

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 10 May 2023 at 9.00am.



Kent Boyd PSM
GENERAL MANAGER

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1 OPENING OF MEETING

The Chairperson will declare the meeting open.

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES

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

4 CONFIRMATION OF MINUTES

4.1	MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON 8 FEBRUARY 2023
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IP&R Linkage: **Pillar:** Leadership

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

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

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

RECOMMENDATION

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

5 DISCLOSURES OF INTERESTS

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

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

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

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

6 LATE BUSINESS

7 GENERAL BUSINESS

7.1 OUTSTANDING BUSINESS ITEMS

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

Goal: Our community is safe, active and healthy.

Strategy: Provide effective regulatory, compliance and enforcement services.

Author: **Sue McGrath, Business Support Coordinator**

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

Annexures: **Nil**

RECOMMENDATION

That:

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

REPORT DETAIL

Meeting Date	Item No.	Description	Comment	Last updated
9 August 2017	5.4	Parking at St Georges Anglican Church	To go to Council's Access Committee to discuss. Gradient of ramp doesn't meet standards. Ben Howard will contact relevant Council staff to determine when the next Access Committee meeting will be. INPROGRESS	13/07/2021
9 August 2017	8.4	Safety of pedestrians on refuge in Short Street (near FACS)	PSC to consult Transport NSW. Preliminary design created. To be forwarded and reviewed with Transport NSW. Ben Howard to forward to Transport NSW. INPROGRESS	13/07/2021
15 August 2018	5.9	McGee's Lane One way - North Bound	Plans updated and 21 day consultation period to commence. Checking previous resolution/recommendation and previous community consultation. Sarah Coles has forwarded initial 21 day consultation letters to Ben Howard for review. Council to reinvigorate consultation with business/residents INPROGRESS	13/07/2021
8 May 2019	5.4	Baker Street Closure - permanently	Suggested to wait until the bypass is completed. INPROGRESS	13/07/2021
27 October 2021	6.2	HPAA Zone in Peak Hill on the Newell Highway.	SZR report for the HPAA has been completed and is up to the Approval Stage from TfNSW Director which will go to next SZR Meeting	21/04/23

7.2 SPEED ZONE REVIEWS (SZR)**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**

RECOMMENDATION

That:

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

REPORT DETAIL

Alectown 50km/h speed signs: Council received a request from the Alectown Community Consultative Committee to erect 50km/h speed zone signs on the entrance to Alectown. (Other than the Newell Highway).

Transport for NSW recommendation: Will be referred to TfNSW to conduct a SZR to identify the start of the 50km/h speed zones on the approaches to Alectown other than the Newell Highway.

Mamre Road, Alectown: Council had a request from a resident of Alectown to look at the speed zone on Mamre Road.

Transport for NSW recommendation: It is recommended that GRAVEL ROAD REDUCE SPEED signs to be recommended to Council for installation at the start of both ends of the gravel road.

Hoopers Hill Road, Tullamore: TfNSW received an internal request to review the speed zones on Hoopers Hill Road, Tullamore

Transport for NSW recommendation:

That the following changes to the speed zones be implemented on Hoopers Hill Road:

- Maintain existing 50km/h speed limit from the entrance to the sports ground to 100m east of the sports ground.
- Terminate the 50km/h speed limit from 100m past the entrance to the sports ground to 870m east of the entrance to the sports ground.
- Formalise unapproved 50km/h signage for westbound traffic.

Install R4-12 end speed limit signage on the reverse of the 50km/h signage, which will be supplemented with G9-318-1 signage.

Parkesborough & The Welcome Road, Parkes: Council received a request from a resident of Parkesborough Road to reduce speed.

Transport for NSW recommendation:

To install GRAVEL ROAD REDUCE SPEED at the start of gravel road areas.

To install REDUCE SPEED TO CONDITIONS either end of sealed area.

Coradgery Road and Mingelo Street, Peak Hill: Council received a request from a community member to investigate the change of speed on the Coradgery Road and Mingelo Street, Peak Hill.

Transport for NSW recommendation:

The below speed zones are recommended:

- Retain the 50 km/h from Warrah Street to 80 metres east of Dows Lane.
- Introduce an 80 km/h from 80 metres east of Dows Lane to 2.12km south-west of Dows Lane.

7.3 'NO STOPPING' OUT THE FRONT OF AA BLATCH

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

RECOMMENDATION



That:

1. The report be adopted for information of the Committee.

REPORT DETAIL

Cr McGrath raised if the 'No Stopping' sign located out the front of AA Blatch's could be removed.

Council undertook an investigation into the 'No Stopping' out the front of AA Blatch's the below table outlines the results of the investigation.

PHOTOS	COUNCIL INVESTIGATION
	<p>"No Parking" indicated in this area is to allow the compliance of the disable parking, with a shared zone.</p> <p>This location also has a pram ramp allowing pedestrians and disable users access to the footpath.</p>
	<p>The section showing "No Parking" is in front of the layback kerb, access to A.A. Blatch</p> <p>The NSW parking rules states that No Parking is enforced across a driveway and access point.</p>



The no stopping in this area is compliant with the technical direction TDT211/01a

Due to the kerb extension in this location, facilitating pedestrian movement, the “No Stopping” is in place.

CONCLUSION

The placement of the signs is essential and mandatory to comply with the applicable laws and regulations.

7.4 SPEEDING IN PARKES EARLY CHILDHOOD CENTRE (PECC) CARPARK

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**

RECOMMENDATION

That:

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

REPORT DETAIL

Council has received a request from the Director of PECC to investigate speeding in the carpark during drop off and pick up times.

