
**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
COMMITTEES REPORT**

1. NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE

The report to and minutes of the Narromine Showground and Racecourse Advisory Committee meeting held at the Narromine Shire Council Chambers, on Thursday 16 August 2018 are attached (**see Attachment No. 1**).

RECOMMENDED

That the report of the Narromine Showground and Racecourse Advisory Committee and the recommendations from the minutes of 16 August 2018 be adopted.

2. TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE

The report to and minutes of the Trangie Showground and Racecourse Advisory Committee meeting held at the Trangie Showground, on Thursday 30 August 2018 are attached (**see Attachment No. 2**).

RECOMMENDED

That the report of the Trangie Showground and Racecourse Advisory Committee and the recommendations from the minutes of 30 August 2018 be adopted.

3. LOCAL EMERGENCY MANAGEMENT COMMITTEE

The minutes of the Local Emergency Management Committee meeting held at the Narromine Shire Emergency Services Complex on Thursday 15 August 2018 are attached (**see Attachment No. 3**).

RECOMMENDED

That the report of the Local Emergency Management Committee and the recommendations from the minutes of 15 August 2018 be adopted.

4. LOCAL TRAFFIC COMMITTEE

The report to and minutes of the Local Traffic Committee held at the Narromine Shire Council Chambers on Monday 6 August 2018 are attached (**see Attachment No. 4**).

RECOMMENDED

That the report of the Local Traffic Committee and the recommendations from the minutes of 6 August 2018 be adopted.

**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 16 AUGUST 2018**

PRESENT: Cr Les Lambert (Chair), Phil Johnston (Director, Community and Economic Development), Craig Roberts (Narromine Show Society), Bill Gibbs (Narromine Show Society), Nick Powell (Narromine Show Society from 3.32pm), Sally Packham (Narromine Pony Club), Alice Oates (Narromine Pony Club), Libby Dennis (Narromine Turf Club), Charmaine Sadgrove (Narromine Turf Club) and Lesley-Ann Roberts (Minute Taker).

1. WELCOME

The Chair welcomed those present and declared the meeting open at 3.01 pm.

2. APOLOGIES

RECOMMENDED Libby Dennis/Craig Roberts that the apologies of Cr Dawn Collins, Robert Kirkby (Narromine Turf Club), Les Radford (Narromine Turf Club) and Jenny Ballhausen (Narromine Show Society) be accepted.

3. DECLARATION/CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDED Bill Gibbs/Alice Oates that the minutes of the previous meeting held on 24 May 2018 be accepted as a true and accurate record of the meeting.

5. BUSINESS ARISING FROM THE MINUTES

1) Follow Up Items

d) It was noted that the Turf Club will be in contact with the Mudgee Lions Club closer to the date, to invite them to attend the Dandy Cup Luncheon and assist with awarding prizes.

e) It was noted that one (1) down pipe and elbow has been repaired however, there is an additional down pipe and elbow that still needs to be repaired.

ACTION: Manager Community Facilities.

f) It was noted that the Turf Club are awaiting the White Cattle Yards to be removed and once this has occurred, they will then relocate the safety gate to the back of the barrier shed to improve safety.

Bill Gibbs (Show Society) gave background and outlined concern regarding various surface options for the Les Gibson Pavilion including artificial turf and astro-turf. There was also concern regarding the noise the gravel makes under the pavilion and underfoot. The Show Society will report back with further details if needed.

**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 16 AUGUST 2018**

5. BUSINESS ARISING FROM THE MINUTES

2) White Cattle Yards

Discussion was had regarding **Attachment No.1** of the report.

Bill Gibbs queried why the yards would not be rented out and retained?

Libby Dennis advised that the removal of the pink area of the yards as per **Attachment No. 1**, would allow for additional parking space. Furthermore, it was outlined the yards were an eyesore and if kept would need to be upgraded somewhat with wiring removed etc.

RECOMMENDED Libby Dennis/Alice Oates that the additional infrastructure in the existing cattle yards be permitted to remain at the Narromine Showground as per the green and blue shaded area in **Attachment No.1** of the report.

3) Upgrading the Cattle Unloading Ramp and Holding Yard.

It was noted, this item has been completed by the Show Society and therefore, no further action is required at this time.

6. REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE

1) Work Health and Safety

It was noted that the Race Day Office has a bad leak behind the desk near the entrance, posing a safety hazard as the electricals are in the vicinity.

ACTION: Manager Community Facilities.

Director Community and Economic Development advised that if an incident arises in future, Committee members are to please email himself or Manager Community Facilities for investigation and action.

The Show Society advised they are holding a working bee this Sunday and would report back with any Work Health and Safety items following this.

2) Bookings

RECOMMENDED Charmaine Sadgrove /Craig Roberts that the information be noted.

3) Additional Training Area

The need for additional training areas was discussed and it was suggested that Narromine Turf Club investigate the working capacity of the grass track and report back to the Committee prior to any further discussion.

**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 16 AUGUST 2018**

7. FINANCIAL REPORT

During the discussion, a question was raised about the suitability of Solar Panels at the Showground.

ACTION: Director, Community and Economic Development to investigate further.

RECOMMENDED Craig Roberts/Bill Gibbs that the Financial Report as presented be adopted.

8. GENERAL BUSINESS

1) Bar Fridge

Director Community and Economic Development gave background to the fridge in the bar area that had failed a test and tag.

It was advised that Council contractors would be in to review the fridge and undertake repairs or otherwise, in time for the Narromine Show.

It was further noted that the Show Society are to keep Council informed regarding alternative cooling options such as eskies in the lead up to the Show, to ensure they are well equipped.

2) Pony Club Shed

It was noted the plumbing and septic is being undertaken at the Pony Club Shed.

Director, Community and Economic Development queried the funding arrangements for the Pony Club Shed.

It was advised the Pony Club have the grant funding in their bank account.

ACTION: Director, Community and Economic Development to follow up.

3) NSW Office of Sport Defibrillation Grant

Charmaine Sadgrove tabled available grant funding for defibrillators and that the Narromine Turf Club could apply for this grant on behalf of all users.

Discussion was had regarding the funding and whether a matching contribution would be required.

It was agreed that Council would apply for this grant on behalf of the Committee and all users.

ACTION: Director, Community and Economic Development.

4) White Cattle Yards Additional Discussion

It was noted, the Show Society would put out a tender for the removal of the section of yards and would be the beneficiaries of the funds received as a result of the removal of these yards.

**MINUTES OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE
MEETING HELD IN COUNCIL'S CHAMBERS ON THURSDAY 16 AUGUST 2018**

5) Treadmill

Alice Oates queried why the Pony Club were not informed regarding the location of the treadmill?

Libby Dennis advised that a brief meeting with Council and additional Turf Club members was held however, agreed that the Pony Club should have been informed of this.

6) Pony Club and Trainer Clashes Third Sunday of Each Month

Alice Oates gave background to a situation that occurred last Sunday where a trainer outlined to the Pony Club that they were booked in by the Turf Club to gallop horses on the main grass track.

Sally Packham further noted that there is a standing Rally Day booking on the third Sunday of each month.

Libby Dennis noted responsibility on behalf of the Narromine Turf Club for this error and advised that the Narromine Turf Club would need to ensure this information is written in to their contracts when booking future trainers.

7) Raised Dust

It was noted that due to the very dry season that all Showground users should be mindful of the dust that cars and trucks were creating and to minimise this by slowing down.

9. NEXT MEETING

The next meeting of the Narromine Showground and Racecourse Advisory Committee will be held on Thursday, 15 November 2018, commencing at 3.00 pm at the Council Chambers.

There being no further business, the meeting closed at 4.01 pm.

The minutes (pages 1-4) were confirmed on _____ 2018 and are a true and accurate record of proceedings of the meeting held on 16 August 2018.

CHAIR

**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE
MEETING TO BE HELD AT NARROMINE SHIRE COUNCIL ON THURSDAY, 16 AUGUST 2018**

5. BUSINESS ARISING FROM THE MINUTES

1) Follow Up Items

- a) Gum trees along driveway and near entrance to be investigated.
Completed.
- b) Notify Sue Ellen Lovett regarding accommodation at Narromine Showground.
Completed by Director Community and Regulatory Services.
- c) Jockey toilets and showers to be cleaned in preparation for Ride against Cancer patrons.
Narromine Turf Club to confirm.
- d) Contact Mudgee Lions Club to attend Dandy Cup luncheon.
Narromine Turf Club to confirm.
- e) To investigate and replace down pipe and elbow at Les Gibson Pavilion.
Manager Community Facilities to investigate.
- f) Relocate the safety gate to the back of the barrier shed to improve safety.
Narromine Turf Club to confirm.

RECOMMENDATION

That the information be noted.

2) White Cattle Yards

This matter was originally raised at the Narromine Showground Racecourse Advisory Committee Meeting on 15 February 2018 and once more at the Committee meeting held on 17 May 2018. At this meeting it was resolved that:

- i) The existing cattle yards on the western side of the stables be extended with galvanized panels and
- ii) New portable galvanised yards to hold horses, cattle and sheep be purchased.
- iii) The Show Society be responsible to install the permanent yards at their cost.
- iv) Approval be given to expend up to \$25,000 on the permanent and portable yards.
- v) The existing white cattle yards, with the exception of the end bay, be removed by the Show Society at their cost and they be permitted to retain any materials.

It has since been identified that additional infrastructure may need to remain and be utilised as a holding facility for horses, cattle and sheep. The area recognised is reflected in **Attachment No. 1**, as the green and blue area. This would alter item v) in the original Recommendation.

**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE
MEETING TO BE HELD AT NARROMINE SHIRE COUNCIL ON THURSDAY, 16 AUGUST 2018**

5. BUSINESS ARISING FROM THE MINUTES Cont'd.

RECOMMENDATION

That the additional infrastructure in the existing cattle yards be permitted to remain at the Narromine Showground as per the green and blue shaded area in **Attachment No.1.**

3) Upgrading the Cattle Unloading Ramp and Holding Yard.

In the Report to the Narromine Showground Racecourse Advisory Committee on 17 May 2018, it was identified by the Narromine Show Society, the need to upgrade the cattle unloading ramp and holding yard as it is a WHS concern.

RECOMMENDATION

That Narromine Showground and Racecourse Advisory Committee, discuss the need for upgrading the cattle yards and unloading ramp, for resolution.

6. REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE

1) Work Health and Safety Issues

Have any Work Health and Safety Issues arisen for further consideration?

RECOMMENDATION

For consideration.

2) Bookings

Since the last meeting in May, there have been two (2) functions at the Showground. There are thirteen (13) forward bookings for the next nine (9) months to May 2019. Details of these and future bookings are provided under separate cover for privacy reasons.

RECOMMENDATION

That the information be noted.

**REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE
MEETING TO BE HELD AT NARROMINE SHIRE COUNCIL ON THURSDAY, 16 AUGUST 2018**

**6. REPORT TO NARROMINE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE
Cont'd.**

3) Additional Training Area

Council is aware that there has been some discussion in regards to additional trainers requesting to use the facilities in Narromine and establish additional yards and stables, to allow for this.

Council is generally supportive of this, as long as additional space can be found. I would be grateful if this item could be discussed at the Committee Meeting, to offer the best advice as to potential new locations.

RECOMMENDATION

For discussion.

4) Options to Upgrade Les Gibson Pavilion

Council is aware that there has been some discussion to refurbish Les Gibson Pavilion. This proposal would be to add 6m x 24m to the western side of the Pavilion.

RECOMMENDATION

For discussion.

7. FINANCIAL REPORT

The Narromine Showground and Racecourse Advisory Committee Financial Report is reflected in **Attachment No. 2**.

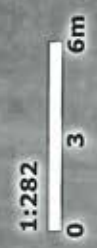
RECOMMENDATION

That the Financial Report as presented be adopted.

Phil Johnston
Director Community and Economic Development



- Agreed to remain
- Additional infrastructure to remain
- to be removed by tender



Attachment No. 2

2018-2019		USER CHARGES										CONTRIBUTIONS					
		FEES					CONTRIBUTIONS										
INCOME		COTTAGE RENT	OTHER FACILITIES	STABLES	NME TURF CLUB	NME SHOW SOCIETY	NME SHIRE	SUNDRIES	OTHER INCOME	INTEREST	TOTAL INCOME						
DATE	DETAILS	REC															
31/07/2018	Narromine Turf Club - Lease Horse Stables			250.15													250.15
31/07/2018	Narromine Turf Club - Lease Cattle Pavilion		169.39														169.39
31/07/2018	Narromine Turf Club - Lease Horse Stables			169.39													169.39
31/07/2018	T Fullwood			169.39													169.39
31/07/2018	T Fullwood					1,166.36											1,166.36
31/07/2018	Narromine Ag Show Society																1,218.79
1/08/2018	Cottage Rent		1,218.79														1,218.79
3/08/2018	Gorokan High School		361.82														361.82
																	0.00
																	0.00
																	0.00
																	0.00
																	0.00
																	0.00
																	0.00
																	0.00
TOTAL			531.21	758.32	0.00	1,166.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,674.68

2.1

NSRAC		EXPENDITURE											TOTAL					
2018-2019	DATE	FOR	CHQ	ELECTRICITY	INSURANCE	VANDILISM REPAIRS	CLEANING	RATES & WATER	WAGES & PLANT	SUNDRY	GROUND PLANT	Insurance Excess	REPAIRS & MAINT BUILDINGS / FIXTURES	TURF	HOUSE	TOILETS	TOTAL	
	4/07/2018	Outback Tree Services - Tree trimming + removal of grind of large gum tree									2,000.00							2,000.00
	26/07/2018	Narramine Shire Council - Water						71.25										71.25
	3/08/2018	Glenn Wallace Plumbing - Replacement of frost damaged pipe, horse washing stalls and racecourse												764.00				764.00
	3/08/2018	Origin Energy - Electricity		147.98														147.98
	3/08/2018	Origin Energy - Electricity		928.62														928.62
				1,076.60				71.25			2,000.00		764.00					3,911.85

Narromine Showground and Racecourse Advisory Committee

Statement of Income & Expenditure Period Ending 6/08/2018

INCOME

Contributions		
Narromine Turf Club	-	
Narromine Show Society	1,166.36	
Narromine Shire	-	
Sundry	-	
		1,166.36
Fees		
Cottage Rent	1,218.79	
Other Facilities	531.21	
Stables	758.32	
		2,508.32
Other Income		
Grant - Amentities Building	-	
Loan - Amentities Building	-	
Interest	-	
		-
TOTAL INCOME		3,674.68

EXPENDITURE

Vandalism Repairs		-
Cleaning		-
Electricity		1,076.60
Insurance - Excess		-
Insurance		0.00
Repairs & Maintenance		
Buildings / Fixtures	764.00	
Grounds	2,000.00	
Plant	-	
Turf	-	
House Repairs	-	
Toilets	-	2,764.00
Rates & Water		71.25
Wages & Security		-
Sundry		-
		-
TOTAL EXPENDITURE		3,911.85
PROFIT/(LOSS) YEAR TO DATE	-	237.17

ADJUSTED PROFIT/(LOSS) YEAR TO DATE	-	237.17
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**Narromine Showground and Racecourse
Advisory Committee
Statement of Working Funds
As at 06/08/2018**

Balance Brought Forward as at 01/07/18	104,991.49
Add Receipts	3,674.68
Less Payments	<u>(3,911.85)</u>
Balance of Working Funds 6/08/2018	<u>104,754.32</u>
Security Bonds Held	<u>526.00</u>
Reconciled Balance	<u>105,280.32</u>
Check:	<u>0.00</u>

Balance Sheet Check:

Reconciled Bank Balance 1 July 2018	104,991.49
Profit Year to Date	<u>(237.17)</u>
Reconciled Working Funds Balance 6/08/2018	<u>104,754.32</u>
Plus Security Bonds Held	526.00
Reconciled Balance	105,280.32
Check:	0.00

**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 30 AUGUST 2018**

PRESENT: Cr Dawn Collins (Chair), Cr Craig Davies (Narromine Shire Council), Kelly McCutcheon (Narromine Shire Council), Terrie Milgate (Trangie Action Group), Andy McKinnon (Trangie Jockey Club), Wayne Foster (Trangie Pony Club), Paul Mitchell (Trainer) and Lesley-Ann Roberts (Minute Taker).

1. WELCOME

The Chair welcomed those present and declared the meeting open at 4.01 pm.

2. APOLOGIES

RECOMMENDED Andy McKinnon/Wayne Foster that the apologies of Jo Milgate (Trangie Pony Club), Jillian Foster (Trangie Pony Club), Kim Ferrari (Trangie Pony Club) and Jaye Milgate (Trangie Golden Oldies) be accepted.

3. DECLARATION/CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDED Cr Craig Davies/Andy McKinnon that the minutes of the previous meeting held on 24 May 2018 be accepted as a true and accurate record of the meeting.

5. BUSINESS ARISING FROM THE MINUTES

Old Concrete: Council are to follow up in regards to finalising this matter.

ACTION: Council's Acting Director Infrastructure and Engineering Services.

6. REPORT TO TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE

1) Follow Up Items

a) Old Concrete – Guideposts

It was noted that Wayne Foster has placed flags in this the area thus no further action is required at this time by the Pony Club.

b) Water Leak

This matter has been completed with no further action required at this time.

c) Signs

Discussion was had regarding the required signage for the Trangie Showground, in particular the entry sign 'Trangie Showground and Racecourse'. Kelly McCutcheon advised that Council would organise this particular sign, as there is a need to confirm the signage parameters to be included, based on previous discussion with Council's WHS Coordinator.

Once confirmed, a Council Officer would install all of the signs, in conjunction with Andy McKinnon.

ACTION: Council's Economic Development and Communications Officer.

**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 30 AUGUST 2018**

6. REPORT TO TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE Cont'd.

d) Lighting

It was noted at the May meeting, the Committee had agreed to determine the highest priority lights to be installed. The Committee had agreed to recommend the purchasing of the prioritised lights from Committee funds.

Andy McKinnon advised that he had sourced a revised quotation on behalf of the Committee.

It was noted that the Committee must adhere to Council's Procurement Policy whereby purchases from \$2000 up to \$20,000 will require a minimum of two (2) written quotations.

It was agreed that Andy McKinnon source an additional quotation for the lights that had been prioritised, with the view of purchasing the lights from Committee funds.

ACTION: Andy McKinnon to follow up with sourcing an additional quotation for the lights that had been prioritised.

ACTION: Council's Acting Director Infrastructure and Engineering Services to install the lights as prioritised, following receipt of quotes.

RECOMMENDED Cr Davies/ Andy McKinnon that the information be noted.

2) Work Health and Safety

RECOMMENDED Paul Mitchell/Cr Davies that the information be noted.

3) Bookings

RECOMMENDED Terrie Milgate/Andy McKinnon that the information be noted.

4) Financial Report

RECOMMENDED Andy McKinnon/Cr Davies that the Financial Report as presented be adopted.

A query was raised about the high water charge from June 2018-August 2018. It was noted that this is the Commercial charge for water and sewer.

Andy McKinnon queried why the income for Trangie Showground Racecourse and Advisory has not yet been paid to the account as yet?

Kelly McCutcheon outlined that external auditors have only been to Council last week and the amount is most likely to be allocated thereafter.

**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 30 AUGUST 2018**

7. GENERAL BUSINESS

1) Reimbursement Fee to Pony Club

It was noted there is usually a cleaning fee of \$55 applied to bookings of the Pony Club facilities, which was not applied to the booking that occurred last weekend.

Kelly McCutcheon advised that the booking process for Trangie Showground has not changed, since the retirement of Council's Director, Community and Regulatory Services, however, would follow this matter up on behalf of the Trangie Pony Club.

ACTION: Council's Economic Development and Communications Officer.

2) Outcome of Grant Application - Public Reserves Management Fund

Andy McKinnon queried whether the outcome for the grant had been announced as yet?

The Chair advised that as far as they were aware, the outcome had not yet been determined.

3) Lock on Ladies Toilets

It was noted that the lock on the ladies toilets at the Showground Hall was not working and thus a CRM would need to be logged to have it repaired.

ACTION: Council's Acting Director Infrastructure and Engineering Services.

4) Trangie Car Club

Terrie Milgate advised that the Trangie Car Club would like to hold a meeting at the Trangie Showground for a market day; this would not be until August 2019 however, securing an early booking was advised.

8. NEXT MEETING

The next meeting of the Trangie Showground & Racecourse Advisory Committee will be held on Thursday, 29 November, 2018 at 4.00 pm.

There being no further business, the meeting closed at 4.28 pm.

The minutes (pages 1-3) were confirmed on _____ 2018 and are a true and accurate record of proceedings of the meeting held on 30 August 2018.

CHAIR

**REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE
MEETING TO BE HELD AT TRANGIE SHOWGROUND ON THURSDAY, 30 AUGUST 2018**

5. BUSINESS ARISING FROM THE MINUTES

1) Follow Up Items

- a) To confirm whether guide-posts have been placed in the correct location, where the original problem was. Council to contact Wayne Foster regarding location of guide post.

Manager Community Facilities to investigate.

- b) Water leak on the race course rail to be repaired by Council.

Manager Community Facilities to investigate.

- c) Council to obtain necessary WHS signs. The total cost is \$1090 excluding GST.

Signs will be ordered pending confirmation from TSRAC.

