



Traffic Facilities Committee Meeting

Wednesday 4 May 2022

10.30am

Foyer Room

Yass Valley Council

209 Comur Street, Yass

Traffic Facilities Committee Meeting

A G E N D A

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Acknowledgement of Country

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Close of Meeting Time

YASS VALLEY TRAFFIC FACILITIES MANAGEMENT COMMITTEE MEETING, WEDNESDAY 4 MAY 2022 HELD AT THE FOYER ROOM YASS COUNCIL CHAMBERS AT 10.30AM

Acknowledgement of Country

I acknowledge that we are meeting on the ancestral land of the Ngunnawal people. I recognise the Ngunnawal as the traditional custodians and pay respect to the Elders of the community and their descendants.

[Brief summary of the issue.](#)

1.0 Present:

2.0 Apologies:

3.0 Declaration of Interest:

4.0 Public Participation:

Nil

5.0 Confirmation of Minutes

That the minutes of the Traffic Committee meeting held on 16th March 2022 be endorsed.

6.0 Matters Arising From Minutes

Nil

7.0 Matters for Information

Nil

ATTACHMENTS: Nil

8. MATTERS CONSIDERED BETWEEN MEETINGS

8.1 CAPITAL REGION MASTERS CYCLING CLUB 2022 CYCLE EVENTS

SUMMARY

To consider a request for cycle events on roads within Yass Valley.

RECOMMENDATION

That the approval be noted.

FINANCIAL IMPLICATIONS

Nil at this stage.

REPORT

Council has received a request from the Capital Region Masters Cycling Club to undertake on road bicycle events using of roads within Yass Valley Council.

This request was referred to TfNSW and NSW Police and the following approval was subsequently issued.

That the proposed Capital Regional Masters Cycling Club (the organiser) 2022 Cycling events and their associated traffic management plans, policies, check lists and guides be approved for roads where Yass Valley Council (YVC) is the road authority (excludes any highways, state roads etc) subject to the following conditions:

- The organiser directly notify (including flyers in letter boxes) all residents that may be affected by the approved events program as soon as possible;
- The organiser directly notify (including flyers in letter boxes) all residents that may be affected by the approved event one week prior to the event occurring;
- The organiser obtain separate and direct approval from NSW Police to undertake the events;
- The organiser erect signs at the start and finish of the Dog Trap Road route one week prior to the event advising of the details of the event including date and times;
- YVC Council, NSW Police Force and TfNSW be noted as interested parties on the event insurance;
- All escort vehicle drivers, event marshals, event participants, etc. will at all times obey the provisions of NSW Transport Legislation;
- The certified traffic control plan for each event must be implemented, monitored and decommissioned by an accredited person;
- The organisers, event marshals, event participants etc are to take all possible actions to minimise the effect of the event on the non-event community, throughout the event;
- The organiser shall comply with any COVID restrictions enforce at the time of each event;
- The organiser note that Council and/or the Police will monitor future events and provide feedback to the Committee which will be use when considering future event applications; and

The organiser shall comply with the above conditions and the undertakings in its submission. Failure to comply will immediately void this approval.

ATTACHMENTS: Nil

9.2 SUTTON MARKETS

SUMMARY

To consider a request received to hold country markets at Sutton.

RECOMMENDATION

That the Committee consider the request for the Sutton Markets and, if considered appropriate, support the following approval for inclusion in the DA consent:

That the Sutton Country Markets be approved subject to the following conditions:

1. The organiser is to supply Council with a copy of the current Public Liability Insurance for the event with a minimum \$20,000,000 indemnity. Transport for NSW, NSW Police and Yass Valley Council are to be identified on the insurance document as “interested parties” or equivalent.

2. The event organiser is to arrange for an appropriately certified Traffic Management Plan (TMP) and associate Traffic Guidance Scheme (TGS) to be prepared;

Note: Information shall be provided on any signage, detours and traffic changes, specifically how the traffic management will actually work.

Note: Management of vehicles exiting Majura Lane and turning onto Bywong Street shall be addressed.

3. That the event organiser implement the TMP and associated TGS;

4. The event organiser is to arrange the supply and installation/removal of appropriate signs etc. identified in the TMP and associated TGS. All personnel involved must be appropriate accredited;

5. The event organiser is to provide safe pedestrian access plan;

Note: This shall demonstrate the safe pedestrian access for people who have parked near Sutton Primary School, crossing the Bywong Street.

6. The event organiser is responsible for directly notifying all residents that may be affected by the approved events as soon as possible;

7. Event marshals, event participants etc. will at all times obey the provisions of NSW Transport Legislation;

8. The event organiser is to ensure any local traffic, emergency services vehicles etc can safely and efficiently access/egress any property impacted;

9. The event organiser is responsible for ensuring that car parking and traffic movements are to be monitored and supervised for the safety of pedestrians and other vehicles.

10. Event organisers, event marshals, volunteers, event participants etc. are to take all possible actions to minimise the effect of the event on the non-event community, throughout the event;

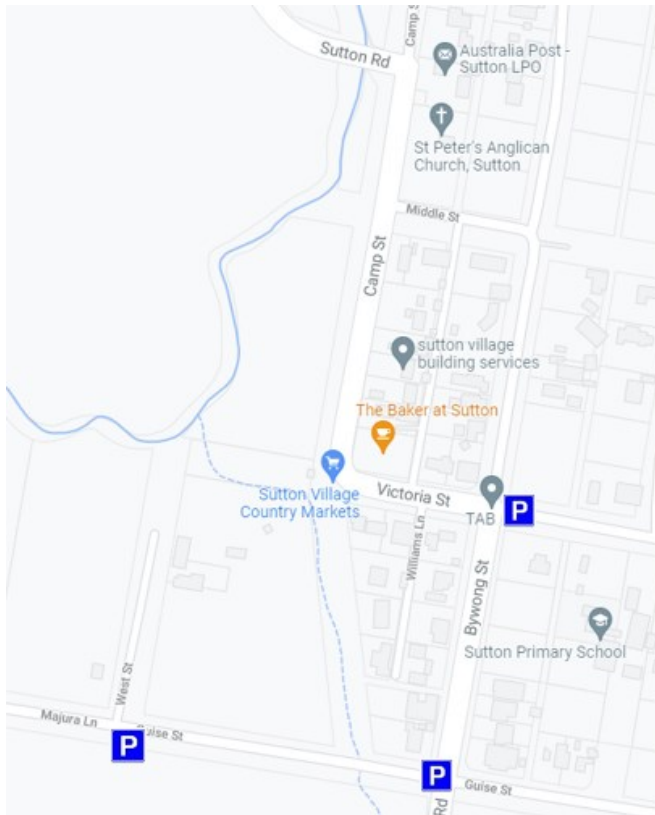
11. Event organisers shall comply with the above conditions and the undertakings. Failure to comply will immediately void this approval.

FINANCIAL IMPLICATIONS

Nil Cost to Council.

REPORT

Council has received a Development Application (DA210143) for markets to be held on the Recreation Area in Sutton Village. Exact details of the first event have not been provided due to the uncertainties created by COVID 19. Refer following site plan.



This request was referred to TfNSW and NSW Police in September 2021 and TfNSW raised a number of concerns about traffic and pedestrian safety. Refer attached email chain below. Contact details removed.

The applicant has recently provided additional information for consideration by the Traffic Committee including:

- response from Applicant to questions raised by TfNSW (attached below)
- revised TGS (attached below)
- revised TMP –refer separate attachment

In addition a copy of the following original documents has also been attached below for information:

- Statement of Environment Effects
- Emergency Management Plan

Email Chain of Issued raised in relation to the Original application for Sutton Markets

To: Asbian Bhandari

Cc: Terry Cooper; Vanessa Wilson; Maurice Morgan; Mel Lausz

Subject: RE: Doc 484237 RE: Doc 467702 RE: FW: Event - DA210143 - Sutton Markets

Hi Asbian

Thank you for the updated TMP and supporting documents.

Maurice and I have discussed the updated documents and there are still a few issues that require clarification.

- 1. Doc OXT – SVM – 001A states that the traffic management plan will be utilised when traffic volumes exceed 300 per hour (to enable exit of traffic from Guise St onto Bywong St).
 - a. How and where will the traffic volume be measured?*
 - b. Is the 300 per hour just traffic exiting Guise St or does it include traffic on Bywong St?*
 - c. What is lag time between the 300 p/h volume being reached and the plan being operational e.g. how long before people are controlling traffic?*
 - d. Is it possible to pre-empt the demand and have traffic management scheduled for peak periods and extend if required?**
- 2. Doc OXT – SVM – 001 indicates public parking at the Primary School
 - a. Other than the proposed signage, what precautions are in place to protect pedestrians crossing Bywong St?*
 - b. Will there be event staff near the school directing drivers to the parking area?**
- 3. Many people will be parking along Camp St in front of the Bakery and Bob Collis Reserve.
 - a. What plans are in place to aid and protect pedestrians that are walking along Camp St?**

Regards Duncan

From: Asbian Bhandari

Sent: Wednesday, 12 January 2022 8:40 AM

To: Duncan Mcrae

Cc: Terry Cooper <; Vanessa Wilson >; Maurice Morgan

Subject: RE: Doc 484237 RE: Doc 467702 RE: FW: Event - DA210143 - Sutton Markets

Hi Duncan,

Hope everything is well. I hope you had a good break.

Just wondering if you or TfNSW Development Services have had chance to go through submitted plans for the Sutton Village Country Markets? The applicants are chasing me for an update from your 'TfNSW's' ends.

Regards,

Asbian Bhandari | Development Standards Engineer | Yass Valley Council

From: Asbian Bhandari

Sent: Thursday, 16 December 2021 1:37 PM

To: 'Duncan Mcrae'

Cc: Terry Cooper; Vanessa Wilson; 'Maurice Morgan'

Subject: Doc 484237 RE: Doc 467702 RE: FW: Event - DA210143 - Sutton Markets

Good Afternoon,

As requested, please see attached TMP and associated doc that has been provided by the applicant for your review.

Regards,

From: Asbian Bhandari

Sent: Thursday, 7 October 2021 2:47 PM

To: 'Duncan Mcrae'

Cc: Terry Cooper; Vanessa Wilson ; Maurice Morgan <

Subject: Doc 468455 RE: Doc 467702 RE: FW: Event - DA210143 - Sutton Markets

Hi,

Thank you, we will provide you for review, once we receive it. The date isn't confirmed at this point due to the COVID restrictions. They are however hoping before Christmas assuming the current road map goes to plan.

Kind Regards,

From: Duncan Mcrae <<mailto:Duncan.Mcrae@transport.nsw.gov.au>
Sent: Thursday, 7 October 2021 1:13 PM
To: Asbian Bhandari <>
Cc: Terry Cooper ; Vanessa Wilson ; Maurice Morgan <<mailto:Maurice.MORGAN@transport.nsw.gov.au>
Subject: RE: Doc 467702 RE: FW: Event - DA210143 - Sutton Markets

Hi Asbian

Thank you so much for the additional information, also for adding the additional questions for the organisers. We will all need to revisit this once the TMP is received from them. **Noted**

I've copied in TfNSW Development Services, as it is an ongoing event and they need to be in the loop.

Is there a date scheduled for the next markets?

Regards Duncan

From: Asbian Bhandari []
Sent: Thursday, 7 October 2021 12:51 PM
To: Duncan Mcrae >
Cc: Terry Cooper >; Vanessa Wilson <<mailto:Vanessa.Wilson2@transport.nsw.gov.au>>
Subject: FW: Doc 467702 RE: FW: Event - DA210143 - Sutton Markets

Hi Duncan,

Thank you for your comments.

Are you happy with this now that I have added your concerns in as conditions (in green) to the approval. Moreover, the provided evacuation plan diagram is attached, showing the exit points.

Updated Conditions of Consent

1. The organiser is to supply Council with a copy of the current Public Liability Insurance for the event with a minimum \$20,000,000 indemnity. Transport for NSW, NSW Police and Yass Valley Council are to be identified on the insurance document as "interested parties" or equivalent.

2. The event organiser is to arrange for an appropriately certified Traffic Management Plan (TMP) and associate Traffic Guidance Scheme (TGS) to be prepared;

Note: Information shall be provided on any signage, detours and traffic changes, specifically how the traffic management will actually work.

Note: Management of vehicles exiting Majura Lane and turning onto Bywong Street shall be addressed.

3. That the event organiser implement the TMP and associated TGS;

4. The event organiser is to arrange the supply and installation/removal of appropriate signs etc. identified in the TMP and associated TGS. All personnel involved must be appropriate accredited;

5. The event organiser is to provide safe pedestrian access plan;

Note: This shall demonstrate the safe pedestrian access for people who have parked near Sutton Primary School, crossing the Bywong Street.

6. The event organiser is responsible for directly notifying all residents that may be affected by the approved events as soon as possible;

7. Event marshals, event participants etc. will at all times obey the provisions of NSW Transport Legislation;

8. The event organiser is to ensure any local traffic, emergency services vehicles etc can safely and efficiently access/egress any property impacted;

9. The event organiser is responsible for ensuring that car parking and traffic movements are to be monitored and supervised for the safety of pedestrians and other vehicles.

10. Event organisers, event marshals, volunteers, event participants etc. are to take all possible actions to minimise the effect of the event on the non-event community, throughout the event;

11. Event organisers shall comply with the above conditions and the undertakings. Failure to comply will immediately void this approval.

Kind Regards,

Asbian Bhandari | Development Standards Engineer | **Yass Valley Council**

From: Duncan Mcrae <u>

Sent: Friday, 1 October 2021 1:49 PM

To: Asbian Bhandari < >

Cc: Terry Cooper ; Vanessa Wilson <

Subject: Doc 467702 RE: FW: Event - DA210143 - Sutton Markets

Hi

TfNSW has had a look at the documents provided, Sutton Road is not a state road at this point, so in this instance the DA does not need to be referred to Transport Development team.

Community and Place would however like provide comment from an LTC perspective.

Comments/questions/potential issues:

- Safe pedestrian access – in particular people who have parked near Sutton PS, how will they will be able to safely cross Bywong Street?
- Move information is needed on any signage, detours and traffic changes , specifically how the traffic management will actually work?
- Management of drivers exiting Majura Lane and turning right onto Bywong Street, this needs to be address.
- An Evacuation Plan (diagram) has not been provided.

Warm regards,

Duncan

Duncan McRae

Lead Community and Safety Partner

South Region

Community & Place | Regional and Outer Metropolitan

From: Asbian Bhandari

Sent: Friday, 1 October 2021 10:53 AM

To: "Duncan.Mcrae

Cc: Terry Cooper <>

Subject: RE: FW: Event - DA210143 - Sutton Markets

Hi Duncan,

Hope you are well,

Just hoping for your comments and support for this Sutton market event proposal, when you have a moment.

Please note, that the anticipated start date is now pushed back due to the ongoing covid restrictions.

Please let me know if you need anything else or would like to discuss.

Kind Regards,

Asbian Bhandari | Development Standards Engineer | Yass Valley Council

From: Asbian Bhandari

Sent: Wednesday, 22 September 2021 5:59 PM

To: 'Duncan.Mcrae@transport.nsw.gov.au'; Stephen Pidgeon

Cc: Terry Cooper <

Subject: FW: Event - DA210143 - Sutton Markets

Hi,

We have received a request for the Sutton Markets event to be held on the 3rd of October 2021 subject to COVID-19 restrictions (see below). Attached are the submitted application, site map, emergency management plan and statement of environmental effect.

Subject to your support, Council proposes to approve this event with the following approval conditions.

1. The organiser is to supply Council with a copy of the current Public Liability Insurance for the event with a minimum \$20,000,000 indemnity. Transport for NSW, NSW Police and Yass Valley Council are to be identified on the insurance document as "interested parties".
2. The event organiser is to arrange for an appropriately certified Traffic Management Plan (TMP) and associate Traffic Guidance Scheme (TGS) to be prepared ;
3. That the event organiser implement the TMP and associated TGS
4. The event organiser is to arrange the supply and installation/removal of appropriate signs etc. identified in the TMP and associated TGS. All personnel involved must be appropriate accredited;
5. The event organiser is responsible for directly notifying all residents that may be affected by the approved events as soon as possible;

6. Event marshals, event participants etc. will at all times obey the provisions of NSW Transport Legislation;
7. The event organiser is to ensure any local traffic, emergency services vehicles etc can safely and efficiently access/egress any property impacted;
8. The event organiser is responsible for ensuring that car parking and traffic movements are to be monitored and supervised for the safety of pedestrians and other vehicles.
9. Event organisers, event marshals, volunteers, event participants etc. are to take all possible actions to minimise the effect of the event on the non-event community, throughout the event;
10. Event organisers shall comply with the above conditions and the undertakings. Failure to comply will immediately void this approval.

Kind Regards,

From: Jeremy Knox

Sent: Friday, 27 August 2021 2:21 PM

To: Terry Cooper

Subject: DA210143 - Sutton Markets

Hi Terry,

Please find attached the emergency management plan for Sutton Markets event + further details below on the number of stalls and visitors.

I'll send you the referral task again in Magiq.

Kind regards,

Jeremy

From: Yolanda Haverfield

Sent: Friday, 20 August 2021 3:50 PM

To: Jeremy Knox ;

Subject: Doc 460816 Re: Proposal to Establish and Operate a Country Market in Sutton Village

Good afternoon Jeremy

Sorry for the late reply as am working from home and it has been very busy.

Thank you for contacting me with an update.

Yes, unfortunately with the lockdown in the ACT and NSW we have not been able to progress very far. I am waiting to hear back from the Aboriginal Land Council. I have sent them an email but I believe I will need to call them on Monday.

As a result of the lockdowns, we will need to push back our start date to the 3rd of October.....but this may change as its dependant on what the circumstances are closer to this date.

At this stage for the initial start-up phase (Stage 1) we would hope to have up to 40 to 60 stalls with around 250 visitors, but this is only a guesstimate.

Each stage we hope would progress and to increase our numbers of stallholders. We hope to achieve around 100x stallholders by stage 3. But again, a guesstimate as we need to consider COVID in the mix.

I have attached our Emergency Management Plan as requested. Please note that the Sutton SES have also been notified of our upcoming dates, for their reference.

Please let me know if you need any further information from me and I do appreciate your continued support and assistance.

Kind Regards

Yolanda Haverfield

From: Jeremy Knox <<mailto:JKnox@yass.nsw.gov.au>>

Sent: Friday, 20 August 2021 12:19 PM

To: Yolanda Haverfield <

Cc: 'Yolanda Haverfield' <>

Subject: RE: Proposal to Establish and Operate a Country Market in Sutton Village

Hi Yolanda,

Hope everything is well!

ust touching base again in relation to the Sutton Markets. I am assuming the September 5 start has been pushed back with the current situation in the ACT and NSW?

I've now also heard back from our Manager Engineering Services who is Council's representative to the Yass Valley Traffic Committee. The Traffic Committee have requested some further information about the event to be able to determine the impact on traffic and parking, and any required conditions.

☐ An estimate on number of stalls and visitor numbers for each stage of the markets (i.e. consideration of the anticipated growth).

☐ A copy of a risk assessment and/or risk management plan for the event.

If you could get that information to me in due course that would be appreciated.

I have also received some feedback from the Sutton Progress Association who assisted Council in doing the community consultation for this proposal, which has come back as primarily positive. The only concern really raised was about damage to the oval as a result of vehicles and stalls.

Please let me know if any questions.

Thanks, Jeremy

Jeremy Knox | Development Planner | Yass Valley Council

Response from Applicant to Questions Asked by TfNSW

1. *Doc OXT – SVM – 001A states that the traffic management plan will be utilised when traffic volumes exceed 300 per hour (to enable exit of traffic from Guise St onto Bywong St).*

We wish to retract document **OXT-SVM-001A** as the noted volume of traffic was grossly overestimated. We believe a recent traffic survey that was completed on Bywong Street by Council prior to the recent installation of the pedestrian island would collaborate this overestimation.

Due to the small scale of the Markets, we do not expect a high volume of traffic at the intersection in question.

2. *Doc OXT – SVM – 001 indicates public parking at the Primary School.*

In revising our Traffic Management Plan (**SVM-TMP-001** attached), which was submitted in December 2021, we noted that the Work Area map pictured on page 11 was incorrect. This had been superseded by the attached **OXT-SVM-001** document. In the revised map, on the corner of Camp St and Victoria Street where it notes Market Parking in yellow, this is directing patron parking towards the School end of Victoria street.

The other amendment made to the map is that the parking area was moved from the Childcare Centre to the Victoria Street Public parking area outside of the school grounds, “parking” noted in red. The map also shows the yellow signage near school grounds advising “Market Parking”. This is another sign directing patrons to the public parking available outside of the school grounds on Victoria St.

- a. *Other than the proposed signage, what precautions are in place to protect pedestrians crossing Bywong St?*

Council have recently installed a Pedestrian Island on Bywong street as a pedestrian safety measure.

- b. *Will there be event staff near the school directing drivers to the parking area?*

No, Stallholders will be provided with a map prior to market day showing preferred parking options.

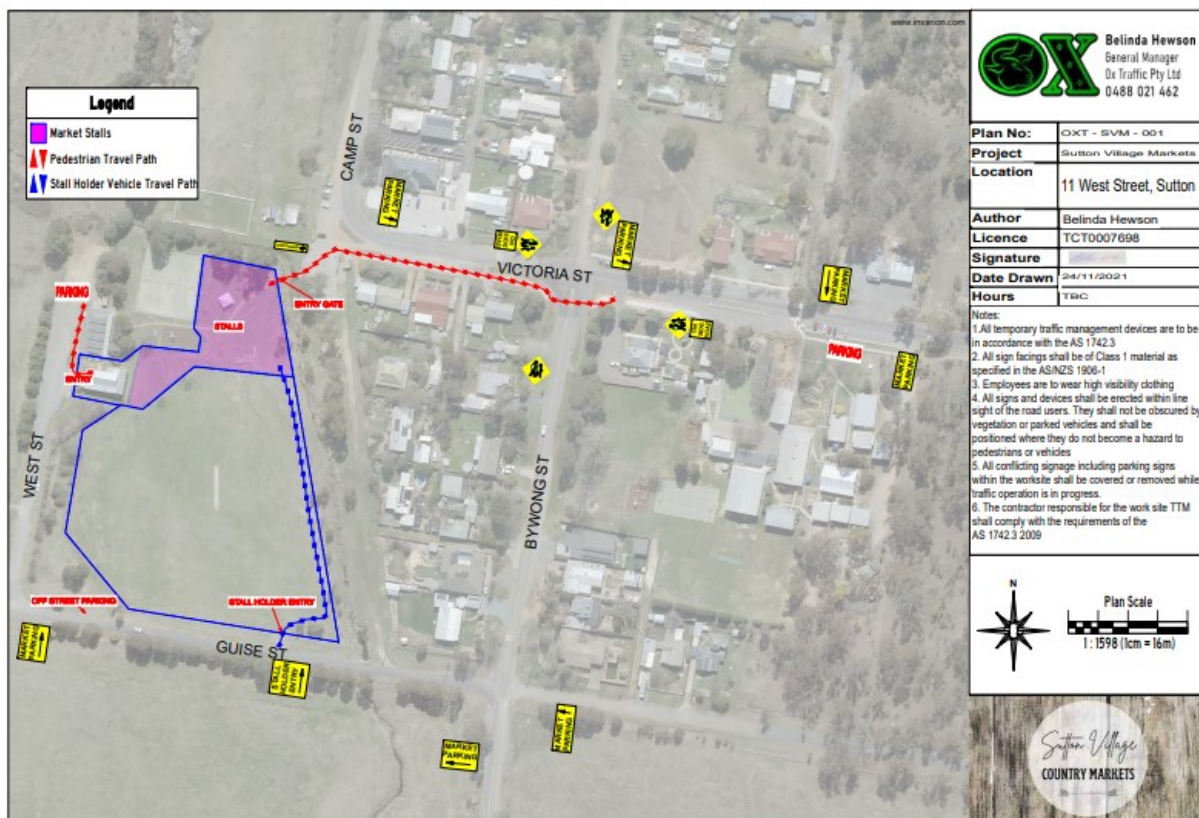
3. *Many people will be parking along Camp St in front of the Bakery and Bob Collis Reserve.*

This is not an area that we will be promoting as Market Parking, we will be providing proposed patron parking on our Website and Social Media platforms as well as street signage directing patrons to Guise Street, West Street and the School end of Victoria Street.

Please refer to our attached **Public Parking Allocations Map** (this information will be made available on our Website/Social Media outlets).

- a. *What plans are in place to aid and protect pedestrians that are walking along Camp St?*
- b. *Camp Street is not an area that we recommend for patron or stallholder parking.*

Updated TGS Provided by Applicant



Statement of Environmental Effects

Sutton Village Country Markets



Statement of Environmental Effect

Introduction – Sutton Village Country Markets (SVCN)

Two Sutton residents, Yolanda Haverfield and Sandie Moore, would like to put forward a proposal to Yass Valley Council to establish and operate a Country Market in Sutton Village.

The proposed Markets would initially be held on a fortnightly basis, on a Sunday from 8:00am until 2:00pm in warmer months and from 9:00am until 2:00pm during the cooler months. The Markets have the potential to grow and operate on a weekly basis, which we would like to have as an available option in 2022 and hereafter.

The following dates are the proposed **2021 Market dates**:

September – 5th (start date) and 19th

October – 3rd, 17th and 31st

November – 14th and 28th

December – 12th (end date for 2021)

2022 – TBA

The Markets are proposed to begin in September 2021, with the preferred venue being Sutton Oval. We have selected this location as it is in the middle of the Village and business district. We would like include in our Proposal that the Sutton Hall be part of our agreement/rental of the grounds as this would secure the Oval and grounds for the Markets use only.

Staffing:

We would allocate two staff to work at the Markets at all times. The first staff member would be the administration officer (on stall holder setup/locations/questions and supervision of the Markets whilst operating). The second staff member would be on parking operations (directing stall holders re parking for unload and load up), pedestrian access supervision and walking the grounds assessing and addressing any issues that may arise. SVC Market staff will be identifiable as they will be wearing high visibility vests at all times.

Garbage and Waste Disposal/Care of Grounds:

We have strict stall holder protocols requesting that stall holders be responsible for rubbish removal at their own site, including taking all rubbish away with them at pack-up time. Additional rubbish bins will be placed around the grounds for patron use and an end of day check of the grounds will be completed once all stall holders and patrons have departed.

Stall holders will be advised to use sandbags or weights to secure their gazebos as pegs will not be permitted on the grounds.

By implementing these steps, we can ensure that the grounds will be left in good order.

Insurance:

Our business (Sutton Village Country Markets) will have a minimum cover of \$20 million for Public Liability. In addition, each stall holder will need to provide a current copy of their \$10M Public Liability insurance at time of stall application/registration. Those without insurance will come under the SVC

Markets insurance cover.

Traffic Management Plan:

The Oval grounds has adequate off-road car parking available on Majura Lane and West Street (near the Hall entry end and along the roadside). Further parking is available near the Sutton Public School on Victoria Street. The Oval has a large gate entry on Majura Lane which could be used as a stall holder's delegated entry point (i.e. food vans) for setup and pack up. Stall holders will be directed to drive down the tree line (not on the oval) to access their setup areas. Vans/cars will **not** be permitted to drive across the oval at any time.

Stall holders will be allocated staggered arrival/set up times to alleviate any congestion at these locations. Additionally, stall holders will be able to unload their goods and trolley them in from the front of the oval (entry over the bridge) and from the back of the oval near the Hall. It will be requested that stall holders park their vehicles at the Sutton Public School carpark so that the back of the grounds remains available for members of the public.

The SES will be notified in advance of all Market Days for their own awareness and monitoring requirements.

Public Access:

The Oval grounds has three entry and exit points allowing for easy flow of public access – Victoria Street via the pedestrian bridge, West Street near the Hall and Majura Lane via the large gate.

Community Group Opportunities:

We would like to invite local community groups to share in a free site to be utilised on a rotational basis, where they can run a sausage sizzle or an educational stand to raise funds for their organisation. This would also give groups the opportunity to run a raffle and raise awareness of their organisation and any events or information they may wish to promote.

Our vision is to run a professional Country Market which will provide benefits to the Sutton Community, to local establishments and give small business the opportunity to showcase their products.

Should you have any queries, please feel free to contact us.

Yolanda Haverfield

Sandie Moore

Emergency Management Plan



Emergency Management Plan

Sutton Village Country Markets

ABN: 89 391 157 870

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In the event of an emergency, contact the Market Management immediately. Sutton Village Country Markets' organisers and management are responsible for coordinating evacuation and emergency response until emergency services arrive, at which point they take control of and responsibility for the emergency situation.

The Market Management will:

- liaise with fire, police, or ambulance services as required
- ensure the safe evacuation of all occupants from the market site
- direct occupants of the market to assembly points

CALL 000 IN AN EMERGENCY – AMBULANCE, POLICE, FIRE	
Police Assistance	131 444
Crime Stoppers	1800 333 000
NSW State Emergency Services	132 500
Sutton Fire Brigade	0418 303 232 / 0418 244 471
National Relay Service	TTY/voice calls - 133 677 Speak and Listen - 1300 555 727 SMS relay - 0423 677 767
Translation Service	131 450
Poison Information	13 11 26
Lifeline	13 11 14

MARKET ORGANISERS & FIRST AID OFFICERS	
Yolanda Haverfield	██████████
Sandie Moore	██████████

NEAREST HOSPITALS	
Queanbeyan District Hospital & Health Service 107 Collett St, Queanbeyan NSW 2620 (02) 6150 7000	Calvary Public Hospital 30 Mary Potter Cct, Bruce ACT 2617 Phone: (02) 6245 3100

INCIDENT REPORT PROCEDURE

Any accidents or incidences that occur must be documented in the Incident Report Book at the Information Marquee. This report will include the contact details for all people involved (including any witnesses). Incident report form to be completed.

EMERGENCY EVACUATION PLAN & PROCEDURE

PROCESS FOR NOTIFYING EMERGENCIES

Please advise the Market organisers of the emergency by phone or runner. Contact emergency services immediately on **triple zero '000'** if with the incident concerns the police, fire or explosions, or requires ambulance services. In the event of extreme weather conditions, floods or trees falling, contact the SES on **132500**.

ALERTING THE MARKET AND COMMUNICATION DURING AN EMERGENCY

The Market Management will decide on the appropriate form of communication to market occupants depending on the emergency. Information will be relayed using one of the following methods, depending on the situation:

- Mobile phone
- Runner
- Where applicable, social media and local media stations will be utilised.

DECISION MAKING PROCEDURE

Report all information about the emergency immediately to the Market Management. They will assess the following:

- What is the nature of the emergency and which emergency service should be called?
- What is the level of risk currently (i.e. is it getting worse, closer, further etc.)?
- How significant are the risks and consequences?
- What actions are required after initial assessment?

They will call in immediate professional advice and or emergency services to evaluate the situation.

IMMEDIATE RESPONSE

The following steps will be taken immediately:

- Call emergency services
- Implement emergency evacuation procedures where required
- Secure the area
- Offer first aid treatment
- Contact injured person's family if required
- Record any injuries

SITE EVACUATION

In the case of site evacuation:

- Market Management will contact emergency services and communicate necessary information to the stallholders, customers and entertainers through the above communication procedures.
- Stallholders must stop serving immediately, turn off all their electrical appliances, extinguish flames and secure equipment.
- Any customers at their stall must immediately be directed to the evacuation points indicated on the map.
- Please make sure no signs are obstructing the emergency vehicle access points.
- Please leave in an orderly manner to the safest assembly point.
- Stallholders must be able to account for any staff working with them on that day.
- Entry points to the evacuated area must have appointed wardens to prevent access to the site until the situation is resolved.
- Danger tape should be used to secure the area until emergency services arrive.
- Market Management will brief stallholders on any further action required.
- Direction must be taken from emergency services upon their arrival.
- No one will be permitted to return to the market unless the Market Management, in conjunction with the emergency services, deem this safe.

FIRE

- Locate fire extinguisher/blanket from the market Information Marquee.
- Contact the Market Management
- If it is not easily extinguished, contact emergency services on triple zero (000) and commence evacuation procedures.
- Ensure fire brigade has easy access to the site.
- Move to the nearest safe assembly point and wait for further direction.

Market Management Actions:

- Ensure the area is clear of people.
- Assist anyone who requires help.
- Complete a final check and move to assembly point.

ELECTROCUTION

- Call triple zero (000) and inform the Market Management and First Aid Officers.
- If safe to do so, switch off the current (do not cut the cable).
- If unable to turn off the current, stand on rubber, blanket or newspaper and touch the person with a wooden pole, board or rope.
- Ensure onlookers are kept away from any live equipment.

Market Management Actions:

- Secure the area.
- Once the current has been turned off, administer First Aid immediately.
- Confirm emergency services are on their way.

GAS LEAKS

- Contact the fire service immediately for any hazardous gas leaks on triple zero (000).
- Notify the Market Management.
- Do not enter the area if there is a risk of explosion or inhalation of large amounts of gas.
- Stallholders and customers should leave the area and move to the assembly points.

Market Management Actions:

- Ensure emergency services have been called and evacuation has taken place.
- Secure the area.
- Only if safe to do so, isolate and remove gas supply, remove ignition sources and turn off all equipment and electrical supplies.
- Locate a fire extinguisher or blanket at the market's Information Marquee if relevant.
- Designate a stallholder to inform the Fire Brigade of the nature and location of the incident.

ACCIDENTS & SERIOUS INCIDENTS

All incidents must be reported to the Market Management. For all life-threatening, serious injuries or if the person's condition is uncertain, call triple zero (000).

- Notify First Aider and Market Management.
- Ensure there is clear access for the ambulance.
- Delegate someone to direct the ambulance.
- For minor injuries, notify the First Aid Officer and Market Management as all incidents must be recorded.

Structural Collapse/Extreme Weather/Tree Falling

- The Market Management monitors extreme weather situations and consults with the available committee members with regards to cancelling or evacuating the market.
- Ensure clear emergency access is always maintained.
- It is market policy that marquees are secure at all times. Each corner of the marquee must be secure. Where possible, always tie marquees to a permanent structure.
- Windy conditions present high risk: in such conditions, two people must erect the tent - please work with your neighbour.
- When winds reach above 30km/h, turn off all equipment and dismantle all structures with the help of your neighbour.
- Never leave your marquee unattended without securing.
- Should anyone be hurt by your marquee, please contact Market Management immediately.

- If any hazardous objects appear in any danger of falling, inform the Market Management immediately.

Market Management Actions:

- Call in expert advice immediately if there are any concerns or doubts as to the safety of a structure.
- Follow evacuation process if necessary.
- Call triple zero (000) and the SES

LOST CHILDREN POLICY

Child found without their parent:

- If a child appears lost, gently approach them and ask them their name, age, what their parents or siblings with them look like, and where they last saw them. Circle the immediate area and if no sign of parents, take them straight to the Market Management' tent.
- Staff to conduct a walk around of the market to look for the parents.
- If no parents or guardians arrive in 30 minutes, call the police. If the child does not look comfortable with the adult, then ask for ID.

Parents who have lost their child:

- Ask the parents for the child's name, age, sex, ethnic origin, hair colour, build, clothing and location last seen.
- Market staff will conduct an immediate search with the parent. Encourage the parent to report regularly back to management tent in case the child has been found. Management should record the parent's number.
- If the child has not been found in 30 minutes, notify the police.
- Fill out an incident form.

CROWD BEHAVIOUR ISSUES/THREATENING PERSON

- Notify the police and call triple zero (000) as soon as it is safe to do so. Notify Market Management.
- Do not argue with, provoke or physically subdue the person.
- Move away and do not make sudden movements.
- Always ensure your own safety.
- If physically attacked, you may use no more force than what is considered reasonable to protect yourself.
- Observe as much as possible of the person's physical appearance and attire, the direction they travelled in and anything else that may assist police in finding this person.

EXPLOSION & SUSPECT PACKAGES

- Contact emergency services on triple zero (000) and Market Management
- Identify any seriously injured people at the scene and administer first aid.
- Do not move anyone deceased.

- Evacuate anyone not involved in the incident and create a secure zone around the scene.
- Ensure all efforts are made to preserve the scene.
- Delegate people to shut down any equipment that could hinder rescue and recovery procedures.

TERRORIST ACT/BOMB THREAT

Any bomb threats or acts of terrorism are usually received by phone and must always be treated seriously. The Market Management should take direction from the police. It is likely that a search and evacuation will take place.

- If an object is found, do not touch it. Report it to the Market Management and clear the area.
- Switch off mobile devices and use the megaphone to communicate response if required.

Market Management Actions:

- Check the area you evacuate to has no suspect parcels or vehicles.
- Stallholders must turn off equipment and take personal belongings with them.
- Complete a final check of the buildings including toilets.
- Meet everyone at the assembly points.

ATTACHMENTS: Nil

10. COMMITTEE MEMBER UPDATES

SUMMARY

To provide each Committee member an opportunity to provide the Committee with an update on traffic matters as it relates to their area of responsibility.

RECOMMENDATION

That the information be noted.

FINANCIAL IMPLICATIONS

Nil as a result of this report.

REPORT

The following updates be provided as provided from:

- NSW Police;
- TfNSW;
- Council;
- Office of Local Member.

Meeting Closed:

NEXT MEETING—

3rd August 2022

ATTACHMENTS: Nil