Council has investigated and found that the carpark is not a road reserve and therefore a shared zone would not be enforceable, it is recommended to install a yellow and black warning sign at the entry to the carpark to remind drivers that children are about.



7.5 REAR TO KERB PARKING OUT THE FRONT OF THE SERVICES CLUB**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**

RECOMMENDATION

That:

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

REPORT DETAIL

Cr McGrath has requested to discuss the rear to kerb parking out the front of the Services Club.

8 OFFICERS' REPORTS**0.0 2023 PARKES HIGH SCHOOL TRIAL HSC AND HSC EXAM PARKING****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:** A. Exam Parking [↓](#)
B. Sample - Parking Permit [↓](#)**STAFF RECOMMENDATION**

That:

1. Install "NO STOPPING" directional arrow sign with additional text "PERMIT HOLDER EXCEPTED" at the locations indicated in the attached drawing.
2. Management of permits – Parkes Shire Council to allocate permits as per the Permit Parking Guidelines and issue to Parkes High School.
3. 2 x Parking Permits for Trial HSC exam be issued to Parkes High as per the Permit Parking Guidelines for the period of 28th August to 9th September 2023.
4. 2 x Parking Permits for HSC exam be issued to Parkes High as per the Permit Parking Guidelines for the period of 11th October to the 3rd November 2023.
5. Parkes High School is to consult and communicate changes to school students, staff and parents/carers.

EXECUTIVE SUMMARY

Parkes High School is seeking to have limited parking access on Albert Street, Parkes to facilitate the delivery and collection of:

Trial Higher School Certificate (HSC) exam documents during the period of 28 August to 9 September 2023.

Higher School Certificate (HSC) exam documents during the period of 11 October to 3 November 2023.

BACKGROUND

Parkes High School is seeking to modify the street parking for access to the entrance of the LP Johnson Hall on Albert Street to allow for the delivery and collection of:

Trial Higher School Certificate (HSC) exam documents during the period of 28 August to 9 September 2023.

Higher School Certificate (HSC) exam documents during the period of 11 October to 3 November 2023.

These access changes are required for HSC trial exam and HSC exam documentation to be delivered and collected securely by exam officials.

The changes would allow permit holders only to park in a car space area directly in front of the access gate to the LP Johnson Hall on Albert Street. The car space area is to accommodate two cars.

All changes to signs are temporary and will be removed after the HSC trial and HSC exam period.

KEY ISSUES

- A. Reduced Parking – Permit zone would reduce available parking by two spaces. Disable parking would not be impeded.
- B. Compliance – Permit Parking is not common in the Parkes Shire. Communication to student, staff and parents will be required to assist with compliance.

EVENT CLASS

There is no event class associated with this report.

CONCLUSION


This report recommends that the limited access parking permit on Albert Street, Parkes be issued to Parkes High School to facilitate the delivery and collection of:

Trial Higher School Certificate (HSC) exam documents during the period of 28 August to 9 September 2023.

Higher School Certificate (HSC) exam documents during the period of 11 October to 3 November 2023.



Sample of Parking Permit

 Parkes Shire Council	
PARKING PERMIT Special Event HSC Trail Exam	
PERMIT NUMBER	EXPIRY
0X23/001	XX XXX 2023
VEHICLE REGISTRATION	
AREA	
2a Albert Street, Parkes	

 Parkes Shire Council	
PARKING PERMIT Special Event HSC Exam	
PERMIT NUMBER	EXPIRY
0X23/001	XX XXX 2023
VEHICLE REGISTRATION	
AREA	
2a Albert Street, Parkes	

8.2 'TRUCK PARKING PROHIBITED' - TRUNDLE SKATE PARK, POOL AND BERRYMAN PARK**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:** **A. Proposed Signage** [↓](#)

STAFF RECOMMENDATION

That:

1. Install 'CHILDREN CROSSING' signage w6-3 size 900x900 and w9-221n
 2. Install 'Truck Parking Prohibited' signage g7-215n
-

EXECUTIVE SUMMARY

A local resident of Trundle has expressed their concern about the movement of children from the pool, skate park and oval, with road trains parked on the street, making it difficult to see children crossing.

BACKGROUND

Trundle Skate Park, Trundle pool and Berryman Park are on Parkes Street, Trundle. This is a high trafficable area, with speeding being an issue and the street used by heavy vehicles during harvest.

Pedestrians, particularly children, need to cross the street to access the pool, skate park, tennis courts, and Berryman Park. However, the presence of heavy vehicles parked on the street presents a hazard as they obstruct the view of pedestrians crossing the road, making it challenging for drivers to spot them.

