



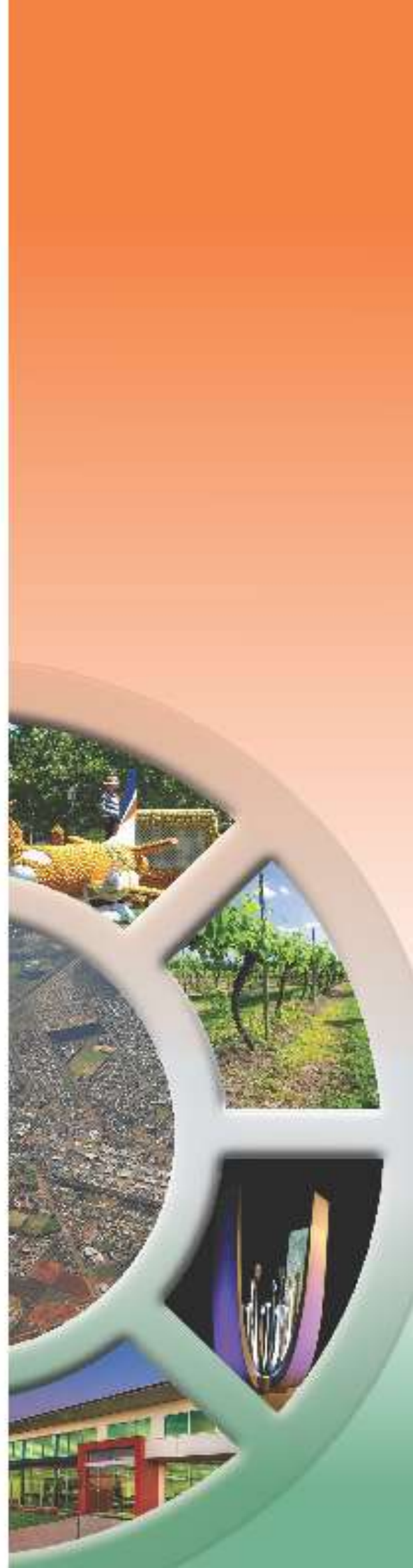
# Ordinary Meeting

**Tuesday, 27 February 2024**

## ATTACHMENTS UNDER SEPARATE COVER

CL03 Second Quarter Performance Report 2023/24 –  
Budget Review and Operational Plan Incorporating  
the December Delivery Program Progress Report

Attachment (a) to Traffic Committee Minutes - 13 Feb 2024



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## ATTACHMENTS UNDER SEPARATE COVER

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**(a) Report by Responsible Accounting Officer as at 31 December 2023**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2021:

It is my opinion that the Quarterly Budget Review Statement for Griffith City Council for the quarter ended 31/12/2023 indicates that Council's projected Consolidated financial position at 30/6/2024 will be satisfactory at year end, having regard to the revised projected estimates of income and expenditure and the original budgeted income and expenditure. However, it should be noted that whilst the Consolidated Operating result is forecasted to be in surplus, the performance of the General Fund is in significant deficit. Council is addressing the long term financial sustainability of the General Fund by making an application to IPART to implement a Special Variation commencing in FY2024/25.

The overall level of service currently being provided by Council in the General Fund is unsustainable within the current revenue base. The management of Council continue to undertake a systematic process of identifying and implementing cost reductions and revenue raising initiatives.

Council is carefully managing its cashflow in regards to Operating and Capital expenditure to ensure both external and internal reserves are cash backed. In addition, to provide an acceptable level of unrestricted funds in the future; particularly in the General Fund.

There is a commitment by all departments to keep carefully control expenditure to manage the cash and trading position to achieve an acceptable outcome by the end of the financial year.

**Signed:**

**date:** 13/02/2024

Vanessa Edwards  
Responsible Accounting Officer

(b) Income and Expense Budget Review Statement (Fund Level) at 31 December 2023

	General Fund					Waste Fund					Water Fund					Sewer Fund					Consolidated Fund					
	Ord. Services Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Total to 30/06/24	Waste Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Total to 30/06/24	Water Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Total to 30/06/24	Sewer Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Total to 30/06/24	Total Original Budget	Consol. Adj.	Budget After Consolidations 2022/2024	Total Reviews/ Recommended Changes For Council Resolution To 30/06/24	Total Revised Budget 30/06/24	Actual YTD
OPERATING REVENUES																										
Rates & Annual Charges	18,187,537				18,187,537	6,016,438	100,000	85,000		6,201,438	2,152,468				2,152,468	9,845,498				9,845,498	36,201,941		36,201,941	185,000	36,386,941	29,340,351.20
User Charges & Fees	6,102,612		131,500		6,234,112	2,062,638				2,062,638	10,025,298				10,025,298	864,850				864,850	19,055,398		19,055,398	131,500	19,186,898	5,696,292
Interest	1,115,290				1,115,290	171,000		90,000		261,000	644,000		395,000		1,039,000	241,000		215,000		456,000	2,171,290		2,171,290	700,000	2,871,290	1,854,062
Grants & Contributions for Operating Purposes	15,083,617	3,557,731	(6,500)		18,634,848	30,000				30,000	58,000				58,000	52,000				52,000	15,223,617		15,223,617	3,551,231	18,774,848	4,096,830
Other Operating Revenues	1,473,363		(192,454)		1,280,909	66,000	14,177			80,177	139,592				139,592	22,617				22,617	1,701,572		1,701,572	(178,277)	1,523,295	1,315,766
TOTAL OPERATING REVENUE	41,962,419	3,557,731	(67,454)		45,452,697	8,346,076	114,177	175,000		8,635,253	13,019,358		395,000		13,414,358	11,025,965		215,000		11,240,965	74,353,818		74,353,818	4,389,454	78,743,272	42,303,302
OPERATING EXPENDITURE																										
Employee Costs	24,136,777	(505,794)	61,163		23,692,146	1,363,160				1,363,160	2,392,585				2,392,585	2,176,197				2,176,197	30,068,719		30,068,719	(444,631)	29,624,088	15,004,114
Materials and Contracts	10,613,274	2,901,236	53,756		13,568,267	4,816,268	14,177	28,000		4,858,445	6,270,313				6,270,313	3,789,724	16,925			3,806,649	25,489,579		25,489,579	3,014,094	28,503,673	16,012,722
Interest Charges	386,555				386,555						3,583				3,583	686,681				686,681	1,076,819		1,076,819		1,076,819	554,751
Depreciation & Amortisation	10,549,510				10,549,510	993,730				993,730	2,462,430				2,462,430	2,410,803				16,416,473	16,416,473		16,416,473	20,985	16,416,473	9,024,944
Other Operating Expenses	1,214,290	20,985			1,235,275															1,214,290						841,834
TOTAL OPERATING EXPEND.	46,900,406	2,416,427	114,919		49,431,753	7,173,158	14,177	28,000		7,215,335	11,128,911				11,128,911	9,063,405	16,925			9,080,330	74,265,880		74,265,880	2,590,448	76,856,328	41,438,364
OPERATING RESULT BEFORE CAPITAL AMOUNTS	(4,937,987)	1,141,304	(182,373)		(3,979,056)	1,172,918	100,000	147,000		1,419,918	1,890,447		395,000		2,285,447	1,962,560	(16,925)	215,000		2,160,635	87,938		87,938	1,799,006	1,886,944	864,937
Grants & Contributions for Capital Purposes	4,422,800	13,434,740	1,926,541		19,784,082						434,750	25,628			460,378	334,650				334,650	5,192,200		5,192,200	15,386,910	20,579,110	9,425,796
Net Gain/(Loss) on disposal of Assets.																										
OPERATING RESULT BEFORE EXTRAORDINARY ITEMS	(515,187)	14,576,044	1,744,168		15,805,025	1,172,918	100,000	147,000		1,419,918	2,325,197	25,628	395,000		2,745,825	2,297,210	(16,925)	215,000		2,495,285	5,280,138		5,280,138	17,185,916	22,466,054	10,290,733
Extraordinary Items																										
CHANGE IN NET ASSETS																										
RESULTING FROM OPERATIONS	(515,187)	14,576,044	1,744,168		15,805,025	1,172,918	100,000	147,000		1,419,918	2,325,197	25,628	395,000		2,745,825	2,297,210	(16,925)	215,000		2,495,285	5,280,138		5,280,138	17,185,916	22,466,054	10,290,733



**AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2023**

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	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
<b>GOVERNANCE</b>						
<b>Council Executive</b>						
Total Operating Income	(2,133,299)	268,940	(1,864,359)	(979,595)	(853,758)	125,837
Total Operating Expenditure	1,543,322	(60,000)	1,483,322	622,964	544,293	(78,671)
Total Discretionary Income	(6,000,000)	0	(6,000,000)	0	0	0
Total Discretionary Expenditure	6,035,010	121,800	6,156,810	3,532,393	755,333	(2,777,060)
<b>Total Council Executive</b>	<b>(554,967)</b>	<b>330,740</b>	<b>(224,227)</b>	<b>3,175,762</b>	<b>445,868</b>	<b>(2,729,894)</b>
<b>Council Chambers/Offices</b>						
Total Operating Income	(491,690)	0	(491,690)	(245,844)	(245,844)	0
Total Operating Expenditure	512,899	0	512,899	279,836	258,615	(21,221)
<b>Total Council Chambers/Offices</b>	<b>21,209</b>	<b>0</b>	<b>21,209</b>	<b>33,992</b>	<b>12,771</b>	<b>(21,221)</b>
<b>TOTAL GOVERNANCE</b>	<b>(533,758)</b>	<b>330,740</b>	<b>(203,018)</b>	<b>3,209,754</b>	<b>458,639</b>	<b>(2,751,115)</b>
<b>Administration/Secretarial</b>						
Total Operating Income	(1,666,350)	0	(1,666,350)	(832,461)	(832,669)	(208)
Total Operating Expenditure	1,942,534	(204,249)	1,738,285	924,811	752,767	(172,044)
<b>Total Administration/Secretarial</b>	<b>276,184</b>	<b>(204,249)</b>	<b>71,935</b>	<b>92,351</b>	<b>(79,902)</b>	<b>(172,253)</b>
<b>Finance</b>						
Total Operating Income	(1,997,265)	(2,000)	(1,999,265)	(1,002,388)	(977,696)	24,692
Total Operating Expenditure	2,202,113	8,007	2,210,120	1,185,902	1,080,697	(105,205)
<b>Total Finance</b>	<b>204,848</b>	<b>6,007</b>	<b>210,855</b>	<b>183,514</b>	<b>103,001</b>	<b>(80,513)</b>
<b>Human Resources</b>						
Total Operating Income	(2,494,072)	(22,986)	(2,517,058)	(1,336,502)	(1,292,178)	44,324
Total Operating Expenditure	2,606,307	(37,280)	2,569,027	1,510,998	1,279,821	(231,177)
Total Discretionary Expenditure	0	0	0	5,844	0	(5,844)
<b>Total Human Resources</b>	<b>112,235</b>	<b>(60,266)</b>	<b>51,969</b>	<b>180,340</b>	<b>(12,357)</b>	<b>(192,697)</b>

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	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
<b>ADMINISTRATION</b>						
<b>Information Technology</b>						
Total Operating Income	(1,690,045)	0	(1,690,045)	(842,898)	(844,412)	(1,514)
Total Operating Expenditure	1,777,160	0	1,777,160	1,156,224	748,496	(407,728)
<b>Total Information Technology</b>	<b>87,115</b>	<b>0</b>	<b>87,115</b>	<b>313,326</b>	<b>(95,916)</b>	<b>(409,242)</b>
<b>Central Supply Services</b>						
Total Operating Income	(325,433)	0	(325,433)	(162,981)	(170,527)	(7,546)
Total Operating Expenditure	338,184	0	338,184	158,050	154,617	(3,433)
<b>Total Central Supply Services</b>	<b>12,751</b>	<b>0</b>	<b>12,751</b>	<b>(4,931)</b>	<b>(15,910)</b>	<b>(10,979)</b>
<b>Customer Service Management</b>						
Total Operating Income	(697,074)	0	(697,074)	(348,540)	(348,540)	0
Total Operating Expenditure	837,785	0	837,785	405,207	419,332	14,125
Total Discretionary Income	0	(68,100)	(68,100)	(68,100)	(68,100)	0
Total Discretionary Expenditure	0	68,100	68,100	57,938	57,000	(938)
<b>Total Customer Service Management</b>	<b>140,711</b>	<b>0</b>	<b>140,711</b>	<b>46,505</b>	<b>59,692</b>	<b>13,187</b>
<b>Works Management</b>						
Total Operating Income	(1,407,817)	0	(1,407,817)	(723,434)	(673,806)	49,628
Total Operating Expenditure	1,511,214	0	1,511,214	752,553	752,238	(315)
<b>Total Works Management</b>	<b>103,397</b>	<b>0</b>	<b>103,397</b>	<b>29,119</b>	<b>78,432</b>	<b>49,313</b>
<b>Civil Infrastructure &amp; Asset Services</b>						
Total Operating Income	(593,166)	0	(593,166)	(296,644)	(296,586)	58
Total Operating Expenditure	620,572	(94,447)	526,125	271,126	217,500	(53,626)
Total Discretionary Expenditure	43,000	0	43,000	2,600	5,169	2,569
<b>Total Civil Infrastructure &amp; Asset Services</b>	<b>70,406</b>	<b>(94,447)</b>	<b>(24,041)</b>	<b>(22,918)</b>	<b>(73,917)</b>	<b>(50,999)</b>
<b>Fleet Management</b>						

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	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
<b>ADMINISTRATION</b>						
<b>Fleet Management</b>						
Total Operating Income	(5,171,313)	0	(5,171,313)	(2,537,920)	(2,400,475)	137,445
Total Operating Expenditure	3,893,728	0	3,893,728	2,584,247	2,272,455	(311,792)
Total Discretionary Income	0	0	0	(160)	0	160
<b>Total Fleet Management</b>	<b>(1,277,585)</b>	<b>0</b>	<b>(1,277,585)</b>	<b>46,168</b>	<b>(128,020)</b>	<b>(174,188)</b>
<b>TOTAL ADMINISTRATION</b>	<b>(269,938)</b>	<b>(352,955)</b>	<b>(622,893)</b>	<b>863,474</b>	<b>(164,897)</b>	<b>(1,028,371)</b>
<b>Fire Protection</b>						
Total Operating Income	(186,630)	0	(186,630)	(100,607)	(123,137)	(22,530)
Total Operating Expenditure	741,024	0	741,024	456,594	359,310	(97,284)
<b>Total Fire Protection</b>	<b>554,394</b>	<b>0</b>	<b>554,394</b>	<b>355,988</b>	<b>236,173</b>	<b>(119,815)</b>
<b>Animal Control</b>						
Total Operating Income	(61,100)	0	(61,100)	(19,263)	(26,162)	(6,899)
Total Operating Expenditure	438,879	0	438,879	198,736	206,450	7,714
<b>Total Animal Control</b>	<b>377,779</b>	<b>0</b>	<b>377,779</b>	<b>179,473</b>	<b>180,288</b>	<b>815</b>
<b>Ranger Services</b>						
Total Operating Income	(244,000)	0	(244,000)	(229,664)	(104,007)	125,657
Total Operating Expenditure	675,252	0	675,252	291,052	285,922	(5,130)
<b>Total Ranger Services</b>	<b>431,252</b>	<b>0</b>	<b>431,252</b>	<b>61,388</b>	<b>181,915</b>	<b>120,527</b>
<b>State Emergency Services</b>						
Total Operating Expenditure	91,370	0	91,370	70,429	28,125	(42,304)
<b>Total State Emergency Services</b>	<b>91,370</b>	<b>0</b>	<b>91,370</b>	<b>70,429</b>	<b>28,125</b>	<b>(42,304)</b>
<b>TOTAL PUBLIC ORDER &amp; SAFETY</b>	<b>1,454,795</b>	<b>0</b>	<b>1,454,795</b>	<b>667,278</b>	<b>626,501</b>	<b>(40,777)</b>
<b>Health Services</b>						
Total Operating Income	(55,900)	0	(55,900)	(42,825)	(9,460)	33,365
Total Operating Expenditure	815,826	(99,000)	716,826	220,888	266,278	45,390

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	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
<b>HEALTH</b>						
<b>Health Services</b>						
Total Discretionary Income	0	(5,661)	(5,661)	(5,661)	(5,661)	0
Total Discretionary Expenditure	12,000	0	12,000	1,077	10,061	8,984
<b>Total Health Services</b>	<b>771,926</b>	<b>(104,661)</b>	<b>667,265</b>	<b>173,479</b>	<b>261,218</b>	<b>87,739</b>
<b>Insect &amp; Vermin Control</b>						
Total Operating Income	(3,500)	0	(3,500)	0	0	0
Total Operating Expenditure	6,275	0	6,275	2,258	1,654	(604)
<b>Total Insect &amp; Vermin Control</b>	<b>2,775</b>	<b>0</b>	<b>2,775</b>	<b>2,258</b>	<b>1,654</b>	<b>(604)</b>
<b>Biosecurity Weeds</b>						
Total Operating Income	(123,000)	0	(123,000)	0	(50,011)	(50,011)
Total Operating Expenditure	382,271	0	382,271	211,712	198,063	(13,649)
Total Discretionary Income	0	(63,453)	(63,453)	(63,453)	(63,453)	0
Total Discretionary Expenditure	0	66,943	66,943	15,262	15,262	0
<b>Total Biosecurity Weeds</b>	<b>259,271</b>	<b>3,490</b>	<b>262,761</b>	<b>163,521</b>	<b>99,861</b>	<b>(63,660)</b>
<b>TOTAL HEALTH</b>	<b>1,033,972</b>	<b>(101,171)</b>	<b>932,801</b>	<b>339,258</b>	<b>362,733</b>	<b>23,475</b>
<b>Community Services Mang'T</b>						
Total Operating Expenditure	496,406	(94,397)	402,009	261,373	158,091	(103,282)
Total Discretionary Income	(1,900)	(8,000)	(9,900)	(24,630)	(8,000)	16,630
Total Discretionary Expenditure	8,800	8,875	17,675	12,979	11,636	(1,343)
<b>Total Community Services Mang'T</b>	<b>503,306</b>	<b>(93,522)</b>	<b>409,784</b>	<b>249,722</b>	<b>161,727</b>	<b>(87,995)</b>
<b>Senior Citizens Centre</b>						
Total Operating Income	(7,620)	0	(7,620)	(8,138)	(4,529)	3,609
Total Operating Expenditure	31,618	0	31,618	17,336	14,610	(2,726)
<b>Total Senior Citizens Centre</b>	<b>23,998</b>	<b>0</b>	<b>23,998</b>	<b>9,199</b>	<b>10,081</b>	<b>882</b>

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	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
<b>COMMUNITY SERVICES &amp; EDUCATION</b>						
<b>Other Community Services</b>						
Total Operating Income	(59,000)	0	(59,000)	(53,082)	(33,087)	19,995
Total Operating Expenditure	210,428	0	210,428	97,728	86,176	(11,552)
Total Discretionary Income	0	0	0	(21,940)	0	21,940
<b>Total Other Community Services</b>	<b>151,428</b>	<b>0</b>	<b>151,428</b>	<b>22,706</b>	<b>53,089</b>	<b>30,383</b>
<b>Education</b>						
Total Operating Expenditure	80,930	0	80,930	40,368	40,368	0
<b>Total Education</b>	<b>80,930</b>	<b>0</b>	<b>80,930</b>	<b>40,368</b>	<b>40,368</b>	<b>0</b>
<b>TOTAL COMMUNITY SERVICES &amp; EDUCATION</b>	<b>759,662</b>	<b>(93,522)</b>	<b>666,140</b>	<b>321,995</b>	<b>265,265</b>	<b>(56,730)</b>
<b>Housing</b>						
Total Operating Income	(106,970)	0	(106,970)	(56,531)	(45,718)	10,813
Total Operating Expenditure	94,054	(14,450)	79,604	46,338	25,007	(21,331)
<b>Total Housing</b>	<b>(12,916)</b>	<b>(14,450)</b>	<b>(27,366)</b>	<b>(10,193)</b>	<b>(20,711)</b>	<b>(10,518)</b>
<b>Strategic Planning</b>						
Total Operating Income	(411,708)	0	(411,708)	(275,574)	(187,772)	87,802
Total Operating Expenditure	3,278,307	(57,048)	3,221,259	1,483,752	1,563,562	79,810
Total Discretionary Income	0	(1,204,891)	(1,204,891)	(1,004,891)	(804,891)	200,000
Total Discretionary Expenditure	112,500	184,561	297,061	83,829	128,049	44,220
<b>Total Strategic Planning</b>	<b>2,979,099</b>	<b>(1,077,378)</b>	<b>1,901,721</b>	<b>287,115</b>	<b>698,948</b>	<b>411,833</b>
<b>Development Approvals</b>						
Total Operating Income	(766,500)	0	(766,500)	(527,760)	(101,582)	426,178
Total Operating Expenditure	2,631,100	0	2,631,100	1,321,344	1,308,042	(13,302)
Total Discretionary Income	0	(25,000)	(25,000)	(25,000)	(25,000)	0
Total Discretionary Expenditure	0	25,000	25,000	0	25,000	25,000

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**AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2023**

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	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
<b>HOUSING &amp; COMMUNITY AMENITIES</b>						
<b>Total Development Approvals</b>	<b>1,864,600</b>	<b>0</b>	<b>1,864,600</b>	<b>768,584</b>	<b>1,206,460</b>	<b>437,876</b>
<b>Street &amp; Gutter Cleaning</b>						
<b>Total Operating Income</b>	<b>(32,480)</b>	<b>0</b>	<b>(32,480)</b>	<b>(17,526)</b>	<b>(13,913)</b>	<b>3,613</b>
<b>Total Operating Expenditure</b>	<b>441,646</b>	<b>0</b>	<b>441,646</b>	<b>197,924</b>	<b>200,850</b>	<b>2,926</b>
<b>Total Street &amp; Gutter Cleaning</b>	<b>409,166</b>	<b>0</b>	<b>409,166</b>	<b>180,398</b>	<b>186,937</b>	<b>6,539</b>
<b>Urban Stormwater Drainage</b>						
<b>Total Operating Income</b>	<b>(241,821)</b>	<b>0</b>	<b>(241,821)</b>	<b>(211,073)</b>	<b>(214,266)</b>	<b>(3,193)</b>
<b>Total Operating Expenditure</b>	<b>1,275,570</b>	<b>216,043</b>	<b>1,491,613</b>	<b>771,677</b>	<b>664,839</b>	<b>(106,838)</b>
<b>Total Discretionary Income</b>	<b>0</b>	<b>(657,575)</b>	<b>(657,575)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Discretionary Expenditure</b>	<b>0</b>	<b>657,575</b>	<b>657,575</b>	<b>663,083</b>	<b>333,576</b>	<b>(329,507)</b>
<b>Total Urban Stormwater Drainage</b>	<b>1,033,749</b>	<b>216,043</b>	<b>1,249,792</b>	<b>1,223,688</b>	<b>784,149</b>	<b>(439,539)</b>
<b>Public Cemeteries</b>						
<b>Total Operating Income</b>	<b>(585,970)</b>	<b>0</b>	<b>(585,970)</b>	<b>(295,542)</b>	<b>(339,634)</b>	<b>(44,092)</b>
<b>Total Operating Expenditure</b>	<b>687,076</b>	<b>0</b>	<b>687,076</b>	<b>360,860</b>	<b>331,531</b>	<b>(29,329)</b>
<b>Total Public Cemeteries</b>	<b>101,106</b>	<b>0</b>	<b>101,106</b>	<b>65,318</b>	<b>(8,103)</b>	<b>(73,421)</b>
<b>Public Conveniences</b>						
<b>Total Operating Expenditure</b>	<b>301,805</b>	<b>0</b>	<b>301,805</b>	<b>146,409</b>	<b>125,180</b>	<b>(21,229)</b>
<b>Total Public Conveniences</b>	<b>301,805</b>	<b>0</b>	<b>301,805</b>	<b>146,409</b>	<b>125,180</b>	<b>(21,229)</b>
<b>Domestic Waste Management</b>						
<b>Total Operating Income</b>	<b>(4,954,437)</b>	<b>(85,000)</b>	<b>(5,039,437)</b>	<b>(4,972,280)</b>	<b>(4,260,427)</b>	<b>711,853</b>
<b>Total Operating Expenditure</b>	<b>2,771,828</b>	<b>0</b>	<b>2,771,828</b>	<b>1,434,479</b>	<b>1,231,071</b>	<b>(203,408)</b>
<b>Total Domestic Waste Management</b>	<b>(2,182,609)</b>	<b>(85,000)</b>	<b>(2,267,609)</b>	<b>(3,537,801)</b>	<b>(3,029,356)</b>	<b>508,445</b>
<b>Other Waste Management</b>						
<b>Total Operating Income</b>	<b>(1,161,368)</b>	<b>(114,177)</b>	<b>(1,275,545)</b>	<b>(1,208,475)</b>	<b>(1,190,869)</b>	<b>17,606</b>
<b>Total Operating Expenditure</b>	<b>1,206,900</b>	<b>0</b>	<b>1,206,900</b>	<b>590,860</b>	<b>582,604</b>	<b>(8,256)</b>

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<b>HOUSING &amp; COMMUNITY AMENITIES</b>						
Total Other Waste Management Waste Processing	45,532	(114,177)	(68,645)	(617,615)	(608,265)	9,350
Total Operating Income	(3,108,000)	0	(3,108,000)	(1,643,330)	(1,435,669)	207,661
Total Operating Expenditure	3,143,556	28,000	3,171,556	1,614,759	1,570,001	(44,758)
Total Waste Processing Waste Management Admin	35,556	28,000	63,556	(28,570)	134,332	162,902
Total Operating Income	(845,004)	(90,000)	(935,004)	(538,843)	(357,445)	181,398
Total Operating Expenditure	1,750,781	14,177	1,764,958	1,156,154	957,630	(198,524)
Total Waste Management Admin Other Sanitation & Garbage	905,777	(75,823)	829,954	617,311	600,185	(17,126)
Total Operating Income	0	0	0	(457)	0	457
Total Operating Expenditure	22,825	0	22,825	2,796	5,837	3,041
Total Other Sanitation & Garbage	22,825	0	22,825	2,339	5,837	3,498
<b>TOTAL HOUSING &amp; COMMUNITY AMENITIES</b>	<b>5,503,690</b>	<b>(1,122,785)</b>	<b>4,380,905</b>	<b>(903,016)</b>	<b>75,593</b>	<b>978,609</b>
Potable Water Supplies						
Total Operating Income	(13,430,706)	(395,000)	(13,825,706)	(3,325,262)	(2,523,780)	801,482
Total Operating Expenditure	11,608,217	0	11,608,217	5,535,465	5,235,690	(299,775)
Total Discretionary Expenditure	66,500	0	66,500	154,364	0	(154,364)
Total Potable Water Supplies Raw Water Supplies	(1,755,989)	(395,000)	(2,150,989)	2,364,567	2,711,910	347,343
Total Operating Income	(286,240)	0	(286,240)	(27,252)	(18,716)	8,536
Total Operating Expenditure	151,972	0	151,972	58,880	52,293	(6,587)
Total Raw Water Supplies Water Private Works	(134,268)	0	(134,268)	31,628	33,577	1,949
Total Operating Income	(1,000)	0	(1,000)	0	0	0

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<b>WATER SUPPLIES</b>						
<b>Water Private Works</b>						
Total Operating Expenditure	811	0	811	0	156	156
<b>Total Water Private Works</b>	(189)	0	(189)	0	156	156
<b>TOTAL WATER SUPPLIES</b>	(1,890,446)	(395,000)	(2,285,446)	2,396,195	2,745,643	349,448
<b>Sewer Supplies</b>						
Total Operating Income	(11,497,294)	(215,000)	(11,712,294)	(4,177,848)	(3,476,824)	701,024
Total Operating Expenditure	9,493,234	16,925	9,510,159	4,900,184	4,778,750	(121,434)
Total Discretionary Expenditure	41,500	0	41,500	138,730	0	(138,730)
<b>Total Sewer Supplies</b>	(1,962,560)	(198,075)	(2,160,635)	861,065	1,301,926	440,861
<b>TOTAL SEWER SERVICES</b>	(1,962,560)	(198,075)	(2,160,635)	861,065	1,301,926	440,861
<b>Library Services</b>						
Total Operating Income	(164,773)	(71,697)	(236,470)	(227,002)	(203,812)	23,190
Total Operating Expenditure	1,361,645	91,857	1,453,502	838,203	835,433	(2,770)
Total Discretionary Income	0	0	0	(3,680)	0	3,680
Total Discretionary Expenditure	0	0	0	1,670	0	(1,670)
<b>Total Library Services</b>	1,196,872	20,160	1,217,032	609,190	631,621	22,431
<b>Pioneer Park Museum</b>						
Total Operating Income	(83,050)	(32,500)	(115,550)	(81,231)	(61,620)	19,611
Total Operating Expenditure	756,399	(59,210)	697,189	315,509	298,189	(17,320)
<b>Total Pioneer Park Museum</b>	673,349	(91,710)	581,639	234,278	236,569	2,291
<b>Griffith Regional Art Gallery</b>						
Total Operating Income	(21,350)	(13,500)	(34,850)	(25,712)	(21,105)	4,607
Total Operating Expenditure	341,240	670	341,910	219,956	165,366	(54,590)
<b>Total Griffith Regional Art Gallery</b>	319,890	(12,830)	307,060	194,244	144,261	(49,983)
<b>Griffith Regional Theatre</b>						

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<b>RECREATION &amp; CULTURE</b>						
<b>Griffith Regional Theatre</b>						
Total Operating Income	(376,000)	(58,000)	(434,000)	(318,241)	(242,368)	75,873
Total Operating Expenditure	1,574,946	116,513	1,691,459	944,712	872,216	(72,496)
Total Discretionary Expenditure	10,000	(6,000)	4,000	3,919	(6,000)	(9,919)
<b>Total Griffith Regional Theatre</b>	<b>1,208,946</b>	<b>52,513</b>	<b>1,261,459</b>	<b>630,389</b>	<b>623,848</b>	<b>(6,541)</b>
<b>Aquatic Facilities</b>						
Total Operating Income	(1,477,200)	0	(1,477,200)	(873,176)	(697,720)	175,456
Total Operating Expenditure	3,379,121	110,000	3,489,121	1,792,454	1,669,679	(122,775)
<b>Total Aquatic Facilities</b>	<b>1,901,921</b>	<b>110,000</b>	<b>2,011,921</b>	<b>919,278</b>	<b>971,959</b>	<b>52,681</b>
<b>Sporting Grounds</b>						
Total Operating Income	(32,000)	0	(32,000)	(20,674)	(7,246)	13,428
Total Operating Expenditure	1,098,098	0	1,098,098	533,050	455,021	(78,029)
<b>Total Sporting Grounds</b>	<b>1,066,098</b>	<b>0</b>	<b>1,066,098</b>	<b>512,377</b>	<b>447,775</b>	<b>(64,602)</b>
<b>Passive Recreation</b>						
Total Operating Income	(39,633)	0	(39,633)	(21,415)	(18,549)	2,866
Total Operating Expenditure	4,592,959	0	4,592,959	2,304,381	2,092,494	(211,887)
Total Discretionary Income	0	0	0	(55,000)	0	55,000
Total Discretionary Expenditure	0	6,500	6,500	0	0	0
<b>Total Passive Recreation</b>	<b>4,553,326</b>	<b>6,500</b>	<b>4,559,826</b>	<b>2,227,966</b>	<b>2,073,945</b>	<b>(154,021)</b>
<b>Sports Stadium</b>						
Total Operating Income	(219,500)	(27,500)	(247,000)	(117,934)	(88,550)	29,384
Total Operating Expenditure	1,090,698	87,500	1,178,198	624,460	572,767	(51,693)
<b>Total Sports Stadium</b>	<b>871,198</b>	<b>60,000</b>	<b>931,198</b>	<b>506,526</b>	<b>484,217</b>	<b>(22,309)</b>
<b>Sporting Bodies Subsidies</b>						

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<b>RECREATION &amp; CULTURE</b>						
<b>Sporting Bodies Subsidies</b>						
Total Operating Expenditure	55,820	1,924	57,744	56,184	55,343	(841)
<b>Total Sporting Bodies Subsidies</b>	<b>55,820</b>	<b>1,924</b>	<b>57,744</b>	<b>56,184</b>	<b>55,343</b>	<b>(841)</b>
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>11,847,420</b>	<b>146,557</b>	<b>11,993,977</b>	<b>5,890,432</b>	<b>5,669,538</b>	<b>(220,894)</b>
<b>Quarry</b>						
Total Operating Income	(50,000)	0	(50,000)	0	(19,709)	(19,709)
Total Operating Expenditure	5,480	0	5,480	495	915	420
<b>Total Quarry</b>	<b>(44,520)</b>	<b>0</b>	<b>(44,520)</b>	<b>495</b>	<b>(18,794)</b>	<b>(19,289)</b>
<b>TOTAL MINING / MANUFACTURING &amp; CONSTRUCTION</b>	<b>(44,520)</b>	<b>0</b>	<b>(44,520)</b>	<b>495</b>	<b>(18,794)</b>	<b>(19,289)</b>
<b>Roads &amp; Bridges</b>						
Total Operating Income	(1,650,044)	97,000	(1,553,044)	(263,356)	(400,500)	(137,144)
Total Operating Expenditure	9,578,385	(62,000)	9,516,385	4,602,261	4,769,879	167,618
Total Discretionary Income	0	(1,550,355)	(1,550,355)	(1,550,355)	(1,550,355)	0
Total Discretionary Expenditure	80,000	1,550,356	1,630,356	1,441,202	1,819,805	378,603
<b>Total Roads &amp; Bridges</b>	<b>8,008,341</b>	<b>35,001</b>	<b>8,043,342</b>	<b>4,229,752</b>	<b>4,638,829</b>	<b>409,077</b>
<b>Street Lighting</b>						
Total Operating Income	(132,303)	0	(132,303)	0	(414)	(414)
Total Operating Expenditure	596,096	0	596,096	301,905	249,598	(52,307)
<b>Total Street Lighting</b>	<b>463,793</b>	<b>0</b>	<b>463,793</b>	<b>301,905</b>	<b>249,184</b>	<b>(52,721)</b>
<b>Footpaths &amp; Cycleways</b>						
Total Operating Income	(814)	0	(814)	0	(259)	(259)
Total Operating Expenditure	427,056	0	427,056	176,513	190,503	13,990
Total Discretionary Income	0	0	0	(10,320)	0	10,320
<b>Total Footpaths &amp; Cycleways</b>	<b>426,242</b>	<b>0</b>	<b>426,242</b>	<b>166,193</b>	<b>190,244</b>	<b>24,051</b>
<b>Griffith Airport</b>						

