



**TRAFFIC COMMITTEE MEETING OF GRIFFITH CITY COUNCIL  
TO BE HELD IN THE MURRAY ROOM, GRIFFITH CITY COUNCIL ON  
TUESDAY 8 JULY 2014 AT 10.30 AM**

- CL01 Apologies
- CL02 Confirmation of Minutes
- CL03 Business Arising
- CL04 Declarations of Interest
- CL05 p06 Traffic Committee Action Report
- CL06 p10 Installation of No Stopping Zones - Yoolooma Street and Macarthur Street Intersection
- CL07 p13 Installation of No Stopping Zones in line with the Pedestrian Access Mobility Plan - Collina
- CL08 p17 Traffic Management Plans - 2014 Citrus Sculpture Display - Banna Ave
- CL09 General Business
- CL10 Next Meeting

**DISTRIBUTION LIST**

Councillor Doug Curran (Chair), (Councillor Simon Croce - Alternate), Sergeant Colin Lonsdale (Police), Michael Buckley (RMS), Adrian Piccoli (MP) or John Bonetti (representing Adrian Piccoli), Engineering Design and Approvals Manager, Graham Gordon; Traffic Engineer, William Wood; Road Safety Officer, Greg Balind; Minute Secretary, Jenny O'Donnell-Priest

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**MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD IN THE MURRAY  
ROOM AT THE COUNCIL CHAMBERS, GRIFFITH ON 10 JUNE 2014  
COMMENCING AT 10.30 AM**

**PRESENT**

Councillor Doug Curran (Chair), Sergeant Mark Andrews (Police), Michael Buckley (RMS), John Bonetti (representing Adrian Piccoli)

**STAFF PRESENT**

Engineering Design and Approvals Manager, Graham Gordon; Traffic Engineer, William Wood; Road Safety Officer, Greg Balind; Minute Secretary, Marisa Martinello

**CL01 APOLOGIES**

Nil

**CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED on the motion of John Bonetti and RMS that the minutes of the previous meeting held on 13 May 2014, having first been circulated amongst members, be confirmed with the amendment to 8.6 second paragraph RMS representative also advised change to Council Staff confirmed.**

**CL03 BUSINESS ARISING**

**3.1 St Patrick's School Bus Zone**

Mr Balind informed the Committee that a report will be presented to the Transport Committee at the end of the trial period of the change to parking in the bus zone area at St Patrick's School which will conclude on the 27 June. An update will be presented to the Traffic Committee.

The Committee was asked of the number of car parks that would be lost if a children's crossing was constructed. The answer was that 20 car parks would be lost.

**3.2 Intersection of Mirrool Branch Canal Road and Kidman Way**

Mr Balind to contact Mrs Nugan regarding the removal of shrubbery along the channel bank at the Intersection of Mirrool Branch Canal Road and Kidman Way.

### 3.3 Road Train Access

Mr Balind to send letter out to Businesses for feedback on oversized vehicles. Mr Bonetti advised that a Management Plan should be drawn up to solve the problem of oversized vehicles and address the long term strategy.

### 3.4 Request for Signage

The Mayor and Mr Balind have met with the business owners requesting the installation of signage. The request will need a DA and be approved by RMS.

## **CL04 DECLARATIONS OF INTEREST**

Nil.

## **CL05 REMOVAL OF NO PARKING ZONE - WARRAMBOOL STREET**

Mr Balind advised the Committee that in 2012 - the former Pioneers Lodge nursing home at the intersection of Warrambool Street and Animoo Avenue was demolished to make way for the pending Private Hospital facility. The removal of the lodge made an existing 'No Parking' zone redundant and therefore the same should be removed.

**RECOMMENDED on the motion of John Bonetti and Sergeant Mark Andrews that the Traffic Committee recommend the removal of the existing 'No Parking' zone from the north western end of Warrambool Street and replacement of the same with unrestricted 90 degree rear to kerb parking (including line marking and signs).**

## **CL06 TRAFFIC MANAGEMENT PLAN RELATING TO 1 BANNA AVENUE, GRIFFITH (DOMS MOTORS)**

Mr Balind advised the Committee that Council is in receipt of a Traffic Management Plan (TMP) which is an attachment to DA 256/2013 and relates to the modification of a car yard situated at 1 Banna Avenue (Doms Motors.) The TMP provides a proposal for a heavy vehicle to stop on the northern side of Banna Avenue for the purpose of loading/unloading vehicles associated with the business.

**RECOMMENDED on the motion of John Bonetti and Sergeant Mark Andrews that further investigations be conducted into parking of heavy vehicles servicing the said business and further that consideration be given to conditions with nearby businesses.**

## **CL07 PEDESTRIAN ACCESS - JONDARYAN AVENUE X YAMBIL STREET**

Mr Balind advised the Committee that concerns have been raised in relation to the lack of adequate pedestrian access in the vicinity of Jondaryan Avenue x Yambil street intersection.

The Committee discussed various options in relation to the pedestrian crossing.

**RECOMMENDED on the motion of John Bonetti and RMS that:**

- (a) Further investigations be conducted on the merits of installing a pedestrian crossing on Yambil Street to the east of the Jondaryan Avenue intersection taking into account RMS guidelines and Technical Directions, existing infrastructure and Australian Standards.**
- (b) Yambil Street be assessed for the application of a High Pedestrian Activity Area (40k/h) between Jondaryan Avenue to the east of the Bonegilla Road intersection. This area would also take into account Bonegilla Road between Banna Avenue and Yambil Street.**

## **CL08 GENERAL BUSINESS**

### **8.1 RMS Directional on State Roads**

RMS advised the Committee that all existing signs along the Kidman Way will be replaced with new signs.

### **8.2 Pick up and Drop Off at Schools**

Councillor Curran expressed his concerns with the action of parents of school children with regards to pick ups and drop off at schools.

Parents dropping children off at schools are not parking in the appropriate drop off and pick up sections of the school and in doing so are putting other children in danger.

Mr Woods asked if there has been consideration to connecting pedestrian crossings at the schools.