KEY ISSUES

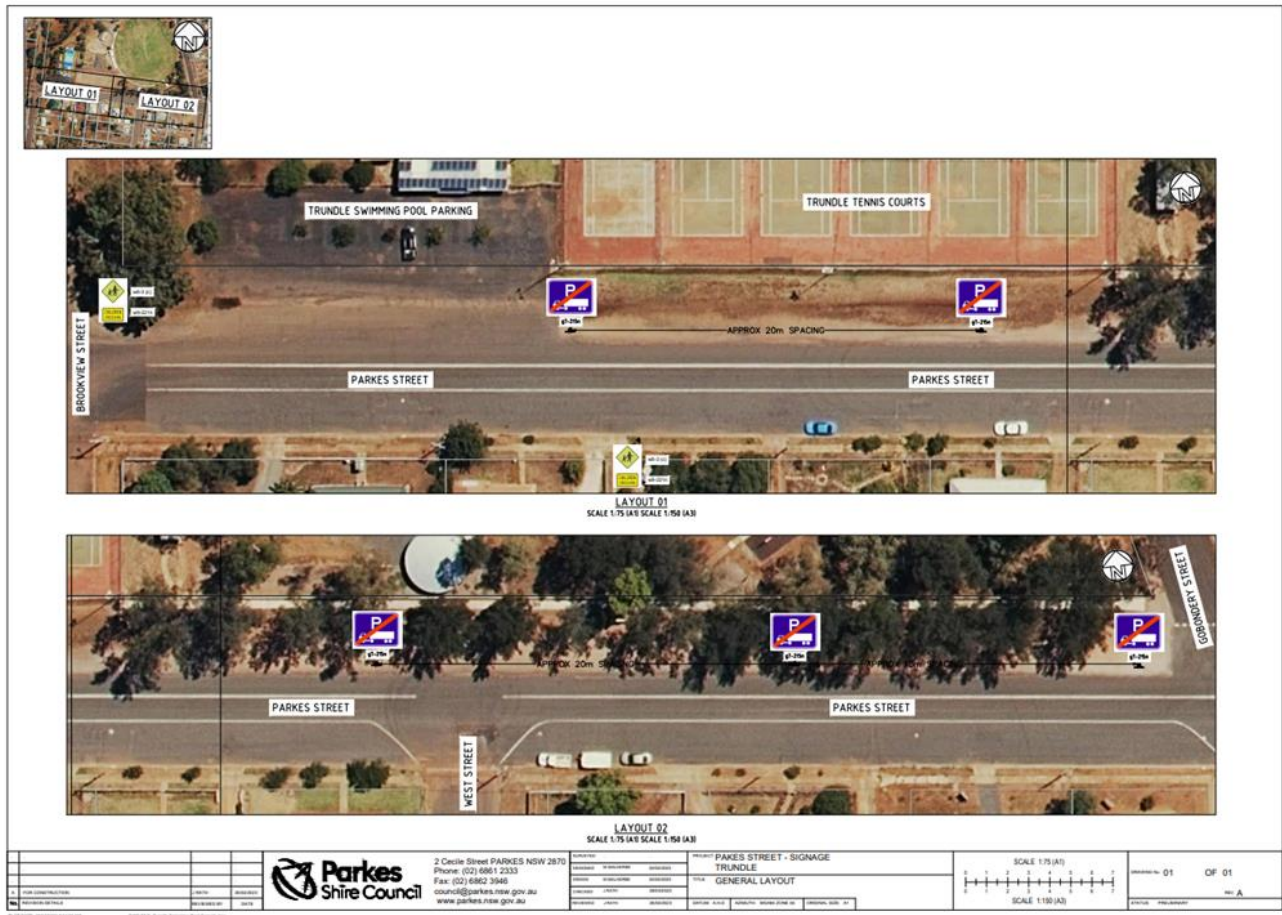
- A. Children crossing a high heavy vehicle count road.
- B. Parking of heavy vehicles, obstructing vision of road users, making it difficult to see pedestrians.

EVENT CLASS

There is not event class associated with this report.

CONCLUSION

This report recommends the installation of a Children Crossing and Truck Parking Prohibited signage to allow better visibility of pedestrians crossing the road.



8.3 2023 PARKES PICNIC RACES**IP&R Linkage:** Pillar: Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide effective regulatory, compliance and enforcement services.**Author:** Sue McGrath, Business Support Coordinator**Authoriser:** Jaymes Rath, Executive Manager Technical Services

Annexures:

- A. 2023 Special Events Guide [↓](#)
- B. 2023 Traffic Control Plan - Parkes Picnic Races [↓](#)
- C. 2023 Parking and Vehicle Movement Plan [↓](#)
- D. Certificate of Insurances - Parkes Coradgery Race Club & Parkes Jockey Club Insurances [↓](#)
- E. 2023 Parkes Picnic Races - Notice of Intent to hold a Public Assembly [↓](#)
- F. 2023 Risk Assessment [↓](#)

STAFF RECOMMENDATION

That:

1. Approval is subject to the applicants complying with the following conditions:
 - (a) Provide Council with evidence of Current Public Liability Insurance. Insurance is to note to interests of Parkes Shire Council, NSW Police, State Emergency Services and Transport for NSW (TfNSW) (*to be provided prior to the event taking place*).
 - (b) Provide Council a Traffic Management Plan for approval. (To be submitted prior to the event taking place).
 - (c) Notify Emergency services of and proposed road closure or detours.
 - (d) Allow for emergency vehicle access.
 - (e) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
 - (f) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
 - (g) Comply with Council Officer's reasonable directives.
 - (h) The organiser is to maintain the area in clean and tidy condition.
 - (i) Council reserves the right to cancel the approval at any time.
 - (j) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
 - (k) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.
 - (l) Confirmation of event times and traffic control times.
 - (m) The organisers secure police escort to be used in conjunction with submitted traffic control plan.
 - (n) Police representative has requested for all future events that a separate event application be submitted to Police for approval.
 - (p) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.

EXECUTIVE SUMMARY

Parkes Coradgery and Diggers Amateur Race Club Inc have submitted an application for the annual Parkes Picnic Races, to be held on Saturday 10 June 2023, from 11:00am to 6:30pm.

BACKGROUND

Reports of traffic and pedestrian conflict at the entrance to the venue during the 2013 event prompted a review of the traffic control measures implemented for successive events, with modifications to the Traffic Control Plan (TCP) and the use of qualified traffic controllers.

