

Date: Thursday, 20 March 2025

Time: 4:00PM

Location: 105 Loftus Street

**TEMORA NSW 2666** 

### **MINUTES**

# Ordinary Council Meeting 20 March 2025

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## MINUTES OF TEMORA SHIRE COUNCIL ORDINARY COUNCIL MEETING HELD AT 105 LOFTUS STREET, TEMORA NSW 2666 ON THURSDAY, 20 MARCH 2025 AT 4:00PM

PRESENT: Cr Rick Firman (Mayor)(Chair), Cr Graham Sinclair (Deputy Mayor), Cr Nigel

Judd, Cr Belinda Bushell, Cr Brenton Hawken, Cr Ken Smith, Cr Narelle Djukic,

Cr Paul Mahon

IN ATTENDANCE: Mr Rob Fisher (Executive Manager Engineering Services), Mrs Elizabeth Smith

(Director of Administration & Finance), Ms Melissa Boxall (General Manager), Mrs Anne Rands (Executive Assistant), Mrs Claire Golder (Town Planner), Ms

Grace Mannion (Secretary Engineering/Environmental Departments)

Media Officer – Ms Lauren Carr (arrived 4:02PM)

### 1 OPEN AND WELCOME

Public Forum was held at 3:00pm with Mr Andrew Cottrill – Telstra NBN Network.

### **ETHICAL OBLIGATIONS**

The Mayor and Councillors are reminded of their Oath/Affirmation of Office made under Section 23A of the Local Government Act 1993 and their obligations under Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

### 2 ACKNOWLEDGEMENT OF COUNTRY

### 3 APOLOGIES

### **RESOLUTION 25/2025**

Moved: Cr Narelle Djukic Seconded: Cr Graham Sinclair

That apologies from Director of Environmental Services Kris Dunstan and Cr Anthony Irvine be received and accepted.

**CARRIED** 

### 4 OPENING PRAYER

The opening prayer was conducted by Rev Nathan Manwaring from the Temora Anglican Church.

### 5 CONFIRMATION OF MINUTES

### **RESOLUTION 26/2025**

Moved: Cr Ken Smith Seconded: Cr Narelle Djukic

That the minutes of the Ordinary Council Meeting held on 20 February 2025 be confirmed.

**CARRIED** 

### 6 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

### 7 MAYORAL MINUTES

Nil

### 8 REPORTS FROM COMMITTEES

### 8.1 MINUTES OF THE TAIC PARTNERSHIP MEETING HELD ON 11 MARCH 2025

File Number: REP25/215

Author: Executive Assistant
Authoriser: General Manager

Attachments: 1. Minutes of the TAIC Partnership Meeting held on 11 March 2025

### **RESOLUTION 27/2025**

Moved: Cr Graham Sinclair Seconded: Cr Paul Mahon

It was resolved that the reports be received.

**CARRIED** 

### **RESOLUTION 28/2025**

Moved: Cr Graham Sinclair Seconded: Cr Nigel Judd

It was resolved that the reports and recommendations as presented be adopted.

CARRIED



Date: Tuesday, 11 March 2025

Time: 12:00PM

**Location:** 105 Loftus Street

**TEMORA NSW 2666** 

### **MINUTES**

### **TAIC Partnership Meeting**

11 March 2025

### **Order of Business**

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## MINUTES OF TEMORA SHIRE COUNCIL TAIC PARTNERSHIP MEETING HELD AT 105 LOFTUS STREET, TEMORA NSW 2666 ON TUESDAY, 11 MARCH 2025 AT 12:00PM

PRESENT: Cr Graham Sinclair (Deputy Mayor) (Chair), Farmlink Col McCrone, Cr Nigel

Judd, Cr Paul Mahon, Farmlink Henry Bosman, Farmlink Shaughn Morgan

IN ATTENDANCE: Mr Craig Sinclair (Economic Development Manager), Ms Melissa Boxall

(General Manager), Ms Jacqui Hall (Manager Administration & Finance)

### 1 OPEN MEETING

12.00pm

The meeting was opened by General Manager Ms Melissa Boxall.

### 1. ELECTION OF CHAIR

Cr Graham Sinclair was nominated for the Chair.

No further nominations received.

### **COMMITTEE RESOLUTION 1/2025**

Moved: Cr Nigel Judd Seconded: Cr Paul Mahon

The Committee resolved to recommend that Cr Sinclair is declared Chair.

**CARRIED** 

### 2 APOLOGIES

### **COMMITTEE RESOLUTION 2/2025**

Moved: Cr Nigel Judd Seconded: Cr Paul Mahon

That apologies from Farmlink Rob McColl and Mr Rob Fisher Executive Manager Engineering Services be received and accepted.

**CARRIED** 

### 3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

### 4 REPORTS

### 4.1 FARMLINK GENERAL UPDATE - MARCH 2025

File Number: REP25/152

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Farmlink submission

### **REPORT**

### Water Sharing Plans – Prescribed Wetlands (Submission by FarmLink)

FarmLink provided a submission to the NSW Department of Climate Change, Energy, the Environment and Water (Department) in response to the proposed Prescribed Wetlands in draft inland unregulated water sharing plans 2025 (Plan). A copy of the submission is attached for your information.

In the draft Plan, as circulated for public comment, the Department has identified the Trefle Shed (Shed) as part of its review of the wetlands within Lake Centenary. FarmLink has indicated our objection to the Shed being included in the map which outlines the boundaries of the Plan. In our submission, FarmLink indicated:

"... the Shed has no bearing or co-relation to, or upon, Lake Centenary (Lot 1212 DP 45494, 420 Goldfields Way Temora), nor does it have any wetlands that should be the subject of any proposed determination by the Department or Government.

Any decision to proclaim the Shed (and surrounds) as a Prescribed Wetland, would be counter to the best interests of the local region, the community and in the RD&E activities that FarmLink provides."

FarmLink is in ongoing discussions with the NSW Government and the State Member for Cootamundra, Steph Cooke MP.

### **Crop Harvest**

The 2024 crop harvest was completed in January 2025 after numerous delays (including but not limited to weather, logistics and equipment). The following summary of crop yields were realised:

- Canola (146ha 1.91t/ha); and
- Wheat (215ha 3.9t/ha).

The commercial crop plan for 2025 comprises:

- 171ha cereals;
- 140ha canola;
- 10ha vetch;
- 136ha pasture (new and established);
- 18ha hay from Canola Trail paddocks; and
- 38ha trial area.

### **Rabbit Baiting**

Rabbits have been increasing in numbers following a successful warren eradication programme and 'khaleesi virus' introduction in 2024. A 'pindone baiting' programme commenced in February 2025 and will be completed in the week commencing 10 March 2025. The schedule is:

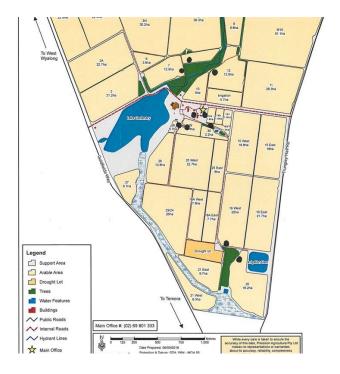
Baiting update/plan:

- Free feed #1 Tuesday 25/02/25 25% response.
- Free feed #2 Thursday 27/02/25 75% response.
- Free feed #3 Saturday 01/03/25.

Pindone baiting is schedule is as follows:

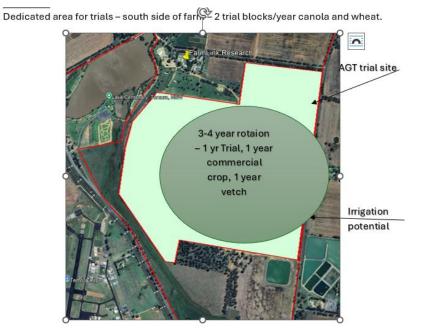
- Baiting #1 Monday 03/03/25
- Baiting #2 Thursday 06/03/25
- Baiting #1 Monday 10/03/25

Notices have been advised to local residents and will remain in place for 4 weeks.



### **TAIC Trial Sites**

TAIC trial sites have been selected, encompassing a trial rotation plan to mitigate random trial sites across the property.



There have been a number of events facilitated in the Trefle Shed and surrounding paddocks which have been successful and well received by the attendees. An update on these events can be provided.

### **Invitation (Temora Shire Councillors/Staff)**

FarmLink has extended an invitation to the Temora Shire Councillors and staff to meet with the Board and staff on Thursday, 13 March, at 4.45pm, to be followed by a BBQ dinner.

Other matters of interest (verbal update to be provided)

- 'Old Stables' renovation and use;
- Canola Trail (use of paddocks for community engagement);
- Laser Levelling (paddock 16);
- LLS licence (2024/2025/2026); and
- Licence agreement between Temora Shire Council and FarmLink.

### **Integrated Planning and Reporting**

**CSP Theme – A Thriving Economy:** Utilise research and partnerships to support our farmers to be resilient now and into the future.

### **Council Policy/Legislation**

N/A

### **Options**

N/A

### **Budget Implications**

N/A

### **Risk Implications**

N/A

### **COMMITTEE RESOLUTION 3/2025**

Moved: Cr Paul Mahon Seconded: Cr Nigel Judd

That the Committee resolved to recommend to Council to note the report.

**CARRIED** 

### Report by Shaughn Morgan

### Department of Climate Change, Energy, the Environment and Water



### Submission form for the proposed WSP Prescribed Wetlands in draft inland unregulated water sharing plans 2025

Office use only	Submission number	

### How to fill out this form

The NSW Department of Climate Change, Energy, the Environment and Water (the department) is seeking your comments on the Water Sharing Plan (WSP) Prescribed Wetlands proposed in the Murrumbidgee, Lachlan, Macquarie/Wambuul-Bogan, Namoi and Peel, Barwon-Darling and Gwydir draft inland unregulated water sharing plans 2025.

Public exhibition of the 6 draft inland unregulated water sharing plans has closed. An extension has been provided until 2 February 2025 for comments relating only to the proposed WSP Prescribed Wetlands. Please use this form to make a submission about the proposed WSP Prescribed Wetlands or simply email <a href="mailto:wspconsultation@dpie.nsw.gov.au">wspconsultation@dpie.nsw.gov.au</a>. More detailed comments are welcomed as attachments.

For information about the proposed WSP Prescribed Wetlands, please see the Fact Sheets on 'Improving protection of wetlands in inland New South Wales' and 'Identifying wetlands for inclusion in water sharing plans', and draft maps available on our website.

You will be emailed a copy of your responses.

Send completed submissions to:

Email: wspconsultation@dpie.nsw.gov.au

Note: Submissions regarding the proposed WSP Prescribed Wetlands close 2nd February 2025.

<sup>©</sup> State of New South Wales through Department of Climate Change, Energy, the Environment and Water. Information contained in this publication is based on knowledge and understanding at the time of writing, October 2024, and is subject to change. For more information, please visit <a href="mailto:dpie.nsw.gov.au/copyright">dpie.nsw.gov.au/copyright</a>
PUB24/1071



### How to fill out this form Information on privacy and confidentiality The NSW Government will consider all submissions received. The Government values your input and accepts that information you provide may be private and personal. If you want your submission or your personal details to be treated as confidential, please indicate this by ticking the relevant box below. If you do not make a request for confidentiality, the department may make your submission, including any personal details contained in the submission, available to the public. Be aware that the department may be required by law to release copies of submissions to third parties in accordance with the Government Information (Public Access) Act 2009. 1. I give permission for my submission to be publicly available on ■Yes □No the department's website \* 2. I would like my personal details to be kept confidential ■Yes □No

Your details			
1. Email address*	shaughn@farmlink.com.au		
2. Name of respondent*	Shaughn Morgan, CEO, FarmLink Research Ltd		
3. Address	361 Trungley Hall Road, Temora, NSW, 2666		
4. Contact phone number*	0401 421 214		
5. Are you an individual or representing an organisation?*  Mark only one	■ Organisation  □ Individual (skip to next question 7)		
6. Name of organisation*	FarmLink Research Limited		

Department of Climate Change, Energy, the Environment and Water

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Your details				
7. Who are you representing?	☐ Government ☐ Peak representative organisation ☐ First Nation ☐ Environment ☐ Mining industry	☐ Irrigator ☐ Water related industry ☐ Groundwater licence holder ☐ Groundwater user – basic rights	□ Surface water licence holder □ Surface water user – basic rights ■ Local landholder □ Other:	
8. Did you attend any of the following?	☐ face to face meeting ☐ public webinar ☐ one-on-one or industry meeting ■ none of these			

### Protection of WSP Prescribed Wetlands

We propose to prohibit new or amended works:

- . within a WSP prescribed wetland displayed on the relevant WSP Prescribed Wetlands Map
- · within, or within 3 km upstream of, a Ramsar wetland,

unless there will be no more than minimal harm to the wetland concerned.

This rule does not apply to replacement works.

We propose to prohibit trade into those wetlands.

Water Charing Dlan	Murrumbidgee
Water Sharing Plan	Lachlan
	Macquarie/Wambuul-Bogan
	Namoi and Peel
	Barwon-Darling
	Gwydir

Department of Climate Change, Energy, the Environment and Water

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### **Protection of WSP Prescribed Wetlands**

Please provide any comments you have on the proposed wetland rules.

Comments:

I refer to the NSW Department of Climate Change, Energy, the Environment and Water (Department) proposed 'WSP Prescribed Wetlands in the draft Lachlan Unregulated Water Sharing Plan' 2025 and the Department seeking public comments in relation to the proposed determination.

If you have comments on the inclusion or exclusion of specific wetlands, please include location information, e.g. wetland ID number or Lot/DP, if known. By way of background, FarmLink Research Limited (FarmLink) is a leading Farming Systems Group research, development and extension (RD&E) 'not for profit' member-based organisation located at the Temora Agricultural Innovation Centre (TAIC), at 361 Trungley Hall Road, Temora, NSW, 2666.

FarmLink was established in 2004 by farmers, who own and operate mixed farming enterprises, within southern NSW. The constitutional objectives of FarmLink are focused on RD&E activities which are designed to achieve profitable and sustainable farming businesses within the region and by extension, to the farming sector generally.

FarmLink partners with a number of Federal and State Governments, as well as other government and private entities, in undertaking research projects of significance to the farming industry.

TAIC is located on the former NSW DPI Temora Agricultural Research Station. We manage TAIC on license from the Temora Shire Council, who were gifted the then Research Station by the NSW Government and is held in the Council's reserve trust for the benefit of the region.

In relation to the request by the Department for comment regarding the proposed 'WSP Prescribed Wetlands in the draft Lachlan Unregulated Water Sharing Plan', FarmLink only became aware of the draft plan through our Local State Member for Cootamundra, and NSW Shadow Minister for Water, Ms Steph Cooke MP on Tuesday, 28 January 2025.

(Attach extra pages if required)

On behalf of the Chairman, Board, Members of FarmLink, may I firstly express our disappointment at not being consulted or informed by the State Government or Department that this proposal was being brought forward for comment and decision. As currently indicated, the determination may impact upon the operations and infrastructure of FarmLink.

Department of Climate Change, Energy, the Environment and Water

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Secondly, may I express our strong objection and concerns that part of the FarmLink property (which adjoins the man-made Lake Centenary at Temora) is impacted by the draft map, as it covers infrastructure (buildings) at TAIC, being the Trefle Shed (Shed).

FarmLink only identified the inclusion of the Shed as a proposed Lachlan WSP Prescribed Wetland, as shown on the Department's website in its interactive map:

https://spatialportal.dpie.nsw.gov.au/portal/apps/instant/sidebar/index.html?appid=7e28761da3134e3ab6e37437f6851bfc

This infrastructure, which had been funded via a grant from GRDC and allocated funds from FarmLink, is utilised by members of the community, businesses, and members/farmers from the region for field days, machinery demonstrations, conferences, seminars, and other 'public good' uses.

Further, the Shed has no bearing or co-relation to, or upon, Lake Centenary (Lot 1212 DP 45494, 420 Goldfields Way Temora), nor does it have any wetlands that should be the subject of any proposed determination by the Department or Government.

Any decision to proclaim the Shed (and surrounds) as a Prescribed Wetland, would be counter to the best interests of the local region, the community and in the RD&E activities that FarmLink provides.

Representatives of FarmLink would be pleased to meet and augment our comments and concerns with you further.

Yours faithfully,

Shaughn Morgan Chief Executive Officer FarmLink Research



### **Additional Information**

All submissions with approval for publication will be posted on the department's website after the public exhibition period closes along with the final What We Heard reports.

Department of Climate Change, Energy, the Environment and Water

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### 4.2 FARMLINK MAINTENANCE UPDATE - MARCH 2025

File Number: REP25/154

Author: Executive Assistant
Authoriser: General Manager

Attachments: 1. Maintenance Update

### **REPORT**

Attached is a maintenance update effective March 2025.

### **Integrated Planning and Reporting**

CSP Theme – A Thriving Economy: Utilise research and partnerships to support our farmers to be resilient now and into the future.

### **Council Policy/Legislation**

N/A

### **Options**

N/A

### **Budget Implications**

N/A

### **Risk Implications**

N/A

### **COMMITTEE RESOLUTION 4/2025**

Moved: Cr Nigel Judd Seconded: Cr Paul Mahon

That the Committee resolved to recommend to Council to receive and note the report.

**CARRIED** 

### Report by Henry Bosman

# FarmLink

# TAIC Maintenance Schedule – March 2025

Code (nb completed items from past report have been removed);

leted	Status	Plan is to repair the top 1 to 1.5m section; only using tarp material on hand. Contractor has been engaged. Minimal cost.	To be done as and when suitable equipment is available.
Completed	Requirement	Repair or replace liner. It has been established that the liner is not leaking but perished above the water line.	Widen the water course and place rock barriers to slow the water flow. Water course will be sown with suitable green cover to 'hold' the soil and prevent erosion.
In Progress	Issue	The Evaporation Pond is designed to capture wastewater from chemical rigs. The existing liner has perished in sections allowing wastewater to permeate the soil when overflowing in periods of heavy or consistent rain.	Erosion from flood water. This will increase as more water is being diverted into this natural water course.
Not Started	Item	Chemical Wastewater Pond Liner.	Gulley erosion
		-	2

Contractor has been engaged. Repairs will be below the ceiling (no access to roof cavity).	To be undertaken in line with Stables renovation (upgrade).
Refasten ceiling to wall.	WHS inspection undertaken
Section of ceiling has become detached from battens and dropped.	Double door steel lintel
Ceiling in Admin Building Unisex Toilet.	Stables Farmyard.
m	4

Contractor has been

necessary remedial

work.

undertake the

engaged to

compliance, a 'whirly bird'

will be installed.

To ensure WH&S

is currently no

	There is currently i windows and/or ventilation in the Chemical Shed.	The fluorescent lig the 'old Stables' a causing an electric fault.
FarmLink	Chemical Shed	'Old Stables'
Fa	ഗ	9
8.1		



# Maintenance Fund Update

As at 28 February 2025, there is approximately \$23,000 available, until the next anniversary date of 1 August 2025, when \$22,948 will be added (based on an estimated 3% CPI).

Page 24 Item 8

Contractor has been

necessary remedial

replaced.

work.

undertake the engaged to

compliance, lighting is being reviewed and

To ensure WH&S

sorescent lights in

ng an electrical

d Stables' are

GENERA	AL MANAGER	CHAIRMAN
This is t	he minutes of the TAIC Partnership meeting held on Tu	uesday 11 March 2025.
The Me	eting closed at 12:32pm.	
5	CLOSE MEETING	

### 8.2 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 11 MARCH 2025

File Number: REP25/207

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the Assets & Operations Committee Meeting held on 11

March 2025

### **RESOLUTION 29/2025**

Moved: Cr Graham Sinclair Seconded: Cr Ken Smith

It was resolved that the reports be received.

**CARRIED** 

### **RESOLUTION 30/2025**

Moved: Cr Narelle Djukic Seconded: Cr Graham Sinclair

It was resolved that the reports and recommendations as presented be adopted.

**CARRIED** 



Date: Tuesday, 11 March 2025

Time: 2:00PM

Location: 105 Loftus Street

**TEMORA NSW 2666** 

### **MINUTES**

# Assets & Operations Committee Meeting 11 March 2025

### **Order of Business**

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5	Close	Meeting	77

## MINUTES OF TEMORA SHIRE COUNCIL ASSETS & OPERATIONS COMMITTEE MEETING HELD AT 105 LOFTUS STREET, TEMORA NSW 2666 ON TUESDAY, 11 MARCH 2025 AT 2:00PM

PRESENT: Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Graham Sinclair (Deputy Mayor)

(Chair), Cr Belinda Bushell, Cr Anthony Irvine (arrived 2:03pm), Cr Paul Mahon,

Cr Ken Smith

IN ATTENDANCE: Mr Rob Fisher (Executive Manager Engineering Services) (arrived 2:01pm), Mr

Kris Dunstan (Director of Environmental Services) (arrived 2:07pm), Mrs Elizabeth Smith (Director of Administration & Finance), Ms Melissa Boxall (General Manager) (Zoom), Mrs Claire Golder (Town Planner), Mr Craig

Sinclair (Manager Economic Development)

### 1 OPEN MEETING

2:00pm

### 2 APOLOGIES

Nil

Habitat Planning addressed the meeting via Zoom in regard to Draft Bundawarrah Estate Master Plan

### 3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Ken Smith	REP25/150	Non Pecuniary	Stayed in meeting
Cr Anthony Irvine	REP25/157	Pecuniary	Stayed in meeting

Mr Rob Fisher Executive Manager Engineering Services arrived at 2:01pm

Cr Anthony Irvine arrived at 2:03pm.

### 4 REPORTS

### 4.1 DRAFT BUNDAWARRAH ESTATE MASTER PLAN

File Number: REP25/137

Author: Town Planner

Authoriser: Director of Environmental Services

Attachments: 1. Bundawarrah Estate Master Plan

### **REPORT**

In August 2024, Council officers commenced the preparation of the Draft Bundawarrah Estate Master Plan, with the assistance of consultants, Habitat Planning. This project is funded under the Federal Government's Housing Support Program.

A copy of the draft master plan is attached for the consideration of the Committee. In summary, the Draft Master Plan details:

- the strategic planning context associated with the Bundawarrah Estate, including alignment with the Temora Local Housing Strategy, and linkages with existing urban development estates,
- the need for an urban growth front for Temora over the longer term,
- the need for future residential housing opportunities, as current residential estates are completed in the medium term,
- the existing challenges and opportunities that apply to the site, including access, existing dwellings, existing infrastructure, biodiversity, topography, access to open space and proposed provision of additional open space, natural hazards, and the provision of additional infrastructure and services, and
- a summary of the previous community consultation with affected landowners and Government agencies.

The Draft Bundawarrah Estate Master Plan provides guiding design principles and concept master plan options. The plan provides a recommended Preferred Master Plan, which includes further detail on proposed access, open space, infrastructure and services, and staging.

The estimated lot yield for the subject land ranges from approximately 175 lots (2000m2 lots) to 400 lots (750m2 lots).

### **Discussion**

The intention of the Draft Bundawarrah Estate Master Plan is to demonstrate the potential for the subject land to be further subdivided in an efficient and logical manner. If supported by Council and the community, further work would be required to enable future applications for subdivision to be considered, including a Planning Proposal to rezone the subject land from R5 Large Lot Residential zone to R1 General Residential Zone, alongside a reduction in the minimum lot size. In addition, an infrastructure servicing plan would be required to support the provision of additional infrastructure, including reticulated sewer services.

It is proposed that, following Council endorsement, the Draft Bundawarrah Estate Master Plan be placed on public exhibition from Thursday 27 March 2025 until Tuesday 6 May 2025, to provide sufficient time for consideration over the Easter and Anzac Day public holidays. Affected

landowners would be notified by letter, alongside advertising in the Temora Independent and on Council's social media.

### **Integrated Planning and Reporting**

Temora Community Strategic Plan

Theme 3: Building a strong local economy

Strategy 3.4 A community with a good range of appropriate and affordable housing

### **Council Policy/Legislation**

Temora Local Environmental Plan 2010

### **Options**

The Committee has the options to recommend that any initial feedback be provided to Council officers prior to public exhibition, or to take no action

### **Budget Implications**

The progression of the Draft Bundawarrah Estate Master Plan requires the resources of Council officers input, to conduct the public exhibition and review feedback

### **Risk Implications**

There is a risk to Council that if the final version of the plan is not completed within the require timeframe, Council will not fulfill the requirements of the funding agreement.

Mr Kris Dunstan Director of Environmental Services arrived at 2:07pm

### **COMMITTEE RESOLUTION 5/2025**

Moved: Cr Belinda Bushell Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council:

- 1. That Committee members provide any initial feedback on the Draft Master Plan to Council officers, and
- 2. That Council consider a further report at the March Council Meeting, to seek Council endorsement for the Draft Master Plan to be placed on public exhibition.

**CARRIED** 



napitat

**ACKNOWLEDGMENT OF COUNTRY** 

continuing connection to lands, waters and communities. of Country throughout Australia and recognises the Habitat Planning acknowledges Traditional Owners We pay our respect to Aboriginal and Torres Strait slander cultures; and to Elders past and present.

# PREPARED FOR

Temora Shire Council

PROJECT CONTACT

PROJECT PARTNER

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PROJECT ACKNOWLEDGEMENT

PROJECT SPONSOR

Temora Shire Council have received funding under the Federal Government's Housing Grant Stream 1

> Claire Golder, Strategic Projects Officer Temora NSW 2666 05 Loftus Street

Temora Shire Council

> Bundawarrah Road Estate | Precinct Master Plan N

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# habitat

### napitat

### the north east of the main township ior Bundawarrah Estate located to engaged by Temora Shire Council to prepare a Precinct Master Plan Habitat Planning have been of Temora.

The land and the township more broadly, are strategically located in proximity to the regional centres of Wagga Wagga to the south and Griffith to the west.

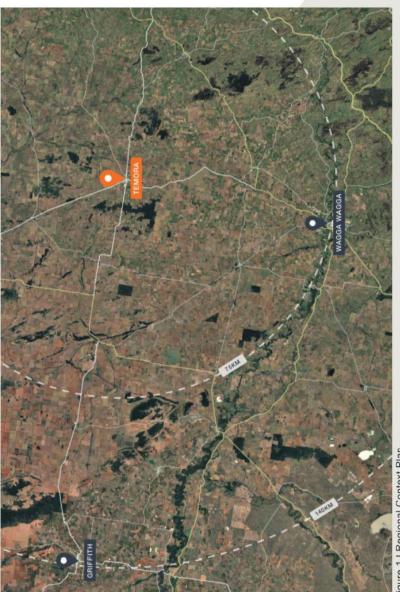


Figure 1 I Regional Context Plan

Bundawarrah Road Estate | Precinct Master Plan

Overview

# Project Objectives

and servicing of Bundawarrah Estate. guide the potential future subdivision The purpose of the Master Plan is to

that responds to ongoing and sustained demand for development in a coordinated and logical pattern In doing so, this will support additional infill housing within Temora.

rezoning of the land from R5 Large Lot Residential to The Master Plan will be used to support the future R1 General Residential.

the current minimum subdivision lot size that applies Similarly, the Master Plan will facilitate a reduction in to this land below the current tha minimum lot size.

Lastly, the Master Plan will identify current and future and requirements, as well as funding mechanisms infrastructure and servicing capacity constraints











COST OF WORKS

PROJECT DELIVERY PRIORITIES





NEW INFRASTRUCTURE REQUIREMENTS









INFRASTRUCTURE CAPACITY FOR EXTENSION

CONSTRAINTS

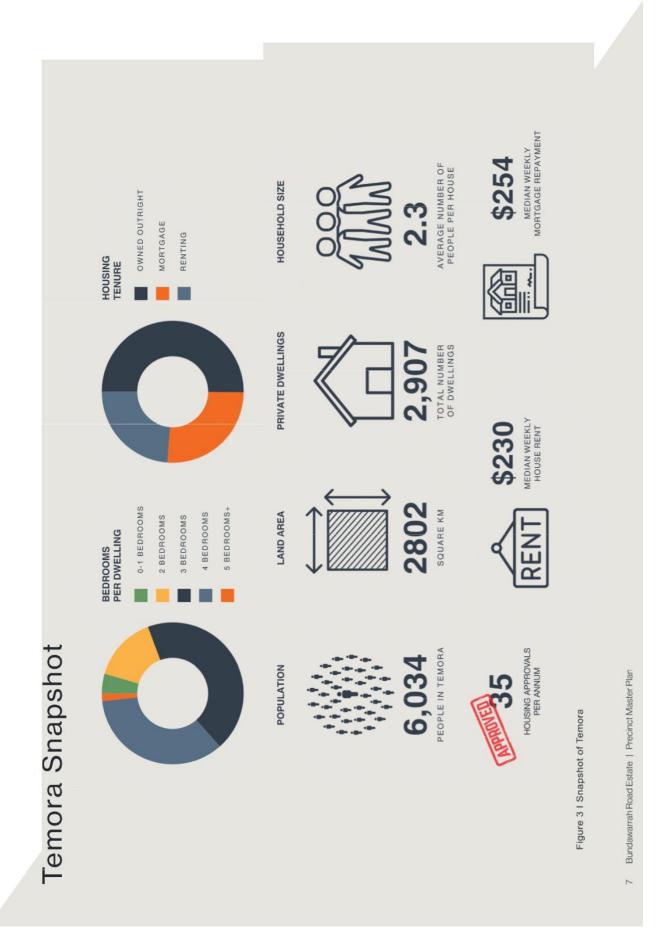




Bundawarrah Road Estate | Precinct Master Plan

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# Strategic Planning Context

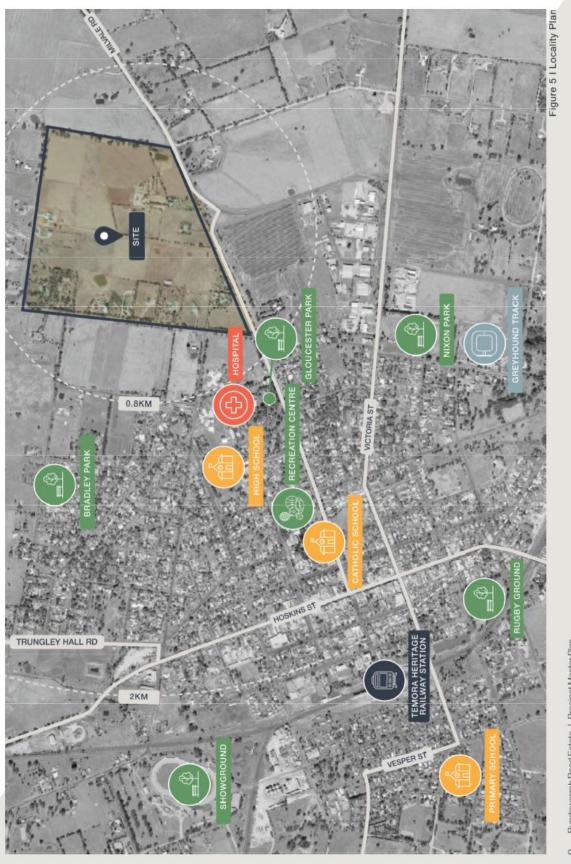
urban investigation area as part of the Temora The Bundawarrah Estate was identified as an Local Housing Strategy 2022-2042.

The Housing Strategy outlined the following in relation to the Study Area:

however preparation of a masterplan would provide Existing dwellings form a development constraint, opportunities for efficient provision of servicing. the development potential of this site, which is dependent on the extension of sewer services. Rezoning from R5 to R1 zone would increase

recommendation, which will inform the future rezoning of the land for more conventional urban residential purposes. The purpose of the Master Plan is to respond to this





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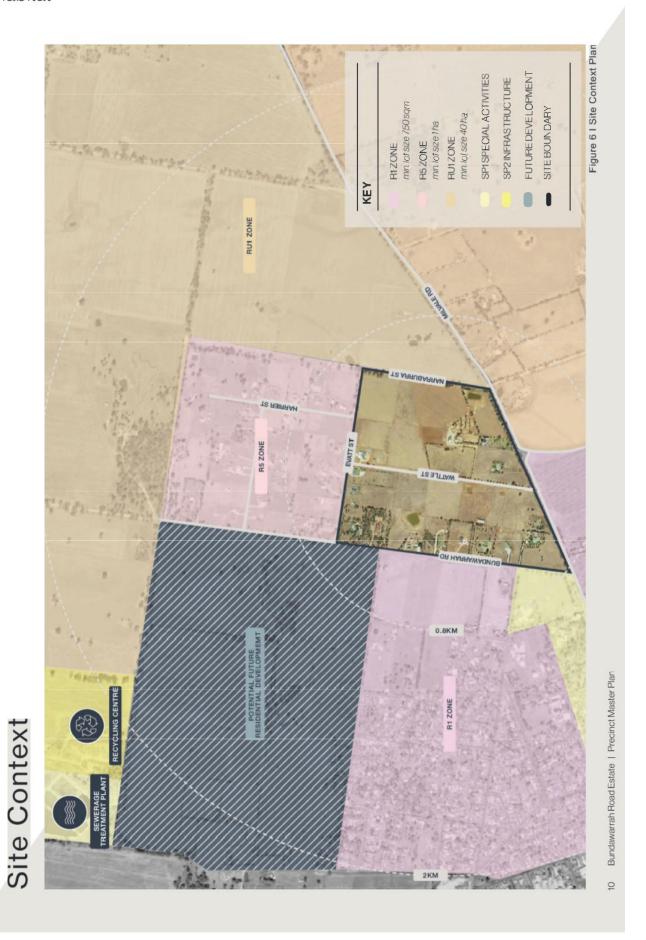


Figure 7 I Study Area

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T

The Study Area is bordered by Evatt Street to the north, Narraburra Street to the east, Milvale Road/Loftus Street to the south and Bundawarrah Road to the

The Area comprises 26 individual allotments ranging in size from 9,000m2 up to 7 hectares, which have been developed for the purposes of a rural residential lifestyle estate consisting of detached dwellings, associated outbuildings and landscaping.

Wattle Street divides the precinct in half, whilst a large 66kV overhead transmission line bisects the estate in a general north-south direction. A secondary 11kV overhead transmission line also bisects the estate in a genera north-east to south-west direction.

The Study Area has a total area of



Bundawarrah Road Estate | Precinct Master Plan

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Study Area

# Site Photos















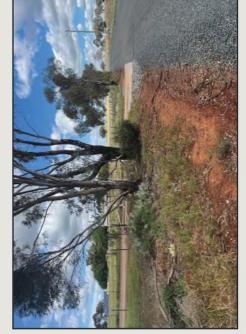






**VIEW FROM MILVALE ROAD** 





WATTLE STREET LOOKING TOWARDS EVATT STREET INTERSECTION







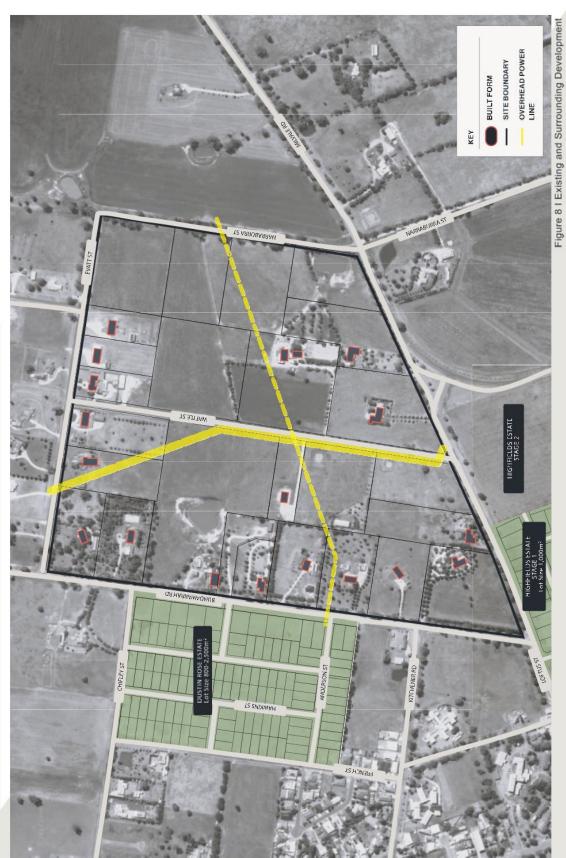
WATTLE STREET LOOKING SOUTH EAST

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Site Photos

### habitat

# Existing and Surrounding Development



Bundawarrah Road Estate | Precinct Master Plan

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Access

The subject land is bounded by Evatt Street to the north, Narraburra Street to the east. Milivale Road/Loftus Street to the south and Bundawarrah Road to the west.

These roads are a combination of local and regional, sealed and unsealed roads. Wattle Street divides the precinct in half in a northsouth direction.

### OPPORTUNITIES

- Loftus Street/Milvale Road is a key connector from the subject land to the Temora Town Centre
- Readily available connection to the existing road and footpath network.
- Wattle Street provides an important north-south connection, allowing access to the central portions of the precinct

### CONSTRAINTS

- Limited direct access available to Loftus Street/ Mivale Road as it is a Transport for NSW classified Regional Road.
- No east-west road connections are currently available within the Precinct, which limit access and walkability.
- The precinct lacks pedestrian walkways and connections.
- The future internal road layout will need to consider the location of existing houses
- A number of roads surrounding the site are not constructed and require sealing.



roadsides and around dwellings, which adds to the semi rural residential feel of the precinct The Precinct is characterised by pockets of both remnant and planted vegetation along

vegetation alongside Narraburra Street and to a with the exception of small patches of roadside Native vegetation with the Precinct is limited esser extent, Bundawarrah Street. These consist of the following Plant Community Types (PCTs)

PCT 76 - Western Grey Box tall grassy woodland.

- PCT 80 Western Grey Box White Cypress Pine tall woodland.
- PCT 276 White Box White Cypress Pine Western Grey Box shrub/grass

### OPPORTUNITIES

- Limited biodiversity values across the central portions of the Precinct
- Retain established trees on existing residentia lots. Others to be retained where possible
- Investigate options to realign Narraburra Street to protect existing significant roadside vegetation.

### CONSTRAINTS

Existing significant biodiversity to be retained

TE STITLE ST Figure 10 I Plant Community Type Map (DCCEEW-BCS)

Bundawarrah Road Estate | Precinct Master Plan

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**Biodiversity** 

The Precinct is characterised by gentle slopes falling generally towards the north eastern and north western corners of the study area.

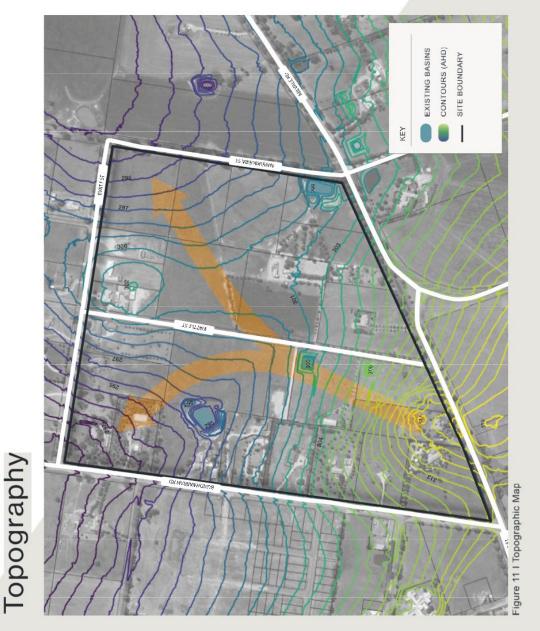
### OPPORTUNITIES

- Locate future development to maximise view corridors.
- Collate overland drainage paths with roads and open space corridors
- Design roads and lots with the topography of the land to minimise the need for extensive cut and fill and retaining walls.

### CONSTRAINTS

# Land use planning within the lower areas to consider effects of climate change and the

- possibility of increasing flood events.
- Potential overland flooding constraints for the dwelling located in the north west corner of the Precinct.



Bundawarrah Road Estate | Precinct Master Plan 8

### public open space areas due largely to the size of lots within this estate being greater than tha Bundawarrah Estate is not serviced with any

seeks to ensure that the liveability of residents is enhanced, as well as to guide future open space Recreation & Open Space Strategy, which Temora Shire Council has prepared a planning.

currently well serviced, and in fact oversupplied, with traditional forms of public open space including playgrounds and sporting fields. This Strategy concludes that Temora is The Strategy recommends improving

and upfront costs of establishing such facilities. considering ongoing management obligations accessibility and connection between these open space facilities, whilst simultaneously

### OPPORTUNITIES

- space given the oversupply of traditional forms Investigate alternative forms of public open of open space elsewhere.
- Co-locate public open space areas with drainage lines and overhead powerline to provide linear corridors.
- connections to nearby public open space Provide improved footpath and cycle

### CONSTRAINTS

No public open space currently available within the Precinct with limited connections to nearby facilities.

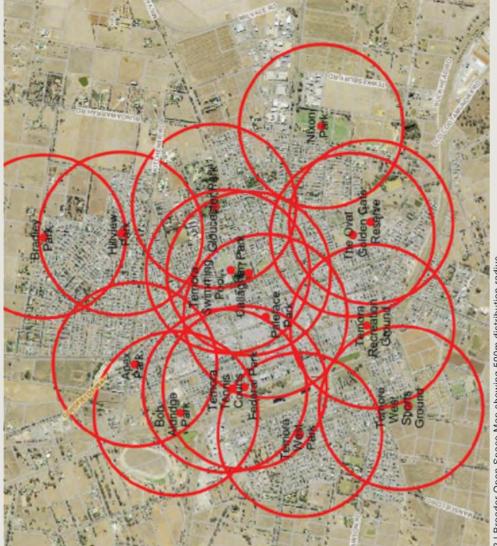


Figure 12 I Broader Open Space Map showing 500m distribution radius (Source: Temora Recreation & Open Space Strategy)

Bundawarrah Road Estate | Precinct Master Plan

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Open Space

# Open Space

The NSW Draft Greener Places Guidelines seek to create a more healthier and liveable NSW.

that drive the planning of open space, including Within this Guideline, there are six core criteria

- Accessibility and connectivity. - 21 83 4 43 63
  - Size and shape Distribution.
    - Quantity. Quality.
      - **Divorsity**.

One of the other key recommendations of the Suidelines is to create and improve the Urban ree Canopy

Key Strategies include

- 1. Protect, maintain, and enhance the existing urban tree canopy
- Create an interconnected urban tree canopy across NSW.
- 3. Building knowledge and awareness of local government and the community urban tree canopy across State and

### Local access

# 2-3 minutes walk 200m

2-3 minutes walk / 200m walking distance High-density area (>60 dwellings/ha) to a local park (barrier free).

# 5 minutes walk 400m

Medium to low density areas (<60 dwellings/ ha) 5 minutes walk / 400m walking distance to a local park (barrier free).

### District access

# 25 minutes walk 2km

25 minutes walk / 2km proximity to a district park. District parks also provide local access.

### Regional access



# 30 minutes travel

Up to 30 minutes travel time on public transport or by vehicle to regional open space. Regional parks also provide local and district access.

Figure 13 I Open Space Design Principles

Bundawarrah Road Estate | Precinct Master Plan



# Natural Hazards

### **BUSHFIRE PRONE LAND**

The Study Area is not identified as being bushfire prone on the Temora Bushfire Prone Land Map with the closest mapped hazard being to the south of the main township of Temora. Council is yet to update this map with Category 3 (Grasslands) hazards.

Notwithstanding, consideration should be given to the requirements of the NSW Rural Fire Service document titled: Planning for Bushfire Protection Guidelines, 2019.

This will include consideration of adjoining rural zoned land, which will likely represent a bushfire

### LAND CONTAMINATION

hazard.

The subject land is not identified on either Council's or the NSW EPA's Contaminated Land Register.

Nonetheless, given the historical use of the land for agriculture and residential hobby farming purposes, matters regarding land contamination should be addressed as part of any future rezoning application.

# Natural Hazards

### DODING

The Study Area is identified as being partly affected by flooding during the 1 in 100 Year Flood Event, which involves overland flow paths that would require management as part of any future development of the site.

Council is currently in the process of finalising the Temora Flood Study, which will further inform the future development of this estate.

further inform the future development of this estate.

Broadly, development within the Flood Planning Constraint Category 1 is prohibited, whereas existing flood risk within the Flood Planning Constraint Category 2 area warrants careful consideration and the application of flood related controls on future development.

Land with Categories 3 and 4 is generally not prohibited where it is undertaken in accordance with the recommendations of the Strategy.

### STORMWATER DRAINAGE

Two stormwater drainage catchments bisect the Study Area including:

- Bundawarrah Road Catchment (western)
- Narraburra Street Catchment (eastern).

Due to the topography of the land, outfall from the Precinct occurs in the north east and north west corners of the Study Area.

Additional stormwater drainage infrastructure will need to be established as part of the further development of the Precinct to ensure that any development within this area maintains pre-development flows.

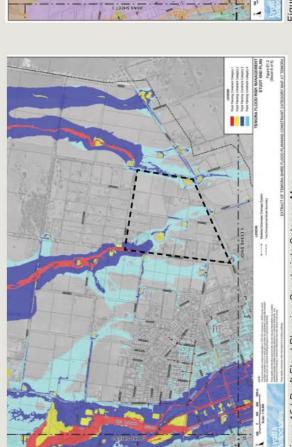


Figure 15 I Draft Flood Planning Constraints Category Map (Source: Draft Temora Flood Risk Management Study and Plan)

Bundawarrah Road Estate | Precinct Master Plan

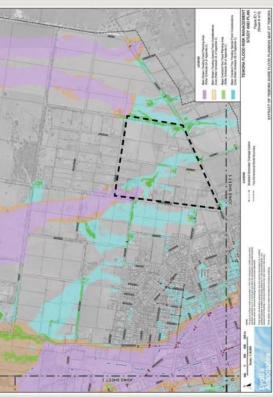


Figure 16 I Draft Flood Planning Map (Source: Draft Temora Flood Risk Management Study and Plan)

# Infrastructure and Services

### WATER

Potable water for the Study Area and surrounds is supplied by Goldenfield Water's potable water notwork.

The water supply for this network originates from the Temora Reservoir, located approximately 200 meters southwest of the site. The network is currently serviced via an existing 100mm diameter water main located to the north, south and west of the Precinct.

### Sewer

The site is currently not connected to Temora's wastewater network. All existing dwellings within the Bundawarrah Estate rely on private septic systems for wastewater management. This is typical for rural and low-density residential areas, where connection to a central wastewater network is often unfeasible or unnecessary.

The closest reticulated (Council) sewer to the Study Area is located to the west. This network is currently being extended as part of the adjoining Dustin Rose Estate.

Any future development of this area for more conventional urban purposes will require the removal of existing on-site effluent disposal systems and connection to the reticulated network.



Figure 17 I Water Supply and Sewer Map

# Infrastructure and Services

### STORMWATER DRAINAGE

The Precinct contains two mapped drainage lines and three distinct natural drainage catchments, all generally conveying stormwater northward.

Currently, there is no formal drainage infrastructure within these catchments, which is typical for lowdensity, rural settings. Existing stormwater flows are managed through natural overland paths without formal stormwater infrastructure.

### ELECTRICITY

The Precinct is connected to electrical power supply network. Of note, a large 66kV overhead transmission line bisects the area in a general north-south direction.

A secondary 11kV overhead transmission line also bisects the estate in a general north-east to southwest direction.

The cost of realigning the 66kV line would likely be unfeasible and it is recommended that it remain in situ.

### (

The site is not connected to the natural gas network. Connection to this service in the future are considered unlikely due to the increasing trend toward electric-based energy solutions in residential developments.



Figure 17 I Electricity and Gas Network

24 Bundawarrah Road Estate | Precinct Master Plan

# habitat onsultation

### I WOULD YOU CONSIDER SUBDIVIDING YOUR STRONGLY UNSUPPORTIVE **OVERALL OPINION** STRONGLY ELECTRICAL GRI SUPPORTIVE ON POTENTIAL NEUTRAL SUBDIVISION YES 00 LOCAL INFRASTRUCTURE IMPROVEMENTS LAND? WATER SUPPLY AND SEWAGE SYSTEMS

## INFRASTRUCTURE PRIORITIES

Landowners identified the need for key infrastructure improvements, including Water supply and sewerage systems (10)

Electrical grid upgrades (8)

Roads and transport (6)

## Desired Features and Amenities

Respondents identified the need for key services and amenities, such as:

Parks or open green space (11)

· Footpaths (8)

Public transport access (2)

Bike track (1)

Concerns About Subdivision

Key concerns regarding subdivision included

· Loss of privacy (6)

Legal and financial implications (5)

Changes to neighbourhood character (5)

· Increase in local traffic (2) Environmental impact (3)

# Bundawarrah Road Estate | Precinct Master Plan

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# Landowners

subdivision infill opportunities for the area to gather insights into possible future and A survey of landowners was undertaken

infrastructure priorities and desired features ownership, subdivision considerations, Eleven (11) responses were received. providing valuable feedback on land and services for future development.

### LANDOWNER RESPONSES

remaining two owning vacant or unused land. Of these, 9 of the 11 respondents were open developed residential properties, with the The majority of respondents (9) owned

to subdividing their land.

Overall Support

respondents were strongly supportive, four were supportive, one was neutral and one When asked about their overall opinion of potential residential subdivision, five strongly unsupportive.

Key Issues raised during consultation are summarised herein. Please note that the numbers contained in the brackets denotes the number of responses that raised this item

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# Government Agencies

	ant and adjoining ongoing onflict Risk Assessment (LUCRA). djoining rural lands or other	ora has not been updated to ncompass the subject land and	vith Chapter 4 of Planning for Bush ts of development on infrastructure	of additional dwellings on the safety ssible, new lots shall not directly stigate options to remove the sible traffic safety concerns.	c Impact Assessment that cal road network and key	s 2022-2042 Housing Strategy.  Ire development of this Estate.  Silings, as well as natural hazards  identified overland flow path as a
RESPONSE	Minimise Land Use Conflicts between residential development and adjoining ongoing agriculture in the vicinity via the preparation of a Land Use Conflict Risk Assessment (LUCRA). Consideration should be given to the use of buffer areas to adjoining rural lands or other mitigation measures.	NSW RFS notes that the Bush Fire Prone Land Map for Temora has not been updated to incorporate grassland hazards. An updated map is likely to encompass the subject land and surrounding rural lands.	Prepare a Strategic Bush Fire Study (SBFS) in accordance with Chapter 4 of Planning for Bush Fire Protection 2019. This should consider cumulative impacts of development on infrastructure and emergency services.	Consideration needs to be given to the cumulative impacts of additional dwellings on the safety and efficiency of the Classified Road Network. Wherever possible, new lots shall not directly access the Regional Road network, being Milvale Road. Investigate options to remove the Narraburra Street and Milvale Road intersection to avoid possible traffic safety concerns.	Any future rezoning of the land shall be supported by a Traffic Impact Assessment that addresses predicted vehicle numbers and impacts on the local road network and key intersections.	The proposed Master Plan is largely consistent with Council's 2022-2042 Housing Strategy.  This Plan should provide an indicative lot layout to guide future development of this Estate.  Consideration should be given to the location of existing dwellings, as well as natural hazards such as flooding. This may present an opportunity to use the identified overland flow path as a landscaped open space and riparian corridor.
GOVERNMENT AGENCY	DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT	NSW RURAL FIRE SERVICE		TRANSPORT FOR NSW		DEPARTMENT OF PLANNING, HOUSING AND INFRASTRUCTURE

# **Government Agencies**

### BIODIVERSITY, CONSERVATION AND SCIENCE GROUP

# GOVERNMENT AGENCY

RESPONSE

should appropriately consider matters regarding flooding and any future rezoning request Council is currently finalising the Temora Floodplain Risk Management Study and Plan which shows part of the site as being subject to significant flood risk. The Master Plan will need to address NSW Local Planning Direction 4.1 - Flooding. BCS will not support the proposal without evidence of the potential impacts on biodiversity. A biodiversity assessment shall be undertaken which demonstrates how the proposal avoids and minimises impacts on biodiversity.

