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**TRAFFIC COMMITTEE  
TO BE HELD IN MURRAY ROOM, GRIFFITH ON  
TUESDAY, 16 APRIL 2024 AT 10:30 AM**

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- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
- CL01 p5 Consultation for Review of the Community Strategic Plan
- CL02 p7 Traffic Control - 'Lighting up the Lane' Event - Banna Lane
- 6 p30 Outstanding Action Report
- 7 General Business
- 8 Next Meeting

**DISTRIBUTION LIST**

Councillor Anne Napoli (Chair), Simon Croce (Councillor - Alternate), Jason Hinson (Police Representative), Greg Minehan (Transport for NSW Representative), Michael Rowley (Member for Murray Representative)

Engineering Design & Approvals Manager, Joe Rizzo; Development & Traffic Coordinator, Greg Balind; Development and Traffic Engineer, Ronelle Green and Minute Secretary, Melanie Hebrok

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

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

**Acknowledgement of Country**

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

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

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**TRAFFIC COMMITTEE  
HELD IN MURRAY ROOM, GRIFFITH ON  
TUESDAY, 12 MARCH 2024 COMMENCING AT 10:30 AM**

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**PRESENT**

Councillor Anne Napoli (Chair), Jason Hinson (Police Representative), Greg Minehan (Transport for NSW Representative), Michael Rowley (Member for Murray Representative)

**STAFF**

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

**1 APOLOGIES**

No apologies were received.

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Greg Minehan and Michael Rowley that the minutes of the previous meeting held on 13 February 2024, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

**3.1 Traffic Management – Vintage Festival 30 March 2024**

Mr Balind informed the Committee that the new Certificate of Currency has not yet been provided. As it was a condition of the Traffic Committee's approval that the COC be submitted 4 weeks prior to the event, Mr Balind asked whether the approval should be revoked. The Committee agreed to give the organisers 7 days to submit the updated COC, being close of business on 19 March 2024, or the approval will be revoked. This will allow sufficient time for the Road Occupancy Licence (ROL) application to be submitted to TfNSW.

**3.2 Condition of Old Willbriggie Road**

Mr Rowley noted that Council have promptly undertaken the required roadside slashing. MI works were still outstanding.

## **4 DECLARATIONS OF INTEREST**

### **Pecuniary Interests**

There were no pecuniary interests declared.

### **Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

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

There were no significant non-pecuniary interests declared.

## **5 ITEMS OF BUSINESS**

### **CL01 TRAFFIC MANAGEMENT - 2024 SHAHEEDI TOURNAMENT - SIKH GAMES**

Mr Balind presented the Traffic Control Plans and Traffic Management Plan for the 2024 Sikh Games, which have been slightly amended from the previous year following discussions with the organising committee. Designated emergency services parking has been added to allow for easy access in the carpark, as well as designated accessible parking which had previously been blocked out to cater for people with a disability. The organisers have been advised that it was imperative the plans are followed as approved.

Mr Minehan noted that the organiser's public liability insurance expires on 9 June but with clean-up work still to be carried out the following day, an updated COC will need to be submitted. Mr Balind noted Council's Insurance Coordinator was following up with the Committee regarding this.

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

- (a) Support the implementation of the attached Traffic Control Plans relevant to the 2024 Shaheedi Tournament (Sikh Games).
- (b) Note the Traffic Management Plan as submitted.

### **CL02 INSTALLATION OF A BUS ZONE AND PEDESTRIAN INFRASTRUCTURE - CITRUS ROAD**

**RECOMMENDED** on the motion of Greg Minehan and Jason Hinson that the Traffic Committee approve the installation of prescribed traffic control devices associated with the proposed bus zone and pedestrian refuge as per the attached plan.

## **6 OUTSTANDING ACTION REPORT**

### **6.1 Speed Zone Review**

Mr Minehan gave an update on this item. Slopes Road will move forward for the sealed section to drop to 80km/h. Rifle Range Road is still non-compliant with inconsistent signage the issue. Mr Balind to refer to Phil King for action. Murrumbidgee Avenue and Barracks Road are next on the list.

**RECOMMENDED** on the motion of Michael Rowley and Jason Hinson that the report be noted.

## **7 GENERAL BUSINESS**

### **7.1 Yambil Street Accessible Parking**

The Committee discussed the repeat request from Griffith Foot Clinic in Yambil Street for a designated accessible parking spot in front of the clinic. Mr Balind noted the request has been dealt with before, with a 15 minute zone 30 metres around the corner as well as 5 accessible parking spaces in close proximity to the building. A disabled parking space was also located at the back of the building that could be utilised. Mr Balind to advise the complainant.

