



Agenda and Business Paper

Local Transport Forum

To be held on
Thursday 22 January 2026
at 9.00 AM

Civic Centre cnr Baylis and Morrow Streets,
Wagga Wagga NSW 2650 (PO Box 20)
P 1300 292 442
P council@wagga.nsw.gov.au

wagga.nsw.gov.au

LOCAL TRANSPORT FORUM AGENDA AND BUSINESS PAPER

THURSDAY 22 JANUARY 2026

ORDER OF BUSINESS:

| CLAUSE | PRECIS | PAGE |
|---------------|------------------------------------------------------------------------------|-------------|
| | <u>ACKNOWLEDGEMENT OF COUNTRY</u> | 3 |
| | <u>APOLOGIES</u> | 3 |
| | <u>CONFIRMATION OF MINUTES</u> | |
| CM-1 | CONFIRMATION OF MINUTES - 5 DECEMBER 2025 - LOCAL TRANSPORT FORUM | 3 |
| | <u>DECLARATIONS OF INTEREST</u> | 3 |
| | <u>REPORTS</u> | |
| RP-1 | TOUCH NSW - JUNIOR STATE CUP SOUTHERN CONFERENCE | 4 |
| | <u>QUESTIONS WITH NOTICE</u> | 29 |

ACKNOWLEDGEMENT OF COUNTRY

Wagga Wagga City Council acknowledges the traditional custodians of the land, the Wiradjuri people, and pays respect to Elders past, present and future and extends our respect to all First Nations Peoples in Wagga Wagga.

We recognise and respect their cultural heritage, beliefs and continuing connection with the land and rivers. We also recognise the resilience, strength and pride of the Wiradjuri and First Nations communities

APOLOGIES

CONFIRMATION OF MINUTES

**CM-1 CONFIRMATION OF MINUTES - 5 DECEMBER 2025 - LOCAL
TRANSPORT FORUM**

Recommendation

That the Minutes of the proceedings of the Local Transport Forum held on 5 December 2025 be confirmed as a true and accurate record, noting Council's adoption of these minutes at its meeting of 15 December 2025.

Attachments

1   Local Transport Forum Minutes - 5 December 2025 30

DECLARATIONS OF INTEREST

REPORTS

RP-1 TOUCH NSW - JUNIOR STATE CUP SOUTHERN CONFERENCE

Author: Zain Lakho

Officer Recommendation

That the Local Transport Forum support the traffic management arrangements for the conduct of the Touch NSW – Junior State Cup Southern Conference on 13, 14 and 15 February 2026 in the Wagga Wagga Local Government Area.

Report

The purpose of this report is to inform the Local Transport Forum (LTF) of the traffic management arrangements for the conduct of Touch NSW – Junior State Cup Southern Conference on Friday 13 to Sunday 15 February 2026 in Wagga Wagga LGA and to seek the LTF's comments/feedback/advice on the traffic management arrangements.

This report is being tabled in accordance with the TfNSW 2025 Authorisation & Delegation Instrument, which requires referral of proposals where traffic regulation affects public transport or lasts more than 24 hours.

This event is a Junior Championship Touch Football competition, involving teams that will visit the venue from locations across the southern part of New South Wales.

The event will take place off-street in Jubilee Park, Bourkelands (Wagga Wagga). The park is bounded by three roads: Red Hill Road, Bourke Street and Holbrook Road. The three roads form a triangular shape around the park.

The event is a joint partnership between the Touch NSW and the City of Wagga Wagga. Council's Traffic & Transport division is in receipt of the following documents that can be tabled at the LTF if requested:

- Certificate of Currency
- Schedule 1 - Notice of Intention to Hold a Public Assembly submitted to NSW Police.
- Risk Assessment
- Traffic Guidance Scheme (TGS) – Outlining the proposed temporary road closures, including measures to safely manage traffic flow and ensure the safety of all road users and the non-event community.
- Traffic Management Plan (TMP)

Specific aspects of the Traffic Management Plan are:

- Red Hill Road between Glenfield Road and Bourke Street will be closed to east bound traffic
- Bourke Street between Red Hill Road and Bourkelands Drive will be closed to south bound traffic
- 40 km/h road works speed zones will be implemented on the roads surrounding Jubilee Park in conjunction with other signage that directs drivers, traffic controllers and parking marshals
- Detour routes will be implemented where required

- VMS boards will be used to provide drivers with advance warning of changed traffic conditions

Risk Management Issues for Council



The Traffic Guidance Scheme and approved Traffic Management Plan adequately manage risks for all road users and the non-event community.

Internal / External Consultation

Council officers will liaise with local bus service providers regarding the proposed temporary road closures prior to the event to facilitate any necessary service adjustments.

NSW Police will be formally notified through the Schedule 1 process of the intention to hold a public assembly to ensure compliance with the Summary Offences Act 1988.

Attachments

- 1  Combined Papers - Touch NSW Junior State Cup Southern Conference 2026




Civic Centre
Cnr Baylis & Morrow Sts
PO Box 20
Wagga Wagga NSW 2650

abn 56 044 159 537
p 1300 292 442
f 02 6926 9199
e council@wagga.nsw.gov.au
w www.wagga.nsw.gov.au

19 December 2025

Kadison Hofert
Strategic Recreation Officer
City of Wagga Wagga
PO Box 20
Wagga Wagga NSW 2650

TOUCH NSW JUNIOR STATE CUP SOUTHERN CONFERENCE CARNIVAL – 13 TO 15 FEBRUARY 2026 – WAGGA WAGGA

Your application to implement a Special Event Traffic Management Plan on local roads, to facilitate the Touch NSW Junior State Cup Southern Conference carnival on 13 to 15 February 2026, is approved subject to the following conditions.

1. Approval pursuant to Schedule 1, Notice of Intention to Hold a Public Assembly, section 23 of the Summary Offences Act, 1988, being given by the Commissioner of Police or his delegated officer.
2. The implementation of the approved Traffic Management Plan safely and effectively manages the interaction between event and non-event vehicle and pedestrian traffic on roads surrounding and adjacent to Jubilee Park.
3. The Traffic Guidance Scheme is implemented by certified and appropriately authorised personnel.
4. All road closures that are associated with the event are to be implemented as per the times and locations that are detailed in the Traffic Management Plan.
5. Any departure from the approved plan is carried out in consultation with the applicant and documented.
6. Variable Message Board systems (VMS) are to be in place continuously for seven days before the event, providing warning of changed traffic conditions during the event.
7. Message boards will stay in place at approaches to road closure points throughout the event, providing advance warning for approaching drivers.
8. Organisers and event participants obey directions given by Police.
9. Organisers and event participants obey any reasonable direction that is given by a Wagga Wagga City Council Officer in respect of the management of the road network.
10. The event organiser will conduct a local media campaign in Wagga Wagga to provide advance warning for the non-event community of the road closures that are planned to be implemented for this event and the detour routes that will be available.
11. Failure to comply with any of these conditions will immediately void approval for the event in respect of the proposed road closures.
12. The event organiser is to notify all relevant public transport operators of the proposed road closures, traffic arrangements, and potential service impacts at least four (4) weeks prior to the commencement of the event.
13. Subject to referral to the Local Transport Forum (LTF) for its advice.

Approval to conduct this event is only granted subject to compliance with all of the above conditions.

If you have any further queries regarding this matter, please contact Council's Traffic Section on 1300 292 442.



Zain Lakho
Senior Traffic Operations Engineer



Special Event Traffic Management Plan

Part 1 of this document contains specific information about the event. **Part 2** is an outline of all of the issues surrounding this event. A number of suggested headings are included in the document. They may be used or deleted, as necessary. Other appropriate headings may be added where particular specific issues need to be addressed. **Parts 3 – 6** includes necessary supporting documentation.

