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**TRAFFIC COMMITTEE  
TO BE HELD IN THE MURRAY ROOM, GRIFFITH ON  
TUESDAY, 9 SEPTEMBER 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 p7 New Authorisation and Delegation Instrument - Prescribed Traffic Control Devices and Regulation of Traffic
  - CL02 p26 Traffic Management - Griffith Cycle Club 2026 Sunday Events
  - CL03 p73 Traffic Control - Griffith Cycle Club Dean Carter Memorial Event 2026
  - CL04 p126 Request to Install Pickup/Drop Off Zone and Children's School Crossing - St Patrick's School
  - CL05 p131 Noorebar Avenue Road Reserve - St Patrick's Primary School Request
- 6 p133 Outstanding Action Report
- 7 General Business
- 8 Next Meeting

**DISTRIBUTION LIST**

Councillor Anne Napoli (Chair), Tony O'Grady (Councillor - Alternate), Greg Minehan (Transport for NSW Representative), Kerry Lippold (Member for Murray Representative), Tony Leadbitter (Police Representative)

Engineering Design & Approvals Manager, Vacant, 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 THE MURRAY ROOM, GRIFFITH ON  
TUESDAY, 8 JULY 2025 COMMENCING AT 10:30 AM**

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## **PRESENT**

Councillor Anne Napoli (Chair), Jason Hinson (Police Representative), Greg Minehan (Transport for NSW Representative), Kerry Lippold (Member for Murray Representative, via Zoom)

## **STAFF**

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

## **1 APOLOGIES**

**RECOMMENDED** on the motion of Jason Hinson and Greg Minehan that apologies be received from Tony O'Grady (Councillor - Alternate), John Wadsworth (Police Representative) and Director Infrastructure & Operations, Phil King.

## **2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Jason Hinson and Greg Minehan that the minutes of the previous meeting held on 10 June 2025, having first been circulated amongst all members, be confirmed.

## **3 BUSINESS ARISING**

### **3.1 Outstanding Action Report – Speed Zone Reviews**

Mr Minehan advised that the Centre for Road Safety has asked that no new speed zones or reduction proposals are initiated going forward and he was awaiting clarification on the full implications of this directive. Statewide funding has been significantly reduced, with remaining funds now focused on high-risk roads identified through a star-rating system. All new speed zone projects are currently on hold, except for the ongoing work on Murrumbidgee Avenue and Beaumont Road, which still requires installation of two missed signs on Beaumont Road.

### **3.2 Request for 40km/h School Zone – Western Riverina Community School**

Mr Balind advised that the school does not operate in a significant part of regular school zone hours, with only approximately 10 percent of scheduled class time falling in school zone hours. Mr Minehan to report back to the next meeting regarding the request.

### **3.3 Request for Traffic Committee Support – Truck Rest Area - Yenda**

Mr Minehan advised that the request has been forwarded to the freight branch for further investigation. He noted that the issue has been raised previously where it was identified that neither Council nor TfNSW own land appropriate for a dedicated truck stop in this LGA and that it may be worth investigating a partnership with a private entity who can acquire the land and develop it, similar to the Gillenbah rest area.

### **3.4 Outstanding Action Report – Mackay Avenue / Macedone Road Intersection**

Councillor Napoli noted the linemarkings have not been refreshed yet and they are not visible at all. Mr Balind said he has sent through the request and will follow up.

### **3.5 General Business – Probert Avenue Car Park**

Councillor Napoli noted the bushes have been trimmed but there are still concerns about safety at the intersection Probert Avenue and Macarthur Street. Could something be done to improve safety? Mr Carrozza advised that a roundabout concept has been designed previously and he will bring the design to the next meeting for the Committee's information and further investigation.

## **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 less than significant non-pecuniary interests declared.

## **5 ITEMS OF BUSINESS**

### **CL01 TRAFFIC MANAGEMENT - MULTICULTURAL COUNCIL STREET PARADE**

Mr Balind advised that the Multicultural Council plans to hold a street parade similar to last year's, moving from Memorial Park around Banna Avenue to showcase the city's cultural diversity. The event is scheduled for 12 October, with road closures on Banna Avenue from 12:30 pm to 5:30 pm. A traffic control plan has been submitted, mirroring the 2024 setup, with only the date changed. Approval has been conditionally recommended, pending the submission of the Certificate of Currency, which needs to be submitted one month prior to the event. Sergeant Hinson asked that the Multicultural Council also submit a signed copy of the Schedule 1 notification.

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

- (a) Support the installation of the Traffic Guidance Scheme documenting road closures relevant to the event.
- (b) Note the Special Event Transport Management Plan.
- (c) Note the Traffic Management Plan documenting traffic related contingencies for the



event.

- (d) Condition approval on the submission of a valid Certificate of Currency to Council prior to 12 September 2025.

#### **CL02 REQUEST FOR 15 MINUTE PARKING - YAMBIL STREET**

Mr Balind presented the request received from Yambil Hub, which houses support services including Meals on Wheels, to install 15 minute restricted parking in front of the building to facilitate pick up and drop off of donations and goods. While this is expected to help operations, it is noted that the space will be available to anyone and not exclusively to Yambil Hub.

**RECOMMENDED** on the motion of Jason Hinson and Greg Minehan that the Traffic Committee recommend the installation of 15 minute restricted parking including relevant R5-15 signs on Yambil Street fronting Lot 1 DP 1228932 (16-22 Yambil Street).

#### **CL03 EVENT RELATED TRAFFIC CONTROL - JONDARYN AVENUE - OCTOBER 2025**

A Craft Beer Festival has been scheduled at the old Miranda Wines site on 11 October and will follow a similar traffic control plan used during the former Vintage Festival at this location. Key traffic measures include:

- Temporary speed zone reduction
- No parking zones to facilitate pickup/drop-off areas
- VMS boards and increased pedestrian activity signage to enhance safety

A Special Event Transport Management Plan was resubmitted with corrected dates and is now consistent with the traffic control plan. Approval will be conditional on the submission of a valid certificate of currency 30 days prior to the event.

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

- (a) Support the implementation of the attached Traffic Guidance Scheme (TGS-7624).
- (b) Note the Special Event Transport Management Plan.
- (c) Condition the support on the receipt of a valid certificate of currency no later than Friday, 12 September 2025.

### **6 OUTSTANDING ACTION REPORT**

#### **6.1 Request to Install Pickup/Drop Off Zone and Children's School Crossing – St Patrick's School**

Mr Balind advised that the school has submitted a proposal through their traffic consultants for a designated drop off/pick up area in the Noorebar Avenue car park. As the design was only received late last week, a report will be brought back to the Committee at the next meeting to raise the request from the table for discussion.

#### **6.2 Yenda Railway Crossing Update**

Mr Minehan provided the following update:

- Upcoming works include line marking, sealing, and vegetation removal in the rail corridor.

- UGL is contributing to the works and the cost of the Rail Protection Officer, which is typically a significant expense.
- This results in minimal financial impact on Council.
- An agreed scope of works is already in place.

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

## **7 GENERAL BUSINESS**

### **7.1 Funding for Safety Improvements on Local Roads**

Mr. Minehan advised that the Centre for Road Safety has updated its policy on investigating and reviewing fatal crashes. Previously, TfNSW staff conducted reviews on State Roads, focusing on crash circumstances such as road conditions and councils could access up to \$100,000 in funding for minor safety improvements. This process has now been extended to local roads. TfNSW will assist councils with the review process and funding applications, ensuring compliance with required standards. This policy is now in effect.

### **7.2 Thorne Road Roundabout Signage**

Mr Minehan asked for a copy of the Gazette from the Geographical Names Board to approve the Punjabi signage at the Thorne Road roundabout. Mr Balind advised that the naming was based on a Council resolution and would have gone through the Geographical Names Board prior to any approval being given.

Mr Minehan said a complaint has been received by TfNSW about the signage, but no formal concurrence or notification was provided to the Roads Authority, which would typically be required on a State Road. Mr Balind will follow up on the relevant Council report and confirm approval status with the Geographical Names Board.

### **7.3 Unauthorised Driveway on Kidman Way**

Mr Minehan advised that on this side of Willbriggie on the eastern side of Kidman Way, a new driveway has been installed without drainage, raising concerns about water runoff and road safety. It is located near a previously existing driveway, approximately 100 metres further south. The new access does not appear to be authorised and may cause issues due to lack of proper construction and approvals. The issue will be followed up by Council staff.

### **7.4 Parking Notices on Windscreen**

Councillor Napoli said that a community member inquired about Council placing notices of parking fines on vehicle windscreens. Mr Balind confirmed that while formal legislation commenced on 1 July, Griffith City Council has been proactively been using the notices since May to give drivers an advanced advising of the pending changes.

## **8 NEXT MEETING**

The next meeting of the Traffic Committee is to be held on Tuesday, 12 August 2025 at 10:30 am.

There being no further business the meeting terminated at 11:09 am.

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**CLAUSE** CL01**TITLE** New Authorisation and Delegation Instrument - Prescribed Traffic Control Devices and Regulation of Traffic**FROM** Greg Balind, Development & Traffic Coordinator**TRIM REF** 25/96639

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**SUMMARY**

On 25 July 2025, Transport for NSW (TfNSW) issued a new 2025 Authorisation and Delegation Instrument (referred as “the Instrument”) to replace the existing 2011 Delegation to Councils and 2023 Temporary Delegation to Councils – both of which are now revoked. That Instrument came into effect on 1 August 2025 and authorises councils to use prescribed traffic control devices under Section 122 of the *Road Transport Act 2013* and delegates Transport’s power under Section 115 of the *Roads Act 1993* to regulate traffic for any purpose. Please see copy of the Instrument at attachment (a)

With respect to the existing Traffic Committee model, TfNSW proposes to rename that committee to the *Local Transport Forum* to better reflect its purpose/function and to distance that forum from any perception it is associated with a 355 (Local Government Act 1993) Committee. Although the Instrument advises a Local Transport Forum is to be convened, it is not mandatory to refer to that medium as the *Local Transport Forum*. As such, Griffith City Council staff deem the term ‘*Local Transport Forum*’ limits the description of such meetings to the use of the road network rather than providing holistic approach to satisfy the purpose/function aspect. As such, the term ‘*Local Traffic Forum*’ is a more appropriate name as ‘*traffic*’ takes into account a broader scope of road related functions. It is therefore proposed that the Griffith City Council Traffic Committee be renamed the *Local Traffic Forum* while still acting under the 2025 Authorisation and Delegation Instrument.

Notwithstanding the renaming of the Traffic Committee, a number of key changes as referenced in the Transport NSW document (attachment (b)) is summarised below and includes:

- The ability for councils to manage their network (unclassified roads and all regional roads) including for events without prior (Local Traffic Forum) review
- Councils can sub-delegate functions to staff
- Traffic Management Plans are no longer required to be presented to achieve support – however but may still be required for other purposes such as the Work Health and Safety Act 2011, Roads Act 1993 etc
- Simplified rules for use of portable traffic control lights and roadwork speed limit signs
- Council may determine which proposals are to be sent to the (Local Traffic Forum) for advice or coordination
- The Forum sustains no voting functions, it is not an approval body nor does it make decisions.

It should be further noted that Schedule 4 of the Instrument provides a referral to the (Local Traffic Forum for any proposals that will:

- for a period exceeding 6 months: (i) restrict or prohibit passage along a road of any persons, vehicles, or animals; or (ii) compel or prevent a turn from one public road to another public road; or
- for a period exceeding 24 hours: (iii) prevent, impede, or hinder the safe or efficient operation of a public passenger service; or (iv) prevent access to a public transport station, stop, wharf, or service; or (v) remove or render less effective any bus priority measure.

Forum members are also advised that an assessment of the Authorisation and Delegation Instrument is ongoing and may require a new Terms of Reference to be developed for council concurrence. Further advice on that matter will be provided to the Forum in due course.

Please see attached reference documents that provide an overview of the proposed changes for the information Forum members.

### **RECOMMENDATION**

**That the information as tabled be the subject of discussion.**

### **ATTACHMENTS**

(a)	Authorisation and Delegation Instrument <a href="#">↓</a>	9
(b)	Authorisation and Delegation - Changes <a href="#">↓</a>	15
(c)	(Local Traffic Forum) Functions and Responsibilities <a href="#">↓</a>	16
(d)	Traffic Forum - Referrals and Review <a href="#">↓</a>	17
(e)	Authorisation and Delegation - Events and Trials on Local Streets <a href="#">↓</a>	18
(f)	Public Transport Considerations <a href="#">↓</a>	19
(g)	Key Terms - Regulation and Use of Prescribed Traffic Control Devices <a href="#">↓</a>	20
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Transport  
for NSW

**AUTHORISATION AND DELEGATION**  
**PRESCRIBED TRAFFIC CONTROL DEVICES AND**  
**REGULATION OF TRAFFIC**

*Roads Act 1993*  
*Road Transport Act 2013*

On behalf of Transport for NSW, I, Josh Murray, Secretary of the Department of Transport:

- a) **REVOKE** the instrument of 31 October 2011 titled "*Roads and Maritime Services – Delegation to Councils*"; and
- b) **REVOKE** the instrument of 12 December 2023 titled "*Instrument of Delegation and Authorisation – Traffic Management and Pedestrian Works – Temporary Delegation to Councils No.2*"; and
- c) **DELEGATE** under section 31(1) of the *Transport Administration Act 1988* and all other enabling powers, the functions set out in **Schedule 1** to the delegates set out in **Schedule 2**, subject to the conditions and limitations set out in **Schedule 4**; and
- d) **AUTHORISE** those delegates, under section 31(2) of the *Transport Administration Act 1988*, to sub-delegate the functions set out in **Schedule 1** to the persons set out in **Schedule 3**; and
- e) **AUTHORISE** the delegates set out in **Schedule 2**, under section 122(b) of the *Road Transport Act 2013*, to install or display (or interfere with, alter, or remove) any prescribed traffic control device required to give effect to the carrying out of traffic control work except where indicated as restricted in the Transport for NSW "*Traffic Signs Register*", subject to the conditions and limitations set out in **Schedule 4**; and
- f) **CONSENT**, under s.87(4) of the *Roads Act 1993*, to the construction, installation, maintenance, repair, removal, or replacement of a portable traffic control light used temporarily by a delegate in the context of carrying out road work or traffic control work, subject to the conditions and limitations set out in **Schedule 4**; and



Authorisation and Delegation Instrument

- g) **DIRECT** that failure to comply with the conditions and limitations set out in **Schedule 4** renders the prescribed traffic control device authorisation and delegation inoperative with respect to the functions exercised.

*Note: the authorisation at (e) above is referred to in this Instrument as "the prescribed traffic control device authorisation".*

This Instrument commences on 1 August 2025 and continues in force until revoked.



Josh Murray  
Secretary  
Department of Transport

Date: 21/07/2025

Authorisation and Delegation Instrument

**SCHEDULE 1 – FUNCTIONS**

- (a) The functions and powers of Transport for NSW under section 115(2) of the *Roads Act 1993* to regulate traffic on a public road for purposes other than those set out in that section.
- (b) The power to establish and operate a special event parking scheme for a road under Part 8, Division 3 of the *Road Transport (General) Regulation 2021*.

**SCHEDULE 2 – DELEGATES**

A council constituted under the *Local Government Act 1993*.

**SCHEDULE 3 – SUB-DELEGATES**

The general manager of a council, or an employee of the council.

**SCHEDULE 4 – CONDITIONS AND LIMITATIONS**

*Note: Reference to a delegate in this Schedule includes reference to a sub-delegate.*

**1. Scope of Authorisation and Delegation**

A delegate must not exercise a function listed in Schedule 1 of this Instrument and may not use the prescribed traffic control device authorisation:

- (a) outside its local government area as constituted under the *Local Government Act 1993*;
- (b) on a road or part of a road classified as a Freeway, Controlled Access Road, Tollway, or Transitway; or
- (c) on any road identified with the 'Administrative Category' of 'State' in the '*Schedule of Classified Roads and Unclassified Regional Roads*' (as published and amended from time to time by Transport for NSW), except with the written consent of Transport for NSW

*Note: The prescribed traffic control device authorisation allows delegates to install, display, etc. those devices and extends to the engagement of third parties (such as developers, road construction contractors, etc.) to install and display any such devices as a consequence of a delegate's decision and approval under this Instrument.*

**2. Local Transport Forum**

- (a) A delegate must convene a Local Transport Forum to which a representative from each of the following is invited to attend:

Authorisation and Delegation Instrument

- (i) the delegate
  - (ii) Transport for NSW
  - (iii) NSW Police Force
  - (iv) The local Member(s) of NSW Parliament
  - (v) The operator of any public passenger service likely to be affected by traffic control work proposed by the delegate
- (b) A delegate may invite any other person to attend the Local Transport Forum.
- (c) A delegate may seek technical advice from the Local Transport Forum regardless of whether this Instrument is being used.
- (d) The Local Transport Forum is to provide advice to the delegate on any matter put before it for advice.
- (e) A delegate must consider any advice provided by the Local Transport Forum.

**3. Mandatory prior referral of some proposals**

- (a) A delegate must refer to the Local Transport Forum any proposal to exercise a function listed in Schedule 1 of this Instrument or to use the prescribed traffic control device authorisation where that proposal would:
- for a period exceeding **6 months**:
- (i) restrict or prohibit passage along a road of any persons, vehicles, or animals;  
or
  - (ii) compel or prevent a turn from one public road to another public road;
- or
- for a period exceeding **24 hours**:
- (iii) prevent, impede, or hinder the safe or efficient operation of a public passenger service; or
  - (iv) prevent access to a public transport station, stop, wharf, or service; or
  - (v) remove or render less effective any bus priority measure.
- (b) Following consideration of advice provided by the Local Transport Forum, the delegate may proceed with the proposal unless the Transport for NSW representative advises the meeting of the Local Transport Forum that Transport for NSW will be submitting a Statement of Concern within seven (7) days.

Authorisation and Delegation Instrument

- (c) If a Statement of Concern has been provided to the delegate in accordance with clause (b) above, the delegate may not exercise the relevant function until a further seven (7) days after it has circulated to the members of the Local Transport Forum, a written response addressing the Statement of Concern and setting out the delegate's reasons for proceeding to exercise the function.

**4. Keeping of records**

- (a) The proceedings of the Local Transport Forum must be recorded and made public as soon as practicable.
- (b) A post facto record of any use of the prescribed traffic control device authorisation (excluding any instance that has already been the subject of prior referral per condition 3) must be tabled at the Local Transport Forum as soon as practicable and no later than three (3) months after the fact.

**5. Coordination**

- (a) A delegate must consult any public passenger service operator – either directly or via the Local Transport Forum – before exercising any function listed in Schedule 1 of this Instrument or using the prescribed traffic control device authorisation where it is likely to affect the operation of a public passenger service provided by that operator.
- (b) Details of such consultation undertaken outside of the Local Transport Forum must be tabled at the Local Transport Forum as soon as practicable.
- (c) A delegate must give not less than seven (7) days' notice to NSW Police Force and Transport for NSW – either directly or via the Local Transport Forum – before regulating traffic under this Instrument for the purposes of a public event.

**6. References**

- (a) A delegate must use the NSW Design of Roads and Streets Manual (TS 00066, as amended from time to time) as a primary reference when exercising a function listed in Schedule 1 of this Instrument or using the prescribed traffic control device authorisation.
- (b) Use of a portable traffic control light or R4-212n roadwork speed limit sign under this Instrument must be in accordance with the Transport for NSW Traffic Control at Work Sites Manual (TS 05492, as amended from time to time).

**7. Preservation of head of power**

Notwithstanding this Instrument, Transport for NSW reserves all and any rights and powers, including to:

- (a) Direct a public authority under clause 81 of Schedule 1 of the *Transport Administration Act 1988*, or alter or remove, or direct the alteration or removal of any prescribed traffic control device, under Part 5.3, Division 2 of the *Road Transport Act 2013*; and

Authorisation and Delegation Instrument

- (b) Carry out road work in accordance with Part 6 of the *Roads Act 1993*; and
- (c) Carry out traffic control work on any public road, including exclusive power to carry out or consent to the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control light under section 87 of the *Roads Act 1993*; and
- (d) Regulate traffic under Part 8 of the *Roads Act 1993*.
- (e) Revoke or withdraw this delegation, authorisation, or any component of it at any time with respect to any or all delegates.



# The Authorisation & Delegation Instrument

## (ii) What has changed?

transport.nsw.gov.au | August 2025

- The 2025 Instrument **replaces** the 2011 Delegation to Councils and the 2023 Temporary Delegation
- Councils have **more options** when regulating traffic and using prescribed traffic control devices
- Councils can simplify their practices if (and when) they choose
- 'Local Traffic Committee' is **replaced** by 'Local Transport Forum'

### Key changes from the 2011 Delegation to Councils

- *Local Traffic Committee* is renamed *Local Transport Forum* (LTF) to better reflect its purpose/function
- In many cases, councils can manage their network (unclassified roads and all regional roads), including for events, without prior LTF review
- Councils can sub-delegate functions to staff
- Traffic Management Plans are no longer required at LTF (*but may still be required for other purposes such as the Work Health and Safety Act 2011*)
- Regional Traffic Committee has been discontinued
- Restrictions relating to 'nominated' train stations have been discontinued
- Simplified rules for use of portable traffic control lights and roadwork speed limit signs
- Pre-approvals or advance expressions of support are not required from council in order to refer to LTF

### Consultation and referral of proposals

- Generally, council may decide which proposals to send to the LTF for advice or coordination.
- Prior referral to the LTF is only required where:
  - regulation of traffic exceeds 6 months in duration
  - public transport is negatively affected for more than 24 hours
- For proposals affecting buses, consultation with bus operators is required
- Transport and NSW Police must be given 7 days' notice of on-road public events

### Local Transport Forum (LTF)

- Core membership is unchanged: Council, Transport, Police, local Member(s) of NSW Parliament
- Bus operators may be given a standing invite or invited where relevant proposals are on agenda
- Council has discretion to invite any others as observers or participants
- There is no voting and no requirement for unanimity

### Resolving disagreement

- Councils are responsible for decisions on their network
- Transport may issue a 'Statement of Concern' following discussion at the LTF; this will document risks and make time (up to 14 days) for further discussion
- In rare cases, serious disagreements can be managed under existing legislation

### Additional related references for practitioners

[NSW Design of Roads and Streets Manual \(DORAS\)](#)

[Guides](#)

[More resources](#)

[Cycleway Design Toolbox](#)

[Bus Route Map](#)

[Road classifications](#)

[Transport Standards Portal](#)

[Traffic Signs Register](#)



*This note is intended to aid practitioners using the Authorisation and Delegation Instrument. To ensure legal and technical compliance, please refer to the Instrument itself, the associated Guide, and Transport's [website](#).*

# Local Transport Forum (LTF)

## (i) Function and responsibilities

transport.nsw.gov.au | August 2025

- Local Transport Forum (LTF) **replaces** Local Traffic Committee
- It is an **advisory body** to support council as decision-maker for unclassified roads & regional roads
- Offers technical advice, coordination, and expertise
- **Not** an approval body and does **not** make decisions

### Membership

- Council, plus three mandatory invitees: Transport, Police, local Member(s) of NSW Parliament
- Council must invite the operator of any public passenger service likely to be affected by a proposal
- Council is welcome to invite others to participate or observe
- There are no voting members

### Focus

- Collaboration between agencies involved in transport management
- Advice on street design, infrastructure, and traffic control facilities
- Coordination of planned events and activities
- Advice and information sharing on transport plans, policy, and management
- Ensuring a public record of decisions relating to roads and streets

### Roles and responsibilities

- **Council:** decision-maker; proponent; representative of local community interests (residents, businesses, etc.); responsible for safety of users on their network
- **Transport:** advice regarding state-level interests such as public transport planning and operation, road safety, general standards, 'State' network planning and operation
- **Police:** event safety and management advice, law enforcement, highway patrol, public safety, etc.
- **Local Member(s) of NSW Parliament:** representations on community interests and concerns

### How it works

- Members provide advice, but do not vote
- LTF advice does not need to be unanimous
- Council must consider advice given by members
- If significant concerns cannot be resolved, Transport (only) may file a Statement of Concern within 7 days; council must then respond in writing to all members and wait 7 days before proceeding

### Administration

- Convened and managed by council, with frequency and format at the discretion of council
- Must operate formally with an agenda and minutes to be made public
- Refer to the Guide for details regarding public record-keeping and accessibility obligations

### Additional related references for practitioners

[NSW Design of Roads and Streets Manual \(DORAS\)](#)

[Guides](#)

[More resources](#)

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# Local Transport Forum (LTF)

## (ii) Referrals and review

transport.nsw.gov.au | August 2025

- The Local Transport Forum (LTF) provides **advice** and **coordination**
- Some proposals must be referred to the LTF before they are implemented
- Most proposals may be referred at council's discretion
- Notification and consultation requirements apply to some proposals

### What must be referred to the LTF?

- Proposals which, for **longer than 6 months**:
  - restrict or prohibit passage on a road of any persons, vehicles, or animals; or
  - compel or prevent a turn from one public road to another public road
- Proposals which, for **longer than 24 hours**:
  - prevent or hinder the safe or efficient operation of a public passenger service; or
  - prevent access to a public transport station, stop, wharf, or service; or
  - remove or render less effective any bus priority measure
- Proposals of **less than 24 hours** are not required to be referred

### How?

- Council issues agenda, with enough detail on proposals to allow members to understand and provide informed advice (e.g. concept design and traffic arrangements)
- Traffic Management Plans are no longer mandatory for the LTF (*but may still be required for other purposes such as the Work Health and Safety Act 2011*), but proposals should identify potential effects
- Members advise on design, safety, network issues, & coordination with other projects or events
- Council must consider any advice provided by the LTF
- Council must table at the LTF a record of any use of prescribed traffic control devices not previously referred for advice

### Statement of Concern (SoC)

- Where Transport for NSW has concerns about a proposal for which prior referral is mandatory, and these are not resolved in discussion, it may inform the LTF that it intends to issue, within 7 days, a SoC. A proposal **must not** be implemented during this time.
- A SoC outlines Transport's concerns and suggests mitigations or alternatives. It can relate to an entire proposal or to a specific detail.
- Provided it is received within 7 days, council must consider the SoC and issue a **written response** to all LTF members. After a *further* 7 days, council may proceed with the proposal at its discretion.
- A SoC does not oblige a proposal to be altered or withdrawn. It supports transparency by ensuring significant risks or issues are placed on the public record and openly discussed and considered. It also allows time for discussion and collaborative risk mitigation.

### Additional related references for practitioners

[NSW Design of Roads and Streets Manual \(DORAS\)](#)

[Guides](#)

[More resources](#)

[Cycleway Design Toolbox](#)

[Bus Route Map](#)

[Road classifications](#)

[Transport Standards Portal](#)

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# Using the Instrument

## Events & trials on local streets

transport.nsw.gov.au | July 2025

- Transport has simplified rules for holding on-street events and trialling changes to local roads:
  - Referral to the LTF is **not required** for events of **less than 24 hours**
  - Referral to the LTF is **not required** for trial changes to roads of **less than 6 months**
- Some commonsense conditions apply

### How can councils manage events and activities?

- The 2025 Instrument allows councils to regulate traffic 'for any purpose', inc. events, markets, etc.
- Councils must consult with bus operators if an event is likely to affect operations, but events do not need to be referred to the LTF unless they hinder public transport for >24 hours.
- Notify Transport and Police at least 7 days before a public event.

### What about trial road changes?

- Trialling is a low-cost way to test and refine proposals with real community input.
- Examples include street 'closures' to calm neighbourhood traffic, modal filters to create low-traffic cycle routes, medians that prevent turns, or kerbside reallocation to expand footpaths.



Examples of trial and permanent treatments from *NSW Design of Roads and Streets Manual (DORAS)*

- Trials of up to 6 months don't require referral to the LTF.
- To make permanent after 6 months, council must refer a proposal to the LTF.

### What existing powers do councils have?

- Council can use s166 of the *Liquor Act 2007* to regulate traffic for outdoor dining and performance space. No other approvals are required, except 7 days' notice to the public, Transport, and Police.
- Council can use issue a permit (under s144 of the *Roads Act 1993*) for a 'neighbourhood activity' such as a Christmas party. No other approvals are required.

### Resources and support

- Councils can bring any event or proposal to the LTF for coordination or advice at their discretion.
- Refer to [Transport's event management guidelines](#) for additional support.



*This note is intended to aid practitioners using the Authorisation and Delegation Instrument. To ensure legal and technical compliance, please refer to the Instrument itself, the associated Guide, and Transport's [website](#).*

# Using the Instrument

## Designing for public transport

transport.nsw.gov.au | August 2025

- Critical public transport services operate on every kind of road and street
- Council **must** consult operators if a change is likely to affect buses or other public transport
- Some proposals affecting services **must** be referred to the Local Transport Forum (LTF) and operators **must** be invited
- Resources to help with designing for buses are available on Transport's website

### Consultation

- If a proposal is likely to affect a public passenger service, consult with the operator
- Use professional judgement as to whether impacts are likely. If in doubt, consult!
- Give operators at least 7 days to respond, and more wherever possible.
- Operators are responsible for feedback. If no comments are returned, council may proceed.
- Details of consultation outside of the LTF must be tabled as a record as soon as practicable.