### **7.2 Recruitment for Road Safety Officer**

Mr Minehan enquired about the status of Council's recruitment process for a Road Safety & Traffic Officer, with Mr Rizzo advising the application deadline has been extended until Monday, 18 March 2024.

## **8 NEXT MEETING**

The next meeting of the Traffic Committee is to be held on Tuesday, 9 April 2024 at 10:30am.

There being no further business the meeting terminated at 11:18am.

<b>CLAUSE</b>	<b>CL01</b>
<b>TITLE</b>	<b>Consultation for Review of the Community Strategic Plan</b>
<b>FROM</b>	<b>Melanie Hebrok, Senior Governance Officer</b>
<b>TRIM REF</b>	<b>24/42095</b>

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### **SUMMARY**

Council is currently reviewing the Community Strategic Plan and is asking all community members to actively participate to help shape the future of the Griffith local government area. The Community Strategic Plan (CSP) is the highest-level plan that Council is required to prepare.

While Council has a custodial role in initiating, preparing and maintaining the CSP on behalf of the local government area, it is not wholly responsible for its implementation. Other partners, such as state agencies, non-government organisations, business and industry, and community groups may also be engaged in delivering the strategies of the Plan.

The CSP must identify the main priorities and aspirations for the future of the local government area and cover a minimum timeframe of 10 years.

The Plan must also address civic leadership, social, environmental and economic issues and be based on social justice principles of equity, access, participation and rights.

In preparing the CSP, Council must identify key issues and challenges for the local government area and consider the levels of service that the community has indicated it expects.

### **How you can get involved**

Over the next six months there will be opportunities for the community to get involved and have their say.

Engagement opportunities include Council Cafes at Kooyoo Street Kiosk, pop up stand at Riverina Field Days and during Local Government Week, Community Opinion Group (COG) Meetings in May and August.

Complete our survey here: [Your Vision, Our Future Survey](#)

Find out more or make a submission [here](#)

[You can view the current Community Strategic Plan 2022-2032 here](#)

### **RECOMMENDATION**

**Committee note the information.**

### **LINK TO STRATEGIC PLAN**

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

### **ATTACHMENTS**

Nil



**CLAUSE**      **CL02**

**TITLE**        **Traffic Control - 'Lighting up the Lane' Event - Banna Lane**

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

**TRIM REF**    **24/37678**

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### **SUMMARY**

The 2024 Banna Lane Art Festival event is proposed to be held on Saturday, 20 July 2024 along Banna Lane and within the Kooyoo Street Mall. Traffic control closing parts of Banna Lane, Ulong Street and Kooyoo Street has been proposed to facilitate safer pedestrian access for the event.

### **RECOMMENDATION**

**The Traffic Committee:**

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

### **REPORT**

The Banna Lane Art Festival is a community arts event that highlights the art works painted on a number of buildings upon Banna Lane since 2019. The event invites the community to walk along Banna Lane during the evening to view the 'lit up' existing and in progress murals. A family friendly function will also be held in the Kooyoo Mall space where entertainment/live music, food etc will be available.

To allow for vehicle/pedestrian separation, traffic control is required to be implemented in stages on Banna Lane, Kooyoo Street and Ulong Street on 20 July 2024 which includes:

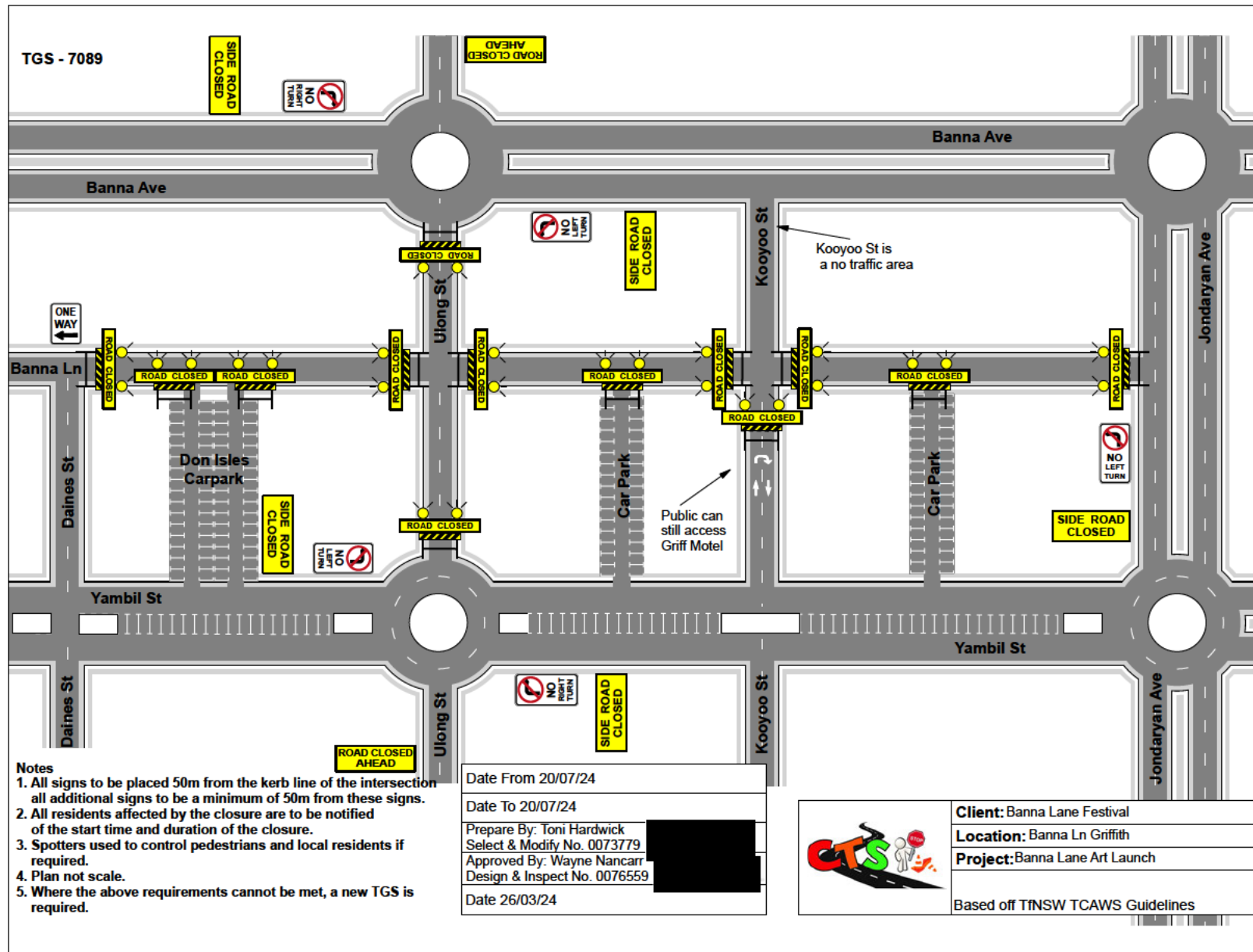
- Closing Banna Lane between Jondaryan Avenue and Daines Street including access to the lane from public carparks from 4:00pm – 10:30pm
- Closing Ulong Street between Banna Avenue and Banna Lane from 4:30pm – 9:00pm
- Closing access from Kooyoo Street into Banna Lane (access to the Griffith Motel will be maintained) 4:00pm – 10:30pm for the purpose of the launch event in the Kooyoo Mall.

The attached Traffic Guidance Scheme prepared by a suitably qualified person details the proposed traffic control relevant to the event. The plan conforms to the requirements of AS 1742.3 and the Transport NSW Guide to Traffic Control at Worksites. Traffic control will be implemented by suitably qualified contractors and monitored for compliance with the approved traffic control plan throughout the evening. Ulong Street will reopen from 9:00pm with all other traffic control being removed at the conclusion of the viewing phase prior to 10:30pm.

## **ATTACHMENTS**

(a)	Traffic Guidance Scheme - Banna Lane Art <a href="#">↓</a>	9
(b)	Event Organiser Traffic Management Notes (as submitted) <a href="#">↓</a>	10
(c)	Special Event Traffic Management Plan (as submitted) <a href="#">↓</a>	13
(d)	Schedule 1 Notification <a href="#">↓</a>	17
(e)	Risk Assessment <a href="#">↓</a>	19





# BANNA LANE Festival

## TRAFFIC MANAGEMENT NOTES LIGHT UP THE LANE 2024

The closure of the laneway during the Lighting Up the Lane event is a key component of the Banna Lane Festival. It allows visitors to meander between the mural sites safely. We appeal to young families with art activations and performers targeted at pre-school to primary school-aged children, so we wish to ensure a safe environment for them to enjoy the night. The murals will be lit up at night; with local entertainment/live music, and food and beverage to enjoy in the main event section off the laneway. Security will be stationed at each point.

The Lighting up The Lane event will be held on Saturday 20 July 2024. We understand the impact the closure of Banna Lane has on local businesses so will follow the below schedule for implementing traffic control measures.

### Saturday 20 July 2024

- 9am - equipment & signage dropped to its position ready to be moved into position
- 3pm - Kooyoo Street closures to be implemented to allow for set up of the event space
- 4pm - Full lane closures in place for duration of event
- 4.30pm - Ulong Street closure implemented
- Approximately 9pm - Road closures between Ulong Street & Daines Street lifted once security & event organisers deem safe to open
- Approximately 10:30pm - once security & event organisers deem the laneway safe to open, traffic controls are lifted to allow vehicle access as per normal

### Pedestrians

We anticipate most patrons to come from Banna Avenue and Yambil Street, via Kooyoo Street, as most parking will be located here. It is also expected that the car parks along Banna Lane will be utilised and therefore some patrons may access the laneway through these areas. Due to this, we have closed the entire laneway to cater for increased pedestrians and also Ulong Street.

