



AGENDA

INFRASTRUCTURE, COMMUNITY AND RECREATION COMMITTEE

11 FEBRUARY 2019

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 .

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ICRC19/1	REPORT OF THE INFRASTRUCTURE, COMMUNITY AND RECREATION COMMITTEE - MEETING 12 NOVEMBER 2018 (ID19/42)	3
	The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 12 November 2018.	
ICRC19/2	DUBBO REGIONAL COUNCIL 2018 SISTER CITY STUDENT EXCHANGE VISIT TO MINOKAMO (ID19/56)	6
	The Committee had before it the report dated 4 February 2019 from the Sister Cities Officer regarding Dubbo Regional Council 2018 Sister City Student Exchange Visit to Minokamo. The Committee will be addressed by representatives of the Minokamo Student Exchange.	
ICRC19/3	2019 DUBBO MOTOR BIKE RALLY (ID19/61)	8
	The Committee had before it the report dated 4 February 2019 from the Senior Traffic Engineer regarding 2019 Dubbo Motor Bike Rally.	
ICRC19/4	2019 ANZAC DAY CEREMONIES - DUBBO REGIONAL COUNCIL AREA (ID19/60)	28
	The Committee had before it the report dated 4 February 2019 from the Senior Traffic Engineer regarding 2019 Anzac Day Ceremonies - Dubbo Regional Council Area.	

- ICRC19/5 WELLINGTON MEMORIAL POOL - CLARET ASH (ID19/10)** 84
The Committee had before it the report dated 15 January 2019 from the Manager Recreation and Open Space regarding Wellington Memorial Pool - Claret Ash.
- ICRC19/6 PLAYGROUND SHADE IMPROVEMENT PROGRAM (ID19/12)** 107
The Committee had before it the report dated 15 January 2019 from the Manager Recreation and Open Space regarding Playground Shade Improvement Program.
- ICRC19/7 DUBBO REGIONAL SPORTS COUNCIL - PLAYING FIELD IMPROVEMENT FUND - DUBBO ATHLETICS CLUB (ID18/1873)** 114
The Committee had before it the report dated 12 December 2018 from the Recreation Coordinator regarding Dubbo Regional Sports Council - Playing Field Improvement Fund - Dubbo Athletics Club.
- ICRC19/8 DUBBO NEIGHBOURHOOD CENTRE BIENNIAL ACTIVITIES REPORT (ID19/15)** 117
The Committee had before it the report dated 17 January 2019 from the Manager Social Services regarding Dubbo Neighbourhood Centre Biennial Activities Report.



**DUBBO REGIONAL
COUNCIL**

Report of the Infrastructure, Community and Recreation Committee - meeting 12 November 2018

AUTHOR: Administration Officer - Governance
REPORT DATE: 30 January 2019

The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 12 November 2018.

RECOMMENDATION

That the report of the Infrastructure, Community and Recreation Committee meeting held on 12 November 2018, be noted.



REPORT
INFRASTRUCTURE, COMMUNITY AND
RECREATION COMMITTEE
12 NOVEMBER 2018

PRESENT: Councillors J Diffey, V Etheridge, D Grant, D Gumley, A Jones, S Lawrence, K Parker, and J Ryan.

ALSO IN ATTENDANCE:

The Executive Manager Governance and Internal Control, the Team Leader Governance, the Community Support Officer, the Director Corporate Services (J Bassingthwaighte), the Director Economic Development and Business, the Communications Coordinator, the Director Infrastructure and Operations (R Mills), the Director Planning and Environment and the Director Community and Recreation (J Watts).

Councillor S Lawrence assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.32pm.

ICRC18/87 REPORT OF THE INFRASTRUCTURE, COMMUNITY AND RECREATION
COMMITTEE - MEETING 8 OCTOBER 2018 (ID18/1665)

The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 8 October 2018.

Moved by Councillor D Gumley and seconded by Councillor V Etheridge

MOTION

That the report of the Infrastructure, Community and Recreation Committee meeting held on 8 October 2018, be noted.

CARRIED

**ICRC18/88 ALTERNATIVES TO THE USE OF GLYPHOSATE FOR COUNCIL OPERATIONS
(ID18/1586)**

The Committee had before it the report dated 22 October 2018 from the Manager Operations regarding Alternatives to the Use of Glyphosate for Council Operations.

Moved by Councillor J Ryan and seconded by Councillor D Grant

MOTION

- 1. That the report by the Manager Operations, dated 22 October 2018, be noted.**
- 2. That the consideration of glyphosate alternatives continue and where appropriate trials take place to gather further evidence of applicability to Council's context.**

CARRIED

ICRC18/89 LEAVE OF ABSENCE (ID18/1666)

Requests for leave of absence were received from Councillor G Mohr who is unable to attend as he is absent on Council Business and Councillor B Shields who is absent from the meeting due to personal reasons.

Moved by Councillor A Jones and seconded by Councillor D Grant

MOTION

That such requests for leave of absence be accepted and Councillors G Mohr and B Shields granted leave of absence from this meeting.

CARRIED

The meeting closed at 5.38pm.

.....
CHAIRMAN



REPORT: Dubbo Regional Council 2018 Sister City Student Exchange Visit to Minokamo

AUTHOR: Sister Cities Officer
REPORT DATE: 4 February 2019
TRIM REFERENCE: ID19/56

EXECUTIVE SUMMARY

During the October school holidays (Monday 1 to Monday 15 October 2018) a group of ten students and two chaperones departed Dubbo for the annual sister city student exchange visit to Minokamo and Japan. The group spent three nights in Tokyo and nine nights in Minokamo. Chaperone, Jessica Hull and Student, Benjamin Collingridge will present verbal reports on the exchange visit to the meeting on behalf of the exchange group.

ORGANISATIONAL VALUES

Customer Focused: This report on the 2018 Minokamo sister city student exchange demonstrates the customer focused nature of the Sister City function at Council.

Integrity: That Council endeavour to maintain and strive to improve the current level of service provision for the sister city function to the community.

One Team: Community and Recreation will continue to network with all stakeholders (local and international) in the delivery of the sister city function to the Dubbo Regional Council community.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the report from the Sister Cities Officer dated 4 February 2019 be noted.

Kylie Sutherland
Sister Cities Officer

In October 2018 a group of 10 students and 2 chaperones represented Dubbo Regional Council on the annual reciprocal sister city student exchange visit to Minokamo in Japan.

The 10 lucky students and the schools they attend were:

Ryan Anderson	Year 11 St Johns College
Kimberly Brown	Year 11 Dubbo College Senior Campus
Benjamin Collingridge	Year 11 Macquarie Anglican Grammar School
Alexandra Fothergill	Year 10 Dubbo College South Campus
Grace Gower	Year 11 Dubbo College Senior Campus
Matilda Irvine	Year 10 Dubbo College South Campus
Azelle Hechanova	Year 10 St Johns College
Heidi Hinton	Year 10 St Johns College
Martha Munn	Year 10 Dubbo College South Campus
Poppy Williams	Year 10 St Johns College

The chaperone leaders for the exchange were Jason Yelverton and Jessica Hull. The Dubbo group were all hosted by the families of the Minokamo student they hosted in August during the Minokamo exchange visit to Dubbo. As always the Dubbo exchange group was extended an exceptional level of hospitality by their Minokamo hosts with a very full itinerary of tours, school visits and other cultural and tourist activities and experiences. They attended school where they participated in a Kendo martial arts class; toured the famous Inuyama Castle and accompanied their host families to the *Seki Sword* and *Mino Paper Lantern Festivals*. Of course no trip to Japan is complete without a quick side trip to Tokyo and the students spent a day exploring Tokyo and a day at Tokyo Disney Sea World. What a wonderful introduction to Japan and Japanese culture for these 10 students and their chaperones. All the student and chaperone participants returned to Dubbo exhausted but so much worldlier for the experience with many stories and happy memories to share with their schools, families and friends.



REPORT: 2019 Dubbo Motor Bike Rally

AUTHOR: Senior Traffic Engineer
REPORT DATE: 4 February 2019
TRIM REFERENCE: ID19/61

EXECUTIVE SUMMARY

This report deals with a proposed road closure of Church Street for the purposes of holding the 2019 Dubbo Motor Bike Rally. The event is a static display only of motor bikes and will be facilitated between the Cyril Flood Rotunda in Church Street and Brisbane Street.

The 2019 Dubbo Motor Bike Rally will be the inaugural event with the desire for it to become a regular event tapping into the increasing popularity of motor cycles in Australia. The event is to be held on Saturday 11 May 2019 from 6.00 am to 6.00 pm. Part of the Church Street public carpark will also be required to facilitate stall holders and additional resources. The Committee has undertaken consultation with 29 businesses in Church Street on the proposed road closure, with no objections received.

The event can be readily accommodated within Church Street with minimal impact on the functionality of the adjoining road network or businesses. Council's Traffic Control Plan TM 7263 (attached as **Appendix 1**) has been developed for the road closure.

It is recommended that approval be granted to Dubbo Motor Bike Rally Incorporated for a temporary road closure of Church Street between Brisbane Street and the Cyril Flood Rotunda on Saturday the 11 May 2019 to facilitate the 2019 Dubbo Motor Bike Rally.

ORGANISATIONAL VALUES

Customer Focused: Approval for the conduct of the 2019 Dubbo Motor Bike Rally as an activity within the Dubbo is an important event that supports the viability and vibrancy of the CBD, businesses, residents and visitors.

Integrity: The approval meets all statutory requirements of other government agencies.

One Team: Not applicable.

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 Dubbo Motor Bike Rally Incorporated for the implementation of a temporary road closure of Church Street between Brisbane Street and the Cyril Flood Rotunda and part of the Church Street public carpark on Saturday 11 May 2019, between 6.00 am and 6.00 pm to facilitate the 2019 Dubbo Motor Bike Rally in accordance with Council's Traffic Control Plan TM 7263.

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Monday, 4 February 2019. The Committee had unanimous support in the adoption of the recommendation.

RECOMMENDATION

That Council approval be granted to Dubbo Motor Bike Rally Incorporated for the implementation of a temporary road closure of Church Street between Brisbane Street and the Cyril Flood Rotunda and part of the Church Street public carpark on Saturday 11 May 2019, between 6.00 am and 6.00 pm to facilitate the 2019 Dubbo Motor Bike Rally in accordance with Council's Traffic Control Plan TM 7263.

Dennis Valantine
Senior Traffic Engineer

REPORT

Council has received a Special Events application from Dubbo Motor Bike Rally Incorporated requesting Council's consideration to a temporary road closure of Church Street between Brisbane Street and the Cyril Flood Rotunda and part of the Church Street public carpark to hold the 2019 Dubbo Motor Bike Rally. The event is to be held on Saturday 11 May 2019 between 6.00 am and 6.00 pm.

The Rally is not a parade, or on road event, but a static display of motorbikes within Church Street for the purposes of creating an inaugural and perpetual event. The event will bring motor bike enthusiasts together at one location and taps into the increasing popularity of motor cycles in Australia with the potential for a place on the Dubbo Events Calendar. Additional activities and stall holders will be located within the road closure, with part of the Church Street public carpark used for additional stalls and resources. Being the inaugural event the organiser is unsure of the participation numbers, but approximately 600 bikes could be facilitated within Church Street with any potential overflow using on street parking within the surrounding streets.

In Australia there are currently no motorcycle rallies identified in the format of the proposed 2019 Dubbo Motor Bike Rally model, which is based on the famous USA Rallies at Sturgis, Lone Star and Daytona Beach. Existing motor cycle events, such as Show and Shine, Swap Meets and Day Motor Cycle Events, do not replicate the American model. The American rallies are incredibly popular with motor bike enthusiasts, attracting thousands of bikes and 500,000 to 700,000 people at each event. The 2019 Dubbo Motor Bike Rally provides the opportunity to create a unique event that promotes motor cycle safety whilst at the same time enhancing the Dubbo visitor economy, contribution to the viability of the CBD, provide social and recreational activity to the residents and visitors to Dubbo and surrounds. The event has the opportunity to grow into an annual event for motor bike enthusiasts further boosting the Dubbo economy.

The Rally committee has undertaken consultation with some 29 businesses in Church Street with no objections to the temporary Church Street closure (a record of Church Street Business Notifications is attached as part of **Appendix 2**). Historically, this section of Church Street has been successfully used for various events and well accepted by the business community with little impact on accessibility and the surrounding road network. It is considered that the 2019 Dubbo Motor Bike rally can be satisfactorily accommodated within the proposed Church Street road closure. Council's traffic Control Plan TM 7263 has been developed for the road closure.

It is recommended that Council approval be granted to Dubbo Motor Bike Rally Incorporated for the implementation of a temporary road closure of Church Street between Brisbane Street and the Cyril Flood Rotunda and part of the Church Street public carpark on Saturday 11 May 2019 between 6.00 am and 6.00 pm to facilitate the 2019 Dubbo Motor Bike Rally in accordance with Council's Traffic Control Plan TM 7263.

Appendices:

- 1 [↓](#) 2019 Dubbo Motor Bike Rally - Traffic Control Plan
- 2 [↓](#) 2019 Dubbo Motor Bike Rally - Application



DUBBO MOTOR BIKE RALLY - CHURCH STREET ROAD CLOSURE 2019



- NOTES :**
1. CHURCH STREET CLOSURE
11 MAY 2019 FROM 6AM TO 6PM
 2. VMS TO BE DISPLAY 2 DAYS
PRIOR TO THE EVENT
 3. VMS MESSAGE TO BE DISPLAYED
AS SHOWN.



SPECIAL EVENT
CHURCH STREET
CLOSED 11-5-19

DRAFT

TRAFFIC MANAGEMENT PLAN AUTHORIZATION: Approved: [Signature] DATE: 29/1/2019 APPROVED BY: [Signature] DATE: 29/1/2019 ACCREDITATION NUMBER: 00407-0079 EXPIRY: 30/06/2021 APPROVED: [Signature] DATE: [Signature] DATE:		SURVEY: _____ DATE: _____ DESIGN: _____ DATE: _____ DRAWING: _____ DATE: 15/12/2018 CHECKED: _____ DATE: _____ SURVEY DESIGN ENGINEER: _____		FIELD BOOK/SURVEY FILES DESIGN FILES DRAWING FILES ORIGINAL SIZE A1 0 1 2 3 4 5 6m		PERMANENT MARK: N/A RL: N/A DATUM: AHD & MGA55 STATUS: DRAFT ISSUE PRINT DATE: 7/05/2019 No. DATE APP'D DETAILS OF AMENDMENTS 1 4/12/18 KM DRAFT ISSUE		DRAWING TITLE: PLAN VIEW JOB: DUBBO MOTOR BIKE RALLY - CHURCH STREET ROAD CLOSURE 2019 SHEET NO. 1 OF 1 SHEETS PLANNED: TM 7263	
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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: Dubbo Motor Bike Rally
 Event Location: Church Street - between Rowland & Brisbane St
 Event Date: 11.5.19 Event Start Time: _____ Event Finish Time: _____
 Event Setup Start Time: Pre 6am Event Packdown Finish Time: 6pm
 Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

refer email

I.2 Contact names

Event Organiser * Stain Singh
 Phone: 0429 845 010 Fax: _____ Mobile: _____ E-mail: stain.singh@outlook.com

Event Management Company (if applicable) _____
 Phone: _____ Fax: _____ Mobile: _____ E-mail: _____

Police Dubbo
 Phone: _____ Fax: _____ Mobile: _____ E-mail: _____

Council Dubbo Regional Dennis Volantini
 Phone: _____ Fax: _____ Mobile: 048244350 E-mail: _____

Roads & Traffic Authority (if Class 1) _____
 Phone: _____ Fax: N/A 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)

See Attached (PI - Event Management Plan)

2 RISK MANAGEMENT - TRAFFIC



2.1 Occupational Health & Safety - Traffic Control

Risk assessment plan (or plans) attached

2.2 Public Liability Insurance

Public liability insurance arranged. Certificate of currency attached.

2.3 Police

Police written approval obtained

2.4 Fire Brigades and Ambulance

Fire brigades notified

Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT



3.1 The route or location

Map attached

3.2 Parking

Parking organised - details attached

Parking not required

3.3 Construction, traffic calming and traffic generating developments

Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached

There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

3.4 Trusts, authorities or Government enterprises

This event uses a facility managed by a trust, authority or enterprise; written approval attached

This event does not use a facility managed by a trust, authority or enterprise

3.5 Impact on/of Public transport

Public transport plans created - details attached

Public transport not impacted or will not impact event

3.6 Reopening roads after moving events

This is a moving event - details attached.

This is a non-moving event.

3.7 Traffic management requirements unique to this event

Description of unique traffic management requirements attached

There are no unique traffic requirements for this event

Church St closure for statue display of motor bikes.

3.8 Contingency plans

Contingency plans attached

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

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

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

VMS for 2 days prior to the event.

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.

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: Dubbo Regional 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

* "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 2 600 motor bikes of vehicles and/or *(number)* of floats involved.

The type and dimensions are as follows:

(ii) There will be *(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:

(iv) Other special characteristics of the proposed assembly are as follows:
static display of bikes over the day with bike owners and enthusiasts

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:
Stan Single
334 Macquarie St
Dubbo NSW 2830 Postcode.
 Telephone No. 0279 845070

6 Signed
 Capacity/Title EVENT ORGANISER
 Date

Event Management Plan Template

Name of event	Dubbo Motor Bike Rally
Venue	Church Street Dubbo (Section Macquarie St to Brisbane St.) for the parking of bikes and the Council Car Park running from Church Street through to Myers Car Park for stall holders (See Attachment D). Also the Car park adjoining the information Centre Macquarie Street North pending negotiations with Roads and Maritime Services and bike safety stakeholders (see Attachment E).
Date of event	Saturday 11 May 2019
Start / finish times	5am to 6pm
Event Manager	Stan Single
Organisation	Dubbo Motor Bike Rally inc.
Address	334 Macquarie Street Dubbo
Mobile	0429845070
Email	stan.single@outlook.com
Main purpose of the event	
<p>To create an inaugural and perpetual event attracting a gathering of motor bike enthusiasts in Dubbo, tapping into the increasing popularity of motor cycles in Australia. Statistics from the NSW Roads and Maritime Service indicates that as at 30/6/2018 there are 224,585 motor cycles registered in NSW (211,833 are registered for private use). http://www.rms.nsw.gov.au/about/corporate-publications/statistics/registrationandlicensing/tables/table112_2018q2.html</p> <p>While motor cycle road safety will be a strong feature of the event, the Dubbo visitor economy will be greatly enhanced and the success will see this as a growing annual perpetual event, further boosting the Dubbo visitor economy.</p> <p>In Australia there are currently no motor cycle rallies identified in the format of the proposed Dubbo Motor Bike Rally model - which is based on the USA famous Motor Bike Rallies at Sturgis, Lone Star and Daytona Beach, as described below in the Overview. While there are Show and Shine events, Swap Meets, usually run by OMCG, Day Motor cycle Events and organised social group rides, these events do not replicate the successful American model. The USA Rallies are incredibly popular with motor bike enthusiasts attracting thousands of bikes at each event. Attendance at the Sturgis Rally has historically been around 500,000 people, reaching a high of over 700,000 in 2015. The event generates around \$800 million in revenue. It is interesting to note that while Sturgis is the largest bike rally in the world, its Committee is non-profit and its board members are all volunteers, as is the Dubbo Committee. https://en.wikipedia.org/wiki/Sturgis_Motorcycle_Rally</p>	



9 Cooper Street Smithfield NSW 2164
p 02 8378 0790 | f 02 8378 0798

ACN 098 875 526 ABN 20 096 875 526

17 August 2018

Dubbo Motor Bike Rally
334 Macquarie Street
Dubbo NSW 2830

To Whom It May Concern,

I, Amy Knop, hereby confirm that Dubbo Motor Bike Rally is a current affiliate of the National Motorcycle Alliance, expiring on 31st December 2018.

This being so, the abovementioned club will be covered by our Public Liability Insurance (details attached) for all events permitted through the National Motorcycle Alliance.

If you have any queries, please do not hesitate to contact me during business hours on 02 8378 0790.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Amy Knop', written in a cursive style.

Amy Knop
Administration Manager

Proudly supported by  Office of
Communities
Sport & Recreation



Certificate of Incorporation as an Association

This is to certify

DUBBO MOTOR BIKE RALLY INCORPORATED

is registered as an incorporated association in New South Wales
under the *Associations Incorporation Act 2009*

Registration Number **INC1801053**

Date of Incorporation **20 July 2018**

Issued by NSW Fair Trading on 20 July 2018.

Rose Webb
Fair Trading Commissioner
NSW Fair Trading

Page 1 of 1



Certificate of Currency

Aon Risk Services Australia Limited
ABN 17 000 434 720 AFSL 241141

To Whom It May Concern,

In our capacity as Insurance Brokers to Motorcycling Australia Limited, we hereby certify that the under mentioned insurance policy is current.

As at Date

8 December 2017

Policy Information

Policy Type

Public & Products Liability Insurance

Insured

Motorcycling Australia Limited and its State/Territory Bodies:

Motorcycling NSW Limited, Motorcycling Victoria, Motorcycling Queensland, Motorcycling South Australia Inc., Motorcycling Western Australia Inc., Motorcycling Tasmania Inc., Motorcycling Australia Northern Territory Inc.

Insurer

Primary Layer \$2,000,000
Insurer - MA Insurance Limited,

First Excess layer \$8,000,000
over \$2,000,000 Primary layer.

Insurers

Catlin (Lloyd's Syn 2003)	43.48%
and	
Amin (Lloyd's Syn 2001)	21.74%
and	
Apollo (Lloyd's Syn 1969)	21.74%
and	
Newline (Lloyd's Syn 1218)	8.69%
and	
Aegis (Lloyd's Syn 1225)	4.35%

Second Excess layer \$40,000,000
over \$10,000,000 Primary and First Excess Layers

Insurers

Amin (Lloyd's Syn 2001)	18.11%
and	
Apollo (Lloyd's Syn 1969)	17.24%
and	
Newline (Lloyd's Syn 1218)	17.24%
and	
QBE (Lloyd's Syn 386/1886)	17.24%
and	
Catlin (Lloyd's Syn 2003)	12.93%
and	
Mitsui (Lloyd's Syn 3210)	8.62%
and	
Aegis (Lloyd's Syn 1225)	8.62%

Aon Risk Services Australia Limited | ABN 17 000 434 720 | AFSL 241141

Important notes

- This certificate is a summary of cover only. Please refer to the Policy Wording and Schedule for its full terms and conditions.
- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract at any time in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- This Certificate does not:
 - represent an insurance contract or confer rights to the insured;
 - amend, extend or alter the Policy.