### Referral to the LTF

- Any proposal likely to seriously affect a service must be referred to the LTF.
- Proposals must be referred if they, for more than 24 hours:
  - prevent, impede, or hinder the safe or efficient operation of a public passenger service; or
  - prevent access to a public transport station, stop, wharf, or service; or
  - remove or render less effective any bus priority measure
- Operators must be invited to any LTF meeting where a relevant proposal is on the agenda.

### What is a 'public passenger service'?

- Full definition available in the Glossary of the Guide, but in short: *those publicly accessible transport services (whether provided by motor vehicle, vessel, train, light rail, or metro) for which route, timetable, or network details are available on Transport's trip planning and services website*
- It includes school buses, regular route buses, rail replacement buses, and nightride services

### What if an operator objects?

- If an operator has concerns, council should seek to resolve the issue by negotiation
- In cases of serious disagreement at the LTF, Transport may issue a formal Statement of Concern – this triggers a short delay during which parties may negotiate a resolution

### Designing for public transport

- Transport guidance includes the [Bus Priority Infrastructure Planning Toolbox](#) and the [Bus Stop Urban Design Guideline](#)
- Bus route mapping is also available [online](#) and on [Transport's Open Data Hub](#)

### Additional related references for practitioners

[NSW Design of Roads and Streets Manual \(DORAS\)](#)   [Guides](#)   [More resources](#)   [Cycleway Design Toolbox](#)  
[Bus Route Map](#)   [Road classifications](#)   [Transport Standards Portal](#)   [Traffic Signs Register](#)



*This note is intended to aid practitioners using the Authorisation and Delegation Instrument. To ensure legal and technical compliance, please refer to the Instrument itself, the associated Guide, and Transport's [website](#).*



# Understanding key terms

## Regulation of traffic and PTCD

transport.nsw.gov.au | July 2025

### What is 'regulation of traffic'?

'Regulate traffic' is defined in the [Dictionary](#) of the Roads Act 1993 to mean "restrict or prohibit the passage along a road of persons, vehicles, or animals"

- Regulation of traffic can be permanent or temporary.
- Temporary regulation happens at worksites every day – usually for safety reasons.
- Permanent regulation includes network changes – such as a mid-block road 'closure' for vehicles that is permeable to people walking or riding bicycles.
- Examples of 'restrict(ing) passage' include one-way controls, peak hour turn bans, or mandatory turns.
- Road features such as roundabouts, raised thresholds, speed humps, or narrower lanes are **not** regulation of traffic because they do not restrict or prohibit passage.

### What is a 'prescribed traffic control device' (PTCD) and what is a 'traffic control device'?

A 'prescribed traffic control device' (PTCD) is a sign, signal, marking, structure, or other device that is subject to a Road Rule (meaning penalties apply if ignored).

- Stop signs, traffic signals, dividing lines, and speed limits are all examples of PTCD.
- A 'traffic control device' directs or warns traffic but is not associated with a penalty. An example is a 'curve ahead' sign.
- PTCD are defined in [s121](#) and use requires Transport's authorisation under [s122](#) of the Road Transport Act 2013. (See also [s26](#) of the Road Transport (General) Regulation 2021.)
- The *Authorisation and Delegation Instrument* provides this authorisation, subject to conditions and exclusions.



### What is a 'traffic control facility' and what is 'traffic control work'?

'Traffic control facilities' include both ordinary and prescribed traffic control devices, as well as some other facilities, such as pedestrian bridges and underpasses.

- For a full definition, refer to [s8A](#) in Schedule 1 the Transport Administration Act 1988 and [s9](#) of the Transport Administration (General) Regulation 2018.
- 'Traffic control work' is any activity in connection with the installation, maintenance, or removal of a traffic control facility (refer to the [Dictionary](#)).

### Council's powers

- [s71](#) of the Roads Act 1993 grants councils the power to do road work (defined in the [Dictionary](#))
- [s87](#) of the Roads Act 1993 grants councils the power to carry out traffic control work
- [s115](#) of the Roads Act 1993 grants councils the power to regulate traffic to undertake road work, other work, and for other prescribed purposes such as preventing damage to a road

### Transport's powers

- [ss71, 87](#) of the Roads Act 1993 allow Transport to do road work and traffic control work on any road
- [s115](#) of the Roads Act 1993 grants Transport the power to regulate traffic 'for any purpose'
- The *Authorisation and Delegation Instrument* delegates Transport's [s115](#) power to councils (subject to conditions), which means councils can also regulate traffic for any purpose – inc. a parade or event



This note is intended to aid practitioners using the *Authorisation and Delegation Instrument*. To ensure legal and technical compliance, please refer to the Instrument itself, the associated Guide, and Transport's [website](#).

# The Authorisation & Delegation Instrument

## Practitioner checklists

transport.nsw.gov.au | July 2025

Depending on the type of works/activity, council may have options for implementation. The checklists below provide a quick reference of relevant conditions when using the Instrument, based on two questions:

- Does the proposal involve use of a prescribed traffic control device?
- Does the proposal trigger any of the five effects listed in Condition #3(a) of Schedule 4?

**'Prescribed traffic control device'** is defined in the Road Transport Act 2013 as a sign, signal, marking, structure, or other device to direct or warn traffic on a road (or part of a road) that is prescribed by the statutory rules.

The Road Transport (General) Regulation 2021 prescribes "traffic control devices of a kind mentioned in the Road Rules 2014", meaning that prescribed traffic control devices are those traffic control devices of which contravention is an offence under the Road Rules 2014.

**Condition #3(a)** in Schedule 4 of the Instrument requires prior referral to the Local Transport Forum of any proposal that would:

for a period exceeding 6 months:

- (i) restrict or prohibit passage along a road of any persons, vehicles, or animals; or
- (ii) compel or prevent a turn from one public road to another public road;

or, for a period exceeding 24 hours:

- (iii) prevent, impede, or hinder the safe or efficient operation of a public passenger service; or
- (iv) prevent access to a public transport station, stop, wharf, or service; or
- (v) remove or render less effective any bus priority measure.

### Which checklist should be used?

Does the proposal do either of the following for more than 6 months?

- (i) restrict/prohibit passage
- (ii) compel/prevent a turn

If **YES**, refer to **Checklist A**

If **NO**, proceed to next question

Does the proposal do any of the following for more than 24 hours?

- (iii) prevent/impede/hinder the safe/efficient operation of public transport
- (iv) prevent access to public transport stations, stops, etc.
- (v) remove/render less effective any bus priority measure

If **YES**, refer to **Checklist A**

If **NO**, proceed to next question

Does the proposal involve use of a prescribed traffic control device?

If **YES**, refer to **Checklist B**

If **NO**, refer to **Checklist C**

### Additional related references

[NSW Design of Roads and Streets Manual \(DORAS\)](#) [Guides](#) [More resources](#) [Cycleway Design Toolbox](#)

[Bus Route Map](#)

[Road classifications](#)

[Transport Standards Portal](#)

[Traffic Signs Register](#)



The information here is intended to aid practitioners using the Authorisation and Delegation Instrument but is not exhaustive. To ensure legal and technical compliance, please refer to the Instrument itself, the associated Guide, and Transport's [website](#).

CHECKLIST A	
<b>For proposals that require prior referral to the Local Transport Forum</b> (regardless of whether they use a prescribed traffic control device)	
<p><b>Condition #1 of Schedule 4: Scope of Authorisation and Delegation</b></p> <p>The proposal must be (a) located within your council's local government area; (b) not on a road classified as a Freeway, Controlled Access Road, Tollway, or Transitway; and (c) not on a 'State' road per the 'Schedule of Classified Roads and Unclassified Regional Roads' (except with the written consent of Transport).</p>	<input type="checkbox"/>
<p><b>Condition #6 of Schedule 4: References</b></p> <p>Council must use the NSW Design of Roads and Streets Manual (TS 00066) as a primary reference when exercising functions or carrying out works.</p> <p>Any use of a portable traffic control light or R4-212n roadwork speed limit sign must be in accordance with the Transport for NSW Traffic Control at Work Sites Manual (TS 05492).</p>	<input type="checkbox"/>
<p><b>Condition #3 of Schedule 4: Mandatory prior referral of some proposals</b></p> <p>The following must be invited to a meeting of the Local Transport Forum:</p> <ul style="list-style-type: none"> <li>(i) the delegate (council)</li> <li>(ii) Transport for NSW</li> <li>(iii) NSW Police Force</li> <li>(iv) The local Member(s) of Parliament</li> <li>(v) The operator of any public passenger service likely to be affected by traffic control work proposed by the delegate</li> </ul> <p>Council is responsible for administering the Local Transport Forum, but must:</p> <ul style="list-style-type: none"> <li>• provide attendees with the agenda at least seven days in advance</li> <li>• include sufficient information to enable review of items submitted for advice</li> <li>• circulate draft and finalised meeting minutes</li> </ul> <p>Council must consider any advice provided by the Local Transport Forum, but any decisions are the sole responsibility of council regardless of advice received.</p> <p>If Transport signals their intent to submit a Statement of Concern, council may not proceed with implementation of the subject proposal until the sooner of seven days or receipt of the Statement.</p> <p>Following receipt of a Statement of Concern, council must circulate to members of the Local Transport Forum a written response addressing the issues raised and council's next steps. Seven days after issuing this response, council may proceed with implementation.</p>	<input type="checkbox"/>
<p><b>Condition #4 of Schedule 4: Keeping of records</b></p> <p>The proceedings of the Local Transport Forum must be recorded and made public as soon as practicable.</p> <p>The proceedings must include the agenda, minutes, records of use of the prescribed traffic control device authorisation, the entirety of any Statements of Concern submitted by Transport, and the entirety of any council responses to a Statement of Concern. They must be made publicly available online in an easily accessible manner.</p>	<input type="checkbox"/>

CHECKLIST B	
<p><b>For proposals that:</b></p> <ul style="list-style-type: none"> <li>involve use of a prescribed traffic control device</li> <li>do <u>not</u> require prior referral to the Local Transport Forum</li> </ul>	
<p><b>Condition #1 of Schedule 4: Scope of Authorisation and Delegation</b></p> <p>The proposal must be (a) located within your council's local government area; (b) not on a road classified as a Freeway, Controlled Access Road, Tollway, or Transitway; and (c) not on a 'State' road per the 'Schedule of Classified Roads and Unclassified Regional Roads' (except with the written consent of Transport).</p>	<input type="checkbox"/>
<p><b>Condition #6 of Schedule 4: References</b></p> <p>Council must use the NSW Design of Roads and Streets Manual (TS 00066) as a primary reference when exercising functions or carrying out works.</p> <p>Any use of a portable traffic control light or R4-212n roadwork speed limit sign must be in accordance with the Transport for NSW Traffic Control at Work Sites Manual (TS 05492).</p>	<input type="checkbox"/>
<p><b>Condition #5 of Schedule 4: Coordination</b></p> <p>If the proposal is likely to affect the operation of a public passenger service, then council must consult with the operator of that service before implementing the proposal. This consultation may occur through direct engagement with the operator or via referral to the Local Transport Forum.</p> <p>If consultation takes place outside of the Local Transport Forum, details of the consultation must be tabled at the Local Transport Forum as soon as practicable. Council may not proceed with implementation before providing the relevant operator(s) with at least seven (7) days to respond but may proceed with implementation if the operator does not reply. Council may proceed before tabling the consultation record at the Local Transport Forum.</p> <p>If consultation takes place through referral of the proposal to the Local Transport Forum, the relevant operator(s) must be invited to that meeting.</p>	<input type="checkbox"/>
<p><b>Condition #5 of Schedule 4: Coordination</b></p> <p>If the proposal involves regulation of traffic for the purposes of a public event, then council must notify both Transport and NSW Police at least seven (7) days prior to implementation. This notification may occur through direct outreach or via referral to the Local Transport Forum.</p>	<input type="checkbox"/>
<p><b>Condition #4 of Schedule 4: Keeping of records</b></p> <p>Use of the prescribed traffic control device authorisation must be recorded with the Local Transport Forum.</p> <p>If a proposal involving a prescribed traffic control device was not referred to the Local Transport Forum for advice in advance of its implementation, then a post facto record must be tabled at the Local Transport Forum as soon as practicable (and no later than three months after the fact).</p> <p>A post facto record must include the type of device, specific location, and date of completion.</p>	<input type="checkbox"/>



CHECKLIST C	
<b>For proposals that:</b> <ul style="list-style-type: none"> <li>do <u>not</u> involve use of a prescribed traffic control device</li> <li>do <u>not</u> require prior referral to the Local Transport Forum</li> </ul>	
<b>Condition #1 of Schedule 4: Scope of Authorisation and Delegation</b> The proposal must be (a) located within your council's local government area; (b) not on a road classified as a Freeway, Controlled Access Road, Tollway, or Transitway; and (c) not on a 'State' road per the 'Schedule of Classified Roads and Unclassified Regional Roads' (except with the written consent of Transport).	<input type="checkbox"/>
<b>Condition #6 of Schedule 4: References</b> Council must use the NSW Design of Roads and Streets Manual (TS00066) as a primary reference when exercising functions or carrying out works.	<input type="checkbox"/>
<b>Condition #5 of Schedule 4: Coordination</b> If the proposal is likely to affect the operation of a public passenger service, then council must consult with the operator of that service before implementing the proposal. This consultation may occur through direct engagement with the operator or via referral to the Local Transport Forum.  If consultation takes place outside of the Local Transport Forum, details of the consultation must be tabled at the Local Transport Forum as soon as practicable. Council may not proceed with implementation before providing the relevant operator(s) with at least seven (7) days to respond but may proceed with implementation if the operator does not reply. Council may proceed before tabling the consultation record at the Local Transport Forum.  If consultation takes place through referral of the proposal to the Local Transport Forum, the relevant operator(s) must be invited to that meeting.	<input type="checkbox"/>
<b>Condition #5 of Schedule 4: Coordination</b> If the proposal involves regulation of traffic for the purposes of a public event, then council must notify both Transport and NSW Police at least seven (7) days prior to implementation. This notification may occur through direct outreach or via referral to the Local Transport Forum.	<input type="checkbox"/>



Transport for NSW



23 July 2025

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**RE: 2025 Authorisation and Delegation Instrument for councils**

Dear General Manager,

I am pleased to enclose a copy of Transport's 2025 Authorisation and Delegation Instrument for Councils. Commencing on August 1, this will replace the existing 2011 Delegation to Councils and 2023 Temporary Delegation to Councils.

For several years now Transport has trialled increased devolution to local government to expedite the management and improvement of our streets. The potential for further devolution is a major theme of Local Government input into the current [review](#) of the Roads Act.

Many NSW Councils have used the Temporary Delegation to streamline delivery of routine works such as parking management and pedestrian safety improvements. Councils have also taken advantage of the ability to sub-delegate approval responsibilities to staff.

Following careful monitoring of the Temporary Delegation, Transport has developed the 2025 Authorisation and Delegation Instrument.

The 2025 Instrument further extends the scope for Councils to independently manage local streets. It implements a number of recommendations of the NSW Bus Industry Taskforce, including renaming Local Traffic Committees. These will become 'Local Transport Forums' to reflect the need to focus on all transport modes, especially bus services. Councils will have discretion to refer matters to their Local Transport Forum for advice, but this will be mandatory only for more significant proposals.

Transport recognises the diversity of NSW Councils. Those who wish to take advantage of the streamlined processes are welcome to do so, but this is not obligatory. Transport representatives will continue to attend Local Transport Forums and can provide advice on any matter. Please note, however, that Transport will no longer vote on proposals because Council is ultimately responsible for decisions taken on its network.

The 2025 Instrument is a significant reform, and Transport will support Councils in its implementation. Detailed Guides and online resources will be regularly updated, and we will continue to offer expertise and skills development for Council officers through forums such as the Active Transport Community of Practice.

For more information, please visit the [Delegations and traffic committees](#) web page. If you have any further questions, please contact [delegated\\_works@transport.nsw.gov.au](mailto:delegated_works@transport.nsw.gov.au).

Sincerely,

Josh Murray  
**Secretary**

231 Elizabeth Street, Sydney, NSW, 2000  
PO Box K659, Haymarket, NSW, 1240

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[transport.nsw.gov.au](http://transport.nsw.gov.au)

<b>CLAUSE</b>	<b>CL02</b>
<b>TITLE</b>	<b>Traffic Management - Griffith Cycle Club 2026 Sunday Events</b>
<b>FROM</b>	<b>Greg Balind, Development &amp; Traffic Coordinator</b>
<b>TRIM REF</b>	<b>25/93546</b>

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### **SUMMARY**

Council is in receipt of a Traffic/Event Management Plans and supporting documentation from the Griffith Cycle Club for the Club Road Races to be held on a local road course on nominated Sundays throughout the 2026 calendar year.

### **RECOMMENDATION**

- (a) The Traffic Committee note the Event Management Plan and Traffic Guidance Schemes for the Griffith Cycle Club Road Race Season 2026.**
- (b) Griffith City Council endorse the event on the condition that Council is provided with an updated Public Liability Certificate of Currency by the Griffith Cycle Club prior to the close of business on 14 February 2026.**

### **REPORT**

The Griffith Cycle Club has provided Council with a comprehensive submission documenting the Event Management Plan, Traffic Guidance Schemes and risk assessment for the club road races proposed to be held on Sunday mornings (weather permitting) during the 2026 season. The club races will use a 36 kilometre circuit (Course 4) starting on Rankins Springs Road Beelbanger, using Beelbanger Road, Myall Park Road and Rankins Springs Road and returning to Beelbanger. While there is no set start/finishing times – the event will only be run between 8am and 12pm during race days.

A traffic control plan pursuant to Transport NSW Guide to Traffic Control at Worksites and Australian Standard 1742.3 (2009) - Manual of uniform traffic control devices has been developed to take into account traffic control devices relevant to the events. All traffic control will be established, monitored and removed by suitably qualified traffic control personnel.

### **Additional Information**

Public Liability Insurance for the Griffith Cycling Club falls under the auspices of *AusCycling*. A Certificate of Currency with respect to the 2026 Club Racing Season expires on 28 February 2026. In general, a new policy is issued several weeks prior to the documented expiry date. In turn, the Griffith Cycle Club advise a new Certificate of Currency will be provided to Council by the end of January 2026. An undertaking has been provided by the Griffith Cycle Club that events not proceed in the absence of a valid/current insurance policy.

### **LINK TO STRATEGIC PLAN**

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

## **ATTACHMENTS**

- (a) Event Management Plan - 2026 Club Events [↓](#) 28



**Event Management Plan -  
Griffith Cycle Club  
Club Road Racing  
2026 Season>**

Version	Date	Description	Author
1.0	06/08/2025	Event Management Plan Club road racing	Griffith Cycle Club



Event Management Plan - <Insert Event Name and Year>

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Event Management Plan - &lt;Insert Event Name and Year&gt;

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Event Management Plan - <Insert Event Name and Year>

## 1 Introduction

### 1.1 Event Information

Event Name	Club Road racing
Date/s	01/01/2026 to 31/12/2026
Organiser	Griffith Cycle Club
Contact Details	Name: Jason Minato (GCC President)  Phone: [REDACTED]  Email: admin@griffithcycleclub.com

### 1.2 Purpose of the Event Management Plan

This Event Management Plan (EMP) provides the event management procedures to be followed by the event organisers for club road racing conducted from Course number 4 Myall Park on any given Sunday between 01/01/2026 and 31/12/2026. The objectives of the EMP are to:

- Provide a safe environment for all road users and event patrons
- Provide protection to event participants, organisers and the general public from traffic hazards that may arise as a result of the event activity
- Minimise the delays to all road users
- Ensure access to adjacent private/commercial premises is maintained at all times.

To achieve the above objectives, the EMP will:

- Ensure that traffic delays are kept to a minimum
- Ensure that the roads are free of hazards and that all road users are adequately protected from activities of event participants and organisers
- Ensure that all needs of road users, motorists, pedestrians, cyclists and people with disabilities are accommodated at and through the site of the event.



Event Management Plan - <Insert Event Name and Year>

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## **2 Event Details**

### **2.1 Event Description**

Griffith Cycle Club is hosting their club road races for the 2026 season. These will be a bronze events and therefore will be conducted under the guidance of the AusCycling Technical Regulations.

Our 2026 road racing season will comprise road races (including an individual time trial), to be held out on course number 4 (Myall Park). All grades (including masters) will participate. Each road race will commence on Rankin Springs Road in Beelbangera, and finish at the 50km Ahead Sign on Rankin Springs Road in Beelbangera.

### **2.2 History**

Historically, Griffith Cycle Club have been racing safely on Griffith local roads for over 38 years. To minimise the impact of club racing on the local community, racing has always been held on quieter local roads, on days and times that minimise any disruption to other users. are

### **2.3 Location of Start and Finish Points**

All club races will start on the Rankin Springs Road in Beelbangera and finish on the Rankin Springs Road at the '50 km Ahead' sign on the entry to Beelbangera.

Refer to Appendix 1.4B for start and Appendix 1.4E for finish locations.

### **2.4 Course Details**

Racing will commence on the Rankin Springs Road in Beelbangera, and head out on the Beelbangera Road towards Yenda. On entering Yenda, riders will then make a left hand turn onto Myall Park Road. Riders will then be required to make another left hand turn onto Rankin Springs Road (at the Rankin Springs/Myall Park Road intersection). Riders will travel along Rankin Springs Road towards Beelbangera, finishing racing at the '50 km Ahead' sign. Total course distance = 36 kms.

See Appendix 1.4A attached for course details.

### **2.5 Event Start and Finish Times**

Racing will commence in Beelbangera no earlier than 8.00 am, and be concluded no later than 12 noon.

### **2.6 Participant Details**

All participants must hold a current AusCycling approved race licence (e.g. Race all disciplines, 4-week trial race licence). Race numbers may vary from a minimum of 10 riders, to a predicted maximum of 40 riders.

### **2.7 Entry Process**

Riders enter via the 'Event Entry' tab on the home page of the Griffith Cycle Club's website ([www.griffithcycleclub.com](http://www.griffithcycleclub.com)).

### **2.8 Format of Activities**

Race format will comprise either handicap or graded scratch races, with similar ability riders being grouped together. Excluding the Individual Time Trial whereby riders will race individually. Registration will be open ½ hour prior to race commencement, with riders having to physically present and sign on near the starting point.

Event Management Plan - <Insert Event Name and Year>

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Prior to racing commencing the condition of the course is discussed and any known problem areas identified. In the event that any known impediments are considered to be of high risk and cannot be addressed, racing will not commence.

All riders and volunteers are subject to a briefing from the Commissaire, where any known course problems are discussed, riding instructions provided, and general directions provided.

New riders shall be subject to a racing induction that will highlight the responsibility of the rider as well as give instructions on the course to be raced.

Race presentation is held immediately after the completion of each race.

### 2.9 Event Timing

Timing will be kept with a handheld stopwatch and/or other similar device.

### 2.10 Support Vehicles

All races will have a lead escort vehicle which will drive approximately 300 metres in front of the first group of riders, and a rear escort vehicle which will follow immediately behind the last participant. Each vehicle will have a flashing amber light located on the highest point of the roof. Vehicles will also engage their hazard lights during the course of the race.

The race commissaire will also travel along the race route during the race.

Communication between race commissaire and all other race volunteers will be via mobile telephone (NB-mobile reception available along the entire course route).

### 2.11 Event Permits

Event permits to be obtained from:

- NSW Police (Griffith Local Area Command & Southern Regional Command)
- Local government (Griffith City Council)
- Transport for NSW

### 2.12 Event Traffic Management

Traffic Management will be conducted by both an approved traffic management provider (such as Complete Traffic Solutions) and volunteers from Griffith Cycle Club who hold appropriate qualifications for traffic management.

Refer to Appendix 1.4F (Course No.4 TCP No. 5031 Beelbanger Road / Myall Park intersection) and Appendix 1.4G (Course No. 4 TCP No. 5032 Myall Park Road / Rankin Springs Road intersection).

### 2.13 Conditions of Racing

All racing is conducted in accordance with Cycling Australia Technical Regulations. A Commissaire is appointed to each category or grade to ensure compliance and to take appropriate action in regards to any infringements.

Provisions of the Road Transport legislation to be observed at all times (organisers, officials and participants).

Event Management Plan - <Insert Event Name and Year>

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All participants to be on a road worthy bike, wear an approved helmet and be identified as a participant by the wearing of a race number on the back of the jersey.

### **2.14 Insurance**

Griffith Cycle Club has a \$20 million Public Liability and Products Liability, and \$5 million Professional Indemnity Insurance Policy organised through Marsh P/L on behalf of AusCycling Inc.

See Certificate of Currency attached.

### **3 Event Requirements**

#### **3.1 Responsibilities**

##### **3.1.1 Event Organiser**

The event organiser shall:

- Ensure all traffic control measures for the Event Course Management Plan (EMP) are placed and maintained in accordance with this plan and the relevant Acts, Codes, Standards and Guidelines
- Ensure suitable communication and consultation with the affected stakeholders is maintained at all times.
- Ensure that all event signage and personnel are in place in accordance with the EMP
- Arrange and/or undertake any necessary incident investigations.
- Ensure that event personnel engaged as marshals are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely.
- Render assistance to road users and stakeholders when incidents arising out of the event activities affect the network performance or the safety of road users and event participants.
- Take appropriate action to correct unsafe conditions, including any necessary modifications to the EMP.

##### **3.1.2 Event Officials**

Event Officials shall:

- Be responsible for the conduct of the event for a period extending from one hour before the racing to one hour after the conclusion of racing
- Ensure that the event and its participants adhere to the Cycling Australia By Laws and Technical Regulations
- Ensure that a pre-race course inspection has been conducted
- Ensure that all race permits, approvals and authorisations are in place prior to the event.
- Check that traffic controllers and traffic management devices and marshals are in place and provide for a safe event environment.
- Ensure that appropriate first aid assistance is in place.
- Warn competitors of the hazards specific to the area of the activity.
- Conduct pre-event announcements to all Grades reminding participants of the conditions of racing that take into account permit requirements and any other specific conditions particular to this event (for example requirements imposed on the event by Police etc.).
- Assess the technical aspects of the event and make changes as deemed necessary based on, but not restricted to the following:
  - Age of the participants
  - Skill level of participants
  - Number of participants per grade
  - Time gap between grades commencing
  - Number of grades on the course at any one time etc.
  - Course / venue layout, and condition
  - Weather conditions (which may change during the event)
  - Traffic conditions (which may vary during the event)
- Inform participants that they are under the direction of the Police, Commissaries and event marshals and will be penalised for any non-compliance

##### **3.1.3 Competitors**

Participants shall:



Event Management Plan - <Insert Event Name and Year>

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- Obey the Road Rules as applicable to the course including the requirement to give way to right of way moving traffic at all times
- Obey instructions from the Event Organisers, Police, Commissaires and event marshals
- Remain on the left hand side of the carriageway
- Not cross double white lines on the road
- Display a race number on their lower torso at the rear
- Be courteous to other road users, pedestrians etc.
- Employ correct etiquette and ride safely in all situations.
- Be required to wear minimum safety gear including ANSI approved helmet.
- Ensure that their bicycle is in good working order, including lights when required.
- Ensure they have adequate supply of water, sports drink and nutrition as required for the activity they are to participate in.
- Be responsible for ensuring they are fit enough for the activity.

### 3.1.4 Traffic Management Personnel

Griffith Cycle Club being the traffic management representatives for the event shall have the responsibility of ensuring the Traffic Management devices are set out in accordance with the Traffic Control Plans.

### 3.1.5 Traffic Controllers

Event Traffic Controllers shall be used to control road users to avoid conflict with event participants, traffic and pedestrians, and to stop and direct traffic in emergency situations where necessary. Traffic Controllers shall:

- Operate in accordance with section 4.6 and Appendix B of AS 1742.3
- Hold current Event Traffic Controller accreditation in NSW.
- Take appropriate breaks as required by AS 1742.3 and/or OH&S Regulations
- Correctly wear high visibility vests at all times while at the event site
- Comply with the directions of the EMP and ensure that no activity is undertaken that will endanger the safety of other event personnel, event participants and the general public
- Enter and leave the event site by approved routes and in accordance with safe practices

### 3.1.6 Event Marshalls

The event organiser shall ensure that event personnel engaged as marshalls are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely. Event Marshalls shall:

- Complete Volunteers Emergency Information Form (refer to Appendix A) before commencing duties
- Correctly wear high visibility vests at all times while at the event site
- Comply with the directions of the EMP and ensure that no activity is undertaken that will endanger the safety of other event personnel, event participants and the general public
- Enter and leave the event site by approved routes and in accordance with safe practices

## 3.2 Communication Procedures

Prior to each race, volunteer positions will be allocated and the details of these volunteers (i.e. name and contact number) will be recorded on both the 'Race Sign On' form and the 'Race Time Sheet' form. All volunteers will have a mobile phone and be informed of the contact numbers for all volunteers on course.