### **GOLDENFIELDS WATER**

Goldenfields Water has confirmed the location of water infrastructure in proximity to the site.

Further details regarding infrastructure and capacity requirements will be determined once

the final Master Plan has been prepared.

**ESSENTIAL ENERGY** 

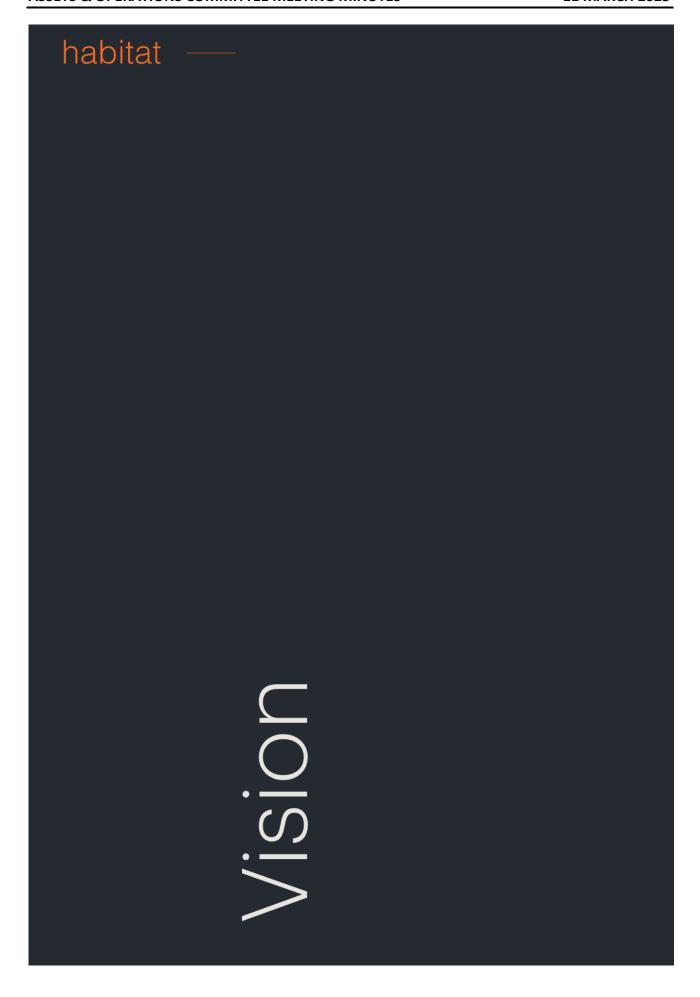
# Essential Energy have confirmed that the existing electrical network has sufficient capacity

optimize the internal distribution of electricity, future pad-mount substations will be required to service the proposed development. However, to support the increased demand and as part of the development process.

The site is not currently connected to the APA natural gas network. However, mediumpressure gas mains are located to the south and west of the development. initial advice from APA indicates that if gas supply is proposed as part of the development, capital contributions from the developer will be required to facilitate the connection.









The proposed future development of this estate

The Precinct

community that blends the relaxed charm of is envisioned as a peaceful and welcoming

country living with modern convenience.

Ensure that the future development

existing and future character of the area

Ensure that infill development respects the

Identify and protect areas of environmenta sensitivity or constraints.

future residents in terms of services and facilities such as road access, footpaths Provide a high standard of amenity for

Ensure that the future development of the area can be appropriately serviced with utilities and infrastructure.

### OBJECTIVES

of the Precinct occurs in a logical and coordinated manner

Close to the heart of Temora, the estate would

offer a tranquil environment that encourages connection among residents and provides a

safe and inviting place to call home.

and open space.

between spaciousness and accessibility to smaller residential lots, ensuring a balance The design prioritises a mix of larger and

meet diverse needs

of nature, community, and liveability are at the forefront, creating a harmonious and enduring and private neighbourhood, where the values envisioned as a key feature, offering a natural This vision captures the essence of a serene hub for recreation, relaxation, and fostering a Linear green spaces and corridors are

strong community feel.

space for generations to enjoy.

# Design Principles



# 1. Character & Built Form 2. Gateway Entrances & Interface Treatments

Maintain an open and inviting Gateway Entrance into the main township of Temora by ensuring a high visual appearance of the estate by requiring that future dwellings do not back onto main roads such as Milvale Road.

with the existing lot pattern and built

Ensure the development integrates

This will avoid the monotony of a continuous line of Colorbond fences along this key entrance to Temora, which will maintain the semi-rural character and environmental values of the Precinct



## 4. Sustainable Design

The development should prioritise environmental sustainability, incorporating water-sensitive urban design and energy-efficient building practices.

The road layout shall provide for passive solar design and where necessary, the design shall provide buffers to environmental hazards.



# 3. Dwellings & Streetscape

Housing design should encourage an active and engaging streetscape, with frontages that promote passive surveillance and a sense of community

Architectural design should reflect highquality built forms, particularly on corner sites and those fronting key roads such as Milvale Road.

the Precinct and the surrounding
appearance
that future d

# Design Principles



# 5. Biodiversity & Natural Hazards

The natural features of the site shall be maintained and protected ongoing. In particular, existing roadside vegetation alongside Narraburra Street shall be retained from both a biodiversity and amenity perspective

The future development of the land shall also avoids areas subject to inundation during a flood event or bushfire. Where possible, these areas shall be included within public lands and excluded from development.



### 6. Recreation & Open Space

7. Connectivity

Integrate linear open space as a key design element, enhancing the natural character and environmental sustainability of the Precinct.

These linear corridors shall be strategically located alongside the existing electrical easement, drainage lines and Narraburra Street, creating a cohesive green network that promotes biodiversity and recreational opportunities.

urban framework that enhances

design supports a cohesive

provides convenient access to

community interaction and

ocal amenities and services.

with existing infrastructure, the

By integrating the subdivision



# 8. Infrastructure & Services

Supporting infrastructure such as water, sewerage, drainage, roads, electricity and open space shall be provided as part of the further development of the land in accordance with service provider requirements.

to neighbouring estates and the

town centre.

corridors, linking the Precinct

roads, pathways, and green

a well-planned network of

Prioritise connectivity through

The design shall incorporate key infrastructure and services, mainly the existing overhead transmission lines and stormwater drainage basins.

Where necessary, infrastructure shall be staged and appropriately planned for and funded.

# habitat

### Close Narraburra Street intersection Figure 22 I Concept Linear Oper Space Road Relocated DRAINAGE BASIN SITE BOUNDARY ROAD RESERVE CARRIAGEWAY OPEN SPACE Drainage Basin TBBATS ARRUBARRAN KEY EVATT STREET TE STREET Drainage Basin **ДАОЯ НАЯЯАМАДИЦЯ** Connection to Chifley Street

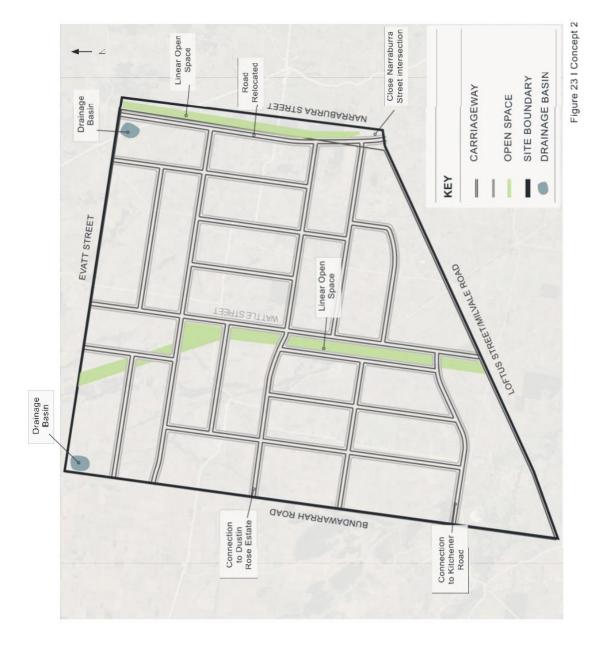
### Concept 1

This concept proposes a traditional grid pattern with Wattle Street as the key north-south connector. A new east-west collector road is also proposed to extend from Narraburra Street through to Chiffey Street to provide access through the site.

The proposed layout has been designed around the location of existing dwellings, overhead powerlines, as well as areas of biodiversity values. New linear open space corridors are proposed throughout to provide for amenity and pedestrian connectivity.

The layout has been designed to accommodate a variety of lot sizes ranging from 750m² up to 2,000m² depending on market demand.

	Site   Metre²   Area %   Total Area   Road Reserve   122,648   19%   Existing Dwellings   39,517   6%   Open Space   16,747   3%   NDA   463,365   71%   Drainage   5,871   1%   Lot Yield @ 750m²/lot = 200 (approx.)   Lot Yield @ 2,000m²/lot = 175 (approx.)
	2,000m <sup>2</sup> /lot = 175 (approx.)
Lot Yield @ 2,000m²/lot = 175 (approx.)	$7.50m^2/10t = 400 \text{ (approx.)}$ $1.500m^2/10t = 200 \text{ (approx.)}$
Lot Yield @ 1,500m²/lot = 200 (approx.)	750m2/lot = 400 (sporov.)
Lot Yield @ 750m²/lot = 400 (approx.) Lot Yield @ 1,500m²/lot = 200 (approx.) Lot Yield @ 2,000m²/lot = 175 (approx.)	5,871   1%
Drainage 5.871   1%  Lot Yield @ 750m²/lot = 400 (approx.)  Lot Yield @ 2,000m²/lot = 200 (approx.)  Lot Yield @ 2,000m²/lot = 175 (approx.)	463,365   71%
NDA 463,365   71%  Drainage 5,871   1%  Lot Yield @ 750m²/lot = 400 (approx.)  Lot Yield @ 2,000m²/lot = 200 (approx.)  Lot Yield @ 2,000m²/lot = 175 (approx.)	
Open Space 16,747   3%  NDA 463,365   71%  Drainage 5,871   1%  Lot Yield @ 750m²/lot = 400 (approx.)  Lot Yield @ 2,000m²/lot = 200 (approx.)	
Existing Dwellings 39,517   6%  Open Space 16,747   3%  NDA 463,365   71%  Drainage 5,871   1%  Lot Yield @ 750m²/lot = 400 (approx.)  Lot Yield @ 2,000m²/lot = 200 (approx.)	
Road Reserve 122,648   19%  Existing Dwellings 39,517   6%  Open Space 16,747   3%  NDA 463,365   71%  Drainage 5,871   1%  Lot Yield @ 750m²/lot = 400 (approx.)  Lot Yield @ 2,000m²/lot = 200 (approx.)  Lot Yield @ 2,000m²/lot = 175 (approx.)	648,148
Total Area 648,148  Road Reserve 122,648   19%  Existing Dwellings 39,517   6%  Open Space 16,747   3%  NDA 463,365   71%  Drainage 5,871   1%  Lot Yield @ 750m²/lot = 400 (approx.)  Lot Yield @ 2,000m²/lot = 200 (approx.)	Metre <sup>2</sup>   Area %
Site Metre <sup>2</sup>   Area %  Total Area 648.148  Road Reserve 122,648   19%  Existing Dwellings 39,517   6%  Open Space 16,747   3%  NDA 463,365   71%  Drainage 5,871   1%  Lot Yield @ 750m²/lot = 400 (approx.)  Lot Yield @ 2,000m²/lot = 200 (approx.)	GET



### Concept 2

This concept is similar Concept 1 in that it also offers a traditional grid layout, however the lots have been arranged in a more north-south orientation with shorter block lengths.

This option also offers additional road connections into and out of the site to the north and west, which will allow for greater permeability and walkability.

Similarly, this Concept has also been designed around the existing dwellings within the Precinct, as well as infrastructure and biodiversity values.

This Concept has also been designed to accommodate a variety of lot sizes ranging from 750m² up to 2,000m² depending on market demand and will achieve a similar lot yield to Concept 1.

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	Metre*   Area %
Total Area	648,148
Road Reserve	126,309   19%
Existing Dwelling	39,966   6%
Open Space	16,747   3%
NDA	457,904   71%
Drainage	7,222   1%
Lot Yield @ 750m²/lot = 400 (approx.)	ot = 400 (approx.)
Lot Yield @ 1,500m²/lot = 200 (approx.) Lot Yield @ 2,000m²/lot = 175 (approx.)	//ot = 200 (approx //ot = 175 (approx
Note: Figures are indicative only and subject to	live only and subject to

# Concept Comparison



### CONCEPT 2

This concept is centred around a traditional grid network that provides both north-south

connection via Wattle Street and an east-west connection via an extension of Chifley

Street, which provides direct access into town.

Concept 1 is designed to align with the natural features and constraints of the precinct

including existing road reserves, overhead powerlines and the location of dwellings

Concept 2 is similar to Concept 1, but provides an additional east-west road connection to Dustin Rose estate to the west. This option also proposes linear open space corridors and retains existing infrastructure and dwellings.

The total lot yield remains similar however the design is characterised by shorter grid blocks.

### PROS

- Considers existing trees and integrates natural area along Narraburra Street into the design, enhancing the
- Easier to plan and implement due to the simplicity of the grid layout.

Limited number of direct road connections with Bundawarrah Streel to the west.

A select number of larger lots will be triangular in design to fit within the

CONS

Considers existing trees and integrates

PROS

natural area along Narraburra Street into the design, enhancing the

Offers diversity of lot sizes from 750m<sup>2</sup> to over 2,000m<sup>2</sup>

Enhanced road connectivity improves east-to-west access and north-to-south links to key destinations.

angles of the site.

Provides additional road connections to Bundawarrah Street to the west

The main east-west road connection is located further north and is less accessible to future residents living in the southern half of the Precinct.

road connection, which will be more accessible to future residents Provides a more central east-west

### CONS

- impacts on Bundawarrah Street from the establishment of multiple new road Potential amenity and traffic connections.
- May result in a less dynamic and Additional road and intersection visually interesting streetscape.
- New road connections to Evatt Street to the north are closely spaced together. construction costs

# habitat

# Master Plan Principles

The Preferred Master Plan has been prepared following the completion of two Concept Master Plans for the Precinct. The design largely aligns with Concept 1, but also incorporates additional elements from Concept 2 resulting in a hybrid design.

The Master Plan has been informed by landowner and government agency feedback, as well as a review of the site conditions and constraints that affect the Precinct.

Importantly, the Design Principles of this document have informed the overall Master Plan design and layout as discussed below.

# 1. CHARACTER AND BUILT FORM

One of the key considerations of the Master Plan was to retain and integrate the existing dwellings into the design. For the most part, this has largely determined where the internal road network has been located.

In addition, the development proposes larger lot sizes (1,500-2,000m2) around the perimeter of the site to ensure that the semi-rural character of the area is maintained

# 2. GATEWAY ENTRANCES & INTERFACE TREATMENTS

Bundawarrah Estate is located along one of the main Gateway Entrances into town. Therefore, the design proposes lots that front onto Milvale Road, which will avoid the establishment of long expanses of solid Colorbond fencing, which would otherwise result in a poor visual appearance and no connectivity or passive surveillance.

In response to the biodiversity values of roadside vegetation alongside Narraburra Street, as well as to reduce potential land use conflicts with adjoining rural lands, the design proposes to close and relocate Narraburra Street to the west.

# 3. DWELLINGS AND STREETSCAPES

Consistent with Design Principle 1, the design retains and integrates the existing dwellings within the Precinct and proposes larger lot sizes on the perimeter of the Precinct to retain the existing character of the area.

Furthermore, the development incorporates perimeter roads and orientates lots towards key roadways and linear open space corridors to ensure an active and inviting streetscape.

### 4. SUSTAINABLE DESIGN

The Master Plan has been designed with a general grid layout, which will allow for lots with good northern solar orientation.

Furthermore, the design incorporates water sensitive urban design principles (swale drains) and retains environmental features.

# 5. BIODIVERSITY & NATURAL HAZARDS

As outlined in response to Design Principle 2, the Master Plan retains areas of environmental sensitivity, namely along Narraburra Street.

In addition, the design also avoids areas of natural hazards such as flooding and bushfire to ensure future development is resilient to climate change.

# 6. RECREATION & OPEN SPACE

In recongition of a current oversupply of formal open space areas and their general proximity to the site, the Master Plan seeks to provide an alternative form of recreational facilities via the inclusion of linear open space corridors via 'greenways' and 'blueways'.

These open space areas align with existing stormwater drainage or overhead powerlines and provide an opportunity for connections to the broader open space network, without the significant upfront and ongoing maintenance costs associated with other forms of traditional open space.

### 7. CONNECTIVITY

The proposed Master Plan has been designed to provide both new road and pedestrian access points at regular intervals throughout the Precinct. This will ensure that residents living within this estate are connected to the existing urban area and will have access to new pedestrian footpaths and cycle paths.

# 8. INFRASTRUCTURE & SERVICES

A number of high voltage overhead powerlines and overland flow paths traverse the Precinct. Due to the prohibitive cost or practicalities to relocate this infrastructure, the Master Plan incorporates these into the overall design. Similarly, the layout has been designed in a general grid layout to ensure the efficient rollout of services in a staged and sequential manner.



# Master Plan

Street to the west and the provision of a shorter elements from Concept 2 including additional The preferred Master Plan largely aligns with Concept 1, but has incorporated additional east-west road connections to Bundawarrah grid network.

and permeability with roads generally spaced 200-400 metres apart to allow for walking and This option provides improved connectivity

Precinct, as well as providing linear open space The development incoroproates existing dwellings and key infrastructure within the corridors throughout.

Consistent with Concept 1, the Master Plan has been designed to accommodate a variety of lot sizes ranging from 750m2 up to 2,000m2 depending on market demand

### LAND BUDGET

Site	Metre <sup>2</sup>   Area %
Total Area	648,148
Road Reserve	108,986   17%
Existing Dwelling	39,517   6%
Open Space	30,409   5%
NDA	463,365   71%
Drainage	5,871   1%

Lot Yield @ 750 $\text{m}^2/\text{lot} = 400 \text{ (approx.)}$ Lot Yield @ 1,500 $\text{m}^2/\text{lot} = 200 \text{ (approx.)}$ Lot Yield @ 2,000 $\text{m}^2/\text{lot} = 175 \text{ (approx.)}$ 

Note: Figures are indicative only and subject to final survey and design.

Bundawarrah Road Estate | Precinct Master Plan

and connection within and through the Precinc The proposed design adopts a traditional gric style pattern, which will allow for easy access

connect to Chifley Street and Dustin Rose to the south connector, however two new east wes connector roads are proposed, which will Wattle Street will remain the main north

new lots fronting these roads will need to be via the internal road network, or where not feasible west. Furthermore, its intersection with Milvale Street/ Milvale Road will remain, however any of roadside vegetation, Narraburra Street is and in recongition of the biodiversity values proposed to be closed and realigned to the Existing property access points to Loftus Road is also proposed to be removed

define entry points and strengthen the overal key routes to enhance safety and amenity, as well as to provide landscaping features that New pedestrian pathways 'greenways' and blueways' are proposed throughout along share existing crossovers.

These pathways will provide a network of linear open space corridors that will connect to the allowing for recreational opportunities in the broader footpath and open space network form of exercise loops/circuits. character of the development.

Based on feedback received from TfNSW west PRIMARY ACCESS ACCESS ROAD PEDESTRIAN FOOTPATH SECONDARY KEY

Figure 25 I Proposed Access Plan

Bundawarrah Road Estate | Precinct Master Plan 40

Access

Shared Pathways

Park Benches

### napitat

The Master Plan includes a thoughtfully designed open space network to enhance community wellbeing and connectivity.

Two new north-south and one east-west linear open space corridor runs through the site, providing green corridors that link key areas and offer opportunities for recreation and biodiversity. This area will be embellished with walking paths, bench seating, gym equipment, public art and shade trees to improve community use.

A central 0.5ha park is proposed at the intersection of the main north-south and eastwest connector roads, which will become a gathering point with the estate.

In total, the Master Plan provides 3ha or 5% of the total land area to open space.

Exercise Equipment

Swale Drains



41 Bundawarrah Road Estate | Precinct Master Plan

Figure 26 I Proposed Open Space Plan

Item 8.2

Open Space

# Open Space - Regional Context

Temora is currently well supplied with traditiona forms of playgrounds and sports ovals.

n recognition of the current oversupply and their general proximity to the site, the Master Plan recommends as an alternative to provide inear open space corridors that will extent through and beyond the Precinct.

New pedestrian corridors and shared ways will be established, which will connect to the broader open space network, primarily Bradley Park and Hillview Park to the west and Sloucester Park to the south west

These parks are generally located within 1km or 12 minutes walking distance of the site consistent with the NSW Draft Greener Places Guidolines.

This will encourage walking and other forms of active transport and will support healthy lifestyles.

These open space areas will still provide for the recreational needs of residents living within this estate, but will provide a diversity of open space offerings, as well as avoiding the significant upfront and ongoing maintenance costs associated with other forms of traditional open space.



Figure 27 | Proposed Regional Open Space Plan

Bundawarrah Road Estate | Precinct Master Plan

# Infrastructure and Services

The following infrastructure will be required as part of the future development of the Precinct

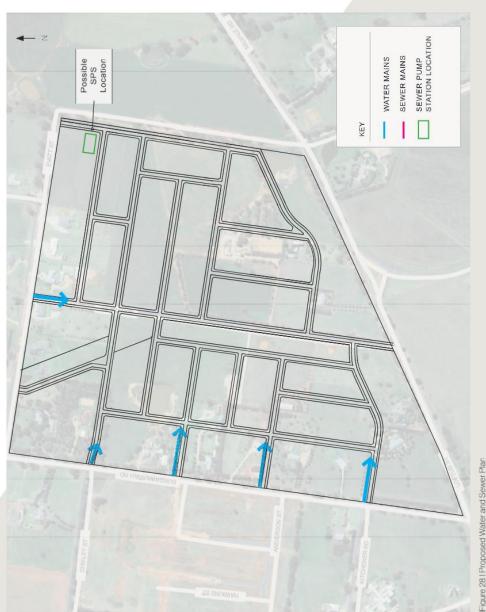
network. New infrastructure will be provided via Future residential lots will need to be connected the internal road network via lead-in mains and to Goldenfield Water's potable water supply servicing extensions.

### SEWER:

required to optimize the gravity network design capacity to accommodate future growth in the if two separate pump stations are not feasible area. Easements through private land may be A new sewer pump station will be required to connect the site to the existing wastewater wastewater treatment plant has sufficien network. Council has confirmed that the

### ROADS:

impact assessment is recommended to confirm intersection improvements at Wattle Street and can accommodate the proposed development Millvale Road. While the existing road network Millvale Road, will be required. A future traffic Primary site access will be via Loftus Street/ road capacity and upgrade requirements augmentations and upgrades, including



Bundawarrah Road Estate | Precinct Master Plan 43

## Infrastructure and Services

### STORMWATER:

basins in the north western and north eastern Onsite detention will be required to attenuate stormwater flows to pre-development levels. The Master Plan includes new stormwater corners of the Precinct.

### ELECTRICITY:

service the proposed development. The existing retained in situ, whilst an 11kV is proposed to be The existing network has sufficient capacity to 66kV overhead powerline is proposed to be relocated

throughout the development to supply each lot. Future padmount substations will be required

### GAS:

confirmed sufficient capacity within the existing It is unlikely that gas servicing will be provided network to support the development, with all due to high upfront costs. However, APA has connection and servicing costs to be borne by future landowners or developers if gas is required.

### TELECOMMUNICATIONS:

construction underway in the nearby Highfields fixed-line technology, with additional network Estate. Telecommunications infrastructure is expected to be delivered in shared trenches The area is partially serviced by NBN Co's alongside low-voltage electricity cabling

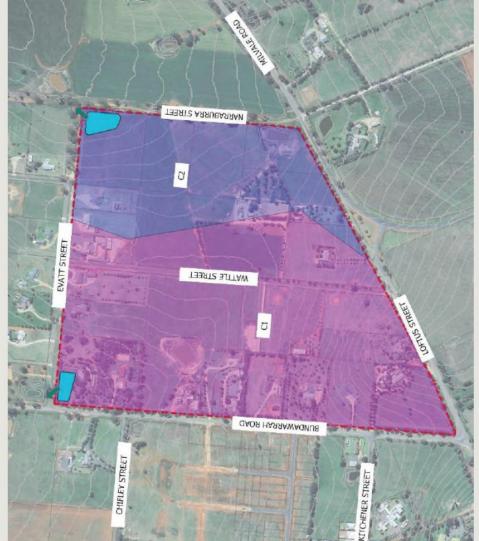


Figure 29 I Proposed Stormwater Plan

Bundawarrah Road Estate | Precinct Master Plan

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ogical, connected, and community-focused The Staging Plan is designed to ensure a rollout of the development

Staging

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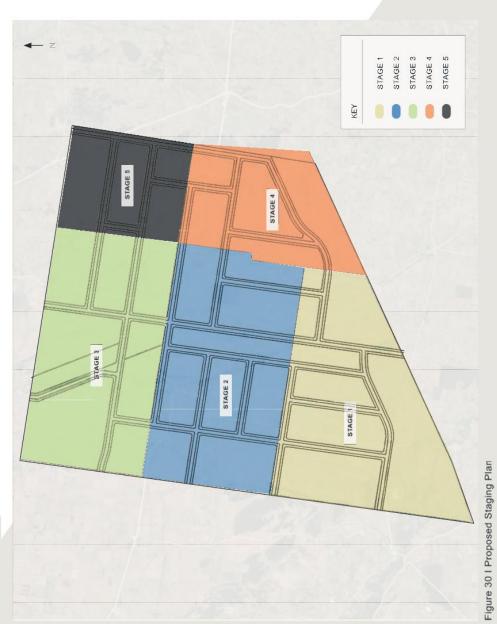
community's evolving needs and maintaining a further broken down again into sub-stages to infrastructure and services, aligning with the ensure a manageable and efficient rollout of development, however depending on lot sizes and lot yield, these stages may be The Master Plan proposes 5 stages of cohesive approach to development

development and has readily available access Stage 1, focused on the south western corner of the Precinct as it adjoins existing urban The staging plan for the site begins with to infrastructure and services.

northerly and westerly direction due primarily to the availability and logical extension of Subsequent stages will progress in a infrastructure

extending infrastructure, which typically seeks be predicated on the availability and cost of Opportunities do exist for development to occur out of sequencing, however this will to minimise 'leap-frog' development.

The preparation of a Developer Contributions appropriately serviced and funded in a timely Plan will ensure that infrastructure is manner



Bundawarrah Road Estate | Precinct Master Plan 45

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# habitat

## **Future Actions**

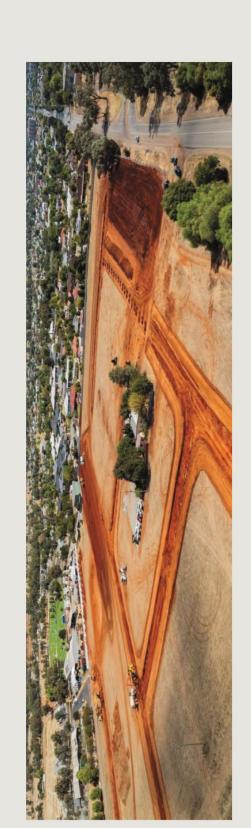
In order to achieve the outcomes of the Precinct Master Plan, the following actions are recomended:

PLANNING ACTION	DESCRIPTION
LEP Amendment	Amend the Temora Local Environmental Plan 2010 as follows:
	Rezone the land from R5 Large Lot Residential to R1 General Residential.
	Reduce the Minimum Lot Size of the land from tha down to 1,500m2
	(to be confirmed).
DCP Amendment	Amend the Temora Development Control Plan 2012 to incorporate the recommendations of the Bundawarrah

Council to prepare a Developer/Infrastructure Contributions Plan to fund the provision of infrastructure across the Precinct, which will be levied on a per lot basis.

Estate Precinct Master Plan.

**Developer Contributions Plan** 



47 Bundawarrah Road Estate | Precinct Master Plan

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**BUNDAWARRAH ESTATE TEMORA** 

LAND BUDGET		36	Existing Dwelling 39,517   6% Open Space 16,77   3%		sge 5,871 1%	Lot Yield @ 750m²/lot = 400 (approx.)  Lot Yield @ 1,500m²/lot = 200 (approx.)  Lot Yield @ 2,000m²/lot = 175 (approx.)	Note: Figures are indicative only and subject to final survey and design		CARRIAGEWAY ROAD RESERVE
LAND	<u>e</u> 5	Road Rose	Existi	SE S	Drainage	Lot Yield @ Lot Yield @ Lot Yield @	Note: F	KEY	

habitat -

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SITE BOUNDARY DRAINAGE BASIN

0

habitat		

### 4.2 HEAVY VEHICLE NETWORK EXTENSION REQUEST

File Number: REP25/95

Author: Engineering Technical Officer

Authoriser: Engineering Asset Manager

Attachments: 1. Request

2. Site Map

3. Application Form (Option 2)

4. Application Form (Option 3)

### **REPORT**

Council has been approached by the National Heavy Vehicle Regulator (NHVR) with a request to expand the current HML 36.5m AB Triple Road Train Network.

The heavy vehicle operator is seeking access to the below roads, as shown on the attached map:

- Kitchener Rd, Temora (Between Goldfields Way and Lucas St)
- Lucas St, Temora (Between Kitchener Rd and Twynam St)
- Twynam St, Temora (Between Lucas St and Polaris St)
- Polaris St, Temora (Between Twynam St and Vesper St)
- Vesper St, Temora (Between Vesper St and Parkes St)
- Vesper St, Temora (Between Victoria St and Ashelford St)
- Ashelford St, Temora (Between Vesper St and Junee Rd)
- Ashelford St, Temora (Between Junee Rd and Old Cootamundra Rd)
- Old Cootamundra Rd, Temora (Between Ashelford St and GrainCorp Site)

The NHVR has proposed the below two options for consideration by Council:

- A full gazettal request, this takes away the need for operators to request a permit for travel on these specific roads.
- A Preapproval, which will speed up the process of a permit approval, however will still require an application.

### **Integrated Planning and Reporting**

CSP Theme: 3. Building a Strong Local Economy

Delivery Program Strategy 3.8 A community with a transport network that enables

economic and social outcomes

### **Council Policy/Legislation**

Legislation relevant to this report includes:

- Heavy Vehicle National Law (NSW)
  - o National Class 2 Road Train Authorisation Notice 2022 (No. 3)

Council Policies relevant to this report include:

• EW1 – Roads Hierarchy Policy

EW5 – Restricted Access Vehicle Policy

### **Options**

The below options are proposed:

- 1. Decline the request.
- 2. Grant preapproval for HML AB Triple ≤36.5m access on the requested roads, for period of 1 to 3 years (to be determined).
- 3. Grant approval for a full gazettal for HML AB Triple ≤36.5m access on the requested roads.

Council officers recommend Option 2 where permits are automatically approved, however, the subject road network is not gazetted.

### **Budget Implications**

Nil

### **Risk Implications**

Expansion of the heavy vehicle network presents several potential risks, including:

- Road infrastructure impact, accelerated road wear, increased maintenance
- Safety concerns
- Community dissatisfaction

Refusal of the request may lead to the below risks:

- Noncompliance by heavy vehicle operators
- Industry dissatisfaction

Mr Craig Sinclair Manager Economic Development left the meeting at 2:50pm

### **COMMITTEE RESOLUTION 6/2025**

Moved: Cr Belinda Bushell Seconded: Cr Rick Firman

That the Committee recommend that Council grants preapproval for HML AB Triple ≤36.5m access on the requested roads, for period of three years.

**CARRIED** 

### Report by Amanda Colwill

Cr Anthony Irvine recorded his vote against.

From: Alex Clark < Alex.Clark@nhvr.gov.au > Sent: Friday, 6 December 2024 6:57 AM

To: Alex Dahlenburg < adahlenburg@temora.nsw.gov.au >

Cc: Temora Shire Council < temshire@temora.nsw.gov.au >; RM.Enquiries

<RM.Enquiries@nhvr.gov.au>

Subject: Request for Consent. HML 36.5m AB Triple Network

Good Morning Road Manager,

has approached the National Heavy Vehicle Regulator regarding the potential of expanding the current HML 36.5m AB Triple Road Train Network <u>National Class 2 Road Train Authorisation</u> <u>Notice 2022 (No.3)</u>.

They have identified multiple roads within your boundaries that would benefit industry and remove the administrative burden on the council to provide permit approvals.

I have attached 2 options for your approval:

- 1. A full gazettal request, this takes away the need for operators to request a permit for travel on these specific roads.
- 2. A Preapproval, which will speed up the process of a permit approval, however will still require an application.

Please note we require only one of the above signed and returned if you are comfortable providing the requested access.

If you have any questions or concerns please feel free to get in contact with me.

Regards,

**Alex Clark** 

Policy Advisor (Access)
Network Access Policy
Service Delivery
National Heavy Vehicle Regulator

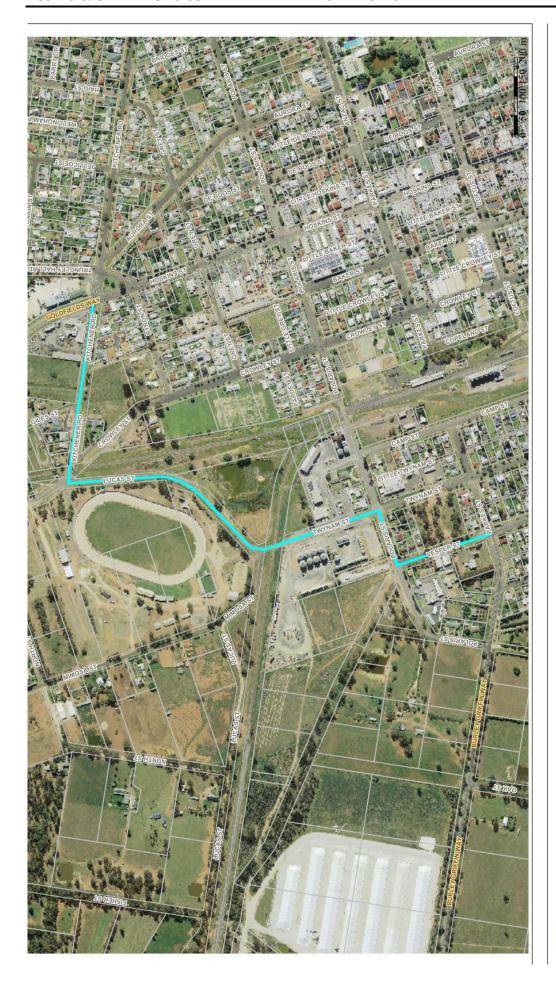


P: 08 8214 9708 | E: alex.clark@nhvr.gov.au PO Box 3448 | Rundle Mall SA 5000 Level 2, 169 Pirie Street | Adelaide SA 5000

www.nhvr.gov.au

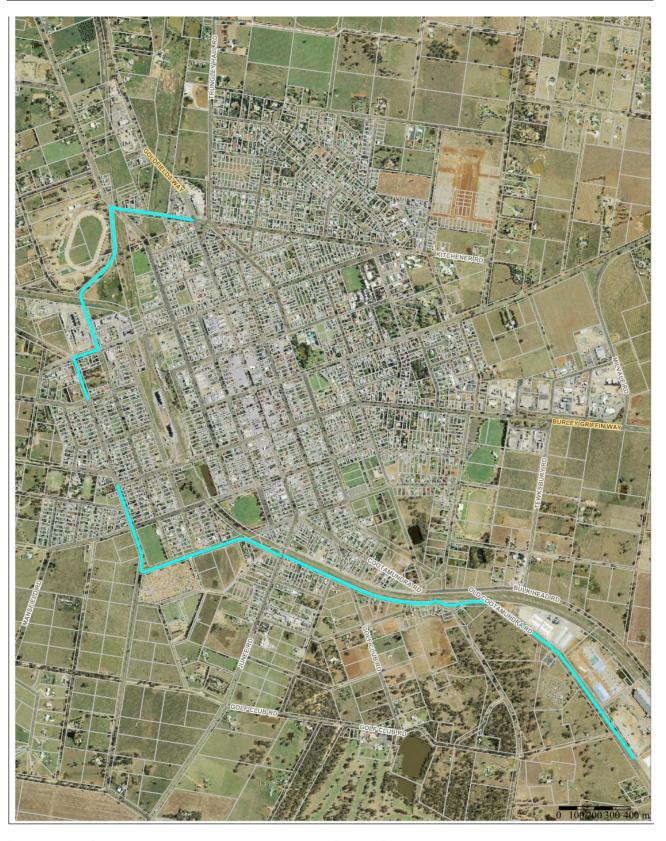


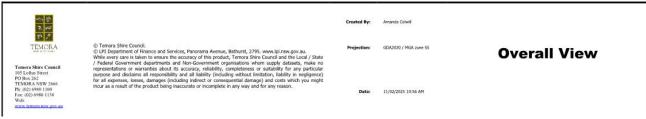




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### **Class 2 Pre-Approved Written Consent**

Pre-Approval Consen	t Request Details						
This request is related to work undertaken as part of the Strategic Local Government Asset Assessment Project (SLGAAP) (www.nhvr.gov.au/slgaap)							
Section 1							
Approved vehicle details							
Approved configuration/s type (p. Prime mover and Semi-Trailer	lease select multiple if applicable)  B-double	<b>✓</b> Road Train					
Approved mass limits (up to)  • GML	HML						
Approved configuration/s including	ng no. of axles (up to)						
AB Triple (15 Axles) Up to 36.5	5m						
Approved height (up to)  up to 4.3m	4.3m - 4.6m						
Approved Prime and Semi-Trailer  No greater than 19m	length (up to)						
Approved B-double length (up to) up to 19m (50t - 55t)	) up to 21m (Tas)	up to 23m	up to 25m/26m				
Approved Road Train length (up to Type 1 (up to 30m)	o)  Type 1 (up to 36.5m)	Type 2 (36.5m - 53.5m)	Other				
Section 2							
Approved travel details							
Approved permit duration?  1 year	2 years	3 years					
Approved freight type? (please se	elect multiple if applicable)  General freight	Dangerous goods					
Vehicle carrier	Commodity	Other					
Section 3							
Approved route details							
Approved route ID code							
Approved route description							
	en Goldfields Way and Lucas St)						
Lucas St, Temora (Between Ki	-						
Twynam St, Temora (Between Polaris St, Temora (Between T	,						
Vesper St, Temora (Between V							
Vesper St, Temora (Between V							
Ashelford St, Temora (Between	n Vesper St and Junee Rd) n Junee Rd and Old Cootamundra	a Rd)					
	(Between Ashelford St and Grain						

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		, NHA
Written statement of Road Manager Pre-Approval Consent		
I hereby consent to the grant of authorisations (permits) for the operation of the above vehicle category with a comparable or lesser road impact, on the road(s)/networks specified above. Subject to the follow	, or any ve	hicle ons:
nhyr gov au		2 of 6



### Section 4

### **Road Conditions**

e.g. RI10 - Restricted Infrastructure Condition - Reporting Damage
Heavy vehicle movement - Report of Damage
In the event that the permitted heavy vehicle damages assets or infrastructure, contact must be made with [insert name] of [insert department name] via [insert contact number] with receipt of the advised damage from the road manager.

nhvr.gov.au 3 of 6



Section 5	
Travel Conditions	
Travel Conditions	

nhvr.gov.au



Section 6	
easons for Conditions	
easons for Conditions	



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Section 7	
Consent	
This pre-approval is effective from	Road Manager Representative Title/Position
This pre-approval expires on the	Signature
Local Government Name	
Road Manager Representative Name	Date signed
	I accept the electronic signature has the same status as a signed signature.

The NHVR's privacy practices are regulated by the *Information Privacy Act 2009* (Qld). For more information, contact the Office of the Information Commissioner ( $\underline{www.oic.qld.gov.au}$ ).

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### Route update request - Class 2 vehicle

Heavy Vehicle National Law Sections I	19 & 142 & MDL Regulation	on Section 15			
Route update request Please fill in the requested fields below	and return to the Nationa	ıl Heavy Vehicle Regulato	or.		
Note: For information on how to compl		,		form	
Request type	Initiated by				
✓ Add /amend route	O Road mana	iger consent request proc	ess Portal case numb	er:	
Add /amend/remove conditions	O An approac	ch from the road manage	r and/or		
Amend/remove restrictions			Legacy reference	:	
Route - provide a turn by turn description of Kitchener Rd, Temora (Between Kitchener Rd, Temora (Between Kitchener St, Temora (Between It Polaris St, Temora (Between It Vesper St, Temora (Between Ashelford St, Temora (Between Old Cootamundra Rd, Temora (	n Goldfields Way and chener Rd and Twyn Lucas St and Polaris vynam St and Vespe esper St and Parkes ctoria St and Ashelfd Vesper St and June Junee Rd and Old O	Lucas St) am St) St) or St) St) ord St) e Rd) Cootamundra Rd)		ID of the area or route)	
See additional form to enter list of restricted Notice title National Class 2 Road Train Au	,	22			
Vehicle type  19m B-double  23m B-double	25/26m B-double	25/26m B-double	● ≤36.5m Road Train	○ ≤53.5m Road Train	
Other (please specify)					
Vehicle description					
AB Triple Up To 36.5m					
Network (if applicable)					
AB Triple Network					
Route update request: 13 NHVR (13 64 87)		www.nhvr.gov.au			1 of 3



### Route update request - Class 2 vehicle

leavy Vehicle National Law Sections 119 & 142 & MDL Regulation Section 15		
Road conditions (if applicable)*		
Travel conditions (if applicable)*		

 $^*$ These conditions can only apply to the specific route. Changes to the conditions contained within a Notice cannot be changed using this form.

Route update request: 13 NHVR (13 64 87)

www.nhvr.gov.au

2 of 3



### Route update request - Class 2 vehicle

destriction description (if applicable)* e.g. Location of bridge of	or restricted road limits. Include geographical coordinates.
eason (if applicable)*	
cason (ii applicable)	
	VIII N
lote: The removal of any route is subject to Part 4./ of the Ho eriod of 28 days before a route can be removed.	eavy Vehicle National Law (HVNL). In particular, Division 3 requires consultation
	ges to the conditions contained within a Notice cannot be changed using this form.
The second secon	good and contained contained main a contact contact to the ingred coning and terms
Written statement of road manager conse	ent
	s described in this route update request, and the road manager delegate holds an
appropriate delegation to sign for this consent on behal	f of the road manager.
oad manager e.g. council name	Signature
lame of road manager delegate	
	I accept the electronic signature has the same status as a written signature
oad manager delegate title/position	Date

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www.nhvr.gov.au

Route update request: 13 NHVR (13 64 87)

### 4.3 GRAVEL REQUEST

File Number: REP25/150

Author: Engineering Technical Officer

Authoriser: Engineering Asset Manager

Attachments: 1. Correspondence

### **REPORT**

Council has received a request from the Temora Antique Motor Club to use a small portion of the gravel material removed from the TfNSW Hoskins Street project. The Club intends to use this material as a subbase for a shed slab, which is being erected on Council-owned land leased by the Club.

Currently, this material is stored at Teal Street Depot and at Colemans Rest Area stockpile site. The material at Colemans Rest Area is allocated for the Reinholds Lane resheeting project, while the material at Teal Street is intended for use in a future TfNSW shoulder reconstruction project (specific details unknown). However, it is anticipated that there will be surplus material available.

Based on the proposed size of the shed, it is estimated that approximately 90m<sup>3</sup> of gravel would be sufficient. In addition to requesting the gravel, the Club has also sought Council's assistance with loading and delivery.

The Antique Motor Club currently lease land from Council for a fee of \$15 per annum. Several hours of staff time have been spent in providing support to the Club to prepare grant applications. No other support has been provided to the Antique Motor Club in recent years.

### **Integrated Planning and Reporting**

CSP Theme: 2. Providing Local Leadership

Delivery Program Strategy: 2.3 A community that is supported by our volunteers

### **Council Policy/Legislation**

Local Government Act 1993 (NSW):

- Section 8 Requires councils to manage resources efficiently and equitably for the benefit of the community.
- Section 610B If Council charges for the gravel or services, this section governs cost recovery.

### **Options**

- 1. Decline the request due to the material being required for future Council projects.
- 2. Approve the request, subject to cost recovery in relation to the supply, loading and delivery of the material.
- 3. Approve the request at no cost to the Club.

### **Budget Implications**

Option 1: N/A

Option 2: No net cost to Council (\$720 to be recovered from the Temora Antique Motor Club)

### Option 3: \$720 (delivery only)

*Note:* The above figures are based on an \$8/m³ cartage/delivery charge, with an estimated quantity of 90 m³. Due to the gravel being second-hand material, there is no cost associated with this.

### **Risk Implications**

### **Resource Allocation Risk**

- The gravel could be reused for a future Council project (low risk).
- That the decision may set a precedent for other community groups requesting surplus material, potentially impacting Council's resource allocation (low risk)

### Financial Risk

• If the material is provided at no cost (Option 3), Council absorbs the \$720 cost impacting budget.

### **Reputational Risk**

- If Council declines the request, it may be perceived as unsupportive of community organisations, impacting public perception.
- Conversely, if Council provides the material at no cost, other community groups may expect similar assistance, leading to equity concerns.

NOTE: Donations for 2024/2025 are \$5,102.21 with a total budget of \$15,000. There is a total of \$9,897.79 remaining in the budget.

Cr Ken Smith declared a non-pecuniary interest in relation to item REP25/150, due to being a member of Antique Car Club.

### **COMMITTEE RESOLUTION 7/2025**

Moved: Cr Belinda Bushell Seconded: Cr Rick Firman

That the Committee recommend that Council approve the request at no cost to the Club, with \$720 allocated to Council's donations budget.

**CARRIED** 

### Report by Amanda Colwill

Cr Anthony Irvine recorded his vote against.

To Temora council

14/02/2025

My name is

I am the president of the Temora Antique Motor Club. As you may know we have been trying to get A shed erected on council land that we have leased behind the pigeon club

We have obtained all DA approvals and have perched the building our problem is the earth work that is needed to fill to the level of the heist point

I have been told that council may have some gravel that would suit our needs that they removed from the resent road works, could the council allow us to use some to level our site if so can council assist in the loading

Thanks for your consideration of this matter PH Address

### 4.4 SECOND-HAND CULVERT - PURCHASE REQUEST

File Number: REP25/157

Author: Engineering Technical Officer

Authoriser: Engineering Asset Manager

Attachments: 1. Correspondence

### REPORT

Council has received a request from the Australian Formula Jetsprint Association (AFJA) to consider donating 14 second-hand box culvert crown units stored at the Teal Street Depot. These units would be used to construct a retaining wall at the loading and staging area of the Temora V8 jetboat track at Lake Centenary.

The track, originally built and maintained by AFJA volunteers with community support, has undergone significant safety upgrades to meet strict standards. While major improvements are complete, minor works remain, including the retaining wall's construction.

The units requested for donation are considered surplus to Council's needs.

### **Previous Requests/Sales**

Council has previously sold surplus second-hand culvert, with purchase prices outlined below:

Date	Qty	Unit Rate (each) GST Inc.
February 2025	21	\$240
March/April 2024	68	\$240

The Australian Formula Jet Sprint Association Inc have a licence to occupy the relevant area at the Lake. The associated licence fee is \$100 per annum. Council has an annual budget allocation of \$3,000 to provide support for the Jet Boat events. Expenditure in recent years has been:

2025(YTD)	\$906.72
2024	\$2,255.89
2023	\$1,578.72
2022	\$574.26

No other donations or support have been provided to the Jet Boats in recent years.

### **Integrated Planning and Reporting**

CSP Theme: 2. Providing Local Leadership

Delivery Program Strategy: 2.3 A community that is supported by our volunteers

### **Council Policy/Legislation**

Local Government Act 1993 (NSW):

- Section 8 Requires councils to manage resources efficiently and equitably for the benefit
  of the community.
- Section 610B If Council charges for the gravel or services, this section governs cost recovery.

### **Options**

- 1. Decline the request.
- 2. Approve the request as an in-kind donation, subject to the following:
  - ADJA to arrange loading and transport of the units.
  - Loading to be undertaken by a contractor with approved accreditation (dogman certified) and the machine used rated to lift and place the crown units.
  - Ownership of all units will be transferred in the current condition and without certification of structural compliance.

Council officers recommend Option 2 with Council donating the second-hand culverts.

### **Budget Implications**

Option 1: No cost to Council

Option 2: \$3,054.52 from Council's donations budget.

### **Risk Implications**

### **Resource Allocation Risk**

- The culverts may be required for future Council projects and could result in additional costs if more units are to be sourced at a later date (low risk).
- That the decision may set a precedent for other community groups requesting surplus material, potentially impacting Council's resource allocation (low risk).

### Reputational Risk

- If Council declines the request, it may be perceived as unsupportive of community organisations, impacting public perception.
- Conversely, if Council provides the culverts at no cost, other community groups may expect similar assistance, leading to equity concerns.

NOTE: Donations for 2024/2025 are \$5,102.21 with a total budget of \$15,000. There is a total of \$9,897.79 remaining in the budget.

Cr Anthony Irvine declared a pecuniary interest in relation to item REP25/157, due to being signwriter for Jetboat Association.

### **COMMITTEE RESOLUTION 8/2025**

Moved: Cr Rick Firman Seconded: Cr Belinda Bushell

That the Committee recommend to Council approve the request as an in-kind donation, subject to the following:

- ADJA to arrange loading and transport of the units.
- Loading to be undertaken by a contractor with approved accreditation (dogman certified) and the machine used rated to lift and place the crown units.
- Ownership of all units will be transferred in the current condition and without certification of structural compliance.