PROCESSED

DUBBO MOTOR BIKE RALLY
SATURDAY 11 MAY 2019

RECORD OF CHURCH STREET
BUSINESS NOTIFICATIONS RE
CHURCH STREET CLOSURE
SATURDAY 11 MAY 2019

DUBBO REGIONAL COUNCIL	
ACTIONED TO	STE
10 JAN 2019	
CONTAINER #	D/ICR

CHURCH STREET BUSINESS HOUSES CANVASSED FOR CLOSURE ON SATURDAY 11/5/2019

ATTACHED FLYER DISTRIBUTED DEC 2018.

TO BE REDISTRIBUTED CLOSER TO THE EVENT DATE

NO	DATE VISITED	ADDRESS	NAME OF BUSINESS	OPEN/CLOSED	PERSON CONTACTED	COMMENTS
1	4-Dec-18	22 Church St	Nelson Keane Hemmingway	Closed Saturdays	Receptionist	Always Closed Saturday no effect on business
2	4-Dec-18	24 Church St	Innital	Closed Saturdays	Chris Murray/Wilcox	Always Closed Saturday no effect on business
3	4-Dec-18	Oliver House	Vacant premises	Vacant	N/A	N/A
4	4-Dec-18	1/42 Church St	WFI	Closed Saturdays	Paul Job	Always closed Saturday, no effect on business
5	4-Dec-18	42 to 44 Church St	Orana Accountant/lax	Closed Saturdays	Manager	Always closed Saturday, no effect on business
6	4-Dec-18	42 to 44 Church St	H&R Block Accountant	Closed Saturdays	Receptionist	Always closed Saturday, no effect on business
7	4-Dec-18	48-50 Church St	NRMA	Open Saturdays to 1pm	Betty Millgate email betty.millgate@iaig.com.au	Email Sent to Betty Millgate. Reply received. See copy attached. No objection
8	4-Dec-18	52 to 54 Church St	Public Accountant	Closed Saturdays	Receptionist	Always closed Saturday, no effect on business
9	4-Dec-18	Mark Coullton Office	Member for Calare	Closed Saturdays	Receptionist - Evelyn	Approved by Lindsay Connolly owner of property. Mark Coullton's receptionist said no problem.
10	14-Dec-18	19A Church St	ESP Accounting	Closed Saturdays	Receptionist	Always closed Saturday, no effect on business
11	14-Dec-18	19 Church St	Cook Accounting	Closed Saturdays	Martin Cook	Always closed Saturday, no effect on business
12	14-Dec-18	21 Church St	Austin Brown Boog	Closed Saturdays	Receptionist	Always closed Saturday, no effect on business
13	14-Dec-18	22 Church St	Head Space	closed Saturdays	Receptionist	Always closed Saturday, no effect on business
14	14-Dec-18	27 Church St	Christies Accountants	Closed Saturdays	Louise	Always closed Saturday, no effect on business
15	14-Dec-18	29 Church St	Men's Barber Shop	Open Saturday Mornings	Owner Laura	No Objection to event
16	14-Dec-18	Masonic Centre	Pilates	Closed Saturdays	Patrick	always closed Saturday, no effect on business
17	14-Dec-18	Masonic Centre	Natural balance Massage	Open sometimes	Staff	No objection to event
18	14-Dec-18	35 Church St	Ironbark Accounting	Closed Saturdays	Renae	Always closed Saturday, no effect on business
19	14-Dec-18	35 Church St	Henderson McCall	Closed Saturdays	Receptionist	Always closed Saturday, no effect on business
20	14-Dec-18	37 Church St	Touch of Beauty	Open Saturdays	Owner - Christine	No Objection to event but requested a reminder one month before to advise her customers
21	14-Dec-18	39 Church St	Hair Salon	Open some Saturdays	Owner	No objection
22	14-Dec-18	39 Church St	Christy Hood	Closed Saturdays	Receptionist	No Objection
23	14-Dec-18	43 Church St	Peacocks	Closed Saturdays	Receptionist	No Objection
24	14-Dec-18	1B/46 Church St	Tanya's House of Hair	Closed Saturdays	Owner - Tanya	No Objection
25	14-Dec-18	1A/46 Church St	Avalon Drafting	Closed Saturdays	Receptionist	No Objection
26	14-Dec-18	46 Church St	Langford Rowe Surveyors	Closed Saturdays	Receptionist	No Objection. Residentials at rear of this building. Businesses within access the premises via Justice Lane
27	14-Dec-18	46 Church St	United Services Union	Closed Saturdays	Receptionist	Entry via Justice Lane. No objection
28	14-Dec-18	Unit 1/48-50 Church St	DNA 1	Closed Saturdays	Receptionist	No Objection
29	14-Dec-18	56 Church St	Vacant premises			Vacant Premises

Sent from my iPhone

Begin forwarded message:

From: FSC_Betty Millgate <Betty.Millgate@iag.com.au>
Date: 3 January 2019 at 5:34:03 pm AEDT
To: 'Stan Single' <stan.single@icloud.com>
Subject: RE: Church St Dubbo Closure

Hi Stan,

We have no issues with this

thanks

BETTY MILLGATE
OFFICE MANAGER
NRMA INSURANCE - DUBBO
IAG PERSONAL INSURANCE

Phone. 02 6885 3100
Fax. 02 6885 3137
Email. fsc_betty.millgate@iag.com.au

NRMA Insurance is backed by IAG

www.nrma.com.au

-----Original Message-----

From: Stan Single [<mailto:stan.single@icloud.com>]
Sent: Tuesday, 1 January 2019 5:51 PM
To: FSC_Betty Millgate <Betty.Millgate@iag.com.au>
Subject: Church St Dubbo Closure

Hello Betty

My name is Stan Single I am the Chairperson for the inaugural Dubbo Motor Bike Rally

to be held on Saturday 11 May 2019. This is an incorporated not for profit committee with any proceeds going to selected charities.

The centre of the Rally will be Church Street which will be closed between Brisbane Street and Macquarie St from 6am to 6pm where only motor cycles will be permitted.

As your office is situated in Church Street should this cause any major disruption to your business or you have any concerns

in this regard please contact me by return email or telephone 0429845070.

See Web page dubbomotorbikerally for more info re the Rally

Regards

Stan Single

Sent from my iPhone

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DUBBO MOTOR BIKE RALLY 2019

CLOSURE OF CHURCH STREET DUBBO

SATURDAY 11TH MAY 2019

From 6am to 6pm

The Dubbo Motor Bike Rally will be held in Church Street, on Saturday 11th May 2019. As such, we have formally applied to Council for the closure of Church Street from the Rotunda to Brisbane Street, from 6am to 6pm, on Saturday 11th May 2019.

Vehicle access to this section of Church Street will be restricted to motor cycles only on this day. Emergency vehicles and delivery vehicles will still have access to this part of Church Street on the day of the event.

FOR FURTHER INFORMATION CONTACT: STAN SINGLE 0429845070
EMAIL: DUBBOMOTORBIKERALLY@GMAIL.COM



DUBBO REGIONAL
COUNCIL

REPORT: 2019 Anzac Day Ceremonies - Dubbo Regional Council Area

AUTHOR: Senior Traffic Engineer
REPORT DATE: 4 February 2019
TRIM REFERENCE: ID19/60

EXECUTIVE SUMMARY

This report deals with the approval procedures required for the undertaking of the Anzac Day March on Thursday 25 April 2019 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, Stuart Town and Mumbil.

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 set 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 8**).

It is recommended that Council approval be granted for the Anzac Day March to be undertaken in Dubbo, Wellington, Stuart Town and Mumbil 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, Roads and Maritime Services (RMS) and NSW Police.

ORGANISATIONAL VALUES

Customer Focused: Approval for the conduct of the Anzac Day March and Ceremonies is an important Event for the communities of Dubbo, Wellington, Stuart Town and Mumbil and to those locations throughout the Local Government Area where ceremonies are being held.

Integrity: The approval meets all statutory requirements of other government agencies.

One Team: Various branches of Council will work in conjunction with external parties to deliver these important community events.

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 and Mumbil District Progress Association to undertake their respective Anzac Day Marches on Thursday 25 April 2019 and implement road closures and detours as conditioned by the Roads and Maritime Services, 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 TM7084 (attached as Appendix 5) is to be used for the event.
 - b) Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the RMS' 'Traffic Control at Worksites Manual' prepared by an accredited person.
 - c) Traffic controllers and/or trained Marshalls 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 5).
 - d) Council's Manager Governance and Internal Control 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.
 - e) The applicant is responsible for the provision of all traffic controls required for the event (i.e. Marshalls, traffic barriers and signs).
 - f) A public notification is required for the Anzac Day March a minimum of seven (7) days prior to the event.
 - g) 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, being Nanima Crescent and Lee Street, 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 (attached as Appendix 6) is to be used for this event.
 - b) The applicant is to gain approval from Roads and Maritime Services 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 (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the RMS' 'Traffic Control at Worksites Manual' prepared by an accredited person.
 - d) Traffic controllers and/or trained Marshalls are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans (attached as Appendices 2 and 6).
 - e) Council's Manager Governance and Internal Control must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Services 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 (i.e. Marshalls, traffic barriers and signs).
 - g) A public notification is required for the Anzac Day March a minimum of seven (7) 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 (attached as Appendix 7) is to be used for the event.
 - b) Concurrence is required from the Roads and Maritime Services 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 (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the RMS' 'Traffic Control at Worksites Manual' prepared by an accredited person.
 - d) Traffic controllers and/or trained Marshalls are to be provided at all road closure points, and other locations, as identified in the Event and Traffic Management Plans (attached as Appendices 3 and 7).

- e) Council's Manager Governance and Internal Control must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Services 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 (i.e. Marshalls, traffic barriers and signs).
 - g) A public notification is required for the Anzac Day March a minimum of seven (7) 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.
4. Mumbil:
- a) For the Anzac Day March and Ceremony a temporary road closure is to be provided on the Burrendong Way (Burrendong Street), between Railway Parade and Cudgegong Street from 7.00 am to 10.30 am, with a detour via Railway Parade and Apsley Crescent. Burrendong Way from Apsley Crescent south to Cudgegong Street will remain open and restricted to local traffic only, with an additional 'Road Closed Ahead' sign and 'Local Traffic Only' sign to be placed at the detour point at the Apsley Crescent and Burrendong Street intersection. Council's Traffic Control Plan TM7127 (attached as Appendix 8) is to be used for the event.
 - b) Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the RMS' 'Traffic Control at Worksites Manual' and prepared by an accredited person.
 - c) Traffic controllers and/or trained Marshalls are to be provided at all road closure points, and other locations, as identified in the Event and Traffic Management Plans (attached as Appendices 4 and 8).
 - d) Council's Manager Governance and Internal Control 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.
 - e) The applicant is responsible for the provision of all traffic controls required for the event (i.e. Marshalls, traffic barriers and signs).
 - f) A public notification is required for the Anzac Day March a minimum of seven (7) days prior to the event, with notification letters to be delivered to the affected residents within the road closure areas in the village.
 - g) 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, 4 February 2019. 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 and Mumbil District Progress Association to undertake their respective Anzac Day Marches on Thursday 25 April 2019 and implement road closures and detours as conditioned by the Roads and Maritime Services, 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 TM7084 (attached as Appendix 5) is to be used for the event.
 - b) Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the RMS' 'Traffic Control at Worksites Manual' prepared by an accredited person.
 - c) Traffic controllers and/or trained Marshalls 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 5).
 - d) Council's Manager Governance and Internal Control 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.
 - e) The applicant is responsible for the provision of all traffic controls required for the event (i.e. Marshalls, traffic barriers and signs).

- f) A public notification is required for the Anzac Day March a minimum of seven (7) days prior to the event.
 - g) 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, being Nanima Crescent and Lee Street, 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 (attached as Appendix 6) is to be used for this event.
 - b) The applicant is to gain consent from Roads and Maritime Services 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 (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the RMS' 'Traffic Control at Worksites Manual' prepared by an accredited person.
 - d) Traffic controllers and/or trained Marshalls are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans (attached as Appendices 2 and 6).
 - e) Council's Manager Governance and Internal Control must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Services 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 (i.e. Marshalls, traffic barriers and signs).
 - g) A public notification is required for the Anzac Day March a minimum of seven (7) 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 (attached as Appendix 7) is to be used for the event.
 - b) Consent is required from the Roads and Maritime Services 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 (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the RMS' 'Traffic Control at Worksites Manual' prepared by an accredited person.**
 - d) **Traffic controllers and/or trained Marshalls are to be provided at all road closure points, and other locations, as identified in the Event and Traffic Management Plans (attached as Appendices 3 and 7).**
 - e) **Council's Manager Governance and Internal Control must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Services 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 (i.e. Marshalls, traffic barriers and signs).**
 - g) **A public notification is required for the Anzac Day March a minimum of seven (7) 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.**
- 4. Mumbil:**
- a) **For the Anzac Day March and Ceremony a temporary road closure is to be provided on the Burrendong Way (Burrendong Street), between Railway Parade and Cudgegong Street from 7.00 am to 10.30 am, with a detour via Railway Parade and Apsley Crescent. Burrendong Way from Apsley Crescent south to Cudgegong Street will remain open and restricted to local traffic only, with an additional 'Road Closed Ahead' sign and 'Local Traffic Only' sign to be placed at the detour point at the Apsley Crescent and Burrendong Street intersection. Council's Traffic Control Plan TM7127 (attached as Appendix 8) is to be used for the event.**
 - b) **Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the RMS' 'Traffic Control at Worksites Manual' and prepared by an accredited person.**
 - c) **Traffic controllers and/or trained Marshalls are to be provided at all road closure points, and other locations, as identified in the Event and Traffic Management Plans (attached as Appendices 4 and 8).**
 - d) **Council's Manager Governance and Internal Control 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.**
 - e) **The applicant is responsible for the provision of all traffic controls required for the event (i.e. Marshalls, traffic barriers and signs).**

- f) A public notification is required for the Anzac Day March a minimum of seven (7) days prior to the event, with notification letters to be delivered to the affected residents within the road closure areas in the village.
- g) The applicant is to forward a letter to Council with all the required documentation accepting the above conditions before final approval will be granted.

Dennis Valantine
Senior Traffic Engineer

REPORT

Council has received Special Event Applications from the Returned Servicemen's League (RSL) Sub-branches of Dubbo and Wellington, the Stuart Town Advancement Association and Mumbil District Progress Association to conduct their respective Anzac Day March and Ceremonies on Thursday 25 April 2019 on streets within the townships.

In previous years the NSW Police had provided an escort for the Anzac Day March in the more populated towns, and conducted as a rolling road closure event. In this instance there is no requirement for formal traffic management controls, as the Police under flashing lights lead at the front and rear of the Parade. In more recent years the Parade has grown in status with safety concerns that the event 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 March and Ceremonies. Events on road are approved and managed in accordance with the RMS' '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 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
- Disrupts the non-event community in the area surrounding the event
- Requires the involvement of Police and local Council
- Requires a detailed transport management plan, and
- Requires advertising the event together with submission to the Local Traffic Committee.

The Dubbo and Wellington RSL Sub-branches, Stuart Town Advancement Association and Mumbil District Progress Association are the organising body for the Anzac Day March and Ceremonies 2019. Under the Event Management Criteria, the organisers will be solely responsible for the conduct of the event and the submission of an EMP, 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 4**) and Traffic Control Plans (TCP) (**Appendices 5 to 8**) 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 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 Services at 10.40 am, with the marshalling for the March being undertaken in Brisbane and Wingewarra streets, adjacent 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 servicemen 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 to Wingewarra Street to Talbragar Street and Talbragar Street, 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. As attached as **Appendix 5**.

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 Wellington Anzac Detour TPC is to be used for the event (as attached as **Appendix 6**).

In discussions with the Special Events and Operations Planning Co-ordinator, RMS 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 Roads and Maritime Services 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 7**). Burrendong Way is a regional road and the detour/traffic management for Molong Street closure will require the concurrence of the Roads and Maritime Services Western.

Mumbil

The Anzac Day March and Ceremony commences at 9.00 am with marshalling occurring at the southern end of the Burrendong Way, north of the Railway Parade intersection. The March then proceeds north-bound to the Mumbil Hall. The Ceremony will conclude at 10.00 am.

A temporary road closure is to be provided on the Burrendong Way between Apsley Crescent and Railway Parade from 7.00 am to 10.30 am, with a detour via Apsley Crescent and Railway Parade. As considered by the Event Organiser, local traffic only may be permitted into Cudgegong Street, east to the isolated residential area after the completion of the March, with a changed road closure management at the Burrendong Way and Cudgegong Street intersection, with vehicle movements restricted to the north of the intersection only.

Council's Traffic Control Plan TM7127 (**Appendix 8**) is to be used for the event. Burrendong Way is a regional road and the temporary closure and detour via Railway Parade and Apsley Crescent will require the concurrence of Roads and Maritime Services Western.

SUMMARY


Council has received applications from the Dubbo and Wellington RSL Sub-branches, Stuart Town Advancement Association and Mumbil District Progress Association to undertake their respective 2019 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 Roads and Maritime Services 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 for Dubbo, Stuart Town and Mumbil's events, with Wellington's to be obtained prior to the event.

It is therefore recommended that approval be granted for the Return Services League Dubbo and Wellington Sub-branches, Stuart Town Advancement Association and Mumbil District Progress Association to undertake their respective 2019 Anzac Day Marches in accordance with the Traffic Management Plans and Traffic Control Plans and as conditioned by Council, Roads and Maritime Services and the NSW Police (**Appendices 1 to 8**).

Appendices:

- 1 [↓](#) 2019 Anzac Day March and Service - Dubbo Application
- 2 [↓](#) 2019 Anzac Day March and Service - Wellington Application
- 3 [↓](#) 2019 Anzac Day Service - Stuart Town Application
- 4 [↓](#) 2019 Anzac Day March and Service - Mumbil Application
- 5 [↓](#) 2019 Anzac Day March and Service - Dubbo Traffic Control Plan
- 6 [↓](#) 2019 Anzac Day March and Service - Wellington Traffic Control Plan
- 7 [↓](#) 2019 Anzac Day March and Service - Stuart Town Traffic Control Plan
- 8 [↓](#) 2019 Anzac Day March and Service - Mumbil Traffic Control Plan

<p>APPLICATION – SPECIAL EVENT RESOURCES</p> <p>Special Event Transport Management Plan Template</p>	 <p>PO Box 81 DUBBO 2830</p> <p>Phone: 6801 4000 Fax: 6801 4259 E-mail: council@dubbo.nsw.gov.au</p>
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Note: Refer to Chapter 7 of the NSW Government's Guide to Traffic and Transport Management for Special Events for a complete description of the Transport Management Plan

1. EVENT SUMMARY

1.1 Event Details

Event name: Anzac Day March 2019

Event location: Dubbo

Event date: 25/04/2019 Event start time: 10 am Event finish time: 12.30 pm

Event setup start time: 8 am Event pack down finish time: 1 pm

Event is off-street on-street moving on-street non-moving held regularly throughout the year (calendar attached)

1.2 Event Organiser

Note: The event organiser is the person or organisation in whose name the Public Liability Insurance is taken out

Title: Mr Mrs Miss Ms Other

Surname: _____

Given name/s: _____

Event management company name (if applicable): Dubbo RSL Sub-branch

Postal address: _____

Business phone: 6881 6486/0419 423 141

E-mail: dubbosb@rslnsw.org.au

Police: Orana Mid Western District Name: _____ Position: _____
Phone: 6883 1599 E-mail: _____ Mobile: _____

Council: Dubbo Regional Name: _____ Position: _____
Phone: 6801 4000 E-mail: _____ Mobile: _____

Roads and Maritime Services (if Class 1 – Regional NSW and Class 2 event) Name: _____ Position: _____
Phone: _____ E-mail: _____ Mobile: _____

1.3 Brief description of the event (one paragraph)

Conduct a street march for Anzac day 2019. It will travel along Wingewarra, Macquarie and Talbragar streets into Victoria Park, Dubbo.

2. RISK MANAGEMENT - TRAFFIC

<div style="display: flex; justify-content: space-between;"> <div style="width: 33%; background-color: red; color: white; text-align: center; padding: 5px;">Class 1</div> <div style="width: 33%; background-color: yellow; color: black; text-align: center; padding: 5px;">Class 2</div> <div style="width: 33%; background-color: green; color: white; text-align: center; padding: 5px;">Class 3</div> </div>	2.1	Occupational Health and Safety – Traffic Control
		<input type="checkbox"/> Risk assessment plan/s attached.
	2.2	Public Liability Insurance
		<input checked="" 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 AND TRANSPORT MANAGEMENT

<div style="display: flex; justify-content: space-between;"> <div style="width: 33%; background-color: red; color: white; text-align: center; padding: 5px;">Class 1</div> <div style="width: 33%; background-color: yellow; color: black; text-align: center; padding: 5px;">Class 2</div> <div style="width: 33%; background-color: green; color: white; text-align: center; padding: 5px;">Class 3</div> </div>	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 maximise 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/of 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.	
3.9	Heavy vehicle impacts	
	<input type="checkbox"/> Impacts heavy vehicles – RMS/TMC to manage.	
	<input checked="" type="checkbox"/> Does not impact heavy vehicles.	
3.10	Special event clearways	
	<input type="checkbox"/> Special event clearways required – RMS/TMC to manage.	
	<input checked="" type="checkbox"/> Special event clearways not required.	