Ulong Street has been a high risk area in previous years and to mitigate this risk to pedestrians, we will be closing this street entirely from vehicles in 2024 for the duration of the event.

# BANNA LANE Festival

## TRAFFIC MANAGEMENT NOTES LIGHT UP THE LANE 2024

### Event Sites

#### Main Event Site: Kooyoo Street Plaza

Live & Local Music Stage, unWINEd Riverina bar; Food tents/trucks will all be in this central point. Tables and chairs will be scattered throughout the space creating a clear point for where people will congregate once they have visited the mural sites.

#### Event Mud Map - Proposed layout.

- Subject to minor adjustments
- DA being completed
- Festival Manager to consult with business owners and do a letter drop to surrounding residences

#### Light Up the Lane - Event Site Map (Draft as at 20/3/2024)



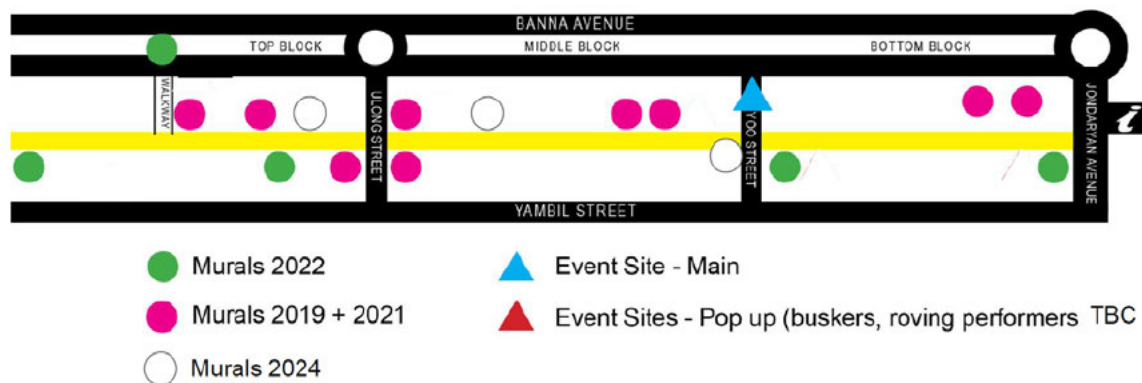
# BANNA LANE Festival

## TRAFFIC MANAGEMENT NOTES LIGHT UP THE LANE 2024

### Laneway Mural Sites: Banna Lane

Most murals along Banna Lane will have light projected onto them to allow patrons to view the murals at night. All of these sites will be positioned within the road closure area and will be implemented and monitored by trained lighting technicians.

### Light Up the Lane - Mural Map (Draft as at 20/3/2024)



### Business and Residential Notification Mail Drop

We will once again coordinate a mail drop to all the business houses and residences within the vicinity of the Banna Lane Festival; as well as work with our media partners (radio; newspaper) to post public notices across our social channels

### Public Transport

Closer to the event date, event organisers will notify public transport providers, as well as delivery drivers who utilise the closed off area, of the details around the traffic conditions. Nearby businesses will also be notified through the mail drop.

## Special Event Transport Management Plan

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

### 1. EVENT DETAIL

#### 1.1. Event Summary

Event Name: Lighting Up The Lane 2024

Event Location: Kooyoo Street & Banna Lane

Event Date: 20/7/2024 Event Start Time: 5.00pm Event Finish Time: 9.00pm

Event Setup Time: 9:00am Event Pack down Finish Time: 10.30pm

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\*:** Banna Lane Festival Committee - Carrah Lymer (President)

Phone: NA Mobile [REDACTED] Email: info@bannalanefestival.com

Event Management Company (if applicable): N/A

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

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

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

Phone: 69694299

**Griffith City Council (Road Authority)**

**Greg Balind – Development and Traffic Coordinator**

Phone: 69628100 Mobile: 0429604429

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

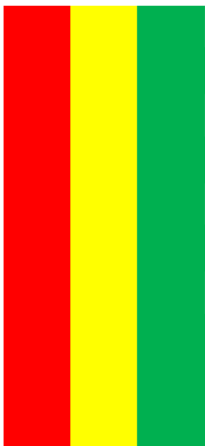
*\*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.*



1.3. Brief description of the event (one paragraph)

Banna Lane Festival, Lighting up the Lane, is a free community event. Visitors to the arts festival can explore the murals lit up at night along Banna Lane. There will be a variety of street performers, musicians, and activities for attendees to enjoy throughout the night.

2. RISK MANAGEMENT TRAFFIC



2.1. Occupational Health & Safety – Traffic Control

✓ Risk assessment plan (or plans) attached

2.2. Public Liability Insurance

☐ Public liability insurance arranged. Certificate of currency attached.

2.3. Police

☐ Police written approval obtained

2.4. Fire Brigades and Ambulance

✓ Fire brigades notified - to occur closer to event

✓ Ambulance notified - to occur closer to event

3. TRAFFIC & TRANSPORT MANAGEMENT



The route or location

✓ Map attached

3.1. Parking

✓ Parking organised

☐ Parking not required

3.2. Construction, traffic calming and traffic generating developments

☐ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached

✓ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

3.3. Trusts, authorities or Government enterprises

☐ This event uses a facility managed by a trust, authority or enterprise; written approval attached

✓ This event does not use a facility managed by a trust, authority or enterprise

3.4. Impact on/or Public Transport

✓ Public transport plans created - details attached

☐ Public transport not impacted or will not impact event

3.5. Reopening roads after moving events





☐ This is a moving event - details attached.

✓ This is a non-moving event.

### 3.6. Traffic management requirements unique to this event

✓ Description of unique traffic management requirements attached

☐ There are no unique traffic requirements for this event

### 3.7. Contingency plans

✓ Contingency plans attached

### 3.8. Heavy vehicle impacts

☐ Impacts heavy vehicles – RMS/Council to manage

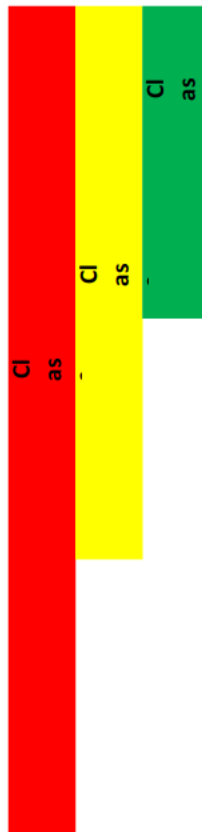
✓ Does not impact heavy vehicles

### 3.9. Special event clearways

☐ Special event clearways required - RMSTMC to arrange

☐ Special event clearways not required

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



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

✓ Plans to minimise impact on non-event community attached

☐ This event does not impact the non-event community either on the main route (or location) or detour routes

### 4.2. Advertise traffic management arrangement

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

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

### 4.3. Special event warning signs

✓ Special event information signs are described in the Traffic Control Plan/s

☐ This event does not require special event warning signs

### 4.4. Permanent Variable Message Signs

☐ Messages, locations and times attached

✓ This event does not use permanent Variable Message Signs

### 4.5. Portable Variable Message Signs

The proposed messages and locations for portable VMS are attached

✓ This event does not use portable VMS

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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.

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## 6. APPROVAL

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

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

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

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

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

**Schedule 1 Form – Notice of Intention to Hold a Public Assembly****Summary Offences Act 1988***To the Commissioner of Police***1** I, Georgina Horton

of [REDACTED]

on behalf of Banna Lane Festival

notify the Commissioner of Police that on the Saturday the 20th of July  
it is intended to hold:

- (a) a public assembly, not being a procession, of approximately 2000 persons which will assemble in Banna Lane & Kooyoo Street, Griffith at approximately 5.00pm and disperse at approximately 9.00pm

**2** The purpose of the proposed assembly is a free community arts event with murals lit up, street performers, and live music

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 no vehicles and/or\* floats involved.
- \* (ii) There will be a selection of bands, musicians, entertainers etc entertaining or addressing the assembly. There will be one main stage for the bands. There will be locations for musicians such as buskers or duos, and 5 - 10 entertainers doing pop up performances throughout the evening.
- \* (iii) There will be no animals will be involved in the assembly
- \* (iv) Other special characteristics of the proposed assembly are as follows:

There will be a main event area based in the Kooyoo Street Plaza.  
In this area there will be;

- food and drink vendors
- light projections onto the wall in the main event area
- interactive kids activities in the main

The murals in Banna Lane will be lit up at night to encourage people to explore the laneway.