**CARRIED** 

Report by Amanda Colwill



28 February 2025

Temora Shire Council
ATTENTION: Ms Melissa Boxall

Dear Ms Boxall,

### **V8 SUPERBOATS**

The Australian Jetsprint Association has been holding race meetings at Lake Centenary Temora for over 20 years including Australian Championships, which have been televised and livestreamed internationally for many years. These events have been very successful over the years and have been well supported by the local community and wider region and support the local community, local businesses and local community groups.

The Temora facility was constructed by our association's volunteers and support from the local community and has been maintained by volunteers since this time. In recent years our Association has had to undertake significant safety upgrades to the Temora track to maintain strict safety standards and this has taken significant financial and human resources. Whilst our major upgrades have been paid for an complete by our Association, we have some minor works remaining at the Temora track and our Association is seeking Council consider donating the second hand culvert crown units from the Temora waste depot to be used to construct a retaining wall in the loading and staging area of the Temora track. Access to these culvert units would greatly assist us in completing what has been a significant upgrade to the Temora track.

If you could please consider our request and reply in due course this would be greatly appreciated. If you wish to discuss the request please free to get in contact with the Association at any time.

Kind Regards

The Australian Formula Jetsprint Association

**CHAIRMAN** 

### 5 CLOSE MEETING

**GENERAL MANAGER** 

The Meeting closed at 3:06pm.
This is the minutes of the Assets & Operations Committee meeting held on Tuesday 11 March 2025.

### 8.3 MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 13 MARCH 2025

File Number: REP25/216

Author: Environmental Secretary

Authoriser: General Manager

Attachments: 1. Minutes of the Traffic Committee Meeting held on 13 March 2025

### RESOLUTION 31/2025

Moved: Cr Ken Smith Seconded: Cr Narelle Djukic

It was resolved that the reports be noted and carried to the next Traffic Committee Meeting.

**CARRIED** 



Date: Thursday, 13 March 2025

Time: 10:00 AM

**Location:** 105 Loftus Street

**TEMORA NSW 2666** 

### **MINUTES**

### **Traffic Committee Meeting**

13 March 2025

### **Order of Business**

1	Open	Meeting	3
2	Apologies		
3			3
4	Reports		4
	4.1	On Road Cycling Event - March 2025	4
	4.2	Loading Zone Request - Hoskins Street	115
	4.3	Hoskins Street Precinct Parking - Consolidated Resolutions	133
5	Close	Meeting	153

### MINUTES OF TEMORA SHIRE COUNCIL TRAFFIC COMMITTEE MEETING HELD AT 105 LOFTUS STREET, TEMORA NSW 2666 ON THURSDAY, 13 MARCH 2025 AT 10:00 AM

**PRESENT:** Mr Greg Minehan (TfNSW), Cr Ken Smith

IN ATTENDANCE: Rob Fisher (Executive Manager Engineering Services), Grace Mannion

### No meeting was held due to lack of a quorum.

### 1 OPEN MEETING

### 2 APOLOGIES

### **RECOMMENDATION**

That apologies from Mr Gavin Coleman (NSW Police), Cr Rick Firman (Representative for the Member of Cootamundra), TfNSW Julie-anne Comer and TfNSW Joanne Cheshire be received and accepted.

### 3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed

### 4 REPORTS

### 4.1 ON ROAD CYCLING EVENT - MARCH 2025

File Number: REP25/138

Author: Environmental Secretary

Authoriser: General Manager

Attachments: 1. Dubbo to Leeton

2. Operational and Clinical Capability

Event - Day 1
 Event - Day 2
 Event - Day 3
 Risk Matrix

7. Standard Operating Procedure - Entoure

8. Traffic Guidance Scheme - Diagrams

9. Traffic Management Plan10. Public Liability Insurance

11. Guide to Traffic and Transport Management for Special Events

### **REPORT**

An information report was submitted to Council in December 2024. It was requested by the event organiser that the event application be submitted to the Temora Local Traffic Committee for approval since that meeting has occurred.

Please see below overview of event and attached supporting documents.

Ride to Give was established as a charity cycle event to raise much needed funds for Back Track and Boys to the Bush (two regional local charities supporting disadvantaged youth) which is managed by Entoure, a cycle event management company. The ride looks to raise around \$500,000 for the two charities from this event.

This is a 3-day cycle event starting from Dubbo on 30 March 2025 and arriving in Leeton on 1 April 2025. The riders will arrive in Temora on 31 March, stay the night in town and then depart on 1 April.

Riders and support staff will be staying across 4 motels in Temora being:

- 1. Aromet Motor Inn
- 2. Koreela Park Motor Inn
- 3. Goldtera Motor Inn
- 4. The Fed and Bed

The cycle event which will host approximately 80 riders will be split into 3 to 4 pelotons of around 20 to 30 riders each. The pelotons are categorised by:

- 1. Rider fitness level
- 2. Rider ability
- 3. Road Safety

Each group has the following support staff with a lead vehicle, rear vehicle, paramedics and bike mechanics/ride captains. Each support vehicle will also have access to 2-way radios for communication throughout the entire event.

Please see attached supporting documents which outline the overall bike route, the traffic management document that was submitted to NSW Police, traffic diagrams outlining the different road conditions and bike formations with support vehicles, operating procedures for an emergency and cue sheets for when the event arrives and departs from Temora.

As per the Guide to Traffic and Transport Management for Special Event requirements this event has been classified as a Class 3 Special Event by Council (common characteristics of event classes can be located on page 19 of attachment 11 'Guide to Traffic and Transport Management Special Events').

Council is currently upgrading MR84 (Burley Griffin Way) Flood Mitigation Pucawan Reconstruction which has been communicated to the event organiser. All participants of the cycle event are to uphold and abide by the changed traffic conditions that are in place on the event day.

In addition to the above, the Executive Engineering Manager Rob Fisher, the Engineering Works Manager Payas Padia and the Overseer Patrick Kay, will be notified of the cycle event.

### **Integrated Planning and Reporting**

CSP Theme: 1: Enhancing our quality

Delivery Program Strategy: 1.5: A community that enjoys arts and cultural activities and

events.

### **Council Policy/Legislation**

This report has been prepared with reference to the following:

- Guide to Traffic and Transport Management for Special Events (TfNSW)
- Temora Shire Council Policy C17 Event Management Application

### **Options**

That the committee resolved to support the cycling event travelling through Temora and that an updated approval notice be issued to the event organiser with the support of Temora Shire Council, Transport for NSW and NSW Police.

### **Budget Implications**

NIL

### **Risk Implications**

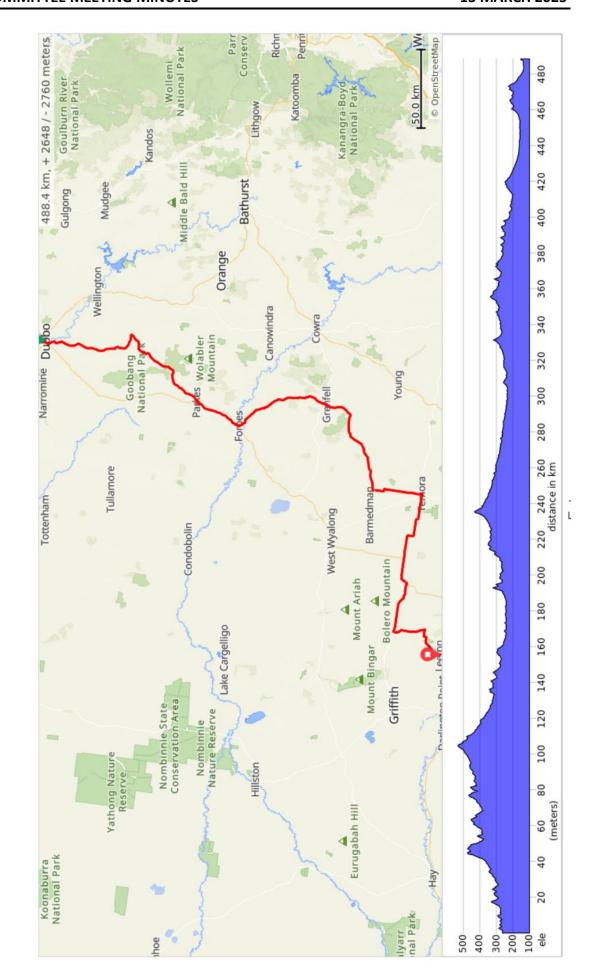
There are increased risks associated with an event of this nature, but the majority of the implications are held with the event organiser. Some of the risks associated with the event are:

- Road congestion
- Local traffic delays
- Accidents

### **RECOMMENDATION**

That the committee resolved to support the cycling event travelling through Temora and that an updated approval notice be issued to the event organiser with the support of Temora Shire Council, Transport for NSW and NSW Police.





### Highlands First Aid

### **OPERATIONAL AND CLINICAL CAPABILITY OUTLINE**

Thank you for enquiring/booking Highlands First Aid (HFA) for your event. HFA provides two levels of clinical delivery – First Responders and Registered Paramedics. HFA prides itself in its advanced delivery of healthcare at events which exceeds the event health industry standard; ensuring that we are ready to manage a wide range of medical and traumatic emergency and non-emergency situations.

Below lists the operational and clinical capabilities of Highlands First Aid.

	Clinical Levels
First Responder	Clinical staff member with Advanced First Aid, Advanced Resuscitation and Pain Management qualifications
Registered Paramedic	Clinician who is registered as a Paramedic with the Australian Health Practitioner Registration Agency (AHPRA) and has clinical experience in the field of pre-hospital care

	Operational Capabilities	
Response	Rapid Response AWD Vehicle	
	Rapid Response Bike Unit (RRBU)	Available for use at events as per event needs and
Communications	2-way radios on HFA private and secure network	
Triage	3 x 3 metre triage tent with lights and walls	requests
	Treatment beds with linen and pillows	

	Clinical Capabilities		
	Procedure	First Responder	Registered Paramedic
Diagnostic	Patient Assessment and Diagnostics		Advanced Assessment
	Auscultation with Stethoscope		
	Pulse Oximetry (SpO2)		
	Blood Pressure		
	Glucometer (Blood Sugar measurement)		
	Tympanic Thermometer		
	12 Lead Electrocardiogram (Cardiac) Monitoring		
Airway and Breathing	Basic airway management - oropharyngeal and nasopharyngeal airways		
	Advanced airway management - laryngeal mask airways – i-gel		
	Suction		
	Laryngoscope with Magill forceps		
	Ventilation with Oxygen via Bag-Valve Mask		
	Oxygen via nasal cannula, therapy mask and non-rebreather mask		
Resuscitation	Basic Life Support		
	Advanced Life Support		

Operational and Clinical Capability Outline - Version 1.3 Final

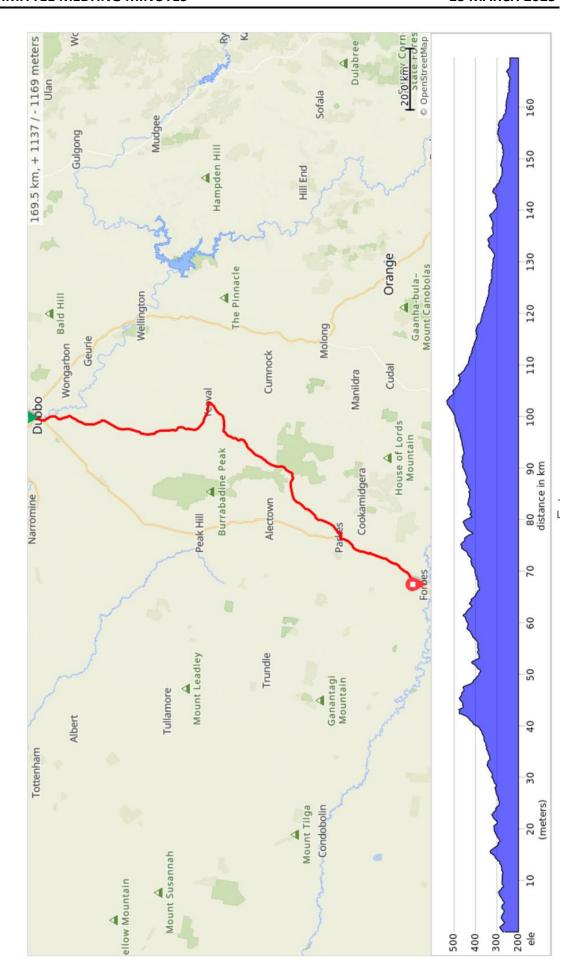
Page **1** of **2** Approved for use 26/11/22

	Automatic External Defibrillators with peadiatric and adult pads		
	Manual Defibrillation		
Trauma	Scoop spinal boards and head blocks		
	Spinal hard collar application (peadiatric and adult)		
	Bandages, splints and slings		
	Lower arm and leg splints		
	Torniquets		
	Burn Dressings		
	T-Pod/Sam Splint Pelvic Binders		
	CT-6 Femoral Traction Splints		
	Snake and Spider bite kit		
Pharmacology	Simple to Restricted Analgesia (Pain Relief)		
	Nausea and Vomiting Medication		
	Allergic Reaction Medication	Basic Medications	Advanced Medications
	Asthma and Respiratory Medication	Basic Medications	Advanced Medications
	Cardiac Medication	Basic Medications	Advanced Medications
	Hypoglycemic (Diabetic) Medication	Basic Medications	Advanced Medications
	Fluid Replacement	Basic Medications	Advanced Medications
	Oral Medication Administration		
	Nebulisation		
	Intramuscular Injection		
	Intravenous Cannulation		
	Intravenous Injection		

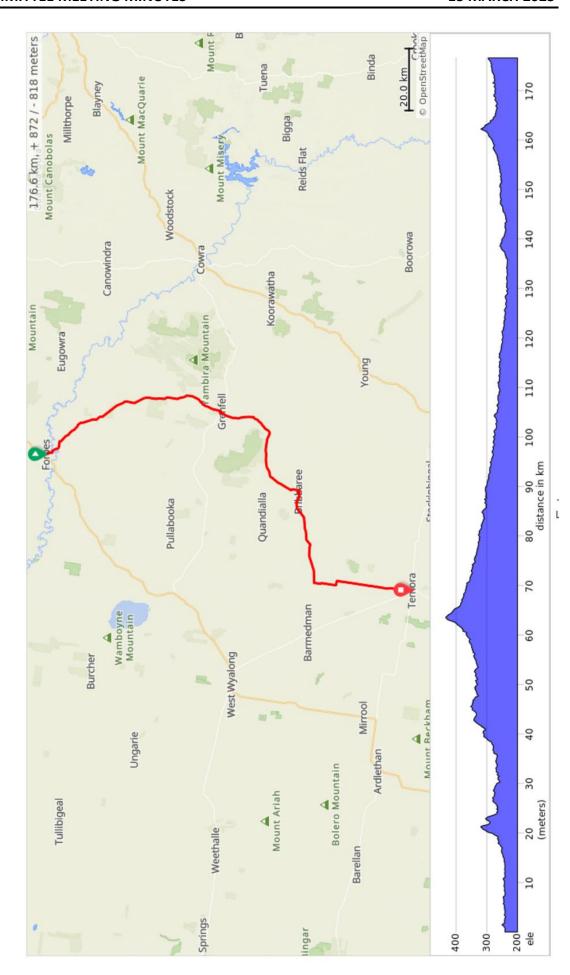
	Key
Colour/Descriptor	Meaning
	Approved for use by clinical level
	Not Approved for use by clinical level
Basic	This skill/pharmacology can be performed at a basic level by this clinical level
Advanced	This skill/pharmacology can be performed at an advanced level by this clinical level

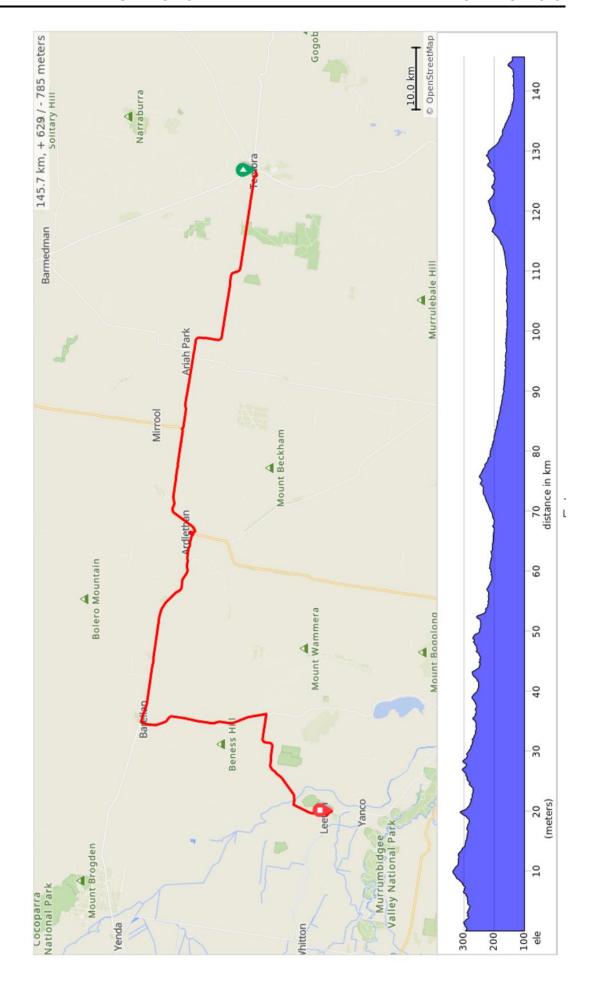
Operational and Clinical Capability Outline – Version 1.3 Final

Page **2** of **2** Approved for use 26/11/22



R2G25 D1





Risk Matrix
Based on AS/NZS 4360:2004 and HB 436:2004

	nic	E	E			1
	Catastrophic (5)	EXTREME (25)	EXTREME (20)	HIGH (15)	HIGH (10)	MEDIUM (5)
	Major (4)	EXTREME (20)	EXTREME (16)	ніСн (12)	MEDIUM (8)	MEDIUM (4)
ences	Moderate (3)	ні <b>С</b> Н (15)	нІСН (12)	MEDIUM (9)	(9) MOT	LOW (3)
Consequences	Minor (2)	MEDIUM (10)	MEDIUM (8)	(9) MOT	LOW (4)	VERY LOW (2)
	Insignificant (1)	(5)	LOW (4)	LOW (3)	VERY LOW (2)	VERY LOW (1)
		Almost Certain (5)	Likely (4)	Possible (3)	Unlikely (2)	Rare (1)
			poo	Likelih		

# ON ROAD EVENTS RISK REGISTER

	RESIDUAL RISK	Event is altered as riders safety comes first	Support staff look for early signs and treat riders before they dehydrate.
	C	1 E	1 t
Š	Г	1	-
STER AND CONTROL PLAN – ON ROAD EVENTS	RISK CONTROL PLAN	• Monitor weather conditions leading up to the event. If severe weather conditions appear likely consider the following: 1/ Delay start 2/ Move finish 3/ Shorten route 4/ Have bus transport on standby 5/ Cancel parts/ portions of the ride	<ul> <li>First Aid Officers and Peloton Captains to monitor all riders.</li> <li>Stop every 2 hrs (or as reqd) for water and sun block</li> <li>Constantly remind riders to drink</li> <li>Brief riders at start of each day the importance of hydration and what they require to get through the day</li> </ul>
ER AND CO	INITIAL RISK	May need to alter course within agreed approval limits.	Rider becomes ill and can't ride safely
	С	3	4
EG	Т	7	2
RISK REG	HAZARD	Severe Weather Conditions eg Rain – Hail – Heavy Fog - Severe Winds – Excessive Heat encountered at the commencement/during event.	Participant's health deteriorates during the event as a result of dehydration – sunburn – frostbite.
	REF	-	2

	RISKR	EG	STE	R AND CO	RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS		
REF	HAZARD	П	C	INITIAL RISK	RISK CONTROL PLAN L	၁	RESIDUAL RISK
8	Participant involved in an incident during the event resulting in serious injury.	-	S	Rider dies	<ul> <li>Riders briefed daily as to route</li> <li>All pelotons to have rider and mobile communications within the pelotons and within the support vehicles</li> <li>Support personnel to set up road safety area and direct traffic as reqd to ensure rider safety</li> <li>First aid officers to access and call ambulance / local hospital</li> <li>Ambulance controls situation from point of arrival</li> </ul>	4	First Aid Officers and support staff to understand emergency procedures
4	Participant involved in an incident during the event resulting in a non serious injury that requires some degree of attention.	3	2	Rider needs minor medical assistance	<ul> <li>First aid officers advised of the situation and treat accordingly</li> <li>Event Manager to review situation and evaluate if the situation could be avoided from happening again and why it happened</li> <li>Event Manager implement changes and or brief riders as reqd</li> </ul>	1	Event Manager to monitor riders and keep them safe. Treat as reqd.

	RISK R	EGI	STE	ER AND CC	RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS	70	
REF	HAZARD	Т	С	INITIAL RISK	RISK CONTROL PLAN	$\mathbf{r} \mid \mathbf{c}$	RESIDUAL RISK
S	Participants come across poor road conditions – road blocked/impassable during the event.	П	-	Riders may need to get off their bikes	<ul> <li>A pre drive through of the event and all known areas of concern reported</li> <li>Any area found to be blocked and or impassable will be dealt with on a needs basis</li> <li>Route adjusted as reqd or riders simply walk around obstacle if safe to do so</li> </ul>	-	Event Manager to make decision based on rider risk and safety
9	Participants come across severe accent/decent on the road network during the event.	8	8	Riders fall off their bike and injury themselves	<ul> <li>All riders have an agreed and evaluated level of fitness and experience</li> <li>All riders are well briefed before and during the event</li> <li>Peloton captains further control speeds and danger zones</li> <li>Support staff to further communicate issues ahead</li> <li>2 way radios are available across all pelotons to communicate areas of high risk</li> <li>In cases of serious and known risks a marshal to stand 1 k prior to the area of concern and another at the risk zone</li> </ul>	3	Riders can always fall off their bikes on steep decents. Mitigation is all about rider communication and strong captaincy.

	RISK R	EGI	STE	SR AND CC	RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS		
REF	HAZARD	Г	၁	INITIAL RISK	RISK CONTROL PLAN L	၁	RESIDUAL RISK
	Participants have limited/no experience in participating in an event.	-	2	Riders are inexperienced and cause danger to others	<ul> <li>All riders are qualified prior to registration and prior to the event</li> <li>Training rides are also held to rate rider ability</li> <li>Anyone short of the reqd skill set will not be allowed to ride or will be placed in a support vehicle</li> <li>We are very strict on this issue</li> </ul>	v	We have a clear strategy to prevent this from occurring and equally a clear strategy to resolve if it does.
∞	Participants lose their way during the event.	-	3	Rider gets lost and subsequently unsupported and injured	<ul> <li>Riders must ride in a peloton; handle bar to handle bar</li> <li>No riders can drop back and no rider can ride ahead of a lead vehicle</li> <li>Head counts are made at each and every stop</li> </ul>	_	We have control measures in place
6	Participant's equipment/vehicle becomes unserviceable or unroadworthy during the event.	3	2	Rider cant ride Driver cant drive	<ul> <li>We have spare bikes and mechanics on board</li> <li>All mechanicals will be addressed</li> <li>In cases where this relates to a vehicle we will need to either have vehicle fixed and or replaced worst case we would adjust peloton numbers to match reqd vehicles at that time</li> </ul>	2	We have controls in place

	RISK REGI	EGI	STE	R AND CO	RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS	S	_	
REF	HAZARD	Г	С	INITIAL RISK	RISK CONTROL PLAN	<b>T</b> (	C	RESIDUAL RISK
10	Participants suffer a mechanical/equipment breakdown/failure during the event.	3	_	Rider can ride	See mechanical response above	3	1	We have controls in place
11	Pilot/rear escort vehicle/s suffers mechanical breakdown during the event.	1	4	Peloton is unsupported	We will have additional vehicles that can take the place.	- 1	2	We have controls in place
12	Support vehicle/s suffers mechanical breakdown during the event.	1	4	Peloton is unsupported	We will have additional vehicles that can take the place.	1	2	We have controls in place
13	Participant attempts/participates in event when not authorised/licensed to drive/ride a vehicle, motor bike or boat.	-1	8	Rider participates without approval	<ul> <li>Riders register offline</li> <li>Riders have to wear approved kit</li> <li>Riders pass a check process daily</li> <li>No riders ride that aren't approved</li> </ul>	-	3	We have controls in place
14	Approved route unable to be travelled upon.	П	4	Riders can't ride on the route	<ul> <li>Pre event drive through and weather monitoring should identify this issue early</li> <li>A reduced route would need to be considered</li> </ul>	-	1	We have controls in place

	RISK RI	EGI	STE	R AND CC	NTR	RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS	SL		
REF	HAZARD	Т	C	INITIAL RISK		RISK CONTROL PLAN	гс	C	RESIDUAL RISK
15	15 Event cancelled prior/during the event.	1	4	Riders can't ride		The purpose of our rides are to raise money for kids charities so the event itself is not the main issue.  Our event cannot be postponed as riders would have paid for accommodation that can't be changed.  This is understood at registration	-	4	Riders disappointed they couldn't ride

L = LIKELIHOOD C = CONSEQUENCE



### Standard Operating Procedures for a Major Incident

A major incident (within the operations of an Event) can be best defined as any incident where an official or rider sustain injuries during the conduct of the event which requires treatment beyond first aid at the scene - i.e. A rider suffers chest pain or comes off their bike and is required to be hospitalised or is involved in any other incident during the conduct of the ride which requires treatment beyond simple first aid at the scene.

Each Peloton is to have a designated 'Leader'. The 'Leader' should remain focussed on co-ordinating safety and co-ordinating additional resources to deal with the incident.

### **MEDICAL**

It is Entoure 's position that all clients outsource medical risk and management to a designated first aid responder organisation such as a St Johns Ambulance or Assist First Aid and that a minimum level of support be set at Senior First Aid Officer or Paramedic and that the engaged organisation manage and take responsibility for first aid kits and supply of defibrillators and the management of all incidents whether they be major or minor. In the event that a client does not do this Entoure and Entoure staff and volunteers do not take on any responsibility or liability of any of these services.

The client is to ensure that each peloton should have a skilled resource and access to life saving equipment to treat minor and or major incidents. Clients choosing to engage doctors or first aid qualified volunteers accept the risk management, outcomes and management of these people. Equally, any client who fails to provide any skilled resource or life saving equipment across any peloton or event, accepts all associated risks. Entoures only role in dealing with incidents (whether major or minor) is to manage the resources supplied by the client and does so in the capacity of a volunteer.



### MEDICAL PLUS APP

### http://emergencyapp.triplezero.gov.au/

All on road support staff should have the Emergency Plus App downloaded to their phones. This app allows emergency calls to be made when in cell phone coverage with clear coordinates as to where the incident occurred.

### **LEADER**

Role

Entoure will select the Peloton Leader and subject to the nominees acceptance they will be deemed volunteer leader of incident management for their designated peloton.

In the event of a Major Incident, such as several riders falling hard to the road suffering possible broken bones or a rider suffering from possible cardiac issues, the Leader will co-ordinate personnel to address and attempt to avoid further trauma. The leader will always aim to keep the other riders safe and ensure all people involved in the peloton take clear instructions from the Leader, any medical staff present and police.

If resources and circumstance allow, the leader will appoint another appropriate person as a 'note taker' keeping a record of issues, times, requests and circumstances as the issues are managed. Wherever possible the note taker will take photographs to compliment the record of the incident.



The Leader will confirm with ALL other personnel in the Peloton as soon as practicable that a 'Major Incident' has been declared and give instructions that the front and rear vehicles are to be positioned to avoid any further vehicular traffic arriving upon the incident scene at speed. All uninjured and minor injured persons are to clear the road way and move to a designated/allocated Safe Zone if the Leader has nominated one. The 'Leader' will attempt to designate such zone depending on the geography and circumstance of the incident. If there are any needs communicated by the medical staff to the Leader the Leader will attempt to provide such needs where possible within the limitation of the skills of the Leader.

Should additional medical help be required, the Leader (or their representative) is to attempt to contact Emergency Services via best available communication method (cell phone/sat phone/app). Once this has been carried out and the incident is under control the situation should be escalated to the Tour Director. If the Tour Director attends the scene, they will be deemed the overall leader. If Police or Ambulance arrive on the scene they will take full control and responsibility of the management of the incident.

The lead and rear drivers (or their representatives) should place their vehicles several 100 metres prior to the incident or at another place that will enable sufficient warning to approaching motorists that an incident has occurred up ahead.

The designated First Aid Responder should be the first to attend to the victims of the incident. They should always have a First Aid Kit on issue to the vehicle they are in and where possible a Defibrillator. In the event that such facilities are not provided by the client Entoure or its volunteers accepts no responsibility to do so. In situations where a higher qualified person riding within the Peloton, such as a (paramedic, doctor) is available, who has not been affected by the incident, should be happy to assist, they can work along side the First Aid Responder as an additional volunteer.



The Bike Captains should attempt to make sure all unaffected riders and their bikes are removed to a Safe Zone so no additional injuries are received. Anyone not involved in assisting the incident is to remain in the Safe Zone until instructed by either the Leader or the Principal of Entoure or the police if they are present. Once the police or other Emergency first responders are present all instructions given by these first responders must be adhered to.

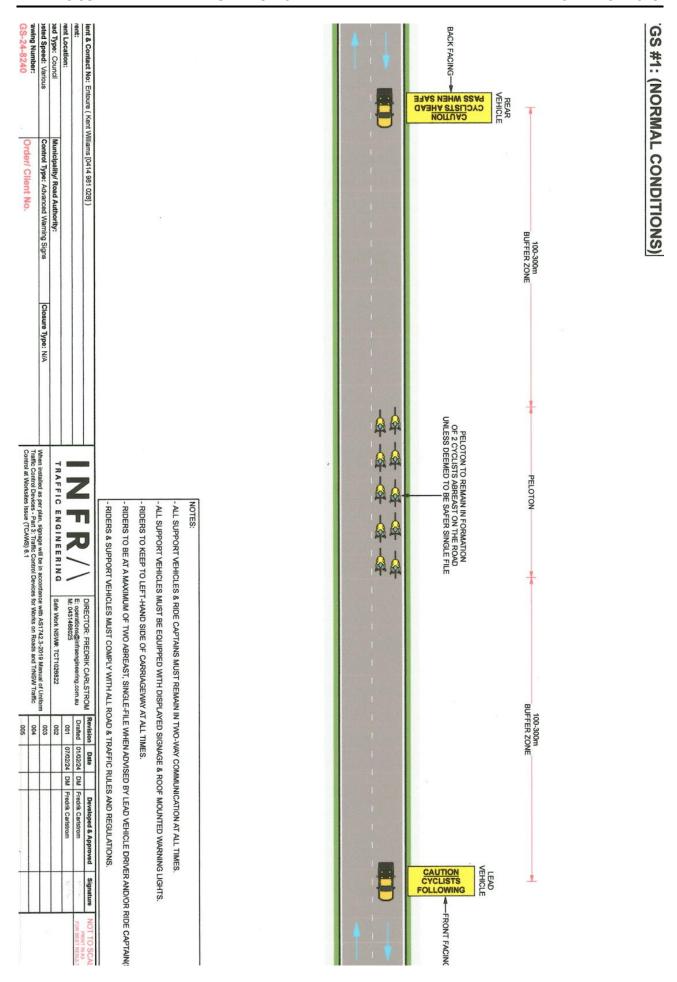
It is noted that all services, decisions and actions made by Leaders and peloton marshals along with Bike Captains and any persons representing entoure are made in the capacity of both volunteers and good Samaritans as defined in the Civil Liability Act 2002 (NSW) and equivalent State Acts in other jurisdictions.

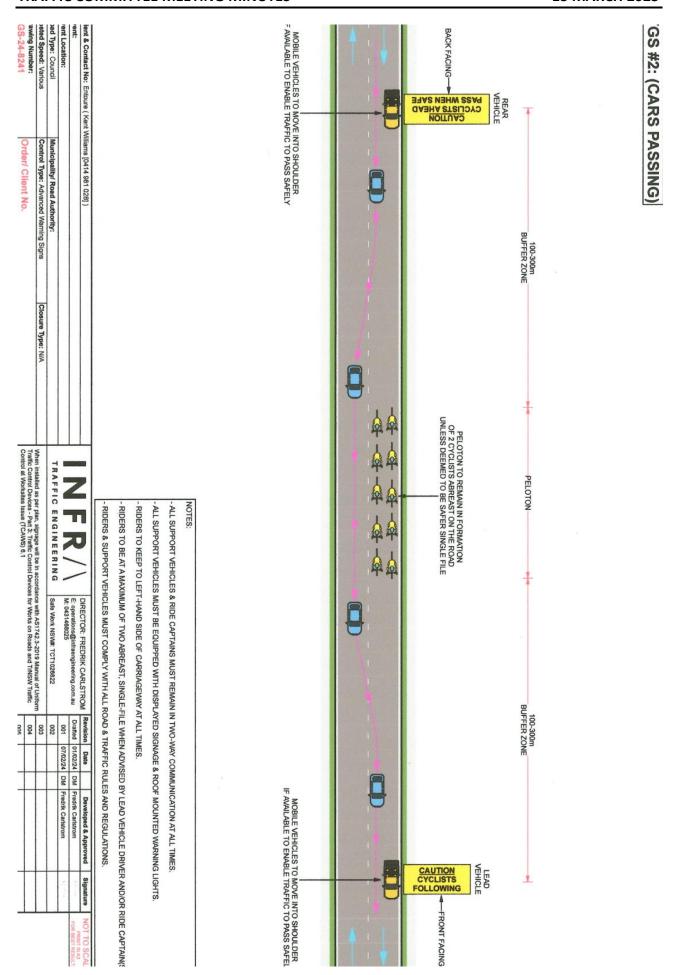
### Note:

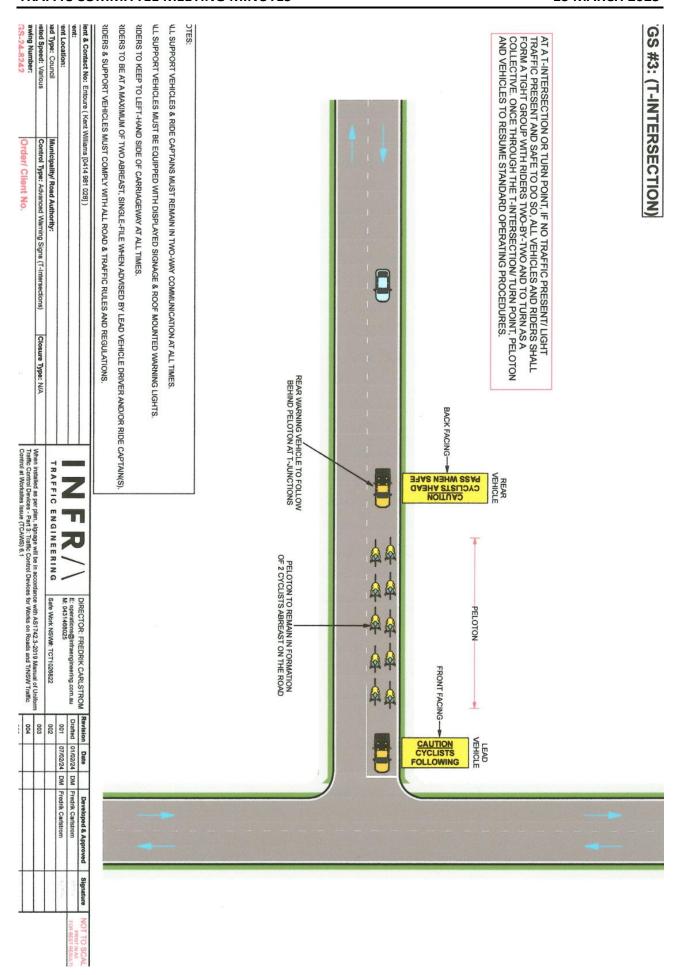
Life 360 is an app that tracks and reports the status of I Phones and is a good way to track the whereabouts of pelotons and key personnel across events. Entoure accepts no liability for the accuracy of this app however, recommends all designated leaders download the app to their phone so when in cell coverage they have some tools to be able to track the whereabouts of other leaders, pelotons and key support personal.

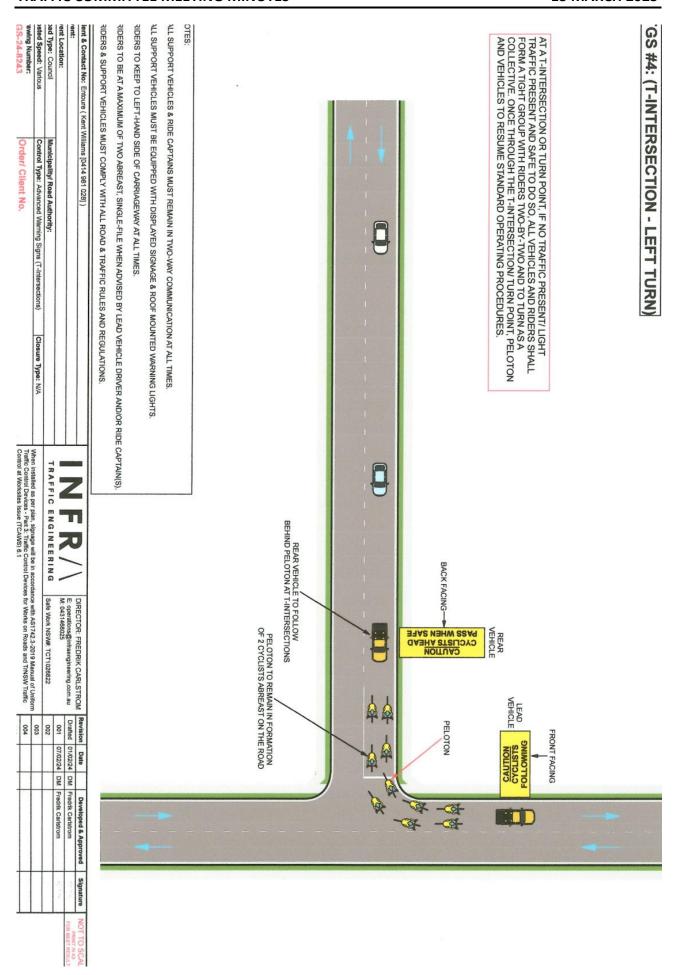
See here https://www.life360.com/

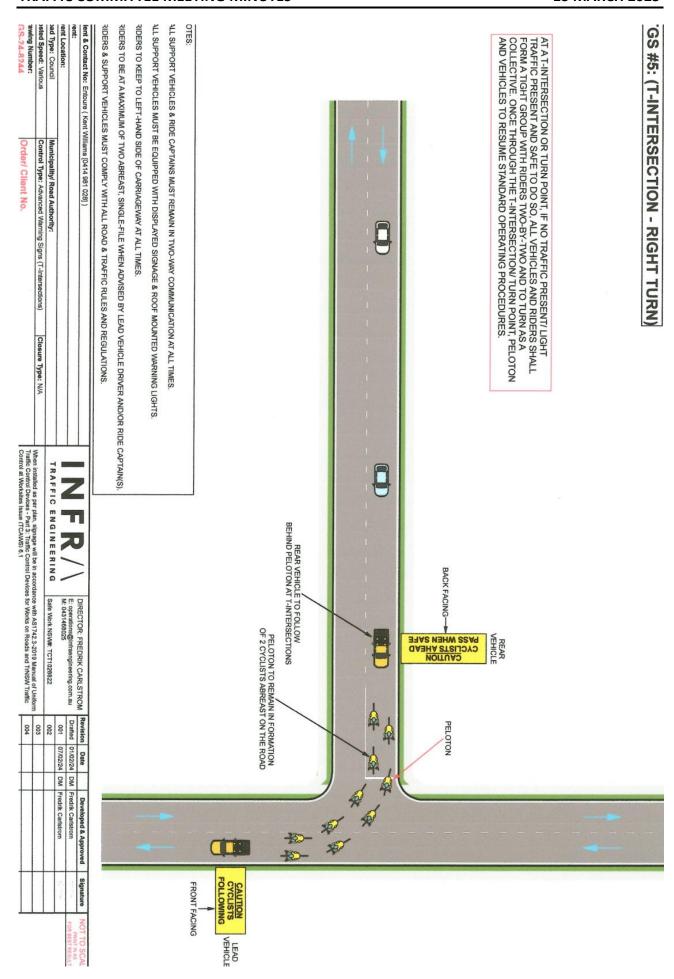
Another app we will sometimes endeavour to use is MAPROGRESS; this app tracks pelotons via SPOT GEN 3 beacons. We will advise when we use this app.











yad Type: Council
ysted Speed: Various
'awing Number:

Order/ Client No

Control Type: Advanced Warning Signs nicipality/ Road Authority:

Closure Type: N/A

TRAFFIC ENGINEERING

Z

ent & Contact No: Entoure (Kent Williams [0414 981 028])

## S #6: (CARS PASSING WITH LEAD AND REAR VEHICLES OFF ROAD)

NOTE: IF OUR SUPPORT VEHICLES ARE MAKING TRAFFIC FLOW DIFFICULT, THEY ARE TO MOVE OFF THE TO GIVE MOTIORISTS A CLEAR VISION OF RIDERS AND TO SHORTEN THE FOOTPRINT MOTIORISTS ITO PASS, ONCE TRAFFIC HAS PASSED SAFELY, OUR SUPPORT VEHICLES ARE TO RESUME THEIR STANDARD OPERATING PROCEDURES. ROAD

₽ ₽ PELOTON TO REMAIN IN FORMATION OF 2 CYCLISTS ABREAST ON THE ROAD UNLESS DEEMED TO BE SAFER SINGLE FILE CAUTION CYCLISTS FOLLOWING VEHICLE

BACK FACING-

CYCLISTS AHEN SAFE
CYCLISTS AHEN SAFE

VEHICLE

BUFFER ZONE

PELOTON

BUFFER ZONE

NOTES:

RIDERS TO BE AT A MAXIMUM OF TWO ABREAST, SINGLE-FILE WHEN ADVISED BY LEAD VEHICLE DRIVER AND/OR RIDE CAPTAIN(:

RIDERS TO KEEP TO LEFT-HAND SIDE OF CARRIAGEWAY AT ALL TIMES.

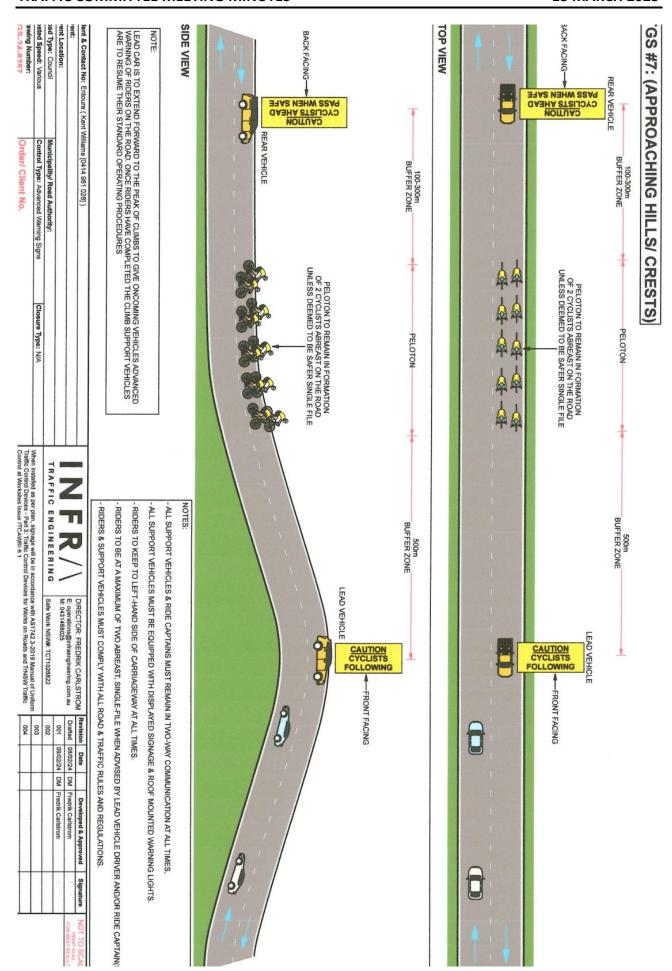
ALL SUPPORT VEHICLES MUST BE EQUIPPED WITH DISPLAYED SIGNAGE & ROOF MOUNTED WARNING LIGHTS. ALL SUPPORT VEHICLES & RIDE CAPTAINS MUST REMAIN IN TWO-WAY COMMUNICATION AT ALL TIMES.

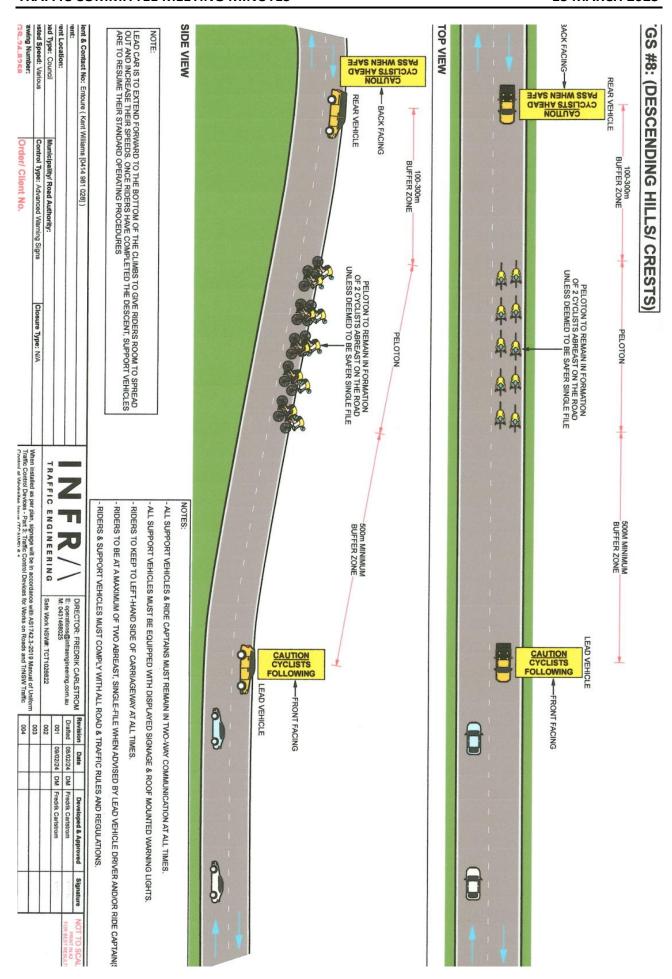
RIDERS & SUPPORT VEHICLES MUST COMPLY WITH ALL ROAD & TRAFFIC RULES AND REGULATIONS

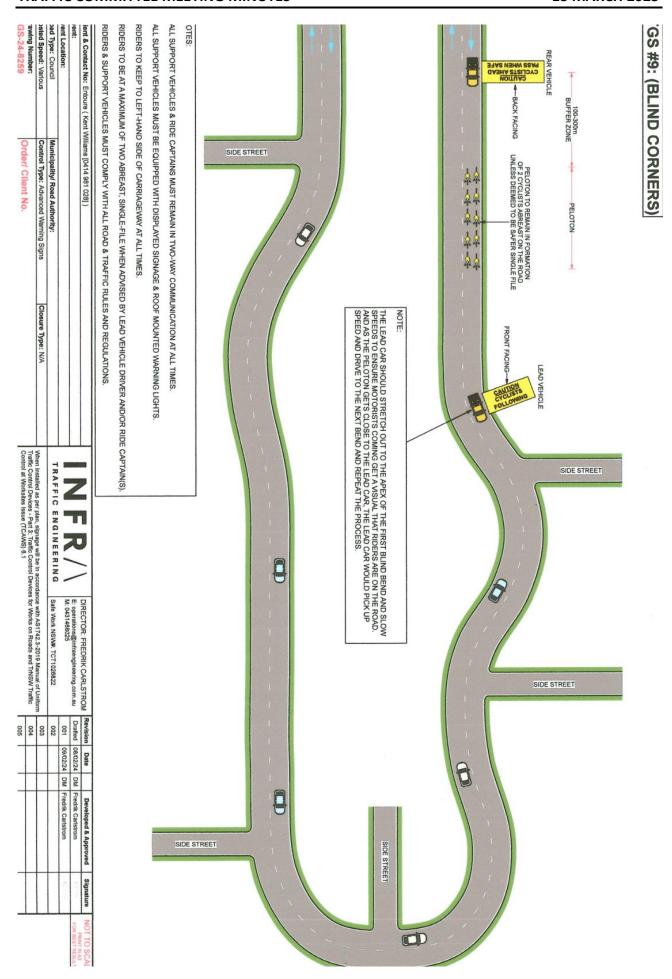
When installed as per plan, signage will be in accordance with AS1742.3-2019 Manual of Uniform Traffic Control Devices - Part 3. Traffic Control Devices for Works on Roads and TrNSW Traffic Control at Worksites Issue (TCAWS) 5.1 E: operations@infraengineering.com.au M: 0431468025 DIRECTOR: FREDRIK CARLSTROM Safe Work NSW#: TCT1026822 Drafted 003 002 001 08/02/24 09/02/24 Date DM DM Developed & Approved

Item 8.3 Page 134

FRONT FACING









### Traffic Management Plan .... Charity Cycle Event

Ride to Give FDC 2025	
<u> </u>	
Kent Williams	
Infra Engineering Services	
N/A	
25	
7 am to 5.00 pm	

### **CONTACT DETAILS**

Contact Name: (Kent Williams Entoure)

Mobile No.: 0414981028

**E-mail:** kentwilliams.entoure@gmail.com

### **Proponent / Event Organiser Declaration**

Kliman

I the undersigned declare that the herein proposed event will be staged and operated in accordance with AS1742.3, NSW Police Service Instructions, Workcover Requirements and the conditions as set out in the RTA Traffic Control Manual.

Signed: Date: 15 September 24

(Revised 13 Jan 25)

Name: (Kent Williams) Contact No. 0414981028

This Traffic Management Plan has been reviewed and approved by **Infra Enginnering Services** ABN 16 664 604 433

Signed: Date: 14/01/2025

Name: Fredrik Carlstrom Contact Number: 0431468025

### TRAFFIC MANAGEMENT PLAN

**Location**: Dubbo to Leeton

Date and Time: Mar 30 to Apr 1 2025

Sponsored by: N/A

**Event Organiser**: Entoure

TMP Version: Version 2 Revision Date: 13 Jan 2025

**Document Author: Kent Williams** 

This Traffic Management Plan is approved by:

Kent Williams 15 Sept 2024 Event Organiser

InFra Engineering Services Traffic Management Company

### **Authority of the Traffic Management Plan**

This Traffic Management Plan (TMP), when approved by the relevant authorities becomes the prime document detailing the traffic and transport arrangements under which an event is to proceed.