- d) Determine the highest priority lights and report back to the Committee with a revised quotation for those lights.

Trangie Jockey Club (Andy McKinnon) to follow up.

RECOMMENDATION

That the information be noted.

6. REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE

1) Work Health and Safety Issues

Have any Work Health and Safety Issues arisen for further consideration?

RECOMMENDATION

For consideration.

2) Bookings

Since the last meeting in May, there have been two (2) functions at the Showground. There are six (6) forward bookings for the next seven (7) months to March 2019. Details of these and future bookings are provided under separate cover for privacy reasons.

RECOMMENDATION

That the information be noted.

**REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE
MEETING TO BE HELD AT TRANGIE SHOWGROUND ON THURSDAY, 30 AUGUST 2018**

7. FINANCIAL REPORT

The Trangie Showground and Racecourse Advisory Committee Financial Report is reflected in **Attachment No. 1**.

RECOMMENDATION

That the Financial Report as presented be adopted.

Phil Johnston
Director Community and Economic Development

**TRANGIE SHOWGROUND RACECOURSE ADVISORY
COMMITTEE
Bank Reconciliation
As At 21/08/2018**

Balance of Bank Account as at 01.07.18	\$ 17,626.05
Add Receipts	\$ 584.85
Less Payments	\$ 603.99
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Balance of Working Funds 21/08/2018	\$ 17,606.91
	<hr/>
Bonds Held	\$ 1,965.50
Sub Total	\$ 19,572.41
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Balance as Per Bank Statement 21/08/18	\$ 19,572.41
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Reconciled Balance	\$ 19,572.41
Check:	\$ -
	<hr/>
<u>Balance Sheet Check:</u>	
Reconciled Bank Balance 1 July 2018	\$ 17,626.05
Profit Year to Date	-\$ 19.14
Security Bonds Held	\$ 1,965.50
	<hr/>
Reconciled Bank Balance 21/08/2018	\$ 19,572.41
	<hr/>
Reconciled Balance	\$ 19,572.41
	<hr/>
Check:	\$ -

**TRANGIE SHOWGROUND RACECOURSE
ADVISORY COMMITTEE**

**Statement of Income & Expenditure
Period Ending 21/08/2018**

INCOME

Contributions			
Narromine Shire	-		
Macquarie Picnic Race Club	-		
Trangie Jockey Club	-		
Sundry	-		
			-
Fees			
Private functions	-		
Other Facilities	415.46		
Stables	169.39		
			584.85
Interest	-		
			-
TOTAL INCOME			584.85

EXPENDITURE

Bank Fees			-
Cleaning			-
Electricity			-
Insurance			-
Repairs & Maintenance			
Buildings	-		
Grounds	-		
Plant	-		
Turf	-		
Racetrack	-		
Toilets	-		
			-
Rates & Water			603.99
Interest Loan Dept of Lands - Amentities Block			-
Wages & Security			-
Sundry			-
			-
TOTAL EXPENDITURE			603.99
PROFIT/(LOSS) YEAR TO DATE			- 19.14
			- 19.14

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,
15 AUGUST 2018 AT NARROMINE SHIRE EMERGENCY SERVICES COMPLEX**

PRESENT: Graham Millgate (Chair and LEMO), Sergeant Mick Smith (LEOCON, NSW Police Orana), Jacob Mill (Volunteer Rescue Association), Joseph Parker (NSW SES, Narromine), Peter Treseder (NSW Fire and Rescue, Narromine), Stephen Knight (NSW Fire and Rescue), Lyndon Wieland (NSW Fire and Rescue), Kel Wise (REMO, NSW Police), Susan George (NSW Ambulance Service), Jason Gavenlock (Local Land Services from 9:41 am), and Sarah Masonwells (Minute Secretary)

1. WELCOME

The Chair welcomed those present and declared the meeting open at 9: 38 am.

2. APOLOGIES

RECOMMENDED by consensus that the apologies of Kerrie Murphy (Director, Infrastructure and Engineering Services, NSC), Jane Redden (General Manager, NSC), Cr Craig Davies (Mayor, NSC), Robyn Douglas (Timbrebongie House), Ken Bermingham (Tomingley Gold Operations), Phil Lalor (NSW SES, Macquarie Region), Craig Ridley (Local Land Services) be accepted.

3. CONFIRMATION OF MINUTES

RECOMMENDED by consensus that the Minutes of the meeting held on 10 May 2018 are a true and accurate record of the meeting.

4. BUSINESS ARISING

Nil

5. CORRESPONDENCE

Nil

6. CONTACT LIST

The contact list was circulated and updated.

7. AGENCY REPORTS

a) NSW Fire and Rescue (Stephen Knight, Peter Treseder):

- Zone conference to be held on 12 and 13 October.
- Dubbo State Championships to be held 25 - 28 October.
- All stations should be up to date with bushfire training.
- Early access to defibrillator is being upgraded.
- Training in level three (3) operations course in Marine Spills is available.

b) NSW State Emergency Service (SES) Macquarie Region (Joseph Parker):

- It has been a dry time with no callouts.
- New radios have arrived.
- 10 members in total, with one new member since last meeting.
- Two members have completed training in Storms and Floods and Chainsaw.

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,
15 AUGUST 2018 AT NARROMINE SHIRE EMERGENCY SERVICES COMPLEX**

7. AGENCY REPORTS Cont'd.

- SES are working with RFS on developing an Ap which allows to see locations of volunteers and will also be used by multiple agencies.

c) Narromine Volunteer Rescue Association (VRA) (Jacob Mill):

- VRA have attended three (3) call outs since last meeting.
- Regional Captains meeting this weekend in Rylestone.

d) Local Land Services LLS (Jason Gavenlock):

- Jason noted support has been given to the local vet who attended a truck rollover involving 15 horses. A letter of support from the operations manager has also been sent.
- It was also noted the policy and procedure of truck rollovers involving animals has been reviewed and updated.

e) NSW Ambulance Service (Susan George):

- Business as usual.
- Training is currently underway with The ELK (Easy Lifting Kit). This lifting device should reduce call outs for assistance as it should be able to be used with two (2) people.
- Susan to represent NSW Ambulance Service in a scenario based day in Dubbo.

f) NSW Rural Fire Service (NSW RFS) (Lyndon Wieland):

- NSW Rural Fire Service have attended roadside ignitions and fires in reserves, particularly Timbreebongie Reserve, Warren Road. It was noted that more police patrols may help reduce the number of fires on reserves. And more signs regarding no camping may also be a prevention.
- Preseason briefing was well attended.
- Clause 5.3 of the 2018/19 Concept of Operations Emergency Management was discussed. Graham to speak to the Mayor and General Manager.
- It was also noted that the community need to be educated also, possibly a newspaper article.
- With the dry season, all incidents will be attended by multiple vehicles.
- Operation Tonto commenced on 1 September, targeting deliberate lighting of bushfires. A reminder to report all information, as it may be the missing piece.

g) NSW Police Orana – Narromine (Sergeant Mick Smith):

- Trangie lockup keeper has been filled.
- Staffing numbers have increased.
- Property crimes have decreased with one (1) break and enter for July.
- Increased presence out of town.
- Body warn video as of yesterday will be rolled out in the area, with media release to follow.
- Social media isn't always a positive thing, with several unofficial sites on Facebook with incorrect information and are not endorsed.
- It was also noted that the Neighbourhood Watch site on Facebook was not an official site.

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD ON THURSDAY,
15 AUGUST 2018 AT NARROMINE SHIRE EMERGENCY SERVICES COMPLEX**

7. AGENCY REPORTS Cont'd.

- The community need to be re-educated in the correct procedures to contact emergency services, including calling 000. This should be a joint operation between Council and NSW Police. It was suggested that the new LED Sign could be used as a reminder.

RECOMMENDED by consensus that the agency reports as presented be received.

8. RESCUE SUB COMMITTEE

Nothing to report.

9. REMO REPORT

Kel Wise tabled his report (**Attachment No.1**) which had previously been circulated.

10. GENERAL BUSINESS

Nil.

11. NEXT MEETING

The next Local Emergency Management Committee Meeting will be held on **Thursday, 15 November 2018**, commencing at 9.30 am; to be preceded by a Rescue Sub Committee Meeting commencing at 9.00 am, at the Narromine Shire Council Emergency Services Complex, Manildra Street, Narromine.

There being no further business, the meeting closed at 11.07 am.

The minutes (pages 1 – 3) were confirmed at a meeting held on
and are a full and accurate of the meeting held on 15 August 2018.

2018

Chair

REMO Report to Central West LEMCs – August 2018

1) **Operational Information**

- Nil

2) **Plans, Planning and Information**

Central West Region EMPlan

Part 1 – 4 will be presented to the REMC for endorsement at the next meeting scheduled for 6 September.

Part 5 Restricted Information Annexures E – Community Assets, F – Regional Vulnerabilities and H – REMC Contact Directory are also ready for endorsement.

Annexure G – Sub Plans & Supporting Plans – Regional Context is currently incomplete.

Agencies that don't have a Regional Plan who work under a State Level Sub Plan or Supporting Plan have been asked to contextualise the arrangements for the Central West. Agencies have been sent a set of Templates along with Guidelines to capture specific operational information pertinent to how things get done in the Central West.

Local EMPlans

The Office of Emergency Management (OEM) is embarking on a 3-year Disaster Preparedness Program (DPP) to guide and compliment the work councils do buy building capability and knowledge through the development of more useable and relevant tools, training and resources.

To ensure continual improvement, OEM are currently reviewing the Local EMPLAN Templates to make them more effective and useable.

This project is currently in its early stages and 6 councils have been asked to participate at this stage.

3) **Training and Capability**

The Office of Emergency Management are changing the Training application process instead of REMO's applying, OEM now allocate to each Emergency Management Region a standard training package of;

- 2 x Introduction to Emergency Management,
- 2 x Emergency Operation Centre Concepts, and
- 1 x Evacuation Management course.

OEM will coordinate all logistical requirements in conducting courses, including the administration of service providers such as venue and catering and with the payment of invoices.

Coonabarabran has been selected to get the first round of courses; **Please Note Correction as the month is OCTOBER and not August.**

- 23 August 2018 - Intro to EM,
- 24 August 2018 – EOCC,
- 30 & 31 August – Evacuation Management.

All courses ready for enrolment at <https://www.emergency.nsw.gov.au/> please note there is a pre-requisite called Emergency Management Overview that you need to complete first.

If further courses are required it is on a case by case basis and if funding is available.

4) **Exercises**

Funding Update:

The NSW State Exercise Working Group has reviewed the exercise funding process.

There is now a much simpler initial process to apply for funding for Local exercises. The funding threshold for is \$2500.00. Attached is the "*Exercise Funding Application - Expression of Interest*" form.