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<b>TRANSPORT &amp; COMMUNICATION</b>						
<b>Griffith Airport</b>						
Total Operating Income	(744,720)	0	(744,720)	(556,208)	(337,927)	218,281
Total Operating Expenditure	935,497	0	935,497	532,845	462,889	(69,956)
Total Discretionary Expenditure	6,000	0	6,000	0	2,409	2,409
<b>Total Griffith Airport</b>	<b>196,777</b>	<b>0</b>	<b>196,777</b>	<b>(23,363)</b>	<b>127,371</b>	<b>150,734</b>
<b>Parking Areas</b>						
Total Operating Expenditure	81,033	10,000	91,033	44,500	54,954	10,454
Total Discretionary Income	0	0	0	(37,744)	0	37,744
<b>Total Parking Areas</b>	<b>81,033</b>	<b>10,000</b>	<b>91,033</b>	<b>6,756</b>	<b>54,954</b>	<b>48,198</b>
<b>Bus Shelters &amp; Sheds</b>						
Total Operating Expenditure	6,425	25,000	31,425	22,329	27,799	5,470
<b>Total Bus Shelters &amp; Sheds</b>	<b>6,425</b>	<b>25,000</b>	<b>31,425</b>	<b>22,329</b>	<b>27,799</b>	<b>5,470</b>
<b>TfNSW</b>						
Total Operating Income	(950,000)	0	(950,000)	38,420	(21,340)	(59,760)
Total Operating Expenditure	1,068,587	0	1,068,587	557,044	498,923	(58,121)
<b>Total TfNSW</b>	<b>118,587</b>	<b>0</b>	<b>118,587</b>	<b>595,464</b>	<b>477,583</b>	<b>(117,881)</b>
<b>TOTAL TRANSPORT &amp; COMMUNICATION</b>	<b>9,301,198</b>	<b>70,001</b>	<b>9,371,199</b>	<b>5,299,036</b>	<b>5,765,964</b>	<b>466,928</b>
<b>Visitors Centre</b>						
Total Operating Income	(71,600)	(20,000)	(91,600)	(69,187)	(68,895)	292
Total Operating Expenditure	939,662	(18,496)	921,166	449,401	409,412	(39,989)
Total Discretionary Income	0	0	0	(682)	0	682
Total Discretionary Expenditure	100,000	(19,300)	80,700	700	(18,050)	(18,750)
<b>Total Visitors Centre</b>	<b>968,062</b>	<b>(57,796)</b>	<b>910,266</b>	<b>380,232</b>	<b>322,467</b>	<b>(57,765)</b>
<b>Events Co- Ordinator</b>						

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<b>ECONOMIC AFFAIRS</b>						
<b>Events Co- Ordinator</b>						
Total Operating Income	(64,500)	0	(64,500)	(76,859)	(25,960)	50,899
Total Operating Expenditure	537,626	0	537,626	254,518	114,901	(139,617)
Total Discretionary Income	0	0	0	(30,000)	0	30,000
Total Discretionary Expenditure	0	0	0	28,578	0	(28,578)
<b>Total Events Co- Ordinator</b>	<b>473,126</b>	<b>0</b>	<b>473,126</b>	<b>176,237</b>	<b>88,941</b>	<b>(87,296)</b>
<b>Economic Development</b>						
Total Operating Income	(2,000)	0	(2,000)	(2,500)	(1,091)	1,409
Total Operating Expenditure	279,876	0	279,876	122,307	166,540	44,233
Total Discretionary Income	(7,000)	0	(7,000)	(51,330)	(3,850)	47,480
Total Discretionary Expenditure	15,000	0	15,000	14,624	3,129	(11,495)
<b>Total Economic Development</b>	<b>285,876</b>	<b>0</b>	<b>285,876</b>	<b>83,101</b>	<b>164,728</b>	<b>81,627</b>
<b>Land Development</b>						
Total Operating Expenditure	29,728	0	29,728	27,429	27,815	386
<b>Total Land Development</b>	<b>29,728</b>	<b>0</b>	<b>29,728</b>	<b>27,429</b>	<b>27,815</b>	<b>386</b>
<b>Griffith Livestock Mk Centre</b>						
Total Operating Income	(458,750)	0	(458,750)	(228,093)	(231,014)	(2,921)
Total Operating Expenditure	630,229	0	630,229	343,910	290,446	(53,464)
<b>Total Griffith Livestock Mk Centre</b>	<b>171,479</b>	<b>0</b>	<b>171,479</b>	<b>115,817</b>	<b>59,432</b>	<b>(56,385)</b>
<b>Unclassified Services</b>						
Total Operating Income	(90,000)	0	(90,000)	(42,356)	(40,249)	2,107
Total Operating Expenditure	30,850	0	30,850	25,620	17,566	(8,054)
<b>Total Unclassified Services</b>	<b>(59,150)</b>	<b>0</b>	<b>(59,150)</b>	<b>(16,736)</b>	<b>(22,683)</b>	<b>(5,947)</b>
<b>TOTAL ECONOMIC AFFAIRS</b>	<b>1,869,121</b>	<b>(57,796)</b>	<b>1,811,325</b>	<b>766,081</b>	<b>640,700</b>	<b>(125,381)</b>

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<b>GENERAL PURPOSE REVENUES</b>						
<b>Rates and Charges</b>						
Total Operating Income	(19,384,109)	(25,000)	(19,409,109)	(19,584,173)	(17,956,561)	1,627,612
<b>Total Rates and Charges</b>	<b>(19,384,109)</b>	<b>(25,000)</b>	<b>(19,409,109)</b>	<b>(19,584,173)</b>	<b>(17,956,561)</b>	<b>1,627,612</b>
<b>General Purpose Grants</b>						
Total Operating Income	(7,772,464)	0	(7,772,464)	(992,811)	(1,761,162)	(768,351)
<b>Total General Purpose Grants</b>	<b>(7,772,464)</b>	<b>0</b>	<b>(7,772,464)</b>	<b>(992,811)</b>	<b>(1,761,162)</b>	<b>(768,351)</b>
<b>TOTAL GENERAL PURPOSE REVENUES</b>	<b>(27,156,573)</b>	<b>(25,000)</b>	<b>(27,181,573)</b>	<b>(20,576,984)</b>	<b>(19,717,723)</b>	<b>859,261</b>
<b>GRAND TOTAL</b>	<b>(87,937)</b>	<b>(1,799,006)</b>	<b>(1,886,943)</b>	<b>(864,937)</b>	<b>(1,988,912)</b>	<b>(1,123,975)</b>

(d) Capital, Cash and Investments Budget Review Statement at 31 December 2023

	Ord. Services Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Waste Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Water Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Sewer Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Consol. Fund Original Budget	Consol. Fund Reviews/ Supp to 30/06/24	Consol. Fund Revised	Actual YTD
Operating Revenue	41,962,419	3,557,731	(67,454)		45,452,697	8,346,076	114,177	175,000		8,635,253	13,019,358		395,000		13,414,358	11,025,965		215,000		11,240,965	74,353,818	4,389,454	78,743,272	42,303,302
(Operating Expenditure)	(46,900,406)	(2,416,427)	(114,919)		(49,431,753)	(7,173,158)	(14,177)	(28,000)		(7,215,335)	(11,128,911)				(11,128,911)	(9,063,405)	(16,925)			(9,080,330)	(74,265,880)	(2,590,448)	(76,856,328)	(41,438,364)
Operating Surplus/(Deficit) before Capital Movements	(4,937,987)	1,141,304	(182,373)		(3,979,056)	1,172,918	100,000	147,000		1,419,918	1,890,447		395,000		2,285,447	1,962,560	(16,925)	215,000		2,160,635	87,938	1,799,006	1,886,944	864,937
Grants & Contributions Provided for Capital Purposes	4,422,800	13,434,740	1,926,541		19,784,082						434,750	25,628			460,378	334,650				334,650	5,192,200	15,386,910	20,579,110	9,425,796
Net Gain/(Loss) on Disposal of Assets																								
Abnormal Items																								
Extraordinary Items																								
Increase/(Decrease) in Net Assets																								
Resulting from Operations	(515,187)	14,576,044	1,744,168		15,805,025	1,172,918	100,000	147,000		1,419,918	2,325,197	25,628	395,000		2,745,825	2,297,210	(16,925)	215,000		2,495,285	5,280,138	17,185,916	22,466,054	10,290,733
Plus Non Cash Items:																								
Depreciation	10,549,510				10,549,510	993,730				993,730	2,462,430				2,462,430	2,410,803				2,410,803	16,416,473		16,416,473	9,024,944
Increase in Provision for Doubtful Debts																								
(Profit)/Loss on Disposal of Assets																								
Movements in Operating Assets & Liabilities:																								
Net Cash Flow from Operating Activities	10,034,323	14,576,044	1,744,168		26,354,535	2,166,648	100,000	147,000		2,413,648	4,787,627	25,628	395,000		5,208,255	4,708,013	(16,925)	215,000		4,906,088	21,696,611	17,185,916	38,882,527	19,315,677
Cash Flows from Financing Activities:																								
Proceeds from Borrowings & Advances																								
(Principal Repayments of Borrowings)	(1,753,275)				(1,753,275)						(31,860)				(31,860)	(1,353,956)				(1,353,956)	(3,139,091)		(3,139,091)	31,611,045
Advances Made To Deferred Debtors																								
Principal Repayments on Deferred Debtors																								
Other Financing Activity Payments-Capitalised Interest																								
Net Cash Flows from Financing Activities	(1,753,275)				(1,753,275)						(31,860)				(31,860)	(1,353,956)				(1,353,956)	(3,139,091)		(3,139,091)	31,611,045
Cash Flows from Investing Activities:																								
Decrease/(Increase) in Non Current Receivables																								
Proceeds from Sale of Property, Plant & Equipment	656,100		102,173		758,273	180,000				180,000	122,500				122,500	22,000				22,000	980,600	102,173	1,082,773	466,209
(Purchase of Property, Plant & Equipment)	(11,142,248)	(17,497,734)	(1,852,835)		(30,492,817)	(1,820,000)	(1,960,029)	179,776		(3,600,253)	(2,700,801)	(2,224,357)	6,160		(4,918,999)	(1,594,249)	(481,100)	3,338		(2,072,010)	(17,257,298)	(23,826,781)	(41,084,079)	(13,189,198)
(Interest on Borrowings Allocated to Capital Works)																								
Proceeds from Sale of Real Estate																								
(Purchase/Development Real Estate)																								
(Other Payments)																								
Net Cash Flow from Investing Activities	(10,486,148)	(17,497,734)	(1,750,662)		(29,734,544)	(1,640,000)	(1,960,029)	179,776		(3,420,253)	(2,578,301)	(2,224,357)	6,160		(4,796,499)	(1,572,249)	(481,100)	3,338		(2,050,010)	(16,276,698)	(23,724,608)	(40,001,306)	(12,722,989)
Net Increase/(Decrease) in Cash	(2,205,100)	(2,921,689)	(6,494)		(5,133,283)	526,648	(1,860,029)	326,776		(1,006,604)	2,177,466	(2,198,729)	401,160		379,897	1,781,808	(498,025)	218,338		1,502,122	2,280,822	(6,538,692)	(4,257,870)	38,203,733
Cash at Beginning of Period	16,665,621				16,665,621	4,512,000				4,512,000	31,126,530				31,126,530	20,236,000				20,236,000	72,540,151		72,540,151	70,365,082
Cash at End of Period	14,460,521	(2,921,689)	(6,494)		11,532,338	5,038,648	(1,860,029)	326,776		3,505,396	33,303,996	(2,198,729)	401,160		31,506,427	22,017,808	(498,025)	218,338		21,738,122	74,820,973	(6,538,692)	68,282,282	

EXTERNALLY RESTRICTED CASH	Ord. Services Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Waste Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Water Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Sewer Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Consol. Fund Original Budget	Consol. Fund Reviews/ Supp to 30/06/24	Consol. Fund Revised
For the Financial Year Ended 30th June 2024																							
Included in Liabilities:																							
Unexpended Loans	558,000	(558,000)																			558,000	(558,000)	
Included in Revenue:																							
Developer Contributions	5,769,000	1,218,400		(364,000)	6,623,400																5,769,000	1,218,400	6,623,400
Specific Purpose Unexpended Grants & Contributions	(0)				(0)																(0)		(0)
Required by Legislation:																							
Waste Services						5,038,648	(1,860,029)	326,776		3,505,396										5,038,648	(1,533,253)	3,505,396	
Water											33,303,996	(2,198,729)	401,160		31,506,427					33,303,996	(1,797,569)	31,506,427	
Sewerage																22,017,808	(498,025)	218,338		22,017,808	22,017,808	(279,686)	21,738,122
	14,460,521	660,400		(364,000)	6,623,400	5,038,648	(1,860,029)	326,776		3,505,396	33,303,996	(2,198,729)	401,160		31,506,427	22,017,808	(498,025)	218,338		21,738,122	66,687,452	(2,950,108)	63,737,344
CASH BALANCE AFTER FUNDING EXTERNAL RESTRICTIONS																							
At end of Period:		(3,582,089)	(6,494)	364,000	4,908,938																	(3,224,583)	4,908,938
INTERNALLY RESTRICTED CASH	Ord. Services Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Waste Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Water Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Sewer Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Consol. Fund Original Budget	Consol. Fund Reviews/ Supp to 30/06/24	Consol. Fund Revised
For the Financial Year Ended 30th June 2024																							
Employee Leave Entitlements Reserve	2,231,000				2,231,000																2,231,000		2,td



**(e) Budget Review Contracts at 31 December 2023**

Contractor	Contract Detail & Purpose	Contract Value (Ex GST)	Awarded Date	Commencement Date	Duration of Contract	Budgeted (Y/N)
Ray's Machinery Painting Pty Ltd Trading	9ML Reservoir External Recoating and Engineering Works	987,715	5/12/2023	3/04/2024	30/06/2024	Y
Greenwich Build Pty Ltd	Design Construct Amenities Building Hanwood Sport Oval	1,322,821	22/08/2023	16/10/2023	17/05/2024	Y
Youth Services Australia	Design & Construction of Mountain Bike Track Griffith	300,000	10/10/2023	27/11/2023	Feb. 2024	Y
Boots Civil Pty Ltd	03-23/24 - Construction of Drainage Channel Stage 3 - Citrus Rd	311,652	13/12/2023	15/01/2024	12 weeks	Y

(f) Budget Review Consultancy, Legal and Vandalism Expenses at 31 December 2023

GL Number	Consultancy Expenses	Expenditure YTD (\$)	Budgeted (Y/N)
012318.0111	Investment Advice-Consultants Fees	47,905.00	Y
012403.0111	Work Health & Safety (WHS) Expenses	22,600.00	Y
014194.0111	Council Staff Health & Well Being Audit-Consultants Fees	78,050.00	Y
014513.0111	Consultancy Network-Consultants Fees	4,000.00	Y
014602.0111	Asset Valuations-Consultants Fees	2,600.00	Y
022404.0111	Ranger Services-Consultants Fees	196,907.70	Y
032112.0111	Health Services - Consultants Fees	9,565.12	Y
054110.0111	Plans Of Management-Council Crown Land-Consultants Fees	7,333.80	Y
054211.0111	Health Precinct Master Plan-Consultants Fees	1,216.00	Y
072100.0111	Development Assessment Salaries & Wages-Consultants Fees	199,132.17	Y
072130.0111	Building Certification Salaries & Wages-Consultants Fees	143,188.44	Y
152337.0111	Waste Management Expenses - Consultants Fees	90,346.73	Y
<b>Total</b>		<b>802,844.96</b>	

GL Number	Legal Expenses	Expenditure YTD (\$)	Budgeted (Y/N)
012107.0057	Governance Working Expenses-Legal Expenses	14,315.70	Y
012312.0057	Accounts Receivable Debt Recovery Expense-Legal Expenses	2,218.74	Y
012404.0057	Union-Industrial Relations Expenses-Legal Expenses	62,678.61	Y
022203.0057	Dog Control & Impounding Operating Expenses-Legal Expenses	140.92	Y
022407.0057	Compliance Fines-Legal Expenses	166.37	Y
022409.0057	Parking Fines Expenses-Legal Expenses	28,664.57	Y
112001.0057	Rates Debt Recovery Expense-Legal Fees	36,759.20	Y
82826.0057	Aerodrome Legal Expenses Legal Fees Legal	3,221.25	Y
142137.0057	Legal Expenses-Miscellaneous (Water Fund)-Legal Expenses	14,978.00	Y
<b>Total</b>		<b>163,143.36</b>	

Work Order Number	Vandalism & Graffiti Expenses	Expenditure YTD (\$)	Budgeted (Y/N)
4175	Apex Park	54.56	Y
4153	Chandler Park	111.15	Y
4184	City Park	1,898.78	Y
4154	Circle Park	90.79	Y
4155	Community Gardens	2,433.31	Y
6223	Community Stage	21.71	Y
5941	Enticknap Park	55.58	Y
4163	Memorial Park Griffith	553.26	Y
4164	Memorial Park Yenda	78.36	Y
4181	Ted Scobie Oval	2,577.10	Y
4188	Wood Park	54.56	Y
4150	Other Parks & Gardens	948.65	Y
<b>Total</b>		<b>8,877.81</b>	

**(g) Budget Review Councillor Expenses at 31 December 2023****Councillor Expenses Not Attributed To Individual Councillors**

Job Number	Description	July - Sept	Oct - Dec	Current YTD
012129.0092.350	Council Meeting Expense	\$3,308.75	\$0.00	\$6,881.17
012130.0092.350	Council Civic Reception	\$4,454.55	\$0.00	\$4,454.55
	<b>Total</b>	<b>\$7,763.30</b>	<b>\$0.00</b>	<b>\$11,335.72</b>

## (g) Budget Review Councillor Expenses at 31 December 2023

**Combined Councillor Work Order Totals**

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$893.53	\$4,209.32	\$5,102.85
	8101	Travel-Griffith LGA Conferences/Seminars	\$43.78	\$0.00	\$43.78
	8102	Travel-Griffith LGA Training	\$0.00	\$25.02	\$25.02
	8103	Travel-NSW Conferences/Seminars	\$1,169.66	\$879.33	\$2,048.99
	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$891.85	\$891.85
	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
	8112	Accommodation-NSW Conferences/Seminars	\$740.01	\$1,461.26	\$2,201.27
	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$768.18	\$768.18
	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$631.70	\$60.00	\$691.70
	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$4,205.74	\$4,205.74
	8123	Registration Fee-NSW LGA Training	\$0.00	\$420.00	\$420.00
	8124	Registration Fee-Interstate Conferences/Seminars	\$1,636.36	\$0.00	\$1,636.36
	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
	8130	ICT Phone & Data Pack Running Expense	\$761.64	\$507.76	\$1,269.40
	8131	ICT Hardware Purchases	\$0.00	\$119.98	\$119.98
	8134	Spouse Expenses	\$252.68	\$0.00	\$252.68
	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
	<b>Sub Total</b>		<b>\$6,129.36</b>	<b>\$13,548.44</b>	<b>\$19,677.80</b>
014110.0013.350	Mayoral Car		\$4,838.40	\$4,838.40	\$9,676.80
	<b>Total</b>		<b>\$10,967.76</b>	<b>\$18,386.84</b>	<b>\$29,354.60</b>

## (g) Budget Review Councillor Expenses at 31 December 2023

## Break Up of Councillor Work Orders

## Cr Croce

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5751	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$44.04	\$40.56	\$84.60
5751	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5751	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5751	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5751	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5751	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5751	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5751	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5751	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5751	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5751	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8130	ICT Phone & Data Pack Running Expense	\$59.61	\$39.74	\$99.35
5751	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5751	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5751	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>			<b>\$103.65</b>	<b>\$80.30</b>	<b>\$183.95</b>

## (g) Budget Review Councillor Expenses at 31 December 2023

**Mayor Curran (Mayor)**

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5752	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$0.00	\$90.00	\$90.00
5752	8101	Travel-Griffith LGA Conferences/Seminars	\$21.89	\$0.00	\$21.89
5752	8102	Travel-Griffith LGA Training	\$0.00	\$20.77	\$20.77
5752	8103	Travel-NSW Conferences/Seminars	\$521.02	\$841.66	\$1,362.68
5752	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5752	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5752	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5752	8112	Accommodation-NSW Conferences/Seminars	\$155.46	\$674.87	\$830.33
5752	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5752	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5752	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$126.34	\$60.00	\$186.34
5752	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5752	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$1,278.28	\$1,278.28
5752	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5752	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5752	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8130	ICT Phone & Data Pack Running Expense	\$113.28	\$75.52	\$188.80
5752	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5752	8134	Spouse Expense	\$126.34	\$0.00	\$126.34
5752	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Sub Total			\$1,064.33	\$3,041.10	\$4,105.43
014110.0013.350	Mayoral Car		\$4,838.40	\$4,838.40	\$9,677
Total			\$1,064.33	\$7,879.50	\$13,782.23

## (g) Budget Review Councillor Expenses at 31 December 2023

## Cr Napoli

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5756	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$326.12	\$154.85	\$480.97
5756	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5756	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5756	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5756	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5756	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5756	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5756	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5756	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$1,358.27	\$1,358.27
5756	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5756	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5756	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8130	ICT Phone & Data Pack Running Expense	\$59.61	\$39.74	\$99.35
5756	8131	ICT Hardware Purchases	\$0.00	\$119.98	\$119.98
5756	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5756	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>			<b>\$385.73</b>	<b>\$1,672.84</b>	<b>\$2,058.57</b>



## (g) Budget Review Councillor Expenses at 31 December 2023

**Cr Stead**

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5760	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$90.72	\$90.72	\$181.44
5760	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5760	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5760	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5760	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5760	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5760	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5760	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$126.34	\$0.00	\$126.34
5760	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5760	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$72.73	\$72.73
5760	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5760	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5760	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8130	ICT Phone & Data Pack Running Expense	\$59.61	\$39.74	\$99.35
5760	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5760	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5760	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>			<b>\$276.67</b>	<b>\$203.19</b>	<b>\$479.86</b>

## (g) Budget Review Councillor Expenses at 31 December 2023

**Cr Zappacosta**

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5761	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$0.00	\$28.50	\$28.50
5761	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5761	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5761	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5761	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5761	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5761	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5761	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5761	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5761	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5761	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8130	ICT Phone & Data Pack Running Expense	\$52.26	\$34.84	\$87.10
5761	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5761	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5761	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>			<b>\$52.26</b>	<b>\$63.34</b>	<b>\$115.60</b>

## (g) Budget Review Councillor Expenses at 31 December 2023

**Cr Andreazza**

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5762	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$380.00	\$114.00	\$494.00
5762	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5762	8103	Travel-NSW Conferences/Seminars	\$648.64	\$0.00	\$648.64
5762	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5762	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$333.30	\$333.30
5762	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5762	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5762	8112	Accommodation-NSW Conferences/Seminars	\$584.55	\$0.00	\$584.55
5762	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5762	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$768.18	\$768.18
5762	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5762	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$126.34	\$0.00	\$126.34
5762	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5762	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5762	8124	Registration Fee-Interstate Conferences/Seminars	\$750.00	\$0.00	\$750.00
5762	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5762	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8130	ICT Phone & Data Pack Running Expense	\$59.61	\$39.74	\$99.35
5762	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5762	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5762	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>			<b>\$2,549.14</b>	<b>\$1,255.22</b>	<b>\$3,804.36</b>

## (g) Budget Review Councillor Expenses at 31 December 2023

**Cr Blumer**

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5763	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$0.00	\$1,758.33	\$1,758.33
5763	8101	Travel-Griffith LGA Conferences/Seminars	\$21.89	\$0.00	\$21.89
5763	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5763	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5763	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5763	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5763	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5763	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5763	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5763	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5763	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5763	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5763	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5763	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5763	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5763	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5763	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5763	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$72.73	\$72.73
5763	8123	Registration Fee-NSW LGA Training	\$0.00	\$420.00	\$420.00
5763	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5763	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5763	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5763	8130	ICT Phone & Data Pack Running Expense	\$59.61	\$39.74	\$99.35
5763	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5763	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5763	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>			<b>\$81.50</b>	<b>\$2,290.80</b>	<b>\$2,372.30</b>

## (g) Budget Review Councillor Expenses at 31 December 2023

**Cr Ellis**

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5764	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$0.00	\$0.00	\$0.00
5764	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5764	8102	Travel-Griffith LGA Training	\$0.00	\$4.25	\$4.25
5764	8103	Travel-NSW Conferences/Seminars	\$0.00	\$17.83	\$17.83
5764	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5764	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5764	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5764	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5764	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5764	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5764	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$484.46	\$484.46
5764	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5764	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5764	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5764	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5764	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$126.34	\$0.00	\$126.34
5764	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5764	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$72.73	\$72.73
5764	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5764	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5764	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5764	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5764	8130	ICT Phone & Data Pack Running Expense	\$59.61	\$39.74	\$99.35
5764	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5764	8134	Spouse Expense	\$126.34	\$0.00	\$126.34
5764	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>			<b>\$312.29</b>	<b>\$619.01</b>	<b>\$931.30</b>

## (g) Budget Review Councillor Expenses at 31 December 2023

## Cr Lally

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5765	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$0.00	\$1,758.33	\$1,758.33
5765	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5765	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5765	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5765	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5765	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5765	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5765	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5765	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5765	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5765	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5765	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5765	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5765	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5765	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5765	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$126.34	\$0.00	\$126.34
5765	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5765	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5765	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5765	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5765	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5765	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5765	8130	ICT Phone & Data Pack Running Expense	\$59.61	\$39.74	\$99.35
5765	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5765	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5765	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>			<b>\$185.95</b>	<b>\$1,798.07</b>	<b>\$1,984.02</b>

## (g) Budget Review Councillor Expenses at 31 December 2023

**Cr Marin**

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5766	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$36.45	\$53.55	\$90.00
5766	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5766	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5766	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5766	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5766	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5766	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5766	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5766	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5766	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5766	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5766	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5766	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5766	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5766	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5766	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5766	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5766	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$72.73	\$72.73
5766	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5766	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5766	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5766	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5766	8130	ICT Phone & Data Pack Running Expense	\$59.61	\$39.74	\$99.35
5766	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5766	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5766	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>			<b>\$96.06</b>	<b>\$166.02</b>	<b>\$262.08</b>



## (g) Budget Review Councillor Expenses at 31 December 2023

**Cr Sutton**

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5767	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$16.20	\$120.48	\$136.68
5767	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5767	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5767	8103	Travel-NSW Conferences/Seminars	\$0.00	\$19.84	\$19.84
5767	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5767	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$558.55	\$558.55
5767	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5767	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5767	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5767	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5767	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$301.93	\$301.93
5767	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5767	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5767	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5767	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5767	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5767	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5767	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$1,278.27	\$1,278.27
5767	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5767	8124	Registration Fee-Interstate Conferences/Seminars	\$886.36	\$0.00	\$886.36
5767	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5767	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5767	8130	ICT Phone & Data Pack Running Expense	\$59.61	\$39.74	\$99.35
5767	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5767	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5767	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>			<b>\$962.17</b>	<b>\$2,318.81</b>	<b>\$3,280.98</b>

## (g) Budget Review Councillor Expenses at 31 December 2023

**Cr Testoni**

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5768	8100	Travel-GENERAL ( <b>Not</b> for Training/Conferences/Seminars)	\$0.00	\$0.00	\$0.00
5768	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5768	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5768	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5768	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5768	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5768	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5768	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5768	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5768	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5768	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5768	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5768	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5768	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5768	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5768	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5768	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5768	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5768	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5768	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5768	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5768	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5768	8130	ICT Phone & Data Pack Running Expense	\$59.61	\$39.74	\$99.35
5768	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5768	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5768	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>			<b>\$59.61</b>	<b>\$39.74</b>	<b>\$99.35</b>
<b>Total-Including Combined Councillor Work Order Totals</b>			<b>\$18,731.06</b>	<b>\$21,959.26</b>	<b>\$40,690.32</b>



Quarterly Review Report  
Delivery Program & Operational Plan Actions  
Q2, 2023/2024

## Leadership

### An engaged and informed community

Provide clear, accessible, relevant information

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Communicate with the community.	1.1.1.1	Ensure regular communication provided through adopted measures.	Integrated Planning & Reporting Coordinator	Number of Community Opinion Group (COGs). Number of Media Releases. Number of Social Media engagements and followers - Facebook and Instagram. Minimum of 10 Community Catch-ups.	Number of Community Opinion Group (COGs) - 1 at Yenda. Number of Media Releases - 59. Facebook - 10,208 followers and Instagram - 1500 followers. Council Catch-Ups - 12.
Provide interactive websites for all Council facilities.	1.1.2.1	Regularly review and modify website design, functionality and content.	Integrated Planning & Reporting Coordinator	Analysis of website traffic and number of 'hits' received. Investigate and implement new CMS (Content Management System) across Council/facilities.	New websites across all facilities will be implemented in 2024 due to the current site being deactivated. A new provider has been secured and implementation will commence in the new year. Functionality is a high priority.
Provide customer service.	1.1.3.1	Deliver efficient customer service.	Customer Service Coordinator	80% of telephone calls answered within 20 seconds. Telephone calls resolved by customer	Customer Service received 5,844 calls for Oct-Dec 2023 quarter. Almost 90% of calls were answered within service level times. Customer Service managed

## Quarterly Review | 2023-24

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				service operator.	to satisfactorily answer over 75% of calls with clear information, without transferring to another department. Top 5 category of calls were about Development and Building (16%) followed by Compliance (Animals, Parking and Building), Rates & Water, Waste, and Water & Sewerage.

Actively engage with and seek direction from our community and stakeholders.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Inform community of Council decisions.	1.2.1.1	Council and Committee Agendas and Minutes prepared and made publicly available within agreed timeframes.	Governance Manager	Council and Committee Minutes uploaded to Council website. Livestream Council Meetings.	Council and Committee Agendas and Minutes uploaded to the Council website within agreed timeframes. Council meetings livestreamed. Media releases prepared to advise members of the public of Council decisions as required. Council decisions conveyed to staff through CRM system for responsible officers and through staff newsletter.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Provide opportunities for the community to interact with Council and staff.	1.2.2.1	Maintain an active social media presence; provide workshops, forums, interactive meetings and community engagement sessions in accordance with the Community Engagement Strategy.	Integrated Planning & Reporting Coordinator	Number of community engagement sessions per quarter. Number of Catch Ups distributed per quarter. Number of Media Releases per quarter. Number of community workshops held (e.g., Budget Workshop)	Council continues to keep the community updated through social media along with several other mediums. Council Cafes - 2 Media Releases - 59 Council Catchups - 12 Facebook reach - 101,022 Instagram reach - 8,120
	1.2.2.2	Community Opinion Group (COG) members consulted on key projects and issues impacting the community.	Integrated Planning & Reporting Coordinator	Minimum of 3 communications to COG per quarter. Number of COG Meetings held.	A Community Opinion Group (COG) Meeting was held on 1 November 2023 - Yenda Diggers Club. The agenda for this meeting included an update on the Special Rate Variation (SRV) process.
	1.2.2.3	Provide Committees to enable community input to Council services and facilities.	Director - Economic and Organisational Development	Number of Committee Members.	Progressing to Committee Meeting schedules.
Provide a robust Council Committee structure.	1.2.3.1	Administration of Council Committees in accordance with Terms of Reference.	Governance Manager	Number of Committee Meetings held.	12 Committee Meetings held this quarter.
Investigate and implement ways to improve Internal Communications.	1.2.4.1	Provide internal communications to staff.	Integrated Planning & Reporting Coordinator	Number of Staff Newsletters distributed. Website traffic on Extranet.	Council Capers - 3.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Investigate and implement options to improve Councillor interaction with constituents.	1.2.5.1	Provide opportunities for Councillor interaction and investigate online communication options.	Integrated Planning & Reporting Coordinator	Number of workshops/online sessions held. Number of Council Cafe sessions held.	Community Opinion Group (COG) Meetings - 1. Council Cafes - 3.

### Work together to achieve our goals

Develop and maintain partnerships with community, government and non-government agencies to benefit our community.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Griffith City Council seeks Leadership role with implementation of Joint Organisation of Councils (JOs) initiative.	2.1.1.1	Griffith City Council will take a proactive role in the strategic direction of the Riverina and Murray Joint Organisation (RAMJO) of Councils.	General Manager	The Riverina Murray RAMJO was established in accordance with State Government framework. Griffith City Council to participate in working groups to implement strategic priorities for RAMJO.	Mayor and GM ongoing participation with Riverina and Murray Joint Organisation (RAMJO) of Councils. Board meetings and GMs meeting held on quarterly basis.
Council actively lobbies Government agencies to provide infrastructure to support our growing City of Griffith and Western Riverina.	2.1.2.1	Construct remaining sections of Griffith Industrial Link Road.	General Manager	Griffith Industrial Link Road stages funded in operational budgets. Sections of Griffith Industrial Link Road constructed as planned.	Griffith Southern Industrial Link Road (GSILR) formally opened by Premier of NSW - Hon. Chris Minns MP 7 August 2023. Road now open to heavy vehicles. 2 Sections of the project yet to be funded. Section 3 - Kurrajong Ave. Section 4a -

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Thorne Rd (Kidman Way to Murrumbidgee Ave.)
Ongoing liaison and lobbying with State and Federal and non-government agencies on matters of relevance.	2.1.3.1	Meet with key stakeholders and lobby State and Federal governments on current issues which affect the community.	Director - Economic and Organisational Development	Number of meetings with State and Federal representatives with Mayor and or GM. Number of Community Engagements logged for Mayor and General Manager.	Participated in protest (Memorial Park) against amendments to Water Bill.
Improve water quality at Lake Wyangan.	2.1.4.1	Engage with relevant stakeholders via Lake Wyangan Catchment Management Committee to develop and implement strategies to improve water quality.	General Manager	Lake Wyangan Restoration Project: Stage 1: Embellishment of western foreshore infrastructure and amenity. Stage 2: Engage with the community to scope water quality improvement and finance options.	Lake Wyangan Catchment Management Committee meeting several times per year. Master Plan for Foreshore Improvements recommended to Council for endorsement at Committee meeting held 17 August 2023. Council adopted Master Plan at meeting held 12 September 2023. Total Budget Stage 1. \$2.03M. Due for completion June 2024.
Encourage existing partnerships with tertiary education providers that support quality	2.1.5.1	General Manager to continue Director role of Country Universities Centre Western Riverina (CUCWR) in Griffith.	General Manager	Increase in number of students utilising Country Universities Centre Western Riverina Olympic Street, Griffith.	Attending Country Universities Centre Western Riverina meetings as required.



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DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
education pathways for Griffith students.					

Maximise opportunities to secure external funding for partnerships, projects and programs.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Investigate external funding opportunities to support recreational and activation projects.	2.2.1.1	Apply for external funding for approved Urban Design Projects and strategies.	Urban Strategic Design & Major Projects Manager	Grants applied for and grants awarded.	<p>Ongoing:</p> <p>Urban Design unit is applying for Grants as they become available. Grants applied for:</p> <p>Borland Leckie Playground - Infrastructure Grant 2020/2021 (Office of Responsible Gambling): Successful.</p> <p>Griffith Mountain Bike Track - Open Spaces Program: Places to Play - 2021-2022 Grant Program: Successful.</p> <p>New Sports Facilities at Hanwood Oval. (Applied for by Max Turner) Successful.</p> <p>New Canteen Yenda Wade Park. (Applied for by Max Turner) Successful.</p> <p>Urban Design is constantly exploring new grant opportunities.</p> <p>New Tharbogang Playspace (Unsuccessful)</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Stage 2 Mountain bike trail (undetermined).
Seek appropriate funding to implement the actions and priorities outlined in the Pedestrian Access Mobility Plan (PAMP) and Bicycle Plan.	2.2.2.1	Apply for relevant funding opportunities to undertake construction of footpaths and cycleways.	Director - Infrastructure & Operations	Number of grant applications submitted and successful grants obtained.	Grant was not submitted due to pressures on existing works program and commitment to deliver the Mackay Ave Shared Path Yoogali.
Identify funding opportunities for the improvement of the regional and local road networks.	2.2.3.1	Apply for relevant grants and identify projects.	Director - Infrastructure & Operations	Number of grant applications submitted and successful grants obtained.	No grants have been identified. Current works programme will not facilitate additional capital works at this time.
Develop and maintain a network of grant sources to identify grant opportunities.	2.2.4.1	Provide monthly report to Senior Management Team on grants available and applied for.	Finance Manager	12 grant reports provided to Senior Management Team (SMT) annually.	Grant opportunities are presented to SMT as they are announced - not in a monthly report. Working on personnel resourcing to manage grants from application to acquittal process.

Mayor and Councillors represent the community, providing strong, proactive leadership.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Support Mayor and Councillors to represent the community, providing strong, proactive leadership.	2.3.1.1	Provide necessary resources to enable the Mayor and Councillors to undertake their statutory role.	Director - Economic and Organisational Development	Number of briefings/training/development opportunities attended by Councillors. Number of Notice of Motions.	Council Meeting & Committee structure progressing.