Part 1

Event Name **Touch NSW – Junior State Cup Southern Conference**

Location Jubilee Park

Day: Fri, Sat, Sun Date: 13, 14 and 15th February 2026

Event Start Time: 08:00 Event Finish Time: 18:00

Setup Time 06:00 Pack Up Finish Time: 19:00

Event is ☒ Off-street ☒ On-street moving ☒ On-street non-moving
☐ Held regularly throughout the year (calendar attached)

Event Organiser: City of Wagga Wagga & Touch NSW (Kadison Hofert - WWCC)

Address: PO Box 20, Wagga Wagga

Phone: 6926 9540 Fax: Mobile: 0408 481 462

Email: Hofert.kadison@wagga.nsw.gov.au

What is the nature of this event: Three day sporting carnival
e.g. Parade, Bicycle race, Triathlon.

EVENT CLASS DESCRIPTION

Class 1: is an event that impacts major traffic & transport systems and there is significant disruption to the non-event community. For example: an event that affects a principal transport route in Sydney, or one that reduces the capacity of the main highway through a country town.

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

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

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

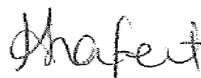
Ref: Guide to Traffic & Transport Management for Special Events, Sect 1.3.4

What Class is this event? 1 2 3 4 (Circle appropriate option)

[\(A description of each event class follows. See below\)](#)

This Traffic Management Plan has been prepared by: Shane Egan - RTS

Traffic Management Plan approved by event organiser



(signature)

Name: Kadison Hofert Date: 5/12/2025

Regulation of traffic authorised by Road Authority Representative

(signature)

Name: _____

Date: _____

On behalf of The City of Wagga Wagga

Regulation of traffic authorised by Road Authority Representative

(signature)

Name: _____

Date: _____

On behalf of Roads and Maritime Services

Part 2

1. Comprehensive Description of Event

This event is a Junior Championship Touch Football competition, involving teams that will visit the venue from locations across the southern part of New South Wales.

It is expected that the event will attract in the vicinity of 10,000 competitors and spectators on each of the three days. Attendees will arrive at the venue by means of road transport. The following vehicle numbers are expected to be accommodated throughout the course of the competition each day:

- 3,000 private light vehicles
- 30 mini buses
- 12 large coaches

2. Location/s

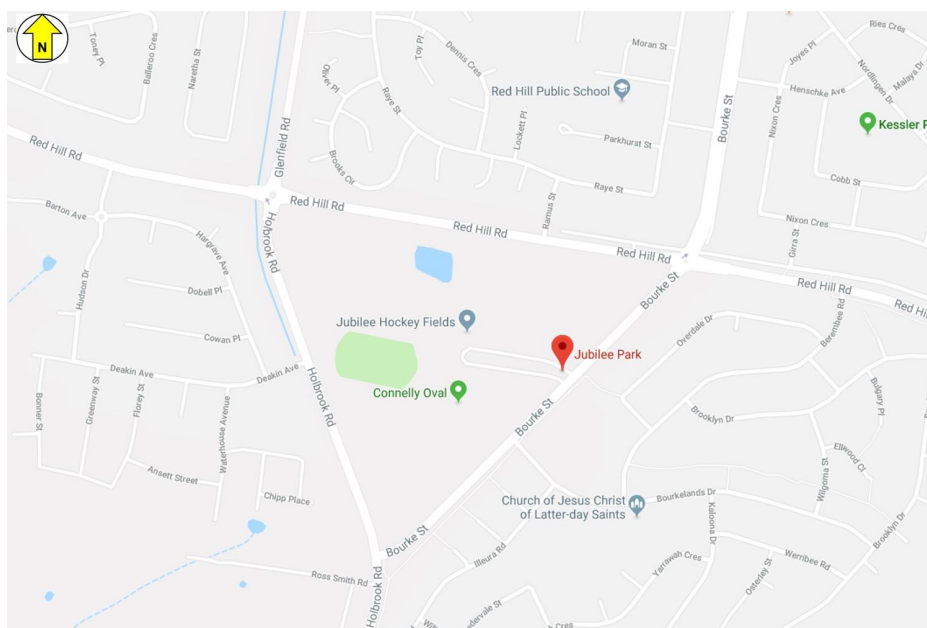
The event will take place off-street in Jubilee Park, Bourkelands (Wagga Wagga). The park is bounded by three roads; Red Hill Road, Bourke Street and Holbrook Road. The three roads form a triangular shape around the park.

Red Hill Road, on the northern side of Jubilee Park, is a collector road in the hierarchy with an existing speed limit of 70 km/h. Red Hill Road west of Bourke Street has an annual average daily traffic (AADT) volume of 8,852.

Holbrook Road, on the western side of Jubilee Park, is a regional classified road, although the section that is adjacent to Jubilee Park is not classified. It does, however, serve the same purpose as a regional classified road. This section of Holbrook Road has an estimated AADT of about 3,000 vehicle per day.

Bourke Street, on the eastern side of Jubilee park is a collector road in the road hierarchy. It is actually the regional classified road route into the city but most regional traffic actually continues along Holbrook Road. The seven day AADT is 4,851.

The main vehicle access to the Jubilee Park complex is off Bourke Street. Pedestrian access is easily available from each of the three bordering streets with walking access paths provided from Red Hill Road and Holbrook Road.



3. Purpose of this Document

The purpose of this document is to ensure that all care and consideration is given to the management of traffic in the area around Jubilee Park. Event organisers are committed to the enjoyment and safety of all people attending this function and to the non-event community that will be affected by changed traffic conditions for the duration of the event.

4. Scope

Of paramount importance to ensuring health, safety and welfare of all people attending the event, is the need to provide high standards of traffic control for the area surrounding Jubilee Park and for roads that will be affected by controls that are imposed to manage the event.

A high standard of traffic control may only be undertaken through the systematic consideration of conditions that may be encountered in the area that surrounds the event location and the implementation of specific traffic control and contingency plans.

Managing temporary changes to the road system and minimising the traffic impact on the non-event community, while providing equity for people who are attending the event is an essential element of this plan.

These procedures and plans must be followed to ensure optimal traffic flow conditions in the areas near the event. All traffic control and contingency plans shall be implemented by a site controller, who will be designated by the event organiser.

5. Traffic Control Plan Diagrams

The Traffic Control Plan (TCP) diagrams that form a part of this traffic management plan have been prepared with the aim of ensuring a safe environment for Junior State Cup – Southern Conference attendees on local roads and minimising the effect of the event on the non-event community. TCPs are produced *Riverina Traffic Services*. All TCPs have been prepared to comply with the provisions of the most recent edition of the *Traffic Control at Worksites* manual.

6. Advertisement of Traffic Arrangements

Traffic control arrangements for this event, including road closures, will be advertised in the local press prior to the event. The content of the advertisement is as follows:

NOTICE OF TEMPORARY ROAD CLOSURE

Notice is hereby given under Roads Act 1993 Part 8 Division 4 of the temporary closing of: -

| | |
|--------------------------------------|-----------------------------------------------------------------------------------------------------|
| Roads | Red Hill Rd between Bourke St and Glenfield Rd Bourke St between Red Hill Rd and Bourkelands Dr. |
| Arrangement | Closed to normal traffic. Access permitted for event traffic. |
| Duration | 6am to 7pm 13 th , 14 th and 15 th February 2026 |
| Reason | Touch Football Championship event at Jubilee Park |
| Detour | Detour routes will be sign posted. |
| Date/s to run in Weekend Advertiser: | 31/01/2026 & 7/02/2026 |

In addition to mandatory notices of temporary road closures it is expected that the traffic and transport arrangements for this event will be the subject of press releases to all local media outlets including print, television and radio. Local radio stations are particularly adept at informing drivers of changed traffic arrangements.