## 3.3 Incident/Accident Procedures

Race participants will make other participants and volunteers aware of any First Aid qualifications at the time of sign on. A portable defibrillator machine and First Aid kit will be located at the sign on point.

Event Management Plan - <Insert Event Name and Year>

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### 3.3.1 Minor Injury

In the event of a minor injury occurring to a participant, volunteer or spectator, basic first aid will be applied (NB-resources such as saline solution for cleaning wounds, and wound dressings are available in the First Aid Kit). If indicated, contact will be made with a relevant other (such as next of kin) should the person require assistance to return home.

The race organiser will ensure contact is made with the injured person soon after the event for follow up/support. The injured person should be encouraged to seek medical follow up should their condition worsen.

### 3.3.2 Medical Emergency

In the case of a more significant injury/emergency, ensure the person/persons involved are removed from immediate danger and 000 is dialled. Personnel to remain with the injured person/persons until the arrival of emergency assistance. See 3.3.3. below for further information.

- Event Organiser to ensure AusCycling Accident Report Form (refer to AusCycling website) is completed within two (2) working days from the time of the accident

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**Note:** Following any administration of first aid the injured person should seek medical advice for further examination and treatment if required.

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### 3.3.3 General Emergency

- Assist persons involved and remove them from exposure to further injury or danger, if necessary
- Warn personnel in adjacent areas of potential hazards to their safety
- Call 000 or 112 (mobile phone) and alert emergency services immediately
- Secure the site from any further potential danger
- Contact Event Organiser
- Maintain communication with emergency services
- Ensure access for emergency vehicles
- Where necessary implement traffic control
- Any traffic crash resulting in non-threatening injury shall immediately be reported to the Police on 131444
- Event Organiser to ensure AusCycling Accident Report Form (refer to AusCycling website) is completed within two (2) working days from the time of the accident

### 3.3.4 Incident Management Contact Details

Incident Officer: Race Commissaire

Police: Griffith LAC (02 6969 4299)

Ambulance Station: Griffith Ambulance Station (02 6964 4305)

Fire Station: Griffith Fire & Rescue (02 69295711)

Hospital: Griffith Base Hospital (02 6969 5555)

## **4 Planning**

### **4.1 Risk Identification and Assessment**

A Risk Assessment of the proposed activities has identified risks that will be managed by effective event management planning and the implementation of this EMP. The assessment process has been undertaken in accordance with Australian Standards AS/NZS ISO 31000:2018 'Risk Management – Principles and Guidelines'. Please refer to the risk analysis table in Appendix 3.

All identified risks have been treated with the development of this EMP. Unforeseen risks arising during the event activities will be treated in accordance with standard event practices and procedures where possible.

### **4.2 Traffic Assessment (Vehicular Traffic)**

#### **4.2.1 Volume and Composition**

As club races will be held on Sunday mornings, traffic volume on the roads impacted is low. Course signage will inform all road users that a cycle race is in progress to further enhance safety for both participants and all other road users.

#### **4.2.2 Existing & Proposed Speed Zones**

Club races will be held on quiet country roads, with speed limits on these roads ranging between 50 km/hour (in built up areas) to 100 km/hour on the open road. Participants in these club races will be riding at estimated speeds ranging between 30km/hr and up to a maximum of 60km/hour (when sprinting at the race finish).

Vehicle speed will be restricted to 60km/hour at the intersections indicated in Appendix 1.4F (Myall Park Rd /Beelbanger Rd) and Appendix 1.4G (Myall Park Rd /Rankin Springs Rd), whereby authorised traffic control will be in place.

#### **4.2.3 Intersection Capacity**

As per the Traffic Management Plan (Appendix 1.4A- Course No. 4 Myall Park Overview), authorised traffic control will be in place at the intersections between Myall Park Rd and Beelbanger Rd (Appendix 1.4F) and at the intersection between Myall Park Rd and Rankin Springs Rd (Appendix 1.4G).

#### **4.2.4 Existing Parking Facilities**

There is no significant traffic generated by these club races that require additional parking spaces to be made available.

#### **4.2.5 Heavy and Oversized Vehicles and Loads**

Designated race signage and escort vehicles (lead and follow cars) will inform any heavy or oversized vehicles that a cycle race is in progress. Race participants are to abide by NSW Transport regulations in regards to riding on public roads.

#### **4.2.6 Public Transport**

No public transport is available.

#### **4.2.7 Special Events and Other Works**

Should special events or other works (e.g. major road works) be in progress, race organisers will make a decision as to whether these will impact on the ability to safely hold a club race. If the special event or other works were deemed to significantly impact on the safety of participants and volunteers, consideration will be given to postponing the race to a later date.

Event Management Plan - <Insert Event Name and Year>

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### **4.3 Non-Motorised Road Users**

#### **4.3.1 Cyclists and Pedestrians**

Minimal foot traffic or other cyclists during the designated race time and day.

#### **4.3.2 People with Disabilities and Other Vulnerable Road Users**

There is no significant impact on people with disabilities or other vulnerable road users during club racing.

#### **4.3.3 School Crossings**

Races will not be held during school hours.

### **4.4 Site Assessment**

#### **4.4.1 Access to Adjoining Properties**

Club racing will not impact the non-event community, nor will it impede access to adjoining properties.

#### **4.4.2 Environmental Conditions**

##### **Weather:**

Where adverse weather events occur (such as heavy rain, floods, poor lighting, fog), the Event organisers will discuss these situational risks with the Commissaire who may make the decision to postpone or cancel the event.

##### **Road Geometry / Terrain:**

The terrain that club racing is conducted on is predominantly flat, with no large vegetation (such as trees or bushes) impacting visibility for participants or other road users.

##### **Existing Signage:**

Existing road signage will not be obscured throughout the running of these events. Event organisers to ensure all temporary signage associated with this event is visible to both race participants and other road users.

##### **Other:**

*(Structures, Dust, Noise, Fumes)*

Nil known.

#### **4.4.3 Impact on Adjoining Road Network**

There is no significant impact on the adjoining road network.

### **4.5 Public Health**

#### **4.5.1 Temporary Food Stalls**

There will be no temporary food stalls at these events. Participants, volunteers and any spectators to be responsible for their own food.



Event Management Plan - <Insert Event Name and Year>

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### **4.5.2 Alcohol**

There will be no alcohol at these events.

### **4.5.3 Toilets**

There are no toilet facilities supplied specifically for race participants. All persons associated with this event to attend own toileting needs.

### **4.5.4 Water**

All race participants, volunteers and spectators to be responsible for the supply of their own water.

### **4.5.5 Shelter**

No additional shelter will be provided at club events.

### **4.5.6 Waste Management**

All race participants, volunteers and spectators will be responsible for their own waste management.

### **4.5.7 Noise**

As these events involve a relatively small number of participants, volunteers and spectators, there will be no significant noise created during the running of these events.

## **4.6 Public Safety**

### **4.6.1 Rider Feeding Procedures**

Riders will be responsible for their own feeding during club races. There will be no designated feed zones or feeding from the side of the road during club racing.

### **4.6.2 Security and Crowd Control**

No additional security measures or crowd control will be required at club racing events.

### **4.6.3 Spectator Viewing**

It is anticipated there would be a maximum of 5 – 10 spectators at a club racing event. Should spectators wish to view the race finish, event organisers will provide a designated area near the race finish line (i.e. off the side of the road near the '50 km ahead' sign). Spectators will not be able to encroach onto the road, nor impede the line of sight of the race commissaire (or the event organiser), as race participants cross the finish line. All spectators must abide by relevant NSW Road Transport legislation.

### **4.6.4 Pedestrian Access**

There are no designated pedestrian crossings on course. All pedestrians to abide by NSW Road Transport legislation.

### **4.6.5 Lighting and Power**

There is no additional lighting or power sources required at these events.

Event Management Plan - <Insert Event Name and Year>

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### 4.6.6 Temporary Structures

The race finish line will be identified by the presence of a Griffith Cycle Club tear drop banner (securely placed in a large orange traffic cone and located on either side of the road), but not obstructing the line of sight for the '50km Ahead' sign. No other temporary structures will be required.

## 4.7 Consultation and Communication

### 4.7.1 Approvals

#### Police NSW

Contact Person: Detective Sergeant Colleen Hayden, Griffith Local Area Command

Phone: (02) 6969 4304

Email: [hayd2col@police.nsw.gov.au](mailto:hayd2col@police.nsw.gov.au)

#### Griffith City Council

Contact Person: Greg Balind

Phone: (02) 6962 8100

Email: [Greg.Balind@griffith.nsw.gov.au](mailto:Greg.Balind@griffith.nsw.gov.au)

#### Transport for NSW

Contact Person: Greg Minehan

Email: [greg.j.minehan@transport.nsw.gov.au](mailto:greg.j.minehan@transport.nsw.gov.au)

### 4.7.2 Public Notification

Due to the small number of competitors, no advertisements are required. 'Cycle Race in Progress' signage on course will advise all road users racing is occurring.

### 4.7.1 Notification of Other Agencies

Club race events shall not cause any delays to emergency service vehicles so informing them of possible delay is not required.

## 4.8 Contingency Plan

**Wet weather:** Where heavy weather occurs or may occur, the Event Organisers will discuss the situational risks with the Race Commissaire who may cancel the event.

**Lightning:** Where lightning occurs or may occur, the Event Organisers will discuss the situational risks with the Race Commissaire who may cancel the event.

**Accident on the route:** Volunteer Traffic Controllers will be placed at the accident scene to control riders. The zone will be declared a neutral racing area, with no racing permitted on that section of road as appropriate. If severe, the Commissaire may cancel the event.

**Absence of marshalls and volunteers:** Where insufficient volunteers or designated event staff are absent (as described in the Traffic Control Plan of the event) the event shall not be permitted to start or continue.

**Delayed start:** The race duration may be reduced to ensure the event is completed no later than the designated finish time (i.e. 12 noon).

**Adverse traffic conditions:** Where adverse traffic conditions occurs or may occur, the Event Organisers will discuss the situational risks with the Race Commissaire who may cancel the event.

**Poor Lighting:** Where poor lighting occurs or may occur, the Event Organisers will discuss the situational risks with the race commissaire who may cancel the event.

Event Management Plan - <Insert Event Name and Year>

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**Flood Hazard on the Route:** Where roads are flooded, the event will be cancelled.

**Bush Fire Hazard:** Where a bush fire hazard occurs or may occur, the Event Organisers will discuss the situational risks with the Race Commissaire who may cancel the event.

Event Management Plan - <Insert Event Name and Year>

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## **5 Implementation**

### **5.1 Hazard Identification, Risk Assessment and Control**

In establishing adequate controls for the risks and hazards identified in Section 4.1, the Griffith Cycle Club has used a structured approach via the use of the hierarchy of control as outlined below:

- Elimination
- Substitution
- Engineering
- Administration
- Personal Protection Equipment
- Behaviour Management

The event organiser will evaluate all event management arrangements prior to the commencement of the event. New hazards that arise throughout the event will be subject to risk assessment and incorporated onto the Risk Register.

### **5.2 Traffic Management Details**

#### **5.2.1 Traffic Control Plans**

Traffic Control will apply at the intersection between Beelbangera Road and Myall Park Road (refer to Appendix 1.4F, TCP No 5031). No further reduction in speed is warranted as traffic control is located within the 50km residential zone of Yenda.

Traffic control will also apply at the intersection between Myall Park Road and Rankin Springs Road (refer to Appendix 1.4G, TCP No 5032). A reduction in speed from 100km/hour to 60 km/hour will apply on the Rankin Springs Road as indicated.

Refer to Appendix 1.

#### **5.2.2 Additional Event Warning Signage**

All event route signage (outlined in Appendix 6, 'Table of required Event Route Signage') will be installed as per the TCP's No's 5031 & 5032.

Support vehicles (lead and escort car) will be indicated by a flashing amber light on the highest part of the vehicle and hazard warning lights.

### **5.3 Competitor Management Details**

#### **5.3.1 Event Signage and Devices**

There is no additional signage required other than that already outlined in the TCP No's 5031 & 5032.

#### **5.3.2 Event Marshals**

Event marshalls will include the following:

- Race Commissaire: this person must hold relevant qualification (as outlined under AusCycling);
- Signs: this involved 2 person (usually club members) who will be responsible for the setting up and taking down of all event signage on the day of the event;
- Sign on marshal: to ensure all participants have correctly signed on to the event prior to participating (including the provision of a race number);

Event Management Plan - <Insert Event Name and Year>

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- Traffic Controllers: 3 required for the event (two Traffic Controllers located at the intersection of Beelbangera Road and Myall Park Road, and the third Traffic Controller located at the intersection of Myall Park Road and Rankin Springs Road);
- Lead Escort driver: must hold a current driver's licence;
- Rear Escort driver: must hold a current driver's licence.

### 5.4 Vehicle Movement Plan

The Lead Escort vehicle will be positioned approximately 300 metres in front of the first group of riders, and remain in front of any leading riders throughout the duration of the race.

The Rear Escort vehicle will be positioned behind the last group of riders.

The Race Commissaire may, at their discretion, travel on the event course, to monitor race proceedings and ensure all participants are adhering to Road Transport legislation.

The above vehicles will travel in the direction of the race at all times.

#### 5.4.1 Event Signage and Devices

All event marshalls will be provided with a course map, which clearly details the race route, traffic controller locations, etc. Signage will be on course to further assist event marshalls.

#### 5.4.2 Event Marshals

During the race, two Traffic Controllers will be responsible for traffic management, at the intersection of Beelbangera Road and Myall Park Road, with a third Traffic Controller being responsible for traffic management at the intersection of Myall Park Road and Rankin Springs Road.

### 5.5 Pedestrian Management Plan

This event does not have a significant impact on pedestrians due to the small number of participants involved.

#### 5.5.1 Event Signage and Devices

Not required as no significant impact on local pedestrians

#### 5.5.2 Event Marshals

Not required as low number of participants and spectators involved.

### 5.6 Installation Plan

#### 5.6.1 Sequence

All signs are securely stored on a trailer, positioned in the order they are to be erected on course. Two persons will be responsible for installing/disassembling the signs on course, and will ensure the wearing of suitable attire (including closed in footwear and a fluorescent yellow/orange vest) to maximise volunteer safety.

Signs will be erected as per TCP No. 5031 in Yenda initially, before being erected as per TCP No. 5032 (at the intersection of Myall Park Road and Rankin Springs Road). Signs will be disassembled in the reverse order.

A safely positioned shadow vehicle shall be used in advance of the signs and traffic control devices to protect event personnel putting out and removing the signs or traffic control devices.

Racing will not commence or continue until all signs, devices and barricades are in place and operational in accordance with the requirements of the TCP's.



Event Management Plan - <Insert Event Name and Year>

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### 5.6.2 Signs

Prior to installation all signs shall be checked for damage and cleanliness and repaired, replaced or cleaned as necessary.

Signs and devices shall be erected in accordance with the locations and spacing shown indicated in the EMP such that:

- They are properly displayed and securely mounted
- They are within the driver's or event participants line of sight
- They cannot be obscured from view
- They do not obscure other devices from the driver's line of sight
- They do not become a possible hazard to event participants or vehicles
- They do not deflect traffic into an undesirable path.

Refer to Appendix 6, Table of required Event Route Signage.

### 5.6.3 Barriers and Delineation

Barriers and traffic cones will be erected in accordance with the TCD's. All barriers will be secured and appropriately weighted.

## 5.7 Emergency Arrangements

In the event of an emergency during the event, emergency services will be accessed by dialling '000'. To expediate the provision of emergency services, all relevant details to be provided such as type of emergency, and the exact location of the emergency.

The Race Commissaire may take the decision to neutralise part or all of the race to ensure the safety of participants, volunteers and all other road users.

## 5.8 Site Access

No special requirements as no road closures involved.

Event Management Plan - <Insert Event Name and Year>

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## **6 Site Inspections**

The Event Organiser will ensure that the Event Management Plan is implemented and evaluated for effectiveness.

Inspections shall be undertaken as required and at a minimum on the following occasions:

- Before the event activities commence
- During the event activities
- Closing down at the end of the event activities.

Event Management Plan - <Insert Event Name and Year>

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## 7 Key Event Contacts

**Name:** Jason Minato

**Title:** President, Griffith Cycle Club (Event Manager)

**Phone:** [REDACTED]

**Email:** admin@griffithcycleclub.com

**Name:** Greg Balind

**Title:** Road Safety and Traffic Officer, Griffith City Council

**Phone:** 02 6962 8100

**Email:** [Greg.Balind@griffith.nsw.gov.au](mailto:Greg.Balind@griffith.nsw.gov.au)

**Name:** Detective Sergeant Colleen Hayden

**Title:** Investigations Supervisor, Griffith Local Area Command

**Phone:** 02 6969 4304

**Email:** [hayd2col@police.nsw.gov.au](mailto:hayd2col@police.nsw.gov.au)

**Name:** Greg Minehan

**Title:** Transport for NSW

**Phone:**

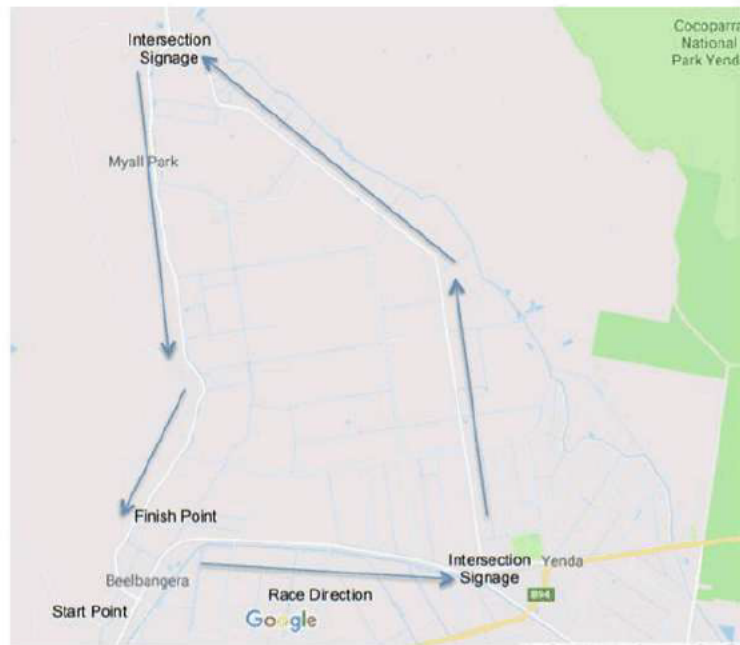
**Email:** greg.j.minehan@transport.nsw.gov.au

Event Management Plan - <Insert Event Name and Year>

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## Appendix 1 – Traffic Control Diagrams

Appendix 1.4A



### Griffith Cycle Club

#### Course No.4 – Myall Park

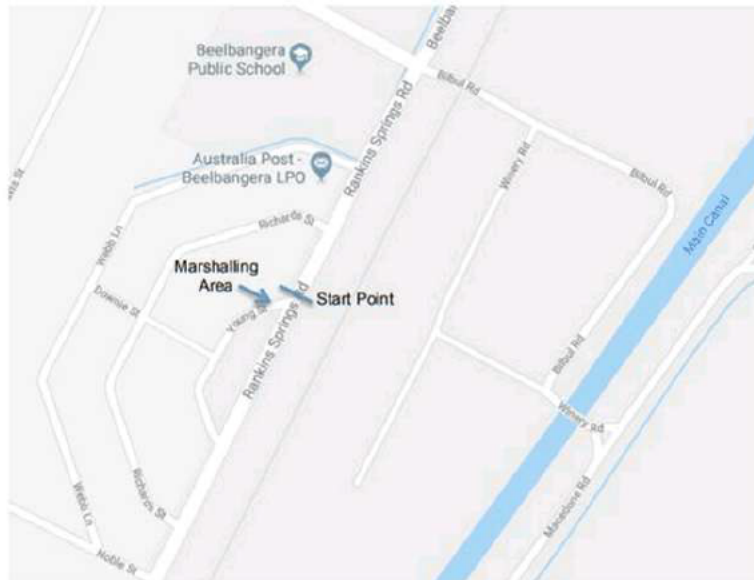
##### Overview

Start at Young Street, Beelbangera  
Left turn onto Rankins Springs Road travelling east to join Beelbangera Road to Yenda  
Left turn into Myall Park Road heading north  
Left turn into Rankins Springs Road heading south  
Finish line is located at the 50km ahead signage

Event Management Plan - <Insert Event Name and Year>

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Appendix 1.4B



## Griffith Cycle Club

Course No.4 - Myall Park

### Start Point

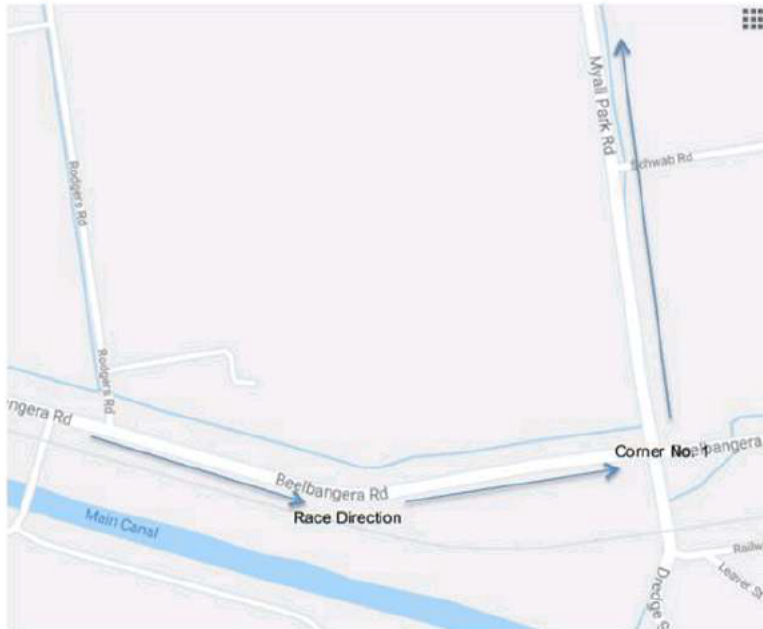
Marshalling area for riders is Young Street, Beelbangera  
Left turn onto Rankins Springs Road travelling east to join Beelbangera Road  
towards Yenda



