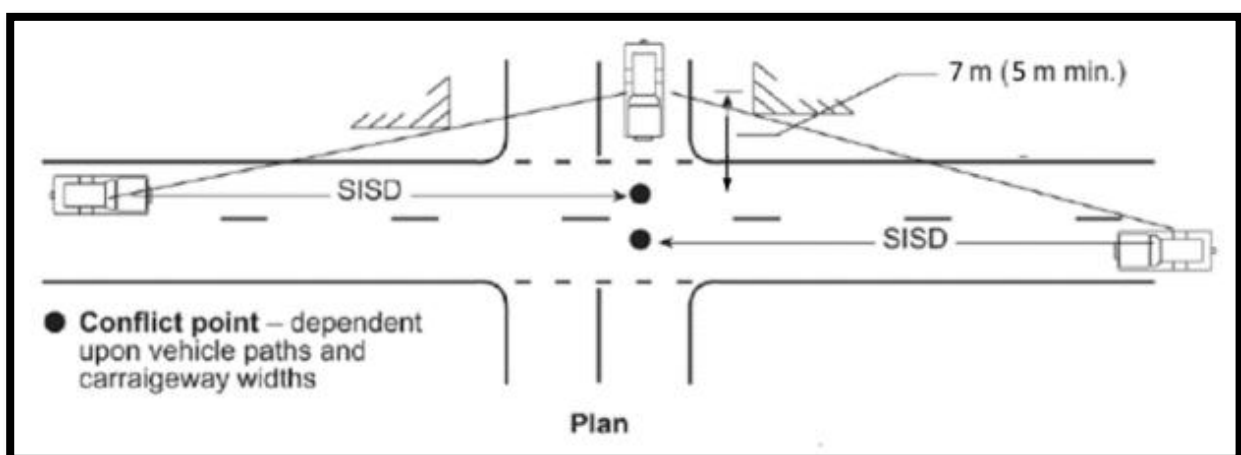


Figure 2: Safe Intersection Sight Distance (SISD) at Unsignalized Intersections (AGRD04A)

From Figure 3, SISD was calculated as 131m at an 85th percentile speed of 60km/h.

A visual assessment of the intersection was completed for the SISD at the give-way intersection, the results are in Figure 5.

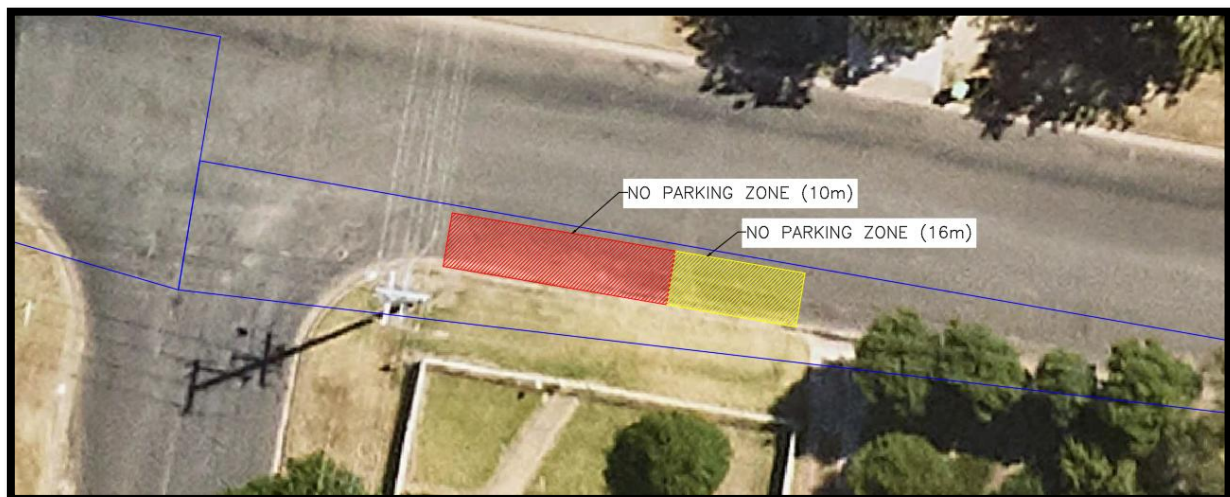


*Figure 3: Sight Distance Analysis for the GIVEWAY Intersection of Woodward and Fisher Street*

A combination of In-person and visual assessment via AutoCad showed that tree undercutting is required on approximately 8 trees.