7. General Traffic Arrangements

Traffic on roads in the vicinity of this event will be controlled using the provisions of the latest version of the *Traffic Control at Worksites* manual. The general principle to be adopted is that vehicles travelling to this event will be introduced to a closed area that is reserved for event traffic. This will allow high numbers of pedestrians, many of whom will be young, to move around the site and between parked vehicles and playing fields without the normal concerns for crossing busy roads with high volumes and speeds of traffic.

It is expected that some attendees will, for various reasons, elect to park outside of the closed area. In those cases the object is to provide a safe route between the parked vehicle and the venue.

A TCP will be installed with components at various locations around the event. The aim of the TCP is to create a safe environment for drivers, pedestrians and traffic control personnel in an area that will have a significant change to its normal nature as a result of the conduct of this event in Jubilee Park. The TCP components will be commissioned each morning before the event commences and decommissioned by removing or covering signs each afternoon, after the conclusion of the event. The movement of pedestrians around the area will be monitored by the Site Controller who will decide at what time it is appropriate to decommission the TCP each evening. It is expected that it will be about 30 to 60 minutes after the end of play.

8. Specific Traffic Control Arrangements – Street by Street

Bourke Street

The intersection of Bourke Street and Red Hill Road, on the north-east corner of the venue, will be the main entry point for traffic that is travelling to the event. The intersection is normally controlled by a medium size roundabout. Advance warning signs and variable message signs (VMS) will be located on the south bound approach to the venue, warning of changed traffic conditions. Every effort will be made to detour through traffic that might be continuing towards Holbrook on Main Road 211 onto Bruce Street and Glenfield Road.

The section of Bourke Street between Red Hill Road and Bourkelands Drive will be closed to south bound traffic. This will be accomplished using signs, barriers and traffic control personnel. All traffic that approaches the intersection will be turned onto Red Hill Road towards the east or west or onto Bourke Street towards the north.

The section of Bourke Street that is between Red Hill Road and Bourkelands Drive will be treated as a car park environment. The event organiser may appoint parking marshals to manage vehicle parking in this area if overflow parking from the Jubilee Park car park and the designated Red Hill Road car park area both fill to a level that requires additional parking spaces to be made available. The land on the eastern side of Bourke Street is an unsealed space with a grass covering over clay. Depending on weather and the ability of the surface to hold the mass of a vehicle, that will not be a problem. If weather is wet in the lead up to the event, this option may not be as attractive.

Access to the main sealed vehicle parking area at Jubilee Park is from the south on Bourke Street

Red Hill Road

Red Hill Road, between Bourke Street and Glenfield Road, will be closed to east bound traffic using barriers, signs and traffic control personnel. Appropriate advance warning signs are demonstrated in the traffic control plan (TCP) diagrams. Both intersections are controlled by medium size roundabouts. The Red Hill Rd western round-about will be manned by a traffic controller with a Stop/Slow traffic control baton to ensure traffic exiting onto Glenfield/Holbrook Road give way to other vehicles.

The speed limit on Red Hill Road at the approaches to the roundabouts will be reduced, using a 40km/h ROAD WORKS speed zone on the lengths that are between Berembee Road to Bourke Street and Hudson Drive to Red Hill Road.

The closed length of Red Hill Road is approximately 900 metres. There is adequate space along this length for parking a significant number of vehicles. Vehicle drivers inside the closed length will be directed to parking spaces by marshals who will be appointed by the event organiser. Parking marshals will arrange parking in the area in such a way as to maximise the number of vehicles that can be accommodated.

The proposed parking layout will be provided to ensure the maximum utilisation of the area and safety of pedestrians utilising the precinct.

The substantive speed limit on Red Hill Road is 70 km/h. It is proposed to reduce the speed limit on the approaches to both Bourke Street and Glenfield Road to 40 km/h while the event TCP is commissioned in place.

Holbrook Road

Holbrook Road is adjacent to the western side of Jubilee Park. The speed limit for traffic on the section of Holbrook Road from near the intersection with Deakin Avenue will be reduced to 40 km/h to create a safer environment for drivers as they enter the roundabout at Red Hill Road or who may park along the eastern side of this length.

It is likely that there will be event attendees who will elect to park on this side of Jubilee Park. It is undesirable to have pedestrians crossing Holbrook Road in this area. Parking will be permitted on the eastern side of Holbrook Road. Parking will be prohibited from the western side of Holbrook Road by the erection of a line of bollards and Para webbing just off the western edge of seal, extending from the end of kerb and gutter at the northern side of the Deakin Avenue intersection to the kerb and gutter at the approach to the Red Hill Road roundabout.

Bourkelands Drive

Bourkelands Drive is a collector road in the Bourkelands estate. It connects with Bourke Street at a location that is south of the entry to Jubilee Park car park. A road closure on Bourke Street immediately north of this intersection will prevent traffic that exits the Bourkelands estate using Bourkelands Drive from turning right onto Bourke Street. Drivers will turn left onto Bourke Street and follow a detour route to Holbrook Road where a right turn will be permitted. Drivers will then use the Holbrook Road / Glenfield Road route to reach a destination that is north of Red Hill Road.

Berembee Drive

Berembee Drive is similar to Bourkelands Drive in that it is a collector road that services the Bourkelands estate. Drivers who exit the Bourkelands estate using Berembee Drive will reach the intersection with Red Hill Road at a point that is east of the closed section of Red Hill Road. Drivers will be permitted to turn left and right at the intersection. There is adequate width in the north bound travelling lane to have two lines of turning traffic at this intersection.



Glenfield Road

Glenfield Road is a secondary road in the local road hierarchy, being an extension of the regional road route that is Holbrook Road (MR 211). Glenfield Road will have very minimal controls for this event that will include advance warning signs and a reduced speed limit on the south bound approach to the intersection with Red Hill Road.

There are shared paths on both sides of Glenfield Road that will accommodate pedestrians who walk from that direction to Jubilee Park.

9. Specific Timings for Actions

The daily event schedule is as follows:

| | | |
|----------|-------------|-------------------------------------------------|
| Friday | 13 February | - Play commences at 08:00 and finishes at 18:00 |
| Saturday | 14 February | - Play commences at 08:00 and finishes at 18:00 |
| Sunday | 15 February | - Play commences at 08:00 and finishes at 18:00 |

TCP components should be in place two hours before the commencement of play each day to allow for the arrival of attendees.

TCP components should remain in place each afternoon for a minimum of one hour following the completion of competition and until such time as the number of pedestrians that are moving about the road reserve areas has reduced to levels that would normally be expected in the area. There should be little to no need to change TCP arrangements through the course of each day.

A rotation of traffic control personnel will be arranged by the site controller and the traffic control contract provider.