Mr Gordon explained that children's crossing along the service roads of the schools are in place.

Mr Balind advised that a new guide book has been published and it was a good opportunity to send out letters to all schools.

### **8.3 Sacred Heart Parish**

Father Grace has contacted Mr Balind regarding a procession to be held on the Sacred Heart Feast Day to be held on 29 June and has asked permission to use the roads round the block of the Sacred Heart Church. Mr Balind to reply with an explanation to Father Grace to encourage to use Apex Park and Road Reserve in front of the church and to use footpaths. If the Police are involved they will charge for their time.

### **8.4 East Griffith Parking**

Mr Balind advised that Councillor Stead has asked for a review of the 30 minute parking at the East Griffith Shops, Councillor Stead has been contacted by the shop owner of one of the East Griffith Shops. There are six unrestricted parking and ten on the other end. The DA for the Marion Catholic High School parking has been approved and this will alleviate some of the parking problem.

Mr Gordon advised that the East Griffith Shop owners have contacted him regarding the

disabled park that is already in place but does not have a ramp. The same design needs to be taken back to RMS to redesign and install a ramp for the disabled park.

**CL09 NEXT MEETING**

The next meeting of the Traffic Committee is to be held on 8 July 2014 at the Council Chambers in the Murray Room at 10.30 am.

There being no further business the meeting closed the time being 12.05 pm.

0212

**RESOLVED** on the motion of Councillors Napoli and Curran that the minutes of the Traffic Committee meeting held on 10 June 2014, having first been circulated amongst members, be adopted.

Councillor Neville requested that Council staff seek RMS direction on issue regarding Willandra Avenue and noted that the school crossing at Griffith High requires repair. Mr Bibby advised that he would take issues on board and continue negotiation with RMS representatives.

Cr Zappacosta requested clarification on speed zone signage responsibility and precedence when there are two conflicting speed advisory signs. Mr Bibby advised that the Roads and Maritime Services (RMS) are responsible for speed advisory and the erected signage takes precedence over road marking.

**TRAFFIC COMMITTEE ACTION REPORT @ 8 JULY 2014**

Date of Meeting	Item	Action/Recommendation	Action Officer	Comment
13/05/2014	Installation of Restricted Parking – 26-34 Banna Ave	Further investigation and community consultation and liaison with business owners to take place with the results being submitted as a further report to the Committee. To be listed on Action Report.	Graham Gordon	30/06/2014: Ongoing investigation
08/04/2014	Intersection of Mirrool Branch Canal Road and Kidman Way	<p>Council has received a letter from Teerman's Transport Company to advise of another recent accident at the intersection of Mirrool Branch Canal Road and Kidman Way. They have requested that crash mitigation be undertaken on this stretch of road.</p> <p>The Committee noted that there had been six accidents in five years and one fatality prior to this period. Speed zone decrease, clearance of shrubbery to maintain site distance and redesign of the road were discussed.</p> <p>It was noted that Council have previously investigated the redesign of the intersection and drawn up concept plans but do not have the funds to carry out work. Mr Gordon tabled the original concept which includes a 10 m wide bridge in the design.</p> <p>RMS representative requested that these concept plans be forwarded to the RMS for costings and to seek funding.</p> <p>Council officers have surveyed the area and recommend the removal of the Chinese claret ash trees planted by</p>	Graham Gordon	<p>13/05/14: Update given. MI cleared channel bank. Property owner yet to be notified.</p> <p>10/06/2014: Mr Balind to contact Mrs Nugan.</p> <p>30/06/2014: Investigation into history of trees indicated GCC was consulted with and agreed to planting of trees at said location. Letter to be forwarded to Mrs Nugan along with application of tree removal via P&amp;G.</p>

**TRAFFIC COMMITTEE ACTION REPORT @ 8 JULY 2014**

Date of Meeting	Item	Action/Recommendation	Action Officer	Comment
		<p>Nugan's. The trees are planted on Crown Land and Council officer's to liaise with Mrs Michelle Nugan to undertake removal.</p> <p>The road will be assessed during the RMS Speed Zone Review.</p>		
<b>08/04/2014</b>	Winery Signage - TASAC	<p>With regard to Winery Signage, the RMS representative advised that he would forward the RMS guidelines for Winery Signage. It was noted that Winery signage strategy is being undertaken but the current signs needs to be removed within the next three months. The financial responsibility for the removal of the signs was understood to be TASAC as they installed in the first instance. RMS representative will investigate funding for removal. It was recommended that the new regulation concept design for signs be promoted to local wineries.</p>	Greg Balind	<p>13/05/14: RMS to forward TASAC guidelines to Council. TASAC have sent a letter to non-compliant wineries. RMS to forward list of non-compliant wineries to Council.</p> <p>10/06/2014: RMS to advise of non-conforming signs</p>
<b>08/04/2014</b>	Motorcycle Parking Banna Avenue	<p>RECOMMENDED on the motion of RMS representative and Sgt Mark Andrews that the Committee endorse that the existing No Stopping zone on the approach side to the pedestrian crossings in the bottom block of Banna Avenue be changed to 90 degree motorcycle parking.</p>	Greg Balind	<p>01/07/14: 337's submitted to allow for 3 x 1.5 metre wide motorcycle signs to be installed</p>
<b>08/04/2014</b>	Installation of 30 minute Parking East Griffith Shops Car Park	<p>RECOMMENDED on the motion of RMS representative and Sgt Mark Andrews that Traffic Committee endorse the installation of three (3) x 30 minute restricted parking spaces at the eastern end (northern side)</p>	Greg Balind	<p>Signs installed however the same has met with concerns by one (1) shop owner. Matter being investigated - ongoing.</p>

