



AGENDA

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

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
 - CL01 p7 Proposed Meeting Dates for 2026
 - CL02 p8 Procedure for Submitting Items to the Committee Meeting Agenda
 - CL03 p9 New Authorisation and Delegation Instrument - Prescribed Traffic Control Devices and Regulation of Traffic
 - CL04 p28 Traffic Management - Griffith Christmas Carols - Coolah Street
 - CL05 p48 Traffic Management - 2026 ANZAC DAY March
- 6 p54 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, Vacant 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.



MINUTES

TRAFFIC COMMITTEE HELD IN THE MURRAY ROOM, GRIFFITH ON TUESDAY, 9 SEPTEMBER 2025 COMMENCING AT 10:33 AM

PRESENT

Councillor Tony O'Grady (Chair), Wade Sheales (Transport for NSW Representative, via Zoom), Kerry Lippold (Member for Murray Representative, via Zoom), Greg Lynch (Police Representative)

STAFF

Director Infrastructure & Operations, Phil King, Development & Traffic Coordinator, Greg Balind, Development & Traffic Engineer, Ronelle Green and Minute Secretary, Melanie Hebrok

1 APOLOGIES

Apologies were received from Councillor Anne Napoli, Tony Leadbitter, Greg Minehan, Graham Gordon and Jason Carrozza.

2 CONFIRMATION OF MINUTES

RECOMMENDED on the motion of Kerry Lippold and Councillor Tony O'Grady that the minutes of the previous meeting held on 8 July 2025, having first been circulated amongst all members, be confirmed.

3 BUSINESS ARISING

3.1 Business Arising – Speed Zone Reviews

Mr Balind asked for an update regarding the current suspension of speed zone reviews, with Mr Sheales stating that TfNSW were still awaiting advice from the Centre for Road Safety regarding priority of reviews.

Mr King expressed ongoing frustration with delays from the state government and TfNSW in reviewing and implementing speed zones, particularly on new roads. The lack of formalised speed limits leaves local police without clear guidance and creates potential safety risks. Council has delegation to implement temporary speed zones which may be used as an interim safety measure to prevent dangerous conditions.

Mr King noted that if no response or action is received from TfNSW by early in the new year, Council may need to proceed independently with temporary speed zones to ensure public safety and to avoid accountability for inaction in the event of an incident.

Mr Sheales to take Council's concerns and proposals back to the department and provide a response, with the issue to be revisited at the next Traffic Committee meeting in October.

3.2 Business Arising – Request for 40km/h School Zone – Western Riverina Community School

Mr Balind asked for an update on the request. Mr Sheales advised that TfNSW has communicated with the school that a school zone will not be implemented at this time but the area will be observed and inspected at a later date.

3.3 Business Arising – Probert Avenue Car Park

Mr Balind tabled the 2012 design for a single-lane roundabout on the Macarthur Street / Probert Avenue intersection, as requested by Councillor Napoli at the previous meeting. He noted that traffic volumes have increased significantly since then and the design would not be suitable for current requirements around the intersection. A new design request has been raised with the design team and will be presented to the Committee once drafted, however this may be a little while away due to current workloads.

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 NEW AUTHORISATION AND DELEGATION INSTRUMENT - PRESCRIBED TRAFFIC CONTROL DEVICES AND REGULATION OF TRAFFIC

Mr Balind presented TfNSW's new authorisation and delegation document and noted that Council was given only 4 working days' notice before the instrument came into effect. No prior consultation was held with Griffith City Council regarding the changes.

The new instrument provides increased delegation and flexibility to Councils in managing traffic control devices on local road networks. Some matters are still required to be reported to the Traffic Committee. The changes significantly alter the role of the Traffic Committee and the nature of discussions that must come before it.

Mr Balind further noted that the instrument recommends renaming the Traffic Committee to 'Local Transport Forum', however 'transport' may be too narrow a term and does not reflect the full scope of local road network management. Council prefers to retain a more inclusive and accurate name e.g., Traffic Forum.

Mr Sheales will seek clarification on the ability to change the name proposed in the new instrument.

Mr King argued that ambiguities remain around the definition of State roads versus local roads and with it the exact delegation boundaries between Council and Transport for NSW. For example, what constitutes the 'State Road Asset' where ownership lies with Council but

management/control may rest with the State. The lack of clarity could lead to misinterpretation or overreach by Councils.

Mr Balind advised a number of recommendations regarding the changes came from the NSW Bus Industry Taskforce – an organisation Griffith City Council has no part of.

Mr Sheales to clarify delegations, especially in relation to the State Road Network and report back at the next Committee meeting.

RECOMMENDED on the motion of Councillor Tony O'Grady and Greg Lynch that the information be noted and included as a standing item on the Traffic Committee agenda until further advice is received from TfNSW.

CL02 TRAFFIC MANAGEMENT - GRIFFITH CYCLE CLUB 2026 SUNDAY EVENTS

RECOMMENDED on the motion of Councillor Tony O'Grady and Greg Lynch that:

- (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.

CL03 TRAFFIC CONTROL - GRIFFITH CYCLE CLUB DEAN CARTER MEMORIAL EVENT 2026

RECOMMENDED on the motion of Councillor Tony O'Grady and Greg Lynch that the Traffic Committee endorse the Event Management Plan and Traffic Guidance Schemes for the Griffith Cycle Club's Dean Carter Memorial Road Race 2026.

CL04 REQUEST TO INSTALL PICKUP/DROP OFF ZONE AND CHILDREN'S SCHOOL CROSSING - ST PATRICK'S SCHOOL

RECOMMENDED on the motion of Councillor Tony O'Grady and Greg Lynch that the report be raised from the table for discussion.

Mr Balind advised that since the last Traffic Committee meeting in July, Council representatives and Ms Lippold met with the school and reviewed the Quantum traffic report provided by the school regarding proposed changes to the Noorebar Avenue car park site (Council-owned land). Council provided initial feedback to the school at that meeting, raising concerns about works already implemented without Council consent and aspects of the school's future development proposal. No formal response has been received from the Wagga Diocese or the school since that meeting.

The Committee agreed that the item will be held over until further information is received. An update will be provided at the next meeting, if available.

RECOMMENDED on the motion of Councillor Tony O'Grady that the report be laid back on the table.

CL05 NOOREBAR AVENUE ROAD RESERVE - ST PATRICK'S PRIMARY SCHOOL REQUEST

RECOMMENDED on the motion of Councillor Tony O'Grady and Wade Sheales that the report be raised from the table for discussion.

The school requested a review of the current signage restricting right turns from the Noorebar Avenue carpark between 3:00 PM and 3:30 PM on school days, suggesting it be extended to cover all school hours due to observed morning right turns.

Mr Balind noted that the current restriction is when congestion is at its highest due to school pickup however morning drop-off is more staggered, with fewer traffic issues. The restriction was originally introduced based on observed safety and congestion concerns during the afternoon peak. No recent evidence, incidents, or complaints have been received to warrant a change.

Concerns were raised about potential unintended impacts of an all-day restriction (e.g., non-school events such as funerals requiring access to the cemetery).

RECOMMENDED on the motion of Councillor Tony O'Grady and Greg Lynch that the status quo remains and the school's request to extend the 'no-right-turn' restriction out of the Noorebar Avenue carpark to school hours is denied.

6 OUTSTANDING ACTION REPORT

The Committee discussed and updated the Outstanding Action Report.

3.1 Yenda Railway Crossing Update

Mr King provided the following update:

- Council has received works approval from Transport to proceed with surface upgrades at the rail crossing.
- Contractors are scheduled to begin works in October.
- Delays are being caused by UGL requiring rail induction training for contractors, despite Council's exemption. Council is addressing these issues.
- The planned works involve a surface upgrade only, with no changes to existing signage - the crossing will remain a passive crossing.
- Completion is expected by the end of the second week in October.

7 GENERAL BUSINESS

7.1 Abattoir Road

Ms Lippold asked for an update regarding recent correspondence between Council, residents and the local member's office. Mr King stated that Council's current position is to adhere to Australian standards and proceed with the existing design, which aligns Abattoir Road directly north to intersect with New Mallinson Road. Residents have expressed concerns about vegetation and safety related to the proposed alignment. Council is continuing consultation with affected property owners to explore alternative designs.

A meeting involving elected representatives, Council staff, and property owners is planned for later this week to discuss the options. Correspondence updates will be shared with the Local Member.

8 NEXT MEETING

The next meeting of the Traffic Committee is to be held on Tuesday, 14 October 2025 at 10:30 am.

There being no further business the meeting terminated at 11:16 am.

CLAUSE CL01

TITLE Proposed Meeting Dates for 2026

FROM Melanie Hebrok, Senior Governance Officer

TRIM REF 25/128435

SUMMARY

The proposed meeting dates for 2026 are:

- Tuesday, 10 February 2026
- Tuesday, 10 March 2026
- Tuesday, 14 April 2026
- Tuesday, 12 May 2026
- Tuesday, 9 June 2026
- Tuesday, 14 July 2026
- Tuesday, 11 August 2026
- Tuesday, 8 September 2026
- Tuesday, 13 October 2026
- Tuesday, 10 November 2026
- Tuesday, 8 December 2026

RECOMMENDATION

That the information be received.

ATTACHMENTS

Nil

CLAUSE CL02

TITLE Procedure for Submitting Items to the Committee Meeting Agenda

FROM Leanne Austin, Governance Manager

TRIM REF 25/117814

SUMMARY

The procedure for Committee Members submitting items to the Committee Meeting Agenda is outlined below.

RECOMMENDATION

The Committee note the information.

REPORT

To ensure our meetings are well-structured and that all relevant matters are appropriately considered, the following information is provided to clarify the procedure for placing items on the Committee Meeting Agenda.

In preparation for each meeting, the Committee Secretary will liaise with the Chair and the responsible Director(s) to review and confirm agenda items. This process typically occurs two weeks prior to the scheduled meeting date.

If you wish to propose an item for inclusion on the agenda, please email the Committee Secretary no later than two weeks before the meeting. This allows sufficient time for consultation, review and inclusion in the agenda.

Alternatively, if you have a matter you would like to raise, you are welcome to bring it forward during the General Business section of the meeting. This provides an opportunity for open discussion on emerging issues or items of interest that may not have been submitted in advance.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of risk management, strategic planning, policies, procedures and service standards to enhance accountability resilience and informed decision making.

ATTACHMENTS

Nil

CLAUSE CL03**TITLE** New Authorisation and Delegation Instrument - Prescribed Traffic Control Devices and Regulation of Traffic**FROM** Greg Balind, Development & Traffic Coordinator**TRIM REF** 25/125213**SUMMARY**

From the Minutes of the previous Traffic Committee meeting held 9 September:

Mr Sheales to clarify delegations, especially in relation to the State Road Network and report back at the next Committee meeting.

RECOMMENDED on the motion of Councillor Tony O'Grady and Greg Lynch that the information be noted and included as a standing item on the Traffic Committee agenda until further advice is received from TfNSW.

Original Report:

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 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		11
(b)	Authorisation and Delegation - Changes		17
(c)	(Local Traffic Forum) Functions and Responsibilities		18
(d)	Traffic Forum - Referrals and Review		19
(e)	Authorisation and Delegation - Events and Trials on Local Streets		20
(f)	Public Transport Considerations		21
(g)	Key Terms - Regulation and Use of Prescribed Traffic Control Devices		22
(h)	Practitioner Checklist		23
(i)	Cover Letter		27



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

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- 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](#) [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)

(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](#) [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](#).

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 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	
<p>For proposals that require prior referral to the Local Transport Forum (regardless of whether they use a prescribed traffic control device)</p>	
<p>Condition #1 of Schedule 4: Scope of Authorisation and Delegation</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>Condition #6 of Schedule 4: References</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>Condition #3 of Schedule 4: Mandatory prior referral of some proposals</p> <p>The following must be invited to a meeting of the Local Transport Forum:</p> <ul style="list-style-type: none"> (i) the delegate (council) (ii) Transport for NSW (iii) NSW Police Force (iv) The local Member(s) of Parliament (v) The operator of any public passenger service likely to be affected by traffic control work proposed by the delegate <p>Council is responsible for administering the Local Transport Forum, but must:</p> <ul style="list-style-type: none"> • provide attendees with the agenda at least seven days in advance • include sufficient information to enable review of items submitted for advice • circulate draft and finalised meeting minutes <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>Condition #4 of Schedule 4: Keeping of records</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	
For proposals that:	
<ul style="list-style-type: none"> • involve use of a prescribed traffic control device • do <u>not</u> require prior referral to the Local Transport Forum 	<input type="checkbox"/>
Condition #1 of Schedule 4: Scope of Authorisation and Delegation	<input type="checkbox"/>
<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"/>
Condition #6 of Schedule 4: References	<input type="checkbox"/>
<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"/>
Condition #5 of Schedule 4: Coordination	<input type="checkbox"/>
<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"/>
Condition #5 of Schedule 4: Coordination	<input type="checkbox"/>
<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"/>
Condition #4 of Schedule 4: Keeping of records	<input type="checkbox"/>
<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	
For proposals that:	
<ul style="list-style-type: none"> • <u>do not involve use of a prescribed traffic control device</u> • <u>do not require prior referral to the Local Transport Forum</u> 	
Condition #1 of Schedule 4: Scope of Authorisation and Delegation	<input type="checkbox"/>
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"/>
Condition #6 of Schedule 4: References	<input type="checkbox"/>
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"/>
Condition #5 of Schedule 4: Coordination	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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"/>
Condition #5 of Schedule 4: Coordination	<input type="checkbox"/>
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

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.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Murray".

Josh Murray
Secretary

CLAUSE CL04**TITLE** Traffic Management - Griffith Christmas Carols - Coolah Street**FROM** Greg Balind, Development & Traffic Coordinator**TRIM REF** 25/126680

SUMMARY

The Griffith Community Christmas Carols are scheduled to be held at the Community Gardens, Coolah Street on Sunday, 14 December 2025. A site specific Traffic Guidance Scheme has been developed to take into account the partial closure of parking areas on Coolah Street and a speed zone reduction in the vicinity of the event to assist with vehicle and pedestrian activity.

RECOMMENDATION

The Traffic Committee concur with the implementation of traffic control for the Christmas Carols event.

REPORT

The Griffith Christmas Carols event is proposed to be held in the Community Gardens from 5:30pm to 11:00pm on Sunday, 14 December 2025. To facilitate setting up/packing down for the event, it is proposed to partially close the existing parking areas on the southern side of Coolah Street to allow the establishment of portable toilets and to provide a vehicle exclusion zone for the purpose of a fireworks display.

A Traffic Control Plan pursuant to TfNSW's Guide to Traffic Control at Worksites and AS 1742.3 and a Special Event Transport Management Plan have been prepared for the event that demonstrates the type and location of traffic control devices that will be implemented. Accredited traffic controllers will set out and monitor the traffic control throughout the duration of the event. A speed zone reduction is also proposed for Coolah Street between Murrumbidgee Avenue and Willandra Avenue to account for an increase in pedestrian activity.

On-street parking accommodating the event will be available in the surrounding streets. Establishment, monitoring and removal of the closure will be under the direction of suitably qualified personnel throughout the duration of the closure.

ATTACHMENTS

(a)	Special Event Transport Management Plan 	29
(b)	Schedule 1 Notification 	33
(c)	Certificate of Currency 	35
(d)	Site Map 	36
(e)	Risk Assessment as Submitted 	37
(f)	Traffic Control Plan - Coolah Street 	47

Special Event Transport Management Plan

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

1. EVENT DETAIL

1.1. Event Summary

Event Name: Griffith Carols 2025

Event Location: Community Gardens, Stuart McWilliams Stage

Event Date: Sun 14 December Event Start Time: 5:30 PM Event Finish Time:

11:00PM

Traffic Control: Setup Time: 12:00pm **Pack Down Time: 11:00pm**

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

Event Organiser*: Griffith City Council

Phone: 02 6962 8146 **Mobile:** 0448 238 428

Email: Viviana.degenkamp@griffith.nsw.gov.au

Council Event Contact: Viv Degencamp Ph: 1300 176077.

Police: Sergeant Tony Leadbitter - Griffith Local Area Command

Phone: 69694299

Griffith City Council (Road Authority)

Greg Balind – Development and Traffic Coordinator

Phone: 69628100 Mobile: 0429604429

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

1.2. Detailed description of the event

The Annual Christmas Carols are returning for 2025 in the Community Gardens where Griffith City Council organises this event for the community. All attendees and participants will be located in front of or near the stage. There will be kids activities on the grass and food trucks on the graveled side of Willandra Avenue.

This event will most likely include fireworks from the park and the operator requires no cars to be parked on Coolah Street as a safety measure.

There will be 2 toilets blocks (trailers) as extra bathroom facilities parked on the parking lot right behind the amenities block.

After implementing Traffic Control, parking will still be available along Coolah Street (after Amenities Block up to Willandra Ave), Willandra Avenue and Kookora Street. As this event is at night on a Sunday, there should be no activities scheduled non-event community would need to find parking for, and if the requested Traffic Control will not impact any roads.

2. RISK MANAGEMENT TRAFFIC

Class 1	Class 2	Class 3	2.1. Occupational Health & Safety – Traffic Control
			<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
			2.2. Public Liability Insurance
			<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
			2.3. Police
			<input checked="" type="checkbox"/> Police concurrence obtained (via Schedule 1)
			2.4. Emergency Services Notifications
			<input checked="" type="checkbox"/> Emergency Services notified (MANDATORY) Fire and Rescue NSW; NSW Police (Schedule 1) Ambulance NSW; SES; Rural Fire Service

3. TRAFFIC & TRANSPORT MANAGEMENT

Class 1	Class 2	Class 3	The route or location
			<input checked="" type="checkbox"/> Map attached
			3.1. Parking
			<input type="checkbox"/> Parking organised – details attached <input checked="" type="checkbox"/> Additional parking not required
			3.2. Impact on/or Public Transport
			<input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport operators notified (mandatory)
			3.3. Construction, traffic calming and traffic generating developments
			<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
			3.4. Reopening roads after moving events
			<input type="checkbox"/> This is a moving event - details attached. <input checked="" type="checkbox"/> This is a non-moving event.



3.5. Traffic management requirements unique to this event

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

3.6. Contingency plans

Contingency plans attached

3.7. Heavy vehicle impacts

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

3.8. Special event clearways

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

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



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

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

4.2. Advertise traffic management arrangement

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

4.3. Special event warning signs

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

4.4. Permanent Variable Message Signs

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

4.5. Portable Variable Message Signs

The proposed messages and locations for portable VMS are attached
 This event does not use portable VMS

5. PRIVACY NOTICE

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

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

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

6. APPROVAL

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

7. AUTHORISATION TO REGULATE TRAFFIC

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

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

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

Summary Offences Act 1988

To the Commissioner of Police

1 I, Viviana Degenkamp.....
Name
of 1 Benerembah Street, Griffith NSW 2680.....
Address
on behalf of Griffith City Council.....
Organisation

notify the Commissioner of Police that on the 14th of December 2025
it is intended to hold:

either:

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

400.....persons which will assemble
Number

at Griffith Community Gardens / Stuart McWilliam Stage.....
Place

at approximate 5:30PM.....
Time

and disperse at approximately 11:00PM.....
Time

or

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

Number

persons which will assemble at

Place

at approximatelyam/pm
Time

and at approximately am/pm the procession will
commence and shall proceed.....

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

2 The purpose of the proposed assembly is for the Annual Griffith Christmas Carols family 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 be0.....(number) of vehicles and/or* floats involved and their type and dimensions are as follows:

* (ii) There will be several bands, musicians, entertainers etc entertaining or addressing the assembly.

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

N/A

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

Kids Activities, Food trucks etc

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

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

Address: Griffith City Council.....

1 Benerembah Street.....

Griffith NSW..... Post Code.. 2680.....

Telephone: 02 6962 8146.....

Signed: *Viviana Degenkamp*.....

Capacity/Title Project Admin Support Officer.....

Date 31/07/2025

Delete as applicable



30 June 2025

Attn: Anne Roser
The General Manager,
PO Box 485
GRIFFITH NSW 2680

Statewide Mutual
ABN 69 009 098 864
One International Towers,
100 Barangaroo Ave,
Sydney, NSW 2000
Tel +61 2 9320 2700
Direct +61 2 9320 2726
www.au.jlt.com

Dear Anne,

Certificate of Currency

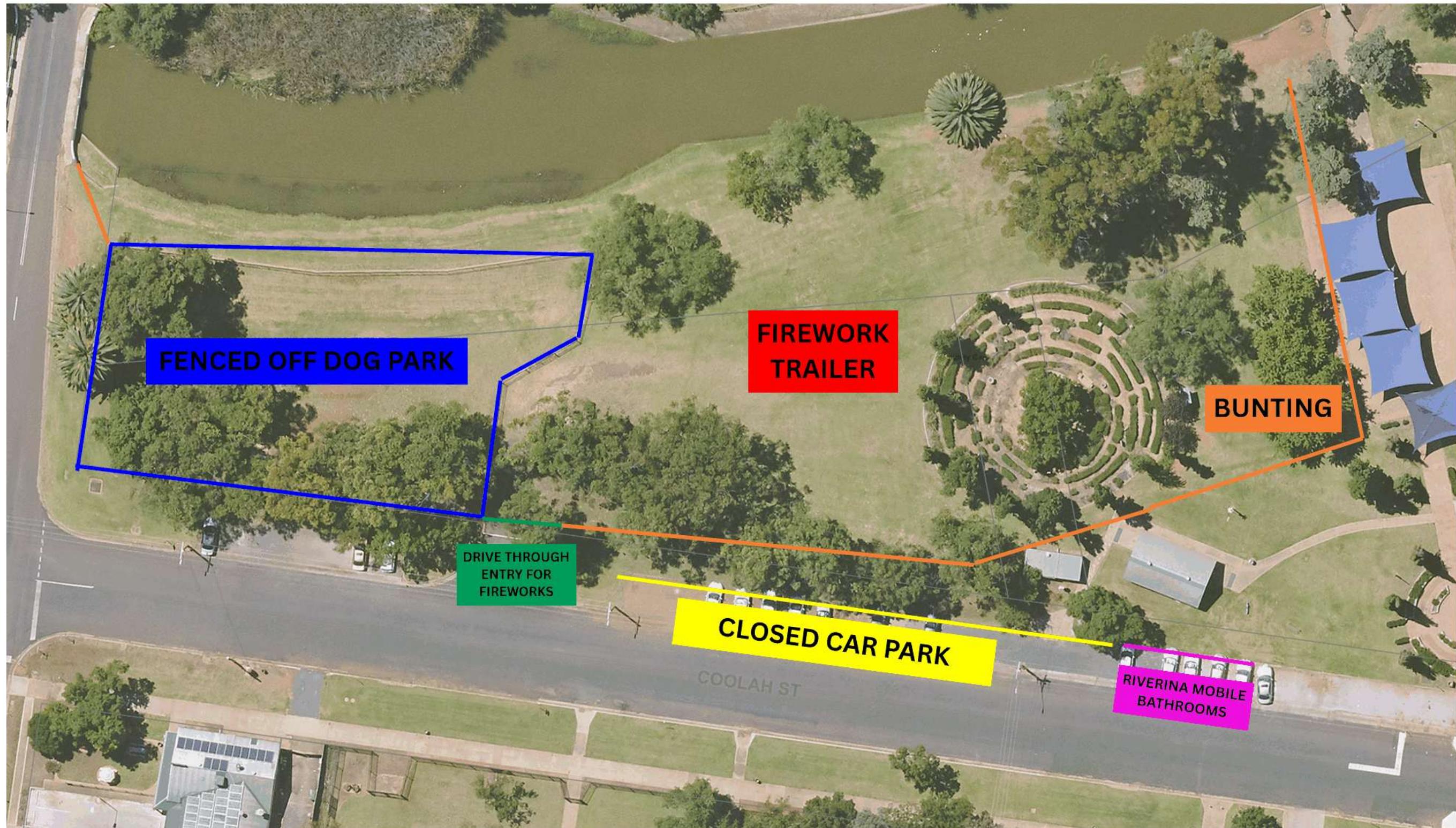
This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

CLASS	Public Liability/Professional Indemnity
MEMBER	Griffith City Council
BUSINESS OF MEMBER:	Local Government Authority, as defined in wording.
INTERESTED PARTY	Griffith City Council, extended to note the interests of Transport Asset Manager for New South Wales and UGL Regional Linx Pty Ltd in respect of liability incurred by Council as a result of its negligent acts errors or omissions committed, or alleged to have been committed arising from occupation and/or lease of premises by Council.
EXPIRY DATE	30 June 2026
GEOGRAPHICAL SCOPE	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
LIMITS OF PROTECTION	Public Liability \$250,000,000 any one occurrence Products Liability \$250,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$250,000,000 any one claim and in the aggregate any one Period of Protection
STATEWIDE CERTIFICATE NUMBER	000736

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder.

Yours faithfully,

[Redacted]
Naamon Eurell
Executive Officer



Griffith City Council
O Box 485
Benerembah Street
RIFFITH NSW 2680
telephone: 1300 176 077
mail: admin@griffith.nsw.gov.au

Disclaimer: This map is intended for general information purposes only. Griffith City Council does not guarantee its accuracy, completeness or suitability for any particular purpose. Users must exercise their own skill and care in using this map and carefully evaluate the accuracy, currency, completeness and relevance of the map before relying on it. The map is not a substitute for independent professional advice and, to the extent permitted by law, Griffith City Council is not liable for any loss or damages arising out of any inaccuracy, error or omission contained in the map.



Projection: GDA2020 / MGA zone 55

Date: 31/07/2025

Drawn By: Viviana Degenkamp

Map Scale: 1:450 at A3



(RM-FO-334) Council Event Risk Assessment

Event/Activity: 2025 Carols by Candlelight
Date of Event: 14 December 2025

Date of Risk Assessment: 31 July 2025
Prepared by: Viviana Degenkamp

Description of immediate environment (e.g. bushland setting): Griffith Community Gardens

*Submit completed copy to the Workplace Relations Coordinator – Insurance & Recover at Work along with (HR-FO-333) Council Event Advice to Insurer and copy of event program

Activity/task	What can happen? There is a risk that.....	Risk Score (refer to Matrix attached)	What controls can be implemented to manage situation	Adjusted Risk Score with new controls	Person or Department responsible for implementing control	How will it be monitored
Sound and light setup and dismantle	<ul style="list-style-type: none"> Slip or trip accidents, fall injury 	Moderate	<ul style="list-style-type: none"> Supervised sound and light set up by professional company Mark Macedone. This risk is for his own account. 	Moderate	GCC/Mark Macedone	
Drug affected persons (not including alcohol)	<ul style="list-style-type: none"> Disturbing the event, harassing patrons, property damage 	Moderate	<ol style="list-style-type: none"> Inform police that it is a drug and alcohol free event and invite them to freely monitor and asses as appropriate Have responsible adult event staff monitoring crowd behaviour 	Low	GCC Event Organiser	
Alcohol affected persons	<ul style="list-style-type: none"> Disturbing the event, harassing patrons, injuries from falling over, property damage. 	Moderate	<ol style="list-style-type: none"> Inform police that it is a drug and alcohol free event and invite them to freely monitor and asses as appropriate Have responsible adult event staff monitoring crowd behaviour 	Low	GCC Event Organiser	

Approved: Workplace Relations Coordinator – Insurance and Recover at Work.	Group/System: HR&Risk	Document ID: RM-FO-339	Version: 3
Relevant to: RM-PO-302	Date Issued: 25 Sept 2009	Revised: 12 Mar 2019	Status: Approved



(RM-FO-334) Council Event Risk Assessment

Fire caused by electrical installations	<ul style="list-style-type: none"> Overheated electrical equipment catches fire 	Minor	<ol style="list-style-type: none"> Have light and sound technician inspect and approve all installations to stage, lights and sound system All existing council structures and lighting are pre-existing and to their required standards Fire extinguisher on site 	Low	GCC/Mark Macedone	
Food Poisoning	<ul style="list-style-type: none"> Stomach aches. Patrons getting sick 	Minor	<ol style="list-style-type: none"> Require all food vendors to have relevant qualifications Have all vendors Public liability Certificate of Currency Inform Public Health Officer of Event 	Low	GCC Event Organiser	
Candle wax burn	<ul style="list-style-type: none"> Fires caused by lit candles Potential for injury 	Moderate	<ol style="list-style-type: none"> Glow sticks only – NO CANDLES ALLOWED. 	Low	GCC Event Organiser	
Disorderly conduct	<ul style="list-style-type: none"> Indecent Behaviour 	Minor	<ol style="list-style-type: none"> Have responsible adult event staff monitoring crowd behaviour Liaising with police if necessary. 	Low	GCC Event Organiser	
Consumption of alcohol	<ul style="list-style-type: none"> Disorderly conduct Littering Inappropriate behaviour 	Moderate	<ol style="list-style-type: none"> Inform police that it is a drug and alcohol free event and invite them to freely monitor and assess as appropriate Have responsible adult event staff monitoring crowd behaviour and informing individuals where necessary If alcohol is seen, remind people that it is non drug and alcohol event and ask them to remove it from grounds 	Low	GCC Event Organiser	



(RM-FO-334) Council Event Risk Assessment

Noise Nuisance caused to neighbours	<ul style="list-style-type: none"> • Complaints 	Minor	<ol style="list-style-type: none"> 1. Inform neighbours of event and when it is happening 	Low	GCC Event Organiser	
Excessive litter left at end of event	<ul style="list-style-type: none"> • Overflow rubbish • Trip/Fall • Bad image 	Minor	<ol style="list-style-type: none"> 1. Have garbage bins readily available 2. Ask from stage for people to pick up rubbish 3. Have volunteers ready at end of event to clean up 	Low	GCC Event Organiser	
Unclean toilets	<ul style="list-style-type: none"> • Contamination • Hygiene 	Minor	<ol style="list-style-type: none"> 1. Have clean up team regularly checking toilets and replacing paper and cleaning if necessary 2. Extra toilets will be organised 	Low	GCC Event Organiser	
Overcrowding	<ul style="list-style-type: none"> • Excessive numbers of patrons 	Moderate	<ol style="list-style-type: none"> 1. Have several activities available for families to spread out 2. Have adequate space provided 3. Have marked areas for people to sit and congregate 	Low	GCC Event Organiser	
Trip Hazards	<ul style="list-style-type: none"> • Trip / Fall • Injuries 	Minor	<ol style="list-style-type: none"> 1. Ensure all trip hazards are minimized 2. Have first aid available in case of accident – <u>GCC will have a First Aid Officer on site</u> 	Low	GCC Event Organiser	
Extreme Weather	<ul style="list-style-type: none"> • People becoming unwell 	Minor	<ol style="list-style-type: none"> 1. Make assessment of the safety of event in case of weather i.e. storms 2. Inform people from the stage of the need to drink plenty of fluids if hot 3. Have first aid on site – <u>GCC will have a First Aid Officer on site</u> 	Low	GCC Event Organiser	



(RM-FO-334) Council Event Risk Assessment

Communications failure	<ul style="list-style-type: none"> Sound system not working properly or failing 	Minor	<ol style="list-style-type: none"> Full sound system Program MC End event earlier in the case of full loss of sound that is irrecoverable 	Low	GCC/Mark Macedone	
Lack of Parking	<ul style="list-style-type: none"> People having to park further away 	Minor	<ol style="list-style-type: none"> Evaluate available parking spaces near Community Gardens. Communicate to community and advise to plan their journey early. 	Low	GCC	
Inadequate access for emergency vehicles	<ul style="list-style-type: none"> Emergency services slowed down in accessing space 	Minor	<ol style="list-style-type: none"> Identify Emergency access routes (gravel path to stage) and ensure that is stays clear of food stalls. Advise Emergency Services of event and advise where access point is. 	Low	GCC	
Pedestrian safety	<ul style="list-style-type: none"> Patrons slowed down in accessing space Safety patrons regarding the channel. 	Minor	<ol style="list-style-type: none"> Have several entry points in the Gardens and place visible signs to direct pedestrians if needed. Events staff + hired security will guide pedestrians to ensure flow. Fenced mesh will be put into place along the channel. 	Low	GCC	
Fireworks	<ul style="list-style-type: none"> Injury Risk Fire Risk 	Moderate	<ol style="list-style-type: none"> Fireworks only to be lit up by a licenced professional, insurance to be obtained. Fireworks will be fenced off so patrons cannot come to close, this will be monitored by Event Staff. 	Low	GCC	



(RM-FO-334) Council Event Risk Assessment

Risk is measured in terms of consequence and likelihood

STEP 1: Identify the activity / task that presents a risk (review the generic risks and associated controls)

STEP 2: Document what can happen

STEP 3: Determine the Consequence

Severity	Description
Catastrophic	<ul style="list-style-type: none"> • Death or permanent disability / illness • \$1 million to > \$10 million • Severe property and business loss e.g. explosion • Severe environmental damage • Serious public or media outcry (International coverage) • Major breach of regulation, Major litigation and/or potential culpability/ manslaughter implications
Major	<ul style="list-style-type: none"> • Long term illness or serious injury • \$100,000 to \$1 million • Major loss of business capability for several days • Major property or environmental damage (contaminated release with no detrimental effects) • Significant adverse national/media/public attention • Serious breach of regulation with investigation or report to authority with prosecution and/or moderate fine possible
Moderate	<ul style="list-style-type: none"> • Medical treatment or several days off work • \$12,000 to \$100,000 • Loss of business capability for one day • Property damage • Onsite contaminant release contained with outside assistance • Attention from media and heightened concern by local community • Minor legal issues, non compliance and breaches or regulation
Minor	<ul style="list-style-type: none"> • First aid treatment • Up to \$12,000 • Negligible loss to business capability • Minor property damage • On-site contamination release immediately contained • Minor adverse local public or media attention or complaints • Minor legal issues, non compliance and breaches or regulation
Insignificant	<ul style="list-style-type: none"> • No injuries • Low financial loss >\$2,000 • Negligible loss of business capability

Step 4: Determine the level of possibility that Council could be exposed to risk – The Likelihood

Probability	Description
Almost Certain	Expected to occur in most circumstances. 95-100% of instances where risk is present OR significant past history, and considered most likely in these circumstances
Likely	Probable. Likely to occur in most circumstances. 75-95% of instances where risk is present OR some past history, and considered quite likely in these circumstances
Possible	Possible. About 50% chance that the risk will eventuate OR some past history, and considered possible in these circumstances
Unlikely	Not likely to eventuate. About 5-25% chance that the event will occur in situations where risk is present OR limited past history, but possible in some circumstances or occasionally
Rare	May occur only in exceptional circumstances less than 5% of instances where risk is present OR No past history, and considered unlikely to occur it ever

Approved: Workplace Relations Coordinator – Insurance and Recover at Work.	Group/System: HR&Risk	Document ID: RM-FO-339	Version: 3
Relevant to: RM-PO-302	Date Issued: 25 Sept 2009	Revised: 12 Mar 2019	Status: Approved



(RM-FO-334) Council Event Risk Assessment

Step 5: Risk Assessment Grid

Match up the consequence (step 1) and likelihood (step 2) in the grid below to get your Risk Score

- Down from the determined likelihood
- Across from the determined consequence

Consequences (How bad?)	Likelihood (How often?)				
	Almost Certain	Likely	Possible	Unlikely	Rare
Catastrophic	Extreme	Extreme	Extreme	High	High
Major	High	High	High	High	Moderate
Moderate	High	Moderate	Moderate	Low	Low
Minor	Moderate	Moderate	Low	Low	Low
Insignificant	Moderate	Low	Low	Low	Low

RISK SCORE	DESCRIPTION
Extreme	Immediate Action Required
High	Action Required within 2 Weeks
Moderate	Action is required within 1 month
Low	If action is required, it must be taken within 6 months. If no action is required, monitor the hazard

Generic Risks and Associated Controls

The following table is a list of "suggested" and "possible" risks and controls that may be associated with a particular activity.

Every event is different and carries its own specific risks and, as such, the Risk Assessment should be conducted appropriately using Council Event Risk Assessment form (RM-FO-334).

This list should be referred to only to check that you have not left anything out.

Questions to Ask Yourself

When referring to this list, remember to ask yourself the following questions:

1. What other things can happen that are specific to the site/location?
2. Have you considered all aspects of the activity?
3. If resources do not allow for these suggested controls, what can you do to minimise risk effectively?

Remember to use this list of "suggested" or "possible" risks as a reference only, and not as your Risk Assessment.

Above all, use common sense and conduct your Risk Assessment responsibly.

Approved: Workplace Relations Coordinator - Insurance & Recover at Work	Group/System: HR&Risk	Document ID: RM-FO-339	Version: 3
Relevant to:	Date Issued: 25 Sept 2009 Revised: 12 Sep 2017	Status: Approved	Page: 6 of 10



(RM-FO-334) Council Event Risk Assessment

Generic Risks and Associated Controls

	Area of Risk (Activity)	Identified Risks (What Can Happen)	Controls
1	Animals/Bikes/Skaters/etc	<ul style="list-style-type: none"> • Dogs • Scooters/skateboards/bikes/rollerblades/etc. 	<ul style="list-style-type: none"> • No dogs • No riding bikes/blades/scooters/etc. – walk them • Signage at gate • MC brief
2	Children	<ul style="list-style-type: none"> • Lost children • Drop-off and pick-up congestion • Injury to children from vehicle • Supervision (lack of) • Inappropriate behaviour • Clumsiness 	<ul style="list-style-type: none"> • Lost child procedure – communicate to parents • Public address system • On-site radio communication • Police oversee traffic management • Child to adult supervision ratio • Liability waivers • Prohibited employment declaration forms
3	Crowd	<ul style="list-style-type: none"> • Excessive crowd 	<ul style="list-style-type: none"> • Food and drink update • Marshals at stage • Police monitor • Private security
4	Fire/Medical	<ul style="list-style-type: none"> • Stage • Food stall • Bins • Vehicles • Houses • Café • Toilets • Crowds 	<ul style="list-style-type: none"> • Fire extinguishers • Fire blankets • Site supervision

Approved: Workplace Relations Coordinator – Insurance & Recover at Work	Group/System: HR&Risk	Document ID: RM-FO-339	Version: 3
Relevant to:	Date Issued: 25 Sept 2009 Revised: 12 Sep 2017	Status: Approved	Page: 7 of 10



(RM-FO-334) Council Event Risk Assessment

	Area of Risk (Activity)	Identified Risks (What Can Happen)	Controls
5	Infrastructure-Shared Risks	<ul style="list-style-type: none"> • Non-delivery of specified items at specified times • Defective equipment supplied to event • Insufficient equipment ordered • Theft of supplied equipment • Incorrect/unsafe operation of supplied equipment • Insufficient redundancy rates of staff/volunteers with equipment use knowledge • Breakage of or damage to supplied equipment 	<ul style="list-style-type: none"> • Review of all suppliers' insurance arrangements • Clarification of insurance arrangements for supplied equipment • Complete list of equipment, contacts and contracts on-site • Use of reputable suppliers • Regular contact and liaison with suppliers • Sign in/sign out sheets for movable equipment • Verbal briefings to staff/volunteers on equipment use • Event Operations Manual contains equipment details • Obtain safe use guidelines from all suppliers for all equipment • Brief more staff and volunteers on correct and safe use of all equipment pre-event • Distribute to all volunteers and staff the safe use guidelines for all equipment pre-event • Appoint one safety officer to oversee the distribution and use of equipment • Ensure any equipment that requires qualified operators has them
6	Lost People	<ul style="list-style-type: none"> • Children • Parents • Mentally infirm 	<ul style="list-style-type: none"> • Audio booth as meeting place • Public address system • Sign at audio booth for lost parents
7	Marshals (if applicable)	<ul style="list-style-type: none"> • Marshals not showing up at event • Marshals not aware of event content and procedure • Marshals not clearly visible to event participants • Marshals unable to communicate with event organisers • Marshals potentially conflict with participants and spectators • Marshals' physical risks • Crowd to marshal ratio too large 	<ul style="list-style-type: none"> • Marshals given Event Operations Manual at event • Marshals meet on-site at event for verbal briefing • Current insurances known by organisers • Marshals given separate radio frequency that can be used to talk together or with organisers • Marshals asked to wear their own organisation's shirts or event-supplied shirts • Register of marshals including personal details and a roll to mark off on the day • Public address announcements to participants and spectators advising marshals on-site and to see them if problems arise

Approved: Workplace Relations Coordinator - Insurance & Recover at Work	Group/System: HR&Risk	Document ID: RM-FO-339	Version: 3
Relevant to:	Date Issued: 25 Sept 2009 Revised: 12 Sep 2017	Status: Approved	Page: 8 of 10



(RM-FO-334) Council Event Risk Assessment

	Area of Risk (Activity)	Identified Risks (What Can Happen)	Controls
8	Other	<ul style="list-style-type: none"> • Watering system on grounds • Evacuation 	<ul style="list-style-type: none"> • Check watering system is off • Have access to watering system controls • Plan of exit – marshals, map
9	Paid Entertainers	<ul style="list-style-type: none"> • Entertainers not showing up at event • Entertainers making political, religious or non-family orientated statements • Entertainers injure/kill themselves • Entertainers injure/kill event participants 	<ul style="list-style-type: none"> • All paid entertainers asked for current insurance • All paid entertainers researched for background • Review of paid entertainers' contracts • Stage Manager to ask for no "unacceptable" statements to be made, i.e. "x" is a family event and not an opportunity to individually grandstand
10	Power	<ul style="list-style-type: none"> • Electrical failure • Electrocution • Trip hazard 	<ul style="list-style-type: none"> • Loud hailers • Check for availability of generator power • Electrician on-site? • All leads tagged and weatherproofed • All leads away from event participants areas or securely taped down
11	Spectators	<ul style="list-style-type: none"> • Severe weather • Condition of roadway/footpath/park • Inappropriate behaviour • Traffic/parking • Cultural/religious beliefs • Excessive crowd size • Exhaustion/fatigue 	<ul style="list-style-type: none"> • Risk Management Plans? • Cancellation Plan • Public address system • Marshals and security staff • Survey of roadway, etc. (thoroughfare) • Promotion (parking, timing) • Hotline/website • No material distributed of political/distasteful or religious nature • Operations Manual given to managing parties (Committee, marshals, emergency services) • Shelter and refreshments available

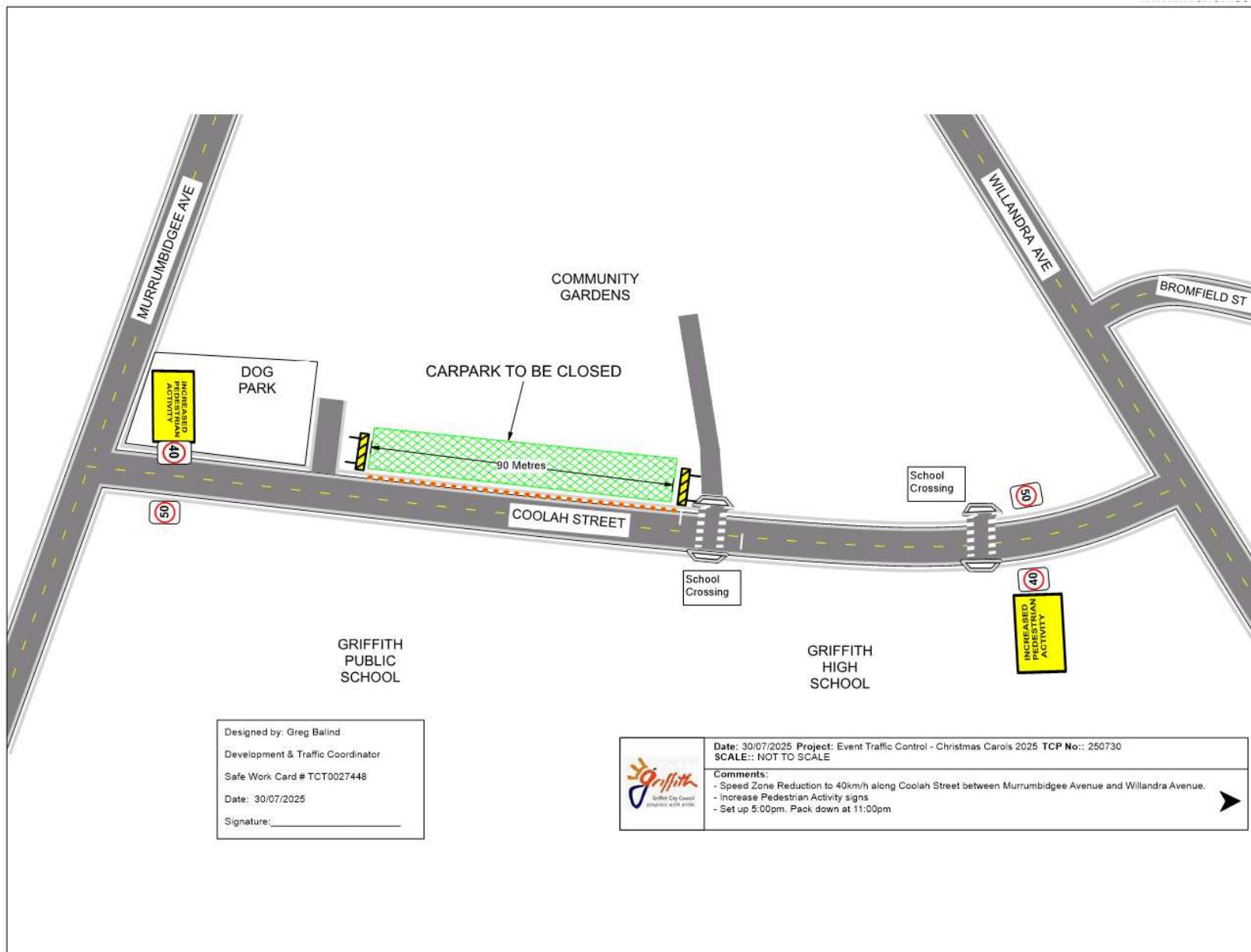
Approved: Workplace Relations Coordinator - Insurance & Recover at Work	Group/System: HR&Risk	Document ID: RM-FO-339	Version: 3
Relevant to:	Date Issued: 25 Sept 2009 Revised: 12 Sep 2017	Status: Approved	Page: 9 of 10



(RM-FO-334) Council Event Risk Assessment

	Area of Risk (Activity)	Identified Risks (What Can Happen)	Controls
12	Stage	<ul style="list-style-type: none"> • Fall from height • Electrical hazards • Noise • Uneven/slippery stage surface • Severe weather • Public access • Power • Collapse • Cables • Audio feedback • Crowd at stage • Entertainers not front 	<ul style="list-style-type: none"> • Stage stairs and deck secure from non-entertainers • All entertainers briefed by Stage Manager about the risks of stage height and edge • Stage Manager inspects stage surface regularly • Audio contractor qualified to correctly install electrical connections • Stage Manager to monitor noise levels regularly • Cover over stage to mitigate light rain or direct sunlight • Barriers at stage • Crowd barrier in front of stage • Marshals at stage
13	Traffic	<ul style="list-style-type: none"> • Parking full • Car queue • Breakdown en route • Pedestrian/cars • Car accident 	<ul style="list-style-type: none"> • Bus route • Police • Marshals • Designated parking • Barriers • First aid/fire
14	Waste/Toilets	<ul style="list-style-type: none"> • Bins overflow • Toilets overuse 	<ul style="list-style-type: none"> • Extra bins • Bin storage area • Marshals to monitor bins • Marshals to monitor toilets • Standby toilet service
15	Weather	<ul style="list-style-type: none"> • Light rain – Plan A • Heavy rain – possibly cancel • Storm • Hot weather 	<ul style="list-style-type: none"> • Phone register for cancellation • Hotline • Site supervisor • Sunscreen • Drink stands – water must be available ("bubblers") at no charge

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Relevant to:	Date Issued: 25 Sept 2009 Revised: 12 Sep 2017	Status: Approved	Page: 10 of 10



CLAUSE CL05**TITLE** Traffic Management - 2026 ANZAC DAY March**FROM** Greg Balind, Development & Traffic Coordinator**TRIM REF** 25/123042**SUMMARY**

The 2026 ANZAC Day March is scheduled to be held on Saturday, 25 April 2026 between the hours of 10:30am and 12:00pm. The event will require the closure of Banna Avenue between Ulong Street and Jondaryan Avenue from 9:30am to 12:00pm to facilitate the procession and subsequent memorial service.

RECOMMENDATION

Griffith City Council support the implementation of the attached Traffic Control Plan associated with the closure of Banna Avenue for the purpose of the 2026 ANZAC Day March and Memorial Service.

REPORT

The Griffith RSL Sub-Branch is holding the annual ANZAC Day March and Memorial Service on Saturday, 25 April 2026. Approximately 500 participants in the event will assemble from 10:00am at the War Memorial Hall before forming up on Banna Avenue at 10:30am. The March will lead off to the east on Banna Avenue then return west towards Ulong Street before entering Memorial Park where the procession will conclude at the Cenotaph.

The ANZAC March will require the closure of Banna Avenue, from Jondaryan Avenue to Ulong Street to facilitate a safe passage for the participants and spectators. A Traffic Control Plan (Attachment 'a') pursuant to TfNSW's Guide to Traffic Control at Worksites and AS 1742.3 and a Special Event Transport Management Plan that demonstrates the type and location of traffic control devices to be implemented have been prepared for the event (attached). Accredited traffic controllers will set out and monitor the traffic control throughout the duration of the event.

All traffic control devices will be removed and the road reopened by 12:00pm.

A valid Certificate of Currency expiring May 2026 is on hand.

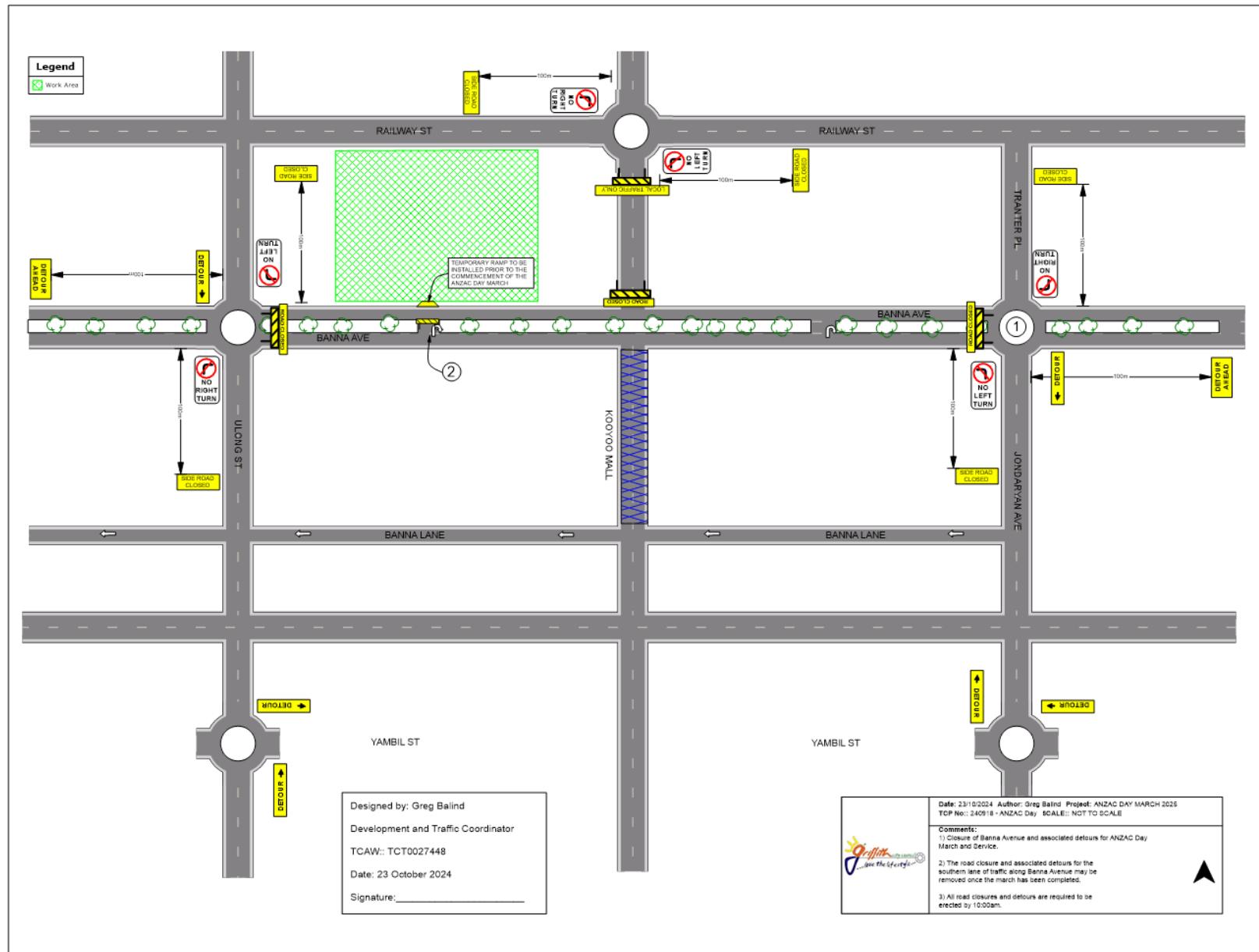
LINK TO STRATEGIC PLAN

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

ATTACHMENTS

(a)	Traffic Control/Guidance Scheme 	49
(b)	Special Event Transport Management Plan 	50

CL05 Attachment (a) Traffic Control/Guidance Scheme



Special Event Transport Management Plan

1 Event details

1.1 Event summary

Event Name: ANZAC Day Services and March

Event Location: Banna Ave. Griffith NSW 2680

Event Date: 25 April 2026. Event Start Time: 5:30hrs Event Finish Time: 12:00hrs

Event (March) Set-up Start Time: 10:00hrs Event Pack down Finish Time: 12:00hrs

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

1.2 Contact names

Event Organiser*: RSL NSW - Griffith RSL Sub-Branch

Mobile: 0421 878 259 Email: griffithsb@rslnsw.org.au

Police : Sergeant Tony Leadbitter

Phone: (02) 6969 4299 E-mail: lead1ton@police.nsw.gov.au

Griffith City Council : Greg Balind – Development and Traffic Coordinator

Phone: (02) 69628100 E-mail: greg.balind@griffith.nsw.gov.au

Transport NSW: Greg Minehan

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

1.3 Brief description of the event

The purpose of the proposed assembly is to conduct the annual ANZAC Day Dawn Service, ANZAC Day March, and ANZAC Day Memorial Service. The event is organised by RSL NSW Griffith RSL Sub-Branch.

Participants of the march will assemble in front of the Griffith War Memorial Museum at approximately 10:00hrs. The march will commence at 10:30hrs, along Banna Avenue to Memorial Park where the Memorial Service will take place.

Banna Avenue will be required to be closed from Jondaryan Avenue to Ulong Street for the duration of the March and the Service.

The event is for one day only, taking place on ANZAC Day Saturday 25th April 2026.

2 Risk Management – Traffic

2.1 Occupational Health & Safety - Traffic Control

The event will take place on Saturday 25th April 2026 (ANZAC Day/public holiday) in the Memorial Park and on Banna Avenue. It is anticipated that approximately 500 people will participate in the ANZAC Day March with an additional 2000 persons observing and/or attending the memorial services. Due to the march and the large number of patrons expected to watch, it is proposed to close Banna Avenue from Jondaryan Avenue to Ulong Street for the duration of the event.

A traffic control plan has been prepared by the Griffith City Council (GCC) Engineering Department, detailing the requirements for the proposed traffic conditions. The plan conforms to the requirements of AS 1742.3.

The road signs will be placed by GCC employees who have completed the two-day Traffic Control for Worksites course and removed by GCC at the end of the event.

2.2 Public Liability Insurance

The RSL NSW - Griffith RSL Sub Branch has obtained Public Liability Insurance for the event to the value of \$20,000,000 from CGU Insurance. The Public Liability Insurance is valid to 31 May 2026.

2.3 Police

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

A Copy of this traffic management Plan will also be given to the Local Police for their information.

2.4 Emergency Services Notifications

The following emergency services will be notified in writing of the event three (3) weeks prior and will be provided a copy of the Traffic Control Plan detailing road closures:

- Fire & Rescue NSW – Griffith Station
- Ambulance NSW – Griffith Station
- Rural Fire Service – Griffith Station
- State Emergency Services – Griffith Operations

Road Closures for the event will be via removable barrier boards. These barriers will be manned by volunteers. Access to the event by Emergency Services will be available at all times.

Memorial Park may be accessed by the Emergency Services via Railway Street should the need occur.

2.5 Public Transport Notifications

Griffith Buslines/Taxis will also be notified in writing of the event three (3) weeks prior and will be provided a copy of the Traffic Control Plan detailing road closures.

3 Traffic and Transport Management

3.1 The route or location

Participants of the march will assemble in front of Griffith War Memorial Museum. The march will proceed through the centre parking bay opposite the Griffith War Memorial Museum then proceed west along Banna Avenue to the u-turn bay opposite Memorial Park. The procession will then enter Memorial Park where the ANZAC Day Memorial Service will take place.

3.2 Parking

Vehicular parking for the event will be provided by the existing on street parking in the surrounding area. An off-street carpark exists on the northern side of Memorial Park and can be accessed via Railway Street and can be utilised to service the event.

3.3 Construction, traffic calming and traffic generating developments

The event does not require the construction of any traffic calming devices on Council's road infrastructure. The event does not require any construction on or over Council's infrastructure.

3.4 Trusts, Authorities or Government Enterprises

The area used by the event is under the control of Griffith City Council and Transport NSW. RSL NSW - Griffith RSL Sub-Branch is the body making the application to hold the event with the support of Griffith City Council. Approval from the Transport NSW will be sought through the Local Traffic Committee. The event will not proceed without the approval of Transport NSW.

3.5 Impact on/of Public transport

Public transport will be impacted by the road closures. Operators will be notified of the ANZAC Day March as per 2.5 above to allow time for contingencies to be implemented.

3.6 Reopening roads after moving events

The signs will be taken down and the roads reopened by 12:00pm on Saturday **25th April 2026**.

The signage will be removed by suitably qualified GCC Staff.

3.7 Traffic management requirements unique to this event

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

3.8 Contingency plans

There are no specific contingency plans in-place for the event.

3.9 Heavy vehicle impacts

Banna Avenue is not gazetted as either a road train or a b-double route between Jondaryan Avenue and Ulong Street. Semi-trailers and cars will divert as per the Traffic Control Plan.

3.10 Special event clearways

There are no Special event clearways applicable to this event.

4 Minimising impact on non-event community & emergency services

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

Emergency vehicles will have access the site. The road closures are by temporary road signs which can be easily moved. These signs will be manned by volunteers.

Local Businesses have been consulted with by members of the committee. Most businesses are normally closed on this day and therefore there will be no disruption to their operation. The committee members communicated with each of the businesses in the section of road being closed to ensure all were advised and any questions addressed.

4.2 Advertise traffic management arrangements

An advertisement will also be placed on Council's social media platforms advising of the proposed closures.

4.3 Special event warning signs

There are no Special Event Warning signs proposed for this event.

4.4 Permanent Variable Message Signs

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

4.5 Portable Variable Message Signs

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

5 Approval

All supporting documents have been submitted to Griffith City Council's delegated officer for assessment and concurrence.

TITLE Outstanding Action Report

TRIM REF 25/128429

RECOMMENDATION

The report be noted.

ATTACHMENTS

(a) Action Report - Traffic Committee - 11 Nov 2025 [!\[\]\(0d02338139225ba9482f9993590abfbe_img.jpg\)](#) [!\[\]\(ddc19e464dd6e85cc2966163ff87891a_img.jpg\)](#)

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Traffic Committee Outstanding Action Report				
11 November 2025				
Date of Meeting	Item	Action/Recommendation	Officer	Comment
9 September 2025	New Authorisation and Delegation Instrument – Prescribed Traffic Control Devices and Regulation of Traffic	RECOMMENDED on the motion of Councillor Tony O'Grady and Greg Lynch that the information be noted and included as a standing item on the Traffic Committee agenda until further advice is received from TfNSW.	TfNSW	28/10/2025: Report is going back to the November 2025 meeting.
08 July 2025	Business Arising – 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.	Jason Carrozza	25/08/2025: 2009 design to be tabled. Updated design on forward project list. 09/09/2025: Old design tabled, not suitable for current requirements. New design request raised with design team and presented to the Committee once drafted.
10 June 2025	General Business – Altin Street Traffic	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 graveling could be looked into? Mr Carrozza said staff could look into some design options and costings and report back to the Committee.	Jason Carrozza	11/06/2025: Added to design list.
10 June 2025	Request To Install Pickup/Drop Off Zone And Children's School Crossing - St Patrick's School	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.	Greg Balind	01/07/2025: Proposal from school remains outstanding. 08/07/2025: 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. 02/09/2025: Feedback provided to school representatives during meeting 06/08/2025. Matter with Wagga Diocese. 09/09/2025: RECOMMENDED on the motion of Councillor Tony O'Grady that the report be laid back on the table. 28/10/2025 No further correspondence received from Wagga Diocese to date.
11 March 2025	Safety Concerns – Corner Farronato Road and Mackay Avenue	RECOMMENDED 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.	All	02/09/2025: No incidents reported at site since March 2025.
11 February 2025	Yenda Railway Crossing Update	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 Beelbangera & 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. Mr Carrozza said Council's Director of Infrastructure & Operations Phil King is continuing discussions with UGL about an upgrade to the crossing. Mr King to update the Committee on the status.	Phil King	11/02/2025: Added to Outstanding Action Report. 04/03/2025: Twigg Road between Railway crossing and Burley Griffin way will be rehabilitated week commencing 10 March. Works have required consultation with TfNSW, UGL & Casella's. 10/06/2025: 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. 08/07/2025: Mr Minehan provided the following update: <ul style="list-style-type: none">• 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. 09/09/2025: Works approval given for surface upgrades, due for completion in October.
10 December 2024	Intersection Hillside Drive / Slopes Road	Councillor O'Grady advised he has been told that there are concerns about trucks leaving Tharbogang Landfill travelling down Hillside Drive and not giving way to cars travelling along Slopes Road at 100 km/h, could there be a stop sign installed instead? Mr Minehan noted that warrants based on sight distance must be met for a stop sign to be considered. He said he will inspect the intersection before the next Traffic Committee meeting for further discussion.	Greg Minehan	11/02/2025: TfNSW yet to inspect the site. 11/03/2025: Mr Minehan advised the area has been inspected and the review is next on the list after Murrumbidgee Avenue is installed.
13 August 2024	Intersection Beaumont Road / Murrumbidgee Avenue	Mr Balind tabled a draft design for installation of rumble strips for Beaumont Road / Murrumbidgee Avenue. Council's Works department have approved the installation to be done under existing funding. Mr Minehan asked that the final design be provided electronically to the Committee for endorsement. There is sensitive receiver within 250 metres of the rumble strips and a concession must be sought from the resident prior to approval. Mr Balind to contact resident and provide	Greg Balind/ Phil King	27/08/2024: Onsite inspection conducted. Additional Stop signs implemented 19/08/2024 to create a 'gateway treatment.' 10/09/2024: Mr King advised that the work order for installation of non-continuous rumble strips has been raised last week. 12/11/2024: To be followed up with Mr King. 11/02/2025: Rumble strip installation still outstanding. Email sent to Director

		information to the Committee electronically.		Operations and Infrastructure for follow up. 04/03/2025: 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). 10/06/2025: Works yet to be complete while Jones Road rumble strips were assessed for suitability. 02/09/2025: With Works Department.
12 December 2023	Intersection Treatment – Noorilla Street and Boonah Street	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. RECOMMENDED 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.	Phil King	13/02/2024: 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. 14/05/2024: Director of Infrastructure and Operations advised funding via NSW Government Safer Roads Program relating to safety improvements which closed on 10 May 2024 was not sought. 09/07/2024: 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. 07/08/2024: Committee to be updated following the receipt of additional information from Director of Infrastructure. 13/08/2024: 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.

				<p>Further information will be presented to the next Traffic Committee meeting.</p> <p>27/08/2024: Traffic data for intersection provided to Infrastructure & 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>12/11/2024: Mr Balind said since the last Committee meeting, another cross intersection 2 vehicle crash with injuries occurred at the intersection. Councillor Curran asked that the detailed design be included in a future Traffic Committee report for endorsement.</p> <p>10/12/2024: Draft design presented, new 'Black Spot' funding stream to be applied for. Full design be forwarded for comment from TfNSW road design team.</p> <p>11/02/2025: Funding application submitted via Safer Roads Portal 11/12/2024.</p> <p>26/05/2025: 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>10/06/2025: Funding application yet to be assessed, Blackspot programme has not been announced to date.</p> <p>RECOMMENDED 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</p>
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				approaching Boonah Street. 02/09/2025: Funding application still under assessment.
4 April 2023	General Business – Mackay Avenue / Macedone Road Intersection	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.	Greg Balind	<p>15/05/2023: Concepts have been referred to Council's Design Team taking into account feedback from TfNSW.</p> <p>15/08/2023: Ongoing.</p> <p>09/07/2024: 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>27/08/2024: This will be an ongoing item for the Action Report.</p> <p>10/09/2024: Mr King noted the intersection looked tidier after the Yoogali pathway upgrade.</p> <p>08/07/2025: 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.</p> <p>09/09/2025: Linemarking funded and to be scheduled.</p>
13 December 2022	Speed Zone Reviews	Speed Zone Reviews outstanding for the following roads/streets: Murrumbidgee/Beaumont (Priority) Slopes Road (March 2022) Murrumbidgee/Sidlow (August 2024) Abattoir Road (May 2024) Murphy Road (03/03/2025)	Transport NSW	<p>10/06/2025: Update from TfNSW:</p> <ul style="list-style-type: none"> • Slopes Road – inspected, to be announced • Todd Road – inspected, confirmation of signage • Thorne/Bromley Road – clarification sought on desired outcome? Mr Balind said consistency along bypass

		<p>Mallinson Road/Abattoir Road (17/04/2025) Murphy Road/Jack McWilliams Road Hanwood (12/08/2025.)</p>	<ul style="list-style-type: none">• Nelson Drive – closed, no further action• Rifle Range Road – installed, now closed• Scenic Drive – inspected, no change• Barracks Road – installed, now closed <p>8/07/2025: 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.</p> <p>09/09/2025: Council has delegation to implement temporary speed zones which may be used as an interim safety measure. Mr Sheales to take Council's concerns and proposals back to the department and provide a response.</p>
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