### **PLANNING**

### **Contact Names:**

Event Organiser: Kent Williams

Phone: 0414981028

E-mail: Kentwilliams.entoure@gmail.com

Traffic Management: Fredrik Carlstrom

Phone: 1300 268 948

Email: <u>operations@infraengineering.com.au</u>

### SITUATION ANALYSIS

The event is 3-day charity cycle tour from Dubbo to Leeton via Forbes and Temora. The event is network based and established as a charity cycle event to raise much needed funds for Back Track and Boys to the Bush (two regional local charities supported disadvantaged youth). The ride will be looking to raise around \$500,000 for its two major charities and also be donating funds to a variety of causes along the route as it passes through each town. We have classed the event as Category 3 or 4 in terms of Transport NSW Guide to Traffic and Transport Management for Special Events July 24 Version 4. <a href="NSW guide to traffic and transport management for special events">NSW guide to traffic and transport management for special events (PDF, 2.41 MB)</a>

### **EXECUTION**

We are targeting 80 riders (MAX) and will grade the riders into 3 to 4 pelotons of around 20 to 30 each, matched to the following criteria:

- 1. Rider fitness level
- 2. Rider ability
- 3. Road Safety

FDC will work with councils on any stop on council property and do so separately to this on road process.

An expected average speed of each of the pelotons is between 25 and 30 k an hour. The event is fully supported with lead and rear vehicles for each of the pelotons and riders must ride together.

The support staff across each of the pelotons will include the following:

- 1. Lead and Rear Vehicles / Drivers
- 2. Paramedics
- 3. Bike Mechanics / Ride Captains

2-way radios will be used across each of the pelotons and split as follows:

- 2-way radio access in lead vehicle
- 2. 2-way radio access in rear vehicle x 2
- 3. 2-way radio access x 2 in each of the pelotons with rider / mechanical captains

### The Route

Simply click on the links below to view each days routes.

### Day 1 Dubbo to Forbes

### https://ridewithgps.com/routes/48270934

170 k 1137 vm

Start Cattleman's Hotel Dubbo Finish Plainsman's Hotel Forbes

Whylandra St
Obley Rd
Renshaw McGirr Way
Clarinda St
Short St
Wecpme St
Grenfell St
Bogan St
Newell Highway
Sheriff St

### Day 2 Forbes to Temora

### https://ridewithgps.com/routes/48270961

### 177 k 872 vm

Start Plainsman Hotel Forbes Finish Goldera Motor Inn Temora

Templar St
Sir Francis Forbes Dr
Camp St
Flint St
Reymond St
Lachlan Valley Way
New Grenfell Rd
New Forbes Rd
Gooloogong Rd
Melyra St
Brundah St
Mary Gillmore Way
Morans Rd
Bribbaree Rd

Bribbaree St Weedallion St Bland St Bribbaree Rd Mary Gillmore Way Trungley Hall Rd Hoskins St

### Day 3 Temora to Leeton

### https://ridewithgps.com/routes/48271737

145 k 618 vm

Start Goldera Motor Inn Finish Hertiage Motor Inn

Hpskins St Victoria St Burley Griffin Way Newell Highway Burley Griffin Way Mirrool St

Ariah St Stewart St Bygoo St Mithul St

Ariah St Mirrool St Burley Griffin Way

Karrwanga St Barrellan Rd Colinroobie Rd Brobenah Rd Wade Ave

Kurrajong Ave

### **Physical Survey of Route**

A detailed reconnaissance has been undertaken in terms of the route and precautions will be undertaken to keep riders safe at all times.

Item	Verified	Action Taken
All one way streets are described	Yes □ No □ N/A □	Insert Comment as Applicable
Block access to Church on Sunday	Yes □ No □ N/A □	
Block access to local business	Yes □ No □ N/A □	
Block Ambulance /Fire Access	Yes □ No □ N/A □	
Block Heavy Vehicle Access	Yes □ No □ N/A □	
Block Hospital Access	Yes □ No □ N/A □	
Block Local Resident	Yes □ No □ N/A □	
Block Police Vehicle Access	Yes □ No □ N/A □	
Block Public Facility (oval etc)	Yes □ No □ N/A □	
Block Public Transport Access	Yes □ No □ N/A □	
Can route use alternatives such as bike tracks, paths, parks, bush tracks etc	Yes 🗆 No 🔼 N/A 🗆	No cycle tracks along route
Conflict with local construction	Yes □ No □ N/A □	
Distance measured is correct	Yes □ No □ N/A □	Route measured using GPS
Lane widths and numbers checked to ensure safety of participants and public	Yes No N/A	Route reccie completed
Restricted Turns / Movements Checked	Yes 🗆 No 🗆 N/A 🖸	
Road Signage / Restrictions Checked	Yes 🗆 No 🗆 N/A 🖸	
Route Impeded by Traffic Calming Devices?	Yes □ No □ N/A □	
Signalised Intersections Checked for event requirements / restrictions	Yes □ No □ N/A □	
Tidal Flows Relevant	Yes □ No □ N/A □	
Traffic Generators such as shopping centres, schools etc checked and notifications given	Yes □ No □ N/A □	

### TRAFFIC CONTROL PLAN

Entoure, a specialist in cycle event management, have been engaged to manage the on-road logistical components of the event and we have engaged Infra Engineering Services to oversee this Traffic Management Plan. We have assessed this event as either a class 3 or 4 event in terms of Transport NSW Guide to Traffic and Transport Management for Special Events July 24 Version 4. NSW guide to traffic and transport management for special events (PDF, 2.41 MB)

Our main area of responsibility for our client includes:

- 1. Route reconnaissance
- 2. Letters of no objection from key stakeholders
- 3. On road permits
- 4. Securing public liability insurance
- 5. Rider preparedness and rider management
- 6. Risk management
- 7. Police Escorts when applicable
- 8. Advising the Brain Cancer Collective re Medical support
- 9. On road support team recruitment and management
- 10. Provision of all on road logistical equipment
- 11. Event on-road management
- 12. Client consult

### Insurance

We will acquire \$20 M public liability insurance for this specific event around Feb 2025 through our event sanctioning partner Aus Cycling and instruct them to note all interested parties on the certificate of cover and send to all relevant stakeholders prior to the event.

### The event details are as follows:

Name: Ride to Give

Dates: Mar 30 to Apr 1 2025 Rider Numbers: 80 Riders ... 3 Pelotons

### The Route

Date	Towns	Dist
Mar 30	Dubbo to Forbes	170.1 k
Mar 31	Forbes to Temora	173.7 k
Apr 1	Temora to Leeton	142.9 k

#### **Peloton Definitions**

- Peloton 1 Experienced Riders
- 2. Peloton 2 Semi Experienced Riders
- 3. Peloton 3 Novice Riders

#### Route Links Ride with GPS and Roads Travelled

We use an app called Ride with GPS to map and to navigate our routes and you can access our routes and zoom in to map or satellite view by clicking the links below.

#### Day 1

https://ridewithgps.com/routes/48270934

#### Day 2

https://ridewithgps.com/routes/48270961

#### Day 3

https://ridewithgps.com/routes/48271737

#### **Ride Format**

Traffic management and traffic flow is something we take very seriously and something we have a lot of experience in.

Getting road users past our riders safely with minimal to no build up is a key output for us and ensuring our pelotons understand this and ride in a format that best allows this to occur is key to what we aim to achieve.

Road users are far more supportive to bike riders and on road support vehicles if they can see we have a system that gives them visibility to make a smart decision and that we are in control of our footprint and this all comes down to the positioning of our vehicles and the format of our riders and how we respond to road users.

#### We have a few simple rules

- Riders will need to always remain together and under no circumstances will any rider be allowed to fall behind the rear support vehicle or go in front of the lead support vehicle.
- 2. Riders can't cycle at their own pace; all riders much cycle at an agreed collective pace for the peloton they have been assigned too.

- 3. Any rider who fails to cycle at the agreed average pace and deemed to be a risk to either themselves or those around them, is taken off the road and asked to sit in a support vehicle until it's safe to bring them out.
- 4. We control what we call a footprint; and that's simply the total size of the space we take up on the road that a road user will need to navigate around. Our traffic management process and how we manage our riders all comes back to footprint management and keeping this as consistent as possible and ensuring riders always have this front of mind.

#### Peloton Captain/s

Each of the pelotons will have designated and highly experienced peloton ride captains who will have two-way radio communication with the support vehicles and a consistent process across the management of riders and traffic flow.

#### **Peloton Support Vehicles**

We will have a lead and rear vehicle across each of the pelotons, driven by experienced drivers and or trained volunteers and / or a mix of both. All support vehicles will have flashing amber warning lights and two-way radio communication with the ride captains and medical personnel. These vehicles will display signs in terms of NSW rules and regulations stating CAUTION CYCLIST FOLLOWING and CAUTION CYCLIST AHEAD as well as PASS WHEN SAFE.

These vehicles will carry the following:

- 1. Water and Electrolytes
- 2. Nutritional bars
- 3. Mechanical parts
- 4. Paramedics from Highlands First Aid
- 5. Two Way Radios
- 6. Warning Lights
- 7. GPS map tools

Our Roof Signage https://vimeo.com/manage/videos/216070659

#### Medical

We will have protocols in place to escalate any matter requiring medical or first aid and the event will engage Highlands First Aid to manage all medical matters. A paramedic will be allocated to each peloton and form part of the on-road team and will be positioned in each of the rear vehicles. See Highlands First Aid document attached.

#### **Traffic Management and Rider Safety**

Rider safety will be key to our management of this event.

The basic rules and processes will include:

- Under no circumstances will riders be allowed to cross centre lines
- 2. All riders will be supported by vehicles front and back
- 3. The support vehicles will be positioned so as to create positive awareness of the riders to motorists and will at all times operate with hazards and head lights on as well as roof mounted warning lights and signage
- All vehicles and ride captains will be in two-way communication at all times
- 5. We will take all reasonable measures to reduce obstruction to pedestrians or vehicles during the event
- 6. All support staff will be briefed daily as to what's ahead
- Under no circumstances will riders be allowed to ride during periods of poor visibility due to inclement weather or where there is insufficient daylight
- 8. Riders will keep to the extreme left-hand side of the carriageway at all times
- 9. Our default position for riders in a peloton is 2 abreast which keeps our footprint short and reduces the time it takes for vehicles to pass however, if this process is deemed unsafe for riders due to a high degree of traffic or other road conditions making passing unsafe and difficult for drivers then we will move to single file and if still difficult or deemed unsafe we will then get riders off the road. Our intention is to make the best decisions possible to get traffic past and to be as seamless to road users as possible.
- 10. Riders will always comply with all relevant road and traffic rules and regulations.
- 11. Riders will wear approved bicycle helmets when riding on the road

#### **Key Contact**

I will be your key contact for any on road matters for this event so please feel free to contact me at any time; Kent Williams 0414 981 028 or kentwilliams.entoure@gmail.com

#### **CONTINGENCY PLANS**

This section is mandatory.

#### For detailed contingency, see Risk Plan attached.

#### **Contingency Plan Checklist**

Issues/Risks	Applical	ole	Action Taken
Heavy/Bad Weather	Yes 🗆	No □	Refer risk matrix
Poor Lighting	Yes 🗆	No 🗆	
Flood Hazard on route	Yes 🗆	No □	Refer risk matrix
Flood Hazard at parking area	Yes 🗆	No 🗆	
Parking during Wet Weather	Yes 🗆	No 🗆	
Bush fire Hazard	Yes 🗆	No □	Refer risk matrix
Accident on route	Yes 🗆	No □	Refer risk matrix
Breakdown on route	Yes 🗆	No □	Refer risk matrix
Absence of Marshal / Volunteer	Yes 🗆	No 🛘	
Absence of Event Signage	Yes 🗆	No 🛚	
Blockage to Public Transport	Yes 🗆	No 📙	
Slow Participants	Yes 🗆	No 🗆	
Delayed Event	Yes 🗌	No □	Refer risk matrix
Cancellation of Event	Yes	No □	Refer risk matrix
Security of Participants	Yes 🗆	No □	Refer risk matrix
Security of VIP's	Yes 🗆	No 🗆	
Bridge Crossing Problems	Yes 🗆	No 🗆	Refer risk matrix
(Other)	Yes 🗆	No □	
(Other)	Yes 🗆	No □	

The event is a rolling event and all known risks are briefed to riders before and during the event. Riders safety is a priority and as such, extreme conditions could see a reduced event and or cancellation. This is known to riders up front and buses will be on standby to transport riders around any disaster zones (such as a flood, bush fire etc etc) as and when required.

#### PREPARE TRAFFIC SIGNAL DATA

This Section	□ Applies
	<ul><li>Does not apply</li></ul>

**RTA PERSONNEL REQUIRED** 

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This Section	□ Applies □ Does not apply
SPECIAL EVENT CLE	<u>ARWAYS</u>
This Section	□ Applies □ Does not apply
ADVERTISE TRAFFIC	MANAGEMENT ARRANGEMENTS
This section does not a	pply to our event.
VOLUNTEERS AND E	VENT MARSHALS
This Section	<ul><li>□ Applies</li><li>□ Does not apply</li></ul>
PUBLIC TRANSPORT	
This Section	<ul><li>□ Applies</li><li>□ Does not apply</li></ul>
EVENT SIGNS	
This Section	□ Applies <mark>□ Does not apply</mark>
VARIABLE MESSAGE	<u>SIGNS</u>
This Section	□ Applies □ Does not apply
ACCESS FOR LOCAL EMERGENCY VEHICL	RESIDENTS, BUSINESSES, HOSPITALS AND ES
This Section	<ul><li>□ Applies</li><li>□ Does not apply</li></ul>

P	Α	R	Κ	I١	١G
---	---	---	---	----	----

This Section 

Applies

Does not apply

#### **HEAVY VEHICLE ALTERNATIVE ROUTES**

Does not apply

### **Television**

This Section 

Applies

Does not apply



28 February 2025

#### **CERTIFICATE OF CURRENCY**

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

GPO Box 1229

MELBOURNE VIC 3001

Tel 1300 130 373

Email sport@marsh.com

INSURED AusCycling Limited

**EVENT NAME** Ride to Give

**EVENT ORGANISER** Massive and Co T/As Entoure

**EVENT DATES** 30 March – 1 April 2025

INSURANCE CLASS Public and Products Liability

TERRITORIAL LIMITS Worldwide, excluding operations domiciled in the United States of America and/or

Canada

PERIOD OF INSURANCE From: 28 February 2025 at 4pm Local Time (VIC)

To: 28 February 2026 at 4pm Local Time (VIC)

INTEREST INSURED Legally liable to pay as compensation for Personal Injury or Property Damage in

connection with the Insured's Business

LIMITS OF LIABILITY

Public Liability \$20,000,000 any one occurrence or series of occurrences

Products Liability \$20,000,000 in the aggregate

**DEDUCTIBLE/EXCESS** \$1,000 each and every occurrence

INTERESTED PARTIES Dubbo Council, Parkes Council, Forbes Council, Temora Council, Leeton Council, NSW

Police, TFNSW, FDC Construction and Fit Out Pty Ltd

INSURER(S) Sompo Japan Australia, HDI Global and Convex

POLICY NUMBER(S) B0509BOWCI2350436

Marsh Pty Ltd

This certificate of currency provides a summary of the policy cover and is current on the date of issue.

It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatscever for any inadvertent or negligent act, error or ornission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

# Guide to Traffic and Transport Management for Special Events

July 2024 - Version 4





transport.nsw.gov.au



# **Acknowledgement of Country**

Transport for New South Wales (NSW) acknowledges the traditional custodians of the land on which we work and live.

We pay our respects to Elders past and present and celebrate the diversity of Aboriginal people and their ongoing cultures and connections to the lands and waters of NSW.

Many of the transport routes we use today – from rail lines, to roads, to water crossings – follow the traditional Songlines, trade routes and ceremonial paths in Country that our nation's First Peoples followed for tens of thousands of years.

Transport for NSW (TfNSW) is committed to honouring Aboriginal peoples' cultural and spiritual connections to the lands, waters and seas and their rich contribution to society.

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## Document control

Authors	Brendan McNally
Document owner	Director Major Events
Approved by	Marco Spadaccini
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Branch	Transport for NSW - Major Events
Division	Customer Journey Planning
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Superseded documents	Supersedes 'Guide to Traffic and Transport Management for Special Events' version 1 to version 3.5

### **Versions**

History: The Guide to Traffic and Transport Management for Special Events was first published by the (then) NSW Roads & Traffic Authority in 2003, in collaboration with NSW Police, Local Government Association and NSW Premier's Department.

The Guide was reviewed in 2003, 2006, 2012 and 2018, with 3 revised versions published.

Transport for NSW conducted a comprehensive review of the Guide in 2023-24, consulting with NSW Police Force, Premier's Department and key councils and agencies, and has now published Version 4.

Minor updates to Version 4 of the Guide will be tracked below, pending the next full review.

Refer to Appendix 5 - Version Change History for a detailed list of changes.

Version	Issued Date	Comments
4	8 July 2024	Comprehensive review and update of content, format, and special event classes to better reflect current processes and legislation around traffic and transport management for special events. Consultation with police, key councils, and agencies. Updates made to names of agencies, legislation and documentation (as at July 2024).

# **Definitions and Abbreviations**

### **Definitions**

Term	Definition
Advertising	In the context of this document, this refers to advertising which provides appropriate and timely notification to the public of any traffic management arrangements for an event, including road closures and special event clearways. It does not mean promotional advertising for the event itself.
Chicane	The lateral movement of traffic from one or more lanes onto another alignment before a shift back toward the original road alignment but not necessarily into the original lane or lanes. Typically applied to reduce the speed of traffic.
Classified road	The Roads Act 1993 lists classified roads as:
Event Marshal	Event Marshals are to be used for event related marshalling. They must not be used to direct, implement, staff, or control live traffic in any way on a public road.
Government Enterprise	An organisation such as Forestry Corporation of NSW where off-road events are sometimes conducted.
Government trusts or authorities	Manage many State properties, land and facilities across NSW. This includes NSW Government landowners such as Placemaking NSW, Sydney Olympic Park Authority, Royal Botanic Gardens Sydney, Greater Sydney Parklands and Venues NSW.
Hazard	A situation, condition or source that has the potential to lead to negative consequences, harm, or loss, but not the negative outcome itself. (E.g.: burst water main, large pothole or fallen power lines).

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Term	Definition
Hostile Vehicle Mitigation (HVM)	Plans for preventing vehicular access to crowded places to help mitigate potential risks to public safety. The suggested countermeasures may also be valuable in other situations, such as protecting pedestrians on footpaths from accidents involving dangerous or drunk drivers.
Local road	Local roads are primarily designed and managed by Council and is a road or street primarily used for access to properties.
Local Traffic Committee (LTC)	Local Traffic Committee is a technical review committee convened by councils, comprising – at minimum – one representative each from council, TfNSW, NSW Police Force, and the local State Member of Parliament. The committee advises council on matters referred to it relating to traffic and transport in the council's area.
Permanent Variable Message Signs (VMS)	Electronic signs in fixed locations with their messages controlled by the Transport Management Centre (TMC) central management computer system.
Portable Variable Message Signs (VMS)	Electronic signs on trailers that can be moved easily and positioned in strategic locations. The messaging can be controlled remotely through various software provided with the signs.
Regional road	Performs an intermediate function between the main arterial network of State Roads and Council controlled Local Roads. Due to their network significance TfNSW provides financial assistance to Councils for the management of Regional Roads.
Regulate traffic	Means restrict or prohibit the passage along a road of persons, vehicles, or animals ( <i>Roads Act 1993</i> ).
Regulatory Signs	Are used to indicate or reinforce traffic laws, regulations or requirements which apply either at all times or at specified times or places, for example: special event clearway signs, speed zone signs and no parking signs.
Road	An area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles.
Roads Authority	Means a person or body that is, by or under <u>Roads Act 1993</u> , declared to be a roads authority and, in relation to a particular public road, means the roads authority for that road. (E.g.: such as a specific local Council or TfNSW)
Road Occupancy Licence	A TfNSW licence which conditionally allows the holder to use or occupy a specified road space on a classified road at approved times
Road related area	Means any of the following:  • an area that divides a road,

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Term	Definition	
	<ul> <li>a footpath or nature strip adjacent to a road,</li> <li>an area that is not a road and that is open to the public and designated for use by cyclists or animals,</li> <li>an area that is not a road and that is open to or used by the public for driving, riding, or parking vehicles.</li> </ul>	
Safe Work Method Statement	A document which identifies the type of work being undertaken, the risks, the hazards and controls to be implemented to eliminate the risk.	
Special Event	A public event such as a marathon, parade, street festival or neighbourhood activity that requires traffic and/or transport planning, and a permit may be required. NB: Various terms including 'special event' and 'major event' are used in a variety of government and industry contexts. TfNSW uses the term Special Event in the context of in this Guide to identify the type and categories of event requiring specific traffic and transport management.	
Special Event Clearway	A restriction on parking during the hours described on the regulatory signs, but with tow away provisions. Only TfNSW can establish a special event clearway and arrange clearway towing. Police enforce the restriction.	
Special Event Signage	Warning signs of an upcoming event road closure. These signs are not regulatory signs and any information on them is not enforceable.	
State Road	State roads are the primary network of principal traffic carrying and linking routes for the movement of people and goods throughout NSW and within the urban centres of Sydney, Newcastle, Wollongong, and Central Coast. These are the responsibility of TfNSW and are distinct from local roads.	
Temporary Traffic Management	The organisation, arrangement, guidance, and control of traffic around a hazard, work site or temporary event for the safety of road workers and road users. This includes stationery and moving traffic, all types of vehicles and all types of road users including pedestrians and cyclists.	
Traffic Calming Devices	Are items on the road such as speed humps, chicanes and roundabouts designed to reduce vehicle speed	
Traffic Controller	A person holding a <u>SafeWork NSW</u> qualification principally concerned with the competency of directing traffic in accordance with a traffic guidance scheme (TGS) and transport management plan	
Traffic Control Planner	A person, recommended to be appointed, who is responsible for assessing the likely traffic management risks associated with the event and creating appropriate traffic guidance scheme and a transport management plan to control or eliminate all foreseeable risks. Has undertaken an accredited course in traffic control planning. Has current <a href="SafeWork NSW">SafeWork NSW</a> certification or	

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Term	Definition		
	a "nationally recognised certificate" in temporary traffic management and acts in accordance with the TfNSW 'Traffic Control at Work Sites Technical Manual' and/or 'Austroads Guide to Temporary Traffic Management'		
Transport Management Plan (TMP)	A document describing all essential traffic and transport management matters associated with events on the road and/or road related area. This includes risk assessment, traffic demand and accommodation, traffic routing and control and provision for vulnerable road users and special vehicles such as buses, trams or over-dimensional vehicles.		
Traffic Guidance Scheme (TGS)	An arrangement of temporary traffic control devices to warn traffic and guide it around, through or past a worksite or temporary hazard.		
Vehicle Race	<ul> <li>In accordance with <u>Section 115 of the Road Transport Act 2013 (NSW)</u>,</li> <li>any race between vehicles on a road, or</li> <li>any attempt to break any vehicle speed record on a road, or</li> <li>any trial of the speed of a vehicle on a road, or</li> <li>any competitive trial designed to test the skill of any vehicle driver or the reliability or mechanical condition of any vehicle on a road,</li> </ul>		
Unclassified road	A public road that is not a classified road as listed under the <u>Roads Act 1993</u>		
Work area	Specific area where work is being carried out.		
Work site	Area which includes the work area(s) and any additional length of road required for advance signing, lane closures or other areas needed for associated purposes.		

Table 1 Definitions

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### **Abbreviations**

Abbreviation			
ANZCTC	Australia-New Zealand Counter-Terrorism Committee		
AS	Australian Standard		
CBD	Central Business District		
EOG	Event Operations Group		
HVM	Hostile Vehicle Mitigation		
LGA	Local Government Area		
LTC	Local Traffic Committee		
NSW	New South Wales		
NSWPF	New South Wales Police Force		
PAC	Police Area Command (NSW Police areas)		
ROL	Road Occupancy Licence		
RTO	Registered Training Organisation		
TCS	Traffic Control Signals		
TCP	former 'Traffic Control Plans' – these are now Traffic Guidance Schemes (TGS)		
TfNSW	Transport for New South Wales		
TGS	Traffic Guidance Scheme		
TMC	Transport Management Centre		
TMP	Transport Management Plan		
VMS	Variable Message Sign		
WHS	Work Health and Safety		

Table 2 Abbreviations

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# 1. Introduction

The NSW Government supports a vibrant events industry. Events enrich the social fabric of NSW, stimulate local economies, and often raise awareness and support for important cause. Events also promote NSW as a thriving, accessible, safe, diverse, and exciting place to live, work and visit.

Transport for NSW is committed to create an environment that encourages special events and supports event organisers, local councils, venues, businesses and other stakeholders with the information and tools they need for working together to deliver successful and sustainable events.

Transport for NSW also has a responsibility to ensure the state's roads, traffic network and public transport services continue to deliver for the community, including during special events.

Transport for NSW aims to provide a streamlined approach to the processes and approvals required for traffic and transport management for special events. This guide forms part of this approach.

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#### 1.1 Context

In 2023-24 Transport for NSW conducted a review of transport and traffic management procedures and approval process for special events in NSW, including a comprehensive update of (this) *Guide to Traffic and Transport Management for Special Events*.

The review has focused on the currency and efficiency of processes, information and guidance to assist organisers of special events and government agencies and suppliers they collaborate with. The review also took into account current government priorities including The Vibrancy Reforms (see below) and a customer-centered approach, to ensure wherever possible government process is streamlined to better support special events, the events industry and the activation of outdoor spaces for communities in NSW.

The Vibrancy Reforms, introduced under the 24-Hour Economy Legislation (Vibrancy Reforms) Amendment Act 2023, are a cross-government initiative developed in consultation with key agencies, industry, Councils, and stakeholders. The Reforms aim to bring sector regulation in line with contemporary going out behaviours, improve government processes and encourage more people to go out, closer to home.

The reforms have six areas of change, including 'an activated outdoors' which aims to better enable communities to access and enjoy outdoor public space for social connection and cultural performance. This will be achieved by streamlining the approach for approvals required for special events or road closures, including refreshed guidance, guidelines, and processes.

#### 1.2 Purpose

The purpose of the Guide to Traffic and Transport Management for Special Events ('the Guide') is to provide a comprehensive resource for planning traffic and transport for an event. It is for event organisers, venue managers, NSW Police, Councils, Transport for NSW, and anyone else involved in managing special events. The Guide provides a recommended approach for events held on roads, road related areas or that may impact on the local (or broader) traffic and transport network in NSW. It outlines the transport and roads statutory requirements and best practice recommendations, including:

- Definition of classes of special events
- Roles and responsibilities
- · Processes and approvals
- · Costs and communications
- Safety and risk management

The Guide aims to provide clear direction on processes required to ensuring that all elements of traffic and transport management for a special event in NSW are appropriately managed, including:

- Accurately defining the event class according to its impact on traffic and transport
- Establishing clear roles and responsibilities related to traffic and transport for special events
- Creating straightforward and concise Transport Management Plans (TMPs)
- Ensuring a consistent approach is applied in all Local Government Areas (LGAs) in NSW

Further and more general information, guidance and links related to the planning of public events in NSW is available through the Event Starter Guide, available at <a href="nsw.gov.au/event-starter-guide">nsw.gov.au/event-starter-guide</a>.



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#### 1.3 Defining a special event

For the purpose of this guide, and in the context of traffic and transport management, a special event:

- may be a planned activity that takes place on a road or impacts a roadway.
- · may impact the traffic network around the event.
- may impact public transport.
- may involve the participation of multiple agencies.
- necessitates specific traffic and/or transport management arrangements, and
- may involve a significant number of participants and/or spectators.

Special events may include marathons, fun-runs, cycling events, parades, marches, street markets, and more. Special events can also refer to events held within a privately owned and/or operated venue if they require special traffic and/or transport management arrangements and the support of multiple agencies.

Special events are classed by the impact they have on the local (and broader) traffic and transport network:

- Class 1 major impact
- Class 2 moderate impact
- Class 3 minor impact
- Class 4-localised impacts.

More detail on event classes can be found in Chapter 2.

An activation, trial, or changes to the road and/or transport network that are not part of an event are examples that would not be classed as a special event and should be assessed through alternate arrangements relevant to the area affected. Similarly, a public assembly (i.e., protest, march or demonstration) would require a notice of intention in accordance with <a href="Section 23 of the Summary Offences Act 1988">Section 23 of the Summary Offences Act 1988</a> and is not covered by this Guide.

Organisers of any event conducted wholly or partly on a road or road related area are required to provide notification to the relevant roads authority and meet their specific requirements.



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## 2. Classes of Special Events

Four distinct classes of special events are classified by TfNSW based on the impact they have on the traffic and transport network. A precinct or venue may be assigned a class associated with their event if the impact on the traffic and transport network is significant. The classification is determined by factors such as the event's size, scale, potential impact on traffic and transport, and its influence on the non-event community. However, certain circumstances unique to an event may require it to be classified differently than expected.

When you commence planning for a special event, the event organiser should consider its likely class. Events of different classes have different requirements and approvals, and different scales of planning, lead times and stakeholder communications.

#### 2.1 Event Classes

#### 2.1.1 Class 1 Event - Major Impact

A Class 1 special event is characterised by its major impact on traffic and transport network, resulting in significant disruption to the non-event community. Examples of such events include those that affect a principal transport route in Sydney or those that close a main highway through a Regional centre (or town) with a significant detour required around the event area, causing a large-scale impact.

#### 2.1.2 Class 2 Event – Moderate Impact

A Class 2 special event has a moderate impact on the traffic and transport network, causing moderate disruption to the non-event community. An example would be an event that closes a road and has moderate impact on a principal transport route or a highway.

#### 2.1.3 Class 3 Event - Minor Impact

A Class 3 special event has a minor impact on the traffic and transport network with minimal impact to the non-event community. An example would be an event that has a local street closure accessed from a state road, requiring a detour and parking restrictions implemented by the Council, with minimal impact to the non-event community.

#### 2.1.4 Class 4 - Localised Impact

A Class 4 event has a negligible localised impact on the traffic and transport network with minimal impact to the non-event community. An example would be an event that has a local street closure with minimal impact to the non-event community.

#### 2.2 Determining Event Class

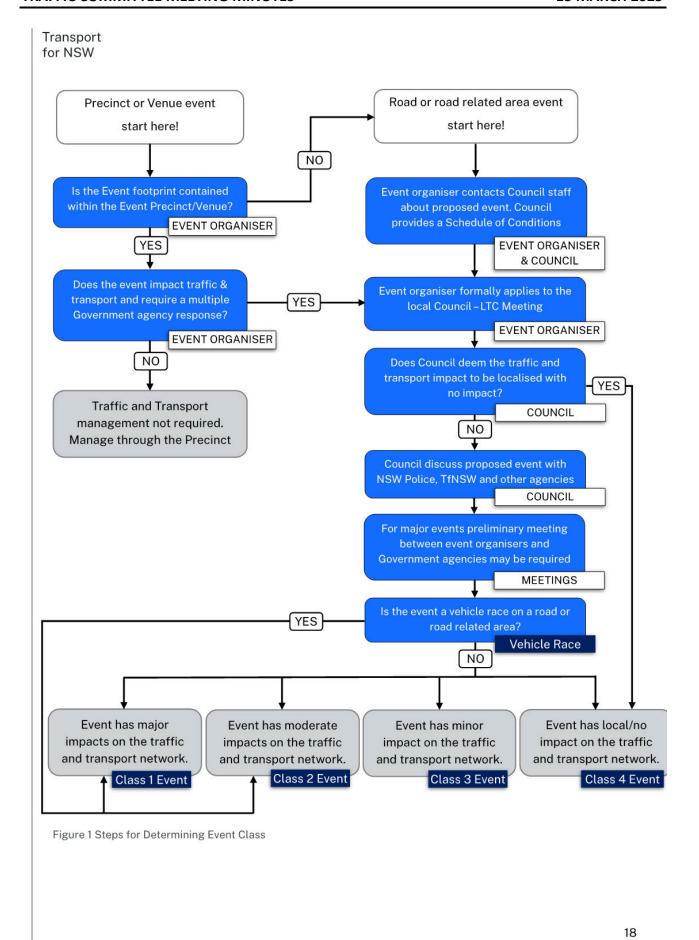
The event organiser should consider which class their event falls under in the early stages of planning. Figure 1 Steps for Determining Event Class provides a process flowchart to help determine the appropriate event class, with further details on each step below.

- a) If the event is to be held at an event precinct or venue event organisers should consult with
  the venue to determine impacts the event may have on the local traffic and transport network. If
  an impact is identified, a classification is required. If no impact is identified, the process outlined
  in this Guide is not relevant to the event.
- b) If the event is on a road or road related area contact Council(s) event organisers should first contact the Council(s) responsible for the LGA in which the event will be held to present the event proposal. In addition to traffic and transport, the local Council will consider other relevant issues, such as waste management, environmental protection, business impacts and restoration. TfNSW and NSW Police will redirect any initial enquiries to the relevant Council. Council will supply the event organiser with an information package (Schedule of Conditions) to assist with the planning of the event.
- 2. Formal application to Council(s) the event organiser will submit a formal application to Council, including the required information related to traffic and transport management. The application will be considered by Council and, if required, referred to the Local Traffic Committee at its next meeting, and the event class will be confirmed. Note that Councils have different requirements about what information will need to be provided as outlined in the Schedule of Conditions.
- 3. Council to convene consultation with relevant government agencies and determine special event class¹ Council will consult with NSW Police, TfNSW and any other relevant agencies to determine the appropriate special event class.² Council will liaise with TfNSW Major Event planning teams for all Class 1 and Class 2 events.
- 4. **Preliminary coordination meeting (if required)** for Class 1 and Class 2 events in particular, a preliminary meeting may be convened between the event organiser, Council, NSW Police, TfNSW and any other relevant government agencies. The purpose of this meeting is to assist the event organiser in the traffic and transport planning and resolve any issues arising.

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<sup>&</sup>lt;sup>1</sup> If the event is a vehicle road race on a public road, it will be either Class 1 or Class 2, depending on the impact to traffic and transport

<sup>&</sup>lt;sup>2</sup> The LTC will advise on the proposed special event class through its review of the Councils submission report, which may be different to the class determined and agreed by relevant stakeholders



#### Common Characteristics of Event Classes 2.3

	Class 1	Class 2	Class 3	Class 4
Impact on traffic and transport network		<b>Y</b>	~	~
Disruption to non-event community		~	~	~
Takes place on a road or in a venue/precinct		~	<b>~</b>	~
Impacts on a State road and a TfNSW ROL application is required		~	~	×
Impacts Transport modes for detours, event attendance and/or event space		~	~	×
Heavy vehicle route detours		~	~	×
Impacts on traffic signals		~	~	×
Requires additional network capacity for traffic and/or transport	~	~	×	×
Vehicle race event on a road or road related area	~	~	×	×
Special event clearways³	~	~	×	×
Transport Management Plan		~	<b>✓</b> 4	<b>✓</b> <sub>4</sub>
Notification of impacts on the traffic network <sup>5</sup>		~	~	~
Notification of impacts on transport networks <sup>6</sup>		~	~	×
LTC involvement	~	<b>V</b>	~	<b>✓</b> 7
Event planning and delivery includes NSW Police, TfNSW and Council(s) <sup>8</sup>	~	~	<b>✓</b> 9	<b>1</b> 0
Local Council consent only	×	×	×	~
Local neighbourhood event		×	×	~
Council managed parking restrictions	~	~	~	~
Major Impact   Moderate Impact   Minor Impact   Local / r	no impact	Requireme	ent   Not Av	/ailable

Table 3 Common characteristics of special event classes

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<sup>&</sup>lt;sup>3</sup> Significant costs apply for these services.

<sup>&</sup>lt;sup>4</sup> Council(s) policy may not require the need for a brief TMP.

<sup>&</sup>lt;sup>5</sup> Class 1 requires notification to a broad audience, Class 2 and 3 to the local communities affected, Class 4 is per Council(s) policy.

<sup>&</sup>lt;sup>6</sup> Class 1 requires the notification to a broad audience, Class 2 and 3 to the local communities affected.

<sup>&</sup>lt;sup>7</sup> The event may be deemed a Class 4 event by the Council prior to going to LTC eliminating the LTC involvement.

<sup>&</sup>lt;sup>8</sup> Significant costs apply for these services.

TfNSW involved if a TfNSW ROL application is required. NSW Police may not be required in the planning or delivery of the event.
 Council event. TfNSW not required for the planning or delivery, NSW Police may not be required for the planning or delivery.

#### 2.4 Unique Events

#### 2.4.1 Public Assembly (Schedule 1) section 23 Summary Offences Act 1988

A Public Assembly is defined as a group of people who gather in a public place for a common purpose. Most notably this is applicable to a proposed public protest, demonstration, or march, in NSW.

The organisation of a protest, march or demonstration would require a variance (from what is outlined within this guide) on how and who needs to be notified, when proposing this type of event.

In accordance with <u>section 23 Summary Offences Act 1988</u> a Notice of Intention to Hold a Public Assembly (Schedule 1) should be completed and submitted to the NSW Commissioner of Police via your local Police Area Command. The notice must be served on the Commissioner at least seven days before the event. www.police.nsw.gov.au/home

Note a Public Assembly is not a relevant category for the vast majority of organised public events, including commercial and community events and the special events classes detailed in this guide.

#### 2.4.2 Vehicle Races

In NSW, vehicle races on roads and road related areas are conducted within the legislative power of the *Road Transport Act* 2013 (*NSW*). In accordance with <u>Section 115 of the *Road Transport Act* 2013 (*NSW*) a vehicle race requires approval from the NSW Police, and compliance with specific safety requirements. A vehicle race can fall under either Class 1 or Class 2 events. For example, a bike race in the Sydney CBD would be a Class 1 event, while a competitive car rally on a local country road may be a Class 2 event.</u>

Any event organiser requiring approval for a road race must contact their local Police Command in the first instance for guidance, and written approval.

All other aspects of events that include vehicle races on roads and/or road-related areas should follow the standard processes outlined in this guide.

#### 2.4.3 Event Precinct or Venue

Events held within a precinct or a venue are assessed on the number of people attending the area and the impact the event will have on the traffic and transport network. The precinct or venue may run under normal operation without impacting traffic and transport, negating the need to follow this guide.

Some precincts or venues have a generic, blanket or global TMP already developed and approved for use. If the precinct or venue does not have an approved TMP, and your event is impacting the traffic and transport network, one should be created by the event organiser, in conjunction with stakeholders.

#### 2.4.4 Anzac Bridge and Sydney Harbour Bridge

All events that impact on the traffic lanes of the Anzac Bridge and Sydney Harbour Bridge are a class 1 event. A minimum of 6-month lead time from event approval for planning for an Anzac Bridge and/or Sydney Harbour Bridge closure is required with no guarantee of approval to close the bridge/s due to its significant impact on the network. There are also significant costs associated with closing these bridges.

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Any event impacting these bridges, including footways, requires a Bridge Usage Permit, in line with <u>section 48 of the Roads Regulations 2018 (NSW)</u>. An application for the permit must be made to the TfNSW Major Events team a minimum of 10 working days before the event.

#### 2.4.5 Recurring Events

Where an event or events are conducted on a regular basis across the year in the same location, only one generic, blanket, or global TMP may be required, resulting in a singular referral to the LTC. The plan need only include the dates for each event, provided:

- · traffic and transport management details remain the same, and
- the roads authority approves the dates.

Where an event is conducted annually, the same TMP can be reused, provided:

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

If the event differs from the points above, Council will need to review the application and normal recommended lead times are to be adhered too.

#### 2.4.6 Neighbourhood Activities

Where an event seeking a temporary road closure is highly local in nature – such as a community barbecue, street party, or kids play day – it may be authorised by council through issuance of a road event permit for a 'neighbourhood activity' under section 144 of the *Roads Act 1993*.

<u>Clause 79 of the Roads Regulation 2018</u> defines a 'neighbourhood activity' as a non-commercial event on an unclassified road, for which traffic may be regulated by temporary road closure and where the event does not:

- a) occur on a road on which bus services or light rail services operate, or
- b) result in restricted access to a railway station or a light rail station, or
- c) occur within 60m of traffic lights on a road controlled by those lights, or
- d) require authorisation under the Summary Offences Act 1988, Part 4.

The process for neighbourhood activity events is managed entirely by council and does not require any TfNSW approvals or referrals. This Guide does not apply to events considered to be 'neighbourhood activities' as per the definition in the <a href="Roads Regulation 2018">Roads Regulation 2018</a>. More details can be found on <a href="TfNSW's website">TfNSW's</a> website or by reaching out to the relevant council.

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## 3. Requirements for Special Events

#### 3.1 Application Lead Times

Event organisers must allow sufficient lead times before the event to submit the application/s to local Council staff to prepare a report for the LTC to consider. LTCs usually meet monthly in larger Local Government Areas and four to six times per year in smaller areas. Depending on the complexity of the event, and how often LTC meets, sufficient lead times must be allowed to:

- · Process the application.
- Carry out conflict checks to ensure the proposed event date/s and times have not been approved for other works or events that impact the area. Alternate dates may need to be provided for assessment.
- · Approve the application and issue Council's Schedule of Conditions
- · Arrange the requirements described in this guide and the TMP templates.

Event Class	Lead Time		
Class 1 (including vehicle races)	Minimum 6 months		
Class 2 (including vehicle races)	Minimum 3 months		
Class 3 / Class 4	Minimum 6 weeks		

NOTE: Class 3/ Class 4 times are dependent on each Council's Special Event Policy

Table 4 Minimum lead times for special events

#### 3.2 Typical Road Usage and Transport Approvals

Events typically require a range of approvals from different authorities. Depending on the event, this may include one or more local Councils or government landowners, NSW Police Force and Transport for NSW. Some common examples are detailed below, but event organisers should discuss any approval requirements with all key stakeholders they are liaising with to plan their event.

Please note that receiving an approval from an authority does not equate to a waiver of any relevant costs or agency user charges that may be applicable for an event (see Section 5 below).

#### 3.2.1 Council Permit Approvals

All classes of events may require a Council permit for impacting a road or road related area for which they are the roads authority. Permit applications and costs vary depending on the Council. The structure and processes of NSW Local Councils can vary.

Event organisers should engage directly with the relevant local Council/s for more information. To identify the relevant Council/s for an event and check local government area boundaries, the Office of Local Government provides a search function on their website: <a href="www.olg.nsw.gov.au.">www.olg.nsw.gov.au.</a>

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Note that an event covering multiple local government areas (also possibly any State, Commonwealth, or private land) will need to liaise with each individual Council and landowner and may need to apply for multiple permits from multiple road authorities.

#### 3.2.2 TfNSW Road Occupancy Licence

A TfNSW road occupancy consists of any activity likely to impact on the operational efficiency of the road network, in other words, an activity that requires the road to be used in such a way as to affect traffic flow, or an off-road activity that affects traffic flow. A road occupancy may involve the closure of a road or traffic lane/s. Activities conducted off road that have an impact on the State Road network require that TfNSW be officially notified of the upcoming activity. Applicants must allow a minimum of 10 working days for processing from date of receipt of any Road Occupancy Licence (ROL) application. Details on how to apply can be found at www.transport.nsw.gov.au.

TfNSW is responsible for the operational efficiency of the State road network. It is therefore vital that direct communication exist between TfNSW and the event organiser of the traffic impacts. The consent by TfNSW, for the use of the road, is set out under <u>section 138</u> and <u>section 115</u> of the <u>Roads Act 1993</u>. Obtaining an ROL establishes this consent and direct communication and co-ordination of any conflicting demands on the network.

#### 3.2.3 NSW Police Force Approval

If the event is a public assembly or a vehicle race on a road or road-related area, Police approval is required. Police will not support an event being held if, in their judgement, the event carries unnecessary risks to life or property, or if the event organiser does not comply with Legislative requirements.

#### 3.2.4 Other Traffic and Transport Approvals

Additional permits related to traffic and transport may be necessary to facilitate the event. These permits should be acquired before the event day, and all conditions relevant to the permit application must be adhered to. These permits might be specific to a venue, precinct, landowner, or transport operators, such as Light Rail services. They will also include any temporary bus stop closures or relocations, with 28 days' notice required for bus diversions.

#### 3.2.5 Regulation of Traffic

TfNSW is responsible for the control of traffic on all roads in NSW under the <u>Part 8 of the Roads Act 1993</u> and the <u>Road Transport Act 2013</u>. Traffic is controlled by the installation of prescribed traffic control devices, such as regulatory signs, or traffic control facilities, such as medians.

To facilitate locally managed traffic control, TfNSW delegated certain aspects of the control of traffic on local roads to Councils. TfNSW has retained both the control of traffic on the State's classified road network and the control of traffic signals on all roads.

The main delegation to Councils (Delegation to Councils – Regulation of Traffic) limits the types of prescribed traffic control devices and traffic control facilities that council may authorise and requires councils to comply with certain conditions when doing so. One of these conditions requires councils to obtain the advice of their LTC.

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#### 3.3 Communications

#### 3.3.1 Advertising

If the event requires the closing of a road, <u>Section 5 of the Roads Regulation 2018</u> requires that 7 days' notice be given by means of an advertisement in a local newspaper or on the relevant roads authority website. Class 1 events require advertising to a broad audience due to the large impact on the non event community. TfNSW places the advertisement at the event organiser's cost. Class 2 events require advertising to a local audience and the local Council places the advertisement at the event organiser's cost.

If TfNSW arranges special event clearways, TfNSW is required to advertise that the special event clearways will be in operation.

TfNSW will advise the heavy vehicle industry of alternate routes for Class 1 and Class 2 events.

#### 3.3.2 Notifications

#### 3.3.2.1 Live Traffic NSW Website

Traffic management, transport, special event clearway and travel advice may be published by TfNSW on the <u>Live Traffic NSW</u> website. Similar information regarding local Council roads can be published by relevant local government areas (LGAs). The information published to Live Traffic NSW is designed to inform travel choices of those attending the event, travellers not attending the event, local businesses, and residents.

#### 3.3.2.1 Emergency Services Notification

The event organiser is to notify Emergency Services for all Classes of events. The agencies require a clear passageway of at least 4 metres in width and adequate height clearances for a Fire and Rescue vehicle, for emergency access into, or through, the event for public safety. In instances where achieving this requirement is impractical, alternative arrangements must be proposed and mutually agreed upon by Emergency Services. Plans in the TMP must show provision of passageways, clearances or alternate access arrangements. For large areas or moving events, these arrangements may be described, rather than drawn, if appropriate. All Emergency Services contact details are to be included within the TMP.

#### 3.3.3 Signage

#### 3.3.3.1 Event and Road Closure Warning Signage

<u>Section 5 of the *Roads Regulation 2018*</u> requires warning signs to advise road users and other members of the public about a forthcoming temporary road closure.

Directional and information signage may be implemented depending on the size of the event, these signs warn road users of a change in traffic conditions. These signs can be reinforced with the appropriate detour signage to guide motorists and pedestrians around the event. VMS can be used in place of an information sign, Refer to section 3.3.3.3 and 3.3.3.4 for VMS.

Event and road closure warning signs are not regulatory signage and cannot be enforced.

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Item 8.3

#### 3.3.3.2 Special Event Clearway Signage

Special event clearway signage is regulatory signage used to enforce parking restrictions and may be required for on-street events or events held within their own precinct or venue. The need for special event clearways is arranged during stakeholder meetings with Council, NSW Police, TfNSW and any other relevant parties. If parked vehicles are likely to present a danger to event contestants or participants, TfNSW can establish special event clearways, and vehicles illegally parked in a clearway can be towed. Only TfNSW is authorised to establish a special tow-away area under <a href="section 143">section 143</a> of the Road Transport Act 2013, to organise the special event clearway signage and the tow trucks. More cost-effective alternatives should be looked at prior to this option, including the use of traffic controllers to restrict parking, temporary Council no stopping signs and/or 'User Pays' NSW Police to contact owners of parked vehicles to have them moved.

#### 3.3.3.3 Portable Variable Message Signs

Portable VMS can be used in all classes of events with the locations and messaging to be approved by the relevant authorities reviewing the TMP. The event organiser is to propose the initial locations and messaging as per <a href="Part 10">Part 10</a> of the Austroads Guide to Traffic Management and/or <a href="Portable Variable">Portable Variable</a> Message Signs TfNSW Standards. It is the event organiser's responsibility to supply the portable VMS for their event. Portable VMS can be used leading up to, during, and after the event, to notify of the traffic and transport changes. They must not be used to promote the event on a road or road-related area or where it may impact walkways, visibility, distract motorists or the operation of traffic signals.

Message content on a portable VMS is restricted in content, characters, frames, timing and location. To assist with writing messages a template can be found in Appendix 2 – Portable VMS Message & Location Template, with examples and rules around messaging.

#### 3.3.3.4 Permanent Variable Message Signs

Permanent VMS can be used on Class 1 and Class 2 events where available. The event organiser may request the use of permanent VMS, from TfNSW, to advise road users of altered traffic conditions leading up to, during and after an event. VMS are to be used for special event traffic and/or transport information and cannot be used to promote the event. Special event traffic and/or transport messages may alternate with road safety or other traffic and/or transport messages.

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## 4. Planning a Special Event

#### 4.1 Planning Process for each Class of Event

#### 4.1.1 Class 1-Detailed breakdown of the steps

- I. For unclassified roads, it is the responsibility of the Council to determine the applicable conditions. The structure and processes of NSW Local Councils can vary, including the LTC processes. For classified roads, TfNSW takes the responsibility to establish traffic and transport conditions. It's important to note that even for events involving unclassified roads, there may be situations where input and approval from TfNSW and the NSW Police are necessary.
- The LTC provides its recommendations to the Council. The process ends if Council does not agree to event proceeding.
- 3. The event organiser will receive a schedule of conditions from the relevant Local Council, which must be followed for the event to proceed.
- 4. Once the TfNSW LTC representative is notified about the proposed event, they will inform the relevant TfNSW planning team. The planning team will then carefully review the event proposal and assess its details to identify any potential conflicts with existing plans or regulations. If any conflicts are identified, TfNSW will engage with the event organiser to propose and negotiate alternate conditions that address the concerns raised. The aim is to find agreeable solutions that ensures the event can proceed smoothly and safely while minimising any negative impact on the existing plans or transport networks.
- 5. If the event is a vehicle race on the road or road related area, the event organiser is to apply to the NSW Police to obtain written approval under <u>section 115 of the Road Transport Act 2013</u>. Event organisers should make enquiries directly with NSW Police via the local Police Command in the first instance as to the process and associated costs.
- 6. Stakeholder meetings are conducted with all relevant stakeholders involved in organising the event, with the purpose of coordinating the traffic and transport details. The direction and coordination of these meetings are led by a designated lead agency, which can be NSW Police, TfNSW, or the Local Council. The appointment of the lead agency is determined by consensus during the first meeting.
- 7. The event organiser to have a detailed TMP prepared by an accredited person. Refer to section 4.2 and Appendix 4 Detailed TMP Template for details.
- 8. The event organiser applies for the relevant traffic and transport permits/licences. Refer to section 3.2
- 9. The event organiser notifies emergency services.
- If the proposed event will impact a private motorway or tunnel, TfNSW will advises the relevant operator.
- 11. If the proposed event will impact Ferries, Trains, Metro, Bus or Light Rail services TfNSW will advise the operator/s.
- 12. Once the Roads Authority authorises the TMP, the event organiser distributes a copy to each stakeholder.
- 13. Before the event commences, NSW Police, TfNSW or Council may request that a letterbox drop or similar notification, 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 notification.
- 14. The event organiser conducts the event with traffic and transport arrangements as described in the TMP.
- 15. After the event finishes, the lead Agency conducts a review / debrief of the event. 'Lessons learned' may result in the updating of each agency's internal special event procedures.

