



LEETON
SHIRE COUNCIL

**SEPARATE ATTACHMENTS FOR
Item 7.15**

**Ordinary Council Meeting
28 August 2024
6:00 PM**

SEPARATE ATTACHMENTS – ITEM 7.15

7.15. MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE MEETING - 14 AUGUST 2024	3
Attachment 1: Agenda - Attachments Included - Agenda of Traffic Committee - Wednesday, 14 August 2024.....	3



**LEETON SHIRE COUNCIL TRAFFIC
COMMITTEE**

WEDNESDAY 14 AUGUST 2024

10.30AM

COUNCIL CHAMBERS

LEETON SHIRE COUNCIL
AGENDA
TRAFFIC COMMITTEE
Wednesday 14 August 2024
10.30am

1. APOLOGIES
2. CONFIRMATION OF THE MINUTES

RECOMMENDATION
THAT the Minutes of the Traffic Committee held on Wednesday 12 June 2024, as circulated, be taken as read and CONFIRMED.
3. OFFICERS REPORTS
 - 3.1. OUTSTANDING ACTION REPORT.....2
 - 3.2. SPECIAL EVENT YANCO TWILIGHT MARKETS 22 NOVEMBER 2024.....4
 - 3.3. SPECIAL EVENT LEETON CHILL AND GRILL 19 OCTOBER 2024.....31
 - 3.4. SPECIAL EVENT FORM LEETON ALIVE - CHELMSFORD PLACE54
4. CONFIDENTIAL ITEMS

LEETON SHIRE COUNCIL
 Traffic Committee - Wednesday 14 August 2024

OFFICERS REPORTS

1 OUTSTANDING ACTION REPORT

RECORD NUMBER 24/170
RELATED FILE NUMBER EF21/430
AUTHOR/S Road Safety Officer
APPROVER/S Manager Roads and Drainage

INTRODUCTION

Matters arising from previous Minutes.

Traffic Committee Outstanding Actions				
Date of Meeting	Item	Action/Recommendation	Responsible Officer	Status
August 2021	Pedestrian Crossing Pine Avenue	That the Committee endorse Leeton Shire Council to investigate options for the pedestrian crossing moving forward.	LSC	Submitted for budget request for 24/25 financial year
August 2022	Whitton Pedestrian Crossing	Pedestrian facilities and carparking works approved at the February 2023 LATC.	LSC	Drainage works are completed. Survey And Design completed.
November 2022	Roxy Lane Traffic Management Changes	Traffic Changes approved as per August 2022 LATC meeting.	LSC	Will be complete as part of Roxy upgrade
June 2024	Load Limit Signage Boree, Block and Robinson Road.	Signage ordered	LSC	

RECOMMENDATION

THAT the information regarding matters arising from former meetings contained within the agenda be received and noted.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 14 August 2024

ATTACHMENTS

There are no attachments for this report

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 14 August 2024

2 SPECIAL EVENT YANCO TWILIGHT MARKETS 22 NOVEMBER 2024

RECORD NUMBER	24/171
RELATED FILE NUMBER	EF21/430/02
AUTHOR/S	Road Safety Officer
APPROVER/S	Manager Roads and Drainage Manager Engineering Services

INTRODUCTION

The purpose of this report is to seek the Committee's approval to run the Yanco Twilight Markets in Main Avenue, Yanco on Friday 22 November 2024 from 12noon to 10pm.

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to approve the road closures for the Yanco Town Improvement Committee to hold the Yanco twilight markets on Main Avenue, Yanco on Friday 22 November from 12noon to 10pm as per the Traffic Control Plan, subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
 2. A certified traffic control plan for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
 3. Event organisers and participants immediately obey all directions by Police.
 4. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
 5. Advertising of the event is to take place in local newspapers and social media two weeks prior to the event, to ensure locals are aware of the event.
 6. Letter drops are to be completed to all residents/businesses who will be affected by this road closure.
 7. OneRoad is to be updated to reflect the road closures on the day of the event
 8. Public Liability insurance is to be updated and include Transport for NSW and NSW Police as interested parties.
 9. Failure to comply with any of the above conditions will immediately void this approval.
-

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 14 August 2024

BACKGROUND

This is the third time that the Yanco Town improvement committee holds a market in this location. The event was held in 2022 and 2023 and no incidents were recorded or any complaints received from the community in relations to traffic management at the event.

COMMENT

The road closure will see Main Avenue Yanco closed from Regulator Road through to the first break in the Median outside 12 Main Avenue Yanco (Yanco Lions premises). A detailed site map and TCP can be viewed in attachment 1.

ATTACHMENTS

- [1](#) Yanco Twilight Markets 2024 Special Event Application

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: Yanco Twilight Markets
Event Location: Service Lane, Main Avenue, Yanco
Event Date: 22/11/24 Event Start Time: 4pm Event Finish Time: 9pm
Event Setup Start Time: 12noon Event Packdown Finish Time: 10pm
Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Leeton Shire Council
Phone: 6953 0912 Fax: Mobile: E-mail: [REDACTED]
Event Management Company (if applicable)
Phone: Fax: Mobile: E-mail:
Police
Phone: Fax: Mobile: E-mail:
Council
Phone: Fax: Mobile: E-mail:
Roads & Traffic Authority (if Class 1)
Phone: Fax: Mobile: E-mail:

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

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

A family friendly street market event with live music, food market stalls and amusements for kids. Food vendors on the streets lining the Service Lane in Main Avenue, Yanco and children's entertainment in the surrounding park area. Alcohol will be available to patrons for wine tastings only.

2 RISK MANAGEMENT - TRAFFIC	
CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance <input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police <input 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 1 CLASS 2 CLASS 3	3.1 The route or location <input checked="" type="checkbox"/> Map attached
	3.2 Parking <input type="checkbox"/> Parking organised - details attached <input checked="" type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts, authorities or Government enterprises <input 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 checked="" type="checkbox"/> There are no unique traffic requirements for this event.
	3.8 Contingency plans <input type="checkbox"/> Contingency plans attached

CLASS 1	CLASS 2	3.9 Heavy vehicle impacts
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
CLASS 1	CLASS 2	3.10 Special event clearways
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES		
CLASS 1	CLASS 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
CLASS 1	CLASS 2	4.2 Advertise traffic management arrangements
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
CLASS 1	CLASS 2	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
CLASS 1	CLASS 2	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
CLASS 1	CLASS 2	4.5 Portable Variable Message Signs
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS
5 PRIVACY NOTICE		

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

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

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

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.

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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>..... (name) (address) on behalf of Leeton Shire Council (organisation) notify the Commissioner of Police that on the <u>22</u> (day) of <u>11</u> (month), <u>24</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately <u>1000</u> (number) persons, which will assemble at <u>Service Lane, Main Avenue, Yanco</u> (Place) at approximately <u>4</u> am/pm, and disperse at approximately <u>9</u> am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed (Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is..... a family-friendly event with live music, kids amusements in Waring Park and market food stalls.</p>

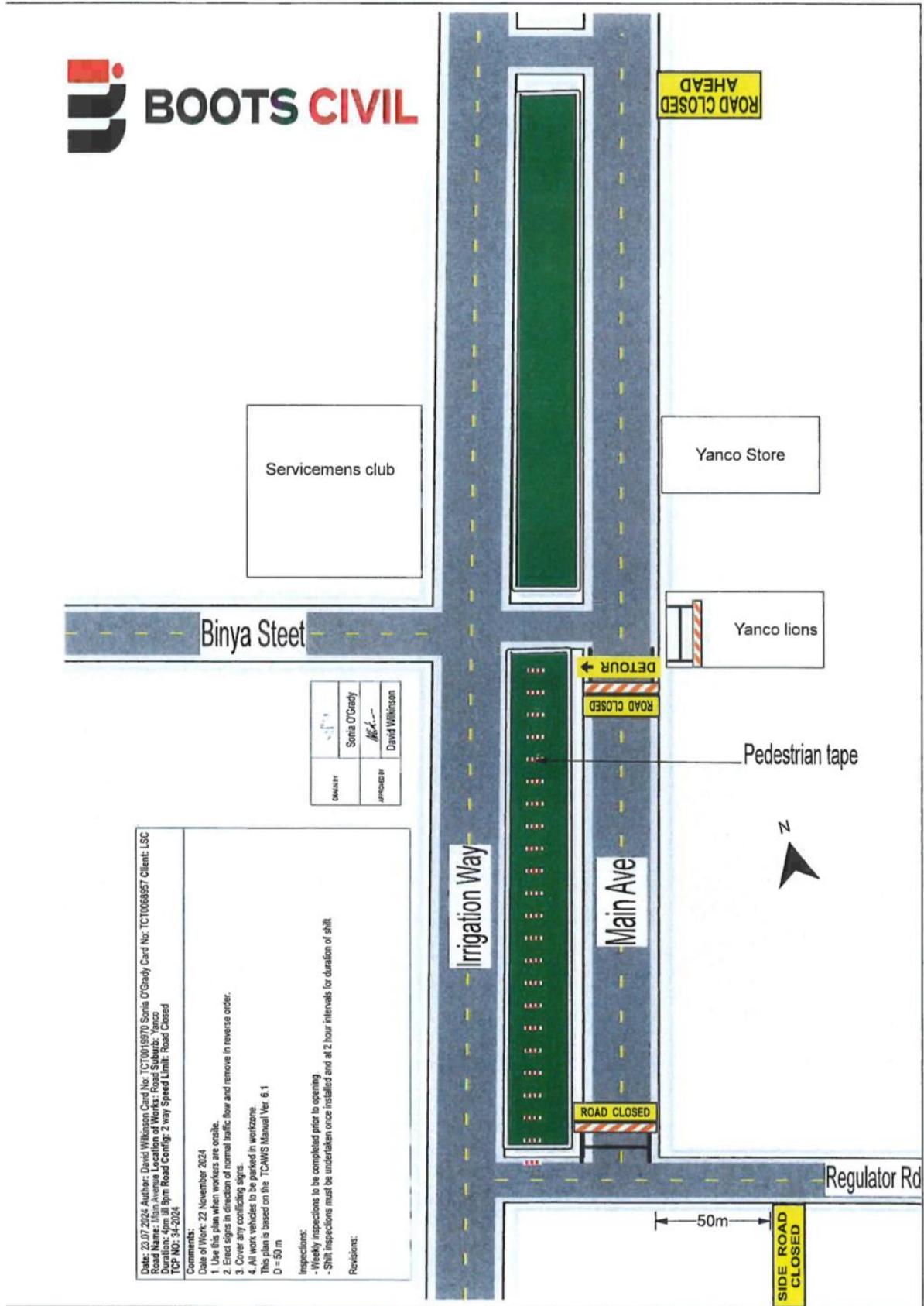
3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(i) There will be <u>nil</u> (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(ii) There will be <u>1-2</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>nil</u></p> <p>.....</p> <p>.....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows:</p> <p>.....</p> <p>.....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p></p> <p>..... Postcode.</p> <p></p>
6	<p></p> <p>Date <u>22/7/2024</u></p>

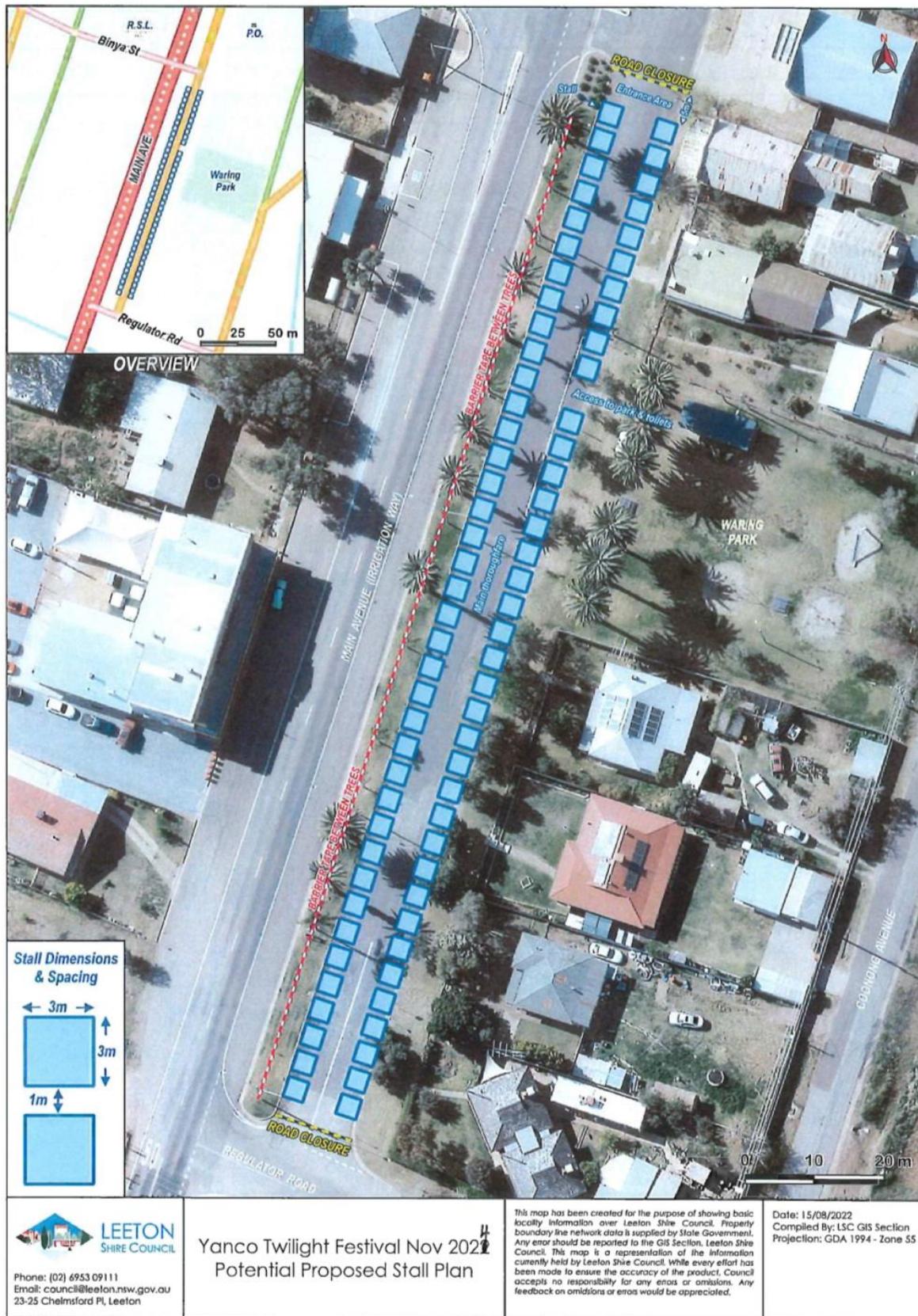
Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Management OHAS ACT 2009)	Advertise Transport Management	Liability Insurance	Special Event Clearance by Vehicle Drivers	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency Planning	
1	A Class 1 event impacts major traffic and transport systems but does not impact major traffic and transport systems in the immediate area only consent is required from Local Council and Police requires Police agreement that event qualifies as Class 3 is never used for vehicle races.	A Class 1 event may: • be conducted on-road or in its own venue • involve trusts and authorities when using facilities managed by them • involve Transport NSW • involve the State Rail and State Transit Authorities • involve private bus and coach organisations • impact the road transport industry • require RTA to provide special event clearways • require RTA to provide heavy vehicle detour routes • require RTA to adjust traffic signals • require RTA to manage Variable Message Signs • depending on the nature of the event, invoke the Police "User Pays" policy.	For example: • an event that affects a principal transport route in Sydney, or • an event that reduces the capacity of the main highway through a country town, or • a bicycle race that involves the Sydney Harbour Bridge.	Minimum 4 months from first approach to Council to proposed start date. 6 months for vehicle races.	Charges apply where: • it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large.	As described in Council's Special Events Policy. Asset rental: refer to Council.	Marginal costs apply where services are provided above those normally provided to the community. RTA provides govt. Asset rental: refer to RTA.	TMP model recommended.	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on RTA if using RTA asset. Certificate of currency required.	RTA arranges if required. RTA provides govt. quib.	Promoted where practicable	Required where to TMP.	May be required. Need to consider parking for disabled persons.	Recommended	
2	A Class 2 event impacts local traffic and transport systems but does not impact major traffic and transport systems in the immediate area only consent is required from Local Council and Police requires a detailed Transport Management Plan requires advertising the event's traffic aspects to the local community.	A Class 2 event may: • be conducted on-road or in its own venue • involve trusts and authorities when using facilities managed by them • involve State Rail and the State Transit Authority • involve private bus and coach organisations. • depending on the nature of the event, invoke the Police "User Pays" policy.	For example: • an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway • a motor rally on local country roads.	Minimum 3 months for vehicle races (EBCBS).	Charges apply where: • it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large.	As described in Council's Special Events Policy. Asset rental: refer to Council.	TMP model recommended.	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.	Promoted where practicable	Required where to TMP.	May be required. Need to consider parking for disabled persons.	Recommended			
3	A Class 3 event does not impact local or major traffic and transport systems in the immediate area only consent is required from Local Council and Police requires Police agreement that event qualifies as Class 3 is never used for vehicle races.	A Class 3 event may: • be conducted on-road or in its own venue • require a simplified Transport Management Plan • not be available in all Council areas. • depending on the nature of the event, invoke the Police "User Pays" policy. • require advertising the event's traffic aspects to the community.	For example: • an on-street neighbourhood Christmas party.	Minimum 6 weeks	Charges apply where: • it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large.	As described in Council's Special Events Policy. Asset rental: refer to Council.	Council may require TMP	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.	Promoted where practicable	Required where to TMP.					
4	A Class 4 event is intended for small on-street events and requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event does not require RTA or Council consent does not require advertising the event's traffic aspects to the community does not require a TMP does not require the involvement of other Government agencies.	A Class 4 event may: • be conducted on classified or unclassified roads • cause zero to considerable disruption to the non-event community • cross Police Local Area Commands (LACs) • cross Local Government Areas (LGAs) • require Council and RTA to assist when requested by Police • depending on the nature of the event, invoke the Police "User Pays" policy.	For example: • a small ANZAC Day march in a country town • a small parade conducted under Police escort.	Minimum 1 month	Charges apply where: • it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large.	As described in Council's Special Events Policy. Asset rental: refer to Council.					Required if User Pays policy in force. Police named on policy. Certificate of currency required.						