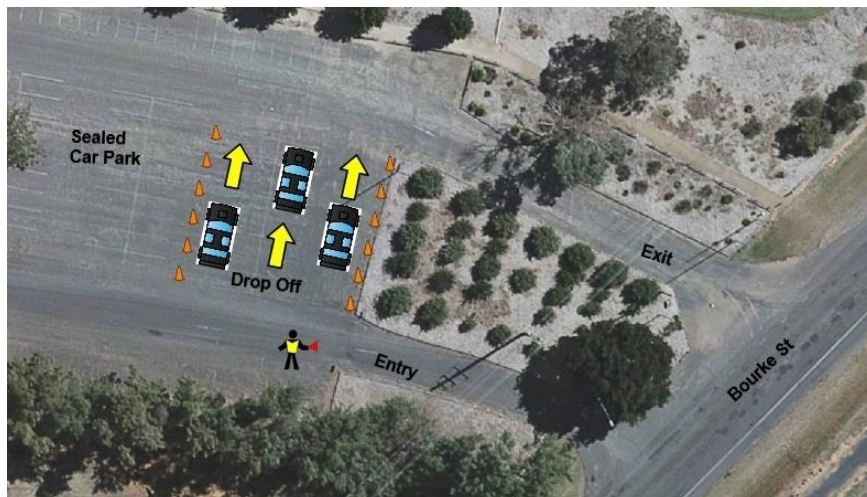
10. Parking

Accommodation of vehicles at this event is an important aspect that is to be managed by organisers.

Jubilee Park has a sealed car park that will accommodate about 400 light vehicles, marked as 'P1 VIP Only' on the attached image. Spaces in this car park will be allocated by organisers to the various teams for use by attendees who are transporting team equipment and supplies. This car park is central and relatively close to all playing fields. Access to this car park will be by permit, with security screening vehicles as they enter.



A 'Drop Off' zone will be established just inside the sealed car park that can be used by drivers who wish to drop passengers close to the playing fields and then leave the area to find an appropriate parking space for their vehicle.



Overflow parking may be accommodated in the area marked as 'P2' on the attached image (adjacent to Conolly Park).

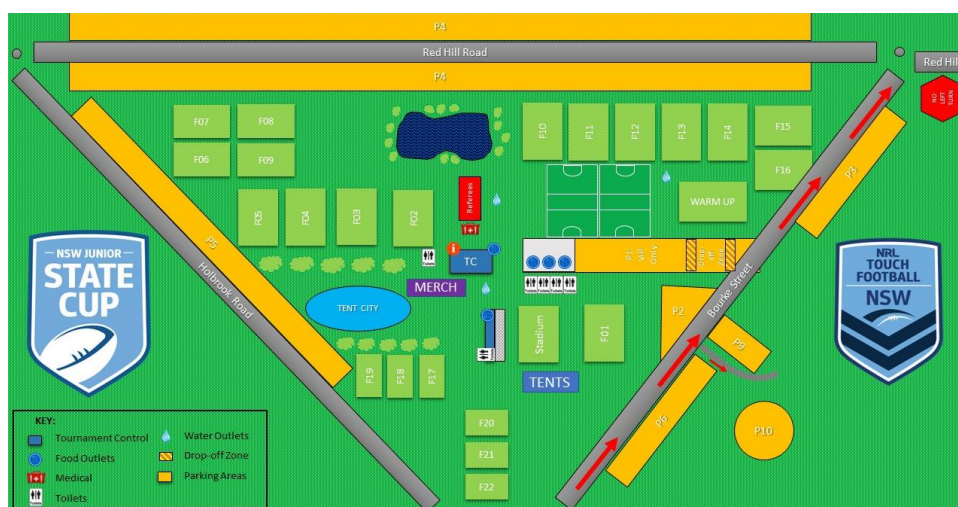


Private vehicles that attend the event and that are not otherwise accommodated may be parked in the area marked 'P4' on the northern side of Red Hill Road. This also is within the closed area.



In addition to the areas mentioned above, those marked as 'P3', 'P6', and 'P9' are likely to attract parking for the event. Access to areas 'P3', 'P6', and 'P9' is off the closed section of Bourke Street. The remaining areas are off Bourke Street, Glenfield Road and Red Hill Road on sections that are open to all traffic. All of these areas have good pedestrian access to Jubilee Park that does not require pedestrians to walk along trafficable sections of the road reserve.





11. Impact on Public Transport

This event will impact on the local school bus and town bus service providers. All bus services in the area will be notified by written communication at least two weeks prior to the event to allow time for detours to be planned and approved by Transport for NSW.

The local taxi service co-operative will also be notified of the event by email at the same time as bus service providers.

12. Impacts on Heavy Vehicles / Transport Industry

This event will have very minimal impact on heavy vehicles or the transport industry. The roads that are to be closed as part of this plan are not used by the transport industry for any more than local deliveries. Detour routes will still facilitate the needs of those operators who have business in the affected area.

Holbrook Road is used by the heavy transport operators to a greater extent than Bourke Street and Red Hill Road. Holbrook Road, while having a reduced speed limit, will remain open to through traffic. The overall impact on all traffic on Holbrook Road will be a matter of extra time to traverse the area, amounting only to a matter of seconds.

13. Detour Routes

Detour routes have been planned and will be sign posted as part of the TCP requirements. Routes that are used to detour traffic around this event will be monitored through each day to ensure that they remain clear of unwarranted congestion. Assistance from Police and / or the local road authority will be called upon if it becomes necessary to treat and unexpected problem on a detour route.

14. Work, Health and Safety Considerations

Work, Health and Safety for this event is an important consideration.

Any person who is performing the role of a Traffic Controller will have the appropriate accreditation, regarding traffic control to direct traffic and to install and monitor a TCP.

Any person who is performing the role of a Traffic Marshal, e.g., at the sealed car park entry and drop-off area, will be well briefed by the Site Controller on their role and responsibilities and will be issued with appropriate personal protective equipment. Traffic Marshals will be adults who hold a current driver's licence.

A risk assessment has been carried out in respect of this event. The completed document is attached – see Part TBC

The event organiser has arranged Public Liability insurance, to the value of \$20 million, to apply to this event. The City of Wagga Wagga and NSW Roads and Maritime Services have been nominated as interested parties on the certificate of currency – copy attached at Part TBC.

15. Notification to Emergency Services

| Yes/No | | Who / How |
|--------|---------------------------------|--------------------------------------|
| Y | NSW Police – 6922 2599 | Duty Officer by phone |
| Y | NSW Fire & Rescue | Station Officer Turvey Park by phone |
| Y | NSW Ambulance Service – 131 233 | Station Officer Wagga Wagga by phone |
| Y | SES – 0407 481 205 | Local Controller – through LEMC |
| Y | RFS – 6971 4591 | Zone Controller – through LEMC |
| Y | VRA - | Local Captain – through LEMC |

This event will be notified to the Local Emergency Management Committee (LEMC) by written communication with the Chairman. Sufficient information will be supplied to the committee to allow for the various emergency response organisations to be aware of the scope and timing of the event.

16. Minimising Impact on the Non-Event Community

Minimisation of the impact of this event on the non-event community is achieved through the implementation of clear and appropriate TCP components that indicate the status of roads in the area around Jubilee Park and display alternatives for drivers who must travel in the area.

All schools and other trip attractors within the precinct or on adjacent roads will be notified of the event and the proposed traffic intervention during February 2026. All residents within 1km will receive formal notification 7 days prior to the event.

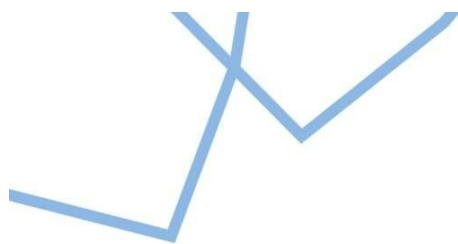
Extensive media and social media promotion of the changed traffic conditions will be conducted in the 14 days leading up to the event.

VMS Boards will also be in place 7 days prior to the event to provide advanced warning to residents and road users.

17. Trusts, Authorities and Government Enterprises

This event uses a venue that is managed by the City of Wagga Wagga. A written signed authority to use the venue is attached.