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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#### 4.1.2 Class 2-Detailed breakdown of the steps

- 1. This step varies depending on the Council. The structure and processes of NSW Local Councils can vary, including the LTC processes. TfNSW recommends visiting www.olg.nsw.gov.au and engaging directly with the relevant Council. For unclassified roads, it is the responsibility of the Council to determine the applicable conditions. For classified roads, TfNSW takes the responsibility to establish traffic and transport conditions. It's important to note that even for events involving unclassified roads, there may be situations where input and approval from TfNSW and the NSW Police are necessary, for example close to traffic signals.
- 2. The LTC provides its recommendations to the Local Council. The process ends if Council does not agree to event proceeding.
- 3. The event organiser will receive a schedule of conditions from the relevant Local Council, which must be followed for the event to proceed. To obtain these conditions, it is recommended the event organiser visit www.olg.nsw.gov.au and directly engage with the relevant local Council as each Local Council will have its own specific conditions.
- 4. The LTC representative from TfNSW notifies the relevant TfNSW Planning team, who are responsible for recording the event information. It is important to inform the Transport Management Centre's Operations room at TfNSW about the event for effective traffic management purposes.
- 5. If the event is a vehicle race on the road or road related area, the event organiser is to apply to the NSW Police to obtain written approval under <u>section 115 of the Road Transport Act 2013</u>. Event organisers should visit <u>www.police.nsw.gov.au/home</u> and make enquires directly with NSW Police as to the process and associated costs.
- 6. The event organiser is to notify and consult with impacted public transport operators.
- 7. The event organiser to have a detailed TMP prepared by an accredited person. Refer to section 4.2 and Appendix 4 Detailed TMP Template for details.
- 8. The event organiser applies for the relevant traffic and transport permits/licences. Refer to section 3.2
- 9. The event organiser notifies emergency services.
- 10. Before the event commences, Police, TfNSW or Council may request that a letterbox drop or similar notification 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 notification.
- 11. The event organiser conducts the event with traffic and transport arrangements as described in the TMP.
- 12. After the event finishes, the lead Agency and/or the event organiser conducts a review / debrief of the event. Lessons learned may result in the updating of each agency's internal special event procedures.

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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#### 4.1.3 Class 3-Detailed breakdown of the steps

- This step varies depending on the Council. The structure and processes of NSW Local Councils
  can vary. TfNSW recommends visiting www.olg.nsw.gov.au and engaging directly with the
  relevant Council. Note that each Local Council may have its own specific conditions.
- The event organiser completes Council's Schedule of Conditions.
- 3. The event organiser notifies emergency services.
- 4. If the event has a minor impact on a state road, the event organiser, or their nominated traffic control company, is to apply for a TfNSW ROL through TfNSW online <u>OPLINC</u> system. Note that the application takes a minimum of 10 working days to review and assess any conflicts.
- The event organiser conducts the event in compliance with Council's Schedule of Conditions and any TfNSW ROL conditions.

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

#### 4.1.4 Class 4 - Detailed breakdown of the steps

- 1. The structure and processes of NSW Local Councils can vary. TfNSW recommends visiting www.olg.nsw.gov.au and engaging directly with the relevant Council. Where a Council permits street events (and providing input and approval from TfNSW and the NSW Police is not required), it may bypass the LTC and issue the approval directly. The approval is contained in Council's Schedule of Conditions document issued to the event organiser.
- Local Councils may choose to authorise Class 4 events using a Road Event permit if the activity is non-commercial, is organised by a local resident and meets the definition of a Neighbourhood Activity under Clause 79 of the Roads Regulation 2018.
- 3. The event organiser completes Council's schedule of conditions.
- 4. The event organiser notifies emergency services, if required.
- 5. The event organiser conducts the event in compliance with Council's Schedule of Conditions.

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

#### 4.2 Transport Management Plan

A Transport Management Plan (TMP):

- is a strategic plan / risk assessment (in support of a TGS) prepared by an accredited person, for the event organiser.
- details (in words and diagrams) the measures to be taken to safely implement the event and manage traffic related risks and controls.
- describes the impact on the general area, transport and traffic systems, active transport, point to point transport, other road users, the non-event community, businesses, and emergency services.
- may not be required for every situation and depends on the size, impact, and complexity of the event. Council will outline the need for a TMP in their Schedule of Conditions.

The TMP should be developed in accordance with the <u>Austroads Guide to Temporary Traffic Management</u>. Refer to Appendix 4 – Detailed TMP Template for a high to moderate impact event and Appendix 3 – Brief TMP Template for low impact events.

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### 4.2.1 Approval of the Transport Management Plan

The relevant Roads Authorities will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The regulation of traffic must be organised under the <u>Roads Act 1993</u> and the use of traffic control devices implemented under the <u>Road Transport Act 2013</u>, and/or <u>Austroads Guide to Temporary Traffic Management</u>. The Roads Authority approval of the TMP is for the regulation of traffic only and the endorsement of the concept proposed for managing the traffic and transport network.

### 4.3 Traffic Guidance Scheme

A Traffic Guidance Scheme (TGS) is a diagram / plan which:

- shows the layout of signs and barriers, to warn traffic and guide it around, past or through a site (to control traffic or people at your event)
- indicates if any section of a road is closed (detailing detour routes, advanced warning, and directional signs)
- · describes installation and removal of signs, barriers, devices.
- describes monitoring and record keeping.

A TGS must be designed (drawn) and implemented by a person who is trained and accredited, through an approved training course, by a registered training organisation (RTO) in accordance with part 4.9 of the Work Health and Safety Regulation 2017. This may be a traffic management company, may incur a cost, and is to be in accordance with the Austroads Guide to Temporary Traffic Management and Australian Standards (AS) 1742.3. Once a TGS has been produced by a qualified traffic control planner, it can be submitted again for future events, provided there are no changes to your event, or to the traffic management arrangements.

### 4.4 Special Purpose Vehicles 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, the event organiser is to apply to Service NSW.

Animals participating in an event may require Local Council approval. The structure and processes of NSW Local Councils can vary. TfNSW recommends visiting <a href="www.olg.nsw.gov.au">www.olg.nsw.gov.au</a> and engaging directly with the relevant Council.



Irish Woolfest Boorowa, NSW - Annalucia / Shutterstock.com

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### 4.5 On Road Event

An On Road Event is an event which an organiser conducts wholly or partly on a road or road related area. These generally fall into two categories: Charity events and Non-Charity events.

A **Charity** On Road Event is an event conducted wholly or partly on a road or road related area to raise funds for a nominated charity. The event organiser needs to obtain formal permission from the charity organisation to raise charitable donations via the On Road event on their behalf.

The event organiser will initially provide notification to the Roads Authority in which their planned route impacts and work through the requirements with the Roads Authority.

An example: An event organiser conducting an event from Sydney to Wollongong running on the roadway with 5 other participants to raise funds for the Sydney Children's Hospital.

A **Non-Charity** On Road Event is an event conducted wholly or partly on a road or road related area but does not raise any funds for a charity.

The event organiser will initially provide notification to the Roads Authority in which their planned route impacts and work through the requirements with the Roads Authority.

An example is: A Local cycling club running their annual group ride with 100 club members from Newcastle to the Hunter Valley.

Note that neither of the above two categories of On Road Events may be a race. An event organiser should ensure their event does not meet any of the definitions of "Races, attempts on speed records and other speed trials" as regulated by <u>Section 115 of the Road Transport Act 2013</u>



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### 5. Costs for Planning & Executing a Special Event

Prior to seeking approval from Council to hold a special event, event organisers should be mindful of all likely or possible expenses involved. Where budget constraints are an issue, event organisers may wish to look for cost effective sites to hold events that are in off road locations or which will have minimal to no impact on the traffic and transport network.

NSW Government agencies set user charges for any specific goods or services which they have agreed to provide, including to public events. This is to ensure the appropriate use of public funds and allocation of agency resources.

Individual agencies, including Transport for NSW (see 5.9 below), NSW Police Force (see 5.8 below), NSW Ambulance each has their own policies, procedures and fee schedules for applying user charges services, including for events.

Event organisers should familiarise themselves with each agency's policy and discuss them with their stakeholder contacts at these agencies. Please also note that some agencies revise and update their fee schedules on an annual basis.

Traffic and transport management costs are applicable to all on roads events regardless of size or scale. Road authorities may also charge fees for services under section 223 of the *Roads Act 1993*.

### 5.1 Stakeholder Meetings

Successful planning and execution of large events often necessitates the involvement of various stakeholders in meetings held well in advance of the proposed event. The key stakeholders typically include the event organiser, local government, and the NSW police, while additional participants may include the event management firm employed by the organiser, the venue manager, or landowners, TfNSW, the Premier's Department, and other relevant transport authorities, trusts, and government agencies. Participation in these meetings is essential for ensuring effective communication and coordination among all parties involved in the event. No fees are charged by government authorities for participation in these meetings, but event organisers should use the opportunity to confirm with each key stakeholder of any potential costs or charges they may need to be aware of in planning their event.

### 5.2 Public Liability Insurance

Event organisers must possess sufficient public liability insurance. Apart from responsibilities under the <u>Work Health and Safety Act 2011</u>, <u>Work Health and Safety Regulation 2017</u>, <u>Work Health and Safety Codes of Practice</u>, and <u>SafeWork NSW</u>, the event organiser also has a responsibility to exercise due care towards individuals attending the event to prevent exposure to risks concerning public liability. Refer to Section 6.4 for details on Public Liability insurance requirements.

### 5.3 Risk Management Planning

Under the <u>Work Health and Safety Act 2011</u>, the event organiser, is a 'person(s) conducting a business or undertaking' and they have a duty of care to ensure the health and safety of workers, including volunteers. Event organisers also have a responsibility for the safety of all people who are involved in the event, and the general public who may have their normal travel or business impacted by the event. Traffic management strategies contribute to a safe and successful event. Event organisers, if required, have a

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duty of care to provide safety equipment, toilet facilities, water provisions, first aid and/or ambulance services, and other necessary amenities to ensure the safety and welfare of all individuals involved, at a cost to the event organiser. Refer to Section 6 for details on Risk Management Planning.

### 5.4 Traffic Controller and Event Marshals

In order to direct traffic with traffic controllers, authorisation is required from the appropriate roads authority, as stated by sections 121 and 122 of the Road Transport Act 2013 and section 26 of the Road Transport (General) Regulation 2021. Depending on the road classification, state roads are managed by TfNSW as the relevant authority, whereas local and regional roads are generally under the care and control of local Council. The responsibility of ensuring compliance with all legal and regulatory obligations, as well as the possession of necessary temporary traffic management qualifications, lies with the event organiser under section 184B of the Work Health and Safety Regulation 2017. They can fulfill this responsibility either directly if they have the relevant temporary traffic management qualifications or by enlisting the services of a specialised traffic control organisation. Event Marshals can be used at locations within the event space for marshaling purposes but are not to implement or direct traffic unless they have obtained the current units of competency through SafeWork NSW for:

- Implement Traffic Guidance Schemes (TGS), formally known as Traffic Control Plans (TCP), qualification to implement traffic control devices, or
- Traffic Controller qualification to direct traffic
   The allocation of traffic controllers and Marshals should be determined in the early stages of planning as

### 5.5 Traffic Control Devices

they can be a significant cost for the event organiser.

To effectively implement TGS, it is necessary, under sections 122 of the Road Transport Act 2013 and section 26 of the Road Transport (General) Regulation 2021, to utilise suitable traffic control devices, including approved warning signs, cones, barriers, and other control devices. Compliance with the AS1742.3, Traffic Control at Worksites Technical Manual (For TfNSW staff and contractors) and/or Austroads Guide to Temporary Traffic Management and relevant legislation is crucial for all traffic control equipment and services. Event organisers typically enlist the expertise of certified and experienced traffic control companies to ensure efficient management of traffic flow. The event organiser holds the responsibility for bearing the costs related to the installation, supervision, and removal of traffic control equipment.

### 5.6 Advertising Regulation of Traffic

If the event requires the temporary closing of a road, <u>Section 5 of the Roads Regulation 2018</u> requires that 7 days notice be given by means of an advertisement in a local newspaper or the roads authority website. Class 1 events require advertising to a wider audience and TfNSW places the advertisement at the Event organiser's cost. Class 2 events require advertising to a local audience and the Local Council places the advertisement at the event organiser's cost. Refer to section 3.3 for further details on communications.

### 5.7 Local Government Costs

Each NSW Council will have a set of guidelines and requirements for event organisers for their Local Government Area (LGA). These are likely to include costs such as application costs, lane/road rental costs, equipment hire costs and risk management costs, and any further information required by Council

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to assess the overall impact of your event. If your event spans multiple Council areas, it is necessary to contact each Council individually to secure approval and obtain the corresponding fees. TfNSW recommends event organisers visit <a href="www.olg.nsw.gov.au">www.olg.nsw.gov.au</a> and establish the correct LGA/s and then engage directly with the Council/s.

### 5.8 NSW Police Costs

The NSW Police Force has a general responsibility to provide policing services for all people of NSW. User charges cover a wide variety of services provided by the NSW Police under cost recovery principles. User charges services go beyond the agency's general responsibility to the community to promote public safety and protect community interests.

Cost recovery services provided by police include policing services at special events, transport escorts; control of traffic; and a wide variety of information services. Event organisers should make enquiries directly with NSW Police via the local Police Command in the first instance as to the process and associated costs.

When requesting user charges services, the event organiser must provide NSW Police Force with a completed Notice and Request for Services form in accordance with the prescribed notice period set out below:

- Minor cultural/sporting event: -at least 60 days prior to the event
- Major cultural/sporting event: at least 90 days prior notice to the event. A major event is one lasting for more than one day, requiring more than ten police, and/or an event that crosses the boundaries of Police Area Command or poses unusual risk or logistical challenges.

In order for both parties to understand their obligations, NSW Police requires parties to enter into an agreement for the provision of particular services for an agreed cost.

An event that requires NSW Police resources under Cost Recovery is notifiable to the NSW Police Force via the Police Area Command or District for which the event will take place.

Vehicle races on roads and road related areas are conducted within the legislative power of <a href="section115">section 115</a> of <a href="the Road Transport Act 2013">the Road Transport Act 2013</a>. They require approval from the NSW Police, and compliance with specific safety requirements. Event organisers should visit <a href="www.police.nsw.gov.au/home">www.police.nsw.gov.au/home</a> and make enquires directly with NSW Police as to the process and associated costs.

### 5.9 Transport for NSW Costs

### 5.9.1 Reserving the Road Space

When an event is held or impacts on a road, for which TfNSW is the Roads Authority, the event organiser is required to obtain consent from TfNSW for the use of the road space through an ROL application under section 138 and section 115 of the Roads Act 1993. The road space is reserved by TfNSW for the event and may impose conditions on the use of the road space to ensure the safety of participants and the public.

There may be costs associated with events that have reserved road space. Event organisers should check with TfNSW for the most up-to-date information on any fees or charges, that may apply specific to their event.

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### 5.9.2 Traffic and Transport Contract

If the event requires TfNSW assistance a list of costs will be provided of the necessary road mitigation measures and any public transport overlay required for the proposed event to the event organiser. A Traffic and Transport Contract will be sent to the event organiser, which will detail TfNSW costs, and the terms and conditions for the delivery of the services. Once the event organiser signs the contract and returns, TfNSW will confirm to the event organiser, the delivery of the road mitigation measures and public transport overlay, as well as provide any ROL approvals. TfNSW will execute the agreed contract in the planning and operations of the event.

### 5.9.3 Permanent Variable Message Signs

Application to present traffic management information on TfNSW permanent VMS can be made prior to the event. Evaluation and consultation will be undertaken by TfNSW, free of charge. Refer to Section 3.3.3.4 for more information on permanent VMS.

### 5.9.4 Special Event Clearways

Certain events may require the implementation of special event clearways to increase the safety of participants and to manage traffic effectively. Only TfNSW is authorised to establish a special tow-away area under section 143 of the *Road Transport Act 2013*. The cost of providing special event clearways can be substantial, as it typically involves the production of regulatory signs and warning signs that must be installed before the clearway can be activated. If a special event clearway has not been used previously in the area, additional infrastructure may need to be erected to support the signage. In addition, specialised tow truck services and office staff will be required as part of the overall cost of installing and managing a special event clearway.

### 5.9.5 Transport for NSW Assets

Assets belonging to TfNSW, such as bridges, viaducts, freeways, tunnels, and public transport infrastructure, are typically not available for use during special events, although exceptions do exist but must be agreed to by TfNSW. Examples of such events are New Year's Eve celebrations and the Sydney Marathon where prior agreements have been made with TfNSW. It should be noted, however, that these exceptions are limited in scope and do not guarantee access to TfNSW assets for all special events.

### 5.9.6 Integrated Public Transport Ticketing

Integrated Ticketing agreements are negotiated between TfNSW and the event organiser when requested and/or where TfNSW determines that a significant public transport overlay is needed to support a particular event on use of public transport by the majority of patrons and preventing unsustainable impacts on the road network. Large stadium events are a good example of an event where an integrated ticketing arrangement is necessary.

In an integrated ticketing agreement, the event organiser pays an agreed fee to cover the cost of public transport for its patrons, which is automatically included in their ticket price.

Contracts for integrated ticketing are different to event traffic and transport contracts which deal specifically with TfNSW recovery of road and traffic related costs, and the diversion of public transport.

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There are two types of integrated ticketing entitlement, one being rail only and the other being fully integrated ticketing. The entitlement for each is listed below:

### **Rail Only Integrated Ticketing:**

Ticketholders are entitled to travel on the following services to and from the event:

- Rail network bounded by Bomaderry, Goulburn, Bathurst, Scone and Dungog stations; (Non booked services)
- · Sydney Metro Services;
- · Sydney and Newcastle Light Rail.

Tickets may be presented on mobile phones and should be accepted for travel.

(Note: A separate station access fee is payable for travel to and from the Domestic and International Airport stations, the fee is not included as part of integrated ticketing).

### **Full Integrated Ticketing:**

Ticketholders are entitled to travel on the following services to and from the event:

- Rail network bounded by Bomaderry, Goulburn, Bathurst, Scone and Dungog stations; (Non booked services)
- All Sydney metropolitan and outer metropolitan regular route bus services.
- · Harbour City and Newcastle Ferries.
- · Sydney and Newcastle Light Rail.
- · Sydney Metro Services;

Tickets may be presented on mobile phones and should be accepted for travel.

(Note: A separate station access fee is payable for travel to and from the Domestic and International Airport stations, the fee is not included as part of integrated ticketing).

Once an integrated ticketing contract between the event organiser and TfNSW has been executed, TfNSW will licence the event organiser to advertise its event as an integrated ticketing event.

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### 5.9.7 Free Public Transport Requests

Eligibility for free travel is assessed against the government's *Special Events* (*Free Transport Requests*) *Guidelines 2020.* Free public transport may be considered for participants and/or volunteers of special events that fall within one or more of the following categories:

- Charity/fundraiser
- Commemorative
- · Addressing disadvantage
- · Promoting transport

Depending on the event, free travel may be provided on select modes, or all modes of transport to and from the event. Free travel can be approved for before, during, or after the events.

Participants and/or volunteers of special events are required to either hold a free travel pass or another item that has been agreed upon to be eligible for free travel for the duration of the approved free travel request (event uniforms or participant letters are some examples).

### 5.10 Australia's Strategy for Protecting Crowded Places from Terrorism (ANZCTC)

Owners and operators of crowded places have the primary responsibility for protecting their sites, including a duty of care to take steps to protect people that work, use, or visit their events from a range of foreseeable threats, including terrorism. The approach taken to protect crowded places should be nationally consistent, proportionate and, to every extent possible, preserve the public's use and enjoyment of these places. All costs associated with the procurement and implementation of temporary Critical Infrastructure (such as Hostile Vehicle Mitigation) is the responsibility of event organisers. www.nationalsecurity.gov.au/

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### 5.11 Other Event and Incidental Costs

Depending on the nature of the event, other event costs and potential incidental costs may arise and should be taken into consideration during planning. These may include:

- expenses associated with medical, first aid and paramedic services, including from contracted medical providers and services from NSW Ambulance and/or NSW Health
- · emergency services on standby
- · reimbursement of lost revenue, such as if using or preventing access to car space.
- · rental of portable toilets
- · notifications to trucking or bus companies
- · safety conditions imposed by the police for vehicle race events
- · parking for buses
- · media, communications and public messaging
- · arrangements for spectators and management of crowds
- · high-visibility clothing for participants, and
- venue hire fees and costs related to venues, properties and public spaces managed by government trusts or authorities.

It is important for event organisers to anticipate the possibility of unexpected incidental costs and incorporate them into the overall event budget accordingly.

Further information and guidance on planning, stakeholder liaison and potential costs, charges and other considerations for public events in NSW is available through the Event Starter Guide, available at <a href="mailto:nsw.gov.au/event-starter-guide">nsw.gov.au/event-starter-guide</a>

### 6. Risk Management for Special Events

The operational environment for special events can be a high-risk environment. Various factors must be considered, including an emphasis on workplace health and safety through the <u>Work Health and Safety</u> <u>Act 2011</u>, <u>Work Health and Safety Regulation 2017</u>, <u>Work Health and Safety Codes of Practice</u>, and <u>SafeWork NSW</u>. Additionally, there is a requirement for sufficient public liability insurance, the insurance covers third party bodily injury and property damage that may occur during the special event.

Under the <u>WHS Act 2011</u> the event organiser has a primary duty of care to ensure the health and safety of all persons at events. This extends to its employees, its contractors, and members of the public.

### 6.1 Managing the Risk

The objective of WHS legislation is to ensure the health, safety, and well-being of individuals in the workplace. Irrespective of the event size, the event organiser is obligated to comply with the legislative requirements. The <u>Work Health and Safety Act 2011</u> governs the event organiser's responsibilities towards both employees and non-employees, including volunteers, contestants, and visitors, even if the event organiser does not employ anyone at the event. If the event organiser controls premises used by individuals as a place of work, they are also responsible under the Act, even if they do not employ anyone. Furthermore, the event's route or location may be regarded as a place of work.

The event organiser, whose name appears on the Public Liability Insurance Policy, is the individual or entity responsible for organising the event. The <u>Work Health and Safety Regulation 2017</u> and <u>Work Health and Safety Codes of Practice</u> necessitate that the event organiser notify <u>SafeWork NSW</u> of deaths and certain injuries, either as an occupier of a place of work where an incident occurred or as an employer of the affected person. Apart from the duties imposed by the <u>Work Health and Safety Act 2011</u>, the event organiser also has a duty of care towards attendees, ensuring that they are not at risk from a public liability perspective. It's essential to note that the event organiser is different from the event management firm hired to handle the event on their behalf.

### 6.2 Assessing the Risk

Event organisers in NSW must consider several factors regarding risk assessment and risk management to ensure the safety of all. A risk management plan for traffic and transport must be included within the TMP outlining the specific identified risk and the mitigation measures used. They must also identify and assess potential hazards that may cause harm to people or property on the event bump in, during the event and the event bump out and the mitigation measures used.

The event organiser should ensure that all contractors and service providers involved in the event are appropriately licensed, insured, and trained to perform their duties safely.

### 6.3 What a Risk Assessment means for Traffic and Transport

Event organisers have a legislative and regulatory responsibility to safely separate traffic and transport elements from spectators, contestants or participants, and event volunteers. The outcome of the traffic and transport risk assessment is the creation of TGS and the associated site-specific risk assessments and risk management plans that aim to manage the identified risks. Safe Work Method Statements (SWMS) must be developed to cover the workers implementing and managing the TGS in a high-risk

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environment, SWMS templates can be found at <u>SafeWork NSW</u>. Refer to section 4.3 Traffic Guidance Scheme for additional details on TGS.

The TMP outlines the entire traffic and transport management plan for the event and must include a risk management plan. The risk management plan should highlight and address all the hazards identified in the planning. Inductions and/or briefings must be carried out prior to the event to familiarise event volunteers and workers of the hazards associated with the event and the risk mitigation measures implemented. Refer to section 4.2 Transport Management Plan for additional information on the TMP.

### 6.4 Public Liability Insurance

The NSW Government and TfNSW require that event organisers possess sufficient public liability insurance. Apart from responsibilities under the <a href="Work Health and Safety Act 2011">Work Health and Safety Regulation 2017</a>, <a href="Work Health and Safety Codes of Practice">Work Health and Safety Codes of Practice</a>, and <a href="SafeWork NSW">SafeWork NSW</a>, public liability typically refers to the insurance, while the legal requirement describes the health and safety of other persons is not put at risk. Local government and TfNSW necessitate that event organisers purchase public liability insurance to cover liability claims. It should be noted that the event organiser is accountable for public liability claims, even in the case of unpaid or voluntary positions. For very small events, such as neighbourhood street parties, Local Councils still recommend acquiring public liability insurance. The NSW Government and TfNSW advise event organisers to obtain expert legal advice regarding their public liability matters before organising an event.

The event organiser has the responsibility of obtaining the insurance and public authorities are not required to support the event without adequate public liability insurance and their Organisation being named in the policy as an interested party.

Each agency will have their own requirements for public liability.

### 6.4.1 Council Requirements

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.

### 6.4.2 TfNSW Requirements

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

### 6.4.3 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. Examples are the Greater Sydney Parklands Trust, Venues NSW and Sydney Olympic Park Authority.

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### Roles and Responsibilities 7.

The roles and responsibilities in the planning and execution of a special event vary dependent on the size, scale and impact of the event. To assist, special event planning checklists have been included in the guide and can be found in Appendix 1-Special Event Planning Checklists.

	Role	Responsibilities
Event organiser	Manage planning for whole event	<ul> <li>Budget for all costs</li> <li>Obtain necessary traffic and transport approvals</li> <li>Notify relevant channels prior to event</li> <li>Maintain public liability insurance</li> <li>Provide NSW Police with Notice and Request for Services form, if applicable<sup>11</sup></li> <li>Ensure traffic and transport activities are undertaken by qualified personnel</li> <li>Risk management planning</li> <li>Duty of care to ensure health and safety of all persons</li> </ul>
Local Council	Coordinating special events with other stakeholders <sup>12</sup>	<ul> <li>Initial point of contact for event organisers</li> <li>Assess event applications</li> <li>Assess the traffic and transport implications of proposed events (this can involve referral to and review by LTC depending on the scale of the event)</li> <li>Determine event applications</li> <li>Issue Schedule of Conditions to event organiser</li> <li>Provide necessary approvals and permits, as required</li> <li>Coordinate road-based activities</li> <li>Regulation of traffic</li> <li>Ensure compliant traffic management activities</li> </ul>

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<sup>190-</sup>days' notice is required for a major cultural / sporting event. A major event is one lasting for more than one day, requiring more than ten police, and/or an event that crosses the boundaries of Police Area Command or poses unusual risk or logistical challenges. Any minor cultural / sporting event requires 60-days' notice.

12 The structure and processes for planning and executing a special event can vary by Council. Event organisers should engage

directly with the relevant local Council(s) to ensure all special event requirements for that local government area are met.

	Role	Responsibilities
NSW Police	Provide policing services for all people of NSW	<ul> <li>Seek user pays charges for services under cost recovery principles, on request<sup>13</sup></li> <li>Enter into agreement with event organiser for provision of services<sup>14</sup></li> <li>Close an event prematurely if the event is posing risk to life or property</li> <li>Provide written approval under <u>Section 115 of the Road Transport Act 2013</u> for vehicle races on roads and road related areas.</li> </ul>
TfNSW	Manage roads <sup>15</sup> considered to have the greatest strategic significance to NSW	<ul> <li>Assess impact of proposed event on the traffic and transport network, for class 1 to class 3 events</li> <li>Verify the proposed Class advised by Council, and reassign as required</li> <li>Seek user pays charges for services under cost recovery principles</li> <li>Provide event organiser with contract/s for traffic and transport and other arrangements such as Integrated Ticketing, if applicable</li> <li>Deliver road mitigation measures and public transport overlay</li> <li>Provide any necessary approvals (ie. ROL)</li> <li>Manage VMS</li> </ul>
Trusts, authorities and government enterprises	Provide consent for facility, if required	<ul> <li>Stipulate any conditions of use</li> <li>Provide written consent for use to event organiser</li> <li>Create or review TMP for venue, if required</li> </ul>
Event precinct or venue owner	Provide consent for facility, if required	<ul> <li>Stipulate any conditions of use</li> <li>Provide written consent for use to event organiser</li> </ul>

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<sup>&</sup>lt;sup>13</sup> User charges may apply when services go beyond the agency's general responsibility to the community to promote public safety and protect community interests (ie. transport escorts, traffic control, etc). Event organisers should visit www.police.nsw.gov.au/home and make enquires directly with NSW Police as to the process and associated costs.

www.police.nsw.gov.au/home and make enquires directly with NSW Police as to the process and associated costs.

14 Significant costs are associated with the use of Users Pays Police and alternate arrangements should be investigated prior to submitting an application

submitting an application

15 Transport for NSW is empowered under the <u>Roads Act 1993</u> and <u>Transport Administration Act 1988</u>

Role	Responsibilities
	<ul> <li>Create or review TMP for venue or precinct, if required<sup>16</sup></li> <li>Attend meetings for site-specific event operations groups, if convened</li> </ul>

Table 5 Roles and responsibilities for planning and executing a special event.

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<sup>&</sup>lt;sup>16</sup> Some venues and precincts may have generic TMPs that are used for event days negating the need for an event organiser to develop and submit a TMP.

### 8. Legislation Relevant to Events

When planning a special event that affects the traffic and transport network, The event organiser must refer to legislation, standards and manuals to govern or guide in the planning of the event. It is important to seek professional legal advice to ensure that you are complying with all relevant legislation and regulations.

### 8.1 Key TfNSW Legislation, Acts and Regulations

Document	Description
Transport Administration Act 1988 (NSW)	This act establishes Transport for NSW and outlines its functions and powers.
Transport Administration Regulation 2018 (NSW)	This regulation provides the detailed procedures and requirements for the administration of the Transport Administration Act 1988.
Roads Act 1993 (NSW)	This act provides the regulatory framework for the construction, maintenance, and management of roads in NSW.
Roads Regulation 2018 (NSW)	This regulation provides the detailed procedures and requirements for the administration of the Roads Act.
Road Transport Act 2013 (NSW)	This act regulates the road transport industry in NSW, including the registration and licensing of vehicles and drivers, and the enforcement of road safety standards.
Road Transport (General) Regulations 2021 (NSW)	This regulation provides the detailed procedures and requirements for the administration of the Road Transport Act.
Passenger Transport Act 2014 (NSW)	This act regulates the passenger transport industry in NSW, including taxis, buses, and other public transport services.
Heavy Vehicle National Law (NSW)	This law regulates heavy vehicles operating on the road network in NSW and is part of a national regulatory system.

Table 6 Key Legislation, Acts and Regulations

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### 8.2 Key Traffic and Transport Manuals and Standards

Document	Publisher
AS 1742.1, Manual of uniform traffic control devices, Part 1: General introduction and index of signs	Standards Australia
AS 1742.2, Manual of uniform traffic control devices, Part 2: Traffic control devices for general use	Standards Australia
AS 1742.3, Manual of uniform traffic control devices, Part 3: Traffic control for works on roads	Standards Australia
AS 1743, Road Signs - Specifications	Standards Australia
AS 4852.2, Variable Message Signs, Part 2: Portable Signs	Standards Australia
AS/NZS 1906.1, Retroreflective materials and devices for road traffic control purposes, Part 1: Retro-reflective sheeting	Standards Australia
AS/NZS 1906.2, Retroreflective materials and devices for road traffic control purposes, Part 2: Retro-reflective devices (non-pavement application)	Standards Australia
AS/NZS 3845.2, Road safety barrier systems and devices	Standards Australia
Australia's Strategy for Protecting Crowded Places from Terrorism 2023 (nationalsecurity.gov.au)	Australian National Security
Guide to Temporary Traffic Management	Austroads
Guide to Traffic Management	Austroads
Hostile Vehicle Guidelines for Crowded Places	Australian National Security
New South Wales Guidelines for Bicycle Road Races	Transport for NSW
Portable Variable Message Signs	Transport for NSW
Traffic Control at Worksites Manual (latest version)	Transport for NSW
TS 00028, Accepted Road Safety Barrier Systems and Devices	Transport for NSW
VMS Messaging – Guide to Traffic Management Part 10	Austroads

Table 7 Key Traffic and Transport Manuals and Standards

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### 8.3 Key Special Event Legislation

Document	Description
24-Hour Economy Legislation Amendment (Vibrancy Reforms) Act 2023	An Act to make miscellaneous amendments to legislation to increase the vibrancy of the night-time economy; and for related purposes.
Major Events Act 2009 (NSW)	This Act facilitates the holding and conduct of major events in NSW, ensuring NSW government agencies have appropriate authority and jurisdiction if required. NB: Activation of this legislation is rarely required, usually for once-off "mega events" (e.g.: a World Cup) where the business-as-usual arrangements for event delivery (including traffic and transport management, as detailed in this guide) are insufficient for the specific requirements of a very large and complex event. This legislation is often cited in event bids, to demonstrate the government has the legislative tools available to ensure an event can be delivered in accordance with the requirements of the commissioning body.
Music Festivals Act 2019 No 17 (NSW)	An Act to promote a safer environment at music festivals by requiring organisers of high-risk festivals to comply with approved safety management plans; and for related purposes.
Liquor Act 2007 (NSW)	This Act regulates the sale, supply, and consumption of alcohol in NSW, including at events.
Environment Planning and Assessment Act 1979 (NSW)	This Act provides for the assessment and approval of development proposals, including for events that may require temporary structures or changes to land use.
Public Health Act 2010 (NSW)	This Act provides for the regulation and management of public health issues, including food safety and disease control, which may be relevant to major events.
Copyright Act 1968	This Act regulates the use of copyrighted material, including music and audio-visual content, which may be relevant to events involving performances or broadcasts.

Table 8 Key Special Event Legislation

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### 8.4 Key WHS Legislation and Regulations

These are some of the key workplace health and safety legislation and regulations that you should consider when planning and staging a major event in NSW. SafeWork NSW is the state's work health and safety regulator, responsible for enforcing compliance with WHS laws and providing guidance and support to businesses and workers to help them manage health and safety risks.

Document	Description
Work Health and Safety Act 2011 (NSW)	This Act sets out the legal obligations of employers and workers to ensure health and safety in the workplace, including at events. It also outlines the powers of regulators to enforce compliance with WHS laws.
Work Health and Safety Regulation 2017 (NSW)	This regulation provides detailed requirements and guidance on how to comply with the WHS Act, including specific provisions relating to events.
Work Health and Safety Codes of Practice	These codes of practice provide practical guidance on how to manage specific risks associated with events, such as crowd management, temporary structures, and electrical safety.
Public Health Act 2010 (NSW)	This Act provides for the regulation and management of public health issues, which may be relevant to events that involve food handling, waste management, or the control of infectious diseases.
Environmental Planning and Assessment Act 1979 (NSW)	This Act provides for the assessment and approval of development proposals, including for events that may require temporary structures or changes to land use.
Liquor Act 2007 (NSW)	This Act regulates the sale, supply, and consumption of alcohol at events, including requirements for responsible service of alcohol and management of intoxicated patrons.

Table 9 Key WHS Regulations and Regulations

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# Appendix 1-Special Event Planning Checklists

## A1.1 For Event Organisers

Action	Stakeholder	Description	Timing		Tracking	king	
	Involvement			Class 1	Class 2	Class 3	Class 4
Soordination							
Adhere to application lead times	Event organiser, TfNSW, Council(s), NSW Police	Leads times are critical to ensure your event has sufficient planning and approval times for all involved. It also ensures there are no other impacts on the dates proposed.	Refer to section 3.1 of the Guide				
Engage with relevant Council(s)	Event organiser, Council(s)	The structure and processes for planning and executing a special event can vary by Council. Event organisers should engage directly with the relevant local Council(s) to ensure all special event requirements for that local government area are met.	As soon as possible				
Present to LTC	Event organiser, Council(s)	Ensure information is provided to Council(s) in a timely manner (noting event approval lead times in Section 3.1 of the Guide) to allow sufficient time for Council to prepare a submission for the LTC to consider.	Refer to section 3.1				
Determine applicable traffic and transport conditions per assigned Class	Event organiser, TfNSW (for State roads) Local Council (for unclassified roads) <sup>17</sup>	In partnership with the relevant roads authority, the event organiser will determine impacts to the local and broader traffic and transport network and outline key deliverables to limit the impact on the nonevent community	Refer to Section 4 Planning a Special Event				

17 For events on unclassified roads, approvals from Transport for NSW and/or NSW Police may still be required, for example when traffic signals are involved or for public gatherings.

Action	Stakeholder	Description	Timing		Tracking	ing	
	Involvement			Class 1	Class 2	Class 3	Class 4
Facilitate / oarticipate in stakeholder neetings	Event organiser, TfNSW, Council(s), NSW Police <sup>18</sup>	Key stakeholders typically include the event organiser, Council, TfNSW and NSW Police. Participation is essential for effective coordination of event matters. No fees are charged by government authorities for participation in these meetings. The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first meeting.	Through the planning and approval process, as required				Z/A
Sudgeting for the svent	Event organiser	Prior to seeking approval from the relevant local authority to hold a special event, event organisers should consider the costs associated with planning and executing that event. It is important for event organisers to anticipate the possibility of unexpected incidental costs and incorporate them into the overall event budget accordingly. Refer to Section 5 Costs for Planning & Executing a Special Event in the guide for potential costs to plan an event	Prior to applying for approval				
WHS	Event organiser	May be required to provide SWMS, risk management plan, Traffic Guidance Schemes and Hostile Vehicle Mitigation plans	Prior to TMP Submission				
Approvals / Deliverables	səles						
Obtain Road Usage Permits	Event organiser, TfNSW, Council(s), NSW Police	State road ROL and Council traffic permit and/or permits specific to a venue or precinct	10 working days prior to event date				
Other Traffic and Fransport Approvals	Event organiser, Other Traffic and Transport providers	Additional permits related to traffic and transport may be necessary to facilitate the event. All conditions relevant to the permit application must be adhered to. These permits might be specific to a venue,	Before event day refer to operator for timings				Z/A

18 Attendance may be required by additional stakeholders including any event management, venue manager, landowner, Transport for NSW, Premier's Department and other relevant transport authorities, trusts, and government agencies.

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Action	Stakeholder	Description	Timing		Tracking	king	
	Involvement			Class 1	Class 2	Class 3	Class 4
		precinct, landowner, or transport operators, such as Light Rail services. All conditions relevant to the permit application must be adhered to.					
Anzac Bridge and Sydney Harbour Bridge Permit	Event organiser, TfNSW	All events that impact on the traffic lanes of Anzac Bridge or Sydney Harbour Bridge are considered a Class 1 special event, requiring a minimum 6-month lead time for approval. Due to the significant impact on the network, the approval is not guaranteed, and it should be noted it will incur significant costs to event organisers to plan and implement. Without a signed TfNSW Bridge Usage Permit, the event will not be allowed to proceed.	10 working days prior to event date		N/A	N/A	A/A
f event is a road race, written approval from NSW Police	Event organiser, NSW Police	Vehicle races on roads and road-related areas are conducted within the legislative power of the <i>Road Transport Act</i> 2013. In accordance with Section 115 of the <i>Road Transport Act</i> 2013 they require approval from the NSW Police, and compliance with specific safety requirements.	90 days prior to the event date, refer to section 2.4.2			N/A	N/A
Request User Pays with NSW Police	Event organiser, NSW Police	User charges cover a wide variety of services provided by the NSW Police under cost recovery principles on request. User charges may apply when services go beyond the agency's general responsibility to the community to promote public safety and protect community interests (ie. transport escorts, traffic control, etc). The event organiser should plan to meet the cost of the service as part of budgeting. For both parties to understand their obligations, NSW Police requires parties to enter into an agreement for the provision of services for an agreed cost.	90 days prior to the event date				
Public Liability Insurance	Event organiser	The NSW Government and TfNSW require the event organisers to possess sufficient public liability insurance for the duration of set-up, running and bump out of the event, and include the up-to-date certificate of currency in the detailed TMP.	Prior to TMP Submission				

Action	Stakeholder	Description	Timing		Trac	Tracking	
	Involvement			Class 1	Class 2	Class 3	Class 4
Prepare and Jistribute detailed TMP	Event organiser, Council(s), TfNSW	A TMP must be prepared by the event organiser and provided to Council, TfNSW and NSW Police. The TMP is a strategic plan / risk assessment, in support of a TGS. It is to be prepared by an accredited person and detail, in words and diagrams, measures to safely implement the event and manage traffic related risks and controls. Once authorised, the TMP should be circulated to each stakeholder. Refer to Section 4.2 in the Guide and Appendix 4 for a detailed TMP template.	Refer to section 3.1			Z/A	₹/Z
Prepare and Jistribute a brief TMP	Event organiser, Council(s), TfNSW	A TMP must be prepared by the event organiser and provided to Council and, if required NSW Police and TfNSW. The TMP is a strategic plan / risk assessment, in support of a TGS. It should be prepared by an accredited person and detail, in words and diagrams, measures to safely implement the event and manage traffic related risks and controls. Once authorised, the TMP should be circulated to each stakeholder. Refer to Section 4.2 in the Guide and Appendix 4 for a brief TMP template.	Refer to section 3.1	N/A	A/X	<u>0</u>	8
Prepare TGS to sutline your risk management srocess for the seent	Event organiser	A TGS must be designed (drawn) and implemented by a person who is trained and accredited, through an approved training course, by a registered training organisation (RTO). This may be a traffic management company and is to be in accordance with the Austroads Guide to Temporary Traffic Management and Australian Standard 1742.3	Included with TMP submission				

<sup>19</sup> Requirements for a Brief TMP are subject to the relevant Council policies.
<sup>20</sup> Requirements for a Brief TMP are subject to the relevant Council policies.

Action	Stakeholder	Description	Timing		Trac	Tracking	
	Involvement			Class 1	Class 2	Class 3	Class 4
Sonduct event according to TMP and/or Schedule of Sonditions	Event organiser	Event organiser is to execute the event according to the traffic and transport arrangements described in the TMP and the Schedule of Conditions provided to TfNSW, NSW Police and Council(s).	Setup, during and bump out of the Event				
Votification							
Notify emergency services	Event organiser, NSW Police / other emergency services	The event organiser is required to notify Emergency Services. The agencies require a clear passageway of at least 4 metres in width and adequate height clearances for a Fire and Rescue vehicle to enable emergency access into or through the event for public safety (alternative arrangements must be proposed and agreed if this cannot be achieved).	Refer to section 3.3.2.1				
Sonduct letterbox drop, if required	Event organiser, Council, NSW Police, TfNSW	Prior to the event, a letterbox drop (or similar) to affected businesses and residents may be requested by NSW Police, TfNSW or Council. This may be undertaken by the event organiser or the Council, depending on the relevant Council policy.	Refer to Section 3.3				
Post Event							
Debrief post event	Event organiser, TfNSW, Council(s), NSW Police	The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first stakeholder meeting.	Within 1 to 2 weeks post event			21 N/A	N/A

 $<sup>^{\</sup>rm 21}$  Council(s) policy may include the requirement to hold a debrief post event.  $^{\rm 22}$  See footnote 21

### A1.2 For Councils

Action	Stakeholder Involvement	Description	Timing	Class 1	Tracking Class 2 Cla	ting Class 3	Class 4
Coordination							
Engage with event organiser	Event organiser, Council(s)	The event organiser is to provide Council with a description of the event and its projected size. In response, Council staff should supply an information package that describes the Traffic & Transport Management for Special Events process, supplies a Transport Management Plan template, and describes Council's other requirements for special events.	Prior to LTC submission				
Determine applicable traffic and transport conditions	Event organiser, TfNSW (for State roads) Local Council (for unclassified roads) <sup>23</sup>	In partnership with the relevant roads authority, the event organiser will determine impacts to the local and broader traffic and transport network and outline key deliverables to limit the impact on the nonevent community.	Refer to Section 4 Planning a Special Event				
Assess the event application via LTC	ГТС	LTCs, which contain representatives from Council, State Member, NSW Police and TfNSW, meet regularly throughout the year. LTC will review the event application and advise Council on matter related to traffic and transport. The LTC will advise on the proposed special event class through its review of the TMPs, which may be different to the class determined and agreed by relevant stakeholders	Refer to Section 3.1				
Facilitate / oarticipate in	Event organiser, TfNSW, Council(s), NSW Police <sup>24</sup>	Key stakeholders typically include the event organiser, Council, TfNSW and NSW Police. Participation is essential for effective coordination of event matters. No fees are charged by government authorities for	Through the planning and approval				N/A

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<sup>&</sup>lt;sup>23</sup> For events on unclassified roads, approvals from Transport for NSW and/or NSW Police may still be required, for example when traffic signals are involved or for public gatherings.
<sup>24</sup> Attendance may be required by additional stakeholders including any event management, venue manager, landowner, Transport for NSW, Premier's Department and other relevant transport authorities, trusts, and government agencies.

Action	Stakeholder	Description	Timing		Tracking	ing	
	Involvement			Class 1	Class 2	Class 3	Class 4
stakeholder neetings		participation in these meetings. The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first meeting.	process, as required				
Council Permit Applications	Event organiser, Council(s)	Assess the Council permit application for the use of the road against other works or events in the area that may affect the event approval. Each Council may have a different application and approval process.	Prior to the approval of the event				
Approvals / Deliverables	səles						
Review detailed	Event organiser, TfNSW, Council(s), NSW Police	The relevant road authority or road authorities, in conjunction with the NSW Police, will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The approval of the TMP is for the regulation of traffic only and the endorsement of the proposed management of the traffic and transport network. Refer to Section 4.2 in the Guide and Appendix 4 for a detailed TMP template.	Refer to Section 3.1			A/X	N/A
Review Brief TMP	Event organiser, Council(s)	The relevant road authority or road authorities, in conjunction with the NSW Police, will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The approval of the TMP is for the regulation of traffic only and the endorsement of the proposed management of the traffic and transport network. Refer to Section 4.2 in the Guide and Appendix 4 for a brief TMP template.	Refer to section 3.1	N/A	A/A	25	S8 🗆

25 TfNSW will only review a brief TMP if the event impacts a State Road that requires an ROL and/or impacts a public transport route. Council(s) Policy will outline the need for a TMP 26 Council(s) policy may include the requirement for a Brief TMP

Notification						
Provide event organiser with Schedule of Conditions	Event organiser, Council(s)	Once the special event Class is agreed, Council will supply the event organiser with an information package (ie. Schedule of Conditions). This Class is outlines the conditions under which the event may proceed, and assigned requirements must be met.	Once event Class is assigned			
Post Event						
Debrief post event	Event organiser, TfNSW, Council(s), NSW Police	The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first stakeholder meeting.	Within 1 to 2 weeks post event		27 N/A	28 N/A

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 $^{\rm 27}$  Council(s) policy may include the requirement to hold a debrief post event.  $^{\rm 28}$  Council(s) policy may include the requirement to hold a debrief post event.

# A1.3 For Transport for NSW

Action	Stakeholder	Description	Timing		_	Tracking	
	Involvement			Class 1	Class 2	Class 3	Class 4
Coordination							
Provide advice to Council on special event application	Council(s), TfNSW, NSW Police	LTCs, which contain representatives from Council, State Member, NSW Police and TfNSW, meet regularly throughout the year. LTC will review the event application and advise Council on matter related to traffic and transport. The LTC will advise on the proposed special event class through its review of the TMPs, which may be different to the class determined and agreed by relevant stakeholders	During and post LTC meeting				Council
Determine applicable traffic and transport conditions	TfNSW (for State roads) Local Council (for unclassified roads) <sup>29</sup> , Event organiser	In partnership with the relevant roads authority, the event organiser will determine impacts to the local and broader traffic and transport network and outline key deliverables to limit the impact on the nonevent community.	Refer to Section 4 Planning a Special Event				30 Council
rfNSW User Pays	Event organiser, TfNSW	If the event requires TfNSW assistance a list of costs will be provided of the necessary road mitigation measures and any public transport overlay required for the proposed event to the event organiser. A Traffic and Transport Contract will be sent to the event organiser, which will detail TfNSW costs, and the terms and conditions for the delivery of the services. Once the event organiser signs the contract and returns, TfNSW will confirm to the event	Refer to Section 5.9.2			A A	N/A

<sup>29</sup> For events on unclassified roads, approvals from Transport for NSW and/or NSW Police may still be required, for example when traffic signals are involved or for public gatherings.
30 TfNSW will only review the event impacts if it requires an ROL and/or impacts a public transport route. Council(s) Policy will outline their requirements

Action	Stakeholder	Description	Timing		Ē,	Tracking	
	Involvement			Class 1	Class 2	Class 3	Class 4
		organiser, the delivery of the road mitigation measures and public transport overlay.					
ntegrated Public Fransport Ficketing	Event organiser, TfNSW	Integrated ticketing arrangement to be put in place between the event organiser and TfNSW if significant public transport overlay is required. This is an additional cost to the event organiser on top of the User Pays.	Refer to Section 5.9.6			A/N	A/N
Assess if the event s eligible for free sublic transport	Event organiser, TfNSW	Eligibility for free travel is assessed against the government's Special Events (Free Transport Requests) Guidelines 2020.	Refer to Section 5.9.7			Υ V	A/N
Facilitate / oarticipate in stakeholder neetings	Event organiser, TfNSW, Council(s), NSW Police <sup>31</sup>	Key stakeholders typically include the event organiser, Council, TfNSW and NSW Police. Participation is essential for effective coordination of event matters. No fees are charged by government authorities for participation in these meetings. The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first meeting.	Through the planning and approval process, as required			N/A	Z/A
Approvals / Deliverables	selc						
Relevant planning team to review event proposal	TfNSW	Assess details of proposed event and identify potential conflicts with existing plans or regulation. If conflicts are identified, TfNSW will engage with the event organiser to negotiate alternative conditions to ensure the event can proceed.	Refer to Section 3.1			35	N/A

31 Attendance may be required by additional stakeholders including any event management, venue manager, landowner, Transport for NSW, Premier's Department and other relevant transport authorities, trusts, and government agencies.
32 TfNSW will only review the event impacts if it requires an ROL and/or impacts a public transport route. Council(s) Policy will outline their requirements.