**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: [REDACTED]

SPECIAL EVENT GUIDE

[Return to Table of Content](#)

Telephone: [REDACTED]  
Signed: [REDACTED] .....  
Capacity/Title    Banna Lane Festival Vice President  
Date                19 March 2024

Delete as applicable

# BANNA LANE Festival

## EVENT RISK ASSESSMENT FOR 2024

Event/Activity: Banna Lane Festival

Date of Risk Assessment: 19/03/2024

Date of Event: 20/07/2024

Prepared by: Georgina Horton

Description of immediate environment (e.g. bushland setting): Laneway; street art festival

### Generic Risks and Associated Controls

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

	Area of Risk (Activity)	Identified Risks (What Can Happen)	Controls	Risk Score with control	Person responsible	How will it be monitored
1	Animals/Bikes/Skaters/etc.	a) Dogs b) Scooters/skateboards/bikes/rollerblades/etc.	1a) Not advertised as an animal friendly event.  1a +b) Security staff at main entry points	Insignificant	Event Organiser	Security staff will be located at main entry points and manage as well as staff/volunteers around the area
2	Children	a) Lost b) Injury from vehicle	2a) Lost person procedure – is to take	Low	Event Organiser	All event staff will be briefed on how to manage any

		c) Supervision (lack of) d) Inappropriate behaviour e) Clumsiness	<p>them to a staffed area and communicate to parents over the PA system. Info &amp; First Aid point will act as main area or nearest point as applicable to the situation</p> <p>On-site radio communication between security and organiser</p> <p>2b) No stallholder vehicles allowed to move on site once event starts plus no parking at site</p> <p>2c) Monitoring of all patrons will be undertaken by event organiser, any concerns will be raised directly to adults.</p> <p>2d) Any concerns over inappropriate behaviour will be raised immediately with security and elevated to police</p> <p>2e) First aid kit on site</p>			<p>concerns with Children in attendance. We will have a central point at Kooyoo Street where the main activities are taking place for any lost children.</p>



3	<b>Crowd</b>	a) Excessive crowd b) lost children/mentally infirm	Private security at event to help monitor crowd numbers  Police, Fire and Ambulance services will be briefed  First aider on site  3b) will follow procedure as set out in 2a	Low	Event Organiser	Security to monitor capacity within main event space. Main entry to event space can be closed and controlled if required. Space in laneway to view murals is substantial
4	<b>Fire/Medical/Police</b>	a) notifications of event b) on site support c) access to site	4a) Fire, Ambulance and Police will all be given notification and relevant paperwork outlining details of the event 2 weeks prior to event  4b) First aid point on site  4c) Emergency services have been allocated a specific access to site if needed. This will be marked up in the event map and supplied to them	Low	Event Organiser and Security Team	Event Organiser and Security will have a plan of action if emergency services are required at site
5	<b>Infrastructure-</b>	a) Non-delivery of specified	5a) all stallholders will	Low	Event Organiser	Delivery of items is taking

	<p><b>Shared Risks</b></p> <p>items at specified times</p> <p>b) Defective equipment supplied to event</p> <p>5c) Insufficient equipment ordered</p> <p>5d) Theft of supplied equipment</p> <p>5e) Incorrect/unsafe operation of supplied equipment</p> <p>5f) Insufficient redundancy rates of staff/volunteers with equipment use knowledge</p> <p>5g) Breakage of or damage to supplied equipment</p>	<p>have a small bump in window</p> <p>5b) All equipment to be checked on delivery</p> <p>5c) if insufficient items are ordered there should be adequate time post set up to get further items within time frame</p> <p>5d) All major items are large (food vans, stage) and would be very hard to remove from the site without anyone seeing.</p> <p>5e) Stallholders are required to operate all equipment in a safe manner.</p> <p>5f) staff/volunteers don't need to operate equipment on the day. Stallholders or contractors are the only ones who may operate external equipment</p> <p>5g) In the unlikely event equipment is damaged, the event organiser will manage through with the</p>			<p>place within a set bump in time when traffic in and around site is quiet.</p>
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			company who supplied it			
6	<b>Event Support Staff</b>	a) Support Staff not showing up at event b) Support Staff not aware of event content and procedure c) Support Staff not clearly visible to event participants d) Support Staff unable to communicate with event organisers e) Support Staff potentially conflict with participants and spectators f) Support Staff physical risks	6a) Event support staff given Event Operations Manual at event  6b) Support staff meet on-site pre-event for verbal briefing  6c) Current insurances known by organisers  6d) Key support staff given separate radio frequency that can be used to talk together or with organisers  6e) Support staff asked to wear high vis vests  6f) Register of support staff including personal details and a roll to mark off on the day	Low	Event Organiser	Minimal support staff required. Event organiser to ensure suitable, reliable people are committing to support and not risk using unreliable people where possible
7	<b>Other</b>	a) Evacuation	7a) Evacuation points mapped out and exit plan briefed to security and event staff	Low	Event Organiser	Evacuation points on event map and shared with relevant parties. will have on site briefing with security team

8	<b>Paid Musicians Audio staff</b>	a) Entertainers not showing up at event b) Entertainers making political, religious or non-family orientated statements c) Entertainers injure themselves/event participants	8a) All paid entertainers will be reconfirmed prior to the day  8b) All entertainers and have been chosen on the basis they have worked with organiser before and display professional behaviour at all times  8c) Highly unlikely any injury will become them or from them given the set up of the stage and use of professional audio teams managing electrical items	Low	Event Organiser	Working with reputable businesses/musicians that I've had prior work with.
9	<b>Power</b>	a) Electrical failure b) Electrocution c) Trip hazard	9a) using generators  9b) All leads tagged and weatherproofed  9c) All leads away from event participants areas or securely taped down	Low	Event Organiser / Hire Businesses / Audio Business	Ensure all checks are done and tested once brought onto site. Follow safety guidelines as instructed
10	<b>Stage</b>	a) height b) Electrical c) Noise d) conditions	10a) stage is compliant with council requirements	Low	Event Organiser / Audio Business	Ensure stage is properly set up and safety guidelines are followed

		<p>Uneven/slippy stage surface</p> <p>e) severe weather</p> <p>f) Public access</p> <p>g) Crowd at stage</p>	<p>10b) electrician approved set up on stage and professional audio team overseeing</p> <p>10c) Noise will be monitored by the audio specialists and noise restrictions compliant with council</p> <p>10d) stage is built into a trailer so there is coverage and low risk of getting wet and becoming slippery</p> <p>10e) the stage is very sturdy (old truck trailer) so will be ok in any strong wind conditions</p> <p>10f) the stage access will be monitored by the musicians and audio staff, if anyone becomes hard to control security staff will be on hand to assist</p> <p>10g) Crowd at stage will be minimal with the focus on the style of music to be quite relaxed with acoustic sets and contemporary/popular</p>			
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			music			
1 1	<b>Traffic</b>	a) Parking b) Pedestrian/cars c) Public transport d) Services access	11a) Patrons will be directed to park in nearby car parks within the CBD  11b) pedestrians/cars are being directed to follow the signage in and around the site  11c) taxi service is within short walking distance of site  11d) Main roads around the event sites (Yambil Street and Banna Avenue) remain open for emergency vehicles	Low - moderate	Event Organiser	Will ensure notifications and parking announcements are in place to minimise traffic around the site  Traffic Management and Control Plan facilitated by the Complete Traffic Solutions
1 2	<b>Waste/Toilets</b>	a) Bins b) Toilets	12a) Large waste bins from event site will be utilised  Stallholders are to maintain the waste in their area  12b) portaloos will be on site as well as access to existing toilets nearby (some 18+ only)	Low	Event Organiser	Toilets will be allocated especially for families with young children. Existing facilities will also be utilised.
1	<b>Weather</b>	a) Rain	13a) If any rain (light or	Low-	Event Organiser /	Ensure all staff are notified on



3		b) Storm c) Hot/Cold weather	<p>heavy) we will cancel the event as it may pose a risk to the musicians as well as interfere with the lights on the mural sites. Notifications will be made on event facebook page and local radio station</p> <p>13b) no umbrellas being used at event. Event can proceed if wind is mild and no wet weather</p> <p>13c) late afternoon/evening event during Winter may be a colder night and key messaging will advise patrons to dress appropriately.</p> <p>First aider on site</p>	Moderate	Staff / Security	weather plans prior to arriving and the give another briefing on site in action plan for severe weather conditions
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**Risk is measured in terms of consequence and likelihood**

Severity	Description
Catastrophic	<ul style="list-style-type: none"> <li>• Death or permanent disability / illness</li> <li>• \$1 million to &gt; \$10 million</li> <li>• Severe property and business loss e.g. explosion</li> <li>• Severe environmental damage</li> <li>• Serious public or media outcry (International coverage)</li> </ul>

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

### **Level of possibility that organisers could be exposed to risk – The Likelihood**

Probability	Description
Almost Certain	Expected to occur in most circumstances. 95-100% of instances where risk is present OR significant past history, and considered most likely in these circumstances
Likely	Probable. Likely to occur in most circumstances. 75-95% of instances where risk is present OR some past history, and considered quite likely in these circumstances
Possible	Possible. About 50% chance that the risk will eventuate OR some past history, and considered possible in these circumstances
Unlikely	Not likely to eventuate. About 5-25% chance that the event will occur in situations where risk is present OR limited past

	history, but possible in some circumstances or occasionally
Rare	May occur only in exceptional circumstances less than 5% of instances where risk is present OR No past history, and considered unlikely to occur it ever

### Risk Assessment Grid

Consequences (How bad?)	Likelihood (How often?)					Risk Score	Description
	Almost Certain	Likely	Possible	Unlikely	Rare		
Catastrophic	Extreme	Extreme	Extreme	High	High	Extreme	Immediate Action Required
Major	High	High	High	High	Moderate	High	Action Required within 2 Weeks
Moderate	High	Moderate	Moderate	Low	Low	Moderate	Action is required within 1 month
Minor	Moderate	Moderate	Low	Low	Low	Low	If action is required, it must be taken within 6 months. If no action is required, monitor the hazard
Risk Insignificant	Moderate	Low	Low	Low	Low		

**TITLE** Outstanding Action Report

**TRIM REF** 24/34740

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**RECOMMENDATION**

The report be noted.