### Plan and lead with good governance

Undertake Council activities within the integrated planning framework including policies, procedures and service standards.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Council's Integrated Planning and Reporting suite of documents developed, outcomes reported and documents reviewed in accordance with statutory requirements.	3.1.1.1	Operational Plan developed, exhibited and adopted by Council by 30 June. Progress reports provided to Council.	General Manager	IP&R documents prepared in accordance with statutory requirements. Documents adopted by 30 June annually.	Draft Delivery Program 2023/24 - 2025/26, Draft Operational Plan (Budget) 2023/24 and Draft Ten Year Long Term Financial Plan endorsed by Council for public exhibition 9 May 2023. All documents adopted by Council 27 June 2023. Sept Qtr. Review of Operations Report to Council 28 November 2023.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Ongoing monitoring of Customer Focus.	3.1.2.1	Monitor customer contact and transactions on a regular basis.	Planning & Environment Manager	Analysis of telephone contact data reviewed quarterly. Customer Request Management (CRM) System resolution performance reviewed quarterly.	Ongoing
Coordinate Council's Internal Audit program in accordance with the Risk Management and Internal Audit Guidelines.	3.1.3.1	Coordinate Audit Risk Improvement Committee (ARIC) meetings and internal audit function of Council.	Governance Manager	Number of internal audit reviews undertaken. Number of ARIC meetings held.	Audit, Risk & Improvement Committee meetings held 1 November and 7 December. Draft Strategic Internal Audit Plan presented to Committee in December. Internal Audit review Annual Plan to commence in 2024.
	3.1.3.2	Administer tender process for internal audit function of Council.	Governance Manager	Internal Auditor appointment process commenced by June 30.	New Internal Auditor firm, National Audits Group, has been appointed and a contract entered into from 1 October 2023 to 30 September 2028.
Provide governance services to Council.	3.1.4.1	Review and maintain Council policies.	Governance Manager	Public policies reviewed at least once during Council term. Internal policies reviewed as required.	Council policies reviewed this quarter include: Contaminated Land Management policy, Smoke Free Outdoor Areas policy, Building - Floor Heights policy and the following Economic & Organisational

## Quarterly Review | 2023-24

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Development directorate policies: City Colours, Civic Functions, Coat of Arms & Logo - Use By Other Organisations, Community Recognition, Freeman & Freedom of the City of Griffith, Plaques Installed by Council, Policies - Adoption Of, Fundraising - Doorknock Appeals & Public Collection of Money, Delegations Policy, Private Use of Council Tools Plant Property and Equipment, Councillor Induction and Professional Development, Complaints Management, Access to Information, Model Asbestos Policy, Code of Practice - CCTV, Staff Email & Internet Usage Policy, Sale of Surplus IT Equipment, Sale of Surplus Equipment via eBay, Roads and Open Spaces - Naming, Risk Management, Sponsorship and Acknowledgement of Assistance.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	3.1.4.2	Provide administration support and information for Councillors.	Governance Manager	Councillor Hub maintained to provide current information for Councillors.	Councillor Hub maintained to provide current information for Councillors. Information Sheet emailed to Councillors and staff as an e-newsletter weekly.
	3.1.4.3	Coordinate training for Councillors in accordance with the Councillor Induction and Professional Development Guidelines.	Governance Manager	Councillor training plans prepared, and training provided.	Councillors provided with list of available training on a regular basis.
	3.1.4.4	Coordinate Council Meetings including preparation of Business Papers, Minutes and Action Reports.	Governance Manager	Council Business Papers and Minutes prepared in accordance with legislation. A minimum of 10 Council Meetings held per year.	Council Business Papers and Minutes prepared and distributed in accordance with relevant policies and guidelines. Action Reports prepared and CRMs created as required. 5 Council Meetings held this quarter.
	3.1.4.6	Coordinate Council's Delegations, Disclosure of Councillors and Designated Persons and Conflicts of Interests Register.	Governance Manager	Review of Delegations undertaken as required. Disclosure of Returns by Councillors and Designated Persons tabled at first October Council Meeting.	Delegations issued and reviewed as required. Annual Disclosure forms for Councillors and Designated Staff presented to Council October 2023. Conflict of Interests Register maintained.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	3.1.4.6	Coordinate Legal Services Panel.	Governance Manager	Maintain Legal Services Panel. Commence tender process for Legal Panel.	Legal Services Panel for the period 1 July 2023 until 30 June 2027 appointed by Council 13 June 2023.
Meet Council's legislative requirements under the Integrated Planning and Reporting (IP&R) framework.	3.1.5.1	Coordinate Council's IP&R requirements including Community Consultation, Delivery Program, Operational Plan, Resourcing Strategy, Quarterly and Six-Monthly Progress Reports and Annual Report.	Governance Manager	Delivery Program reports and Operational Plan adopted by 30 June. Quarterly Reports and Progress Reports provided to Council.	Delivery Program and Operational Plan implemented. Annual Report presented to Council and uploaded to Council website before 30 Nov 2023.
Undertake statutory reporting requirements.	3.1.6.1	Prepare Public Interest Disclosures reports, GIPA Annual Report and Code of Conduct Report.	Governance Manager	Statutory reporting requirements undertaken within guidelines and required timeframes.	Public Interest Disclosures policy reviewed in accordance with the new PID Act 2022 requirements. Information rolled out to staff. Code of Conduct Report presented to Council December 2023 and submitted to Office of Local Government.
	3.1.6.2	Coordinate Delegations of Authority, Disclosure of and Designated Persons, Key Management Personnel Declarations, manage and maintain Governance registers.	Governance Manager	Delegations prepared as required by new staff appointments / requirements. Disclosure of Returns by Councillors and Designated Persons prepared and tabled at first October Council Meeting.	Delegations prepared and reviewed as required. Annual Disclosure forms presented to Council October 2023. Key Management Personnel Declarations distributed for 30 Nov 2023 deadline.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				Key Management Personnel Declarations submitted June and Nov. Registers maintained and uploaded as required.	Registers maintained and uploaded as required.
Facilitate the release of government information in accordance with legislative requirements.	3.1.7.1	Process Government Information (Public Access) Act (GIPA) applications in accordance with legislative requirements. Review Information Guide annually. Open access information is available on Council's website.	Governance Manager	Number of GIPA applications processed within required timeframes. Agency Information Guide reviewed and adopted annually. Council's website updated with required information.	Two GIPA Applications finalised this financial year. Council's website updated with required information to meet open access requirements.
Undertake community consultation and promote the role of Local Government within the local community.	3.1.8.1	Coordinate Local Government Week activities. Consult with and inform the local community about the role of Council.	Governance Manager	Number of events held over Local Government Week. Number of engagements with schools and organisations. School Leaders ceremony held annually.	Council Café was held 19 October, 16 November 2023. Planning commenced for School Leaders' Ceremony.
Provide a risk management framework.	3.1.9.1	Review Risk Register and monitor Risk Management Action Plans.	Director - Economic and Organisational Development	Risk Register reviewed each quarter. Risk Management Action Plans developed and communicated annually.	Risk Management to be reviewed in Audit Risk Improvement Strategic Plan.
Provide a compliant Human Resource Management	3.1.10.1	Undertake review of HR policies. Implement Award changes as required.	Director - Economic and Organisational Development	HR policies reviewed as per cycle. Number of Consultative Committee meetings held.	Amendments discussed at Annual Performance Assessments.



DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
service to meet legislative and organisational requirements.	3.1.10.2	Provide a relevant training calendar for staff development and compliance.	Workforce Planning Administrator - Learning & Development	Training Calendar completed and available. WHS training provided within relevant time frames.	Still receiving performance review training outcomes and scheduling training accordingly.
	3.1.10.3	Implement actions outlined in Council's Equal Employment Opportunity (EEO) Policy.	Workforce Planning Administrator - Learning & Development	Report on EEO progress and activities in Council's Annual Report.	EEO statement is now on all advertisements. Further collaboration planned for Disability Inclusion Plan.
	3.1.10.5	Provide annual Flu Vaccination Clinics.	Director - Economic and Organisational Development	Ensure identified staff are provided appropriate vaccinations as per Position Description.	Schedule arranged for 2024.
Provide a Child Safe organisation framework.	3.1.11.1	Coordinate implementation of Child Safe Standards and legislative requirements.	Governance Manager	Staff provided with training and resources. Promote Child Safety to broader community.	Child Safe Standards promoted to staff through Council Capers newsletter.
Provide effective compliance services.	3.1.12.1	Safeguard school zones.	Planning & Environment Manager	Undertake regular patrols of restricted parking areas and school zones.	0 Tolerance approach followed with regular enforcement.
	3.1.12.2	Continuous improvement of facility and animal management.	Planning & Environment Manager	Improvements and rehoming of companion animals.	Ongoing improvements subject to approved capital budget.
	3.1.12.5	Provide a clean and healthy environment for residents.	Planning & Environment Manager	Respond to litter and dumping complaints in a timely manner.	Ongoing

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	3.1.12.6	Animal compliance.	Planning & Environment Manager	Respond to all animal related enquiries such as stock, barking dogs etc.	Ongoing
Provide efficient, accurate and compliant record management services to both internal and external customers of Council.	3.1.13.1	Provide records management, Name Address Register (NAR) and Property module training to staff.	Information Manager	Number of face-to-face training attendees. Number of online training modules completed by staff. Monthly records management 'tips' emailed to all staff.	Three induction training sessions conducted for new staff and three records management 'tips' emailed to All Staff this quarter.
	3.1.13.2	Digitise paper property files identified as vital records at high risk of loss / damage / destruction in Council's Records Risk Register (IM-FO-210).	Information Manager	Number of files digitised.	Sixty-five property files digitised this quarter.
	3.1.13.3	Digitise 2005 business papers to complete the electronic collection of these permanent State Archives.	Information Manager	Number of business papers digitised.	Completed Jun 2023.
	3.1.13.4	Undertake disposal of paper records in accordance with relevant legislation.	Information Manager	Number of files securely destroyed.	2 records securely disposed this quarter, in addition to multiple archiving tasks requested by internal staff.
	3.1.13.5	Commence electronic record disposal program in	Information Manager	Number of records disposed.	1233 legacy electronic records were sentenced

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		accordance with relevant legislation.			this quarter. A total 9,680 records out of 12,037 legacy electronic records have now been sentenced.
	3.1.13.6	Undertake annual Recordkeeping Maturity Assessment of Griffith City Council in accordance with State Records NSW compliance monitoring requirements.	Information Manager	Date of submission and compliance level achieved.	Annual activity due for submission 1 Mar - 5 Apr 2024.
Provide reliable IT services within Council.	3.1.14.1	Review all software applications and other programs on an annual basis. Replacement of hardware as required.	Information Technology Manager	PCs to maintain a turnover ratio of 5 years minimum. Report on applications as renewed.	Photocopier/Printer fleet is in the process of being refreshed. A reduction in the number of copiers has been made due to operational and budget efficiencies. Software platform reviews are ongoing.
	3.1.14.2	Maintain IT support services to Council departments.	Information Technology Manager	80% CRMs closed as per service standard.	Office 365 migration is at practical completion with a small number of shared mailboxes and calendars remaining. These will be completed in the coming weeks as internal processes are updated to adapt to the change in platform. Investigation into replacement of a number

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DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					of other internal systems with an all-in-one product is progressing. 83% of CRM closed.
	3.1.14.3	Ensure Council's IT systems are adequately protected and training provided to staff and Councillors.	Information Technology Manager	Number of cyber security training sessions offered to staff and Councillors.	Security Awareness Training is being scheduled for most staff in the next quarter. The report from the Cyber Security Penetration test has been reviewed and a number of recommendations have been made to Council systems based on advice from Cyber NSW. No significant issues were raised. Additional Councillor Cyber Security Training has been scheduled by OLG with training offered to all Councillors, with staff to be offered in Q3.
Provide corporate property services to Council.	3.1.15.1	Coordinate the preparation of plans of management for Crown Lands managed by Council and Council owned community land.	Director - Sustainable Development	All Plans of Management provided to Department of Crown Lands for evaluation and concurrence.	Ongoing

Ensure Council's financial sustainability through effective financial management that is transparent and accountable.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Adopt Delivery Program and Operational Plans (Budget) inclusive of 10 Year Long Term Financial Plan.	3.2.1.1	Meet annual statutory reporting requirements (Budget preparation and quarterly reviews and Annual Financial Statements)	Finance Manager	Adoption of annual financial statements within Office of Local Government (OLG) guidelines by 31 October. Adoption of annual operating budget by Council prior to 30 June. Adoption of quarterly operational review reports. Meet OLG financial sustainability ratios. Preparation of monthly investment report for Council.	Annual Budget was adopted by 30 June 2023 for 2023-2024. Annual Financial Statements for 2023 were lodged on time including an extension request. 1st Quarter Operational Review Report for 2024 is due to Council by 30 November 2023. Monthly Investment Reports for 2024 have been presented to Council monthly.
Provide managers with timely data of their current budget items.	3.2.2.1	Provide monthly report to responsible managers of year-to-date actual income and expenditure items versus budget.	Finance Manager	Provide monthly financial reporting to responsible managers by the 15th of the following month, or as soon as practicable.	Monthly Reports are provided to responsible managers by the 15th of each month.
Complete staff performance appraisals for all direct reports.	3.2.3.1	Meet requirements set by Human Resources.	Finance Manager	Completion by required date.	In progress

## Love the lifestyle

### Griffith is a great place to live

#### Make our community safer

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Improve public safety by provision of appropriate information signage in public areas.	4.1.1.1	Review and maintenance of "Signs as Remote Supervision" in public areas.	Parks & Gardens Manager	Reviews of signs to be undertaken and repairs made for damage or vandalism.	Signs as Remote Supervision are assessed and replaced if required to ensure the information is clear and up to date with the facility.
Identify and promote road safety projects relevant to Griffith Local Government Area	4.1.2.1	Investigate strategies to resolve road safety issues.	Development and Traffic Coordinator	Develop and implement a 3-year road safety action plan.	The delivery of strategies to reduce road trauma is ongoing. Crash statistics and the monitoring of road deficiencies that may lead to crash are monitored and corrective actions are implemented to reduce road trauma. Strategies are now more engineering focussed which allows for a broader approach to road safety than just the behavioural focus of the Local Government Road Safety Program.
Deliver Arbovirus Surveillance Program as	4.1.3.1	Set and collect Mosquito traps from designated sites in Griffith during November to April.	Planning & Environment Manager	Mosquito Traps tested weekly, and sample sent for	Normal ongoing collection and monitoring executed according to schedule

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
required by NSW Health.		Liaise with NSW Health and raise awareness as appropriate.		analysis. Issue public information as appropriate.	
	4.1.3.2	Test Sentinel Flock of chickens between November to April. Liaise with NSW Health and raise awareness as appropriate.	Planning & Environment Manager	Sentinel Flock tested weekly, and samples sent for analysis. Issue public information as appropriate.	Ongoing
Manage Risk Based Performance of Cooling Water Systems as required under the Public Health Regulation 2010.	4.1.4.1	Urgently respond to notifications of high Legionella and Heterotrophic Colony Count (HCC) test results.	Planning & Environment Manager	Maintain an up-to-date register.	This is an ongoing process and procedures and protocols are in place to assure that NSW Health are informed. Registers are implemented to monitor cooling towers risk management plans.
	4.1.4.2	Allocate Unique Identification Number (UIN) on Cooling Water Systems. Take receipt of Risk Management Certificates for each Cooling Water System. Maintain UIN register.	Planning & Environment Manager	Maintain an up-to-date register.	Ongoing
Deliver Public Swimming Pool inspections as required under the Public Health Act 2010.	4.1.5.1	Undertake pool sampling for: - Public Swimming Pools and Spa Pools - Pool sampling of Hotel, Motel and Accommodation facilities - School Pools (Kalinda & GPSO) - GCC's Splash Park.	Planning & Environment Manager	Inspections undertaken per annual program.	Inspection program targets reached

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Deliver On-site Sewage Management inspections as required under NSW Local Government Act 1993 and POEO Act 1997.	4.1.6.1	Undertake On-site Sewage Management inspections on newly registered Septic and Aerated Water Treatment Systems (AWTS) as they arise. Issue 'Approvals to Operate'.	Planning & Environment Manager	Assess all applications and issue approval to operate.	All applications are assessed as required, no back log on any applications for Q2.
Deliver Beauty and Skin Penetration Inspections within Griffith and Hay LGA's as required by NSW Health. (Hairdressers as required)	4.1.7.1	Undertake inspections of Griffith and contracted LGA Hairdressers, Beauty and Skin Penetration premises including equipment and facilities.	Planning & Environment Manager	Complete inspections in line with annual inspection program.	Completed for prescribed annual period.
Deliver Mortuary Inspections as required by NSW Health.	4.1.8.1	Undertake inspections of Griffith and contracted LGAs Mortuary premises including equipment and facilities.	Planning & Environment Manager	Complete inspections in line with inspection program.	All inspections done as required.
Deliver Lake Wyangan Water Quality Sampling as required by the Australian Recreational Water Guidelines and Murrumbidgee Regional Algal	4.1.9.1	Undertake regular water samples of Lake Wyangan to determine lake water suitability for Recreational water use.	Director - Sustainable Development	Regular monitoring of water to test quality and to determine condition of water.	Ongoing weekly and monthly.



DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Coordinating Committee.					
Deliver Food Inspections on food premises within the Griffith and surrounding LGAs as required under the NSW Food Act 2003.	4.1.10.1	Undertake Food Business Inspections within the Griffith and contracted LGAs as required under the NSW Food Act 2003. Respond to general enquiries and complaints from the public.	Planning & Environment Manager	Deliver food inspections annually and as required.	Ongoing responsibility in accordance with scheduled actions.
	4.1.10.2	Undertake Temporary Event Food inspections within the Griffith LGA as required.	Planning & Environment Manager	Inspections done for all temporary events.	As required.
	4.1.10.3	Undertake Mobile Food Van inspections within the Griffith LGA as required.	Planning & Environment Manager	Inspect mobile food vans and permits to verify compliance with permit.	Inspections done as requested.

Encourage an inclusive community that celebrates social and cultural diversity

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Hold Citizenship Ceremonies as required.	4.2.1.1	Citizenship Ceremonies held as required.	Director - Economic and Organisational Development	Number of ceremonies held.	Citizenship Ceremony planned for Australia Day.
Organise Australia Day Ceremony.	4.2.2.1	Australia Day Ceremony held.	Community Development Coordinator	Number of nominations received.	Funding of \$15 000 received for Australia Day Events through ADC. Survival Day Event at the Griffith Regional Aquatic and Leisure Centre will be

## Quarterly Review | 2023-24

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					a part of this. 43 nominations received for all categories. Preparations well underway.
Council welcomes refugees and asylum seekers.	4.2.3.1	Support programs and events such as the NSW Growing Regions of Welcome (NSW GROW) program, Women on Fire, and promoting Griffith as a Refugee Welcome Zone.	Community Development Coordinator	Number of events and programs supported.	Refugee Welcome signs complete and up and promoted through Rural Australians for Refugee's group. Women on Fire group no longer exists.
Provide opportunities for community groups to access grant funding.	4.2.4.1	Deliver two rounds of Community Grant funding.	Community Development Coordinator	Number of grant applications received and number of grants awarded.	Round one delivered of Community Grants funding. A total of 18 applications made. Of these, 8 community grants were successful totalling \$16 900.00 including: Centacare South West NSW \$500.00 Ema Munro Auspiced by Murrumbidgee Field Naturalists \$1,400.00 Griffith Aged Support Service \$2,500.00 Griffith Golf Club \$2,500.00 Griffith Musicians Club Incorporated \$2,500.00 Griffith Public School \$2,500.00

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DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					CWA-Griffith South Pacific Area Conference \$2,500.00 Marrambidya Dance Group Inc \$2,500.00

Provide and promote accessibility to services

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Review the Disability Inclusion and Access Plan (DIAP) and implement recommendations.	4.3.1.1	Prepare draft, place on exhibition and endorse DIAP.	Community Development Coordinator	DIAP endorsed reviewed and updated annually.	DIAC meetings attended when held. Griffith City Council's first sensory session was held for the GLOW Roller Disco. Media Campaign for National Day of People with a Disability held on 3 December 2023. Local services engaged to take part, and have clients outline what the special day meant to them.
Provide access to community services.	4.3.2.1	Maintain an up-to-date Community Directory.	Community Development Coordinator	Community Directory reviewed on regular basis.	Community Directory updated upon requests from community organisations and services.
	4.3.2.2	Work with Inter agency Networks and other organisations on issues impacting the community.	Community Development Coordinator	Number of activities held and projects and partnerships.	Interagencies attended, Domestic Violence family fun night attended with a stall and awareness candle for community members.

## Quarterly Review | 2023-24

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Services promoted on Council's website when required. RAT tests and masks ordered for the community through NSW Health. Signage partnership request from Lifeline (on Scenic Hill).

Provide a range of cultural facilities, programs and events

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Griffith Regional Theatre will deliver a diverse and engaging program of events that caters to the needs of the community.	4.4.1.1	Develop and deliver high quality, diverse entrepreneurial season that is inclusive of different age, cultural and interest groups in the community.	Griffith Regional Theatre & Art Gallery Manager	Deliver a minimum of 16 entrepreneurial shows per calendar year including a minimum of 3 seniors shows, 4 educational/family shows and a minimum of 1 show for the Culturally and Linguistically Diverse (CALD) community.	Season shows since 1 September include: 2 x morning melodies, and piano performer Roman Rudnytsky. Marcia Hines and Marina Prior / David Hobson shows both sold very well. End of year school and dance concerts went well.
	4.4.1.2	Deliver biannual community music production.	Griffith Regional Theatre & Art Gallery Manager	Produce and deliver Community Production every 2 years.	We had a successful season of 10 shows of Wedding Singer during Sep 2023.
	4.4.1.3	Deliver annual Theatre Workshops for young people.	Griffith Regional Theatre & Art Gallery Manager	Number of Workshops held and number of attendees.	Drama Troupe delivered three performances of "The Christmas Carol". Youth Theatre Troupe very

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					successful with School holiday workshops planned.
	4.4.1.4	Marketing strategy developed, reviewed and implemented annually.	Griffith Regional Theatre & Art Gallery Manager	Report on the number of memberships and subscriptions annually.	Marketing of all performances continues. Season launch took place in December with very high patronage and membership sign ups.
	4.4.1.5	Provide a clean functional and well-maintained Theatre facility available to the public.	Griffith Regional Theatre & Art Gallery Manager	Zero complaints regarding cleanliness and maintenance received.	One air conditioning unit has failed and we are in the process of replacing it. We had a water cooler break and flood the foyer and office area. Cooler has been removed. We have leakage of water in backstage area due to blocked gutters. In the process of rectification works.
The Griffith Regional Art Gallery will develop and deliver a diverse and engaging program of cultural activities.	4.4.2.1	Develop and deliver annual exhibition program that includes quality touring and locally sourced solo and group exhibitions.	Griffith Regional Theatre & Art Gallery Manager	Minimum of 8 exhibitions per year including a minimum of 2 touring exhibitions and a minimum of 2 exhibitions by local artists.	Gallery celebrated 40 years last year with retrospective exhibition which was well patronised. Exhibition by local textile artist Di Tarr was extremely popular. Exhibition We Bleed the Same (touring exhibition) also proved popular with high engagement.

## Quarterly Review | 2023-24

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	4.4.2.2	Deliver a minimum of 6 Artspace exhibitions per year including works by local artists and displays of interest to the local community.	Griffith Regional Theatre & Art Gallery Manager	Minimum of 6 exhibitions per year including minimum of 3 exhibitions by local artists.	We finished the year off with an exhibition from local artists - "Happy Feet" giving local amateurs artists an opportunity to see their work exhibited.
	4.4.2.3	Develop and deliver high quality, diverse schedule of public programs that caters to the needs of different age, cultural and interest groups.	Griffith Regional Theatre & Art Gallery Manager	Minimum of 8 public programs delivered annually including a minimum of 2 school holiday programs, minimum of 3 educational programs and a minimum of 2 Master Classes.	Public Program Officer continues to provide a wide range of public programs including Artists Sessions Open Sessions, Floortalks, Smarty kids, Mastering the Art of Painting and lunch-time talks.
	4.4.2.4	Provide a clean functional and well-maintained Art Gallery facility available to the public.	Griffith Regional Theatre & Art Gallery Manager	Zero complaints regarding cleanliness and maintenance received.	Work in progress. With an aging building that is not maintained by the landlords, it is hard to keep the gallery in pristine condition. Not enough storage means the courtyard is often filled with packing materials, leading to some complaints from co-tenants. The roof lets in water in different areas when it rains.
	4.4.2.5	Cultural Precinct Masterplan developed.	Finance Manager	Cultural Precinct Masterplan completed by October 2023.	Masterplan adopted by Council.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Provide a collection of library material, meeting community and industry standards.	4.4.3.1	Maintain a collection of library material in accordance with State Library guidelines.	Library Info Systems Team Leader	Circulation per capita at a minimum of 3.5 times average for each resource. Track number of visits to WRL website - 48% stock less than five years old.	Staff continuously refresh collections to ensure they remain updated and meet community need and relevance.
	4.4.3.2	Griffith City Library to facilitate digital inclusion in the community by providing digital education programs.	Library Info Systems Team Leader	Hardware asset less than 5 years old. Number of internet access bookings utilising WiFi and also public computers.	Public computers are due to be replaced in July 2024. Griffith Library staff facilitate digital support and education. 1,644 free public computer sessions were recorded during Oct-Dec 2023.
	4.4.3.3	Provide reliable high-speed internet and computer equipment.	Library Info Systems Team Leader	Maintain ratio of 1 PC per 3,000 residents.	14 public computers equating to 1 PC per 1,940 residents. Computer software/updates completed regularly. Hardware to be replaced July 2024.
	4.4.3.4	Position the Griffith City Library as a community hub for learning, networking and leisure by providing a range of programs to all sectors of the community.	Library Info Systems Team Leader	Provide a quarterly report on visitation per annum (minimum 5 visits per capita). Deliver a minimum of 20 programs annually, annual calendar of programs and events reflecting the population demographic.	19,659 visitors to the library were recorded Oct-Dec 2023. Griffith Library hosted 86 events, with 3,354 attendees. Community programs included: School Holiday Workshops, Gaming Room, Author talk with Jelena Dokic, Movies,

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Storytime and Rhymetime, and Service NSW sessions.
	4.4.3.5	Provide a clean, functional and well-maintained library facility available to the public to community and industry standards. Installation of Library shelving funded by State Library grant.	Library Info Systems Team Leader	Zero complaints regarding cleanliness and maintenance received.	Daily cleaning of library facility continues. Improvement work have started on parents' room as well as widening the narrow access to the toilets.
Develop and manage regional museum collections of historic and social significance to Griffith region and communities.	4.4.4.1	Conduct an assessment of current state of Pioneer Park Museum buildings to identify conservation needs and develop Asset Maintenance and Restoration Plan according to priority.	Griffith Pioneer Park Museum Manager	Develop and Review annual Maintenance and Restoration Plan by 30 June.	Maintenance Coordinator has been engaged at the end of 2023 and has just commenced working on conservation and asset management as well as other work priorities.
Engage with young people and liaise with local agencies and user groups.	4.4.5.1	Promote and facilitate Youth Week and other events in partnership with Agencies to deliver programs and activities.	Community Development Coordinator	Number of youth activities held in partnership with Council. Number of young people involved in organising events.	Youth Advisory Group meetings every fortnight. The YAG participated in a range of events including Sounds of Spring (performers and participation on the day), Domestic Family Violence Night and GLOW2680, Spring school holiday funding of \$8,000 delivered through a GLOW Roller Disco at Griffith Regional Sports Centre. Funding



## Quarterly Review | 2023-24

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					approval for Summer School holiday event.
Griffith Pioneer Park Museum will develop and deliver a diverse and engaging program of cultural activities.	4.4.6.1	Plan and deliver Action Day and attract major events to increase visitation.	Griffith Pioneer Park Museum Manager	Increase in revenue and number of visitors to the park.	Action Day 2023 was run successfully with approximately 2,500 people in attendance. The Museum held another smaller scale Action Day in October ran in conjunction with The Veteran Car Club of Australia visit. Visitation numbers increased in Oct by 1,230, Nov by 500 and Dec by 325 since the previous year (2022).

## Improve access to local health services

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Lobby State Government to commit funding in forward estimates for renewal of Griffith Base Hospital.	4.5.1.1	Monitor construction of new Base Hospital.	General Manager	As required. Health Infrastructure NSW brief Councillors twice per year regarding construction progress.	Construction of Hospital on schedule for completion early 2025. Mayor and GM attended a "Topping Out Event" 4 October 2023 at new Hospital site.
	4.5.1.2	Lobby State Government to construct Radiation Therapy Facility and monitor construction	General Manager	Government agency to keep Council informed on progress with construction	Radiation Therapy Facility operational as from May 2023.

## Quarterly Review | 2023-24

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		of Radiation Therapy Unit in Griffith.		and fit out of radiation therapy facility.	
Promote health services and programs.	4.5.2.1	Collaborate with Murrumbidgee Local Health District (MLHD) to promote health services.	Integrated Planning & Reporting Coordinator	Number of services or programs promoted.	Information from MLHD and NSW Health is shared as needed. This is done through Council Catch Up, social media and Council Capers (staff newsletter).

Promote reconciliation and embrace our Wiradjuri heritage and culture

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Implement Reconciliation Action Plan (RAP).	4.6.1.1	Review Reconciliation Action Plan (RAP) recommendations.	Community Development Coordinator	Report on progress to Reconciliation Australia. Number of recommendations implemented.	NAIDOC week event cancelled. Commencement of Survival Day Event at Griffith Regional Aquatic and Leisure Centre.
	4.6.1.2	Consult, and or partner with the local Aboriginal Community.	Community Development Coordinator	Number of meetings held. Number of events held in partnership.	Working with Griffith Local Aboriginal Lands Council on Survival Day Preparations and continual consultation for Indigenous members for Welcome to Country.

Provide a range of sporting and recreational facilities

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain and renew playgrounds in accordance with the Playground Strategy.	4.7.1.1	Manage and maintain playgrounds in accordance with the Playground Strategy.	Parks & Gardens Manager	Playground safety inspections carried out as per the schedule.	All Council owned Playgrounds are formally assessed and faults repaired.
	4.7.1.2	Manage and maintain parks and reserves to a high level of service.	Parks & Gardens Manager	Parks and reserves maintained within allocated budget.	Council parks and reserves are maintained to a high level to meet the expectations of the community. CRMs are actioned promptly.
Maintain the Griffith Regional Aquatic Leisure Centre (GRALC) in accordance with Asset Management Plans and increase usage.	4.7.2.1	Provide a clean, functional and well-maintained aquatic facility available to the public.	Griffith Regional Aquatic Centre Manager	Zero community complaints received relating to the cleanliness and maintenance of GRALC. Repair floors in the indoor pool area by June 2024.	Have had some issues with filters for Program/Toddler pools and this has resulted in filter medium (sand) entering pools (no health concerns with this). 1 filter has been repaired, with others scheduled for Q3. Water testing has been within parameters for Q2.
	4.7.2.2	Recruit additional swim instructors.	Griffith Regional Aquatic Centre Manager	Increase in the number of swimming lessons provided	Ongoing casual advertisement created and interviews were undertaken as applications received. 2 new Instructors have been recruited. At present recruitment on hold pending review of needs when existing staff advise if

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					leaving for Uni or staying. Sufficient Instructors for upcoming term.
Maintain all Council's sporting ovals.	4.7.3.1	Manage and maintain Council's sporting ovals to the level of service.	Parks & Gardens Manager	Sporting ovals maintained within allocated budget.	Council Sportsgrounds are maintained to meet the level of service expected by the community.
Implement capital upgrades to recreational facilities as funding becomes available through grants or otherwise.	4.7.4.1	Seek funding for capital upgrades on recreational facilities.	Urban Strategic Design & Major Projects Manager	Number of successful projects.	Council is in the process of designing and applying for funding for the proposed new playground at Tharbogang. Construction has started on the Hanwood Oval's new Changerooms. Construction of the new proposed Mountain Bike Trail is almost completed. Council will seek tenders for the new Lake Wyangan recreational area toilets. This development will also include a new Playspace for kids.
Griffith Stadium to provide a range of services for the improved health,	4.7.5.1	Provide a clean, functional facility, available to the community.	Griffith Regional Sports Centre Manager	Zero complaints relating to cleanliness and maintenance received. Increase in participation.	Complete, and ongoing

## Quarterly Review | 2023-24

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
well-being and lifestyle of the community.	4.7.5.2	Attract major sporting events.	Griffith Regional Sports Centre Manager	Two major events held annually.	Hosting Suncorp Super Netball national league match.
	4.7.5.3	Attract additional sporting groups/associations to utilise the facility for competitions.	Griffith Regional Sports Centre Manager	One new group using the facility per year.	2 new (social) volleyball competitions facilitated.
Lake Wyangan Restoration Project.	4.7.7.1	Design and construct amenities, western foreshore of Lake Wyangan.	Director - Sustainable Development	Consultation completed, amenities designed, construction commenced.	Initial consultation has been undertaken with detailed design to be commenced.

Improve the aesthetic of the City and villages, by developing quality places and improved public realm

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Initiate place activation projects in Griffith and villages.	4.8.1.1	Implement a place activation.	Urban Strategic Design & Major Projects Manager	Number of place activations.	CBD activation and placemaking are important aspects of the Urban Design Unit function. Under the Banner of Street Scapes, Council has activated Kooyoo Street, resulting in the successful permanent transformation of the street into a shared zone through a successful funding application. The activation of the car park behind Memorial Park enabled Council to buy additional infrastructure through

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					successful grant funding that can be used as part of future placemaking and public space activation. This is an ongoing process. Upgrade to the landscaping of Memorial Gardens is in the final stages of public consultation. A master plan for Community Gardens is in progress.
Deliver Urban Design Projects.	4.8.2.1	Scope, design and plan projects of city significance based on available funding.	Urban Strategic Design & Major Projects Manager	Number of projects delivered.	Urban Design is continuously looking at projects that can enhance the public domain and benefit the wider community. Public consultation is a high priority, as is applying for grant funding for identified projects. The \$1 mil Her Ways Project is in the activation and construction phase, creating safer spaces in Griffith.
Work with Council and Stakeholders to implement Place Creation Strategies.	4.8.4.1	Liaise with Councillors and Stakeholders.	Urban Strategic Design & Major Projects Manager	Attend and present at workshops and committee meetings.	To improve the aesthetic of the City and villages, by developing quality places and improved public realm is Urban Design Unit's primary function. Liaising

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					with Councillors and Stakeholders is an ongoing process to improve outcomes and get maximum community input. Ongoing process.

## Growing our city

### Grow our economy

Be a location of choice for innovative agriculture and manufacturing

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Design and implement media and marketing strategies to enhance the appeal of Griffith as a destination to invest, live and work in, focused on Griffith's regional city lifestyle underpinned by local employment opportunities and options for	5.1.1.1	Produce and promote a regularly updated Invest Griffith Prospectus. Maintain Griffith Economic Development website with relevant and current information.	Economic Development Coordinator	Promotional material distributed. Website traffic.	About to start updating in Canva.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
education and training, health and housing.					
Provide secretariat support to Region 9 of the Murray Darling Association. Participation on this board promotes opportunities for Council to have input into the region's water discussions.	5.1.2.1	Support Region 9 of Murray Darling Association via provision of Agendas and Minutes.	Economic Development Coordinator	Invitation and attendance by connected water agencies and associations Motions resolved.	Planning commenced for 2025 Conference in Griffith.

Be a location of choice for business investment employment and learning

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Support efforts to match skilled labour with local business and industry needs.	5.2.1.1	Deliver Griffith Now Hiring marketing program.	Economic Development Coordinator	Griffith Now Hiring (GNH) Website engagement and number of Griffith Now Hiring Partners. Number of GNH jobs advertised.	Website updated as new positions become available. Partner program commenced for 2023/24.
Collaborate with RDA Riverina and neighbouring Councils to explore opportunities to address local skills	5.2.2.1	Support the following programs: - Grow Our Own - Multicultural NSW's Growing Regions of Welcome (NSW GROW) model - Partner with Regional	Economic Development Coordinator	Number of Regional Development Australia (RDA) initiatives supported.	Meetings attended on schedule.



DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
gaps and build workforce capacity.		Development Australia (RDA) Riverina Country Change.			
Provide a compliant Work Health Management system to meet legislative and organisational requirements.	5.2.3.1	Undertake review of Work Health Safety policies and implement amendments to WHS Act and Legislation changes as required.	Director - Economic and Organisational Development	A return to work (RTW) Program reviewed annually. WHS policies reviewed. WHS Reporting to include Incident Reports, Workplace Investigations and Corrective Actions. Number of WHS Committee meetings held.	Planning commenced for intranet improvements.
Advocate for safe work practices and employment standards.	5.2.4.1	Facilitate opportunities for training and policies to improve staff wellbeing.	Director - Economic and Organisational Development	Hold two Health and Wellbeing staff awareness programs. Four Health and Wellbeing Articles distributed annually.	Activities held during WHS Week. Regular articles in staff newsletter.
	5.2.4.2	Provide a safe workplace by undertaking Random Alcohol and Other Drug (AOD) testing.	Director - Economic and Organisational Development	20% of workforce tested for Alcohol and Other Drugs (AOD).	Random testing regime scheduled.
Identify opportunities for Council traineeships and work experience programs.	5.2.5.1	Identify opportunities within organisation structure for potential traineeships.	Workforce Planning Administrator - Learning & Development	Number of trainees and apprentices employed.	Employing two School Based Trainees. Employing one Economic Development Officer Trainee. Working on a Trainee position or cadet position for Sustainable Development.
Support and promote the Country Universities Centre	5.2.6.1	Include Country Universities Centre Western Riverina in	Economic Development Coordinator	Number of articles promoted.	Meeting to be held with CUC Engagement Director.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Western Riverina in delivering distance tertiary education opportunities to students in Griffith and the surrounding region.		regular promotional material and newsletters.			

Promote opportunities for business to establish and grow

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Work with the Federal and State Governments to promote and deliver small business support programs applicable to newly-established and emerging business operators in the Griffith area.	5.3.1.1	Promote services offered by Service NSW and Business Enterprise Centre to assist local businesses to establish and grow. Work with AusIndustry, Austrade and the Department of Regional NSW to promote investment opportunities and business growth.	Economic Development Coordinator	Number of meetings held.	Promoted in Evolve newsletter.
Produce monthly business newsletters to promote news, events, training, grants, assistance and incentives.	5.3.2.1	Produce monthly Evolve Business Newsletter.	Economic Development Coordinator	Number of newsletters sent.	Newsletter produced on bi-monthly cycle.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Partner, sponsor and promote professional development for local businesses to establish and grow.	5.3.3.1	Undertake bi-annual business survey to determine business training requirements. Facilitate and promote training events and programs to build business resilience.	Economic Development Coordinator	Number of events sponsored.	Survey produced and circulated.

Strategic land use planning and management to encourage growth in the region

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Prepare and Implement Strategic Planning Framework.	5.4.1.1	Prepare Local Environmental Plan (LEP). Amendment number 1 and Amendment number 2.	Director - Sustainable Development	Council approve planning approval for Gateway Determination.	LEP 1 has been gazetted. LEP 2 to be commenced following the completion of the employment lands strategy.
	5.4.1.2	Development Servicing Plan.	Director - Sustainable Development	Development Servicing Plan adopted by Council.	Council's development engineers are progressing in conjunction with consultants.
	5.4.1.3	Prepare Employment Lands Development Control Plan.	Planning & Environment Manager	Public consultation undertaken. Council Approve DCP.	To be endorsed in Q3.
	5.4.1.4	Review all Development Control Plans.	Director - Sustainable Development	Public consultation undertaken. Council Approve DCPs.	Employment Lands DCP to be drafted on completion of the Employment Lands Strategy which forms the evidence base.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Monitor land availability (Residential, Commercial, Industrial, Recreational).	5.4.2.1	Compare actual land take up with projections in the Land Use Strategy during a five-year review period.	Planning & Environment Manager	At any period of time the amount of correctly zoned land available for development should out-perform the demand for such land.	LSDP completed and LEP review.
Lake Wyangan Village Masterplan finalised and implemented.	5.4.3.1	Master plan Lake Wyangan.	Director - Sustainable Development	Finalise Master Plan. Implement stages of Master Plan.	Adopted.
Prepare Master Plans.	5.4.4.1	Prepare Hospital Precinct Master Plan.	Director - Sustainable Development	Community consultation undertaken. Council approve Master Plan.	Public and stakeholder consultation undertaken. A report to a Council Meeting in March / April 2024 will seek endorsement.
	5.4.4.2	Hanwood Growth Area Master Plan.	Director - Sustainable Development	Community consultation undertaken. Council approve Master Plan.	Additional high level civil engineering required. Aiming to seek Council endorsement of a consultation draft in March / April 2024.
	5.4.4.3	Prepare 2023 Hanwood Growth Area Contributions Plan.	Director - Sustainable Development	Community consultation undertaken. Council approve Master Plan.	To be commenced after completion of the master plan
	5.4.4.4	Commence Yenda and Yoogali Growth Area Master Plan.	Director - Sustainable Development	Master Plan preparation underway.	Draft Yenda Master Plan to be taken to Council for public exhibition. There is no

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					master planning initiative for Yoogali.
	5.4.4.5	Master Plan former Sun Rice Lands and MI Depot Lands along Banna Avenue at Crossing Street.	Director - Sustainable Development	Public consultation undertaken. Council Approve Master Plan.	To be workshopped in March.
	5.4.4.6	Master Plan new Employment Lands along Southern Link Road.	Director - Sustainable Development	Public consultation undertaken. Council Approve Master Plan.	Employment Lands Strategy is progressing. A Planning Proposal will be prepared for additional employment lands once this is complete.

## Support diversity in housing options

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Implement the Griffith Housing Strategy in line with identified priorities	5.5.1.1	Completion of Griffin Green affordable housing project. Provide support and advice to assist affordable housing projects in the Local Government Area.	Economic Development Coordinator	Number of Project Control Group Meetings held. Progress of Griffin Green.	Construction progressing. Meetings of Project Control Group held monthly to ensure timely completion of homes.

## Promote Griffith as a desirable visitor destination

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Attract, develop and maintain events that are sustainable and	5.6.1.1	Deliver Griffith's key tourism event campaigns.	Events Coordinator	Number of events held throughout key tourism campaigns.	Successful delivery of Griffith Spring Fest 2023. Over the fourteen-day period 43

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
bring visitation to Griffith.					events/experiences were held. Multiple of the experiences held over this period ran for several days. Griffith Spring Fest 2023 Economic Injection in excess of \$23.5 Million. 86,770 attendees recorded over the Griffith Spring Fest period. These attendees were recorded at the Citrus Sculpture display, open gardens and Launch Party. 22 Coach Groups attended the festival. Communications started with event organisers holding major events over Griffith Easter Party 2024 & A Taste of Italy Griffith 2024.
	5.6.1.2	Evidence of growth of tourism events.	Events Coordinator	Number of events on the tourism calendar.	117 events registered via the Visit Griffith What's on Calendar over the months of October, November & December. Successful delivery of Griffith Spring Fest 2023. Over the fourteen-day period 43 events/experiences were held. Multiple of the experiences held over this period ran for several days.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Griffith Spring Fest 2023 Economic Injection in excess of \$23.5 Million. 86,770 attendees recorded over the Griffith Spring Fest period. These attendees were recorded at the Citrus Sculpture display, open gardens and Launch Party. 22 Coach Groups attended the festival. Communications started with event organisers holding major events over Griffith Easter Party 2024 & A Taste of Italy Griffith 2024.
	5.6.1.3	Support the development of events that bring visitation to Griffith.	Events Coordinator	Number of events sponsored by Griffith City Council.	In-kind, which includes promotion, event advice and miscellaneous Council services (waste & traffic etc). 117 events supported by Visit Griffith, Monetary (seed funding), 0 events were provided with monetary sponsorship from Visit Griffith. Communications ongoing with event organisers to help with planning of upcoming major events to be held in 2023/2024/2025.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	5.6.1.4	Deliver Griffith's key tourism event campaigns.	Marketing & Promotions Coordinator	Number of communication channels used to promote key tourism campaigns.	Caravan World - Griffith easter party feature Digital: - Facebook - Instagram - Google -Caravan world Griffith easter party feature Website (Visit Griffith & Griffith Spring Fest, Griffith Easter Party) - EDM - ACM (online newspaper streams) Other: - Media Releases - TV - Radio - Weekly segments - Website
Attract regional conference and business event market.	5.6.2.1	Communicate with business event stakeholders.	Events Coordinator	Number of business event guides distributed.	Business Events and Conferencing page on Visit Griffith active. New Visit Griffith website making it more user friendly for businesses to see what we have on offer in the area. Video clip currently has 369 views. Visitor Servicing Team currently auditing the Venue & Conferencing Guide which will be an inadapt tool we will be able



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DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					to give to potential business event organisers.
Establish Griffith as a destination of choice.	5.6.3.1	Increase Griffith's digital presence.	Marketing & Promotions Coordinator	Engagement and reach of digital platforms.	<p>Visit Griffith Facebook:  NEW Likes - 387  Followers - 10,647  Page reach - 149,791  Page visits - 8,143  Reach (organic)  Posts, shares &amp; stories - 29</p> <p>Visit Griffith Instagram:  Followers - 4,178  New Followers - 195  Page visits - 1,034  Reach (organic) - 6,313  Posts &amp; Stories - 29</p> <p>Griffith Spring Fest Facebook:  Likes - 3,934  Followers - 4,300  Page reach - 13,500  Posts - 2  Profile visits - 1,686</p> <p>Griffith Spring Fest Instagram:  Followers - 391  Reach - 609  Posts &amp; Stories - 2  Profile visits - 61</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Visit Griffith website: 7,000 New users - 100 Returning users -  Google Listing: 4.6 star rating Views - 2,804 searches - 842 Website Clicks - 230 Calls from Google profile - 202 Directions form google listing - 399  EDMS x 1 sent Recipients: 2,470 Total Opens: 1,870 New Contacts - 1,540
	5.6.3.2	Produce consistent marketing material.	Marketing & Promotions Coordinator	Number of printed promotional collateral developed and distributed.	Save the Date - Event DL post cards (2,000) Visit Griffith - promotional video
	5.6.3.3	Seek funding opportunities to assist in the development of tourism in Griffith.	Tourism Manager	Number of funding opportunities shared with stakeholders. Number of funding opportunities supported by Griffith Tourism.	8 Funding opportunities shared this quarter (via DRM "The Goods" Oct, Nov, Dec edition): Australian Government's Regional Precincts and Partnerships Program Aboriginal Affairs NSW Grants Program

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Crown Reserves Improvement Fund (NSW Govt) EV Destination Charging Grants for Regional NSW Regional Event Fund: Event Development Stream 'Lights On, Doors Open' - Stipend Program Supporting Volunteer-led Museums in NSW Clubgrants Category 3 Fund Regional Skills Relocation Grant (NSW Govt)
	5.6.3.4	Develop and maintain partnerships with leading regional, state and national tourism bodies.	Tourism Manager	Number of collaborative projects involved in.	Attended Visit Riverina Inc. AGM, strategy session and bi-monthly meeting in December (in Narrandera). Destination Riverina Murray was in attendance. We/ Griffith hosted Kidman Way Promotional Committee meeting in November. Lots of exciting projects and collaborations in the pipeline with both partnerships.
	5.6.3.5	Capitalise on new marketing opportunities.	Marketing & Promotions Coordinator	Number of new marketing opportunities sourced.	PRINT: Caravan World - January edition - Griffith Easter Party Ad

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DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					DIGITAL: Facebook Instagram Google YouTube - New Visit Griffith Promotional Video Launch (Nov) Websites (Visit Griffith, Spring Fest, A Taste of Italy & update of Griffith Easter Party website) EDM ACM (online/digital newspapers) Australian Traveller Caravan World OTHER: Media Releases Radio LiSTNR app
	5.6.3.6	Provide a functional and well-maintained Tourism facility available to the public.	Tourism Manager	No complaints received.	CAPEX funds required to upgrade FOH workstations (in line with WH&S standards), and gift shop to be more user friendly for patrons and staff in regards to storage and display space. Scope of works will get underway in the new year in order to obtain relevant quotes etc.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Facilitate the development of visitor experiences that add value to the core attractive features of Griffith.	5.6.4.1	Work with tourism industry stakeholders to grow product offering through relationship building.	Visitor Information Centre Coordinator	Number of operator visits. Number of group itineraries created and distributed	*Number of local famils attended by the Griffith Tourism Team = 0 (Revised budget for wages did not allow). *Number of operator and ambassador visits = 0 operator visits (Lack of staffing did not allow this to happen). *Number of group itineraries created and distributed = 4 Groups include: - O'Shannessey's (May 2024) - KTG Tours (Oct 2024) - Cardwell's Coach Tours (Oct 2024) - Simes Bros Coaches (Oct 2024)
	5.6.4.2	Communicate visitor experiences to potential visitors and new markets.	Visitor Information Centre Coordinator	Number of visitor guides distributed. Number of information packs distributed.	Number of visitor guides distributed Australia-wide = 1539 Breakdown: 528 - sent to Visitor Information Centres around Australia 484 - supplied to local operators 527 - handed out by the Visitor Servicing Team at the Tourism Hub

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DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>Number of information packs distributed during quarter 2 = 74</p> <p>This includes:</p> <p>20 x group delegate bags (Bristol Car Club)</p> <p>49 x New Resident Kits handed out by Visitor Servicing team at the Tourism Hub (of that, 40 supplied to Murrumbidgee Local Health District)</p> <p>5 x Seasonal Workers Kits handed out by Visitor Servicing team at the Tourism Hub</p>
	5.6.4.3	Create and facilitate opportunities for tourism stakeholder engagement and education.	Tourism Manager	Number of Tourism Action Groups (TAGs) held.	<p>Numerous meetings held and supported throughout this quarter:</p> <ul style="list-style-type: none"> <li>- Griffith Spring Fest (sponsors, garden owners, citrus sculptor groups, volunteers, entertainers, contractors, media, etc)</li> <li>- We hosted Kidman Way Promotional Committee Meeting in November</li> <li>- Attended Visit Riverina Inc. AGM, strategy session and bi-monthly meeting in December in Narrandera</li> <li>- Griffith Tourism Team</li> </ul>

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DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>attended De Bortoli's meet &amp; greet evening in December with other local tourism operators in attendance</p> <ul style="list-style-type: none"> <li>- Engagement and communication had with Sports Marketing Australia for potential opportunities in 2024</li> <li>- DRM Agri Tourism Strategy DRAFT circulated and feedback given</li> </ul>
	5.6.4.4	Create and facilitate opportunities for tourism stakeholder engagement and education.	Tourism Manager	Number of capacity building opportunities shared with stakeholders.	<p>6 Relevant Capacity Building Opportunities shared via DRM "The Goods" (Oct, Nov, Dec editions)</p> <p>Destination NSW Sustainability Skills Micro-credentials: Round Two Webinar: Step-up your blogging game with AI</p> <p>Australian Tourism Industry Group (ATIG) Tourism Webinars &amp; Workshops (every month, ATIG provide free tourism webinars focusing on areas such as website design, search engine optimisation (SEO), social media marketing, and more)</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>Affinity Activity Safe Education Program - workshops and webinars for Adventure operators</p> <p>MEA Short Courses (for event organizers)</p> <p>Strive 4 Sustainability Scorecard (DNSW &amp; Ecotourism)</p> <p>Griffith Tourism Team attended De Bortoli's meet and greet evening in December with other local tourism operators in attendance.</p> <p>Many local famils in the pipeline for 2024 and we will also include our volunteers so it broadens their knowledge when taking group tours.</p>

## Support transport connectivity

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Contribute to the rail freight interchange improvement project plan, collaborating with project partners to	5.7.1.1	Contribute to the completion of the WR Connect (Western Riverina regional freight intermodal) Business Case.	Economic Development Coordinator	WR Connect Business Case Progress.	Communication with Leeton Shire Council as project progresses.



DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
provide support for the full business case.					
Lobby State and Federal Governments to advocate for reliable and cost-effective means of road and rail transport that is accessible to all industries in Griffith.	5.7.2.1	Contribute to freight and transport initiatives.	Economic Development Coordinator	Progress of Southern Industrial Link.	Industrial Link Road completion milestones promoted.
Engage with the State, Federal Governments and Airlines to advocate for reliable and cost-effective means of Air transport through Griffith Airport for both business and leisure passengers.	5.7.3.1	Maintain communication with Airlines and provide support towards an expansion of air services.	Planning & Environment Manager	Number of flight services.	Ongoing

**Provide and manage assets and services**

Provide, renew and maintain a range of quality infrastructure, assets, services and facilities

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain and develop infrastructure and services to bring together willing buyers and sellers of livestock in the Western Riverina region.	6.1.1.1	Manage and maintain Griffith Livestock Marketing Centre within allocated budgets.	Director - Utilities	Griffith Livestock Marketing Centre maintained to facilitate and maximise the buying and selling sheep with the ability to sell cattle when required.	Livestock is within Budget.
	6.1.1.2	Upgrade existing facilities to improve selling conditions for sheep yards.	Director - Utilities	Capital works to be maintained in the allocated budget each financial year.	Works are pending due to Masterplan of roof and additional yard works.
Provide engineering design and referral services to internal departments within Council.	6.1.2.1	Engineering design and referrals provided to Council departments.	Engineering Design & Approvals Manager	Design progression and referrals reported quarterly.	Engineering design and referrals are being completed and provided to internal departments. This includes engineering designs being completed to Council's Infrastructure & Operations Directorate, Council's Utilities Directorate, and Urban Design Department for completion of capital works programs and successful funding projects. Engineering Referrals are being provided to Council's Planning Department for developments and includes

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					providing information for engineering assets for future strategic planning of masterplanned areas in the LGA including Lake Wyangan, Hanwood and Yenda Villages.
Provide gravel from the Tharbogang Quarry to meet the demands of Council's road building projects.	6.1.3.1	Gravel extraction to be carried out as per licence and development application requirements.	Waste Operations Manager	Gravel meets the demand required for Council roadworks whilst maintaining extraction limits.	There has been no demand for quarry products from Tharbogang Quarry.  Work will commence shortly on a blasting program that will provide the final batter shape for the eastern quarry wall. Which in turn becomes the new landfill.
Investigate the delivery of a new cemetery and crematorium.	6.1.4.1	Explore options for the new cemetery and crematorium.	Director - Infrastructure & Operations	Location for the new cemetery and crematorium finalised.	Councillors request for further information for the provision of Cremation services to be received by 31 Jan associated with current Expression of Interest (EOI). This was reported to Council in Q3 and will be updated in the Q3 report.
Provide cemetery facilities to meet the	6.1.5.1	Manage and maintain Griffith, Yenda and Bagtown cemeteries within allocated budgets.	Parks & Gardens Manager	Cemeteries managed efficiently and to agreed service standards.	Maintenance at the three Council owned cemeteries is ongoing, the level of service meets the

## Quarterly Review | 2023-24

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
needs of the community.					expectations of the community and is within the allocated budget.
Maintain street sweeping program to improve quality of stormwater runoff.	6.1.6.1	Manage and maintain street sweeping program to improve quality of storm water runoff.	Works Manager - Maintenance	Street sweeping undertaken as per program.	Street sweeping undertaken as per program and up to date.
Maintain and upgrade the existing waste management centres to provide waste handling to accommodate the current and future needs of the community.	6.1.7.1	Continue utilisation and upgrading of existing landfilling facilities.	Waste Operations Manager	Statutory reports submitted in accordance with licencing requirements.	Essential Energy has provided its approval for the High Voltage Power Extension. Once the procurement process has been completed for a Level 1 Power Installer and the works completed. There will be three major projects that can recommence. 1) Main Access Road Upgrade 2) Leachate Pond Redevelop 3) Landfill Gass Capture.
Encourage resource recovery and kerbside recycling.	6.1.8.1	Provide and promote resource recovery and recycling initiatives.	Waste Operations Manager	Provide relevant information to the community in relation to resource recovery services.	Council is always promoting resource recovery by providing a Dry Recyclable service. Council is always assessing the viability (both finical and environmental) of

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					introducing other forms resource recovery.
Maintain waste collection services for the Griffith LGA.	6.1.9.1	Provide commercial, street and park bin collections.	Waste Operations Manager	Ensure daily collection service is provided.	Both the Domestic and Recycling Kerbside Collection services are progressing along well. There is little to no issues in relative terms. When there is an issue brought to Council attention, the collection contractor will assist in solving it with no fuss. There are multiple examples of this occurring.
	6.1.9.2	Liaise with collection contractor to ensure that both domestic and recycling bins are serviced.	Waste Operations Manager	Ensure that contractor is servicing the domestic and recycling bin network as per contract.	Both collection services run smoothly.
	6.1.9.3	Replace and repair domestic and commercial bins when required.	Waste Operations Manager	Ensure replacement/repair meet CRM time frames.	The CRM requirement for the bin replacement is met most of the times. If a CRM is missed (for whatever reason) and it has been brought to the attention of the Waste Department, it is dealt with promptly.
Develop and implement a Strategic Asset Management Plan	6.1.10.1	Conduct a comprehensive review of all WHS aspects.	Finance Manager	Prepare a report to review WHS actions and costs to remediate.	WHS Audit and action list completed. Critical items addressed. Others will require budget to rectify.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
for Griffith Pioneer Park Museum.	6.1.10.2	Program and carry out asset maintenance and pest control activities in accordance with Asset Maintenance and Restoration Plan.	Griffith Pioneer Park Museum Manager	Report progress annually.	Compiling a Strategic Asset Management Plan as per Strategic Plan recommendation. As there are forty buildings of varying heritage importance, the priority significant buildings will be attended to first with restoration and replacement structures for those of less historical significance. Capital investment will be required once works are identified and prioritised. There has been a new pest control contractor engaged and they will advise best practice and staged approach for pest control activities.
Provide GIS services to the organisation.	6.1.11.1	Provide timely, responsive GIS services for Council.	Asset Management Coordinator	Respond to GIS work requests within 48 hours.	90% of GIS related CRMs are responded to within 48 hours.
Ongoing review and assessment of Asset Management Plans for all asset classes.	6.1.12.1	Review and update Asset Management Plans for Council infrastructure.	Asset Management Coordinator	Complete annual update of asset management plans to reflect current value and condition of assets by 30 November.	Contributing to development of plans for Water and Sewer, and transportation assets.
	6.1.12.2	Complete cyclical Valuation Reviews on each Asset class as	Asset Management Coordinator	Review of each Asset Class by 31 March annually.	Valuation by external valuers is in progress.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		required under statutory guidelines.		Complete scheduled revaluation of each Asset Class according to revaluation schedule by 31 May annually.	
Ongoing review and assessment of asset valuations.	6.1.13.1	Conduct annual comparison of asset valuations for financial purposes to insurance valuations for forms or buildings and infrastructure.	Asset Management Coordinator	Comparison review by 31 March annually.	Preliminary calculations have been developed. Waiting on updated schedule from Insurer to complete the task.
Efficiently manage and maintain Council's fleet services.	6.1.14.1	Provide efficient fleet services to Council.	Fleet & Depot Manager	Ensure that all Plant items have a maintenance policy in place and are inspected at least annually. Maintain/update Council's 10-year plant replacement program and renew plant items as per the program.	Plant replacement program is almost completed for this financial year. Assets are maintained on a regular basis and have maintenance policies in place.
	6.1.14.2	Maintain a modern and suitable fleet to meet the requirements of Council's services and facilities.	Fleet & Depot Manager	Maintain 80% utilisation target of major plant items in line with Institute of Public Works Engineering Australasia (IPWEA) Benchmarks. (except essential items required irrespective of utilisation).	There have not been many instances of extended downtime during the reporting period.
Maintain Griffith Airport infrastructure including terminal	6.1.15.1	Maintain and manage Griffith Airport in accordance with Civil Aviation Safety Authority (CASA) standards.	Director - Sustainable Development	Completion of annual CASA audit and implementation of audit findings.	Prioritisation of inspection recommendations and replacement of infrastructure ongoing.

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DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
buildings, runways and carparks.					Runway overlay completed in February 2024.
	6.1.15.2	Develop car parking plan for Griffith Airport.	Director - Sustainable Development	Car parking plan approved and placed on public consultation undertaken.	Progressing

Maintain and develop an effective transport network (airport, public roads, pathways, pedestrian access and transport corridors) for Griffith and villages

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain regional and local road infrastructure network as per adopted service standards.	6.2.1.1	Maintain regional and local roads infrastructure network to adopted service standards.	Works Manager - Maintenance	Works carried out within allocated budget.	In Q2 - Works carried out within the allocated budget. In Q3 - Only urgent maintenance will be completed due to budget constraints.
	6.2.1.2	Develop and implement annual gravel re-sheeting program.	Works Manager - Construction	Works carried out within allocated budget.	Gravel Resheeting has commenced from the list where it was left last year.
	6.2.1.3	Sealed roads rehabilitation program implemented in accordance with Asset Management Plan.	Works Manager - Maintenance	Works carried out within allocated budget.	In Q2 - Works carried out within the allocated budget. In Q3 - Only urgent maintenance will be completed due to budget constraints.
	6.2.1.4	Sealed roads reseals program implemented in accordance with Asset Management Plan.	Works Manager - Maintenance	Works carried out within allocated budget.	In Q2 - Works carried out within the allocated budget. In Q3 - Only urgent



DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					maintenance will be completed due to budget constraints.
Develop and improve the transport network through rehabilitation and capital works.	6.2.2.1	Construct roads in accordance with Capital Works Program.	Works Manager - Construction	Works carried out within allocated budget.	1. Sealing of Second Stage of Boorga Road is progressing with gravel works completed; waiting for sealing. 2. Sealing of Dickie Road is progressing with gravel works completed; waiting for sealing. 3. Construction of Citrus Road and Rifle Range Road almost completed with only linemarking and energizing of streetlighting remaining; Extension of Time sought for completion on 31 March 2024. 4. Gravel Resheeting has commenced.
	6.2.2.2	Seal Boorga Road.	Works Manager - Construction	Works carried out within allocated budget.	All Pavement Constructed; Preparing for sealing depending upon the availability of the contractor and the aggregates required for sealing.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	6.2.2.3	Seal Dickie Road.	Works Manager - Construction	Works carried out within allocated budget.	Gravel works completed; waiting for sealing.
	6.2.2.4	Seal Barber Road.	Works Manager - Construction	Works carried out within allocated budget.	Linemarking, and installation of signs and guide posts completed; All works completed.
Construction of the Southern Industrial Link Road (Heavy Vehicle Strategy).	6.2.3.1	Construct Thorne Road between Walla Avenue and Murrumbidgee Avenue.	Works Manager - Construction	Works carried out within allocated budget.	Fully completed and opened to traffic. The contractor replaced the streetlight pole at the center of the roundabout on 14/02/2024. It will be energized after the inspection by Essential Energy, which is expected to happen in a few weeks' time.
	6.2.3.2	Construct Murrumbidgee Avenue/Thorne Road Intersection.	Works Manager - Construction	Works carried out within allocated budget.	Works complete. Open to Traffic.
	6.2.3.3	Construct Walla Avenue/Thorne Road intersection.	Works Manager - Construction	Works carried out within allocated budget.	Works Complete. Open to Traffic
Review Heavy Vehicle Strategy.	6.2.4.1	Consult with the community, industry and stakeholders to identify heavy vehicle priorities.	Engineering Design & Approvals Manager	Report on progress of the reviewed Heavy Vehicle Strategy.	Progress of consultation with the community, and industry regarding heavy vehicle priorities is an ongoing process that is ongoing. Successful consultation is being

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DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					achieved by Council's traffic and road safety staff which is ongoing with TfNSW, heavy vehicle operators and industries.

## Mitigate the impact of natural disasters

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Retain formal relationships through the Floodplain Management Committee and appropriate government agencies for planning, funding and response to flooding.	6.3.1.1	Complete investigation, design and implementation of flood mitigation measures in accordance with Office of Environment and Heritage (OEH) funding guidelines.	Water & Wastewater Manager	Report to Floodplain Management Committee and Office of Environment and Heritage (OEH) on progression of funded works.	Hanwood flood mitigation work: Stage 1a drainage work has been completed. Stage 1b drainage work has progressed to 90% completion. Stage 2 levee work along DC HANDEPOT and DC DA has also started. The project is scheduled to be completed by June 2024. Yoogali flood mitigation work is currently at tendering stage. Electrical work for raising power line is scheduled to start in March 2024. Lake Wyangan FRMS&P Review: Project brief has been prepared and sent to the Floodplain Management

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Committee members for comment. A suitable consultant will be selected through tendering process to carry out the review and revise the flood map. Anticipated timing for completion of the project is 18 months. The progress report of milestones is being reported regularly to DPE and the Floodplain Management Committee.
Lead and guide the local emergency community through participation in the Local Emergency Management Committee.	6.3.2.1	Facilitate Local Emergency Management Committee meetings quarterly.	Director - Infrastructure & Operations	Meetings held and recommendations implemented.	Meeting held in Q2 (Oct 2023) well attended. Next meeting scheduled for Q4 (11 June).
	6.3.2.2	Complete investigations, design and implementation of road restoration associated with natural disasters.	Works Manager - Maintenance	Number of grant applications submitted and implemented in accordance with funding body requirements.	Funding for reconstruction of sealed roads have approved and work has commenced to repair flood damaged roads.

## Valuing our environment

### Enhance the natural and built environment

Encourage respectful planning, balanced growth and sustainable design

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Provide guidance on potential development, construction and planning issues.	7.1.1.1	Hold regular forums with developers, consultants and stakeholders.	Planning & Environment Manager	Annual forums held. Number of pre-lodgement meetings addressed. Number of stakeholder circulars issued.	To be scheduled for Q3.
Maintain a healthy built environment.	7.1.2.1	Investigate and regulate unauthorised building works and land use.	Planning & Environment Manager	Promptly undertake unauthorised building compliance action.	Ongoing compliance actions instituted when needed.
Provide efficient building and development services.	7.1.3.1	Issue construction certificates, occupation certificates and complying development certificates as per legislation.	Planning & Environment Manager	Average turnaround time for all applications.	Ongoing, no back log.
Manage and maintain an efficient Development Application process as per legislative requirements.	7.1.4.1	Good quality and timely development assessment.	Planning & Environment Manager	Determine all development type applications in a timely manner.	This is an ongoing commitment. A formal approval process is in place and constant monitoring are done and planning status reports are produced on a monthly basis.
Maintain Council processes consistent with Department of	7.1.5.1	Compliance with Department of Planning and Environment requirements.	Planning & Environment Manager	Adjustments made to Council processes as required.	Internal Audit recognize that processes is consistent with requirements.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Planning and Environment requirements.					
Regulate swimming pool barrier applications.	7.1.7.1	Maintain and implement the Private Swimming Pool Inspections Program.	Planning & Environment Manager	All pools within the Local Government Area to be inspected once every 3 years.	Targets met for Q2.
Regulate swimming pool barrier compliance outside the pool inspection program.	7.1.8.1	Assess applications for Swimming Pool Certificates of Compliance.	Planning & Environment Manager	Certificate of compliance or compliance notice to be issued within 7 days of receipt of an application.	Ongoing as required.
	7.1.8.2	Investigate complaints relating to swimming pool barrier non-compliance and take action to regulate non-compliance.	Planning & Environment Manager	All complaints followed up within 2 days of receiving the complaint.	Processes and protocols are in place to deal with any of these adhoc situations. Most cases in the past related to blow up pools and these were all solved through appropriate compliance action.
Fire Safety of Buildings.	7.1.9.1	Maintain a register of Annual Fire Safety Statements for commercial premises.	Planning & Environment Manager	All Annual Fire Safety Statements to be entered in register.	Registers are constantly updated pending resources.
Develop State of the Environment Report for Griffith City Council.	7.1.10.1	Establish environmental indicators, report on and update environmental trends, identify major environmental impacts.	Planning & Environment Manager	State of the Environment Report 100% completed June.	Not progressing

## Deliver projects to protect and improve biodiversity, biosecurity and sustainability

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Develop Griffith City Council On-Site Sewage Management (OSM) Plan.	7.2.1.1	Develop structure for OSM Plan, determine process for capturing OSM information within Authority, HP Records Manager & Intramaps and commence development of OSM Plan.	Planning & Environment Manager	On-Site Sewage Management (OSM) Plan complete.	Not progressing
Deliver Weeds of National Significance eradication and control program.	7.2.3.1	Manage and maintain Council's obligations under the Biosecurity Act.	Parks & Gardens Manager	Number of inspections and spraying programs undertaken.	Council's Biosecurity Officer completes weed inspections then collates the findings and directs action to the appropriate sections of responsibility for the land.

## Protect our heritage buildings and precincts

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Griffith Heritage Study.	7.3.1.1	Liaise with heritage site landowners identified in the Study to ascertain if additional sites should be added to GLEP.	Planning & Environment Manager	Seek gateway approval to list identified heritage sites in the GLEP.	Not Progressing

## Improve sustainable land use

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Develop a Contaminated Land (CL) Register for	7.4.1.1	Determine, process and identify Contaminated Land sites for Register, determine process for	Director - Sustainable Development	Contaminated Land (CL) sites identified 25%	Ongoing

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Griffith City Council LGA.		capturing CL information within Authority, HP Records Manager & Intramaps (the Register) and source funding.		complete. CL register 25% complete by June.	
Regulate and inspect Underground Petroleum Storage Systems (UPSSs) (Priority Fuel Stations) within the Griffith LGA.	7.4.2.1	Identify all Fuel Station sites in Griffith LGA. Develop tablet-based platform for the undertaking and delivery of UPSS site inspection.	Director - Sustainable Development	Register of all Underground Petroleum Storage Systems (UPSSs) complete by June.	All sites identified and inspection program commenced.
Monitor Underground Petroleum Storage Systems (UPSS) in Griffith LGA as required under the Protection of the Environment Operations UPSS Regulation 2019.	7.4.3.1	Underground Petroleum Storage Systems (UPSS) inspection program.	Director - Sustainable Development	Undertake Underground Petroleum Storage Systems (UPSS) in accordance with inspection program.	Register established and inspections ongoing.



## Use and manage our resources wisely

Manage Griffith's water resources responsibly

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain water infrastructure including reservoirs, mains and treatment plants.	8.1.1.1	Manage and maintain water infrastructure as per budget.	Water & Wastewater Manager	Works completed as per budget allocation.	Water infrastructure including reservoirs, water mains and treatment plant are maintained to meet levels of service and provide safe and secure water supply to residents as per NSW Health guidelines.
Maintain sewer infrastructure including pump stations, rising mains and treatment plants.	8.1.2.1	Manage and maintain sewer infrastructure as per budget.	Water & Wastewater Manager	Works completed as per budget allocation.	Sewer infrastructures including pump stations, sewer rising mains and treatment plants are maintained to meet levels of service, the EPA and MI requirements.
Plan and provide water and sewerage services that meet growth demands.	8.1.3.1	Update Developer Service Plans (DSP) for water and sewerage to ensure adequate infrastructure plans in place for future demand.	Director - Utilities	Completion of Developer Service Plans (DSP) for water and sewerage by 2023.	Scheduled for Council Workshop 5 March 2024.
Design and construct water mains in accordance with allocated budget.	8.1.4.1	Design and construct water mains in accordance with allocated budget.	Water & Wastewater Manager	Complete designs and construction as required.	Design and construction of water mains being carried out in accordance with allocated budget.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain water pressure zones and metered districts infrastructure.	8.1.5.1	Monitor flows and pressure for variations, anomalies and flow patterns.	Water & Wastewater Manager	Compliance with minimum flow rate and pressure standards as per Supply Levels of Service policy.	Council is committed to meet the adopted levels of service and carrying out capital and maintenance works and making operational changes as required. Council is monitoring the flow and pressure through SCADA. Pressure gauges have been installed in the water supply network to check the variations and anomalies.
Maintain water meter replacement program to ensure meter age less than 10 years.	8.1.6.1	Manage and maintain Griffith and villages water meter annual replacement program.	Water & Wastewater Manager	Number of water meter replacements.	Water meter replacement program is maintained to ensure meter age less than 10 years.
Maintain an annual water mains replacement program.	8.1.7.1	Manage and maintain Griffith and villages water mains replacement program in accordance with allocated budget.	Water & Wastewater Manager	Capital works for water mains completed.	Annual water mains replacement program maintained as per allocated budget.
Offer rebates for water efficient devices.	8.1.8.1	Rebate program for water efficient devices provided.	Water & Wastewater Manager	Number of rebates provided.	Council has continued Water Wise Rebate Program which offers residents rebates for the purchase of water efficient devices.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					No claim has been made to date.
Maintain Risk Based Drinking Water Management System in accordance with State Government requirements.	8.1.9.1	Review and update if required Risk Based Drinking Water Management System.	Water & Wastewater Manager	Risk Based Drinking Water Management System prepared in accordance with legislative requirements. Compliance with Australian Drinking Water Guidelines and results published monthly on Council's website.	Risk Based Drinking Water Management System has been reviewed and updated as per new regulatory and reporting framework of NSW Health. The updated document will be sent to Senior Management Team for endorsement. Council is monitoring Blue Green Algae in the supply channel and in raw the reservoirs.

## Reduce energy consumption and greenhouse gas emissions

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Liaise with local energy provider to maintain and upgrade street lighting.	8.2.1.1	Maintain street lighting.	Director - Infrastructure & Operations	Street lighting issues identified and reported to Essential Energy.	Intersection street lighting has been upgraded associated with capital works including Walla Ave, Thorne Road, Citrus Road and Sidlow Road.
Undertake Energy Audits on Griffith City Council facilities.	8.2.2.1	Complete Energy Audit on GCC's buildings on a needs basis.	Planning & Environment Manager	Number of audits undertaken.	Not progressing at this stage.

## Promote the use of alternative and renewable energy sources

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Identify alternative and renewable energy sources that may benefit Griffith.	8.3.1.1	Work with industry and other key groups to encourage the use of alternative and renewable energy sources.	Planning & Environment Manager	Implementation of projects that benefit the environment.	Local solar farm approvals/assessments.

## Implement programs to improve sustainability

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Efficiently manage Council's fleet services, taking into consideration the impact of Council's fleet and depots on the environment.	8.4.1	Provide environmentally efficient fleet plant and vehicles to Council.	Fleet & Depot Manager	Investigate and recommend any fuel or energy savings available when replacing plant items or through policy changes.	Currently investigating Battery / Electric options and still working on excessive engine idling issues.
Increase Resilience to Climate Change (IRCC) through implementation of actions to address identified climate change risks and vulnerabilities within the Griffith LGA.	8.4.2.1	Prepare a draft strategy identifying measures to implement projects to improve resilience to climate change in CBD.	Director - Sustainable Development	Submit 1 -2 IRCC funding application/s addressing urban heat/stormwater capture and reuse.	No funding currently available.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Implement the Street Tree and Tree Preservation Policy.	8.4.3.1	Administer Street Tree and Tree Preservation Policy.	Parks & Gardens Manager	Compliance with Street Tree Policy. Compliance with Tree Preservation Policy. Number of applications processed.	The Tree Policies are adhered to. This ensures Council Street Trees are placed in the appropriate locations and all customer requests receive prompt attention to limit risk to the public.
Investigate community's intentions and acceptance for Food Organics Garden Organics (FOGO) Collection Service for Griffith.	8.4.4.1	Assess feasibility for Garden Organics (GO) only or Food Organics and Garden Organics (FOGO) waste collection (kerbside, public place and business) organics diversion service.	Director - Utilities	Report on feasibility.	Ongoing

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**Griffith City Council**

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**COMMITTEE REPORT**

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**CLAUSE** CL01**TITLE** Traffic Committee Approval for Community Events**FROM** Brett Stonestreet, General Manager**TRIM REF** 24/10868

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**SUMMARY**

Griffith City Council receives and processes applications for Community Events – Traffic Related matters in accordance with an adopted policy. Notwithstanding this, the current process has resulted in considerable frustration from event organisers both internal and external to Council.

This report should not be interpreted as any criticism of Council staff in that they are processing applications in accordance with adopted policy.

This report seeks Traffic Committee approval to amend the adopted policy by implementing a pre-approval process for annual community events and reducing the minimum time period required for submission of documentation to Council for consideration by the Traffic Committee.

**RECOMMENDATION**

- (a) The Traffic Committee approve annual community events with respect to traffic related matters for the following as previously approved:
1. Craft Beer Festival/Easter Vintage Festival – April
  2. Anzac Day – April
  3. Sikh Games – Shaheedi Tournament – June
  4. Griffith Biggest Lap – October
  5. Multi-Cultural Festival – October
  6. Griffith Spring Fest Launch Party – October
  7. Spring Fest. – October
  8. Rotary Carnival – December
  9. Griffith Cycling Club Events – Various Sundays all year.
  10. Memorial Park Events – Other than those referred to above.
- (b) The approved events as referred to in (a) above apply to events for 2024, 2025 and 2026.
- (c) The approved events as referred to in (a) and (b) above are to be substantially consistent with the scope and location as approved by the Traffic Committee in (a) above.
- (d) The General Manager be delegated authority to approve minor changes for the 2024, 2025 and 2026 traffic related documentation where these changes comply with (c) above.
- (e) Any proposed amendments to the traffic related documentation “not substantially consistent” as considered by the General Manager be reported to the Traffic Committee for consideration.
- (f) Pre-Approved Events must provide to Council a current Public Liability Certificate of Currency prior to the next approved event.

CL01 Traffic Committee Approval for Community Events

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- (g) **Pre-Approved Events must provide to Council a Police Notification Form (Schedule 1) and a Speed Zone Authorisation Request (if applicable) a minimum of 2 months prior to the event.**
- (h) **Council amend the Events Policy and Decision Tool - Public Policy (CS-CP-501) to reduce the minimum time period for lodgement of documentation to Council from 4 months to 2 months. (As per Attachment C). The amended draft policy be placed on exhibition for a period of 28 days. Any submissions to be reported to Council for consideration. Should no submissions be received then the draft amended policy be adopted.**
- (i) **The Traffic Committee note that staff will prepare an “Event Debrief” report to all future meetings. The report will prompt members of the Traffic Committee to identify any matters of compliance with traffic related matters for events held since the previous meeting and make determinations of any appropriate changes for future events.**

### **REPORT**

There are three (3) components I wish to deal with in this report:

1. Simplifying the approval process for annual community events where the scope and location of the event is consistent from year to year. (Pre-Approval Process.)
2. Reviewing the minimum time period for event organisers to submit documentation to Council for consideration of the Traffic Committee.
3. Event Traffic Control Plan – Compliance with Conditions of Consent. (Event Debrief Report).

### **Annual Community Events**

The Traffic Committee determines applications to Council for various community events in so far as traffic related matters are concerned. These applications are considered by the Traffic Committee and Council in accordance with the following documents:

1. Guide to Traffic and Transport Management for Special Events 2018 (Attachment A).
2. Events Policy and Decision Tool (CS-CP-501) (Attachment B).

As is common place in most communities, there are several events that occur on an annual basis that are held at the same time during year, have a similar scope of activities and are located in a similar place. Given these circumstances, the conditions imposed by the Traffic Committee are very similar each year.

Notwithstanding these similarities, community and Council event organisers are required to submit applications to the Traffic Committee every year for approval. The following is a list of various documentation required to be submitted:

- Traffic Control Plan
- Traffic Management Plan
- Special Event Transport Management Plan
- Public Liability Insurance Policy Certificate of Currency
- Police Notification Form (Schedule 1).

## CL01 Traffic Committee Approval for Community Events

- Evidence that authorised persons engaged to establish and monitor traffic control devices (as per the Traffic Control Plan) hold traffic control qualifications.
- Speed Zone Authorisation Request.

This report proposes that the Traffic Committee put in place a pre-approval process for events that occur on an annual or recurring basis. This pre-approval would apply when the event is “substantially consistent with the scope and location” of the event already approved by the Traffic Committee and as referred to in recommendation (a) of this report.

The following is proposed as a definition of “*substantially consistent with the scope and location*”.

Scope – The proposed number of persons attending the next event does not increase by more than 50% of the event previously approved by the Traffic Committee.

Location – There are no additional classified roads impacted to those previously approved by the Traffic Committee.

During 2023 the Traffic Committee approved traffic related documentation for the following events. (Refer Attachment D for more details).

Traffic Committee Date	Event	Date
14/2/2023	Craft Beer Festival – Community Gardens	8/4/2023
14/2/2023	Anzac Day March	25/4/2023
4/4/2023	Griffith Biggest Lap	23/9/2023
4/4/2023	Sikh Games	10-11/6/2023
9/5/2023	Sikh Games	10-11/6/2023
20/6/2023	Griffith Biggest Lap	23/9/2023
20/6/2023	Springfest	8-22/10/2023
22/8/2023	Sounds of Spring Youth Advisory Group	28/10/2023
22/8/2023	National Veteran Vehicles ‘Gaslight Parade’ Event.	5/10/2023
17/10/2023	Rotary Carnival	1/12/2023
17/10/2023	Anzac Day March	25/4/2024
12/12/2023	Griffith Cycling Club	Sunday Events 2024 “On any given Sunday 1/1/2024 to 31/12/2024”.
12/12/2023	Dean Carter Memorial Interclub Road Race	20/12/2023



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12/12/2023	Memorial Park Events	All dates
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It is noted that the Traffic Committee has already set a precedent for pre-approval of recurring events. At the 12 December 2023 meeting the Committee approved all Griffith Cycling Club events for the 2024 calendar year.

#### Review of Minimum Time Period for Submission of Documentation to Council

The Traffic Committee meets on a Tuesday every month with meetings for 2024 scheduled as follows: 13 February, 12 March, 9 April, 14 May, 11 June, 9 July, 13 August, 10 September, 8 October, 12 November and 10 December.

The current policy settings of Council (as per Attachments A and B) require all of the above documentation to be submitted to Council a minimum of four (4) months prior to the respective event.

The following extract from the Attachment A – NSW Government Guide to Guide to Traffic and Transport Management for Special Events 2018 describes the basis upon which the 4-month minimum for submission of documentation is based.

#### **4.1.1 Timeframes for Council approval**

In general, it is good practice to lodge the formal application with the relevant Council at least four months before the event is to be held. Some Councils require even more notice, especially if it is a major event.

Local Government recommends this four-month period because applications may need Council approval and some Councils meet only 4 to 6 times a year. If the application is rejected, there is still time to arrange an alternative venue.

This period also allows time to obtain approvals from other agencies such as the Environment Protection Authority or the Police.

For more information about Councils, please refer to [Chapter 5](#) (Local Councils).

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I make the following observations from the above extract:

1. All Councils in NSW must by statute meet at least 10 times per calendar year therefore the suggestion that some Councils meet only 4 to 6 times per year to consider Traffic Committee matters is not correct.
2. Griffith City Council meets on average 22 occasions per calendar year therefore has numerous and regular opportunity to consider Traffic Committee business.
3. The remaining quoted justification for requiring 4 months' notice to submit documentation to the Traffic Committee is:

“this period also allows time to obtain approvals from other agencies such as the Environment protection Authority or the Police.”

Griffith City Council's process for consideration/approval of Community events (traffic related matters) is as follows:

1. Event Organiser submits all required documentation to Council at least 4 months prior to the scheduled date for the event.

CL01 Traffic Committee Approval for Community Events

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2. Council staff assess the information and prepare a report for the next scheduled Traffic Committee Meeting. The business paper containing all items for consideration is distributed to members of the Committee during the week prior to the Traffic Committee meeting.
3. The Traffic Committee makes a determination regarding the matter.
4. The Minutes of the Traffic Committee are referred to the next available Council meeting for consideration and endorsement.
5. Council informs the event organiser of the determination of the Traffic Committee.

Therefore, the current notification period of referral by Council to members of the Traffic Committee to consider these applications is one (1) week.

In summation, the existing minimum time period for lodgement of documentation to Council can be reduced from 4 months to 2 months without impacting on the ability of Council to appropriately deal with applications.

Event Traffic Control Plan – Compliance with Conditions of Consent

Council has very limited resources available to ensure compliance with conditions of consent issued by the Traffic Committee. Notwithstanding this, Council receives feedback from various stakeholders as to issues of concern regarding the running of events and suggestions for future improvements.

In terms of future action, Council staff will prepare an “Event Debrief” report to all future Traffic Committee meetings. The report will prompt members of the Committee to identify any matters of compliance with traffic matters for events held since the last meeting and make recommendations as to how these might be addressed for future events.

[LINK TO STRATEGIC PLAN](#)

This item links to Council’s Strategic Plan item 4.4 Provide a range of cultural facilities, programs and events.

[ATTACHMENTS](#)

- (a) NSW Guide to Traffic and Transport Management for Special Events
- (b) Events Policy and Decision Tool - Public Policy (CS-CP-501)
- (c) Events Policy and Decision Tool - Public Policy (CS-CP-501) - Amended
- (d) Traffic Committee Meetings 2023 - Events Approved

**GUIDE  
TO  
TRAFFIC AND TRANSPORT MANAGEMENT  
FOR  
SPECIAL EVENTS**

Version 3.5

July 1, 2018



**CL01 Attachment (a) NSW Guide to Traffic and Transport Management for Special Events**

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**CHANGE HISTORY**

V1.0	Drafts prior to release
V1.1 May 1, 2003	Initial release
V1.2 May 5, 2003	Withdrew LGSA logo from cover page. LGSA is developing new logo
V1.3 May 6, 2003	Changed requirement for Sydney Metro Councils to submit a Proforma B TMP to the RTA (pages 29 & 56). Proponent's TMP will suffice.
V2.0 September 4, 2003	<p>Added definition of "Special Event" to page 1.</p> <p>Clarified comments under the heading of Managing Risk in the Workplace pages 3 &amp; 4.</p> <p>Changed pages 33 &amp; 34 (detailed description of TMP) to be consistent with changes on pages 3 &amp; 4.</p> <p>Removed Appendix A3: Legal Opinion About Occupational Health &amp; Safety.</p> <p>Added note to pages 6 &amp; 35 about Event Organisers having a duty of care in relation to Public Liability Insurance.</p> <p>Added clarifying notes about the RTA's delegation of some of its functions to Councils (page 54).</p> <p>Clarified the need to advertise when traffic is to be regulated (page 50).</p> <p>Added note to page 28 requiring 3 months notice for Class 2 vehicle races.</p> <p>Removed note about WorkCover's risk management advice on page 4 and page 33 as this is superseded by advice on Department of Tourism, Sport &amp; Recreation's web site</p>
V2.1 October 1, 2003	<p>Added clarifying notes about Class 3 event to Matrix (Page Appendix XIII).</p> <p>Removed note on page 5 about incidents on the barrier side of an event being a public liability issue only (these incidents may also attract the attention of WorkCover).</p> <p>Added new LGSA Logo.</p>
V 2.2 November 10, 2003	<p>Changed font to Gill Sans.</p> <p>Added privacy notice to TMP template</p>
V 3.0 November 24, 2003	Added new chapter entitled The Cost of Staging a Special Event. This becomes Chapter and the following chapters are incremented by 1.
V 3.1 December 17, 2003	<p>Added additional police requirements under 8.9 Police Procedure for Vehicle Races on Roads &amp; Road-Related Areas.</p> <p>Changed references about Department of Sport and Recreation to Department of Tourism, Sport and Recreation.</p>
V 3.2 February 27, 2003	Relocated TMP template, Police Schedule 1 form and resource matrix towards end of the guide to allow for easier distribution by Internet.
V 3.3 August 19, 2004	<p>Removed references to Council/RTA/Police providing assistance and advice in the preparation of the TMP.</p> <p>Changed references about newspaper advertising for temporary road closures from Part 8 of the Roads Act 1993 to the Roads (General) Regulation 2000.</p> <p>On the TMP Template (in the Special Event Resources section) separated Approval &amp; Authorisation into two separate sections to clarify what is being approved and what is being authorised.</p>
V 3.4 August 1, 2006	Amended broken RTA links.

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V3.5 June 19, 2018	Changed font to Calibri Adjusted format layout Changed RTA to RMS organisation include TMC where required Remove section 1.4 Traffic & Transport Management for Special Events – Where it Fits Update website links
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**ACKNOWLEDGEMENT**

This Guide to Traffic and Transport Management for Special Events is the result of contributions from:

- NSW Premier's Department
- NSW Police
- Local Government Association of NSW
- 42 Councils who assist with this project
- Events Industry
- Roads & Maritime Service (RMS)
- Transport Management Centre

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For any comments, suggestions, or assistance interpreting this guide, contact:

Director of Major Events

Transport Management Centre

25 Garden Street

EVELEIGH NSW 1430

Email: [major.events@tmc.transport.nsw.gov.au](mailto:major.events@tmc.transport.nsw.gov.au)

**Availability on the Internet**

**Premiers Department**

Point your browser to <https://www.dpc.nsw.gov.au/> and click the following

- 1 "Programs & Services" tab.
- 2 *Event* tile
- 3 *"Event Starter Guide"*
- 4 *"Traffic and Transport issues"*
- 5 Under Traffic, transport and pedestrian management plan heading
- 6 Refer to *"Special Events Guide"*

**Police**

To be advised.

**Local Government Association**

To be advised.

**Livetraffic**

Point your browser to <https://www.livetraffic.com/> and Click on "Major Events" heading follow by "Resources for event organisers"

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**THE PURPOSE OF THIS GUIDE**

The NSW Police, Local Government, Roads & Maritime Services (RMS) and Transport Management Centre (TMC) have compiled this guide as a multi-agency approach to managing traffic and transport for special events in NSW. The guide is written for Event Organisers, Venue Managers, Police, Councils, TMC, RMS and anyone else with an interest in traffic and transport management for special events. The guide points out statutory requirements where they exist and makes best-practice recommendations where they do not.

The guide is not a rulebook. Rather, it captures the experiences and knowledge accumulated by the events industry and government agencies over the past decade. As such, it is recommended reading for all practitioners.



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**USING THIS GUIDE**

This guide is designed as a collection of chapters, with each being a stand-alone subject complete in itself. Depending on your experience and interests, you may wish to go directly to a chapter.

If you are viewing this document with pdf app, point your mouse Chapter heading and click to go directly to the Chapter.

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## Chapter 1 – Traffic & Transport Management for Special Events

### 1.1 Introduction



#### Australians love special events

Special events enrich our society and reinforce the values that Australians hold dear.

Charities use special events to attract attention to their cause and, in many communities, special events are an important way of attracting tourist dollars. Many events indirectly advertise NSW as a great place in which to live and to do business.

#### NSW Government support

For these reasons, the NSW Government and its agencies support the concept of special events and do whatever is reasonable to 'Make it happen'.

#### What is a special event?

A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special traffic management arrangements, and may involve large numbers of participants and/or spectators. Examples are marathons, fun runs, cycling events, parades, marches and street market days.

The definition also applies to events conducted in their own venue if the event requires special traffic management arrangements and multiple agency support.

#### Traffic and transport for a special event

- From a traffic and transport perspective, a special event needs to:
- ensure the safe separation of event patrons, participants and volunteers from traffic, and
- manage the reduced capacity of the road system, and
- minimise the traffic impact on the non-event community & the emergency services, and
- minimise costs.

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**A common process**

To ensure a common understanding throughout NSW, the Police, Councils and the RMS/TMC have adopted a common process: the *Traffic & Transport Management for Special Events Process*.

This guide describes the process in detail. It is written for Event Organisers, Venue Managers, Police, Councils, RMS/TMC and anyone else with an interest in traffic and transport management for a special event.

**1.2 The Special Events Process**



**1.2.1 About the Process**

In March 1999 the City of Sydney, the NSW Police City East Region and the former Roads & Traffic Authority (RTA) now RMS announced a *Traffic Management for Special Events* process. It focused on large special events conducted in the Sydney CBD.

A short time later, South Sydney Council reviewed the process and adopted it for events in their local government area.

Although the process worked well for large events in and around the Sydney CBD, it was too cumbersome for universal use.

In March 2002 a task force assembled to review the existing process, identify its strengths and weaknesses, and provide direction for an improved process that would work in all Local Government Areas across NSW.

The task force consisted of:

- NSW Police
- Roads & Traffic Authority
- Festival & Events Association
- The Special Events industry
- Sydney City and South Sydney Councils
- 16 Country Councils
- 24 Sydney Suburban Councils

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### 1.2.2 Objective of the improved process

The task force identified many objectives for the process review, the main ones being:

- Simplify the process for small events.
- Review the existing system for categorising events.
- Simplify the content of Transport Management Plans (TMPs).
- Ensure that the things that worked in the old process were retained in the new.
- Create a process that works in all local government areas.
- Remove the city bias from the old process.
- Clarify the roles of the RMS/TMC, Council and the Local Traffic Committee.
- Clarify who authorises a special event and what is being authorised.
- Ensure that the new process accommodates changes in the operating environment (*Occupational Health & Safety Act 2000*).
- Acknowledge the needs of persons with disabilities.
- Ensure that the new process is perceived to be a whole of government process.

## 1.3 Changes in the operational environment

### 1.3.1 Summary

Since introducing the first process in 1999, four changes in the operational environment for special events have occurred. They are:

- gazettement of the Occupational Health & Safety Act 2000
- increasing tendency of Australian courts to uphold public liability claims
- increasing numbers of special events (especially smaller events)
- increasing traffic volumes on NSW roads.

These changes in the operational environment are addressed in the following paragraphs.

### 1.3.2 The Occupational Health & Safety Act 2000

#### Managing risk at the workplace

OH&S legislation has as its object, to secure the health, safety and welfare of people at work. The Event Organiser must address its requirements regardless of the size of the event.

- The Event Organiser may have responsibilities under the Act (even if the Event Organiser does not employ anyone at the event) as the Act covers responsibilities towards people who are employees as well as non-employees (including volunteers, contestants and visitors).
- The Event Organiser, even if not an employer of anyone, has responsibilities under the Act, if in control of premises used by persons as a place of work.
- The route or location for the event may be considered as a place of work.

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Occupational Health & Safety and the Event Organiser



The Event Organiser

The Event Organiser is the person or organisation who is responsible for organising the event and whose name appears on the Public Liability Insurance Policy.

The *Occupational Health & Safety Regulation 2000* requires the Event Organiser to notify WorkCover of deaths and certain injuries either:

- as an occupier of a place of work where an incident occurs, or
- as an employer of a person who is killed or injured.

In addition to responsibilities under the Occupational Health & Safety Act, the Event Organiser also has a duty of care towards those persons who attend the event to ensure that they are not exposed to risks from a public liability perspective.

The Event Organiser is **not** the event management firm employed by the Event Organiser to manage the event on their behalf.

Risk Assessment & Risk Management

The NSW Government Office of Sports defines the five components of risk management as follows:

- risk identification
- risk assessment
- design of a risk elimination or reduction plan
- implementation of the plan
- evaluation and modification of the plan.

For more details about risk management, refer to the NSW Government Office of Sports website at <https://sport.nsw.gov.au> and click the "For clubs & organisations" tab and scroll down to "running your club" tag. Click on "Governance" and then click on "Risk Management" heading

The risk assessment applies to the whole event, not just the traffic and transport component.

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**What a risk assessment means in practice traffic & transport**

The risk assessment results in Traffic Control Plans to manage the risks identified.

- Traffic Control Plans describe the layout of traffic control devices such as barriers and signs.
- Traffic Control Plans are risk management plans for traffic.
- To be consistent with the requirements of the Act, a person qualified in designing traffic control layouts should create the Traffic Control Plans.
- Where practicable, the Traffic Control Plans should be created to an accepted standard (for example: the RMS/TMC Guide to Traffic Control at Worksites Manual).

Traffic Control Plans are a subset of the Transport Management Plan (TMP). The TMP is the plan that describes the entire traffic and transport management for the event. Refer to [Chapter 7 \(The Transport Management Plan\)](#) for details.

**1.3.3 Public Liability Insurance**

There is an increasing tendency for Australian courts to uphold public liability claims.

In addition to responsibilities under the *Occupational Health & Safety Act*, the Event Organiser also has a duty of care towards those persons who attend the event to ensure that they are not exposed to risks from a public liability perspective.

Local Government, Police and the RMS/TMC advise Event Organisers to take out Public Liability Insurance to cover liability claims.

It should be noted that the Event Organiser is responsible for public liability claims even where the position is voluntary or unpaid.

With very small events, such as neighbourhood street parties, Local Council still advises that Public Liability Insurance be acquired. Information about the action the NSW Government is taking on Public Liability Insurance can be found at the NSW Government Office of Sports website at <https://sport.nsw.gov.au> and refer to the "running your club" tag.

**1.3.4 Increasing numbers of special events**

There are increasing numbers of special events. This requires that their impact be carefully considered and managed.

**Class of Special Events**

For traffic and transport management purposes, the new process identifies four distinct classes of special event. These replace the previous five categories.

Whereas the old classification system focused on the type of road (state, regional or local) and estimated crowd sizes, the new classification system focuses on:

- disruption to traffic and transport systems, and
- disruption to the non-event community.

**Class 1:** is an event that impacts major traffic & transport systems and there is significant disruption to the non-event community. For example: an event that



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affects a principal transport route in Sydney, or one that reduces the capacity of the main highway through a country town.

**Class 2:** is an event that impacts local traffic and transport systems and there is low scale disruption to the non-event community. For example: an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway.

**Class 3:** is an event with minimal impact on local roads and negligible impact on the non-event community. For example: an on-street neighbourhood Christmas party.

**Class 4:** is an event that is conducted entirely under Police control (but is not a protest or demonstration). For example: a small march conducted with a Police escort.

#### Vehicle races

Vehicle races on roads and road-related areas are conducted under Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999* and may be either Class 1 or Class 2. For example, a bicycle race in the Sydney CBD would be a Class 1 event and a competitive car rally on a local country road would be a Class 2 event.

Police written approval must be obtained as part of the process. Refer to [Chapter 8.9 \(Police Procedure for Vehicle Races on Roads and Road-Related Areas\)](#) for details.

The usual way of managing traffic and transport is to create and implement a Transport Management Plan (TMP).

The complexity of the plan increases as the scale of the event increases.

The risk management plans (Traffic Control Plans) required to comply with the *Occupational Health & Safety Act 2000* are a subset of the Transport Management Plan.

Police, Local Government and the RMS/TMC recommend that, as a minimum, the Transport Management Plan be created using the model described in

[Chapter 7 \(The Transport Management Plan\)](#).

#### The objectives of the Transport Management Plan

A Transport Management Plan (TMP) manages traffic and transport over a wide area. It includes one or more Traffic Control Plans.

The TMP ensures a safe and successful event by:

- complying with the requirements of the *Occupational Health & Safety Act 2000*
- isolating the event space from traffic (Traffic Control Plans)
- managing the reduced capacity of the road system
- minimising the traffic impact on the non-event community and the emergency services
- minimising costs to the event organiser and agencies.

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1.3.5 Increasing traffic volumes



- Although the NSW Government and its agencies support the concept of special events, they must be integrated into other demands for the road space.
- For larger events (Class 1 and Class 2) Council's Local Traffic Committee will review an application and advise Council on conditions to set for the use of the road space.
  - Council or the RMS/TMC will put road usage restrictions in place that best balances the community's needs.

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## Chapter 2 – The Cost of Staging a Special Event

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### 2.1 Traffic and Transport Management Costs for Special Events



#### Overview

Before event organisers approach Local Government for approval to conduct a special event, they should be aware of the costs that they face.

Traffic management costs apply for every event: from the largest celebration in the Sydney CBD to a small neighbourhood street party.

Where the event provides a financial or cultural benefit for NSW, State Government assistance may be available. Please contact the NSW Premier's Department, Communications & Engagement for more information.

#### Occupational Health and Safety

##### Public liability insurance

Event organisers have a duty of care to obtain public liability insurance specifically for their event. The insured amount depends on the scale of the event.

##### Risk assessment and risk management plans

Event organisers have a duty of care to safely separate traffic from spectators, contestants or participants, and event volunteers. This requires that a qualified person create risk management plans (Traffic Control Plans) to a recognised Australian standard.

To reduce costs, with small modifications these plans can be reused the next time the event is staged.

##### Traffic controllers and traffic marshals

Where traffic controllers are used, the *Roads (General) Regulation 2000* requires authorisation from the appropriate roads authority (RMS for classified roads, local council for non-classified roads). The event organiser must ensure that traffic controllers and traffic marshals are trained to carry out their jobs for this event and are provided with appropriate safety equipment, for example: high visibility vests and sun or weather protection.

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**Participants, contestants, spectators and volunteers**

The *Occupational Health and Safety Act 2000* protects participants, contestants, spectators and volunteers. This may require an event organiser to provide safety equipment, toilet facilities, water, ambulance, etc.

**Traffic control devices, warning signs, cones and barriers**

Traffic control plans call for the use of some combination of traffic control devices, plain English warnings signs, cones and barriers. These are usually rented from a private company.

The provision and erection of this equipment is a cost for the event organiser.

To reduce costs, volunteers may be used to erect cones, barriers and warning signs provided they receive appropriate direction from a qualified person.

There is also a cost associated with the removal of the equipment after the event.

**Newspaper advertising**

If the event requires the regulation of traffic, Section 5 of the *Roads (General) Regulation 2000* requires that 7 days notice be given. Either Local Government or the RMS/TMC places the advertisements at the event organiser's cost.

**Local Government Costs**

**Application costs**

Local Government may charge a processing fee for the application to hold a special event.

**Lane rental costs**

Local government may charge lane rental costs where an event closes or restricts the use of a traffic lane.

**Equipment rental costs**

Some Council's may provide cones, barriers and signs, and the labour to install them, at a cost to the event organiser.

**Preparing risk management plans**

In smaller communities, Local Government may prepare risk management plans on the event organiser's behalf. Local Government is entitled to charge for this service.

**Police Costs**

**Section 40 application costs**

Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999* requires the Police Commissioner's approval to conduct a vehicle race on a road or road related area. Currently, the Police do not charge an application fee.

**User pays**

Police charge user pays fees where "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."

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<b>RMS Costs</b>	
<b>Reserving road space</b>	
The RMS/TMC reserves the road space for the event when the event is held on a road managed by the RMS/TMC. Currently, there is no cost for this service.	
<b>User pays</b>	
The RMS/TMC has a user pays policy similar to the Police. The RMS/TMC may charge if additional RMS/TMC staff are needed to manage an event, for example: extra staff are required to conduct operations at the event.	
<b>Permanent variable message signs</b>	
Any Council can request traffic management messages be displayed on RMS/TMC VMS in support of an event. There is no charge for this service.	
<b>Special event clearways</b>	
For safety or traffic management reasons, some events require the installation of special event clearways. Only the RMS and TMC (under delegated authority) is empowered to install special event clearways.	
Special event clearways are expensive, as the regulatory signs usually need to be manufactured, as do the warning signs installed in advance of the clearway going into operation.	
If a special event clearway has not previously been installed, it may require the erection of posts to support the signs.	
A special event clearway also requires a tow truck on standby.	
<b>RMS assets</b>	
RMS assets are certain bridges, viaducts and freeways. Generally, these assets are not available for special events except for Government-sponsored events such as New Year's Eve celebrations or where special arrangements have been made through the Premier's Department's Office of Protocol and Special Events.	

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**Steering committee meetings**

Large events usually require the involvement of all stakeholders in steering committee meetings held well advance of the proposed event. These stakeholders include:

- The event organiser
- Police
- Local Government

and may also include:

- The event management firm employed by the event organiser
- The venue manager
- Roads & Maritime Services (RMS)
- Transport Management Centre (TMC)
- Premier's Department
- Transport Authorities
- Government trusts and authorities.

There is no charge from Government Authorities to participate in these meetings

**Incidental Costs**

Depending on the event, incidental costs may include:

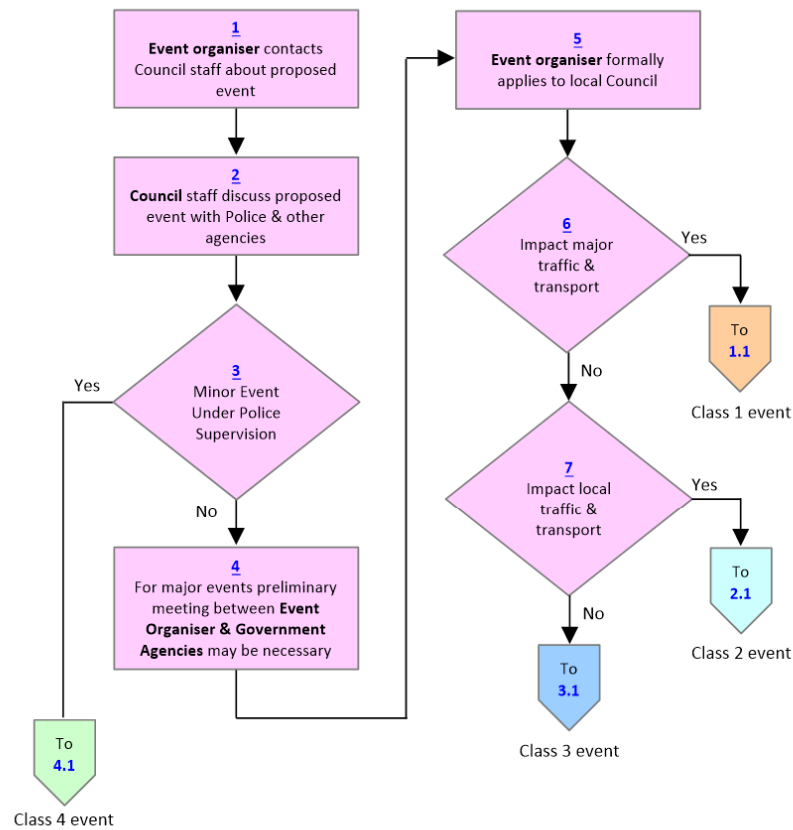
- Tow trucks on standby.
- Paramedical units, ambulance or fire brigades on standby.
- Portable variable message sign (VMS) rental.
- Mail notification or letterbox drops to local residents.
- Notifying trucking companies.
- Notifying bus companies.
- Opportunity costs (lost rentals or income).
- Safety conditions imposed by the Police for vehicle race events.
- Parking (buses, participants, media, spectators, etc.).
- High impact safety devices such as water filled-barriers.
- High visibility clothing for participants.
- Rental fees for properties managed by government trusts or authorities.

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This Chapter describes in detail the *Traffic & Transport Management for Special Events Process*.

**3.1 Process Overview**

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**3.1.1 Detailed description of the process overview**

[Step 1](#)

Council is the first point of contact. This is because traffic and transport management is only part of conducting a special event. Council also needs to consider such things as waste management, environmental protection, impact on local businesses and residents, restoration of damage and so on.

The RMS/TMC or Police redirect any initial enquiries to Council.

[Step 2](#)

Council staff, in consultation with other agencies such as the Police or the RMS/TMC, determine the event class.

For very small events (Class 3), Council staff determine the event class.

If this is a vehicle race on a road or road-related area (but not on private land or within its own venue), Council advises the Event Organiser to obtain Police approval under Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999*

Council staff supply the Event Organiser with an Information Package that contains:

- A description of the *Traffic & Transport Management for Special Events process*.
- NSW Police *Notice of intention to hold a Public Assembly Schedule 1* form.
- A Transport Management Plan template.
- Information required by Council to assess the event.

[Step 3](#)

If this is a Class 4 special event, as determined in Step 2, the flow continues in 4.1. Council or RMS/TMC approval is not required for these events.