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY AND EMERGENCY SERVICES

Class 1	Class 2	Class 3	4.1 Access for local residents, businesses, hospitals and emergency vehicles
			<input type="checkbox"/> Plans to minimise impact on non-event community attached.
			<input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes.
			4.2 Advertise traffic management arrangements
			<input 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 advertisement attached.			
<input type="checkbox"/> No road closures, restrictions or special event clearways – advertising not required.			
4.3 Special event warning signs			
<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.			
4.4 Permanent variable message signs			
<input type="checkbox"/> Messages, locations and times attached.			
<input checked="" type="checkbox"/> This event does not use permanent variable message signs.			
4.5 Portable variable message signs			
<input type="checkbox"/> The proposed messages and locations for portable VMS are attached.			
<input checked="" type="checkbox"/> This event does not use portable VMS.			

5 PRIVACY NOTICE

The 'Personal Information' contained in the completed Transport Management Plan (TMP) may be collected and held by the NSW Police, the NSW Roads and Maritime Services (RMS), 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 TMP 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 produce his/her 'personal information'.
- The 'personal information' held 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 to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to who 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: Dubbo Regional 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 the 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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1

I William Greenwood (name)
of 10 Colony Crescent Dubbo (address)
on behalf of Dubbo RSL Sub-branch (organisation)
notify the Commissioner of Police that
on the 25 (day) of 4 (month) 2019 (year), it is intended to hold

either:

(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.

or

(b) a public assembly, being a procession of approximately
4000 (number) persons,
which will assemble at approximately 10 am/pm, and at
approximately 10.45 pm the procession will commence and shall proceed
west along Wingebarra St, right into
Macquarie St, right into Talbragar St, cross
Darling St, and conclude into Memorial Ave and
Victoria Park.
(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.....
Hold ANZAC DAY SERVICE

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 15 (number) of vehicles and/or..... (number) of floats involved.
The type and dimensions are as follows:
Vintage cars and motorcycles used to carry disabled veterans along the march route and drop off in Darling St adjacent Victoria Park.

(ii) There will be 2 (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:
3x light horse leading the parade.

(iv) Other special characteristics of the proposed assembly are as follows:
community & sporting groups will support veterans by marching

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:
William Greenwood
Dubbo RSL Sub branch
Po Box 4159 Dubbo 2830 Postcode.
Telephone No. 0449 423141

6 Signed
Capacity/Title Hon Secretary Dubbo RSL Sub branch
Date

EVENT MANAGEMENT PLAN		DUBBO		ANZAC DAY SERVICE	
Do tasks or activities involve any of the following?	No	Yes	→ If YES, provide details →	What control measures are required or have been implemented to minimise the risk?	
All Activities and Tasks					
High risk work activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Deviation from a current safe operating procedure or risk assessment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Biological Hazards					
Contact with needles or syringes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Chemicals or Hazardous Substances					
Use, storage or transport of hazardous substances or chemicals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Electricity					
Use of electrical equipment or leads?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A pa is being used to allow speakers to be heard. A data projector is being used to show images on the cenotaph during the Dawn Service.	Leads, if any, are to be taped down, or covered to prevent trips.	
Generators?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Environmental Conditions					
Potential for air, water or ground pollution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Disposal of waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Disturbance to the community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Driving vehicles or operating equipment in potentially unsuitable ground conditions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			


EVENT MANAGEMENT PLAN				
<i>Do tasks or activities involve any of the following?</i>	No	Yes	<i>If YES, provide details</i>	<i>What control measures are required or have been implemented to minimise the risk?</i>
Fire Risk / Burns				
Hot objects or surfaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Flammable materials or sources of ignition?				
Hazardous Manual Tasks				
Pushing, pulling, lifting, carrying or otherwise moving objects manually?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chairs are being hired from Adors, and will be manually set up prior to the Main Service.	No more than 4 chairs to be moved at one time by each individual.
Human Interaction				
Work with Children?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Service of alcohol?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Machinery and Equipment				
Refuelling vehicles or equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Hand tools or small powered equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Equipment that may cause flying objects? (e.g. Brush cutters, high pressure equipment, mowers, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Noise				
Exposure to noise from equipment or tools?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Slips, Trips or Falls				
Potential for people to fall from one level to another?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	When laying wreaths on the cenotaph, there are multiple levels of path.	A ramp has been installed on the cenotaph to allow older or less mobile members of the community to access the cenotaph.

EVENT MANAGEMENT PLAN		DUBBO		ANZAC DAY SERVICE	
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?	
Slippery surfaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Obstructions or items which may be a trip hazard?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	When laying wreaths on the cenotaph, it is a possibility of tripping.	Members of the community are guided to the cenotaph by Governance and Risk Services team.	
Traffic					
People moving around or passing through the work area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Vehicles moving around or passing through the work area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Work Conditions					
Work outdoors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Change in weather conditions (hot or cold) or working in wet weather?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Housekeeping issues including storage of materials or goods?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Work at Height or Depth					
Work at a height greater than 1.5m?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Use ladders to access tasks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Potential for falling objects onto people below?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Use of elevated work platforms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Other Hazards					

EVENT MANAGEMENT PLAN

<i>Do tasks or activities involve any of the following?</i>	No	Yes	<i>If YES, provide details</i>	<i>What control measures are required or have been implemented to minimise the risk?</i>
Light horse Brigade re-enactment group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The group will attend with their horses to lead the parade and attend the service.	The horses are in a cordoned off area, the public is not allowed near the horses.
Marchers may faint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If it is unseasonably hot, marchers may feel faint and pass out.	Governance and Risk Services watch the marchers, and provide cold water to those that are a little wobbly on their feet.
Attendees may feel unwell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If it is unseasonably hot, crowd members may feel faint and pass out.	Ambulance Service of NSW are attending, and will have a first aid station with a marquee.

EMERGENCY EVACUATION PROCEDURE

<p>APPLICATION – SPECIAL EVENT RESOURCES</p> <p>Special Event Transport Management Plan Template</p>	 <p>PO Box 81 Phone: 6801 4000 DUBBO 2830 Fax: 6801 4259 E-mail: council@dubbo.nsw.gov.au</p>
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Note: Refer to Chapter 7 of the NSW Government’s Guide to Traffic and Transport Management for Special Events for a complete description of the Transport Management Plan

1. EVENT SUMMARY

1.1 Event Details

Event name: 2019 Anzac Day March

Event location: Wellington

Event date: 25/04/2019 Event start time: 10.45 am Event finish time: Midday

Event setup start time: 10.45 am Event pack down finish time: midday

Event is off-street on-street moving on-street non-moving held regularly throughout the year (calendar attached)

1.2 Event Organiser

Note: The event organiser is the person or organisation in whose name the Public Liability Insurance is taken out

Title: Mr Mrs Miss Ms Other

Surname: _____

Given name/s: _____

Event management company name (if applicable): Wellington RSL Sub-branch - Orana Mid Western District

Postal address: _____

Business phone: 6845 1157/6883 1599

E-mail: _____

Police: Name: _____ Position: _____
 Phone: _____ E-mail: _____ Mobile: _____

Council: Name: Dubbo Regional Position: _____
 Phone: 6801 4000 E-mail: _____ Mobile: _____

Roads and Maritime Services (if Class 1 – Regional NSW and Class 2 event) Name: _____ Position: _____
 Phone: _____ E-mail: _____ Mobile: _____

1.3 Brief description of the event (one paragraph)

Conduct a street march for 2019 Anzac Day. It will travel down Lee Street and Nanima Crescent into Cameron Park, Wellington.

2. RISK MANAGEMENT - TRAFFIC

<div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 20px; height: 20px; background-color: red; margin-bottom: 5px;"></div> <div style="width: 20px; height: 20px; background-color: yellow; margin-bottom: 5px;"></div> <div style="width: 20px; height: 20px; background-color: green;"></div> </div>	Class 1	Class 2	Class 3	<p>2.1 Occupational Health and Safety – Traffic Control</p> <p><input type="checkbox"/> Risk assessment plan/s attached.</p> <p>2.2 Public Liability Insurance</p> <p><input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.</p> <p>2.3 Police</p> <p><input type="checkbox"/> Police written approval obtained.</p> <p>2.4 Fire Brigades and Ambulance</p> <p><input type="checkbox"/> Fire brigades notified.</p> <p><input type="checkbox"/> Ambulance notified.</p>
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3 TRAFFIC AND TRANSPORT MANAGEMENT

<div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 20px; height: 20px; background-color: red; margin-bottom: 5px;"></div> <div style="width: 20px; height: 20px; background-color: yellow; margin-bottom: 5px;"></div> <div style="width: 20px; height: 20px; background-color: green;"></div> </div>	Class 1	Class 2	Class 3	<p>3.1 The route or location</p> <p><input checked="" type="checkbox"/> Map attached.</p> <p>3.2 Parking</p> <p><input type="checkbox"/> Parking organised – details attached.</p> <p><input checked="" type="checkbox"/> Parking not required.</p> <p>3.3 Construction, traffic calming and traffic generating developments</p> <p><input type="checkbox"/> Plans to maximise impact of construction activities, traffic calming devices or traffic generating developments attached.</p> <p><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.</p> <p>3.4 Trusts, authorities or Government enterprises</p> <p><input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached.</p> <p><input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise.</p> <p>3.5 Impact on/of public transport</p> <p><input type="checkbox"/> Public transport plans created – details attached.</p> <p><input checked="" type="checkbox"/> Public transport not impacted or will not impact event.</p> <p>3.6 Reopening roads after moving events</p> <p><input type="checkbox"/> This is a moving event – details attached.</p> <p><input type="checkbox"/> This is a non-moving event.</p> <p>3.7 Traffic management requirements unique to this event</p> <p><input checked="" type="checkbox"/> Description of unique traffic management requirements attached.</p> <p><input type="checkbox"/> There are no unique traffic requirements for this event.</p> <p>3.8 Contingency plans</p> <p><input type="checkbox"/> Contingency plans attached.</p> <p>3.9 Heavy vehicle impacts</p> <p><input checked="" type="checkbox"/> Impacts heavy vehicles – RMS/TMC to manage.</p> <p><input type="checkbox"/> Does not impact heavy vehicles.</p> <p>3.10 Special event clearways</p> <p><input type="checkbox"/> Special event clearways required – RMS/TMC to manage.</p> <p><input checked="" type="checkbox"/> Special event clearways not required.</p>
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4 MINIMISING IMPACT ON NON-EVENT COMMUNITY AND EMERGENCY SERVICES

<div style="background-color: red; width: 20px; height: 100%; display: inline-block; margin-right: 5px;">Class 1</div> <div style="background-color: yellow; width: 20px; height: 80%; display: inline-block; margin-right: 5px;">Class 2</div> <div style="background-color: green; width: 20px; height: 20%; display: inline-block;">Class 3</div>	<p>4.1 Access for local residents, businesses, hospitals and emergency vehicles</p> <p><input type="checkbox"/> Plans to minimise impact on non-event community attached.</p> <p><input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes.</p>
	<p>4.2 Advertise traffic management arrangements</p> <p><input checked="" type="checkbox"/> Road closures or restrictions – advertising medium and copy of proposed advertisements attached.</p> <p><input type="checkbox"/> No road closures or restrictions but special event clearways in place – advertising medium and copy of proposed advertisement attached.</p> <p><input type="checkbox"/> No road closures, restrictions or special event clearways – advertising not required.</p>
	<p>4.3 Special event warning signs</p> <p><input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s.</p> <p><input checked="" type="checkbox"/> This event does not require special event warning signs.</p>
	<p>4.4 Permanent variable message signs</p> <p><input type="checkbox"/> Messages, locations and times attached.</p> <p><input checked="" type="checkbox"/> This event does not use permanent variable message signs.</p>
	<p>4.5 Portable variable message signs</p> <p><input type="checkbox"/> The proposed messages and locations for portable VMS are attached.</p> <p><input checked="" type="checkbox"/> This event does not use portable VMS.</p>

5 PRIVACY NOTICE

The 'Personal Information' contained in the completed Transport Management Plan (TMP) may be collected and held by the NSW Police, the NSW Roads and Maritime Services (RMS), 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 TMP 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 produce his/her 'personal information'.
- The 'personal information' held 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 to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to who 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: Dubbo Regional 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 the 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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 Roy Holmes (name)
of 65-67 HILL STREET GEORIE (address)
on behalf of WELLINGTON PSL SUB-BRANCH (organisation)
notify the Commissioner of Police that
on the 25 (day) of 4 (month), 2019 (year), it is intended to hold
either:
(a) a public assembly, not being a procession, of approximately 200 (number) persons,
which will assemble at (Place)
at approximately 10:30 am/pm,
and disperse at approximately 10:45 am/pm.
or
(b) a public assembly, being a procession of approximately (number) persons,
which will assemble at approximately (number) am/pm, and at
approximately (number) am/pm the procession will commence and shall proceed
along Lee St into Nanima Crescent
(Mitchell Hwy) and into Cameron Park for
the Anzac Service
(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.....
.....
.....
.....
.....
.....

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 <u>2</u> (number) of vehicles and/or <u>---</u> (number) of floats involved: The type and dimensions are as follows:</p> <p>(ii) There will be <u>1</u> (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: <u>N/A</u></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><u>Roy Holmes</u> <u>Wellington RSL Sub-branch</u> <u>Po Box 107 Wellington (NSW)</u> Postcode: <u>2830</u> Telephone No. <u>0427 100 141</u></p>
6	<p>Signed</p> <p>Capacity/Title <u>President, RSL Sub Branch</u></p> <p>Date</p>


EVENT MANAGEMENT PLAN		WELLINGTON		ANZAC DAY SERVICE	
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?	
Fire Risk / Burns					
Hot objects or surfaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Flammable materials or sources of ignition?					
Hazardous Manual Tasks					
Pushing, pulling, lifting, carrying or otherwise moving objects manually?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Human Interaction					
Work with Children?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Service of alcohol?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Machinery and Equipment					
Refuelling vehicles or equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Hand tools or small powered equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Equipment that may cause flying objects? (e.g. Brush cutters, high pressure equipment, mowers, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Noise					
Exposure to noise from equipment or tools?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Slips, Trips or Falls					
Potential for people to fall from one level to another?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

EVENT MANAGEMENT PLAN				
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?
All Activities and Tasks				
High risk work activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Deviation from a current safe operating procedure or risk assessment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Biological Hazards				
Contact with needles or syringes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Chemicals or Hazardous Substances				
Use, storage or transport of hazardous substances or chemicals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Electricity				
Use of electrical equipment or leads?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A pa is being used to allow speakers to be heard.	Leads, if any, are to be taped down, or covered to prevent trips.
Generators?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Environmental Conditions				
Potential for air, water or ground pollution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disposal of waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disturbance to the community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Driving vehicles or operating equipment in potentially unsuitable ground conditions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

EVENT MANAGEMENT PLAN		WELLINGTON		ANZAC DAY SERVICE	
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?	
Slippery surfaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Obstructions or items which may be a trip hazard?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	When laying wreaths on the cenotaph, it is a possibility of tripping.	Members of the community are guided to the cenotaph by Council staff or the RSL sub branch.	
Traffic					
People moving around or passing through the work area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Vehicles moving around or passing through the work area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Work Conditions					
Work outdoors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Change in weather conditions (hot or cold) or working in wet weather?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Housekeeping issues including storage of materials or goods?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Work at Height or Depth					
Work at a height greater than 1.5m?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Use ladders to access tasks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Potential for falling objects onto people below?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Use of elevated work platforms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Other Hazards					

EVENT MANAGEMENT PLAN				
<i>Do tasks or activities involve any of the following?</i>	No	Yes	<i>If YES, provide details</i>	<i>What control measures are required or have been implemented to minimise the risk?</i>
Marchers may faint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If it is unseasonably hot, marchers may feel faint and pass out.	Council staff watch the marchers, and provide cold water to those that are a little wobbly on their feet.
Attendees may feel unwell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If it is unseasonably hot, crowd members may feel faint and pass out.	Shade and water are provided.

EMERGENCY EVACUATION PROCEDURE

<p>APPLICATION – SPECIAL EVENT RESOURCES</p> <p>Special Event Transport Management Plan Template</p>	 <p>PO Box 81 Phone: 6801 4000 DUBBO 2830 Fax: 6801 4259 E-mail: council@dubbo.nsw.gov.au</p>
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Note: Refer to Chapter 7 of the NSW Government’s Guide to Traffic and Transport Management for Special Events for a complete description of the Transport Management Plan

1. EVENT SUMMARY

1.1 Event Details

Event name: 2019 Anzac Day Service

Event location: Molong Street, Stuart Town

Event date: 25/04/2019 Event start time: 11 am Event finish time: 12.30 pm

Event setup start time: 8 am Event pack down finish time: 2.30 pm

Event is off-street on-street moving on-street non-moving held regularly throughout the year (calendar attached)

1.2 Event Organiser

Note: The event organiser is the person or organisation in whose name the Public Liability Insurance is taken out

Title: Mr Mrs Miss Ms Other

Surname: _____

Given name/s: _____

Event management company name (if applicable): Stuart Town Advancement Association Inc

Postal address: _____

Business phone: 0417 467 459

E-mail: mahanney@hotmail.com

Police: Name: Wellington Position: _____
 Phone: 6840 2099 E-mail: _____ Mobile: _____

Council: Name: Dubbo Regional Position: _____
 Phone: 6801 4000 E-mail: council@dubbo.nsw.gov.au Mobile: _____

Roads and Maritime Services (if Class 1 – Regional NSW and Class 2 event)
 Name: _____ Position: _____
 Phone: _____ E-mail: _____ Mobile: _____

1.3 Brief description of the event (one paragraph)

2019 Anzac Day Service

2. RISK MANAGEMENT - TRAFFIC

Class 1	Class 2	Class 3	2.1 Occupational Health and Safety – Traffic Control
			✓ Risk assessment plan/s attached.
			2.2 Public Liability Insurance
			✓ Public liability insurance arranged. Certificate of currency attached.
			2.3 Police
			✓ Police written approval obtained.
			2.4 Fire Brigades and Ambulance
			✓ Fire brigades notified.
			✓ Ambulance notified.

3 TRAFFIC AND TRANSPORT MANAGEMENT

Class 1	Class 2	Class 3	3.1 The route or location
			✓ Map attached.
			3.2 Parking
			<input type="checkbox"/> Parking organised – details attached.
			✓ Parking not required.
			3.3 Construction, traffic calming and traffic generating developments
			<input type="checkbox"/> Plans to maximise impact of construction activities, traffic calming devices or traffic generating developments attached.
			✓ There are no construction activities, traffic calming devices or traffic generating developments at the location/route or on the detour routes.
			3.4 Trusts, authorities or Government enterprises
			<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached.
✓ This event does not use a facility managed by a trust, authority or enterprise.			
3.5 Impact on/of public transport			
<input type="checkbox"/> Public transport plans created – details attached.			
✓ Public transport not impacted or will not impact event.			
3.6 Reopening roads after moving events			
<input type="checkbox"/> This is a moving event – details attached.			
✓ This is a non-moving event.			
3.7 Traffic management requirements unique to this event			
<input type="checkbox"/> Description of unique traffic management requirements attached.			
✓ There are no unique traffic requirements for this event.			
3.8 Contingency plans			
✓ Contingency plan - if raining will hold in hall.			
3.9 Heavy vehicle impacts			
<input type="checkbox"/> Impacts heavy vehicles – RMS/TMC to manage.			
✓ Does not impact heavy vehicles.			
3.10 Special event clearways			
<input type="checkbox"/> Special event clearways required – RMS/TMC to manage			
✓ Special event clearways not required			

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY AND EMERGENCY SERVICES

<div style="background-color: red; width: 20px; height: 100%; display: inline-block; margin-right: 5px;">Class 1</div> <div style="background-color: yellow; width: 20px; height: 80%; display: inline-block; margin-right: 5px;">Class 2</div> <div style="background-color: green; width: 20px; height: 20%; display: inline-block;">Class 3</div>	<p>4.1 Access for local residents, businesses, hospitals and emergency vehicles</p> <p><input type="checkbox"/> Plans to minimise impact on non-event community attached.</p> <p><input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes.</p>
	<p>4.2 Advertise traffic management arrangements</p> <p><input checked="" type="checkbox"/> Road closures or restrictions – advertising medium and copy of proposed advertisements attached. Local paper.</p> <p><input type="checkbox"/> No road closures or restrictions but special event clearways in place – advertising medium and copy of proposed advertisement attached.</p> <p><input type="checkbox"/> No road closures, restrictions or special event clearways – advertising not required.</p>
	<p>4.3 Special event warning signs</p> <p><input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s.</p> <p><input type="checkbox"/> This event does not require special event warning signs.</p>
	<p>4.4 Permanent variable message signs</p> <p><input type="checkbox"/> Messages, locations and times attached.</p> <p><input checked="" type="checkbox"/> This event does not use permanent variable message signs.</p>
	<p>4.5 Portable variable message signs</p> <p><input type="checkbox"/> The proposed messages and locations for portable VMS are attached.</p> <p><input checked="" type="checkbox"/> This event does not use portable VMS.</p>

5 PRIVACY NOTICE

The 'Personal Information' contained in the completed Transport Management Plan (TMP) may be collected and held by the NSW Police, the NSW Roads and Maritime Services (RMS), 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 TMP 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 produce his/her 'personal information'.
- The 'personal information' held 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 to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to who 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: Dubbo Regional 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 the 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.*

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

(ii) There will be *(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:

(iv) Other special characteristics of the proposed assembly are as follows:
 ANZAC DAY SERVICE

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:
 MARCUS HANNEY
 8 BELL ST. STUART TOWN
 NSW 2820 Postcode.
 Telephone No. 0417 467 459.

