



LEETON
SHIRE COUNCIL

ITEM 7.8

**MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE
MEETINGS - JUNE 2024**

**ORDINARY COUNCIL MEETING
26 June 2024
7:00 PM**

OPERATIONAL MATTERS

7.8. MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE MEETINGS - JUNE 20246

Attachment 1: Agenda of Local Area Traffic Committee - 4 June 20246

Attachment 2: Minutes of the local Area Traffic Committee - Wednesday, 4 June 2024 122

Attachment 3: Agenda of Extra ordinary Traffic Committee - Wednesday, 12 June 2024 128

Attachment 4: Minutes of Extra Ordinary Traffic Committee - Wednesday, 12 June 2024 172

OPERATIONAL MATTERS

ITEM 7.8 MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE MEETINGS - JUNE 2024

RECORD NUMBER	24/88
RELATED FILE NUMBER	EF21/430/02
AUTHOR/S	Road Safety Officer
APPROVER/S	Manager Roads and Drainage

SUMMARY/PURPOSE

The purpose of this report is to inform Council of the outcomes of the Local Area Traffic Committee (LATC) meetings which were held on the 4 and 12 June 2024 and to seek Council's endorsement of the recommendations made by the LATC.

RECOMMENDATION

THAT Council notes the minutes and endorses the recommendations of the Local Area Traffic Committee meetings which were held on the:

- Tuesday 4 June 2024 at 10:30am.
- Wednesday 12 June 2024 at 10:30am.

REPORT

(a) Background

The Local Area Traffic Committee (LATC) is a technical review committee which advises on matters referred to Council. These matters are related to prescribed traffic control devices and facilities for which Council has delegated authority. The Council must refer all traffic related matters to the LATC prior to exercising its delegated functions. All recommendations of the LATC must be referred to Council for adoption prior to enactment.

Due to the "Lap it Up Leeton" Special Event Request representative being unavailable to attend the 4 June 2024 LATC meeting, an additional LATC meeting was held on Wednesday 12 June 2024.

Note the original LATC meeting which was scheduled for May 2024 had to be postponed to June 2024 due to a quorum not being present on the day of the meeting.

(b) Discussion

The LATC meeting held on Tuesday 4 June 2024 addressed the following agenda items:

1. Outstanding Action Report.
2. Special Event Request – Murrumbidgee Carriage Driving Club Event Traffic Management.
3. Special Event Request – Leeton Outback Band Spectacular Traffic Management.
4. Special Event Request – Art Deco Festival Traffic Management.
5. Roxy Lane – No Stopping Sign Installation.
6. Installation of Load Limit on Boree Road, Robinson Road and Block Road.
7. General Business.

For additional information on the LATC meeting that was held on Tuesday 4 June 2024, please refer to the agenda and minutes (**Attachments 1 and 2**).

The LATC meeting held on Wednesday 12 June 2024 addressed the following agenda item:

1. Special Event Request- Lap it Up Leeton.

For additional information on the LATC meeting that was held on Tuesday 12 June 2024, please refer to the agenda and minutes (**Attachments 3 and 4**).

(c) Options

THAT Council:

1. Endorses the Local Area Traffic Committee recommendations. ***This is the recommended option.***
2. Does not endorse the Local Area Traffic Committee recommendations, noting there is a process that should be followed when such occasions occur.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Road closures associated with the Art Deco Festival Traffic Management are funded through Council's event budget.

The Leeton Outback Band Spectacular has a Council Budget allocation that covers the road closures associated with the marching parade.

The Murrumbidgee Carriage Driving Club and the Lap It Up Leeton Event have no financial costs associated with Council.

The installation of the No Parking Signage and installation of Load limit signage will be funded through the Traffic Facilities budget and are expected to be under \$5K.

(b) Policy

Nil

(c) Legislative/Statutory

Delegation of Authority is passed from Roads and Maritime Services to Local Traffic Committees.

(d) Risk

All risks have been addressed within the Local Area Traffic Committee Report prior to any endorsement from the Local Area Traffic Committee.

CONSULTATION

(a) External

Murrumbidgee Police District
Transport for NSW
Delegate for the Local Member of the Murray Electorate (NSW Government)

(b) Internal

Manager Roads & Drainage
Events Officer

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area CSP FOCUS AREA 4 - A quality environment within Council's adopted Delivery Program/Operational Plan – DELIVERY PROGRAM FUNCTIONAL AREA 6 - Road and Drainage – DELIVERY PROGRAM ACTIVITY 6.5 - Provide road safety programs, including roadside vegetation management, permitting, traffic management and accident assistance – OPERATIONAL PLAN ACTIVITY 6.5.4 - Implement programs and campaigns that foster and promote road safety.

ATTACHMENTS

- 1 Agenda of Local Area Traffic Committee - 4 June 2024 - **Attached**
- 2 Minutes of the local Area Traffic Committee - Wednesday, 4 June 2024 - **Attached**
- 3 Agenda of Extra ordinary Traffic Committee - Wednesday, 12 June 2024 - **Attached**
- 4 Minutes of Extra Ordinary Traffic Committee - Wednesday, 12 June 2024 - **Attached**



LEETON
SHIRE COUNCIL

**LEETON SHIRE COUNCIL TRAFFIC
COMMITTEE**

TUESDAY 4 JUNE 2024

10:30 AM

COUNCIL BOARDROOM

LEETON SHIRE COUNCIL
Traffic Committee – Wednesday, 29 May 2024

LEETON SHIRE COUNCIL
AGENDA
TRAFFIC COMMITTEE
Wednesday 4 June 2024
10:30 am

1. APOLOGIES

2. CONFIRMATION OF THE MINUTES

RECOMMENDATION

THAT the Minutes of the Traffic Committee held on Wednesday 14 February 2024, as circulated, be taken as read and CONFIRMED.

3. OFFICERS REPORTS

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3.7. INSTALLATION OF LOAD LIMIT ON BOREE ROAD, ROBINSON ROAD AND BLOCK ROAD	110

4. GENERAL BUSINESS

LEETON SHIRE COUNCIL
 Traffic Committee - Wednesday 29 May 2024

OFFICERS REPORTS

1 OUTSTANDING ACTION REPORT

RECORD NUMBER 24/104
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
May 2022	Chelmsford Place/Grevillia Street Upgrade	That LSC pursue public consultation for the traffic changes, installation of traffic devices and parking Chelmsford Town Square. The consultation will highlight the change of priority for the intersection of Wade Avenue and Grevillia Street.	LSC	Traffic Changes approved May 2023 LATC.
August 2022	Whitton Pedestrian Crossing	Pedestrian facilities and carparking works approved at the February 2023 LATC.	LSC	Works commenced 20 May 2024
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

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

February 2023	Kathryn Drive Bus Bay	Bus Bay installation approved at the February 2023 LATC	LSC	LSC to schedule works to be complete by June 2024.
February 2023	Disabled carparking space 106 Pine Avenue (outside Roxy Theatre)	Traffic Changes approved as per August 2022 LATC meeting.	LSC	Will be complete as part of Roxy upgrade

RECOMMENDATION

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

ATTACHMENTS

There are no attachments for this report

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

2 SPECIAL EVENT REQUEST MURRUMBIDGEE CARRIAGE DRIVING CLUB EVENT TRAFFIC MANAGEMENT

RECORD NUMBER	24/103
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 for the Murrumbidgee Carriage Club to run an event on Leeton Shire Council roads on 7th and 8th September 2024.

RECOMMENDATION

THAT the Committee:

Approves to hold the Murrumbidgee Carriage Club event on local roads 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. The event organiser will supply a copy of a certificate of currency referring to a current public liability insurance policy noting Transport for NSW, Leeton Shire Council and NSW Police as interested parties.
3. Event organisers and participants immediately obey all directions by NSW 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 road closures associated with the event.
6. All emergency services are to be notified of the event and traffic disruptions associated with the event.

Failure to comply with any of the above conditions will immediately void this approval.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

BACKGROUND

The application was received from the Murrumbidgee Carriage Driving Club to run an Australian Carriage driving society Combined Driving Event on Leeton Shire roads.

The event will be held from 8am Saturday 7 September 2024 to 5pm Sunday 8 September 2024. The event is to be held on the roads around Murrami Sportsground and will encompass approximately 30 horses and carriages. Combined driving is an exhilarating equestrian sport that showcases the harmony between a skiller driver, a carriage, and one, two or a team of four horses.

The proposed route is for the carriages and horses to travel down Yarmwal Road, Contour Road, Lyne Road, Ryan Road, Anderson Road and Malcom Road returning to the sportsground.

However, in the event of wet weather the following route will be used Yarmwal Road, Contour Road, Lyne Road and back onto Yarmwal Road.

Both these routes are outline in the Special Event Management Application can be seen in **Attachment 1**.

The event is an onroad moving event and signs will be displayed to alert drivers of the event.

COMMENT

The Committee have not submitted a Traffic Control Plan due to the event not stopping traffic.

The event has previously been held at Murrami Sports ground.
The committee will letter drop to locals, have advertisements in Area News and Irrigator and additional signage on the roads to inform locals of the Carriage event that is occurring.

A current Public Liability insurance certificate must be presented to Council one month before the event as the current Public Liability will expire before the event.

ATTACHMENTS

1 [📄](#) Murrumbidgee Carriage Driving Club 2024 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: Murrumbidgee Carriage Driving Club Inc

Event Location: Murrumbidgee Sport & Recreation Grounds

Event Date: 7/8th Sept Event Start Time: 8am Sat Event Finish Time: 5pm Sun

Event Setup Start Time: Event Packdown Finish Time:

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

I.2 Contact names

Event Organiser: *Murrumbidgee Carriage Driving Club

Phone: Fax: Mobile: 0458552331 E-mail: robyn_schmel

Event Management Company (if applicable).....

Phone: Fax: Mobile: E-mail:

Police: Griffith

Phone: 69694200 Fax: Mobile: E-mail:

Council: Leeton Shire Council

Phone: 69530911 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)

Combined Driving is an exhilarating equestrian sport that showcases the harmony between a skilled driver, a carriage, and one, two, or a team of four horses. Participants guide their horse-drawn carriages through intricate and challenging obstacles, demonstrating precision, control, and communication with the equine team. A Combined Driving Event (CDE) can occur over 1, 2 or 3 days. The sport encompasses three phases: dressage, marathon, and cones.

2		RISK MANAGEMENT - TRAFFIC
CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control	<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police	<input checked="" type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance	<input checked="" type="checkbox"/> Fire brigades notified <input checked="" type="checkbox"/> Ambulance notified
3		TRAFFIC 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 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 type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	3.5 Impact on/of Public transport	<input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	3.6 Reopening roads after moving events	<input checked="" type="checkbox"/> This is a moving event - details attached. <input type="checkbox"/> This is a non-moving event.
	3.7 Traffic management requirements unique to this event	<input 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 checked="" 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
		4.2 Advertise traffic management arrangements	
		<input type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input checked="" type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required	
		4.3 Special event warning signs	
<input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs			
4.4 Permanent Variable Message Signs			
<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs			
4.5 Portable Variable Message Signs			
<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS			

5 PRIVACY NOTICE

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

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

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

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.



EVACUATION

In the event of an incident requiring the evacuation of part or all of the venue, the following process shall be adopted:

1. Event Director shall notify all personnel that an evacuation is required.
2. The means of notification shall be: Mobile phones, PA System, stewards
3. Personnel shall move to designated Emergency Assembly Point (EAP) at club house or alternative nominated point in the event that the EAP is not accessible.
4. Event Director shall ascertain the presence of all personnel known to be on site by visual confirmation.
5. Personnel will be given further instructions by the Event Director



Emergency Response Plan

Emergency Response Plan for: MURBAN.

ACCIDENT, SERIOUS INJURY OR FIRE

In the event of an accident, serious injury or fire:

1. Do not rush into unsafe situations – you are of no help if you get injured as well.
2. Mobilise emergency services by telephoning 000

It is important to remain on the line and advise the operator of the following:

- Incident Location:
 - Nature of incident
 - Assistance required
 - Any other relevant information the operator may request
3. Emergency Veterinary Services are contactable on: 02 69641999
 4. Provide first aid if possible – do not attempt to move injured person/s or animals unless they are at immediate further risk by remaining where they are.
 5. First Aid Kit is located at: club house
 6. If the incident is a fire, take steps to fight the fire if it is safe to do so and you are appropriately trained
 7. Inform the Event Director or Technical Delegate of the situation.
 8. If possible, send someone familiar with the venue to meet emergency services at the entrance and escort them to the site of the emergency.
 9. Keep all non-essential personnel clear of the incident area.
 10. Once Emergency Services arrive, provide any additional assistance they may request.
 11. Once injured person/s or animals have been treated and removed from site, secure and preserve the incident scene for subsequent investigation.



Risk Management Checklist

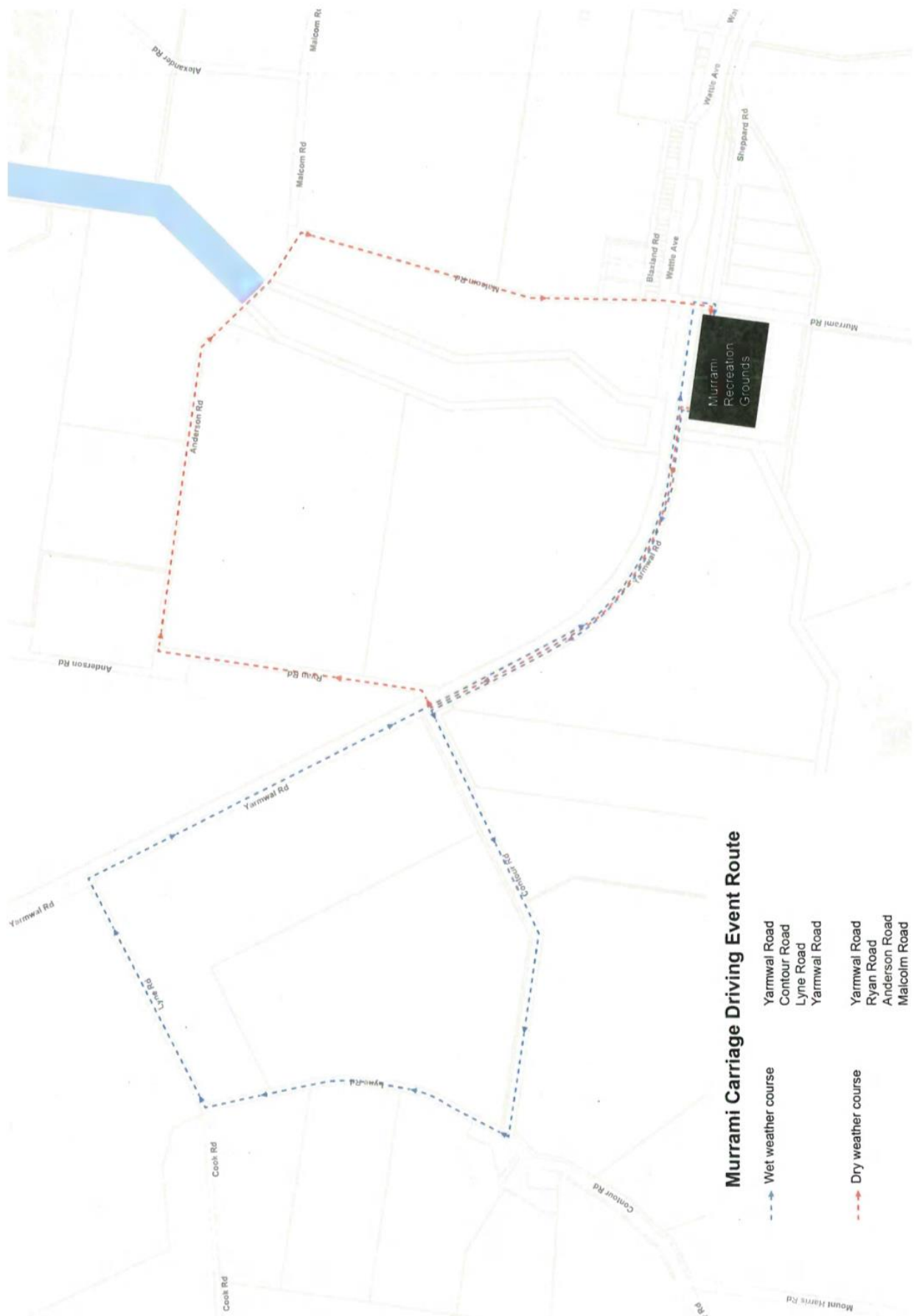
ACDS Club: Murrumbidgee Carriage Driving club inc
 Activity: Level 3 CDE Date: 24/4/2024

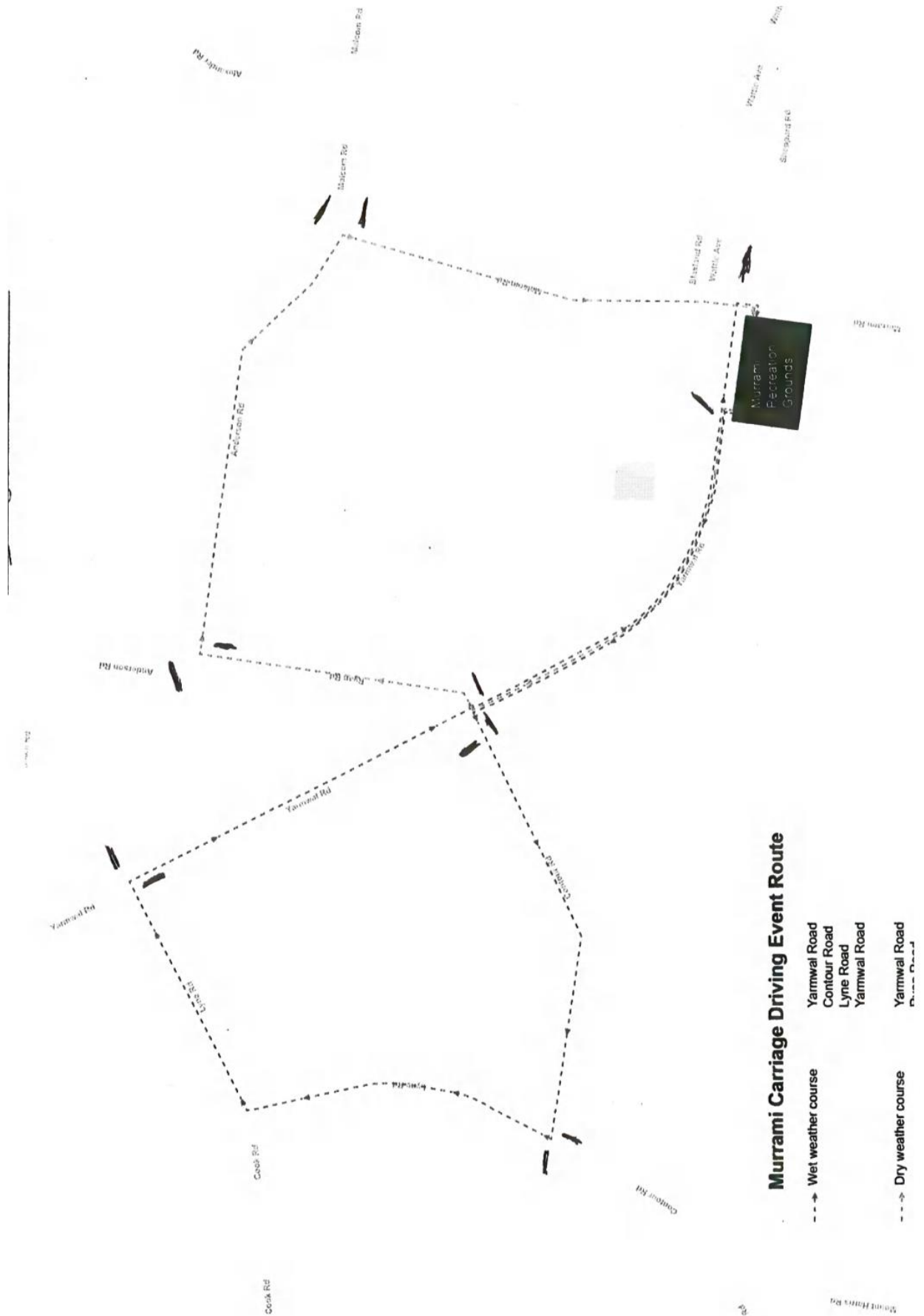
Item	✓	x	Reason	✓
Venue				
Horse Security	✓		Camping Area closed gate	
Emergency vehicle access	✓		All area Access	
First Aid and Emergency Services	✓		Notified	
Spectator areas clear of horse areas	✓		Signs	
Safe ablution facilities	✓		shower / toilet disabled	
Hygienic catering arrangements	✓		Kitchen	
Venue special requirements	✓		N/A	
Marshalling and rest areas adequate	✓		Quiet area	
Paths from camping to competition areas	✓		Adequate	
Controlled motor vehicle movement	✓		car not permitted in horse area	
Separate horse-free motor vehicle site	✓		Parking on grounds	
Power supply / electrical hazards	✓		supply to buildings	
Fire / flood risk and evacuation	✓		Emergency service instruction	
Course				
Permits obtained	✓		In process Leeton shire	
ACDS control of activity	✓		ACDS informed & approved	
External controls identified	✓		Council Roads	
Course and obstacles sites checked	✓		TD Approved	
Alternative routes checked	✓		Wet & dry map supplied	
Assembly and dispersal areas adequate	✓		At club house	
Safe spacing of participants in marathon	✓		5 minute intervals	
Spectator barriers adequate	✓		Bunting	
Competitors				
Entries sufficiently competent	✓		check on arrival	
Advised of any hazards (water/bridges etc)	✓		Advised	
Briefing scheduled	✓		19th Sept 8am	
Marathon harness/vehicle/equipment	✓		Mobile phones	
Treating Veterinarian available	✓		Local Vet	
Officials				
Sufficient numbers	✓		15 entries minimum	
Briefing scheduled	✓		18th Sept 3pm	
Communications from course to office	✓		Mobile phones	
Miscellaneous				
Dogs - Yes/No/Controlled	✓		Dogs on lead	
Incident Reports available	✓			
Debriefing scheduled	✓			
Other Concerns				

Name: ROBIN SUMMERS Signature: [Signature] Date: 20/4/24
 Technical Delegate or
 Risk Management Officer

Checklist to be retained by the Organizing Club.

A copy to be supplied to the Federal Secretary with any forwarded Incident Report Form.









CERTIFICATE OF CURRENCY

This Certificate:

- Is issued as a matter of information only and confers no rights upon the holder.
- Does not amend, extend or alter the coverage afforded by the Policy(ies) listed.
- Is only a summary of the cover provided.
- Reference must be made to the current Policy wording for full details.
- Is current at the date of issue only.

This Certificate confirms that the undermentioned Policy is effective in accordance with the details shown:

Policy Number: 441837

Insured: Australian Carriage Driving Society Incorporated including members, volunteers, coaches/instructors , officials/directors and associated carriage clubs/committees

Period of Insurance: From: 29/05/2023 at 4.00pm local standard time
To: 29/05/2024 at 4.00pm local standard time

Insured's Business:

Limit of Indemnity: AUD 20,000,000 any one Occurrence in respect of Public liability and in the aggregate during the Period of Insurance in respect of Product Liability

We trust you find the above in order, however, should you have any questions, please do not hesitate to contact the undersigned.

Yours faithfully,

Greg Shallard
Client Manager

26 May 2023

Date:

Liberty Specialty Markets is a trading name of Liberty Mutual Insurance Company, Australia Branch (ABN 61 086 083 605) incorporated in Massachusetts, USA (the liability of members is limited)
AFFLIBERTY: COC-GEN-200128

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 29 May 2024

Special event notice

From: robyn schmetzer (robyn_schmetzer@yahoo.com)

To: mbderecords@police.nsw.gov.au

Date: Monday, 29 April 2024 at 11:16 am AEST

Please find attached the notice of special event to be held at Murrumbidgee on the 7th/8th Sept 2024 by the Murrumbidgee Carriage Driving club Inc. Any further questions please contact me on 0458552331. Kind Regards
Robyn Schmetzer

 MCDC notice Griffith Police CDE.pdf
998kB

NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, ROBEN SCHNETZER
Name
of 290 Lodge Road Murrumbidgee NSW 2705
Address
on behalf of Murrumbidgee Carriage Driving Club
Organisation

notify the Commissioner of Police that on the 7th Sept 2024
Day
of
Month/Year

it is intended to hold:

either:

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

35 persons which will assemble
Number

at Cnr Murrumbidgee Road + Yarrumal Road Murrumbidgee
Place

at approximate 8.30 am/pm
Time

and disperse at approximately 5.00 am/pm
Time

or

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

persons which will assemble at
Place

at approximately am/pm
Time

and at approximately am/pm the procession will

commence and shall proceed.....

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

2 The purpose of the proposed assembly is.....

..... Combined driving Event
..... Horses + Carriages
State purpose

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

* (i) There will be(number) of vehicles and/or* floats involved and their type and dimensions are as follows:

.....
.....

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

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

..... Approx 30 horses pulling
..... carriages with 5 minute intervals between

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

..... Centretowns
..... letter drop to locals, adds in Aran House + 1/2 night
..... Signage on roads

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

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

Address: 290 Lodge Road
..... Murrumbidgee NSW
..... Post Code 2705

Telephone: 0457 552331

Signed: 

Capacity/Title Event Secretary

Date 29/4/24

* Delete as applicable

29 April 2024

Mr Scott Williams
NSW Rural Fire Brigade
3 Wattle Ave
Murrumbidgee NSW

NOTIFICATION OF EVENT

Dear Scott


On behalf of the Murrumbidgee Carriage Driving Club I wish to notify you of our next event that is to take place on 7/8th September 2024 at the Murrumbidgee Sport & Recreation ground.

This event will start from approx. 8 am on Saturday and is expected to finish at 5pm on Sunday.

The Murrumbidgee Carriage Driving Club is hosting a Combined Driving Event with horses and carriages.

Should you have any questions please do not hesitate to contact Robyn Schmetzer on 0458552331 or email robyn_schmetzer@yahoo.com.

Kind Regards


Robyn Schmetzer
Event Secretary

29 April 2024

Mr Chris Bailey
Station Officer
Leeton Ambulance Station
35-37 Wade Ave
Leeton NSW 2705

NOTIFICATION OF EVENT

Dear Chris

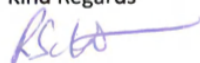
On behalf of the Murrumbidgee Carriage Driving Club I wish to notify you of our next event that is to take place on 7/8th September 2024 at the Murrumbidgee Sport & Recreation ground.

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The Murrumbidgee Carriage Driving Club is hosting a Combined Driving Event with horses and carriages.

Should you have any questions please do not hesitate to contact Robyn Schmetzer on 0458552331 or email robyn_schmetzer@yahoo.com.

Kind Regards



Robyn Schmetzer
Event Secretary

29 April 2024

Mr Kirk Walker
Leeton Fire Station
19 Wade Ave
Leeton NSW 2705
Email-Stn360@firens.w.gov.au

NOTIFICATION OF EVENT

Dear Chris

On behalf of the Murrumbidgee Carriage Driving Club I wish to notify you of our next event that is to take place on 7/8th September 2024 at the Murrumbidgee Sport & Recreation ground.

This event will start from approx. 8 am on Saturday and is expected to finish at 5pm on Sunday.

The Murrumbidgee Carriage Driving Club is hosting a Combined Driving Event with horses and carriages.

Should you have any questions please do not hesitate to contact Robyn Schmetzer on 0458552331 or email robyn_schmetzer@yahoo.com.

Kind Regards



Robyn Schmetzer
Event Secretary

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

3 SPECIAL EVENT REQUEST LEETON OUTBACK BAND SPECTACULAR TRAFFIC MANAGEMENT

RECORD NUMBER	24/105
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 Town Band Outback Spectacular moving parade on Saturday 9 November 2024 on Pine Avenue/MR80.

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to approve the Leeton Town Band Outback Spectacular moving parade on Saturday 9 November 2024 from 10:00am-11:30am on Pine Avenue/MR80 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. A Road Occupancy License is to be completed by the company managing traffic control on the day and activated and deactivated as per the event times.
 7. Event will need to be registered on One Road so that it is reflected in the live Traffic NSW App.
-

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

8. Public Liability insurance is to be updated and include Transport for NSW, NSW Police and Leeton Shire Council as interested parties.
 9. Failure to comply with any of the above conditions will immediately void this approval.
-

BACKGROUND

The Leeton Town Band Spectacular is an annual event that takes place in November. Local, regional, and interstate bands come together and play throughout the weekend.

The attached application has been received from the organisational committee of the Outback Band Spectacular. The application can be seen in *Attachment 1*.

The event will take place from Friday 10, Saturday -12 November 2023. The only day that requires Traffic Management is Saturday 9 November 2024 from 10am-11:30am where two marching bands will simultaneously march along Pine Avenue.

COMMENT

The Committee have requested an on street moving parade be held on Saturday 9 November on Pine Avenue/MR80. The group will assemble in Jarrah Mall, egressing from Jarrah Mall turning left on Pine Avenue marching to the Church Street/Yarran Street intersection performing a U-turn and then heading back up Pine Avenue marching all the way to the Chelmsford Place and dispersing there. The parade will then disperse on the footpath via the kerb Ramp at the intersection of Pine Avenue/Chelmsford Place.

The special event request form is attached (see attachment 1) which includes the Traffic Control Plan, Risk Assessment, Newspaper advertisement, notifications of the event and the Public Liability Certificate.

There will be minimal impact to traffic and the marching parade will march in the traffic but will have appropriate traffic control to ensure a safe distance between the marching band and traffic. The traffic control will include:

1. Traffic controllers to stop all traffic prior to pilot vehicle and marching band entering roadway.
 2. Bands to assemble at Jarrah Mall, not on the roadway.
 3. Front Pilot vehicle to lead band and stop at Roundabout to let band disperse onto footpath at Chelmsford Pl.
 4. Rear pilot vehicle to stay behind band until road is cleared.
-

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

ATTACHMENTS

1 [↓](#) Leeton Outback Band Spectacular 2024 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 Outback Band Spectacular - Marching Band display
Event Location: Pine Avenue (Wade Ave/Chelmsford Pl to Yarran/Church Streets)
Event Date: 09/11/24 Event Start Time: 10.25am Event Finish Time: 11.15am
Event Setup Start Time: 10am Event Packdown Finish Time: 11.30am
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 Town Band
Phone:..... Fax:..... Mobile: 0427188693 E-mail: ruth.tait@leet
Event Management Company (if applicable) Leeton Shire Council
Phone: 6951 3103 Fax:..... Mobile: 0438954045 E-mail: franm@leeton
Police Leeton Police Station
Phone: 6953 1399 Fax:..... Mobile: E-mail:.....
Council Leeton Shire Council
Phone: 6951 3103 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 marching band display as part of the program to advertise the Leeton Outback Band Spectacular weekend - with two (2) bands marching simultaneously along Pine Avenue, starting at Jarrah Mall and marching westward down Pine Avenue to Yarran Street, rounding the median to head east down Pine Avenue to disperse onto Chelmsford Place.

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 checked="" type="checkbox"/> This is a moving event - details attached.	
<input type="checkbox"/> This is a non-moving event.	
3.7 Traffic management requirements unique to this event	
<input type="checkbox"/> Description of unique traffic management requirements attached	
<input checked="" type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	
<input type="checkbox"/> Contingency plans attached	

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

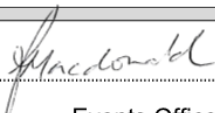
* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

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

SUMMARY OFFENCES ACT 1988 - Sec 23

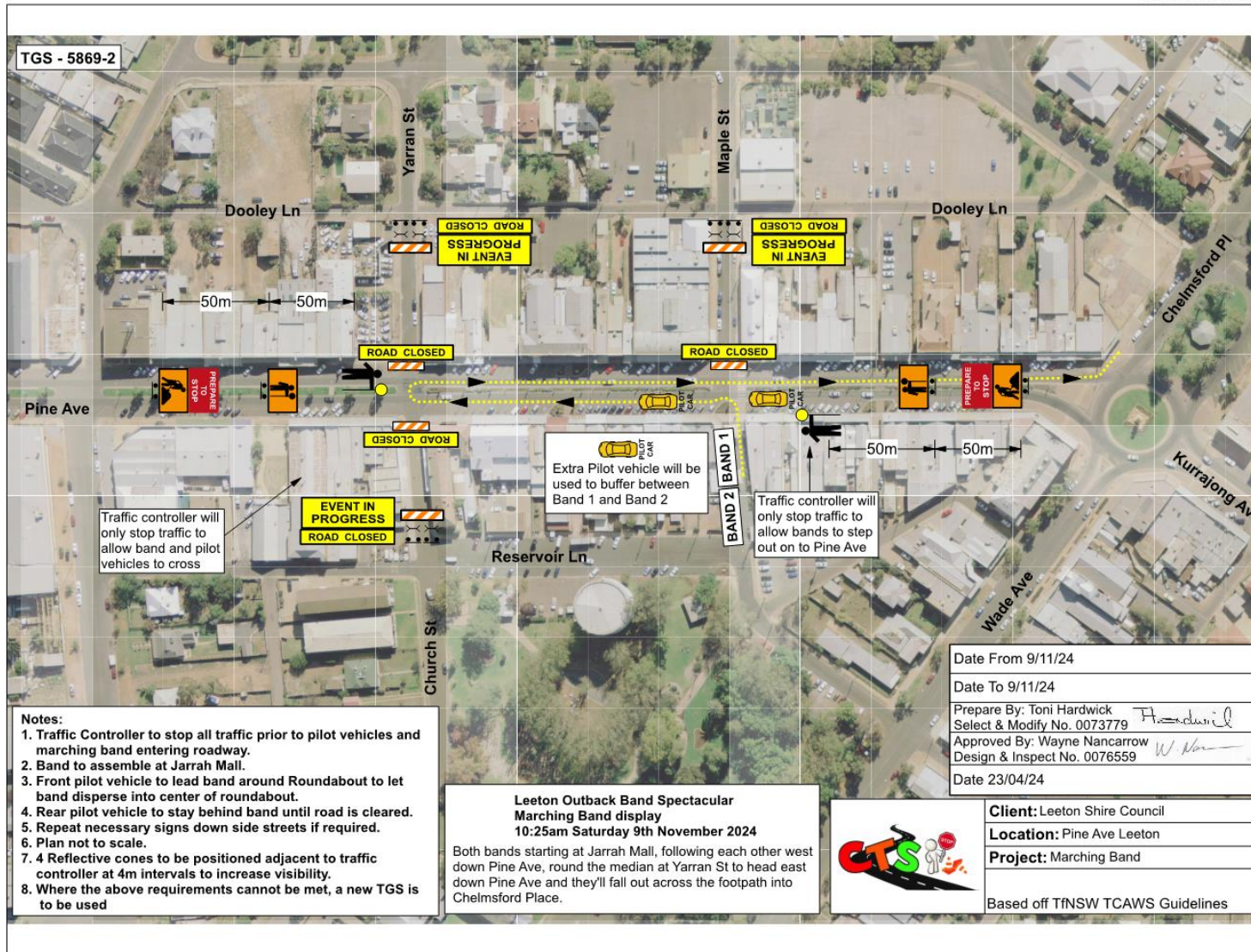
To the Commissioner of Police

1	<p>I <u>Frances Macdonald</u> (name) of <u>21 Myrtle Street, Narrandera</u> (address) on behalf of <u>Leeton Town Band/Leeton Shire Council</u> (organisation) notify the Commissioner of Police that on the <u>26</u> (day) of <u>4</u> (month), <u>2024</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at..... (Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately <u>60</u> (number) persons, which will assemble at approximately <u>10</u> am/pm, and at approximately <u>10.30</u> am/pm the procession will commence and shall proceed <u>From Jarrah Mall progressing west along Pine Ave, to cross over at Church/Yarran St and proceed east along Pine Ave to Chelmsford Pl.</u> <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 marching band display to raise the profile and advertise</u> <u>the Leeton Outback Band Spectacular event that is on</u> <u>at Mountford Park on Saturday 9 November.</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 <u>2-3</u> (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows: <u>2-3 pilot vehicles to escort bands along procession</u> </p> <p>(ii) There will be <u>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: </p> <p>(iv) Other special characteristics of the proposed assembly are as follows: </p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p><u>Fran Macdonald</u> <u>21 Myrtle Street, Narrandera NSW 2700</u> Postcode.</p> <p>Telephone No. ... <u>0438.954.045</u>.</p>
6	<p>Signed <u></u> Capacity/Title <u>Events Officer - Leeton Shire Council</u> Date <u>26 April 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 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.	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.	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.					



EF 23/195/03

26 April 2024

Sgt Craig Johnson
Station Officer
Leeton Police Station
24 Oak Street
LEETON NSW 2705



LEETON
SHIRE COUNCIL

Dear Sgt Johnson,

Re: NOTIFICATION OF EVENT Leeton Outback Band Spectacular – 8-10 November 2024

On behalf of the Leeton Town Band, I would like to notify you that the musical event Leeton Outback Band Spectacular will be taking place this year on November 8-10, 2024.

Of significant impact to the community is the proposed Marching Band Display on Saturday 9 November which features two marching bands performing simultaneously along Pine Avenue at 10.30am to raise the profile and advertise the main Band Spectacular event that is on at Mountford Park.

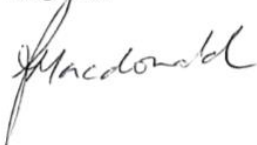
Attached is the Traffic Control Plan for the marching band display for your information.

The Spectacular runs over three days, with the main public program on Saturday featuring the aforementioned marching display, performances at local businesses throughout the morning and market stalls and band performances at Mountford Park, culminating in a massed band performance at the Roxy Theatre in the evening (or the Leeton Soldiers Club auditorium pending completion of redevelopments).

Currently around 200 musicians from around the state have registered interest in attending and involvement in the event.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the event coordinator Ruth Tait (Leeton Town Band) on 0427 188 693, or myself on 02 6951 3103.

Regards,



Fran Macdonald
Events Officer
Leeton Shire Council

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 29 May 2024

EF 23/195/03

26 April 2024

Ms Angela Fraser
Station Officer
Leeton Ambulance Station
35 Chelmsford Place
LEETON NSW 2705



Dear Ms Fraser,

Re: NOTIFICATION OF EVENT Leeton Outback Band Spectacular – 8-10 November 2024

On behalf of the Leeton Town Band, I would like to notify you that the musical event Leeton Outback Band Spectacular will be taking place this year on November 8-10, 2024.

Of significant impact to the community is the proposed Marching Band Display on Saturday 9 November which features two marching bands performing simultaneously along Pine Avenue at 10.30am to raise the profile and advertise the main Band Spectacular event that is on at Mountford Park.

Attached is the Traffic Control Plan for the marching band display for your information.

The Spectacular runs over three days, with the main public program on Saturday featuring the aforementioned marching display, performances at local businesses throughout the morning and market stalls and band performances at Mountford Park, culminating in a massed band performance at the Roxy Theatre in the evening (or the Leeton Soldiers Club auditorium pending completion of redevelopments).

Currently around 200 musicians from around the state have registered interest in attending and involvement in the event.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the event coordinator Ruth Tait (Leeton Town Band) on 0427 188 693, or myself on 02 6951 3103.

Regards,

Fran Macdonald
Events Officer
Leeton Shire Council

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 29 May 2024

EF 23/195/03

26 April 2024

Mr Kirk Walker
Station Officer
Leeton Fire Brigade
19 Chelmsford Place
LEETON NSW 2705



Dear Mr Walker,

Re: NOTIFICATION OF EVENT Leeton Outback Band Spectacular – 8-10 November 2024

On behalf of the Leeton Town Band, I would like to notify you that the musical event Leeton Outback Band Spectacular will be taking place this year on November 8-10, 2024.

Of significant impact to the community is the proposed Marching Band Display on Saturday 9 November which features two marching bands performing simultaneously along Pine Avenue at 10.30am to raise the profile and advertise the main Band Spectacular event that is on at Mountford Park.

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The Spectacular runs over three days, with the main public program on Saturday featuring the aforementioned marching display, performances at local businesses throughout the morning and market stalls and band performances at Mountford Park, culminating in a massed band performance at the Roxy Theatre in the evening (or the Leeton Soldiers Club auditorium pending completion of redevelopments).

Currently around 200 musicians from around the state have registered interest in attending and involvement in the event.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the event coordinator Ruth Tait (Leeton Town Band) on 0427 188 693, or myself on 02 6951 3103.

Regards,

Fran Macdonald
Events Officer
Leeton Shire Council



Operational Risk Assessment

Workgroup:	Economic & Community Development	Employees involved in Risk Assessment: Fran Macdonald – LSC Events Officer
Division / Area:	Events	
Task Description:	Leeton Outback Band Spectacular – 8-10 November 2024	
Date:	23 April 2024	
Version:	1	

Background

A longstanding Council-supported event, Leeton Outback Band Spectacular brings together musicians from around the state to engage in public performance and private workshops.

Purpose

Marching band display along the main street to showcase visiting talent and remind public the Band Spectacular event is on.

Scope of Risk Assessment

Marching Band display on Pine Avenue (Saturday 9 Nov at 10.25am)

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
Marching band display on Pine Avenue	Band members being impacted by moving vehicles	20	Traffic controller to stop all traffic prior to pilot vehicles for band to enter roadway. Front pilot vehicle to lead each band along route. Pilot vehicle in between bands (if bands require separation due to differing musical repertoire) to ensure separation and that no other vehicles join procession. Traffic controller to stop all oncoming traffic at turn-around point to allow band procession to safely make change of direction until rear pilot vehicle is clear. Rear pilot vehicle to stay behind bands until the road is clear. Signage placed according to TCP, clearly visible to traffic. Emergency services informed of event.	10
	Weather – exposure to elements resulting in dehydration/band members fainting	9	Band organisers to ensure all members are wearing appropriate uniform clothing and are sufficiently hydrated prior to activity.	3

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Operational Risk Assessment

Relevant Documents

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

Plant, Machinery, Equipment Used

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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Certificate of Currency

Locked Bag 2138
North Sydney NSW 2059
Australia
Telephone: 1800 426 021
Fax: 02 9995 1034
www.zurich.com.au

This is to certify that the undermentioned contracts of insurance are current at the time of issue. Subject to the limitations, exclusions, definitions and conditions of the policy wording or product disclosure statement applying to each contract of insurance.

Policy Number

387316PZBI

Insured Name

Leeton Town Band Inc.

Period of Insurance

From 02/03/2024 at 4.00pm to 02/03/2025 at 4.00pm

Date of Issue

07/04/2024

Location of Issue

BRISBANE QLD 4000

The information above relates to each contract of insurance.

Zurich Business Insurance

Situation

At and from 33 PINE AVENUE LEETON NSW 2705

Interest Insured/Policy Limit(s)

Liability Section

General Liability		
Limit of Liability	\$20,000,000	Any one occurrence
Products Liability		
Limit of Liability	\$20,000,000	Any one occurrence and in the Aggregate any one Period of Insurance and in the Aggregate for all Situations
Property in Physical/Legal control	\$250,000	
Interested Party	Leeton Shire Council NSW Police Transport for NSW	

General Page Notes

Cover shall extend to at and from the situation noted, and Australia Wide



LEETON
SHIRE COUNCIL

TRAFFIC DISRUPTION DUE TO MOVING PARADE ON PINE AVENUE

- Location:** Pine Avenue (from Yarran/Church Streets to Chelmsford Place)
- Time:** 10.20am to 11am
- Date:** Saturday 9 November 2024
- Event:** Leeton Outback Band Spectacular marching band display
- Notes:** No detours in place. Road users could experience delays of up to 5 minutes. Parking is available at Sycamore Street car park.



OUTBACK BAND SPECTACULAR
SATURDAY 9 NOVEMBER 2024

MARKETS & FREE PERFORMANCE
Golden Kangaroos Concert Band
Australian Army Band Kapooka

IN MOUNTFORD PARK
9AM-2PM

MARCHING BAND DISPLAY

MASSED BAND PERFORMANCE
The Roxy Theatre @ 7pm

VMS Signage Display Irrigation Way (Glenlee Cellars)



Scheduled display from 19 October to 9 November

VMS Signage Display Irrigation Way (Glenlee Cellars)



Scheduled display from 19 October to 9 November

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

**4 SPECIAL EVENT REQUEST ART DECO FESTIVAL TRAFFIC
MANAGEMENT**

RECORD NUMBER	24/107
RELATED FILE NUMBER	EF10/248
AUTHOR/S	Road Safety Officer
APPROVER/S	Manager Roads and Drainage

INTRODUCTION

The purpose of this report is to seek the Committee's approval for road closures on the Eastern (Hydro side) of Chelmsford Place connected to the Leeton Art Deco Festival to be held on Saturday the 13th July 2024.

RECOMMENDATION

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton Art Deco Festival event on local roads 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. The event organiser will supply a copy of a certificate of currency referring to a current public liability insurance policy noting Transport for NSW and NSW Police as interested parties.
4. Event organisers and participants immediately obey all directions by police.
5. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
6. Advertising of the event is to take place in local newspapers and social media four weeks prior to the event, to ensure locals are aware of the event.
7. Event will need to be registered on One Road so that it is reflected in the live Traffic NSW App.

Failure to comply with any of the above conditions will immediately void this approval.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

BACKGROUND

The attached application (**Attachment 1**) has been received from the organisational committee of the event.

The event is to celebrate Leeton's Art Deco heritage. Several key events are to take place in Chelmsford Place in which there are several high profile Art Deco buildings.

The events in Chelmsford Place will take place on Saturday 13 July 2024 and result in road closures from 9:00am till 10:30am on the Eastern side of Chelmsford Place (Hydro side). The road closures will see Chelmsford Place closed from Pine Avenue to Grevillia Street for the billy cart races to be held.

This is the fifth event of this type to be held in Leeton with the festival held in 2012, 2014 and 2018 and 2019 and 2021.

COMMENT

The billy cart races being undertaken in Chelmsford Place will require the closure of eastern side. However, entrances to the Ambulance Station and the Fire Station will be available at all times and emergency services will be informed of the event.

This closure will not require any changes by the taxi operators.

ATTACHMENTS

1 [📄](#) Art Deco Festival Leeton 2024 - 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: Australian Art Deco Festival - Leeton
Event Location: Chelmsford Place, Leeton
Event Date: 13/07/2022 Event Start Time: 9am Event Finish Time: 10.30am
Event Setup Start Time: 5am 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 * Fran Macdonald
Phone:..... Fax:..... Mobile: 0438 954 045 E-mail: franm@leeton
Event Management Company (if applicable).....
Phone:..... Fax:..... Mobile: E-mail:.....
Police
Phone:..... Fax:..... Mobile: E-mail:.....
Council Leeton Shire Council
Phone: 6953 0911 Fax:..... Mobile: E-mail: council@leeto
Roads & Traffic Authority (if Class 1).....
Phone:..... Fax:..... Mobile: E-mail:.....

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

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

The Australian Art Deco Festival Leeton features a soapbox derby event on Saturday 13 July as part of an overall program encompassing exhibitions, performances, workshops, food and market stalls based on theme and culture of the 1920s, 30s & 40s.

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 checked="" type="checkbox"/> Description of unique traffic management requirements attached <input type="checkbox"/> There are no unique traffic requirements for this event
	3.8 Contingency plans
	<input type="checkbox"/> Contingency plans attached

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.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 29 May 2024



EF 23/195/07

30 April 2024

Sgt Craig Johnson
Station Officer
Leeton Police Station
24 Oak Street
LEETON NSW 2705

Dear Sgt Johnson,

NOTIFICATION OF EVENT
Australian Art Deco Festival Leeton – 12-14 July 2024

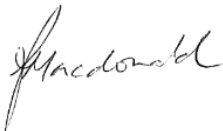
On behalf of the Leeton Shire Council, I would like to notify you that the Australian Art Deco Festival Leeton 2024 will be taking place this year on July 12-14, 2024.

The Australian Art Deco Festival Leeton was developed with a vision to grow into a significant regional event and economic driver for the Shire. The three-day Festival consists of a variety of free and ticketed events across a number of venues, including a soapbox derby, market stalls, heritage tours, exhibitions, performances and other activities.

On Saturday 13 July our free public program features a soapbox derby down Chelmsford Place (southbound lane) from 9am to 10.30am, followed by market stalls and performers on stage at Mountford Park from 11am and 2pm. Attached is the proposed traffic control plan relevant to the soapbox derby event.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the event coordinator Fran Macdonald on 6951 3103.

Regards,



Fran Macdonald
Events Officer
Leeton Shire Council







LEETON
SHIRE COUNCIL

EF 23/195/07

30 April 2024

Angela Fraser
NSW Ambulance
Leeton Ambulance Station
35 Chelmsford Place
Leeton NSW 2705

Dear Ms Fraser,

NOTIFICATION OF EVENT
Australian Art Deco Festival Leeton – 12-14 July 2024

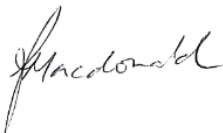
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Regards,



Fran Macdonald
Events Officer
Leeton Shire Council



2024 FESTIVAL PROGRAM



FRIDAY JULY 12

1am – 11.30am	Henry Lawson at Home at Henry Lawson Cottage	Henry Lawson Cottage 10am to 2pm Exhibition Leeton Museum & Art Gallery 10am to 3pm
12pm – 1.30pm	Henry Lawson at Home at Henry Lawson Cottage	
1.30pm – 2.30pm	Adults Dance Workshop at the CWA Hall (Multipurpose Centre)	
2.30pm – 4pm	Cocktail Making Workshop at the Hydro Hotel	
5.45pm – 7pm	Pre High Rollers Dinner at Pages on Pine	
7pm – 11pm	High Rollers at the Hydro Casino Night at the Hydro Hotel	

SATURDAY JULY 13

7am – 10.30am	Soapbox Derby down Chelmsford Place	MOUNTFORD PARK FESTIVAL Vintage cars Live music Market stalls 11am to 2pm Henry Lawson Cottage 10am to 2pm Exhibition Leeton Museum & Art Gallery 10am to 3pm
10am	Guided Art Deco Walking Tour meet at the Roxy Theatre	
10am – 11am	Kids Circus Workshop at the CWA Hall (Multipurpose Centre)	
11am – 11.30am	Henry Lawson at Home at Henry Lawson Cottage	
11.15am–12.15pm	Kids Dance Workshop at the CWA Hall (Multipurpose Centre)	
12pm – 1.30pm	Henry Lawson at Home at Henry Lawson Cottage	
1.30pm	Guided Art Deco Walking Tour meet at the Roxy Theatre	
1.30pm – 2pm	Kids Circus Workshop at the CWA Hall (Multipurpose Centre)	
2.30pm – 3.30pm	Adults Dance Workshop at the Hydro Hotel	
3.30pm – 5.30pm	Love & Forgetting: Tales from a Young Mixer at Circa 21	
5pm – 5pm	Cocktail Making Workshop at the Hydro Hotel	
5pm – 11.30pm	Lionel's Bootleg Smokehouse at the Leeton Jockey Club	
5pm – 11.30pm	Kit Kat Club Cabaret at the Chateau McCaughey (Yanco Ag School)	

SUNDAY JULY 14

10am – 12noon	A Swell Sunday Brunch at the Hydro Hotel	Henry Lawson Cottage 10am to 2pm Exhibition Leeton Museum & Art Gallery 10am to 3pm
10am – 12.30pm	Lies and Spies in Masterful Disguise Morning Tea at the Yanco Institute Rec Hall	
10am – 2pm	Miniature Train Rides at the Yanco Powerhouse Museum	
11am – 11.30am	Henry Lawson at Home at Henry Lawson Cottage	
12noon – 2pm	Gatsby Glow Roller Disco at the Leeton Outdoor Netball courts	
2.30pm	In Conversation with Rare Bird Ensemble at the Peddler's Corner	
2pm – 1.30pm	Henry Lawson at Home at Henry Lawson Cottage	
2pm – 4.30pm	Lies and Spies in Masterful Disguise High Tea at the Yanco Institute Rec Hall	
5pm – 7pm	Love & Forgetting: Tales from a Young Mixer at Circa 21	

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 29 May 2024



EF 23/195/07

30 April 2024

Kirk Walker
Station Officer
Leeton Fire Station
19 Chelmsford Place
Leeton NSW 2705

Dear Mr Walker,

NOTIFICATION OF EVENT
Australian Art Deco Festival Leeton – 12-14 July 2024

On behalf of the Leeton Shire Council, I would like to notify you that the Australian Art Deco Festival Leeton 2024 will be taking place this year on July 12-14, 2024.

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Regards,

Fran Macdonald
Events Officer
Leeton Shire Council



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4pm – 5pm	Cocktail Making Workshop at the Hydro Hotel	
5pm – 11.30pm	Lionel's Bootleg Smokehouse at the Leeton Jockey Club	
6pm – 11.30pm	Kit Kat Club Cabaret at the Chateau McCaughey (Yanco Ag School)	

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4pm – 7pm	Love & Forgetting: Tales from a Young Mixer at Circa 21	



Operational Risk Assessment

Workgroup:	Economic & Community Development	Employees involved in Risk Assessment: Fran Macdonald – LSC Events Officer Andrew Valenta – LSC Manager WHS, QA & Risk
Division / Area:	Events	
Task Description:	Australian Art Deco Festival - Leeton – 12-14 July 2024	
Date:	24 April 2024	
Version:	1	

Background

The Australian Art Deco Festival – Leeton (AADFL) was developed with a vision to grow into a significant regional event and economic driver for the Shire. The Festival consists of a variety of events over three days, including a soapbox derby, market stalls, heritage tours, exhibitions, performances and other activities.

Purpose

Soapbox Derby - promote local community involvement in a larger event designed to attract and increase visitation during the off-peak tourism period.

Scope of Risk Assessment

Soapbox Derby event on Chelmsford Place (Saturday 13 July from 9am-10.30am)

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
Soapbox Derby	Spectators being impacted by moving vehicles Injury to participants resulting from impact/collision with other participants	20	Pre-race condition inspections of carts to be conducted by event staff (Council staff/Rotary volunteers) and if deemed unsafe as per race compliance rules carts will be removed prior to the start of the race. Race compliance rules: <ul style="list-style-type: none"> • Carts must have brakes and be able to stop unaided. • All carts must have four (4) wheels, with a maximum wheel diameter of 600mm. • Maximum cart length is 2 metres. • Carts must be capable of being steered, with a 10–20-degree restriction to support better control. • No mechanical or driver propulsion (e.g. no pedals). • No dangerous extrusions from cart. • Each cart to have a driver and a pusher. • Drivers must wear helmets and enclosed footwear. Barriered track area to protect spectators and participants. Crowd control barriers to line main track section to prevent spectators crossing into track area. Additional “soft break” barrier e.g. haybales, to lessen impact of moving vehicles into barrier fencing. Bales of rice hulls to be placed at the end of deceleration zone to provide a hard stop for vehicles. Reduced starting push zone area – to minimize initial speed of vehicles and lessen number of bodies on track and potential impacts	10
	Weather Conditions	9 M	Committee member to view long range weather forecast. Event to be cancelled at 8am in the event of heavy rain, hail or electrical storms or temperature in expected to be greater than 40 degrees.	6 M

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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
	Children	6 M	Children under 12 years old must be accompanied by an adult at all times. Appropriate clothing and footwear recommended to be worn.	3 L
	Alcohol and Drug Consumption	9 M	Strictly no Alcohol or Drugs are to be consumed by participants, volunteers or spectators. Committee members/Council staff to observe.	6 M
	Slips, trips & falls Stings & bites	9 M	Appropriate clothing and footwear must be worn. Committee to have access to mobile phone and emergency services. First Aid provided through info desk area (LMAG)/on site.	6 M
	Sunburn	2 L	Sunscreen must be provided through Info desk area. Shade areas available.	2 L
	Traffic Control	9 M	Appropriate bunting and barriers to be placed as per the TMP. Road Closure signage to be installed. Road Closure notification in local papers. All emergency services notified of event.	6 M
	Inadequate Parking	4 L	Ensure sufficient parking spaces are available within Sycamore Street carpark, along Chelmsford Place and in Pine and Wade Aves. Parking available at various sites – approx. 200 car spaces.	2 L

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Operational Risk Assessment

Relevant Documents

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

Plant, Machinery, Equipment Used

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

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

Dear Andrew,

Certificate of Currency

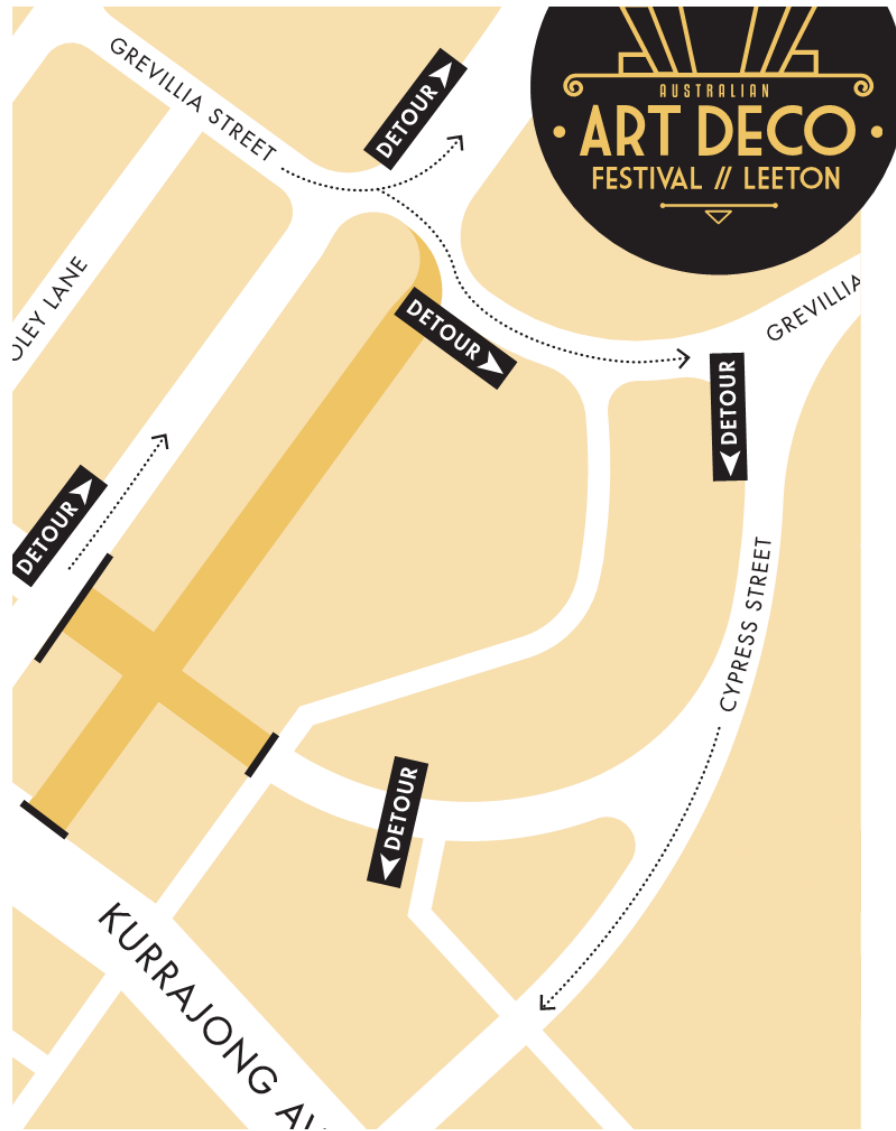
This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

CLASS	Public Liability/Professional Indemnity
MEMBER	Leeton Shire Council
BUSINESS OF MEMBER:	Local Government Authority, as defined in wording
EXPIRY DATE	30 June 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



12-17 JULY 2024 TEMPORARY ROAD CLOSURE

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

Road: Chelmsford Place southbound from Grevillia Street to F Avenue, Sycamore Street from Anderson Lane to Chelmsford Place

Duration: 6am to 1pm

Date: Saturday 13 July 2024

Reason: Australian Art Deco Festival Leeton event – Soapbox Derby

Detours: Road closures will be clearly signposted. Parking is available at Sycamore Street carpark



2024 FESTIVAL PROGRAM



FRIDAY JULY 12

1am – 11.30am	Henry Lawson at Home at Henry Lawson Cottage	Henry Lawson Cottage 10am to 2pm Exhibition Leeton Museum & Art Gallery 10am to 3pm
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12pm – 1.30pm	Henry Lawson at Home at Henry Lawson Cottage	
1.30pm	Guided Art Deco Walking Tour meet at the Roxy Theatre	
1.30pm – 2pm	Kids Circus Workshop at the CWA Hall (Multipurpose Centre)	
2.30pm – 3.30pm	Adults Dance Workshop at the Hydro Hotel	
3.30pm – 5.30pm	Love & Forgetting: Tales from a Young Mixer at Circa 21	
4pm – 5pm	Cocktail Making Workshop at the Hydro Hotel	
5pm – 11.30pm	Lionel's Bootleg Smokehouse at the Leeton Jockey Club	
5pm – 11.30pm	Kit Kat Club Cabaret at the Chateau McCaughey (Yanco Ag School)	

SUNDAY JULY 14

10am – 12noon	A Swell Sunday Brunch at the Hydro Hotel	Henry Lawson Cottage 10am to 2pm Exhibition Leeton Museum & Art Gallery 10am to 3pm
10am – 12.30pm	Lies and Spies in Masterful Disguise Morning Tea at the Yanco Institute Rec Hall	
10am – 2pm	Miniature Train Rides at the Yanco Powerhouse Museum	
11am – 11.30am	Henry Lawson at Home at Henry Lawson Cottage	
12noon – 2pm	Gatsby Glow Roller Disco at the Leeton Outdoor Netball courts	
2.30pm	In Conversation with Rare Bird Ensemble at the Peddler's Corner	
2pm – 1.30pm	Henry Lawson at Home at Henry Lawson Cottage	
2pm – 4.30pm	Lies and Spies in Masterful Disguise High Tea at the Yanco Institute Rec Hall	
5pm – 7pm	Love & Forgetting: Tales from a Young Mixer at Circa 21	

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

5 SPECIAL EVENT REQUEST - LAP IT UP LEETON 2024 TRAFFIC MANAGEMENT

RECORD NUMBER 24/108

RELATED FILE NUMBER

AUTHOR/S Road Safety Officer

APPROVER/S Manager Roads and Drainage

INTRODUCTION

The Lap it Up Leeton Committee is proposing to hold the "Biggest Lap" motor vehicle event on Saturday 7TH September 2024.

The committee are seeking the closure of the following roads:

- Pine Avenue from Acacia Avenue/Palm Avenue to Centotaph
- Kurrajong Avenue from Acacia Ave/Palm Avenue to Centotaph.
- Belah Street from Pine Avenue to
- Chelmsford Place from Sycamore Street to Pine Avenue

A Traffic Control Plan(TCP) and Traffic Management Plan has been developed documenting the proposed changes in traffic conditions relevant to the event.

RECOMMENDATION

THAT the Committee recommends Leeton Shire Council approves the Special Event Request to hold Lap it Up Leeton on State and Local Roads 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 given by Police.
 4. Participants notify their insurers of their involvement in the event.
 5. Vehicle registration and insurance are to be current and collected as part of event registration process.
 6. The roundabout (monument) on Pine Avenue (Irrigation Way) it to be closed off to the public during the parade so no by-standers are to watch the parade from the roundabout.
-

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

7. Parade instructions are circulated to all participants through various methods (briefing session, and through email) and waiver forms are collected as part of the registration process.
8. Event Organisers and participants immediately obey all direction by Leeton Shire Council Officers.
9. Advertising of the road closures are to take place 2 weeks prior to the event in local newspapers and social media to ensure locals are aware of the event. All emergency services are to be notified of the event and traffic disruptions associated with the event.
10. A ROL (Road Occupancy License) is to be applied for by the company managing traffic control on the day and activated and deactivated as per the event times. Road closures will also have to be registered through One Road so it is updated on Live Traffic NSW.
11. Public Liability Insurance is to include Transport for NSW, NSW Police and Leeton Shire Council as interested parties.

Failure to comply with any of the above conditions will immediately void approval.

BACKGROUND

Leeton Shire Council has received an event application for a new event in the shire called "Lap it up Leeton". The event is a replica of Griffiths Biggest Lap. The event is scheduled to take place from 5:30pm on Saturday the 7th September 2024 with Belah Street being closed from 12noon for the marshalling and scrutineering of the vehicles prior to the event.

Chelmsford Place will be closed from Sycamore Street to Pine Avenue from 2pm to showcase a side street ally with games and rides.

The event will then see Pine Avenue and Kurrajong Avenue closed from 4pm for the continuous cruising of vehicles from 5:30pm.

The vehicles will leave from Belah street travel along Pine Avenue and then turn around at the intersection of Church Street/Wandoo Street and then travel back up to Belah Street. The vehicles will then form a procession which will be "lapping" Pine & Kurrajong Avenues.

The event is anticipated to gather hundreds of people from across the region and raises funds for two local charities Can Assist and Black Dog Ride.

LEETON SHIRE COUNCIL
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Further details can be found in attachment 1 which contains the Traffic Guidance Scheme.

COMMENT

The Lap it up Leeton Event is capped to 500 vehicle which will involve passenger vehicles, motorcycles and prime movers trucks.

Additionally, vehicles participating in the event are required to abide by the following restrictions:

- Vehicles must be registered and roadworthy
- Drivers must be appropriately licensed
- Drivers must not have a blood alcohol level over the legal limit
- Vehicles are restricted to 4.3 metres in height.

A copy of the risk assessment for the event, the notification, terms and conditions is attached in attachment 1.

A public liability certificate for the event is to be supplied to council one month prior to the event and include Leeton Shire Council, Transport for NSW and NSW Police.

ATTACHMENTS

1 [Lap it Up Leeton Special Event Request and TCP](#)

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: Lap it up Leeton
Event Location: Pine Ave and Kurrajong Avenue
Event Date: 07/09/2024 Event Start Time: 5.30pm Event Finish Time: 8.30pm
Event Setup Start Time: 12.00pm Event Packdown Finish Time: 9.30pm
Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Roly Zappacosta
Phone: 0269559221 Fax: Mobile: 0407816467 E-mail: admin@leetonshire.nsw.gov.au
Event Management Company (if applicable) Roly Zappacosta - Event Coordinator
Phone: 0407816467 Fax: Mobile: E-mail:
Police Leeton Police Station
Phone: 026953 1399 Fax: Mobile: E-mail:
Council Leeton Shire Council
Phone: 02 6953 0911 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)

An event for car, bike and truck enthusiast to cruise the main street of Leeton and raise money for local charities. A family friendly event with kids entertainment, market stalls and food vans. All vehicle must be registered and all drivers with current drivers licenses.

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 type="checkbox"/> Public liability insurance arranged. Certificate of currency attached. obtaining a policy
	2.3 Police
	<input type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance
	<input type="checkbox"/> Fire brigades notified
	<input type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

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 checked="" 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 checked="" type="checkbox"/> This is a moving event - details attached.	
<input type="checkbox"/> This is a non-moving event.	
3.7 Traffic management requirements unique to this event	
<input checked="" type="checkbox"/> Description of unique traffic management requirements attached	
<input type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	
<input checked="" 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 (name) of (address) on behalf of (organisation) notify the Commissioner of Police that on the (day) of (month), (year), it is intended to hold</p> <p>either:</p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at.....(Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p>or</p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed <i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is.....</p>

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

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead 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.	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.	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.					



Lap it up
Leeton
Traffic Management Plan

**Lap it up Leeton 2024
Traffic Management Plan**

April 2024

April 2024

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1. Introduction

This Traffic Management Plan relates to the 2024 Lap it up Leeton event, which involves a procession of vehicles 'lapping' Pine & Kurrajong Avenues. The event is proposed to take place on the 7th September 2024, which will require the closure of two of Leeton's major arterial roads, Pine Avenue and Kurrajong Avenue.

Lap it up Leeton Committee in conjunction with Complete Traffic Solutions and several interested parties have organised the event to celebrate the love for cars and the unique culture of Leeton's car enthusiasts. The event gathers hundreds of people from across the region and raises funds for two local charities; **Leeton's Can Assist** and the **Black Dog Ride**. The event is a family friendly event which includes food stalls, kids entertainment & market stalls.

The event will involve the closure of.

- Belah Street (12:00pm – 7:00pm for marshalling purposes)
- Pine Avenue and Kurrajong Avenue between Acacia & Palm Avenue

Pine Avenue and Kurrajong Avenue shall be closed between 4:00pm and 8:30pm on Saturday 7th September 2024.

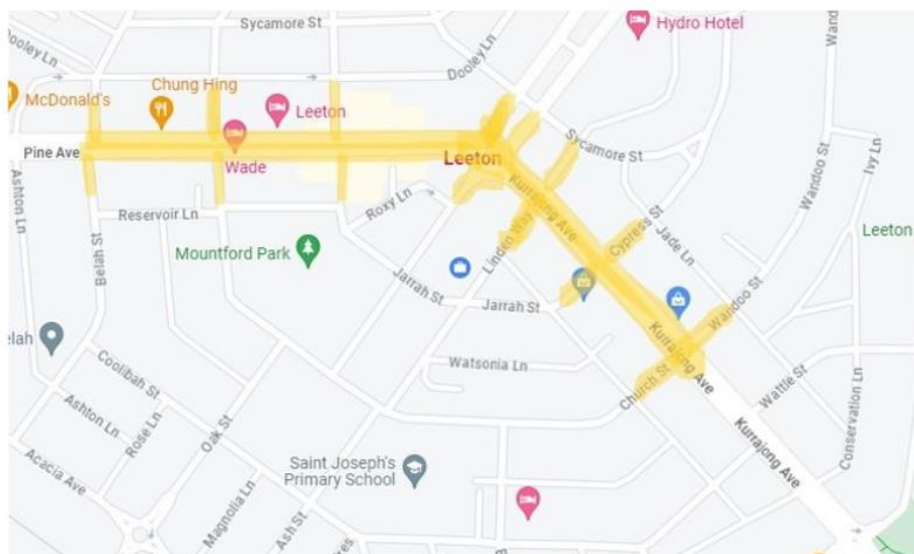


Figure 1 – Lap it up Leeton Road Closure

2. Event

The 2024 Lap it up Leeton is to officially commence at the intersection of Belah Street and Pine Avenue. The event will be limited to a maximum of 500 entrants, where all entrants will be required to be pre-registered for the event. The entrant vehicles will range from motorcycles, passenger vehicles and prime mover trucks. All participants will be issued an official Lap it up Leeton sticker and will be required to sign an induction form with their car registration details. The vehicles will be marshalled along Belah Street then turn right into Pine Avenue and onto Kurrajong Avenue and turn around at the U-turn bay at Wattle Street and Wandoo st back onto Pine avenue and U-turn at Belah Street and continue this route.

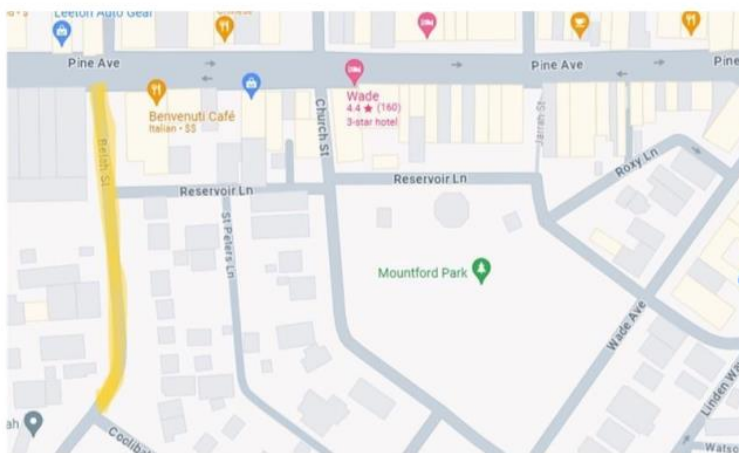


Figure 2 – Proposed Marshalling Area

As the event starts, the vehicles can commence lapping the main street. Vehicles will start the lap at the intersection of Belah Street and Pine Avenue. From here they will make a right turn onto Pine Avenue. The vehicles will be able to park with leisure during the event.

The event is set to take place on Saturday 7th September 2024 with road closures between 4:00pm and 8:30pm. Pine Avenue and Kurrajong Avenue will be reopened at 8:30pm where cars will be free to disperse.

The event is beneficial for the town of Leeton as it attracts many tourists and contributes to a significant proportion of economic stimulation for Leeton on the said weekend. The Lap it up Leeton Committee expresses their gratitude to the community by raising funds for two local charities in the region.

2.1 Lap Route

The lap will commence at the intersection of Belah Street and Pine Avenue, vehicles will start on Belah Street then turn right into Pine Avenue and onto Kurrajong Avenue and turn around at the U-turn bay prior to Wattle Street and back onto Pine avenue and U-turn at Belah Street and continue and repeat this route.

Pine Avenue and Kurrajong Avenue form part of the state road network (B87) controlled by Transport for NSW (TfNSW). Approval from the TfNSW is required for the event to proceed; this shall be achieved through the Local Traffic Committee process. Pine Avenue is a two (2) lane, two (2) way bitumen sealed



road, with kerb and gutter located along both sides of the road. The road is divided by a centre median between Acacia Avenue and Palm Avenue. Pine Avenue and Kurrajong Avenue are classified as an "Arterial Road" as specified on *Council's Road Hierarchy Plan*. Pine Avenue and Kurrajong Avenue have a speed limit of 50km/h between Acacia Avenue and Palm Avenue roundabouts.

A variety of land-uses are present along the proposed route, including commercial and retail businesses and residential houses. Pine Avenue and Kurrajong Avenue are the main roads through Leeton's Central Business District; as such it services most Leeton's retail businesses and licensed premises. The event will have a significant impact on the business along the proposed route and in the road, network immediately surrounding the route.

3. Traffic Management

The event will involve a selection of passenger vehicles, motorcycles and prime mover trucks travelling along Pine Avenue and Kurrajong Avenue. Marshalling shall commence at approximately 12:00pm with the lap set to begin at 5:30pm. The lap will finish at approximately 8:30pm.

The event participants will be marshalled along Belah Street. Entrance to the marshalling area will be via Acacia Avenue. Participants will be assigned a registration number, which will be used to determine if they are a registered participant in the event. This will be managed by Lap it up Leeton committee members onsite.

The procession will start along Belah Street where they will make a right turn onto Pine Avenue. The lap will commence at the intersection of Belah Street and Pine Avenue. Vehicles will turn right onto Pine Avenue and will continue driving west on Kurrajong Avenue. The cars can continue the route until 8:30pm when the event finishes.

Pedestrians are considered a high-risk user group in road safety terms, especially with the inclusion of children and the elderly, therefore, to minimise risk to the participants and public the event will require the full closure of Pine Avenue and Kurrajong Avenue (as per the Traffic Guidance Schemes).

The event involves vehicles travelling along Pine Avenue and Kurrajong Avenue as well as non-participants viewing the proceedings from the surrounding footpaths and medians. Therefore, there is a significant potential for conflict between road users during the event.

All participants in the event shall obey the NSW Road Rules 2014. This includes motorcyclists wearing helmets and all drivers and passengers in vehicles wearing seat belts.

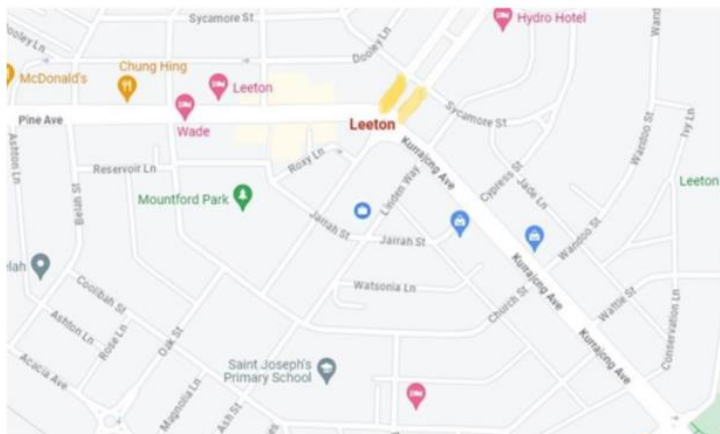
Additionally, vehicles participating in the event are required to abide by the following restrictions:

- Vehicles must be registered and roadworthy.
- Drivers must be appropriately licensed.
- Drivers must not have a blood alcohol level over the legal limit.
- Vehicles are restricted to 4.3-metres in height.

The event has been restricted to a maximum of 500 vehicles which will be able to participate. The event has been restricted for marshalling purposes as this is our first year running such an event and do not want to exceed our numbers and result in changes due to too many participants.

Market Stalls / Kids Entertainment

Chelmsford Place will be designated for the Kids entertainment and food and stall holders. Road will be closed from 2.00pm for all stall holders and ride operators to set up ready for spectators from 4.00pm, and all packed down from 8.30pm.



3.1 Traffic Control

Traffic control for Belah Street will be set up from 12.00pm until 7pm.
 Traffic control for Pine Avenue and Kurrajong Avenue will be set up from 4:00pm until 8:30pm. All traffic control will be packed down by 9:30pm where all roads are to be reopened. To minimise disruption of traffic flow to the non-event community, it is proposed the traffic control be setup and packed down according to the below table.

<u>Action</u>	<u>Time</u>
- All traffic control to be set up in accordance with <u>TGS 7134 to 1734-3</u>	2:00pm
- Marshalling	12:00pm – 7:00pm
- Lap Commences. Traffic Control allowing marshalled vehicles to enter the lap route. Details illustrated by <u>TGS 7134.</u>	5.30pm
- Marshalling finishes on Belah Street.	7:00pm
- Lap Finishes	8:30pm
- All Traffic control to be packed down and roads reopened.	9:30pm

The following roads will be closed to non-event traffic;



**Lap it up Leeton 2024
Traffic Management Plan**

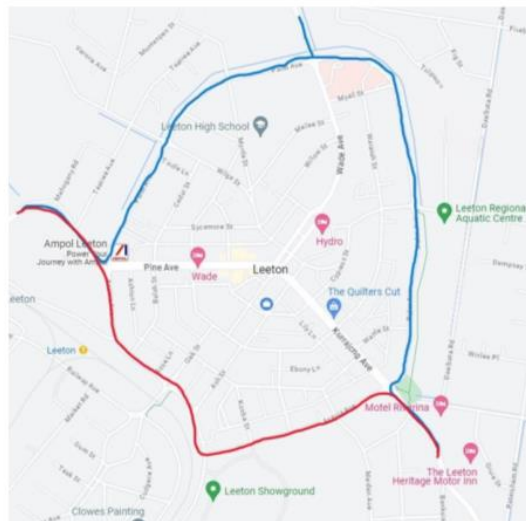
April 2024

- Belah Street
- Pine Avenue and Kurrajong Avenue between Belah Street, Wandoo Street and Church Street.
- Chelmsford Place.

The traffic control for the event will involve barriers to restrict access to the road and associated signage. Traffic controllers will be situated at various intersections along the closure route to monitor traffic trying to access Pine Avenue and Kurrajong Avenue during the event.

Traffic controls and warning signage shall be erected in accordance with the Transport for NSW Manual (V6) and AS 1742.3 (2009) - *Manual of uniform traffic control devices - Traffic control for works on roads* to manage the special event traffic and the general public. The traffic control measures proposed are detailed below in addition to the associated traffic control plans attached in the appendices.

Detours for lap it up Leeton have been outlined in the below figure. Vehicles travelling from the east shall be detoured along Acacia Avenue. Vehicles travelling from the west and north shall be detoured along Palm Avenue.



Traffic control plans, attached, have been prepared by Complete Traffic Solutions, detailing the traffic control measures to be installed for the event. The plan conforms to the requirements of AS 1742.3 and the Transport of NSW Manual (V6.1) to Traffic Control at Worksites.

The traffic control measures will be implemented and taken down by accredited individuals who have completed the two-day Traffic Control for Worksites course. Provisions to ensure that the signs are not altered or removed during the event will be established.

3.2 Pedestrian & Cyclists

The event will involve a maximum of 500 vehicles including motorcycles, passenger vehicles and prime mover trucks travelling along a major arterial road in Leeton. The event also involves non-participants viewing the proceedings from the surrounding footpaths and therefore there is a significant potential for conflict between road users and pedestrians.

Pedestrians are considered a high-risk user group in road safety terms, especially with the inclusion of children and the elderly, therefore, to minimise risk to the participants and public, the

event will require the full closure of Pine Avenue and Kurrajong Avenue between Acacia Avenue and Palm Avenue, as well as the full closure of Ash Street.

Pedestrian and cyclist access for the public will be minimally affected by the event.

Pedestrian facilities of a varying width are present along both sides of the proposed route.

The event will require the use of the proposed routes road carriageway and will not impact upon the existing pedestrian and cyclist facilities present along the route. Pedestrians and cyclists utilising the facilities crossing the proposed route will be required to give way to the approaching traffic, as per the NSW Road Rules 2014.

3.3 Parking

The proposed event affects a significant amount of the parking available within the CBD, as vehicular access to Pine Avenue and Kurrajong Avenue will be restricted for the duration of the event. Therefore, the angled parking along Pine Avenue will not be available during the event.

There is a significant amount of long-term, off-street parking facilities located within the CBD, particularly off Sycamore Street, Wade Avenue, Reservoir Lane and the western side of Church Street, as well as the Sports Ground Carpark along Palm Avenue. These parking areas rarely reach capacity and will be able to cater for the loss of parking along Pine Avenue and Kurrajong Avenue for the duration of the event.



Figure 3 – Existing Parking around Leeton's Central Business District

3.4 Heavy Vehicles

The event will not require the closure of any major arterial roads, through Leeton. The major thoroughfare is off the main street and indicated in the figure below.

**Lap it up Leeton 2024
Traffic Management Plan**

April 2024

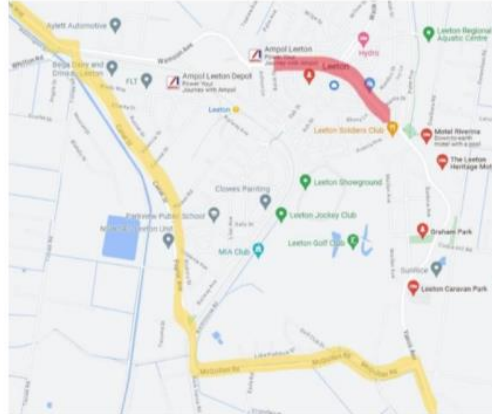
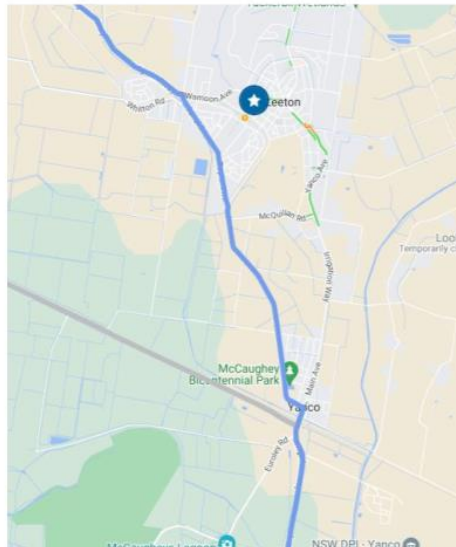


Figure 4 – Leeton's Road Train and B-Double Network

Pine Avenue and Kurrajong Avenue are not part of the road train or B-Double Network as indicated in the above figure.



B-Double Network



3.5 Emergency Services

The procession will require the closure of two (2) of Leeton's major arterial roads, Pine Avenue and Kurrajong Avenue. These roads are major thoroughfares, serving as the main corridors into the Central Business District.

The closure of the above roads due to the event will affect the operation of Leeton's emergency services especially if an incident occurs in the south of the Local Government Area (LGA) of Leeton.

Removable barrier boards shall be utilised to impose the proposed road closures. Access along the proposed event route by Emergency Services will be always available.

3.5.1 Police

Leeton Police Station is located at 24 Oak Street.

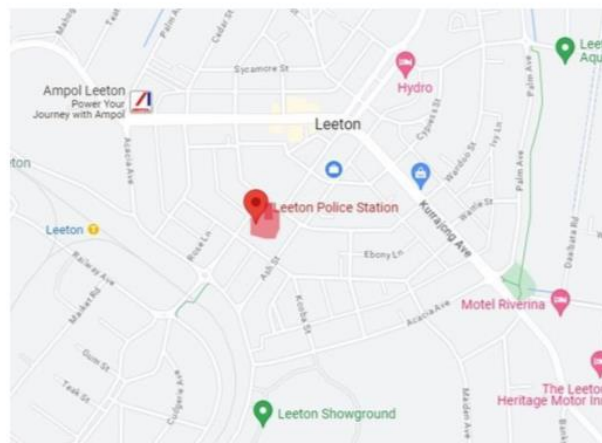


Figure 5 – Leeton Police Station

Police access to Leeton's Road network during the event will not be adversely affected. Minimal impact to northbound access occurs because of the event.

The road closures during the event will have a minimal impact on emergency access for the police.

Removable barrier boards shall be utilised to impose the proposed road closures. Access along the proposed event route by Emergency Services will be always available.

3.5.2 Ambulance & Fire Brigade

Leeton Ambulance Station is located at 19 Wade Avenue.

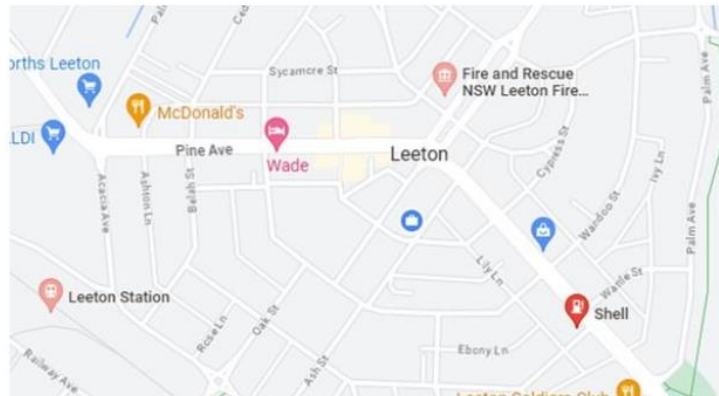


Figure 6 – Leeton Ambulance Station

The road closures during the street party will have a minimal impact on emergency access for ambulances. Removable barrier boards shall be utilised to impose the proposed road closures. Access along the proposed event route by Emergency Services will be always available. We will ensure no stalls or entertainment rides are blocking any access to and from the station.

3.5.3 Fire Brigade

Leeton Fire Station is located at 19 Wade Avenue.

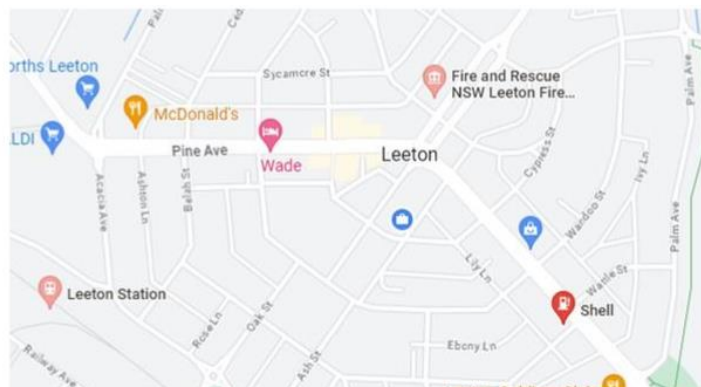


Figure 7 – Leeton Fire Station

Fire access to the Leeton's Road network north of Pine Avenue will not be restricted during the event. Impact to southbound travel occurs because of the event. However, access to the south must be made via either Sycamore Street and Wilga Street then left on to Palm Avenue.

The road closures during the event will have a minimal impact on emergency access for the fire brigade.

Removable barrier boards shall be utilised to impose the proposed road closures. Access along the proposed event route by Emergency Services will be always available.



Figure 8 – Alternate Routes for Emergency Services

3.6 Public Transport

Access to Leeton Railway Station and Leeton Coach Bay Station will be available during the event via Acacia Avenue, and Railway Avenue.

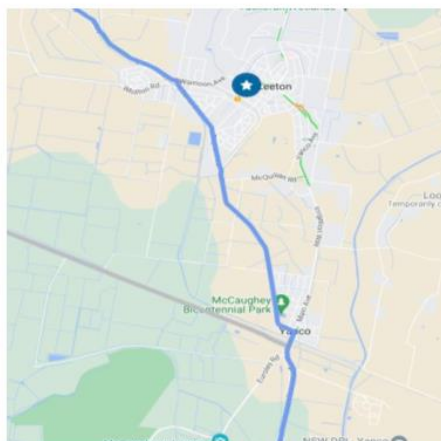
Wade Avenue's existing taxi rank will still be accessible to taxis for the duration of the event. Alternate arrangements for the taxi rank can be organised with Leeton's City Taxis prior to the event.

Leeton City Taxi's operators will be required to follow the detours provided.

3.7 Contingency Plan

If the procession cannot occur on this date due to inclement weather or another unforeseen circumstance the event shall be cancelled.

Appendices





Lap it up Leeton Inc
ABN 18 001 073 274
22 Wade Ave Leeton
0407 816 467

1 May 2024

Notification of 2024 Lap it up Leeton Event

Dear Sir/Madam

On behalf of the Lap it up Leeton Committee, we wish to notify you that the very first Lap it up Leeton Event will take place on Saturday 7th September 2024.

This event will have the most significant impact on the community on Saturday 7th September 2024 from 4.00pm as we have requested the closure of Pine Avenue and Kurrajong Avenue for the cruising of the vehicles from 5.30pm

We have also requested the closure of Belah Street from 12.00pm on Saturday 7th September 2024 for the marshalling and scrutineering of the vehicles prior to the event.

I have included a copy of the Traffic Management Plan for your information. This was undertaken by Complete Traffic Management.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me, Roly Zappacosta on 0407 816 467 or admin@leetoncentremotel.com.au

Yours sincerely

Roly Zappacosta

Roly Zappacosta

Event Coordinator

0407 816 467



ENTRANT TERMS AND CONDITIONS

DEFINITIONS

- 'We' means the Event Organiser (Lap it up Leeton Inc). 'The Event' means the (Lap it up Leeton) Event. 'You' means the customer. 'Entrant' means you, the customer. 'Entrant Terms and Conditions' means this document.

COMPLIANCE WITH ENTRANT TERMS AND CONDITIONS, LOCAL LAWS AND CONDITIONS OF ENTRY

- By purchasing an Entrant ticket, you are agreeing to comply with all Entrant Terms and Conditions.
- By participating in the Event, you agree to not engage in any activities that may violate local laws or endanger the reputation of the Event.
- By participating in the Event, you agree to comply with the Event Conditions of Entry and Prohibited Items.

TICKETING & REFUNDS

- All Entrant tickets purchased are non-refundable and non-transferrable. Credit transfers for future Events or alternate tickets will not be issued.

EVENT CANCELLATION

- We reserve the right to postpone or cancel the Event for any reason.
- In the occurrence of the cancellation in advance of the Event, we will provide a full refund (excluding credit card processing fee).
- In the occurrence of a cancellation or postponement due to Government order, we reserve the right to reschedule the Event and offer an exchange to the rescheduled Event.
- In the occurrence of a reschedule, Entrants will be contacted directly with options to receive an exchange or refund.

LICENCE REQUIREMENTS

- Entrants must hold a current, un-restricted, unsuspended drivers' licence.
- Entrants holding a provisional licence must comply with the license conditions of the state of issue.

VEHICLE APPROVAL

- Acceptance of the Entrant vehicle for the Event is at the absolute discretion of the Event Organiser.
- Vehicle entries will only be considered if all criteria are met, and your application is fully completed including payment in full.
- We reserve the right to decline any entry during the application process without providing a reason.
- In the event of an entry being declined during the application process a refund will be issued.
- If your vehicle fails Scrutineering at the Event, it will not be permitted to participate in the Event.
In this occurrence you will be considered a Non-Participating Entrant and your ticket will be refunded.

ENTRANT REQUIREMENTS

- Your vehicle must be registered, or on Club Registration.

VEHICLE CHANGES

- Change of vehicles are permitted provided the new vehicle meets the minimum requirements as outlined in the 'Entrant Requirement'.
- Vehicle swaps will be permitted up to 2 weeks prior to the Event.

ENTRANT COMMUNITY CODE OF CONDUCT

- We believe in fostering a positive and respectful community that reflects the spirit of our Event. By entering the Event, you agree to abide by this Entrant Community Code of Conduct and help us create an enjoyable and safe environment for everyone. Let's come together to celebrate our shared passion for automotive culture responsibly and respectfully.
- Positive Promotion
 - Feel free to share and post your positive experiences from the Event. Spread the enthusiasm in a friendly and constructive manner.
 - Any online behaviour that violates this Entrant Community Code of Conduct including posting images or videos of anti-social behaviour including dangerous driving will not be tolerated and will be dealt with appropriately.

ENTRANT BEHAVIOUR

By participating in the Event, you agree to conduct yourself in accordance with the following Entrant Behaviour. As an Entrant, you are an essential part of creating a safe, enjoyable, and memorable experience for everyone involved.

- Show Respect & Respect the Show
 - Treat all participants, attendees, staff, security and volunteers with respect and courtesy.
 - Always conduct yourself in a responsible and well-behaved manner.
 - You are responsible for the behaviour of the passengers in your Entrant vehicle.
- Safety First

- Prioritize safety in all your activities during the Event.
- Follow all safety guidelines and instructions provided by the Event Organisers.
- Responsible Driving
 - While driving your vehicle within the Event always adhere to traffic rules and speed limits.
 - Do not conduct any form of reckless driving, or any actions that may endanger yourself, other participants, or bystanders.
- No Burnouts
 - Burnouts are **PROHIBITED** in all other areas at all times
- Alcohol and Substance Use
 - If you choose to consume alcohol, do so responsibly and in accordance with the law and your licence requirements. Excessive drinking that leads to disruptive behaviour will not be tolerated.
- Cooperation with Officials
 - Cooperate with Event Organisers, security personnel, and law enforcement officers at all times.
 - Follow their instructions promptly and without argument.

LIABILITY

- To the fullest extent permitted by law, we do not accept liability of any nature for the acts, omissions, or default of those providing services in connection with the Event or any liability for any illness, injury, damage, loss, delay or additional expenses which are incurred at or in association with this Event. Where legislation implies any condition or warranty which cannot be excluded or modified, that condition or warranty will be deemed to be included in this agreement. However, our liability for any breach of such condition or warranty will be limited, at our option, to the resupply of the services or the cost of having the services supplied again. In no Event will we be liable for any indirect, consequential, exemplary, or special damages.
- You acknowledge that We will NOT be responsible for any loss or damage to the property (including personal property such as bags, money, or other personal items) brought to or purchased at the Event by you or your invitees.
- You will be liable for any loss or damage caused at the Event by you or your invitees.

RIGHT OF ADMISSION

- The right of admission to the Event is reserved and is subject to the Event Organiser and the Event Terms and Conditions.

PRIVACY POLICY

- Pursuant to your booking, we may need to collect and keep personal information about you including your name, address, email, credit card or payment details, telephone number and the names of all ticket allocations. Your name, address and contact details will be shared with the Sanctioning Body responsible for the Event. We will collect and store your information, and if required by law, disclose information in accordance with the Privacy Act 1988.

- By entering (event), you give permission for the organisers to discuss and make alterations to your entry with the listed Entrant, or your emergency contact. We (event) are not able to discuss your application form with anyone else without prior written approval from the listed Entrant.

IMAGE USE

- As a condition of entry, each Entrant or agent for any accompanying adult and as parent or guardian for any accompanying child, grants to the Event Organiser the exclusive right to photograph or film or portray the Entrant, any accompanying adult or child and the Entrant's vehicle to use such photograph, film, portrayal without names or credits as the Event Organiser may in their absolute discretion think fit.

DECLARATION

- I confirm that I have read and understood these Entrant Terms and Conditions and agree to abide by all Entrant Terms and Conditions for the Event.



Operational Risk Assessment

Workgroup:	Public event	Employees involved in Risk Assessment: Roly Zappacosta
Division / Area:		
Task Description:		
Date:	01 – 05 -2024	
Version:	1	

Background

Lap it up Leeton is a new event for Leeton, where car, bike and truck enthusiasts get together and cruise the main streets of Leeton to help raise money for local charities. This will be an annual event held on the first Saturday in September.

Purpose

To ensure risks are managed to mitigate possibility of injury to members of the public, event coordinators and volunteers, while also controlling possibility of damage occurring.

Scope of Risk Assessment

Issued By: Lap it up Leeton Coordinator	Issue Date: 01/05/2024	Version:1 Last Review Date:	Page 1 of 5
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Page 1 of 5



Methodology

Operational Risk Assessment

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

Operational WHS Hazard and Risk Register

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Traffic Management	Vehicles disobeying road closure signs	16	Traffic management plan to be developed (and approved) and implemented for the cruise route and marshalling area. Between 12pm and 9.30pm Lap it up Leeton committee to marshal vehicles from Belah Street to Pine Avenue to start the laps. Marshals to wear hi-vis vests Terms & Conditions to be part of the ticket purchase to ensure they are read.	12

Issued By: Lap it up Leeton Coordinator	Issue Date: 01/05/2024	Version:1 Last Review Date:	Page 2 of 5
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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
			All vehicles must be registered All drivers to be licensed to drive their vehicles All drivers to adhere to NSW Road Transport Regulations 2017 No Burnouts are permitted at any time All drivers and passengers must wear seat belts while vehicles are driven	
Weather	Wind, Rain, Thunderstorms	12	Watch long range weather forecast Committee members to decide 2 days before event is due to start to determine if event cancellation is to be considered.	
Amusement Rides	People getting injured on amusements Faulty equipment being set up Lack of supervision	15	Public Liability Insurance from Amusement Operator is to be obtained prior to the event, as well as copies of design registration All amusement rides to be registered with SafeWork NSW All amusements to be operated by a qualified operator	
Stall holders	Stalls/marquess collapsing	12	Proper erection procedures to be followed. Tents to be secured by weights or pegs Stalls handling food should comply with Food Authority NSW Copies of stallholders Public Liability Insurance will be obtained prior to trading	

Issued By: Lap it up Leeton Coordinator	Issue Date: 01/05/2024	Version:1 Last Review Date:	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
Underground utilities	Digging into the ground and striking water pipes, power etc...	15	Complete a 'dial before you dig' Liaise with Council Open Space Team to site plan so they can indicate areas to avoid – underground services identified by Parks/Open Space Teams.	
Power	Electrical shortages Electric shock	12	Ensure all power cords and outlets are tested and tagged prior to the event. Ensure appliances are kept away from water, heat etc.. Never leave electrical devices unattended Ensure a Residual Current Device (RCD) is used to test outlet prior to use.	
Injuries to volunteers and guests	Slips, trips and falls	12	First aid kit on site Emergency services notified in the event of an incident	
Injury to spectators	Slips, trips and falls	12	First aid kit on site Committee members to have access to mobile phones	
Fire	Small fire on site Fire damage to equipment	15	Fire and ambulance services notified of event Ensure there are adequate fire extinguishers on site	

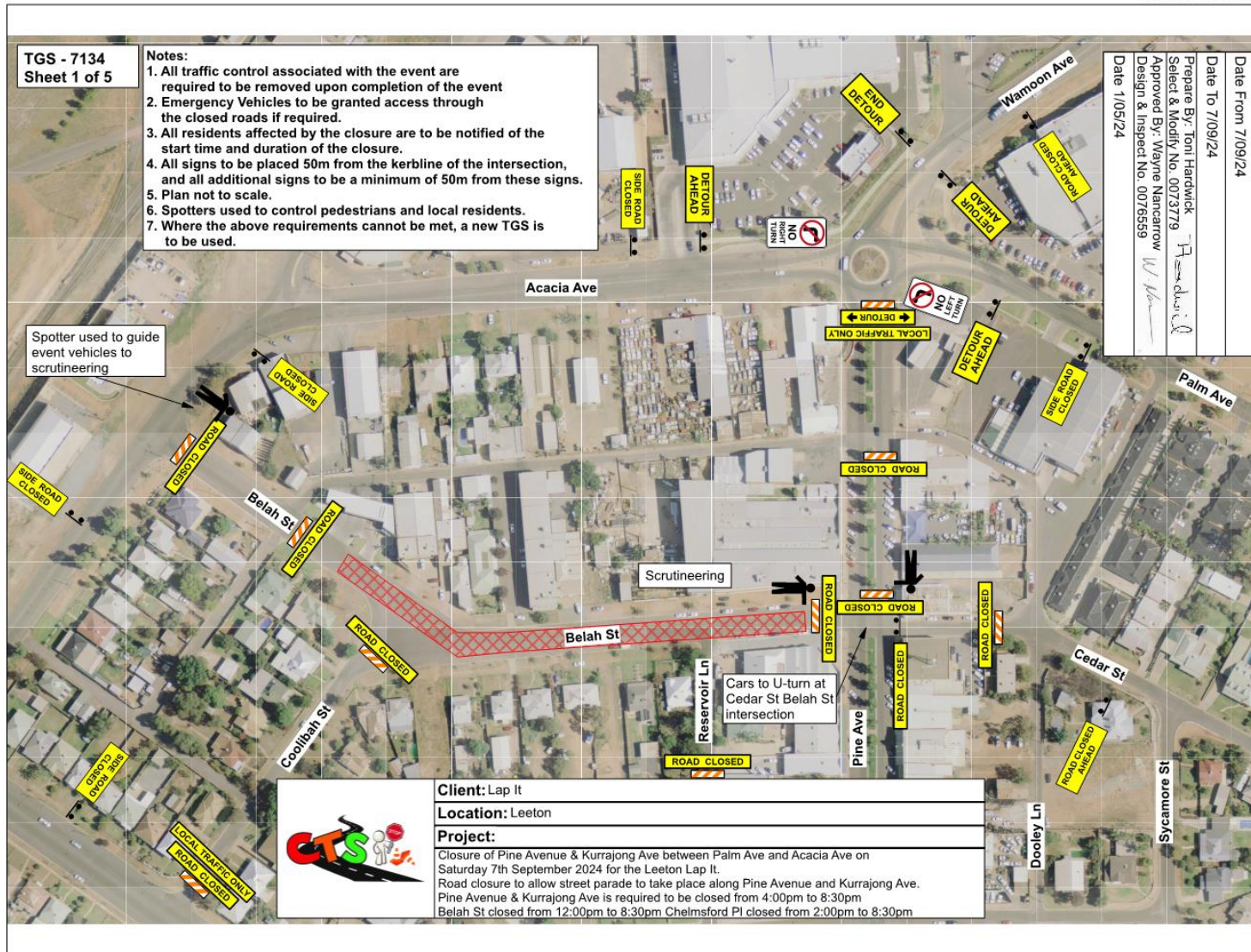
Issued By: Lap it up Leeton Coordinator	Issue Date: 01/05/2024	Version:1 Last Review Date:	Page 4 of 5
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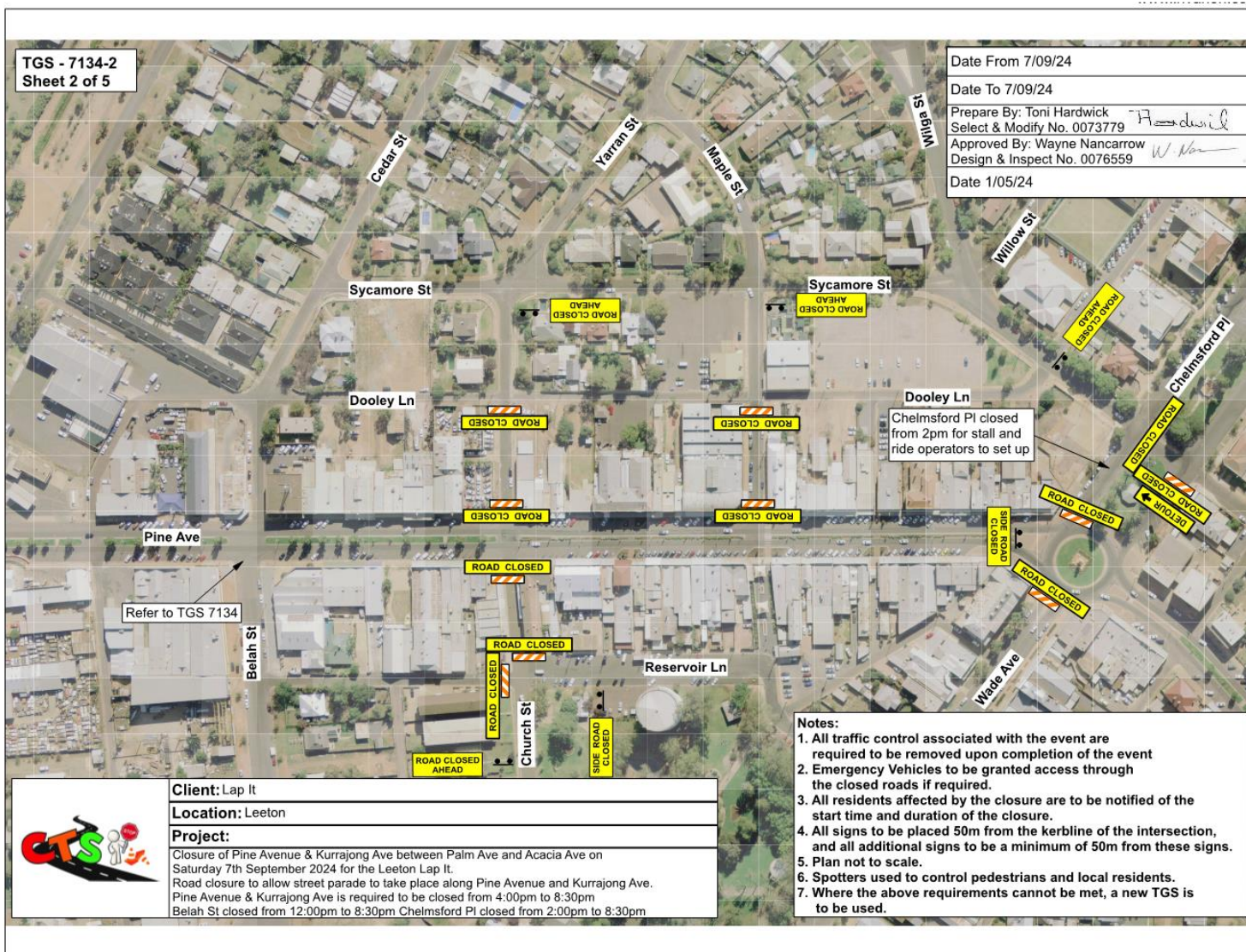


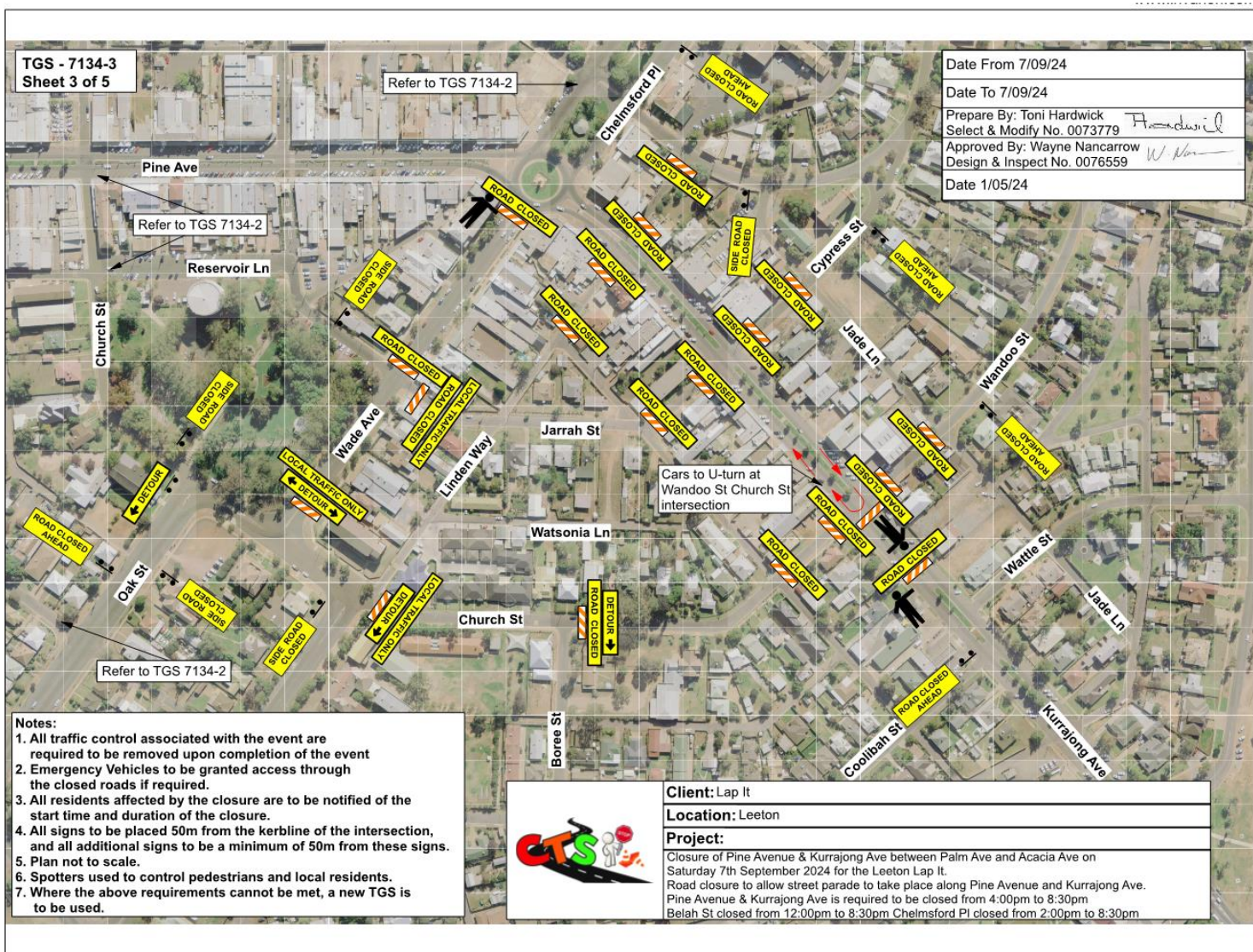
Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Entrants Vehicles	Spectators Hit by moving vehicle	20	Ensure all drivers have read the terms and conditions for entry Notify emergency service of the event Ensure all drivers are licensed and follow the NSW Roads Authority Meet with Police and Highway patrol prior to the event	
Unauthorised Vehicles	Unauthorised vehicles accessing route	15	All entrant vehicles will have an Entrant 2024 sticker on the front windscreen for identification All committee and volunteers to call police if unauthorized vehicles enter and speed or do burnouts. Traffic control personal to ensure they monitor access points to stop any vehicles passing through	
Public parking	Vehicles not parking in correct areas	8	Notices on social media of parking arrangements Authorised vehicles only past restricted points	

Issued By: Lap it up Leeton Coordinator	Issue Date: 01/05/2024	Version:1 Last Review Date:	Page 5 of 5
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TGS - 7134-4
Sheet 4 of 4

Date From 7/09/24
 Date To 7/09/24
 Prepare By: Toni Hardwick
 Select & Modify No. 0073779
 Approved By: Wayne Nancarrow
 Design & Inspect No. 0076559
 Date 1/05/24

Notes:

1. All traffic control associated with the event are required to be removed upon completion of the event
2. Emergency Vehicles to be granted access through the closed roads if required.
3. All residents affected by the closure are to be notified of the start time and duration of the closure.
4. All signs to be placed 50m from the kerbline of the intersection, and all additional signs to be a minimum of 50m from these signs.
5. Plan not to scale.
6. Spotters used to control pedestrians and local residents.
7. Where the above requirements cannot be met, a new TGS is to be used.

Client: Lap It
Location: Leeton
Project: Closure of Pine Avenue & Kurrajong Ave between Palm Ave and Acacia Ave on Saturday 7th September 2024 for the Leeton Lap It. Road closure to allow street parade to take place along Pine Avenue and Kurrajong Ave. Pine Avenue & Kurrajong Ave is required to be closed from 4:00pm to 8:30pm Beliah St closed from 12:00pm to 8:30pm Chelmsford Pl closed from 2:00pm to 8:30pm

TGS - 7134-5
 Sheet 5 of 5

Date From 7/09/24 Date To 7/09/24 Prepare By: Toni Hardwick Select & Modify No. 0073779 Approved By: Wayne Nancarrow Design & Inspect No. 0076559 Date 1/05/24	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Client: Lap It</td> </tr> <tr> <td style="padding: 2px;">Location: Leeton</td> </tr> <tr> <td style="padding: 2px;">Project: Closure of Pine Avenue & Kurrajong Ave between Palm Ave and Acacia Ave on Saturday 7th September 2024 for the Leeton Lap It. Road closure to allow street parade to take place along Pine Avenue and Kurrajong Ave. Pine Avenue & Kurrajong Ave is required to be closed from 4:00pm to 8:30pm Belah St closed from 12:00pm to 8:30pm Chelmsford Pl closed from 2:00pm to 8:30pm </td> </tr> </table>	Client: Lap It	Location: Leeton	Project: Closure of Pine Avenue & Kurrajong Ave between Palm Ave and Acacia Ave on Saturday 7th September 2024 for the Leeton Lap It. Road closure to allow street parade to take place along Pine Avenue and Kurrajong Ave. Pine Avenue & Kurrajong Ave is required to be closed from 4:00pm to 8:30pm Belah St closed from 12:00pm to 8:30pm Chelmsford Pl closed from 2:00pm to 8:30pm
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ASIC
Australian Securities & Investments Commission

Record of Registration for Business Name

Business name information for:

Lap it up Leeton

This Record of Registration contains information recorded on the Australian Securities and Investments Commission's (ASIC) register under section 33(8) of the Business Names Registration Act 2011.

Date: 30 April 2024

Next renewal date: 30 April 2027

Record of registration issued by the Australian Securities and Investments Commission on 30 April 2024

Registry
Officer
Registry Services
On behalf of Australian Securities and Investments Commission

RECORD OF REGISTRATION



ASIC
Australian Securities & Investments Commission

Summary of business name details

Business name: Lap it up Leeton

Registration date: 30 April 2024

Status: Registered

Period of registration: 3 Years

Next renewal date: 30 April 2027

Business name holder details

Business name holder: Lap it up Leeton Incorporated

Holder type: Incorporated Body

ABN: 99701552809

Organisational representative: Rolando Roly Zappacosta

Residential address: 22 Wade Ave Leeton NSW 2705 Australia

Email address: matrick2@bigpond.com

Addresses

Address for service of documents

22 Wade Ave
Leeton NSW 2705
Australia

Principal place of business

22 Wade Ave
Leeton NSW 2705
Australia

Email

matrick2@bigpond.com

RECORD OF REGISTRATION



ASIC
Australian Securities & Investments Commission

RECORD OF REGISTRATION

Disclaimer

While every effort has been made to ensure the reliability and accuracy of the information in this record, ASIC does not guarantee or warrant the accuracy or authenticity of the information. ASIC will not be liable for any damage or loss arising from any incorrect or incomplete information provided.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

6 ROXY LANE - NO STOPPING SIGN INSTALALTION

RECORD NUMBER	24/106
RELATED FILE NUMBER	EF21/370
AUTHOR/S	Road Safety Officer
APPROVER/S	Manager Roads and Drainage

INTRODUCTION

The purpose of this report is to inform the Committee of the installation of No Stopping Signs on Roxy Lane.

RECOMMENDATION

THAT the Committee endorse Leeton Shire Council to:

- (a) Install No Stopping signage for 75m on the left side of Roxy Lane from Jarrah Street to the rear of 98 Pine Avenue.
 - (b) Monitor the compliance of the No Stopping signage on Roxy Lane.
-

BACKGROUND

Roxy Lane is a one way street that runs from Linden Way through to Wade Avenue. It has several businesses who have shop fronts in Pine Avenue have rear access to their shops from Roxy Lane.

This stretch of laneway includes 7 driveways to these businesses, which are regularly blocked by vehicles who have parked on the left hand side of the laneway restricting access to these driveways.

The Image below indicates the driveways where access is restricted and shows the 75m length proposed for No parking (green arrow).

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024



COMMENT

Due to continued non-compliance and complaints from shop owners of the non-compliance of the road rules around driveways Council believe the best way to re-enforce the Road Rules Reg 198 Obstructing access to and from a footpath, driveway etc is to install signage along this stretch Roxy Lane.

ATTACHMENTS

There are no attachments for this report

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

7 **INSTALLATION OF LOAD LIMIT ON BOREE ROAD, ROBINSON ROAD AND BLOCK ROAD**

RECORD NUMBER	24/114
RELATED FILE NUMBER	
AUTHOR/S	Road Safety Officer
APPROVER/S	Manager Roads and Drainage

INTRODUCTION

Leeton Shire Council has been made aware of illegal truck movements occurring on roads in Corbie Hill resulting in damage to the road pavement and failures of the subbase.

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to:

1. Approve 10t load limit on Block Road, Robinson Road and Boree Road and install signage in regards to the load limit

OR

2. Approve 42 tonne load limit signage Block Road, Robinson Road and Boree Road and install signage in regards to the load limit
-

BACKGROUND

Leeton Shire Council has undertaken routine road inspections and found significant issues at Block and Corbie Hill Road intersection that showed shoulders beginning to fail and bleeding from the intersection to the driveway of a heavy vehicle company located on Corbie Hill Road (see photos attached).

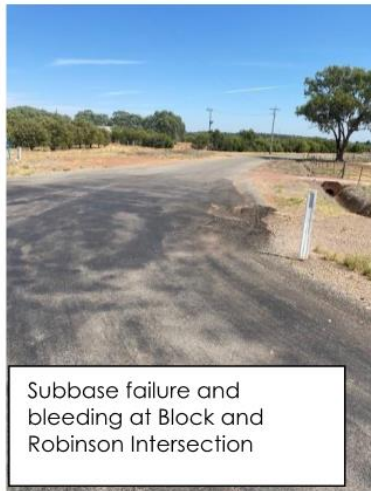
Upon further inspection it has been noted that trucks are turning from Block Road onto Robinson Road and then onto Boree Road causing bleeding, pavement failure including subbase failure and wheel depressions forming along the road.

The gravel section of Boree Road is also showing failures, depressions and the clay base is exposed in sections.

The route from Block Road, Robinson Road and Boree road links up to the Narrandera – Barellan Road and evidence suggest heavy vehicles are using the roads mention above to directly access this road.

Photos below show the road damage caused by heavy vehicles.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024



LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 29 May 2024

COMMENT

Leeton Shire Council are proposing to install a load limit on these roads to minimise the damage caused by the heavy vehicles.

Leeton Shire Council has put forth two recommendations for the roads mentioned with the committee having to make the decision on the load limit.

The 42.5 tonne load limit will still allow semi-trailers on these roads but prohibited any additional Restrictcd Access Vehicles (RAV) heavy vehicles such as b-doubles and road trains access on these roads. Although these RAV vehicles are already restricred from these roads we are finding significant use of these routes.

A general access heavy vehicle (semi-trailer) has unrestricted access to the road network, except where sign posted otherwise.

The instalation of these load limits is to eradicate the illegal heavy movments.

The following signage will be installed to alert drivers of the changes to the road:

- R6-10-2 trucks prohibited signage (see below) and supplementary load limit sign of 10T to Block Road, Robinson Road and Boree Road in an attempt to reduce the number of illegal heavy vehicle movements along these routes.
- R6-10-2 Trucks prohibited signed will be used with the supplementary 10t signage on Block Road after the intersection with Corbie Hill Road, approx. 20metre from the intersection.

The signage will also be placed on Robinsion Road 20metre past the intersection with Block Road and on both end of Boree Road 20m from the intersecting roads.

- The G9-321N (see below) trucks prohibited signage (symbolic) x Tonne on Side Road (side road on right and left) signage will be used on the approach to the intersection (Corbie Hill and Block Road) to alert drivers that the Block Road road is load limited. The signage will be erected 500m before the intersection of Corbie Hill and Block Road.
- The G9-321N trucks prohibited signage (symbolic) x Tonne on Side Road (side road on right and left) signage will be used on Boree Road and Donaldson Road to alert drives of the load limit on Boree Road once they have entered Leeton Shire.

The signage will be placed on either side 500 from the interaction of Donaldson Road and Boree Road.

The images below indicated the signage that will be used.



Image 1 above: indicates the proposed 10t limited signage for Block Road and the warning signage for Corbie Hill Road.

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Image 2 Above: Shows where reminder Trucks prohibited and 10t load limited signage will be placed on Robinson Road. They will all be placed 20m after the intersection.



Image 3 Above: The red line indicated the proposed load limit along Boree Road, Robinson Road and Block Road. The signage locations are also indicated on the map above.

The G9-321N trucks prohibited signage (symbolic) x Tonne on Side Road (side road on right and left) 500 metre either side from the intersection of Boree Road and Donaldson Road.

R6-10-2 Trucks prohibited signed with the supplementary 10t signage on Boree Road after the intersection with Donaldson Road.

LEETON SHIRE COUNCIL
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ATTACHMENTS

There are no attachments for this report.



LEETON SHIRE COUNCIL

MINUTES OF THE TRAFFIC COMMITTEE

LEETON SHIRE COUNCIL

TUESDAY 4TH JUNE 2024

COMMENCING AT 10:30 AM

LEETON SHIRE CONCIL BOARDROOM

FORMAL MEMBERS

Leeton Shire Council: Cr Tony Cicca

NSW Police HWP:

NSW Police Local Station

TfNSW: Frank Goodyer

Local MP Nominee: Shane O'Connell

INFORMAL MEMBERS

Leeton Shire RSO: Stephanie Puntoriero

Leeton Shire GMO:

Leeton Shire MRD: Chris Lashbrook

LEETON SHIRE COUNCIL
Traffic Committee – Tuesday 4 June 2024

APOLOGIES

Sgt Adam Cooper – Recommendations Sought Verbally
Inspector Jason Clarke - Recommendations Sought Verbally
Cr Matthew Holt

CONFIRMATION OF THE MINUTES

THAT the Minutes of the Traffic Committee held on Wednesday 14 February 2024, as circulated, be taken as read and CONFIRMED.

MOVED: Tony Ciccia

SECONDED: Shane O'Connell

OFFICERS REPORTS

Item 3.1 OUTSTANDING ACTION REPORT

RECOMMENDATION

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

Changes to recommendation: No

Representative	For	Against
TfNSW	Yes	
NSW Police	Yes	
Member for Murry	Yes	
Leeton Shire Council	Yes	

The following items will be removed from the outstanding Action Reports.
Chelmsford Place/Grevilla Street Upgrade – To be discussed if reprioritisation is still part of the scope.

Whitton Pedestrian Upgrade - Completed June 2024

Kathryn Drive Bus Bay - Suitable location not found

Disabled Carparking at 106 Pine Avenue - No longer required

Item 3.2 SPECIAL EVENT REQUEST MURRUMBIDGEE CARRIAGE DRIVING CLUB EVENT TRAFFIC MANAGEMENT

RECOMMENDATION

THAT the Committee:

LEETON SHIRE COUNCIL
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Approves to hold the Murrumbidgee Carriage Club event on local roads 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. The event organiser will supply a copy of a certificate of currency referring to a current public liability insurance policy noting Transport for NSW, Leeton Shire Council and NSW Police as interested parties.
3. Event organisers and participants immediately obey all directions by NSW 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 traffic disruptions associated with the event.
6. All emergency services are to be notified of the event and traffic disruptions associated with the event.

Failure to comply with any of the above conditions will immediately void this approval.

Changes to recommendation: No

Representative	For	Against
TfNSW	Yes	
NSW Police	Yes	
Member for Murry	Yes	
Leeton Shire Council	Yes	

Item 3.3 SPECIAL EVENT REQUEST LEETON OUTBACK BAND SPECTACULAR TRAFFIC MANAGEMENT

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to approve the Leeton Town Band Outback Spectacular moving parade on Saturday 9 November

LEETON SHIRE COUNCIL
Traffic Committee – Tuesday 4 June 2024

2024 from 10:00am-11:30am on Pine Avenue/MR80 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. Event will need to be registered on One Road so that it is reflected in the live Traffic NSW App.
7. Public Liability insurance is to be updated and include Transport for NSW, NSW Police and Leeton Shire Council as interested parties.
8. Failure to comply with any of the above conditions will immediately void this approval.

Changes to recommendation: No

Representative	For	Against
TfNSW	Yes	
NSW Police	Yes	
Member for Murry	Yes	
Leeton Shire Council	Yes	

Item 3.4 SPECIAL EVENT REQUEST ART DECO FESTIVAL TRAFFIC MANAGEMENT RECOMMENDATION

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton Art Deco Festival event on local roads 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:

LEETON SHIRE COUNCIL
Traffic Committee – Tuesday 4 June 2024

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. The event organiser will supply a copy of a certificate of currency referring to a current public liability insurance policy noting Transport for NSW and NSW Police as interested parties.
4. Event organisers and participants immediately obey all directions by police.
5. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
6. Advertising of the event is to take place in local newspapers and social media four weeks prior to the event, to ensure locals are aware of the event.
7. Event will need to be registered on One Road so that it is reflected in the live Traffic NSW App.

Failure to comply with any of the above conditions will immediately void this approval.

Changes to recommendation: No

Representative	For	Against
TfNSW	Yes	
NSW Police	Yes	
Member for Murry	Yes	
Leeton Shire Council	Yes	

Item 3.5 SPECIAL EVENT REQUEST - LAP IT UP LEETON 2024 TRAFFIC MANAGEMENT

RECOMMENDATION

ITEM DEFERRED TO SPECIAL MEETING

Item 3.6 ROXY LANE - NO STOPPING SIGN INSTALALTION

RECOMMENDATION

LEETON SHIRE COUNCIL
Traffic Committee – Tuesday 4 June 2024

THAT the Committee endorse Leeton Shire Council to:

- (a) Install No Stopping signage for 75m on the left side of Roxy Lane from Jarrah Street to the rear of 98 Pine Avenue.
- (b) Monitor the compliance of the No Stopping signage on Roxy Lane.

Changes to recommendation: No

Representative	For	Against
TfNSW	Yes	
NSW HWP	Yes	
Member for Murry	Yes	
Leeton Shire Council	Yes	

Item 3.7 INSTALLATION OF LOAD LIMIT ON BOREE ROAD, ROBINSON ROAD AND BLOCK ROAD

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to

1. Approve 42 tonne load limit on Block Road, Robinson Road and Boree Road and install signage in regards to the load limit.

Changes to recommendation: No

Representative	For	Against
TfNSW	Yes	
NSW Police HWP	Yes	
Member for Murry	Yes	
Leeton Shire Council	Yes	

NEXT MEETING 14TH AUGUST 2024 AT 10.30AM

There being no further business the meeting closed at 11:32am.



LEETON
SHIRE COUNCIL

**LEETON SHIRE COUNCIL TRAFFIC
COMMITTEE**

WEDNESDAY 12 JUNE 2024

10.30AM

COUNCIL BOARDROOM

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 12 June 2024

LEETON SHIRE COUNCIL
AGENDA
TRAFFIC COMMITTEE
Wednesday 12 June 2024
10.30am

- 1. **APOLOGIES**
- 2. **OFFICERS REPORTS**
 - 2.1. **SPECIAL EVENT REQUEST - LAP IT UP LEETON 2024 TRAFFIC
MANAGEMENT.....2**

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 12 June 2024

OFFICERS REPORTS

1 SPECIAL EVENT REQUEST - LAP IT UP LEETON 2024 TRAFFIC MANAGEMENT

RECORD NUMBER 24/127

RELATED FILE NUMBER

AUTHOR/S Road Safety Officer

APPROVER/S Manager Roads and Drainage

INTRODUCTION

The Lap it Up Leeton Committee is proposing to hold the "Biggest Lap" motor vehicle event on Saturday 7TH September 2024.

The committee are seeking the closure of the following roads:

- Pine Avenue from Acacia Avenue/Palm Avenue to Centotaph
- Kurrajong Avenue from Acacia Ave/Palm Avenue to Centotaph.
- Belah Street from Pine Avenue to
- Chelmsford Place from Sycamore Street to Pine Avenue

A Traffic Control Plan(TCP) and Traffic Management Plan has been developed documenting the proposed changes in traffic conditions relevant to the event.

RECOMMENDATION

THAT the Committee recommends Leeton Shire Council approves the Special Event Request to hold Lap it Up Leeton on State and Local Roads 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 given by Police.
 4. Participants notify their insurers of their involvement in the event.
 5. Vehicle registration and insurance are to be current and collected as part of event registration process.
-

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 12 June 2024

6. The roundabout (monument) on Pine Avenue (Irrigation Way) is to be closed off to the public during the parade so no by-standers are to watch the parade from the roundabout.
7. Parade instructions are circulated to all participants through various methods (briefing session, and through email) and waiver forms are collected as part of the registration process.
8. Event Organisers and participants immediately obey all direction by Leeton Shire Council Officers.
9. Advertising of the road closures are to take place 2 weeks prior to the event in local newspapers and social media to ensure locals are aware of the event. All emergency services are to be notified of the event and traffic disruptions associated with the event.
10. A ROL (Road Occupancy License) is to be applied for by the company managing traffic control on the day and activated and deactivated as per the event times. Road closures will also have to be registered through One Road so it is updated on Live Traffic NSW.
11. Public Liability Insurance is to include Transport for NSW, NSW Police and Leeton Shire Council as interested parties.

Failure to comply with any of the above conditions will immediately void approval.

BACKGROUND

Leeton Shire Council has received an event application for a new event in the shire called "Lap it up Leeton". The event is a replica of Griffiths Biggest Lap. The event is scheduled to take place from 5:30pm on Saturday the 7th September 2024 with Belah Street being closed from 12noon for the marshalling and scrutineering of the vehicles prior to the event.

Chelmsford Place will be closed from Sycamore Street to Pine Avenue from 2pm to showcase a side street ally with games and rides.

The event will then see Pine Avenue and Kurrajong Avenue closed from 4pm for the continuous cruising of vehicles from 5:30pm.

The vehicles will leave from Belah street travel along Pine Avenue and then turn around at the intersection of Church Street/Wandoo Street and then travel back up to Belah Street. The vehicles will then form a procession which will be "lapping" Pine & Kurrajong Avenues.

LEETON SHIRE COUNCIL
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The event is anticipated to gather hundreds of people from across the region and raises funds for two local charities Can Assist and Black Dog Ride.

Further details can be found in attachment 1 which contains the Traffic Guidance Scheme.

COMMENT

The Lap it up Leeton Event is capped to 500 vehicle which will involve passenger vehicles, motorcycles and prime movers trucks. Prime Mover Parking will be available on Belah Street the committee has indicated prior to the event.

Additionally, vehicles participating in the event are required to abide by the following restrictions:

- Vehicles must be registered and roadworthy
- Drivers must be appropriately licensed
- Drivers must not have a blood alcohol level over the legal limit
- Vehicles are restricted to 4.3 metres in height.

A copy of the risk assessment for the event, the notification, terms and conditions is attached in attachment 1.

A public liability certificate for the event is to be supplied to council one month prior to the event and include Leeton Shire Council, Transport for NSW and NSW Police.

All drivers will agree to the Terms and Conditions when purchasing their tickets and will be told of the Terms and Conditions at the scrutineering of vehicles. The terms and conditions for the events are included in the attachment but include:

- NO BURNOUTS,
- No reckless driving and behaviour
- Ensure they always obey the road rules
- Wearing of seat belts

All entrants will have a "Lap it up Leeton" sticker to identify entrants that a registered from the event.

The Lap it Up Leeton committee has indicated they will hold meetings with local police to deter hoon behaviour and also meet with all emergency services to advise them of the event and will speak with local shops, cafes and delivery drivers to ensure everyone is aware of the road closures. Extensive Media will need to be done to ensure that everyone is aware of the road closures.

ATTACHMENTS

- 1 [Lap it Up Leeton Special Event Request and TCP](#)
-

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: Lap it up Leeton
Event Location: Pine Ave and Kurrajong Avenue
Event Date: 07/09/2024 Event Start Time: 5.30pm Event Finish Time: 8.30pm
Event Setup Start Time: 12.00pm Event Packdown Finish Time: 9.30pm
Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Roly Zappacosta
Phone: 0269559221 Fax: Mobile: 0407816467 E-mail: admin@leetonshire.nsw.gov.au
Event Management Company (if applicable) Roly Zappacosta - Event Coordinator
Phone: 0407816467 Fax: Mobile: E-mail:
Police Leeton Police Station
Phone: 026953 1399 Fax: Mobile: E-mail:
Council Leeton Shire Council
Phone: 02 6953 0911 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)

An event for car, bike and truck enthusiast to cruise the main street of Leeton and raise money for local charities. A family friendly event with kids entertainment, market stalls and food vans. All vehicle must be registered and all drivers with current drivers licenses.

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 type="checkbox"/> Public liability insurance arranged. Certificate of currency attached. obtaining a policy
	2.3 Police
	<input type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance
	<input type="checkbox"/> Fire brigades notified
	<input type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

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 checked="" 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 checked="" type="checkbox"/> This is a moving event - details attached.	
<input type="checkbox"/> This is a non-moving event.	
3.7 Traffic management requirements unique to this event	
<input checked="" type="checkbox"/> Description of unique traffic management requirements attached	
<input type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	
<input checked="" 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
<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 (name) of (address) on behalf of (organisation) notify the Commissioner of Police that on the (day) of (month), (year), it is intended to hold</p> <p>either:</p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at..... (Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p>or</p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed <i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is.....</p>

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

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead 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.	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.	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.					



Lap it up
Leeton
Traffic Management Plan

**Lap it up Leeton 2024
Traffic Management Plan**

April 2024

April 2024

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1. Introduction

This Traffic Management Plan relates to the 2024 Lap it up Leeton event, which involves a procession of vehicles 'lapping' Pine & Kurrajong Avenues. The event is proposed to take place on the 7th September 2024, which will require the closure of two of Leeton's major arterial roads, Pine Avenue and Kurrajong Avenue.

Lap it up Leeton Committee in conjunction with Complete Traffic Solutions and several interested parties have organised the event to celebrate the love for cars and the unique culture of Leeton's car enthusiasts. The event gathers hundreds of people from across the region and raises funds for two local charities; **Leeton's Can Assist** and the **Black Dog Ride**. The event is a family friendly event which includes food stalls, kids entertainment & market stalls.

The event will involve the closure of.

- Belah Street (12:00pm – 7:00pm for marshalling purposes)
- Pine Avenue and Kurrajong Avenue between Acacia & Palm Avenue

Pine Avenue and Kurrajong Avenue shall be closed between 4:00pm and 8:30pm on Saturday 7th September 2024.

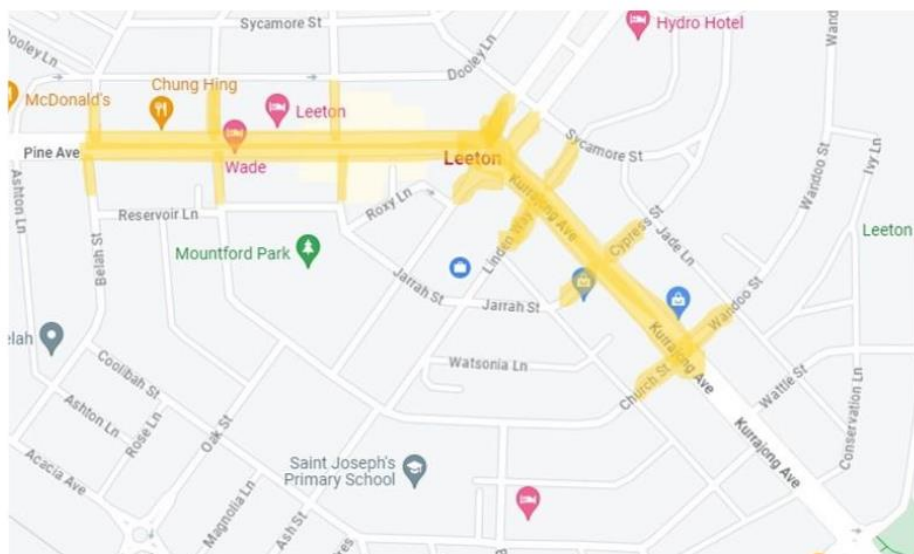


Figure 1 – Lap it up Leeton Road Closure

2. Event

The 2024 Lap it up Leeton is to officially commence at the intersection of Belah Street and Pine Avenue. The event will be limited to a maximum of 500 entrants, where all entrants will be required to be pre-registered for the event. The entrant vehicles will range from motorcycles, passenger vehicles and prime mover trucks. All participants will be issued an official Lap it up Leeton sticker and will be required to sign an induction form with their car registration details. The vehicles will be marshalled along Belah Street then turn right into Pine Avenue and onto Kurrajong Avenue and turn around at the U-turn bay at Wattle Street and Wandoo st back onto Pine avenue and U-turn at Belah Street and continue this route.

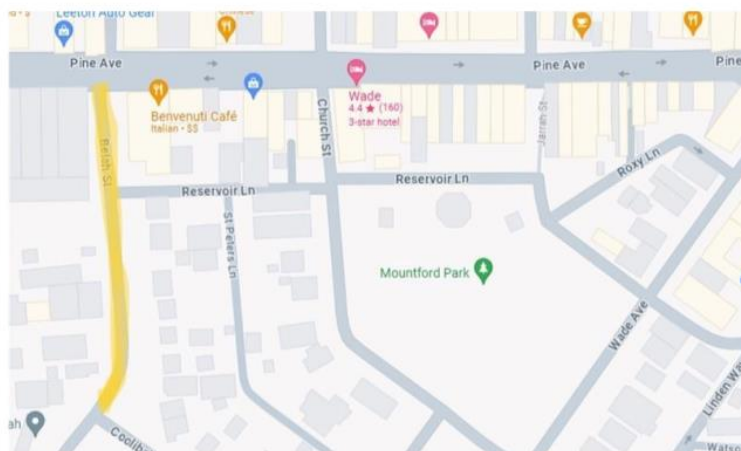


Figure 2 – Proposed Marshalling Area

As the event starts, the vehicles can commence lapping the main street. Vehicles will start the lap at the intersection of Belah Street and Pine Avenue. From here they will make a right turn onto Pine Avenue. The vehicles will be able to park with leisure during the event.

The event is set to take place on Saturday 7th September 2024 with road closures between 4:00pm and 8:30pm. Pine Avenue and Kurrajong Avenue will be reopened at 8:30pm where cars will be free to disperse.

The event is beneficial for the town of Leeton as it attracts many tourists and contributes to a significant proportion of economic stimulation for Leeton on the said weekend. The Lap it up Leeton Committee expresses their gratitude to the community by raising funds for two local charities in the region.

2.1 Lap Route

The lap will commence at the intersection of Belah Street and Pine Avenue, vehicles will start on Belah Street then turn right into Pine Avenue and onto Kurrajong Avenue and turn around at the U-turn bay prior to Wattle Street and back onto Pine avenue and U-turn at Belah Street and continue and repeat this route.

Pine Avenue and Kurrajong Avenue form part of the state road network (B87) controlled by Transport for NSW (TfNSW). Approval from the TfNSW is required for the event to proceed; this shall be achieved through the Local Traffic Committee process. Pine Avenue is a two (2) lane, two (2) way bitumen sealed

road, with kerb and gutter located along both sides of the road. The road is divided by a centre median between Acacia Avenue and Palm Avenue. Pine Avenue and Kurrajong Avenue are classified as an "Arterial Road" as specified on *Council's Road Hierarchy Plan*. Pine Avenue and Kurrajong Avenue have a speed limit of 50km/h between Acacia Avenue and Palm Avenue roundabouts.

A variety of land-uses are present along the proposed route, including commercial and retail businesses and residential houses. Pine Avenue and Kurrajong Avenue are the main roads through Leeton's Central Business District; as such it services most Leeton's retail businesses and licensed premises. The event will have a significant impact on the business along the proposed route and in the road, network immediately surrounding the route.

3. Traffic Management

The event will involve a selection of passenger vehicles, motorcycles and prime mover trucks travelling along Pine Avenue and Kurrajong Avenue. Marshalling shall commence at approximately 12:00pm with the lap set to begin at 5:30pm. The lap will finish at approximately 8:30pm.

The event participants will be marshalled along Belah Street. Entrance to the marshalling area will be via Acacia Avenue. Participants will be assigned a registration number, which will be used to determine if they are a registered participant in the event. This will be managed by Lap it up Leeton committee members onsite.

The procession will start along Belah Street where they will make a right turn onto Pine Avenue. The lap will commence at the intersection of Belah Street and Pine Avenue. Vehicles will turn right onto Pine Avenue and will continue driving west on Kurrajong Avenue. The cars can continue the route until 8:30pm when the event finishes.

Pedestrians are considered a high-risk user group in road safety terms, especially with the inclusion of children and the elderly, therefore, to minimise risk to the participants and public the event will require the full closure of Pine Avenue and Kurrajong Avenue (as per the Traffic Guidance Schemes).

The event involves vehicles travelling along Pine Avenue and Kurrajong Avenue as well as non-participants viewing the proceedings from the surrounding footpaths and medians. Therefore, there is a significant potential for conflict between road users during the event.

All participants in the event shall obey the NSW Road Rules 2014. This includes motorcyclists wearing helmets and all drivers and passengers in vehicles wearing seat belts.

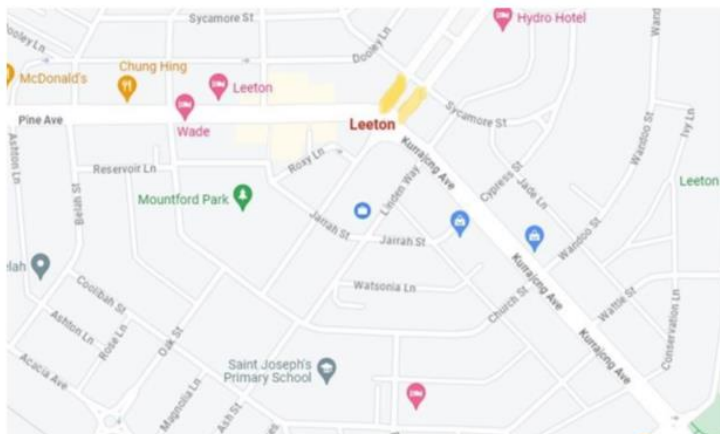
Additionally, vehicles participating in the event are required to abide by the following restrictions:

- Vehicles must be registered and roadworthy.
- Drivers must be appropriately licensed.
- Drivers must not have a blood alcohol level over the legal limit.
- Vehicles are restricted to 4.3-metres in height.

The event has been restricted to a maximum of 500 vehicles which will be able to participate. The event has been restricted for marshalling purposes as this is our first year running such an event and do not want to exceed our numbers and result in changes due to too many participants.

Market Stalls / Kids Entertainment

Chelmsford Place will be designated for the Kids entertainment and food and stall holders. Road will be closed from 2.00pm for all stall holders and ride operators to set up ready for spectators from 4.00pm, and all packed down from 8.30pm.



3.1 Traffic Control

Traffic control for Belah Street will be set up from 12.00pm until 7pm.
 Traffic control for Pine Avenue and Kurrajong Avenue will be set up from 4:00pm until 8:30pm. All traffic control will be packed down by 9:30pm where all roads are to be reopened. To minimise disruption of traffic flow to the non-event community, it is proposed the traffic control be setup and packed down according to the below table.

<u>Action</u>	<u>Time</u>
- All traffic control to be set up in accordance with <u>TGS 7134 to 1734-3</u>	2:00pm
- Marshalling	12:00pm – 7:00pm
- Lap Commences. Traffic Control allowing marshalled vehicles to enter the lap route. Details illustrated by <u>TGS 7134.</u>	5.30pm
- Marshalling finishes on Belah Street.	7:00pm
- Lap Finishes	8:30pm
- All Traffic control to be packed down and roads reopened.	9:30pm

The following roads will be closed to non-event traffic;



**Lap it up Leeton 2024
Traffic Management Plan**

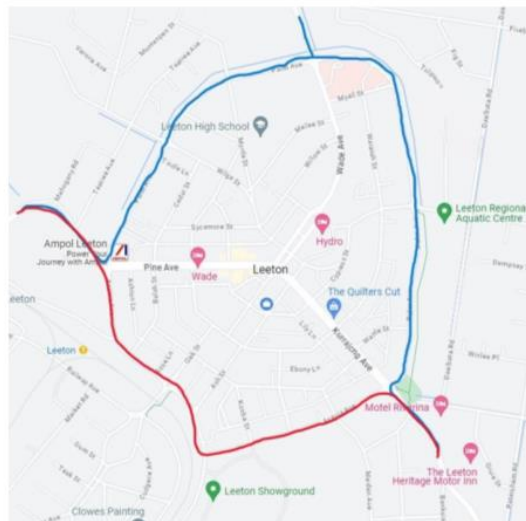
April 2024

- Belah Street
- Pine Avenue and Kurrajong Avenue between Belah Street, Wandoo Street and Church Street.
- Chelmsford Place.

The traffic control for the event will involve barriers to restrict access to the road and associated signage. Traffic controllers will be situated at various intersections along the closure route to monitor traffic trying to access Pine Avenue and Kurrajong Avenue during the event.

Traffic controls and warning signage shall be erected in accordance with the Transport for NSW Manual (V6) and AS 1742.3 (2009) - *Manual of uniform traffic control devices - Traffic control for works on roads* to manage the special event traffic and the general public. The traffic control measures proposed are detailed below in addition to the associated traffic control plans attached in the appendices.

Detours for lap it up Leeton have been outlined in the below figure. Vehicles travelling from the east shall be detoured along Acacia Avenue. Vehicles travelling from the west and north shall be detoured along Palm Avenue.



Traffic control plans, attached, have been prepared by Complete Traffic Solutions, detailing the traffic control measures to be installed for the event. The plan conforms to the requirements of AS 1742.3 and the Transport of NSW Manual (V6.1) to Traffic Control at Worksites.

The traffic control measures will be implemented and taken down by accredited individuals who have completed the two-day Traffic Control for Worksites course. Provisions to ensure that the signs are not altered or removed during the event will be established.

3.2 Pedestrian & Cyclists

The event will involve a maximum of 500 vehicles including motorcycles, passenger vehicles and prime mover trucks travelling along a major arterial road in Leeton. The event also involves non-participants viewing the proceedings from the surrounding footpaths and therefore there is a significant potential for conflict between road users and pedestrians.

Pedestrians are considered a high-risk user group in road safety terms, especially with the inclusion of children and the elderly, therefore, to minimise risk to the participants and public, the

event will require the full closure of Pine Avenue and Kurrajong Avenue between Acacia Avenue and Palm Avenue, as well as the full closure of Ash Street.

Pedestrian and cyclist access for the public will be minimally affected by the event.

Pedestrian facilities of a varying width are present along both sides of the proposed route.

The event will require the use of the proposed routes road carriageway and will not impact upon the existing pedestrian and cyclist facilities present along the route. Pedestrians and cyclists utilising the facilities crossing the proposed route will be required to give way to the approaching traffic, as per the NSW Road Rules 2014.

3.3 Parking

The proposed event affects a significant amount of the parking available within the CBD, as vehicular access to Pine Avenue and Kurrajong Avenue will be restricted for the duration of the event. Therefore, the angled parking along Pine Avenue will not be available during the event.

There is a significant amount of long-term, off-street parking facilities located within the CBD, particularly off Sycamore Street, Wade Avenue, Reservoir Lane and the western side of Church Street, as well as the Sports Ground Carpark along Palm Avenue. These parking areas rarely reach capacity and will be able to cater for the loss of parking along Pine Avenue and Kurrajong Avenue for the duration of the event.

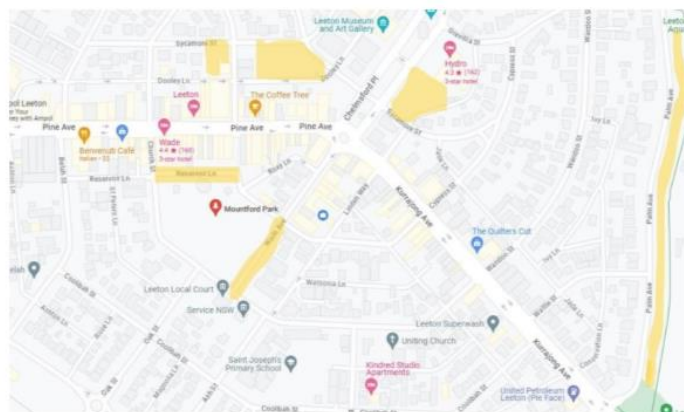


Figure 3 – Existing Parking around Leeton's Central Business District

3.4 Heavy Vehicles

The event will not require the closure of any major arterial roads, through Leeton. The major thoroughfare is off the main street and indicated in the figure below.

**Lap it up Leeton 2024
Traffic Management Plan**

April 2024

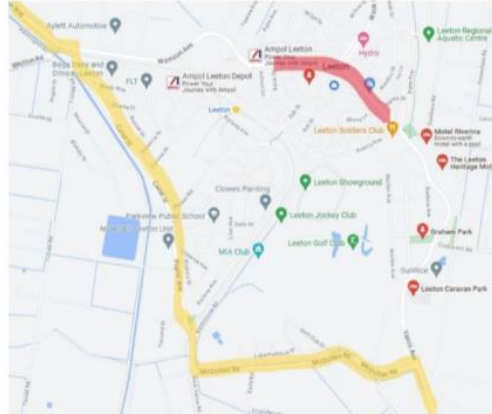
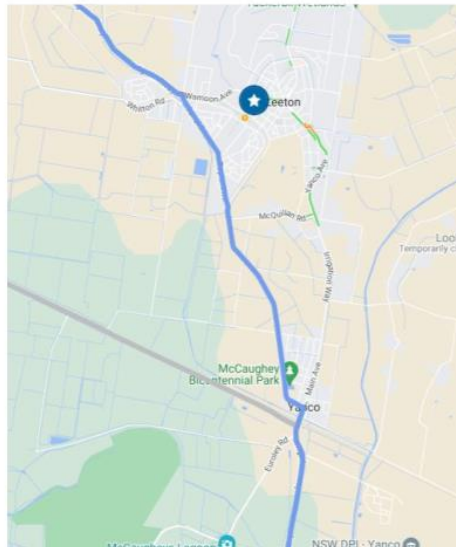


Figure 4 – Leeton's Road Train and B-Double Network

Pine Avenue and Kurrajong Avenue are not part of the road train or B-Double Network as indicated in the above figure.



B-Double Network

3.5 Emergency Services

The procession will require the closure of two (2) of Leeton's major arterial roads, Pine Avenue and Kurrajong Avenue. These roads are major thoroughfares, serving as the main corridors into the Central Business District.

The closure of the above roads due to the event will affect the operation of Leeton's emergency services especially if an incident occurs in the south of the Local Government Area (LGA) of Leeton.

Removable barrier boards shall be utilised to impose the proposed road closures. Access along the proposed event route by Emergency Services will be always available.

3.5.1 Police

Leeton Police Station is located at 24 Oak Street.

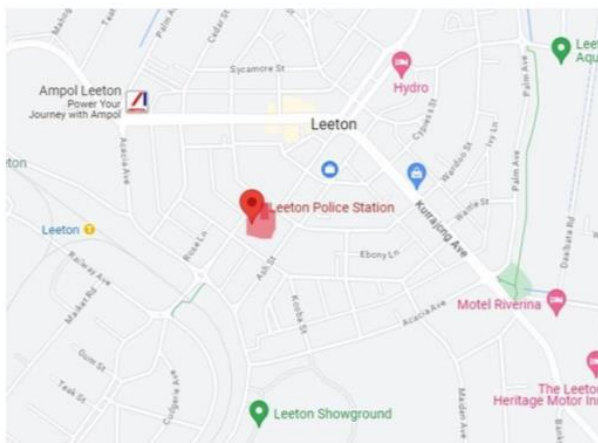


Figure 5 – Leeton Police Station

Police access to Leeton's Road network during the event will not be adversely affected. Minimal impact to northbound access occurs because of the event.

The road closures during the event will have a minimal impact on emergency access for the police.

Removable barrier boards shall be utilised to impose the proposed road closures. Access along the proposed event route by Emergency Services will be always available.

3.5.2 Ambulance & Fire Brigade

Leeton Ambulance Station is located at 19 Wade Avenue.

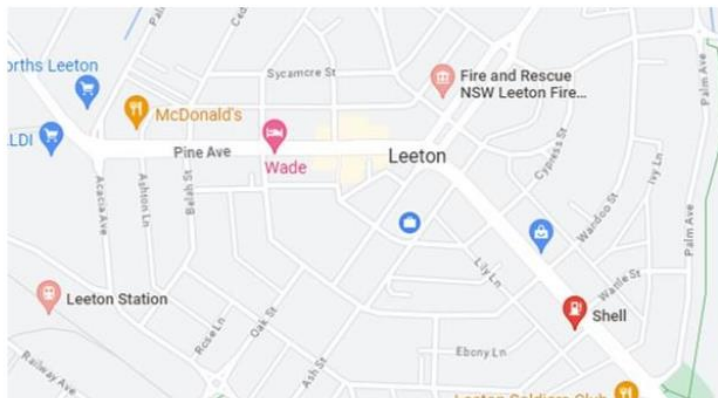


Figure 6 – Leeton Ambulance Station

The road closures during the street party will have a minimal impact on emergency access for ambulances. Removable barrier boards shall be utilised to impose the proposed road closures. Access along the proposed event route by Emergency Services will be always available. We will ensure no stalls or entertainment rides are blocking any access to and from the station.

3.5.3 Fire Brigade

Leeton Fire Station is located at 19 Wade Avenue.

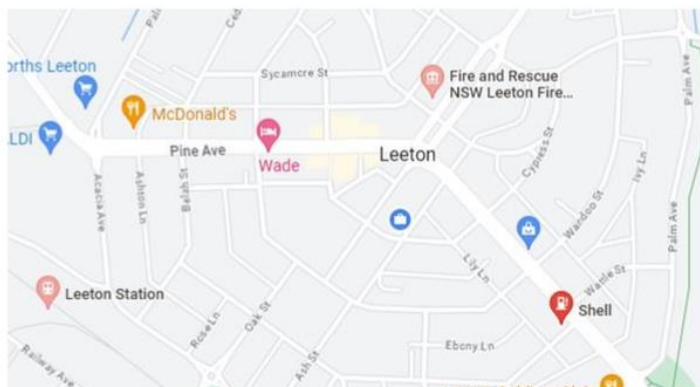


Figure 7 – Leeton Fire Station

Fire access to the Leeton's Road network north of Pine Avenue will not be restricted during the event. Impact to southbound travel occurs because of the event. However, access to the south must be made via either Sycamore Street and Wilga Street then left on to Palm Avenue.

The road closures during the event will have a minimal impact on emergency access for the fire brigade.

Removable barrier boards shall be utilised to impose the proposed road closures. Access along the proposed event route by Emergency Services will be always available.

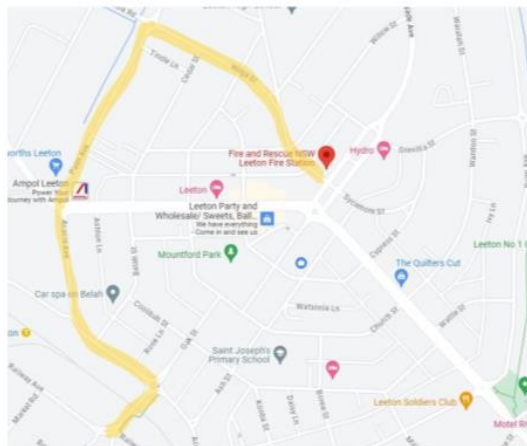


Figure 8 – Alternate Routes for Emergency Services

3.6 Public Transport

Access to Leeton Railway Station and Leeton Coach Bay Station will be available during the event via Acacia Avenue, and Railway Avenue.

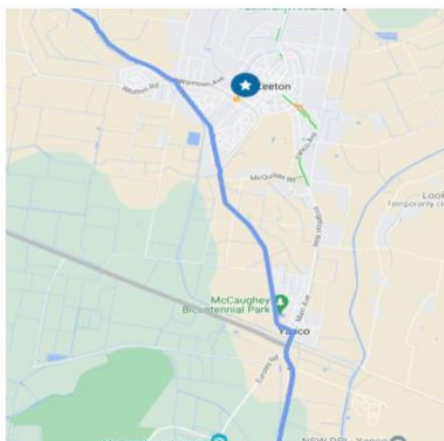
Wade Avenue's existing taxi rank will still be accessible to taxis for the duration of the event. Alternate arrangements for the taxi rank can be organised with Leeton's City Taxis prior to the event.

Leeton City Taxi's operators will be required to follow the detours provided.

3.7 Contingency Plan

If the procession cannot occur on this date due to inclement weather or another unforeseen circumstance the event shall be cancelled.

Appendices





Lap it up Leeton Inc
ABN 18 001 073 274
22 Wade Ave Leeton
0407 816 467

1 May 2024

Notification of 2024 Lap it up Leeton Event

Dear Sir/Madam

On behalf of the Lap it up Leeton Committee, we wish to notify you that the very first Lap it up Leeton Event will take place on Saturday 7th September 2024.

This event will have the most significant impact on the community on Saturday 7th September 2024 from 4.00pm as we have requested the closure of Pine Avenue and Kurrajong Avenue for the cruising of the vehicles from 5.30pm

We have also requested the closure of Belah Street from 12.00pm on Saturday 7th September 2024 for the marshalling and scrutineering of the vehicles prior to the event.

I have included a copy of the Traffic Management Plan for your information. This was undertaken by Complete Traffic Management.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me, Roly Zappacosta on 0407 816 467 or admin@leetoncentremotel.com.au

Yours sincerely

RA Zappacosta

Roly Zappacosta

Event Coordinator

0407 816 467



ENTRANT TERMS AND CONDITIONS

DEFINITIONS

- 'We' means the Event Organiser (Lap it up Leeton Inc). 'The Event' means the (Lap it up Leeton) Event. 'You' means the customer. 'Entrant' means you, the customer. 'Entrant Terms and Conditions' means this document.

COMPLIANCE WITH ENTRANT TERMS AND CONDITIONS, LOCAL LAWS AND CONDITIONS OF ENTRY

- By purchasing an Entrant ticket, you are agreeing to comply with all Entrant Terms and Conditions.
- By participating in the Event, you agree to not engage in any activities that may violate local laws or endanger the reputation of the Event.
- By participating in the Event, you agree to comply with the Event Conditions of Entry and Prohibited Items.

TICKETING & REFUNDS

- All Entrant tickets purchased are non-refundable and non-transferrable. Credit transfers for future Events or alternate tickets will not be issued.

EVENT CANCELLATION

- We reserve the right to postpone or cancel the Event for any reason.
- In the occurrence of the cancellation in advance of the Event, we will provide a full refund (excluding credit card processing fee).
- In the occurrence of a cancellation or postponement due to Government order, we reserve the right to reschedule the Event and offer an exchange to the rescheduled Event.
- In the occurrence of a reschedule, Entrants will be contacted directly with options to receive an exchange or refund.

LICENCE REQUIREMENTS

- Entrants must hold a current, un-restricted, unsuspended drivers' licence.
- Entrants holding a provisional licence must comply with the license conditions of the state of issue.

VEHICLE APPROVAL

- Acceptance of the Entrant vehicle for the Event is at the absolute discretion of the Event Organiser.
- Vehicle entries will only be considered if all criteria are met, and your application is fully completed including payment in full.
- We reserve the right to decline any entry during the application process without providing a reason.
- In the event of an entry being declined during the application process a refund will be issued.
- If your vehicle fails Scrutineering at the Event, it will not be permitted to participate in the Event.
In this occurrence you will be considered a Non-Participating Entrant and your ticket will be refunded.

ENTRANT REQUIREMENTS

- Your vehicle must be registered, or on Club Registration.

VEHICLE CHANGES

- Change of vehicles are permitted provided the new vehicle meets the minimum requirements as outlined in the 'Entrant Requirement'.
- Vehicle swaps will be permitted up to 2 weeks prior to the Event.

ENTRANT COMMUNITY CODE OF CONDUCT

- We believe in fostering a positive and respectful community that reflects the spirit of our Event. By entering the Event, you agree to abide by this Entrant Community Code of Conduct and help us create an enjoyable and safe environment for everyone. Let's come together to celebrate our shared passion for automotive culture responsibly and respectfully.
- Positive Promotion
 - Feel free to share and post your positive experiences from the Event. Spread the enthusiasm in a friendly and constructive manner.
 - Any online behaviour that violates this Entrant Community Code of Conduct including posting images or videos of anti-social behaviour including dangerous driving will not be tolerated and will be dealt with appropriately.

ENTRANT BEHAVIOUR

By participating in the Event, you agree to conduct yourself in accordance with the following Entrant Behaviour. As an Entrant, you are an essential part of creating a safe, enjoyable, and memorable experience for everyone involved.

- Show Respect & Respect the Show
 - Treat all participants, attendees, staff, security and volunteers with respect and courtesy.
 - Always conduct yourself in a responsible and well-behaved manner.
 - You are responsible for the behaviour of the passengers in your Entrant vehicle.
- Safety First

- Prioritize safety in all your activities during the Event.
- Follow all safety guidelines and instructions provided by the Event Organisers.

- Responsible Driving
 - While driving your vehicle within the Event always adhere to traffic rules and speed limits.
 - Do not conduct any form of reckless driving, or any actions that may endanger yourself, other participants, or bystanders.
- No Burnouts
 - Burnouts are **PROHIBITED** in all other areas at all times
- Alcohol and Substance Use
 - If you choose to consume alcohol, do so responsibly and in accordance with the law and your licence requirements. Excessive drinking that leads to disruptive behaviour will not be tolerated.
- Cooperation with Officials
 - Cooperate with Event Organisers, security personnel, and law enforcement officers at all times.
 - Follow their instructions promptly and without argument.

LIABILITY

- To the fullest extent permitted by law, we do not accept liability of any nature for the acts, omissions, or default of those providing services in connection with the Event or any liability for any illness, injury, damage, loss, delay or additional expenses which are incurred at or in association with this Event. Where legislation implies any condition or warranty which cannot be excluded or modified, that condition or warranty will be deemed to be included in this agreement. However, our liability for any breach of such condition or warranty will be limited, at our option, to the resupply of the services or the cost of having the services supplied again. In no Event will we be liable for any indirect, consequential, exemplary, or special damages.
- You acknowledge that We will NOT be responsible for any loss or damage to the property (including personal property such as bags, money, or other personal items) brought to or purchased at the Event by you or your invitees.
- You will be liable for any loss or damage caused at the Event by you or your invitees.

RIGHT OF ADMISSION

- The right of admission to the Event is reserved and is subject to the Event Organiser and the Event Terms and Conditions.

PRIVACY POLICY

- Pursuant to your booking, we may need to collect and keep personal information about you including your name, address, email, credit card or payment details, telephone number and the names of all ticket allocations. Your name, address and contact details will be shared with the Sanctioning Body responsible for the Event. We will collect and store your information, and if required by law, disclose information in accordance with the Privacy Act 1988.

- By entering (event), you give permission for the organisers to discuss and make alterations to your entry with the listed Entrant, or your emergency contact. We (event) are not able to discuss your application form with anyone else without prior written approval from the listed Entrant.

IMAGE USE

- As a condition of entry, each Entrant or agent for any accompanying adult and as parent or guardian for any accompanying child, grants to the Event Organiser the exclusive right to photograph or film or portray the Entrant, any accompanying adult or child and the Entrant's vehicle to use such photograph, film, portrayal without names or credits as the Event Organiser may in their absolute discretion think fit.

DECLARATION

- I confirm that I have read and understood these Entrant Terms and Conditions and agree to abide by all Entrant Terms and Conditions for the Event.



Operational Risk Assessment

Workgroup:	Public event	Employees involved in Risk Assessment: Roly Zappacosta
Division / Area:		
Task Description:		
Date:	01 – 05 -2024	
Version:	1	

Background

Lap it up Leeton is a new event for Leeton, where car, bike and truck enthusiasts get together and cruise the main streets of Leeton to help raise money for local charities. This will be an annual event held on the first Saturday in September.

Purpose

To ensure risks are managed to mitigate possibility of injury to members of the public, event coordinators and volunteers, while also controlling possibility of damage occurring.

Scope of Risk Assessment

Issued By: Lap it up Leeton Coordinator	Issue Date: 01/05/2024	Version:1 Last Review Date:	Page 1 of 5
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Methodology

Operational Risk Assessment

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

Operational WHS Hazard and Risk Register

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Traffic Management	Vehicles disobeying road closure signs	16	Traffic management plan to be developed (and approved) and implemented for the cruise route and marshalling area. Between 12pm and 9.30pm Lap it up Leeton committee to marshal vehicles from Belah Street to Pine Avenue to start the laps. Marshals to wear hi-vis vests Terms & Conditions to be part of the ticket purchase to ensure they are read.	12

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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
			All vehicles must be registered All drivers to be licensed to drive their vehicles All drivers to adhere to NSW Road Transport Regulations 2017 No Burnouts are permitted at any time All drivers and passengers must wear seat belts while vehicles are driven	
Weather	Wind, Rain, Thunderstorms	12	Watch long range weather forecast Committee members to decide 2 days before event is due to start to determine if event cancellation is to be considered.	
Amusement Rides	People getting injured on amusements Faulty equipment being set up Lack of supervision	15	Public Liability Insurance from Amusement Operator is to be obtained prior to the event, as well as copies of design registration All amusement rides to be registered with SafeWork NSW All amusements to be operated by a qualified operator	
Stall holders	Stalls/marquess collapsing	12	Proper erection procedures to be followed. Tents to be secured by weights or pegs Stalls handling food should comply with Food Authority NSW Copies of stallholders Public Liability Insurance will be obtained prior to trading	

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Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Underground utilities	Digging into the ground and striking water pipes, power etc...	15	Complete a 'dial before you dig' Liaise with Council Open Space Team to site plan so they can indicate areas to avoid – underground services identified by Parks/Open Space Teams.	
Power	Electrical shortages Electric shock	12	Ensure all power cords and outlets are tested and tagged prior to the event. Ensure appliances are kept away from water, heat etc.. Never leave electrical devices unattended Ensure a Residual Current Device (RCD) is used to test outlet prior to use.	
Injuries to volunteers and guests	Slips, trips and falls	12	First aid kit on site Emergency services notified in the event of an incident	
Injury to spectators	Slips, trips and falls	12	First aid kit on site Committee members to have access to mobile phones	
Fire	Small fire on site Fire damage to equipment	15	Fire and ambulance services notified of event Ensure there are adequate fire extinguishers on site	

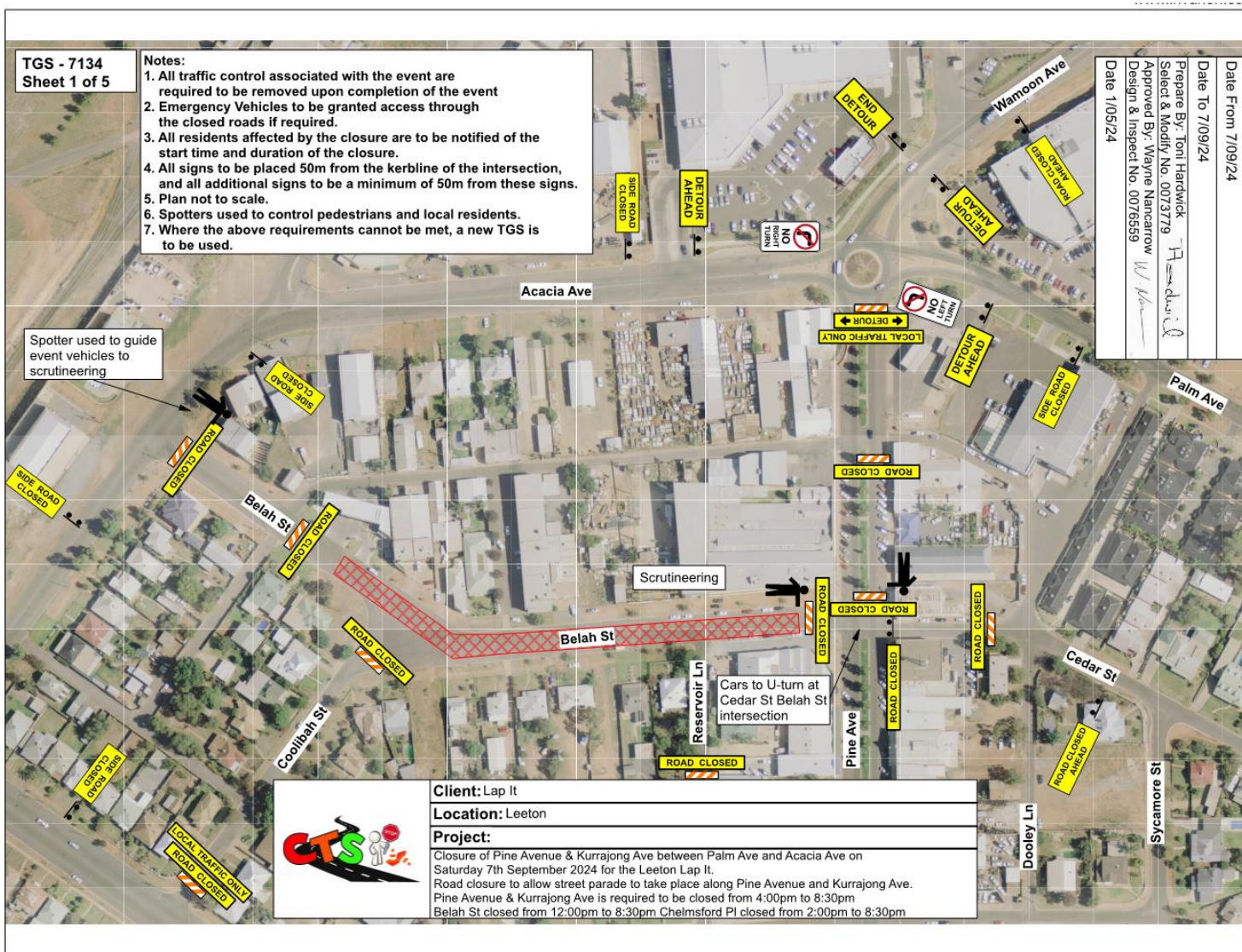
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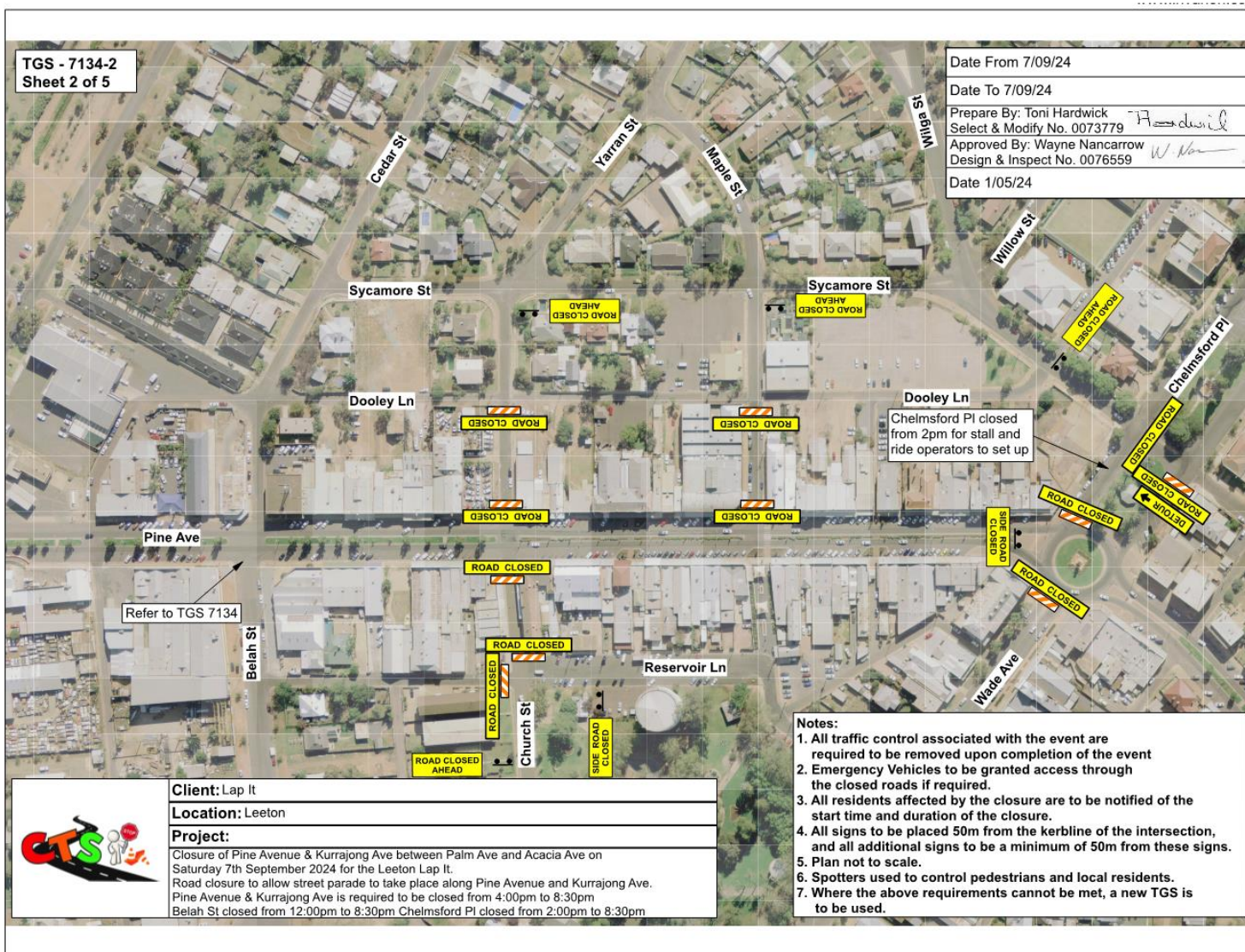


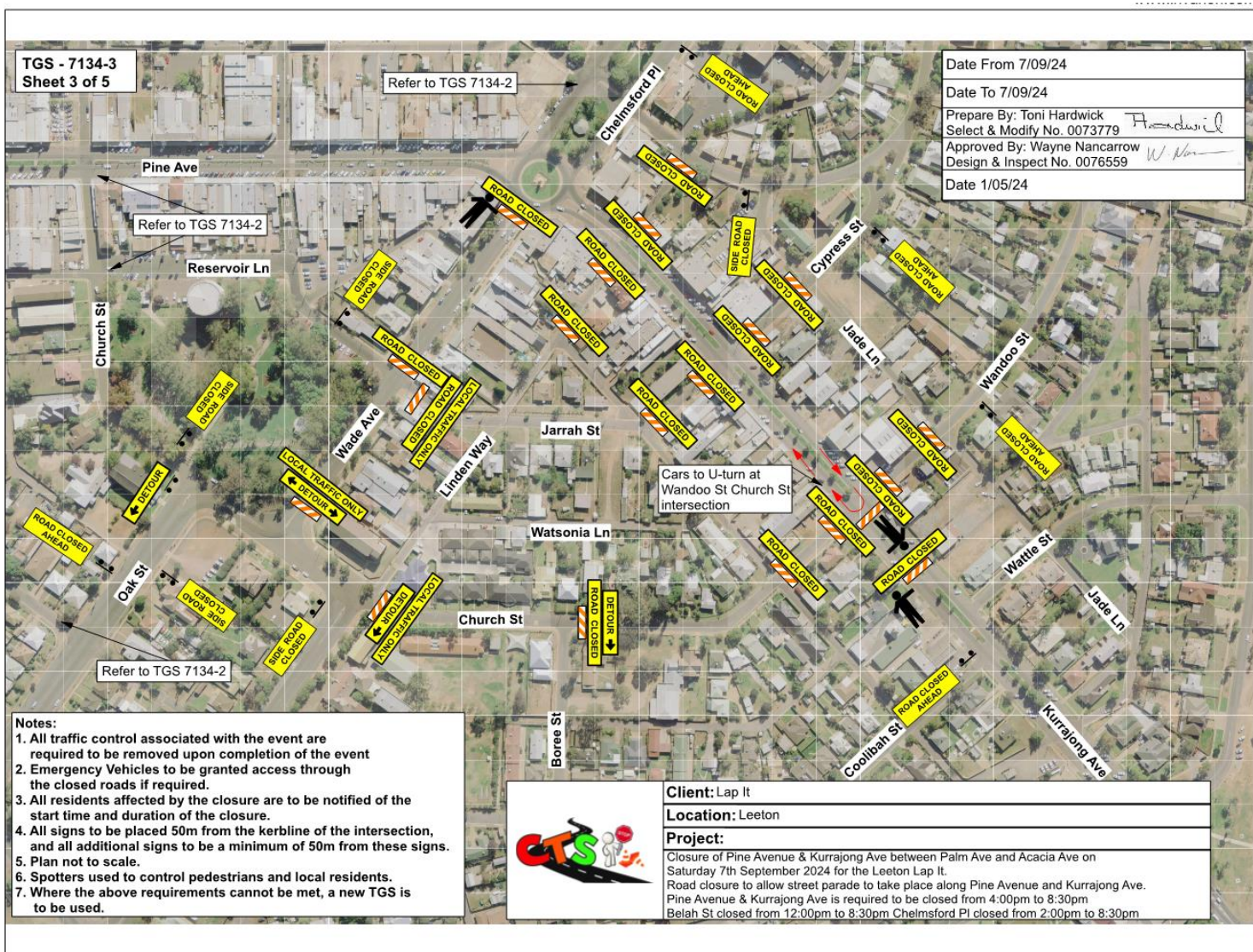
Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Entrants Vehicles	Spectators Hit by moving vehicle	20	Ensure all drivers have read the terms and conditions for entry Notify emergency service of the event Ensure all drivers are licensed and follow the NSW Roads Authority Meet with Police and Highway patrol prior to the event	
Unauthorised Vehicles	Unauthorised vehicles accessing route	15	All entrant vehicles will have an Entrant 2024 sticker on the front windscreen for identification All committee and volunteers to call police if unauthorized vehicles enter and speed or do burnouts. Traffic control personal to ensure they monitor access points to stop any vehicles passing through	
Public parking	Vehicles not parking in correct areas	8	Notices on social media of parking arrangements Authorised vehicles only past restricted points	

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TGS - 7134-4
Sheet 4 of 4


Date From 7/09/24
 Date To 7/09/24
 Prepare By: Toni Hardwick *Toni Hardwick*
 Select & Modify No. 0073779
 Approved By: Wayne Nancarrow *Wayne Nancarrow*
 Design & Inspect No. 0076559
 Date 1/05/24

Notes:

1. All traffic control associated with the event are required to be removed upon completion of the event
2. Emergency Vehicles to be granted access through the closed roads if required.
3. All residents affected by the closure are to be notified of the start time and duration of the closure.
4. All signs to be placed 50m from the kerbline of the intersection, and all additional signs to be a minimum of 50m from these signs.
5. Plan not to scale.
6. Spotters used to control pedestrians and local residents.
7. Where the above requirements cannot be met, a new TGS is to be used.

Client: Lap It
Location: Leeton
Project:
Closure of Pine Avenue & Kurrajong Ave between Palm Ave and Acacia Ave on Saturday 7th September 2024 for the Leeton Lap It. Road closure to allow street parade to take place along Pine Avenue and Kurrajong Ave. Pine Avenue & Kurrajong Ave is required to be closed from 4:00pm to 8:30pm Belah St closed from 12:00pm to 8:30pm Chelmsford Pl closed from 2:00pm to 8:30pm

TGS - 7134-5
 Sheet 5 of 5

Date From 7/09/24 Date To 7/09/24 Prepare By: Toni Hardwick Select & Modify No. 0073779 <i>Hardwick</i> Approved By: Wayne Nancarrow Design & Inspect No. 0076559 <i>W. Nancarrow</i> Date 1/05/24	 <p>Client: Lap It Location: Leeton Project: Closure of Pine Avenue & Kurrajong Ave between Palm Ave and Acacia Ave on Saturday 7th September 2024 for the Leeton Lap It. Road closure to allow street parade to take place along Pine Avenue and Kurrajong Ave. Pine Avenue & Kurrajong Ave is required to be closed from 4:00pm to 8:30pm Belah St closed from 12:00pm to 8:30pm Chelmsford Pl closed from 2:00pm to 8:30pm</p>
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ASIC
Australian Securities & Investments Commission

Record of Registration for Business Name

Business name information for:

Lap it up Leeton

This Record of Registration contains information recorded on the Australian Securities and Investments Commission's (ASIC) register under section 33(8) of the Business Names Registration Act 2011.

Date: 30 April 2024

Next renewal date: 30 April 2027

Record of registration issued by the Australian Securities and Investments Commission on 30 April 2024

Registry
Officer
Registry Services
On behalf of Australian Securities and Investments Commission

RECORD OF REGISTRATION



ASIC
Australian Securities & Investments Commission

Summary of business name details

Business name: Lap it up Leeton

Registration date: 30 April 2024

Status: Registered

Period of registration: 3 Years

Next renewal date: 30 April 2027

Business name holder details

Business name holder: Lap it up Leeton Incorporated

Holder type: Incorporated Body

ABN: 99701552809

Organisational representative: Rolando Roly Zappacosta

Residential address: 22 Wade Ave Leeton NSW 2705 Australia

Email address: matrick2@bigpond.com

Addresses

Address for service of documents

22 Wade Ave
Leeton NSW 2705
Australia

Principal place of business

22 Wade Ave
Leeton NSW 2705
Australia

Email

matrick2@bigpond.com

RECORD OF REGISTRATION



ASIC
Australian Securities & Investments Commission

RECORD OF REGISTRATION

Disclaimer

While every effort has been made to ensure the reliability and accuracy of the information in this record, ASIC does not guarantee or warrant the accuracy or authenticity of the information. ASIC will not be liable for any damage or loss arising from any incorrect or incomplete information provided.



LEETON SHIRE COUNCIL

MINUTES OF THE TRAFFIC COMMITTEE

LEETON SHIRE COUNCIL

WEDNESDAY 12 JUNE 2024

COMMENCING AT 10.30AM

COUNCIL BOARDROOM

FORMAL MEMBERS

Leeton Shire Council:	Cr Tony Cicca
NSW Police:	Inspector Jason Clarke
TfNSW:	Frank Goodyer
Local MP Nominee:	Shane O'Connell

INFORMAL MEMBERS

Leeton Shire RSO:	Stephanie Puntoriero
Leeton Shire GMO:	
Leeton Shire MRD:	

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 12 June 2024

APOLOGIES

Chris Lashbrook

CONFIRMATION OF THE MINUTES

OFFICERS REPORTS

Item 3.1 SPECIAL EVENT REQUEST - LAP IT UP LEETON 2024 TRAFFIC MANAGEMENT

RECOMMENDATION

THAT the Committee recommends Leeton Shire Council approves the Special Event Request to hold Lap it Up Leeton on Saturday 7TH September on State and Local Roads 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 given by Police.
4. Participants notify their insurers of their involvement in the event.
5. Vehicle registration and insurance are to be current and collected as part of event registration process.
6. The roundabout (monument) on Pine Avenue (Irrigation Way) it to be closed off to the public during the parade so no by-standers are to watch the parade from the roundabout.
7. Parade instructions are circulated to all participants through various methods (briefing session, and through email) and waiver forms are collected as part of the registration process.
8. Event Organisers and participants immediately obey all direction by Leeton Shire Council Officers.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 12 June 2024

9. Advertising of the road closures are to take place 2 weeks prior to the event in local newspapers and social media to ensure locals are aware of the event. All emergency services are to be notified of the event and traffic disruptions associated with the event.
10. Public Liability Insurance is to include Transport for NSW, NSW Police and Leeton Shire Council as interested parties.
11. That the Lap it Up Leeton Event is a No Organised MotorCycle Gang (OMCG) event.

Failure to comply with any of the above conditions will immediately void approval.

Changes to recommendation: Yes

Representative	For	Against
RMS	Yes	
Police	Yes	
Member for Murry	Yes	
Leeton Shire Council	Yes	

There being no further business the meeting closed at 11:10 am.