Version 3.4 August 2, 2006

Traffic & Transport Management of Special Events







22 July 2024



LEETON NSW 2705

NOTIFICATION OF EVENT

Dear 

On behalf of the Yanco Town Improvement Committee, which is an advisory committee of Leeton Shire Council, I wish to notify you that a new event called the Yanco Twilight Markets is to take place on **Friday 22nd November 2024** in a closed off section of the Service Lane, Main Avenue, Yanco.

The event will take place from 4pm – 9pm and will feature a number of food, craft, and boutique market stalls as well as live entertainment and children's amusements.

I have included a copy of the proposed Traffic Control Plan and event site map as an indication of where the event set up will be.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me on  or 

Regards




22 July 2024



Chelmsford Place
LEETON NSW 2705

NOTIFICATION OF EVENT

Dear [REDACTED]

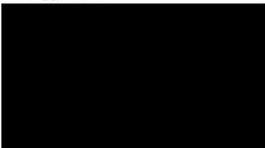
On behalf of the Yanco Town Improvement Committee, which is an advisory committee of Leeton Shire Council, I wish to notify you that a new event called the Yanco Twilight Markets is to take place on **Friday 22nd November 2024** in a closed off section of the Service Lane, Main Avenue, Yanco.

The event will take place from 4pm – 9pm and will feature a number of food, craft, and boutique market stalls as well as live entertainment and children's amusements.

I have included a copy of the proposed Traffic Control Plan and event site map as an indication of where the event set up will be.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me on [REDACTED] or [REDACTED]

Regards





23 July 2024



Leeton NSW 2705

NOTIFICATION OF EVENT

Dear [REDACTED]

On behalf of the Yanco Town Improvement Committee, which is an advisory committee of Leeton Shire Council, I wish to notify you that a new event called the Yanco Twilight Markets is to take place on **Friday 22 November 2024** in a closed off section of the Service Lane, Main Avenue, Yanco.

The event will take place from 4pm – 9pm and will feature a number of food, craft, and boutique market stalls as well as live entertainment and children's amusements.

I have included a copy of the proposed Traffic Control Plan and event site map as an indication of where the event set up will be.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me on [REDACTED] or [REDACTED]

Regards



Operational Risk Assessment

Workgroup:	Yanco Twilight Markets Event	Employees involved in Risk Assessment:
Division / Area:	Business Services	Manager Business Services
Task Description:	Event	Manager WHS, QA and Risk
Date:	22/7/24	
Version:	3.0	

Background

The Yanco Twilight Markets Event is going to be held on Friday 22nd November 2024 from 4pm – 9pm in a closed off section of the Service Lane, main Avenue, Yanco. 160m of the Service Lane will be fenced off with barrier tape to create an enclosed space for the event. This is the inaugural event being facilitated by Yanco Town Improvement Committee with event support from Leeton Shire Council staff. The event is expected to attract approximately 1,000 attendees. Food and boutique vendors will be set up along the roads of the closed of Service Lane. Live entertainment will be in Waring Park, as well as children’s entertainment such as face painting.

Purpose

To hold an event for the Yanco and surrounding communities

Scope of Risk Assessment

Methodology

RISK LEVEL RATING	Likelihood				
	1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
5 -Catastrophic	5-Moderate	10 -High	15 -High	20 -Extreme	25 - Extreme
4 -Major	4 -Low	8 -Moderate	12 -High	16 -High	20 -Extreme
3 -Medium	3 -Low	6 -Moderate	9 -Moderate	12 -High	15 -High
2 -Minor	2 -Low	4 -Low	6 -Moderate	8 -Moderate	10 -High
1 -Insignificant	1 -Low	2 -Low	3 -Low	4 -Low	5 -Moderate

Issued By: Manager WHS, QA & Risk	Issue Date: 24/03/2023	Version: 2
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Operational Risk Assessment

Operational WHS Hazard and Risk Register

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Slips, trips, falls	Trip Hazard: People tripping or falling by not paying attention to surrounds or hazards not being adequately dealt with	8	<ul style="list-style-type: none"> - Avoid having any trip hazards in walkways - Have first aid kit available on site - Ensure power leads are off the ground or taped down 	6
Event Layout	Inadequate spacing between stalls and walkways	6	<ul style="list-style-type: none"> - Ensure adequate spacing between stalls - Ensure walkways are clear of obstacles, including sandbags 	4
Power	Electrical shortages Electric shock	9	<ul style="list-style-type: none"> - Ensure all power cords and outlets are tested and tagged prior to event - Ensure appliances are kept away from water, heat etc - Never leave an electrical device unattended - Ensure a Residual Current Device is used to test outlets prior to use - Stallholders will be responsible for their own power supply (via generators etc) 	6
Waste Removal	Inadequate rubbish bins People leaving litter	4	<ul style="list-style-type: none"> - Council to provide additional bins to cater for rubbish - Bins to be emptied/checked at regular intervals - Skip bin to be provided to stallholder rubbish - Volunteers to ensure no rubbish is left on site 	3
Weather	Exposure to excessive heat, rain, wind, thunderstorms, hail could cause damage to equipment and harm those exposed to the bad weather. Damage to equipment Temporary infrastructure blows away and causes injury to a person or equipment Sunburn/dehydration from heat exposure Slippery surfaces	12	<ul style="list-style-type: none"> - Watch long range weather forecast in the leadup to the event - Event to be cancelled in cases of high temperatures, high wind and/or electrical storms - Shade available at location - Marquees must have their marquees secured/weighted down on all four legs 	9

Issued By: Manager WHS, QA & Risk	Issue Date: 24/03/2023	Version: 2
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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
			<ul style="list-style-type: none"> - Sunscreen available at event 	
Crowd Control	Too many people at event Disturbing behavior Disorderly Patrons	12	<ul style="list-style-type: none"> - Police presence requested for walk-through - Committee, volunteers and security to observe crowd behavior - Police to remove or detain disorderly patrons 	8
Fatigue, exhaustion and dehydration	Exposure to excessive heat	9	<ul style="list-style-type: none"> - Stalls available with food and cold non-alcoholic beverages - First aid kit on site with trained staff - Event held in late afternoon/early evening to avoid peak heat periods 	6
Seating	Inadequate seating for the elderly and disabled patrons	6	<ul style="list-style-type: none"> - Ensure adequate seating is available for elderly and disabled patrons (hire where necessary) 	4
Food poisoning/allergy	Attendees eating food that hasn't been stored/prepared to food standards Attendees eating food their allergic to causing anaphylaxis	15	<ul style="list-style-type: none"> - Advertise table/seating reservations in advance - All people serving/preparing food are to be trained in Food Handling requirements as per the Food Authority NSW - Receive copies of stallholder's food handling certificates - Site inspections to vendors to ensure they're preparing and serving food to standard - Stallholders to label and advertise food correctly 	10
Stallholders	Stallholder injury Stallholder not preparing/serving food to standard which makes those eating their food unwell Stallholders having an unsafe stall	12	<ul style="list-style-type: none"> - Ask stallholders are required to sign on and off at the event - Stallholders are to report any incidents to a staff member - Marquees must have their marquees secured/weighted down on all four legs - Stallholders to provide council with a copy of the Public Liability Insurance - Stallholders will be provided with an info pack prior to and on the day 	9

Issued By: Manager, WHS, QA & Risk	Issue Date: 24/03/2023	Version: 2	Page 3 of 5
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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Children	Children exposed to people drinking alcohol	12	<ul style="list-style-type: none"> - Children must always be supervised by an adult - Children's entertainment to be on grassed area 	8
Entertainment/ Amusements	People getting injured on amusements Faulty equipment being set up	12	<ul style="list-style-type: none"> - All entertainment providers will be required to provide council with a copy of their PIL Insurance - Copy of design registration to be obtained from any amusements - First aid kit available on site 	6
Responsible Service of Alcohol – license conditions	Vendors selling alcohol not adhering to the license conditions Liquor License disqualification Police fines	10	<ul style="list-style-type: none"> - All individuals selling alcohol must have their RSA competency card with them at event - Appropriate signage erected on all access points and gates - Strictly no alcohol to be served in glasses - Leeton VRA to check proof of age upon entry and attach wristbands to people over the age of 18. 	4
Manual handling	Volunteers and stallholders obtaining an injury from manual handling tasks Lifting and moving items that are too heavy or using poor lifting techniques	9	<ul style="list-style-type: none"> - Use two people to carry heavy/awkward items - Use best practice manual handling techniques - First aid personnel on site 	6

Issued By: Manager WHS, QA & Risk	Issue Date: 24/03/2023	Version: 2	Page 4 of 5
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			Page 4 of 5

Operational Risk Assessment

Relevant Documents

N/A

Hazardous Substances Chemicals	Standard Operating Procedures - eg:	Safe Work Method Statements / Risk Assessments - eg:	Manufacturer Safety Guidelines	Traffic Control Plan

Competency Requirements for Workgroup

Position	Competencies Required
People selling/serving alcohol	Responsible service of Alcohol

Plant, Machinery, Equipment Used

N/A

Type of Plant / Machinery / Equipment	Licenses, Permits, Competency, Training	Daily plant Inspection Report Required	Prestart Checks Required - Visual/ Documented	Maintenance Requirements

Issued By: Manager WHS, QA & Risk	Issue Date: 24/03/2023	Version:2	Page 5 of 5
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Leeton Shire Council
APPROVAL UNDER SECTION 68
 of Local Government Act 1993

EVENTS – Application under Section 68 Part D & F

APPLICANT DETAILS

Organisation Name:	Leeton Shire Council	
Contact Person:	[REDACTED]	
ABN/ACN (if applicable)	[REDACTED]	
Are you a charity or NFP?	[REDACTED]	
Email:	[REDACTED]@u	
Mobile: 0439 839 090	Phone:	[REDACTED]
Postal Address:	23-25 Chelmsford Place, Leeton	

EVENT INFORMATION

Name of Event	Yanco Twilight Markets
Event Type	Market stalls and family entertainment
Proposed Location	Service Lane, Main Avenue, Yanco
Proposed Dates	Saturday 26 ^{Friday 22} November 2024
Proposed Times	4pm to 8pm
Land Owner	Leeton Shire Council

EVENT COORDINATOR DETAILS

Coordinator Name	[REDACTED]	
Position	[REDACTED]	
Email:	[REDACTED]	
Mobile: 0439 839 090	Phone:	[REDACTED]
Postal Address	23-25 Chelmsford Place, Leeton	

The applicant, or the applicant's agent, must sign the application. In providing your personal information to Council, you acknowledge that Council may be required to disclose some or all of your information to third parties under the Government Information (Public Access) Act 2009 (GIPA).

Signature:	[REDACTED]
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Leeton Shire Council
APPROVAL UNDER SECTION 68
of Local Government Act 1993

APPROVALS

to be determined under Section 68 of the Local Government Act 1993

PART D – COMMUNITY LAND			
<input checked="" type="checkbox"/>	Engage in a trade or business	D4	For fee or reward, play a musical instrument or sing
<input checked="" type="checkbox"/>	Direct or procure a theatrical, musical or other entertainment for the public	<input checked="" type="checkbox"/>	Set up, operate or use a loudspeaker or sound amplifying device
D3	Construct a temporary enclosure for the purpose of entertainment	D6	Deliver a public address or hold a religious service or public meeting

PART F – OTHER ACTIVITIES			
<input checked="" type="checkbox"/>	Install or operate amusement devices	<input checked="" type="checkbox"/>	Use a standing vehicle or any article for the purpose of selling any article in a public place

EVENT OVERVIEW

Briefly describe your event

A family friendly street market event in the Service Lane located at Main Avenue, Yanco with live music and food/boutique market stalls.
 Alcohol will be available to patrons, only for special wine tastings with local producers - a special event liquor licence to be obtained for the event to allow for this activity to happen.

Dates/Times

When will you commence setting up?	Date	2 ⁰ / 8 /11/2 ⁴	Time	12noon
When does your event start	Date	2 ⁸ / 8 /11/2 ⁴	Time	4pm
When does your event finish	Date	2 ⁸ / 8 /11/2 ⁴	Time	8pm
When will you complete packing up?	Date	2 ⁸ / 8 /11/2 ⁴	Time	9.30pm

Who will attend your event?

Estimated number of patrons	1000
Estimated number of participants	20-30 stallholders plus 1 x live entertainment

Is entry to your event:

Free	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Gold coin/donation	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Ticketed	<input type="radio"/> Yes	<input checked="" type="radio"/> No



Leeton Shire Council
APPROVAL UNDER SECTION 68
of Local Government Act 1993

EVENT INFRASTRUCTURE

Please provide a scaled Site Plan of your event venue with the location of each item below that you are planning to include. Include additional pages for details if required.

Are you installing fencing or temporary barriers?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If yes, list type (free standing, star pickets etc) and size: Ticker tape barrier along in between palm trees that separate the service lane area and the main road, being Irrigation Way		
Are you installing tents and/or marquees?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If yes, list each marquee and size(s): Stallholders to erect own marquees, variety of sizes from 3x3m including some food vans.		
Are you installing stages?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If yes, please describe each stage size and height:		
Are you installing seating stands for more than 20 persons?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If yes, please describe type and size:		
What other infrastructure are you using? List type, size and number of additional infrastructure:		

RISK MANAGEMENT

As part of your Risk Management obligation, evidence of the following must be attached to this Event Application:

- Evidence of an assessment of the risks associated with staging your event and the controls to mitigate those risks
- An Emergency Plan/Procedure for the event

SAFETY & AMENITIES

Is there sufficient parking on site?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is there sufficient toilet facilities on site? Please nominate the number, gender/accessibility and location of all existing and any proposed portable/temporary toilet facilities on site plan.		
Will you have a safety officer/first aid on site?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Please provide details, including contact numbers: LSC Mobile Events First Aid Kit on site. First Aid Office [REDACTED]		



Leeton Shire Council
APPROVAL UNDER SECTION 68
of Local Government Act 1993

PUBLIC LIABILITY DETAILS

A Public liability insurance Certificate of Currency (coverage to \$20M minimum) must be supplied with your application. A certificate of Currency can be obtained from your insurance provider.