01 July 2025

Attention: Daniel Tallar

The General Manager
Wagga Wagga City Council
PO Box 20
WAGGA WAGGA NSW 2650

Dear Daniel,

ABN 69 009 098 864

One International Towers,
100 Barangaroo Ave,
Sydney, NSW, 2000

Tel: (02) 9320 2700
Direct: (02) 9320 2726
Naamon.Eurell@jta.com.au
www.statewidemutual.com.au

Certificate of Currency

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

| | |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CLASS | Public Liability/Professional Indemnity |
| MEMBER | Wagga Wagga City Council |
| BUSINESS OF MEMBER: | Local Government Authority, as defined in wording |
| EXPIRY DATE | 30 June 2026 |
| GEOGRAPHICAL SCOPE | Anywhere in the World, excluding the Dominion of Canada and the United States of America. |
| LIMITS OF PROTECTION | Public Liability \$20,000,000 any one occurrence Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection |

**STATEWIDE CERTIFICATE
NUMBER** 000248

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

Yours sincerely,

Naamon Eurell
Executive Officer

Schedule 1 - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1

I Kadison Hofert
of PO Box 20, Wagga Wagga
on behalf of Wagga Wagga City Council
notify the Commissioner of Police that
from the 13th of February 2026 to 15th February 2026, it is intended to hold

either:

(a) a public assembly, **not** being a procession, of approximately
10,000 persons,
which will assemble at Jubilee Park, Wagga Wagga
at approximately 8:00am,
and disperse at approximately 6:00pm.

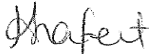
or

(b) a public assembly, being a procession of approximately
..... (number) persons,
which will assemble at approximately am/pm, and at
approximately am/pm the procession will commence and shall proceed
.....
.....
.....
(Specify route, any stopping places and the approximate duration of any stop; and the
approximate time of termination. A diagram may be attached.)

2

The purpose of the proposed assembly is to hold the Touch Football NSW Junior State Cup which is a large junior sporting event supported by the City of Wagga Wagga.

The event will take place at Jubilee Park, Bourke St, Wagga Wagga. Road closures will be effective from 6.00am till 7.00pm and enforced from the intersection of Red Hill Road and Bourke Street to the intersection of Red Hill Road and Glenfield Road and from the intersection of Red Hill Road and Bourke Street to the intersection of Bourkelands Drive and Bourke Street.

| | |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | <p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly <i>(strike out whichever is not applicable)</i>:</p> <p>(i) There will be (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>(ii) There will be approximately 3000 competitors playing in touch football matches that will entertain the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly: N/A</p> <p>(iv) Other special characteristics of the proposed assembly are as follows: Food stalls.</p> |
| 4 | <p>Kadison Hofert takes responsibility for organising and conducting the proposed assembly.</p> |
| 5 | <p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>PO Box 20 WAGGA WAGGA NSW 2650 Telephone No. (02) 6926 9644</p> |
| 6 | <p>Signed </p> <p>Kadison Hofert, Strategic Recreation Officer, Wagga Wagga City Council Date 5/12/2015</p> |

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



NSW Touch State Carnival
February 13, 14 and 15 2026



5a. Risk Log vs

Risks (and any arising issues) must be reviewed on a **weekly** basis by the Project Manager with the project team. This is to ensure that they are monitored and actioned appropriately, and so any new risks can be captured below:

Begin the risk log by copying the matching columns from the Project Management Plan Risk table into the table below. Note that the Overall Risk Rating is an automatic calculation - do not copy anything into this field.