[Step 4](#)

For very large events, a preliminary meeting may be held between the Event Organiser, the Police, Council, the RMS/TMC and any other government agency that may be involved. The purpose of this meeting is to assist the event organiser to resolve any issues beforehand.

[Step 5](#)

The Event organiser applies to Council and supplies information about traffic & transport, hygiene, environmental protection, etc. Refer to [Chapter 5 \(Local Councils\)](#) for full details.

[Step 6](#)

If this is a Class 1 special event, the flow continues in 1.1

[Step 7](#)

If this is a Class 2 special event, the flow continues in 2.1. Otherwise, the flow continues in 3.1.



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3.2 Class 1 Special Events

3.2.1 Features of class 1 special events

Features common to all Class 1 special events are that the event:

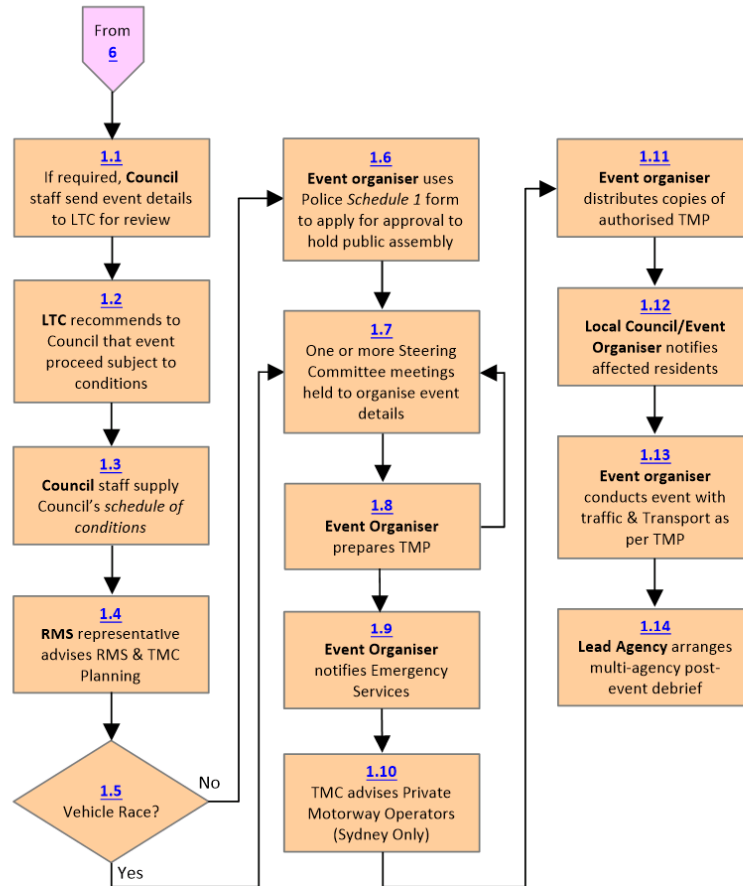
- impacts major traffic and transport systems
- disrupts the non-event community over a wide area
- requires the involvement of Police, one or more Councils and the RMS/TMC
- requires a detailed Transport Management Plan
- requires advertising the event's traffic aspects to a wide audience.

Other features of a Class 1 special event are that it may:

- be conducted on-road or in its own venue
- involve trusts and authorities when using facilities managed by them
- involve the NSW Trains, Sydney Trains and State Transit,
- involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi & ride share)
- involve private bus and coach organisations
- impact the road transport industry
- require the RMS/TMC to implement special event clearways
- require the RMS/TMC to provide heavy vehicle detour routes
- require the RMS/TMC to adjust traffic signals
- require the RMS/TMC to manage messages on Variable Message Signs

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Note: Although each step occurs as described, they may not necessarily be in the order described. In practice, several steps may occur in parallel.

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[Return to Table of Content](#)**3.2.2 Detailed description of the class 1 special event s process****[Step 1.1](#)**

This step varies depending on the Council. Some Local Traffic Committees meet monthly while others meet only four to six times a year. Some Councils in regional areas do not have local traffic committees. In these areas, Council decides the traffic conditions for the event.

On unclassified roads, it is Council's responsibility to decide what conditions apply. If any of these conditions result in Council exercising one of its RMS-delegated functions (or authorising an Event Organiser to exercise one of Council's delegated functions) the Council must seek the advice of the of RMS/TMC and Police.

On all classified roads, it is the RMSTMC's responsibility to decide what conditions apply.

**[Step 1.2](#)**

LTC provides its traffic management recommendations to Council. The process ends if Council does not agree to event proceeding.

**[Step 1.3](#)**

Council staff supply the Event Organiser with a *Schedule of Conditions* under which the event may proceed. The conditions include such things as:

- notifying the State Transit Authority
- carrying out a letterbox drop to all business proprietors and residents
- producing evidence of Public Liability Insurance (usually a certificate of currency) which is valid for the duration of the set-up, running and pull down of the event.
- creating a Transport Management Plan
- maintaining a four metre wide emergency vehicle lane
- providing access for road users with legitimate business within the closed section of roadway
- Controlling noise as required by the *Protection Of The Environment Operations (Noise Control) Regulation 2000*
- reimbursing Council for the cost of damage repairs
- complying with Council's Law Enforcement Officers' directives
- maintaining areas in clean and tidy condition
- reserving Council's right to cancel the approval at any time.

These conditions vary from Council to Council and with the nature of each event.

**[Step 1.4](#)**

The RMS's LTC representative notifies RMS & TMC Planning. The RMS records the proposed event and checks for conflicts with other road usages. If there is a conflict, the RMS negotiates a new date/time with the Event Organiser.

Note: The road space for the event is now reserved and the RMS/TMC will reject future demands for the same road space.

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- [Step 1.5](#) If this is a vehicle race, the Event Organiser does not need to apply for approval to conduct a public assembly. Police Conditions were established when Police granted Section 40 approval to conduct the event.
- [Step 1.6](#) The Event Organiser applies to the Police to conduct a public assembly. Police request that the form be lodged at the Local Area Command responsible for the area in which the event is to be held. The application form is supplied as part of the information package supplied in Step 2.
- [Step 1.7](#) Steering committee meetings are held with all of the event's stakeholders to organise the event traffic and transport details. These meetings are conducted under the direction of a lead agency such as Police, TMC, RMS or Council. The lead agency is appointed by consensus at the first meeting.
- Police issue conditions for the conduct of the event. The conditions are all-inclusive (not just traffic) and include "User Pays" where appropriate.
- [Step 1.8](#) The Event Organiser creates a Transport Management Plan (TMP).
- The objectives of the TMP are to:
- demonstrate compliance with the requirements of the *Occupational Health & Safety Act 2000*
  - isolate the event from traffic
  - manage the reduced capacity of the road system
  - minimise traffic impact on the non-event community & emergency services.
- [Step 1.9](#) The Event Organiser notifies ambulance and fire brigades
- [Step 1.10](#) If the proposed event will disrupt a private motorway or tunnel, the TMC advises the operator. This allows the operator to manage staffing levels or to schedule maintenance activities.
- [Step 1.11](#) Once the Event Organiser authorises the TMP, the Event Organiser distributes a copy to each stakeholder.
- [Step 1.12](#) Before the event commences, Police or Council may request that a letterbox drop to affected residents and businesses be carried out. Depending on each Council's special events policy, the Council or the Event Organiser carries out the letterbox drop.
- [Step 1.13](#) The Event Organiser conducts the event with traffic and transport arrangements as described in the TMP.
- [Step 1.14](#) After the event finishes, the Lead Agency conducts a review of the event. Lessons learned result in the updating of each agency's internal special event procedures (or this multi-agency process).

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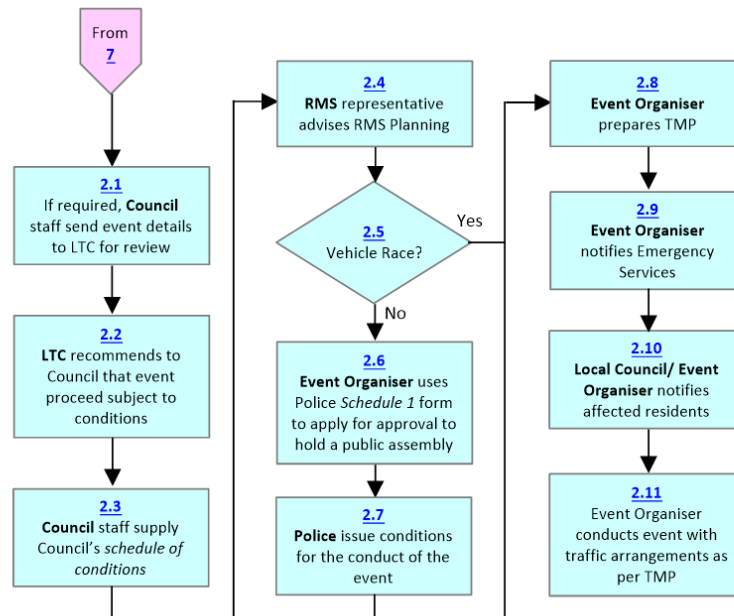
[Return to Table of Content](#)**3.3 Class 2 Special Events****3.3.1 Features of class 2 special events**

Features common to all Class 2 special events are that the event:

- impacts local traffic and transport systems but does not impact major traffic and transport systems
- disrupts the non-event community in the area around the event but not over a wide area
- requires the involvement of Police and Local Council
- requires a detailed Transport Management Plan
- requires advertising the event's traffic aspects to the local community.

Other features of a Class 2 special event are that it may:

- be conducted on-road or in its own venue
- involve trusts and authorities when using facilities managed by them
- involve the NSW Trains, Sydney Trains and State Transit,
- involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi & ride share)
- involve private bus and coach organisations



Note: Although each step occurs as described, they may not necessarily be in the order described. In practice, several steps may occur in parallel

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**3.3.2 Detailed description of the class 2 special event s process**

**[Step 2.1](#)**

This step varies depending on the Council. Some Local Traffic Committees meet monthly while others meet only four to six times a year. Some Councils in regional areas do not have local traffic committees. In these areas, Council decides the traffic conditions for the event.

On unclassified roads, it is Council's responsibility to decide what conditions apply. If any of these conditions result in Council exercising one of its RMS -delegated functions (or authorising an Event Organiser to exercise one of Council's delegated functions) the Council must seek the advice of the RMS and Police.

If the proposed event impacts a classified road, it is the RMS's responsibility to decide what conditions apply.

**[Step 2.2](#)**

LTC provides its traffic management recommendations to Council.

The process ends if Council does not agree to the event proceeding.

**[Step 2.3](#)**

Council staff supply the Event Organiser with a *Schedule of Conditions* under which the event may proceed. The conditions includes such things as:

- Carrying out a letterbox drop and personal communication to all business proprietors, residents
- Producing evidence of Public Liability Insurance (usually a certificate of currency) that is valid for the duration of the set-up, running and pull down of the event.
- Producing a Transport Management Plan
- Maintaining a four metre wide emergency vehicle lane
- Providing access for motorists and pedestrians with legitimate business within the closed section of roadway
- Controlling noise as required by the *Protection Of The Environment Operations (Noise Control) Regulation 2000*
- Reimbursing Council for the cost of damage repairs
- Complying with Council's Law Enforcement Officers' directives.
- Maintaining areas in clean and tidy condition.
- Reserving the right to cancel the approval at any time.

These conditions vary from Council to Council and with the nature of each event.

**[Step 2.4](#)**

The RMS LTC representative notifies RMS Planning who record the information. The RMS needs to know about the event for traffic management purposes. For example: on the day of the event, TMC Traffic Operations Controllers are aware of the event and do not send detoured traffic into the event.

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- [Step 2.5](#) If this is a vehicle race, the Event Organiser does not need to apply for approval to conduct a public assembly. Police Conditions were established when the Commissioner's approval was obtained in Steps 4 & 5.
- [Step 2.6](#) The Event Organiser applies to the Police to conduct a public assembly. Police request that the form be lodged with the Police Local Area Command responsible for the area in which the event is to be held.
- The application form is supplied as part of the information package supplied in Step 2 of the overview.
- [Step 2.7](#) Police issue conditions for the conduct of the event. The conditions are all-inclusive and include "User Pays" where appropriate.
- [Step 2.8](#) The Event Organiser creates a Transport Management Plan (TMP).
- The objectives of the TMP are to:
- comply with requirements of Occupational Health & Safety Act 2000
  - isolate the event from traffic
  - manage reduced capacity of road system
  - minimise traffic impact on non-event community & emergency services.
- [Step 2.9](#) The Event Organiser notifies ambulance and fire brigades.
- [Step 2.10](#) Before the event begins, Police or Council may request that a letterbox drop to affected residents and businesses be carried out. Depending on each Council's Special Events Policy, the Council or the Event Organiser carries out the letterbox drop.
- [Step 2.11](#) The Event Organiser conducts the event with traffic arrangements as described in the TMP.

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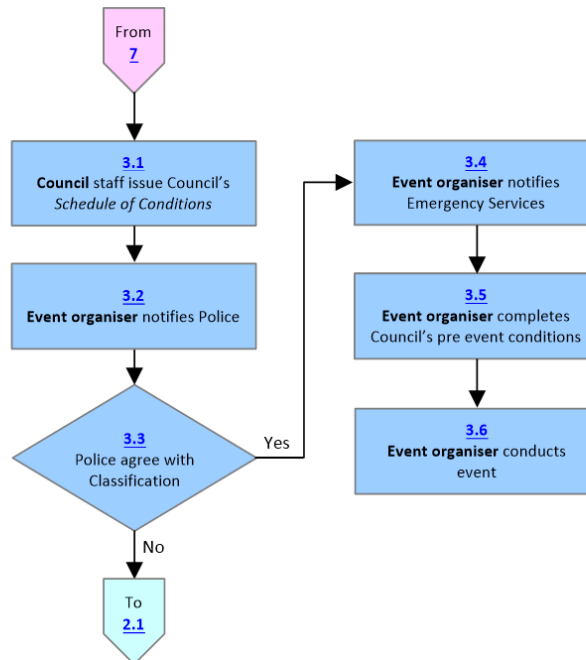
[Return to Table of Content](#)**3.4 Class 3 Special Events****3.4.1 Features of class 3 special events**

Features common to all Class 3 special events are that the event:

- does not impact local or major traffic and transport systems or classified roads
- disrupts the non-event community in the immediate area only
- requires Local Council and Police consent
- is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac
- is never used for racing events.

Other features of a Class 3 special event are that it:

- may, depending on Local Council policy, require a simplified Transport Management Plan
- depend on each Council's Special Events Policy and is not available in all Council areas
- may not require advertising the event's traffic aspects to the community.





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Some Councils do not permit street events in their local government areas.

Where a Council permits street events, and providing Council is not exercising one of its RMS-delegated functions, it may bypass the Local Traffic Committee and issue the approval directly. The approval is contained in Council's *Schedule of Conditions* document issued to the Event Organiser. This includes:

- Producing evidence of Public Liability Insurance (usually a certificate of currency) that is valid for the duration of the set-up, running and pull down of the event.
- Producing a Transport Management Plan where Council considers it necessary.
- Maintaining a four metre wide emergency vehicle lane.
- Providing access for motorists and pedestrians with legitimate business within the closed section of roadway.
- Controlling noise as required by the *Protection Of The Environment Operations (Noise Control) Regulation 2000*
- Reimbursing Council for the cost of damage repairs.
- Complying with Council's Law Enforcement Officers' directives.
- Maintaining areas in clean and tidy condition.
- Reserving the right to cancel the approval at any time.

These conditions vary from Council to Council and with the nature of each event.

**[Step 3.2](#)**

The Event Organiser applies to the Police to conduct the event. If this is a private street party (and therefore not a public assembly) Police approval to conduct a public assembly is not required.

If the event is a public street party, Police approval to conduct the assembly is required. Police request that the application be lodged with the Police LAC responsible for the area in which the event is to be held.

If Police deem this event to be a public assembly, they will request a Schedule 1 form be completed.

**[Step 3.3](#)**

There is a dividing line between a large street party and a small Class 2 event. If, in the opinion of the Police, this event is too large to be adequately managed as a Class 3 event, the Police can reclassify the event as Class 2

**[Step 3.4](#)**

The Event Organiser completes Council's pre-event conditions. For example: obtaining consent of other residents and businesses in the immediate area.

**[Step 3.5](#)**

The Event Organiser notifies fire brigades and ambulance.

**[Step 3.6](#)**

The Event Organiser conducts the event in compliance with Council's *Schedule of Conditions*.

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Features common to all Class 4 special events are that the event:

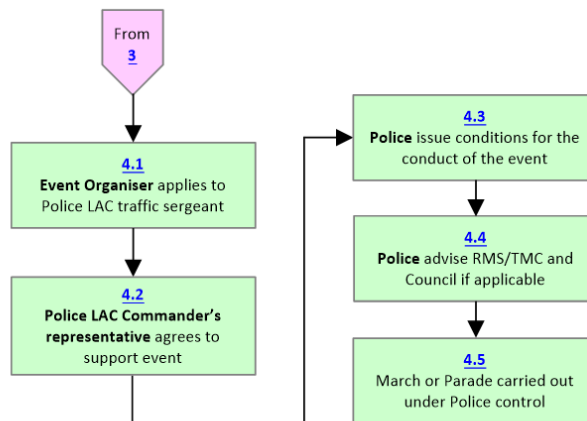
- requires Police consent only
- is within the capacity of the Police to manage on their own
- is not a protest or demonstration
- is always an on-street moving event
- does not require RMS/TMC or Council consent
- does not require advertising the event's traffic aspects to the community
- does not require a Transport Management Plan
- does not require the involvement of other Government agencies.

Other features of a Class 4 special event are that it may:

- be conducted on classified or non-classified roads
- cause zero to considerable disruption to the non-event community
- cross Police Local Area Commands (LACs)
- cross Local Government Areas (LGAs)
- require Council and RMS/TMC to assist if requested by Police
- depending on the nature of the event, invoke the Police "User Pays" policy.

Examples

- a small ANZAC Day march in a country town
- a small parade conducted under Police Escort



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3.5.2	Detailed description of the class 4 special event s process
<a href="#">Step 4.1</a>	The Event Organiser applies to the Traffic Sergeant at the Police Local Area Command (LAC).
<a href="#">Step 4.2</a>	On behalf of the Commander, the Commander's representative agrees to support the event. Police conditions apply.
<a href="#">Step 4.3</a>	Police issue conditions for the conduct of the event. The conditions are all-inclusive and include "User Pays" where appropriate.
<a href="#">Step 4.4</a>	Where practicable, Police notify RMS/TMC and Council. These agencies may assist with the running of the event
<a href="#">Step 4.5</a>	The march or parade is carried out under Police supervision.

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## Chapter 4 – Roles of the Principal Government Agencies

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### 4.1 The Role of Local Council



Local Councils focus on issues affecting the local community and businesses, and coordinating special events with other road based activities such as:

- building activities
- traffic management activities
- crane permits and hoardings
- other events.

The Local Council is the first government agency to be contacted, even if the proposed event is a vehicle race

Local Councils have a broad responsibility to the community. In addition to traffic and transport, Local Councils examine the impact of a proposed special event on the local community, on businesses and the environment.

When applying to a Local Council for approval to conduct an event, the Local Council considers the traffic management implications of the event at its Local Traffic Committee.

For a large event, the Council's General Manager or Manager of Planning may approve a Development Application under delegated authority, or Councillors may debate the approval at their Councillor's meeting. Other Council committees may also be involved

#### 4.1.1 Timeframes for Council approval

In general, it is good practice to lodge the formal application with the relevant Council at least four months before the event is to be held. Some Councils require even more notice, especially if it is a major event.

Local Government recommends this four-month period because applications may need Council approval and some Councils meet only 4 to 6 times a year. If the application is rejected, there is still time to arrange an alternative venue.

This period also allows time to obtain approvals from other agencies such as the Environment Protection Authority or the Police.

For more information about Councils, please refer to [Chapter 5 \(Local Councils\)](#).

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## 4.2 The Role of the Police



The Police have the fundamental responsibility to prevent crime and to protect life and property.

When planning or conducting a special event, Police may:

- offer advice
- establish certain conditions for the conduct of the event, and
- maintain public order and management of crowds and traffic.

Police have special requirements for vehicle race events on public roads. Refer to [Chapter 8.8 \(Vehicle Races on Roads and Road Related Areas\)](#).

### 4.2.1 Closing an event prematurely

Police may be obligated to close an event prematurely if, in their judgement, the event is posing risks to life or property.

Examples are:

- dangerous weather conditions
- impact the event is having on surrounding traffic.

For more information about the role of the Police, please refer to [Chapter 6 \(Police\)](#).

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#### 4.3 The Role of the RMS & TMC



Transport  
Roads & Maritime  
Services

The RMS is empowered through the *Roads Act* and *Transport Administration Act 1988* to manage those roads considered to have the greatest strategic significance to NSW.

To focus on the most strategic roads, the extent of the NSW road network managed by the RMS has been negotiated between the RMS and Local Government.

The 180,000 km of roads in NSW are divided for management purposes into four categories:

- The RMS manages State Roads. These roads include National Highways and are the major arterial transport links between states, regional links across NSW and major urban arterial routes.
- Local Government Councils manage Regional Roads. These roads are sub-arterial links in major urban areas and intra regional links in rural areas. As such, the RMS provides funding to assist Councils in their maintenance and restoration after natural disasters.
- Local Roads are managed by Councils. The RMS provides funding to assist Councils in maintenance of traffic facilities and restoration after natural disasters.
- Regional and Local Roads in the unincorporated area are maintained by the RMS in the absence of Councils.

The RMS manages traffic signals on all public roads in NSW.

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## Chapter 5 – Local Council

### 5.1 First approach to Local Council



Local Council is always the first Government Agency approached. The approach can be written or in person. The intention is to provide Council with a description of the event and its projected size.

In response, Council staff supply an Information Package that:

- describes the Traffic & Transport Management for Special Events process
- supplies a Police Schedule 1 form to apply for the holding of a public assembly
- supplies a Transport Management Plan template
- Describes Council's other requirements for special events.

Council staff may then discuss the proposed event with Police and RMS staff to set an event Class. This ranges from very large (Class 1) to very small (Class 3).

There is a separate class (Class 4) for events held totally under Police supervision. However, local Council is still the first point of contact for these events as Council may be aware of other activities using the same road space.

For experienced Event Organisers, conducting an annual event, it is still wise to contact local Council before preparing a formal submission.

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5.2 Formal approach to local Council

The formal approach to Council is made supplying the traffic and other information requested by Council.

This information is likely to include:

- Crowd
- Duration
- Electricity
- Emergency management planning
- Emergency vehicle access
- First Aid
- Food, beverage and amusement devices
- Impacts
- Insurance
- Location
- Noise
- Parking
- Public transport
- Safety
- Security
- Timing
- Toilets
- Traffic (includes pedestrians and cyclists)
- Transport Management
- Waste and recycling



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### 5.3 The role of the Local Traffic Committee

Local Council staff prepare a traffic submission for the Local Traffic Committee (LTC) to consider.

Local Traffic Committees meet monthly in larger Local Government Areas and four to six times yearly in smaller areas.

Local Traffic Committees have representatives from the Council's staff, the State Member's representative, Police and the RMS.

After the Local Traffic Committee reviews the application, it makes a recommendation to Council about the traffic management aspects of the event.

Council then considers the traffic impact along with environmental, noise, safety, waste and many other issues.

Where Council agrees to support the event, it issues a *Schedule of Conditions* document to the Event Organiser. This outlines the conditions under which the event may proceed.

Event Organisers should consider the meeting frequency of LTCs when preparing their submissions.

#### 5.3.1 Class 3 events

Class 3 is a special class of event designed to simplify the requirements for very small events such as neighbourhood street parties.

Features common to all Class 3 special events are that the event:

- does not impact local or major traffic and transport systems or classified roads
- disrupts the non-event community in the immediate area only
- requires Local Council and Police consent
- is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac
- is never used for vehicle race events.

Other features of a Class 3 special event are that it:

- may, depending on Local Council policy, require a simplified Transport Management Plan
- depends on each Council's Special Events Policy and is not available in all Council areas
- may require advertising the event's traffic aspects to the community \*

\*If a barrier or notice is used to regulate traffic, Section 116 of the Roads Act 1993 requires that notice be given.

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Depending on the complexity of the event, and how often Local Traffic Committee meets, sufficient lead times must be allowed to:

- process the application
- approve the application and issue Council's *Schedule of Conditions*
- arrange the requirements described in the *Schedule of Conditions*.

Depending on each Council's Special Events Policy, the following lead times should be used as a guide:

Class 1 Event	Minimum 4 months, preferred 5 to 6 months.
Class 2 Event	Minimum 3 months.
Class 3 Event	Minimum 6 weeks.
Class 1 Vehicle Race	Minimum 6 months (time for Police approval)
Class 2 Vehicle Race	Minimum 3 months (time for Police approval).

**5.3.3 Council special events policy**

Each Council has its own Special Events Policy designed to suit the unique requirements of each local government area.

For example, the Policy may contain a Council's requirements for:

- lead times
- emergency management planning and coordination
- emergency vehicle access
- first aid
- food, beverage and amusement devices
- insurance
- noise
- parking
- safety
- security
- toilets
- traffic
- transport
- waste and recycling
- support for Class 3 events
- available venues, fees and conditions of use
- hire of assets, etc.

**5.3.1 Regulation of traffic under the Roads Act 1993 and the Road Transport (Safety & Traffic Management) Act 1999**

Councils in the Sydney Metropolitan Area need only submit a TMP to the RMS/TMC under certain conditions. These conditions are outlined in the document: *Delegation to Councils - Regulation of Traffic*. Generally, the conditions apply if there are road closures or restrictions to certain classes of road users.

However, LTC or RMS/TMC and Police concurrence may still be required and this applies across all of NSW.

*Delegation to Councils - Regulation of Traffic* is available on the RMS website at <http://www.rms.nsw.gov.au/about/what-we-do/committees/traffic-committees.html>

Chapter 6 – Police

6.1 The role of the Police in special events



The Police have the fundamental responsibility to prevent crime and to protect life and property.

In the conduct of special events, the Police are responsible for the control of crowds and traffic.

After consulting with the Event Organiser, the local Police Commander determines the level of Police supervision.

Under the Police User Pays Policy, the provision of Police resources is subject to charges where:

*"it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."*

6.1.1 Closing an event prematurely

Police may be obligated to close an prematurely event if, in their judgement, the event is posing risks to life or property.

6.1.2 Police

Be sure to visit the NSW Police Web Site at [www.police.nsw.gov.au](http://www.police.nsw.gov.au)

The Police site provides a search facility for locating a Local Area Command.

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## 6.2 Legislation to ensure community safety



Legislation is provided for Police to ensure community safety during a special event.

Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999* relates to races, attempts on speed records and other speed trials on roads and road-related areas. This legislation requires Police approval before events such as this may proceed. Note: Section 40 does not apply to vehicle races on private land or to an event held within its own venue, however, other legislation may apply.

The *Road Transport (Safety & Traffic Management) Act 1999* and its associated regulations provide Police with powers to the giving of reasonable directions to pedestrian and vehicular traffic.

The *Summary Offences Act 1988*, which, in part, relates to public assemblies, controls assemblies in public places and includes processions.

If an assembly or procession is to be conducted, a *Notice of Intention to Hold a Public Assembly* addressed and served on the Commissioner is required as per Schedule 1 of the Act. Refer to [Special Event Resources - Schedule 1 Form](#) for a copy.

Under the *Summary Offences Act 1988*, intent to conduct an assembly or procession requires the Commissioner's approval.

Police request that the notice be served at a Police Station within the Local Area Command in which the event is to take place.

The notice must be served on the Commissioner at least seven days before the event. If not, permission requires court approval under Section 26 of the Act

### Definition

Section 22 of the *Summary Offences Act 1988* defines a public assembly as: "*an assembly held in a public place, and includes a procession so held.*"

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### 6.3 Information required by the Police



Before holding preliminary discussions with the Police, and depending on the scale of the event, the Police may require the following details about the proposed event.

- Crowd
- Duration
- Electricity
- Emergency management planning and coordination including emergency vehicle access
- First Aid
- Food, beverage and amusement devices
- Impacts
- Insurance
- Location
- Noise
- Parking
- Public transport
- Safety
- Security
- Timing
- Toilets
- Traffic
- Transport
- Waste and recycling.

In addition, where it applies, the Police also require:

- The names of VIPs and invited dignitaries and their arrival times
- emergency management procedures (such as evacuations, emergency vehicles, etc.)
- media control procedures
- marshals for crowd control
- risk assessment.

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## Chapter 7 – The Transport Management Plan

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This chapter describes in detail the Transport Management Plan model recommended by Police, Local Government and the RMS/TMC. The level of detail varies depending on the class of event.

The objectives of the Transport Management Plan (TMP) are to:

- demonstrate compliance with the requirements of the *Occupational Health & Safety Act 2000*
- isolate the event space from traffic
- manage the reduced capacity of the road system
- minimise the traffic impact on the non-event community & emergency services
- minimise costs to the event organiser and the agencies.

### 7.1 Creating a Transport Management Plan

#### TMP template: Event details

The purpose of the *Event Details* section is to provide readers of the TMP with a description of the event itself.

#### Event summary

The event summary describes the following

- Event Name
- Event Location
- Event Date
- Event Start Time
- Event Finish Time
- Event Setup Start Time
- Event Packdown Finish Time
- Event is off-street, on-street moving, or on-street non-moving
- Whether event is held regularly throughout the year.

#### Contact names

- Event Organiser
- Event Manager
- Police
- Council
- Transport Management Centre  
(Class 1 event – Sydney Metropolitan Area)
- Roads & Maritime Services  
(Class 1 event – regional NSW and Class 2 event).

#### Brief description of the event (one paragraph)

This paragraph is an easily digested description of the event. It is written in lay terms.

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**TMP template: Risk management - traffic**

The purpose of the *Risk Management* section is to ensure that an assessment of the traffic risks is carried out and appropriate steps are taken to manage those risks. Assessing traffic risks is part of managing all risks for the event.

**Occupational Health & Safety - Traffic Control**



**Applies to**

- Class 1: All Class 1 events
- Class 2: All Class 2 events
- Class 3: Only where Council requires TMP

**Overview**

Steps must be taken to safely separate people at an event from traffic (including other pedestrians, cyclists and the non-event community).

**Occupational Health and Safety**

OH&S legislation has as its object, to secure the health, safety and welfare of people at work. The Event Organiser must address its requirements regardless of the size of the event.

- The Event Organiser may have responsibilities under the Act (even if the Event Organiser does not employ anyone at the event) as the Act covers responsibilities towards people who are employees as well as non-employees (including volunteers contestants and visitors).
- The Event Organiser, even if not an employer of anyone, has responsibilities under the Act, if in control of premises used by persons as a place of work.
- The route or location for the event may be considered as a place of work.

**Risk Assessment & Risk Management**

The *Occupational Health & Safety Act 2000* requires "that risks to health and safety at a place of work are identified, assessed and eliminated or controlled".

The NSW Department of Tourism, Sport & Recreation defines the five components of risk management as follows:

- risk identification
- risk assessment
- design of a risk elimination or reduction plan
- implementation of the plan
- evaluation and modification of the plan

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For more details about risk management, refer to the NSW Government Office of Sports website at <https://sport.nsw.gov.au> and click the "For clubs & organisations" tab

The risk assessment applies to the whole event, not just the traffic and transport component.

**Traffic Control Plans**

Common practice is to manage traffic safety by creating one or more Traffic Control Plans.

A Traffic Control Plan (TCP) describes the use of traffic control devices such as signs and barriers. If a TCP is used, it should be prepared to an accepted standard such as the RMS's *Guide to Traffic Control at Worksites Manual*.

Traffic Control Plans are risk management plans for traffic.

**Persons with disabilities**

Risk assessment plans need to consider the needs of persons with disabilities, for example wheelchair access. Refer to [Chapter 8.6 \(Persons with Disabilities\)](#).

**Reporting deaths and certain injuries**

The Event Organiser is required to notify Work Cover of deaths and certain injuries either:

- as an occupier of a place of work where an incident occurs, or
- as an employer of a person who is killed or injured.

**Tasks and responsibilities**

Task	Responsibility
Conduct assessment of traffic risks (Note: an assessment of non-traffic risks is also required)	Certified Traffic Control Planner recommended
Develop risk management plans (e.g. TCPs)	Certified Traffic Control Planner recommended
Ensure traffic control devices are installed and operated as per risk management assessment	Certified Work Site Traffic Controller recommended

**Definitions****Traffic Control Planner**

- is recommended to assess the likely risks associated with the event from a traffic management perspective and create appropriate traffic control plans to control or eliminate all foreseeable risks.
- has undertaken an accredited course in traffic control planning
- has current RMS certification or a "nationally recognised certificate" in traffic and
- acts in accordance with the RMS "Guide to Traffic Control at Work Sites Manual"



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**Certified Worksite Traffic Controller**

- controls traffic on public roads by means of a STOP SLOW bat and is a person who:
- has undertaken an accredited course in traffic control, and
- has current RMS certification or a "nationally recognised certificate" in traffic and
- acts in accordance with a traffic control plan.

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### Public Liability Insurance



#### Applies to

- Class 1: All Class 1 events
- Class 2: All Class 2 events
- Class 3: All Class 3 events
- Class 4: Where Police employed on "User Pays" basis

#### Overview

The Event Organiser has a duty of care to arrange Public Liability Insurance.

#### Public Liability Insurance

Public authorities are not required to support the event without adequate Public Liability Insurance and their being named as "interested parties" on the policy.

#### Council

Council will name the amount of liability insurance to be carried as part of the *Schedule of Conditions* supplied to the Event Organiser. The amount varies depending on Council's assessment of the risks involved. The Policy must name the Council/s as an interested party

#### RMS

If the event uses an RMS asset such as a bridge, freeway or viaduct, the RMS will not support the event unless the Event Organiser arranges \$20,000,000 public liability insurance. For the purposes of public liability insurance, main roads and highways (other than freeways) are not RMS assets.

#### Police

If the Event Organiser is contracting Police under the Police "User Pays" policy, the insurance policy must name the Police as an interested party.

#### Other Government Trusts and Authorities

If the event uses a facility managed by a Government trust or authority, they may also require being named as an interested party on the policy.

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NSW Government Action on Public Liability Insurance

Information about the action the NSW Government has taken on Public Liability Insurance can be found at the NSW Government Office of Sports website at <https://sport.nsw.gov.au> and click the "For clubs & organisations" tab

Tasks and responsibilities

Task	Responsibility
Arrange public liability insurance to be valid for the duration of the set-up, running and pull down of the event.	Event organiser
Produce certificate of currency. Attach to Transport Management Plan.	Event organiser

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Police



**Applies to**

- Class 1: All Class 1 events
- Class 2: All Class 2 events
- Class 3: Only where the event is a public assembly
- Class 4: Only where the event is a public assembly

**Overview**

If the event is a public assembly or a vehicle race on a road or road-related area, Police approval is required.

**Public assemblies**

Under the *Summary Offences Act 1988 - Section 23*, Police require a completed Schedule 1 form: *Notice of Intention to Hold a Public Assembly*. This is not required if the Commissioner's delegate has granted approval to conduct a vehicle race.

**Schedule 1 form**

This form is part of the information package that Council supplies to the Event Organiser. It is also available in [Special Event Resources – Schedule 1 Form](#) of this guide.

**Vehicle Races**

Police have special requirements for vehicle races on roads. The Commissioner's delegated approval is required under Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999*

**Police power to veto**

Police will not agree to the event being held if, in their judgement, the event carries unnecessary risks to life or property.

**Tasks and responsibilities**


Task	Responsibility
Complete Schedule 1 form and submit to Police for approval or obtain Commissioner's approval to conduct a vehicle race.	Event organiser
Approve public assembly or vehicle race	Police

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### Fire Brigades and Ambulance



**Applies to**

Class 1: All Class 1 events

Class 2: All Class 2 events

Class 3: All Class 3 events

Class 4: All Class 4 events

**Overview**

The Event Organiser must notify the local Fire Brigades and Ambulance about the event.

**Contact Information**

The position title and name, switchboard phone number and the direct work number for the Fire Brigades and Ambulance contact officers is required.

**Passageways**

The support agencies require at all times a clear passageway, of at least 4 metres width, for emergency access.

**Height restrictions**

Height restrictions apply. Trussing and temporary roof structures must be high enough to permit the passage of the Fire Brigades' large fire-fighting units.

**Council Schedule of Conditions**

Advising the emergency services, passageways and height restrictions are also part of Council's *Schedule of Conditions*.

**Scale Drawings**

Plans must show provision of passageways and clearances. The plans are to be drawn to scale. For large areas or moving events, these arrangements may be described (rather than drawn) if appropriate.

**Tasks and responsibilities**

Task	Responsibility
Advise Fire Brigades and Ambulance about the event	Event organiser

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**TMP template: Traffic and transport management**

The purpose of the Traffic and Transport section of the TMP is to manage the reduced capacity of the road system.

**The route or location**



**Applies to**

- Class 1: All Class 1 events
- Class 2: All Class 2 events
- Class 3: Where Council requires map or description
- Class 4: Where Police require map or description

**Overview**

A map or description of the route or location is required.

**Alternate routes**

Where alternate routes are required to bypass traffic around the event, a map or description of the alternate routes is also required.

**Tasks and responsibilities**

Task	Responsibility
Provide a map of the route or location.	Event organiser
Identify detour routes if applicable	Council or RMS/TMC
<i>If required, special event clearways and heavy vehicle alternate routes are described later</i>	

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Construction, traffic calming and traffic generators



Applies to

- Class 1: All Class 1 events
- Class 2: All Class 2 events

Overview

A physical check for construction activities, traffic calming and traffic generators is required.

Traffic calming devices

Traffic calming devices (on the main route, location or alternative route) may impact the smooth conduct of the event.

Construction and traffic generators

Construction activities and traffic generators (on the main route, location or alternative route) may impact the smooth conduct of the event.

Physical check

A physical check should be conducted because relying on street directories or maps is unreliable.


Tasks and responsibilities

Task	Responsibility
Conduct physical survey of route or location and any alternate routes (does not include heavy vehicle detour routes)	Event organiser
Where applicable, develop plans to minimise impact.	Event organiser with RMS/TMC/Council assistance
Provide limited assistance to Event Organiser	RMS/ TMC/Councils

Definitions

**Traffic calming devices** are things such as speed humps, chicanes and roundabouts designed to reduce traffic speed.

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<p><b>Traffic generators</b> are things that, by their nature, generate traffic. Examples are shopping centres, entertainment centres, schools, churches, industrial areas, hospitals and football fields.</p> <p><b>Parking</b></p> 	<p><b>Applies to</b></p> <p>All Event Classes if required by Police, Council or RMS/TMC</p> <p><b>Overview</b></p> <p>Parking may be required.</p> <p><b>General</b></p> <p>Parking may be required for spectators, participants, volunteers and the organiser's staff. Parking may disrupt the local community and the extent of parking during the event needs to be assessed.</p> <p><b>Public transport</b></p> <p>Bus and taxi parking may be required.</p> <p><b>Assessing demand</b></p> <p>An assessment of spectator and participant transport requirements should be conducted and arrangements made to accommodate those requirements.</p> <p>This includes determining the peak parking demand and identifying where the parking is to occur.</p> <p><b>Parking Plan</b></p> <p>Where appropriate, a plan should be included showing the extent of parking during the event.</p> <p><b>Social impact</b></p> <p>The social impact of the event parking should be assessed and mitigated as far as practicable.</p> <p><b>Persons with disabilities</b></p> <p>The <i>Disability Discrimination Act 1992</i> requires that parking be made available for persons with disabilities. Refer to <a href="#">Chapter 8.6 (Persons with Disabilities)</a> for details. The Australian Standard AS 2980 series may be useful.</p>



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Tasks and responsibilities

Task	Responsibility
Organise parking	Event organiser
Review parking arrangements	Council
If applicable, create and install VMS messages required to manage parking	RMS/TMC

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Trust, Authorities and Government Enterprises



- Applies to**
- Class 1: Where event uses Trust or Authority facility
  - Class 2: Where event uses Trust or Authority facility

**Overview**

If this event uses a facility or property managed by a trust, authority, or Government enterprise, their consent is required.

**Conditions**

The trust, authority or enterprise will impose conditions of use.

Tasks and responsibilities

Task	Responsibility
Provide information about the event to the trust, authority, or enterprise and obtain their written consent.	Event organiser
Provide written consent	Trust, authority or enterprise

**Definitions**

**Government trusts or authorities** manage many facilities across the State of NSW.

A **Government enterprise** is an organisation such as NSW State Forests where off-road events are sometimes conducted.

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Public transport managing impacts



Applies to

- Class 1: Where necessary
- Class 2: Where necessary

Overview

The impact on public transport needs to be assessed.

Impact of public transport on the event

The impact of public transport on the event needs to be assessed to ensure that the event is not disrupted by public transport.

Impact of the event on public transport

The impact of the event on Public Transport needs to be assessed and plans developed to ensure that public transport can still function.

Government Icon Events or Very Large events

The Steering Committee includes but limit to TMC, NSW Trains, Sydney Trains and State Transit, Light Rail, Ferries and Point to Point Transport commissioner (taxi & ride share), private bus and coach organisations. The Transport Management Centre (TMC) coordinates all public transport arrangements.

Tasks and responsibilities

Task	Responsibility
Evaluate impact of public transport on the event	Event organiser
Evaluate impact of event on public transport	Event organiser
Assist with public transport arrangements	RMS/TMC/Police/Council
Coordinate public transport arrangements for large scale events	TMC

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Reopening roads after moving events



Applies to

Class 1: All Class 1 moving events

Class 2: All Class 2 moving events

Overview

A schedule is required that provides the times that the road can be reopened after the last competitor/entrant passes by.

Reopening roads to normal traffic

Providing this information allows the roads to be reopened to normal traffic as soon as practicable.

Note: Roads are not reopened until authorised by the Police.

Example of schedule

#	Route Check Point	1 <sup>st</sup> Participant arrival	Last Participant arrival
1	Start	am/pm	am/pm
2	Location 1	am/pm	am/pm
3	Location 2	am/pm	am/pm
4	Location 3	am/pm	am/pm
5	Location 4 To Finish Line	am/pm	am/pm

Tasks and responsibilities

Task	Responsibility
Provide estimated times for contestants to pass various route locations	Event organiser

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Traffic Management requirements unique to this event



Applies to

- Class 1: Where applicable
- Class 2: Where applicable

Overview

A description is required of traffic requirements that are not addressed elsewhere in this plan.

Examples

Examples are a special-purpose filming vehicle being used, a rearward facing camera operator on a motorcycle, a parade with unregistered vehicles or animals, etc.

Special Licences or Permits

Providing this information allows the authorities to arrange the required licences or permits, and to make the required traffic and safety arrangements.

Tasks and responsibilities

Task	Responsibility
Consider any unique situation about this event that may require special traffic management arrangements	Event organiser
Assist with unique traffic management requirements	Other government authorities

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Contingency Plans



Applies to

- Class 1: All Class 1 events
- Class 2: All Class 2 events

Overview

A contingency plan is required for unplanned incidents that may disrupt traffic and transport before, during or after the event.

Examples

Examples are bad weather, delayed start or end, slow participants, etc.

Contact names and numbers

Traffic management contingency plans should be fully documented and include emergency contact names and phone numbers.

Tasks and responsibilities


Task	Responsibility
Develop traffic management contingency plans.	Event organiser with limited assistance from Police, Council and RMS/TMC

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### Heavy vehicle impacts



**Applies to**

Class 1: Class 1 events where heavy vehicles are impacted

Class 2: Class 2 events where heavy vehicles are impacted

**Overview**

The impact of the event on all heavy vehicles (including event and non-event heavy vehicles) must be assessed. Alternate routes may be required.

**Alternate routes for heavy vehicles**

The RMS/TMC is responsible for providing alternate routes for heavy vehicles. There are special requirements for heavy vehicles. Examples are turning circles, bridge heights, lane widths, bridge and road load carrying capacity, etc.

**Approved B Double routes**

If a proposed event impacts an approved B Double route, the event may proceed only if a suitable alternative approved B Double route is available. For example: if the main street of a town is an approved B Double route and no suitable alternative route exists, the event would need to be relocated to another location.

**Tasks and responsibilities**

Task	Responsibility
Advise heavy vehicle industry using most appropriate means	RMS/TMC/Council
Organise alternative routes for heavy vehicles	RMS/TMC/Council

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Special event clearways



Applies to

- Class 1: Where required
- Class 2: Usually for contestant or entrant safety

Overview

Special event clearways may be required for on-street events or events held within their own venue.

Determining when special event clearways are required

The need for special event clearways is arranged during steering committee meetings with the Council, Police, the RMS/TMC and other stakeholders, refer [\(processflow 1.7\)](#)

Special event clearways and contestant or entrant safety

If illegally parked vehicles are likely to present a danger to event contestants or entrants, the RMS/TMC can establish special event clearways. Unlike normal parking restrictions, vehicles illegally parked in a clearway can be towed away.

Tasks and responsibilities

Task	Responsibility
Organise special event clearways	RMS/TMC
Organise clearway towing	RMS/TMC

Definitions

A special event clearway is a restriction on parking during the hours described on the regulatory signs, but with tow away provisions.

Only the RMS/TMC can establish special event clearways.

The TMC arranges clearway towing and Police enforce the restrictions.





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CLEARWAY  
SPECIAL EVENTS





SPECIAL EVENT  
CLEARWAY



TMC 132 701

GENERAL PARKING RESTRICTIONS APPLY AT ALL OTHER TIMES

**TMP template: Minimising impact on non-event community**

The purpose of this section is to minimise the impact on those outside the event who may be impacted by its traffic consequences.

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Access for local residents, businesses, hospitals, schools, etc



**Applies to**  
Class 1: All Class 1 events  
Class 2: All Class 2 events  
Class 3: Council may require consent from local residents and businesses.

**Overview**  
The traffic disruptions caused by this event on local residents, businesses, hospitals, schools, etc., must be considered and plans developed to minimise the impact.

**Traffic management**  
If the event restricts access, plans to manage this are required.

**Two-edged sword**  
If the event disrupts others outside the event then, unless properly managed, those others may disrupt the event itself. For example: patrons driving to or from the event may experience severe traffic congestion.

Tasks and responsibilities


Task	Responsibility
Where applicable, develop plans to provide access for local residents and businesses, emergency vehicles, hospitals, etc.	Event organiser with assistance from Police/Council/RMS/TMC
Assist to develop plan	Other Government agencies

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### Advertise traffic management arrangements



New South Wales Government

NOTICEBOARD

▶ Transport Management Centre

Traffic Notice – Road Closures and Clearways

Vivid in the Sydney CBD – Fri 25 May to Sat 16 June 2018

Road closures and clearways will be in place throughout the 23-day Vivid Sydney festival. Special event clearways will be in effect from 3pm to midnight each day on most major roads in the CBD, The Rocks and Circular Quay including but not limited to sections of George, Macquarie, Bridge, Goulburn, Grosvenor, Hunter, Pitt, Loftus, Young, Phillip, Bent, Castlereagh and Elizabeth streets. Clearways will also be in effect on both sides of Chalmers Street between Cleveland and Devonshire Streets, Surry Hills from 2am, Sat 26 to 2am, Mon 28 May while trackwork is taking place.  
Clearways are strict no-parking zones even for local residents or mobility scheme permit holders. Check signs before parking as vehicles left in clearways will be towed and a fee applies.  
Major road closures will also be in place in the Sydney CBD from 7pm on Monday to Thursday nights, from 6pm on Friday nights and from 5pm on weekends.

Contact: Visit [www.livestraffic.com](http://www.livestraffic.com) or call 132 701 for full details of the road closure and clearway locations and times.

#### Applies to

Class 1: All Class 1 events with road closures

Class 2: All Class 2 events with road closures

Class 3: Where required by Council

#### Overview

If the event requires the regulation of traffic\*, Section 5 of the *Roads (General) Regulation 2000* requires that 7 days notice be given by means of an advertisement in a local newspaper.

#### Class 1 events

Requires advertising to a wider audience. The RMS/TMC places the advertisement at the Event Organiser's cost.

#### Class 2 events

Requires advertising to a local audience. The Local Council places the advertisement at the Event Organiser's cost.

#### Special event clearways

If the RMS/TMC arranges special event clearways, then the RMS/TMC requires advertising that special event clearways will be in operation.

#### Tasks and responsibilities

Task	Responsibility
At Event Organiser's cost, advertise traffic management arrangements using most appropriate medium	RMS/TMC or Council

#### Definitions

**Advertising** in the context of this paragraph means advertising the traffic management arrangements for the event. It does not mean promotional advertising for the event itself.

Although legislation requires advertising in a local or state newspaper, the authorities will accept any form of advertising that reaches its target audience.

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For example, portable Variable Message Signs (VMS) or letterbox drops may be appropriate.

**Regulation of traffic**

**Regulate traffic** means restrict or prohibit the passage along a road of persons, vehicles or animals.

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### Special event warning signs



**Applies to**

Class 1: All Class 1 events with road closures

Class 2: Where required by Council

### Class 3: Where required by Council

## Overview

The *Roads (General) Regulation 2000* requires warning signs to advise road users and other members of the public about a forthcoming temporary road closure.

### Parking direction & information signage

Depending on the size of the event, these signs warn road users of a change in traffic conditions ahead. This is reinforced with appropriate detour and direction signage to and around the event

### Special event warning signs

Portable VMS can be used as special event warning signs.

### Tasks and responsibilities

Task	Responsibility
Create special event warning signs	RMS/TMC, Council or Event Organiser as appropriate
Erect special event warning signs	RMS/TMC, Council or Event Organiser as appropriate

## Definitions

Although a **special event warning sign** is a traffic control facility, it is not a regulatory sign.

A **regulatory sign** is one that is enforced, for example: special event clearway signs, speed zone signs and no parking signs.

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Permanent Variable Message Signs



Applies to

- Class 1: Class 1 events where VMS are available
- Class 2: Class 2 events where VMS are available

Overview

Any Council may request the use of RMS/TMC Variable Message Signs (VMS) to advise road users of altered traffic conditions leading up to, during and after the event.

VMS to be used for special event traffic or transport information only

RMS/TMC VMS are never used for event promotion. Special event traffic or transport messages may alternate with road safety messages.

Tasks and responsibilities

Task	Responsibility
Construct messages and agree on locations and times for VMS messages	Steering Committee
Display traffic management messages for permanent VMS as described in this TMP	TMC

Definitions

**Permanent Variable Message** signs are in fixed locations with their messages controlled by the TMC central management computer system.

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## Permanent Variable Message Signs

**Applies to**

Class 1: Class 1 events where steering committee deems appropriate

Class 2: Class 2 events where Council deems appropriate

**Overview**

It may be necessary to rent portable VMS to advise road users of altered traffic conditions leading up to, during and after an event.

**Special event warning signs**

Portable VMS can be used as special event warning signs.

**Safety standards**

Refer to Austroads Traffic Management Part 10: Traffic Control and Communication Devices – Section 5 Electronic Signs

This publication is available from Austroads Website:

<https://www.onlinepublications.austroads.com.au/items/AGTM10-16>

**Message content**

Austroads Traffic Management Part 10: Traffic Control and Communication Devices – Section 5 contains message standards. These standards ensure for example, that abbreviations are standardised, message content and format, location & spacing, application of VMS

**Tasks and responsibilities**

Task	Responsibility
Rent portable VMS	Event organiser
Create messages to Austroads standards; plan locations	Event organiser
Ensure appropriate location of VMS in accordance with Austroads VMS Standards	Event organiser

**Definitions**

A **Portable Variable Message Sign (VMS)** is a traffic control device but not a regulatory sign.

## CL01 Attachment (a) NSW Guide to Traffic and Transport Management for Special Events

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[Return to Table of Content](#)**7.2 Approving the Transport Management Plan**

No government authority approves or certifies the suitability of the Transport Management Plan (TMP) as, in itself, it has no legal standing. Rather, the TMP is a collection of statutory and common sense requirements and is the Event Organiser's description about how those requirements are to be met.

However, the regulation of traffic must be authorised under the *Roads Act 1993* and the use of traffic control devices authorised under the *Road Transport (Safety & Traffic Management) Act 1999*.

**Regulating and controlling traffic****Authority**

The RMS has the authority under the *Roads Act 1993* to regulate traffic\* on any road and the authority under the *Road Transport (Safety & Traffic Management) Act 1999* to approve the use of traffic control devices. The RMS has delegated some of these functions to TMC & Councils.

**RMS/TMC approval to Councils**

Where the event requires road closures, or restricts the passage of certain classes of traffic on any public road, Councils within the Sydney Metropolitan Area are required to submit the proponent's TMP to the RMS/TMC for approval. This approval is required for Class 1, 2 and 3 events.

All Councils are required to seek the concurrence of the RMS/TMC if the event impacts a classified road.

**RMS/TM/Council approval to the Event Organiser for the regulation of traffic\***

When the Council or the RMS/TMC sign the TMP, this authorises the Event Organiser to:

- deploy trained traffic controllers under the *Roads (General) Regulation 2000*
- regulate traffic under the *Roads Act 1993*.

as described in the Event Organiser's TMP.

\* **Regulate traffic** means restrict or prohibit the passage along a road of persons, vehicles or animals.

**Prescribed Traffic Control Devices**

Certain kinds of Traffic Control Devices are prescribed by the regulations (for example, clearway or parking restriction signs, pavement markings, etc). Only the RMS, TMC, Police, Council or approved Traffic Management Company may install these devices.

**Devices required by the Transport Management Plan**

Police, Councils and the RMS/TMC recommend that a qualified person designs the layout of all signs, barriers and traffic control devices described in the TMP.

A Certified Traffic Control Planner is qualified to create traffic control layouts and to supervise their installation and use. These persons can be found under *Transportation Consultant* in the Yellow Pages if plans or advice are required.



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Police not subject to conditions of TMP during emergencies

If an emergency arises before, during or after an event, Police will take whatever action is necessary.

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Chapter 8 – Miscellaneous Topics

8.1 Filming as a Special Event

It is NSW Government policy to assist the film industry.  
This support extends from small-scale shoots through to very large productions.



Some kinds of filming activities are special events. These are large-scale productions that require multiple-agency support.  
For example, the filming of helicopters and pyrotechnics in the Sydney CBD is a special event.



Small-scale filming activities where Council or the RMS/TMC can issue an approval in its own right are **not** classified as special events.  
For example, the filming of a truck crash scene over an isolated mountain road is **not** a special event.

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## 8.2 Unique Entertainment Precincts



Some entertainment areas, by their nature, continually conduct off-street "special events".

An example is the precinct containing:

- Sydney Cricket Ground
- Sydney Football Stadium
- Entertainment Quarter
- Hordern Pavilion
- Centennial Park.

In areas like this, "special events" is the normal operating mode. To manage traffic in this precinct, the TMC, the venue managers and the Trusts have developed the concept of a *Unique Entertainment Precinct*.

In a *Unique Entertainment Precinct*, the TMC, in conjunction with stakeholders, develops a Transport Management Plan to suit normal conditions. This plan covers all normal activities at all venues for one year.

When traffic volumes exceed an agreed limit, such as during a grand final, the requirements of a Class 1 event apply.

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8.3 Special Purpose Vehicle and Animals in an event



At times, Event Organisers may wish to use a special purpose or unregistered vehicles in a road event.

If a motor vehicle, trailer or cart requires a permit, Service NSW organised the permit

Animals participating in an event may require development approval from Local Council.

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8.4 Special Event Clearways



Some types of special events require special event clearways.  
TMC has the delegated authority to implement & managed special event clearways.  
The TMC is responsible for arranging clearway towing.  
Where the event occurs regularly, the signs can be permanently installed and reused as required.  
Special event clearway signs are regulatory signs.

**Special event clearways and contestant or entrant safety**

If illegally parked vehicles are likely to present a danger to event contestants or entrants, the RMS/TMC can, at the event organiser's request, establish special event clearways. Unlike normal parking restrictions, vehicles illegally parked in a clearway can be towed away.

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8.5 Repetitive Events



Where an event is conducted on a regular basis across the year, only one Transport Management Plan is required.

The plan need only include the dates for each event, provided:

- traffic and transport management details remain the same, and
- Council approves the dates.



Where an event is conducted annually, the same Transport Management Plan can be reused provided:

- the TMP's traffic and transport management details remain the same, and
- there have been no significant alterations to the road network, and
- the legal framework under which the event is conducted has not changed.

For these reasons, Council still needs to review the application.

*Note: To ensure there are no unnecessary delays in the review process, the lead times recommended in [Chapter 5 \(Local Councils\)](#) apply.*

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8.6 Persons with Disabilities



The Commonwealth Government's *Disability Discrimination Act 1992* grants certain rights to persons with disabilities. Examples are: provision of parking spaces for people with disabilities, access to premises, etc. These requirements need to be considered when designing a Transport Management Plan.

The following Australian Standards may be useful:

AS 2890.1-1993 Parking facilities - Off-street car parking

AS 1428.1-2001 Design for access and mobility - General requirements for access - New building work

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## 8.7 Traffic Controllers and Traffic Marshals



Under the *Occupational Health & Safety Act 2000*, traffic controllers and traffic marshals must be:

- properly inducted by the Event Organiser
- receive training for their specific work site
- aware of their responsibilities in emergencies
- provided with proper protective equipment and dress.

### Traffic controller

A traffic controller controls traffic on public roads by means of a STOP SLOW bat and is a person who:

- has undertaken an accredited course in traffic control, and
- has current RMS certification or a “nationally recognised certificate” in traffic and
- is acting in accordance with a traffic control plan.

Road users are legally compelled to follow the reasonable directions of a traffic controller.

Each traffic controller must be specifically authorised for the event by the responsible roads authority. These are:

Classified roads: RMS

Unclassified roads: Council

### Traffic (or Parking) Marshal

A traffic (or parking) marshal does not control traffic and has no legal authority on a public road.

Their duties include, for example:

- protecting equipment and providing advice to road users at a designated location
- providing assistance to people with disabilities
- directing drivers into parking areas
- miscellaneous off-road duties such as erecting signs and barriers in a parking enclosure.



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## 8.8 Vehicle Races on Roads or Road-Related Areas



There are special requirements for conducting vehicle races on roads and road-related areas within NSW.

During the normal process, Police approval must be obtained. Refer to [Chapter 8.9 \(Police Procedure for Vehicle Races on Roads & Road Related Areas\)](#).

Police approval is required under the terms of the *Road Transport (Safety & Traffic Management) Act 1999 - Section 40*. The Police Commander usually approves vehicle races on the Commissioner's behalf.

If the application is not approved, Section 48 (1) of the *Road Transport (General) Act 1999* provides that a person aggrieved by the decision, may apply to the Administrative Decisions Tribunal for a review of the decision.

If Police approve the vehicle race, they issue conditions for the conduct of the event. The "User Pays" policy may apply.

Please note that:

- Section 40 approval is not required where the event is held on private land or in its own venue. However, other legislation may apply.
- Police do not inspect the road nor guarantee the safety of the event. This is the responsibility of the event organiser.
- Police do not make the decision in isolation but discuss it at Council's Local Traffic Committee.
- A separate application to conduct a public assembly under the Summary Offences Act 1988 is not required
- A vehicle race may require a total road closure.

### Definitions

*The Road Transport (Safety & Traffic Management) Act 1999 - Section 40* describes vehicle race events as:

- a) any race between vehicles on a road or road related area, or
- b) any attempt to break any vehicle speed record on a road or road related area, or
- c) any trial of the speed of a vehicle on a road or road related area, or
- d) any competitive trial designed to test the skill of any vehicle driver or the reliability or mechanical condition of any vehicle on a road or road related area,

Vehicle means:

- a) any description of vehicle on wheels (including a light rail vehicle) but not including any other vehicle used on a railway or tramway, or
- b) any other vehicle prescribed by the regulations.

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## 8.9 Police Procedure for Vehicle Races on Roads & Road Related Areas



This procedure is used for races, speed trials, speed record attempts, gymkhanas, driver skill trials, competitive mechanical trials, etc. relating to all vehicles (including bicycles) or any other event conducted under the *Road Transport (Safety & Traffic Management) Act 1999 - Section 40*

1. After first discussing the event with Council (*Overview Step 2*), the Event Organiser should then apply to Police for approval. Application is made in writing to the Local Area Commander in the Local Area Command in which the event is to take place. To provide adequate time to facilitate the event, application should be made six months before the planned event. The application must include:
  - Full description of the event and its purpose.
  - Maps detailing the course and area of the event.
  - Transport Management Plan for the event (the TMP template can be used).
  - Use of marshals and their accreditation.
  - Safety related strategies.
  - Insurance coverage and details.
  - User Pays application if appropriate
  - Number of participants and their ages.
2. Details are discussed at the relevant Local Traffic Committee (LTC) conducted by Council staff and attended by Police and the RMS/TMC.
3. After review by the LTC, Police attach a covering report to the application. This includes:
  - Justifiable local concerns.
  - Recommended traffic arrangements.
  - Need for Police action or attendance.
  - Additional local factors and impacts.
  - Need for "User Pays".
  - Completed "User Pays" documentation.
4. Police forward the application and the covering report to Police Management for consideration.
5. If approved, Police issue conditions for the conduct of the vehicle race.

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8.10 Public Transport – Benefits



The Event Organiser should emphasise the benefits of public transport for access to the event and how this might be promoted.

**Benefits**

Reducing event-generated road traffic gives the event patrons a more enjoyable experience and reduces the event's impact on the non-event community.

**Educating patrons**

During the Olympic Games, organisers managed patrons' expectations of travel times and delays. Public transport was widely promoted and available. As a result, public transport was the preferred mode of travel.

Educating patrons is particularly effective with repeat events, for example fortnightly football events.

**Government icon events or very large events**

The Steering Committee ([process flow 1.7](#)) includes but limit to TMC, NSW Trains, Sydney Trains and State Transit, Light Rail, Ferries and Point to Point Transport commissioner (taxi & ride share), private bus and coach organisations. The Transport Management Centre (TMC) coordinates all public transport arrangements.

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### 8.11 Transport Management Centre (TMC)



Transport  
for NSW

#### Transport Management Centre

Transport for NSW and TMC supports the Minister for Transport and the Government in meeting the public transport needs of the people of NSW.

The Department is responsible for establishing and monitoring the regulatory framework within which the private sector and state transport authorities must operate.

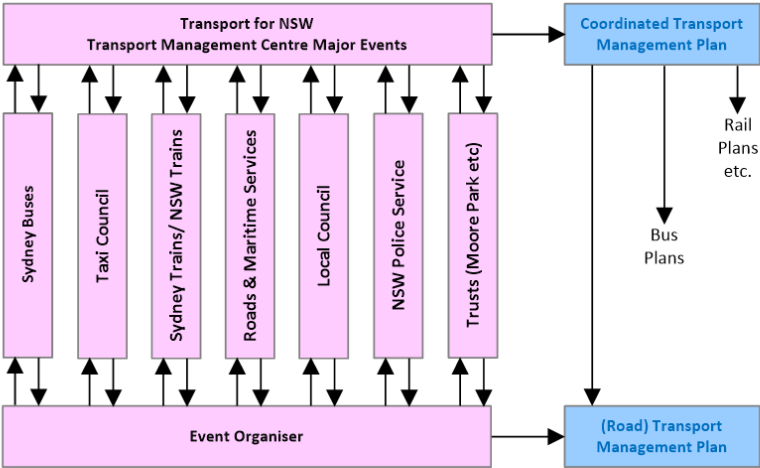
The Department coordinates public transport (road, rail, harbour and waterways, air) arrangements where this is part of a major event.

The Department, in conjunction with the event organiser, all government agencies and private transport operators, develops the Coordinated Transport Management Plan for major events. This is a strategic plan that integrates all transport requirements for the event. This plan includes:

- buses
- ferries
- trains
- taxis
- air transport, and
- the needs of the various trusts such as the Sydney Olympic Park Authority.

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8.12 Public Transport and the Transport Management Plan



The event organiser, using information contained in the *Coordinated Transport Management Plan*, is responsible for developing the Transport Management Plan.

Note: a *Coordinated Transport Management Plan* exists only for special events where the TMC is involve.

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8.13 NSW Premier Department – Event Operations Group



The Event Operations Group (EOG) is an events based inter- agency group. It is part of the NSW Government’s strategy to enhance events for the community and visitors. Senior operational personnel from almost 40 NSW Government agencies meet to share information and identify issues related to the staging of events in Sydney, particularly the CBD and harbour foreshores.

EOG provides a forum for a cooperative, coordinated approach between agencies. It is a conduit for organisers of approved events to communicate with government agencies about the possible impacts of the event on government infrastructure and operations. The agencies identify unresolved issues that are addressed in smaller, working groups. EOG conducts debriefs following major events in order to continually improve their effectiveness, efficiency and safety.

EOG is organised through the NSW Premier’s Department

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## Appendices

### A1 – Definitions

#### Advertising

Advertising in the context of special events means advertising the traffic and transport management arrangements for the event. It does not mean promotional advertising for the event itself.

Although legislation requires advertising in a newspaper, the authorities will accept any form of advertising that reaches its target audience. For example, portable Variable Message Signs (VMS) may be appropriate.

#### Certified traffic control planner

A Traffic Control Planner:

- is recommended to assess the likely risks associated with the event from a traffic management perspective and create appropriate traffic control plans to control or eliminate all foreseeable risks.
- has undertaken an accredited course in traffic control planning
- has current RMS certification
- is acting in accordance with the RMS "Guide to Traffic Control at Work Sites Manual"

#### Certified worksite traffic controller

A Worksite Traffic Controller controls traffic on public roads by means of a STOP SLOW bat and is a person who:

- has undertaken an accredited course in traffic control, and
- has current RMS certification or a "nationally recognised certificate" in traffic and
- is acting in accordance with a traffic control plan.

Road users are legally compelled to follow the reasonable directions of a traffic controller.

Each traffic controller must be specifically authorised for the event by the responsible roads authority.

#### Classified road

The *Roads Act 1993* defines a classified road as:

- a main road,
- a State highway,
- a freeway,
- a controlled access road,
- a secondary road,
- a tourist road,
- a tollway,
- a transitway,
- a State work.

An unclassified road is a public road that is not a classified road.

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**Event organiser**

The Event Organiser is the person or organisation who is responsible for organising the event and whose name appears on the Public Liability Insurance Policy.

The *Occupational Health & Safety Regulation 2000* requires the Event Organiser to notify WorkCover of deaths and certain injuries either:

- as an occupier of a place of work where an incident occurs, or
- as an employer of a person who is killed or injured.

In addition to responsibilities under the Occupational Health & Safety Act, the Event Organiser also has a duty of care towards those persons who attend the event to ensure that they are not exposed to risks from a public liability perspective.

The Event Organiser is not the event management firm employed by the Event Organiser to manage the event on their behalf.

**Filming as a special event**

Some kinds of filming activities are special events. These are large-scale productions that require multiple-agency support.

Small-scale filming activities where Council or the RMS/TMC can issue an approval in its own right are not classified as special events.

**Guide to traffic control at worksites manual**

RMS *Guide to Traffic Control at Worksites Manual* describes how to develop Traffic Control Plans. It contains many practical examples of Traffic Control Plans. In many cases, the plans can be copied from the manual and the appropriate details (such as street names) added.

The guide is based on AS 1742.3, the Australian Standard for *Traffic Control Devices for Works on Roads*.

Traffic Control Plans describe the layout of traffic control devices. The *Guide to Traffic Control at Worksites* is available from RMS website:

<http://www.rms.nsw.gov.au/business-industry/partners-suppliers/document-types/guides-manuals/traffic-control-worksites.html>

**Government trusts, authorities and enterprises**

Government trusts or authorities manage many facilities across the State of NSW.

A Government enterprise is an organisation such as NSW State Forests where off road events are sometimes conducted.

**Marshal - traffic (or parking)**

A traffic (or parking) marshal does not control traffic and has no legal authority on a public road.

Their duties include, for example:

- protecting equipment and providing advice to road users at a designated location
- providing assistance to people with disabilities
- directing drivers into parking areas
- miscellaneous off-road duties such as erecting signs and barriers in a parking enclosure.



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**Public assembly**

Section 22 of the *Summary Offences Act 1988* defines a public assembly as: "an assembly held in a public place, and includes a procession so held."

**Public liability insurance - NSW government action on**

Information about the action the NSW Government has taken on Public Liability Insurance can be found at the NSW Government Office of Sports website at <https://sport.nsw.gov.au> and click the "For clubs & organisations" tab

**Regulatory signs**

A regulatory sign is one that is enforced, for example: speed zone and no parking signs.

Regulatory signs are "prescribed traffic control devices" under the terms of the *Road Transport (Safety & Traffic Management) Act 2000*.

**Regulation of traffic**

Regulate traffic means to restrict or prohibit the passage along a road of persons, vehicles or animals.

**Risk assessment**

The *Occupational Health & Safety Act 2000* requires an assessment of the risks to be carried out and this results in the creation of risk management plans. These are required for all aspects of a special event; not just traffic. A risk management plan for traffic is called a Traffic Control Plan.

**Risk management**

The NSW Government Office of Sports defines the five components of risk management as follows:

- risk identification
- risk assessment
- design of a risk elimination or reduction plan
- implementation of the plan
- evaluation and modification of the plan.

For more details about risk management, refer to the NSW Government Office of Sports website at <https://sport.nsw.gov.au> and click the "For clubs & organisations" tab and scroll down to "running your club" tag. Click on "Governance" and then click on "Risk Management" heading

The risk assessment applies to the whole event, not just the traffic and transport component.