**ATTACHMENTS**

(a) Action Report - Traffic Committee - 9 Apr 2024 [↓](#)

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<b>Traffic Committee Outstanding Action Report</b> <b>9 April 2024</b>				
<b>Date of Meeting</b>	<b>Item</b>	<b>Action/Recommendation</b>	<b>Officer</b>	<b>Comment</b>
12 March 2024	<b>Business Arising - Traffic Management – Vintage Festival 30 March 2024</b>	Mr Balind informed the Committee that the new Certificate of Currency has not yet been provided.  The Committee agreed to give the organisers 7 days to submit the updated COC, being close of business on 19 March 2024, or the approval will be revoked.	<b>Greg Balind</b>	<b>18/03/2023</b>  Certificate of currency provided.
12 December 2023	<b>Intersection Treatment – Noorilla Street and Boonah Street</b>	Mr Balind stated that crash records for the intersection Noorilla Street and Boonah Street have shown significant data in recent years, with three major crashes recorded this year alone. He suggested that the intersection be upgraded as a matter of urgency.  <b>RECOMMENDED</b> on the motion of Jason Hinson and Michael Rowley that Council seek priority for sourcing funding to upgrade the intersection of Noorilla Street and Boonah Street.	<b>Phil King</b>	<b>13/02/2024:</b>  Proposed design presented, with some drainage issues to be addressed. A detailed design will be brought to the Committee for information. Funding stream sourcing with Director - Infrastructure.
17 October 2023	<b>Traffic Management – Sikh Games 2023</b>	The Committee further discussed the damage done to the pavement due to the unauthorised installation of the barrier mesh poles. Mr Balind to check with Council's Director of Infrastructure and Operations.  Councillor Napoli suggested that a thorough debrief be presented to Councillors at a Workshop to determine conditions by Council for future events.	<b>Greg Balind</b>	<b>28/11/2023:</b> Meeting to be convened with games committee in 2024.  <b>13/02/2024:</b> Meeting held with Sikh Games committee. Responsibilities regarding traffic management compliance discussed.  <b>26/02/2024:</b> Report to March LTC.  <b>12/03/2024:</b> Committee

				endorsed TCP/TMP.
4 April 2023	<b>General Business – Mackay Avenue / Macedone Road Intersection</b>	Councillor Napoli noted there have been concerns in the community about the safety of the intersection, with Mr Balind stating that the combination of the channel, railway corridor and state road was making a solution difficult to design. The Committee agreed to revisit the draft realignment design from several years ago and bring back for comment.	<b>Greg Balind</b>	<p><b>15/05/2023:</b> Concepts have been referred to Council's Design Team taking into account feedback from TfNSW.</p> <p><b>15/08/2023:</b> Ongoing.</p>
13 December 2022	<b>Speed Zone Reviews</b>	<p><b>Speed Zone Reviews outstanding for the following roads/streets:</b></p> <p>Slopes Road (March 2022)</p> <p>Todd Road (18/11/2021)</p> <p>Thorne/Bromley Road</p> <p>Nelson Drive (13/02/2024)</p> <p>Rifle Range Road (22/02/2024)</p>	<b>Transport NSW</b>	<p><b>22/08/2023:</b> Thorne Road/Murrumbidgee Avenue intersection with a TfNSW Director for approval. Removal of the 40km/h school zone on Barracks Road yet to be assessed.</p> <p><b>22/08/2023:</b> Thorne/Bromley yet to be assessed.</p> <p>Thorne/Murrumbidgee with TfNSW Director for signing.</p> <p><b>17/10/2023:</b> Thorne/Bromley to be inspected today by TfNSW representative.</p> <p><b>28/11/2023:</b> Barracks Road school zone to be reduced to 50 metres in length.</p> <p><b>13/02/2024:</b> RRR still awaiting installation, media will need to be re-released. Slopes Rd to be reported to next meeting. Nelson Drive to be inspected.</p> <p><b>12/03/2024:</b> Slopes Road sealed section to drop to</p>



				80km/h. RRR still non-compliant with inconsistent signage. Mr Balind to refer to Phil King for action. Murrumbidgee Avenue and Barracks Road next on the list.
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