Public liability insurance certificate of currency is attached to this application (tick to confirm)

Current public liability insurance valid until: 30 / 6 / 2025

Coverage level (i.e. \$20M) \$20M

LAND OWNER APPROVAL

Organisation Name:	Leeton Shire Council
Contact Person:	[REDACTED]
Postal Address:	23-25 Chelmsford Place LEETON NSW 2705
Email:	[REDACTED]

As the owners of the above property, I/we consent to this application.

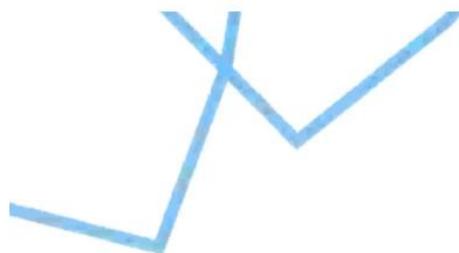
Signature:	[REDACTED]	
Name:	[REDACTED]	Date: 2024 23/7/24

OFFICE USE ONLY

Date Received: ____ / ____ / ____ s68 No: ____

Fees: \$ ____ Receipt No: ____

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 14 August 2024



01 July 2024

Attention: Andrew Valenta

The General Manager
Leeton Shire Council
23-23 Chelmsford Place
LEETON NSW 2705

ABN 69 009 098 864
One International Towers,
100 Barangaroo Ave,
Sydney, NSW, 2000
Tel: (02) 9320 2700
Direct: (02) 9320 2726
Naamon.Eurell@jita.com.au
www.statewidemutual.com.au

Dear Andrew,

Certificate of Currency

This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

CLASS	Public Liability/Professional Indemnity
MEMBER	Leeton Shire Council
BUSINESS OF MEMBER:	Local Government Authority, as defined in wording
EXPIRY DATE	30 June 2025
GEOGRAPHICAL SCOPE	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
LIMITS OF PROTECTION	Public Liability \$20,000,000 any one occurrence Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection
STATEWIDE CERTIFICATE NUMBER	000115

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder.

Yours sincerely,

Naamon Eurell
Executive Officer



LEETON SHIRE COUNCIL

Leeton Shire Council ABN 59 217 957 665
23-25 Chelmsford Place, Leeton NSW 2705
Telephone: (02) 6953 0911 Fax: (02) 6953 3337
Email: council@leeton.nsw.gov.au
Website: www.leeton.nsw.gov.au

S138 Road Opening/Activity Permit Application

Made under Section 138 Roads Act 1993 (NSW)

Leeton Shire Council is the Road Authority for public roads within Leeton Shire, with the exception of freeways and crown roads. To undertake work/activity on, or alongside, public roads an S138 permit must first be obtained. This advises Council of the planned work/activity and allows Council to assess the necessary implementation of standards relevant to the work/activity being proposed. These specific standards need to be identified and adhered to, ensuring Leeton Shire roads are kept safe and well maintained.

Trim No.

Applicant details

Applicant name	Leeton Shire Council - Yanco Twilight Markets Event		
Address	23-25 Chelmsford Place	Phone	[REDACTED]
	LEETON NSW 2705	Email	[REDACTED]

Location and specifications of proposed works (you are required to attach a plan)

Name and location of road to be affected	Main Avenue, Yanco
Details of work/activity to be carried out	Closure of Main Avenue Yanco from Yanco Lions Shed up to Regulator Road intersection. To activate the area surrounding Waring Park to create a pedestrian safe event area for food and market stalls and displays as part of the Yanco Twilight Markets event.
DA Number: _____	
<input type="checkbox"/> Extend/Connect Road	
<input type="checkbox"/> Shoulder Widening	
<input type="checkbox"/> Footpath/Cycleway	
<input type="checkbox"/> Occupy Carpark Space/s No: _____	
<input type="checkbox"/> Kerb & Gutter works	
<input type="checkbox"/> Drainage Works	
<input type="checkbox"/> Occupy Footpath	
<input type="checkbox"/> Swing Hoist/Crane	
<input type="checkbox"/> Other (please Specify) _____	

Duration of consent period

Commencement date	22 November 2024 12noon	Completion date	22 November 2024 10pm
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Declaration of Applicant

I/we, the applicant, apply to Leeton Shire Council, as the roads authority for the road and/or road reserve, for consent to undertake the above mentioned works and/or activity in, on or over the specified road as shown in the attached plan.

Signature of Applicant or Director	[REDACTED]	Print name	[REDACTED]
		Date	[REDACTED]

Signed for and on behalf of Leeton Shire Council by its duly authorised delegate

[REDACTED]

Manager Roads and Drainage

[REDACTED]

Date

Office use only

Conditions

1. **Manner of Work and/or Activity**
 - 1.1. The Work/Activity must be conducted according to the Plan and the Specifications.
 - 1.2. The Applicant must complete any backfilling of trenching works in accordance with Council's Conditions.
 2. **Council Requirements** The Applicant must comply with all Council requirements in relation to the Work/Activity:
 - a) Contained in this Permit and annexures;
 - b) Contained in any notice in writing concerning the Work/Activity given to the Applicant by the Council; and
 - c) Any direction given to the Applicant by the Council.
 3. **Legislation** The Applicant must observe all requirements with respect to the Work/Activity imposed by any statute, regulation or ordinance or otherwise imposed by a statutory or other authority.
 4. **Term** The Work/Activity must not be carried out at any time other than during the Consent Period.
 5. **Proceed Continuously** The Applicant must carry out the Work as expeditiously and safely as practicable and proceed continuously until completion.
 6. **Layout of Work**
 - 6.1. All pipe work crossing the Road must be laid perpendicular to the direction of the Road unless otherwise consented to by Council and described in the Specifications or shown in the Plan.
 - 6.2. All pipework crossing the road must be easily identified by means of boundary markers or pipe location markers. These are to be installed and maintained by the applicant.
 - 6.3. If pipe is approved to be laid longitudinally with the road markings are to be placed at regular intervals (150m) along the length of the pipeline. These are to be installed and maintained by the applicant.
 - 6.4. The pavement surrounding any excavation of the Road must be neatly saw-cut prior to excavation.
 - 6.5. The Applicant must ensure that any cut pavement maintains a neatly finished edge at all times.
 7. **Advise Council**
 - 7.1. The Applicant must give the Council a minimum of five working days notice prior to when the Work/Activity is to commence.
 - 7.2. The Applicant must notify Council as soon as the Work is completed if completion occurs during Business Hours.
 - 7.3. The Applicant must notify Council during the next Business Hours if the Work is completed outside of Business Hours.
 8. **Expense** The Work is carried out at the Applicant's expense.
 9. **Consent and Acknowledgement** This Permit must be signed for and on behalf of Council in order for consent to be granted; and must also signed by the Applicant in acknowledgement of the conditions under which this consent is granted.
 10. **Service Conduit** Any Service Conduit placed across the Road must have at least 600mm of fill cover.
 11. **Footpaths** Where any footpath is disturbed it must be restored to the original condition by the Applicant at the Applicant's cost.
 12. **Fee** The Permit Fee is to be paid for the issue of this Permit.
 13. **Restoration Fees**
 - 13.1. Where Council is required to undertake Restoration works, determination of the Restoration Fees is governed by Section 67 of the Local Government Act.
 - 13.2. Where a Restoration Fee is applicable the Applicant must pay the Restoration Fee:
 - a) As soon as the Work is completed if completion occurs during Business Hours; or
 - b) During the next Business Hours if the Work is completed outside of Business Hours.
 - 13.3. If disturbance to the Road exceeds that shown on the Specifications, the Applicant must pay the additional cost to Council for restoration.
 14. **Indemnity** The Applicant indemnifies and holds Council harmless against all Claims by any person arising in connection with any acts or performance of an obligation under this Permit.
 - 14.1. **Specific Indemnities:** - Without limiting clause 13.5 the Applicant indemnifies and holds Council harmless against any Claim arising directly or indirectly out of the following:
 - a) The construction and installation of the Work;
 - b) Conduct by the Applicant which amounts to a breach of any license, permit, approval or legislation;
 - c) Council granting consent to the Applicant to carry out the Work;
 - d) Failure to comply with any obligation of the Applicant under this permit.
 - 14.2. **Applicant to Maintain Insurance**
 - a) The Applicant must maintain a public liability insurance policy with an insurer approved by Council with a limit for any one event of not less than twenty million dollars (\$20,000,000).
 - b) The Applicant must produce evidence of the currency and terms of insurance as part of each permit application.
 - c) The insurance must be on terms to the reasonable satisfaction of Council and name Council as an insured party
15. **Traffic Management Plan**
 - 15.1. The Applicant must ensure that a Traffic Management Plan is in place whilst the Work is being carried out.
 - 15.2. The appropriate traffic control measures must be established at the Applicant's cost.
 - 15.3. The traffic control measures must be in accordance with the current RMS Guidelines "Traffic Control at Work Sites".
 - 15.4. The Applicant must not interrupt or otherwise disturb the traffic flow on the Road without the written consent of Council.
 16. **Responsibility for Restoration works**
 - 16.1. Where the applicant is not able to meet the standards required, the applicant can contract the services of another provider that can.
 - 16.2. Where council is required to undertake the restoration works, the Applicant is responsible for the Works until Council's road maintenance service provider completes the standard road pavement restoration. Where the applicant undertakes to do the restoration work themselves, then the applicant is responsible until Council agrees to the standard of that restoration work
 17. **Responsibility in the event of absence or emergency.**
 - 17.1. In the Applicant's absence from the site of the Work, or in the event of any emergency (for which the Council has sole right of decision), Council may take such action as it considers necessary to prevent:
 - a) Loss of or damage to the whole or any part of the Work;
 - b) Loss or damage to the Road or any property adjacent to the work; or
 - c) To prevent personal injury to any person;
 - 17.2. Any such action (under sub-clause 15.2) is at the Applicant's expense.
 18. **Safety** The Applicant must:
 - 18.1. Carry out the Work with due regard to the safety and rights of the public;
 - 18.2. In addition to clauses 0 and 3 comply with the requirements of the NSW Workcover Authority, the Department of Industrial Relations & Employment, and the Police Service of NSW.
 19. **Relocation**
 - 19.1. If it is necessary in the reasonable opinion of Council:
 - a) To relocate or remove any portion of the Work; or
 - b) Carry out any additional work for the safety and protection of the public, Applicant must relocate or carry out such removal or additional work as reasonably determined by the Council.
 - 19.2. Any such relocation and/or additional work required to be carried out is at the Applicant's expense.
 20. **Public Risk** Nothing in this consent shall be deemed to:
 - a) Prejudice or affect the rights of the public to free passage upon or along the Road;
 - b) Authorise any nuisance to, or permanent obstruction of, the Road or public places;
 - c) Confer upon the Applicant exclusive right or title to that part of the Work within the boundaries of the Road, or
 - d) In any way restrict or limit the powers of the Authority and the Council in respect of the Road.
 21. **Deemed Acknowledgement** Upon commencement by the Applicant of any part of the Work it shall be deemed that the Applicant has agreed with the Council to comply with the conditions of this consent.
 22. **Conditions for moving or grazing stock on Council roads**
 - a) That stock warning signs as described in the Local Land Act 2013 indicating the presence of stock on the road shall be prominently displayed 200 metres before and after the section of road being used;
 - b) Stock signs must be displayed at all times when stock are on or adjacent to a roadway, and removed when stock are no longer present;
 - c) That the distance over which stock are being grazed does not exceed 2kms at any one time;
 - d) When stock are being moved along the road, warning signs shall be no further than 5kms apart;
 - e) That at least one person shall be attending the stock at all times;
 - f) That the stock may only be present on a public road during daylight hours.

See Privacy Notification on page 3.

Recitals

- A. The Council is a public roads authority for the Road under s7(4)(b) of the Roads Act 1993 (NSW).
- B. The Council consents to the Applicant placing, installing or erecting the Work within or across the Road under the conditions contained in this Permit.
- C. The consent is granted under s138 of the Roads Act 1993.

Definitions

- "Act" means Roads Act 1993 (NSW)
- "Applicant" means the signatory on the application being the individual(s) with the authority and the responsibility for the carrying out of the work;
- "Business Hours" means the opening hours of Leeton Shire Council Administration Centre;
- "Claims" means any loss, damages, claims, demands, causes of action or suits of any kind;
- "Consent Period" means dates as per the dates on the application;
- "Council" means Leeton Shire Council;
- "Council Officer" means the Leeton Shire Council's nominated officer;
- "Permit Fee" means the fee paid by the Applicant to Council for the administrative costs associated with the issue of the Permit and shown in the Specifications;
- "Pipe work" means pipes, conduits, hoses, tubing, cables and wires;
- "Plan" means the plan attached and marked Annexure "A";
- "Restoration Fee" means a fee paid to Council in consideration for the Council restoring the Road surface after completion of the Work;
- "Road" means the listed road in the application including the road reserve.
-
- "RMS" means Roads and Maritime Services;
- "Service Conduit" means conduits used to run service wires and cables underground;
- "Traffic Management Plan" means the Traffic Management Plan (also referred to as Traffic Control Plan or TCP) as required by Council; and
- "Work" means the plan of works described in application, including any restoration whether by the applicant or Council, and special instructions as deemed required by Council.

Notes

An Application should be lodged for Consent to Carry out a Section 138 Roads Act Activity if the Applicant proposes to:

- erect a structure or carry out a work in, on or over a public road, or
- dig up or disturb the surface of a public road, or
- remove or interfere with a structure, work or tree on a public road, or
- pump water into a public road from any land adjoining the road, or
- connect a road (whether public or private) to a classified road being a main road, a state highway, a controlled access road or a secondary road.

The applicant must lodge with the application the following:

- A plan showing the exact location of the proposed Road Works
- Specifications/Plan of the proposed Road Works
- Evidence of suitable public liability insurance
- Traffic control plan
- The application fee of \$ (the current fee as set by Council)

Any permit issued will not be valid without the above information and the original application attached

Payment methods

cash cheque Mastercard Visa credit card no.

Card holder's name Expiry date

Signature Today's date

Daytime ph (for payment processing queries)

Amount \$

Privacy notification

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998.

The intended recipients of the personal information may be:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent of the Council
- Financial institute involved in the process

The supply of the information by you is/is not voluntary. If you cannot provide or do

not wish to provide the information sought, the Council may/will be unable to process your application.

Council is collecting this personal information from you in order to provide Council approved services.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

Address enquires concerning this matter to the Public Officer.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 14 August 2024

3 SPECIAL EVENT LEETON CHILL AND GRILL 19 OCTOBER 2024

RECORD NUMBER	24/172
RELATED FILE NUMBER	EF21/430/02
AUTHOR/S	Road Safety Officer
APPROVER/S	Manager Roads and Drainage Manager Engineering Services

INTRODUCTION

The purpose of this report is to seek the Committee's approval to close Jarrah Street, from Wade Avenue South to Roxy Lane to run the Leeton Chill & Grill Event at Mountford Park on Saturday 19 October 2024 from 9:00am to 12 midnight.

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to close Jarrah Street from Wade Avenue South to Roxy Lane to hold the Leeton Chill and Grill Event on Saturday 19 October 2024, subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
 2. A certified Traffic Control Plan for the event is to be prepared, implemented monitored and decommissioned by an accredited person.
 3. Event organisers and participants immediately obey all directions by Police.
 4. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
 5. Advertising of the event is to take place in local newspapers and social media two weeks prior to the event, to ensure locals are aware of the event.
 6. Letter drops are to be completed to all residents/businesses who will be affected by this road closure.
 7. OneRoad is to be updated to reflect the road closures on the day of the event.
 8. Public Liability insurance is to be updated and include Transport for NSW and NSW Police as interested parties.
 9. Failure to comply with any of the above conditions will immediately void this approval.
-

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 14 August 2024

BACKGROUND

The Leeton Chill & Grill is an annual family friendly event that takes place in October featuring several food, beer and wine stalls as well as live entertainment, market stalls and children's entertainment and amusements.

The attached application has been received from the organisational committee of the Leeton Chill & Grill. The application can be seen in (**Attachment 1**).

The event will take place on Saturday 19 October 2024 with set up commencing at 9:00am and pack down by midnight (Sunday 20 October 2024).

COMMENT

The approved 2023 event road closures saw Jarrah Street closed from Wade Avenue South to Roxy Lane - these closures were not enacted due to the amusement providers becoming unavailable. Roxy Lane will remain open with access through Reservoir Lane.