Action	Stakeholder	Description	Timing		F	Tracking	
	Involvement			Class 1	Class 2	Class 3	Class 4
Review detailed TMP	Event organiser, Council(s), TfNSW, NSW Police	The relevant road authority or road authorities, in conjunction with the NSW Police, will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The approval of the TMP is for the regulation of traffic only and the endorsement of the proposed management of the traffic and transport network. Refer to Section 4.2 in the Guide and Appendix 4 for a detailed TMP template.	Refer to Section 3.1			Z/A	Z/A
Review brief TMP	Event organiser, TfNSW, Council(s), NSW Police	The relevant road authority or road authorities, in conjunction with the NSW Police, will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The approval of the TMP is for the regulation of traffic only and the endorsement of the proposed management of the traffic and transport network. Refer to Section 4.2 in the Guide and Appendix 4 for a brief TMP template.	Refer to section 3.1	A/A	N/A	33	Council
FfNSW Road Occupancy Licence	Event organiser, TfNSW	Review the event organisers ROL application, if required, and carry out a conflict check for other works or events in the area that may impact the approval of this event.	Prior to the approval of the event				A/A
mplement Special Event Clearways <sup>34</sup>	TfNSW	If required, Special Event Clearways are to be installed by TfNSW only and inspected to ensure they are correct onsite.	Prior to event. Refer to 5.9.4			A/A	A/A
Program permanent VMS	TfNSW	Set approved permanent VMS messages on the allocated boards for prior and during the event.	Refer to Section 5.9.3			A/N	A/A

33 TfNSW will only review a brief TMP if the event impacts a State Road that requires an ROL and/or impacts a public transport route. Council(s) Policy will outline the need for a TMP 34 Special Event Clearways are a significant cost to the Event Organiser and alternate arrangements, like temporarily changing of parking signage, should be investigated.

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Action	Stakeholder	Description	Timing		-	Tracking	
	Involvement			Class 1	Class 2	Class 3	Class 4
Votification							
FfNSW planning team notification	TfNSW	TfNSW LTC representative to notify relevant TfNSW planning team about proposed special event and the event Class proposed by the LTC.	Refer to Section 3.1				A/A
Advise operator, when applicable	TfNSW, Transport operator	If the proposed event will disrupt/impact ferries, trains, metro, bus or light rail services, a private motorway or tunnel, TfNSW will advise the relevant operator to enable effective management of the transport network.	Refer to Section 4			A/A	N/A
Notify the Heavy Vehicle Industry	TfNSW	TfNSW will notify the heavy vehicle industry of any specific heavy vehicle detours, if required.	Refer to Section 3.3.1			A/N	A/N
Road Closure	TfNSW	If the event requires the closing of a road, Section 5 of the Roads_Regulation 2018 requires that 7 days' notice be given by means of an advertisement in a local newspaper or on the relevant roads authority website.	Refer to Section 5.6			Council	Council
Special Event Slearway notification	TfNSW	Only TfNSW is authorised to establish a special tow-away area under section 143 of the <i>Road Transport Act 2013</i> , organise the special event clearway signage and the tow trucks.	Refer to 3.3.3.2			A/A	A/A
Notify Road Users	TfNSW, Council(s)	Traffic management, transport, special event clearway and travel advice may be published by TfNSW on the <u>Live Traffic NSW</u> website. Similar information regarding local Council roads can be published by relevant Council(s)	Refer to Section 3.3.2			Council <sup>35</sup>	Council <sup>36</sup>

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 $^{35}$  Class 3 events are not eligible for Special Event Clearways  $^{36}$  Class 4 events are not eligible for Special Event Clearways

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ransport or NSW

Post Event						
Debrief post event	Event organiser, Transport for NSW, Council(s), NSW Police	The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first stakeholder meeting.	Within 1 to 2 weeks post event		37 N/A	38 N/A

<sup>37</sup> Council(s) policy may include the requirement to hold a debrief post event. <sup>38</sup> Council(s) policy may include the requirement to hold a debrief post event.

Item 8.3

### A1.4 For NSW Police

Action	Stakeholder	Description	Timing		Tra	Tracking	
	Involvement			Class 1	Class 2	Class 3	Class 4
Coordination							
Provide advice to Souncil on special event application	Council(s), TfNSW, NSW Police	LTCs, which contain representatives from Council, State Member, NSW Police and TfNSW, meet regularly throughout the year. LTC will review the event application and advise Council on matter related to traffic and transport. The LTC will advise on the proposed special event class through its review of the TMPs, which may be different to the class determined and agreed by relevant stakeholders	During and post LTC meeting				ď Ž
Facilitate / oarticipate in stakeholder neetings	Event organiser, TfNSW, Council(s), NSW Police	Key stakeholders typically include the event organiser, Council, TfNSW and NSW Police. Participation is essential for effective coordination of event matters. No fees are charged by government authorities for participation in these meetings.  The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first meeting.	Through the planning and approval process, as required			N/A	X X
Review User Pays applications <sup>39</sup>	Event organiser, NSW Police	Assess event organisers User Pays applications and determine whether they can be met, and the costs associated with the application.	Refer to Section 5.8				
Approvals / Deliverables	les						
Assess Vehicle Road Race applications	NSW Police	Vehicle races on roads and road-related areas are conducted within the legislative power of the <i>Road Transport Act</i> 2013. In accordance with <u>Section 115 of the <i>Road Transport Act</i></u> they require approval from the NSW Police, and compliance with specific safety requirements.	Refer to Section 2.4.2			N/A	N/A

39 Significant cost are associated with the use of Users Pays Police and alternate arrangements should be investigated prior to submitting an application

Action	Stakeholder	Description	Timing		Tra	Tracking	
	Involvement			Class 1	Class 2	Class 3	Class 4
Assess Public Assembly	NSW Police		Refer to Section 2.4.1				
Review detailed TMP	Event organiser, TfNSW, Council(s), NSW Police	The relevant road authority or road authorities, in conjunction with the NSW Police, will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The approval of the TMP is for the regulation of traffic only and the endorsement of the proposed management of the traffic and transport network.	Refer to section 3.1			N/A	A/N
Review brief TMP	Event organiser, TfNSW, Council(s), NSW Police	The relevant road authority or road authorities, in conjunction with the NSW Police, will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The approval of the TMP is for the regulation of traffic only and the endorsement of the proposed management of the traffic and transport network. Refer to Section 4.2 in the Guide and Appendix 4 for a brief TMP template.	Refer to section 3.1	Y Z	A/A	0 0	4
Post Event							
Debrief post event	Event organiser, TfNSW, Council(s), NSW Police	The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first stakeholder meeting.	Within 1 to 2 weeks post event			42 N/A	N/A

40 TfNSW will only review a brief TMP if the event impacts a State Road that requires an ROL and/or impacts a public transport route. Council(s) Policy will outline the need for a TMP
 41 See footnote 26
 42 Council(s) policy may include the requirement to hold a debrief post event.
 43 Council(s) policy may include the requirement to hold a debrief post event.

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### Appendix 2 – Portable VMS Message & Location Template

Refer to document Appendix 2-Variable Message Sign Template.dotx

### Appendix 3 - Brief TMP Template

Refer to document Appendix 3 - Brief TMP Template.dotx

### Appendix 4 - Detailed TMP Template

Refer to document
Appendix 4 - Detailed TMP Template.dotx

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### Appendix 5 – Version Change History

Version	Changes
V1.0	Drafts prior to release
V1.1 May 1, 2003	Initial release
V1.2 May 5, 2003	<ul> <li>Withdrew LGSA logo from cover page. LGSA is developing new logo</li> </ul>
V1.3 May 6, 2003	<ul> <li>Changed requirement for Sydney Metro Councils to submit a Proforma B TMP to the RTA (pages 29 &amp; 56). Proponent's TMP will suffice.</li> </ul>
V2.0 September 4, 2003	<ul> <li>Added definition of "Special Event" to page 1.</li> <li>Clarified comments under the heading of Managing Risk in the Workplace pages 3 &amp; 4.</li> <li>Changed pages 33 &amp; 34 (detailed description of TMP) to be consistent with changes on pages 3 &amp; 4.</li> <li>Removed Appendix A3: Legal Opinion About Occupational Health &amp; Safety.</li> <li>Added note to pages 6 &amp; 35 about Event Organisers having a duty of care in relation to Public Liability Insurance.</li> <li>Added clarifying notes about the RTA 's delegation of some of its functions to Councils (page 54).</li> <li>Clarified the need to advertise when traffic is to be regulated (page 50). Added note to page 28 requiring 3 months notice for Class 2 vehicle races.</li> <li>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</li> </ul>
V2.1 October 1, 2003	<ul> <li>Added clarifying notes about Class 3 event to Matrix (Page Appendix XIII).</li> <li>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).</li> </ul>
V 2.2 November 10, 2003	<ul><li>Changed font to Gill Sans.</li><li>Added privacy notice to TMP template</li></ul>
V 3.0 November 24, 2003	<ul> <li>Added new chapter entitled The Cost of Staging a Special Event.         This becomes Chapter and the following chapters are incremented by 1.     </li> </ul>

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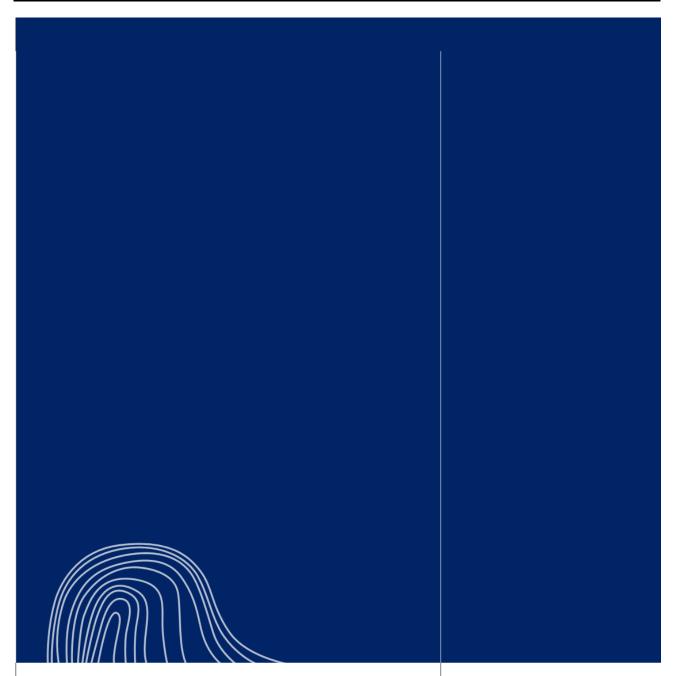
Version	Changes
V 3.1 December 17, 2003	<ul> <li>Added additional police requirements under 8.9 Police Procedure for Vehicle Races on Roads &amp; Road-Related Areas.</li> <li>Changed references about Department of Sport and Recreation to Department of Tourism, Sport and Recreation.</li> </ul>
V 3.2 February 27, 2003	<ul> <li>Relocated TMP template, Police Schedule 1 form and resource matrix towards end of the guide to allow for easier distribution by Internet.</li> </ul>
V 3.3 August 19, 2004	<ul> <li>Removed references to Council/RTA/Police providing assistance and advice in the preparation of the TMP.</li> <li>Changed references about newspaper advertising for temporary road closures from Part 8 of the Roads Act 1993 to the Roads (General) Regulation 2000.</li> <li>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.</li> </ul>
V 3.4 August 1, 2006	Amended broken RTA links.
V3.5 June 19, 2018	<ul> <li>Changed font to Calibri.</li> <li>Adjusted format layout</li> <li>Changed RTA to RMS organisation include TMC where required.</li> <li>Remove section 1.4 Traffic &amp; Transport Management for Special Events – Where it Fits.</li> <li>Update website links</li> </ul>
V4.0 July 8, 2024	<ul> <li>Full rewrite of the document</li> <li>A review date of the Guide of every 2 years or as an update is required has been added.</li> <li>Sections updated to better reflect the details within the guide, headings are now: <ol> <li>Introduction</li> <li>Classes of Special Events</li> <li>Requirements for Special Events</li> <li>Planning a Special Event</li> <li>Costs for Planning &amp; Executing a Special Event</li> <li>Risk Management for Special Events</li> <li>Roles and Responsibilities</li> <li>Legislation Relevant to Events</li> <li>Appendices including Planning Checklists, TMP Templates and VMS Templates</li> <li>Definitions updated to reflect changes in the Guide.</li> </ol> </li> </ul>

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Transport for NSW

Changes
<ul> <li>Abbreviations added to the Guide.</li> <li>Classes of Special Events changes include: <ul> <li>Classes have been structured to scale on the impacts they have on the Traffic and transport network.</li> <li>Characteristics of the classes of events has been placed into a table and reflected on the impact the event will have on the Traffic and Transport network.</li> <li>Class 2 events now have the ability to include Special Event Clearways</li> <li>Class 3 events can have a minor impact on a State Road with a TfNSW ROL approval.</li> <li>Class 4 is no longer a Police Schedule 1 event; this has been removed from the classes.</li> <li>Class 4 is now a Council event with no impact on the Traffic and Transport network and can be approved without going through LTC.</li> </ul> </li> <li>Section 2.4 Unique Events has been added to detail requirements around specific events that may or may not fall into an event class.</li> <li>Section 3.3.1 Advertising has been updated to include Roads Authority websites as a form of notice for closing a road.</li> <li>Section 4.3 Traffic Guidance Scheme has been updated from Traffic Control Plans and to include the training requirements set out under the WH&amp;S Regulations.</li> <li>Section 7 Roles and Responsibilities has been simplified and placed into a table.</li> <li>Section 8 Legislation Relevant to Events has been updated to include all relevant and up to date references to legislation, standards and manuals.</li> <li>Appendix 1 Special Event Planning Checklists have replaced the Special Event Planning &amp; Resource Matrix</li> <li>NSW Police Schedule 1 form has been removed from the appendices.</li> </ul>

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# 4.2 LOADING ZONE REQUEST - HOSKINS STREET

File Number: REP25/166

Author: Engineering Technical Officer

Authoriser: Engineering Asset Manager

Attachments: 1. Correspondence

2. Figure 13. Figure 2

Traffic Committee Report - April 2020
 Traffic Committee Report - July 2024

### **REPORT**

This report is re-presented following the below resolution from the December 2024 Traffic Committee meeting:

### **COMMITTEE RESOLUTION 18/2024**

Moved: TfNSW Wade Sheales

Seconded: Cr Ken Smith

It was resolved that the report be deferred to the next Local Traffic Committee Meeting.

Council officers have further investigated and consolidated all outstanding resolutions in relation to Hoskins Street parking, which is presented in report **4.3** – **Hoskins Street Precinct Parking** – **Consolidated Resolutions.** 

Council has received a request from a business owner seeking a drop-off/pick-up zone in Hoskins Street (between Victoria and Loftus Street) on the western side.

A similar request was considered in April 2020 to consider taxi drop off points in both CBD blocks. Council resolved to change the 'no stopping' signage to 'no parking' at the two locations shown in the original report. This was deemed suitable as in accordance with *Road Rules 2014 (NSW) – Reg 168* 'no parking' signage allows a driver to stop for less than 2 minutes if they stay within 3 metres of the vehicle, if they are:

- Dropping off or picking up passengers
- Loading or unloading items.

The current request specifically raises the issue in relation to delivery drivers. The above solution was well suited for taxi services however on most occasions these parameters are likely not to be practical for delivery drivers.

# **Hoskins Street (between Victoria and Loftus Street)**

### Option 1:

Change from 'no parking' signage to 'loading zone' signage as shown in Figure 1 of this report.

The relevant sections of the Road Rules 2014 (NSW) – Reg 179 stipulates that loading zones are clearly signed parking areas that drivers may use while they are picking up or delivering goods. Loading zones are primarily intended to support businesses without access to off-street loading or parking facilities in areas with limited kerbside parking.

A driver may park in a loading zone if:

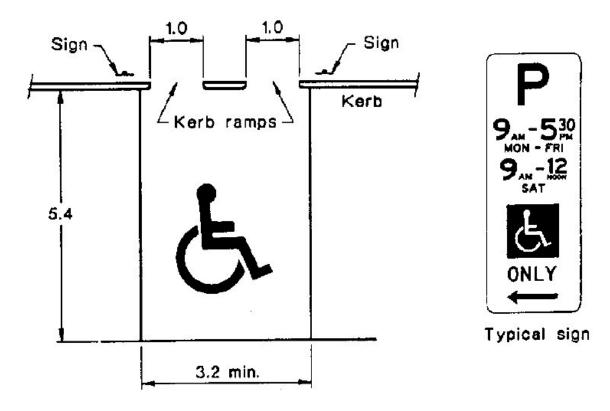
• They are driving a vehicle that has been built to carry goods and they are engaged in picking up or dropping off goods (up to a maximum of 30 minutes).

Drivers of other vehicles may also use loading zones to drop off or pick up passengers but may only stop for the period during which a person is getting into or out of the vehicle.

A goods vehicle is defined as a vehicle constructed principally for the conveyance of goods. Types of goods vehicles include trucks, delivery vans and station wagons being used for goods delivery.

Enforcement of the loading zone rules is primarily the responsibility of local council enforcement officers. It is up to the to the enforcement officer to determine whether or not the driver of a vehicle is in breach of the rules and a penalty notice issued. For example, if the enforcement officer is of the opinion that the driver is not using the zone for the picking up or delivering of goods. In these circumstances evidence of a delivery may be required to support any claim disputing the issue of the penalty notice.

If this option was adopted, it would require the disabled park to be relocated one spot to the north. It should be noted that kerb ramp does not meet the current *Australia Standard – Parking Facilities Part 5: On-Street Parking* as it is currently or if the park was to be moved as part of this option (see below). The position of the stormwater inlet prevents this from being possible in this location. It would also result in the loss of one ordinary car park.



(b) On-street angle parking space DIMENSIONS IN METRES

#### NOTES:

- 1 Two 1.0 m kerb ramps as specified in AS 1428.1, should be provided at the locations shown. Two or more adjacent disabled spaces will normally require only one ramp each.
- 2 Parking space may be delineated by yellow broken lines. International access symbol may be painted in yellow within the parking space.

### Option 2:

Take no action.

## **Budget Implications - Hoskins Street (between Victoria and Loftus Street)**

# Option 1:

\$1,000 - \$2,000

Option 2:

Nil cost

# **Hoskins Street (between Loftus and Parkes Street)**

The second site reviewed as part of the original report in 2020 is shown in *Figure 2*. This site was also considered as part of another report presented at the July Traffic Committee Meeting and subsequent Council meeting (attached). In this report it highlights the functionality issue with the kerb ramp being positioned on the northern side of the kerb blister.

The Council Resolution was as follows:

98/2024 - It was resolved that REP24/613 4.3 Disabled Parking Review — Hoskins Street, remain on the table for further advice.

### Option 1:

Upon further investigation, there is adequate space on the southern side of the blister to install a kerb ramp which will most likely require relocation of the irrigation box. This option would see the vacant space between the car park and the blister be used in a similar way to a shared zone.

# Option 2:

Resolution 98/2024 stands, and Council provide direction in relation to further advice.

# **Budget Implications - Hoskins Street (between Loftus and Parkes Street)**

### Option 1:

\$4,000 - \$6,000 (unfunded)

# **Council Policy/Legislation**

Road Rules 2014 (NSW) – Reg 167 (No Stopping Signs)

Road Rules 2014 (NSW) – Reg 168 (No Parking Signs)

Road Rules 2014 (NSW) – Reg 179 (Stopping in a Loading Zone)

Australia Standard – Parking Facilities Part 5: On-Street Parking

#### RECOMMENDATION

That the Committee receive and note the report.

# Report by Amanda Colwill

**Sent:** Tuesday, 26 November 2024 1:08 PM **To:** Rob Fisher <rfisher@temora.nsw.gov.au>

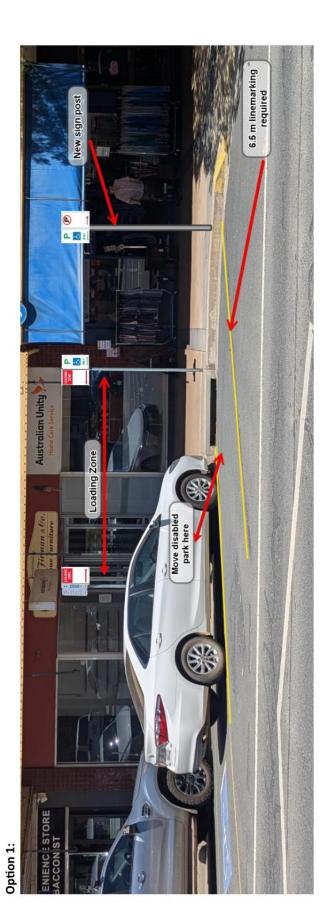
Cc: Grace Mannion < gmannion@temora.nsw.gov.au>

Subject: Parking

Dear Rob,

I cannot recall if I've sent an email already, however, I'd like that options for suitable signage in front of my shop be placed to allow (legally) these delivery van and etc to drop off and deliver, then skedaddle.

Thanks very much!

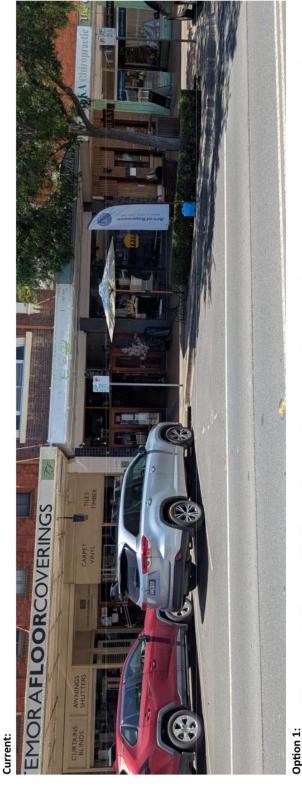


Current:

+ 2 ING.

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Figure 2 - (Hoskins between Loftus and Parkes Street)





7 APRIL 2020

#### 3 REPORTS

## 3.1 TAXI DROP OFF/PICKUP ZONES

File Number: REP20/273

Author: Engineering Technical Officer
Authoriser: Engineering Technical Manager

Attachments: 1. Correspondence

#### REPORT

Council received correspondence in 2017 requesting the consideration of additional taxi drop off and pick up points in Hoskins Street. Council referred the request to the Traffic Committee however it is yet to be tabled.

The correspondence sights pedestrian safety concerns, along with distance from the existing taxi rank causing difficulty for disabled and elderly persons. As mentioned by the correspondent there are two areas (refer to the below images) being utilised as informal taxi drop off/pick up areas, however it is currently illegal to do so. The current 'no stopping' signage restricts the stopping of any driver or vehicle, without exception.

Location 1: Outside Rick Firman's Menswear



**Location 2: Outside Zest** 



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Below are extracts from the Austroads Guidelines (2017) which define the purpose/restrictions of each of the listed signs.

Sign	Definition
NO STOPPING	'No Stopping' means a driver must not stop their vehicle on a length of road to which a 'No Stopping' restriction applies unless traffic conditions or Road Rules require it e.g. in a queue of traffic.
	'No Parking' prohibits the stopping of any vehicles unless the driver is picking up or setting down goods or people. Whilst stopped the driver cannot be further away from the vehicle than three metres and a maximum time limit of two minutes is permitted unless otherwise indicated on the 'No Parking' sign.  It should be noted that in some jurisdictions this requirement may also be referred to in a different manner. For example, in NSW 'No Parking' is an alternative to 'No Stopping Excepted' sign.
NO STOPPING TAXI	Special purpose zones  Zone restrictions are an alternative to a 'No Stopping' sign with a user exception (e.g. a BUS ZONE means the same as 'No Stopping Buses excepted').
FRONT BACK	Taxi zone: available for taxis only. Taxi zones are to be provided in sufficient numbers and with adequate capacity for the convenience of taxi users. They should not be located in residential sections of street.

The following options are proposed:

- 1. Change the 'no stopping' signage to 'no parking' at the locations 1 and 2. This would allow any vehicles/drivers to pick up or drop off people, within a two minute timeframe. This would mean the site is not exclusive to only taxi services.
- 2. Change the 'no stopping' signage to 'no stopping taxis excepted' at location 1 and 2. This would permit the use of a drop off/pick up area for taxi drivers only and restrict any other vehicles/drivers.
- 3. Take no action.

The estimated costs to carry out the proposed options are listed below:

### Option 1:

Item	Quantity	Rate	Total	
'No Parking' Sign	4	\$40	\$160	

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# 7 APRIL 2020

Labour/Vehicle	1 hour/2 persons	\$60	\$120
			\$280

# Option 2:

Item	Quantity	Rate	Total
'No Stopping – Taxis excepted' Sign	4	\$40	\$160
'Taxi pick-up point'	4	\$40	\$160
Labour/Vehicle	1.5 hours/2 persons	\$60	\$90
			\$410

Option 3: Nil cost

# **Budget Implications**

Option 1: \$280 Option 2: \$410 Option 3: Nil

### **COMMITTEE RESOLUTION 2/2020**

Moved: Ms Katherine Boulton Seconded: Sgt Ged Horsley

That the Committee resolved to recommend to Council that Option 2 be undertaken within maintenance funding.

AND FURTHER

That this report is also put forward to the Signage Committee for comment.

**CARRIED** 

# Report by Amanda Colwill

Item 3.1 Page 13

#### Correspondence:

>>>>

>>>> Sent from my iPad

Temora Shire Council

### **ORDINARY COUNCIL MEETING MINUTES**

16 APRIL 2020

#### 6 REPORTS FROM COMMITTEES

### 6.1 MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 7 APRIL 2020

File Number: REP20/387

Author: Executive Assistant
Authoriser: General Manager

Attachments: 1. Minutes of the Traffic Committee Meeting held on 7 April 2020

### RESOLUTION 83/2020

Moved: Cr Kenneth Smith Seconded: Cr Max Oliver

It was resolved that the reports be received.

**CARRIED** 

### RESOLUTION 84/2020

Moved: Cr Claire McLaren Seconded: Cr Nigel Judd

It was resolved that the Taxi Drop Off/Pickup Zones be Option 1 and monitored for 12 months.

**CARRIED** 

### RESOLUTION 85/2020

Moved: Cr Nigel Judd Seconded: Cr Graham Sinclair

It was resolved that the remainder of the reports and recommendations as presented be adopted.

**CARRIED** 

Cr Wiencke request his vote be recorded against the Taxi Drop Off/Pickup Zones.

Item 6.1 Page 7

9 JULY 2024

#### 4.3 DISABLED PARKING REVIEW - HOSKINS STREET

File Number: REP24/613

Author: Trainee Engineer

Authoriser: Engineering Asset Manager

Attachments: 1. Previous Report

2. Photo

3. Disabled Parking Options

#### REPORT

A previous report to Council on 6 June 2023, Council had resolved to add 1 x 45-degree angle disabled park in the northern block of Hoskins Street adjacent to New Wave Hair.

Due to the access of the blister on that side being blocked by a hedge, an irrigation valve box and being used for business use, the pram ramp access was subsequently constructed on the northern side of the blister.

The photo attached demonstrates how due to the blister being on the same angle as the 45-degree parking it removes the ability for the kerb access to be utilised if there is a car present.

To resolve this problem, it would require sacrificing one parking bay (closest to the blister), to become a shared zone and the next parking bay north to become the disabled park. This will allow space for users to access the pedestrian footpath comfortably and safely.

There are four options:

- 1. Make no changes to the parking bay and leave it as a normal parking area.
- 2. Continue to add a disabled park, but not include a share zone.
- 3. Continue to add a disabled park and sacrifice a parking bay for a share zone.
- 4. Add a disabled park in the original location and remove any obstacles to install new kerb access ramp.

### **Budget Implications**

### Option 1:

No Action - \$0

## Option 2:

Disabled Park - \$2,000

#### Option 3:

Disabled Park and Shared Zone - \$2,200

#### Option 4:

Disabled Park and Install New Pram Ramp - \$4,000

### **COMMITTEE RESOLUTION 12/2024**

Moved: Cr Max Oliver Seconded: Mr Greg Minehan

That the Committee resolved to recommend to Council to select option 3.

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9 JULY 2024

**CARRIED** 

Report by Tyler Madden

Item 8.1 Page 28

# 9 JULY 2024

#### **CBD MAIN STREETS**

#### HOSKINS STREET TEMORA

Number of Current Disability Parks: 5

Compliance: Slope exceeded

Proposed Action: December 2022 Council meeting resolved to add  $1 \times 45^{\circ}$  disabled park in the northern block of Hoskins Street adjacent to New Wave Hair.

Cost Estimate: Funded 2023/24.

#### Site Plan:



#### COOLAMON STREET ARIAH PARK

Number of Current Parks: 0

Compliance: N/A

**Proposed Action:** 1 x parallel accessible park. Note 3.2m width will encroach the traffic lane and off-street parking may be better suited. Blister island park option will be non-compliant unless path created on east side to get 3.2m.

#### Cost Estimate:

Item	Qty	Unit Price (GST EX)
Disabled Park	1	\$2,000
Path	1	\$1,000
	TOTAL:	\$3,000

### Site Plan:



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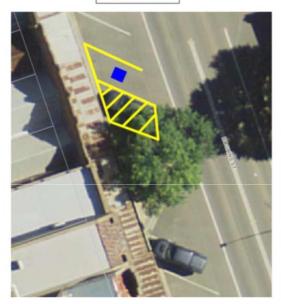


9 JULY 2024

Option 2:



Option 3:



Option 4:



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#### **ORDINARY COUNCIL MEETING MINUTES**

18 JULY 2024

#### 8 REPORTS FROM COMMITTEES

#### 8.1 MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 9 JULY 2024

File Number: REP24/679

Author: Executive Assistant
Authoriser: General Manager

Attachments: 1. Minutes of the Traffic Committee Meeting held on 9 July 2024

### RESOLUTION 97/2024

Moved: Cr Max Oliver Seconded: Cr Jason Goode

It was resolved that the reports be received.

**CARRIED** 

### RESOLUTION 98/2024

Moved: Cr Jason Goode Seconded: Cr Nigel Judd

It was resolved that REP24/613 4.3 Disabled Parking Review - Hoskins Street, remain on the

table for further advice.

**CARRIED** 

### RESOLUTION 99/2024

Moved: Cr Jason Goode Seconded: Cr Nigel Judd

It was resolved that the remainder of the reports and recommendations as presented be

adopted.

**CARRIED** 

Item 8.1 Page 13

### 4.3 HOSKINS STREET PRECINCT PARKING - CONSOLIDATED RESOLUTIONS

File Number: REP25/131

Author: Engineering Technical Officer

Authoriser: Engineering Asset Manager

Attachments: 1. Correspondence

2. Aerial Overview - Current Layout

3. Aerial Overview - Proposed Layout

4. Aerial Overview - Options 1 & 2

#### REPORT

This report consolidates multiple outstanding items related to designated parking zones in Hoskins Street, including provisions for accessible parking, taxi zones, bus zones and loading zones. The table below outlines the relevant Council reports and associated resolutions:

Council Report	Resolution	Meeting
4.3 Disabled Parking	RESOLUTION 98/2024  Moved: Cr Jason Goode	July 2024
Review - Hoskins Street	Seconded: Cr Nigel Judd	
(Traffic Committee)	It was resolved that REP24/613 4.3 Disabled Parking Review - Hoskins Street, remain on the table for further advice.	
4.2 Loading Zone Request - Hoskins Street (Traffic Committee)	COMMITTEE RESOLUTION 18/2024  Moved: TfNSW Wade Sheales  Seconded: Cr Ken Smith  It was resolved that the report be deferred to the next Local Traffic Committee Meeting.	December 2024
4.2 Access Issues – Footpath and Ramps	COMMITTEE RESOLUTION 13/2024  Moved: Cr Rick Firman  Seconded: Temora Community Centre Deb Patterson	December 2024
(Access & Equity Committee)	That the Committee resolved to recommend that Council note matters raised and directions provided within the meeting listed as follows:	
	Item 8 Double Shot Cafe - that this matter be considered as part of a separate report to Council regarding disabled parking.	
4.4 Loftus Street - Taxi Rank & Bus Stop Review	COMMITTEE RESOLUTION 20/2024  Moved: Cr Rick Firman  Seconded: TfNSW Wade Sheales	December 2024
(Traffic Committee)	That the Committee recommend to Council that Council Officers further investigate a taxi rank.	
	layout in the northern bus stop located in Loftus Street and report back to the Local Traffic Committee.	

# **Hoskins Street Precinct Parking – Aerial Overview**

Aerial overviews are attached, detailing the current and proposed parking arrangements in the Hoskins Street precinct (Attachments 2, 3 and 4).

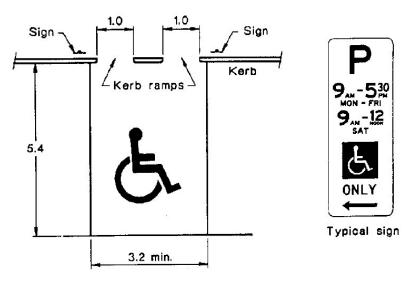
The key recommendations are summarised below:

# **Disabled Parking**

- 1. Install an additional angled disabled parking space in Block 2 (outside Gazzanes Pizza) including installation of new kerb ramp in the adjacent kerb blister.
- 2. Relocate the disabled parking space (outside Rick Firman's Menswear) one spot to the north, utilising the existing kerb ramp for access.
- 3. Install an additional angled disabled parking space in Block 1 (outside Double Shot Coffee) including installation of new kerb ramp in the adjacent kerb blister.
- 4. Linemark a pedestrian zone for each disabled park where space permits between the blister and disabled parking space (total of 4).

#### Notes:

- The above proposal enables a uniform approach, with four (4) disabled parking spaces in each main block.
- The above approach does not technically meet the Australian Standard for on street disabled parking as shown below.



(b) On-street angle parking space DIMENSIONS IN METRES

#### NOTES:

- 1 Two 1.0 m kerb ramps as specified in AS 1428.1, should be provided at the locations shown. Two or more adjacent disabled spaces will normally require only one ramp each.
- 2 Parking space may be delineated by yellow broken lines. International access symbol may be painted in yellow within the parking space.

### <u>Drop Off/Pickup/ Loading Zone Parking</u>

5. Install one loading zone parking space in Block 2 (adjacent to disabled park)

- A driver may park in a loading zone if they are driving a vehicle that has been built to carry goods (ie. trucks, delivery vans and station wagons) and they are engaged in picking up or dropping off goods (up to a maximum of 30 minutes).
- Drivers of other vehicles may also use loading zones to drop off or pick up passengers, but may only stop for the period during which a person is getting into or out of the vehicle.
- 6. Install one loading zone parking space in Block 2 (adjacent to disabled park).
  - See point 5 for loading zone specifications.

# **Bus Parking**

7. TfNSW have confirmed that they do not require the current bus stop on the northern side of Loftus Street for the TrainLink bus service and therefore all TfNSW public transport buses will utilise the existing bus stop/shelter on the southern side of Loftus Street (between Hoskins and Little Hoskins Street).

## Taxi Parking & Short-Term Parking Area

Option 1 on the aerial overview includes a provision for a taxi zone should the service become operational and includes the following:

- 8. Install a dual bus and taxi zone adjacent to Paleface Park, including linemarking of one extended length parallel parking bay to accommodate both vehicle types3.
- 9. Replace the two x 2-hour parking spaces (adjacent to Paleface Park) with 10-minute angled parking, to make this entire area a short-term parking area.

Option 2 on the aerial overview is only applicable if there is no operational taxi service.

- 10. Reconfigure parking adjacent to Paleface Park, by replacing the bus zone with five (5) new angled parking spaces
  - 2 x 10-minute parking spaces
  - 3 x 2-hour parking spaces

### <u>Loftus Street West (between Hoskins Street and Little Baker Street)</u>

Council has also received correspondence (attached) from Catalyst Accountants whose premises is located within this section of Loftus Street. The letter raises concerns about the substandard condition of the footpath and the height and condition of the kerb and gutter. The business has highlighted safety risks to pedestrians and the negative impact on the streetscape, particularly following recent upgrades.

- 11. Upgrade of the footpath, kerb and gutter and shoulder aligning with the 2004 Hoskins Street footpath upgrade design, including:
  - Extension of kerb/footpath
  - Reduction of the kerb height from 250mm to 150mm
  - Removal and replacement of the footpath, including continuation of the coloured/patterned concrete to little Baker Street
  - Shoulder reconstruction works

This would also involve removal of the taxi rank upgrade project (on the western side of Loftus Street) from the forward works program.

This section of Loftus Street has been a Council project for 20 years, originally planned for completion with the Hoskins Street footpath upgrade in 2004. The primary reason this project has not been delivered in the subsequent years has been the need to integrate a taxi rank into the streetscape which has either not been designed, not funded, or non-alignment as to whether a taxi rank infrastructure is required. With the taxi rank barrier now removed and the associated infrastructure assets currently in very poor condition, this project should be a high priority for delivery in the coming years.

# **Integrated Planning and Reporting**

CSP Theme: 1. Enhancing our Quality of Life

Delivery Program Strategy 1.1 A community with appropriate services and care for our

ageing population and people with a disability.

CSP Theme: 1. Building a Strong Local Economy

Delivery Program Strategy 1.1 A community with a transport network that enables

economic and social outcomes.

# Council Policy/Legislation

Australian Standard 2890.5 - Parking Facilities Part 5: On-Street Parking

Road Rules 2014 (NSW) – Reg 179 (Stopping in a Loading Zone)

Road Rules 2014 (NSW) - Reg 182 (Stopping in a Taxi Zone)

Road Rules 2014 (NSW) – Reg 183 (Stopping in a Bus Zone)

Road Rules 2014 (NSW) – Reg 203 (Stopping in a Parking Area for People with Disabilities)

## **Budget Implications**

Item	Description	Estimated Cost
1	Linemark disabled carpark, install 1 x kerb ramp and signage (outside Gazannes)	\$6,000
2	Line mark relocated disabled carpark (outside Rick Firman's Menswear), install signage and black out existing	\$2,200
3	Linemark disabled carpark, install kerb ramp and signage (outside Double Shot Coffee)	\$5,000
4	Linemark pedestrian zone x 4	\$1,500
5	Install signage for loading zone in Block 2	\$500
6	Install signage for loading zone in Block 1	\$500
7	Retain bus zone	
8	Linemark parallel parking bay and install signage (adjacent to Paleface Park) – OPTION 1	\$1,000
9	Replace existing signage with 10-minute angled parking signage – OPTION 1	\$300

10	Linemark angled parking bays and install signage (adjacent to Paleface Park) – OPTION 2	\$1,000
11	Loftus Street West (between Hoskins Street and Little Baker Street) infrastructure upgrade*	\$200,000

<sup>\*</sup> It is requested that Council consider removing the requirement for the project to be fully grant funded as it is unlikely a grant for asset renewal of this type is achievable in the near term.

#### **Items for Consideration**

Council officers recommend proceeding with the below options as presented on the aerial overview, with Option 1 being the preference on the eastern side of Loftus Street.

- 1. Linemark disabled carpark, install kerb ramp and signage (outside Gazannes)
- 2. Line mark relocated disabled carpark (outside Rick Firman's Menswear), install signage and black out existing
- 3. Linemark disabled carpark, install kerb ramp and signage (outside Double Shot Coffee)
- 4. Linemark shared zone x 4
- 5. Install signage for loading zone in Block 2
- 6. Install signage for loading zone in Block 1
- 7. Retain bus zone
- 8. Linemark parallel parking bay and install signage (adjacent to Paleface Park) OPTION 1
- 9. Replace existing signage with 10-minute angled parking signage OPTION 1
- 10. Linemark angled parking bays and install signage (adjacent to Paleface Park) OPTION 2
- 11. Loftus Street West (between Hoskins Street and Little Baker Street) infrastructure upgrade
- 12. That item 11 (above) is referred to 2025/26 budget estimates for inclusion.

### **Risk Implications**

# **Compliance and Enforcement Risks:**

- Lack of awareness among delivery drivers regarding the specific parameters of a loading zone, leading to improper usage.
- Potential misuse of designated parking zones if enforcement measures aren't sufficient.

# Traffic Flow:

• The provision of disabled parking spaces exceeds actual demand, resulting in a reduction of general parking availability and potential congestion during peak periods.

### Safety Hazards:

• If left unaddressed, the substandard condition of the footpath on Loftus Street (eastern side) poses a significant safety risk, increasing the likelihood of pedestrian injuries.

### **RECOMMENDATION**

That the Committee review the options presented in the report and recommend to Council the preferred options for consideration in the 2025/26 budget estimates process.

Report by Amanda Colwill



**TEMORA OFF** 

90-96 Loftus Street Temora 2 PO Box 392 Temora 2 **Ph**: 02 69774

E: enquiries@catalystaccountants.com

**COLEAMBALLY OFF** 

29 Brolga Place Coleambally 2 ABN: 67 660 223

13 February 2025

Temora Shire Council, Loftus Street, Temora NSW 2666

Attention: Robert Fisher

rfisher@temora.nsw.gov.au

cc: shurst@temora.nsw.gov.au

Re: Footpath

Dear Rob,

We wish to bring your attention the poor condition of the footpath out the front of our office, 90-96 Loftus Street, and wish to request that the Council look into fixing the issue.

The current condition of the footpath is appalling, and we feel that it is also dangerous to our clients and the public.

The height of the guttering is also an issue and since the main street upgrade the machinery has left the parking out the front looking very untidy.

We have gone to a lot of trouble updating our premises and feel that the footpath is a huge let down to us and the town.

We have attached several photos to support our request.

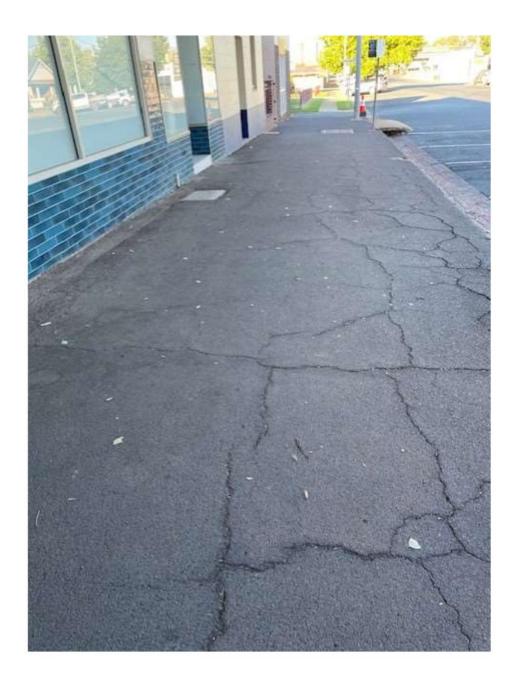
We would appreciate your prompt response.

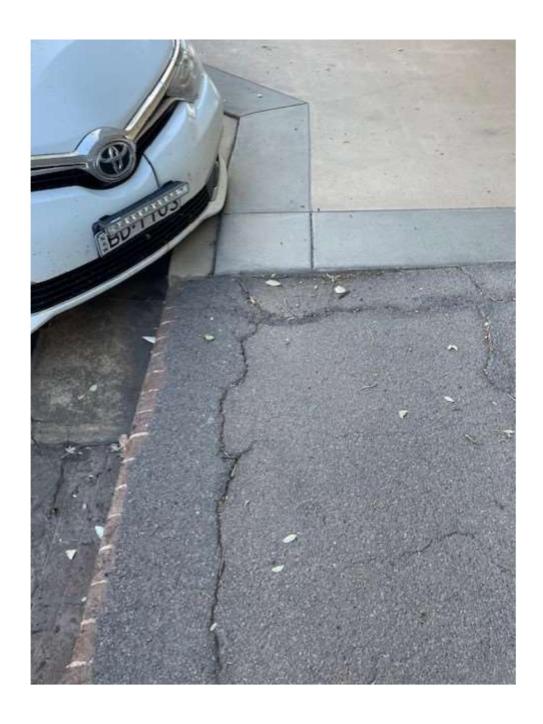
Yours faithfully,
CATALYST ACCOUNTING PTY LTD

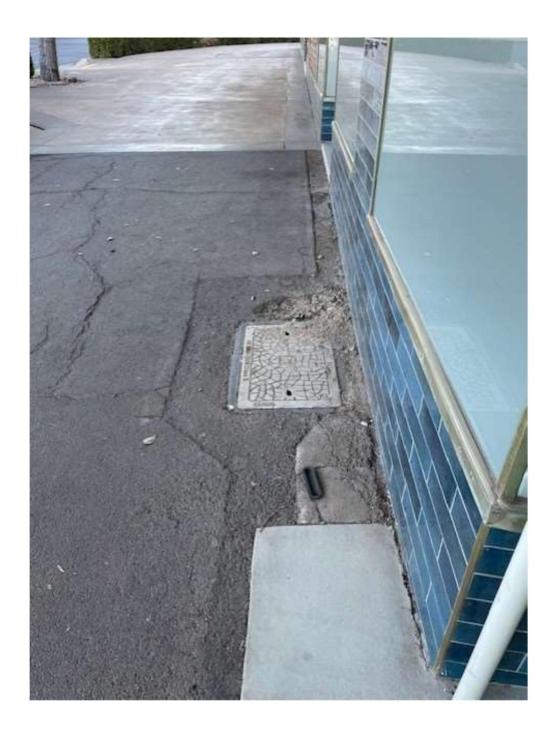
www.catalystaccountants.com.au

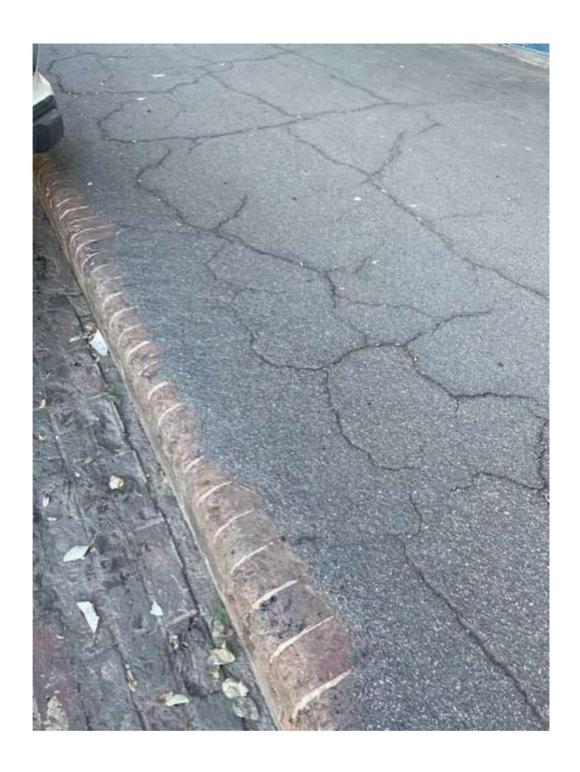
Catalyst Accounting Pty Ltd Is a CPA business

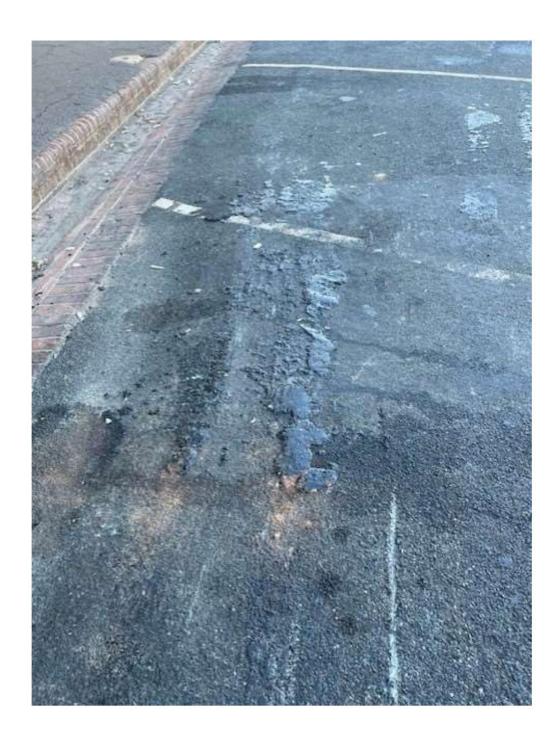


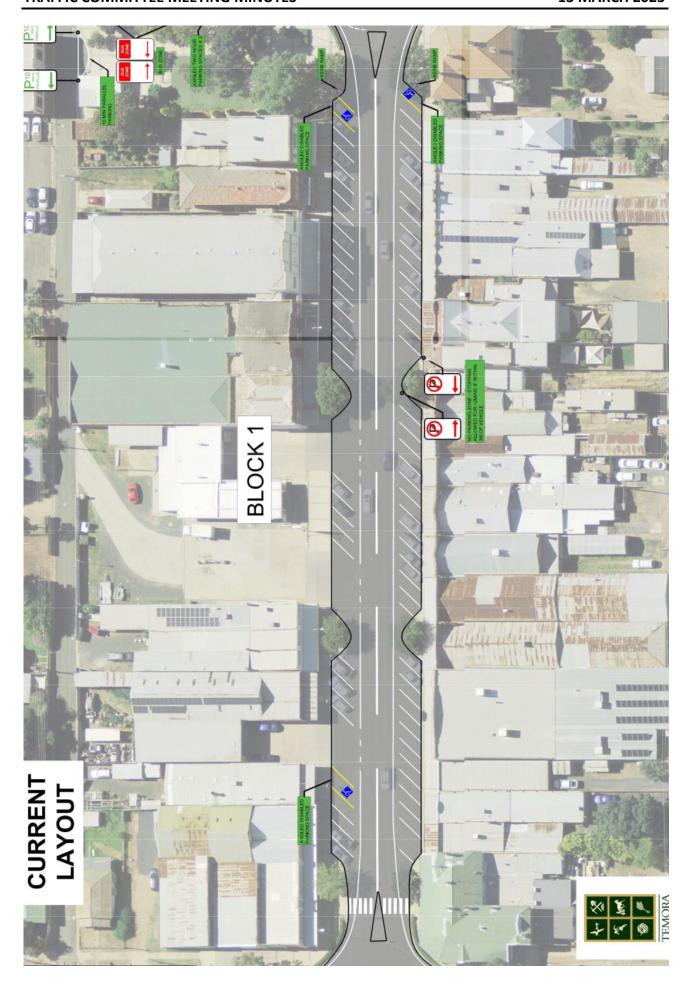


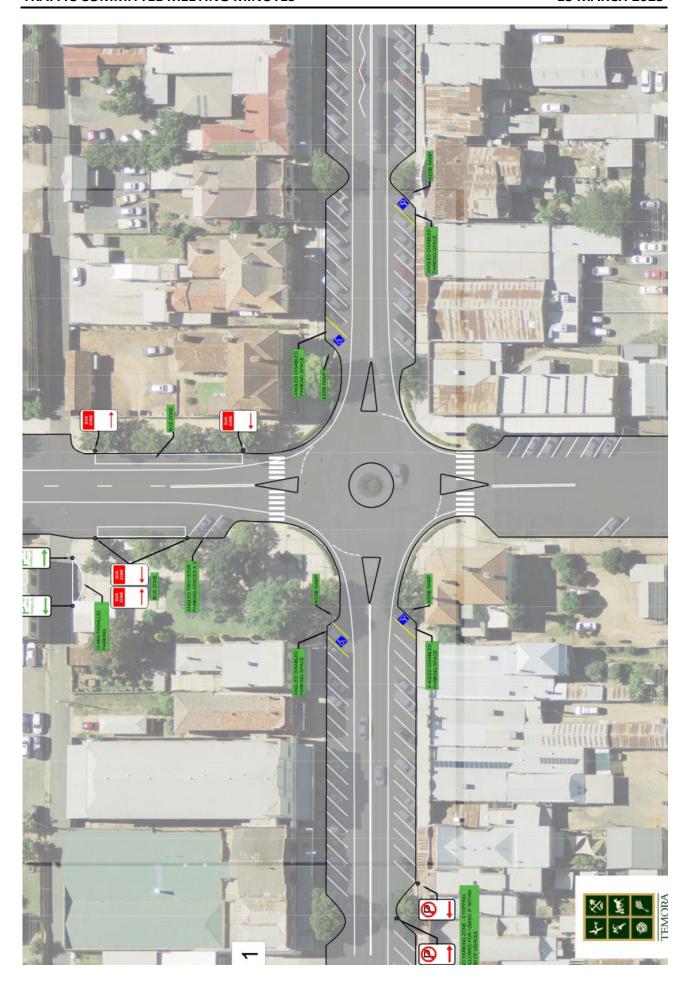


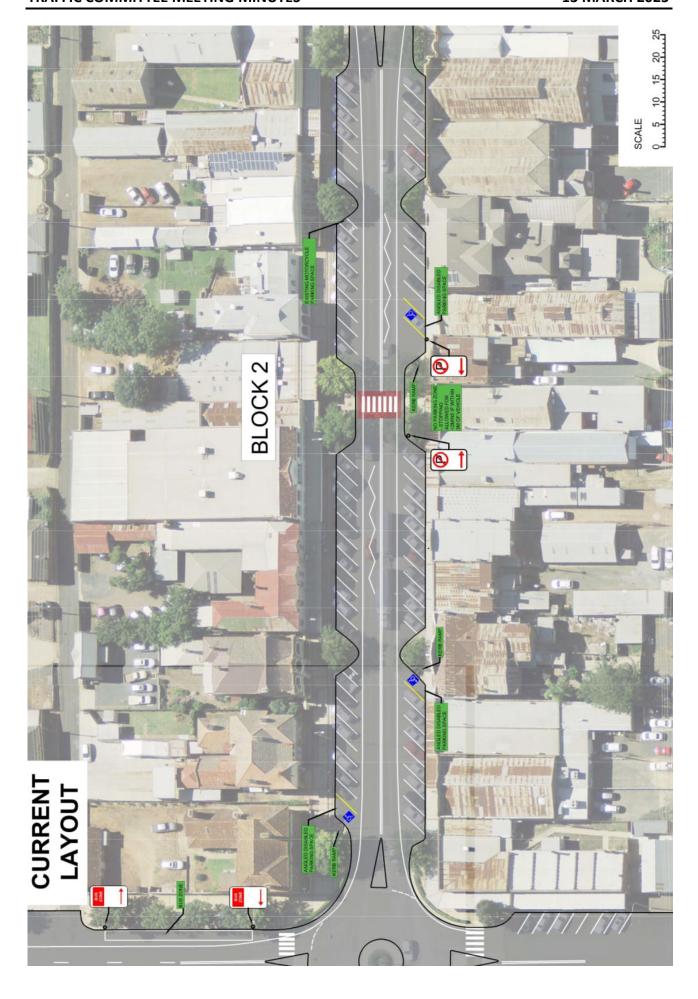


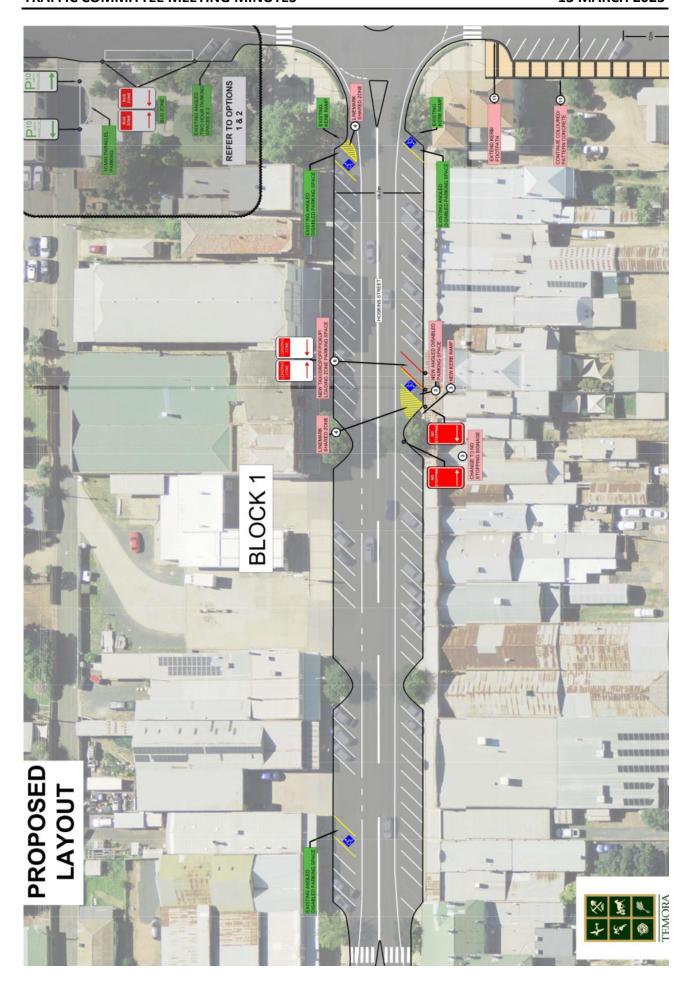


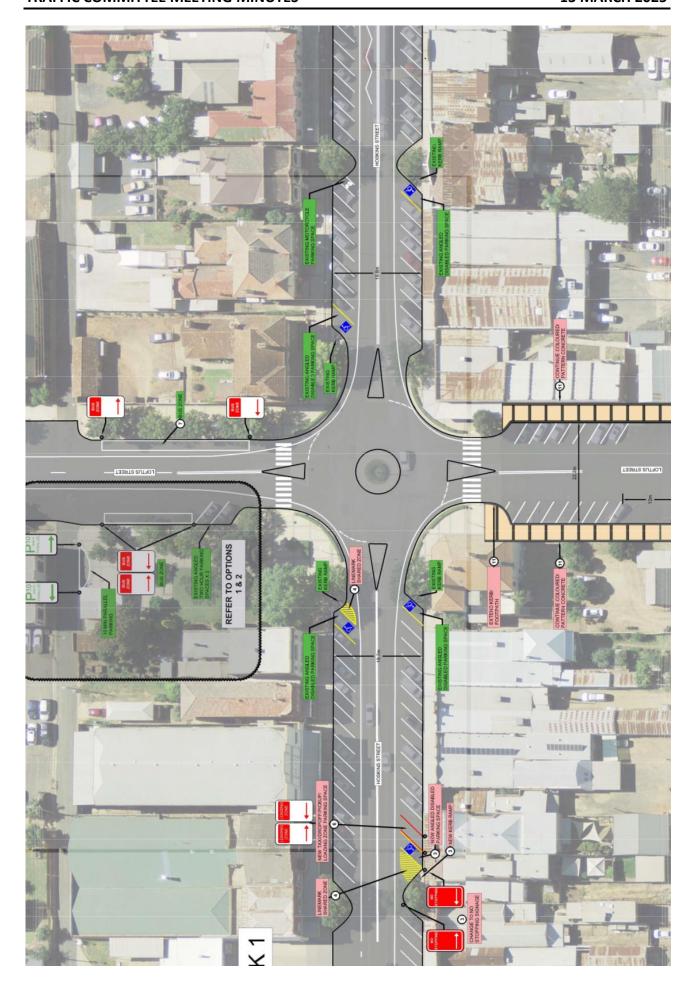


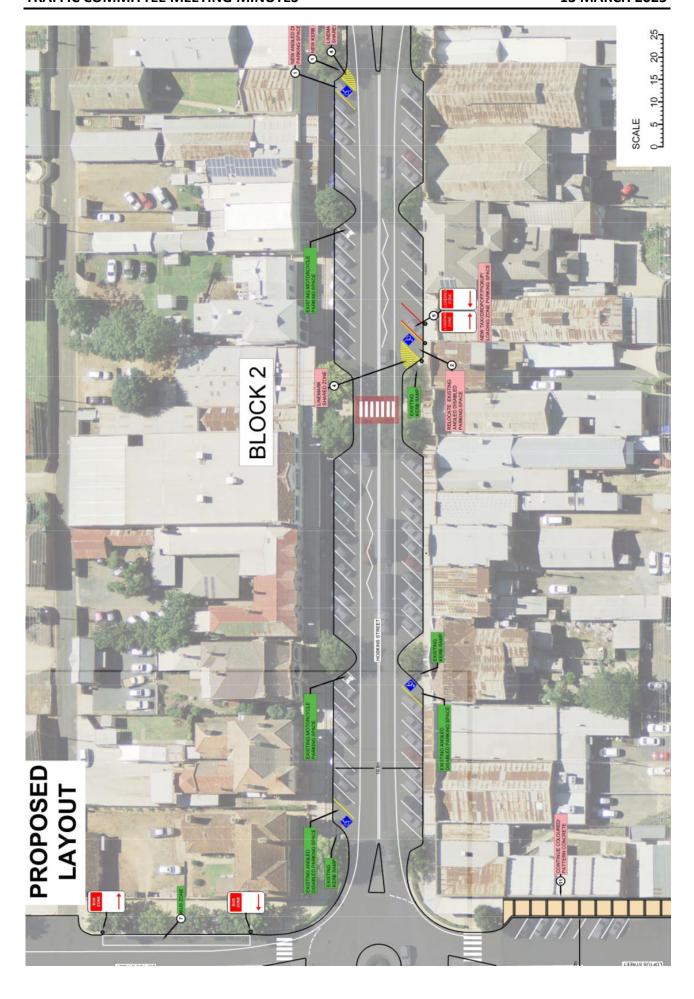


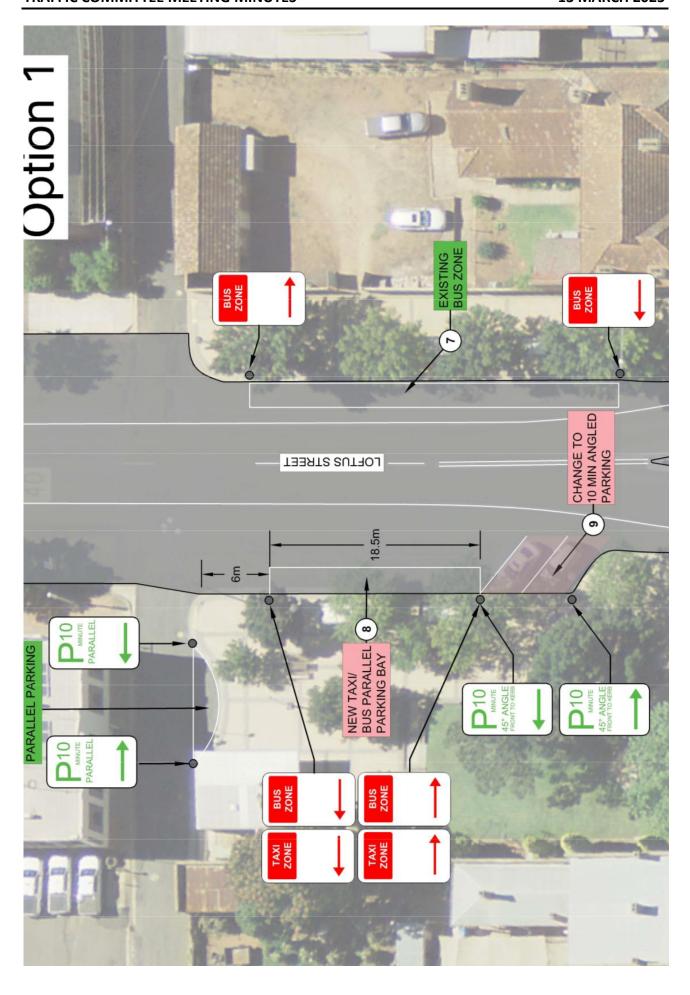


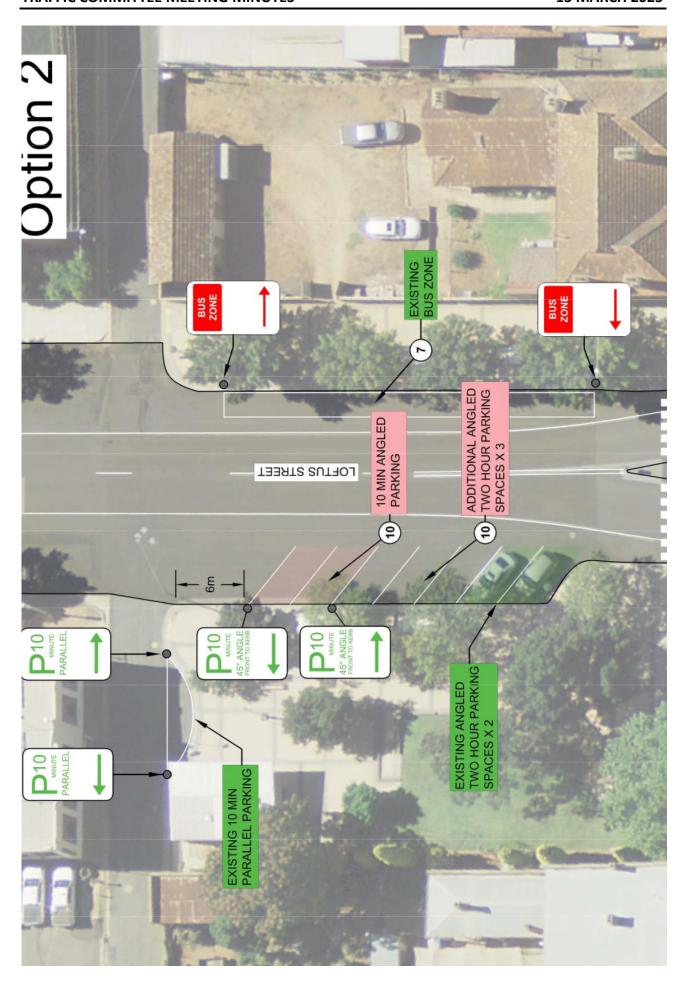












5 CLOSE MEETING
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The Meeting closed at enter time.	
This is the minutes of the Traffic Committee meeting held on Thursday 13 March 2025.	

GENERAL MANAGER CHAIRMAN

# 9 DELEGATES REPORTS

The following meetings and functions were attended during the month.

Councillor	Name of Meeting/Function	Date Attended
Cr Brenton Hawken	Take the Lead Youth Graduation Dinner	3 March 2025
	Social Media Training – Dr Neryl East	11 March 2025
	Embrace Festival	16 March 2025
Cr Nigel Judd	Meet the Pollies – Steph Cooke & Michael McCormack	4 March 2025
	Social Media Training – Dr Neryl East	11 March 2025
	Farmlink Board meet and greet and BBQ	13 March 2025
	Ariah Park Hall Committee – Annual Meeting	13 March 2025
Cr Paul Mahon	Lake Centenary Management Committee meeting	4 March 2025
	Ariah Park Fundraising Concert and Tour of Ariah Park with Cr Judd	16 March 2025
Cr Graham Sinclair	Temora Primary School Student Representative Council – Induction Ceremony	28 February 2025
	Clean Up Australia Day – Gloucester Park	2 March 2025
	Rural Museum Open Day	8 March 2025
	Farmlink Board meet and greet and BBQ	13 March 2025
	Embrace Festival	16 March 2025
	RFS Liaison Committee	19 March 2025
Cr Ken Smith	Springdale Hall Committee	16 March 2025
	Greyhound Meeting	16 March 2025

#### 10 MAYORAL REPORT

#### 10.1 MAYORS REPORT - FEBRUARY 2025

File Number: REP25/136

Author: Executive Assistant

Authoriser: General Manager

Attachments: Nil

#### **REPORT**

**3<sup>rd</sup> February** – I had a meeting with Mr Ian Reid re: Temora & District Education Fund.

- I had teleconferences with NSW Minister for Regional Transport & Roads, the Hon Jenny Aitchison MP and the NSW Minister for Police & Counter Terrorism, the Hon Yasmin Catley MP.
- I had a teleconference with the Chairman of the NSW Regional Health Ministerial Advisory Panel, Dr Richard Colbran PhD.

**4**<sup>th</sup> **February** – I attended the Council Chambers for a Councillor Panel Session, hosted by Local Government NSW. Newly elected Mayors and Councillors from across NSW attended to listed to three of us who formed the Panel on what it's like to be a Mayor/Councillor.

- I chaired a meeting of the Temora Zone Red Shield Appeal. Aux Lt Caleb Smith was also in attendance. Our 2025 Appeal will be on the weekend of 24/25 May.
- I had teleconferences with the Mayors of Tamworth & Bega Valley.
- I had a teleconference with the President of the LGNSW, Mayor Phyllis Miller OAM (Forbes Shire).

5<sup>th</sup> February – I had an Executive meeting of the Temora & District Sports Council.

- I had a meeting with the Chief Executive Officer of Frank Whiddon Masonic Homes – Mr Chris Mamarellis.

**6<sup>th</sup> February** - The Deputy Mayor (Cr G P Sinclair) and I attended a meeting with the General Manager (Ms M K Boxall) and Director of Administration & Finance (Mrs E L Smith).

- I chaired the Election of Officers for the AGM of the Temora Show Society. Congratulations to the newly elected President, Mrs Sandra Kelly and her new team. Well done to Immediate Past President (Cr Narelle Djukic) and Immediate Past Secretary (Mr Shaughn Morgan) on their impressive leadership. I'm delighted both will remain on the Committee.

**7**<sup>th</sup> **February** – I attended a meeting with State Member for Cootamundra (Ms S A Cooke MP), alongside REROC Chief Executive (Mrs Megan Mulrooney).

- The Deputy Mayor (Cr Sinclair) and I were among the 160 guests attending the Temora & District Education Fund's Grant Presentation Ceremony. Congratulations to all 40 Grant recipients who shared \$48,000 in grants. Special thank you to Ms Steph Cooke MP, TDEF sponsors and guests who enjoyed a special evening.
- I had interviews with Radio Stations from Young and Dubbo.

**10**<sup>th</sup> **February** – I had an interview with the Temora Independent, Bathurst Radio station.

- I attended a sitting of the NSW Local Government Boundaries Commission. We continue to consider both Cootamundra-Gundagai and Show Valleys de-merger proposals.
- I had interviews with Dubbo Radio and Riverina ABC re: NSW Country Mayors Association matters.

11<sup>th</sup> February – Councillors and I attended Council Committee Day.

- I attended the St Paul's Anglican Church Parish Council meeting, as Secretary.
- I had a series of meetings with the Mayors of Tamworth, Bland, Singleton and Dubbo.

**12**<sup>th</sup> **February** – I had meetings with CEO of REROC (Mrs Megan Mulrooney) and Secretariat of NSW Country Mayors Association (Mr Gary Fry). Also, CMA's Policy Advisor (Mrs Julie Briggs).

**13<sup>th</sup> February** - I chaired a meeting with the NSW Country Mayors Association Deputy Chairman (Mayor Russell Fitzpatrick – Bega Valley), Secretary (Ms M K Boxall – Temora Shire) and Secretariat (Mr Gary Fry).

- I attended the NSW Local Government Boundaries Commission – re: Snowy Valleys Council de-merger proposal.

**14**<sup>th</sup> **February** – Councillors, Senior Staff and I attended the Integrated Planning & Reporting (IPR) Workshop to plan for the years ahead.

- I had teleconferences with Mayor Phyllis Miller OAM (LGNSW President), Mayor Russell Fitpatrick (NSW Country Mayors Assoc Deputy Chairman) and Mr Tony Donoghue PSM (REROC Treasurer).

**16**<sup>th</sup> **February** — The Deputy Mayor (Cr Sinclair), Cr Judd, General Manager (Ms Boxall) and I attended a meeting with NSW Minister for Regional Transport & Roads (The Hon Jenny Aitchison MP).

17<sup>th</sup> February – Councillors, Senior Staff and I attended a meeting with Minister Aitchison.

- I had conference calls with CMA Secretariat Mr Fry and Policy Advisor, Mrs Briggs.
- I had conference calls with Cr Darriea Turley AM (Broken Hill City), Mayor Russell Webb (Tamworth) and Mayor Sue Moore (Singleton).

**18**<sup>th</sup> **February** – As a Commissioner on the NSW Local Government Boundaries Commission, I attended public hearings in Gundagai. This is in relation to the de-merger proposal.

- I had a teleconference with our NSW Police Minister (The Hon Yasmine Catley MP).

**19**<sup>th</sup> **February** – I attended public hearings in Cootamundra re: de-emerger proposal of Cootamundra-Gundagai Regional Council.

- I had teleconferences with Mayor Doug Batten (Gilgandra Shire) and Mayor Colleen Fuller (Gunnedah Shire).
- I had meetings with REROC CEO (Mrs Megan Mulrooney) and CMA Secretariat (Mr Fry).

**20**<sup>th</sup> **February** – I chaired a meeting of the NSW Country Mayors Association Executive Board, with our General Manager (Ms Boxall) being the Secretary.

- The General Manager (Ms Boxall) and I attended a meeting with Mayor of Murray River re: Federal Assistance Grants (FAGs).
- The General Manager (Ms Boxall) and I attended a meeting with State MP (Ms S A Cooke) and NSW Minister for Water and Housing (The Hon Rose Jackson MLC). This is in relation to Lake Centenary. The meeting went well and we're confident common sense will prevail.
- Councillors, Senior Staff and I attended our formal Council meeting.

**21**st **February** – I chaired a meeting of the REROC Executive.

- I conducted several interviews with Wagga DA, Temora Independent, Bathurst radio and Triple M.

**22**<sup>nd</sup> **February** – I had teleconferences with the Mayors of Dubbo, Griffith and Tamworth.

**23**<sup>rd</sup> **February** – it was a real pleasure to have been invited to officially open the Southwest region swimming carnival, hosted by our Temora Swimming Club. It was terrific to see so many utilising our tremendous swimming complex. I also enjoyed timekeeping. Congratulations to the club officials and swimmers who did Temora Shire proud.

**24**<sup>th</sup> **February** – I attended a meeting with the Temora & District Sports Council Executive re: Sports Ground Fees & Charges.

- I had a teleconference with Mayor Fitzpatrick (Deputy Chairman of NSW CMA).

25<sup>th</sup> February – I had an interview with Triple M Riverina.

- I chaired a meeting of the Temora Police & Community Committee. Our Chairman, Inspector Falkiner has had to stand down from the role, and as the Deputy Chairman, I agreed to act as Chairman until the AGM in August.
- I had a meeting with CMA Secretariat (Mr Fry).

27<sup>th</sup> February - I chaired a zoom meeting of NSW Country Mayors re: NBN update.

- I conducted a 'Minute with the Mayor' with Fr Alex Osbourne (Sacred Heart Catholic Parish Priest) and Mrs Louise Grant (Principal at St Anne's Catholic College).
- I chaired a meeting of the Temora Zone Red Shield Appeal.
- I chaired a Board meeting of the Temora & District Education Fund.
- I had a meeting with the CEO of REROC (Mrs Mulrooney).

**28**<sup>th</sup> **February** – I chaired the first Board meeting for 2025 of REROC, held in Wagga. Our Acting General Manager (Mrs E L Smith) also attended with me. LGNSW CEO, Mr David Reynolds was special guest speaker.

I had a teleconference with Mayor Miller (LGNSW President).

#### **Integrated Planning and Reporting**

N/A

# **Council Policy/Legislation**

N/A

**Options** 

N/A

**Budget Implications** 

N/A

**Risk Implications** 

N/A

# **RESOLUTION 32/2025**

Moved: Cr Graham Sinclair Seconded: Cr Ken Smith

It was resolved that the Mayors Report be noted.

**CARRIED** 

Report by Mayor R B Firman

## 11 STAFF REPORTS

# RESOLUTION 33/2025

Moved: Cr Belinda Bushell Seconded: Cr Brenton Hawken

It was resolved that Council receive Staff reports.

**CARRIED** 

## 12 GENERAL MANAGER

## 12.1 CALENDAR OF EVENTS - MARCH 2025

File Number: REP25/128

Author: Executive Assistant
Authoriser: General Manager

Attachments: Nil

**REPORT** 

## **MARCH 2025**

5	Actively Ageing and Lifestyle Expo for Seniors, Town Hall – 10.00am – 200pm
5/6	REROC – Sydney
8	Rural Museum Open Day – 9:00am to 5:00pm
11	Committee Meetings
11	Candidate to Councillor Training (Neryl East)
	4:00pm (Councillors Induction training – social media and relationships)
16	Embrace Festival, Temora Railway Precinct – 11.00am – 2.00pm
20	Council Meeting
26	REROC – Take Charge
27/28	NSW Country Mayors Association – NSW Parliament House Sydney

## **APRIL 2025**

APRIL 2023	
8	IP & R – Budget Councillor Workshop
	(9:00am – 11:00am)
8	Committee Meetings
17	Council Meeting
18	Good Friday
21	Easter Monday
23	Anzac Reception – Foyer 5:30pm – 7:00pm
25	Anzac Day

## **MAY 2025**

6	Committee Meetings – Assets & Operations (Ariah Park)
8	LGNSW Rural Summit – Sydney
9	NSW Country Mayors Association – NSW Parliament House Sydney
15	Council Meeting

## **RESOLUTION 34/2025**

Moved: Cr Brenton Hawken Seconded: Cr Paul Mahon

It was resolved that the Calendar of Events be noted.

**CARRIED** 

#### 12.2 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2025

File Number: REP25/192

Author: Executive Assistant

Authoriser: General Manager

Attachments: Nil

#### **REPORT**

The 2025 Local Government NSW Annual Conference will be held Sunday 23 to Tuesday 25 November 2025 at the Panthers Penrith and Western Sydney Conference Centre. The host Council is Penrith City Council.

The Annual Conference informs the policymaking of LGNSW and provides an opportunity for councillors to come together to share ideas and debate issues that shape the way LGNSW is governed and advocates on behalf of the local government sector.

LGNSW members may put forward motions for consideration of the Annual Conference. Where a majority of voting delegates at the Annual Conference vote in support of the motion, it is adopted as a resolution of LGNSW. LGNSW updates its Policy Platform annually to reflect these resolutions, and it also informs their advocacy priorities.

Council must nominate their voting delegate and nominate the number of attendees to the conference.

In past years the General Manager, Mayor and two other Councillors have attended, with the Mayor being nominated as the voting delegate.

It is anticipated that LGNSW will call for motions for the Annual Conference in coming months with the deadline for online submissions likely to be in August or September.

## RESOLUTION 35/2025

Moved: Cr Graham Sinclair Seconded: Cr Brenton Hawken

It was resolved that Council nominates Cr Mayor Firman as the voting delegate, Cr Judd, Cr Bushell and General Manager also attend the 2025 Local Government NSW Annual Conference.

**CARRIED** 

Report by Melissa Boxall

# 12.3 SUBMISSION TO NSW PREMIERS DEPARTMENT ON DRAFT REGIONAL COMMUNITIES CONSULTATION GUIDE

File Number: REP25/195

Author: General Manager

Authoriser: General Manager

Attachments: Nil

#### **REPORT**

This report provides Council with the content of a submission recently made by Council officers to the Premier's Department on the Draft Regional Communities Consultation Guide (the draft Guide). Submissions on the draft Guide were required to be submitted by 18 March 2025 via an online portal.

Under the new <u>Regional Communities (Consultation Standards) Act 2024</u>, the NSW Government is developing a Guide to ensure that consultation practices are improved for regional, rural and remote communities.

All Councillors were invited to provide feedback on the draft Guide, with feedback provided by Mayor Rick Firman, his feedback has been included within the submission.

The following feedback was provided under the headings provided within the online portal:

## **Principles**

- Meaningful:
  - All councils in NSW use the Integrated Planning and Reporting (IP&R) Guidelines
    and framework to guide their planning and reporting activities. Joint organisations
    must consider member councils' strategic priorities developed through IP&R when
    preparing and reporting on their strategic regional priorities. Strategic regional
    priorities should be considered as a minimum when defining the purpose and
    objectives that are shared with the Regional community.
- Localised:
  - Consider including Local Government as a suggested partner i.e. Partnering with local community leaders, such as Local Government, to identify relevant stakeholder groups (including hard to reach cohorts), as well as strategies for engaging with them.
- Inclusive:
  - Consider including consideration of accessibility. While catering for the 'Layperson' is mentioned in providing easy to understand information, Regional communities have higher percentages of aging communities and people with disability/ies.
     Therefore, information should be presented in multiple mediums (i.e. written, diagrams, tactile) and forms (e.g. Easy Read, videos)

#### **Standards**

- Purpose definition:
  - All councils in NSW use the Integrated Planning and Reporting (IP&R) Guidelines and framework to guide their planning and reporting activities. Joint organisations must consider member councils' strategic priorities developed through IP&R when preparing and reporting on their strategic regional priorities. Strategic regional

priorities should be considered as a minimum when defining the purpose of the consultation exercise and explaining why the planned consultation is occurring, so people understand its intent and relevance.

- Planning and approval:
  - Consider developing a template for the preparation of an Engagement Plan
- Evaluation:
  - Consider developing a Tracking and Monitoring Guide/Framework to assist in review and continuous improvement process during and after consultation activities
  - Consider how feedback is shared to each body performing Regional community consultation, so it isn't re-learnt by each body through the process, for continuous improvement sustainability.
- Closing the loop:
  - Consider including Closing of the loop timeframes and mechanisms in 'Level of Participation' clarification step.

## **Quality Assurance Framework**

- Implementation:
  - Consider including consideration of accessibility. While catering for the 'Layperson' is mentioned in providing easy to understand information, Regional communities are often aging communities and communities with higher percentages of people with disability/ies. Therefore, information should be presented in multiple mediums (i.e. written, diagrams, tactile) and forms (e.g. Easy Read, videos)

## **Anything else**

- It is essential that State Government agencies undertake proactive and early communication with impacted stakeholders such as landowners and land managers when proposing legislative and land use changes. This should be through direct communication such as letters to the landowner/manager as a minimum. Recent examples Temora Shire Council was impacted by a lack of communication associated with the Lachlan draft inland unregulated water sharing plans prescribed wetlands consultation, which identified a manmade lake and surrounds as a prescribed wetland. Council was not informed of the public exhibition of the plans by the NSW Department of Climate, Change, Energy, the Environment and Water, even though Council manages the site. Additionally, neighbouring Councils have expressed concerns about the Reconnecting River Country Program in relation to the impacts on landowners and the poor communication and consultation process undertaken to date.
- This is a valuable resource and offers NSW Government agencies the opportunity to highlight the differences of regional communities in comparison to communities in metropolitan areas. We are in full support of the implementation of this document and support tools in this area to achieve best practice and equality of consultation. We support the 12 monthly review for continuous improvement of this document.
- An Introduction should include insights into:
  - o How regional communities differ from metropolitan areas.
- Consider inclusion of tiers to 'Regional' descriptors and nuances in the document, as each level has their unique challenges. These tiers should include:
  - o Regional cities e.g. Wagga, Albury, Griffith

- o Rural e.g. Temora, Junee
- o Remote e.g. Nyngan
- Very remote e.g. Bourke
- As our area would fall into the 'Rural' tier, consider including the following challenges in the above descriptors:
  - Timing:
    - More time to engage
    - Avoiding peak farming times e.g. Harvest in December
  - Access for:
    - People without transport (no personal transport option, minimal community transport options, no transport options between towns or regular services to closest regional city)
    - People without access to internet (at home, disconnect due to poor connection, low socioeconomic demographic or misfortune)
    - People with disability (materials, level of understanding, access to carer or support to assist in consultation process)
    - Elderly (ageing population)

## **Integrated Planning and Reporting**

Community Strategic Plan Theme 2: Providing Local Leadership

Delivery Program Strategy 2.5: A community that is well informed through engagement

and communication

## **Council Policy/Legislation**

The Guide responds to the *Regional Communities (Consultation Standards) Act 2024*. The draft Guide sets standards for NSW Government consultations in regional communities across NSW and provides certainty to communities about what they can expect from NSW Government consultation.

#### **Budget Implications**

N/A

## **Risk Implications**

N/A

#### **RESOLUTION 36/2025**

Moved: Cr Graham Sinclair Seconded: Cr Brenton Hawken

It was resolved that Council endorse the submission made to the NSW Premier's Department on the Draft Regional Communities Consultation Guide.

**CARRIED** 

## Report by Melissa Boxall

#### 12.4 ALGA - PUT OUR COMMUNITY FIRST CAMPAIGN

File Number: REP25/214

Author: Executive Assistant

Authoriser: General Manager

Attachments: Nil

#### **REPORT**

The next Federal Election must be held by 17 May 2025. Working in conjunction with its member state and territory associations, including LGNSW, the Australian Local Government Association (ALGA) has developed a framework and resources for a national advocacy campaign that will run in the lead up to this election.

Based around the tagline of *Put Our Communities First*, the goal is to secure additional federal funding that will support every council to play a bigger role delivering local solutions to national priorities. All 537 Australian councils have been asked to participate in this campaign to ensure a coordinated approach that will deliver the best possible outcomes.

The Put Our Communities First campaign will advocate for new federal funding to be distributed to all councils on a formula-basis, like the Commonwealth's Roads to Recovery Program, or the previous Local Roads and Community Infrastructure Program. This will ensure that every council and community benefits and support local decision making based on local needs. ALGA has developed free campaign resources that can be adapted and used by each Council to ensure a consistent and effective approach.

The ALGA Board has endorsed five local government funding priorities for the next Australian Government, which are:

- \$1.1 billion per year for enabling infrastructure to unlock housing supply
- \$500 million per year for community infrastructure
- \$600 million per year for safer local roads
- \$900 million per year for increased local government emergency management capability and capacity, and
- \$400 million per year for climate adaptation.

Further information on each of these priorities is listed below:

## Housing enabling infrastructure

A lack of funding for enabling infrastructure – including roads, and water and sewerage treatment connections and facilities – is a significant barrier to increasing housing supply across the country.

Research from <u>Equity Economics</u> found that 40 per cent of local governments have cut back on new infrastructure developments because of inadequate enabling infrastructure funding.

This research also shows that achieving the National Housing Accord's housing targets would incur an additional \$5.7 billion funding shortfall on top of infrastructure funding gaps already being felt by councils and their communities.

A five year, \$1.1 billion per annum program would fund the infrastructure that is essential to new housing developments, and Australia reaching its housing targets.

#### Community Infrastructure

ALGA's <u>2024 National State of the Assets report</u> indicates that \$8.3 billion worth of local government buildings and \$2.9 billion worth of parks and recreation facilities are in poor condition and need attention.

Introduced in 2020, the Local Roads and Community Infrastructure Program supported all councils to build, maintain and upgrade local facilities, with \$3.25 billion allocated on a formula basis.

This program had a significant impact, driving an almost \$1 billion improvement in the condition of local government buildings and facilities; and a \$500 million per year replacement fund would support all councils to build, upgrade and revitalise the community infrastructure all Australians rely on.

#### Safer Roads

Councils manage more than 75% of Australia's roads by length, and tragically more than half of all fatal road crashes in Australia occur on these roads.

In 2023 the Australian Government announced that it would double Roads to Recovery funding over the forward estimates, providing councils with an additional \$500 million per year.

However, recent independent research by the <u>Grattan Institute</u> highlighted a \$1 billion local government road maintenance funding shortfall, meaning there is still a significant funding gap.

Providing local government with \$600 million per year tied to road safety programs and infrastructure upgrades would support all councils to play a more effective role addressing Australia's unacceptable road toll.

#### Climate adaptation

Local governments are at the forefront of grappling with climate impacts as both asset managers and land use decision makers.

However, funding and support from other levels of government has failed to keep pace, placing an inequitable burden on councils and communities to fund this work locally. A \$400 million per year local government climate adaptation fund would enable all councils to implement place-based approaches to adaptation, delivering local solutions to this national challenge.

#### **Emergency management**

Fires, floods and cyclones currently cost Australia \$38 billion per year, and this is predicted to rise to \$73 billion by 2060.

Australian councils play a key role preparing for, responding to and recovering from natural disasters, but aren't effectively funded to carry out these duties.

The Government's \$200 million per year Disaster Ready Fund is significantly oversubscribed, especially considering the scale and cost of disaster mitigation projects.

Numerous national reviews – including the <u>Colvin Review</u> and <u>Royal Commission into Natural Disaster Arrangements</u> – have identified the need for a significant uplift in local government emergency management capability and capacity.

A \$900 million per year fund would support all councils to better prepare their communities before natural disasters, and more effectively carry out the emergency management responsibilities that have been delegated to them.

## **Local Advocacy**

Participating in the ALGA national advocacy campaign does not preclude Council from advocating on additional local needs and issues, and supporting specific initiatives undertaken by other organisations that we are members of such as LGNSW, Country Mayors and REROC but by all Councils participating it will strengthen the national advocacy being undertaken by ALGA.

## **Integrated Planning and Reporting**

Community Strategic Plan Theme 2: Providing Local Leadership

Delivery Program Strategy 2.1: A community with strong local leadership

## **Council Policy/Legislation**

N/A

## **Options**

- 1. That Council supports the priorities identified and participates in the ALGA *Put Our Communities First Campaign*.
- 2. That Council does not participate in the campaign.

## **Budget Implications**

N/A

## **Risk Implications**

There is minimal risk to Council by participating in the campaign, should Council choose to not participate there is a risk that it reduces the advocacy efforts of ALGA in the lead up to the federal election on the local government issues identified above.

## **RESOLUTION 37/2025**

Moved: Cr Graham Sinclair Seconded: Cr Ken Smith

It was resolved that Council:

- 1. Supports the national federal election funding priorities identified by the Australian Local Government Association (ALGA); and
- 2. Supports and participates in the *Put Our Communities First* federal election campaign; and
- 3. Writes to Michael McCormack, the Federal Member for Riverina, the leaders of all parties of the upper and lower house, all known election candidates in local federal electorates and the President of the Australian Local Government Association expressing support for ALGA's federal election funding priorities.

**CARRIED** 

#### Report by Melissa Boxall

# 13 ENGINEERING SERVICES

Nil

#### 14 ENVIRONMENTAL SERVICES

#### 14.1 ARIAH PARK SEWERAGE SERVICES OPTIONS - COMMUNITY MEETING OUTCOMES

File Number: REP25/100

Author: Town Planner

Authoriser: Director of Environmental Services

Attachments: Nil

#### **REPORT**

#### <u>Background</u>

At the Confidential August 2024 Council Meeting, Councillors considered an update report on Ariah Park village sewer servicing options. At this meeting it was resolved:

That Council note the report, and further

That an information night be carried out in the early part of the new term of Council.

The community information night has now been held, with Cr Judd, Cr Irvine and Council staff members, General Manager - Ms Melissa Boxall, Director Environmental Services - Mr Kris Dunstan, Executive Engineering Manager - Mr Rob Fisher, Water & Sewer Manager - Mr Ram Murugabubati and Town Planner - Mrs Claire Golder, meeting with community members at a meeting held on Thursday 6 February 2025 at 6pm at the Ariah Park Memorial Hall. The purpose of the meeting was to provide additional information about the options for improved sewerage services in Ariah Park village. Around 35 community members attended the Meeting.

Apologies to the meeting from the Mayor, Cr Rick Firman and the Deputy Mayor, Cr Graham Sinclair were accepted at the start of the meeting.

A previous resident's meeting was held on 19 April 2023. At the previous meeting, many residents were reasonably supportive of the concept of providing reticulated sewer services, replacing onsite effluent disposal (septic tanks and aerated wastewater treatment systems). The reasons being the provision of a reticulated sewerage system would support additional growth of Ariah Park village, through providing opportunities for infill development and addressing any issues that occur in relation to odour, poorly maintained systems or extended wet weather.

However, many residents had significant concerns about upfront and ongoing costs, including payment of sewer rates to Council, particularly for residents who are pensioners.

In addition, there were concerns of residents who have fairly recently installed aerated wastewater systems, as part of new development, who would be required to connect to the new system, should Council proceed.

#### **Government Agency discussions**

Since the previous resident's meeting, Council officers have held discussions with representatives from the NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW). Advice provided to Council was:

- Ariah Park village is currently classified as level 1 risk being: Medium risk on-site wastewater management facilities but has no evidence of impacts on:
  - public health and/or

- waterway uses and values.
- The highest risk communities have issues where onsite wastewater management is directly impacting upon
  - drinking water supply and/or
  - widespread direct primary contact to residential population and/or
  - high impact upon water way uses and values

This information was reported to August 2024 Council Meeting.

#### Cost estimates

Council officers have previously obtained quote estimates for the design of a reticulated sewer system, which is around \$50,000 for a basic concept design and a further \$200,000+ for a more detailed design to be used to prepare a cost estimate. No grants are currently available, or in the foreseeable future, to assist with design of sewer projects.

Initial construction of a reticulated sewer system for Ariah Park is estimated to be \$10 million (2025 value). No grants under the NSW Government Safe and Secure Water Program are on offer, or in the foreseeable future. Council must consider the whole-of-life cost when investing in a new asset, as eventually it will need to be renewed.

Council is currently working towards the renewal of the Temora Sewerage System (constructed around 1940) which is a \$30-\$40 million+ project over the next 10-40 years.

## **Sewerage Services Options**

The options presented at the Community Meeting on 6 February 2025 were:

Option 1: Developing a town sewerage system

- The final construction cost for a reticulated sewerage system in Ariah Park is estimated to be approximately \$10 million (2025 figures)
- This figure is based upon the very similar sized Barellan village sewerage system, which is nearing completion a cost of \$9.2 million
- Narrandera Shire Council secured a grant for \$4.87 million. Council funds, loans and resident contributions pay for the balance.
- Narrandera Shire Council is responsible for ongoing loan repayments and residents are required to pay Council imposed sewer rates.

Option 2: Improve the performance of existing onsite systems

- Council to investigate opportunities to support residents to upgrade to Aerated Wastewater Treatment Systems.

Option 3: Council take no action

Following presentation of these options to the community meeting attendees, an informal poll, using secret ballot, was held on the night.

2 people supported Option 1,

15 people supported Option 2, and

14 people supported Option 3

Total: 31 votes

## **Discussion**

The follow up meeting with residents of Ariah Park village has communicated the high cost of construction of a reticulated sewer system (estimated \$10 million based on 2025 values) as well as the estimated high ongoing cost of sewer rates, based on the cost of maintaining the system and providing future replacement reserve funds, as well as any necessary Council loan repayment costs.

The comparison example is provided of the recent construction of the Barellan system in Narrandera Shire, which has occurred with loan funds covering 53% of construction costs, and with Council and residents contributing the balance of funds, including loan of funding to Narrandera Shire Council.

Based upon this financial assessment of a proposed sewerage system, and considering the view of residents who attended the community meeting, the provision of a reticulated sewer system at Ariah Park village is not supported.

Some nearby villages have had a reticulated sewer system installed, replacing original septic systems. Although this option may be preferred by some Ariah Park village residents, it is not likely to be achievable, due to the high construction cost, high ongoing costs, and low likelihood of receiving grant funding, due to low flooding risk. Suitably designed and operated septic systems or aerated wastewater treatment systems (AWTS) are the most cost-effective option for sewer management in Ariah Park village.

Council has received very few complaints about sewerage management in Ariah Park. Council has powers under the Local Government Act 1993 to issue an order to address any matter relating to sewerage management. Currently around 30 dwellings, out of 147 dwelling in Ariah Park village, have an AWTS. Most landowners of these systems report that they have no issues with their AWTSs. In general, AWTS are installed in association with new development in Ariah Park village, or a major extension to the property. On occasion, conventional septic tanks are still installed, however, these are usually in association with a much larger parcel of land, greater than 2000m2, and require a soil test and plumbing report to determine suitability of the site.

Many existing older septic tank systems remain satisfactory, due to low water load, as many households are small households with only one or two people residing in the home. However, Council may wish to investigate the opportunity to provide some assistance to residents who wish to replace any unsuitable septic systems with modern aerated systems.

This may require the creation of a Council delivered grants program, which may assist residents over a specific period of time, with the cost of replacement infrastructure. Council may wish to target any such project based on specific needs, such as pensioners and those where Council officers have assessed the environmental risk of existing systems to be medium or higher risk.

Councill may also choose to take no further action in this area.

Following the meeting with village residents, Council officers advised that further information could be obtained, and comments could be made, until 10 March 2025. Two residents took up this option and held further discissions with Council's Town Planner. The residents supported Option 2: Improve the performance of existing onsite systems, due to the cost of replacing older septic systems with aerated systems, and the financial limitations of pensioners.

## **Integrated Planning and Reporting**

Theme 4: Enjoying our beautiful environment

Strategy 4.5 A community that sustainably plans for its future

## **Council Policy/Legislation**

PR1 Onsite Sewage Management Plan

## **Options**

Council has the options of:

- request that staff further investigate the provision of a reticulated sewer system for Ariah Park village
- consider a budget allocation towards a grants program, as detailed within the report, as part
  of budget estimates
- take no action.

## **Budget Implications**

\$50,000 for a design study, or \$10,000 or another amount for a grants program, or \$0

## **Risk Implications**

There is a risk that NSW Government may require that a reticulated sewer system is installed in Ariah Park village in the future, when the cost will be greater than present cost. However, there are possibly hundreds of small villages in NSW that are unsewered and many are of much higher environmental risk than Ariah Park village, due to their location in a drinking water catchment, coastal area or a high flood risk area. Therefore, the overall risk of this being required is considered to be low.

There is a risk that some existing septic tanks in Ariah Park village may not be suitable for continued use in the short-medium term, and a grants program may provide an incentive for these systems to be replaced.

## **RESOLUTION 38/2025**

Moved: Cr Belinda Bushell Seconded: Cr Graham Sinclair

It was resolved that Council:

- 1. Not pursue a reticulated sewerage system for Ariah Park village, and
- 2. That the General Manager create a draft Onsite Sewerage Waste Water Management Strategy and report back to Council.

**CARRIED** 

#### Report by Claire Golder

#### 14.2 LOCAL SMALL COMMITMENTS ALLOCATION - GRANT APPROVAL

File Number: REP25/123

Author: Town Planner

Authoriser: Director of Environmental Services

Attachments: Nil

#### **REPORT**

In November 2024, Council was notified by the NSW Premier's Department of an opportunity to apply for funding as part of the NSW Government's Local Small Commitments Allocation (LSCA) Program.

The amount of funding nominated to Temora Shire was \$7,620.69.

The funding is required to be allocated to deliver a playground and park upgrade. Council officers identified the provision of additional seating at Temora West Park as the preferred project for the nominated funding amount. The additional seating can be integrated with the existing facilities at Temora West Park, including play equipment, picnic tables, toilets and paths.

On 12 February 2025, Council was advised that the submission nominating Temora West Park – additional seating as the preferred project was successful. In response to this advice, Council officers have accepted the funding on Council's behalf.

Council has until 31 December 2026 to complete the project.

## **Integrated Planning and Reporting**

Temora Community Strategic Plan

Theme 4: Enjoying our beautiful environment

Strategy 4.4 A community that enjoys a variety of open spaces for leisure

#### Council Policy/Legislation

The provision of facilities in parks is consistent with the management of Community Land under the Local Government Act 1993.

#### **Options**

Council has the option to confirm the decision of Council officers to accept the allocated funding, or to determine that the funding is not accepted.

## **Budget Implications**

The funding will support the provision of additional seating in Temora West Park to the value of \$7,620.69.

## **Risk Implications**

Nil

# RESOLUTION 39/2025

Moved: Cr Belinda Bushell Seconded: Cr Brenton Hawken

It was resolved that Council:

1. Confirm the decision of Council officers to accept the LSCA funding for additional seating at Temora West Park

**CARRIED** 

Report by Claire Golder

#### 14.3 DRAFT BUNDAWARRAH ESTATE MASTER PLAN

File Number: REP25/212

Author: Town Planner

Authoriser: Director of Environmental Services

Attachments: Nil

#### **REPORT**

At the March Assets and Operations Committee Meeting, Committee members considered a report in relation to the Draft Bundawarrah Estate Master Plan. A copy of the Draft Plan is included as part of the Assets Committee Meeting minutes.

The Committee Meeting agenda included a briefing about the draft plan from Mr Matt Johnson of Habitat Planning, who have assisted Council in the preparation of the plan.

At the Committee Meeting, the Committee resolved that:

## **Committee Resolution 1/2025**

Moved: Cr Belinda Bushell Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council:

- 1. That Committee members provide any initial feedback on the Draft Master Plan to Council officers, and
- 2. That Council consider a further report at the March Council Meeting, to seek Council endorsement for the Draft Master Plan to be placed on public exhibition.

## **Discussion**

The March Assets Committee Meeting provided Councillors with the opportunity to provide preliminary feedback to the plan. The feedback noted was:

- Request to review proposed street intersections and reduce four-way intersections where possible, by offsetting the intersections, and include these amendments in the exhibited version of the plan
- Include approximate dimensions of open spaces within the Bundawarrah Estate
- Support for concept of linear open spaces to provide opportunities for walking and connection to other areas of open space
- Noted constraints with existing connection between Narraburra Street and Milvale Road due to drainage issues

## **Public exhibition**

If supported by Council, it is proposed that the Draft Bundawarrah Estate Master Plan is placed on public exhibition from Friday 21 March 2025 until Friday 2 May 2025. Notification will include letters to affected landowners, newspaper advertisement and social media posts.

## **Integrated Planning and Reporting**

Temora Community Strategic Plan

Theme 3: Building a strong local economy

Strategy 3.4: A community with a good range of appropriate and affordable housing

## **Council Policy/Legislation**

Temora Local Environmental Plan 2010

## **Options**

Council has the option to place the Draft Bundawarrah Estate Master Plan on public exhibition, or to take no action.

## **Budget Implications**

The progression of the Draft Bundawarrah Estate Master Plan requires the resources of Council officers' input, to conduct the public exhibition and review feedback

## **Risk Implications**

There is a risk to Council that if the final version of the plan is not completed within the required timeframe, Council will not fulfill the requirements of the funding agreement.

## **RESOLUTION 40/2025**

Moved: Cr Ken Smith

Seconded: Cr Graham Sinclair

It was resolved that Council:

- 1. Endorse that the Draft Bundawarrah Estate Master Plan is placed on public exhibition, and
- 2. Receive a further report once the public exhibition is completed.

**CARRIED** 

#### Report by Claire Golder

<u>In Favour:</u> Crs Rick Firman, Graham Sinclair, Nigel Judd, Belinda Bushell, Brenton Hawken, Ken

Smith, Narelle Djukic and Paul Mahon

Against: Nil

**CARRIED 8/0** 

#### 15 ADMINISTRATION AND FINANCE

#### 15.1 TAXIWAY CONSTRUCTION & LAND PURCHASE

File Number: REP25/130

Author: Director of Administration & Finance

Authoriser: Director of Administration & Finance

Attachments: Nil

#### **REPORT**

Council has approved in its 2025/2026 budget a loan to support the Airpark Expansion.

Officers have made enquiries of T-Corp in relation to borrowing \$600,000 to facilitate the purchase of land and construction of the taxiway at the Airport. This piece of infrastructure is critical to enabling the development of the Sky Park subdivision. Advice has been received from TCorp that a \$600,000 loan will be approved, despite this being below the minimum borrowing limit of \$1 million.

The repayments have been estimated on a \$600,000.00 loan at the <u>indicative</u> fixed interest rate of 4.65% to be \$135,183 per year for 5 years (principal and interest). Council will note that an advancement has been approved by Council under the Development Infrastructure Deferred Payment (DIDP) Application to support the Sky Park subdivision. Under the policy the developer is required to reimburse Council any interest costs plus 0.5% administration charge.

## **Integrated Planning and Reporting**

- **CSP Theme 1 A Thriving Economy:** Expanding aviation infrastructure attracts businesses and tourism.
- CSP Theme 2 A Quality Lifestyle: Providing diversified housing options.
- **CSP Theme 3 Sustainable Infrastructure:** Ensuring strategic investment in essential infrastructure.

#### **Council Policy/Legislation**

The loan funds will support the funding and asset requirements of the application under the DIDP Policy which was approved at the January meeting of Council.

## **Options**

- 1. Endorse the application for a \$600,000 T-Corp loan
- 2. Refuse to apply for loan funding

## **Budget Implications**

- 1. Budget implications for Option 1 above will result in repayments of \$135,183 per annum (principal and interest) for 5 years, offset by repayments by developer under the DIDP policy, based on the indicative interest rate included in the report.
- 2. Budget implications for Option 2 are nil, however alternate sources of funding will need to be identified to support the construction of the taxiway and respective land purchase.

#### **Risk Implications**

There is a risk that repayments under the DIDP will be delayed, as repayments are tied to lot sales.

# RESOLUTION 41/2025

Moved: Cr Graham Sinclair Seconded: Cr Paul Mahon

It was resolved that Council applies for a \$600,000 loan from T-Corp for the Taxiway construction and land purchase to be repaid over 5 years.

**CARRIED** 

Report by Elizabeth Smith

16	CORRESPONDENCE
Nil	
17	BUSINESS WITH NOTICE
Nil	
18	NOTICE OF MOTION
Nil	
19	<b>BUSINESS WITHOUT NOTICE - URGENT</b>

#### 20 COUNCILLORS INFORMATION PAPER

#### RESOLUTION 42/2025

Moved: Cr Belinda Bushell Seconded: Cr Brenton Hawken

It was resolved that the Information Reports be received.

**CARRIED** 

## 20.1 GENERAL MANAGERS REPORT ON THE LGCOG FORUM, TAURANGA CITY, NEW ZEALAND

File Number: REP25/196

Author: General Manager

Authoriser: General Manager

Attachments: Nil

The General Manager, Melissa Boxall recently attended the LGCOG (Local Government Chief Officers Group) Forum in Tauranga City, New Zealand (NZ) on Wednesday 26 February to Friday 28 February 2025.

The LGCOG is a professional development network of Australian and New Zealand local government Chief Executives/General Managers that meets three times a year. As per the General Managers performance agreement Council supported the General Managers attendance by covering the conference fee, with all other travel and accommodation expenses covered by the General Manager.

The Tauranga Forum hosted by Tauranga City Council (TCC), Bay of Plenty showcased how a range of stakeholders have responded to the significant growth experienced by the region, including how it has been managed, measured, what have been the challenges and the achievements. The presentations focused on what role the Council has played, the partnerships it has built, and how it has managed growth in the fastest growing city in NZ.

A summary of the program is provided below:

- Gareth Lorigan, Managing Director, Institute for Strategic Leadership; Presentation and workshop utilising ISL evidence-based leadership and team development tools used by TCC to take their workforce on a significant cultural change experience. The key message of the presentation was the importance of knowing your own leadership style in order to best lead others and why it is important to work with all levels of the organisation (including Mayor, Councillors and all operational Council staff) to improve culture ahead of any organisational change journey.
- Panel Discussion including Nigel Tutt, CEO Priority One, Gareth Wallis General Manager
  City Development & Partnerships (TCC), David Lambie, Director Clients & Consulting
  Twenty Two, Mark McGuinness, Managing Director Willis Bond; The panel provided an
  overview of the journey that TCC has undertaken to revitalise and encourage development
  of the Tauranga city centre. Significant financial investment has been made in recent years

both by the Council and private developers and the panel discussion explored the importance of establishing strong partnership arrangements, community engagement and strategic planning to progress the project.

- Walking Tour of the Tauranga City centre revitalisation project
- Dan Bonifant, Managing Director Morrison Low; Presentation on the NSW local government experience of responding to the fit for the future reforms, applying for special rate variations in a rate capped environment and the NZ three waters reform process. As NZ Councils undergo a reform agenda that includes rate capping the key messages from the presentation was the importance of good relationships with stakeholders including the community and ensuring that Councils have accurate information and data when making strategic decisions about the future of the organisation, particularly in an environment of fiscal constraint.
- Mark Burns, Founder & CEO of the Man Walk; Following a walk with Mark along the
  foreshore, he shared the story of establishing the Man Walk in Kiama and how it has grown
  to 83 sites across Australia and internationally, including Temora Shire. The presentation
  highlighted how local councils can play a pivotal role in their communities to build face to
  face connections, promote mental health fitness and reduce social isolation.

The Forum provided a great opportunity for the General Manager to understand the differences and similarities of Australian and NZ Councils as well as build new networks. Whilst the challenges and experiences of a Council undergoing extensive growth and development such as TCC are at a scale very different to TSC, the presentations, workshops and tours provided an opportunity to learn and consider how their experiences can be applied to Temora Shire as our population increases and our economy diversifies into the future.

Report by Melissa Boxall

#### 20.2 VISIT BY THE HON. JENNY AITCHISON, MINISTER FOR REGIONAL TRANSPORT

File Number: REP25/218

Author: General Manager

Authoriser: General Manager

Attachments: Nil

The Hon. Jenny Aitchison, Minister for Regional Transport and Roads, and her senior team of advisors met with Councillors and Staff and the State Member for Cootamundra, Ms Steph Cooke on Monday 17 February 2025.

Conversations focused on road funding, in particular the sustainability of ongoing maintenance and repair costs to Council, as well as the heavy vehicle alternative route and general heavy vehicle access and rail infrastructure that supports the agricultural industry in the Shire.

The Minister advised that they are committed to ensuring that the NSW Road Network is fit for purpose and roads are defined and managed appropriately according to their role within the broader network context. Transport for NSW is seeking to partner with NSW road managers, including Temora Shire Council, to introduce a new approach to road categorisation with an aim to ensure that the NSW road transport network is being appropriately managed and funded. The intention for this renewed approach is to run on a routine, as needs basis rather than through periodic reviews, which were previously carried out.

The Minister also advised that the NSW Roads Act is under review, and she encouraged Council to make a submission. She also provided an update on the Riverina-Murray Strategic Regional Integrated Transport Plan (SRITP). Before the plan is drafted, the Department are seeking community feedback on experiences, challenges, and what can make the Riverina-Murray's transport network better, please see <u>Riverina-Murray | Strategic Regional Integrated Transport Plans | Have Your Say</u>.

The SRITP for the Riverina-Murray is set to be delivered in early 2026.

Report by Melissa Boxall

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#### 20.3 REVIEW OF THE NSW ROADS ACT 1993 - ISSUES PAPER

File Number: REP25/211

Author: General Manager

Authoriser: General Manager

Attachments: Nil

#### **REVIEW OF THE NSW ROADS ACT 1993**

The NSW Government is undertaking a <u>review the Roads Act 1993</u> to create a more contemporary planning and management framework for roads and streets across NSW.

This review aims to better enable Transport for NSW (TfNSW) and councils as decision makers and recognises the function of roads not only for vehicle traffic but for all road users.

The NSW Government has set four targeted objectives for improvement. They are ensuring:

- 1. More contemporary uses for roads and streets that are safe and responsive to community needs.
- 2. Faster local decision making with appropriate mitigations to manage network risk.
- 3. A streamlined and easy to use statute that keeps pace with change.
- 4. A more operationally effective statute.

An <u>Issues Paper</u> has been released and is open for feedback and responses until **Friday 28 March 2025**. This is the first step in the consultation process. Please see a summary of this process as outlined below (see page 11 of the Issues Paper):

Now	Early 2025	Mid-late 2025	Late 2025
Issues Paper     Have your say     What we heard	<ul><li>Round table</li><li>Have your say</li><li>What we heard</li></ul>	Options Paper     Have your say     What we heard	NSW Government considers and decides.

LGNSW will be making a submission to the NSW Government and Temora Shire Council officers will contribute to their submission in the early phases of the consultation process and attend relevant workshops and consultation sessions held by TfNSW throughout consultation process. Council officers will also share their feedback with the NSW Country Mayors Association and REROC. Updates will be provided to Council as the review progresses.

## Report by Melissa Boxall

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#### 20.4 WORKS REPORT - FEBRUARY 2025

File Number: REP25/209

Author: Executive Assistant

Authoriser: General Manager

Attachments: Nil

#### **WORKS REPORT - FEBRUARY 2025**

#### **Main Roads**

- MR 57 Goldfields Way inspection and routine maintenance
- MR 84 Burley Griffin Way inspection and routine maintenance
- MR 84 Pucawan project
- MR57 Hoskins Street project

#### **Local Roads**

- Howards Road upgrade
- Wallundry Road resheet
- Pipe culverts on Wallundry Road
- Fraters Lane resheet
- Howards Road bridge culvert
- Kurrajong and Thom Street upgrade
- Maintenance grading
- Flood damage repair to unsealed roads
- Slashing and Spraying

## **Urban Temora & Ariah Park**

- Urban slashing and spraying
- Ariah Park dam desilt
- Loftus Street kerb and gutter tidy up
- Parks and sporting field maintenance items
- Victoria Street drainage works
- Lake Centenary Walking Track Bridge
- Speed Advisory signs on various local roads

## **Works planned for February 2025**

- Howards Road upgrade Bridge culverts
- Pucawan upgrade project

- Kurrajong and Thom Street upgrade
- Wallundry Road resheet
- Maintenance grading of rural roads when weather permits
- Weed spraying and slashing.
- Nixon's lane pipes and cutoff wall

# Report by Pat Kay

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### 20.5 BUILDING APPROVALS - FEBRUARY 2025

File Number: REP25/178

Author: Executive Assistant

Authoriser: General Manager

Attachments: Nil

# **ENVIRONMENTAL PLANNING & ASSESSMENT ACT, 1979**

In accordance with the provisions of Section 4.59 of the Act, and Section 124 of the Regulations, notification is given that the undermentioned developments have recently been granted consent.

### **DEVELOPMENT APPLICATIONS ISSUED**

- ✓ DA 77/2024 Lot: 104 DP: 750587, Lot: 130 DP: 750587, Lot: 116 DP: 750587, Lot: 128 DP: 750587, Lot: 131 DP: 750587, Lot: 129 DP: 750587, Lot: 126 DP: 750587, Lot: 120 DP: 750587, Lot: 121 DP: 750587, Lot: 127 DP: 750587, Lot: 105 DP: 750587, Lot: 122 DP: 750587, Lot: 125 DP: 750587 39 Kurrajong Street, Temora 20 Lots Torrens Title Subdivision
- ✓ DA/CC 86/2024 Lot: 43 DP: 1304379 5 Corbett Street, Temora New Dwelling
- ✓ DA/CC 1/2025 Lot: 4 DP: 1304379 6 Anderson Street, Temora Construction of a Residential Storage Shed/Garage
- ✓ DA 2/2025 Lot: E DP: 36173 64 Gallipoli Street, Temora Demolition of Existing Buildings
- ✓ DA/CC 4/2025 Lot: 2 DP: 561335 145 Anzac Street, Temora Construction of a Carport and Addition to Existing Dwelling
- ✓ DA/CC 5/2025 Lot: 23 DP: 1264379 195 Kitchener Road, Temora Construction of a New Dwelling, Residential Storage Shed/Garage and Carport
- ✓ DA/CC 6/2025 Lot: 215 DP: 750587 1 Britannia Street, Temora Construction of a Residential Storage Shed/Garage
- ✓ DA/CC 7/2025 Lot: 44 and 45 DP: 5225 20 Bellevue Street, Temora Construction of a Cabana
- ✓ DA/CC 9/2025 Lot: 2 DP: 541213 66 Haig Street, Temora Construction of a Residential Storage Shed/Garage
- ✓ DA/CC 11/2025 Lot: 38 DP: 5225 10 Bellevue Street, Temora Addition to Existing Dwelling Steel Framed Carport and Verandah

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# **COMPLYING DEVELOPMENT CONSENTS ISSUED**

- ✓ CDC 2/2025 Lot: A DP: 970559 115 Aurora Street, Temora Construction of a Residential Storage Shed/Garage
- ✓ CDC 3/2025 Lot: 16 DP: 1304379 1 Anderson Street, Temora Construction of a Residential Storage Shed/Garage
- ✓ CDC 4/2025 Lot: 22 DP: 5225 2 Loftus Street, Temora Installation of an Inground Swimming Pool

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# 20.6 REGULATORY CONTROL - FEBRUARY 2025

File Number: REP25/210

Author: Secretary Engineering

Authoriser: General Manager

Attachments: Nil

Item	Inspection/	Orders	Penalty	Notes
	Incidents	Issued	Infringement	
	(Number)	Y/N	Y/N	
Illegal Parking	6	No	No	6x inspections
				- 4x spoke to owners
				- 2x no issues
Scooters & Bikes	0	No	No	NIL
School Zones	40	No	No	School zone inspections
Noise	4	Yes	No	4x noise complaints - 2x loud music pub
Air Quality	0	No	No	- 2x barking dog
Air Quality	0			
Illegal Dumping/Littering	3	No	No	3x reports - 3x collected and removed rubbish
Overgrown/Untidy Blocks	3	No	No	3x inspections
Lake Walking Track	36	No	No	36x inspections
Animal Welfare	17	No	No	17x inspections
Dangerous Dogs	0	No	No	0x reports
Impounded	3	No	No	3x pound
Noise Animals	4	No	No	4x reports
Nuisance Animals / Trapping	3	No	No	3x reports/traps issued
Dead Animal Removal	2	No	No	1x dog 1x kangaroo
Keeping of Horses in Residential Areas	1	No	No	1x inspection - ongoing
Main Street Sign Approvals Inspections	0	No	No	NIL
Rural Stock Incidents	9	No	No	9x inspections/call outs
Fruit Fly	0	No	No	NIL
Euthanised	2	No	No	2x dumped cat
Other	20	No	No	6x pound clean/feed
				7x town inspections
				1x welfare check assistance
				with Wagga Police
				2x animal rescue
				3x lock Teal Street
				1x food collections

Report by Ross Gillard

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# 20.7 CASH AND INVESTMENTS FOR PERIOD ENDED 28 FEBRUARY 2025

File Number: REP25/205

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Cash and Investments 4 Tash

Item 20.7 Page 293



Temora Shire Council
Cash & Investments

For the period ended 28th February, 2025

	Original Budget 2024/25	Revised Budget 2024/25	Actual YTD Figures
Externally Restricted	, , , , , , , , , , , , , , , , , , , ,		3
Sewerage Services	5,511,830	5,428,531	4,465,078
Domestic Waste Management	1,451,750	1,635,310	1,688,126
Stormwater Drainage Flood Studies & Construction Programs	325,994	325,994	468,140
S94 Contributions	615,213	615,213	925,305
Unspent Restricted Grants	1,618,963	1,618,963	986,230
Pinnacle Externally Restricted	1,023,562	1,023,562	671,234
Total Externally Restricted	10,547,312	10,647,573	9,204,113
Internally Restricted			
Pinnacle Internally Restricted	4,149,927	4,149,927	4,183,647
Other Waste Management	518,473	518,473	603,365
Leave Reserves	1,943,878	1,943,878	1,943,878
Roads Reserve	500,000	500,000	500,000
Local Roads	2,299,382	2,299,382	896,223
FAGS Received in Advance	2,814,358	COST IN COST IN COST OF THE PARTY OF THE PAR	070,220
Plant & Vehicle	500,000	2,814,358 500,000	439,309
	1,335,068	TO CONTRACTOR PROPERTY AND SECURITION OF THE PERSON OF THE	
Gravel Royalty		1,335,068	938,678
Ariah Park Tip Fee Contributions	9,840	9,840	5,203
Medical Complex Development	41,009	41,009	41,009
Infrastructure *	669,317	611,817	1,347,222
Infrastructure - Airpark Estate	203,565	203,565	200,033
Digital Two Way Radio Upgrade	95,000	95,000	95,000
Computer Upgrade	121,447	121,447	253,004
Sports Council Requirements	62,217	62,217	41,698
Youth Donations	2,427	2,427	3,952
Revotes	854,150	854,150	727,846
Airside Maintenance	187,511	187,511	193,548
Temora Agricultural Innovation Centre Maintenance Reserve	3,669	3,669	23,153
Regional Local & Emergency Roads Repair Program	1,499,065	1,499,065	2,495,284
Verandah Reinstatement Fund	25,000	25,000	15,000
Total Internally Restricted	17,938,429	17,880,929	14,947,052
Total Restricted Reserves	28,485,741	28,528,503	24,151,165
*Infrastructure reserve contains \$269,430 of funds which are not allow	cated to specific project		
Cash & Investments			
Westpac Cheque Account			2,385,128
AMP Business Saver Account			548,887
AMP Notice Account			910,838
Macquarie Bank Cash Management Accelorator Account		LEVIN WAY OF THE RAISE	878,442
		A SERVICE OF THE THE	
Westpac Cash Reserve			50,265
Term Deposits held with:			1 507 00
Bank of Queensland			1,527,08
National Australia Bank			11,596,05
AMP Bank			500.000
Northern Territory Treasury Bonds			500,000
My State			1,040,869
Great Southern Bank		noticet decrease trace du sus execute au	(
Rabobank			2,019,447
			1,000,000
ING Bank			
ING Bank	28,485,741	28,528,503	22,457,012
ING Bank Total Cash & Investments	28,485,741	28,528,503	(1,000,000
	28,485,741	28,528,503	

I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

Elizabeth Smith

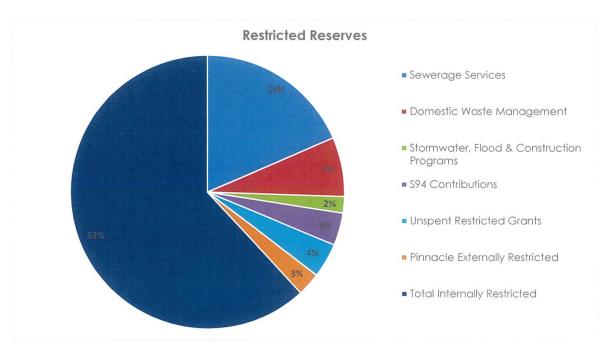
Director Administration & Finance



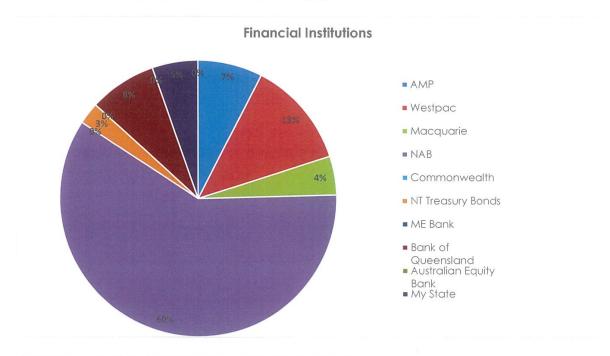
Temora Shire Council

# Cash & Investments

For the period ended 28th February, 2025



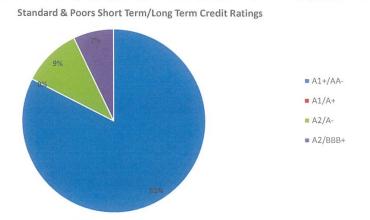
Graph One - Proportion of reserves externally restricted compared to reserves internally restricted - with externally restricted reserves divided into purpose.



Graph Two - Proportion of cash held with each finanicial instituion.



Institution	Rating	Туре	Date Lodged	Rate	Term (days)	Maturity Date	Amount Invested	Institution Total
Cash Held								
Westpac Bank	A1+/AA-	Cheque account		0.00%			2,385,128,34	
Westpac Bank	A1+/AA-	Cash Reserve		1.15%			50,265.38	2,435,393,72
Trospac barne	AL. /AA	Cash Management		1,10/6			30,263.36	2,433,373.72
Macquarie Bank	A1/A+	Accelerator Account		4.65%			878,442.87	878,442.87
AMP Bank	A2/BBB+	Business Saver		2,75%			548,886.80	
AMP Bank	A2/BBB+	31 Day Notice Account		5.10%	31		910,838.40	1,459,725.20
keletanjary konovcijo take venterar	7127000 ·	THE PROPERTY OF THE PROPERTY O			at diverse mine		taran masaran adam ar i <u>s</u>	
Investments Held							Total Cash Held	4,773,561.79
Bank of Queensland	A2/A-	Term Deposit	22/06/23	5.25%	1096	22/06/26	500,000.00	
Bank of Queensland	122 Marie Carlo	Term Deposit	19/06/24	4.95%	735	24/06/26	500,000.00	
Bank of Queensland		Term Deposit	11/12/24	5.10%	231	30/07/25	527.080.95	1,527,080.95
		a ta a de la composit	11/12/24	3.10%	201	30/07/23	327,000.73	1,327,000.93
National Australia Bank	A1+/AA-	Term Deposit	12/06/24	5.15%	287	26/03/25	500,000.00	
National Australia Bank		Term Deposit	29/05/24	5.20%	364	28/05/25	588,657.68	
National Australia Bank		Term Deposit	14/08/24	5.10%	364	13/08/25	556,588.18	
National Australia Bank		Term Deposit	8/09/21	0.80%	1097	9/09/24	504,415.11	
National Australia Bank		Term Deposit	14/11/24	5.10%	365	14/11/25	556,949.04	
National Australia Bank		Term Deposit	29/05/24	5.20%	364	28/05/25	548,337.58	
National Australia Bank		Term Deposit	27/01/21	1.30%	1727	20/10/25	504,622.90	
National Australia Bank		Term Deposit	28/03/22	3.15%	1824	26/03/27	530,000.00	
National Australia Bank		Term Deposit	14/08/24	5.05%	273	14/05/25	551,489.47	
National Australia Bank		Term Deposit	28/03/22	2.80%	1095	27/03/25	502,250.00	
National Australia Bank		Term Deposit	22/06/23	4.90%	1825	20/06/28	517,576.86	
National Australia Bank		Term Deposit	17/07/24	5.25%	273	16/04/25	546,484.74	
National Australia Bank		Term Deposit	3/04/24	5.00%	365	3/04/25	531,265.33	
National Australia Bank		Term Deposit	25/09/24	4.95%	273	25/06/25	500,863.01	
National Australia Bank		Term Deposit	14/08/24	5.10%	364	13/08/25	535,889.73	
National Australia Bank		Term Deposit	25/09/24	4.95%	273	25/06/25	539,355.16	
National Australia Bank		Term Deposit	16/10/24	4.98%	287	30/07/25	511,155.48	
National Australia Bank		Term Deposit	31/07/24	5.30%	273	30/04/25	1,000,000.00	
National Australia Bank		Term Deposit	13/03/24	5.00%	364	12/03/25	519,433.43	
National Australia Bank		Term Deposit	18/12/24	5.00%	364	17/12/25	1,050,720.55	11,596,054.25
Northern Territory Treasury		Treasury Bonds	31/05/21	1.30%	1841	15/06/26	500,000.00	500,000.00
My State Bank	A2/BBB+	Term Deposit	8/01/25	4.90%	336	10/12/25	540,869.14	
		Term Deposit	3/06/24	5.25%	366	4/06/25	500,000.00	1,040,869.14
Rabobank		Term Deposit	2/10/24	4.45%	1098	5/10/27	1,000,000.00	
		Term Deposit	9/10/24	4.95%	280	16/07/25	500,000.00	
		Term Deposit	14/02/25	4.82%	194	27/08/25	519,446.58	2,019,446.58
NG Bank		Torre Danasii	14/10/6:	5.016	0.45	0.1.100.15	500.000.55	
ING DUTK		Term Deposit	14/10/24	5.01%	345	24/09/25	500,000.00	1 000 000 00
		Term Deposit	14/10/24	5.03%	380	29/10/25	500,000.00	1,000,000.00
							17,683,450.92	17,683,450.92



Graph One - proportion of investments held by Standard & Poors credit ratings.

20.8 RATES REPORT - FEBRUARY 2025

File Number: REP25/202

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Rates Report U

2. Rates Chart 4 🖫

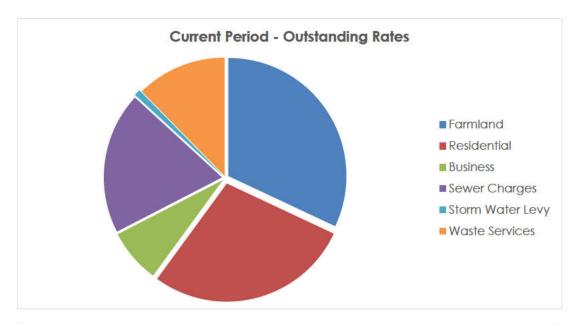
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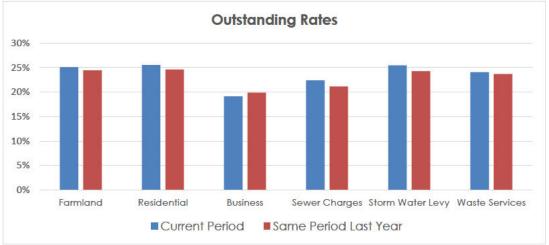
Temora Shire Council
Rates Collections

Kates Collections
For the period ended 28th February, 2025

						Same Period last year	d last year
	Total Rates Levied	Pension		Rates Outstanding	Rates Outstanding	Rates Outstanding	Rates Outstanding
General Rates	(Incl Arrears)	Rebates	Payments	w	к	w	к,
Caregory Farmana	7 700 600 7	170 700 01	171 010 127 17	260 000	0,500	501 040 47	ВРС
	2,232,372.83	(72.707,2)	(1,0/1,217.10)	330,200,22	%C7	021,240.40	24%
Residential Jemora - Occupied	1,5/3,10/.35	(/3,553.95)	(1,116,/58.81)	382,/94.59	26%	341,333.25	24%
Residential Jemord - Vacant	100,683.60	(55.71)	(7.2,896.24)	2/////2	%87	17,384.57	%87
Residential - Ariah Park	92,256.29	(6,664.78)	(61,736.10)	23,855.41	28%	24,163.50	29%
Residential - Springdale	15,649.77	(1,044.39)	(8,300.55)	6,304.83	43%	5,254.81	39%
Rural Residential	177,377.45	(9,294.38)	(129,535.46)	38,547.61	23%	36,333.64	23%
Residential - Temora Aviation	51,688.39	(860.60)	(40,211.10)	10,616.69	21%	10,886.53	23%
Business Temora - Hoskins Street	301,503.25		(239,317.71)	62,185.54	21%	60,240.97	20%
Business Temora - Town	303,967.75		(252,893.06)	51,074.69	17%	55,981.25	19%
Business Temora - Aviation	30,267.69		(24,251.75)	6,015.94	20%	4,963.76	17%
Business - Ariah Park	26,123.88		(17,211.39)	8,912.49	34%	7,041.29	31%
Business - Other	11,051.23		(10,516.15)	535.08	2%	582.50	%9
Services							
Residential Sewer Charges	1,278,897.17	(35,944.36)	(928,153.84)	314,798.97	25%	271,376.11	24%
Non-Residential Sewer Access & Usage Charges	269,714.84		(245,888.83)	23,826.01	%6	20,514.19	8%
Storm Water Levy	58,453.25		(43,580.45)	14,872.80	25%	13,964.18	24%
Domestic & Rural Waste Services	772,114.14	(37,800.16)	(552,104.59)	182,209.39	25%	163,492.86	24%
Trade Waste Services	160,963.32		(127,841.96)	33,121.36	21%	33,410.97	22%
Overpayments	(133,402.25)		57,450.16	(75,952.09)		(58,158.65)	
Legal charges	17,009.30		(7,125.68)	9,883.62		10,161.58	
Total	7,340,021.07	(168,167.44)	(5,492,192.72)	1,679,660.91	23%	1,542,167.79	23%







# 20.9 TEMORA MEMORIAL TOWN HALL -FEBRUARY 2025

File Number: REP25/167

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Town Hall U

Item 20.9 Page 300



Temora Shire Council

# Temora Memorial Town Hall Income & Expenditure

For the period ended 28th February, 2025

	Current YTD	Prior YTD
Income		
Facility Hire	11,598	15,310
Other Sundry Income	2	21
Total Income	11,598	15,310
Expenditure		
Utilities		
Electricity & Gas	(3,693)	(5,558)
Rates	(5,051)	(4,789)
Water	(529)	(257)
Cleaning	(7,289)	(9,678)
Maintenance	(12,160)	(9,521)
Administration		
Employee Costs	(3,880)	(4,158)
Depreciation	(52,962)	(51,798)
Insurance	(28,642)	(28,424)
Organisation Support Costs	(26,876)	(25,404)
Other/Miscellaneous	<del>,</del>	<del>-</del>
Total Expenditure	(141,082)	(139,587)
	-	
Total Town Hall Surplus/(Deficit)	(129,484)	(124,277)
Internal Hire/Donation	2,498	1,142

# 20.10 TEMORA TOWN HALL THEATRE - FEBRUARY 2025

File Number: REP25/169

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Theatre 4 Theatre

Item 20.10 Page 302



Temora Shire Council

# Temora Town Hall Theatre Operating Statement

For the period ended 28th February, 2025

	Current YTD	Previous YTD
Candy Bar	Colleili IID	TIEVIOUS TID
Income	29,623	23,896
Purchases	(8,415)	(7,963)
	21,208	15,933
	21,200	10,700
Admissions		
Income	47,232	41,210
Gold Class Ticket Sales	2,160	1,842
Audio Visual Purchases	(20,547)	(25,376)
, 10 0.10 1 10 0.11 0.10 1.10 0.00	28,845	17,675
	20,010	17,070
Other Income		
Facility Hire	3,441	1,982
Donations	-	491
Event Catering Income	500	990
Sale of Advertising	191	-
	4,132	3,463
	, -	
Other Costs		
Advertising	(33)	-
Bank Fees	(907)	(928)
Building Maintenance	(2,898)	(459)
Cleaning	(2,000)	(1,473)
Computer Costs	(3,916)	(2,612)
Employee Costs	(22,940)	(20,109)
Event Catering Expenses	(2,234)	(2,326)
General Maintenance	-	(225)
Insurance	(7,520)	(7,446)
Licences & Permits	(340)	(342)
Materials Purchased	(589)	(2,219)
Rates & Electricity	(5,363)	(5,032)
Stationery & Office Consumables	-	(8)
Sundry Expenses	42	(2)
Telephone & Internet	(845)	(846)
Volunteer Support	(137)	(328)
Depreciation	(1,228)	(1,133)
	(50,908)	(45,487)
Total Cinema Surplus/(Deficit)	\$ 3,276	(\$ 8,416)
Internal Hire/Donation	164	-

# 20.11 IMAGINE TEMORA MINUTES HELD 11 FEBRUARY 2025

File Number: REP25/117

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Imagine Temora 🗓 📆

Item 20.11 Page 304

# **Temora Shire Council - Imagine Temora Committee**

Minutes of Meeting held Temora Art Centre 11 February 2025 at 5.30pm

#### Present:

Louise Adams, Jeremy Kruckel, Susan Jeri, Susan Hunn, Fran Cahill, Scott Hayman, Yianni Johns (phone).

### **Apologies:**

None

**Apologies accepted:** 

Moved:

Seconded:

### Minutes from previous Meeting adopted:

November 2024 - read by Louise Adams

Moved - Jeremy Kruckel

Seconded - Susan Jeri

# Business arising from previous meeting:

Larissa Burak concert was fantastic with good attendances.

Michael Fix concert was fabulous with disappointing attendances. The air conditioner in the theatre was not working and there was a last minute change with the concert being held in the Town Hall foyer. Imagine Temora to send a thank you card to Guy Pilz for his wonderful assistance with the sound equipment and setting up/moving the equipment at the last minute in order to ensure the concert went smoothly.

Particular items of business: Louise to send the thank you card to Guy.

Imagine advised that Shontayne Ward will be the Council representative for Imagine Temora meetings.

Moved - Louise Adams

Seconded - Susan Jeri

# General business/Around the Room Update:

**TSC-** Council are holding a day for community feed back on Feb 16<sup>th</sup>.

Motion Arts – Christmas Party was enjoyed by all.

The group attended the Australia Day celebrations due to receiving several nominations for the local awards.

Little Shop Of Horrors will be performed 16. 17, 18, 23, 24 and 25 May 2025 in the Town Hall. The professionally produced sets have arrived from Melbourne, these are hoped to be on sold after the performances due to the costs involved in having them made. The group have secured sponsorship from Farmlink. It was suggested that everyone nominate Little Shop of Horrors in the Event of the Year category in the 2025 Temora Australia Day Awards. Chris Watson had proposed an under stage clean up at the Town Hall, this has commenced. Scott suggested Imagine conduct a Christmas Fair in the Town Hall in 2025. This could include performers, Santa Clause, market Stalls and lots of family orientated activities. He

has had feed back from the community that Temora isn't very "Christmassey". The committee agreed the idea has merit and agreed to further explore this suggestion closer to Christmas 2025.

Scott suggested Imagine Temora invite other groups/organizations/businesses that run events in Temora to Imagine meetings. This would assist with a wider community reach and possibly avoiding multiple events being held on the same date.

**Performing Arts** –Larissa Burak concert was excellent and made a profit. Larissa will be invited back in 2025. The Michael Fix concert ran at a loss and we have declined his offer to return with a fellow performer for another concert in March 2025, we feel we would not cover costs.

Planning a kiosk at the Active Aging Expo in March.

**TADVAC-** Rob Candy workshop rescheduled for late February 2025. Workshop is now full. Held their AGM Thursday 28<sup>th</sup> November.

The safety cage for the kiln has been installed and the kiln has been test fired twice, now ready to start firing completed work.

Good attendances during the week, lots of people attending weekly sessions.

Womens Network – Are planning a catered Afternoon Tea to celebrate International Women's Day on the 8 March. This will be held in the Town Hall Foyer. It will run from 2-4pm, Lauren Wilesmith will be performing and it is hoped Melissa Boxall will be guest speaker (Susan J will approach her with a request). \$25 per head with booking via Double Shot, Scott has agreed to keep records of bookings. Louise to forward a letter of support to the Council for the event.

**Temora Art Trail** – Louise, Wendy Reardon and Maureen Rayner are organizing the biennial Temora Art and Craft Trail. It will be held 15 and 16 March. Eight different venues scattered over Temora. Promotion to commence this week with posters, Tem FM, council platforms, social media, local press and word of mouth.

## Correspondence - inward and outward:- Out -Nil.

In – Emails re proposed Michael Fix Concert.

Christmas Card from Temora Shire Council, letter from Temora Shire Council re Council representative for Imagine Temora meetings and updated regulations for Council 355 committees

Next meeting - 11 March 2025 at 5pm.

Meeting closed 6.30.pm

# 20.12 IMAGINE TEMORA AGM MINUTES HELD 11 FEBRRUARY 2025

File Number: REP25/119

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Imagine Temora AGM J 🛣

Item 20.12 Page 307

# **Temora Shire Council – AGM Imagine Temora Committee**

Held Temora Art Centre 11 February 2025 at 5.10pm

### Present:

Yianna Johns ( on phone), , Jeremy Kruckel, Louise Adams, Susan Hunn, Fran Cahill, Susan Jeri, Scott Hayman.

# **Apologies:**

None

Returning Officer – Jeremy Kruckel

Minutes from 2023 AGM read - Moved as true and correct – Jeremy Kruckel. Seconded – Yianni Johns

# Jeremy Kruckel declared all positions vacant

Election of Office Bearers - President/Chair nominee - Yianni Johns

Nominated by Susan Hunn

Seconded – Fran Cahill

Accepted

Secretary nominee - Louise Adams - Declined

2nd Nominee – Jeremy Kruckel

Nominated by Susan Hunn

Seconded – Susan Jeri

Accepted.

### **General business**

There was no general business.

Next AGM to be held November 2025

Meeting closed 5.25pm

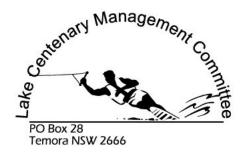
# 20.13 LAKE CENTENARY MANAGEMENT COMMITTEE MINUTES HELD 4 MARCH 2025

File Number: REP25/164

Author: Executive Assistant
Authoriser: General Manager

Attachments: 1. LCMC 4 March 4 1

Item 20.13 Page 309



# **Lake Centenary Management Committee Meeting**

04/03/2025 – Temora Hotel Meeting opened: 7.08 PM

**Present:** Simon Forsyth, Amber Crawford, Brent Crawford, Paul Mahon, Blake Forsyth, Brett Cornford & Grant Kelly.

Apologies: Adam Blachut & Amanda Blachut.

# Last Meeting minutes read & accepted:

Moved: Amber Crawford

2nd: Blake Forsyth

# Matters arising:

Simon has emailed council (email will be re-sent as Simon has changed email address & reply was more then likely sent to his old address so not received) regarding the amenities at Lake Centenary. LCMC are getting a lot of complaints of the cleanliness of both toilets & BBQ's.

Shade sail has been erected & also paid for.

Simon has spoken to Ram & commended him on the new lake path & re-installation of railing & grass. Ram also dropped of the swipe card he was loaned whilst works were carried out.

# Treasures report:

Bank balance of \$57162.41

Expenses: \$2066.90 - Shade sail replacement

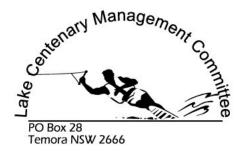
Incoming: \$4915 in gate fees both direct debited & through Ampol Temora

Moved: Simon Forsyth on behalf of Amanda Blachut

2nd: Grant Kelly

# Correspondence in:

Simon received a phone call from Rob Fisher regarding the lowering of the water level of the lake to complete the footbridge.



Email via Brett Cornford from Claire Golder from the Department of Climate change, energy, environment & water with a proposal of a wetlands area within Lake Centenary. This was dealt with prior to meeting through emails within LCMC committee & a response has been sent.

# Correspondence out:

Simon emailed Department of Climate change, energy, environment & water with a response to the proposed wetlands area.

Phone call with Ram commending him on a job well done with regards to the footpath & rail reinstallation.

# **General Business:**

Amber brought up general behaviour at the lake.

- Constantly advising people it's a glass free zone.
- Boat users not following rules 7-8 boats going at a time, boats pulling out, to many people being towed, members with card passes tapping their friends in.

Brett brought up once again the state of amenities.

The gutters on the BBQ area are blocked up & when a heavy down fall happens gutters are only just handing there.

The last rail before swinging around to boat ramp is hanging out & may need highlighting to avoid someone hitting it.

Next meeting: Tuesday the 8th of April 7pm at the Temora Hotel

General Meeting closed at 7.40pm

# 20.14 TEMORA HERITAGE COMMITTEE MINUTES HELD 5 MARCH 2025

File Number: REP25/179

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Heritage Committee 🗓 ื

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# MINUTES OF THE MEETING OF THE TEMORA HERITAGE COMMITTEE

Meeting Held: Temora Shire Council Chambers – 5<sup>th</sup> March, 2025

**Present:** Kris Dunstan (Chair), Dale Wiencke, David Scobie,

Merryl Graham, Bill Speirs, Claire Golder, Wilma McCubbin, Ros Hartwig, Ailsa Hudson, Jenny Rea and Sally Hurst

**Apologies:** Jason Goode

Commenced: 12.05 pm

**Confirmation of Minutes:** 

It was Moved by Merryl Graham that the minutes be accepted,

this was Seconded by Dale Wiencke.

**Business Arising:** 

Nothing to report.

Meeting Notices: Current Projects

General Business arising to discuss.

# Self-Drive Tours/Satellite Airfields

- Satellite Airfields panel approved for production and installation at February meeting.
- ACTION Sal to following up with Irvine Signs and provide purchase order number.
- Self-Drive Tours Ros Hartwig, Wilma McCubbin, Merryl Graham and David Scobie met prior to the meeting. Found a couple of errors to be amended, layout-all done, discuss with Mark from Cuttlefish the printing format.
- ACTION: David to request an invoice from Mark for completed work to date, and get a costing for the production of 500 copies of the tours.

# Interpretive Panels

ACTION: Sal to contact John Smith in regard to a prototype of these panels.

### Heritage Books

 The Library Manager advised that a copy of all of the Heritage Books are held and available at the Temora Library.

ACTION: Claire to take a photo of the area in the Library where these books are located, promote on social media.

### Indigenous Map

Bill discussed an exciting project he is currently involved in

 a consultant from CSU has been working with him and
 Lauren to create a map to identify the presence of indigenous names/words/areas throughout the entire
 Shire. This project will gradually unfold over the next 12 months.

### Chinaman's Hut

 Date for visit to the Chinaman's Hut inspection set for Tuesday 27<sup>th</sup> May, 2025, meet at the Council office at 2pm. Ensure you have gloves and appropriate footwear.

## Hoskins Street Business Occupancy

Currently with Council's Communication and Media Officer.

### Main Street Verandah Re-Instatement

 Nothing further with the progress of the Westminster Hotel at this point. A Development Application for the verandah re-instatement is still valid, no Construction Certificate has been applied for to date.

### Reefton Book

• Currently being proofread – ticking along.

# Marie Narelle Statue

• Nothing further at this time.

### Temora & District Hospital

- NSW Government has applied for the remediation of the site.
- Comments made by David and Merryl were forwarded to the Applicant – Health Infrastructure for comment.
- The importance of following the Heritage Impact Process without just demolishing it.
- David discussed the importance of retaining the legacy of what was created by the small community of Temora when the hospital was originally built.

### Murals

- David and Bill met today and reviewed David's Heritage Advisors Report from 2022.
- 24 potential sites, varying in size.
- Suggested artwork themes Aviation, Mining, Pastoral/Agricultural, Railway Station, Ag Station and Art (David Schlunke and local artists-expressions of interest).
- ACTION: David to add ideas/information into his March report.

### Oral History

Nothing further at this time.

# Indigenous Maps

 Bill Speirs shared an exciting new project he is involved in, the mapping of Indigenous names/clans within our Shire.

# Heritage Assistance Fund

No applications were received.

# Heritage Advisors Report

• As per December report.

# **Correspondence:**

Inwards

Nil

# Outwards

Nil

# **General Business:**

- Wilma Asked about the Lake Centenary Wetlands?
   Committee members advised it has now been resolved.
   Also mentioned how good the main street looks.
- Ros Picked up the Gidginbung Book again.
- Ailsa Almost 1000 photographs taken at the Temora Hospital have been re-labelled. Currently saved in jpeg format at the moment – what is the next step moving forward in saving/storing them.
- ACTION: Investigate a storage option discuss with the Communications/IT teams.
- Merryl Suggested culling the current number of photographs first, print a copy (several to a page), catalogue them.
- **Jenny** Interest in research and history, semi-retired, happy to assist with Grant writing.
- **David** Has called 'time' with Temora Shire Council after approx. 24 years. Will finish 30 June, 2025.

- Claire Suggested a farewell luncheon/dinner for David.
- **Bill** Live Exhibition at the Rural Museum this Saturday 8<sup>th</sup> March. 1<sup>st</sup> April celebration of 130 years NSW Ambulance Service. Ariah Park June long weekend 2027 celebration of 100 years Bowling Club and 50 years Cr Judd in Council. Railway Hotel leadlighting is really amazing, get streetscape, and true gift to the community. 1963 negative from the Independent currently in Coolamon being converted and printed. Hopefully they will be uploaded to Facebook for the community to share.
- Meeting Closed: 1.04 pm

**Next Meeting:** 

Wednesday 9th April, 2025 in the Council Chambers

# 20.15 INLAND WATER SHARING PLANS - REVISED PRESCRIBED WETLANDS MAP - LAKE CENTENARY

File Number: REP25/177

Author: Town Planner

Authoriser: Director of Environmental Services

Attachments: 1. Correspondence 4 Table 2

### **REPORT**

Following on from the report to the February Council Meeting, regarding the submission made by Council concerning the draft Lachlan Unregulated Water Sharing Plan and the proposed effect on Lake Centenary, Council has been advised that the Prescribed Wetlands Map has been revised.

The revised wetlands map no longer identifies Lake Centenary as a proposed Lachlan prescribed wetland.

This revision is welcomed by Council officers, and this has been reported to the Lake Centenary Management Committee as well as the Temora Shire community though the Temora Independent newspaper.

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FarmLink Research Limited PO Box 521 361 Trungley Hall Road TEMORA NSW 2666 Ph: 02 6980 1333 www.farmlink.com.au

ABN 23 109 837 505

4 March 2025

Cr Rick Firman OAM Mayor Temora Shire Council 105 Loftus Street Temora, NSW, 2666

By email: mayor@temora.nsw.gov.au

Dear Mayor

# Re: Inland Water Sharing Plans (revised prescribed wetlands)

On behalf of the Chairman, Rob McColl, the Board and members of FarmLink Research (FarmLink), I wish to express our gratitude for the support and advocacy that you undertook on behalf of FarmLink with the NSW Government, in relation to the 'inland water sharing plans – Lachlan wetlands'.

FarmLink has been advised by the General Manager of the Temora Shire Council (Council), Melissa Boxall, that the map for the proposed wetlands for Lake Centenary and FarmLink has been revised, with our reference being removed. This is a very positive outcome for the community of the Temora district, and for the RD&E activities that are undertaken at FarmLink for the benefit of farmers in southern NSW.

FarmLink was pleased to be able to collaborate with you and the State Member for Cootamundra, Steph Cooke MP, in achieving this positive community outcome.

The FarmLink Board and staff are looking forward to meeting with you, Councillors and staff next Thursday at the Temora Agricultural Innovation Centre, where we will discuss issues of mutual interest and enjoy a BBQ dinner.

Faithfully yours,

Chief Executive Officer & Company Secretary



# 20.16 LOCAL GOVERNMENT NSW- PETITION TO REINSTATE INTENSIVE CARE PARAMEDICAL SERVICES AND RETAIN PATHOLOGY SERVICES

File Number: REP25/200

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Correspondence U

Advising that Council's feedback enables Local Government NSW to strengthen the sector's voice and a summary of recent advocacy efforts by Local Government NSW to improve rural and regional health services.

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Level 8 28 Margaret Street Sydney, NSW 2000 02 9242 4000 lgnsw@lgnsw.org.au lgnsw.org.au

Our ref: R24/0048 10 March 2025

### Cr Rick Firman OAM

### Mayor

Temora Shire Council

By email: <u>mayor@temora.nsw.gov.au</u>

Re: Support for a petition to reinstate intensive care paramedic services and retain pathology services

Dear Mayor

Thank you for writing to inform me about Temora Shire Council's efforts to enhance rural health outcomes by advocating for the continuation of essential health services in your region. Your feedback enables us to strengthen the sector's voice. Below is a summary of recent advocacy efforts by Local Government NSW (LGNSW) to improve rural and regional health services.

In December 2024 LGNSW wrote to Ryan Park MP, Minister for Health, Minister for Regional Health on relevant resolutions of the 2024 Local Government NSW Annual Conference. This included calls for the NSW Government to:

- increase funding for health Infrastructure, based on strategic needs-based assessments (Resolution X50).
- extend financial support for the delivery of health services and equipment in rural and remote communities and ensure local government is included as a stakeholder in project consultation (Resolution X51).

In February 2025, Minister Park responded that the 2024-2025 budget included \$13.4 billion of capital investment over 4 years for hospitals, health facilities and programs. This included \$395.3 million for ongoing hospital redevelopments across NSW including Temora District Hospital.

Minister Park also stated that the NSW Government is implementing the 44 recommendations from the Rural Health inquiry to ensure safe and high-quality health care services across NSW.

ONE VOICE



In November 2024, LGNSW made a <u>submission</u> to the inquiry into the implementation of Portfolio Committee No. 2 recommendations relating to cross-jurisdictional health reform and government consultation with remote, rural and regional communities. This inquiry focused on the implementation of the 44 recommendations mentioned by Minister Park.

In December 2024, in my then capacity as Vice President Rural/Regional of LGNSW, I gave evidence at a hearing of the above-noted inquiry. I reiterated that access to health services in rural, regional and remote areas remains a significant issue for councils and their communities. I particularly highlighted that the NSW Government must work closely with councils and communities, via Local Health Districts and Primary Health Networks, to improve the quality of health services such as intensive care paramedic and pathology services.

LGNSW's <u>Pre-Budget submissions</u> continue to call for a local government rural and regional health reimbursement scheme, to prevent cost shifting onto councils and ensure that the limited funds available to councils can be used to invest in community infrastructure and services.

LGNSW will continue to advocate to the NSW and Australian Governments to improve the planning and delivery of healthcare in regional and rural NSW.

For further information, your council is welcome to contact Denise Anderson, Strategy Manager Social and Community, at <a href="mailto:denise.anderson@lgnsw.org.au">denise.anderson@lgnsw.org.au</a> or 02 9242 4056.

Yours sincerely

Cr Phyllis Miller OAM **President** 

### 21 CONFIDENTIAL REPORTS

# RESOLUTION 43/2025

Moved: Cr Graham Sinclair Seconded: Cr Brenton Hawken

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 5:00PM:

# 21.1 Assistance - Ex Cyclone Alfred

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

# RESOLUTION 26/2025

Moved: Cr Bushell Seconded: Cr Mahon

It was resolved that Council promotes the GIVIT service and the registered appeal/s to the

community.

**CARRIED** 

# **RESOLUTION 44/2025**

Moved: Cr Ken Smith

Seconded: Cr Graham Sinclair

It was resolved that Council adopts the motions from the closed committee of Council.

CARRIED

22	<b>MEETING</b>	<b>CLOSE</b>
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2025.

The Meeting closed at 5:12PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 April

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GENERAL MANAGER CHAIRMAN