There is a power pole in the line of sight. However, visual inspection indicates that the pole doesn't cause large sight issues.

Sight visits showed that a no stopping sign is needed on the South-East corner of the intersection to prevent the line of sight being obstructed by parked vehicles. The length of the No-parking zone should be assessed. The diagram below shows suggested no stopping zones between 10-16m, see Figure 4.



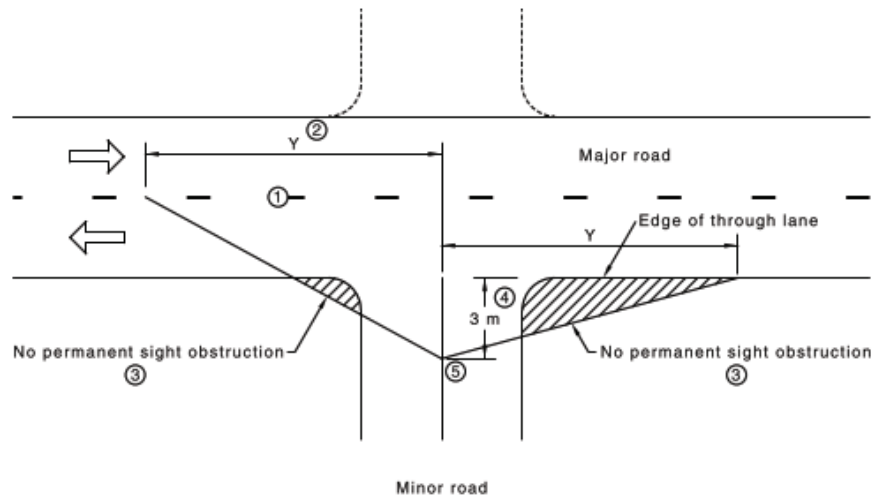
*Figure 4: Suggested No-Parking Zones*

## Stop Sign Considerations

According to AS1742.2 'Manual of uniform traffic control devices', driving sight distance requirements will dictate whether the intersection will remain a give way, or stop signs must be installed, see Figure 7.

Where these conditions are met a STOP sign shall be used, regardless of whether a GIVE WAY sign would have otherwise been installed.

A STOP sign shall be used when, for minor road traffic, the sight distance Y in either direction along the major or uncontrolled road as shown in [Figure 2.2](#) is less than the distance given for the corresponding major road speed shown in [Table 2.2](#). A STOP sign shall NOT be used if the sight distance is equal to or greater than the value indicated for the relevant speed.



NOTE 1 Dividing line (undivided road) or right hand edge of right hand through lane (divided road).

NOTE 2 A check to the left is required at a divided road except where the median is wide enough for a crossing or turning manoeuvre to be staged in the median.

NOTE 3 Where visibility is limited due to some removable obstruction, (e.g. vegetation or earth bank) attempts should be made to remove the obstruction rather than install a STOP sign. Any isolated, narrow sight obstruction (e.g. a pole) should be ignored.

NOTE 4 Where the minor road approach is an arterial road this dimension should be increased to 4.5 m.

NOTE 5 When checking sight distance, the height of the observer's eye is 1.1 m and the target height is 1.25 m (i.e. the top of a typical light vehicle). Where an obstruction such as safety barrier exists within sight lines, and there is no street lighting, a target height of 0.65 m (i.e. vehicle headlight height) may be used.