| Risk # | What is the Risk Event? | Impact | Probability | Overall Risk Rating | Recommended way of handling risk | Mitigation Actions | Contingency Plan / Issue Management Plan | Owner | Date Risk Logged | Status | Comments |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------|--------|----------------------------------------------------------------------|
| <small>A unique reference number for each Risk</small> | <small>A specific description of what could happen that would threaten the success of the project is needed. It must address who, what, where, when, why and how the risk could occur – in order to be able to be controlled effectively</small> | <small>Use the scale below to rate the impact of each risk on the project, should that risk event occur</small> Very Low - a very small delay AND/OR minor cost increase anticipated Low - some delay AND/OR minor cost increase anticipated Moderate - key parts of the project will be delayed more than a week AND/OR significant cost increase anticipated High - key parts of the project will be delayed more than a month AND/OR serious cost increase anticipated Very High - the project will completely stop AND/OR major cost increase anticipated | <small>Important note - this is the probability of the Risk event occurring, with the risk event identified consequence rating</small> Very Low - 10% chance Low - 30% chance Likely - 50% chance High - 70% chance Almost Certain - 80% chance | <small>This field is automatically calculated (Impact x Prob) The closer the number is to 1, the more serious the risk to the project</small> | <small>This field is automatically calculated based on the Overall risk rating It is designed to guide the way of what the risk should spend or each risk</small> | <small>Important note - this is your detailed plan to reduce the likelihood and/or impact of the risk Detail here what steps will be taken to reduce the likelihood of the risk occurring and/or the impact of the risk should occur Not required for 'Accept risk' ratings. Only recommended for risks with an risk rating > 0.06. What steps have been taken to reduce the impact on the project if this risk occurs</small> | <small>Important note - this is your detailed plan to manage the impact of the risk, should it occur and become an issue for your project Detail here what actions must be taken in the event that the risk occurs - who needs to be notified, what will be done, etc Note that for some high-risk projects, a separate Issue Management Plan will need to be drafted as part of the Project Management Plan to ensure that clear actions are identified to deal with identified issues should they occur Not required for 'Accept risk' ratings.</small> | <small>Who is responsible for controlling this risk to ensure it does not happen?</small> | | | <small>Is the risk current (open) or has it been closed off?</small> |
| R001 | Risk of anti-social behaviour by competitors, spectators, officials, member of the public. | Low | Low | 0.03 | Accept risk | If anti-social behaviours arise, offending person(s) will be asked to stop. If person(s) persists, NSW Police will be called immediately. | If anti-social behaviours arise NSW Police will be called for assistance. NSW Police to receive formal event notification and invited to participate in the festivities. Three (3) security guards to be on-site for the duration of the event. | Project manager to explain to all volunteers and agency staff of the procedure regarding anti-social behaviours | 05-Dec-25 | Open | |
| R002 | Trip hazard - streets, steps, other areas within playing field and surrounds. | Low | Low | 0.03 | Accept risk | Ensure full risk assessment is updated regularly leading up to street festival to identify significant trip hazards. | Ensure all major trip hazards are marked with 'witches hats' to alert pedestrians. Ensure that mats are placed over electrical cords near generators. Ensure that there is adequate lighting across the site in the evening. Any external parties must provide WWCC with copy of their current Certificate of Currency to the minimum value of \$20M AUD. | Project manager to explain to all volunteers and agency staff of the procedure regarding trip hazard identification on event day. | 05-Dec-25 | Open | |
| R003 | Risk of drowning in the pond/ dam. | Moderate | Low | 0.06 | Regularly review risk | Dam to be fenced off with barrier mesh and roped star pickets. | Dam to be fenced off with barrier mesh and capped star pickets. | All personnel and MC | 05-Dec-25 | Open | |
| R004 | Inclement weather conditions. Storms, severe heat, wind. | Moderate | Likely | 0.10 | Regularly review risk | Observe weather patterns on BOM website to monitor the risk of adverse weather pattern. Refer to NSW Touch Weather Policy and Hot Weather Policy (all documents +) | Watch weather on BOM website. Carnival is to be called off in the event of extreme weather. Participants to be notified by SMS and the general public via local media outlets. | Project Manager | 05-Dec-25 | Open | |
| R005 | Minor injuries | Low | Very Low | 0.01 | Accept risk | Ensure first aid officers and sports trainers are present on the day of the festival. | First Aid officers and sports trainers on site for duration of event, as precautionary measure. | Project Manager | 05-Dec-25 | Open | |
| R006 | Serious injuries or illness | Low | Very Low | 0.01 | Accept risk | Ensure all personnel are aware of emergency procedures and immediately call 000 and report the incident accordingly. Begin First Aid on site. | Contact 000 in event of serious injury or illness. WWCC / Touch Australia Incident Report forms will be on site. | All personnel and Project Manager | 05-Dec-25 | Closed | |
| R007 | Noise pollution complaints from residents. | Low | Very Low | 0.01 | Accept risk | DA lodged and approved with WWCC Planning Directorate. Businesses and/or residents to receive formal notification of the impending road closures - three (3) weeks in advance. | Ensure production crew on stages adhere to environmental regulations. | Project Manager | 05-Dec-25 | Open | |
| R008 | Risk of sprinklers operating during event. | Low | Very Low | 0.01 | Accept risk | Liaise with WWCC outdoor staff to ensure that sprinklers are turned off prior to the event. | Email WWCC outdoor staff to request that sprinklers are turned off for the duration of the event. Request a confirmation email. | Project Manager | 05-Dec-25 | Open | |
| R009 | Power Outlets, Cords - trip hazards / safety hazards. | Low | Very Low | 0.01 | Accept risk | Liaise with WWCC outdoor staff to ensure that there is uninterrupted power supply. Ensure all power protected/covered and no vehicles are permitted to drive near or over them. Ensure patrons advised to take care of their belongings. Team officials to have procedures in place to keep personal items safe, lockers made available if necessary. | Email WWCC outdoor staff to ensure electricity supply is checked prior to the event and to ensure suitable cover is available for external cords. Request a confirmation email. comply with WHS standards. power supply cords tested and tagged. | Project Manager | 05-Dec-25 | Open | |
| R0010 | Theft | Low | Very Low | 0.01 | Accept risk | Patrons advised to take care of their belongings. Team officials to have procedures in place to keep personal items safe, lockers made available if necessary. | Where necessary will be reported to the police. | Project Manager | 05-Dec-25 | Open | |
| R0011 | Damage to the field of Play | Low | Low | 0.03 | Accept risk | All gate cards must be taken during set up, game time and pack down to the event surface, surrounding buildings, infrastructure and underground irrigation. Test pipe must be used to ensure no damage to the field. | WWCC Council staff informed and decisions made in conjunction with groundskeeper staff. | Project Manager | 05-Dec-25 | Open | |
| R0012 | Rubbish collection - environmentally sound. | Low | Very Low | 0.01 | Accept risk | Liaise with WWCC outdoor staff to ensure rubbish is picked up around the festival site and Liaise with Council staff that bins are emptied regularly. | Ensure WWCC outdoor staff provide with recycling and household waste bins (+ bin bags) for the duration of the event. | Project Manager | 05-Dec-25 | Open | |
| R0013 | Heat strokes/sunburn. | Moderate | Likely | 0.10 | Regularly review risk | Access to shaded spots under pop up tents, marquees and trees. Access to potable water, ice packs, hats and sunscreen. | Provide access to potable water via portable bubbler, drink stations, sunscreen stations. | Project Manager | 05-Dec-25 | Open | |
| R0014 | Uncontrolled vehicle driving through road barriers through closed roads and on to the fields | Moderate | Low | 0.06 | Regularly review risk | Liaise with WWCC transport division to ensure road closures follow protocols thus ensuring pedestrian and patron safety. Road closures are enforced at all times by the professional. | Ensure WWCC transport division protocols are followed to oversee pedestrian safety - visible road barriers that are manned at all times to ensure barriers are intact and not removed. NSW Police to be notified immediately in the case of a runaway car. VMS boards in place where necessary. | Project Manager | 05-Dec-25 | Open | |
| R0015 | Crowd control / Disoriented crowd | Low | Likely | 0.05 | Accept risk | Constantly monitor patrons, teams, officials and spectators are clear of where to go and where they need to be. Ensure there is adequate visible directional signage to toilets. | Liaise with event personnel to ensure adequate security & supervision of volunteers/ marshals in their direction of players and teams - provide brief prior to event. Ensure volunteers are well informed of the layout of the carnival site and able to direct crowd accordingly. | Project Manager | 05-Dec-25 | Open | |
| R0016 | Unaccompanied child | Moderate | Likely | 0.10 | Regularly review risk | Ensure appointed personnel are located at information tent to assist if required. | Report missing children to information tent and event MC to alert patrons of missing child. | Project Manager | 05-Dec-25 | Open | |
| R0017 | Onsite event communication | Low | Low | 0.03 | Regularly review risk | Implement a solid communication strategy for the day and communicate this to all necessary parties. The communication strategy is in relation to both distributing information to the | Ensure communication plan is constantly reviewed and updated. | Project manager | 05-Dec-25 | Closed | |
| R0018 | Environmental or physical changes within designated area | Moderate | Likely | 0.10 | Regularly review risk | Perform monthly risk assessments leading up to event to ensure all possible changes are documented and vetted through risk assessment process. Perform risk | Ensure monthly risk assessments and onsite inspections are undertaken in the lead up to event. | Project Manager | 05-Dec-25 | Open | |
| R0019 | Toilets shortage | Moderate | Low | 0.06 | Regularly review risk | Ensure public toilets and portaloos (+ additional toilet paper) are open and functional for the event. | Email WWCC outdoor staff to ensure public toilets are opened and looked (+ additional toilet paper supplies are on hand). Bins to be regularly monitored and emptied. Cleanstaff sign booked to clean the toilets out each evening and throughout the day. | Project Manager | 05-Dec-25 | Open | |
| R0020 | Emergency Contact list for personnel | Low | Very Low | 0.01 | Accept risk | Provide written emergency contact list for ALL personnel, volunteers and team managers. Staff and team managers to be instructed to report all near misses/incidents/injuries to the nearest location for volunteers covering their roles/responsibilities, hazards and controls and any procedures to be followed. Ensure official site briefings is conducted. Advice of the means. Ensure volunteers are wearing distinctive clothing to stand out from the clothing in clearly marked high visibility vests. TOUCH NSW to manage | Ensure ALL personnel, volunteers and team managers at event have access to emergency contact list - all will be provided lanyards with relevant emergency contact details. ALL personnel, agency staff, volunteers will be advised of the location of the First Aid tent. Emergency services - 000 to be contacted immediately in event of serious injury. Dangerous near misses/serious incidents must be reported to WWCC Safety Team immediately on 05050044 or Touch NSW. Responsible council officer to lodge the incident forms with WWCC Safety Team within (1) working day of near miss/incident/injury occurring. | Project Manager | 05-Dec-25 | Closed | |
| R0021 | Volunteers inadequately informed of their roles | Moderate | Very Low | 0.02 | Regularly review risk | Ensure all volunteers have access to emergency contact list. Ensure volunteers sign off on their induction as well as sign-in and sign-out of the day. | Ensure all volunteers have access to emergency contact list. Ensure volunteers sign off on their induction as well as sign-in and sign-out of the day. | Project Manager | 05-Dec-25 | Open | |
| R0022 | Volunteers are not easily identified | Low | Low | 0.03 | Regularly review risk | Provision of clearly marked high-visibility vests and lanyards with contact and emergency contact details. | Provision of clearly marked high-visibility vests and lanyards with contact and emergency contact details. | Project Manager | 05-Dec-25 | Closed | |
| R0023 | Fire | High | Very Low | 0.04 | Accept risk | Provide all personnel & food stall vendors with emergency response plan. Food stall vendors must have fire blankets etc. on hand at their site, in line with WHS legislation. Ensure there are fire extinguishers available for all food stalls. | Emergency services are notified prior to the event and invited to attend the festival. Emergency evacuation procedure. Designate and communicate Emergency Assembly Point. | Project Manager | 05-Dec-25 | Open | |
| R0024 | Food poisoning/allergy / cooking incidents - minor burns | Moderate | Low | 0.06 | Regularly review risk | All food stalls are approved by WWCC Environmental Health Officer to ensure compliance with NSW Food Safety regulations. Public provided with access to information regarding ingredients used in food preparation. | All food stalls are approved by WWCC Environmental Health Officer to ensure compliance with NSW Food Safety regulations. Public provided with access to information regarding ingredients used in food preparation. | Project Manager | 05-Dec-25 | Open | |

