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**TRAFFIC COMMITTEE  
TO BE HELD IN MURRAY ROOM, GRIFFITH ON  
TUESDAY, 11 FEBRUARY 2025 AT 10:30 AM**

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- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
  - CL01 p6 Induction of Committee Members - Mandatory
  - CL02 p54 Traffic Management - 'Vintage Festival' Event 2025
  - CL03 p78 Traffic Management - 2025 Shaheedi Tournament (Sikh Games)
  - CL04 p80 Traffic Control - Citrus Sculptures - Banna Avenue
  - CL05 p101 Installation of No Stopping Zone - Willandra Avenue
  - CL06 p103 Safety Concerns - Corner Farronato Road and Mackay Avenue
- 6 p104 Outstanding Action Report
- 7 General Business
- 8 Next Meeting

**DISTRIBUTION LIST**

Councillor Anne Napoli (Chair), Tony O'Grady (Councillor - Alternate), Jason Hinson (Police Representative), Greg Minehan (Transport for NSW Representative), Michael Rowley (Member for Murray Representative)

Engineering Design & Approvals Manager, Jason Carrozza, Development & Traffic Coordinator, Greg Balind, Development and Traffic Engineer, Ronelle Green and Minute Secretary, Melanie Hebrok

If you are unable to attend this meeting please notify the Minute Secretary prior to commencement of the meeting by email or by telephoning Council on 1300 176 077.

This Committee meeting may be attended remotely and recorded by audio or audio-visual means for administrative purposes. No other recording is permitted.

**Acknowledgement of Country**

Griffith City Council acknowledges the Wiradjuri people as the traditional owners and custodians of the land and waters, and their deep knowledge embedded within the Aboriginal community.

Council further pays respect to the local Wiradjuri Elders, past, present and those emerging, for whom we acknowledge have responsibilities for the continuation of cultural, spiritual and educational practices of the local Wiradjuri people.

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**TRAFFIC COMMITTEE  
HELD IN MURRAY ROOM, GRIFFITH ON  
TUESDAY, 10 DECEMBER 2024 COMMENCING AT 10:33 AM**

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**PRESENT**

Councillor Anne Napoli (Chair), Tony O'Grady (Councillor - Alternate), Jason Hinson (Police Representative), Sue Harris (Police Representative), Greg Minehan (Transport for NSW Representative, via Zoom)

**STAFF**

Development & Traffic Engineer, Ronelle Green, Engineering Design & Approvals Manager, Jason Carrozza and Minute Secretaries, Melanie Hebrok and Antoinette Galluzzo

**1 APOLOGIES**

**RECOMMENDED** on the motion of Greg Minehan and Jason Hinson that an apology be received from Development & Traffic Coordinator, Greg Balind.

Absent: Michael Rowley (Member for Murray Representative).

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Greg Minehan and Jason Hinson that the minutes of the previous meeting held on 12 November 2024, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

**3.1 General Business – Yenda Producers 100 Year Anniversary Function**

Ms Green advised that Yenda Producers are yet to submit their documentation for the event. This will be distributed electronically prior to the next Traffic Committee meeting in order to meet the submission deadline.

**4 DECLARATIONS OF INTEREST**

**Pecuniary Interests**

There were no pecuniary interests declared.

**Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **Less Than Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **5 ITEMS OF BUSINESS**

### **CL01 MEETING DATES FOR 2025**

**RECOMMENDED** on the motion of Jason Hinson and Greg Minehan that the proposed dates for 2025 be noted.

### **CL02 TRAFFIC CONTROL - 'LIGHTING UP THE LANE' EVENT - BANNA LANE**

Mr Minehan noted that a Road Occupancy Licence will be required due to signage on Banna Avenue.

**RECOMMENDED** on the motion of Jason Hinson and Greg Minehan that the Traffic Committee:

- (a) Support the implementation of the Traffic Guidance Scheme relevant to the Banna Lane Art Festival as submitted.
- (b) Condition the support as per 'a' above on the production to the Traffic Committee of a valid Certificate of Currency at least 1 month prior to the event.

### **CL03 ROUNDABOUT DESIGN - BOONAH STREET & NOORILLA STREET**

Mr Carrozza presented the draft design for the proposed roundabout at the Boonah Street / Noorilla Street intersection and advised that a new 'Black Spot' funding stream has become available for which the Works department was hoping to submit an application.

**RECOMMENDED** on the motion of Greg Minehan and Jason Hinson that the Committee note the information.

## **6 OUTSTANDING ACTION REPORT**

### **6.1 Intersection Treatment – Noorilla Street and Boonah Street**

Mr Carrozza tabled the detailed design files for the roundabout to seek endorsement from the Committee as requested by Mayor Curran at the previous meeting.

He said the design was similar to the Boonah/Macarthur Street roundabout which had been installed to mitigate similar crashes in the past, approximately 11 years ago.

The roundabout will be fully mountable, as there is insufficient space for a larger roundabout for a bus to manoeuvre around, and includes pedestrian refuges and pram ramps for future footpaths to connect on either side.

Mr Minehan noted that there is no island for pedestrians crossing from either side of the pram ramps. Mr Carrozza advised that there was insufficient space when taking into account the sweat path of a 12.5 metre bus, which could not be accommodated in an island design unless the roundabout is significantly extended which in turn would not qualify the design for most funding applications.

## **6.1 Speed Zone Reviews**

Mr Minehan advised that Murrumbidgee Avenue / Beaumont Road is going through the approval process at the moment and once approved, he will move on to Abattoir Road.

**RECOMMENDED** on the motion of Greg Minehan and Jason Hinson that the report be noted.

## **7 GENERAL BUSINESS**

### **7.1 Pedestrian Footpath Mackay Avenue**

Mr Carrozza advised that the footings have recently been poured for the pedestrian bridge, with the bridge itself to be installed in the new year.

### **7.2 Intersection Hillside Drive / Slopes Road**

Councillor O'Grady advised he has been told that there are concerns about trucks leaving Tharbogang Landfill travelling down Hillside Drive and not giving way to cars travelling along Slopes Road at 100 km/h, could there be a stop sign installed instead? Mr Minehan noted that warrants based on sight distance must be met for a stop sign to be considered. He said he will inspect the intersection before the next Traffic Committee meeting for further discussion.

## **8 NEXT MEETING**

The next meeting of the Traffic Committee is to be held on Tuesday, 11 February 2025 at 10:30 am.

There being no further business the meeting terminated at 10:55 am.

**CLAUSE**      CL01

**TITLE**        **Induction of Committee Members - Mandatory**

**FROM**        **Leanne Austin, Governance Manager**

**TRIM REF**    **25/12252**

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### **SUMMARY**

Community members appointed to Council Committees are required to undertake the Committee Induction process as outlined in this report.

### **RECOMMENDATION**

**The Committee members note the Committee Induction requirements and complete induction process outlined in this report.**

### **REPORT**

Members appointed to Council Committees are required to undertake the Committee Induction process as outlined below:

#### **Mandatory Induction Requirements:**

Step 1: Read the following Policies and Information on the [Committee Webpage Committee Member Induction](#)

- Code of Conduct Policy
- Model Code of Conduct at a Glance Committee Members & Delegates
- Code of Meeting Practice Policy
- Statements to the Media Policy
- Social Media Policy
- Information Protection Principles
- Child Safe Policy and Code of Conduct

Step 2: Complete the online [Committee Acknowledgment of Policies Form](#) after reading the above policies.

#### **Conflicts of Interest**

Your obligations to disclose and manage conflicts of interest that arise in your role will depend on what type of conflict of interest you have. Part 4 & 5 of the Code of Conduct policy describes Committee members' responsibilities for declaring Pecuniary and Non-Pecuniary conflicts of interests.

[Conflicts of interest forms](#) may be filled in on-line prior to the meeting or completed in writing at the meeting.

### **Gift and Benefits Register**

Part 6 of the Code of Conduct policy deals with gifts and benefits and outlines requirements for Committee members to submit a [Gift and Benefits form](#).

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards.

### **ATTACHMENTS**

- |     |  |    |
|-----|--|----|
| (a) | Model Code of Conduct at a Glance <a href="#">↓</a>                    | 8  |
| (b) | Code of Conduct Training Committee Members Delegates <a href="#">↓</a> | 14 |

# MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW

## 'AT A GLANCE' GUIDE FOR COUNCIL COMMITTEE MEMBERS AND DELEGATES



### Introduction

This guide summarises the key elements of the *Model Code of Conduct for Local Councils in NSW* that apply to committee members and delegates of councils and joint organisations.

The Model Code of Conduct is available at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).

Each council's and joint organisation's code of conduct must reflect the requirements of the Model Code of Conduct and may contain additional requirements.

While this guide refers to "councils" for simplicity, all references in it to "councils" are to be taken as including local and county councils and joint organisations.

Committee members and delegates should familiarise themselves with their council's code of conduct and understand their obligations and the obligations of others.

#### Who is a committee member?

A council committee member is any person (other than a councillor or council staff member) who is a member of a council committee that exercises functions of the council under delegation. It may also include members of advisory committees if your council has extended the application of its code of conduct to members of advisory committees.

#### Who is a delegate?

A delegate of a council is any person (other than a councillor or council staff member) who exercises a council function under delegation.

### General Conduct

It is important that the local community has confidence in the council and those that serve it, whether as elected representatives, members of staff or as delegates or committee members.

As a committee member or a delegate of the council, you must ensure that your conduct and behaviour towards others meets the high standards that the community is entitled to expect of all council officials.

#### What conduct is expected of council committee members and delegates?

(Clauses 3.1 - 3.21)

You **must**:

- act lawfully and honestly and exercise care and diligence in undertaking your functions
- consider matters consistently, promptly and fairly and in accordance with established procedures
- ensure land use planning, development assessment and other regulatory decisions are properly made and that all parties are dealt with fairly, and
- comply with your duties under the *Work Health and Safety Act 2011* and take care of your own and others' health and safety.



You **must not** conduct yourself in a way that:

- will bring the council into disrepute
- is contrary to law and council policies
- is improper, unethical or an abuse of power
- involves misuse of your position for personal benefit
- constitutes harassment or bullying or is unlawfully discriminatory, or
- is intimidating or verbally abusive.

## Submitting returns of interests

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Delegates of councils or members of committees that exercise functions of the council that may give rise to conflicts of interest are required to disclose their personal interests in publicly available returns of interests.

These operate as a key transparency mechanism for promoting community confidence in council decision making, whether by councillors or by staff or others under delegation.

### Do I need to submit a written return of interests?

(Clauses 4.8 – 4.10)

Delegates or committee members who are “designated persons” must complete and submit returns of their interests to the general manager.

### When do I need to submit a written return of interests?

(Clause 4.21)

If you are a designated person, you must submit a return of interests within three months of your appointment and submit a new return annually (within three months of the start of each financial year).

If you become aware of any new interest that needs to be disclosed in the return, you must submit a new return within three months of becoming aware of the interest.

### What interests do I need to disclose?

(Schedule 1)

If you are a designated person you will be required to disclose, among other things, the following types of interests in your return:

- interests in real property
- gifts
- contributions to travel
- interests and positions in corporations
- whether you are a property developer or a close associate of a property developer
- positions in trade unions and professional or business associations
- dispositions of real property
- sources of income, and
- debts.

## Conflicts of interest

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As a member of the local community, it is inevitable that at some point you will have a conflict of interest in a matter that you are dealing with. What is important is that you are able to identify that you have a conflict of interest and that you disclose and manage it appropriately.

There are two types of conflicts of interest – pecuniary and non-pecuniary. Your obligations to disclose and manage conflicts of interest will depend on what type of conflict of interest you have.

### What is a pecuniary conflict of interest?

(Clauses 4.1 – 4.5)

You will have a pecuniary interest in a matter you are dealing with where there is a reasonable likelihood or expectation that you or a related person (eg a relative, your employer or business partner or a company you hold shares in), will gain or lose financially appreciably as a result of any decision made in relation to the matter.

### How do I manage pecuniary conflicts of interest that I have in matters I am dealing with?

(Clauses 4.10, 4.12 and 4.18)

You must disclose in writing any pecuniary interest you may have in a matter you are dealing with as soon as you become aware of it.

The general manager will decide how the matter will be dealt with.

If you are a member of a committee, you must disclose any pecuniary interest you have in any matter being dealt with by the committee at each committee meeting that the matter arises and leave the meeting while the matter is being considered and voted on.

### **What is a non-pecuniary conflict of interest?**

(Clauses 5.1, 5.2 and 5.8)

Non-pecuniary interests are private or personal interests that are not pecuniary interests.

You will have a non-pecuniary conflict of interest in a matter you are dealing with if a reasonable and informed person would perceive that you could be influenced by a private interest that you have in that matter. This is also known as the “pub test”.

How you deal with a non-pecuniary conflict of interest will depend on whether it is significant.

### **How do I know if I have a significant non-pecuniary conflict of interest in a matter I am dealing with?**

(Clause 5.9)

You will have a significant non-pecuniary conflict of interest in a matter you are dealing with where you have a:

- close relationship (including a business relationship) with a person who will be affected by any decision made in relation to the matter
- strong affiliation with an organisation that will be affected by any decision made in relation to the matter, or
- financial interest in the matter that is not a pecuniary interest, or you otherwise stand to gain or lose a personal benefit as a result of a decision made in relation to that matter.

### **How do I manage significant non-pecuniary conflicts of interest that I have in matters I am dealing with?**

(Clauses 5.9 and 5.10)

If you have a significant non-pecuniary conflict of interest in a matter you are dealing with, you must:

- disclose it in writing to the general manager
- disclose it on each occasion the matter arises, and
- not participate in any consideration of the matter.

If you are a member of a council committee you must also disclose your interest at each committee meeting that the matter arises and leave the meeting while the matter is being considered or voted on.

### **How do I manage non-pecuniary conflicts of interest that are not significant?**

(Clauses 5.6, 5.7 and 5.11)

If you believe that you have a non-pecuniary conflict of interest in a matter you are dealing with that is not significant and that does not require further action, you must still disclose your interest in writing to the general manager as soon as possible and explain why you believe it is not significant.

The general manager will help you decide how to manage your interest.

If you are a member of a committee, you must also disclose your interest at each committee meeting the matter arises and explain why you believe it is not significant and no further action is necessary to manage it.

### **What if I am not sure?**

(Clause 5.4)

Remember, no one knows your personal circumstances better than you and for that reason, the onus is on you to identify and disclose any potential conflict of interest you may have in a matter you are dealing with and to manage it appropriately.

If you are not sure whether you have a conflict of interest in a matter you are dealing with or what type of conflict of interest it is, always err on the side of caution. Disclose the interest in writing to the general manager and discuss with them whether you should continue to deal with the matter.

### How do I deal with council in my private capacity as a resident or ratepayer?

(Clauses 5.28 and 5.29)

As a member of the community, it is inevitable that you will need to deal with your council in your private capacity. Where this occurs, you should deal with the council in the same way as other members of the public. You should not expect or seek any preferential treatment.

You must not use your position to obtain a private benefit for yourself or for someone else or to influence others in the performance of their functions to obtain a private benefit for yourself or for someone else.

## Gifts and benefits

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In the course of performing your duties you may be offered a gift or a personal benefit. There are strict rules that govern what gifts or benefits you may accept and those that you must refuse.

These rules are informed by the following principles:

- you must not benefit personally from the performance of your duties on behalf of the council other than through the remuneration and any other benefits you receive as a delegate or committee member, and
- you must not be influenced or be seen to be influenced in the performance of your duties as a result of the receipt of a gift or personal benefit.

### What is a gift or benefit?

(Clauses 6.1 and 6.2)

A gift or benefit is something offered to or received by you or someone closely associated with you for personal use or enjoyment.

Gifts and benefits do not include:

- items with a value of \$10 or less
- a gift or benefit provided to the council as part of a cultural exchange or sister city relationship (provided it is not used for your personal use and enjoyment)
- attendance at a work-related event or function for the purpose of undertaking your council duties, or
- meals, beverages or refreshments that are provided to you while you are carrying out your council duties.

### What gifts or benefits must I refuse?

(Clause 6.5)

You **must not**:

- seek or accept bribes
- seek gifts or benefits of any kind
- accept any gift or benefit that may create a sense of obligation, or that may be perceived as intended or likely to influence you in undertaking your duties
- accept any gift or benefit that is worth more than \$100
- accept tickets to major sporting or cultural events with a ticket value of over \$100 or corporate hospitality at such events
- accept cash or cash-like gifts (such as gift vouchers, credit cards, debit cards with credit on them, phone or internet credit, lottery tickets etc) of any amount
- participate in competitions for prizes where eligibility is based on the council being a customer of the competition organiser, or
- personally benefit from reward points programs when purchasing on behalf of council.

### What if I can't refuse a gift or benefit?

(Clause 6.7)

If you are offered a gift or benefit that is worth more than \$100 that cannot be reasonably refused, you must surrender it to the council.

### What gifts can I accept and who must I report this to?

(Clauses 6.6, 6.8 and 6.11)

You may accept gifts with a value of under \$100. However, if you receive further gifts from the same person or another person associated with them in the next 12 months with a value which, when combined with the value of the first gift exceeds \$100, you must refuse to accept the additional gifts.

If you accept a gift of any value above \$10, you must disclose this promptly to the general manager in writing. The following details must be recorded in the council's gift register:

- the nature of the gift or benefit
- the estimated monetary value of the gift or benefit
- the name of the person who provided the gift or benefit, and
- the date on which the gift or benefit was received.

## Use of council information and resources

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Council resources (including council information) are public resources. You must use council resources ethically, effectively, efficiently and carefully when performing your duties.

You must not use council resources for private purposes, or convert council property for your own use unless you are authorised to do so.

### What records should I keep?

(Clauses 8.21 – 8.24)

All information created, sent or received in your official capacity (whether or not stored on a council device or a council email account) and any information stored in either soft or hard copy on council resources is considered to be a council record and must be kept in accordance with the *State Records Act 1998* and your council's records management policy.

Do not destroy, alter or dispose of records unless authorised to do so.

### What are my obligations in relation to the use of council information?

(Clauses 8.9 – 8.11)

You can only access and use council information for council business. You must not use council information for private purposes and you must not seek to privately benefit from any council information you have obtained in your role as a delegate or committee member.

You must only release council information in accordance with established council policies and procedures and in compliance with relevant legislation (including privacy legislation).

You must maintain the integrity and security of any confidential or personal information you have access to. In particular, you must:

- only access confidential or personal information that you have been authorised to access and only for the purposes of performing your duties
- protect confidential and personal information
- only release confidential or personal information if authorised to do so
- only use confidential or personal information for the purpose for which it is intended to be used
- not use confidential or personal information to obtain a private benefit for you or for someone else
- not use confidential or personal information to cause harm to the council or anyone else, and
- not disclose confidential information discussed during a closed session of a council or committee meeting or any other confidential forum (such as councillor workshops or briefing sessions).

### What are my obligations when using my council computer or mobile device?

(Clause 8.20)

You must not use council's computer or mobile devices to access, download or communicate any material that is offensive, obscene, pornographic, threatening, abusive or defamatory or could lead to civil or criminal liability and/or damage council's reputation.

## Making code of conduct complaints

Your council's code of conduct is the key mechanism for promoting and enforcing the ethical and behavioural standards the community rightly expects of those who serve the council.

For this reason, it is important that your council's code of conduct is correctly used and that code of conduct processes are respected and complied with.

### How do I make a code of conduct complaint?

(Part 4 of the Procedures)

Complaints alleging breaches of the code of conduct must be made in writing to the general manager. Complaints about the general manager must be made in writing to the mayor. Complaints must be made within 3 months of the conduct occurring or you becoming aware of the conduct.

To be dealt with under the council's code of conduct, a complaint must show or tend to show conduct by a member of staff, a councillor or a person exercising council functions under delegation or who is otherwise subject to the council's code of conduct in connection with their official role or the exercise of their official functions that would constitute a breach of the council's code of conduct if proven.

The following types of complaints must not be dealt with under a council's code of conduct and should instead be dealt with under the council's routine complaints management processes:

- complaints about the standard or level of service provided by the council or a council official
- complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
- complaints about the policies or procedures of the council, and
- complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the council's code of conduct.

### What happens if a code of conduct complaint is made about me?

(Clauses 5.10 – 5.17 of the Procedures)

The general manager (or another member of staff authorised by the general manager) is responsible for dealing with code of conduct complaints about committee members and delegates.

In dealing with a complaint, the general manager may determine to take no action, to resolve it informally or to take disciplinary action. Prior to taking disciplinary action, the general manager must comply with certain procedural fairness requirements.

Where proven, code of conduct complaints may result in:

- censure
- requirement for an apology
- prosecution for any breach of the law
- removal or restriction of a delegation, and/or
- removal from membership of a committee

### What are my responsibilities in relation to code of conduct complaints?

(Clauses 9.1 – 9.7, and 9.13)

You have certain obligations in relation to any code of conduct complaints that you make or that are made about you. These obligations are designed to safeguard the integrity of your council's code of conduct and the processes for investigating and dealing with alleged breaches by ensuring code of conduct matters are dealt with in a manner that is robust, fair and confidential. Breaches of these obligations may themselves constitute a breach of your council's code of conduct.

In particular you must not:

- make code of conduct complaints for an improper purpose
- take or cause reprisal action to be taken against someone for making or dealing with a code of conduct complaint
- disclose any information about a code of conduct complaint you have made or that has been made about you except for the purpose of seeking legal advice, or
- impede or disrupt the consideration of a code of conduct complaint and you must comply with any reasonable and lawful requests.



# Model Code of Conduct Training

## Committee Members and Delegates




Office of  
Local Government



# Overview

- General conduct
- Submitting returns of interest
- Conflicts of interest
- Gifts and benefits
- Use of council information and resources
- Code of conduct complaints





# What is the code of conduct?

- A council's code of conduct sets the minimum standards of conduct for all council officials.
- Every council and joint organisation must adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.
- It is important that the local community has confidence in the council and you.







## General Conduct





# General Conduct

you must...

## You **must**:

- act lawfully and honestly and exercise care and diligence
- consider matters consistently, promptly and fairly and in accordance with procedures
- ensure regulatory decisions are properly made and that all parties are dealt with fairly
- take care of your own and others' health and safety



# General Conduct

you must not...

You **must not** conduct yourself in a way that:

- will bring the council into disrepute
- is contrary to law and council policies
- is improper, unethical or an abuse of power
- involves misuse of your position for personal benefit
- constitutes harassment or bullying or is unlawfully discriminatory
- is intimidating or verbally abusive.



## Returns of Interests





## Returns of interests

disclosures by “designated persons”

- People who exercise council functions that may give rise to conflicts of interest (ie “designated persons”) are required to disclose their personal interests in publicly available returns of interests.
- “Designated persons” must complete and submit returns of their interests to the general manager.
- A return of interest must be submitted:
  - within 3 months of appointment and then annually
  - within 3 months of becoming aware of any new interest.



# Returns of interests

## What interests do I need to disclose?

A designated person is required to disclose:

- interests in real property
- gifts
- contributions to travel
- interests and positions in corporations
- whether you are a property developer or a close associate of a property developer
- positions in trade unions and professional or business associations
- dispositions of real property
- sources of income
- debts





# Conflicts of Interest





# Conflicts of Interest

- There are two types of conflicts of interest:
  - pecuniary and
  - non-pecuniary.
- Your obligations to disclose and manage conflicts of interest will depend on what type of conflict of interest you have.







# Conflicts of Interest

## What is a pecuniary interest?

You will have a **pecuniary interest** in a matter where there is a reasonable likelihood or expectation that you or a related person will gain or lose financially as a result of any decision made in relation to that matter.






# Conflicts of interest

## managing pecuniary interests

- Where you have a pecuniary interest in a matter you are dealing with, you must disclose it as soon as you become aware of it in writing to the general manager.
- The general manager will decide how the matter will be dealt with.
- If you are a member of a committee, you must disclose any pecuniary interest you have in any matter being dealt with by the committee at each committee meeting that the matter arises and leave the meeting while it is being considered and voted on.



# Conflicts of Interest

## What is a non-pecuniary interest?

- **Non-pecuniary interests** are private or personal interests that are not pecuniary interests.
- You will have a non-pecuniary conflict of interest in a matter you are dealing with if a reasonable and informed person would perceive that you could be influenced by a private interest that you have in that matter.
- How you deal with a non-pecuniary conflict of interest will depend on whether it is **significant**.



# Conflicts of Interest

## significant non-pecuniary conflicts of interest

You will have a **significant non-pecuniary conflict of interest** in a matter where you have:

- a close relationship (including a business relationship) with a person who will be affected by a decision
- a strong affiliation with an organisation that will be affected by a decision
- a financial interest in the matter that is not a pecuniary interest, or you otherwise stand to gain or lose a personal benefit as a result of a decision



# Conflicts of Interest

managing significant non-pecuniary conflicts of interest

- Disclose it in writing to the general manager as soon as possible,
- disclose it on each occasion the matter arises, and
- do not participate in any consideration of the matter.
- If you are a member of a council committee you must also disclose your interest at each committee meeting that the matter arises and leave the meeting while the matter is being considered and voted on.



# Conflicts of Interest

managing non-pecuniary conflicts of interest  
that are not significant

- A **non-pecuniary conflict of interest will not be significant** where it arises from a relationship or affiliation that is not particularly strong.
- You must still disclose your interest in writing to the general manager as soon as possible and explain why you believe it is not significant. They will help you decide how to manage it.
- If you are a member of a committee, you must also disclose your interest at each committee meeting the matter arises and explain why you believe it is not significant and no further action is necessary to manage it.



# Conflicts of Interest

## What if I am not sure?

- The onus is on you to identify and disclose any potential conflict of interest you may have in a matter you are dealing with and to manage it appropriately.
- If you are not sure, always err on the side of caution. Disclose the interest in writing to the general manager and discuss it with them.



# Conflicts of Interest

## dealing with council as a resident

- You should deal with the council in the same way as other members of the public.
- You should not expect or seek any preferential treatment.
- You must not use your position to obtain a private benefit for yourself or for someone else or to influence others to obtain a private benefit for yourself or for someone else.





## Gifts and Benefits





# Gifts and Benefits

- **A gift or benefit is** something offered to or received by you, or someone closely associated with you, for personal use or enjoyment.
- Key principles:
  - You must not benefit personally from your work other than through the remuneration and any other benefits you receive as a delegate or committee member.
  - You must not be influenced or be seen to be influenced as a result of the receipt of a gift or personal benefit.



# Gifts and Benefits

## What is not a gift or a benefit?

Gifts and benefits **do not** include:

- items with a value of \$10 or less
- a gift or benefit provided to the council as part of a cultural exchange or sister city relationship
- attendance at a work-related event for the purpose of undertaking your council duties
- meals, beverages or refreshments that are provided to you while you are carrying out your council duties.



# Gifts and Benefits

you must not...

**You must not:**

- seek or accept bribes
- seek gifts or benefits of any kind
- accept any gift or benefit that may create a sense of obligation, or that may be perceived as intended or likely to influence you
- accept any gift or benefit that is worth more than \$100
- accept tickets to major sporting or cultural events with a ticket value of over \$100 or corporate hospitality at such events
- accept cash or cash-like gifts of any amount
- participate in competitions for prizes where eligibility is based on the council being a customer of the competition organiser
- personally benefit from reward points programs when purchasing on behalf of council.



# Gifts and Benefits

## What if you can't refuse?

If you are offered a gift or benefit that is worth more than \$100 that cannot be reasonably refused, you must surrender it to the council.





# Gifts and Benefits

## What you can accept?

- You can accept gifts valued under \$100.
- **But**, if the same person, or someone associated with them, offers you another gift in the next 12 months, which, if added to the value of the first gift, has a value that exceeds \$100, you must refuse to accept the additional gift.
- You must promptly disclose any gift of any value over \$10 to the general manager in writing for entry into council's gift register.



## Use of Council Resources





## Use of Council Resources

- Council resources are public resources.
- You must use council resources ethically, effectively, efficiently and carefully when performing your duties.
- You must not use council resources for private purposes, or convert council property for your own use unless you are authorised to do so.







# Use of Council Resources

## What records should be kept?

- All information created, sent or received in your official capacity and any information stored on council resources is considered to be a council record and must be kept in accordance with the *State Records Act 1998* and the council's records management policy.
- Do not destroy, alter or dispose of records unless authorised to do so.





## Use of Council Resources using council information

- You can only access and use council information for council business.
- You must not use council information for private purposes.
- You must not seek to privately benefit from any council information you have obtained in your role.
- You must only release council information in accordance with council policies and procedures and in compliance with relevant legislation.



# Use of Council Resources

## protecting council information

You must maintain the integrity and security of any confidential or personal information you have access to. In particular, **you must:**

- only access confidential or personal information that you have been authorised to access and only for the purposes of performing your functions
- protect confidential and personal information
- only use confidential or personal information for the purpose for which it is intended to be used
- only release confidential or personal information if authorised



# Use of Council Resources

protecting council information

## **You must not:**

- use confidential or personal information to obtain a private benefit for you or for someone else
- use confidential or personal information to cause harm to the council or anyone else
- disclose confidential information discussed during a closed session of a council or committee meeting or any other confidential forum.



Office of  
Local Government



## Use of Council Resources using council devices

You **must not** use council's computer or mobile devices to access, download or communicate any material that is:

- offensive
- obscene
- pornographic
- threatening
- abusive or defamatory
- could lead to civil or criminal liability and/or damage council's reputation.





## Code of Conduct Complaints





# Code of Conduct Complaints

- The council's code of conduct is the key mechanism for promoting and enforcing ethical and behavioural standards.
- It is important that the council's code of conduct is correctly used and that code of conduct processes are respected and complied with.





# Code of Conduct Complaints


## How are code of conduct complaints made?

To be dealt with under the code of conduct, complaints must:

- be made in writing to the general manager, or if about the general manager, to the mayor
- be made within 3 months
- show conduct that would constitute a breach of the council's code of conduct if proven







# Code of Conduct Complaints

## What is not a code of conduct complaint?

Complaints about the following **are not** “code of conduct complaints” and should not be dealt with under the council’s code of conduct:

- the standard or level of service provided by the council
- the merits of a decision
- policies or procedures of the council
- conduct in good faith, that would not otherwise constitute a breach of the council’s code of conduct.



## Code of Conduct Complaints

How are complaints about delegates and committee members dealt with?

- The general manager is responsible for dealing with code of conduct complaints about committee members and delegates.
- The general manager may determine to take no action, to resolve the complaint informally or to take disciplinary action.
- Prior to taking disciplinary action, the general manager must comply with certain procedural fairness requirements.



# Code of Conduct Complaints

## How are complaints about delegates and committee members dealt with?

Where proven, code of conduct complaints about delegates and members of committees may result in:

- censure
- requirement for an apology
- prosecution for any breach of the law
- removal or restriction of a delegation
- removal from membership of a committee





# Code of Conduct Complaints

## your obligations

### You **must not**:

- make code of conduct complaints for an improper purpose
- take reprisal action for making or dealing with a code of conduct complaint
- disclose any information about a code of conduct complaint
- impede or disrupt the consideration of a code of conduct complaint and comply with any reasonable and lawful requests



Questions?



<b>CLAUSE</b>	<b>CL02</b>
<b>TITLE</b>	<b>Traffic Management - 'Vintage Festival' Event 2025</b>
<b>FROM</b>	<b>Greg Balind, Development &amp; Traffic Coordinator</b>
<b>TRIM REF</b>	<b>25/3203</b>

---

### **SUMMARY**

Riverina Winemakers Association have proposed to hold the Griffith Vintage Festival event at 55-67 Jondaryan Avenue (former Miranda Wines site) on Saturday, 19 April 2025. Due to the potential for vehicles/pedestrians associated with the event to impact Jondaryan Avenue, traffic management is proposed to be implemented on that road.

### **RECOMMENDATION**

**The Traffic Committee:**

- (a) Support the implementation of the Traffic Control Plan as per attachment 'A'**
- (b) Note the Traffic Management Plan, Special Event Transport Management Plan and Event Management Plan as submitted**
- (c) Condition the support of the event on the provision to the Committee of a valid Certificate of Currency/insurance policy.**

### **REPORT**

The Griffith Vintage Festival food/wine/music event is proposed to be held at 55-67 Jondaryan Avenue (former Miranda Wines site) between 12:00pm and 5:30pm on Easter Saturday, 19 April 2025 with an estimated attendance of 1500 people. The event requires traffic management in the form of traffic control on Jondaryan Avenue in the vicinity of the proposed site to provide safe separation of pedestrians/vehicles from non-event related traffic on Jondaryan Avenue.

Jondaryan Avenue is a 4 lane 2-way road that forms part of the Kidman Way. Council conducted traffic counts in the vicinity of the event site in July 2018. When applying a 2% increase in vehicle numbers per annum, it is deemed the average traffic volumes are in the vicinity of 5531 vehicles per day. Traffic volumes captured on a Saturday between 12:00pm and 5:30pm on Jondaryan Avenue are deemed to be in the vicinity of 2555 vehicles during that period.

To assist with potential vehicle/pedestrian conflict, a Traffic Control Plan (attached) has been developed which provides for a speed zone reduction from 60km/h to 40km/h for a distance of 275 metres along Jondaryan Avenue. This takes in the entire frontage of the site (155 metres) and 60 metres on both north and south approaches to the event venue. To facilitate patron drop off / pick up, a 135 metre No Parking zone on Jondaryan Avenue directly in front of the venue will also be established. This zone will seek to eliminate double parking and will require monitoring by event security to ensure compliance. No road closures or detours are required.

Traffic controls and warning signage shall be erected from 8:00am and will be in accordance with the TfNSW's' Guide to Traffic Control at Worksites 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 in the associated Traffic Control Plans and Traffic Management Plans. All devices will be established and monitored by accredited traffic controllers – although at the time of writing, the source of those controllers is unknown. Pack down will be from 6:00pm.

### **Further information**

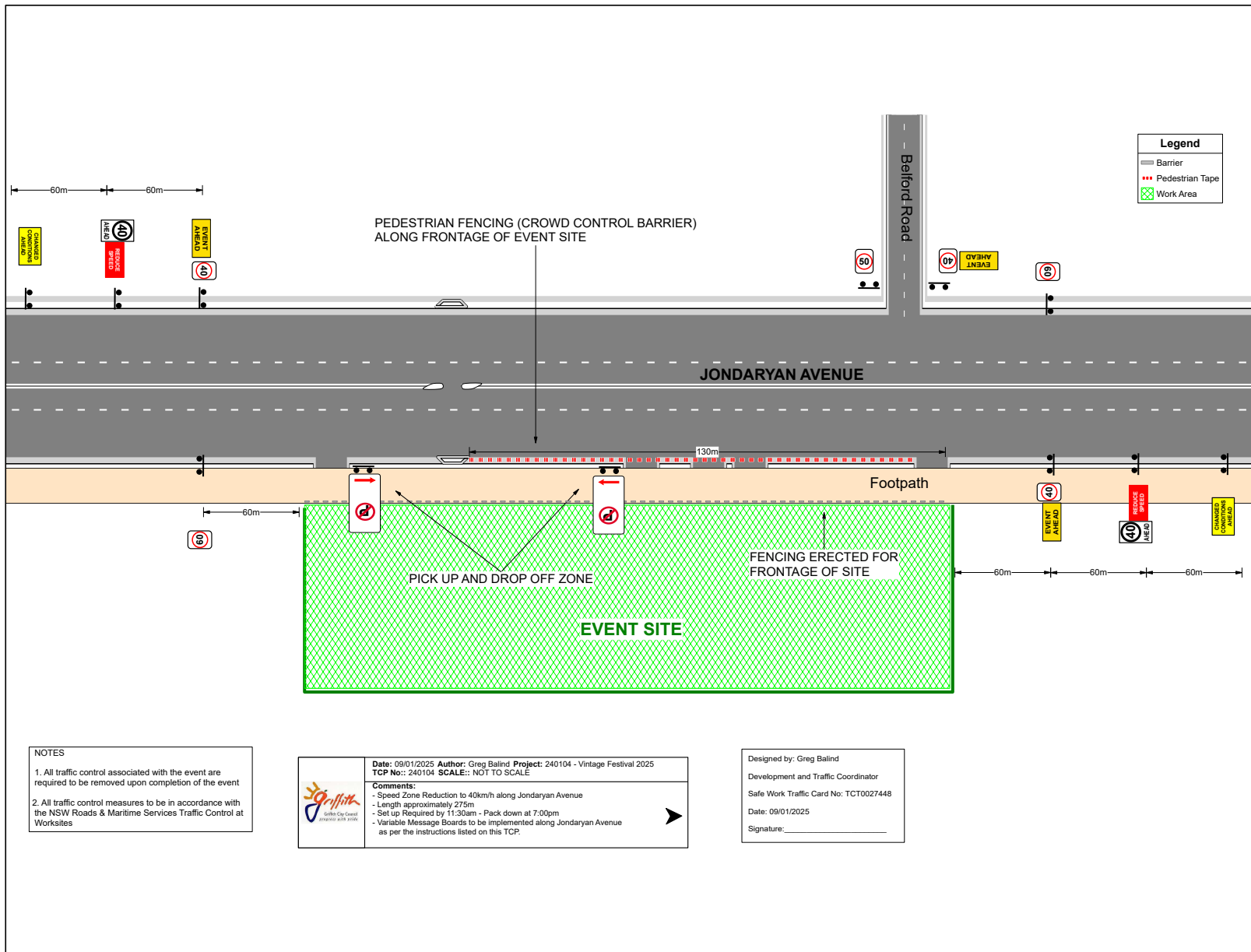
At the time of writing a Certificate of Currency remains outstanding.  
A Road Occupancy Licence will be sought following concurrence on traffic control via the Traffic Committee

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 5.6 Promote Griffith as a desirable visitor destination.

### **ATTACHMENTS**

(a)	Traffic Control Plan - Vintage Festival 2025 <a href="#">↓</a>	56
(b)	Special Event Transport Management Plan <a href="#">↓</a>	57
(c)	Traffic Management Plan (as submitted) <a href="#">↓</a>	61
(d)	Venue Management Plan (as submitted) <a href="#">↓</a>	72





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## Special Event Transport Management Plan

Refer to [Chapter 7](#) of the TRAFFIC AND TRANSPORT MANAGEMENT FOR SPECIAL EVENTS

### 1. EVENT DETAIL

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#### 1.1. Event Summary

Event Name: Griffith Vintage Festival 2025

Event Location: 55-67 Jondaryan Avenue

Event Date: 19 April 2025 Event Start Time: 12.00pm Event Finish Time: 5.30pm

Event Setup Time: 7.00am Event Pack down Finish Time: 7.00pm

Event is  off-street  on-street moving  on-street non-moving

Event is  held regularly throughout the year (calendar attached )

#### 1.2. Event Summary

**Event Organiser\***: Riverina Winemakers Association - Carrah Lymer (executive officer)

Phone: Mobile: 0427 660 151 Email: carrah@emergecreativeagency.com

Event Management Company (if applicable): N/A

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Police**: Sergeant Jason Hinson - Griffith Local Area Command

Phone: 69694299

**Griffith City Council** (Road Authority)

**Greg Balind – Development and Traffic Coordinator**

Phone: 69628100 Mobile: 0429604429

Email: greg.balind@griffith.nsw.gov.au

*\*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)**

The purpose of the proposed assembly is to host a wine festival to showcase the Riverina Wine Region’s local wineries & brands, alongside local food operators and live music.

**2. RISK MANAGEMENT TRAFFIC**

Class 1	Class 2	Class 3	<b>2.1. Occupational Health &amp; Safety – Traffic Control</b>
			✓ Risk assessment plan (or plans) attached
			<b>2.2. Public Liability Insurance</b>
			<input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
			<b>2.3. Police</b>
			<input type="checkbox"/> Police written approval obtained
			<b>2.4. Fire Brigades and Ambulance</b>
			✓ Fire brigades notified - to occur closer to event
			✓ Ambulance notified - to occur closer to event

**3. TRAFFIC & TRANSPORT MANAGEMENT**

Class 1	Class 2	Class 3	<b>The route or location</b>
			✓ Map attached
			<b>3.1. Parking</b>
			✓ Parking organised
			<input type="checkbox"/> Parking not required
			<b>3.2. Construction, traffic calming and traffic generating developments</b>
			<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
			✓ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
			<b>3.3. Trusts, authorities or Government enterprises</b>
			<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
			✓ This event does not use a facility managed by a trust, authority or enterprise
			<b>3.4. Impact on/or Public Transport</b>
✓ Public transport plans created - details attached			
<input type="checkbox"/> Public transport not impacted or will not impact event			
<b>3.5. Reopening roads after moving events</b>			
<input type="checkbox"/> This is a moving event - details attached.			
✓ This is a non-moving event.			
			<b>3.6. Traffic management requirements unique to this event</b>

Class 1  
Class 2  
Class 3

- Description of unique traffic management requirements attached
- There are no unique traffic requirements for this event

**3.7. Contingency plans**

- Contingency plans attached

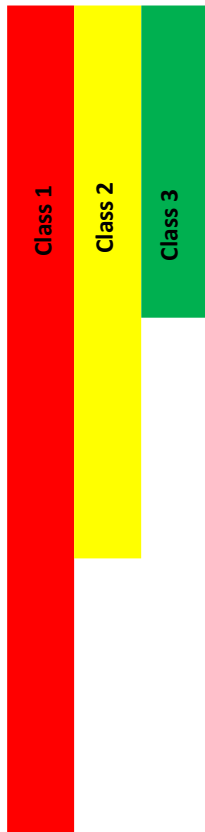
**3.8. Heavy vehicle impacts**

- Impacts heavy vehicles – RMS/Council to manage
- Does not impact heavy vehicles

**3.9. Special event clearways**

- Special event clearways required - RMSTMC to arrange
- Special event clearways not required

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



**4.1. Access for local residents, businesses, hospitals and emergency vehicles**

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

**4.2. Advertise traffic management arrangement**

Road closures or restrictions - advertising medium and copy of proposed advertisements attached

- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached.

**4.3. Special event warning signs**

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

**4.4. Permanent Variable Message Signs**

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

**4.5. Portable Variable Message Signs**

The proposed messages and locations for portable VMS are attached

- 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 & Maritime Services (RMS), Transport Management Centre (TMC) 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, RMS/TMC 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

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Implementation of TMP Approved by: Griffith City Council Traffic Committee. Date:

## 7. AUTHORISATION TO \*REGULATE TRAFFIC (Office use only)

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Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described.

Regulation of traffic authorised by: **Griffith City Council**. Date:

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



## TRAFFIC MANAGEMENT PLAN 2025

### Contents

1. Introduction
2. Event
3. Traffic Management
  - 3.1.1 Griffith Leagues Club Car Park
  - 3.1.2 Collier and Miller Car Park
  - 3.1.3 Griffith Visitor's Centre Car Park
  - 3.2 Traffic Control
  - 3.3 Pedestrian & Cyclists
  - 3.4 Parking
  - 3.5 Heavy Vehicles
  - 3.6 Emergency Services
    - 3.6.1 Police
    - 3.6.2 Ambulance
    - 3.6.3 Fire Brigade
  - 3.7 Public Transport
  - 3.8 Loading & Unloading (internal vehicle maneuvering)
  - 3.9 Vehicle Ingress & Egress
  - 4.0 Contingency Plan

### List of Figures

Figure 1 – Griffith Leagues Club Parking Facilities

Figure 2 – Collier and Miller Parking Facilities

Figure 3 – Griffith Visitors Centre Parking Facilities

Figure 4 – Existing Parking around Griffith's Central Business District

Figure 5 - Griffith Police Station

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125-127 Banna Ave, Griffith NSW 2680 Telephone: 0427 660 151 Email: carrah@emergecreativeagency.com*



## TRAFFIC MANAGEMENT PLAN 2025

Figure 6 - Griffith Ambulance Station

Figure 7 - Griffith Fire Station

### 1. Introduction

This Traffic Management Plan relates to the 2025 Griffith Vintage Festival event which will take place from 12:00pm – 5:30pm on 19th April 2025 at the Old Miranda Wines Building located on 55-67 Jondaryan Avenue, Griffith.

The Riverina Winemakers in conjunction with Griffith City Council and a number of interested parties have organised the event which is expected to gather approximately 1500 people from across the region. The event is beneficial for the city of Griffith as it promotes Griffith and the Riverina region as a wine tourism destination and it also provides economic benefit for the businesses of the city.

The event hasn't scheduled any road closures along Jondaryan Avenue or surrounding streets but has instead planned with the support of businesses in the area to provide safe parking and pedestrian access to the site especially within the area of 1 - 67 Jondaryan Avenue including facilities such as the Griffith Leagues Club, Collier and Miller and nearby car parking at the Griffith Visitors Centre on Saturday 19th April 2025.

### 2. Event

The Griffith Vintage Festival is for a new generation of wine and food lovers. The event promotes the region's local wineries and food scene in an outdoor setting with live music by local entertainers creating a key wine and food event for the city of Griffith and surrounding villages. The festival is a gated, ticketed event. Because the nature of the event involves the consumption of alcohol we want to encourage safe passage for those entering and exiting the site by providing suitable parking options and easy access for public transport (taxi service).

### 3 Traffic Management

Traffic Management for the event will involve the marketing of key parking spots, taxi service and pedestrian safety along the areas between 1-67 Jondaryan Avenue allowing attendees knowledge and tips on how to safely access parking and other amenities in the Central Business District.

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# VINTAGE

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## TRAFFIC MANAGEMENT PLAN 2025

### 3.1.1 Parking Location - Griffith Leagues Club

Griffith Leagues Club are supporters of the Riverina Winemakers and have allowed attendees of the Griffith Vintage Festival to utilise some of their parking facilities. The parking facilities flagged for use are as follows

- Training Oval car park between Leagues club and Collier and Miller
- Parking overflow area in front of training oval
- Bridge Road car park

In total these spaces equate to more than 300 spots for cars to safely park if they wish.

The Griffith Leagues Club also supports their members in leaving their cars at home and utilising their courtesy bus facilities.

Temporary signage will be fixed to the gates at the exit points of the driveway notifying drivers to watch out for pedestrians. On the reverse side, another will be facing the pathway and encouraging pedestrians to take caution near driveways.

See Figure 1 below for parking areas



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## TRAFFIC MANAGEMENT PLAN 2025

### GRIFFITH LEAGUES CLUB PARKING AREAS FOR EVENT ATTENDEES TO UTILISE

#### 3.1.2 Parking Location - Collier and Miller

Collier and Miller are valued business supporters of the Riverina Winemakers and have allowed attendees of the Griffith Vintage Festival to utilise some of their parking facilities. The parking facilities flagged for use are as follows

- Main car park

The Collier and Miller site will be promoted as 'family friendly car park'. Families who are attending the event with pre-school and below aged children will be encouraged to utilise these facilities.

See Figure 2 below for parking area



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## TRAFFIC MANAGEMENT PLAN 2025

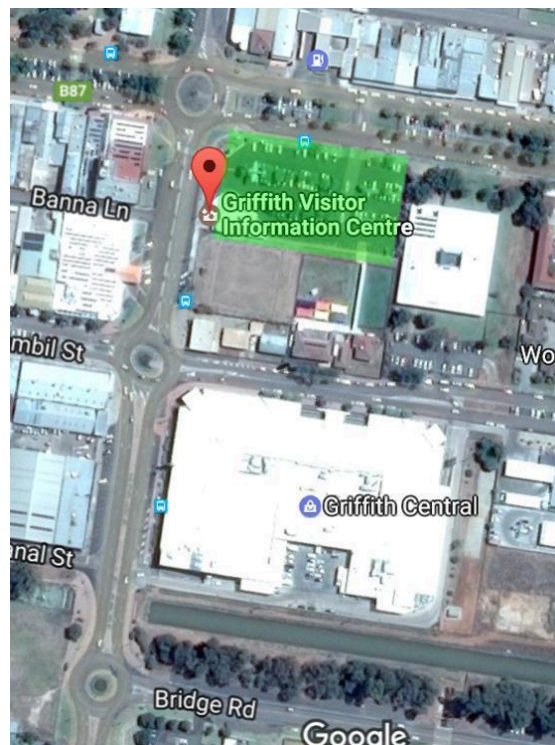
### COLLIER AND MILLER PARKING AREAS FOR EVENT ATTENDEES TO UTILISE

#### 3.1.3 Parking Location - Griffith Visitors Centre

Griffith City Council and the Griffith Visitors Information Centre have allowed attendees of the Griffith Vintage Festival to utilise their parking facilities. The parking facilities flagged for use are as follows

- Main car park

See Figure 3 below for parking area



### GRIFFITH VISITOR'S CENTRE PARKING AREAS FOR EVENT ATTENDEES TO UTILISE

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## TRAFFIC MANAGEMENT PLAN 2025

### 3.1.4 Public Transport - Griffith Taxi Service

Griffith City Taxi service will be notified of the event pick up points in the Traffic Control Plan. Event staff will also be briefed and it will also be included in the marketing plans.

## 3.2 Marketing plans for Parking Spots

### 3.2.1 Social Media Platforms - Facebook page / Instagram

A visual event map with parking spots and tips for the day clearly outlined will be shared across our social network the week prior to the event.

### 3.2.2 Ticket Holders - Attendee Email communication

We have every ticket holders email address from our online booking system. The Thursday morning before the event we will send them all an email on how to prepare for the day and outline tips such as parking and general safety measures around the event site.

### 3.2.3 Map drop to Griffith Visitor's Center outlining the parking spots

We will utilise the support of the Griffith Visitors Centre staff to promote our safe parking spots and general event plans regarding taxi pick up and traffic safety points to note (crossing roads from their parking spot to the event venue)

## 3.3 Pedestrian & Cyclists

The event is expected to attract approximately 1500 attendees consisting of just adults (18+ only). The area is fenced in and doesn't hinder the footpaths around the site. Cyclist access across Griffith will be minimally affected by the event.

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## TRAFFIC MANAGEMENT PLAN 2025

### 3.4 Parking

There is a significant amount of long term off street parking areas located within the CBD, especially off Yambil Street and Railway Street/Olympic Street, in addition to the on-street parking available. These parking areas rarely reach capacity and will be able to cater for the loss of parking along Banna Avenue for the duration of the event.

Figure 4 – Existing Parking around Griffith's Central Business District



### 3.5 Heavy Vehicles

The event hasn't arranged any road closures on Jondaryan Avenue or surrounding streets. This is a major thoroughfare, serving as the main corridor into the Central Business District, however with it being a public holiday many businesses along the avenue are closed and this should reduce the amount of traffic along the road.

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# VINTAGE

...festival...

## TRAFFIC MANAGEMENT PLAN 2025

### 3.6 Emergency Services

Access to the site for Emergency Services will be available at all times.

#### 3.6.1 Police

Griffith Police Station is located at 47 Railway Street between Kooyoo Street and Tranter Place.

Figure 5 - Griffith Police Station



Police access to Griffith's road network will not be affected and there is a designated service entry at the event site which will be manned for the duration of the event. Police have been provided copies of the event map and management plan

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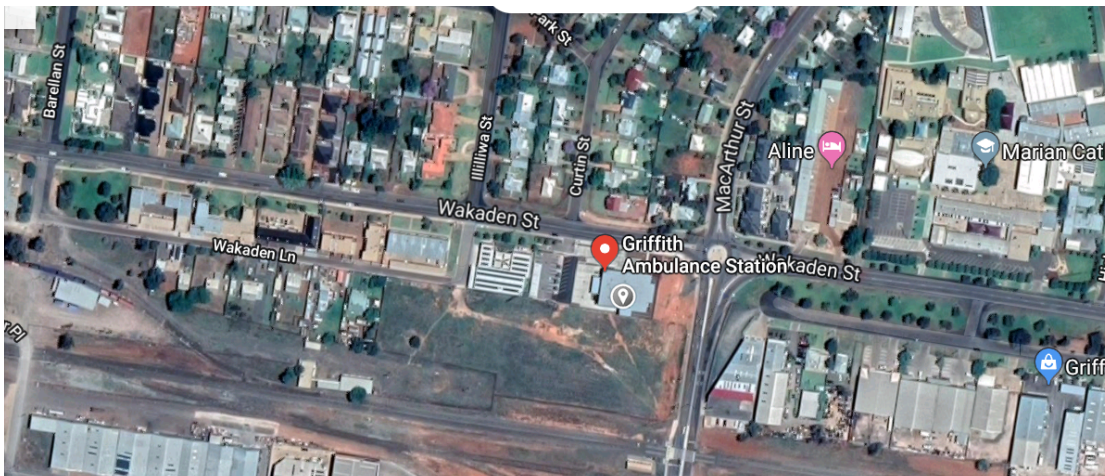
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## TRAFFIC MANAGEMENT PLAN 2025

### 3.6.2 Ambulance

Griffith Ambulance Station is located on the corner of Wakaden Street and Crossing Street Griffith.

Figure 6 - Griffith Ambulance Station



Ambulance access to Griffith's road network will not be affected and there is a designated service entry at the event site which will be manned for the duration of the event. Police have been provided copies of the event map and management plan

### 3.6.3 Fire Brigade

Griffith Fire Station is located at 11 Jondaryan Avenue at the corner of Jondaryan Avenue and Yambil Street.

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# VINTAGE

...festival...

## TRAFFIC MANAGEMENT PLAN 2025

Figure 7 - Griffith Fire Station



Fire service access to Griffith's road network will not be affected and there is a designated service entry at the event site which will be manned for the duration of the event. Police have been provided copies of the event map and management plan.

### 3.7 Public Transport

Banna Avenue's existing taxi rank will be accessible to taxis for the duration of the event and we have worked with the Griffith City Taxis to arrange a suitable pick up point at the event site.

Usual local bus services will be operating at the time of the event however bus stops will not be impacted by the event. No extra bus services have been scheduled for this event.

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## TRAFFIC MANAGEMENT PLAN 2025

### 3.8 Loading & Unloading (internal vehicle maneuvering)

Vehicles unloading & loading (including cars, utes, vans, trailers, small & medium trucks [box, flatbed], forklift, food vans) in the lead up to the event and following the event will be doing so in the enclosed area of the site. All roads and car parks within the site will be utilised as per normal, with internal fencing closing the site when not in use to protect the event space as approved by the owners of the land.

A registered forklift with an appropriately licensed driver will be utilised on site to assist with loading & unloading of equipment and to move equipment around the site.

All vehicle movement will cease upon commencement of the event once gates open, with the only exception being in the case of an emergency. Once all patrons are off site, event organisers and security will allow vehicle movement to commence.

### 3.9 Vehicle Ingress & Egress

Vehicle ingress & egress will be done so as per normal use of the space, with all driveways being accessible to vehicles if required. Once the event commences, all driveways will be staffed by security with no access to vehicles or movement on site throughout the event unless in the case of an emergency. Event organisers work closely with the owners of the site to minimise unnecessary vehicle access during event bump in and bump out.

### 4.0 Contingency Plan

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

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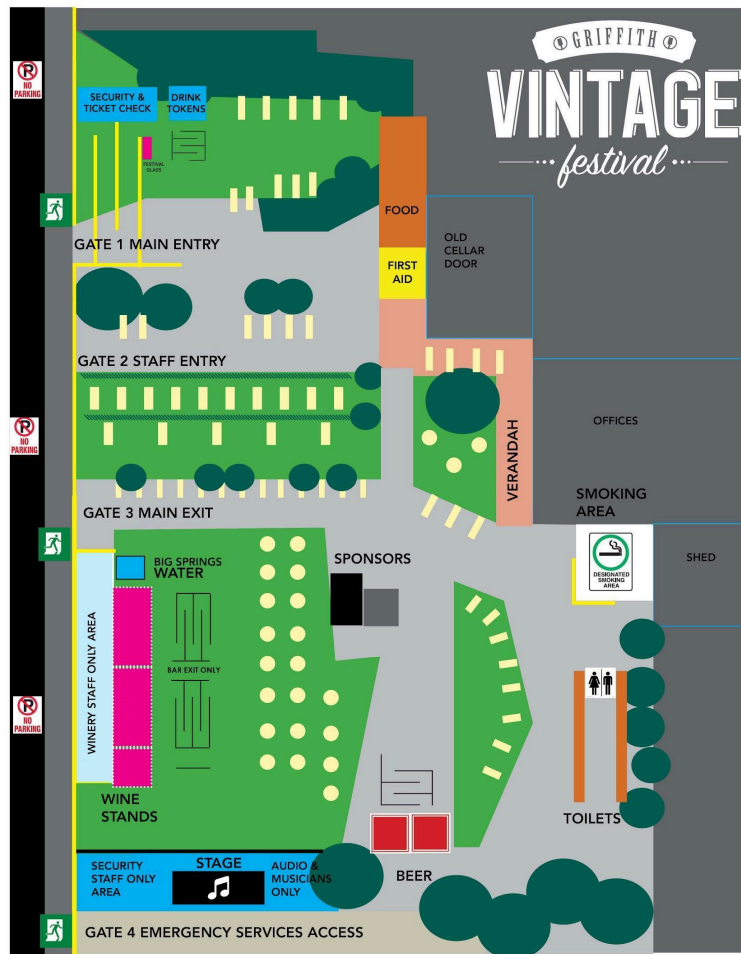
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## EVENT MANAGEMENT PLAN DETAILS FOR SATURDAY 19 APRIL 2025

### VENUE PLAN

To the right is a bird's eye view of the event site.

The licenced premises is within the yellow fencing area which is bordered in by the existing building.







**EVENT MANAGEMENT PLAN DETAILS FOR SATURDAY 19 APRIL 2025**

**ALCOHOL MANAGEMENT PLAN**

Licensee and Event Manager: Carrah Lymer - Mobile 0427 660 151

Licence no. LIQL550027500 Licence type: Multi-function

**Stallholder General Requirements**

All stallholders will be providing the following details before being brought onto the site.

- Public Liability
- Workers Compensation
- Winery Stallholders - RSA cards
- Food Stallholders - Food Handling Certificate

Copies of all of this paperwork will be held by the Event Organiser.

**Wine Tent Details**

The Wine Bar will sell a small variety of sparkling and still white and red wine styles.

Alcohol 8-14%

Wine available will be from Riverina Winemakers Association Members Only.

**Beer, Cider & Pre-mixed drinks**

Australian Brewing Co.

**Food Stallholder Details**

It is anticipated that there will be two or three food stallholders. We will also look to run a pre-ordering system for some food, with patrons to pay online and then show their tickets on the day to collect their food. This way we can avoid line ups and ensure the catering team is prepared to serve meals quickly and efficiently.



**EVENT MANAGEMENT PLAN DETAILS FOR SATURDAY 19 APRIL 2025**

**Location and Number of Water stations**

There will be a 'drinking water' marquee located next to the wine tent as well as the token stall. It will hold canisters of water to enjoy for free by the cup. The food stalls will also be selling non-alcoholic drinks.

**Types & nature of Alcohol available**

TYPE	ALCOHOL %	COMMENTS
Sparkling Wine - Prosecco, Brut. Moscato	8 - 11.5%	All wine will be served to the standard pour line marked on the plastic glass
White Wine - various varietals such as Pinot Grigio, Chardonnay	11 - 13%	
Red Wine - various varietals such as Shiraz and Durif	11 - 14.5%	
Cider or Ginger Beer	4.5%	Beer, cider and pre-mixed drinks will be served in cans or plastic cups if required.
Pre-mixed can	4 - 4.5%	
Beer - Mid Strength	3.5%	
Beer - Full Strength	4.2 - 4.5%	



## **EVENT MANAGEMENT PLAN DETAILS FOR SATURDAY 19 APRIL 2025**

### **Alcohol Service**

Each attendee is provided a festival glass. Unlike previous years, we will allow service of up to four drinks at one time rather than one if attendees need to buy drinks for their friends. This will ensure that patrons aren't constantly lining up all day and that they won't lose their tables/chairs.

### **Management of Patrons**

2000 patrons is currently our maximum capacity for the event as per DA.

100-200 will be allocated for sponsors but not put on public sale.

On the day - All patrons will enter via a gate system and will have their tickets scanned. All patrons will still need to show their ID. They will get a festival glass to use for their wine purchases.

Security will be on gate to check bags to ensure no dangerous items or alcohol and food items are brought onto the site. They will also ensure minors aren't using fake ID's.

### **Incident register**

All incidents will be documented by the event organiser and security staff.

### **RSA Register**

Event organiser will not allow anyone to serve unless they have already provided a copy of their RSA prior to starting their shift.

### **Liquor Signs Displayed**

All bars will have the required signage at their marquee as well as on display at the entry gates and security stands.



**EVENT MANAGEMENT PLAN DETAILS FOR SATURDAY 19 APRIL 2025**

**Security Management Plan:**

**Security Master Licence holders details**

410531648

**Security Supervisors contact details**

Jason Torresan - Torcorp Investments Pty Ltd

**Security Operations Plan or Written Instructions to security**

First Aid provisions Emergency Medics Australia Pty Ltd T/A Life Survival Training

Lucas Blanchard, Events Manager | Emergency Medics Australia  
phone: 02 6334 3968 Mobile 0477833631  
Email Lucas: [emergencymedicsaustralia@yahoo.com](mailto:emergencymedicsaustralia@yahoo.com)  
RTO: Healthcorp 91222

**Traffic Management Plan**

**Private & Event parking**

Private - Limited parking on-site for stallholders only.

Event - patrons will be encouraged prior to the event to be dropped off by taxi or family/friends.

Those driving will also be encouraged to utilise the parking locations along the street such as the Visitor's Centre car park; Griffith Leagues Club car parks at Bridge Road Entry and Jondaryan Ave entry; Collier and Miller. The furthest car park mentioned is only 750m away.



## **EVENT MANAGEMENT PLAN DETAILS FOR SATURDAY 19 APRIL 2025**

### **Public Transport/courtesy bus for patrons**

The venue is located within easy walking distance of the main street however we will work with the local taxi service and notify them in advance of the event so they may put on extra staff during this period.

Patrons will also be encouraged to utilise their club memberships and use the courtesy bus at the nearby Leagues club. Both clubs will be notified of all event plans and will be encouraged to support with guidance and sponsorship to manage the influx of crowds that may enter their venue following for dinner or further entertainment.

### **Speed reductions/signage for pedestrians**

Notice of intention will be coordinated in partnership with the Griffith City Council through Traffic approval processes.

## **Other Documentations**

### **Traffic Management Plan, Special Event Transport Plan, Risk Assessment**

**These documents (supplied in email) and this plan, will be given to the following services in Griffith NSW**

Ambulance Service

Fire Service

Griffith Police Station

## **Other Notifications**

Local taxi service to be advised

<b>CLAUSE</b>	<b>CL03</b>
<b>TITLE</b>	<b>Traffic Management - 2025 Shaheedi Tournament (Sikh Games)</b>
<b>FROM</b>	<b>Greg Balind, Development &amp; Traffic Coordinator</b>
<b>TRIM REF</b>	<b>25/13531</b>

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### **SUMMARY**

The Griffith Sikh Community has proposed to hold the Shaheedi Tournament Griffith (Sikh Games) at Ted Scobie Oval on 7 & 8 June 2025. Due to the predicted large number of participants, traffic control will be required to manage vehicle and pedestrian traffic associated with the event.

### **RECOMMENDATION**

**The report 'lay on the table' until the 11 March 2025 Traffic Committee meeting to allow the event organiser to submit further information.**

### **REPORT**

The Gurdwara Singh Sabha Society - Griffith Sikh community has proposed to hold the annual Shaheedi Tournament (Sikh Games) at Ted Scobie Oval (Lot 1 DP 40048) between 8:00am and 6:00pm on Saturday 7 and Sunday 8 June 2025. The event will involve various sports and is expected to attract upwards of 15,000 - 20,000 people to the oval over the 2 days.

Due to the large number of spectators predicted to attend the event, traffic management is required that consists of measures to mitigate excessive amounts of parking/illegal parking in the immediate locality, increase safety for pedestrians as well as traffic control devices to warn road users of increased pedestrian traffic in the area. These measures include:

- A speed zone reduction to 40 km/h on each approach to Ted Scobie Oval;
- The use of bus services to transport spectators to and from the oval via nominated pickup points across the city;
- The implementation of a temporary bus zone for 30m along Clifton Boulevard;
- A No Parking zone along the entire Clifton Boulevard frontage of Ted Scobie Oval (with the exception of the bus zone area);
- The installation of para webbing on the western side of the shared path adjacent to Clifton Boulevard;
- The installation of water filled barriers as per the Traffic Control Plan to restrict parking near intersections;
- Reserved parking in the Ted Scobie Carpark for emergency services and essential services;
- Warning Signage advising of an increase in pedestrian activity shall be erected to complement the 40 km/h speed zone.

It has been further proposed to use the Ted Scobie carpark for activities that will restrict the use of that area for car parking. Contingencies to identify an alternative carparking area will therefore be required to be submitted by the event organiser for assessment.

At the time of submitting this report, a number of mandatory documents remained outstanding therefore it is sought to have this matter 'laid on the table' and be brought back to the 11 March 2025 Traffic Committee meeting.

### **ATTACHMENTS**

Nil

<b>CLAUSE</b>	<b>CL04</b>
<b>TITLE</b>	<b>Traffic Control - Citrus Sculptures - Banna Avenue</b>
<b>FROM</b>	<b>Greg Balind, Development &amp; Traffic Coordinator</b>
<b>TRIM REF</b>	<b>25/11450</b>

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### **SUMMARY**

As part of the annual 'Springfest' event, the citrus sculpture display will again be established on the grassed centre medians of Banna Avenue between Jondaryan Avenue and Crossing Street. The 2025 event covers 3 phases over a 2-week period from 12 – 26 October 2025. Traffic management relevant to the site has been proposed for the construction/dismantling phase, the exhibition phase and the 'Launch Event' phase.

### **RECOMMENDATION**

**The Traffic Committee:**

- (a) Support the implementation of the Traffic Control Plan on Banna Avenue on Sunday, 12 October 2025 and Sunday, 26 October 2025 to allow for the construction and dismantling of the citrus sculptures.**
- (b) Support the implementation of the Traffic Control Plan on Banna Avenue and Visitors Centre Carpark on Friday, 17 October 2025 relevant to the 'Springfest Launch Event.'**
- (c) Support the implementation of the Traffic Control Plan on Banna Avenue from Sunday, 12 October 2025 to Sunday, 26 October 2025 to facilitate the exhibition phase of the event.**
- (d) Note the Transport Management Plans associated with both the Construction/Dismantling and Launch events.**

### **REPORT**

'Springfest 2025' will be held from Sunday, 12 October to Sunday, 26 October 2025. As part of the festival, up to 70 large citrus sculptures will be established along a number of grassed areas adjacent to Banna Avenue between Jondaryan Avenue and Crossing Street.

#### **Sculpture construction/dismantling**

Approximately 500 community volunteers will attend the location to assist with the construction and subsequent dismantling of the sculptures on respective days. To facilitate these activities, road closures on both east and west bound lanes of Banna Avenue between Jondaryan Avenue/Tranter Place and Crossing Street are sought from 6:30am – 2:30pm on Sunday, 12 October 2025 and Sunday, 26 October 2025. All non-event related vehicles will be restricted from entering Banna Avenue during those times by way of traffic control devices and detours to allow volunteers to undertake construction activities in a closed road environment. A Traffic Control Plan (Attachment 'a') has been developed to demonstrate the proposed closures and relevant detours around the area during both the construction and dismantling phases.



### **Sculpture Exhibition Phase**

Following construction, the citrus sculpture exhibition phase will be held from 12 – 26 October 2025 inclusive. During that time, Banna Avenue will be opened to vehicle traffic under modified traffic management which will be implemented to provide advanced warning of increased pedestrian activity in the area. A Traffic Control Plan (Attachment 'b') has been developed to demonstrate the location of traffic control devices that will be implemented across the two-week period. A speed zone reduction to 40km/h between Jondaryan Avenue and Crossing Street will also apply during the two-week sculpture exhibition phase.

### **Launch Event**

In addition to the exhibition phase, a 'Launch Event' has been planned for Friday, 17 October 2025 at the Visitor Information Centre Carpark. This event is expected to draw approximately 2,500 participants. Due to the high pedestrian activity relating to the launch event, it is proposed to close the westbound lane of Banna Avenue from Crossing Street to Jondaryan Avenue between 4:30pm and 10:30pm on the day of the launch. This closure will provide for safer pedestrian access across Banna Avenue between the Visitor Centre Carpark and the centre grassed areas upon which the sculptures are established.

A Traffic Control Plan (Attachment 'c') has been developed that demonstrates the location of traffic control devices that will be implemented during relevant times on Banna Avenue and surrounding streets to accommodate the Launch Party event.

The western side of the Visitor Centre Carpark will also be partially closed on Friday, 17 October 2025 from 7:00am – 10:30pm to allow for the establishment of activities associated with the Launch Event. Access to the Visitor Centre Carpark will be restricted to non-event related vehicles during these times with the exception of the southern access to the Childcare Centre – parking associated with which will be maintained until 5pm. A Traffic Control Plan (Attachment 'd') has been developed to show the placement of traffic control devices relevant to the carpark site.

All traffic control devices for each of the phases/events will be implemented and audited by suitably qualified traffic control personnel as per the attached Traffic Control Plans.

**Special Event Transport Management Plans** relevant to the construction and dismantling phases (Attachment 'e') and the Launch Event (Attachment 'f') have been developed by the event organiser demonstrating the management of the impacts the event may have on the road network.

**Schedule 1 Notification(s)** to NSW of a Public Assembly (x2) are also attached (Attachments 'g' and 'h').

**A Road Occupancy Licence** relevant to State Roads, and **Road Closure and Speed Zone Authorisations** relevant to council managed roads will be submitted following the Traffic Control Plans achieving concurrence from the Traffic Committee.

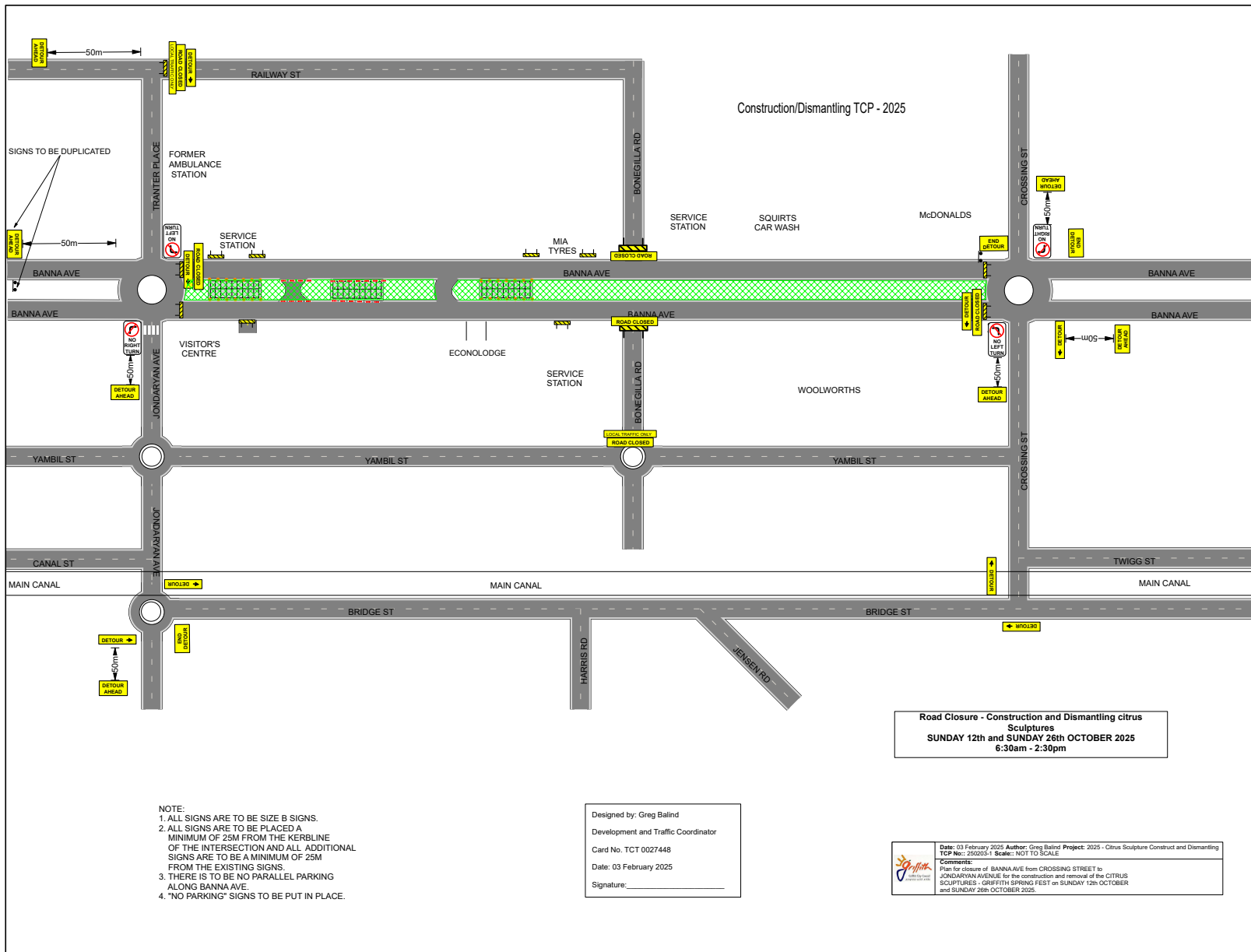
**Note:** At the time of writing a valid Certificate of Currency remained outstanding (renewed at the commencement of the new financial year.)

### **LINK TO STRATEGIC PLAN**

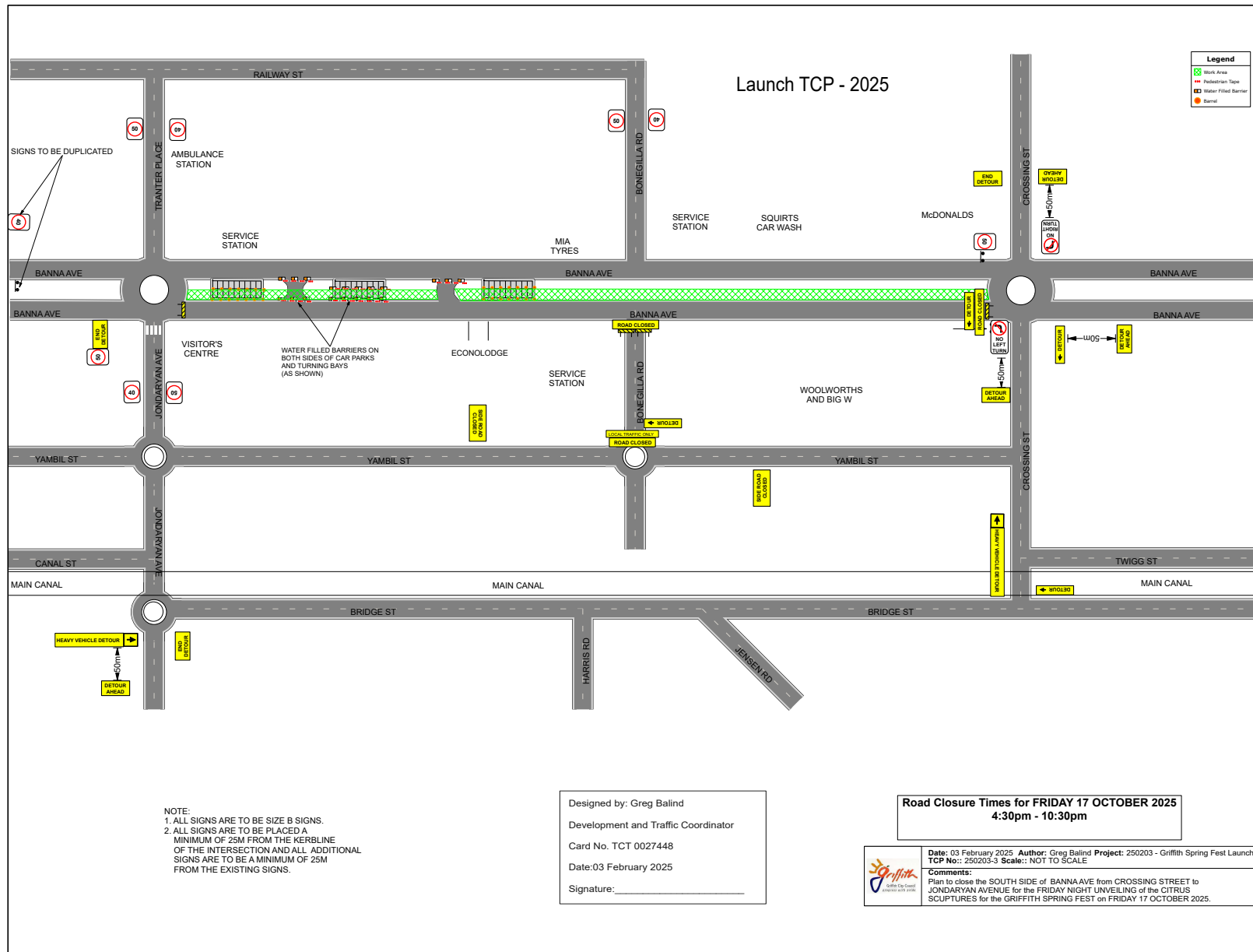
This item links to Council's Strategic Plan item 5.6 Promote Griffith as a desirable visitor destination.

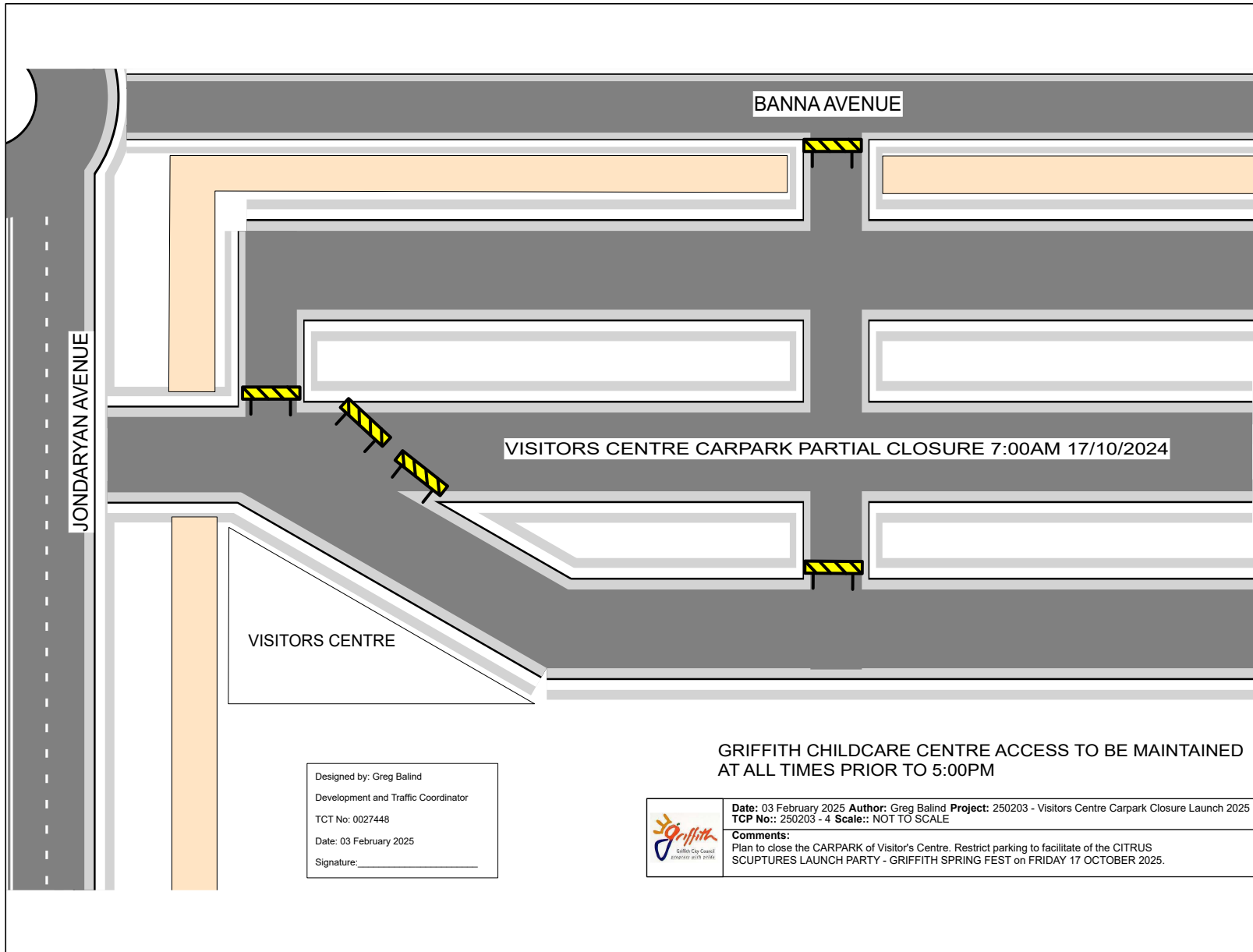
**ATTACHMENTS**

(a)	TCP - Citrus Sculptures - Construct and Dismantle <a href="#">↓</a>	83
(b)	TCP - Citrus Sculptures - Exhibition Phase <a href="#">↓</a>	84
(c)	TCP - Citrus Sculptures - Launch Phase <a href="#">↓</a>	85
(d)	TCP - Citrus Sculptures - Visitors Centre Carpark <a href="#">↓</a>	86
(e)	Special Event TMP - Construct and Dismantle <a href="#">↓</a>	87
(f)	Special Event TMP - Launch Phase <a href="#">↓</a>	92
(g)	Schedule 1 Notification - Construct and Dismantle <a href="#">↓</a>	97
(h)	Schedule 1 Notification - Launch Phase <a href="#">↓</a>	99









Designed by: Greg Balind  
 Development and Traffic Coordinator  
 TCT No: 0027448  
 Date: 03 February 2025  
 Signature: \_\_\_\_\_



**Date:** 03 February 2025 **Author:** Greg Balind **Project:** 250203 - Visitors Centre Carpark Closure Launch 2025  
**TCP No.:** 250203 - 4 **Scale:** NOT TO SCALE

**Comments:**  
 Plan to close the CARPARK of Visitor's Centre. Restrict parking to facilitate of the CITRUS SCULPTURES LAUNCH PARTY - GRIFFITH SPRING FEST on FRIDAY 17 OCTOBER 2025.

## 1 Event details

### 1.1 Event summary

Event Name: **Griffith Spring Fest Street Party**

Event Location: Griffith Tourism Hub Car Park (also west bound section of Banna Ave and section of median strip directly across from car park).

Event Date: Friday 17 October 2025 Event Start Time: 5.00pm Event Finish Time: 8.30pm

Event Set-up Start Time: 07:00am Event Pack down Finish Time: 10:30pm

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

### 1.2 Contact names

**Event Organiser\*: Griffith City Council (Izabella Apolloni, Events Coordinator)**

Phone: (02) 6962 8295 | Email: [events@griffith.com.au](mailto:events@griffith.com.au)

**Council (traffic):**

**Greg Balind** E-mail: [greg.balind@griffith.nsw.gov.au](mailto:greg.balind@griffith.nsw.gov.au)

**Police : Jason Hinson**

Phone : (02) 6969 4299 E-mail: [hins1jas@police.nsw.gov.au](mailto:hins1jas@police.nsw.gov.au)

**Roads & Maritime Services:**

**Greg Minehan** E-mail: [greg.j.minehan@rms.nsw.gov.au](mailto:greg.j.minehan@rms.nsw.gov.au)

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

### **1.3 Brief description of the event**

A celebration - the launch of Griffith Spring Fest showcasing the Citrus Sculptures & Griffith Garden Festival. Guests have the chance to admire the sculptures, purchase local food, have a glass of wine or beer, join in on the children's activities and enjoy live music and entertainment. The event will be located in the Griffith Tourism Hub Car Park and on the closed section of Banna Avenue, with small marquees for local food vendors, some food vans, sausage sizzle, water, bar, coffee van, limited market stalls & a stage with audio. People will also be able to wander through the Citrus Sculptures located in the centre median strip of Banna Avenue. Expected attendance in the past has been 2500 people.

## **2 Risk Management – Traffic**

### **2.1 Occupational Health & Safety - Traffic Control**

Due to the nature of the event attracting families and people on foot near the Citrus Sculptures in the centre median strip, it is proposed to close the west bound lane of Banna Ave (Main Road 80) between Jondaryan Avenue and Crossing Street for the duration of the launch event plus 1 hour prior for setup and 1 hour post for pack down. The Griffith Tourism Hub Car Park will also be closed to general vehicle traffic for the event and only accessible to approved event vehicles.

A traffic control plan has been prepared by the Griffith City Council (GCC) Road Safety & Traffic Officer detailing the signs to be placed for the road closure. The plan conforms to the requirements of AS 1742.3.

The road signs will be placed by GCC employees who have completed the two day Traffic Control for Worksites course. During the event the signs will be maintained by qualified GCC staff, and will not be altered or removed during the event. The temporary signs will be taken down by qualified GCC staff at the close of the event.

There will also be a temporary 40km zone along the citrus sculpture section of Banna Ave (east and west bound) for the duration of the Citrus Sculpture Display (12-26 October 2025). Further temporary signs will be displayed warning traffic as they approach the display that there will be increased pedestrian activity around the Citrus Sculptures.

### **2.2 Public Liability Insurance**

The Griffith City Council, Tourism Team (coordinating body for the Citrus Sculptures) reports directly to Griffith City Council. As such the event is covered by Griffith City Council's Public Liability Insurance.

### **2.3 Police**

A Schedule 1 – Notice of Intention to Hold a Public Assembly form has been submitted to the Local Area Commander for approval. The event will not take place without this approval being given.

A copy of this Traffic Management Plan will also be given to the Local Police for their information.



#### **2.4 Fire Brigades and Ambulance**

The Fire Brigade and Ambulance will be supplied with a copy of this Traffic Management Plan for their information. Access to the event site by Emergency Services will be available at all times.

### **3 Traffic and Transport Management**

#### **3.1 The route or location**

The event is a fixed event taking place in Banna Ave, Griffith, NSW.

#### **3.2 Parking**

The entire Griffith Tourism Hub car park will be utilised for this event therefore no parking to general public will be available during the setup, during the event or during pack down in the carpark.

Parking is available in Banna Avenue, Jondaryan Avenue, Railway Street, Griffith Central, Griffith Exies and Woolworths/Kmart car park. Disabled parking is available in all of these locations, with the closest drop-off point available on Jondaryan Avenue.

The north section of the Griffith Tourism Hub Car Park will be closed with barricades late Thursday evening 16 October 2025 to ensure cars are not parked in the event zone the following day. This will be managed by qualified GCC staff.

As the event is taking place after hours, parking for non-event goers is not envisaged to be a problem.

#### **3.3 Construction, traffic calming and traffic generating developments**

The launch event will not damage any of the existing road infrastructure in the area. All signs are temporary road signs, held down by sand bags in the event of high wind.

There are no construction activities or traffic calming devices in the area that will be affected by the event. There are no traffic lights located in this section of Griffith City Council.

#### **3.4 Trusts, Authorities or Government Enterprises**

The area used by the event is under the control of Griffith City Council and the Roads and Maritime Services. Griffith City Council is the body making the application to hold the event. The RMS will be requested to approve the event via the Local Traffic Committee. The event will not take place without RMS approval.

#### **3.5 Impact on/of Public transport**

V-Line buslines services will be affected by the event. The company will be notified of the event and advised of an alternative passenger stop, out the front of the Griffith Tourism Hub on Jondaryan Avenue, in the designated bus zone.

### **3.6 Reopening roads after moving events**

The section of Banna Ave affected by the event will be closed off at 4.00pm on the 17 October 2025.

To prevent vehicles from parking in the area and then being locked in by the road closure, the parking bays along Banna Avenue outside the State Government Office Block will be barricaded earlier in the day. The signs and barricades will be erected by Griffith City Council employees.

The signs will be taken down and the road reopened by 9.30pm on the 17 October 2025, this will be carried out by qualified Griffith City Council employees

### **3.7 Traffic management requirements unique to this event**

There are no noted Traffic Management requirements unique to this event.

### **3.8 Contingency plans**

There is no specific contingency plan in-place for the event.

In the event of very bad weather conditions, i.e. heavy rain or very high winds, the event will be cancelled.

### **3.9 Heavy vehicle impacts**

Banna Avenue is a B-Double route. Crossing St and Bridge Rd will be used as a detour for west bound B-Double vehicles. Heavy vehicles will therefore have no problems negotiating the closure.

### **3.10 Special event clearways**

There are no Special event clearways applicable to this event.

## **4.0 Minimising impact on non-event community & emergency services**

### **4.1 Access for local residents, businesses, hospitals and emergency vehicles**

Emergency vehicles will still be able to access the site at all times. The road closure is by temporary road signs which can be easily moved.

Local Businesses will be consulted via a letter drop completed by GCC Tourism staff.

The only businesses directly affected by the closure of west bound Banna Avenue are the State Government Office Block and Griffith Early Childhood Learning Centre. The staff and customers of these business's will have to plan an alternate car parking plan and will be notified via email and letter at least a month in advance.

Parking will be available to both businesses up until 6:00pm on Thursday 16 October 2025.

### **4.2 Advertise traffic management arrangements**

An advertisement will also be placed in the Council News advising of the proposed closure. Signage will be placed in the Griffith Tourism Hub Car Park prior to the closure so regular car park users are notified.

**4.3 Special event warning signs**

Signs will be established as per Traffic Control Plan.

**4.4 Permanent Variable Message Signs**

There are no Permanent Variable Message Signs proposed for this event.

**4.5 Portable Variable Message Signs**

Yes, there will be two portable variable message signs.

**5 Approval**

---

Griffith Traffic Committee concurrence/approval achieved on:

## 1 Event details

### 1.1 Event summary

Event Name: **Griffith Spring Fest Street Party**

Event Location: Griffith Tourism Hub Car Park (also west bound section of Banna Ave and section of median strip directly across from car park).

Event Date: Friday 17 October 2025 Event Start Time: 5.00pm Event Finish Time: 8.30pm

Event Set-up Start Time: 07:00am Event Pack down Finish Time: 10:30pm

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

### 1.2 Contact names

**Event Organiser\*: Griffith City Council (Izabella Apolloni, Events Coordinator)**

Phone: (02) 6962 8295 | Email: [events@griffith.com.au](mailto:events@griffith.com.au)

**Council (traffic):**

**Greg Balind** E-mail: [greg.balind@griffith.nsw.gov.au](mailto:greg.balind@griffith.nsw.gov.au)

**Police : Jason Hinson**

Phone : (02) 6969 4299 E-mail: [hins1jas@police.nsw.gov.au](mailto:hins1jas@police.nsw.gov.au)

**Roads & Maritime Services:**

**Greg Minehan** E-mail: [greg.j.minehan@rms.nsw.gov.au](mailto:greg.j.minehan@rms.nsw.gov.au)

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

### **1.3 Brief description of the event**

A celebration - the launch of Griffith Spring Fest showcasing the Citrus Sculptures & Griffith Garden Festival. Guests have the chance to admire the sculptures, purchase local food, have a glass of wine or beer, join in on the children's activities and enjoy live music and entertainment. The event will be located in the Griffith Tourism Hub Car Park and on the closed section of Banna Avenue, with small marquees for local food vendors, some food vans, sausage sizzle, water, bar, coffee van, limited market stalls & a stage with audio. People will also be able to wander through the Citrus Sculptures located in the centre median strip of Banna Avenue. Expected attendance in the past has been 2500 people.

## **2 Risk Management – Traffic**

### **2.1 Occupational Health & Safety - Traffic Control**

Due to the nature of the event attracting families and people on foot near the Citrus Sculptures in the centre median strip, it is proposed to close the west bound lane of Banna Ave (Main Road 80) between Jondaryan Avenue and Crossing Street for the duration of the launch event plus 1 hour prior for setup and 1 hour post for pack down. The Griffith Tourism Hub Car Park will also be closed to general vehicle traffic for the event and only accessible to approved event vehicles.

A traffic control plan has been prepared by the Griffith City Council (GCC) Road Safety & Traffic Officer detailing the signs to be placed for the road closure. The plan conforms to the requirements of AS 1742.3.

The road signs will be placed by GCC employees who have completed the two day Traffic Control for Worksites course. During the event the signs will be maintained by qualified GCC staff, and will not be altered or removed during the event. The temporary signs will be taken down by qualified GCC staff at the close of the event.

There will also be a temporary 40km zone along the citrus sculpture section of Banna Ave (east and west bound) for the duration of the Citrus Sculpture Display (12-26 October 2025). Further temporary signs will be displayed warning traffic as they approach the display that there will be increased pedestrian activity around the Citrus Sculptures.

### **2.2 Public Liability Insurance**

The Griffith City Council, Tourism Team (coordinating body for the Citrus Sculptures) reports directly to Griffith City Council. As such the event is covered by Griffith City Council's Public Liability Insurance.

### **2.3 Police**

A Schedule 1 – Notice of Intention to Hold a Public Assembly form has been submitted to the Local Area Commander for approval. The event will not take place without this approval being given.

A copy of this Traffic Management Plan will also be given to the Local Police for their information.

#### **2.4 Fire Brigades and Ambulance**

The Fire Brigade and Ambulance will be supplied with a copy of this Traffic Management Plan for their information. Access to the event site by Emergency Services will be available at all times.

### **3 Traffic and Transport Management**

#### **3.1 The route or location**

The event is a fixed event taking place in Banna Ave, Griffith, NSW.

#### **3.2 Parking**

The entire Griffith Tourism Hub car park will be utilised for this event therefore no parking to general public will be available during the setup, during the event or during pack down in the carpark.

Parking is available in Banna Avenue, Jondaryan Avenue, Railway Street, Griffith Central, Griffith Exies and Woolworths/Kmart car park. Disabled parking is available in all of these locations, with the closest drop-off point available on Jondaryan Avenue.

The north section of the Griffith Tourism Hub Car Park will be closed with barricades late Thursday evening 16 October 2025 to ensure cars are not parked in the event zone the following day. This will be managed by qualified GCC staff.

As the event is taking place after hours, parking for non-event goers is not envisaged to be a problem.

#### **3.3 Construction, traffic calming and traffic generating developments**

The launch event will not damage any of the existing road infrastructure in the area. All signs are temporary road signs, held down by sand bags in the event of high wind.

There are no construction activities or traffic calming devices in the area that will be affected by the event. There are no traffic lights located in this section of Griffith City Council.

#### **3.4 Trusts, Authorities or Government Enterprises**

The area used by the event is under the control of Griffith City Council and the Roads and Maritime Services. Griffith City Council is the body making the application to hold the event. The RMS will be requested to approve the event via the Local Traffic Committee. The event will not take place without RMS approval.

#### **3.5 Impact on/of Public transport**

V-Line buslines services will be affected by the event. The company will be notified of the event and advised of an alternative passenger stop, out the front of the Griffith Tourism Hub on Jondaryan Avenue, in the designated bus zone.

### **3.6 Reopening roads after moving events**

The section of Banna Ave affected by the event will be closed off at 4.00pm on the 17 October 2025.

To prevent vehicles from parking in the area and then being locked in by the road closure, the parking bays along Banna Avenue outside the State Government Office Block will be barricaded earlier in the day. The signs and barricades will be erected by Griffith City Council employees.

The signs will be taken down and the road reopened by 9.30pm on the 17 October 2025, this will be carried out by qualified Griffith City Council employees

### **3.7 Traffic management requirements unique to this event**

There are no noted Traffic Management requirements unique to this event.

### **3.8 Contingency plans**

There is no specific contingency plan in-place for the event.

In the event of very bad weather conditions, i.e. heavy rain or very high winds, the event will be cancelled.

### **3.9 Heavy vehicle impacts**

Banna Avenue is a B-Double route. Crossing St and Bridge Rd will be used as a detour for west bound B-Double vehicles. Heavy vehicles will therefore have no problems negotiating the closure.

### **3.10 Special event clearways**

There are no Special event clearways applicable to this event.

## **4.0 Minimising impact on non-event community & emergency services**

### **4.1 Access for local residents, businesses, hospitals and emergency vehicles**

Emergency vehicles will still be able to access the site at all times. The road closure is by temporary road signs which can be easily moved.

Local Businesses will be consulted via a letter drop completed by GCC Tourism staff.

The only businesses directly affected by the closure of west bound Banna Avenue are the State Government Office Block and Griffith Early Childhood Learning Centre. The staff and customers of these business's will have to plan an alternate car parking plan and will be notified via email and letter at least a month in advance.

Parking will be available to both businesses up until 6:00pm on Thursday 16 October 2025.

### **4.2 Advertise traffic management arrangements**

An advertisement will also be placed in the Council News advising of the proposed closure. Signage will be placed in the Griffith Tourism Hub Car Park prior to the closure so regular car park users are notified.

#### **4.3 Special event warning signs**

Signs will be established as per Traffic Control Plan.

#### **4.4 Permanent Variable Message Signs**

There are no Permanent Variable Message Signs proposed for this event.

#### **4.5 Portable Variable Message Signs**

Yes, there will be two portable variable message signs.

## **5 Approval**

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Griffith Traffic Committee concurrence/approval achieved on:



## Schedule 1 - Notice of Intention to Hold a Public Assembly

### SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

<b>1</b>	<p>I                    Izabella Apolloni ..... (name)</p> <p>of                    Cnr Banna &amp; Jondaryan Avenue, GRIFFITH NSW ..... (address)</p> <p>on behalf of      Griffith City Council ..... (organisation)</p> <p>notify the Commissioner of Police that</p> <p>on the <b>12<sup>th</sup> and 26<sup>th</sup> October 2025</b>, it is intended to hold.</p> <p>(a)                'Citrus Sculptures', a public assembly, <b>not</b> being a procession, of approximately 800 persons, which will assemble at Banna Ave, Griffith, from Bonegilla Rd to Jondaryan Ave at approximately 6.00 am, and disperse at approximately 2.30 pm on each respective Sundays.</p>
<b>2</b>	<p>The purpose of the proposed assembly is to erect and dismantle the giant citrus sculpture display that form part of the Griffith Spring Fest. The event is organised through Griffith City Council's Tourism team and volunteers, coordinated by Events Coordinator, Izabella Apolloni.</p> <p>The Roadway in which the event is taking place will be closed to the traffic for the duration of the erection, and later dismantling, of the Citrus Sculptures. Griffith City Council Engineering department have prepared a Traffic Management Plan for the Event. Detours will be in place via Yambil St for vehicles.</p>
<b>3</b>	<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;</p> <p>(I) There will be approximately 60 Citrus Sculptures erected and dismantled.</p> <p style="padding-left: 20px;">The type and dimensions are as follows:</p> <p style="padding-left: 20px;">Varying sizes ranging from 6.6m by 2.6m by 1.6m down to 1m by 1m sculptures. <b>All of the sculptures will be erected in the grassed centre islands located in Banna Ave between Crossing St and Jondaryan Ave, as well as on State Office property, on Banna Ave.</b></p> <p style="padding-left: 20px;">There will be no groups of bands, musicians, entertainers, etc. which will entertain or address the assembly. All people involved are assembling and later dismantling the sculptures.</p> <p>(II) There will be NO animals involved in the assembly</p>

(III) There will be a BBQ and refreshments provided in front of the State Office Block. This will be held on the foot path not the road way.

(IV) Other special characteristics of the proposed assembly are as follows:  
There will be forklifts on-site delivering citrus fruit to the different sculptures. Persons operating the forklifts will be GCC staff members and will provide a copy of their current license to Izabella Apolloni, Events Coordinator.

I take responsibility for organising and conducting the proposed assembly.

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

**Griffith City Council**  
**1 Benerembah Street**  
**Griffith NSW 2680**

**Telephone No. (02) 6962 8100 or mobile 0417 368 169**

 Recoverable Signature

X Izabella Apolloni

Izabella Apolloni  
Events Coordinator

Signed Signed by: Izabella Apolloni

Date 8/01/2025

## Schedule 1 - Notice of Intention to Hold a Public Assembly

### SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

<b>1</b>	<p>I                                    Izabella Apolloni ..... (name)</p> <p>of                                    Cnr Banna &amp; Jondaryan Avenue, GRIFFITH NSW ..... (address)</p> <p>on behalf of                    Griffith City Council ..... (organisation)</p> <p>notify the Commissioner of Police that</p> <p>on <b>Friday 17th October 2025</b>, it is intended to hold.</p> <p>(a)                                'Griffith Spring Fest Street Party", a public assembly, <b>not</b> being a procession, of approximately 2500 persons, which will assemble at Banna Ave, Griffith, from Bonegilla Rd to Jondaryan Ave at approximately <b>5:00 pm</b>, and disperse at approximately <b>8:30 pm</b>.</p> <p style="text-align: center;"><b>The westbound lane of Banna Avenue will be closed between Bonegilla Road and Jondaryan Avenue from 4:00pm to 9.30pm.</b></p>
<b>2</b>	<p>A celebration - the launch of Griffith Spring Fest showcasing the Citrus Sculptures &amp; Griffith Garden Festival. Guests have the chance to admire the sculptures, purchase local food, have a glass of wine or beer, join in on the children's activities and enjoy live music and entertainment. The event will be located in the Griffith Tourism Hub Centre Car Park and on the closed section of Banna Avenue, with small marquees for local food vendors, some food vans, sausage sizzle, water, bar, coffee van, limited market stalls &amp; a stage with audio. People will also be able to wander through the Citrus Sculptures located in the centre median strip of Banna Avenue.</p>
<b>3</b>	<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;</p> <p>(I)                                The Griffith Tourism Hub car park will be closed for the event as will west bound Banna Ave from the Crossings Street to Jondaryan Avenue (the East bound lane will remain OPEN).</p> <p style="padding-left: 40px;">A safety barrier will be established along the northern side of the centre median along the entire 'closed' length of Banna Avenue to restrict pedestrian access (especially by children) from entering the carriageway</p> <p>(II)                                There will be NO animals involved in the assembly</p> <p>(III)                                Other special characteristics of the proposed assembly are as follows: The sculptures are lit at night by light towers.</p>

I take responsibility for organising and conducting the proposed assembly.
Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:  Griffith City Council, 1 Benerembah Street, Griffith.
Signed: Izabella Apolloni  Griffith City Council Events Coordinator  Date 8/01/2025

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## **Special Event Transport Management Plan**

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<b>CLAUSE</b>	<b>CL05</b>
<b>TITLE</b>	<b>Installation of No Stopping Zone - Willandra Avenue</b>
<b>FROM</b>	<b>Greg Balind, Development &amp; Traffic Coordinator</b>
<b>TRIM REF</b>	<b>25/13680</b>

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### **SUMMARY**

Concerns have been relayed to Council regarding the parking of heavy vehicles on the northern side of Willandra Avenue to the west of the Kidman Way causing a sight obstruction in the vicinity of nearby accessways. Regulatory signs are proposed to restrict the parking of heavy vehicles at that site.

### **RECOMMENDATION**

**The Traffic Committee recommend the installation of a 30 metre No Stopping zone area and associated R5-400n signs on the northern side of Willandra Avenue (fronting 76-84 Willandra Avenue ) as per the attached plan.**

### **REPORT**

Council has received complaints regarding the parking of heavy vehicles on the northern side of Willandra Avenue to the west of the Kidman Way intersection (Kissel's Corner) that results in restricting the sight distance available for drivers exiting Lot 6 DP859691 (Gateway Centre complex). A site inspection by staff confirmed a reduced sight distance between vehicles exiting the site and vehicles travelling south on Willandra Avenue when a heavy vehicle is parked in close proximity to the accessway.

The installation of a No Stopping zone at the proposed location ensures compliance with minimum sight distances from accessways as per Australian Standards 2890.1.

### **LINK TO STRATEGIC PLAN**

This report has no relevance to the Council's Strategic Plan.

### **ATTACHMENTS**

- |  |     |
|--|-----|
| (a) Proposed No Stopping Zone - Willandra Avenue <a href="#">↓</a> | 102 |
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Proposed No Stopping zone – Willandra Avenue (Traffic Committee 11 February 2025)

**CLAUSE**      **CL06**

**TITLE**        **Safety Concerns - Corner Farronato Road and Mackay Avenue**

**FROM**        **Greg Balind, Development & Traffic Coordinator**

**TRIM REF**    **25/4194**

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### **SUMMARY**

A letter was received outlining concerns about ongoing traffic congestion and poor road conditions on the corner of Farronato Road and Mackay Avenue, Griffith.

### **RECOMMENDATION**

**For the Committee to discuss.**

### **REPORT**

The letter dated 28 November 2024 raises safety issues regarding a high number of vehicles using Farronato Road to perform a U-turn on Mackay Avenue, with multiple near misses reported due to unsafe turning practices. It is also stated that the right hand turn into Farronato Road from Mackay Avenue creates unsafe conditions as there is a traffic build up from recently merged lanes right behind the turning vehicle.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 4.1 Make our community safer.

### **ATTACHMENTS**

- (a) Letter of Concern dated 28 November 2024 (confidential)

**TITLE** Outstanding Action Report

**TRIM REF** 25/14180

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**RECOMMENDATION**

The report be noted.

**ATTACHMENTS**

(a) Action Report - Traffic Committee - 11 Feb 2025 [↓](#) 105



<b>Traffic Committee Outstanding Action Report</b>				
<b>11 February 2024</b>				
<b>Date of Meeting</b>	<b>Item</b>	<b>Action/Recommendation</b>	<b>Officer</b>	<b>Comment</b>
10 December 2024	<b>Intersection Hillside Drive / Slopes Road</b>	Councillor O'Grady advised he has been told that there are concerns about trucks leaving Tharbogang Landfill travelling down Hillside Drive and not giving way to cars travelling along Slopes Road at 100 km/h, could there be a stop sign installed instead? Mr Minehan noted that warrants based on sight distance must be met for a stop sign to be considered. He said he will inspect the intersection before the next Traffic Committee meeting for further discussion.	<b>Greg Minehan</b>	
13 August 2024	<b>Intersection Beaumont Road / Murrumbidgee Avenue</b>	Mr Balind tabled a draft design for installation of rumble strips for Beaumont Road / Murrumbidgee Avenue. Council's Works department have approved the installation to be done under existing funding.  Mr Minehan asked that the final design be provided electronically to the Committee for endorsement.  There is sensitive receiver within 250 metres of the rumble strips and a concession must be sought from the resident prior to approval. Mr Balind to contact resident and provide information to the Committee electronically.	<b>Greg Balind/ Phil King</b>	<b>27/08/2024:</b> Onsite inspection conducted. Additional Stop signs implemented 19/08/2024 to create a 'gateway treatment.'  <b>10/09/2024:</b> Mr King advised that the work order for installation of non-continuous rumble strips has been raised last week.  <b>12/11/2024:</b> To be followed up with Mr King.
09 July 2024	<b>Bus Zone on Wyangan Avenue / Messner Street</b>	Mr Rowley noted that he has received another report of a near miss at the new Wyangan Avenue bus zone, with reports people are crossing Wyangan Avenue to access the bus stop on the other side and not seeing cars coming out of Messner Street behind them. He is working with residents to put a request in writing for further action.	<b>Michael Rowley</b>	<b>20/07/2024:</b> Outstanding.

09 July 2024	<b>Sidlow Road / Stafford Road Intersection</b>	Mr Balind has forwarded a request to the Works department for installation of bigger 'Stop' signs (Size B) on both sides of Stafford Road approaching Sidlow Road as well as a request for roadside vegetation slashing which should improve sight distance and advanced warning for the intersection. Mr Rizzo asked that line marking be refreshed as well. Mr Balind to add to the request.	<b>Greg Balind</b>	<p><b>07/08/2024:</b> Outstanding.</p> <p><b>13/08/2024:</b> Mr Balind to check signage and line marking.</p> <p><b>20/01/2025:</b> New 'B' sized signs ordered for installation.</p>
12 December 2023	<b>Intersection Treatment – Noorilla Street and Boonah Street</b>	<p>Mr Balind stated that crash records for the intersection Noorilla Street and Boonah Street have shown significant data in recent years, with three major crashes recorded this year alone. He suggested that the intersection be upgraded as a matter of urgency.</p> <p><b>RECOMMENDED</b> on the motion of Jason Hinson and Michael Rowley that Council seek priority for sourcing funding to upgrade the intersection of Noorilla Street and Boonah Street.</p>	<b>Phil King</b>	<p><b>13/02/2024:</b> Proposed design presented, with some drainage issues to be addressed. A detailed design will be brought to the Committee for information. Funding stream sourcing with Director - Infrastructure.</p> <p><b>14/05/2024:</b> Director of Infrastructure and Operations advised funding via NSW Government Safer Roads Program relating to safety improvements which closed on 10 May 2024 was not sought.</p> <p><b>09/07/2024:</b> Mr Balind to provide information in a report to Council so the resolution from the December 2023 Committee meeting can be progressed as a matter of urgency.</p> <p><b>07/08/2024:</b> Committee to be updated following the receipt of additional information from Director of Infrastructure.</p> <p><b>13/08/2024:</b> Roundabout designs are nearing completion and awaiting advice regarding costing and constructability from the Works department. Funding via the Safer Local Roads and Infrastructure Program is proposed to be sought. Further information will be presented to the next Traffic Committee</p>

				<p>meeting.</p> <p><b>27/08/2024:</b> Traffic data for intersection provided to Infrastructure &amp; Operations section 22/08/2024. Application for funding in progress via Safer Roads Portal. Applications for Tranche 1 via the Safer Local Roads Infrastructure Program close on 30 September 2024.</p> <p><b>12/11/2024:</b> Mr Balind said since the last Committee meeting, another cross intersection 2 vehicle crash with injuries occurred at the intersection.</p> <p>Councillor Curran asked that the detailed design be included in a future Traffic Committee report for endorsement.</p> <p><b>10/12/2024:</b> Draft design presented, new 'Black Spot' funding stream to be applied for. Full design be forwarded for comment from TfNSW road design team.</p>
4 April 2023	<b>General Business – Mackay Avenue / Macedone Road Intersection</b>	Councillor Napoli noted there have been concerns in the community about the safety of the intersection, with Mr Balind stating that the combination of the channel, railway corridor and state road was making a solution difficult to design. The Committee agreed to revisit the draft realignment design from several years ago and bring back for comment.	<b>Greg Balind</b>	<p><b>15/05/2023:</b> Concepts have been referred to Council's Design Team taking into account feedback from TfNSW.</p> <p><b>15/08/2023:</b> Ongoing.</p> <p><b>09/07/2024:</b> Mr Rizzo noted that as a result of the Mackay Avenue footpath construction, vegetation cleanup in the area has significantly improved sight distance from Macedone Road to Mackay Avenue.</p> <p><b>27/08/2024:</b> This will be an ongoing item for the Action Report.</p> <p><b>10/09/2024:</b> Mr King noted the intersection looked tidier after the</p>

				Yoogali pathway upgrade.
13 December 2022	<b>Speed Zone Reviews</b>	<b>Speed Zone Reviews outstanding for the following roads/streets:</b> Murrumbidgee/Beaumont (Priority) Slopes Road (March 2022) Murrumbidgee/Sidlow (August 2024) Abattoir Road (May 2024)	<b>Transport NSW</b>	<p><b>28/11/2023:</b> Barracks Road school zone to be reduced to 50 metres in length.</p> <p><b>13/02/2024:</b> RRR still awaiting installation, media will need to be re-released. Slopes Rd to be reported to next meeting. Nelson Drive to be inspected.</p> <p><b>12/03/2024:</b> Slopes Road sealed section to drop to 80km/h. RRR still non-compliant with inconsistent signage. Mr Balind to refer to Phil King for action. Murrumbidgee Avenue and Barracks Road next on the list.</p> <p><b>16/04/2024:</b> Mr Minehan advised he will inspect Rifle Range Road speed zones during the week commencing 22 April. He needs to confirm zoning relating to the intersection of Citrus Road.</p> <p><b>11/06/2024:</b> RRR completed. Barracks Rd &amp; Murrumbidgee Ave works to be scheduled. Slopes Road next on the list. Scenic Drive to remain at 80km.h.</p> <p><b>09/07/2024:</b> Todd Road – confirmed 50 km/h. Slopes Road – inspected and will be next. Mr Balind to liaise with TfNSW regarding prioritising Rifle Range Road.</p> <p><b>13/08/2024:</b> Barracks Road &amp; Murrumbidgee Avenue – approved, waiting for quotes for installations. Thorne / Bromley Road – signs already there for 80km/h, can be done through data maintenance. Slopes Road &amp; Abattoir Road – next, unless Council wants Rifle Range</p>

			<p>Road done first. Mr Balind asked that RRR be prioritised.</p> <p><b>10/09/2024:</b> Murrumbidgee Avenue and Barracks Road speed zone reductions were scheduled to be installed last month but had to be postponed due to orders from the Minister's office - back on track now with a new installation date to be advised by Council's Works Manager. Rifle Range Road to be installed as a priority as per the Committee's request before proceeding with the outstanding reviews.</p> <p><b>12/11/2024:</b> Barracks Road – installed &amp; authorised; Murrumbidgee Avenue – first part done and authorised on Speedlink; Murrumbidgee Avenue/Beaumont Road – at recommendation stage to reduce the length of Murrumbidgee Avenue on both sides of Beaumont Road back to 80 km/h.</p> <p><b>10/12/2024:</b> Murrumbidgee Avenue/Beaumont Road – at approval stage. Abattoir Road next.</p>
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