Detailed information on the funding application process and subsequent reporting requirements are available at www.emergency.nsw.gov.au

Significant Lessons Learnt from exercises conducted in the region:

- Nil reported this quarter.

Planned Exercises:

LEMC Starship Enterprise is expected to be held in the following areas;

- Walgett on Saturday 11 August 2018 has been postponed - date to be rescheduled,
- Dubbo on Thursday 23 August 2018,
- Mudgee on Tuesday 25 September 2018, and
- Gilgandra on Saturday 27 October 2018.

5) Upcoming Activities / Meetings

- NSW RFS are conducting their Multi-Agency Pre-Season Briefing on the 9 August at the Dubbo Fire Control Centre, Lot 10 Cooreena Road Dubbo commencing at 9am. The Central West REMC including LEOCONS have received an invitation to attend. Documents that have been forwarded are;
 - RFS Memorandum to Region and District Managers,
 - RFS 2018/19 Concept of Operation Emergency Management,
 - RFS Operational Management Procedure, and
 - SOP's Traffic Control Points During Emergencies (see attached).
- The next RRC meeting will be held 6 September at RFS Canobolas Zone Headquarters, Orange, commencing at 10:30 am with the REMC to follow at 1 pm.

Rescue Committee

- LEOCONS are reminded of the need to submit LRC minutes within 2 weeks of holding the meeting, as directed by the Region Commander. Where no meeting is held, please submit an email informing the fact, to your REMO with the reason.
- Received advice from the SRB that Coonamble SES Unit withdrawal of Secondary Rescue GLR has been endorsed by the Minister.

Kel Wise
Regional Emergency Management Officer
Central West Emergency Management Region (North)
Mobile : 0419 412 228
Email: wise1kel@police.nsw.gov.au

Craig Bowra
Regional Emergency Management Officer
Central West Emergency Management Region (South)
Mobile: 0417 43 88 45
Email: bowr1cra@police.nsw.gov.au



Dubbo (North Zone) – Kel Wise
Bathurst (South Zone) – Craig Bowra

STANDING OPERATING PROCEDURES TRAFFIC CONTROL POINTS DURING EMERGENCIES

1. Scope

- 1.1 This SOP deals exclusively with the staffing and operation of Traffic Control Points (TCP) on roads and road related areas during an emergency. This procedure should be read in conjunction with existing legislation and documentation including (but not limited to) the *State Emergency & Rescue Management Act 1989* and State Disaster Plan (DISPLAN). Authority to establish a TCP exists under the *State Emergency & Rescue Management Act 1989* and other agency specific legislation.

2. Traffic Control Points

- 2.1. TCP will be staffed by NSW Police Force and the responsible roads authority (RTA and/or Council) during an emergency in the first instance. Where appropriate, volunteers from the Rural Fire Service, State Emergency Service may assist in this role. An emergency is defined under the *State Emergency & Rescue Management Act 1989*.
- 2.2 Location, disposition and personnel staffing TCP will be determined by the Forward Commander of the Combat Agency responsible for the emergency, in consultation with the Incident Controller. No variation to these deployments can be made without the authorisation of the Forward Commander, unless the TCP is under immediate threat.
- 2.4. If a TCP is abandoned due to an immediate threat, personnel must advise the Forward Commander at the earliest opportunity who will appraise the Incident Controller.
- 2.5. Traffic calming measures are to be put in place in accordance with SOPS set out by the Agency staffing the TCP.
- 2.6. Lighting must be provided at any site operating in hours of darkness.
- 2.7. Personnel staffing TCP will not recommend or direct traffic to alternate routes without specific authority of the Incident Controller. Any alternate routes will be devised by the responsible roads authority (RTA and/or Council) in consultation with the Combat Agency responsible for the emergency.

3. Access to Traffic Control Points

- 3.1 Two access levels will apply at a TCP - 'No Entry' and 'Restricted Entry'. The determination as to the level of access at a specific point will be determined by the combat agency responsible for the emergency in consultation with the NSW Police Force.
- 3.2 **No entry**
No persons may enter the area with the exception of the following:
- emergency personnel directly responsible for combating the threat and treating injured persons e.g. RFS in case of bushfire, NSW Health in case of pandemic, SES in case of flood.
 - NSW Police Force, Australian Defence Force and other law enforcement agencies specifically tasked with the protection of life and property that is under immediate threat (eg. on-going terrorism event).
 - Only in circumstances where the RFS is the responsible combat agency, accredited media under the direct supervision of and escorted by an authorised member of the RFS.
- 3.3 **Restricted entry**
Emergency personnel, residents, Essential services/Infrastructure maintenance. The details of any persons (except Emergency Services Personnel) entering into a restricted area are to be recorded in the TCP log (see over). The log will record the names, addresses, dates of birth and registration numbers of any vehicles. Logs are to be returned to the Forward Commander or their representative at the conclusion of each shift or at intervals of no less than 8 hours.
- Any persons unable or unwilling to present sufficient identification to establish their bona fides will not be permitted to enter.
- 3.3.1 **Emergency Services Personnel**
Personnel relieving or providing support services to crews directly responsible for combating the threat and Police providing protection and security to evacuated properties will have unrestricted access.
- 3.3.2 **Residents**
Any person claiming to be a resident within the restricted area must produce identification to establish their bona fides. Ultimate discretion to authorise entry will rest with personnel staffing the TCP. If there is any doubt as to the safety or survivability of the person entering the restricted area their entry should be prohibited.
- 3.3.3 **Essential Services**
Persons working for Welfare Services, Agriculture and Animal Services for stock and pets, Engineering Services, Transport Services, essential infrastructure services, (power, water, communication, welfare services for evacuees, stock etc.) must present identification. This identification must be issued by their respective organisation and be accompanied by an induction certification issued by RFS, NSWFB, SES, Industry & Investment NSW (formerly DPI) or NSW Health. It is the responsibility of those agencies to induct essential services required to work in restricted areas.
NOTE: Only in circumstances where the RFS is the responsible combat agency, unescorted media accredited by the RFS.
- 3.4 **Crime Scenes**
If, during an emergency, a crime scene is, or needs to be established, consultation with and consideration should be given to the needs of the Combat Agency to access the Hazard for the purposes of their controlling the hazard to prevent the loss of life or damage to property.

4. Breach of Traffic Control Points

- 4.1 Where a TCP is breached, non Police personnel staffing the point will NOT pursue or endeavour to prevent a person beyond the confines of the point. Personnel (other than members of the NSW Police Force) will not attempt to physically restrain or detain persons for breaching a point. When a TCP is breached, personnel will advise the Forward Commander immediately, providing what information possible to identify the person and/or motor vehicle. The Incident Controller should be apprised of this information at the earliest opportunity.



TCP Location

TCP should be referenced by road where established and distance from nearest cross street or landmark

Individual entry must be made for all persons entering a restricted area (Except Emergency Services Personnel)

Person Detail	Name	DOB	Veh Registration
	Time and Date of Entry	Destination	Estimated Time Out
	Emergency Contact Information	Channel	Mobile Phone No
	UHF Radio	Mobile Phone	COMPLETE WHEN PERSON LEAVES
	Emergency Contact Person or Agency	Phone	Time Out

RESTRICTED AREA ENTRY LOG

RESTRICTED AREA ENTRY LOG

To be completed by Senior Officer Staffing the TCP (CLEARLY PRINT NAME DO NOT SIGN)

Name / Rank Agency Date

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD AT THE NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 6 AUGUST 2018

PRESENT: Cr Dawn Collins (Chair, Narromine Shire Council), David Vant (Roads & Maritime Services), Luke Trudgett (Acting Sergeant, Orana Mid-Western Police District, NSW Police), Kerrie Murphy (Director, Infrastructure and Engineering Services, Narromine Shire Council), Jane Redden (General Manager, Narromine Shire Council, and Sarah Masonwells (Minute Secretary).

1. WELCOME

The Chair welcomed those present in particular Acting Sergeant Luke Trudgett from Orana Mid-Western Police District and declared the meeting open at 9.32 am.

2. APOLOGIES

RECOMMENDED David Vant/Luke Trudgett that the apology of Cr Rob McCutcheon (Local Member Representative Dubbo) be accepted.

3. MINUTES OF THE PREVIOUS MEETING

RECOMMENDED David Vant/Luke Trudgett that the Minutes of the previous meeting of the Local Traffic Committee held on 9 April 2018 be accepted as a true and accurate record of that meeting.

4. BUSINESS ARISING FROM THE MINUTES

- **Item 4, Business Arising from the Minutes, Item 7, General Business – 2) Placement of LED Signage in Dundas Park**

The Chair noted the completion of the LED Sign

- **Item 4, Business Arising from the Minutes, Item 7, Business Arising from Previous Minutes – 3) Pedestrian Crossing Dandaloo Street**

The Chair noted the pedestrian crossing still poses a trip hazard in the centre of the crossing. David Vant advised due to it not being on the carriageway, the responsibility may not be on the RMS.

It was noted, David Vant (RMS) will follow up regarding RMS' responsibility.

- **Item 4, Business Arising from the Minutes, Item 7, General Business – 4) RMS Training Workshops for Special Events**

Council's Economic Development and Communications Officer, to liaise with David Vant (RMS) regarding holding the above workshops.

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD AT THE NARROMINE SHIRE
COUNCIL CHAMBERS ON MONDAY 6 AUGUST 2018**

4. Item 4, Business Arising from the Minutes, Item 7, General Business – 1) Speed of Vehicles in Narromine

Acting Sergeant Luke Trudgett outlined they are targeting key roads throughout the Narromine Shire

5. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST

Nil

6. REPORT TO LOCAL TRAFFIC COMMITTEE

1) Mudgee Lions Club Charity Horse Ride 2018

RECOMMENDED David Vant/Luke Trudgett that approval be granted to the Mudgee Lions Club Charity Horse Ride from 6th to the 21st October, 2018, as described in the application.

7. GENERAL BUSINESS

1) RMS Road Safety Audits

David Vant advised Local/Regional /State Roads Safety Audit availability

David Vant advised that Director, Infrastructure and Engineering Services should contact Gina Spratt, RMS to seek appropriate advice on how to proceed.

2) Request for Pedestrian Crossing on Dandaloo Street Trangie

Director, Infrastructure and Engineering Services raised that Cr Davies had been approached regarding an installation of a pedestrian crossing on Dandaloo Street Trangie.

Discussion was had and it was advised Dandaloo Street Trangie would not meet the criteria to issue a warrant for a pedestrian crossing, with both the pedestrian flow having to be greater than 30 and vehicle flow greater than 50 in a three (3) hour period. It was also advised installations of pedestrian crossings in the incorrect place raises the risk of accidents and the loss of parking area it would create.

3) Taxi Rank Relocation

The Chair raised concerns of the proposed location for the Taxi Rank, noting the area is already often congested.