**TRAFFIC COMMITTEE ACTION REPORT @ 8 JULY 2014**

Date of Meeting	Item	Action/Recommendation	Action Officer	Comment
		of the East Griffith Shops car park adjacent to the existing Disabled zone. The timed spaces be restricted 8am - 6pm Monday to Friday, and, 8am - 12:30pm Saturday.		
<b>11/03/2014</b>	St Patrick's School Bus Zone	<p>RECOMMENDED on the motion of John Bonetti and RMS representative that:</p> <p>(a) Approval be given for a trial bus zone to be installed along Warrambool Street for St Patrick's School. The bus zone shall start forty (40) metres south-east of Warrambool Street and extend one hundred and five (105) metres along Warrambool Street.</p> <p>(b) During this period, Council will monitor and complete a risk assessment after term of two (2) months with the opportunity to review.</p>	Greg Balind	<p>08/04/14: Ongoing. Letter to be sent to neighbouring properties advising of change.</p> <p>13/05/14: Mr Gordon updated the Committee on the status of the parking.</p> <p>01/07/14: Report to be presented at LTC 12/08/2014</p>
<b>11/02/2014</b>	Pedley Road RMS Inspection Station Access	Councillor Curran advised he had been made aware of increasing unrest from residents regarding traffic using Pedley Road to access the RMS Inspection Station. RMS advised Council should send a letter to the Regional Manager regarding this issue.	Mat Vitucci	<p>31/03/14: Letter sent to the RMS.</p> <p>08/04/14: Still under investigation.</p> <p>10/06/2014: Culverts being checked.</p>
<b>11/02/2014</b>	MI Liaison regarding future upgrades along Jack McWilliam Road.	Council meet with MI to discuss future upgrades with a view to accommodating road trains and B-Doubles.	Graham Gordon	08/04/14: To be arranged.

**TRAFFIC COMMITTEE ACTION REPORT @ 8 JULY 2014**

Date of Meeting	Item	Action/Recommendation	Action Officer	Comment
12/02/2013	Kidman Way	Council have met with representatives from Baiada and McWilliam's and are currently in the process of developing a traffic management plan for the area	RMS	10/12/13: Progressing 10/06/2014: Traffic Plan to be looked at by Council.
10/12/2013	Oversize Machinery	Meeting to be organised or sub committee	Greg Balind	10/12/13: Graham queried Council's jurisdiction/responsibility regulating this. 31/03/14: Letters sent out to prominent businesses regarding oversize and overmass access. 10/06/2014: Come up with concept plan and then contact Businesses.
10/09/2013	Myall Park Rd Beelbangera Rd Intersection	Report to the Committee	Greg Balind	10/12/13: Report for today's meeting. 11/03/14: Funding being sought for hatching. 08/04/14: Ongoing. 01/07/14: Project proposal submitted



## **GRIFFITH CITY COUNCIL** **REPORT**

**CL06**

**SUBJECT: INSTALLATION OF NO STOPPING ZONES - YOOLOOMA STREET  
AND MACARTHUR STREET INTERSECTION**  
**FROM: Greg Balind, Road Safety Officer**

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### **SUMMARY**

Several complaints have been received from drivers and pedestrians (including a visually impaired resident) in relation to the illegal parking of vehicles within the 10 metre intersection restriction zone near the corner of Macarthur Street and Yoolooma Street. Observations of the intersection reveal the peak periods of non-compliance are generally during afternoon finishing time associated with a nearby school. 'No Stopping' signs are required to be installed at the location to ensure compliance with the said 10 metre rule.

### **RECOMMENDATION**

**(a) No Stopping zone/signs (8am - 9:30am and 2:30pm - 4:00pm school days only) be installed on Macarthur Street (southern side) at a location 15 metres to the east and 15 metres to the west of Yoolooma Street.**

**(b) No Stopping zone/signs (8am - 9:30am and 2:30pm - 4:00pm school days only) be installed on the eastern and western side of Yoolooma Street at a location 10 metres to the south of Macarthur Street as per the attached plan.**

### **BACKGROUND**

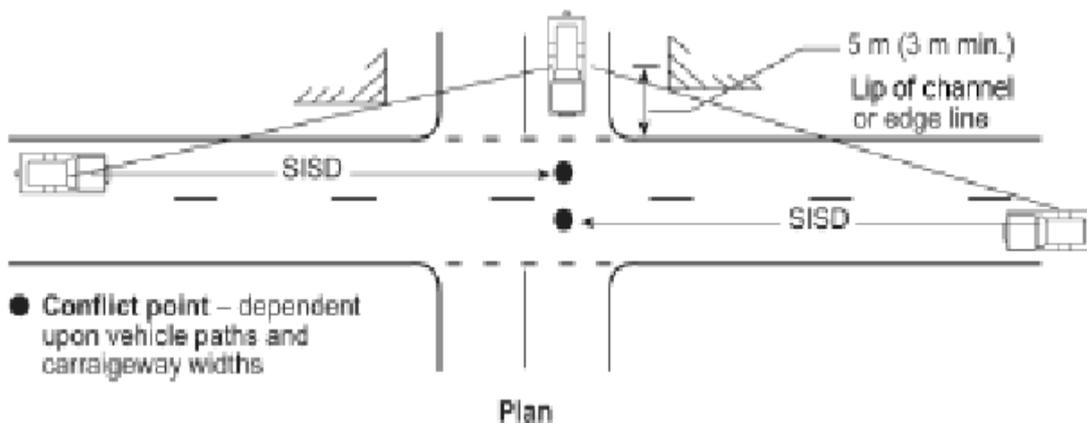
The said intersection falls within the Griffith North Public School Zone. Council has received a number of complaints in relation vehicles parked at the intersection of Macarthur Street and Yoolooma Street that significantly restrict the sight distance for drivers approaching that intersection. Ongoing observations of the intersection revealed vehicles were often parked well within the 10 metre restricted zone particularly during the afternoon school peak period and therefore presented a safety concern for drivers and pedestrians (children) attending the near by Griffith North Public School.

Section 170(3) of the Road Rules 2008 state that a driver must not stop on a road within 10 metres from the nearest point of an intersection unless permitted by existing parking control regulations however drivers often park contrary to the rule at the site. Roads and Maritime Technical Direction 2002/12c also allows for No Stopping zones/signs to be installed at intersection where compliance with the said Road Rule can not be achieved.

#### **Safe Intersection Sight Distance**

Safe intersection sight distance is the minimum length which should be provided along the major road of an intersection.