KEY ISSUES

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

EVENT CLASS

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

CONCLUSION

Most documentation that is relevant has been provided by the Parkes Coradgery and Diggers Amateur Race Club Inc in their submission to hold the event on Saturday 10 June 2023, from 11:00am to 6:30pm.

It is recommended that the event be approved as presented in this report.

Special Event Resources

Special Event Transport Management Plan

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

1. EVENT DETAIL

1.1. Event Summary

Event Name: **PARKES PICNIC RACES**

Event Location: **Parkes Racecourse, Eugowra Road, Parkes**

Event Date: **10.6.2023** Event Start Time: **11am** Event Finish Time: **6.30pm**

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

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

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

1.2. Event Summary

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

Phone: _____ Fax: _____ Mobile: **0428 624135**

Email: **wylischm@gmail.com**

Event Management Company (if applicable): _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Police: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Council: **Parkes Shire Council**

Phone: _____ Fax: _____ Mobile: _____

Email: _____

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

Phone: _____ Fax: _____ Mobile: _____

Email: _____

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

Phone: _____ Fax: _____ Mobile: _____

Email: _____

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

2 RISK MANAGEMENT - TRAFFIC

2.1 Occupational Health & Safety - Traffic Control

- ☒ Risk assessment plan (or plans) attached

2.2 Public Liability Insurance

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

2.3 Police

- ☐ Police written approval obtained

2.4 Fire Brigades and Ambulance

- ☐ Fire brigades notified
☐ Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

3.1 The route or location

- ☒ Map attached

3.2 Parking

- ☒ Parking organised - details attached
☐ Parking not required

3.3 Construction, traffic calming and traffic generating developments

- ☒ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
☐ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

3.4 Trusts, authorities or Government enterprises

- ☐ This event uses a facility managed by a trust, authority or enterprise; written approval attached
☒ This event does not use a facility managed by a trust, authority or enterprise

3.5 Impact on/of Public transport

- ☐ Public transport plans created - details attached
☒ Public transport not impacted or will not impact event

3.6 Reopening roads after moving events

- ☐ This is a moving event - details attached.
☒ This is a non-moving event

3.7 Traffic management requirements unique to this event

- ☒ Description of unique traffic management requirements attached
☐ There are no unique traffic requirements for this event

3.8 Contingency plans

- ☐ Contingency plans attached

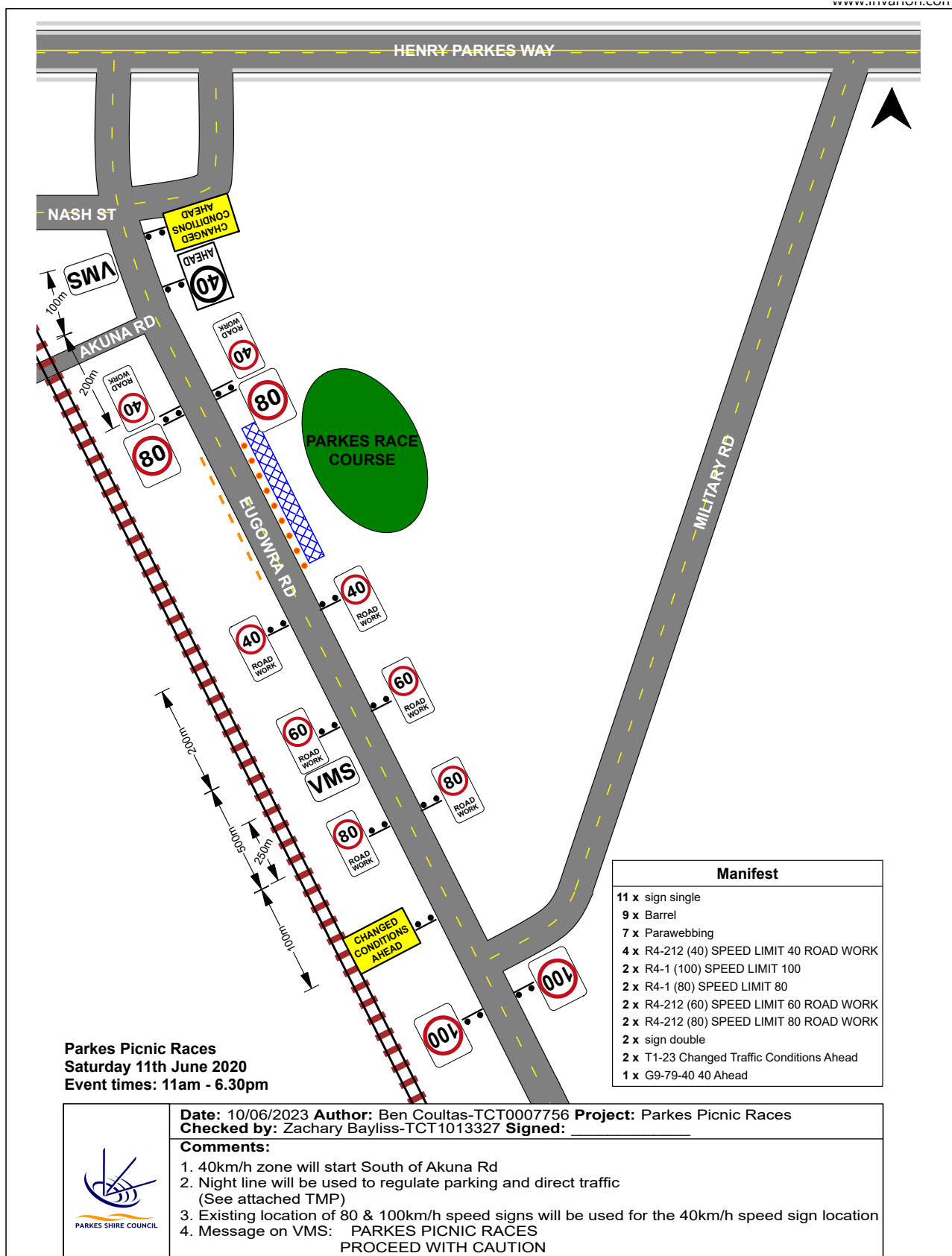
Class 2	3.9 Heavy vehicle impacts
	<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
Class 1	3.10 Special event clearways
	<input type="checkbox"/> Special event clearways required - RTA to arrange <input type="checkbox"/> Special event clearways not required
4	MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES
Class 2	4.1 Access for local residents, businesses, hospitals and emergency vehicles
	<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
	4.2 Advertise traffic management arrangements
	<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
	4.3 Special event warning signs
	<input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs
	4.4 Permanent Variable Message Signs
	<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
	4.5 Portable Variable Message Signs
	<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> 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 and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply 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, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- 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.