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<b>Special event clearway</b>	<p>A Special Event Clearway is a restriction on parking during the hours described on the regulatory signs. The TMC arranges clearway towing. Police enforce the restrictions.</p>
<b>Special event warning signs</b>	<p>A special event warning sign is a traffic control device but it is not a regulatory sign.</p>
<b>Special event</b>	<p>A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special traffic management arrangements, and may involve large numbers of participants and/or spectators. Examples are marathons, fun runs, cycling events, parades, marches and street market days.</p> <p>The definition also applies to events conducted in their own venue (such as sports, cultural and recreational events) if the event requires special traffic management arrangements and multiple agency support.</p>
<b>Traffic control device</b>	<p>A Traffic Control Device means a traffic sign, road marking, traffic signals, or other device to direct or warn traffic on, entering or leaving a road.</p> <p>A prescribed Traffic Control Device is a signal, marking, structure or other device, to direct or warn traffic; that is prescribed by the regulations.</p> <p>Prescribed traffic control devices require RMS/TMC, or Police or, depending on the device, Council authorisation.</p>
<b>Traffic control plan (TCP)</b>	<p>A TCP is a plan that safely separates people at a work site from traffic. Where appropriate, it conforms to an accepted standard such <i>RMS Guide to Traffic Control at Worksites Manual</i>. A TCP is a risk management plan for traffic and forms part of the Transport Management Plan.</p>
<b>Transport management plan (TMP)</b>	<p>A Transport Management Plan (TMP) manages traffic and transport over a wide area. It includes one or more Traffic Control Plans.</p> <p>The TMP ensures a safe and successful event by:</p> <ul style="list-style-type: none"><li>• complying with the requirements of the <i>Occupational Health &amp; Safety Act 2000</i></li><li>• isolating the event space from traffic (Traffic Control Plans)</li><li>• managing the reduced capacity of the road system</li><li>• minimising the traffic impact on the non-event community and the emergency services</li><li>• minimising costs to the event organiser and agencies.</li></ul>

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<b>Variable message sign (VMS) - permanent</b>	
Permanent VMS are in fixed locations with their messages controlled by the TMC 's central management computer system.	
<b>Variable message sign (VMS) - portable</b>	
A Portable VMS is a traffic control device but not a regulatory sign.	
<b>Vehicle races</b>	
The Road Transport (Safety & Traffic Management) Act 1999 – Section 40 describes vehicle race events as:	
a) any race between vehicles on a road or road related area, or	
b) any attempt to break any vehicle speed record on a road or road related area, or	
c) any trial of the speed of a vehicle on a road or road related area, or	
d) any competitive trial designed to test the skill of any vehicle driver or the reliability or mechanical condition of any vehicle on a road or road related area,	
Vehicle means:	
a) any description of vehicle on wheels (including a light rail vehicle) but not including any other vehicle used on a railway or tramway, or	
b) any other vehicle prescribed by the regulations	

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A2 – Legislative References

This guide refers to the following legislation:

Disability Discrimination Act 1992,	43, 62
Occupational Health & Safety Act 2000,	3, 6, 16, 19, 34, 63, III, V
Occupational Health & Safety Regulation 2001,	4, II
Protection Of The Environment Operations (Noise Control) Regulation 2000,	15, 18, 21
Road Transport (General) Act 1999	64
Road Transport (Safety & Traffic Management) Act 1999,	6, 12, 30, 32, 39, 56, 60, 64, 65, V
Roads (General) Regulation 2000,	53, 56
Roads Act 1993,	9, 26, 29, 30, 52, 56, I
Summary Offences Act 1988,	32, 39, 64, XI, XII
Transport Administration Act 1988,	26

## CL01 Attachment (a) NSW Guide to Traffic and Transport Management for Special Events

## SPECIAL EVENT GUIDE

[Return to Table of Content](#)**Special Event Resources****Special Event Transport Management Plan**Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan**1. EVENT DETAIL****1.1. Event Summary**

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

Event Setup Time: \_\_\_\_\_ Event Pack down Finish Time: \_\_\_\_\_

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

Event is ☐ held regularly throughout the year (calendar attached )

**1.2. Event Summary**

Event Organiser\*: \_\_\_\_\_

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

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

Event Management Company (if applicable): \_\_\_\_\_

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

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

Police: \_\_\_\_\_

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

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

Council: \_\_\_\_\_

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

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

Transport Management Centre  
(if Class 1 – Sydney Metropolitan Area): \_\_\_\_\_

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

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

Roads & Maritime Service  
(if Class 1 – regional NSW and Class 2 event): \_\_\_\_\_

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

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

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

## CL01 Attachment (a) NSW Guide to Traffic and Transport Management for Special Events

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

**3. TRAFFIC & TRANSPORT MANAGEMENT**

<div>Class 1</div> <div>Class 2</div> <div>Class 3</div>	<b>3.1. The route or location</b>
	<input type="checkbox"/> Map attached
	<b>3.2. Parking</b>
	<input type="checkbox"/> Parking organised – details attached
	<input type="checkbox"/> Parking not required
	<b>3.3. Construction, traffic calming and traffic generating developments</b>
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4. Trusts, authorities or Government enterprises</b>
	<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
	<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5. Impact on/or Public Transport</b>
	<input type="checkbox"/> Public transport plans created - details attached
	<input type="checkbox"/> Public transport not impacted or will not impact event
<b>3.6. Reopening roads after moving events</b>	
<input type="checkbox"/> This is a moving event - details attached.	
<input type="checkbox"/> This is a non-moving event.	
<b>3.7. Traffic management requirements unique to this event</b>	
<input type="checkbox"/> Description of unique traffic management requirements attached	
<input type="checkbox"/> There are no unique traffic requirements for this event	
<b>3.8. Contingency plans</b>	
<input type="checkbox"/> Contingency plans attached	

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Class 1

Class 2

3.9. Heavy vehicle impacts

☐ Impacts heavy vehicles – RMS/TMC to manage

☐ Does not impact heavy vehicles

3.10. Special event clearways

☐ Special event clearways required - RMSTMC to arrange

☐ Special event clearways not required

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

Class 1

Class 2

Class 3

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

No road closures, restrictions or special event clearways - advertising not required

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

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## 5. PRIVACY NOTICE

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

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

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

## 6. APPROVAL

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TMP Approved by: \_\_\_\_\_ Event Organiser \_\_\_\_\_ Date \_\_\_\_\_

## 7. AUTHORISATION TO \*REGULATE TRAFFIC

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Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: \_\_\_\_\_ Council \_\_\_\_\_ Date \_\_\_\_\_

The RMS/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: \_\_\_\_\_ RMS/TMC \_\_\_\_\_ Date \_\_\_\_\_

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



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Special Event Planning & Resource Matrix							
Event Class	Description	Features	Examples	Lead Times for Agency Approval	Police Fees	Council Fees	RMS/TMC Fees
1	A Class 1 Event <ul style="list-style-type: none"><li>Impacts major traffic &amp; transport systems</li><li>disrupts the non-event community over a wide area</li><li>requires the involvement of Police or more Councils and the RMS/TMC.</li><li>requires detailed Transport Management Plan</li><li>requires advertising the event's traffic aspects to a wide audience</li></ul>	A Class 1 event may <ul style="list-style-type: none"><li>be conducted on-road or in its own venue</li><li>involve trusts and authorities when using facilities managed by them</li><li>involve Transport Management Centre</li><li>involve the NSW Trains, Sydney Trains and State Transit,</li><li>involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi &amp; ride share)</li><li>involve private bus and coach organisations</li><li>impact the road transport industry</li><li>require RMS/TMC to provide Special Event Clearways</li><li>require RMS/TMC to provide heavy vehicle detour routes</li><li>require the RMS to adjust traffic signals</li><li>require RMS/TMC to manage Variable Message Signs</li><li>depending on the nature of the event, invoke the Police "Use Pay" policy.</li></ul>	For example: <ul style="list-style-type: none"><li>an event: that affects a principal transport route in Sydney or</li><li>an event that reduces capacity of the main highway through a country town or</li><li>a bicycle race that involves the Sydney Harbour Bridge</li></ul>	Minimum 4 months from first approach to Council to proposed start date  6 months for vehicle races	Charges apply where: "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"	As described in Council's Special Events Policy  Asset rentals: refer to Council	Marginal costs apply where services are provided above those normally provided to the community.  RMS/TMC provides quote  Asset rental: refer to RMS/TMC
2	A Class 2 Event <ul style="list-style-type: none"><li>Impacts local traffic and transport systems but does not impact major traffic &amp; transport systems</li><li>disrupts the non-event community in the area around the event but not over a wide area</li><li>Requires the involvement of Police and Local Council</li><li>Requires a detailed Transport Management Plan</li><li>Requires advertising the event's traffic aspect to the local community</li></ul>	A Class 2 event may <ul style="list-style-type: none"><li>Be conducted on-road or in its own venue</li><li>involve trusts and authorities when using facilities managed by them</li><li>involve the NSW Trains, Sydney Trains and State Transit,</li><li>involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi &amp; ride share)</li><li>involve private bus and coach organisations</li><li>depending on the nature of the event, invoke the Police "Use Pay" policy.</li></ul>	For example: <ul style="list-style-type: none"><li>an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or highway</li><li>a motor rally on local country roads</li></ul>	Minimum 3 months  3 months for vehicle races	Charges apply where: "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"	As described in Council's Special Events Policy  Asset rentals: refer to Council	
3	A Class 3 Event <ul style="list-style-type: none"><li>does not impact local or major traffic &amp; transport systems</li><li>disrupts the non-event community in the immediate area only</li><li>requires Local Council and Police consent</li><li>is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac</li><li>requires Police agreement that event qualified as Class 3</li><li>is never used for vehicle races</li></ul>	A Class 3 event , depending on Local Council policy may <ul style="list-style-type: none"><li>require a simplified Transport Management Plan</li><li>not be available in all Council areas</li><li>depending on the nature of the event, invoke the Police "User Pay" policy</li><li>require advertising the event's traffic aspects to the community</li></ul>	For example: <ul style="list-style-type: none"><li>an on-street neighbourhood Christmas party</li></ul>	Minimum 6 weeks	Charges apply where: "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"	As described in Council's Special Events Policy  Asset rentals: refer to Council	
4	A Class 4 Event is intended for small on street events and <ul style="list-style-type: none"><li>requires Police consent only</li><li>is within the capacity of the Police to manage on their own</li><li>is not a protest or demonstration</li><li>is always an on-street event</li><li>does not require RMS/TMC or Council consent</li><li>does not require advertising the event's traffic aspect to the community</li><li>does not require a Transport Management Plan</li><li>does not require the involvement of other Government agencies</li></ul>	A Class 4 event may <ul style="list-style-type: none"><li>be conducted on classified or unclassified roads</li><li>cause zero to considerable disruption to the non-event community</li><li>cross Police Local Area Commands (LACs)</li><li>cross Local Government Areas (LGAs)</li><li>require Council or RMS/TMC to assist when requested by Police</li><li>depending on the nature of the event, invoke the Police "User Pay" policy</li></ul>	For example: <ul style="list-style-type: none"><li>a small ANZAC Day march in a country town</li><li>a small parade conducted under Police escort</li></ul>	Minimum 1 month	Charges apply where: "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"		

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Event Class	Transport Management Plan	Risk Management Plans (Traffic Control) under OH&S Act 2000	Advertise Transport Management Arrangements	Liability Insurance	Special Event Clearway. Heavy Vehicle Detour	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency Planning
1	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended  Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation  Not required where there is no regulation of traffic	Required with Council, TMC & Police (if police user Pays in force) named on policy. Also RMS if using RMS asset  Certificate of currency required	RMS arranges if required  RMS provides quote	Promote where practicable	Required. Refer to TMP	May be required.  Need to consider parking for disabled persons	Recommended
2	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended  Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation  Not required where there is no regulation of traffic	Required with Council & Police (if police user Pays in force) named on policy.  Certificate of currency required		Promote where practicable	Required. Refer to TMP	May be required.  Need to consider parking for disabled persons	Recommended
3	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended  Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation  Not required where there is no regulation of traffic	Required with Council & Police (if police user Pays in force) named on policy.  Certificate of currency required			Required. Refer to TMP		
4				Required with Council & Police (if police user Pays in force) named on policy.  Certificate of currency required			Required. Refer to TMP		

CL01 Attachment (a) NSW Guide to Traffic and Transport Management for Special Events

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

Taken from NSW Police website:

[https://www.police.nsw.gov.au/\\_data/assets/pdf\\_file/0007/275560/Notice\\_of\\_Intention\\_to\\_Hold\\_a\\_Public\\_Assembly.pdf](https://www.police.nsw.gov.au/_data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

**Summary Offences Act 1988**

*To the Commissioner of Police*

**1** I, .....  
Name  
of .....  
Address  
on behalf of .....  
Organisation  
notify the Commissioner of Police that on the .....  
Day  
of .....  
Month/Year

it is intended to hold:

**either:**

(a) a public assembly, not being a procession, of approximately  
.....persons which will assemble  
Number  
at .....  
Place  
at approximate .....am/pm  
Time  
and disperse at approximately .....am/pm  
Time

**or**

(b) a public assembly, being a procession of approximately .....  
Number  
persons which will assemble at .....  
Place  
at approximately .....am/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.

CL01 Attachment (a) NSW Guide to Traffic and Transport Management for Special Events

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- 2 The purpose of the proposed assembly is.....  
.....  
.....  
State purpose
- 3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:
- \* (i) There will be .....(number) of vehicles and/or\* floats involved and their type and dimensions are as follows:  
.....  
.....
- \* (ii) There will be ..... (number) of bands, musicians, entertainers etc entertaining or addressing the assembly
- \* (iii) The following number and type of animals will be involved in the assembly  
.....  
.....
- \* (iv) Other special characteristics of the proposed assembly are as follows:  
.....  
.....
- 4 I take responsibility for organising and conducting the proposed public assembly.
- 5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:
- Address: .....  
.....  
..... Post Code.....
- Telephone: .....
- Signed: .....
- Capacity/Title .....
- Date .....
- Delete as applicable

## CL01 Attachment (b) Events Policy and Decision Tool - Public Policy (CS-CP-501)



## Events Policy and Decision Tool CS-CP-501 (PUBLIC POLICY)

### 1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	12/12/2017	17/299	12/12/2017 (Effective from 1/01/2018)

### 2 Policy Objective

This Policy is to assist event organisers decide when an event requires development consent or other approval from Griffith City Council.

### 3 Land to which this Policy applies

This Policy applies to the whole of the Griffith Local Government Area whether an event is held on private or public land.

### 4 Definitions

In this Policy, a "private" event means the event is for invited guests only, where guests do not pay an entry fee or pay for food and beverages.

Any other event is defined as a "non private" event in this Policy, whether it is for a community purpose, charity or where the organisers, landholder or vendors obtain a gain.

### 5 Matters for consideration

Council will consider the following matters in the application of this Policy:

1. Whether the event is a private or non private event,
2. Whether the event is conducted on private land, within a road reserve (which includes the footpath) or on other public land,
3. Whether the conduct of events of a similar type and size as might be proposed has been or is the usual use of the land,
4. The frequency of events that are conducted on the land,
5. Whether structures are to be erected such as a marquee or stage,
6. Whether the event will create loud noise,
7. Whether a liquor licence is required,
8. The hours of operation of the event and pre and post event activities,
9. The distance to residential receptors.



## 6 Policy Statement

Any event in the Griffith Local Government Area is expected to have public liability insurance cover and have prepared a Risk Management Plan. For events where Council is an interested party, for example, if the event is held on public land or requires Council approval, copies of these documents must be prepared to Council's satisfaction and a copy provided to Council.

Any event that occurs on a road or is likely to adversely and/or significantly impact on road users must be managed under the provisions of the RMS Guide to Traffic and Transport for Special Events. Certain events will therefore require a Traffic Management Plan (TMP) and, depending on the scope of the event, a Traffic Control Plan (TCP). All plans must be produced by a suitably qualified professional and be presented to Council at least 4 months prior to the event for assessment. More information on special events including pro-forma templates traffic management can be found at <https://www.livetraffic.com/desktop.html#eventres>.

The obligations under the RMS Guide do not supersede any requirements relating to obtaining development consents from Council pursuant to the Environmental Planning and Assessment Act.

Any event that occurs on public land requires an approval from Council under s68 of the Local Government Act and may require development consent from Council. If the event is proposed on one of Council's popular parks or reserves, a booking form is available on Council's web site at [https://www.griffith.nsw.gov.au/cp\\_themes/default/page.asp?p=DOC-XAV-07-81-63#B](https://www.griffith.nsw.gov.au/cp_themes/default/page.asp?p=DOC-XAV-07-81-63#B).

The booking form lists what other documentation is required to be submitted.

Unless it is a private event held on private land, if food is to be served at the event an additional approval and inspection may be required from Council. For a non-private event in which the public are admitted and food products are sold or promoted, Council's Environmental Health Department should be notified. More information can be found at [https://www.griffith.nsw.gov.au/cp\\_content/resources/Fact%20Sheet%20-%20Food%20Safety%20Guidelines%20For%20Temporary%20Events.pdf](https://www.griffith.nsw.gov.au/cp_content/resources/Fact%20Sheet%20-%20Food%20Safety%20Guidelines%20For%20Temporary%20Events.pdf).

An event that proposes the erection of any structure, other than a structure that is within the development standards in State Environmental Planning Policy (Exempt and Complying Development), requires development consent from Council. To check if certain structures are exempt from development consent, please contact Council or read the SEPP, which can be found at: <https://www.legislation.nsw.gov.au/#/view/EPI/2008/572>.

CL01 Attachment (b) Events Policy and Decision Tool - Public Policy (CS-CP-501)

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In addition to the above, unless the use of the land has been or is usually used for the conduct of events of a type and size that are being proposed, an event will require development consent from Council if:

- the event is for a non private purpose, and
- a liquor licence is to be obtained, or
- the number of guests is likely to cause adverse traffic impacts, defined as more than 500 guests attending the event, or
- a noise level exceeding 55 Decibels at the property boundary is proposed and the nearest residential receptor is within 250 m of the land on which the event is to be conducted and the event will extend beyond midnight, or
- the frequency of events is more than three days in total per month or 12 days in total in any year, unless the event is for a community or charitable purpose.

The Decision Tool flow chart in Appendix A provides a visual interpretation of this Policy Statement.

## 7 Policy Limitation

This Policy Statement only applies to approvals required by or through Griffith City Council and does not describe whether approvals may be required from other authorities. Events conducted on public land will require notification to NSW Police under the Summary Offences Act for approval as a place of public gathering, defined as a group of people who gather in a public place for a common purpose. A Notice of Intention can be found at

[http://www.police.nsw.gov.au/\\_data/assets/pdf\\_file/0007/275560/Notice\\_of\\_Intention\\_to\\_Hold\\_a\\_Public\\_Assembly.pdf](http://www.police.nsw.gov.au/_data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf).

More information about the need for a liquor licence can be found at

<http://www.liquorandgaming.nsw.gov.au/Pages/liquor/liquor-licences/which-licence-do-i-need.aspx>.

## 8 Legislation

State Environmental Planning Policy

## 9 Related Documents

RMS Guide to Traffic and Transport for Special Events  
Council Facility Booking Forms  
Council Fact Sheet Food Safety Guidelines for Temporary Events  
NSW Police Schedule 1 Notice of Intent to Hold a Public Assembly



**10 Directorate**

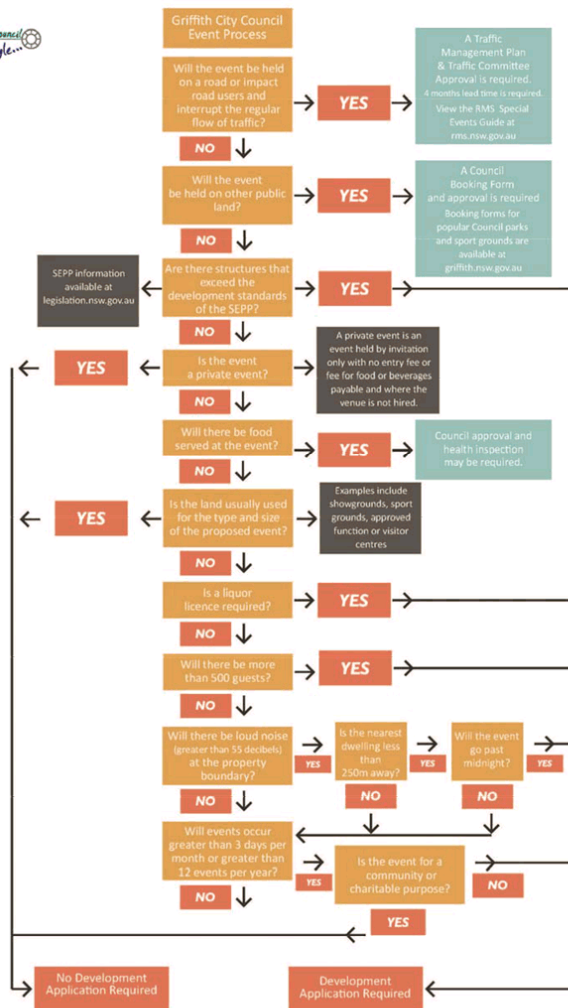
Economic and Organisational Development



CL01 Attachment (b) Events Policy and Decision Tool - Public Policy (CS-CP-501)



Appendix A – Event Decision Tool – Flowchart



CL01 Attachment (c) Events Policy and Decision Tool - Public Policy (CS-CP-501) - Amended



## Events Policy and Decision Tool CC-CP-501 (PUBLIC POLICY)

### 1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	12/12/2017	17/299	12/12/2017 (Effective from 1/01/2018)

### 2 Policy Objective

This Policy is to assist event organisers decide when an event requires development consent or other approval from Griffith City Council.

### 3 Land to which this Policy applies

This Policy applies to the whole of the Griffith Local Government Area whether an event is held on private or public land.

### 4 Definitions

In this Policy, a "private" event means the event is for invited guests only, where guests do not pay an entry fee or pay for food and beverages.

Any other event is defined as a "non private" event in this Policy, whether it is for a community purpose, charity or where the organisers, landholder or vendors obtain a gain.

### 5 Matters for consideration

Council will consider the following matters in the application of this Policy:

1. Whether the event is a private or non private event,
2. Whether the event is conducted on private land, within a road reserve (which includes the footpath) or on other public land,
3. Whether the conduct of events of a similar type and size as might be proposed has been or is the usual use of the land,
4. The frequency of events that are conducted on the land,
5. Whether structures are to be erected such as a marquee or stage,
6. Whether the event will create loud noise,
7. Whether a liquor licence is required,
8. The hours of operation of the event and pre and post event activities,
9. The distance to residential receptors.



## 6 Policy Statement

Any event in the Griffith Local Government Area is expected to have public liability insurance cover and have prepared a Risk Management Plan. For events where Council is an interested party, for example, if the event is held on public land or requires Council approval, copies of these documents must be prepared to Council's satisfaction and a copy provided to Council.

Any event that occurs on a road or is likely to adversely and/or significantly impact on road users must be managed under the provisions of the Transport for NSW Guide to Traffic and Transport for Special Events. Certain events will therefore require a Traffic Management Plan (TMP) and, depending on the scope of the event, a Traffic Control Plan (TCP). All plans must be produced by a suitably qualified professional and be presented to Council at least (2) months prior to the event for assessment. More information on special events including pro-forma templates traffic management can be found at <https://www.livetraffic.com/desktop.html#eventres>.

The obligations under the RMS Guide do not supersede any requirements relating to obtaining development consents from Council pursuant to the Environmental Planning and Assessment Act.

Any event that occurs on public land requires an approval from Council under s68 of the Local Government Act and may require development consent from Council. If the event is proposed on one of Council's popular parks or reserves, a booking form is available on Council's web site at [https://www.griffith.nsw.gov.au/cp\\_themes/default/page.asp?p=DOC-XAV-07-81-63#B](https://www.griffith.nsw.gov.au/cp_themes/default/page.asp?p=DOC-XAV-07-81-63#B).

The booking form lists what other documentation is required to be submitted.

Unless it is a private event held on private land, if food is to be served at the event an additional approval and inspection may be required from Council. For a non-private event in which the public are admitted and food products are sold or promoted, Council's Environmental Health Department should be notified. More information can be found at [https://www.griffith.nsw.gov.au/cp\\_content/resources/Fact%20Sheet%20-%20Food%20Safety%20Guidelines%20For%20Temporary%20Events.pdf](https://www.griffith.nsw.gov.au/cp_content/resources/Fact%20Sheet%20-%20Food%20Safety%20Guidelines%20For%20Temporary%20Events.pdf).

An event that proposes the erection of any structure, other than a structure that is within the development standards in State Environmental Planning Policy (Exempt and Complying Development), requires development consent from Council. To check if certain structures are exempt from development consent, please contact Council or read the SEPP, which can be found at: <https://www.legislation.nsw.gov.au/#/view/EPI/2008/572>.

CL01 Attachment (c) Events Policy and Decision Tool - Public Policy (CS-CP-501) - Amended

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In addition to the above, unless the use of the land has been or is usually used for the conduct of events of a type and size that are being proposed, an event will require development consent from Council if:

- the event is for a non private purpose, and
- a liquor licence is to be obtained, or
- the number of guests is likely to cause adverse traffic impacts, defined as more than 500 guests attending the event, or
- a noise level exceeding 55 Decibels at the property boundary is proposed and the nearest residential receptor is within 250 m of the land on which the event is to be conducted and the event will extend beyond midnight, or
- the frequency of events is more than three days in total per month or 12 days in total in any year, unless the event is for a community or charitable purpose.

The Decision Tool flow chart in Appendix A provides a visual interpretation of this Policy Statement.

## 7 Policy Limitation

This Policy Statement only applies to approvals required by or through Griffith City Council and does not describe whether approvals may be required from other authorities. Events conducted on public land will require notification to NSW Police under the Summary Offences Act for approval as a place of public gathering, defined as a group of people who gather in a public place for a common purpose. A Notice of Intention can be found at

[http://www.police.nsw.gov.au/\\_data/assets/pdf\\_file/0007/275560/Notice\\_of\\_Intention\\_to\\_Hold\\_a\\_Public\\_Assembly.pdf](http://www.police.nsw.gov.au/_data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf).

More information about the need for a liquor licence can be found at

<http://www.liquorandgaming.nsw.gov.au/Pages/liquor/liquor-licences/which-licence-do-i-need.aspx>.

## 8 Legislation

State Environmental Planning Policy

## 9 Related Documents

Transport for NSW Guide to Traffic and Transport for Special Events  
Council Facility Booking Forms  
Council Fact Sheet Food Safety Guidelines for Temporary Events  
NSW Police Schedule 1 Notice of Intent to Hold a Public Assembly

CL01 Attachment (c) Events Policy and Decision Tool - Public Policy (CS-CP-501) - Amended

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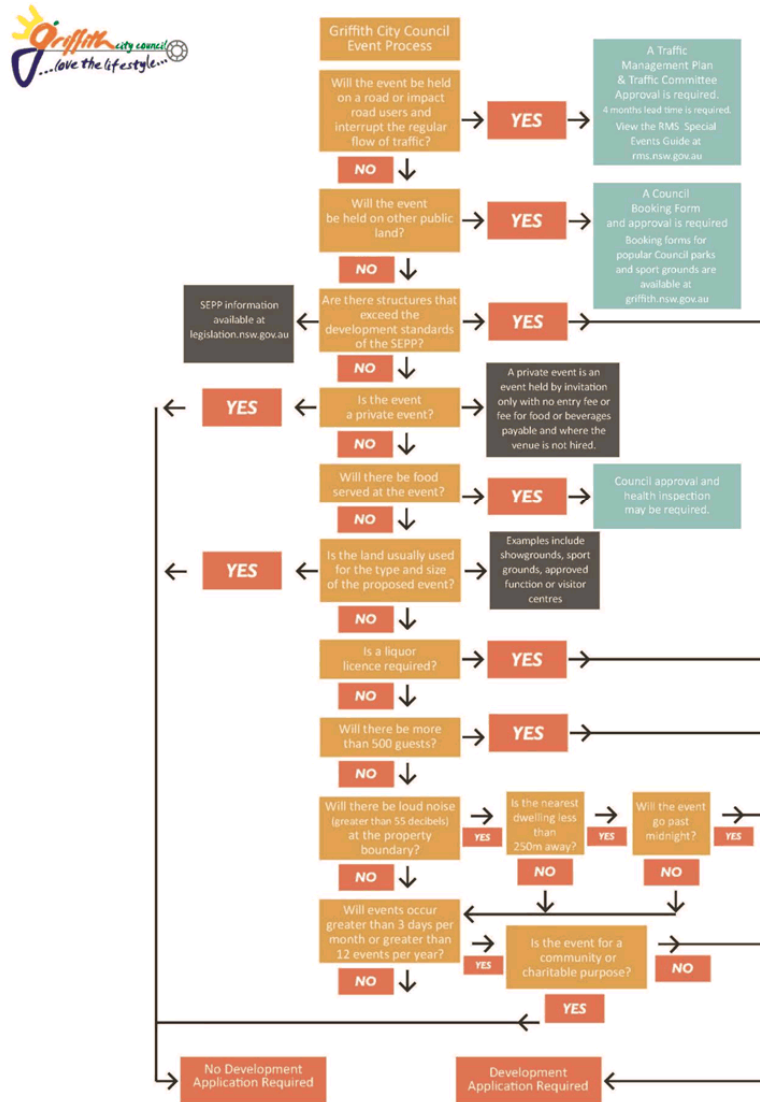
## 10 Directorate

Economic and Organisational Development

CL01 Attachment (c) Events Policy and Decision Tool - Public Policy (CS-CP-501) - Amended



Appendix A – Event Decision Tool – Flowchart



## CL01 Attachment (d) Traffic Committee Meetings 2023 - Events Approved

Traffic Committee Meeting Date	Event Description	Event Date	Committee Determination	Documents
14/2/2023	Craft Beer Festival - Community Gardens	8/4/2023	The Traffic Committee support the implementation of traffic control relevant to the event on Coolah Street and Willandra Avenue as per the attached Traffic Control Plan.	<ul style="list-style-type: none"> <li>• Traffic Guidance Scheme</li> <li>• Certificate of Currency (Expiry 11 April 2023)</li> <li>• Special Event Transport Management Plan (as submitted)</li> <li>• Schedule 1 Notification (as submitted)</li> </ul>
14/2/2023	Anzac Day March	25/4/2023	The Traffic Committee approve the implementation of the Traffic Control Plan associated with the closure of Banna Avenue for the purpose of the 2023 ANZAC Day March and Memorial Service.	<ul style="list-style-type: none"> <li>• Traffic Control Plan</li> <li>• Special Event Transport Management Plan</li> <li>• Road Occupancy Licence</li> <li>• Certificate of Currency</li> <li>• Schedule 1 Notification</li> </ul>
4/4/2023	Griffith Biggest Lap	23/9/2023	<p>(a) Support the implementation of the Traffic Control Plan relevant to the 2023 Biggest Lap event;</p> <p>(b) Approve the Traffic Management Plan as submitted</p> <p>(c) Condition any approval/support of the event on the submission by the event organiser to Griffith City Council of a valid Certificate of Currency Insurance policy one month prior to the event.</p>	<ul style="list-style-type: none"> <li>• Special Event Transport Management Plan</li> <li>• Schedule 1 Notification</li> <li>• Traffic Guidance Scheme - Event Route</li> <li>• Traffic Management Plan - Biggest Lap 2023</li> </ul>
4/4/2023	Sikh Games	10-11/6/2023	(a) Support the implementation of the attached Traffic Control Plan relevant to the 2023 Sikh Games. Note the Traffic management Plan as submitted. Condition the approval on the submission by the event organiser of a current Certificate of Currency at least one (1) month prior to the event.	<ul style="list-style-type: none"> <li>• Traffic Control Plan - Sikh Games 2023</li> <li>• Special Event Transport Management Plan</li> <li>• Schedule 1 Notification</li> <li>• Traffic Management Plan - 2023 Games</li> </ul>
9/5/2023	Sikh Games	10-11/6/2023	(a) Support the implementation of the attached Traffic Control Plan relevant to the 2023 Sikh Games. Note the Traffic Management Plan as	<ul style="list-style-type: none"> <li>• Traffic Control Plan - Sikh Games 2023</li> <li>• Special Event Transport Management Plan</li> <li>• Schedule 1 Notification</li> </ul>

## CL01 Attachment (d) Traffic Committee Meetings 2023 - Events Approved

			submitted(c) Condition the approval on the submission by the event organiser of a current Certificate of Currency at least one (1) month prior to the event.	<ul style="list-style-type: none"> <li>Traffic Management Plan - 2023 Games</li> </ul>
20/6/2023	Griffith Biggest Lap	23/9/2023	(a) Support the implementation of the Traffic Control Plan relevant to the 2023 Biggest Lap event; (b) Approve the Traffic Management Plan as submitted (c) Condition any approval/support of the event on the submission by the event organiser to Griffith City Council of a valid Certificate of Currency Insurance policy one month prior to the event.	<ul style="list-style-type: none"> <li>Special Event Transport Management Plan</li> <li>Schedule 1 Notification</li> <li>Traffic Guidance Scheme - Event Route</li> <li>Traffic Management Plan - Biggest Lap 2023</li> </ul>
20/6/2023	Springfest	8-22/10/2023	(a) Support the implementation of the Traffic Control Plan on Banna Avenue on Sunday, 8 October 2023 and Sunday, 22 October 2023 to allow for the construction and dismantling of the citrus sculptures. (b) Support the implementation of the Traffic Control Plan on Banna Avenue and Visitors Centre Carpark on Friday, 13 October 2023 relevant to the 'Springfest Launch Event'. (c) Support the implementation of the Traffic Control Plan on Banna Avenue from Sunday, 8 October 2023 to Sunday, 22 October 2023 to facilitate the exhibition phase of the event. (d) Note the Transport Management Plans associated with both the Construction/Dismantling and Launch events.	<ul style="list-style-type: none"> <li>Traffic Control Plan (TCP) - Construct and Dismantle</li> <li>TCP - Exhibition Phase</li> <li>TCP - Launch Phase</li> <li>TCP - Closure of Visitor Centre Carpark</li> <li>Special Event Transport Management Plan - Construction/Dismantle</li> <li>Special Event Transport Management Plan - Launch Event</li> <li>Schedule 1 Notification - Construct and Dismantle</li> <li>Schedule 1 Notification - Launch Event</li> <li>Public Liability Insurance</li> </ul>
22/8/2023	Sounds of Spring	28/10/2023	a) Support the implementation of the attached Traffic Control Plan relevant to the closure of Memorial Park Carpark for the 'Sounds of Spring' event.	<ul style="list-style-type: none"> <li>Schedule 1 Notification</li> <li>Certificate of Currency (Expiry June 2024)</li> </ul>



## CL01 Attachment (d) Traffic Committee Meetings 2023 - Events Approved

			b) Support the implementation of a 40km/h speed zone on Railway Street between Ulong Street and Kooyoo Street for the duration of the event.	
22/8/2023	National Veteran Vehicles 'Gaslight Parade' Event.	5/10/2023	Support the implementation of Traffic Control relevant to the closure of the Visitors Centre Carpark, and, the use of Stop/Slow device to manage traffic during the event.	Nil
17/10/2023	Rotary Carnival	1/12/2023	The Traffic Committee support the implementation of the attached Traffic Control Plan relevant to the Memorial Park (Rotary Carnival) event.	<ul style="list-style-type: none"> <li>• Traffic Control Plan - Memorial Park Events</li> </ul>
17/10/2023	Anzac Day March	25/4/2024	The Traffic Committee approve the implementation of the Traffic Control Plan associated with the closure of Banna Avenue for the purpose of the 2024 ANZAC Day March and Memorial Service.	<ul style="list-style-type: none"> <li>• Traffic Control Plan ANZAC Day 2024</li> <li>• Valid Certificate of Currency Insurance</li> <li>• Special Event Transport Management Plan</li> <li>• Schedule 1 Notification</li> </ul>
20/12/2023	Griffith Cycling Club	Sunday Events 2024. "On any given Sunday 1/1/2024 to 31/12/2024"	<p>(a) The Traffic Committee approve the attached Traffic Management Plan and support the Traffic Guidance Schemes for the Griffith Cycle Club's 2024 Sunday Club Racing events.</p> <p>(b) Continued approval be on the condition that Griffith City Council are provided with an updated Public Liability Certificate of Currency prior to the expiry of the current attached policy (28 February 2024).</p>	<ul style="list-style-type: none"> <li>• Traffic Management - Cycle Club - Club Events 2024</li> <li>• Schedule 1 - Club Events</li> </ul>
20/12/2023	Dean Carter Memorial Interclub Road Race.	Sunday, 21 April 2024.	(a) The Traffic Committee approve the attached Traffic Management Plan and support the Traffic Guidance Schemes for the Griffith Cycle Club's Dean Carter Memorial Road Race 2024.	<ul style="list-style-type: none"> <li>• Griffith Cycle Club - Dean Carter Memorial TMP</li> <li>• Schedule 1 - Dean Carter Memorial</li> </ul>

CL01 Attachment (d) Traffic Committee Meetings 2023 - Events Approved

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			(b) Continued approval be on the condition that Griffith City Council are provided with an updated Public Liability Certificate of Currency prior to the expiry of the current attached policy (28 February 2024).	
20/12/2023	Memorial Park Events	All dates	(a) Approve the attached standard Traffic Control Plan relevant to applicable Memorial Park events. (b) Condition such approval on the submission of the following documents (where required) to Griffith City Council four (4) months prior to the date of the proposed event: <ul style="list-style-type: none"><li>• Valid Public Liability Certificate of Currency</li><li>• Schedule 1 Police Notification</li><li>• Special Event Transport Management Plan</li><li>• Traffic Management Plan</li><li>• Evidence that authorised persons holding traffic control qualifications will be engaged to establish and monitor traffic control devices as per the Traffic Control Plan</li><li>• Speed Zone Authorisation request</li></ul>	Traffic Control Plan - Memorial Park Events