The special event request form is attached (**Attachment 1**) which includes the Traffic Guidance Scheme, Risk Assessment, Newspaper advertisement, notifications of the event and the Public Liability Certificate.

ATTACHMENTS

- [1](#) Special Event Request 2024 Chill & Grill_Traffic Committee submission

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: Leeton Chill & Grill
Event Location: Mountford Park, Leeton
Event Date: 19/10/24 Event Start Time: 2pm Event Finish Time: 9pm
Event Setup Start Time: 9am Event Packdown Finish Time: 12am
Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Leeton Shire Council
Phone: 6953 0911 Fax: Mobile: E-mail: 
Event Management Company (if applicable).....
Phone:..... Fax:..... Mobile: E-mail:.....
Police
Phone:..... Fax:..... Mobile: E-mail:.....
Council.....
Phone:..... Fax:..... Mobile: E-mail:.....
Roads & Traffic Authority (if Class 1).....
Phone:..... Fax:..... Mobile: E-mail:.....

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

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

A family friendly concert in Mountford Park with cooking demonstration, live music and food market stalls. Concert will be held on the Mountford Park stage, with food vendors in the surrounding park area and children's entertainment on the street lining the park (Jarrah Street). Alcohol will be available to patrons - entire event area will be an authorised area and patrons will have ID checked on entry.

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police
	<input 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 1 CLASS 2 CLASS 3	3.1 The route or location
	<input checked="" type="checkbox"/> Map attached
	3.2 Parking
	<input type="checkbox"/> Parking organised - details attached
	<input checked="" type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts, authorities or Government enterprises
	<input 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 checked="" type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	
<input type="checkbox"/> Contingency plans attached	

Class 1	Class 2	3.9 Heavy vehicle impacts
		<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 checked="" type="checkbox"/> Special event clearways not required
4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES		
CLASS 1	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
	CLASS 2	4.2 Advertise traffic management arrangements
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
		4.3 Special event warning signs
		<input 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 checked="" 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 type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

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

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

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.

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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I (name) of (address) on behalf of (organisation)</p> <p>notify the Commissioner of Police that on the <u>19</u> (day) of <u>10</u> (month), <u>24</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately <u>3000</u> (number) persons, which will assemble at <u>Mountford Park, Leeton</u> (Place) at approximately <u>2</u> am/pm, and disperse at approximately <u>9</u> am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed (Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is..... <u>..a family-friendly concert event, with live music, children's</u> <u>..amusements and market food stalls catering to the</u> <u>..general public of Leeton.</u></p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(i) There will be nil (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>(ii) There will be 2-3 (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: nil</p> <p>(iv) Other special characteristics of the proposed assembly are as follows: Special event liquor licence proposed for the provision of alcohol to patrons in a restricted area.</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p></p> <p>..... Postcode.</p> <p>Telephone No. 0438 954 045</p>
6	<p>Signed </p> <p>Capacity/Title Leeton Shire Council Events Officer</p> <p>Date 6/8/2024</p>

Special Event Planning & Resource Matrix

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



Date: 19 October 2024
Author: Salim Choudhury
Project: Leeton Chill & Grill 2024
Plan Number: EV 24-001

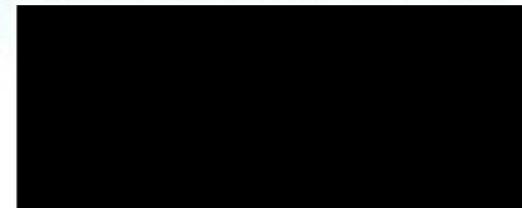


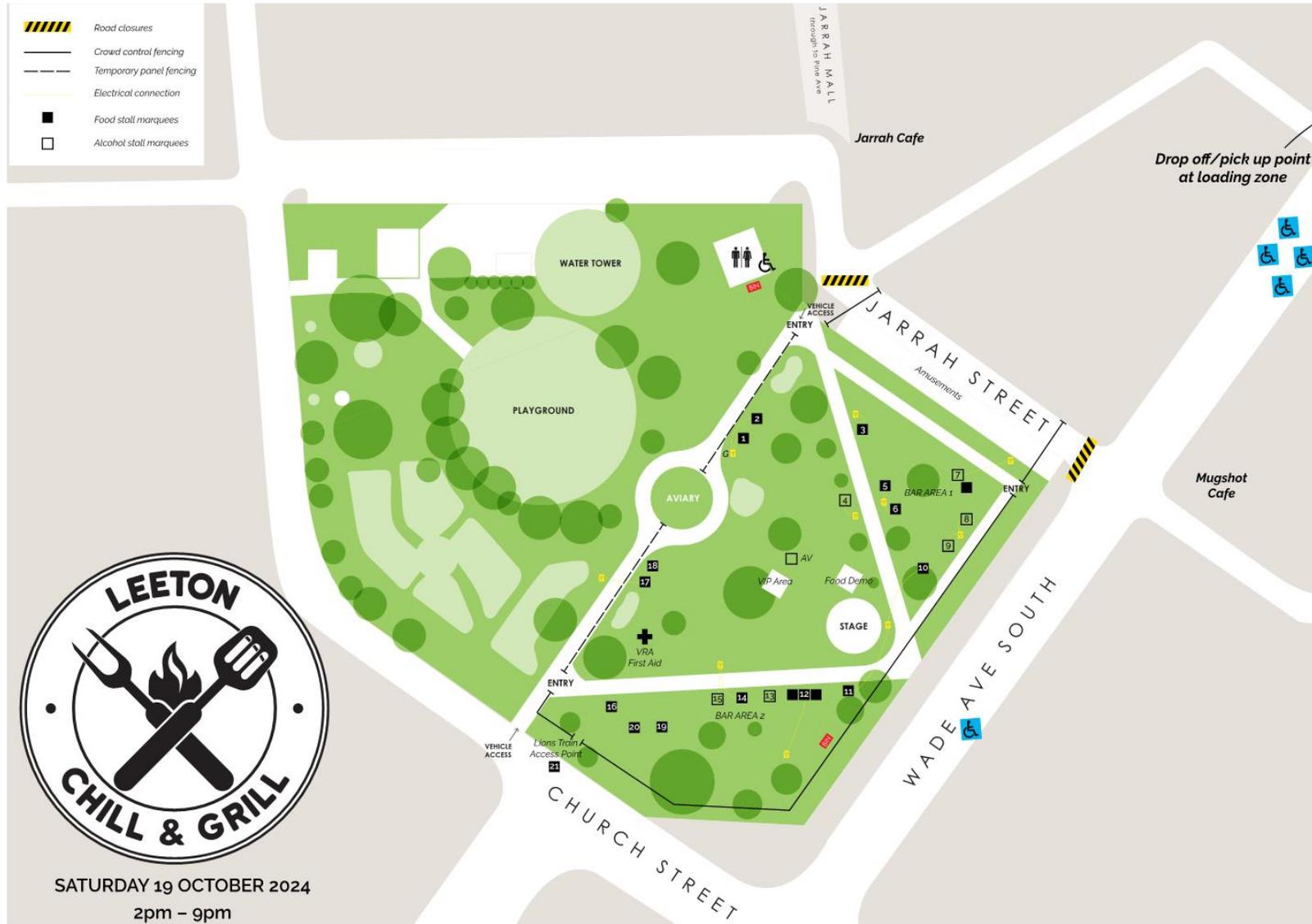
MANIFEST

- 4 x Side Road Closed
- 2 x Road Closed
- 1 x Detour
- 1 x Road Closed Ahead

Comments:

1. Erect signs in direction of normal traffic flow and remove in reverse order.
 2. Cover any conflicting signs.
 3. All work vehicles to be parked in workzone.
- This plan is based on the TCAWS Manual Ver 6 & AS 17423.
 D = 50km







LEETON
SHIRE COUNCIL

TEMPORARY ROAD CLOSURE

is hereby given under Roads Act 1993
the temporary closing of the following:

Location: Jarrah Street (from Wade Avenue
South to Roxy Lane)

Duration: 7am to 11.59pm
Saturday 19 October 2024

Event: Leeton Chill & Grill 2024

Notes: Road closures will be clearly signposted.
Local businesses trading as per normal unless otherwise advertised.



**SATURDAY
OCTOBER 19**

2pm – 9pm

MOUNTFORD PARK



LEETON
SHIRE COUNCIL

TEMPORARY ROAD CLOSURE

is hereby given under Roads Act 1993
the temporary closing of the following:

Location: Jarrah Street (from Wade Avenue
South to Roxy Lane)

Duration: 7am to 11.59pm
THIS SATURDAY 19 October 2024

Event: Leeton Chill & Grill 2024

Notes: Road closures will be clearly signposted.
Local businesses trading as per normal unless otherwise advertised.



SATURDAY
OCTOBER 19

2pm – 9pm

MOUNTFORD PARK



7 August 2024



Leeton Ambulance Station
Chelmsford Place
LEETON NSW 2705

NOTIFICATION OF EVENT

Dear 

On behalf of the Leeton Shire Council, I wish to notify you that the Leeton Chill & Grill event for 2024 is to take place on **Saturday 19 October 2024** in Mountford Park and surrounding area.

The event will take place from 2pm – 9pm and will feature a number of food, beer and wine stalls as well as a cooking demonstration, live entertainment and children's amusements.

I have included a copy of the proposed Traffic Control Plan and event site map as an indication of where the event set up will be.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me on  or 

Regards



Leeton Shire Council



7 August 2024

[REDACTED]
Leeton Fire Brigade
c/- 9 Belah Street
Leeton NSW 2705

NOTIFICATION OF EVENT

Dear [REDACTED]

On behalf of the Leeton Shire Council, I wish to notify you that the Leeton Chill & Grill event for 2024 is to take place on **Saturday 19 October 2024** in Mountford Park and surrounding area.

The event will take place from 2pm – 9pm and will feature a number of food, beer and wine stalls as well as a cooking demonstration, live entertainment and children's amusements.

I have included a copy of the proposed Traffic Control Plan and event site map as an indication of where the event set up will be.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me on [REDACTED] or [REDACTED]

Regards

[REDACTED]
Leeton Shire Council



7 August 2024

[REDACTED]
Leeton Police Station
24 Oak Street
LEETON NSW 2705

NOTIFICATION OF EVENT

Dear [REDACTED]

On behalf of the Leeton Shire Council, I wish to notify you that the Leeton Chill & Grill event for 2024 is to take place on **Saturday 19 October 2024** in Mountford Park and surrounding area.

The event will take place from 2pm – 9pm and will feature a number of food, beer and wine stalls as well as a cooking demonstration, live entertainment and children's amusements.

I have included a copy of the proposed Traffic Control Plan and event site map as an indication of where the event set up will be.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me on [REDACTED] or [REDACTED]

Regards

[REDACTED]
Leeton Shire Council



Operational Risk Assessment

Workgroup:	Leeton Chill and Grill Event	Employees involved in Risk Assessment: Events Officer Executive Manager Economic & Community Development WHS Coordinator
Division / Area:	Events & Cultural Services	
Task Description:	Event	
Date:	6/8/24	
Version:	1.0	

Background

The Leeton Chill & Grill Event is going to be held on Saturday 19 October 2024 from 2pm – 9pm at Mountford Park. The 2022 event attracted approximately 1,600 attendees, whilst the 2023 event saw over 3,000 people in attendance. The whole of the event area will be a designated fenced restricted area with all patrons to have tickets and identity checked and wristbands allocated accordingly. Food and beverage vendors are to be set up within the park bounds and alcoholic beverage stalls will only serve appropriately identified patrons (colour coded wristbands). Live entertainment will be on stage with children’s entertainment, such as face painting, accessible near the playground area and amusements to be located on a section of closed road (Jarrah Street).

Purpose

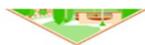
To hold an event for the Leeton and surrounding communities

Scope of Risk Assessment

Methodology

RISK LEVEL RATING		Likelihood				
		1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
Consequence	5 -Catastrophic	5-Moderate	10 -High	15 -High	20 -Extreme	25 - Extreme
	4 -Major	4 -Low	8 -Moderate	12 -High	16 -High	20 -Extreme
	3 -Medium	3 -Low	6 -Moderate	9 -Moderate	12 -High	15 -High
	2 -Minor	2- Low	4 -Low	6 -Moderate	8 -Moderate	10 -High

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Operational Risk Assessment

1 - Insignificant	1 - Low	2 - Low	3 - Low	4 - Low	5 - Moderate
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Operational WHS Hazard and Risk Register

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Slips, trips, falls	Trip Hazard: People tripping or falling by not paying attention to surrounds or hazards not being adequately dealt with	8	<ul style="list-style-type: none"> - Avoid having any trip hazards in walkways - Have first aid kit available on site - Ensure power leads are off the ground or taped down 	6
Event Layout	Inadequate spacing between stalls and walkways	6	<ul style="list-style-type: none"> - Ensure adequate spacing between stalls - Ensure walkways are clear of obstacles, including sandbags 	4
Power	Electrical shortages Electric shock	9	<ul style="list-style-type: none"> - Ensure all power cords and outlets are tested and tagged prior to event - Ensure appliances are kept away from water, heat etc - Never leave an electrical device unattended - Ensure a Residual Current Device is used to test outlets prior to use - Stallholders will be responsible for their own power supply (via generators etc) 	6
Waste Removal	Inadequate rubbish bins People leaving litter	4	<ul style="list-style-type: none"> - Council to provide additional bins to cater for rubbish - Bins to be emptied/checked at regular intervals - Skip bin to be provided to stallholder rubbish - Volunteers to ensure no rubbish is left on site 	3
Weather	Exposure to excessive heat, rain, wind, thunderstorms, hail could cause damage to equipment and harm those exposed to the bad weather. Damage to equipment Temporary infrastructure blows away and causes injury to a person or equipment	12	<ul style="list-style-type: none"> - Watch long range weather forecast in the leadup to the event - Event to be cancelled in cases of high temperatures, high wind and/or electrical storms - Shade available at location 	9

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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
	Sunburn/dehydration from heat exposure Slippery surfaces		<ul style="list-style-type: none"> - Marquees must have their marquees secured/weighted down on all four legs - Sunscreen available at event 	
Crowd Control	Too many people at event Disturbing behavior Disorderly Patrons	12	<ul style="list-style-type: none"> - Police presence to be requested for walk-through - Committee, volunteers and security to observe crowd behavior - Security personal at entry points and throughout event monitoring the amount of people coming in and out of the event - All patrons issued a wristband on entry – no wristband, no service. If a patron is identified without a wristband, they are to be removed by security to an entry point where they can be ID checked and ticketed. - Staff members to call taxi on behalf of any intoxicated patrons and will pay costs if required - Security to remove or detain disorderly patron and notify police immediately 	8
Fatigue, exhaustion and dehydration	Exposure to excessive heat	9	<ul style="list-style-type: none"> - Stalls available with food and cold non-alcoholic beverages - First aid kit on site with trained staff - Event held in late afternoon/early evening to avoid peak heat periods 	6
Seating	Inadequate seating for the elderly and disabled patrons	6	<ul style="list-style-type: none"> - Ensure adequate seating is available for elderly and disabled patrons (hire where necessary) - Advertise table/seating reservations in advance 	4
Responsible Service of	Alcohol and drug consumption People showing signs of intoxication	15	<ul style="list-style-type: none"> - Strictly no drugs are to be consumed by participants, volunteers or stallholders 	12

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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Alcohol	Underage drinking		<ul style="list-style-type: none"> - No BYO alcohol – security to monitor this on entry points - Alcohol is only available and must be consumed in restricted area - All people selling alcohol to have RSA - People over 18 will be ID checked by security on arrive and given a designated colour wristband. No-one to be served alcohol without a wristband of designated colour. - Promoted as a family friendly event 	
Food poisoning/ allergy	Attendees eating food that hasn't been stored/prepared to food standards Attendees eating food their allergic to causing anaphylaxis	15	<ul style="list-style-type: none"> - All people serving/preparing food are to be trained in Food Handling requirements as per the Food Authority NSW - Receive copies of stallholder's food handling certificates - Site inspections to vendors to ensure they're preparing and serving food to standard - Stallholders to label and advertise food correctly 	10
Stallholders	Stallholder injury Stallholder not preparing/serving food to standard which makes those eating their food unwell Stallholders having an unsafe stall	12	<ul style="list-style-type: none"> - Ask stallholders are required to sign on and off at the event - Stallholders are to report any incidents to a staff member - Marquees must have their marquees secured/weighted down on all four legs - Stallholders to provide council with a copy of the Public Liability Insurance - Stallholders will be provided with an info pack prior to and on the day 	9
Children	Children exposed to people drinking alcohol Children running excitedly around event	12	<ul style="list-style-type: none"> - Children must always be supervised by an adult - Children's entertainment area to be separated from the licensed area - Children's entertainment to be on grassed area 	8

