



# AGENDA INFRASTRUCTURE AND LIVEABILITY COMMITTEE 8 MARCH 2021

MEMBERSHIP: Councillors J Diffey, V Etheridge, D Grant, D Gumley, A Jones, S Lawrence, G Mohr, K Parker, J Ryan and B Shields.

The meeting is scheduled to commence at \_\_\_\_\_ pm.

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## REPORT: 2021 Dubbo Cycle Club Season

**AUTHOR:** Safe Roads Engineer  
**REPORT DATE:** 1 March 2021  
**TRIM REFERENCE:** ID21/329

### EXECUTIVE SUMMARY

This report deals with the approval procedure required for bicycle road races on public roads, as detailed in the New South Wales Guidelines for Bicycle Road Races.

The Dubbo Cycle Club Inc. has requested approval to conduct the 2021 Class 2 competition season for juniors and seniors utilising Benolong, Burroway, Mogriguy, Wongarbon and Westella roads in the Dubbo area; and in the Wellington area Arthurville, Suntop, Terrabella, River, Hermitage, Comobella roads and Zaias Lane, between 31 March 2021 and 23 December 2021. The Event Application and Traffic Management Plans are attached to the report as **Appendix 1**. A requirement of the guidelines is that bicycle road races be referred to the Local Traffic Committee for consideration.

It is recommended that the Committee concur with the events as proposed and conditioned by Council and the NSW Police in accordance with the Guidelines for Bicycle Road Races.

### FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

### RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

1. That the application of the Dubbo Cycle Club Inc. Racing Season 2021 between 31 March 2021 and 23 December 2021 be approved and undertaken in accordance with the Event and Traffic Management Plan as conditioned by the NSW Police and the following conditions of Dubbo Regional Council:
  - a. Burroway Road - Commencing 500 m west of the Newell Highway at Brocklehurst for 18 km to 200 m east of Rawsonville Bridge Road intersection and return on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
  - b. Mogriguy Road - Time trial course commencing 650 m north of the Mendooran Road intersection for a distance of 10.5 km to Mogriguy Village. Long course commencing 650 m north of the Mendooran Road intersection for 19 km with turnaround being 5.1 km north of the Coolbaggie Road intersection and return on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
  - c. Wongarbon/Westella roads - short course commencing in Barbical Street 100 m

- north of Derribong Street for a distance of 15 km and finishing at 300 m north on Barbical Street from the intersection with Derribong Street. The turn point is 175 m east of the Westella Road intersection and return on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm. The Long course along Westella Road and Ballimore/Geurie roads for 25 km to a turnaround 550 m south of the Golden Highway and return on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
- d. Benolong Road - Sprint course start and finish is on Nubingerie Road 1.2 km south of the Benolong Road intersection (adjacent the Benolong Rural Fire Brigade) then west on Benolong Road to a turnaround 300 m east of the Wambangalang Creek Bridge on Saturdays between 1 pm and 5 pm or Sundays between 8 am and 4 pm.
  - e. South Geurie/Arthurville Road - Short course commencing 400 m south of the Scabbing Flat bridge over the Macquarie River for a distance of 15 km to a turnaround 600 m north-east of the intersection of Hermitage and Arthurville roads on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
  - f. South Geurie/Arthurville Road - Middle course commencing 400 m south of the bridge over the Macquarie River for a distance of 21 km with the turnaround point being 3.2 km on Suntop Road east of the intersection with Arthurville Road on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
  - g. South Geurie/Arthurville Road - Long course commencing 400 m south of the bridge over the Macquarie River for a distance of 30 km to a turnaround 3.8 km on Suntop Road west of the intersection of Renshaw-McGirr Way on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
  - h. South Geurie/Terrabella Road - Time trial course commencing 2.1 km west of the intersection of Terrabella and Arthurville roads for a 6.4 km distance to a turnaround being 1.3 km east of the bridge over Little River on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
  - i. South Geurie/Arthurville Road - Strada long loop commencing 400 m south of the Scabbing Flat bridge over the Macquarie River on Arthurville Road for a distance of 50.3 km incorporating River Road 10.6 km, Zaias Lane 3 km, Bennetts Road 6.5 km, Suntop Road 9 km, Arthurville Road 2.2 km, Hermitage Road 11.9 km, Terrabella Road 0.35 km, Arthurville Road 2.9 km to the finish line on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
  - j. South Geurie/Arthurville Road - Strada short loop commencing 400 m south of the Scabbing Flat bridge over the Macquarie River on Arthurville Road for a distance of 42 km incorporating Arthurville Road 4.3 km, River Road 10.6 km, Zaias Lane 8.1 km, Arthurville Road 4.5 km, Hermitage Road 11.9 km, Terrabella Road 0.35 km, Arthurville Road 2.9 km to the finish on Saturdays between 1 pm and 5 pm, or on Sundays between 8 am and 4 pm.
  - k. North Geurie/Comobella Road - commencing 0.25 km north from the intersection of Paxton and Fitzroy streets for 13 km to a turnaround 0.15 km west of Cobbora Road on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
  - l. The approval for use of the roads will alternate between locations in accordance with the nominated block dates.

2. That the Dubbo Cycle Club provide Council with the full racing calendar prior to the first event, and then at two monthly intervals.
3. That the submission of Traffic Control Plans to Council for approval be submitted a minimum of three weeks prior to the first event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS 1742.3-2019, the Transport for NSW Guidelines for Bicycle Road Races and the Traffic Control at Worksites Technical Manual prepared by an accredited person.
4. That all traffic control, including the placement and removal of barricades and/or regulation of traffic, is to be carried out by traffic controllers appropriately trained in accordance with the requirements of Australian Standard AS 1742.3-2019 and the Transport for NSW accreditation requirements for Traffic Control Planners or Controllers as required. In this respect there is a requirement that traffic controllers, and not marshals, are to be provided at the start/finish and turnaround to stop all traffic whilst riders are:
  - a. Starting and finishing within a 60 km/h or less speed zone.
  - b. Assembled on the road carriageway immediately prior to a mass or staggered start.
  - c. Undertaking the turnaround movement.
  - d. Sprinting to the finish line.
5. That the NSW Police consent and conditions for bicycle races permit under the NSW Road Transport Act 2013, Section 115 is required with documented evidence submitted to Council.
6. That Council's Governance and Internal Control Manager must sight a current copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council and NSW Police are specifically noted to be indemnified against any action resulting from the cycle race.
7. That the applicant is to submit to Council all the appropriate documentation required, accepting the above conditions, before final approval is granted.
8. That the approval is for a nine-month period commencing at the time final authorisation of all documentation is granted.

#### **LOCAL TRAFFIC COMMITTEE CONSIDERATION**

This matter was considered by the Local Traffic Committee at its meeting held on Monday, 1 March 2021. The Committee had unanimous support in the adoption of the recommendation.

#### **RECOMMENDATION**

1. **That the application of the Dubbo Cycle Club Inc. Racing Season 2021 between 31 March 2021 and 23 December 2021 be approved and undertaken in accordance with the Event and Traffic Management Plan as conditioned by the NSW Police and the following conditions of Dubbo Regional Council:**
  - a. **Burroway Road - Commencing 500 m west of the Newell Highway at Brocklehurst for 18 km to 200 m east of Rawsonville Bridge Road intersection and return on Saturdays between 1 pm and 5 pm, or Sundays between 8 am**

- and 4 pm.
- b. **Mogriguy Road - Time trial course commencing 650 m north of the Mendooran Road intersection for a distance of 10.5 km to Mogriguy Village. Long course commencing 650 m north of the Mendooran Road intersection for 19 km with turnaround being 5.1 km north of the Coolbaggie Road intersection and return on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.**
  - c. **Wongarbon/Westella roads - short course commencing in Barbical Street 100 m north of Derribong Street for a distance of 15 km and finishing at 300 m north on Barbical Street from the intersection with Derribong Street. The turn point is 175 m east of the Westella Road intersection and return on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm. The Long course along Westella Road and Ballimore/Geurie roads for 25 km to a turnaround 550 m south of the Golden Highway and return on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.**
  - d. **Benolong Road - Sprint course start and finish is on Nubingerie Road 1.2 km south of the Benolong Road intersection (adjacent the Benolong Rural Fire Brigade) then west on Benolong Road to a turnaround 300 m east of the Wambangalang Creek Bridge on Saturdays between 1 pm and 5 pm or Sundays between 8 am and 4 pm.**
  - e. **South Geurie/Arthurville Road - Short course commencing 400 m south of the Scabbing Flat bridge over the Macquarie River for a distance of 15 km to a turnaround 600 m north-east of the intersection of Hermitage and Arthurville roads on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.**
  - f. **South Geurie/Arthurville Road - Middle course commencing 400 m south of the bridge over the Macquarie River for a distance of 21 km with the turnaround point being 3.2 km on Suntop Road east of the intersection with Arthurville Road on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.**
  - g. **South Geurie/Arthurville Road - Long course commencing 400 m south of the bridge over the Macquarie River for a distance of 30 km to a turnaround 3.8 km on Suntop Road west of the intersection of Renshaw-McGirr Way on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.**
  - h. **South Geurie/Terrabella Road - Time trial course commencing 2.1 km west of the intersection of Terrabella and Arthurville roads for a 6.4 km distance to a turnaround being 1.3 km east of the bridge over Little River on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.**
  - i. **South Geurie/Arthurville Road - Strada long loop commencing 400 m south of the Scabbing Flat bridge over the Macquarie River on Arthurville Road for a distance of 50.3 km incorporating River Road 10.6 km, Zaias Lane 3 km, Bennetts Road 6.5 km, Suntop Road 9 km, Arthurville Road 2.2 km, Hermitage Road 11.9 km, Terrabella Road 0.35 km, Arthurville Road 2.9 km to the finish line on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.**
  - j. **South Geurie/Arthurville Road - Strada short loop commencing 400 m south of the Scabbing Flat bridge over the Macquarie River on Arthurville Road for a distance of 42 km incorporating Arthurville Road 4.3 km, River Road 10.6 km,**

- Zaias Lane 8.1 km, Arthurville Road 4.5 km, Hermitage Road 11.9 km, Terrabella Road 0.35 km, Arthurville Road 2.9 km to the finish on Saturdays between 1 pm and 5 pm, or on Sundays between 8 am and 4 pm.
- k. North Geurie/Comobella Road - commencing 0.25 km north from the intersection of Paxton and Fitzroy streets for 13 km to a turnaround 0.15 km west of Cobbora Road on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
  - l. The approval for use of the roads will alternate between locations in accordance with the nominated block dates.
2. That the Dubbo Cycle Club provide Council with the full racing calendar prior to the first event, and then at two monthly intervals.
  3. That the submission of Traffic Control Plans to Council for approval be submitted a minimum of three weeks prior to the first event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS 1742.3-2019, the Transport for NSW Guidelines for Bicycle Road Races and the Traffic Control at Worksites Technical Manual prepared by an accredited person.
  4. That all traffic control, including the placement and removal of barricades and/or regulation of traffic, is to be carried out by traffic controllers appropriately trained in accordance with the requirements of Australian Standard AS 1742.3-2019 and the Transport for NSW accreditation requirements for Traffic Control Planners or Controllers as required. In this respect there is a requirement that traffic controllers, and not marshals, are to be provided at the start/finish and turnaround to stop all traffic whilst riders are:
    - a. Starting and finishing within a 60 km/h or less speed zone.
    - b. Assembled on the road carriageway immediately prior to a mass or staggered start.
    - c. Undertaking the turnaround movement.
    - d. Sprinting to the finish line.
  5. That the NSW Police consent and conditions for bicycle races permit under the NSW Road Transport Act 2013, Section 115 is required with documented evidence submitted to Council.
  6. That Council's Governance and Internal Control Manager must sight a current copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council and NSW Police are specifically noted to be indemnified against any action resulting from the cycle race.
  7. That the applicant is to submit to Council all the appropriate documentation required, accepting the above conditions, before final approval is granted.
  8. That the approval is for a nine-month period commencing at the time final authorisation of all documentation is granted.

*Ridwan Quaium*  
Safe Roads Engineer

## BACKGROUND

The Transport for NSW Guidelines for Bicycle Road Races provides a comprehensive overview of the approval process and requirements of statutory bodies and the cycling organisation. An approval by the NSW Police under Section 115 of the Road Transport Act 2013 is required to conduct a cycle race on public roads. The measures set down in this document explain to applicants how to make application and the minimum expectations for managing traffic and conducting a cycle race. Bicycle road races are categorised into Class 1 and 2 events with the differentiation being that one impacts on major traffic transport systems and the other does not.

## REPORT

The Dubbo Cycle Club Inc. has submitted a comprehensive Event and Traffic Management Plan (**Appendix 1**) with the request for the use of Benolong, Burroway, Mogriguy and Wongarbon/Westella roads in the Dubbo area and in the Wellington area Arthurville, Suntop, Terrabella, River, Hermitage, Comobella roads and Zaias Lane to undertake their 2021 Competition Racing Season. It is categorised as a Class 2 event with the course details provided as follows:

### Senior Competition

The senior competition will be run on Saturdays between 1 pm and 5 pm, or on Sundays between 8 am and 4 pm, from 1 January 2021 to 23 December 2021 on the following courses:

- Mogriguy Road - Commencing 650 m north of Mendooran Road for a course distance of 10.5 km (time trial) to Mogriguy Village and 19 km (long course) with turnaround being 5.1 km north of Coolbaggie Forest Road and return.
- Burroway Road - Commencing 500 m west of Newell Highway for a distance of approximately 18 km to 200 m east of the Rawsonville Road intersection and return.
- Wongarbon/Westella Road - Commencing on Barbigal Street 100 m north of the intersection with Derringbong Street for a distance north of 15 km (short course) and approximately 25 km (long course) along Westella Road and Ballimore/Geurie road, to a turnaround 550 m south of the Golden Highway intersection and return.
- Benolong Road - Sprint course commencing on Nubingerie Road 1.2 km south of Benolong Road then north along Nubingerie Road, and west in Benolong Road for a distance of 10.5 km to the turnaround, being 300 m east of Wambangalang Creek Bridge.
- South Geurie/Arthurville Road - Short course commencing 400 m south of the Scabbing Flat bridge over the Macquarie River for a distance of 15 km to a turnaround 600 m north-east of intersection of Hermitage Road.
- South Geurie/Arthurville Road - Middle course commencing 400 m south of the Scabbing Flat bridge over the Macquarie River for a distance of 21 km with the turnaround point being 3.2 km on Suntop Road east of the intersection with Arthurville Road.

- South Geurie/Arthurville Road - Long course commencing 400 m south of the Scabbing Flat bridge over the Macquarie River for a distance of 30 km to a turnaround 3.8 km on Suntop Road west of the intersection of Renshaw-McGirr Way.
- South Geurie/Terrabella Road - Time trial course commencing 2.1 km west of the intersection of Terrabella and Arthurville roads for a 6.4 km distance to a turnaround being 1.3 km east of the bridge over Little River.
- South Geurie/Arthurville Road - Strada long loop commencing 400 m south of the Scabbing Flat bridge over the Macquarie River on Arthurville Road for a distance of 50.3 km incorporating River Road 10.6 km, Zaias Lane 3 km, Bennetts Road 6.5 km, Suntop Road 9 km, Arthurville Road 2.2 km, Hermitage Road 11.9 km, Terrabella Road 0.35 km and Arthurville Road 2.9 km to the finish line.
- South Geurie/Arthurville Road - Strada short loop commencing 400 m south of the Scabbing Flat bridge over the Macquarie River on Arthurville Road for a distance of 42 km incorporating Arthurville Road for a distance of 4.3 km, River Road 10.6 km, Zaias Lane 8.1 km, Arthurville Road 4.5 km, Hermitage Road 11.9 km, Terrabella Road 0.35 km and Arthurville Road 2.9 km to the finish.
- North Geurie/Comobella Road - commencing 0.25 km north from the intersection of Paxton and Fitzroy streets for 13 km to a turnaround 0.15 km west of Cobbora Road.
- All the roads within the Dubbo and Wellington area are considered low trafficked roads with minimal impact on the road network.

Bicycle races of a repetitive nature can be approved on a 12 monthly basis. Conditions applicable to a cycle race of a minor impact can be undertaken in consultation with the NSW Police and/or Transport for NSW as considered necessary and dependant on the road classification and class of the event. The process can be managed, under delegated authority, however referral and concurrence of the Local Traffic Committee is required in accordance with the Cycle Race Guidelines.

General conditions that apply to organisations to conduct cycle races include compliance with the road rules, provision of traffic management and traffic control plans prepared by accredited persons, together with accredited traffic controllers, as considered necessary in respect of the road race permit from the NSW Police and public liability insurance. The Club has undertaken traffic control training and now has some 13 accredited traffic controllers.

It is recommended that approval be granted to the Dubbo Cycle Club to conduct the 2021 Racing Season on the nominated roads within the Dubbo and Wellington area in accordance with the Event and Traffic Management Plan as conditioned by the NSW Police and Council.

Appendices:

1. [2021 Dubbo Cycle Club Application and Associated Documents](#)



**APPLICATION BY DUBBO CYCLE CLUB TO CONDUCT CYCLE RACES IN THE WESTERN PLAINS REGIONAL COUNCIL AREA DURING 2021.**

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## 1. INTRODUCTION

The Dubbo Cycle Club is an incorporated club and seeks approval to conduct Class 2 Club level cycling events on various roads in the Dubbo Regional Council area.

### EVENTS

The events would be conducted on **Saturday afternoons between the hours of 1.00pm and 5.00pm or Sunday mornings between the hours of 8.00am and 4.00pm** from 31<sup>st</sup> March to 23<sup>rd</sup> December 2021 (inclusive). These events would take place on the roads nominated on the days listed as per forwarded calendar table,

#### **Mogriguy Time Trial course**

10.5 km from start line to the turn point. Start and finish line is 650m north on Mogriguy road from the intersection with Mendooran road. The turn point is 180m south on Mogriguy road from the intersection with Moonul street Mogriguy.

#### **Mogriguy course**

19 km from start line to the turn point. Start and finish line is 650m north on Mogriguy road from the intersection with Mendooran road. Turn point closest intersection is 5.1 km north of turn point which is Mogriguy road and Coobaggi Forrest road.

#### **Burroway course**

17.5 km from start line to turn point. Start line and finish line is on the Burroway road 500m west of the intersection with the Newell Hwy. The turn point is 200m east on Burroway from the intersection with Rawsonville Bridge road.

#### **Benolong road sprint course**

10.5 km from start line to the turn point. Start line and finish line is on Nubingerie road adjacent to the Benalong Rural Fire Brigade shed 1.2km south of the intersection with Benolong road and Terrabella road. Turn point is 300m east of Wambangalong Creek bridge on Benolong road.

#### **Wongarbon short course**

15km from start line to the turn point. Start line is 100m north on Barbical street from the intersection with Derribong street, with the finish line 300m north on Barbical street from the intersection with Derribong street. The turn point is 175m east of the T intersection on Westella road.

#### **Wongarbon long course**

25 km from start line to the turn point. Start line is 100m north on Barbical street from the intersection with Derribong street, with the finish line 300m north on Barbical street from the intersection with Derribong street. The turn point is 550m south on the Westella road from the intersection with Golden Hwy (Cobbora road).

#### **South Geurie short course.**

15 km from start line to turn point. Start line and finish line is 400m south of the bridge over the Macquarie river on the Arthurville road and 2.8 km north of the intersection with Terrabella road. The turn point is 600m north east of the intersection of Arthurville road and Hermitage road.



**South Geurie middle course**

21 km from start line to turn point. Start line and finish line is 400m south of the bridge over the Macquarie river on the Arthurville road and 2.8 km north of the intersection with Terrabella road. The turn point is 3.2 km on the Suntop road east of the intersection with Arthurville road.

**South Geurie long course**

30 km from start line to the turn point.  
Start line and finish line is 400m south of the bridge over the Macquarie river on the Arthurville road and 2.8 km north of the intersection with Terrabella road. Turn point is 3.8 km on the Suntop road west of the intersection with Renshaw-McGirr way.

**South Geurie (Terrebella Road) Individual Time Trial Course**

6.4 km from start line to the turn point. Start line and finish line is 2.1 km west of the intersection of Terrabella road and Arthurville road. The turn point is 1.3 km east of the bridge over the Little River on Terrabella road.

**South Geurie strada loop (long) 50.3klms**

Start line and finish line is 400m south of the bridge over the Macquarie river on the Arthurville road and 2.8 km north of the intersection with Terrabella road. The loop turns left onto River Road at 4.3klms from the start line and travels river road for 10.6klm to the intersection with Zaias lane, tuning right on to Zaias Lane and travel 3klms to the intersection with Bennetts Road, turning left on to Bennett's Road and travelling 6.5klm to the intersection of Suntop Road and turning right and travel 9klms to the intersection with Arthurville Road and turn right onto Arthurville Road and travel 2.2klms to the cross roads of Arthurville, Little River and Hermitage Roads, continuing onto Hermitage Road and travel 11.9klm to Terrabella Road and turn right and travel 350 metres to the Arthurville Road and turn left and travel 2.9klm to the finish line on Arthurville Road 400metres before the Macquarie river on the Arthurville Road.

**South Geurie strada loop (short) 42klm**

Start line and finish line is 400m south of the bridge over the Macquarie river on the Arthurville road and 2.8 km north of the intersection with Terrabella road. The loop turns left onto River Road at 4.3klms from the start line and travels river road for 10.6klm to the intersection with Zaias lane, tuning right on to Zaias Lane and travel 8.1klm to the intersection of Arthurville Road turn left on to Arthurville Road and travel 4.5klm to the cross roads of Arthurville, Little River and Hermitage Roads, continuing onto Hermitage Road and travel 11.9klm to Terrabella Road and turn right and travel 350 metres to the Arthurville Road and turn left and travel 2.9klm to the finish line on Arthurville Road 400metres before the Macquarie river on the Arthurville Road.

**North Geurie**

13 km from start line to the turn point. Start line is 250m north from the intersection of Paxton street and Fitzroy street, with the finish line 500m north of Paxton street and Fitzroy street Geurie. The turn point is 150m on the Commabella road west of the intersection with Cobbora road.

It should be noted that the roads used during Eastern Standard Time are quiet rural roads with very little vehicular traffic on Saturday afternoons and Sunday mornings at the times indicated. A calendar has not been included at this stage. However, the Club will provide Council with a



calendar at two (2) monthly intervals and before the first event. A full calendar will be ready by January 1st at <http://www.dubbocycleclub.com.au/Calendar.html>



## 2. NATIONAL TRANSPORT REGULATIONS

The Club is aware of the need to comply with the National transport regulations. In particular, we are cognisant of the requirement for consideration of public safety, convenience and consultation when conducting cycling events on public roads. In this regard, the Club believes that from experience gained over a number of years in conducting road events, combined with the process of consultation with State and Local Government authorities and the Police, we have sufficiently considered all potential risks and control measures when conducting cycle events.

## 3. PUBLIC SAFETY AND CONVENIENCE

The Club has comprehensive Insurance Cover of which will be provided.

- a) Safety for both cyclists and road users are the paramount criteria when choosing venues and when conducting events. The proposed courses have been designed to minimise the number of intersections and turning points involved. There are no crossroads. Start/finish and turn points have been chosen to ensure minimum sight lines of 200m for other road users.
- b) There are no road closures required nor crossroads involved, and as noted above, the courses are on roads through rural areas carrying minimal traffic and cycling will not impinge upon residential amenity.
- c) The Club's commitment to rider safety is evidenced by the use of instructions read to riders prior to the start of an event to ensure all possible action is taken to maintain rider and public safety.
- d) RTA standard approved road signs displaying the words "CYCLISTS RACE IN PROGRESS" will be placed at strategic locations on the course to warn motorists approaching from either direction of the work site areas of start/finish and at the turn around point.

*There will be work site traffic signs appropriate for the event being held placed at the start/finish area and turn point to inform approaching traffic of the event and reduced speed limits in place for the mentioned areas, the signs will be set out as per the TCP supplied by Dubbo Traffic Control and implemented by suitably qualified persons, there is also provisions to have traffic controllers in place if the need arises due to unexpected high traffic movements at the locations being used. Each location will have a SWMS for Erecting Temporary Traffic Control and if needed Traffic Control plus Site Specific Risk Assessment carried out by suitably qualified persons.*

Signs will be placed at other points on the course. Escort vehicles, with signage, 2 flashing amber dome lights and UHF radio communication between vehicles, will precede and follow the riders.

- e) One qualified club member will be rostered as Commissaire (Referee), and another club member will be rostered as race Marshal or race director for each event to ensure all requirements are carried out prior to and during the event. A senior and experienced club member who holds a current driver's licence will be stationed at the Start/Finish line, and at the turn around point to ensure cyclists are stopped if there is the likelihood of a rider interfering with vehicular traffic.
- f) Commissaire, Marshals and cyclist Controllers will be people with detailed knowledge and experience regarding the venue.
- g) The Commissaire will not permit any event to commence unless the required vehicles and signs are in place. The turn-around Controller will be in place well before cyclists reach the point.



- h) The Commissaire, Marshal and cyclist Controllers will wear identifiable safety vests and have a red flag to warn cyclists to stop if deemed necessary.
- i) Marshals clearly understand the road rules and if necessary, will slow down and/or stop cyclists to give priority to other road users at turning points or Start/Finish lines.
- j) UHF radios are to be used for communication between lead and follow cars.
- k) Our cyclists and officials are all experienced in riding on open roads for both racing and recreation and have developed considerable bike handling skills and a keen sense of road traffic awareness when turning or when being overtaken by vehicles.
- l) All cyclists will be instructed to stay on the left-hand side of the left hand carriage-way on all roads to enable vehicles to overtake in a safe manner. Any cyclist who crosses the road centre-line is automatically disqualified from the event and the Club officials may take further disciplinary action.
- m) The venues have been chosen to provide off-road parking at the Start/Finish area to ensure unhindered progress of other road users.
- n) Club members are aware of their responsibilities to avoid damage to local flora and fauna and the need to preserve the area as per government requirements.
- o) Any rubbish will be removed from the Start/Finish area and riders are forbidden to litter roadways during events.

#### 4. SUMMARY

We endeavour at all times to foster a positive response to cycling in general from the local community, and we are willing to participate in any proposal that will further this cause. The Club requests that you give a favourable response to this submission.

The Locality maps together with start/finish and turnaround point diagrams, List of equipment, Traffic management plan, SWMS for Erecting Temporary Traffic Control and if needed Traffic Control. Site Risk Assessment Guidelines. Chief Marshal/Duty Official, Marshal's duties, Instructions to riders, and Insurance Certificate of Currency are in the attachments with this application.



## LIST OF ATTACHMENTS

### Attachments other than this application.

Safe Work Method Statement  
Site Specific Risk Assessment and Site Record Sheet  
**Generic TCP Traffic Control Plan.**  
Site Specific TCP Traffic Control Plan.  
Locality Maps of 2021 courses.  
Special Event Transport Management Plan Template.  
2021 Road Risk Management Plan.  
Emergency and/or Accident Procedure (Non-First Aid)  
List of Equipment.  
Certificate of currency Insurance.



## TRAFFIC MANAGEMENT PLAN

### Courses

Mogriguy/Eumungerie Road, Burraway Road, Benolong Road and Wongarbon/Westella Road, Benolong Road, Geurie South, Geurie North and Terrabella Road & South Geurie Strada loop (long and short).

### Locations.

As per locality maps attached. Appropriate signage will be put in place at strategic points on the courses. These are indicated on the Start/Finish and Turn Around Point diagrams, to warn other road users of the presence of cyclists.

### Car Parking

Competitors will park on the verge in the vicinity of, but well clear of the Start/Finish line. The road at each location has plenty of parking area, clear of the roadway. There are sight lines in excess of 150m in each direction.

### Times

The events on the Mogriguy/Eumungerie Road, Burraway Road, and Wongarbon/Westella, Benolong Road, Sheraton Road, Geurie South, Geurie North, Terrabella Road, South Geurie Strada loop (long and short) Roads, will be on Saturdays between 1.00pm and 5.00pm  
Sunday mornings 7.30am to 1.00pm or Sunday afternoons 2.00pm to 5.00pm.

### Traffic Management.

SEE ATTACHED DOCUMENTS OF

Traffic Control Plans (TCP's)

Site Specific Risk Assessment and Site Record Sheet

Safe Work Method Statement (SWMS)

For: Erecting temporary traffic control and Traffic control.



The Riders.

*The riders will be briefed on the start line to:*

- (a) Adhere to the general road rules. In particular NOT to cross the centre line.
- (b) Ride no more than two abreast, stay in the LEFT lane and generally keep left.
- (c) To alert the group of any vehicles approaching from the rear.
- (d) To give way to other vehicular traffic and allow it to pass safely.

**Escort Vehicles.**

Escort vehicles with signage, flashing hazard lights and 2 rotating amber lights, UHF radio, mobile 'phone and First Aid kit will lead and follow riders.

### **GUIDELINES FOR CHIEF MARSHAL and DUTY OFFICIALS**

and Traffic Control Persons

Your Priorities.

- a) Safely and effectively run events for riders.
- b) Cause minimum inconvenience to other road users.
- c) Comply with the Road Traffic legislation.

Prior to each Event

- (a) Confirm which course is to be used.
- (b) Familiarise yourself with the NSW POLICE CONDITIONS for cycling events and the relevant Traffic Management Plans and ensure they are in place and ready before hand.
- (c) Familiarise yourself with the Emergency Procedures which layout exactly what you should do in the event of an accident at your event.
- (d) Ensure that the grading/handicap details have been updated and will be available at Sign On table.
- (e) Confirm that all signs, UHF radios, etc., as per Equipment List attached, will be at the event. Ensure any batteries are charged.

Prior to Event Start.

- (a) Confirm course length.
- (b) Confirm starting order and times from the handicapper.
- (c) If there is any doubt that the event will continue safely e.g., inclement weather, road works, traffic conditions, lack of marshals, etc., - discuss with committee members.
- (d) Brief Marshals and Traffic Controllers on their locations, communication ('phone, radio use), positioning of warning signs, Accident Management guidelines.
- (e) Ensure escort vehicles are equipped with radios, signs, and flashing beacons, and that the drivers know the procedure

#### **NOTE:**

Only club members who hold a current driver's licence can act as Marshals. If the minimum numbers of marshals or traffic control personnel are not available the event is to be cancelled.

- (a) Ensure all marshals are familiar with Marshal's Duties. Marshals' musts have read a copy of the NSW Police Conditions.



- (b) Besides the UHF radios, ensure officials have road worker's safety vests, red flags, TCP's are in place traffic cones and cyclist race signs to be positioned along the course.
- (c) Assign a location to each Marshal and explain particular responsibilities associated with that location, e.g., positioning of warning signs.
- (d) Brief all Marshals on limits of responsibility. Stress that if necessary, they are to stop riders to ensure other road are safe while using the roads.
- (e) Instruct the Marshal at the turn around point not to leave the location until the last rider has passed that point and to follow that rider back to the Start/Finish point, picking up, if necessary, any riders who have pulled out, or are unable to continue.

Communications.

Issue UHF radios to drivers and brief them on its operation.

Sign on Table Procedures.

- (a) Ensure the following are available: Rider numbers (if necessary), Sign-on sheet, visitor's book, cash tin/bag.
- (b) Ensure all riders are financial Dubbo Cycle Club members and/or hold a current Cycling Australia race licence. This is particularly important for insurance purposes, especially at the start of each year. NO LICENCE, NO RIDE.
- (c) Ensure any visiting riders are registered in the Visitor's Book, so they can be followed up after the event.



Guidelines for Marshalls.

Start line procedure.

- (a) Call grades/handicap groups to the starting line in agreed starting order.
- (b) Remind all riders waiting start to stay off the road. Ensure other traffic is safely managed and not inconvenienced.
- (c) Conduct a roll call of all riders for each grade/handicap group to ensure all are present at start to hear briefing and introduce any visitors to the bunch.
- (d) Brief each grade/group of riders on course details and safety issues, i.e:-  
Total distance.

Crossing of centre line, if observed or reported, will result in DISQUALIFICATION. Urge riders to remind each other of this beforehand in a briefing and during the event.

Location of turn around point.

Location of any known hazards – road works, gravel/sand patches, bad potholes, causeways, etc.

Keep to the left-hand side of the left-hand carriageway to enable any following vehicle to overtake the group safely. Riders at the rear of a group/bunch are to warn riders ahead of vehicles approaching from behind.

After the Event.

- (a) Ensure all road signs and traffic cones have been retrieved from the course.
- (b) Ensure site is left in a clean and tidy state. All rubbish to be properly disposed of in public rubbish bins (if available at site), or else returned to Club members' homes and disposed of there.



MARSHALS' DUTIES.

*The SAFETY of riders and other road users is your primary concern.*

Equipment

Work site traffic control signs for TCP implementation

Reflective "Road Worker" & "Traffic Controller" vests.

Traffic Cones.

Vehicle signs, amber beacons

Red flag,

Warning Signs "warning cyclists ahead"

UHF radio and/or mobile phone.

Obtain briefing from Chief Marshal/Duty Official.

Safety, locations, warning signs, timing, radio use, emergency procedures per the **Accident Management Guidelines**.



INSTRUCTIONS TO RIDERS BEFORE EACH EVENT.

- TODAYS RACE WILL BE RUN IN ACCORDANCE WITH DUBBO CYCLE CLUB RULES, AND THE REQUIREMENTS OF OUR RACE PERMITS.
- YOU ARE REMINDED THAT WE ARE RACING ON OPEN ROADS, AND THAT CROSSING THE CENTRE OF THE ROAD WILL NOT BE TOLERATED.
- RIDE NO MORE THAN TWO ABREAST, STAY IN LEFT LANE AND GENERALLY KEEP LEFT.
- ALERT THE GROUP OF ANY VEHICLES APPROACHING FROM THE REAR.
- GIVE WAY TO OTHER VEHICULAR TRAFFIC, AND ALLOW IT TO PASS SAFELY.
- YOU MUST OBEY THE INSTRUCTIONS OF THE REFEREE, MARSHALS AND OFFICIALS, AND IF ASKED TO STOP, YOU MUST DO SO.
- UNOFFICIAL PRIVATE VEHICLES ARE NOT PERMITTED TO FOLLOW, AND ANY VIOLATION WILL RESULT IN THE RIDER BEING PENALISED
- PUBLIC URINATION WILL NOT BE TOLERATED, AND OFFENDERS WILL BE PENALISED.
- ANY RIDER WITHDRAWING FROM THE RACE IS ASKED TO ADVISE AN OFFICIAL SO WE CAN ACCOUNT FOR ALL RIDERS AT THE FINISH.
- RIDERS ARE REMINDED TO CLAIM PLACINGS.
- FOLLOWING THE ABOVE, GIVE DETAILS OF ANY DANGER SPOTS, ETC TO THE RIDERS IN EACH GROUP.

Regards,  
**Mathew Gilbert**  
President  
Ph: 0400894512  
[president@dubbocycleclub.com.au](mailto:president@dubbocycleclub.com.au)  
[www.dubbocycleclub.com.au](http://www.dubbocycleclub.com.au)



V Insurance Group Pty Ltd ABN 67 160 126 509  
Telephone: +61 2 8599 8660  
Fax: +61 2 8599 8661  
Direct Line: +61 8599 8667  
Email: sports@vinsurancegroup.com  
Address: Level 25, 123 Pitt Street  
Sydney NSW 2000

14 January 2021

To Whom It May Concern,

## CERTIFICATE OF INSURANCE

Dear Sir/Madam,

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

<b>Named Insured:</b>	<b>AusCycling Limited and all affiliated Clubs</b>
<b>Affiliated Club:</b>	Dubbo Cycle Club Inc
<b>Class of Insurance:</b>	Combined Liability Insurance
<b>Insurer:</b>	Certain Underwriters at Lloyds of London
<b>Policy Number:</b>	09014411
<b>Limit of Liability:</b>	
Professional Indemnity	\$20,000,000 each and every occurrence and in the aggregate
Public Liability	\$20,000,000 each and every occurrence
Products Liability	\$20,000,000 each and every occurrence and in the aggregate
<b>Policy Period:</b>	4.00pm, 31 January 2021 to 31 January 2022
<b>Interested Parties:</b>	Dubbo Regional Council, Cycling New South Wales, AusCycling & NSW Police

In all instances, cover afforded is subject to the policy terms, conditions and exclusions. Any queries concerning this insurance arrangement should be addressed to this office.

Yours sincerely,

**Lucy Willis**  
Senior Account Executive  
Authorised Representative Number: 001280519

### 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. V-Insurance Group is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

V-Insurance Group Pty Ltd, Authorised Representative No. 432886, is an authorised representative of Willis Australia Limited ABN 90 000 321 237, AFSL No: 240800

## 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: Dubbo Cycle Club Road Racing

Event Location: As per attachment locality maps

Event Date: As per Calendar Sat 1pm Sat 5pm  
Avail 1/1/21 Event Start Time: Sun 1pm Event Finish Time: Sun 5pm

Event Setup Time: 2.5hrs prior Event Pack down Finish Time: 30min after

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\*: Dubbo Cycle Club

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: 0400894512

Email: president@dubbocycleclub.com.au

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

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

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

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

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

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

Council: DUBBO REGIONAL COUNCIL

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

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

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

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

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

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

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

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

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

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

To undertake Cycle Racing on the roads listed on the locality maps as per calendar that will be provided in a minimum of 2 months blocks if changed and available on January 1st.

Either on Saturday afternoons Sunday afternoons from 1st of January 2019 to December 31st 2019

**2. RISK MANAGEMENT TRAFFIC**

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

**3. TRAFFIC & TRANSPORT MANAGEMENT**

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



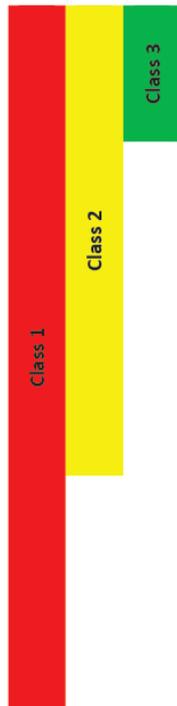
**3.9. Heavy vehicle impacts**

- 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: \_\_\_\_\_ 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 the layouts installed under the direction of a qualified person.*

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

Taken from NSW Police website:

[https://www.police.nsw.gov.au/data/assets/pdf\\_file/0007/275560/Notice\\_of\\_Intention\\_to\\_Hold\\_a\\_Public\\_Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

**Summary Offences Act 1988**

To the Commissioner of Police

1 I, Mathew Gilbert.....  
Name

of 21 CORAL CRESCENT DUBBO.....  
Address

on behalf of DUBBO CYCLE CLUB.....  
Organisation

notify the Commissioner of Police that on the From 1/1/2021 to 23/12/2021.....  
Day

of Saturday Afternoon & Sunday Afternoons.....  
Month/Year

it is intended to hold:

**either:**

(a) a public assembly, not being a procession, of approximately  
30-60.....persons which will assemble  
Number

at The listed locations on locality maps.....  
Place

at approximate Saturday's 1pm.....am/pm  
Time

and disperse at approximately Sunday's 1pm.....am/pm  
Time

Saturday's 5pm.....am/pm  
Time

and disperse at approximately Sunday's 5pm.....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.

SPECIAL EVENT GUIDE

[Return to Table of Content](#)

2 The purpose of the proposed assembly is.....  
Marshaling of start and finish area for Cycle racing.  
.....  
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 .....<sup>4</sup>.....(number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

Domestic Motor Car or/and Motorcycle, Lead vehicle  
.....  
Commissaries, First Aid vehicle & follow vehicle.

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

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

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

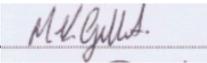
4 I take responsibility for organising and conducting the proposed public assembly.

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

Address: 21 CORAL CRESCENT DUBBO N.S.W.

..... Post Code 2830

Telephone: 0400 894 512

Signed: 

Capacity/Title CLUB PRESIDENT

Date 9/11/2020

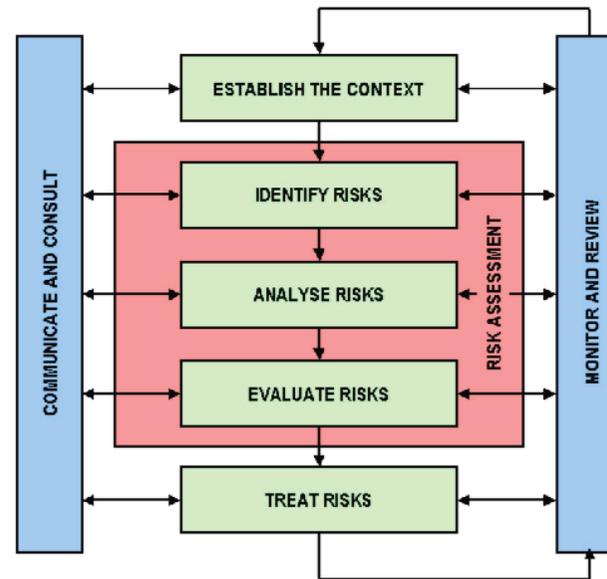
Delete as applicable



**Instructions:**

The purpose of this guide is to outline the Australian/New Zealand Risk Management Standard ISO 31000:2009. Your identification of risks and the recommendation of control measures to reduce the level of risk to an acceptable or tolerable level are therefore crucial in the planning process for your on road event

The risk management process consists of a series of steps that, when undertaken in sequence, enable continual improvement in decision-making. The elements of the risk management process are summarised in the following diagram;



What is risk? The Australian/New Zealand Risk Management Standard ISO 31000:2009 describes risk as follows;

**Risk is the chance of something happening that will affect objectives – it is measured in terms of event likelihood and consequences.**

Risk is measured in terms of;

- Vulnerability (weakness that can be exploited)
- Event Likelihood (frequency)
- Event Consequences (outcome possibilities)

Ask yourself:

- What could happen?
- How could it happen?
- Who could be harmed?
- What could be harmed?
- When could it happen?

The level of risk is determined by considering:

**LIKELIHOOD and CONSEQUENCE**

The purpose of risk evaluation is to make decisions, based on the outcomes of risk analysis, about which risks need treatment and treatment priorities.

Risks deemed 'tolerable' are monitored in accordance with the risk management plan until treatment measures have been implemented.

Once the risks have been identified and rated (Initial Risk level) Treatments (counter measures, Control Measures, Proposed Controls) need to be considered. Treatments must be appropriate to the level and type of risk. A risk treatment plan (Proposed controls) documents the actions that are proposed to treat the risk. It usually lists the following information:

- Actions to be taken and the risks they address.
- Responsibilities for implementing the plan.
- Resources to be utilised.
- Timetable for implementation.

- Mechanism and Frequency of review.

The design of the risk treatment measures should be based on a comprehensive understanding of the risks concerned; this understanding comes from an appropriate level of risk analysis.

**REMEMBER RISK IS IDENTIFIED AS FOLLOWS**

$$\text{LIKELIHOOD X CONSEQUENCE} = \text{RISK}$$

***PROPOSED CONTROLS – What will be put in place***

The risk table will provide you with a Risk Rating. This risk rating could be anything from Very Low to Extreme. The proposed controls section of your risk register is where you will outline your recommendations and plans to reduce the risk level if that is possible.

To change the risk level you want to come up with control measures which may do the following in relation to your identified risks;

- **REDUCE THE LIKELIHOOD**
- **REDUCE THE CONSEQUENCES**

**Remember that it may not always be possible to reduce the consequences of a risk. Sometimes you can do both. But depending on the risk you have identified you may be only able to implement control measures that will reduce the likelihood.**

**The following scenario is a good way to think about this concept.**

**The risk: Death or Serious Injury as a result of crossing a roadway.**

A group of 10 people want to cross a roadway. They plan to walk together slowly in a group during afternoon peak when the roadway is very busy. The consequences of this action would mean that most of the group would be killed or seriously injured.

Likelihood: Likely  
Consequence: Major  
Risk Rating: Extreme

**Implementing control measures,**

A group of 10 people cross the roadway. They walk in single file with a few seconds space between them. They cross on a pedestrian crossing.  
The consequences of this action would mean that if a car doesn't stop, then perhaps only one person will be killed or seriously injured.

Likelihood: Possible  
Consequences: Minor  
Risk Rating: Low

In both outcomes the consequence is **DEATH or SERIOUS INJURY**. However the control measures have been able to reduce both likelihood and consequences.

**If this scenario was only one person wanting to cross the road, the consequences would be the same, it would only be the likelihood that you could change.**

### **Writing up Proposed Control Measures**

Control measures should be detailed. They should be specific to the identified risk and be actions that will either reduce the likelihood and/or the consequence of the identified risk. Remember that the risk register is a skeleton on which you are building your operational orders and venue operating plans. The treatment measures should avoid being generic statements. Where possible they should be clear and succinct and not lengthy. You can use dot points or short paragraphs in relation to your proposed controls. Avoid lengthy paragraphs that don't clearly articulate your proposed controls.

### **Key Risk Management Terms**

The following terms and ratings are used in risk management. It is recommended that readers become acquainted with them, to better understand the basis of comments and recommendations made.

**Likelihood** – A description of how likely a risk is to occur.

**Consequences** – The harm to, or impact on the organisation's goals.

**Controls** – The processes that are used to address the identified risks.

**Risk** – A harmful event that could occur, measured in terms of both its consequences and likelihood.

**Risk rating** – An overall assessment of a risk, achieved by combining the consequences and the likelihood ratings of a risk. Such rating enables risks of differing consequences and likelihood to be comparatively assessed in terms of the relative seriousness and priority of treatment.

**Risk consequence** – The outcome of an event. For example the loss, injury, disadvantage or gain. It can be expressed qualitatively or quantitatively.

**Risk level** – An overall assessment of a risk, achieved by combining the consequences and the likelihood ratings of a risk. Such rating enables risks of differing consequences and likelihood to be comparatively assessed in terms of the relative seriousness and priority of treatment.

**Risk likelihood** – The probability of a risk occurring.

**Risk treatments** – See Controls

**Qualitative Measure of Consequence**

Risk	Consequence	Description
1	Insignificant	No injury
2	Minor	Non lost time injury - disruption to working systems - financial loss - systems review
3	Moderate	Lost time injury - disruption to users - high financial loss-possible litigation, systems review - management concerns
4	<i>Major</i>	Permanent Injury - major loss of service to users - major financial loss - possible litigation and fines - systems review by external agency - possible industrial action - public concern, ministerial media attention
5	Catastrophic	Death - complete loss of service or output - huge financial loss - possible fine and compensation, likely litigation - systems reviewed by external agency - impact on morale - industrial intervention - loss of public support - media attention

**2. Qualitative Measure of Likelihood**

Risk	Likelihood	Description
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

**Level of Risk Tolerance**

E	Extreme Risk	Not tolerated IMMEDIATE action required to reduce risk
H	High Risk	If elimination is not possible the risk must be constantly monitored by Command staff
M	Moderate Risk	If acceptable monitor using standard operating procedures
L	Low Risk	Manage by routine procedures

**Risk Matrix**

Based on AS/NZS 4360:2004 and HB 436:2004

**Consequences**

		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
		Likelihood	Almost Certain (5)	LOW (5)	MEDIUM (10)	HIGH (15)
Likely (4)	LOW (4)		MEDIUM (8)	HIGH (12)	EXTREME (16)	EXTREME (20)
Possible (3)	LOW (3)		LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
Unlikely (2)	VERY LOW (2)		LOW (4)	LOW (6)	MEDIUM (8)	HIGH (10)
Rare (1)	VERY LOW (1)		VERY LOW (2)	LOW (3)	MEDIUM (4)	MEDIUM (5)

## ON ROAD EVENTS RISK REGISTER

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
1	Vehicular Traffic	B	4/5	E	<ul style="list-style-type: none"> <li>• Use of the TCP</li> <li>• Marshall's,</li> <li>• Escorts vehicles</li> <li>• And possibly the riding formation (number of cyclists abreast) etc</li> <li>• Ensure all riders obey all the road rules.</li> <li>• Ensure riders have approved helmets.</li> <li>• Ensure both support vehicles have a first aid kit.</li> <li>• Call emergency services if needed.</li> <li>• Public Liability Insurance obtained</li> </ul>	C	4/5	H
2	Severe Weather Conditions eg Rain – Hail – Heavy Fog - Severe Winds – Excessive Heat encountered at the commencement/during event.	C	3	M	<ul style="list-style-type: none"> <li>• Check Weather forecasts.</li> <li>• Advise riders of any adverse weather conditions.</li> <li>• Keep riders up to date of weather conditions.</li> <li>• Have a guideline set out on what to do when extreme weather will delay or cancel the ride, and when and who will enact this.</li> </ul>	D	2	L

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
3	Participant's health deteriorates during the event as a result of dehydration – sunburn – frostbite.	C	3	M	<ul style="list-style-type: none"> <li>• Ensure each rider has adequate water.</li> <li>• Ensure that the support vehicles have back up supplies of water.</li> <li>• Ensure adequate sunscreen is available.</li> <li>• Monitor riders during the ride for signs of fatigue or dehydration or stress at the rest points.</li> <li>• Ensure both support vehicles have a first aid kit.</li> </ul>	D	2	L
4	Participant involved in an incident during the event resulting in serious injury.	C	3	M	<ul style="list-style-type: none"> <li>• Utilise the support vehicles to warn oncoming motorists of an incident up ahead.</li> <li>• Ensure all participants are made aware of possible road conditions such as traffic, road debris, animals, pot holes etc.</li> <li>• Ensure all riders obey all the road rules.</li> <li>• Ensure riders have approved helmets.</li> <li>• Ensure both support vehicles have a first aid kit.</li> <li>• Call emergency services if needed.</li> <li>• Public Liability Insurance obtained.</li> <li>• Advise police of event.</li> </ul>	C	3	M

### RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS

REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
5	Participant involved in an incident during the event resulting in a non serious injury that requires some degree of attention.	C	3	M	<ul style="list-style-type: none"> <li>• Utilise the support vehicles to warn oncoming motorists of an incident up ahead.</li> <li>• Ensure all participants are made aware of possible road conditions such as traffic, road debris, animals, pot holes etc.</li> <li>• Ensure all riders obey all the road rules.</li> <li>• Ensure riders have approved helmets.</li> <li>• Ensure both support vehicles have a first aid kit.</li> <li>• Utilise the support vehicle to carry the injured rider and bike if possible.</li> <li>• Call emergency services if needed.</li> <li>• Public Liability Insurance obtained.</li> <li>• Advise police of event.</li> </ul>	D	2	L

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
6	Participants come across poor road conditions – road blocked/impassable during the event.	D	2	L	<ul style="list-style-type: none"> <li>All riders to obey road rules.</li> <li>All riders to be made aware of the road conditions by the support team.</li> <li>Lead Riders to use standard calls to advise of road conditions.</li> <li>The Support team to keep abreast of road conditions and road works or road incidents and communicate to the riders.</li> <li>Support vehicles to assist with their flashing lights and warning signs and protect riders on tight bends etc.</li> <li>Guideline in place as to what will stop, or delay the ride and who will enact it.</li> </ul>	E	1	L

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
7	Participants come across severe accent/decent on the road network during the event.	D	2	L	<ul style="list-style-type: none"> <li>All riders obey road rules.</li> <li>All riders to be made aware of the road conditions by the support team.</li> <li>The Support team to keep abreast of road conditions and road works or road incidents and communicate to the riders.</li> <li>Support vehicles to assist with their flashing lights and warning signs and protect riders on tight bends etc.</li> <li>Guideline in place as to what will stop, or delay the ride and who will enact it.</li> </ul>	E	1	L
8	Participants have limited/no experience in participating in an event.	D	2	L	<ul style="list-style-type: none"> <li>All participants will be provided with the requirements and conditions likely to be expected during the ride.</li> <li>Riders encouraged to be realistic about their ability to continue.</li> </ul>	E	1	L
9	Participants loose their way during the event.	E	1	1	<ul style="list-style-type: none"> <li>Support vehicle is to be behind the last rider so if they have not caught up with the group, the support vehicle can pick them up and bring them in.</li> <li>Extra support vehicle provided during this event which will help manage this.</li> </ul>	E	1	L

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
10	Participant’s equipment/vehicle becomes unserviceable or unroadworthy during the event.	D	2	L	<ul style="list-style-type: none"> <li>All riders are to provide a bike in appropriate condition</li> <li>Riders encouraged to service bike pre-event – clean and lubricate chain, derailleur, and other components. Ensure brakes and gearing in good working order and fitted correctly.</li> <li>Limited spares to be carried by the support team.</li> <li>Bikes in inadequate condition to be excluded from participation.</li> </ul>	D	2	L

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
11	Participants suffer a mechanical/equipment breakdown/failure during the event.	D	2	L	<ul style="list-style-type: none"> <li>All riders are to provide a bike in appropriate condition</li> <li>Riders encouraged to service bike pre-event – clean and lubricate chain, derailleur, and other components. Ensure brakes and gearing in good working order and fitted correctly..</li> <li>Limited spares to be carried by the support team.</li> <li>Bikes in inadequate condition to be excluded from participation.</li> <li>Rider to pull off to a safe location to attend to the breakdown.</li> <li>If unable to repair on the side of the road, support vehicle to load the bike and rider and take to the next town.</li> </ul>	D	2	L
12	Pilot/rear escort vehicle/s suffers mechanical breakdown during the event.	D	3	M	<ul style="list-style-type: none"> <li>Communicate immediately to other support vehicles for back up.</li> <li>Spare vehicle to provide assistance and then take up the position of the vehicle that has broken down.</li> </ul>	D	2	L

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
13	Support vehicle/s suffers mechanical breakdown during the event.	D	3	M	<ul style="list-style-type: none"> <li>Communicate immediately to other support vehicles for back up.</li> <li>Spare vehicle to provide assistance and then take up the position of the vehicle that has broken down.</li> <li>Have a list of all emergency services at each location and call for assistance if needed.</li> </ul>	D	2	L
14	Participant attempts/participates in event when not authorised/licensed to drive/ride a vehicle, motor bike or boat.	E	2	L	<ul style="list-style-type: none"> <li>All riders are to provide a bike in appropriate condition.</li> <li>All riders and support crew will have all appropriate licences and gear checked prior to riding in the event.</li> </ul>	E	2	L
15	Approved route unable to be travelled upon.	E	2	L	<ul style="list-style-type: none"> <li>Check the route prior to ride starting to ensure that there are no major roadworks or roads cut due to flooding etc.</li> <li>Seek alternate way around.</li> <li>If unable to go around the blockage, find out if it will only be for a short period of time and delay the ride.</li> <li>If for longer, ride will have to be called off.</li> </ul>	E	1	L

### RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS

REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
16	Event cancelled prior/during the event.	E	2	L	<ul style="list-style-type: none"> <li>All participants, Police and Insurance will be advised of the cancellation and the reasons why.</li> </ul>	E	1	L

**L = LIKELIHOOD**  
**C = CONSEQUENCE**



## CURRENT AND PROPOSED DUBBO ROAD COURSES for 2021

### Locality links

<https://goo.gl/maps/1OLqt>

#### Wongarbon short course (Westella TCP's)

15km from start line to the turn point. Start line is 30m north on Barbical street from the intersection with Derribong street, with the finish line 30m north on Barbical street from the intersection with Derribong street. The turn point is 175m east of the T intersection on Westella road.

<https://goo.gl/maps/FSHvZw3kEm42>

#### Wongarbon long course (Westella TCP's)

25 km from start line to the turn point. Start line is 30m north on Barbical street from the intersection with Derribong street, with the finish line 30m north on Barbical street from the intersection with Derribong street. The turn point is 550m south on the Westella road from the intersection with Golden Hwy (Cobbara road).

<https://goo.gl/maps/r4bBu>

#### Mogriguy Time Trial course (Mogriguy TCP's)

10.5 km from start line to the turn point. Start and finish line is 650m north on Mogriguy road from the intersection with Mendooran road. The turn point is 180m south on Mogriguy road from the intersection with Moonul street Mogriguy.

<https://goo.gl/maps/OA4Ly>

#### Mogriguy course (Mogriguy TCP's)

19 km from start line to the turn point. Start and finish line is 650m north on Mogriguy road from the intersection with Mendooran road. Turn point closest intersection is 5.1 km north of turn point which is Mogriguy road and Coobaggi Forrest road.

<https://goo.gl/maps/f1ERDXR4zyA2>

#### Burroway course (Burroway TCP's)

17.5 km from start line to turn point. Start line and finish line is on the Burroway road 500m west of the intersection with the Newell Hwy. The turn point is 1000m east on Burroway road from the intersection with Rawsonville Bridge road.

<https://goo.gl/maps/Mwz5Ub75zy22>

#### Benolong road sprint course (Nubingerie and Benelong TCP's)

10.5 km from start line to the turn point. Start line and finish line is on Nubingerie road adjacent to the Benolong Rural Fire Brigade shed 1.2 km south of the intersection with Benolong road and Terrabella road. Turn point is 300m east of Wambangalong Creek bridge on Benolong road.



<https://goo.gl/maps/uOMMo>

**South Geurie short course (Arthurville Road TCP's)**

15 km from start line to turn point. Start line and finish line is 400m south of the bridge over the Macquarie river on the Arthurville road and 2.8 km north of the intersection with Terrabella road. The turn point is 600m north east of the intersection of Arthurville road and Hermitage road.

<https://goo.gl/maps/p7Rlq>

**South Geurie middle course (Arthurville Road TCP's)**

21 km from start line to turn point. Start line and finish line is 400m south of the bridge over the Macquarie river on the Arthurville road and 2.8 km north of the intersection with Terrabella road. The turn point is 3.2 km on the Suntop road east of the intersection with Arthurville road.

<https://goo.gl/maps/AM2ZC>

**South Geurie long course (Arthurville Road TCP's)**

30 km from start line to the turn point. Start line and finish line is 400m south of the bridge over the Macquarie river on the Arthurville road and 2.8 km north of the intersection with Terrabella road. Turn point is 3.8 km on the Suntop road west of the intersection with Renshaw-McGirr way.

<https://goo.gl/maps/ajwMBqYxMst>

**South Geurie (Terrebella Road ) Individual Time Trial Course (Terrebella Road TCP's)**

6.4 km from start line to the turn point. Start line and finish line is 2.1 km west of the intersection of Terrabella road and Arthurville road. The turn point is 1.3 km east of the bridge over the Little River on Terrabella road.

<https://goo.gl/maps/knDgXpxxu382>

**North Geurie (Commabella/Paxton and Commabelle TCP's)**

12.1 km from start line to the turn point. Start line is 130m north from the intersection of Paxton street and Fitzroy street, with the finish line 500m north of Paxton street and Fitzroy street Geurie. The turn point is 1100m on the Commabella road west of the intersection with Cobbora road.



These 2 courses are loop type courses as there is no turn point as such.

<https://goo.gl/maps/vZ8ZcyVVjBz>

**South Geurie strada loop (long) 50.3klms (Arthurville Road start/finish TCP only)**

Start line and finish line is 400m south of the bridge over the Macquarie river on the Arthurville road and 2.8 km north of the intersection with Terrabella road. The loop turns left onto River Road at 4.3klms from the start line and travels river road for 10.6klm to the intersection with Zaias lane, tuning right on to Zaias Lane and travel 3klms to the intersectio with Bennetts Road, tuning left on to Bennetts Road and travelling 6.5klm to the intersection of Suntop Road and turning right and travel 9klms to the intersection with Arthurville Road and turn right onto Arthurville Road and travel 2.2klms to the cross roads of Arthurville, Little River and Hermitage Roads, continuing onto Hermitage Road and travel 11.9klm to Terrabella Road and turn right and travel 350 metres to the Arthurville Road and turn left and travel 2.9klm to the finish line on Arthurville Road 400metres before the Macquarie river on the Arthurville Road.

<https://goo.gl/maps/nPdX3NBbP3o>

**South Geurie strada loop (short) 42klm (Arthurville Road start/finish TCP only)**

Start line and finish line is 400m south of the bridge over the Macquarie river on the Arthurville road and 2.8 km north of the intersection with Terrabella road. The loop turns left onto River Road at 4.3klms from the start line and travels river road for 10.6klm to the intersection with Zaias lane, tuning right on to Zaias Lane and travel 8.1klm to the intersection of Arthurville Road turn left on to Arthurville Road and travel 4.5klm to the cross roads of Arthurville, Little River and Hermitage Roads, continuing onto Hermitage Road and travel 11.9klm to Terrabella Road and turn right and travel 350 metres to the Arthurville Road and turn left and travel 2.9klm to the finish line on Arthurville Road 400metres before the Macquarie river on the Arthurville Road.

Regards,  
**Mathew Gilbert**  
President  
Ph: 0400894512  
[president@dubbocycleclub.com.au](mailto:president@dubbocycleclub.com.au)  
[www.dubbocycleclub.com.au](http://www.dubbocycleclub.com.au)



Site Specific Risk Assessment and Site Record Sheet.

NAME:

<b>Section 1: Job Site Details</b>			
Job Description: Setting Up Signs and Traffic Control		Location:	
<b>Section 2: Hazard Checklist</b>			
<b>Hazard</b>	<b>Rating</b>	<b>Control Measures</b>	
Manual Tasks	3	Team lifting when required	
Public	1	Stop if approach to ensure safety	
Weather Conditions	3	Dress as per the weather conditions	
Uneven Surfaces	4	Be aware of your footing	
Rubbish	6	Remove all rubbish before leaving the site	
Traffic	1	High Vis clothing, work with the flow of traffic	
Sharp Edges	4	Wear gloves	
High Vegetation	2	Knock down or trim any tall vegetation	
<b>Section 3: Are there any other Issues discussed</b>			<b>Yes</b> <b>No</b>
<b>Section 5: All on site are aware of the Hazards on the site:</b>			
All personnel on site are notified of the hazards relevant to their work and the worksite.			
Signature: .....	.../.../20. ..... m	Signature: .....	.../.../20. ..... m
Name:		Name:	
Signature: .....	.../.../20. ..... m	Signature: .....	.../.../20. ..... m
Name:		Name:	
Signature: .....	.../.../20. ..... m	Signature: .....	.../.../20. ..... m
Name:		Name:	
<b>Section 6: All documentation completed to be maintained on file</b>			

**SAFE WORK METHOD STATEMENT**

**ACTIVITY: ERECTING TEMPORARY TRAFFIC CONTROL**

SWMS NUMBER: 001

SIGNED OFF: \_\_\_\_\_

NAME/POSITION: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ /2021 \_\_\_\_

DUBBO CYCLE CLUB

PROCEDURE (IN STEPS):	POSSIBLE HAZARDS:	ASSESSED RISK RANKING	SAFETY CONTROLS:
1. Select a Traffic Control Plan (TCP)	Incorrect selection	1	Re-check TCP in TCP Master copy folder 2021, ask supervisor for assistance.
2. Gather signs and devices	Incorrect signs/devices	1	Re-check sign/ devices
	Manual Tasks	4	Two person lift when required
3. Conduct Site Specific Risk Assessments	No risk assessment	1	To be done on arrival before setting up signs
4. Mark distances as per TCP	Bends, intersections, driveways	1	Adjust marks for sign locations, mark and initial on TCP
5. Setting up signs	Traffic	1	Work with flow of traffic
			Two flashing lights on patrol vehicle Use patrol vehicle as a buffer between staff and traffic Start by setting up signs from outside working inwards Never walk across road during this procedure
6. Check signs at regular intervals	Blown over, removed, vandalised	1	Check signs regularly throughout day Use sand bags to hold signs in windy conditions

DEVELOPED; APRIL 2019/UPDATE NOV2020

VERSION; 2.2

REVIEW DATE; APRIL 2022

7. Pulling down signs	Traffic	1	<p>Leave first "advance warning" sign until last Work with flow or traffic Two flashing lights on patrol vehicle <b>Use patrol vehicle as a buffer between staff and traffic</b> <b>Never walk across road during this procedure</b> Pick up the first "advance warning" sign</p>
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PERSONAL QUALIFICATIONS AND EXPERIENCE:		TRAINING REQUIRED TO COMPLETE WORK:	DUTIES AND RESPONSIBILITIES:
Class C driver licence Implement Traffic Management Plans		RMS RMS Traffic Course	<p><b>CLUB MEMBERS:</b> Must follow this procedure and participate in Risk Assessments that are required for this activity.</p> <p><b>ON SITE SUPERVISORS:</b> Must ensure that club members follow this procedure and any Risk Assessments required workers are involved in.</p>
PERSONAL PROTECTIVE EQUIPMENT:		CODES OF PRACTICE, LEGISLATION:	
High Visibility Clothing Enclosed Footwear Hat / Gloves		WHS Act 2011; WHS Regulations 2011 RTA Traffic Control at Work Sites Manual, Version 4 - June 2010 A/NZS 1742.3	
PLANT/EQUIPMENT:		MAINTENANCE CHECKS:	
Traffic Control Plan Vehicle with 2 flashing Lights Signs/Devices Hand tools		Pre-start check of vehicle daily Regular cleaning of all signs and inspection of their condition.	
DEVELOPED IN CONSULTATION BY THE FOLLOWING STAFF:			
Craig Granger, Janette Eather, Jason Canobie, Lauren Fuller, Jodie Barber, Alex Russell, Tim Barnes, Samuel Peacocke, Tim Hines, Helen Hines, Mathew Gilbert, Michelle Fuller, Michael Mitchell, Julie Farr, Thomas Mannix, Michael Fuller, Kyrilee Canobie, Jason Farr, Ben O'Brien.			

SAFE WORK METHOD STATEMENT

**ACTIVITY: - TRAFFIC CONTROL**

SWMS NUMBER: 002

SIGNED OFF: \_\_\_\_\_

NAME/POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_ / \_\_\_\_\_ /2021 \_\_\_\_\_

DUBBO CYCLE CLUB

PROCEDURE (IN STEPS):	POSSIBLE HAZARDS:	ASSESSED RISK RANKING	SAFETY CONTROLS:
1. Loading and unloading equipment	Manual tasks	4	Team lifting when required
2. Set up traffic control signs and devices	Vehicular traffic	1	Certified personnel only to undertake traffic control and setting signs Conduct site specific risk assessment Work vehicle with flashing light(s) or flashing arrow should be positioned between the workers and approaching traffic during placement of traffic control devices Consider use of spotter NEVER cross the road whilst setting up signs High visibility clothing to be worn at all times
3. Controlling traffic	Vehicular traffic	1	Certified personnel only to undertake traffic control High visibility clothing worn at all times Stop/slow bats available on site for manual traffic control Ensure there are no undue delays at traffic lights (Irate motorists may speed through the work site after the lights change)
	Fatigue	2	Traffic controllers MUST be relieved after two hours work and may be either rested or placed on other duties for a period of at least 15 – 20 minutes before being returned to traffic control duties Drinking water to be available on site
	Out of control traffic OR traffic that ignores instructions to stop	1	ALWAYS have a clear and open escape route for your safe get away

DEVELOPED; APRIL 2019/UPDATED NOV2020

VERSION; 2.2

REVIEW DATE; APRIL 2022 1

<b>SAFE WORK METHOD STATEMENT</b>		<b>ACTIVITY: - TRAFFIC CONTROL</b>		<b>SWMS NUMBER: 002</b>
4. Remove traffic control	Vehicular traffic Manual tasks Rubbish	1 4 6	As per safety controls for "Set up traffic control signs and devices" Use team lifting when required Remove all rubbish from the site before leaving	

<b>PERSONAL QUALIFICATIONS AND EXPERIENCE:</b>	<b>TRAINING REQUIRED TO COMPLETE WORK:</b>	<b>DUTIES AND RESPONSIBILITIES:</b>
Traffic Controllers Certificate	RMS Traffic Course	<p><b>CLUB VOLUNTEERS:</b> Must follow this procedure and participate in Risk Assessments that are required for this activity.</p> <p><b>ON SITE SUPERVISORS:</b> Must ensure that volunteers follow this procedure and any Risk Assessments required workers are involved in.</p>
<b>PERSONAL PROTECTIVE EQUIPMENT:</b>		
Gloves Hi visibility Clothing	WHS Act 2011; WHS Regulations 2011 RMS Traffic Control at Work Sites Manual A/NZS 1742.3	
<b>PLANT/EQUIPMENT:</b>		
Traffic Control Signs and Devices Stop/Slow bats	Conduct pre-start check on vehicle Clean and maintain signs and devices	
<b>DEVELOPED IN CONSULTATION BY THE FOLLOWING MEMBERS:</b>		
Craig Granger, Janette Eather, Jason Canobie, Lauren Fuller, Jodie Barber, Alex Russell, Tim Barnes, Samuel Peacocke, Tim Hines, Helen Hines, Mathew Gilbert, Michelle Fuller, Michael Mitchell, Julie Farr, Thomas Mannix, Michael Fuller, Kyrilee Canobie, Jason Farr, Ben O'Brien.		



## EMERGENCY AND/OR ACCIDENT PROCEDURES (non-first aid)

The below is a basic outline of what could be needed and used in the case of a racing accident, but it does not cover all or every possible scenarios that could possibly happen when conducting cycle road racing or group recreational riding.

Communication is key to seeking help and support for any incident so it would help if phones were carried and the emergency + app was installed.  
<http://emergencyapp.triplezero.gov.au/>

At the scene check for any dangers to your self, bystanders, the casualty/s and remove any hazards such as bikes, equipment or any thing else wear possible that may cause further accidents including bystanders and competitors who are not assisting. But do not put your self in danger doing any of the above or any thing else.

If a First Aid person, or a person who is confident in helping is not at the scene first and you have a phone or two way radio call for assistance from a event official or in serious situations call 000 or phone app Emergency + when it would be needed.

Where possible have 2 people with the injured and 2 in opposite direction approx 200 meters from the injured to warn and slow traffic but be off the roads edge and not in danger of becoming a casualty

If the injured are able to move by them selves or with some assistance have them Move away from the road or road edge to be at a safe distance from the road. But still where possible have 2 people with the injured and 2 in opposite direction approx 200 meters from the injured to warn and slow traffic but be of the roads edge and not in danger of becoming a casualty.

Any extra bystanders or competitors should be well off the road and away from the casualty/s or competitors can continue on with the race or ride.

Your safety is most important you do not want to be a casualty from putting yourself in dangers way.

If you have witnessed and /or assisted at an accident during a race you will need to see the Chief Marshall and/or commissionaire to supply information about the incident to help with the reports that are needed to be fill in.



## COMMISSAIRE/RACE DAY DIRECTOR

The Commissaire is in charge of the event from 1 hour before and until the completion of the presentation at the end of the event.

You will need one amber flashing light on the roof, a Cyclist Ahead sign on the rear of your vehicle, headlights on and hazard lights on. You will also need to have a 2 way radio, mobile phone and first aid kit.

You are able to apply and use all UCI, Cycling Australia, Cycling NSW and Dubbo Cycle Club rules that are used for competition and administration of the event.

You will over see the sign on, handicapping; start line, racing, and riders on the course, finish and presentation.

As you cannot be everywhere at the same time you will be reliant on the marshals and other nominated officials of the event to advice if there are any issues that need attending to.

You will follow and observe the rides and groups of riders that make up the race entries you can follow selected groups as they leave the start line for a time but will follow the last group of riders as they leave from the start line to the turn point remaining behind them.

You will need to make sure they are obeying the rules and regulations required by the club to conduct road cycle races.

You may use the horn of the vehicle to warn the riders of traffic approaching from the rear with 2 short 2 second sounds of it, you can use 4 - 5 3 second sounds of it to warn



riders they are across the centre of the road this is most important on bends and hills where blind approaches will occur

After the turn point you can make your way up to other groups and observe making sure it is safe to pass them as you go.

You will find the group that will most likely be the first across the line and follow for the last couple of klm's

You can make your way back to the remaining riders and find the largest group and follow them to the finish at which point park safely off the road and watch the remaining riders finish.

Once all riders have finished you will check with the finish line marshal that there was no problems and head to marshaling point to give the results to the event director for presentation. At this point you should advise director if there are any infringements or warnings that need to be dealt with.



## FIRST AID SUPPORT

The car will need to have 2 amber flashing lights mounted on the roof and flashing while on the road during the race.

Collect a First Aid Kit for your car from the sign on area.

There will also need to be a sign on the rear of the car that says CYCLIST AHEAD and needs to be fully visible to approaching traffic from behind.

The car will also need to travel with the headlights on and hazards flashing, also carry a 2 way radio and mobile phone with other officials of the day contact numbers.

You will be on duty from the time sign on starts and ready to attend to any one who may need attention before the race proper starts.

You may drive out along the course but you will always need to be with in mobile reception if you park on the side along the way, so to be contacted if there is an incident OR follow a set group for a while or to the turn point etc. listen for any radio calls or phone calls/messages (ONLY TAKE A CALL ON HANDS FREE OR WHILE PARKED AND MESSAGE WHILE PARKED.)

If there is an incidents or need to attend to a rider/s you will need to go to the incident in a safe manor to tend First Aid if possible make contact with the commissaire and/or start finish line to report a problem.

This is where the Accident and Emergency procedure will need to be enacted and followed. It is a guide and is there to help with creating safety in different and difficult situations to try and achieve the best out come for all.

Please read it this in conjunction with the Accident and Emergency procedure document.



## LEAD CAR

The lead car will need to have 2 amber flashing lights mounted on the roof and flashing while on the road in front of the race.

There will also need to be a sign on the front of the car that says CYCLIST FOLLOWING and needs to be fully visible to on coming traffic.

The lead car will also need to travel with the headlights on and hazards flashing, also carry a 2 way radio and mobile phone.

The lead car should be positioned approx 250 to 300 meters ahead of the first/leading rider in the race/event.

The lead car is to move off the road when required to wait for participants so as not to obstruct traffic on single lane roads

The lead car may need to move further forward when approaching the turn point to be able to make the turn before the lead rider gets to the turn point so the lead car is still in front of the lead rider on the return part of the race/event.

The lead car will need to be a wear of the speed of the lead rider/bunch of riders heading to the finish line as it may increase by a quite a bit so the lead car will need to increase its speed to maintain the gap.

The lead car after crossing the finish line should continue along the road for at least 500 to 750 meters and move to the edge of the road and check for traffic, riders etc before making the turn to return back to the marshalling area and park off the road as not to obstruct any part of the road.



## Dubbo Cycle Club Road Racing Race Day Set to Pack Up

The traffic control plans will need to be set up using the TCP and markings on the road and all set in place before the rider Sign On opens at its set time.

It will also be the responsibility of the people setting out the TCP to set up the Sign On area and have the boards, numbers, first Aid kits, vehicle boxes, stop watch etc all laid out or on the table ready to go for the rostered helpers when they turn up for duty.

This will take quite a bit of time depending on the length of the course and the lay out of the sign's for the start/finish area the longer the course and the more technical the area the longer it will take, any where from 2.5 to 3.5 hours.

Race officials will need to be at the course location 10 min before Sign On starts and Sign them selves On to the roster Sign On sheets and have their fluoro vests on. The officials rostered to do Sign On and start/finish line will all need to work together to check the boards are ready to go along with numbers etc.

As sign on starts the traffic controllers will need to take there position at the work site and will have control of that area, any issues with people on the road way etc will be relayed to the sign on area via 2 way radio

Get the riders to sign the sign on sheet and write their number down next to the signature you will then need to high light their name on the start/handicap/group run sheet which is used to start the groups that are at the race so they set off in their correct time slots etc.

The other race officials will need to collect there boxes which each have a general description of the task and what is required to be prepared before the start of racing, they may need to help out with keeping riders off the road while stationary ie do not allow groups of ride stoped on the road way just talking and milling around.

At the close of sign on an official road handicapper will need to see the final list of riders and make any adjustments that may be needed to groups and time gaps etc.

When this has been done the race day coordinator will start calling riders to a pre race briefing and run through any issues that may be out on the course, riding etiquette and rules to be followed during the race and then read out the riding groups and time gaps as needed depending on the race format etc.

All race officials will need to be ready to perform their tasks, as needed once the first group is ready to start.

You will then need to make the traffic controller aware that the race start is about the happen and the traffic cones are to be placed on the road way by the start line officials to block the lane for the riders to form up in front of and the traffic controllers will control traffic flow around that closed lane for the who time until the last group of riders have left the site and then the cone can be removed from the road way.



For the finish of the race the traffic controllers will be in place and control traffic around the finishing bunches it will be expected that the riders will endeavour to remain in the left hand lane as much as possible for the sprint to the finish and only the first bunch of riders to come to the finish should be battling it out after that as riders come to the line they will be expected to maintain a position to the left of the left hand lane no more than 2 abreast.

When riders have finished and are rolling down they will need to be vigilant of other road users and follow ALL road rules including directions from the site traffic controllers. Once the last rider and follow car has crossed the finish line and the road is clear the traffic controllers may step down. At this point there should be NO ONE milling on or close to the edge of the road, the site signs should remain in place until after the presentation and only then start to be packed up.

At the completion of the race after the last rider has crossed the finish line Check with the commissaire if there are any issues to report if so then Call the riders out who need to see the commissaire, then the presentation of placing will need to take place and top 5 placing to have a photo with a Toyota flag or sign in the shot, also announce the fastest time male and female if known at that time.

All documentation of the day are to be kept so it can be filed for future references.

It is then the responsibility of all officials to assist with the pack up and have every thing ready to go back in the trailer and/or vehicle, make sure every one has taken all their rubbish and the area is left clean and as it was before we got there.



### LIST OF EQUIPMENT

TCP Site signs and equipment to erect them.

Signs. (Cycling) Fixed and for attachment to vehicles.  
Free standing for placement on course.

High visibility Banners to be displayed at start/finish area.

Table and chairs for club officials

Safety Vests for referee, each marshal and flagman = 15

UHF radios. = 8

Two Flashing Amber Lights 2 per vehicle = 8 - 10

List of Marshal's duties.

List of contact person and phone number for every member.

Instruction sheet. To be read to cyclists before the start of each event.

Traffic Cones for work sites wear needed. = 50

Red flags, = 2

Stopwatch. = 2

First Aid Kits. = 2



16 July 2020

# COVID-19 Safety Plan

Effective 17 July 2020

## Community sporting competitions and full training activities

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers, volunteers and your visitors.

Complete this plan in consultation with your workers and volunteers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely participate in activities. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Organisations must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

ORGANISATION DETAILS	
Organisation name:	Dubbo Cycle Club
Plan completed by:	Matthew Gilbert
Approved by:	Jason Canobie

## > REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and visitors</b>	
Exclude staff, volunteers, parents/carers and participants who are unwell.	All participants, volunteers and spectators will be sent a notice that outlines symptoms and testing to ensure that they do not attend if they have had any symptoms or been in contact with Covid-19 in the past 14 Days. Attendees will be advised not to attend if they have been in Victoria or the reported case locations in Sydney 14 days prior to the event
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	All participants, volunteers and spectators will be sent a notice that outlines symptoms, social distancing and hygiene to ensure that they do not attend if they have had any symptoms or been in contact with Covid-19 in the past 14 Days. Attendees will be advised not to attend if they have been in Victoria or the reported case locations in Sydney 14 days prior to the event
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Not Applicable
Display conditions of entry (website, social media, venue entry).	All participants, volunteers and spectators will be sent a notice that outlines symptoms, social distancing, hygiene, race requirements and conditions of entry prior to registration. Attendees will be advised not to attend if they have been in Victoria or the reported case locations in Sydney 14 days prior to the event.

COVID-19 Safety Plan – Community sporting competitions and full training activities 1

<b>Wellbeing of staff and visitors</b>	
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	As part of the event checklist, all hired facilities will need to be approved by the facilities owner or operator.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>Swimming pools</li> <li>Gyms</li> <li>Indoor recreation facilities</li> <li>Restaurants and cafes (for kiosks or canteens)</li> <li>Major recreation facilities</li> </ul>	Canteen internal floor space is to be staffed by a maximum of 2 people at all times. Gloves must be used by staff at all times. The handling of food is not to be mixed with any other tasks. Sanitising of both workers hands entering and periodically while serving & touch points. Serving counter to be sign posted correctly. Serving counter is to be completely cleared of items & frequently sanitised. Money and items not to be placed in same location. Open air BBQ must adhere to 1 person per 4m <sup>2</sup> . Money and items on separate parts of an additional table. 1 person to be served at a time in any area. Proper food handling and temperature monitoring of all food items. Social Distancing is to be adhered to at all times.
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.	All participants, volunteers and spectators will be sent a notice that outlines symptoms, social distancing, hygiene, race requirements and conditions of entry prior to registration. Attendees will be advised not to attend if they have been in Victoria or the reported case locations in Sydney 14 days prior to the event.
Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latest-news-and-updates).	All participants, volunteers and spectators will be sent a notice that outlines symptoms, social distancing, hygiene, race requirements and conditions of entry prior to registration. Attendees will be advised not to attend if they have been in Victoria or the reported case locations in Sydney 14 days prior to the event. eek Advice
Take all reasonable steps to minimise the number of spectators attending community sport events.	1 Person per competitor are allowed only. All participants, volunteers and spectators will be sent a notice that outlines symptoms, social distancing, hygiene, race requirements and conditions of entry prior to registration. Attendees will be advised not to attend if they have been in Victoria or the reported case locations in Sydney 14 days prior to the event.
If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.	Not Applicable

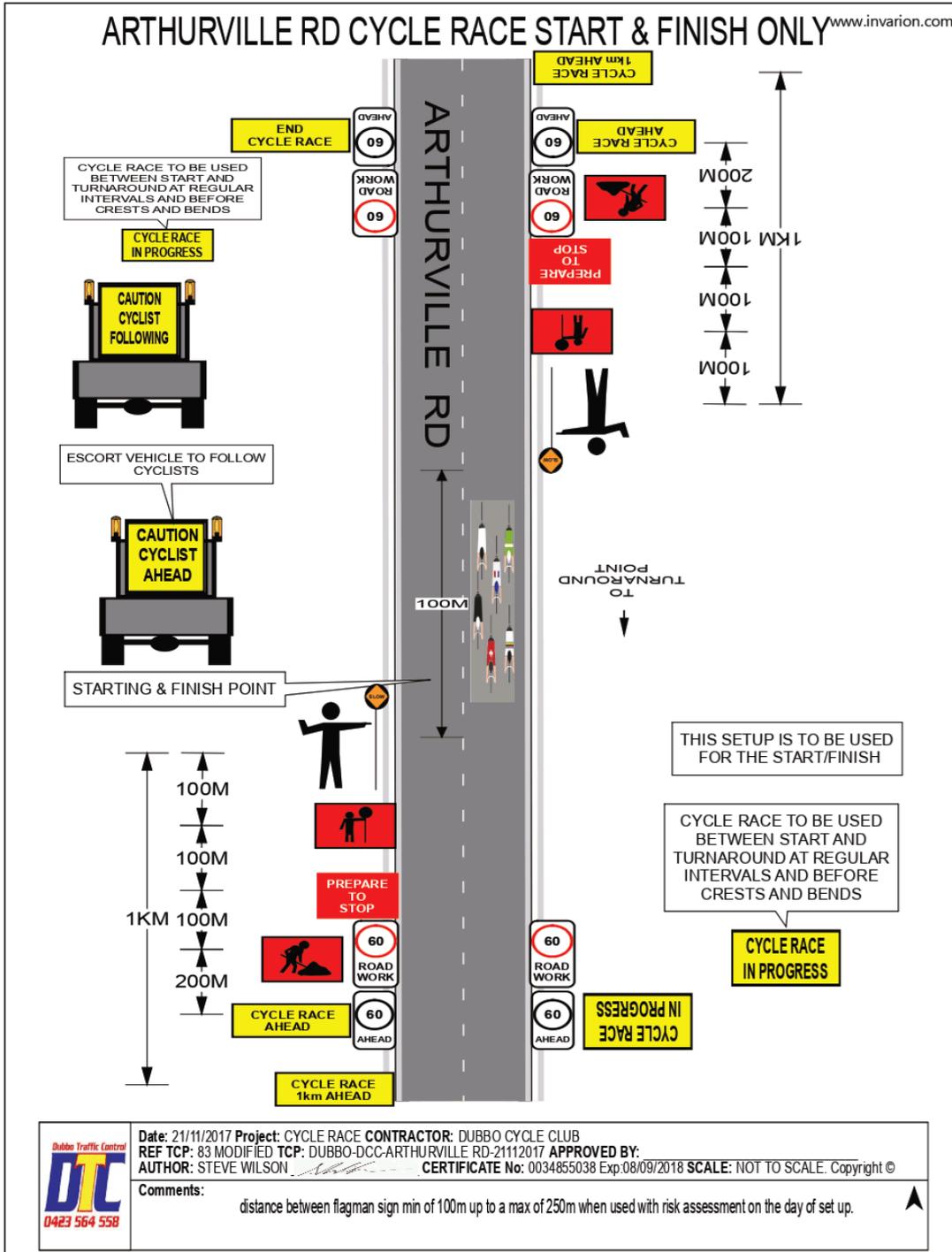
<b>REQUIREMENTS</b>	<b>ACTIONS</b>
<b>Physical distancing</b>	
Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.	The following controls will be in place: <ul style="list-style-type: none"> <li>Online registration only</li> <li>Tickets will have a poster stating required number allowed at any one time</li> <li>Canteen is to be sign posted for clear and safe behavior</li> <li>Washrooms and change rooms will be restricted areas and will be sign posted</li> <li>First aid will be located outdoors</li> <li>Where an indoor facility will be used, the Personnel Limit poster will be displayed and controlled</li> <li>A Covid Safety Coordinator will be assigned for each event to ensure the above is implemented and maintained.</li> </ul>
Minimise co-mingling of participants from different games and timeslots where possible.	The following controls will be in place: <ul style="list-style-type: none"> <li>Online registration only</li> <li>Start times for racing will be communicated electronically where possible</li> <li>Staggering start times so that participants arrive in waves, rather than all at once</li> <li>Choosing start times and race durations to minimise grades overlapping each other</li> <li>Barricaded and designated areas for public viewing. Posters installed for social distancing.</li> <li>Gatherings of 500 people maximum.</li> </ul>
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance. Have strategies in place to prevent spectators from different games and timeslots co-mingling.	The following controls will be in place: <ul style="list-style-type: none"> <li>Barricaded and designated spectator viewing areas away from participants</li> <li>Posters displaying 1.5 m rule will be located along the track or event</li> <li>A Covid Safety Coordinator will be in place and will monitor spectator viewing</li> <li>A notice sent to all participants to relay message to spectators on these controls</li> <li>No spectators will be allowed in restricted areas such as start/finish area, first aid, podium area and warm up/ preparation area</li> </ul>
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.	The following controls will be in place: <ul style="list-style-type: none"> <li>Online Registration for all participants to eliminate line up at event</li> <li>Designated entry for all participants</li> <li>Designated exit for all participants</li> <li>Start times for racing will be communicated electronically where possible</li> <li>Staggering start times so that participants arrive in waves, rather than all at once</li> <li>Results of events to be communicated electronically where possible</li> <li>Podium and presentation events to be limited and if in place, 1.5m social distancing must occur</li> </ul>
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	The following controls will be in place: <ul style="list-style-type: none"> <li>Restricted areas established for participants only</li> <li>Posters displaying 1.5 m rule will be located along the track or event</li> <li>Poster displaying 1.5. rule posted at canteen or service areas.</li> <li>Where a potential line up may occur, markings will be in place and event volunteers will ensure 1.5m rule is adhered to</li> </ul>

Physical distancing	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	The following controls will be in place: - All change rooms and rest rooms will be closed - All toilet facilities will have sign posted required number of personnel allowed as per the 4m <sup>2</sup> rule. - All indoor facilities used for events will have a number limit sign posted as per the 4m <sup>2</sup> rule. This will be monitored by the event Covid Safety Coordinator and volunteers. The Dubbo Cycle Club has chosen to have these closed.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	The following controls will be in place: - All participants are to arrive and leave in race gear - Participants are to be self sufficient and bring their own food, water, spares and tools - All toilet facilities will have sign posted required number of personnel allowed as per the 4m <sup>2</sup> rule. - All change rooms and rest rooms will be restricted or closed
Use telephone or video platforms for essential staff meetings where practical.	The following controls will be in place: - Use of online registration - Communicating race details, start times and results electronically - Use of Zoom or other online platform for all staff/club meetings
Review regular business deliveries and request contactless delivery and invoicing where practical.	The following controls will be in place: - All deliveries will be contactless delivery where possible - All delivered items will be cleaned prior to touching or opening - All invoicing and payments will be online. No paperwork.

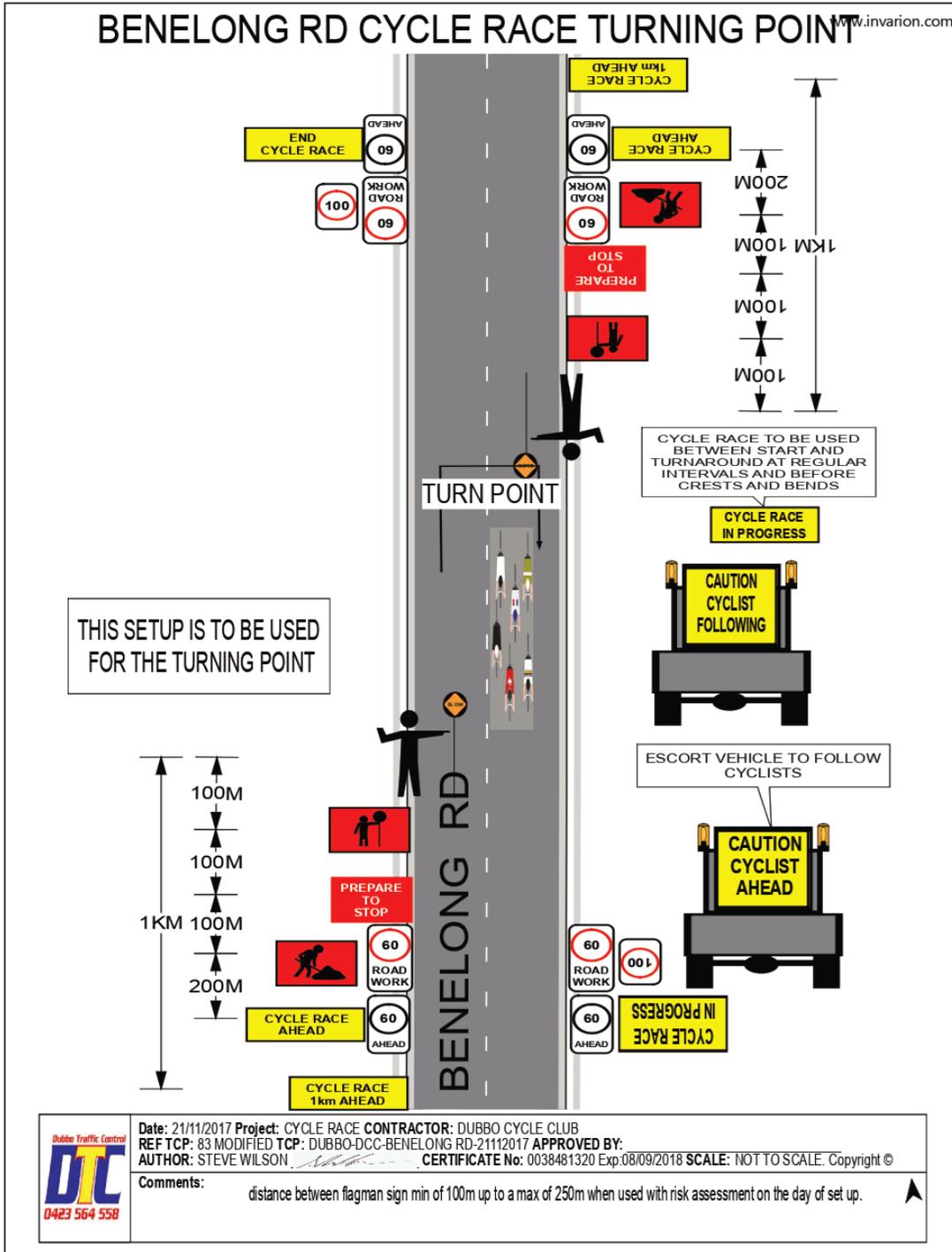
REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	The following controls will be in place: - Notice sent out to all participants on good hygiene principals - Hand sanitiser signage to be in place throughout the event. - Hand sanitiser to be in place at entry/exit, start/finish and all amenities - Temperature Testing will occur which is conducted by COVID Coordinator on arrival
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	The following controls will be in place: - Notice sent out to all participants on good hygiene principals and use of hand sanitiser - Hand sanitiser signage to be in place throughout the event. - Hand sanitiser to be in place at entry/exit, start/finish and all amenities
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.	The following controls will be in place: - All toilet facilities to be inspected prior to use - All toilet facilities to have sufficient soap and drying facilities - Hand sanitiser available at entry and exit - Signage is posted above each basin and on each toilet door and entry to amenities instructing Correct ten step method of washing hands.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	The following controls will be in place: - All participants are to arrive and leave in race gear - Participants are to be self sufficient and bring their own food, water, spares and tools - All change rooms will be closed
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	The following controls will be in place: - All participants are to arrive and leave in their race gear. - Timing chips only will be used no numbers to be used to reduce transfer.
Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	The following controls will be in place: - All equipment used will be cleaned prior to and after the event with detergent and water then disinfect with spray. - Where there is equipment or hard surfaces where there is potential interaction/passing between personnel such as tables, markers, cycling equipment or tools, then these must be wiped down between each use.
Clean areas used for high intensity sports with detergent and disinfectant after each use.	The following controls will be in place: - All equipment used will be cleaned prior to and after the event with detergent and water then disinfect with spray. - Where there is equipment or hard surfaces where there is potential interaction/passing between personnel such as tables, markers, cycling equipment or tools, then these must be wiped down between each use.

<b>Hygiene and cleaning</b>	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	The following controls will be in place: - All equipment used will be cleaned prior to and after the event with detergent and water then disinfect with spray. - Where there is equipment or hard surfaces where there is potential interaction/passing between personnel such as tables, markers, cycling equipment or tools, then these must be wiped down between each use.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	The following controls will be in place: - Cleaning products and sprays will be readily available at each venue - Hand sanitiser will be available at multiple points throughout the venue
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	The following controls will be in place: - Hand sanitiser and sprays must be over 75% alcohol level. - Gloves provided on site
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	The following controls will be in place: - Gloves will be provided for each facility and event for staff to wear.
Encourage contactless payment options.	The following Controls will be in place: - All registration and payment will be online - All prize money will be processed through EFT

<b>REQUIREMENTS</b>	<b>ACTIONS</b>
<b>Record keeping</b>	
Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practical, for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	The following controls will be in place: - All registration will be online and records will be kept for at least 28 days
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	The following controls will be in place: - A notice sent to all participants encourages the download of the COVIDSafe app.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	The following Controls will be in place: - A designated Covid-19 Safety Coordinator for each event will be selected as the key communication for any Covid related health risks or positive symptoms or testing.

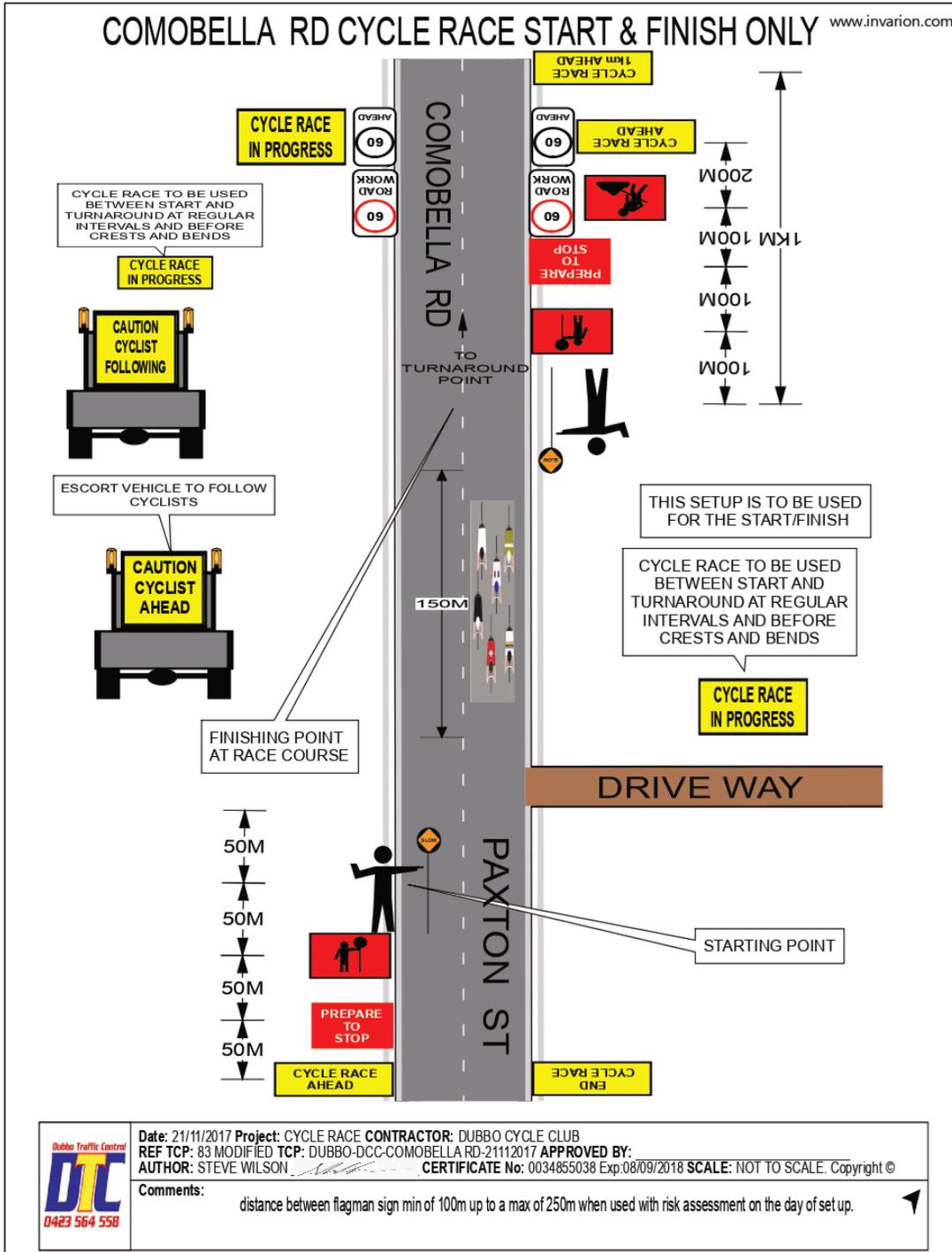


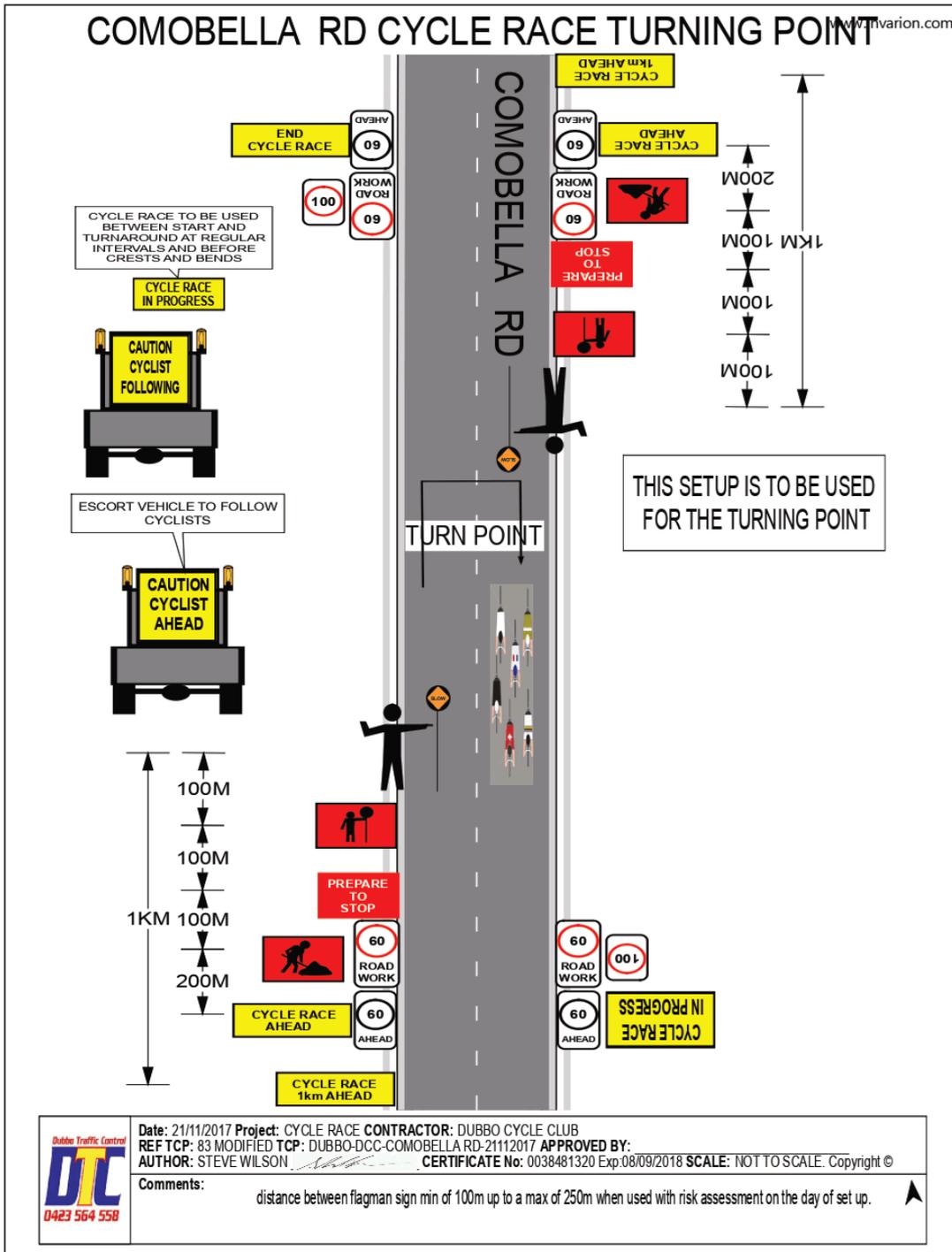


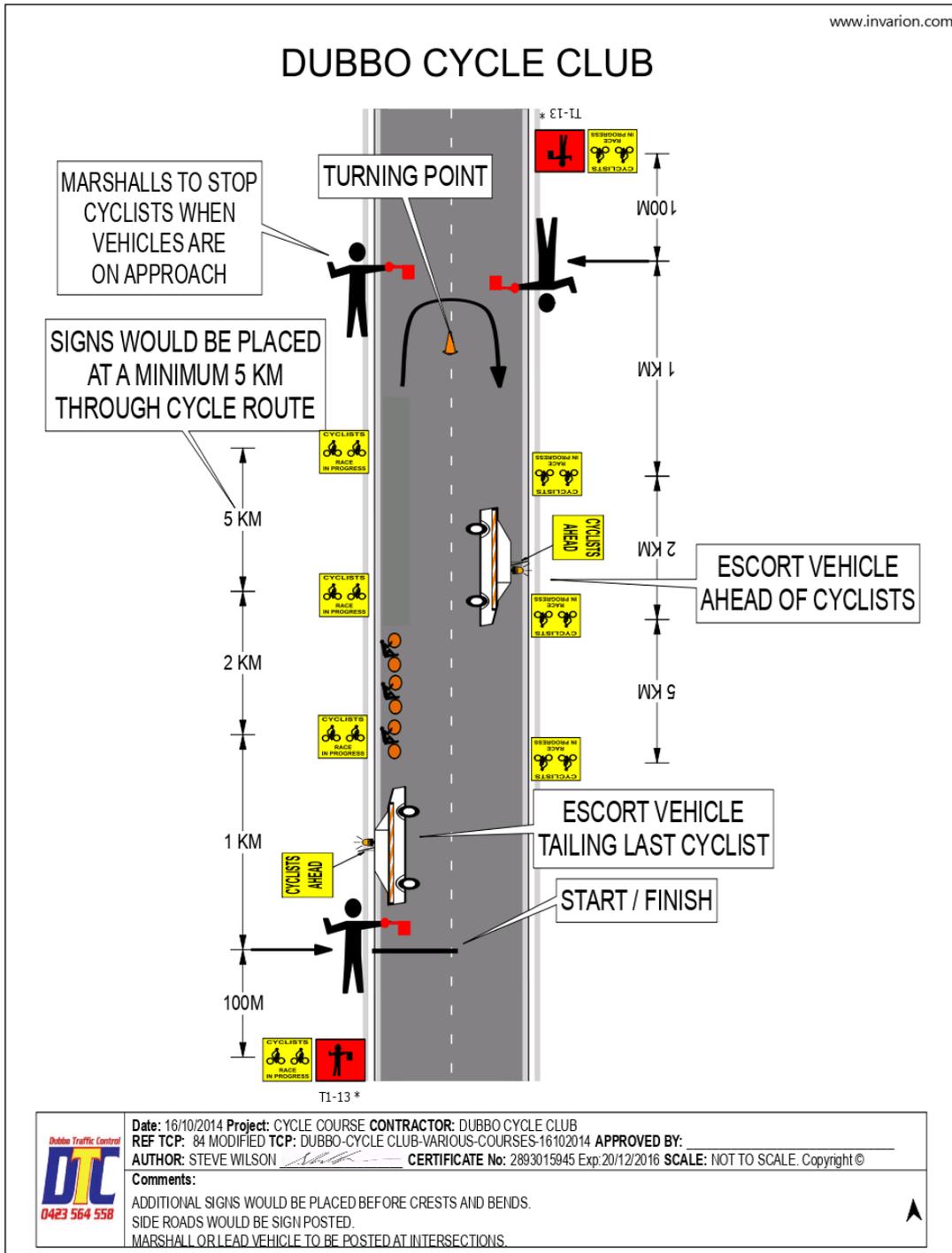






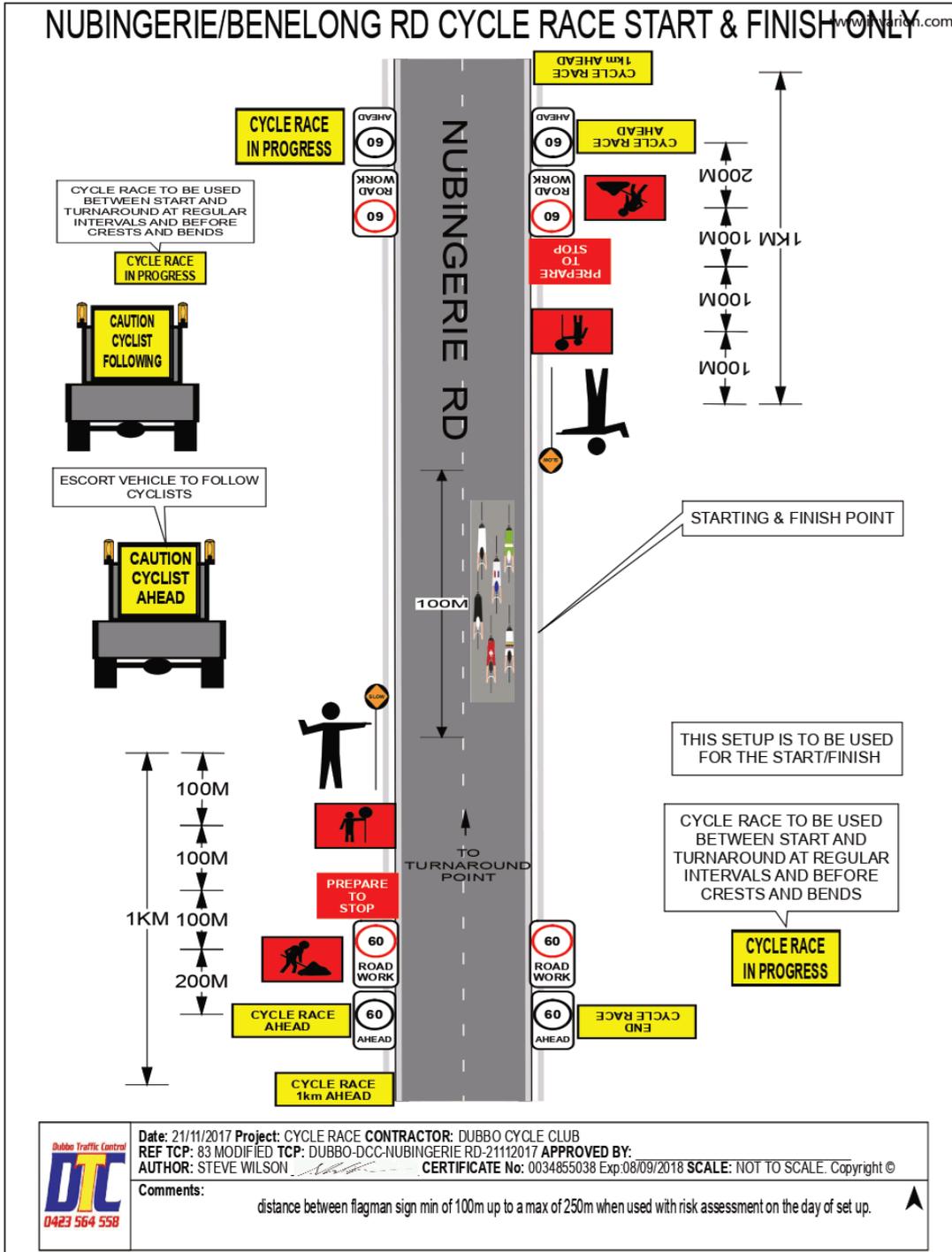




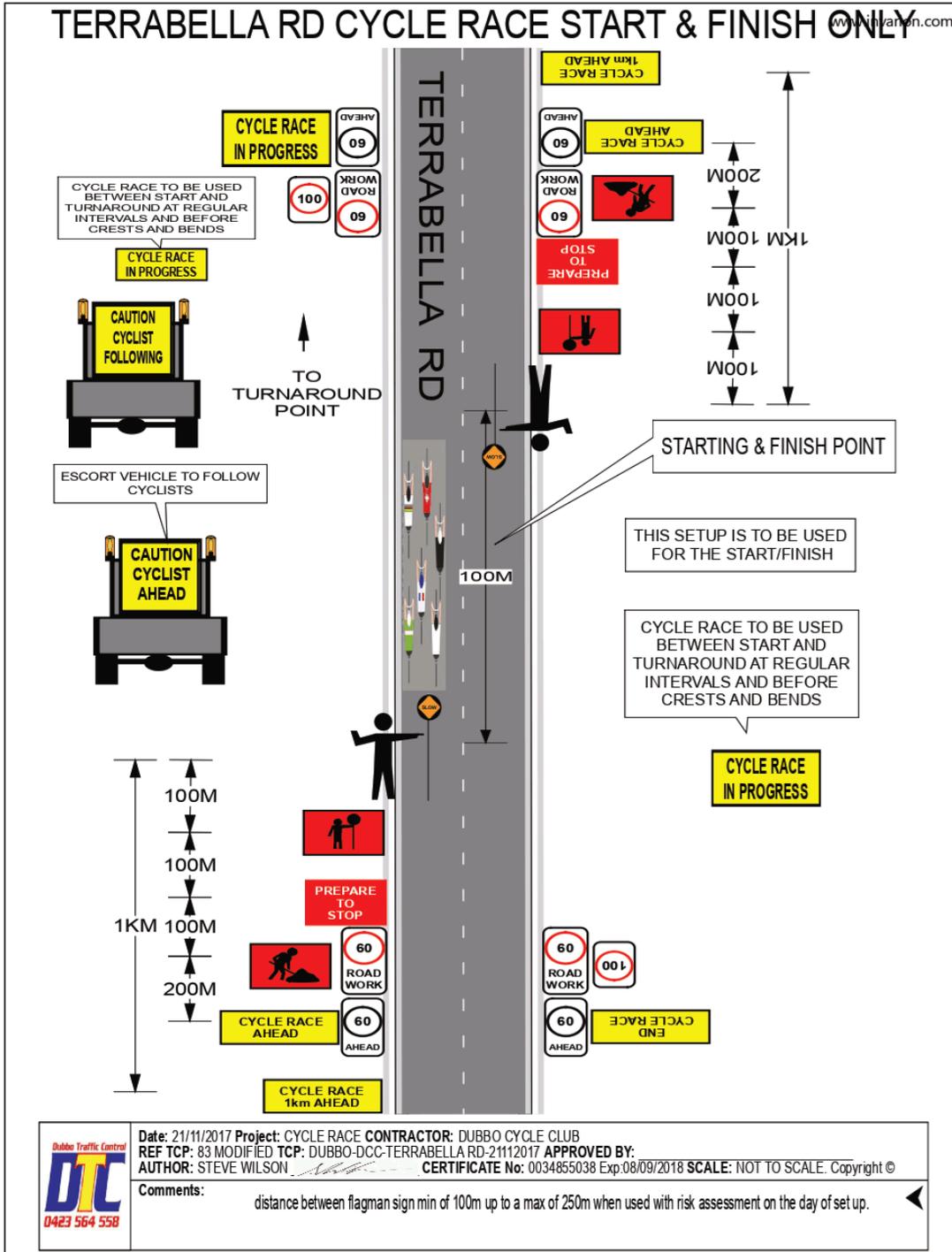


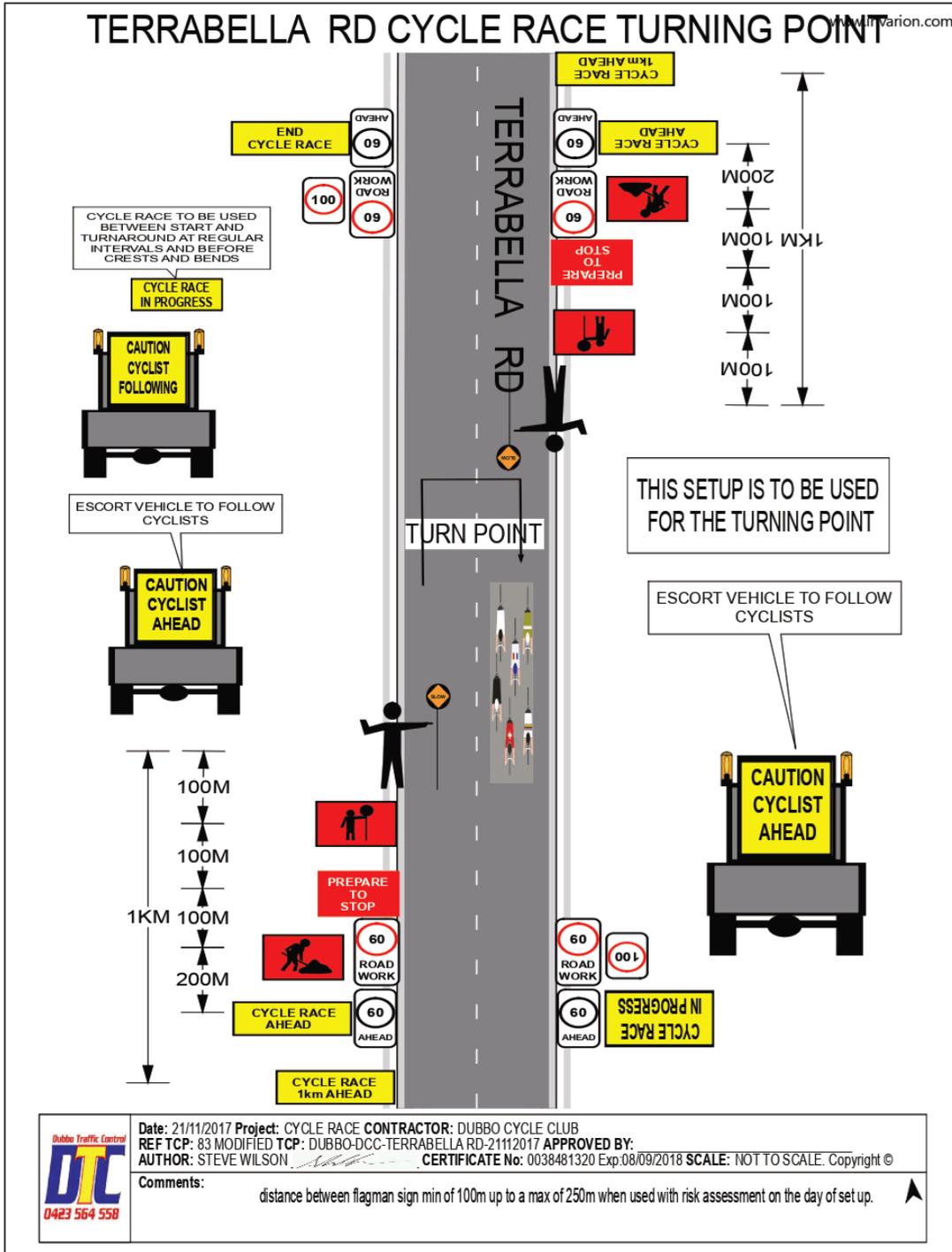


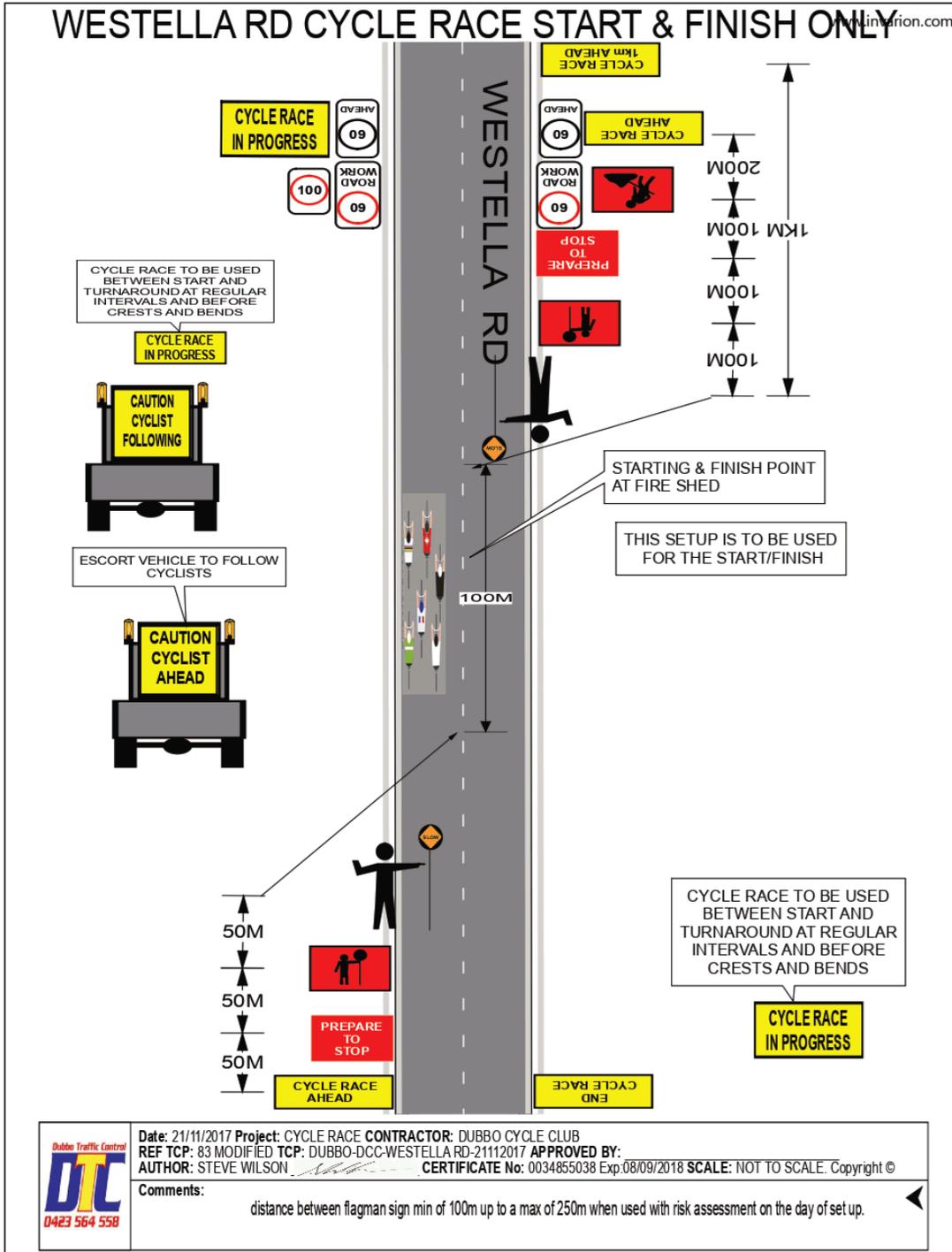


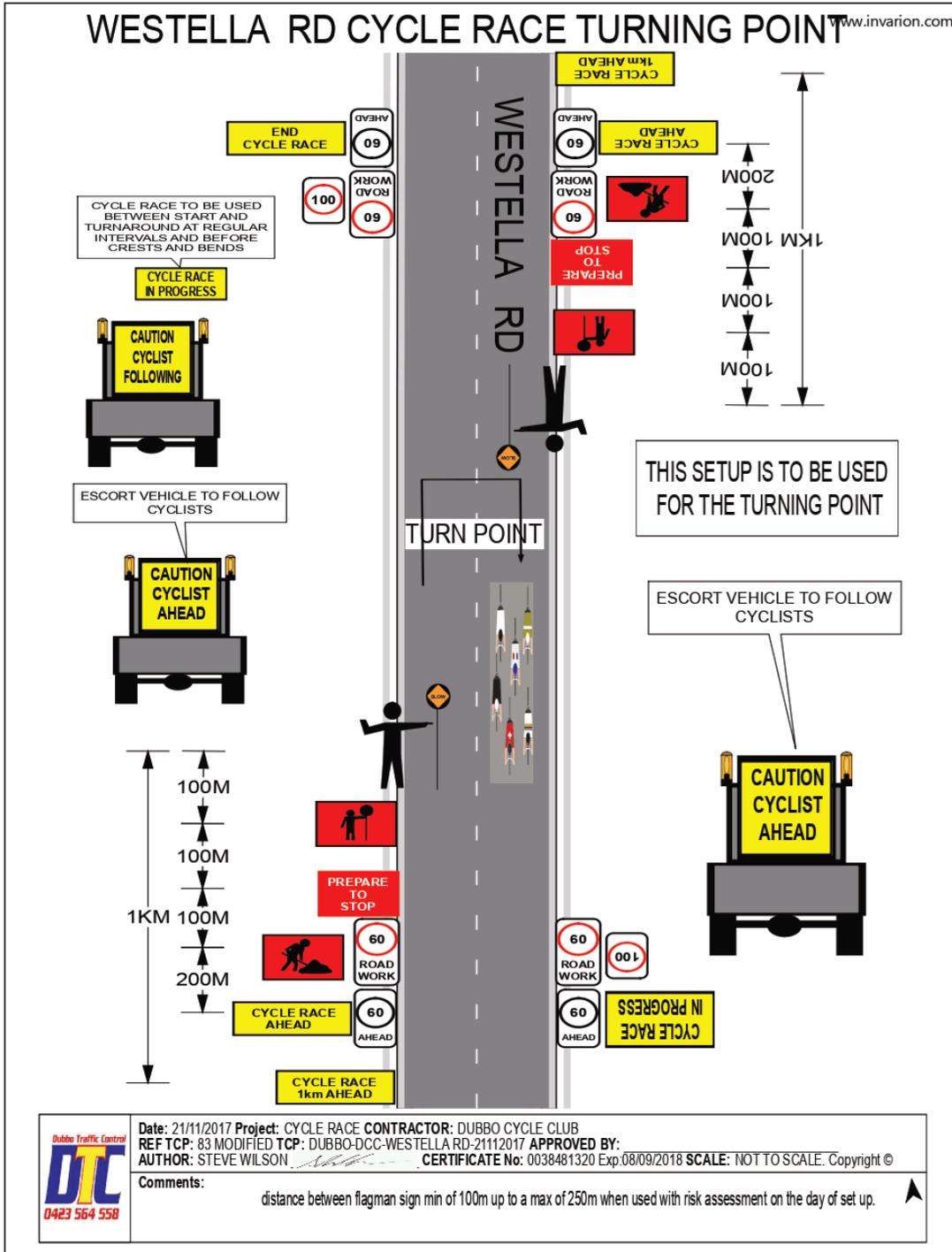














DUBBO REGIONAL  
COUNCIL

## REPORT: 2021 Anzac Day Ceremonies - Dubbo Regional Council Area

**AUTHOR:** Safe Roads Engineer  
**REPORT DATE:** 1 March 2021  
**TRIM REFERENCE:** ID21/330

### EXECUTIVE SUMMARY

This report deals with the approval procedures required for the undertaking of the Anzac Day march on Sunday, 25 April 2021 at numerous venues throughout the Dubbo Regional Council Local Government Area. Anzac Day ceremonies that require a road closure to undertake a March will occur in Dubbo, Wellington and Stuart Town.

The Anzac Day March is categorised as a Special Event - Class 2 that will require traffic management to facilitate temporary road closures in lieu of the traditional police escorted march and rolling road closure. The Anzac Day March can be undertaken to satisfy the requirements of a Class 2 Event with the temporary closure of roads and detours in place to provide the optimum safety for participants and the public. Special Event Transport Management Plans and Traffic Control Plans will be required for the marches, road closures and detours (**Appendices 1 to 6**).

It is recommended that Council approval be granted for the Anzac Day march to be undertaken in Dubbo, Wellington and Stuart Town in accordance with the Events Detail, Event Management Plans and Traffic Control Plans contained within the report for each venue, subject to conditions of Council, Transport for NSW (TfNSW) and NSW Police.

### FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

### RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

That Council approval be granted to the Returned and Services League Sub-branch in Dubbo and Wellington and the Stuart Town Advancement Association to undertake their respective Anzac Day marches on Sunday, 25 April 2021, and implement road closures and detours as conditioned by Transport for NSW, NSW Police and Council's following conditions of consent:

1. Dubbo:
  - a. For the Dawn Service and Anzac Day march temporary road closures are to be provided:

- Dawn Service in Darling Street between Talbragar and Wingewarra Streets from 5.00 am to 6.30 am;
  - Anzac Day march in Brisbane Street between Wingewarra and Serisier streets and Wingewarra Street between Darling and Brisbane streets from 9.00 am to 10.45 am;
  - Wingewarra Street from Brisbane to Macquarie streets and Macquarie Street from Wingewarra to Talbragar streets from 10.15 am to 11.00 am;
  - Talbragar Street from Macquarie Street to Memorial Drive, Victoria Park, from 10.45 am to 11.15 am, Darling Street from Talbragar to Wingewarra streets from 10.15 am;
  - Wingewarra Street between Darling and Brisbane streets as directed by the NSW Police at the conclusion of the Cenotaph service at approximately 12.00 noon to 12.30 pm;
  - Council's Traffic Control Plan TM 7084 (attached as Appendix 4) is to be used for the event.
  - Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan submitted a minimum three weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS 1742.3 and the TfNSW 'Traffic Control at Worksites Manual' prepared by an accredited person.
- b. Traffic controllers and/or trained Marshals are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans (attached as Appendices 1 and 4).
- c. Council's Governance and Internal Control Manager must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council and NSW Police are specifically noted to be indemnified against any action resulting from the event.
- d. The applicant is responsible for the provision of all traffic controls required for the event (ie Marshals, traffic barriers and signs).
- e. A public notification is required for the Anzac Day march a minimum of seven days prior to the event.
- f. The applicant is to forward a letter to Council with all the required documentation accepting the above conditions before final approval will be granted.
2. Wellington:
- a. For the Anzac Day march, a temporary road closure is to be provided on the Mitchell Highway, between Nanima Crescent and Lee Street and between Maughan and Whiteley streets from 10.45 am to 11.00 am, with the detour via Arthur, Warne, Percy and Whiteley streets. Council's Traffic Control Plan Wellington Anzac Detour is to be used for this event (Appendix 5).
  - b. The applicant is to gain approval from Transport for NSW for the closure and detour of the Mitchell Highway and Road Occupancy Licence with evidence provided to Council of such approval and conditions as warranted.
  - c. Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval, with the Traffic Control Plan submitted a minimum three weeks prior to

- the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS 1742.3 and the TfNSW 'Traffic Control at Worksites Manual' prepared by an accredited person.
- d. Traffic controllers and/or trained Marshals are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans.
  - e. Council's Governance and Internal Control Manager must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Transport for NSW and NSW Police are specifically noted to be indemnified against any action resulting from the event.
  - f. The applicant is responsible for the provision of all traffic controls required for the event (ie Marshals, traffic barriers and signs).
  - g. A public notification is required for the Anzac Day march a minimum of seven days prior to the event.
  - h. The applicant is to forward a letter to Council with all the required documentation accepting the above conditions before final approval will be granted.
3. Stuart Town:
- a. For the Anzac Day Ceremony a temporary road closure is to be provided in Molong Street, between the Burrendong Way (Alexander Street) and Bell Street from 8.00 am to 2.30 pm, with a detour of Molong Street via Burrendong Way and Bell Street. Council's Traffic Control Plan TM 7175 (Appendix 6) is to be used for the event.
  - b. Concurrence is required from the TfNSW for the event to utilise part of Burrendong Way between Molong and Bell streets as a detour with advice provided to Council.
  - c. Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan to be submitted a minimum of three weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS 1742.3 and the TfNSW 'Traffic Control at Worksites Manual' prepared by an accredited person.
  - d. Traffic controllers and/or trained Marshals are to be provided at all road closure points, and other locations, as identified in the Event and Traffic Management Plans (Appendix 4).
  - e. Council's Governance and Internal Control Manager must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, TfNSW and NSW Police are specifically noted to be indemnified against any action resulting from the event.
  - f. Council will be responsible for the provision of all traffic controls required for the event for the 2021 event only.
  - g. A public notification is required for the Anzac Day march a minimum of seven days prior to the event, with notification letters to be delivered to the affected residents within the road closure areas in the village.
  - h. The applicant is to forward a letter to Council with all the required documentation accepting the above conditions before final approval will be granted.

## LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Monday, 1 March 2021. The Committee had unanimous support in the adoption of the recommendation.

## RECOMMENDATION

That Council approval be granted to the Returned and Services League Sub-branch in Dubbo and Wellington and the Stuart Town Advancement Association to undertake their respective Anzac Day marches on Sunday, 25 April 2021, and implement road closures and detours as conditioned by Transport for NSW, NSW Police and Council's following conditions of consent:

1. **Dubbo:**
  - a. **For the Dawn Service and Anzac Day march temporary road closures are to be provided:**
    - Dawn Service in Darling Street between Talbragar and Wingewarra Streets from 5.00 am to 6.30 am;
    - Anzac Day march in Brisbane Street between Wingewarra and Serisier streets and Wingewarra Street between Darling and Brisbane streets from 9.00 am to 10.45 am;
    - Wingewarra Street from Brisbane to Macquarie streets and Macquarie Street from Wingewarra to Talbragar streets from 10.15 am to 11.00 am;
    - Talbragar Street from Macquarie Street to Memorial Drive, Victoria Park, from 10.45 am to 11.15 am, Darling Street from Talbragar to Wingewarra streets from 10.15 am;
    - Wingewarra Street between Darling and Brisbane streets as directed by the NSW Police at the conclusion of the Cenotaph service at approximately 12.00 noon to 12.30 pm;
    - Council's Traffic Control Plan TM 7084 (attached as Appendix 4) is to be used for the event.
    - Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan submitted a minimum three weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS 1742.3 and the TfNSW 'Traffic Control at Worksites Manual' prepared by an accredited person.
  - b. **Traffic controllers and/or trained Marshals are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans (attached as Appendices 1 and 4).**
  - c. **Council's Governance and Internal Control Manager must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council and NSW Police are specifically noted to be indemnified against any action resulting from the event.**

- d. The applicant is responsible for the provision of all traffic controls required for the event (ie Marshals, traffic barriers and signs).
  - e. A public notification is required for the Anzac Day march a minimum of seven days prior to the event.
  - f. The applicant is to forward a letter to Council with all the required documentation accepting the above conditions before final approval will be granted.
2. Wellington:
- a. For the Anzac Day march, a temporary road closure is to be provided on the Mitchell Highway, between Nanima Crescent and Lee Street and between Maughan and Whiteley streets from 10.45 am to 11.00 am, with the detour via Arthur, Warne, Percy and Whiteley streets. Council's updated Traffic Control Plan Wellington Anzac Detour is to be used for this event (Appendix 5).
  - b. The applicant is to gain approval from Transport for NSW for the closure and detour of the Mitchell Highway and Road Occupancy Licence with evidence provided to Council of such approval and conditions as warranted.
  - c. Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval, with the Traffic Control Plan submitted a minimum three weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS 1742.3 and the TfNSW 'Traffic Control at Worksites Manual' prepared by an accredited person.
  - d. Traffic controllers and/or trained Marshals are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans.
  - e. Council's Governance and Internal Control Manager must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Transport for NSW and NSW Police are specifically noted to be indemnified against any action resulting from the event.
  - f. The applicant is responsible for the provision of all traffic controls required for the event (ie Marshals, traffic barriers and signs).
  - g. A public notification is required for the Anzac Day march a minimum of seven days prior to the event.
  - h. The applicant is to forward a letter to Council with all the required documentation accepting the above conditions before final approval will be granted.
3. Stuart Town:
- a. For the Anzac Day Ceremony a temporary road closure is to be provided in Molong Street, between the Burrendong Way (Alexander Street) and Bell Street from 8.00 am to 2.30 pm, with a detour of Molong Street via Burrendong Way and Bell Street. Council's Traffic Control Plan TM 7175 (Appendix 6) is to be used for the event.
  - b. Concurrence is required from the TfNSW for the event to utilise part of Burrendong Way between Molong and Bell streets as a detour with advice provided to Council.
  - c. Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan to be submitted a minimum of three

weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS 1742.3 and the TfNSW 'Traffic Control at Worksites Manual' prepared by an accredited person.

- d. Traffic controllers and/or trained Marshals are to be provided at all road closure points, and other locations, as identified in the Event and Traffic Management Plans (Appendix 4).
- e. Council's Governance and Internal Control Manager must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, TfNSW and NSW Police are specifically noted to be indemnified against any action resulting from the event.
- f. Council will be responsible for the provision of all traffic controls required for the event for the 2021 event only.
- g. A public notification is required for the Anzac Day march a minimum of seven days prior to the event, with notification letters to be delivered to the affected residents within the road closure areas in the village.
- h. The applicant is to forward a letter to Council with all the required documentation accepting the above conditions before final approval will be granted.

*Ridwan Quaium*  
Safe Roads Engineer

## REPORT

Council has received Special Event Applications from the Returned Servicemen's League (RSL) Sub-branches of Dubbo and Wellington and the Stuart Town Advancement Association's Anzac Committee to conduct their respective Anzac Day march and Ceremonies on Sunday, 25 April 2021 on streets within the townships.

In more recent years, Anzac Day marches have grown in status with safety concerns raised that the events could no longer be sustained purely by escort and rolling road closures. Those concerns relate to intersection traffic and spectator control. Some smaller village events actually require temporary road closures and detours to facilitate the Anzac Day marches and ceremonies. Events on road are approved and managed in accordance with the TfNSW 'Guide to Traffic and Transport Management for Special Events'. A Special Event Transport Management Plan (TMP)/Event Management Plan (EMP) and Traffic Control Plans (TCP) are used for the administrative and management processes required to conduct events on public roads.

The Anzac Day march event in Wellington is categorised as a Class 1 Event with Dubbo and Stuart Town as Class 2 Events. As such, obligations are placed upon Council, Police, TfNSW and the event organiser to ensure that specific criteria are followed.

The Dubbo and Wellington RSL sub-branches and Stuart Town Advancement Association's Anzac Committee are the organising bodies for the Anzac Day march and ceremonies in 2021. Under the Event Management Criteria, the organisers will be solely responsible for the conduct of the event and the submission of an Event Management Plan, incorporating a Traffic Management Plan and Traffic Control Plan. Council has developed Traffic Control Plans for the Anzac Day marches and ceremonies for the following locations. Traffic Management Plans (TMP) (**Appendices 1 to 3**) and Traffic Control Plans (**Appendices 4 to 6**) are attached as appendices to the report.

### **Anzac Day March and Ceremonies**

#### Dubbo

Anzac Day commences with a Dawn Service at the Victoria Park Cenotaph Darling Street between Talbragar and Wingewarra streets, which will be closed from 5.00 am to 6.30 am to allow the gathering of the crowd at the Dawn Service and to prevent traffic driving past during the Service. There is no march for this service.

The Anzac Day march marks the beginning of the Commemorative Service, with the marshalling for the march being undertaken in Brisbane and Wingewarra streets, adjacent to the RSL Memorial Club, commencing at 9.45 am. The march commences at 10.15 am, being led by police escort out of Brisbane Street left into Wingewarra Street followed by the vintage cars then followed by the foot marchers. The march will proceed along Wingewarra Street adjacent to the RSL Club, west to Macquarie Street, north along Macquarie Street to Talbragar Street, east in Talbragar Street to Memorial Drive at Victoria Park ready to form up

and march onto the Cenotaph where the Commemorative Service will commence at approximately 10.40 am. At the conclusion of the Service, Darling Street remains closed until 1 pm to allow for the vintage cars to leave the area with the returned service men and women on board, as they are then taken to the RSL Club. It is also proposed to keep Wingewarra Street between Darling and Brisbane streets closed until 1.00 pm to allow the ex-service men and women, current service men and women and others to return to the Dubbo RSL Club.

The following road closures are proposed:

1. Brisbane Street to Wingewarra Street, south to the northern side of Serisier Street 9.00 am to 11.00 am to allow the marshalling of vehicles for the parade motorcade.
2. Wingewarra Street to Darling Street to Brisbane Street 9.00 am to 11.00 am. This section of Wingewarra Street will be closed well before the marshalling commences to ensure that the road carriageways remain clear of parked cars and all marshalling can be undertaken in a contained area.
3. Wingewarra Street to Brisbane Street to Macquarie Street, Macquarie Street from Wingewarra Street to Talbragar Street and Talbragar Street from Macquarie Street to Memorial Drive Victoria Park from 10.15 am to 11.30 am.
4. Darling Street between Talbragar and Wingewarra streets, 10.30 am to 1.00 pm and Wingewarra Street between Darling Street and Brisbane Street from 12.00 noon to 1.00 pm.

Council's Traffic Control Plan TM 7084 is to be used for the Dubbo Anzac Day march events (attached as **Appendix 4**).

#### Wellington

Anzac Day commences with a Dawn Service at the Cameron Park Cenotaph at 6.00 am. There is no requirement for any road closures as this is a short, 10 minute service.

For the Anzac Day march, marshalling will be undertaken at 10.00 am in Market Square, between Soldiers Lane and Gisborne Street, before proceeding to Lee Street for the commencement of the march at 10.25 am then south-bound along Nanima Crescent concluding at the Cameron Park Cenotaph for the Ceremony at 11.00 am.

The following road closures are proposed:

The Mitchell Highway, being Nanima Crescent and Lee Street, between Maughan and Whiteley streets from 10.25 am to 11.00 am, with the vehicle detour to go via Arthur, Warne, Percy and Whiteley streets. Council's Traffic Control Plan TM 7270 is to be used for the event (**Appendix 5**).

In discussions with the Special Events and Operations Planning Coordinator, there is no requirement for a 'Road Occupancy Licence' for the short duration temporary road closure and detour of the Mitchell Highway for the Anzac Day march, however the concurrence of TfNSW Western is required.

Stuart Town

The Anzac Day Ceremony commences at 11.00 am in Molong Street adjacent to the School of Arts Hall.

For the Ceremony, a temporary road closure is to be provided in Molong Street between Burrendong Way (Alexander Street) and Bell Street from 8.00 am to 2.30 pm with a detour of Molong Street, via the Burrendong Way and Bell Street. Council's Traffic Control Plan TM 7175 is to be used for the event (**Appendix 6**). Burrendong Way is a regional road and the detour/traffic management for Molong Street closure will require the concurrence of TfNSW Western.

**SUMMARY**

Council has received applications from the Dubbo and Wellington RSL sub-branches and Stuart Town Advancement Association' Anzac Committee to undertake their respective 2021 Anzac Day marches that require temporary road closures and detours of the Mitchell Highway, regional roads, Burrendong Way and numerous local streets.

Special Event Traffic Management Plans and Traffic Control Plans have been developed for the individual events. The Transport for NSW and NSW Police will impose separate conditions on the event, in addition to Council's conditions of approval, to undertake the temporary road closures, detours and marches. Public Liability has been provided from Stuart Town only.

It is therefore recommended that approval be granted for the Return Services League Dubbo and Wellington sub-branches and Stuart Town Advancement Association to undertake their respective 2021 Anzac Day marches in accordance with the Traffic Management Plans and Traffic Control Plans and as conditioned by Council, TfNSW and the NSW Police (**Appendices 1 to 6**).

Appendices:

- [1](#) 2021 Anzac Day - Dubbo - Special Event Transport Management Plan
- [2](#) 2021 Anzac Day - Wellington - Special Event Transport Management Plan
- [3](#) 2021 Anzac Day - Stuart Town - Special Event Transport Management Plan
- [4](#) 2021 Anzac Day - Dubbo - March and Service - Traffic Control Plan
- [5](#) 2021 Anzac Day - Wellington - Traffic Control Plan
- [6](#) 2021 Anzac Day - Stuart Town - Traffic Control Plan

## Special Event Resources

### Special Event Transport Management Plan

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

#### 1. EVENT DETAIL

##### 1.1. Event Summary

Event Name: Anzac Day March & Service 2021  
 Event Location: Dubbo, NSW. 2830  
 Event Date: 25/04/21 Event Start Time: 5.30am Event Finish Time: 12.30pm  
 Event Setup Time: 5.00am Event Pack down Finish Time: 12.30pm  
 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\*: Dubbo RSL Sub-branch  
 Phone: 0268816486 Fax: 68820080 Mobile: 0419423141  
 Email: dubbosb@rslnsw.org.au  
 Event Management Company (if applicable): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Police: Dubbo Police, Orana Command  
 Phone: 68831599 Fax: 68831611 Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Council: Dubbo Regional Council  
 Phone: 6801400 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)

Conduct street march on Anzac Day, depart Wingewarra St west direction to Macquarie then Talbregar St into Victoria Park to cenotaph for service.

2. RISK MANAGEMENT TRAFFIC

Class 1	Class 2	Class 3	2.1. Occupational Health & Safety – Traffic Control
			<input type="checkbox"/> Risk assessment plan (or plans) attached
			2.2. Public Liability Insurance
			<input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
			2.3. Police
			<input type="checkbox"/> Police written approval obtained
			2.4. Fire Brigades and Ambulance
			<input type="checkbox"/> Fire brigades notified
			<input 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 checked="" type="checkbox"/> Parking not required
			3.3. Construction, traffic calming and traffic generating developments
			<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
			<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
			3.4. Trusts, authorities or Government enterprises
			<input checked="" type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
			<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
			3.5. Impact on/or Public Transport
			<input type="checkbox"/> Public transport plans created - details attached
			<input checked="" type="checkbox"/> Public transport not impacted or will not impact event
3.6. Reopening roads after moving events			
<input checked="" type="checkbox"/> This is a moving event - details attached.			
<input type="checkbox"/> This is a non-moving event.			
3.7. Traffic management requirements unique to this event			
<input checked="" type="checkbox"/> Description of unique traffic management requirements attached			
<input type="checkbox"/> There are no unique traffic requirements for this event			
3.8. Contingency plans			
<input type="checkbox"/> Contingency plans attached			

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

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

Taken from NSW Police website:

[https://www.police.nsw.gov.au/data/assets/pdf\\_file/0007/275560/Notice\\_of\\_Intention\\_to\\_Hold\\_a\\_Public\\_Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

Summary Offences Act 1988

To the Commissioner of Police

1 I, William Greenwood  
Name  
of 10 Colony Crescent, Dubbo, NSW, 2830  
Address  
on behalf of Dubbo RSL Sub-branch  
Organisation  
notify the Commissioner of Police that on the 25th  
Day  
of April 2021  
Month/Year

it is intended to hold:

either:

~~(a) a public assembly, not being a procession, of approximately  
.....persons which will assemble  
Number  
at .....  
Place  
at approximate .....am/pm  
Time  
and disperse at approximately .....am/pm  
Time~~

or

(b) a public assembly, being a procession of approximately 4000  
Number  
persons which will assemble at outside Dubbo RSL Memorial Club  
Place  
at approximately 10.00am .....  
Time  
and at approximately 10.15am ..... the procession will  
commence and shall proceed west in Wingewarra St, right into Macquarie St, turning right into Talbregar St, then mark east to Victoria Park to the cenotaph for Anzac Day Service.

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

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2 The purpose of the proposed assembly is to conduct annual Anzac Day march from RSL Club to Victoria Park for a service at the cenotaph, Dubbo

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 15 (number) of vehicles and/or floats involved and their type and dimensions are as follows:

vintage motor vehicles

\* (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

2 x light Horse members on horse back

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

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

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

Address: P.O. Box 4159

DUBBO, NSW. 2830

Post Code

Telephone: 02 6881 6486 or 0419 423141

Signed: W.C. Greenwood  
W.C. Greenwood

Capacity/Title Honorary Secretary

Date 01/02/2021

Delete as applicable

**Special Event Resources**

**Special Event Transport Management Plan Template**

*Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan*

**I EVENT DETAILS**

**I.1 Event summary**

Event Name: .....Anzac Day 2021.....  
 Event Location: .....Cameron Park Wellington.....  
 Event Date: 25/4/2021..... Event Start Time: .....1000..... Event Finish Time: 1100.....  
 Event Setup Start Time: .....0930..... Event Packdown Finish Time: .....1130.....  
 Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

**I.2 Contact names**

Event Organiser \* .....Wellington RSL Sub Branch - Roy holmes.....  
 Phone: 0408150271..... Fax:..... Mobile:..... E-mail: roy.nic@bispond.com  
 Event Management Company (if applicable).....  
 Phone:..... Fax:..... Mobile:..... E-mail:.....  
 Police .....  
 Phone:..... Fax:..... Mobile:..... E-mail:.....  
 Council.....  
 Phone:..... Fax:..... Mobile:..... E-mail:.....  
 Roads & Traffic Authority (if Class I).....  
 Phone:..... Fax:..... Mobile:..... E-mail:.....

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

**I.3 Brief description of the event (one paragraph)**

2021 Anzac Day March from  
 Gisbourne St & Lee St to the  
 Cenotaph in Cameron Park

**2 RISK MANAGEMENT - TRAFFIC**

- |   |   |
|---|---|
| CLASS 1<br>CLASS 2<br>CLASS 3   | <b>2.1 Occupational Health &amp; Safety - Traffic Control</b>     |
|   | <input type="checkbox"/> Risk assessment plan (or plans) attached |
|   | <b>2.2 Public Liability Insurance</b>                             |
| <input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached. |   |
| <b>2.3 Police</b>   |   |
| <input type="checkbox"/> Police written approval obtained                                       |   |
| <b>2.4 Fire Brigades and Ambulance</b>  |   |
| <input type="checkbox"/> Fire brigades notified   |   |
| <input type="checkbox"/> Ambulance notified   |   |

**3 TRAFFIC AND TRANSPORT MANAGEMENT**

- |   |                                       |
|---|---------------------------------------|
| CLASS 1<br>CLASS 2<br>CLASS 3   | <b>3.1 The route or location</b>      |
|   | <input type="checkbox"/> Map attached |
|   | <b>3.2 Parking</b>                    |
| <input type="checkbox"/> Parking organised - details attached   |                                       |
| <input type="checkbox"/> Parking not required   |                                       |
| <b>3.3 Construction, traffic calming and traffic generating developments</b>  |                                       |
| <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached                       |                                       |
| <input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes |                                       |
| <b>3.4 Trusts, authorities or Government enterprises</b>  |                                       |
| <input 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   |                                       |
| <b>3.5 Impact on/of Public transport</b>  |                                       |
| <input type="checkbox"/> Public transport plans created - details attached  |                                       |
| <input type="checkbox"/> Public transport not impacted or will not impact event   |                                       |
| <b>3.6 Reopening roads after moving events</b>  |                                       |
| <input type="checkbox"/> This is a moving event - details attached.   |                                       |
| <input type="checkbox"/> This is a non-moving event   |                                       |
| <b>3.7 Traffic management requirements unique to this event</b>   |                                       |
| <input type="checkbox"/> Description of unique traffic management requirements attached   |                                       |
| <input type="checkbox"/> There are no unique traffic requirements for this event  |                                       |
| <b>3.8 Contingency plans</b>  |                                       |
| <input type="checkbox"/> Contingency plans attached   |                                       |

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input type="checkbox"/> Does not impact heavy vehicles
Class 1	Class 2	<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>		
Class 1	Class 2	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
		<input type="checkbox"/> Plans to minimise impact on non-event community attached <input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
		<b>4.2 Advertise traffic management arrangements</b>
		<input type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
		<b>4.3 Special event warning signs</b>
Class 1	Class 2	<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs
		<b>4.4 Permanent Variable Message Signs</b>
		<input type="checkbox"/> Messages, locations and times attached <input type="checkbox"/> This event does not use permanent Variable Message Signs
		<b>4.5 Portable Variable Message Signs</b>
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input type="checkbox"/> This event does not use portable VMS
<b>5 PRIVACY NOTICE</b>		

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.

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**6 APPROVAL**

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TMP Approved by: Roy Holmes ..... Event Organiser .....10/2/2021..... Date

**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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

Regulation of traffic authorised by: ..... Council ..... Date

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

Regulation of traffic authorised by: ..... RTA ..... Date

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

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I ..... (name) of ..... (address) on behalf of ..... (organisation) notify the Commissioner of Police that on the ..... (day) of ..... (month), ..... (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately ..... (number) persons, which will assemble at ..... (Place) at approximately ..... am/pm, and disperse at approximately ..... am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately ..... (number) persons, which will assemble at approximately ..... am/pm, and at approximately ..... am/pm the procession will commence and shall proceed ..... ..... ..... <i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is..... ..... ..... ..... ..... ..... .....</p>

3	<p>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>strike out whichever is not applicable</i>):</p> <p>(i) There will be ..... (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(ii) There will be ..... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly:</p> <p>.....</p> <p>.....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows:</p> <p>.....</p> <p>.....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>.....</p> <p>.....</p> <p>..... Postcode.</p> <p>Telephone No. ....</p>
6	<p>Signed .....</p> <p>Capacity/Title .....</p> <p>Date .....</p>

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Time for Assess Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control) under OHS ACT 2000	Advertise Transport Arrangements	Liability Insurance	Special Event Heavy Vehicle Debris	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	<ul style="list-style-type: none"> <li>A Class 1 event impacts major traffic and transport systems</li> <li>disrupts the non-event community over a wide area</li> <li>requires the involvement of Police, one or more Councils and the RTA</li> <li>requires a Transport Management Plan</li> <li>requires advertising the events traffic aspects to a wide audience.</li> </ul>	<ul style="list-style-type: none"> <li>A Class 1 event may:                             <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 NSW</li> <li>involve private bus and coach organisations</li> <li>involve the State Rail and State Transit Authorities</li> <li>involve the road transport industry</li> <li>involve the State Rail and State Transit Authorities</li> <li>require RTA to provide heavy vehicle detour routes</li> <li>require RTA to adjust traffic signals</li> <li>require RTA to manage Variable Message Signs depending on the nature of the event, invoke the Police "User Pays" policy.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>For example:                             <ul style="list-style-type: none"> <li>an event that affects a principal transport route in Sydney or the Murrumbidgee region</li> <li>an event that reduces the capacity of the main highway through a country town, or</li> <li>a bicycle race that involves the Sydney Harbour Bridge.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Minimum 4 months from first approach to Council to proposed start date.</li> <li>Minimum 6 months for vehicle make, and not for the public at large.*</li> </ul>	<ul style="list-style-type: none"> <li>Charges apply where:                             <ul style="list-style-type: none"> <li>It is deemed the services are provided above those normally provided to the community.</li> </ul> </li> <li>As described in Council's Special Events Policy.</li> <li>Asset rehire/rental; refer to Council.</li> </ul>	<ul style="list-style-type: none"> <li>As described in Council's Special Events Policy.</li> <li>Asset rehire/rental; refer to Council.</li> </ul>	<ul style="list-style-type: none"> <li>Marginal costs apply where services are provided above those normally provided to the community.</li> <li>RTA provides quotes.</li> <li>Asset rehire/rental; refer to RTA.</li> </ul>	<ul style="list-style-type: none"> <li>TMP model recommended.</li> </ul>	<ul style="list-style-type: none"> <li>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</li> <li>Need to consider access for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>28 days for all events that require regulation of traffic or where special event operation.</li> <li>Not required where there is no regulation of traffic.</li> </ul>	<ul style="list-style-type: none"> <li>Required with Council &amp; Police (Police User Pays in broa) named on policy. Also RTA asset. Certificate of currency required.</li> </ul>	<ul style="list-style-type: none"> <li>RTA arranges if practicable</li> <li>RTA provides quote.</li> </ul>	<ul style="list-style-type: none"> <li>Promoted where practicable</li> </ul>	<ul style="list-style-type: none"> <li>Required where to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>May be required. Need to consider parking for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>Recommended</li> </ul>
2	<ul style="list-style-type: none"> <li>A Class 2 event impacts local traffic and transport systems but does not impact major traffic and transport systems</li> <li>disrupts the non-event community in a wide 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 events traffic aspects to the local community.</li> </ul>	<ul style="list-style-type: none"> <li>A Class 2 event may:                             <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 State Rail and the State Transit Authority</li> <li>involve private bus and coach organisations.</li> <li>involve the State Rail and State Transit Authorities</li> <li>require RTA to provide heavy vehicle detour routes</li> <li>require RTA to adjust traffic signals</li> <li>require RTA to manage Variable Message Signs depending on the nature of the event, invoke the Police "User Pays" policy.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>For example:                             <ul style="list-style-type: none"> <li>an event that blocks off the main street of a town or shopping centre but does not impact major transport routes or a highway</li> <li>an event on a motor rally on local county roads.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Minimum 3 months.</li> <li>3 months for RAGBS.</li> </ul>	<ul style="list-style-type: none"> <li>Charges apply where:                             <ul style="list-style-type: none"> <li>It is deemed the services are provided above those normally provided to the community.</li> </ul> </li> <li>As described in Council's Special Events Policy.</li> <li>Asset rehire/rental; refer to Council.</li> </ul>	<ul style="list-style-type: none"> <li>As described in Council's Special Events Policy.</li> <li>Asset rehire/rental; refer to Council.</li> </ul>	<ul style="list-style-type: none"> <li>TMP model recommended.</li> </ul>	<ul style="list-style-type: none"> <li>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</li> <li>Need to consider access for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>28 days for all events that require regulation of traffic or where special event operation.</li> <li>Not required where there is no regulation of traffic.</li> </ul>	<ul style="list-style-type: none"> <li>Required with Council &amp; Police (Police User Pays in broa) named on policy. Certificate of currency required.</li> </ul>	<ul style="list-style-type: none"> <li>Promoted where practicable</li> </ul>	<ul style="list-style-type: none"> <li>Required where to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>May be required. Need to consider parking for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>Recommended</li> </ul>		
3	<ul style="list-style-type: none"> <li>A Class 3 event does not impact local or major traffic</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>Police agreement that event qualifies as Class 3</li> <li>is never used for vehicle races.</li> </ul>	<ul style="list-style-type: none"> <li>A Class 3 event may:                             <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 State Rail and the State Transit Authority</li> <li>involve private bus and coach organisations.</li> <li>involve the State Rail and State Transit Authorities</li> <li>require RTA to provide heavy vehicle detour routes</li> <li>require RTA to adjust traffic signals</li> <li>require RTA to manage Variable Message Signs depending on the nature of the event, invoke the Police "User Pays" policy.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>For example:                             <ul style="list-style-type: none"> <li>an on-street event on a residential street</li> <li>an on-street Christmas party.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Minimum 6 weeks</li> </ul>	<ul style="list-style-type: none"> <li>Charges apply where:                             <ul style="list-style-type: none"> <li>It is deemed the services are provided above those normally provided to the community.</li> </ul> </li> <li>As described in Council's Special Events Policy.</li> <li>Asset rehire/rental; refer to Council.</li> </ul>	<ul style="list-style-type: none"> <li>As described in Council's Special Events Policy.</li> <li>Asset rehire/rental; refer to Council.</li> </ul>	<ul style="list-style-type: none"> <li>Council may require TMP</li> </ul>	<ul style="list-style-type: none"> <li>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</li> <li>Need to consider access for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>28 days for all events that require regulation of traffic.</li> <li>Not required where there is no regulation of traffic.</li> </ul>	<ul style="list-style-type: none"> <li>Required with Council &amp; Police (Police User Pays in broa) named on policy. Certificate of currency required.</li> </ul>	<ul style="list-style-type: none"> <li>Required where to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Required where to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>May be required. Need to consider parking for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>Recommended</li> </ul>		
4	<ul style="list-style-type: none"> <li>A Class 4 event is intended for small street events and:</li> <li>requires Police consent only</li> <li>is within the capacity of the Police to manage on their own</li> <li>is managed on-street</li> <li>does not require RTA or Council consent</li> <li>does not require advertising the events traffic aspects to the community</li> <li>does not require a TMP</li> <li>does not require involvement of other Government agencies.</li> </ul>	<ul style="list-style-type: none"> <li>A Class 4 event may:                             <ul style="list-style-type: none"> <li>be conducted on classified or unclassified roads</li> <li>cause zero to considerable disruption to the non-event community</li> <li>cross Police Local Area Commands (LACs)</li> <li>cross Police Local Area Commands (LACs)</li> <li>involve the State Rail and State Transit Authorities</li> <li>require RTA to provide heavy vehicle detour routes</li> <li>require RTA to adjust traffic signals</li> <li>require RTA to manage Variable Message Signs depending on the nature of the event, invoke the Police "User Pays" policy.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>For example:                             <ul style="list-style-type: none"> <li>an ANZAC Day march in a country town</li> <li>an event in a park</li> <li>an event in a park</li> <li>Police escort.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Minimum 1 month</li> </ul>	<ul style="list-style-type: none"> <li>Charges apply where:                             <ul style="list-style-type: none"> <li>It is deemed the services are provided above those normally provided to the community.</li> </ul> </li> <li>As described in Council's Special Events Policy.</li> <li>Asset rehire/rental; refer to Council.</li> </ul>	<ul style="list-style-type: none"> <li>As described in Council's Special Events Policy.</li> <li>Asset rehire/rental; refer to Council.</li> </ul>	<ul style="list-style-type: none"> <li>Council may require TMP</li> </ul>	<ul style="list-style-type: none"> <li>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</li> <li>Need to consider access for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>28 days for all events that require regulation of traffic.</li> <li>Not required where there is no regulation of traffic.</li> </ul>	<ul style="list-style-type: none"> <li>Required with Council &amp; Police (Police User Pays in broa) named on policy. Certificate of currency required.</li> </ul>	<ul style="list-style-type: none"> <li>Required where to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Required where to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>May be required. Need to consider parking for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>Recommended</li> </ul>		



NSW SCHOOL SPORT UNIT

P: 9707 6900 F: 9707 6999  
E: sportssportunit@det.nsw.edu.au  
W: www.sports.det.nsw.edu.au

Dear Lana,  
As spoken on the phone Police  
written report - I tried calling and  
was told to go in and see police.

I tried the day after no police  
present at Wellington Police Station.

We do have a local police officer  
in Stuart Town. I may be able to  
make him aware of Anzac day  
road closure if that can be  
done.

Cheers

Sam McCreger

Stuart Town Anzac Committee Member

DUBBO REGIONAL COUNCIL	
ACTIONED TO	EPIL
25 JAN 2021	
CONTAINER #	12/925

**Special Event Resources**

**Special Event Transport Management Plan Template**

*Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan*

**I EVENT DETAILS**

**I.1 Event summary** "Sub committee of Stuart Town Advancement Association"

Event Name: Stuart Town Anzac Service  
 Event Location: Molong Street Stuart Town (Memorial gates)  
 Event Date: 25/11/21 Event Start Time: 10:30am Event Finish Time: 1pm  
 Event Setup Start Time: 5am Event Packdown Finish Time: 1pm  
 Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

**I.2 Contact names**

Event Organiser: Stuart Town Sam McGregor (Anzac Committee member)  
 Phone: 049516546 Fax: Mobile: E-mail: sthanzac@hotmail.com  
 Event Management Company (if applicable):  
 Phone: 68402099 Fax: Mobile: E-mail:  
 Police: Stuart Town / Wellington Police  
 Phone: 68402099 Fax: Mobile: E-mail:  
 Council: Dubbo Regional Council  
 Phone: 68014000 Fax: Mobile: E-mail:  
 Roads & Traffic Authority (if Class 1):  
 Phone: Fax: Mobile: E-mail:

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

**I.3 Brief description of the event (one paragraph)**

Anzac Day Service - Road closed for marchers  
 11am Service closed 10.30am til 1pm

**2 RISK MANAGEMENT - TRAFFIC**

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

**3 TRAFFIC AND TRANSPORT MANAGEMENT**

CLASS 1 CLASS 2 CLASS 3	<b>3.1 The route or location</b>
	<input checked="" type="checkbox"/> Map attached
	<b>3.2 Parking</b>
	<input type="checkbox"/> Parking organised - details attached
	<input checked="" type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b>
	<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
<b>3.4 Trusts, authorities or Government enterprises</b>	
<input 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	
<b>3.5 Impact on/of Public transport</b>	
<input type="checkbox"/> Public transport plans created - details attached	
<input checked="" type="checkbox"/> Public transport not impacted or will not impact event	
<b>3.6 Reopening roads after moving events</b>	
<input type="checkbox"/> This is a moving event - details attached.	
<input checked="" type="checkbox"/> This is a non-moving event.	
<b>3.7 Traffic management requirements unique to this event</b>	
<input type="checkbox"/> Description of unique traffic management requirements attached	
<input checked="" type="checkbox"/> There are no unique traffic requirements for this event	
<b>3.8 Contingency plans</b>	
<input checked="" type="checkbox"/> Contingency plans attached	

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
Class 1	Class 2	<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required

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

Class 1	Class 2	Class 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
			<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
			<b>4.2 Advertise traffic management arrangements</b>
	<input 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		
	<input 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		
Class 1	Class 2	Class 3	<b>4.3 Special event warning signs</b>
			<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs
			<b>4.4 Permanent Variable Message Signs</b>
<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs			
<input checked="" type="checkbox"/> The proposed messages and locations for portable VMS are attached <input type="checkbox"/> This event does not use portable VMS			

Provided by council.  
(Road closure signs)

Council provide

**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.

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**6 APPROVAL**

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

**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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

Regulation of traffic authorised by: ..... Council ..... Date

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

Regulation of traffic authorised by: ..... RTA ..... Date

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

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1

I, Sam McCreger ..... (name)  
of Alexander Street Stuart Town ..... (address)  
on behalf of Stuart Town Anzac Committee ..... (organisation)  
notify the Commissioner of Police that  
on the 25 (day) of 4 (month), 2021 (year), it is intended to hold

*either:*

(a) a public assembly, **not** being a procession, of approximately  
200 ..... (number) persons,  
which will assemble at Molong Street Stuart Town ..... (Place)  
at approximately 10:30 am/pm,  
and disperse at approximately 1 am/pm

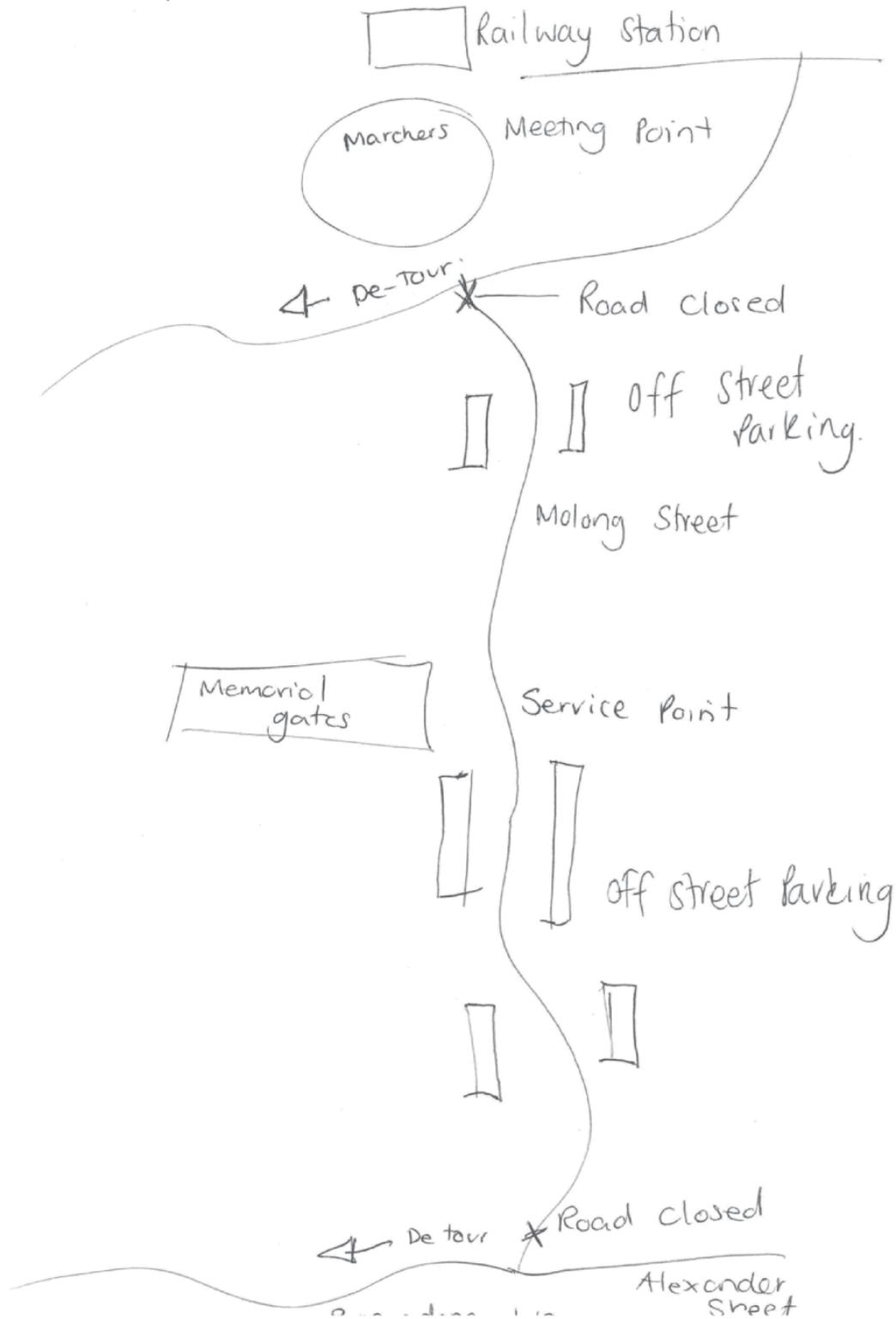
*or*

(b) a public assembly, being a procession of approximately  
..... (number) persons,  
which will assemble at approximately ..... am/pm, and at  
approximately ..... am/pm the procession will commence and shall proceed  
.....  
.....  
*(Specify route, any stopping places and the approximate duration of any stop, and the approximate time of  
termination. A diagram may be attached.)*

2

The purpose of the proposed assembly is 2021 Anzac Day Service  
.....  
.....  
.....  
.....  
.....

# Stuart Town Anzac Service Road Closure. 2021



# Risk Assessment

Potential Hazard	Who is at risk?	Existing Control Measures	Risk Rating	Preventative Measures	Responsibilities
Roads	Public Guest	Road Closure from into council		Road Closed 10:30am open 1pm Sign displayed	Committee Members
Evacuation Evacuation's points	Public Guest			Verbally told guest on opening of service	Committee members
Weather	Public Guest			Battered water available	Committee Members
Seating/ standing areas	Public Guest			Verbally told or shown	Committee members
First aid		First aid kit located in hall		Verbally told of first aid area	Committee members
Social distancing				Verbally told on opening of service	Committee members
QR of sign on	Y	Signs paper work.		All guest told to scan QR sign on	Committee members

3	<p>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>strike out whichever is not applicable</i>):</p> <p>(i) There will be ..... (number) of vehicles and/or.....0 (number) of floats involved. The type and dimensions are as follows: ..... .....</p> <p>(ii) There will be ..... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly: ..... .....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows: ..... .....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>..... ..... ..... Postcode. Telephone No. ....</p>
6	<p>Signed .....</p> <p>Capacity/Title .....</p> <p>Date .....</p>

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Sign Plan	Risk Management Plans (Traffic Management Order OHS/AD/2018)	Advertise Transport Arrangements	Liability Insurance	Special Event Heavy Vehicle Exemptions	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning	
1	<ul style="list-style-type: none"> <li>Class 1 event may:                             <ul style="list-style-type: none"> <li>be conducted on road or in its own venue</li> <li>involve trades and authorities when using facilities</li> <li>be held in a public area</li> <li>be held in a non-event community open area</li> <li>be held in a public area</li> <li>require the involvement of Police, NSW Councils and the RTA</li> <li>require a detailed Transport Management Plan</li> <li>require advertising the event's traffic aspects to a wide audience.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Class 1 event may:                             <ul style="list-style-type: none"> <li>be conducted on road or in its own venue</li> <li>involve trades and authorities when using facilities</li> <li>be held in a public area</li> <li>be held in a non-event community open area</li> <li>be held in a public area</li> <li>require the involvement of Police, NSW Councils and the RTA</li> <li>require a detailed Transport Management Plan</li> <li>require advertising the event's traffic aspects to a wide audience.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>For example:                             <ul style="list-style-type: none"> <li>an event that attracts substantial traffic to a town or suburb in Sydney, or</li> <li>an event that reduces the capacity of the main highway to a country town, or</li> <li>a bicycle race that involves the Sydney Harbour Bridge.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Minimum 4 months from the approach to the proposed date.</li> <li>6 months for vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>Charges apply where:                             <ul style="list-style-type: none"> <li>"It is deemed the services are specifically for the benefit of those organising and/or attending the event/traffic and not for the benefit of the public at large."</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>As described in Councils' Special Events Policy.</li> <li>Asset</li> <li>RTA provides quote.</li> <li>Asset remains: refer to RTA.</li> </ul>	<ul style="list-style-type: none"> <li>Marginal costs apply where services are provided above those provided to the community.</li> <li>RTA provides quote.</li> </ul>	<ul style="list-style-type: none"> <li>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</li> <li>Need to consider access for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>28 days for all events that require regulation of traffic.</li> <li>Not required where there is no regulation of traffic.</li> </ul>	<ul style="list-style-type: none"> <li>Required with Council &amp; Police (If Police User Pays in force)</li> <li>RTA provides quote.</li> <li>RTA using RTA asset.</li> <li>Certificate of competency required.</li> </ul>	<ul style="list-style-type: none"> <li>RTA arranges if practicable</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Recommended</li> </ul>	
2	<ul style="list-style-type: none"> <li>Class 2 event:                             <ul style="list-style-type: none"> <li>is held on road or in its own venue</li> <li>involve trades and authorities when using facilities</li> <li>be managed by them</li> <li>involve private bus and coach organisations</li> <li>involve private bus and coach organisations</li> <li>depending on the nature of the event, involve the Police "User Pays" policy.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Class 2 event may:                             <ul style="list-style-type: none"> <li>be held on road or in its own venue</li> <li>involve trades and authorities when using facilities</li> <li>be managed by them</li> <li>involve private bus and coach organisations</li> <li>involve private bus and coach organisations</li> <li>depending on the nature of the event, involve the Police "User Pays" policy.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>For example:                             <ul style="list-style-type: none"> <li>an event that blocks a town or suburb in Sydney, or</li> <li>an event that impacts a principal transport route or a highway</li> <li>a motor rally on local country roads.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Minimum 3 months.</li> <li>3 months for vehicle PDCBS.</li> </ul>	<ul style="list-style-type: none"> <li>Charges apply where:                             <ul style="list-style-type: none"> <li>"It is deemed the services are specifically for the benefit of those organising and/or attending the event/traffic and not for the benefit of the public at large."</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>As described in Councils' Special Events Policy.</li> <li>Asset</li> <li>Asset remains: refer to Council</li> </ul>	<ul style="list-style-type: none"> <li>As described in Councils' Special Events Policy.</li> <li>Asset</li> <li>Asset remains: refer to RTA.</li> </ul>	<ul style="list-style-type: none"> <li>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</li> <li>Need to consider access for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>28 days for all events that require regulation of traffic.</li> <li>Not required where there is no regulation of traffic.</li> </ul>	<ul style="list-style-type: none"> <li>Required with Council &amp; Police (If Police User Pays in force)</li> <li>Police User Pays in force named on policy.</li> <li>Certificate of competency required.</li> </ul>	<ul style="list-style-type: none"> <li>Promoted where practicable</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>May be required.</li> <li>Need to consider parking for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>Recommended</li> </ul>		
3	<ul style="list-style-type: none"> <li>Class 3 event:                             <ul style="list-style-type: none"> <li>does not impact local or major traffic and transport systems</li> <li>is held in the immediate area only</li> <li>is managed by Council and Police</li> <li>is conducted on street in a very low traffic area such as a dead end or cut-de-sac</li> <li>requires Police agreement that event qualifies as Class 3</li> <li>is never used for vehicle races.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Class 3 event may:                             <ul style="list-style-type: none"> <li>be held on road or in its own venue</li> <li>involve trades and authorities when using facilities</li> <li>be managed by them</li> <li>involve private bus and coach organisations</li> <li>involve private bus and coach organisations</li> <li>depending on the nature of the event, involve the Police "User Pays" policy.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>For example:                             <ul style="list-style-type: none"> <li>an on-street neighbourhood Christmas party.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Minimum 6 weeks</li> </ul>	<ul style="list-style-type: none"> <li>Charges apply where:                             <ul style="list-style-type: none"> <li>"It is deemed the services are specifically for the benefit of those organising and/or attending the event/traffic and not for the benefit of the public at large."</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>As described in Councils' Special Events Policy.</li> <li>Asset</li> <li>Asset remains: refer to Council</li> </ul>	<ul style="list-style-type: none"> <li>As described in Councils' Special Events Policy.</li> <li>Asset</li> <li>Asset remains: refer to Council</li> </ul>	<ul style="list-style-type: none"> <li>Council may require TMP</li> </ul>	<ul style="list-style-type: none"> <li>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</li> <li>Need to consider access for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>28 days for all events that require regulation of traffic.</li> <li>Not required where there is no regulation of traffic.</li> </ul>	<ul style="list-style-type: none"> <li>Required with Council &amp; Police (If Police User Pays in force)</li> <li>Police User Pays in force named on policy.</li> <li>Certificate of competency required.</li> </ul>	<ul style="list-style-type: none"> <li>Promoted where practicable</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Recommended</li> </ul>	
4	<ul style="list-style-type: none"> <li>Class 4 event is intended for small on-street events and:                             <ul style="list-style-type: none"> <li>requires Police consent only</li> <li>is within the capacity of the Police to manage on their own</li> <li>is not a precinct or demonstration</li> <li>is always an on-street event</li> <li>does not require RTA or Council consent</li> <li>does not require advertising the event's traffic aspects to the community</li> <li>does not require a TMP</li> <li>does not require the involvement of other Government agencies.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Class 4 event may:                             <ul style="list-style-type: none"> <li>be conducted on classified or unclassified roads</li> <li>cause zero to considerable disruption to the non-event community</li> <li>cross Local Area Commands (LACs)</li> <li>cross Local Government Areas (LGAs)</li> <li>require Council and RTA to assist when requested by Police</li> <li>depend on the nature of the event, involve the Police "User Pays" policy.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>For example:                             <ul style="list-style-type: none"> <li>a small ANZAC Day march in a country town</li> <li>a small parade conducted under Police escort.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Minimum 1 month</li> </ul>	<ul style="list-style-type: none"> <li>Charges apply where:                             <ul style="list-style-type: none"> <li>"It is deemed the services are specifically for the benefit of those organising and/or attending the event/traffic and not for the benefit of the public at large."</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>As described in Councils' Special Events Policy.</li> <li>Asset</li> <li>Asset remains: refer to Council</li> </ul>	<ul style="list-style-type: none"> <li>As described in Councils' Special Events Policy.</li> <li>Asset</li> <li>Asset remains: refer to Council</li> </ul>	<ul style="list-style-type: none"> <li>Council may require TMP</li> </ul>	<ul style="list-style-type: none"> <li>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</li> <li>Need to consider access for disabled persons.</li> </ul>	<ul style="list-style-type: none"> <li>28 days for all events that require regulation of traffic.</li> <li>Not required where there is no regulation of traffic.</li> </ul>	<ul style="list-style-type: none"> <li>Required with Council &amp; Police (If Police User Pays in force)</li> <li>Police User Pays in force named on policy.</li> <li>Certificate of competency required.</li> </ul>	<ul style="list-style-type: none"> <li>Promoted where practicable</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Required. Refer to TMP.</li> </ul>	<ul style="list-style-type: none"> <li>Recommended</li> </ul>

## Business Insurance Certificate of Currency

Policy Number EBA833364BPK

Client Number EB029265

Client Name STUART TOWN ADVANCEMENT ASSOC

STUART TOWN ADVANCEMENT ASSOC  
ATTENTION: JAN  
MOLONG STREET  
STUART TOWN NSW 2820

### Elders Insurance

ELDERS INSURANCE WESTERN PLAIN  
ABN: 15 159 270 970  
ATTN: DAVID GRANT  
PO BOX 1013 DUBBO NSW 2830  
(P) 0268814777 (F) 0268814750  
(E) eldersdubboinsurance@elders.com.au

### Period of Insurance

From 11/01/2021 To 11/01/2022 at 4pm

Issued By  
Elders Insurance (Underwriting Agency) Pty Limited

This certificate acknowledges that the policy referred to is in force for the period shown.  
Details of the cover are listed below.

### The Insured

STUART TOWN ADVANCEMENT ASSOC INC SUB COMMITTEES

### Cover Details

Location	MOLONG STREET STUART TOWN NSW 2820	Risk Number 1
Business	CLUB, COMMUNITY ASSOC. OPERATI	
Interested Party	None Noted	

### Broadform Liability Section

Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		\$20,000,000
Property in Your physical and legal control	\$250,000	
Excess	\$1,000 for property damage claims only \$0 for personal injury claims	

### Clauses

Your Business  
Your Business specified in the Schedule is more fully described as:  
RAFFLES, BBQ'S, STALL AT LOCAL MARKETS  
TENNIS CLUB  
PROMOTION OF STUART TOWN  
GRANT APPLICATIONS FOR SMALL PROJECTS  
PREPARING FOOD FOR OUTSIDE GROUPS - FUNERALS,  
MEETINGS ETC.  
PROPERTY MANAGER - VACANT LAND

### PRINCIPALS ENDORSEMENT

The following is an Insured under The Broadform Liability Section of  
this policy to the extent described in; Words with special meaning to  
this Section; You, Your; point 4

**Business Insurance  
Certificate of Currency**

Policy Number EBA833364BPK

Client Number EB029265

Client Name STUART TOWN ADVANCEMENT ASSOC

**Cover Details *continued***

Location MOLONG STREET STUART TOWN NSW 2820

Risk Number 1

Business CLUB, COMMUNITY ASSOC. OPERATI

**Clauses *continued***

Dubbo Regional Council  
Roads & Maritime Services  
NSW Police Department  
Transport for NSW

**ENDORSEMENT NOTING THIRD PARTY AGREEMENT TO ALLOW**

We hereby agree to indemnify:

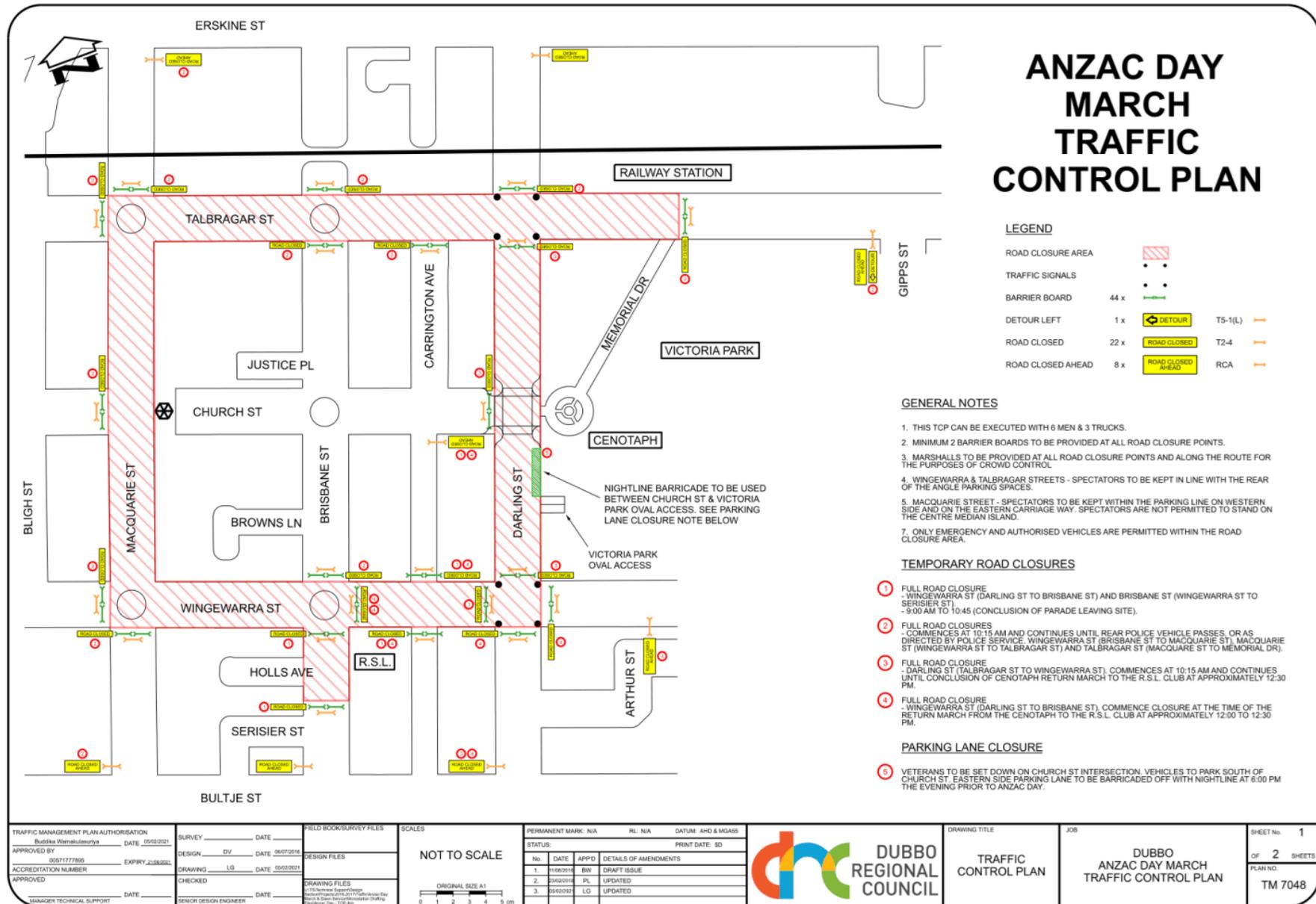
DUBBO REGIONAL COUNCIL,ROADS & MARITIME SERV,TRANSPORT NSW,NSW POLICE  
in respect of liability arising from Your Business and only in  
relation to the permit described below:

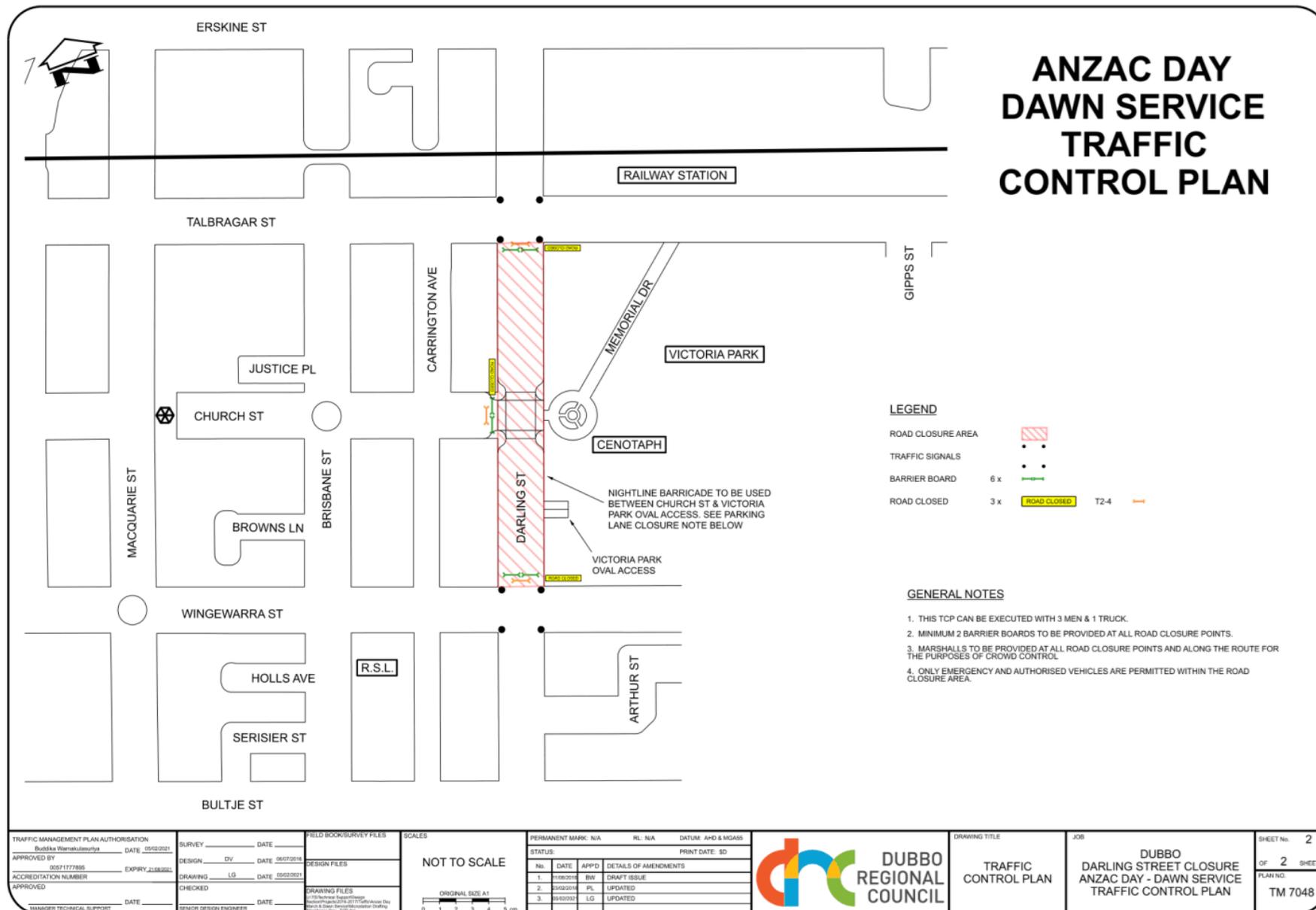
Reference:

Description: Street closures for Anzac Day Parade and Celebrations

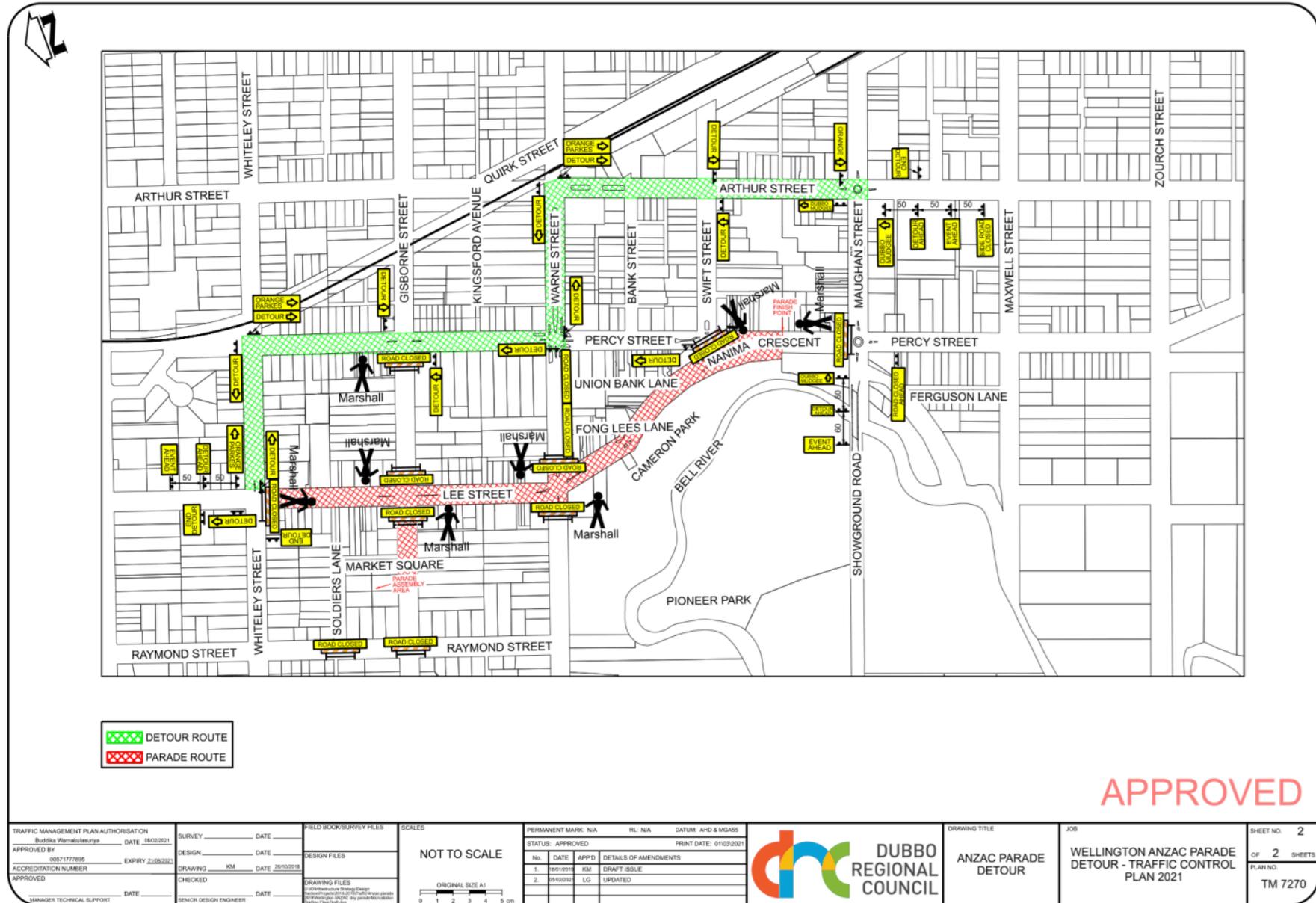
Subject always to the terms, conditions and exclusions of the policy.

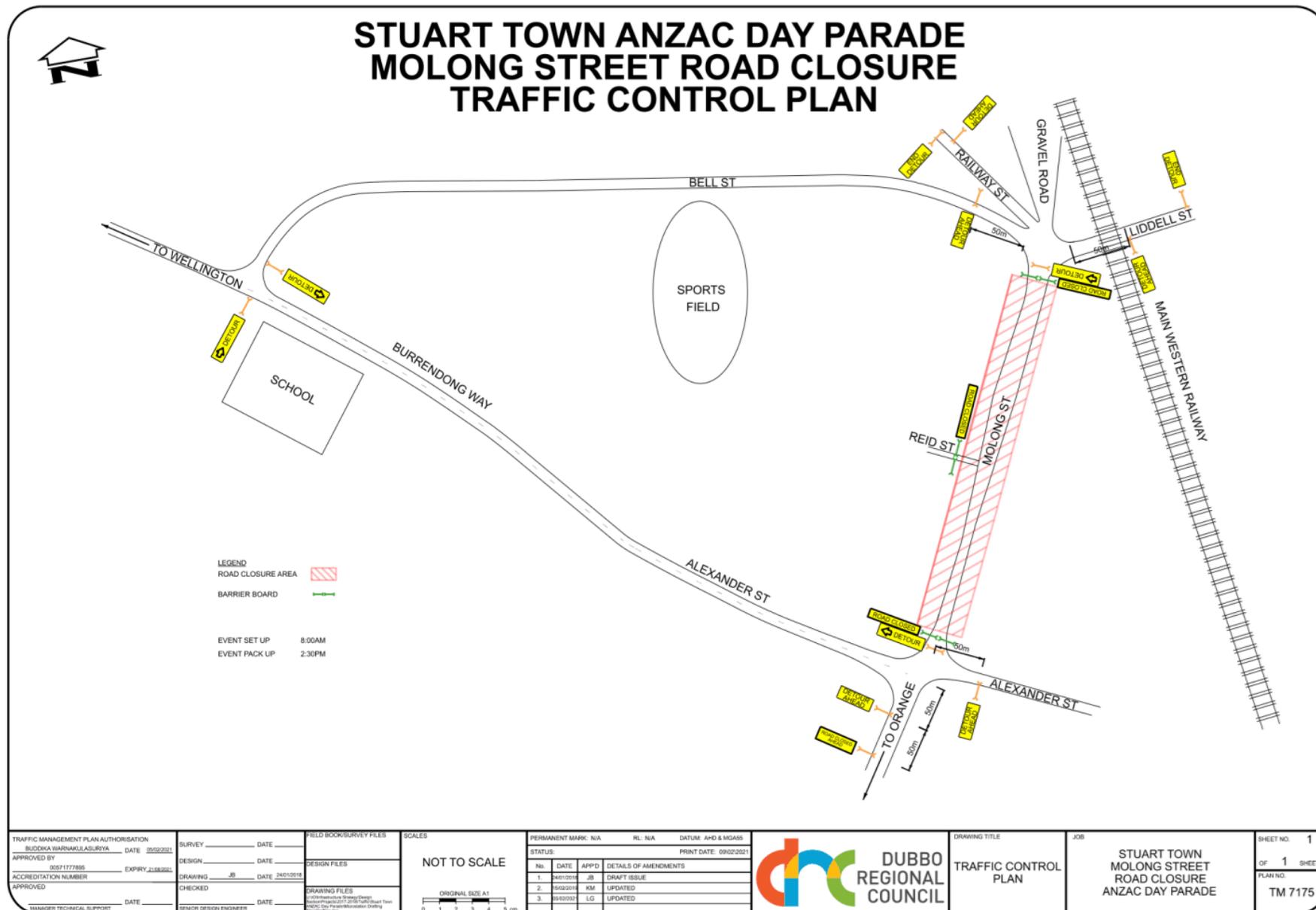
**End of Certificate.**













DUBBO REGIONAL  
COUNCIL

## REPORT: 2021 Wellington Boot Race Meeting

**AUTHOR:** Safe Roads Engineer  
**REPORT DATE:** 1 March 2021  
**TRIM REFERENCE:** ID21/331

### EXECUTIVE SUMMARY

This report deals with the approval procedures required for the undertaking of the 2021 Wellington Boot Race Meeting at the Wellington Racecourse on Saturday 27 March and Sunday 28 March 2021.

The Wellington Boot Race Meeting can be categorised as a Special Event - Class 2 as it will have minor impact on the local traffic and transport systems and on the non-event community due to pedestrian crossings but will not require any road closures. Special Event Transport Management Plans and Traffic Control Plans will be required for pedestrian crossings (Appendices 2 and 3).

It is recommended that Council approval be granted for the 2021 Wellington Boot Race Meeting on Saturday, 27 March and Sunday, 28 March 2021 at the Wellington Racecourse in accordance with the Events Detail, Special Event Transport Management Plan and Traffic Control Plan contained within the report, subject to conditions of Council, Transport for NSW (TfNSW) and NSW Police.

### FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

### RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

That Council approval be granted to the Wellington Race Club to organise the Wellington Boot Race Meeting on Saturday 27 March and Sunday 28 March 2021 and implement the Traffic Control Plan as conditioned by Transport for NSW, NSW Police and Council's following conditions of consent:

- a. Traffic controllers are to be provided at the pedestrian crossing as identified in the Traffic Control Plan (attached as Appendix 2).
- b. Council's Governance and Internal Control Manager must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million (provided as Appendix 4).

- c. The applicant is responsible for the provision of all traffic controls required for the event (ie marshals, traffic barriers and signs).
- d. A public notification is required for the Wellington Boot Race Meeting a minimum of seven days prior to the event.
- e. The applicant is to respond to Council accepting the above conditions and provide all the required documentation before final approval will be granted.

#### **LOCAL TRAFFIC COMMITTEE CONSIDERATION**

This matter was considered by the Local Traffic Committee at its meeting held on Monday, 1 February 2021. The Committee had unanimous support in the adoption of the recommendation.

#### **RECOMMENDATION**

**That Council approval be granted to the Wellington Race Club to organise the Wellington Boot Race Meeting on Saturday 27 March and Sunday 28 March 2021 and implement the Traffic Control Plan as conditioned by Transport for NSW, NSW Police and Council's following conditions of consent:**

- a. **Traffic controllers are to be provided at the pedestrian crossing as identified in the Traffic Control Plan (attached as Appendix 2).**
- b. **Council's Governance and Internal Control Manager must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million (provided as Appendix 4).**
- c. **The applicant is responsible for the provision of all traffic controls required for the event (ie marshals, traffic barriers and signs).**
- d. **A public notification is required for the Wellington Boot Race Meeting a minimum of seven days prior to the event.**
- e. **The applicant is to respond to Council accepting the above conditions and provide all the required documentation before final approval will be granted.**

*Ridwan Quaium*  
Safe Roads Engineer

## REPORT

Council has received a Special Event Application from the Wellington Race Club to conduct the Wellington Boot Race Meeting at the Wellington Racecourse on Saturday, 27 March and Sunday, 28 March 2021.

The Wellington Boot is the feature race meeting conducted each year by the Wellington Race Club on a registered racecourse under the control of Racing NSW. The meeting is held annually in March/April and attracts in excess of 2,000 people over two days.

The Wellington Boot Race Meeting is categorised as a Class 2 Event and as such obligations are placed upon Council, police and the event organiser to ensure that specific criteria is followed. The features of a Class 2 Special Event include:

- Impacts on local traffic and transport systems.
- Disruption of the non-event community in the area surrounding the event.
- The involvement of police and Council.
- A detailed transport management plan.
- Advertising the event together with submission to the Local Traffic Committee.

Under the Event Management Criteria, Wellington Race Club will be solely responsible for the conduct of the event and the submission of an Event Management Plan, incorporating a Transport Management Plan and Traffic Control Plan. Transport Management Plan (TMP) and Traffic Control Plan (**Appendix 2**) are attached as appendices to the report.

### Appendices:

- [1](#) 2021 Wellington Boot Race Meeting - Event Application
- [2](#) Wellington Boot Race Meeting - Transport Management Plan
- [3](#) 2021 Wellington Boot Race Meeting - Risk Management Plan
- [4](#) 2021 Wellington Boot Race Meeting - Certificate of Currency

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

I.1 Event summary

Event Name: WELLINGTON BOOT RACE MEETING
Event Location: WELLINGTON RACECOURSE
Event Date: 28/3/21 Event Start Time: 11AM Event Finish Time: 6:30pm
Event Setup Start Time: Event Packdown Finish Time:
Event is [X] off-street [ ] on-street moving [ ] on-street non-moving
[ ] held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser \* WELLINGTON RACE CLUB
Phone: 0437 778 451 Fax: Mobile: 0437 778 451 E-mail: WELLINGTONBOOT@BIGPOND.COM.AU
Event Management Company (if applicable)
Phone: Fax: Mobile: E-mail:
Police
Phone: Fax: Mobile: E-mail:
Council
Phone: Fax: Mobile: E-mail:
Roads & Traffic Authority (if Class 1)
Phone: Fax: Mobile: E-mail:

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

I.3 Brief description of the event (one paragraph)

THE WELLINGTON BOOT IS THE FEATURE RACE MEETING CONDUCTED EACH YEAR BY WELLINGTON RACE CLUB ON A REGISTERED RACECOURSE UNDER THE CONTROL OF RACING NSW. COVID CAPACITY ALLOWS FOR 3,100 PEOPLE ON COURSE, BUT CLUB IS EXPECTING 1,500-2,000 TO ATTEND.

**2 RISK MANAGEMENT - TRAFFIC**

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

**3 TRAFFIC AND TRANSPORT MANAGEMENT**

- |   |  |
|---|--|
| CLASS 1<br>CLASS 2<br>CLASS 3   | <b>3.1 The route or location</b>   |
|   | <input type="checkbox"/> Map attached  |
|   | <b>3.2 Parking</b>   |
|   | <input checked="" type="checkbox"/> Parking organised - details attached   |
|   | <input type="checkbox"/> Parking not required  |
|   | <b>3.3 Construction, traffic calming and traffic generating developments</b>   |
|   | <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 |
| <b>3.4 Trusts, authorities or Government enterprises</b>  |  |
| <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                               |  |
| <b>3.5 Impact on/of Public transport</b>  |  |
| <input type="checkbox"/> Public transport plans created - details attached  |  |
| <input checked="" type="checkbox"/> Public transport not impacted or will not impact event  |  |
| <b>3.6 Reopening roads after moving events</b>  |  |
| <input type="checkbox"/> This is a moving event - details attached.   |  |
| <input checked="" type="checkbox"/> This is a non-moving event.   |  |
| <b>3.7 Traffic management requirements unique to this event</b>   |  |
| <input type="checkbox"/> Description of unique traffic management requirements attached   |  |
| <input checked="" type="checkbox"/> There are no unique traffic requirements for this event   |  |
| <b>3.8 Contingency plans</b>  |  |
| <input type="checkbox"/> Contingency plans attached   |  |

*NO CONTINGENCY PLAN REQUIRED. IF RACES ARE CANCELLED BY RAIN OR COVID IMPACTS MEAN NO PATRONS ARE ALLOWED ON COURSE, PARKING & TRAFFIC CONTROL WILL NOT BE NEEDED*

Class 2	<b>3.9 Heavy vehicle impacts</b>
	<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
Class 2	<b>3.10 Special event clearways</b>
	<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>	
Class 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
	<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
Class 2	<b>4.2 Advertise traffic management arrangements</b>
	<input 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 checked="" type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
Class 2	<b>4.3 Special event warning signs</b>
	<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs
Class 2	<b>4.4 Permanent Variable Message Signs</b>
	<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
Class 2	<b>4.5 Portable Variable Message Signs</b>
	<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS
<b>5 PRIVACY NOTICE</b>	

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.

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**6 APPROVAL**

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

**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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

Regulation of traffic authorised by: ..... Council ..... Date

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

Regulation of traffic authorised by: ..... RTA ..... Date

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



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 (*strike out whichever is not applicable*):

(i) There will be 350 (number) of vehicles and/or..... (number) of floats involved.

The type and dimensions are as follows:  
PASSENGER VEHICLES AND SOME BUSES  
PARKING ON PRIVATE PROPERTY OPPOSITE  
RACECOURSE. TRAFFIC CONTROL PLAN SUBMITTED  
FOR PEDESTRIAN'S CROSSING ROAD.

(ii) There will be 1 (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:  
APPROX 100 RACECOURSES ON REGISTERED RACECOURSE  
WITH NO CONTACT WITH PUBLIC. CONTAINED WITHIN  
CONFINES OF RACECOURSE AND HORSES WILL BE ON ROADS.

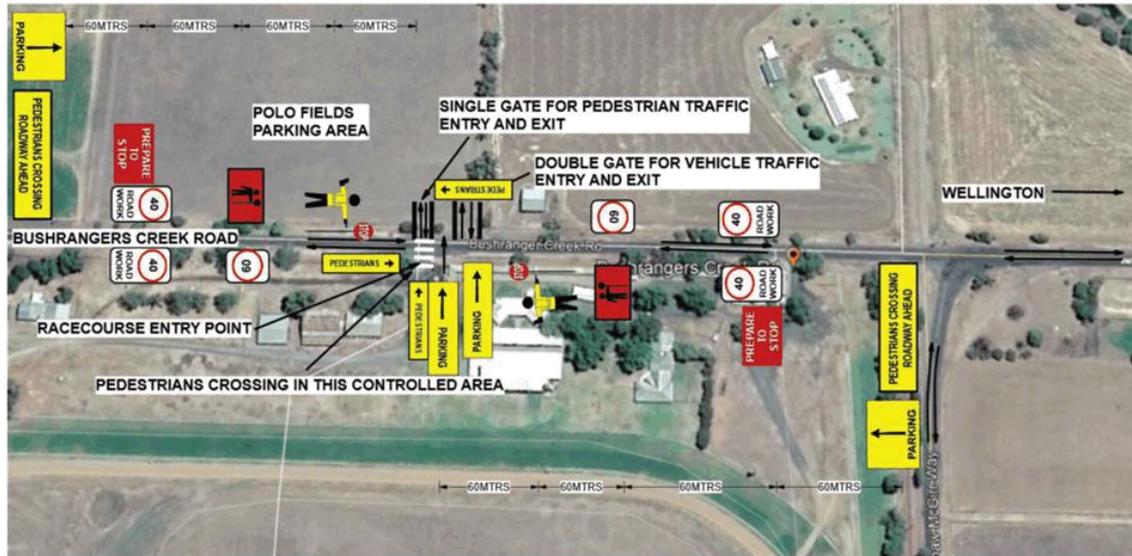
(iv) Other special characteristics of the proposed assembly are as follows:  
.....  
.....

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

5 Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:  
DALE JONES  
"KALDOMA", 344 MITCHELL HWY  
MONTEFIDRES NSW Postcode 2820  
Telephone No. 0437 778 451

6 Signed [Signature]  
Capacity/Title SECRETARY  
Date 12/2/2021

THE WELLINGTON BOOT EVENT SUNDAY 28.3.2021 - WELLINGTON RACE CLUB - BUSHRANGERS CREEK ROAD



ITEM	YES	NO	N/A
Ganger has TCP on hand			
Spacing of signs as per TCP			
Traffic Controller has escape route			
On site variations noted on plan			
All signs and Traffic Controller clearly visible			
Pedestrian safety addressed			
Public vehicle movement addressed			

Time on \_\_\_\_\_ Time off \_\_\_\_\_

Signs checked \_\_\_\_\_ am \_\_\_\_\_ am  
 \_\_\_\_\_ pm \_\_\_\_\_ pm

Team leaders signature \_\_\_\_\_

Date \_\_\_\_\_

*PREPARE A WORKZONE  
 TRAFFIC MANAGEMENT PLAN  
 NAME: AMANDA BAKER  
 NUMBER: 0052356553  
 EXPIRY: 25.4.2023*



**Date:** 11.2.2021 **Author:** Amanda Baker **Project:** Wellington Race Club - The Wellington Boot Event - Sunday 28.3.2021 - Bushrangers Creek Road - Wellington

**Comments:**  
 T.G.S # 110220211A  
 The Wellington Boot Event is to take place on Sunday 28.3.2021 at the Wellington Race Club between the hours of 11am to 6pm. Event Parking is to be directly across from the Race Club on Bushrangers Creek Road.  
 Event Participants are to be directed into a double gateway by qualified traffic control staff and signage as displayed above.  
 A separate single gateway is to be used for pedestrian access into and out of the event area and car parking area.  
 Volunteers are to be in parking area parking event participants into car spaces and are to direct pedestrians to pedestrian gateway.  
 Traffic Controllers or qualified persons are to stop and hold traffic for short periods to allow for pedestrians to cross roadway.  
 The speed limit is to be reduced to 40km/hr in the crossing area.  
 Signage to be setup as per T.C.P.  
 If site conditions are not suitable signs can be extended 25% and lessened 10%. T.C.P. Modifications must only be made by a person that holds a current "Select / Modify" Red Ticket and must document any changes made due to unsuitable conditions on T.C.P.

MIDWEST TRAFFIC MANAGEMENT



### Wellington Race Club – Race Meetings 2020-2021

RISK MANAGEMENT PLAN	
<b>Event Name</b> Wellington Race Club horse race meetings 2020-2021	
<b>Event Dates</b> 26 December 2020, 11 January 2021, 27-28 March 2021, 9 May 2021, 31 May 2021, 19 July 2021,, 6 September 2021,, 26 December 2021	<b>Event Location</b> Wellington Showground
<b>Risk Management Plan prepared by:</b> Ian Darney	<b>Date of Completion</b> 23/11/2020

	HAZARD	POSSIBLE OUTCOME	RISK SCORE	RISK RATING	RISK CONTROL
1	Unexpected hazards	Injury to public, personal injury	C2	MODERATE	<ul style="list-style-type: none"> <li>An inspection of [venue] was undertaken prior to the event to identify any hazards such as pot holes, dangerous trees etc</li> </ul>
2	Food poisoning	Injury to public	C2	MODERATE	<ul style="list-style-type: none"> <li>Ensure food vendors are aware of their obligations under the Temporary Event Food Handling Guidelines</li> <li>Ensure vendors have \$20M public liability insurance</li> </ul>
3	Live electrical wires or faulty equipment	Injury to public, personal injury	E4	HIGH	<ul style="list-style-type: none"> <li>Ensure all electrical equipment is tested and tagged</li> <li>In the case of wet weather, no cords run along the ground and are fitted with plug covers</li> </ul>

4	Leaky or faulty LPG cylinders, heaters, and appliances	Injury to public, personal injury	E4	HIGH	<ul style="list-style-type: none"> <li>Ensure all equipment is tested and tagged in accordance with AS 1596 &amp; AS 4332</li> </ul>
5	Motor vehicle and pedestrian collisions	Personal Injury	C2	MODERATE	<ul style="list-style-type: none"> <li>Provide all staff with appropriate protective clothing</li> <li>Clearly identify work site areas</li> <li>Ensure all contractors are qualified and/or experienced in the work being undertaken</li> <li>Traffic and pedestrian plan developed to manage movement in and around the site</li> <li>Strict bump in and bump out times are established and timed prior to arrival and after departure of crowds</li> </ul>
6	Participants/volunteers carrying large or awkward objects	Personal Injury	C2	MODERATE	<ul style="list-style-type: none"> <li>Ensure all members of the organising committee and volunteers are aware of safe lifting and relevant OHS practices</li> </ul>
7	Medical Emergency	Injury to public	C3	HIGH	<ul style="list-style-type: none"> <li>Develop and train all staff in emergency management processes for medical emergencies.</li> <li>Ensure committee/volunteers have the means to make direct contact with First Aid and/or ambulance services.</li> <li>St Johns and Ambulance on course both days</li> </ul>
8	Missing Person/Lost Child	Trauma to those concerned	C1	MODERATE	<ul style="list-style-type: none"> <li>Establish and train committee/volunteers on process for lost children</li> <li>Establish point of contact and have access to a public address system</li> </ul>
9	Unstable marquees, stages, tiered seating, etc	Injury to public, personal injury	C3	HIGH	<ul style="list-style-type: none"> <li>Ensure equipment contractors are appropriately licensed/qualified</li> <li>Marquees are erected to manufacturer's specifications</li> </ul>
10	Heat / Cold distress	Personal Injury	C2	MODERATE	<ul style="list-style-type: none"> <li>Monitor weather conditions prior to event</li> <li>Ensure appropriate sun protection and water is available for committee/volunteers</li> </ul>
11	Extreme weather - wind, lightning, flood, etc.	Injury to public	C2	MODERATE	<ul style="list-style-type: none"> <li>Monitor weather conditions prior to event</li> <li>Include extreme weather contingencies in the emergency evacuation plan</li> <li>All marquees and inflatable equipment to be secured via sand bags/weights or pegs secured into the ground</li> </ul>

12	Unclean / inadequate waste management facilities	Injury to public	C2	MODERATE	<ul style="list-style-type: none"> <li>Provide adequate quantities of clean facilities</li> </ul>
13	Unclean / inadequate toilet facilities	Injury to public	C2	MODERATE	<ul style="list-style-type: none"> <li>Provide adequate quantities of cleaned facilities</li> </ul>
14	Trip hazards	Injury to public	C2	MODERATE	<ul style="list-style-type: none"> <li>Serious trip hazards removed or treated to prevent injury</li> <li>Rubber mats &amp; cable traps over cables</li> <li>Barriers placed around protruding equipment</li> <li>Changes in height and edges highlighted</li> <li>Guy ropes and stakes checked for trip hazards and are clearly marked</li> </ul>
15	Emergency situation resultant from injury, fire, explosion, bomb threats, chemical releases, etc.	Injury to public, personal injury	D4	HIGH	<ul style="list-style-type: none"> <li>Develop Emergency Management Plan</li> <li>St Johns and Ambulance on course</li> </ul>
16	Slip hazards due to wet water	Injury to public, personal injury	C3	HIGH	<ul style="list-style-type: none"> <li>Identify slip areas</li> <li>Isolate where possible and place warning signage</li> </ul>
17	Wheelchair and prams unable to access event site	Reputation	C1	MODERATE	<ul style="list-style-type: none"> <li>Create accessibility plan</li> </ul>
18	Event parking overspill	Reputation	B1	MODERATE	<ul style="list-style-type: none"> <li>Obtain a professionally-prepared Traffic Control Plan from a certified traffic management firm</li> <li>Employ certified traffic controllers</li> </ul>
19	Fire or burn incidents	Injury to public, personal injury	C3	HIGH	<ul style="list-style-type: none"> <li>Fire extinguishers available</li> <li>First Aid Box location established</li> <li>St Johns Ambulance engaged on course both days</li> </ul>
20	Intoxicated person/s	Reputation, financial	C1	MODERATE	<ul style="list-style-type: none"> <li>Obligations under RSA met</li> <li>Security engaged</li> <li>Periodic police patrols</li> </ul>
21	Antisocial behaviour, people safety and security	Injury to public, reputation	C1	MODERATE	<ul style="list-style-type: none"> <li>15 Appropriate security staff engaged and periodic police patrols</li> </ul>
22	Threat to animals health or spread of disease	Injury to animals and local environment	C1	MODERATE	<ul style="list-style-type: none"> <li>Develop Biosecurity-Animal Welfare Plan</li> <li>Onsite Vet on course throughout both day</li> </ul>
23	Welfare of committee and volunteers	Reputation	C1	MODERATE	<ul style="list-style-type: none"> <li>Dedicated resource to manage volunteers and undertake actions to heighten engagement</li> </ul>
24	Welfare of children	Injury to public, reputation	C4	HIGH	<ul style="list-style-type: none"> <li>Working with children checks evidenced</li> </ul>

25	Risk to persons handling cash	Injury to public, personal injury	C3	HIGH	<ul style="list-style-type: none"> <li>A security plan is established</li> <li>Security company engaged</li> </ul>
26	Unexpected strong winds	Injury to public, personal injury Reputation	C3	HIGH	All stalls and inflatable displays secured with weights or pegs
	Underground services damaged	Injury to public, personal injury Reputation	C3	HIGH	200mm pegs used or underground services marked
27	Access by wheelchairs restricted	Reputation		MODERATE	Accessibility Plan implemented
28	Covid-19 infection or transmission	Risk of infection to public or staff	C3	HIGH	<ul style="list-style-type: none"> <li>Covid Safety Plan registered and in place</li> <li>Wellington Race Club registered as a Covid Safe Business</li> <li>Individual NSW Govt QR codes in place at entrances and other locations for contact tracing</li> <li>Social distancing protocols enforced</li> <li>Capacity limited to maximum of 1,400 patrons (25% capacity) for ticketed only race meetings</li> <li>Capacity limited to maximum of 500 patrons for non-ticketed race meetings</li> <li>Hand sanitiser placed at strategic locations</li> <li>Staff trained in covid safe practices</li> </ul>

**EMERGENCY EVACUATION PROCEDURE**

Site Plan including seating, ingress and egress, medical services, food, amenities, stages.

**Red X depicts Evacuation meeting points**

**First Aid tent is situated west of the Grandstand at inside entrance gates**

**Seating is within the grandstand and to the east of grandstand using stackable and fixed seating**

**Food services are within the grandstand and within the bar area**



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**OFFICE USE ONLY**

<b>Date Received</b>	/ /
<b>Date Reviewed</b>	/ /
<b>Comments</b>	



Gow-Gates Insurance Brokers  
(Australasia) Pty Ltd  
ABN 29 069 562 787  
Level 8, 491 Kent Street, Sydney, NSW, 2000  
Please address all mail to:  
GPO Box 4731, Sydney, NSW, 1044  
P: 02 8267 9999  
F: 02 8267 9998

4 December 2020

## Certificate of Currency

To whom it may concern,

In our capacity as Insurance Brokers to **Racing NSW** we hereby certify that the undermentioned Insurance Contract is current as at the date of issue for the Period of Insurance noted below unless cancelled in the meantime.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy below:

**CLASS OF INSURANCE:** Public & Products Liability

**INSURED:** Racing NSW and others as per policy including Wellington Race Club

**PERIOD OF INSURANCE:** **From** - 30<sup>th</sup> June 2020 **To** - 30<sup>th</sup> June 2021

**INSURER(S):** Lloyd's of London & CGU Insurance

**COVERING:  
(SUMMARY ONLY)** Legal Liability to compensate third parties for personal injury and/or property damage arising from the business.

**SITUATION:** Worldwide

**LIMIT OF LIABILITY:** \$25,000,000 each and every occurrence – Public Liability

**POLICY NO.:** 11653W20, 10M8270843

Yours sincerely,

Brett Monteverdi  
Manager - Sport



DUBBO REGIONAL  
COUNCIL

## **REPORT: Proposed Traffic Control Devices - St Andrews Drive Dubbo**

**AUTHOR:** Safe Roads Engineer  
**REPORT DATE:** 1 March 2021  
**TRIM REFERENCE:** ID21/332

### **EXECUTIVE SUMMARY**

This report deals with the proposed enhancement of the traffic control devices in St Andrews Drive in Delroy Park, West Dubbo between Minore Road and 29 St Andrews Drive. The proposal incorporates line marking, pedestrian crossing and pedestrian refuge warning signs for the two pedestrian crossings and 'No Stopping' signs associated with the two pedestrian crossing areas.

Currently, there is no centre line, or edge line marking, in this section of St Andrews Drive. The two pedestrian crossings in the area also lack pedestrian refuge and pedestrian crossing warning signs and 'No Stopping' signs.

### **FINANCIAL IMPLICATIONS**

The allocation of funds will be made available from the Traffic Improvements Vote, Urban Signs and Lines, within the Traffic Management Function.

### **POLICY IMPLICATIONS**

There are no policy implications arising from this report.

### **RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE**

That Council approval be granted to install the proposed traffic control devices in St Andrews Drive, Delroy Park, West Dubbo between Minore Road and 29 St Andrews Drive as detailed on Council's Plan TM 7419 (Appendix 1).

### **LOCAL TRAFFIC COMMITTEE CONSIDERATION**

This matter was considered by the Local Traffic Committee at its meeting held on Monday, 1 February 2021. The Committee had unanimous support in the adoption of the recommendation.

**RECOMMENDATION**

**That Council approval be granted to install the proposed traffic control devices in St Andrews Drive, Delroy Park, West Dubbo between Minore Road and 29 St Andrews Drive as detailed on Council's Plan TM 7419 (Appendix 1).**

*Ridwan Quaium*  
Safe Roads Engineer

**BACKGROUND**

Council received a complaint regarding speeding issues in Delroy Park around 16 St Andrews Drive West Dubbo, just north of the culvert and the pedestrian crossings. The customer has requested Council’s consideration in installing traffic control devices to control the speed of the vehicles traversing through the area, and to ensure the safety of pedestrians crossing St Andrews Drive at the pedestrian crossings north and south of the culvert.

**REPORT**

Council conducted a speed study in St Andrews Drive by installing traffic counters to measure the speed of vehicles traversing through the area (speed was measured for a period of five weeks) at the following three locations:

- On northbound lane in front of 13 St Andrews Drive.
- On southbound lane over the culvert on St Andrews Drive.
- On northbound lane in front of 25 St Andrews Drive.



Figure 1 - Approximate location of traffic counters in St Andrews Drive

The 85<sup>th</sup> percentile speed observed at the three locations is provided in Table 1 below:

Location	85 <sup>th</sup> Percentile Speed (km/hr)
13 St Andrews Drive (northbound lane)	61.92
Culvert (southbound lane)	57.78
25 St Andrews Drive (northbound lane)	56.88

Table 1 - 85<sup>th</sup> percentile speed in Saint Andrews Drive

As a residential area, the speed limit in St Andrews Drive is 50 km/hr. The 85<sup>th</sup> percentile speed provided in Table 1 above demonstrates that the 85<sup>th</sup> percentile speed in the area is about 6 to 11 km/hr higher than the posted speed limit. This 85<sup>th</sup> percentile speed is much higher than most other residential streets in Dubbo with a speed limit of 50 km/hr.

Currently, this section of St Andrews Drive does not have any centre line or edge line markings.

To control the speed of vehicles in the area the following measures are proposed:

- Double barrier line markings between 1 Pebble Beach Drive and 15 St Andrews Drive.
- Painted median islands between the pedestrian crossing to the north of the culvert and 21 St Andrews Drive.

The proposed measures will help to better delineate and narrow down the travel lane. It is hoped that these measures will encourage motorists to drive to the posted speed limit and also reduce the risk of head-on collisions.

The integrated and connected pedestrian footpath network has encouraged residents living in the Delroy Park area to seek active transport including walking and cycling for commuting and recreational purposes. The two pedestrian crossings, located north and south of the culvert, do not have any pedestrian crossing or pedestrian refuge warning signs. Council proposes to install pedestrian crossing and pedestrian refuge warning signs for both of these pedestrian crossings and associated 'No Stopping' signs. The proposed signage will raise awareness to motorists of the pedestrian crossing and encourage driving at a lower and safer speed. This will enhance the safety of pedestrians crossing the street at these two locations and thus, may encourage more people to seek active transport in this area.

Council recommends the installation of the proposed traffic control devices in St Andrews Drive between Minore Road and 29 St Andrews Drive as detailed on Council's plan TM 7419 (**Appendix 1**).

**SUMMARY**

This request is consistent with the following Community Strategic Plan's Infrastructure Objective:

- 2.2 Our road transportation network is safe, convenient and efficient.
- 2.2.1 Council promotes a high level of road safety to users.

Appendices:

- 1 [↓](#) Updated Traffic Control Devices - St Andrews Drive Dubbo

# ST ANDREWS DRIVE - TRAFFIC CONTROL DEVICES SITE OVERVIEW



**NOTES:**

1. THE PROPOSED SIGN LOCATIONS SHOWN IN THESE PLANS ARE APPROXIMATIONS BASED OFF ARIAL IMAGERY. EXACT LOCATIONS SHOULD BE DETERMINED THROUGH PROPER MEANS OF INVESTIGATION, INCLUDING AN ON-SITE INSPECTION.
2. THE COLOURS OF THE ADVANCED WARNING SIGNS IN THIS PLAN SET MAY DIFFER FROM THOSE SPECIFIED IN AS/NZS 1906.1 - RETROREFLECTIVE MATERIALS AND DEVICES FOR ROAD TRAFFIC CONTROL PURPOSES RETROREFLECTIVE SHEETING

APPROVED

CHECKED - SENIOR DESIGN ENGINEER  INT_MJ DATE 17/02/2021 APPROVED - MANAGER INFRASTRUCTURE STRATEGY  INT_CG DATE 27/02/2021	PRINT DATE: 01/03/2021 11:48:54 AM	PERMANENT MARK: N/A REV DATE INT DETAILS OF AMENDMENTS	RL: N/A DATUM: AHD71 & GDAS/ANCA ZONE 55	STATUS: APPROVED	 DUBBO REGIONAL COUNCIL INFRASTRUCTURE STRATEGY & DESIGN 1. 100 Sturt St Dubbo NSW 2880 2. 100 Sturt St Dubbo NSW 2880 3. 100 Sturt St Dubbo NSW 2880 4. 100 Sturt St Dubbo NSW 2880 5. 100 Sturt St Dubbo NSW 2880	PROJECT TITLE ST ANDREWS DRIVE - TRAFFIC CONTROL DEVICES	SHEET NO: 1 OF 4
	DRAWING FILE C:\Users\p101101\Documents\2021\Traffic\St Andrews Drive - Signage\2021\Infrastructure Strategy - Traffic\Signage\Traffic Control Devices - Signage.dwg	SURVEY DATE DESIGN DATE DRAWING LG DATE 17/02/2021	SCALE: NOT TO SCALE	ORIGINAL SIZE A3		DRAWING TITLE SITE OVERVIEW	REV: A PLAN NO: TM 7419

# APPROACH WARNING SIGNS



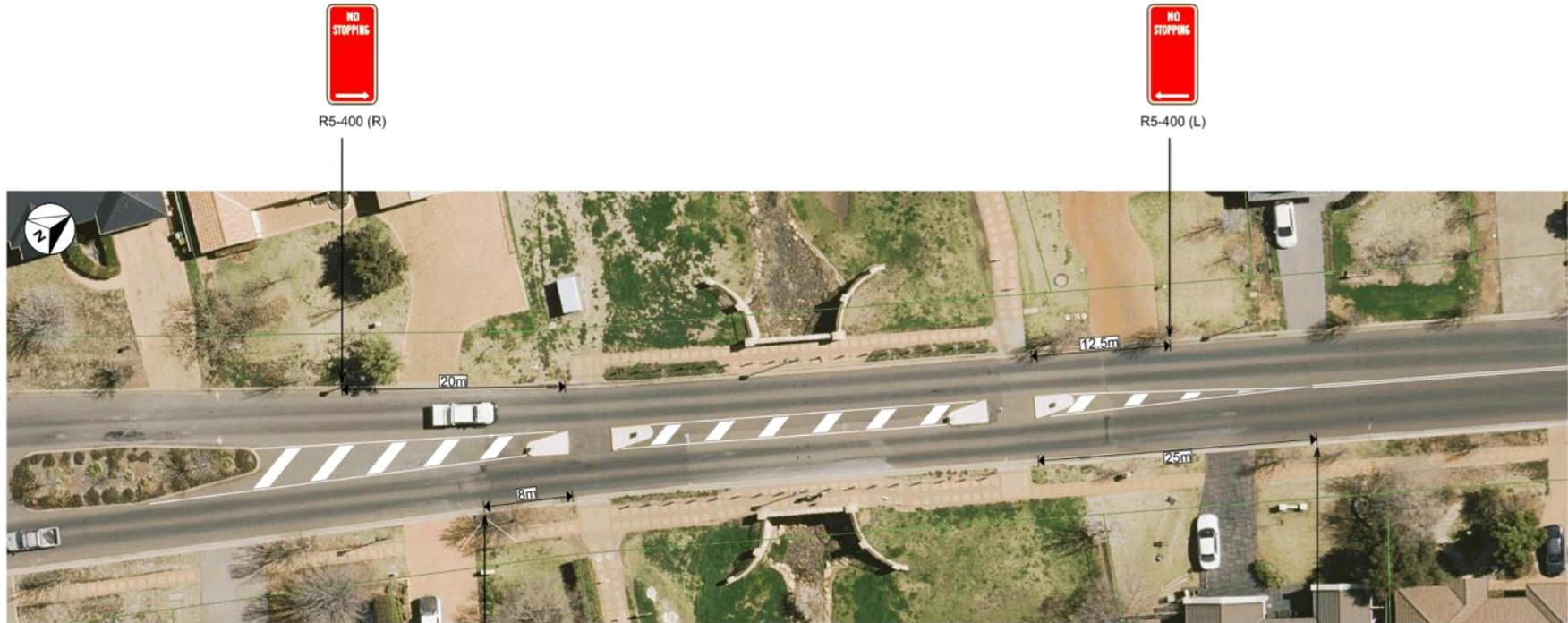
NOTES:

1. THE PROPOSED SIGN LOCATIONS SHOWN IN THESE PLANS ARE APPROXIMATIONS BASED OFF ARIAL IMAGERY. EXACT LOCATIONS SHOULD BE DETERMINED THROUGH PROPER MEANS OF INVESTIGATION, INCLUDING AN ON-SITE INSPECTION.
2. THE COLOURS OF THE ADVANCED WARNING SIGNS IN THIS PLAN SET MAY DIFFER FROM THOSE SPECIFIED IN AS/NZS 1906.1 - RETROREFLECTIVE MATERIALS AND DEVICES FOR ROAD TRAFFIC CONTROL PURPOSES. RETROREFLECTIVE SHEETING

APPROVED

CHECKED - SENIOR DESIGN ENGINEER  INT_MJ DATE 17/02/2021 APPROVED - MANAGER INFRASTRUCTURE STRATEGY  INT_CG DATE 17/02/2021	PRINT DATE: 01/09/2021 11:49:24 AM	PERMANENT MARK: N/A REV DATE INT DETAILS OF AMENDMENTS	RL: N/A DATUM: AHD71 & GD484MGA ZONE 55	STATUS: APPROVED	 DUBBO REGIONAL COUNCIL INFRASTRUCTURE STRATEGY & DESIGN 1. City Street & Manning St. Dubbo 2. 2800 000 0000 3. 02 9491 2000 4. 02 9491 2000 5. 02 9491 2000	PROJECT TITLE ST ANDREWS DRIVE - TRAFFIC CONTROL DEVICES	SHEET NO: 2 OF 4
	SURVEY DATE DESIGN DATE DRAWING LG DATE 17/02/2021	SCALE: NOT TO SCALE ORIGINAL SIZE A3 0 1 2 3 4 5 6m	DRAWING TITLE APPROACH WARNING SIGNS	REV: A PLAN NO: TM 7419			

# REFUGE ISLANDS NO STOPPING



**NOTES:**

1. THE PROPOSED SIGN LOCATIONS SHOWN IN THESE PLANS ARE APPROXIMATIONS BASED OFF ARIAL IMAGERY. EXACT LOCATIONS SHOULD BE DETERMINED THROUGH PROPER MEANS OF INVESTIGATION, INCLUDING AN ON-SITE INSPECTION.
2. THE COLOURS OF THE ADVANCED WARNING SIGNS IN THIS PLAN SET MAY DIFFER FROM THOSE SPECIFIED IN AS/NZS 1906.1 - RETROREFLECTIVE MATERIALS AND DEVICES FOR ROAD TRAFFIC CONTROL PURPOSES. RETROREFLECTIVE SHEETING

APPROVED

CHECKED - SENIOR DESIGN ENGINEER  INT. MJ. DATE 17/02/2021 APPROVED - MANAGER INFRASTRUCTURE STRATEGY  INT. CG. DATE 17/02/2021	PRINT DATE: 01/03/2021 11:49:28 AM	PERMANENT MARK: N/A REV. DATE INT. DETAILS OF AMENDMENTS	RL: N/A DATUM: AHD71 & GDARANGA ZONE 55	STATUS: APPROVED	 DUBBO REGIONAL COUNCIL INFRASTRUCTURE STRATEGY & DESIGN 4/24 Ross St Dubbo NSW 2880 02 9471 2200 02 9471 2202 02 9471 2203 02 9471 2204 02 9471 2205 02 9471 2206 02 9471 2207	PROJECT TITLE ST ANDREWS DRIVE - TRAFFIC CONTROL DEVICES	SHEET NO: 3 OF 4
	DRAWING FILE C:\Design\Road\2020\2021\Traffic\St Andrews Drive - Signage\2021\Infrastructure\Traffic\TrafficControl\Project\St Andrews Drive - Signage.dwg	SURVEY: _____ DATE _____ DESIGN: _____ DATE _____ DRAWING: LG DATE 17/02/2021	SCALE: NOT TO SCALE ORIGINAL SIZE A3 0 1 2 3 4 5 0.2M	DRAWING TITLE REFUGE ISLAND NO STOPPING		REV: A PLAN NO: TM 7419	

# LINEMARKING



NO STOPPING  
R5-400 (R)

NO STOPPING  
R5-400 (L)

NO STOPPING  
R5-400 (L)

NO STOPPING  
R5-400 (R)



APPROVED

CHECKED - SENIOR DESIGN ENGINEER  INT_MJ DATE 17/02/2021 APPROVED - MANAGER INFRASTRUCTURE STRATEGY  INT_CO DATE 17/02/2021	PRINT DATE: 01/03/2021 11:49:30 AM	PERMANENT MARK: N/A REV DATE INT DETAILS OF AMENDMENTS	RL: N/A DATUM: AHD71 & GDARANGA_ZONE 55	STATUS: APPROVED	 DUBBO REGIONAL COUNCIL INFRASTRUCTURE STRATEGY & DESIGN 1. City Council & Planning & Design 2. City Council & Planning & Design 3. City Council & Planning & Design 4. City Council & Planning & Design 5. City Council & Planning & Design	PROJECT TITLE: ST ANDREWS DRIVE - TRAFFIC CONTROL DEVICES	SHEET NO: 4 OF 4
	DRAWING FILE: C:\Users\paul@dc\Documents\2021\TrafficControlDevices - Signage\2021\Infrastructure Strategy\TrafficControlDevices - Signage.dwg	SCALE: NOT TO SCALE ORIGINAL SIZE A3	DRAWING TITLE: LINEMARKING	REV: A PLAN NO: TM 7419			



## REPORT: Plans of Management - Cemetery Report Following Public Exhibition

**AUTHOR:** Manager Recreation and Open Spaces  
**REPORT DATE:** 12 February 2021  
**TRIM REFERENCE:** ID21/230

### EXECUTIVE SUMMARY

On 1 July 2017 the *Crown Land Management Act, 2016* came into force. Under the new Act, Dubbo Regional Council was identified as the trustee of 193 Crown Land Reserves. As part of the new Act, Plans of Management are required for all Crown Land reserves classified as "Community" land. As part of the Plans of Management program, a review was carried out on the reserves ascribed to Dubbo Regional Council (DRC), for management to determine if these reserves were surplus to council's needs, or required for future needs.

Additionally *Cemeteries and Crematoria Act 2013 (CC Act)* legislation makes the provision for operation and management of the cemetery reserves. This review clarifies the reserves that are burial sites, cemeteries under ownership of NSW Government and Council land management.

The Crown Land management advice for cemeteries allows for the reserves to be managed long term by Council as operational lands. Council supports long term management of cemetery reserves as operational through council exhibition and resolution.

The reserves are currently being managed by Council in compliance with the *Cemeteries and Crematoria Act 2013* by Council's Liveability Division. Management plans and strategic policy is already in place to support long term management of the Crown Land cemeteries reserves.

Council placed the CROWN LAND REVIEW - CEMETERY RESERVES on exhibition on 30 October 2020 and invited written or electronic submissions until 5pm on Sunday, 13 December 2020. No public submissions were received.

Prior to exhibition it was envisaged that the final report to Council would seek a resolution from Council to manage Cemetery Reserves as Operational Land. However, upon further review of the crown land management process this is no longer recommended. The review has concluded that there are three reserves which are required to be included in a plan of management.

The categorisation of these reserves was included in the recently adopted 'Initial Categorisation of Crown Land' report on 25 January 2021 where Council resolved, in part:

*"2. That the report be submitted to the Department of Crown lands, with the Council resolution and supporting documentation for Ministerial consent."*

### FINANCIAL IMPLICATIONS

Retaining the 35 cemetery reserves as operational lands will have negligible financial impacts, for Council. Maintenance regimes for the sites will continue as they are, at present.

### POLICY IMPLICATIONS

Crown Land management is defined under the *Crown Lands Management Act 2016 (CLM Act)* and the *Local Government Act 1993 (LG Act)*. Cemetery Reserves are to be managed under the provisions of the *Cemeteries and Crematoria Act 2013 (CC Act)*.

This program is consistent with the Community Strategic Plan theme of Liveability:

5.3 The lifestyle and social needs of the community are supported.

5.10 The quality of our environment and lifestyle is enhanced by the provision of environmental education and regulation.

5.10.1 Land use management improves and sustains the built and natural environment

### RECOMMENDATION

- 1. That the report by the Manager Recreation and Open Space, dated 12 February 2021, be noted.**
- 2. That Council note that Bodangora Cemetery has been categorised as a public park and include it in a plan of management including other like public parks.**
- 3. That Council note that Rawsonville Cemetery and Tubbagah Aboriginal Burial Ground has been categorised as an area of cultural significance and prepare a Plan of Management for it.**
- 4. That Plans of Management are not developed for the other 32 cemetery sites within the Dubbo local government area.**

*Ian McAlister*

Manager Recreation and Open Spaces

## REPORT

Dubbo Regional Council has completed an extensive review of the 193 Crown Land reserves. 35 reserves across the Local Government Area are reserves where the purpose is either one or more of the following:

- Aboriginal Burial ground
- Cemetery
- Cemetery extension
- Cemetery Purposes
- Extension to cemetery
- General Cemetery
- Plantation
- Preservation of graves
- Public Park

### Initial Categorisation and Plans of Management

Of the 35 reserves, 32 are devolved to council and are managed under section 48 of the Local Government Act. They do not require further classification or categorisation and do not require a plan of management.

There are three sites where Council is the Crown land manager. These are Rawsonville Reserve and Tubbagah Aboriginal Burial Ground and Bodangora Cemetery. Each of these will need to be included in a Plan of Management.

Rawsonville Reserve and Tubbagah Aboriginal Burial Ground are categorised as areas of cultural significance due to them being listed as heritage items in the Dubbo local Environment Plan 2011.

Bodangora Cemetery is categorised as a park due to its reserve purpose being a public park.

Schedule 4 of the *Cemeteries and Crematoria Act 2013* deals with the conversion of cemeteries into public parks. Bodangora Cemetery is listed in Division 3 Part 3 as being a cemetery to which Part 2 applies.

*Conversion of Cemeteries Act 1974 No 17*

*Schedule 2 Bodangora General Cemetery*

*ALL THAT piece or parcel of land containing an area of 1.416 hectares or thereabouts situated at Bodangora, Shire Wellington, County Bligh, Parish Nanima, dedicated 6 September 1899, for General Cemetery and shown on plan Ms 434 Oe in the Department of Lands, Sydney.*

### Management of Cemeteries

Under the *Cemeteries and Crematoria Act 2013* (CC Act), the Cemeteries Agency may direct a Crown cemetery operator to prepare a draft plan of management for a crown cemetery the

operator manages or a crown cemetery operator may, with the consent of the cemeteries Agency, prepare such a draft plan on the operators own initiative.

It is not proposed that Council prepare any such plans.

**SUMMARY**

It is proposed to:

1. Categorise Bodangora Cemetery as a public park and include it in a Plan of Management that will see it managed in accordance with other like public parks.
2. Categorise Rawsonville Cemetery and Tubbagah Aboriginal Burial Ground as an area of cultural significance and prepare a plan of management
3. Not prepare plans of management for any other cemetery.