Event Management Plan - <Insert Event Name and Year>

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Appendix 1.4C



## Griffith Cycle Club

Course No.4 – Myall Park

### Beelbanger Road / Myall Park Road Intersection

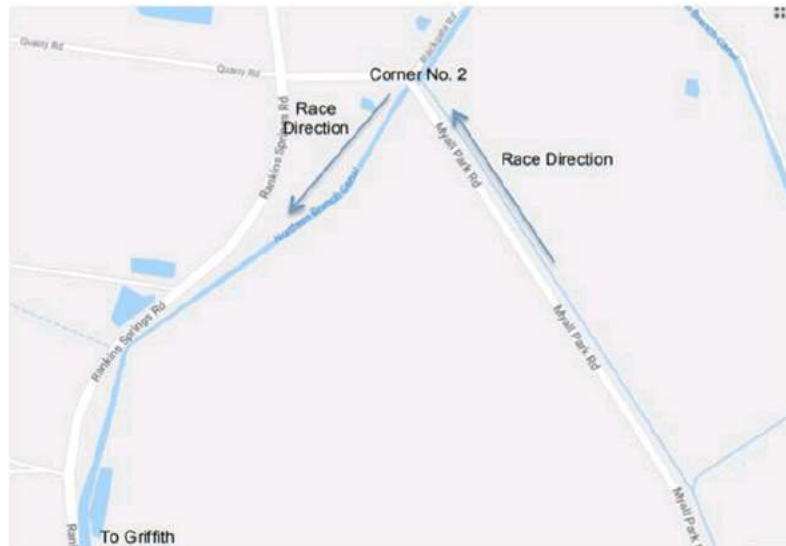
Corner No.1 - see TCP 5031 for signage

Riders make left hand turn onto Myall Park Road

Event Management Plan - <Insert Event Name and Year>

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Appendix 1.4D



## Griffith Cycle Club

Course No.4 – Myall Park

### Myall Park Road / Rankins Spring Road Intersection

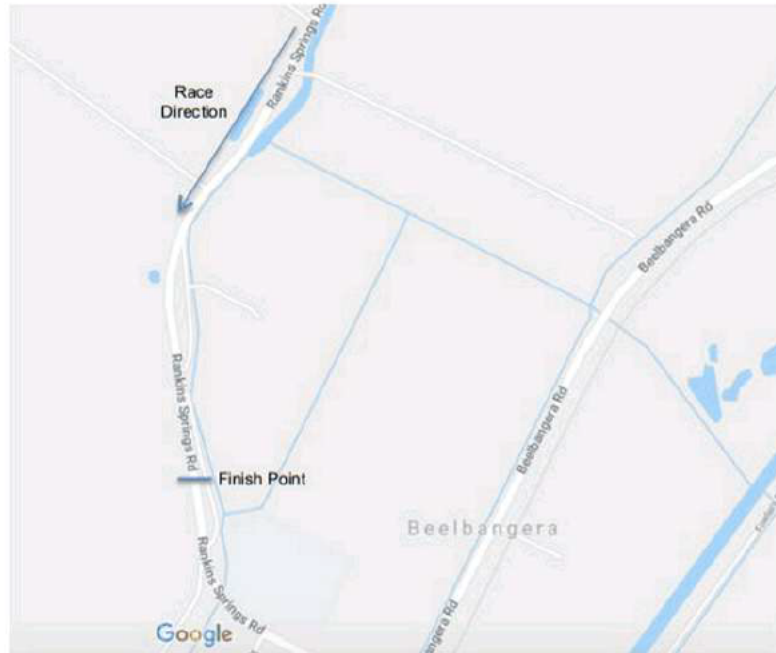
Corner No.2 - see TCP 5032 for signage

Riders make left hand turn onto Rankins Spring Road

Event Management Plan - <Insert Event Name and Year>

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Appendix 1.4E



## Griffith Cycle Club

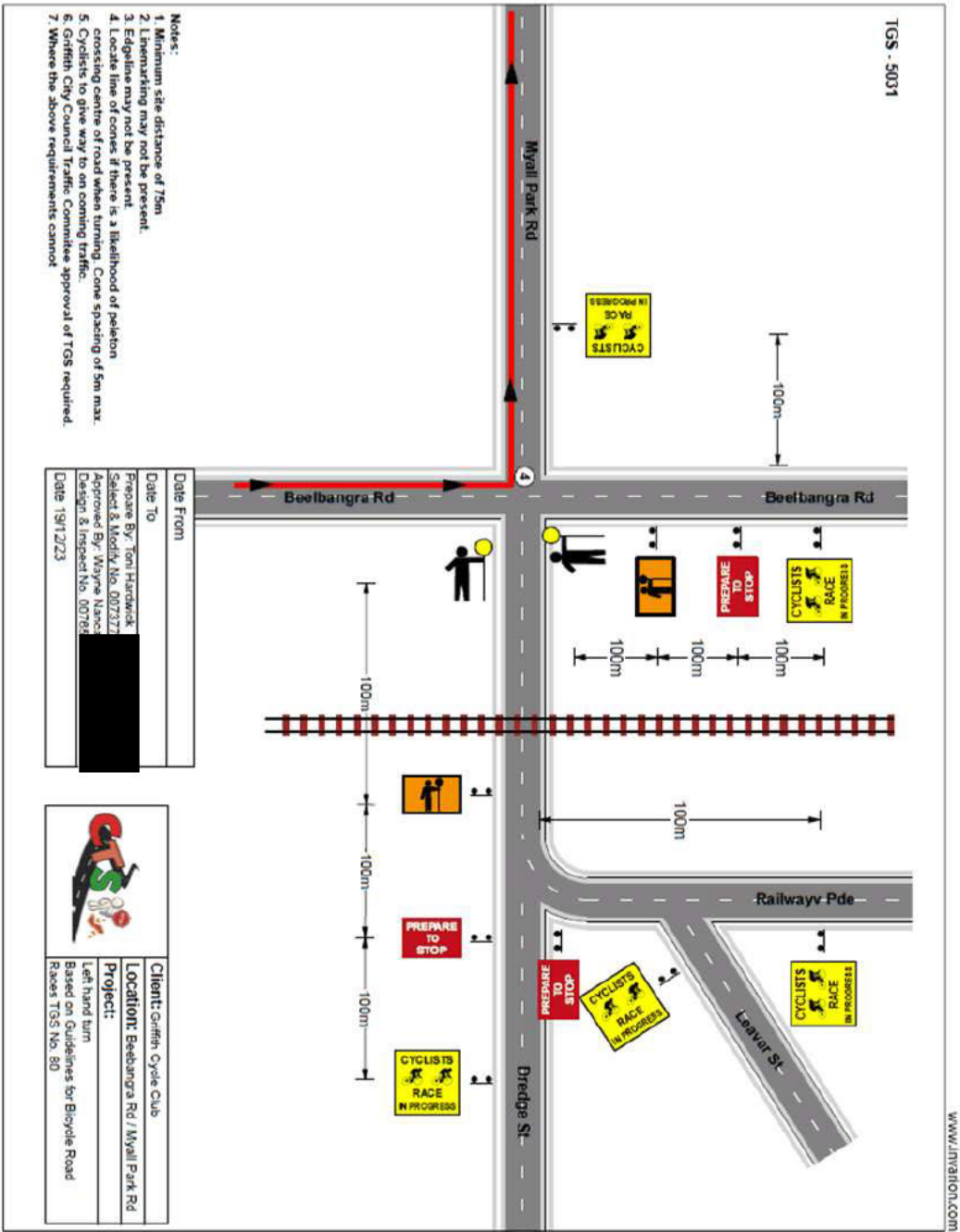
Course No.4 – Myall Park

### Finish Point

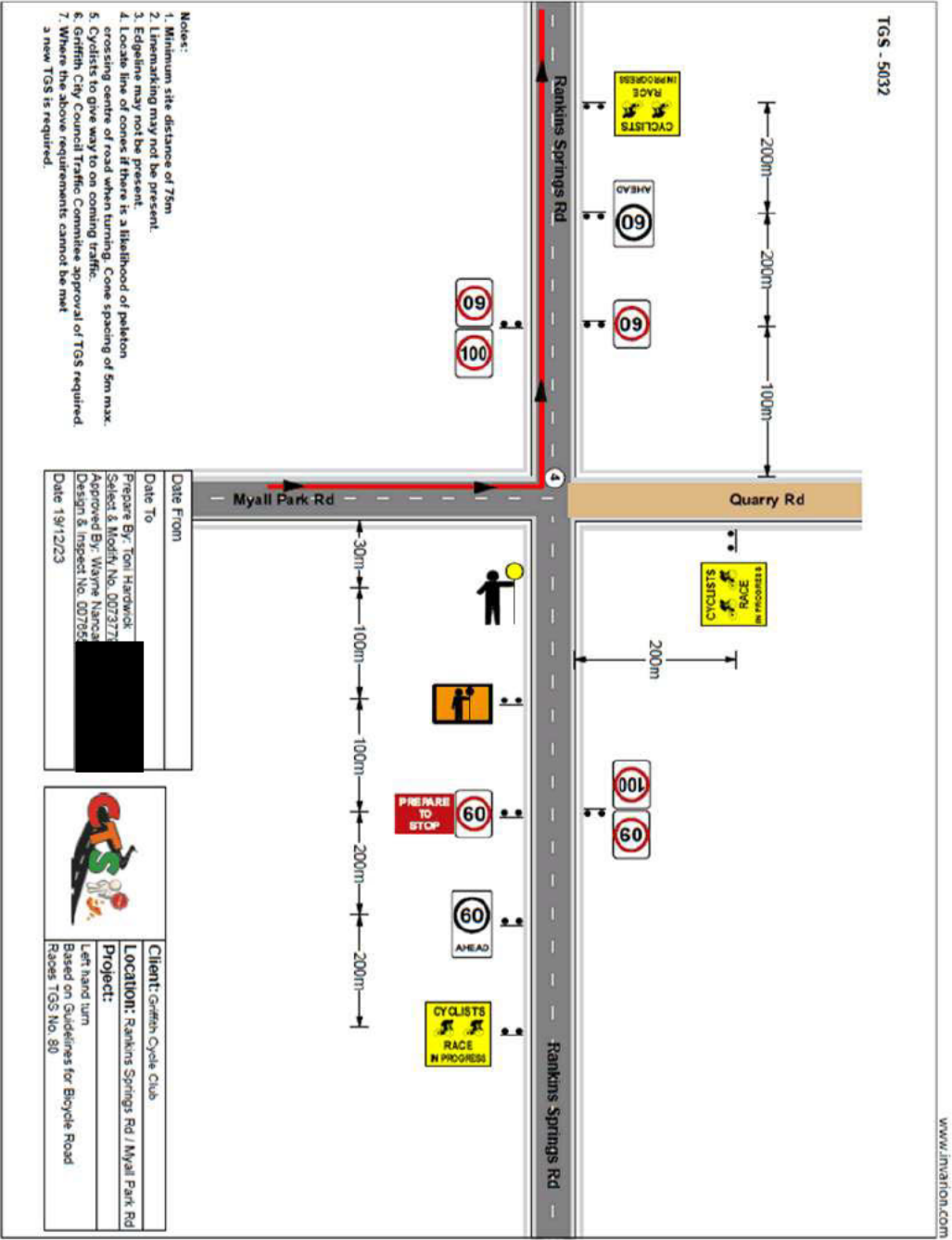
Finish Point located at the 50km ahead signage

Clear view of traffic in both directions

Event Management Plan - <Insert Event Name and Year>



Event Management Plan - <Insert Event Name and Year>





Event Management Plan - &lt;Insert Event Name and Year&gt;

**Table of Required Event Route Signage**

Sign Description	Route Location	Size	Qty. at Location
<b>(Course No.4 – Myall Park)</b>			
Cyclist Race in Progress	Dredge Street / Railway Parade TCP No. 5031	B Size Class 1	1
Prepare to Stop	Dredge Street / Railway Parade TCP No. 5031	B Size Class 1	1
Cyclist Race in Progress	Leaver Street / Railway Parade TCP No. 5031	B Size Class 1	1
Cyclist Race in Progress	Railway Parade / Dredge Street TCP No. 5031	B Size Class 1	1
Prepare to Stop	Railway Parade / Dredge Street TCP No. 5031	B Size Class 1	1
Cyclist Race in Progress	Beelbangera Road / Myall Park Road TCP No. 5031	B Size Class 1	1
Prepare to Stop	Beelbangera Road / Myall Park Road TCP No. 5031	B Size Class 1	1
Cyclist Race in Progress	Myall Park Road / Beelbangera Road TCP No. 5031	B Size Class 1	1
Cyclist Race in Progress	Rankins Springs Road / Myall Park Road TCP No. 5032	B Size Class 1	2
60 Ahead	Rankins Springs Road / Myall Park Road TCP No. 5032	B Size Class 1	2
60 Road Work	Rankins Springs Road / Myall Park Road TCP No. 5032	B Size Class 1	2
Prepare to Stop	Rankins Springs Road / Myall Park Road TCP No. 5032	B Size Class 1	1
Controller Sign	Rankins Springs Road / Myall Park Road TCP No. 5032	B Size Class 1	1
60/100	Rankins Springs Road / Myall Park Road TCP No. 5032	B Size Class 1	2
Cyclist Race in Progress	Quarry Road / Myall Park Road TCP NO. 5032	B Size Class 1	1

**Table of Event Traffic Controllers**

Control Description	Route Location	Number at Location
<b>(Course No.4 – Myall Park)</b>		
Traffic Controller	Beelbangera Road / Myall Park Road Intersection	2
Traffic Controller	Myall Park Road / Rankins Springs Road Intersection	1
	<b>Total required</b>	<b>3</b>

Event Management Plan - &lt;Insert Event Name and Year&gt;

## Appendix 2 - Certificate of Insurance Currency

(The Certificate for Public Liability Insurance attached to this document will expire on 28 February 2025. An updated version of the Certificate of Public Liability Insurance will be obtained from AusCycling and provided to all parties on receipt).



28 February 2025

Marsh Pty Ltd  
ABN: 86 004 651 512  
727 Collins Street  
MELBOURNE VIC 3008

GPO Box 1229  
MELBOURNE VIC 3001  
Tel: 1300 130 373  
Email: [sport@marsh.com](mailto:sport@marsh.com)

### CERTIFICATE OF CURRENCY

<b>INSURED</b>	AusCycling Limited (Including Griffith Cycle Club)	
<b>INSURANCE CLASS</b>	Public and Products Liability	
<b>TERRITORIAL LIMITS</b>	Worldwide, excluding operations domiciled in the United States of America and/or Canada	
<b>PERIOD OF INSURANCE</b>	From:	28 February 2025 at 4pm Local Time (VIC)
	To:	28 February 2026 at 4pm Local Time (VIC)
<b>INTEREST INSURED</b>	Legally liable to pay as compensation for Personal Injury or Property Damage in connection with the Insured's Business	
<b>LIMITS OF LIABILITY</b>	Public Liability	\$20,000,000 any one occurrence or series of occurrences
	Products Liability	\$20,000,000 in the aggregate
<b>DEDUCTIBLE/EXCESS</b>	\$1,000 each and every occurrence	
<b>INSURER(S)</b>	Sompo Japan Australia, HDI Global and Convex	
<b>POLICY NUMBER(S)</b>	B0509BOWC12350436	



Marsh Pty Ltd

This certificate of currency provides a summary of the policy cover and is current on the date of issue.  
It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.  
This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Event Management Plan - <Insert Event Name and Year>

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## Appendix 3 – Risk Assessment

AusCycling is the governing body for Griffith Cycle Club's road race events. It is a requirement of the AusCycling guidelines for the Chief Commissaire and event organiser/Race Director to conduct a risk assessment for all events. In addition to the risk assessment, The AusCycling Technical Commission requires that all technical regulations be adhered to at all times.

### Event Risk Management

There are numerous guides to risk management, including:

AusCycling Technical Regulations ([Road](#)) (January 2021)

AS/NZS International Organisation for Standardisation ([ISO - 31000:2018](#)), (formerly AS/NZS ISO 31000:2009 and 4360:2004) *Risk Management – Guidelines*

EMA *Emergency Risk Management Applications Guide* (2004)

This document provides the base document for conducting a Risk Assessment.

The main aim of the risk assessment process is to identify any foreseeable or credible risks to the event and participants of the event at the conclusion of the appreciation and planning process.

### The Risk Assessment Process

The Risk Assessment described in this document is adapted from the principles of AS/NZS ISO 31000:2018 *Risk Management – Principles and guidelines*. A Risk Assessment is the "overall process of risk identification – risk analysis and risk evaluation". (ISO 31000:2018 page 4)

Though many similarities occur between like events, it is important to the process to evaluate the planning + appreciations undertaken for each event.

The following steps provide a summary of the Risk Assessment process.

#### **Step 1 – Establish Context and Identify Risk**

**Risk Assessment** - The context of the Risk Assessment is based upon identifying any foreseeable or credible Risks to the event and the participants at the conclusion of the appreciation and planning process.

#### **Step 2 – Analyse Risk**

The likelihood and consequences of the risk will vary for each event and location. In association with any identified RISKS, Rate the risk using the Qualitative Risk Tables for rating the Likelihood (Table 1) and Consequence (Table 2) for each risk has been either adopted or developed. These ratings are then applied to **Table 3. Qualitative Risk Analysis Matrix** in order to determine the Level of Risk.

Event Management Plan - &lt;Insert Event Name and Year&gt;

Table 1. Qualitative Risk Table – Likelihood Rating Table<sup>(1)</sup>

DESCRIPTOR	DESCRIPTION				
	Perception	Anecdotal	Factual	Opportunism	Probability <sup>(2)</sup>
<b>Rare</b>	The event/hazard may occur only in exceptional circumstances	N/A	N/A	N/A	Will probably occur less than once in 15 years.
<b>Unlikely</b>	The event/hazard could occur at some time	No recorded incidents or anecdotal evidence	No recent incidents in associated organisations, facilities or communities	Little opportunity, reason or means to occur	Will probably occur with a frequency of at least once in 10 years
<b>Possible</b>	The event/hazard might (or should) occur at some time	Few, infrequent, random recorded incidents or little anecdotal evidence	Very few incidents in associated or comparable organisations, facilities or communities	Some opportunity, reason or means to occur	Will probably occur with a frequency of once in three years
<b>Likely</b>	The event/hazard will probably occur in most circumstances	Regular recorded incidents and strong anecdotal evidence	N/A	Considerable opportunity, reason or means to occur	Will probably occur with a frequency of at least once a year
<b>Almost Certain</b>	The event/hazard is expected to occur in most circumstances	High level of recorded incidents and / or strong anecdotal evidence	Strong likelihood the event will recur	Great opportunity, reason or means to occur	Will probably occur with a frequency of more than once a year

Note 1: The content of this table is consistent with the measures used in the Cycling Australia Road Cycling Events, risk assessment. This table is adapted from the EMA's *Emergency Risk Management Application Guide* (2004: 53) which is more expansive than both AS/NZS ISO 31000:2018 *Risk Management – Principles and guidelines*.

Event Management Plan - &lt;Insert Event Name and Year&gt;

Table 2. Qualitative Risk Table - Consequence Rating Table

Consequence	FINANCIAL	INTERRUPTION TO SERVICE DELIVERY	REPUTATIONAL	SAFETY	PROPERTY	NATURAL ENVIRONMENT
Insignificant	< \$1,000	< 1 hour Negligible consequences to goals/strategies of event, disruption to non-essential services	Unsubstantiated, low profile, no news item, issue resolved promptly	No injury	Inconsequential or no damage	No damage
Minor	\$1,000 - \$10,000	1 – 3 hours Threats to efficiency or effectiveness of goals/strategies of event, disruption to non-essential services	Substantiated, low news profile with negative coverage for several days	First Aid treatment	Minor damage	Minimal damage
Moderate	\$10,000 - \$50,000	3 hour – 1 day Reduction of effectiveness of goals/strategies of event, loss of essential services for days	Substantiated, public embarrassment, moderate news profile with negative coverage over several weeks	Medical treatment required	Localised damage rectified by routine arrangements	Some damage, rectified within existing budget
Major	\$50,000 - \$150,000	1 week Inability to achieve goals/strategies of event, loss of essential services for a week.	Substantiated, public embarrassment, high widespread, multiple news profile Third party action/involvement	Extensive injuries, hospital admission	Significant damage requiring external resources	Significant damage, significant resources to rectify
Catastrophic	More than \$150,000	1 week or more Sustained inability to achieve goals/strategies of event, permanent loss of infrastructure or services	Substantiated, public embarrassment, high widespread multiple news profile. Third party action/involvement, public outcry consistently over weeks.	Death, multiple deaths or permanent disablements	Extensive damage requiring multiple external/internal resources	Extensive damage, fines and/or penalties applied. Multiple resources to rectify

Note 1: The content of this table is consistent with the measures used in the AusCycling Road Cycling Events, risk assessment.

This table is adapted from the EMA's *Emergency Risk Management Application Guide* (2004: 53) which is more expansive than both AS/NZS ISO 31000:2018 *Risk Management – Principles and guidelines*.



Event Management Plan - &lt;Insert Event Name and Year&gt;

**Table 3. Qualitative Risk Analysis Matrix – Level of Risk**

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Moderate	Moderate	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Low	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Moderate	Moderate

Note: This Risk Matrix has been replicated from the AusCycling Road Cycling Events risk assessment document.

This is an adaptation of IEC/ISO 31000:2018 *Risk Management – Risk assessment techniques* (Figure B15) and EMA's *Emergency Risk Management Applications Guide* (2004: Appendix F).

**Table 4. Level of Risk and Possible Courses of Action**

LEVEL OF RISK	POSSIBLE COURSES OF ACTION
	(Event Organiser & Chief Commissaire)
Extreme	Must be dealt with immediately. Event cannot proceed until risk has been reduced
High	Should be dealt with after attending to Extreme level risks. Event Organiser and Chief Commissaire must review the risk assessment, approve the treatment and endorse the risk management plan prior to implementation.
Moderate	Can be dealt with by applying routine procedures.
Low	<u>May</u> be accepted but should be monitored periodically to ensure that rating does not change.

**Step 3 – Evaluate and Treat Risk**

A review of the Likelihood, Consequence and Level of Risk is then conducted in order to determine the Residual Level of Risk after Treatment. This should be compared against **Table 4. Level of Risk and Possible Courses of Action** in order to determine whether this risk requires further attention or not. Generally, risks / hazards which remain 'Significant' or 'High' must be reviewed further.

**Step 4 – Monitor and Review**

Review the risk treatments in the 'Risk Response' column and confirm:

1. The current controls in place for your event
2. Whether additional controls are warranted (this will be determined on the basis of balancing the costs and efforts of implementation against the additional benefits derived).

**Step 5 – Nominate the person/organisation responsible for actioning each risk treatments**

The Chief Commissaire and Race Director / Event Organiser must review and acknowledge the risks and treatment actions. The outcomes of the risk assessment are then utilised in the re-development of the Event Plan and associated Documents for the deployment of resources.

It is important for the Race Director / Event Organiser and Chief Commissaire to continue to communicate and consult with stakeholders to monitor any last- minute changes made to the event. At the completion of the event, the risk assessment is to be reviewed in light of any actions arising from event debriefs.

## RISK ASSESSMENT

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
ENVIRONMENT & CLIMATE	Contamination <ul style="list-style-type: none"> <li>Air</li> <li>Water</li> </ul>	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Volunteers/staff and participants to self-manage allergies.</li> <li>Open air environment with no water source in immediate area.</li> </ul>	<i>Event Organiser</i>	<i>Rare</i> <i>Moderate</i> <i>LOW</i>
	Allergens' <ul style="list-style-type: none"> <li>Pollens</li> <li>Food</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Volunteers/staff and participants to self-manage allergies.</li> </ul>	<i>Event Organiser</i>	<i>Unlikely</i> <i>Moderate</i> <i>MODERATE</i>
	Natural Disaster <ul style="list-style-type: none"> <li>Flood</li> <li>Heatwave</li> <li>Electrical storm</li> </ul>	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Weather forecast to be monitored and reviewed.</li> <li>Event will be delayed / modified / cancelled in accordance with AusCycling's Heat Policy,</li> <li>Course inspection to be conducted prior to warm up/course opening.</li> </ul>	<i>Event Organiser</i> <i>Commissaire</i>	<i>Rare</i> <i>Moderate</i> <i>LOW</i>
	Meteorological <ul style="list-style-type: none"> <li>Extreme Cold</li> <li>Extreme Heat</li> <li>Extreme Rain</li> <li>Extreme Wind</li> </ul>	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Hazards to be identified in Officials/volunteers and rider briefing, including any modified riding instructions</li> <li>Develop contingency plans for dismantling infrastructure that may be unsafe in the event of high wind/rainfall.</li> <li>Communications strategy to notify the public of any impacts on event program.</li> </ul>	<i>Event Organiser</i> <i>Commissaire</i>	<i>Rare</i> <i>Moderate</i> <i>LOW</i>
	Visibility <ul style="list-style-type: none"> <li>Fog</li> </ul>	<i>Rare</i>	<i>Moderate</i>	<i>LOW</i>	<ul style="list-style-type: none"> <li>Event conducted during daylight hours</li> <li>Course inspection to be conducted prior to warm up, course opened and identify potential hazards</li> </ul>	<i>Event Organiser</i> <i>Commissaire</i>	

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
	<ul style="list-style-type: none"> <li>Poor lighting</li> </ul>				<ul style="list-style-type: none"> <li>All Marshalls/Traffic Control will be qualified in approved techniques.</li> <li>All Marshalls / volunteers / officials to wear approved working on roads vest and use approved signage / traffic direction signs.</li> <li>All Riders are required to have rear red light visible from no less than 200m</li> <li>All support vehicles to have headlights on and where possible, flashing roof light and Cycling signage on the front or rear of the vehicle.</li> <li>Rider / Volunteer / officials briefing to include safe riding techniques in poor visibility conditions</li> <li>If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities), or delay, postpone, or cancel the event</li> </ul>	Traffic Management Team	
SUPPLY, UTILITIES & SERVICES	<ul style="list-style-type: none"> <li>Water supplies</li> </ul>	Rare	Moderate	LOW	<ul style="list-style-type: none"> <li>Participants will be required to supply their own water / electrolytes.</li> </ul>	Event Organiser	Rare Moderate LOW
	<ul style="list-style-type: none"> <li>Food Supplies</li> </ul>	Unlikely	Moderate	MODERATE	<ul style="list-style-type: none"> <li>Participants and volunteers will be required to supply their own food.</li> </ul>	Event Organiser	N/A
	<ul style="list-style-type: none"> <li>Waste Removal</li> </ul>	Possible	Minor	LOW	<ul style="list-style-type: none"> <li>All waste is to be removed from the area at the conclusion of the event and placed in approved waste removal containers.</li> <li>Participants are to make every attempt to put waste in their pockets whilst racing and take it with them.</li> </ul>	Event Organiser	Rare Minor LOW

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
INFRASTRUCTURE & EQUIPMENT	• Buildings	<i>Rare</i>	<i>Minor</i>	<i>LOW</i>	<ul style="list-style-type: none"> <li>• All Marquees must have adequate weighted infrastructure to secure them to the ground.</li> <li>• Course map distributed to participants prior to event.</li> <li>• Course clearly marked and inspected by Chief Commissaire on the day.</li> <li>• Marshalls in attendance at intersections</li> <li>• Course briefing to all officials / volunteers / riders prior to course being opened for warm up and racing.</li> <li>• Hazards and modified riding instructions to be delivered at briefing</li> <li>• All Marshalls will be qualified in approved techniques.</li> <li>• All Marshall's to wear approved working on roads vest and use approved traffic direction signs.</li> <li>• Develop contingency plans for dismantling infrastructure that may be unsafe</li> </ul>	<i>Event Organiser</i>	<i>Rare Minor LOW</i>
	• Vehicles	<i>Likely</i>	<i>Major</i>	<i>SIGNIFICANT</i>		<i>Event Organiser Commissaire</i>	<i>Unlikely Major MODERATE</i>
	• Plant	<i>Unlikely</i>	<i>Minor</i>	<i>LOW</i>		<i>Event Organiser Traffic Management Team</i>	<i>Rare Minor LOW</i>
	• Resources	<i>Unlikely</i>	<i>Minor</i>	<i>LOW</i>		<i>Event Organiser</i>	<i>Rare Moderate LOW</i>
	• Course	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>		<i>Event Organiser Commissaire</i>	<i>Unlikely Moderate MODERATE</i>
	• Personal / competitors Equipment	<i>Possible</i>	<i>Major</i>	<i>MODERATE</i>		<i>Event Organiser Commissaire</i>	<i>Unlikely Major MODERATE</i>
INFORMATION SYSTEMS & DOCUMENT MANAGEMENT	• Mobile networks	<i>Likely</i>	<i>Moderate</i>	<i>HIGH</i>	<ul style="list-style-type: none"> <li>• Mobile coverage is available at this location.</li> <li>• Chief Commissaire to have all Marshall's mobile phone numbers.</li> </ul>	<i>AC Event Organiser</i>	<i>Rare Moderate LOW</i>
	• Document retention	<i>Unlikely</i>	<i>Minor</i>	<i>LOW</i>		<i>Event Organiser</i>	<i>Rare Minor LOW</i>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
POLITIACL & INDUSTRIAL ENVIRONMENT	• Legislation	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>The event is on an open road and all road rules are to be complied with.</li> <li>This will be covered in the briefing pre-event.</li> </ul>	<i>Commissaire</i>	<i>Rare Moderate LOW</i>
	• Staff (Volunteers)	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>All staff / volunteers are to be briefed around safety prior to event start.</li> <li>Any injury/illness to reported to the Chief Commissaire on the day and as soon as reasonably practicable.</li> </ul>	<i>Event Organiser Commissaire</i>	<i>Unlikely Moderate MODERATE</i>
	• Complaints against officials / competitors	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>All complaints are to be dealt with in accordance with the AusCycling Technical Regulations.</li> <li>All Complaints must be handled with dignity and professionalism.</li> <li>The event is Sanctioned by AusCycling which includes Public Liability covering the event and all officials</li> <li>All Participants register which requires them to abide by the code of conduct</li> <li>All participants must have a race license which covers them via public liability.</li> </ul>	<i>Commissaire</i>	<i>Unlikely Moderate MODERATE</i>
DELIBERATE ACTS	• Fraud	<i>Rare</i>	<i>Minor</i>	<i>LOW</i>	<ul style="list-style-type: none"> <li>Online entries are set up and must be completed prior to the day of racing</li> <li>Where possible, race entries fees to be collected on the day of the event via mobile EFTPOS. Minimal cash money held on site.</li> </ul>	<i>Event Organiser</i>	<i>Rare Minor LOW</i>