1 July 2022

CERTIFICATE OF INSURANCE PLACEMENT

In our capacity as Insurance Brokers for **Racing NSW**, we hereby certify that the undermentioned Insurance Contract is current to **30 June 2023** unless the policy is cancelled, lapsed, varied, or otherwise altered in accordance with the relevant policy conditions or the provisions of the Insurance Contracts Act.

CLASS OF INSURANCE:	Public & Product Liability	
INSURED:	Racing NSW and others as per policy including Parkes Coradgery Race Club	
INSURERS:	Lloyds of London, CGU Insurance	
POLICY NUMBER:	11653W22, 10M 8270843	
COVERING: (Summary Only)	Legal Liability to compensate third parties for personal injury and/or property damage arising from the business.	
LIMIT OF LIABILITY:	Public Liability	\$25,000,000 each and every occurrence
	Product Liability	\$25,000,000 each and every occurrence and in the annual aggregate

Yours faithfully,

**Jessica Girling****ACCOUNT MANAGER**

IMPORTANT NOTICES

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

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

Level 8, 491 Kent Street, SYDNEY N.S.W. 2000 | Please address all mail to: GPO Box 4731 SYDNEY N.S.W. 2001
Phone: +61 02 8267 9999 Fax: 02 8267 9998 | Website: www.gowgates.com.au



1 July 2022

CERTIFICATE OF INSURANCE PLACEMENT

In our capacity as Insurance Brokers for **Racing NSW**, we hereby certify that the undermentioned Insurance Contract is current to **30 June 2023** unless the policy is cancelled, lapsed, varied, or otherwise altered in accordance with the relevant policy conditions or the provisions of the Insurance Contracts Act.

CLASS OF INSURANCE:	Public & Product Liability		
INSURED:	Racing NSW and others as per policy including Parkes Jockey Club		
INSURERS:	Lloyds of London, CGU Insurance		
POLICY NUMBER:	11653W22, 10M 8270843		
COVERING: (Summary Only)	Legal Liability to compensate third parties for personal injury and/or property damage arising from the business.		
LIMIT OF LIABILITY:	Public Liability	\$25,000,000 each and every occurrence	
	Product Liability	\$25,000,000 each and every occurrence and in the annual aggregate	

Yours faithfully,

**Jessica Girling****ACCOUNT MANAGER****IMPORTANT NOTICES**

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


GOW-GATES INSURANCE BROKERS PTY LTD
(A.B.N. 12 000 837 785)Level 8, 491 Kent Street, SYDNEY N.S.W. 2000 | Please address all mail to: GPO Box 4731 SYDNEY N.S.W. 2001
Phone: +61 02 8267 9999 Fax: 02 8267 9998 | Website: www.gowgates.com.au

NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police and the OIC Police Parkes

- 1 I, **Mark Olson** (Name)
of **5 Court Street, Parkes NSW 2870** (Address)
on behalf of **PARKES CORADGERY & DIGGERS AMATEUR RACE CLUB INC.**
ABN 85 775 598 913 (Organisation)
notify the Commissioner of Police that on **Saturday** of the **10th June, 2023**
it is intended to hold:
 - (a) a public assembly, not being a procession, of approximately **2000 to 3000** persons
which will assemble (Number) at **Parkes Racecourse, Eugowra Road, Parkes** (Place) at
approximately **11am** and disperse by approximately **6.30pm**
- 2 The purpose of the proposed assembly is **the Annual Parkes Picnic Races**
- 3 The following special characteristics associated with the assembly would be
useful for the Commissioner of Police to be aware of in regulating the flow of
traffic or in regulating the assembly:
 - (i) There will be **150** (number) of vehicles **in the parking as well as buses and taxis to and from town to the Racecourse.**
 - (ii) There will be one (number) of band entertaining or addressing the assembly
 - (iii) The following number and type of animals will be involved....**racehorses**
 - (iv) Other special characteristics of the proposed assembly are as follows: **No**
- 4 I take responsibility for organising and conducting the proposed public assembly.
- 5 Notices for the purposes of the Summary Offences Act 1988 may be served on
me at the following address (as above)
Telephone: (0428) 62 4135

Signed: 
Capacity/Title: **Secretary**
Date: **6th February, 2023.**

Parkes Shire Council
EVENTS GUIDE: 002 RISK MANAGEMENT

PARKES

RISK MANAGEMENT PLAN
(CREATE ADDITIONAL PAGES AS REQUIRED)

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



PARKES PICNIC RACES 2023

RISK ASSESSMENT & CONTROL PLAN

FOR PARKING AND TRANSPORT

OUTSIDE PARKES RACECOURSE

1

20
RA&M PLAN FOR PPR 20~~18~~²⁰ PARKING & TRANSPORT

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

8

RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT

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

9

RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT

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

10

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

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

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RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT

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

13

RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT

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

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RISK REGISTER AND CONTROL PLAN – PARKING & TRANSPORT

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

C=CONSEQUENCE

8.4 PARKES SERVICE CENTRE PARKING REQUEST - SERVICE NSW**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:**
A. **Proposed Location of Parking in Currajong Street** [↓](#)
B. **Proposed Location of Parking in Currajong Street** [↓](#)
C. **Similar Configurations in Chatswood NSW** [↓](#)
D. **No Parking Sign - Chatswood** [↓](#)

STAFF RECOMMENDATION

That:

The proposed signage be approved for driver testing during office hours.

1. Install "TfNSW Testing Only" line marking.
 2. Install No Parking signs with the text 'VEHICLES WITH APPLICANTS FOR DRIVING TESTS EXCEPTED' between the hours of 9am to 4pm Mon-Fri.
-

EXECUTIVE SUMMARY

Cushman & Wakefield, the property portfolio manager for Service NSW throughout the state, has submitted a request to Parkes Shire Council for two (2) parking spaces on Currajong Street. The purpose of the request is to have these spaces permanently allocated for driver testing during business hours.

BACKGROUND

The request for exclusive use of two (2) parking spaces for driver testing is due to the limited availability of parking during business hours.

Service NSW operates from 9am to 4pm on weekdays, and the lack of available parking spaces has prompted the request.

Originally, it was proposed to allocate the parking spaces directly in front of Service NSW. However, this would not be appropriate for the elderly demographic who frequent the service.

KEY ISSUES

- A. The potential loss of parking spaces that could affect the elderly demographic has been considered in the proposed locations, and it appears that it will not have a negative impact.

EVENT CLASS

There is not event class associated with this report.

CONCLUSION

After careful consideration of all stakeholders involved, the staff recommends the adoption of the presented parking request.









8.5 2023 PARKES SHOW - CHANGE OF PARKING AND TAXI RANK**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:

- A. Letter to Police - Notification of Event** [↓](#)
- B. Letter to Council - Notification of Event** [↓](#)
- C. Parkes Annual Show - Event Form** [↓](#)
- D. Parkes Show - Risk Assessment** [↓](#)
- E. Insurance Policy** [↓](#)
- F. Notice of Intention to Hold a Public Assesmbly** [↓](#)
- G. Special Event Resources** [↓](#)
- H. 2023 Parkes Show - Traffic Control Plan** [↓](#)

STAFF RECOMMENDATION

That approval is subject to the applicants complying with the following conditions:

- (a) Provide Council with evidence of Current Public Liability Insurance. Insurance is to note to interests of Parkes Shire Council, NSW Police, State Emergency Services and Transport for NSW (TfNSW) (*to be provided prior to the event taking place*).
 - (b) Provide Council a Traffic Management Plan for approval. (To be submitted prior to the event taking place).
 - (c) Notify Emergency services of and proposed road closure or detours.
 - (d) Allow for emergency vehicle access.
 - (e) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
 - (f) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
 - (g) Comply with Council Officer's reasonable directives.
 - (h) The organiser is to maintain the area in clean and tidy condition.
 - (i) Council reserves the right to cancel the approval at any time.
 - (j) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
 - (k) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.
 - (l) Confirmation of event times and traffic control times.
 - (m) The organisers secure police escort to be used in conjunction with submitted traffic control plan.
 - (n) Police representative has requested for all future events that a separate event application be submitted to Police for approval.
 - (o) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.
-

EXECUTIVE SUMMARY

To accommodate for the Parkes Annual Show patronage, there is a need for a temporary change the vehicle parking in Victoria and Ward Streets to nose-in parking and a temporary taxi rank installed in Mitchell Street for the duration of the Parkes Annual Show, Monday 28 August to Wednesday 30 August 2023.

BACKGROUND

In 2011 the adoption of nose-in parking was successfully implemented for the duration of the Parkes Annual Show, this method of parking has continued to be implemented on Victoria and Ward Streets, with ongoing success.

The three (3) car taxi rank has also been successfully adopted in Mitchell Street, Parkes.

KEY ISSUES

Nil

EVENT CLASS

This event is considered to be a '**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 conclusion, there is a need for temporary changes in vehicle parking and taxi ranks to cater to the influx of visitors during the Parkes Annual Show. Nose-in parking and a temporary taxi rank on Mitchell Street have proven to be successful during previous shows. The adoption of nose-in parking in 2011 has continued to be implemented on Victoria and Ward Streets, with ongoing success. Additionally, the three-car taxi rank in Mitchell Street has been successfully utilised. The proposed changes will accommodate the increased traffic flow and patronage during the show, ensuring a smooth and safe experience for all attendees.

PARKES PASTORAL AGRICULTURAL & HORTICULTURAL ASSOC INCPO BOX 126
PARKES NSW 2870
P: 0467 622 580E: secretary@parkesshow.org.au
*"Celebrating 143 years of the Parkes Show"*17th March 2023Lachlan Area Commander
Highway Patrol
Parkes Police Station
3 Court Street
Parkes NSW 2870

Dear Sirs,

RE: PARKES SHOW MONDAY 28TH – WEDNESDAY 30TH AUGUST 2023

The President and Committee of the Parkes Show advise that the 143rd 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.

Should you wish to meet with show society representatives to discuss any particulars regarding this event please contact our office on 0467 622 580 or email secretary@parkesshow.org.au.

Kind regards
Liz Brown
SECRETARY

PARKES PASTORAL AGRICULTURAL & HORTICULTURAL ASSOC INC

PO BOX 126
PARKES NSW 2870
P: 0467 622 580

E: secretary@parkesshow.org.au

"Celebrating 143 years of the Parkes Show"

17th March 2023

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

Dear Kent,

**RE: 2023 PARKES SHOW
SPECIAL EVENT TRANSPORT MANAGEMENT PLAN**

As our 143rd 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 28th August to Wednesday 30th August 2023
2. Emergency Safety Management Plan 2023
3. Letter re parking arrangements for the show
4. Copy of letter to Lachlan Area Commander Highway Patrol
5. Letter from Parkes Showground Land Manager (PSLM) offering permission to run the show

Kind regards
LIZ BROWN
SECRETARY



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

Applicant Details

Name: Parkes PA&H Association Inc	Organisation (if applicable): Parkes PA&H Assoc Inc
Address: PO Box 126	Phone: 0467 622 580
PARKES	Mobile: 0467 622 580
Email: secretary@parkesshow.org.au	
Signature:	Date: 20/4/22
Facebook: ParkesShow	Website: parkesshow.org.au
Instagram:	Twitter:

Event Details

Event Name: PARKES ANNUAL SHOW	Event Date/s: Mon 28/8/2023-Wed 30/8/2023 Event Time/s: 9am - 10pm
Location/Venue: PARKES SHOWGROUND <small>NOTE: Council owned venue hire is subject to availability.</small>	Is this event likely to become an ongoing event? (eg. annual) ANNUAL
Describe the main purpose of your event: (Please attach any additional information eg. site maps, event program, further notes, etc) Parkes annual Show comprising exhibits, rides, food vans, retail, horse/cattle/sheep/poultry/bird competitions	
Expected event attendance: (approx. number) 7,000 approx over 3 days	Expected audience reach of event: (eg. local, regional, state, national, international) local, regional

Further details about your event

So we can assist with determining necessary approvals and support

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

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

Parkes Shire Council
EVENTS GUIDE: 001 EVENTS FORM


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

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

Email	Mail	In person
events@parkes.nsw.gov.au	Parkes Shire Council Attn: Events Officer PO Box 337 Parkes NSW 2870	Parkes Shire Council 2 Cecile Street Parkes NSW 2870

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 2021.

Emergency Contact List

President of Parkes P A & H Assoc. Inc.	Peter Unger	0428 653 350
Showground Secretary	Liz Brown	0407 861 938
Police	Parkes Station	000 6862 9999
N.S.W. Fire Brigade	Parkes Station	000 6863 5951
SES	Tanya Jones	0427 626 630
First Aid	Beneficial Safety	0412 891 706
Safety Officer	Cynara Jones	0407 904 605
Ground Officer	Jenny Kingham	0409 631 165
Waste Services	J R Richards (Jeff driver)	0427 626 353
Electrician	Lou Henry	0417 424 109
Plumber	Jeff Davis	0419 288 908

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

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 fire fighting 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 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
- 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.

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 whom 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 11, 56 Clarence Street
SYDNEY NSW 2000
Telephone 61 (2) 9249 4850
Facsimile 61 (2) 9249 4840
Website: 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		
Co-Insured Society:	Parkes Pastoral Agricultural & Horticultural Association Inc		
Period Of Insurance:	31 May 2022 To 4:00pm on 31 May 2023		
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		
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 B128416380W21 & 001-2021 respectively.		
	\$ 20,000,000 x \$5,000,000 Underwritten for certain underwriters at Lloyd's of London & Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Ltd. under binding authorities B128416380W21 & 001-2021 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: 27 May 2022



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, Jennifer Kingham (Name)
of 1794 Newell Hway Tichborne (Address)
on behalf of Parkes PA & H Ann Inc (Organisation)
notify the Commissioner of Police that on the 27 - 30 (Day)
of August, 2023 (Month/Year)

it is intended to hold:

either:

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

5000 persons which will assemble (Number)

at Parkes Showground (Place)

at approximate 8:00 am/pm

and disperse at approximately 10:00 am/pm

or

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

persons which will assemble at

at approximately am/pm

and at approximately am/pm the procession will

commence and shall proceed

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 30/8/23 7:30pm
Fireworks ~~Wed~~ Tues 29/8/23 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: 1794 Newell Highway.....

Tichborne NSW.....

.....Post Code 2870.....

Telephone: 0409 63 1165.....

Signed: (signature).....

Capacity/Title.....*Treasurer, Parkes PA & H Ann Inc*

Date*24/4/2023*.....

* Delete as applicable

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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 PA&H ASSOCIATION INC ANNUAL SHOW

Event Location: PARKES SHOWGROUND 52 VICTORIA ST PARKES 2870

Event Date: 29/8-31/8/23 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 PA&H ASSOCIATION INC

Phone: 02 6862 2580 Fax: _____ Mobile: 0467 622 580

Email: secretary@parkesshow.org.au

Event Management Company (if applicable): N/A

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Police: Parkes Police Station

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Council: Parkes Shire Council

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Transport Management Centre
(if Class 1 – Sydney Metropolitan Area): N/A

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Roads & Maritime Service
(if Class 1 – regional NSW and Class 2 event): N/A

Phone: _____ Fax: _____ Mobile: _____

Email: _____

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

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1.3. Brief description of the event (one paragraph)

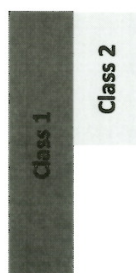
Parkes annual show - rides, entertainment, food & retail stalls, agricultural exhibits, displays and competitions including food & livestock.