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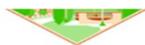
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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Entertainment/ Amusements	People getting injured on amusements Faulty equipment being set up	12	<ul style="list-style-type: none"> - All entertainment providers will be required to provide council with a copy of their PIL Insurance - Copy of design registration to be obtained from any amusements - First aid kit available on site 	6
Responsible Service of Alcohol – license conditions	Vendors selling alcohol not adhering to the license conditions Liquor License disqualification Police fines	10	<ul style="list-style-type: none"> - All individuals selling alcohol must have their RSA competency card with them at event - Appropriate signage erected on all access points and gates - Alcohol served in cans and plastic containers only – strictly no glass - Alcohol to be consumed only in restricted area - Security to check proof of age upon entry and attach wristbands of designated colour to people over the age of 18 	4
Manual handling	Volunteers and stallholders obtaining an injury from manual handling tasks Lifting and moving items that are too heavy or using poor lifting techniques	9	<ul style="list-style-type: none"> - Use two people to carry heavy/awkward items - Use best practice manual handling techniques - First aid personnel on site 	6

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Operational Risk Assessment

Relevant Documents

N/A

Hazardous Substances Chemicals	Standard Operating Procedures - eg:	Safe Work Method Statements / Risk Assessments - eg:	Manufacturer Safety Guidelines	Traffic Control Plan

Competency Requirements for Workgroup

Position	Competencies Required
People selling/serving alcohol	Responsible service of Alcohol

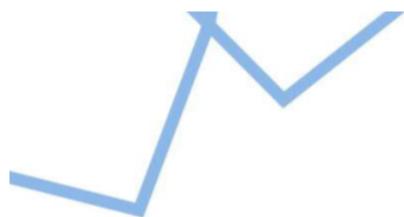
Plant, Machinery, Equipment Used

N/A

Type of Plant / Machinery / Equipment	Licenses, Permits, Competency, Training	Daily plant Inspection Report Required	Prestart Checks Required – Visual/ Documented	Maintenance Requirements

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01 July 2023

Attention Andrew Valenta

The General Manager
Leeton Shire Council
23-25 Chelmsford Place
LEETON NSW 2705

Dear Andrew,

ABN 93 009 098 874
One International Towers,
100 Barangaroo Ave,
Sydney, NSW, 2000
Tel 02 9320 2700
Direct 02 9320 2720
Naamon.Eurell@lita.com.au
www.statewidemutual.com.au

Certificate of Currency

This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

CLASS	Public Liability/Professional Indemnity
MEMBER	Leeton Shire Council
BUSINESS OF MEMBER:	Local Government Authority, as defined in wording
EXPIRY DATE	30 June 2024
GEOGRAPHICAL SCOPE	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
LIMITS OF PROTECTION	Public Liability \$20,000,000 any one occurrence Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection
STATEWIDE CERTIFICATE NUMBER	000115

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder.

Yours sincerely,

Naamon Eurell
Executive Officer

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 14 August 2024

4 SPECIAL EVENT FORM LEETON ALIVE - CHELMSFORD PLACE

RECORD NUMBER	24/173
RELATED FILE NUMBER	EF21/430/02
AUTHOR/S	Road Safety Officer
APPROVER/S	Manager Roads and Drainage

INTRODUCTION

The purpose of this report is to seek the Committee's approval to run the Leeton Alive events in Chelmsford Place which consist of the:

- Chelmsford Place night Markets on the 2 November 2024 from 2pm-12pm
 - Movie Night 1 on the 26 October from 5pm to 11pm and;
 - Movie Night 2 on the 16 November 2024 from 6pm to 12am (midnight).
-

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to approve the road closures for the Leeton Alive Events to be held in Chelmsford Place as per the Traffic Guidance System Supplied and subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
 2. A certified Traffic Control Plan for the event is to be prepared, implemented monitored and decommissioned by an accredited person.
 3. Event organisers and participants immediately obey all directions by Police.
 4. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
 5. Advertising of the event is to take place in local newspapers and social media two weeks prior to the event, to ensure locals are aware of the event.
 6. Letter drops are to be completed to all residents/businesses who will be affected by this road closure.
 7. OneRoad is to be updated to reflect the road closures on the day of the event.
 8. Public Liability insurance is to be updated and include Transport for NSW and NSW Police as interested parties.
 9. Failure to comply with any of the above conditions will immediately void this approval.
-

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 14 August 2024

BACKGROUND

Leeton Shire Council has received funding to support an exciting new project called Leeton Alive, aimed at activating streets and public spaces in Leeton.

The first lot of events is aimed to be held in the newly renovated Chelmsford Place. The "Leeton Alive" project aims to boost vibrancy, support local businesses, and help create safer community gathering spaces. Supported through temporary street closures, this project will facilitate community events, outdoor dining, markets and creative activations.

Two movie nights and one market style events are schedule to be held in Chelmsford Place which will result in full road closures for the event.

Further details of the events can be found in Attachment 1,2 and 3.

COMMENT

There are 3 special event applications attached to this report as the "Leeton Alive" project aims to boost vibrancy and support local businesses and help create safer community gathering spaces.

There are 3 events scheduled to take place under the Leeton Alive Banner. All 3 events will result in road closures of Chelmsford Place over different dates throughout October and November.

The 3 separate events scheduled to take place are:

- Chelmsford Place Night Markets on the 2 November 2024 from 2pm-12pm (attachment 1)
- Movie Night 1 on the 26 October from 5pm to 11pm (Attachment 2) and;
- Movie Night 2 on the 16 November 2024 from 6pm to 12am (midnight) (attachment 3).

Three separate attachments have been attached to this report outlining the different events. Each application includes a Traffic Guidance System, Notification of the Event, Site Plans, Public Liability Insurance and a Special Event Application Forms.

ATTACHMENTS

- [1](#) Special Event Request Leeton Alive_Night Markets - Traffic Committee Submission
 - [2](#) Special Event Request Leeton Alive_Movie Night 1 - Traffic Committee Submission
 - [3](#) Special Event Request Leeton Alive_Movie Night 2 - Traffic Committee Submission
-

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: Leeton Alive - Chelmsford Night Markets
Event Location: Chelmsford Place, Leeton
Event Date: 2/11/24 Event Start Time: 5pm Event Finish Time: 9pm
Event Setup Start Time: 2pm Event Packdown Finish Time: 12pm
Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Leeton Shire Council
Phone: 6953 0911 Fax: Mobile: E-mail: [REDACTED]
Event Management Company (if applicable).....
Phone:..... Fax:..... Mobile: E-mail:.....
Police
Phone:..... Fax:..... Mobile: E-mail:.....
Council.....
Phone:..... Fax:..... Mobile: E-mail:.....
Roads & Traffic Authority (if Class 1).....
Phone:..... Fax:..... Mobile: E-mail:.....

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

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

Family friendly market event with live music, children's entertainment and food & market stalls to activate the streets and night-time economy of Leeton and foster a sense of community and vibrancy in the area.

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police
	<input 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 1 CLASS 2 CLASS 3	3.1 The route or location
	<input checked="" type="checkbox"/> Map attached
	3.2 Parking
	<input checked="" type="checkbox"/> Parking organised - details attached
	<input type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
3.4 Trusts, authorities or Government enterprises	
<input 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 checked="" type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	
<input type="checkbox"/> Contingency plans attached	

Class 1	Class 2	3.9 Heavy vehicle impacts
		<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 checked="" 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 checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required		
	4.3 Special event warning signs		
	<input 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 checked="" 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 type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS		

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

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

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

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.

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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I, [REDACTED] (name) of [REDACTED] (address) on behalf of <u>Leeton Shire Council</u> (organisation) notify the Commissioner of Police that on the <u>2</u> (day) of <u>11</u> (month), <u>24</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately <u>2500</u> (number) persons, which will assemble at <u>Chelmsford Place, Leeton</u> (Place) at approximately <u>5</u> am/pm, and disperse at approximately <u>9</u> am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed <i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is..... <u>a family-friendly market event, with live music, children's entertainment and food and market stalls catering to the general public of Leeton.</u></p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(i) There will be nil (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(ii) There will be 2-3 (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly:</p> <p>nil</p> <p>.....</p> <p>.....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows:</p> <p>.....</p> <p>.....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p></p> <p>..... Postcode.</p> <p>Telephone No </p>
6	<p>Signed </p> <p>Capacity/Title Leeton Shire Council Events Officer</p> <p>Date 7/8/2024</p>

Special Event Planning & Resource Matrix

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



TGS

Comments:

1. Ambulance/Fire Vehicles to be permitted access to stations as necessary.
2. Grevillea & Sycamore Sts half closed.

This plan is based on the
 TCAWS Manual Vol 6 & AS 17423.
 D = 50km

MANIFEST

- 23 x Sign single
- 9 x Detour Ahead T1-6
- 8 x Barrier
- 7 x Road Closed T2-4
- 6 x Detour (I) 15-1
- 4 x Detour (K) 15-1
- 2 x End Detour T2-23
- 1 x Sign
- 1 x End Detour 1M2-23A



Date: 02 November 2024
Author: Salim Choudhury
Project: Leeton Alive 2024
 Chelmsford Night Markets
Plan Number: EV 24-002



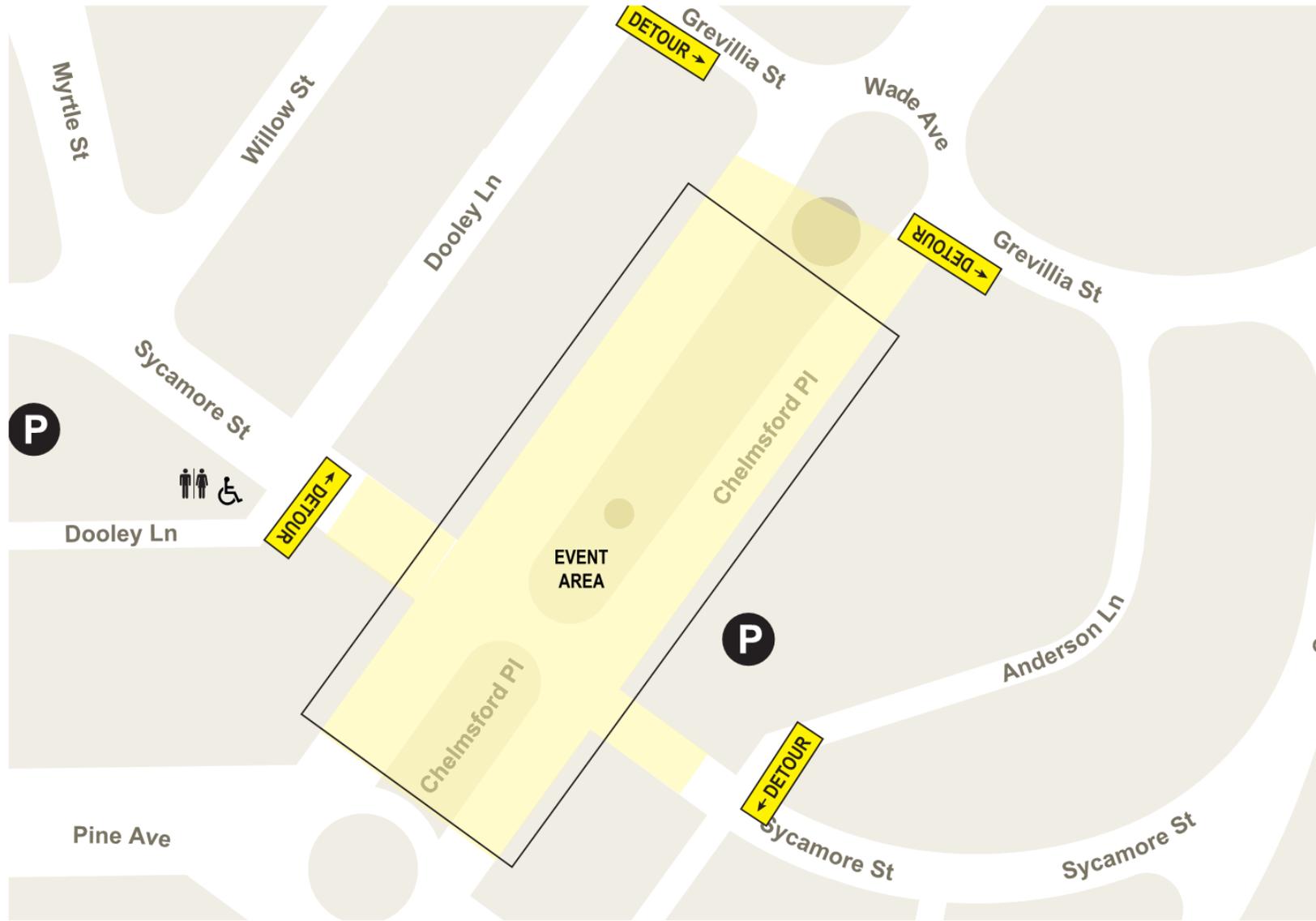


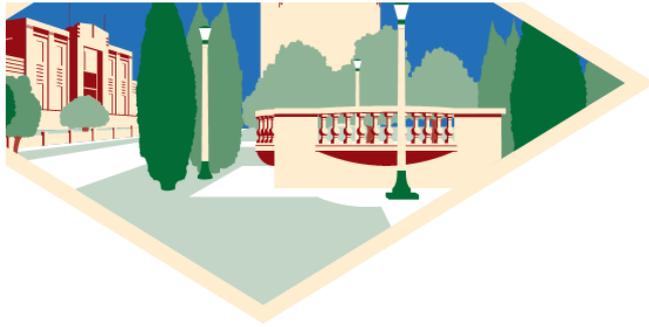
TGS



Date: 02 November 2024
Author: Salim Choudhury
Project: Leeton Alive 2024
Chelmsford Night Markets
Plan Number: EV 24-002-2 Outer Detours







LEETON
SHIRE COUNCIL

TEMPORARY ROAD CLOSURE

Resolution is hereby given under Roads Act 1993
for the temporary closing of the following:

Location: Chelmsford Place
(from Pine/Kurrajong Aves to Greville

Duration: 2pm to 11.59pm
Saturday 02 November 2024

Reason: Chelmsford Night Markets

Notes: Road closures will be clearly sign

08 August 2024

[REDACTED]
Leeton Ambulance Station
Chelmsford Place
LEETON NSW 2705



Dear Ms Fraser,

NOTIFICATION OF EVENT
Leeton Alive – 19 October-30 November 2024

On behalf of the Leeton Shire Council, I would like to advise you of the proposed Leeton Alive events that will be taking place between 19 October and 30 November 2024 as part of the NSW Government's Open Streets program.

The proposed program aims to activate the streets and night-time economy of Leeton over a seven-week period from October 19 to November 30, a collaborative effort between local businesses, Leeton Shire Council, and Leeton Business Chamber.

The proposed program consists of the following events:

19 October	Leeton Chill & Grill A culinary showcase and live music event featuring local food and beverage offerings in Mounfford Park from 2pm to 9pm.
26 Oct & 16 Nov	Open Air Movie Nights Outdoor movie screenings on the Chelmsford Water Tower to entertain the community.
2 November	Chelmsford Place Night Markets A vibrant night market showcasing local artisans/producers in Chelmsford Place operating from 5pm – 9pm.
9 November	Wade Hotel Street Party & Mural Launch Street party with the unveiling of a new mural artwork on the Church Street side of the building.
23 November	Silent Disco A unique interactive music experience in Chelmsford Place.
30 November	Leeton Business Group Event Community engagement event for local businesses to launch the Christmas season.

The vision is to activate and beautify the streets of Leeton through a diverse range of events and experiences. The intended outcomes are to drive foot traffic, boost the local economy, and foster a sense of community and vibrancy in the area.

Attached are the proposed traffic control plans relevant to the various events.