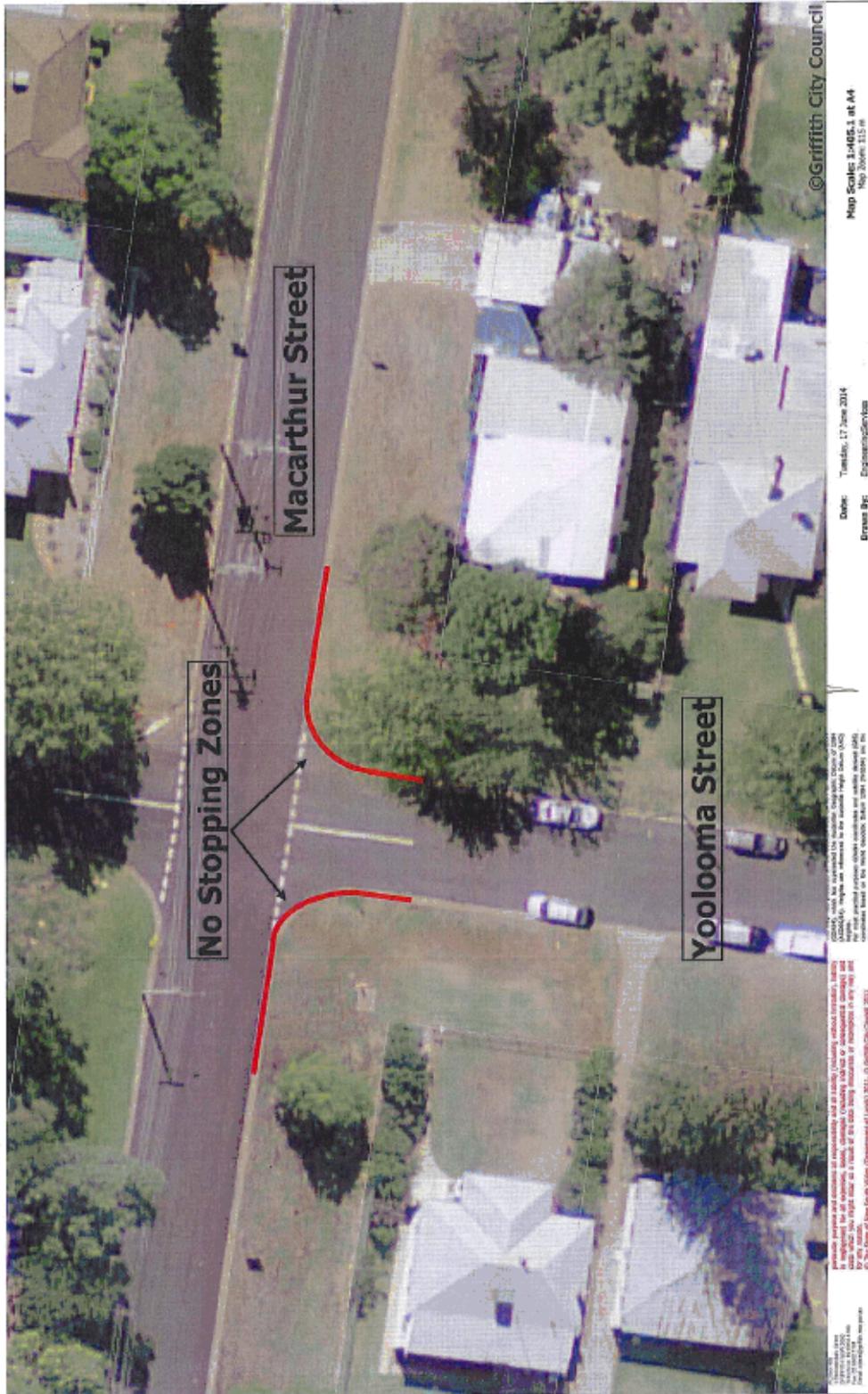
The distance assists drivers in perceiving and reacting to hazards at an intersection and travelling through the intersection. The Austroads Guide to Road Design requires a minimum sight distance of 73 metres at intersections within a 40k/h zone. However - a No Stopping zone extending for that distance would be impractical to implement as it would mean the removal of a substantial amount of on-street parking to the detriment of residents as well as those frequenting the nearby school.



Therefore - it is deemed the installation of the No Stopping zones as described will assist with intersection sight distance, parking management and pedestrian safety at the intersection. At present - there is no such sight distance concerns associated with the northern side of Macarthur Street at the Yoolooma Street intersection.

## **ATTACHMENTS**

Plan indicating proposed location of no stopping zone.



**GRIFFITH CITY COUNCIL**  
**REPORT**

**CL07**

**SUBJECT: INSTALLATION OF NO STOPPING ZONES IN LINE WITH THE  
PEDESTRIAN ACCESS MOBILITY PLAN - COLLINA**  
**FROM: Greg Balind, Road Safety Officer**

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**SUMMARY**

No Stopping zones are required to be established in the Collina area to compliment the the installation on new shared paths as per the Pedestrian Access Mobility Plans (PAMP) priorities.

**RECOMMENDATION**

**The Traffic Committee recommend:**

**(a) the installation of a 28 metre No Stopping zone on the northern and southern side of Sanders Street to the west of Clifton Boulevard (as per design 1 attached)**

**(b) the installation of a 37 metre No Stopping zone on the northern side of Clifton Boulevard adjacent to the intersection of Hillam Drive (as per design 2 attached)**

**(c) the installation of 45 metre No Stopping zone on the corner of Clifton Boulevard and Doolan Crescent (north - as per attached design 3 attached)**

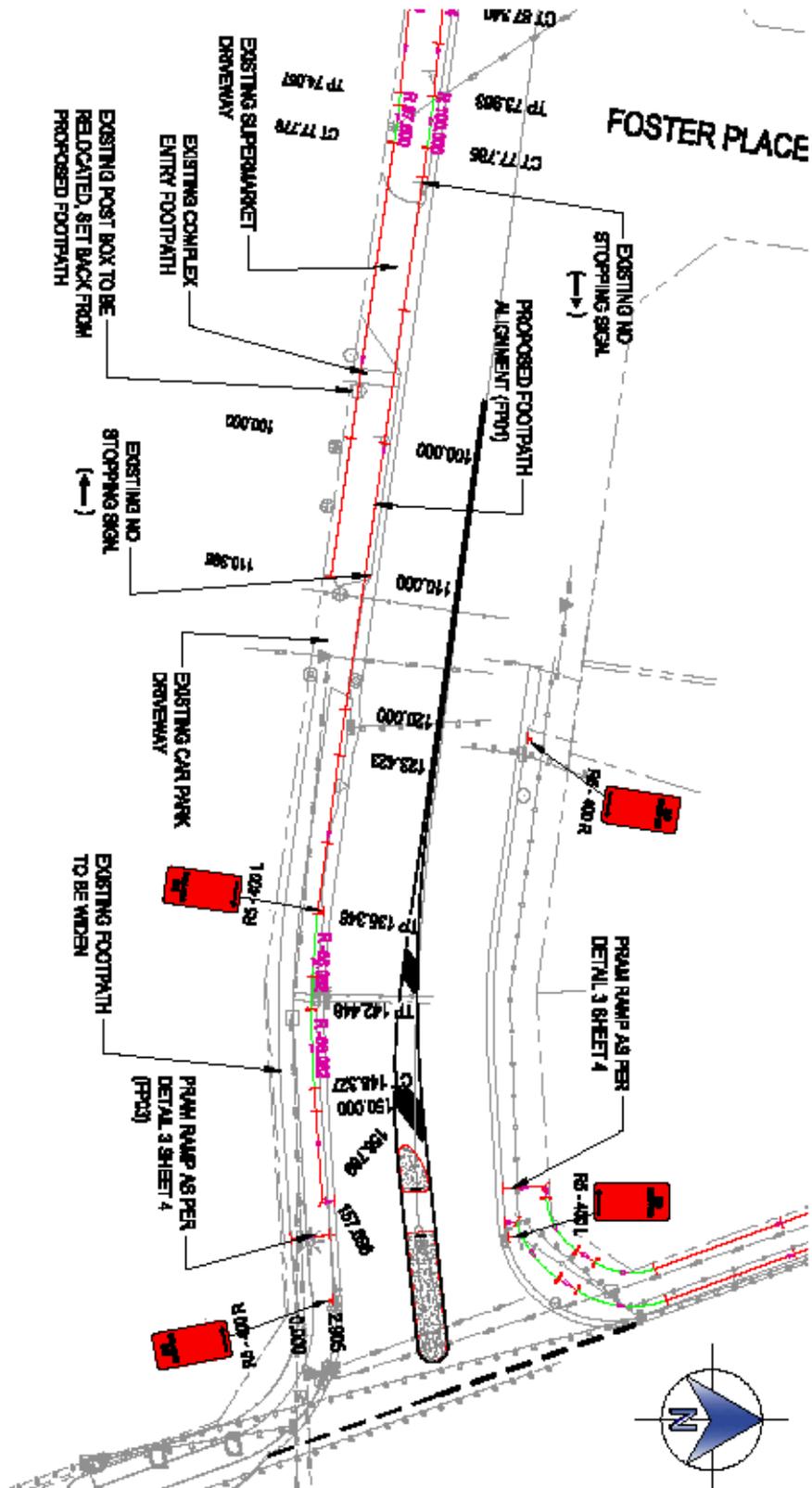
**BACKGROUND**

Griffith City Council is in the process of establishing shared pedestrian/cycleways in the Collina area as per the Pedestrian Access Mobility Plan therefore parking restrictions are required to be implemented adjacent to kerb ramps to allow for adequate site distances to be achieved.

The attached plans document the pending locations along which the new paths will travel and the associated No Stopping zones required to be installed at crossing points.

**ATTACHMENTS**

- (a) Design 1 proposal
- (b) Design 2 proposal
- (c) Design 3 proposal







## **GRIFFITH CITY COUNCIL** **REPORT**

**CL08**

**SUBJECT: TRAFFIC MANAGEMENT PLANS - 2014 CITRUS SCULPTURE  
DISPLAY - BANNA AVENUE**  
**FROM: Greg Balind, Road Safety Officer**

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### **SUMMARY**

Griffith City Council's Festival of the Gardens Committee will once again be involved in the establishment of a numerous citrus sculptures along Banna Avenue between Crossing Street and Bonegilla Road. A number of events have been planned to compliment the festival which require Traffic Management Plans.

### **RECOMMENDATION**

**The Traffic Committee:**

**(a) approve the Traffic Management Plan (Annexure A) to close Banna Avenue (west bound and east bound) from Jondaryan Avenue/Tranter Place to Crossing Street on 12 October 2014 to allow for the assembly of citrus sculptures, and on 26 October 2014 to allow for the disassembly on of the citrus sculptures (as per the attached Schedule 1)**

**b) approve the Traffic Management Plan (Annexure B) to close Banna Avenue (west bound only) between the existing U-turn bay and Jondaryan Avenue for the Festival of the Gardens event proposed for 17 October 2014 (as per the attached Schedule 1(a))**

### **BACKGROUND**

The annual Festival of the Gardens event is due to be held in Griffith from 12 October to 26 October 2014 inclusive. As part of that festival, numerous large sculptures made from citrus fruit are erected along the centre grassed area of Banna Avenue.

Approximately 500 persons take part in the building and dismantling of the sculptures therefore the closure of Banna Avenue between Jondaryan Ave and Crossing Street as per the attached plan is warranted. Although the plan is based on approved designs from previous years - it should be noted that a speed limit reduction (40k/h) is sought to be applied to Banna Avenue for the duration of the event.

In addition to the above - an official launch of the 2014 Festival of the Gardens has been planned for Friday 17 October. This launch is a family based event which will involve numerous attractions, official guests, tours of the citrus sculptures and street stall/vending marques. As a result the Festival of the Gardens Committee has asked for the closure of Banna Avenue (west bound only) between Jondaryan Avenue the U-turn bay to the east (a total distance of 200 metres) to allow for the event to accommodate between 300 and 800 visitors. The northern half of the Visitors Information Centre will also be closed to facilitate the event.

Due to the launch potentially attracting a broad age demographic - it is deemed necessary for suitable safety barriers to be established on the northern side of the centre median along the entire 'closed' area to restrict pedestrians from entering the east bound carriageway of Banna Avenue which is outside the ambit of the Traffic Management Plan.

## **ATTACHMENTS**

### **ASSOCIATED DOCUMENTATION FOR THE TRANSPORT MANAGEMENT PLAN**

Schedule 1 - Notice of Intention to Hold a Public Assembly  
Special Events Notice - Transport Management Plan  
Annexure 'A' - Site map  
Schedule 1 (a) - Notice of Intention  
Annexure 'B' - Site Map  
Public Liability Insurance - Certificate of Currency

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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

<b>1</b>	<p>I                    MIRELLA GUIDOLIN..... (name) of                    Cnr Banna &amp; Jondaryan Avenue, GRIFFITH NSW..... (address) on behalf of      Griffith City Council..... (organisation)</p> <p>notify the Commissioner of Police that on the <b>12<sup>th</sup> and 27<sup>th</sup> October 2014</b>, it is intended to hold.</p> <p>(a) 'Festival Of Gardens Citrus Sculptures', a public assembly, <b>not</b> being a procession, of approximately 700 persons, which will assemble at Banna Ave, Griffith, from Bonegilla Rd to Jondaryan Ave at approximately 6.30 am, and disperse at approximately 2.30 pm.</p>
<b>2</b>	<p>The purpose of the proposed assembly is to erect and dismantle the giant citrus sculpture display that form part of the Griffith Festival of Gardens. The event is organised through a 355 Committee of Council, co-ordinated by Griffith City Council Senior Tourist Officer/ Office Manager, Mirella Guidolin.</p> <p>The Roadway in which the event is taking place will be closed to the traffic for the duration of the erection, and later dismantling, of the Citrus Sculptures. Griffith City Council Engineering department have prepared a Traffic Management Plan for the Event. Detours will be in place via Yambil St for vehicles.</p>
<b>3</b>	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly;</p> <p>(1) There will be approx 65 Citrus Sculptures erected and dismantled.</p> <p>The type and dimensions are as follows: Varying sizes ranging from 6.6m by 2.6m by 1.6m down to 1m by 1m sculptures. All of the sculptures will be erected in the grassed centre islands located in Banna Ave between Bonegilla Rd and Jondaryan Ave, as well as on State Office property, on Banna Ave.</p> <p>There will be no groups of bands, musicians, entertainers, etc. which will entertain or address the assembly. All people involved are assembling and later dismantling the sculptures.</p>

(II) There will be NO animals involved in the assembly

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

(IV) Other special characteristics of the proposed assembly are as follows:  
There will be forklifts on-site delivering citrus fruit to the different sculptures. Persons operating the forklifts will provide a copy of their current license to Mirella Guidolin - the Senior Tourist Officer/ Office Manager.

I take responsibility for organising and conducting the proposed assembly.

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

**Griffith Visitor Information Centre  
Crn Banna & Jondaryan Avenue  
Griffith NSW 2680**

**Telephone No. (02) 6962 8400 or direct line – (02) 6962 8254**

Signed Mirella Guidolin

Capacity/Title SENIOR TOURIST OFFICER / OFFICE MANAGER

Date 27.6.2014

## Special Event Transport Management Plan

### 1 Event details

#### 1.1 Event summary

Event Name: **'Festival of Gardens Citrus Sculptures'**  
Event Location: Banna Ave, Griffith NSW  
Event Date: 12<sup>th</sup> & 26<sup>th</sup> /10/2014 Event Start Time: 6.30am Event Finish Time: 2.30 pm  
Event Set-up Start Time: 6.30am Event Pack down Finish Time: 2.30pm  
Event is  off street  on street - moving  on street non-moving  
 held regularly throughout the year (calendar attached)

#### 1.2 Contact names

**Event Organiser\*: Mirella Guidolin, Senior Tourist Officer/ Office Manager,  
Griffith City Council.....**  
Phone: (02) 6962 8400 Fax: (02) 6962 7319 Email: Mirella.Guidolin@griffith.nsw.gov.au

##### **Police :**

Phone : Mobile: E-mail:

##### **Council: Greg Balind, Road Safety Officer**

Phone: (02) 6962 8100 E-mail: [Greg.Balind@griffith.nsw.gov.au](mailto:Greg.Balind@griffith.nsw.gov.au)

##### **Roads & Traffic Authority:**

Phone: Mobile: E-mail:

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

### 1.3 Brief description of the event

The purpose of the proposed assembly is to erect and dismantle citrus sculptures that form part of the Festival of Gardens. The event is organised through a 355 Committee Of Council, 355 Committee of Council, Co-ordinated by Griffith City Council Senior Tourist Officer/ Office Manager, Mirella Guidolin.

The Roadway in which the event is taking place will be closed to the traffic for the duration of the erection, and later dismantling, of the Citrus Sculptures. Griffith City Council Engineering department have prepared a Traffic Management Plan for the Event. Detours will be in place via Yambil St for vehicles.

The erection of the sculptures will take place on Sunday the 12/10/2014. The dismantling will take place on 26/10/2014.

## 2 Risk Management – Traffic

### 2.1 Occupational Health & Safety - Traffic Control

Due to the large number of volunteers, as well as the requirement to deliver Citrus fruit via forklift continuously during the event, it is proposed to close down the section of Banna Ave (Main Road 80) for the duration of the event. The volunteers will be working in the grassed centre islands in the middle of the road, as well as on State Office property on Banna Ave.

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

The road signs will be placed and taken down by GCC employees who have completed the two day Traffic Control for Worksites course. During the day the signs will be maintained by Volunteers from the Griffith Festival of Gardens Committee. These people will ensure the signs are not altered or removed during the day.

There will also be temporary signs in place throughout the duration of the display warning traffic as they approach the display that there will be increased pedestrian activity around the Citrus Sculptures.

### 2.2 Public Liability Insurance

The Festival of Gardens Committee (coordinating body for the Citrus Sculptures) is a Section 355 committee of Griffith City Council. As such the event is covered by Griffith City Council's Public Liability Insurance.

### 2.3 Police

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

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

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

The Fire Brigade and Ambulance will be supplied with a copy of this Traffic Management Plan for their information. The road closures will be via removable Barrier Boards, manned by council staff. Access to the event site by Emergency Services will be available at all times.

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

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

The event is a fixed event taking place in Banna Ave (Main Rd 80), Griffith, NSW.

#### **3.2 Parking**

Parking for the event will consist of the existing Griffith City Council Carpark located adjacent to the Griffith Visitor Information Centre in Banna Ave, Griffith. This carpark is immediately adjacent to the event and has adequate capacity for the people involved. As the event is held on Sunday, the normal CBD traffic will not be present. As such parking is not envisaged to be a problem.

The Visitor Information Centre carpark has adequate disabled parking for the event.

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

The signage and setting up of the citrus sculptures will not damage any of the existing road infrastructure in the area. All signs are temporary road signs, held down by sand bags in the event of high wind. The citrus sculptures are also temporary structures, and are adequately secured to the grassed centre islands.

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

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

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

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

There will be no impact on public transport activities during the event other than having to detour around the site.

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

The section of Banna Ave (Main Road 80) affected by the event will be closed off at 6.30am on the 12<sup>th</sup> October and then again on the 26<sup>th</sup> October. This prevents vehicles from parking in the area and then being locked in by the road closure. The signs will be erected by Griffith City Council employees.

The signs will be taken down and the road reopened at 2.30pm on the same day. Again this will be carried out by Griffith City Council employees.

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

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

### **3.8 Contingency plans**

There are no specific contingency plans in-place for the event. The only reason the event would be cancelled is due to very bad weather conditions, i.e. heavy rain or very high winds. Should this occur the event would be cancelled and take place one week later.

### **3.9 Heavy vehicle impacts**

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

### **3.10 Special event clearways**

There are no Special event clearways applicable to this event.

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

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

Emergency vehicles will still be able to access the site at all times. The road closures are by temporary road signs which can be easily moved. These signs will be manned by volunteers.

Local Businesses will be consulted via a letter drop completed by visitors centre staff/ festival committee members. Most businesses are normally closed on this day and therefore there will be no disruption to their operation.

**4.2 Advertise traffic management arrangements**

An advertisement will also be placed in the local paper advising of the proposed closures.

**4.3 Special event warning signs**

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

**4.4 Permanent Variable Message Signs**

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

**4.5 Portable Variable Message Signs**

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

**5 Approval**

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TMP Approved by: ..... Event Organiser ..... Date

Regulation of Traffic Approved by: ..... RTA (South West) ..... Date

or: ..... Council (Non Metro) ..... Date



Schedule 1(a)

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

**SUMMARY OFFENCES ACT 1988 - Sec 23**

To the Commissioner of Police

<b>1</b>	<p>I                    Greg Lawrence ..... (name) of                    Griffith Visitor Information Centre, Cnr Jondaryan &amp; Banna Aves, GRIFFITH, 2680 ..... (address) on behalf of      Griffith City Council ..... (organisation) notify the Commissioner of Police that on the ...<b>17 October 2014</b>..., it is intended to hold</p> <p>(a)    '<b>Citrus Sculpture &amp; Festival of Gardens Launch</b>', a public assembly, not being a procession, of approximately ...<b>500</b> persons, which will assemble at ...<b>Visitor Centre Car Park</b>... at approximately ...<b>6pm</b>..., and disperse at approximately ...<b>10pm</b>.</p>
<b>2</b>	<p>A celebration - the launch of the Real Juice Citrus Sculptures &amp; Festival of Gardens. Admire the sculptures, purchase some paella, meet Tino Carnevale (ABC Gardening Australia) and enjoy live music and entertainment. A family friendly event The event will be located in the Visitor Centre car park, with small marquees for food stalls, such things as paella, gelato, orange juice, coffee. A stage area will be setup for live music performances by local musicians (school bands &amp; choirs). People will also wander across to the Sculptures in the centre median strip of Banna Avenue.</p>
<b>3</b>	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly;</p> <p>(I)    <i>The north section of the Visitor Centre car park will be closed for the event as will west bound Banna Ave from the u-turn near EconoLodge to Jondaryan Avenue (the East bound lane will remain OPEN).</i></p> <p><i>A safety barrier will be established along the northern side of the centre median along the entire 'closed' length of Banna Avenue to restrict pedestrian access (especially by children) from entering the carriageway</i></p> <p>(II)    There will be NO animals involved in the assembly</p> <p>(III)    Other special characteristics of the proposed assembly are as follows: Alcohol free event, the sculptures are lit at night by light towers.</p>

I take responsibility for organising and conducting the proposed assembly.

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

Griffith City Council, Cnr Jondaryan & Banna Aves, Griffith.

Signed



Greg Lawrence, Manager Tourism & Economic Development

Date 26/06/2014

## Special Event Transport Management Plan

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### 1 Event details

#### 1.1 Event summary

Event Name: **Citrus Sculpture & Festival of Gardens Launch**

Event Location: Visitor Centre car park (also west bound section of Banna Ave and section of median strip directly across from car park).

Event Date: Friday 17 October 2014 Event Start Time: 6pm Event Finish Time: 10pm

Event Set-up Start Time: 5.30pm Event Pack down Finish Time: 11pm

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

#### 1.2 Contact names

**Event Organiser\***: Griffith City Council (Greg Lawrence, Manager Tourism & Economic Development)

Phone: 02 6962 8400 Fax: 02 6962 7319 Mobile:0428 843 851

Email: [greg.lawrence@griffith.nsw.gov.au](mailto:greg.lawrence@griffith.nsw.gov.au)

**Police : Sergeant Mark Andrews**

Phone : (02) 6959 5999 Mobile: 0428 235 228 E-mail: [andr5mar@police.nsw.gov.au](mailto:andr5mar@police.nsw.gov.au)

**Council: Mathew Vitucci – Assistant Traffic Engineer**

Phone: (02) 6962 8100 E-mail: [mathew.vitucci@griffith.nsw.gov.au](mailto:mathew.vitucci@griffith.nsw.gov.au)

**Roads & Traffic Authority: Michael Buckley**

Phone: (02) 6938 1146 Mobile: 0428 410 626 E-mail: [Michael.buckley@rms.nsw.gov.au](mailto:Michael.buckley@rms.nsw.gov.au)

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

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

The launch of the Real Juice Company Citrus Sculptures & Festival of Gardens. Admire the sculptures, purchase some paella, meet Tino Carnevale (ABC Gardening Australia), and enjoy live music and entertainment. A family friendly event. The launch will be located in the Visitor Centre car park, with small marquees for food stalls, such things as paella, gelato, orange juice, coffee. A stage area will be setup for live music performances by local musicians (school bands & choirs).

## **2 Risk Management – Traffic**

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

Due to the nature of the event attracting families and people on foot near the Sculptures in the centre median strip, it is proposed to close a 200 metre length of Banna Ave west bound for the duration of the launch event. The north section of the Visitor Centre car park will also be closed to vehicle traffic for the event.

A traffic control plan has been prepared by the Griffith City Council (GCC) Engineering Department, detailing the signs to be placed for the road closure.

The road signs will be placed by GCC employees who are authorised to perform such works relating to Traffic Control for Worksites. During the event the signs will be maintained by Volunteers from the Griffith Festival of Gardens Committee or GCC staff, and will not be altered or removed during the event. The temporary signs will be taken down by GCC staff at the close of the event.

There will also be a temporary 40km zone along the sculpture section of Banna Ave (east and west bound) for the duration of the Citrus Sculptures (12-25 October). Further temporary signs will be displayed warning traffic as they approach the display that there will be increased pedestrian activity around the Citrus Sculptures.

### **2.2 Public Liability Insurance**

The Festival of Gardens Committee (coordinating body for the Citrus Sculptures) is a Section 355 committee of Griffith City Council. As such the event is covered by Griffith City Council's Public Liability Insurance.

### **2.3 Police**

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

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

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

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

## **3 Traffic and Transport Management**

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

The event is a fixed event taking place in Banna Ave (Main Rd 80), Griffith, NSW.

### **3.2 Parking**

Parking for the event will consist of the south 2 sections of the Griffith City Council Visitor Centre car park with access via Jondaryan Ave.

Further parking is available in Banna Avenue, Railway Street and BigW upper deck car park.

The north section of the Visitor Centre car park will be closed with barricades early on the 17th October to ensure cars are not parked/trapped in the event zone. This will be managed by GCC staff.

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

The Visitor Centre car park has adequate disabled parking for the event.

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

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

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

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

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

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

The Countrylink 5.38pm service will be affected by the event. The company will be notified of the event and advised of an alternative passenger stop, out the front of the Visitor Information Centre in Jondaryan Avenue, in the designated bus zone. GCC staff will erect signage at the bus terminal/stop (located beside the Visitor Centre) to notify passengers of the pick-up change.

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

The section of Banna Ave (Main Road 80) affected by the event will be closed off at 5.30pm on the 17th October.

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

The signs will be taken down and the road reopened by 11pm on the 17<sup>th</sup> October, this will be carried out by Griffith City Council employees

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

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

#### **3.8 Contingency plans**

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

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

#### **3.9 Heavy vehicle impacts**

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

#### **3.10 Special event clearways**

There are no Special event clearways applicable to this event.

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

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

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

Local Businesses will be consulted via a letter drop completed by GCC tourism staff/ festival committee members.

The only business directly affected by the closure of west bound Banna Avenue is the State Government Office Block. The impact on this business will be minimal, with most offices closed by 5pm on Friday. These staff can still access their cars in the Visitor Centre car park and exit via Jondaryan Avenue.

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

An advertisement will also be placed in the Area News advising of the proposed closure.

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

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

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

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

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

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

## 5 Approval

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TMP Approved by: ..... Event Organiser ..... Date

Regulation of Traffic Approved by: ..... RTA (South West) ..... Date

or: ..... Council (Non Metro) ..... Date

### Annexure 'B'



**Statewide Mutual**  
Managed by: Jardine Lloyd Thompson Pty Ltd

ABN 51 644 247 443



19 June 2014

Attention: Amanda DeRossi

The General Manager  
Griffith City Council  
PO Box 485  
GRIFFITH NSW 2680

Level 11  
66 Clarence Street  
PO Box 425, Australia Square NSW 1215  
Sydney, NSW 2011  
Tel +62 2 8270 6039  
Mob (02) 9320 2799  
[Naamon.Eurell@lta.com.au](mailto:Naamon.Eurell@lta.com.au)  
Account Fax +61 2 9320 2798

Dear Sir,

**Certificate of Currency**

**Our Ref: GRIFFI-000736**

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

<b>CLASS</b>	Public Liability/Professional Indemnity
<b>MEMBER COUNCIL</b>	Griffith City Council
<b>BUSINESS OF MEMBER:</b>	Local Government Authority, as defined in wording.
<b>EXPIRY DATE</b>	30 June 2015
<b>GEOGRAPHICAL SCOPE</b>	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
<b>LIMITS OF PROTECTION</b>	\$20,000,000 any one occurrence in respect of Public Liability and in the aggregate any one Period of Protection in respect of Products Liability, and \$20,000,000 any one claim and in the aggregate any one Period of Protection in respect of Professional Indemnity.
<b>DEDUCTIBLE</b>	Each and every occurrence <span style="float: right;">\$12,500</span>
<b>SELF INSURER</b>	Statewide Liability Scheme
<b>STATEWIDE CERTIFICATE NUMBER</b>	000736

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

Yours sincerely,

Naamon Eurell  
Executive Officer