Figure 5: Sight Distance Requirements for a Stop Sign (AS1742.2)

<b>Major road speed, km/h (see Note 1)</b>	<b>Distance along major road: Y, m (see Note 2)</b>
30	15
40	25
50	30
60	45
70	60
80	70
90	80
100	90
110	120
120	150

**NOTE 1** The posted or default speed limit is used, unless the 85th percentile speed is significantly higher.

**NOTE 2** The distance value Y along the major road, and the distance along the minor road shown in [Figure 2.2](#) are empirically based. The distances are specific to the warrant for the use of STOP signs and independent of the values for stopping, safe intersection and minimum gap sight distances given in Austroads Guidelines.

Figure 6: Table of Sight Distance for Stop Signs (AS1742.2)



Figure 6 shows the sight distance required for the stop signs was 45m where the signposted speed is 60km/h.

Based on AS1742.2 in Figure 8, a visual assessment of the intersection was done in to assess whether a stop sign is required.



*Figure 7: Sight Distance Analysis for the Intersection of Woodward and Fisher Street*

There is a power pole which is in the line of sight. This pole was ignored in accordance with Figure 5.

## CONCLUSION

There is insufficient reason to install Stop signs at the Woodward - Fisher Street intersection. To increase visibility at the GIVEWAY intersection, 'No Stopping' signage along at the intersection should be installed and select trees should have branches undercut.

**8.4 WOODWARD AND FISHER STREET - SIGNAGE**

**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**

**STAFF RECOMMENDATION**

That:

1. The intersection of Woodward and Fisher Streets is not recommended to be approved for GIVEWAY or STOP signs.

**EXECUTIVE SUMMARY**

Council has received a request to install a GIVEWAY or a STOP sign at the intersection on Woodward and Fisher Street Parkes.

**BACKGROUND**

At the intersection of Woodward and Fisher Streets, a concerned resident has submitted a formal request to Council for the installation of either a give-way or a stop sign. The purpose of this request is to address potential safety concerns and improve traffic management in the area. This report aims to present the pertinent information regarding the request and provide an analysis of the traffic conditions at the intersection to assist in making an informed decision. **KEY ISSUES**

**Give Way Sign Consideration** - According to Austroads ' Guide to Traffic Management Part 6: Intersections, Interchanges and Crossings'

**5.2.2 Stop Signs and Give Way Signs**

The circumstances under which *stop* or *give way* signs should be installed are described in AS 1742.2, New Zealand *TCD Manual* (NZTA 2008c<sup>9</sup>) and also the New Zealand *Planning Policy Manual: for Integrated Planning and Development of State Highways* (Transit New Zealand 2007).

*Stop* or *give way* signs should **always** be installed at unsignalised intersections with four or more legs. They should also be provided at three-leg unsignalised intersections involving a major road and where the layout is such that it is not clear that the T-intersection rule would operate (e.g. at a skewed location).

A decision as to whether a *stop* sign rather than a *give way* sign is required is based on sight distance requirements for drivers on the minor road approach as shown in Figure 5.2, reproduced from AS 1742.2.

*Stop* signs should normally be installed only where justified on the basis of sight distance requirements. That is where, for the minor road traffic, the sight distance in either direction is deficient when measured in accordance with the requirements of AS 1742.2 or New Zealand *TCD Manual*<sup>9</sup>. It has been found that the use of *stop* signs in locations with adequate sight distance does not provide additional safety benefits and can lead to a loss of 'credibility' and their effectiveness in general will be compromised. An exception to this may apply in some jurisdictions where the use of *stop* and *give way* signs within the same intersection is not allowed.

*Figure 1 part of Austroads, part 6*

## 2.5 GIVE WAY sign and STOP sign control

### 2.5.1 General

GIVE WAY (R1-2) signs and STOP (R1-1) signs are used to control traffic at intersections, other than those controlled by roundabouts or traffic signals, by allocating priority to traffic on one of the intersecting roads.