Should you have any queries regarding these events or if you would like to discuss further, please do not hesitate to contact the event coordinator [REDACTED]

Regards,



Events Officer
Leeton Shire Council



08 August 2024

[REDACTED]
Leeton Fire Brigade
c/- 9 Belah Street
Leeton NSW 2705

Dear [REDACTED]

NOTIFICATION OF EVENT
Leeton Alive – 19 October-30 November 2024

On behalf of the Leeton Shire Council, I would like to advise you of the proposed Leeton Alive events that will be taking place between 19 October and 30 November 2024 as part of the NSW Government's Open Streets program.

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The proposed program consists of the following events:

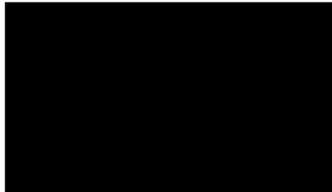
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Attached are the proposed traffic control plans relevant to the various events.

Should you have any queries regarding these events or if you would like to discuss further, please do not hesitate to contact the event coordinator [REDACTED]

Regards,



Leeton Shire Council

08 August 2024

[REDACTED]
Leeton Police Station
24 Oak Street
LEETON NSW 2705

Dear [REDACTED]



NOTIFICATION OF EVENT
Leeton Alive – 19 October-30 November 2024

On behalf of the Leeton Shire Council, I would like to advise you of the proposed Leeton Alive events that will be taking place between 19 October and 30 November 2024 as part of the NSW Government's Open Streets program.

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Attached are the proposed traffic control plans relevant to the various events.

Should you have any queries regarding these events or if you would like to discuss further, please do not hesitate to contact the event coordinator [REDACTED]

Regards,



Leeton Shire Council



Operational Risk Assessment

Workgroup:	Leeton Alive events	Employees involved in Risk Assessment: Events Officer Executive Manager Economic & Community Development WHS Coordinator
Division / Area:	Events & Cultural Services	
Task Description:	Event	
Date:	08/08/24	
Version:	1.0	

Background

The Leeton Alive events are to be held over a seven-week period in a variety of locations from October 19 to November 30, a collaborative effort between local businesses, Leeton Shire Council, and Leeton Business Chamber as part of the NSW Government's Open Streets program. The vision is to activate and beautify the streets of Leeton through a diverse range of events and experiences. The intended outcomes are to drive foot traffic, boost the local economy, and foster a sense of community and vibrancy in the area.

Open Air Movie Nights – 26 October & 16 November – Chelmsford Place (central island, Sycamore St to Grevillea St)
 Film to be screened on the main water tower with patrons sitting on concourse. Food and beverage vendors to be located on the street within the event area.

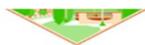
Chelmsford Place Night Markets – 02 November – Chelmsford Place (whole area activation – Pine Avenue to Grevillea St)
 Food and beverage vendors are to be set up within the event area with live entertainment on the Band Rotunda and children's entertainment, such as face painting, and amusements to be located on a section of closed road.

Purpose

To hold an event for the Leeton and surrounding communities

Scope of Risk Assessment

Issued By: WHS Coordinator	LSC-F-WHS-0007 Issue Date: 14/03/2019	Version:1 Last Review Date: 14/03/2019	Page 1 of 6
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Operational Risk Assessment

Methodology

RISK LEVEL RATING		Likelihood				
		1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
Consequence	5 -Catastrophic	5-Moderate	10 -High	15 -High	20 -Extreme	25 - Extreme
	4 -Major	4 -Low	8 -Moderate	12 -High	16 -High	20 -Extreme
	3 -Medium	3 -Low	6 -Moderate	9 -Moderate	12 -High	15 -High
	2 -Minor	2- Low	4 -Low	6 -Moderate	8 -Moderate	10 -High
	1 -Insignificant	1 -Low	2 -Low	3 -Low	4 -Low	5 -Moderate

Issued By: WHS Coordinator	LSC-F-WHS-0007 Issue Date: 14/03/2019	Version:1 Last Review Date: 14/03/2019	Page 2 of 6
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Page 2 of 6



Operational Risk Assessment

Operational WHS Hazard and Risk Register

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Slips, trips, falls	Trip Hazard: People tripping or falling by not paying attention to surrounds or hazards not being adequately dealt with	8	<ul style="list-style-type: none"> - Avoid having any trip hazards in walkways - Have first aid kit available on site - Ensure power leads are off the ground or taped down 	6
Event Layout	Inadequate spacing between stalls and walkways	6	<ul style="list-style-type: none"> - Ensure adequate spacing between stalls - Ensure walkways are clear of obstacles, including sandbags 	4
Power	Electrical shortages Electric shock	9	<ul style="list-style-type: none"> - Ensure all power cords and outlets are tested and tagged prior to event - Ensure appliances are kept away from water, heat etc - Never leave an electrical device unattended - Ensure a Residual Current Device is used to test outlets prior to use - Stallholders will be responsible for their own power supply (via generators etc) 	6
Waste Removal	Inadequate rubbish bins People leaving litter	4	<ul style="list-style-type: none"> - Council to provide additional bins to cater for rubbish - Bins to be emptied/checked at regular intervals - Skip bin to be provided to hold stallholder rubbish - Volunteers to ensure no rubbish is left on site 	3
Weather	Exposure to excessive heat, rain, wind, thunderstorms, hail could cause damage to equipment and harm those exposed to the bad weather. Damage to equipment Temporary infrastructure blows away and causes injury to a person or equipment Sunburn/dehydration from heat exposure	12	<ul style="list-style-type: none"> - Watch long range weather forecast in the leadup to the event - Event to be cancelled in cases of high temperatures, high wind and/or electrical storms - Shade available at location - Marquees must have their marquees secured/weighted down on all four legs 	9

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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
	Slippery surfaces			
Crowd Control	Too many people at event Disturbing behavior Disorderly Patrons	12	<ul style="list-style-type: none"> - Police presence to be requested for walk-through if available - Committee, volunteers and security to observe crowd behavior - Personnel at entry points and throughout event monitoring the amount of people coming in and out of the event - Notify police immediately to remove or detain disorderly patrons 	8
Fatigue, exhaustion and dehydration	Exposure to excessive heat	9	<ul style="list-style-type: none"> - Stalls available with food and cold non-alcoholic beverages - First aid kit on site with trained staff - Event held in late afternoon/early evening to avoid peak heat periods 	6
Seating	Inadequate seating for the elderly and disabled patrons	6	<ul style="list-style-type: none"> - Ensure adequate seating is available for elderly and disabled patrons (hire where necessary) - Advertise table/seating reservations in advance 	4
Alcohol	Alcohol and drug consumption	12	<ul style="list-style-type: none"> - Strictly no drugs or alcohol is to be consumed by participants, volunteers, stallholders or patrons - Council staff/volunteers to observe - Promoted as a family friendly event 	9
Food poisoning/ allergy	Attendees eating food that hasn't been stored/prepared to food standards Attendees eating food their allergic to causing anaphylaxis	15	<ul style="list-style-type: none"> - All people serving/preparing food are to be trained in Food Handling requirements as per the Food Authority NSW - Receive copies of stallholder's food handling certificates - Site inspections to vendors to ensure they're 	10

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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
			<ul style="list-style-type: none"> preparing and serving food to standard Stallholders to label and advertise food correctly 	
Stallholders	Stallholder injury Stallholder not preparing/serving food to standard which makes those eating their food unwell Stallholders having an unsafe stall	12	<ul style="list-style-type: none"> Ask stallholders are required to sign on and off at the event Stallholders are to report any incidents to a staff member Marquees must have their marquees secured/weighted down on all four legs Stallholders to provide council with a copy of the Public Liability Insurance Stallholders will be provided with an info pack prior to and on the day 	9
Children	Children running excitedly around event Lost/separated from parents	12	<ul style="list-style-type: none"> Children under 12 years old must be accompanied by an adult at all times. Appropriate clothing and footwear recommended to be worn. Children's entertainment to be separated from high foot traffic area Assembly area for lost/separate children to be designated 	8
Entertainment/ Amusements	People getting injured on amusements Faulty equipment being set up	12	<ul style="list-style-type: none"> All entertainment providers will be required to provide council with a copy of their PIL Insurance Copy of design registration to be obtained from any amusements First aid kit available on site 	6
Manual handling	Volunteers and stallholders obtaining an injury from manual handling tasks Lifting and moving items that are too heavy or using poor lifting techniques	9	<ul style="list-style-type: none"> Use two people to carry heavy/awkward items Use best practice manual handling techniques First aid personnel on site 	6

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Operational Risk Assessment

Relevant Documents

N/A

Hazardous Substances Chemicals	Standard Operating Procedures - eg:	Safe Work Method Statements / Risk Assessments - eg:	Manufacturer Safety Guidelines	Traffic Control Plan

Competency Requirements for Workgroup

Position	Competencies Required
People selling/serving alcohol	Responsible service of Alcohol

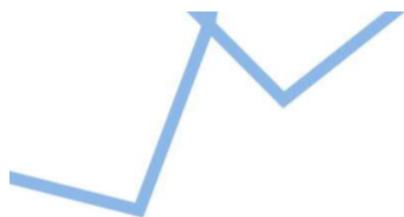
Plant, Machinery, Equipment Used

N/A

Type of Plant / Machinery / Equipment	Licenses, Permits, Competency, Training	Daily plant Inspection Report Required	Prestart Checks Required – Visual/ Documented	Maintenance Requirements

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01 July 2023

Attention Andrew Valenta

The General Manager
Leeton Shire Council
23-25 Chelmsford Place
LEETON NSW 2705

Dear Andrew,

ABN 9 009 098 874
One International Towers,
100 Barangaroo Ave,
Sydney, NSW, 2000
Tel 02 9320 2700
Direct 02 9320 2720
Naamon.Eurell@lita.com.au
www.statewidemutual.com.au

Certificate of Currency

This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

CLASS	Public Liability/Professional Indemnity
MEMBER	Leeton Shire Council
BUSINESS OF MEMBER:	Local Government Authority, as defined in wording
EXPIRY DATE	30 June 2024
GEOGRAPHICAL SCOPE	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
LIMITS OF PROTECTION	Public Liability \$20,000,000 any one occurrence Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection
STATEWIDE CERTIFICATE NUMBER	000115

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder.

Yours sincerely,

Naamon Eurell
Executive Officer

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: Leeton Alive - Movie Night 1
Event Location: Chelmsford Place, Leeton
Event Date: 26/10/24 Event Start Time: 7.30pm Event Finish Time: 9.30pm
Event Setup Start Time: 5pm Event Packdown Finish Time: 11pm
Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Leeton Shire Council
Phone: 6953 0911 Fax:..... Mobile: E-mail: 
Event Management Company (if applicable).....
Phone:..... Fax:..... Mobile: E-mail:.....
Police
Phone:..... Fax:..... Mobile: E-mail:.....
Council.....
Phone:..... Fax:..... Mobile: E-mail:.....
Roads & Traffic Authority (if Class 1).....
Phone:..... Fax:..... Mobile: E-mail:.....

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

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

Outdoor movie screening on the Chelmsford Water Tower to activate the streets and night-time economy of Leeton and foster a sense of community and vibrancy in the area.

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police
	<input 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 1 CLASS 2 CLASS 3	3.1 The route or location
	<input checked="" type="checkbox"/> Map attached
	3.2 Parking
	<input checked="" type="checkbox"/> Parking organised - details attached
	<input type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts, authorities or Government enterprises
	<input 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 checked="" type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	
<input type="checkbox"/> Contingency plans attached	

Class 1	Class 2	3.9 Heavy vehicle impacts	
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles	
Class 1	Class 2	3.10 Special event clearways	
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required	
4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES			
Class 1	Class 2	Class 3	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
Class 1	Class 2	Class 3	4.2 Advertise traffic management arrangements
			<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
Class 1	Class 2	Class 3	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
Class 1	Class 2	Class 3	4.4 Permanent Variable Message Signs
			<input checked="" type="checkbox"/> Messages, locations and times attached <input type="checkbox"/> This event does not use permanent Variable Message Signs
Class 1	Class 2	Class 3	4.5 Portable Variable Message Signs
			<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

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

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

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

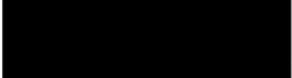
* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I [REDACTED] (name) C [REDACTED] (address) on behalf of <u>Leeton Shire Council</u> (organisation) notify the Commissioner of Police that on the <u>26</u> (day) of <u>10</u> (month), <u>24</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately <u>500</u> (number) persons, which will assemble at <u>Chelmsford Place, Leeton</u> (Place) at approximately <u>7</u> am/pm, and disperse at approximately <u>9.30</u> am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed (Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is..... <u>a family-friendly event, with a movie screened on the</u> <u>Water Tower and select market food stalls catering to the</u> <u>general public of Leeton.</u></p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(i) There will be nil (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(ii) There will be nil (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly:</p> <p>nil</p> <p>.....</p> <p>.....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows:</p> <p>.....</p> <p>.....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p></p> <p>..... Postcode.</p> <p>Telephone No </p>
6	<p>Signed </p> <p>Capacity/Title Leeton Shire Council Events Officer</p> <p>Date 7/8/2024</p>

Special Event Planning & Resource Matrix

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



TGS

Comments:

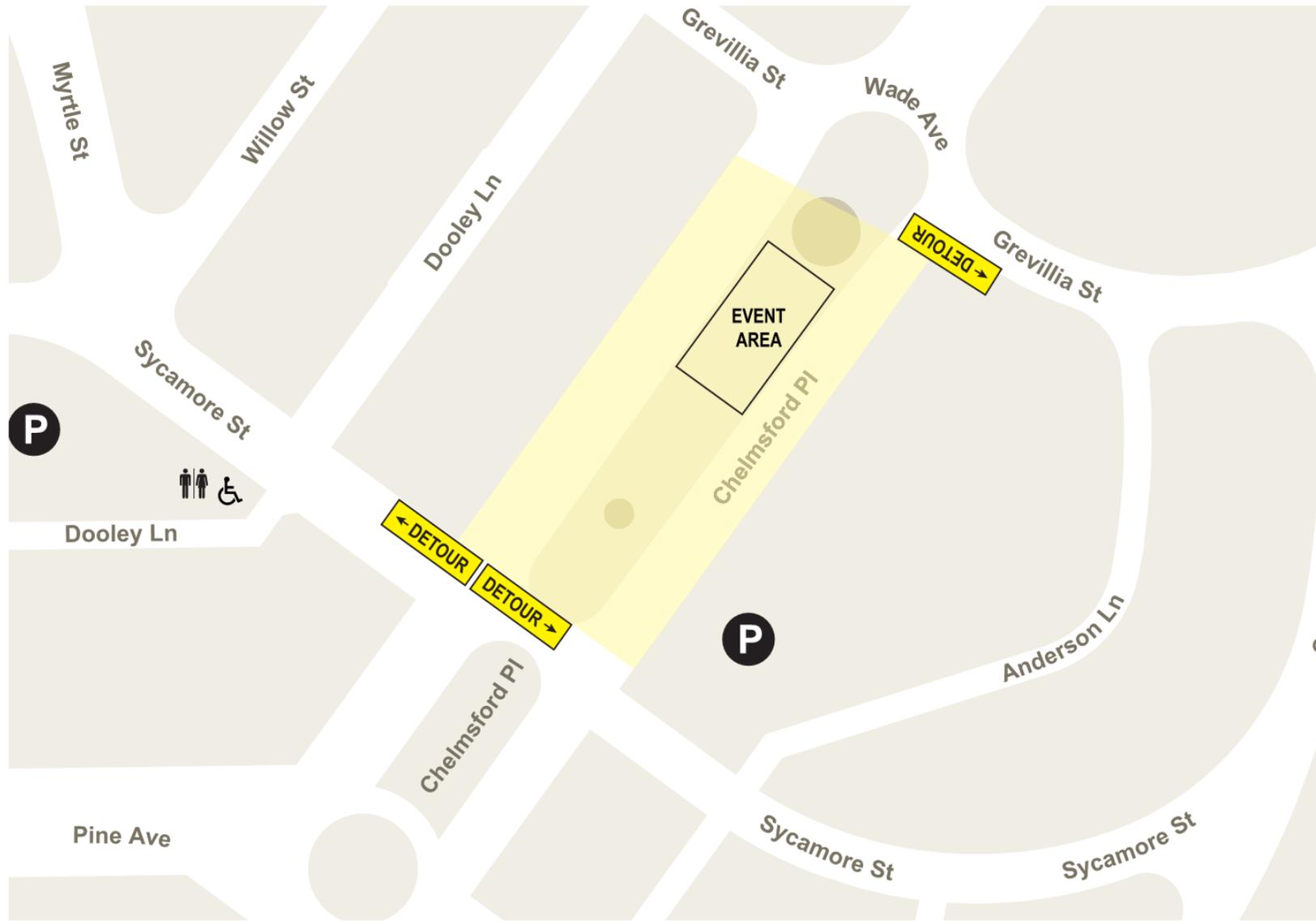
1. Ambulance/Fire Vehicles to be permitted access to stations as necessary.
2. Grovillia St half closed.