6 Signed
 Capacity/Title PRESIDENT STAA,
 Date

EVENT MANAGEMENT PLAN		Stuart Town Anzac Day Service	
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details
All Activities and Tasks			
High risk work activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Deviation from a current safe operating procedure or risk assessment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Biological Hazards			
Contact with needles or syringes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chemicals or Hazardous Substances			
Use, storage or transport of hazardous substances or chemicals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Electricity			
Use of electrical equipment or leads?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All electrical leads will be safely secured so there will be no trip hazards.
Generators?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Environmental Conditions			
Potential for air, water or ground pollution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disposal of waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disturbance to the community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Driving vehicles or operating equipment in potentially unsuitable ground conditions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

EVENT MANAGEMENT PLAN		Stuart Town Anzac Day Service		
Do tasks or activities involve any of the following?	No	Yes	→ If YES, provide details →	What control measures are required or have been implemented to minimise the risk?
Fire Risk / Burns				
Hot objects or surfaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Flammable materials or sources of ignition?	<input type="checkbox"/>	<input type="checkbox"/>		
Hazardous Manual Tasks				
Pushing, pulling, lifting, carrying or otherwise moving objects manually?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		All persons will follow correct manual handling procedures
Human Interaction				
Work with Children?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Service of alcohol?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Machinery and Equipment				
Refuelling vehicles or equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Hand tools or small powered equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Equipment that may cause flying objects? (e.g. Brush cutters, high pressure equipment, mowers, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Noise				
Exposure to noise from equipment or tools?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Slips, Trips or Falls				
Potential for people to fall from one level to another?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

EVENT MANAGEMENT PLAN Stuart Town Anzac Day Service

Do tasks or activities involve any of the following?	No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?
Slippery surfaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Obstructions or items which may be a trip hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Traffic				
People moving around or passing through the work area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Vehicles moving around or passing through the work area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Work Conditions				
Work outdoors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Water will be on offer if everyone. Everyone encouraged to wear hats & sun screen
Change in weather conditions (hot or cold) or working in wet weather?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Housekeeping issues including storage of materials or goods?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Work at Height or Depth				
Work at a height greater than 1.5m?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Use ladders to access tasks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Potential for falling objects onto people below?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Use of elevated work platforms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other Hazards				

EVENT MANAGEMENT PLAN		Stuart town Anzac Day Service		
Do tasks or activities involve any of the following?	No	Yes	→ If YES, provide details →	What control measures are required or have been implemented to minimise the risk?
1.	<input type="checkbox"/>	<input type="checkbox"/>		
2.	<input type="checkbox"/>	<input type="checkbox"/>		
3.	<input type="checkbox"/>	<input type="checkbox"/>		

EMERGENCY EVACUATION PROCEDURE

Emergency Evacuation point will be the Stuart town Railway Station. This will be communicated to all people on the day.

ED18/16755

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

1 EVENT DETAILS

1.1 Event summary

Event Name: ANZAC DAY 2019
 Event Location: MUMBIL HALL + LONE PINE MEMORIAL
 Event Date: 25/04/2019 Event Start Time: 8:50am Event Finish Time: 9:45am
 Event Setup Start Time: 7am Event Packdown Finish Time: 10:30am
 Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

1.2 Contact names

Event Organiser: MUMBIL DISTRICT PROGRESS ASSOCIATION INCORPORATED
 Phone: 68467667 Fax: Mobile: 0432862134 E-mail: faram48@hotmail.com
 Event Management Company (if applicable):
 Phone: Fax: Mobile: E-mail:
 Police: WELLINGTON + DURBO
 Phone: 68402099 Fax: 68831599 Mobile: E-mail:
 Council: DURBO REGIONAL COUNCIL
 Dennis Valentine
 Phone: 68014000 Fax: Mobile: 0418244350 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.

1.3 Brief description of the event (one paragraph)

ANZAC DAY march + Service

2	RISK MANAGEMENT - TRAFFIC
CLASS 2	2.1 Occupational Health & Safety - Traffic Control <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance <input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police <input type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance <input checked="" type="checkbox"/> Fire brigades notified <input checked="" type="checkbox"/> Ambulance notified
3	TRAFFIC AND TRANSPORT MANAGEMENT
CLASS 2	3.1 The route or location <input checked="" type="checkbox"/> Map attached
	3.2 Parking <input checked="" type="checkbox"/> Parking organised - details attached <input type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts, authorities or Government enterprises <input 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
	3.5 Impact on/of 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 type="checkbox"/> This is a moving event - details attached <input checked="" type="checkbox"/> This is a non-moving event
	3.7 Traffic management requirements unique to this event <input type="checkbox"/> Description of unique traffic management requirements attached <input type="checkbox"/> There are no unique traffic requirements for this event
	3.8 Contingency plans <input type="checkbox"/> Contingency plans attached

Class 2

3.9 Heavy vehicle impacts

Impacts heavy vehicles - RTA to manage

Does not impact heavy vehicles

3.10 Special event clearways

Special event clearways required - RTA to arrange

Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

Class 2

4.1 Access for local residents, businesses, hospitals and emergency vehicles

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 arrangements

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 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 (Central) Act 1999) and the Roads Act 1997.
- 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 higher "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.

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 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

* "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 *(delete out whichever are not applicable)*

(i) There will be (number) of vehicles and/or (number) of floats involved
The type and dimensions are as follows:
.....
.....
.....
N/A

(ii) There will be (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:
..... 1 horse leading the march

(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:
..... 19 Apsley Crescent

..... MUMBIL

..... NSW Postcode 2820

Telephone No. 68467667... 0432 862 134

6 Signed N. Form

Capacity/Title TREASURER (MIPA Inc)

Date 24/11/2018

MDPA

ANZAC Day Risk Assessment

2019 NSF

<i>Do tasks or activities involve any of the following?</i>	<i>No</i>	<i>Yes</i>	<i>If YES, provide details</i>	<i>What control measures are required or have been implemented to minimise the risk?</i>
All Activities and Tasks				
High risk work activities?	X	<input type="checkbox"/>		
Deviation from a current safe operating procedure or risk assessment?	X	<input type="checkbox"/>		
Biological Hazards				
Contact with needles or syringes?	<input type="checkbox"/>	X	Area is open to the public and a risk of needles or syringes being found on site.	Risk minimal. General waste bins and bins in toilets.
Chemicals or Hazardous Substances				
Use, storage or transport of hazardous substances or chemicals?	<input type="checkbox"/>	X	Household chemical cleaners.	Stored in kitchen cupboards – no public access
Electricity				
Use of electrical equipment or leads?	<input type="checkbox"/>	X	MDPA activities.	All power cords tagged and tested. Connecting sockets are to be lifted from grass or protected by socket covers to reduce risk of moisture entering the sockets. In case that ground may be wet, or become wet, cords are required to be lifted from ground. Cords to power source to be relaxed to provide "give" if crossed by pedestrians. No pressure must be applied to power sockets which may cause potential electrocution or fire risk. Follow WHS safe practices. Power cord from power point to PA is short distance and runs along wall.
Gas cylinders	X	<input type="checkbox"/>		
Generators?	X	<input type="checkbox"/>		
Environmental Conditions				
Potential for air, water or ground pollution?	X	<input type="checkbox"/>		Potable water is available on site.
Disposal of waste?	<input type="checkbox"/>	X	General rubbish	Sufficient bins are provided.
Disturbance to the community?	<input type="checkbox"/>	X	Road closure for ANZAC March	Advertised in advance, letter to those directly affected.
Driving vehicles or operating equipment in potentially unsuitable ground conditions?	X	<input type="checkbox"/>		

1

MDPA

ANZAC Day Risk Assessment

2019 NSF

<i>Do tasks or activities involve any of the following?</i>	<i>No</i>	<i>Yes</i>	<i>If YES, provide details</i>	<i>What control measures are required or have been implemented to minimise the risk?</i>
Fire Risk / Burns				
Hot objects or surfaces?	<input type="checkbox"/>	X	Food preparation on site	First Aid Kit is located in small hall next to the MDPA canteen. Fire extinguishers, fire blanket, fire hose and reel in Mumbil Hall. Urns placed against wall away from walk ways
Flammable materials or sources of ignition?	X	<input type="checkbox"/>		
Hazardous Manual Tasks				
Pushing, pulling, lifting, carrying or otherwise moving objects manually?	<input type="checkbox"/>	X	MDPA members and volunteers put out seating and equipment.	MDPA volunteers are required to adhere to safe work practices in respect to manual handling and lifting heavy objects.
Human Interaction				
Work with Children?	X	<input type="checkbox"/>		
Service of alcohol?	X	<input type="checkbox"/>		
Machinery and Equipment				
Refuelling vehicles or equipment?	X	<input type="checkbox"/>		
Hand tools or small powered equipment?	X	<input type="checkbox"/>		
Equipment that may cause flying objects? (e.g. Brush cutters, high pressure equipment, mowers, etc.)	X	<input type="checkbox"/>		
Noise				
Exposure to noise from equipment or tools?	X	<input type="checkbox"/>		
Slips, Trips or Falls				
Potential for people to fall from one level to another?	X	<input type="checkbox"/>		
Slippery surfaces?	<input type="checkbox"/>	X	Drink spills in supper room	Vigilant and clean up immediately
Obstructions or items which may be a trip hazard?	<input type="checkbox"/>	X	Shale and steep slope to Lone Pine Memorial. Uneven ground.	There is twigs and uneven ground which will be tidied. People must take responsibility for their own actions to ensure their own safety.

MDPA

ANZAC Day Risk Assessment

2019 NSF

<i>Do tasks or activities involve any of the following?</i>	<i>No</i>	<i>Yes</i>	<i>If YES, provide details</i>	<i>What control measures are required or have been implemented to minimise the risk?</i>
Traffic				
People moving around or passing through the work area?	<input type="checkbox"/>	X	Marchers lead by horse rider	Road closure approved by RMS according to the map designed by DRC – Burrendong Way is closed between Apsley Crescent and Railway Parade.
Vehicles moving around or passing through the work area?	<input type="checkbox"/>	X		Emergency vehicle access will be via Cudgegong Street and Burrendong Way, or Mackerel Street and Burrendong Way. Designated disabled parking area will be on the Mumbil Hall side of Burrendong Way and Mackerel St. Authorized Parking ONLY
Work and Spectator Conditions				
Work outdoors?	<input type="checkbox"/>	X	Event held outdoors	Ample seating inside and outside.
Change in weather conditions (hot or cold) or working in wet weather?	<input type="checkbox"/>	X	Event held outdoors	Wet weather contingency. ANZAC Service held inside Mumbil Hall.
Outdoor activities	<input type="checkbox"/>	X	Elderly participants	Provide ample seating inside and outside. Be vigilant and have food and drinks available.
Rest room facilities	<input type="checkbox"/>	X	Toilets	Mumbil Hall – 1 male, 2 female, 1 disabled/baby change table.
Housekeeping issues including storage of materials or goods?	<input type="checkbox"/>	X	Materials and goods	MDPA store own goods in Mumbil Hall.
Work at Height or Depth				
Work at a height greater than 1.5m?	X	<input type="checkbox"/>		
Use ladders to access tasks?	X	<input type="checkbox"/>		
Potential for falling objects onto people below?	X	<input type="checkbox"/>		
Use of elevated work platforms?	X	<input type="checkbox"/>		

MDPA

ANZAC Day Risk Assessment

2019 NSF

<i>Do tasks or activities involve any of the following?</i>	<i>No</i>	<i>Yes</i>	<i>If YES, provide details</i>	<i>What control measures are required or have been implemented to minimise the risk?</i>
Service of food and drink				
Food is prepared at the event	<input type="checkbox"/>	X	Refreshments will be served	MDPA morning tea will be set up with the hot water urns placed against the wall for safety. MDPAs will follow the Temporary Event Food Handling.
Food contamination	<input type="checkbox"/>	X	Food poisoning	Contact Emergency Services for medical advice. Immediately close all MDPAs food outlets. Contact DRC Health Inspector.
Other Hazards				
PA system	<input type="checkbox"/>	X	Delivering announcements/instructions to public	Emergency situations eg. need to evacuate, emergency vehicles approaching, direct pedestrian traffic, find parents of lost children, etc can be communicated using the PA system.
000 Ambulance, Police, Fire	<input type="checkbox"/>	X	Medical emergencies, accidents, Emergency Evacuation Procedure	Emergency call 000 Site plan, emergency contacts displayed, given to stall holders. First Aid Kit available in Mumbil Hall beside canteen.
Fire – call 000	<input type="checkbox"/>	X	Stall holder fire – gas bottles, generator, grass fire, building fire	Fire extinguisher, fire blanket, fire reel and hose, available inside Mumbil Hall

Emergency Evacuation Procedure – listen to and follow instructions, and go to the evacuation area as shown on Site Plan

**Business Insurance
Certificate of Currency**

Policy Number EBA736554BPK

Client Number EB036738

Client Name MUMBIL DISTRICT PROGRESS ASSOC

MUMBIL DISTRICT PROGRESS ASSOC
PO BOX 7
WELLINGTON 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
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Period of Insurance
From 15/05/2018 To 15/05/2019 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

MUMBIL DISTRICT PROGRESS ASSOCIATIO

Cover Details

Location BURRENDONG WAY MUMBIL NSW 2820 **Risk Number 3**
Business CLUB, COMMUNITY ASSOC. OPERATI
Interested Party None Noted

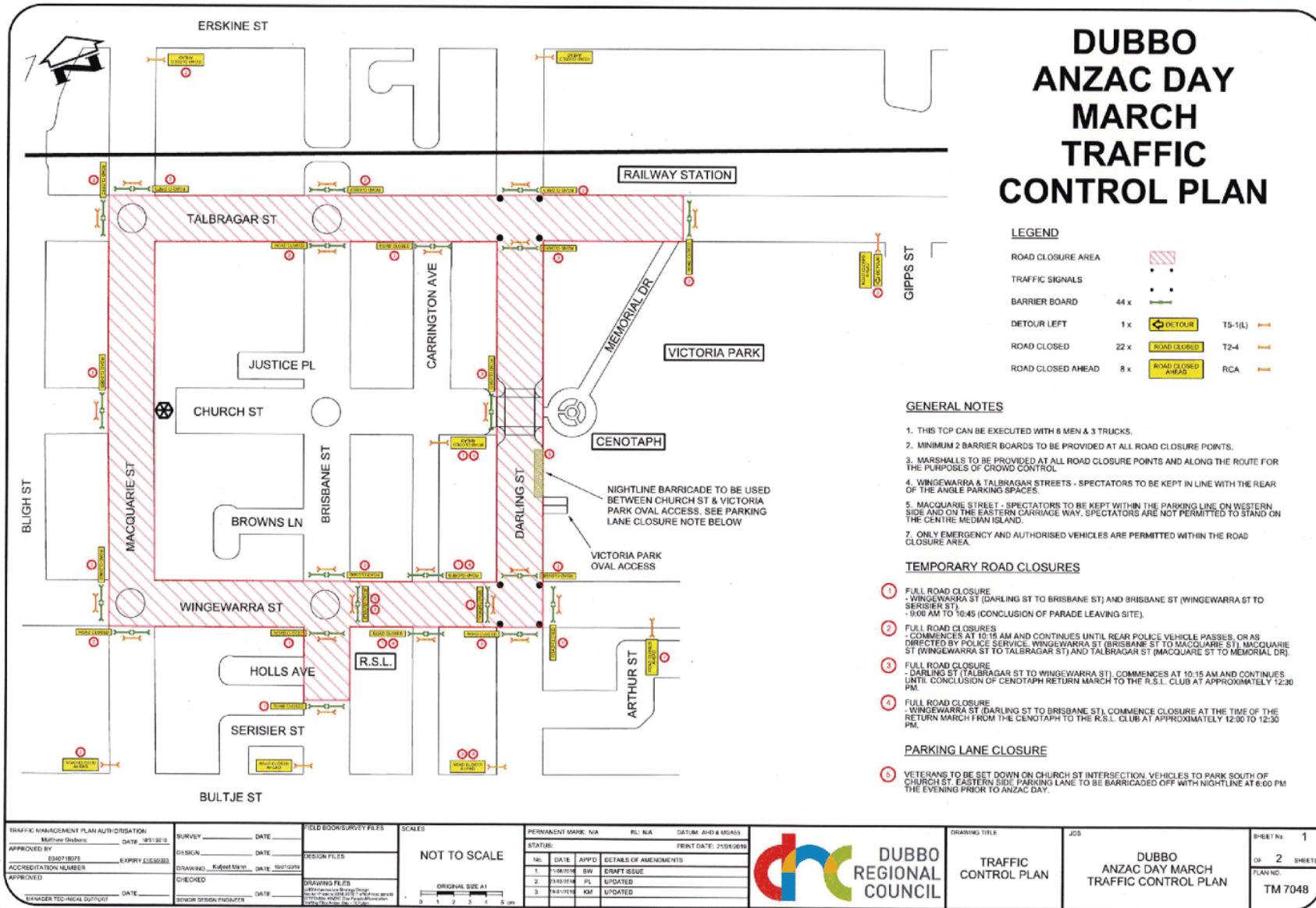
Broadform Liability Section

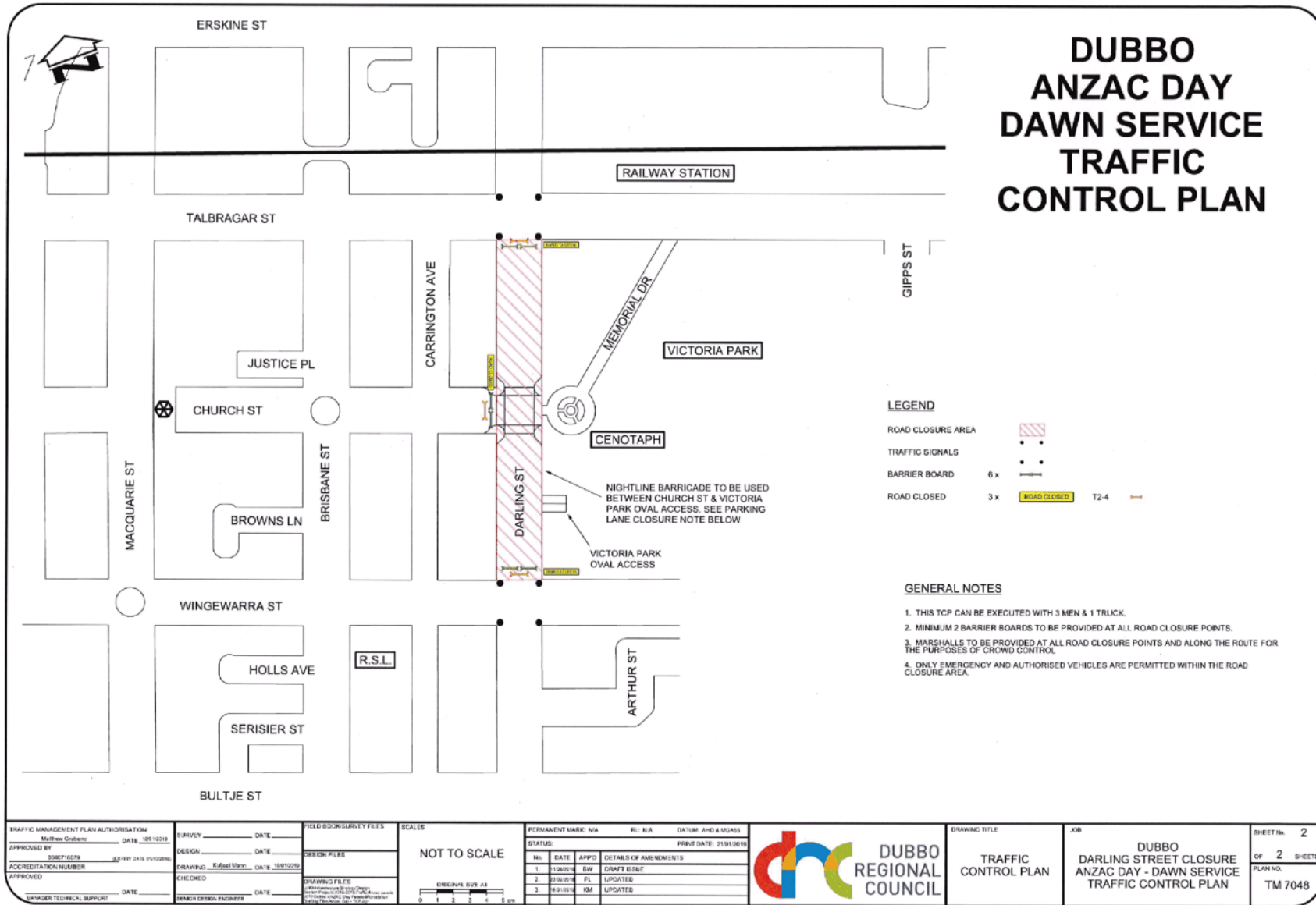
Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		\$20,000,000
Products liability, in aggregate		\$20,000,000
Property in Your physical and legal control	\$250,000	
Excess	\$1,000 for property damage claims only	
	\$0 for personal injury claims	

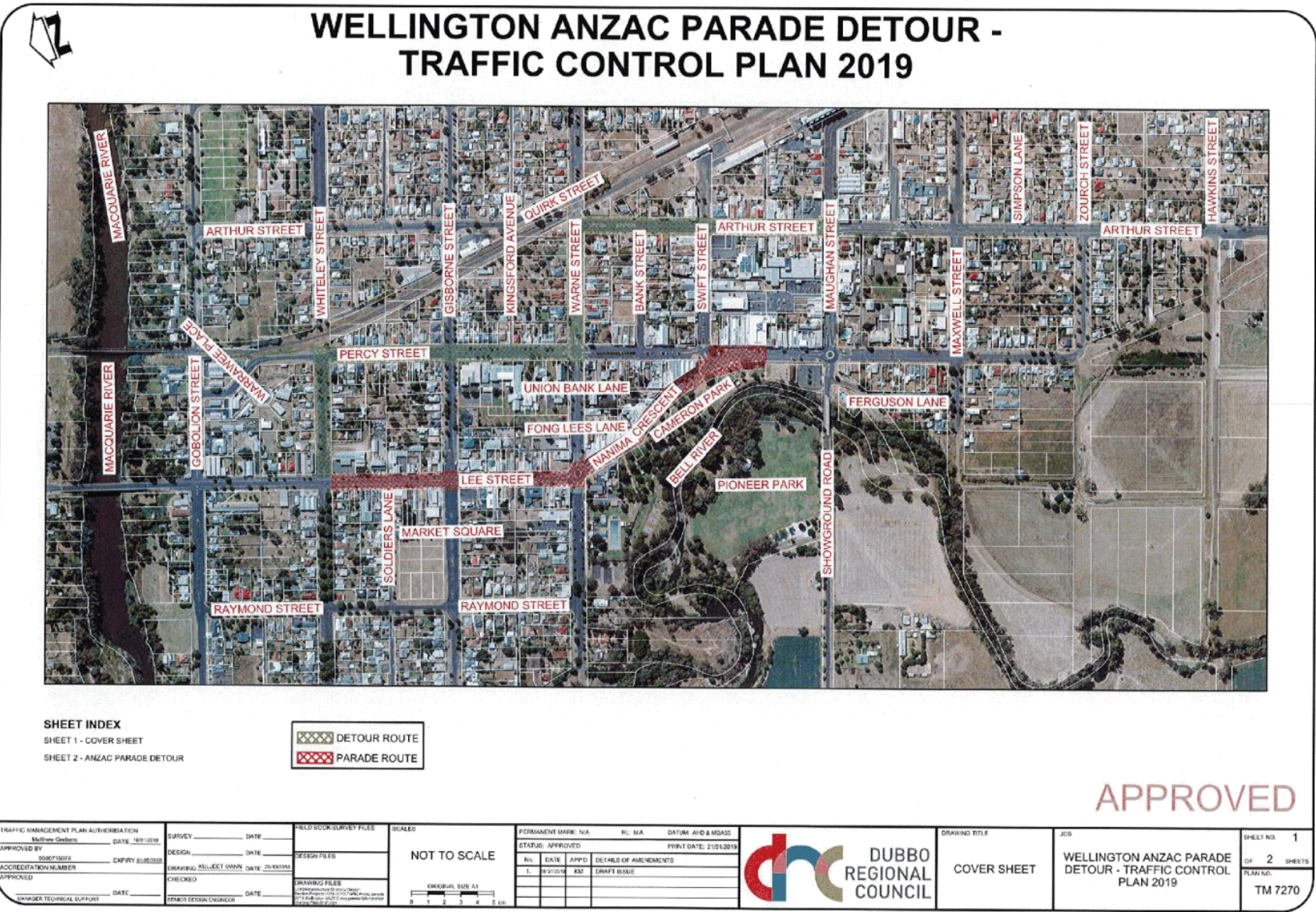
Clauses

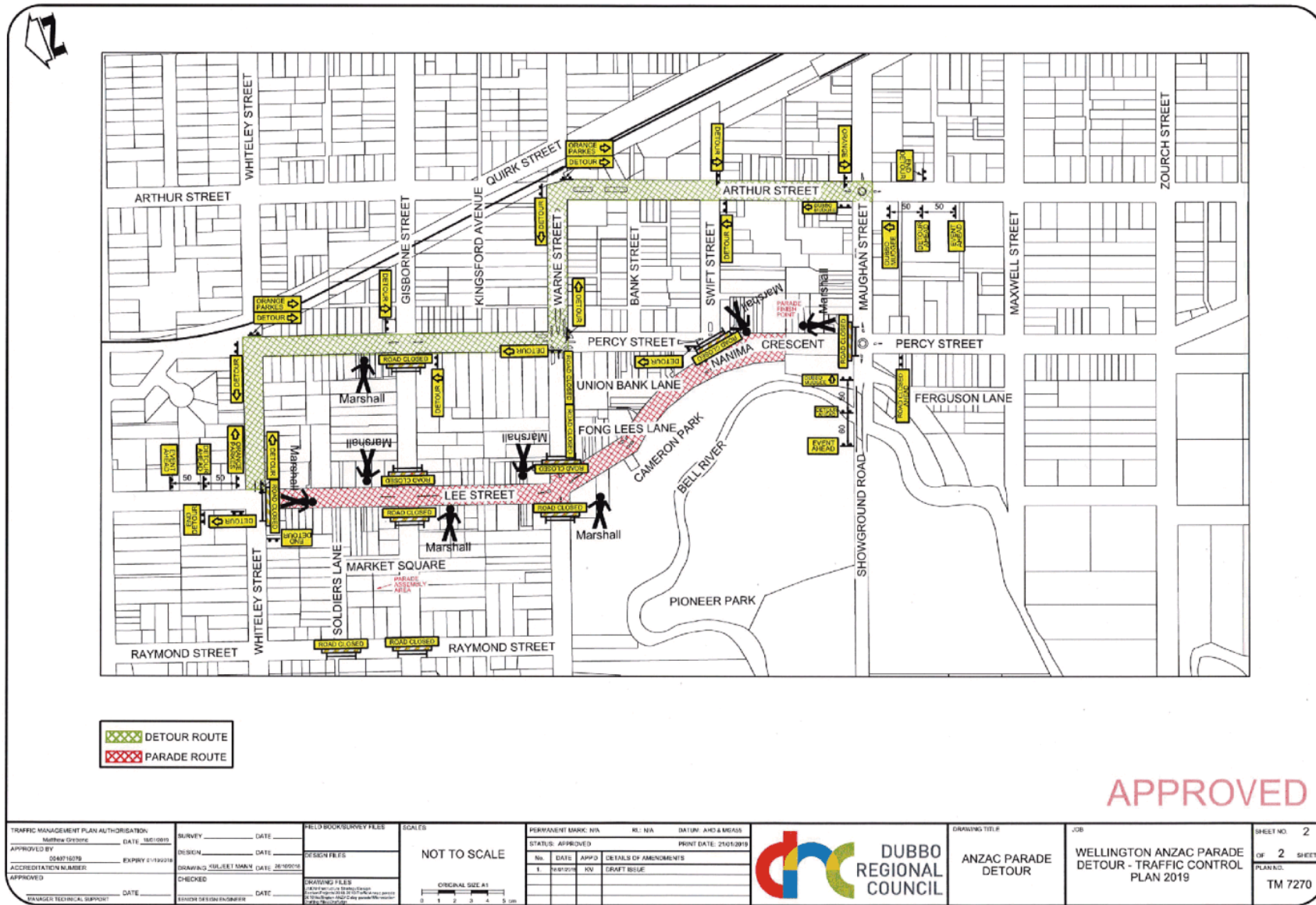
ENDORSEMENT NOTING THIRD PARTY AGREEMENT TO ALLOW
We hereby agree to indemnify:
DUBBO REGIONAL COUNCIL, ROADS & MARITIME SERVICES AND NSW POLICE
in respect of liability arising from Your Business and only in
relation to the permit described below:
Reference:
Description: Street closures for Anzac Day parade and celebrations
Black Wattle Fair
Subject always to the terms, conditions and exclusions of the policy.

End of Certificate.

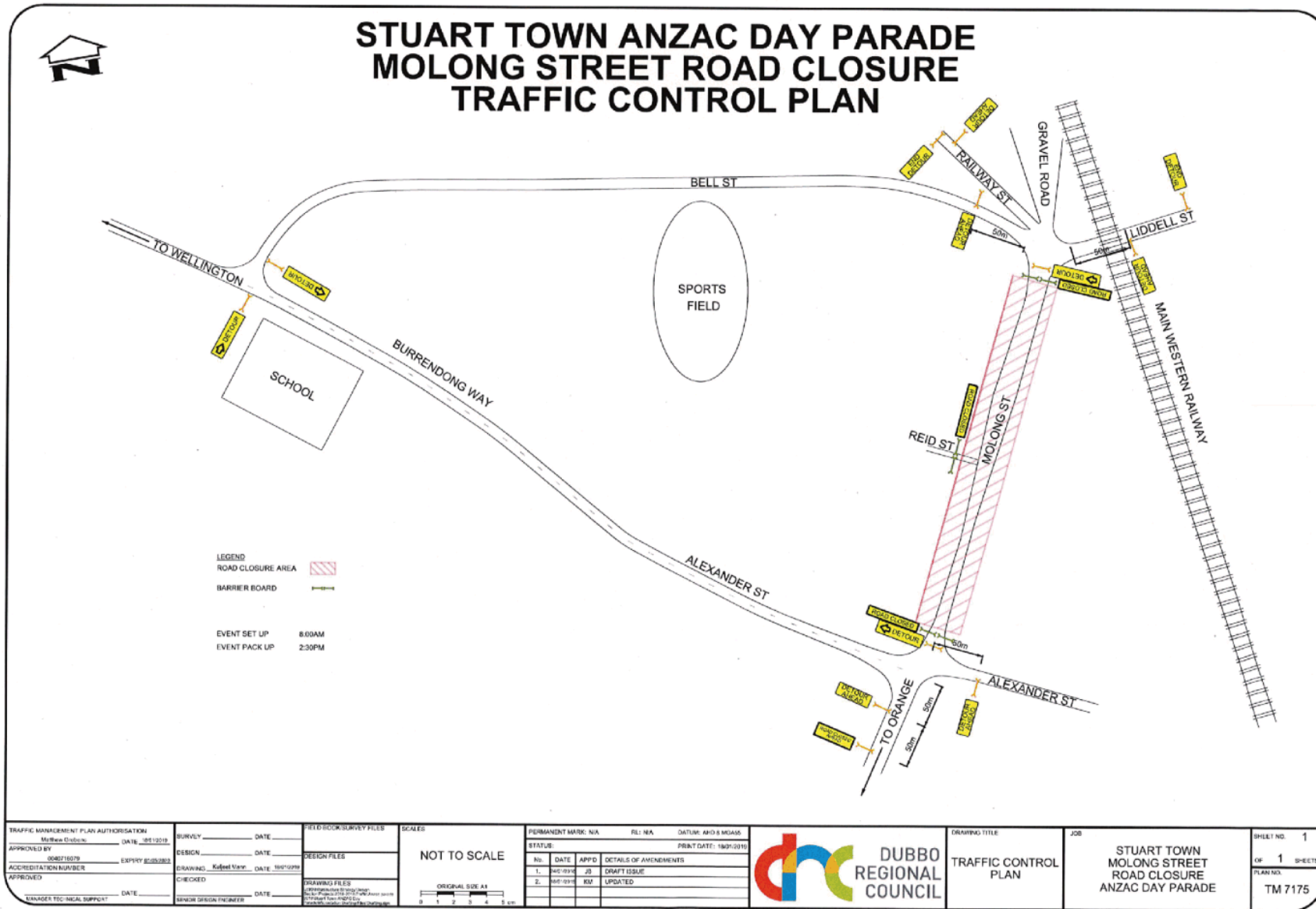








TRAFFIC MANAGEMENT PLAN AUTHORIZATION Approved by: Matthew Osborne (DATE: 18/01/2019) ACCREDITATION NUMBER: 0540710276 EXPIRY: 31/03/2019 APPROVED: _____ DATE: _____ MANAGER TECHNICAL SUPPORT: _____ DATE: _____		SURVEY: _____ DATE: _____ DESIGN: _____ DATE: _____ DRAWING / SHEET MAIN: _____ DATE: 28/10/2019 CHECKED: _____ DATE: _____ DESIGNER: _____ DATE: _____		FIELD BOOKS/SURVEY FILES: _____ SCALES: NOT TO SCALE ORIGINAL SIZE: A1 0 1 2 3 4 5 6m		PERMANENT MARK: N/A RL: N/A DATUM: AHD & MEAS STATUS: APPROVED PRINT DATE: 25/01/2019 No. DATE APP'D DETAILS OF AMENDMENTS 1 18/01/2019 KM DRAFT ISSUE		DRAWING TITLE: ANZAC PARADE DETOUR JOB: WELLINGTON ANZAC PARADE DETOUR - TRAFFIC CONTROL PLAN 2019		SHEET NO. 2 OF 2 SHEETS PLAN NO. TM 7270	
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MUMBIL BURRENDONG WAY ROAD CLOSURE ANZAC DAY CEREMONY TRAFFIC CONTROL PLAN

LEGEND

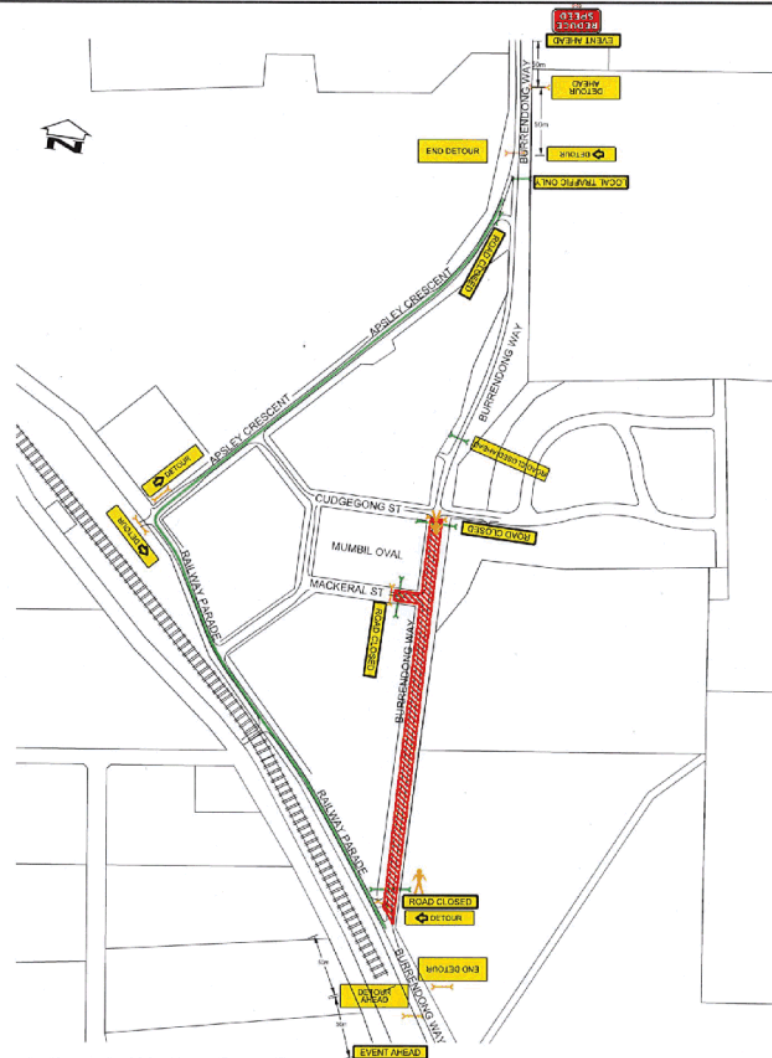
DETOUR ROUTE	
ROAD CLOSURE AREA	
BARRIER BOARD	
DETOUR LEFT	TS-1(L)
DETOUR RIGHT	TS-1(R)
ROAD CLOSED	T2-4
ROAD CLOSED AHEAD	RCA
END DETOUR	T2-23A
DETOUR AHEAD	T2-23B

COUNCIL-APPROVED
TRAFFIC CONTROLLER

MARSHAL

GENERAL NOTES

1. EVENT SET UP START TIME 7:30AM.
2. EVENT PACK UP AND FINISH TIME 10:30AM.
3. ANZAC MARCH AND CEREMONY 9:00AM - 10:00PM.



TRAFFIC MANAGEMENT PLAN AUTHORIZATION Matthew Gobeck DATE 18/11/2019 APPROVED BY ACCREDITATION NUMBER 638071979 EXPIRY 31/03/2022 APPROVED MANAGED/TECHNICAL SUPPORT DATE DESIGNER/DESIGN ENGINEER DATE		SURVEY DATE DESIGN DATE DRAWING SUBJECT NAME DATE 18/11/2019 CHECKED DATE		FIELD BOOK/SURVEY FILES DESIGN FILES DRAWING FILES ORIGINAL SIZE A3 SCALE: NOT TO SCALE 0 1 2 3 4 5 CM		PERMANENT MARK: N/A R: N/A DATE: AMD & MARK PRINT DATE: 19/11/2019 STATUS: NO. DATE APPD DETAILS OF AMENDMENTS 1. 18/11/2019 PL DRAFT ISSUE 2. 19/11/2019 RM UPDATED		DRAWING TITLE TRAFFIC CONTROL PLAN JOB MUMBIL BURRENDONG WAY ROAD CLOSURE ANZAC DAY CEREMONY SHEET NO. 1 OF 1 SHEETS PLAN NO. TM 7127	
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DUBBO REGIONAL
COUNCIL

REPORT: Wellington Memorial Pool - Claret Ash

AUTHOR: Manager Recreation and Open Space
REPORT DATE: 15 January 2019
TRIM REFERENCE: ID19/10

EXECUTIVE SUMMARY

Following the demolition / excavation of the western portion of the old amenities block and change-rooms it was discovered that structural roots of the Claret Ash have penetrated the footings.

Due to the construction of new facilities over the existing footprint and changes to its immediate surroundings, a significant impact on the structural integrity of the tree will occur.

Advice was sought from Council's Planning and Environment division regarding what process and expected time delays could be expected on two different scenarios.

Scenario 1 was the retention of the heritage façade and the subsequent removal of the tree. This scenario would have a minimal time delay of one to two days.

Scenario 2 was the retention of the tree and the removal of the heritage façade. This scenario could delay the delivery of this project by a minimum of five to six weeks.

A follow up ENSPEC report was also completed, with the advice that with the works required in the vicinity of the tree and its current health, the tree would have a life expectancy of less than five years.

ORGANISATIONAL VALUES

Customer Focused: Dubbo Regional Council has made all reasonable attempts to retain the Claret Ash within the redevelopment of the Wellington Memorial Pool in response to community feedback received during the development of the master plan.

Integrity: Dubbo Regional Council sought further advice from a qualified arborist in regards to the health of the tree and the potential impact that the proposed works would have on its longevity in the landscape.

One Team: Community and Recreation will work with the Communications and Stakeholder Engagement function and BILT to inform the Wellington community of its removal.

FINANCIAL IMPLICATIONS

Any financial impacts to the overall Wellington Memorial Pool Complex renewal project would be minimal and within budget considerations.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the report from the Manager Recreation and Open Space dated 15 January 2019 be noted.**
- 2. That the information contained in the arborist report, ENSPEC, dated 14 January 2019 be noted.**
- 3. That based on the information provided the Claret Ash located directly behind the heritage pavilion be removed and replaced with an appropriate species at an advanced stage of development, and that an appropriate root vault and barriers be installed to provide favourable growing conditions and to prevent future damage to buildings, pools and associated infrastructure.**
- 4. That if the tree is to be removed, the Wellington community be advised of Councils decision and the reasons that formed the deliberations clarified.**

Ian McAlister

Manager Recreation and Open Space

BACKGROUND

A report regarding the Wellington Memorial Pool – Removal of Claret Ash (CCL18/253) was tabled and discussed at the December 2018 Ordinary Council Meeting. The report identified that following the demolition of the back section of the old amenities block that a large number of structural roots from the Claret Ash (*Fraxinus oxycarpa* 'raywood') had penetrated the footings of the old change-rooms and amenities and potentially under the entry pavilion itself.

Concerns were raised that the Wellington community had identified a strong connection and a desire to retain the tree during the community consultation phase of the Wellington Memorial Pool Master Plan. At the meeting it was discussed that the impact on the tree and its Structural Root Zone had increased dramatically due to the retention of the façade, which was identified late in the Development Application approval process. It was therefore requested that a further report be presented at the February Ordinary Council Meeting identifying what impact on the delivery timeframe for the Wellington Memorial Pool Redevelopment if the heritage façade was removed to enable the tree to be retained.

A follow up inspection and report was also completed by ENSPEC to determine the health of the Claret Ash and the impact on the health of the tree as a result of the redesign following the redesign of the front of the Complex to enable the retention of the façade.

REPORT

As part of the renewal of the Wellington Memorial Pool Complex it was a requirement, following community feedback, that the entry pavilion and approximately 80% of the red brick façade be retained.

The change-rooms and the amenities behind the façade were to be removed and, on the western side of the entry pavilion, new amenities, plant room and storeroom constructed largely over the existing footprint. Following the commencement of the demolition of the buildings structure (behind the façade) it was discovered that a large number of structural roots had penetrated the footings of the old change-rooms and amenities and potentially under the entry pavilion itself. Because of the decision to retain the heritage façade it became necessary to redesign the service locations on the southern side of the entry pavilion, well inside the Structural Root Zone of the tree.

At the December Ordinary Council Meeting it was discussed whether the tree could be retained if a decision was made to appeal the retention of the heritage façade. It was also requested that what impact, if any, would this have on the delivery schedule for the Wellington Memorial Pool, currently identified for opening in early October 2019.

Advice was sought from the Manager Building and Development in regards to both the removal of the Claret Ash, and the removal of the heritage façade and what would be required in terms of seeking an amendment to the Development Application.

If the decision was to retain the façade and lose the Claret Ash on the basis of the impact to the structural root system that would destabilise the tree – this would be noted and no objection raised. As part of this option a large replacement tree would be planted in a specially constructed root vault to minimise risk to new and existing infrastructure. It is reasonable to expect that this option would have a potential impact on the delivery of the project of 1 – 2 days.

The second option of removing the façade to retain the tree would require a modified Development Application to be submitted. Council would be required to notify the adjoining property owners and other interested parties who made submissions of the proposal to remove the façade. Council’s heritage advisor would need to be consulted and it is likely that as the façade is considered to be a heritage item, it will be recommended to be retained in preference to the tree.

This whole process can be dealt with through Council, i.e. not the Joint Regional Planning Panel (JRPP), and depending on the submissions received and that it can be dealt with under delegated authority, this process could be achieved in a minimum of four weeks. Discussions with Facility Design Group has indicated that further modifications to the design to reflect this change would take between one and two weeks, taking the delay to a minimum of five to six weeks. This would take the scheduled completion date to mid – December 2019.

As there were concerns raised surrounding the health and longevity of the tree an additional report was commissioned through ENSPEC. This report is attached in full to the back of this report.

Plans of the proposed works including the alignment of services and the changes to soil level in the Tree Protection Zone (TPZ) were provided to enable an informed assessment to be made.

In the recommendations of the report (p14) it states that the “*Fraxinus oxycarpa ‘raywood’* is no longer viable, and is recommended for removal for the following reasons:

1. *Ash Decline, the tree has a shortened life expectancy,*
2. *Current future works impact the Tree Protection Zone,*
3. *The movement of services closer to the tree, resulting in many structural roots being severed, leading to a fast death of the tree*
4. *The raising of the final levels for the finished concrete slab to comply with disability access will have a 10 fold negative impact on the tree’s health and condition.”*

In the Executive Summary (p3) of the report it identifies that as a result of works in and around the Structural Root Zone and the Tree Protection Zone the expected life expectancy of this tree would be less than 5 years.

The report also identifies that a tree root vault 10 metres x 10 metres x 2 metres would need to be constructed to enable a suitably size (similar size at maturity) tree to be planted. Council would comply this recommendation.

Two possible replacement species were identified in the report. Both trees (*Liriodendron tulipifera* (Tulip Tree) and *Pistachio chinensis* (Chinese Pistachio) are already represented in Cameron Park and are performing well. A third species *Quercus palaustris* (Pin Oak) would also be suitable in this location. Pin Oaks are available as a super-advanced (2000 litre, 7 metre tree). Enquiries are continuing with advanced tree suppliers in regards to the availability of the other two species.



Figure 1. *Quercus palaustris* (Pin Oak) – 2000 litre, approx. height 7+metre

On the basis of the attached report and the findings and recommendations contained within it shall be recommended that the *Fraxinus oxycarpa* 'raywood' be removed.

Appendices:

- 1 [Wellington Memorial Pool - Claret Ash - Tree Assessment - ENSPEC Final - January 2019](#)

VISUAL TREE ASSESSMENT (VTA) AND WRITTEN REPORT

LOCATION: WELLINGTON OLYMPIC SWIMMING POOL.

COMPLETED FOR: DUBBO REGIONAL COUNCIL

DATE: 14TH JANUARY 2019.

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UNIT 1, 6-8 MARKER AVENUE
MARLESTON.**

**VICTORIA
22-24 McCALLUM STREET
SWAN HILL.**

**TASMANIA
BRISBANE STREET
LAUNCESTON.**

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1. EXECUTIVE SUMMARY

The Wellington Olympic Swimming Pool, including the main building and change rooms, in Warne Street Wellington, was constructed in 1956. The *Fraxinus oxycarpa* Raywood, discussed in this report has co-existed in a lawn area at this site for many years, and has a high amenity value, providing shade for people using the pool.

This tree was assessed in June 2017, and deemed to be in good health and condition, however it was assessed to have a shortened life expectancy due to Ash Decline. A Sonic Tomograph test in June 2017, also confirmed the tree was structurally sound, at the site of a cavity wound where a branch had been previously removed.

Redevelopment of the site has commenced, which includes the installation of three new pools (replacing the 2 old pools), provision of full disability access, the removal of the old change rooms, but retention of the original main building. These works will involve the realignment of services into the tree's Tree Protection Zone (TPZ) and alterations to the level and make-up of the ground around the tree. This will significantly impact on the trees ability to obtain water and nutrients, and hence its life expectancy, which is now expected to be less than 5 years.

Due to the development works that have already occurred, along with the planned works to complete the redevelopment of the site, the retention of the existing tree is no longer viable, and the tree is recommended for removal.

The tree should be removed as soon as possible, and consideration be given to installing a tree pit, underneath the new concrete slab, while construction is still occurring within the site.

When the tree is removed, the stump, all roots and soil should be excavated and removed from site.

At this time a 10 x 10 x 2 metres pit should be excavated, as shown in plate 11, to plant a new tree. The centre of the tree pit should be east of the current trees location, so it is centred between the new pools and existing building. A continuous run of root barrier should be placed around the outside of the tree pit to manage the risk of roots becoming an issue in the future affecting the pools and building structure.

An advanced tree should be purchased for planting, the species recommended for this site should be deciduous, suggested species is either a *Pistacia chinensis* or *Liriodendron tulipifera*. Both species will mature into a tree of similar height and canopy spread and provide good shade and amenity value.

ENSPEC recommends that a long term solution, as suggested above is seriously considered to make a smart and environmentally sound decision for this site and its patrons.

2. BRIEF & INSPECTION METHODOLOGY

ENSPEC was requested by Ian McAlister, Manager Recreation and Open Space to conduct a ground based Visual Tree Assessment (VTA), investigate the current developments long term impact and provide a written report, regarding a large *Fraxinus oxycarpa* Raywood. The tree had become a topic of discussion due to the redevelopment of the Wellington Olympic Swimming Pool.

Site methodology involved a detailed visual inspection of all parameters pertaining to the trees' present health and the impacts from the development of the site. The influence of previous and proposed activities on the trees current and future condition was considered during the assessment.

Measurements were taken for the calculation of the Tree Protection and Structural Root Zones in accordance with AS4970-2009 *Protection of trees on development sites*. All other dimensions were visually estimated.

3. DATE OF INSPECTION

The Visual Tree Assessment (VTA) was conducted on the 9th January 2019; the weather conditions while conducting the assessment were clear sky and very hot.

4. ARBORIST CONDUCTING ASSESSMENT

Name of Arborist
Qualifications

Craig Hallam

Advanced Diploma Horticulture (Arb)
Diploma Arboriculture
Diploma Horticulture (Arb)
Cert V Ecology (Currently studying)
Cert IV Assessment and Workplace Training
+61 417 027 152
craig.hallam@enspec.com

Contact phone number
E-mail Address

5. SITE ADDRESS OF TREE

The tree is located in the grounds of the Wellington Olympic Swimming Pool. The swimming pool is located west of the council office in Warne Street. The Bell River is directly to the south of the swimming pool. The site is owned and operated by Dubbo Regional Council.

6. OVERVIEW PHOTOGRAPH / MAP OF TREE LOCATION

Plate 1. Overview photo of the Wellington Pools location. Red circle shows the tree location. Picture taken from google maps.



7. DESCRIPTION OF TREE SPECIES & TREE INFORMATION

Botanical Name	<i>Fraxinus oxycarpa</i> Raywood
Common Name	Claret Ash
Tree Height (estimated)	20 m
Tree Spread (estimated)	E-W 20m N-S 25m
Tree Maturity	Mature – Over Mature
Diameter at Breast Height (DBH)	115cm
Tree Protection Zone radius	13.8m
Structural Root Zone radius	4.1m
Retention Value	Medium - Low
Viability	Low due to construction works

Comments

Plate 2 (left) Shows an overview picture of the construction site with the tree and original swimming pool building in the background



8. BACKGROUND STATEMENT

The Wellington Olympic Swimming Pool, including the main building and change rooms, in Warne Street Wellington, was constructed in 1956. The *Fraxinus oxycarpa* Raywood, has co-existed in a lawn area at this site for many years, and has a high amenity value, providing shade for people using the pool.

The tree has had two previous inspections completed by ENSPEC. The first was conducted on the 7th June 2017, where the tree was inspected as part of a Wellington town street and park tree inventory for the council. In this assessment the tree was given a short life expectancy of 5-15 years, due to the tree being affected by Ash Decline. Ash Decline is caused by several environmental stress factors and trees enter into a rapid decline once affected.

A second inspection using Sonic Tomography was completed on the 21st June 2017 to test the structural integrity of the main trunk. This report did not assess the overall structure, health or condition of the tree, but focused on the trunk cavity at 1900mm above ground. The tree was assessed to have a structural life expectancy of 30 years at the test point only.

The site is now undergoing a major redevelopment. As conveyed on site by Ian McAlister, the original building façade is deemed to have some historical value and connection to the 1956 Olympics held in Melbourne, this has resulted in the development retaining the original building, but removing the associated change rooms, and enabling full disability access to the new pools. This in turn has resulted in extensive encroachment into the Trees Protection Zone (TPZ) and Structural Root Zone (SRZ).

Additionally, the following proposed works, will also impact negatively on the tree:

- Raised surface levels, accompanied by the installation of a concrete slab rather than lawn, to meet disable access requirements
- The shifting of underground services, including fire hydrant pipes closer to the trees main trunk, resulting in works within the trees TPZ and damage to the trees structural and feeder roots

9. OBSERVATIONS OF TREE CONDITION

9.a. Root Plate Statement

Prior to the swimming pool upgrade, the tree's root plate had been undisturbed from any major civil works for many years. Disturbance was limited to compaction caused by users of the area walking over and sitting on the area of the trees root plate. This compaction has contributed to the inducement of Ash Decline, which is visible in the upper canopy in several sections.

The new development work has encroached into the Tree Protection Zone (Tree Protection Zone) which is calculated at 13.8 metres from the centre of the tree trunk. The encroachment of civil works into the TPZ is calculated at ~35%. An encroachment of 10% is acceptable under the AS4970-2009 *Protection of trees on development sites* if a root area offset cannot be gained for the root plate.

Plate 3. Looking from the east side of the building to the west. Photo shows the amount of excavation encroaching into the TPZ.



In this situation, the impact caused to the TPZ cannot be offset in any manner, in fact it will be further reduced now due to the need to install new services and alterations to the final concrete slab height to comply with disabled access to the pools.

Plate 3 shows an overview of the excavation works at the date of inspection. The TPZ is near the outer canopy drip line. The surface excavation that has already occurred, damaging tree roots would be sufficient to result in expediting the trees death within the next 5-10 years unless irrigation and a fertilising programme was introduced to revise the effect to the trees feeder root system.

The civil works already completed, have entered inside the structural root zone (SRZ), and calculated at 4.1 metres from the centre of the tree trunk. This is a no go zone and the current situation is affecting ~ 12% of the SRZ. This has a major impact on the trees health and structural stability.

Plate 4 shows structural roots have already been damaged and/or removed from when a concrete footpath was dug up. With the retention of the original main building, the installation of services will be moved further away from the existing building foundations and closer to the tree. The yellow line in plate 4 shows the original proposed services location, and the red line shows the latest approximate services location.

Of concern is the substantial impact to the tree's root plate, and the ability for the tree to be able to take up water and nutrients, because of damage to the overall feeder root system. Many people believe that all roots take up water, but the fact is only the fine feeder roots (the size of human hair) actually absorb water for the trees use. The larger more mature woody roots perform other functions, such as providing in-ground tree stability, and storage of water and nutrients in times of adverse weather conditions.

When trees are impacted in such a manner as in this development, the tree starts a slow death, which can vary in the length of time depending on the degree of damage. Initial signs will be visible next year with the rate of decline increasing over the period of years. A slow death can take up to 10 years, but in this case is expected to be much quicker, due to the damage already done, the presence of Ash Decline and the impact of future works.

Arboriculture Report

During periods of decline, trees can induce Sudden Branch Drop (SBD), a phenomenon not fully understood, but is said to be attributed to the change in cell structure and the tree trying to self-manage the available water and nutrients to protect itself from death.

In addition to the feeder roots being damaged, this tree has also had structure roots damaged. In many cases such damage becomes an entry point for fungi that causes root rot such as *Ganoderma sp.*

Such fungi, can have an effect on the trees long term stability. If the fungi colonises and decays the structural roots, this could result in an overturning moment for the tree, from part or whole root plate failure. During on site discussions with the site project manager Simon Isbester, it was confirmed that larger roots were found in the vicinity of the building foundations and under the concrete in the now removed change rooms. In plate 4 there is evidence of larger tree roots ~5 – 8cm being unearthed and broken.

Although final drawings have not been provided at the time of writing the report, on site discussion and survey measurements taken revealed the final height of the new concrete surface, over the trees root plate, will be some ~15 – 20cm above the existing soil level. The raise is directly related to the retention of the original building and ensuring the final levels comply with all disability access requirements.

Previously the root plate was mostly an open lawn area, but the new design sees near all of the root plate being covered by concrete, which will limit the amount of water ingress to the root plate. This have a negative impact on the tree, as there will be a loss of water and nutrient uptake available.

Plate 4. Roots damaged and encroachment in to TPZ and SRZ



9.b. Root and Trunk Buttress Statement

The root and trunk buttress area of the tree is in good condition and is not displaying any defects that would be considered a risk. There is no evidence of suckering from the graft point which can occur with this species particularly when soil disturbance or a trunk wound occurs.

The root buttress are showing positive signs of wood growth increments in particular on the wooded areas that are absorbing/buffering the bending moment of the entire tree.

9.c. Tree Trunk Structure Statement

The trunk structure is not in its original form. Many years ago this tree has had damage occur to the main apical leader. The cause is unknown, but could have been a result of storm damage, vandalism or previous lopping. Years ago, prior to the knowledge of sound arboriculture practices in this country, lopping was thought to be an acceptable management practice to mitigate perceived risks and make the tree healthier. Plate 5 (red line) shows the first point where the apical leader (which forms the main trunk) was first damaged. In addition the tree was later lopped a second time (yellow line).

The initial damage point (red line) now forms the main trunk union where the upper branch structure forms. The later lopping point (yellow line) was approximately 8 metres above ground and at about 4 metres out and around from the trunk.

Plate 5. Red line shows initial lopping point. Yellow line shows a later lopping point.



Of concern from previous instances of tree lopping is when epicormics establish, depending on the species these can be poorly formed and/or attached resulting in premature failure.

The epicormics points of attachment although not well formed are showing no evidence of being a risk of a short term failure at the time of inspection, the risk of failure will increase 10 fold due to the disturbance and changes to the TPZ associated with this development.

Of concern is the substantial impact to the tree's root plate and the ability for the tree to be able to take up water and nutrients because of damage to the feeder root system. Many people believe that all roots take up water, but the fact is only feeder roots (the size of human hair) actually absorb water for the tree's use. The larger more mature woody roots perform other functions, such as providing in-ground tree stability, and storage of water and nutrients in times of adverse weather (drought) conditions.

When trees are impacted in such a manner as on this development site, the potential for large limb failure increases as the tree attempts to naturally self-reduce/manage to ensure the water and nutrients stored are sufficient to keep the tree alive until the root plate recovers. The key issue is the cause is created by human intervention, and in some cases, a tree cannot self-adopt to such a situation and either continually sheds branches, dies or does both.

9.d. Tree Branches and Limb Statement

Where the upper tree canopy has formed above the upper lopping point (plate 5, yellow line) the branches and limbs have formed very good unions and the overall structure is good, but it should be remembered the entire canopy structure is now reliant on epicormics branch attachments. There are some dead branches through the canopy of the tree which are directly related to Ash Decline. There is no know way to eliminate Ash Decline, although Ash Decline can be managed over time, until the tree dies, by conducting canopy reduction works. Plates 6 and 7 show the locations where there are dead branches resulting from Ash Decline.

Plate 6. Ash decline visible from the eastern side of the canopy



Plate 7. Ash decline visible from the western side of the canopy



9.e. Canopy/Foliage Statement

The overall foliage forming the upper, outer canopy of the tree at the time of inspection displayed good health and colour, but was observed to be thinning. This statement excludes the several pockets where Ash Decline has taken affect resulting in dead branches.

9.f. Size of Dead Wood Statement

The deadwood in the canopy of this tree is predominately in relation to Ash Decline. This deadwood was up to ~ 8cm. There is other minor deadwood throughout the canopy, but this is deemed to be very small and typical of this tree species.

9.g. Pest and Disease Statement

As previously mentioned in the discussions, Ash Decline or Dieback is present in the upper canopy of this tree. The fungi that caused Ash Decline is from the family *Botryosphaericeae*, this species of fungi is pathogenic and is a result of environmental stress caused to the plant.

9.h. Wound Statement

There are two wounds on this tree that have been discussed, the first are the wounds where the tree was lopped and the second is the cavity in the main trunk.

In regard to the cavity, which is the result of the removal of a larger branch a long time ago, the Sonic Tomograph test from June 2017 provided conclusive evidence the trunk of the tree is structurally sound at the cavity. An extract of the June 2017 report is below.

**Tree Location Details
Botanical Name
Common Name
Test Height
Tree Circumference**

The PiCUS® Sonic Tomograph test result indicates 87% of the test area is sound (high density) wood. There is 6% of incipient wood (wood being altered by the fungus). The remaining 7% is active fungus and decayed (low density) wood.

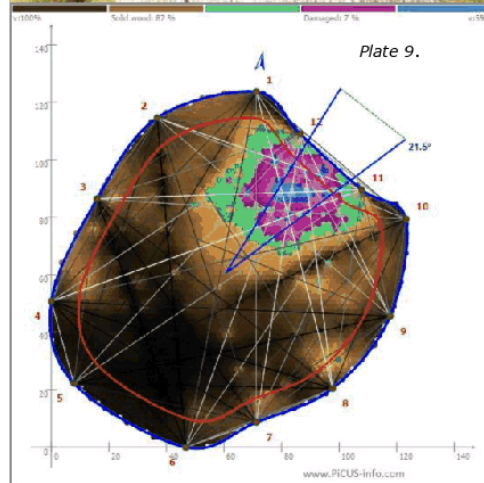
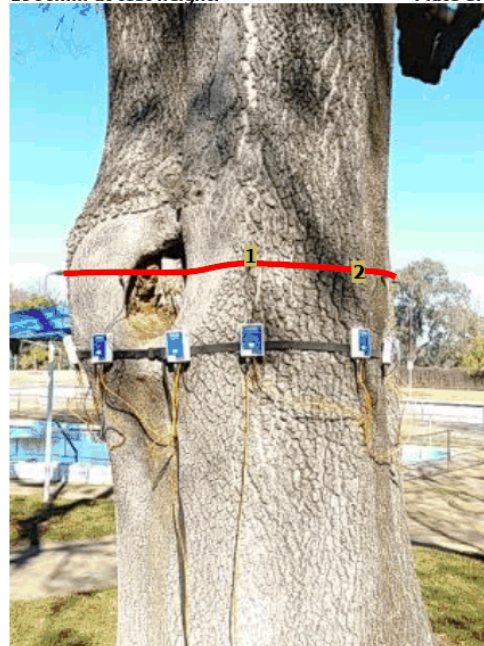
The fungus in the test result has entered the tree through the trunk wound between sensors 11 and 12. The wound (plate 8.) has been caused by a past branch failure or pruning wound. A cavity was observed in the outer trunk wall between sensors 11 and 12 has an opening of approximately 21 degrees; structurally this is considered in the low range for a wound opening. A wound with a wall face of greater than 120 degrees is considered to be a higher risk; this wound is well within threshold prescribed.

The active fungus is largely contained to the branch socket with some progression into the heartwood of the trunk. The test result shows that there is sufficient sound wood to maintain structural support for the tree at the test height.

It is observed that new wood growth increments are occurring at sensors 1, 4, 5, 6, 9 and 10.

The time frame allowed before the tree is unsafe and removal is the only option will be determined by the rate of spread of the fungus.

**Swimming pool grounds south of amenities block
Fraxinus "Raywood"
Claret Ash
1900mm above ground level at sensor one
1900mm at test height. Plate 8.**



CONCLUSION

The test result (plate 9) provides evidence that this tree is in very good condition and is structurally sound at the test height.

The tree has an estimated life expectancy of greater than 30 years at the test point. It is recommended that the tree is retested in 60 months to assess the progression of the fungus and to re-evaluate the structural integrity of the trunk at the test height.

10. IMPACT STATEMENT OF TREE IN LOCATION

The current development at this site is and will have a major impact on this tree's health and stability in the short term. When the tree was inspected in the the June 2017 tree inventory for the Wellington town, the tree was listed with a life expectancy of 5-15 years. This was prior to any soil disturbances activities which have now taken place due to the redevelopment of the site.

The current plans to retain the original existing building and ensure compliance for disabled accessibility, will have a dramatic impact on the trees current location. This has resulted in services needing to shift further into the TPZ, a rise in the ground levels, and the replacement of lawn with a concrete slab.

11. RISK ASSESSMENT MATRIX OF THE TREE

Trees are living, dynamic organisms that pose some risk of harm to people and property. There are many factors that affect the level of risk associated with trees including the time of the year, extreme weather and previous maintenance works.

Overall risk from trees is extremely low. Norris (2010) compiled statistics from a 53-month period and calculated the fatality rate from accidental tree failure in an urban area at 1:17.7 million annually during that period.

Management of unreasonable risk is an appropriate response; however, the elimination of all risk from trees in our community is not practical or environmentally sound, as this would require the removal of many trees in the community. This is not desirable as the very small risk that the population of trees represent is outweighed by the benefits that the trees provide.

Risk versus Hazard

There is often confusion between risks and hazards when assessing risk. Risk and hazard are not the same. A hazard is the presence of, or ability of, something to cause harm. With all mature trees, there may be a hazard present, just as there may be with any man-made structure. For example, the ceiling of a building could fall into a room. This is a hazard. It is a hazard that, if it falls on a person, will most likely cause some level of injury. This injury is classified as a consequence. The likelihood of the ceiling failing is extremely remote. The likelihood of the ceiling failing when it could cause an injury is even more remote, as the room will not be occupied at all times over a 24-hour period.

The combination of the consequence and the likelihood is the risk. In the example above the risk is so small that a reasonable person would take no particular action to avoid the risk. A risk assessment aims to categorise risks to identify risks that are unacceptably high. A decision then can be made on the most appropriate way to manage the risk down to an acceptable level.

Risk assessment

A tree risk assessment is undertaken to identify trees that pose a risk of harm to people or property that is greater than the risk threshold that is acceptable based on normal community standards of risk and any specific factors for the tree or location.

The risk assessment takes into account the hazard from the tree, and in particular, any factors that increase the hazard of that particular tree from the general population of trees. These factors will include tree health, tree structure and the presence of observable dead or broken branches, cavities or structural issues. The risk assessment also takes into account the magnitude of harm that may occur from the most likely hazard posed by the tree and the likelihood of that harm occurring based on the type of target (e.g. person, building) and how often that target is likely to occupy the target area.

Mitigation measures are recommended for trees that have been identified as an unacceptable risk in order to reduce the risk to an acceptable level.

While inspecting and assessing each tree a risk assessment was completed. The risk rating is allocated to help assess the risk the tree or group of trees pose to the target.

The formula is (Likelihood of Failure * Likelihood of Impact)/2*Consequences.

Arboriculture Report

When conducting the assessment, the part of the tree that is most likely to fail within the inspection period is assessed and rated. The inspection period for this assessment has been deemed at **3** years.

Risk Rating Prior to Redevelopment (June 2017)

Likelihood of Failure	1	Likelihood of Impact	1	Consequences	1	Total	1
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The Likelihood of failure was based upon no hazardous defects at risk of failure prior to the next scheduled tree inspection (3 years).
The Likelihood of impact was based upon the low frequency of use, the pool was closed until rebuilt.
The Consequence was based upon the very small deadwood at the time of inspection.