These signs are provided as follows:

- (a) GIVE WAY signs shall be provided at all intersections with four or more legs.
- (b) GIVE WAY signs shall be provided at any three-way intersection where the layout is such that it is not clear if, or how, the T-intersection rule would operate (e.g. at a Y-intersection).
- (c) GIVE WAY signs should be used for road safety reasons at unsignalized T-intersections in both rural and urban areas where the major road is an arterial or collector type road.
- (d) STOP signs shall be provided instead of GIVE WAY signs at items (a), (b) and (c) on any controlled approach where intersection sight distance is limited by a permanent obstruction as determined in accordance with [Clause 2.5.3](#). STOP signs shall not be used where intersection sight distance is adequate for GIVE WAY signs.

In all other cases, GIVE WAY signs are not required if the T-intersection rule operates satisfactorily and there is no requirement for STOP signs due to limited intersection sight distance.

Figure 2 part of AS1742.2

**Stop Sign** - A decision as to whether a stop sign rather than a give way sign is required is based on sight distance requirement for drivers on the minor road approach as shown in Figure 5.2, reproduced from AS 1742.2.

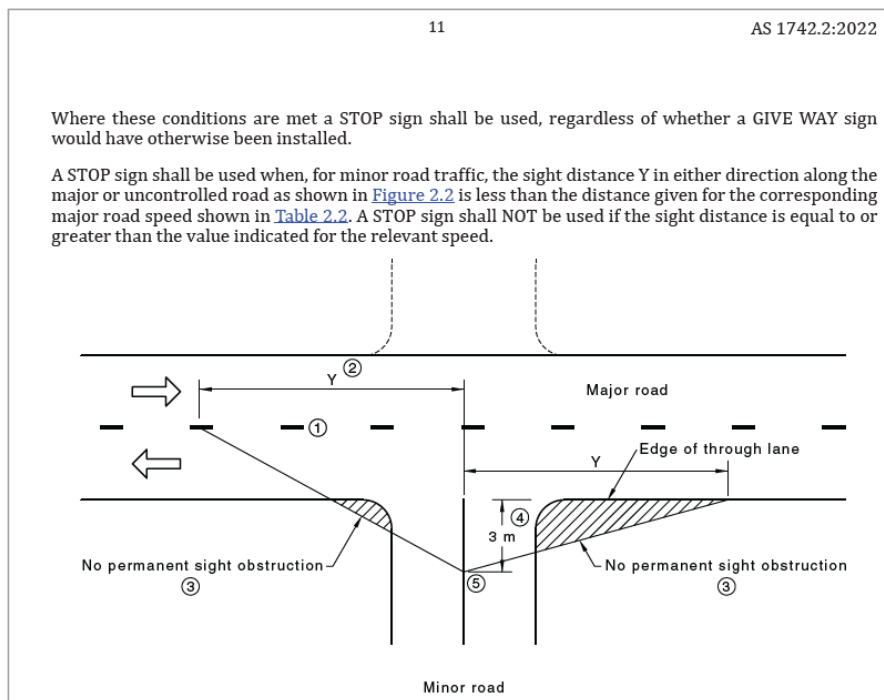


Figure 3 STOP sign requirement, Part of AS1742.2

**Table 2.2 — Sight distances for use of STOP signs**

Major road speed, km/h (see Note 1)	Distance along major road: Y, m (see Note 2)
30	15
40	25
50	30
60	45
70	60
80	70
90	80
100	90
110	120
120	150

**NOTE 1** The posted or default speed limit is used, unless the 85th percentile speed is significantly higher.

**NOTE 2** The distance value Y along the major road, and the distance along the minor road shown in [Figure 2.2](#) are empirically based. The distances are specific to the warrant for the use of STOP signs and independent of the values for stopping, safe intersection and minimum gap sight distances given in Austroads Guidelines.

To identify whether STOP signs is required instead of GIVEWAY, following analysis is done based on AS1742.2. Adopting road speed at 50km/h, distance along the major road is 30m. Sight distance is checked below based on aerial image and found that no STOP sign is required.



*Figure 4 Sight distance analysis for the intersection of Woodward and Fisher streets*



A. Photos of sites are shown below:



*Figure 5 North facing view from Fisher St to the intersection*



*Figure 6 South-west facing view from the Intersection.*



*Figure 7 South-east facing view from the intersection*

## CONCLUSION

Referring to Fig. 2 point c, although Woodward Street is classified as Collector urban road on Council's intra-map database based on NAASRA classification, the intersection only qualifies for the GIVEWAY signs if there are road safety reasons. As the intersection has enough sight distance and no major road safety issues has been identified, no GIVEWAY or STOP sign is recommended.

## 8 GENERAL BUSINESS

### 8.1 COUNCIL TEMPORARY DELEGATION

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

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

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

**Author:** **Ben Coultas, Senior Design Engineer**

**Authoriser:** **Logan Hignett, Director Operations**

**Annexures:** **A. Instrument of Delegation and Authorisation**  
**B. Temporary Delegation to Council - Fact Sheet**

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#### RECOMMENDATION

That:

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

#### REPORT DETAIL

Transport for NSW (Transport) has issued a temporary delegation of its powers under the Roads Act 1993 to give councils an alternative approval pathway for specified low-risk works to make streets more liveable, and support walking and cycling.

##### What is being delegated?

Subject to the criteria and conditions set out in the Temporary Delegation instrument, councils will be able to design and implement the following (refer to the attached Schedule 1 of the instrument):

- works to regulate/manage parking (i.e. signage, re-allocation, removal, etc.)
- pedestrian crossings
- pedestrian refuges
- conversion of existing pedestrian ('zebra') crossings to raised pedestrian ('wombat') crossings
- footpaths and continuous footpaths
- temporary or permanent works to enable alfresco (outdoor) dining
- temporary or permanent works to improve or expand footpaths or pedestrian space
- kerb buildouts to reduce crossing distance or manage vehicle speed
- kerb modifications or median islands for tree planting, landscaping or water sensitive urban design
- treatments to manage vehicle speed including road humps, road cushions, raised intersections, chicanes and slow points
- works to create (but not remove) bicycle parking, bicycle lanes, bicycle paths, shared paths and contra flow access for bicycle riders



The delegated works are subject to conditions relating to permitted locations, circumstances, bus operations, design guidance, compliance, and reporting. Please refer to the attached Schedule 4 of the instrument for full details.

## Council Temporary Delegations

Item	Request Type	Location	Background	Outcome
1	CRM - SI2025/0175	Mitchell St between the intersection of Bogan Road and Currajong Street.	Business closed and current arrangement causing safety issues and the only area 45 degree. Change to Parallel	After community consultation no feedback against the proposed changes. Parallel parking was installed and No stopping to assist with the intersections.
2	Letter	Parkes High School Parking – Exam	During Exam's they need a section of parking for facilitators to load and unload papers	Signage to be installed as per previous years. As per the attached plan.  The temporary installation will be from: HSC Trial Exams 16 – 29 August 2025 HSC Exams 16 October to 7 November 2025
3	Sports Council	Cheney Park – Emergency Entrance/Exit Station St	Sports Council reported an incident that occurred during a mid-week sporting event. A vehicle was angle parked overhanding the emergency exit, when a vehicle attempted to reverse out of the emergency exit it hit the overhanging vehicle causing damage.	Parkes Shire Council installed 'No stopping' signage and Linemarking the area in front to exit to discourage vehicles blocking the driveway.



## INSTRUMENT OF DELEGATION AND AUTHORISATION

### TRAFFIC MANAGEMENT AND PEDESTRIAN WORKS TEMPORARY DELEGATION TO COUNCILS No.2

*Roads Act 1993  
Road Transport Act 2013*


On behalf of Transport for NSW, I, Josh Murray, Secretary of the Department of Transport:

- a) **REVOKE** the instrument of 24 February 2023 titled "*Instrument of Delegation and Authorisation – Traffic Management and Pedestrian Works – Temporary Delegation to Councils*"; and
- b) **REVOKE**, in the "*Roads and Maritime Services - Delegation to Councils*" dated 31 October 2011 ("the 2011 Delegation"), clause 6 of that Instrument (which relates to the prohibition on a sub-delegate from carrying out a function under Division 2 of Part 8 of the *Roads Act 1993*), **SUBJECT TO** the condition in paragraph 11 of **Schedule 4** of this Instrument; and
- c) **DELEGATE** under section 31(1) of the *Transport Administration Act 1988* (the 'Act') and all other enabling powers, the functions set out in **Schedule 1** to the councils set out in **Schedule 2**, **SUBJECT TO** the conditions set out in **Schedule 4**; and
- d) **AUTHORISE** those delegates, under section 31(2) of the Act, to sub-delegate the functions set out in **Schedule 1** to the persons set out in **Schedule 3**,

A failure to comply with the conditions set out in **Schedule 4** renders the delegation inoperative with respect to the functions being carried out.

In addition, I **AUTHORISE** under section 122(b) of the *Road Transport Act 2013*, the councils set out in **Schedule 2**, to install or display (or interfere with, alter or remove) any prescribed traffic control device as set out in the TfNSW "*Traffic Signs Database*" and indicated as "*Delegated to Council for Authorisation – Yes*", as required to give effect to functions exercised under this delegation, including any portable traffic control lights, but NOT any internally illuminated traffic control device.

This Instrument commences on the date it is made, and paragraphs (c) and (d) above will continue in force until 30 June 2026 unless revoked earlier.

  
JOSH MURRAY  
Secretary  
Department of Transport

Date: 12/12/2023

### **SCHEDULE 1 - FUNCTIONS**

1. The functions and powers of Transport for NSW under section 115(2) of the *Roads Act 1993* to regulate traffic on a public road for purposes other than those set out in therein, being the following types of works:
  - (a) Works to regulate parking;
  - (b) Pedestrian crossings;
  - (c) Pedestrian refuges;
  - (d) Conversion of existing pedestrian ('zebra') crossings to raised pedestrian ('wombat') crossings;
  - (e) Footpaths and continuous footpaths;
  - (f) Temporary or permanent works to enable alfresco dining;
  - (g) Temporary or permanent works to improve or expand footpaths or pedestrian space;
  - (h) Kerb buildouts to reduce crossing distance or manage vehicle speed;
  - (i) Kerb modifications or median islands for tree planting, landscaping or water sensitive urban design;
  - (j) Treatments to manage vehicle speed including road humps, road cushions, raised intersections, chicanes and slow points;
  - (k) Works to create (but not remove) bicycle parking, bicycle lanes, bicycle paths, shared paths, separated footpaths and contra flow access for bicycle riders.

### **SCHEDULE 2 - DELEGATES**

A council constituted under the *Local Government Act 1993*.

### **SCHEDULE 3 – SUB-DELEGATES**

The general manager of a council, or an employee of the council.

#### **SCHEDULE 4 - CONDITIONS**

A delegate or its sub-delegates may only exercise the functions in Paragraph 1 of Schedule 1 of this Instrument:

1. On unclassified public roads for which the delegate is the roads authority, and within the delegate's local government area under the *Local Government Act 1993*;
2. On a road or part of a road with a speed limit of 50km/h or less, except in relation to
  - (a) Works to regulate parking; or
  - (b) Conversion of existing pedestrian ('zebra') crossings to raised pedestrian ('wombat') crossings; or
  - (c) Works relating to footpaths, shared paths or separated footpaths;
3. Where there is no change to the operation of any clearway, bus lane, bus only lane, bus layover or transit lane in the carrying out of the works;
4. Without altering the number of continuous travel lanes, including lanes that may operate only at peak times, except where carrying out works to manage vehicle speed by way of chicanes or slow points.

#### **Traffic Signals**

A delegate or its sub delegate may not exercise any function in Paragraph 1 of Schedule 1 under this Instrument :

5. Within 20m of a traffic signal, unless the works are within areas or lanes currently used or available at any time for parking; or
6. Within 60m of a traffic signal, where the works being carried out
  - (a) reduce in length or modify the operating hours of any existing auxiliary, through or merge lane (including kerbside approach lanes managed by No Stopping or No Parking controls), or
  - (b) install any new crossing on the road which the signal controls.

#### **Bus Routes**

7. A delegate or its sub-delegates may only exercise the functions in Paragraph 1 of Schedule 1 on a road that is a regular bus route (as prescribed and indicated on a map published on the TfNSW website for the purposes of this Instrument called "*Bus Route Map*") where :

- (a) The design vehicle is no smaller than the length of the buses indicated for the road on the Bus Route Map; and
- (b) There is no reduction in the extent or operating hours of a bus zone, and no reduction in existing space available for entry and exit of buses from the bus zone; and
- (c) Local bus operators have been consulted on the design of the works (other than works to regulate parking) and have been supplied with swept path drawings on request; and
- (d) Local bus operators have been notified in writing of impending works under this delegation (other than works to regulate parking) with a minimum of 14 days notice.

**Standards**

- 8. A delegate or its sub delegates must use any relevant Transport for NSW established standards, specifications and Technical Directions, and relevant Austroads guidelines and Australian Standards when designing and carrying out works under this Instrument
- 9. A delegate or its sub delegates may not use this Instrument to carry out any novel designs or works where there are no established standards, technical directions, or guidelines, and any such works must be referred to Local Traffic Committee through existing processes.

**Notification of Local Traffic Committee**

- 10. A delegate or its sub-delegate must table a "for information only" record of the works carried out under this Instrument, including any consultation with bus operators (where applicable) at the relevant Local Traffic Committee as soon as practicable after completion of the works. The record of the works must also be made public on the Council website.

**Sub-delegates carrying out Regulation of Traffic functions under the 2011 Delegation**

- 11. A sub delegate may only carry out a function under Division 2 of Part 8 of the *Roads Act 1993* using the 2011 Delegation if the proposed works to be carried out or functions to be exercised have been referred to Local Traffic Committee under that Delegation, and the proposal has received unanimous support from the members of the Local Traffic Committee.



**TRANSPORT**

# Temporary Delegation to Councils

## Key points

The Temporary Delegation to Councils provides an alternative approval pathway for councils to carry out the following works without referral to Local Traffic Committee:

<b>Pedestrian crossings and refuges</b> (inc. conversion of existing zebra crossings to wombats)	Works to <b>regulate/manage parking</b> (inc. signage; re-allocation / removal; permissive / pay parking; work/loading/taxi zones; No Parking/Stopping; etc.)	<b>Bicycle infrastructure</b> (inc. lanes, paths, shared paths, separated footpaths, contra-flow access, and parking)
<b>Footpaths and continuous footpath treatments</b>	<b>Kerb buildouts</b> to reduce crossing distance or manage vehicle speed	<b>Kerb modifications or median islands</b> for trees, landscaping, or water sensitive urban design
Works (temporary & permanent) to <b>improve/expand footpaths or pedestrian space</b>	<b>Treatments to manage vehicle speed</b> (inc. humps, cushions, chicanes, slow points, and raised intersections)	Works (temporary & permanent) to <b>enable alfresco dining</b>

### Eligibility

- Only unclassified roads and where proposed works will not alter the number of continuous travel lanes

### Speed limits

- For roads with a speed limit of 50km/h or less: all above-listed works are delegated
- For roads with a speed limit of 60km/h or more: only (i) works to regulate parking, (ii) conversion of a zebra crossing to wombat, and (iii) works relating to footpaths, shared paths, or separated footpaths

### Traffic signals

Specific restrictions exist only within 60m of signals (measured along the road which the signal controls).

- Within 20m: only if the works are within areas/lanes used or available at any time for parking
- Within 60m: no new crossings and no reduction in length or modification of operating hours of any existing auxiliary, through, or merge lanes

### Bus routes and operations

- Must use the appropriate bus as design vehicle (refer to Bus Route Map)
- No reduction in extent or operating hours of a bus zone nor space required for entry/exit of a bus zone
- Must consult with and notify local bus operators (\*this is not necessary for works to regulate parking)
- No changes to operation of clearways, bus or bus only lanes, bus layovers, or transit lanes

The information/detail on this sheet is not exhaustive. **Please refer to the delegation instrument, Bus Route Map, and TfNSW's website: [Temporary delegation to councils](#) / [Transport for NSW](#).**

### Sub-delegation authorisation

- Clause 6 of the Roads and Maritime Services – Delegation to Councils has been permanently revoked
- Functions under Part 8, Division 2 of Roads Act 1993 can now be sub-delegated to a council employee

### Additional references

[Supporting guides](#)

[Guides and resources](#)

[Design of Roads and Streets Guide](#)

[Pedestrian Crossing Guideline](#)

[Cycleway Design Toolbox](#)

[Road classifications](#)

[Speed zones](#)

**8.2 REMOVAL OF NO STOPPING SIGNS ON FORBES ROAD****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide and support effective regulatory, compliance and enforcement services.**Author:** **Ben Coultas, Senior Design Engineer****Authoriser:** **Logan Hignett, Director Operations****Annexures:** **A. 2018 Newell Highway Report****RECOMMENDATION**

That:

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

**REPORT DETAIL**

As a general business item at the Local Traffic Committee Meeting held on 7 May 2025, Cr McGrath raised to investigate the removal of the 'No Stopping' signs on the along the Forbes Road from the corner of Woodward Street to the corner of Medlyn Street.

**8.2 → 'NO-STOPPING' ON FORBES ROAD**

Cr McGrath raised if Council could investigate the removal of the 'No Stopping' signage out the front of the residents homes along the Forbes Road, now that the bypass is open.

Once investigations are complete, a report will be presented at the next local Traffic Committee Meeting.

α

With the Newell Highway now bypassing the town, residents have raised concerns about being unable to park in front of their properties. They have requested a review, noting that parking is permitted in other areas along the former Newell Highway route.

This installation of the 'No stopping' signage raised at Local traffic committee in 2018 at the November meeting. Reviewing the meeting minutes a representative from Transport for NSW (formally known as RMS) to review signage in this area as it wasn't installed to standard. Part of the installation was due to sight distance issues for business operating in this area when exiting driveways. Please see attached meeting minutes for further details.

## 5.4 Newell Highway No Stopping Signage

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### Executive Summary

Council has been asked to review the no-stopping along the Newell Highway between Station Street and Callaghan Street by Deanne Freeman on behalf of RMS, as there is no closure to the no-stopping signage on the southern end of the Newell Highway

### Staff Recommendation

1. Install no-stopping signs from the front Supercheap Auto south bound to Callaghan Street including one repeater.
2. Install repeater between BP Entrance to Woodward Street.
3. Install no stopping between Woodward Street and Callaghan Street including one repeater.

### Committee's Recommendation

1. Install no-stopping signs from the front Supercheap Auto south bound to Callaghan Street including one repeater.
2. Install repeater between BP Entrance to Woodward Street.
3. Install no stopping between Woodward Street and Callaghan Street including one repeater.
4. Consult with residents in the area regarding a 'No Stopping' sign being located in front of their properties

Support for Recommendation: Unanimous



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## **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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