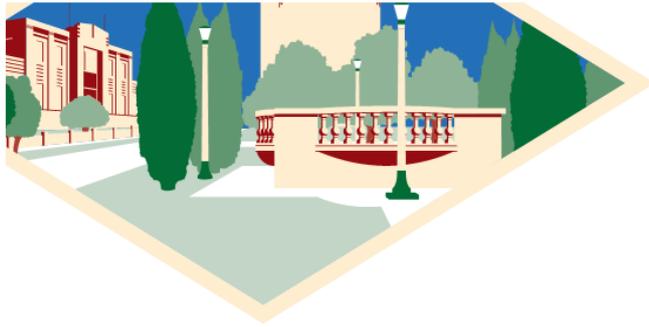
This plan is based on the
 ICAWS Manual Vol 6 & AS 17423.
 D = 50km



Date: 26 October 2024 &
 16 November 2024
Author: Salim Choudhury
Project: Leeton Alive 2024
 Outdoor Movie Nights
Plan Number: EV 24-003







LEETON
SHIRE COUNCIL

TEMPORARY ROAD CLOSURE

Resolution is hereby given under Roads Act
for the temporary closing of the following:

Location: Chelmsford Place
(from Sycamore St to Grevillea St)

Duration: 5pm to 11pm
Saturday 26 October 2024

Reason: Leeton Alive - Outdoor Movie Night

Notes: Road closures will be clearly sign

08 August 2024

[REDACTED]
Leeton Ambulance Station
Chelmsford Place
LEETON NSW 2705

Dear Ms Fraser,



NOTIFICATION OF EVENT
Leeton Alive – 19 October-30 November 2024

On behalf of the Leeton Shire Council, I would like to advise you of the proposed Leeton Alive events that will be taking place between 19 October and 30 November 2024 as part of the NSW Government's Open Streets program.

The proposed program aims to activate the streets and night-time economy of Leeton over a seven-week period from October 19 to November 30, a collaborative effort between local businesses, Leeton Shire Council, and Leeton Business Chamber.

The proposed program consists of the following events:

19 October	Leeton Chill & Grill A culinary showcase and live music event featuring local food and beverage offerings in Mounfford Park from 2pm to 9pm.
26 Oct & 16 Nov	Open Air Movie Nights Outdoor movie screenings on the Chelmsford Water Tower to entertain the community.
2 November	Chelmsford Place Night Markets A vibrant night market showcasing local artisans/producers in Chelmsford Place operating from 5pm – 9pm.
9 November	Wade Hotel Street Party & Mural Launch Street party with the unveiling of a new mural artwork on the Church Street side of the building.
23 November	Silent Disco A unique interactive music experience in Chelmsford Place.
30 November	Leeton Business Group Event Community engagement event for local businesses to launch the Christmas season.

The vision is to activate and beautify the streets of Leeton through a diverse range of events and experiences. The intended outcomes are to drive foot traffic, boost the local economy, and foster a sense of community and vibrancy in the area.

Attached are the proposed traffic control plans relevant to the various events.

Should you have any queries regarding these events or if you would like to discuss further, please do not hesitate to contact the event coordinator [REDACTED]

Regards,



Leeton Shire Council

08 August 2024

[REDACTED]
Leeton Fire Brigade
c/- 9 Belah Street
Leeton NSW 2705

Dear [REDACTED]



NOTIFICATION OF EVENT
Leeton Alive – 19 October-30 November 2024

On behalf of the Leeton Shire Council, I would like to advise you of the proposed Leeton Alive events that will be taking place between 19 October and 30 November 2024 as part of the NSW Government's Open Streets program.

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Attached are the proposed traffic control plans relevant to the various events.

Should you have any queries regarding these events or if you would like to discuss further,
[REDACTED] Fran Macdonald on 6951 3103.

Regards,



Leeton Shire Council

08 August 2024

[REDACTED]
Leeton Police Station
24 Oak Street
LEETON NSW 2705

Dear [REDACTED]



NOTIFICATION OF EVENT
Leeton Alive – 19 October-30 November 2024

On behalf of the Leeton Shire Council, I would like to advise you of the proposed Leeton Alive events that will be taking place between 19 October and 30 November 2024 as part of the NSW Government's Open Streets program.

The proposed program aims to activate the streets and night-time economy of Leeton over a seven-week period from October 19 to November 30, a collaborative effort between local businesses, Leeton Shire Council, and Leeton Business Chamber.

The proposed program consists of the following events:

19 October	Leeton Chill & Grill A culinary showcase and live music event featuring local food and beverage offerings in Mountford Park from 2pm to 9pm.
26 Oct & 16 Nov	Open Air Movie Nights Outdoor movie screenings on the Chelmsford Water Tower to entertain the community.
2 November	Chelmsford Place Night Markets A vibrant night market showcasing local artisans/producers in Chelmsford Place operating from 5pm – 9pm.
9 November	Wade Hotel Street Party & Mural Launch Street party with the unveiling of a new mural artwork on the Church Street side of the building.
23 November	Silent Disco A unique interactive music experience in Chelmsford Place.
30 November	Leeton Business Group Event Community engagement event for local businesses to launch the Christmas season.

The vision is to activate and beautify the streets of Leeton through a diverse range of events and experiences. The intended outcomes are to drive foot traffic, boost the local economy, and foster a sense of community and vibrancy in the area.

Attached are the proposed traffic control plans relevant to the various events.

Should you have any queries regarding these events or if you would like to discuss further, please do not hesitate to contact the event coordinator [REDACTED].

Regards,



Leeton Shire Council



Operational Risk Assessment

Workgroup:	Leeton Alive events	Employees involved in Risk Assessment: Events Officer Executive Manager Economic & Community Development WHS Coordinator
Division / Area:	Events & Cultural Services	
Task Description:	Event	
Date:	08/08/24	
Version:	1.0	

Background

The Leeton Alive events are to be held over a seven-week period in a variety of locations from October 19 to November 30, a collaborative effort between local businesses, Leeton Shire Council, and Leeton Business Chamber as part of the NSW Government's Open Streets program. The vision is to activate and beautify the streets of Leeton through a diverse range of events and experiences. The intended outcomes are to drive foot traffic, boost the local economy, and foster a sense of community and vibrancy in the area.

Open Air Movie Nights – 26 October & 16 November – Chelmsford Place (central island, Sycamore St to Grevillea St)
 Film to be screened on the main water tower with patrons sitting on concourse. Food and beverage vendors to be located on the street within the event area.

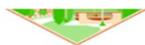
Chelmsford Place Night Markets – 02 November – Chelmsford Place (whole area activation – Pine Avenue to Grevillea St)
 Food and beverage vendors are to be set up within the event area with live entertainment on the Band Rotunda and children's entertainment, such as face painting, and amusements to be located on a section of closed road.

Purpose

To hold an event for the Leeton and surrounding communities

Scope of Risk Assessment

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Operational Risk Assessment

Methodology

RISK LEVEL RATING		Likelihood				
		1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
Consequence	5 -Catastrophic	5-Moderate	10 -High	15 -High	20 -Extreme	25 - Extreme
	4 -Major	4 -Low	8 -Moderate	12 -High	16 -High	20 -Extreme
	3 -Medium	3 -Low	6 -Moderate	9 -Moderate	12 -High	15 -High
	2 -Minor	2 -Low	4 -Low	6 -Moderate	8 -Moderate	10 -High
	1 -Insignificant	1 -Low	2 -Low	3 -Low	4 -Low	5 -Moderate

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Operational Risk Assessment

Operational WHS Hazard and Risk Register

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Slips, trips, falls	Trip Hazard: People tripping or falling by not paying attention to surrounds or hazards not being adequately dealt with	8	<ul style="list-style-type: none"> - Avoid having any trip hazards in walkways - Have first aid kit available on site - Ensure power leads are off the ground or taped down 	6
Event Layout	Inadequate spacing between stalls and walkways	6	<ul style="list-style-type: none"> - Ensure adequate spacing between stalls - Ensure walkways are clear of obstacles, including sandbags 	4
Power	Electrical shortages Electric shock	9	<ul style="list-style-type: none"> - Ensure all power cords and outlets are tested and tagged prior to event - Ensure appliances are kept away from water, heat etc - Never leave an electrical device unattended - Ensure a Residual Current Device is used to test outlets prior to use - Stallholders will be responsible for their own power supply (via generators etc) 	6
Waste Removal	Inadequate rubbish bins People leaving litter	4	<ul style="list-style-type: none"> - Council to provide additional bins to cater for rubbish - Bins to be emptied/checked at regular intervals - Skip bin to be provided to hold stallholder rubbish - Volunteers to ensure no rubbish is left on site 	3
Weather	Exposure to excessive heat, rain, wind, thunderstorms, hail could cause damage to equipment and harm those exposed to the bad weather. Damage to equipment Temporary infrastructure blows away and causes injury to a person or equipment Sunburn/dehydration from heat exposure	12	<ul style="list-style-type: none"> - Watch long range weather forecast in the leadup to the event - Event to be cancelled in cases of high temperatures, high wind and/or electrical storms - Shade available at location - Marquees must have their marquees secured/weighted down on all four legs 	9

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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
	Slippery surfaces			
Crowd Control	Too many people at event Disturbing behavior Disorderly Patrons	12	<ul style="list-style-type: none"> - Police presence to be requested for walk-through if available - Committee, volunteers and security to observe crowd behavior - Personnel at entry points and throughout event monitoring the amount of people coming in and out of the event - Notify police immediately to remove or detain disorderly patrons 	8
Fatigue, exhaustion and dehydration	Exposure to excessive heat	9	<ul style="list-style-type: none"> - Stalls available with food and cold non-alcoholic beverages - First aid kit on site with trained staff - Event held in late afternoon/early evening to avoid peak heat periods 	6
Seating	Inadequate seating for the elderly and disabled patrons	6	<ul style="list-style-type: none"> - Ensure adequate seating is available for elderly and disabled patrons (hire where necessary) - Advertise table/seating reservations in advance 	4
Alcohol	Alcohol and drug consumption	12	<ul style="list-style-type: none"> - Strictly no drugs or alcohol is to be consumed by participants, volunteers, stallholders or patrons - Council staff/volunteers to observe - Promoted as a family friendly event 	9
Food poisoning/ allergy	Attendees eating food that hasn't been stored/prepared to food standards Attendees eating food their allergic to causing anaphylaxis	15	<ul style="list-style-type: none"> - All people serving/preparing food are to be trained in Food Handling requirements as per the Food Authority NSW - Receive copies of stallholder's food handling certificates - Site inspections to vendors to ensure they're 	10

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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
			<ul style="list-style-type: none"> preparing and serving food to standard Stallholders to label and advertise food correctly 	
Stallholders	Stallholder injury Stallholder not preparing/serving food to standard which makes those eating their food unwell Stallholders having an unsafe stall	12	<ul style="list-style-type: none"> Ask stallholders are required to sign on and off at the event Stallholders are to report any incidents to a staff member Marquees must have their marquees secured/weighted down on all four legs Stallholders to provide council with a copy of the Public Liability Insurance Stallholders will be provided with an info pack prior to and on the day 	9
Children	Children running excitedly around event Lost/separated from parents	12	<ul style="list-style-type: none"> Children under 12 years old must be accompanied by an adult at all times. Appropriate clothing and footwear recommended to be worn. Children's entertainment to be separated from high foot traffic area Assembly area for lost/separate children to be designated 	8
Entertainment/ Amusements	People getting injured on amusements Faulty equipment being set up	12	<ul style="list-style-type: none"> All entertainment providers will be required to provide council with a copy of their PIL Insurance Copy of design registration to be obtained from any amusements First aid kit available on site 	6
Manual handling	Volunteers and stallholders obtaining an injury from manual handling tasks Lifting and moving items that are too heavy or using poor lifting techniques	9	<ul style="list-style-type: none"> Use two people to carry heavy/awkward items Use best practice manual handling techniques First aid personnel on site 	6

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Operational Risk Assessment

Relevant Documents

N/A

Hazardous Substances Chemicals	Standard Operating Procedures - eg:	Safe Work Method Statements / Risk Assessments - eg:	Manufacturer Safety Guidelines	Traffic Control Plan

Competency Requirements for Workgroup

Position	Competencies Required
People selling/serving alcohol	Responsible service of Alcohol

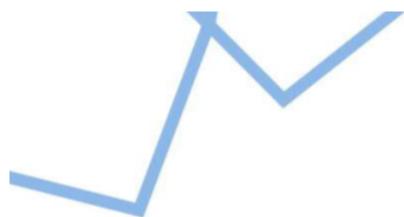
Plant, Machinery, Equipment Used

N/A

Type of Plant / Machinery / Equipment	Licenses, Permits, Competency, Training	Daily plant Inspection Report Required	Prestart Checks Required – Visual/ Documented	Maintenance Requirements

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01 July 2023

Attention Andrew Valenta

The General Manager
Leeton Shire Council
23-25 Chelmsford Place
LEETON NSW 2705

Dear Andrew,

ABN 9 009 098 874
One International Towers,
100 Barangaroo Ave,
Sydney, NSW, 2000
Tel 02 9320 2700
Direct 02 9320 2720
Naamon.Eurell@ita.com.au
www.statewidemutual.com.au

Certificate of Currency

This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

CLASS	Public Liability/Professional Indemnity
MEMBER	Leeton Shire Council
BUSINESS OF MEMBER:	Local Government Authority, as defined in wording
EXPIRY DATE	30 June 2024
GEOGRAPHICAL SCOPE	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
LIMITS OF PROTECTION	Public Liability \$20,000,000 any one occurrence Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection
STATEWIDE CERTIFICATE NUMBER	000115

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder.

Yours sincerely,

Naamon Eurell
Executive Officer

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: Leeton Alive - Movie Night 2
Event Location: Chelmsford Place, Leeton
Event Date: 16/11/24 Event Start Time: 8pm Event Finish Time: 10pm
Event Setup Start Time: 6pm Event Packdown Finish Time: 12pm
Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Leeton Shire Council
Phone: 6953 0911 Fax: Mobile: E-mail: franm@leeton
Event Management Company (if applicable).....
Phone: Fax: Mobile: E-mail:
Police
Phone: Fax: Mobile: E-mail:
Council.....
Phone: Fax: Mobile: E-mail:
Roads & Traffic Authority (if Class 1).....
Phone: Fax: Mobile: E-mail:

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

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

Outdoor movie screening on the Chelmsford Water Tower to activate the streets and night-time economy of Leeton and foster a sense of community and vibrancy in the area.

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police
	<input 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 1 CLASS 2 CLASS 3	3.1 The route or location
	<input checked="" type="checkbox"/> Map attached
	3.2 Parking
	<input checked="" type="checkbox"/> Parking organised - details attached
	<input type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
3.4 Trusts, authorities or Government enterprises	
<input 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 checked="" type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	
<input type="checkbox"/> Contingency plans attached	

Class 1	Class 2	3.9 Heavy vehicle impacts
		<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 checked="" type="checkbox"/> Special event clearways not required
4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES		
CLASS 1	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
	CLASS 2	4.2 Advertise traffic management arrangements
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
		4.3 Special event warning signs
		<input 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 checked="" 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 type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

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

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

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.