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NSW Touch State Carnival
February 13, 14 and 15 2026



5a. Risk Log vs

Risks (and any arising issues) must be reviewed on a **weekly** basis by the Project Manager with the project team. This is to ensure that they are monitored and actioned appropriately, and so any new risks can be captured below:

Begin the risk log by copying the matching columns from the Project Management Plan Risk table into the table below. Note that the Overall Risk Rating is an automatic calculation - do not copy anything into this field.

| Risk # | What is the Risk Event? | Impact | Probability | Overall Risk Rating | Recommended way of handling risk | Mitigation Actions | Contingency Plan / Issue Management Plan | Owner | Date Risk Logged | Status | Comments |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------|--------------------------------------------------------|----------|
| | A specific description of what could happen that would threaten the success of the project is needed. It must address who, what, where, when, why and how the risk could occur - in order to be able to be controlled effectively. | Use the scale below to rate the impact of each risk on the project, should that risk event occur: Very Low - a very small delay AND/OR minor cost increase anticipated Low - some delay AND/OR minor cost increase anticipated Moderate - key parts of the project will be delayed more than a week AND/OR significant cost increase anticipated High - key parts of the project will be delayed more than a month AND/OR serious cost increase anticipated Very High - the project will completely stop AND/OR major cost increase anticipated | Important note - this is the probability of the Risk event occurring, with the identified consequence rating. Very Low - 10% chance Low - 30% chance Likely - 50% chance High - 70% chance Almost Certain - 80% chance | This field is automatically calculated (Impact x Prob) The closer the Number is to 1, the more serious the risk to the project. | This field is automatically calculated based on the Overall risk rating. If it is designed to guide the level of effort the Risk should spend on each risk. | Important note - this is your detailed plan to reduce the likelihood and/or impact of the risk. Detail here what steps will be taken to reduce the likelihood of the risk occurring and/or the impact of the risk should it occur. Not required for 'Accept risk' ratings. | Important note - this is your detailed plan to manage the impact of the risk, should it occur and become an issue for your project. Detail here what actions must be taken in the event that the risk occurs - who needs to be notified, what will be done, etc. Note that for some high-risk projects, a separate Issue Management Plan will need to be drafted as part of the Project Management Plan to ensure that clear actions are identified to deal with identified issues should they occur. Not required for 'Accept risk' ratings. Only recommended for risks with an risk rating > 0.05. What steps have been taken to reduce the impact on the project if this risk occurs | Who is responsible for controlling this risk to ensure it does not happen? | | Is the risk (current event) or has it been closed off? | |
| R0025 | Event Personnel shortage | Low | Low | 0.03 | Regularly review risk | Keep a note of back up event volunteers names and phone numbers of file. | Allocate more volunteers than necessary to avoid any risk of severe shortage. | Project Manager | 05-Dec-25 | Open | |
| R0026 | Management of equipment | Moderate | Very Low | 0.02 | Regularly review risk | minimise loss and damage to equipment, ensure all equipment is used to standards and WHS compliance, Council tents and other owned or hired equipment are expected to be | Back up equipment on hand if any equipment needs to be replaced. | Project Manager | 05-Dec-25 | Open | |
| R0027 | Drug and alcohol consumption | Low | Low | 0.03 | Accept risk | NSW Touch games are a drug and alcohol free event. The selling or consumption of alcohol is prohibited at this event | Ensure all spectators, officials and players adhere to the stipulation that this is a drug and alcohol free event. If there is the suspicion of selling alcohol or believed to be under the influence, they will be asked to leave | Project Manager | 05-Dec-25 | Closed | |
| R0028 | Ensuring continuous and safe power supply from generators hired by Council. | Very Low | Low | 0.02 | Regularly review risk | Consult with electrician to ensure that Council hires sufficient number of generators if necessary. | Contact electrician and Council's grounds staff to ensure electricity supply is assessed and checked prior to the event if required. | Project Manager | 05-Dec-25 | Open | |



<Name of Project Here> - <1 line description of Project aim here>

PM: <Name here>

Sponsor: <Name here>

INITIATION

PLANNING

EXECUTION

CLOSURE

5b. Issues Log^{V4}

Prompt for change
If the priority of an issue is rated as 'Significant' or above make sure to check if there is a need for registering a change with the Steering Committee

The issues log is designed to capture issues as and when they occur on the project. Issues are often captured when a risk to the project has actually occurred.

When an identified risk does occur, it should be logged into this Issues Log and the identified Issue Management Plan (refer risk log) enacted to deal with the impact on the project.

These issues are reported on a regular basis to the Steering Committee and are reviewed on a regular basis by the Project Manager. This is to ensure that they are monitored and actioned appropriately (including closing them off), and so any new issues can be captured below:

| Issue # | Description of Issue <i>Brief description of issue and its impact on the Project</i> | Priority <i>H = Major impact on schedule and/or cost. 'Show-stopper' for Project M = significant impact on schedule and/or cost L = minimal impact</i> | Owner <i>Name of person is responsible for resolving the issue (and advising updates for this Log)</i> | Date Logged | Issue Status <i>Actioning, Overdue, Closed</i> | Due Date <i>The date issue is to be resolved and closed by</i> | Date Resolved <i>Date the issue was actually closed</i> | Comments / Resolving Action(s) <i>What action has occurred to date AND/OR what events occurred to resolve the issue?</i> |
|---------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| I001 | | | | | | | | |
| I002 | | | | | | | | |
| I003 | | | | | | | | |
| I004 | | | | | | | | |
| I005 | | | | | | | | |

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QUESTIONS WITH NOTICE

MINUTES of the **LOCAL TRANSPORT FORUM** held on **Monday 8 December 2025**.

PRESENT

| | |
|--------------------------|----------------------------------|
| Councillor Richard Foley | (arrived 2.21pm) |
| Dr Joe McGirr | Local State member of Parliament |
| Sergeant Gerard Horsley | NSW Police |
| Inspector Lee Gray | NSW Police |
| Commander Andrew Spliet | NSW Police |
| Greg Minehan | Transport for NSW |
| John Zannes | Transport for NSW |
| Richard Matto | Busabout Wagga |
| Brett Allen | Allens Coaches |

IN ATTENDANCE

| | |
|--------------------|-------------------------------------------------|
| Mr Peter Thompson | General Manager |
| Mr Scott Gray | Chief Operating Officer (until 2.26pm) |
| Mr Warren Faulkner | Director City Engineering |
| Ms Louise Wheaton | Executive Assistant - Director City Engineering |
| Ms Kori West | Corporate Governance Officer |

APOLOGIES

An apology for non-attendance was received and accepted for Annette Makeham of Makehams Coaches, Petrina O'Connor of Whitemore Bus Group, David Glass of Junee Buses, Zain Lakho, Senior Traffic Operations and Peter Bramley, Representative of Local State member of Parliament.