	<ul style="list-style-type: none"> <li>• Mass Casualty</li> </ul>	<i>Unlikely</i>	<i>Major</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>• Lead and follow cars to have flashing lights and drive to the conditions and being respectful to other road users.</li> <li>• All roads are managed by qualified Traffic Marshalls</li> </ul>	<i>Event Organiser</i> <i>Commissaire</i> <i>Medical staff</i>	<i>Unlikely</i> <i>Major</i> <b>MODERATE</b>
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Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
<b>HUMAN RESOURCES</b>	• Staffing (including Volunteers)	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>All Staff / volunteers will be rostered well in advance</li> <li>Traffic Marshalls / traffic control will control all intersections around the courses</li> </ul>	<i>Event Organiser</i>	<i>Rare Moderate LOW</i>
	• Specialist skills (Commissaire's)	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>All Officials must hold appropriate qualification and have them on their person at the time of the event.</li> <li>All officials working on roads must wear approved working on roads vest/jacket.</li> </ul>	<i>Event Organiser Commissaire</i>	<i>Rare Moderate LOW</i>
	• Traffic Marshalls	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>All Traffic Marshalls must have attended appropriate training</li> </ul>	<i>Event Organiser Traffic Management Team</i>	<i>Rare Moderate LOW</i>
<b>EVENT SPECIFIC INCIDENTS</b> (crash, accident etc)	• Event participants riding into pedestrians	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Event signage placed around race circuit in high risk and high pedestrian traffic areas</li> <li>Pedestrian crossing points to be regulated by qualified marshals</li> <li>Safety briefing to be delivered to all event participants, volunteers and staff.</li> <li>Mobile medical staff to travel around the race circuit</li> </ul>	<i>Event Organiser Traffic Management Team</i>	<i>Unlikely Moderate MODERATE</i>
	• Vehicles and event participants colliding when vehicles enter race circuit	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Safety briefing to be delivered to all event participants, volunteers and staff prior to entering the race circuit.</li> <li>Traffic management plan to clearly identify entry/exit points for vehicle separate to event participants.</li> </ul>	<i>Event Organiser Commissaire</i>	<i>Unlikely Moderate MODERATE</i>
	• Injury caused to Event Participants /	<i>Likely</i>	<i>Moderate</i>	<i>HIGH</i>	<ul style="list-style-type: none"> <li>Follow Cars and event staff / volunteers to report</li> </ul>	<i>Commissaire</i>	<i>Possible Moderate MODERATE</i>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
	support staff due to fall / or colliding				any unsafe practices to the chief Commissaire <ul style="list-style-type: none"> <li>Chief Commissaire will disqualify and remove riders for misconduct</li> <li>All Event staff / volunteers must be either an authorised traffic Marshall, Commissaire or experienced in working with bicycle racing.</li> </ul>		
<b>EVENT SPECIFIC INCIDENTS</b> (crash, accident etc) continued.	<ul style="list-style-type: none"> <li>Caused by hazard / obstacle on race circuit</li> </ul>	<i>Likely</i>	<i>Moderate</i>	<i>HIGH</i>	<ul style="list-style-type: none"> <li>Course clearly marked and inspected by Chief Commissaire on the day prior to course being opened.</li> <li>Marshalls in attendance at intersections</li> <li>Course briefing to all officials / volunteers / riders prior to course being opened for warm up and racing.</li> <li>Hazards and modified riding instructions to be delivered at briefing</li> <li>Follow cars and officials to report any significant changes to course conditions to Chief Commissaire.</li> </ul>	Event Organiser Commissaire	<i>Possible</i> <i>Moderate</i> <b>MODERATE</b>
	<ul style="list-style-type: none"> <li>Unexpected traffic conditions / increase in traffic volume, adversely impacting the event</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>		Event Organiser Commissaire	<i>Unlikely</i> <i>Moderate</i> <b>MODERATE</b>
					<ul style="list-style-type: none"> <li>Group sizes and number of groups to be capped or race timings</li> <li>Registrations restricted with a close date 1 week prior to event</li> <li>Event Schedule to be published once registrations are finalised</li> <li>Event Schedule to be changed if necessary</li> <li>Course briefing to clearly articulate that groups are not to pass unless safe to do so</li> <li>No passing is to occur if unsafe to do so</li> </ul>		
	<ul style="list-style-type: none"> <li>Merger of groups or overtaking due to inadequate gaps between groups or too many groups on course at one time</li> </ul>	<i>Likely</i>	<i>Moderate</i>	<i>HIGH</i>		Event Organiser Commissaire	<i>Possible</i> <i>Moderate</i> <b>MODERATE</b>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
	<ul style="list-style-type: none"> <li>Inadequate skill / fitness level causing risk to other participants</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Course briefing to clearly advise participants that if they are lapped or showing signs of fatigue they may be removed from the course, refusal to exit the course will result in penalties</li> <li>Follow cars are to communicate with all riders that fall of the back to ensure they are ok</li> <li>SAG wagon to communicate with all dropped riders and to pick them up if showing signs of fatigue / requiring assistance</li> </ul>	Event Organiser Commissaire	<i>Unlikely</i> <i>Moderate</i> <b>MODERATE</b>
<b>EVENT SPECIFIC INCIDENTS</b> (crash, accident etc) continued.	<ul style="list-style-type: none"> <li>Race circuit / venue not suitable for the broad ability / skill level of all participants</li> </ul>	<i>Likely</i>	<i>Moderate</i>	<i>HIGH</i>		Event Organiser Commissaire	<i>Possible</i> <i>Moderate</i> <b>MODERATE</b>
	<ul style="list-style-type: none"> <li>Participants and/or staff/volunteers travelling in the opposite direction to the flow of the race</li> </ul>	<i>Possible</i>	<i>Minor</i>	<i>LOW</i>	<ul style="list-style-type: none"> <li>Course clearly marked and inspected by Chief Commissaire on the day prior to course being opened.</li> <li>Marshalls in attendance at intersections</li> <li>Course briefing to all officials / volunteers / riders prior to course being opened for warm up and racing.</li> <li>Event vehicles to follow participants and offer direction if required.</li> </ul>	Event Organiser Commissaire	<i>Unlikely</i> <i>Minor</i> <b>LOW</b>
	<ul style="list-style-type: none"> <li>Follow vehicles follow too close to the rear of the event participants or</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Drivers to be briefed on their role and reminded of safe follow distances</li> <li>Follow and lead vehicle drivers to be experienced</li> </ul>	Event Organiser Commissaire	<i>Unlikely</i> <i>Moderate</i> <b>MODERATE</b>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
	other vehicles				in the role		
<b>EVENT SPECIFIC INCIDENTS</b> (crash, accident etc) continued.	<ul style="list-style-type: none"> <li>Event vehicles or public vehicles passing other vehicles / riders too close or without adequate visibility to oncoming traffic</li> </ul>	<i>Possible</i>	<i>Major</i>	<i>HIGH</i>	<ul style="list-style-type: none"> <li>Drivers to be briefed on their role and reminded of safe follow distances</li> <li>Follow and lead vehicle drivers to be experienced in the role</li> <li>Drivers are to ensure safety is the main objective, not position within the race</li> <li>Event officials to report any unsafe behaviour to the chief Commissaire and race director</li> </ul>	Event Organiser Commissaire	<i>Unlikely</i> <i>Major</i> <b>MODERATE</b>
	<ul style="list-style-type: none"> <li>Participants are left stranded out on course</li> </ul>	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Rider returns are cross referenced with start and finish lists</li> <li>Non accounted for riders to be contacted personally to ensure their location</li> </ul>	Event Organiser Commissaire	<i>Rare</i> <i>Moderate</i> <b>LOW</b>
	<ul style="list-style-type: none"> <li>Dehydration or inadequate nutrition leading to fatigue / disorientation</li> </ul>	<i>Possible</i>	<i>Major</i>	<i>HIGH</i>	<ul style="list-style-type: none"> <li>Participants generally self-manage</li> <li>Participants will be briefed prior to commencement of the race that they will be removed from the course if showing signs of fatigue</li> <li>Follow cars and support vehicle personnel to keep an eye on riders that are displaying signs of</li> </ul>	Event Organiser Commissaire	<i>Possible</i> <i>Major</i> <b>MODERATE</b>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
					fatigue and verbally make contact with them and ask them to remove themselves from the course and wait for the SAG wagon.		
<b>EVENT SPECIFIC INCIDENTS</b> (crash, accident etc) continued.	<ul style="list-style-type: none"> <li>Unauthorised event vehicles entering the race circuit</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Residents will be aware of the event due to event signage.</li> <li>Participants and event vehicles to be briefed as to what to do if a vehicle gets mixed up with the race convoy/caravan</li> </ul>	Event Organiser  Commissaire  Traffic Management Team	<i>Unlikely</i>  <i>Moderate</i>  <b>MODERATE</b>
	<ul style="list-style-type: none"> <li>Hostile vehicle entering race circuit with deliberate intent to cause harm</li> </ul>	<i>Rare</i>	<i>Catastrophic</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Event staff to not engage with hostile vehicle and immediately call police</li> <li>All racing is to immediately stop</li> </ul>	Event Organiser	<i>Rare</i> <i>Catastrophic</i> <b>MODERATE</b>
	<ul style="list-style-type: none"> <li>Emergency Vehicle access/egress</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Event Vehicles and participants must move to the side of the road to allow free movement of emergency vehicles</li> </ul>	Event Organiser Commissaire Traffic Management	<i>Unlikely</i> <i>Moderate</i> <b>MODERATE</b>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
					<ul style="list-style-type: none"><li>• Traffic Marshalls to be briefed on procedures in the event emergency vehicles are to enter the circuit</li><li>• Emergency vehicles have precedence over the event</li><li>• Communication to all event personnel must be clear and concise.</li></ul>	<i>Team</i>	



<b>CLAUSE</b>	<b>CL03</b>
<b>TITLE</b>	<b>Traffic Control - Griffith Cycle Club Dean Carter Memorial Event 2026</b>
<b>FROM</b>	<b>Greg Balind, Development &amp; Traffic Coordinator</b>
<b>TRIM REF</b>	<b>25/93532</b>

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### **SUMMARY**

Council is in receipt of a Traffic Management Plan and supporting documentation as submitted from the Griffith Cycle Club for the Dean Carter Memorial Interclub Road Race event proposed for Sunday, 17 May 2026.

### **RECOMMENDATION**

**The Traffic Committee endorse the Event Management Plan and Traffic Guidance Schemes for the Griffith Cycle Club's Dean Carter Memorial Road Race 2026.**

### **REPORT**

The Griffith Cycle Club has provided Council with a comprehensive submission documenting the Traffic Management Plan, Traffic Control Plan/Guidance Schemes and risk assessment for the Dean Carter Memorial Road Race proposed to be held on Sunday, 17 May 2026 (see attachment (a))

The route proposed for the event is a circuit commencing with marshalling at Brolga Park (Young Street) Beelbangera from 8:30am. Participants then cycle along a course via Beelbangera Road to Rankins Springs Road continuing for a distance of 32 kilometres where participants will undertake a U-turn and return via the same route to Beelbangera.

A traffic control plan that aligns with Transport NSW Guide to Traffic Control at Worksites and Australian Standard 1742.3 (2009) - Manual of Uniform Traffic Control Devices has been developed to take into account traffic control devices relevant to the events. All traffic control will be established, monitored and removed by suitably qualified traffic control personnel.

### **Additional Information**

Public Liability Insurance for the Griffith Cycling Club is under the auspices of *AusCycling*. A Certificate of Currency with respect to the Dean Carter event expires on 28 February each year with a new policy generally being issued several weeks prior to the documented expiry date. In turn, the Griffith Cycle Club advise a new Certificate of Currency will be provided to Council by the end of January 2026. An undertaking has been provided by the Griffith Cycle Club that the event will not proceed in the absence of a valid/current insurance policy.

### **LINK TO STRATEGIC PLAN**

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

## **ATTACHMENTS**

- |     |   |     |
|-----|---|-----|
| (a) | Event Plan - Dean Carter Cycle Race <a href="#">↓</a> | 75  |
| (b) | Schedule 1 (as submitted) <a href="#">↓</a>           | 124 |



**Event Management Plan -  
Griffith Cycle Club  
Inter-Club Road Racing  
Sunday, 17 May 2026**

Version	Date	Description	Author
1.0	06/08/2025	Event Management Plan Inter-Club racing	Griffith Cycle Club

Event Management Plan - <Insert Event Name and Year>

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Event Management Plan - &lt;Insert Event Name and Year&gt;

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Event Management Plan - <Insert Event Name and Year>

## 1 Introduction

### 1.1 Event Information

Event Name	Dean Carter Memorial Handicap
Date/s	17/05/2026
Organiser	Griffith Cycle Club
Contact Details	Name: Jason Minato (GCC President) Phone: [REDACTED] Email: admin@griffithcycleclub.com

### 1.2 Purpose of the Event Management Plan

This Event Management Plan (EMP) provides the event management procedures to be followed by the event organisers for the Dean Carter Memorial inter-club road race conducted on the Rankin Springs Road on the 17/05/2026. The objectives of the EMP are to:

- Provide a safe environment for all road users and event patrons
- Provide protection to event participants, organisers and the general public from traffic hazards that may arise as a result of the event activity
- Minimise the delays to all road users
- Ensure access to adjacent private/commercial premises is maintained at all times.

To achieve the above objectives, the EMP will:

- Ensure that traffic delays are kept to a minimum
- Ensure that the roads are free of hazards and that all road users are adequately protected from activities of event participants and organisers
- Ensure that all needs of road users, motorists, pedestrians, cyclists and people with disabilities are accommodated at and through the site of the event.

Event Management Plan - <Insert Event Name and Year>

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## 2 Event Details

### 2.1 Event Description

Griffith Cycle Club is hosting the Dean Carter Memorial Handicap for the 2026 season. These will be a bronze inter-club event and therefore will be conducted under the guidance of the AusCycling Technical Regulations.

The Dean Carter Memorial is an inter-club handicap road race, to be held out on the Rankins Springs Road (refer to Appendix 1A for course overview). All grades (including masters) will participate. The Event will commence in Young Street Beelbangerá, and finish at the '50km Ahead' sign on the Rankin Springs Road in Beelbangerá.

### 2.2 History

Historically, Griffith Cycle Club have been racing safely on Griffith local roads for over 38 years, including over 16 + years conducting the inter-club race on the current course. To minimise the impact of cycle racing on the local community, racing has always been held on quieter local roads, on days and times that minimise any disruption to other users.

### 2.3 Location of Start and Finish Points

The Dean Carter Memorial Handicap will start on Young Street in Beelbangerá and finish on the Rankin Springs Road at the '50 km Ahead' sign on the entry to Beelbangerá.

Refer to Appendix 1B for start and Appendix 1E for finish locations.

### 2.4 Course Details

The Dean Carter Memorial will commence on Young Street in Beelbangerá, before turning left onto the Rankin Springs Road. Participants will travel out 32 km before completing a U-Turn on the Rankin Springs Road (Carraathool Shire Council, refer to Appendix 1D for details). Participants will ride back towards Beelbangerá, finishing at the '50 km Ahead' sign in Beelbangerá. Total course distance = 64km.

Refer to Appendix 1A for overview of inter-club course.

### 2.5 Event Start and Finish Times

Racing will commence in Beelbangerá at 10:00 am, and be concluded no later than 1:00pm.

### 2.6 Participant Details

All participants must hold a current AusCycling approved race licence (e.g. Race all disciplines, 4 week trial race licence). Race numbers may vary from a minimum of 25 riders, to a predicted maximum of 60 riders.

### 2.7 Entry Process

Majority of riders will enter via AusCycling's online EntryBoss system. Entries also taken in person on the day.

### 2.8 Format of Activities

The Dean Carter Memorial is a handicap race format, with similar ability riders being grouped together. Registration will be open 1 hour prior to race commencement, with riders having to physically present and sign on in Brolga Park, Beelbangerá.

Event Management Plan - <Insert Event Name and Year>

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Prior to racing commencing the condition of the course is discussed and any known problem areas identified. In the event that any known impediments are considered to be of high risk and cannot be addressed, racing will not commence.

All riders and volunteers are subject to a briefing from the Commissaire, where any known course problems are discussed, riding instructions provided, and general directions provided.

Police and all race officials/volunteers will undergo a pre-race briefing with the Race Director at least ½ hour prior to commencement of the race.

Race presentation is held immediately after the completion of the race, and will be held in Brolga Park in Beelbanger.

### 2.9 Event Timing

Timing will be kept with a handheld stopwatch and/or other similar device.

### 2.10 Support Vehicles

Lead Escort vehicles will be assigned to each group on the road and will drive approximately 300 metres in front of their group of riders. A Rear escort vehicle will be assigned to follow at the rear of the last group.

Each Escort vehicle will have a flashing amber light located on the highest point of the roof (which will operate at all times) and have their hazard warning lights operating at all times. Each escort vehicle will be identified by a number and these details will be provided to the police present on the day by the Race Director.

In addition to the Lead and Rear escort vehicles, vehicles containing the Race Director, the Race Commissaire, and the medical support will also be on course.

Communication between all parties will be overseen by the Race Director, with all official support vehicles fitted out with radio communication. Where radio traffic permits the event will use UHF channel 18, otherwise it will move +/- 6 channels if busy. All official vehicles will also have mobile phone communication available.

### 2.11 Event Permits

Event permits to be obtained from:

- NSW Police (Griffith Local Area Command & Southern Regional Command)
- Local government (Griffith City Council & Carrathool Shire Council)
- Transport for NSW

### 2.12 Event Traffic Management

Traffic Management will be conducted by both an approved traffic management provider (such as Complete Traffic Solutions) and volunteers from Griffith Cycle Club who hold appropriate qualifications for traffic management.

Refer to Appendix 1F (TCP No. 4681, traffic management at Start Line), Appendix 1I (TCP No.4685, traffic management at Turnaround point on Rankin Springs Road) and Appendix 1J (TCP No. 1045, traffic management at Finish Line).

Event Management Plan - <Insert Event Name and Year>

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### **2.13 Conditions of Racing**

All racing is conducted in accordance with Cycling Australia Technical Regulations. A Commissaire is appointed to each category or grade to ensure compliance and to take appropriate action in regards to any infringements.

Provisions of the Road Transport legislation to be observed at all times (organisers, officials and participants).

All participants to be on a road worthy bike, wear an approved helmet and be identified as a participant by the wearing of two race numbers (one located on the back of the jersey, the second located on the left side of the jersey).

### **2.14 Insurance**

Griffith Cycle Club has a \$20 million Public Liability and Products Liability, and \$5 million Professional Indemnity Insurance Policy organised through Marsh P/L on behalf of AusCycling Inc.

See Certificate of Currency attached.

Event Management Plan - <Insert Event Name and Year>

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### **3 Event Requirements**

#### **3.1 Responsibilities**

##### **3.1.1 Event Organiser**

The event organiser shall:

- Ensure all traffic control measures for the Event Course Management Plan (EMP) are placed and maintained in accordance with this plan and the relevant Acts, Codes, Standards and Guidelines
- Ensure suitable communication and consultation with the affected stakeholders is maintained at all times.
- Ensure that all event signage and personnel are in place in accordance with the EMP
- Arrange and/or undertake any necessary incident investigations.
- Ensure that event personnel engaged as marshals are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely.
- Render assistance to road users and stakeholders when incidents arising out of the event activities affect the network performance or the safety of road users and event participants.
- Take appropriate action to correct unsafe conditions, including any necessary modifications to the EMP.

##### **3.1.2 Event Officials**

Event Officials shall:

- Be responsible for the conduct of the event for a period extending from one hour before the racing to one hour after the conclusion of racing
- Ensure that the event and its participants adhere to the Cycling Australia By Laws and Technical Regulations
- Ensure that a pre-race course inspection has been conducted
- Ensure that all race permits, approvals and authorisations are in place prior to the event.
- Check that traffic controllers and traffic management devices and marshals are in place and provide for a safe event environment.
- Ensure that appropriate first aid assistance is in place.
- Warn competitors of the hazards specific to the area of the activity.
- Conduct pre-event announcements to all Grades reminding participants of the conditions of racing that take into account permit requirements and any other specific conditions particular to this event (for example requirements imposed on the event by Police etc.).
- Assess the technical aspects of the event and make changes as deemed necessary based on, but not restricted to the following:
  - Age of the participants
  - Skill level of participants
  - Number of participants per grade
  - Time gap between grades commencing
  - Number of grades on the course at any one time etc.
  - Course / venue layout, and condition
  - Weather conditions (which may change during the event)
  - Traffic conditions (which may vary during the event)
- Inform participants that they are under the direction of the Police, Commissaries and event marshals and will be penalised for any non-compliance

##### **3.1.3 Competitors**

Participants shall:

Event Management Plan - <Insert Event Name and Year>

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- Obey the Road Rules as applicable to the course including the requirement to give way to right of way moving traffic at all times
- Obey instructions from the Event Organisers, Police, Commissaires and event marshals
- Remain on the left hand side of the carriageway
- Not cross double white lines on the road
- Display a race number on their lower torso at the rear
- Be courteous to other road users, pedestrians etc.
- Employ correct etiquette and ride safely in all situations.
- Be required to wear minimum safety gear including ANSI approved helmet.
- Ensure that their bicycle is in good working order, including lights when required.
- Ensure they have adequate supply of water, sports drink and nutrition as required for the activity they are to participate in.
- Be responsible for ensuring they are fit enough for the activity.

### 3.1.4 Traffic Management Personnel

Griffith Cycle Club being the traffic management representatives for the event shall have the responsibility of ensuring the Traffic Management devices are set out in accordance with the Traffic Control Plans.

### 3.1.5 Traffic Controllers

Event Traffic Controllers shall be used to control road users to avoid conflict with event participants, traffic and pedestrians, and to stop and direct traffic in emergency situations where necessary. Traffic Controllers shall:

- Operate in accordance with section 4.6 and Appendix B of AS 1742.3
- Hold current Event Traffic Controller accreditation in NSW.
- Take appropriate breaks as required by AS 1742.3 and/or OH&S Regulations
- Correctly wear high visibility vests at all times while at the event site
- Comply with the directions of the EMP and ensure that no activity is undertaken that will endanger the safety of other event personnel, event participants and the general public
- Enter and leave the event site by approved routes and in accordance with safe practices

### 3.1.6 Event Marshalls

The event organiser shall ensure that event personnel engaged as marshalls are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely. Event Marshalls shall:

- Complete Volunteers Emergency Information Form (refer to Appendix A) before commencing duties
- Correctly wear high visibility vests at all times while at the event site
- Comply with the directions of the EMP and ensure that no activity is undertaken that will endanger the safety of other event personnel, event participants and the general public
- Enter and leave the event site by approved routes and in accordance with safe practices

## 3.2 Communication Procedures

Communication between all parties will be overseen by the Race Director, with all official support vehicles fitted out with radio communication. Where radio traffic permits the event will use UHF channel 18, otherwise it will move +/- 6 channels if busy. All official vehicles will also have mobile phone communication available.

Each official will be provided with an information pack at their pre-race briefing. Pack will include course map, and all specific contact details for relevant personnel.



Event Management Plan - <Insert Event Name and Year>

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### 3.3 Incident/Accident Procedures

A medical official (preferably a qualified doctor) will be assigned to the race and travel along the race route to ensure timely provision of first aid/medical intervention if required. The medical official will also have a portable defibrillator and First Aid kit available.

#### 3.3.1 Minor Injury

In the event of a minor injury occurring to a participant, volunteer or spectator, basic first aid will be applied (NB-resources such as saline solution for cleaning wounds, and wound dressings are available in the First Aid Kit). If indicated, contact will be made with a relevant other (such as next of kin) should the person require assistance to return home.

The race organiser will ensure contact is made with the injured person soon after the event for follow up/support. The injured person should be encouraged to seek medical follow up should their condition worsen.

#### 3.3.2 Medical Emergency

In the case of a more significant injury/emergency, ensure the person/persons involved are removed from immediate danger and 000 is dialled. The event's medical official will take responsibility for the situation and remain with the injured person/persons until the arrival of emergency assistance. See 3.3.3. below for further information.

- Event Organiser to ensure AusCycling Accident Report Form (refer to AusCycling website) is completed within two (2) working days from the time of the accident

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**Note:** Following any administration of first aid the injured person should seek medical advice for further examination and treatment if required.

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#### 3.3.3 General Emergency

- Assist persons involved and remove them from exposure to further injury or danger, if necessary
- Warn personnel in adjacent areas of potential hazards to their safety
- Call 000 or 112 (mobile phone) and alert emergency services immediately
- Secure the site from any further potential danger
- Contact Race Director and medical official
- Maintain communication with emergency services
- Ensure access for emergency vehicles
- Where necessary implement traffic control
- Any traffic crash resulting in non-threatening injury shall immediately be reported to the Police on 131444
- Event Organiser to ensure AusCycling Accident Report Form (refer to AusCycling website) is completed within two (2) working days from the time of the accident

#### 3.3.4 Incident Management Contact Details

First Aid Officer: assigned Medical officer

Incident Officer: Race Director

Police: Griffith LAC (02 6969 4299)

Ambulance Station: Griffith Ambulance Station (02 6964 4305)

Fire Station: Griffith Fire & Rescue (02 69295711)

Hospital: Griffith Base Hospital (02 6969 5555)

## **4 Planning**

### **4.1 Risk Identification and Assessment**

A Risk Assessment of the proposed activities has identified risks that will be managed by effective event management planning and the implementation of this EMP. The assessment process has been undertaken in accordance with Australian Standards AS/NZS ISO 31000:2018 'Risk Management – Principles and Guidelines'. Please refer to the risk analysis table in Appendix 3.

All identified risks have been treated with the development of this EMP. Unforeseen risks arising during the event activities will be treated in accordance with standard event practices and procedures where possible.

### **4.2 Traffic Assessment (Vehicular Traffic)**

#### **4.2.1 Volume and Composition**

This event is conducted on a State Road but with a very small traffic count (NB- traffic volume particularly low on Sunday mornings). In the 15+ years of conducting the interclub event on this course there has been very little traffic and no traffic incidents. The course is characterized by few intersecting roads. There is only one sealed intersecting road along the length of the course. Refer to course maps shown in Appendix A.

#### **4.2.2 Existing & Proposed Speed Zones**

This event will be held on roads with speed limits of 50 km/hour (in the built-up residential area of Beelbangerá) up to 100 km/hour (on the open Rankin Springs Road). Vehicle speed will be restricted to 60 km/hour at the U turnaround, whereby authorised traffic control will be in place to maximise the safety of both participants, race officials and all other road users (refer to Appendix 1I for further information).

Race participants (i.e. riders) in this event will be riding at estimated speeds ranging between 30km/hr and up to a maximum of 60km/hour (when sprinting at the race finish an estimated distance of < 300 metres).

#### **4.2.3 Intersection Capacity**

As per the Traffic Management Plan, authorised traffic control will be in place at the intersection between Young Street and Beelbangerá Rd (i.e. Start Line, Appendix 1F) to ensure the safe passage of participants onto the race course. Signage will be in situ at the intersection between Rankin Springs Road and Myall Park Road to inform all road users entering the course that a cycle race is in progress (Refer to Appendix 1H, TCP No. 1059).

#### **4.2.4 Existing Parking Facilities**

There is ample off-street parking available in the streets bordering Brolga Park in Beelbangerá for registration/sign on.

There is a designated parking area marked out near the event finish line for all event spectators (refer to Appendix 1J TCP No. 1045, and Appendix 1K).

#### **4.2.5 Heavy and Oversized Vehicles and Loads**

Designated race signage and escort vehicles (lead and follow cars) will inform any heavy or oversized vehicles that a cycle race is in progress. Race participants are to abide by NSW Transport regulations in regards to riding on public roads.

#### **4.2.6 Public Transport**

No public transport is available.

Event Management Plan - <Insert Event Name and Year>

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### **4.2.7 Special Events and Other Works**

Should special events or other works (e.g. major road works) be in progress, race organisers will make a decision as to whether these will impact on the ability to safely hold the event. If the special event or other works were deemed to significantly impact on the safety of participants and volunteers, consideration will be given to postponing/cancelling the event.

### **4.3 Non-Motorised Road Users**

#### **4.3.1 Cyclists and Pedestrians**

Minimal foot traffic or other cyclists during the designated race time and day.

#### **4.3.2 People with Disabilities and Other Vulnerable Road Users**

There is no significant impact on people with disabilities or other vulnerable road users during club racing.

#### **4.3.3 School Crossings**

The event will not be held during school hours.

### **4.4 Site Assessment**

#### **4.4.1 Access to Adjoining Properties**

The event will not significantly impact the non-event community, nor will it impede access to adjoining properties.

#### **4.4.2 Environmental Conditions**

##### **Weather:**

Where adverse weather events occur (such as heavy rain, floods, poor lighting, fog), the Event organisers will discuss these situational risks with the Commissaire who may make the decision to postpone or cancel the event.

##### **Road Geometry / Terrain:**

The terrain that the event is conducted on is predominantly flat, with no large vegetation (such as trees or bushes) impacting visibility for participants or other road users.

##### **Existing Signage:**

Existing road signage will not be obscured throughout the running of this event. Event organisers to ensure all temporary signage associated with this event is visible to both race participants and other road users.

##### **Other:**

*(Structures, Dust, Noise, Fumes)*

Nil known.

#### **4.4.3 Impact on Adjoining Road Network**

There is no significant impact on the adjoining road network.

Event Management Plan - <Insert Event Name and Year>

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### **4.5 Public Health**

#### **4.5.1 Temporary Food Stalls**

There will be no temporary food stalls at these events. Participants, volunteers and any spectators to be responsible for their own food.

#### **4.5.2 Alcohol**

There will be no alcohol at these events.

#### **4.5.3 Toilets**

Toilet and change room facilities will be made available to participants, race officials and spectators on the day of the event at Beelbanger Reserve.

#### **4.5.4 Water**

All race participants, volunteers and spectators to be responsible for the supply of their own water.

#### **4.5.5 Shelter**

No additional shelter will be provided at this event.

#### **4.5.6 Waste Management**

All race participants, volunteers and spectators will be responsible for their own waste management.

#### **4.5.7 Noise**

As this event involves a relatively small number of participants, volunteers and spectators, there will be no significant noise created during the running of these events.

### **4.6 Public Safety**

#### **4.6.1 Rider Feeding Procedures**

Riders will be responsible for their own feeding during club races. There will be no designated feed zones or feeding from the side of the road during club racing.

#### **4.6.2 Security and Crowd Control**

No additional security measures or crowd control will be required at club racing events.

#### **4.6.3 Spectator Viewing**

It is anticipated there would be a maximum of 30 spectators wishing to view the race start/finish. Event organisers will provide a designated area near the race finish line (i.e. off the side of the road near the '50 km ahead' sign). Parawebbing will be set up to ensure spectators do not encroach onto the road, nor impede the line of sight of the race commissaire (or the event organiser), as race participants cross the finish line. All spectators must abide by relevant NSW Road Transport legislation.

#### **4.6.4 Pedestrian Access**

There are no designated pedestrian crossings on course. All pedestrians to abide by NSW Road Transport legislation.

Event Management Plan - <Insert Event Name and Year>

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### 4.6.5 Lighting and Power

There is no additional lighting or power sources required at these events.

### 4.6.6 Temporary Structures

The race finish line will be identified by the presence of a Griffith Cycle Club tear drop banner (securely placed in a large orange traffic cone and located on either side of the road), but not obstructing the line of sight for the '50km Ahead' sign. Parawebbing will be set up near the finish line for spectators safety.

## 4.7 Consultation and Communication

### 4.7.1 Approvals

#### Police NSW

Contact Person: Detective Sergeant Colleen Hayden, Griffith Local Area Command

Phone: (02) 6969 4304

Email: [hayd2col@police.nsw.gov.au](mailto:hayd2col@police.nsw.gov.au)

#### Griffith City Council

Contact Person: Greg Balind

Phone: (02) 6962 8100

Email: [Greg.Balind@griffith.nsw.gov.au](mailto:Greg.Balind@griffith.nsw.gov.au)

#### Carrathool Shire Council

Contact Person: Willem de Meyer

Phone: (02) 69651900

Email: [council@carrathool.nsw.gov.au](mailto:council@carrathool.nsw.gov.au)

#### Transport for NSW

Contact Person: Greg Minehan

Email: [greg.j.minehan@transport.nsw.gov.au](mailto:greg.j.minehan@transport.nsw.gov.au)

### 4.7.2 Public Notification

Due to the small number of competitors, no advertisements are required. 'Cycle Race in Progress' signage on course will advise all road users racing is occurring.

### 4.7.1 Notification of Other Agencies

This event shall not cause any delays to emergency service vehicles so informing them of possible delay is not required.

## 4.8 Contingency Plan

**Wet weather:** Where heavy weather occurs or may occur, the Event Organisers will discuss the situational risks with the Race Director and Commissaire who may cancel the event.

**Lightning:** Where lightning occurs or may occur, the Event Organisers will discuss the situational risks with the Race Director and Commissaire who may cancel the event.

**Accident on the route:** Volunteer Traffic Controllers will be placed at the accident scene to control riders. The zone will be declared a neutral racing area, with no racing permitted on that section of road as appropriate. If severe, the Race Director and Commissaire may cancel the event.

**Absence of marshalls and volunteers:** Where insufficient volunteers or designated event staff are absent (as described in the Traffic Control Plan of the event) the event shall not be permitted to start or continue.

Event Management Plan - <Insert Event Name and Year>

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**Delayed start:** The race duration may be reduced to ensure the event is completed no later than the designated finish time (i.e. 1.00 pm).

**Adverse traffic conditions:** Where adverse traffic conditions occurs or may occur, the Event Organisers will discuss the situational risks with the Race Director and Commissaire who may cancel the event.

**Poor Lighting:** Where poor lighting occurs or may occur, the Event Organisers will discuss the situational risks with the Race Director and Commissaire who may cancel the event.

**Flood Hazard on the Route:** Where roads are flooded, the event will be cancelled.

**Bush Fire Hazard:** Where a bush fire hazard occurs or may occur, the Event Organisers will discuss the situational risks with the Race Director and Commissaire who may cancel the event.



Event Management Plan - <Insert Event Name and Year>

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## **5 Implementation**

### **5.1 Hazard Identification, Risk Assessment and Control**

In establishing adequate controls for the risks and hazards identified in Section 4.1, the Griffith Cycle Club has used a structured approach via the use of the hierarchy of control as outlined below:

- Elimination
- Substitution
- Engineering
- Administration
- Personal Protection Equipment
- Behaviour Management

The event organiser will evaluate all event management arrangements prior to the commencement of the event. New hazards that arise throughout the event will be subject to risk assessment and incorporated onto the Risk Register.

### **5.2 Traffic Management Details**

#### **5.2.1 Traffic Control Plans**

Traffic Control will apply at the Start Line at the intersection between Beelbangera Road and Young Street (refer to Appendix 1F, TCP No 4681). No further reduction in speed is warranted as traffic control is located within the 50km residential zone of Beelbangera.

Traffic control will also apply at the Turnaround point on Rankin Springs Road (refer to Appendix 1I, TCP No 4685). A reduction in speed from 100km/hour to 60 km/hour will apply on the Rankin Springs Road as indicated.

Traffic control will also apply to the Finish Line near the '50 km ahead' sign on Rankin Springs Road (refer to Appendix 1J, TCP No. 1045)

Refer to Appendix 1.

#### **5.2.2 Additional Event Warning Signage**

All event route signage (outlined in Appendix 1, 'Table of required Event Route Signage') will be installed as per the TCP's No's 4681, 4685 & 1045.

Support vehicles (lead and escort car) will be indicated by a flashing amber light on the highest part of the vehicle and hazard warning lights.

### **5.3 Competitor Management Details**

#### **5.3.1 Event Signage and Devices**

Additional signage will be installed at the intersection between Beelbangera Road and Rankin Springs Road (refer to Appendix 1G TCP No. 1046), and at the intersection between Rankin Springs Road and Myall Park Road (refer to Appendix 1H TCP No. 1059).

#### **5.3.2 Event Marshals**

Event marshalls will include the following:

Event Management Plan - <Insert Event Name and Year>

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- Race Director: responsible for the overall running of the event, including the coordination of all event officials and volunteers;
- Race Commissaire: this person must hold relevant qualification as outlined under AusCycling);
- Signs: this involved 2 person (usually club members) who will be responsible for the setting up and taking down of all event signage on the day of the event,
- Sign on marshal: to ensure all participants have correctly signed on to the event prior to participating (including the provision of a race number);
- Traffic Controllers: 4 required for the event (one Traffic Controllers located at the Start Line at the intersection between Beelbangera Road and Young Street, two Traffic Controllers located at the Turnaround point on the Rankin Springs Road, and the fourth Traffic Controller located at the Finish Line near the '50 Ahead' sign on the Rankin Springs Road);
- Lead Escort drivers: must hold a current driver's licence, numbers dependent upon number of groups of cyclists;
- Rear Escort driver: must hold a current driver's licence;
- Medical Officer

### 5.4 Vehicle Movement Plan

The Lead Escort vehicles will be positioned approximately 300 metres in front of each group of riders, and remain in front of any leading riders throughout the duration of the race.

The Rear Escort vehicle will be positioned behind the last group of riders.

The Race Commissaire and the Race Director may, at their discretion, travel on the event course, to monitor race proceedings and ensure all participants are adhering to Road Transport legislation.

The Medical Officer will travel on the event course and be ready to provide first aid/medical intervention in a timely manner if/when required.

The above vehicles will travel in the direction of the race at all times.

#### 5.4.1 Event Signage and Devices

All event marshalls will be provided with a course map, which clearly details the race route, traffic controller locations, etc. Signage will be on course to further assist event marshalls.

#### 5.4.2 Event Marshals

During the race, four Traffic Controllers will be responsible for traffic management (as per TCP No's. 4681, 4685 & 1045).

### 5.5 Pedestrian Management Plan

This event does not have a significant impact on pedestrians due to the small number of participants involved.

#### 5.5.1 Event Signage and Devices

Not required as no significant impact on local pedestrians

#### 5.5.2 Event Marshals

Not required as low number of participants and spectators involved.

Event Management Plan - <Insert Event Name and Year>

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### 5.6 Installation Plan

#### 5.6.1 Sequence

All signs are securely stored on a trailer, positioned in the order they are to be erected on course. Two persons will be responsible for installing/disassembling the signs on course, and will ensure the wearing of suitable attire (including closed in footwear and a fluorescent yellow/orange vest) to maximise volunteer safety.

Signs will be erected as per TCP No's. 4681, 1046, 1059, 4685 & 1045.

A safely positioned shadow vehicle shall be used in advance of the signs and traffic control devices to protect event personnel putting out and removing the signs or traffic control devices.

Racing will not commence or continue until all signs, devices and barricades are in place and operational in accordance with the requirements of the TCP's.

#### 5.6.2 Signs

Prior to installation all signs shall be checked for damage and cleanliness and repaired, replaced or cleaned as necessary.

Signs and devices shall be erected in accordance with the locations and spacing shown indicated in the EMP such that:

- They are properly displayed and securely mounted
- They are within the driver's or event participants line of sight
- They cannot be obscured from view
- They do not obscure other devices from the driver's line of sight
- They do not become a possible hazard to event participants or vehicles
- They do not deflect traffic into an undesirable path.

Refer to Appendix 1, Table of required Event Route Signage.

#### 5.6.3 Barriers and Delineation

Barriers and traffic cones will be erected in accordance with the TCP's. All barriers will be secured and appropriately weighted.

### 5.7 Emergency Arrangements

In the event of an emergency during the event, emergency services will be accessed by dialling '000'. To expediate the provision of emergency services, all relevant details to be provided such as type of emergency, and the exact location of the emergency.

The Race Director and Race Commissaire may take the decision to neutralise part or all of the race to ensure the safety of participants, volunteers and all other road users.

### 5.8 Site Access

No special requirements as no road closures involved.

Event Management Plan - <Insert Event Name and Year>

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## **6 Site Inspections**

The Event Organiser will ensure that the Event Management Plan is implemented and evaluated for effectiveness.

Inspections shall be undertaken as required and at a minimum on the following occasions:

- Before the event activities commence
- During the event activities
- Closing down at the end of the event activities.

Event Management Plan - <Insert Event Name and Year>

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## 7 Key Event Contacts

**Name:** Jason Minato

**Title:** President, Griffith Cycle Club (Event Manager)

**Phone:** [REDACTED]

**Email:** admin@griffithcycleclub.com

**Name:** Greg Balind

**Title:** Road Safety and Traffic Officer, Griffith City Council

**Phone:** 02 6962 8100

**Email:** [Greg.Balind@griffith.nsw.gov.au](mailto:Greg.Balind@griffith.nsw.gov.au)

**Name:** Detective Sergeant Colleen Hayden

**Title:** Investigations Supervisor, Griffith Local Area Command

**Phone:** 02 6969 4304

**Email:** [hayd2col@police.nsw.gov.au](mailto:hayd2col@police.nsw.gov.au)

**Name:** Greg Minehan

**Title:** Transport for NSW

**Phone:**

**Email:** [greg.j.minehan@transport.nsw.gov.au](mailto:greg.j.minehan@transport.nsw.gov.au)

**Name:** Willem de Meyer

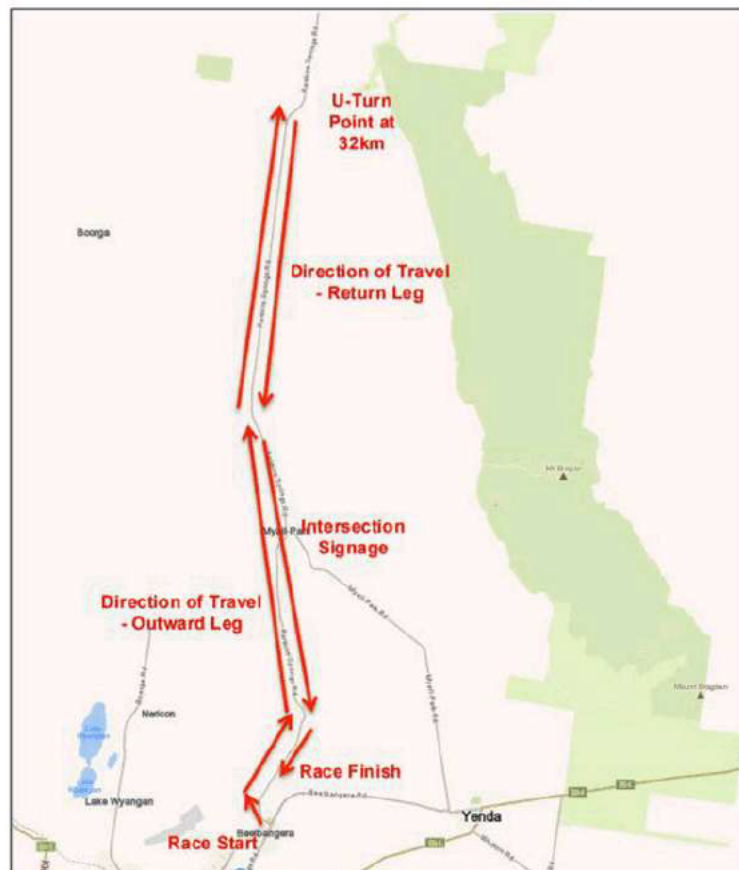
**Title:** Manager Infrastructure Services, Carrathool Shire Council

**Phone:** (02) 6965 1900

**Email:** council@carrathool.nsw.gov.au

## Appendix 1 – Traffic Control Diagrams

Appendix 1A



### Griffith Cycle Club Inter-Club Course

#### Overview

Start point – Young Street, Beelbangerá  
 Left turn onto Rankins Springs Road (MR NO:321)  
 Race travels north along Rankins Springs Road for 32km to a U-turn point  
 U-turn point is attended by a Traffic Controller in a reduced to 60 km/h speed limit area  
 Race returns south along Rankins Springs Road  
 Finish line is located at the 50km/h signage.



Event Management Plan - <Insert Event Name and Year>

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## Appendix 1B



### Griffith Cycle Club Inter-Club Course

#### Start Point

Marshalling area for riders is Young Street, Beelbangers  
Race turns left onto Rankins Springs Road.

Event Management Plan - <Insert Event Name and Year>

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## Appendix 1C



### Griffith Cycle Club Inter-Club Course

#### Myall Park Road Intersection

Riders pass through intersection.

To Mid Western Hwy

Rankins Springs Rd

U-Turn Point 32km from Beelbanger (See Traffic Control Plan)

Direction of Travel - Outward Leg

Rathdane La

Direction of Travel - Return Leg

Palatka Rd

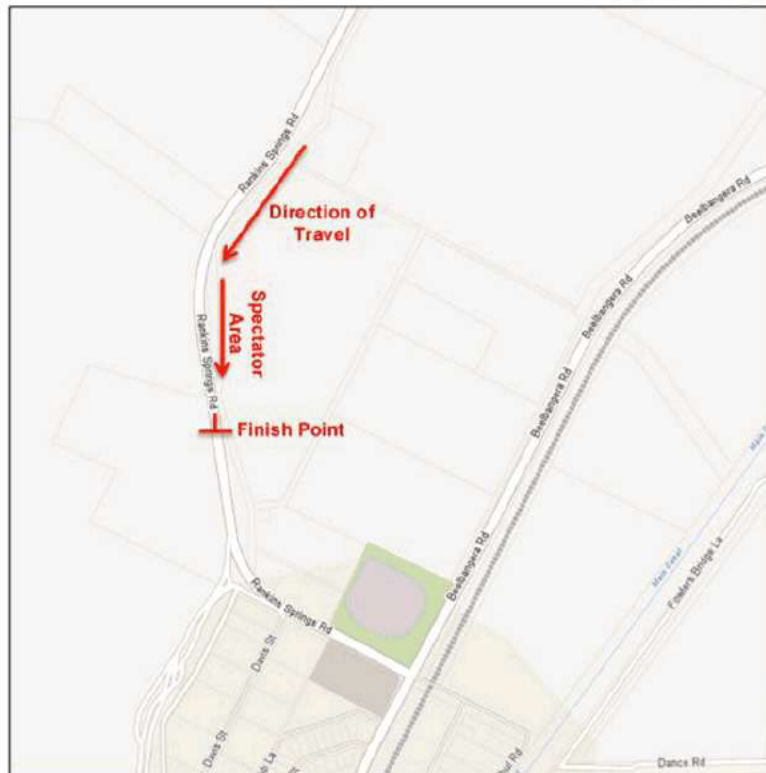
To Griffith

U-turn point is located 32km from Beelbangera in the Carrathool Shire  
U-turn point is controlled by Traffic Controller in a reduced to 60km/h speed area  
See Traffic Control Plan for signage details at U-turn point.

Event Management Plan - <Insert Event Name and Year>

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## Appendix 1E

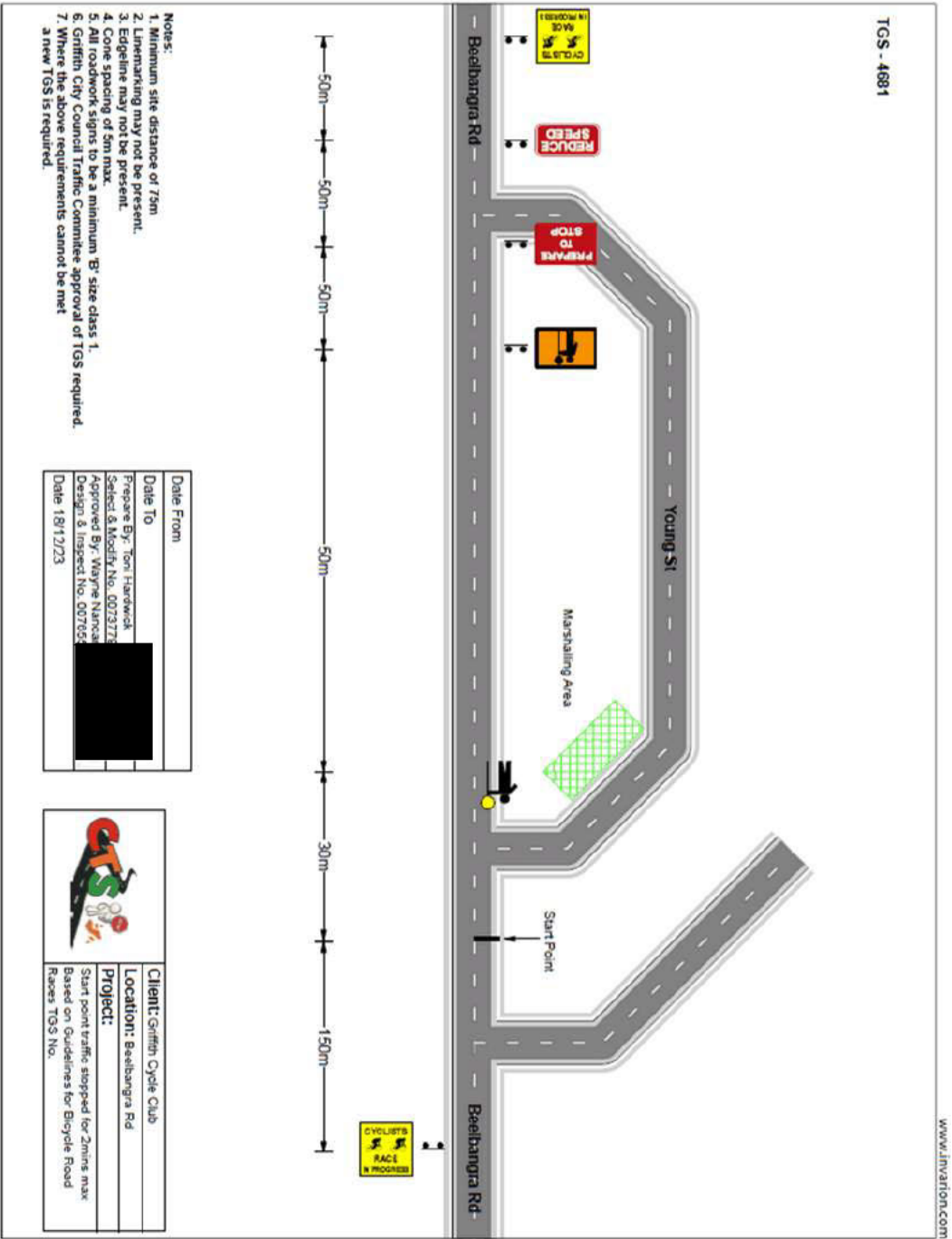


### Griffith Cycle Club Inter-Club Course

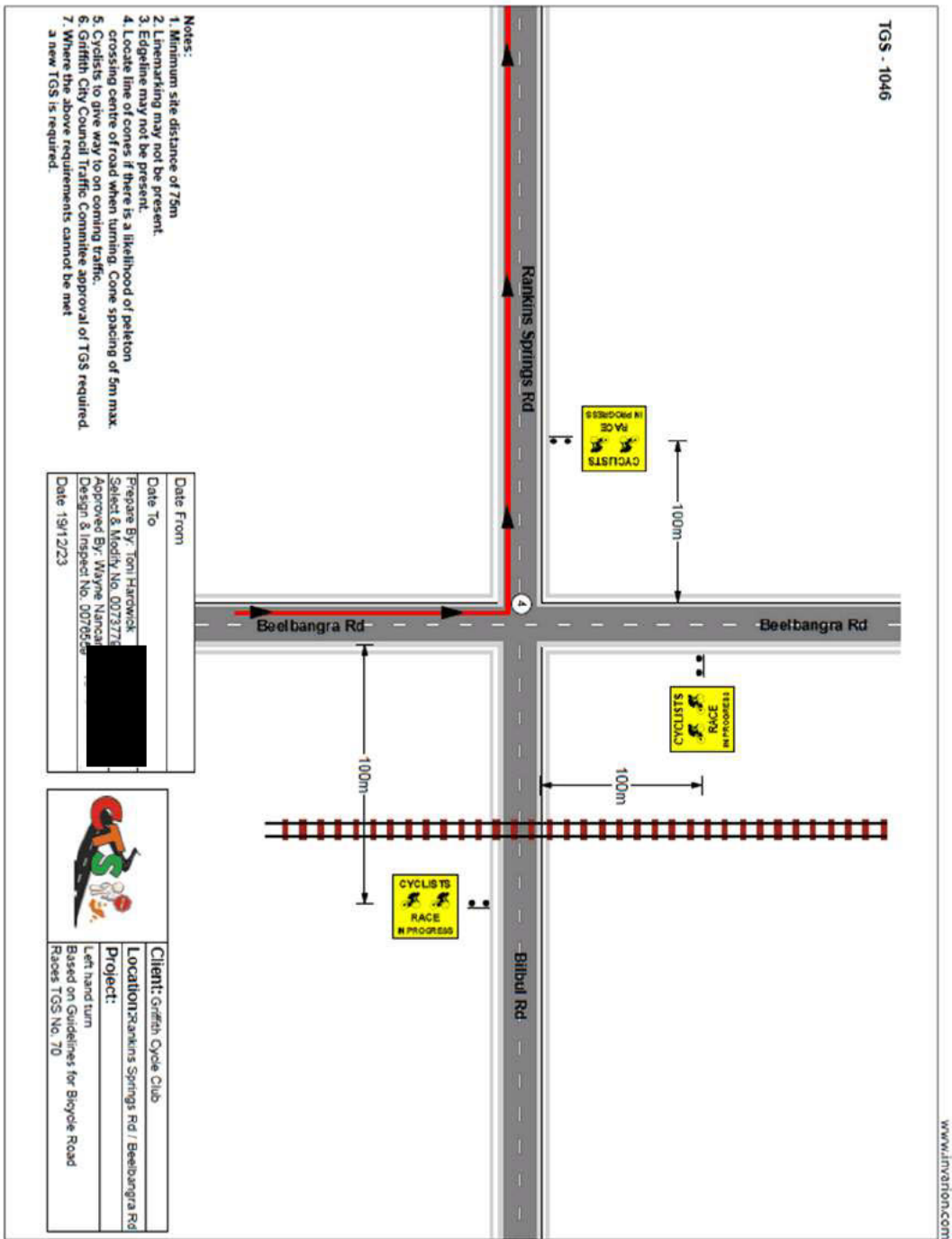
#### Finish Point

Finish point located at 50km ahead signage  
Wide spectator area to east side of the road.

Event Management Plan - <Insert Event Name and Year>

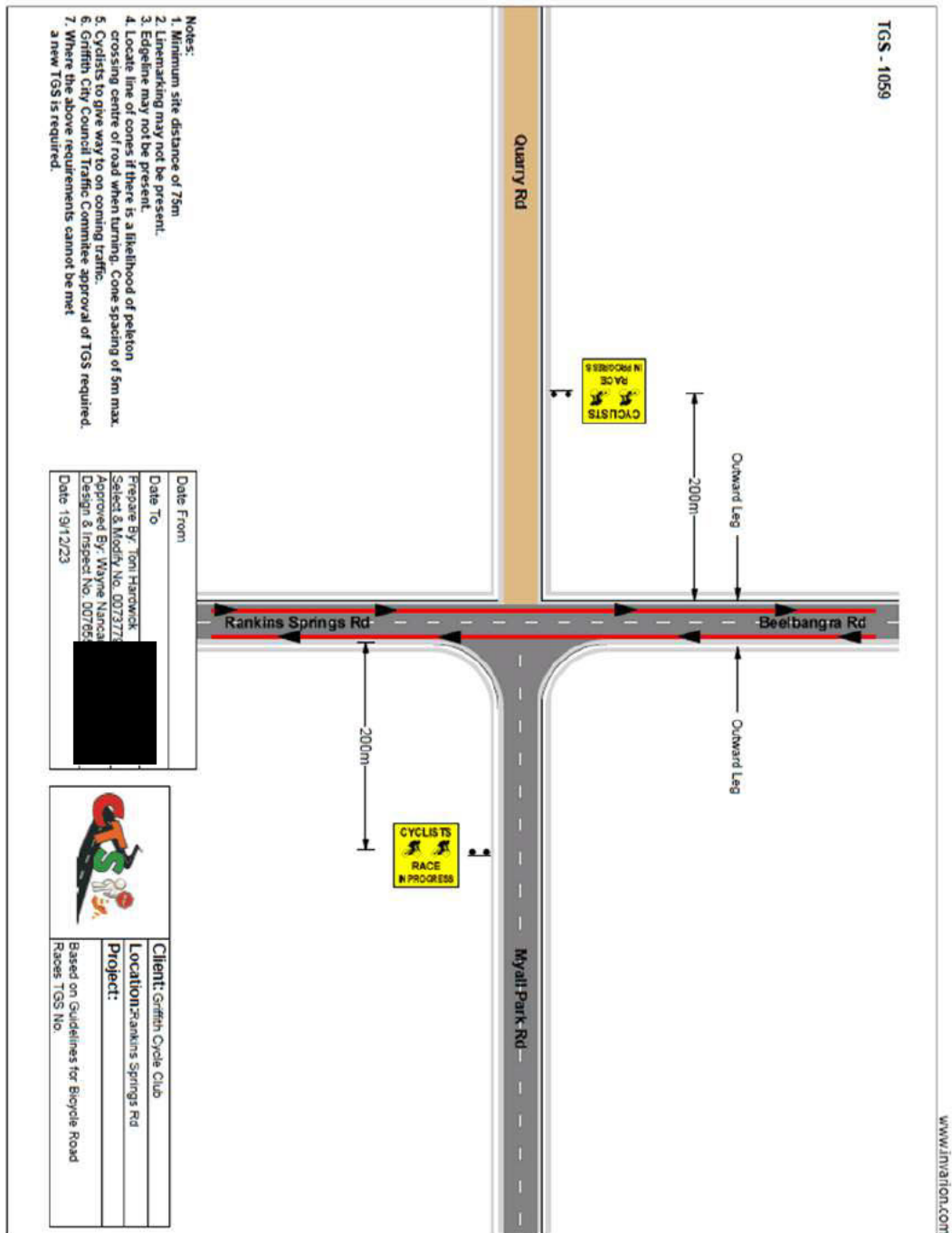


Event Management Plan - <Insert Event Name and Year>

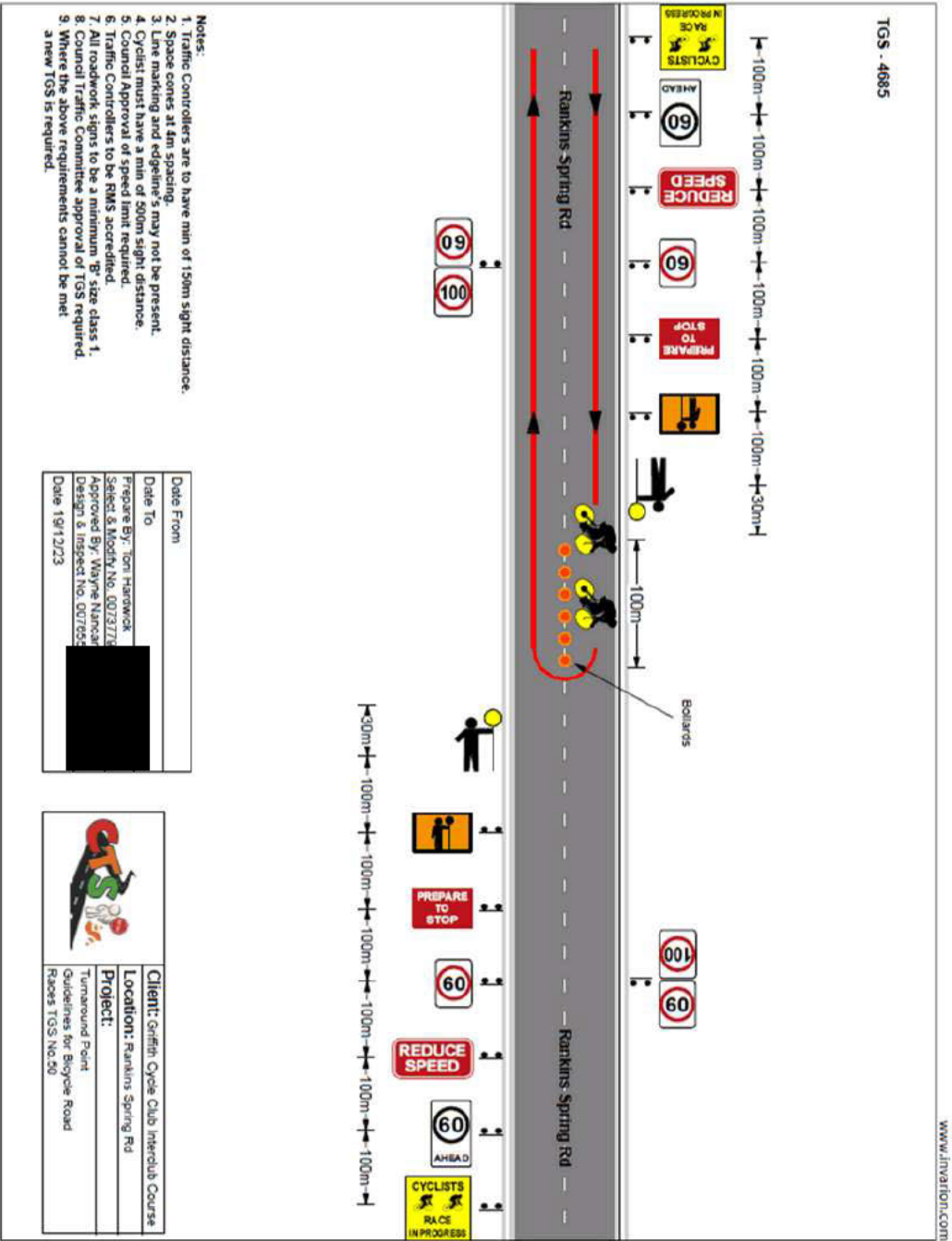




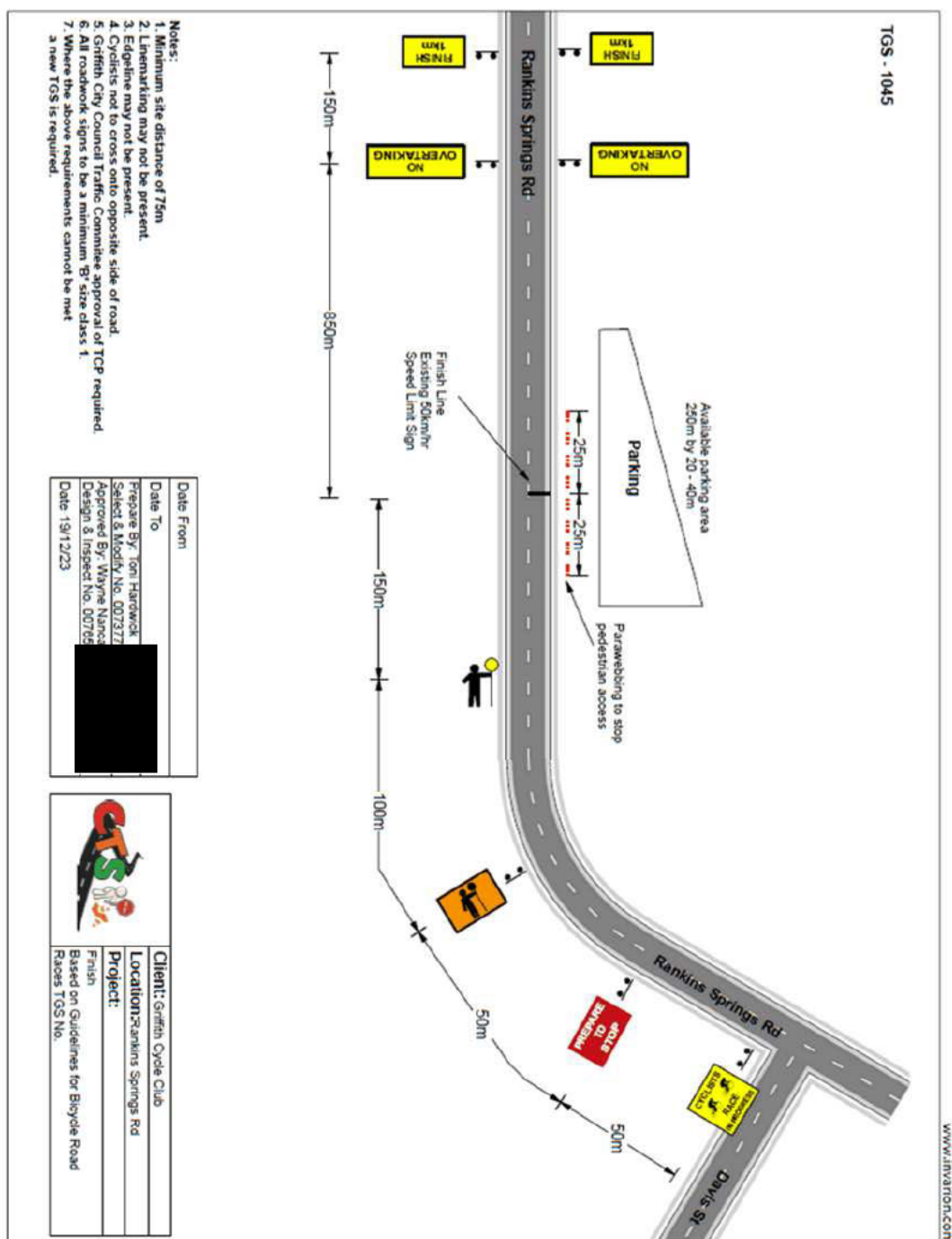
Event Management Plan - <Insert Event Name and Year>



Event Management Plan - <Insert Event Name and Year>



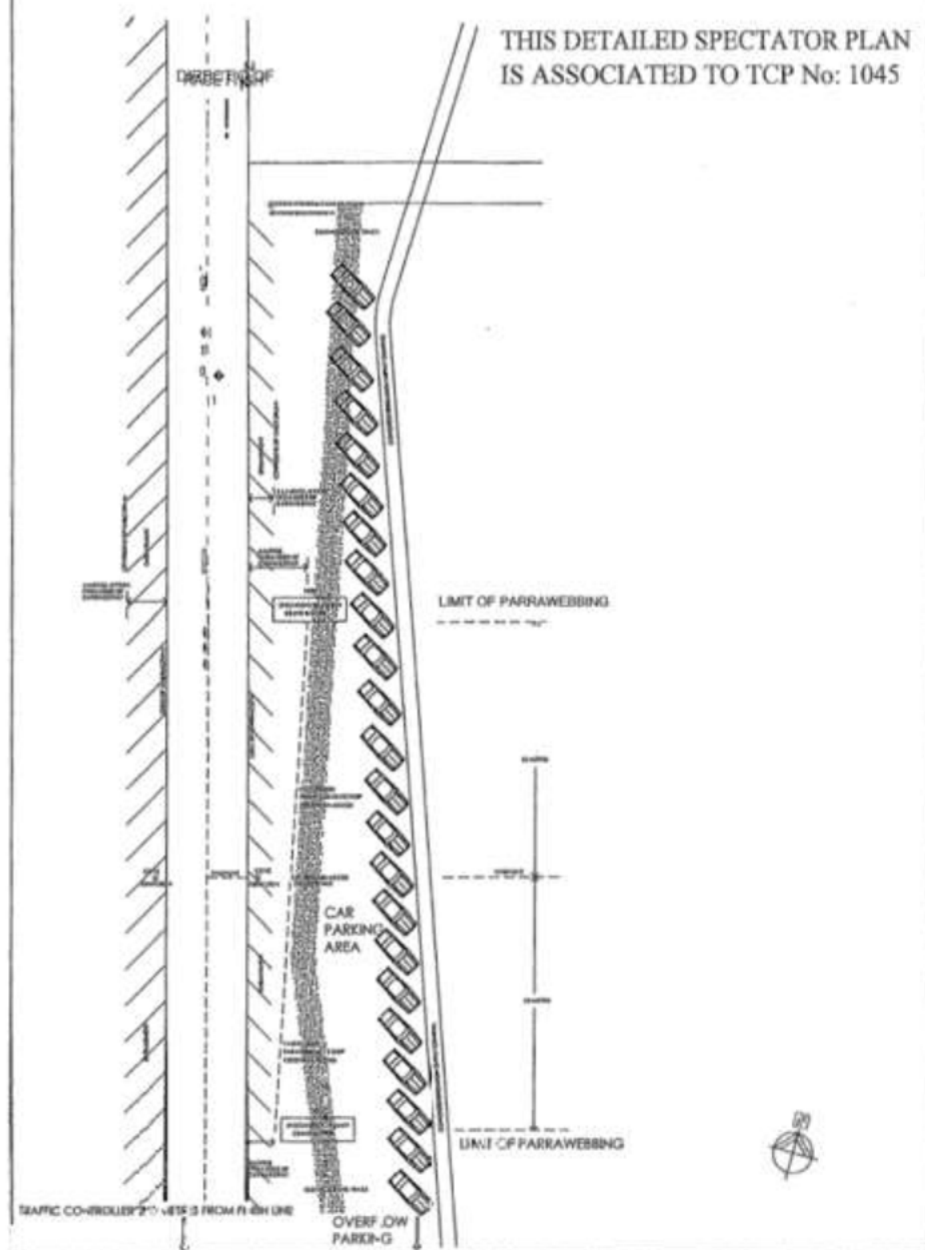
Event Management Plan - <Insert Event Name and Year>



Event Management Plan - <Insert Event Name and Year>

APPENDIX 1K

STERILE SPECTATOR AND CONTROLLED PARKING ZONE



Event Management Plan - &lt;Insert Event Name and Year&gt;

**Table of Required Event Route Signage**

Sign Description	Route Location	Size	Qty. at Location
Cyclist Race in Progress	Start Point – TCP No. 4681	B Size Class 1	2
Reduce Speed	Start Point – TCP No. 4681	B Size Class 1	1
Controller Sign	Start Point – TCP No. 4681	B Size Class 1	1
Prepare to Stop	Start Point – TCP No. 4681	B Size Class 1	1
Cyclist Race in Progress	Beelbangera Road / Rankins Springs Road Intersection TCP No. 1046	B Size Class 1	4
Cyclist Race in Progress	Rankins Springs Road / Myall Park Road Intersection TCP No. 1059	B Size Class 1	2
Cyclist Race in Progress	U-Turn Point – TCP No. 4685	B Size Class 1	2
60 Ahead	U-Turn Point – TCP No. 4685	B Size Class 1	2
Reduce Speed	U-Turn Point – TCP No. 4685	B Size Class 1	2
60	U-Turn Point – TCP No. 4685	B Size Class 1	2
Controller Sign	U-Turn Point – TCP No. 4685	B Size Class 1	2
Prepare to Stop	U-Turn Point – TCP No. 4685	B Size Class 1	2
End Roadworks	U-Turn Point – TCP No. 4685	B Size Class 1	2
60/100	U-Turn Point – TCP No. 4685	B Size Class 1	2
Cyclist Race in Progress	Finish Point – TCP No. 1045	B Size Class 1	1
Controller Sign	Finish Point – TCP No. 1045	B Size Class 1	1
Prepare to Stop	Finish Point – TCP No. 1045	B Size Class 1	1
No Overtaking	Finish Point – TCP No. 1045	B Size Class 1	2
Finish 1km	Finish Point – TCP No. 1045	B Size Class 1	2

**Table of Event Traffic Controllers**

Control Description	Route Location	Number at Location
Traffic Controller	Start Point	1
Traffic Controller	U-Turn Point	2
Traffic Controller	Finish Point	1
	<b>Total Required</b>	<b>4</b>
NSW Police	Lead into Finish	1

Event Management Plan - &lt;Insert Event Name and Year&gt;

## Appendix 2 - Certificate of Insurance Currency

(The Certificate for Public Liability Insurance attached to this document will expire on 28 February 2025. An updated version of the Certificate of Public Liability Insurance will be obtained from AusCycling and provided to all parties on receipt).



28 February 2025

Marsh Pty Ltd  
ABN: 86 004 651 512  
727 Collins Street  
MELBOURNE VIC 3008

GPO Box 1229  
MELBOURNE VIC 3001  
Tel: 1300 130 373  
Email: [sport@marsh.com](mailto:sport@marsh.com)

### CERTIFICATE OF CURRENCY

<b>INSURED</b>	AusCycling Limited (Including Griffith Cycle Club)	
<b>INSURANCE CLASS</b>	Public and Products Liability	
<b>TERRITORIAL LIMITS</b>	Worldwide, excluding operations domiciled in the United States of America and/or Canada	
<b>PERIOD OF INSURANCE</b>	From:	28 February 2025 at 4pm Local Time (VIC)
	To:	28 February 2026 at 4pm Local Time (VIC)
<b>INTEREST INSURED</b>	Legally liable to pay as compensation for Personal Injury or Property Damage in connection with the Insured's Business	
<b>LIMITS OF LIABILITY</b>	Public Liability	\$20,000,000 any one occurrence or series of occurrences
	Products Liability	\$20,000,000 in the aggregate
<b>DEDUCTIBLE/EXCESS</b>	\$1,000 each and every occurrence	
<b>INSURER(S)</b>	Sompo Japan Australia, HDI Global and Convex	
<b>POLICY NUMBER(S)</b>	B0509BOWC12350436	



Marsh Pty Ltd

This certificate of currency provides a summary of the policy cover and is current on the date of issue.  
It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.  
This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.



Event Management Plan - <Insert Event Name and Year>

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## Appendix 3 – Risk Assessment

AusCycling is the governing body for Griffith Cycle Club's road race events. It is a requirement of the AusCycling guidelines for the Chief Commissaire and event organiser/Race Director to conduct a risk assessment for all events. In addition to the risk assessment, The AusCycling Technical Commission requires that all technical regulations be adhered to at all times.

### Event Risk Management

There are numerous guides to risk management, including:

AusCycling Technical Regulations ([Road](#)) (January 2021)

AS/NZS International Organisation for Standardisation ([ISO - 31000:2018](#)), (formerly AS/NZS ISO 31000:2009 and 4360:2004) *Risk Management – Guidelines*

EMA *Emergency Risk Management Applications Guide* (2004)

This document provides the base document for conducting a Risk Assessment.

The main aim of the risk assessment process is to identify any foreseeable or credible risks to the event and participants of the event at the conclusion of the appreciation and planning process.

### The Risk Assessment Process

The Risk Assessment described in this document is adapted from the principles of AS/NZS ISO 31000:2018 *Risk Management – Principles and guidelines*. A Risk Assessment is the "overall process of risk identification – risk analysis and risk evaluation". (ISO 31000:2018 page 4)

Though many similarities occur between like events, it is important to the process to evaluate the planning + appreciations undertaken for each event.

The following steps provide a summary of the Risk Assessment process.

#### **Step 1 – Establish Context and Identify Risk**

**Risk Assessment** - The context of the Risk Assessment is based upon identifying any foreseeable or credible Risks to the event and the participants at the conclusion of the appreciation and planning process.

#### **Step 2 – Analyse Risk**

The likelihood and consequences of the risk will vary for each event and location. In association with any identified RISKS, Rate the risk using the Qualitative Risk Tables for rating the Likelihood (Table 1) and Consequence (Table 2) for each risk has been either adopted or developed. These ratings are then applied to **Table 3. Qualitative Risk Analysis Matrix** in order to determine the Level of Risk.

Event Management Plan - &lt;Insert Event Name and Year&gt;

Table 1. Qualitative Risk Table – Likelihood Rating Table<sup>(1)</sup>

DESCRIPTOR	DESCRIPTION				
	Perception	Anecdotal	Factual	Opportunism	Probability <sup>(2)</sup>
<b>Rare</b>	The event/hazard may occur only in exceptional circumstances	N/A	N/A	N/A	Will probably occur less than once in 15 years.
<b>Unlikely</b>	The event/hazard could occur at some time	No recorded incidents or anecdotal evidence	No recent incidents in associated organisations, facilities or communities	Little opportunity, reason or means to occur	Will probably occur with a frequency of at least once in 10 years
<b>Possible</b>	The event/hazard might (or should) occur at some time	Few, infrequent, random recorded incidents or little anecdotal evidence	Very few incidents in associated or comparable organisations, facilities or communities	Some opportunity, reason or means to occur	Will probably occur with a frequency of once in three years
<b>Likely</b>	The event/hazard will probably occur in most circumstances	Regular recorded incidents and strong anecdotal evidence	N/A	Considerable opportunity, reason or means to occur	Will probably occur with a frequency of at least once a year
<b>Almost Certain</b>	The event/hazard is expected to occur in most circumstances	High level of recorded incidents and / or strong anecdotal evidence	Strong likelihood the event will recur	Great opportunity, reason or means to occur	Will probably occur with a frequency of more than once a year

Note 1: The content of this table is consistent with the measures used in the Cycling Australia Road Cycling Events, risk assessment. This table is adapted from the EMA's *Emergency Risk Management Application Guide* (2004: 53) which is more expansive than both AS/NZS ISO 31000:2018 *Risk Management – Principles and guidelines*.

Event Management Plan - &lt;Insert Event Name and Year&gt;

Table 2. Qualitative Risk Table - Consequence Rating Table

Consequence	FINANCIAL	INTERRUPTION TO SERVICE DELIVERY	REPUTATIONAL	SAFETY	PROPERTY	NATURAL ENVIRONMENT
Insignificant	< \$1,000	< 1 hour Negligible consequences to goals/strategies of event, disruption to non-essential services	Unsubstantiated, low profile, no news item, issue resolved promptly	No injury	Inconsequential or no damage	No damage
Minor	\$1,000 - \$10,000	1 – 3 hours Threats to efficiency or effectiveness of goals/strategies of event, disruption to non-essential services	Substantiated, low news profile with negative coverage for several days	First Aid treatment	Minor damage	Minimal damage
Moderate	\$10,000 - \$50,000	3 hour – 1 day Reduction of effectiveness of goals/strategies of event, loss of essential services for days	Substantiated, public embarrassment, moderate news profile with negative coverage over several weeks	Medical treatment required	Localised damage rectified by routine arrangements	Some damage, rectified within existing budget
Major	\$50,000 - \$150,000	1 week Inability to achieve goals/strategies of event, loss of essential services for a week.	Substantiated, public embarrassment, high widespread, multiple news profile Third party action/involvement	Extensive injuries, hospital admission	Significant damage requiring external resources	Significant damage, significant resources to rectify
Catastrophic	More than \$150,000	1 week or more Sustained inability to achieve goals/strategies of event, permanent loss of infrastructure or services	Substantiated, public embarrassment, high widespread multiple news profile. Third party action/involvement, public outcry consistently over weeks.	Death, multiple deaths or permanent disablements	Extensive damage requiring multiple external/internal resources	Extensive damage, fines and/or penalties applied. Multiple resources to rectify

Note 1: The content of this table is consistent with the measures used in the AusCycling Road Cycling Events, risk assessment.

This table is adapted from the EMA's *Emergency Risk Management Application Guide* (2004: 53) which is more expansive than both AS/NZS ISO 31000:2018 *Risk Management – Principles and guidelines*.

Event Management Plan - &lt;Insert Event Name and Year&gt;

**Table 3. Qualitative Risk Analysis Matrix – Level of Risk**

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Moderate	Moderate	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Low	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Moderate	Moderate

Note: This Risk Matrix has been replicated from the AusCycling Road Cycling Events risk assessment document.

This is an adaptation of IEC/ISO 31000:2018 *Risk Management – Risk assessment techniques* (Figure B15) and EMA's *Emergency Risk Management Applications Guide* (2004: Appendix F).

**Table 4. Level of Risk and Possible Courses of Action**

LEVEL OF RISK	POSSIBLE COURSES OF ACTION
	(Event Organiser & Chief Commissaire)
Extreme	Must be dealt with immediately. Event cannot proceed until risk has been reduced
High	Should be dealt with after attending to Extreme level risks. Event Organiser and Chief Commissaire must review the risk assessment, approve the treatment and endorse the risk management plan prior to implementation.
Moderate	Can be dealt with by applying routine procedures.
Low	<u>May</u> be accepted but should be monitored periodically to ensure that rating does not change.

**Step 3 – Evaluate and Treat Risk**

A review of the Likelihood, Consequence and Level of Risk is then conducted in order to determine the Residual Level of Risk after Treatment. This should be compared against **Table 4. Level of Risk and Possible Courses of Action** in order to determine whether this risk requires further attention or not. Generally, risks / hazards which remain 'Significant' or 'High' must be reviewed further.

**Step 4 – Monitor and Review**

Review the risk treatments in the 'Risk Response' column and confirm:

1. The current controls in place for your event
2. Whether additional controls are warranted (this will be determined on the basis of balancing the costs and efforts of implementation against the additional benefits derived).

**Step 5 – Nominate the person/organisation responsible for actioning each risk treatments**

The Chief Commissaire and Race Director / Event Organiser must review and acknowledge the risks and treatment actions. The outcomes of the risk assessment are then utilised in the re-development of the Event Plan and associated Documents for the deployment of resources.

It is important for the Race Director / Event Organiser and Chief Commissaire to continue to communicate and consult with stakeholders to monitor any last- minute changes made to the event. At the completion of the event, the risk assessment is to be reviewed in light of any actions arising from event debriefs.

## RISK ASSESSMENT

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
ENVIRONMENT & CLIMATE	Contamination <ul style="list-style-type: none"> <li>Air</li> <li>Water</li> </ul>	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Volunteers/staff and participants to self-manage allergies.</li> <li>Open air environment with no water source in immediate area.</li> </ul>	<i>Event Organiser</i>	<i>LOW</i>
	Allergens' <ul style="list-style-type: none"> <li>Pollens</li> <li>Food</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Volunteers/staff and participants to self-manage allergies.</li> </ul>	<i>Event Organiser</i>	<i>LOW</i>
	Natural Disaster <ul style="list-style-type: none"> <li>Flood</li> <li>Heatwave</li> <li>Electrical storm</li> </ul>	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Weather forecast to be monitored and reviewed.</li> <li>Event will be delayed / modified / cancelled in accordance with AusCycling's Heat Policy,</li> <li>Course inspection to be conducted prior to warm up/course opening.</li> </ul>	<i>Event Organiser</i> <i>Commissaire</i>	<i>LOW</i>
	Meteorological <ul style="list-style-type: none"> <li>Extreme Cold</li> <li>Extreme Heat</li> <li>Extreme Rain</li> <li>Extreme Wind</li> </ul>	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Hazards to be identified in Officials/volunteers and rider briefing, including any modified riding instructions</li> <li>Develop contingency plans for dismantling infrastructure that may be unsafe in the event of high wind/rainfall.</li> <li>Communications strategy to notify the public of any impacts on event program.</li> </ul>	<i>Event Organiser</i> <i>Commissaire</i>	<i>LOW</i>
	Visibility <ul style="list-style-type: none"> <li>Fog</li> </ul>	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Event conducted during daylight hours</li> <li>Course inspection to be conducted prior to warm up, course opened and identify potential hazards</li> </ul>	<i>Event Organiser</i> <i>Commissaire</i>	<i>LOW</i>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
	<ul style="list-style-type: none"> <li>Poor lighting</li> </ul>				<ul style="list-style-type: none"> <li>All Marshalls/Traffic Control will be qualified in approved techniques.</li> <li>All Marshalls / volunteers / officials to wear approved working on roads vest and use approved signage / traffic direction signs.</li> <li>All Riders are required to have rear red light visible from no less than 200m</li> <li>All support vehicles to have headlights on and where possible, flashing roof light and Cycling signage on the front or rear of the vehicle.</li> <li>Rider / Volunteer / officials briefing to include safe riding techniques in poor visibility conditions</li> <li>If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities), or delay, postpone, or cancel the event</li> </ul>	Traffic Management Team	
SUPPLY, UTILITIES & SERVICES	<ul style="list-style-type: none"> <li>Water supplies</li> </ul>	Rare	Moderate	LOW	<ul style="list-style-type: none"> <li>Participants will be required to supply their own water / electrolytes.</li> </ul>	Event Organiser	N/A
	<ul style="list-style-type: none"> <li>Food Supplies</li> </ul>	Unlikely	Moderate	MODERATE	<ul style="list-style-type: none"> <li>Participants and volunteers will be required to supply their own food.</li> </ul>	Event Organiser	N/A
	<ul style="list-style-type: none"> <li>Waste Removal</li> </ul>	Possible	Minor	LOW	<ul style="list-style-type: none"> <li>All waste is to be removed from the area at the conclusion of the event and placed in approved waste removal containers.</li> <li>Participants are to make every attempt to put waste in their pockets whilst racing and take it with them.</li> </ul>	Event Organiser	LOW

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
INFRASTRUCTURE & EQUIPMENT	• Buildings	<i>Rare</i>	<i>Minor</i>	<i>LOW</i>	<ul style="list-style-type: none"> <li>• Course clearly marked and inspected by Chief Commissaire on the day.</li> <li>• Marshalls in attendance at intersections</li> <li>• Course briefing to all officials / volunteers / riders prior to course being opened for warm up and racing.</li> <li>• Hazards and modified riding instructions to be delivered at briefing</li> <li>• All Marshalls will be qualified in approved techniques.</li> <li>• All Marshall's to wear approved working on roads vest and use approved traffic direction signs.</li> <li>• Develop contingency plans for dismantling infrastructure that may be unsafe</li> </ul>	Event Organiser	<i>N/A</i>
	• Vehicles	<i>Likely</i>	<i>Major</i>	<i>SIGNIFICANT</i>		Event Organiser Commissaire	<i>MODERATE</i>
	• Plant	<i>Unlikely</i>	<i>Minor</i>	<i>LOW</i>		Event Organiser Traffic Management Team	<i>LOW</i>
	• Resources	<i>Unlikely</i>	<i>Minor</i>	<i>LOW</i>		Event Organiser	<i>LOW</i>
	• Course	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>		Event Organiser Commissaire	<i>MODERATE</i>
	• Personal / competitors Equipment	<i>Possible</i>	<i>Major</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>• Event rider information must outline that it is the riders responsibility to ensure their equipment/bicycle is in good working order.</li> <li>• Rider equipment is to articulated at the rider briefing</li> </ul>	Event Organiser Commissaire	<i>MODERATE</i>
INFORMATION SYSTEMS & DOCUMENT MANAGEMENT	• Mobile networks	<i>Likely</i>	<i>Moderate</i>	<i>HIGH</i>	<ul style="list-style-type: none"> <li>• Mobile coverage is available at this location.</li> <li>• Chief Commissaire to have all Marshall's mobile phone numbers.</li> </ul>	AC Event Organiser	<i>LOW</i>
	• Document retention	<i>Unlikely</i>	<i>Minor</i>	<i>LOW</i>	<ul style="list-style-type: none"> <li>• All hard copy documents are to be placed in one place and given to club official on the day.</li> <li>• Electronic copy of all race documents to be held by Event Management.</li> </ul>	Event Organiser	<i>LOW</i>



Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
POLITIACL & INDUSTRIAL ENVIRONMENT	• Legislation	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>The event is on an open road and all road rules are to be complied with.</li> <li>This will be covered in the briefing pre-event.</li> </ul>	<i>Commissaire</i>	<i>LOW</i>
	• Staff (Volunteers)	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>All staff / volunteers are to be briefed around safety prior to event start.</li> <li>Any injury/illness to reported to the Chief Commissaire on the day and as soon as reasonably practicable.</li> </ul>	<i>Event Organiser Commissaire</i>	<i>MODERATE</i>
	• Complaints against officials / competitors	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>All complaints are to be dealt with in accordance with the AusCycling Technical Regulations.</li> <li>All Complaints must be handled with dignity and professionalism.</li> <li>The event is Sanctioned by AusCycling which includes Public Liability covering the event and all officials</li> <li>All Participants register which requires them to abide by the code of conduct</li> <li>All participants must have a race license which covers them via public liability.</li> </ul>	<i>Commissaire</i>	<i>MODERATE</i>
DELIBERATE ACTS	• Fraud	<i>Rare</i>	<i>Minor</i>	<i>LOW</i>	<ul style="list-style-type: none"> <li>Online entries are set up and must be completed prior to the day of racing</li> <li>Where possible, race entries fees to be collected on the day of the event via mobile EFTPOS. Minimal cash money held on site.</li> </ul>	<i>Event Organiser</i>	<i>LOW</i>

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	<ul style="list-style-type: none"><li>• Mass Casualty</li></ul>	<i>Unlikely</i>	<i>Major</i>	<i>MODERATE</i>	<ul style="list-style-type: none"><li>• Lead and follow cars to have flashing lights and drive to the conditions and being respectful to other road users.</li><li>• All roads are managed by qualified Traffic Marshalls</li></ul>	<i>Event Organiser</i> <i>Commissaire</i> <i>Medical staff</i>	<i>MODERATE</i>
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Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
<b>HUMAN RESOURCES</b>	• Staffing (including Volunteers)	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>All Staff / volunteers will be rostered well in advance</li> <li>Traffic Marshalls / traffic control will control all intersections around the courses</li> </ul>	<i>Event Organiser</i>	<i>LOW</i>
	• Specialist skills (Commissaire's)	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>All Officials must hold appropriate qualification and have them on their person at the time of the event.</li> <li>All officials working on roads must wear approved working on roads vest/jacket.</li> </ul>	<i>Event Organiser Commissaire</i>	<i>LOW</i>
	• Traffic Marshalls	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>All Traffic Marshalls must have attended appropriate training</li> </ul>	<i>Event Organiser Traffic Management Team</i>	<i>LOW</i>
<b>EVENT SPECIFIC INCIDENTS</b> (crash, accident etc)	• Event participants riding into pedestrians	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Event signage placed around race circuit in high risk and high pedestrian traffic areas</li> <li>Pedestrian crossing points to be regulated by qualified marshals</li> <li>Safety briefing to be delivered to all event participants, volunteers and staff.</li> <li>Mobile medical staff to travel around the race circuit</li> </ul>	<i>Event Organiser Traffic Management Team</i>	<i>MODERATE</i>
	• Vehicles and event participants colliding when vehicles enter race circuit	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Safety briefing to be delivered to all event participants, volunteers and staff prior to entering the race circuit.</li> <li>Traffic management plan to clearly identify entry/exit points for vehicle separate to event participants.</li> </ul>	<i>Event Organiser Commissaire</i>	<i>MODERATE</i>
	• Injury caused to Event Participants /	<i>Likely</i>	<i>Moderate</i>	<i>HIGH</i>	<ul style="list-style-type: none"> <li>Follow Cars and event staff / volunteers to report</li> </ul>	<i>Commissaire</i>	<i>MODERATE</i>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
	support staff due to fall / or colliding				any unsafe practices to the chief Commissaire <ul style="list-style-type: none"> <li>Chief Commissaire will disqualify and remove riders for misconduct</li> <li>All Event staff / volunteers must be either an authorised traffic Marshall, Commissaire or experienced in working with bicycle racing.</li> </ul>		
<b>EVENT SPECIFIC INCIDENTS</b> (crash, accident etc) continued.	<ul style="list-style-type: none"> <li>Caused by hazard / obstacle on race circuit</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>HIGH</i>	<ul style="list-style-type: none"> <li>Course clearly marked and inspected by Chief Commissaire on the day prior to course being opened.</li> <li>Marshalls in attendance at intersections</li> <li>Course briefing to all officials / volunteers / riders prior to course being opened for warm up and racing.</li> <li>Hazards and modified riding instructions to be delivered at briefing</li> <li>Follow cars and officials to report any significant changes to course conditions to Chief Commissaire.</li> </ul>	Event Organiser Commissaire	<i>MODERATE</i>
	<ul style="list-style-type: none"> <li>Unexpected traffic conditions / increase in traffic volume, adversely impacting the event</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>		Event Organiser Commissaire	<i>MODERATE</i>
	<ul style="list-style-type: none"> <li>Merger of groups or overtaking due to inadequate gaps between groups or too many groups on course at one time</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>HIGH</i>	<ul style="list-style-type: none"> <li>Small group sizes (estimated max 8 riders/group) and small number of groups (estimated 5-6 groups max)</li> <li>Event Schedule to be published once registrations are finalised</li> <li>Event Schedule to be changed if necessary</li> <li>Course briefing to clearly articulate that groups are not to pass unless safe to do so</li> <li>No passing is to occur if unsafe to do so</li> </ul>	Event Organiser Commissaire	<i>MODERATE</i>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
	<ul style="list-style-type: none"> <li>Inadequate skill / fitness level causing risk to other participants</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Course briefing to clearly advise participants that if they are lapped or showing signs of fatigue they may be removed from the course, refusal to exit the course will result in penalties</li> <li>Follow cars are to communicate with all riders that fall of the back to ensure they are ok</li> <li>SAG wagon to communicate with all dropped riders and to pick them up if showing signs of fatigue / requiring assistance</li> </ul>	<i>Event Organiser Commissaire</i>	<i>MODERATE</i>
<b>EVENT SPECIFIC INCIDENTS</b> (crash, accident etc) continued.	<ul style="list-style-type: none"> <li>Race circuit / venue not suitable for the broad ability / skill level of all participants</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>		<i>Event Organiser Commissaire</i>	<i>MODERATE</i>
	<ul style="list-style-type: none"> <li>Participants and/or staff/volunteers travelling in the opposite direction to the flow of the race</li> </ul>	<i>Possible</i>	<i>Minor</i>	<i>LOW</i>	<ul style="list-style-type: none"> <li>Course clearly marked and inspected by Chief Commissaire on the day prior to course being opened.</li> <li>Marshalls in attendance at intersections</li> <li>Course briefing to all officials / volunteers / riders prior to course being opened for warm up and racing.</li> <li>Event vehicles to follow participants and offer direction if required.</li> </ul>	<i>Event Organiser Commissaire</i>	<i>LOW</i>
	<ul style="list-style-type: none"> <li>Follow vehicles follow too close to the rear of the event participants or</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Drivers to be briefed on their role and reminded of safe follow distances</li> <li>Follow and lead vehicle drivers to be experienced</li> </ul>	<i>Event Organiser Commissaire</i>	<i>MODERATE</i>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
	other vehicles				in the role		
<b>EVENT SPECIFIC INCIDENTS</b> (crash, accident etc) continued.	<ul style="list-style-type: none"> <li>Event vehicles or public vehicles passing other vehicles / riders too close or without adequate visibility to oncoming traffic</li> </ul>	<i>Possible</i>	<i>Major</i>	<i>HIGH</i>	<ul style="list-style-type: none"> <li>Drivers to be briefed on their role and reminded of safe follow distances</li> <li>Follow and lead vehicle drivers to be experienced in the role</li> <li>Drivers are to ensure safety is the main objective, not position within the race</li> <li>Event officials to report any unsafe behaviour to the chief Commissaire and race director</li> </ul>	<i>Event Organiser Commissaire</i>	<b>MODERATE</b>
	<ul style="list-style-type: none"> <li>Participants are left stranded out on course</li> </ul>	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Rider returns are cross referenced with start and finish lists</li> <li>Non accounted for riders to be contacted personally to ensure their location</li> </ul>	<i>Event Organiser Commissaire</i>	<b>LOW</b>
	<ul style="list-style-type: none"> <li>Dehydration or inadequate nutrition leading to fatigue / disorientation</li> </ul>	<i>Possible</i>	<i>Major</i>	<i>HIGH</i>	<ul style="list-style-type: none"> <li>Participants generally self-manage</li> <li>Participants will be briefed prior to commencement of the race that they will be removed from the course if showing signs of fatigue</li> <li>Follow cars and support vehicle personnel to keep an eye on riders that are displaying signs of</li> </ul>	<i>Event Organiser Commissaire</i>	<b>MODERATE</b>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
					fatigue and verbally make contact with them and ask them to remove themselves from the course and wait for the SAG wagon.		
<b>EVENT SPECIFIC INCIDENTS</b> (crash, accident etc) continued.	<ul style="list-style-type: none"> <li>Unauthorised event vehicles entering the race circuit</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Residents will be aware of the event due to event signage.</li> <li>Participants and event vehicles to be briefed as to what to do if a vehicle gets mixed up with the race convoy/caravan</li> </ul>	<i>Event Organiser</i>  <i>Commissaire</i>  <i>Traffic Management Team</i>	<b>MODERATE</b>
	<ul style="list-style-type: none"> <li>Hostile vehicle entering race circuit with deliberate intent to cause harm</li> </ul>	<i>Rare</i>	<i>Catastrophic</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Event staff to not engage with hostile vehicle and immediately call police</li> <li>All racing is to immediately stop</li> </ul>	<i>Event Organiser</i>	<b>MODERATE</b>
	<ul style="list-style-type: none"> <li>Emergency Vehicle access/egress</li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	<ul style="list-style-type: none"> <li>Event Vehicles and participants must move to the side of the road to allow free movement of emergency vehicles</li> </ul>	<i>Event Organiser</i> <i>Commissaire</i> <i>Traffic Management</i>	<b>LOW</b>



Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
					<ul style="list-style-type: none"><li>• Traffic Marshalls to be briefed on procedures in the event emergency vehicles are to enter the circuit</li><li>• Emergency vehicles have precedence over the event</li><li>• Communication to all event personnel must be clear and concise.</li></ul>	<i>Team</i>	

Appendix 2  
Notice of Intention to Hold Public Assembly  
 SCHEDULE 1 (Sec 23)

SUMMARY OFFENCES ACT 1988

To the Commissioner of Police, Notice of Intention to Hold a Public Assembly

1. We, the *Griffith CycleClub* of, **PO Box 703, Griffith NSW 2680**

notify the commissioner of Police that on the

Day	Month	Year
17	May	2026

it is intended to hold **A Bicycle Racing Event**

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

~~..... (number) persons, which will assemble~~

~~at .....~~

~~(place)~~

~~at approximately ..... am/pm, and disperse at~~

~~approximately ..... am/pm~~

or

**\*(b) a public assembly, being a procession of approximately 60 persons,**

**which will assemble at approximately 9:00 am, and at approximately 10:00 am the procession will commence and shall proceed from the start point at Young Street, Beelbangerá. The race shall then proceed along the Rankins Springs Road for a distance of 32 km and return to the finish point before Beelbangerá. The procession shall terminate at approximately 1:00 pm.**

2. The purpose of the proposed assembly is

**To conduct a Bicycle Road Racing Event.**

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

\* (i) There will be approximately 60 Bicycles and 8 Cars. (number of vehicles involved).

The type and dimensions are as follows:

Standard Road Bicycles and Passenger Vehicles

~~\* (ii) There will be (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.~~

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

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

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

5. Notices for the purposes of the Summary Offences Act 1988 may be served upon me at the following address Griffith Cycle Club, PO Box 703 Griffith NSW 2680 / admin@griffithcycleclub.com

Signed .....

Jason M... ..

Capacity/Title: **President, Griffith Cycle Club**

Date ..... 7/08/2025 ..... 2025

CLAUSE CL04

TITLE Request to Install Pickup/Drop Off Zone and Children's School Crossing  
- St Patrick's School

FROM Greg Balind, Development &amp; Traffic Coordinator

TRIM REF 25/102742

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**SUMMARY**

*From the Minutes of the Traffic Committee meeting held 10 June 2025, where this report was previously presented:*

**RECOMMENDED** on the motion of Jason Hinson and Tom Walker that the report lay on the table pending further investigations by Council staff, and the provision of further information from the Wagga Wagga Diocese Catholic Education with respect to their requests.

*Original Report:*

Representative of St Patrick's Primary School have requested Griffith City Council to formalise the Noorebar Avenue parking area to allow for a school children pick up/drop off area to be implemented on the site. An additional request from the school is also seeking the installation of a children's school crossing on Warrambool Street.

**RECOMMENDATION**

The report be raised from the table for discussion.

**REPORT**

Council is in receipt of correspondence from the Wagga Wagga Diocese Catholic Education seeking safety improvements for parents/children of St Patrick's Primary School - including the formalising of a parking area off Noorebar Avenue to create a pickup/drop off zone, and the construction of a children's crossing on Warrambool Street (attachment (a) refers).

Subsequent meetings between Council staff and school representatives have resulted in an action plan being developed whereby the school will engage their internal traffic consultant to provide a concept for the Noorebar Avenue parking area. That proposal will be reported to the Traffic Committee in due course.

On the issue of a children's school crossing on Warrambool Street, Council has previously (2014) provided a concept to the school showing a crossing location approximately 95 metres to the south of the main pedestrian access gate (attachment (b) refers). When taking into account mandatory approach and departure sight distances, the installation of a children's crossing would result in the loss of 26 car parking spaces at the front of the school and nearby Catholic Church. At the time, the loss of this number of parking spaces was in addition to the 20 parking spaces already lost due to the relocation (at the school's request) of the school bus zone from the school grounds/road reserve onto Warrambool Street. Subsequently, no progress was made with respect to that crossing proposal.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 1.2 Actively engage with and seek direction from our community and stakeholders.

### **ATTACHMENTS**

- |     |  |     |
|-----|--|-----|
| (a) | Correspondence - St Patrick's School <a href="#">↓</a> | 128 |
| (b) | Warrambool Street Crossing Concept <a href="#">↓</a>   | 130 |



## **Road Safety Proposal - St Patrick's Primary School, Griffith NSW**

### **Background**

St Patrick's Primary School is located on Warrambool Street, Griffith; directly opposite the Griffith Base Hospital and health precinct. The rear of the school is located adjacent to the road reserve on Noorebar Avenue.

The school enrolments currently consists of 501 students aged 5 years to 12 years of age.

Recent redevelopment of the health precinct has introduced increased traffic to Warrambool Street. This includes the delivery point, contractor access and ambulance access.

Parking on Warrambool Street is reverse angle parking, which creates traffic congestion during school drop off and pick up times. During this time buses are delayed due to the constant interruption to traffic flow. Buses have been seen driving around vehicles which are attempting to park. This adds a level of traffic safety complexity.

Students, parents and younger siblings are crossing Warrambool Street in these complex traffic conditions. With no single designated crossing for safe pedestrian use, pedestrians are crossing at multiple points in complex traffic conditions. This has elevated the risk of a vehicle colliding with a pedestrian.

There are no school or pedestrian crossings on Warrambool Street or Noorebar Avenue in close proximity to St Patrick's Primary School. The nearest crossings are located at Griffith North Public School.

We have investigated the use of the Griffith North Public School crossings, which have government funded safety supervisors. This would require a 500m walk for students from the rear of St Patrick's Primary School to be able to safely cross Noorebar Avenue. We are now encouraging students who walk home in that direction to use these crossings. The walk is 1 km if returning to the opposite side of the rear of St Patrick's Primary School, and involves crossing 2 streets with no crossings.

We have implemented a temporary measure of placing safety cones for a single point of crossing on the school side. We have educated our school community to cross at a single point.

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Griffith North Public School has a student enrollment population of 438 (as stated in their 2024 Annual Report). This is similar to the current school enrolments at St Patrick's Primary School Griffith (501). The traffic is arguably higher risk at St Patrick's Primary School Griffith, with the health precinct traffic and ambulance access directly in front of the school. So one would surmise that both schools should have a similar level of pedestrian crossings.

The road reserve at on Noorebar Avenue, has clearly been designed as an unsealed car park. With no marking, vehicles park and move in unpredictable ways. This has created a pedestrian collision hazard. The flow of traffic into and out of the road reserve impacts the flow of traffic on Noorebar Avenue during school drop off and pick up.

We have implemented a temporary school drop off and pick up safety solution in the road reserve. We have introduced safety bollards to direct traffic in a circular motion as seen below. We have advised the school community of this solution and to only turn left out of the road reserve. Car parking has been encouraged at the Parish end of the road reserve.



*Temporary safety measures in the Noorebar Avenue road reserve.*

### **Purpose**

Catholic Education Diocese of Wagga Wagga (CEDWW) is seeking collaboration with Griffith City Council and Transport for NSW to ensure the safety of road users and pedestrians in the following locations in Griffith, NSW:

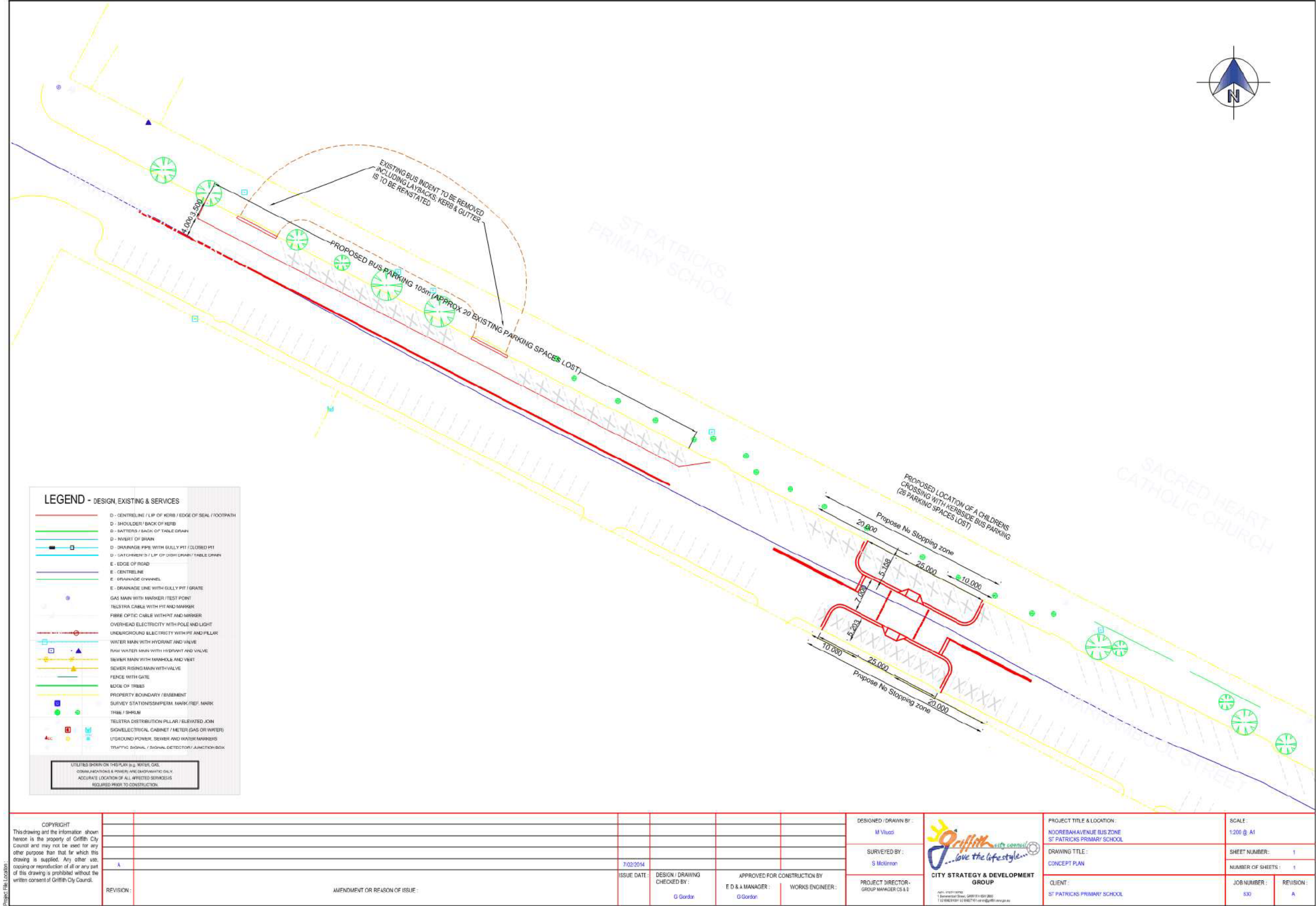
- Warrambool Street.
- Noorebar Avenue.
- Noorebar Avenue road reserve.

### **Recommendations**

CEDWW proposes the following recommendations.

1. Griffith City Council to formalise the temporary drop off and pick up zone in the Noorebar Avenue road reserve. This should include more permanent physical barriers to direct traffic e.g. kerbing. This should also include updating the left turn only sign to be at all times.
2. Transport for NSW and Griffith City Council to install a school pedestrian crossing in front of St Patrick's Primary School on Warrambool Street. This crossing should be assigned a government funded safety supervisor.
3. Transport for NSW and Griffith City Council to consider upgrading school zone signs in front of St Patrick's Primary School on Warrambool Street, to include flashing lights.





<b>CLAUSE</b>	<b>CL05</b>
<b>TITLE</b>	<b>Noorebar Avenue Road Reserve - St Patrick's Primary School Request</b>
<b>FROM</b>	<b>Phil King, Director Infrastructure and Operations</b>
<b>TRIM REF</b>	<b>25/102717</b>

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### **SUMMARY**

*From the Minutes of the Traffic Committee meeting held 10 June 2025 where this report has previously been presented:*

**RECOMMENDED** on the motion of Jason Hinson and Tom Walker that the report lay on the table pending further investigation.

*Original Report:*

Parents of students attending St Patrick's Primary School have been using the road reserve on Noorebar Avenue for dropping off and picking up from school. This has been a long standing use of the road reserve.

### **RECOMMENDATION**

**The report be raised from the table for discussion.**

### **REPORT**

Currently, there is a "No Right Turn" sign at the exit of the road reserve before traffic enter Noorebar Ave which has a no operational restriction between 3pm and 3:30pm. There has been general compliance with the sign in this current configuration.

School representatives have observed vehicles turning right in the morning drop off time, and this has cause congestion within the road reserve and resulting inefficient use of this area.

School representatives have requested that Council change the "No Right Turn" sign to be operational on all school days. It should be noted that this sign is delegated to Council for authorisation (see Image 1), although due to the public interest of the current use, the Traffic Committee is being consulted prior to making the change.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 6.2 Maintain and develop an effective transport network (airport, public roads, pathways, pedestrian access and transport corridors) for Griffith and villages.

Sign No:	R2-6n(R)
Descriptions	No Right Turn
Standard sign?	No
Delegated to council for authorisation	Yes.  This sign is a prescribed traffic control device. It is delegated/authorised to council to install on the network they manage subject to the appropriate approval process. Refer to the relevant authorisation instrument for details and conditions.
Legislative Reference	NSW ROAD RULES - RULE 91
Primary Technical Reference	AS 1742.2 (Devices)
Additional Primary Technical References	AS 1742.3 (Traffic Control), AS 1742.13 (LATM)
Secondary Technical References	Traffic Control at Worksites (Roads and Maritime Services) RMS Supplement to Australian Standard - Traffic Control Devices For General Use (Part 2). Traffic Signal Design (Roads and Maritime Services) - Section 10 AUSTROADS - Guide to Traffic Management - Traffic Control and Communication Devices (Part10).

**Image 1: R2-6n(R) sign delegation details from TfNSW Sign Register**

## **ATTACHMENTS**

Nil

**TITLE** Outstanding Action Report

**TRIM REF** 25/102615

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**RECOMMENDATION**

The report be noted.

**ATTACHMENTS**

(a) Action Report - Traffic Committee - 9 Sep 2025 [↓](#)

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<b>Traffic Committee Outstanding Action Report</b> <b>9 September 2025</b>				
Date of Meeting	Item	Action/Recommendation	Officer	Comment
08 July 2025	<b>Business Arising – Probert Avenue Car Park</b>	Councillor Napoli noted the bushes have been trimmed but there are still concerns about safety at the intersection Probert Avenue and Macarthur Street. Could something be done to improve safety? Mr Carrozza advised that a roundabout concept has been designed previously and he will bring the design to the next meeting for the Committee's information and further investigation.	<b>Jason Carrozza</b>	<b>25/08/2025:</b> 2009 design to be tabled. Updated design on forward project list.
10 June 2025	<b>General Business – Altin Street Traffic</b>	Councillor O'Grady raised safety concerns about traffic around the bend in Altin Street with the grassed area in the middle. It was previously suggested at a Council Workshop to either turn the island into a car park or use one way traffic around it to ease congestion. A tarred carpark was considered too expensive but maybe gravelling could be looked into? Mr Carrozza said staff could look into some design options and costings and report back to the Committee.	<b>Jason Carrozza</b>	<b>11/06/2025:</b> Added to design list.
10 June 2025	<b>Request for Traffic Committee Support - Truck Rest Area – Yenda</b>	<b>RECOMMENDED</b> on the motion of Tom Walker and Jason Hinson that the information be referred to TfNSW for deliberation and identification of a potential alternative site for a truck rest area.	<b>TfNSW</b>	<b>08/07/2025:</b> Mr Minehan advised that the request has been forwarded to the freight branch for further investigation. <b>08/07/2025:</b> TfNSW advise there is no areas available for dedicated truck stop adjacent to the state network. Matter should be for a private entity to undertake similar to other truck stops across the state. <b>02/09/2025:</b> To be removed.
10 June 2025	<b>Noorebar Avenue Road Reserve - St Patrick's Primary School Request</b>	<b>RECOMMENDED</b> on the motion of Jason Hinson and Tom Walker that the report lay on the table pending further investigation.	<b>Phil King</b>	<b>01/07/2025:</b> Proposal from school remains outstanding. <b>02/09/2025:</b> Subject of Traffic



				Committee report.
10 June 2025	<b>Request To Install Pickup/Drop Off Zone And Children's School Crossing - St Patrick's School</b>	<b>RECOMMENDED</b> on the motion of Jason Hinson and Tom Walker that the report lay on the table pending further investigations by Council staff, and the provision of further information from the Wagga Wagga Diocese Catholic Education with respect to their requests.	<b>Greg Balind</b>	<p><b>01/07/2025:</b> Proposal from school remains outstanding.</p> <p><b>08/07/2025:</b> Mr Balind advised that the school has submitted a proposal through their traffic consultants for a designated drop off/pick up area in the Noorebar Avenue car park. As the design was only received late last week, a report will be brought back to the Committee at the next meeting to raise the request from the table for discussion.</p> <p><b>02/09/2025:</b> Feedback provided to school representatives during meeting 06/08/2025. Matter with Wagga Diocese.</p>
10 June 2025	<b>Request For 40km/h School Zone - Western Riverina Community School - Kookora Street</b>	<b>RECOMMENDED</b> on the motion of Jason Hinson and Tom Walker that the information be tabled with additional information being provided at a subsequent Traffic Committee meeting.	<b>TfNSW</b>	<p><b>08/07/2025:</b> Mr Balind advised that the school does not operate in a significant part of regular school zone hours, with only approximately 10 percent of scheduled class time falling in school zone hours. Mr Minehan to report back to the next meeting regarding the request.</p> <p><b>02/09/2025:</b> Request refused by TfNSW.</p>
11 March 2025	<b>Safety Concerns – Corner Farronato Road and Mackay Avenue</b>	<b>RECOMMENDED</b> on the motion of Greg Minehan and Jason Hinson that the Traffic Committee monitor the intersection of Mackay Avenue and Farronato Road and report back at a future meeting if necessary.	<b>All</b>	<b>02/09/2025:</b> No incidents reported at site since March 2025.

11 February 2025	<b>Yenda Railway Crossing Update</b>	<p>Mr Rowley enquired if there was an update on the Railway Crossing in Yenda. He noted the road condition was very poor due to heavy vehicles using Beelbanger &amp; Twigg Roads to bypass Yenda, despite it not being an approved B double route. Mr Balind advised he has put in a works request for the area in June 2024 after it was raised by the Committee previously.</p> <p>Mr Carrozza said Council's Director of Infrastructure &amp; Operations Phil King is continuing discussions with UGL about an upgrade to the crossing. Mr King to update the Committee on the status.</p>	<b>Phil King</b>	<p><b>11/02/2025:</b> Added to Outstanding Action Report.</p> <p><b>04/03/2025:</b> Twigg Road between Railway crossing and Burley Griffin way will be rehabilitated week commencing 10 March. Works have required consultation with TfNSW, UGL &amp; Casella's.</p> <p><b>10/06/2025:</b> UGL required third party works approval prior to works commencing. Council completed minor road works in late March. UGL and TfNSW have reached an agreement to share costs and provide a Protection Officer for the rectification of lines, signs and vegetation removal. Council staff have provided a fee estimate to undertake these works. It is proposed to upgrade the signs to RX-9.</p> <p><b>08/07/2025:</b> Mr Minehan provided the following update:</p> <ul style="list-style-type: none"> <li>• Upcoming works include line marking, sealing, and vegetation removal in the rail corridor.</li> <li>• UGL is contributing to the works and the cost of the Rail Protection Officer, which is typically a significant expense.</li> <li>• This results in minimal financial impact on Council.</li> <li>• An agreed scope of works is already in place.</li> </ul>
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	<b>Greg Minehan</b>	<p><b>11/02/2025:</b> TfNSW yet to inspect the site.</p> <p><b>11/03/2025:</b> Mr Minehan advised the area has been inspected and the review is next on the list after Murrumbidgee Avenue is installed.</p>



		inspect the intersection before the next Traffic Committee meeting for further discussion.		
13 August 2024	<b>Intersection Beaumont Road / Murrumbidgee Avenue</b>	<p>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.</p> <p>Mr Minehan asked that the final design be provided electronically to the Committee for endorsement.</p> <p>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.</p>	<b>Greg Balind/ Phil King</b>	<p><b>27/08/2024:</b> Onsite inspection conducted. Additional Stop signs implemented 19/08/2024 to create a 'gateway treatment.'</p> <p><b>10/09/2024:</b> Mr King advised that the work order for installation of non-continuous rumble strips has been raised last week.</p> <p><b>12/11/2024:</b> To be followed up with Mr King.</p> <p><b>11/02/2025:</b> Rumble strip installation still outstanding. Email sent to Director Operations and Infrastructure for follow up.</p> <p><b>04/03/2025:</b> Installation of rumble strips are planned for this month, pending availability of traffic control. Previous delays have been outside of Council's control (Phil King).</p> <p><b>10/06/2025:</b> Works yet to be complete while Jones Road rumble strips were assessed for suitability.</p> <p><b>02/09/2025:</b> With Works Department.</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</p>

			<p>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 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>
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			<p><b>11/02/2025:</b> Funding application submitted via Safer Roads Portal 11/12/2024.</p> <p><b>26/05/2025:</b> Another two vehicle crash occurred at the site 20/05/2025. That equates to eight (8) crashes at the site since July 2023.</p> <p><b>10/06/2025:</b> Funding application yet to be assessed, Blackspot programme has not been announced to date.</p> <p><b>RECOMMENDED</b> on the motion of Tom Walker and Jason Hinson that temporary traffic measures in the form of centre medians with appropriate 'Give Way' and 'Keep Left' signs be put in place on Noorilla Street approaching Boonah Street.</p> <p><b>02/09/2025:</b> Funding application still under assessment.</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.	<p><b>Greg Balind</b></p> <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 Yoogali pathway upgrade.</p> <p><b>08/07/2025:</b> Councillor Napoli noted the linemarkings have not been refreshed yet and they are not visible</p>

				at all. Mr Balind said he has sent through the request and will follow up.
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) Murphy Road (03/03/2025) Mallinson Road/Abattoir Road (17/04/2025) Murphy Road/Jack McWilliams Road Hanwood (12/08/2025.)	<b>Transport NSW</b>	<b>10/06/2025: Update from TfNSW:</b> <ul style="list-style-type: none"> <li>• Slopes Road – inspected, to be announced</li> <li>• Todd Road – inspected, confirmation of signage</li> <li>• Thorne/Bromley Road – clarification sought on desired outcome? Mr Balind said consistency along bypass</li> <li>• Nelson Drive – closed, no further action</li> <li>• Rifle Range Road – installed, now closed</li> <li>• Scenic Drive – inspected, no change</li> <li>• Barracks Road – installed, now closed</li> </ul> <b>8/07/2025:</b> All new speed zone projects are currently on hold, except for the ongoing work on Murrumbidgee Avenue and Beaumont Road, which still requires installation of two missed signs on Beaumont Road.