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

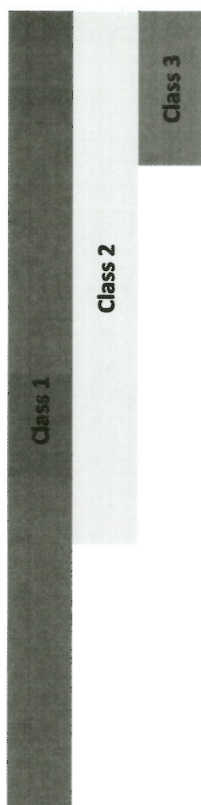
Class 1	Class 2	Class 3	
			3.1. The route or location
			<input checked="" type="checkbox"/> Map attached
			3.2. Parking
			<input checked="" type="checkbox"/> Parking organised – details attached
			<input type="checkbox"/> Parking not required
			3.3. Construction, traffic calming and traffic generating 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

SPECIAL EVENT GUIDE
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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

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: PARKES DATA ASSOC INC Event Organiser 28/4/22 Date

7. AUTHORISATION TO *REGULATE TRAFFIC

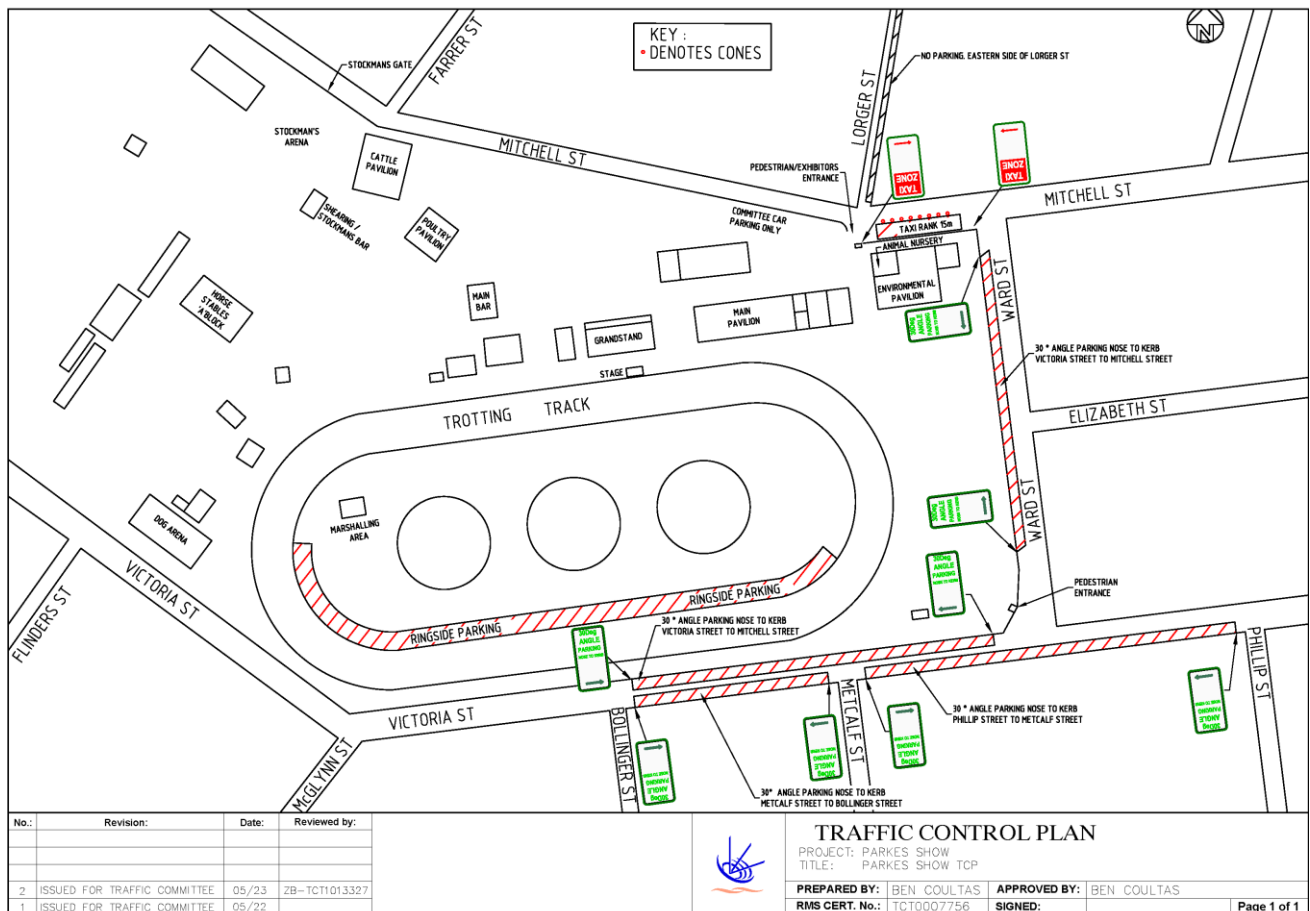
Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ Council _____ Date

The RMS/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ RMS/TMC _____ Date

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



9 REPORT OF CONFIDENTIAL RESOLUTIONS

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