The tree was assessed to be a very low risk, because there was no evidence of anything being hazardous and having the potential to fail in the following 3 years.

Risk Rating During / Post Development

Likelihood of Failure	8	Likelihood of Impact	8	Consequences	10	Total	320
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The Likelihood of failure was based upon the damage caused the trees feeder and structural roots resulting in Sudden Branch Drop, and Ash Decline increasing in the canopy of the tree.
The Likelihood of impact was based upon an increased occupancy of the pool during construction and once opened to the public again for use.
The Consequence was based upon a large branch failing at the epicormics point of attachment where the tree had previously been lopped.

The tree was assessed to be a medium risk, primarily because of the damage that will occur to the tree during and post construction from the high level of change within the TPZ

12. LIFE EXPECTANCY OF TREE

The tree in its current location has an estimated life expectancy of 5 years. This estimation is based upon the trees current and future location conditions resulting from the impact of the recent and proposed development works.

13. DISCUSSION

13.a. General

Prior to the development of this site, this tree had been assessed to have a short life expectancy due to Ash Decline. The tree at the previous inspections was deemed in good health and condition. The Sonic Tomograph tests in June 2017 further confirmed the tree was structurally very sound at the cavity where a branch had been previously removed.

Now that development has commenced, with the retention of the current building, the realignment of services further into the TPZ, alterations to the soil levels and ability for the tree to obtain water and nutrient with the final level being raised some 15-20cm and no, longer being a soil surface, but concrete due to the requirements to ensure full disability access, the tree has a reduced life expectancy of no more than 5 years.

14. RECOMMENDATIONS & REMEDIAL WORKS

Due to the development works that have already occurred, along with the planned works to complete the redevelopment of the site, the retention of the existing *Fraxinus oxycarpa* Raywood is no longer viable, and is recommended for removal for the following reasons:

1. Ash Decline, the tree has a shortened life expectancy
2. Current and future works impact in the Tree Protection Zone
3. The movement of services closer to the tree, resulting in many structural roots being severed, leading to a fast death of the tree
4. The raising of the final levels for the finished concrete slab to comply with disability access will have a 10 fold negative impact on the trees health and condition.

The tree should be removed as soon as possible, and consideration be given to installing a tree pit, underneath the new concrete slab, while construction is still occurring within the site.

When the tree is removed, the stump, all roots and soil should be excavated and removed from site.

At this time a 10 x 10 x 2 metres pit should be excavated, as shown in plate 11, to plant a new tree. The centre of the tree pit should be east of the current trees location, so it is centred between the new pools and existing building. A continuous run of root barrier should be placed around the outside of the tree pit to manage the risk of roots becoming an issue in the future affecting the pools and building structure.

Plate 11. Load bearing tree planting pit

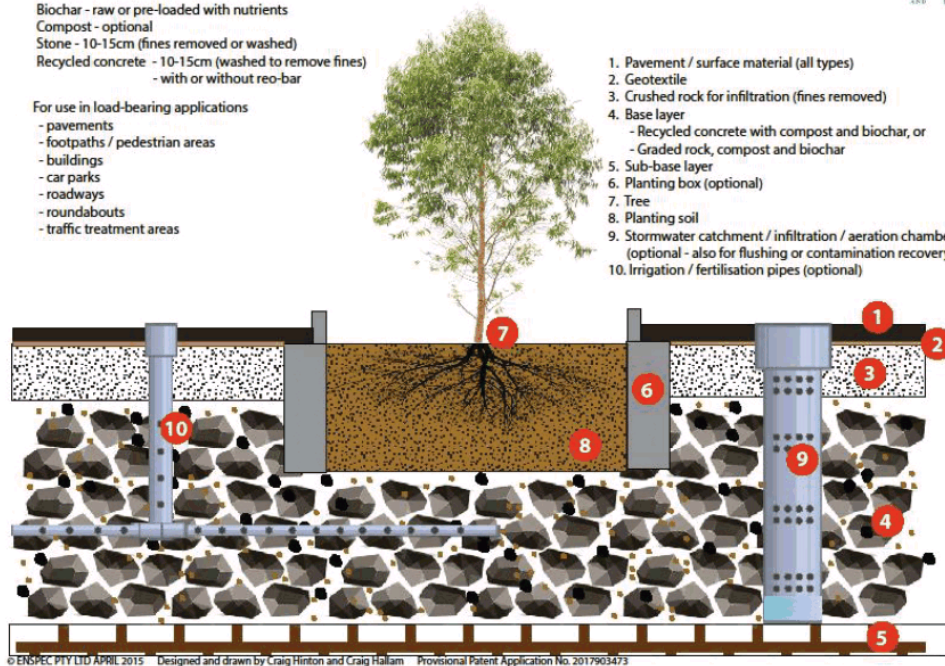
No-Soil Tree Planting Pit

Biochar - raw or pre-loaded with nutrients
Compost - optional
Stone - 10-15cm (fines removed or washed)
Recycled concrete - 10-15cm (washed to remove fines)
- with or without reo-bar

For use in load-bearing applications

- pavements
- footpaths / pedestrian areas
- buildings
- car parks
- roadways
- roundabouts
- traffic treatment areas

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An advanced tree should be sourced for planting. The species recommended for this site should be deciduous, suggested species is either a *Pistacia chinensis* or *Liriodendron tulipifera*. Both species will mature into a tree of similar height and canopy spread and provide good shade and amenity value.

15. CONCLUSION

The conclusion regarding the *Fraxinus oxycarpa* Raywood is removal, there is no long term viability for the tree due to the development of this site.

ENSPEC recommends that a long term solution, such as the installation of tree pit, planted with an appropriate tree species, as suggested above, is seriously considered to make a smart and environmentally sound decision for this site and its patrons.

16. REFERENCES

- Norris, M. 2010 *Acts of God: Urban Tree Management*, Proceedings of the 11th National Street Tree Symposium, TREENET, Adelaide.
- Schwarze, Francis W. M. R. Diagnosis and Prognosis of Development of Wood Decay in Urban Trees. ENSPEC 2008.
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- Ken James, Craig Hallam, and Chris Spencer (2013) "Measuring tilt of tree structural root zones under static and wind loading" *Agricultural and Forest Meteorology* 168 (2013) 160– 167
- Ken James and Craig Hallam (2013) Stability of urban trees in high winds *Arboricultural Journal* – The International Journal for Arboriculture - (2013)

17. DISCLOSURE STATEMENT

ENSPEC Pty Ltd and their employees are specialists who use their knowledge, training and education (qualifications), infield learning experiences, personal experiences research, diagnostic tools, scientific equipment to examine trees, recommend measures to enhance the beauty, health and preservation of trees, to reduce the risk of living near trees.

Trees are living organisms that can be affected by pests, diseases and natural events outside of ENSPEC control. ENSPEC and their employees cannot detect every condition that affects a tree's health, condition and structural integrity. Conditions are often hidden within trees and below ground where humans cannot naturally see. Unless otherwise stated, ENSPEC's employee's observations have been visually made from ground level.

In the event that ENSPEC recommends retesting or inspection of trees at stated intervals, or ENSPEC recommends the installation engineering solutions, ENSPEC must inspect the engineering solution at intervals of not greater than 12 months, unless otherwise specified in writing. It is the client's responsibility to make arrangements with ENSPEC to conduct re-inspections.

Intervention treatments of trees may involve considerations beyond the scope of ENSPEC's service, such as property boundaries and ownership, disputes between neighbours, sight lines, landlord-tenant matters and other related incidents. ENSPEC cannot take such issues into account unless complete and accurate information is given prior or at the time of the site inspection. Likewise, ENSPEC Pty Ltd cannot accept responsibility for the authorisation or non-authorisation of any recommended treatment or remedial measures undertaken.

ENSPEC Pty Ltd cannot guarantee that a tree will be healthy or safe under all circumstances or for a specified period of time after our initial inspection and recommendations.

If this written report is to be used in a court of law, or any other legal situation, or by other parties ENSPEC must be advised in writing prior to the written report being presented in any form to any other party. All written reports must be read in their entirety. At no time shall part of the written assessment be referred to unless taken in full context with the whole written report.

Clients may choose to accept or disregard the recommendations of the assessment and written report.

Notwithstanding anything in the report, express or implied, the client is not entitled to recover from ENSPEC Pty Ltd, its employees, agents and/or subcontractors any damages for business interruption or loss of actual or anticipated revenue, income or profits or any consequential, special, contingent or penal damage, whatsoever, and the client releases ENSPEC Pty Ltd from any such liability. Without limitation of the foregoing, a party shall at all times be limited (to the extent permitted by law) damages in the amount paid by the Client to ENSPEC Pty Ltd for ENSPEC Pty Ltd services. The limitation applies whether the claim is based on warranty, contract, statute, tort (including negligence) or otherwise.

18. APPENDIX 1 TREE ASSESSMENT MATRIX

The following table/s show the ratings for the Likelihood of Failure, Likelihood of Impact and the Consequences. We have developed a simple formula to categorise the risk posed by the tree. The formula is:

(Likelihood of Failure X Likelihood of Impact) divided by 2, & multiplied by the Consequences.

At the completion of this assessment a more detailed analysis may be required to document the risk. The maximum total score that can be allocated to a tree or area using this matrix is **500 points**.

At the completion of the assessment, and to help categorise the final quantified risk of the tree, we have applied the following points table; these categories are not set and may be amended to meet specific local requirements for special needs. It is important that the assessor uses common sense when providing recommendations. Mitigation of risk should not always involve only the tree; simple options such as the relocation or realignment of the target can be a workable, cost effective outcome (e.g. shifting a footpath). Alternative options can be clearly documented in a management plan.

1 -125 points = Very Low Risk Tree. For example, the tree will have no failures prior to the next inspection period and in most cases no remedial arboriculture works will be required.

125 – 250 points = Low Risk Tree. For example, remedial arboriculture works or tree removal may be required to mitigate the risk of this tree. A management plan defining the outcomes of the assessment may be required. Engineering solutions may also be considered in order to mitigate the risk.

250 – 375 points = Medium Risk Tree. For example, remedial arboriculture works or a management plan will be required to manage the tree. Engineering solutions may need to be implemented to mitigate the risk. Total removal may be the only option.

375 – 500 points = High Risk Tree. For example, extensive remedial arboriculture works and an extensive management plan is required to manage the tree (if retained). Engineering solutions may need to be implemented to mitigate the risk. Total removal of the tree may be the only option.

Likelihood of Failure

Arboriculture Report

The Likelihood of Failure (e.g. the branch or tree failing) is assessed up to the next designated inspection date. If the tree is on an annual inspection regime the assessor must only assess that part of the tree he believes could, or will, fail within the inspection period. If there are other defects in the tree that could fail outside of the inspection period their likelihood of failure should not be considered, as they have not been identified as the 'immediate risk'. Such defects should be documented in some form, such as in a comment section or a more detailed written report - the client should define these requirements.

Likelihood of Impact

The Likelihood of Impact is assessed by estimating the period of time the target is occupied by a human. A tree could have several different Likelihood of Impact ratings under the tree's own canopy; for example, the tree may overhang a footpath, as well as an area that cannot be accessed by humans or vehicles. If the defect is located above a footpath that is used for 4-8 hours per day the assessor would categorise the Likelihood of Impact as 'Frequent Use', whereas, if the defect is located above an area that is not used (e.g. grass or garden bed) the Likelihood of Impact would be assessed as 'Low Use'.

Consequences

When assessing the Consequences, the section which must be assessed (e.g. branch, trunk) is that which the arborist believes could fail within the defined inspection time frame and hit the designated Likelihood of Impact (target). The specific section being assessed for Likelihood of Failure could be any part of the tree, from a small piece of dead wood of <25 mm through to the whole tree. The rating for Consequences is calculated by estimating the extent, severity and value of damage caused by a tree failure resulting in an impact.

The re-inspection date plays a critical role in determining the Likelihood of Failure and it is critical that the future inspection regime is determined prior or at the completion of the tree inspection. Full inspection cycles are generally categorised as 1, 3 or 5 years.

Additional Assessment

At all times the assessor should complete a second risk assessment while on site if remedial works or engineering solutions are to be recommended in the final report; this allows the client to understand the risk the tree poses after the recommendations have been implemented.

Likelihood of Failure

10	Almost certain	Obvious fault that indicates a failure is almost certain under normal conditions within the re-inspection period (better than 1:2 - 50% chance)
8	Likely	Obvious fault that indicates a failure is highly likely under normal conditions within re-inspection period (better than 1:4 - 25% chance)
6	Moderate	Obvious fault that indicates failure is possible under normal conditions within re-inspection period (better than 1:10 - 10% chance)
4	Unlikely	Obvious fault that indicates failure is unlikely to occur under normal conditions within re-inspection period (better than 1:50 - 2% chance)
2	Rare	Obvious fault that indicates failure is very unlikely to occur under normal conditions within re-inspection period (better than 1:100 - < 2% chance)
1	Not expected	No observable fault that would suggest failure is likely to occur within re-inspection period.

Likelihood of Impact

10	Constant Use 1:3	An area that is used/occupied more than 8 hours per day by human beings or other transient situations, such as parked cars.
8	Frequent Use 1:6.25	An area that is used/occupied between 4 & 8 hours per day by human beings or other transient situations, such as parked cars.
6	Occasional Use 1:12.5	An area that is used/occupied between 2 & 4 hours per day by human beings or other transient situations, such as parked cars.
4	Minimal Use 1:25	An area used/occupied between 1 & 2 hours per day by human beings or other transient situations, such as parked cars.
1	Low Use <1:25	An area used/occupied for less than 1 hour per day by human beings or other transient situations, such as parked cars.

Consequences

10	Catastrophic	1. HUMAN impacts - paraplegia, quadriplegia, brain damage or death 2. Extensive property damage - will require the building to be rebuilt; potential for a consequence catastrophic (10) <i>Property damage likely to be more than \$100,000</i>
8	Major	1. HUMAN impacts - serious and / or extensive injuries requiring medical treatment with hospital admission 2. Significant property damage / partial loss - will require substantial works to repair the building; consequence major (5) <i>Damage likely to be greater than \$20,000 and less than \$100,000</i>
6	Moderate	1. HUMAN impacts - moderate injuries requiring medical treatment but without hospital admission 2. Moderate property damage requiring repair work; damage to building medium; consequences moderate <i>Damage likely to be more than \$5000 and less than \$20000</i>
4	Minor	1. HUMAN impacts - minor injuries immediately treated on-site with First Aid treatment 2. Minor property damage - damage to building light; minor affect on persons inside; consequences minor. <i>Damage likely to be more than \$1000 and less than \$5000</i>
1	Insignificant	1. HUMAN impact - unlikely to cause injuries 2. Insignificant damage likely to the building or property; consequences insignificant. <i>Damage will be less than \$1000 e.g. broken tiles or windows</i>



DUBBO REGIONAL
COUNCIL

REPORT: Playground Shade Improvement Program

AUTHOR: Manager Recreation and Open Space
REPORT DATE: 15 January 2019
TRIM REFERENCE: ID19/12

EXECUTIVE SUMMARY

Dubbo Regional Council currently maintains 29 playground across its local government area. At present 20 (or 68%) of these playgrounds have some form of shade provided, either natural shading from nearby trees or through artificial structures such as shade cloth. To further enhance the number of playgrounds that have shading associated with them (either natural or artificial) Dubbo Regional Council is embarking on a 12 – 18 month plan to either install shade structures or plant advanced trees to lift the percentage of playgrounds with adequate shade to over 90%. This represents a considerable improvement especially as there are a number of new playgrounds that will be installed during this same period. It is, however, not the intent to provide 100% shading to the playgrounds.

Parks that are due for replacement under Council's 20year Asset Maintenance and Replacement Program later this financial year (i.e. Macquarie Lions Park and Theresa Maliphant Park) will also have additional shading provided.

In total this Playground and Facility Improvement Plan exceeds \$1.1million, with funds coming from Developer contributions (Section 94 Public Open Space (1998)), various State Government agencies, and potentially an external business entity.

This expenditure on largely existing playground facilities represents one of largest single injections of funding specially targeting existing playgrounds and their associated facilities undertaken by Dubbo Regional Council.

ORGANISATIONAL VALUES

Customer Focused: Through public submissions the community has requested that the level of shading in and around the playgrounds be increased. Though the creation and the implementation of the Playground and Facility Improvement Plan Council can demonstrate that it is responding to the needs of the community.

Integrity: Funds raised through the Dubbo Section 94 Public Open Space Embellishment Developer Contributions (1998) can only be reallocated to Dubbo facilities, and only after ensuring that the intent of the original plan has been achieved. This has been accomplished.

One Team: To ensure that transparency in the process of demonstrating that Council has achieved the intent identified in the Section 94 Public Open Space Contributions (1998) had been achieved, Recreation and Open Space worked closely with Strategic Planning Services.

FINANCIAL IMPLICATIONS

Funding for the Playground and Facility Improvement Plan is funded through the reallocation of funds from the Section 94 Public Open Space Contributions Plan (1998), grant funding (Stronger Communities (Major)) fund, and Family and Community Services (FACS).

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the report from the Manager Recreation and Open Space dated 15 January 2019 be noted.**
- 2. That the proposed expenditure, totalling \$1.1million detailed in the report, to enable the implementation of the Playground and Facility Improvements Plan be adopted.**

Ian McAlister

Manager Recreation and Open Space

REPORT

Dubbo Regional Council maintains 29 playground across its local government area. At present 20 (or 68%) of these playgrounds have some form of shade provided, either natural shading from trees or through artificial structures such as shade cloth.

Over the past 6 years there has been a concerted effort in ensuring that the playgrounds have been updated with the intent that no playgrounds within the local government area exceeds an age of 15 years. As part of this renewal program playgrounds that have been installed in full sun positions have been repositioned to take advantage of natural shaded areas within the park. This approach is substantially more cost effective in the longer term than the installation of shade cloth structures that require ongoing maintenance and replacement, and are often vandalised. Examples of this approach includes Manera Heights Park playground, South Dubbo Park Playground and Wongarbone (Centenary Park). Playgrounds that are either under construction (eg: Dubbo Regional Botanic Garden and Tom Culin Oval – Geurie) or will shortly commence (Bicentennial Park and Cameron Park) will largely follow this model. In some instances, and as appropriate, natural shade may be supplemented with artificial structures.

To further enhance the number of playgrounds that have shading associated with them (either natural or artificial) Dubbo Regional Council is embarking on a 12 – 18 month plan to either install shade structures or plant advanced trees to lift the percentage of playgrounds with adequate shading to over 90%, with this also including a number of new playgrounds. Parks that are due for replacement under Council's 20 year Asset Maintenance and Replacement Program later this financial year (i.e. Macquarie Lions Park and Theresa Maliphant Park) will also have additional shading provided.

A significant amount (approximately \$1.1million) of the Playground and Facility Improvement Plan funding is being provided through the Section 94 Public Open Space Embellishment fund that Council collects from Developers, with supporting funding from an internal tree (Trees Special Project) planting budget, grant funding from the NSW Government and potentially an external party.

Included within this improvement program is a shade structure for the playground and a new amenity block at Elston Park. This new amenity block will be constructed closer to the playground and water park facility, with a path system constructed to link the assets and the on road parking together. This path system and new amenity block will be compliant to accessibility and accessibility standards. Similarly, a path system will be installed at Wahroonga Park linking the recently upgraded playground to the amenity block, BBQ areas and the on road parking together.

This program will include the construction of a playground, with shade cloth and advanced tree planting, in Delroy Parklands / Grangewood Estate to cater for the growth in population in this area, and to help balance the current inequity between west and east Dubbo.

Table 1 below identifies the location of each of the current and proposed playgrounds within the Dubbo Regional Council local government area. As highlighted above, Council is working on renewing each playground asset every 15 years. Apart from the ones that are scheduled for renewal later this financial year only 2 playgrounds fall outside this standard, with Lions Park Wellington potentially being completed this year as well.

The table also identifies the type of shade that currently exists as well as the proposed shade that will be provided. It is recognised that while the use of artificial shade structures (eg: shade cloth) provides an immediate effect, trees will take longer to provide the same level of shade. To help reduce this time lag Council proposes to plant super advanced trees.

Table 1.

Recreation and Open Space Playgrounds			
Park location	Current Age of Playground*	Current Shade	Proposed Shade
Arboreteum	9	Natural Shade	
Rosewood Grove	0	No	Shade Cloth / Trees
Ballymore (Oval)	11	No	
Ballimore (Thelma)	8	Semi Shaded - natural	
Buckingham Drive Park	4	Natural Shade	
Daphne Park	2	No	Advanced Trees
Delroy Park	5	No	Advanced Trees
Dubbo Regional Botanic Garden	1	Under construction	Natural Shade
Elston Park	4	No	Shade Cloth / Trees
Jack William Park	3	No	Advanced Trees
Jubilee Park	11	Shade Cloth	
Joirra Road - Delroy / Grangewood	**2019	To be constructed	Shade Cloth / Trees
Lions Park West	>15yrs	Shade Cloth	
Lunar	2	Shade Cloth	
Macquarie Lions Park	*2019	Shade Cloth / Natural Shade	Shade Cloth / Trees
Manera Heights Park	5	Natural Shade	
Michael Duffy Park	6	No	Advanced Trees
Muller Park	*2019	Natural Shade	
Powter Park	5	No	Shade Cloth / Trees
South Dubbo Park	6	Natural Shade	
Spears Drive Park	3	No	Shade Cloth / Trees
Theresa Maliphant Park	*2019	No	Shade Cloth / Trees
Victoria Park	11	Shade Cloth / Natural Shade	Shade Cloth / Trees
Wahroonga Park	1	Shade Cloth	
Wambool Park	12	Shade Cloth	
Wongarbon	1	Natural Shade	
Euchareena	1	Natural Shade	
Stuart Town	0/10	Natural Shade	
Mumbil Oval	12	Shade Cloth	
Cameron Park	*2019	Natural Shade	
Lions Park Wellington	>15yrs	No	To be determined
Teamsters	13	Shade Cloth (part)	
Geurie - Tom Culkin Oval	0/13	Under construction	Shade Cloth / Trees
Walker Crescent Park	*2019	To be constructed	To be determined
Bicentennial	*2019	To be constructed	Natural Shade
*2019 - scheduled for replacement.			
		Funded external of Council	
		Playground improvement fund	
		Other internal funds	
		Potential external partner	

Table 2 below identifies playgrounds that will benefit from funding from the Dubbo Section 94 Public Open Space (Old Plan 1998). All of these playgrounds are located within Dubbo as these funds are unable to be used in former Wellington Council as they were accrued from Developers in Dubbo.