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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>[Redacted] (name) [Redacted] (address) on behalf of <u>Leeton Shire Council</u> (organisation)</p> <p>notify the Commissioner of Police that on the <u>16</u> (day) of <u>11</u> (month), <u>24</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately <u>500</u> (number) persons, which will assemble at <u>Chelmsford Place, Leeton</u> (Place) at approximately <u>7.30</u> am/pm, and disperse at approximately <u>10</u> am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed (Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is..... <u>a family-friendly event, with a movie screened on the</u> <u>Water Tower and select market food stalls catering to the</u> <u>general public of Leeton.</u></p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(i) There will be nil... (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(ii) There will be nil... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly:</p> <p>nil</p> <p>.....</p> <p>.....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows:</p> <p>.....</p> <p>.....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p></p> <p>..... Postcode.</p> <p>Telephone No. </p>
6	<p>Sign </p> <p>Capacity/Title Leeton Shire Council Events Officer</p> <p>Date 7/8/2024</p>

Special Event Planning & Resource Matrix

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



TGS

Comments:

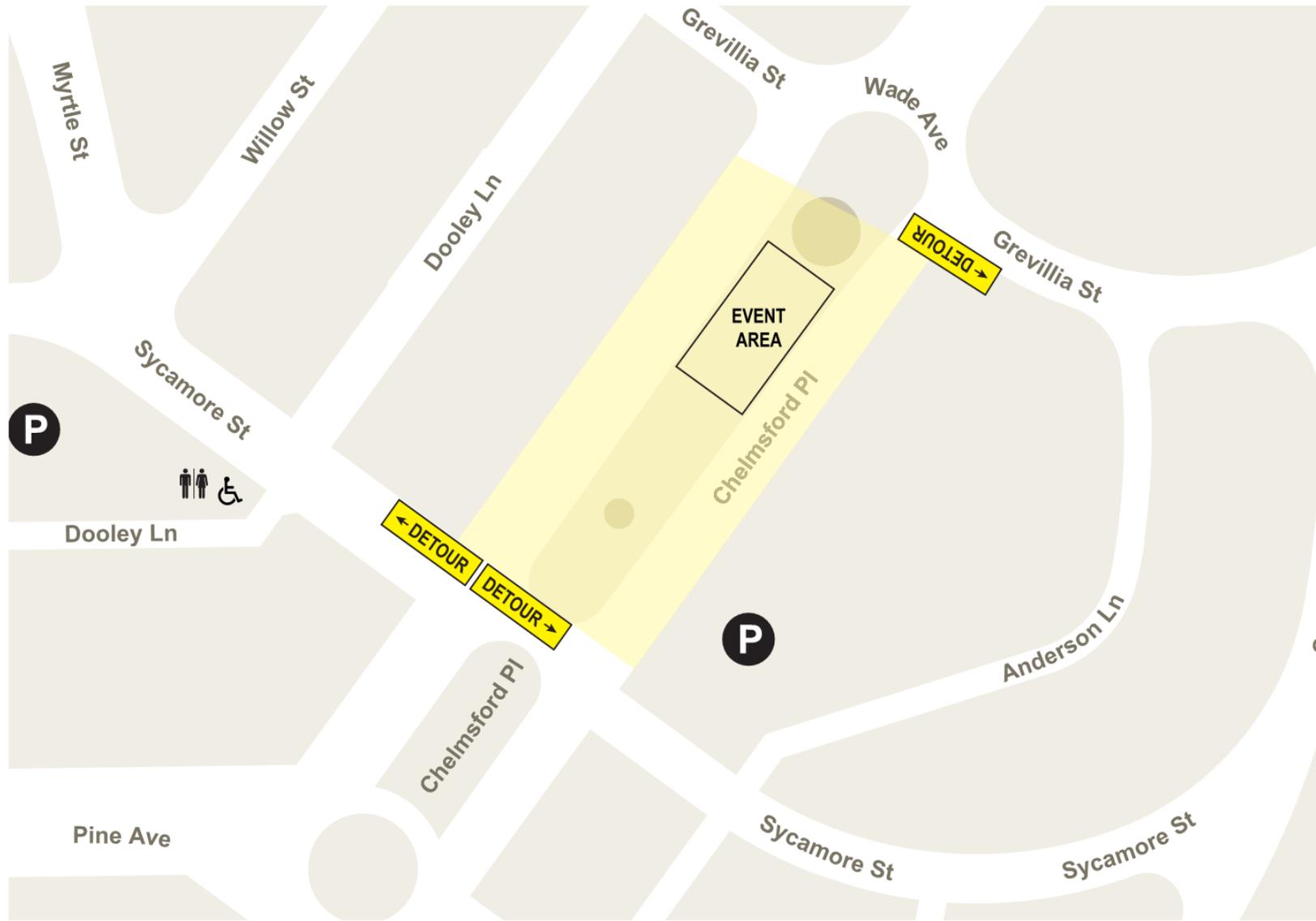
1. Ambulance/Fire Vehicles to be permitted access to stations as necessary.
2. Grovillia St half closed.

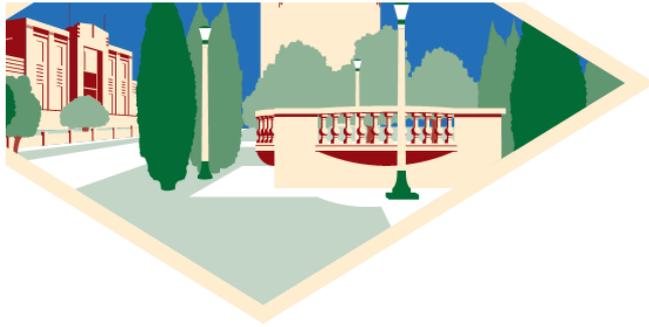
This plan is based on the
 ICAWS Manual Vol 6 & AS 17423.
 D = 50km



Date: 26 October 2024 &
 16 November 2024
Author: Salim Choudhury
Project: Leeton Alive 2024
 Outdoor Movie Nights
Plan Number: EV 24-003







LEETON
SHIRE COUNCIL

TEMPORARY ROAD CLOSURE

Resolution is hereby given under Roads Act
for the temporary closing of the following:

Location: Chelmsford Place
(from Sycamore St to Grevillea St)

Duration: 6pm to 11.30pm
Saturday 16 November 2024

Reason: Leeton Alive - Outdoor Movie Night

Notes: Road closures will be clearly signposted

08 August 2024

[REDACTED]
Leeton Ambulance Station
Chelmsford Place
LEETON NSW 2705

Dear [REDACTED]



NOTIFICATION OF EVENT
Leeton Alive – 19 October-30 November 2024

On behalf of the Leeton Shire Council, I would like to advise you of the proposed Leeton Alive events that will be taking place between 19 October and 30 November 2024 as part of the NSW Government's Open Streets program.

The proposed program aims to activate the streets and night-time economy of Leeton over a seven-week period from October 19 to November 30, a collaborative effort between local businesses, Leeton Shire Council, and Leeton Business Chamber.

The proposed program consists of the following events:

19 October	Leeton Chill & Grill A culinary showcase and live music event featuring local food and beverage offerings in Mounfford Park from 2pm to 9pm.
26 Oct & 16 Nov	Open Air Movie Nights Outdoor movie screenings on the Chelmsford Water Tower to entertain the community.
2 November	Chelmsford Place Night Markets A vibrant night market showcasing local artisans/producers in Chelmsford Place operating from 5pm – 9pm.
9 November	Wade Hotel Street Party & Mural Launch Street party with the unveiling of a new mural artwork on the Church Street side of the building.
23 November	Silent Disco A unique interactive music experience in Chelmsford Place.
30 November	Leeton Business Group Event Community engagement event for local businesses to launch the Christmas season.

The vision is to activate and beautify the streets of Leeton through a diverse range of events and experiences. The intended outcomes are to drive foot traffic, boost the local economy, and foster a sense of community and vibrancy in the area.

Attached are the proposed traffic control plans relevant to the various events.

Should you have any queries regarding these events or if you would like to discuss further, please do not hesitate to contact the event coordinator [REDACTED]

Regards,



Leeton Shire Council

08 August 2024

[REDACTED]
Leeton Fire Brigade
c/- 9 Belah Street
Leeton NSW 2705

Dear [REDACTED]



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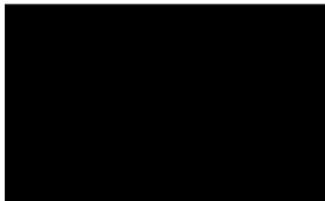
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Regards,



Leeton Shire Council



08 August 2024

[REDACTED]
Leeton Police Station
24 Oak Street
LEETON NSW 2705

Dear [REDACTED]

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Regards,



Leeton Shire Council



Operational Risk Assessment

Workgroup:	Leeton Alive events	Employees involved in Risk Assessment: Events Officer Executive Manager Economic & Community Development WHS Coordinator
Division / Area:	Events & Cultural Services	
Task Description:	Event	
Date:	08/08/24	
Version:	1.0	

Background

The Leeton Alive events are to be held over a seven-week period in a variety of locations from October 19 to November 30, a collaborative effort between local businesses, Leeton Shire Council, and Leeton Business Chamber as part of the NSW Government's Open Streets program. The vision is to activate and beautify the streets of Leeton through a diverse range of events and experiences. The intended outcomes are to drive foot traffic, boost the local economy, and foster a sense of community and vibrancy in the area.

Open Air Movie Nights – 26 October & 16 November – Chelmsford Place (central island, Sycamore St to Grevillea St)
 Film to be screened on the main water tower with patrons sitting on concourse. Food and beverage vendors to be located on the street within the event area.

Chelmsford Place Night Markets – 02 November – Chelmsford Place (whole area activation – Pine Avenue to Grevillea St)
 Food and beverage vendors are to be set up within the event area with live entertainment on the Band Rotunda and children's entertainment, such as face painting, and amusements to be located on a section of closed road.

Purpose

To hold an event for the Leeton and surrounding communities

Scope of Risk Assessment

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Operational Risk Assessment

Methodology

RISK LEVEL RATING		Likelihood				
		1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
Consequence	5 -Catastrophic	5-Moderate	10 -High	15 -High	20 -Extreme	25 - Extreme
	4 -Major	4 -Low	8 -Moderate	12 -High	16 -High	20 -Extreme
	3 -Medium	3 -Low	6 -Moderate	9 -Moderate	12 -High	15 -High
	2 -Minor	2- Low	4 -Low	6 -Moderate	8 -Moderate	10 -High
	1 -Insignificant	1 -Low	2 -Low	3 -Low	4 -Low	5 -Moderate

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Operational Risk Assessment

Operational WHS Hazard and Risk Register

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Slips, trips, falls	Trip Hazard: People tripping or falling by not paying attention to surrounds or hazards not being adequately dealt with	8	<ul style="list-style-type: none"> - Avoid having any trip hazards in walkways - Have first aid kit available on site - Ensure power leads are off the ground or taped down 	6
Event Layout	Inadequate spacing between stalls and walkways	6	<ul style="list-style-type: none"> - Ensure adequate spacing between stalls - Ensure walkways are clear of obstacles, including sandbags 	4
Power	Electrical shortages Electric shock	9	<ul style="list-style-type: none"> - Ensure all power cords and outlets are tested and tagged prior to event - Ensure appliances are kept away from water, heat etc - Never leave an electrical device unattended - Ensure a Residual Current Device is used to test outlets prior to use - Stallholders will be responsible for their own power supply (via generators etc) 	6
Waste Removal	Inadequate rubbish bins People leaving litter	4	<ul style="list-style-type: none"> - Council to provide additional bins to cater for rubbish - Bins to be emptied/checked at regular intervals - Skip bin to be provided to hold stallholder rubbish - Volunteers to ensure no rubbish is left on site 	3
Weather	Exposure to excessive heat, rain, wind, thunderstorms, hail could cause damage to equipment and harm those exposed to the bad weather. Damage to equipment Temporary infrastructure blows away and causes injury to a person or equipment Sunburn/dehydration from heat exposure	12	<ul style="list-style-type: none"> - Watch long range weather forecast in the leadup to the event - Event to be cancelled in cases of high temperatures, high wind and/or electrical storms - Shade available at location - Marquees must have their marquees secured/weighted down on all four legs 	9

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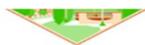
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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
	Slippery surfaces			
Crowd Control	Too many people at event Disturbing behavior Disorderly Patrons	12	<ul style="list-style-type: none"> - Police presence to be requested for walk-through if available - Committee, volunteers and security to observe crowd behavior - Personnel at entry points and throughout event monitoring the amount of people coming in and out of the event - Notify police immediately to remove or detain disorderly patrons 	8
Fatigue, exhaustion and dehydration	Exposure to excessive heat	9	<ul style="list-style-type: none"> - Stalls available with food and cold non-alcoholic beverages - First aid kit on site with trained staff - Event held in late afternoon/early evening to avoid peak heat periods 	6
Seating	Inadequate seating for the elderly and disabled patrons	6	<ul style="list-style-type: none"> - Ensure adequate seating is available for elderly and disabled patrons (hire where necessary) - Advertise table/seating reservations in advance 	4
Alcohol	Alcohol and drug consumption	12	<ul style="list-style-type: none"> - Strictly no drugs or alcohol is to be consumed by participants, volunteers, stallholders or patrons - Council staff/volunteers to observe - Promoted as a family friendly event 	9
Food poisoning/ allergy	Attendees eating food that hasn't been stored/prepared to food standards Attendees eating food their allergic to causing anaphylaxis	15	<ul style="list-style-type: none"> - All people serving/preparing food are to be trained in Food Handling requirements as per the Food Authority NSW - Receive copies of stallholder's food handling certificates - Site inspections to vendors to ensure they're 	10

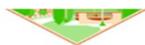
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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
			<ul style="list-style-type: none"> preparing and serving food to standard Stallholders to label and advertise food correctly 	
Stallholders	Stallholder injury Stallholder not preparing/serving food to standard which makes those eating their food unwell Stallholders having an unsafe stall	12	<ul style="list-style-type: none"> Ask stallholders are required to sign on and off at the event Stallholders are to report any incidents to a staff member Marquees must have their marquees secured/weighted down on all four legs Stallholders to provide council with a copy of the Public Liability Insurance Stallholders will be provided with an info pack prior to and on the day 	9
Children	Children running excitedly around event Lost/separated from parents	12	<ul style="list-style-type: none"> Children under 12 years old must be accompanied by an adult at all times. Appropriate clothing and footwear recommended to be worn. Children's entertainment to be separated from high foot traffic area Assembly area for lost/separate children to be designated 	8
Entertainment/ Amusements	People getting injured on amusements Faulty equipment being set up	12	<ul style="list-style-type: none"> All entertainment providers will be required to provide council with a copy of their PIL Insurance Copy of design registration to be obtained from any amusements First aid kit available on site 	6
Manual handling	Volunteers and stallholders obtaining an injury from manual handling tasks Lifting and moving items that are too heavy or using poor lifting techniques	9	<ul style="list-style-type: none"> Use two people to carry heavy/awkward items Use best practice manual handling techniques First aid personnel on site 	6

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Operational Risk Assessment

Relevant Documents

N/A

Hazardous Substances Chemicals	Standard Operating Procedures - eg:	Safe Work Method Statements / Risk Assessments - eg:	Manufacturer Safety Guidelines	Traffic Control Plan

Competency Requirements for Workgroup

Position	Competencies Required
People selling/serving alcohol	Responsible service of Alcohol

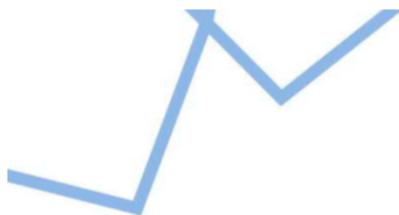
Plant, Machinery, Equipment Used

N/A

Type of Plant / Machinery / Equipment	Licenses, Permits, Competency, Training	Daily plant Inspection Report Required	Prestart Checks Required – Visual/ Documented	Maintenance Requirements

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01 July 2023

Attention Andrew Valenta

The General Manager
Leeton Shire Council
23-25 Chelmsford Place
LEETON NSW 2705

Dear Andrew,

BN 9 009 098 874
One International Towers,
100 Barangaroo Ave,
Sydney, NSW, 2000
Tel 02 9320 2700
Direct 02 9320 2720
Naamon.Eurell@lta.com.au
www.statewidemutual.com.au

Certificate of Currency

This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

CLASS	Public Liability/Professional Indemnity
MEMBER	Leeton Shire Council
BUSINESS OF MEMBER:	Local Government Authority, as defined in wording
EXPIRY DATE	30 June 2024
GEOGRAPHICAL SCOPE	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
LIMITS OF PROTECTION	Public Liability \$20,000,000 any one occurrence Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection
STATEWIDE CERTIFICATE NUMBER	000115

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder.

Yours sincerely,

Naamon Eurell
Executive Officer