The meeting of the Local Transport Forum commenced at 2.07pm.

ACKNOWLEDGEMENT OF COUNTRY

Wagga Wagga City Council acknowledges the traditional custodians of the land, the Wiradjuri people, and pays respect to Elders past, present and future and extends our respect to all First Nations Peoples in Wagga Wagga.

We recognise and respect their cultural heritage, beliefs and continuing connection with the land and rivers. We also recognise the resilience, strength and pride of the Wiradjuri and First Nations communities.

MINUTES of the LOCAL TRANSPORT FORUM held on Monday 8 December 2025.

CONFIRMATION OF MINUTES

CM-1 CONFIRMATION OF MINUTES - 4 SEPTEMBER 2025 - LOCAL TRANSPORT FORUM

Recommendation:

On the Motion of G Minehan and G Horsley

That the Minutes of the proceedings of the Local Transport Forum held on 4 September 2025 be confirmed as a true and accurate record, noting Council's adoption of these minutes at its meeting of 22 September 2025.

CARRIED

DECLARATIONS OF INTEREST

Mr G Minehan declared a Non-Significant Non-Pecuniary in RP-1 EDMONDSON STREET BRIDGE REPLACEMENT - TEMPORARY ROAD CLOSURE, the reason being is a resident of Turvey Park and remained in the meeting during its consideration.

REPORTS

RP-1 EDMONDSON STREET BRIDGE REPLACEMENT - TEMPORARY ROAD CLOSURE

Officer Recommendation

That each member of the Local Transport Forum provides their advice for Councils consideration on the adequacy of traffic mitigations installed on the Wagga Wagga road network to minimise traffic and transport impacts associated with closing the Edmondson Street Bridge for a further 18 month period.

Forum notes:

Inspector L Gray of the NSW Police advised that they have been meeting with Inland Rail and Transport for NSW on a regular basis and have had no significant delays due to the closure of Edmondson Street Bridge. NSW Police are comfortable to continue with the closure of the Edmondson Street Bridge.

Mr Greg Minehan from Transport for NSW tabled a list of concerns:

1. Service level – intersection 1322 – Lake Albert Road/Hammond Avenue is identified as more congested. Manual changing of traffic signals giving priority to Lake Albert Road did not achieve a significant outcome – SCATS returned to manage traffic flow.
2. Traffic mitigation:
 - a. Traffic and Transport Monitoring Centre
 - b. CCTV cameras on network capturing traffic flows

MINUTES of the LOCAL TRANSPORT FORUM held on Monday 8 December 2025.

- c. Restriction of right turn movements from Coleman, Athol, Wooden and Lindsay Streets. No indirect impacts noted.
- d. Keep Clear on Docker Street at both Morgan Street and Hardy Avenue – No apparent impacts
- e. Temporary roundabout at Macleay Street and Coleman Street – no apparent impacts
- f. Changes to bus routes – information to be provided by Bus Operators.
- g. Installation of portable message boards on network – some confusion with messaging – VMS in Edmondson Street reported to display message – VMS in Edmondson Street reported to display message – “Broadway closed – high vehicles use Olympic Highway”

Observations:

- a. Additional queue length on the major roads, Lake Albert Road, Bourke Street, Dobney Avenue and Glenfield Road which was to be expected.
- b. Observed driver behaviours:
 - i. Forcing into intersections with no adequate space
 - ii. U turns at traffic signals
 - iii. Driver turning right from Coleman Street and travelling into oncoming traffic to avoid Bourke Street barrier
 - iv. Rat running forcing lane changes
 - v. Vehicles driving over median onto incorrect side of the road (Lake Albert Road at Railway Street) to access to the right turn lane at Hammond Avenue
 - vi. Lack of access from side roads onto Bourke Street with no break in traffic in particular at Charleville Road intersection
 - vii. Sturt Highway/Pearson Street roundabout. Continued congestion in particular east bound on Sturt and large vehicles on Moorong Street wishing to turn right onto the Sturt Highway. Light vehicles observed to force their vehicles along both the nearside and offside of large vehicles with significant impact due to the swept path of the large vehicles to enter/exit the intersection.

Mr Brett Allen from Allens Coaches acknowledged the great communication between Council, Transport NSW and Inland Rail for the lead up and during the trial closure. He tabled a concern regarding the morning congestion on Bourke Street across the Charleville Road intersection, Turvey Park. The Director City Engineering suggested changing the messaging on the VMS board in immediate proximity to the intersection to “Keep Intersection Clear”

Mr Richard Matto from Busabout advised the consultation was excellent leading up to the Closure from all Stakeholders. He advised that the intersection on Railway Street turning right into Lake Albert Road is the only cause for concern they have.

Dr Joe McGirr advised the forum of the limited number of complaints received by his office regarding this project. He thanked Transport for NSW, the Council and NSW Police. The communication between all stakeholders has been great and it has turned out to be great from a community acceptance point of view. It's been a great exercise and thanked everyone for their advocacy on this matter.

MINUTES of the LOCAL TRANSPORT FORUM held on Monday 8 December 2025.

Councillor Richard Foley raised concerns about Marshalls Creek Bridge and the height of the temporary traffic lights used for the pedestrians to cross the Highway.

The General Manager, Mr Peter Thompson thanked everyone for participating in the trail. The comprehensive communication from Transport and Bus companies have raised issues of concern that he would like the Forum to forward onto Inland Rail to address. Solutions should not include using Police resourcing.

The Director of City Engineering raised there is issues with vehicles continually parking in the 'No Stopping' zones installed on Docker Street between Darlow Street and Murray Street, Meurant Avenue near the Riverina Day Surgery and Urana Street west of Lusher Avenue. He suggested the need for these needs to be reviewed before continuing the 138 permits for these installations.

Councillor Richard Foley entered the room the time being 2.21pm.

Chief Operating Officer, Mr S Gray vacated the room the time being 2.26pm.

Commander Andrew Split of the NSW Police vacated the room the time being 2.33pm.

RP-2 POMEROY DRIVE ROUNDABOUT CONSTRUCTION - TEMPORARY ROAD CLOSURE

Officer Recommendation

That the Local Transport Forum support the temporary closure of Pomeroy Drive between Dorset Drive and the Olympic Highway to assist with the efficient delivery of a new roundabout on Pomeroy Drive approximately 600m east of the Olympic Highway as part of the Wagga Wagga Special Activation Precinct development.

Forum Advice

That the Council support the temporary closure of Pomeroy Drive between Dorset Drive and the Olympic Highway to assist with the efficient delivery of a new roundabout on Pomeroy Drive approximately 600m east of the Olympic Highway as part of the Wagga Wagga Special Activation Precinct development.

MINUTES of the **LOCAL TRANSPORT FORUM** held on **Monday 8 December 2025**.

RP-3 2026 PROPOSED MEETING DATES - LOCAL TRANSPORT FORUM

Officer Recommendation

That the Forum endorse the schedule of meeting dates for the next 12 months as outlined in the report.

Forum Advice

That the Council endorse the schedule of meeting dates for the next 12 months as outlined in the report.

QUESTIONS WITH NOTICE

Councillor R Foley received a complaint from a resident advising that cars are queuing along Roma Street. Warren Faulkner advised this is being investigated by the Inland Rail Traffic and Transport Monitoring Centre. It is suggested that the solution for the complaint is to allow vehicles queued at the intersection wanting to turn left to do so by installing a "Left turn on red permitted after stopping", similar to the arrangement at the Railway Street/Lake Albert Road intersection.

The Local Transport Forum rose at 2.56pm.