Table 2.

Recreational Area (Playground)	Purpose	Supporting Funds	Amount	Approximate timing
Elston Park	Removal of existing amenity block on eastern side. Construction of new amenity block adjacent to water park / playground. New amenity block will be compliant with disability standards (Changing spaces). New concrete paths will be constructed linking parking (disability) to water park, playground and amenity block.		\$203,000	March – August 2019
	Installation of a shade structure over the playground, supplemented with advanced tree planting.		\$47,000	February – April 2019
Victoria Park	Additional shade (shade cloth) and equipment	\$437,500 (2020/2021 & 2021/2022)	\$150,000	June – August 2021 (incorporated into new playground)
Wahroonga Park	Accessible path system connecting parking, amenities, playground and BBQ areas (playground renewed 2018)	\$110,000 (2018)	\$60,000	February – May 2019
Lions Park	Provision of enlarged playground, shade (shade cloth and advanced tree planting) and accessible path system linking parking (disabled) to facilities	\$36,000 (2019/2020)	\$67,000	June – September 2019
Muller Park	Provision of shade (advanced trees) and accessible path	\$46,000 (2018/2019)	\$50,000	March – June 2019
Theresa Maliphant	Provision of shade (shade cloth and advanced tree planting) and accessible path	\$60,000 (2018/2019)	\$45,000	March – June 2019
Spears Drive	Provision of shade (shade cloth and advanced tree plantings)		\$45,000	March – June 2019
Rosewood Grove (Algona Street)	Provision of shade (advanced tree planting)	\$100,000 (2018/2019)	\$25,000	March – June 2019
Powter Park	Provision of shade (advanced tree planting) and accessible path		\$30,000	March – June 2019
Joiria Road	Provision of new playground, irrigation and shade (shade cloth and advanced tree planting). The site of this playground is proposed to be adjacent to the path system off the end of Pebble Beach Drive / Glen Eagles Way)		\$280,586.24	June - October 2019

Wellington

A new playground will be installed at Bicentennial Park (value approximately \$100,000) between March – June 2019. The preferred site is heavily shaded by trees, and additional plantings will be considered over shade cloth.

A regional level playground is scheduled for Cameron Park by the end of this year. This installation was scheduled to commence prior to Christmas but was deferred to allow a grant application for \$200,000 to be submitted. This application was submitted 17 December 2018, and Council expects to hear back from the funding body by mid / late February. Funding currently available is \$280,000, and if successful would the funding for his playground to \$480,000.

As part of this playground development a new amenity will be installed (Changing Space / Disability standard) adjacent to the new playground. The preferred site is well shaded (natural shade) so there no need for additional supporting shade cloth structures.

Council is also in the process of organising a new playground at Walker Crescent Park (Wellington). Following extensive community consultation with the residents within the vicinity of the park, the playground design has been finalised and the playground ordered. Council is still waiting on further advice regarding further State Government contributions before a decision of the type of shade that will be provided at this park.

SUMMARY

Dubbo Regional Council remains committed to improving the recreational facilities across the entire local government area. This is demonstrated through the creation and implementation of the Playground and Facility Plan that is one of the largest single injection of funds to improve existing playground facilities. As a result, our community will see a significant improvement in the level of shading, and other facilities at many of the council's existing playground facilities.



REPORT: Dubbo Regional Sports Council - Playing Field Improvement Fund - Dubbo Athletics Club

AUTHOR: Recreation Coordinator
REPORT DATE: 12 December 2018
TRIM REFERENCE: ID18/1873

EXECUTIVE SUMMARY

The Dubbo Regional Sports Council Playing Field Improvement Fund is administered by the Dubbo Regional Sports Council. Twenty five percent (25%) of the sporting organisation fees collected by Council are contributed to the Playing Field Improvement Fund Restricted Asset. Sporting organisations are then able to apply for matching funds from the Restricted Asset to assist in funding various projects to upgrade or develop new facilities.

An application for \$4,275 from the Playing Field Improvement Fund has been submitted by the Dubbo Amateur Athletics Club to assist in the purchase and installation of a new purpose built outdoor barbeque at the Barden Park Athletics Facility. The Dubbo Amateur Athletics Club have indicated they will contribute \$4,275 of their own funds towards the project.

The Dubbo Regional Sports Council Management Committee met on Tuesday 27 November 2018, at Council's Wellington Office where the application for funds through the Playing Field Improvement Fund was tabled. The Dubbo Regional Sports Council Management Committee endorsed the application.

It is recommended that the Dubbo Regional Sports Council Playing Field Improvement Fund application from Dubbo Amateur Athletics Club and the funds as endorsed by the Dubbo Regional Sports Council Management committee be adopted by Council.

Furthermore, it is recommended the Dubbo Amateur Athletics Club be notified of the outcome and the Sporting Asset Coordinator work with the Club to complete the project.

ORGANISATIONAL VALUES

Customer Focused: Dubbo Regional Council provides funding to assist and support sporting organisations in the local government area to improve sporting facilities.

Integrity: The funding is administered by the Dubbo Regional Sports Council Management Committee and all applications must be endorsed by the committee.

One Team: A collaboration between the community being sporting organisations and the Dubbo Regional Council to improve sporting facilities in the local government area.

FINANCIAL IMPLICATIONS

The 9.07 Recreation Planning and Programs – Playing Field Improvement Fund will be reduced by \$4,275.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the report from the Recreation Coordinator dated 12 December 2018 be noted.**
- 2. That the Dubbo Amateur Athletics Club, Dubbo Sports Council Playing Field Improvement Fund application for \$4,275 be approved and the Club be formally notified as to the outcome of their application.**
- 3. That the Sporting Asset Coordinator work with the Dubbo Amateur Athletics Club to complete the project.**

Tracey Whillock
Recreation Coordinator

BACKGROUND

The Dubbo Regional Sports Council Playing Field Improvement Fund is administered by the Dubbo Regional Sports Council. Twenty five percent (25%) of the sporting organisation fees collected by Council are contributed to the Playing Field Improvement Fund Restricted Asset. Sporting organisations are then able to apply for matching funds from the Restricted Asset to assist in funding various projects to upgrade or develop new facilities.

REPORT

Dubbo Regional Sports Council received a Playing Field Improvement Fund application from Dubbo Amateur Athletics Club.

Dubbo Amateur Athletics Club submitted a Playing Field Improvement Fund application to purchase and install a new purpose built outdoor barbeque at the Barden Park Athletics Facility. Currently the barbeque area on the concourse in the grandstand houses portable barbeques which are untidy, dirty, poorly maintained by the multiple user groups and visually detracts from the new Complex.

Dubbo Amateur Athletics Club have indicated they will contribute \$4,275 of their own funds towards the project. The Dubbo Amateur Athletics Club have requested \$4,275 from the Dubbo Sports Council Playing Field Improvement Fund to contribute to this project.

The Dubbo Regional Sports Council Management Committee met on Tuesday 27 November 2018, at Council's Wellington Office where the application for funds through the Playing Field Improvement Fund was tabled. The Dubbo Regional Sports Council Management Committee determine that the application had merit and met the criteria.

The Committee endorsed the application by the Dubbo Amateur Athletics Club, Dubbo Regional Sports Council Playing Field Improvement Fund application for \$4,275 for the new purpose built outdoor barbeque at Barden Park Athletics Facility.

SUMMARY

With the Dubbo Regional Sports Council Management Committee endorsing the Playing Field Improvement Fund Application received from the Dubbo Amateur Athletics Club, it is recommended that the application be adopted by Council. It is also recommended that the Dubbo Amateur Athletics Club be notified of the outcome and the Sporting Asset Coordinator work with the Club to complete the project.



DUBBO REGIONAL
COUNCIL

REPORT: Dubbo Neighbourhood Centre Biannual Activities Report

AUTHOR: Manager Social Services
REPORT DATE: 17 January 2019
TRIM REFERENCE: ID19/15

EXECUTIVE SUMMARY

The Dubbo Neighbourhood Centre (DNC) is required to submit a biannual report on its activities as a condition of Council funding the organisation. **Appendix 1** shows the DNC report for the period 1 July 2018 to 31 December 2018. **Appendix 2** shows the current DNC Organisation Chart.

ORGANISATIONAL VALUES

Customer Focused: The DNC provides a wide range of invaluable community services to the socially and economically disadvantaged, frail aged, children, youth, women, the socially isolated and those affected by disabilities both physical and mental. Council's funding assists the DNC to provide these services in accordance with Section 365 of the Local Government Act.

Integrity: The expenditure of the funding provided to the Neighbourhood Centre and the community outcomes produced by the expenditure are reported to Council and the public via public biannual reports and presentations to Council meetings.

One Team: Dubbo Regional Council and the Dubbo Neighbourhood Centre act in a partnership arrangement to provide the best possible outcomes for the residents of the Local Government area. Funding by Council assists the Neighbourhood Centre to deliver vital services which the Council itself does not have the staff resources to provide.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the report from the Manager Social Services dated 17 January 2019 be noted.

Jason Yelverton
Manager Social Services

REPORT

Council provides significant funding to the Dubbo Neighbourhood Centre (DNC) to enable the organisation to function. For 2018/2019, Council provided the DNC with \$160,000 ex GST for rent and operations. When Council determined to provide DNC with funding, a condition was imposed on the DNC to provide biannual reports of its activities to Council to enable Council to gauge the level of benefit to the community from the funding provided.

The appended report for the period 1 July 2018 to 31 December 2018 indicates that the DNC has been particularly active in providing services to the community. Of particular note in the DNC biannual activities report of the Neighbourhood Centre is:

- The engagement of youth at the Wingewarra Activities Centre (WAC);
- An increase in individual support to Aboriginal family wellbeing and violence prevention leading up to the festive season;
- the ongoing success of the Community Transport Program and the Community Activities Program;

With 27,742 services provided during the six (6) months period, the Dubbo Neighbourhood Centre continues to provide vital social and community services to the community. Aboriginal Family Health (5,400 services), Women's Safety Project (5,524 services), Settlement Services (801 services), Child Youth and Family Services (278 services), Out of School Hours Care (2,283 services) and Domestic Violence Counselling (1,982 services) remain particularly sought after services within the community.

Appendices:

- 1 [Dubbo Neighbourhood Centre Inc - Biannual Activities Report 01/07/2018 - 31/12/2018](#)
- 2 [Organisational Chart Dubbo Neighbourhood Centre 14/08/2018](#)

**Report to Dubbo Regional Council
1st July 2018 to 31st December 2018**

COMMUNITY AND ADMINISTRATION SERVICES

During this six month period Dubbo Neighbourhood Centre delivered a total of approximately 32700 occasions of service. These figures are represented against the relevant services as follows:

SERVICE DELIVERY STATISTICS

Service	Total
NHC	4331
Executive Officer	207
Finance	159
Settlement Services	801
Night Patrol	3222
Community Activities Program	1155
Community Visitors Scheme	786
Home Modifications and Maintenance Scheme	966
Child Youth and Family Service	278
Aboriginal Family Health	5400
Women's Safety Project	5524
Winaggaayy Re-engagement Support Program	94
Out of School Hours Care	2283
Domestic Violence Counselling	1982
Transport	554
TOTAL	27742

The Dubbo Neighbourhood Centre Inc.

The Neighbourhood Centre hub (including management and internal support services) provides information and referral services to the community. For many people the centre is the main point of contact to get valuable information and help within Dubbo and surrounds.

DNC continues to provide a "home" for services such as The DV Prevention Collective, WAGS's, Wambool and Seniors Group. However we are currently negotiating for the seniors to have a bigger premises against what we can offer without any costs to the group.

AGED AND DISABILITY SERVICES

Community Transport

DNC's transport service is self-funded. This service continues to grow with more clients, we are always seeking funds to ensure the financial viability of the service is upheld. Clients that use the transport service include those that are aged, have a disability, need assisted transport for medical purposes, financially disadvantaged or homeless. The centre sort NDIS registration and have been approved for transport and will look into delivering this service to local and regional areas over the calendar year.

Community Activities Program

CAP has had a great year, with numbers for attendances rising for bus trips and regular monthly activities. Monday morning and Friday Morning Bowls have been well attended. Full booked trip to Broken Hill on the vintage train was fully booked as an event by local seniors. Very fulfilling 5 days away.

Community Visitors Scheme

The centre applied for the Community Visitors Scheme (CVS) is a national program initiative funded by the Commonwealth Government, Department of Social Services and the centre was successful in a further two year tender application. CVS assists with the matching of one-on-one, volunteer visitors to residents of INFRASTRUCTURE, COMMUNITY AND RECREATION COMMITTEE

Residential Aged Care facilities in the Orana Far West and under the guidelines of clients receiving Home Care Program Packages, we also attend Residential Aged Care facilities to engage residents in Group Visits with activities. One on one at home visits have increased over the past few months, which allows Volunteers to visit our house bound residents in need of a friendly face and some companionship.

Dubbo Home Modification and Maintenance Service

The Dubbo Home Modification and Maintenance Service provides an excellent subsidised service to the community. HMMS provides modification and maintenance work for people who are frail, aged, people with disabilities and their carers so that they may live more independently in the community and remain in their own homes longer.

The Home Modification and Maintenance Service has delivered many services to clients during this six month period, including grab rails, specialised ramps and minor modifications to bathrooms and kitchens. This program covers a large area of our community including the townships of Dubbo, Narromine, Wellington, Gilgandra, and the rural areas that surround those towns.

Migrant Services

The Migrant Support program provides immediate assistance to clients new to our region. Nationalities assisted have been: Asian, Chinese, Egyptian and Syrian.

DNC has provided within the reporting period, forums for new migrants to meet and network. We have also participated in community events celebrating diversity and cultural differences.

COUNSELLING AND FAMILY SUPPORT SERVICES

Child, Youth and Family Service

Child, Youth & Family program is a mediation, referral and support service for children and young people aged(12-17) and/or their family, who are experiencing or at risk of experiencing conflict and disruption within the family.

The program assists youth and families with wellbeing and tools for understanding to build resilience. This is achieved through discussion, counselling, programming, referrals to other services if required and review.

Wingewarra Activities Centre (WAC)

WAC is seeing between 30 and 50 youth each Wednesday, Thursday and Friday. The centre provides a place for youth to go with structured activities and the provision of a meal. The attendees are almost 100% indigenous.

Various disclosures have been made from the youth to our case managers which has allowed us to follow up on mandatory reporting and refer both youth and families (where there is engagement) into our counselling programs or onto other services, providing a wraparound of care.

During this reporting period we have in consultation with the RSL Club built a basketball court which the youth are loving.

Aboriginal Family Wellbeing and Violence Prevention

This program is successfully supporting men and women who are victims and perpetrators of domestic/family violence. This is achieved by individual counselling sessions and coordinated workshop.

The program saw an increase in individual support during the reporting period particularly coming up to the Christmas season.

Women's Safety Project

The project is coordinated by employee Teagan Martin and involves intensive case-work to support people affected by Domestic and Family Violence. The program is always at capacity with a waitlist.

Domestic Violence Counselling

The demand for this service continues to grow with the receiving new referrals weekly during the six month period. The service is delivered via telephone counselling to regional communities including Wellington, Coonabarabran, Coonamble, Gilgandra, Nyngan and Warren.

Safe Aboriginal Youth (S.A.Y program) formerly Community Night Patrol

Operating hours are 6.00pm to 11.00pm Wednesday, Thursday, Friday and Saturday evenings. Hours do change back to 6pm to 11pm when daylight savings is over.

Justice Department, Safe Aboriginal Youth Night Patrol program is continuing to run successfully transporting between 400 and 650 young people every month. Our staff are linking in with many other services within the community including Soup Kitchen, Schools and various support services. The Team continues to work with the Justice Group and Dubbo Police to ensure that any issues in the community are considered. Night Patrol also assist with our Youth Centre (WAC) providing safe transport home for the children after.

CHILDREN SERVICES SECTION

Winanggaay Re-engagement Support Program

Winanggaay (Wiradjuri translation meaning "To Know, To Think, To Understand) aims to provide intensive support for Aboriginal children aged between 5 and 12 who have been suspended or are at risk of being suspended from School.

DNC employ four part time workers including a qualified Teacher, Youth Worker, Social Worker and a trainee Children's Services student. The program was also a platform for student practicum from Charles Sturt University (Social Work) and TAFE (community Services). Early Intervention is essential for:

Identifying and meeting student's individual needs e.g. Cognitive Therapy, Anger Management, Mindfulness.

Identifying and meeting cultural needs e.g. building upon a strong sense of belonging, Indigenous guest workshops, 8Ways learning and Indigenous narratives.

Embedding the blueprint for successful schooling e.g. mind maps, learning plans.

Improving social and educational outcomes including attendance e.g. Target needs

Reducing suspension rates e.g. understanding triggers planning for success

Improve family and parenting support at home.

Outside of School Hours Care

OOSH operates Before School Care 6am - 9.15am dropping the children. After School Care pick the children up from school and take them to their ASC centres which are held at Central DNC Building, North public, West public, South public, St Laurence's, Buninyong public and Macquarie Anglican Grammar from 2.30 - 6.00pm. All transport to and from school is provided by DNCs bus.

The average number of children attending DNC care is 750 per week.

Vacation Care

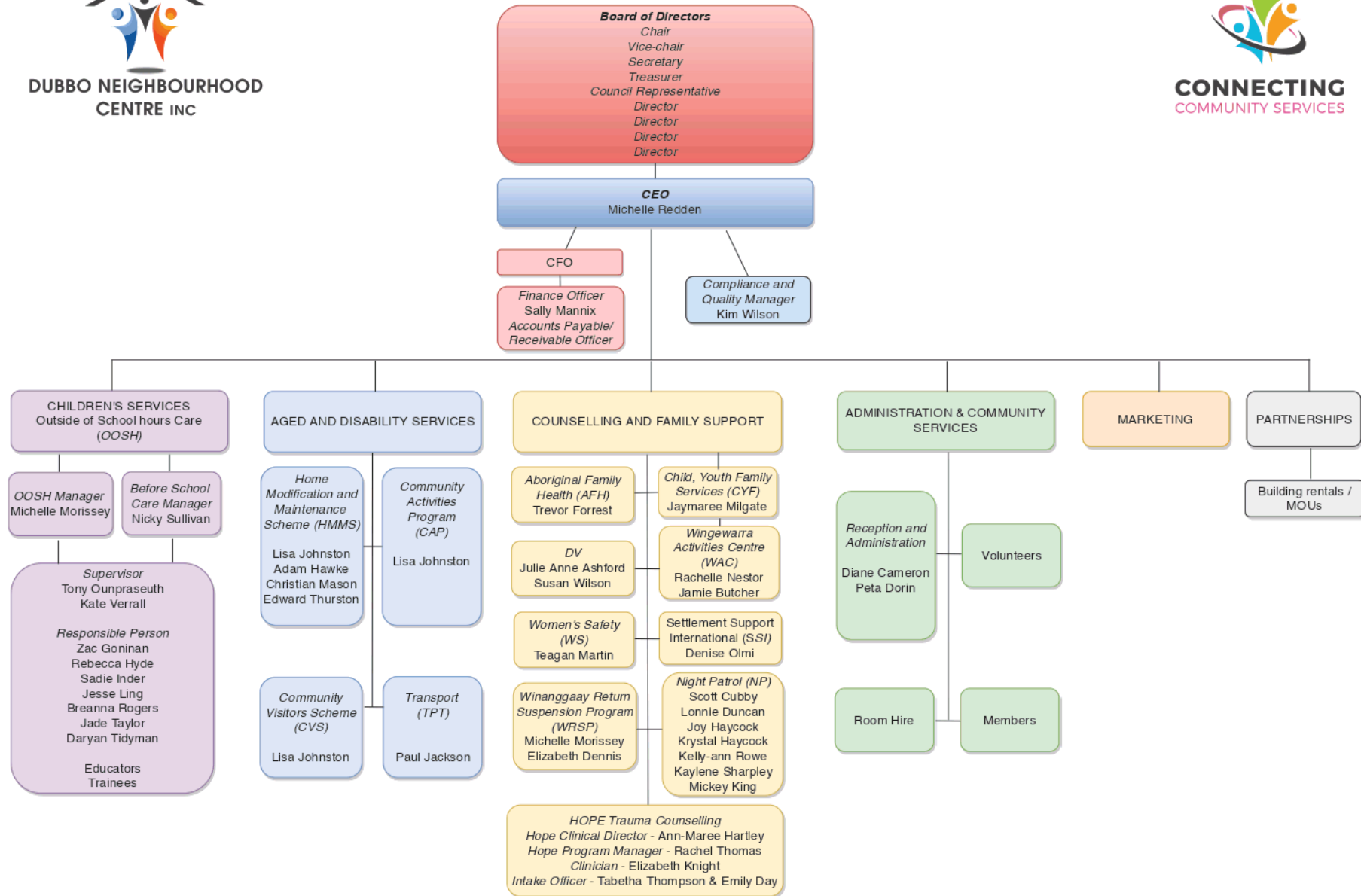
The Vacation Care program offers an inclusive environment for primary school aged children from 4 -12 years. The program is operated from 7:30am to 6pm during school holidays. A rebate from Family Assistance Office is available for all families that qualify.

The program is continually increasing with enrolments. DNC now operate three centres for Vacation Care every holidays. Both September/October and December/January school holidays have had Central, South Public and Macquarie Anglican Grammar schools centre open. Due to the increase of enrolments for Vacation Care, OOSH are looking at expanding and operating a fourth centre for Vacation Care.

We aim to ensure that the Vacation Care program is fun and enjoyable as after all, it is the children's school holiday.



Organisational Chart



A-C001 Organisational Chart_DNC_names v2. 14/08/2018