Discussion was had on suggested alternative locations, being the front of the NAB building or to the southern side of the proposed site.

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD AT THE NARROMINE SHIRE COUNCIL CHAMBERS ON MONDAY 6 AUGUST 2018

7. GENERAL BUSINESS Cont'd.

RECOMMENDED Cr Collins/David Vant that consideration be given to review the proposed site of the taxi rank, and a report be submitted to the next Local Traffic Committee meeting with details of alternate locations.

4) Closure of Turning Bays

The Chair raised concerns of the turning bays on Dandaloo Street Narromine.

Discussion was had on closing the turning bays, with concerns being raised over the congestion and danger to both vehicle and pedestrians.

Luke Trudgett advised NO U TURN signs would need to be erected if the closure of the turning lanes went ahead.

RECOMMENDED Cr Collins/David Vant that consideration be given to the closure of the turning lanes in conjunction with future stages of the CBD beautification upgrades.

5) 40km Speed Limit in CBD

David Vant requested Council's opinion on implementing a 40km speed limit within the CBD. David Vant advised that if Council was interested, they would need to nominate the location that would be considered for the 40km/hr speed limit and he would further refine for consideration by RMS.

It was advised, Director, Infrastructure and Engineering Services liaise with David Vant regarding processes for the speed reduction.

8. NEXT MEETING

The next Meeting of the Local Traffic Committee will be held on **Monday, 8 October 2018** commencing at **9.30 am** in the Narromine Shire Council Chambers.

There being no further business, the meeting closed at 10.30 am.

The Minutes (pages 1 –3) were confirmed on _____, 2018 and are a full and accurate record of proceedings of the meeting held on 6 August 2018.

CHAIR

1. MUDGEES LIONS CLUB – APPLICATION FOR CHARITY HORSE RIDE

Author Director Infrastructure and Engineering Services
Responsible Officer Director Infrastructure and Engineering Services

Executive Summary

The purpose of this report is to provide the Local Traffic Committee with information regarding a proposed Charity Horse Ride in October, 2018.

Report

Council has received a request from the Mudgee Lions Club to hold a charity Horse Ride from the 6th to the 21st of October, 2018. The ride will start and finish in Dubbo, travelling through Geurie, Wellington, Goolma, Mudgee, Gulgong, Dunedoo, Coolah, Binnaway, Mendooran, Gilgandra, Collie, Warren, Trangie and Narromine.

Council has received the completed Application for Road Closures for Special Events from the event organiser (see Attachment 1) with the appropriate attachments.

Approvals have been granted by NSW Police and RMS with conditions applied to these approvals.

Attachments

Narromine Shire Council – Application for Road Closures for Special Events form with attachments.

RECOMMENDATION

1. That approval be granted to the Mudgee Lions Club to hold a Charity Horse Ride commencing 6th October, 2018 and finished 21st October, 2018 as described in the application, subject to conditions attached therein.

POLICY E42



Narromine

SHIRE COUNCIL

NARROMINE SHIRE COUNCIL

**APPLICATIONS FOR ROAD CLOSURES
FOR SPECIAL EVENTS**

POLICY

Adopted by Council on 15 September 2009
(Resolution No 2009/373)

APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL EVENTS POLICY

NARROMINE SHIRE COUNCIL

**APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL
EVENTS POLICY**

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DOCUMENT VERSION CONTROL

Ref No.	Created by	First Adopted	Last Modified	Review Period
Doc Name: Applications For Road Closures For Special Events Policy Policy	Paul Gallagher Director of Engineering Services June, 2009	By Council on 15 September 2009 Res No 2009/373		3 years

APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL EVENTS POLICY

(b) in relation to any other public road, by means of an order published in one or more local newspapers or in a daily newspaper circulating generally throughout the State.

(2) A roads authority may, by order served on any person, prohibit the person from causing any vehicle under the person's control to pass along a specified local road unless the vehicle is being driven to a destination that cannot be reached except by means of that road.

(3) An order under this section may not be made unless the roads authority is satisfied that it is necessary to do so in order to prevent damage in excess of the ordinary wear and tear arising from the reasonable use of the road or roads concerned.

(4) A person must not, without reasonable excuse, contravene an order under this section. Maximum penalty: 30 penalty units.

(5) A roads authority must revoke any order under this section as soon as the circumstances giving rise to its making cease to exist.

(6) Unless sooner revoked, an order under this section ceases to have effect at the expiration of 12 months after it was made.

(7) Subsection (6) does not prevent an order being remade.

144 Permits for road events

(1) A roads authority may grant a permit to any person to conduct a road event on a public road.

(2) A permit may not be granted with respect to a classified road except with the consent of the RTA.

(3) A permit may not be granted with respect to an activity for which an approval is required under section 40 of the Road Transport (Safety and Traffic Management) Act 1999 unless such an approval is in force.

TEMPORARY ROAD CLOSURES

Special Event Transport Management Plan Template

1. EVENT DETAILS

1.1 Event Summary

Event Name: *Ride Against Cancer*
Event Location: *Trangie and Narramine*
Event Date: *As per Traffic Management Plan Appendix B.* Event Start Time: _____ Event Finish Time: _____
Event Setup Start Time: _____ .. Event Pack-up Finish Time: _____
Event is: off Street on street moving on street non moving
 Held regularly throughout the year (calendar attached)

1.2 Contact Names

Event Organiser ** *Mudgee Lions Club*
Phone: [REDACTED] Fax: [REDACTED] Mobile: [REDACTED]
Email: [REDACTED]
Event Management Company (if applicable) *NA*
Phone: _____ Fax: _____ Mobile: _____
Email: _____
Council _____
Phone: _____ Fax: _____ Mobile: _____
Email: _____
Roads & Traffic Authority (if Class 1) _____
Phone: _____ Fax: _____ Mobile: _____
Email: _____

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

1.3 Brief description of the event (one paragraph)

Charity horse ride raising money for Oncology Unit at Dubbo Hospital

TEMPORARY ROAD CLOSURES

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

SUMMARY OFFENCES ACT 1988 – Sec 23

To the Commissioner of Police

1.	<p>I, <u>Les LEISFIELD</u>(name) of, ... [REDACTED] (address) on behalf of, <u>Mudgee Lions Club Inc.</u> (organisation) notify the Commissioner of Police that on the (day) of (month) (year), it is intended to hold <u>As per TMP Appendix B</u></p> <p>either</p> <p>(a) a public assembly, not being a procession, of approximately which will assemble at (place) at approximatelyam / pm and disperse at approximately.... am / pm</p> <p>or</p> <p>(b) a public assembly, being a procession of approximately (number) persons which will assemble at approximately . am / pm, and at approximatelyam / pm the procession will commence and shall proceed (Specify route any stopping places and the approximate duration of any stops and the approximate time of termination. A diagram may be attached)</p>
2.	<p>The purpose of the proposed assembly is</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

TEMPORARY ROAD CLOSURES

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 assemble (<i>strike out whichever is not applicable</i>)</p> <p>(iv) There will be <u>2</u> (number) of vehicles and/ or ... (number) of floats involved. The type and dimensions are as follows:</p> <p>(iii) There will be (number) of bands, musicians, entertainers, etc., which will entertain or address the assembly.</p> <p>(ii) The following number and type of animals will be involved in the assembly. <u>3 Horses</u></p> <p>(i) 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 Summary Offences Act 1988 may be served upon me at the following address: Postcode Telephone No.....</p>
6.	<p>Signed: Capacity / Title: <u>Project Coordinator</u> Date: <u>26/07/2015</u></p>

TEMPORARY ROAD CLOSURES

2. RISK MANAGEMENT – TRAFFIC

CLASS 1	CLASS 2	CLASS 3	2.1	Occupational Health & Safety – Traffic Control
			<input checked="" type="checkbox"/>	Risk assessment plan/s attached
CLASS 1	CLASS 2	CLASS 3	2.2	Public Liability Insurance
			<input checked="" type="checkbox"/>	Public liability insurance arranged. Certificate of Currency attached
CLASS 1	CLASS 2	CLASS 3	2.3	Police
			<input checked="" type="checkbox"/>	Police written approval obtained
CLASS 1	CLASS 2	CLASS 3	2.4	Fire Brigades and Ambulance
			<input type="checkbox"/>	Fire brigades notified
			<input type="checkbox"/>	Ambulance notified

3. TRAFFIC AND TRANSPORT MANAGEMENT

Class 1	Class 2	CLASS 3	3.1	The route or location
			<input type="checkbox"/>	Map attached
			3.2	Parking
			<input type="checkbox"/>	Parking organised – details attached
			<input checked="" type="checkbox"/>	Parking not required
			3.3	Construction, traffic calming and traffic generating developments
			<input type="checkbox"/>	Plans to minimise impact of construction activities, traffic calming devices or traffic generating developments attached
			<input checked="" type="checkbox"/>	There are no construction activities, traffic calming devices or traffic generating developments at the location/route or on the detour routes.
			3.4	Trusts, authorities or Government enterprises
			<input 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			
3.6	Re-opening 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 type="checkbox"/>	Description of unique traffic management requirements attached			
<input checked="" type="checkbox"/>	There are no unique traffic requirements for this event			
3.8	Contingency plans			
<input type="checkbox"/>	Contingency plans attached			
3.9	Heavy vehicle			
<input checked="" type="checkbox"/>	Impacts heavy vehicles – RTA to manage			
<input type="checkbox"/>	Does not impact heavy vehicles			
3.10	Special event clearways			
<input type="checkbox"/>	Special event clearways required – RTA to arrange			
<input checked="" type="checkbox"/>	Special event clearways not required			

TEMPORARY ROAD CLOSURES

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

CLASS 1	CLASS 2	CLASS 3	<input type="checkbox"/> 4.1	Access for local residents, businesses, hospitals and emergency vehicles		
			<input type="checkbox"/>	Plans to minimise impact on non-event community attached		
			<input type="checkbox"/>	The event does not impact the non-event community either on the main route (or location) or detour routes		
					<input type="checkbox"/> 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 checked="" type="checkbox"/>	No road closures, restrictions or special event clearways – advertising not required.
					<input type="checkbox"/> 4.3	Special event warning signs
					<input type="checkbox"/>	Special event information signs are described in the Traffic Control Plan/s
					<input type="checkbox"/>	This event does not require special event warning signs
					<input type="checkbox"/> 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
					<input type="checkbox"/> 4.5	Portable Variable Message Signs
					<input type="checkbox"/>	The permanent messages and locations for portable VMS are attached
			<input type="checkbox"/>	This event does not use portable VMS		

5. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & 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 the 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 contact 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 AND AUTHORISATION

TMP Approved by.....Event Organiser Date

Regulation of Traffic Authorised by: RTADate

Or: CouncilDate

ON ROAD EVENTS

RISK ASSESSMENT AND RISK MANAGEMENT

Mudgee Lions Club

Ride Against Cancer - Charity Horse Ride

6th to 21st October 2018

Purpose of the Risk Assessment

In October 2018, the Mudgee Lions Club are undertaking a project to support a charity horse ride by an Un sighted Rider (blind). The rider is a former Paralympian who has completed a number of these rides in the past and still competes on a regular basis. The funds will ultimately be distributed to the Dubbo Oncology Integrated Wellness Unit by the Mudgee Lions Club.

The Un sighted Rider will be assisted by two (2) sighted riders/guides throughout the ride (one immediately in front and one immediately behind). Two (2) back-up sighted riders/guides will travel with the Escort Vehicles.

Riders are mature aged with a long association/experience with horses.

A Veterinarian and a Farrier will accompany the escort group for the entirety of the ride.

The route was selected to keep the riders on a majority of low traffic volume, shire back roads. The route allows for the riders to be off the roadway with adequate verge/table drain widths and with the majority being gravel/dirt.

The route has been surveyed and potential hazards identified. A detailed map/instruction for each day has been prepared noting sections where extra caution (bridge, grid, narrow etc) is required. This will be the subject of each days' pre ride briefing.

Two (2) Escort vehicles with the appropriate warning signs (CAUTION RIDERS AHEAD) and amber flashing lights will be positioned front and rear of the riding group.

Additional support vehicles are a Horse Float capable of carrying six (6) horses, and three (3) motorhome/caravan/camper vehicles.

The Horse Float will be driven ahead of the Ride Group to an agreed rest stop, approximately halfway along the days' route, to be available to swap over horses as required.

Community riders joining the ride will have their names registered and be instructed in the requirements of the Traffic Management Plan.

Juvenile riders (eg Pony Club) must be supervised by a mature rider.

For the community riders, the Escort Rolling Enclosure will be adjusted to allow for a maximum of 10 riders.

This Risk Assessment has been developed to identify the risks associated with the ride and details the actions implemented to eliminate or reduce the likelihood of an injury or incident occurring.

Quantitative Measure of Consequence	
Risk	Description
1	No injury
2	Non lost time injury - disruption to working systems - financial loss - systems review
3	Lost time injury - disruption to users - high financial loss-possible litigation, systems review - management concerns
4	Permanent injury - major loss of service to users - major financial loss - possible litigation and fines - systems review by external agency - possible industrial action - public concern, ministerial media attention
5	Death - complete loss of service or output - huge financial loss - possible fine and compensation, likely litigation - systems reviewed by external agency - impact on morale - industrial intervention - loss of public support - media attention
Quantitative Measure of Likelihood	
Risk	Description
A	Is expected to occur in most circumstances
B	Will probably occur in most circumstances
C	Might occur at some time
D	Could occur at some time
E	May occur only in exceptional circumstances
Level of Risk Tolerance	
E	Not tolerated IMMEDIATE action required to reduce risk
H	If elimination is not possible the risk must be constantly monitored by Command staff
M	If acceptable monitor using standard operating procedures
L	Manage by routine procedures

Risk Matrix

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

Consequences

	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	LOW (5)	MEDIUM (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely (4)	LOW (4)	MEDIUM (8)	HIGH (12)	EXTREME (16)	EXTREME (20)
Possible (3)	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
Unlikely (2)	VERY LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	HIGH (10)
Rare (1)	VERY LOW (1)	VERY LOW (2)	LOW (3)	MEDIUM (4)	MEDIUM (5)

L i k e l i h o o d

ON ROAD RISK REGISTER								
RISK REGISTER AND CONTROL PLAN - ON ROAD EVENTS RIDE AGAINST CANCER								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
1	Participants involved in an incident resulting in serious injury, eg collision with vehicle, rider thrown from horse	C	5	15	<ul style="list-style-type: none"> Traffic Management & Control Plan Mature and experienced Riders and Support Crew Horses fit for purpose - used to people, noise, crowds PPE including High Visibility clothing Qualified First Aiders in Support Crew Appropriate First Aid equipment in support vehicles Satellite phone with Support Crew in the event of an Emergency 	E	5	5
2	Participants involved in a minor incident requiring some degree of medical attention	C	2	6	<ul style="list-style-type: none"> Mature and experienced Riders and Support Crew Qualified First Aiders in Support Crew Appropriate First Aid equipment in support vehicles 	D	2	4
3	Injured Participants condition deteriorates from lack of medical intervention	C	3	9	<ul style="list-style-type: none"> Qualified First Aider in Support Crew Appropriate First Aid equipment in support vehicles Satellite phone with Support Crew in the event of an Emergency 	E	3	3
4	Un sighted Rider loses contact with Sighted Guides - potential for injury to Rider and / or Horse	C	5	15	<ul style="list-style-type: none"> Un sighted Rider mature and experienced in this type of event Horses fit for purpose Two Sighted Riders/Guides accompany Un sighted Rider at all times - one positioned in front of Un sighted Rider and one behind Two back-up Sighted Guides with Escort vehicles Sighted Guides mature and experienced with horses 	E	5	5

ON ROAD RISK REGISTER							
RISK REGISTER AND CONTROL PLAN - ON ROAD EVENTS RIDE AGAINST CANCER							
5	Participants health deteriorates due to heat or severe sunburn	B	3	12	<ul style="list-style-type: none"> • Early morning start • Adequate supply of water for Riders and Horses carried in support vehicles • Regular rest breaks during the day • Changeover horses available • Appropriate PPE 	E	3
6	Horses suffer physical injury or lose shoe	C	4	12	<ul style="list-style-type: none"> • Horses fit for purpose • Mature and experienced Riders and Support Crew • Veterinarian in Support Crew • Farrier in Support Crew • Changeover horses available 	E	4
7	Escort unable to contact horse float driver for change over horses	C	3	9	<ul style="list-style-type: none"> • The horse float will be driven ahead of the riders to an agreed rest stop and wait • Ride Group to move a safe distance from the road and to remain stationary • An Escort vehicle to travel to the agreed rest stop and get the horse float driver to return to the stationary Ride Group 	E	1
8	Traffic held up while Participants traverse narrow sections of roadway	B	2	8	<ul style="list-style-type: none"> • Traffic Management & Control Plan • Daily contact with the appropriate authorities • The majority of the Route is planned using Shire back roads with low traffic volumes • Pre-event road survey identified and noted narrow roadway sections and wide verges that allow Riders to travel well off the roadway • Daily pre-ride briefing • Detailed map and instructions carried in Lead Escort Vehicle 	D	2
							4

ON ROAD RISK REGISTER								
RISK REGISTER AND CONTROL PLAN - ON ROAD EVENTS RIDE AGAINST CANCER								
9	Local community riders join the Ride Against Cancer Group - risk of injury or traffic disruption	C	5	15	<ul style="list-style-type: none"> Limit the number of riders in the 'Escort Vehicle Rolling Enclosure' to a maximum of 10 riders Expand the 'Escort Vehicle Rolling Enclosure' to the distances set out in the Traffic Control Plan for the additional riders Juvenile riders (eg Pony Club) must be supervised by a mature rider Riders to be briefed on the requirements of the Traffic Management Plan 	E	5	5
10	Escorts and Riders lose their way	C	2	6	<ul style="list-style-type: none"> Daily pre-ride briefing Detailed map and instructions with Lead Escort Vehicle 	E	2	2
11	Approved route unable to be travelled upon	D	2	4	<ul style="list-style-type: none"> Communicate with Authorities to establish alternatives 	E	2	2
12	Participants come across adverse road conditions, eg flood water, fallen trees	C	2	6	<ul style="list-style-type: none"> Daily contact with the appropriate authorities Daily pre-ride assessment of prevailing conditions Pre-event road survey identified potential areas where this could occur 	E	2	2
13	Severe weather conditions prevail at the start of the day or during the day, eg Rain, hail, high wind, extreme heat	C	2	6	<ul style="list-style-type: none"> Determine the extent of the conditions and adjust the day's schedule as appropriate Daily contact with the appropriate authorities 	D	2	4

ON ROAD RISK REGISTER									
RISK REGISTER AND CONTROL PLAN - ON ROAD EVENTS RIDE AGAINST CANCER									
14	Overnight stabling inadequate or unsafe	C	3	9	<ul style="list-style-type: none"> All overnight stops at a Racecourse or Showgrounds (except Goolma Hotel and Collie Hotel) Permission to use Showgrounds/Racecourse given by appropriate authorities Portable electric fencing carried with support crew for use in emergency situations 	E	3	3	
15	Overnight security for horses inadequate	C	3	12	<ul style="list-style-type: none"> Respective facility providers have standard security procedures Ride crew will camp adjacent to the horses 	E	3	3	
16	Escort or Support vehicle become unserviceable unroadworthy during the event	C	3	9	<ul style="list-style-type: none"> Pre-event servicing and inspection Using late model vehicles Daily pre-start inspection Day's activities to be postponed/cancelled until repairs are completed or appropriate replacement vehicles sourced 	D	3	6	
17	Escort vehicle/s or Horse Float suffers breakdown during the day's ride	C	3	9	<ul style="list-style-type: none"> Two way radio communication between Escort vehicles and Riders Communicate situation to Lions Project Coordinator Ride halted until vehicles mobile again 	D	3	6	



P O Box 6003, KINCUMBER NSW 2251

Telephone: 02 4369 8317

Mobile: 0408 674 770

E-mail: insurance@lions.org.au

Web: www.lionsclubs.org.au/insurance

18 January 2018

TO WHOM IT MAY CONCERN

This is to confirm that cover has been arranged as set out below and the Insurance is current to the date detailed.

INSURED: MULTIPLE DISTRICT 201 COUNCIL of LIONS CLUBS INTERNATIONAL Inc. on behalf of ALL LIONS CLUBS, LIONESSE CLUBS and LEO CLUBS in AUSTRALIA, PAPUA NEW GUINEA and NORFOLK ISLAND. (This includes bona fide Voluntary Workers of the Club.)

INSURER: CHUBB INSURANCE LIMITED, SYDNEY.

CLASS: LEGAL LIABILITY to the GENERAL PUBLIC.

SITUATION: ANYWHERE in AUSTRALIA, PAPUA NEW GUINEA & NORFOLK ISLAND.

SUM INSURED: \$AUD 1,000,000 each and every Occurrence and in the Aggregate.

POLICY No.: Chubb Insurance – 01CL440469

DUE DATE: 1st SEPTEMBER 2018

ADDITIONAL INSURED: The Interests of the NSW Police Force and the Roads & Maritime Services of New South Wales have been included onto this Policy as an Additional Named Insured insofar as the involvement of The Lions Club of Mudgee Inc. with Lions "Ride Against Cancer" in October 2018 is concerned.

This Extension does not apply :

1. To any occurrence which takes place after the Named Insured ceases to have use of the said premises.
2. To structural alterations, new construction or demolition operations performed by or on behalf of the person or Organisation as described above.
3. To Liability arising out of the sole negligence of the Additional Named Insured.

This Certificate is issued as a matter of information only and does not amend, extend or alter the coverage afforded by the Policy. This Certificate is also issued subject to the terms, conditions, exclusions and endorsements of the Policy.

With Kind Regards

Garry Galvin

Lion Garry Galvin
Authorised Representative - AFSL # 001239538
LIONS Australia - Insurance Programme Consultant.



P O Box 6003, KINCUMBER NSW 2251

Telephone: 02 4369 8317

Mobile: 0408 674 770

E-mail: insurance@lions.org.au

Web: www.lionsclubs.org.au/insurance

18 January 2018

TO WHOM IT MAY CONCERN

This is to confirm that cover has been arranged as set out below and the Insurance is current to the date detailed.

INSURED: MULTIPLE DISTRICT 201 COUNCIL of LIONS CLUBS INTERNATIONAL Inc. on behalf of ALL LIONS CLUBS, LIONESS CLUBS and LEO CLUBS in AUSTRALIA, PAPUA NEW GUINEA and NORFOLK ISLAND. (This includes bona fide Voluntary Workers of the Club.)

INSURER: Lloyds of London

CLASS: LEGAL LIABILITY to the GENERAL PUBLIC.

SITUATION: ANYWHERE in AUSTRALIA, PAPUA NEW GUINEA & NORFOLK ISLAND.

SUM INSURED: \$AUD 19,000,000 in EXCESS of \$AUD 1,000,000 provided under Policy # 01CL440469 issued by Chubb Insurance Limited, Melbourne.

POLICY No.: 110962703

DUE DATE: 1st SEPTEMBER 2018

ADDITIONAL INSURED: The Interests of the NSW Police Force and the Roads & Maritime Services of New South Wales have been included onto this Policy as an Additional Named Insured insofar as the involvement of The Lions Club of Mudgee Inc. with Lions "Ride Against Cancer" in October 2018 is concerned.

This Extension does not apply :

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With Kind Regards

Garry Galvin

Lion Garry Galvin
Authorised Representative - AFSL # 001239538
LIONS Australia - Insurance Programme Consultant.



NSW Police Force

Dear Les,

I refer to your application to conduct "Mudgee Charity Horse Ride" to raise funds for your Charity between the 6th October and 21st October 2018.

The New South Wales Police Force in principle, does not sanction the conduct of this type of event on the State's Highways and major road systems. There are inherent risk factors which directly impact on the safety of those involved and other road users.

These risk factors include:

- high speeds,
- high traffic volumes/congestion,
- long lengths of unformed/gravel road shoulders,
- horizontal and vertical site distance restrictions,
- narrow lane widths, and
- large heavy vehicles, long distance coaches and B-Double movements on all major roads throughout New South Wales.

The New South Wales Police Force has no official objections to your present application, provided the event is conducted in accordance with the attached list of conditions. Departure from these conditions may result in police terminating the event and thereby requiring participants to comply with the normal provisions of the Road Transport Legislation.

You are to ensure that all relevant Councils and other land holders such as the National Parks are fully informed of your proposal and approve of this event. In addition, at the commencement of each day it is recommended you contact the Transport Management Centre on 1800 679 782 and advise the nature of the event and the days route.

I wish you all the best and trust you will have a safe and enjoyable event.

Thanks,

Acting Sergeant Steve Wynne.

Supervisor.

Orana Highway patrol.

Dubbo Police Station.

72656/72399

Orana Highway Patrol

Dubbo Police Station

T 02 68 831 599 W www.police.nsw.gov.au

TTY 02 9211 3776 for the hearing and speech impaired ABN 43 408 613 180

TRIPLE ZERO (000)

Emergency only

POLICE ASSISTANCE LINE (131 444)

For non emergencies

CRIME STOPPERS (1800 333 000)

Report crime anonymously

For Official Use Only

Mudgee Charity Horse Ride

6th of October 2018 to 21st of October 2018

GENERAL CONDITIONS

Provisions of the Road Transport Legislation to be observed at all times.

Any person participating in, organising or supporting participants, or in any other manner connected with the event, shall obey all reasonable directions given by a member of the NSW Police Force.

A member of the New South Wales Police Force has the authority to delay, halt or cancel the event at any stage in the interests of road safety or the safety of the community.

Any directions issued by the Roads and Maritime Services must be promptly obeyed.

The event is to be conducted in accordance with the timing and route supplied and approved by Police.

The event is to be conducted on the nominated dates of the event.

Any breach of these conditions may result in the event being halted by the NSW Police.

ORGANISERS

Organisers, officials and Participants are to take all reasonable measures to reduce obstruction to pedestrians or vehicles during the course of the event.

The Organiser is to ensure that all participants are briefed daily as to their roles and responsibilities, inclusive of any potential risks that may be encountered during the day.

Only 3 horses allowed on the event route at any one time.

The event to be held during daylight hours only.

PARTICIPANTS

Whenever possible, participant **MUST** walk on formed footpaths, bike tracks or nature strips along the route.

Where footpaths, bike tracks or nature strips are not available, participants are to walk to the extreme left hand side of the carriageway at all times and taking extreme care. **AT NO TIME ARE ANY PARTICIPANTS/HORSES TO WALK ALONG THE CARRIAGEWAY/LANE OF ANY ROAD (WHERE VEHICLES USUALLY TRAVEL)**

Participants are not permitted on a road, footpath, bike track or nature strip during periods of poor visibility due to inclement weather or fog, or where there is insufficient daylight to render a person dressed in dark clothing to be discernible at a distance of 100 metres.

POENA PIREMIT

Participants **MUST WEAR** suitable reflective clothing.

Participants to obey traffic lights and comply with any signs.

WARNING VEHICLE

The organisers shall provide ONE warning vehicle as detailed below which must be positioned so as to create a positive awareness of the presence of the participants on the carriageway to other road users. Warning vehicles *must not be larger* than a Toyota Hi Ace type vehicle.

Unless otherwise directed by police, warning vehicles shall be positioned in the following manner:

- The warning vehicle is to move to static locations ahead of the participants and park well off the carriageway.
- The warning vehicle is to move **COMPLETELY** off the carriageway when required to wait for the participants, so as not to obstruct traffic on any road. At no time are escort vehicles to occupy a traffic lane at a slow speed while shadowing participants.

The vehicle shall display a sign directed to the front and rear of the vehicle displaying the words "CAUTION HORSES ON ROAD" so as to provide advance warning to overtaking vehicles.

Warning signs referred to above be not be less than 900mm x 400mm in size, on yellow/orange background with large black lettering, 170mm proportionate to the dimensions of sign and in accordance with the Road Transport Legislation.

The warning vehicles shall also be fitted with flashing amber light on the highest point of the roof, and must be operating at all times.

Except when held up by other traffic or mechanical failure, the warning vehicle shall not stop on the trafficable portion of the roadway for any reason.

The warning vehicle is to travel with headlights un-illuminated.

COMMUNICATION

Communication equipment is to be provided to the escort vehicle and participant/s to enable communication between those parties. Regular communication is to be maintained at all times during the course of the event.

SPECIAL CONDITIONS

These conditions **MUST** be produced, if requested, to a member of the NSW Police Force, upon demand.

Participants are to be uplifted through any section of road works being carried out along the route.

Participants are to be **UPLIFTED** and travel by vehicle when required. The event traverses extremely busy highways during a period in which there will be higher than normal traffic volumes. The walker's safety is paramount and traversing these roads should be constantly assessed relative to the weather conditions and traffic volumes on the day.



Attachment No 4

Prior to the commencement of the event the organiser is to contact the Transport Management Centre on 1800 679 782 and advise the nature of the event and the days route.

At the commencement of each day it is recommended that you check the Roads & Maritime Services web page www.livetraffic.com for live updates, traveller information and personalised alerts for NSW roads.

At the commencement of each day it is recommended that you check the New South Wales Rural Fire Service web page www.rfs.nsw.gov.au to see what the Fire Danger Rating is. If the rating is Very High, Severe, Extreme or Catastrophic it's recommended that you do not proceed and recommend that an uplift to the next safer stage.

The letter of authority and General Conditions MUST be carried at all times during the conduct of this event and be capable of being produced, if required, to a member of the NSW Police Force or an Officer of the Roads and Maritime Services of NSW.

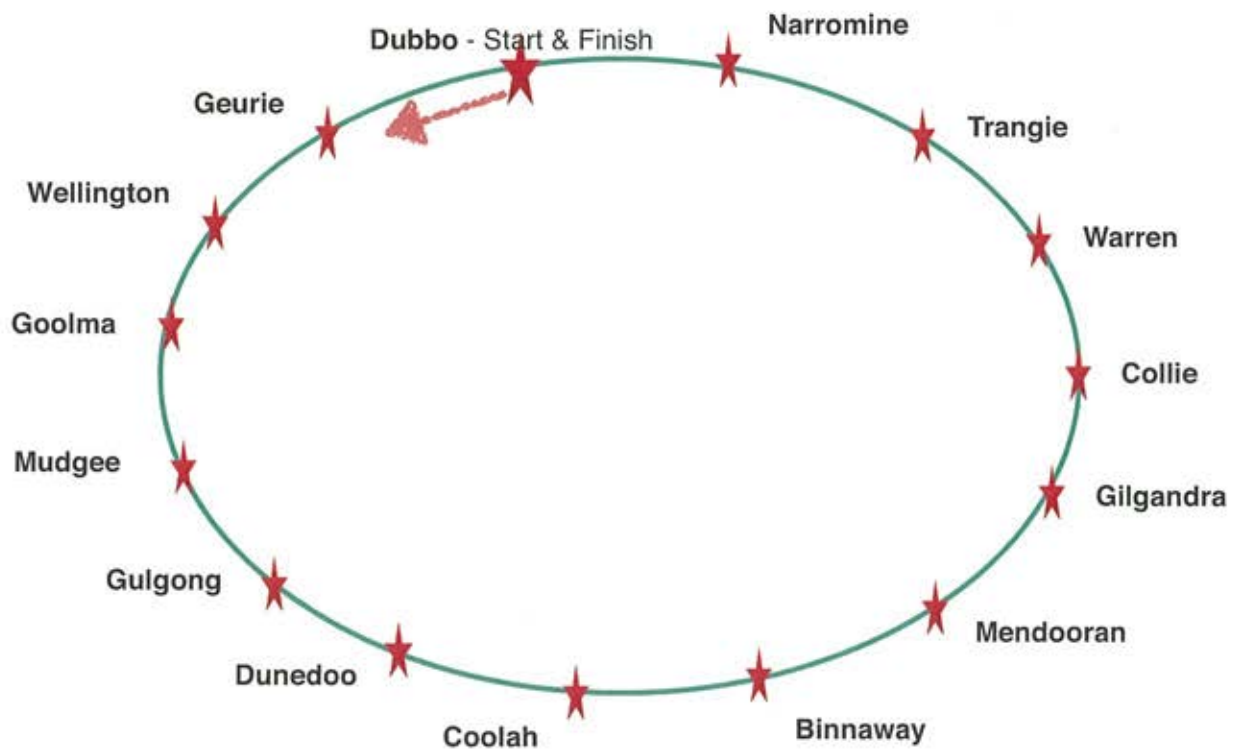
Steve Wynne
A/SGT Supervisor
Orana Highway patrol
02 68 813599.

Traffic Management Plan



Mudgee Lions Club Ride Against Cancer - Charity Horse Ride

Saturday October 6th to Sunday 21st October 2018



1. Overview

Scope of this Plan

The scope includes the provision for the safe movement of vehicular traffic, and the protection of Riders and Horses from passing traffic during the Project - Ride Against Cancer Charity Ride.

The purpose of the Ride is to raise money to support the "Interactive Wellness Centre" at the Oncology Unit being built at the Dubbo Hospital.

The Mudgee Lions Club is supporting and coordinating the Charity Ride to be undertaken by blind equestrian, Sue-Ellen Lovett.

Sue-Ellen is a former Paralympic Equestrian and has completed a number of charity rides in the past. She will be accompanied by two sighted riders/guides at all times on the road.

The Charity Ride will be held in October 2018, starting Saturday 6th from Bunnings Carpark Dubbo, and finishing Sunday 21st at Dubbo Racecourse.

Fund raising activities are being planned (Lions Clubs, Pony Clubs, Race Clubs etc) for our overnight stops at Geurie, Wellington, Goolma, Mudgee, Gulgong, Dunedoo, Coolah, Binnaway, Mendooran, Gilgandra, Collie, Warren, Trangie and Narromine. Also a major fundraiser the finish at the Dubbo Racecourse.

The planned route is over low traffic volume, shire back roads with minimal major road or highway exposure.

Appendix B sets out the daily schedule of roads being travelled in the Local Government areas of Dubbo Regional Council, Midwestern Regional Council, Warrumbungle Shire Council, Gilgandra Shire Council, Warren Shire Council and Narromine Shire Council.

Mudgee Lions Club Objectives

Mudgee Lions Club's objectives with respect to the Traffic Management Plan ("TMP") are to:

- Ensure the safety of the Ride Crew, the general public, pedestrians, cyclists and traffic,
- Keep traffic delays to a minimum,

2. Management of the TMP

The Mudgee Lions Club will provide people, equipment and systems to comply with the related traffic management.

Mudgee Lions Club and the RMS require the people to be experienced and competent to participate in the Project.

3. Implementation

Traffic Management will be in accordance with the RMS Traffic Control at Work Sites Manual as modified to site conditions.

Before the Project begins the Project Coordinator will carry out a Risk Assessment (see Risk Management Plan) and develop a Risk Register and Control Plan to eliminate or mitigate hazards.

4. Traffic Control Plans

Mudgee Lions Club will implement approved Traffic Control measures to allow for free traffic movement. These measures will include Traffic Control Plans ("TCP") as required for the horses, riders and vehicles.

TCP's are included in Appendix A

5. Responsibilities

The principal responsibilities and authorities of Council staff with respect to traffic management are:

Lions Project Coordinator

The Lions Project Coordinator is responsible for ensuring traffic management:

- Is properly planned, organised, directed and controlled,
- Is properly resourced with people and equipment

Escort Vehicle Drivers

Escort Vehicle drivers are responsible for complying with the Traffic Management Plan to ensure:

- The safe passage of Riders and Horses
- The safe passage of traffic at all times
- Everyone wears the appropriate high visibility attire during the ride
- 2 x Rotating flashing lights, vehicle Hazard Lights and Warning signs are operating and clearly visible at all times on each vehicle

Horse Riders

Horse riders are responsible for complying with the Traffic Management Plan to ensure:

- The safe passage of passing traffic
- They ride on the verge of the road as much as possible and as far off the road as conditions allow
- They follow directions as dictated by the Escort Vehicle drivers
- Maintain two-way radio contact with the Escort Vehicle drivers

Support Vehicle Drivers

Support vehicle drivers are responsible for complying with the Traffic Management Plan to ensure:

- They do not travel with the Events Rolling Enclosure
- When meeting the the riders along the route, they park their vehicles in a safe location off the road
- The Horse Float driver parks off the road in a safe location at the agreed rest point of the days' route

6. Time Management

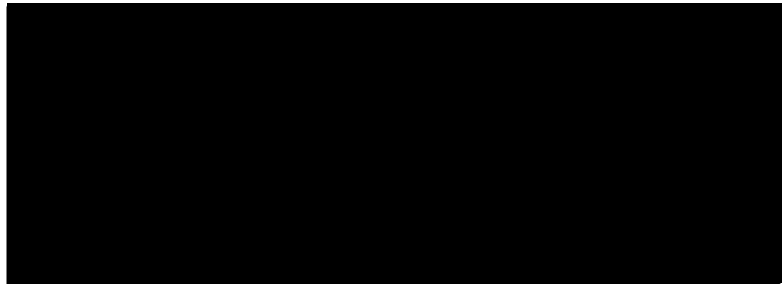
The Mudgee Lions Club aims to meet its stated start (6.30am) and finish (4.00pm) times.

APPENDIX B - Details of Start and Finish locations, roads travelled and distance of travel on each road.

7. Project Contacts

Project Coordinator (mobile):

Dubbo Regional Shire Council
Mid Western Regional Council
Warrumbungle Shire Council
Gilgandra Shire Council
Warren Shire Council
Narromine Shire Council



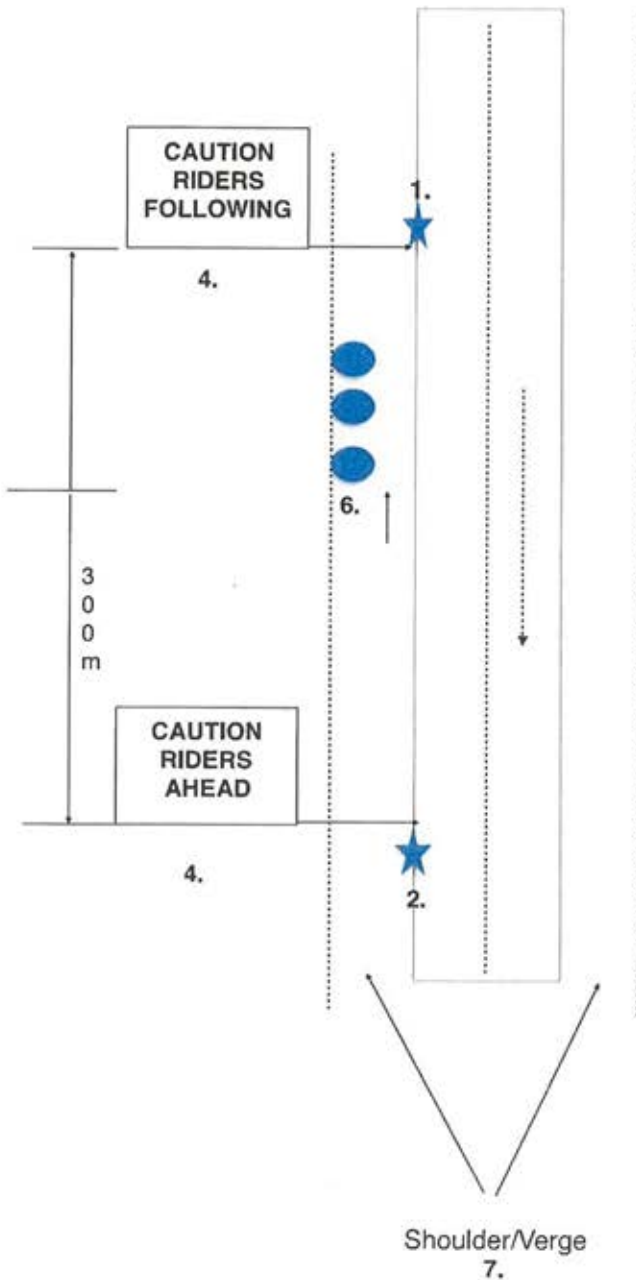
Escort Vehicles, Riders and Support Vehicles will use UHF Radio channel18 for communication

8. Reviewing this Traffic Management Plan

Mudgee Lions Club will review the Traffic Management Plan to ensure it is appropriate and is being implemented effectively. Changes may arise from a change of scope, NSW Police comments or from opportunities for improvement.

The Plan will then be updated to reflect any changes which have occurred. The revised document will be forwarded to the NSW Police Representative for his/her record.

APPENDIX A
Escort Vehicle Rolling Enclosure



A. The diagram shows the rolling enclosure for 3 riders in a non-competitive horse riding event.

Escort Vehicles & Riders

1. On a single carriageway a Lead Escort vehicle will be positioned ahead of the lead rider
2. A Rear (warning) Escort vehicle will be positioned about 300 metres behind the last rider
3. Escort vehicles will be not larger than a Toyota Hi Ace type vehicle
4. Each escort vehicle will be fitted with the approved Warning Signs in accordance with the Road Transport Legislation
5. Each escort vehicle will be fitted with 2 rotating/flashing amber lights on the highest point of the roof, and will have the hazard warning lights operating at all time when performing Escort duty
6. Riders will ride in single file on single lane roads and wear high visibility clothing
7. Riders will keep to the extreme edges of the roadway shoulder or verge where possible ie as far away from the road as conditions allow.

START DATE 6 OCTOBER 2018

FINISH DATE 21 OCTOBER 2018

APPROVER: DANIEL BUCKENS

SIGNED: [REDACTED]

CERTIFICATE DATE 23/11/2018

CERTIFICATE N°: 0026872419.

APPENDIX C

Daily Pre Ride Briefing						
Date:	Ride Section:		Start & Finish Points:			
Escort Vehicles Check	Rotating Amber Lights	Warning Signs	Tyres	Hazard Lights	Head & Tail Lights	General Condition
Support Vehicle Check	Head & Tail Lights	Hazard Lights	Tyres	General Condition		
Horses						
Two way radios Channel 18						
Satellite Phone						
Weather Conditions						
Road Conditions						
Horse Float Location on route						
Briefing by:						
Name:			Signed:			

APPENDIX D

Community Group Joining the Ride	
Date:	Community Group or Club joining the ride:
Riders joining the group From:	To:
Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:
Traffic Management Plan requirements briefing by:	
Name:	Signed: