
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 10 APRIL 2024
REPORTS TO COUNCIL – INFRASTRUCTURE AND ENGINEERING SERVICES

1. WORKS REPORT

Author	Director Infrastructure and Engineering Services
Responsible Officer	Director Infrastructure and Engineering Services
Link to Strategic Plans	CSP – 4.3.4 Ensure Council's property assets are monitored and well managed

Executive Summary

This report provides information regarding works undertaken for the given period for operational and capital works.

Report

The Works Report (**Attachment No. 1**) for the period 1 March to 31 March 2024 is presented to Council for information.

Financial Implications

Council has provision for these services in its Operational Budget.

Legal and Regulatory Compliance

Local Government Act 1993
Roads Act 1993

Risk Management Issues

Nil

Internal/External Consultation

Nil

Attachments

1. Works Report

RECOMMENDATION

That the information be noted.

NARROMINE SHIRE COUNCIL
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REPORTS TO COUNCIL – INFRASTRUCTURE AND ENGINEERING SERVICES

2. KURRAJONG TREES – NARROMINE CEMETERY

Author	Director Infrastructure and Engineering Services
Responsible Officer	Director Infrastructure and Engineering Services
Link to Strategic Plans	CSP – 1.1.10 Ensure that quality built, and natural shade is provided to public places, open spaces and recreation facilities

Executive Summary

This report provides a future strategy for the tree canopy at Narromine Cemetery.

Background

In September 2022 Council resolved to undertake a community consultation process for the future of the Kurrajong Trees at the Narromine Cemetery. Fifteen submissions were received and a report was presented to the February 2023 Council Meeting. The resolution of the February 2023 Council Meeting was to undertake a Review of Environmental Factors (REF) at the Narromine Cemetery for the removal of the Kurrajong trees.

As part of the REF process, in late 2023 Council engaged a consultant to provide Heritage Advice on the Kurrajong trees at Narromine Cemetery. The heritage report recommended the Kurrajong trees were an important part of Narromine history and that all living Kurrajong trees should be retained and dead Kurrajongs should be replaced with young Kurrajong trees.

The findings of this report were presented to Council at its Ordinary Meeting held 14 February 2024 and it was resolved that;

1. Council remove the Kurrajong trees from the Narromine Cemetery and replace them with a more suitable tree that requires less maintenance for the future, provides shade and a habitat for the birds.
2. The tree replacement program at the Narromine Cemetery be completed in stages.
3. If the budget allows, that the tree replacement program begin within the next 12 months.
4. A further report be provided to Council outlining the costings involved.

2024/026

Notwithstanding the resolution of Council, to proceed with the removal of the trees, a formal approval process is still required.

This report details the next steps including costs and approvals associated with tree removal and replacement at the Narromine Cemetery.

There are thirty-five (35) Kurrajong trees in total, twenty (20) along the Western Avenue and fifteen (15) along the Eastern Avenue, this report assumes the removal and replacement of all thirty-five (35) trees.

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2. KURRAJONG TREES – NARROMINE CEMETERY (Cont'd)

Report

Council has reviewed the process required for the removal of Kurrajong trees and replacement with new trees and the following must be noted:

- Narromine Cemetery is listed on the State Heritage Inventory
- As a heritage listed item any significant work, including tree removal, requires a specific approval process (Narromine Local Environmental Plan 2011, s5.10).
- The approval process will require additional reports and investigations to prove works are appropriate and in-line with heritage requirements, incurring additional costs.
- Reduced shade at the cemetery will occur for a period of time after the replacement trees are planted, even with purchase of mature trees. A remedy for this has not been included within the costings.
- Irrigation at the cemetery will require upgrading to facilitate tree establishment in the months after planting.
- It will be very challenging to remove the tree roots without extensive excavation. As the roots die and decompose the surface could collapse and become uneven
- Due to the remaining stumps and root system, the replacement trees will need to be located slightly offset to the current alignment.

Council recommends one of two tree types: Crepe Myrtle and Luscious Kanooka Gum (planted at Trangie Cemetery). More information on these trees can be found in **Attachment No. 2**. To maximise shade and maintain a habitat space within the cemetery mature trees over 3 metres in height are recommended. However, larger trees are significantly more expensive than smaller trees and a mixture of both large (>3m) and medium (2m) could be used to reduce the project cost.

The costs of the project are shown below (costs are high level and GST excluded).

Activity	Cost	Comment
Investigation and reports into works on a heritage site	\$25,000	One heritage consultant's report has recommended trees remain within the cemetery.
Process and review the Development application	\$2,000	This will require a reasonable amount of staff time to undertake the submission and then review the application.
Removal of existing trees (including stumps)	\$18,500	Work to be undertaken by specialist contractor. (Note: increased travel costs to attend site multiple times.)
Purchase of 35 mature trees	\$4,100 each \$143,500	Mature trees are estimated to be at least 3 metres high to provide some shade cover. Note: smaller trees are significantly cheaper; a 2 metre tall tree is approximately \$600

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Installation of trees (including crane hire)	\$15,000	It is estimated 35 trees would take 3 weeks to fully install. Excavation, soil and crane will be required.
Upgrade of irrigation network	\$3,000	Replacement to utilise hydro-excavation for minimal impact to buried objects.
Total	\$207,000	

In 2024/2025 the cemetery has two capital work projects: upgrade of the baby grave area (\$25,000) and removal and replacement of the toilets (\$35,000). Council's parks and gardens staff will prune and shape the Kurrajong trees in Winter 2024. It is expected this work will significantly improve the visual aesthetic of the trees.

Given the planned upcoming work at the Cemetery and the time required for the DA approval process, the following staged implementation program is suggested.

Financial Year	Activities Undertaken
2024/2025	<ol style="list-style-type: none"> 1. Prune and shape existing kurrajong trees 2. Remove dead tree/s 3. Plant small (1-2m) trees (preferred selection) in various locations around cemetery in vacant locations. 4. Further investigate approval process, engage and review required heritage and ecological investigations. 5. Finalise approvals and obtained sign-off to complete works. 6. Create tree replacement plan. 7. Investigate community infrastructure funding grants. 8. Confirm preferred replacement tree option and finalise costing
2025/2026	Replace some trees (funding dependent) on the East Avenue. Consider replacement with a variety of medium and large trees.
2026/2027	Complete East Avenue tree replacement. Consider replacement with a variety of medium and large trees.
2027/2028	Replace trees on the West Avenue (depending on funding)
2028/2029 and beyond	Continue to replace trees on West Avenue at approximately \$30,000 per year until replacement is complete.

Financial Implications

This project is significant cost and Council does not currently have budget for these works. This project could be an option for a community infrastructure funding program.

If the existing Kurrajong trees are not removed the costs of maintenance remain low, pruning and shaping will be undertaken by Council's parks and gardens team.

Legal and Regulatory Compliance

Local Environmental Plan (2011)
Heritage Act 1977
Environmental Planning and Assessment Act 1979

2. KURRAJONG TREES – NARROMINE CEMETERY (Cont'd)

Risk Management Issues

All works within the cemetery need to be managed to ensure minimal disruption to both the ground and the vicinity to ensure the space remains peaceful and undisturbed.

Internal/External Consultation

Community consultation occurred and fifteen (15) submissions were received, seven (7) submissions were for support of retaining the existing trees, seven (7) were supportive of replacement and one was undecided.

Attachments

2. Tree specification data sheet
3. Kurrajong Tree layout at Narromine Cemetery

RECOMMENDATION

That Council;

1. Determines the preferred tree selection for the Narromine Cemetery, and
2. Undertake the staged implementation program listed above, with the replacement budget and program reviewed annually.

3. APPLICATION FOR ROAD CLOSURES FOR SPECIAL EVENTS POLICY

Author	Director Infrastructure and Engineering Services
Responsible Officer	Director Infrastructure and Engineering Services
Link to Strategic Plans	CSP – 4.3.4 Ensure Council's property assets are monitored and well managed

Executive Summary

The Applications for Road Closure for Special Events Policy was written in 2009 and was overdue for a review. This report details the changes to the updated policy.

Report

The Applications for Road Closure for Special Events Policy details the process an individual or organisation must adhere to in order to obtain permission from Council to temporarily close a road.

3. APPLICATION FOR ROAD CLOSURES FOR SPECIAL EVENTS POLICY (Cont'd)

The main changes in this revision include:

- Streamlining of the document, removing superfluous and obsolete information.
- Clarifying the purpose of the document – only for planned events that are occurring on (or partly on) Council or State Roads within Narromine Shire.
- Removing all Roads Act clauses, as these can be found online within the Roads Act.
- Updating the application for road closure template
- Removing the Schedule 1 Form “Notice of Intention to Hold a public Assembly” as this is for the police and should be sought directly from the Police (not from Council).
- Reducing the notification period to Council in the event of a minor (less than eight hour) road closure of a Council owned road.

The changes will have minimal impact on the intent and operation of the policy.

Attachment No. 4 includes the current version of the policy, along with the updated version for your consideration.

Financial Implications

None

Legal and Regulatory Compliance

Local Government Act 1993
Roads Act 1993

Risk Management Issues

Nil

Internal/External Consultation

Nil

Attachments

4. Applications for Road Closure for Special Events Policy

RECOMMENDATION

That the updated policy for Applications for Road Closure for Special Events be endorsed.

Melanie Slimming
Director Infrastructure and Engineering Services

Works Report

Water and Sewer

Water consumption varied across March as temperatures fluctuated, however, the intermittent cooler days allowed staff to effectively manage water reservoirs to ensure water was consistently available. As the weather starts to cool, decreased consumption is being observed across the three towns.

In March the Productivity Commissioner interviewed and visited Narromine to gain insight into water and sewer facilities in regional hubs. Council's Utilities Manager was instrumental in these discussions and provided great insight into the critical role Council plays in providing key services to the community. The investigation is reviewing how state and federal governments can best support Councils in delivering key resources to the community. A key review area was collaboration and funding opportunities. Council also used the opportunity to highlight the current challenges and constraints around funding for the much needed upgrade to the water treatment plant.

Planning for the Trangie water main replacement along Weembah and Mullah Streets is well underway, with construction occurring in May and June. This work will replace the old water main that runs through the laneway at the back of the Trangie Hospital, due to the very poor condition of the existing pipe the laneway is currently closed, once the works have been completed the laneway will be reopened.

In March the water team undertook multiple water service adjustments to work with other planned construction works including the resealing of Dappo Road and the lowering of services on A'Beckett Street to accommodate for the new kerb and gutter construction, planned to start in April.

The Northern Zone Water Booster project is well underway and procurement is completed. Council has purchased a pre-fabricated building which will house the pump and electrical equipment and construction works are scheduled to take place in coming months. The southern booster system was instrumental in providing a continuous water supply to residents during summer when water consumption increased, the second booster system will provide additional redundancy and improved pressure to residents in the northern portion of town.

The Water and Sewer team will be undertaking works around the Dandaloo Crossing in mid-April, in preparation for the rail works occurring throughout May. The rail works are being run by ARTC and will result in a road closure for the duration of the works.

Facilities and Major Projects

Progress at the wetlands includes the successful implementation of BBQs and ongoing design work for footpath signage. Construction of a second Wetlands carpark with access from Gainsborough will start in mid-April with sealing of the carpark to occur in May, working in with the Gainsborough Road construction activities.

Rotary Park is awaiting sealing which is expected to take place in early April.

Works Report (Cont'd)

The arrival of Dundas Park toilets is imminent, with local contractors set to install them this financial year.

Construction works for Council-owned Belgrove Street subdivision in Trangie will start in April with sewer construction the first component. The sewer will be an extension of Council's existing sewer infrastructure and constructed by a local contractor with the support of Council's water and sewer staff. Additionally, contracts for kerb, gutter, and footpath constructions have been finalized and this work will start in the coming months.

Narromine and Trangie Pools have closed for the season but will reopen in late September. Major maintenance over the winter period includes: painting of the Trangie Pool and shade shelter renovations at the Narromine pool.

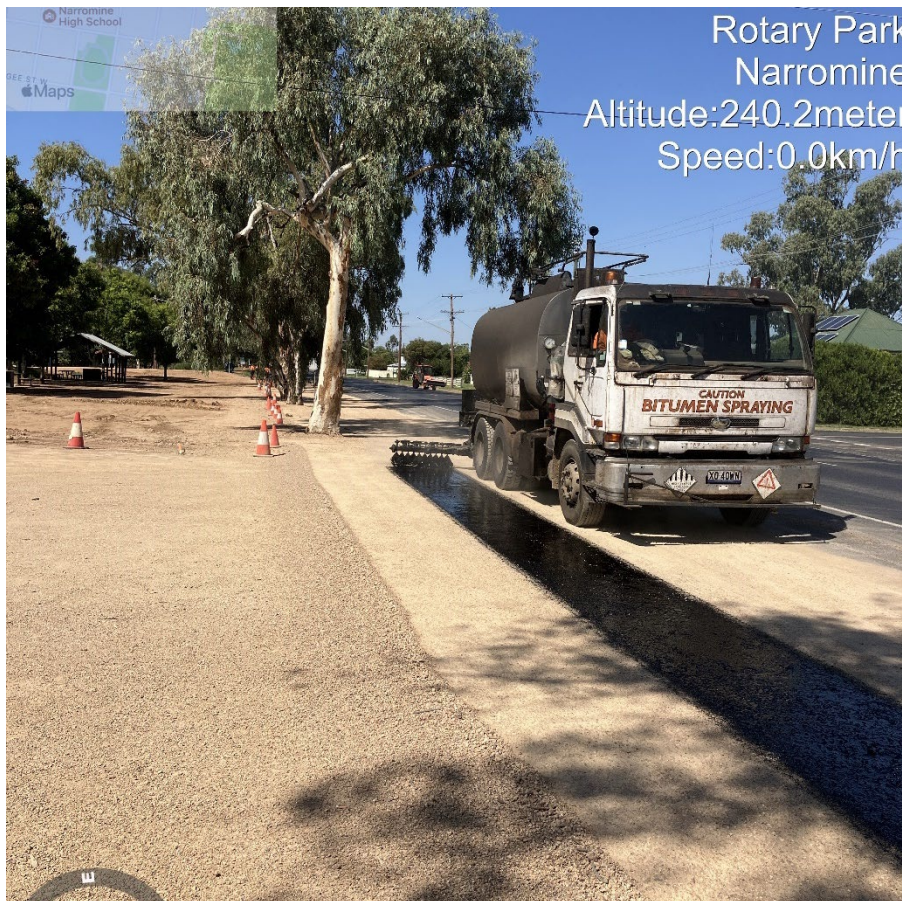


Figure 1: Sealing of the Rotary Park Toilet carpark is underway

Works Report (Cont'd)

Parks and Gardens

The Parks and Gardens team have continued to be busy with the warm weather mowing, slashing and beautifying the town.

The team engaged a specialist turf consultant to review the Narromine ovals, the specialist provided feedback that the ovals were in good condition but provided recommendations for some fertilizer and bug control products to address problem areas. The consultant will be engaged to apply the first application of the recommended products and to provide guidance to Council staff. Council has subsequently engaged the consultant to review the Trangie Ovals, in particular locations across the oval that appear thin and unhealthy. The consultant will provide an ongoing maintenance program for Council to follow to ensure the ovals are maintained to the highest quality possible.

The parks and gardens team is kept busy monitoring and repairing irrigation lines and managing Council's green spaces and playgrounds.



Figure 2: Parks and gardens staff repairing an irrigation main pipe leak

Works Report (Cont'd)

Roads

Council is currently working on a number of roads projects. The intersection of Gainsborough Road and Tullamore Road is nearly complete with sealing occurring in late March, line marking will occur in the coming weeks to complete the works on the intersection. Works are well underway on the remainder of Gainsborough Road with the intention to part open the road in early May for the cotton season.

Council is encouraging staff to use a mobile app called TimePhoto which records time, date and location of the photo. This app is incredibly helpful for grant funding purposes and allows staff to remember where photos have been taken. These photos are being used within the reports to assist with information capture.



Figure 3: Sealing of McGrane Way / Gainsborough Road Intersection

Council continues to work on Tullamore Road, approximately 15km south of Narromine Township. The first two kilometers are widened with the subbase compacted.

Road resealing is underway across the Shire with works occurring on Dappo Road, Burraway Road and some urban roads across Trangie and Narromine, this work will continue into April.

Works Report (Cont'd)



Figure 4: Dandaloo Street has been ressealed

Narromine Saleyard Upgrade Project

In March soil testing was conducted at the Narromine Saleyard to determine potential contamination and future use restrictions or remediation. The contamination report was received in late March with findings showing that no contamination was detected and therefore no remediation is required.

The next step of this project is to undertake community consultation and engage a planning consultant to determine a “master plan” of the precinct. Whilst the intended future use is not yet determined, it is anticipated that the area will incorporate a larger, fit-for-purpose truck stop, with walking connectivity to the fuel station, designated light vehicle parking for school traffic and a stormwater catchment area to complement the northern drainage project that is currently underway. The next phase of the project will start in July 2024.

Pedestrian Access Mobility Plan (PAMP)

Council is in the final stages of completing the Pedestrian Access Mobility Plan (PAMP). This plan outlines and prioritises the pedestrian access projects (e.g. footpaths and pedestrian crossings) that Council undertakes, shaping the long-term financial plans and capital projects. A briefing on the PAMP will be provided to Council in the coming months, prior to Public Exhibition.

Works Report (Cont'd)

Narromine Northern Drainage Project

Council's Engineering Department have been working with a consultant to design a stormwater drainage pipeline to improve drainage around Dundas Park. Once installed the pipeline will significantly reduce flooding over the highway and in Dundas Park. The pipeline will run along Meryula Street and discharge into the river near Rotary Park. The project is fully grant funded with the design expected to be completed by the end of May. Construction for the works is anticipated to start before Christmas.

Trangie Road Tour

In late March Council staff from the Engineering and Infrastructure Delivery teams attended a roads tour with members of the Trangie Community. The community members drove Council staff on many of the highly trafficked rural roads, specifically detailing where specific issues existed and potential changes in road conditions and usage over the years.

Of particular interest was Ellengerah Road which has been significantly upgraded on the Warren Shire end but remains an unsealed road within our boundaries. Council utilizes traffic counts and asset inspections to understand road usage and deterioration to plan and prioritise road projects.

Meeting and collaborating with members of the community are vital to Council's success in rolling out road programs to best suit everyone's needs. It is also a great way for staff to communicate upcoming works and planned upgrades.

Lagerstroemia indica x fauriei 'Sioux'



CREPE MYRTLE (HOT MUSK PINK)

Creating quite the visual impact over a lengthy period, this variety offers masses of intense, pink flowers over summer, followed by stunning, rich foliage colour in tones of yellow, red and orange through autumn, before shedding its leaves. When mature, the bark of this variety will peel, creating a mottled effect to reveal the beautiful caramel-pink colour of its underbark.

With good autumn colour and long summer flowering, this variety makes a great specimen tree for the small garden or landscape. Works well in streetscapes.

Foliage Deciduous

Form V-Shaped

Mature Size 6-8 x 4m

Family Lythraceae

Prefers well-drained humus rich soil in a full sun position. Can tolerate most conditions but moisture is preferred in dry periods when young.



Small



Deciduous



V-Shaped



Avenue



Coastal



Feature
Bark



Feature
Flower



Feature
Foliage



Group
Planting



Shade
Tree



Specimen

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Tristaniopsis laurina 'DOW10' Luscious ®



LUSCIOUS KANOOKA GUM, WATER GUM

An Australian native, this is an improved variety of the regular *Tristaniopsis laurina*. Leaves are dark green, shiny and large - and as the name suggests, luscious in appearance! New growth starts out a distinctive copper colour and further interest appears over time with the branches developing deep purple coloured bark which peels back to reveal a smooth, cream trunk. Flowers are yellow and sweetly perfumed, appearing in clusters through summer.

Its dense form makes for an attractive hedge or screen. A great summer shade tree or feature tree.

This variety tolerates a wide range of soil and climate conditions including frost. Not suited to very hot or dry climates or exposure to hot winds without regular watering. Will tolerate most moist, well drained soils in full sun. Whilst it copes with occasional wet ground, it is not suitable for inundated or saturated soil conditions.

Foliage Evergreen

Form Oval

Mature Size 8 x 4m

Family Myrtaceae



Small



Evergreen



Oval



Avenue



Bird
Attracting



Feature
Flower



Feature
Foliage



Group
Planting



Hedging



Informal
Screening



Native

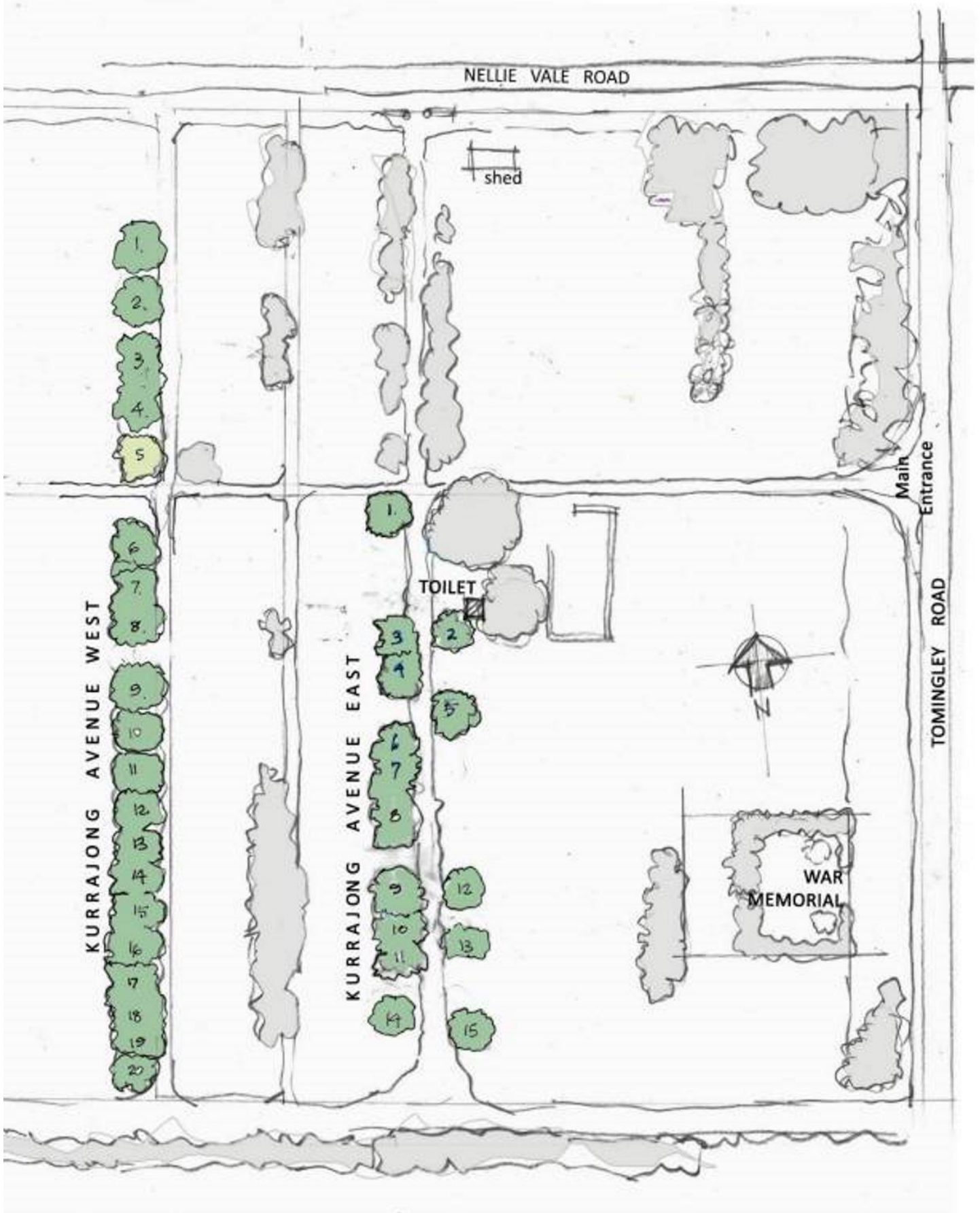


Shade
Tree



Specimen

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APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL EVENTS

Updated Version

DOCUMENT VERSION CONTROL

Modified By	Date Reviewed	Date Approved	Review Period
Paul Gallagher Director of Engineering Services	June, 2009	By Council on 15 September 2009 Res No 2009/373	3 years
Director Infrastructure and Engineering Services	April 2024		4 years

OBJECTIVE

1. To provide guidance and manage the requirements for the temporary closure of Public Roads within the Shire when requested by members of the public.
2. To assist organisers meet their requirements under the Roads Act with respect to temporary closure of public roads.

POLICY

A request from an individual or organisation to close a public road must meet the following notification requirements:

- Road closure less than 8 hours – 4 weeks' notice
- Road closure more than 8 hour OR on a State Road* – 4 months' notice

*In Narromine Shire State Roads are the Mitchell Highway, Newell Highway, Manildra and Culling Streets. These roads are under Transport for NSW control and Council does not have authority to close the road without consent.

A request to close a road must be made in writing to Council via a "Road Closure Request" Form.

The notification period ensure Council can table the item at the Local Traffic Committee Meeting and seek further approval from regulators as required.

Background

1. A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special traffic management arrangements, and may involve large numbers of participants and/or spectators. Examples are marathons, fun runs, cycling events, parades, marches and street market days.
2. The definition also applies to events conducted in their own venue if the event requires special traffic management arrangements and multiple agency support.

Road Closure Requirements

1. All special events are to be undertaken in accordance with the Transport for NSW guidelines. Information can be found at:
<https://www.transport.nsw.gov.au/operations/roads-and-waterways/business-and-industry/event-management-guidelines>.
2. A completed Special Event Transport Management Plan (*Annexure 1*), including a certified Traffic Guidance Scheme (TGS) is to be forwarded to Council at least ten days prior to the event and prior to advertising the proposed closures.
3. In the event where road barricades are required, Council is able to setup road closures (including signs) at the cost of the individual/organisation. All sign and barricade setup must be in accordance with Transport for NSW guidelines and in line with the TGS.

4. Events are to be undertaken in accordance with the requirements of the NSW Police Service with their approval documentation forwarded to Council for notation.
5. If there is a need for any person to direct traffic on a public road, they are required to possess an appropriate traffic controller's certificate.
6. For approval of the road closure, a current copy of a public liability insurance policy in the amount of at least \$20 million must be provided to Council.
7. The event convener is to notify all affected businesses and residents adjacent to the proposed closure indicating the period during which their accesses will be affected. Such notification is to be in writing.
8. The area/s are to be left in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths.
9. All setup and reinstatement costs will be borne by the event organiser.

TEMPORARY ROAD CLOSURES

Special Event Transport Management Plan Template

1. EVENT DETAILS

1.1 Event Summary

Event Name:

Event Location:

Event Date:

Event Start Time:

Event Finish Time:

Event Setup Start Time:

.. Event Pack-up Finish Time:

Event is: off Street on street moving on street non moving
 Held regularly throughout the year (calendar attached)

1.2 Contact Names

Event Organiser **

Phone: Fax:Mobile:

Email:

Event Management Company (if applicable)

Phone: Fax:Mobile:

Email:

Council

Phone: Fax:Mobile:

Email:

Roads & Traffic Authority (if Class 1)

Phone: Fax:Mobile:

Email:

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

1.3 Brief description of the event (one paragraph)

.....
.....
.....

TEMPORARY ROAD CLOSURES

2. RISK MANAGEMENT – TRAFFIC

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

3. TRAFFIC AND TRANSPORT MANAGEMENT

Class 1	Class 2	CLASS 3	3.1 The route or location
			<input type="checkbox"/> Map attached
			3.2 Parking
			<input type="checkbox"/> Parking organised – details attached
			<input 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 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 type="checkbox"/> Public transport not impacted or will not impact			
3.6 Re-opening roads after moving events			
<input 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 type="checkbox"/> There are no unique traffic requirements for this event			
3.8 Contingency plans			
<input type="checkbox"/> Contingency plans attached			
3.9 Heavy vehicle			
<input type="checkbox"/> Impacts heavy vehicles – RTA to manage			
<input type="checkbox"/> Does not impact heavy vehicles			
3.10 Special event clearways			
<input type="checkbox"/> Special event clearways required – RTA to arrange			
<input type="checkbox"/> Special event clearways not required			

TEMPORARY ROAD CLOSURES

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

<div style="background-color: red; color: white; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg);">CLASS 1</div> <div style="background-color: yellow; color: black; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg);">CLASS 2</div> <div style="background-color: green; color: white; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg);">CLASS 3</div>	4.1 Access for local residents, businesses, hospitals and emergency vehicles
	<input type="checkbox"/> Plans to minimise impact on non-event community attached
	<input type="checkbox"/> The event does not impact the non-event community either on the main route (or location) or detour routes
	4.2 Advertise traffic management arrangements
	<input type="checkbox"/> Road closures or restrictions – advertising medium and copy of proposed advertisements attached.
	<input type="checkbox"/> No road closures or restrictions but special event clearways in place – advertising medium and copy of proposed advertisements attached
	<input type="checkbox"/> No road closures, restrictions or special event clearways – advertising not required.
	4.3 Special event warning signs
	<input type="checkbox"/> Special event information signs are described in the Traffic
	<input type="checkbox"/> Control Plan/s This event does not require special event warning signs
	4.4 Permanent Variable Message Signs
	<input type="checkbox"/> Messages, locations and times attached
	<input type="checkbox"/> This event does not use permanent Variable Message Signs
	4.5 Portable Variable Message Signs
	<input type="checkbox"/> The permanent messages and locations for portable VMS are attached
<input type="checkbox"/> This event does not use portable VMS	

5. PRIVACY NOTICE

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

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

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

6. APPROVAL AND AUTHORISATION

TMP Approved by.....Event OrganiserDate

Regulation of Traffic Authorised by: RTADate

Or: CouncilDate



Current Version

NARROMINE SHIRE COUNCIL

**APPLICATIONS FOR ROAD CLOSURES
FOR SPECIAL EVENTS**

POLICY

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

APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL EVENTS POLICY

NARROMINE SHIRE COUNCIL

APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL EVENTS POLICY

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DOCUMENT VERSION CONTROL

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

APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL EVENTS POLICY

OBJECTIVE

1. To manage the requirements for the temporary closure of Public Roads within the Shire.
2. To assist organisers meet their requirements under the Roads Act with respect to temporary closure of public roads.

POLICY

That Council, as a matter of policy, request that organisations apply in writing to Council if requesting a Road/Street closure for the purpose of a special event, a minimum of four (4) months from the proposed start date of the event in order to conform with the current requirements, to allow time for the issue to be considered at the next Traffic Committee Meeting which are held every two months, to allow time to draft the necessary documentation and seek further approval from the Road and Traffic Authority and Police Service where required.

Background

1. A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special traffic management arrangements, and may involve large numbers of participants and/or spectators. Examples are marathons, fun runs, cycling events, parades, marches and street market days.
2. The definition also applies to events conducted in their own venue if the event requires special traffic management arrangements and multiple agency support.

Special Events

1. All special events are to be undertaken in accordance with the Guide to Traffic and Transport Management for Special Events Version 3.2 (available from <http://www.rta.nsw.gov.au/trafficinformation/downloads/tmcspcialeventsdl1.html>)
2. A Traffic Control Plan certified by a person with a "Worksite Traffic Control Certificate" is to be forwarded to Council for its notation prior to advertising the proposed closures at least ten days prior to the event (refer form 1 attached).
3. Events are to be undertaken in accordance with the requirements of the NSW Police Service with their approval documentation forwarded to Council for notation (refer form 2 attached).
4. If there is a need for any person to direct traffic on a public road, they are required to possess an appropriate traffic controller's certificate.
5. If the Police Service provide an escort for the event hence precluding the requirement to undertake a formal road closure(s) along the route, otherwise barricades will need to be put in place prior to the event and removed at it's completion.

APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL EVENTS POLICY

6. Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$10 million such policy is to note that Council is indemnified against any possible action as the result of the event.
7. The event convener is to notify all affected businesses and residents adjacent to the proposed closure indicating the period during which their accesses will be affected. Such notification is to be in writing.
8. The area/s are to be left in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths.
9. That in complying with legislation for the process of road closures, the cost of staff time be borne by Council but external costs such as advertising will be borne by the event organiser.

Other Temporary Closures

1. A Traffic Control Plan certified by a person with a "Worksite Traffic Control Certificate" is to be forwarded to Council for its notation prior to advertising the proposed closures at least ten days prior to the event
2. If there is a need for any person to direct traffic on a public road, they are required to possess a traffic controller's certificate.
3. Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$10 million such policy is to note that Council is indemnified against any possible action as the result of the closure.
4. The Applicant is to notify all affected businesses and residents adjacent to the proposed closure indicating the period during which their accesses will be affected. Such notification is to be in writing.
5. The area/s are to be left in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths.
6. That in complying with legislation for the process of road closures, the cost of staff time be borne by Council but external costs such as advertising will be borne by the applicant.

ROADS ACT 1993

122 Temporary regulation of traffic

(1) A roads authority may regulate traffic on a specified public road or on all public roads for which it is the roads authority:

(a) in relation to a classified road, by means of an order published in a daily newspaper circulating generally throughout the State, or

APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL EVENTS POLICY

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

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

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

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

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

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

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

144 Permits for road events

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

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

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

TEMPORARY ROAD CLOSURES

Special Event Transport Management Plan Template

1. EVENT DETAILS

1.1 Event Summary

Event Name:

Event Location:

Event Date:

Event Start Time:

Event Finish Time:

Event Setup Start Time:

.. Event Pack-up Finish Time:

Event is: off Street on street moving on street non moving
 Held regularly throughout the year (calendar attached)

1.2 Contact Names

Event Organiser **

Phone: Fax:Mobile:

Email:

Event Management Company (if applicable)

Phone: Fax:Mobile:

Email:

Council

Phone: Fax:Mobile:

Email:

Roads & Traffic Authority (if Class 1)

Phone: Fax:Mobile:

Email:

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

1.3 Brief description of the event (one paragraph)

.....
.....
.....

TEMPORARY ROAD CLOSURES

2. RISK MANAGEMENT – TRAFFIC

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

3. TRAFFIC AND TRANSPORT MANAGEMENT

Class 1	Class 2	CLASS 3	3.1 The route or location
			<input type="checkbox"/> Map attached
			3.2 Parking
			<input type="checkbox"/> Parking organised – details attached <input 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 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 type="checkbox"/> Public transport not impacted or will not impact
3.6 Re-opening roads after moving events			
<input 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 type="checkbox"/> There are no unique traffic requirements for this event			
3.8 Contingency plans			
<input type="checkbox"/> Contingency plans attached			
3.9 Heavy vehicle			
<input type="checkbox"/> Impacts heavy vehicles – RTA to manage <input type="checkbox"/> Does not impact heavy vehicles			
3.10 Special event clearways			
<input type="checkbox"/> Special event clearways required – RTA to arrange <input type="checkbox"/> Special event clearways not required			

TEMPORARY ROAD CLOSURES

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

<div style="background-color: red; color: white; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg);">CLASS 1</div> <div style="background-color: yellow; color: black; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg);">CLASS 2</div> <div style="background-color: green; color: white; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg);">CLASS 3</div>	4.1 Access for local residents, businesses, hospitals and emergency vehicles
	<input type="checkbox"/> Plans to minimise impact on non-event community attached
	<input type="checkbox"/> The event does not impact the non-event community either on the main route (or location) or detour routes
	4.2 Advertise traffic management arrangements
	<input type="checkbox"/> Road closures or restrictions – advertising medium and copy of proposed advertisements attached.
	<input type="checkbox"/> No road closures or restrictions but special event clearways in place – advertising medium and copy of proposed advertisements attached
	<input type="checkbox"/> No road closures, restrictions or special event clearways – advertising not required.
	4.3 Special event warning signs
	<input type="checkbox"/> Special event information signs are described in the Traffic
	<input type="checkbox"/> Control Plan/s This event does not require special event warning signs
	4.4 Permanent Variable Message Signs
	<input type="checkbox"/> Messages, locations and times attached
	<input type="checkbox"/> This event does not use permanent Variable Message Signs
	4.5 Portable Variable Message Signs
	<input type="checkbox"/> The permanent messages and locations for portable VMS are attached
<input type="checkbox"/> This event does not use portable VMS	

5. PRIVACY NOTICE

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

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

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

6. APPROVAL AND AUTHORISATION

TMP Approved by.....Event OrganiserDate

Regulation of Traffic Authorised by: RTADate

Or: CouncilDate

TEMPORARY ROAD CLOSURES

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

SUMMARY OFFENCES ACT 1988 – Sec 23

To the Commissioner of Police

1.	<p>I, (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 which will assemble at(place) at approximatelyam / pm and disperse at approximately.... am / pm</p> <p>or</p> <p>(b) a public assembly, being a procession of approximately..... (number) persons which will assemble at approximately . am / pm, and at approximatelyam / pm the procession will commence and shall proceed (Specify route any stopping places and the approximate duration of any stops and the approximate time of termination. A diagram may be attached)</p>
2.	<p>The purpose of the proposed assembly is</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

TEMPORARY ROAD CLOSURES

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 assemble *(strike out whichever is not applicable)*

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

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

(ii) The following number and type of animals will be involved in the assembly.
.....
.....

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

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

5. Notices for the purposes of the Summary Offences Act 1988 may be served upon me at the following address:
.....
.....
..... Postcode
Telephone No.....

6. Signed:
Capacity / Title:
Date: